

GSA Council Meeting AGENDA
Monday, May 16, 2016 at 6:00 pm
2-100 University Hall, Van Vliet Complex

A pizza dinner will be served at 5:15 pm

Substantive material is sent to all GSA Council members at least one week prior to the date of the meeting to give members abundant time to review (in accordance with the Standing Orders of Council). Any additional substantive material received after this mailing will be emailed as soon as possible.

Reports from committees, Directly-Elected Officers, and management are emailed the Friday before a Monday meeting so that the content is as current as possible.

Speaker Sulya Fenichel in the Chair

OPEN SESSION

**Attached Numbered
Pages**

1. Roll Call
2. Approval of the 16 May 2016 Agenda
3. Approval of the Minutes from the 18 April 2016 GSA Council Meeting
Attachments:
 - Minutes from the 18 April 2016 GSA Council Meeting **3.0 - 3.8**
4. Changes in GSA Council Membership
 - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

Councillor Announcements

5. Councillor Announcements

Action Items

6. Graduate Student Assistantship Collective Agreement
Sarah Ficko (GSA President) will present the item.

GSA NC members who are members of GSA Council: Sarah Ficko (GSA President, and GSA Vice-President Labour and GSA NC Chair 2015-2016); Colin More (GSA Councillor-at-Large, and GSA President and GSA NC Vice-Chair 2015-2016); Dasha Smirnow (Councillor-at-Large and recent former Business PhD Councillor)

GSA NC voting members invited to GSA Council as guests: Harsh Thaker (GSA Vice-President Academic 2015-2016) and Monty Bal (GSA Vice-President Labour 2014-2015 and recent former Councillor-at-Large)

Attachments:

- Cover Letter **6.0 – 6.1**
- Outline of Issue **6.2**
- Memorandum of Settlement Collective Agreement **6.3**
- Memorandum of Settlement Graduate Students Support Fund **6.4**
- Track Changes Version of the Graduate Student Assistantship Collective Agreement **6.5 – 6.31**

Prepared by J Tanguay, C Thomas, and E Schoeck for the Council Meeting of 16 May 2016

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- Track Changes Version of the Appendices to the Graduate Student Assistantship Collective Agreement 6.32 – 6.37
- Graduate Student Assistantship Collective Agreement 6.38 – 6.59
- Collective Agreement Presentation 6.60 – 6.64

Presentations

7. Athletic and Recreation Fee Advisory Committee Presentation
Sarah Ficko (GSA President) will present the item and introduce the guests.

Guests: Ian Reade, Director of Athletics, and Cheryl Harwardt, Director of Campus and Community Recreation

Elections, Appointments, Special Business, Updates

8. GSA Council Elections
Michele DuVal (Administrative Chair of the GSA Nominating Committee) will present the item.
- a. GSA Senator
Attachments:
- Nominees for GSA Senator 8.0 – 8.3
- b. GSA Board
Attachments:
- Nominees for GSA Board 8.4
- d. GSA Councillor-at-Large
Attachments:
- Nominees for GSA Councillor-at-Large 8.5 – 8.6

For Information: None at this time

Reports

9. President (**Sarah Ficko, GSA President**)
- i. Letter from the President 9.0 – 9.1
 - ii. President’s Report 9.2 – 9.3
 - a) 2015-2016 President 9.4 – 9.6
 - b) 2016-2017 President 9.7
 - iii. GSA Board
 - iv. GSA Budget and Finance Committee (**no meetings this reporting period**)
 - v. GSA Governance Committee (**no meetings this reporting period**)
10. GSA Nominating Committee
- i. GSA Nominating Committee Report (**Michele DuVal, GSA Nominating Committee Administrative Chair**) 10.0 – 10.1
11. Vice-President Academic (**Firouz Khodayari, GSA Vice-President Academic**)
- i. Vice-President Academic’s Report
 - a) 2015-2016 Vice-President Academic 11.0
 - b) 2016-2017 Vice-President Academic 11.1 – 11.2
12. Vice-President External (**Masoud Khademi, GSA Vice-President External**)
- i. Vice-President External’s Report
 - a) 2015-2016 Vice-President External 12.0
 - b) 2016-2017 Vice-President External 12.1

Prepared by J Tanguay, C Thomas, and E Schoeck for the Council Meeting of 16 May 2016

- ii. GSA Awards Selection Committee **(no meetings this reporting period)**
13. Vice-President Labour **(Sasha van der Klein, GSA Vice-President Labour)**
- i. Vice-President Labour's Report
 - a) 2015-2016 Vice-President Labour **13.0 – 13.1**
 - b) 2016-2017 Vice-President Labour **13.2**
 - ii. GSA Negotiating Committee (report from the 2015-2016 GSA Vice-President Labour) **13.3**
 - iii. GSA Labour Relations Committee **(no meetings this reporting period)**
14. Vice-President Student Services **(Alireza Talaei, GSA Vice-President Student Services)**
- i. Vice-President Student Services' Report **14.0 – 14.1**
 - ii. GSA Student Affairs Advisory Committee (Joint Chair: Vice-President External) **(no meetings this reporting period)**
15. Senator **(Leigh Spanner, GSA Senator)**
- i. Senator's Report **(no written report at this time)**
16. Speaker **(Sulya Fenichel, GSA Speaker)**
- i. Speaker's Report **(no written report at this time)**
17. Chief Returning Officer **(Virginia Pimmett, GSA Chief Returning Officer)**
- i. Chief Returning Officer's Report **(no written report at this time)**
18. GSA Elections and Referenda Committee **(Leigh Spanner, GSA Elections and Referenda Committee Chair)**
- i. GSA Elections and Referenda Committee Report **18.0**
19. GSA Management **(Courtney Thomas, Acting GSA Executive Director)**
- i. Executive Director's Report **19.0 – 19.5**

Question Period

- 20. Written Questions **(none at this time)**
- 21. Oral Questions

Adjournment

GSA Council Meeting AGENDA
Monday, April 18, 2016 at 6:00 pm
2-100 University Hall, Van Vliet Complex

IN ATTENDANCE:

Colin More (President)	Cameron Smithers (Biochemistry)	Lorna Sutherland (Elementary Education)	Radim Barta (Oncology)
Harsh Thaker (VP Academic)	Michele DuVal (Biological Sciences)	Shaina Humble (English & Film Studies)	Prabhjot Bedi (Paediatrics)
Sarah Ficko (VP Labour)	Graham Little (Biomedical Engineering)	Neil Prather (History & Classics)	Ines Zuna (Pharmacology)
Alphonse Ndem Ahola (VP External)	Dasha Smirnow (Business PhD)	Sumit Mandal (Human Ecology)	Kathy Tang (Pharmacy and Pharmaceutical Sciences)
Ali Talaei (VP Student Services)	Beth Richardson (Cell Bio)	Rachel Osolen (Humanities Computing)	Jay Worthy (Philosophy)
Sulya Fenichel (Speaker)	Joseph Cheramy (Chemistry)	Muhammad Usama Arif (Internetworking)	Will Giang (Physics)
Leigh Spanner (Deputy Speaker; Senator)	Firouz Khodayari (Civil & Environmental Engineering)	Carla Lewis (Library & Information Studies)	Brayden Whitlock (Physiology)
Virginia Pimmett (CRO)	Darian Brennekamp (Communication Science & Disorders)	Hirad Soltani (Mech Eng)	Michal Juhas (Psychiatry)
Sean Rah (DRO)	Candy Pang (Computing Science)	Vanessa Carias (Medical Genetics)	Joshua Yong (Psychology)
Pooran Appadu (Councillor-at-Large)	Samira Diar-Bakirly (Dentistry)	Ben Kostiuik (Medical Microbio & Immunology)	Colin Reynolds (Public Health)
Susan Cake (Councillor-at-Large)	Nicole Meyer (Earth & Atmospheric Sciences)	Melissa Silva (Medicine)	Rachel Hillabrand (Renewable Resources)
Robert Recklaw (Councillor-at-Large)	Jane Traynor (East Asian Studies)	Jay Friesen (MLCS)	Sarah Solvey (Secondary Ed)
Megha Bajaj (Councillor-at-Large)	Marcia East (Ed Policy Studies)	Mary Obstfeld (Nursing)	Kelsi Barkway (Sociology)
Kateryna Pashkovska (Anthropology)	Amanda Radil (Ed Psych)	Upinder Singh (Nursing)	
Heather Leier (Art & Design)	Chris Ceroici (Electrical & Computer Engineering)	Kelsey Peterson (Occupational Therapy)	

GUESTS: Philip Stack (Associate Vice-President (Risk Management Services) and GSA President's Citation Recipient); Colten Yamagishi (Program Manager, Studentcare)

Speaker Sulya Fenichel in the Chair.

The meeting was called to order at 6:01 pm.

Roll Call**1. Roll Call of GSA Council Members in Attendance****Approval of the Agenda****2. Approval of the 18 April 2016 Consolidated Agenda**

Members had before them the 18 April 2016 Consolidated Agenda, which had been previously distributed on 15 April 2016. S Fenichel **MOVED**; S Ficko **SECONDED**.

Motion PASSED unanimously

3. Presentation of President's Citation

C More presented the President's Citation to P Stack in recognition of his role working with the GSA and the SU to establish a new Mandatory Non-Instructional Fee structure and oversight committee. P Stack was unable to attend GSA Awards Night on 1 April 2016. The President's Citation recognizes those who have gone above and beyond to help the GSA. P Stack expressed that he was humbled at the privilege of receiving the award and that to be recognized by a student body like the GSA was tremendously meaningful. P Stack also stated that he would not have accomplished things without C More and N Khinda's leadership.

Approval of Minutes

4. Minutes from the 21 March 2016 GSA Council Meeting

Members had before them the 21 March 2016 GSA Council Minutes, which had been previously distributed on 8 April 2016. S Fenichel **MOVED**; L Spanner **SECONDED**

S Cake asked that a section of the Minutes related to the item on the GSA Health and Dental Plan which referred to her expression of a "belief" be amended to read that she had made a "statement."

APPROVED as amended.

Changes in GSA Council Membership

5. Changes in GSA Council Membership

i. Introduction of New Councillors

This was the first meeting for a number of Councillors: K Peterson (Occupational Therapy); C Ning Wu (Nursing); J Friesen (MLCS); R Shariff (Comp Sci)

ii. Farewell to Departing Councillors

This was the last meeting for a number of Councillors: P Appadu (CAL), S Cake (CAL), M Bajaj (CAL), C Pang (Comp Sci)

Presentations and Councillor Announcements

6. Councillor Announcements

H Thaker reminded GSA Council about the Annual Challenge for Let's Talk Science, in which school children complete a design challenge. He noted it would take place on Thursday, May 5 from 8:00 – 4:00 and provided contact information for those interested in volunteering. It was noted that B Richardson would be MCing the challenge.

Action Items, Elections, Appointments, Special Business, Updates

7. GSA Health and Dental Plan Fees for 2016-2017

C More (GSA President and GSA BFC Chair) presented the item and the two suggested motions distributed to GSA Council Members in advance of GSA Council meeting.

MOTION #1: That GSA Council **APPROVE**, on the recommendation of the GSA Board, that the GSA Health and Dental Plan fee be set at \$492.95/year, effective September 1, 2016, with collection from graduate students to begin September 1, 2016. C More **MOVED**. S Ficko **SECONDED**.

MOTION #2: That GSA Council **APPROVE**, on the recommendation of the GSA Budget and Finance Committee, payment from the Health and Dental Plan Reserve Fund (HDPFRF) of the GSA Health Plan and GSA Dental Plan fee for 2016-2017 above graduate students' fee contribution. C More **MOVED**. S Ficko **SECONDED**.

C More introduced other members of GSA BFC: Sarah Ficko (GSA Vice-President Labour and GSA BFC Vice-Chair) and Dasha Smirnow (Councillor, Business PhD). He then introduced C Yamagishi (Program Manager, Studentcare) and noted that K Foster (Director of Partnership and Development, Studentcare) was unable to attend.

C More recapped the discussion at the March GSA Council, at which members discussed a range of options, including holding a referendum, decreasing coverage, or approving a 15% increase and commensurate draw down from the Reserve Fund. A straw poll of GSA Council members was then conducted: 4 members supported holding a referendum, 32 supported a 15% increase coupled with a drawdown of the Reserve Fund (with a referendum to be held in the coming year), and 1 member supported

decreasing coverage. Based on this, the proposal before GSA Council was developed. C More also noted that the estimate for the fee increase had since been updated to 16%, rather than 17%. C More noted the Motions were separate but were a package – one cannot be passed without the other so they were moved together and needed to be voted on tonight to so that approval of the collection of fees could be sent to the Board of Governors.

Speaker reminded GSA Council to keep the discussion on point and related to the two Motions.

P Appadu reminded GSA Council that at the last meeting, he asked if Health & Dental fees could be deferred and paid in Spring/Summer since Fall tuition was higher. C More responded that we could pay on any sort of cycle that we like. He also added that as there are many things in the air, we should be most concerned with the amount of the fee and getting that right. C Yamagishi added that as long as Studentcare got paid, it did not really matter when students were assessed the fee. P Appadu again asked the incoming Directly-Elected Officers (DEOs) to consider moving fees to Spring/Summer since Fall and Winter fees were substantially higher. C More agreed that this might be a good idea but to be aware that payment deferral past the start of the coverage period might raise difficulties. C Yamagishi responded that there was no restriction as to when the GSA paid Studentcare. So far, the fees have been collected at the same time as the undergrad fees are collected (Fall and Winter) because it was convenient. C Yamagishi also pointed out that not all graduate students would necessarily want to pay in Spring/Summer. K Barkway agreed, adding that some students are only paid in Fall and Winter so moving the fee collection to Spring/Summer would be burdensome.

C Reynolds expressed the concerns of Public Health students with respect to having a referendum in the Fall for the following school year and wondered if it would be possible to have this referendum in the summer so that people would have a say in what their fall fees would be? C More responded that they have looked into when the last possible moment to approve fees before approval of their collection was taken to the Board of Governors and they would have to be ready in time for the last Board of Governors meeting in June. C Reynolds asked if GSA Council could look into Health and Dental Plan fee increases earlier so that people are aware of it in advance. C More responded that fees for the upcoming year were set in the spring based on projected data compiled using six months of claims and having the data earlier is possible but it will also be less reliable because it would be based on less claims information. C More stated that he would hesitate to have the referendum in the spring because if it failed it would leave GSA Council very little time to come up with a different solution. C Yamagishi reminded GSA Council that Studentcare started looking at the claims data in February; benefit changes and fundamental aspects of the Plan could be looked at but fee discussions should not happen before February. He added that schools that do require fees to be set early end up not getting as good a deal for their Plan as the cost was based on less reliable data.

C Pang asked if this will happen again next year and if a referendum sooner rather than later was possible. C More responded that if these current proposals go forward it would be on the understanding that we would have a comprehensive review of the Plan to address fundamental questions. He added that we could have a referendum in the fall. He also noted that any referendum has to be a yes/no question, which might be problematic.

S Cake thanked the presenters and expressed concern that the language in the outline of issue was too loose. She noted that there were no actions assigned to any person or committee. She noted that she hesitated to support the Motion without checking with graduate students. She then asked if the GSA Board had considered a non-binding consultative referendum. C More responded that the new team of DEOs had not had the opportunity to consider everything they might want to do. He also replied that the language in the outline of issue was meant to keep options open but the desirability of a referendum was appreciated by all. C More then addressed S Cake's last question by saying that GSA Board did not consider a non-binding consultative referendum. S Cake explained that non-binding consultative referendum were designed for times like this. C More disagreed and felt such a process was unlikely to yield results better than the survey done by Studentcare which revealed lots of things that wouldn't come out in a 'yes' or 'no' question and that the demographics were more representative of the graduate student population than a non-binding consultative referendum would be, depending on the numbers of those who voted. S Cake stated that she did not recall the Studentcare survey being representative. C Yamagishi stated that the survey was confirmed to be representative of the graduate student population. He mentioned that Studentcare was obligated to do what was in the best interest of graduate students; they need to know both what GSA Council was looking for and what graduate students actually wanted. C Yamagishi noted that the survey results might not include as many participants as GSA Council would have hoped but it was representative and provide a great deal of information.

D Brennekamp noted that at first the fee increase was estimated at 17% and now it was down to 16% and asked what would happen if it decreased further. Would the extra go into the GSA Health and Dental Plan Reserve Fund (HDPRF)? C More responded that yes, students were assessed the fees that GSA Council agreed on and any surplus was put in the HDPRF. C Yamagishi also pointed out that if the fee increased, the insurer would be locked in at the lower rate as well.

P Appadu referred to C Reynolds's earlier point regarding holding a referendum earlier and asked C Reynolds if he meant earlier that year. C Reynolds clarified that his question was more hypothetical. He added that if the referendum happened in the fall it would not affect many of the students being consulted at this point, and so as to avoid this, it would have been preferable if there had been a way to hold the referendum earlier but it sounded like there was not.

P Appadu asked if the referendum results could apply for two years rather than one. C More stated that the GSA would be considering the question carefully and reminded GSA Council that K Foster previously pointed out that they do a projected analysis of the increase for three years. C Yamagishi added that Studentcare could do projections of up to five years but they were not as accurate. P Appadu asked, based on the projected increase, if there could be a referendum that would cover the next two years. C More pointed out that a referendum question could cover anything.

R Recklow asked who was charged with the mandate of reviewing the GSA Health and Dental plan and who advised them? Speaker asked for clarification – was R Recklow asking under whose purview this would be as a point of GSA Policy? R Recklow asked if this fell under the mandate of an existing body. A Talaei responded that in the Strategic Work Plan the GSA was mandated to review the quality of services it provided. He added that Studentcare has helped with this and that, as VP Student Services, he has been trying to think of how we could do this evaluation better. A Talaei noted that they were open to suggestions. H Thaker added, as a Point of Information, that the GSA Elections and Referenda Committee (GSA ERC) was the body that would generate a referendum question for approval by GSA Council. C More also added that it was GSA Board and the incoming President who were in charge of reviewing the Health and Dental Plan before any question was developed for a referendum. S Cake asked if the question was in reference to the language of "review and discuss" noted in the outline of issue. R Recklow asked who would be doing these extensive reviews. E Schoeck responded that the GSA Board was mandated to conduct this review and can strike a subcommittee. R Recklow stated that if that Policy was in place and the review had not yet happened, maybe that GSA Policy should be revisited. C More pointed out that this would not be a normal review. He added that there were always moments when things were not progressing as usual and this was one of those moments. He explained that there would be an extensive review of the Health and Dental plan by the GSA Board in the upcoming year.

F Khodayari asked for clarification about the increase's distribution to the Health Plan and the Dental Plan and why the increase for health was greater than for dental even though the dental claims were where the increase in usage lay. C Yamagishi responded that yes, the large increase was in dental claims but the math for calculating this increase was more complicated than that. He added that the increase in dollar value was in health and the two are combined; the health dollar value increase was 17%, and 14% for dental, and the health claims increase was 9%, and 18% for dental. He also noted that the premium was not the same as the Plan fee, it referred to the amount you deferred to the insurance company. He concluded by saying that the difference lies with what students are charged and what was charged for premiums and that the gap was greater for health. F Khodayari asked why we paid more for health when the cost for claims was higher with respect to dental. Speaker asked if F Khodayari was concerned about the clarity of numbers and how they were being represented to graduate students. C Yamagishi responded that the percentage was the same, a 9% increase for health and an 18% increase for dental but the Plan fee was different. F Khodayari expressed that he remained unsure about the numbers.

D Smirnow expressed that she liked the Motions and suggested that the GSA Board provide a forum for graduate students to contribute ideas for the review, similar to the GSA Labour Relations Committee (GSA LRC). C More agreed with this idea.

H Thaker moved to strike an *ad hoc* committee of GSA Council. He expressed that it would be beneficial for planning a fall referendum. H Thaker suggested a motion from the floor.

MOTION #3: That GSA Council **STRIKE** an *ad hoc* committee to examine the GSA Health and Dental Plan and report back to GSA Council. H Thaker **MOVED**. A Talaei **SECONDED**.

C More asked who would be on this committee, how big it would be, what function it would serve that GSA Board did not and H Thaker responded that GSA Board could do it but they were busy and this was a big issue. A Talaei pointed out that H Thaker was not present last week when GSA Board discussed the GSA Health and Dental Plan. A Talaei stated that the GSA could establish a standing committee, establish an *ad hoc* committee, or have town halls to invite the graduate students to give feedback. A Talaei stated that, as VP Student Services, he would be working on this.

P Appadu asked if the Motion could be amended to state that the GSA Nominating Committee (GSA NoC) would populate the committee. H Thaker responded that he wanted to avoid using too many committees to strike a body like this. P Appadu asked if H Thaker had the composition ready for GSA Council to vote on. A Talaei reminded everyone that they should first see if GSA Council was in favour of the Motion.

M Bajaj reminded GSA Council that the GSA used to have a Health and Dental Committee 7 or 8 years ago to make decisions. It did not work well and the committee ended up using a lot of time simply explaining the logistics of the Plan. She added her belief that striking a committee right now in GSA Council was not the best way forward.

S Cake stated that the details could be worked out later. She added that there was a strong desire to review the Health and Dental Plan and to increase accountability. She noted that this committee could also be open to people outside of GSA Council, as GSA LRC was. She noted her opinion that that this was a simple Motion and it should move forward.

M DuVal added that whatever form such an effort took, diversity was important as she had heard many varying points of view in her department about the Plan.

P Appadu asked how GSA Council would strike this committee. H Thaker responded that GSA Council must vote in favour of the Motion. H Hogg pointed out that there was GSA Policy on striking *ad hoc* committees and time to properly review it was required to ensure GSA Bylaw and GSA Policy were properly followed. P Appadu wondered if this was a role that Councillors-at-Large could play and suggested that the composition could be CALs as representatives of the whole graduate student body. P Appadu noted that he would like for a review of GSA Policy to be the first order of business for any such committee.

H Thaker noted that the Health and Dental Plan review could be based on the minutes of the last two GSA Council meetings and that the GSA NoC could populate the committee. E Schoeck stated that GSA Council could vote at the next meeting on nominees. She added that the committee could start its work quickly then.

S Cake noted that when she put her name forward for the GSA LRC, the GSA NoC did not send forward her nomination to GSA Council. She noted that she would like GSA Council to see all of the nominations put forward.

H Thaker explained that, as per GSA Policy on *ad hoc* committees, the Terms of Reference would be drafted and then voted on by GSA Council and, at their first meeting, the committee would select a chair. P Appadu asked who would develop the terms of reference. A Talaei suggested that the GSA Governance Committee would draft them. H Thaker added that GSA Council would vote on them in the end and the terms of reference were not finalized until GSA Council agreed to them. P Appadu expressed concern about potential conflicts of interest since current DEOs were voting members and asked if it would be possible to strike their voting power so that only Councillors were voting members. C More clarified that DEOs have voting rights in GSA Council. G Norman called the question.

MOTION #3: That GSA Council **STRIKE** an *ad hoc* committee to examine the GSA Health and Dental Plan and report back to GSA Council. H Thaker **MOVED**. A Talaei **SECONDED**.

45 APPROVED; 5 Opposed; 5 Abstentions

GSA Council then returned to the original two Motions presented.

P Appadu asked if payment would only be assessed during fall and winter. C Yamagishi explained that it was an annual fee paid once in the fall and that students who enrol in winter pay a pro-rated amount. P Appadu asked if, pending GSA Council approval of the Motions, the increase could be collected separately or if alternative options for when it is collected could be discussed. C More responded that this could be considered in future but there was not sufficient time for it at present since a summary of the fees assessed by the GSA and their associated schedule have to go to the Board of Governors tomorrow. P Appadu asked if his points could be considered in the review of the Plan and in discussions about any referenda and C More suggested to P Appadu that he join the new committee.

MOTION #1: That GSA Council **APPROVE**, on the recommendation of the GSA Board, that the GSA Health and Dental Plan fee be set at \$492.95/year, effective September 1, 2016, with collection from graduate students to begin September 1, 2016. C More **MOVED**. S Ficko **SECONDED**.

MOTION #2: That GSA Council **APPROVE**, on the recommendation of the GSA Budget and Finance Committee, payment from the Health and Dental Plan Reserve Fund (HDPRF) of the GSA Health Plan and GSA Dental Plan fee for 2016-2017 above graduate students' fee contribution. C More **MOVED**. S Ficko **SECONDED**.

45 APPROVED; 4 Opposed; 2 Abstentions

8. GSA Council Elections

M DuVal (Administrative Chair of the GSA Nominating Committee) presented the item.

There was one GSA Councillor-at-Large position to be filled; two nominations were received.

Nominees for GSA Councillor-at-Large:

1. Ahmed Najjar (Renewable Resources)
2. Alphonse Ndem Ahola (Anthropology)

M DuVal introduced the two nominees, who were both in attendance, and invited them to address GSA Council by answering 2 questions. A coin was flipped to determine who should speak first. A Najjar spoke first and A Ndem Ahola was asked to leave the room. The questions asked to the candidates were the following and nominees had 45 seconds to answer both questions:

1. Taking 45 seconds, please introduce yourself and tell us what motivated you to run for this position.
2. How would you be an effective additional voice on GSA Council?

A Najjar replied to the first question by saying that he was a PhD student in Renewable Resources and that he was interested in the discussions GSA Council was having and he would like to be a more consistent volunteer with the GSA as he was also currently on GSA ERC. He answered the second question by saying that he had his own experience and he had seen a lot of injustices done at the University of Alberta and he would like to share these experiences.

When A Najjar finished answering the questions, he left the room and A Ndem Ahola entered.

A Ndem Ahola replied to the first question by saying that earlier this year there was a lot of discussion about what a Councillor-at-Large can do and he wanted to use his experience of GSA Council and decide on good ways to move forward. He answered the second question by saying that he wanted to bring diversity and his experience as the GSA VP External to provide realistic suggestions and input on GSA work.

M DuVal also reminded GSA Council members that the bios and resumes of each nominee had been circulated to them.

For Information

9. GSA Board 2015-2016 Strategic Work Plan: Final Update

C More gave a final update on the GSA Board 2015-2016 Strategic Work Plan. C More noted that he was really proud of the approval of the restructuring of Mandatory Non-Instructional Fees as it significantly increased the transparency of these fees and this restructuring was made with a lot of collaboration from both student associations. He noted that residences were an issue that was gaining a lot of attention from the undergraduate student community. He added that the GSA was attentive to these discussions and tracking the types of problems that were reported by graduate students living in residence. He also stated that there should be more discussion regarding residence in the next year. With respect to external advocacy, C More mentioned that it had been an organizational year for ab-GPAC. He also indicated that GU15 had decided to hire a staff member at their meeting last week in Vancouver and they intended to do more advocacy on behalf of graduate students at a national level. C More reported that the Alberta Minister of Advanced Education, Marlin Schmidt, had congratulated students and their leadership in advocating for the renewal of the mental health grant. He added that the Minister was really happy to see this money go to mental health initiatives.

The following questions were raised.

K Barkway asked if the Students' Union (SU) approached the GSA with respect to residence issues. C More noted that they have been discussing many of the residence issues with the SU, including how Residence Association fees are collected. A Talaei also noted that the SU had been supportive of the GSA proposal concerning the Michener Park transit situation.

P Appadu commented on the wonderful job the DEOs had done this year. He mentioned that there had been several initiatives that he really liked, such as the proactive efforts regarding mental health, such as the coffee breaks, and setting meetings with GSA Departmental Councillors to discuss Collective Agreement compliance.

C More noted that the Unwind your Mind grant, which the GSA used to hold graduate student coffee break in the fall, had been renewed and that again graduate student coffee breaks would be held in the fall of 2016 with a slightly different format.

S Cake thanked the team for their hard work. She then noted that there has not been a lot of material from ab-GPAC and GU15 coming to GSA Council. She asked why that was the case and if GSA Council could provide any feedback on advocacy issues. C

More noted that ab-GPAC was a very young organization that was officially formed in March 2015. C More added that this year was occupied by establishing the organization; hiring a bookkeeper, designing a logo, creating a website, and planning for the hiring of a staff member. The group authored position papers including one on the provincial budget. C More also noted that ab-GPAC had been participating in consultations with the government about the right to strike and these consultations should continue over the summer. Membership fees for ab-GPAC were \$3 per graduate students. As for GU15, C More noted that they meet twice a year to discuss common issues that graduate students face across Canada and to learn from each other and exchange information.

P Appadu expressed his opinion that while the DEOs may have felt some animosity directed at them from CALs, his hope was that it would not be interpreted as personal attacks, but rather as CALs vigorously engaging with DEOs.

Reports

10. President

i. President's Report:

Members had before them a written report, which had been previously distributed on 15 April 2016. In addition, C More stated that A Talaei and he had met with the Faculty Club management to discuss the Faculty Club's desire to bring the average age of the membership down. An agreement was reached and the Faculty Club will now allow free access to graduate students from May 1 to August 31, will offer specials on drinks, and substantial discounts on the buffet. C More thanked GSA Council members for the four fantastic years he spent working with the GSA.

ii. GSA Board

Members had before them a written report, which had been previously distributed on 15 April 2016. The report stood as submitted.

iii. Budget and Finance Committee

Members had before them a written report, which had been previously distributed on 15 April 2016. The report stood as submitted.

iv. GSA Governance Committee

Members had before them a written report, which had been previously distributed on 15 April 2016. The report stood as submitted

S Cake mentioned that the GSA GC report was not on the website in the individual listings of GSA Council items. C More noted it appeared in the complete package of materials available on the GSA website and then read the GSA GC report aloud.

11. GSA Nominating Committee

Members had before them a written report, which had been previously distributed on 15 April 2016. M DuVal directed GSA Council members' attention to the list of vacancies that would be advertised soon or were currently advertised.

12. Vice-President Academic

i. Vice-President Academic's Report:

Members had before them a written report, which had been previously distributed on 15 April 2016. The report stood as submitted. In addition, H Thaker thanked everyone for a wonderful year.

13. Vice-President External

i. Vice-President External's Report

Members had before them a written report, which had been previously distributed on 15 April 2016. In addition, A Ndem Ahola highlighted the desire of Alumni Council to engage graduate students early in their career and suggested that the incoming team connect with Alumni Council. He added that Alumni Council discussed using some of the North Power Plant space to create a social space where graduate student could connect with alumni. A Ndem Ahola also thanked GSA Council members for the past year.

