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Agreement

between

Lakehead University

and

Office & Professional Employees' International Union Local 81

effective July 1, 1972

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COLLECTIVE AGREEMENT

- BETWEEN -

LAKEHEAD UNIVERSITY

- and -

OFFICE & PROFESSIONAL EMPLOYEES' INTERNATIONAL UNION
LOCAL 81

1972 - 1974

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MEMORANDUM OF AGREEMENT made this 16th day of August, A.D., 1972

B E T W E E N:

LAKEHEAD UNIVERSITY, hereinafter called the "University",

of the First Part;

- and -

OFFICE & PROFESSIONAL EMPLOYEES' INTERNATIONAL UNION, LOCAL NO. 81, hereinafter called the "Union",

of the Second Part.

ARTICLE I

General Purpose

WHEREAS the University and the Union recognize their mutual interest in establishing and maintaining satisfactory relations in matters pertaining to wages, hours and other conditions of employment, and providing means for the prompt and fair settlement of all disputes arising from the application or interpretation of this Agreement,

The parties mutually agree as follows:

ARTICLE II

Interpretation

2.01 Wherever the feminine gender is used in this Agreement, the masculine gender is included.

ARTICLE III

Legislative Changes

3.01 Should any article of this Agreement be determined illegal by any judicial or legislative action, the remaining articles shall continue to be operative and binding upon both parties hereto.

ARTICLE IV

Recognition

4.01 The University recognizes the Union as the sole and exclusive collective bargaining agent for its office and clerical employees employed at Lakehead University, Thunder Bay, Ontario, save and except:

(a) professional employees;

(b) supervisors, administrative assistants;

(c) persons regularly employed for less than 24 hours per week;

(d) students employed during their vacation periods;

(e) all persons employed in the offices of the President, Deans, other Executives, the Director of Personnel, and one secretary in the office of a Director;

(f) all persons employed in the Payroll Department;

(g) persons excluded by The Labour Relations Act of Ontario.

ARTICLE V

Relationship

5.01 Each of the parties hereto agrees that there will be no discrimination, interference, restraint or coercion exercised or practiced upon any employee because of participation or lack of participation in Union activities.

5.02 The Union will not engage in Union activities during working hours or hold meetings at any time on the premises of the University except as specifically provided for in this Agreement.

5.03 All present employees covered by this Agreement shall become members of the Union and shall continue as such for the duration of this Agreement as a condition of employment.

5.04 All new employees covered by this Agreement shall become and remain members of the Union not later than the completion of their probationary period for the duration of this Agreement.

5.05 The University will not be required, as a Union shop condition, to discharge any employee for reasons other than non-payment of Union initiation fees, or dues, uniformly required by all members.

5.06 The University will present all new employees with a copy of this Agreement.

5.07 The University will deduct from the salaries of Union members Union initiation fees and dues laid down by the constitution and by-laws of the Union.

5.08 At the end of each calendar month and prior to the tenth of the following month, the University shall remit by cheque to the Secretary-Treasurer of the Union the total of the deductions made.

5.09 Deductions will only be made on presentation of an appropriate form signed by the employee but, once provided with a signed form for an employee, deductions shall be made from that employee for the life of this Agreement and may be extended from time to time by mutual agreement. It is further understood that layoff of any employee will automatically cancel such employee's checkoff authorization, and new authorization must be signed should such employee be reinstated.

5.10 Should an employee be promoted or transferred outside the Bargaining Unit, deductions of Union dues shall automatically be cancelled.

ARTICLE VI

Management Rights

6.01 The Union acknowledges that it is the exclusive right of the University:

a) to generally manage the affairs of the University;

b) to maintain order, discipline and efficiency and to establish and from time to time to alter rules and regulations to be observed by employees;

c) to hire, transfer, classify, promote, demote, lay off, recall, assign duties, and to suspend, discipline or discharge any employee for just cause;

d) provided that the University shall not exercise these rights in a manner inconsistent with the terms of this Agreement; and

e) to inform the Union Committee in writing of any changes concerning rules as referred to in (b) above.

