

**MEMORANDUM OF AGREEMENT  
WITHOUT PREJUDICE OR PRECEDENT**

**BETWEEN:**

**THE UNIVERSITY OF TORONTO (the “University”)**

**And**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 3902 – UNIT 5 (the “Union”)**

**Re: Development and Special Circumstances (DSC) Fund**

WHEREAS a new \$25,000 per year Development and Special Circumstances (DSC) Fund to be held and administered by the University was negotiated and agreed as part of the 2020-2022 renewal collective agreement;

AND WHEREAS in accordance with the 2020-2022 renewal collective agreement the parties will mutually agree on the criteria for disbursement of the DSC Fund to eligible employees in the bargaining unit;

AND WHEREAS the parties are desirous of fully and finally resolving any issues that were raised or could have been raised in this regard;

WITHOUT PREJUDICE OR PRECEDENT, the parties agree as follows:

1. The criteria for disbursement of the DSC Fund is mutually agreed between the parties as set out in Appendix A attached to this Memorandum.
2. The parties agree that this agreement is made without prejudice or precedent to the rights of the University or the Union in any other matter and shall not be referred to or relied on in any other matter for any purpose whatsoever.
3. By the signature of authorized representatives hereunder the University and the Union confirm their agreement to the terms set out herein.
4. This Memorandum of Settlement may be executed in any number of counterparts with the same effect as if all parties had signed the same document. All counterparts shall constitute one and the same agreement. This agreement may be executed by original signatures transmitted by facsimile, emailed PDF, JPG, or similar format, or by an email in which the text confirms that the party accepts and intends to be bound by the terms of the Memorandum and the Memorandum is attached to the email.

**For the University:**

\_\_\_\_\_

**DATE**

**For the Union:**

  
\_\_\_\_\_

22 December, 2020

**DATE**

**Appendix A**

**Development and Special Circumstances (DSC) Fund – Criteria for Disbursement of Funds to Eligible Employees in the Bargaining Unit**

**Purpose**

Persons employed as Postdoctoral Fellows (PDFs) registered with the School of Graduate Studies (SGS), upon providing receipts and other required documentation to the University, may submit an online application requesting this fund to cover the following expenses incurred in the same fund year:

- Special Circumstances: Expenses incurred for unanticipated circumstances which may cause financial hardship
- Development: Professional development expenses that are not covered by the supervisors. Examples include expenses incurred for presentation of a poster at a conference or paying registration fee etc.

**Fund Year and Amount:**

<b>Fund Year</b>	<b>Fund Amount</b>
January 1, 2020 to December 31, 2020	\$25,000.00
January 1, 2021 to December 31, 2021	\$25,250.00
January 1, 2022 to December 31, 2022	\$25,502.50

**Maximum Annual Application Amount:**

- Special Circumstances: \$500
- Development: \$250
- Total per PDF per fund year: \$750

**Application Review and Approval**

- A joint committee of the University and the Union (three to four members from each side) to meet as frequently as required and mutually agreed by the parties or once in a quarter to review and approve applications
- Funds to be disbursed within 30 days after approval

**Data Sharing**

- Joint committee of the University and the Union (three to four members from each side) to meet annually in April to review fund criteria for the current or next fund year and fund utilization for the prior fund year.
- 2020 fund year application submission period to open January 11, 2021 and close March 31, 2021