

Collective Agreement Between

The Board of Governors of the
University of Calgary



**UNIVERSITY OF
CALGARY**

and

The Graduate Students' Association



January 1, 2023 to December 31, 2028

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CONTACT INFORMATION PAGE

For interpretation information, contact the HR Partner in your faculty:

To locate your **HR Partner** please refer to the directory on our UCalgary HR website:

<https://www.ucalgary.ca/hr/contact-us/hr-partners-and-advisors>

For questions related to submitting template-based hires, please contact UService:

Phone: 403-210-9300

Email: hr@ucalgary.ca

Website: <https://www.ucalgary.ca/uservice>

To contact the Graduate Students' Association:

Phone: 403.220.5997

Email: labour.gsa@ucalgary.ca

Location: Room 1030, Earth Sciences Building

This agreement covers relationships between the Board of Governors of the University of Calgary (the “Board”) and graduate students employed by the Board as Graduate Assistants (Teaching), Graduate Assistants (Non-Teaching), Graduate Assistants (Research), and Graduate Student Writing Tutors in the Student Success Centre.

This agreement does **not** cover relationships between the Board and those not so employed.

ARTICLE 1: DEFINITIONS

1.1 In this Agreement, the following definitions apply:

- a) “Academic Term” refers to the academic terms defined in the University of Calgary Calendar;
- b) “Board” refers to the Board of Governors of the University of Calgary;
- c) “Business day” refers to the days of the week Monday through Friday and does not include Saturday, Sunday, or any official holiday observed by the University;
- d) “Department Head or equivalent” refers to the Department Head of a department in departmentalized faculties or to the equivalent position such as associate dean, assistant dean, or other in non-departmentalized faculties. In some faculties, this may also include the graduate program director;
- e) “Employment Supervisor” refers to the person responsible for the supervision of a Graduate Assistant;
- f) “Graduate Assistant” refers to a Graduate Student who holds one or more Graduate Assistantships;
- g) “Graduate Assistantship” refers to the following all three appointment categories: Graduate Assistant (Teaching), Graduate Assistant (Non-Teaching), and Graduate Assistant (Research);
- h) “Graduate Student” refers to a student who is registered in a program of study leading to a Master's or doctoral certificate, diploma, or degree in the Faculty of Graduate Studies;
- i) “Grant Funds” refers to funds held by an individual academic staff member derived from either external or internal sources; graduate students who are supported by these types of funds are considered “Grant-Funded”;
- j) “GSA” refers to the Graduate Students’ Association of the University of Calgary;
- k) “Offer of Employment” refers to the offer made to a Graduate Student outlining the parameters of the Graduate Assistant appointment.
- l) “Parties” refers to the Graduate Students’ Association and the Board;

ARTICLE 2: RECOGNITION

2.1 The Board recognizes, in accordance with the Post-Secondary Learning Act and the Alberta *Labour Relations Code*, that the GSA has the exclusive authority, on behalf of graduate students, to negotiate and enter into an agreement with respect to the academic employment of Graduate Students with the Board.

2.2 Only Graduate Students may receive appointments under this Collective Agreement.

In the event that a Graduate Student receives a Graduate Assistantship during the final term of their program, the assistantship may continue until the end of the term in which the student has successfully completed the final oral examination or exit requirements. The ability to hold a Graduate Assistantship may be impacted by a suspension or leave of absence.

2.3 Levy

The Board agrees to deduct the levy assessed by the GSA from the scholarships and salaries payable to all Graduate Assistants covered by this Agreement.

The GSA shall ensure that the Payroll Manager receives written notice of any change in the amount of the levy to be deducted no later than one week prior to the first day of the month in which the change is to be effected. A change in the amount of the levy to be deducted will not be implemented retroactively.

The levy deducted shall be remitted to the GSA no later than the fifteenth (15th) day of the month following the month in which the deduction is made and shall be accompanied by a monthly remittance report including the following information:

- Name of Graduate Student;
- Period of appointment;
- Level of appointment;
- Category of Graduate Assistantship(s);
- Faculty;
- Department;
- Remuneration during the pay period for which a levy was deducted; and
- Levy deducted.

2.4 Information

At the beginning of each Academic Term, or upon request within a reasonable timeframe, the Board shall provide the GSA with the following information on the Graduate Assistantships assigned:

- Name of Graduate Student;
- Period of appointment;
- Level of appointment;
- Category of Graduate Assistantship(s);
- Faculty;
- Department;
- Remuneration (total of salary and scholarship) [Graduate Assistant (Teaching) and Graduate Assistants (Non-Teaching) only];

- Hourly rate [Graduate Assistant (Research) only]; and
- University of Calgary email address.

The GSA agrees to comply with its requirements under the Alberta *Personal Information Protection Act* and protect the confidentiality of personal information and the privacy of individuals and undertakes that information provided shall not be published or otherwise used in ways that could result in the identification of individuals.

ARTICLE 3: MANAGEMENT RIGHTS

The GSA recognizes the power, authority, right, and responsibility of the Board to manage the operations of the University of Calgary in all respects, except as specifically abridged or modified by this Agreement. The Board agrees that it will exercise its management functions in a manner which is reasonable and consistent with the provisions of this Agreement.

The Board, from time to time, may issue regulations and directives; however, such regulations and directives shall not contravene the terms of this Agreement.

ARTICLE 4: DISCRIMINATION AND HARASSMENT

- 4.1 The Board, the GSA, and Graduate Assistants are committed to providing a respectful, safe and supportive learning, working, and living environment in which there is respect for the dignity of all, fair treatment of individuals and an environment free of discrimination and harassment.

Harassment is defined in the University of Calgary's Harassment Policy and complaints of harassment shall be dealt with in accordance with this Policy.

- 4.2 This article is not intended to limit or constrain the reasonable exercise of supervisory or management functions in the workplace such as, but not limited to:

- Performance evaluations based on work performance;
- Imposition of discipline;
- A managerial directive;
- A denial of a request for time off.

- 4.3 A Graduate Assistant alleging they have been harassed or discriminated against may file a complaint in accordance with the University's Harassment Policy and a grievance in accordance with Article 17. If the Graduate Assistant elects to file a complaint under the policy and a grievance, the grievance will be held in abeyance pending the outcome of the policy procedures.

ARTICLE 5: GRADUATE ASSISTANTSHIPS

5.1 Categories of Graduate Assistantships

A Graduate Assistantship is provided to assist a Graduate Student to pursue their studies toward a graduate degree. Departments appoint Graduate Assistants to perform work related to areas of a department's academic discipline. There are three categories of assistantship: Graduate Assistant (Teaching), Graduate Assistant (Non-Teaching,) and Graduate Assistant (Research).

