

General Offer of Services

The John Abbott College Faculty Association (JACFA) and John Abbott College of General and Vocational Education (the College) agree to the use of a General Offer of Services (GOS) at the College:

1. Postings:

As per clause 5-1.11 of the Collective Agreement, the parties agree that the College shall be deemed to have posted all job offerings for teaching loads in the Day Division, DEC courses, Nursing AECs in Continuing Education and Summer School for the required duration and to have included the normal requirements, as per clause 5-1.10. These teaching loads will be covered through the mechanisms included below in this agreement. Posts leading to tenure (*postes disponibles*) and full year replacement (*charges*) must still be submitted to the *Bureau de Placement*.

If, after applying the hiring mechanisms below, a teaching load has not been filled, the College shall then proceed with a regular job posting. Those job postings are not subject to this agreement, and teachers from the College may apply to those job postings, even if they have opted out of the GOS as per Paragraph 5 of this agreement.

2. Applications:

In accordance with this agreement, all teachers are deemed to have applied on the job postings in their discipline and for Social Science methods courses where applicable.

A tenured teacher in a discipline in which there is a MED and who wishes to apply on a job posting in another discipline must inform the College and JACFA of their intention.

3. Right of refusal:

A teacher may desist themselves from a teaching load without penalty until four (4) weeks before the start of the course. In that case, the teacher retains their hiring priority for future teaching loads in the semester or academic year.

If a teacher desists themselves from a teaching load less than four (4) weeks before the start of the course, the College will consider the teacher as having resigned.

4. Hiring mechanisms:

4.1 Teaching loads in the Day Division:

When teaching loads in the Day Division need to be filled in a discipline, Human Resources will email the Department Chair(s) the list of priority candidates, ranked by order of priority as per clause 5-4.17 a) (for posts leading to tenure) and clause 5-4.17 b) for other teaching loads. JACFA shall be copied on the email.

The Department will distribute the available teaching loads to teachers according to the priority rankings provided by Human Resources. Teachers will be informed of their teaching load by email.



Teachers who have been notified will have five (5) working days to decline the teaching load. This delay would be reduced to a 48-hour response time for replacements that occur during the semester. They may do so by email to their Department Chair(s) and Human Resources. If a teacher has not expressed their intention to decline a teaching load within the delay, then they are deemed to have accepted it as this is usually their principal employment.

The College will proceed to issue contracts to the teachers.

4.2 Teaching loads for DEC courses in Continuing Education:

When teaching loads for DEC & Nursing AEC courses in Continuing Education need to be filled, the Program Coordinator in Continuing Education will email the information to Human Resources and the Chair(s).

Human Resources will email the Department Chairs and the Program Coordinator in Continuing Education the list of priority candidates, ranked by order of priority as per clause 5-4.17 d). Human Resources will send a spreadsheet of courses to JACFA.

The Department will distribute the available teaching loads to teachers according to the priority rankings provided by Human Resources. Teachers will be informed of their teaching load by email. Human Resources and the Program Coordinator shall be copied on the email.

In the eventuality that there are still teaching loads available, but that there are no interested priority candidates, the Department will offer the teaching load to non-priority candidates (e.g. a teacher who has opted out or a full-time teacher) according to the Department's rules and guidelines. The full-time day division teacher will only be permitted to take one additional course per semester.

Teachers will have five (5) working days to accept or decline the teaching load. They may do so by email to their Department Chair(s) and the Program Coordinator. If a teacher has not expressed their intention to accept or decline a teaching load within the delay, then they are deemed to have declined it.

The College will proceed to issue contracts to the teachers.

4.3 Teaching loads in Summer School:

When teaching loads in Summer School need to be filled in a discipline, Human Resources will email the Department Chair(s) the list of priority candidates, ranked by order of priority as per clause 5-4.17 e). Human Resources will send a spreadsheet of summer courses to JACFA.

The Department Chair(s) will distribute the available teaching loads to teachers according to the priority rankings provided by Human Resources. Teachers will be informed of their teaching load by email with Human Resources in cc.

Handwritten signatures and initials in blue ink, including a large circular signature and several smaller initials.

In the eventuality that there are still teaching loads available, but that there are no interested priority candidates, the Department will offer the teaching load to non-priority candidates (e.g. a teacher who has opted out or a full-time teacher) according to the Department's rules and guidelines.

Teachers who have been notified will have five (5) working days to accept the teaching load. They may do so by email to their Department Chair(s) with Human Resources in cc. If a teacher has not expressed their intention to accept a teaching load within the delay, then they are deemed to have declined it.

The College will proceed to issue contracts to the teachers once the Registrar's Office has confirmed which courses are running and once the Chair/Coordinator has confirmed who will be teaching which course.

5. Opting out:

A teacher may decide to opt out of the General Offer of Services for any of the categories listed in Paragraph 4. They may do so by sending an email to Human Resources, with a copy to their Chair(s). The teacher will no longer have a hiring priority under this agreement in the subparagraph(s) chosen, until they signify their intention to exercise their hiring priority again. They may do so by sending an email to Human Resources, with a copy to their Chair(s) Program Coordinator in Continuing Education and to JACFA.

In order to opt back in to the GOS, a teacher would need to inform the College of their intention to do so by April 1st for the Fall semester, or November 1st for the Winter semester (including the Summer).

6. Duration of the Agreement:

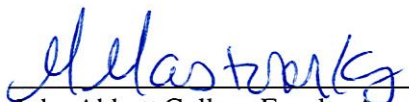
This agreement is valid for a trial period for the 2025-2026 academic year. The parties will discuss the possibility of its renewal and/or modifications to the agreement as required before the end of this period.

This agreement has been drawn up in English at the express wish of the parties/La présente a été rédigée en anglais à la demande expresse des parties.

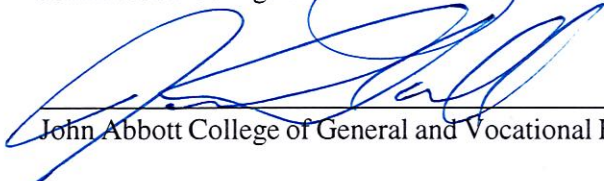
In witness whereof, the parties have signed this agreement at Sainte-Anne-de-Bellevue, Québec, on February 19, 2025.



John Abbott College of General and Vocational Education



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