

## **ARTICLE 16 - Autres comités de pairs**

### **Section 16.1 - Comité du personnel des bibliothécaires**

#### **16.1.3 Mandat et procédures d'exécution du mandat**

16.1.3.1 The LPC:

- (a) shall make recommendations and give opinions on matters entrusted to it by this agreement, when these matters are referred to it by the University Librarian;
- (b) shall hear and report on annual review appeals as requested by members pursuant to 23.5.3;
- (bc) shall give advice on any other matter, regardless of whether it is or is not provided for in this agreement, requested by the ~~regarding which the~~ University Librarian ~~requests its opinion~~.

The LPC shall make recommendations and give advice in accordance with this collective agreement and with the aim of maintaining, within the Library Network, appropriate standards of quality for professional services provided to the university community.

## ARTICLE 17 - Engagements

### Section 17.7 - Bibliothécaires

\*17.7.1.6 The following provisions apply when the University Librarian, pursuant to the provisions of this agreement, is to consult a selection committee prior to filling a vacant position.

(a) The committee shall be composed ~~at least~~ of the following persons: four members of the LPC and the immediate supervisor to whom the vacant position reports. The committee shall elect its own chair.

- ~~(i) the University Librarian or her delegate, who shall act as chair and shall not have the right to vote;~~
- ~~(ii) the head of the administrative unit to which the position is attached or, in the case where the head is the University Librarian, any other person designated by her;~~
- ~~(iii) a member of the LPC, chosen by it.~~

~~The University Librarian may, after consulting the other committee members, invite 1 or 2 other persons whose experience may be useful to join the committee.~~

#### 17.7.1.6.1 Procedures

- (a) The University Librarian shall give copies of all documentation provided by the candidates to the selection committee.
- (b) Selection committee members ~~shall have access to all available documentation regarding the candidates, and they~~ shall decide which candidates are to be interviewed, ~~it being understood that the University Librarian may add candidates of her choosing.~~
- (c) The curricula vitae of all candidates selected to be interviewed shall be made available to all librarian members.
- (d) The chair of the selection committee shall establish a schedule for interviewing all selected candidates and shall also arrange for each candidate to meet with one of the librarian members on the Association's Board of Directors.
- (e) For each of the candidates to be interviewed, the University Librarian Chair shall prepare a file for the selection committee members, to be given to them at least three (3) working days before the interviews.
- (f) The interview process shall allow for participation by all librarian members who must be provided with a way to provide their feedback to the selection committee.
- (g) All decisions made by the Selection Committee shall be documented. After the appointment process is completed, copies of said documentation shall be collected and filed in the Office of the University Librarian.
- (h) Within ten (10) days of the final interview, the selection committee shall give to the University Librarian a written statement of its recommendation and its reasons therefor,

and shall place the other candidates in order of preference, it being understood that if no candidate is deemed capable of filling the position, the committee's recommendation shall so state.

- (i) If, in the selection committee's view, there are no candidates who meet the criteria for appointment, the committee shall recommend to the University Librarian that no appointment be made and that a new appointment process should be initiated.
- (e) The University Librarian shall give proper consideration to the recommendation of the selection committee, and shall decide, no later than ten (10) working days after receiving this recommendation, whether she agrees or not with the recommendation. which candidate's appointment to recommend to the Administrative Committee or its delegate.
  - (i) In the event that the University Librarian's agrees with the recommendation, she will forward the recommendation along with her comments to the Administrative Committee or its delegate within fifteen (15) working days from the date she received the recommendation. A copy of her comments will be forwarded to the chair of the selection committee who will share them with all committee members.
  - (ii) In the event that the University Librarian's recommendation disagrees with the recommendation differs from that of the selection committee, the University Librarian shall inform of her reasons in writing the chair of the selection committee, who will share the information with the committee members and all interviewed candidates, and will reinitiate the process of filling a vacant position pursuant to 17.7.1.4. and forward its recommendation to the Administrative Committee or its delegate.
- (k) The University Librarian may offer an appointment only to an individual recommended by the selection committee. She may not suggest alternative candidates, different selection criteria, or other significant changes to the nature of the appointment.
- (f) When the Administrative Committee or its delegate takes a decision decides to regarding an appointment appoint a person and has informed the University Librarian, she shall then inform the selection committee members in writing of the decision, including reasons, within five (5) working days. and the All -candidates interviewed for the position shall be promptly informed in writing of the decision, including reasons, within ten (10) working days, and the procedure for filling the position shall be completed as soon as possible.

