

Letter of Understanding  
Between  
The Board of Governors of The Southern Alberta Institute of Technology  
- and -  
The SAIT Academic Faculty Association

**RE: CDARI Online Asynchronous, Non-Approved**

As SAIT implements the various components of the 2020-2024 Collective Agreement, various issues may arise from time to time. This Letter of Understanding (LOU) is between the Board of Governors of the Southern Alberta Institute of Technology ("SAIT") and the SAIT Academic Faculty Association ("SAFA" or the "Association") and is to be used as a transition document which may require revision or amendment from time to time. Changes will be based upon the mutual agreement of the Parties.

The Parties agree to the following terms in respect of Online Asynchronous, Non-Approved training offered by CDARI:

**Calculation of Online Asynchronous lump sum**

- At the point of engagement, the division will identify to the Instructor the minimum enrollment necessary for the class to run and applicable payment based on this minimum enrollment
- The payment to the Instructor will increase based on effort required which is determined by the number of enrollments in the class over and above the minimum number of students
- If students withdraw from the class prior to the add/drop date, the Instructor payment will be deducted accordingly
- If students withdraw from the class after the add/drop date, the lump sum payment will not be altered and the Instructor will receive full payment

**Online Asynchronous Contract payment cadence**

- The lump sum payments will be paid in 2 equal installments.
- 1st installment at the half way point of the class with the 2nd installment paid at conclusion of instructor responsibilities

**Notice requirements for canceling classes**

- Online Asynchronous registrations will remain open until the start date of the class
- 2 weeks' pay in lieu of notice will not be required for Online Asynchronous classes that are canceled with less than 2 weeks' notice

Further, on a bi-annual basis and upon request, SAIT will provide the SAFA President with a report containing open contract, employee ID and start date for Adjunct contracts in non-approved programming.

Unless otherwise specified all other provisions of the Collective Agreement continue to apply and remain in full force and effect during the term of this Letter of Understanding.

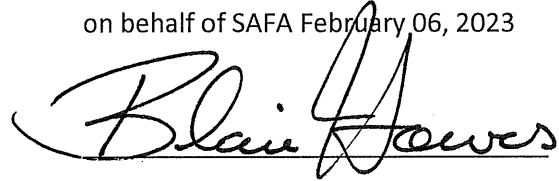
This LOU will be effective March 1, 2023 and remain in effect until June 30, 2024. This LOU will expire and the terms contained or amended within will not be in effect after the expiry.

This LOU will not impact any current commitments and will be applied to newly created engagements on March 1, 2023.

On behalf of SAIT on February 06, 2023

  
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on behalf of SAFA February 06, 2023

  
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President