

MEMORANDUM OF AGREEMENT

BETWEEN

Board of Governors of Acadia University

AND

Acadia University Faculty Association

Transition from Monthly to Biweekly Pay Cycle

WHEREAS Acadia University (hereinafter referred to as AU) and the Acadia University Faculty Association (hereinafter referred to as AUFA) recognize the need to transition Acadia's payroll system from Colleague to Dayforce for accurate payroll, benefits, and pension processes,

AND WHEREAS, AU provided Dayforce with a comprehensive list of payroll, benefits, and pension requirements currently at AU,

AND WHEREAS, AU has 3 different pay cycles: biweekly hourly (casual), biweekly salary (staff), and monthly (faculty),

AND WHEREAS, it is not uncommon for multiple employees to be paid on multiple pay cycles,

AND WHEREAS, Dayforce was aware of the 3 pay cycles, however, did not realize that multiple employees are paid on more than one of these pay cycles, which is not feasible to accommodate within Dayforce,

AND WHEREAS, Dayforce attempted a workaround which involved secondary job positions, but after reviewing the data collected, dependencies were identified that invalidated this approach.

AND WHEREAS, after a thorough analysis of all data and university-specific caveats it was ultimately confirmed that the only viable option was to assign employees to a single pay group.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:


1. Pay Cycle Change:


- AUFA members will switch from the monthly to the biweekly pay cycle to accommodate Dayforce's software requirements, allow for operational efficiency and align with payroll best practices.

- AU will implement this change without causing any financial disruption to AUFA members. No AUFA member will experience a financial disadvantage resulting from the change. If any member does, AU will take the necessary measures to ensure they are fully compensated. Pay periods for Part-time members and members with Contractually Limited Term (CLT) appointments shall not disadvantage the members.
- 2. **Effective Date:** The transition from a monthly to a biweekly pay cycle shall take effect on 1 September, 2025 and the first bi-weekly pay shall be on 18 September, 2025.
- 3. **Payroll Schedule:** Faculty members will receive compensation every two weeks, with specific pay dates communicated in advance. The Human Resources department shall provide a detailed schedule outlining pay periods for a full year (1 September, 2025 to 1 September, 2026) and corresponding pay dates by 30 June, 2025.
- 4. **Transition Plan:**
 - Faculty members shall be provided with detailed information on how the transition will impact their pay dates and deductions. This will include a breakdown of pay for Part-time members and members with CLT appointments.
 - AU shall conduct information sessions and provide written resources to ensure faculty understand the new payroll system. Information sessions will be recorded and made available to AUFA members.
- 5. **Deductions and Benefits:**
 - All applicable deductions, including taxes, pension, and benefits, will be adjusted accordingly to align with the biweekly payroll structure.
- 6. **Consultation and Feedback:**
 - AU agrees to maintain an open dialogue with faculty members and Association representatives regarding any concerns arising from the transition. Members will be entitled to one-on-one sessions to discuss concerns and ask questions.
 - A review, the details of which are to be agreed upon by the Parties, shall be conducted within three months of implementation to address any issues and make any permitted adjustments. Further reviews will be conducted at six months and twelve months. The results of these reviews will immediately be available to AUFA Members.

IN WITNESS WHEREOF, the undersigned, duly authorized representatives of AU and AUFA, hereby execute this Memorandum of Agreement on this __4rth__ day of __June__, 2025.

For Acadia University Board of Governors:

Erin Beaudin 
VP Finance and Administration &
CFO Date: June 4, 2025

Dr. Ashlee Cunsolo 
Provost and Vice- President Academic
Date: June 4, 2025

For Acadia University Faculty Association:

Anthony Pash
AUFA Representative
Date:

Paula Rockwell *Paula Rockwell*
AUFA Representative
Date: June 4, 2025