



June 19, 2015

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EXECUTIVE SUMMARY

This report is the culmination of the work of the task force on part-time pay rates at Algonquin College. The task force, consisting of part-time employees from all three employee groups as well as administrative representatives, was sponsored by Cheryl Jensen, President, and Diane McCutcheon, Director, Labour Relations.

Many of the issues raised by our part-time staff were consistent across all groups. Certainly, clear communication regarding the policies and guidelines surrounding the hiring, payment, and contractual obligations on both the employee and manager needs improvement.

All aspects of the meetings and surveys results indicated that a more consistent set of procedures for our part-time staff, focusing on decreasing the precariousness of our part-time staff – real and perceived – will address and ultimately help to increase the engagement of this important employee group.

Results of the survey as well as the feedback from the two town halls that were held indicate that, although there are some common concerns, not all three employee groups experience the same issues. The main findings are therefore broken into those common to all three groups, and findings that are more specific to support, faculty and administrative positions.

The report gives four recommendations to be in place by September 2015. All recommendations relate to compensation and the communication strategy of these changes. A further recommendation to develop a schedule of pay increases for future years is set to be delivered no later than June 2016.

The results of this work would not be possible without the willingness of members of the task force to take on this work with open minds and a commitment to see change as a result of their deliberations. All of the information gathered from these deliberations is included in the appendices of the report.

PRESIDENT'S LISTENING TOUR BACKGROUND

Shortly after her arrival at Algonquin College, President Cheryl Jensen embarked on a four-month 'Listening Tour' to immerse herself in the College's culture, identify the opportunities and challenges facing the institution, and demonstrate her interest in seeking regular feedback from employees and students.

Over the course of 21 in-person and online sessions, 384 employees and students across all four Algonquin College campuses shared their thoughts on a broad range of issues.

The issue of valuing of our part-time employees was heard at every session. Pay rates was a topic of discussion amongst all employee groups. Because the issues related to valuing of our employees is complex influenced by many factors, the decision was made to focus on part-time pay rates at this time. However, comments on all factors were welcomed and noted in the town hall and survey responses.

TASK FORCE TERMS OF REFERENCE

Purpose

The Part-time Pay Rate Task Force is responsible for collecting information on the issue, and creating a set of recommendations for the President Council's consideration. It is expected that some of the recommendations, once approved, will be addressed in the short term while others will be implemented through the annual planning process.

Deliverables

The Task Force will:

- draft an interim report identifying the current state of part-time pay rates at Algonquin College. An inventory of the current part-time pay rate data will be collected and shared.
- draft a final report outlining the actions to be taken to deliver on its objectives. This report will include a prioritized list of recommendations developed with assistance from resource members and consultations, and recommendations on changes to be made.
- host a town hall with live streaming to the Perth and Pembroke campuses.
- meet every two weeks as possible to gather and discuss information
- report its progress to the President's Council on a bi-weekly basis.
- post updates and support materials to myAC and the President's website.

Accountability

The co-chairs of the Task Force report and are held accountable to the President and the President's Council.

Authority

The Task Force has the authority to:

- Review all College data and documents related and relevant to its purpose;
- Draft a work plan for approval by the President's Council;
- Meet regularly to implement the work plan;
- Determine best practices relative to its work and report regularly;
- Make recommendations to the President's Council in relation to its purpose;
- Regularly assess its progress and adjust the work plan as necessary;
- Identify and call upon required resources from all areas of the College to complete its deliverables;
- Document its work and share its progress with members of the College community; and
- Regularly review its terms of reference and make recommendations for changes to the President's Council.

Duration

The Task Force will complete its work no later than June 15, 2015. The final report is due to the College community by the end of June.

Members

The Part-time Pay Rate Task Force is co-chaired by Diane McCutcheon, Director, Labour Relations, and Cheryl Jensen, President.

The Task Force is composed of the following groups:

- *College Leadership Council (4 members)*
- *Part-time staff (2 from each employee group: professors, support staff and administration)*
- *One Chair and one Business Administrator*
- *Resource members (Finance, note taking and Human Resources staff)*

Over fifty people submitted their names for consideration in response to a call for volunteers. The following individuals were selected to serve on the Task Force:

Task Force members	
Chris Janzen CLC member	Robert Chabassol Part-time Faculty
Peter Fortura CLC member	David Corson Part-time Support
Brent Brownlee CLC member	Catherine McLean Part-time Support
Ernest Mulvey CLC member	Ingrid Argyle Part-time Administration
Claire Ramsay Chair, Career and Academic Access Centre	Stephanie martin Part-time Administration
Denis Lefebvre Business Administrator, Faculty of Health, Public Safety and Community Service	Cheryl Jensen
Marlene Cortel Part-time Faculty	Diane McCutcheon

The following subject-matter experts were selected to serve as resource members:

Resource Members	
Leah-Anne Brown Human Resources	Fushia Gordon Labour Relations Representative; Note taker

TASK FORCE ACTIVITY

The part-time task force has held several meetings as shown in the following chart:

Date of Meeting	Purpose	Comments
March 10, 2015	Introduction and Review of Terms of Reference	
April 24, 2015	Development and approval of survey. Discussion of preliminary report	
Week of April 28	Electronic Survey released to College community	Results to be released and discussed at the town hall meetings
May 12, 2015	Preparation for Town Hall meetings	
May 28, 2015	Town Hall meeting	Open by live streaming to all Ontario campuses
June 1, 2015	Evening Town Hall meeting	Open by live streaming to all Ontario campuses
June 9, 2015	Discussion of Town Hall post event survey results and draft of final report	

In addition to the formal face-to-face meetings, regular electronic communication of the task force members occurred over the April to June period.

FINDINGS

Detailed results of the findings are given in the following Appendices:

1. Appendix One – Part-time Pay Rate on line survey Results
2. Appendix Two – Part-time Pay Rate Post event Survey Results
3. Appendix Three – Survey questionnaire
4. Appendix Four – Interim Task Force report

Key observations and findings, in addition to those in the interim report, are summarized below.

1. Concerns Spanning all Employee Groups

All employee groups, and most but not all respondents, expressed dissatisfaction with:

- communication from managers and senior administrators on all aspects of employment at the College. Staff felt uninformed and unaware of opportunities, rationale for decision making, and overall human resource planning at the College.
- the overall precariousness of their work; that is, knowing their schedule and/or employment status from term to term or year to year.
- consistent application of pay and other actual or perceived benefits (time off and payment for attending meetings)
- the possibility of full time work (64% respondents indicated that they were not part-time by choice).
- Pay alignment with professional and educational qualifications and experience
- Pay reflecting job description and the reality of day to day responsibilities
- Pay being competitive with other organizations.
- Feeling valued by the College

- Payment for statutory holidays and/or days that the college is declared closed
- Parking/Transit

2. Part-time Faculty

Part-time Faculty, in all categories (part-time, short term partial load and sessional) expressed dissatisfaction with:

- Low pay rates
- Frequency of pay increases
- Lack of pay for preparation and evaluation
- Lack of pay for meeting time
- Consideration of part time faculty as internal applicants for full time positions

3. Part-time Support

Part-time support staff expressed dissatisfaction with:

- Low pay rates
- Frequency of pay increases
- Lack of pay for unscheduled work
- Consideration of part time support staff as internal applicants for full time positions

4. Part-time Administrative Staff

Part-time Administrative staff expressed dissatisfaction with:

- The availability of an option to contribute to a pension and/or other benefits packages
- Vacation pay

Note that the findings are separated into the employee group categories for two reasons. First, there are some concerns that relate more to one group than the other due to the nature of the collective agreements for support staff and faculty. Second, some areas of dissatisfaction, while expressed by all groups, were more evident in a particular group.

RECOMMENDATIONS

The following recommendations have been approved by the task force members and President's Council:

By September 2015:

1. **THAT the dollars allocated for pay increases for part-time staff in the 2015-16 budget be disbursed in the following way effective September 1, 2015:**

Administrative Staff (Part-time)

Introduction of a 4% "in lieu of vacation" for all part-time Administrators.

Faculty (Part-time)

Implementation of salary scales for Part-time, Short-term Partial Load and Sessional Academic staff. For the 2015/16 budget year, (phase one) all faculty will be placed on the salary scale at a rate closest to their current existing rate. No placement will be at a lower rate than what they are currently earning.

Support Staff (Part-time)

Implementation of a 3% percent increase to all of the current salary scales.

This allocation of funds was developed using 2014/15 part-time salary data. The number of employees within each category, as reported on the October 2014 College Employer Council Staffing Survey is:

Administrative Staff	87
Faculty	854
Support Staff	463

ACTION BY: Human Resources - framework and system update.
Dean's Director, Chairs and Hiring Managers communicate with part-time employees.

2. **THAT a set of Guiding Principles for the allocation of additional increases to part-time rates be developed. These guiding principles will be communicated to all employees in an open and transparent manner and will be aligned to our values of Caring, Learning, Integrity and Respect.**

ACTION BY: Human Resources

3. **THAT all part-time faculty will be paid \$25/hour for attending mandatory meetings outside of their contract or scheduled hours, effective for the fall 2015 term. Support Staff who are called in off their shift for mandatory meetings will be paid their hourly rate.**

ACTION BY: Human Resources, Deans/Directors, Chairs and Hiring Managers

4. **THAT all benefits currently offered to part-time staff be communicated both in writing and verbally.**

ACTION BY: Human Resources, Deans/Directors, Chairs and Hiring Managers

By December 31, 2015

5. **THAT a review of the feasibility of longer term contracts for part-time employees will be conducted, with recommendations put forth for the 16/17 Academic year.**

ACTION BY: Human Resources, Deans/Directors, Chairs and Hiring Managers

By June, 2016

6. **THAT a schedule for part-time pay rate increases will be in place associated with the percentage increases in place for both collective agreements for full time employees and existing practices for administrative staff in Ontario colleges.**

Note: Parking/Transit was a major concern raised at the Town Halls. However, this issue was not the focus of the Task Force.

NEXT STEPS

This report will be available to all staff by June 25, 2015. The duties of the current task force will be considered complete as of the date of the issuing of the final report.

All results will be shared with the incoming Vice President, Human Resources as the Executive Sponsor. Reports will come to the President's Council on a monthly basis.

Progress on the recommendations will be communicated to the college community through the President's newsletter as well as in a town hall, in the fall term. Progress on the action reports from the Employee Engagement survey results will be given at the same time.

Respectfully submitted by:

