

**SUBSIDIARY AGREEMENT #003**

**BETWEEN**

**THE GOVERNMENT OF  
THE PROVINCE OF ALBERTA**

**AND**

**THE ALBERTA UNION  
OF PROVINCIAL EMPLOYEES**

**REPRESENTING**

**CORRECTIONAL AND REGULATORY SERVICES**

**May 17, 2011**

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## **ARTICLE 1 - PREAMBLE**

- 1.01 This Agreement is subsidiary to the Master Agreement and the terms and conditions of the Master Agreement shall have the same force and effect in this Agreement as if they were included herein, except where specifically altered by this Agreement pursuant to Clause 3.01 of the Master Agreement.
- 1.02 In the event there is a conflict, other than an exception pursuant to Clause 3.01 of the Master Agreement, between this Agreement and the Master Agreement, the Master Agreement shall prevail.
- 1.03 The purpose of this Agreement is to set forth the specific terms and conditions of employment and rates of compensation for those classes assigned by the Parties to Schedule "A" and Schedule "A-1" of the Correctional and Regulatory Services subsidiary agreement.

## **ARTICLE 2 - EFFECTIVE DATE**

- 2.01 This Agreement shall be effective following the date of signing and shall remain in effect thereafter until a replacement Agreement is established under the Public Service Employee Relations Act. However, the regular rates of pay as outlined in Schedules "A", "A-1", "B" and "B-1" shall be effective from the dates set out in the Schedules.

## **ARTICLE 3 - PROBATIONARY PERIOD**

- 3.01 All positions in the classifications covered by this Agreement have a probationary period of twelve (12) months.
- 3.02 Hours worked in continuous and active wage employment, immediately preceding appointment to a permanent position, will be counted toward a maximum of one-half of the probationary period for the class. This is provided that the wage duties performed are comparable to the duties of the permanent position and there is approval of the Deputy Head. Such approval will not be unreasonably denied.

## **ARTICLE 4 - HOURS OF WORK**

- 4.01 Pursuant to Clauses 16.01 and 16.02 of the Master Agreement, the normal hours of work for Employees covered by this Agreement shall be:
- (a) thirty-six and one-quarter (36 1/4) hours per week, or the equivalent on a bi-weekly, monthly or annual basis, for the Correctional Service Worker series,
  - (b) thirty-eight and three-quarter (38 3/4) hours per week, or the equivalent on a bi-weekly, monthly or annual basis, for all other classes.

- 4.02 Pursuant to Clause 16.04 of the Master Agreement, Employees are entitled to a meal period without pay at approximately the mid-point of their work period. Employees shall take their meal breaks within the Correctional or Young Offenders Institution but away from their work station and without a specific work assignment during the unpaid meal break. Pursuant to Clause 3.01 of the Master Agreement, only those Employees who are directed by a supervisor to remain at or return to a station of employment during their meal period, due to a specific assignment, shall be compensated in accordance with Clause 16.05 of the Master Agreement. Where no operational difficulties will arise, a request from an Employee to leave the Institution for part of the meal period will be allowed on the approval of the Institution Director or his designate.
- 4.03 Pursuant to Clause 3.01 of the Master Agreement, Clause 4.02 above and Clause 16.05 of the Master Agreement shall not apply to Correctional Officers or Correctional Service Workers who are entitled to benefits under Article 9 of this subsidiary agreement.
- 4.04 Museum security staff shall take their meal breaks within the Museum but away from their work station and without a specific work assignment during the unpaid meal break. Where no operational difficulties will arise, a request from an Employee to leave the Museum for part of the meal period will be allowed on the approval of the duty supervisor.

#### **ARTICLE 5 - OVERTIME**

- 5.01 Except as modified by this or other Articles in this Agreement, Employees shall be compensated in accordance with Article 17 of the Master Agreement for authorized overtime work, including tactical squad exercise outside an Employee's regular hours of work.
- 5.02 Employees assigned to a Camp shall not be eligible for overtime compensation except when engaged in forest fire or pollution control operations. In lieu of overtime compensation, they shall be entitled to benefits pursuant to Article 9 of this Agreement.
- 5.03 Pursuant to Sub-clause 17.03(b) of the Master Agreement, Correctional Service Workers who are assigned to work other than in centres listed in Supplement I of the Master Agreement and who are authorized to work in excess of the normal weekly hours of work shall be compensated at one and one-half (1 1/2) times the Employee's regular salary for all overtime hours worked.
- 5.04 (a) Notwithstanding Clause 17.04 of the Master Agreement, the Employer shall bank as compensating time off (C.T.O.) all overtime earned pursuant to Clause 5.03 above and schedule it as time off.
- (b) With the approval of the Employer, a Correctional Service Worker may request at the beginning of each month for monetary compensation of all, or portion thereof, accrued compensating time off.
- (c) Pursuant to Clause 5.03 above, the Employing Department shall grant compensatory time off in lieu of authorized overtime hours during the same month or the month following the month in which the overtime hours were worked. Such time off will be scheduled by the Employing Department in accordance with operational requirements, and at a time which is mutually satisfactory to the Employee and Employer. Where compensatory time off with pay cannot be scheduled by the end of the month following the period in which the overtime was earned, the overtime will be paid out at one and one-half (1 1/2) times regular salary.

