



June 16, 2023

Mr. Nathan Beausoleil  
MoveUP Representative  
By email

**Re: Hybrid Office Program: Appeal Process**

Dear Nathan:

I write further to the most recent bargaining session of the parties on June 15, 2023, during which the parties engaged in discussions about the Hybrid Office Program (the "Program").

At our session, the Employer committed to amend the Program to include an appeal process. This would allow an employee who disagrees with a decision of their administrator under the Program to seek redress. The appeal process:

**Step 1:**

If, within fourteen (14) calendar days of receipt of a decision concerning the application of the Program, the employee or the Union advises the University, via email, of its disagreement with the decision of their administrator, the administrator's supervisor shall review the decision and issue a written decision on whether to uphold the administrator's decision within ten (10) days.

**Step 2:**

If, within seven (7) calendar days of receipt of the decision of the administrator's supervisor, the employee or the Union advises the University, via email, of its disagreement with the decision of the administrator's supervisor, two representatives appointed by the Employer and two representatives appointed by the Union shall meet within fourteen (14) calendar days to provide an opinion on the decision to be referred to Step 3.

**Step 3:**

Within fourteen (14) calendar days of receipt of the committee's decision outlined in step two (2), the Employer's Vice President, People, Culture and Diversity, or designate, and the Union's Representative, or designate, shall meet to discuss and endeavour to arrive at a resolution of the matter.

**Step 4:**

If the parties are unable to resolve the disagreement the matter shall be referred to the President or Acting President for a final and binding decision.



This appeal process shall apply for the life of the collective agreement only, unless the Employer decides to retain the process beyond that timeframe.

Except as set out above, nothing herein shall preclude other amendments to the Program at the discretion of the Employer.

I trust the foregoing is consistent with the parties' agreement at our bargaining session and ask you to please confirm.

Yours Truly,

A handwritten signature in black ink, appearing to read 'K. Bharadwa', written over a light grey horizontal line.

Kartik Bharadwa  
Vice-President, People, Culture and Diversity