



**COLLECTIVE AGREEMENT**

**BETWEEN**

**SADDLE HILLS COUNTY**

**AND THE**

**ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118 CHAPTER 006**

**JANUARY 01, 2010 - DECEMBER 31, 2011**

**NUMERICAL TABLE OF CONTENTS**

<b>#</b>	<b>Article</b>	<b>Pg#</b>
1	Purpose.....	2
2	Definitions.....	2
3	Scope and Recognition.....	3
4	Management Rights.....	3
5	Legislation and the Agreement.....	4
6	Union Membership and Dues Check-off.....	4
7	Employer-Union Relations .....	4
8	Employee-Management Advisory Committee.....	5
9	Time Off for Union Business .....	5
10	Acting Incumbency.....	6
11	Job Posting .....	6
12	Hours of Work.....	6
13	Overtime.....	9
14	Reporting and Call Back .....	10
15	Standby.....	11
16	Paid Holidays .....	11
17	Annual Vacation Leave.....	13
18	Special Leave .....	14
19	Sick Leave.....	15
20	Benefits .....	16
21	Maternity Leave .....	17
22	Adoption/Parental Leave.....	18
23	Court Leave .....	18
24	Leave Without Pay .....	19
25	Workers' Compensation .....	19
26	Layoff and Recall .....	20
27	Position Abolishment.....	20
28	Probationary Employee and Probationary Period.....	21
29	Disciplinary Action.....	21
30	Health and Safety.....	21
31	General .....	22
32	Grievance Procedure .....	22
33	Arbitration .....	24
34	Abandonment of Position.....	25
35	Term of Agreement.....	25
	Appendix "A" .....	26
	Salary Appendix Effective January 1, 2010 .....	27
	Salary Appendix Effective January 1, 2011 .....	28
	Letter of Understanding: Service Recognition.....	29
	Letter of Understanding: Northern Travel Benefit .....	30
	Letter of Understanding: Need for New Hires.....	31
	Letter of Understanding: Disciplinary Action.....	32

**ALPHABETICAL TABLE OF CONTENTS**

<b>#</b>	<b>Article</b>	<b>Pg#</b>
34	Abandonment of Position.....	25
10	Acting Incumbency.....	6
22	Adoption/Parental Leave.....	18
17	Annual Vacation Leave.....	13
	Appendix "A" .....	26
33	Arbitration .....	24
20	Benefits .....	16
23	Court Leave .....	18
2	Definitions.....	2
29	Disciplinary Action.....	21
8	Employee-Management Advisory Committee.....	5
7	Employer-Union Relations .....	4
31	General .....	22
32	Grievance Procedure .....	22
30	Health and Safety.....	21
12	Hours of Work.....	6
11	Job Posting .....	6
26	Layoff and Recall .....	20
24	Leave Without Pay .....	19
5	Legislation and the Agreement.....	4
	Letter of Understanding: Disciplinary Action.....	32
	Letter of Understanding: Need for New Hires.....	31
	Letter of Understanding: Northern Travel Benefit.....	30
	Letter of Understanding: Service Recognition.....	29
4	Management Rights.....	3
21	Maternity Leave .....	17
13	Overtime.....	9
16	Paid Holidays .....	11
27	Position Abolishment.....	20
28	Probationary Employee and Probationary Period.....	21
1	Purpose.....	2
14	Reporting and Call Back .....	10
	Salary Appendix Effective January 1, 2010 .....	27
	Salary Appendix Effective January 1, 2011 .....	28
3	Scope and Recognition.....	3
19	Sick Leave.....	15
18	Special Leave .....	14
15	Standby.....	11
35	Term of Agreement.....	25
9	Time Off for Union Business .....	5
6	Union Membership and Dues Check-off.....	4
25	Workers' Compensation .....	19

PREAMBLE

THIS AGREEMENT MADE THE \_\_\_\_ DAY OF \_\_\_\_\_ 2010

BETWEEN

**SADDLE HILLS COUNTY**  
(hereinafter referred to as the "Employer")

OF THE FIRST PART

AND

**ALBERTA UNION OF PROVINCIAL EMPLOYEES**  
(hereinafter referred to as the "Union")

OF THE SECOND PART

## Article 1

### Purpose

- 1.01 Recognizing the Union has the sole right to negotiate and conclude a Collective Agreement on behalf of the Employees of the Employer pursuant to the Labour Relations Code, and that the Parties are mutually desirous of entering into a Collective Agreement with the intent and purpose to promote a harmonious relationship between the Employees and the Employer, and to set forth in this Collective Agreement rates of pay, hours of work and conditions of employment, the Parties mutually agree to the conditions of this Agreement.

## Article 2

### Definitions

- 2.01 In this Agreement, unless the context otherwise requires:
- (a) A word used in the masculine gender applies also in the feminine;
  - (b) A word used in the singular may also apply in the plural;
  - (c) "Union" means the Alberta Union of Provincial Employees;
  - (d) "Employee" means a person employed by the Employer who is in the bargaining unit covered by this Collective Agreement and who is employed in one of the following categories:
    - (i) Employees employed in either Full or Part-time Permanent positions (referred to as "Full-time Employees" and "Part-time Employees" respectively); or
    - (ii) Employees employed in term positions (referred to as "Term Employees").
  - (e) "Employer" means the Saddle Hills County;
  - (f) "Immediate family" is defined as father or stepfather, mother or stepmother, foster parent, grandmother, grandfather, brother, sister, spouse, child, ward of the Employee who is a resident of the Employee's household, father-in-law, mother-in-law, son-in-law, and daughter-in-law;
  - (g) "Permanent Employee" includes both a Full-time Employee and a Part-time Employee;
  - (h) "Probationary Employee" means a person, who during his initial period of employment is serving a probationary period;

- (i) "Term Position" means a position established as such in which the incumbent is required for continuous employment for a limited period, and includes employment on a project basis for the duration of a project, replacement during absences of Permanent Employees, temporary relief, or overload duties.
- (j) "Primary Work" means an Employee's primary work is with the County.

### Article 3

#### Scope and Recognition

- 3.01 The Employer recognizes the Union as the bargaining agent for all Employees included within the Certification Order granted by the Labour Relations Board.
- 3.02 The Parties agree that there shall be no discrimination or coercion exercised or practiced with respect to any Employee for reason of membership or legitimate activity in the Union.
- 3.03 There shall be no discrimination by the Parties as per the provisions of the Alberta Human Rights Citizenship and Multiculturalism Act.
- 3.04 The Employer will provide specific bulletin board space for use of the Union at locations on the Employer's premises, which are accessible to Employees. Sites of the bulletin boards are to be determined by the Employer and the Union. Bulletin board space shall be used for the posting of Union information directed to its members. The text of such information shall be submitted to the Employer for approval prior to posting and a decision shall be provided within twenty-four (24) hours.
- 3.05 Employee shall have the right to wear or display the recognized insignia of the Union, however, no such insignia larger than a lapel pin shall be worn on issue clothing or uniforms, nor shall an insignia be displayed on Employer's equipment or facilities.