Cheryl Jensen
President

Diane McCutcheon
Director, Labour Relations

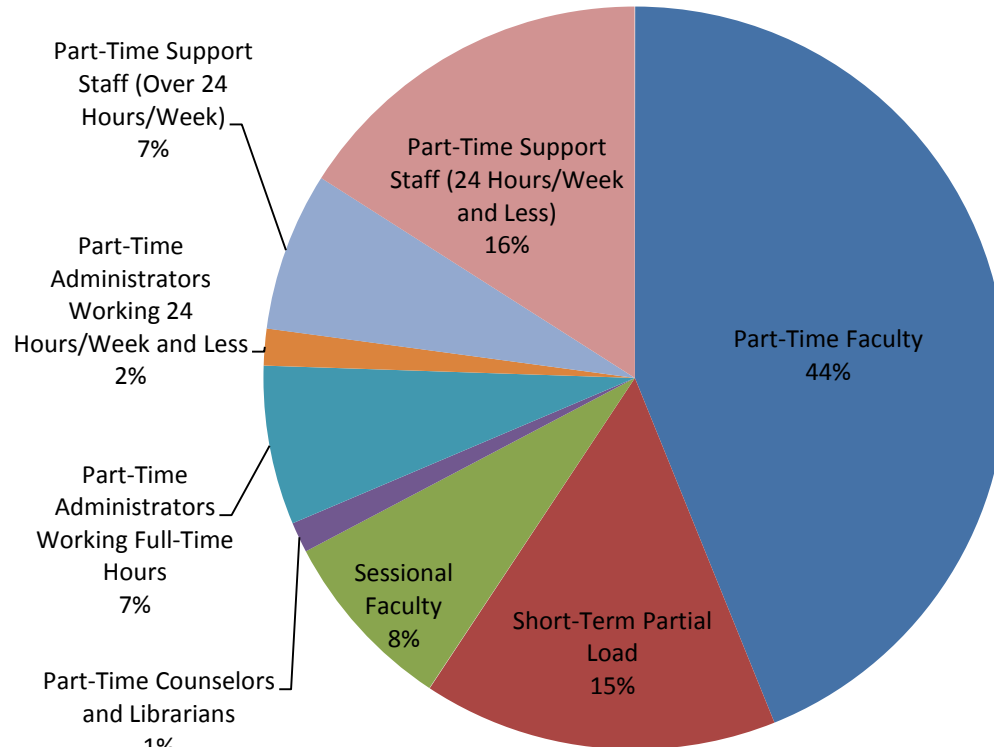
Task Force Sponsors

President's Part-Time Pay Task Force Survey Data



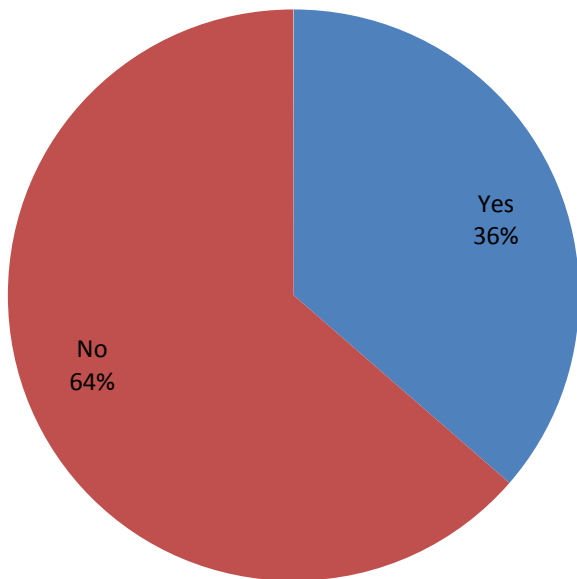
May 12, 2015

About You

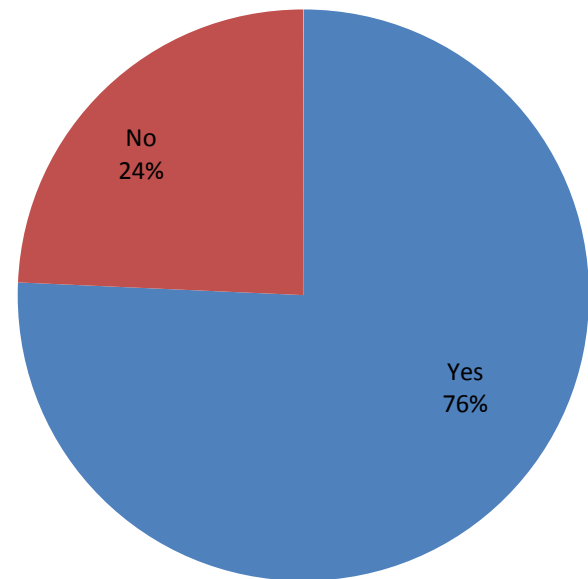


About You

Is Your Part-Time Status
By Choice

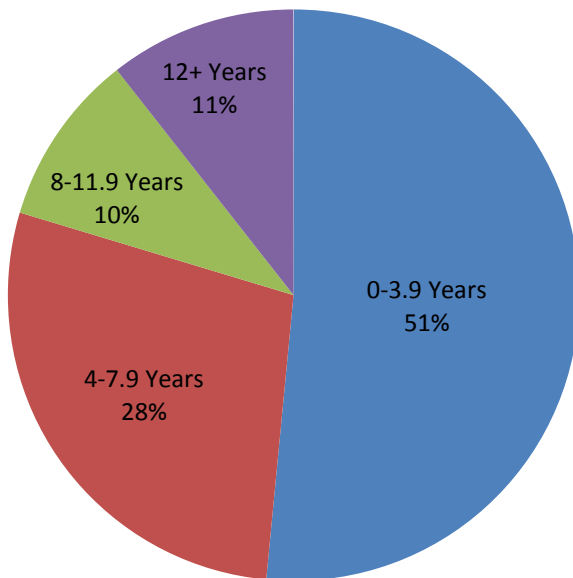


Do You Aspire To Become
A Full-Time AC Employee

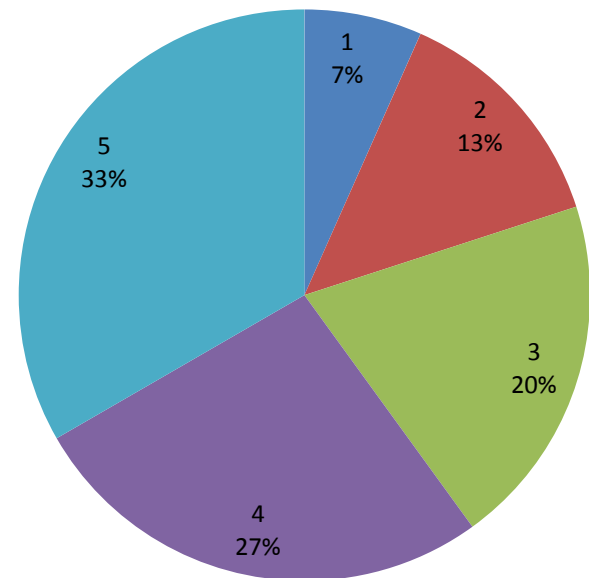


About You

How Long Have You Been
An AC Employee



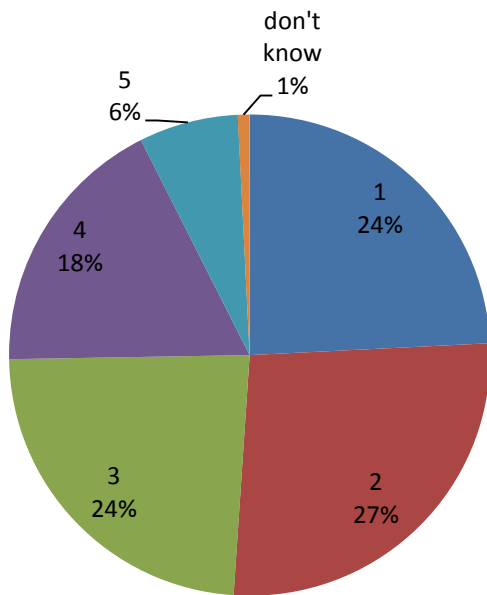
Do You Feel Secure
In Your Current Position



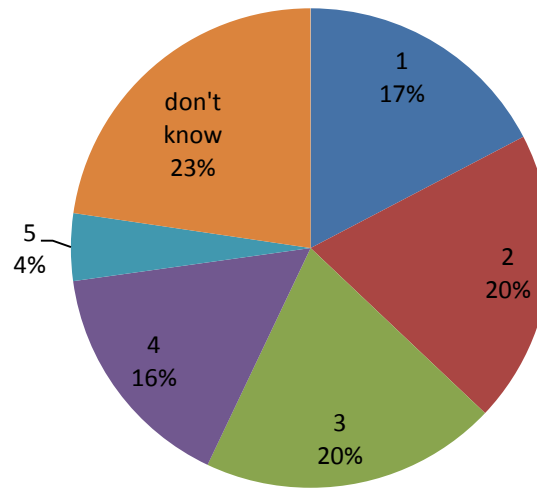
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My Current Pay Quantitative

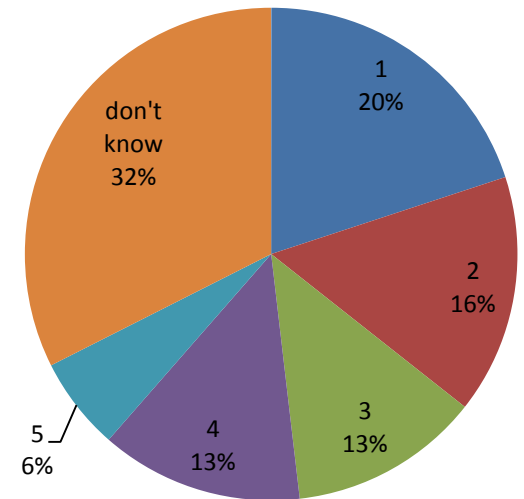
**Makes Me Feel Valued
By The College**



**Is Competitive
With Other Organizations**



**Is In Line With My
Colleagues In Similar Roles**

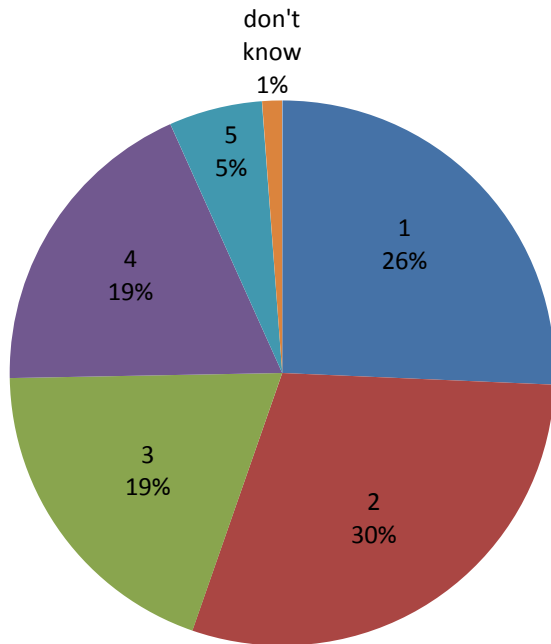


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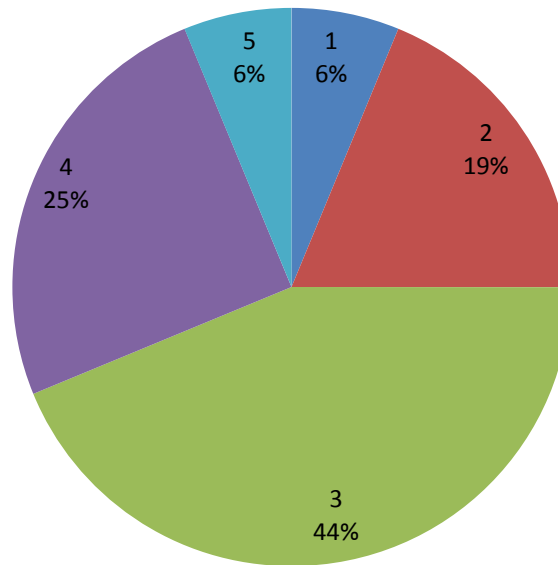
My Current Pay

Makes Me Feel Valued
By The College

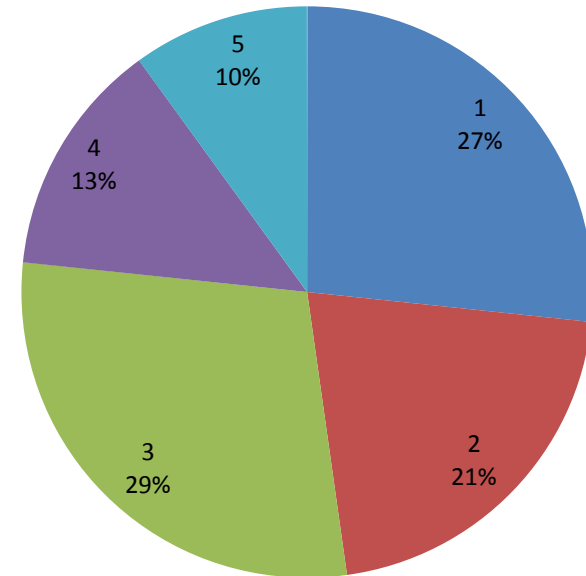
Faculty



Admin



Support Staff

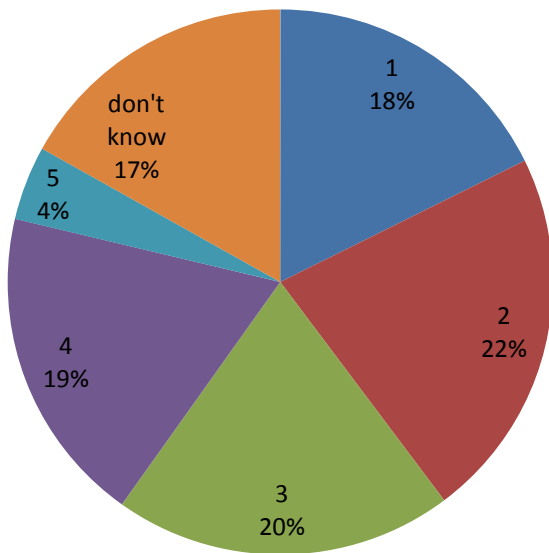


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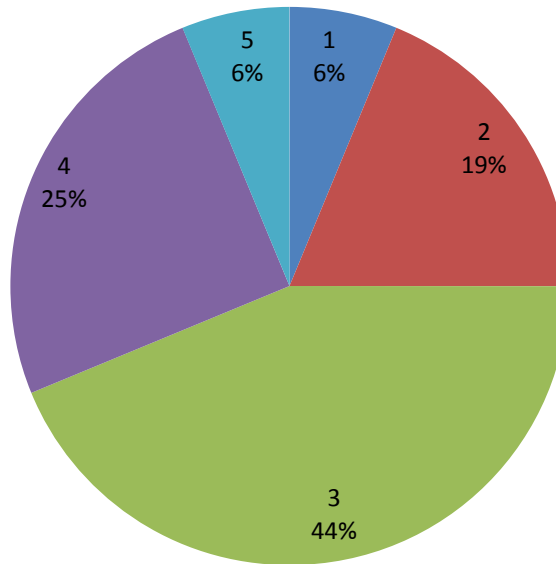
My Current Pay

