

Mount Saint Vincent University Faculty Association

Strike Contingency Planning

7 February 2024

The Mount Saint Vincent University Faculty Association (MSVUFA) Executive is hopeful that our negotiating team will reach a settlement at the table during conciliation. However, there is the possibility that members will be locked out by the Administration, or that MSVUFA will take legal strike action. To be prepared if there is a labour disruption, here are some practical matters that members should consider.

Your office and/or lab

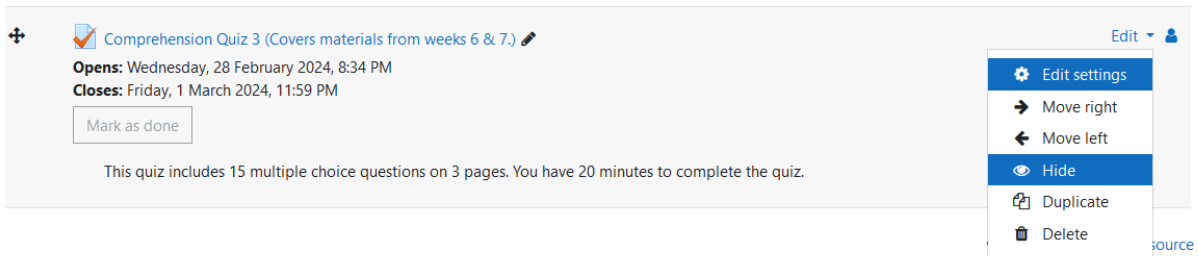
Other than under specific and exceptional circumstances, you would not have access to your office and/or lab during a job action.

- Move copies of crucial working documents, files, print, and other portable material off-campus.
- Alert colleagues from other universities or agencies of the labour situation at MSVU and inform them of alternative contact information.
- Check that there are enough lab supplies to last for the duration of a job action, and, if necessary, order supplies now. You would not be able to order supplies during a strike or lockout.
- If a labour disruption seems inevitable, consider leaving recorded messages on office and/or lab telephones that inform callers of an impending job action and provide them with alternative contact information.

If, during a job action, access to a lab or research facility is necessary to protect the integrity of lab-based research and scholarly activity, you would need to send an access request to the MSVUFA Executive. If urgent access to the campus is needed during a legal strike, you would contact your picket captain, who would network with the Employer.

Your courses

Many FA members will have Moodle sites fully populated with course content for the entire semester, including quizzes and assignments that are scheduled to open on specific dates. It's recommended to hide any evaluation components scheduled to open automatically in course Moodle sites to prevent them from becoming available to students during strike action.



Your online access

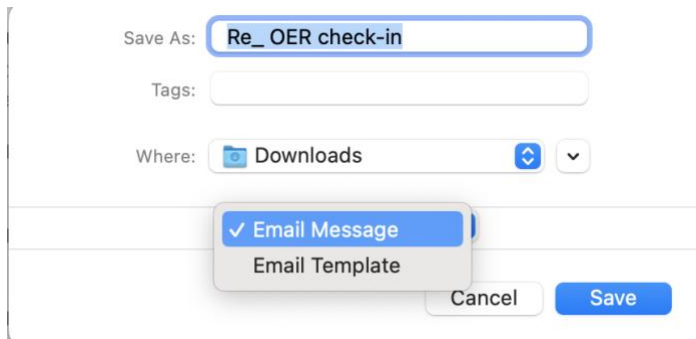
We do not know whether the Employer would deny access to email and campus servers. During a job action, the MSVUFA would not use MSVU’s email system to communicate with members. Instead, the [Faculty Association email account](#) would be the key method of communication. Please:

- Ensure that you have an alternative email address such as Gmail, Hotmail, or Yahoo.
- Remember to use your [MSVUFA email account](#); if you’re unsure of how to login, contact Verona (admin@msvufa.ca).
- When asked, send your alternative email address and cell/home number to the form provided by the MSVUFA.

Managing your online files

Email: Our Office365 accounts do not allow for group downloading of emails. If there are

