

# Newsletter

Volume 44.4  
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McMaster University Faculty Association - March 2018



## Bill 148 - Update and Action Required

*Sent to faculty members via email February 15, 2018*

On November 22, 2017, the Ontario Government passed *Bill 148 Fair Workplaces, Better Jobs Act*, which incorporates a number of changes to the Employment Standards Act (ESA) and Labour Relations Act. These changes impact minimum wage, overtime, vacation pay, public holiday pay, leave of absences, personal emergency leaves, temporary agency help and difference in pay based on employment status (Equal Pay for Equal Work).

The purpose of this message is to provide you with important information regarding the Equal Pay for Equal Work changes to the ESA.

Effective April 1, 2018, employees are entitled to equal pay for equal work, regardless of employment status. When employees perform substantially the same kind of work, in the same place of employment, and the work requires substantially the same skill, effort and responsibility, and is performed under similar working conditions, they are entitled to receive equal pay. Employees who are members of MUFA, Unifor, TMG and other certified bargaining units are paid in accordance with existing job descriptions or wage scales for their position. As a result, the Equal Pay for Equal Work provisions will primarily impact temporary, casual and interim employees at McMaster.

McMaster has a significant number of employees classified as temporary, casual, and interim employees (“temporary employees”). These temporary employees include those hired through the McMaster Work Programs. As of October 2017, there were approximately 4,500 temporary employees with active status. Temporary employees hired on or after April 1, 2018, and current temporary employees whose employment extends beyond April 1, 2018, will be subject to this legislative change.

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### SAVE THE DATE!

#### MUFA Annual General Meeting

April 25, 2018

3:00 p.m.

Great Hall,  
University Club

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### Action Required:

You should be aware that beginning April 1, 2018:

1. Any employees currently classified as temporary, casual or interim who will be employed after April 1, 2018, will be impacted by this legislative change.

If any of these employees are performing the same or substantially similar work as employees in other employment groups (e.g., Unifor or TMG), the temporary employee is to be assigned the appropriate job description and paid according to the hiring rate or hiring range of the corresponding pay grid or salary range, of that employment group.

2. For situations where a same or substantially similar job doesn't exist within other employment groups at McMaster, temporary employees in your area will need to be compensated according to the new compensation program for temporary employees. Features of the new compensation program for temporary employees include:

- Availability of generic job descriptions and corresponding job postings to support department hiring needs. Human Resources has been working with departments to create these generic job descriptions based on their identified operational requirements. We encourage you to use an existing generic job description, where possible.
- Pay grid for temporary employees. This new pay grid has five levels and a corresponding pay range for each.

To help you navigate this change and ensure compliance with Equal Pay for Equal Work provisions, the following process documents have been created to outline the steps to be completed for existing employees whose appointments will continue beyond April 1, 2018 or newly hired temporary employees for April 2018 onwards.

- [Process for Review of Existing Temporary Employees Who Will Be Employed Beyond April 1, 2018](#)
- [Process for Hiring Temporary, Casual and Interim Employees](#)
- [How to Hire a Work Program Student](#)

### Identifying Temporary Employees in Your Area:

In the coming weeks, Human Resources will be distributing a list of current temporary employees with active status in Mosaic to Department Heads and Directors of Administration. The list is intended to help departments identify current temporary employees who will be actively working beyond April 2018 and those where review is required to identify an appropriate job description and ensure they are paid in accordance with the new Equal Pay for Equal Work requirements (where the work performed is the same or substantially similar to existing jobs) or with the new temporary employee pay grid.

### Supporting Resources:

Information regarding Equal Pay for Equal Work and processes related to temporary employees are available on the [web](#). These include:

- [Process for Review of Existing Temporary Employees Who Will Be Employed Beyond April 1, 2018](#)
- [Process for Hiring a Temporary Position](#)
- [Job Levels and Pay Grid for Temporary, Casual and Interim Positions](#)
- [Generic Job Descriptions and Postings for Temporary, Casual, and Interim Positions](#)
- [Job Descriptions for Positions in Unifor](#)
- [FAQs for Managers](#)

Additional resources are available in the [Manager's Toolkit](#).

### Support:

Human Resources will continue to work with you to provide consultative support, review potential impacts and help navigate through changes resulting from and related to the introduction of Bill 148.

For additional questions, we encourage you to contact your [HR Advisor](#) in the HR Service Centre for additional support or call Human Resources Services General Inquiries at extension 22247.



