

ARTICLE 36: EMPLOYMENT BENEFITS

36.01 Pension and Benefits

36.01.01 Where members participate in contributory benefits schemes, they shall be subject to the terms and provisions of such schemes. As a condition of employment each full-time faculty member unless specifically exempted by legislation or regulation, shall enrol and participate in:

- (A) the University Supplemental Group Medical Benefits Plan;
- (B) the University Group Life Insurance Plan, to a maximum of \$400,000 coverage;
- (C) the University Long Term Disability Insurance Plan;
- (D) the University Pension Plan;
- (E) the University Dental Plan, including coverage for crowns and bridges; and,
- (F) the University Vision Care Plan.

36.01.02 The Board shall pay one hundred percent of the applicable premium costs for a member's coverage under the plans specified in 36.01.01 (A), (B), (E) excluding crowns and bridges, and (F) and the member shall pay one hundred percent of the applicable premium costs for his/her coverage under 36.01.01 (C). The Board shall pay fifty percent of the additional premium cost for crowns and bridges with a \$2,500 maximum coverage per year.

36.01.03 The Board shall contribute to the University Pension Plan for each full-time faculty member and each full-time librarian member, an amount equal to 8.05% of the member's regular earnings, less the Board's contributions to the Canada Pension Plan. If the Board of Governors' pension contribution rates for senior administrative employees (excluding the President and Vice-Presidents) exceeds the Board's contribution rates to the University Pension Plan for each full-time faculty member and each full-time librarian member, the Board will increase the contribution rates for each full-time faculty member and full-time librarian member to the level of the Board's contribution rate for senior administrative employees (excluding the President and Vice-Presidents). Each full-time faculty member and each full-time librarian member shall contribute to the University Pension Plan an amount equal to 6.5% of his/her regular earnings, less his/her contributions to the Canada Pension Plan.

- 36.01.04 The Board shall provide on-line access to a detailed description of all features of all current employee benefits available to members.
- 36.01.05 Members shall be notified in writing of any non-trivial amendments to the current plans referred to in 36.01.01 (A), (B), (C), (D), (E) and (F). The Board undertakes to negotiate with the Association any non-trivial amendments to the current Employee Benefits plans for Professional and Administrative Staff.
- 36.01.06 Retired members beyond the age of 65 shall have the right to remain enrolled in plans (A) and (E) as of June 30, 1991. The retired member shall pay one hundred percent of the premium costs for his/her coverage under 36.01.01 (A) and (E). If a retiree has chosen to take the health benefits available through Lakehead University, which are self funded, upon death of the retiree the spouse may continue with the benefits provided that they are self funded.
- 36.01.07 In the event that any of the foregoing health and medical plans for any reason becomes unavailable or is discontinued, the Board shall continue to contribute toward the premium for any health or medical plans substituted there for sums of money equivalent to those being paid at the date of such unavailability or discontinuance.
- 36.01.08 Each Level 2 and 3 Contract Lecturer Member shall be entitled to access the services provided through the Employee Assistance Program at Lakehead University.

36.02 Statutory Holidays and Religious Accommodation

- 36.02.01 The Board recognizes the following as paid holidays: New Year's Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Christmas Day; Boxing Day; Family Day; and, three days in conjunction with the Christmas Holiday period as designated by the Board.
- 36.02.02 Given sufficient notice, consideration shall be extended to rearrange a member's duties to provide the member opportunity to observe religious practices and obligations of his/her faith. It is understood that such consideration shall be jointly extended by the member's immediate supervisor and colleagues, and any teaching, professional and service responsibilities of the member while absent shall be performed without additional expense to the University.

36.03 Vacations (Faculty)

- 36.03.01 In addition to the statutory holidays, each member is entitled to one month's vacation annually after the initial ten months of service. Following the completion of the twelfth year of continuous service, for each year of employment thereafter a member shall be entitled to one additional day of vacation to a maximum of twenty-seven (27) working days. Vacation is a period during which a member is not accountable to the employer. The member shall be paid during

such vacations but there shall be no remuneration in excess of the annual salary in the event a member chooses to work through all or part of his/her vacation period. Entitlement to such annual vacation shall not be cumulative and shall expire with the end of the academic year in which the entitlement was earned. The Dean may for academic reasons approve the carry over into another academic year of part of the vacation. Such approval shall not be unreasonably withheld.

36.03.02 After consultation with his/her Chair/Director and provided the Dean is notified in advance of the vacation period(s), a member may take his/her annual vacation at any time which does not coincide with a period in which he/she has undertaken a particular responsibility such as teaching or counselling students.

36.03.03 Vacation entitlement shall not be redeemable for its monetary value except in the event of death in which case the value of such entitlement shall be paid on a pro-rated basis of unused credits for the current year.

