

**Collective Agreement**

**Between**

**BRANDON UNIVERSITY**

**AND**

**PUBLIC SERVICE ALLIANCE OF CANADA**

**On behalf of**

**Local 55601**

**September 1, 2024 to September 30, 2028**

## TABLE OF CONTENTS

<u>Article</u>		<u>Page</u>
1.	Purpose .....	3
2.	Recognition and Exclusions .....	3
3.	Definitions .....	4
4.	Management Rights .....	5
5.	Union Security .....	5
6.	Union Representation and Activities .....	6
7.	Correspondence and Information .....	7
8.	No Strike/No Lockout .....	8
9.	Joint Union-Management Committee .....	8
10.	No Discrimination and No Harassment .....	9
11.	Job Postings and Selection .....	11
12.	Hours of Work .....	13
13.	Meal Break .....	15
14.	Seniority .....	15
15.	Discipline and Dismissal .....	16
16.	Personnel Files .....	17
17.	Grievance Procedure .....	17
18.	Arbitration .....	19
19.	Health and Safety .....	20
20.	Designated Paid Holidays .....	21
21.	Maternity Leave .....	22
22.	Parental Leave .....	23
23.	Other Leaves of Absence .....	24
24.	Expenses and Access to Facilities.....	26
25.	Orientation and Training .....	26
26.	Employment Equity .....	27
27.	Duration and Renewal .....	27
28.	Wages and Pay Administration .....	28
	Appendix A - Rates of Pay .....	29

## **Article 1 - Purpose**

- 1.01 The general purpose of this Agreement is to establish an orderly collective bargaining relationship between Brandon University in the Province of Manitoba (hereafter referred to as the Employer) and its Employees represented under this Agreement by the Public Service Alliance of Canada (hereinafter referred to as the Union), to ensure the prompt and peaceful resolution of disputes and grievances, and to set forth an agreement covering rates of pay and other working conditions which shall supersede all other agreements between the Employer and the Employees represented by the Union.
- 1.02 The parties recognize that it is in their mutual interests to promote and to enhance the working relations between the Employer, and the Union and its members, on the principles of mutual respect and cooperation.
- 1.03 The Employer and the Union recognize the important contribution of the Bargaining Unit members to the University in the achievement of its stated mission.
- 1.04 The Employer and the Union have a mutual interest in achieving equity, diversity, and inclusion and fostering reconciliation in the workplace so that all employees are treated with dignity and respect and are provided with the opportunity to achieve their full potential. The parties share the belief that equity, diversity, inclusion, reconciliation and a sense of belonging strengthen the community and will consult and collaborate in ways that reflect our legal, moral, and ethical responsibilities.**

## **Article 2 - Recognition and Exclusions**

- 2.01 The Employer recognizes the Public Service Alliance of Canada (PSAC), as the exclusive bargaining agent for all employees of Brandon University employed as Research Assistants, Student Assistants, Academic Residence Assistants, Student Ambassadors, Tutors and all other student employees, save and except those employees covered exclusively by existing Collective Agreements, and those excluded by the Act as described in the Certificate No. MLB 6905 issued by the Manitoba Labour Board dated October 22, 2012.
- 2.02 The Employer shall not assign duties as specified in this Agreement to non-Employees, with the exception of when both parties agree to a workplace accommodation.

## Article 3 – Definitions

**Every attempt has been made to use inclusive language in this Collective Agreement. A word used in the singular shall also include the plural when the context so requires and a word used in the plural may also include the singular when the context so requires. In addition, expressions referring to employees are inclusive of all employees, regardless of their gender.**

"Administrator" designates the President, Provost and Vice-President (Academic), Vice President (Administration and Finance), **Vice-President (Research and Graduate Studies)**, Dean of Students, University Registrar, Associate Vice-President People & Talent, **Associate Vice-President, Indigenous Initiatives**, Chief Information Officer, Dean or Director or designate.

"Academic Term" means one of fall, winter, spring/summer

"Employee" shall mean a person who is a member of this Bargaining Unit as defined by the Labour Board of the Province of Manitoba, Certificate No. MLB-6905, dated October 22, 2012.

"Supervisor/Hiring Manager" shall mean the person to whom the Employee reports directly for the purposes of day-to-day direction and recommends on all other matters to the Administrator.

"Union" shall mean the Public Service Alliance of Canada or its Local 55601, representing employees of the University who are members of the bargaining unit.

"Bargaining Unit" - Is the Bargaining Unit defined in the Certification No. MLB 6905 order of the Manitoba Labour Board, issued October 22, 2012 and as set out in the Collective Agreement at Article 2, Recognition and Exclusions.

"Working Day" - A normal working day when the University is open, i.e. days other than weekends, statutory holidays, and other days when the University is officially closed.

"Calendar Day" - One sequential 24-hour period as denoted on a calendar, regardless of the day of the week.

"Employer" - Brandon University in its capacity as the employer as defined in Article 2.

"Continuous Employment" - is an unbroken period of employment with Brandon University. Continuous employment is broken when employment ceases for at least one academic year.

## Article 4 - Management Rights

- 4.01 Subject to the provisions of this Collective Agreement, the Union acknowledges the right of the Employer to operate and to manage the University in accordance with its commitments, responsibilities, and obligations as set down in the Brandon University Act, except as limited by this collective agreement.
- 4.02 In administering this agreement, the Employer shall act reasonably, fairly, in good faith, and in a manner consistent with the agreement as a whole.

## Article 5 - Union Security

- 5.01 Every Employee shall become a member of the Union on their date of appointment as a condition of employment. The Employer shall advise Employees that they are included in the bargaining unit represented by the Union and that their employment is subject to the terms and conditions set out in the Collective Agreement. The Employer shall provide a **New Employee Training letter containing the link to the electronic Union membership card**, upon hire. The Employee is responsible for **completing the membership card and submitting it to the Union**.
- 5.02 The Employer recognizes the right of every Employee to participate in any lawful activities of the Union, and it shall not interfere with this right.
- 5.03 The Employer shall post the text of the Agreement on its website and will direct the new Employee to the website. Employees will also be informed that a hard copy shall be provided from the Union office or Human Resources upon request. The cost of printing collective agreements shall be shared equally by the parties.