## Changes to the Policy on Reimbursements To Individuals for University Business (AP-01)

The following changes to the *Policy on Reimbursements To Individuals for University Business (AP-01)* took effect on February 1, 2018:

- Personal credit card statement excerpts are only required for purchases made in foreign currencies, when the exact currency exchange rate is requested.
- Google maps are not required to support personal mileage allowance. Consider using the [mileage log](#), a helpful tool for multiple trips and multi-stop trips.
- Conference badge is not required to support attendance at conference.
- When the relationship to the research project is evident no further supporting documentation or explanation is required.
- Boarding passes not required to support air travel as long as other acceptable documentation that identifies the city and dates travelled are provided. For example, air purchase receipt / itinerary or e-confirmation is sufficient.
- Kilometre allowance rates for 2018:
  - 55¢ per kilometre for the first 5,000 kilometres driven
  - 49¢ per kilometre driven after that
- When a receipt is lost and cannot be obtained from the source, the claimant may complete the Line Description or Notes section of the expense report detailing the particulars of the missing receipt.
- Business class airfare may be reimbursed provided the flight exceeds six (6) continuous hours, or the claim is accompanied by a medical certificate or pre-approval by the traveler's Purpose approver.
- Business class train fare may be reimbursed provided the travel time is greater than four (4) hours (e.g. Ottawa, Montreal). Discounted fares available on VIA Rail.

Refer to the [AP01 Reimbursements To Individuals for University Business Policy and Guidelines](#) for greater detail and examples.

There's plenty of support available if you have questions or require additional assistance with expenses:

### Upcoming Travel and Expenses Open Houses:

Bring your questions, receipts and any expense-related concerns.

- March 15: 1:00pm – 4:00pm
- April 12: 1:00pm – 4:00pm
- May 10: 1:00pm – 4:00pm

**All Open House sessions are held in Building T13, Room 111**

### Email and In-Person Help:

Send your questions to [aphelp@mcmaster.ca](mailto:aphelp@mcmaster.ca). Be sure to include your expense report ID reference #. You can also request an in-person meeting with an expenses expert.

If you would like to discuss improvement opportunities in relation to research finance activities at an upcoming Faculty or department meeting, contact Kathy Charters ([chartersk@mcmaster.ca](mailto:chartersk@mcmaster.ca)), Debbie Martin ([martind@mcmaster.ca](mailto:martind@mcmaster.ca)) or Deidre Henne ([hennedl@mcmaster.ca](mailto:hennedl@mcmaster.ca)) and they will be happy to attend.

**Welcome New Member**

**Kurmi Om**

Medicine



## OCUFA's 154th Board of Directors Meeting

On Saturday, February 3 and Sunday, February 4, OCUFA held its second Board of Directors meeting of the 2017-18 academic year. Over the weekend, board members discussed the organization's current priorities – good jobs and vibrant universities, university funding, and capacity building – with a focus on the postsecondary issues that will be receiving the most attention in the lead-up to June's provincial election. During a special lunchtime reception on the Saturday, board members and colleagues celebrated the winner of OCUFA's Lorimer Award, which recognizes those who have improved the terms and conditions of employment of Ontario university faculty through bargaining.

### Priorities

OCUFA's priorities for the 2017-18 academic year were developed to strategically align with those issues most likely to gain traction with the public and political parties in the lead-up to the provincial election, which is less than four months away. In addition to good jobs and university funding (which are discussed in detail in [OCUFA's 2018 pre-budget submission](#)), capacity building has been identified as an important means through which OCUFA can support the work of local faculty associations. University governance also continues to be a serious concern.

### Good jobs and vibrant universities

One of OCUFA's established long-term goals is a postsecondary education system where every academic job is a good job with fair compensation, reasonable workloads, access to benefits, and job security. Good jobs are essential for fostering vibrant and dynamic universities. This year, OCUFA is focusing on three opportunities for improving the terms and conditions of employment at Ontario's universities: fairness for contract faculty, faculty renewal, and pensions.

### Fairness for contract faculty

In recent years, substantial progress has been made raising awareness about the challenges faced by contract faculty at Ontario universities. At least 10 faculty associations participated in last fall's [Fair Employment Week](#), and the hope is that even more will participate in OCUFA's third annual [Social Media Day of Action in support of Fairness for Contract Faculty](#) on February 28.

