

## APPENDIX \_\_\_\_\_ – PROPOSAL

### Memorandum of Understanding RE: Joint Workload Study Committees

University of Alberta Board of Governors and AASUA  
**Joint Workload Study Committee**  
Memorandum of Understanding  
as to the **Terms of Reference** of the Committee

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Adopted by the Committee on [Insert Date]

Joint Workload Study Committee of \_\_\_\_\_  
[Insert appropriate Constituency AND Faculty, Department, Unit, Library or  
other group as appropriate]

#### NAME

This committee shall be comprised of representatives of the AASUA Members of the \_\_\_\_\_ (Constituency AND Faculty / Department / Unit / Group (as appropriate)) and of the Academic Administrators (“Senior Administration”) of the Faculty/Department /Unit/Group. It shall be known as the **Joint Workload Study Committee** (the “Committee”).

\*See “Guidance Document” at the end of this MOU for direction on Committee formation.

#### COMMITTEE MEMBERSHIP

Membership shall include *up to*:

- 5 active AASUA Members of the \_\_\_\_\_ Constituency within the [Identify: Faculty/Department/Unit/Library/Group] elected by the Constituency Members of that Faculty/Department/Unit/Library/Group and as approved by the AASUA; and
- 5 members of the Administration of that Faculty/Department/Unit/Library as determined by the Board of Governors

But the final number of Committee members representing each party shall be equal. The Committee may establish the total number of members at its initial meeting.

Each party shall be responsible for appointing its members to the Committee, and may substitute members as necessary on notice to the other parties as provided for below. Each party may also bring resource people to committee meetings as applicable.

Service on the Committee by Academic Staff will be recognized as part of their service duties pursuant to: [Enter the appropriate Constituency Schedule and Article]

## **PURPOSE**

The purpose of the Committee is to:

- work together in good faith to ensure that the interests and concerns of the academic cohort of focus (herein after “Staff Members”) are adequately considered and addressed in the development of workload assignments while meeting the needs and requirements of the Board;
- promote knowledgeable and informed decision-making in the development and amendment as may be required from time-to-time of the Faculty/Department/Unit/Library’s workload policies and procedures *as established by Article \_\_\_\_\_ of Schedule \_\_\_\_\_ of the Collective Agreement*; and
- ensure that best practices are in place relating to the assigned duties of each Staff Member, so that best efforts are made to align the policies and procedures with: a) national standards and/or averages in the post-secondary academic sector and the particular field or faculty, as well as b) the objectives stated within Article 12 of the Collective Agreement to assign duties to Staff Members in a manner that is reasonable and reasonably equitable among Staff Members.

## **OBJECTIVES**

The parties agree to undertake the following activities in the work of the Committee:

- To complete within one year’s time from the establishment of the Committee, a comprehensive workload and hours of work study for Constituency Staff Members within the [Enter appropriate: Faculty/Department/Unit/Library/Group] including surveying all Staff Members within that Faculty/Department/Unit/Library/Group;
- To research and review appropriate external and internal comparators as necessary;
- To facilitate the establishment of a workload formula for the Constituency Staff Members of the Faculty/Department/Unit/Library that meets the objective to assign responsibilities to each member in a reasonable and equitable manner; and
- To create objective assessment criteria for the evaluation of the assigned responsibilities for each Staff Member when a concern relating to the same is advanced by a Staff Member and/or for a broader review of the Staff Members’ assignments within the Faculty/Department/Unit/Library/Unit as may be periodically required; and

## PRINCIPLES

In order to foster effective working relationships, the parties agree that it is important that roles and responsibilities of the Committee members are clear.

The Committee's operating principles are as follows:

- The parties agree to follow the Decision Making process (see below) as specified in these Terms of Reference
- Quorum: at least \_\_\_\_\_ members of the University's Administration and \_\_\_\_\_ representatives from the Staff members of the Faculty/Department/Unit must be present if a substantive decision is required to be made by the Committee.
- While consistency of membership is a shared objective, the parties will use best efforts to provide at least two weeks' notice of a change in Committee Membership, or attendance at a meeting.
- While the parties can make decisions on which items to take forward to their respective principals for further discussion and approval, the parties recognize that representatives at the table do not have the ultimate authority to make final decisions. That is, the Committee's work is recommendatory only.