ARTICLE VII

Committeewomen

7.01 The University undertakes to instruct all members of its supervisory staff to co-operate with the committeewomen in the carrying out of the terms and requirements of this Agreement.

7.02 The Union undertakes to instruct its members to co-operate with the supervisory staff in the carrying out of the terms and requirements of this Agreement.

7.03 The privileges of committeewomen to leave their work without loss of wages to attend to business between Union and University is granted on the following conditions:

a) there shall be no solicitation of members, discussion of grievances (except in the case of discharged persons) or other Union activities during working hours, except as specified in this Agreement.

b) In discussion of complaints and/or grievances, a reasonable time may be granted and the University may limit time devoted to discussion of complaints and/or grievances if it deems the time so used to be excessive.

c) Before leaving her work area to attend to authorized Union business, the committeewoman concerned shall obtain the permission of her supervisor. When entering a department other than her own, a committeewoman or Union Officer must first contact the Supervisor of that department, or her Deputy, and advise her as to the general nature of her business. Such permission shall not be unreasonably withheld.

ARTICLE VIII

Prohibition of Strikes, Work Stoppages, and Lockouts

8.01 During the term of this Agreement the University or its representative(s) shall not cause any lockouts, and the Union agrees that neither it nor its member(s) shall cause or sanction any strikes, slowdowns, or other interruption of work. If such action should be taken by the employees, the Union will instruct the said employees to return to work and to perform their regular duties and to resort to the established grievance procedures.

ARTICLE IX

Probationary and Trial Periods

9.01 New employees of the University shall be considered probationary employees until they have completed three (3) months of continuous service with the University. Continuous service with the University shall be effective from the date of commencement of full-time employement by the University. The layoff or termination of employment of a probationary employee may not be made the subject of a grievance.

9.02 An employee transferred to a new position shall be considered to be on a trial period for three (3) continuous months. At any time prior to the expiration of this trial period the employee may return or may be returned to her previous position and such action shall not be made the subject of a grievance.

9.03 The University shall notify the Union in writing when the employee has completed the probationary or trial period.

ARTICLE X

Employment Opportunities

10.01 When a vacancy occurs or a new position is created within the bargaining unit, a notice of the position shall be posted on approved bulletin boards for a period of one week. Any subsequent vacancies arising from the filling of the original posting shall be posted for a period of two (2) days. The posting shall show the classification vacant, and the requirements of the position. Applicants for a posted vacancy shall apply in writing on an approved form provided by the Personnel Department on or before the expiry date of the posting.

10.02 In this section vacancies shall mean those of long term nature such as arise through resignations, new jobs, extended illnesses, etc.

10.03 The University shall notify the Union in writing of the names and seniority of successful applicants within three (3) working days of the appointment.

10.04 The successful applicant will be placed on a trial period for three (3) continuous months. Conditional on satisfactory service, such trial period shall be confirmed after the expiration of three(3) continuous months. In the event the successful applicant proves unsatisfactory in the position during the aforementioned trial period, she may return or may be returned to her former position without loss of seniority or former salary, and any other employee promoted or transferred because of the rearrangement of position may also be returned to her former position without loss of seniority or former salary.

10.05 All applicants shall be notified by the University in writing of the acceptance or rejection and reasons thereto of their job bid.

ARTICLE XI

Equal Opportunity

11.01 The University and the Union agree that there will be no discrimination against any employees or prospective employees in regard to employment because of race, creed, colour, nationality, ancestry, place of origin, political affiliation, marital status or sex.

ARTICLE XII

Seniority

12.01 Upon successful completion of her probationary period as defined in Article 9.01, an employee's seniority shall be deemed to have commenced from the date of last hiring.

12.02 All promotions shall be made on the basis of ability to perform the work and seniority. When two or more applicants have comparable ability to do the work required, then seniority will be the governing factor in making the selection.

