

**APPENDIX A**

**MEMORANDUM**

**REGARDING**

**JOINT CLASSIFICATION**

**FINAL REPORT**

## MEMORANDUM

DATE: 9 July 1992

TO: President Seeth Seethram  
All College Staff

FROM: Layne Marshal, Chair  
Joint Classification Committee

RE: Final report

In accordance with the terms of reference provided to the Joint Classification Committee, we are happy to announce that we have completed the work assigned to the committee and will be forwarding our recommendations for a classification system as directed.

Specifically:

The committee evaluated and agreed on a system of benchmark positions  
The benchmark positions were used to evaluate all other positions covered by the system  
The committee agreed upon and accepted the evaluation as presented by the Human Resource Services Department  
The committee reviewed computation points and point boundaries and agreed upon the levels and boundaries described below:

<u>Level</u>	<u>Points Boundaries</u>
1	55 - 70
2	71 - 90
3	91 - 110
4	111 - 130
5	131 - 160
6	161 - 190
7	191 - 230
8	231 - 270
9	271 - 330
10	331 - 390
11	391 - 470
12	471 - +

The committee was in full agreement with the final recommendations and the work performed to date. As such, the committee will not be referring any disputes for resolution and considers its mandate completed.

The final comment or recommendation that the committee wishes to make to the college is that the end was slow in coming. This was in part due to transitions on the committee. However, the committee feels strongly that a large part of the problem resulted from incomplete and inconsistent work on position descriptions. We therefore recommend in the strongest terms that concentrated effort be paid to producing position descriptions that are clear, complete and correct.

Original signed 09 July 1992 by: Layne Marshal, Will MacDonald, Nelson Ireland, Dilys Kluthe and Diney Williams.

**APPENDIX “B”**

Memorandum of Agreement  
Between  
Yukon College  
And  
Public Service Alliance of Canada/  
Yukon College Employees Union



## **YUKON COLLEGE**

### **CODE OF ETHICS**

#### **PREAMBLE:**

This Code of Ethics has been developed in collaboration between Yukon College and the Yukon College Employees Union (Public Service Alliance of Canada) and embodies an underlying belief that each member of the College Community has a right to dignity and respect.

The Code intends to be educational and aspirational and convey to members of the College Community the climate we foster and the ethical principles and guidelines of conduct we embrace.

The purpose of the Code is to outline responsibilities, expectations and preferred practices, including guiding principles for appropriate organizational behaviour.

#### **POLICY STATEMENT.**

The Code of Ethics applies to the Employer, the Yukon College Employees Union, and to all employees, students, contractors, volunteers and partners (“the College Community”).

The College is committed to maintaining a positive, healthy and respectful environment for members of the College community.

The Code lays down general principles which can be used to determine action consistent with high standards and values. It seeks to articulate commonly held values which are central to the culture of the College.

The Code embodies the promotion of a set of core values relevant to the College's mission of providing high quality learning opportunities. Underlying the Code is a belief that each member of the College Community has a right to dignity and respect.

The Code is intended to provide guidance and assistance in determining conduct and behaviour, however, the Code is not a substitute for the active process of ethical decision-making on the part of members of the College Community.

## **GUIDING PRINCIPLES AND APPLICATION EXAMPLES**

### **PRINCIPLE**

### **APPLICATION EXAMPLES**

RESPECT & DIGNITY

Students, fellow employees and other members of the College Community are treated with consideration and in a fair and just manner. High regard for the rights and opinions of others and mutual respect is demonstrated.

HONOURING DIVERSITY

Behaviour that communicates acceptance and accommodation of diversity will be the norm. The diversity of all members of the College Community –and the uniqueness of culture, ethnicity, religion, race and sexual orientation is respected. A work and study environment free from discrimination and harassment is promoted.

Positive regard for the diversity of background, experience and opinion inherent in the College Community.

ACTIVE ENGAGEMENT

A recognition that citizenship involves responsibility for building community and participating in the civic life of the College Community. Communications that support an environment characterized by respect and civility is encouraged.

NON-VIOLENT CONFLICT RESOLUTION

Aggressive behaviours (physical, verbal or emotional) are not acceptable. Members of the College Community are committed to the peaceful resolution of conflict and differences.

OPENNESS	<p>A culture of openness which aims at ensuring that matters connected with the operation of the College can be discussed frankly among members of the College Community is encouraged.</p> <p>Appropriate openness in communication and action is expected.</p>
HONESTY	<p>Truthfulness with members of the College Community and members of the public is demonstrated. Accurate statements and accounts of the College are provided to audiences to whom they are directed.</p>
PRIVACY	<p>Respect for the privacy and confidentiality rights of other members of the College Community. Confidential information is used only for the purposes for which it was originally provided and shared only with authorized parties on a need to know basis unless consent is given or required by law.</p> <p>Respect for the property rights and possessions of others within the College Community.</p>
COLLEGIALITY	<p>Promotes the practices of dialogue, discourse and mutual agreement wherever possible. Commitment to collaborative arrangements benefiting the institution, its members and especially its students.</p>
INTEGRITY	<p>Conflicts of interest are avoided. The professional autonomy of fellow employees and other members of the College Community is respected. Professional integrity is demonstrated.</p>
EXCELLENCE	<p>Employees provide services within the boundaries of their competencies and to the best of their abilities.</p>
HONOUR AND TRUST	<p>The power inherent in positions is not exploited. The safety and security of the College environment is a responsibility of all members of the College Community.</p> <p>The College's mandate of public service is promoted. Fiduciary relationships and resulting responsibilities, including those relating to students, are respected and upheld.</p>

These applications are not inclusive of every situation; rather they are intended to provide examples of ways the Code may be applied. Where a simple or direct application of the Code is not possible, or where there are questions or uncertainties regarding its application, members of the College Community are encouraged to seek clarification and assistance.