### Dues Check Off

- 5.04 The University shall deduct dues, and such other assessments as the Union may direct in writing from the first pay cheque due to the Employee and remit the same along with a list of Employees from whom deductions are made prior to the sixteenth day of the month following the calendar month in which said deduction is made, to the Head Office of the Union. An annual statement of the Union dues, which have been deducted from their pay during the calendar year, shall be provided to each Employee on their T4 Income Tax slip by February 28 each year.
- 5.05 Such remittance shall be accompanied by a spreadsheet that includes Employee Name, Employee number, Department Number, and dues remitted.

- 5.06 Where an Employee does not have sufficient earnings in respect of any month to permit deductions made under this Article, the Employer shall not be obligated to make such deduction from subsequent earnings.
- 5.07 Deductions from pay for each Employee will be made on a bi-weekly basis as a percentage of hours pay based on hours worked.
- 5.08 The Union shall provide at least thirty (30) calendar days' written notice to the Employer of any change in the monthly membership dues or assessments.
- 5.09 The Union agrees to indemnify and save the Employer harmless against any and all claims or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer and such claim or liability would be limited to the amount actually involved in the error.

## **Article 6 - Union Representation and Activities**

- 6.01 The Employer acknowledges the right of the Union to appoint or otherwise select Employees as representatives.
- 6.02 The Union agrees that no Employee or group of Employees shall undertake to represent the Union to the Employer without proper authorization of the Union. To this end, the Union shall provide the Employer, in writing with the names and position titles of its Local Union Representatives. The Associate Vice-President People & Talent will be the initial point of contact for the Union on matters related to this Collective Agreement and will notify the Union of the subsequent point(s) of contact on a case-by-case basis.
- 6.03 The University agrees to allow the Union to hold meetings and conduct Union business in the University outside the working hours of the employees attending. It is also agreed that the University will assign, when required and if possible, a suitable room to the Union for this purpose.
- 6.04 The University agrees to provide the Union use of space on existing bulletin boards for the purpose of posting official Union information relating to union affairs, meetings, and social events, subject to University Policy.
- 6.05 The University agrees to make reasonable effort to provide the Union with an office. The office will be furnished with chairs, a meeting table and filing cabinet. The University will also provide and cover the costs of a phone line (toll denied) and set and a computer network connection.

- 6.06 Duly Authorized representatives of the Union shall be permitted to transact official business of the Union with members of the Union or with official representatives of the University, on University Property, provided such business shall not interfere with the normal operations of the University.
- 6.07 Employees shall be advised by the Employer that they are entitled to Union representation to discuss disputes and disagreement about their employment working conditions, discipline, and grievances. Upon request, an employee shall be granted said representation.
- 6.08 The Employer shall supply the Union with a list of its designated authorities with whom the Union may be required to transact business, including relevant employees of the Human Resources Department, and Employer representatives on the Joint Union-Management Committee.

## **Article 7 - Correspondence and Information**

- 7.01 When the provisions of this Agreement require notice to the Employee where an Employee is on leave, the Employer shall forward any notice or other documentation related to the Employee to their last known address. It is the obligation of the Employee to maintain a current and correct address with the Employer and to advise the Employer of any change to their address.

### Information for the Union

- 7.02 The University shall provide the Union with the following information by the end of each month for all Employees:

Full name, **Telephone**, BU Email Address, Permanent Mailing Address, Original Hire Date, Re-hire Date (only if they were terminated before they had another assignment), Supervisor, Job Title, Classification, Hourly Rate of Pay, Number of Hours Worked in the Pay Period, and Faculty and Department.

In addition, the University will provide the Union with the following information for Residence Assistants at the beginning of each contract:

Full name, **Telephone**, BU Email Address, Permanent Mailing Address, Original Hire Date, Re-hire Date (only if they were terminated before they had another assignment), Supervisor, Job Title, Classification, and Rate of Pay.

- 7.03 Unless otherwise provided by this Agreement the University's internal mail shall be deemed adequate for correspondence between the Employer and the Union.

## **Article 8 - No Strike/No Lockout**

- 8.01 The parties agree that there shall be no strike or lockout as defined by the *Manitoba Labour Relations Act* during the term of this Agreement.
- 8.02 Notwithstanding any other provision of this Collective Agreement, in the event that Employees other than those in the Bargaining Unit engage in a strike and establish picket lines, an Employee who feels their safety is at risk in crossing the picket line should contact their immediate supervisor to arrange for safe passage.
- 8.03 During a strike or lockout of another Employer bargaining unit, Employees who fall under the provisions of this Collective Agreement shall not be required to perform the duties of those employees.

## **Article 9 - Joint Union-Management Committee**

- 9.01 There shall be a Union Management Committee consisting of three (3) bargaining unit representatives appointed by the Union and three (3) representatives from the University appointed by the University.
- 9.02 The Purpose of the Committee is to review matters of mutual interest arising from the application of the Collective Agreement and to foster communications and co-operation between the Parties.
- 9.03 The Committee shall meet whenever the need arises, but in any event at least once every six (6) months.
- 9.04 The Committee shall have Co-Chairpersons appointed by the respective Parties. Either party may call a meeting; however, the Employer will be primarily responsible for coordinating and convening meetings. The co-chairs shall alternate chairing the meetings of the Committee.
- 9.05 Minutes of the meeting of the Committee shall be prepared and distributed by the Employer to all Committee members within ten (10) working days from the meeting, where reasonably practicable, for review for the purpose of approval at the following meeting.

## **Article 10 - No Discrimination and No Harassment**

- 10.01 There shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to any Employee in regard to terms or

conditions of employment for reasons of age, race or perceived race, ancestry, religion, religious belief or association or activity, creed, colour, nationality, national origin, citizenship (except as required by federal law pertaining to immigration), ethnic background or origin, political affiliation or belief or activity, sex, gender, gender expression or identity, sexual orientation, marital or family status, source of income, personal life-style, physical or mental disability or related characteristics, social disadvantage, or membership or activities in the Union or any other applicable characteristic as set out in the Manitoba Human Rights Code.