Is Competitive
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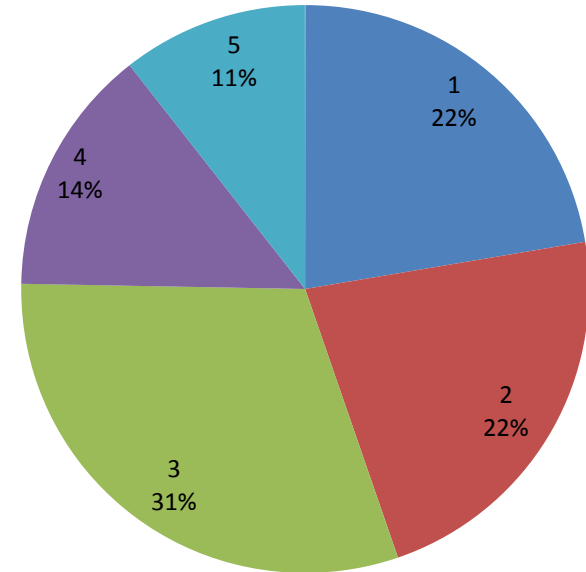
Faculty



Admin



Support Staff

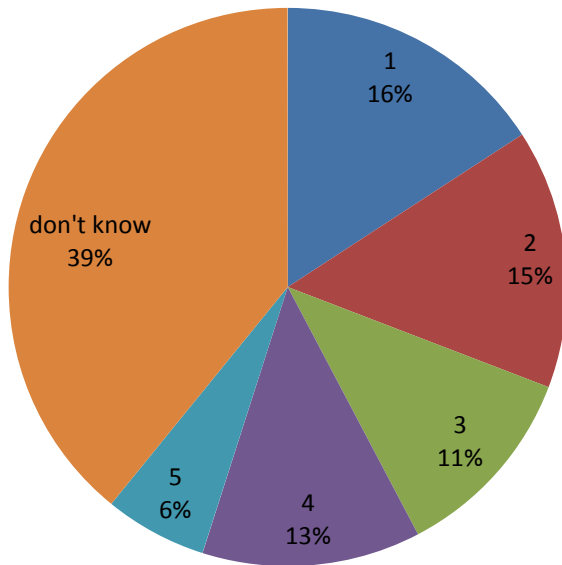


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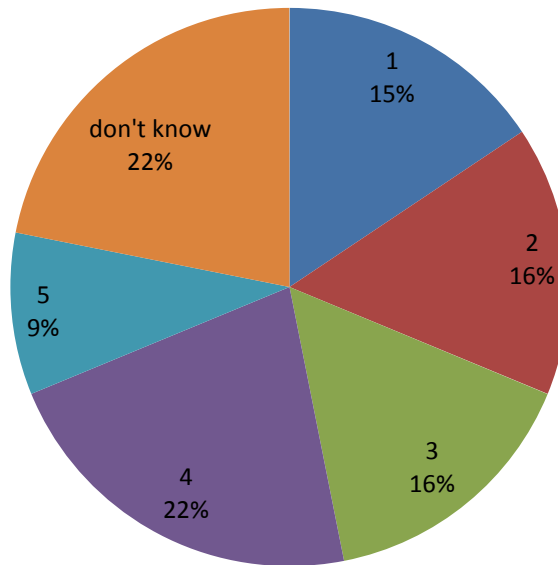
My Current Pay

Is In Line With My
Colleagues In Similar Roles

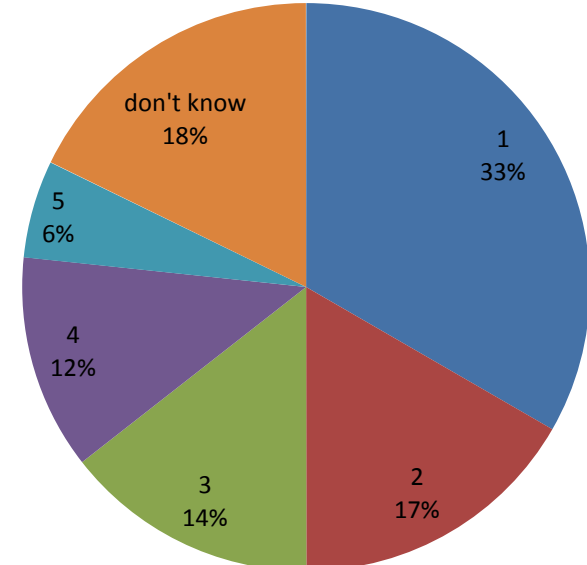
Faculty



Admin



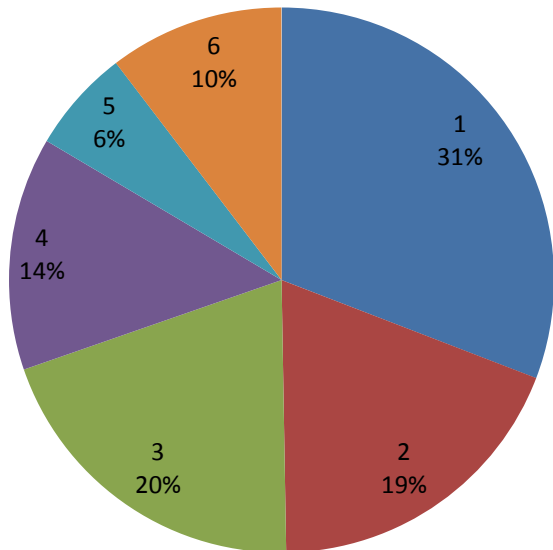
Support Staff



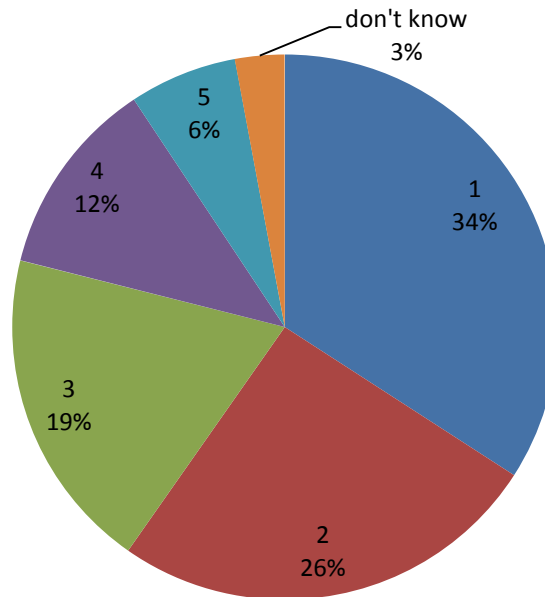
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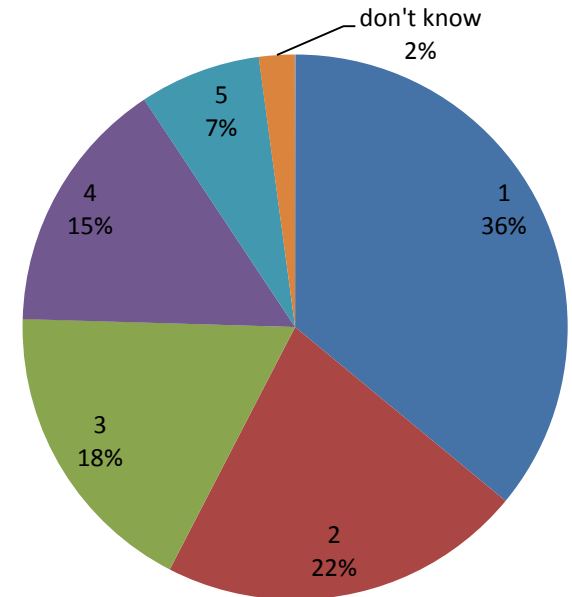
Is In Line With My Professional
And Educational Qualifications



Is In Line
With My Experience



Reflects My Job Description
And The Realities Of My Position /
Actual Day-to-Day Responsibilities

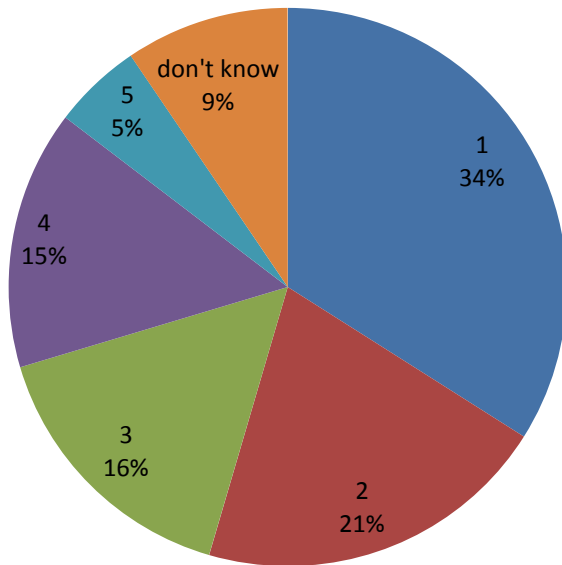


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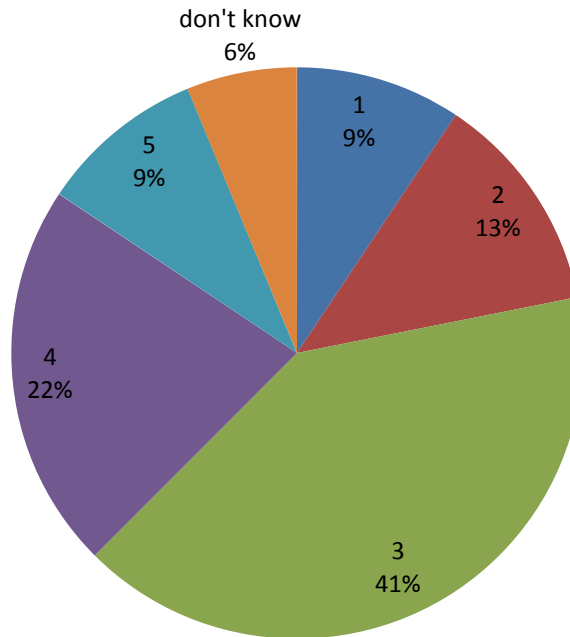
My Current Pay

Is In Line With My
Professional and Educational Qualifications

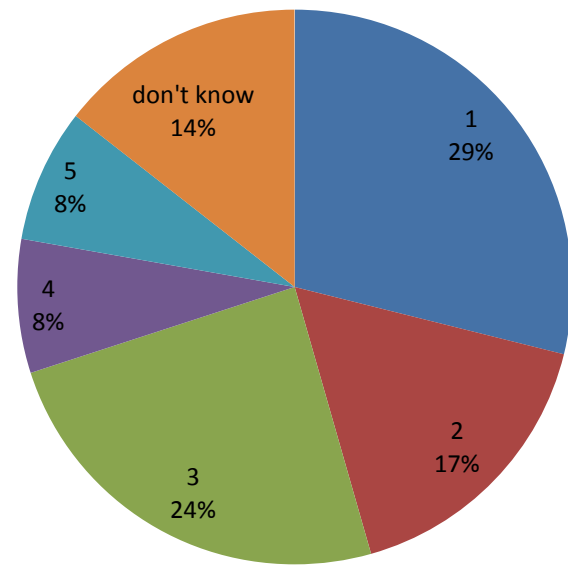
Faculty



Admin



Support Staff

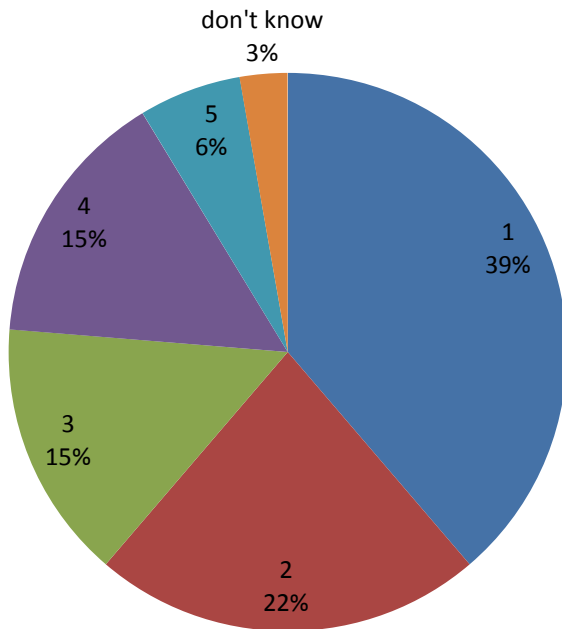


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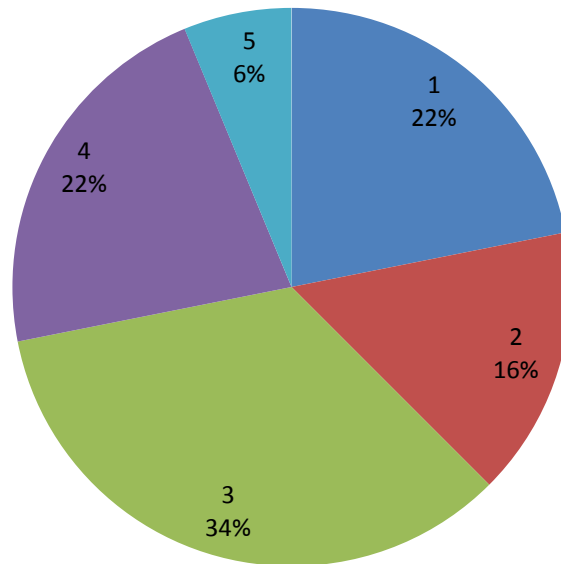
My Current Pay

