

LETTER OF UNDERSTANDING

BETWEEN

THE BOARD OF GOVERNORS OF MOUNT ROYAL UNIVERSITY

(MRU/University)

AND

MOUNT ROYAL STAFF ASSOCIATION

(MRSA/Association)

**Re: Anniversary date for Employees Hired Prior to August 26, 2022**

Whereas, the provisions of the MRSA/MRU collective agreement 2020/2024 were amended as of ratification, in particular Article 16.5, which determines the anniversary date. Article 16.5 now reads:

16.5 Salary and Long Service Increments shall be awarded on the month and day of the Employee's current consecutive date of hire.

Whereas, the Parties agree that determination of the Employee's anniversary date must be clear and unequivocal, and where possible, avoid an Employee being negatively impacted by a change to the determination of their anniversary date, as per Article 16.5.

Therefore, the parties agree that all Employees hired prior to August 26, 2022 , shall maintain their pre-existing anniversary date which applied prior to August 26, 2022.

For Employees hired on or after August 26, 2022, their anniversary date shall be determined as per Article 16.5.

To ensure that Employees are aware of their anniversary date, the University shall provide a letter to the Employee confirming their anniversary date, and a copy shall be added to the Employee personnel file. Should an Employee be on leave, as per Article 22 or 23, the letter confirming their anniversary date will be issued on the first day of their return to full duties.

Should an Employee disagree with their anniversary date, they have thirty (30) days from the date the letter is issued to write to their HR Business Partner to identify perceived inaccuracies. Following review by HR, should the anniversary date be amended, a new confirmation letter will be issued.

This Letter of Understanding shall be incorporated into the next and forgoing renewals of the collective agreement, unless and until there are no Employees hired prior to August 26, 2022, or the University is able to verify that there are no Employees affected by this alteration of terms.



Arleen Gallo  
Associate Vice President - HR  
Board of Governors



Michelle LoGullo  
President  
Mount Royal Staff Association

February 1, 2023  
Date