Graduate Assistantship duties shall not include routine duties commonly associated with secretarial, clerical, technical, or administrative work not directly related to the Graduate Assistant's teaching or research duties.

A Graduate Student who is unable to accept an offer of appointment based on extenuating circumstances shall not prejudice their future appointment opportunities.

Graduate Assistants are not responsible for investigating plagiarism or violations of academic integrity

a) Graduate Assistant (Teaching)

A Graduate Assistantship (Teaching) is an appointment to assist with the instructional responsibilities of departments. The duties of a Graduate Assistantship (Teaching) may include teaching or instructional service, lecturing assistance, laboratory supervision, being available for office hours, grading assignments, providing tutorial direction, and assisting in the preparation of demonstration and instructional aids.

Graduate Assistants are not responsible for assigning the final grades in any course or section of a course.

b) Graduate Assistant (Non-Teaching)

A Graduate Assistantship (Non-Teaching) is an appointment made out of funds normally held by the Department Head or equivalent to assist departments and/or academic staff with research responsibilities. The duties, distinct from the Graduate Student's program of study, may include collecting research data, interviewing research subjects, conducting bibliographic work, performing general research services, and carrying out academic projects.

c) Graduate Assistant (Research)

A Graduate Assistantship (Research) is an appointment made out of funds held by an Employment Supervisor to assist with their research responsibilities. The duties, distinct from the Graduate Student's program of study, may include collecting research data, interviewing research subjects, conducting bibliographic work, performing general research services, and carrying out academic projects.

d) Appointment Letters

The Parties shall agree on substantive changes to the appointment letters to be issued to hire all categories of Graduate Assistant appointments. These letters shall include:

- Period of appointment;
- Category of Graduate Assistantship(s);
- Level of appointment;
- Rate of pay;
- Course name and number [Graduate Assistant (Teaching) only];
- Brief description of duties [Graduate Assistant (Non-Teaching) only]; and
- Dates of appointment.

5.2 Graduate Assistant Appointments Details

Wherever possible, units will match Graduate Students with Graduate Assistantships according to the students' preference, skill set, and the units' needs.

Graduate Students may advise of their appointment preferences and associated qualifications in the manner stipulated by their Department or equivalent unit.

a) Appointment Periods and Normal Hours of Work (GAT & GANT)

Appointments will normally be made during the following periods, closely following the Academic Terms:

Fall term:	September- December (17 week period)
Winter term:	January- April (17 week period)
Spring term:	May-June (9 week period)
Summer term:	July-August (9 week period)

Contracts normally expire at the end of the assigned term and normally cannot be carried over into another Academic Term. In cases where a Graduate Assistant (Teaching) is required to grade final assessments scheduled for the latter half of the final exam period for the Fall Academic Term, and this work falls within the normal hours of work for the Graduate Assistant's appointment, the Employment Supervisor and the Graduate Assistant may agree to extend the contract up to two (2) weeks into the next Academic Term.

Appointments may only be made as follows:

Appointment	Normal hours of work/period
Full-time	204
Three-quarters	153
One-half	102
One-third	68
One-quarter	51
One-sixth	34

The normal hours of work assigned to a full-time Graduate Student is 12 hours a week during the fall and winter terms and may vary from week to week. Part-time Graduate Assistantships will have the normal hours of work pro-rated.

Please refer to the Letter of Understanding: Normal Hours of Work for Graduate Assistants (Teaching).

It is recognized that Graduate Assistants in the spring and summer terms will perform more hours a week, and that these hours may also vary from week to week, given the shorter period of appointment.

b) Appointment Periods and Normal Hours of Work (GAR)

Graduate Assistants (Research) may be hired for periods of up to twelve (12) months. Contracts may be extended or renewed, but carry no implication of extension or renewal.

Distinct Graduate Assistant (Research) contracts shall not exceed 450 hours.

c) Limits on Graduate Assistantships (GAT, GANT, GAR)

Duties should not cause the Graduate Assistant to work a significant number of additional hours over and above the normal hours of work specified in Article 5.2 a) and b). Graduate Assistants must advise their Employment Supervisor immediately if the assigned work is resulting in additional work hours over and above the normal hours of work for their appointment.

Where in any given week a Graduate Assistant is requested to work more than twelve (12) hours, advance notification and/or consultation with the Graduate Assistant is required to ensure that the increased number of hours will not be so large as to hinder normal progress of their program of study and research. A Graduate Assistant must consult with their Employment Supervisor if it is felt that normal progress in their Academic program cannot be maintained because of the work they have been assigned.

Assistantship contracts may be combined and Graduate Students may hold multiple Graduate Assistantships; however, the onus is on the Graduate Student to verify the terms and conditions of other funding sources to ensure compliance. In cases where Graduate Assistant contracts are combined, the Department Head or Graduate Program Director will serve as the Employment Supervisor.

The Department Head or equivalent, or Employment Supervisor and the Graduate Student must consider the interplay of various factors in determining any additional Graduate Assistantships and judge responsibly whether a Graduate Student's academic program will be jeopardized by their additional Graduate Assistantship. A full or partial Graduate Assistantship may be held in combination with any other Graduate Assistantship provided that it does not violate the terms of the other Graduate Assistantship.

d) Limits on Graduate Assistant Appointments (Teaching and Non-Teaching)

Graduate Students registered on a full-time basis with the Faculty of Graduate Studies will not normally be appointed to more than one and a half (1.5) full-time or equivalent appointments per the Academic Term, and in no case more than two (2) full-time or equivalent Graduate Assistantships per the Academic Term.

Graduate Students registered on a part-time basis with the Faculty of Graduate Studies shall in no case be eligible for more than one-half or equivalent Graduate Assistantship per term.

e) Employment Contracts

As soon as is feasible before the Graduate Assistantship appointment is to begin, the Department Head or equivalent, or Employment Supervisor shall provide the Graduate Student with an Offer of Employment. The Graduate Student shall accept or reject the Offer of Employment in writing.

Prior to the commencement of the Graduate Assistantship, unless otherwise not possible, the Employment Supervisor and the Graduate Assistant will discuss the contract and complete the assignment of duties form. In all cases, the assignment of duties form must be completed and signed within two weeks of the commencement of the Graduate Assistantship.

Within the first month of the Graduate Assistantship commencing, copies of all employment contracts will be provided to the Graduate Student, with a copy sent to the University's People and Culture team (grad.contracts@ucalgary.ca) and the GSA (gsacontr@ucalgary.ca).

