

# NEW HIRES FACT SHEET

## Collective Agreement Essentials

UNIVERSITY OF MANITOBA  
Faculty Association

### WELCOME!

As teachers, researchers, and librarians, UMFA members are committed to excellence and providing the best possible post-secondary experience to our students. The work we do makes UofM happen.

1,200 full-time academics strong, UMFA is dedicated to advocating for Members' rights and pushing for better working conditions and a better university experience for all students and staff.

Your Collective Agreement (CA) is the product of over 40 years of hard work and is one of the most important documents governing your working life at the UofM. We know you have lots to read, so below are some essential facts about your CA to help you as you start your career here in Manitoba.

### SALARY

Is your salary level appropriate? Once a year a joint UMFA/administration committee reviews salary data to help ensure that UMFA Members are receiving a salary in line with their peers. Each summer Members can come to the office and review salary data and make application to the committee for pay increases. Several announcements will be made by both the Administration and UMFA when the time comes so you won't miss the deadline for application, which is usually in mid-September. This is the "anomalies fund", described in article 26 of your CA.

Beginning at the end of your first year of service, each April you're eligible for a salary increment, the amount of which is laid out in the salary grid in article 24 of your CA. Increments are not tied to your annual evaluation – so long as your performance for the year has been satisfactory and you haven't reached the salary cap for your rank, you're entitled to a salary increase.

### VACATION

Don't miss yours! Profs and instructors have to take their 27 days of vacation before September 1 following the end of a year of service. Librarians have

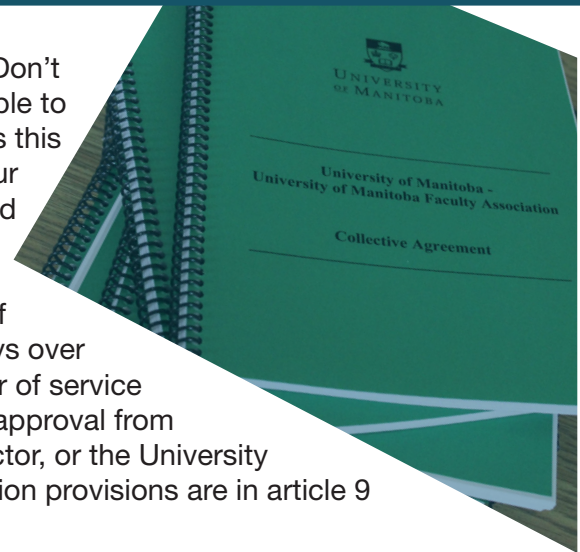
until March 31. Don't think you'll be able to use all your days this year? Talk to your department Head (or equivalent) and see about carrying some of your unused days over to your next year of service (which requires approval from your Dean, Director, or the University Librarian). Vacation provisions are in article 9 of your CA.

### PENSION & BENEFITS

As an UMFA Member you also have access to a pension plan and health benefits. Be sure to sign up for the pension plan ASAP or you might lose out on contributions. Also sign up for your Benefits ASAP. If you want additional life insurance and other voluntary, member-paid benefits you should also sign up within your first six months. Carefully review the criteria and timelines for these additional benefits. Application forms should have been sent to you by the administration. You also have access to a 'health care spending account' of \$725 to cover other health expenses. See article 7 of your CA.

### TEACHING/RESEARCH/SERVICE

There's a great deal of variation in the workloads of academic units and even individuals within a unit. Each academic unit should soon have 'Teaching Workload Guidelines' which set out a standard teaching workload range and how increases and decreases to teaching loads are decided. Ask your colleagues about the guidelines in your unit. At minimum, your Dean/Director (usually by way of the Department Head) can't assign you teaching duties without first consulting with you. In regard to research and service, you have the right and responsibility to improve your knowledge of your field, and to participate in the governance of the University. Article 19 of the CA governs the duties of professors. Articles 17 and 34 apply to librarians and instructors respectively.



Note, regardless of the duties listed in your appointment letter the administration can change your assignment at any time, but only within the limits set by your CA and whatever teaching workload guidelines are in effect in your academic unit.

