

LETTER OF UNDERSTANDING

between

THE NAIT ACADEMIC STAFF ASSOCIATION (NASA)

and

THE NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY (NAIT)

RE: SECTION 41 – NEW CLASSIFICATION - CURRICULUM AND INSTRUCTION SPECIALIST

WHEREAS NAIT has created the new classification of Curriculum and Instruction Specialist (C&IS) in accordance with Section 41 of the Collective Agreement;

WHEREAS the parties have agreed that the C&IS classification will be added to the Annual Salary Schedule in the Collective Agreement;

WHEREAS the parties have engaged in discussion and consultation in regards to the compensation level and vacation entitlement for the new C&IS classification;

NOW THEREFORE the parties agree to the following:

1. the annual salary for the C&IS classification is \$73,704 - \$111,483 to be administered as per the attached 17 step salary schedule (appendix A);
2. the annual vacation entitlement for the Curriculum & Instruction Specialist Series will be:
 - a) .9583 days if the staff member has less than five (5) years of service; or
 - b) 1.1499 days, if the staff member has five (5) years but less than ten (10) years of service; or
 - c) 1.3416 days, if the staff member has ten (10) or more years of service.

Treatment of Current Employees

1. Employees who currently occupy the Instructor classification and receive their annual salary in accordance with this classification, but are working in the functional role of Teaching and Learning Specialist (T&LS) and/or Curriculum and Instruction Specialist will be placed on the new C&IS salary schedule at the rate closest to, but not lower than, their current salary (appendix B - individual salary placement).

*On a without prejudice and precedent basis, _____ will receive one (1) additional step on the C&I Specialist pay grid (see appendix B).

2. The effective date of the new salary placement for these Employees will be March 24, 2019.
3. Employees who currently occupy the Instructor classification and receive their annual salary in accordance with this classification, but are working in the functional role of Teaching and Learning Specialist (T&LS) and/or Curriculum and Instruction Specialist will maintain their current anniversary/annual increment dates for the purposes of movement on the C&IS salary schedule (appendix C – Anniversary/Increment dates).

*On a without prejudice and precedent basis _____ anniversary date for the purposes of her receiving annual increments will be changed to the effective date of the new salary grid for the C&I Specialist (see appendix C)

4. Employees who currently occupy the Instructor classification and receive their annual salary in accordance with this classification, but are working in the functional role of Teaching and Learning Specialist (T&LS) and/or Curriculum and Instruction Specialist will maintain their current vacation entitlement in accordance with the Instructor and Counsellor Series outlined in Section 18.10 of the NASA Collective Agreement.
5. Employees who currently occupy the Instructor classification and receive their annual salary in accordance with this classification, but are working in the functional role of Teaching and Learning Specialist (T&LS) on a temporary basis will have the above stated terms apply to them for the duration of their temporary appointment.

Discontinuance of Grievances

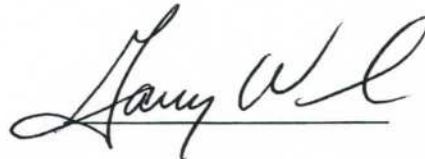
1. It is agreed that the terms outlined in this Letter of Understanding constitute the full and final resolution to NASA's Group (#2019-01-15G) and Policy (#2019-01-15P) grievances and there shall not be any further grievances filed by NASA in relation to the creation of the C&IS classification or the terms set out in this Letter of Understanding.
2. NASA will provide written confirmation withdrawing the Group and Policy grievance to NAIT no later than April 9, 2019.

On behalf of NAIT:



Apr 8 2019
Date

On behalf of NASA:



April 8, 2019
Date

Appendix A
Curriculum and Instruction Specialist
Pay grid and Vacation Entitlement
Bi-weekly salary = annual salary/26.0892)

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Annual	\$0.00	\$0.00	\$73,703.71	\$75,914.82	\$78,192.26	\$80,538.03	\$82,954.17	\$85,442.79	\$88,006.08	\$90,646.26	\$93,365.65	\$96,166.62	\$99,051.62	\$102,023.16	\$105,083.86	\$108,236.37	\$111,483.47
Bi-Weekly	\$0.00	\$0.00	\$2,825.07	\$2,909.82	\$2,997.11	\$3,087.03	\$3,179.64	\$3,275.03	\$3,373.28	\$3,474.47	\$3,578.71	\$3,686.07	\$3,796.65	\$3,910.55	\$4,027.87	\$4,148.70	\$4,273.17
Hourly	\$0.00	\$0.00	\$38.97	\$40.14	\$41.34	\$42.58	\$43.86	\$45.17	\$46.53	\$47.92	\$49.36	\$50.84	\$52.37	\$53.94	\$55.56	\$57.22	\$58.94

The following outlines the vacation entitlement for the above mentioned classification.

- a) .9583 days if the staff member has less than five (5) years of service; or
- b) 1.1499 days, if the staff member has five (5) years but less than ten (10) years of service; or
- c) 1.3416 days, if the staff member has ten (10) or more years of service.