Adherence to these provisions and general contract compliance is of the utmost importance to the GSA and the Board. It is in all parties' interest to ensure contracts (Offers of Employment and the Assignment of Assistantship Duties form) are completed, signed, and submitted to the University's People and Culture team and the GSA within the first month of the Graduate Assistantship commencing.

f) Evaluation

There is no probationary period for Graduate Assistantships (Teaching) or Graduate Assistantships (Non-Teaching). Department Heads or equivalents must ensure that Graduate Assistants (Teaching) and Graduate Assistants (Non-Teaching) are trained and supervised for the duties to be performed and develop departmental guidelines to promote these activities.

If a Graduate Assistant requests to receive formative feedback, the Employment Supervisor shall meet with the Graduate Student to provide this feedback. This formative feedback shall not become part of the Graduate Student's permanent record. An Employment Supervisor may provide written performance evaluations at any time, and these evaluations may become part of the Graduate Student's permanent record.

Departments are also encouraged to provide each Graduate Assistant with written performance feedback within one month of completion of the Graduate Assistantship. A copy will be given to the Graduate Assistant with the original kept in the departmental files.

If a Graduate Assistant is not provided with written performance feedback, or discipline in accordance with Article 16, the Graduate Assistant's performance will be deemed to have been satisfactory.

g) Professional Development (GAT, GANT, GAR)

A Graduate Assistant (Teaching) and Graduate Assistant (Non-Teaching) in full-time Graduate Assistantships may opt for additional professional development and will be permitted to use one (1) hour of their Graduate Assistantship for professional development, subject to the approval of the

professional development by the Department Head or equivalent.

One (1) hour of professional development may be included as part of the GAR contract at the discretion of the Employment Supervisor if requested by the Graduate Assistant.

h) Departmental Responsibilities

Departments shall provide appropriate work space and resources as necessary to allow Graduate Assistants to perform their duties, such as, prescribed texts, photocopying, keys to mailrooms, offices, classrooms, and support services, as well as access to confidential meeting space.

5.3 Termination and Changes to Employment Contracts (GAT, GANT, GAR)

a) Graduate Assistant (Teaching) and Graduate Assistant (Non-Teaching)

The Parties recognize that there may be changes in the funding available to departments or in the operational requirements of departments after employment contracts are issued to Graduate Assistants (Teaching) and Graduate Assistants (Non-Teaching).

- Cancellation of the contract by the Board prior to the commencement of the Academic Term will result in:
 - 1) The Graduate Student being offered an equivalent position; or
 - 2) in the event that an equivalent position is not available or the Graduate Student elects not to accept the equivalent position, a cancellation fee of five hundred dollars (\$500) will be paid as salary.
- Cancellation of the contract by the Board on or after the commencement of the Academic Term will result in:
 - 1) The graduate student being offered an equivalent position; or
 - 2) in the event that an equivalent position is not available, the student will be paid the value of the contract as scholarship; or
 - 3) if the student elects not to accept the equivalent position, a cancellation fee equivalent to the scholarship portion of the contract will be paid.

For the purposes of this article, an equivalent position will be either a Graduate Assistantship (Teaching) or a Graduate Assistantship (Non-Teaching) with the same period of appointment, level of appointment, and a similar assignment of duties the Graduate Student is to perform.

b) Graduate Assistant (Research)

An Employment Supervisor may terminate an employment contract in excess of forty (40) hours of work or in excess of one month in duration without cause due to changes in operational requirements, lack of funding or poor job performance.

Employment Supervisors will provide thirty (30) hours' notice or pay in lieu of notice.

c) Resignation (GAT, GANT, GAR)

Graduate Assistants (GAT and GANT) may resign from their employment with the Board by providing written notice to their Department Head or equivalent, and Employment Supervisor, with a minimum of ten (10) business days' notice.

Graduate Assistants (GAR) may resign from their employment with the Board by providing written notice to their Employment Supervisor with a minimum of ten (10) business days' notice.

d) Absence without Authorization (GAT, GANT, GAR)

Where a Graduate Assistant is absent from work without authorization for three (3) consecutive working days, scheduled or normally worked by the Graduate Assistant, the Employment Supervisor may deem the Graduate Assistant to have resigned their employment without notice.

ARTICLE 6: GRADUATE STUDENT WRITING TUTORS (STUDENT SUCCESS CENTRE)

- 6.1 Effective 30 days following ratification, Graduate Student Writing Tutors in the Student Success Centre are considered to be academically employed Graduate Students and consequently members of the GSA Bargaining Unit.
- 6.2 Graduate Student Writing Tutors in the Student Success Centre shall be hired on an hourly basis, and paid a wage based on the number of approved hours worked in accordance with Schedule A.
- 6.3 If the Board requires Graduate Student Writing Tutors to complete any training, the Graduate Student Writing Tutor shall be paid for these approved training hours at the hourly rate in accordance with Schedule A.
- 6.4 The Parties acknowledge that Graduate Student Writing Tutors in the Student Success Centre have no guaranteed hours of work.
- 6.5 Article 17 (Grievance Procedure) shall not apply with respect to a decision to not re-appoint a Graduate Student Writing Tutor in the Student Success Centre.
- 6.6 Except as otherwise provided within this Agreement, all of the terms and conditions in this Collective Agreement apply to Graduate Student Writing Tutors in the Student Success Centre, except that the following Articles shall not apply:
 - a) Article 5: Graduate Assistantships
 - b) Article 8: Training
 - c) Article 10: Medical Leaves
 - d) Article 11: Parental Leaves
 - e) Article 12: Special Leaves
- 6.7 For the purpose of the reporting requirements in Article 2.3 and 2.4, the level of appointment will be left blank for all Graduate Student Writing Tutors.

ARTICLE 7: REMUNERATION AND BENEFITS

7.1 Remuneration

The remuneration of a Graduate Assistant (Teaching) and Graduate Assistant (Non-Teaching) consists of two components:

- Scholarship (one-half)
- Salary (one-half)

The remuneration of a Graduate Assistant (Research) consists only of an hourly salary.

The remuneration of a Graduate Student Writing Tutor in the Student Success Centre consists only of an hourly salary. The hourly salary earned by Graduate Student Writing Tutors will not have an impact on or reduce the Graduate Student's minimum funding guarantee.

The remuneration for all appointments is listed in Schedule A.

7.2 Payment

For Graduate Assistants (Teaching) and Graduate Assistants (Non-Teaching), payments will be made on a semi-monthly basis (10th and 25th of the month or the immediate preceding business day if those dates do not fall on a business day) and over the period of 17 weeks during the fall and winter terms or 9 weeks during the spring and summer terms.

For Graduate Assistants (Research) and Graduate Student Writing Tutors in the Student Success Centre, payments will be made on a semi-monthly basis (10th and 25th of the month or the immediately preceding business day if those dates do not fall on a business day), based on the hours of work reported during the period immediate preceding the pay period.