12.03 Seniority shall prevail, subject to due consideration of ability to perform the work, in layoff and recall of employees. In the event that the work force within any job classification or related job classification is reduced by layoff, such layoff shall be carried out in the following manner:

1) employees on probation as defined in Article 9.01;

2) Employees with the least seniority.

12.04 In recalling employees to work, the last employee laid off shall be the first recalled. This method shall continue until all employees with seniority have been recalled and then the employees that were on probation may be recalled.

12.05 Promotions to positions excluded from the bargaining unit shall not be subject to the provisions of this Article.

12.06 The University shall prepare and give to the Union a seniority list reflecting seniority accumulations as of July 1 and January 1, together with the dates from which the employee's seniority began, on or before the passage of thirty (30) days

from each of the aforementioned dates.

12.07 Employees who have been laid off due to lack of work and subsequently re-employed will have their length of service determined by the actual time they have been on the University's payroll, provided such employees return to work when notified, and subject to the conditions of 13.01 (c) and 13.01 (d).

ARTICLE XIII

Loss of Seniority - Termination

13.01 An employee shall lose her seniority standing (subject to complaint or grievance procedure) and her name shall be removed from the seniority list and her employement shall be terminated if

a) the employee voluntarily leaves the employ of the University;

b) the employee is discharged and not reinstated;

c) the employee has been off the payroll for a continuous period of twelve (12) months;

d) the employee has been laid off, but still retains her seniority and is notified by registered mail or telegram to return to work and fails to do so within seven (7) days, or the duration of notice required by her present employer (which shall not exceed two (2) weeks);

e) the employee is absent from work without leave for more than two (2) consecutive days without reasonable cause, as determined by the University; or

f) the employee fails to report to work at the termination of a leave of absence without providing a reason satisfactory to the University.

13.02 Employees being promoted or transferred to a position outside the Bargaining Unit may retain such Union seniority as has been accumulated at the time of promotion or transfer for a period

of one year, after which time and returning to the Bargaining Unit, such person shall be considered to be a new employee in respect to Union seniority. Employees who return to the Bargaining Unit within the one year period shall be assessed the amount of Union dues equivalent to what they normally would have paid had they not left. Such employees shall be permitted to add together the time before and after transfer for purposes of Union seniority.

13.03 Any employee away from work because of sickness or accident who has properly reported such sickness shall not have her service record disturbed unless she is away more than three (3) consecutive months, after which time she will not accumulate seniority while absent. Any employee's reinstatement after sick leave will be conditional on her supplying, when requested, a certificate from a physician stating that she is physically able to return to work.

ARTICLE XIV

General

14.01 In all instances where the term Committeewoman is used in this Agreement, the meaning will be deemed to be equivalent to the recognized term of steward.

14.02 Any notice to any employee under Article 13.01 (d) of this Agreement shall be given by telegraph or prepaid registered post addressed to the employee at her last address shown on the employment record or on the payroll of the University, and such notice shall be deemed to have been given when delivered to the telegraph or postal authorities.

14.03 It is the responsibility of the employee to keep the University and Union informed at all times of her correct address.

14.04 The Union shall have the privilege of posting approved notices at specified locations within the buildings of the University. The University shall be furnished copies of all such notices prior to their posting and they shall be posted only after receiving the approval of the Director of Personnel.

ARTICLE XV

Hours of Work and Overtime

15.01 The standard hours of work shall be seven (7) hours per day, 9:00 a.m. to 5:00 p.m., exclusive of a one-hour lunch period. The standard work week shall consist of thirty-five (35) hours per week, such work to be performed on five (5) consecutive days from Monday to Friday. The above shall not constitute a guarantee of hours of work per day or hours of work per week. Notice will be given to the Union in writing concerning any alteration by a department which must deviate from the above work day or work week prior to inception of such change.

15.02 All employees shall be permitted a fifteen (15) minute rest period both in the first half and second half of the normal day's work.

15.03 Overtime pay will not be deducted due to lost time, if the lost time is due to illness or authorized leave of absence with pay.

15.04 Any time authorized in excess of the standard work day or standard work week shall be paid at the rate of time and one-half.