Unfortunately, there are many gaps in the new labour law protections, but momentum continues to build for fairness for contract faculty. With both OCUFA and the [Fight for \\$15 & Fairness](#) campaign pushing for strong protections, this promises to be an important issue in the coming election.

### Faculty renewal

Over the past decade, the pace of full-time faculty hiring has fallen dramatically behind growth in student enrolment. This means fewer full-time faculty have been available to carry out the core research and teaching functions of the university. OCUFA continues to advocate for a provincial faculty renewal strategy, and has been engaging in ongoing discussions with staff in the Ministry of Advanced Education and Skills Development to ensure this priority remains top of mind, regardless of who forms government in June.

### Pensions

OCUFA has worked with sector stakeholders for several years on an initiative to build a new voluntary jointly sponsored pension plan (JSPP) for Ontario's universities. The University of Toronto Faculty Association, Queen's University Faculty Association, and University of Guelph Faculty Association are currently working to finalize a JSPP intended to provide a secure and sustainable pension option for interested university faculty associations

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## After Bill 148: Promoting fairness for the precariously employed

Following the passage of Bill 148, there has been a great deal of discussion about the improvements the legislation has made to Ontario labour law, as well its gaps in coverage for faculty and academic librarians. In a discussion moderated by Frankie Cachon (Chair of OCUFA's Contract Faculty and Faculty Complement Committee), panelists Jeff Tennant (Chair of OCUFA's Collective Bargaining Committee), Kimberly Ellis-Hale (a contract faculty member of the Wilfrid Laurier University Faculty Association), and Daniel Sheppard (a lawyer from Goldblatt Partners) considered the implications of the new law for faculty associations.

There has never been a better time to be advancing fairness for contract faculty, whether through advocacy work or at the bargaining table. As part of the presentation, faculty associations were encouraged to participate in the Fairness for Contract Faculty Social Media Day of Action on February 28 and plan a pre-election event on campus.

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and staff unions in the province. As the pension environment shifts, OCUFA will continue to organize workshops and meetings to help all member associations reach their pension-related goals and expand their capacity to communicate pension issues at the local level.

### University funding

OCUFA has held a long-standing goal of increasing public funding for universities to support high-quality postsecondary education in Ontario. Over the past several years, the provincial government has been leading a process to update and streamline the university funding formula. Of concern is the government's intent to tie university funding to performance according to a series of metrics. OCUFA will be focused on securing increased public funding for Ontario's universities and pushing back against the move towards performance-based funding as part of our election advocacy work. In addition, OCUFA continues to advocate for more meaningful faculty consultation as part of the strategic mandate process through which these metrics and targets are being negotiated.

### Capacity building

Ontario's university faculty face serious challenges in their workplaces, including too few faculty to do the work, and too many precarious jobs at underfunded universities. OCUFA continues to support member associations with capacity building strategies that can be leveraged to build stronger unions and a university labour movement able to more effectively tackle these problems. Member engagement is an ongoing process and this year's election provides an excellent opportunity for member associations to be active on campus and mobilize their members.

### Ad hoc committee on collegial governance

OCUFA members have held longstanding and growing concerns regarding administrative structures at Ontario's universities and the erosion of collegial governance. In response, OCUFA is forming an ad hoc committee to collect data on existing university administrative structures and practices, articulate a vision of how collegial governance ought to function, and identify a set of best practices that will achieve collaborative, democratic, and transparent administrative structures at our universities.

### Update on 2018 provincial election advocacy

During the meeting, members were given a detailed presentation on OCUFA's advocacy plans in the lead-up to the provincial election on June 7. The presentation included an overview of OCUFA's advocacy priorities: increased public funding for universities and good jobs for all academic workers, an update on a province-wide poll and press conference tour being organized for March, and OCU-

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FA's plans to produce analyses of political party positions on issues of importance to university faculty. Board members were encouraged to plan their own on-campus events to lobby local political candidates, highlight faculty priorities, and strengthen relationships with other groups on campus.