P Appadu asked about rumours of rats in residences. R Barta noted that they were mice. A Ndem Ahola replied that there were many issues with residences, including the presence of asbestos. Letters were written to the administration about residence issues and Alberta Health Services was now involved in one case.

S Cake expressed her recollection that in the recent past the GSA had researched and prepared documents concerning international students and immigration issues and enquired as to their status.

ii. GSA Awards Selection Committee's Report

No meetings this reporting period.

14. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 15 April 2016. In addition, S Ficko noted that she has been meeting with Departmental Councillors. She mentioned that of the councillors she has spoken to, some issues have been raised, but overall the situation does not appear to be as bad as thought based on our experience of the cases of individual students she has seen. She added that these meetings provided a better sense of what issues to target moving forward. She pointed out that Sasha van der Klein, incoming VP Labour, would continue these meetings when she started her position. S Ficko indicated that she was hoping to finalize the Collective Agreement this week and to have it circulate to GSA Council by early May.

S Cake stated that she came from a department with a poor history of compliance with the Collective Agreement and expressed a desire for concrete steps concerning how to help graduate students. S Ficko stated that if S Cake knew of students with specific issues she should direct them to her and the incoming VP Labour. S Cake noted that there were still students that were underpaid with regards to the Collective Agreement. S Ficko indicated that those were confidential issues and that they should be discussed in private. Speaker suggested to S Cake that she write an email to follow up on the issue. S Cake expressed her frustration and again noted that she wanted to see concrete steps. Speaker stated that GSA Council honoured her concerns and request and reiterated that she should start a paper trail to keep the issue alive. Finally, S Ficko explained that she has not heard much that was overwhelmingly negative from the other graduate students in S Cake's department that she had met with but she would be happy to look into these issues if they were directed towards her.

P Appadu also expressed that he would prefer a more assertive approach as he has heard about two problematic cases. S Ficko replied that sometimes students did not want to move forward with complaints and their wishes needed to be respected. P Appadu suggested that it was not necessary to have a student's approval for a casual meeting with the departmental graduate chair. S Ficko thanked him for his suggestion.

S Ficko noted that if a special meeting was needed to ratify the Collective Agreement GSA Council members would be informed as soon as possible.

ii. GSA Negotiating Committee

No meetings this reporting period.

iii. GSA Labour Relations Committee

No meetings this reporting period.

15. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 15 April 2016. A Talaei stated that ETS was moving forward with the implement of Smart Fare, which would allow a better tracking of usage. M Bajaj asked how ETS was moving forward. A Talaei replied that there was a Request for Comments out to ETS stakeholders.

ii. GSA Student Affairs Advisory Committee

No meetings this reporting period.

16. Senator

i. Senator's Report

No written report at this time.

17. Speaker

i. Speaker's Report

No written report at this time.

18. Chief Returning Officer

i. Chief Returning Officer's Report

No written report at this time. V Pimmett noted that the GSA ERC was meeting on Thursday to discuss issues that arose during the 2016 GSA General Election.

19. GSA Elections and Referenda Committee**i. GSA Elections and Referenda Committee Report**

Members had before them a written report, which had been previously distributed on 15 April 2016. The report stood as submitted.

20. GSA Management**i. Executive Director's Report**

Members had before them a written report, which had been previously distributed on 15 April 2016. The report stood as submitted. In addition, E Schoeck mentioned some of the major agreements that defined the GSA as a corporation including insurance policies, various Memoranda of Understanding regarding the North Power Plant, our agreement with the Campus Food Bank, and an agreement with University of Alberta Financial Services, which allowed the GSA to receive a portion of its membership fees before they are fully paid by members, this aided in cash flow and operations.

K Barkway asked if there was data on the percentage of graduate students who used the Campus Food Bank and if that number had changed in the past. A Talaei replied that he had asked, as a member of the Campus food Bank Board, for some demographic data and was told that more graduate students use the service than undergraduates. A Talaei added that they were working on providing some usage data regarding international versus domestic students.

Question Period**21. Written Questions**

None at this time.

22. Oral Questions

P Appadu asked if it was possible to review the format used to report an incident concerning the Collective Agreement. S Ficko replied that the GSA was working on a better system to track such reports.

S Cake asked if it was possible to gather demographic information about who uses GSA services in order to make better decisions. A Talaei asked how practical that would be.

C Reynolds noted that there was a big power differential in supervisory relationships and asked if there was some way to even that out. S Ficko replied that FGSR hired a new Associate Dean, Naomi Krogman, who had done extensive work on supervision and focusing on the student-supervisor relationship allowed for a lot of opportunity to mitigate that power imbalance. M Juhas noted that the GSA LRC had discussed this issue. P Appadu asked if it was possible to draft a timeline for the equalization of the power differential. S Ficko replied that this issue would move really slowly as it was a really challenging one. S Ficko added that this issue was discussed at GU15 and that the University of Calgary has a College of Supervision; this might be an interesting avenue to explore. She specified that the GSA will continue working with the FGSR, the Provost's Office, and individual faculties on this issue.

Adjournment

The meeting was adjourned at 8:32 pm.

Dear Council Colleagues,

May 6, 2016

We have just finalized collective bargaining negotiations for the Graduate Student Assistantship Collective Agreement (CA), funding for the Graduate Student Support Fund (GSSF), and the continuation of the Graduate Student Assistance Program (GSAP)! As you may recall from my past reports to GSA Council and my presentation in January on negotiations and the Collective Agreement, there has been a lot of back and forth between the GSA Negotiating Committee (consisting of myself, current President and former VP Labour; Colin More, former GSA President and current Councillor-at-Large; Harsh Thacker, former VP Academic; Dasha Smirnow, former Business Councillor, current Councillor-at-Large, and member of the GSA Labour Relations Committee; and Monty Bal, former VP Labour and Councillor-at-Large) and the University's negotiating team. **Everyone involved has worked very hard and we believe we are forwarding a fair agreement to GSA Council for ratification.**

Please note, according to the process outlined in the CA (Article 5), collective bargaining negotiations are conducted by the GSA Negotiating Committee, which brings forward the finalized Memorandum of Settlement to GSA Council for ratification. As in past years, we are presenting two Memoranda of Settlement covering the negotiated conditions, highlights of which are described below. Members of the team will be available to answer questions and provide clarification as needed on particular points. Likewise, please feel free to email me or arrange a time to meet in advance of GSA Council if you have questions or would like clarification on the process we have gone through or any of the changes.

This new **two-year agreement** provides for increases to the assistantship stipends (Graduate Teaching Assistant (GTA) and Graduate Research Assistant (GRA) rates) and the GSSF for both years. The GSSF funds GSA Academic Travel Awards, Child Care Grants, Emergency Bursaries, and Recognition Awards. The new Graduate Student Assistantship Collective Agreement document is attached as a double-column, with track changes showing comparisons with the 2014-2016 AEGS Collective Agreement, as well as a clean copy version of the CA. Highlights from all the materials before you include:

Improved Funding:

- \$100,000 increase to the GSSF in year 1 taking fund up to \$789,000 (that's the equivalent of 100 additional Child Care Grants or 200 additional Academic Travel Awards); \$25,000 increase in year 2, taking the fund up to \$814,000.
- 1.6% increase to the salary portion of the stipend in year 1 (overall total 0.9% increase) and 2.0% total increase in year 2.
- Continued support for the Graduate Student Assistance Program (GSAP).
- We have also taken measures to ensure that, should graduate student tuition rise unexpectedly, there would be an opportunity to re-open the agreement for negotiations in the 2017-2018 academic year.

Amendments to the Collective Agreement:

- To address the confusion of students, faculty and administrative staff caused by having two distinct types of Research Assistants in the previous agreement, we separated the two types of RAs into Graduate Research Assistant (hired to work on a specific project) and a new category, the Graduate Research Assistantship Fellowship (GRAF) category (financial support specifically for students working on their thesis or research project which will not be taxable).

- Added benefits by including up to one week of Bereavement Leave.
- Changed language throughout to GTA and GRA to emphasize that these teaching and research assistant positions are specifically for graduate students.
- Consistently used 'Graduate Assistant' to be more comprehensive of the new GRAF category and to highlight that GTAs and GRAs are playing dual roles and are more than just 'students'.
- Improved the definitions of graduate research and teaching assistants.
- Removed confusing/redundant information such as the section on registration for people registered before 2011.
- Clarified hours of work, including that GTA/GRA appointments can be combined for a total of up to 12 hours per week, and students can work 12 hours as a GTA and/or GRA on top of a GRAF.

Revisions to the Appendices:

- Revised the section on Letter of Appointment (Appendix A) - there is now a listing of the key information that must be included in a letter of appointment as well as the recommended sample letter. We've included a section with 'if applicable' items to add in, including information on the Graduate Teaching and Learning Program, 5% raise on salary, and the portion the assistantship covers of a given year's funding package.
- Revised the Time Use Guidelines (Appendix C) - added in a line for training hours, a sentence that says it is recommended that GRAFs discuss their hours with their professor, and a box to discuss vacation dates.
- Rewrote the section for Short Term Academically-Related Employment (Appendix E) as it is currently poorly understood and some departments have used it inappropriately (i.e., we removed all mention of 'casual').

Best Regards,



Sarah Ficko, 2016-2017 GSA President (former GSA Vice-President Labour)

Outline of Issue (GSA Council)

Graduate Student Assistantship Collective Agreement and Graduate Student Support Fund: Ratification of the Memoranda of Settlement

Suggested Motion for GSA Council:

That GSA Council **RATIFY**, on the recommendation of the GSA Negotiating Committee, the attached Memoranda of Settlement related to the Graduate Student Assistantship Collective Agreement and the Graduate Student Support Fund, effective September 1, 2016 to August 31, 2018.

Background:

The 2015-2016 GSA Vice-President Labour and now 2016-2017 GSA President Sarah Ficko has been reporting to members monthly on the status of negotiations for the Collective Agreement (CA) covering the academic employment of Graduate Students at the University of Alberta. As you are aware, in addition to these reports, Sarah provided a presentation at the January Council meeting outlining the process of negotiations. **The GSA's Opening Position** (developed by the GSA Negotiating Committee in consultation with the GSA Labour Relations Committee) **was delivered to the University Administration negotiating team on October 20, 2015, and negotiations have been ongoing since then, culminating in an agreement reached by both parties, April 27, 2016.** This agreement now requires ratification by GSA Council prior to consideration by the Board of Governors (via the Board Human Resources and Compensation Committee, which meets at the end of May).

At the May Council meeting, Sarah will review the **final Settlements** (attached as pages 6.3 and 6.4). Councillors will note that in addition to the proposed **stipend increases** and the **Graduate Student Support Fund increases**, several changes have been made to the CA, as outlined in the cover letter on p. 6.1-6.2.

The Memoranda of Settlement includes the revised CA, which is also attached in a double column (changes and additions to the CA are shown in track changes). The GSA Negotiating Committee is now recommending to Council that the Memoranda of Settlement be ratified.

Jurisdiction:

GSA Policy, Standing Committees, Section 5.2.f:

"The NC will negotiate the Collective Agreement, including salary, benefits, policy, and regulations governing graduate student academic employment."

GSA Policy, Standing Committees, Section 5.2.g:

"The NC will finalize the agreement with the University."

GSA Policy, Standing Committees, Section 5.2.h:

"The NC will submit the final agreement reached during negotiations to the next meeting of Council for approval."

Collective Agreement Between the Graduate Students' Association and University of Alberta Board of Governors Governing the Academic Employment of Graduate Students, Collective Bargaining, Article 5.04:

"The negotiating teams will bargain in good faith on behalf of the parties in an effort to conclude a Memorandum of Settlement describing the terms of a new Agreement."

Collective Agreement Between the Graduate Students' Association and University of Alberta Board of Governors Governing the Academic Employment of Graduate Students, Collective Bargaining, Article 5.05:

"A Memorandum of Settlement concluded by the negotiating teams will be submitted to the Board and the GSA Council for ratification."

MEMORANDUM OF SETTLEMENT

Between the Negotiating Committees of

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA (The "GSA")

And

THE UNIVERSITY OF ALBERTA BOARD OF GOVERNORS (The "Board")

WHEREAS the negotiating committees of the GSA and the Board have conducted negotiations toward a new collective agreement representing graduate students holding graduate student assistantships;

THEREFORE the negotiating committees agree to recommend for ratification the following stipend increases as part of a comprehensive Memorandum of Settlement that resolves all collective bargaining issues between the parties:

1. Term of Agreement: September 1, 2016 to August 31, 2018

2. Stipend Increases:


Effective September 1, 2016:	Total overall increase of 0.95%
	(a) Award component: 0.0%
	(b) Salary component: 1.6%
Effective September 1, 2017	Total overall increase of 2.0%
	(a) Award component: TBD
	(b) Salary component: TBD

3. The parties agree to renegotiate the 2017-2018 stipend rates if the 2% overall increase is insufficient to cover any increase to the Graduate Fee Index that would apply to the award portion of the stipend.

4. The stipend increases will apply to the rates of Graduate Student Assistantships appearing in the appendix to the collective agreement.

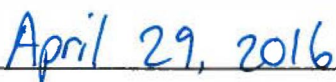
On Behalf of the Board:


 Michelle Strong, Director
 Faculty and Staff Relations


 Date

On Behalf of the GSA:


 Sarah Ficko, Vice-President Labour


 Date

MEMORANDUM OF SETTLEMENT

Between the Negotiating Committees of

THE GRADUATE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF ALBERTA (The "GSA")

and

THE UNIVERSITY OF ALBERTA BOARD OF GOVERNORS (The "Board")

WHEREAS the negotiating committees of the GSA and the Board have considered changes to the Graduate Students Support Fund (the "Fund") in conjunction with collective bargaining on behalf of graduate students holding graduate student assistantships;

THEREFORE the negotiating committees agree to recommend for ratification the following changes to the Fund:

1. The GSFF will comprise the following components and be funded by the Board:

- GSA Professional Development Awards
- GSA Graduate Student Recognition Awards
- GSA Child Care Grants
- GSA Emergency Bursaries

Total Funds for 2016-2017: \$789,000

This funding represents an increase of \$100,000 over the 2015-16 levels.

Total Funds for 2017-2018 \$814,000


This funding represents an increase of \$25,000 over the 2017-18 levels.

If there is no agreement by April 1, 2018, on the next collective agreement, fifty percent of the 2017-18 GSSF amount will be advanced to ensure that support for these programs is not disrupted should negotiations become protracted.

2. The terms and funding of the GSSF are negotiated and ratified in conjunction with collective bargaining between the Board and the GSA. The GSSF does not form part of the collective agreement between the GSA and the Board.

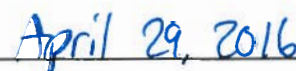
On Behalf of the Board:


 Michelle Strong, Director
 Faculty and Staff Relations


 Date

On Behalf of the GSA:


 Sarah Ficks, Vice-President Labour


 Date

Current Collective Agreement (CA) <i>(deletions noted by a strikethrough)</i> and Negotiated Changes <i>(additions underlined)</i>	Rationale/Background
<p style="text-align: center;"><u>COLLECTIVE AGREEMENT GRADUATE STUDENT ASSISTANTSHIP COLLECTIVE AGREEMENT</u></p> <p style="text-align: center;">BETWEEN THE</p> <p style="text-align: center;">GRADUATE STUDENTS' ASSOCIATION</p> <p style="text-align: center;">(The "GSA")</p> <p style="text-align: center;">AND</p> <p style="text-align: center;">UNIVERSITY OF ALBERTA BOARD OF GOVERNORS</p> <p style="text-align: center;">(The "Board")</p> <p style="text-align: center;"><u>GOVERNING THE ACADEMIC EMPLOYMENT OF GRADUATE STUDENTS</u></p> <p style="text-align: center;">September 1, 201<u>4</u>6 to August 31, 201<u>6</u>8</p> <p style="text-align: center;">The University of Alberta respectfully acknowledges that it is located on Treaty 6 territory.</p>	<p>Cover page revised to provide more uniform visual identity with other UofA CAs and to be clearer that CA covers all Assistantships</p> <p>Acknowledgement added</p>

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
Table of Contents	
<p>Preamble</p> <p>Article 1: Purpose and Scope of this Agreement</p> <p>Article 2: Definitions</p> <p>Article 3: Association Recognition</p> <p>Article 4: Term and Variation of this Agreement</p> <p>Article 5: Collective Bargaining</p> <p>Article 6: Appointments</p> <p>Article 7: Selection Criteria</p> <p>Article 8: <u>Graduate</u> Teaching Assistants (including Principal Instructors)</p> <p>Article 9: <u>Graduate</u> Research Assistants</p> <p>Article 10: <u>Graduate Research Assistantship Fellowships</u></p> <p>Article 101: Remuneration</p> <p>Article 142: Performance Evaluation</p> <p>Article 123: Annual <u>SalaryPerformance</u> Increases</p> <p>Article 134: Vacation</p> <p>Article 145: General Leave Provisions</p> <p>Article 156: Paid Maternity and Parental Leave Benefits</p> <p>Article 167: Medical Leave</p> <p>Article 178: Compassionate <u>and Bereavement</u> Leave</p> <p>Article 189: Leave for Jury Duty</p> <p>Article 1920: Deferral of Assistantship</p> <p>Article 201: Intellectual Property</p> <p>Article 242: <u>Safety</u>, Health and <u>SafetyWellness</u></p> <p>Article 223: Disciplinary Matters Related to Employment</p> <p>Article 234: Dispute Resolution</p> <p>Article 245: Arbitration</p> <p>Appendix A: Letter of Appointment</p> <p>Appendix B: <u>Award and Minimum Salary Rates</u> 2016-2017 Minimum Monthly Rates of Pay</p> <p>Appendix C: <u>Graduate</u> Assistantship Time Use Guideline <u>Form</u></p> <p>Appendix D: Paid Maternity and/or Parental Leave and/or Deferral of <u>Graduate</u> Assistantship Form</p> <p>Appendix E: <u>Appointment of Graduate Students to Short Term</u> Academically-Related Employment Other than Assistantships</p>	<p>Language changed throughout CA to be clearer:</p> <p>1) “Academically Employed Graduate Students (AEGS)” changed to “Graduate Assistants (GA)” to be more comprehensive and include the new category of Graduate Research Assistantship Fellowships (Article 10); 2) added “Graduate” wherever possible to any reference to Teaching Assistant, Research Assistant, and Assistantship to distinguish these as graduate positions because “research assistant” or “teaching assistant” are used generically at the UoA to also include undergraduate students, academic, and non-academic employees; 3) “he/she” changed throughout to “they” to follow gender neutral conventions</p>

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
<p>PREAMBLE</p> <p>The Board of Governors (the “Board”) and the Graduate Students’ Association (the “GSA”) are the parties to this Agreement. The Board and GSA recognize their common interest:</p> <ul style="list-style-type: none"> • To attract, develop, support and retain high quality graduate students; • To recognize the dignity and worth of graduate students by establishing fair, clear and consistent terms of employment for Academically Employed Graduate Students (AEGSs) Assistants, and by providing appropriate and secure remuneration consistent with their employment responsibilities; • To encourage understanding and consistent application of the rights, entitlements and obligations contained in this Agreement; • To foster collaborative relations between AEGSs <u>Graduate Assistants</u> and their <u>Graduate</u> Assistantship Supervisors, and between representatives of the Board and GSA; • To allow for variation in the terms of this Agreement and flexibility in its application where appropriate; • To provide for effective and timely resolution of any differences between the parties arising from the interpretation, application or operation of the Agreement. • To create and maintain a work environment that is free of discrimination and harassment. <p>ARTICLE 1: PURPOSE AND SCOPE OF THIS AGREEMENT</p> <p>1.01 This Agreement describes the terms and conditions that apply to the employment of Academically Employed Graduate Students <u>Assistants</u> by the University of Alberta.</p> <p>1.02 This Agreement is binding on the Board and its representatives, the GSA and its representatives, and Academically Employed Graduate Students <u>holding Graduate Assistantships</u>.</p> <p>1.03 The terms and conditions of this Agreement apply solely to the appointments of graduate students as a <u>Graduate</u> Teaching Assistant or a Graduate Research Assistant, <u>or Graduate Research Assistantship Fellowship</u>, and to no other form of graduate funding.</p> <p>1.04 This Agreement does not restrict AEGSs <u>graduate students</u> from holding <u>Graduate</u> a Assistantships with scholarships, provided that the eligibility requirements of the scholarship do not prohibit holding an <u>Graduate</u></p>	<p>See Article 10 for more information on new “Graduate Research Assistantship Fellowship” category</p>

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
<p>aAssistantship.</p> <p>1.05 If a conflict arises between this Agreement and the requirements of a funding agency, the requirements of the funding agency will apply.</p>	
<p>ARTICLE 2: DEFINITIONS</p> <p>2.01 “Academically Employed Graduate Student (AEGS)” means a graduate student who has received a contract of employment as a Teaching Assistant or Research Assistant, and is a registered graduate student at the start of the contract term.</p> <p>2.012 “Agreement” means this Collective Agreement.</p> <p>2.023 “Appointing Officer” means the Dean or, Department Chair, <u>or Associate Chair (Graduate)</u> responsible for appointing the AEGS<u>Graduate Assistant</u>.</p> <p>2.034 “Assistantship” means the appointment of a graduate student to employment as an AEGS. “Associate Chair (Graduate)” means the faculty member with designated responsibility for the graduate program.</p> <p>2.05 “Assistantship Supervisor” means the person responsible for the supervision and coordination of the duties performed by the graduate student under the AEGS assistantship.</p> <p>2.06 “Award” means the non-salary, non-taxable portion of an assistantship.</p> <p>2.07 “Contract Term” means the time period specified for the employment of an AEGS.</p> <p>2.048 “Dean, FGSR” means the <u>Vice-Provost and</u> Dean of the Faculty of Graduate Studies and Research, or designate.</p> <p>2.059 “Department” means an administrative unit, department or non-departmentalized faculty offering a graduate program, or an extra-departmental graduate program.</p> <p>2.0640 “Department Chair” means the head of an administrative <u>headunit, chair</u> of a d<u>D</u>epartment, or designate.</p> <p>2.11 “Graduate Chair” means the faculty member with designated responsibility for the departmental graduate programs.</p> <p>2.097 “Graduate Assistant” or “Graduate Assistantship” means the appointment of a graduate student as a <u>Graduate Research Assistant, a Graduate Teaching Assistant, or to a Graduate Research Assistantship Fellowship.</u></p> <p>2.408 “Graduate Assistantship Supervisor” means <u>the person responsible for the supervision and coordination of</u></p>	<p>Definitions were removed that are no longer applicable, or are redundant, described or repeated elsewhere in the CA</p>

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
<p>the duties performed by the graduate student under the Graduate Assistantship.</p> <p>2.09 “Graduate Student” means any student registered full-time or part-time in a thesis or course-based program in the Faculty of Graduate Studies and Research at the University of Alberta.</p> <p>2.140 “Graduate Supervisor” means the faculty member who is directly responsible for the supervision of a graduate student’s academic program.</p> <p>2.141 “Letter of Appointment” means the contract between the AEGS Graduate Assistant and the University.</p> <p>2.152 “President, GSA” means President of the Graduate Students’ Association, or designate.</p> <p>2.16 “Principal Instructor” means an AEGS who is fully responsible for teaching a course.</p> <p>2.173 “Provost” means the Provost and Vice-President (Academic), or designate.</p> <p>2.18 “Research Assistant” means a graduate student who is appointed to perform research and research-related duties.</p> <p>2.194 “Restricted Funds” means external research grants, endowments, donations or funding that require the funds be used in a specific way or for a specific purpose, and are so designated by the University of Alberta.</p> <p>2.20 “Salary” means the non-award taxable portion of an assistantship.</p> <p>2.215 “Scholarship” means a grant or payment made to support a graduate student’s education, awarded on the basis of defined academic or other criteria set out in the terms of reference of the scholarship.</p> <p>2.22 “Stipend” means the combination of award and salary paid to an AEGS.</p> <p>2.23 “Teaching Assistant” means a graduate student who is appointed to perform teaching and teaching-related duties.</p> <p>2.2416 “University Terms” means the three terms in the academic year as defined in the University of Alberta Calendar (i.e., Fall Term (September 1 to December 31); Winter Term (January 1 to April 30); and Spring/Summer Term (May 1 to August 31).</p> <p>2.2517 “Vice-President Labour, GSA” means Vice-President Labour of the Graduate Students’ Association, or designate.</p>	
<p>ARTICLE 3: ASSOCIATION RECOGNITION</p> <p>3.01 The Graduate Students’ Association, under the Post-Secondary Learning Act, has the exclusive authority, on behalf of graduate students, to negotiate and enter into an agreement with the Board of Governors with</p>	

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
<p>respect to the academic employment of graduate students.</p>	
<p>ARTICLE 4: TERM AND VARIATION OF THIS AGREEMENT</p>	
<p>4.01 This Agreement is effective from September 1, 2014<u>2016</u> to August 31, 2016<u>2018</u> and replaces any previous agreements negotiated by the parties respecting the employment of <u>AEGSsGraduate Assistants</u>.</p>	
<p>4.02 The provisions of this Agreement will remain in effect until the parties conclude a new agreement in accordance with Article 5, "Collective Bargaining".</p>	<p>Two-year agreement (refer to Memorandum of Settlement)</p>
<p>4.03 During the term of this Agreement, the Provost and the President of the GSA may mutually agree to waive or amend specific time limits and provisions of the Agreement. Such agreements will be confirmed in writing and subject to ratification by the GSA Council.</p>	
<p>4.04 <u>An AEGSA Graduate Assistant</u> and his/her<u>their Graduate</u> Assistantship Supervisor and <u>Department Chair</u>Appointing Officer may agree to vary the terms of this Agreement, provided that such agreement:</p>	
<p>(a) Is in the best interest of the <u>Graduate</u> Assistantship Supervisor and the <u>AEGSGraduate Assistant</u>; and</p>	
<p>(b) Does not result in a rate of pay that is lower than the applicable rate stipulated in this Agreement; and</p>	
<p>(c) The variation is documented by the <u>Graduate</u> Assistantship Supervisor and appended to the <u>AEGS'Graduate Assistant's</u> Letter of Appointment; and</p>	
<p>(d) The variation is approved by the Provost following consultation with the Vice-President Labour of the GSA.</p>	

Current Collective Agreement (CA) <i>(deletions noted by a strikethrough)</i> and Negotiated Changes <i>(additions underlined)</i>	Rationale/Background
<p>ARTICLE 5: COLLECTIVE BARGAINING</p> <p>5.01 By October 1 of the year preceding the expiry of the Agreement, the Vice-President Labour of the GSA and the Provost will communicate the names of no more than five representatives each to serve as their negotiating teams in collective bargaining.</p> <p>5.02 The negotiating teams will exchange written proposals to amend the Agreement by no later than November 1 of the year preceding the expiry of the Agreement.</p> <p>5.03 Prior to exchanging written proposals, the chairs of the negotiating teams will meet to discuss and confirm procedures for upcoming negotiations, including the format of proposals, the scheduling of negotiating sessions, the collection and exchange of relevant information, and other procedural matters the chairs believe are needed to facilitate effective, efficient and constructive bargaining.</p> <p>5.04 The negotiating teams will bargain in good faith on behalf of the parties in an effort to conclude a Memorandum of Settlement describing the terms of a new Agreement.</p> <p>5.05 A Memorandum of Settlement concluded by the negotiating teams will be submitted to the Board and the GSA Council for ratification.</p> <p>5.06 If the negotiating teams are unable to conclude a Memorandum of Settlement, the parties may mutually agree to the appointment of a mediator to assist the teams in achieving an agreement. Either negotiating team may request the mediator to put forward non-binding recommendations for consideration by the parties.</p> <p>5.07 If the negotiating teams are unable to conclude a Memorandum of Settlement through negotiations or the involvement of a mediator by March 1, unresolved issues will be submitted to arbitration for final and binding resolution by final offer selection in accordance with the arbitration provisions of this Agreement. <u>This deadline may be extended by mutual agreement of the parties.</u></p>	<p>Added to provide more flexibility if there is mutual agreement</p>
<p>Article 6: APPOINTMENTS</p> <p>6.01 Notification of Appointment</p> <p>(a) <u>Graduate</u> Assistantship appointments will be made by the following deadlines, unless there are extenuating circumstances such as a late admission:</p>	

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<p style="text-align: center;"><u>Graduate Assistantship Beginning</u></p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;"><u>Deadline</u></td> </tr> <tr> <td>September (Fall Term)</td> <td style="text-align: center;">July 1</td> </tr> <tr> <td>January (Winter Term)</td> <td style="text-align: center;">Nov 1</td> </tr> <tr> <td>May (Spring/Summer Term)</td> <td style="text-align: center;">April 1</td> </tr> </table> <p>6.02 Registration Status</p> <p>For the Spring/Summer Term, if a graduate student is not registered separately for this period, his or her status is considered to be the same as that held during the preceding term (January to April).</p> <p>6.032 Letter of Appointment</p> <p>6.032.01 The appointment of <u>an AEGSa Graduate Assistant</u> will be made by the Appointing Officer following a recommendation by the <u>Graduate Assistantship Supervisor</u>. The appointment of <u>an AEGSa Graduate Assistant</u> shall be evidenced by the Letter of Appointment, following the required template outlined in Appendix A of this Agreement. The Letter of Appointment constitutes the entire formal appointment between the <u>AEGS Graduate Assistant</u> and the University.</p> <p>6.032.02 The Letter of Appointment will be signed by the Appointing Officer and acknowledged and signed by the <u>AEGS Graduate Assistant</u>. If the <u>AEGS Graduate Assistant</u> is being supported from restricted funds the <u>Graduate Assistantship Supervisor</u> will also sign the Appointment Letter.</p> <p>6.032.03 In the event that a Letter of Appointment to <u>an AEGSa Graduate Assistant</u> is not provided by the applicable date, an offer of appointment made and accepted by e-mail will be considered binding provided that it is compliant with the provisions of this Agreement.</p> <p>6.043 Amendment to Appointment</p> <p>Any subsequent amendments to the Letter of Appointment must be in writing and signed by the Appointing Officer, the <u>Graduate Assistantship Supervisor</u>, and the <u>AEGS Graduate Assistant</u> no later than the end of the first week of the term.</p> <p>6.054 Termination of Appointment</p> <p>6.054.01 An appointment will not be terminated without just cause and written justification. The allocation of <u>Graduate Assistantships</u> to graduate students commencing programs will not be considered as cause and justification for the termination or reduction of appointments to continuing full-time graduate students.</p>		<u>Deadline</u>	September (Fall Term)	July 1	January (Winter Term)	Nov 1	May (Spring/Summer Term)	April 1	<p>No longer required; student registration referred to in §2.09</p>
	<u>Deadline</u>								
September (Fall Term)	July 1								
January (Winter Term)	Nov 1								
May (Spring/Summer Term)	April 1								