15.05 Any work performed on a Sunday shall be paid at the rate of double time.

15.06 Any work performed on a statutory holiday shall be paid at the rate of time and one-half in addition to holiday pay.

15.07 An employee may request time off equivalent to overtime pay earned, if agreeable with the University.

ARTICLE XVI

Wages

16.01 The wages during the term of this Agreement shall be those shown in Schedule "A" attached hereto and made a part of this Agreement.

16.02 Wages shall be paid bi-weekly on Friday.

ARTICLE XVII

Statutory Holidays

17.01 The University recognizes as paid holidays:

New Year's Day	Civic Holiday
Good Friday	Labour Day
Easter Monday	Thanksgiving Day
Commonwealth Day	Christmas Day
Dominion Day	Boxing Day

Employee's Birthday

17.02 Any paid holiday covered by this Agreement which falls on a Saturday will be observed on either the preceding Friday or the following Monday.

17.03 Any paid holiday covered by this Agreement which falls on a Sunday will be observed the following Monday.

17.04 Each employee shall be paid for each paid holiday provided that she works her full regularly scheduled days or is on an approved leave of absence immediately preceding and immediately following such paid holiday.

ARTICLE XVIII

Vacations

18.01 Employees shall be entitled to paid vacations in accordance with the underlying schedule:

a) Employees hired after July 1, 1970 shall receive a vacation with pay on the following basis:

After 6 months of service - 1 week
After 1 year of service - 2 weeks
After 4 years of service - 3 weeks
After 8 years of service - 4 weeks.

b) Employees hired prior to July 1, 1970 shall receive vacation credits allowed in that period until such time as the above schedule is applicable.

18.02 Annual leave accumulated to June 30th will be taken before December 31st of the current year.

18.03 If any employee leaves without having completed six months continuous service, vacation pay will be calculated at the rate of 4% of earnings for the period worked.

18.04 An employee with less than one (1) year but more than six (6) months of service shall receive vacation credits pro-rated on the basis of one (1) year of service being equivalent to two (2) weeks' vacation.

18.05 If a statutory holiday, as outlined in this Agreement, occurs during an employee's vacation period, she will be granted an additional day's vacation for each such holiday in addition to her regular vacation time.

18.06 Employees may be granted the vacation period preferred by the employee on a seniority basis at such time as may be mutually agreed upon by the employer and the employee.

ARTICLE XIX

Sick Leave

19.01 Sick leave means the period of time when an employee no longer on probation is permitted to be absent from work with full pay due to sickness or accident rendering her unable to perform her regular duties as an employee and not compensable under the terms of the Workmen's Compensation Act.
For each such employee one and one-half (1½) days sick leave per month shall be granted, which sick leave shall be cumulative up to a maximum of two hundred and twenty (220) days, effective July 1, 1972, and two hundred and forty (240) days, effective July 1, 1973.
When sick leave is claimed on a recurring basis or for a prolonged period of time, proof of disabling sickness or accident will be furnished by a certificate from a duly qualified medical practitioner, if requested by the University.

19.02 An employee who voluntarily leaves the employment of the University, or if an employee dies before reaching retirement age, and has at least five (5) years of service with the University, the employee or the beneficiary will be paid 25% of the number of days she had accumulated.

ARTICLE XX

Maternity Leave

20.01 An employee who has completed six months of continuous service and who becomes pregnant will be granted or may be required to take maternity leave without pay.

20.02 If the employee informs the Director of Personnel that she will be returning within three months and so returns, she shall resume her previous position with full seniority previously earned, provided such employee shall notify the University of her desire of re-employment and submits a certificate of physical fitness if such certificate be required by the University.

20.03 If the employee does not return in accordance with Article 20.02, she shall be given preference within one (1) year for re-employment with full seniority previously earned in her job classification provided a vacancy shall occur therein and provided such employee shall notify the University of her desire of re-employment and submits a certificate of physical fitness if such certificate be required by the University

ARTICLE XXI

Bereavement Leave

21.01 If the parent, spouse, child, brother, sister, mother-in-law, or father-in-law of an employee dies, the employee, for the purpose of attending the funeral of such deceased person, will not be required to attend at work for a period of up to three (3) consecutive working days following the death of such person, and the employee will not suffer any reduction in pay as a result of her non-attendance at work under such bereavement leave.