Department Heads or equivalent have the authority to approve a truncated payment schedule within the period of the Graduate Assistantship in exceptional circumstances.

7.3 Vacation

The remuneration for all appointments includes payment in lieu of vacation.

ARTICLE 8: TRAINING

8.1 The first appointment of a Graduate Assistant shall include participation in any mandatory training determined by the Board for the purposes of the Graduate Assistantship. This mandatory training shall be included towards the fulfillment of the Graduate Assistant's hours for the period of the Graduate Assistantship and recorded on the Assignment of Assistantship Duties Form.

8.2 If the Department or Employment Supervisor requires the Graduate Assistant to complete any additional training or orientation for the purposes of the Graduate Assistantship, this required training shall be included towards the fulfillment of the Graduate Assistant's hours for the period of the Graduate Assistantship and recorded on the Assignment of Assistantship Duties Form.

- 8.3 Where the Board requires that a Graduate Assistant attend training for the purposes of the Graduate Assistantship, the Graduate Assistant will be provided with timely, advance notice of the scheduling, location, and time requirement for the training.
- 8.4 For clarity, this article does not include training or orientation required for the graduate student's academic program.

ARTICLE 9: HOLIDAYS

- 9.1 Graduate Assistants and Graduate Student Writing Tutors in the Student Success Centre shall not normally be assigned to work on the following days:
- a) New Year's Day
 - b) Alberta Family Day
 - c) Good Friday
 - d) Easter Monday
 - e) Victoria Day
 - f) Canada Day
 - g) August Civic Holiday
 - h) Labour Day
 - i) Thanksgiving Day
 - j) Remembrance Day
 - k) Christmas Day
 - l) Boxing Day
- 9.2 Effective on the date of ratification, if an Employment Supervisor assigns a Graduate Assistant (Teaching) or a Graduate Assistant (Non-Teaching) to work on one of the dates listed in 9.1, the assigned hours shall be credited towards the fulfillment of the Graduate Assistant's hours for the period of their Graduate Assistantship at the rate of one and one-half (1.5). No additional remuneration will be provided above the credited hours.
- 9.3 Effective on the date of ratification, if a Graduate Assistant (Research) or Graduate Student Writing Tutor in the Student Success Centre is assigned to work on one of the dates listed in 9.1, they shall be paid at a rate of one and one-half times (1.5x) their normal hourly rate for the number of approved hours worked.
- 9.4 A Graduate Assistant shall not receive additional remuneration in the event they choose to work on a holiday.
- 9.5 A Graduate Assistant shall be granted time off without pay to observe holidays of the Graduate Assistant's religion, subject to operational requirements. A Graduate Assistant who intends to request time off under this Article must give notice to their Employment Supervisor as far in advance as possible, but no later than four (4) weeks before the requested period of absence.

ARTICLE 10: MEDICAL LEAVES

10.1 Medical Leave

- a) A medical leave provides Graduate Assistants income protection due to personal illness or injury, which may include physical or mental illness.
- b) A Graduate Assistant must notify their Department Head or equivalent, or Employment Supervisor at the commencement of the medical leave as to the expected duration of an illness or injury, as is appropriate.
- c) Graduate Assistants (Teaching) and Graduate Assistants (Non-Teaching) shall be granted medical leave at 100% of remuneration, if they are disabled from performing duties as a result of their illness or injury, for a period of up to ten (10) business days.

Graduate Assistants (Research) shall be granted medical leave at 100% of the daily average of earnings over the preceding ten (10) business days, if they are disabled from performing duties as a result of their illness or injury, for a period of up to ten (10) business days.

- d) When Graduate Assistants (Teaching) and Graduate Assistants (Non-Teaching) are disabled from performing duties as a result of illness or injury beyond ten (10) business days, they will receive 70% of remuneration for the duration of the disability or until the end of the contract, whichever is earlier.

When Graduate Assistants (Research) are disabled from performing duties as a result of illness or injury beyond ten (10) business days, they will receive remuneration equivalent to 70% of the daily average of earnings in the preceding twenty (20) business days for the duration of the disability or until the end of the contract or Academic Term, whichever is earlier.

Medical information may be required to support absences due to illness or injury that are greater than ten (10) business days. The Department Head or equivalent shall request this information through the Board's Staff Wellness Centre or the equivalent delegated body as determined by the Board. The Staff Wellness Centre (or equivalent delegated body) will act as an intermediary between the Graduate Assistant and the Department Head or equivalent, or Employment Supervisor.

The cost of acquiring the medical information will be reimbursed by the Board.

ARTICLE 11: PARENTAL LEAVES

11.1 Maternity Leave

- a) Maternity leave is available to all pregnant Graduate Assistants who hold a Graduate Assistantship at the time of birth of the child.
 - i. A Graduate Assistant whose pregnancy ends prematurely for reasons other than a live birth within sixteen (16) weeks of the estimated due date shall also be eligible for Maternity Leave.

- b) All pregnant Graduate Students who hold a Graduate Assistantship at the time of birth of the child are entitled to a leave without pay of sixteen (16) weeks or until the end of the appointment, whichever is earlier.
 - i. For Graduate Students who have completed at least one Graduate Assistantship (full or partial) in the 12 months prior to the birth of the child and hold a Graduate Assistantship (full or partial) at the time of the leave, they are entitled to a leave with pay of fifteen (15) weeks, or until the end of their contract, whichever is earlier, as follows:
 - Graduate Assistants (Teaching) and Graduate Assistants (Non-Teaching): 70% of the rate of remuneration outlined in Schedule A;
 - Graduate Assistants (Research): 70% of the daily average of earnings in the twenty (20) business days preceding the commencement of the leave.
- c) The Graduate Assistant must provide at least two (2) weeks' notice of the leave to their Department Head or equivalent, or Employment Supervisor before the anticipated commencement of the leave.
- d) The pregnant Graduate Assistant shall commence the leave no later than the day of birth.
- e) The Graduate Assistant will provide at least four (4) weeks' notice of return from leave to their Department Head or equivalent, or Employment Supervisor. If the end of the leave is within the existing appointment, the returning Graduate Assistant shall be reinstated to their previous position or shall be provided with the duties outlined in the contract or alternative work of a comparable nature.

