

LETTER OF UNDERSTANDING

Between

WILFRID LAURIER UNIVERSITY

and the

WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION

Re: Clarification regarding documents kept by administrators and Chairs or equivalent Full-time Collective Agreement [Article 12.1.1]

Whereas Deans, the University Librarian (UL) and Chairs (or equivalent) may maintain certain records with respect to Members within their jurisdictions [12.1.2], and

Whereas the Parties agreed during the most recent round of negotiations to remove the language "All materials in such files must be copied to the Members' Official File, except documents of a purely non-evaluative internal administrative nature," from 12.1.2 to indicate that these "certain" records were not intended to be placed in Members' Official Files, and

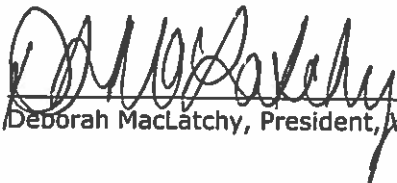
Whereas this is contradictory to 12.1.1 which states that "All documents maintained by the University ... shall be placed in the Member's Official File" (emphasis added),

Therefore, the Parties agree that 12.1.1 shall be modified with the addition of "official" as shown below:

12.1.1 *The University shall maintain only one official file (hereafter called the Member's Official File) relating to each Member. All official documents maintained by the University with respect to any period of a Member's employment with the University as a full-time faculty member, or as a part-time contract academic staff member, or as a full-time or part-time professional librarian, or as a Member with a Special Academic Rank shall be placed in the Member's Official File. The University shall have regard to all the documents in a Member's Official File when considering the Member's employment status, or when evaluating the Member's performance.*

For the University

For WLUFA



Deborah MacLatchy, President, WLU



Azim Essaji, Acting President, WLUFA

FEB 07 2018

Feb 8, 2018

Date

Date

LOU #16

Clarification of documents kept by administrators [Article 12.1.1]
Full-time Collective Agreement (2017-2020)