

**MEMORANDUM OF AGREEMENT
BETWEEN
QUEEN'S UNIVERSITY (the University)
AND
QUEEN'S UNIVERSITY FACULTY ASSOCIATION (the Association)**

Re: Employment Insurance Hours

THE PARTIES AGREE that:

the number of hours that shall normally be reported on the Sessional Adjunct's Record of Employment as "hours of insurable employment" is 400 hours for a full (1.0) course and 200 hours for a half (0.5) course, effective September 1, 2004.

If a Sessional Adjunct believes that the actual time necessary to carry out the duties of instructing and evaluating a course has exceeded the above, he or she may submit documentation supporting the claim to his or her Unit Head no later than thirty (30) days after the last day of class in the academic term or the academic session in which the Sessional Adjunct delivered the course.

Upon receiving the claim, the Unit Head shall determine what is a reasonable number of hours of insurable employment for the Sessional Adjunct and shall communicate the decision to the Human Resources department, which shall reflect the Unit Head's determination on the Sessional Adjunct's Record of Employment (ROE).

The number of hours reported on Members' Records of Employment is to be used for Employment Insurance eligibility purposes only.

DATED this day of November, 2004 at Kingston.

John M. Dixon
Associate Vice-Principal (Academic)
Co-Chair, JCAA (Sessional Adjuncts)

Marvin Baer
QUFA
Co-Chair, JCAA (Sessional Adjuncts)