

Memorandum of Agreement

Between:

the Canadian Union of Public Employees, Local 2626 (“CUPE 2626”, the Employer)

and

(“Solidaria”, the Union)

WHEREAS the parties negotiated a Collective Agreement to cover the period between September 1, 2017 and August 31, 2020, which included the job descriptions for the position of Union Coordinator, Communications Coordinator, and Legal Coordinator;

WHEREAS the parties agree to create the position of Financial and Administrative Coordinator for the good functioning of CUPE 2626 and the need for stability between mandates;

WHEREAS the parties understand that a period of training and adjustment is required before effectively and completely executing all financial processes;

WHEREAS one purpose of this Memorandum of Agreement is to detail and separate the distinct roles and responsibilities of the current Union Coordinator and the Financial and Administrative Coordinator;

THEREFORE, the Parties hereto agree as follows:

1. This Memorandum of Agreement sets forth the terms and conditions by and under which the Parties will consent to the transition of Alex Vienneau, current Administrative Agent, to the position of Financial and Administrative Coordinator.
2. The role and duties of the Financial and Administrative Coordinator are listed in the attached document labeled **“Attachment A - Job Description Finance and Administrative Coordinator”**, which is incorporated by reference into this Memorandum of Agreement and made a part hereof.
3. Given that some of the Union Coordinator tasks are now reassigned to the job description of the newly created position of Financial and Administrative Coordinator, the role and duties of the Union Coordinator have been modified and are included in the attached document labeled **“Attachment B - Job Description Union Coordinator”**, which is incorporated by reference into this Memorandum of Agreement and made a part hereof.
4. That there will necessarily be a period of training and task transition amongst Employees. For the purpose of providing timely regular union services to the members of CUPE 2626, it is understood that the Specific Tasks might not necessarily be

accomplished by the Coordinator under whose Job Description they fall (e.g. financial tasks currently performed by the Union Coordinator such as processing applications to the Financial Aid Fund).

5. The following gradual transition and training plan will be implemented and reviewed when convenient. This plan is meant for general guidance purposes only:

Fall 2017 - Winter 2018

By April 20th 2018, barring circumstances beyond their control, the Financial and Administrative Coordinator should be completing the following tasks independently:

- A. Process and manage all applications for any of the CUPE 2626 funds. Prepare the files for the Treasurer's approval and monitor remaining amount in the Funds.
- B. Use of the *Employeur D* software, or equivalent, to:
 - a. Enter and process the honoraria of the Executive Committee Members, and
 - b. Assist the Treasurer with processing the salary of the Employees and issuing pay stubs, as required.

Spring-Summer 2018 - Fall 2018

By August 31st, 2018, barring circumstances beyond their control, the Financial and Administrative Coordinator should be completing the following tasks independently:

- A. Process the Financial Aid Fund.

Winter 2019

By April 30th, 2019, barring circumstances beyond their control, the Financial and Administrative Coordinator should be completing the following tasks independently:

- A. Use of the Quickbooks software, or equivalent, to keep the financial information of CUPE 2626, including expenditures and revenues, accurate and up-to-date.

Spring-Summer 2019

By August 31st, 2019, barring circumstances beyond their control, the Financial and Administrative Coordinator should be completing the following tasks independently:

- A. Revise operational budget with the Treasurer and assist with the budget projection of each fiscal year.
- B. Administer the Union's archives record management system.

6. The Employer agrees to give the concerned Employees all reasonable latitude and support in this transition period, and to make needed or helpful adjustments.
7. During this period of transition, article 13 of the Collective Agreement shall be reasonably applied. The transition and training plan outlined in paragraph 5, and any necessary adjustments, shall be taken into consideration in the course of any disciplinary process.
8. As a result of this MoA, the Financial and Administrative Coordinator salary rate will increase in accordance with the following calendar:

September 1, 2017: \$ 25.51/h (\$ 23.46+8.75%)
September 1, 2018: \$ 27.81/h (\$ 25.51+9%)
September 1, 2019: \$ 30.60/h (\$ 27.81+10%)

All remaining dispositions and terms of the Collective Agreement will be fully applicable.



9. As a result of this MoA, implementation of articles 24.5 and 24.6 of the Collective Agreement 2017-2020 will be suspended for the Union Coordinator, Communications Coordinator, and Legal Coordinator. The following rates will be applicable instead and only for the duration of this agreement:

September 1, 2017: \$ 30.00/h (\$29.70+1%)
September 1, 2018: \$ 30.30/h (\$30.00+1%)
September 1, 2019: \$ 30.60/h (\$30.30+1%)

All remaining dispositions and terms of the Collective Agreement will be fully applicable.

