

**LETTER OF UNDERSTANDING**

**between the**

**Association of Academic Staff of the University of Alberta (“Association”)**

**and the**

**Governors of the University of Alberta (“University”)**

**regarding**

**Extension of Probationary Periods**

**Due to the COVID-19 Pandemic for**

**Administrative and Professional Officers (APO Members)**  
**and Trust/Research Academic Staff (TRAS Members)**

**Whereas:**

The Association and University acknowledge that the COVID-19 Pandemic (“Pandemic”) has brought to bear unanticipated and unprecedented circumstances on the University and its staff and that the University has a need to efficiently transition to meet the changing circumstances. As such, the Association and University have agreed to this Letter of Understanding (“LOU”) to outline the process for extension of probationary periods and evaluation of merit in response to the Pandemic.

The Parties agree that this LOU is entered into on a without prejudice and precedent basis, and is intended to address a unique situation. This LOU shall only apply to those staff members employed in Schedule E (Trust/Research Academic Staff) and Schedule F (Administrative and Professional Officer) of the AASUA Collective agreement (“Staff Members”).

**Therefore, the Parties agree that:**

**Extension of Probationary Periods**

1. Administrative and Professional Officers in a probationary period may request a special six-month extension to their probationary period (“Pandemic Extension”) which may be granted by the Provost following a recommendation by the Dean or Vice-President;
2. Trust/Research Academic Staff Members in a probationary period may request a special six-month extension to their probationary period (“Pandemic Extension”) which may be granted by the Provost following a recommendation by the Dean or Vice-President and which will be subject to the concurrence of the Trustholder with respect to available funding;

3. The Provost will only be required to consult with the Association President if there is a decision to deny the request. The Provost will not unreasonably deny the request after consultation with the Association President; and
4. Staff Members have until August 15, 2020 to submit their request to their Supervisor for a Pandemic Extension. The Staff Member's request will include a brief rationale describing how their progress has been and/or will be affected in the future due to Pandemic factors.

SIGNED AND APPROVED this 15 day of July, 2020 by the authorized representatives of the Parties.

**Governors of the University of Alberta**



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Steven Dew  
Provost and Vice-President (Academic)



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Witnessed by:  
Wayne Patterson  
Vice-Provost and Associate Vice-President (Human Resources)

**Association of Academic Staff of the University of Alberta**



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Ricardo Acuña  
President



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Witnessed by:  
Brygeda Renke  
Executive Director & General Counsel