

GROUP 3  
NUNAVUT ARCTIC COLLEGE – COLLEGE EDUCATORS

General

1. For the purposes of this Agreement, College Educators are defined as Instructors, **Intern Instructors, Senior Instructors**, Term Instructors and Community Adult Educators.
  
2. For the purposes of this Agreement, Campus Director refers to the senior manager responsible to the President of Nunavut Arctic College for the operations of a particular campus.
  - (a) The College instructional year will be two hundred (200) working days. The Employer shall make every reasonable effort to schedule the working days between September 1 and August 15. A working day consists of 7.5 consecutive hours and the work week shall be 37.5 hours, Monday to Friday. No College Educator will be required to work two consecutive instructional years, which include a period between June 30 and August 15.
  - (b) In the event that a **College Educator**, in delivering a course is required to deliver the course "on the land", the **College Educator's** work will be defined as 37.5 hours. If the course runs over a weekend, then the **College Educator** will be entitled to the normal overtime pay as defined in Article 23.
  - (c) **College Educators** who are required by the Employer to work in excess of the instructional year shall receive overtime in accordance with Article 23.
  - (d) Annual salary is calculated on the basis of a **College Educator** working two hundred (200) days per instructional year.
  - (e) Class contact hours for **College Educators** shall not exceed 900 hours in any instructional year. One contact hour shall be one hour of lecture, seminar, shop, laboratory work, tutorial or group remedial session.
  - (f) **College Educators** will have a minimum of five (5) days without class contact between **semesters**.
  - (g) **College Educators** shall be granted leave with pay for the work days between Boxing Day and New Year's Day with no charge against leave credits.
  
3. The following clauses of Article 18 do not apply:

18.01  
18.02(a)(v)(c)  
18.04

- (a) **College Educators** shall have a total of forty-six (46) days of annual leave. **College Educators** hired on other than indeterminate status shall earn their annual leave entitlement on a prorated basis.
- (b) Where in any year an employee has not been granted all of the annual leave credited to him/her, the unused portion of his/her annual leave up to a maximum twenty days (20) leave shall be carried over into the following year. Earned but unused annual leave credits in excess of twenty (20) days shall be paid in cash at the employee's daily rate of pay on March 31.

#### 4. Senior Instructors

Instructors who are assigned to supervise the work of other instructors, or have been assigned duties to coordinate the work of their instructors, in addition to performing instructional duties in their area of specialty, will be paid a senior instructor's allowance of \$2,100.00 per academic year. Payment of the Senior Instructor's allowance will end when that instructor ceases to act as a Senior Instructor, and will be paid on a prorated basis.

#### 5. Appointment

**College Educators** who do not have the approved course work in adult education or its equivalent may be appointed up to Step Four (4). New **College Educators** who satisfactorily complete the required course work **within the first two (2) years of hire** shall have their full experience applied retroactive to their date of hire.

New employees will be assigned to Step 1 (one):

- (a) For each full academic year of post-secondary teaching experience they will be given one additional step;
- (b) For each full two (2) year period of elementary or secondary teaching or instruction in a Nunavut **youth or adult** offenders facility directly related to the subject, which they instruct, they will be given an additional step;
- (c) For the full two (2) year period of work experience directly related to the subject which they instruct, they will be given one additional step.

#### 6. College Educator's Training

- (a) **College Educators** hired as Indeterminate and 3 Year Term **College Educators** will:

- a. have completed, or will be required to complete six (6) weeks of full-time course work in Adult Education. These courses could include learning needs analysis, planning instruction, delivery techniques and evaluating learning performance. Equivalent training or demonstrated capability in training can be accepted in lieu of instructional modules
  - b. **when first hired** be required to have completed a minimum of one course in Northern Issues in Adult Education or equivalent.
- (b) The training qualifications of newly hired **College Educators** will be assessed, and any further instructional training required will be identified in their job offer.

College in-service training and upgrading courses may be made available through Nunavut Arctic College. In some instances, the President may determine that attendance is mandatory. In the event that the course is made mandatory, costs for such training shall not be taken from the Professional Development Fund.

## 7. Professional Development

**Nunavut Arctic College recognizes its obligations to create a workforce representative of the population of Nunavut. Toward this end, Nunavut Arctic College will make every reasonable effort to increase the participation of Land Claims Beneficiaries in professional development programs.**

- (a) A Professional Development Fund ("PD Fund") shall be maintained to support the professional improvement of eligible College Employees so as to enhance the quality and relevance of education for students in Nunavut.
- (b) Eligible College Employees shall be entitled to receive funding from the Professional Development Committee ("PD Committee"), with the following restrictions. For the purposes of this section on Professional Development, eligible College Employees shall include: Instructors, Senior Instructors, **Intern Instructors**, Adult Educators, Coordinator of Community Based Programs (CTEP), Principal of NTEP, Counselors, Librarians and Nunavut Research Institute Managers, herein called the "Applicant."
  - (i) Committee Approved Professional Development **funding** ("Committee Approved PD") is restricted to Indeterminate, or three-year base funded Term Employees who have three years previous continuous service with the College and whose present term of employment will cover the period from the proposal, the actual educational leave, through (and including) the Repayment Period. **Intern Instructors are not required to have completed three years of continuous employment but their present term of employment must**

cover the period from the proposal, the actual period of Committee Approved PD, through (and including) the Repayment Period.

