

## TSSU Draft of Appendices for 2019-2022 TSSU / SFU Collective Agreement

### **Appendices:**

- A: Assignment of Wage Form
- B: Hours per Base Unit for Teaching Assistants
- C: Teaching Assistant Time Use Guideline
- D: Letter of Agreement – Provisions for named Continuing Language Instructors effective September 1, 1999
- E: Teaching Assistant Evaluation
- F: Tutor Marker Time Use Guideline
- G: Letter of Agreement – MSP Premiums December 16, 1993
- H: Letter of Agreement – Tutor Markers appointed to Education 485
- I: Letter of Agreement – Payroll Deductions
- J: Letter of Agreement – Preparation Time in Open Lab/Workshops in Department of Mathematics December 15, 2017
- K: Letter of Agreement – Preparation Time for Statistics Workshop in Department of Statistics and Actuarial Science
- L: Letter of Agreement – Employee hours for Employment Insurance purposes
- M: Letter of Agreement – Provision of Statement of Base Budget and Tutorials
- N: Letter of Agreement – W Courses
- O: Letter of Agreement – Intellectual Property Rights
- P: Letter of Agreement – Professional Development, ELC/ITP Program - good
- Q: TSSU Dental Waiting Period
- R: Letter of Agreement – Reporting and Release of Member and Course Information
- S: Letter of Agreement – Shared office space on SFU campuses, excluding Burnaby Campus
- T: Letter of Agreement - ELC/ITP – Term of Employment

\*Additional MOUs / LOAs are available on the SFU HR website at <https://www.sfu.ca/human-resources/tssu.html> or the TSSU website at: <https://www.tssu.ca/collective-agreement/>

APPENDIX A

**ASSIGNMENT OF WAGES FORM**

**Please Print:**

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Employment Category \_\_\_\_\_

Local Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**SECTION ONE: COMPLETION OF THIS SECTION IS A CONDITION OF EMPLOYMENT**

**To Simon Fraser University:**

Until this authority is revoked by me in writing, I hereby authorize you to deduct from my wages and to pay to the Teaching Support Staff Union dues in the amounts following:

Monthly dues of [insert current TSSU dues percentage] of the total received in that month as a result of employment in the Teaching Support Staff bargaining unit.

I understand that these deductions will be made biweekly.

I understand that this assignment remains in force for all subsequent appointments in the Teaching Support Staff bargaining unit.

I recognize that any objection that I now have, or may have in the future to the deduction of such dues, is a matter only between the Union and myself, and no liability can attach to Simon Fraser University in consequence of any such dispute or objection.

I acknowledge that I am required to pay dues to the Union and to execute the assignment of wages authorizing the deductions of dues.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**SECTION TWO: COMPLETION OF THIS SECTION IS VOLUNTARY**

Until this authority is revoked by me in writing, I further authorize you to deduct from my wages such uniform levies as the Union may from time to time declare in accordance with its Constitution and Bylaws and of which I am notified in writing by the Union.

\_\_\_\_\_  
Signature

cc: Treasurer, TSSU

Please return both copies of this form to the Dean's Office.

## APPENDIX B

### Hours Per Base Unit Assignment For Teaching Assistants

Note: What follows does not apply where there is no direct classroom contact or where an equivalence has been established by the University (examples in Article 13 D.4).

#### **Guidelines for Determination of Base Units and Hours Worked:**

Base Units = (number of total contact hours from all courses) + (1.17 x number of courses)

Hours Worked = [(number of total contact hours from all courses) + (1.0 x number of courses)] x 42.

#### **Examples of Base Unit and Hours Worked Calculations:**

Contact Hours (First Course)	Contact Hours (Second Course) (if assigned)	Total Contact Hours	Initial & Ongoing Preparation	Total Base Units Assigned	Total Hours Worked
1	-	1	1.17	2.17	84
2	-	2	1.17	3.17	126
3	-	3	1.17	4.17	168
4	-	4	1.17	5.17	210
5	-	5	1.17	6.17	252
6	-	6	1.17	7.17	294
1	1	2	2.34	4.34	168
2	1	3	2.34	5.34	210
3	1	4	2.34	6.34	252
4	1	5	2.34	7.34	294
1	2	3	2.34	5.34	210
2	2	4	2.34	6.34	252
3	2	5	2.34	7.34	294

- Conditions governing the assignment of workload and compensation are set out in Article 13 D.
- There are no hours of work associated with the additional 0.17 base unit for preparation.
- To compensate for all statutory holidays which may occur in a semester, the total workload required will be reduced by one point one (1.1) hours for each base unit assigned excluding the additional 0.17 base unit for preparation, e.g. four point four (4.4) hours reduction for a 4.17 base unit appointment.

APPENDIX C

**Simon Fraser University  
Teaching Assistant Time Use Guideline**

TA Name: \_\_\_\_\_ Instructor: \_\_\_\_\_

Course(s): \_\_\_\_\_

Base Units Assigned\*: \_\_\_ x 42 = Maximum Hours: \_\_\_\_\_

Teaching Assistant total workload for the semester should approach but not exceed the maximum hours over the term of the semester (normally 17 weeks). The following summary is an approximation of the length of time expected to be devoted to the major activities. There may be shifts between activities, but the total hours required over the semester cannot exceed the maximum hours set out above.

