LETTER OF UNDERSTANDING

BETWEEN
THE PUBLIC SERVICE ALLIANCE OF CANADA
AND
THE UNIVERSITY OF ONTARIO INSTUTUTE OF TECHNOLOGY

RE: Scheduling of Invigilators, Chief Invigilators, and Scribes

WHEREAS the parties have discussed revisions to the scheduling process for Invigilators, Chief Invigilators, and Scribes under the TA/RA/Invigilator Collective Agreement pursuant to LOU #7;

AND WHEREAS the parties wish to implement the revised scheduling language;

THE PARTIES AGREE TO THE FOLLOWING:

1. Chief/Scribe/Exam Invigilators shall be advised of invigilation opportunities via the scheduling system for the faculty(ies)/department for which they have expressed interest.

2. Chief Invigilator, Invigilator, and Scribe shifts shall be posted for a minimum of twenty-four (24) hours prior to being assigned.

3. Subject to the provisions below, each shift shall be assigned to the applicant with the fewest assigned hours in the calendar month in which the shift is scheduled at the time of assignment.

4. Where multiple applicants possess the same number of assigned hours in the applicable calendar month, the shift shall be assigned at the University's discretion.

Notwithstanding the above:

1. A shift required within seventy-two (72) hours of posting shall not be subject to the twenty-four (24) hour posting requirement and may be assigned immediately and at the University's discretion.

2. The University shall not be required to assign a Scribe shift to an applicant lacking the necessary subject familiarity to fulfill the assignment. For greater clarity, the assignment process outlined above shall continue to apply among Scribe applicants possessing the necessary subject familiarity for the posted assignment.

3. The parties agree that gender-related assignment requirements, where applicable, shall continue to be considered in the scheduling and assignment process.

This Letter of Understanding replaces the "first come, first served" language contained in article 21.01(c) of the TA/RA/Invigilator Collective Agreement.

SIGNED THIS 19 DAY OF NOV., 20 20

FOR THE UNIVERSITY

Roy Conliffe Digitally signed by Roy Conliffe
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Date: 2026.11.24 09:30:03 -05'00'

FOR PSAC LOCAL 555

