

## LETTER OF UNDERSTANDING

### BETWEEN

The Association of Part-Time Professor 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 reimbursement for the purchase of technological equipment for the Fall 2020 and Winter 2021 terms

---

WHEREAS in response to evolving circumstances regarding the spread of the coronavirus disease (COVID-19) in Canada and internationally, to recommendations from public health officials, and in the interest of the health and safety of the University community while ensuring, to the extent possible, continuity of academic activities, the University has cancelled the majority of in-person teaching and has decided to continue distance learning for the majority of courses during the Fall 2020 and Winter 2021 terms. 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”) affecting the delivery of courses by professors for the Fall 2020 and Winter 2021 terms (“Exceptional Period”).

WHEREAS it is in the common interest of the University and the APTPUO and its members that courses and learning assessments for the Fall 2020 and Winter 2021 terms are completed properly.

WHEREAS article 5.1.4.3 of the Collective Agreement of 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 programs shall be paid for their time according to the applicable rate.*

WHEREAS the Teaching and Learning Support Service (TLSS) continues to develop a special webinar series for transforming courses for distance learning during the Exceptional Period and all webinars are about one hour long.

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

The parties agree to the following items:

1. The prior approval stated in Article 5.1.4.3 above is not required to complete the training courses during the Exceptional Period.

2. The applicable rate stated in 5.1.4.3 is set at seventy-one dollars and ninety-four cents (\$71.94) per technology-related training course attended by a member during the Exceptional Period. APTPUO members who have at least one teaching contract during the Fall 2020 term or the Winter 2021 term will be compensated only once for each distinct training course taken during the Exceptional Period even if they choose to take it more than once.
3. Upon submission of detailed invoices and proof of payment, members who teach in the Fall 2020 term or who will teach in the Winter 2021 term and who are eligible to apply for reimbursement from the Academic and Professional Development Fund (APDF) under the Collective Agreement may apply by email ([lr-acad@uottawa.ca](mailto:lr-acad@uottawa.ca)) before April 30, 2021, for reimbursement from the APDF of their respective bargaining unit for the purchase of technological equipment to support their online or remote teaching activities. The maximum amount reimbursed to APTPUO members will be five hundred dollars (\$500) per member. Members who have at least one contract in each term (Fall 2020 and Winter 2021) are eligible for a reimbursement of one thousand dollars (\$1,000) until their respective bargaining unit funds are exhausted. Reimbursements will be made on a first-come, first-served basis. Eligible expenditures include tablets, computers, software, headsets, microphones, routers, hard drives and monitors. The University assumes no responsibility for the maintenance of equipment purchased from this fund. Eligible expenditures must have been incurred after March 13, 2020, the date on which the University announced that courses would be delivered remotely, and before April 30, 2021, the date on which this letter of understanding ends.

Members who previously submitted a request for reimbursement of an eligible expenditure greater than \$500 under the letter of understanding of June 17, 2020, and who have received partial reimbursement may, prior to April 30, 2021, submit a new request for reimbursement of the same expenditure. Members may use the same invoice and proof of payment to make up the difference or part of the difference between the total amount of the expenditure and the original reimbursement amount. For example:

- A member who purchased a computer at a cost of \$900 and who received a partial reimbursement of \$500 following a request for reimbursement submitted under the letter of understanding of June 17, 2020, and who has at least one teaching contract during the Fall 2020 term or the Winter 2021 term, may submit a new request for the balance of this same expenditure by submitting the same invoice and supporting proof of payment to obtain a second reimbursement of \$400. In this scenario, the member could submit a second receipt (e.g., of \$100 or more) to receive the maximum reimbursement of \$500.
- A member who submitted a request for \$1,800 under the letter of understanding of June 17, 2020, and received a reimbursement of \$500 for that request, and who has at least one teaching contract in the Fall 2020 term and at least one teaching contract in the Winter 2021 term, may submit a new request for reimbursement for the same expenditure and submit the same invoice and proof of payment to obtain a second reimbursement in the amount of \$1,000.

4. A lump sum amount of seventy-one dollars and ninety-four cents (\$71.94) will be paid to APTPUO members who have at least one teaching contract during the Fall 2020 or Winter 2021 terms and who complete the digital self-defence training course during the Exceptional Period. APTPUO members will be compensated only once regardless of the number of times they choose to take the training course.
5. A T2200 will be provided to professors upon request.
6. No additional amounts will be requested by or payable to the APTPUO or any member with respect to remote teaching during the Exceptional Period.
7. This letter of understanding expires on April 30, 2021.
8. Except for Item 3, which does not apply to the APTPUO-OLBI bargaining unit, this letter of understanding applies to all three APTPUO bargaining units.
9. Both parties maintain their rights under the Collective Agreement.
10. This letter of understanding is without prejudice and creates no precedent for the APTPUO or the University.

Agreed to on November 24, 2020.

---

Robert Johnson  
President, APTPUO

---

Jules Carrière  
Vice-Provost, Faculty Relations