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<p>Examples of just cause include but are not limited to:</p> <ul style="list-style-type: none"> i) the graduate student's registration status changes in a way that makes <u>him/her/them</u> ineligible for the renewed <u>Graduate aAssistantship</u>; ii) the graduate student fails to perform to published departmental or Faculty standards in their <u>Graduate aAssistantship</u> duties. iii) the graduate student's academic status changes in a way that makes <u>him/her/them</u> ineligible for the renewed <u>Graduate aAssistantship</u>, for example through failure to perform to published departmental or Faculty standards. <p>6.054.02 In cases <u>An appointment will not be terminated</u> where the <u>Graduate aAssistantship</u> can no longer be funded through restricted funds, the <u>The Graduate</u> Assistantship Supervisor will notify the Department Chair. The Department will be responsible for providing funding to the graduate student at a level equivalent to the original <u>Graduate aAssistantship</u> appointment.</p>	<p>Edited to be clearer</p>
<p>Article 7: SELECTION CRITERIA</p> <p>7.01 Departments will follow documented criteria in selecting graduate students for <u>employment as an AEGS-a Graduate Assistantship or Graduate Research Assistantship Fellowship</u>. The selection criteria will be published by the department and will be readily accessible to all graduate students in the department.</p> <p>7.02 Questions relating to the application of selection criteria should be directed to the Department Chair.</p> <p>7.03 Academic qualifications and relevant training and experience for the teaching and research duties are the primary selection criteria. Financial need and immigration status may be considered, but will not be used in place of the primary selection criteria.</p>	
<p>Article 8: <u>GRADUATE</u> TEACHING ASSISTANTS (INCLUDING PRINCIPAL INSTRUCTORS)</p> <p>8.01 The duties of a <u>Graduate Teaching Assistant (TAGTA)</u> are primarily in support of <u>instructionteaching and teaching related duties</u>. Such duties may include such responsibilities as, but are not limited to: preparing and conducting <u>lectures, supervising laboratories, leading seminars, discussion groups and laboratory sessions to supplement lectures; maintaining regular office hours to meet with students; assisting in the preparation and administration of examinations; and grading assignments, examinations, term papers and laboratory reports, and examinations, and performing other related duties. <u>The TA position is viewed as an apprenticeshipduties</u></u></p>	<p>Expanded/improved description of graduate teaching assistant duties</p>

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<p>of a GTA are to help prepare the Graduate Assistant for further academic or and professional careers opportunities. In view of this, TAGTA functions shall not include routine duties commonly associated with clerical, technical, or administrative work not directly related to instructional activities. TAs, other than Principal Instructors, are not solely responsible for a course.</p> <p>8.02 Principal Instructors are appointed as TAsGTA's but are solely responsible <u>the primary instructor</u> for a course. Duties may, include <u>ing</u> lecturing, course and lecture planning, preparing and grading assignments and examinations, and other related <u>work duties</u>. <u>Principal instructors may also be responsible for grading if the course does not receive funding for a GTA. To reflect these responsibilities GTA-PIs are paid at a higher rate (Appendix B).</u></p> <p>8.03 TAsGTA's (including Principal Instructors) are funded solely by University unrestricted (operating) funds.</p> <p>8.04 The duties of a TAGTA are performed under the supervision and direction of a Graduate Assistantship Supervisor using published departmental guidelines.</p> <p>8.05 <u>The relationship between the Graduate Assistantship Supervisor and GTA is an employment relationship.</u></p> <p><u>8.06</u> Departments will ensure TAsGTA's are trained for the duties to be performed and will include the training as part of the <u>Graduate a</u>Assistantship, including training in the proper operation of equipment and relevant technology. If the <u>Graduate</u> Assistantship Supervisor believes that a TAGTA needs additional specific skills, the <u>Graduate</u> Assistantship Supervisor may allocate up to three hours per week of the <u>Graduate a</u>Assistantship for training. Any costs associated with this additional training will be the responsibility of the Department.</p> <p>8.0<u>67</u> The <u>Graduate</u> Assistantship Supervisor and the TAGTA will meet at the start of the term to develop a work plan, a manageable schedule, to confirm expectations, and complete a Graduate Assistantship Time Use Guideline (Appendix C). The discussion should cover such issues as the amount of time to be spent on various aspects of the assignment (e.g. <u>training</u>, grading papers, course preparation, research, and related duties).</p> <p>8.0<u>78</u> The TAGTA will be expected to dedicate a higher proportion of their work time during mid-term examinations and during the final week of the University term. The <u>Graduate</u> Assistantship Supervisor will work with the TAGTA to take into account the TA'sGTA's academic commitments.</p> <p>8.0<u>89</u> The <u>Graduate</u> Assistantship Supervisor will ensure the TAGTA receives appropriate supervision over the term of the <u>Graduate a</u>Assistantship.</p> <p>8.<u>109</u> The TAGTA will be provided with work space, access to areas of work and support services comparable to instructors performing similar duties. TAsGTA's will receive copies of course materials for assigned courses.</p> <p>8.<u>101</u> The hours of work of a TAGTA who is registered full-time in a graduate program will not exceed an average of</p>	<p>Added for clarification</p> <p>Added for clarification</p>

Current Collective Agreement (CA) (deletions noted by a strikethrough) and Negotiated Changes (additions underlined)	Rationale/Background
<p>12 hours per week and a total of 192 work hours over a four-month term, exclusive of vacation entitlement.</p> <p>8.142 The hours of work of a TAGTA who is registered part-time in a graduate program will not exceed an average of six hours per week and a total of 96 work hours over a four-month term, exclusive of vacation entitlement.</p> <p>8.123 <u>The total numbers of hours in combined appointments including a GRA and GTA shall normally not exceed 12 hours per week. Exceptions require agreement of the Graduate Assistant, the Graduate Supervisor, Appointing Officer, the GSA Vice-President Labour (when appropriate), and approval of the Provost (or designate).</u></p> <p>8.14 The hours of work of a Principal Instructor with a teaching load of three or more credits will be based on 12 hours per week over the contract term. The hours of work of Principal Instructors with a teaching load of less than three credits will be pro-rated in relation to a three-credit teaching load.</p> <p>8.135 Unless alternate arrangements are agreed upon in writing by both TAthe GTA and Graduate Assistantship Supervisor, <u>and the Vice-President Labour is informed,</u> employment responsibilities are to be completed within the <u>contract term appointment period.</u></p>	<p>Added for clarification of existing policy</p>
<p>Article 9: <u>GRADUATE RESEARCH ASSISTANTS</u></p> <p>9.01 The duties of a Graduate Research Assistant (<u>RAGRA</u>) are primarily in support of a <u>faculty member's academic research program. Such duties may include, but are not limited to: collecting/coding/analyzing data, literature reviews, or other library research-related work, and may, writing reports, or may not contribute directly to designing conference presentations, and preparing materials for submission to funding agencies. The duties of a GRA are to help prepare the g</u>Graduate student's degree program. The RA position is viewed as an apprenticeshipAssistant for further academic <u>and or professional careers opportunities.</u> In view of this, <u>RAGRA</u> functions shall not include routine duties commonly associated with clerical, technical, or: personal services for the Assistantship Supervisor, administrative work not directly related to (e.g. clerical or technical), cleaning up after a department function or research activities, symposium, or maintaining the personal equipment (e.g. computer) of the Graduate Assistantship Supervisor.</p> <p>9.02 <u>RAsGRAs</u> are funded by <u>University-unrestricted funds (operating funds,)</u> restricted funds, or a combination of <u>operatingunrestricted</u> and restricted funds.</p> <p>9.03 The duties of an RAa <u>GRA</u> are performed under the supervision and direction of the <u>Graduate</u> Assistantship Supervisor.</p> <p><u>9.04 The relationship between the Graduate Assistantship Supervisor and the GRA is an employment relationship.</u></p> <p><u>9.05</u> Departments will ensure <u>RAsGRAs</u> are trained for the duties to be performed and will include the training as part of the <u>Graduate Research a</u>Assistantship. If the <u>Graduate</u> Assistantship Supervisor believes that a <u>RAGRA</u></p>	<p>Article 9 revised to now only refer to graduate research assistantships that are considered employment. See Article 10 for new Graduate Research Assistantship Fellowship (GRAF) category</p> <p>Expanded/improved description of graduate research assistant duties</p> <p>Added for clarification</p>

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<p>needs additional specific skills, the <u>Graduate</u> Assistantship Supervisor may allocate up to three hours per week of the <u>Graduate</u> Assistantship for training. Any costs associated with this additional training will be the responsibility of the <u>Graduate</u> Assistantship Supervisor or Department.</p> <p>9.0<u>56</u> The <u>Graduate</u> Assistantship Supervisor will ensure the <u>RAGRA</u> receives appropriate supervision over the term of the <u>Graduate Research a</u>Assistantship.</p> <p>9.0<u>67</u> The <u>RAGRA</u> Assistant and <u>Graduate</u> Assistantship Supervisor will meet at the start of the <u>RAGRA</u> appointment to develop a work plan, a manageable work schedule, to confirm expectations, and complete an <u>Graduate</u> Assistantship Time Use Guideline (Appendix C).</p> <p>9.0<u>78</u> The <u>RAGRA</u> will be provided with work space, access to work areas and support services needed to perform <u>his/her/their</u> job duties.</p> <p>9.0<u>89</u> If the <u>RAGRA</u> is registered full-time in a graduate program, and the duties do not relate to the graduate student's degree program (e.g. research not directly related to an RA's own research), then the hours of work will not exceed an average of 12 hours per week and a total of 192 work hours over a four-month term, exclusive of vacation entitlement.</p> <p>9.<u>109</u> If the <u>RAGRA</u> is registered part-time in a graduate program, and the duties do not relate to the graduate student's degree program, then the hours of work of the <u>RAGRA</u> will not exceed an average of six hours per week and a total of 96 work hours over a four-month term, exclusive of vacation entitlement.</p> <p><u>9.11</u> <u>The total numbers of hours in combined appointments including a GRA and GTA shall normally not exceed 12. Exceptions require agreement of the Graduate Assistant, the Graduate Supervisor, Appointing Officer, the GSA Vice-President Labour (when appropriate), and approval of the Provost (or designate).</u></p> <p><u>9.12</u> If the hours of work of the <u>RAGRA</u> are seen to impede the normal progression of the <u>RA's-GRA's completion of their own thesis or directed research projectgraduate degree program</u>, then the <u>RAGRA</u> and the <u>Graduate</u> Assistantship Supervisor will determine the appropriate hours of work by mutual agreement and approval of the Department Chair (or designate).</p> <p>9.1<u>23</u> The <u>Graduate</u> Assistantship Supervisor will provide reasonable notice of any changes required to the <u>RAsGRA's</u> work schedule.</p> <p>9.13 The stipend paid to an RA may vary from student to student if the duties constitute part of the RA's graduate program and the stipend is being supported by his/her graduate supervisor's research grant. The value of the stipend may vary by discipline and by the requirements of the restricted funds supporting the RA. The salary portion of the assistantship is converted into hours for employment insurance purposes.</p> <p>9.14 In some cases it may be difficult to determine whether the specific duties of an RA are contributing to the</p>	<p>Added for clarification of existing policy</p> <p>See new Article 10</p>

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<p>graduate student's degree program. In such cases, the appropriate classification of the work will be determined by mutual agreement of the RA, Assistantship Supervisor and Graduate Supervisor (if applicable). Unless alternate arrangements are agreed upon in writing by both the GRA and Graduate Assistantship Supervisor, and the Vice-President Labour is informed, employment responsibilities are to be completed within the appointment period.</p>	<p>Added to be parallel to statement in §8.15</p>
<p>Article 10: GRADUATE RESEARCH ASSISTANTSHIP FELLOWSHIPS</p> <p>10.01 <u>A Graduate Research Assistantship Fellowship (GRAF) is a form of financial assistance provided to graduate students to allow them to focus on their education and training, as it relates to their own thesis or directed research project.</u></p> <p>10.02 <u>The relationship between the Assistantship Supervisor and GRAF is not an employment relationship.</u></p> <p>10.03 <u>The GRAF is normally funded through restricted funds and may form part of a funding package to support the graduate student in their graduate studies.</u></p> <p>10.04 <u>The value of the Fellowship may vary by discipline and by the requirements of the restricted funds supporting the GRAF.</u></p> <p>10.05 <u>There are no working hours attached to a GRAF. A graduate student can hold a GRAF and also be appointed as a GRA and/or GTA up to a maximum of 12 hours per week.</u></p>	<p>New category of graduate assistantship added, "Graduate Research Assistantship Fellowship (GRAF)" to address confusion of 2 types of graduate research assistantships. The GRAF refers to funding that is not considered employment but is funding to support the graduate student's research. The stipend will no longer be split between a salary and an award component. See Article 11 for further information on remuneration.</p>
<p>Article 11: REMUNERATION</p> <p>101.01 <u>For a GTA and GRA, the stipend consists of two components: 1) award; and 2) salary. The award component is not treated as employment income and is not subject to Income Tax, Canada Pension Plan and Employment Insurance deductions. The salary component is treated as employment income and is subject to Income Tax, Canada Pension Plan and Employment Insurance deductions.</u></p> <p>11.02 <u>The award and minimum salary stipend rates are set out in Appendix B.</u></p> <p>11.02 <u>The award component is a fixed hourly rate which is negotiated as part of the collective bargaining process</u></p>	<p>Description of remuneration has been separated between Graduate Teaching Assistants (GTA)/Graduate Research Assistants (GRA) and the new category of</p>

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<p>and changes in the graduate fee index. The award component is not subject to Income Tax, Canada Pension Plan and Employment Insurance deductions.</p> <p>11.03 <u>A GRAF consists of a fellowship stipend only. A GRAF is not considered employment income and is not subject to Income Tax, Canada Pension Plan and Employment Insurance deductions.</u></p> <p>11.04 The minimum <u>hourly</u> rate of the salary component<u>stipend</u> is negotiated as part of the collective bargaining process. <u>For a GTA and GRA, the award component is a fixed rate based on any change in the graduate fee index.</u> In determining an AEGS's salary <u>Graduate Assistant's stipend</u>, factors such as merit, seniority, experience, and market influence should be considered. The salary component is treated as income and is subject to Income Tax, Canada Pension Plan and Employment Insurance deductions</p> <p>11.05 Graduate Supervisors supporting <u>AEGSsGRAs and GRAFs</u> from restricted funds are encouraged to exceed the minimum stipend<u>rates</u> and provide <u>fundingremuneration</u> at the levels recommended by their department or by the funding agency.</p> <p>11.06 WhenIf a Teaching AssistantGTA ceases to perform the duties of <u>is appointed as</u> a Principal Instructor, the salary component of the stipend may<u>will</u> be reduced<u>increased</u> to <u>the PI rate to</u> reflect the change in duties.</p> <p>11.07 It is the Appointing Officer's responsibility to ensure that <u>AEGSsGraduate Assistants</u> are appointed and paid in a timely manner and respond promptly to address any deficiencies.</p> <p><u>11.08</u> The stipend will be paid in equal semi-monthly installments over the duration of the <u>Graduate a</u>Assistantship. Payments will be made semi-monthly and no later than 10 days following the end of each pay period. A schedule of the semi-monthly pay cycle dates can be found at http://www.hrs.ualberta.ca/PayandTaxInfo.aspx. <u>Information on automatic tuition/fees payroll deductions can be found at https://uofa.ualberta.ca/graduate-studies/current-students/tuition-and-fees/payroll-deductions.</u></p>	<p>GRAF (which is not taxable)</p> <p>Revised to clarify PI stipend</p> <p>Reference to payroll deductions added for information</p>
<p>Article <u>4412</u>: PERFORMANCE EVALUATION</p>	
<p><u>4412.01</u>Where <u>a GTA or GRA's</u> performance is satisfactory, <u>Graduate</u> Assistantship Supervisors may provide <u>AEGSsGraduate Assistants</u> with written performance appraisals. With the approval of the Department Chair, these appraisals may be placed in the <u>AEGS'Graduate Assistant's</u> department file. An AEGSA Graduate Assistant <u>is</u> entitled to provide written feedback to a performance appraisal, which will also be placed in the <u>AEGS'Graduate Assistant's</u> department file. The Department Chair (or designate) will acknowledge receipt of</p>	

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<p>the response, in writing.</p> <p><u>1412.02</u>The <u>Graduate</u> Assistantship Supervisor will provide the <u>AEGSGraduate Assistant</u> with timely and constructive feedback, in writing, about any concerns with the <u>AEGS'sGraduate Assistant's</u> performance. The Supervisor and the <u>AEGSGraduate Assistant</u> are encouraged to meet promptly to discuss such concerns and identify any action needed to correct the performance concern.</p> <p><u>12.03</u> The <u>Graduate</u> Assistantship Supervisor will provide <u>an AEGS a Graduate Assistant</u> with a written performance appraisal if the work of the <u>AEGSGraduate Assistant</u> is deemed <u>unsatisfactory, less than satisfactory</u> and <u>if</u> such <u>a</u> designation will negatively affect the re-appointment of the <u>AEGSGraduate Assistant</u> or <u>his/her/their</u> entitlement to the annual <u>salaryperformance</u> increase. The appraisal will be provided to the <u>AEGSGraduate Assistant</u> within six weeks of the end of the term and prior to any reappointment, with a copy placed in the <u>AEGS'sGraduate Assistant's</u> department file. <u>An AEGS a Graduate Assistant</u> is entitled to provide written feedback to the appraisal, which will be acknowledged by the Department Chair (or designate) and placed in the <u>AEGS'sGraduate Assistant's</u> department file.</p>	<p>Revised for clarification</p>
<p>Article <u>4213</u>: ANNUAL <u>SALARYPERFORMANCE</u> INCREASES</p> <p><u>4213.01</u><u>An AEGS a GTA or GRA</u> whose work in the previous academic year was satisfactory and is receiving an appointment in a subsequent year is entitled to a five percent <u>performance</u> increase to the salary component.</p> <p><u>13.02</u> If the <u>AEGS'sGraduate Assistant's</u> number of working hours differs from the previous year, the <u>performance</u> increase will be pro-rated.</p> <p><u>13.03</u> The <u>salaryperformance</u> increase <u>to the salary</u> is in addition to any increase in salary rates negotiated by collective bargaining and may exceed the minimum five percent increase when considering merit, seniority, experience, market influences, and other factors.</p> <p><u>13.04</u> The <u>Graduate</u> Assistantship Supervisor or Graduate Supervisor may recommend a <u>salaryperformance</u> increase of less than five percent if the work of the <u>AEGSGraduate Assistant</u> in the previous academic year was <u>onlyless than</u> satisfactory.</p> <p><u>13.05</u> The <u>Graduate</u> Assistantship Supervisor or Graduate Supervisor may recommend no <u>performance</u> increase if the work of the <u>AEGSGraduate Assistant</u> in the previous year was unsatisfactory.</p>	<p>Revised to reflect that the salary increase is related to performance</p>
<p>Article <u>4314</u>: VACATION</p> <p><u>4314.01</u><u>AEGSsGraduate Assistants</u> are entitled to one week of vacation leave without a reduction in pay for each</p>	

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four-month University Term– <u>(i.e. September 1 to December 31, January 1 to April 30, May 1 to August 31).</u>	Added for clarification
14.02 Vacation must be approved in advance by the <u>Graduate</u> Assistantship Supervisor and Department Chair (or designate) and must be arranged so as not to adversely affect the duties of the <u>AEGSGraduate Assistant</u> .	
14.03 <u>Graduate Assistants may not carry forward unused vacation time from one four-month University term to another, without the advance written consent of the Appointing Officer, the Graduate Supervisor and all relevant Graduate Assistantship Supervisors. In some cases, vacation carry forward may not be allowed based on the funding source.</u>	Added to provide clearer information on vacation entitlement; in particular provisions related to vacation carry forward and how to request/receive it
14.04 Vacation entitlement is in addition to days when the University is closed.	
14.05 There is no vacation pay on contract expiry or termination in lieu of vacation time not taken.	

Current Collective Agreement (CA) (deletions noted by a strikethrough) and Negotiated Changes (additions underlined)	Rationale/Background
<p>Article 1415: GENERAL LEAVE PROVISIONS</p> <p>1415.01 Eligibility for paid leave does not extend beyond the end date of an AEGS's<u>a Graduate Assistant's</u> contract term.</p> <p>15.02 <u>An AEGSA Graduate Assistant</u> whose appointment is three hours or less a week is not eligible for paid maternity and parental leave, medical leave, or compassionate leave benefits.</p> <p>15.03 The Appointing Officer must be notified in cases where a Graduate Supervisor is supporting the <u>AEGS Graduate Assistant</u> through restricted funds and cannot support a request for paid leave.</p> <p>15.04 Where any leave is denied (<u>i.e. did not meet eligibility criteria</u>) a copy will be sent to the GSA as well as to the <u>AEGS Graduate Assistant</u>.</p> <p>15.05 <u>An impending or current leave shall not be used as the basis for denying an offer of a Graduate Assistantship for a future Academic Term.</u></p>	<p>Added for clarification</p> <p>Added to clarify that departments/assistantship supervisors cannot deny the offer of a graduate assistantship because of an impending or current leave (which a GA is entitled to)</p>
<p>Article 1516: PAID MATERNITY AND PARENTAL LEAVE BENEFITS</p> <p>16.01 The purpose of maternity leave is to provide a female graduate student<u>Graduate Assistant</u> with leave for the purpose of bearing a child. The purpose of parental leave is to provide childcare which is necessitated by the birth or adoption of a child.</p> <p>16.02 Eligibility</p> <p> <u>16.02.01</u> To be eligible for paid maternity and parental leave benefits, a graduate student must have already been a full-time or part-time <u>AEGS Graduate Assistant</u> for one four-month University Term.</p> <p>16.03 Length of Leave</p> <p> <u>16.03.01</u> <u>An AEGSA Graduate Assistant</u> is entitled to maternity leave of up to six weeks at 100% of stipend and parental leave of up to an additional 10 weeks at 75% of stipend.</p> <p> <u>16.03.02</u> <u>An AEGSA Graduate Assistant</u> who is not eligible for maternity leave may take up to 16 weeks of parental leave at 75% of stipend.</p>	

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
<p><u>16.04</u> Application</p> <p><u>16.04.01</u> An AEGSA Graduate Assistant may take this paid leave any time during the 52-week period starting the day the child is born or the day the child comes into the AEGS's<u>Graduate Assistant's</u> care. The paid leave will not go beyond the end date of the <u>Graduate a</u>Assistantship, as the graduate student is no longer entitled to maternity or parental leave benefits.</p> <p><u>16.04.02</u> An AEGSA Graduate Assistant who wishes to take maternity and/or parental leave must inform the Appointing Officer, <u>Graduate</u> Assistantship Supervisor and Graduate Supervisor, in writing, as soon as possible and complete a Paid Maternity and/or Parental Leave and/or Deferral of <u>Graduate</u> Assistantship Form (Appendix D).</p> <p><u>16.04.03</u> An AEGSA Graduate Assistant is not required to register in his/her<u>their</u> graduate program during the period of the leave. Refer to the Application for Leave of Absence from Graduate Program Form on the FGSR website.</p> <p><u>16.04.04</u> An AEGSA Graduate Assistant may be entitled to an additional leave without pay to extend the leave as per the deferral provisions of this Agreement.</p>	
<p>Article 16<u>17</u>: MEDICAL LEAVE</p> <p>16<u>17</u>.01 The purpose of Medical Leave is to provide an AEGSa <u>Graduate Assistant</u> with leave because of his/her<u>their</u> temporary inability to perform duties because of personal sickness or disability.</p> <p><u>17.02</u> An AEGSA Graduate Assistant is entitled to up to three weeks of paid Medical Leave at 100% of stipend. To qualify for such leave, an AEGSa <u>Graduate Assistant</u> will submit a medical certificate to the <u>Graduate</u> Assistantship Supervisor.</p> <p><u>17.03</u> If the m<u>Medical l</u>Leave is expected to exceed three weeks, the Department or the Graduate <u>Assistantship</u> Supervisor will fund the <u>Graduate a</u>Assistantship from the start of the fourth week to the end of the contract term at 100% of stipend.</p> <p><u>17.04</u> The AEGS<u>Graduate Assistant</u> will notify as soon as reasonably possible the <u>Graduate</u> Assistantship Supervisor and Appointing Officer of any injury he/she<u>they</u> sustains while performing work duties, in accordance with University health and safety policies and procedures and applicable legislation. An AEGSA <u>Graduate Assistant</u> may apply to the Workers' Compensation Board for compensation arising from a workplace injury.</p>	

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
<p>Article 4718: COMPASSIONATE AND BEREAVEMENT LEAVE</p> <p>4718.01 The purpose of Compassionate Leave is to provide an AEGS<u>a Graduate Assistant</u> with leave to address an emergency medical situation involving a member of the AEGS's Graduate Assistant's immediate family (spouse or common law partner, sibling, child, and parent), which places primary responsibility for care and support on the AEGS<u>Graduate Assistant</u>.</p> <p>18.02 <u>The purpose of Bereavement Leave is to provide a Graduate Assistant with leave following the loss of a member of the Graduate Assistant's immediate family (spouse or common law partner, sibling, child, parent).</u></p> <p>18.03 An AEGS<u>A Graduate Assistant</u> is entitled to up to three weeks of paid Compassionate Leave at 100% of stipend. <u>A Graduate Assistant is entitled to up to a week of Bereavement Leave. A combination of Compassionate Leave and Bereavement Leave will not exceed a maximum of three weeks.</u></p> <p>18.04 Requests for Compassionate <u>or Bereavement</u> Leave will be made by the AEGS<u>Graduate Assistant</u> to the <u>Graduate</u> Assistantship Supervisor and Appointing Officer. The <u>Graduate</u> Assistantship Supervisor or Appointing Officer may require the AEGS<u>Graduate Assistant</u> to provide documentary evidence in support of the leave request.</p> <p>18.05 The Dean, FGSR, may approve e<u>Compassionate</u> l<u>Leave</u> for an AEGS<u>a Graduate Assistant</u> who can demonstrate that he/she has<u>they have</u> primary responsibility for the care and support of a person who is not a member of the AEGS's Graduate Assistant's immediate family, <u>or Bereavement Leave following the loss of such a person.</u></p>	<p>Added benefit of paid bereavement leave; will still be up to a maximum of 3 weeks compassionate leave, but now 1 week of that can be for bereavement leave</p>
<p>Article 4819: LEAVE FOR JURY DUTY</p> <p>Upon written request, an AEGS<u>a Graduate Assistant</u> who has received a summons to appear in court for the purposes of jury selection or service will be granted paid leave from their scheduled duties provided that upon return to work, the AEGS<u>Graduate Assistant</u> provides the <u>Graduate</u> Assistantship Supervisor with written confirmation of the date(s) and time(s) on which the AEGS<u>Graduate Assistant</u> appeared and/or was served by an appropriate official of the court. The leave with pay will be reduced by any amounts received by the AEGS<u>Graduate Assistant</u> for their appearance/service.</p>	
<p>Article 4920: DEFERRAL OF ASSISTANTSHIP</p> <p>4920.01 Requests for a deferral of an assistantship for medical, compassionate, maternity or parental reasons will be made by the AEGS<u>Graduate Assistant</u> to the <u>Graduate</u> Assistantship Supervisor and Appointing Officer.</p>	

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
<p>20.02 Requests for deferrals will also be considered for AEGSS<u>Graduate Assistants</u> who are serving as GSA President or a Vice-President.</p> <p>20.03 Deferred <u>Graduate a</u>Assistantships will be available for at least one year following the deferral. Departments may not be able to guarantee that deferred <u>Graduate a</u>Assistantships will be available during the Spring/Summer Term.</p>	
<p>Article 2021: INTELLECTUAL PROPERTY</p> <p>The intellectual contributions of an AEGSa <u>Graduate Assistant</u> will be acknowledged in accordance with University policies and procedures regarding intellectual property. The Intellectual Property Guidelines for Graduate Students and Supervisors are available at www.gradstudies.ualberta.ca/degreesuperv/ip.htm <u>https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-10-intellectual-property.</u></p>	Updated correct link