10.02 Further as set out in the Code, the parties agree that there shall be no discrimination with respect to any aspect of an employment or occupation, unless the discrimination is based upon a bona fide and reasonable requirement or qualification for the employment or occupation.

**10.03 The University will ensure, so far as reasonably practicable, the safety, health, and welfare at work of all workers and an environment for Employees free from harassment as set out in The Workplace Safety and Health Act (WSHA) and The Workplace Safety and Health Regulation, as amended from time to time.**

**Every Employee while at work shall, in accordance with the WSHA, take reasonable care to protect their safety and health and the safety and health of other persons who may be affected by their acts or omissions at work.**

**10.04** There shall be no harassment in the workplace. There are two types of harassment. The first is based on prohibitive ground as defined by the Manitoba Human Rights Code (**see 10.01**). The second is Personal Harassment which is also referred to as “bullying” that may involve repeated humiliation or intimidation that adversely affects a worker’s psychological or physical well-being.

**"Harassment" means:**

**(a) any vexatious behaviour in the form of hostile, inappropriate and unwanted conduct, verbal comments, actions or gestures that affects a worker's dignity or psychological or physical integrity and that results in a harmful workplace for the worker, or**

**(b) the improper use of the power or authority inherent in a person's position to endanger a worker's job, undermine the worker's job performance, threaten the economic livelihood of the worker or negatively interfere in any other way with the worker's career.**

**"Workplace-related harassment" means harassment of a worker by their employer or supervisor or by another worker, whether or not the**

harassment occurs at the workplace.

- 10.05** There shall be no sexual harassment in the workplace. Sexual harassment is any conduct, comment, gesture or contact of a sexual nature that is likely to cause offence or humiliation to any employee; or that might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.

Sexual harassment, under the Manitoba Human Rights Code 19.2 is defined as:

- a) a course of abusive and unwelcome conduct or comment made on the basis of sex, gender identity, gender expression, or sexual orientation; or
- b) a series of objectionable and unwelcome sexual solicitations or advances; or
- c) a sexual solicitation or advance made by a person who is in a position to confer any benefit on, or deny any benefit to, the recipient of the solicitation or advance, if the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or
- d) a reprisal or threat of reprisal for rejecting a sexual solicitation or advance.

Consent is the voluntary agreement to engage in a sexual activity and to continue to engage in the activity. An individual's consent can be withdrawn at any time. An Employee who is involved in, or is entering into, a consensual relationship that may conflict with the duties and responsibilities of their assignment shall consult with their supervisor or, in situations where there may be a conflict with the supervisor, Human Resources. If a conflict exists, the Employee shall cooperate with measures for avoidance of the conflict of interest as determined by the supervisor and/or Human Resources.

- 10.06** There shall be no violence in the workplace.

“Workplace Violence” means:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- b) an attempt to exercise physical force against a worker, in a

**workplace, that could cause physical injury to the worker; and**

- c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.**

- 10.07** Complaints of harassment, discrimination, **sexual harassment, and/or workplace violence** may be handled through procedures as set out in the Brandon University Discrimination and Harassment Prevention Policy and Procedures, and the Sexualized Violence Policy and Procedures, **and/or the Violence Prevention Policy and Procedures.** However, an Employee may also address the matter in accordance **via Article 17, the Grievance Procedure.** In this event, the Union may choose to do so at Step 2. Both processes may run concurrently.
- 10.08** An Employee who is party to a complaint or grievance is entitled to Union representation and shall be informed of this right by the Employer. **There shall be no reprisal or retaliation nor any threat of reprisal or retaliation against anyone for pursuing rights under this Article or for participating in proceedings under this Article. Any such alleged reprisal or retaliation or threat thereof shall be grounds for filing a grievance under this Article.**
- 10.09** No grievance shall be submitted to any Employer Representative who is the subject of the grievance under this Article.
- 10.10** This article does not preclude any Employment Equity measures agreed to by the parties or required by law.
- 10.11** The parties acknowledge that the Employer has a duty to accommodate and the Union has an obligation to assist in that accommodation, consistent with the Manitoba Human Rights **Code** and the evolving jurisprudence. In situations where an Employee requires an accommodation, the Employer, the Union and the Employee shall meet and make every reasonable effort to reach the required resolution.

## **Article 11 - Job Postings and Selection**

- 11.01** All positions being recruited which fall within the scope of the Certificate No. MLB 6905 will be posted on the Brandon University Employment Opportunities webpage for a minimum of **five (5) working** days prior to the date of closure in order that all employees will be able to know about the position and make written application therefore. In addition, a notice that employment opportunities are available on the Brandon University Employment Opportunities webpage shall be posted on all designated

bulletin boards.

11.02 The Employer shall make every reasonable effort to post positions prior to the Academic Term(s) for which they are needed, based on an estimate of the number and types of positions available.

11.03 The job notice will contain the following information: date of posting, job title, classification, job duties, required qualifications, title and course number (where applicable), estimate of the number of positions available, hours of work, estimated total hours of work per appointment, application deadline and procedure, starting date, salary, hiring department, length of appointment, indication that it is a unionized position and the bargaining agent is PSAC, and the University's Employment Equity statement. All postings shall be sent to the Union within two (2) working days from the date of posting.

11.04 Application

Applicants will be required to apply in writing on or before the closing date indicated in the job posting for any position for which they wish to be considered.

11.05 Selection

The governing factors for appointment to positions within the bargaining unit are qualifications, relevant experience, and documented past performance in a previous and related appointment which is demonstrably relevant to the position being sought. Should several candidates meet the aforementioned requirements, then seniority will be the determining factor.

11.06 The Employer may directly fill positions in the following circumstances:

- (a) In the event a posted position does not attract sufficient qualified applicants; or
- (b) In the event of sudden departure **or unexpected unavailability** of the incumbent (**e.g. illness, resignation**) that could adversely affect a work assignment outcome, or
- (c) **In the event of an unexpected operational need on a limited basis, wherein there is not sufficient time to post, and rationale has been provided to the union, or**
- (d) In the event additional same positions become available in the same academic term in either:
  - i) the same course, for course related positions; or
  - ii) the same department, for non-course related positions; or

- iii) the same position is available within the same department/faculty and there has been less than a two (2) month gap from the time of the first position ending and the new position commencing. In which case, the position must first be offered to the person who has held the position within the last two (2) months. Should the incumbent not be available, the position shall be posted as per Article 11.01.