## **ARTICLE 6 - PROTECTIVE CLOTHING**

- 6.01 Uniforms or work clothing shall be supplied to Employees and replaced, as needed, where it is required by the Employing Department that such uniforms or work clothing be worn during working hours.
- 6.02 Protective clothing and safety equipment shall be supplied by the Employing Department as required by the Occupational Health and Safety Act.
- 6.03 An annual shoe allowance of seventy dollars (\$70.00) shall be provided to Employees who are required to wear a uniform when shoes or boots are not provided as part of the uniform.
- 6.04 All Employees covered by this Agreement who are required to wear a uniform shall be provided an annual cleaning allowance of one hundred dollars (\$100.00).

## **ARTICLE 7 - MEDICAL EXAMINATIONS**

- 7.01 Where the Employing Department requires an Employee to undergo compulsory medical examinations, the cost of such examination shall be paid by the Employing Department. This Article does not apply to proof of illness as required under Article 33 of the Master Agreement.

## **ARTICLE 8 - COURT TIME**

- 8.01 When an Employee is subpoenaed or summoned to appear in Court in his official capacity to give evidence or to produce government records, outside of his regular duty hours, he shall be eligible for compensation as set out below.
- 8.02 Where such attendance in Court is required immediately preceding commencement of his normal work shift or immediately following completion of his normal work shift, all hours spent in Court in such official capacity shall be compensated at overtime rates of pay for the hours worked outside of his normal shift, in accordance with Article 17 of the Master Agreement between the Province of Alberta and the Alberta Union of Provincial Employees.
- 8.03 Where such attendance in Court is required in the forenoon or afternoon of a normal working day in which the affected Employee's regular work shift ends between the hours of 4:00 p.m. and 8:00 a.m., he shall be compensated for all hours spent in Court in his official capacity, outside of his normal shift at premium overtime salary rates exclusive of all salary modifiers in accordance with Article 17 of the said Master Agreement, but with a minimum payment of two (2) hours at the premium overtime rate.
- 8.04 Where such attendance in Court is required on an Employee's regularly scheduled day of rest, he shall be compensated at premium overtime salary rates exclusive of all salary modifiers in accordance with Article 17 of the said Master Agreement, for all hours spent in Court in his official capacity, but with a minimum payment of two (2) hours at the premium overtime rate.
- 8.05 Any fees received by an Employee in respect to his appearance in Court shall be paid to the Employing Department.

- 8.06 When a Correctional Service Worker, excluding those designated as Living Unit Officers, or assigned to work in shifts, is required to attend Court in his official capacity on a regularly scheduled day of rest, time spent in Court shall be compensated as follows:
- (a) If the Court time is scheduled in advance, time spent at Court proceedings shall be recognized, at hour for hour towards the normal weekly hours of work, however, if such time is less than two (2) hours, he shall be credited with a minimum of two (2) hours towards the normal weekly hours of work.
  - (b) If the Court time is not scheduled in advance, then time spent in Court shall be compensated in accordance with Article 19 of the Master Agreement.

### **ARTICLE 9 - CAMP STAFF ALLOWANCE**

- 9.01 A Correctional Officer or Correctional Service Worker required to report to Camp for a regular or relief assignment on a day in which the Employee has completed a full work day, or part thereof, at his normal location, shall be eligible for overtime compensation pursuant to Sub-clause 17.03(a) of the Master Agreement, for all hours in excess of seven and three-quarters (7 3/4) or seven and one-quarter (7 1/4) hours (as appropriate for their Class) spent at work and/or travel.
- 9.02
- (a) A Correctional Officer or Correctional Service Worker reporting for work and working in Camp on a regularly scheduled day of rest shall be eligible for overtime compensation pursuant to Sub-clause 17.03(a) of the Master Agreement for all hours worked up to a maximum daily total of seven and three-quarters (7 3/4) or seven and one-quarter (7 1/4) hours (as appropriate for their Class).
  - (b) Work performed on the second and subsequent days of rest during that Employee's rest period shall be considered to be normal Camp hours with all the entitlements thereto, but without the payment of overtime. However, the second and subsequent day(s) of rest in that rest period shall be rescheduled subject to any adjustments as may be required to satisfy the annual hours requirement.
- 9.03
- (a) A Correctional Officer or Correctional Service Worker assigned to Camp on a regular or relief basis shall be eligible to receive, in lieu of compensation under Clauses 4.02 and 5.01 of this Agreement, a daily allowance of thirty dollars (\$30.00) for each day assigned to Camp, plus one (1) compensating day off with pay for each fifteen (15) days worked in Camp. Employees who work a different shift cycle (eg. ten (10) days worked and four (4) days off, or, seven (7) days worked and three (3) days off), shall be eligible for time off on a pro-rata basis.
  - (b) The Camp allowance shall not apply to any Employee entitled to overtime compensation provided in Clauses 9.01 and 9.02(a) and 9.02(b) above.
  - (c) The provisions of Sub-clause 9.03(a) above shall apply on a pro-rata basis to Correctional Officers or Correctional Service Workers assigned to Camp on a daily relief basis and who do not work a full Camp work cycle.