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
<p>Article 2422: SAFETY, HEALTH AND SAFETYWELLNESS</p> <p><u>2422.01</u> It is the University's responsibility to develop a safe work environment.</p> <p><u>2422.02A</u> Graduate Assistant can reasonably expect to pursue their work in a safe and respectful environment.</p> <p><u>22.023</u> The University and each <u>AEGS</u> Graduate Assistant recognize and accept their responsibilities to maintain a safe work environment through compliance with applicable health and safety legislation and regulations.</p> <p><u>22.034</u> Departments will provide <u>AEGSs</u> Graduate Assistants with training, orientation and information needed to perform their work duties in a safe manner.</p> <p><u>22.045</u> If <u>an AEGSa</u> Graduate Assistant considers <u>his/her/their</u> workplace to be unsafe or that another person is performing work in an unsafe manner, the <u>AEGS</u> Graduate Assistant will immediately report the condition to the authority in charge of safety, the <u>Graduate</u> Assistantship Supervisor, and/or Department Chair.</p> <p><u>22.056</u> If the Department Chair and <u>Graduate</u> Assistantship Supervisor deem the conditions unsafe, <u>an AEGSa</u> Graduate Assistant will not be required to perform <u>his/her/their</u> duties, pending an investigation of the safety concerns.</p> <p><u>22.067</u> <u>AEGSs</u> Graduate Assistants have the right to contact the Office of Environment, Health and Safety <u>and the Office of Safe Disclosure and Human Rights</u>, if their concerns are not being addressed by the Department Chair to their satisfaction.</p> <p><u>22.078</u> <u>An AEGSA</u> Graduate Assistant who exercises their rights under this Article, in good faith, will not be subject to the withholding of pay, applying discipline or terminating <u>a</u> Graduate <u>a</u> Assistantship.</p>	<p>Added Wellness to be more comprehensive</p> <p>Added to reinforce/emphasize expectations for safety and respect in the work environment</p> <p>Added to clarify that graduate student health/wellness may involve more than just physical safety</p>
<p>Article 2223: DISCIPLINARY MATTERS RELATED TO EMPLOYMENT</p> <p><u>2223.01</u> <u>An AEGSA</u> Graduate Assistant will only be disciplined for just cause. Discipline may take the form of a warning, a letter of reprimand, or termination of employment, in accordance with the principles of progressive discipline. A letter of expectation does not constitute discipline.</p> <p><u>23.02</u> Prior to disciplining any <u>AEGSs</u> Graduate Assistant, the <u>Graduate</u> Assistantship Supervisor and Department Chair will inform the <u>AEGS</u> Graduate Assistant that they have a right to seek counsel from the GSA and a right to representation from the GSA at the discretion of the Vice-President Labour (or designate).</p> <p><u>23.03</u> <u>An AEGSA</u> Graduate Assistant may grieve whether just cause exists for any form of discipline. In the case of a warning or letter of reprimand, <u>an AEGSa</u> Graduate Assistant may choose to respond in writing and upon</p>	

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<p>request, that response should be placed on his or her<u>their</u> file next to the warning or letter of reprimand and such a response will be acknowledged by the department in writing.</p>	

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
<p>Article 2324: DISPUTE RESOLUTION</p> <p>2324.01 Definitions</p> <p>2324.01.01 “Dispute” means any problem or disagreement relating to <u>AEGS Graduate Assistantship</u> employment between:</p> <p> (a) one or more <u>AEGSs Graduate Assistants</u> and representatives of the Board, or</p> <p> (b) representatives of the GSA and the Board.</p> <p><u>24</u>.01.02 Disputes relating to academic issues are outside the scope of this Agreement.</p> <p><u>24</u>.01.03 “Grievance” means any dispute over the interpretation, application, operation or alleged violation of the Agreement, including whether the dispute is arbitrable.</p> <p><u>24</u>.01.04 “Policy Grievance” means a dispute over the interpretation, application, operation or alleged violation of the Agreement by the Board or the GSA that is not limited to a specific <u>AEGS Graduate Assistant</u> or a group of <u>AEGSs Graduate Assistants</u>.</p> <p><u>24</u>.01.05 For the purpose of this article, “working days” means consecutive days, excluding Saturdays, Sundays or statutory holidays.</p> <p><u>24</u>.01.06 Time limits may be altered by mutual consent of the parties.</p> <p>2324.02 Informal Resolution of Disputes</p> <p>2324.02.01 The parties to a dispute will first make reasonable efforts to resolve the dispute through informal, face-to-face problem-solving.</p> <p><u>24</u>.02.02 Participants are encouraged to raise their concerns at the earliest opportunity with the person(s) with whom they have a dispute. The discussion should include a joint effort to frame the issue in dispute, an open, respectful exchange of the interests of each participant, and an exploration of options to satisfy these interests and resolve the dispute.</p> <p><u>24</u>.02.03 Any <u>AEGS Graduate Assistant</u> involved in a dispute related to this Agreement is encouraged to seek advice from the GSA before raising <u>his/her/their</u> concerns with <u>his/her/their Graduate Assistantship Supervisor</u>.</p> <p><u>24</u>.02.04 If <u>an AEGS Graduate Assistant</u> brings a dispute to the <u>Graduate Assistantship Supervisor</u>, and the dispute is not resolved, the <u>AEGS Graduate Assistant</u> may advance <u>his/her/their</u> concerns to the</p>	

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<p>Graduate Associate Chair, <u>(Graduate)</u>, and if not resolved, to the Department Chair.</p>	
<p><u>24.02.05</u> If a dispute arises between representatives of the GSA and the Board over the interpretation, application, operation or alleged violation of the Agreement, the parties will <u>make a reasonable</u> attempt to resolve the dispute by informal problem solving before formalizing the dispute as a grievance. Informal problem-solving between the GSA and the Board will normally involve the <u>relevant Associate</u>-Dean, FGSR, and any other parties determined by the Provost and the GSA Vice-President Labour.</p>	<p>Added for clarification</p> <p>Provides flexibility for the Dean to be involved, or to assign a designate (§2.04) if relevant</p>
<p><u>24.02.06</u> An AEGSA Graduate Assistant will not be subject to reprisals as a result of raising a concern provided that such concerns are not frivolous, malicious, or vexatious.</p>	
<p><u>2324.03</u> Grievances</p>	
<p><u>2324.03.01</u> The GSA has the exclusive authority if it so chooses to file individual, group or policy grievances on behalf of Academically Employed Graduate Students <u>graduate students holding Graduate Assistantships</u>.</p>	
<p><u>24.03.02</u> A grievance will be initiated in writing and will specify the details of the dispute, refer to the clause or clauses of the Agreement which are alleged to have been violated, and describe the desired resolution.</p>	
<p><u>24.03.03</u> The grievance will be submitted to the Provost, with copies to the Dean, FGSR, the Department Chair, Assistantship Supervisor and the affected AEGSs <u>other parties if relevant</u>.</p>	<p>Added for flexibility; the individual(s) copied on a grievance is dependent on the specific case</p>
<p><u>24.03.04</u> The grievance will be submitted within 30 working days of the date that the matters giving rise to the grievance came to the attention of the GSA. <u>This timeline may be extended by the Provost</u>.</p>	<p>Added to provide for more flexibility if needed</p>
<p><u>24.03.05</u> The Provost will convene a meeting involving representatives of the Board and the GSA within <u>420</u> working days of receipt of the grievance. The participants will engage in an open, fair and balanced discussion of the issues, interests, options and potential solutions to the grievance. <u>Additional meetings may be convened by the Provost as required</u>.</p>	<p>Revised to a more realistic timeline; revised to provide for more flexibility depending the case;</p>
<p><u>24.03.06</u> The Provost will provide a written response to the grievance within <u>420</u> working days of the <u>final</u> meeting.</p>	<p>Revised to a more realistic timeline</p>
<p><u>24.03.07</u> Agreements reached at this stage are confidential and without prejudice to the legal or contractual rights of the parties, and shall be confirmed in writing.</p>	
<p><u>24.03.08</u> If the decision of the Provost fails to resolve the grievance, the GSA may advance the dispute to</p>	

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
<p>arbitration in accordance with Article <u>245</u>.</p> <p><u>24</u>.03.09 The Provost may file grievances on behalf of the Board. Such grievances will be submitted to the GSA Vice-President Labour and processed in accordance with <u>234</u>.03. The GSA Vice-President Labour will perform the equivalent role of the Provost in reviewing and responding to such grievances.</p>	

Current Collective Agreement (CA) (<i>deletions noted by a strikethrough</i>) and Negotiated Changes (<i>additions underlined</i>)	Rationale/Background
<p>Article <u>2425</u>: ARBITRATION</p> <p><u>2425.01</u> Grievance Arbitration</p> <p><u>2425.01.01</u> If a grievance is initiated by the GSA, is properly considered in accordance with Article <u>234</u> and is not resolved, the GSA will have sole authority to decide whether to refer the grievance to an arbitration panel on behalf of the GSA or one or more <u>AEGSs</u> <u>Graduate Assistants</u>.</p> <p><u>25.01.02</u> If a grievance is initiated by the Provost, is properly considered in accordance with Article <u>234</u> and is not resolved, the Provost may refer the unresolved grievance to an arbitration panel on behalf of the Board.</p> <p><u>25.01.03</u> The GSA Vice-President Labour will notify the Provost in writing of the GSA's decision to refer a grievance to arbitration by no later than six months of the date on which the action or omission which is the subject of the grievance occurred.</p> <p><u>25.01.04</u> The Provost will notify the GSA Vice-President Labour in writing of the Board's decision to refer a grievance to arbitration by no later than six months of the date on which the action or omission which is the subject of the grievance occurred.</p> <p><u>2425.02</u> Arbitration Arising from Article 5, "Collective Bargaining"</p> <p><u>2425.02.01</u> If a collective bargaining dispute is referred to arbitration in accordance with Article 5, an arbitration panel will be formed to select either the final position submitted to it by the GSA or the final position submitted to it by the Board.</p> <p><u>25.02.02</u> Each negotiating team will deliver to the other and to the arbitration panel a statement of its final position on unresolved bargaining items and items resolved during negotiations.</p> <p><u>25.02.03</u> The parties may agree in writing to an arbitrated process other than final offer selection.</p> <p><u>2425.03</u> Arbitration Panel</p> <p><u>2425.03.01</u> An arbitration panel referred to under <u>245.01</u> or <u>245.02</u> will consist of one nominee chosen by the Provost and one nominee chosen by the GSA Vice-President Labour. Each party will notify the other of its nominee within 10 working days of receipt of a referral to arbitration. The Provost and the GSA Vice-President Labour will jointly select a third person to serve as chair. If the Provost and the GSA Vice-President Labour fail to agree on a chair within 10 working days of providing</p>	

Current Collective Agreement (CA) <i>(deletions noted by a strikethrough)</i> and Negotiated Changes <i>(additions underlined)</i>	Rationale/Background
<p>notice of nominees, then either party may apply to the Chair of the Alberta Labour Relations Board for the appointment of a chair for the arbitration panel.</p> <p>25.03.02 The parties may agree in writing to appoint one person to serve as an arbitration panel as an alternative to a three-person panel.</p> <p>25.03.03 The panel will review submissions, conduct hearings and render a decision that is final and binding on the parties.</p> <p>25.03.04 An arbitration panel constituted to resolve a grievance will not by its decision amend the terms of the Agreement.</p> <p>25.03.05 An arbitration panel constituted to resolve a collective bargaining dispute will not by its decision amend terms of the Agreement beyond the items referred to it by the parties for resolution.</p> <p>25.03.06 Hearings before the arbitration panel are private and confidential.</p> <p>25.03.07 The arbitration panel will not be bound by rules of evidence. Unless limited by this Agreement, the panel may establish procedures for the orderly conduct of the arbitration. Procedural rulings may be made by the panel chair but are subject to reversal by a majority vote of the arbitration panel.</p> <p>25.03.08 The decision of the majority of members of the three-person arbitration panel will be the decision of the panel. If no majority exists, the decision of the chair will be the decision of the panel.</p> <p>25.03.09 The arbitration panel will hear the matters before it within 20 working days of its formation and render its decision no later than 20 working days following the final presentations by the parties.</p> <p>25.03.10 The costs of the arbitration panel will be shared equally by the parties.</p> <p>2425.04 Time limits may be altered by mutual agreement of the parties.</p>	

6.32 APPENDIX A Letter of Appointment

The Letter of Appointment must contain the following information:

- ✓ The graduate assistantship will be governed by the Collective Agreement Governing Graduate Assistantships, which can be found at <http://www.hrs.ualberta.ca/en/MyEmployment/Agreements.aspx>. The Agreement may be amended in accordance with terms of the Collective Agreement and such amendments are binding upon the University and the graduate students holding assistantships.
- ✓ Type of appointment (GTA, GTA-PI, GRA, or GRA Fellowship).
- ✓ Start and end date of assistantship.
- ✓ Hours assigned per week for a GTA or GRA (up to 12 hours in combined appointments). *<Hours are not assigned for GRA Fellowship>*
- ✓ Stipend per Month *<for GRA/GTA include amount of award & salary; for GRA Fellowship indicate fellowship amount>*. If applicable, indicate in the amount of the 5% merit increment.
- ✓ Graduate Assistantship Supervisor *<this is the person responsible for the supervision and coordination of the duties performed by the graduate student during the graduate assistantship period >*
- ✓ At the beginning of the term, the Graduate Assistantship Supervisor will meet with graduate student to complete the *Assistantship Time Use Guidelines Form* (Appendix C), which will form part of the graduate assistantship appointment. Note: the nature of the assistantship duties may vary from term to term depending on the needs of the department, available graduate assistantships and external factors
- ✓ Criteria in selecting graduate students for employment as GRAs and GTAs should be provided with this appointment letter or as a web link (*see Article 7*).
- ✓ The graduate assistantship offer is subject to the maintenance of satisfactory academic standing in the graduate program, as defined in the Faculty of Graduate Studies & Research Graduate Policy Manual, the Department's Graduate Studies Manual, and on satisfactory completion of the assigned duties of the graduate assistantship.
- ✓ This offer is expressly contingent upon the University's receiving regular "confirmation," if required by Service Canada, of your continuing eligibility for employment in Canada. Loss of either "confirmation," if required by Service Canada or Immigration Refugees and Citizenship Canada (IRCC) status (i.e., work permit and/or permanent residence) will render this appointment null and void.
- ✓ Failure to report to the department by the appointment start date may result in termination of the graduate assistantship without further notification.

Other

If applicable, add "the assistantship may not cover the full cost of living in Edmonton and your graduate tuition and fees."

If applicable, add "The Faculty of Graduate Studies and Research has a Graduate Teaching and Learning Program which we encourage all graduate students to explore. More information can be found at <https://uofa.ualberta.ca/graduate-studies/professional-development/graduate-teaching-and-learning-program>."

If applicable, indicate what portion the assistantship is of the total funding package provided to the student.



[Enter date]

[Enter name]

[Enter address]

Dear [Enter name],

We are pleased to offer you an appointment as a graduate assistant at the University of Alberta in accordance with the terms set out below. Should you accept this offer, your appointment will be governed by the Collective Agreement Governing Graduate Assistantships. The Agreement may be amended in accordance with terms of the Collective Agreement and such amendments are binding upon the University and the graduate assistant.

(a) Type of Appointment: [Enter GTA, GTA-PI, GRA, or GRAF]

(b) Period of Appointment: [Enter start and end date]

(c) Maximum Hours Assigned Per Week: [Enter work hours per week]

(d) Stipend: \$[Enter Award/Salary or Fellowship Stipend] Annual 5% Increase (if applicable): \$[Enter Amount]

(e) Graduate Assistantship Supervisor: [Enter person responsible for the supervision of the duties performed]

(f) At the beginning of the term, the Graduate Assistantship Supervisor will meet with you to complete the Assistantship Time Use Guidelines Form (refer to Appendix C of the Graduate Student Assistantship Collective Agreement), which will form part of the graduate assistantship appointment. Note: the nature of your duties may vary from term to term depending on the needs of the department, available graduate assistantships and external factors.

(g) The graduate assistantship offer is subject to the maintenance of satisfactory academic standing in the graduate program, as defined in the Faculty of Graduate Studies & Research Graduate Policy Manual, the Department's Graduate Studies Manual, and on satisfactory completion of the assigned duties of the graduate assistantship.

(h) If you are not a Canadian citizen, this appointment is expressly contingent upon you meeting and continuing to meet eligibility requirements for employment, as set out in the Immigration and Refugee Protection Act and Regulations. It is further contingent upon the University of Alberta receiving regular "confirmation," if required by Service Canada. Should you be ineligible for employment at any time, or should the University of Alberta be unable to obtain "confirmation" if required, this appointment shall be rendered null and void effective immediately.

(i) Failure to report to the department by the appointment start date indicated above may result in termination of this offer of appointment without further notification to you.

(j) [insert a statement around the department's documented criteria in selecting graduate students for employment as Graduate Research Assistants and Graduate Teaching Assistants or include a web link.]

(k) This assistantship may not cover the full cost of living in Edmonton and your graduate tuition and fees. To prevent disputes, misunderstandings and continuous progress in program, it is suggested that the undersigned maintain a personal record of hours worked and duties performed as a GRA/GTA/GTA-PI.

The return of one signed copy of this letter to the undersigned by [Enter yyyy/mm/dd] will constitute your acceptance of this offer.

Appointing Officer

Faculty Member

I accept this offer of appointment as set out in this letter. I acknowledge that I have read and agree to be bound by the Collective Agreement Governing Graduate Assistantships which can be found at the Human Resource Services website at http://www.hrs.ualberta.ca/en/MyEmployment/Agreements.aspx

Signature

Date

All personal information collected by UAlberta for the purpose of employment shall be collected under the authority of Section 33c of the Alberta Freedom of Information and Protection of Privacy Act (FOIPP) and will be protected under Part 2 of that Act. Certain information will be made available to federal and provincial departments and agencies under appropriate legislative authority. For further information regarding the collection and use of the personal information, contact Human Resource Services, 2-160 University Terrace, University of Alberta, phone 780-492-4555..

Cc Student's File in Department and Employment Services, HRS

Collective Agreement Sept 1, 2016 to Aug 31, 2018

Macintosh HD:Users:gsaad:Google Drive:320 - Council:Meetings:2016-2017:May 2016:First Mailing:GSA Council 16 May 2016 Item 6e - Track Changes Version of Appendices to the Graduate Student Assistantship Collective Agreement.docx

Appendix B
2016-2017 Minimum Monthly Rates of Pay

Graduate Teaching Assistantship (Award + Salary)				
Work Hours	Fixed Award	Minimum Salary		
		Doctoral Student	Master's Student	Principal Instructor
<u>12/ wk</u>	<u>900.03</u>	<u>1158.50</u>	<u>1068.09</u>	<u>1474.45</u>
<u>11/ wk</u>	<u>825.02</u>	<u>1061.97</u>	<u>979.08</u>	<u>-</u>
<u>10/ wk</u>	<u>750.02</u>	<u>965.42</u>	<u>890.08</u>	<u>-</u>
<u>9/ wk</u>	<u>675.02</u>	<u>868.88</u>	<u>801.07</u>	<u>-</u>
<u>8/ wk</u>	<u>600.02</u>	<u>772.34</u>	<u>712.05</u>	<u>-</u>
<u>7/ wk</u>	<u>525.01</u>	<u>675.79</u>	<u>623.05</u>	<u>-</u>
<u>6/ wk</u>	<u>450.01</u>	<u>579.26</u>	<u>534.05</u>	<u>-</u>
<u>5/ wk</u>	<u>375.01</u>	<u>482.71</u>	<u>445.03</u>	<u>-</u>
<u>4/ wk</u>	<u>300.01</u>	<u>386.16</u>	<u>356.03</u>	<u>-</u>
<u>3/ wk</u>	<u>225.01</u>	<u>289.63</u>	<u>267.03</u>	<u>-</u>
<u>2/ wk</u>	<u>150.01</u>	<u>193.09</u>	<u>178.02</u>	<u>-</u>
<u>1/ wk</u>	<u>75.00</u>	<u>96.55</u>	<u>89.00</u>	<u>-</u>

Graduate Research Assistantship (Award + Salary)			
Work Hours	Fixed Award	Minimum Salary	
		Doctoral Student	Master's Student
<u>12/ wk</u>	<u>900.03</u>	<u>1158.50</u>	<u>1068.09</u>
<u>11/ wk</u>	<u>825.02</u>	<u>1061.97</u>	<u>979.08</u>
<u>10/ wk</u>	<u>750.02</u>	<u>965.42</u>	<u>890.08</u>
<u>9/ wk</u>	<u>675.02</u>	<u>868.88</u>	<u>801.07</u>
<u>8/ wk</u>	<u>600.02</u>	<u>772.34</u>	<u>712.05</u>
<u>7/ wk</u>	<u>525.01</u>	<u>675.79</u>	<u>623.05</u>
<u>6/ wk</u>	<u>450.01</u>	<u>579.26</u>	<u>534.05</u>
<u>5/ wk</u>	<u>375.01</u>	<u>482.71</u>	<u>445.03</u>
<u>4/ wk</u>	<u>300.01</u>	<u>386.16</u>	<u>356.03</u>
<u>3/ wk</u>	<u>225.01</u>	<u>289.63</u>	<u>267.03</u>
<u>2/ wk</u>	<u>150.01</u>	<u>193.09</u>	<u>178.02</u>
<u>1/ wk</u>	<u>75.00</u>	<u>96.55</u>	<u>89.00</u>

GRA Fellowship	
Minimum Stipend for Full Funding Support	
Doctoral	Master's
<u>2058.53</u>	<u>1968.12</u>

Collective Agreement Sept 1, 2016 to Aug 31, 2018

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APPENDIX D

Paid Maternity/Parental Leave and/or Deferral of Graduate Assistantship Form

Maternity Leave: A Graduate Assistant who is the birth mother is entitled to maternity leave up to six weeks at 100% of stipend and parental leave up to 10 weeks at 75% stipend. A paid leave does not extend the Graduate Assistantship contract period.

Parental Leave: Graduate Assistants not eligible for maternity leave are entitled to take up to 16 weeks of parental leave at 75% of stipend. A paid leave does not extend the Graduate Assistantship contract period.

Deferral of Assistantship: A Graduate Assistant may apply to defer their Graduate Assistantship appointment for any term with written agreement of the department.

Leave of Absence from Graduate Program: A graduate student is not required to register during the period of the leave but must complete an Application for Leave of Absence Form found at <https://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet>.

Instructions:

1. A Graduate Assistant must complete this form, attach proof of pregnancy/birth/adoption or physician's report and obtain the relevant signatures.
2. The Department must submit an HR Smart Form to Payroll Operations indicating the pay period and the amount of the Stipend (Salary+Award) or Fellowship payment.

UofA ID Number:

Name:

Graduate Assistantship Contract: indicate start date to indicate end date

Paid Maternity Leave:

Start Date End Date

Paid Parental Leave:

Start Date End Date

Deferral (if applicable):

Start Date End Date

Graduate Assistantship Supervisor

Signature

Date

Dept Chair or Associate Chair (Graduate)

Signature

Date

I will notify my Graduate Assistantship Supervisor and Associate Chair (Graduate) of any changes in the start or end dates of my leave. I certify that the information provided in this application is true and complete in all respects and that no information has been withheld.

Student Signature

Date

Personal information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 492-3499 or see www.ipu.ualberta.ca.

Collective Agreement Sept 1, 2016 to Aug 31, 2018

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Short Term Academically-Related Employment

1. A graduate student shall be hired under this designation if the following conditions apply:
 - 1.1 The work is a one-off specific task such as marker-grader or lab demonstrator for a very short period of time (e.g. six hours for one week).
 - 1.2 The graduate student has the suitable background in the course subject area, the work utilizes the knowledge and skill set of the graduate student's academic discipline, and is considered a beneficial part of their training and experience.
2. For any work of a longer or more regular duration (greater than three weeks), the graduate student shall be appointed as a graduate assistant under the Graduate Student Assistantship Collective Agreement.
3. The offer of one-time work and the hourly rate shall be provided to the graduate student in writing.
4. The minimum hourly rate shall be at least half the stipend (salary+award) for the graduate assistant rate found in Appendix A (Doctoral: \$19.79/hr; Master's \$18.92/hr). A graduate student will not be paid an hourly rate less than they received in the previous academic year.
5. This category is for a one-time task of a very short duration; for example, if an instructor needs casual, one-off help marking an exam. However, if a graduate student is responsible for assisting an instructor with marking over the duration of a course, then the graduate student must be appointed as a graduate teaching assistant.

**GRADUATE STUDENT ASSISTANTSHIP
COLLECTIVE AGREEMENT**

**BETWEEN THE
GRADUATE STUDENTS' ASSOCIATION
(The "GSA")**

AND

**UNIVERSITY OF ALBERTA BOARD OF GOVERNORS
(The "Board")**

September 1, 2016 to August 31, 2018

The University of Alberta respectfully acknowledges that it is located on Treaty 6 territory.

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PREAMBLE

The Board of Governors (the “Board”) and the Graduate Students’ Association (the “GSA”) are the parties to this Agreement. The Board and GSA recognize their common interest:

- To attract, develop, support and retain high quality graduate students;
- To recognize the dignity and worth of graduate students by establishing fair, clear and consistent terms of employment for Graduate Assistants, and by providing appropriate and secure remuneration consistent with their employment responsibilities;
- To encourage understanding and consistent application of the rights, entitlements and obligations contained in this Agreement;
- To foster collaborative relations between Graduate Assistants and their Graduate Assistantship Supervisors, and between representatives of the Board and GSA;
- To allow for variation in the terms of this Agreement and flexibility in its application where appropriate;
- To provide for effective and timely resolution of any differences between the parties arising from the interpretation, application or operation of the Agreement.
- To create and maintain a work environment that is free of discrimination and harassment.

ARTICLE 1: PURPOSE AND SCOPE OF THIS AGREEMENT

- 1.01 This Agreement describes the terms and conditions that apply to the employment of Graduate Assistants by the University of Alberta.
- 1.02 This Agreement is binding on the Board and its representatives, the GSA and its representatives, and graduate students holding Graduate Assistantships.
- 1.03 The terms and conditions of this Agreement apply solely to the appointments of graduate students as a Graduate Teaching Assistant, Graduate Research Assistant, or Graduate Research Assistantship Fellowship, and to no other form of graduate funding.
- 1.04 This Agreement does not restrict graduate students from holding Graduate Assistantships with scholarships, provided that the eligibility requirements of the scholarship do not prohibit holding a Graduate Assistantship.
- 1.05 If a conflict arises between this Agreement and the requirements of a funding agency, the requirements of the funding agency will apply.

ARTICLE 2: DEFINITIONS

- 2.01 “**Agreement**” means this Collective Agreement.
- 2.02 “**Appointing Officer**” means the Dean, Department Chair, or Associate Chair (Graduate) responsible for appointing the Graduate Assistant.
- 2.03 “**Associate Chair (Graduate)**” means the faculty member with designated responsibility for the graduate program.
- 2.04 “**Dean, FGSR**” means the Vice-Provost and Dean of the Faculty of Graduate Studies and Research, or designate.
- 2.05 “**Department**” means an administrative unit, department or non-departmentalized faculty offering a graduate program, or an extra-departmental graduate program.
- 2.06 “**Department Chair**” means the administrative head of a Department.

- 2.07 “**Graduate Assistant**” or “**Graduate Assistantship**” means the appointment of a graduate student as a Graduate Research Assistant, a Graduate Teaching Assistant, or to a Graduate Research Assistantship Fellowship.
- 2.08 “**Graduate Assistantship Supervisor**” means the person responsible for the supervision and coordination of the duties performed by the graduate student under the Graduate Assistantship.
- 2.09 “**Graduate Student**” means any student registered full-time or part-time in a thesis or course-based program in the Faculty of Graduate Studies and Research at the University of Alberta.
- 2.10 “**Graduate Supervisor**” means the faculty member who is directly responsible for the supervision of a graduate student’s academic program.
- 2.11 “**Letter of Appointment**” means the contract between the Graduate Assistant and the University.
- 2.12 “**President, GSA**” means President of the Graduate Students’ Association, or designate.
- 2.13 “**Provost**” means the Provost and Vice-President (Academic), or designate.
- 2.14 “**Restricted Funds**” means external research grants, endowments, donations or funding that require the funds be used in a specific way or for a specific purpose, and are so designated by the University of Alberta.
- 2.15 “**Scholarship**” means a grant or payment made to support a graduate student’s education, awarded on the basis of defined academic or other criteria set out in the terms of reference of the scholarship.
- 2.16 “**University Terms**” means the three terms in the academic year as defined in the University of Alberta Calendar (i.e., Fall Term (September 1 to December 31); Winter Term (January 1 to April 30); and Spring/Summer Term (May 1 to August 31).
- 2.17 “**Vice-President Labour, GSA**” means Vice-President Labour of the Graduate Students’ Association, or designate.

ARTICLE 3: ASSOCIATION RECOGNITION

- 3.01 The Graduate Students’ Association, under the Post-Secondary Learning Act, has the exclusive authority, on behalf of graduate students, to negotiate and enter into an agreement with the Board of Governors with respect to the academic employment of graduate students.

ARTICLE 4: TERM AND VARIATION OF THIS AGREEMENT

- 4.01 This Agreement is effective from September 1, 2016 to August 31, 2018 and replaces any previous agreements negotiated by the parties respecting the employment of Graduate Assistants.
- 4.02 The provisions of this Agreement will remain in effect until the parties conclude a new agreement in accordance with Article 5, “Collective Bargaining”.
- 4.03 During the term of this Agreement, the Provost and the President of the GSA may mutually agree to waive or amend specific time limits and provisions of the Agreement. Such agreements will be confirmed in writing and subject to ratification by the GSA Council.
- 4.04 A Graduate Assistant and their Graduate Assistantship Supervisor and Appointing Officer may agree to vary the terms of this Agreement, provided that such agreement:
- (a) Is in the best interest of the Graduate Assistantship Supervisor and the Graduate Assistant; and
 - (b) Does not result in a rate of pay that is lower than the applicable rate stipulated in this Agreement; and
 - (c) The variation is documented by the Graduate Assistantship Supervisor and appended to the Graduate Assistant’s Letter of Appointment; and
 - (d) The variation is approved by the Provost following consultation with the Vice-President Labour of the GSA.

ARTICLE 5: COLLECTIVE BARGAINING

- 5.01 By October 1 of the year preceding the expiry of the Agreement, the Vice-President Labour of the GSA and the Provost will communicate the names of no more than five representatives each to serve as their negotiating teams in collective bargaining.
- 5.02 The negotiating teams will exchange written proposals to amend the Agreement by no later than November 1 of the year preceding the expiry of the Agreement.
- 5.03 Prior to exchanging written proposals, the chairs of the negotiating teams will meet to discuss and confirm procedures for upcoming negotiations, including the format of proposals, the scheduling of negotiating sessions, the collection and exchange of relevant information, and other procedural matters the chairs believe are needed to facilitate effective, efficient and constructive bargaining.
- 5.04 The negotiating teams will bargain in good faith on behalf of the parties in an effort to conclude a Memorandum of Settlement describing the terms of a new Agreement.
- 5.05 A Memorandum of Settlement concluded by the negotiating teams will be submitted to the Board and the GSA Council for ratification.
- 5.06 If the negotiating teams are unable to conclude a Memorandum of Settlement, the parties may mutually agree to the appointment of a mediator to assist the teams in achieving an agreement. Either negotiating team may request the mediator to put forward non-binding recommendations for consideration by the parties.
- 5.07 If the negotiating teams are unable to conclude a Memorandum of Settlement through negotiations or the involvement of a mediator by March 1, unresolved issues will be submitted to arbitration for final and binding resolution by final offer selection in accordance with the arbitration provisions of this Agreement. This deadline may be extended by mutual agreement of the parties.