## Presentation from Ontario NDP Leader Andrea Horwath

The board meeting featured a presentation from Andrea Horwath, Leader of Ontario's New Democratic Party. Horwath provided an overview of the NDP's positions on key postsecondary issues, with a focus on those of importance to university faculty, including increasing university funding, reducing student-faculty ratios, and ensuring contract faculty are better protected through provincial labour law. She also provided an overview of the NDP's other priority issues, such as introducing pharmacare coverage for all Ontarians and bringing Hydro One back under public ownership. Following her presentation, Horwath answered several questions from Board members about university funding, performance metrics, and how an NDP government would address precarious academic jobs. *All three parties were invited to have a representative present at the meeting.*

## Celebration of 2017 Lorimer Award recipient, Linda St. Pierre

Finally, a special luncheon ceremony [celebrated the recipient of OCUFA's Lorimer Award, Linda St. Pierre](#). Established in honour of Doug and Joyce Lorimer, who were instrumental in advancing faculty association collective bargaining in Ontario, the Lorimer Award recognizes individuals who have worked to protect and promote the interests of Ontario's academic staff through collective bargaining. Linda has played a pivotal role in fighting for fairness, equity, and better working conditions for both full-time and contract faculty at Laurentian University.

*The next OCUFA Board of Directors meeting will be held May 12-13, 2018.*

## Nominations open: President's Awards for Community Engaged Scholarship

Nominations are now open for the inaugural President's Awards for Community Engaged Scholarship.

The awards recognize and celebrate teams of campus and community representatives who are either leading, or involved in community-campus research partnerships that are having an impact in the Golden Horseshoe and southwestern Ontario. The awards include a \$10,000 grant towards furthering a specific community-engaged research project.

The awards will be available to teams with a minimum of one faculty member and one community representative who have demonstrated a commitment to initiating and supporting excellence in community-campus research initiatives.

Community representatives may be from the public, not-for-profit, private sector, or from a grassroots community group. Research initiatives must be established and in existence for a minimum of one year and must be consistent with McMaster's definition and principles of community engagement.

McMaster students, staff, faculty, or community partners are all eligible to nominate teams.

**The deadline for submissions is April 9, 2018.**

[Learn more or nominate a team](#)

For questions about the President's Awards for Community Engaged Scholarship, contact Wendy Harrison at [community@mcmaster.ca](mailto:community@mcmaster.ca)



## CAUT Request for Information with Respect to U.S. Border Experiences

In the past year, CAUT has received reports that American border officers have become increasingly bold in the exercise of their claimed powers to search, detain, and seize property or information of Canadians entering the United States. CAUT is concerned about the frequency of such actions and the impact on the rights of academic staff to personal privacy and academic freedom, including research confidentiality.

As part of a continuing review of US border access, and before Parliament passes the new pre-clearance powers for US officers at Canadian airports, we wish to hear from academic staff across the country about their experiences when seeking to enter the United States.

In particular, we would like to hear from individuals who have been subject to any of the following privacy and research confidentiality breaches when trying to enter the United States (whether by air, land, or through pre-clearance at a Canadian airport):

- Physical searches of person or belongings;
- Physical searches of phone, computer, or other electronic devices;
- Electronic searches of phone, computer, or other electronic devices;
- Requests from border agents to know passwords for phones, computers, devices, online communications, or social media accounts;
- Coerced unlocking of phones, computers, devices, online communications, or social media accounts (whether by the agent, by the member, or through another method);
- Threats to detain for non-compliance with requests for any of the above;
- Detention for non-compliance, or in order to extract compliance for any of the above;
- Refusal of entry to the USA due to nationality, citizenship, refusal to comply, or based on what was found or suspected to be found.



If you have experienced any of the above or had similar experiences, we ask that you please provide details directly by emailing [borderissues@caut.ca](mailto:borderissues@caut.ca). Any identifying information will be kept confidential unless you otherwise consent.

### Passages

**Roman March**  
**Political Science**  
February 2, 2018



## Annual General Meeting

Wednesday, April 25th  
3:00 p.m.

*Great Hall  
University Club*

Please join us for our Annual General Meeting and reception to follow.



## Faculty Association Dues Holiday!

Just a reminder that a dues holiday is in effect for the following pay periods:

### MUFA Librarians

March 2 and March 16, 2018

### Faculty

March 9 and March 23, 2018

A surplus of income over expenditures for this fiscal year is projected in the Nine-Month Budget review for 2017/2018. In addition, MUFA reserves continue to be in a healthy state. The dues will return to their normal rate of 0.5% (5 mils), which is the lowest for any CAUT-member faculty association in Canada.

**Don't forget, when you are preparing your tax returns, MUFA dues are tax deductible. This Information can be found on your T4.**

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