### Article 4

#### Management Rights

- 4.01 The Union recognizes that all functions, rights, powers and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are retained by the Employer.

## Article 5

### Legislation and the Agreement

- 5.01 In the event that any law passed by the Government of Alberta or Canada renders null and void, or reduces any provision of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement and the Parties hereto shall negotiate, in accordance with the bargaining procedures of the Labour Relations Code, a satisfactory provision to be substituted for the provision rendered null and void, or reduced.
- 5.02 Where a difference arises out of the provisions contained in an Article of the Collective Agreement and the subject matter is also covered in Employer regulations, guidelines or directives, the Collective Agreement shall supersede the regulation, guideline or directive.

## Article 6

### Union Membership and Dues Check-off

- 6.01 All Employees covered by this Agreement shall become members of the Union as a condition of employment.
- 6.02 All Employees covered by this Agreement shall be required to pay Union dues. The Employer shall deduct each month the amount of the Union dues as set by the Union from time to time from the pay of all Employees covered by this Agreement.
- 6.03 The deductions remitted shall be accompanied by particulars identifying each Employee showing their start date and classification.
- 6.04 The Union shall advise the Employer, in writing, of any change in the amount of dues to be deducted from the Employees covered by this Agreement. Such notice shall be communicated to the Employer at least thirty (30) calendar days prior to the effective date of the change.
- 6.05 The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article.

## Article 7

### Employer-Union Relations

- 7.01 The Employer will grant Union Representatives access to its premises for a specific purpose provided prior approval has been obtained. When investigating a grievance for the purpose of meeting with the Grievor or his immediate supervisor, an appointment with the grieving Employee or his immediate supervisor will be obtained through the Chief Administrative Officer. The foregoing approval shall not be unreasonably denied.

- 7.02 The Employer acknowledges the right of the Union to appoint Employees in the Bargaining Unit as Union Stewards.
- 7.03 The Union shall determine the number of Union Stewards, having regard to the plan of organization and the distribution of Employees at the workplace. When difficulties arise, the Union and the Employer shall consult in order to resolve the difference.
- 7.04 The Employer recognizes the Union Steward as an official representative of the Union.
- 7.05 A new Employee shall be advised of the name and location of his Union Steward. The Union Steward will provide the Employee with a copy of the Collective Agreement.
- 7.06 The Employer and the Union shall equally cost share the printing of this Agreement.

#### Article 8

##### Employee-Management Advisory Committee

- 8.01 The Employer and the Union are committed to joint consultation and problem-solving on matters of mutual interest. An Employee-Management Advisory Committee shall be formed for this purpose and shall function for the term of this Agreement. The Employer and the Union each shall appoint up to three (3) representatives to the Committee.
- 8.02 The Committee shall meet as required at the request of either Party and paid time off shall be provided by the Employer.
- 8.03 The Committee shall not deal with interpretation of this Agreement or the resolution of grievances.

#### Article 9

##### Time Off for Union Business

- 9.01 Subject to Clause 9.02, time off, without pay, will be provided to members of the Union for the following:
- (a) Members of the Chapter Executive, to administer the Chapter; such meetings to be held normally on a Saturday;
  - (b) Members of the Negotiating Committee for time spent meeting with representatives of the Employer during the formal negotiating of a Collective Agreement and for Union preparatory meetings during these negotiations;

(c) Attendance at Union Conventions, Seminars, Chapter Meetings, Committee Meetings and similar events.

9.02 In all of the foregoing provisions, time off shall be granted, operational requirements permitting. The Union shall provide the Employer with a copy of the request for time off. Employees shall provide a minimum of five (5)-work days notice when requesting time off under Clause 9.01; however, consideration shall still be given in cases where the five (5) days notice is not provided.

9.03 To facilitate the administration of Clause 9.01 of this Article, the Employer will grant the leave of absence with pay and invoice the Union for the Employee's salary and applicable allowances, or the replacement salary costs, whichever is greater, which the Union shall promptly pay.

#### Article 10

##### Acting Incumbency

10.01 Where an Employee is designated, by the Employer to perform a majority of the duties and responsibilities of a higher paid classification, after 1 (one) day the Employee shall be paid at the step of the higher classification in which the Employee is relieving. When an Employee is required to temporarily perform the duties of a lower paid classification, they shall suffer no reduction in pay and their pay shall remain unchanged.

10.02 Acting incumbency pay shall be six percent (6%) of their regular salary per working day until such time as the acting incumbency ceases. The salary on return to the Employee's regular position shall be set as if the Employee had continuously occupied their regular position.

#### Article 11

##### Job Posting

11.01 When a permanent vacancy occurs, such vacancy shall be posted on the bulletin boards for five (5) workdays. Qualified Permanent Full-time Employees shall have first right to fill the position.

11.02 Job postings shall be mailed to Employees who do not come into the shop on a regular basis.

#### Article 12

##### Hours Of Work

12.01 The normal hours of work for Employees for the purpose of determining pay, benefits and overtime under this Agreement shall be:

(a) Administrative Employees

The normal hours of work for these Employees shall be thirty-six and one quarter (36.25) hours per week, being comprised of seven and one-quarter (7.25) hours on five (5) consecutive days per week.

(b) Agricultural Field Employees

The normal hours of work for Agricultural Field Employees shall be forty (40) hours per week comprised of eight (8) hours on five (5) consecutive days per week. When operational requirements such as weather or project scheduling requirements disrupt an Employee's normal work schedule, the following conditions shall apply:

- i) The Employee may not be required to report for work on a normally scheduled work day and this time shall be considered a day off. The Employee may then be required to report for work on a day previously scheduled as a day off which becomes a normal work day.
- ii) Days off may be split due to operational requirements, otherwise an Employee receives two (2) consecutive day off in a week.

(c) Public Works Employees except Agricultural Field Employees

The normal hours of work for these Employees shall be forty (40) hours per week comprised of eight (8) hours on five (5) consecutive days per week.

When operational requirements such as weather or project scheduling requirements disrupt an Employee's normal work schedule, the following conditions shall apply:

- i) The Employee may not be required to report for work on a normally scheduled workday and this time shall be considered as a day off. The Employee may then be required to report for work on a day previously scheduled as a day off becoming a normal workday.
- ii) An Employee shall normally receive two (2) consecutive days of rest every seven (7) calendar day period, however, where such days are split due to operational requirements, they shall not be split more than once in any three (3) consecutive calendar weeks, except by mutual agreement.
- iii) Permanent Employees will be paid their regular monthly salaries if these operational needs result in working less than their normal monthly hours of work.

