

ARTICLE 18 SALARIES

18.1 Minimum stipend for Sessional Instructors without RFR

	Year 1 Jan.1/16 to Aug.31/16	Year 2 Sept.1/16 to Aug.31/17	Year 3 Sept.1/17 to Aug.31/18
Stipend per credit hour	\$1718.27	\$1744.04	\$1770.20

18.1.1 Minimum stipend for Sessional Instructors with RFR

Once an employee has earned RFR, they will receive a performance adjustment to the minimum stipend rate for that course.

	Year 1 Jan.1/16 to Aug.31/16	Year 2 Sept.1/16 to Aug.31/17	Year 3 Sept.1/17 to Aug.31/18
Stipend per credit hour	\$1785.43	\$1853.43	\$1921.43

(18.1.2 AGREED to delete Clause 18.1.2 in its entirety and rest of 18.1 to be renumbered.)

18.1.2 The stipend represents total payment for all work required and includes six percent (6%) vacation pay and any statutory holiday pay. For record-keeping purposes such as for Records of Employment, hours of work will be deemed to be sixty (60) hours of work per course credit hour to a maximum of forty (40) hours per week.

18.1.3 Bundled Appointments in accordance with **Clause 1.5** will be paid a minimum premium of ten percent (10%) above the total of all of the individual minimum stipend rates for the courses that have been bundled.

18.1.4 Work in Addition to an Appointment

Effective January 1, 2016:

- (a) The hourly rate for stipend-paid Sessional Instructors is **twenty-eight dollars and sixty-four cents (\$28.64)** per hour which includes six percent (6%) vacation pay. Effective September 1, 2016 the hourly rate shall increase to **twenty-eight dollars and ninety-three cents (\$28.93)** per hour which includes six percent (6%) vacation pay. **Effective September 1, 2017 the hourly rate shall increase to twenty-nine dollars and thirty-six cents (\$29.36)** per hour which

includes six percent (6%) vacation pay.

- (b) The hourly rate of pay for Sessional Instructors will only be paid for work that is in addition to work that would normally be included in their specific Appointment. This additional work could include duties such as but not limited to committee work, ~~invigilating examinations for other courses,~~ attending meetings or other work/service provided that the additional work is assigned by the Department/University.
- © If an employee is assigned to substitute for another employee instructing a course the substitute employee shall be compensated at the hourly rate based upon three (3) hours of preparation time for every one (1) hour of in-class instruction.
- (d) If an employee is assigned by the Department Head to attend a meeting that is not directly related to their Sessional Instructor duties associated with their Appointment, they shall be paid in accordance with **Clause 18.1.4(a)** for each hour of attendance at the meeting.
- (e) If an employee is required to instruct/teach a laboratory/tutorial as part of their Appointment but in addition to the credit hours of their Appointment, they shall be compensated at the above stipulated hourly rate for all work required in order to instruct/teach this laboratory/tutorial. The Department Head or designate will meet with the employee and set out the amount of work that will be required prior to the commencement of the instructing/teaching of the laboratory/tutorial.

18.2 Distance and Online Courses Offered through Extended Education

18.2.1 The following rates for Distance and Online Courses Offered through Extended Education will be per student ~~provided that a minimum of (1) assignment per student has been graded and returned to them over the term.~~ **based on the student count at the close of the registration revision period.**

	Effective Jan.1/16	Effective Sept. 1/16	Effective Sept. 1/17
For a 3 Credit Hour Course	\$113.11	\$114.24	\$115.95
For a 4 Credit Hour Course	\$141.59	\$143.01	\$145.16
For a 6 Credit Hour Course*	\$226.22	\$228.48	\$231.91

~~*NOTE: When teaching a six (6) credit hour course, the Instructor must grade and return to the student a minimum of one (1) assignment in each term to receive the six (6) credit hour per student rate. Less than one (1) assignment graded and returned to the student in each term will result in the instructor being paid the three (3) credit hour per student rate.~~

18.2.2 Web Conferencing:

In Online Courses that include Web Conferencing, instructors will be paid in addition to the per student rate set out above, a stipend to cover Web Conferences as follows:

	Effective Jan.1/16	Effective Sept. 1/16	Effective Sept. 1/17
Per one hour web conferences	\$91.89	\$92.81	\$94.20
Per two to three hour web conferences	\$183.24	\$185.07	\$187.85

These rates will also apply if an instructor is hired to provide web conferencing only.