36.04 Vacations (Librarians)

36.04.01 Each member earns vacation entitlement at the rate of 1.83 days per full month worked (22 days per year). Following the completion of the twelfth year of continuous service, for each year of employment thereafter a member shall be entitled to one additional day of vacation to a maximum of twenty-seven (27) working days. Vacation is a period during which a member is not accountable to the employer.

36.04.02 The member will be paid during the vacation periods but there shall be no remuneration in lieu of vacation in the event that the member selects not to take his/her vacation entitlement.

36.04.03 Vacation entitlement may be accumulated to a maximum of thirty (30) days.

36.04.04 A member may use his/her vacation entitlement at any time during the year provided that he/she gives reasonable notice to the University Librarian and such vacation does not unduly interfere with the normal functions of the Library or the member's normal duties.

36.04.05 Vacation entitlement shall not be redeemable for its monetary value except in the event of death in which case the value of such entitlement will be paid on a pro-rated basis of unused credits for the current year.

36.05 Moving Expenses

36.05.01 The Board shall continue its policy on Moving and Travel Allowances for Newly-Appointed Faculty and Staff Members, which is designed to assist full-time members with the payment of necessary moving and travel expenses incurred in their relocation to Thunder Bay or Orillia. Entitlements under the policy shall be

available to a member who accepts the Board's request to transfer between campuses or a member who accepts a position pursuant to 19.02 or 20.06 that requires relocation to Thunder Bay or Orillia.

36.05.02 The policy, which describes the acceptable types of expenses and allowable maximum, is available from the Human Resources section of the Lakehead University website.

36.06 Waiver of Tuition

36.06.01 It is the policy of the Board to assist members in meeting educational expenses for members, their spouses and dependents attending Lakehead University.

36.07 Professional Expenses Reimbursement – Faculty and Librarians

36.07.01 The Board shall reimburse each member who has a full-time appointment \$1700 in 2016/17; \$1700 in 2017/18, \$1700 in 2018/19 and \$1700 in 2019/20 for professionally-related expenditures, including those related to research and teaching improvement, made by the member in the calendar year on behalf of the Board.

The reimbursement shall be based on the actual numbers of months the member is employed by the University during the allowance period. Partial years shall be reimbursed on a pro-rated basis.

36.07.02 The Board shall reimburse each member who has a Contract Lecturer appointment at Level 2 or 3 for professionally-related expenditures, including those related to research and teaching improvement, made by the member in the calendar year on behalf of the Board as follows:

\$450 or \$550 if the member is teaching six (6) or more HCEs per academic year.

Expense claims and supporting original receipts shall be submitted for reimbursement semi-annually (by December 31 and June 30) on a standard form to the Dean who shall verify that claims are for eligible expenditures.

36.07.03 Eligible expenses as provided in 36.07.01 and 36.07.02 may include:

- (A) membership fees for professional and/or learned societies related to the member's discipline;
- (B) subscriptions to professional and/or learned journals;
- (C) purchase of equipment, supplies and books related to the member's research, scholarly and teaching activities;

- (D) registration fees for the member to attend scholarly and professional conferences;
- (E) travel including transportation, food, and accommodation (subject to University travel policies) for the member to attend relevant scholarly and professional conferences or seminars, or to visit other universities or research sites to conduct research and scholarly work which cannot be done at Lakehead University;
- (F) page and reprint charges or costs incurred in the preparation and completion of scholarly manuscripts.

36.07.04 In each calendar year each member shall file a written declaration with the Board stating he/she has incurred eligible expenditures to the amount pursuant to Articles 36.07.01 and/or 36.07.02 on behalf of the Board during the calendar year, and each member shall retain his/her receipts to satisfy Revenue Canada in the event that the status of the payments is questioned. A member who fails to sign and return such a declaration by December 31st in each calendar year and/or fails to expend the full amount as set out in Articles 36.07.01 and/or 36.07.02 must repay the University for the reimbursement or portion thereof that has not been accounted for.

36.08 Professional Development Leave for Librarians

36.08.01 A professional development leave enables a member to attend courses, conferences, meetings, seminars, workshops, learned societies' meetings and the study of operating systems and services at other libraries and institutions. All requests for professional development leaves shall be submitted in writing to the University Librarian. Librarian members shall receive leave to attend the above-mentioned activities with the payment of salary, benefits and agreed expenses provided that operational arrangements are satisfactory to the University Librarian.

36.08.02 The University Librarian may elect to initiate a professional development leave for a member. If the member agrees to take this leave payment of salary, benefits and of agreed expenses shall be made to the member. All or part of the expenses incurred from such a leave will not be taken from the member's Professional Allowance without agreement of the member.