

Terms and Conditions of Employment for Administrative Staff Summary of Changes

	Preamble	added: definiton of regular full-time
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Section 1	Appointments	removed: Temporary Appointment, Public Office and Medical Examination paragraphs
1.1	Letter of Appointment	added: terms and conditions of employment are a condition of employment
1.3	Responsibilities	added for clarity - " responsibilities are subject to organizational/operational change "
1.5	Job Opportunities	added: College has the sole discretion to determine when a vacancy exists

Section 2	Salary	
2.1	Job Evaluation	renamed from Job Classification - changed word "classify" to " evaluate "
2.2	Administration of Salary	changed "policies" to " guidelines "
2.3	Re-evaluation to a Lower Payband	renamed from Reclassification - added explanatory paragraph
		removed Inadequate Performance

Section 3	Employee Benefits & Entitlements	This section has been condensed substantially and now directs employees to the current administrative benefits booklet for specific details of their coverage
3.4	Pension Plan	added descriptor of the parties involved in the joint operation of the CAAT Pension Plan
3.5	Holidays	added: Family Day
3.6	Vacation	
a)	Carryover	edited to replace "an employee may accumulate vacation entitlement of up to but not exceeding forty-five (45) working days in any one vacation year. When an employee is prevented from taking vacation because of College requirements, as approved in writing by the President or designate, unused vacation leave shall be paid to the employee in current dollars after one (1) year. No payments are to be made in cases of failure to schedule vacation." with " an employee may carryover a maximum of 25 vacation days at June 30th each year. Any vacation day balances that exceed 25 days at June 30th, are adjusted to remove the excess days. These days are not eligible for use at a later date nor is there any cash value calculated or paid. In other words, unused vacation in excess of 25 days will not be paid out. "
3.7	Leaves	
a)	Personal Leave without Pay	added a clause to ensure employees access statutory leaves under ESA prior to requesting leave without pay
b)	Personal Leave with Pay	added: may be granted at sole discretion of the college
c) i)	Pregnancy Leave	updated legislative reference and reworded paragraph
c) ii)	Parental Leave	updated legislative reference

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c) iii)	Supplementary Unemployment Benefit Plan	updated legislative references; reworded for clarity
c) iv)	Compliance with Employment Insurance Act	reworded for clarity; updated legislative references
c) v)	Group Insurance Benefits and Pension Coverage	renamed title of section; updated legislative references

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Section 3 continued

3.7 d)	Bereavement Leave	increased entitlement to 3 days to align with other employee groups
f)	Prepaid Leave Plan	reworded and reorganized to resemble sequence of details in the Academic and Support Staff PLP
g)	Professional Development Leave	clarified condition of finding a suitable substitute: " The College is able to identify and place a suitable substitute in the employee's position for the duration of the leave " added: " and the employee has a duty to advise the College of all sources of employment-related compensation during the term of the leave "

Section 5	Employee Rights	
5.1	Ontario Human Rights Code	reworded to reflect current legislation removed section on Sexual Harassment as it is covered under the Code

Section 9	Administrative Staff Reductions / Termination from Employment	Section reorganized - includes resignation, dismissal and severance.
9.1	Administrative Staff Reductions	added: The employee(s) may request another person to assist at the meeting and may also have legal counsel present provided the employee gives reasonable notice of their intention to have such assistance. added: The terms of severance are covered in section 9.3
9.2	Employee Resignation	reworded for clarity
9.3	College Dismissal	expanded and reworded for clarity - added legislative reference to ESA
9.4	Sick-Leave Termination Gratuity	new section due to revision of Benefits section 3

Section 11	Complaints as to Terms and Conditions of Employment	added/updated legislative references where applicable
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