

## **LETTER OF UNDERSTANDING – RESIDENCE AND HOUSING**

### **Glossary of Terms**

This Letter of Understanding covers the following Residence Student Staff members:

PA: Programming Assistant

AC: Area Coordinator

CA: Community Advisor

LLCA: Living Learning Community Advisor

SSCA: Summer Senior Community Advisor

**Academic Year:** Refers to the Fall and Spring semesters which run from September through December and January through April respectively. A Residence Student Staff member who is employed for the Academic Year is understood to be employed for both semesters.

**Employer Scheduled Shift:** A shift that is scheduled by the employer. Whenever possible, employee availability and time off requests will be considered when scheduling shifts. Examples of Employer Scheduled Shifts include, but are not limited to individual meetings with supervisors, In-night shifts, staff meetings, staff training, and employer scheduled rounds of residence. May also include planned check-ins with residents and pre-planned programs/events on campus.

**Employee Scheduled Shifts:** Work that is scheduled, managed, and completed by the employee. Examples of Employee Scheduled Shifts include, but are not limited to facilitating a program/event in residence, attending to emergent residence and housing issues on campus, and accompanying residents to events/programs on campus where needed.

**Stipend Employees:** These are Residence Student Staff members who are paid by stipend. They include employees appointed to the following positions:

AC: Area Coordinator.

CA: Community Advisor.

LLCA: Living Learning Community Advisor.

SSCA: Summer Senior Community Advisor.





**Residence Location and Priority**

Where operationally feasible, the University will attempt to accommodate preference requests for specific residence building placements for returning residence student staff.

**Terms of Appointment**

Program Assistants (PA) will normally be appointed for the Academic year from mid-August to the end of April (Academic

**Hours of Work**

Employees and their supervisor will review hours at least once approximately halfway through the appointment to ensure they are tracking assigned responsibilities and expectations.

No employee normally shall work longer than four (4) hours without at least one-half (1/2) free from work for a meal break. All employees working 7 hour

informing their supervisor, they will receive a written warning. On the second occasion, they may receive a suspension. The third occasion may result in termination.

Where an employee has been disciplined pursuant to this section, but has subsequently worked for three (3) full semesters with no further discipline related to unreported absences, their disciplinary record involving unreported absences will be reduced by one step.

### **Academic Leave**

At the start of employment each semester, an employee is responsible for reporting any known University scheduled academic duties (e.g. classes, conferences or an examination) to their supervisor to enable scheduling. The University will make every reasonable effort not to schedule or reschedule shifts in such a way that it conflicts with an University scheduled academic duties. Where a scheduled academic duties and their Residence & Housing shifts, the employee and their supervisor will attempt to resolve the conflict. If that is not possible, the Manager of Residence Life and the Union will be notified expeditiously so that every effort can be made to assist in finding a solution, and the University will resolve the conflict in a manner least disruptive to the employee and the University.

### **Pregnancy and Parental Leaves**

Employees are entitled to Pregnancy and Parental Leaves as specified under the British Columbia Employment Standards Act. The employee will be returned to their original position if their appointment has not expired, and they are registered as a full-time student. If the term has expired, and the employee is registered as a full-time student, the employee remains eligible clause.

### **Employee Absences**

Employees who are absent and are unable to attend their employer-scheduled shifts will advise their Supervisor prior to the start of their employer-scheduled shift.

Where an absence is a result of an illness or injury, hourly employees will be compensated for up to five (5) missed shifts. If the absence is as a result of an illness or injury which continues beyond three days, or is expected at the outset to be more than three days, the employee will advise their supervisor of their anticipated return date. The Supervisor will arrange for

If the stipend employee is absent

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### **Leave for Witness or Jury Duty**

Employees will be entitled to witness or jury duty in accordance with Article 40.01

### **Job Descriptions**

Existing and new job descriptions summarizing the general nature of the duties assigned by the University for AC/CA/LLCA/SSCA positions within Residence and Housing will be copied to the Union and all relevant employees and supervisors.

Existing and new job descriptions for PA positions will be governed pursuant to the CUPE Collective Agreement.

### **Uniforms**

Employees shall be issued an SFU ID tag and SFU apparel to identify them as University employees. These shall be supplied by the University. All employees issued such ID Tags and apparel shall wear them during scheduled shifts and shall take reasonable care of them.

### **Training Hours**

The educational development of leadership skills is central to the existence and strength of the SFU Residence Life program.96 Tf1 0 0 1 406.51 620.74 Tm0 g0 G{ )JTJETQq0.00000912 0 61





Hourly employees (PAs) will be compensated based on an hourly basis consistent with their assigned salary grade and in accordance with the WJQ salary schedule set out in Appendix A-1 of the CUPE Collective Agreement.

Residence and Housing employees who are required to purchase a meal plan shall be given an additional \$300 per term.

### **Benefits**

Hourly Residence Student Staff shall be covered by Article 54 of the CUPE Collective Agreement.

Residence Student Staff are paid by stipend which accounts for pay in lieu of benefits.

### **Terms of the Agreement**

The term of this agreement shall be binding and will remain in effect from the date of ratification/approval until March 31, 2025. All terms pertaining to Compensation and Benefits are retroactive to April 1, 2022.

Failing agreement to amend by March 31, 2025, the Agreement will continue in force until a new agreement is reached.

### **Common Clauses**

Identifies common clauses between the CUPE Collective Agreement and the