Is In Line With My
Experience

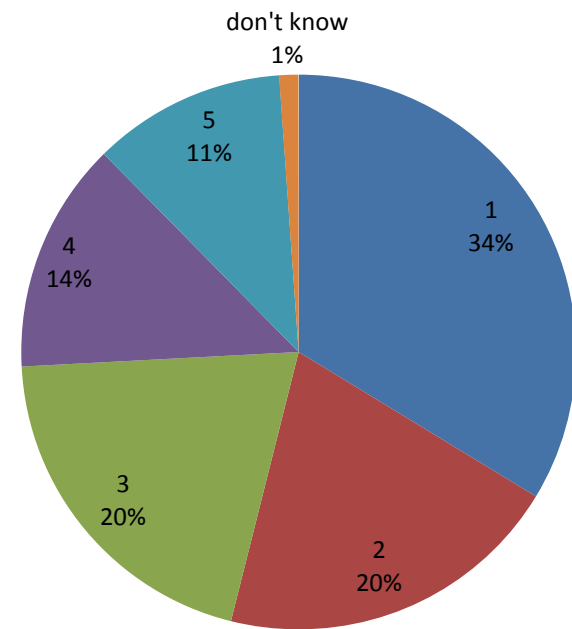
Faculty



Admin



Support Staff

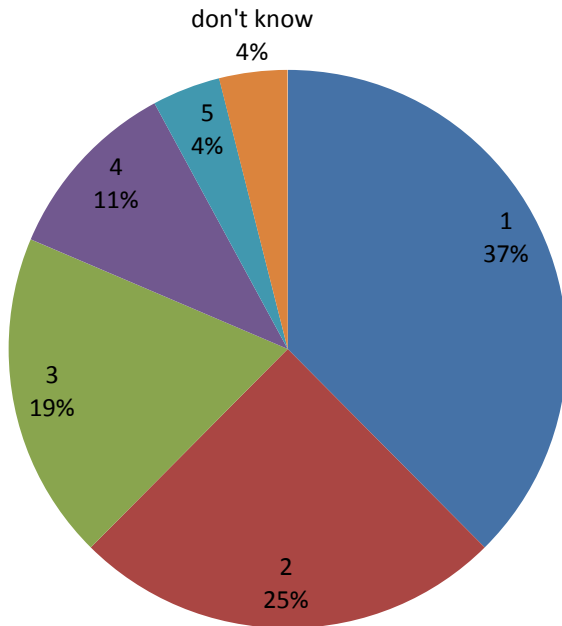


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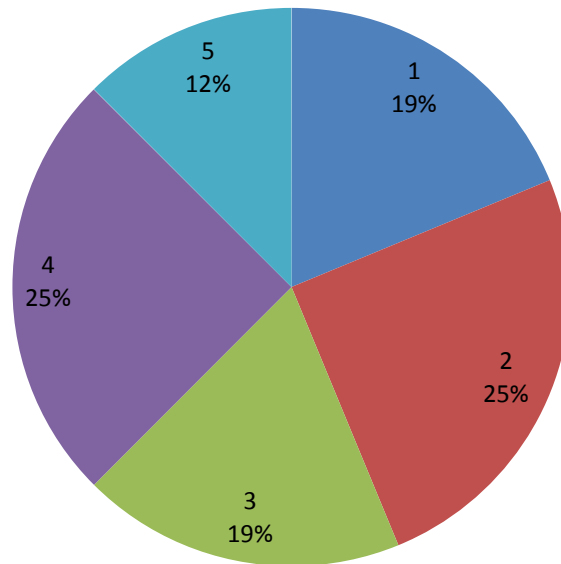
My Current Pay

Reflects My Job Description And The Realities
Of My Position/Actual Day-to-Day Responsibilities

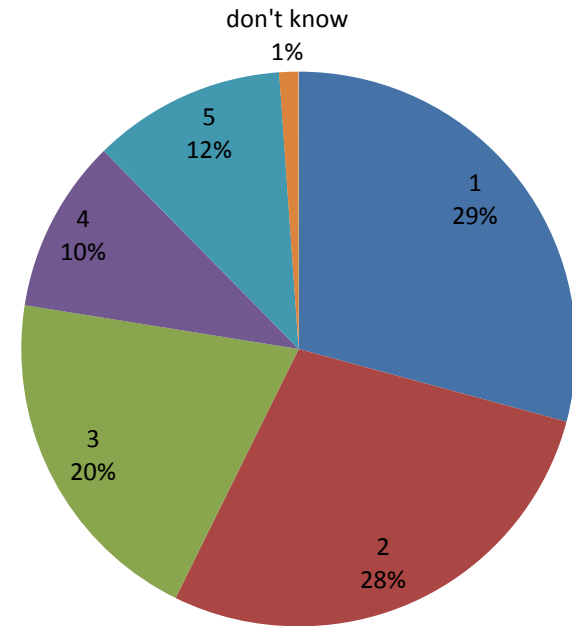
Faculty



Admin



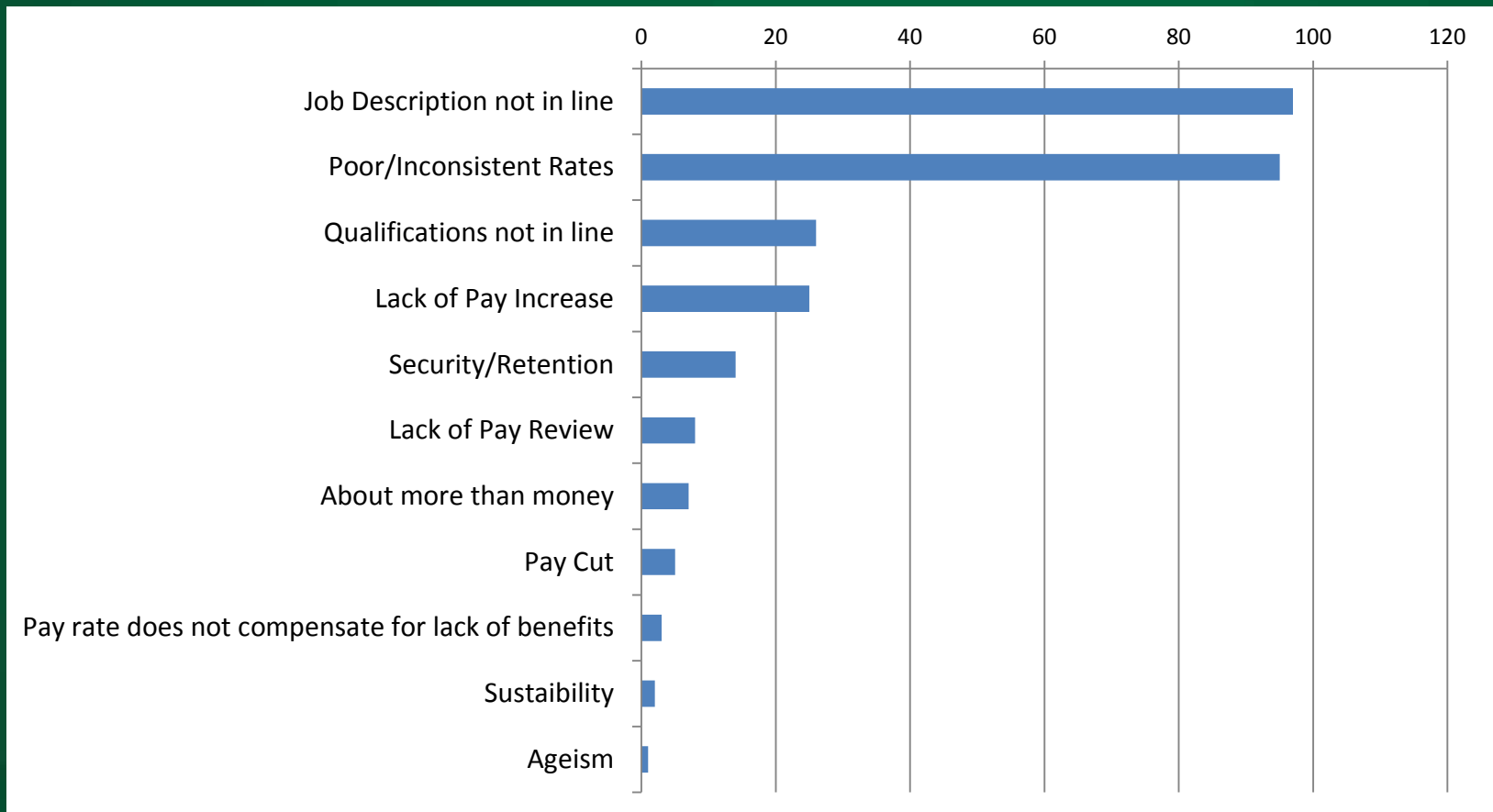
Support Staff



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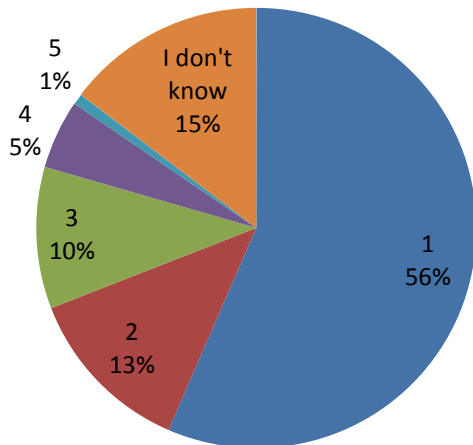
My Current Pay Qualitative

Explain Your Ratings

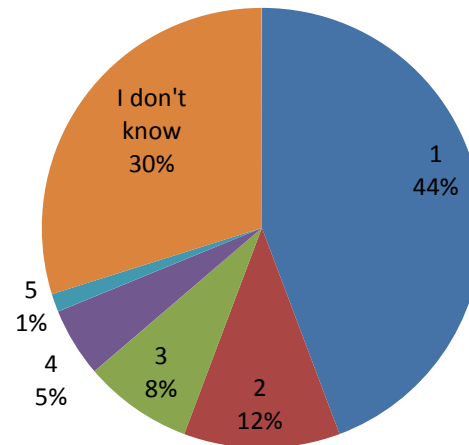


My Current Benefits Quantitative

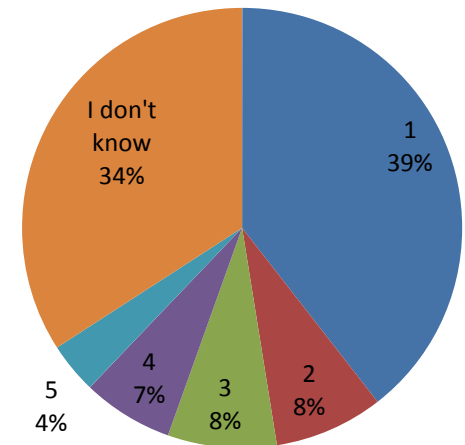
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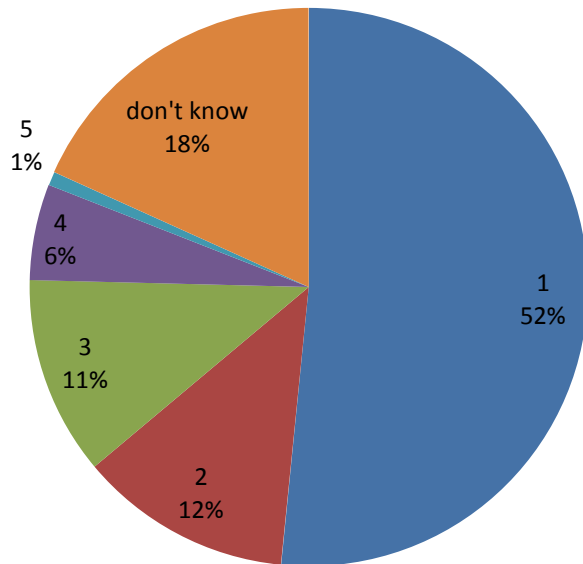