Article 6: APPOINTMENTS

6.01 Notification of Appointment

Graduate Assistantship appointments will be made by the following deadlines, unless there are extenuating circumstances such as a late admission:

<u>Graduate Assistantship Beginning</u>	<u>Deadline</u>
September (Fall Term)	July 1
January (Winter Term)	Nov 1
May (Spring/Summer Term)	April 1

6.02 Letter of Appointment

- 6.02.01 The appointment of a Graduate Assistant will be made by the Appointing Officer following a recommendation by the Graduate Assistantship Supervisor. The appointment of a Graduate Assistant shall be evidenced by the Letter of Appointment, following the required template outlined in Appendix A of this Agreement. The Letter of Appointment constitutes the entire formal appointment between the Graduate Assistant and the University.
- 6.02.02 The Letter of Appointment will be signed by the Appointing Officer and acknowledged and signed by the Graduate Assistant. If the Graduate Assistant is being supported from restricted funds the Graduate Assistantship Supervisor will also sign the Appointment Letter.
- 6.02.03 In the event that a Letter of Appointment to a Graduate Assistant is not provided by the applicable date, an offer of appointment made and accepted by e-mail will be considered binding provided that it is compliant with the provisions of this Agreement.

6.03 Amendment to Appointment

Any subsequent amendments to the Letter of Appointment must be in writing and signed by the Appointing Officer, the Graduate Assistantship Supervisor, and the Graduate Assistant no later than the end of the first week of the term.

6.04 Termination of Appointment

6.04.01 An appointment will not be terminated without just cause and written justification. The allocation of Graduate Assistantships to graduate students commencing programs will not be considered as cause and justification for the termination or reduction of appointments to continuing full-time graduate students.

Examples of just cause include but are not limited to:

- i) the graduate student's registration status changes in a way that makes them ineligible for the renewed Graduate Assistantship;
- ii) the graduate student fails to perform to published departmental or Faculty standards in their Graduate Assistantship duties.
- iii) the graduate student's academic status changes in a way that makes them ineligible for the renewed Graduate Assistantship, for example through failure to perform to published departmental or Faculty standards.

6.04.02 An appointment will not be terminated where the Graduate Assistantship can no longer be funded through restricted funds. The Graduate Assistantship Supervisor will notify the Department Chair. The Department will be responsible for providing funding to the graduate student at a level equivalent to the original Graduate Assistantship appointment.

Article 7: SELECTION CRITERIA

7.01 Departments will follow documented criteria in selecting graduate students for a Graduate Assistantship or Graduate Research Assistantship Fellowship. The selection criteria will be published by the department and will be readily accessible to all graduate students in the department.

7.02 Questions relating to the application of selection criteria should be directed to the Department Chair.

7.03 Academic qualifications and relevant training and experience for the teaching and research duties are the primary selection criteria. Financial need and immigration status may be considered, but will not be used in place of the primary selection criteria.

Article 8: GRADUATE TEACHING ASSISTANTS (INCLUDING PRINCIPAL INSTRUCTORS)

8.01 The duties of a Graduate Teaching Assistant (GTA) are primarily in support of teaching and teaching related duties. Such duties may include, but are not limited to: preparing and conducting seminars, discussion groups and laboratory sessions to supplement lectures; maintaining regular office hours to meet with students; assisting in the preparation and administration of examinations; and grading examinations, term papers and laboratory reports. The duties of a GTA are to help prepare the Graduate Assistant for further academic and professional opportunities. In view of this, GTA functions shall not include routine duties commonly associated with clerical, technical, or administrative work not directly related to instructional activities.

8.02 Principal Instructors are appointed as GTAs but are the primary instructor for a course. Duties may include lecturing, course and lecture planning, preparing assignments and examinations, and other related work. Principal instructors may also be responsible for grading if the course does not receive funding for a GTA. To reflect these responsibilities GTA-PIs are paid at a higher rate (Appendix B).

- 8.03 GTAs (including Principal Instructors) are funded solely by unrestricted (operating) funds.
- 8.04 The duties of a GTA are performed under the supervision and direction of a Graduate Assistantship Supervisor using published departmental guidelines.
- 8.05 The relationship between the Graduate Assistantship Supervisor and GTA is an employment relationship.
- 8.06 Departments will ensure GTAs are trained for the duties to be performed and will include the training as part of the Graduate Assistantship, including training in the proper operation of equipment and relevant technology. If the Graduate Assistantship Supervisor believes that a GTA needs additional specific skills, the Graduate Assistantship Supervisor may allocate up to three hours per week of the Graduate Assistantship for training. Any costs associated with this additional training will be the responsibility of the Department.
- 8.07 The Graduate Assistantship Supervisor and the GTA will meet at the start of the term to develop a work plan, a manageable schedule, to confirm expectations, and complete a Graduate Assistantship Time Use Guideline (Appendix C). The discussion should cover such issues as the amount of time to be spent on various aspects of the assignment (e.g. training, grading papers, course preparation, research, and related duties).
- 8.08 The GTA will be expected to dedicate a higher proportion of their work time during mid-term examinations and during the final week of the University term. The Graduate Assistantship Supervisor will work with the GTA to take into account the GTA's academic commitments.
- 8.09 The Graduate Assistantship Supervisor will ensure the GTA receives appropriate supervision over the term of the Graduate Assistantship.
- 8.10 The GTA will be provided with work space, access to areas of work and support services comparable to instructors performing similar duties. GTAs will receive copies of course materials for assigned courses.
- 8.11 The hours of work of a GTA who is registered full-time in a graduate program will not exceed an average of 12 hours per week and a total of 192 work hours over a four-month term, exclusive of vacation entitlement.
- 8.12 The hours of work of a GTA who is registered part-time in a graduate program will not exceed an average of six hours per week and a total of 96 work hours over a four-month term, exclusive of vacation entitlement.
- 8.13 The total numbers of hours in combined appointments including a GRA and GTA shall normally not exceed 12 hours per week. Exceptions require agreement of the Graduate Assistant, the Graduate Supervisor, Appointing Officer, the GSA Vice-President Labour (when appropriate), and approval of the Provost (or designate).
- 8.14 The hours of work of a Principal Instructor with a teaching load of three or more credits will be based on 12 hours per week over the contract term. The hours of work of Principal Instructors with a teaching load of less than three credits will be pro-rated in relation to a three-credit teaching load.
- 8.15 Unless alternate arrangements are agreed upon in writing by both the GTA and Graduate Assistantship Supervisor, and the Vice-President Labour is informed, employment responsibilities are to be completed within the appointment period.

Article 9: GRADUATE RESEARCH ASSISTANTS

- 9.01 The duties of a Graduate Research Assistant (GRA) are primarily in support of a faculty member's academic research. Such duties may include, but are not limited to: collecting/coding/analyzing data, literature reviews, library research, writing reports, designing conference presentations, and preparing materials for submission to funding agencies. The duties of a GRA are to help prepare the Graduate Assistant for further academic and professional opportunities. In view of this, GRA functions shall not include: personal services for the Assistantship Supervisor, administrative work (e.g. clerical or technical), cleaning up after a department function or research symposium, or maintaining the personal equipment (e.g. computer) of the Graduate Assistantship Supervisor.

- 9.02 GRAs are funded by unrestricted funds (operating), restricted funds, or a combination of unrestricted and restricted funds.
- 9.03 The duties of a GRA are performed under the supervision and direction of the Graduate Assistantship Supervisor.
- 9.04 The relationship between the Graduate Assistantship Supervisor and the GRA is an employment relationship.
- 9.05 Departments will ensure GRAs are trained for the duties to be performed and will include the training as part of the Graduate Research Assistantship. If the Graduate Assistantship Supervisor believes that a GRA needs additional specific skills, the Graduate Assistantship Supervisor may allocate up to three hours per week of the Graduate Assistantship for training. Any costs associated with this additional training will be the responsibility of the Graduate Assistantship Supervisor or Department.
- 9.06 The Graduate Assistantship Supervisor will ensure the GRA receives appropriate supervision over the term of the Graduate Research Assistantship.
- 9.07 The Graduate Assistant and Graduate Assistantship Supervisor will meet at the start of the GRA appointment to develop a work plan, a manageable work schedule, to confirm expectations, and complete a Graduate Assistantship Time Use Guideline (Appendix C).
- 9.08 The GRA will be provided with work space, access to work areas and support services needed to perform their job duties.
- 9.09 If the GRA is registered full-time in a graduate program, then the hours of work will not exceed an average of 12 hours per week and a total of 192 work hours over a four-month term, exclusive of vacation entitlement.
- 9.10 If the GRA is registered part-time in a graduate program, then the hours of work of the GRA will not exceed an average of six hours per week and a total of 96 work hours over a four-month term, exclusive of vacation entitlement.
- 9.11 The total numbers of hours in combined appointments including a GRA and GTA shall normally not exceed 12. Exceptions require agreement of the Graduate Assistant, the Graduate Supervisor, Appointing Officer, the GSA Vice-President Labour (when appropriate), and approval of the Provost (or designate).
- 9.12 If the hours of work of the GRA are seen to impede the normal progression of the GRA's completion of their own thesis or directed research project, then the GRA and the Graduate Assistantship Supervisor will determine the appropriate hours of work by mutual agreement and approval of the Department Chair (or designate).
- 9.13 The Graduate Assistantship Supervisor will provide reasonable notice of any changes required to the GRA's work schedule.
- 9.14 Unless alternate arrangements are agreed upon in writing by both the GRA and Graduate Assistantship Supervisor, and the Vice-President Labour is informed, employment responsibilities are to be completed within the appointment period.

Article 10: GRADUATE RESEARCH ASSISTANTSHIP FELLOWSHIPS

- 10.01 A Graduate Research Assistantship Fellowship (GRAF) is a form of financial assistance provided to graduate students to allow them to focus on their education and training, as it relates to their own thesis or directed research project.
- 10.02 The relationship between the Assistantship Supervisor and GRAF is not an employment relationship.
- 10.03 The GRAF is normally funded through restricted funds and may form part of a funding package to support the graduate student in their graduate studies.
- 10.04 The value of the Fellowship may vary by discipline and by the requirements of the restricted funds supporting the GRAF.

- 10.05 There are no working hours attached to a GRAF. A graduate student can hold a GRAF and also be appointed as a GRA and/or GTA up to a maximum of 12 hours per week.

Article 11: REMUNERATION

- 11.01 For a GTA and GRA, the stipend consists of two components: 1) award; and 2) salary. The award component is not treated as employment income and is not subject to Income Tax, Canada Pension Plan and Employment Insurance deductions. The salary component is treated as employment income and is subject to Income Tax, Canada Pension Plan and Employment Insurance deductions.
- 11.02 The stipend rates are set out in Appendix B.
- 11.03 A GRAF consists of a fellowship stipend only. A GRAF is not considered employment income and is not subject to Income Tax, Canada Pension Plan and Employment Insurance deductions.
- 11.04 The minimum rate of the stipend is negotiated as part of the collective bargaining process. For a GTA and GRA, the award component is a fixed rate based on any change in the graduate fee index. In determining a Graduate Assistant's stipend, factors such as merit, seniority, experience, and market influence should be considered.
- 11.05 Graduate Supervisors supporting GRAs and GRAFs from restricted funds are encouraged to exceed the minimum rates and provide remuneration at the levels recommended by their department or by the funding agency.
- 11.06 If a GTA is appointed as a Principal Instructor, the salary will be increased to the PI rate to reflect the change in duties.
- 11.07 It is the Appointing Officer's responsibility to ensure that Graduate Assistants are appointed and paid in a timely manner and respond promptly to address any deficiencies.
- 11.08 The stipend will be paid in equal semi-monthly installments over the duration of the Graduate Assistantship. Payments will be made semi-monthly and no later than 10 days following the end of each pay period. A schedule of the semi-monthly pay cycle dates can be found at <http://www.hrs.ualberta.ca/PayandTaxInfo.aspx>. Information on automatic tuition/fees payroll deductions can be found at <https://uofa.ualberta.ca/graduate-studies/current-students/tuition-and-fees/payroll-deductions>.

Article 12: PERFORMANCE EVALUATION

- 12.01 Where a GTA or GRA's performance is satisfactory, Graduate Assistantship Supervisors may provide Graduate Assistants with written performance appraisals. With the approval of the Department Chair, these appraisals may be placed in the Graduate Assistant's department file. A Graduate Assistant is entitled to provide written feedback to a performance appraisal, which will also be placed in the Graduate Assistant's department file. The Department Chair (or designate) will acknowledge receipt of the response, in writing.
- 12.02 The Graduate Assistantship Supervisor will provide the Graduate Assistant with timely and constructive feedback, in writing, about any concerns with the Graduate Assistant's performance. The Supervisor and the Graduate Assistant are encouraged to meet promptly to discuss such concerns and identify any action needed to correct the performance concern.
- 12.03 The Graduate Assistantship Supervisor will provide a Graduate Assistant with a written performance appraisal if the work of the Graduate Assistant is deemed less than satisfactory and if such a designation will negatively affect the re-appointment of the Graduate Assistant or their entitlement to the annual performance increase. The appraisal will be provided to the Graduate Assistant within six weeks of the end of the term and prior to any reappointment, with a copy placed in the Graduate Assistant's department file. A Graduate Assistant is entitled to provide written feedback to the appraisal, which will be acknowledged by the Department Chair (or designate) and placed in the Graduate Assistant's department file.

Article 13: ANNUAL PERFORMANCE INCREASES

- 13.01 A GTA or GRA whose work in the previous academic year was satisfactory and is receiving an appointment in a subsequent year is entitled to a five percent performance increase to the salary component.
- 13.02 If the Graduate Assistant's number of working hours differs from the previous year, the performance increase will be pro-rated.
- 13.03 The performance increase to the salary is in addition to any increase in salary rates negotiated by collective bargaining and may exceed the minimum five percent increase when considering merit, seniority, experience, market influences, and other factors.
- 13.04 The Graduate Assistantship Supervisor or Graduate Supervisor may recommend a performance increase of less than five percent if the work of the Graduate Assistant in the previous academic year was less than satisfactory.
- 13.05 The Graduate Assistantship Supervisor or Graduate Supervisor may recommend no performance increase if the work of the Graduate Assistant in the previous year was unsatisfactory.

Article 14: VACATION

- 14.01 Graduate Assistants are entitled to one week of vacation leave without a reduction in pay for each four-month University Term (i.e. September 1 to December 31, January 1 to April 30, May 1 to August 31).
- 14.02 Vacation must be approved in advance by the Graduate Assistantship Supervisor and Department Chair (or designate) and must be arranged so as not to adversely affect the duties of the Graduate Assistant.
- 14.03 Graduate Assistants may not carry forward unused vacation time from one four-month University term to another, without the advance written consent of the Appointing Officer, the Graduate Supervisor and all relevant Graduate Assistantship Supervisors. In some cases, vacation carry forward may not be allowed based on the funding source.
- 14.04 Vacation entitlement is in addition to days when the University is closed.
- 14.05 There is no vacation pay on contract expiry or termination in lieu of vacation time not taken.

Article 15: GENERAL LEAVE PROVISIONS

- 15.01 Eligibility for paid leave does not extend beyond the end date of a Graduate Assistant's contract term.
- 15.02 A Graduate Assistant whose appointment is three hours or less a week is not eligible for paid maternity and parental leave, medical leave, or compassionate leave benefits.
- 15.03 The Appointing Officer must be notified in cases where a Graduate Supervisor is supporting the Graduate Assistant through restricted funds and cannot support a request for paid leave.
- 15.04 Where any leave is denied (i.e. did not meet eligibility criteria) a copy will be sent to the GSA as well as to the Graduate Assistant.
- 15.05 An impending or current leave shall not be used as the basis for denying an offer of a Graduate Assistantship for a future Academic Term.

Article 16: PAID MATERNITY AND PARENTAL LEAVE BENEFITS

- 16.01 The purpose of maternity leave is to provide a female Graduate Assistant with leave for the purpose of bearing a child. The purpose of parental leave is to provide childcare which is necessitated by the birth or adoption of a child.
- 16.02 Eligibility
- 16.02.01 To be eligible for paid maternity and parental leave benefits, a graduate student must have already been a full-time or part-time Graduate Assistant for one four-month University Term.
- 16.03 Length of Leave
- 16.03.01 A Graduate Assistant is entitled to maternity leave of up to six weeks at 100% of stipend and parental leave of up to an additional 10 weeks at 75% of stipend.
- 16.03.02 A Graduate Assistant who is not eligible for maternity leave may take up to 16 weeks of parental leave at 75% of stipend.
- 16.04 Application
- 16.04.01 A Graduate Assistant may take this paid leave any time during the 52-week period starting the day the child is born or the day the child comes into the Graduate Assistant's care. The paid leave will not go beyond the end date of the Graduate Assistantship, as the graduate student is no longer entitled to maternity or parental leave benefits.
- 16.04.02 A Graduate Assistant who wishes to take maternity and/or parental leave must inform the Appointing Officer, Graduate Assistantship Supervisor and Graduate Supervisor, in writing, as soon as possible and complete a Paid Maternity and/or Parental Leave and/or Deferral of Graduate Assistantship Form (Appendix D).
- 16.04.03 A Graduate Assistant is not required to register in their graduate program during the period of the leave. Refer to the Application for Leave of Absence from Graduate Program Form on the FGSR website.
- 16.04.04 A Graduate Assistant may be entitled to an additional leave without pay to extend the leave as per the deferral provisions of this Agreement.

Article 17: MEDICAL LEAVE

- 17.01 The purpose of Medical Leave is to provide a Graduate Assistant with leave because of their temporary inability to perform duties because of personal sickness or disability.
- 17.02 A Graduate Assistant is entitled to up to three weeks of paid Medical Leave at 100% of stipend. To qualify for such leave, a Graduate Assistant will submit a medical certificate to the Graduate Assistantship Supervisor.
- 17.03 If the Medical Leave is expected to exceed three weeks, the Department or the Graduate Assistantship Supervisor will fund the Graduate Assistantship from the start of the fourth week to the end of the contract term at 100% of stipend.
- 17.04 The Graduate Assistant will notify as soon as reasonably possible the Graduate Assistantship Supervisor and Appointing Officer of any injury they sustain while performing work duties, in accordance with University health and safety policies and procedures and applicable legislation. A Graduate Assistant may apply to the Workers' Compensation Board for compensation arising from a workplace injury.

Article 18: COMPASSIONATE AND BEREAVEMENT LEAVE

- 18.01 The purpose of Compassionate Leave is to provide a Graduate Assistant with leave to address an emergency medical situation involving a member of the Graduate Assistant's immediate family (spouse or common law partner, sibling, child, and parent), which places primary responsibility for care and support on the Graduate Assistant.
- 18.02 The purpose of Bereavement Leave is to provide a Graduate Assistant with leave following the loss of a member of the Graduate Assistant's immediate family (spouse or common law partner, sibling, child, parent).
- 18.03 A Graduate Assistant is entitled to up to three weeks of paid Compassionate Leave at 100% of stipend. A Graduate Assistant is entitled to up to one week of Bereavement Leave. A combination of Compassionate Leave and Bereavement Leave will not exceed a maximum of three weeks.
- 18.04 Requests for Compassionate or Bereavement Leave will be made by the Graduate Assistant to the Graduate Assistantship Supervisor and Appointing Officer. The Graduate Assistantship Supervisor or Appointing Officer may require the Graduate Assistant to provide documentary evidence in support of the leave request.
- 18.05 The Dean, FGSR, may approve Compassionate Leave for a Graduate Assistant who can demonstrate that they have primary responsibility for the care and support of a person who is not a member of the Graduate Assistant's immediate family, or Bereavement Leave following the loss of such a person.

Article 19: LEAVE FOR JURY DUTY

Upon written request, a Graduate Assistant who has received a summons to appear in court for the purposes of jury selection or service will be granted paid leave from their scheduled duties provided that upon return to work, the Graduate Assistant provides the Graduate Assistantship Supervisor with written confirmation of the date(s) and time(s) on which the Graduate Assistant appeared and/or was served by an appropriate official of the court. The leave with pay will be reduced by any amounts received by the Graduate Assistant for their appearance/service.

Article 20: DEFERRAL OF ASSISTANTSHIP

- 20.01 Requests for a deferral of an assistantship for medical, compassionate, maternity or parental reasons will be made by the Graduate Assistant to the Graduate Assistantship Supervisor and Appointing Officer.
- 20.02 Requests for deferrals will also be considered for Graduate Assistants who are serving as GSA President or a Vice-President.
- 20.03 Deferred Graduate Assistantships will be available for at least one year following the deferral. Departments may not be able to guarantee that deferred Graduate Assistantships will be available during the Spring/Summer Term.

Article 21: INTELLECTUAL PROPERTY

The intellectual contributions of a Graduate Assistant will be acknowledged in accordance with University policies and procedures regarding intellectual property. The Intellectual Property Guidelines for Graduate Students and Supervisors are available at <https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-10-intellectual-property>.

Article 22: SAFETY, HEALTH AND WELLNESS

- 22.01 It is the University's responsibility to develop a safe work environment.
- 22.02 A Graduate Assistant can reasonably expect to pursue their work in a safe and respectful environment.
- 22.03 The University and each Graduate Assistant recognize and accept their responsibilities to maintain a safe work environment through compliance with applicable health and safety legislation and regulations.
- 22.04 Departments will provide Graduate Assistants with training, orientation and information needed to perform their work duties in a safe manner.
- 22.05 If a Graduate Assistant considers their workplace to be unsafe or that another person is performing work in an unsafe manner, the Graduate Assistant will immediately report the condition to the authority in charge of safety, the Graduate Assistantship Supervisor, and/or Department Chair.
- 22.06 If the Department Chair and Graduate Assistantship Supervisor deem the conditions unsafe, a Graduate Assistant will not be required to perform their duties, pending an investigation of the safety concerns.
- 22.07 Graduate Assistants have the right to contact the Office of Environment, Health and Safety and the Office of Safe Disclosure and Human Rights, if their concerns are not being addressed by the Department Chair to their satisfaction.
- 22.08 A Graduate Assistant who exercises their rights under this Article, in good faith, will not be subject to the withholding of pay, applying discipline or terminating a Graduate Assistantship.

Article 23: DISCIPLINARY MATTERS RELATED TO EMPLOYMENT

- 23.01 A Graduate Assistant will only be disciplined for just cause. Discipline may take the form of a warning, a letter of reprimand, or termination of employment, in accordance with the principles of progressive discipline. A letter of expectation does not constitute discipline.
- 23.02 Prior to disciplining any Graduate Assistant, the Graduate Assistantship Supervisor and Department Chair will inform the Graduate Assistant that they have a right to seek counsel from the GSA and a right to representation from the GSA at the discretion of the Vice-President Labour (or designate).
- 23.03 A Graduate Assistant may grieve whether just cause exists for any form of discipline. In the case of a warning or letter of reprimand, a Graduate Assistant may choose to respond in writing and upon request, that response should be placed on their file next to the warning or letter of reprimand and such a response will be acknowledged by the department in writing.

Article 24: DISPUTE RESOLUTION

24.01 Definitions

- 24.01.01 "Dispute" means any problem or disagreement relating to Graduate Assistantship employment between:
- (a) one or more Graduate Assistants and representatives of the Board, or
 - (b) representatives of the GSA and the Board.
- 24.01.02 Disputes relating to academic issues are outside the scope of this Agreement.
- 24.01.03 "Grievance" means any dispute over the interpretation, application, operation or alleged violation of the Agreement, including whether the dispute is arbitrable.

- 24.01.04 “Policy Grievance” means a dispute over the interpretation, application, operation or alleged violation of the Agreement by the Board or the GSA that is not limited to a specific Graduate Assistant or a group of Graduate Assistants.
- 24.01.05 For the purpose of this article, “working days” means consecutive days, excluding Saturdays, Sundays or statutory holidays.
- 24.01.06 Time limits may be altered by mutual consent of the parties.

24.02 Informal Resolution of Disputes

- 24.02.01 The parties to a dispute will first make reasonable efforts to resolve the dispute through informal, face-to-face problem-solving.
- 24.02.02 Participants are encouraged to raise their concerns at the earliest opportunity with the person(s) with whom they have a dispute. The discussion should include a joint effort to frame the issue in dispute, an open, respectful exchange of the interests of each participant, and an exploration of options to satisfy these interests and resolve the dispute.
- 24.02.03 Any Graduate Assistant involved in a dispute related to this Agreement is encouraged to seek advice from the GSA before raising their concerns with their Graduate Assistantship Supervisor.
- 24.02.04 If a Graduate Assistant brings a dispute to the Graduate Assistantship Supervisor, and the dispute is not resolved, the Graduate Assistant may advance their concerns to the Associate Chair (Graduate), and if not resolved, to the Department Chair.
- 24.02.05 If a dispute arises between representatives of the GSA and the Board over the interpretation, application, operation or alleged violation of the Agreement, the parties will make a reasonable attempt to resolve the dispute by informal problem solving before formalizing the dispute as a grievance. Informal problem-solving between the GSA and the Board will normally involve the Dean, FGSR, and any other parties determined by the Provost and the GSA Vice-President Labour.
- 24.02.06 A Graduate Assistant will not be subject to reprisals as a result of raising a concern provided that such concerns are not frivolous, malicious, or vexatious.

24.03 Grievances

- 24.03.01 The GSA has the exclusive authority if it so chooses to file individual, group or policy grievances on behalf of graduate students holding Graduate Assistantships.
- 24.03.02 A grievance will be initiated in writing and will specify the details of the dispute, refer to the clause or clauses of the Agreement which are alleged to have been violated, and describe the desired resolution.
- 24.03.03 The grievance will be submitted to the Provost, with copies to other parties if relevant.
- 24.03.04 The grievance will be submitted within 30 working days of the date that the matters giving rise to the grievance came to the attention of the GSA. This timeline may be extended by the Provost.
- 24.03.05 The Provost will convene a meeting involving representatives of the Board and the GSA within 20 working days of receipt of the grievance. The participants will engage in an open, fair and balanced discussion of the issues, interests, options and potential solutions to the grievance. Additional meetings may be convened by the Provost as required.
- 24.03.06 The Provost will provide a written response to the grievance within 20 working days of the final meeting.
- 24.03.07 Agreements reached at this stage are confidential and without prejudice to the legal or contractual rights of the parties, and shall be confirmed in writing.

- 24.03.08 If the decision of the Provost fails to resolve the grievance, the GSA may advance the dispute to arbitration in accordance with Article 25.
- 24.03.09 The Provost may file grievances on behalf of the Board. Such grievances will be submitted to the GSA Vice-President Labour and processed in accordance with 24.03. The GSA Vice-President Labour will perform the equivalent role of the Provost in reviewing and responding to such grievances.

Article 25: ARBITRATION

25.01 Grievance Arbitration

- 25.01.01 If a grievance is initiated by the GSA, is properly considered in accordance with Article 24 and is not resolved, the GSA will have sole authority to decide whether to refer the grievance to an arbitration panel on behalf of the GSA or one or more Graduate Assistants.
- 25.01.02 If a grievance is initiated by the Provost, is properly considered in accordance with Article 24 and is not resolved, the Provost may refer the unresolved grievance to an arbitration panel on behalf of the Board.
- 25.01.03 The GSA Vice-President Labour will notify the Provost in writing of the GSA's decision to refer a grievance to arbitration by no later than six months of the date on which the action or omission which is the subject of the grievance occurred.
- 25.01.04 The Provost will notify the GSA Vice-President Labour in writing of the Board's decision to refer a grievance to arbitration by no later than six months of the date on which the action or omission which is the subject of the grievance occurred.

25.02 Arbitration Arising from Article 5, "Collective Bargaining"

- 25.02.01 If a collective bargaining dispute is referred to arbitration in accordance with Article 5, an arbitration panel will be formed to select either the final position submitted to it by the GSA or the final position submitted to it by the Board.
- 25.02.02 Each negotiating team will deliver to the other and to the arbitration panel a statement of its final position on unresolved bargaining items and items resolved during negotiations.
- 25.02.03 The parties may agree in writing to an arbitrated process other than final offer selection.

25.03 Arbitration Panel

- 25.03.01 An arbitration panel referred to under 25.01 or 25.02 will consist of one nominee chosen by the Provost and one nominee chosen by the GSA Vice-President Labour. Each party will notify the other of its nominee within 10 working days of receipt of a referral to arbitration. The Provost and the GSA Vice-President Labour will jointly select a third person to serve as chair. If the Provost and the GSA Vice-President Labour fail to agree on a chair within 10 working days of providing notice of nominees, then either party may apply to the Chair of the Alberta Labour Relations Board for the appointment of a chair for the arbitration panel.
- 25.03.02 The parties may agree in writing to appoint one person to serve as an arbitration panel as an alternative to a three-person panel.
- 25.03.03 The panel will review submissions, conduct hearings and render a decision that is final and binding on the parties.
- 25.03.04 An arbitration panel constituted to resolve a grievance will not by its decision amend the terms of the Agreement.

- 25.03.05 An arbitration panel constituted to resolve a collective bargaining dispute will not by its decision amend terms of the Agreement beyond the items referred to it by the parties for resolution.
 - 25.03.06 Hearings before the arbitration panel are private and confidential.
 - 25.03.07 The arbitration panel will not be bound by rules of evidence. Unless limited by this Agreement, the panel may establish procedures for the orderly conduct of the arbitration. Procedural rulings may be made by the panel chair but are subject to reversal by a majority vote of the arbitration panel.
 - 25.03.08 The decision of the majority of members of the three-person arbitration panel will be the decision of the panel. If no majority exists, the decision of the chair will be the decision of the panel.
 - 25.03.09 The arbitration panel will hear the matters before it within 20 working days of its formation and render its decision no later than 20 working days following the final presentations by the parties.
 - 25.03.10 The costs of the arbitration panel will be shared equally by the parties.
- 25.04 Time limits may be altered by mutual agreement of the parties.