#### 11.07 Notification of Appointment

Successful applicants will receive a signed copy of their employment agreement, which shall include: job title, classification, course number and title (where applicable), estimated total hours of work (and for Residence Assistants, the estimated number of duty shifts per month), starting date, salary, hiring department, length of appointment, the Supervisor, a copy of the vacancy posting, and identification of PSAC as the bargaining agent. Information pertaining to the online orientation session (including access instructions) will be provided at the time of hire.

#### 11.08 Job Descriptions

Job descriptions for Student Assistants I-IV and Research Assistants I-IV positions can be found online on the HR webpage and on the **Learning Management System** PSAC training website. As new job descriptions are created, they are shared with the Union and posted online.

In the event that an existing job description is re-evaluated or amended by the Employer, the Employer shall notify the affected Employees and the Union as soon as possible, prior to the completion of the re-evaluation.

## **Article 12 - Hours of Work**

12.01 All contracts will be for a fixed duration with no entitlements or expectations beyond the contract, unless mutually agreed to by the Employee and their Supervisor. In the case of multi-year grant-funded projects, an Employee may be hired for the duration of the project. Should the duration of the project be unknown, the anticipated end date of the project (or project funding) will be used to establish the contract end date. The contract may be extended prior to the anticipated end date to avoid a break in employment should the project continue beyond said date.

12.02 Maximum hours of work payable at straight time are eight (8) hours per day or forty (40) hours per week. Any and all hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at two times (2x) the Employee's normal hourly rate of pay. As Employees may hold more than one appointment **with the Employer**, and in more than one bargaining

unit, the Employee **shall** track and monitor their hours and **communicate to** their Supervisor(s) when their assigned hours may exceed forty (40) hours in a week.

12.03 All hours to be worked shall be pre-authorized by the Supervisor. Employees shall be paid for all hours worked, as per their employment agreement, unless this agreement is amended as a result of a change agreed to by the Supervisor and Employee. Where an Employee is authorized to work in excess of the initial assigned hours, the Employee shall be paid for the excess work.

12.04 The parties agree that it is the exclusive function of the Employer to develop and distribute work assignments. However, the Supervisor, in consultation with the Employee, shall ensure that assigned duties are understood, and deadlines and responsibilities can reasonably be completed within the allocated time and in accordance with this Article. All duties of the Employee, including preparation time, if applicable, shall be included in the calculation of the hours allocated for the assignment.

12.05 The Supervisor shall be responsible for meeting with an Employee at the beginning of the appointment and at another point during their appointment, for the purpose of conducting a review of the Employee's assigned duties and ensuring the Employee's hours of work continue to be appropriate. Meetings between the Employee and their Supervisor for the purposes of discussing work assignments shall be considered time worked, and paid the Employee's regular hourly rate.

12.06 Where an Employee has reason to believe that they may be unable to perform the duties specified in the employment agreement within the hours specified therein, the Employee shall notify their Supervisor without delay from the point at which they ought to have reasonably known about the discrepancy. The Employee and the Supervisor shall then come to mutual agreement on how the remainder of the Employee's allocated hours shall be spent.

12.07 If a shift is cancelled by the Employer, every effort will be made to assign the Employee alternative work. However, if this is not possible, and less than forty-eight (48) hours' notice of the cancellation is given, the Employee shall be compensated for the number of hours they were scheduled to work.

12.08 Work Schedule for Student Ambassadors

The Employer shall send Employees the list of available shifts for the following week at a fixed time every week. Employees shall be given forty-eight (48) hours to reply, indicating the shifts they are available to work, and the Employer shall allocate any given shift to the most senior qualified Employee who is available.

The only exceptions to this process shall be as follows:

- (a) Specific qualifications/criteria are required for a particular tour (eg. Self-declared Indigenous student to give a group of prospective Indigenous students a tour, or a nursing student to give a tour to a prospective nursing student for a day); or
- (b) Tour bookings are made less than one (1) week in advance; or
- (c) An Employee provides less than one (1) week's notice that they are unable to work their scheduled shift.

In these cases, the Employer may fill the shift with the first qualified Employee who confirms their availability.

#### 12.09 Work Schedule for Residence Assistants

Residence Assistants may not normally work in other positions for more than eighteen (18) hours per week.

### **Article 13 - Meal Break**

13.01 Employees that work seven (7) consecutive hours per day, exclusive of the normal lunch break shall be entitled to a rest period. **An employee shall be entitled to a minimum thirty (30) minute unpaid break after every five (5) consecutive hours of work in accordance with Manitoba Employment Standards.**

### **Article 14 - Seniority**

14.01 "Seniority", as referred to in this agreement, shall mean length of continuous employment with Brandon University. Seniority shall accumulate based on the total number of hours worked from the first date of hire with the University. In cases where seniority may apply, seniority at the posted classification shall take precedence.

14.02 The Employer will maintain seniority information for all employees in the bargaining unit. Seniority lists shall show the name, hours of seniority and department/unit of each employee. Seniority Lists will be updated every six (6) months and issued August 31 (June 30 cut-off) and February 28 (December 31 cut-off). Seniority lists shall be posted on the Human Resources webpage. An electronic copy of the list shall be given to the Local Union Representative.

14.03 An Employee shall have thirty (30) calendar days from the posting of each seniority list containing their name to advise the Employer, in writing, of any errors with respect to their respective seniority date. Thereafter, the

Employee shall be deemed to have accepted the seniority date posted.

- 14.04 However, in the event that seniority is applied to determine hiring, the Employer shall inform each candidate of their respective seniority at the posted classification. In the event that a candidate feels there is an error in their seniority at that time, they may grieve the hiring decision, as per Article 17.
- 14.05 Where two (2) or more Employees have the same seniority date, they shall be placed on the seniority list in an order determined by lottery. The lottery will be conducted by the Employer with a Local Union Representative present.