**SCHEDULE "A"**  
**ASSIGNMENT OF CLASSES TO PAY GRADES IN SCHEDULE "B"**  
**EFFECTIVE SEPTEMBER 1, 2010**

<u>Class No.</u>	<u>Class Title</u>	<u>Pay Grade</u>
032CR	Correctional Peace Officer 1	54
034CR	Correctional Peace Officer 2	59
036CR	Correctional Peace Officer 3	63
032SH	Sheriff, Security and Transport 1	51
034SH	Sheriff, Security and Transport 2	57
035SH	Sheriff, Security and Transport 3	61
036SH	Sheriff, Security and Transport 4	67

**SCHEDULE "A-1"**  
**ASSIGNMENT OF CLASSES TO PAY GRADES IN SCHEDULE "B-1"**  
**EFFECTIVE SEPTEMBER 1, 2010**

<u>Class No.</u>	<u>Class Title</u>	<u>Pay Grade</u>
036CS	Correctional Service Worker 1	62
036WC	Correctional Service Worker 2	66
038CS	Correctional Service Worker 3	70

**SCHEDULE "B"**  
**CORRECTIONAL AND REGULATORY SERVICES - SALARY GRID (38 ¾ HOUR)\***  
**EFFECTIVE SEPTEMBER 1, 2010**

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
39	1,367.82 17.64	1,417.94 18.29	1,468.97 18.95	1,524.14 19.66	1,582.53 20.41	1,640.00 21.16
40	1,392.65 17.96	1,443.68 18.62	1,496.10 19.30	1,551.27 20.01	1,612.42 20.80	1,672.19 21.57
41	1,417.94 18.29	1,468.97 18.95	1,524.14 19.66	1,582.53 20.41	1,640.00 21.16	1,702.07 21.96
42	1,443.68 18.62	1,496.10 19.30	1,551.27 20.01	1,612.42 20.80	1,672.19 21.57	1,734.72 22.38
43	1,468.97 18.95	1,524.14 19.66	1,582.53 20.41	1,640.00 21.16	1,702.07 21.96	1,768.74 22.82
44	1,496.10 19.30	1,551.27 20.01	1,612.42 20.80	1,672.19 21.57	1,734.72 22.38	1,803.68 23.27
45	1,524.14 19.66	1,582.53 20.41	1,640.00 21.16	1,702.07 21.96	1,768.74 22.82	1,835.87 23.68
46	1,551.27 20.01	1,612.42 20.80	1,672.19 21.57	1,734.72 22.38	1,803.68 23.27	1,872.65 24.16
47	1,582.53 20.41	1,640.00 21.16	1,702.07 21.96	1,768.74 22.82	1,835.87 23.68	1,906.67 24.60
48	1,612.42 20.80	1,672.19 21.57	1,734.72 22.38	1,803.68 23.27	1,872.65 24.16	1,946.67 25.11
49	1,640.00 21.16	1,702.07 21.96	1,768.74 22.82	1,835.87 23.68	1,906.67 24.60	1,987.13 25.64
50	1,672.19 21.57	1,734.72 22.38	1,803.68 23.27	1,872.65 24.16	1,946.67 25.11	2,030.35 26.19
51	1,702.07 21.96	1,768.74 22.82	1,835.87 23.68	1,906.67 24.60	1,987.13 25.64	2,076.79 26.79
52	1,734.72 22.38	1,803.68 23.27	1,872.65 24.16	1,946.67 25.11	2,030.35 26.19	2,115.87 27.30
53	1,768.74 22.82	1,835.87 23.68	1,906.67 24.60	1,987.13 25.64	2,076.79 26.79	2,162.76 27.90
54	1,803.68 23.27	1,872.65 24.16	1,946.67 25.11	2,030.35 26.19	2,115.87 27.30	2,211.96 28.54
55	1,835.87 23.68	1,906.67 24.60	1,987.13 25.64	2,076.79 26.79	2,162.76 27.90	2,258.86 29.14
56	1,872.65 24.16	1,946.67 25.11	2,030.35 26.19	2,115.87 27.30	2,211.96 28.54	2,312.65 29.84
57	1,906.67 24.60	1,987.13 25.64	2,076.79 26.79	2,162.76 27.90	2,258.86 29.14	2,357.25 30.41
58	1,946.67 25.11	2,030.35 26.19	2,115.87 27.30	2,211.96 28.54	2,312.65 29.84	2,412.42 31.12
59	1,987.13 25.64	2,076.79 26.79	2,162.76 27.90	2,258.86 29.14	2,357.25 30.41	2,461.15 31.75
60	2,030.35 26.19	2,115.87 27.30	2,211.96 28.54	2,312.65 29.84	2,412.42 31.12	2,517.71 32.48

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
61	2,076.79 26.79	2,162.76 27.90	2,258.86 29.14	2,357.25 30.41	2,461.15 31.75	2,574.26 33.21
62	2,115.87 27.30	2,211.96 28.54	2,312.65 29.84	2,412.42 31.12	2,517.71 32.48	2,628.97 33.92
63	2,162.76 27.90	2,258.86 29.14	2,357.25 30.41	2,461.15 31.75	2,574.26 33.21	2,686.44 34.66
64	2,211.96 28.54	2,312.65 29.84	2,412.42 31.12	2,517.71 32.48	2,628.97 33.92	2,747.13 35.44
65	2,258.86 29.14	2,357.25 30.41	2,461.15 31.75	2,574.26 33.21	2,686.44 34.66	2,804.14 36.18
66	2,312.65 29.84	2,412.42 31.12	2,517.71 32.48	2,628.97 33.92	2,747.13 35.44	2,871.27 37.04
67	2,357.25 30.41	2,461.15 31.75	2,574.26 33.21	2,686.44 34.66	2,804.14 36.18	2,927.82 37.77
68	2,412.42 31.12	2,517.71 32.48	2,628.97 33.92	2,747.13 35.44	2,871.27 37.04	3,001.38 38.72
69	2,461.15 31.75	2,574.26 33.21	2,686.44 34.66	2,804.14 36.18	2,927.82 37.77	3,056.10 39.43

