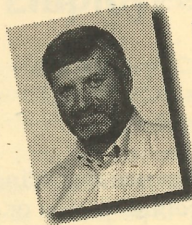


## Major Change to LAPP



by Ed Logue

Recently there has been a major change to our pension plan (LAPP) that may be beneficial to many of our aging plan members. You can now retire, begin to collect your pension benefits, and then return to work for a LAPP employer full time without this employment affecting your pension benefits.

This means that as a retired SAIT employee, you may collect your pension and return to work for SAIT as a full-time temporary salaried employee while collecting your full pension benefits. As a temporary salaried employee, you would be entitled to all benefits except, of course, you would not be paying into the LAPP pension plan.

In order to take advantage of this change in the pension plan, a SAIT employee who is eligible for pension would require assurance from SAIT that upon retirement they would indeed be hired back into a temporary salaried position.

This change is just one example of how the LAPP Board of Directors are working to make the pension plan better serve the needs of plan members.

Contrary to rumors that have been circulating around campus, the Association applauds this change to the LAPP pension plan. ⇨

### EDITORIAL

In the letter to SAIT employees that accompanied the 2001 Employee Survey, it states "SAIT is successful because we work together toward common goals. Successful teamwork depends upon good communication and understanding each other's point of view."

In August 2001, the Employer proposed a policy on the Re-employment of Retirees. In the draft policy, there is a direct contravention of the 83:17 Letter of Understanding in the SAIT/SAFA Collective Agreement. In the proposed policy, the Employer is changing the terms in the 83:17 Letter of Understanding. The Employer is party to the Collective Agreement yet blatantly contravenes the Collective Agreement with their own policy.

Since the two parties did not agree on this particular issue, the Association asked that this re-employment of retirees policy be dealt with at the next round of collective bargaining. The Employer's response was that they were being pressured by employees to get a policy in place—a policy that contravenes a Collective

Agreement to which they are a signatory. Subsequently, the Employer offered this scheme to two faculty members and did not formally advise the Association for over a month.

The Association agrees that those academic staff members who are eligible for re-employment at SAIT under LAPP regulations should benefit from such a plan.

Even though the Association has expressed concern regarding the process and the contravention of the Collective Agreement, the Employer has advised the Association that, if there is not agreement, the Employer will offer this plan to all other employees (AUPE, APT, management) but will not include faculty members.

The Employer has stated publicly, on more than one occasion, that if one party

has to be the "bad guy" that they are quite happy to "paint the Association with the black brush" on this issue.

"Successful teamwork depends upon good communication and understanding each other's point of view." It appears from the Employer's perspective that this does not apply to the policy on the re-employment of retirees. If the Employer is seriously interested in "teamwork" and "understanding each other's point of view", **they would be working with the Faculty Association to resolve this issue.**

Based on this example, it is going to take much more than another survey to improve working relationships and morale amongst faculty at SAIT. ⇨

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## SAFA President's Message

by Ceril Kenny

I was honored to represent SAFA when the current Collective Agreement was finally signed on October 10 of this year. The expiry date of the Agreement is June 30, 2002 so preparations are well under-way for the next round of negotiations.

The Collective Agreement is a document which is, wholly or in part, negotiated or arbitrated between two parties: the Board of Governors (or their designated representatives) and the SAIT Academic Faculty Association (through their designated representatives). The signatories to the Agreement are the Chairman of the Board of Governors and the President of the Faculty Association.

The Collective Agreement is a requirement under the Technical Institutes Act. Under Section 10 of the Agreement, some provisions may be rendered null and void by laws passed by the Government of Alberta or Canada, but in matters covered in Employer regulations, guidelines or directives, and in Sections of the collective agreement, the collective agreement supersedes the employer regulations, guidelines or directives.

At a recent grievance hearing, we were reminded by the Vice President, who was the designated grievance officer, that the Collective Agreement is like the "law of the land" with the "land" in this case being SAIT. I would like to remind management that we are all governed by this law and need to follow it. If laws need to be changed, there are proper procedures to follow. There is room for different interpretations in some sections of law; and in the case of our Collective Agreement Section 20.01, it states clearly that a grievance

may be "a difference regarding the interpretation, application, operation or contravention or alleged contravention of this collective agreement." Many other sections of law are quite straight forward.