Duties and Responsibilities	Average hrs/week	Total hrs/semester
1. Preparation for labs/tutorials	_____	_____
2. Attendance at planning/coordinating meetings with instructor	_____	_____
3. Attendance at lectures	_____	_____
4. Attendance at labs/tutorials	_____	_____
5. Office hours/student consultation/electronic communication	_____	_____
6. Grading**	_____	_____
7. Quiz preparation/assist in exam preparation/Invigilation of exams	_____	_____
8. Statutory Holiday Compensation – To compensate for all statutory holidays which may occur in a semester, the total workload will be reduced by one point one (1.1) hours for each base unit assigned excluding the additional 0.17 B.U. for preparation, e.g. four point four (4.4) hours reduction for a 4.17 B.U. appointment.	_____	_____
9. Other – specify***	_____	_____
_____	_____	_____
_____	_____	_____

Required Total Hours = \_\_\_\_\_

Teaching Assistants and course instructors should familiarize themselves with the general working conditions set out in Article 13 C, assignment and compensation in Article 13 D, and workload review mechanisms in Article 13 E.

\*There are no hours of work associated with the additional 0.17 base unit for preparation, Article 13 D. 2 b. See Appendix B for calculation of hours.

\*\* Includes grading of all assignments, reports and examinations.

\*\*\* Attendance at a TA/TM Day/Training

**Workload Review**

Instructor:

TA/TM:

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Semester:

Course #:

Original hrs Assigned:

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Will the number of hours required exceed the number of hours assigned?

YES    NO

Signature of Instructor:

Date of Review

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Decision if number of hours required exceeds the number of hours assigned:

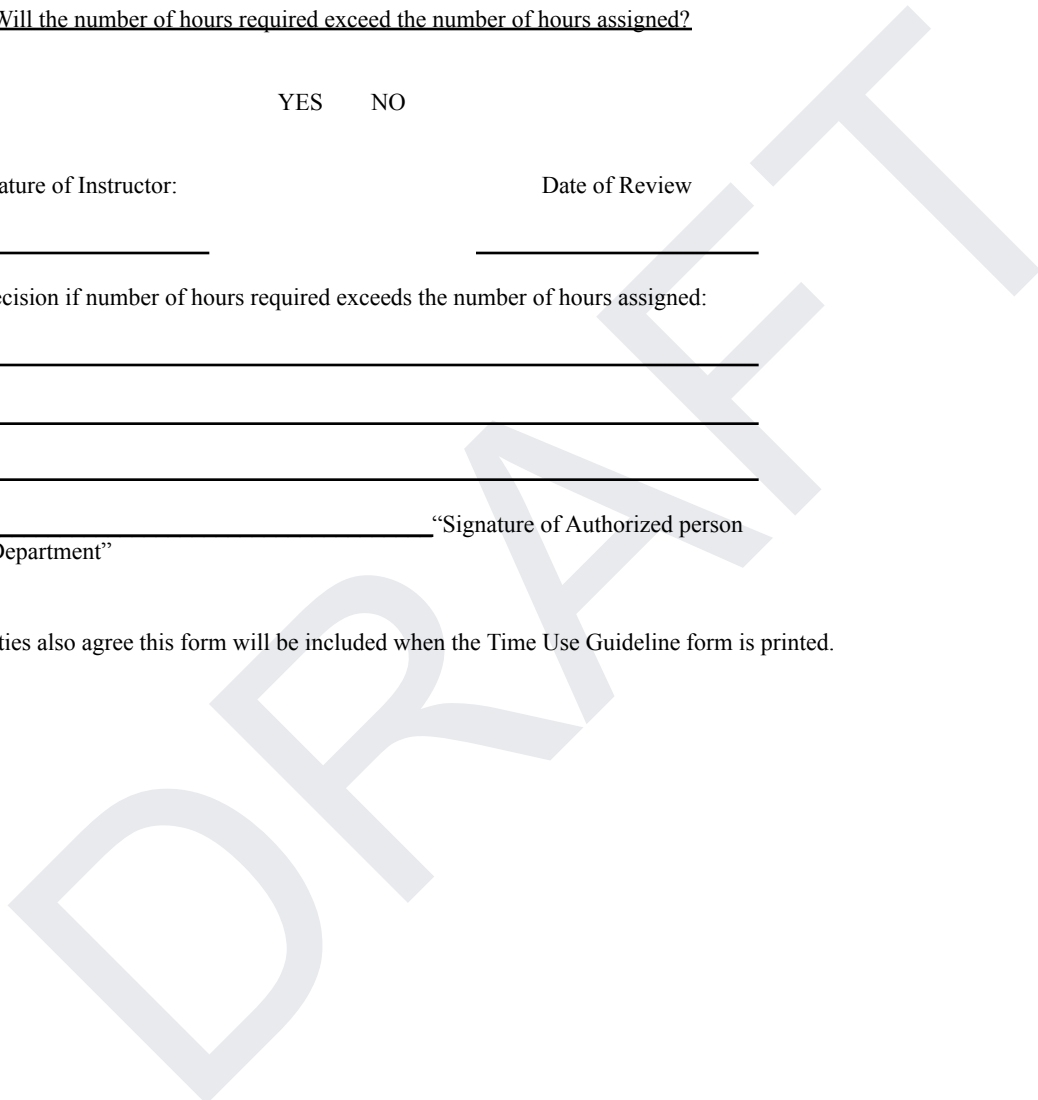
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\_\_\_\_\_ “Signature of Authorized person  
in the Department”

The parties also agree this form will be included when the Time Use Guideline form is printed.