## **Article 15 - Discipline and Dismissal**

- 15.01 No Employee shall be disciplined or dismissed except for just and sufficient cause.
- 15.02 Disciplinary action shall be in accordance with the principles of progressive discipline and be reasonable and commensurate with the seriousness of the violation. The Disciplinary Actions that may be taken by the University include, but are not limited to, verbal warnings, letter(s) of warning or reprimand, suspension without pay, and dismissal.
- 15.03 Prior to the imposition of discipline, the Employee shall have the opportunity to meet with the Employer. The Employer will advise them of their right to Union representation. The Employee shall be provided with at least three (3) working days' written advance notice of the meeting and be provided with reasonable time to secure Union representation. A copy of the written advance notice shall also be sent to the Union.
- 15.04 The Employee shall be notified in writing of the nature of the disciplinary action(s) taken and the reasons for such action(s) within five (5) working days and a copy of the letter shall be placed in the Employee's personnel file and forwarded to the Union at that time. The Employee shall be given the opportunity to sign the notice of discipline and append their comments. The Employee's signature and comments shall not constitute agreement with the contents of the disciplinary action.
- 15.05 Any disciplinary action against an Employee in regard to an allegation of sexual harassment, discrimination or personal harassment shall be in accordance with the University-wide Discrimination and Harassment Prevention Policy and Procedures.

## **Article 16 - Personnel Files**

- 16.01 Employees shall have the right to review their employment file by submitting such request in writing to Human Resources. An appointment to review the file will be arranged, normally within two (2) working days of receipt of such request. The Employee may be accompanied by a Union Representative if they so wish.
- 16.02 Upon request, a representative of the Union shall have the right to examine the personnel file of an Employee in the latter's absence, if such representative has the necessary form from Human Resources with an original signature of the Employee.
- 16.03 Records of discipline shall be removed from an Employee's file after one (1) year from the date of such discipline, provided that no further discipline has been recorded within that period.

## **Article 17 - Grievance Procedure**

- 17.01 Should a dispute arise between the Union and the University, a good faith effort shall be made to settle the dispute in accordance with the provisions of this Article.
- 17.02 For the purpose of the Agreement, a grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Agreement.
- 17.03 A grievance may be one of the following types:
- (a) Individual grievance: an individual Employee grieves against the University;
  - (b) Group grievance: two (2) or more Employees grieve against the University for the same or similar reason, or based on the same or similar event, transaction or decision;
  - (c) Union or policy grievance: the Union grieves against the University's interpretation, application, administration or alleged violation of this Agreement.
- 17.04 Group grievances, Union policy grievances, University grievances, suspension and dismissal grievances, and grievances where the Department Head is the Employment Supervisor or the employee grieving is in a non-Departmentalized Faculty, shall be initiated at Step Two of the grievance procedure.

17.05 The grievor shall be entitled to Union representation.

17.06 The parties agree that it is preferable to resolve problems through discussions among those persons directly concerned before submitting a grievance. To this effort, the Employee is normally required to discuss any differences(s) with their Supervisor as soon as possible after the Employee becomes aware of the incident giving rise to the difference(s). Upon request, the Employee may have a Union representative present at such meetings and the Union representative shall not act as spokesperson during the meeting.

17.07 The Grievance procedure shall be as follows:

Step 1

A grievance shall be submitted to the Administrative Head within twenty (20) working days of the date on which the Employee knew or ought reasonably to have known of the occurrence of the matter giving rise to the grievance. The parties shall make an earnest effort to resolve the grievance at Step 1. The Administrator shall provide a written response to the Union within ten (10) working days of the receipt of the grievance.

Step 2

Failing a satisfactory settlement being reached at Step 1, the Union may submit the grievance in writing to the Associate Vice-President People & Talent and the Administrator, within twenty (20) working days of the Union receiving the reply at Step 1. The Associate Vice-President People & Talent and Administrator shall convene a grievance resolution meeting of the two Parties who shall make a good faith effort to resolve the grievance. The Administrator shall provide a written decision within ten (10) working days of receipt of the grievance.

Step 3

Failing a satisfactory settlement being reached, the Union may decide to take the grievance to arbitration and shall notify the Associate Vice-President People & Talent and Administrator in writing of its intent to submit the grievance to arbitration within twenty (20) working days of the Union receiving the response at Step 2.

17.08 University Grievances

The Provost and Vice President (Academic), **the Vice-President (Research and Graduate Studies)**, and/or Vice President Administration

and Finance shall have the right to originate a policy grievance on behalf of the University and to submit such grievance in writing to the PSAC Regional Office. Where the Parties are unable to resolve such grievance to their mutual satisfaction within twenty (20) working days of receipt of the grievance by the Union, the Vice President may within a further twenty (20) working days notify the Union in writing of their intent to submit the grievance to arbitration.

**17.09 Grievances related to harassment, violence and discrimination shall be filed by the Employee as soon as possible following the incident(s) to which they are related and normally within one year after the incident(s) to which the grievance relates.**

**17.10 Grievances related to sexual violence and sexual harassment shall be filed by the Employee as soon as possible following the incident(s) to which they are related and normally within two years after the incident(s) to which they grievance relates.**

## **Article 18 - Arbitration**

18.01 No matter may be submitted to arbitration until the applicable steps of the Grievance Procedure have been exhausted.

18.02 The Parties **shall make every effort to agree to a sole arbitrator from the list of arbitrators maintained by the Manitoba Labour Board. If they are unable to agree within ten (10) working days, then either Party may ask the Manitoba Labour Board to appoint an arbitrator to hear and determine the matter.**

18.03 The arbitrator shall not amend, modify or act inconsistently with the Collective Agreement. The decision of the arbitrator shall be final and binding.

18.04 Each party shall bear the costs of bringing its case to arbitration. Each Party shall be responsible for their own expenses of preparing and presenting the case to arbitration, subject to the award of costs by the arbitrator as part of the remedy. The costs of the arbitration, including the remuneration of the arbitrator, shall be shared equally by both Parties.

## **Article 19 - Health and Safety**

19.01 The University agrees to continue the Workplace Safety and Health Committee.

19.02 The Union's local at the University shall have at least one (1) member **(and**

**one (1) alternate**) on this Committee, dependent on the structure agreed to between the University, the various unions, and the Workplace Safety and Health Office.