SAIT is an Institute of Technology and as such is involved in technical education and innovation. There are some very exciting things happening here, but let us not forget that our main business right now is in education. Without students where would SAIT be? Without faculty where would the students be? Without students and faculty where would all other employees of SAIT, including management, be? Let's keep things in perspective; faculty is not the largest group on campus but is a critically important group.

All groups need to work synergistically to make the Institute the best it can be. In this respect all of the "laws" concerning the various groups need to be followed, and each group must be respected for its contribution to the whole. As a Faculty Association, we don't always get the impression that we are respected for the importance of our position and our contribution. ♦♦

## FAQs



by Heather Sagan, SAFAGRAM Administrator

### FAQ What is the process for Performance Reviews?

**A** We have had considerable feedback and questions this fall on Performance Reviews.

In the SAIT/SAFA Collective Agreement, Section 1 Definitions, 1.01 (t) "Performance Reviews" are both a formative and summative process whereby performance objectives are established and reviewed.

Section 18 deals with Performance Reviews, all Sub-sections 18.01, 18.02 and 18.03 apply.

SAIT Policy H.5.2 and H.R. Guidelines and Procedures Number 400-100-27 outlines the intent, process, roles, and responsibilities of the supervisor and the employee.

The concerns that have been expressed to the SAFA office are that performance reviews are not summative and formative, the Collective Agreement is not being followed, and the SAIT policy is not being followed.

In some cases the performance review document has been changed; i.e., in the Ratings Guide section, **Outstanding**, **Excellent**, and **Very Good** were deleted leaving ratings of **Good** and **Requires Improvement**. The Performance Planning and Review document cannot be changed.

The Performance Planning and Review document is very clear on the intent of the performance review and the process that is to be followed.

Continued on Page 3

## SAFAGRAM

### Editorial Board

Heather Sagan  
Pat Squibb  
Chris Smith  
Wendy Strashok  
B.J. Hamilton — Cartoonist

### Layout

Luda Paul

### Printed by

Quick Print Graphic Services

SAFAGRAM is published by the SAIT Academic Faculty Association (SAFA) five times a year on or about the first days of October, December, February, April, and June. Deadline for submissions is the 10th of the month preceding publication. Send submissions to SAFAGRAM, care of the SAFA office, N201 or email submissions to luda.paul@sait. Please keep submissions under 300 words, double space, and, if possible, submit on floppy disc (Mac or DOS) with an accompanying hard copy. Submissions may be edited for grammar, length, or content. SAFAGRAM editorial policy, as

approved by the SAFA Executive on June 14, 1995, is as follows:

1. The Editorial Board has the final say as to what is included or deleted from the newsletter.
2. Editorial Board decisions about newsletter material must be agreed to by consensus.
3. The newsletter will include a disclaimer stating that the views expressed in its content do not necessarily represent the views of the Editorial Board or SAFA.
4. All material included in the newsletter must
  - be signed by the author when submitted to the editors but anonymity may be requested and granted for printing.
  - be based on "reasoned argument" if personal criticism is used.
  - not involve name-calling.
  - not include sexist, racist, or homophobic comments.
  - be related to SAIT, although this will be interpreted broadly.

*The views expressed in SAFAGRAM do not necessarily represent the views of the Editorial Board or SAFA.*



## CCRA New Policy - Employee Gifts and Awards

The Canada Customs and Revenue Agency (CCRA) conducts an ongoing review of the various benefits and privileges provided to employees to ensure that our positions on taxation are fair to all employees and consistent with the legislation. As a result of this ongoing review, we have changed our policy on the taxation of employer-provided gifts and awards effective for 2001 and the subsequent taxation year.

### Old Position

Previously, an employer could give an employee, on a tax-free basis, one gift per year for Christmas (or an occasion like Christmas), plus an additional wedding gift in the year of marriage. The value of the gift must have been \$100 or less, and the employer could not have deducted it as a business expense.

With respect to awards given to employees in recognition of certain achievements, the fair market value of the award was generally considered to be a taxable employment benefit.

