

MEMORANDUM OF UNDERSTANDING

BETWEEN

The Association of Part-Time Professors of the University of Ottawa (“**APTPUO**”)

and

The University of Ottawa (the “**University**”)

With respect to the impact of COVID-19 on compensation for online training and additional compensation for the Spring-Summer 2020 term

WHEREAS in response to the evolving circumstances regarding the spread of the coronavirus disease (COVID-19) in Canada and internationally, to recommendations by public health officials, and in the interest of the health and safety of the University community while ensuring, to the extent possible, the continuity of academic activities, the University cancelled in-person instruction from March 16, 2020, until the end of the Spring-Summer 2020 term and until further notice. The University has also required all employees to work remotely unless the duties of their position require their physical presence on campus.

WHEREAS the COVID-19 pandemic has given rise to significant, unforeseen, changing, and uncertain circumstances (“**exceptional circumstances**”) impacting the delivery of courses by professors for the Spring-Summer 2020 term (“**exceptional period**”).

WHEREAS it is in the common interest of the University and APTPUO and its members that courses and learning assessments for the Spring-Summer 2020 term be completed.

WHEREAS article 5.1.4.3 of the Collective Agreement for the main bargaining unit stipulates the following:

To assist Members and to facilitate technological innovation within the University community, the Employer shall inform Members of technology training programs at the University, and shall make these programs available to Members free of charge. With the prior approval of the appropriate authority, Members who participate in such program shall be paid for their time according to the applicable rate.

WHEREAS the Teaching and Learning Support Service (TLSS) has developed a special webinar series for transforming courses for distance learning during the exceptional period, and all webinars are one hour long.

WHEREAS the TLSS has recommended that APTPUO members use Adobe Connect through Contact North to deliver their courses remotely during the exceptional period.

AND WHEREAS the University and APTPUO agree that members who deliver courses remotely should receive the necessary institutional, technical, and logistical support.

The parties agree to the following:

1. Prior approval, as stated in article 5.1.4.3, to complete training during the exceptional period is not required.
2. The applicable rate stated in article 5.1.4.3 is set at seventy-one dollars and ninety-four cents (\$71.94) per training course during the exceptional period. APTPUO members who have at least one teaching contract for the current term (Spring-Summer 2020), the Fall 2020 term, or the Winter 2021 term will be compensated once per webinar, regardless of the number of times they choose to take it.
3. A lump sum of seventy-one dollars and ninety-four cents (\$71.94) will be paid to APTPUO members who use Adobe Connect through Contact North to deliver their courses remotely during the exceptional period. Members who have already received a lump sum of seventy-one dollars and ninety-four cents (\$71.94) for using Adobe Connect during the Winter 2020 term are not eligible to receive this amount again. Members who are eligible to receive this amount must advise Faculty Relations of their use of Adobe Connect via email at lr-acad@uottawa.ca.
4. The University will ensure that members who deliver their courses remotely receive the necessary institutional, technical, and logistical support, as follows:
 - a. The University will pay a lump sum of five hundred dollars (\$500) to members teaching during the Spring-Summer 2020 term.
 - b. After submitting detailed invoices and proof of payment, members who taught during the Winter 2020 term or who are teaching during the Spring-Summer 2020 term may submit a request for reimbursement before August 31, 2020, which will be paid from their respective bargaining unit's Academic and Professional Development Fund for the purchase of technological equipment supporting their online or remote teaching activities. This clause does not apply to APTPUO's OLBI members since there is no Academic and Professional Development Fund for this bargaining unit. The maximum reimbursement will be five hundred dollars (\$500) per APTPUO member while funds for their bargaining unit are available. Requests for reimbursement will be granted on a first-come, first-served basis. Eligible expenditures include tablets, laptops, software, headsets, microphones, routers, external hard drives, and screens. The University is not responsible for maintenance of equipment purchased with these funds.
5. A lump sum of seventy-one dollars and ninety-four cents (\$71.94) will be paid to APTPUO members who have at least one teaching contract for the current term (Spring-Summer 2020) and who complete the digital self-defence training course during the exceptional period. Members will only be compensated once for this training course regardless of the number of times they choose to take it.
6. A T2200 will be provided to professors upon request.

7. APTPUO will not request any additional amount for remote teaching during the exceptional period.
8. This memorandum of understanding expires August 31, 2020. Should it appear that the exceptional circumstances will continue and give rise to the cancellation of in-person instruction for the Fall 2020 term, the parties agree to review this memorandum of understanding by August 31, 2020, and to amend it as agreed to by the parties.
9. This memorandum of understanding applies to all three APTPUO bargaining units.
10. This memorandum of understanding is without prejudice and creates no precedent for APTPUO or the University.

Agreed to on June 17, 2020.

Robert Johnson
President, APTPUO

Jules Carrière
Vice-Provost, Faculty Relations