



*Terms of Employment  
before first Collective  
Agreement*

THE • CIVIL • SERVICE • ASSOCIATION • OF • ONTARIO • (INC.)

15 ST. MARY STREET  
TORONTO 5, ONTARIO, PHONE: 927-6950

January 28th, 1970

Mr. W. R. Campbell  
c/o Loyalist College  
P. O. Box 4200  
Belleville, Ontario

Dear Mr. Campbell:

Mr. Maskell requested that the attached Faculty Salary Schedule and Terms of Employment be sent to you for your perusal and retention.

If you should have any questions regarding its contents, please do not hesitate to contact Mr. Maskell or me at your convenience.

Yours very truly,

THE CIVIL SERVICE ASSOCIATION OF ONTARIO (INC.)

*G. O. Jones*  
G. O. Jones  
Senior Representative

Attachment

ONTARIO COUNCIL OF REGENTS  
FOR COLLEGES OF APPLIED ARTS AND TECHNOLOGY

55 Eglinton Avenue East, Toronto 12, Ontario

Telephone 365-6329

FACULTY SALARY SCHEDULE & TERMS OF EMPLOYMENT

1. Titles: All full-time staff members shall be designated as -

- Affiliate Master
- Assistant Master
- Associate Master
- Master
- Senior College Master

2. Minimum Qualifications:

Affiliate Master -

(a) Have proven ability and experience such as to enable the incumbent to teach as required in a specific technical or commercial field;

OR

(b) A teacher of adult academic upgrading (with Grade 12 or equivalent) with three years teaching experience in basic education.

Assistant Master -

(a) A qualified "craftsman" (with Grade 12 or equivalent) with six years' acceptable experience;

OR

(b) Graduation from a three-year Institute of Technology (or College of Applied Arts and Technology) course plus four years' acceptable experience;

OR

(c) Graduation from a three-year university course plus three years' acceptable experience.

Associate Master -

(a) Assistant Master qualifications plus advanced related

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courses approved by the Ontario Council of Regents;

OR

- (b) Completion of the requirements for P.Eng., or C.A. or equivalent plus three years' acceptable experience.

Master -

- (a) Graduation from an acceptable four-year honour (or professional) degree course or equivalent in university courses plus two years' acceptable experience;

OR

- (b) A qualified "craftsman" (with Grade 12 or equivalent) with six years' acceptable experience plus a three-year (or more) university degree;

OR

- (c) Graduation from a three-year Institute of Technology (or College of Applied Arts and Technology) course plus four years' acceptable experience plus a three-year (or more) university degree;

OR

- (d) Completion of the requirements for P.Eng., or C.A. or equivalent plus three years' acceptable experience plus a three-year (or more) university degree.

Senior College Master -

To recognize outstanding teaching ability on the part of any member of the full-time teaching staff, a title of Senior College Master carrying a maximum salary of \$2,000 above basic salary and other allowances may be awarded to those members of the full-time teaching staff who have demonstrated professional development through professional association and recognition in their field.

This award may be made by the Council of Regents on recommendation by the President of a college supported by appropriate documentation.

3. Salary Schedule:

(Effective - September 1, 1969)

<u>Rank</u>	<u>Maximum Starting Salary</u>	<u>Maximum of Scale</u>
Affiliate Master	\$ 9,000	\$11,600
Assistant Master	\$11,000	\$11,600

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<u>Rank</u>	<u>Maximum Starting Salary*</u>	<u>Maximum of Salary Scale</u>
Associate Master	\$11,600	\$13,100
Master	\$12,100	\$14,000
Senior College Master	n.a.	Up to four increments of \$500 over the above maxima
Master's Degree		Up to \$800 over the above maxima.
Doctorate		Up to \$1,200 over the above maxima.
Northern Allowance		Cambrian, Northern & Confederation Colleges may increase the above maxima by \$600.

\*To be entitled to maximum starting salary, an applicant must have at least eight years of acceptable teaching and/or business or industrial experience in addition to that required under Section 2 - Minimum Qualifications.

Salaries of members of the teaching faculty are reviewed annually on September 1st. The basic merit increment is \$400 which, at the discretion of the Board of Governors, may be increased for outstanding service or decreased.

#### 4. Supporting Personnel:

The Boards of Governors may make provision for supporting personnel such as demonstrators, technologists, technicians, laboratory assistants, librarians, clinical supervisors, nursery school supervisors, markers and athletic coaches. Supporting personnel will not be responsible for formal teaching assignments, but may conduct demonstrations, tutorials and other allied activities which are needed for the assessment of a student's progress. The supporting personnel would not be employed as members of the teaching staff.

#### 5. Preparation for Teaching Duties:

New members of the teaching faculty will usually be engaged commencing August 1st. During the five or six weeks prior to commencement of teaching duties, new members of the faculty will receive a three-week pre-service orientation program conducted in the college by senior members of the college faculty.

Suggestions for in-service professional development are outlined in Memorandum 69-F-6 dated June 10, 1969, and the

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guideline - "Professional Development in Colleges of Applied Arts and Technology" amended May 23, 1969.

6. Duties of a College Master are to:

- (1) undertake such duties in the areas of instruction and supervision of students as may be assigned to him by the President or Vice-President of the College and the Dean of his Division.
- (2) carry out assigned instructional duties in accordance with the approved curriculum.
- (3) be responsible for care and inventory of equipment and supplies in his area of instruction.
- (4) test and grade students and evaluate their progress.
- (5) recommend to the chairmen new equipment and supplies required for efficient instruction.
- (6) keep himself informed of new developments within his area of competence.
- (7) prepare and submit such reports as may be required of him by his Chairman, Dean, Vice-President or President of the College.

