

LETTER OF UNDERSTANDING

between

WILFRID LAURIER UNIVERSITY

and the

WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION

Re: Field Supervision in the Faculty of Education done under the terms of the Collective Agreement for Part-time Contract Academic Staff and Part-time Librarians

Whereas the Parties agree that persons engaged in part-time Field Supervision in the Faculty of Education are doing work of the Part-time Bargaining Unit as defined by the Ontario Labour Relations Board Certificate, number 2704-00-R, dated January 10, 2001; and

Whereas the Parties agree that the one-term course equivalents and supplementary compensation for Field Supervision in the Faculty of Education for full-time Members are established by Letter of Understanding #2, Field Supervision in the Faculty of Education, of the Collective Agreement for Full-time Faculty and Professional Librarians; and

Whereas item (d) of Letter of Understanding #2, Field Supervision in the Faculty of Education, describes a one-term course equivalent as supervision of 9 – 12 students distributed among 4 schools, or the supervision of 12 – 15 students among no more than 3 different schools;

The Parties agree that the Collective Agreement for Part-time Contract Academic Staff and Part-time Librarians came into effect for persons employed on a part-time contractual basis as Field Supervisors in the Faculty of Education as of September 1, 2009;

Members employed as part-time Field Supervisors in the Faculty of Education in the fall term of 2009 and the winter term of 2010 shall receive retroactive compensation under one of the following, whichever is less:

- i) Members shall receive retroactive compensation of \$300 for each student they supervised over a maximum of 12 students and shall receive retroactive compensation of \$300 for each school in which this supervision took place over a maximum of 4 schools; or
- ii) Members shall receive retroactive compensation of \$300 for each student they supervised over a maximum of 15 students and shall receive retroactive compensation of \$300 for each school in which this supervision took place over a maximum of 3 schools;

The Parties agree that, for the purposes of preparing the Fall 2010/Winter 2011 Letters of Appointment, Members employed as part-time Field Supervisors in the Faculty of Education shall receive no less than a one-term, undergraduate-course salary, in accordance with Article 24 of the part-time Agreement, as compensation for this work. In addition the Parties agree that the one-term course equivalents for Field Supervisors in the Faculty of Education shall be as follows:

- 9 – 12 students distributed among 4 schools shall be equivalent to a one-term course, or
- 12 – 15 students among no more than 3 different schools shall be equivalent to a one-term course;

The Parties agree that, for the purposes of preparing the Fall 2010/Winter 2011 Letters of Appointment, Members shall receive supplementary compensation for each student and for each school in which

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supervision takes place, over the one-term course equivalents established under this Letter of Understanding. The Parties agree that this supplementary compensation shall be determined by one of the following, whichever is less:

- i) Members shall receive supplementary compensation of \$300 for each student they supervise over a maximum of 12 students and shall receive supplementary compensation of \$300 for each school in which this supervision takes place over a maximum of 4 schools; or
- ii) Members shall receive supplementary compensation of \$300 for each student they supervise over a maximum of 15 students and shall receive supplementary compensation of \$300 for each school in which this supervision takes place over a maximum of 3 schools;

The Parties agree that, in assigning students or schools under the terms of this Letter of Understanding, the Dean or designate shall ensure that the Member's supervisions and travel time can be scheduled within a reasonable work week throughout the period of employment. Assignment of students or schools in addition to the one-term course equivalents established by this Letter of Understanding shall be with the Member's consent, and the Member shall suffer no penalty or loss of employment for refusing such additional work.

The Parties agree that Members shall receive payment for travel expenses required to fulfill their contractual duties under the terms of the travel-reimbursement rates set out in the Full-time Collective Agreement. Payment for travel expenses does not include the reimbursement for meals. The Parties agree that travel claims must be submitted on the appropriate University forms in accordance with the University's accounting procedures and that any changes to the University forms shall only be made with the consent of the Association.

The Parties recognize that students may from time to time be unable to complete the practicum component of their program during the normally-scheduled sessions, for reasons including illness, availability, and the need to further improve their skills. Should a Member be asked by the Dean to supervise a practicum outside the three normally-scheduled practicum sessions in the fall and winter terms, the Parties agree that the Member shall receive compensation for this work on the basis of \$250 per student for each practicum session the Member supervises. Assignment of practicum supervisions in addition to the normally scheduled practicum sessions shall be subject to the Member's consent and the Member shall suffer no penalty or loss of employment for refusing such additional work.

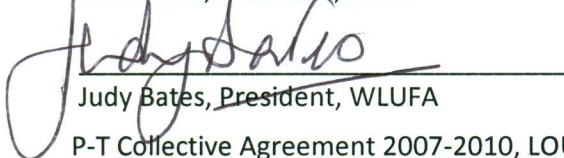
The Parties agree that, under Letter of Understanding #9 of the Full-time Collective Agreement, Re: Teaching Evaluations for Field Supervisors in the Faculty of Education and Music Therapy Supervisors and Accompanists in the Faculty of Music under Article 31 of the Collective Agreement for Full-time Faculty and Article 19 of the Collective Agreement for Contract Academic Staff, the bi-lateral committee established under Article 31.3.4 of the Full-time Collective Agreement shall provide recommendations to the Parties on the teaching evaluations for Field Supervisors in the Faculty of Education;

The Parties agree that, in all other matters, Members providing supervision of students in the Faculty of Education shall be governed by the terms and conditions of the Part-time Collective Agreement.



Max Blouw, President, WLU

7 Sep 2010
Date



Judy Bates, President, WLUFA

Sept 8, 2010
Date

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