21.02 When circumstances indicate additional time is required, permission may be granted by the University.

21.03 Employees who apply for Bereavement Leave because of the death of a relative or close friend may be granted paid leave of absence at the discretion of the University.

21.04 Any leave granted under this article shall not be charged to accumulated sick or holiday time.

ARTICLE XXII

Leave of Absence

22.01 The University may at its discretion grant leave of absence without pay and without loss of seniority to an employee for personal reasons. Such employee shall be reinstated to the position held prior to her leave of absence if such leave is of less than three (3) months' duration, or after three months' leave of absence to a position in the same classification and/or salary grade to which she would be entitled by reason of ability and seniority standing.

22.02 The University agrees to grant a leave of absence without pay and without loss of position or seniority, to employees selected by the Union as delegates for legitimate Union business such as conventions or conferences.

22.03 Employees appointed to the Canadian/International staff shall be granted a leave of absence without pay, and shall be reinstated to the position held prior to her leave of absence if such leave is of less than thre (3) months' duration, or after three (3) months' leave of absence to a position in the same classification and/or salary grade to which she would be entitled by reason of ability and seniority standing.

22.04 All granting of requests for leave of absence shall be in writing and a copy shall be presented to the Union.

ARTICLE XXIII

Health, Welfare and Pension

23.01 As a condition of employment, each regular employee shall enroll, subscribe to and participate in:

a) The Ontario Health Insurance Plan (O.H.I.P.);

b) The Supplemental Group Medical Benefits Plan provided by the Sun Life Assurance Company of Canada;

c) The University Group Life Insurance Plan; and

d) The University Pension Plan,

unless specifically exempted by legislation or regulation.

23.02 a) Effective July 1, 1972, the University shall contribute eighty (80%) per centum toward O.H.I.P. (item "a" above).

b) Effective July 1, 1972, the University shall contribute for the Supplemental Group Medical Benefits Plan and the University Group Life Insurance Plan (items "b" and "c" above) eighty (80%) per centum of the applicable premiums.

23.03 In the event that any of the foregoing health and medical plans for any reason become unavailable or are discontinued, the University shall continue to contribute the premium for any health or medical plans substituted therefor sums of money equivalent to those being paid at the date of such unavailability or discontinuance.

23.04 To the University Pension Plan, the University shall contribute an amount equal to five (5%) per centum of regular gross pay integrated with the Canada Pension Plan.

23.05 The retirement age for an employee shall be as determined from time to time by the University Pension Plan.

ARTICLE XXIV

Union Committee

24.01 The Union Committee shall consist of five regular employees of the University, one of whom may be the President or Vice-President of the Union. The Union shall co-operate with the University in the administration of this Agreement and shall deal with all grievances, negotiations and any matter properly arising out of this Agreement.

24.02 The names of each of the committeewomen and the names of the chairman and members of the Union Committee shall be given to the University in writing.

24.03 The Union Committee shall be entitled to have present and be represented by a representative of the Office and Professional Employees' International Union at all meetings between the University and the Union.

24.04 No person shall be present as a member of the Union Committee for the consideration of her own personal grievance.

ARTICLE XXV

Grievance Procedure

25.01 Should a dispute arise between the University and any employee regarding the interpretation or alleged violation of the provisions of this Agreement, the following grievance procedure will be followed:

STEP 1. The employee shall first discuss the complaint or grievance with her immediate supervisor and may have her committeewomen present if she so desires.

The immediate supervisor shall give a verbal reply within three (3) working days.

STEP 2. If the grievance is not resolved, it shall be reduced to writing, signed by the employee and countersigned by a committeewoman and forwarded to the Director of Personnel within three (3) working days after receipt of the verbal reply in Step 1.

