

## Article 11: Professional Librarian Employees

### 11.2 Job Descriptions

- (a) Librarians' responsibilities shall include working with colleagues, supervising non-professional staff and providing services to library users. These responsibilities shall be those understood to be professional, **including but not limited to:** public service, collection development, bibliographical control, ~~and~~ technical library operations, ~~teaching, and research.~~
- (b) The specific responsibilities of each professional librarian employee shall be identified in a current, written job description signed by the incumbent, if any, and the immediate supervisor. All job descriptions of professional librarian employees shall be fully accessible to all professional librarian employees. A copy of each job description shall be given to the employee concerned and another copy shall be filed with the CUASA office.
- (c) The format for job descriptions shall be consistent within the professional librarian employee sub-unit and shall be in accordance with those guidelines respecting format agreed upon by the parties from time to time.
- (d) In the event that a change in an existing job description is deemed necessary by either the employee or the supervisor:
  - (i) the proposed change(s) shall be fully discussed by the supervisor ~~and~~, the professional librarian employee concerned, ~~and CUASA;~~
  - (ii) any change(s) to be made to the job description shall be documented in a revised job description which shall be signed by both parties and distributed as provided for in Article 11.2(b) prior to implementation;
  - (iii) in the event that the professional librarian employee objects to the proposed change, ~~the dispute shall be referred to the appropriate Associate Librarian or to the University Librarian in an attempt to reach a settlement. The professional librarian employee must receive written notification of the decision made; the provisions of Article 30 shall apply.~~
  - (iv) ~~should the dispute not be resolved by the above means, the professional librarian employee may, upon receipt of the written notification of the decision, initiate a grievance on the matter by the following procedures:~~
    - (1) ~~the objection shall be expressed in a grievance form which must be presented to the University Librarian and to the JCAA at the same time, within five (5) working days of the date the employee was notified of the change;~~
    - (2) ~~the change shall not be implemented until the issue has been dealt with~~

by the JCAA or fifteen (15) working days have elapsed since receipt of the grievance by the JCAA, whichever occurs first;

- (3) ~~notwithstanding Article 11.2(b) and 11.2(d)(ii) above, should the change be implemented following the completion of the procedures set out in Article 11.2(d)(iv)(2) above, a copy of the job description, signed by the supervisor, shall be given to the employee concerned and another copy shall be filed with the CUASA office;~~
- (4) ~~this does not preclude recourse to the grievance and arbitration procedures in Article 30.~~
- (e) (i) ~~Any change in those job descriptions in effect at the commencement of this Collective Agreement shall be consistent with those duties and responsibilities commonly associated with professional librarian employees and with the evolution of such duties in Canadian Universities.~~
- (ii) ~~Any new job descriptions for professional librarian employees after the date of the signing of this Collective Agreement shall satisfy the conditions of Article 11.2(e)(i).~~
- (iii) ~~In the event that the University Librarian considers that a change in an existing job description is necessary they shall:~~
  - (1) ~~consult with the professional librarian employee and the appropriate supervisor. Such consultation shall provide them with adequate opportunity for input and discussion;~~
  - (1) ~~notify the professional librarian employee and the supervisor involved as to the result of the consultation. If consultation results in changes in the job description, notification of such shall be provided in writing to the employee, the supervisor, and the Association at least seven (7) working days prior to implementation.~~
- (e) (i) **Any change in those job descriptions in effect at the commencement of this Collective Agreement shall be consistent with those duties and responsibilities commonly associated with professional librarian employees and with the evolution of such duties in Canadian Universities.**
- (ii) **Any new job descriptions for professional librarian employees after the date of the signing of this Collective Agreement shall satisfy the conditions of Article 11.2(e)(i).**
- (iii) **In the event that the University Librarian considers that a change in an existing job description is necessary they shall:**
  - (1) **consult with the professional librarian employee and the appropriate supervisor. Such consultation shall provide them with adequate opportunity for input and discussion;**

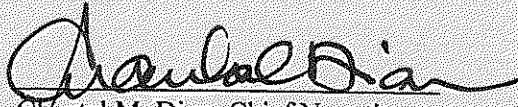
- (2) **notify the professional librarian employee and the supervisor involved as to the result of the consultation. If consultation results in changes in the job description, notification of such shall be provided in writing to the employee, the supervisor, and the Association at least seven (7) working days prior to implementation.**
- ~~(iv)~~(f) The Employer undertakes to make public by means of an open file in the Library, job descriptions for all new positions in the Library. The Employer shall notify the Association as soon as a new job description is placed in this open file, and the job description shall remain in the file for at least ten (10) working days.
- ~~(v)~~—Should a change in the job description for a professional librarian employee be made, pursuant to Article 11.2(e)(iii) above, to which the affected employee objects, such objection shall be handled as follows:
- (1) ~~the objection shall be expressed in a grievance which must be presented to the University Librarian as referred to in Article 30 at the same time within five (5) working days of the date the employee was notified of the change;~~
- (2) ~~when the grievance is resolved, changes in job descriptions shall be handled according to Article 11.2(e)(i), (ii), (iii), and (iv) of the Agreement.~~
- ~~(f)~~(g) The Library management recognizes the desirability of providing rounded experience through some rotation of job assignment, and shall provide professional librarian employees with opportunities to work periodically at different reference and information desks and/or different departments of the Library as the attainment of established goals permits. Arrangements for duration and times shall be established through consultation and agreement between the professional librarian employee(s) and the immediate supervisor(s) and the Associate Librarian involved.

## 11.4 Suspension or Dismissal for Cause

- (a) Dismissals or suspensions shall be for just cause and the following procedures of this Article are designed to ensure that the decisions in regard to suspensions or dismissals will be rendered by an impartial body which has no interest either in the silencing of unwelcome opinions or the protection of incompetence or neglect.
- ~~(b)~~—For purposes of this Collective Agreement a professional librarian employee is understood to be an employee who both possesses the qualifications of a professional librarian (as stated in the criteria for Library Appointments, Article 9.6(a)) and is employed in the Library in that capacity, but includes those at present on staff who do not meet these qualifications.
- ~~(e)~~(b) Dismissal Procedure

CUASA Proposals—November 5, 2017  
CU Proposal November 29, 2017

[...]



Chantal M. Dion—Chief Negotiator  
QUASA/the Union



Date



Wayne Jones—Chief Negotiator  
Carleton University/the Employer



Date