APPENDIX D

**LETTER OF AGREEMENT  
BETWEEN  
THE TEACHING SUPPORT STAFF UNION  
AND  
SIMON FRASER UNIVERSITY**

The parties agree that the long serving language instructors listed below will become Continuing Language Instructors effective September 1, 1999 in the department within which they are currently employed.

Catherine Blancard (continuing 2 semester appointment)  
Ester Tejada (continuing 3 semester appointment)

The same terms and conditions of employment for these named individuals will be as specified for Continuing Language Instructors in the Collective Agreement in force from May 1, 1995 to April 30, 1998. In addition, the following provisions will apply to the individuals named in this letter of agreement.

- a) To compensate for all statutory holidays which may occur in a semester the total workload required will be reduced by one point one (1.1) hours for each base unit assigned excluding the additional 0.17 base unit for preparation, e.g. four point four (4.4) hours reduction for a 4.17 base unit appointment.
- b) There are no hours of work associated with the additional 0.17 base units for preparation.
- c) Where a Continuing Language Instructor is required to use course specific software with which she has no previous experience or training, a reasonable amount of time (up to seven (7) hours) will be allocated for preparation related to learning to use the software.

Any future general salary increases provided for Teaching Assistants will be implemented on the same basis for these Continuing Language Instructors.

This agreement will lapse for any one of these individuals if she declines six (6) consecutive offers of appointment as a Continuing Language Instructor. An offer of an appointment of less than four (4) base units shall not constitute an offer of employment for the purpose of the six (6) consecutive offers of employment.

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



APPENDIX E

SIMON FRASER UNIVERSITY  
**Teaching Assistant Evaluation**

This is the basic Evaluation Form. Departmental forms may contain other job related details and more or less commentary space, but the core elements of this form must be retained.

1. You must review this Evaluation Form and Evaluative Criteria with your TA at the beginning of the semester (ref. Art. 20 A).
2. Whenever reasonably possible, supervisors shall bring serious or continuing problems to the attention of the TA before citing in this Evaluation Form (ref. Art. 20 I).
3. This form is to be completed by you at the conclusion of the semester. Your assessment of the TA's teaching abilities will become part of the TA's employment record. This feedback is intended to enhance teaching performance.

<b>SECTION A: Teaching Assistant Information</b>			
Name _____	Department _____	Semester _____	Course# _____
Course Title _____	Instructor _____	TA's 1st Appt. <input type="checkbox"/>	

<b>SECTION B: EVALUATIVE CRITERIA</b> Using the evaluative criteria below, indicate whether the TA's performance:
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1 Meets Job Requirements- Good	2 Meets Job Requirements- Satisfactory
3 Does not meet job requirements - Requires some improvement *	4 Does not meet job requirements Requires major improvement *

5 No opportunity to evaluate or criterion is not applicable.		
* Whenever reasonably possible, supervisors shall bring serious or continuing problems to the attention of the TA before citing in this Evaluation Form (ref. Art. 20 I).		
<input type="checkbox"/> Preparation of Lab/Tutorial Material	<input type="checkbox"/> Meets Deadlines	
<input type="checkbox"/>	<input type="checkbox"/> Attendance at Planning/Coordinating Meetings	Maintains Office Hours
<input type="checkbox"/> Attendance at Lectures	<input type="checkbox"/> Grading Fair/Consistent	
<input type="checkbox"/> Performance in Lab/Tutorial	<input type="checkbox"/> Quality of Feedback	
<input type="checkbox"/> Quiz Preparation/Assist in Exam Preparation	<input type="checkbox"/> Instructional Content	
<input type="checkbox"/> Other Job Requirements _____		

**SECTION C: EVALUATION COMMENTARY**

Please comment on the TA's positive contributions to instruction (e.g. teaching methods, grading, ability to lead discussion) - or other noteworthy strengths

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Please comment on those duties which you noted as not meeting job requirements and suggest ways in which the TA's performance could be improved:

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**SECTION D: SUMMARY/OVERALL EVALUATION**

Meets Job Requirements       Does Not Meet Requirements

Would you recommend this TA for reappointment? Yes      No           

If No, explain briefly \_\_\_\_\_

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\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Year/Month/Day

**SECTION E: TEACHING ASSISTANT'S COMMENTS**

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\_\_\_\_\_  
Teaching Assistant's Signature

\_\_\_\_\_  
Year/Month/Day

**Distribution of and retention of the Evaluation form:**

1. The original copy of the Evaluation Form must be forwarded to the Department Chair on completion and included in the TA's employment file.
2. The TA must receive a copy of the Evaluation Form no later than the end of the first week of classes of the following semester.
3. The TA may make comments on the evaluation and such comments will then be added to the employment file. The TA should complete the TA comments section, sign and date the form and return the form to the Department Chair as soon as possible.