11.2 Adoptive Leave

- a) Adoptive leave is available to all Graduate Assistants who hold an appointment at the time of the child being placed with the adoptive parent.
- b) For Graduate Students who hold their first Graduate Assistantship, they are entitled to a leave without pay of fifteen (15) weeks or until the end of the appointment, whichever is earlier.
- c) Graduate Students who have completed at least one Graduate Assistantship (full or partial) in the 12 months prior to the child being placed with the adoptive parent and hold a Graduate Assistantship (full or partial) at the time of the leave, are entitled to a leave with pay of fifteen (15) weeks, or until the end of their contract, as follows:
 - Graduate Assistants (Teaching) and Graduate Assistants (Non-Teaching): 70% of the rate of remuneration outlined in Schedule A
 - Graduate Assistants (Research): 70% of the daily average of earnings in the twenty (20) business days preceding the commencement of the leave
- d) The Graduate Assistant must provide at least two (2) weeks' notice of the leave to their Department Head or equivalent, or Employment Supervisor before the anticipated commencement of the leave.

- e) The adoptive parent shall commence their leave no later than the day the child is placed with the adoptive parent.
- f) The Graduate Assistant will provide at least four (4) weeks' notice of return from leave to their Department Head or equivalent, or Employment Supervisor. If the end of the leave is within the existing Graduate Assistantship, the returning Graduate Assistant shall be reinstated to their previous position or shall be provided with the duties outlined in the contract or alternative work of a comparable nature.
- g) If two (2) Graduate Assistants are parents of the same child, adoptive leave may be either taken wholly by one of the Graduate Assistants or may be shared by both parents, but the combined period of leave cannot exceed fifteen (15) weeks or until the end of their contract whichever is less. Only one Graduate Assistant can be on leave at a given time.

11.3 Partner Leave

Partner Leave is available to all Graduate Assistants who are the spouse or domestic partner of a person who has given birth. Graduate Assistants are entitled to ten (10) business days of leave with pay. The leave shall commence no earlier than the birth of the child and no later than five (5) business days after the birth of the child.

The Graduate Assistant will provide at least two (2) weeks' notice of the leave to their Department Head or equivalent, or Employment Supervisor before the anticipated commencement of the leave. The returning Graduate Assistant shall be reinstated to his/her previous position or shall be provided with the same duties or alternative duties of a comparable nature.

ARTICLE 12: SPECIAL LEAVES

12.1 Bereavement Leave

All Graduate Assistants are eligible for a leave with pay of up to five (5) business days following the loss of a member of the Graduate Assistant's immediate family, which includes the parent (including step parent and spouse's parent), sibling, spouse (including child of spouse), child, ward, grandchild, and grandparent.

12.2 Compassionate Care Leave

A Graduate Assistant who requires time off to care for a seriously ill family member, as defined in the *Employment Standards Code*, shall be granted leave without pay up to up to twenty-seven (27) weeks or to the end of the appointment, whichever is earlier. The Graduate Assistant must provide ten (10) business days' notice of the leave to their Department Head or equivalent, or Employment Supervisor before the anticipated commencement of the leave, or a lesser period where there is a valid reason why that notice cannot be given. The returning Graduate Assistant must provide at least ten (10) business days' notice of return from leave to their Department Head or equivalent, or Employment Supervisor and shall be reinstated to their previous position or shall be provided with the same duties or alternative duties of a comparable nature.

Eligibility for and administration of Compassionate Care Leave shall be in accordance with the *Employment Standards Code*.

The Graduate Assistant and the Employment Supervisor may waive the notice requirements by mutual agreement.

12.3 Domestic Violence Leave

A Graduate Assistant who requires time off for Domestic Violence Leave, as defined in the *Employment Standards Code*, shall be granted leave without pay of up to ten (10) days in each calendar year for the purposes provided for in the Code.

Eligibility for and administration of Domestic Violence Leave shall be in accordance with the *Employment Standards Code*.

12.4 Academic Conference Leave

- a) Subject to the approval of the Employment Supervisor and the Graduate Program Director, and supported by a copy of the invitation to make a presentation as part of an academic conference relevant to the Graduate Assistant's discipline, a Graduate Assistant shall be granted unpaid Academic Conference Leave from their scheduled or normally worked hours not to exceed five (5) consecutive days. At the Employment Supervisor's discretion, they may reschedule the Graduate Assistant's scheduled or normally worked hours to avoid disruption in pay.
- b) Academic Conference Leave may only be taken once between September 1 and the following August 31.
- c) A Graduate Assistant who wishes to take Academic Conference Leave in accordance with Article 12.4 shall apply to their Employment Supervisor and Graduate Program Director as soon as possible upon notice of invitation to present.

12.5 Deferral of Appointment (GAT or GANT)

Requests for a deferral of a Graduate Assistantship for medical, parental, maternity, adoptive, compassionate care, or special reasons will be made by the Graduate Assistant to the Employment Supervisor and Department Head.

Deferred Graduate Assistantships will be available for at least one year following the deferral. Departments may not be able to guarantee that deferred Graduate Assistantship will be available during the Spring/Summer Term.

ARTICLE 13: HEALTH AND SAFETY

- 13.1 The Board is committed to ensuring that the workplaces within which Graduate Assistants perform their duties are safe. A Graduate Assistant shall be provided with training and protective equipment appropriate to the duties.
- 13.2 A Graduate Assistant is responsible to maintain a safe work environment and to follow safe working procedures.

- 13.3 Where a Graduate Assistant considers that another person is performing work in an unsafe manner or that the work or workplace is unsafe, the Graduate Assistant shall immediately make a report to the Department Head or equivalent.
- 13.4 In accordance with the Alberta *Occupational Health and Safety Act*, a Graduate Assistant may refuse to perform their duties if they believe on reasonable grounds that there is an “undue hazard” at the work site or that the work constitutes an undue hazard to the worker’s health and safety. “Undue hazard” means a hazard that poses serious and immediate threat to the health and safety of a person. The University will not take any disciplinary action against a Graduate Assistant by reason of that person acting in compliance with the *Occupational Health and Safety Act*.
- 13.5 At any time, a Graduate Assistant has the right to request that an Environmental Health and Safety Officer inspect the workplace.
- 13.6 The Board shall notify the GSA immediately that it is aware of the occurrence of an on-the-job fatal accident or the serious injury of a Graduate Assistant.
- 13.7 The GSA may appoint a Graduate Assistant to the Board’s Joint Work Site Health and Safety Committee (JWHSC).
- 13.8 The JWHSC will maintain and adhere to terms of reference consistent with the *Occupational Health and Safety Act* and *Occupational Health and Safety Code*.
- 13.9 Effective on the date of ratification, the Board shall pay the Graduate Assistant representative the equivalent of the Graduate Assistant (Research) hourly rate as prescribed in Schedule A for participating in JWHSC meetings and required JWHSC training.

ARTICLE 14: WORKPLACE ACCOMMODATION

- 14.1 Workplace accommodations shall be provided to Graduate Assistants in accordance with the Board’s Workplace Accommodation Policy and Procedure, or any other relevant Board policies.