10. Notwithstanding the above, articles 24.5 and 24.6 will be applied as negotiated in the Collective Agreement 2017-2020 should Alex Vienneau leave the position of Financial and Administrative Coordinator after August 31st of the given work year, between 2017 and 2019. The Parties agree to open negotiations in regard to all impacts and consequences of such a departure. These negotiations may include salary and workload adjustments. For the purpose of providing timely regular union services to the members of CUPE 2626, it is understood that the Specific Tasks might not necessarily be accomplished by the Coordinator under whose Job Description they fall.
11. At the expiration of the Collective Agreement 2017-2020, the Parties agree that salary increases will be negotiated starting from the wage rate in place in August 31st, 2020.

In witness whereof, the parties have executed this Memorandum of Agreement in Ottawa.

| For the Union: | For the Employer: |
|---|--|
|  |  |
| Bargaining Team, Solidaria | Bargaining Team, CUPE 2626 |
| Date: <u>July 16.</u> , 2018 | Date: <u>16 janvier</u> , 2018 |

Attachment A

Job Description Finance and Administrative Coordinator

The Finance and Administrative Coordinator is generally occupied with internal Union administration and supporting the administrative and financial work of elected officers, mainly the Treasurer. Also, plays a key role in maintaining and updating the archives. Serves as the first contact person between CUPE 2626 members and executives and/or employees.

Specific tasks

- a) Assists the Treasurer, the Finance Committee, and the Trustees with financial matters as required;
- b) Under the supervision of the Treasurer, coordinates the processing of applications to the various funds of CUPE 2626;
- c) Assists during financial audits;
- d) Under the supervision of the Treasurer, keeps the bookkeeping up to date (Quickbooks, or equivalent accounting software);
- e) Under the supervision of the Treasurer, processes the pay of elected officers and other union representatives;
- f) Assists the Treasurer in the processing and archiving of reports provided by the University of Ottawa and CUPE 2626's financial institutions;
- g) Assists the Treasurer in the processing of financial documents;
- h) Assists the Secretary in keeping physical and electronic records as required;
- i) Maintains the integrity of CUPE 2626's physical and electronic archives and assists in keeping archiving policies up to date;
- j) Makes room reservations as required;
- k) Assists in GA preparation as requested*;
- l) Assists in the translation of documents as required;
- m) Assists elected officers in the analysis of data;
- n) Performs general secretarial tasks.

General Tasks

- a) Grievance intake (per form)
- b) Aids membership in solving problems as they arise
- c) Aids all Union officers in solving problems in the course of their duties
- d) Triage queries from members concerning the Collective Agreement

**Tasks with an asterisk are duties that often require the Employee to be outside of the office during hours of operation, or to work outside of hours of operation.*

Attachment B

Job Description Union Coordinator

The Union Coordinator is generally occupied with coordinating the work of the Union's Bargaining Units, decision-making bodies, and elected officers. Most tasks are thus focused on internal and external labour relations. Other tasks, such as liaising internally and externally, promoting staff and officer capacity building, and developing policies and bylaws are meant to facilitate labour relations of the Union by centralizing expertise in this coordinator.

Specific tasks

- a) ~~Assists the Treasurer with financial matters as required.~~
- b) ~~Assists the Secretary keeping physical records as required.~~
- c) Assists the President or their delegate on internal and external labour relations as required;
- d) Assists in membership and Union meetings preparation, save communications, as requested by officers of the Local*;
- e) Liaises with CUPE and all other organizations regarding labour relations;
- f) Coordinates labour relations with the University of Ottawa*;
- g) Prepares a pre-bargaining document that includes articles of the collective agreement suggested for amendment;
- h) Coordinates the bargaining process under the supervision of the chair of the bargaining committee*;
- i) Supports the administrative work of the chair of the bargaining committee.

General Tasks

- a) Grievance intake (per form)
- b) Aids membership in solving problems as they arise
- c) Aids all Union officers in solving problems in the course of their duties
- d) Triage queries from members concerning the Collective Agreement

**Tasks with an asterisk are duties that often require the Employee to be outside of the office during hours of operation, or to work outside of hours of operation.*