

Article	Clause(s)	Process	Deadlines	Comments/Suggested Actions
Alternative Workload	3 through 5.2	Includes a Member requesting an AWL and/or Chief Librarian requesting an AWL	Timelines outlined in articles	Can be done electronically, including when an Association Rep may be required to be present.
Annual Report and Review	5	Request to Review Criteria and Supporting Evidence by Employer/Association	1-Nov	Can be done electronically.
	5	Establishment of Annual Review Committee if required	1-Dec	Can be done electronically.
	5.5	Annual Review Committee reviews Criteria and Supporting Evidence, Members ratify or if not ratified, Chief Librarian determines, Final copy distributed to Members	February 15 for ARC Review, April 1 for Chief Librarian if required	Can be done electronically, current year process may be started.
	10	Annual Report Submission by Member	15-Nov	Timeline adjusted , Can be submitted electronically.
		Annual Review Meeting between immediate supervisor and Member	Mutually Agreeable Time	Can be completed virtually.
	11.2	Chief Librarian provides final written assessment to Member.	15-Dec	Timeline adjusted
	11.3	Chief Librarian report to Members and Association	31-Dec	Timeline adjusted , can be done electronically.
	12	Report to EE Committee and Association	31-Jul	Continue as normal, can be done electronically.
Appointments Committee	7	Elect Appointments Committee	30-Jul	Continue as normal, can be done electronically.
		Process for appointments committee meetings when considering appointments.	Timelines in article	Normal process and timelines followed with virtual meetings
Association Rights	2.4	Association to notify employer of individuals designated to receive relief time for upcoming Academic year.	1-May	Submit electronically - OFR will continue to process.
Compensation and Benefits				Submission of ARR scores for payroll processing to continue as normal. July 1 compensation adjustments are processed by payroll when data is available.
Discipline	all relevant clauses	Discipline and investigation process.	All relevant timelines	All deadlines on outstanding files need to be considered with respect to investigations, responses, etc. - timelines will need to be waived by agreement of the parties situationally based on ability of faculty member and employer to participate in process
Discrimination and Harassment	all relevant clauses	Similar to Discipline	All relevant timelines	Same as discipline
Employment Equity	10	Employment Equity committee receives data by gender for new hires. EE committee reviews to send updated report to Senate by January 31.	30-Jun	Report to EE committee due June 30. Report to Association by January 31. Continue as normal.
Grievances and Arbitration	all relevant clauses	Process for meetings and responses.	All relevant timelines	Meet virtually, if not possible, timelines for grievance filing, grievance meetings and responses will be need to be waived by agreement of the parties

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Promotion & Continuing Appointment	4	Elect P&C committee	1-Jul	Conduct election virtually.
	all relevant clauses	Timelines for P&C are based on individual's probationary period. Chief Librarian initiates consideration. Members wanting to be considered for a promotion must request in writing to Chief Librarian by March 1.	All relevant timelines to be followed based on individual file, including final recommendation to the Provost for approval.	For files in process, on situational basis: all timelines contingent on ability of candidate to compile dossier; the ability to conduct public solicitation (electronically); ability of committee to be structured and meet (perhaps virtually); solicitation of external referees (done virtually) and ability of external referees to respond; and, continued committee meetings as required (includes request for additional information and responses). Requests for delay will be mutually agreed by the parties and communicated to the Member.
	26	data sent to Senate and Association	31-Dec	can be sent electronically
Professional Leave	11.1	Deadline for Submission	July 1 year prior to leave or January 1 for a July 1-Dec. 31 leave in that year.	Process can continue as normal this year - submit electronically
Retirement & Resignation	1	Request from Member	3 months advance notice for resignation; 1 year for retirement.	Waived by mutual agreement as per FCA.
Workload		Workload review process		Processes can occur electronically and through virtual meetings
Academic Activity Support Fund		Member submits written and signed application to Chief Librarian	1-Jun	Can be submitted electronically

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LOU - Librarians and Archivists Forum	6	Creation and Meeting of First Forum within 6 months of ratification	21-May	Postpone the first Forum until it can be held face-to-face. The interim Co-Chairs can remain in place until that meeting is held and new ones are elected (UWOFA) or appointed (Administration)
	5	Co-Chairs selected for following year	1-Jul	