APPENDIX A Letter of Appointment

The Letter of Appointment must contain the following information:

- ✓ The graduate assistantship will be governed by the Collective Agreement Governing Graduate Assistantships, which can be found at <http://www.hrs.ualberta.ca/en/MyEmployment/Agreements.aspx>. The Agreement may be amended in accordance with terms of the Collective Agreement and such amendments are binding upon the University and the graduate students holding assistantships.
- ✓ Type of appointment (GTA, GTA-PI, GRA, or GRA Fellowship).
- ✓ Start and end date of assistantship.
- ✓ Hours assigned per week for a GTA or GRA (up to 12 hours in combined appointments). *<Hours are not assigned for GRA Fellowship>*
- ✓ Stipend per Month *<for GRA/GTA include amount of award & salary; for GRA Fellowship indicate fellowship amount>*. If applicable, indicate in the amount of the 5% merit increment.
- ✓ Graduate Assistantship Supervisor *<this is the person responsible for the supervision and coordination of the duties performed by the graduate student during the graduate assistantship period >*
- ✓ At the beginning of the term, the Graduate Assistantship Supervisor will meet with graduate student to complete the *Assistantship Time Use Guidelines Form* (Appendix C), which will form part of the graduate assistantship appointment. Note: the nature of the assistantship duties may vary from term to term depending on the needs of the department, available graduate assistantships and external factors
- ✓ Criteria in selecting graduate students for employment as GRAs and GTAs should be provided with this appointment letter or as a web link (*see Article 7*).
- ✓ The graduate assistantship offer is subject to the maintenance of satisfactory academic standing in the graduate program, as defined in the Faculty of Graduate Studies & Research Graduate Policy Manual, the Department's Graduate Studies Manual, and on satisfactory completion of the assigned duties of the graduate assistantship.
- ✓ This offer is expressly contingent upon the University's receiving regular "confirmation," if required by Service Canada, of your continuing eligibility for employment in Canada. Loss of either "confirmation," if required by Service Canada or Immigration Refugees and Citizenship Canada (IRCC) status (i.e., work permit and/or permanent residence) will render this appointment null and void.
- ✓ Failure to report to the department by the appointment start date may result in termination of the graduate assistantship without further notification.

Other

If applicable, add "the assistantship may not cover the full cost of living in Edmonton and your graduate tuition and fees."

If applicable, add "The Faculty of Graduate Studies and Research has a [Graduate Teaching and Learning Program](https://uofa.ualberta.ca/graduate-studies/professional-development/graduate-teaching-and-learning-program) which we encourage all graduate students to explore. More information can be found at <https://uofa.ualberta.ca/graduate-studies/professional-development/graduate-teaching-and-learning-program>."

If applicable, indicate what portion the assistantship is of the total funding package provided to the student.

[Enter date]

[Enter name]

[Enter address]

Dear [Enter name],

We are pleased to offer you an appointment as a graduate assistant at the University of Alberta in accordance with the terms set out below. Should you accept this offer, your appointment will be governed by the Collective Agreement Governing Graduate Assistantships. The Agreement may be amended in accordance with terms of the Collective Agreement and such amendments are binding upon the University and the graduate assistant.

- (a) Type of Appointment: [Enter GTA, GTA-PI, GRA, or GRAF]
- (b) Period of Appointment: [Enter start and end date]
- (c) Maximum Hours Assigned Per Week: [Enter work hours per week]
- (d) Stipend: \$[Enter Award/Salary or Fellowship Stipend] Annual 5% Increase (if applicable): \$[Enter Amount]
- (e) Graduate Assistantship Supervisor: [Enter person responsible for the supervision of the duties performed]
- (f) At the beginning of the term, the Graduate Assistantship Supervisor will meet with you to complete the *Assistantship Time Use Guidelines Form* (refer to Appendix C of the Graduate Student Assistantship Collective Agreement), which will form part of the graduate assistantship appointment. Note: the nature of your duties may vary from term to term depending on the needs of the department, available graduate assistantships and external factors.
- (g) The graduate assistantship offer is subject to the maintenance of satisfactory academic standing in the graduate program, as defined in the Faculty of Graduate Studies & Research Graduate Policy Manual, the Department's Graduate Studies Manual, and on satisfactory completion of the assigned duties of the graduate assistantship.
- (h) *If you are not a Canadian citizen, this appointment is expressly contingent upon you meeting and continuing to meet eligibility requirements for employment, as set out in the Immigration and Refugee Protection Act and Regulations. It is further contingent upon the University of Alberta receiving regular "confirmation," if required by Service Canada. Should you be ineligible for employment at any time, or should the University of Alberta be unable to obtain "confirmation" if required, this appointment shall be rendered null and void effective immediately.*
- (i) Failure to report to the department by the appointment start date indicated above may result in termination of this offer of appointment without further notification to you.
- (j) [insert a statement around the department's documented criteria in selecting graduate students for employment as Graduate Research Assistants and Graduate Teaching Assistants or include a web link.]
- (k) This assistantship may not cover the full cost of living in Edmonton and your graduate tuition and fees. To prevent disputes, misunderstandings and continuous progress in program, it is suggested that the undersigned maintain a personal record of hours worked and duties performed as a GRA/GTA/GTA-PI.

The return of one signed copy of this letter to the undersigned by [Enter yyyy/mm/dd] will constitute your acceptance of this offer.

Appointing Officer

Faculty Member

I accept this offer of appointment as set out in this letter. I acknowledge that I have read and agree to be bound by the Collective Agreement Governing Graduate Assistantships which can be found at the Human Resource Services website at <http://www.hrs.ualberta.ca/en/MyEmployment/Agreements.aspx>

Signature

Date

All personal information collected by UAlberta for the purpose of employment shall be collected under the authority of Section 33c of the Alberta Freedom of Information and Protection of Privacy Act (FOIPP) and will be protected under Part 2 of that Act. Certain information will be made available to federal and provincial departments and agencies under appropriate legislative authority. For further information regarding the collection and use of the personal information, contact Human Resource Services, 2-160 University Terrace, University of Alberta, phone 780-492-4555..

Cc Student's File in Department and Employment Services, HRS

Appendix B
2016-2017 Minimum Monthly Rates of Pay

Graduate Teaching Assistantship (Award + Salary)				
Work Hours	Fixed Award	Minimum Salary		
		Doctoral Student	Master's Student	Principal Instructor
12/ wk	900.03	1158.50	1068.09	1474.45
11/ wk	825.02	1061.97	979.08	
10/ wk	750.02	965.42	890.08	
9/ wk	675.02	868.88	801.07	
8/ wk	600.02	772.34	712.05	
7/ wk	525.01	675.79	623.05	
6/ wk	450.01	579.26	534.05	
5/ wk	375.01	482.71	445.03	
4/ wk	300.01	386.16	356.03	
3/ wk	225.01	289.63	267.03	
2/ wk	150.01	193.09	178.02	
1/ wk	75.00	96.55	89.00	

Graduate Research Assistantship (Award + Salary)			
Work Hours	Fixed Award	Minimum Salary	
		Doctoral Student	Master's Student
12/ wk	900.03	1158.50	1068.09
11/ wk	825.02	1061.97	979.08
10/ wk	750.02	965.42	890.08
9/ wk	675.02	868.88	801.07
8/ wk	600.02	772.34	712.05
7/ wk	525.01	675.79	623.05
6/ wk	450.01	579.26	534.05
5/ wk	375.01	482.71	445.03
4/ wk	300.01	386.16	356.03
3/ wk	225.01	289.63	267.03
2/ wk	150.01	193.09	178.02
1/ wk	75.00	96.55	89.00

GRA Fellowship	
Minimum Stipend for Full Funding Support	
Doctoral	Master's
2058.53	1968.12

Appendix C

Graduate Assistantship Time Use Guideline Form

This form must be completed by the Graduate Assistantship Supervisor and graduate student at the start of each University Term. This does not replace the requirement for a Letter of Appointment. The purpose of this form is to outline the estimated hours necessary to complete the assigned duties and to assure that the required duties can be performed within the assigned hours. Note: a Graduate Teaching Assistant and a Graduate Research Assistant performing duties which are not directly related to their own research cannot work more than 192 hours in a four-month term (average of 12-hours per week) regardless of the number of teaching and/or research assistantship appointments held.

- a) Name of Student: _____
- b) Assistantship Appointment from indicate state date to indicate end date _____
- c) Average Hours Per Week: _____ (as per letter of appointment)

<input type="checkbox"/> GRADUATE TEACHING ASSISTANTSHIP	
Sample of Duties and Responsibilities	Average Hrs/Wk
Preparation for labs/tutorials	
Attendance at lecturers	
Teaching labs/tutorials	
Office hours for students	
Grading assignments, essays, lab reports, exams	
Examination preparation	
Training	
Other – specify [Enter specific duties]	
TOTAL HOURS (as per letter of appointment)	

<input type="checkbox"/> GRADUATE RESEARCH ASSISTANTSHIP	
Outline Research Duties (e.g. literature searches, lab duties, data analysis)	Average Hrs/Wk
[Enter duties]	

<input type="checkbox"/> GRADUATE RESEARCH ASSISTANTSHIP FELLOWSHIP	
<i>It is recommended that GRAFs and academic supervisors discuss expected tasks for each term.</i>	
[enter tasks]	

<input type="checkbox"/> Vacation dates reviewed (one week per term vacation entitlement)
--

Name of Graduate Assistant

Signature

Date

Name of Graduate Assistantship Supervisor

Signature

Date

Original: Filed in Department

Copies: Graduate Assistantship Supervisor, Graduate Student

APPENDIX D
Paid Maternity/Parental Leave and/or
Deferral of Graduate Assistantship Form

Maternity Leave: A Graduate Assistant who is the birth mother is entitled to maternity leave up to six weeks at 100% of stipend and parental leave up to 10 weeks at 75% stipend. A paid leave does not extend the Graduate Assistantship contract period.

Parental Leave: Graduate Assistants not eligible for maternity leave are entitled to take up to 16 weeks of parental leave at 75% of stipend. A paid leave does not extend the Graduate Assistantship contract period.

Deferral of Assistantship: A Graduate Assistant may apply to defer their Graduate Assistantship appointment for any term with written agreement of the department.

Leave of Absence from Graduate Program: A graduate student is not required to register during the period of the leave but must complete an Application for Leave of Absence Form found at <https://uofa.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/forms-cabinet>.

Instructions:

1. A Graduate Assistant must complete this form, attach proof of pregnancy/birth/adoption or physician's report and obtain the relevant signatures.
2. The Department must submit an HR Smart Form to Payroll Operations indicating the pay period and the amount of the Stipend (Salary+Award) or Fellowship payment.

UofA ID Number:

Name:

Graduate Assistantship Contract: indicate start date to indicate end date

Paid Maternity Leave:

Start Date End Date

Paid Parental Leave:

Start Date End Date

Deferral (if applicable):

Start Date End Date

Graduate Assistantship Supervisor

Signature

Date

Dept Chair or Associate Chair (Graduate)

Signature

Date

I will notify my Graduate Assistantship Supervisor and Associate Chair (Graduate) of any changes in the start or end dates of my leave. I certify that the information provided in this application is true and complete in all respects and that no information has been withheld.

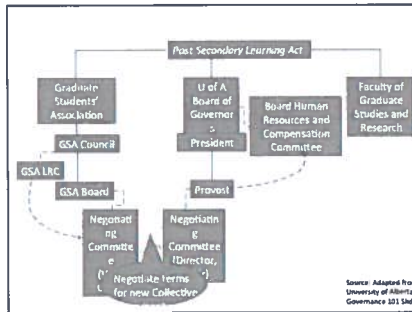
Student Signature

Date

Personal information on this form is collected under the authority of Section 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 492-3499 or see www.ipu.ualberta.ca.

Appendix E
Short Term Academically-Related Employment

1. A graduate student shall be hired under this designation if the following conditions apply:
 - 1.1 The work is a one-off specific task such as marker-grader or lab demonstrator for a very short period of time (e.g. six hours for one week).
 - 1.2 The graduate student has the suitable background in the course subject area, the work utilizes the knowledge and skill set of the graduate student's academic discipline, and is considered a beneficial part of their training and experience.
2. For any work of a longer or more regular duration (greater than three weeks), the graduate student shall be appointed as a graduate assistant under the Graduate Student Assistantship Collective Agreement.
3. The offer of one-time work and the hourly rate shall be provided to the graduate student in writing.
4. The minimum hourly rate shall be at least half the stipend (salary+award) for the graduate assistant rate found in Appendix A (Doctoral: \$19.79/hr; Master's \$18.92/hr). A graduate student will not be paid an hourly rate less than they received in the previous academic year.
5. This category is for a one-time task of a very short duration; for example, if an instructor needs casual, one-off help marking an exam. However, if a graduate student is responsible for assisting an instructor with marking over the duration of a course, then the graduate student must be appointed as a graduate teaching assistant.



- ### 2015-2016 Steps for Collective Bargaining
1. Labour Relations Committee (GSA LRC) meetings to prepare for Collective Bargaining
 2. Oct 1 - GSA VPL and Provost exchange names of Negotiating Committees (NC)
 3. GSA LRC and NC meetings to prepare GSA's Opening Position
 4. Nov 1 - GSA VPL and Provost exchange Opening Positions
 5. Nov 24 - GSA presentation to Board Human Resources and Compensation Committee (BHRCC) - they decide mandate (\$\$) for negotiations
 6. Dec onward - Parties bargain in good faith to reach a Memorandum of Settlement (MoS) describing terms of a new Collective Agreement
 7. MoS to GSA Council for Ratification (May)
 8. MoS to BHRCC Meeting for Ratification (May)
 9. Sept 1 - Implementation of new Collective Agreement

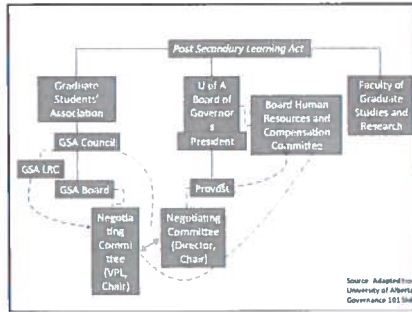
What is a Memorandum of Settlement

Memorandum of Settlement

- "A formal document executed by the bargaining parties setting out the terms voluntarily negotiated for a collective agreement. Such a memorandum typically requires ratification to become effective." (InCouncil.ca)

Ratify/Ratification

- To confirm by the action of expressing consent, approval or formal sanction, of something done or arranged by an agent or representatives (dictionary.com)
- Common in collective bargaining agreements. One or more people are authorized to negotiate and sign an agreement with management. A collective bargaining agreement can not become legally binding until the members ratify the agreement." (Wikipedia)



2014-2016 Collective Agreement

- Details for the Collective Bargaining process
- Defines Teaching and Research Assistantships
 - TAs funded to assist/teach a course
 - RAs (covers both work on a research project not for degree and funding for thesis or course-based research project for degree)
- Outlines minimum stipend rates
 - Award + Salary = Stipend
 - Based on hours or pay scale for Master's and PhD
- Provides Assistantship Time Use Guideline Template
- Describes leave (e.g. parental, vacation) and other benefits
- Specifies Health and Safety requirements for work environment
- Stipulates a Dispute Resolution process (informal, formal)

Summary of 2015-2016 Collective Bargaining

Signed two Memoranda of Settlement

- 1) Increased funding to Graduate Student Support Fund (GSSF)
- 2) Increased funding and changes to the Collective Agreement

& Continued support for the Graduate Student Assistance Program (GSAP)

MoS 1: Graduate Student Support Fund

- Four funds for ALL grad students:
 - Academic Travel Awards (\$500 x 1 for Master's; \$500 x 2 for PhD)
 - Childcare Grants (\$1000 per child per year)
 - Emergency Bursaries (up to ~\$2,500)
 - GSA Recognition Awards (held annually in April)

MoS 1: Graduate Student Support Fund

- Negotiated during Collective Bargaining
 - \$ 514,000 in 2012-2013 (increase of \$ 30,000)
 - \$ 609,000 in 2013-2014 (increase of \$ 95,000, 1 year agreement)
 - \$ 674,000 in 2014-2015 (increase of \$ 65,000; 2 year agreement)
 - \$ 689,000 in 2015-2016 (increase of \$ 15,000)

MoS 1: Graduate Student Support Fund

- Negotiated during Collective Bargaining
 - \$ 514,000 in 2012-2013 (increase of \$ 30,000)
 - \$ 609,000 in 2013-2014 (increase of \$ 95,000, 1 year agreement)
 - \$ 674,000 in 2014-2015 (increase of \$ 65,000, 2 year agreement)
 - \$ 689,000 in 2015-2016 (increase of \$ 15,000)
 - \$ 789,000 in 2016-2017 (increase of \$ 100,000, 2 year agreement)
 - \$ 814,000 in 2017-2018 (increase of \$ 25,000)

MoS 2: Increases to Stipends

Stipend = award + salary

- 1.6% increase to salary portion of stipend in year 1; total increase of 0.9%
 - Award increase tied to graduate student index (tuition increases set by government legislation at Alberta CPI, but frozen 2015-2017)
- 2.0% total increase in year 2

MoS 2: Changes to the Collective Agreement

Current CA has two kinds of Graduate Research Assistants

- RAs working on a research project not for degree program (up to 12 hours per week)
- RAs being funded for thesis or course-based research project for degree program (no hours associated with these RAs 'pay scale')

Ag	Rate	Rate	Stipend Rate
1	12,000	12,000	12,000
2	12,000	12,000	12,000
3	12,000	12,000	12,000
4	12,000	12,000	12,000
5	12,000	12,000	12,000
6	12,000	12,000	12,000
7	12,000	12,000	12,000
8	12,000	12,000	12,000
9	12,000	12,000	12,000
10	12,000	12,000	12,000
11	12,000	12,000	12,000
12	12,000	12,000	12,000
13	12,000	12,000	12,000
14	12,000	12,000	12,000
15	12,000	12,000	12,000
16	12,000	12,000	12,000
17	12,000	12,000	12,000
18	12,000	12,000	12,000
19	12,000	12,000	12,000
20	12,000	12,000	12,000

MoS 2: Changes to the Collective Agreement

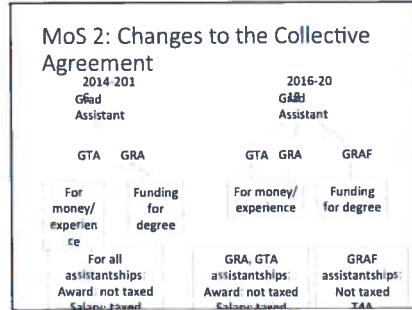
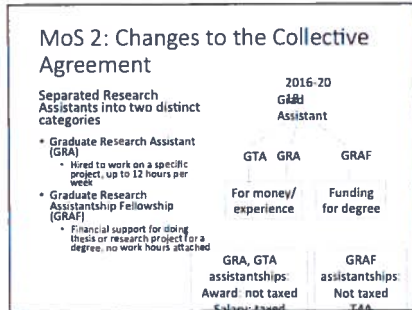
Current CA has two kinds of Graduate Research Assistants

- RAs working on a research project not for degree program (up to 12 hours per week)
- RAs being funded for thesis or course-based research project for degree program (no hours associated with these RAs, uses 'pay scale')

	2014-2015	2015-2016
Grad Assistant	12,000	12,000
GTA	12,000	12,000
GRA	12,000	12,000

For money/experience: Award not taxed, Salary: taxed

For funding for degree: Award not taxed, Salary: taxed



MoS 2: Changes to the Collective Agreement

- Improved the definitions of graduate research and teaching assistants (§8.01, 9.01)
- Used GTA and GRA to emphasize that positions are specifically for graduate students
- Used 'Graduate Assistant' to be more comprehensive of the new GRAF category and to highlight that GTAs and GRAs are playing dual roles and are more than just 'students'
- Clarified hours of work
 - GTA/GRA appointments can be combined for a total of up to 12 hours per week
 - Can work 12 hours as a GTA and/or GRA on top of a GRAF

MoS 2: Changes to the Collective Agreement

- Added benefits: up to one week of Bereavement Leave (§18)
- Added statement that "An impending or current leave shall not be used as the basis for denying an offer of a Graduate Assistantship for a future Academic Term" (§15.05)

MoS 2: Amendments to Appendices

Appendix A - Letter of Appointment

- List of key information to include in a letter of appointment
- Recommended sample letter
- List of 'if applicable' items:
 - Graduate Teaching and Learning Program
 - Box for 5% raise on salary component of stipend
 - List portion of a funding package covered by the assistantship

MoS 2: Amendments to Appendices

Appendix C - Time Use Guidelines

- Added in a line for training hours (if needed)
- Recommendation that GRAFs discuss term expectations with their Assistantship Supervisor
- Box to discuss vacation dates

<input type="checkbox"/> MOSES 2: Short Term Academically Related Employment	
Name of Student and Responsibilities	
Department	Advisor
Number of courses	
Number of students	
Other hours for position	
Current employment status for Spring/Summer	
Employment position	
Notes	
Phone Number (include area code)	
TOTAL MOSES per year if approved	
<input type="checkbox"/> MOSES 1: Short Term Academically Related Employment	
Name of Student and Responsibilities	
Department	Advisor
Number of courses	
Number of students	
Other hours for position	
Current employment status for Spring/Summer	
Employment position	
Notes	
Phone Number (include area code)	
TOTAL MOSES per year if approved	
<input type="checkbox"/> MOSES 3: Short Term Academically Related Employment	
Name of Student and Responsibilities	
Department	Advisor
Number of courses	
Number of students	
Other hours for position	
Current employment status for Spring/Summer	
Employment position	
Notes	
Phone Number (include area code)	
TOTAL MOSES per year if approved	

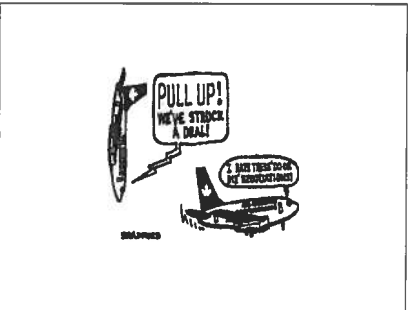
MoS 2: Amendments to Appendices

Appendix E - Short Term Academically Related Employment

- Rewrote section as it is poorly understood
- Some departments have used it inappropriately (i.e., we removed all mention of 'casual')
- Purpose is for very specific, very short term positions (work complete in under 3 weeks)

Take Away Messages

- Collective Bargaining is a negotiation process between GSA and Board of Governors to renew the Collective Agreement
- Collective Agreement protects grad assistants and provides benefits
- Increased funding for both GSSF and stipends



On-going and Future Work

- Meetings with Departmental Councillors
- Working with Provost's office and HR to ensure appropriate letters of appointment are being offered to all TAs/RAAs
- Provost's Office following up on use of appropriate CA
- Develop tracking system to show range of issues
- Continuing to educate students, professors, departments, faculties, administration on GSA Collective Agreement
- Changing University culture to define grads as more

MoS 1: Graduate Student Support Fund

- Academic Travel Awards (\$500 x 1 for Master's, \$500 x 2 for PhD)
- Childcare Grants (\$1000 per child per year)
- Emergency Bursaries (up to ~\$2,500)
- GSA Recognition Awards (held annually in April)

GSA NOMINATING COMMITTEE (NoC)
**GSA SENATOR
 NOMINEES**

The GSA NoC advertised this position to all graduate students in the GSA Newsletter on April 8, 2016 and received **five (5)** nominations, by the deadline of Friday April 29, 2016 at 12:00 PM (noon). A call for additional nominations was emailed to GSA Council on May 9, 2016. Following the second call to GSA Council one nominee withdrew their candidacy due to scheduling availability. **No additional nominations were received by the deadline of Friday, May 13, 2016 at 10:00 AM.**

GSA Bylaw, Part IV, Officers, Section 3.2.3 states that “The Senator shall be elected by a **simple majority vote** of Council, normally for a one-year term, **at the May meeting of Council.**”

There will be an anonymous paper ballot vote held at the May 16, 2016 GSA Council meeting to elect the GSA Senator for 2016-2017.

*If you are unable to attend the May 16, 2016, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) **BEFORE 3:00 PM on Monday, May 16, 2016, in order to cast your vote in advance of the Council meeting.***

The biographies and brief resumes of all nominees are listed below in alphabetical order. **Nominees shall be listed on the ballot in reverse alphabetical order.**

Qualifications as set out in GSA Policy, Officer Portfolios, Section 9.2.b

“The Senator should have prior experience acting as a representative for the GSA and/or as a liaison with bodies external to the University.”

Duties as set out in GSA Bylaw, Part IV Officers, Section 3.3.3

“The Senator is the GSA’s representative to the University of Alberta Senate.”

Duties as set out in GSA Policy, Standing Committees, Section 2.1.d:

“All Council-Elected Officers (GSA Bylaws, Part IV, Officers, Section 3) are non-voting members of the GSAB.”

GSA Policy, governing the NoC, states that “the NoC will provide Council with nominations for the (...) Senator” (GSA Policy, Nominating, Section 6.6).

Biographies and brief resumes of the GSA Senator nominees (2) are ATTACHED on pages 8.1 - 6.3. Biographies and brief resumes have been attached as received (i.e. not edited).

Nominees are listed in alphabetical order and will be presented in reverse alphabetical order on the ballot:

- 1. Pooran Appadu (Agricultural, Food and Nutritional Sciences)**
- 2. Alicia Cappello (Humanities Computing/Library and Information Studies)**
- 3. Jessica Peck (Library and Information Studies)**
- 4. Jane Traynor (East Asian Studies)**

Biographies and Resumes of Nominees:

1. Pooran Appadu

Bio: Pooran Appadu spent his formative years in a rural village in Guyana, South America. Distinguishing himself at one of the country's top secondary schools, he went on to read for a first-degree in chemistry at the University of Guyana and graduated with distinction in 2012. Subsequently, Pooran co-founded the *World Youth Trust* – a youth empowerment organization, and volunteered for a year teaching A-level chemistry to secondary school students in Guyana. In 2013, Pooran commenced postgraduate studies in Bioresource Engineering in the Department of Agricultural, Food and Nutritional Science at the University of Alberta. Under the supervision of Dr. David Bressler, Pooran is developing novel technology platforms for the conversion of >300000 tonnes/annum of unmarketable cattle tissues into adhesives, flocculants, and foams. He is expected to graduate with a Ph.D. in 2018.

Summary Resume: Pooran has been involved in many facets of student government. At the University of Alberta, he has represented graduate student interests on numerous committees, councils, and associations. Pooran fervently believes that the experiences gained make him a suitable candidate for GSA Senator. This position will provide him with an opportunity to *'inquire, promote, and connect'* on behalf of the GSA. In doing so, Pooran will serve in an ambassadorial role between the GSA, the University Senate, and communities in Alberta. He will contribute to the conversation as the University Senate discusses: (i) honorary degree recipients; (ii) U-School, where elementary and high school students explore life and learning at the U of A for a week; and (iii) other initiatives that seek to engage communities in Alberta.

Here is a list of committees, councils, and associations (in chronological order) that Pooran has served/is serving on. Note, with the exception of President-elect, Pooran will not have any other commitments as of May 1st, 2016.

- ✚ President-elect, Faculty of Agricultural, Life and Environmental Sciences Graduate Students' Association (2016-2017)
- ✚ Chair, Orientation Committee, Department of Agricultural, Food and Nutritional Science (2015/2016)
- ✚ Councillor-at-Large, The Graduate Students' Association (2015-2016)
- ✚ Vice-Chair, Agricultural, Food and Nutritional Science Graduate Students' Association (<http://www.afnsgsa.org>) (2015-2016)
- ✚ Councillor, The Graduate Students' Association (2014-2015)
- ✚ Councillor, Faculty of Graduate Studies and Research Council (2014-2015)
- ✚ Councillor, Faculty of Agricultural, Life and Environmental Sciences Council (2014-2015)
- ✚ Member, Academic Appeals Committee, Faculty of Graduate Studies and Research (2014-2016)

2. Alicia Cappello

Bio: Born and raised in Ontario, I moved to Edmonton in 2012 to begin a new career trajectory. Prior to moving to Edmonton I obtained a business degree from York University in 2001 and spent 12 years working at a financial institution. While I was primarily based in Toronto for my previous career, I also spent three years in the United States working on a variety of projects. While I was successful in this previous career, it was not enjoyable. I decided to pursue a new career direction in 2012 and move to Edmonton to attend the University of Alberta. Between 2012 and 2014 I enrolled as an undergraduate 'special student' where I was able to take a variety of courses based on interest rather than degree requirements. I started an MA in Humanities Computing in 2014 and then transferred into the joint MA/MLIS program in 2015.

During the 2015/2016 academic year I expanded my volunteer commitments to include: Vice President of External Affairs on the Humanities Computing Students' Association (HCSA); Graduate Student-at-Large on the General Faculties Council (GFC); Graduate Student Representative on the Faculty of Graduate Studies and Research (FGSR) Council; Graduate Student Representative on the Faculty of Arts Council; Graduate Student Representative on the Protection Services Commission; and Graduate Student Representative on the Academic Advisory Committee in the Faculty of Arts. My experience on these councils and committees has provided me with an interesting perspective of university governance and I am interested in becoming even more involved.

Summary Resume: I graduated with a Bachelors of Administrative Studies from York University in 2001. I attended one year of the Masters of Business Administration program at the Schulich School of Business before I moved to the United States for my job. Between 2001 and 2012 I worked for a major financial institution in a variety of human resources and finance roles from junior analyst to manager and team leader. The last several years of my career included being a project manager responsible for large and expensive projects within the organization. Since moving to Edmonton in 2012 I have worked as a lab assistant in an ecology lab and an ethology lab, a customer service representative at Indigospirit, a tutor at Kumon Education, an administration for Chimo Animal-Assisted Therapy, a metadata assistant in Bibliographic Services at then University of Alberta Libraries, a research assistant for both Dr. Scott Smallwood and Dr. Sean Gouglas, and as a freelance writer for a large website.

