



New Member Orientation

Permanent Member Edition, 2022

What is SAFA?

*The SAIT Academic
Faculty Association*

SAFA is the SAIT Academic Faculty Association, a union of over 1,000 adjunct, casual, part-time salaried, and full-time salaried academic staff. Instructors, counsellors, librarians, and educational developers are members of SAFA.

Other groups on campus are AUPE, a union which represents support staff, and APT, a group made up of administrative, professional, and technical employees.

Representation is important

SAFA is the sole representative for Academic Staff to SAIT's Board of Governors.

SAFA also represents member's interests to the provincial government via frequent meetings with government officials, as well as membership in ACIFA, the Alberta Colleges and Institutes Faculties Association.

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Our Vision

To cultivate collective excellence and innovation

Our Mission

Advocating for shared governance, promoting the professional interests of our members, and enhancing academic freedom

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Organization Structure

SAFA officers are elected each May to the positions of President, Secretary-Treasurer, and 7 Table Officers representing the school divisions. Department representatives are also elected to an Executive Council. There are multiple committees which are appointed by the SAFA Executive, including the Health & Safety, Negotiations, and Job Action Committees.

The annual meeting for SAFA is held in June, while town hall meetings open to all members are held throughout the academic year.

Executive Council meets monthly, and the Table of Officers meets every week during the academic year.

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Membership

Academic staff at SAIT are required to pay SAFA dues at the rate of 1.4% of gross earnings, which pay for SAFA staff, legal bills incurred representing members, events, travel for association business, and other activities.

Stay Informed

The best place for information about your union is the SAFA website (<https://safacalgary.com>). Regular updates for activities, the latest Collective Agreement, contact info for your representative, and association news is posted on a regular basis.



SAFA

What Does SAFA Do?



SAFA's relationship with SAIT

Management Rights

It's important to note that SAIT "runs the show". The Employer has the right to expect employees to meet performance metrics and getting the work done is the primary consideration for SAIT.

However, these "management rights" are constrained by the Collective Agreement. They must be exercised reasonably and consistently, and not be arbitrary or in bad faith.

All SAFA members have contractual protection from discrimination and harassment.

If you are ever concerned about how SAIT is implementing a rule or policy, contact your [SAFA representative](#) right away. They can help you understand your rights as an employee and SAIT's rights as the employer. If issues are found, a grievance may be submitted by SAFA.

What does SAFA do for members?

SAFA's primary purpose is to negotiate and enforce the Collective Agreement, as well as represent members in actions such as grievances and disciplinary hearings

Negotiations

As of March 2022, SAFA is in negotiations with SAIT. Bargaining can be a long, involved process that takes months or years. Two major topics of negotiation are adjunct and casual faculty rights, and the impact of online teaching.

- *SAFA recognizes that Higher Education is experiencing a fundamental shift in educational practices, and we embrace the possibilities of work from home, online teaching, and other new modalities. However, much is unknown about the impact this will have on member workload, compensation, and professional supports.*
- *During the last round of collective bargaining, SAIT and SAFA agreed to bring "fee for service" into the collective agreement as "adjunct instructors". This means, for the first time, that the terms and conditions for contingent faculty positions are now subject to collective bargaining.*

You can access the latest information about these and other bargaining topics on the [SAFA website](#). You can also review the current Collective Agreement (CA) and any Letters of Understanding (LOUs) [online](#). If you have any questions about your rights and protections under the CA, contact your [SAFA representative](#).

What does SAFA do for members?

Represent members in actions such as layoffs, grievances, and disciplinary hearings

Grievances

- Grievances occur when the Employer violates the collective agreement, policy, or labour law. In a grievance, SAFA will meet with the employee and their supervisor to try to resolve the issue. If the issue cannot be resolved, a formal process will be followed that may include review by an outside Arbitration Board. More information about this process is available on the [SAFA website](#).

Discipline

- Discipline involves penalties imposed by the Employer for faculty misconduct. An academic staff member is entitled to have an Association Representative present at all disciplinary hearings. Check out the [SAFA website](#) for more information about this process.

What does SAFA do for members?

Sponsors professional and social events to provide community building and networking opportunities

SAFA believes it is important to not only support the academic life of their members, but also foster community connections and encourage work-life balance for members. SAFA sponsors the following activities throughout the year:

- On-campus social mixers throughout the year
- Fall Family Fun Day at Cobb's Adventure Farm
- St. Patrick's Day Casino Event
- Holiday Party (co-hosted with AUPE)
- Registration and travel expenses for the ACIFA conference

SAFA

Benefits



Your Benefits

SAFA preserves and improves our members' employment conditions in areas such as benefits, educational development, and professional development

SAFA has negotiated the following benefits for our Salaried members. SAFA continues to fight for expanded benefits for our Casual and Adjunct members – visit the SAFA website for more information.

- All permanent SAFA members are in LAPP (Local Authorities Pension Plan). Both the employer and employee contribute to the plan.
- Your starting salary is negotiated at the time of hire. It is based on the salary grid within the Collective Agreement (CA). There are three ways that your pay can increase at SAIT: Grid Step, Long Service, and Educational Attainment.
 - Salaried members also receive a “grid step” increase on Oct 1 of every year upon successful completion of a performance review. In the past, cost of living and additional grid steps have been negotiated to increase pay for members.
 - Long Service: Once an academic staff member has completed 10 years of service and has satisfactory performance reviews, they will be eligible for an annual increase in pay.
 - Educational Attainment: Members who have earned additional credentials (2 Red Seal certificates, baccalaureate degree, master’s degree, doctoral degree) may also qualify for an annual increase. Review the CA for details.

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The SAFA Collective Agreement includes several different types of leave:

- Vacation: Instructors & Counsellors accrue 43 days after one year worked, while Librarians accrue 25 days after their first year worked.
- Sick Leave: A member may have paid time off to attend a health appointment, provided the member works at least 1 hour in a half day absence. "Casual Illness" grants a member up to 10 days paid time off per year. "General Illness" paid time off occurs when a member is absent more than 3 consecutive days up to 80 working days. Please review the [Collective Agreement](#) for more details.
- Personal Days: 2 days are allocated per year.
- Holiday: Members are paid for the working days between Boxing Day and New Year's Day, as well as a float day that covers Christmas Eve.
- Family Illness: Leave involving immediate family illness or funerals.
- Special Leave: Up to 2 days per year may be used for each of the following circumstances: moving, attending funeral or administering an estate, birth or adoption of a child. A maximum of 10 days per year can be used for combined family illness and special leave.

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- New permanent & temporary salaried hires can access benefits immediately. Benefits are covered in detail on the [SAIT website](#). Health benefits include dental, vision, paramedical, and prescription drug-plan coverage. Additionally, members can opt-in to Long Term Disability, Critical Illness, Accidental Death, and Life insurance plans.
- Flexible spending accounts provide reimbursements for eligible expenses. The value of the Healthcare or Taxable Spending Account is \$650 per year.
- Professional Development funds currently provide \$1600 every 2 years. These funds do not carry over if unspent. Contact your manager to learn more about activities and equipment covered under this fund.



**Additional
questions?**

Email labour.relations@safacalgary.com