

MOUNT ALLISON UNIVERSITY

TERMS AND CONDITIONS FOR THE POSITION OF DONS

1 FUNCTIONS, DUTIES AND RESPONSIBILITIES

The functions, duties and responsibilities of Dons are outlined in Schedule "A" attached. However, the University may expand, reduce or amend these functions, duties and responsibilities from time to time.

2 HOURS OF WORK

A Don will, generally speaking, be available and may be called upon at any time, day or night, weekdays, weekends or statutory holidays, from the date students return to the University's residences in late summer until they leave the residences following the completion of exams in December, and from the date students return to the University's residences in early January until they leave the residences following the completion of final exams in April. Further, a Don may be called upon at other times of the year to attend meetings and/or discussions with the University. There are no fixed hours of work.

3 ABSENCES FROM RESIDENCE

The University recognizes that occasionally a Don may be absent from his or her residence. If such an absence is to be for a period of more than twenty-four (24) hours, or for a shorter period during which the Don should be in attendance because of special circumstances in the residence or on campus, and if there is no co-Don of that residence who will be in attendance, the Don will inform the Director of Student Life in advance of the absence.

4 BENEFITS

A Don receives no salary from the University for the work performed. However, the University shall make an unfurnished apartment available to the Don throughout the term of the employment, and access to dining services as noted in clause 6 of this contract. The apartment shall be supplied with a refrigerator and a stove. Heat, electricity, local telephone service and cable TV will be provided by the University. The apartment and dining services are taxable benefits, the fair market value of which will be reported to the Canada Revenue Agency (CRA). If more than one person is sharing the same Donship, the fair market value of these benefits will be divided among these persons in equal amounts and so reported to the CRA.

5 RESIDENCE ROOMS FOR GUESTS

During the months of May through August, the University will give reasonable consideration to a request from a Donship for the use of an annual maximum of twenty-one (21) bed-nights in residence, such rooms to be used for Don's guests who cannot be accommodated reasonably within the Don's apartment. If such a request is granted, the location of the rooms will be at the sole discretion of the University.

6 USE OF THE DINING HALLS

The University shall ensure that a Don is able to eat in the dining halls, during the period covered by the University's general student board plan. All Dons are required to eat a minimum of seven (7) meals per week in the dining halls, sitting with students from his or her residence. If the spouse of the Don is not a co-Don, and if requested by the Don by August 15th of each year, the University shall ensure the spouse is able to eat in the dining halls during the period covered by the University's general student board plan. If requested by the Don by August 15th of each year, the University shall also ensure the children of the Don who are either pre-school or attending public school are able to eat in the dining halls during the period covered by the University's general student board plan. For children who have not turned five (5) years of age before September 1st, no meal card or other documentation will be issued or required to access the dining halls for first term. For children who have not turned five (5) years of age before January 1st, no meal card or other documentation will be issued or required to access the dining halls for second term. Children who have turned five (5) years of age by the noted dates will require a meal card or other such documentation. All meal cards or other such documentation issued to the Don, the Don's spouse and/or the Don's children are taxable benefits as noted in clause 4.

7 ACADEMIC YEAR

For the purpose of these terms and conditions of employment, an academic year runs from July 1st through the following June 30th.

8 ENTERTAINMENT ALLOWANCE

The University shall provide a Donship with an entertainment allowance, based on the number of students living in the Don's residence, to be used solely for the purposes of entertaining students or for hosting meetings in the Don's residence. This allowance is initially set at five dollars (\$5.00) per student based on the permanent assignment to the Don's residence as of the Wednesday before Labour Day each year.

9 WEAR AND TEAR AND CLEANING ALLOWANCE

The University will provide a Donship with an allowance in respect of wear and tear to the Don's personal property, and cleaning expenses, which result from use of the Don's apartment for entertainment, for meetings, and for other employment-related purposes. This allowance is initially set at two hundred and fifty dollars (\$250.00).

10 PAYMENT OF ALLOWANCES

All amounts due a Don under clauses 8 and 9 above will be paid to the Don by the University on or before September 15th each academic year.

11 REVIEW OF ALLOWANCES

The amounts of each of the allowance provided for under clauses 8 and 9 shall be reviewed and revised by the University from time to time.

12 RETURN OF ALLOWANCES

Should a Don not complete an academic year for any reason, the Don shall return to the University the appropriate part of each of the allowances provided under clauses 8 and 9 above, calculated as if the allowances are for the periods September 1st through April 30th.

13 TELEPHONE SERVICES

The University shall provide and pay for the recurring charges and taxes on these recurring charges for single-extension local telephone service to the Don's apartment. The value of this service represents a taxable benefit and will be reported as such to the CRA. The phone number shall be a University number and shall be noted in any phone directories as a residence Don's phone. The Don shall provide the phone hardware, handset and connection cables and shall arrange and pay for any and all additional services desired by the Don over and above local telephone service, including but not restricted to long distance charges and taxes on these additional services.

14 PARKING

The University shall provide a Donship with one (1) private parking spot, the location of which will be at the sole discretion of the University.

15 TUITION FEE WAIVER

Should a Don decide to enroll in a credit course or credit courses provided by the University, the University will waive the tuition fee for up to one (1) full credit course per academic year per Donship. The Don must request such a waiver in writing to the University's Controller within one (1) week of registering for the course.

16 TERMINATION

The University may terminate a Don's employment as a Don for cause at any time without notice. The University may also terminate a Don's employment as a Don without cause with notice as provided in the next sentence. If a Don's employment is terminated in the months of August through March, two (2) weeks of notice will be given; otherwise eight (8) weeks of notice will be given. A Don who is terminated without notice shall vacate the University's apartment as soon as is reasonably possible. A Don who is terminated with notice will vacate the University's apartment as soon as is reasonably possible and in any event within six (6) weeks of the notice being given.

SCHEDULE "A"

Terms and conditions: position of Residence Don(s) at Mount Allison University.

Prime Functions

The prime functions of a Residence Don are to promote and uphold the aims and objectives of the University and the welfare of students in residence and in dining halls by providing supervision, guidance and support to those students while at the same time ensuring that University policies are observed.

Duties and Responsibilities

Residence Dons shall

- a) be responsible for the academic, social and physical well-being of their residence during the Fall and Winter terms,
- b) provide information, assistance, mentoring, and guidance to students, referring more serious problems to appropriate student services,
- c) supervise and direct residence assistants (RA) and assistant Don and meet regularly to discuss residence operations, problems, issues and programs,
- d) be familiar with the residents of the House making social rounds a portion of the weekly routine,
- e) attend training workshops and meet with the Director of Student Life and other staff to discuss topics of common interest and residence policies,
- f) attend all House, House Council, and House Judicial Committee meetings, acting as an advisor,
- g) encourage student participation in academic, social and athletic events to promote fellowship within the residence,
- h) be responsible for discipline and order within the residence, working through the RAs or directly with students,
- i) eat a minimum of seven (7) meals per week with students from the residence, raising the tenor of the dining halls and monitoring food services,
- j) serve as Residence Fire Marshall,
- k) report and monitor damages and/or maintenance problems to Facilities Management and maintain open communications with residence custodial team,
- l) interview candidates for Assistant Don/Monitor positions for the following year,
- m) attend the Dons' Orientation Session in late August,
- n) ensure that all appropriate forms are completed by the students upon entry/exit to/from residence, including room inventory check lists
- o) ensure residence key control including immediate reporting of missing pass and master keys, and
- p) A valid standard workplace first aid certification effective July 1/09 – July 30/10
- q) perform other related duties as may be assigned or required from time to time.