## ALPHABETICAL INDEX

### —A—

Acting, 37  
Additional Hours, 74  
Adoption Leave, 64  
Alliance, 48  
Anniversary, 39  
Arbitration, 24, 87  
Arbitrators, 18, 87

### —B—

Bereavement Leave, 56

### —C—

Call Back Pay, 42  
Casual Employee, 8  
Certification, 24  
Christmas, 48, 52  
Classification, 28, 29, 94  
Community Allowance, 72  
Compensatory Leave, 41  
Competition, 19, 20, 21  
Complaints, 6, 24  
Conciliation, 24  
Continuous Service, 5, 50  
Contract Negotiations, 25  
Court Leave, 60

### —D—

Discharge, 14, 18  
Discipline, 14

### —E—

Education Leave, 55  
Employee Performance Review, 38  
Employment Insurance Act, 63  
Evaluation, 39

### —F—

Faculty, 8, 47, 83  
Full-time, 6

### —G—

Grievance, 6, 15, 16, 17, 18, 79, 81  
Grievance Hearings, 18  
Grievance Investigations, 19

### —H—

Harassment, 78, 81

Headquarters, 6  
Holiday, 6, 41, 48, 49, 75  
Hours of Work, 29, 30

### —I—

Illness, 56  
Injury, 61

### —J—

Job Security, 10, 86  
Job Sharing, 40  
Joint Consultation Committee, 81, 82

### —L—

Lay-off, 10, 11, 12, 44, 52, 65, 67, 71  
Leave of Absence, 6  
Leave Without Pay, 5, 19, 24, 25, 28, 48, 62, 64, 68, 69

### —M—

Market Supplement, 36  
Marriage, 57  
Maternity Leave, 62  
Meal Allowance, 42  
Meal Breaks, 31  
Membership Dues, 6  
Merit, 7, 20

### —O—

Overtime, 7, 41, 75

### —P—

Parental Leave, 66  
Part-time, 6  
Pension Plan, 54, 59, 88  
Prepaid Leave, 58  
Probationary, 37, 38, 72  
Professional Development. See Staff Training  
Promotion, 35

### —R—

Rates of Pay, 7  
Recall, 11  
Reclassification, 36  
Removal Expenses, 72  
Reporting Pay, 43  
Resignation, 45  
Rest Periods, 30  
Retirement, 45

—S—

Safety and Health Committee, 76, 77  
Salary, 37, 91, 92  
Seniority, 10, 11  
Shifts, 7, 30, 44  
Short Term, 21  
Sick Leave, 53, 55, 62  
Special Leave, 57, 75  
Spouse, 8  
Staff Training, 81  
Stand-by Pay, 43  
Students, 9  
Supplementary Employment Benefit Plan. See  
    Maternity Leave  
Suspension, 18

—T—

Technological Change, 12, 13

Term Employee, 8  
Training, 25, 81, 82  
Transfer, 18, 35, 72  
Travel, 6, 47, 52, 69, 71, 73, 75, 76, 82  
Travel Assistance, 69, 71, 75  
Travel Bonus, 73, 76  
Trial Period, 38

—V—

Vacation, 50, 51, 52, 75

—W—

Work Schedule, 30

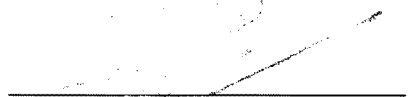
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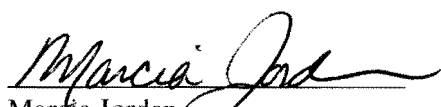
Signed at the City of Whitehorse, in the Yukon, this 9<sup>th</sup> day of December A.D. 2010.

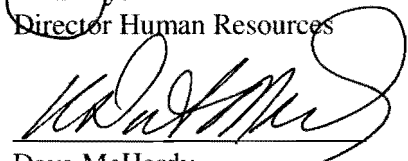
**Public Service Alliance of Canada**


**Yukon College**


  
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Jean-Francois Des Lauriers  
Regional Executive Vice-President, North


  
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Jock Bryce  
Director Human Resources

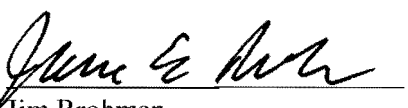
  
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Marcia Jordan  
Negotiating Team Member

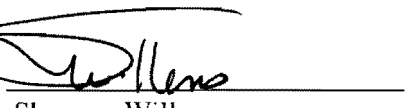
  
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Negotiating Team Member

  
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Karen Barnes  
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Jennifer Modrag  
Negotiating Team Member

  
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Jim Brohman  
Staff Officer/Negotiator

  
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Shannon Willems  
Negotiating Team Member