

## ARTICLE 17 TERMS AND CONDITIONS OF EMPLOYMENT FOR PROFESSIONAL LIBRARIANS

### IV. 1 Duties and Responsibilities

IV.1.2 Each librarian member shall be entitled and expected:

- i) to perform the library duties allocated by the University Librarian under the procedures outlined in IV.2.2, provided that the assignment of "other duties as required" does not interfere with the degree of specialization required to meet the requirements for promotion and career development;
- ii) to accept a fair and reasonable share of administrative responsibilities through participation as requested in Library and University Committees and take an interest in and contribute to the shaping of general library policy. ~~(However, Librarians at Ranks I and II shall not be required to serve on non-Library Committees, with the exception of the Library Advisory Subcommittee.);~~
- iii) to act as academic advisors within the college framework of the University, advising and assisting student advisees; and,
- iv) to take an interest in and make contribution to ~~at least one~~ two of:
  - (a) **the advancement of** the profession at large;
  - (b) research **and scholarly communication**; or
  - (c) university teaching.

### IV.2.2 Librarianship

IV.2.2.1 Specific and general library duties shall be allocated in a fair, equitable and reasonable manner, taking into consideration the professional responsibilities and skills of individual members, the terms of members' appointments, the relation of librarians' duties to their research, scholarship, and professional activities, the needs of the library and, when possible, the preference of individual members.

IV.2.2.1.1 Library duties and responsibilities will be determined by the University Librarian following reasonable consultation with the Librarians' Committee.

Members shall have the right to request reconsideration of their workload by the University Librarian within ten (10) working days of its being assigned and the University Librarian shall be expected to respond in writing within ten (10) working days from receipt.

~~Account shall be taken of the workload guidelines formulated by the Librarians' Committee. None of the factors listed in the guidelines shall be taken to preclude other relevant factors.~~

The University Librarian shall give particular consideration to the goal, agreed to by both parties, of fostering the professional development of members newly entering upon their professional careers.

IV.2.2.1.2 Using the established workload guidelines, the University Librarian, in consultation with the Librarians' Committee, shall determine the normal workload for each librarian ~~employee-member~~.

IV.2.2.1.3 When the Library suffers the sudden, unexpected loss of a member, the Vice-President (Academic) may authorize full or partial replacement paying particular attention to the provision of library service.

~~IV.2.2.1.4 Insofar as resources become available, every reasonable effort shall be made to increase the librarians' complement as this becomes necessary in order to respond to increasing demands on existing library services and resources.~~

### **Annual Activities Report**

IV.8.3 Each member shall submit **by September 30<sup>th</sup> of each year** to the ~~Dean or the~~ University Librarian ~~a curriculum vitae~~ **an annual activities report** in the form prescribed by ~~the Dean or the~~ University Librarian, ~~with a copy, where appropriate, to the departmental or program Chair.~~ **A full curriculum vitae shall be provided to the University Librarian, with a copy to the Dean**, ~~which curriculum vitae shall be brought up to date from time to time or upon an annual request by the Dean or University Librarian.~~

### ~~III.5.1~~

#### III.5.2.1 Librarians' Committee

There shall be a Librarians' Committee chaired by the University Librarian or designate. This Committee shall consist of the librarians and academic administrators in the Library. The Committee's duties shall include the preparation

of position descriptions for librarian positions in the Library, excluding that of the University Librarian, and the **annual** selection of the Library Personnel Committee and **the election** of the Library Permanency Committee, **as required. (See Article 13 and Article 15.)** The Committee shall be consulted with respect to major policy changes related to the Library, and about other changes which may have a major impact upon operational activities.

### III.3.3 The Position of Part-time Members

III.3.3.1 Part-time members shall receive salary compensation on the same scale as full-time members, provided that the amounts of all salaries and increments shall be in a proportion of full-time employment specified in their letters of appointment.

III.3.3.2 Subject to Article III.3.4.8, other benefits and compensation for part-time members (including entitlements for leave) shall be as follows:

- i) Pensionable service will accrue on a pro-rata basis with employee contributions based on salary (e.g. for a .5 member pensionable service would accrue on a .5 basis and contributions would be based on the half-time salary);
- ii) Life insurance and long term disability insurance will be based on the employee's actual salary;
- iii) Health and dental benefits, if the employee is enrolled, will be provided to the employee as if the employee had a full-time appointment (i.e. no pro-ration);
- iv) Flexible benefits, professional expenses fund, and tuition waiver will be provided to the employee **on a pro-rated basis**; ~~as if the employee had a full-time appointment (i.e. no pro-ration);~~
- v) EYS's, ~~as per Article IV.5.2.2.6;~~
- vi) Any other leaves pro-rated;
- vii) Legislated benefits - pro-rated.