12.02 Employees shall normally receive two (2) fifteen (15) minute paid rest periods, one to be granted before the meal break and one to be granted after. Rest periods shall be taken at the work site unless otherwise approved by the Employee's supervisor.

12.03 A meal period of not less than one-half (1/2) hour and not more than one (1) hour shall be granted to all Employees at approximately the mid-point of each work period.

12.04 Compressed Work Week Schedules

(a) Through mutual agreement between the Employer and the Union, Compressed Work Week Schedules may be implemented for individual Employees or groups of Employees. Compressed Work Week Schedules can be discontinued upon reasonable notice from either the Employer or the Union.

(b) Compressed Work Week Schedules for Employees shall be defined for the purposes of this Agreement as schedules with regular average hours over the rotation cycle of the schedule not exceeding forty (40) hours of work per week.

(c) The Parties support Compressed Work Week Schedules as a Scheme Of Employment under the Employment Standards Code.

(d) Compressed Work Week Schedules may have regularly scheduled hours of work as determined by the Employer in excess of eight (8) hours in a day with additional scheduled days off compared to a regular schedule. The regular hours of work for Compressed Work Week Schedules shall be worked on a straight time basis.

(e) Averaging over the rotation cycle of the shift shall be based on the period of time required to start at one point of the schedule and return to that same point in the schedule (this being one (1) full rotation cycle). For many schedules, this rotation cycle will be four (4) weeks or longer.

12.05 Shift Differential

(a) Where, because of operational requirements, an Employee is scheduled by the Employer to work shifts, that Employee shall receive one dollar (\$1.00) per hour for working a shift where at least one-half (1/2) of the hours in such shift fall between 4:00 p.m. and 8:00 a.m.

(b) At no time shall shift differential be included with the Employee's regular rate of pay for purposes of computing overtime payments, other premium payments, or any Employee benefits.

(c) Shift differential shall not be paid on any hours for which an Employee receives overtime compensation.

- 12.06 An Employee who is approved to attend a training course, seminar or conference on his normal day of work shall be paid at straight time rates for the hours spent on training to a maximum of the normal daily hours of work for that period.
- 12.07 An Employee who is approved to attend a training course, seminar or conference which is directly related to his position on a regularly scheduled day of rest shall be granted a day off in lieu at some other time, or if impractical to grant time off, he shall be paid at straight time rates for the hours spent on training to a maximum of the normal daily hours of work for that period.
- 12.08 An Employee who is approved to attend a training course, seminar or conference which necessitates travel outside of the County shall be compensated for the actual hours spent in travel where such travel is in excess of the normal daily or weekly hours of work.

### Article 13

#### Overtime

- 13.01 An Employee may be required to work hours beyond regularly scheduled hours to overcome unexpected workloads and to meet extraordinary situations. Such overtime shall be authorized by the Employer. The Employer shall notify the Employee as quickly as possible prior to having to work overtime.
- 13.02 Overtime shall be paid at the appropriate overtime rates according to the conditions of this Agreement unless the Employee and the Employer mutually agreed to compensatory time off.
- 13.03 Compensatory time off shall be taken at a mutually agreeable time within twelve (12) months from the date that the overtime was worked. Any overtime not taken within twelve (12) months will be paid out.
- 13.04 An Employee may occasionally be required to work extra time, up to fifteen (15) minutes, immediately following closing time, or to brief an oncoming shift, without payment. However, if the extra time exceeds fifteen (15) minutes, minimum of one-half (1/2) hour overtime compensation will be paid.
- 13.05 Overtime controlled on a daily basis shall be calculated as follows:
- (a) For overtime hours worked on a regularly scheduled work day at one and one-half (1 1/2) times the Employee's regular hourly salary;
  - (b) For overtime hours worked on day(s) of rest: at one and one-half (1 1/2) times his regular hourly salary for all hours worked and on a compressed work week day off or on his regularly scheduled day(s) of rest.

13.06

Overtime for Public Works Employees shall be calculated as follows:

- (a) Where the hours worked in a three (3) month period plus the deducted available accumulated overtime hours resulting from daily overtime total to less than five hundred and twenty (520) hours, then the Employee shall be considered to have no accumulated overtime hours at the conclusion of that three (3) month period, and shall be paid his regular monthly salary for the three (3) month period.
- (b) For each period of three (3) calendar months,
  - i) For all authorized hours worked in excess of his normal quarterly hours of work, being five hundred and twenty (520) hours, an Employee shall be compensated at one and one half (1 1/2) times the regular hourly salary rate in effect at the time the overtime was worked.
  - ii) For the purposes of overtime compensation calculations, time not worked while absent due to paid vacation, or paid sick leave shall be considered as time worked when occurring on a Monday, Tuesday, Wednesday, Thursday or Friday. For the purposes of overtime compensation calculations, time not worked while absent due to paid statutory holidays shall be considered as time worked.
  - iii) Overtime compensation calculations shall be made at the conclusion of each three (3) month period. Employees shall be provided with a written copy of their overtime compensation calculations within twenty-one (21) days of the conclusion of each three (3) month period.
- (c) The three (3) month calendar periods referred to above shall commence on January 1, April 1, July 1, and October 1 of each calendar year.

#### Article 14

#### Reporting and Call Back

14.01

Reporting Pay

An Employee shall be paid a minimum of three (3) hours pay at the regular hourly rate when an expected work period is cancelled and the Employee was not notified at least one (1) hour prior to regular starting time of such cancellation.

14.02 Call Back Pay

- (a) When an Employee is called back to work by his supervisor for a period in excess of two (2) hours, including time spent traveling directly to and from work, he shall be compensated at the applicable overtime rate for hours worked. For such call back on a paid holiday, the rate of compensation shall be time and one half for all hours worked up to the equivalent of full normal daily hours and double time for additional hours worked thereafter.
- (b) An Employee who is called back to work one (1) or more times within a two (2) hour period and for whom the time worked and the time spent traveling directly to and from work totals two (2) hours or less, shall be compensated at the regular hourly rate for a minimum of three (3) hours.

Article 15

Standby

15.01 When an Employee is designated to be immediately available to return to work during a period which he is not on regular duty, he shall be compensated in the amount of one-half (1/2) hour's pay at the regular rate or the equivalent time in lieu of each four (4) hours on standby or any portion thereof. Standby pay on a statutory holiday is one (1) hour's pay at the regular rate or the equivalent time in lieu of each four (4) hours on standby or any portion thereof. All designated standby shall be for a twenty-four (24) hour period.

15.02 When an Employee, while on standby, is unable to report to work when required, no compensation shall be granted for the total standby period.

15.03 When an Employee is called back to work during a period on which he was on standby, he shall be compensated for the hours he was on standby as outlined in Clause 15.01 in addition to compensation for the hours worked on call back at the overtime rate.