- 19.03 The University will continue to provide its employees with safe working conditions, equipment and materials, and will continue to ensure that all reasonable precautions are taken. Employees shall also be provided with an amount of Personal Protective Equipment (PPE) sufficient to meet public health requirements.
- 19.04 **The Employer and the Union share a common interest in promoting and improving a working environment that supports Employees' physical safety, psychological health, and well-being, and they commit to positive actions, including education, training, and timely conflict resolution.**
- 19.05 Every Employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect their safety and health and the safety and health of any other persons who may be affected by their acts or omissions at work.
- 19.06 Where a supervisor knows that any condition exists at a workplace that is unusually dangerous to the safety or health of an employee, they shall not require or permit an Employee to engage in, carry on or continue to work in that workplace under that condition. An Employee may also refuse to work or do particular work at a workplace if they believe on reasonable grounds that the work constitutes a danger to their health and safety or to the health and safety of others.
- (a) Where an Employee has reason to believe, and does believe, that a condition exists that is dangerous to their safety or health in the performance of their work, they shall report that condition to their supervisor **or other person in charge in the workplace.**
- (b) The supervisor, upon being notified under (a) above, shall inspect the condition with the Employee and discuss the Employee's reasons for believing the condition to be dangerous. The **worker** co-chairpersons of the Health and Safety Committee may be asked to participate. **If the worker co-chairperson is unavailable, a committee member who represents workers may be asked to participate.**
- (c) If the Employee **does not believe the situation has been remedied** with the supervisor's decision or if the supervisor refuses to inspect the condition, the Employee **may** contact, in writing or by telephone, **Brandon University's Health and Safety Advisor before contacting** the Workplace Safety and Health Division. **Should the Health and Safety Advisor inspect the condition, the worker co-chairperson of**

**the Health and Safety Committee shall participate or, if that person is unavailable, a committee member who represents workers may be asked to participate.**

**(d) If the Employee does not believe the situation has been remedied by the University's Health and Safety Advisor or the Health and Safety Advisor is unavailable to address the concerns in a timely manner or is unreachable, the Employee shall promptly notify a safety and health officer with the Workplace Safety and Health Division of their refusal to work or do particular work and the reasons for it.**

19.07 Nothing in this Article prevents the doing of any work or thing that may be necessary in order to remedy the dangerous condition described herein.

19.08 Disciplinary action shall not be taken against an Employee solely for the reason that:

(a) they made a report under this Article; and/or

(b) they refused to work or continue to work under the conditions described under this Article provided a Safety and Health Officer has reported in writing that the employee had reasonable and probable grounds for believing that those conditions were dangerous to their safety or health.

19.09 Where an Employee takes unfair advantage of the provisions described in this Article for frivolous reasons, they may be subject to disciplinary action up to and including suspension or dismissal.

## **Article 20 - Designated Paid Holidays**

20.01 Employees shall be entitled to the following paid University holidays:

New Year's Day  
Louis Riel Day  
Good Friday  
Victoria Day  
Canada Day  
Terry Fox Day  
Labour Day  
National Day for Truth and Reconciliation  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

Any other holiday proclaimed by Federal or Provincial Statute.

20.02 When an Employee is required to perform work on the holiday, the Employee shall receive two (2) times their hourly rate for the actual hours worked on such days.

20.03 Employees shall be paid Holiday pay as defined under the Manitoba Employment Standards.

## **Article 21 - Maternity Leave**

21.01 In order to qualify for Maternity Leave, a pregnant employee must meet the eligibility requirements as outlined in Employment Standards. The Employee must:

- (i) Submit to the Employer an application in writing for leave at least four (4) weeks before the day specified by the Employee in the application as the day on which they intend to commence such leave;
- (ii) Provide the Employer with a certificate of a duly qualified medical practitioner certifying that the Employee is pregnant and specifying the estimated date of their delivery.

21.02 An Employee who qualifies is entitled to and shall be granted maternity leave without pay consisting of:

- (i) A period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Clause 21.01(ii); or
- (ii) A period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Clause 21.01(ii) and the actual date of delivery, if delivery occurs after the date mentioned in the certificate;
- (iii) The maternity leave shall commence no earlier than seventeen (17) weeks preceding the date specified on the medical certificate and shall terminate no later than seventeen (17) weeks following the actual date of delivery. Any additional leave of absence granted following the end of the maternity leave shall be considered as a separate leave of absence without pay.

21.03 An employee who applies for Maternity Leave may also apply for Maternity Leave Benefits through Employment Insurance.

21.04 Extension of Maternity Leave With Leave of Absence Without Pay

An Employee who has been granted a Maternity Leave or Parental Leave

shall, upon written application for such additional leave, be granted an additional contiguous leave without pay such that the total length of the Maternity Leave or Parental Leave plus the additional leave without pay is less than or equal to eighty (80) weeks.

21.05 An Employee who wishes to resume their Employment on the expiration of leave granted, or prior to the expiration of the leave if two weeks' notice is given, shall be reinstated by the Employer in the position occupied by the Employee at the time such leave commenced or in a comparable position with not less than the same wages unless the Employee's contract has ended.

## **Article 22 - Parental Leave**

22.01 In order to qualify for Parental Leave an employee must meet the eligibility requirements as required by Employment Standards. The Employee must:

(i) Submit to the Employer an application in writing for leave at least four (4) weeks before the day specified by them in the application as the day on which they intend to commence such leave;

(ii) Become the parent of their newborn or newly adopted child.

22.02 An Employee who qualifies is entitled to and shall be granted Parental Leave without pay consisting of a period not exceeding sixty-three (63) weeks taken in one consecutive period.

22.03 An Employee who applies for Parental Leave may also apply for Parental Leave Benefits through Employment Insurance.

22.04 An Employee who wishes to resume their employment on the expiration of leave granted, or prior to the expiration of the leave if two weeks' notice is given, shall be reinstated by the Employer in the position occupied by them at the time such leave commenced or in a comparable position with not less than the same wages unless the employee's contract has ended.