\* Hourly rates (to 2 decimal places) shown for information purposes only

**SCHEDULE "B-1"**  
**CORRECTIONAL SERVICES WORKERS SALARY GRID (36 ¼ HOUR)\***  
**EFFECTIVE SEPTEMBER 1, 2010**

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
54	1,724.14 23.78	1,793.11 24.73	1,861.61 25.67	1,932.88 26.66	2,013.34 27.77	2,097.48 28.93	2,191.73 30.23
55	1,755.87 24.21	1,824.37 25.16	1,893.80 26.12	1,970.58 27.18	2,055.64 28.35	2,143.45 29.56	2,238.63 30.87
56	1,793.11 24.73	1,861.61 25.67	1,932.88 26.66	2,013.34 27.77	2,097.48 28.93	2,191.73 30.23	2,290.12 31.58
57	1,824.37 25.16	1,893.80 26.12	1,970.58 27.18	2,055.64 28.35	2,143.45 29.56	2,238.63 30.87	2,337.02 32.23
58	1,861.61 25.67	1,932.88 26.66	2,013.34 27.77	2,097.48 28.93	2,191.73 30.23	2,290.12 31.58	2,387.13 32.92
59	1,893.80 26.12	1,970.58 27.18	2,055.64 28.35	2,143.45 29.56	2,238.63 30.87	2,337.02 32.23	2,439.09 33.64
60	1,932.88 26.66	2,013.34 27.77	2,097.48 28.93	2,191.73 30.23	2,290.12 31.58	2,387.13 32.92	2,490.12 34.34
61	1,970.58 27.18	2,055.64 28.35	2,143.45 29.56	2,238.63 30.87	2,337.02 32.23	2,439.09 33.64	2,543.91 35.08
62	2,013.34 27.77	2,097.48 28.93	2,191.73 30.23	2,290.12 31.58	2,387.13 32.92	2,490.12 34.34	2,602.30 35.89
63	2,055.64 28.35	2,143.45 29.56	2,238.63 30.87	2,337.02 32.23	2,439.09 33.64	2,543.91 35.08	2,652.88 36.59
64	2,097.48 28.93	2,191.73 30.23	2,290.12 31.58	2,387.13 32.92	2,490.12 34.34	2,602.30 35.89	2,715.87 37.46
65	2,143.45 29.56	2,238.63 30.87	2,337.02 32.23	2,439.09 33.64	2,543.91 35.08	2,652.88 36.59	2,769.66 38.20
66	2,191.73 30.23	2,290.12 31.58	2,387.13 32.92	2,490.12 34.34	2,602.30 35.89	2,715.87 37.46	2,834.03 39.09
67	2,238.63 30.87	2,337.02 32.23	2,439.09 33.64	2,543.91 35.08	2,652.88 36.59	2,769.66 38.20	2,900.23 40.00
68	2,290.12 31.58	2,387.13 32.92	2,490.12 34.34	2,602.30 35.89	2,715.87 37.46	2,834.03 39.09	2,966.90 40.92
69	2,337.02 32.23	2,439.09 33.64	2,543.91 35.08	2,652.88 36.59	2,769.66 38.20	2,900.23 40.00	3,036.33 41.88
70	2,387.13 32.92	2,490.12 34.34	2,602.30 35.89	2,715.87 37.46	2,834.03 39.09	2,966.90 40.92	3,106.67 42.85
71	2,439.09 33.64	2,543.91 35.08	2,652.88 36.59	2,769.66 38.20	2,900.23 40.00	3,036.33 41.88	3,179.78 43.85
72	2,490.12 34.34	2,602.30 35.89	2,715.87 37.46	2,834.03 39.09	2,966.90 40.92	3,106.67 42.85	3,251.96 44.85