The Director of Personnel shall, within three (3) working days render his reply in writing. If this reply is not satisfactory to the Union, the Union Committee shall refer the grievance to the University within three (3) working days.

STEP 3. When the grievance is referred by the Union Committee to the University, the parties shall meet within five (5) working days in which time they will try to resolve the grievance.

25.02 If the parties are unable to resolve the grievance, the Union or the University may refer the matter to Arbitration within

ten (10) days.

25.03 All time limits may be extended by mutual agreement.

ARTICLE XXVI

Discharge Cases

26.01 In the event of an employee who is no longer on probation being discharged from employment, and the employee feeling that an injustice has been done, the case may be taken up as a grievance.

26.02 When an employee has been dismissed without notice, she shall have the right to interview her committeewoman for a reasonable period of time before leaving the University premises.

26.03 All such cases shall be taken up within three (3) working days of the date the employee is notified of her discharge. A claim by an employee, who has attained seniority, that she has been unjustly discharged from her employment shall be treated as a grievance if a written statement of such grievance is lodged with the Director of Personnel within three (3) working days after the employee ceases to work for the University. All preliminary steps of the grievance procedure up to but not including STEP 2 shall be omitted in such a case.

26.04 A discharge grievance may be settled by confirming the University's action in dismissing the employee, or by reinstating the employee with full compensation for time lost, or by any other arrangement which is just and equitable in the opinion of the conferring parties.

ARTICLE XXVII

University and Union Grievance

27.01 An allegation by either party that the Agreement has been misinterpreted or violated may be lodged in writing as a Policy Grievance commencing at STEP 2 of the Grievance Procedure and thereafter the Grievance Procedure shall apply.

ARTICLE XXVIII

Arbitration

28.01 When a difference arises between the parties relating to the interpretation, application, or administration of this Agreement, including any question as to whether a matter is arbitratable, either of the parties may, after exhausting the applicable grievance procedure established by this Agreement, notify the other party in writing of its intent to submit the difference to an Arbitrator. Such notification is to be received by the other party within ten (10) regular working days from the date of the final decision at STEP 3, failing which the grievance shall be deemed to be settled or abandoned.

28.02 The Arbitrator shall be selected or appointed jointly by the Union and the University, provided that both parties can agree upon some mutually satisfactory person within ten (10) working days after either party has requested the other to agree upon an Arbitrator. If at the end of the ten (10) working days' period mentioned above the parties have not been able to agree upon such a person, either party may forthwith request the Minister of Labour of the Province of Ontario to appoint such an Arbitrator.

28.03 The decision of the Arbitrator shall be final and binding upon both parties.

28.04 The decision of the Arbitrator shall not alter, add to, subtract from, modify or change any of the provisions of this Agreement

or to substitute any new provisions for any existing provisions, nor to give any decision inconsistent with the terms and provisions of this Agreement. The Arbitrator shall, however, in respect of a grievance involving the suspension or discharge of an employee be entitled to modify or set aside such penalty, if, in the opinion of the Arbitrator, it is just and equitable to do so.

28.05 Both parties shall contribute equally to the expenses and remuneration required by the Arbitrator.

ARTICLE XXVIX

Testing

29.01 No program of psychological tests for the purpose of hiring, firing or transfer may be used by the University without the consent and knowledge of the Union.

29.02 Bargaining Unit employees will not be asked or required to take any tests relative to Bargaining Unit work.

29.03 Bargaining Unit employees may volunteer to take tests to assist in evaluating their potential for positions excluded from this Agreement.

ARTICLE XXX

Termination and Duration

30.01 This Agreement shall become effective on the 1st day of July, A.D., 1972 and shall remain in full force and effect until the 30th day of June, A.D. 1974, and from year to year thereafter unless written notice of intention to terminate or amend this Agreement is given by either party to the other not more than ninety (90) days and not less than thirty (30) days before the 30th day of June in any year thereafter in which this Agreement continues to remain in effect.

30.02 In the event that such notice is given of a desire to amend the Agreement, negotiations shall begin within fifteen (15) days following the delivery of the notice or within such longer time as may be mutually agreed upon.