**APPENDIX F**

**Simon Fraser University  
Tutor Marker Time Use Guideline**

Name: \_\_\_\_\_ Course Supervisor\*: \_\_\_\_\_

Course(s): \_\_\_\_\_ Semester: \_\_\_\_\_

New Required Software: \_\_\_\_\_

Base Units Assigned: \_\_\_\_\_ x 42 = Maximum Hours: \_\_\_\_\_

Tutor Markers and Course Supervisors should familiarize themselves with the general working conditions set out in Article 15 C, assignment and compensation in Article 15 D, and workload review mechanisms in Article 15 E. 3. and Tutor Marker total workload for the semester should approach but not exceed the maximum hours over the term of the semester (normally 17 weeks). The following summary is an approximation of the length of time expected to be devoted to the major activities. There may be shifts between activities, but the total hours required over the semester cannot exceed the maximum hours set out above. This Time Use Guideline may need to be revised in the event of substantial enrolment changes normally confirmed at the end of Week Three (3).

Duties and Responsibilities	Average hrs/week	Total hrs/semester
1. Preparation for Distance Education Course ( <i>Article 15 C.2</i> )	_____	_____
2. Attendance at planning/coordinating meetings with Course Supervisor or the CODE ( <i>Article 15 C</i> )	_____	_____
3. Marking** ( <i>Article 15 C.2.h</i> )	_____	_____
4. Office Hours, Student Consultation and Electronic Communication ( <i>Article 15 C.2.c,d,e,f,g,h</i> )	_____	_____
5. Administrative Duties, Invigilation of exams	_____	_____
6. Other – specify***	_____	_____
_____	_____	_____
_____	_____	_____
7. Statutory Holiday Compensation – To compensate for all statutory holidays which may occur in a semester, the total workload will be reduced by one point one (1.1) hours for each base unit assigned excluding the additional 0.17 B.U. for preparation, e.g. four point four (4.4) hours reduction for a 4.17 B.U. appointment.	_____	_____

Total Required Hours = \_\_\_\_\_

There are no hours of work associated with the additional 0.17 base units for preparation, Article 15 D1g.

\*When Tutor Marker is also the Course Supervisor, the Chair of the Department or their designate will complete this Time Use Guideline in consultation with the Tutor Marker/Course Supervisor.

\*\* Includes marking of all assignments reports and examinations

\*\*\* Attendance at TM Orientation and TA/TM Day/Training

**Workload Review**

Instructor:

TA/TM:

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Semester:

Course #:

Original hrs Assigned:

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Will the number of hours required exceed the number of hours assigned?

YES    NO

Signature of Instructor:

Date of Review

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Decision if number of hours required exceeds the number of hours assigned:

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\_\_\_\_\_ “Signature of Authorized person  
in the Department”

The parties also agree this form will be included when the Time Use Guideline form is printed.

APPENDIX G

**LETTER OF AGREEMENT  
BETWEEN  
THE TEACHING SUPPORT STAFF UNION  
AND SIMON FRASER UNIVERSITY**

**DECEMBER 16, 1993**

RE: MSP Premiums

The parties agree that in order to facilitate the administration of MSP premiums for bargaining unit members holding Teaching Assistant co-op marker appointments without another simultaneous bargaining unit appointment, the following measures shall be established:

The University agrees to pay an amount equal to half the MSP premium for one half month plus an amount equal to half the extended health benefit premium to employees holding only a Teaching Assistant co-op marker appointment in any semester. These amounts will be calculated by the University by averaging single coverage, couple coverage, and family coverage premiums. The University also agrees to deduct Union dues for that same pay period.

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPENDIX H

**LETTER OF AGREEMENT  
BETWEEN  
THE TEACHING SUPPORT STAFF UNION  
AND  
SIMON FRASER UNIVERSITY**

The parties agree without prejudice or precedent to the following compensation and adjustments to compensation for any Tutor Marker who is appointed to Education 485:

- 1) The compensation for Education 485 will be 6.17 base units (including the 2.17 preparation base unit) for exactly 20 students based on enrollment at the end of the third (3<sup>rd</sup>) week of classes. The compensation will be increased by one quarter (1/4) base unit for each student above (20) and will be decreased by one quarter (1/4) base unit for each of the twenty (20) spaces not filled by a student.
- The assigned base units in the initial contract of employment will be based on enrollment at the end of the registration release period. If the enrollment changes by the end of the third (3<sup>rd</sup>) week of classes, pay for the entire semester will be adjusted up or down in accordance with 1) above.

This Letter of Agreement shall remain in effect until the end of a semester in which either party serves notice to the other party to terminate this agreement. Notice of termination must be provided in writing to the other party by no later than six (6) weeks prior to the end of the semester. The compensation for appointments to Education 485 for the next and subsequent semesters following termination of this Letter of Agreement will be based on the applicable provisions in Article 15 and Article 29, unless the parties reach a further agreement.

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPENDIX I

**LETTER OF AGREEMENT  
BETWEEN  
THE TEACHING SUPPORT STAFF UNION  
AND  
SIMON FRASER UNIVERSITY**

Re: Payroll Deductions

The parties agree that TSSU employees who are also students during the semester of their TSSU appointment can have their tuition deducted from their salary, without late fees or other penalties for so doing.

Where an employee receives other funds from the University, these funds will be used first as payment towards any tuition owing and the remainder of any tuition owing may then be deducted from the employee's salary.