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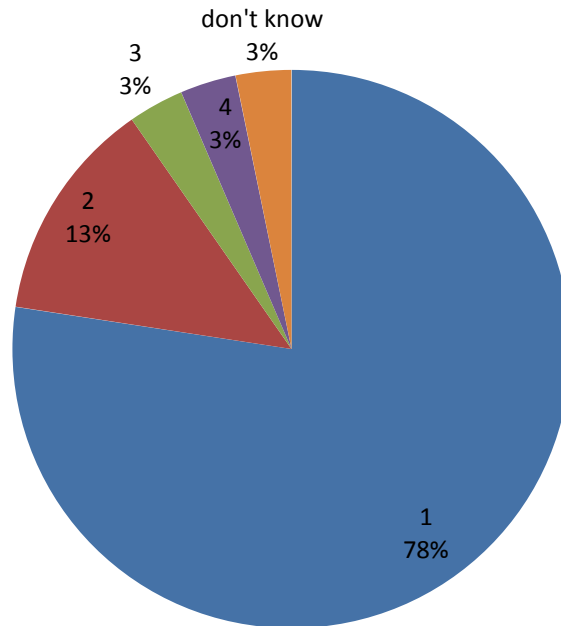
My Current Benefits

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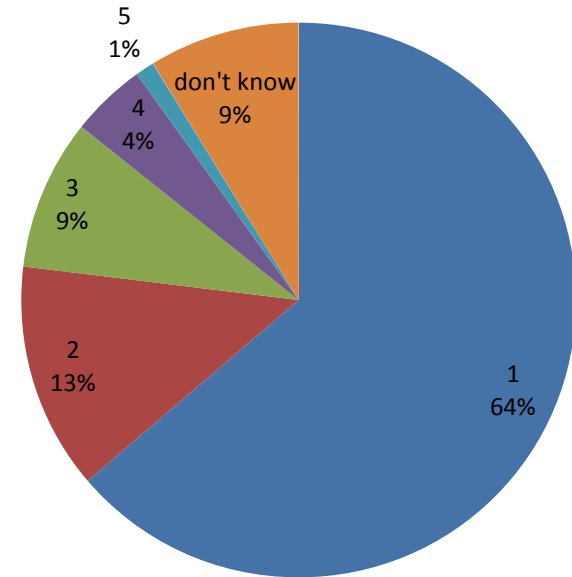
Faculty



Admin



Support Staff

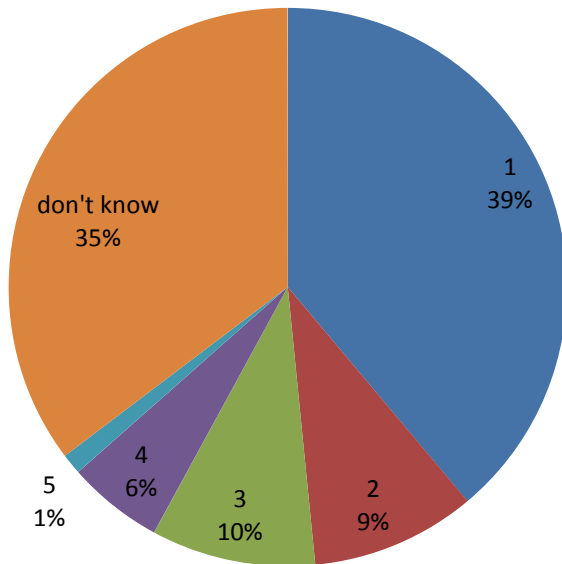


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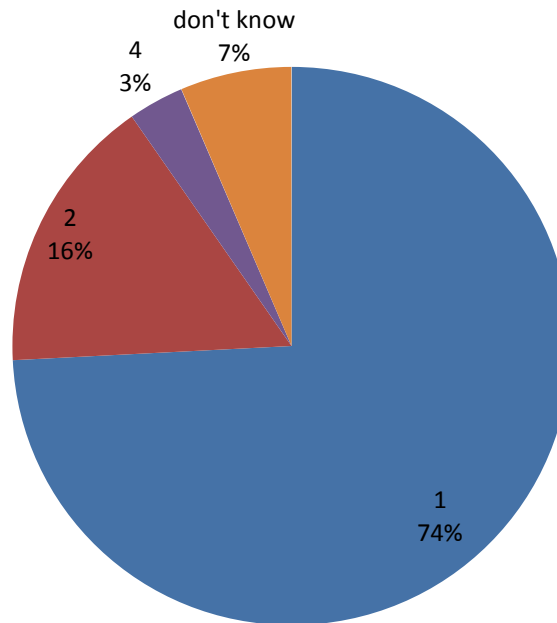
My Current Benefits

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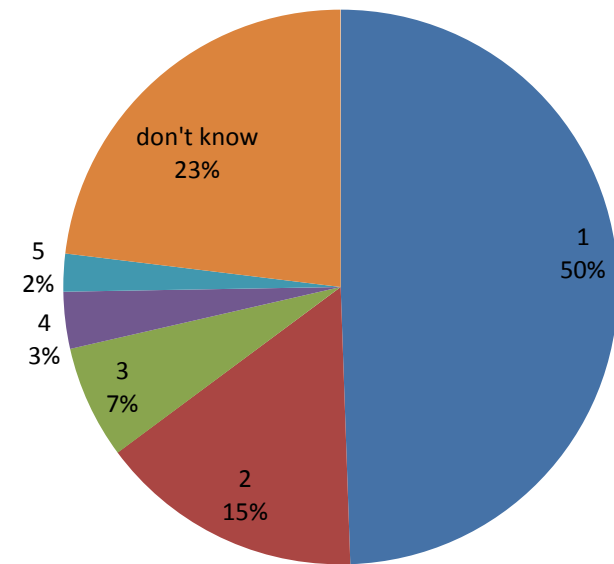
Faculty



Admin



Support Staff

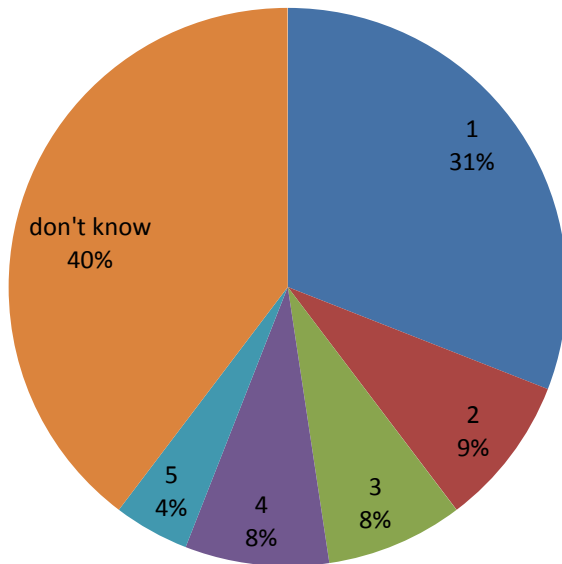


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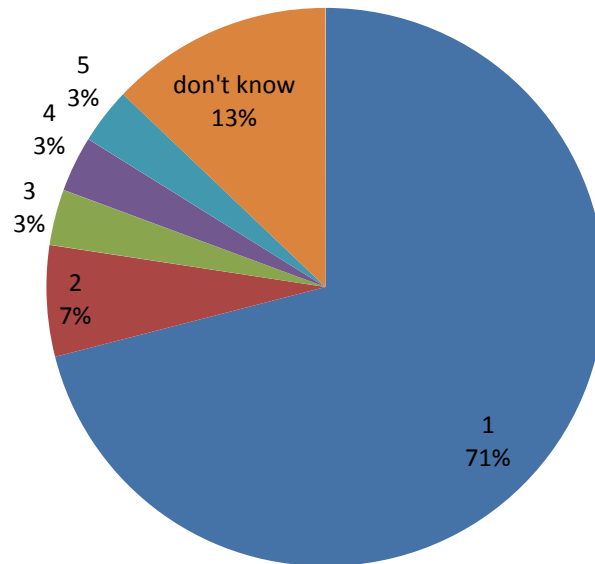
My Current Benefits

Is In Line With My
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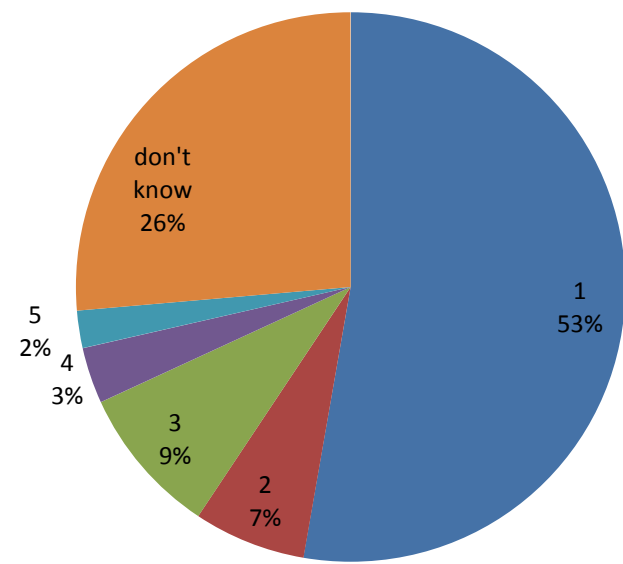
Faculty