## **ARTICLE 20 – Academic Activities**

### **20.5 Librarian Activities**

#### **20.5.3 Scholarly Activities**

##### **20.5.3.1 General Provisions**

\*20.5.3.1.1 The University recognizes the importance of librarian members continuing development to its academic mission and acknowledges that their pursuit of scholarly activities benefits and enhances the quality of the student experience, the reputation of the University, the profession and the individual librarian.

These provisions shall apply equally to all librarian members regardless of their type of position.

A librarian's scholarly activities are those which contribute:

- a) through research activities to the advancement of knowledge in her area of specialization;
- b) through artistic/literary creation to the advancement of the arts and letters;
- c) through various professional development activities to the advancement of the library profession.

The above assumes a cumulative level of knowledge through a librarian's career.

\*20.5.3.2.1 ~~Any work directly overlapping with the immediate day-to-day fulfillment of professional activities as defined in her job description is not considered part of research activities, in the sense of this collective agreement.~~

## ARTICLE 22 - Workload

### Section 22.3 - Librarians

#### 22.3.1 General

\*22.3.1.5 Nonobstant les dispositions prévues à 22.3.1.1(b), le bibliothécaire en chef peut doit, à la demande d'un membre, modifier temporairement la description de tâches de ce membre et inclure ou retirer dans de la charge de travail de celui-ci une des activités savantes savantes aux termes de l'article 20.5.3.1.1(a) spécifique ou un des activités de services particulier à la communauté universitaire, au choix du membre, pour un maximum de 20 heures par semaine. Le cas échéant, les activités à laquelle le membre veut se livrer feront parties de celles sujettes à la revue annuelle du membre.:

- (a) ~~cette modification à la charge de travail ne saurait valoir que pour une période de courte durée;~~
- (b) ~~l'activité spécifique à laquelle le membre veut se livrer fera partie de celles sujettes à l'évaluation de son rendement en fin d'exercice;~~
- (c) ~~l'acceptation d'une telle demande ne doit pas se faire au détriment des exigences du service et ne doit impliquer, à moins que le bibliothécaire en chef y consente expressément, ni le remplacement du bibliothécaire en question pour ce qui concerne l'exécution des tâches figurant à sa description normale de tâches, ni aucun autre coût additionnel à l'employeur, étant entendu que le bibliothécaire en chef fera tout son possible pour accommoder un projet valable.~~

## ARTICLE 23 - Revue et évaluation

### Section 23.5 - Librarians

#### 23.5.2 Performance appraisalAnnual review

An annual review shall be conducted for all librarian members, except for librarian members in their final year of service.

The purpose of the review is to provide an annual assessment of performance that allows recognition of a member's achievements, to provide feedback on plans for the coming year, and to identify areas for development in the member's professional activities, administrative activities and scholarly activities, according to the member's responsibilities, workload and interests.

23.5.2.1 A librarian member's performance appraisalThe annual review shall be conducted in accordance with the provisions of article 9 and shall assess a member's performance of her responsibilities, as set out in article 20.5, concerns the tasks in her job description and all other duties assumed by the member in accordance with the provisions of 17.7.2.2, 21.2.2, 22.3.1.3, 22.3.1.5, or 22.3.4 and must comply with the duty to accommodation pursuant to article 8.

23.5.2.2 For the purpose of the review, the member shall submit by 1 June:

- (a) an annual activity report;
- (b) an up to date Curriculum Vitae;
- (c) any other documents that the member determines to be relevant.

The performance appraisal annual review shall be done, for the duration of this agreement, by means of the a annual review form which was approved by the parties in 2012. It is understood that the review annual form may be revised from time to time with the consent of the parties. The member shall submit her report by 1 June.

23.5.2.3 The review performance appraisal shall first be done by the immediate supervisor who shall, before forwarding it to the University Librarian or her delegate, inform the member concerned of its contents and discuss it with her. In cases where the immediate supervisor has not supervised the member directly for a full cycle, the performance appraisal will be deferred until a full cycle has elapsed. The member may, when confirming in writing that she has been made aware of the evaluation review:by her immediate supervisor,

- (a) add her own comments, provided that she does this within fifteen (15) working days of receiving said evaluation review and discussing it with her immediate supervisor.
- (b) advise her immediate supervisor in writing that she will be appealing the review pursuant to article 23.5.3.

23.5.2.4 The annual review evaluation by the immediate supervisormust comply with the duty to accommodation pursuant to article 8 and shall indicate clearly how the member's performance, with respect to each of the four (4) categories of librarian activities defined in 20.5.1 (professional

activities), 20.5.2 (administrative activities), 20.5.3 (scholarly activities) or 20.5.4 (academic service activities) has been assessed according to the levels of performance set out in 23.5.1.4.