Employees who wish to have their tuition deducted from their salary shall complete the enrolment form on the SFU Payroll website. Employees must include in this form the dollar amount that they wish to have deducted from each payroll deposit. In order to avoid incurring late fees, employees are responsible for ensuring that they make payments through payroll deduction every pay period, and have their tuition paid in full by the final payroll deposit of the semester. Employees will be subject to late fee penalties at the current University late fee rate on any outstanding balance in their student accounts at the end of the semester, for the period(s) for which they did not make any payments through payroll deduction.

_____	_____
For the Union	For the University
_____	_____
Date	Date

APPENDIX J

**LETTER OF AGREEMENT  
BETWEEN  
TEACHING SUPPORT STAFF UNION  
AND  
SIMON FRASER UNIVERSITY**

The parties agree that the following special provisions regarding preparation time will apply to the Open Lab/Workshops in the Department of Mathematics, effective January 1, 2018

1. It is assumed that a Teaching Assistant in an Open Lab/Workshop will receive a total of 1.17 base units for initial and ongoing preparation for their first encounter with the total course content over one (1) or more semesters of appointment, with the exception of (a) the Applied Calculus and Algebra workshop in Surrey (for which the total preparation base unit will be 1.27); (b) the Q Workshop in Burnaby (for which the total preparation base unit will be 0.72 base units); and (c) the Introductory Math Workshop in Surrey (for which the total preparation base unit will be 1.72 base units).
2. Each course in a given Open Lab/Workshop will be assigned a portion of the total preparation time based on the difficulty of course content. The total amount of preparation time per Open Lab/Workshop will total one (1) base unit, with the exception of (a) the Applied Calculus and Algebra workshop in Surrey (which will total 1.10 base units); (b) the Q Workshop in Burnaby which will total 0.55 base units); and (c) the Introductory Math Workshop in Surrey (which will total 1.55 base units). These totals do not include the unworked 0.17 base units associated with preparation for Open Lab/Workshops. See the following listings:

Workshop Location	Courses	Base Units
Q Support Workshop (Bby) <b>QW</b>	FAN x99	0.25
	Math 190	0.30
Calculus Workshop (Bby) <b>CW</b>	Math 150/151	0.30
	Math 152	0.30
	Math 251	0.40
Algebra Workshop (Bby) <b>AW</b>	Math 100	0.30
	Macm 201	0.35
	Math 232/240	0.35
Applied Calculus Workshop (Bby) <b>ACW</b>	Math 154	0.25
	Math 155	0.25
	Math 157	0.25
	Math 158	0.25
Pure Calculus Workshop (Surrey) <b>PCW</b>	Math 150/151	0.30
	Math 152	0.30
	Math 251	0.40
Applied Calculus and Algebra Workshop (Surrey) ACAW	Math 154	0.25
	Math 155	0.25
	Math 157	0.25
	Math 232/240	0.35
Introductory Mathematics Workshop (Surrey) <b>IMW</b>	FAN x99	0.25
	Math 100	0.30
	Math 130	0.35
	Math 190	0.30
	Macm 201	0.35

3. The unworked 0.17 base units associated with preparation will be assigned to a Teaching Assistant during their first appointment to an Open Lab/Workshop.
4. Subsequent appointments to the same Open Lab/Workshop will be assigned a total of 0.3 base units for initial and ongoing preparation for repeat courses, 0.05 base units of which is unworked.

5. If the courses or course content in an Open Lab/Workshop change, the parties will revisit and revise this Letter of Agreement at least six (6) weeks in advance of the implementation of those changes. Otherwise, this agreement remains in full force and effect for the term of the current and subsequent collective agreements until such time as it is raised by either party in collective bargaining.
6. This agreement is without prejudice or precedent.

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For the Union

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For the University

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Date

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Date

DRAFT

APPENDIX K

**LETTER OF AGREEMENT  
BETWEEN  
TEACHING SUPPORT STAFF UNION  
AND  
SIMON FRASER UNIVERSITY**

The parties agree that the following special provisions regarding preparation time will apply to the Statistics Workshop in the Department of Statistics and Actuarial Science.

1. A TA who is assigned duties in the Statistics Workshop for the first time will receive 0.9 base units for preparation time. There is no work associated with 0.17 of this 0.9 base units.
2. In the second semester a TA is assigned to the Statistics Workshop, the TA will receive 0.57 base units of preparation time of which 0.05 is associated with no work.
3. For all subsequent appointments in the Statistics Workshop, the TA will receive 0.3 base units preparation with no work associated with 0.05 base units.
4. This letter will remain in full force and effect from the 2002-03 semester onward including subsequent collective agreements until such time as it is raised by either party in collective bargaining.
5. This Letter of Agreement is without prejudice or precedent.

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



APPENDIX L

**LETTER OF AGREEMENT  
BETWEEN  
TEACHING SUPPORT STAFF UNION  
AND  
SIMON FRASER UNIVERSITY**

The parties agree that without prejudice or precedent, employee hours of work for Employment Insurance purposes only shall be based on the following:

1. each base unit of pay for Teaching Assistants and Tutor/Markers shall be deemed to be compensation for 42 hours of work and, therefore, the hourly rate of pay shall be deemed to be \$26.05 including vacation pay;
2. each contract hour of pay for Sessional Instructors shall be deemed to be compensation for 47 hours of work, and therefore, the hourly rate of pay shall be deemed to be \$34.12 including vacation pay;
3. Distance Education Course Supervisors shall be deemed to have the same hourly rate of pay as Sessional Instructors and, therefore, Course Supervisor responsibilities shall be deemed to entail 37.10 hours of work over a semester;
4. each base unit of pay for Language Instructors shall be deemed to be compensation for 42 hours of work.