Signed for

LAKEHEAD UNIVERSITY

R. A. Ross

G. H. Thompson
Comptroller

H. T. Renaud
Director of Personnel

L. George
Personnel Officer

M. R. Muldoon
Personnel Assistant

Signed for

OFFICE AND PROFESSIONAL EMPLOYEES' INTERNATIONAL UNION, LOCAL 81

T. Currie
President

P. Taylor
Vice-President

M. Humphrey
Chairman

H. O'Neil
Committeewoman

E. Taylor
Committeewoman

M. Contois
Committeewoman

G. Muncaster
Committeewoman

D. Walsh
Committeewoman

J. Elwert
Committeeman

E. Stencer
Representative

SCHEDULE A

Part I - Conversion (Method and Conditions)

Effective July 1, 1972, all positions covered by this Agreement will be classified by the University in accordance with the recognized "Point System" of job evaluation.

Conversion from the existing "Ranking System" to the "Point System" will be effected in the following manner in respect to the wage tables (Part II).

Salary Classification

* Classification 1	Mail Clerk Shelver
* Classification 2	Clerk I Duplicating Machine Operator I
Classification 3	Senior Mail Clerk Library Clerk I Clerk/Stenographer I Cashier - Accounts M.T.S.T. Operator Clerk II Duplicating Machine Operator II
Classification 4	Switchboard Operator Information Receptionist Shipper/Receiver (Library and Bookstore) Secretary I Keypunch Operator
Classification 5	Secretary II Assistant Book Binder Clerk III Library Assistant I
Classification 6	Library Assistant II Accounts Assistant (Library) Purchasing Clerk/Buyer
Classification 7	Secretary III
Classification 8	Cataloguer Book Binder

* Job not subject to Job Posting (Article X)

Position Within Classification (Minimum - Standard - Maxaimum)

Employees with University job seniority as follows:

a) Up to 2 years plus 364 days - Minimum

b) 3 years to 4 years plus 364 days - 1st above Minimum

c) 5 years to 6 years plus 364 days - 2nd above Minimum

d) 7 years and over - Standard.

Conditions - General

1. No employee, as a result of conversion, will receive less than an increment of $15.00 per month effective July 1, 1972.
2. Employees between Minimum and Standard will receive automatic progressions at 6 month intervals (i.e. January 1, 1973, July 1, 1973, January 1, 1974).
3. All employees who have reached or exceeded Standard in their current grade shall receive annual increases as indicated in the Wage Schedule (Part II) on each anniversary until the maximum salary for their current grade is reached. Such increases will not be granted where the University finds that an employee's performance has been unsatisfactory. In all such instances, the Union and the employee will be notified.
4. Where new positions are created or there is sufficient change in job content, the Personnel Department will evaluate the position for classification.

August 16, 1972

LAKEHEAD UNIVERSITY

Part II - Salary Schedules

July 1, 1972 - June 30, 1973

Grade	Minimum	1st	2nd	Std.	Max.
1	$ 330	$ 340	$ 350	$ 360	$ 384
2	350	360	370	380	404
3	370	380	390	400	430
4	405	415	425	435	465
5	420	435	450	465	495
5	465	480	495	510	540
7	500	515	530	545	575
8	560	580	600	625	665

August 16, 1972

LAKEHEAD UNIVERSITY

July 1, 1973 - June 30, 1974

Grade	Minimum	1st	2nd	Std.	1st	2nd	Max.
1	$ 335	$ 345	$ 355	$ 370	$ 378	$ 386	$ 394
2	355	365	375	390	398	406	414
3	375	385	395	410	420	430	440
4	410	420	430	445	455	465	475
5	427.50	442.50	457.50	477.50	487.50	497.50	507.50
6	472.50	487.50	502.50	522.50	532.50	542.50	552.50
7	507.50	522.50	537.50	557.50	567.50	577.50	587.50
8	565.00	585.00	605.00	637.50	647.50	657.50	667.50