ARTICLE 15: PROTECTED DISCLOSURES

- 15.1 Any Employee who in the course of their employment has information and reasonable grounds to believe another employee has breached a University of Calgary policy may make a good faith disclosure to the University of Calgary’s Office of Protected Disclosure and Research Integrity.
- 15.2 The Board’s policies and procedures related to investigating alleged breaches of University of Calgary policy shall apply.

ARTICLE 16: DISCIPLINE

- 16.1 There shall be no discipline without just and sufficient cause.
- 16.2 Graduate Assistants will be provided with a minimum of forty-eight (48) hours' notice (not including weekends or official holidays observed by the University) to attend a disciplinary meeting or a meeting where the Graduate Assistant's conduct under investigation may be subject to discipline.
- Such notice shall be in writing, include the time and place for the meeting, advise the Graduate Assistant that they are entitled to be accompanied at this meeting by a GSA labour representative, and provide contact information for the GSA.
- 16.3 Disciplinary action shall be rendered within twenty (20) Business days of the conclusion of the investigation.
- 16.4 Any disciplinary action must be in writing to the Graduate Assistant, with a copy to the Dean of Graduate Studies. If the Graduate Assistant is not accompanied by a GSA labour representative at the discipline meeting, the Board will notify the GSA that discipline has been issued and provide the Graduate Assistant's name and email address.
- 16.5 The Board shall remove records of discipline from the Graduate Assistant's employment file after a twenty four (24) month period from the date of the letter, provided that no further discipline has been recorded within the period noted above.

ARTICLE 17: GRIEVANCE PROCEDURE

- 17.1 Disputes arising in regards to the application of this Collective Agreement shall be settled in accordance with these grievance procedures, without stoppage of work, refusal to perform work, or lockout.
- 17.2 There are three (3) types of Grievances:
- a) An Individual Grievance is a dispute affecting one (1) Graduate Assistant. Individual Grievances shall be dealt with in accordance with the Individual Grievance Procedures.
 - b) A Group Grievance is a dispute affecting two (2) or more Graduate Assistants seeking the same redress. A Group Grievance shall list all Graduate Assistants included in the grievance. Group Grievances shall be dealt with in accordance with the Group Grievance Procedures.
 - c) A Policy Grievance is a dispute concerning the general application or interpretation of the Collective Agreement. Policy Grievances shall be dealt with in accordance with the Policy Grievance Procedures.
- 17.3 The GSA shall have carriage of all Individual, Group, and GSA-initiated Policy Grievances.
- 17.4 Informal Discussion
- a) A Graduate Assistant who believes they have a Grievance may first discuss the matter with their immediate supervisor and attempt to resolve the difference. A Graduate Assistant has the right

to GSA representation at this meeting. A Graduate Assistant who plans to bring a GSA representative to this meeting must advise the Supervisor 48 hours in advance and the Supervisor may arrange for a member of the University's People and Culture team to also attend.

- b) In the event that it is not resolved satisfactorily to the Graduate Assistant, it may be advanced in accordance with the process set out in this Article.

17.5 Individual Grievance Procedure

- a) The GSA may submit an Individual Grievance to the Department Head or equivalent within fifteen (15) Business days of the date the Graduate Assistant became aware of or reasonably should have become aware of the event, incident, or conduct giving rise to the Grievance. The Grievance shall be in writing and shall specify the matter(s) in dispute, the Article(s) alleged to have been violated, and the remedy sought. The Department Head shall issue a written decision within fifteen (15) Business days of receipt of the Grievance.
- b) If the matter is not resolved, the GSA may submit the Individual Grievance to the Dean of the Faculty within seven (7) Business days of the conclusion of the previous step. The Dean (or their delegate) shall convene a meeting between the Parties within ten (10) Business days of receipt of the Grievance. The Dean (or their delegate) shall issue a written decision within ten (10) Business days of hearing the Grievance.
- c) If the matter has not been resolved, the GSA has the authority to refer the grievance to arbitration.
- d) One or more of the steps of the grievance procedure may be bypassed by mutual agreement between the Board and the GSA.

17.6 Group or Policy Grievance Procedure

- a) Should the GSA or the Board allege that there has been a violation or improper application of the terms of this Collective Agreement, either Party may submit a grievance in writing to the other Party within fifteen (15) business days of the date they became aware of or reasonably should have become aware of the event, incident, or conduct that gave rise to the grievance.
- b) The GSA shall submit any such grievance to the Dean of the Faculty in the case of a faculty-specific grievance, or the Dean of the Faculty of Graduate Studies in all other cases. The Board shall submit any such grievance to the GSA. The Grievance shall be in writing and shall specify the matter(s) in dispute, the Article(s) alleged to have been violated, and the remedy sought. The Parties shall meet within ten (10) business days of the receipt of the grievance. The Party in receipt of the grievance will respond to the other Party within ten (10) business days of the meeting.
- c) If the matter is still not resolved, the GSA or the Board may submit the grievance in writing to the President of the GSA or the Provost and Vice-President (Academic), respectively as appropriate, within seven (7) business days of the conclusion of the previous step. The President of the GSA or the Provost and Vice-President (Academic) shall investigate and respond in writing to the other Party within ten (10) business days of receipt of the grievance.
- d) If the grievance has not been resolved, either Party may refer the grievance to arbitration.

- e) One or more of the steps of the grievance procedure may be bypassed by mutual agreement between the Board and the GSA.

17.7 Arbitration

- a) A grievance may be referred to arbitration by informing, in writing, the GSA or the Provost and Vice-President (Academic), respectively as appropriate, no later than ten (10) business days after the conclusion of the grievance procedure.

In its written notice, the Party submitting the matter to arbitration shall:

- Summarize the alleged violation or improper application of the terms of this Collective Agreement;
 - List the section(s) of the Collective Agreement that are alleged to have been violated or improperly applied;
 - State the remedy sought.
- b) Both Parties involved in the arbitration process shall mutually agree on an arbitrator. If the two Parties cannot agree on an arbitrator, then either Party may request that the Director of Mediation Services appoint an arbitrator.
 - c) The Arbitrator shall not have the authority to change this Collective Agreement or alter, modify, or amend any of its provisions.
 - d) The GSA and the Board shall bear the fees and expenses of the arbitration equally.

