



COLLECTIVE AGREEMENT

BETWEEN

THE BOARD OF GOVERNORS OF
NORTHERN LAKES COLLEGE

AND

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
LOCAL 071 CHAPTER 009

JULY 1, 2012 - JUNE 30, 2014

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Preamble

THIS AGREEMENT made the 10th day of July, 2012.

BETWEEN:

The Board of Governors, Northern Lakes College

(hereinafter called the "Employer")

OF THE FIRST PART

- and the -

Alberta Union of Provincial Employees

on behalf of all Employees covered by this Collective Agreement

(hereinafter called the "Union")

OF THE SECOND PART

WHEREAS, the Board of Governors is an Employer within the meaning of the Public Service Employee Relations Act and administers the Northern Lakes College; and

WHEREAS pursuant to the provisions of the Act, the Union has the sole right to negotiate on behalf of the Employer's Employees; and

WHEREAS the Parties are mutually desirous of entering into a Collective Agreement with the intent and purpose to promote a harmonious relationship between the said Employees and the Board of Governors and to set forth in this Collective Agreement rates of pay, hours of work and other terms or conditions of employment for each Employee of the Employer and provide a procedure for the consideration and settlement of differences.

NOW THEREFORE, the Parties hereto mutually agree as follows:

ARTICLE 1

Definitions

1.01 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) "Adjudication" means the process referred to in Article 25.04 of the Grievance Procedure.
- (d) "Anniversary Date" means the first date of a pay cycle after a date of hire and shall be used for the purpose of long service and vacation entitlements.
- (e) "Annual Salary" means the basic grid plus the Isolation Modifier, Market Modifier, Northern Allowance Pay, and the Frozen Over Range Amount.
- (f) "Apprentice" means an individual who is engaged in an apprenticeship program that is provided for under the Apprenticeship and Training Act.
- (g) "Combine" means to add a maximum of three (3) consecutive days to the beginning or end of the vacation period and/or to spread Wellness days throughout the leave.
- (h) "Continuous Position" means half time (.5) or greater salaried position established as such in which the incumbent is required for continuous employment for an unlimited period greater than one year.
- (i) "Days" means calendar days.
- (j) "Demotion" means a transfer to a position with a lower maximum salary without the Employee's agreement.
- (k) "Designated Officer" means a person who is authorized on behalf of the Employer to deal with grievances and is excluded from the bargaining unit as per the Public Service Employee Relations Act;
- (l) "Dismiss" means to discharge an Employee for just cause;
- (m) "Employee" means a person employed by the Employer who is in the Bargaining Unit covered by this Collective Agreement;
- (n) "Employer" means the Board of Governors of the Northern Lakes College or any person acting on behalf of the Board of Governors as the context of this Agreement may require;
- (o) "Faculty" means an Employee who is employed in a classification assigned to the Faculty Association of Northern Lakes College;

- (p) "General Illness" means an illness which causes an Employee to be absent from duty for a period of more than three (3) consecutive work days but shall not exceed:
 - (i) eighty (80) consecutive work days; or
 - (ii) where the Employer approves part-time absences and part-time use of general illness, the eighty (80) days of leave will be converted to the equivalent number of hours and administered accordingly.
- (q) A "Grievance" is a difference arising out of the interpretation, application, operation or any contravention or alleged contravention of this Agreement or as to whether any such difference can be the subject of arbitration.
- (r) "Hourly Rate" means the annual salary divided by the Employee's normal annual hours of work;
- (s) "Increment" means the difference between one step and the next step within the same pay grade, after the completion of one year's hours of work.
- (t) "Month" means a calendar month;
- (u) "Monthly Salary" means annual salary divided by twelve (12);
- (v) "Pay Grade" means the periods assigned to a class within the salary grid;
- (w) A "Policy Grievance" is a difference which seeks to enforce an obligation of the Employer to the Union, or the Union or its members to the Employer. A policy grievance shall not be an obligation that may or could have been subject of a grievance by an Employee.
- (x) "President" means the Chief Executive Officer of the Employer;
- (y) "Probationary Employee" means a person, who during his initial period of employment is serving a probationary period;
- (z) "Project Position" means a salaried position established as such in which the incumbent is required for continuous employment for a limited period of normally less than one (1) year, but upon mutual agreement it may extend to a maximum period of sixteen (16) months, and to work not less than the periods specified in Sub-clause 1.01 (j). If the project is renewed for a second year, that Employee shall be placed into a continuous position. A "Project Position" includes an "Apprenticeship Position" in which the incumbent is initially hired as an apprentice as defined under the Apprenticeship and Training Act;

