

**Letter of Understanding  
between  
Simon Fraser University (“University”)  
and the  
Administrative and Professional Staff Association (“Association”)**

1. The parties agree to extend the decision to mutually accept the [goal sharing](#) proposal, previously approved by PSEC, to no later than June 30, 2006; however, any such agreement is subject to final University review and approval. Should the parties agree to implement the proposed goal sharing plan, the plan shall be implemented on April 1, 2007, unless mutually agree otherwise, with the understanding that other related policy, compensation and benefit changes would be effective and accrue from January 1, 2007, but any compensation and benefit changes would only become payable starting April 1, 2007.
  
2. The parties agree that the following issues will be referred to the Joint University/Association Committee (JUAC) in accordance with Policy [AD10.1-5](#).
  - (a) Review and develop a probationary period policy, including a formal probationary, performance review process, with a target implementation date of October 30, 2006.
  - (b) Review the procedures outlined in Policy [AD10.8-10.01\(e\)](#) and [AD10.8-10.02\(d\)](#), by October 30, 2006.
  - (c) Review Policy [AD10.13](#) and its application with regard to employees who have regular scheduled emergency on-call responsibilities for which they must be available outside of the standard workday, by October 30, 2006.
  - (d) Review Policy [AD10.6-4](#) and develop an acceptable method of performance evaluation and review the administrative/budgetary processes, to recognize exceptional performance for eligible Continuing Employees by providing a two-step increment for her/his annual Salary Progression, with a target implementation date for the policy and process by July 1, 2006, and for eligibility of salary progression application effective July 1, 2007.
  - (e) Review Policy [AD10.16](#) to develop improvement for aligning employee development and performance with the University’s organizational goals and objectives that shall include developing and implementing a new Employee Development and Performance Management (EDPM) program, with a target date for implementation of December 1, 2006.
  
3. The parties agree that, during the term of 2006-2010 Memorandum of Agreement, the parties may agree to make amendments to the health benefit program; however, any such changes must result in a net zero cost for the University.

**For the University:**

\_\_\_\_\_ Bruce Anderson \_\_\_\_\_

\_\_\_\_\_ Dario Nonis \_\_\_\_\_

\_\_\_\_\_ Elsa Plican \_\_\_\_\_

**date**

**For the Association:**

\_\_\_\_\_ Richard MacLeod \_\_\_\_\_

\_\_\_\_\_ Jan Fialkowski \_\_\_\_\_

\_\_\_\_\_ Min-Ni Sharpe \_\_\_\_\_

**date**