- (ii) Elective PD Leave ("Elective Leave") is restricted to Indeterminate; three-year base funded Term Employees and academic year appointments and requires the approval of the Applicant's Campus Director.
- (c) Without restricting the generality of the term Professional Development, such development shall be determined by individual and group Applicants and may include courses, workshops, seminars, distance education, correspondence courses, part-time courses and/or conferences on curriculum, disciplines and specialties being taught at the College as well as research in non-academic learning environments. PD is for the purpose of improving the Applicant's professional insights, knowledge and teaching skills. Activities, which reflect Inuit Qaujimagatuqangit, are eligible for funding.

#### 8. Professional Development Committee

- (a) A PD Committee for Nunavut Arctic College will be maintained consisting of a total of six (6) members. Five (5) PD Committee members shall be Indeterminate and/or three-year base-funded Term eligible College Employees. The sixth member on the PD Committee will be the President or his/her designate (1 member). This person will be an ex-officio member of the committee and will only vote in the case of a tie.
- (b) Guidelines for the operations of the PD Committee **approval of the funding and for application procedures for Committee Approved PD** is developed and maintained by the Committee and are binding on the Applicant.
- (c) The College provides a contract that outlines entitlements and obligations for Applicants, which must be signed by the Applicant prior to the commencement of **Committee Approved PD**.

#### 9. Funding

- (a) Funds provided by Nunavut Arctic College for PD activities shall be used for educational purposes.
- (b) The funding provided by the College shall represent an amount equal to 3% of the College's full-time instructors' salaries. The college will annually replenish the fund by an amount equal to 3% of full-time instructors' salaries on April 01 of the year of the leave will be taken. This fund is established for **Committee Approved PD**.
- (c) In addition, a short-term training fund shall be set up equivalent to \$750.00 per year per full-time instructors' salaries, to be administered by the Campus

Director. The Campus Directors will report annually to the President of Nunavut Arctic College on the use of short-term monies. **This fund is established for short-term, Elective Leave.**

- (d) Any funding from sources other than the College shall be administered by the PD Committee and shall not be considered as part of the funding provided in clauses 8(b) or 8(c).
- (e) The PD fund will be credited with the proportional rate of return the College earns on its revenue investments.

#### 10. Types of Professional Development Opportunities

- (a) Committee Approved **PD** is defined as:  
A Program of Study that is greater than \$3000.00 and **may** require considerations **such as** re-staffing and removal.
- (b) Elective Leave can be defined as:  
A **Learning Activity** that is less than \$3000.00, shorter in duration and does not require re-staffing or removal.
- (c) College-Wide PD will be defined as an opportunity for the entire College to learn together and exchange knowledge and skills. The College will provide additional funding (amount to be negotiated) and collaborate with the PD Committee every three years to organize this event. During that year, Elective Funds may be used for this activity as well as funds approved by the PD Committee from the CA Fund.

#### 11. Applicant Obligations

The Applicant must:

Upon completion of **Committee Approved PD**, work for the College for a period of one year for every year **that remuneration was received for Committee Approved PD** or one times the length of the leave **if the leave is for** under one year. Herein called the "Repayment Period."

#### 12. Entitlements for Committee Approved PD where leave is required

The following entitlement shall be granted for PD Leave under Clause 11. The Applicant will receive:

- (a) An allowance based on the number of completed years of service by the Applicant:
  - (i) Seventy percent (70%) of the salary for three (3) years completed service;
  - (ii) Eighty percent (80%) of the salary for four (4) years completed service;
  - (iii) Ninety percent (90%) of the salary for five (5) years completed service;

(iv) One hundred percent (100%) of the salary for six (6) years completed service.

(b) **Allowable expenses for Professional Development** may include, but not be limited to, tuition, books, student fees, return travel and return removal expenses (as per the Collective Agreement) from the place of employment to the location of the Program of Study, honorariums, resources/equipment, **conference fees**, and any reasonable associated costs to achieve the goal of the **Learning Activity** or Program of Study. An accommodation allowance of \$1000.00 per month is payable where leave is granted for less than a full academic year, **where the Applicant is leaving his/her community for Professional Development and where removal expenses are not paid.**

(c) Applicants will:

- (i) retain their position and seniority
- (ii) in the case of northern study, Northern Allowance will be paid to the Applicant;
- (iii) have their relevant experience or training recognized for purposes of placing them on the salary grid upon their return to work;
- (iv) have the right to pay into all normal benefit packages including the Employer's share, if required.

(d) **Applicants will not earn any leave credits while on education leave.**

### 13. Elective Leave

The following will apply to **Elective Leave**:

- (a) Applicants will receive up to 5 days paid leave and can count up to 5 days towards their 200-day cycle. Additional days must be taken as Annual Leave.

### 14. College Educators Prior Commitment of PD funding and approved leave

**Employees on PD Leave must sign a Professional Development Leave Agreement which stipulates the terms and conditions of the PD funding and leave.**