15.04 An Employee shall not normally be required to be on standby on two (2) consecutive weekends or two (2) consecutive paid holidays where other qualified staff is available.

Article 16

Paid Holidays

16.01 Full-time and Part-time Employees are entitled to one day's paid leave for each of the following paid holidays:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

In addition to the above paid holidays, a Christmas floating holiday shall be observed each year on a day designated by the Employer during the Christmas holiday season.

- 16.02 The Christmas floating holiday shall be scheduled to give five (5) consecutive days off including the weekend as follows:
- (a) on December 24<sup>th</sup> when Christmas Day falls on a Tuesday, a Thursday, a Friday or a Saturday;
  - (b) on December 27<sup>th</sup> when Christmas Day falls on a Monday or a Wednesday;
  - (c) on December 28<sup>th</sup> when Christmas Day falls on a Sunday.
- 16.03 Part-time Employees shall be eligible for the above paid holidays if the day on which the holiday is observed falls on a regularly scheduled working day for the Part-time Employee. Holiday pay shall be based on the Part-time Employee's normally scheduled working hours.
- 16.04 Term Employees shall qualify for and be paid for paid holidays according to the conditions of the Employment Standards Code.
- 16.05 If the County does not proclaim a Civic Holiday as specified above, the first Monday in August shall be observed as such Civic Holiday.
- 16.06 When a paid holiday falls on an Employee's regularly scheduled day of rest and the Full-time Employee is not required to work, the Full-time Employee shall be granted holiday leave on the day observed as the holiday and the day of rest shall be rescheduled.
- 16.07 When an Employee works on a paid holiday, the Employee shall receive in addition to his holiday pay entitlement, pay at time and one-half (1 1/2) for all hours worked on the holiday or equivalent time off.

## Article 17

### Annual Vacation Leave

- 17.01 An Employee shall not take vacation leave without prior authorization from his immediate supervisor. An Employee is required to give two (2) weeks notice of vacation. Depending on operational requirements, the Employer may consider requests for vacation with less notice from an Employee. Vacation requests will be responded to by the Employer in writing no later than two (2) weeks after receiving the Employee's request.
- 17.02 The anniversary date for determining vacation entitlement is the date the Employee commenced working for the Employer as a Full-time or Part-time Employee. This includes Employees who are recognized under the Letter of Understanding - Service Recognition.
- 17.03 Subject to supervisory approval and operational requirements, an Employee may be permitted to use accrued vacation earned in a calendar year before the end of the same calendar year, provided that the amount of vacation taken does not exceed the accrual to the date the vacation is commenced.
- 17.04 Vacation entitlement for Full-time Employees shall be as follows:
- (a) 1.25 days per month (15 days per year) earned from 0 through 7 years of service;
  - (b) 1.67 days per month (20 days per year) earned during the 8th through the 15th year of service;
  - (c) 2.08 days per month (25 days per year) earned during the 16th through the 24th year of service;
  - (d) 2.50 days per month (30 days per year) earned during the 25th and each following year of service.
- Part-time Employees shall qualify for a pro-rated vacation based on the Part-time Employee's regular hours of work compared to the regular hours of a Full-time Employee.
- Term Employees will receive vacation pay calculated based on six percent (6%) of their regular earnings.
- 17.05 The Employer prepares payroll on a semi-monthly basis. When an Employee's anniversary date dictates that he/she will be moved to the next vacation entitlement, the advanced entitlement will be reflected in the next full pay period.

- 17.06 If one or more paid holidays falls during a Full-time Employee's annual vacation period, another day or days may be added at the end of the vacation period or at a time authorized by the Employer.
- 17.07 Vacation leave may be taken in one continuous period or in separate periods.
- 17.08 Vacation leave in respect of each calendar year of service shall be taken:
- (a) within twelve (12) months after the end of that calendar year unless otherwise mutually agreed; and
  - (b) at such time or times as may be approved by the Employer.
  - (c) The Employer shall, subject to operational requirements, make every reasonable effort to grant a Full-time Employee, upon request, at least two (2) weeks of his annual vacation entitlement during the summer months.
- 17.09 Once vacations are authorized, they shall not be changed other than in cases of emergency, except by mutual agreement.
- 17.10 An Employee shall not be paid cash in lieu of vacation earned except upon termination, in which case he shall receive vacation pay for such vacation earned but not taken.

## Article 18

### Special Leave

- 18.01 Medical Appointments
- (a) Full-time and Part-time Employees may take paid time off to a maximum of two (2) hours on a regular work day for medical appointments without it being considered special leave.
  - (b) In all cases, the supervisor responsible for the Full-time or Part-time Employee shall be entitled to limit paid time off for medical appointments in order to ensure operational needs are met.
  - (c) Every effort will be made by the Employee to schedule medical appointments near the beginning or end of a shift.
- 18.02 Special Leave
- Special Leave is a benefit for Employees and is granted provided the operational requirements of the Employer are met. "Special Leave" means leave with pay granted to Permanent Employees as follows:

- (a) illness within the immediate family - four (4) days; a Permanent Employee who requires time off work shall be granted leave without loss of pay for a period of up to four (4) working days, plus allowable travel time;
- (b) bereavement - four (4) days around the date of the funeral; leave of absence will be granted in the event of the death of a member of the immediate family, plus allowable travel time;
- (c) administration of estate - two (2) days; shall apply only where a Permanent Employee has been designated as an executor or administrator of the estate;
- (d) moving all of the Employee's household effects from one house to another - one (1) day;
- (e) disaster conditions - two (2) days; shall apply for a critical condition which requires a Permanent Employee's personal attention in a disaster (flood, fire, tornado) which cannot be served by others or attended to by the Permanent Employee where he is normally off duty;
- (f) attending funerals as pall-bearer or mourner, for persons who are not immediate family - up to one (1) day; additional special leave may be granted where operational requirements permit, subject to the approval of the Permanent Employee's supervisor;
- (g) to be present at a birth or adoption proceedings of the Permanent Employee's child - one (1) day;
- (h) medical appointments that take longer than two (2) hours during regular working hours. Every effort will be made by the Employee to schedule medical appointments near the beginning or end of a shift.

18.03 The maximum Special Leave allowed per year is not to exceed eight (8) days. However, additional Special Leave may be approved by the CAO at his discretion.

#### Article 19

#### Sick Leave

19.01 Following the probationary period, Full-time Employees shall be entitled to accrue sick leave credits at the rate of one and one-half (1 1/2) working days for each month worked to a maximum of one hundred twenty (120) days of entitlement. Part-time Employees shall be entitled to accrue sick leave credits to this maximum on monthly accrual pro-rated based on their regularly scheduled hours of work.