17.8 Time Limits

- a) The Parties agree that whenever possible the time limits contained within this Article should be adhered to. Either Party may request an extension of the time limits mentioned above provided that such extension is requested prior to the expiry of the time allowed. Where such extension is requested, it may not be unreasonably denied.
- b) Should the GSA fail to comply with any time limit in this Article, the Grievance shall be considered abandoned unless the Parties have mutually agreed in writing to extend the time limits.
- c) Should the Board fail to comply with any time limits in this Article, the Grievance shall be conveyed to the next step in the Grievance process following the expiry of the particular time limit unless the Parties have mutually agreed in writing to extend the time limits. Grievances so advanced shall be subject to time limits as if a reply had been made on the last allowable day of the preceding level in the procedure.

ARTICLE 18: JOINT COMMITTEE

- 18.1 There shall be a Joint Committee consisting of up to four (4) representatives appointed by the GSA and up to four (4) representatives appointed by the Board.

- 18.2 The purpose of the Committee is to review matters of mutual interest arising from the application of this Collective Agreement and to foster communications and co-operation between the Parties. The Committee shall not have the power to deal with any matters which are properly the subject of a grievance or negotiation.
- 18.3 The Committee shall meet whenever the need arises, but at least every Academic Term.
- 18.4 The respective parties will each appoint a representative, who shall be designated as a joint chairperson, and the two chairpersons shall alternate in presiding over meetings. The chairpersons shall jointly establish agendas in advance of these meetings. The parties shall document any agreement reached during the Joint Committee meetings.

ARTICLE 19: NEGOTIATING PROCEDURES

19.1 Notice to commence collective bargaining

Either Party to this agreement may provide notice, in writing, to commence collective bargaining not less than sixty (60) calendar days and not more than one hundred and twenty (120) calendar days preceding the expiry of the term of the collective agreement.

19.2 Composition of the Negotiating Committee

Each Party to the negotiations shall name no more than four (4) members to its negotiating committee.

ARTICLE 20: EMPLOYMENT RECORDS

- 20.1 Upon request, and within a reasonable timeframe, the Board shall provide Graduate Assistants with copies of any employment contracts, Assignment of Assistantship Duties forms, written performance evaluations, and/or disciplinary letters issued to the Graduate Assistant.

ARTICLE 21: SERVICES AND FACILITIES

- 21.1 Subject to Faculty and Departmental policies, the GSA may use Departmental bulletin boards in Departments with Graduate Assistants to post official GSA notices.
- 21.2 The Board will allow the GSA to use the following in connection with the conduct of the business of the GSA, subject to availability and the rates and regulations established by the Board for similar users: office space, landline telephone services, audio-visual equipment, printing services, internet service, and postal service.

ARTICLE 22: GSA REPRESENTATION AND ACTIVITIES

- 22.1 The Board agrees that it will not recognize a Graduate Assistant or group of Graduate Assistants who undertake to represent the GSA to the Board in relation to the administration of the Collective Agreement without the authorization of the GSA.
- 22.2 The GSA shall notify the Board in writing of the name and jurisdiction of its authorized representatives in relation to the administration of the Collective Agreement, as well as any updates or changes to that list as they occur.
- 22.3 GSA representatives may access University of Calgary premises to attend meetings with the Board, including grievance meetings.
- 22.4 The Board recognizes the right of every Graduate Assistant to participate in any official activities of the GSA provided that such participation does not interfere with the performance of their duties to the University.
- 22.5 The GSA will be provided with five (5) minutes to provide an overview of the role of the GSA and the Collective Agreement at the Fall and Winter University Graduate Student orientation events involving Graduate Assistants.

ARTICLE 23: DURATION OF THE COLLECTIVE AGREEMENT

23.1 Duration of Collective Agreement

Except as otherwise stated, this Agreement shall be in effect January 1, 2023, to December 31, 2028.

The terms and conditions of this Agreement shall continue in effect until a new collective agreement is concluded by the Parties or another circumstance outlined in Section 130(1) of the Alberta *Labour Relations Code* occurs.

ARTICLE 24: GENERAL

24.1 Official notices


Official notices exchanged between the Parties shall be sent to:

Provost and Vice-President (Academic)
University of Calgary
Executive Office, room A100
Email: provost@ucalgary.ca


Graduate Students' Association Earth Sciences, Room 1030
Email: labour.gsa@ucalgary.ca
Contracts to be sent to: gsacontr@ucalgary.ca

- 24.2 The Collective Agreement will be published on the websites of Human Resources and the Graduate Students' Association.


IN WITNESS WHEREOF, the Parties hereto have caused these presents to be executed by their duly authorized officers on their behalf.




Ed McCauley
President
University of Calgary




Kaylee MacLean
Lead Negotiator
Graduate Students' Association



Sandra Davidson
Provost and Vice-President (Academic)
University of Calgary



Hunter Yaworski
Bargaining Team
Graduate Students' Association



Allan Lyons
Bargaining Team
Graduate Students' Association



Ahmad Wattoo
Bargaining Team
Graduate Students' Association

SCHEDULE A: REMUNERATION

1. Graduate Assistants (Teaching) and Graduate Assistants (Non-Teaching)

The remuneration for Graduate Assistants (Teaching) and Graduate Assistants (Non-teaching) shall be at fixed rates by level of appointment, as follows:

	Level of Appointment	Scholarship	Salary	Total
January 1, 2023 – last day of the pay period in effect on the date of ratification	full-time	\$4,447.21	\$4,447.20	\$8,894.41
	three-quarter	\$3,335.41	\$3,335.40	\$6,670.81
	one-half	\$2,223.61	\$2,223.60	\$4,447.21
	one-third	\$1,482.40	\$1,482.40	\$2,964.80
	one-quarter	\$1,111.81	\$1,111.80	\$2,223.61
	one-sixth	\$741.20	\$741.20	\$1,482.40

	Level of Appointment	Scholarship	Salary	Total
Beginning of the first pay period following ratification – December 31, 2025	full-time	\$4,658.45	\$4,658.44	\$9,316.89
	three-quarter	\$3,493.84	\$3,493.83	\$6,987.67
	one-half	\$2,329.23	\$2,329.22	\$4,658.45
	one-third	\$1,552.81	\$1,552.81	\$3,105.63
	one-quarter	\$1,164.62	\$1,164.61	\$2,329.23
	one-sixth	\$776.41	\$776.41	\$1,552.81

	Level of Appointment	Scholarship	Salary	Total
January 1, 2026 – December 31, 2026	full-time	\$4,751.62	\$4,751.61	\$9,503.23
	three-quarter	\$3,563.72	\$3,563.71	\$7,127.43
	one-half	\$2,375.82	\$2,375.81	\$4,751.62
	one-third	\$1,583.87	\$1,583.87	\$3,167.74
	one-quarter	\$1,187.91	\$1,187.90	\$2,375.82
	one-sixth	\$791.94	\$791.94	\$1,583.87