- \*23.5.2.5 The ~~performance appraisal annual review~~ shall take place at the end of the academic year for which the member has submitted a report pursuant to 23.5.2.2 and shall be addressed to the member's performance during that academic year. The part of the review process mentioned in 23.5.2.3 shall be completed no later than 1 September; the remainder of the process ~~including any potential annual review appeal process initiated by the member~~, up to and including the participation of the University Librarian, shall be completed by 1 ~~October~~November.
- 23.5.2.6 The ~~evaluation annual review form of the member by the immediate supervisor including the LPC appeal report pursuant to 23.5.3.5, if any,~~ shall be reviewed by the University Librarian or her delegate. The University Librarian, after giving proper consideration to the evaluation of the immediate supervisor ~~and~~, to the comments of the librarian concerned ~~and to the LPC appeal report~~, if any, shall complete the evaluation process by adding her own opinion ~~having taken into account the duty to accommodate required pursuant to Article 8, of which the member will receive a copy, it being understood that:~~
  - (a) ~~she may, but is not obliged to, solicit the opinion of the LPC before completing the evaluation of the member's performance;~~
  - (b) ~~she may, if she considers it appropriate, draw the member's attention to one or several positive or negative aspects of her performance.~~
- 23.5.2.7 A member's ~~performance appraisal annual review~~, duly reviewed by the University Librarian or her delegate, shall be placed in the member's file, along with the documents subsequently produced by virtue of 23.5.2.8 and 23.5.2.9, if any.
- \*23.5.2.8 If, as a result of an ~~performance appraisal annual review~~, the University Librarian considers that a member's performance in one or more categories of her workload is inadequate, and this alleged deficiency is serious enough to raise a doubt regarding the quality of the member's overall performance, she may initiate procedures leading to a formal warning, according to 23.5.2.9, or procedures leading to a disciplinary measure for deficient performance of workload duties, according to 39.3.

### **23.5.3 Annual review appeal process**

- 23.5.3.1 Within fifteen (15) days of advising her immediate supervisor of her intent, the librarian member may appeal her review to the LPC.
- 23.5.3.2 The immediate supervisor will provide copies of all documentations pursuant to 23.5.2.2 to the LPC members.
- 23.5.3.3 The librarian member may choose to appear before the LPC as part of the appeal process or she may submit a written statement. If she chooses to appear before the LPC she may be accompanied by a representative of the association.
- 23.5.3.4 The LPC may request that the member's immediate supervisor or the University Librarian appear before it as part of the appeal process.

**23.5.3.5** Within fifteen (15) days of finalizing the appeal process, the LPC will provide a written report to University Librarian with copies to the immediate supervisor and the librarian member. Such report must include the committee's opinion regarding the annual process and the assessments.

**23.5.~~34~~ Equivalent of MLS**

- \*23.5.~~34~~.1 A member shall be deemed to have the equivalent of an MLS (Master of Library Science) if she has obtained a degree equivalent to a Master's degree from a Canadian or American university in an ALA-accredited program in Library and Information Science (eg. Master of Library and Information Science or Master of Library and Information Studies), it being understood that this equivalence must be recognized by the ALA.
- | \*23.5.~~34~~.2 The determination, whether a member does or does not have the equivalent of an MLS in accordance with 23.5.3.1, shall be made by the University Librarian, after proper consideration of the reasoned opinion of the LPC.

## **ARTICLE 31 - Special provisions: Librarians**

### **Section 31.1 - General**

\*31.1.3.1 **Library Council** Library council shall be the official means of consultation between the University Librarian and the librarians. The Council is chaired by the University Librarian. All librarian members shall be full members, as well as the two associate librarians, the director of Morisset, and the chief administrative officer.

The role of the Library Council is to discuss issues in a collegial setting and make recommendations to the University Librarian concerning the policies, operations, and development of the Library Network.

It is understood that:

- a) quorum shall consist of fifty percent (50%) plus 1 of the regular librarian members ~~of no fewer than half of the regular librarian members holding a major administrative position~~;
- b) all services are to be maintained during meetings of Library Council;
- c) all librarians members holding a major administrative position who are available to ~~shall attend meetings of Library Council, pursuant to (b) above, shall do so unless there are valid reasons for being absent.~~

## ARTICLE 31 - Special provisions: Librarians

### Section 31.2 – ~~professional Academic~~ leave

#### 31.2.1 General provisions

31.2.1.1 **Objective** The employer shall continue ~~a professional an academic~~ leave policy for librarian members. This leave ~~is a privilege and is considered a right of the member and~~ an investment in the development of the University by allowing a member to undertake one or more of the following activities:

- (a) devote herself to scholarly work, professional development activities or service to the university community as defined in 20.5.3.2, 20.5.3.4, and 20.5.4;
- (b) acquire practical experience in an area related to her responsibilities or her specialization;
- (c) pursue advanced, full-time studies in library science or university-level studies leading to an honours bachelor's degree or a master's degree in another discipline;
- (d) undergo development or retraining in anticipation of taking on new duties;
- (e) accept a position as visiting librarian at another institution.

