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## **Memorandum of Understanding (“MOU”)**

Between:

The Governors of the University of Lethbridge  
(the “Board”)

And

The University of Lethbridge Faculty Association  
(“ULFA”)

WHEREAS the University of Lethbridge has been significantly impacted as a result of the COVID-19 Pandemic (“Pandemic”).

AND WHEREAS the University of Lethbridge Academic Staff Collective Agreement (“Collective Agreement”) requires temporary amendments during the Pandemic to address the current situation which was not contemplated at the time of ratification of the Collective Agreement.

AND WHEREAS the Public Health Agency of Canada advised all travelers to avoid all non-essential travel outside of Canada on March 14, 2020 (“Travel Advisory”).

AND WHEREAS the Government of Alberta declared a Public Health Emergency on March 17, 2020.

AND WHEREAS the University of Lethbridge has moved to a primarily online teaching environment in March 2020 to at least through the Spring 2021 semester.

AND WHEREAS the Board and ULFA wish to work proactively and collectively in the best interest of the University of Lethbridge.

NOW THEREFORE the parties agree as follows:

1. Capitalized terms have the meaning prescribed in the Collective Agreement or this MOU as the case may require.
2. This MOU may be executed in one or more counterparts, and may be delivered by electronic mail in Portable Document Format (PDF), each of which when so executed shall be deemed to be part of the original and shall have the same force and effect as the original, and all of which together shall constitute one and the same MOU.
3. This MOU is being made in response to the specific circumstances of the Pandemic and shall have no precedential value outside the circumstance of the Pandemic.

### **Travel Fund for Transition to Online Instruction**


4. As travel has been restricted since March 14, 2020, the budget allocations for the period from September 1, 2020 through March 31, 2021 as per the Travel Fund established in the Collective Agreement (Article 29.01), shall be available for COVID-19 related expenditure reimbursements.
5. Eligible claimants for COVID-19 related expenditure reimbursements are sessional lecturers and term instructors teaching online in Fall 2020 and Spring 2021 semesters who do not have a professional supplement entitlement provided by Academic Staff Collective Agreement. Persons holding Adjunct or Emeritus appointments shall not be considered eligible claimants.

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6. The intent of this temporary reallocation of travel fund monies is to provide direct, material support for expenses incurred in the shift to online teaching due to the Pandemic to ensure support for the teaching of those members who do not have a professional supplement entitlement. This material support is to provide the best possible experience for eligible claimants and their students in this shift to online. This ***'online teaching development reimbursement'*** will be available to eligible claimants provided that:
- a. The Board shall reimburse any Member who has incurred travel expenses related to the period April 1, 2020 through March 31, 2021 and which had been booked prior to the March 14, 2020 Travel Advisory, including that which could not be refunded upon cancellation and otherwise would have been paid to the Member through the Travel Fund. Reimbursement of travel claims will continue until all the Travel Funds mentioned in Article 4 of this MOU have been disbursed and then no further claims will be accepted or reimbursed.
  - b. Eligible claimants who have been required to work from home and have incurred home office expenses that have not been reimbursed by the University, or any other source, may claim reimbursement for such expenses including:
    - i. Cost of office supplies;
    - ii. Employment related long distance phone calls and cellular minutes (excluding the monthly service charge for a cellular contract or phone line or internet access);
    - iii. Additional internet access costs incurred (provide evidence showing an increase in the monthly data costs attributed to working at home);
    - iv. Teleconference software required;
    - v. Office equipment less than \$400 (e.g. computer microphones, earbuds, airpods, computer speakers, computer cameras, monitors, printers).
  - c. Excluded expenses for reimbursement include:
    - i. Office furnishings (chairs, desks, bookcases);
    - ii. Office equipment \$400 or more;
    - iii. Rent or mortgage costs;
    - iv. Property taxes;
    - v. Home insurance;
    - vi. Utility costs;
    - vii. Cleaning materials or supplies;
    - viii. Smartwatches;
    - ix. Parking if claimant is required to come to campus.
  - d. The maximum reimbursement per eligible claimant is \$500.00 for eligible expenses incurred between March 14, 2020 and February 15, 2021 and expenses were incurred during the eligible claimant's period of employment or one month prior to the start of their period of employment. Only one expense claim will be reimbursed per eligible claimant.
  - e. Any reimbursements of eligible expense will be in accordance with the University's Travel and Business Expense Policy.

**Term**

7. The deadline for COVID-19 related expense claims are to be submitted to Financial Services by December 16, 2020 for eligible claimants who are employed by the University in the Fall 2020 semester but not the Spring 2021 semester, or by February 15, 2021 for eligible claimants who are employed in the Fall 2020 and the Spring 2021 semester or only the Spring 2021 semester. The funds will be reimbursed in the order the expense claims are received in Financial Services. Reimbursement of claims will continue until all the Travel Funds mentioned in Article 4 of this MOU have been disbursed and then no further claims will be accepted or reimbursed.
8. Remaining Travel Funds allocated from September 1, 2020 through March 31, 2021, not dispersed to eligible Members in Article 4 or 6a of this MOU, will be rolled over to the period of March 31, 2021 to June 30, 2022.

Board Representative



Dr. Erasmus Okine

December 7, 2020

Date

ULFA Representative



Dr. Dan O'Donnell

December 4<sup>th</sup>, 2020

Date