Admin



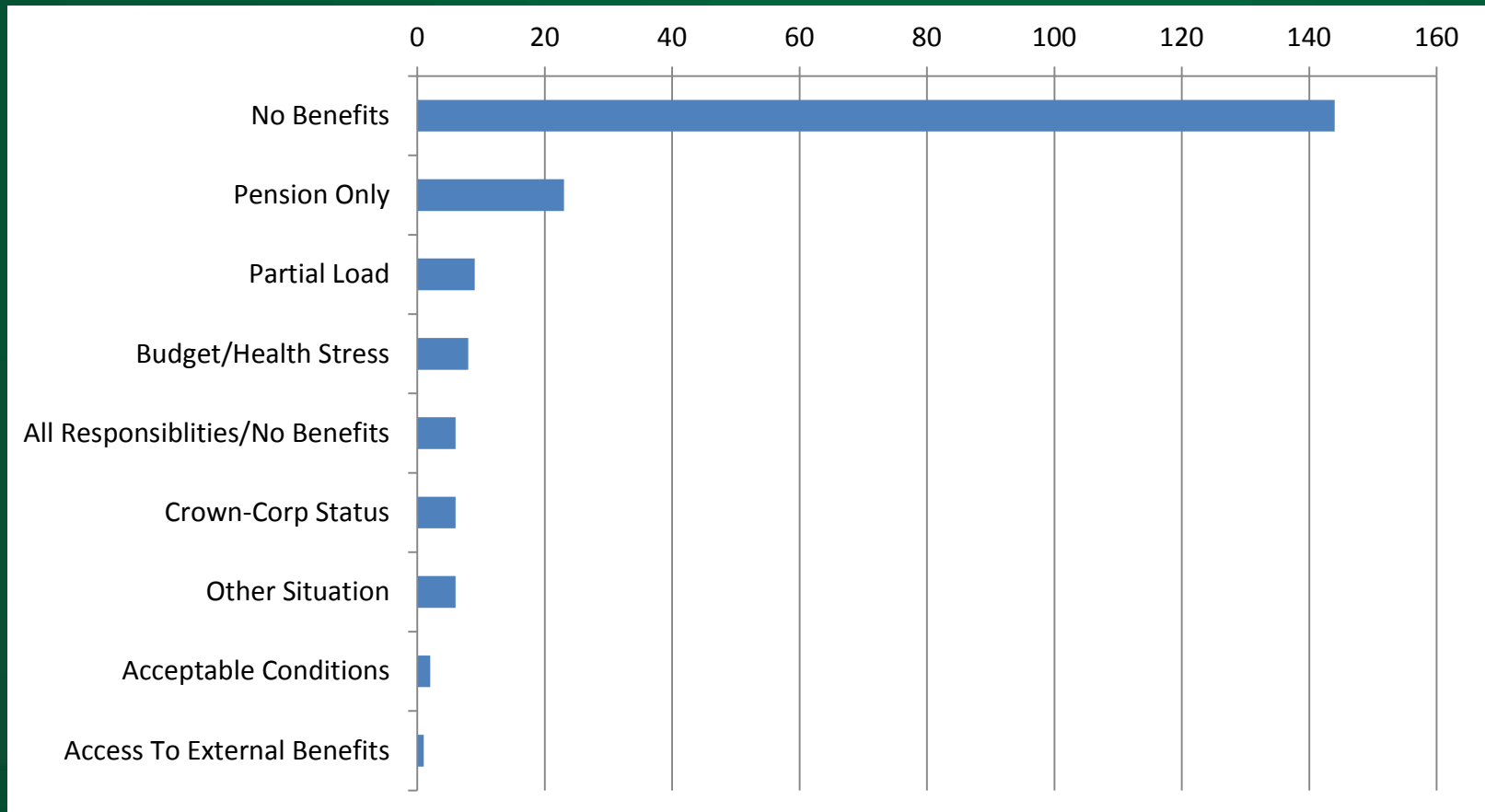
Support Staff



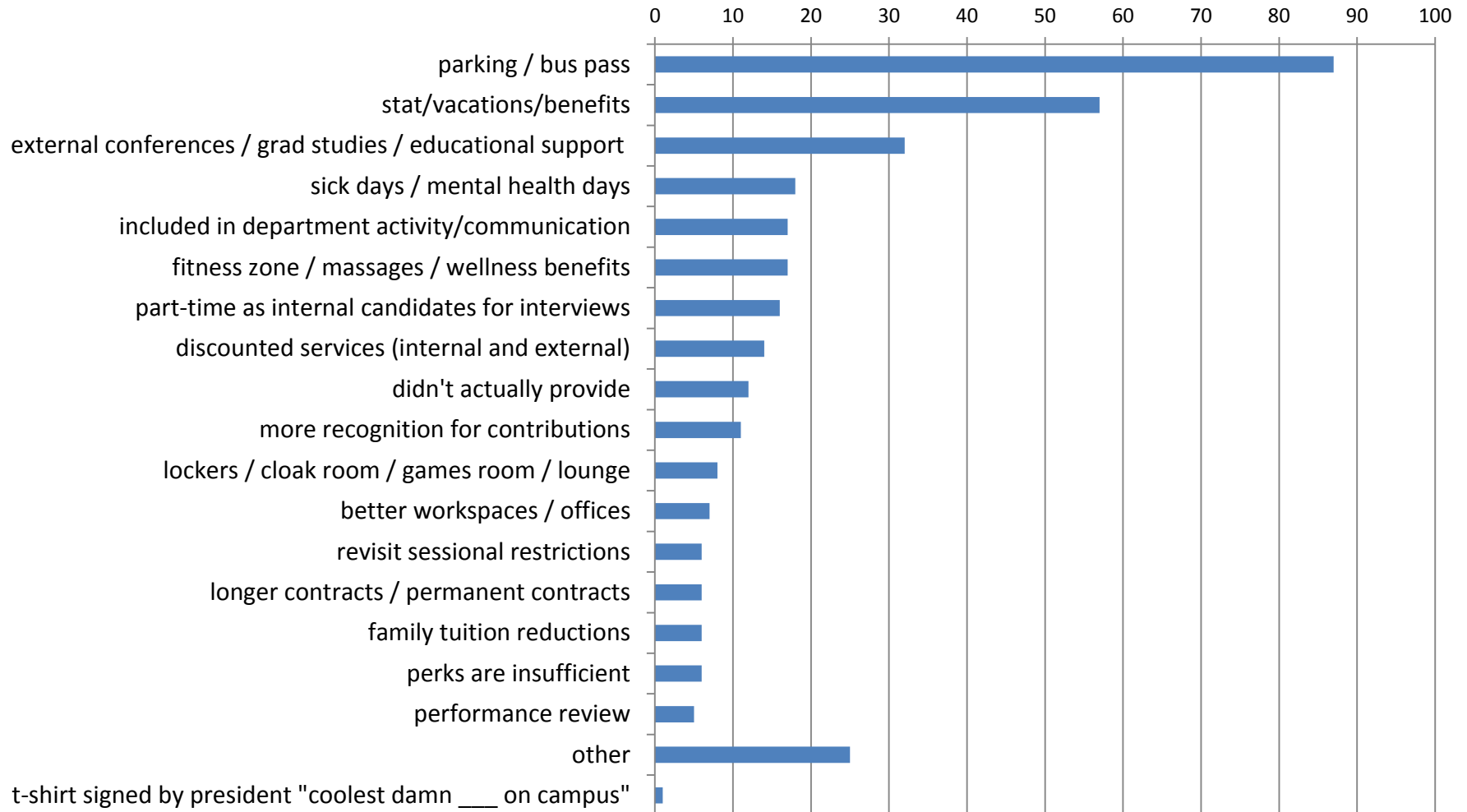
Key: 1 = Strongly Disagree / 5 = Strongly Agree

My Current Benefits Qualitative

Explain Your Ratings



Non-Pay Perks

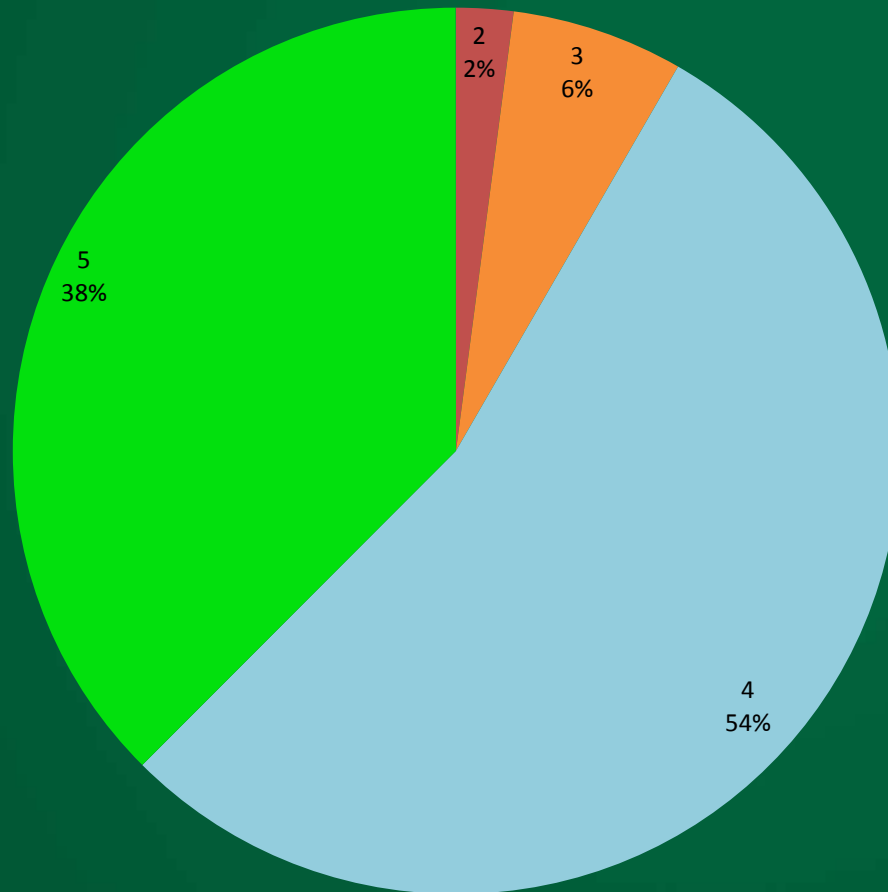


Part-time Pay Task Force Post-Event Survey

June 3, 2015



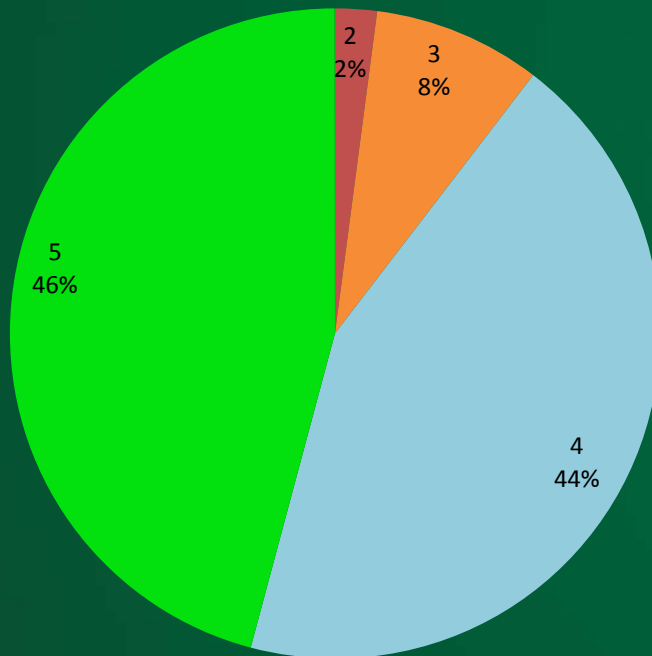
Overall Value of Event



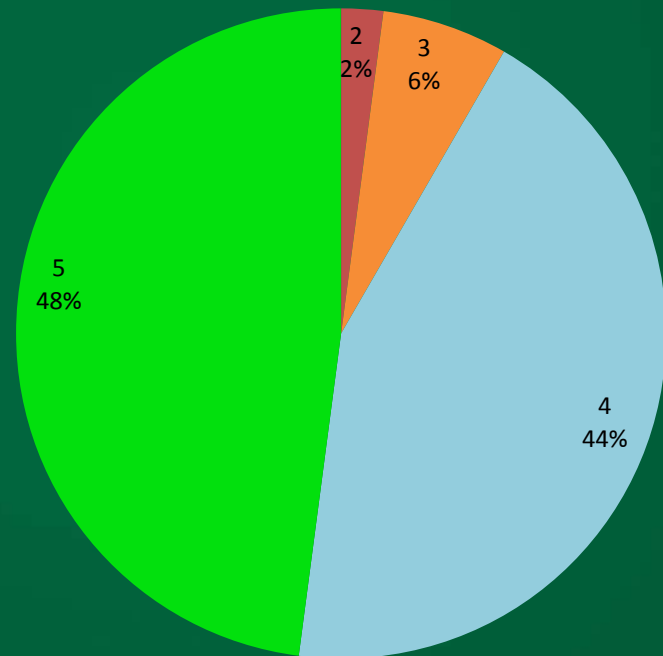
Sample size: 48

Event Structure

Length of Event



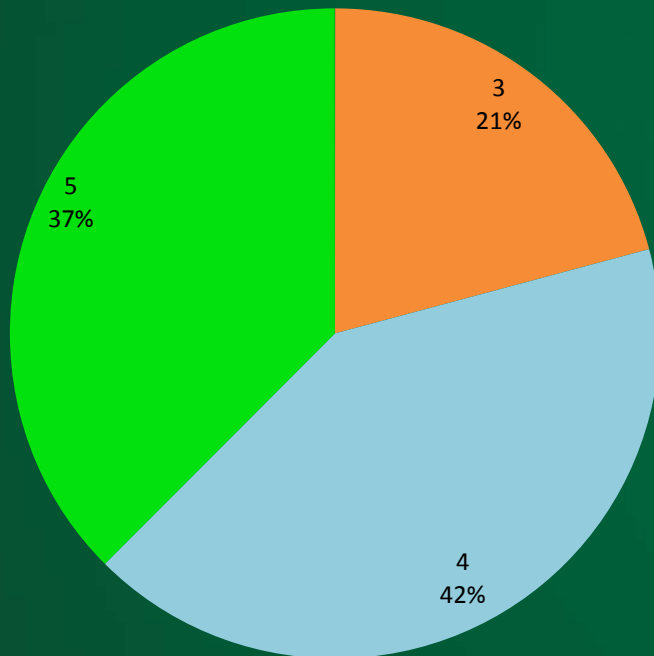
Format of Event



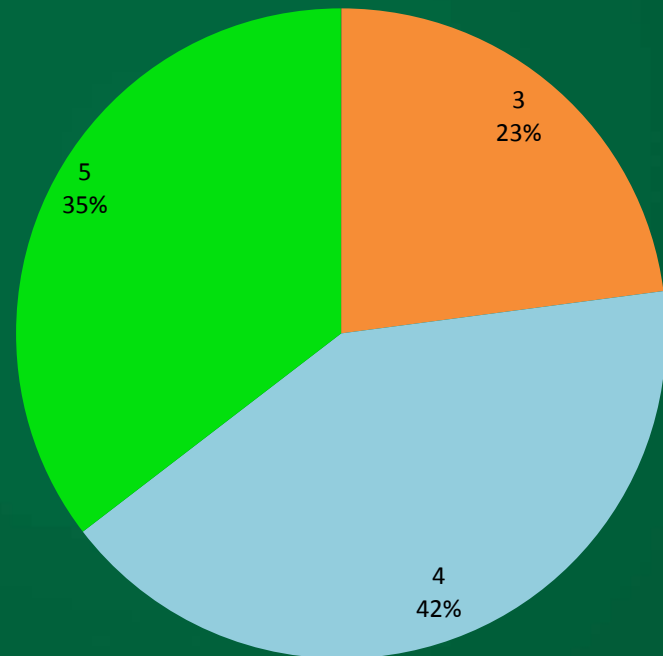
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Topic Coverage