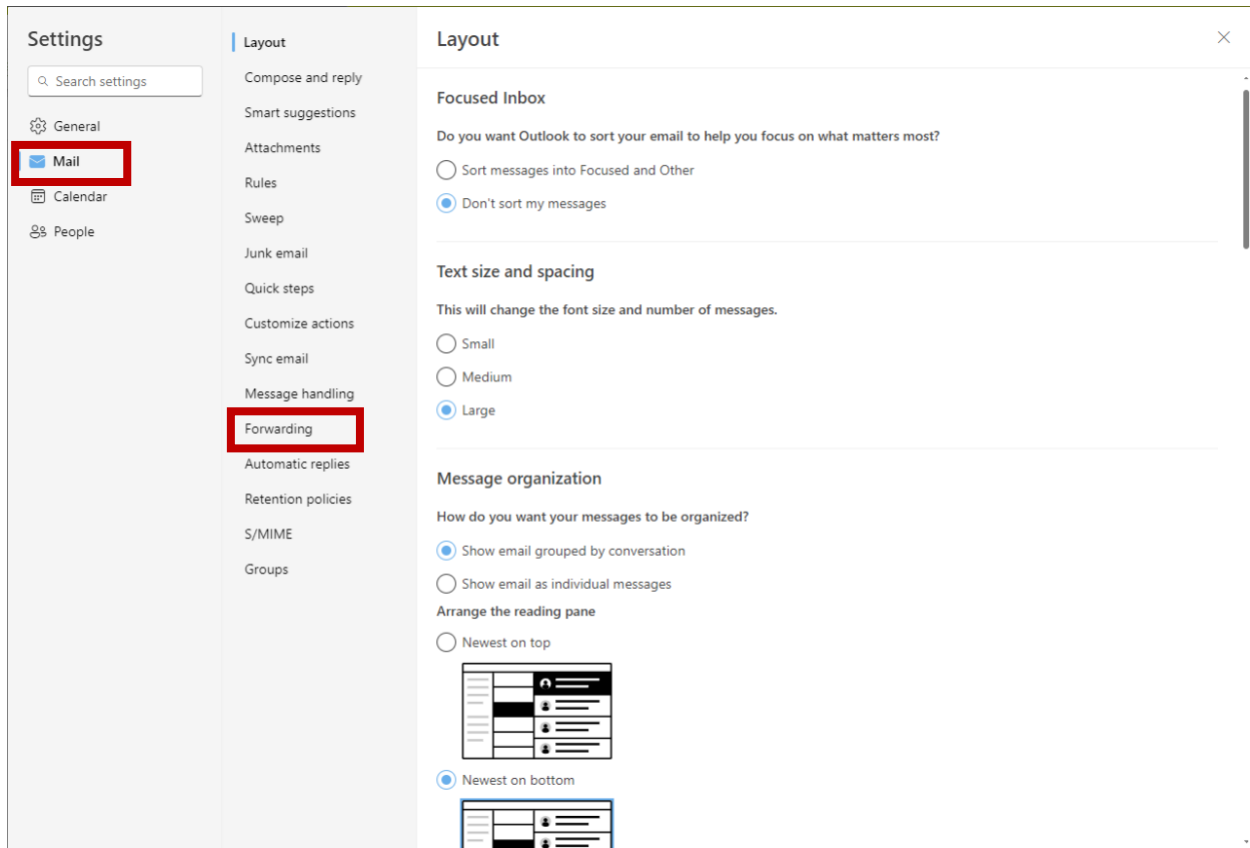
specific emails you’d like to save, you can do so by opening the desktop application of Outlook. Select the email you’d like to save, then click File >> Save As. Name the file, select a location to save the file, then select Email Message from the drop-down menu. Click Save; the file will be saved as an .eml file that can be opened in any desktop email reader.



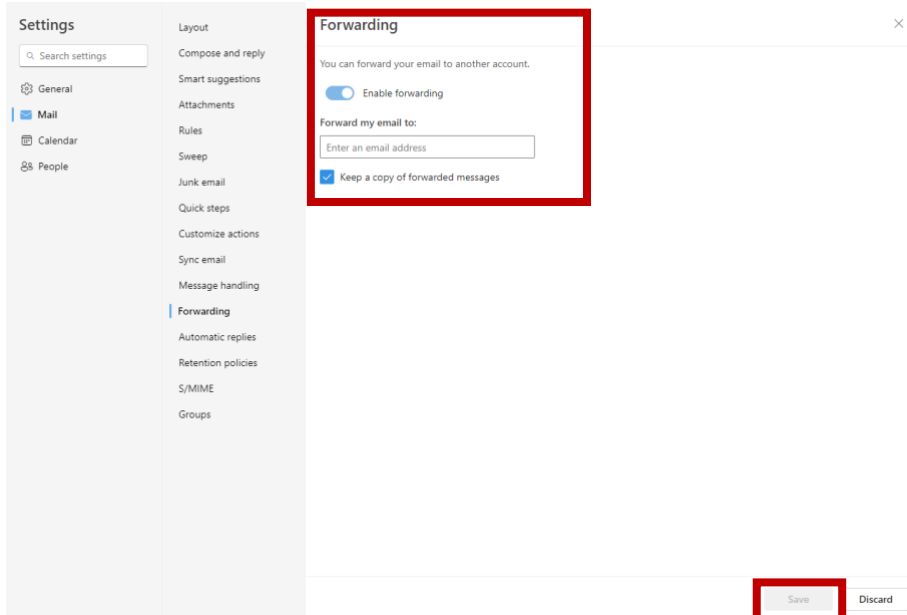
Email forwarding: To enable email forwarding in Outlook, sign in to [myMount/Email](#) via a web browser, then select Outlook. In Outlook, select the Systems button in the top right corner of the page.



