

ARTICLE 16. WORKING CONDITIONS

16.1 **Parking**

16.1.1 The University will:

- i) provide Members with parking space at either the Fort Garry Campus or the Bannatyne Campus at an annual fee of not more than:

\$595.48 (effective September 1, 2016 to August 31, 2017)

in accordance with the parking regulations; or

- ii) reimburse Members who obtain parking space at or near St. Boniface Hospital as follows:

for the period September 1, 2016 to August 31, 2017, up to a maximum of \$595.48 for the amount the Member has paid in excess of \$595.48.

16.1.2 The University will arrange for parking to be available for staff from one campus who visits the other campus in the course of their duties.

16.2 **Administrative Support Secretarial Services**

Administrative support Secretarial services shall, as far as practicable, be made available to Members for University business, such as teaching, research and professional activities. Priorities for the allocation of administrative support secretarial services shall be determined by the dean/director, subject to the proviso that the University shall provide administrative support to Members for travel booking and expense management systems (e.g., CONCUR).

16.3 **Safety**

The University will maintain working conditions in classrooms, laboratories and offices in accordance with acceptable standards of safety and health and in conformity with all pertinent regulations. In so doing, the University shall consult the affected departments/faculties/schools.

16.4 **Off-Campus Duties**

16.4.1 The University may be required from time to time to assign to faculty members/instructors the teaching of courses off campus. The University agrees that before making such assignment, it will attempt to obtain the maximum degree of cooperation and agreement of the staff involved.

16.4.2 Where a Member has duties at more than one geographic location, the University shall reimburse the Member for any additional travel expense incurred in travelling between these locations in accordance with the Travel Expense Policy.

16.5 **Structure**

No alteration to the faculties, schools, departments and the University of Manitoba Library systems, including its departments shall occur unless:

- 16.5.1 The members of each applicable faculty/school council and in the case of the libraries, the members of the academic staff with academic librarian rank, shall receive a copy of the proposed alteration, in the same form with the same content, including all accompanying materials, as will be presented to Senate.
- 16.5.2 Such documentation shall be received at least twenty (20) working days prior to the meeting of Senate which is to consider the matter.
- 16.5.3 The dean/director of each faculty/school shall schedule a meeting of the faculty/school council, or in the case of the libraries, the University Librarian shall schedule a meeting of the academic staff members with academic librarian rank meeting in committee, ten (10) working days before the matter is to be considered by Senate.
- 16.5.4 At the meeting, described in s. 16.5.3 hereof, the faculty/school council, or in the case of the libraries, the academic librarians meeting in committee, shall discuss the proposed alteration and vote by secret ballot on the proposed alteration.
- 16.5.5 The results of the vote and a copy of the motion voted on, including any amendments, shall be forwarded, in writing, by the dean/director to all members of his/her faculty/school council or in the case of the libraries, by the University librarian to the academic staff members with academic librarian rank. The dean/director/University librarian shall also forward the results of the vote and a copy of the motion voted on, including any amendments, to the University Secretary. The University Secretary shall forward the results of the vote and a copy of the motion voted on, including any amendments, to all members of Senate and to all members of the Board of Governors, prior to either body considering the alteration.
- 16.5.6 Nothing herein prevents the dean/director/University librarian from holding other meetings prior to the meeting described herein to discuss any proposed alteration.