Coverage of Part-Time Pay Issues

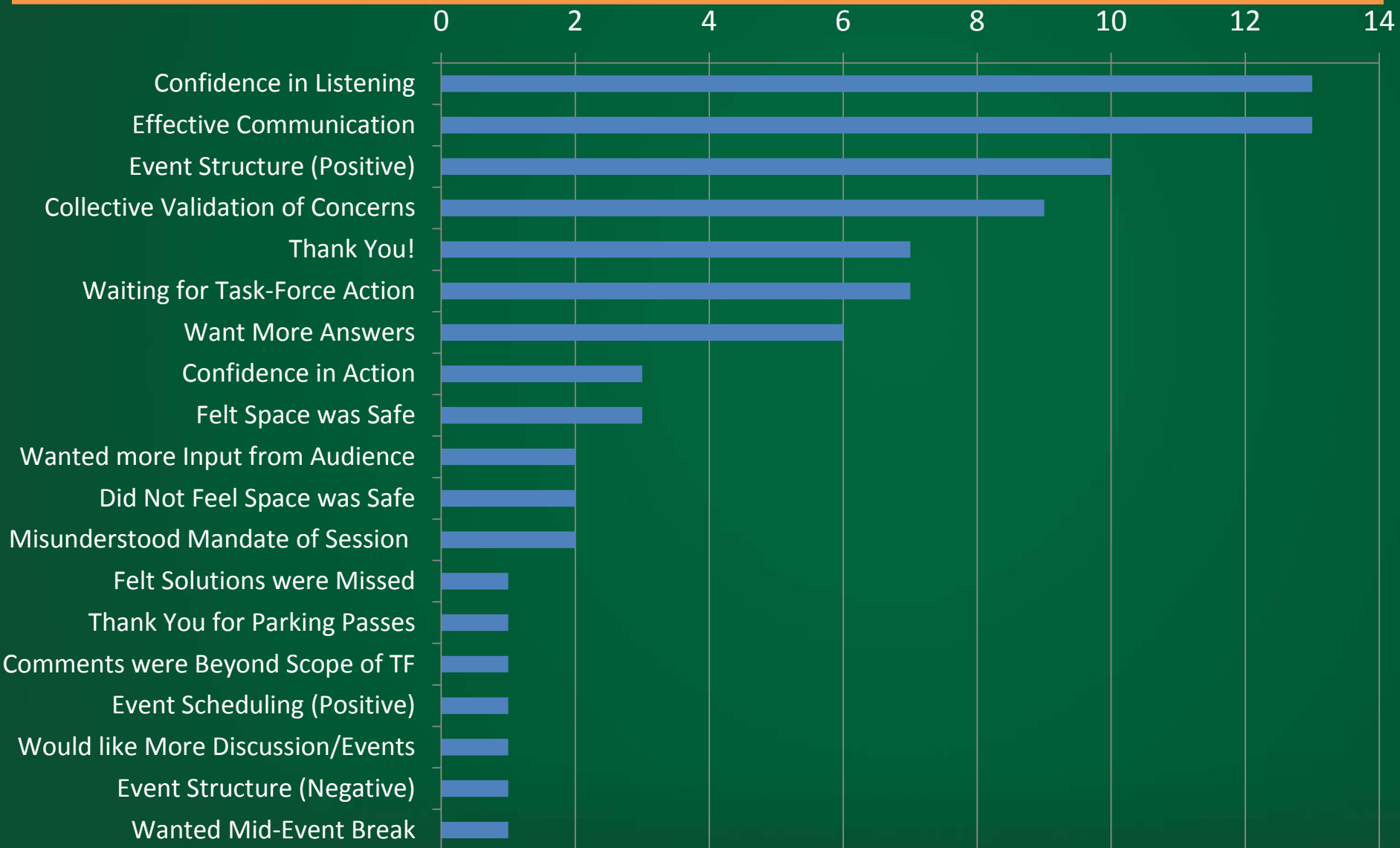


Discussion of Part-Time Pay Issues

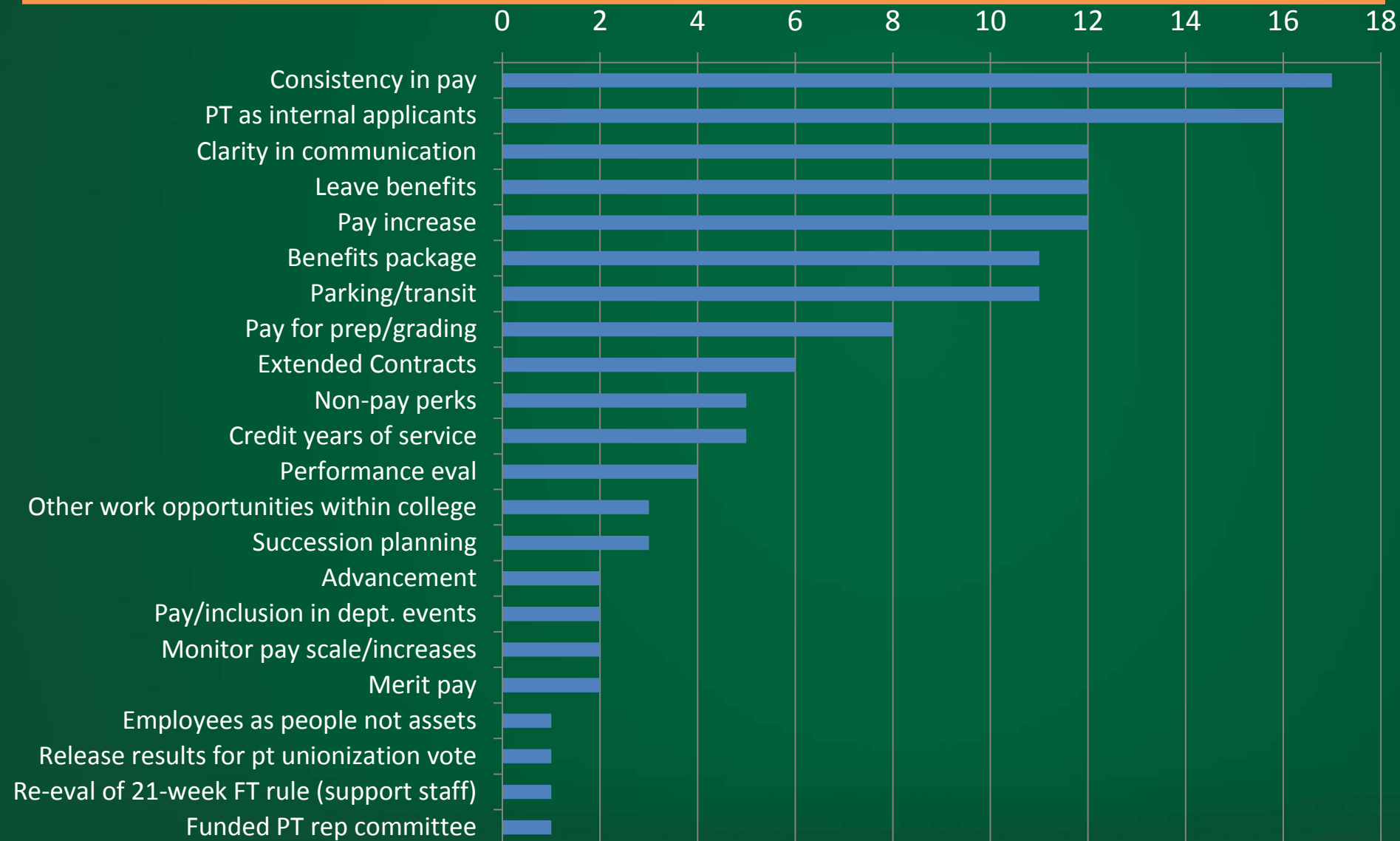


Sample size: 48

Event Feedback



Suggestions for Action





Part-Time Pay Rate President's Listening Tour Task Force Final Report

June 19, 2015

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Members	Error! Bookmark not defined.
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EXECUTIVE SUMMARY

This report is the culmination of the work of the task force on part-time pay rates at Algonquin College. The task force, consisting of part-time employees from all three employee groups as well as administrative representatives, was sponsored by Cheryl Jensen, President, and Diane McCutcheon, Director, Labour Relations.

Many of the issues raised by our part-time staff were consistent across all groups. Certainly, clear communication regarding the policies and guidelines surrounding the hiring, payment, and contractual obligations on both the employee and manager needs improvement.

All aspects of the meetings and surveys results indicated that a more consistent set of procedures for our part-time staff, focusing on decreasing the precariousness of our part-time staff – real and perceived – will address and ultimately help to increase the engagement of this important employee group.

Results of the survey as well as the feedback from the two town halls that were held indicate that, although there are some common concerns, not all three employee groups experience the same issues. The main findings are therefore broken into those common to all three groups, and findings that are more specific to support, faculty and administrative positions.

The report gives four recommendations to be in place by September 2015. All recommendations relate to compensation and the communication strategy of these changes. A further recommendation to develop a schedule of pay increases for future years is set to be delivered no later than June 2016.

The results of this work would not be possible without the willingness of members of the task force to take on this work with open minds and a commitment to see change as a result of their deliberations. All of the information gathered from these deliberations is included in the appendices of the report.

PRESIDENT'S LISTENING TOUR BACKGROUND

Shortly after her arrival at Algonquin College, President Cheryl Jensen embarked on a four-month 'Listening Tour' to immerse herself in the College's culture, identify the opportunities and challenges facing the institution, and demonstrate her interest in seeking regular feedback from employees and students.

Over the course of 21 in-person and online sessions, 384 employees and students across all four Algonquin College campuses shared their thoughts on a broad range of issues.

The issue of valuing of our part-time employees was heard at every session. Pay rates was a topic of discussion amongst all employee groups. Because the issues related to valuing of our employees is complex influenced by many factors, the decision was made to focus on part-time pay rates at this time. However, comments on all factors were welcomed and noted in the town hall and survey responses.

TASK FORCE TERMS OF REFERENCE

Purpose

The Part-time Pay Rate Task Force is responsible for collecting information on the issue, and creating a set of recommendations for the President Council's consideration. It is expected that some of the recommendations, once approved, will be addressed in the short term while others will be implemented through the annual planning process.

Deliverables

The Task Force will:

- draft an interim report identifying the current state of part-time pay rates at Algonquin College. An inventory of the current part-time pay rate data will be collected and shared.
- draft a final report outlining the actions to be taken to deliver on its objectives. This report will include a prioritized list of recommendations developed with assistance from resource members and consultations, and recommendations on changes to be made.
- host a town hall with live streaming to the Perth and Pembroke campuses.
- meet every two weeks as possible to gather and discuss information
- report its progress to the President's Council on a bi-weekly basis.
- post updates and support materials to myAC and the President's website.

Accountability

The co-chairs of the Task Force report and are held accountable to the President and the President's Council.

Authority

The Task Force has the authority to:

- Review all College data and documents related and relevant to its purpose;
- Draft a work plan for approval by the President's Council;
- Meet regularly to implement the work plan;
- Determine best practices relative to its work and report regularly;
- Make recommendations to the President's Council in relation to its purpose;
- Regularly assess its progress and adjust the work plan as necessary;
- Identify and call upon required resources from all areas of the College to complete its deliverables;
- Document its work and share its progress with members of the College community; and
- Regularly review its terms of reference and make recommendations for changes to the President's Council.

Duration

The Task Force will complete its work no later than June 15, 2015. The final report is due to the College community by the end of June.

Members

The Part-time Pay Rate Task Force is co-chaired by Diane McCutcheon, Director, Labour Relations, and Cheryl Jensen, President.