In Settings, ensure you’re in the Mail section in the left side of the screen, then select Forwarding from the list in the middle column.

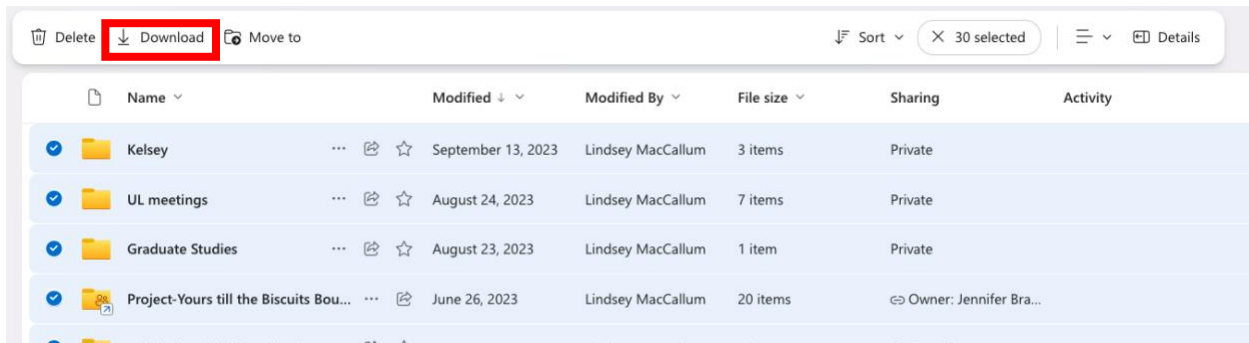


Click Enable Forwarding, enter your personal email address, and select Keep a copy of forwarded messages. Then select Save in the bottom right corner of the page.



OneDrive: To download your OneDrive folders, select all files, then click 'Download'. A compressed .zip file will be downloaded to your computer. To open a .zip file, you can do the following:

- Windows: open File Explorer and find the compressed folder. Right-click on the folder and select Extract All, then follow the instructions. To decompress a single file/folder, double click the compressed folder to open it, then drag or copy the item from the compressed folder to a new location.
- Mac: Double-click on a compressed file and it will decompress.



Calendar: For PC users, open Outlook on the desktop (this does not work in a web browser). In Outlook, go to File >> Open & Export >> Import/Export >> Export to a file >> (choose CSV file type) >> choose Calendar, file name, and location to save. If you download a CSV file, it will open using Excel or Google Sheets so you can review your calendar schedule. There is no similar functionality for Mac users, so it's recommended to copy important appointments into a personal calendar.

Files on local servers: Files on local drives like :S and :N will not be available, so back-up those files in an alternative location (e.g., external and portable hard drive). Please remember to adhere to research ethics protocols when considering if it's necessary to save documents outside local servers.

Your personal finances

In case of a lockout or strike, members performing strike service would receive tax free strike pay of \$100 per day for the first 14 days. Pay will increase in the event of a third week to \$125/day, and then to \$150/day during the fourth week. The first payment date in case of a strike or lockout will be Friday, 23 February 2024.

- Review your financial situation considering the possibility of a period with a lower level of income.
- Contact the manager of your credit union or bank, mortgage officials, and/or investment officials and inform them of the approaching possibility of a temporary salary interruption resulting from a legal job action. They may have discretion to defer or alter mortgage and other loan payments in such circumstances, but you must consult your own financial institution.
- If you have expense claims for reimbursement from Mount Saint Vincent University, send them now to be reimbursed prior to any stoppage of wages.
- If you are entitled to cash advances for scholarly travel, and have upcoming conference presentations or research trips planned, arrange these advances now.

Your healthcare benefits

The MSVUFA is currently seeking agreement from the Employer that MSVUFA be entitled to pay directly for member fringe benefits during any lockout or strike, but an agreement has not yet been reached. Therefore, there is some possibility that health and prescription benefits would be suspended. To help ensure minimal disruption to essential healthcare, make arrangements now for yourself and for members of your family who receive coverage under your policy.

- Refill prescription medicines.
- Reschedule appointments for dental appointments or paramedical services.
- Get new prescriptions for vision care.

Your picketing preparations

More detailed information will be made available as necessary as negotiations proceed. If you would like to get involved in the planning process, fill out the Strike Activities form found via the MSVUFA listserv in our MSVU email account.

The Job Action Committee is dedicated to communications between pickets and headquarters, and the organization of rides to the picket lines and to the strike headquarters for members as well as for out-of-town visitors to Halifax. In the event of a strike, we will host support pickets from across Canada, thanks to the CAUT Defence Fund's Flying Picket program.

The role of the Job Action Committee will be to ensure a steady supply of food and refreshments in strike headquarters, as well as first aid and any other needed service on or near the picket lines.