



MEMORANDUM

To: All Full-Time Faculty, Librarians, and Lab Instructors
From: Joint Committee to Administer the Collective Agreement
Date: January 20, 2016
Re: Article 39: Correction to Article 39.2.2 regarding Professional Expense Reimbursements

On 18 January 2016, the Joint Committee to Administer the Collective Agreement met and agreed that the language in Article 39.2.2 for the Collective Agreement 2015-2018 should be amended as follows:

This reimbursement is subject to a two-year carry-over schedule. ~~Members may claim a maximum of \$700 over the two-year carry-over schedule.~~ A Member may carry-over any unused professional funds from the first year to the second year of the two year schedule. Any unused funds at the end of the second year of the carry-over schedule may not be carried forward to subsequent years.

The corrected version of Article 39.2.2 is:

This reimbursement is subject to a two-year carry-over schedule. A Member may carry-over any unused professional funds from the first year to the second year of the two year schedule. Any unused funds at the end of the second year of the carry-over schedule may not be carried forward to subsequent years.

The Joint Committee also agreed to provide a table outlining the two-year schedule from 2015 to 2018 (attached).

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For the Administration

Handwritten signature in blue ink, likely representing the Faculty Association.

For the Faculty Association

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Date

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Date

c.: Deans
University Librarian
Director Financial Services
Vice-President Administration

Collective Agreement between MSVU Board of Governors and the MSVUFA – 2015 to 2018

Article 39: Professional Expense Reimbursements

Receipts Dated*	Maximum Amount to Claim
Carry-Over Period One**	
April 1, 2015 to March 31, 2016	\$350
April 1, 2016 to March 31, 2017	\$450 or \$800 (if no claim in prior year so carry-over of \$350)
Carry-Over Period Two**	
April 1, 2017 to March 31, 2018	\$450
April 1, 2018 to March 31, 2019	\$450 or \$900 (if no claim in prior year so carry-over of \$450)

***Expenses claimed must be incurred (and receipts dated) in the fiscal year in which reimbursement is claimed.**

****No carry-over is allowed between carry-over period one and carry-over period two.**

Example 1 – Annual Claims:

- With receipts dated January 2, 2016 for \$375, the member can submit a claim of \$350 by March 31, 2016.
- With receipts dated June 4, 2016 for \$300 and February 12, 2017 for \$200, the member can submit a claim of \$450 by March 31, 2017.

Example 2 – Carry-over Claims:

- With receipts dated January 2, 2016 for \$325, the member can submit the claim of \$325 by March 31, 2016.
- With receipts dated June 4, 2016 for \$300 and February 12, 2017 for \$200, the member can submit a claim of \$475 (\$25 carry-over from fiscal year 2016 plus the \$450 for fiscal year 2017) by March 31, 2017.

Example 3 – Carry-over Claim:

- The member does not submit a claim for the fiscal year ending March 31, 2016.
- With receipts dated June 4, 2016 for \$500 and February 12, 2017 for \$400, the member can submit a claim of \$800 (\$350 carry-over from fiscal year 2016 plus the \$450 for fiscal year 2017) by March 31, 2017.