The rates of pay, noted in paragraphs (1) and (2) above, are based upon the salary in effect at the date of signing and will be recalculated to reflect any negotiated salary increases.

Either party may terminate this agreement upon one full semester's notice to the other party. This notice must be served in writing to the other party no later than the first day of classes in the last semester in which this agreement will have effect.

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPENDIX M

**LETTER OF AGREEMENT  
BETWEEN  
TEACHING SUPPORT STAFF UNION  
AND  
SIMON FRASER UNIVERSITY**

At the end of each fiscal year, the University shall provide the Union with a statement including the following information:

- The amount of the Teaching Assistant base budget
- The amount of the Sessional Instructor base budget
- The amount of the tutor Marker base budget
- The total number of tutorials offered each semester, by Department
- The total number of tutorials over eighteen (18), by Department
- The average size of the tutorials by Department

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPENDIX N

**LETTER OF AGREEMENT  
BETWEEN  
THE TEACHING SUPPORT STAFF UNION (the “Union”)  
AND  
SIMON FRASER UNIVERSITY (the “University”)**

RE: W Courses

The University is in the process of introducing writing intensive (W) courses designed to foster undergraduate students' acquisition of lifelong abilities in communication, critical thinking and writing. The implementation of these courses, among others, is being facilitated by the Undergraduate Curriculum Implementation Task Force (UCITF). It is recognized that TSSU members that have been appointed to a W course need specialized training to ensure that they have the skills necessary to effectively and efficiently carry out their duties involved with that W course.

The specific mechanism and implementation for such courses has not been finalized and various models are under consideration. Pending a final determination in this regard, for the term of the collective agreement, the Union and the University agree to the following:

1. All courses which have been designated as a W course will be identified as such in the job posting.
2. Any TA or TM training which is required for W courses will be paid through the existing base unit pay scale. Mandatory training may be taken prior to or concurrently with the course. Such mandatory training will not be considered a necessary prequalification to receive a W appointment.
3. Course supervision and evaluation of Teaching Assistants and Tutor Markers for all W courses will be the sole responsibility of the Course Supervisor.
4. Course Supervisors will ensure that for all W courses, course assignments, marking criteria and examinations will comply with Time Use Guidelines.
5. Course Supervisors will be required to conduct an automatic workload review of all W courses by the end of week five (5).
6. In recognition that the consultation and marking time required for W courses is typically higher than for non-W courses, the UCITF, as part of the initial implementation of W courses, recommended that, where applicable, the student-TA ratio be reduced by as much as one-third and that funding be allocated to implement this recommendation. In practice departments use a variety of methods to manage TA workloads. Whatever methods departments use, they shall ensure that TA workloads do not exceed the Base Units assigned and that the workload of a W course appointment remains comparable to that of a non-W course appointment.
7. It is anticipated by the UCITF that the development and delivery of W courses will be done by faculty. However, if a Sessional Instructor is appointed to a W course, then they will be compensated at least an additional half contact hour (0.5) over the minimum compensation levels set in Article 14.D, for the first time that the Sessional Instructor teaches a W course. Where an existing course is changed to a W course, with no resulting change in the pedagogy or the method of instruction, additional preparation will not be paid. The additional half contact hour (0.5) compensation is in recognition that the initial workload for instructors of W courses will typically be higher than for instructors of non-W courses. Additionally departments offering W courses shall ensure that the workload of the Sessional Instructor is not excessive and that the compensation paid to the Sessional Instructor shall reflect any approved additional work done.
8. Any Sessional Instructor training which is required for W courses will be paid at an hourly wage rate equivalent to that of a GTA 2 salary and scholarship.
9. The University will advise the Union of changes to the undergraduate core curriculum in a timely manner and will provide the Union with semesterly updates from the UCITF regarding W course workloads at Labour/Management meetings.

Any other issue that may arise involving the implementation of W courses may be directed to the Labour-Management Committee for resolution.

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

DRAFT

APPENDIX O

**LETTER OF AGREEMENT  
BETWEEN  
TEACHING SUPPORT STAFF UNION  
AND  
SIMON FRASER UNIVERSITY**

Re: Intellectual Property Rights

The University agrees the SFU Intellectual Property Policy R 30.03 as of July 22, 2004 applies to all “University Members” and as such it applies to all members of the TSSU. Further, the University agrees that the provisions of section 5.2 and 5.3 of this Policy apply to members of the TSSU in the same capacity as faculty members, including but not limited to the delivery of educational material in lectures, tutorials, labs, and seminars.