- 19.02 Sick leave benefits shall be applied to maintain an Employee's regular earnings in the event of illness or injury not covered by Workers' Compensation or other benefits provided by the Employer. Sick leave benefits will not be paid for self-inflicted injury or injuries received while in the employ of another Employer.
- 19.03 Sick leave credits do not continue to accumulate during a period of illness or injury. One (1) day of credit is deducted from accrued credits for each sickness leave day paid.
- 19.04 The Employer may require the Employee to provide a medical certificate substantiating any sickness of 3 days or more.
- 19.05 The Employer may require the Employee be examined by a physician named by the Employer at the Employer's expense. Physician includes a specialist, psychiatrist and psychologist.

## Article 20

### Benefits

- 20.01 (a) Pension - The Employer and the Full-time Employee shall pay their share of the monthly payment for the Local Authorities Pension Plan (LAPP) as determined by conditions of the Pension Plan.
- (b) Alberta Health Care - The Employer shall pay one hundred percent (100%) of the monthly premium cost per Full-time (family or single) of the Group Alberta Health Care Insurance Plan for all participating Full-time Employees.
- Participation in the plan is optional if the Full-time Employee is covered under his or her spouse's plan.
- (c) Extended Health Care - The Employer shall pay one hundred percent (100%) of the monthly premium cost for all participating Full-time Employees (family or single).
- Participation in this plan is optional if the Full-time Employee is covered under his or her spouse's plan.
- (d) Dental - The dental plan will be totally funded by the Employer.
- (e) Life Insurance/Dependent Life and Accidental Death & Dismemberment will be totally funded by the Full-time Employee.
- (f) Long Term Disability premiums will be shared fifty (50) percent by the Employee and fifty (50) percent by the Employer.

20.02 The above conditions provide a summary of the benefits. The plan conditions shall govern eligibility and coverage in all cases and these plan conditions and/or conditions of insurance policies shall not be considered incorporated in this Agreement by reference or necessary intent. The Employer reserves the right to change insurance carriers provided comparable benefits are maintained.

## Article 21

### Maternity Leave

21.01 An Employee who has completed one (1) year of continuous service before commencing leave, shall be granted up to one (1) year maternity leave without pay. If requested by the Employee, the period of maternity leave may be extended for up to an additional three (3) months at the discretion of the Employer. A pregnant Employee should apply for maternity leave as soon as possible prior to her expected date of delivery, but in any case shall give the Employer at least two (2) weeks notice in writing of the date on which she intends to commence maternity leave.

21.02 An Employee who is eligible for maternity leave shall take at least six (6) weeks of such leave immediately following the actual date of delivery. The Employee, with the agreement of the Employer, may shorten this six (6) week period by providing the Employer with a medical certificate indicating the resumption of her full duties will not endanger her health.

21.03 An Employee granted leave without pay pursuant to Clause 21.01 shall, upon return to work, be returned to her former position or be placed in another comparable position at not less than the same salary that had accrued to them prior to commencing leave, and at the same level of benefits that is applicable to Employees in their classification. Employees will be required to give the Employer two (2) weeks notice in writing of their intention to return to work.

21.04 A pregnant Employee who presents medical evidence from her physician, which satisfies the Employer that continued employment in her present position, may be hazardous to her or to her unborn child, may request a transfer to a more suitable position if one is available.

21.05 An Employee who has completed one (1) year of continuous service and resigns for maternity reasons and who is re-employed in any capacity within six (6) months from the date of her resignation shall be considered to have been on leave without pay but for the purpose of vacation leave shall be treated like a new Employee. All previous service with the Employer will be used in calculating entitlements to vacation leave.

21.06 An Employee, who at the commencement of Maternity Leave is participating in Alberta Health Care Insurance Plan, the Extended Health Care Plan, the Dental Plan and the Group Life Insurance Plan, shall continue to be covered under these Plans throughout the total period the Employee is on Maternity Leave, and the Employer and Employee premium contributions, if applicable, shall continue.

## Article 22

### Adoption/Parental Leave

- 22.01 An Employee who has completed one (1) year of continuous service before commencing leave and who is adopting a child, shall be granted leave of absence without pay for up to thirty seven (37) weeks immediately following the receiving of the child. If requested by the Employee, the period of such leave may be extended for up to an additional three (3) months at the discretion of the Employer. The Employee shall furnish proof of adoption and shall give the Employer reasonable notice in writing of the date on which the leave is to commence.
- 22.02 A male Employee who has completed one (1) year of continuous service before commencing leave and who has or will have the actual care or custody of the newborn child, shall be granted up to thirty seven (37) weeks parental leave without pay immediately following the birth of the child. The Employee shall provide proof of the birth of the child and shall give the Employer reasonable notice in writing of the date on which the leave is to commence.
- 22.03 An Employee granted leave without pay pursuant to Clauses 22.01 or 22.02 shall, upon return to work, be returned to their former position or be placed in another comparable position at not less than the same salary that had accrued to them prior to commencing leave, and at the same level of benefits that are applicable to Employees in their classification. Employees will be required to give the Employer two (2) weeks notice in writing of their intention to return to work.
- 22.04 An Employee, who at the commencement of Adoption/Parental Leave is participating in the Alberta Health Care Insurance Plan, the Extended Health Care Plan, the Dental Plan and the Group Life Insurance Plan, shall continue to be covered under these Plans throughout the total period the Employee is on Adoption/Parental Leave, and the Employer and Employee premium contributions, if applicable, shall continue.

## Article 23

### Court Leave

- 23.01 When an Employee is summoned or subpoenaed as a witness or a defendant to appear in court in his official capacity to give evidence or to produce Employer records, the Employee shall be regarded as being on duty but any monies receivable by him from the Court shall be paid to the Employer.
- 23.02 Where a Full-time or Part-time Employee is required to serve as a Juror under the Jury Act, or is subpoenaed as a witness in his private capacity, he shall be allowed leave with pay and any monies other than expense allowances shall be paid to the Employer.

## Article 24

### Leave Without Pay

- 24.01 An Employee may request a leave of absence without pay. To be considered, the request must normally be submitted at least two (2) weeks in advance of the anticipated date of commencement of the leave. Where operational requirements permit and upon approval of the Employer, the leave without pay shall be granted.
- 24.02 Requests for leave without pay on religious holidays will be considered, provided adequate notice of the request is given.
- 24.03 An Employee, who at the commencement of leave without pay is participating in the Alberta Health Care Insurance Plan, the Extended Health Care Plan, the Dental Plan and the Group Life Insurance Plan, shall continue to be covered under these plans throughout the total period the Employee is on leave without pay, and the Employer and Employee premium contributions, if applicable, shall continue.

