

SECTION 1 DEFINITIONS

- 1.01 In this Agreement, unless the context otherwise requires:
- (a) a word used in the singular may also apply in the plural;
 - (b) "Academic year" means the period from July 1 to June 30;
 - (c) "Association" means the Academic Staff Association of the Northern Alberta Institute of Technology;
 - (d) "Association representative" means a person who is selected by the Academic Staff Association to act on behalf of those members;
 - (e) "Board" means the Board of Governors of the Northern Alberta Institute of Technology, or its designee(s);
 - (f) "class contact period" means a period of instruction not exceeding one hour (60 minutes), taking place in a classroom, a lab or a shop;
 - (g) "consultation" means the process of clearly communicating a tentative idea, allowing sufficient time for a response given the situation, and considering the response before a final decision is made;
 - (h) "designated officer" means a person who is authorized, on behalf of the Institute, to deal with grievances;
 - (i) "disciplinary action" or "discipline" includes a dismissal, suspension, demotion, withheld merit increment, or letter of reprimand. (A letter of reprimand is a letter so titled or formally identified as such, issued on the authority of the Dean, Vice-President or President);
 - (j) "dismiss" means to terminate a staff member's employment relationship with the Institute, for just cause;
 - (k) "Full time equivalent (FTE) staff member" means the equivalent of a person employed full time for a full academic year;
 - (l) "hourly rate" means the biweekly salary divided by seventy two and one half (72.5) hours;
 - (m) "increment" means the difference between one step and the next step within the pay range;
 - (n) "Institute" means the Northern Alberta Institute of Technology;
 - (o) "maximum salary" means the highest step of the pay range assigned to a classification;
 - (p) "minimum salary" means the lowest step of the pay range assigned to a classification;
 - (q) "month" means a calendar month;
 - (r) "part-time" means a staff member who is required to work less than full daily, weekly, or monthly hours;
 - (s) "pay range" means the salary steps assigned to the classifications listed in (y) below within the salary schedule;
 - (t) "President" means the Chief Executive Officer of the Northern Alberta Institute of Technology, or designated representative;
 - (u) "probationary staff member" means a person who is serving a probationary period;
 - (v) "Salary" means the sum of amounts, derived from the Annual Salary Schedule and applicable Section 54 Stipends, paid to a staff member. "Biweekly Salary" means salary divided by 26.0892;
 - (w) "salary staff member" means a staff member employed on a salary basis;

- (x) "sessional staff member" means a staff member who is employed for a definitive assignment and paid on an hourly basis, normally hired to replace a salary staff member who is absent from their regular duties;
- (y) "staff member" means a person employed by the Institute as an academic staff member pursuant to the Post-secondary Learning Act. For the term of this Agreement, staff member includes the following classifications:
 - Instructor
 - Librarian
 - Librarian
 - Counsellor
- (z) "step" means a single salary rate within the pay range;
- (aa) "student contact period" means one student for one class contact period;
- (bb) "substitution" shall mean the replacement of an absent instructor by another instructor on the authority of a work unit leader. The substitute should have the appropriate technical expertise to ensure instructional continuity;
- (cc) "V modifier" means payment as defined in Section 18.14;
- (dd) "work day" means any day on which a staff member is normally expected to be fulfilling their employment contract;
- (ee) "work unit" means a definable group of staff members having a common reporting relationship to a single leader or leadership team.