

## Memorandum of Understanding

Between

Renison University College (RUC)

and

Renison Association of Academic Staff (RAAS)

This Memorandum of Understanding (MOU) outlines the revised terms and conditions between RUC and RAAS concerning Members' access to a telecommunications application as noted in Article 11.8.b.

### Background:

All RAAS Members have access to the University of Waterloo's preferred telecommunications application, Skype for Business. Users can make voice communications through this application, which needs to be downloaded onto a smartphone or computer. The University of Waterloo charges Renison University College a monthly fee (currently \$8.00) for each Member's account. This fee provides each Member with a dedicated extension number to make and receive voice communications. We have found that many Members either do not use or do not require access to the telecommunications application. Recognizing the importance of fiscal prudence, Members will have the option to opt out of the telecommunications application, thus saving Renison University College the monthly per-user fee.

To this end, this MOU amends Article 11.8 as follows:

To further assist members with the performance of their individual duties and responsibilities, the Employer shall provide each Member with:

- a) Photocopier and library access;
- b) Internet ~~access and telecommunications application~~;
- c) A telecommunications application for making and receiving audio calls to and from outside telephone numbers. Members can opt out of the telecommunications application by completing a Renison IST Ticket under "Logins and Accounts, Skype for Business." If a member has opted out of the service, they may request that the service be reestablished by completing a Renison IST Ticket under "Logins and Accounts, Skype for Business" at least seven (7) business days in advance of the desired restart date. For clarity, Members can make audio or video calls using Microsoft Office Teams or Zoom to anybody who has a Microsoft Office Teams or Zoom account, internal or external to the University of Waterloo.
- d) Mail services and mailbox in a secure location.

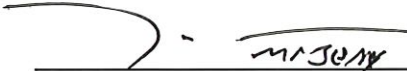
If a Member opts out of the telecommunications application, they will no longer have a phone extension, their phone extension will not be listed under the profile, and they will be unable to

reach 911 or Emergency Services Dispatch through the Skype for Business telecommunications application. If a Member opts out of the telecommunications application and a Member incurs telephone-related expenses (e.g., long-distance charges) directly related to the performance of teaching, research, and professional duties, the Member can seek reimbursement as a Faculty Professional Expense following Article 35. If a Member has a business card that lists an inactivated phone extension, the Member may want to order new business cards, which is an FPER-eligible expense (see Article 35.4). Additionally, Central Stores will not be able to identify the Member's office location at Renison University College for mail delivery. However, this point is inconsequential since all Central Stores items are delivered to the Renison mail room and distributed through internal processes.


This MOU outlines the agreement made between both parties regarding the option for Members to opt out of access to the University of Waterloo's preferred telecommunications application.

**Duration:**

This MOU is at-will and may be modified by mutual consent of authorized officials from RUC and RAAS. This MOU shall become effective upon signature by the authorized officials from RUC and RAAS and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from RUC and RAAS, this MOU shall end on April 30, 2026.

  
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The Rev. Dr. Marc Jerry  
President & Vice-Chancellor  
Renison University College

2025-01-21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Robert Case  
President  
Renison Association of Academic Staff

January 21, 2025  
\_\_\_\_\_  
Date

**RAAS Member Opt-out of the University of Waterloo’s Preferred Telecommunications Application**

Following a Memorandum of Understanding between Renison University College (RUC) and the Renison Association of Academic Staff (RAAS) dated January 21, 2025, I acknowledge that I can voluntarily opt out of accessing the University of Waterloo’s preferred telecommunications application. By doing this, I recognize that Renison University will not incur the monthly service fee associated with the application, which is currently \$8.00 per month.

I understand that I will no longer have access to a telecommunications application until I provide written notice indicating my desire to re-establish access to the University of Waterloo’s preferred telecommunications application. To reinstate access, I must submit a Renison IST Ticket under “Logins and Accounts, Skype for Business” at least seven (7) business days before the desired date. By opting out, I acknowledge that I will not have access to the following services:

- a) I will not have a telephone extension, and it will not be included in my Campus People Directory profile.
- b) I will not be able to call 911 (Emergency Services Dispatch) from the Skype for Business application downloaded to my smartphone or computer.
- c) If my telephone extension appears on my business card, I may choose to order new business cards, which is an eligible FPER expense.

Please submit this opt-out application to Dr. Kristiina Montero, Vice President Academic and Dean, and submit a “Cancel Skype for Business Extension” request at “Logins and Accounts, Skype for Business.”

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date