\* Hourly rates (to 2 decimal places) shown for information purposes only

**SCHEDULE "B"**  
**CORRECTIONAL AND REGULATORY SERVICES - SALARY GRID (38 ¾ HOUR)\***  
**EFFECTIVE APRIL 1, 2012**

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
39	1,422.53 18.35	1,474.66 19.02	1,527.73 19.71	1,585.11 20.45	1,645.83 21.23	1,705.60 22.00
40	1,448.36 18.68	1,501.43 19.37	1,555.94 20.07	1,613.32 20.81	1,676.92 21.63	1,739.08 22.43
41	1,474.66 19.02	1,527.73 19.71	1,585.11 20.45	1,645.83 21.23	1,705.60 22.00	1,770.15 22.84
42	1,501.43 19.37	1,555.94 20.07	1,613.32 20.81	1,676.92 21.63	1,739.08 22.43	1,804.11 23.27
43	1,527.73 19.71	1,585.11 20.45	1,645.83 21.23	1,705.60 22.00	1,770.15 22.84	1,839.49 23.73
44	1,555.94 20.07	1,613.32 20.81	1,676.92 21.63	1,739.08 22.43	1,804.11 23.27	1,875.83 24.20
45	1,585.11 20.45	1,645.83 21.23	1,705.60 22.00	1,770.15 22.84	1,839.49 23.73	1,909.30 24.63
46	1,613.32 20.81	1,676.92 21.63	1,739.08 22.43	1,804.11 23.27	1,875.83 24.20	1,947.56 25.12
47	1,645.83 21.23	1,705.60 22.00	1,770.15 22.84	1,839.49 23.73	1,909.30 24.63	1,982.94 25.58
48	1,676.92 21.63	1,739.08 22.43	1,804.11 23.27	1,875.83 24.20	1,947.56 25.12	2,024.54 26.12
49	1,705.60 22.00	1,770.15 22.84	1,839.49 23.73	1,909.30 24.63	1,982.94 25.58	2,066.62 26.66
50	1,739.08 22.43	1,804.11 23.27	1,875.83 24.20	1,947.56 25.12	2,024.54 26.12	2,111.56 27.24
51	1,770.15 22.84	1,839.49 23.73	1,909.30 24.63	1,982.94 25.58	2,066.62 26.66	2,159.86 27.86
52	1,804.11 23.27	1,875.83 24.20	1,947.56 25.12	2,024.54 26.12	2,111.56 27.24	2,200.50 28.39
53	1,839.49 23.73	1,909.30 24.63	1,982.94 25.58	2,066.62 26.66	2,159.86 27.86	2,249.27 29.02
54	1,875.83 24.20	1,947.56 25.12	2,024.54 26.12	2,111.56 27.24	2,200.50 28.39	2,300.44 29.68
55	1,909.30 24.63	1,982.94 25.58	2,066.62 26.66	2,159.86 27.86	2,249.27 29.02	2,349.21 30.31
56	1,947.56 25.12	2,024.54 26.12	2,111.56 27.24	2,200.50 28.39	2,300.44 29.68	2,405.16 31.03
57	1,982.94 25.58	2,066.62 26.66	2,159.86 27.86	2,249.27 29.02	2,349.21 30.31	2,451.54 31.63
58	2,024.54 26.12	2,111.56 27.24	2,200.50 28.39	2,300.44 29.68	2,405.16 31.03	2,508.92 32.37
59	2,066.62 26.66	2,159.86 27.86	2,249.27 29.02	2,349.21 30.31	2,451.54 31.63	2,559.60 33.02
60	2,111.56 27.24	2,200.50 28.39	2,300.44 29.68	2,405.16 31.03	2,508.92 32.37	2,618.42 33.78

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
61	2,159.86 27.86	2,249.27 29.02	2,349.21 30.31	2,451.54 31.63	2,559.60 33.02	2,677.23 34.54
62	2,200.50 28.39	2,300.44 29.68	2,405.16 31.03	2,508.92 32.37	2,618.42 33.78	2,734.13 35.27
63	2,249.27 29.02	2,349.21 30.31	2,451.54 31.63	2,559.60 33.02	2,677.23 34.54	2,793.90 36.05
64	2,300.44 29.68	2,405.16 31.03	2,508.92 32.37	2,618.42 33.78	2,734.13 35.27	2,857.02 36.86
65	2,349.21 30.31	2,451.54 31.63	2,559.60 33.02	2,677.23 34.54	2,793.90 36.05	2,916.31 37.62
66	2,405.16 31.03	2,508.92 32.37	2,618.42 33.78	2,734.13 35.27	2,857.02 36.86	2,986.12 38.53
67	2,451.54 31.63	2,559.60 33.02	2,677.23 34.54	2,793.90 36.05	2,916.31 37.62	3,044.93 39.28
68	2,508.92 32.37	2,618.42 33.78	2,734.13 35.27	2,857.02 36.86	2,986.12 38.53	3,121.44 40.27
69	2,559.60 33.02	2,677.23 34.54	2,793.90 36.05	2,916.31 37.62	3,044.93 39.28	3,178.34 41.01