3. Jessica Peck

Other Committees: GSA Governance Committee, GSA Representative for the Student Library Advisory Council, Coumts Library Advisory Committee, School of Library and Information Studies Curriculum Committee

Bio: My name is Jessica Peck and I am interested in acting as a Senator for the GSA. I was born and raised in Southern British Columbia before attending the University of Alberta to complete my undergraduate studies. I graduated with a Bachelor of Commerce (Co-op) specializing in Marketing in 2011 and subsequently worked in events and project management at Running Room before returning to the University of Alberta for the Master of Library and Information Studies program in fall of 2014. In addition to acting as the GSA Council Representative for the Library and Information Studies department from fall semester 2014 to winter semester 2016, I am an elected representative for the GSA Governance Committee, the Student Library Advisory Council (SLAC) and a member of the logistics committee for the 2016 Alberta Student Leadership Summit. Within the School of Library and Information Studies, my volunteer experience includes acting as Co-Chair for Partners Week a job shadow program held twice a year for MLIS students, serving as my faculties representative on the Coumts Library Advisory

Committee and acting as the student representative for the School of Library and Information Studies Curriculum Committee.

Summary Resume: I have recently completed my second year of the Master of Library and Information Studies program, where my areas of research have focused on evaluating the information seeking process in order to improve users ability to locate valuable resources and health sciences librarianship. I believe that my previous experience will be an asset in acting as Senator due to my background acting as a representative for the GSA, the Faculty of Education, and the School of Library and Information Studies as detailed within my bio. I have consulted with my schedule for the upcoming year and can confirm that I will be able to attend all related meetings. Please consider me as a candidate for GSA Senator.

4. Jane Traynor

Other Committees: Institutional Strategic Planning Committee, GSA Councilor (East Asian Studies), Department of East Asian Studies Chair Search Advisory Committee

Bio: I was born and raised in Calgary, Alberta. I enrolled in Late French Immersion in grade seven, and continued my French education through the extended French and IB programs offered at my high school. I then pursued a double major in Drama and Japanese Language & Literature at the University of Alberta, graduating in Spring 2015. I am back again at the U of A for my second degree, an MA in East Asian Studies. I have been involved in a variety of student groups at the U of A, including the KGK: East Asian Studies Undergraduate Studies Students' Association, the Japanese Drama Society and the U of A Badminton Club. I have also served as both undergraduate and graduate representative at the East Asian Studies Department Councils, as well as on two departmental chair search advisory committees.

Summary Resume: Despite having just completed the first year of my MA program, the end of this academic year also marks for me five years at the University of Alberta. Over these past five years, the U of A has become a second home to me and as a result, I am always looking for ways in which I am able to give back to the community that has been so welcoming.

Throughout my undergraduate degree, I was active in a variety of student groups which gave me a broad understanding of the challenges different groups may face on campus. Therefore, I am highly aware that there is never a "one-size-fits-all" solution to any one problem. In particular, my experience as the Graduate Representative on the Institutional Strategic Planning Committee has helped me gain a better appreciation of the myriad of communities that make up the wonderfully complex system that is the university. It has also allowed me to develop as an advocate for the graduate students to the rest of the university. Thanks to my experience on the ISP committee, I believe I have the skills necessary for negotiating the needs of the graduate students in conjunction with the needs of the other university constituents.

I am a strong believer in the high quality work done at the U of A and if given the opportunity, I would be honored to serve as an ambassador for the work we do to the broader university community and beyond. As I am not taking courses next year, my schedule is flexible enough to accommodate any meetings and other commitments required from this position.

GSA NOMINATING COMMITTEE
GSA Board Vacancy: Newly-Elected Member

Suggested Motion for the GSA Council:

That GSA Council, acting on the unanimous recommendation of the GSA Nominating Committee, **RECEIVE FOR INFORMATION** the newly-elected GSA Council member for the position on the GSA Board, as noted below.

Newly-Elected GSA Council Member on GSA Board:

- 1. Alicia Cappello (Councillor-at-Large, Humanities Computing/Library and Information Studies)**

Background:

This joint position was advertised via email to GSA Council on Wednesday, April 20, 2016 with a deadline of Wednesday, April 27. One nomination was received. A call for additional nominations went out on May 2, 2016 with a deadline of Friday May 6, 2016 at 12:00 PM (noon). Since the GSA Nominating Committee did not receive any additional nominations, the nominee was declared elected.

Jurisdiction:

GSA Policy, Standing Committees, Section 2.1.e

“Council (GSA Bylaws Part III, Council) may appoint up to three members of Council as non-voting members of the GSAB.”

No additional nominations were received by the deadline provided of 12 (noon) on Friday, May 6, 2016 (GSA Policy, Nominating, 6.6). The nominee presented in this report is therefore declared **elected**.

GSA Board: Vacancy: ONE MEMBER OF GSA COUNCIL

GSA Board Role and Requirements (GSA Board Policy, Councillor Positions on the GSA Board: Responsibilities):

The **GSA Board** is the senior administrative authority of the GSA and meets **every Wednesday from 12:00 – 2:00 PM**. As set out in the GSA Board Policy, the responsibilities of Councillor positions on the Board are:

1. **“Regular attendance at Board meetings is expected**, with regrets and reasons submitted to the President. Any voting Board member may question attendance of Councillors at any time.”
2. **“Understanding that the essence of this position is to provide a link between the elected GSA officials and the floor of Council is essential [...].”**
3. **“These Councillors will have a birds-eye view of the Board operations and business. They are expected to provide information gleaned from these meetings, from their own perspective, to Council – ie to participate and speak up at Council when Board business is discussed, from their own unique views.”**

GSA Council Members Leaving the GSA Board: Monty Bal (Political Science)

GSA Council Members Staying on the GSA Board: Michele DuVal (Biological Sciences), Radim Barta (Oncology)

**GSA NOMINATING COMMITTEE (GSA NoC)
GSA Councillor-at-Large By-Election (ONE POSITION)
NOMINEES**

One Councillor-at-Large elected during the GSA General Election 2016 in February resigned from their position. This vacancy was advertised to all graduate students through the GSA Newsletter on April 29, 2016. The deadline to receive nominations was Friday, May 6, 2016, at 12:00 PM (Noon). The GSA NoC received two (2) nominations. On May 9, 2016 the GSA NoC forwarded these nominations to GSA Council with a call for additional nominations. Additional nominations were accepted until Friday, May 13, 2016 at 12:00 PM (Noon).

As set out in GSA Policy, Elections, By-Elections, Section 11.3:

“In the event that any **CAL positions** are not filled by the end of the General Election, [...] GSA Council will be responsible for electing any remaining CALs. When electing any remaining CALs, the GSA Council will aim to elect graduate students from as broad a range of disciplines as possible. The GSA NoC will decide on procedures and then provide one or more names to GSA Council for consideration, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process allows for Councillors to make additional nominations. If the matter is urgent, GSA Council can hold this election electronically.”

There will be a paper ballot vote held at the May 16, 2016 GSA Council meeting for the Councillor-at-Large position.

If you and your alternate are unable to attend the May 16, 2016, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday, May 16, 2016, in order to cast your vote in advance of the Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in reverse alphabetical order on the ballot. ‘None of the Candidates’ will also be considered a nominee on the ballot.

- 1. Ahmed Najar (Renewable Resources)**
- 2. Jessica Peck (Library and Information Studies)**

The names and biographies received (two nominees) are BELOW. Biographies are presented as received (i.e. not edited) and in alphabetical order by surname.

Biographies and Resumes of Nominees

1. Ahmed Najar

Bio: I was born in Tunisia and obtained my BSc (2009) there in Bio-Process Engineering. I had a passion for multiculturalism and spoke 5 languages by age 23, so Canada seemed to be the obvious next step. While in Tunisia my friends and I founded Teatro-INSAT a student initiative for freedom of speech and meaningful expression. Under the previous regime we were granted permit to perform in Tunis but banned from touring in the rest of the country. I was expecting Canada to be my haven of extracurricular activities yet was faced with a loss of relevance and context due to cultural difference. Here in Edmonton I volunteer with the Green Room and the John Humphrey Center.

TWO PAGES

Summary Resume: I am now a third-year PhD student in the Department of Renewable Resources studying the immune system of trees. After few research assistantships in Quebec I moved to Alberta for my MSc (completed 2012) and started my PhD right after in the same lab. I worked in Dr Erbilgin's lab for the last 6 years. I was the PI for the BIOLE 108 course in Campus Saint-Jean and volunteer with the bridges program in various elementary schools.

I am interested in the LRC committee because I would love to learn how collective bargaining is conducted and the challenges of such exercise. I hope my skills in cross cultural communication will come in handy.

2. Jessica Peck

Committees: GSA Governance Committee, GSA Representative for the Student Library Advisory Council, Coutts Library Advisory Committee, School of Library and Information Studies Curriculum Committee

Bio: My name is Jessica Peck and I am interested in acting as a Councillor-at-Large for the GSA. I was born and raised in Southern British Columbia before attending the University of Alberta to complete my undergraduate studies. I graduated with a Bachelor of Commerce (Co-op) specializing in Marketing in 2011 and subsequently worked in events and project management at Running Room before returning to the University of Alberta for the Master of Library and Information Studies program in fall of 2014. In addition to acting as the GSA Council Representative for the Library and Information Studies department from fall semester 2014 to winter semester 2016, I am an elected representative for the GSA Governance Committee, the Student Library Advisory Council (SLAC) and a member of the logistics committee for the 2016 Alberta Student Leadership Summit. Within the School of Library and Information Studies, my volunteer experience includes acting as Co-Chair for Partners Week a job shadow program held twice a year for MLIS students, serving as my faculties representative on the Coutts Library Advisory Committee and acting as the student representative for the School of Library and Information Studies Curriculum Committee.

Summary Resume: I have recently completed my second year of the Master of Library and Information Studies program, where my areas of research have focused on evaluating the information seeking process in order to improve users ability to locate valuable resources and health sciences librarianship. I am interested in the Councillor-at-Large position because I am eager to continue my involvement with the GSA. I believe that my previous experience with academic committees will make me a valuable asset to the GSA. Please consider me as a candidate as a Councillor-at Large- for the GSA.

TWO PAGES



Dear Councillor Friends and Colleagues,

The past few months have been a whirlwind of preparation through job shadowing, meetings with predecessors and formal transition events as the incoming team prepared for new (and continuing) roles and responsibilities this year. Based on a recent strategic planning workshop, I believe my team appreciates the range of issues facing grad students and the important role that we will play this coming year in continuing to serve, support, and advocate for grad students.

In being elected, we will all be held accountable for our portfolios to grad students through this Council. The February election highlighted the lack of grad student engagement with the GSA. Voter turnout increased, which is wonderful – but we still have work to do. To that end, I am committed to working hard to inspire enhanced confidence among grad students in our team and the decisions we (and you, as Councillors) make on their behalf. My aim this year is to help grad students feel engaged and that they have a voice. This will involve us forming relationships and having dialogue with students from across campus and with members from other groups, such as the SU, AASUA, and NASA, City stakeholders, provincial and federal government representatives, and students at other PSE institutions in Alberta and in Canada. Building relationships will allow for open, constructive, and thoughtful opportunities to shape the conversation around graduate education and employment.

To achieve this goal, my team of elected officers will be bringing forward an action plan for discussion, demonstrating the direction we want to take this year together. That discussion will be followed by some brainstorming sessions in Council and with other students over the summer to help the GSA Board shape its Strategic Work Plan. As representatives of all grad students, I believe that dialogue and debate from diverse perspectives is important for us as we develop this Plan, and I also believe that we need to work collaboratively and respectfully if we are to achieve our mandate to represent, advocate, and improve the lives of graduate students. Over the next year, my team will have the opportunity, indeed a collective responsibility, to develop plans, make decisions, and deliver on our commitments in a timely manner.

As part of a larger team, I believe it will be important to be aware of our own strengths and weaknesses so that we can spend most of our working time using our strengths, and support each other in areas of weaknesses. This year, I am confident our Council team will work respectfully, collaboratively, and with trust and cooperation on a variety of complex issues facing graduate students at the U of A, in the province, and across the country. As we do so, we will all need to demonstrate the values of inclusiveness, honesty, hard work, financial prudence, openness to new ideas, and generosity of spirit. One of the things Colin did this past year was to have an open door policy, and I want to say upfront that I will extend the same invitation to Councillors and all grad students. If you are confused about something or have questions, concerns, wonders, a fantastic idea and need someone to bounce it off of, want to continue a previous discussion or want to follow up on something that has been decided, feel free to stop by my office or email/text/Facebook message me and we can go for coffee/drinks to discuss. We may not always agree, but let's keep meeting, talking, and listening.



Finally, this is a new role for me, and I'm still learning the ropes. To help me do my job more effectively, I will appreciate hearing your feedback on my leadership too - if you think I'm doing a good job, gave a good explanation, found a fantastic solution, etc. please tell me, and/or, if you think there is something specific that I can improve upon, you don't feel I've got all the information, I missed the mark on an explanation etc., please tell me as well. Receiving appreciative and constructive feedback can help my team and I serve and support you better.

As I start this new adventure with you, I know I can count on each of you to fulfill the important responsibilities that you have each been entrusted with to represent all members of your department, or all graduate students. In turn, please know that you can count on my consistent support and advocacy. Together can create great experiences and opportunities for all graduate students at the U of A.

Warmest regards,

A handwritten signature in black ink, appearing to read 'Sarah Ficko'.

Sarah Ficko, 2016-2017 GSA President

PS My meeting reports will follow!

GSA President 2015-2016
Report to GSA Council for the May 16, 2016 Meeting

To: GSA Council
From: Colin More
Date: May 13, 2016

Hello everyone!

I'll try to make this, my last report to Council, fairly quick. It was a pretty eventful last few weeks of my term!

First, I represented graduate students on the joint committee tasked with bringing forward candidates for Chancellor to the Senate's May plenary session. This was quite an experience, and as you have no doubt heard by now, Mr. Doug Stollery was elected on May 6 as the University of Alberta's 21st Chancellor. I have now met Doug on several occasions, and have no doubt that he will be a fine symbol for the institution and a wise counsellor for administration.

Second, on what I believe was my last day in office, I signed an agreement extending the GSA's lease on space in Triffo Hall from the University for \$1 per year. As I considered this a reasonable value for our organization, I didn't haggle too much on the deal.

Finally, our provincial advocacy group, ab-GPAC, held its transition from May 6-8 in Calgary. I attended, along with my VP External Alphonse Ndem Ahola, your new VP External Masoud Khademi, and your new President, Sarah Ficko. The weekend was packed with a lot of information, but the new executives asked a number of really excellent questions and I have no doubt that the organization is in good hands. For my part, I am staying on as one of U of A's Directors until the ab-GPAC website is completed - it was felt that a degree of continuity on that project was desirable.

With that, I shall now officially step out of the big chair and say so long! The GSA has changed in so many ways since I first became involved with them, but the cliché that change is the only constant is true. So long as the organization can remain mature and adaptable, it will continue to be a force to be reckoned with for years to come.

Cheers,

Colin More, GSA 2015-2016 President

Please find below a list of meetings I attended between April 19, 2016 to April 30, 2016, and from May 6-8, 2016. The meetings were accurate at the time of printing.

April 19	ATB with Cory Boddy
April 19	Vice-President Finance and Administration (VP F&A) and Vice-President Facilities and Operations (VP F&O) Search Committee
April 20	General Faculties Council Academic Planning Committee (GFC APC)
April 20	GSA Transition
April 20	Board University Relations Committee (BURC)
April 25	Chancellor Search
April 25	Alberta Graduate Provincial Advocacy Council (ab-GPAC)
April 26	Board Finance and Property Committee (BFPC)
April 27	Collective Agreement Internal Meeting
April 27	Mandatory Non-Instructional Fees (MNIF) with P Stack
April 29	Vice-President Finance and Administration (VP F&A) and Vice-President Facilities and Operations (VP F&O) Search Committee
May 6-8	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Transition

GSA President 2016-2017
Report to GSA Council for the May 16, 2016 Meeting

To: GSA Council
From: Sarah Ficko
Date: May 13, 2016

Dear Council Colleagues,

Being a president is an honour and a privilege, and it will definitely be an adventure! One of the most noticeable differences from my role last year is the significant increase in emails and material to read, process, and make a decision on, as well as the number of academic meetings and other events that the President attends. As I'm fascinated by this change, I thought it might be fun for everyone to see what my first week in office entailed beyond a list of meetings in a report!

Monday, May 2: I replied to emails at home (they started on Sunday actually!), then had a meeting with Ellen, our ED. VP Academic Firouz and I attended the Community Connections Awards held at City Hall where three deserving groups were awarded for their contributions to the U of A, Edmonton, and the greater community. We grabbed dessert (who doesn't provide lunch food for a lunch event?!) and rushed for the LRT to get back to campus in time for a special meeting of General Faculties Council (GFC) to discuss the effects of delegations of authority from GFC out to its standing committees through the UAPPOL (University of Alberta Policies and Procedures Online) process, which began in about 2005. My day ended over coffee with a friend and lawyer for advice on dressing for more formal events.

Tuesday May 3: I worked on my research briefly in the morning before tackling emails (how can I have so many emails in only 3 days?!). At noon I had an orientation with the Board of Governors' Chair Michael Phair, University Secretary Marion Haggarty-France, and the Incoming SU President Fahim Rahman, and the undergraduate Student-at-Large on the Board. Thankfully lunch was provided. Afterwards I met with the Graduate Ombudsperson to discuss several mutual ongoing cases (I'm finishing a few cases as it is in the best interests of the students involved to have that continuity) and to get some advice as he is also a former GSA President. My next meeting was with Heather Hogg to discuss the next steps for the Collective Agreement, and then finally I was back across the river for a workshop hosted by Women in Leadership, a mentoring program for women I joined this year after being elected President.

Wednesday May 4: My morning was spent on administrative work including the development of the Board Strategic Work Plan (including an action plan for this year and more long term goals), and of course answering emails. At 10 am I had a meeting with the GSA Management Team to discuss non-urgent and upcoming items that are collected over the week and discussed before the weekly GSA Board meeting. There always appears to be some items that then become urgent after the meeting! At noon we had our weekly GSA Board meeting where all the Directly-Elected Officers, management, three Councillors, the Senator, Speaker and CRO have the opportunity to get together and discuss major items that are coming up, meetings we've attended in the past week, and anything else that is important or relevant to discuss on behalf of grad students. During that meeting we discussed group norms and the list of succession for various roles. Then I presented the changes to the Collective Agreement to the Board before they were mailed out to you last Friday. I didn't have anything scheduled in the afternoon, but I was busy signing cheques, talking to Heather about suggestions from the GSA Board on changes to the cover letter from me to you about the Collective Agreement, and then answering emails.

Thursday May 5: Sasha, Heather, and I met with a graduate student in the morning. Sasha is now in my old position of VP Labour, but I stayed involved on this case because I had previously assisted another graduate student from the same lab and have a good sense of the background involved. I then had a meeting with my

thesis supervisor to discuss my research, followed by a meeting with Heather and the Management Team to finalize edits for the Collective Agreement letter, information to go in the GSA newsletter, and training opportunities for my team to help with their work on behalf of graduate students. Around 4 pm I went home to get changed for the Chancellors Appreciation event held at the Faculty Club. Ralph has been a good friend of the GSA over his term as Chancellor and we will all miss him. A live performance by the Faculté St-Jean choir part way through dinner was a lovely surprise and tribute to Ralph! Afterwards I had the opportunity to meet with three former GSA Presidents who had also been invited to the event in various capacities.

Friday May 6: At 9 am VP Labour Sasha and I attended a talk given by Dr. Mahadeo Sukhai, a cancer researcher who was awarded a grant to conduct research on the experience of graduate students who also have disabilities. Apparently it was really the first time anyone has done this research, and a report from a Task Force will be released in the near future. The next hour was spent signing cheques, answering last minute questions and of course emails, before heading off to lunch. VP Student Services Ali, Sasha, and I had lunch with Dr. Sukhai, several people from FGSR, several Ombuds people and their new intern, an Associate Dean from the Office of the Dean of Students, the Director of the Office of Safe Disclosure and Human Rights, and a Discipline Officer in the FGSR common room. It was an informative experience in pulling together key stakeholders for conversation about some issues facing grad students on campus. From there, I grabbed my bag and headed to the LRT to catch a bus to Calgary with VP External Masoud, former President Colin and former VP External Alphonse, for the transition activities for our provincial lobby group ab-GPAC. We arrived and checked in around 7 pm, and then headed over to the U of C GSA to meet up with their team and have pizza. In between discussion I received news about events happening on campus to assist the evacuees from Fort Mac.

Saturday/Sunday May 7-8: Outgoing and incoming representatives from the GSAs of the U of A, U of C, the University of Lethbridge, and Athabasca got together from 8 am to about 9 pm on Saturday and 8:30 am to 2:30 pm on Sunday to share what has been done over the past year, discuss the status of the organization, brainstorm effective ways to talk to the government, and begin planning for upcoming elections and advocacy work that the group wishes to tackle this coming year. It was very informative and productive weekend, and useful to have personal connections with the other GSAs in the province. The four of us got back to Edmonton around 8 pm Sunday evening. Over the weekend, I talked to both Ali and Firouz as well as other University admin staff about the GSA assisting with upcoming events such as the BBQ in Quad, as well as to spread the news that the GSA and FGSR are hosting a collection point for donations in Triffo Hall.

And that was week one!

The one other item I want to report on has to do with creating and filling the GSA Board Health and Dental Plan Subcommittee that was established following last Council. We haven't had sufficient nominations to meet quorum for this Subcommittee, so I will give you an update and some options during my report.

I know that is a lot of writing, so congratulations if you've made it this far ☺ I think the next 340 days are going to be equally as full and exciting, and I look forward to seeing everyone Monday night.

Enjoy the sunshine!

Sarah Ficko, GSA 2016-2017 President

Please find below a list of meetings I attended between May 1, 2016 to May 16, 2016. The meetings were accurate at the time of printing.

May 2	Meeting with the Executive Director
May 2	Community Connections Awards
May 2	General Faculties Council (GFC) Special Meeting
May 3	Board of Governors' Orientation
May 3	Meeting with the Graduate Student Ombudsperson
May 3	Collective Agreement with the Director of Operations
May 5	Meeting with a Graduate Student
May 5	Chancellor Appreciation Event
May 6	Mahadeo Sukhai Talk
May 6	Lunch with Mahadeo Sukhai, FGSR Representatives, and Others
May 6-8	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Transition
May 10	Information Session: The Collective Agreement and You!
May 11	Meeting with a Graduate Student and an Associate Chair
May 11	General Faculties Council Academic Planning Committee (GFC APC)
May 12	Information Session: The Collective Agreement and You!
May 12	SU President and Associate Dean, Office of the Dean of Students
May 12	Board of Governors' Dinner
May 13	Board of Governors' Meeting
May 13	Alberta Graduate Provincial Advocacy Council (ab-GPAC)

**GSA Board (GSAB)
Report to GSA Council for the May 16, 2016 Meeting**

To: GSA Council
 From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board; Heather Hogg, Director of Operations; and Courtney Thomas, Director of Services and Governance
 Date: 13 May 2016

The GSA Board (GSAB) reports regularly to GSA Council by listing its agenda items, motions/agreements, and main items of discussion. Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. Open session Minutes are available upon request. The President, Vice-Presidents, Director of Operations, Director of Services and Governance, Financial Manager, and I will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 19 (Executive Director's Report to GSA Council) on pages 19.2-19.5.

20 April 2016 GSA Board Meeting

Main Agenda Items:

Attendance at the ab-GPAC AGM, May 6 to 8, 2016, in Calgary, AB: Estimated Expense; GU15 Debrief

Motions and Agreements:

Members **AGREED** to approve the Agenda of April 20, 2016, after adding, as an Action Item a draft letter of support for the University's bid to host congress in 2020, which had been previously distributed. HT **MOVED**. SF Seconded. **CARRIED**.

MOTION: That the GSA Board **APPROVE** the estimated expense for four (4) representatives of the GSA to attend the ab-GPAC Transition, May 6 to 8, 2016, in Calgary, AB, as noted below. AT **MOVED**. HT Seconded. **CARRIED**.

27 April 2016 GSA Board Meeting

Main Agenda Items:

Actual Expenses for Attendance at a GU15 Conference, April 12-15, 2016 in Vancouver, BC: External Relations Travel Expenses; External Grants: Proposed Changes to GSA Board Policy; GSA Board Health and Dental Plan Subcommittee: Terms of Reference; Petition for PhD Immigration Stream for International Graduate Students – Letter from the McMaster GSA; Move of the Centre 4 Writers from the Faculty of Arts to the Dean of Students

Motions and Agreements:

MOTION: The GSA Board is asked to **REVIEW AND RECEIVE FOR INFORMATION** the attached summary of actual expenses incurred through attendance at a GU15 conference, held April 12-15, 2016 in Vancouver, BC. CM **MOVED**. SF Seconded. **CARRIED**.

MOTION: That the GSA Board **APPROVE** the removal of now obsolete wording from the GSA Board Policy on External Grants. CM **MOVED**. AT Seconded. **CARRIED**.

MOTION: That the GSA Board **APPROVE** the attached Terms of Reference, as amended, for the GSA Board Health and Dental Plan Subcommittee. CM **MOVED**. AT Seconded. **CARRIED**.

4 May 2016 GSA Board Meeting

Main Agenda Items:

Line of Succession for Chair of the GSA Board; Designation of Executive Vice-President and Line of Succession for Acting President; Graduate Student Assistantship Collective Agreement

Motions and Agreements:

MOTION: Members **AGREED** to approve the Agenda of May 4, 2016, after amending ES' away dates to leaving May 12 and returning May 24, which had been previously distributed. SF **MOVED**. SvK Seconded. **CARRIED**.

MOTION: Members **AGREED** to approve the Minutes of April 27, 2016, which had previously been distributed. SF **MOVED**. AT Seconded. **CARRIED**.

GSA Board Members **AGREED** that the line of succession should for Chair of the GSA Board would be: 1) GSA Vice-President Student Services, 2) GSA Vice-President Labour, 3) GSA Vice-President External

11 May 2016 GSA Board Meeting

Main Agenda Items:

GSA Emergency Bursaries: Review and Discussion of GSA Policy; Graduate Student Assistantship Collective Agreement: Final Copy

Motions and Agreements:

No motion at this time.

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**GSA Nominating Committee (GSA NoC)
Report to GSA Council for the May 16, 2016 Meeting**

To: GSA Council
From: Michele DuVal
Date: May 13, 2016

Dear Council Colleagues,

The report from the GSA Nominating Committee (GSA NoC) this month is a summary of discussions/decisions the GSA NoC has made since its last report, together with a list of all vacancies filled and those which will be filled shortly.

GSA Bylaw governing the GSA NoC is located in Part V (Standing Committees). GSA Policy governing the GSA NoC is found in the sections titled "Nominating" and "Standing Committees." As provided for in its Terms of Reference, the GSA NoC has been conducting business via e-mail.

Sincerely,

Michele DuVal, Administrative Chair, GSA Nominating Committee

GSA Council-Elected Officers

1) GSA Senator (1 Graduate Student Position)

As per GSA Policy, nominations for Senator opened in April. The GSA NoC advertised for the position in the GSA newsletter on Friday, April 29, 2016. A call for additional nominations was emailed to GSA Council on May 9, 2016. The deadline to receive additional nominations was Friday, May 13, 2016 and five nominations were received. Following the second call to GSA Council one nominee withdrew their candidacy due to scheduling availability, leaving four nominees to be considered and voted on at the May 16, 2016 GSA Council meeting. **See Item 8a – Nominees for GSA Senator**

GSA Standing Committees

1) GSA Councillor-at-Large (1 Graduate Student Position)

In the GSA newsletter of April 29, 2016 the GSA NoC advertised for the vacant GSA Councillor-at-Large position. The deadline to receive nominations was May 6, 2016 and two nominations were received. A call for additional nominations was emailed to GSA Council on May 9, 2016. The deadline to receive additional nominations was Friday, May 13, 2016 and no additional nominations were received. **See Item 8d – Nominees for GSA Councillors-at-Large By-Election**

2) GSA Appeals and Complaints Board (1 GSA Council Member Position)

In an email to GSA Council on April 20, 2016 the GSA NoC advertised for the vacant position on the GSA Appeals and Complaints Board (GSA ACB). The deadline to receive nominations was April 27, 2016 and one nomination was received. A call for additional nominations was emailed to GSA Council on May 4, 2016. The deadline to receive additional nominations was May 11, 2016 and no additional nominations were received. The GSA NoC interviewed the nominee on May 12, 2016 and approved the nominee. The GSA NoC is conducting the final approval of the nominee.

3) GSA Board (1 GSA Council Member Position)

In an email to GSA Council on April 20, 2016 the GSA NoC advertised for the vacant position on the GSA Board (GSAB). The deadline to receive nominations was April 27, 2016 and one nomination was received. A call for additional nominations was emailed to GSA Council on May 2, 2016. The deadline to receive additional nominations was Friday, May 6, 2016 since there were no additional nominations, the nominee was declared elected to serve on the GSAB. The graduate student declared elected to serve on the GSAB is Alicia Cappello (Humanities Computing). **See Item 8b – Representative for GSA Board**

4) GSA Board Health and Dental Plan Subcommittee (5 Graduate Student Positions and 3 Council Member, Alternate, or Recent Former Positions)

In the GSA newsletter of April 29, 2016 the GSA NoC advertised for eight (8) vacancies on the GSA Board Health and Dental Plan Subcommittee; five (5) vacancies for graduate students who have not been and do not plan to be involved with GSA Council in 2015-2016 or 2016-2017, as well as three (3) vacancies for graduate student Councillors, Recent Former Councillors, or Alternates. The deadline to receive nominations was May 6, 2016 and one nomination was received. A call for additional nominations was emailed to GSA Council on May 9, 2016 requesting that GSA Council members apply and share the opportunity with their colleagues. The deadline to receive additional nominations was Friday, May 13, 2016 and two additional nominations were received. The quorum for the subcommittee is the President and Vice-President Student Services and 4 graduate student members. Hence, providing all nominees are elected, the subcommittee would not have quorum to meet at its first scheduled meeting of May 17, 2016. Given this, the matter will be addressed by the GSA President and the GSA Nominating Committee Administrative Chair during the GSA President's report to GSA Council.