7. Probationary Service:

With the exception of regular and permanent staff members of existing Technological Institutes and Vocational Centres, appointments of Masters to the teaching staffs will be regarded as probationary for at least two years.

8. Teaching Load:

At the discretion of the Board, each member of the regular instructional staff will be normally required to teach not less than 16 hours per week and not more than 27 hours per week. The precise teaching load for any semester will be determined by the departmental chairman concerned and two other administrative officials senior to him and will depend upon the nature of the subject or subjects to be taught; the number of subjects to be taught; the teaching experience of the Master concerned; the size of the classes taught; the amount of academic preparation needed; the marking load including tests; term examinations, final examinations and supplemental examinations. The average teaching load for academic subjects should be 18-20 hours per week. This figure may be substantially increased for instructors of purely craft subjects. Teaching load should average 24 - 27 hours per week.

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9. Part-time or Casual Employment:

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Casual teachers may be employed on a monthly or weekly basis at a monthly or weekly salary comparable to the salaries of college masters on the full-time staff.

Part-time teachers employed on an hourly basis may be paid up to \$12.00 an hour, depending on subject complexity. Part-time is considered to be six hours a week or less.

Under special circumstances, "Masters of Distinction" may be employed at higher rates of pay.

10. Organization of College Year:

All appointments to the full-time instructional staff are on a 12 month basis, including a vacation period of two months.

Those whose teaching commitments do not require their presence during the full ten months may, with the consent of the Board, go elsewhere to do research, teach, engage in other work or improve their qualifications through study or travel.

All holiday programs must be arranged in consultation with the chairman of the department concerned and two administrative officials senior to him.

Staff members required to teach full-time programs which operate on a 12-month basis, including the college Christmas recess, will be required to take a one-month vacation and will be paid a bonus of:

5% of their basic annual salary in January for teaching duties during the college Christmas recess and other miscellaneous holidays not appropriate to retraining programs; and 10% of their basic annual salary for the eleventh month of teaching duties, to be paid on completion of this extra service.

11. Leave of Absence:

An extended leave of absence without pay may be granted by the Board of Governors to Masters in any category subject to the following conditions:

- (a) The applicant notifies the chairman of his department in writing on or before February 15 that he plans to apply for a leave of absence for the following academic year.
- (b) A suitable substitute can be obtained.
- (c) The leave will normally be for a period of 12 months.
- (d) Conditions covering the proposed leave of absence must be acceptable to the Board of Governors.

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- (e) Leave of absence, when granted, shall be without prejudice to the right of the normal salary increment.

12. Maternity Leave of Absence:

A maternity leave of absence without pay may be granted to a woman instructor subject to the following conditions:

- (a) A maternity leave should normally commence at the end of the semester during which the pregnancy is medically confirmed.
- (b) The leave of absence is normally for a period of 12 months but may be varied at the discretion of the Board of Governors.

13. Sabbatical Leave:

A Sabbatical leave of absence may be granted upon the recommendation of the President, by the Board of Governors, subject to the condition that the Master return to the College upon the termination of the Sabbatical Leave, provided -

- (a) The Master concerned has been a member of the faculty for a period of 10 years. (Normally)
- (b) The applicant notifies the chairman of his department in writing on or before February 15 that he plans to apply for a leave of absence.
- (c) A suitable substitute can be obtained.
- (d) Purpose of the leave is for academic pursuits or research.
- (e) Conditions covering the terms of the Sabbatical leave and the service requirements are acceptable to the Board of Governors. The leave of absence will normally be for a period of 12 months.

A Master shall receive up to one-half of his annual salary at time of leaving.

14. Termination of Employment:

A member of the faculty may resign by giving written notice of a least three months to the Board of Governors, such resignation to take effect at the end of an academic term. A member of the faculty may be discharged (a) for cause immediately without notice; OR (b) by being given at least three months notice; OR (c) by being given three months salary in lieu of notice, depending on the reason for termination of employment.

Teaching duties may be terminated at any time by

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mutual agreement between the College Master and the Board of Governors.

15. Pension Fund:

- (a) Non-teaching employees and non-certificated teachers contribute to a College Pension Fund supervised by the Ontario Municipal Employees Retirement scheme.
- (b) Certificated teaching employees may contribute to the Teachers' Superannuation Fund.

16. Employment Contracts:

Full-time employees on the teaching staff are employed on an individual contract basis. This contract may be in the form of a letter of intent signed by the Chairman of the Board of Governors (or by the President if so authorized by the Board of Governors), or a standard contract form authorized by the Council of Regents.

17. Accumulative Sick Leave:

- (a) Commencing September 1, 1967, employees of colleges of applied arts and technology will accumulate sick leave credits at the rate of 1.66 days per month for each of the twelve months of the year.
- (b) Transfer of Sick Leave Credit to Colleges of Applied Arts and Technology:
  - (i) Colleges will accept the full sick leave credit of employees transferred from the Ontario Public Service unless such employees have received a cash payment for accumulated credit on separation from the Public Service. (Arrangements will be made to credit colleges for this liability)
  - (ii) Colleges may, at the discretion of the Board of Governors, honour all or part of the sick leave credit accumulated by an employee of an educational institution supported by grants from the Government of Ontario unless such employee has received a cash payment for such accumulated credit. (The college receives no financial credit for honouring such accumulated sick leave)
- (c) Payment on Separation:
  - (i) Ontario Public Service employees transferred to a college of applied arts and technology are entitled to a payment on separation on the terms stated in Section 7 of the Regulations made under the Public Service Act. O.Reg. 190/52

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- (ii) All other employees of colleges of applied arts and technology are not entitled to a cash payment for accumulated sick leave credits until they have ten years of continuous service with colleges of applied arts and technology.

18. Group Life and Health Insurance:

The Group Life and Health Insurance plan presently administered by the London Life Insurance Company applies to all college employees.

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