\* Hourly rates (to 2 decimal places) shown for information purposes only

**SCHEDULE "B-1"**  
**CORRECTIONAL SERVICES WORKERS SALARY GRID (36 ¼ HOUR)\***  
**EFFECTIVE APRIL 1, 2012**

**Bi-weekly Salary Periods**

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
54	1,793.11 24.73	1,864.83 25.72	1,936.07 26.70	2,010.20 27.72	2,093.87 28.88	2,181.38 30.08	2,279.40 31.44
55	1,826.10 25.18	1,897.34 26.17	1,969.55 27.16	2,049.40 28.26	2,137.87 29.48	2,229.19 30.74	2,328.18 32.11
56	1,864.83 25.72	1,936.07 26.70	2,010.20 27.72	2,093.87 28.88	2,181.38 30.08	2,279.40 31.44	2,381.72 32.85
57	1,897.34 26.17	1,969.55 27.16	2,049.40 28.26	2,137.87 29.48	2,229.19 30.74	2,328.18 32.11	2,430.50 33.52
58	1,936.07 26.70	2,010.20 27.72	2,093.87 28.88	2,181.38 30.08	2,279.40 31.44	2,381.72 32.85	2,482.62 34.24
59	1,969.55 27.16	2,049.40 28.26	2,137.87 29.48	2,229.19 30.74	2,328.18 32.11	2,430.50 33.52	2,536.65 34.98
60	2,010.20 27.72	2,093.87 28.88	2,181.38 30.08	2,279.40 31.44	2,381.72 32.85	2,482.62 34.24	2,589.72 35.72
61	2,049.40 28.26	2,137.87 29.48	2,229.19 30.74	2,328.18 32.11	2,430.50 33.52	2,536.65 34.98	2,645.67 36.49
62	2,093.87 28.88	2,181.38 30.08	2,279.40 31.44	2,381.72 32.85	2,482.62 34.24	2,589.72 35.72	2,706.39 37.32
63	2,137.87 29.48	2,229.19 30.74	2,328.18 32.11	2,430.50 33.52	2,536.65 34.98	2,645.67 36.49	2,759.00 38.05
64	2,181.38 30.08	2,279.40 31.44	2,381.72 32.85	2,482.62 34.24	2,589.72 35.72	2,706.39 37.32	2,824.50 38.95
65	2,229.19 30.74	2,328.18 32.11	2,430.50 33.52	2,536.65 34.98	2,645.67 36.49	2,759.00 38.05	2,880.45 39.73
66	2,279.40 31.44	2,381.72 32.85	2,482.62 34.24	2,589.72 35.72	2,706.39 37.32	2,824.50 38.95	2,947.39 40.65
67	2,328.18 32.11	2,430.50 33.52	2,536.65 34.98	2,645.67 36.49	2,759.00 38.05	2,880.45 39.73	3,016.24 41.60
68	2,381.72 32.85	2,482.62 34.24	2,589.72 35.72	2,706.39 37.32	2,824.50 38.95	2,947.39 40.65	3,085.58 42.55
69	2,430.50 33.52	2,536.65 34.98	2,645.67 36.49	2,759.00 38.05	2,880.45 39.73	3,016.24 41.60	3,157.78 43.55
70	2,482.62 34.24	2,589.72 35.72	2,706.39 37.32	2,824.50 38.95	2,947.39 40.65	3,085.58 42.55	3,230.94 44.56
71	2,536.65 34.98	2,645.67 36.49	2,759.00 38.05	2,880.45 39.73	3,016.24 41.60	3,157.78 43.55	3,306.97 45.61
72	2,589.72 35.72	2,706.39 37.32	2,824.50 38.95	2,947.39 40.65	3,085.58 42.55	3,230.94 44.56	3,382.04 46.64

\* Hourly rates (to 2 decimal places) shown for information purposes only

## LETTER OF UNDERSTANDING - 6 / 3 SHIFT ROTATION

Pursuant to Clause 2.01(b) of the Master Agreement, the parties agree to administer the Collective Agreement to allow for the operation of a shift rotation of 6 days on followed by 3 days off as follows:

Correctional Peace Officers working the 6 & 3 rotation are expected to work the same number of hours over a balancing period as employees who work a 5 & 2 schedule of 38 3/4 hours per week.  
Correctional Service Workers working the 6 & 3 rotation are expected to work the same number of hours over a balancing period as other Correctional Service Workers who work a 5 & 2 schedule of 36 1/4 hours per week.

The existing shift schedule will be deemed to satisfy the annual hours of work requirement and will not be treated as overtime.

All existing practices with respect to the 6 & 3 shift rotation will remain the same.

This agreement only applies to employees of the Department of Solicitor General and Public Security Corrections Division who are assigned to a 6/3 shift rotation.

This Letter of Understanding may be cancelled by either party at any time by 120 day written Notice.

Dated this 17<sup>th</sup> day of May, 2011

### ORIGINAL SIGNED BY

\_\_\_\_\_  
DALE SILVER  
Public Service Commissioner

### ORIGINAL SIGNED BY

\_\_\_\_\_  
GUY SMITH  
President, Alberta Union of  
Provincial Employees

## LETTER OF UNDERSTANDING - WAGE EMPLOYEES

WHEREAS it is the desire of the parties to maintain proper employment status of wage employees working for the Department of Solicitor General and Public Security Corrections Division;

Therefore, the parties agree to the following:

1. Every six (6) months a Joint Committee, comprised of three (3) representatives for the A.U.P.E. and three (3) representatives for the Department, shall meet and review the employment status of Subsidiary 003 members working at Adult and Young Offenders Centres and Community Corrections Centres.
2. The Employer shall provide the joint committee with staffing information and should the joint committee find that staff employed on wages do not have their proper employment status, they shall be appointed to a permanent position within three (3) months of such finding.
3. These terms have application only for the Department of Solicitor General and Public Security, Corrections Division.

Dated this 17<sup>th</sup> day of May, 2011

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
DALE SILVER  
Public Service Commissioner

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
GUY SMITH  
President, Alberta Union of  
Provincial Employees

**LETTER OF UNDERSTANDING - 12-HOUR SHIFT ROTATION  
MEDICINE HAT REMAND CENTRE**

Between the Government of the Province of Alberta and the Alberta Union of Provincial Employees Representing Correctional and Regulatory Services

Pursuant to Clause 2.01(b) of the Master Agreement, the parties agree to administer the Collective Agreement to allow for the operation of a 12-hour shift rotation.

Correctional Peace Officers working the 12-hour shift rotation are expected to work the same number of hours over a balancing period as employees who work a 5/2 schedule of 38-3/4 hours per week.

The 12-hour shift schedule will be deemed to satisfy the annual hours of work requirement and will not be treated as overtime.

Employees working 12 hours per day pursuant to 4.02 shall have all benefits and entitlements calculated so as to ensure no loss or gain in employee entitlements. The Articles listed below will be administered in the following manner:

Articles 4.03(a), 4.04, 14, 23, 31, 32, 33A, 36, 37 and 38 of the Master Agreement shall be administered so as to provide the same number of hours of total entitlement as would be provided to an employee who normally works a 7.75-hour shift.

