

The DFA and You: Some Common Terms

Many of the acronyms and terms you will hear at Dalhousie may cause some confusion, particularly for newly appointed members. In order to demystify some of the more commonly used terms, we offer the following Glossary for your assistance (please note that an asterisk next to a term denotes a separate entry).

a. **ABC: "Association-Board Committee"**

Joint committee under the Collective Agreement* consisting of nominees from the DFA* (the Association) and the Board of Governors. The ABC, which meets monthly, considers matters referred to it by the Parties as well as individual bargaining unit Members or members of the committee. Committee functions include the administration of the Collective Agreement and considering questions of interpretation or application. In addition to ABC meetings, Members of ABC meet monthly to review 'Staff Matters' and the supporting documentation, which provides details of all academic staff changes at Dalhousie.

b. **Anomalies Fund**

A fund for the correction of anomalies in base salary rates among Members. Individual Members apply to the Anomalies Committee for an adjustment. Adjustments cannot exceed \$5000, a Member can receive one adjustment during the life of the Collective Agreement.

c. **Bargaining Unit**

That part of the University community (faculty, instructors, professional librarians and professional counsellors, etc.) covered by the Collective Agreement*. Members of the Bargaining Unit may or may not be members of the Association as well, but generally are. Academic staff are part of the DFA bargaining unit if full-time equivalent status (FTE), that is, their percentage of employment is 50% or greater for 4 months or more.

d. **C.D.I.: "Career Development Increment"**

An annual increment, normally received each 1 July, which recognizes and rewards the Member's career development. A C.D.I. may not be withheld unless the relevant procedures contained in the Collective Agreement are followed. The C.D.I. is added to the Member's salary after the I.M.C.* The C.D.I. is not paid once a Member hits the Salary maximum for their rank (full professors are the exception to this rule).

e. **Collective Agreement**

The DFA as sole bargaining agent for all members of the Bargaining Unit negotiates the terms of the Collective Agreement (or contract) on behalf of its Members with representatives of the Board of Governors. The Collective Agreement is the governing document as far as the rights and duties of Members are concerned, and contains provisions for salary, benefits, working conditions as well as the resolution of grievances.

f. Comparability

Just prior to the 1990 round of collective bargaining, the DFA and the Board agreed to a group of 10 national Universities to which Dalhousie was comparable with respect to salaries. (Alberta, Calgary, Manitoba, McMaster, Memorial, Ottawa, Queens, Saskatchewan, UNB and Western Ontario). In general terms, the goal has been to raise the overall position of Dalhousie relative to the median salary for each of the professorial ranks in the comparator group. Comparability adjustments have been negotiated into the 1997-2001 Collective Agreement as well as the 2001-2004 and the 2004- 2007 agreements.

g. Conciliator

A neutral person appointed by the Minister of Labour to assist the parties in reaching a Collective Agreement. Either party may call for the assistance of a Conciliator in collective bargaining.

h. DFA: "Dalhousie Faculty Association"

In addition to being the professional organization to which teaching and research members, professional Librarians, Instructors and professional Counsellors belong, this is also a certified trade union, consisting of a Bargaining Unit* covered by a Collective Agreement*, and of many non-Bargaining Unit members who choose to belong to the Association. The Association represents the interests of all its members whether or not they are part of the Bargaining Unit.

i. Executive Committee

A body elected by ballot annually, in April, by the members of the Association, including table officers (President, President-Elect, Second Vice-President, Secretary, Treasurer, and Past-President), one non-Bargaining Unit member and ten Members-at-Large. This body acts as the central coordinating body within the Association, and provides the link to other associations such as CAUT.

j. I.M.C.: "Income Maintenance Change"

An adjustment to a Member's base salary, the purpose of which is to keep salaries constant in real terms; negotiated with each contract. The I.M.C. is added to a Member's income before the C.D.I.*. All members continue to receive an I.M.C. regardless of the salary maximum for their rank.

k. "Member" and "member"

In DFA parlance, a "Member" is one who belongs to the bargaining unit* (and is covered by the Collective Agreement*), a "member" is one who belongs to the Association. One may be either a Member or a member; most commonly, one is both. Currently there are over 800 Members of the Bargaining Unit and about 120 members of the DFA who are not in the Bargaining Unit.

l. “90/10” Rule

The DFA and the Board agree that 90% of the academic work normally performed by Members of the DFA bargaining unit* shall not be redistributed to part-time or other staff excluded from the DFA bargaining unit. In other words, 10% of the academic work may be performed by academic staff who do not belong to the DFA bargaining unit. For the most part, these part-time staff (who hold an FTE of less than 50%) are members of the C.U.P.E. bargaining unit.

m. Salary Minima and Maxima

On appointment, Members of the bargaining unit* are given a rank and Y value.* The starting salary can be above the minimum for their y-value and rank but cannot be above the salary maximum for their rank (Members appointed to the rank of full professor can exceed the salary maximum for that rank.) From time to time, a scale increase is negotiated into the Collective Agreement. A scale increase raises the salary floors by a fixed amount. In all cases where a Member's salary falls below the minimum for their y-value and rank, their salary will be adjusted to the minimum for the y-value and rank.

n. Special Salary Increase (SSI)

An increase to the base salary rate of a Member, which can only be given following the approval of the ABC*. A maximum of 12 adjustments can be awarded in any academic year with no single adjustment in excess of \$15,000. No Member can receive more than one adjustment during the life of the Collective Agreement. An SSI is brought to the ABC* by the Board nominees on behalf of a Dean or Vice-President. The rules for the distribution of SSI awards are found in Appendix XII of the Collective Agreement.

o. Y Value

Each Member of the Bargaining Unit has a Y value, intended to fix his/her level of experience on the salary scales contained in the Collective Agreement. For Members of the Professoriate, Y is calculated according to the formula $s + e + \text{Ph.D.} = Y$, where s is years of creditable service in universities, e is years of relevant experience (subject to a relevance weight with an overall limit of 5) and Ph.D. (doctorate equivalent) is worth 3 points. For full details, see Appendix IV of the Collective Agreement. The salaries indicated on the scales represent the minima for each Y and maxima for each rank: one can be hired at a salary above the minimum for one's Y, but not above the maximum for one's rank.

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