18.2.3 Distance and Online Education Instructors who are required to create assignments in addition to their regular duties shall be entitled to a lump sum stipend of five hundred dollars (\$500.00) per course. These additional duties as well as the stipend payable will normally be indicated in the posting for the position.

18.2.4 The stipends in Article 18.2 above represent total payment for all work required. For record keeping purposes such as Records of Employment, hours of work will be deemed to be 2.7 hours per student to a maximum of 40 hours per week.

18.3 Salaries for Librarians

The minimum hourly rates for Librarians are as follows:

	Effective Jan. 1/16	Effective Sept. 1/17	Effective Sept. 1/18
Start Rate	\$28.95	\$29.24	\$29.68

Upon Completion Of 1820 Hours	\$29.96	\$30.26	\$30.72
Upon Completion Of 3640 Hours	\$31.01	\$31.32	\$31.80
Upon Completion Of 5460 Hours	\$32.10	\$32.42	\$32.91
Maximum Hourly Rate	\$32.10	\$32.42	\$32.91

18.3.1 After completion of 1820 hours of work, Librarians will be eligible to receive an increment of 3.5% of their hourly wage. Librarians will be eligible to receive up to three such increments, up to the maximum hourly rate. Work hours towards an increment shall accumulate from appointment to appointment provided that there are less than twenty-four (24) consecutive months between appointments.

18.3.2 An increment may be withheld if performance is determined to be unacceptable and the employee is so informed prior to the effective date of the increment.

18.3.3 Librarians appointed for periods of less than twelve months shall have their vacation pay (6%) added to each pay cheque. Librarians appointed for a period of twelve months or more will receive paid vacation days equivalent to 6% vacation pay.

Librarians receiving vacation pay and having a subsequent appointment may request and if circumstances permit shall be granted a leave of absence without pay for a maximum of three weeks.

18.3.4 In recognition that the above hourly rates are being implemented with the 2002 - 2005 Collective Agreement, the Employer agrees that all Librarians paid above the maximum hourly rate as of the date of ratification shall have their salary protected and shall receive general wage increases on a present incumbent only basis.

18.4 Salaries for Music Teachers

Minimum hourly rates, including six percent (6%) vacation pay, will be as follows:

	Effective Jan. 1/16	Effective Sept. 1/16	Effective Sept. 1/17
Start Rate	\$61.34	\$61.95	\$62.88
Beginning the 5th year of teaching	\$67.46	\$68.14	\$69.16
Beginning the 10th year of teaching	\$73.60	\$74.33	\$75.45
Beginning the 15th year of teaching	\$79.73	\$80.53	\$81.74

Years of service towards an increment shall accumulate from appointment to appointment provided that there are less than twenty-four (24) consecutive months between appointments.

18.4.1 Music Teachers will be paid **at their** hourly rate for actual hours spent teaching students **and attending recitals**, with said payment representing total payment for all work required of the position. Actual hours spent teaching students **and attending recitals** will be used for record keeping purposes such as Records of Employment.

18.5 **Minimum hourly rates, including six percent (6%) vacation pay, will be as follows:**

	Effective Jan. 1/16	Effective Sept. 1/16	Effective Sept. 1/17
Start Rate	\$28.64	\$28.93	\$29.36

18.5.1 The hourly rate for Counsellors represents total payment for all work required of the position. Actual hours of work will be used for record keeping purposes such as Records of Employment.

18.6 **When an employee is required to travel in the course of their work for the University, the employee shall be reimbursed for reasonable expenses in accordance with the UM Travel Policy.**

18.7 **Salaries shall be paid bi-weekly over the period of the Appointment in accordance with the rates of pay contained in Article 18. A bi-weekly pay period shall consist of fourteen (14) calendar days beginning 0001 hours Saturday to 2400 hours Friday.**

A statement of earnings and deductions shall be provided electronically unless otherwise requested.