The Task Force is composed of the following groups:

- *College Leadership Council (4 members)*
- *Part-time staff (2 from each employee group: professors, support staff and administration)*
- *One Chair and one Business Administrator*
- *Resource members (Finance, note taking and Human Resources staff)*

Over fifty people submitted their names for consideration in response to a call for volunteers. The following individuals were selected to serve on the Task Force:

Task Force members	
Chris Janzen CLC member	Robert Chabassol Part-time Faculty
Peter Fortura CLC member	David Corson Part-time support
Brent Brownlee CLC member	Catherine McLean Part-time support
Ernest Mulvey CLC member	Ingrid Argyle Part-time Administration
Claire Ramsay Chair, Career and Academic Access Centre	Stephanie martin Part-time Administration
Denis Lefebvre Business Administrator, Faculty of Health, Public Safety and Community Service	Cheryl Jensen
Marlene Cortel Part-time Faculty	Diane McCutcheon

The following subject-matter experts were selected to serve as resource members:

Resource Members	
Leah-Anne Brown Human Resources	Fushia Gordon Labour relations representative; Note taker

TASK FORCE ACTIVITY

The part-time task force has held several meetings as shown in the following chart:

Date of Meeting	Purpose	Comments
March 10, 2015	Introduction and Review of Terms of Reference	
April 24, 2015	Development and approval of survey. Discussion of preliminary report	
Week of April 28	Electronic Survey released to College community	Results to be released and discussed at the town hall meetings
May 12, 2015	Preparation for Town Hall meetings	
May 28, 2015	Town Hall meeting	Open by live streaming to all Ontario campuses
June 1, 2015	Evening Town Hall meeting	Open by live streaming to all Ontario campuses
June 9, 2015	Discussion of Town Hall post event survey results and draft of final report	

In addition to the formal face-to-face meetings, regular electronic communication of the task force members occurred over the April to June period.

FINDINGS

Detailed results of the findings are given in the following Appendices:

1. Appendix One – Part-time Pay Rate on line survey Results
2. Appendix Two – Part-time Pay Rate Post event Survey Results
3. Appendix Three –Survey questionnaire
4. Appendix Four – Interim Task Force report

Key observations and findings, in addition to those in the interim report, are summarized below.

1. Concerns Spanning all Employee Groups

All employee groups, and most but not all respondents, expressed dissatisfaction with:

- communication from managers and senior administrators on all aspects of employment at the College. Staff felt uninformed and unaware of opportunities, rationale for decision making, and overall human resource planning at the College.
- the overall precariousness of their work; that is, knowing their schedule and/or employment status from term to term or year to year.
- consistent application of pay and other actual or perceived benefits (time off and payment for attending meetings)
- the possibility of full time work (64% respondents indicated that they were not part-time by choice).
- Pay alignment with professional and educational qualifications and experience
- Pay reflecting job description and the reality of day to day responsibilities
- Pay being competitive with other organizations.
- Feeling valued by the College

- Payment for statutory holidays and/or days that the college is declared closed
- Parking/Transit

2. Part-time Faculty

Part-time Faculty, in all categories (part-time, short term partial load and sessional) expressed dissatisfaction with:

- Low pay rates
- Frequency of pay increases
- Lack of pay for preparation and evaluation
- Lack of pay for meeting time
- Consideration of part time faculty as internal applicants for full time positions

3. Part-time Support

Part-time support staff expressed dissatisfaction with:

- Low pay rates
- Frequency of pay increases
- Lack of pay for unscheduled work
- Consideration of part time support staff as internal applicants for full time positions

4. Part-time Administrative Staff

Part-time Administrative staff expressed dissatisfaction with:

- The availability of an option to contribute to a pension and/or other benefits packages
- Vacation pay

Note that the findings are separated into the employee group categories for two reasons. First, there are some concerns that relate more to one group than the other due to the nature of the collective agreements for support staff and faculty. Second, some areas of dissatisfaction, while expressed by all groups, were more evident in a particular group.

RECOMMENDATIONS

The following recommendations have been approved by the task force members and President's Council:

By September 2015:

1. **THAT the dollars allocated for pay increases for part-time staff in the 2015-16 budget be disbursed in the following way effective September 1, 2015:**

Administrative Staff (Part-time)

Introduction of a 4% "in lieu of vacation" for all part-time Administrators.

Faculty (Part-time)

Implementation of salary scales for Part-time, Short-term Partial Load and Sessional Academic staff. For the 2015/16 budget year, (phase one) all faculty will be placed on the salary scale at a rate closest to their current existing rate. No placement will be at a lower rate than what they are currently earning.

Support Staff (Part-time)

Implementation of a 3% percent increase to all of the current salary scales.

This allocation of funds was developed using 2014/15 part-time salary data. The number of employees within each category, as reported on the October 2014 College Employer Council Staffing Survey is:

Administrative Staff	87
Faculty	854
Support Staff	463

ACTION BY: Human Resources - framework and system update.

Dean's Director, Chairs and Hiring Managers communicate with part-time employees.

2. **THAT a set of Guiding Principles for the allocation of additional increases to part-time rates be developed. These guiding principles will be communicated to all employees in an open and transparent manner and will be aligned to our values of Caring, Learning, Integrity and Respect.**

ACTION BY: Human Resources

3. **THAT all part-time faculty will be paid \$25/hour for attending mandatory meetings outside of their contract or scheduled hours, effective for the fall 2015 term. Support Staff who are called in off their shift for mandatory meetings will be paid their hourly rate.**

ACTION BY: Human Resources, Deans/Directors, Chairs and Hiring Managers

4. **THAT all benefits currently offered to part-time staff be communicated both in writing and verbally.**

ACTION BY: Human Resources, Deans/Directors, Chairs and Hiring Managers

By December 31, 2015

- 5. THAT a review of the feasibility of longer term contracts for part-time employees will be conducted, with recommendations put forth for the 16/17 Academic year.**

ACTION BY: Human Resources, Deans/Directors, Chairs and Hiring Managers

By June, 2016

- 6. THAT a schedule for part-time pay rate increases will be in place associated with the percentage increases in place for both collective agreements for full time employees and existing practices for administrative staff in Ontario colleges.**

Note: Parking/Transit was a major concern raised at the Town Halls. However, this issue was not the focus of the Task Force.

NEXT STEPS

This report will be available to all staff by June 25, 2015. The duties of the current task force will be considered complete as of the date of the issuing of the final report.

All results will be shared with the incoming Vice President, Human Resources as the Executive Sponsor. Reports will come to the President's Council on a monthly basis.

Progress on the recommendations will be communicated to the college community through the President's newsletter as well as in a town hall, in the fall term. Progress on the action reports from the Employee Engagement survey results will be given at the same time.

Respectfully submitted by:

Cheryl Jensen
President

Diane McCutcheon
Director, Labour Relations

Task Force Sponsors



Part Time Pay Rate President's Listening Tour Task Force Interim Report

March 15, 2015

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INTRODUCTION

This interim report provides an overview of Algonquin College's Part Time Pay Rate Task Force, including its terms of reference, membership and meeting schedule. It also provides a snapshot of the current state of part time pay rates at the College.

The Task Force will regularly update this interim report, adding new information and observations approximately every two weeks. Please watch myAlgonquin and Good Morning Algonquin for updates. The College community is encouraged to provide feedback via email to any member of the Task Force or either of the Task Force Co-Chairs.

- Diane McCutcheon – mccutcd@algonquincollege.com
- Cheryl Jensen – jensenc@algonquincollege.com

The Task Force will issue its final report in June 2015.

PRESIDENT'S LISTENING TOUR FINDINGS

Shortly after her arrival at Algonquin College, President Cheryl Jensen embarked on a 'Listening Tour' to immerse herself in the College's culture, identify the opportunities and challenges facing the institution, and demonstrate her interest in seeking regular feedback from employees and students.

Over the course of 21 in-person and online sessions, 384 employees and students across all four Algonquin College campuses shared their thoughts on a broad range of issues. The issue of valuing of our part time employees was heard at every session. Pay rates was a topic of discussion amongst all employee groups.

TASK FORCE TERMS OF REFERENCE

Purpose

To address the part time employee concerns raised by employees and students during the President's Listening Tour, the Part Time Pay Rate Task Force is responsible for collecting information on the issue, and creating a set of recommendations for the President Council's consideration. It is expected that some of the recommendations, once approved, will be addressed in the short term while others will be implemented through the annual planning process.

Deliverables

- The Task Force will draft an interim report identifying the current state of part time pay rates at Algonquin College. An inventory of the current part time pay rate data will be collected and shared.
- The Task Force will draft a final report outlining the actions to be taken to deliver on its objectives. This report will include a review of college and provincial data; a prioritized list of recommendations developed with assistance from resource members and consultations, and recommendations on changes to be made.
- The Task Force will host a town hall with live streaming to the Perth and Pembroke campuses, tentatively booked for mid - April to allow for maximum participation
- The committee will meet every two weeks as possible to gather and discuss information
- The Task Force will report its progress to the President's Council on a bi-weekly basis.
- The Task Force will post updates and support materials to myAC and the President's website.

Accountability

The co-chairs of the Task Force report and are held accountable to the President and the President's Council.

Authority

The Task Force has the authority to:

- Review all College data and documents related and relevant to its purpose;
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- Regularly assess its progress and adjust the workplan as necessary;
- Identify and call upon required resources from all areas of the College to complete its deliverables;
- Document its work and share its progress with members of the College community; and
- Regularly review its terms of reference and make recommendations for changes to the President's Council.

Support

Business units and staff will support the Task Force as required. If issues concerning staff capacity arise, the employee or Task Force member should raise the issue with one of the co-chairs for resolution. Other President's Council members will be consulted when staffing issues affect their respective areas.

Duration

The Task Force will complete its work no later than June 15, 2015.

Members

The Part Time Pay Rate Task Force is co-chaired by Diane McCutcheon, Director, Labour Relations, and Cheryl Jensen, President.

The Task Force is composed of the following groups:

- ***College Leadership Council (4 members)***
- ***Part time staff (2 from each employee group: professors, support staff and administration)***
- ***One Chair and one Business Administrator***
- ***Resource members (Finance, note taking and Human Resources staff)***

Over fifty people submitted their names for consideration in response to a call for volunteers. The following individuals were selected to serve on the Task Force:

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Marlene Cortel Part Time Faculty	Diane McCutcheon

The following subject-matter experts were selected to serve as resource members:

Resource Members	
Leah-Anne Brown Human Resources	Fushia Gordon Labour relations representative; Note taker

Meetings

The first meeting of the Part Time Pay Rate Task Force was held on Thursday, March 12, 2015. The full schedule of meetings is as follows will be given as soon as scheduled.

CURRENT STATE

Information was shared with the Task Force to provide context on the current state. The group agreed that one goal of Part Time Pay Rate Task force is to ensure that all staff feel valued and that information is shared in an open and transparent manner.

1. Part time Support Compensation Document. Overview provided:
 - Support staff classifications do not necessarily mirror full-time roles
 - In 2007 the college implemented a revised classification system for full-time support staff, moved into different types of classification.
 - Part-time roles continue to be modeled in job family set up, i.e., Support Service Officer A to C.
 - Part-time support staff is pay equity compliant and in April 2013 a 1.5% increase was applied to all classifications, but scales haven't consistently increased over the years.
2. Part-time Faculty Rate Analysis Document Handout.

Explanation was provided that this was an internal document that was prepared by Human Resources providing a recommendation course of action on developing consistent salary scales for part-time faculty.

It was noted that the feedback is something that can be used as a base. There are some dollars set aside in the 15/16 fiscal year budget for the purpose of increases for part-time however it needs to be allocated in a fair way across all of the different employee groups.

PRELIMINARY OBSERVATIONS

Drawing on their distinct roles and expertise within the College — some technical, some administrative, some pedagogical — the members of the Task Force shared the following comments, perceptions and thoughts:

- After 6 months of working as a part-time employee, received a \$0.25/ hour raise; there has been no progression since.
- The fluctuation of hours of different semesters makes it difficult to plan and budget.
- Managers are trying to balance the funding coming in through revenue sources with operating within budgets.
- Regarding the part-time administration contracts, not paying vacation pay is difficult on people.
- Managers reported that regarding support staff - some worked for 15 years, but once at the top of the grid there are no increases. For some of our part-time support staff, if they take an Appendix D assignment (replacing a full-time support staff while that person is on leave) then the full-time person comes back, they can take a pay decrease of \$6 or \$10 per hour.
- Everyone wants to be partial load as a faculty member because the pay rates are higher.
- Part-time administrator working full-time hours, and aren't in a union, we don't get stats, work full-time hours, no vacation pay.
- It was acknowledged that having access to pension contributions now is good.
- The creation of a part-time faculty table would affect some schools more than others.
- Part-time employees have to pay parking passes, some have to pay for full-time parking pass and only work 24 hours a week.

"We could be doing better, setting out opportunities and career paths."

NEXT STEPS

The Part Time Pay Rate Task Force will devote its first few meetings to raising the group's collective awareness of part time pay rate activities at the College — to allow for informed conversations about existing processes. Meeting dates are being finalized.

The Task Force will host a town hall with live streaming to the Perth and Pembroke campuses, tentatively booked for early May to allow for maximum participation. Robert Chabassol, also a member of the Young Professionals Group, offered to set the consultation format up for the group and was thanked for his offer.

The committee will meet every two weeks as possible to gather and discuss information. Coming out of these sessions, the Task Force will issue its final report of findings and recommendations in June 2015.