31.2.1.2 **Length** Apart from exceptional cases, professional leave shall be for a period not exceeding twelve (12) consecutive months.

~~31.2.1.3 The annual budget available for financing the additional costs arising from professional leaves for librarians shall be 80% of the maximum of the rank of librarian III with unspent amounts to be carried over for a maximum of 2 years.~~

\*31.2.1.4 **Vacation** In accordance with 28.2.1.5, a professional leave shall include a vacation of either eleven (11) or twenty-two (22) working days, depending on whether the leave is a six (6) month or twelve (12) month leave.

#### 31.2.2 ~~Eligibility C~~onditions

31.2.2.1 ~~If the following conditions are met for To be eligible for professional leave, a librarian member, academic leave will be granted: must meet the following conditions.~~

- (a) The member must hold a continuing appointment.
- (b) ~~The member must have completed, by the time her first professional leave is to begin, 4 consecutive years of full-time service as a librarian at the University of Ottawa. For a professional leave subsequent to the first, a member must have completed:~~
  - (i) ~~2 consecutive years of full-time service since the end of the preceding professional leave, if that was a leave of 4 months or less;~~
  - (ii) ~~4 consecutive years of full-time service since the end of the preceding professional leave, if that was a leave of more than 4 but not more than 8 months;~~

(iii) ~~6 years, if the duration of the most recent leave was more than 8 months.~~

- (eb) The member ~~must have presented~~has submitted, in accordance with the procedures set out in 31.2.3, a detailed plan of the scholarly works or studies she intends to pursue during the ~~professional~~academic leave.
- (c) This project, upon evaluation by the LPC is deemed to be relevant in light of the criteria set forth in 31.2.1.1;
- (d) The member must undertake to remain in the service of the employer after the leave, for a length of time equal to the lesser of: 1 year, or twice the length of the leave.

~~31.2.2.2 Subject to the availability of funds, a professional leave shall be granted when the plan submitted by the member, upon evaluation by the immediate supervisor, the LPC and the University Librarian:~~

- (a) ~~is considered relevant in light of one or more of the objectives listed in 31.2.1.1;~~
- (b) ~~is considered feasible, as indicated by the member's satisfactory performance over the last 3 years in every component of workload which corresponds to the project or, in the case of a project for completing university studies, by the member's having been admitted to a university.~~

~~31.2.2.3 The provisions of 26.3.3.4 apply, mutatis mutandis, to the years of service required for professional leaves.~~

**31.2.3 Duration and remuneration** The provisions of article 26.3 apply, mutatis mutandis, for librarian members.

**31.2.34 Procedure** The provisions of article 26.7 apply, mutatis mutandis, for librarian members with references to any sub-articles under article 26 replaced with the corresponding sub-articles under 31.2 and references to the Joint Committee replaced with the Administrative Committee.

~~31.2.3.1 To be granted a professional leave, a librarian normally shall submit an official application to the University Librarian before 1 January for a leave to be taken between the following 1 July and 31 December, or before 30 June for a leave to be taken between the following 1 January and 30 June.~~

~~31.2.3.2 In her application for professional leave, the librarian shall:~~

- (a) ~~indicate the starting date and length of the leave;~~
- (b) ~~specify the remuneration requested during the leave, and the reasons supporting this aspect of the application;~~
- (c) ~~present a detailed description of the work or studies she intends to undertake during the leave;~~
- (d) ~~add any information she wishes to have considered during examination of the application.~~

~~31.2.3.3 The University Librarian shall solicit a recommendation regarding the application for leave from the immediate supervisor, it being understood that this recommendation shall be communicated to the member before the application is submitted to the LPC. The University Librarian shall also~~

~~solicit a recommendation from the LPC, including in her request the documents mentioned in 31.2.3.2. The University Librarian shall attach her own recommendation and shall forward everything to the Administrative Committee. A copy of the LPC's and the University Librarian's recommendation shall be sent to the member concerned. The recommendations forwarded to the Administrative Committee shall deal with the principal substance of the application and, where the recommendations are favorable, with the appropriate remuneration for the member during said leave.~~

