

LETTER OF UNDERSTANDING: INVOLUNTARY REDUNDANCY OF A STAFF MEMBER

In regard to section 46.07 this letter serves to outline the process to be used when there is a situation requiring involuntary redundancy of a staff member or members.

A Review Panel will be appointed in situations where the Institute is required to consider the qualifications, experience and competence of the staff members in a work unit.

Table 1 below identifies the steps in a redundancy situation, including the use of a Review Panel and references the relevant sections in the collective agreement.

Table 1

Step		Agreement Reference
1	Determination of Anticipated Redundancy [declaration at first consideration for appropriate review]	46.02
2	Program-identified Unique Qualifications <ul style="list-style-type: none"> • The Dean in consultation with the leadership team for the program will identify any unique skills and/or qualification required for the program. This information is used in Step 6 below when required. 	New
3	NAIT-determined Transfers	46.04
4	Consideration of Request for Voluntary Transfers if (likely done in conjunction with step 3 above)	New
5	Request for Voluntary Redundancy	46.05, 46.06
6	Involuntary Redundancy <ol style="list-style-type: none"> a. release sessional, probationary or salary faculty with less than 2 years of service b. Ranking list of staff members by years of NASA service. c. Identification of staff members who are anticipated to be redundant. d. Determine staff members who have unique qualifications and therefore may not be considered for redundancy and prepare for presentation to Review Panel e. Review Panel to verify the request for exclusion. f. Finalize list of redundant staff members. 	46.04
7.	A staff member may agree to teach continuing education courses, outside of regular work day, exclusively or in combination with regular daytime Program course, to avoid a potential redundancy.	46.03
Sections 46.10 – 46.15 still apply		

In step 6 e. above the Review Panel will be appointed in the following manner. The Provost and Vice-President shall appoint one Dean or Associate Dean and one Human Resources Consultant. NASA shall appoint from its executive - one Chair or Associate Chair and one Instructor. Members of the Review panel must be independent of the program which is experiencing the redundancy. The Review Panel decisions will be communicated to NASA and NAIT simultaneously.

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