The parties also agree that co-operation and collaboration between the Senior Administration and the Staff Members' representatives on this Committee is necessary to:

- achieve excellence in academic teaching, service and research;
- promote positive working relationships within the: Faculty/Department/Unit/Library through cooperation, transparency, and increased communication between the parties;
- prevent burnout and attrition; and promote work-life balance and overall wellness for Staff Members;
- provide quality education to the University's students over the long-term;
- improve morale and a sense of fairness among the Staff Members; and
- ensure that the University of Alberta remains an attractive place for academics, experts, and other professionals to work in regard to retention, recruitment and workplace satisfaction.

## **TERM AND FREQUENCY OF MEETINGS**

The Committee will meet as long as required to complete its Objectives as stated above. The parties will make their best efforts to meet regularly, but not less than for three (3) hours each month.

The Committee members will establish a schedule for meetings.

## **DECISION MAKING**

The Committee shall attempt to reach consensus on its recommendations and advice where possible. The Committee shall at all times engage in good faith efforts to resolve differences.

Only if unavoidable, the Committee may issue its recommendations and advice in more than one report / by counter-part.

## **TIMELINES FOR FORMATION AND REPORTING**

Committees are expected to be established, and memberships reported to the University and the AASUA no later than 2 months after the ratification of the Collective Agreement that is the successor to the Collective Agreement between the parties with the term ending June 30, 2024.

The Committee's report is due to the parties' principals no later than twelve (12) months after the Committee's representatives are approved by the University (Senior Administration Representatives) and the AASUA (Staff Member Representatives). The parties will approve their representative members as soon as reasonably practicable.

## **REPORTING AND FEEDBACK**

The advice and recommendations provided by the Committee shall be considered sincerely by each party's principals, and their responses to the Committee's advice and recommendations shall be provided in writing to the Committee by each party's representatives.

The Committee's report and the University's and the AASUA's responses shall be made available to the membership body of the AASUA within that Constituency.

Reports may be used for the purposes of negotiating successor Collective Agreement by either party as information.

## **GENERAL**

These Terms of Reference may be amended from time-to-time with the written agreement of both parties' representatives to the Committee, as expressed in an Addendum to this document. [Add an Addendum as required]

Committee meetings shall be held on a regular, repetitive monthly schedule where at all possible. The Committee will meet by whatever means it deems appropriate to undertake its business. Video- and tele- conferencing will be considered if necessary.

The Board will provide the Committee with information and data relevant to Faculty/Department/Unit/Library Staff Member specific workload assignments and policies.

The Committee will, to the extent possible, exchange documents and information relevant to the Committee's discussions in advance of the meetings.

The parties agree to jointly cooperate with and adequately resource the Committee, and share expenses as may be reasonably necessary and justified by the Committee.

The Committee representatives may share information with their respective principles.

Requests for changes to the meeting schedule will require three (3) weeks notice, excepting unforeseen emergency circumstances.

The responsibilities of the Committee Chair will be shared and the responsibility for conducting the meeting will rotate between the parties each meeting, with each party taking a turn. Each party will appoint a representative as a co-chair, and a representative as second chair.

The University will provide reasonable administrative support to the Committee.

Retention of the Committee's minutes and associated documentation is the responsibility of the Committee.

## **AGREEMENT**

This Memorandum of Understanding is agreed-to on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

PER:

University of Alberta Representatives

AASUA Representatives

## **GUIDANCE DOCUMENT – JOINT WORKLOAD STUDY COMMITTEES**

1. Committees are to be based, firstly, on AASUA Constituency group. That is, there will be a template MOU for each Schedule of the Collective Agreement.
2. Next, the committees are to be arranged in a way that makes sense to the members of the Constituency. Where numbers warrant, next either further delineate committees by Faculty or Department or Unit or other grouping, as appropriate.
3. Committees should be composed of individuals from a group of employees that shares a specific “community of interest.” That is, the Committee is to look at issues for a cohort of employees that makes sense. Apples should be compared to apples, not oranges.
4. Once a particular Joint Workload Study Committee has been formed, the Committee will submit a list of its members to both the University: Faculty Relations, and the AASUA. Both the University and the AASUA reserve the right to approve and/or amend the composition of their representative members on each committee.
5. Results of committee studies are intended to be transparent and comparable. Both the University and the AASUA will receive copies of the final reports of all committees.
6. The Committees’ reports and the University’s and the AASUA’s responses to them shall be made available to the membership body of the AASUA within that particular Constituency, either through FEC, ATSEC, or other similar body to advance the goal of equitable treatment of members of that Constituency with respect to workload and responsibilities owed the University.
7. Quorum should be established based on the overall size of the committee that is chosen by the group the committee is representative of.