- ~~31.2.3.4 Librarian members whose application for professional leave has not received a positive recommendation, in whole or in part, from the LPC or from the University Librarian may submit to the Administrative Committee a letter of disagreement in accordance with the provisions of section 13.3, mutatis mutandis.~~
- ~~31.2.3.5 The Administrative Committee shall accept or reject the application, giving proper consideration to the recommendations of the immediate supervisor, the LPC, and the University Librarian, and taking into account the financing allocated by the employer to the supplementary costs due to professional leaves.~~
- ~~31.2.3.6 The University Librarian shall forward the decision of the Administrative Committee to the librarian member no later than 3 months before the anticipated start of the leave – except where the application has been submitted 4 months or less prior to the start of the leave, in which case the answer must be sent at the latest 2 months before the start of the leave. The University Librarian must then, if the decision is favorable, inform the member of the length of the leave granted, of the portion of the salary that will continue to be paid, and, where applicable, of the other expenses that the employer agrees to reimburse.~~
- ~~31.2.3.7 Once the work or studies that the member plans to undertake during the professional leave have been approved, she is expected to carry them out.~~
- ~~31.2.3.8 In case of significant changes to her plans for the professional leave, the member shall submit an official application to the University Librarian at least 3 months before the start of the professional leave or, if that is not feasible, as soon as possible. The University Librarian may then, but need not, submit the thus modified project to the immediate supervisor, to the LPC, and to the Administrative Committee, to check whether it still meets the requirements stated in 31.2.3.3. Whatever her decision and, if any, that of the Administrative Committee, the University Librarian shall communicate them to the member within 20 working days.~~
- ~~31.2.3.9 It is up to the member to submit a new application for professional leave if a previous application was rejected.~~
- ~~31.2.3.10 A librarian who chooses to work during a professional leave on a project which may be eligible for an external grant is encouraged to apply for a grant from external organizations.~~
- ~~31.2.3.11 A librarian who has been on professional leave shall submit to the University Librarian, within 30 days following her official return to the University, a written report of her activities during the leave.~~
- 31.2.4 Remuneration**
- ~~31.2.4.1 While on professional leave, a librarian shall receive:~~

- (a) ~~75% or less of nominal salary, to be determined by agreement between the employer and the member, when the project submitted by the member is only slightly related to the member's activities within the Library Network;~~
- (b) ~~between 75% and 90% of nominal salary when the objective of the leave is to allow the member:~~
  - (i) ~~to increase her ability to carry out her current duties or to become better prepared to apply for a higher position, for example by retraining or by professional development, or by completing an honours bachelor's degree or graduate studies in another discipline related to her tasks, or~~
  - (ii) ~~to pursue a scholarly activity related to her professional responsibilities;~~
- (c) ~~90% or more of nominal salary, to be determined by agreement between the employer and the member, when the leave is proposed by the employer in order to prepare the member to take on more complex duties.~~

~~31.2.4.2 Time spent on professional leave shall be included in the calculation of a member's entitlement for vacation leave.~~

~~31.2.4.3 During a librarian's professional leave, the member and the employer shall continue to pay their contributions to the various employee benefit plans and to the pension fund, the amounts being calculated on the basis of the member's nominal salary. For the purposes of pension-related calculations, the period of leave counts as full service with the employer, subject to Canada Revenue Agency limits for such counting of service.~~

~~31.2.4.4 A librarian on professional leave may accept a study grant but may not normally hold a paid position. If she is offered such a position, she may not accept it without prior approval of the University Librarian. It is understood that a professional leave shall not serve as a means of increasing income.~~

**APUO PROPOSAL** – Presented to the employer on 20 March 2013

These modifications are the result of the proposed changes to article 31.2 and don't constitute an official opening of this article for the purposes of negotiations.

## ARTICLE 3 - L'unité de négociation

### Section 3.5 - Applicability to librarians, language teachers, counsellors, and research fellows

#### 3.5.2      **Librarians**

\*3.5.2.1    Articles 14, 15, 19, 24, 25, ~~26~~, 32, and 37 do not apply to librarian members.

\*3.5.2.2

- (a)   Articles 16, 17, 18, 20, 21, and 22 apply in the form respectively set out in 16.1, 17.7, 18.1, 18.2, 20.5, 21.2, and 22.3.
- (b)   Articles 23, 26 and 28 apply with the modifications respectively set out in 23.5 and 28.2.
- (c)   Article 31 applies only to librarian members.