- (aa) "Salary Increment date" for annual increases means the equivalent of the annual yearly hours worked in the classification.
- (ab) "Statutory Declaration" means a document containing verified statements sworn by an Employee to be the truth before a Commissioner for Oaths.
- (ac) "Step" means a single salary rate within the Pay Grade;
- (ad) "Trial period" means a six (6) month assessment period in a new position after an employee has served his probationary period with the College.
- (ae) "Union" means the Alberta Union of Provincial Employees;
- (af) "Union Representative" means the President of the Union or a person designated by the President in writing pursuant to the Union's Constitution to perform a specific function pertaining to this Collective Agreement;
- (ag) "Vice President, College Services" and the "Director, Human Resource Services" means the officials appointed by the President to administer the Collective Agreement.
- (ah) "Wage Employment" means a job established and paid hourly in which the incumbent is required for employment for temporary relief or overload duties not exceeding six (6) months of full-time employment, or for ongoing periods less than the periods specified in Sub-clause 1.01(j);
- (ai) "Wellness Leave" is a casual illness or special leave which causes a salaried Employee to be absent from duty for a period of three (3) consecutive days or less.
- (aj) "Work Day" means any day on which an Employee is normally expected to be at his place of employment;

ARTICLE 2

Terms of Employment

2.01 The Employer, during the life of this Agreement may, with the agreement of the Union:

- (a) alter rates of Employee compensation, or,
- (b) alter any Employee entitlement or Employee rights

which are contained within this Agreement and upon such agreement these changes shall become the rates, entitlements or Employee rights.

ARTICLE 3

Application

3.01 The provisions of this Agreement apply as specified in this Article to Employees as defined in Article 1 who are in the Union and are employed in classifications assigned to the Union.

3.02 This Agreement applies to an Employee:

- (a) appointed to a continuous position; however, where applicable, shall be applied on a pro-rata basis for an Employee who works part-time; and
- (b) appointed to a project position, however, where applicable, shall be applied on a pro-rata basis for an Employee who works part-time; except that:

- (i) Article 13, Position Abolishment, shall not apply, and

- (ii) Long Term Disability (LTD), under Article 29, shall not apply until after one (1) year of continuous employment in a project position, or until after sixteen (16) months by mutual agreement between the affected parties, and

- (iii) Apprentices continue in a project position up to four (4) years. For Apprentices, the following articles shall not apply:

Article 12 – Acting Incumbent

Article 13 – Position Abolishment

Article 25 - Grievance Procedure for termination of employment, as a result of either:

- a) failure to comply with the terms and conditions of the Apprenticeship and Training Act and/or regulations, or,
- b) lack of appropriate work, or,
- c) the unavailability of tradesmen positions upon completion of the Apprenticeship and Industry Training Program.

Article 37 – Leave Without Pay

Article 41 – Learning Modifier

Article 44 – Classification Appeal

(iv) All benefits in the Employee Benefit Plan apply to Apprentices except Long Term Disability, notwithstanding Article 3.02 (b) (ii)

(c) hired for wage employment, according to the following chart:

Article and Name	Article Applies	Article Does Not Apply
1. Definitions	✓	
2. Terms of Employment	✓	
3. Application	✓	
4. Management Recognition	✓	
5. Union Recognition	✓	
6. Legislation and the Collective Agreement	✓	
7. Union Membership and Dues Check-Off	✓	
8. Employer Union Relations	✓	
9. Union Representatives	✓	
10. Time-Off for Union Business	✓	
11. Attendance	✓	
12. Acting Incumbent	✓	
13. Position Abolishment		✓
14. Hours of Work	✓	
15. Personal Time Management		✓
16. Overtime	✓	
17. Shift Differential	✓	
18. Reporting Pay	✓	
19. Weekend Premium	✓	
20. Workers' Compensation Supplement		✓
21. Forest Fire Operations, Flood Control, and Pollution Control	✓	
22. Subsistence and Travel Expenses	✓	
23. Probationary Employee and Period	Only 23.04 applies	
24. Disciplinary Action	✓	

25. Grievance Procedure	The grievance procedure applies, except in the case of termination of employment.	
26. Wellness Leave and Modifier		✓
27. General Illness		✓
28. Proof of Illness	✓	
29. Employee Benefit Plans		✓
30. Paid Holidays		✓
31. Annual Vacation Leave		✓
32. Compassionate Leave		✓
33. Maternity/Parental/ Adoption Leave		✓
34.02. Court Leave	See article 3.05	Does not apply in private capacity.
35. Employment Insurance Premium Reduction or Rebate	✓	
36. Health and Safety	✓	
37. Leave Without Pay	✓	
38. Employee Management Advisory Committee	✓	
39. Protective Clothing, Supplies, and Equipment	✓	
40. Medical Examinations	✓	
41. Learning Modifier	✓	
42. Professional and Personal Development Fund	✓	
43. Isolation Modifier		✓
44. Classification Appeal	✓	
45. Northern Allowance Pay	✓	
46. Market Modifier	✓	
47. Northern Travel Benefit		✓
48. Printing of Agreements	✓	
48. Term and Effective Date	✓	

(d) A Wage Employee who is dismissed for disciplinary reasons in accordance with Article 24, shall have access to Level 2 of the Grievance Procedure as provided in Sub-Clause 25.01(f) but not to any other Levels of the Grievance Procedure. However, a Wage Employee shall not have access to Article 25 in the case of termination of employment.