## **Article 23 - Other Leaves of Absence**

23.01 If circumstances permit, the Employer may grant leave of absence without pay to an Employee upon request. Such leave of absence should not exceed the end of the contract. Such request for leave shall not be unreasonably denied.

23.02 Jury Duty

An Employee called for jury duty shall be an unpaid leave. The Employee

will be required to work during those scheduled working hours that they are not required to attend the court proceedings.

The Employer may require the employee to furnish the document which requires them to appear for jury duty.

### 23.03 Bereavement Leave

An Employee who is regularly scheduled to work a minimum of 17.5 hours in a week shall normally be granted one (1) regularly scheduled work day leave without loss of salary or wages in the case of the death of a parent (including step parents, legal guardian or foster parent), spouse, sibling, step sibling, child, step child, parent-in-law, sibling-in-law, child-in-law, grandparent, grandchild, or of any second degree relative who has been residing in the same household.

Where burial occurs outside of the city, such unpaid leave shall also include reasonable traveling time, the latter not to exceed an additional two (2) days. In cases where two (2) days is insufficient traveling time, additional unpaid leave may be granted.

Bereavement leave is payable on the basis of the Employee's regular hourly rate of pay for the Employee's scheduled hours of work per day and the Employee's scheduled days of work per week which the Employee would have otherwise normally worked during the period of bereavement leave.

### 23.04 Compassionate Care Leave

An Employee shall receive compassionate care leave without pay of up to twenty-eight (28) weeks to provide care or support to a seriously ill immediate family member subject to the following conditions:

- (i) The Employee must apply in writing two (2) weeks prior to taking the leave, unless circumstances necessitate a shorter period.
- (ii) The Employee may end their compassionate leave early by giving the Employer forty-eight (48) hours' notice.

An Employee shall receive compassionate care leave without pay up to twenty-eight (28) weeks in accordance with Employment Standards Act.

At the end of an Employee's leave under this clause, the Employer shall reinstate the Employee to the position occupied when the leave began unless the Employees' contract has ended.

### 23.05 Sick Leave

Employees who are regularly scheduled to work a minimum of seventeen and one half (17.5) hours per week shall be granted one (1) day of paid sick

leave per contract. The employee must notify the Employer or designate where the employee works as to the duration of the illness or injury. The paid leave will be prorated.

The Employer shall grant a leave of absence without pay for long-term sick leave provided medical evidence of such need is submitted to the Employer or designate. Employees shall be reimbursed the cost of obtaining any required medical certificates required by the Employer.

#### 23.06 Leave for Union Business

The Employer shall grant leave without pay to allow an Employee or Employees to participate in Union Business, including negotiations.

#### 23.07 Religious and Cultural Leave

The Employer recognizes that the Employee is entitled to unpaid leave to observe their spiritual, cultural and holy practices. Employees shall provide written notice to their Supervisor at least ten (10) days in advance of the absence and in the notice ensure that information as to the nature of the spiritual, cultural or holy practice is provided so that the Employer can ensure the request requires accommodation. The Supervisor shall make every reasonable effort, given the operational requirements, not to disadvantage the Employee as a result of taking the unpaid leave.

#### 23.08 Interpersonal Violence Leave

An Employee who is a victim of interpersonal violence is entitled to leave with or without pay in accordance with the Employment Standards Act.

#### 23.09 Family Leave

An Employee is entitled to family leave without pay, in accordance with the Employment Standards Act.

#### 23.10 Additional Leaves

The Employer shall provide Employees with additional leaves of absence without pay in accordance with the Employment Standards Code as may be amended from time to time. Information as to all available leaves is available on the **Learning Management System** PSAC training website.

## **Article 24 - Expenses and Access to Facilities**

24.01 The Employer will provide job-related resources, including access to printing or copying, as required for the Employee to reasonably perform

their duties. Resources provided or purchased by the Employer remain the property of the University and are to be returned at the end of the Employee's employment.

#### 24.02 Remote Work

**Where operationally feasible**, the Employer shall not unreasonably deny an Employee's written request to work remotely. The remote work duration shall be mutually agreed to in writing **and will be dependent on the nature of their duties and that they have the available infrastructure**. Working remotely shall not be construed as altering the existing rights and/or obligations of either party.

### **Article 25 - Orientation and Training**

25.01 The Employer shall provide a one (1) hour online orientation session for new Employees. The Union shall be entitled to provide an overview of the role of the Union. Employees shall complete the orientation upon initial appointment and shall be paid one (1) hour at their applicable hourly rate upon completion of the orientation.

25.02 The Employer shall provide job specific training to Employees related to their duties and responsibilities, as required. Such training may be provided either by program, department, faculty or university wide. This will include completion of required tutorials and review of policies specific to the Employee's work, as determined by the Employer. Time spent attending training shall be considered time worked.

25.03 (a) When new or updated training or orientation information has been posted online as related to Article 25.01, Employees shall be paid up to one (1) additional hour to ensure they have reviewed the information.

(b) Upon request, and with sufficient rationale, the Employer may permit an Employee to repeat the one (1) hour online orientation session, which shall be paid at their regular hourly rate.

(c) Employees with multiple assignments who have completed the online training once in the academic year are not required to complete it for each assignment. The Employee shall provide proof of completion of the training to any additional supervisors in that academic year.

### **Article 26 - Employment Equity**

26.01 The Employer and the Union recognize and endorse the principle of employment equity and agree to cooperate in the identification and removal of artificial barriers in the selection, hiring, training and promotion of women,

Indigenous peoples, persons with disabilities and members of racialized communities, persons of any sexual orientation and persons of any gender identity. The Parties also agree to cooperate in the identification and implementation of steps (providing that none of the terms and conditions of the Agreement are violated) to improve the employment status of these designated target groups by increasing their participation in all levels of employment within the Bargaining Unit.

**26.02 By December 15 of each year, the Employer shall provide information identifying the number of Employees within the Bargaining Unit in each equity group at the University for the previous academic year, September 1 to August 31. This will commence with the 2025-26 academic year.**

## **Article 27 - Duration and Renewal**

27.01 This Agreement shall be effective retroactively from the 1st day of September, **2024** and shall continue in force until **30th** day of **September 2028** and shall remain in force from year to year thereafter unless at least thirty (30) days prior to the termination date thereof written notice is given by either Party to the other of a request to negotiate a revision hereof, provision of which request shall be included with the notice.