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Appendix P

**LETTER OF AGREEMENT  
BETWEEN  
SIMON FRASER UNIVERSITY  
AND  
THE TEACHING SUPPORT STAFF UNION**

Re: Professional Development, ELC/ITP Program

The University, the ELC/ITP Program and the Teaching Support Staff Union recognize the importance of an effective Professional Development program that will encourage employees to acquire work specific skills that will enable them to more effectively perform their jobs. In furtherance of this goal a sum of \$3,000 annually will be set aside for a Professional Development fund. These funds will be available for all instructors in the ELC/ITP program, upon the ratification and approval of the collective agreement by its principals. Funds not distributed shall be carried forward into the next year. The \$3,000 annual contribution to the fund will cease and be subject to negotiation upon the expiry of the collective agreement.

Representatives of the University and the Teaching Support Staff Union will meet after the ratification of the collective agreement to finalize the details and process for employees to access the Professional Development Fund.

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Appendix Q: TSSU Dental Waiting Period Scenarios

TSSU Dental Waiting Period\* – different scenarios



\*Dental waiting period = 3-full-consecutive months

Appendix R:

**LETTER OF AGREEMENT**  
**Between**  
**THE TEACHING SUPPORT STAFF UNION (the “Union”)**  
**And**  
**SIMON FRASER UNIVERSITY (the “University”)**

RE: Reporting and Release of Member and Course Information

The parties have agreed to create an electronic dues checkoff form to replace old paper triplicate forms, which includes information such as residential address and phone number. In the implementation of the new electronic dues checkoff form, the campus of employment, residential address, and phone number shall be included as fields which members may complete. Where such information is then available and releasable under relevant privacy legislation, the University will include it in future membership lists provided to the Union.

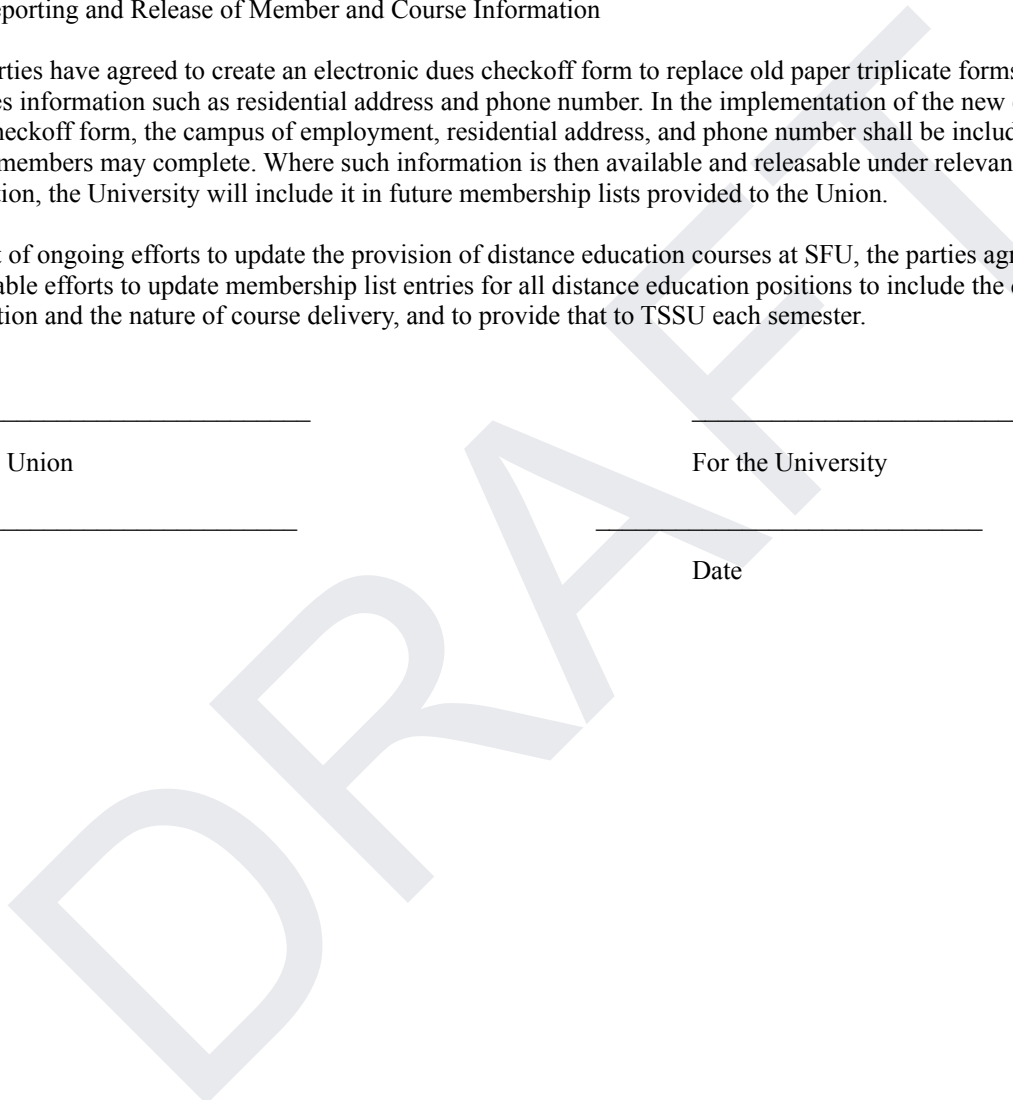
As part of ongoing efforts to update the provision of distance education courses at SFU, the parties agree to make all reasonable efforts to update membership list entries for all distance education positions to include the department of instruction and the nature of course delivery, and to provide that to TSSU each semester.