### New position

#### Gifts:

Effective January 1, 2001, employers will be able to give employees two non-cash gifts per year on a tax-free basis for special occasions such as Christmas, Hanukkah, birthday, marriage or similar events, provided the total cost of the gifts to the employer does not exceed \$500 per year.

#### Awards:

Similarly, employers will be able to give employees two non-cash awards per year on a tax-free basis in recognition of employment achievements, such as reaching a set number of years of service, meeting or exceeding safety standards, or reaching similar milestones where the total cost of the awards to the employer does not exceed \$500 per year.

#### Note:

- Employers will be able to deduct the cost of the gifts and awards
- This position does not apply to cash or near-cash gifts and awards. Accordingly, gift certificates, gold nuggets, or any other item that can easily be converted to cash would not fall within the new position; and the value of such awards and gifts will be considered a taxable employment benefit. ♦

## "SUPER STUMPER"

### Who is on third base when who's on first?

The first faculty member who sends (by any mode) the right answer to Heather Sagan in the SAFA office on Monday, **December 17**, will receive a free lunch for two at the Highwood Dining Room.

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continued from page 2

### FAQ How many instructional hours can be assigned each day or week?

**A** In assigning class contact hours, in Section 36, Subsection 36.06 (b)

- "The greater of Twenty (20) hours or three percent (3%) of the applicable unit standard class contact hours, in any given week averaged over a sixteen (16) week period,"
- Six (6) hours in any given day.

The Unit Standard Class Contact Hours cannot exceed 3% or 20 hours averaged over a 16 week period unless agreed to by the Instructor.

### FAQ How can I get reimbursed for courses that I take for professional development (PD)?

**A** Reimbursement for professional development courses that instructors take is done on a department basis. Prior to taking a course, you should contact your Coordinator or Dean and get approval for the course that you are taking and ask for reimbursement upon completion of the course. After completing the course, submit your final mark along with your receipt to the Dean for approval and reimbursement. The funds come from departmental PD budgets.

### Q Why do I pay SAFA dues when teaching Continuing Education?

**A** Instructors who teach Continuing Education courses pay SAFA dues according to the SAIT/SAFA Collective Agreement. All those who instruct at SAIT pay faculty association dues.

### FAQ What benefit do I get?

**A** One of the mandates of SAIT Academic Faculty Association (SAFA) is to negotiate a Collective Agreement with the SAIT Board of Governors. The rate of pay faculty members receive is partly determined by the Faculty Association which is affected by other compensation rates; i.e., if instructional salary grid increases, generally the Continuing Education rates increase as well.

Professional development is an indirect benefit. SAFA financially supports professional development for faculty through the Faculty PD series that is held each year and also subsidizes faculty members attendance at the annual ACIFA conference held each year in May or June. The reputation that SAIT has for excellence in instruction and programming is partially due to the continued professional development that SAFA supports and encourages faculty members to take part in.

All instructors receive the SAFAGRAM, the Association newsletter, which is published five times a year. Social functions are also open to all faculty members.

All instructors' dues support the Faculty Association. The Association works continually to improve employment conditions for faculty members at SAIT regardless of their category of employment. ♦



## Faculty Volunteers

There are a considerable number of faculty members who put in many hours of volunteer time to make SAIT a better place. On behalf of all faculty members, we thank you for your time and effort in your contributions to ACIFA, SAIT, and SAFA. Your work is appreciated!

### SAFA Committees

#### Benefits Committee

James McWilliams, Business & Tourism  
Kevin Osborne, Centre for Academic Learner Services  
John Smith, Construction

#### CalFASA

Ceril Kenny, Energy  
Amoel Lisecki, Centre for Academic Learner Services

#### Elections/Returning Officers

Ludo Hof, Construction  
Steve Olson, Information & Communications Technologies

#### Dispute Resolution/Grievance

Jack Graham, Construction  
Ceril Kenny, Energy  
Ed Logue, Construction

#### Negotiating Committee

Ed Logue, Construction  
Doug Spurgeon, Information & Communications Technologies  
Gus Yepiz, Construction

