

The concept for a formal Memorandum of Agreement between the University of Waterloo Retirees' Association and the University of Waterloo was introduced to the UWRA Board in 2017. Research has been undertaken by reviewing other UW agreements, agreements at other Canadian universities, and focusing on our unique and evolving relationship to determine content. The purpose of the agreement is to outline the relationship between the UWRA and UW, recognition of the UWRA and Retirees' contributions, and to document commitments and privileges. The draft below was developed in 2018/19 under the guidance of the UWRA Board and working group with Karen Jack, University Secretary, and with input from relevant University administrative heads and legal services. It is our intention to have the MOA endorsed at the UWRA Annual General Meeting to be held on May 2020, followed by the official signing with the University later this year.

### **University of Waterloo Retirees' Association and University of Waterloo Memorandum of Agreement**

This agreement outlines the official relationship between the University of Waterloo Retirees' Association (UWRA), which is the official voice for University Retirees and the University of Waterloo, and the relevant responsibilities.

The Board of Directors of the UWRA functions under a constitution and by-laws. The Board includes a number of positions/roles and meets monthly from September to June. The monthly meetings include University representation.

For the purposes of this agreement, a Retiree is defined as a former employee of the University of Waterloo who terminated employment (resigned) for the purpose of retirement.

The University recognizes past and on-going contributions of Retirees to the University community including education, research, fundraising, funding contributions, and volunteering.

The University recognizes Retiree knowledge and experience that may be beneficial to community legacy activities, policy development, and events.

The UWRA Board represents Retirees or nominates Retirees to serve on University committees and working groups.

The University of Waterloo consults with the UWRA on matters related to pension, benefits, privileges, events, communications and fundraising activities which include Retirees. Specific areas for consultation and inclusion are:

- inclusion of Retirees at university events, volunteering opportunities, education opportunities
- liaising with Human Resources on the definition of Retirees for University policies
- potential participation on relevant University working groups, committees or events that may impact or interest Retirees, e.g., accessibility, pre-retirement information

The University of Waterloo recognizes the following commitments to the UWRA:

- support for communications including the designation of a contact person/facilitator to assist in the production and distribution of *WATtimes*
- identification of the UWRA in the index of University of Waterloo Offices and Services web site
- identification of a Retirees category on the Human Resources web site
- inclusion of UWRA information in retirement information distributed to new Retirees
- inclusion of Retiree access to a University of Waterloo email address (while within the @uwaterloo.ca domain) in the *Guidelines on Privileges for Retirees (Notes: 1] staff Retirees' userid will be at the discretion of the University; 2] services and privileges for professors emeriti are at the discretion of the appropriate department chair and Faculty dean as provided in the Senate-approved conditions relating to professors emeriti.)*
- access to meeting space on campus for UWRA events subject to availability
- access to parking for Retirees for UWRA events subject to availability
  - reduction of 25% of the normal rate for term permit parking for occasional personal use; lot assignment is subject to availability and at Parking Services' discretion
- Retiree representation on the following two University Committees
  - Pension and Benefits Committee (per the committee's terms of reference as amended by the Board of Governors from time to time)
  - Honorary Member of the University Committee

The UWRA recognizes the following commitment to the University of Waterloo:

- representation on the UWRA Board of Directors as the "University Fund Representative"

Retirees undertaking employment and/or research at the University are subject to relevant University of Waterloo Policies, Procedures and Guidelines.