## Article 25

### Workers' Compensation

- 25.01 In accordance with the Workers' Compensation Act, when an Employee sustains an injury in the course of his duties with the County, the Employee and his supervisor shall report the injury to the Chief Administrative Officer who shall record the date, time and nature of the injury on a form to be signed by the injured Employee. If the injury causes the Employee to be absent from work, the Employee and the Employer shall complete the required forms for Workers' Compensation.
- 25.02 An Employee who is injured on the job during working hours and who is required to leave the job site for treatment or is sent home as a result of such accident or injury, shall not suffer loss of pay for that day's work, regardless of the time of injury.
- 25.03 If a Permanent Employee sustains an injury in the course of the Employee's duties with the Employer which causes the Permanent Employee to be absent from work and as a result is eligible to receive Workers' Compensation benefits, the Employee shall be paid the necessary supplement by the Employer which, together with the amount received from Workers' Compensation, equals the Employee's regular net take home pay prevailing at the occurrence of the injury. One-tenth (1/10) of a day of the Employee's accrued sick leave entitlement shall be deducted for each day this supplement is paid. Such supplement shall cease either when the Workers' Compensation Board certifies that the Employee is able to return to work, or is granted a permanent pension by the Board for either partial or total disability, or the Employee's accrued sick leave entitlement is used up, whichever is the sooner.

- 25.04 A Permanent Employee who receives Workers' Compensation temporary disability benefits and who, at the commencement of absence from work, is participating in any or all of the Employer's benefit package (i.e. Alberta Health, Extended Health, Group Life, Dental, etc.) shall continue to be covered under these plans throughout the period the Permanent Employee is receiving Workers' Compensation temporary disability benefits. Premium contributions shall continue to be paid by the Employer and the Employee.

#### Article 26

##### Layoff and Recall

- 26.01 "Layoff" is defined as a temporary separation from employment as result of lack of work.
- 26.02 The Employer shall provide fifteen (15) workdays notice to any Permanent Employee to be laid off, or grant ten (10) workdays' in lieu of notice.
- 26.03 Permanent Employees who are to be laid off, shall be laid off in reverse order of seniority provided that those remaining have the required knowledge, qualifications, abilities and skills based on the job descriptions to fill the positions available. Employees with the least amount of seniority shall be laid off first.
- 26.04 Recalls shall be inverse order of layoff from the position.
- 26.05 All Permanent Employees laid off shall be placed on a recall list for a period of six (6) months. Any layoff for a period longer than six (6) months shall be considered a position abolishment. An Employee's name shall be removed from the list on his first refusal to return to work.
- 26.06 In the event a laid off Employee is recalled, he shall receive the same salary rate as he received prior to the layoff.

#### Article 27

##### Position Abolishment

- 27.01 If a Permanent Employee's position is abolished, notice will be to the Permanent Employee as provided by the Alberta Employment Standards Code plus severance pay based on two (2) weeks pay out for each completed year of service to a maximum of forty-three (43) weeks will be provided on termination of employment.
- 27.02 The Employer agrees that in the event it becomes necessary to abolish an existing position, an effort will be made to place the Employee into another position covered by this Agreement.

- 27.03 During the period of notice of position abolishment, the Employer will allow the affected Employee a reasonable amount of time off with pay to be interviewed by prospective Employers.

#### Article 28

##### Probationary Employee and Probationary Period

- 28.01 Probationary Employee shall mean any Employee serving the required probationary period. This period shall be six (6) months. The termination of an Employee during probation following initial employment with the Employer shall not be subject to the grievance and arbitration procedures of this Agreement.
- 28.02 If a Full-time or Part-time Employee is on probation due to a promotion or transfer but cannot fulfill the job requirements during the probationary period, he may return to his previously held position or a similar position within the first three (3) month trial period.

#### Article 29

##### Disciplinary Action

- 29.01 No Employee shall be disciplined or dismissed without just cause.
- 29.02 When an Employee is given a written reprimand, suspension, disciplinary demotion or is dismissed from employment, the Employee shall be informed in writing as to the reason(s) for such action.
- 29.03 An Employee who is receiving a written notice of discipline may request a Union Steward to be present at the meeting with the Employer.
- 29.04 When an Employee is suspended or dismissed, the Employer shall provide a copy of the disciplinary notice to the Union.
- 29.05 Upon a request for the same being made by the Employee, the Employer will make reasonable arrangements to have an Employee's personnel file made available for the Employee to examine under supervision of the Employer.

#### Article 30

##### Health And Safety

- 30.01 Each Employee and each supervisor shall take reasonable care for the protection of public and Employee health and safety in the operation of equipment and the storage or handling of materials and substances.

- 30.02 An Employee shall immediately notify his supervisor when he has had an accident at a work site that results in injury or that had the potential of causing serious injury. An Employee who becomes aware of a health and safety concern at his work site shall immediately notify his supervisor.
- 30.03 Where the Employer requires an Employee to undergo compulsory medical examination(s), the cost of such examination(s), shall be paid for by the Employer.
- 30.04 Protective clothing and safety equipment shall be provided by the Employer as required by the Occupational Health and Safety Act and regulations thereto at no cost to the Employee.
- 30.05 All uniforms, clothing and equipment supplied by the Employer shall remain the property of the Employer.
- 30.06 Where the Occupational Health and Safety Standards require safety footwear to be worn by an Employee, the Employer shall pay to each Employee the cost of such footwear up to a maximum of one hundred and fifty dollars (\$150.00) per annum, upon proof of purchase.
- 30.07 The Employer will provide coveralls to Employees who are required to use them in their work. The Employer will determine when coveralls are necessary or required for Employees. The Employee is responsible for laundering the coveralls.

### Article 31

#### General

- 31.01 An Employee shall not be charged for unreserved parking space.
- 31.02 Employees who incur travel and subsistence expenses in the performance of authorized Employer business shall be reimbursed for those expenses in accordance with Employer's policies applied to all staff.

### Article 32

#### Grievance Procedure

- 32.01 Definition of Grievance
- A grievance shall be defined as any difference arising out of the interpretation, application, administration, or alleged violation of the Collective Agreement or as to whether any such difference can be the subject of arbitration.

## Settling of Grievances

At each step of the grievance procedure, the grievor and Union Representative shall have the right to be present. An earnest effort shall be made by all Parties to settle grievances fairly and promptly in the following manner.

### Step One

If an Employee or a group of Employees has a grievance, the Employee or group of Employees shall submit to his supervisor a written statement of the grievance within ten (10) working days of the date that the grievor(s) became aware of, or reasonably should have become aware of, the alleged grievance.

The grievance, when presented in writing, must be signed by the Employee or group of Employees and the Union, and shall contain:

- (1) a summary of circumstances giving rise to the grievance;
- (2) the provision(s) of the Agreement considered violated;
- (3) the particulars of the remedy sought.