#### Selection Committee for Negotiations

Dave Eliason, Business & Tourism  
Steve Hosier, Information & Communications Technologies  
Ed Johnson, Manufacturing & Automation  
Jan Nyholt, Business & Tourism  
Pam Park, Health & Public Safety

#### SAFA Executive Committee

Ceril Kenny, Energy – President  
Amoel Lisecki, Centre for Academic Learner Services – Treasurer  
Roger Wilhelm, Construction, Past Representative  
Directors:  
Jack Graham, Construction, Division I  
Ludo Hof, Construction, Division I  
Ernie Grummett, Energy, Division II  
Mary Resch, Information & Communications Technologies, Division II  
Carol Leriger, Health & Public Safety, Division III  
James McWilliams, Business & Tourism, Division III

#### SAFA Faculty Council

Centre for Academic Learner Services – George Haeckel  
Centre for Academic Learner Services – Richard Verney  
Business & Tourism – Stu Grant  
Business & Tourism – James McWilliams  
Centre for Learning – Nora Robinson  
Construction – George Foisey  
Energy – Lorne Rankin  
Energy – Andrew Porat  
Health & Public Safety – Pam Park  
Health & Public Safety – Roy Wryostok  
Information & Communications Technologies – Judy Grattan  
Manufacturing & Automation – Jeff Horne  
Transportation – Arnold Bezeau  
Transportation – Don Ward  
SAIT 2 Mayland Heights – Dan Swiatek



## SAFAGRAM

Luda Paul, Information & Communications Technologies  
 Heather Sagan, SAFA  
 Chris Smith, Energy  
 Pat Squibb, Business & Tourism  
 Wendy Strashok, Business & Tourism

## Social Committee

Ray Gauthier, Business & Tourism  
 James McWilliams, Business & Tourism

**Joint SAIT/SAFA Committees**

## Academic Council

Darcy Ellison, Construction  
 Ernie Grummett, Energy  
 Jim Murtagh, Information & Communications Technologies  
 Pat Pearson, Centre for Academic Learner Services  
 Chris Perry, Construction  
 Mary Resch, Information & Communications Technologies  
 Mike Safoniuk, Energy  
 Margaret Walsh, Business & Tourism

## SIR Sub-committee (Academic Council)

Darcy Ellison, Construction  
 Mary Resch, Information & Communications Technologies

## Board of Governors

Chris Smith, Energy  
 Gary Codner, Energy

## Discrimination Committee

Allan Elliott, Business & Tourism  
 Brian Weldon, Business & Tourism

## Disabled Access

Judy Murphy, Centre for Academic Learner Services

## Intellectual Property

Allan Elliott, Business & Tourism  
 Margaret Walsh, Business & Tourism

## Joint Advisory Committee

Jack Graham, Construction  
 Ceril Kenny, Energy  
 Carol Leriger, Health & Public Safety

## Joint Worksite Health &amp; Safety

Gary Wagner, Construction  
 Laurie Walline, Health & Public Safety  
 Roger Wilhelm, Construction

Instructor Preparation Standards  
(MIPS)

Joan Bassett, Centre for Academic Learner Services  
 Chris Horgan, Centre for Academic Learner Services  
 Gus Yepiz, Construction

## SAIT Recognition Steering

Representative required

SAIT Recognition Program –  
Selection Committee

Heather Sagan, SAFA

**ACIFA Committees**

## Negotiations Advisory

Ed Logue, Construction

## Professional Affairs Advisory

Dennis Beaulieu, Teaching & Learning Centre

In the next issue of the SAFAGRAM, we will provide information on the role of the committees as listed. ♦♦



## BOG Report

by Chris Smith



In the last issue of the SAFAGRAM, I reported that at a meeting I had with the Board of Governors' Chair Russ Wells, he said faculty, AUPE, and student representatives to the Board were not eligible to sit on the Governance and Priorities sub-committee.