## EVALUATION

Formative, not summative – that’s the important thing to remember about annual evaluations. This means that they should be used to help you develop your skills. Anonymous material (which doesn’t include statistical data from approved teaching evaluations like ‘SEEQs’) can’t be used in evaluations, and no evaluation should compare your performance to that of other individuals. Similarly, research metrics shouldn’t substitute for proper, comprehensive evaluation. Also worth noting is that the open-ended comments you get in student evaluations are for you alone. If you’re a probationary prof, your evaluations should be used to help you build your tenure file by pointing out areas for improvement as related to the tenure and promotion criteria for your cohort in your academic unit, not to summarize what you’ve done. Info on evaluations is found in articles 11 and 35 of your CA. If you think an evaluation is inaccurate or unfair, contact the UMFA office for advice – your CA also gives you the right to grieve your evaluations.

## TRAVEL/EXPENSES FUNDS

As an UMFA Member you have access to at least two travel/expense funds, which can be used for conference travel and for items needed for teaching and research: A pooled fund of monies in your faculty/school/college (calculated at about \$700 per member, depending on the year), and a personal fund (of about \$2,100, depending on the year). If you’re on a research/study leave (see below), you have access to a third fund – a personal amount for your RSL activities. You can find the details in article 27 of your CA.

## RESEARCH/STUDY LEAVES (AKA SABBATICALS)

UMFA Members on probationary, tenured, term, or continuing appointments are eligible for Research Study Leaves (RSLs). This is a period of time – either 6 or 12 months – when a Member is relieved of their regular duties in order to foster their effectiveness as teachers and scholars. A **full-RSL** is either 6 months at 100% salary or 12 months at 80% salary. A **half-RSL** is 6 months long at 80% salary. Profs and instructors have to apply for an RSL by October

1 of the year preceding the academic year in which they want to take the leave, and they normally begin on either July 1 or January 1. However, it’s important to check with your department as internal deadlines may be different. Academic librarians don’t have a set start-date for RSLs, and must apply 4 months before their desired RSL start date. You earn .5 RSL ‘credits’ for every six months of full-time service to the University. You need 3 full credits for a half leave and 6 full credits for a full leave.

As a new hire on a probationary appointment your first **half-RSL** can be 6 months long at **100%** of your salary. While you normally have to take advantage of this within the first six years of your appointment or lose your right to it, there are circumstances under which that period can be extended (for example, the need for extended sick-leaves). Details are found in article 21 of your CA.

## TENURE, PROMOTION, & CONTINUING APPOINTMENTS

Tenure and promotion guidelines for profs vary by faculty, school, and college, and the administration should provide you a copy when you start your appointment. While you build your tenure file, keep those guidelines in mind. Know also that when the time comes you can choose to be evaluated according to either the guidelines that were in place when you started your appointment or the current guidelines, if new ones exist. If you think your file is strong enough, you can apply for promotion at the same time you apply for tenure. Your CA guarantees that certain processes have to be followed as your file is adjudicated, and permits you to raise issues of bias. When the time comes, contact the UMFA office for more details.

You can also apply for early tenure, but be aware that if you don’t withdraw your file by September 21 and there is a negative recommendation regarding your tenure, you don’t get a second chance.

If you’re an instructor or a librarian on a probationary appointment, your probationary period is for a minimum of 2 years and a maximum of 4 years in length. Before granting or denying a continuing appointment (i.e. ending your probationary period and giving you a full-time permanent position) your Dean/Director/the University Librarian must give you a written performance review.

Members on continuing and term appoints are also eligible to apply for promotion.

## UNIVERSITY POLICIES YOU REALLY SHOULD KNOW

While it's your responsibility to know a whole host of University policies, the three most important to familiarize yourself with are the Responsible Conduct of Research (**RCR**) policy and procedures, the Responsibilities of Academic Staff with regard to Students (**ROASS**) policy and procedures, and the Respectful Work and Learning Environment (**RWLE**) and Sexual Assault policies and procedures. Violating these could see you disciplined by the administration. You're not on your own if that happens, however – you're guaranteed union representation. See below.

## RIGHT TO UNION REPRESENTATION

19.B.1.8! If you're a prof, that's the section of your CA that guarantees you union support in investigation and discipline meetings. For librarians and instructors the equivalent sections are 17.A.8 and 34.10.7. These give you the right to know (and to ask) what any meeting with the admin is about, to have the meeting scheduled with reasonable notice, and to bring a union rep with you if you want. The administration also has to tell you that you have this right. Contact the office as soon as you're asked for such a meeting – even if an investigation isn't about you, you have the right to representation.