This agreement only applies to Correctional Peace Officers of the Department of Solicitor General and Public Security, Correctional Services Division, at the Medicine Hat Remand Centre who are assigned to the 12-hour shift rotation.

The time limits listed in Supplement III of the Master Agreement and the Letter of Understanding for the 6/3 shifts in Subsidiary 3 will be waived in order to implement this 12-hour schedule and for ongoing modifications to this shift schedule.

Either party may terminate this Letter of Understanding within 120-calendar day's written notice to the other party.

This Letter of Understanding will be effective from May 17, 2011 and will remain in effect for the term of the Collective Agreement pursuant to Article 47 of the Master Agreement.

Dated this 17<sup>th</sup> day of May, 2011

**ORIGINAL SIGNED BY**

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
DALE SILVER  
Public Service Commissioner

\_\_\_\_\_  
GUY SMITH  
President, Alberta Union of  
Provincial Employees

**LETTER OF UNDERSTANDING - 9.25-HOUR SHIFT ROTATION  
TRAFFIC ENFORCEMENT DIVISION, SPECIAL INVESTIGATION  
SERVICES UNIT AND THE WARRANT APPREHENSION TEAM**

Pursuant to Clause 2.01 (b) of the Master Agreement, the parties agree to administer the Collective Agreement to allow for the operation of a 9.25-hour shift rotation.

Traffic Enforcement Officers, the Special Investigations Services Unit Officers and the Warrant Apprehension Team working the 9.25-hour shift rotation are expected to work the same number of hours over a balancing period as employees who work a 5/2 schedule of 38-3/4 hours per week.

The 9.25-hour shift schedule will be deemed to satisfy the annual hours of work requirement and will not be treated as overtime.

Employees working 9.25 hours per day pursuant to 4.02 shall have all benefits and entitlements calculated so as to ensure no loss or gain in employee entitlements. The Articles listed below will be administered in the following manner:

Articles 4.03(a), 4.04, 14, 23, 31, 32, 33A, 36, 37 and 38 of the Master Agreement shall be administered so as to provide the same number of hours of total entitlement as would be provided to an employee who normally works a 7.75 hour shift.

This agreement only applies to Traffic Enforcement Officers, the Special Investigations Services Unit Officers and the Warrant Apprehension Team of the Department of Solicitor General and Public Security, Public Security Division, who are assigned to the 9.25-hour shift rotation.

Dated this 17<sup>th</sup> day of May, 2011

**ORIGINAL SIGNED BY**

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
DALE SILVER  
Public Service Commissioner

\_\_\_\_\_  
GUY SMITH  
President, Alberta Union of  
Provincial Employees

## **LETTER OF UNDERSTANDING - EMPLOYEE RELATIONS COMMITTEE**

The Parties agree to establish a Joint Employee Relations Committee to discuss matters of mutual interest related to Employees covered by Subsidiary Agreement #003 Commercial Vehicle Enforcement Branch.

The sole purpose of the discussions is to foster a mutual understanding of the perspective of both parties on matters of mutual interest.

The Committee shall be comprised of equal representation of the Parties and shall be co-chaired.

The Committee shall meet a minimum of two (2) times a year. Salary and expenses pertaining to the operation of the Committee shall be borne by the Employer.

Any recommendations for changes must be approved by the majority of the members of the Committee and if accepted by both the Employer and the Union may be implemented by mutual agreement. The Parties acknowledge that action with respect to issues addressed are neither mandatory nor necessarily expected.

The Parties agree that this Committee will be established only in the event that agenda items as outlined in the Terms of Reference are identified and brought forward to the Employer.

Dated this 17<sup>th</sup> day of May, 2011

### **ORIGINAL SIGNED BY**

\_\_\_\_\_  
DALE SILVER  
Public Service Commissioner

### **ORIGINAL SIGNED BY**

\_\_\_\_\_  
GUY SMITH  
President, Alberta Union of  
Provincial Employees

# **EMPLOYEE RELATIONS COMMITTEE – COMMERCIAL VEHICLE ENFORCEMENT BRANCH**

## **SUBSIDIARY #003 TERMS OF REFERENCE**

### **1.0 PREAMBLE**

- 1.1 The Parties agree to establish a joint Employee Relations Committee to discuss matters of mutual interest related to Employees covered by the Commercial Vehicle Enforcement Branch, Subsidiary #003. The sole purpose of the discussions is to foster a mutual understanding of the perspective of both parties on matters of mutual interest.
- 1.2 The Committee shall be comprised of equal representation of the Parties and shall be co-chaired. The Committee shall meet a minimum of two (2) times a year. Salary and expenses pertaining to the operation of the Committee shall be borne by the respective Parties.
- 1.3 Any recommendations for changes must be approved by the majority of the members of the Committee and if accepted by both the Employer and the Union may be implemented by mutual agreement. The Parties acknowledge that action with respect to issues addressed are neither mandatory nor necessarily expected.

### **2.0 NAME OF COMMITTEES**

- 2.1 The name of the Committee shall be: "Employee Relations Committee".