My opinion of how the Board of Governors at SAIT works is quite different from the 1981 promise of a collegiate model. As stated in the previous issue, Minister Oberg was quoted as saying "... ensure that the views of the academic staff will be included ... Academic staff members appointed to the Board have the same status as other members ... are entitled to participate in all matters." Chairman Wells was also quoted as saying, "We look forward to working with you ... Board members share equally the responsibility for governing SAIT." However, most information about the Board is kept secret from the public/faculty and employees, other than the vice presidents. The meeting agendas and the names of the individuals who attend the meetings appear in folders marked "**Confidential**."

The breakdown of the 10 scheduled Board meetings (July 2001 through June 2002) is as follows:

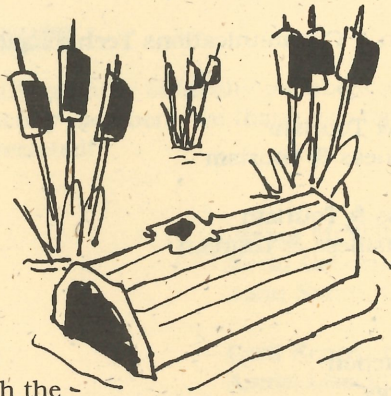
- 3 meetings in the Highwood (One "Holiday Reception & Dinner" + two "Team Building Dinners")
- 1 two-day planning session at the end of the year (off site)
- Six meetings in a Boardroom (The full Board meetings are conducted in camera, and the resource people such as the SAFA President and AUPE Chair are no longer invited to attend the meetings.)

There are limited opportunities to discuss issues at the Board meetings. Most of the work is done in a committee and then items are presented to the Board for approval. The Board of Governors Planning Session on September 25 was comprised basically of presentations that were made to the Board.

### Committees of the Board

**Audit and Financial Sub-Committee**—This committee is presented SAIT (management) numbers and asks members to approve the spreadsheets and is open to all BOG. The committee works with the Provincial Auditor and makes recommendations to the BOG for approval. The vice presidents attend the closed sessions, but are then sent out for "closed parts" (don't ask me to explain—that's how it happened).

**Governance and Priorities Sub-Committee**—Most of the work and decisions that affect employees and students are made in these committee meetings. The full Board votes on the Committee's recommendations. No members of the employee group or student body are permitted on this sub-committee, but vice-presidents attend as resource people.



### Working Teams

**Expansion Project Work Team**—This is a mixed membership of BOG members, president, vice presidents, and members of the Expansion project. The faculty have a representative on this committee.

**Advocacy/Government Relations Work Team**—No members of the employee groups or student body are permitted. However, two non-BOG members are included on this committee.

### Other Groups

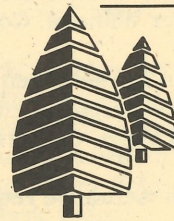
**Liaison Roles**—Five public Board members liaise, and report to the Governance and Priorities sub-committee, which in turn reports to the BOG for final decisions. No members of the employee groups or student body are permitted.

**Institutional Advisory Committee**—BOG representatives are all public members, the President, and vice presidents (no faculty, AUPE, or student reps allowed.)

There appears to be three classes of BOG members (two formal & one informal) as follows:

1. Public members who are entitled to participate in all matters.
2. Appointed members who are to ensure that the views of the academic staff will be included in the consideration of issues (faculty members); and AUPE and student members. However, this role is a difficult one to play because this group of members is not entitled to participate in all matters.
3. Participants who are neither public nor appointed but are senior management members. This group can include up to 55% of the membership in some meetings. The participants appear to have rights almost equal to full BOG members.

The letter which was included with the SAIT Annual Survey quotes Russ Wells and Irene Lewis: "Successful teamwork depends upon good communication and understanding each other's point of view." When faculty representatives and the public are excluded from meetings, it absolutely must negatively affect teamwork. ❖



## Holiday Greetings

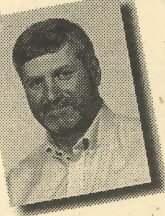
As another year draws to a close and we reflect on the year behind us, focus on the things that are important in life as you begin this holiday season. Take time to enjoy life with your family and friends—and take time for you!

Reflecting on the last year at SAIT, we have witnessed the completion of many construction projects on campus; and Heritage Hall, the diamond in the "rough," has been transformed into a beautiful "diamond" that all faculty and students can be proud of.