## RIGHT TO A SAFE WORKPLACE

Various acts of government mandate that the administration guarantee you have a safe workplace, which includes one free of harassment. The CA also mandates a safe workplace. If your workplace is unsafe in any way contact the UMFA office ASAP for confidential advice and support.

## ACADEMIC FREEDOM

While only one article of your CA bears this title, academic freedom permeates the agreement. In addition to your civil rights, you also have the right to criticize the administration, to choose the direction of your research and report on your findings, to decide on the best ways to present classroom material and evaluate students, and to do so without the threat of losing your job or being disciplined. Academic freedom is specifically addressed in article 37. Article 19 (professors) and article 17 (librarians) are also important. Reading article 28 will also give you a sense of the broader economic protections for Academic Freedom offered by your CA.

## GRIEVANCES

You are not alone! – your UMFA colleagues are here to help, as are the Association's staff. If you're unsure about your rights and obligations, or think that the Collective Agreement isn't being followed, contact the UMFA office ASAP – if it's of concern to you, it's of concern to us all. That said, be assured that your inquiry will be kept confidential. Know too that getting advice from your Union doesn't mean you have to file a grievance.

## CONTACT

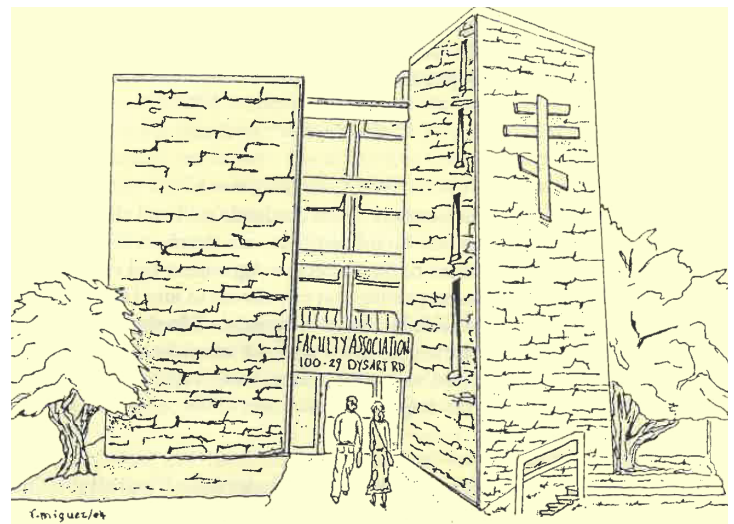
If you have questions regarding anything on this fact sheet or in the Collective Agreement, or have concerns about something that's happening at work, contact the office:

Phone: 204-474-8272

Email: faum@umfa.ca

The office is in St. Andrew's College, at the North-East corner of campus (100-29 Dysart Road).

Come have a coffee, introduce yourself, sign a blue membership card and take a copy of the CA! The office is open 8:30-4:30, Monday to Friday.



# OTHER RESOURCES

## KNOW YOUR COLLECTIVE AGREEMENT - ONLINE RESOURCE

“Knowing and Using Your Collective Agreement” was developed to bring clarity to some of the more confusing aspects of the CA. Each section lays out the groundwork and the practical takeaways that are important for Members to understand so they can continue to maintain the principles that we’ve fought for through collective bargaining and strike action.

You can find these documents under “Member Resources” on the UMFA website.

## UMFA FAST FACTS

UMFA Fast Facts is an electronic bulletin sent to UMFA Members, typically bi-weekly, with facts about the Collective Agreement, changes to University policies, important events, calls to action, and upcoming meetings. You can view previous bulletins on our website under “News & Events”.

## MESSAGE FROM THE PRESIDENT

Welcome to the University of Manitoba and the University of Manitoba Faculty Association! We represent over 1200 professors, instructors, librarians, and archivists and are pleased to add you to our association.

For those of you who are just arriving to Manitoba, we hope you will love your new home. And for all of you, we hope this is a beginning of a long rewarding career at our university: together, we make U of M happen. Work hard, stay healthy, make connections with your colleagues, and remember to stay connected with the important people in your life.

We hope to see you at UMFA events, and do not hesitate to contact the UMFA office if you have any questions or concerns.

Our very best wishes,



A handwritten signature in black ink that reads "Janet Morrill". The signature is written in a cursive, flowing style.

Janet Morrill  
UMFA President

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