27.02 For administrative purposes, the conditions of this Agreement shall be considered to be in effect on the date of signing unless otherwise provided herein.

27.03 If, during the term of this Agreement, the Parties hereto shall mutually agree on a change, amendment or alteration of any of the provisions of this Agreement, or if the Parties shall mutually agree on any additional conditions of employment, then the same may be added to this Agreement in the form of a supplement hereto and shall henceforth become part of this Agreement.

## **Article 28 - Wages and Pay Administration**

28.01 Employees will be paid on a bi-weekly basis.

All Employees shall receive **pay** equivalent to the amounts **set out in Appendix A**.

28.02 In the event that minimum wage in the province of Manitoba increases by an amount greater than the negotiated economic increases in Article 28.01, the minimum rates of pay for the SA I classification shall increase in the following manner:

a) SA I rates of pay shall increase by an amount equivalent to twenty cents (\$0.20) above the provincial minimum wage; and

b) In the event that SA I rates of pay increase as a result of an increase to minimum wage, all other rates shall increase in a manner that will maintain the margins between each classification. These increases shall come into effect on the same day as the new minimum wage. In the event that, as a result of the application of increase described above, the rates of pay differ from those in Appendix A, the Employer shall inform the Union in writing of the new rates of pay, and the new rates shall be posted on the Employer's Human Resources website.

28.03 All Employees shall receive six percent (6%) vacation pay in addition to their hourly rate of pay.

28.04 All increases shall be retroactive to **October 1, 2025** for all members of the bargaining unit who had been employed in the bargaining unit on or after that date.

## APPENDIX A – Rates of Pay

<b>Hourly Wage Positions</b>						
	<b>September 1, 2024</b>	<b>October 1, 2024</b>	<b>October 1, 2025</b>	<b>October 1, 2026</b>	<b>April 1, 2027</b>	<b>October 1, 2027</b>
	<i>\$0.50/hr min. wage*</i>	<i>2.50%</i>	<i>2.75%</i>	<i>1.75%</i>	<i>1.25%</i>	<i>3.0%</i>
Student Assistant I	\$16.00	\$16.40	\$16.85	\$17.15	\$17.36	\$17.88
Student Assistant II/Research Assistant I	\$16.74	\$17.16	\$17.63	\$17.94	\$18.16	\$18.71
Student Assistant III/Research Assistant II	\$17.48	\$17.92	\$18.41	\$18.73	\$18.97	\$19.54
Student Assistant IV/Research Assistant III	\$20.54	\$21.05	\$21.63	\$22.01	\$22.29	\$22.95
Research Assistant IV	\$28.65	\$29.37	\$30.17	\$30.70	\$31.09	\$32.02

\*compression adjustment

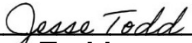
<b>Lump-Sum Positions Stipends</b>	<b>September 1, 2024</b>	<b>October 1, 2025</b>	<b>October 1, 2026</b>	<b>October 1, 2027</b>
	<i>2.50%</i>	<i>2.75%</i>	<i>3.0%</i>	<i>3.0%</i>
Student Residence Assistant (low per term)	\$3,864.78	\$3,971.06	\$4,090.20	\$4,212.90
Student Residence Assistant (high per term)	\$4,416.90	\$4,538.36	\$4,674.51	\$4,814.75
Academic Residence Assistant (per term)	\$828.16	\$850.93	\$876.46	\$902.76
Spring/Summer Residence Assistant (per month)	\$828.16	\$850.93	\$876.46	\$902.76
Residence Council presidents (per term)	\$883.39	\$907.68	\$934.91	\$962.96
<b>Music Chaperone (per night)</b>	<b>\$256.25</b>	<b>\$263.30</b>	<b>\$271.20</b>	<b>\$279.33</b>
<b>Senior Residence Assistant (per term)</b>	<b>\$4,946.93</b>	<b>\$5,082.97</b>	<b>\$5,235.46</b>	<b>\$5,392.52</b>
<b>Holiday Break Residence Assistant</b>	<b>\$552.12</b>	<b>\$567.30</b>	<b>\$584.32</b>	<b>\$601.85</b>

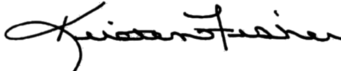
<b>Student Residence Assistant Training Stipends</b>	<b>August 2025</b>	<b>August 2026</b>	<b>August 2027</b>	<b>August 2028</b>
	<b>2.5%</b>	<b>2.75%</b>	<b>3.0%</b>	<b>3.0%</b>
<b>Full week (5 days)</b>	\$156.46	\$160.76	\$165.58	\$170.55
<b>Per day additional pay for days beyond full week training</b>	\$30.83	\$31.68	\$32.63	\$33.61

Signed this 28th day of May, 2026.

PSAC Negotiators:

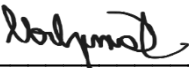
Board Negotiators:


  
\_\_\_\_\_  
Jesse Todd

  
\_\_\_\_\_  
Kristen Fisher


  
\_\_\_\_\_  
Jayvis Eisener


  
\_\_\_\_\_  
Andrea Cruise

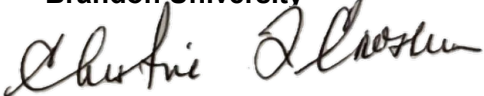
  
\_\_\_\_\_  
Janine Campbell

  
\_\_\_\_\_  
Tina Matias-Bouchard

IN WITNESS WHEREOF we have hereunto set our hands for and on behalf of the Brandon University and the Public Service Alliance of Canada (PSAC) representing Research Assistants, Student Assistants, Academic Residence Assistants, Student Ambassadors, Tutors and all other student employees not covered by an existing collective agreement, PSAC Local 55601.

  
\_\_\_\_\_  
Marianne Hladun  
Regional Executive Vice-President  
PSAC Prairie Region

  
\_\_\_\_\_  
Kevan Sumner, Chair  
Board of Governors  
Brandon University

  
\_\_\_\_\_  
Christine Bovis-Crossen  
President & Vice-Chancellor  
Brandon University