Reflecting on the recent events around the world, let us all hope and pray for peace for people of all nations. May you rejoice in the true spiritual meaning of the holiday season no matter how you choose to celebrate.



# Grievance Report



by Ed Logue

The following information is a summary of the Association's current position regarding grievances and is not meant to represent the full Association argument in respect to these grievances.

At the present time, the Association has three outstanding policy grievances:

1. Failure to Provide Letters of Appointment
2. Instructors Hired as Casual Employment
3. Fee-for-Service Instruction

## 1. Failure to Provide Letters of Appointment

Sub-section 9.08 states that "The Employer shall provide a copy of each letter of appointment (except with respect to fee-for-service employees) to the President of the Association within twenty (20) working days of issuing the letter to the person offered appointment." The Association views this Sub-section as requiring the Employer to supply the Association with copies, in full, of all letters of employment and casual employment contracts for all employees hired as Instructors, Counsellors or Librarians. The Employer has refused to comply with the requirements of this Sub-section and has instead supplied the Association with employment documents so doctored as to be of no value to the Association.

The same holds true for Sub-section 9.09, which states "The Employer shall provide a copy of the letters of appointment concerning a fee-for-service appointment upon request from the President of the Association." The Association has made requests for fee-for-service documents and have received only copies where large blocks of text are blacked out. The documents are so doctored that they are useless.

It is the view of the Association that this grievance will only be remedied at arbitration and is, therefore, moving forward with this arbitration. Terry Sway of ACIFA is the Association nominee on the Arbitration Board for this grievance.

## 2. Instructors Hired for Casual Employment

Sub-section 1.01 (j) (v) states that " 'casual employment' is non-permanent employment on an hourly basis. When continuous casual employment of an academic staff member exceeds six (6) months in any academic year, in a full-time capacity, the academic staff member shall be appointed to a temporary salaried position;" The Association contends that the Employer is in violation of this Sub-section and is, in fact, using casual employees on a full-time basis.

It is the view of the Association that this grievance will only be remedied at arbitration and the Association is, therefore, moving forward with this grievance. Terry Sway of ACIFA is the Association nominee on the Arbitration Board for this grievance.

This has been an ongoing problem for several years, and the Employer continues to hire academic staff members in a casual capacity whereas they should be

hiring academic staff members in salaried positions at the time of hire.

## 3. Fee-for-Service Instruction

The Association contends that the Employer is improperly using fee-for-service employees. In essence, Sub-section 1.01 (j) states that there are three categories of academic staff members: permanent, temporary, and casual. The Association contends that the Employer has instituted a fourth category of academic staff member called fee-for-service employees in violation of the SAIT/SAFA Collective Agreement.

The Association is also pursuing two other grievances at this time. One of these grievances deals with a performance review and the other grievance deals with workload.

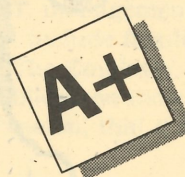
### Performance Review

Sub-section 18.01 requires the Employer to review each academic staff member's performance annually. If the academic staff member's performance is determined to be satisfactory they are moved one increment on the Instructor Salary Schedule unless they are at the maximum. If the academic staff members do not agree with their performance review, they may file a grievance.

Recently many academic staff members have been contacting the Association with concerns arising out of their performance reviews. There appears to be a great deal of confusion as to what performance reviews are and how they should be administered.

### Workload

Sub-section 36.03 deals with the new unit standard class contact hours for instructors. The Employer, through the arbitration process, obtained a change to these hours without informing the Association of how individual instructor's unit standard class contact hours would change. At this time, two grievances have been filed due to these changes to Sub-section 36.03. ⇨



## Congratulations Gus Yepiz!

Gus Yepiz, Instructor, Refrigeration & Air Conditioning, Construction Department, was awarded the V. V. Solomon Award at a ceremony in Milwaukee Wisconsin on October 18, 2001. This award is presented by Refrigeration Service Engineers Society (RSES) to the educator who has made outstanding contributions to his/her student's growth and development in the field of Heating Ventilating Air Conditioning and Refrigeration (HVAC/R).

Congratulations Gus!!!