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





Appendix S

**LETTER OF AGREEMENT**

**Between**

**THE TEACHING SUPPORT STAFF UNION (the “Union”)**

**And**

**SIMON FRASER UNIVERSITY (the “University”)**

Re: Shared office space on SFU campuses, excluding Burnaby campus

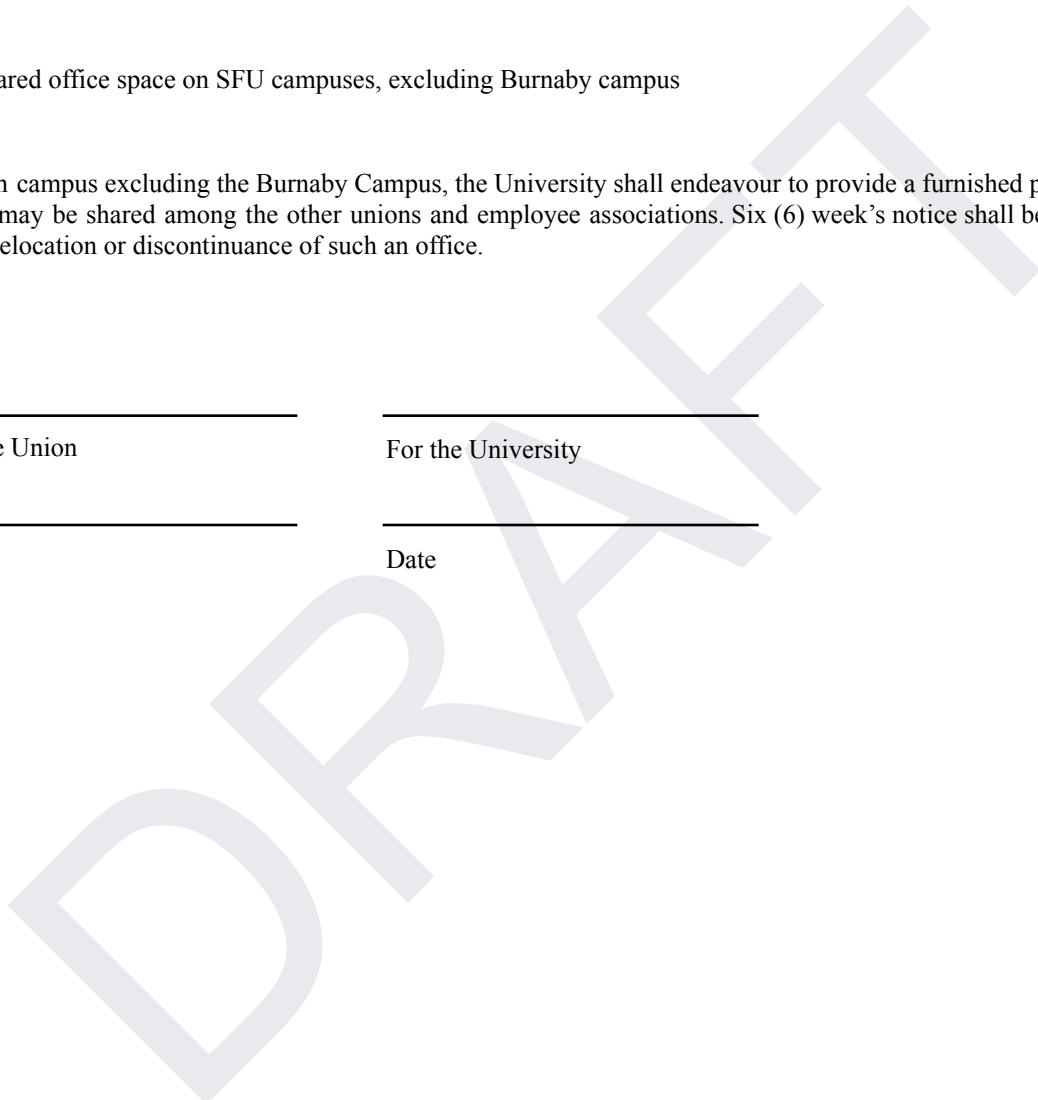
At each campus excluding the Burnaby Campus, the University shall endeavour to provide a furnished private office which may be shared among the other unions and employee associations. Six (6) week’s notice shall be given prior to the relocation or discontinuance of such an office.

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Appendix T

**LETTER OF AGREEMENT  
BETWEEN  
SIMON FRASER UNIVERSITY  
AND  
THE TEACHING SUPPORT STAFF UNION**

Re: ELC/ITP – Term of Employment

The parties agree that with the implementation of new language in the collective agreement that provides for continuing status based upon an assignment of 42 weeks and with eligibility of Medical/Dental/Extended Health benefits with an appointment of at least 28 hours bi-weekly. It is of mutual interest to deal with the status of selected instructors who had previously received one year employment contracts and benefits but based on prior eligibility criteria.

The parties mutually agree that the five named individuals listed in the Addendum to this Letter of Agreement will remain eligible for benefits as long as they maintain status in the ELC/ITP program and have a term of employment of at least 36 weeks and 28 hours or more bi-weekly.

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
For the University

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date