Bodies External to the GSA

1) Steering Committee for the Development of the Maskwa House Designs and Programming (1 Indigenous Graduate Student Position)

There was one vacancy for an indigenous graduate student representative to serve on the Steering Committee for the Development of the Maskwa House Designs and Programming. This position was advertised in the GSA newsletter on April 15, 2016 and on April 22, 2016 and no nominations were received. Following this, the GSA NoC conducted a directed search and, with the assistance of the Faculty of Native Studies, identified and approved two enthusiastic, qualified representatives. Tara Kappo and Brittany Johnson were elected to serve on the Maskwa House Committee and will share responsibilities serving.

Current Vacancies

1) Arts Faculty Council and Committees (10 Arts Graduate Student Positions)

Please note that the GSA NoC is currently in the process of approving and confirming nominees for vacancies on the Arts Faculty Council and several other faculty committees. A thorough report will be prepared for GSA Council's next meeting.

2) 2016 GSA Speaker, Deputy Speaker, CRO, and DRO Election (4 Graduate Student Positions)

Nominations for the GSA Speaker, Deputy Speaker, Chief Returning Officer (CRO), Deputy Returning Officer (DRO) opened on Friday, May 6, 2016. As per GSA Policy, the nomination period lasts one month, with nominations closing on Monday, May 30, 2016 at 12:00 PM (noon) and representatives slated to be elected at the GSA Council meeting on Monday, June 20, 2016.

**GSA Vice-President Academic 2015-2016
Report to GSA Council for the May 16, 2016 Meeting**

To: GSA Council
From: Harsh Thaker
Date: May 13, 2016

Dear Council Colleagues,

I can't believe we are already halfway into the month of May. 2016 is moving quickly! I hope you all have an enjoyable summer sixteen and thanks once again to all the Councillors (including the newly-elected CALs) for your contributions to the graduate student community and your continued support of the GSA.

The last few meetings I had as GSA VP Academic were largely focused on General Faculties Council (GFC) and the work being done by the Academic Governance Working Group (AGWG) to review how collegial governance and delegated authority is currently operating at the University of Alberta, which Sarah also discussed in her report. We are looking at steps that can be taken to have GFC members engaged earlier on in the decision-making process related to important discussions that affect the institution. I expect this work will take several more months to complete and I encourage graduate students to get involved in strategic decision-making at the department, faculty, and institution levels.

The FGSR Policy Review Committee is working on language to create a new category for leaves of absence (professional experience or development leave). As mentioned by Firouz, it was presented for discussion at the last FGSR Council and a vote will be coming sometime in the fall. I think this is a positive step for our institution and one that can be helpful to many graduate students who may be interested in taking on a professional experience but cannot due to concerns about time-to-completion for their degrees.

As always, I am happy to answer any questions you may have regarding these items or about any of the other meetings I attended this past month.

Thanks,

Harsh Thaker, GSA 2015-2016 Vice-President Academic

Please find below a list of meetings I attended between April 19, 2016 to April 30, 2016. The meetings were accurate at the time of printing.

April 19	Faculty of Graduate Studies and Research Policy Review Committee (FGSR PRC)
April 21	General Faculties Council Academic Standards Committee (GFC ASC)
April 22	GSA Transition
April 25	Let's Talk Transit Working Group
April 25	Academic Governance Working Group
April 29	GSA General Faculties Council (GFC) Caucus
May 9	Academic Working Group
May 10	Meeting re BA Renewal

GSA Vice-President Academic 2016-2017
Report to GSA Council for the May 16, 2016 Meeting

To: GSA Council
From: Firouz Khodayari
Date: May 13, 2016

Dear Council Colleagues,

This is my first report as GSA Vice-President Academic. The new position has made me busy when I started job shadowing in April and much busier as I officially took office on May 1, but I am still excited and hope that I will have this energy until the end. I should thank my predecessor Harsh Thaker, he did a great job advocating for graduate students at various levels of academic governance at the University. During the job shadowing and transition I could see that he was very dedicated; I had a great time discussing my portfolio with him. Since May 1, I have attended several meetings and I will share the highlights with you in this report.

General Faculties Council (GFC) Executive

There were some discussions regarding the authority of GFC and its existing delegations, which Sarah also discussed in her report. The new President and his team are working to clarify those delegations and reviewing terms of reference for GFC Standing Committees. FGSR has prepared a good statistical report about graduate students at the University. FGSR presented this report, which I will share with graduate students when I get authorization.

FGSR Council

As Harsh noted, FGSR Council is reviewing leave policies for graduate students. The proposed changes are trying to create a new category of leave which is called “professional experience or development leave”. The graduate students representative and I have given our input on the changes. The proposal is still in development, I will come back with more details in future.

I am happy to answer any questions or comments that you might have regarding this report. Also I would be more than happy if you would like to share your suggestions or concerns about any University academic related issue.

Thanks,

Firouz Khodayari, GSA 2016-2017 Vice-President Academic

Please find below a list of meetings I attended between May 2, 2016 to May 16, 2016. The meetings were accurate at the time of printing.

May 2	Community Connections Awards
May 2	General Faculties Council Executive (GFC EXEC)
May 3	GSA VP Student Services
May 4	Meeting with the Vice-Provost (Programs) N Kav
May 10	GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus
May 10	BBQ for Fort McMurray
May 10	Meeting re BA Renewal
May 10	Meeting with a Graduate Student re an Academic Issue
May 11	Faculty of Graduate Studies and Research (FGSR) Council
May 16	General Faculties Council Executive (GFC EXEC)

**GSA Vice-President External 2015-2016
Report to GSA Council for the May 16, 2016 Meeting**

To: GSA Council
From: Alphonse Ndem Ahola
Date: May 13, 2016

Dear Council Colleagues,

This is the last report of my term. Two weeks ago, I passed on the duties of Vice-President External to my successor, Masoud Khademi. Last weekend in Calgary, along with Colin, Sarah, Masoud, and other former and future ab-GPAC directors, we discussed the future of ab-GPAC and the priorities that the new team will want to tackle in 2016-2017. As I am transitioning to a new role on GSA Council, I would like to thank each of you for your support. I was great to work with you as Vice-President External.

All the best,

Alphonse Ndem Ahola, GSA 2015-2016 Vice-President External

Please find below a list of meetings I attended between April 19, 2016 to April 30, 2016, and from May 6-8, 2016. The meetings were accurate at the time of printing.

April 20	Alumni Council
April 22	GSA Transition
April 25	Alberta Graduate Provincial Advocacy Council (ab-GPAC)
April 26	Alumni New Program Development
May 6-8	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Transition

**GSA Vice-President External 2016-2017
Report to GSA Council for the May 16, 2016 Meeting**

To: GSA Council
From: Masoud Khademi
Date: May 13, 2016

Dear Council Colleagues,

I hope you are doing well in all aspects of your life and enjoying these sunny spring days. As the new GSA Vice-President External, I am really excited to write my first GSA Council report. Also, I would like to take this chance to thank you for your trust in me in the past election, and to promise to do my best to serve all grad students to the best of my abilities. This month was not very busy for me up to now (aside from training); therefore, my report is going to be short and sweet this time.

During the past two weeks, I attended two meetings. The first one was the Alberta Graduate Provincial Advocacy Council (ab-GPAC) Transition meeting, as Sarah also reports, where I met the GSA representatives from three other post-secondary institutions in Alberta (University of Calgary, University of Lethbridge, and Athabasca University). Since the GSA representatives of each University changed this year, the executive team of the organisation needs to change as well. Hence, part of this meeting was about the upcoming election for the new executive team. As this organization represents lots of grad students (17,000) in the province, we discussed advocacy priorities for each school. We tried to unify our voice around issues faced by all schools and how we, as a group, could address those issues and find appropriate solutions for them.

The other meeting I attended was the Edmonton Student Alliance, at Concordia University, at which we discussed collaboration between all schools in Edmonton instead of competition between them. Also at this meeting, the President of Concordia University (Dr. Gerald Krispin) gave us an update on the Edmonton Post-Secondary Education Coalition Project and how it could benefit all post-secondary institutions in the city. This organization is an idea- and knowledge-sharing group which meets with the mayor and city councillors several times a year. Therefore, it is really beneficial for grad students to have one representative serving on this group, as it informs us of City of Edmonton initiatives, etc.

Sincerely,
Masoud Khademi, GSA Vice-President External

Please find below a list of meetings I attended between May 2, 2016 to May 16, 2016. The meetings were accurate at the time of printing.

May 6-8	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Transition
May 11	Edmonton Student Alliance

GSA Vice-President Labour 2015-2016
Report to GSA Council for the May 16, 2016 Meeting

To: GSA Council
From: Sarah Ficko
Date: May 13, 2016

Dear Council Colleagues,

I'm very proud that we were able to finalize negotiations for the Collective Agreement by the end of my term as VP Labour. We started preparing for negotiations way back in August 2015 when the GSA Labour Relations Committee (GSA LRC) met for the first time. Meetings of the GSA LRC and then the GSA Negotiating Committee (GSA NC) continued throughout the fall until we submitted our opening proposal for November 1. Since then, there have been six months of meetings, discussion, strategizing and hard work by the GSA NC, but we did it, and we signed two Memoranda of Settlement! I will be talking about the outcomes of Collective Bargaining at length in Council, so I urge and encourage everyone to read through the new Agreement beforehand, and feel free to send me questions over the weekend.

The rest of my time in April continued to revolve around a combination of labour-related meetings and transition/job shadow meetings. Some of the key areas included continuing to reach out to Councillors to gain a better understanding of the labour situation in each department, meeting with students about several serious cases that Heather Hogg and I are dealing with, and even some provincial and federal advocacy work. As incoming President, I attended meetings with Colin, as well as worked closely with him and the Management team to help ensure the incoming team of elected officers had enough opportunities to learn their portfolios and feel confident in starting their new roles on May 1.

My final Collective Agreement Fun Fact is:

3.01 The Graduate Students' Association, under the Post-Secondary Learning Act, has the exclusive authority, on behalf of graduate students, to negotiate and enter into an agreement with the Board of Governors with respect to the academic employment of graduate students.

Note: This clause demonstrates how GSAs in Alberta are unique, as we have the authority to negotiate for graduate students ourselves under the provincial legislation.

Finally, as I've mentioned in all my previous reports, please continue to bring forward general or specific issues with your RA/TAships or other issues in your departments as you will likely hear about it before we do, and at a point where it could potentially be more easily resolved. Sasha and/or I would be happy to present to departmental GSAs on the Collective Agreement and assistantships, so please ask! We're also still collecting copies of letters of offers, contracts, and assistantship appointment letters that have been received by graduate students.

Sincerely,

Sarah Ficko, GSA 2015-2016 Vice-President Labour

13.1

Please find below a list of meetings I attended between April 19, 2016 to April 30, 2016. The meetings were accurate at the time of printing.

April 19	Meeting with an ATB Representative re Investments
April 19	Meeting with a Graduate Student
April 19	Meeting with the Ombudsperson, an Associate Dean of FGSR, and an Associate Chair
April 20	General Faculties Council Academic Planning Committee (GFC APC)
April 20	Meeting with a GSA Councillor
April 21	Collective Agreement Negotiations
April 22	GSA Transition
April 25	Meeting with A Dambrowitz
April 26	Meeting with MP L Duncan
April 26	Board Finance and Property Committee (BFPC)
April 27	Collective Agreement Internal Meeting
April 27	Adolescent/young adult Connections to Community-driven, Early, Strengths-based and stigma-free Services (ACCESS) Project Working Group
April 28	General Faculties Council Campus Law Review Committee (GFC CLRC)
April 29	Meeting with a Graduate Student and the Sexual Assault Centre
April 29	Meeting with a Graduate Student and an Associate Chair

**GSA Vice-President Labour
Report to GSA Council for the May 16, 2016 Meeting**

To: GSA Council
From: Sasha van der Klein
Date: May 13, 2016

Hi all!

Writing my first report to Council in an air-conditioned office, I have a hard time handling moving from 5°C to 30°C in just a week! Although biking is proportionally more comfortable in the current weather conditions, I hope it will get less tempting to go outside as I have tons to do.

Having only spent a few days in the office, and leaving shortly for Guelph for research, I will just highlight what I will be working on this coming month and my goals for the upcoming year. First of all, I will be continuing to catch up on the Labour portfolio (i.e. reading a lot). Additionally, Sarah left me some ongoing business I will need to follow up on soon. Equally important, she also has finalized the CA! I will actually have a decent piece of paper to spread around and educate people on. The compliance issue has been of great importance in the past year(s) and I will continue Sarah's strategy of meeting with departmental councillors to get an impression on the environments graduate students are working in. I will structure this in a way that we can track and trace the developments in departments, so we enhance our institutional memory on labour related issues. Last but not least, together with Sarah and Firouz, I will actively be involved in various mental health initiatives and strategies on and off campus.

I'm really looking forward to this term and I hope to be able to serve graduate students effectively! Feel free to email me directly if you have concerns or issues related to your RA/TAship, or any thoughts or feedback that is relevant for my portfolio!

Thanks,
Sasha van der Klein, GSA 2016-2017 Vice-President Labour

Please find below a list of meetings I attended between May 2, 2016 to May 16, 2016. The meetings were accurate at the time of printing. I was away on Personal Leave on May 2 and on Research Leave from May 10 to May 13.

May 4	Meeting with a Student
May 6	Mahadeo Sukhai Talk
May 6	Lunch with Mahadeo Sukhai

**GSA Negotiating Committee (GSA NC)
Report to GSA Council for the May 16, 2016 Meeting**

To: GSA Council
From: Sarah Ficko
Date: May 13, 2016

Dear Council Colleagues,

I had a lengthy meeting with the University Negotiation team on Thursday, April 21, to discuss final edits of the Collective Agreement. Subsequently, the GSA Negotiating Committee met on Wednesday, April 27, prior to the Memoranda of Settlement being finalized. Please refer to item 6 for further information.

Sincerely,
Sarah Ficko, 2015-2016 Chair of the GSA Negotiating Committee and GSA Vice-President Labour

**GSA Vice-President Student Services
Report to Council for May 16, 2016 GSA Council Meeting**

To: GSA Council
From: Ali Talaei
Date: May 13, 2016

Dear Council Colleagues,

Hope all is fine and you are doing well. This is my 13th Council report and I am still as excited as I was writing my first report exactly one year ago. Things have changed a lot during the past year and I am looking forward to another year of representing grad students with your help and support. Unfortunately, I will not be able to attend the May Council meeting as I am attending an academic conference in Montreal but below is a summary of news and my activities since last Council.

It was unfortunate to hear about the fires in Fort McMurray last week but it made me proud to be a member of such a unique community as that of the U of A. The University community has played a crucial and undeniable role in helping the individuals and families affected by the fires. The President, Provost, many University administrators, and various University groups have played their part; the GSA was involved too. It was team work for us, and the staff and management teams and Sarah, the GSA President, have been in continuous contact with FGSR and other parties involved in helping individuals. There is a dedicated place for collecting donations in Triffo Hall, which the GSA and FGSR organized. The GSA Vice-President Academic, Firouz, and I were helping by staying in touch with the SU. I have also tried to facilitate connections between the Campus Food Bank and other stakeholders.

On another topic, at the last Council, members voted to establish a committee which would review the GSA Health and Dental Plan and advise the GSA Board, who oversees the Plan. While a committee of Council did not fit with GSA Bylaw and Policy, the GSA Board worked with the management team to strike a Board subcommittee to do this work and report to Council. Immediately after that we advertised for the available positions for that subcommittee in the GSA newsletter and I tried to contact as many of you as I could to spread the word. Unfortunately, there were very few nominations, whereas Council seemed to think the committee was very essential. We need to think about alternative ways of getting feedback and ideas about the Plan and we're all putting a lot of thought into this.

I have attended a City of Edmonton Transportation Strategy meeting to discuss the Michener Park direct transit route but unfortunately, I was redirected to the Edmonton Transit System (ETS) authorities, and I have already written to them about this. I will now meet with U of A International to discuss this issue with them in the next couple of days and try to figure out other options/approaches.

I wish you all an exciting summer ahead – see you at June Council.

Sincerely,

Ali Talaei, GSA Vice-President Student Services

14.1

Please find below a list of meetings I attended between April 19, 2016 to May 16, 2016. The meetings were accurate at the time of printing. I was away on Research Leave from May 16 to May 31.

April 21	U-Pass Admin Meeting
April 22	GSA Transition
April 28	University Research Policy Committee (URPC)
May 3	Meeting with the GSA VP Academic
May 6	Lunch with Mahadeo Sukhai
May 11	Edmonton Transportation Strategy Meeting

**GSA Elections and Referenda Committee (GSA ERC)
Report to GSA Council for the May 16, 2016 Meeting**

To: GSA Council
From: Leigh Spanner
Date: May 13, 2016

Dear Council Colleagues,

The GSA Elections and Referenda Committee (GSA ERC) met in late April to debrief the 2016 GSA General Election. Subjects discussed at this meeting include the nomination process, the candidate videos, the candidates' forum, voting, and campaigning issues. From that meeting the GSA ERC developed a list of issues and recommendations to consider for the next GSA General Election. At their next meeting GSA ERC members will discuss further the items on that list.

Sincerely,
Leigh Spanner, Chair of the GSA Elections and Referenda Committee

**GSA Executive Director
Report to GSA Council for the May 16, 2016 Meeting**

To: GSA Council
From: Ellen Schoeck
Date: May 13, 2016

Dear Council Colleagues,

I like to bring the attached staff snapshots to Council at least once a year, so that Councillors have an idea of who the GSA Management and Staff are, our backgrounds, and what our jobs entail. Because there are changes in our office this month, I thought it would be a good time to bring these to Council.

The detailed management reports submitted weekly to the Board are attached. Courtney and Heather will welcome your questions and feedback.

Best,
Ellen Schoeck, Executive Director

GSA Management

Ellen Schoeck: Executive Director, BA Honours and MA History (U of A) (FT)

Ellen worked in U of A governance for 27 years as head of the University Secretariat, and was a sexual harassment advisor and ombudsperson. She leads the office team that supports the five Directly-Elected Officers, who carry full academic loads. Her direct responsibilities include the GSA's corporate life; governance; finance (she heads the Financial Team); elections and fair process; human resources; relationships; providing advice; and overseeing the Early Call for Talent and the annual transition of elected officials.

Heather Hogg: Director of Operations/Labour Professional, BA Political Science and History (Mount Allison) (PT)

Heather has 31 years U of A experience, including serving as Assistant Dean of the FGSR. At the GSA, Heather is on the bargaining team and works with the VP Labour in resolving issues related to the assistantship collective agreement; serves as Privacy Officer; deals with human resources infrastructure; and is a resource for the grants and awards adjudication processes. From 2011-12 Heather was the lead concerning Student Services. Heather also advises on matters of governance and fair process.

Courtney Thomas: Director of Services and Governance, BA Honours and MA History (U of A), PhD History (Yale) (FT)

Courtney came to the GSA with three years' experience working in U of A governance. Courtney supports the GSA's governance apparatus and GSA services (including the Health and Dental Plan, GSAP, PAW, TDMMI, and GSA Grants, Awards, and Bursaries). She is the Coordinator of GSA Council and oversees several initiatives related to the GSA Board Strategic Work Plan, including the creation of additional prayer and meditation space on campus and professional development issues. Courtney works closely with staff on all issues affecting the office, including the planning of major events (eg Orientation, PD events, Awards Night). She also provides assistance, as needed, to Heather with labour and human resources matters.

Julie Tanguay: Associate Director, BA Psychology (Laval), LLB and JD (Université de Montreal) (FT)

Julie supports the Director of Services and Governance, and assists with the coordination of GSA Board and GSA Council. She supports internal and external advocacy; attends internal and external U-Pass committees, supports GFC Caucus and FGSR Caucus, and has oversight of nominating and elections processes. Julie utilizes her legal training to assist Ellen with the management of the GSA's corporate documents, contracts, and agreements. She also works with Courtney on the management of the GSA's website.

Shirley Ball: Accountant (PT); Dorte Sheikh: Financial Manager, BA Anthropology (U of A) (PT)

Shirley has extensive experience with not-for-profits and is a key member of the Financial Team. Dorte has 33 years' experience in the Registrar's Office. She handles banking and payroll matters and is our expert on Smart Forms. Shirley and Dorte work on financial statements, quarterly reports to GSA Council, and our annual external audit.

GSA Staff (represented by NASA with their own Collective Agreement)

Laura Hanon: Executive Coordinator and Communications Specialist, BFA (U of A), Bachelor of Applied Communications (MacEwan) (FT)

Laura has extensive experience in not-for-profit office administration. At the GSA, Laura deals with Front Desk enquiries and schedules GSA Directly-Elected Officers. She prepares agendas for weekly meetings with the President; is Secretary to the GSA Board; manages the information retrieval system; organizes the annual transition of elected officials; deals with communications and social media, and prepares the weekly newsletter.

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Fiona Robertson: Student Groups Coordinator, BA Anthropology (U of S), MA Anthropology (U of A) (FT)

Fiona gained administrative experience working in both a tax firm and a law firm before coming to the University of Alberta to begin a Masters degree in Anthropology. After completing her degree, Fiona worked for four years in the Faculty of Extension on a grant-funded community-based research project with Metis settlements. At the GSA, Fiona deals with Front Desk enquiries; is student groups coordinator; deals with awards, grants, and bursaries; and plans events.

Blue Knox: Nominating and Elections Specialist, BA Political Science (U of A) (FT)

Blue joined the GSA in March 2016 and is now the Nominating and Elections Specialist. Blue supports the GSA Nominating Committee, the Early Call for Talent, and the GSA Elections and Referenda Committee. She drafts materials related to elections and manages weekly requests Administration for graduate representatives on committees, task forces, etc. Blue also deals with Front Desk enquiries.

Management Report to the GSA Board, April 20, 2016

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on April 6, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** GU15, transition to Sitecore 3 (manually transferring content, etc), action from the recent GSA Governance Committee meeting (preparing a proposal re GSA Council quorum), GSA/SU dinner, GSA Council Handbook (a revised draft is being reviewed), sending GSA fees to the Board of Governors for approval of their collection, preparing for a GSA Elections and Referenda Committee meeting, Collective Agreement negotiation, GSA Health and Dental Plan, preparing for a GSA Council meeting.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft has been prepared and a GSA Governance Committee reviewed it for the second time at its last meeting; a third draft is now in the works).
- **Graduate Student Groups:** creation of an alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment) and several other matters on the backburner, recent work with eGrad on their constitution and learning about the group’s activities.

Grants and Operations

- **Social Media:** Facebook = 758 likes (up 4 from April 6). Our Facebook posts reached 503 users this week and our “post engagement” count was 11. Twitter = 591 followers (up 7 from April 6). Our tweets earned 5,615 “impressions” over the last week.
- **Grants processing** (period runs April 1 – June 30, period is 19% completed).

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATA	\$114,318.75	\$69,308.70	39	95 (39 pending processing)
CCG	\$105,214.85	\$13,214.85 CLOSED	0	53 (2 pending processing)
ASGA	\$3,562.50	\$0 CLOSED	0	4 (0 pending processing)
EB	\$135,125 (no periods)	\$131,625.00	1	2 (1 Pending processing)

Week in Review – Office Operations:

- Supporting the **work of the GSA NoC** (election of faculty GSA executives in ALES, Maskawa House Committee, Faculty of Arts Committees, GFC representatives)
- Assistance with **Transition**.
- Grants processing.
- Assisting with preparing for a GSA Council meeting.

Management Report to the GSA Board, April 27, 2016

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on April 20, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** Board Strategic Work Plan 2016-2017 (retreat), Chopped sublease with the SU, many actions arising from a GSA Elections and Referenda Committee meeting, Collective Agreement negotiations, GSA Health and Dental Plan and striking an associated GSA Board subcommittee, residence election, transition to Sitecore 3 (manually transferring content, etc), action from the recent GSA Governance Committee meeting (preparing a proposal re GSA Council quorum).
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft has been prepared and a GSA Governance Committee reviewed it for the second time at its last meeting; a third draft is now in the works).
- **Graduate Student Groups:** creation of an alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment) and several other matters on the backburner, recent work with eGrad on their constitution and learning about the group’s activities.

Grants and Operations

- Starting design of the 2016-2017 **GSA Agenda/Handbook**.
- **Social Media:** Facebook = 761 likes (up 3 from April 20). Our Facebook posts reached 402 users this week and our “post engagement” count was 10. Twitter = 595 followers (up 4 from April 20). Our tweets earned 1,201 “impressions” over the last week.
- **Grants processing** (period runs April 1 – June 30, period is 27% completed).

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATA	\$114,318.75	\$54,592.07	32	127 (39 pending processing)
CCG	\$105,214.85	\$13,214.85 CLOSED	0	53 (2 pending processing)
ASGA	\$3,562.50	\$0 CLOSED	0	4 (0 pending processing)
EB	\$135,125 (no periods)	\$131,625.00	0	2 (0 pending processing)

Week in Review – Office Operations:

- Supporting the **work of the GSA NoC** (vacancies on the Maskawa House Committee, Faculty of Arts Committees, GFC, GSA Board, GSA Appeals and Complaints Board, election of a GSA Senator (opening nominations))
- Assistance with the 2016-2017 GSA Agenda/Handbook.
- Grants processing.
- Assisting with actions arising from a recent GSA ERC meeting.

Management Report to the GSA Board, May 4, 2016

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on April 27, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** Transition, Triffo Hall lease, Chopped sublease with the SU, ongoing work associated with the many actions arising from the GSA Elections and Referenda Committee meeting (and planning for additional meetings), Collective Agreement negotiations, planning for upcoming GSA Budget and Finance Committee meetings, transition to Sitecore 3 (manually transferring content, etc), action from the recent GSA Governance Committee meeting (preparing a proposal re GSA Council quorum and working on another draft of the integrated GSA Bylaw and GSA Policy), planning GSA Coffee Breaks in the fall (drafting budgets, ordering supplies, etc), elections for the graduate student groups in Pharmacy, Anthropology, and AFNS).
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft has been prepared and a GSA Governance Committee reviewed it for the second time at its last meeting; a third draft is now in the works, as noted above).
- **Graduate Student Groups:** creation of an alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment) and several other matters on the backburner, recent work with eGrad on their constitution and learning about the group’s activities.

Grants and Operations

- Starting design of the 2016-2017 **GSA Agenda/Handbook** and writing to potential advertisers.
- **Social Media:** Facebook = 766 likes (up 5 from April 27). Our Facebook posts reached 795 users this week and our “post engagement” count was 101. Twitter = 597 followers (up 2 from April 27). Our tweets earned 1,404 “impressions” over the last week.
- **Grants processing** (period runs April 1 – June 30, period is 36% completed).

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATA	\$114,318.75	\$40,392.14	33	158 (33 pending processing)
CCG	\$104,714.85	\$12,714.85 CLOSED	0	53 (0 pending processing)
ASGA	\$3,562.50	\$0 CLOSED	0	4 (0 pending processing)
EB	\$135,125 (no periods)	\$131,625.00	0	2 (0 pending processing)

Week in Review – Office Operations:

- Supporting the **work of the GSA NoC** (vacancies on the Maskawa House Committee, Faculty of Arts Council and committees, Faculty of Science Council, GFC, GSA Board, GSA Appeals and Complaints Board, GSA Board Subcommittee on Health and Dental, elections for the graduate student groups in Pharmacy, Anthropology, and AFNS).
- Assistance with the **2016-2017 GSA Agenda/Handbook** and planning for **GSA Coffee Breaks**.
- **Grants processing** and conversations re application policies for ASGAs.
- Assisting with actions arising from a recent **GSA ERC meeting**.

Management Report to the GSA Board, May 11, 2016

Dear All,

The following issues have dominated management’s attention in the week since the last GSA Board meeting on May 4, 2016:

Strategic

- **Main Issues Dealt With in the Past Week:** Planning for audit, Triffo Hall lease, preparation for GSA Council meeting, planning for upcoming GSA Budget and Finance Committee meetings, transition to Sitecore 3 (manually transferring content, etc), preparation of the next GSA Governance Committee meeting (preparing a proposal re GSA Council quorum and working on another draft of the integrated GSA Bylaw and GSA Policy), planning GSA Coffee Breaks in the fall (ordering supplies, drafting emails, etc), elections for the graduate student groups in Pharmacy, Anthropology, and AFNS, and filling a dozen vacancies.
- **Bylaw and Policy Review:** a review of all Bylaws and Policies for inconsistencies and errors and integration of the two (a draft has been prepared and a GSA Governance Committee reviewed it for the second time at its last meeting; a third draft is now in the works, as noted above).
- **Graduate Student Groups:** creation of an alcohol liability waiver (upcoming discussion with the new manager, Office of Insurance and Risk Assessment) and several other matters on the backburner.

Grants and Operations

- Starting design of the 2016-2017 **GSA Agenda/Handbook** and writing to potential advertisers.
- **Social Media:** Facebook = 767 likes (up 1 from May 2). Our Facebook posts reached 736 users this week and our “post engagement” count was 35. Twitter = 597 followers (up 0 from May 2). Our tweets earned 1,394 “impressions” over the last week.
- **Grants processing** (period runs April 1 – June 30, period is 45% completed).

	Total Amount Available This Period	Total Amount Remaining This Period	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATA	\$114,318.75	\$24,697.14	32	188 (36 pending processing)
CCG	\$104,714.85	\$12,714.85 CLOSED	0	53 (0 pending processing)
ASGA	\$3,562.50	\$0 CLOSED	0	4 (0 pending processing)
EB	\$135,125 (no periods)	\$131,625.00	0	2 (0 pending processing)

Week in Review – Office Operations:

- Supporting the **work of the GSA NoC** (advertising and filled positions on the Maskawa House Committee, Faculty of Arts Council and committees, Faculty of Science Council, GSA Board, GSA Appeals and Complaints Board, GSA Senator, CRO, Speaker, Deputy Speaker, and Deputy CRO, GSA Board Subcommittee on Health and Dental, elections for the graduate student groups in Pharmacy, Anthropology, and AFNS).
- Assistance with the **2016-2017 GSA Agenda/Handbook** and planning for **GSA Coffee Breaks**.
- Work in collaboration with FGSR to coordinate relief efforts/donations.
- **Grants processing** and conversations re EBs.