### **3.0 OBJECTIVE(S)**

- 3.1 To promote and maintain effective communications in the areas of:
  - (a) working conditions;
  - (b) policies and procedures;
  - (c) staff development;
  - (d) suggestions for improved efficiency;
  - (e) information exchange relative to proposed operational changes;
  - (f) other matters as agreed to mutually by the Committee; and
  - (g) class series.
- 3.2 It is agreed that the Committee will not deal with:
  - (i) issues for which there exist avenues for discussion or resolution which have not been explored,
  - (ii) pending or potential grievances,
  - (iii) terms and conditions of the Master Agreement.

#### **4.0 MEMBERSHIP**

- 4.1 The Committee shall be composed of equal representatives from Subsidiary #003 and Management.
- 4.2 Employee representatives will be members of the A.U.P.E. Subsidiary #003 employed by the Government of the Province of Alberta.
- 4.3 Employee representatives will be chosen by A.U.P.E. Subsidiary #003.
- 4.4 The Employee Co-Chairperson shall be appointed from and elected by the Employee representatives of the Committee. The Management Co-Chairperson will be appointed by the Public Service Commissioner.
- 4.5 Participation by Departments in providing Management representatives shall be voluntary.
- 4.6 Ideally the Co-Chairperson will serve for a period of at least one year.

#### **5.0 GENERAL**

- 5.1 All members of the Committee will have equal authority to advise, recommend and vote.
- 5.2 The two Co-Chairpersons will alternate in chairing the meetings.
- 5.3 A recording secretary will be provided by the assigned Co-Chairperson. Minutes will be approved and signed by the Co-Chairpersons and distributed to all members within one (1) week from any meeting.
- 5.4 Meetings will be held a minimum of two (2) times a year - in Edmonton, unless another location is mutually agreed to. Duration of any meeting shall not normally exceed one day. Additional meetings may be scheduled if required, and mutually agreed.
- 5.5 An agenda is to be prepared and circulated fifteen (15) days in advance of the meeting. Other submissions and rationale may be added to the agenda by agreement of both Co-Chairpersons. The final agenda will be set by mutual agreement of the Co-Chairpersons.
- 5.6 Individuals who are not representatives on the Committee may make presentations at meetings with the agreement of the Co-Chairpersons and providing written notice is offered to the Co-Chairpersons in advance of the meeting. Subjects to be discussed will have been previously entered on the agenda.
- 5.7 The Committee shall be entitled to have, upon approval of the Co-Chairpersons, resource personnel in attendance at meetings. Advisors may attend on behalf of Management or Employees, but in either case they will have no status except that of providing information.

5.8 These terms of reference may be amended at any regular meeting of the Committee, providing that a proper notice to amend was made at the preceding regular meeting.

Dated this 17<sup>th</sup> day of May, 2011

**ORIGINAL SIGNED BY**

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
DALE SILVER  
Public Service Commissioner

\_\_\_\_\_  
GUY SMITH  
President, Alberta Union of  
Provincial Employees

**LETTER OF UNDERSTANDING**

**BETWEEN**

**THE CROWN IN RIGHT OF ALBERTA  
AND  
ALBERTA UNION OF PROVINCIAL EMPLOYEES**

**RE: HOURS OF WORK FOR MOTOR TRANSPORT OFFICERS (DISTRICT SUPERVISORS,  
COMMERCIAL VEHICLE ENFORCEMENT)**

Pursuant to the Collective Agreement between the parties dated May 17, 2011 the parties agree to administer Subsidiary Agreement 003 as follows:

- A. The parties agree that notwithstanding the provisions of Article 4.01 of Subsidiary Agreement 003, hours of work shall be administered as follows:
  - 1. To allow a schedule of forty (40) hours per week, eight (8) hours per day, for Employees in Sheriff, Security and Transport 4 classification (Schedule 'A') who are assigned District Supervisor, Commercial Vehicle Enforcement duties.
  - 2. Sheriff, Security and Transport 4 Employees assigned District Supervisor's Commercial Vehicle Enforcement duties and assigned to work forty (40) hours per week shall receive, in addition to the specified salary for the respective classification, a differential of three point two three (3.23) percent. This additional amount shall be considered part of the Employee's annual salary.
- B. The parties agree that notwithstanding Article 5 of Subsidiary Agreement 003, the hours of work in item 'A' above shall be considered regularly scheduled hours of work and not subject to overtime compensation.
- C. Where an Employee's hours of work are modified by this Letter of Understanding, such Employees will have benefits and entitlements which are expressed in terms of daily or weekly entitlements, converted to produce the equivalent hours of benefits and entitlements as if the work week was not modified. This will result in no loss or gain in Employee benefits and entitlements.

This Letter of Understanding may be cancelled by either party at any time by one hundred and twenty (120) day written notice.

This letter shall be in effect from May 17, 2011 and remain in effect for the term of the Collective Agreement pursuant to Article 47 of the Master Agreement.

Dated this 17th day of May, 2011

**ORIGINAL SIGNED BY**

**ORIGINAL SIGNED BY**

\_\_\_\_\_  
DALE SILVER  
Public Service Commissioner

\_\_\_\_\_  
GUY SMITH  
President, Alberta Union of  
Provincial Employees

Dated this 17th day of May, 2011

**ORIGINAL SIGNED BY**

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Witness

**ORIGINAL SIGNED BY**

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DALE SILVER  
Public Service Commissioner

**ORIGINAL SIGNED BY**

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Witness

**ORIGINAL SIGNED BY**

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GUY SMITH  
President, Alberta Union of  
Provincial Employees