The Department Head shall meet with the grievor(s) and the Union Representative within ten (10) working days of receipt of the grievance and shall render his decision in writing within ten (10) working days of this meeting.

### Step Two

Failing satisfactory settlement being reached in Step One, the Union Representative together with the grievor(s) within ten (10) working days of receipt of the decision in Step One, shall advance the grievance in writing to the Chief Administrative Officer. The Chief Administrative Officer or designate, shall meet with the grievor(s) within ten (10) working days of receipt of the grievance and shall render a decision in writing within ten (10) working days of this meeting.

Grievances involving suspension or termination shall start at Step Two of the Grievance Procedure according to the time limits and requirements of a grievance in writing outlined in Step One.

### Step Three

Failing satisfactory settlement being reached in Step Two, within ten (10) working days of receipt of the decision in Step Two, the grievance may be referred in writing to arbitration by either Party.

32.03 Policy Grievance

A policy grievance may be initiated by the Employer or the Union where the dispute involves a question of general application or interpretation of the Agreement. A policy grievance shall not include any matter that could have been the subject of a grievance by an Employee or a group of Employees.

The aggrieved Party shall submit the grievance in writing within ten (10) working days of the date of the occurrence giving rise to the grievance. The grievance, when presented in writing, must be signed by the Union or Chief Administrative Officer and shall contain:

- (1) a summary of circumstances giving rise to the grievance;
- (2) the provision(s) of the Agreement considered violated;
- (3) the particulars of the remedy sought.

Failing satisfactory settlement being reached within ten (10) working days of receiving the grievance in writing, the grievance may be referred in writing to arbitration by either Party.

32.04 Time Limits

If a grievance is not initiated or processed within the time limits in the grievance procedure including the referral to arbitration, the grievance shall be deemed to have been abandoned. Saturdays, Sundays and paid holidays shall not be considered as working days for the purposes of this Article.

Article 33

Arbitration

33.01 The Union and the Employer shall endeavor to agree on a single arbitrator within fifteen (15) days of the notice to submit the grievance.

33.02 If the Union and the Employer fail to jointly appoint a single arbitrator within the time limits, the Director of Mediation Services shall be asked to appoint an arbitrator in accordance with the Alberta Labour Relations Code.

33.03 The Employer and the Union shall bear equally the total costs of the arbitrator.

33.04 The decision of the arbitrator shall be final, binding and enforceable on all Parties affected. The arbitrator shall not have the power to change this Agreement or to alter, modify or amend any of its provisions, or make any decision contrary to the provisions of this Agreement.

33.05 The time limits specified in both the grievance and arbitration procedures may be extended by mutual agreement between the Employer and the Union. Mutual agreement to extend time limits must be in writing and signed by both Parties before it will constitute mutual agreement for the purposes of this provision.

Article 34

Abandonment of Position

- 34.01 An Employee who is absent without authorization and without notification for three (3) consecutive work days shall be deemed to have abandoned the Employee's position and resigned.

Article 35

Term of Agreement

- 35.01 This Agreement shall be in full force and effect from January 1, 2010 to December 31, 2011.
- 35.02 The Agreement shall remain in effect unless notice of amendment is served by either Party upon the other not less than sixty (60) days and not more than one hundred twenty (120) days preceding the expiration of the said Agreement.
- 35.03 Where notice is served by either Party, the provisions of this Agreement shall continue until a settlement is agreed upon according to conditions of the Labour Relations Code.

## Appendix "A"

### Classifications and Pay

Full-time Permanent Employees shall be paid according to the following annual pay grids that reflect hourly and yearly salary for all classifications. Equivalent hourly rates shall be determined when required for purposes such as overtime pay or Term Employee's wage rates according to the normal working hours for the classification. Pay ranges and salaries paid to individual Employees are minimums. An Employee may be hired above the start rate based on the Employer's assessment of relevant qualifications and experience.

Progressions from step to step on the following pay grids shall be based on satisfactory job performance and meeting the service requirements as set out.

Part-time and Term Employees shall have their accumulated regular hours considered when they are placed on a pay grid in their second (2<sup>nd</sup>) and subsequent season(s) of employment.

Saddle Hills County  
Salary Appendix  
Effective January 1, 2010

	1	2	3	4	5
<b>Administrative Services II</b>	\$39,869.16	\$41,678.99	\$43,492.51	\$45,304.80	\$47,117.09
<b>Regular Hourly Rate</b>	\$21.15	\$22.11	\$23.07	\$24.03	\$25.00
<b>Administrative Services I</b>	\$30,146.56	\$31,519.32	\$32,887.16	\$34,261.16	\$35,630.23
<b>Regular Hourly Rate</b>	\$15.99	\$16.72	\$17.45	\$18.18	\$18.90
<b>Assessor</b>	\$62,223.48	\$68,446.33	\$71,557.75	\$74,669.19	\$77,783.14
<b>Regular Hourly Rate</b>	\$33.01	\$36.31	\$37.96	\$39.61	\$41.26
<b>Ast Assessor/Ast Dev Officer</b>	\$48,006.00	\$52,802.66	\$55,180.06	\$57,553.77	\$60,003.80
<b>Regular Hourly Rate</b>	\$25.47	\$28.01	\$29.27	\$30.53	\$31.83
<b>Public Works Foreman</b>	\$56,020.95	\$61,621.57	\$64,424.96	\$67,223.42	\$70,025.57
<b>Regular Hourly Rate</b>	\$26.93	\$29.63	\$30.97	\$32.32	\$33.67
<b>Utilities Officer</b>	\$48,802.57	\$53,684.18	\$56,124.37	\$58,563.33	\$61,003.52
<b>Regular Hourly Rate</b>	\$23.46	\$25.81	\$26.98	\$28.16	\$29.33
<b>Equipment Operator II</b>	\$48,278.08	\$52,473.93	\$58,333.10		
<b>Regular Hourly Rate</b>	\$23.21	\$25.23	\$28.04		
<b>Equipment Operator I</b>	\$45,301.11	\$49,240.87	\$51,209.52		
<b>Regular Hourly Rate</b>	\$21.78	\$23.67	\$24.62		
<b>Mechanic</b>	\$58,760.84	\$63,868.46	\$70,410.34		
<b>Regular Hourly Rate</b>	\$28.25	\$30.71	\$33.85		
<b>Landfill Site Operator</b>	\$32,970.88	\$35,507.10	\$39,311.44		
<b>Regular Hourly Rate</b>	\$15.85	\$17.07	\$18.90		
<b>Labourer</b>	\$32,970.88	\$35,507.10	\$39,311.44		
<b>Regular Hourly Rate</b>	\$15.85	\$17.07	\$18.90		
<b>Seasonal Staffing II (per hour)</b>	\$16.56	\$18.14	\$18.93	\$19.70	
<b>Seasonal Staffing I (per hour)</b>	\$12.42	\$13.56	\$14.18	\$14.77	