	Level of Appointment	Scholarship	Salary	Total
January 1, 2027 – December 31, 2027	full-time	\$4,846.65	\$4,846.64	\$9,693.30
	three-quarter	\$3,634.99	\$3,634.98	\$7,269.98
	one-half	\$2,423.33	\$2,423.32	\$4,846.65
	one-third	\$1,615.55	\$1,615.55	\$3,231.10
	one-quarter	\$1,211.67	\$1,211.66	\$2,423.33
	one-sixth	\$807.77	\$807.77	\$1,615.55

	Level of Appointment	Scholarship	Salary	Total
January 1, 2028 – December 31, 2028	full-time	\$4,943.59	\$4,943.58	\$9,887.16
	three-quarter	\$3,707.69	\$3,707.68	\$7,415.37
	one-half	\$2,471.80	\$2,471.79	\$4,943.59
	one-third	\$1,647.86	\$1,647.86	\$3,295.72
	one-quarter	\$1,235.91	\$1,235.89	\$2,471.80
	one-sixth	\$823.93	\$823.93	\$1,647.86

2. Graduate Assistants (Research)

The minimum hourly salary rate for Graduate Assistants (Research) is as follows:

January 1, 2023 – last day of the pay period in effect on the date of ratification	\$18.03
Beginning of the first pay period following ratification – December 31, 2025	\$22.84
January 1, 2026 – December 31, 2026	\$23.30
January 1, 2027 – December 31, 2027	\$23.76
January 1, 2028 – December 31, 2028	\$24.24

Graduate Assistants (Research) may be paid an hourly salary rate above the minimum.

3. Graduate Student Writing Tutors in the Student Success Centre

Effective 30 days following ratification, the minimum hourly salary rate for Graduate Student Writing Tutors in the Student Success Centre is as follows:

30 days following ratification – December 31, 2025	\$25.00
January 1, 2026 – December 31, 2026	\$25.50
January 1, 2027 – December 31, 2027	\$26.01
January 1, 2028 – December 31, 2028	\$26.53

LETTER OF UNDERSTANDING #1: HOURLY GRADUATE ASSISTANTS (TEACHING)

1. Effective September 1, 2025, the Board will establish an Hourly Graduate Assistant (Teaching) appointment type.
2. Hourly Graduate Assistants (Teaching) will be paid based on the number of approved hours worked. Approved hours cannot exceed 33 hours per Graduate Student per academic term. If a Graduate Student has accepted more than one Hourly Graduate Assistant (Teaching) appointment, it is their responsibility to monitor their combined hours to ensure they do not exceed 33 hours per academic term.
3. If the Board requires Hourly Graduate Assistants (Teaching) to complete any training, they shall be paid for these approved training hours at the hourly rate.
4. The Parties acknowledge that hourly Graduate Assistants (Teaching) have no guaranteed hours of work.
5. Article 17 (Grievance Procedure) shall not apply with respect to a decision to not re-appoint an Hourly Graduate Assistant (Teaching).
6. Except as otherwise provided within this Agreement, all of the terms and conditions in this Collective Agreement apply to Hourly Graduate Assistants (Teaching), except that the following Articles shall not apply:
 - a) Article 5: Graduate Assistantships
 - b) Article 8: Training
 - c) Article 10: Medical Leaves
 - d) Article 11: Parental Leaves
 - e) Article 12: Special Leaves
7. For the purpose of the reporting requirements in Article 2.3 and 2.4, the level of appointment will be left blank for all Hourly Graduate Assistants (Teaching).
8. If an Hourly Graduate Assistant (Teaching) is assigned to work on one of the dates listed in Article 9, they shall be paid at their normal hourly rate of pay for the number of approved hours worked.
9. The hourly rate for Hourly Graduate Assistant (Teaching) appointments is as follows:

	Scholarship	Salary	Total
Effective September 1, 2025	\$22.84	\$22.84	\$45.67
Effective January 1, 2026	\$23.29	\$23.29	\$46.58
Effective January 1, 2027	\$23.75	\$23.75	\$47.50
Effective January 1, 2028	\$24.23	\$24.23	\$48.46

10. This Letter of Understanding shall expire on December 30, 2028.

LETTER OF UNDERSTANDING #2: NORMAL HOURS OF WORK FOR GRADUATE ASSISTANTS (TEACHING)

Effective on the date of ratification, unless agreed to by the Graduate Assistant (Teaching), an Employment Supervisor shall not assign a Graduate Assistant (Teaching) to work more than twenty-four (24) hours in an instructional week.

This limitation shall not apply to non-instructional weeks.

This Letter of Understanding shall expire on December 30, 2028.

LETTER OF UNDERSTANDING #3: REVIEW OF APPOINTMENT PROCESSES

The Parties shall jointly review the processes used by the Schulich School of Engineering, Haskayne School of Business, and Cumming School of Medicine to assign Graduate Assistant (Teaching) appointments after the commitment to minimum funding guarantees has been met.

The Parties shall meet within sixty (60) calendar days of ratification to commence this review. Each Party may appoint up to four (4) representatives to attend these review meetings.

LETTER OF UNDERSTANDING #4: EQUITY, DIVERSITY, INCLUSION, & ACCESSIBILITY

The University of Calgary and the GSA have a shared interest in achieving equity, diversity, inclusion, and accessibility (EDIA) in our campus community.

Given this shared interest, the Parties shall meet within sixty (60) calendar days of ratification to discuss matters related to EDIA for Graduate Assistants, current and planned initiatives aimed at addressing EDIA, and additional actions the Parties can take to foster EDIA. Each Party may appoint up to four (4) representatives to attend this initial meeting. Further meetings may be scheduled, subject to agreement by both Parties.

LETTER OF UNDERSTANDING #5: IMPLEMENTATION OF LUMP SUM PAYMENT

1. Within 60 days of ratification, the Governors will provide a lump sum payment of \$400 (as salary) to eligible Graduate Students who held one or more Graduate Assistant (Teaching), Graduate Assistant (Non-Teaching), and/or Graduate Assistant (Research) appointments between September 1, 2023 and December 31, 2024.
2. To be eligible for this payment, the Graduate Student must be registered in a program of study with the Faculty of Graduate Studies as of the date of payment.
3. For clarity, eligible Graduate Students will receive a single lump sum payment of \$400, regardless of how many appointments they held.
4. Payment of the lump sum is conditional upon ratification of the Collective Agreement.
5. These lump sum payments will not have an impact on or reduce the Graduate Student's minimum funding guarantee.
6. Lump sum payments will be subject to applicable deductions and withholdings, including the levy assessed by the GSA.
7. This Letter of Understanding will expire upon its implementation.