III.3.3.3 Part-time members shall have duties and responsibilities so far as possible equivalent to those of full-time members, provided that such duties and

responsibilities shall require only that proportion of full-time employment specified in the letters of appointment.

~~III.3.3.4~~ Criteria and procedures (except as provided in III.3.3.5 below) for ~~tenure/permanence~~ **permanency** and promotion shall be the same for part-time members as for full-time members.

~~III.3.3.5~~ The time limits on probationary appointments may be revised for part-time members by agreement of the parties on a case-by-case basis, until there is agreement on a general formula to be attached to this Agreement.

~~III.5.3.6~~ Limited Term Appointments

For the purposes of calculating the maximum period of limited term service, as specified in III.4.2.3.3, previous fractional limited term appointments and previous part-time appointments within the bargaining unit shall be pro-rated.

Notwithstanding this paragraph and paragraph III.4.2.3.3, the specified maxima for limited term service shall not include any limited term service at the University separated by a period of five (5) years or more from a proposed new limited term appointment.

~~III.5.3.7~~ Terms and conditions of employment for members given limited term appointments shall treat any past limited term service within the bargaining unit as equivalent to the service of all other members for purposes of compensation.

**Rank Classification for Professional Librarians (*moved from Appendix A* )**

1. The rank classification for librarians has four (4) levels: Librarian I, II, III and IV.
2. While Librarians at the beginning of their professional careers will normally be appointed at the floor of Librarian I, a higher initial rank/ classification may be assigned with due regard to both professional and non-professional prior experience. Other factors influencing initial rank/classification assignment may include market factors and equity among hirings over the immediately-preceding three-year period. The Library Personnel Committee shall be consulted in relation to all initial rank/classification assignments for new Librarian appointments.

3. Each rank has a number of salary levels or steps above the rank floor, as follows:

Librarian I	-	4 steps
Librarian II	-	8 steps
Librarian III	-	12 steps
Librarian IV	-	17 steps

In addition, there are two (2) additional steps at the top of each rank above Librarian I, which may be achieved in each rank only by way of a merit award (see III.9.2.2).

4. Normal progression within each rank is based on successful performance of duties and continuing development as a librarian, archivist, or other specialist.

#### IV.2.3.2 Technological Changes

IV.2.3.2.1 There shall be no reduction in employment for a librarian member as a result of automation or other technological change.

IV.2.3.2.2 When the employer determines that new or greater skills are required than are already possessed by affected librarian members under the present methods of operation, such members shall, at the reasonable expense of the Board, be given a reasonable period of time to acquire skills necessitated by the new method of operation. The Board in its sole discretion shall determine what is reasonable in terms of expense and time. There shall be no reduction in pay and benefits during the training period of any such member. It is recognized that the librarian member may initiate this procedure.

#### V.3 Vacation

A Librarian member with less than ten (10) years service shall be entitled to twenty-two (22) working days of vacation, without loss of pay, during each year of employment. After ten (10) years of service this entitlement becomes twenty-five (25) working days. Where the employment during the year is less than twelve (12) months, or on a part-time basis, such entitlements shall be

pro-rated accordingly. The University Librarian shall schedule vacations in order to give the greatest possible consideration to the preferences of librarian members, taking into account the functioning of academic programs and the needs of students.

**Members will communicate their vacation requests to the University Librarian or his/her delegate in writing. Requests shall not be unreasonably refused. The University Librarian reserves the right to refuse a request for vacation if the member's absence will have a negative impact on the operational effectiveness of the library.**

#### IV.3

##### Geographical Limitation for Librarian Members

~~No librarian member shall be required to provide more than occasional services outside Peterborough except as may be specified in the member's letter of appointment, or if otherwise mutually agreed to in writing by the member and the University Librarian.~~

##### Voluntary Cessation of Employment

**Members may voluntarily retire from their permanent appointment in any year in or after the year in which they are eligible to retire. Notice must be given to the University Librarian as soon as possible and no later than three months before the effective retirement date.**

**Members may voluntarily resign from their probationary or permanent appointment at any time. Notice must be given to the University Librarian as soon as possible and no later than three months before the effective resignation date.**