Saddle Hills County  
Salary Appendix  
Effective January 1, 2011

	1	2	3	4	5
<b>Administrative Services II</b>	\$41,065.23	\$42,929.36	\$44,797.29	\$46,663.94	\$48,530.60
<b>Regular Hourly Rate</b>	\$21.79	\$22.77	\$23.77	\$24.76	\$25.75
<b>Administrative Services I</b>	\$31,050.96	\$32,464.90	\$33,873.78	\$35,288.99	\$36,699.13
<b>Regular Hourly Rate</b>	\$16.47	\$17.22	\$17.97	\$18.72	\$19.47
<b>Assessor</b>	\$64,090.18	\$70,499.72	\$73,704.48	\$76,909.26	\$80,116.63
<b>Regular Hourly Rate</b>	\$34.00	\$37.40	\$39.10	\$40.80	\$42.50
<b>Ast Assessor/Ast Dev Officer</b>	\$49,446.18	\$54,386.74	\$56,835.46	\$59,280.38	\$61,803.92
<b>Regular Hourly Rate</b>	\$26.23	\$28.85	\$30.15	\$31.45	\$32.79
<b>Public Works Foreman</b>	\$57,701.58	\$63,470.22	\$66,357.71	\$69,240.12	\$72,126.34
<b>Regular Hourly Rate</b>	\$27.74	\$30.51	\$31.90	\$33.29	\$34.68
<b>Utilities Officer</b>	\$50,266.65	\$55,294.71	\$57,808.10	\$60,320.23	\$62,833.62
<b>Regular Hourly Rate</b>	\$24.17	\$26.58	\$27.79	\$29.00	\$30.21
<b>Equipment Operator II</b>	\$49,726.43	\$54,048.15	\$60,083.09		
<b>Regular Hourly Rate</b>	\$23.91	\$25.98	\$28.89		
<b>Equipment Operator I</b>	\$46,660.14	\$50,718.10	\$52,745.81		
<b>Regular Hourly Rate</b>	\$22.43	\$24.38	\$25.36		
<b>Mechanic</b>	\$60,523.67	\$65,784.52	\$72,522.65		
<b>Regular Hourly Rate</b>	\$29.10	\$31.63	\$34.87		
<b>Landfill Site Operator</b>	\$33,960.01	\$36,572.31	\$40,490.78		
<b>Regular Hourly Rate</b>	\$16.33	\$17.58	\$19.47		
<b>Labourer</b>	\$33,960.01	\$36,572.31	\$40,490.78		
<b>Regular Hourly Rate</b>	\$16.33	\$17.58	\$19.47		
<b>Seasonal Staffing II (per hour)</b>	\$17.06	\$18.68	\$19.50	\$20.29	
<b>Seasonal Staffing I (per hour)</b>	\$12.79	\$13.97	\$14.61	\$15.21	

Letter of Understanding

between

Saddle Hills County

and

The Alberta Union of Provincial Employees

Service Recognition

The Parties agree to the following:

This Letter of Understanding contains provisions for determining service with Saddle Hills County for all purposes of the Collective Agreement between the Parties where benefits or other entitlements are based on an Employee's years of service.

- 1. Years of service recognized by Improvement District of Saddle Hills No. 20 as at December 31, 1994 will be recognized as service to Saddle Hills County. These Employees include:

Wayne Lacey	September - 1975
Norman Hayward	November - 1976
Edwin Berget	July -1987
Jim Tblus	April - 1989
Cheryl Dwernychuk	May - 1990

- 2. Entitlement to pension benefits will be governed by the applicable provisions of the pension plan(s) and no additional rights or entitlements shall result from the recognition of service contained herein.
- 3. New Employees joining the County after January 1, 1995 are not covered by this Letter of Understanding.

FOR SADDLE HILLS COUNTY

FOR THE ALBERTA UNION OF  
PROVINCIAL EMPLOYEES

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Letter of Understanding

between

Saddle Hills County

and the

Alberta Union of Provincial Employees

Northern Travel Benefit

The Parties agree to the following:

To allow for a part of the annual salary to be used as a travel benefit for personal and medical trips for Saddle Hills County permanent Full time Employees, and seasonal Employees.

1. All regular Employees will be granted a travel benefit, which will appear on their T4 slip.
2. Permanent Full time Employees will be allocated the sum of two thousand five hundred (2,500) dollars.
3. Part-time/seasonal Employees allowance will be based on the amount of time they work compared to a full time position. (i.e. if position is three quarters (3/4) equivalent, benefit will be one thousand eight hundred and seventy five (1,875) dollars.

FOR SADDLE HILLS COUNTY

FOR THE ALBERTA UNION OF  
PROVINCIAL EMPLOYEES

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Letter of Understanding

between

Saddle Hills County

and the

Alberta Union of Provincial Employees

Need for New Hires

The Parties agree to the following:

1. During the term of the Collective Agreement, if at the discretion of the Employer, it is determined that it is difficult to hire new Employees because of the wage rates in the Collective Agreement, the Employer will meet with the Union and discuss increasing wage rates for new hires and any resulting adjustment for existing Employees.

FOR SADDLE HILLS COUNTY

FOR THE ALBERTA UNION OF  
PROVINCIAL EMPLOYEES

\_\_\_\_\_

\_\_\_\_\_

DATE:\_\_\_\_\_

DATE:\_\_\_\_\_

Letter of Understanding

between

Saddle Hills County

and the

Alberta Union of Provincial Employees

Disciplinary Action

The Parties agree to the following:

1. An Employee who has been given written discipline action may contact the CAO two (2) years from the date of the discipline to discuss having the discipline removed from the Employee's file. Whether the discipline is removed from the file is at the sole discretion of the CAO. The foregoing is not subject to the grievance procedure.

FOR SADDLE HILLS COUNTY

FOR THE ALBERTA UNION OF  
PROVINCIAL EMPLOYEES

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATED at \_\_\_\_\_, Alberta this \_\_\_\_ day of \_\_\_\_\_, 2011.

FOR SADDLE HILLS COUNTY

FOR THE ALBERTA UNION OF  
PROVINCIAL EMPLOYEES

---

---

---

Witness

---

Witness

\*Letter of Understanding

between

Saddle Hills County

and the

Alberta Union of Provincial Employees

Retroactive Pay

The Parties agree that retroactive pay is not applicable to the four (4) Summer Students/Gravel Checkers employed during the months of June, July and August of 2010/

FOR SADDLE HILLS COUNTY

FOR THE ALBERTA UNION OF  
PROVINCIAL EMPLOYEES

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\*This Letter of Understanding is part of the offer for settlement for a new Collective agreement and is in force and effect between the parties but will not be printed with the new Collective Agreement.