3.03 Notwithstanding Sub-Clause 3.02(c), an Employee hired for wage employment shall in lieu of receiving:

- (a) paid holidays pursuant to Article 30, be allowed, in addition to his regular wage earnings, pay at five point two percent (5.2%) of his regular wage earnings, and for working on a paid holiday, pay at time and one-half (1 1/2) his regular hourly rate for all hours worked up to the equivalent of full normal daily hours and double time (2x) thereafter; and
- (b) annual vacation leave pursuant to Article 31, be allowed in addition to his regular wage earnings, pay at six percent (6%) of his regular wage earnings.

3.04 Notwithstanding Sub-Clause 3.02 (c) a Wage Employee who is expected to have ongoing employment beyond six (6) months, or a Full-time Wage Employee who is employed up to six (6) months will be eligible for the Wellness Modifier in the form of pay at one percent (1%) of his regular hourly rate times his regular hours worked.

3.05 Notwithstanding Sub-Clause 3.02 (c), a Wage Employee who is expected to have ongoing employment beyond six (6) months, or a Full-time Wage Employee who is employed up to six (6) months, will be eligible for Court Leave pursuant to Article 34.

3.06 Notwithstanding Sub-Clause 3.02(c), an ongoing Employee working as a Community Access Point (CAP) Coordinator shall receive an additional two percent (2%) of his hourly rate time hours worked.

3.07 Services necessary for the operation of programs variously known as "Summer School", "Evening Class Program", "Workforce Development", or "Further Education Programs" may be purchased by the Employer on a contract of service basis. Participation by an Employee in the above programs shall be voluntary. This is not intended for the purpose of inserting an Employee in a position of which the duties come within the jurisdiction of the Bargaining Unit.

3.08 Notwithstanding all of the foregoing Clauses, the President, after consultation with the Employee Management Advisory Committee shall decide the applicability of the Articles of this Agreement to persons employed through special placement programs. Special placement programs include but are not limited to:

- (a) Student Work Study
- (b) Student Summer Employment
- (c) Student Work Experience
- (d) Co-operative Training
- (e) Summer Temporary Employment Program
- (f) Summer Career Placements
- (g) Priority Employment Programs

3.09 Except as otherwise specified in this Collective Agreement, there shall be no pyramiding of leaves, benefits or other entitlements.

ARTICLE 4

Management Recognition

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

ARTICLE 5

Union Recognition

5.01 The Employer recognizes the Union as the exclusive Bargaining Agent for all Employees covered by this Agreement.

5.02 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.

ARTICLE 6

Legislation and the Collective Agreement

- 6.01 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 Public Service Employee Relations Act, a satisfactory provision to be substituted for the provision rendered null and void, or reduced.
- 6.02 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 7

Union Membership and Dues Check-Off

- 7.01 All Employees covered by this Agreement shall become members of the Union as a condition of employment. An Employee who has a religious objection to becoming a member of the Union shall be permitted to opt out of membership by providing the Union with a signed statutory declaration outlining the objection within sixty (60) consecutive calendar days from the date of commencement of employment, but such Employee shall continue to pay Union dues.
- 7.02 All Employees covered by this Agreement shall be required to pay Union dues as a condition of employment. The Employer shall deduct Union dues from the pay of all Employees covered by this Agreement. 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 sixty (60) days prior to the effective date of the change.
- 7.03 The Employer shall remit Union dues deducted from the pay of all Employees, to the Union by the first working day after the fifteenth (15th) calendar day in the following month. Where an accounting adjustment is necessary to correct an over or under payment of dues, it shall be effective in the succeeding month. The deductions remitted shall be accompanied by particulars, in a printed form, identifying each Employee showing Employee number, starting date, classification, amount of Union dues deducted, name and last known address, and monthly salaries for dues calculation. A copy of the report outlining the particulars shall be forwarded to the Local Association Chair.

- 7.04 The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article.

ARTICLE 8

Employer-Union Relations

- 8.01 The Employer will grant Union Representatives access to its premises. When investigating a grievance for the purpose of meeting with the Griever or his immediate supervisor, an appointment with the grieving Employee or his immediate supervisor will be obtained through the Director, Human Resource Services. The foregoing approval shall not be unreasonably denied.
- 8.02 Annually, or as changes are made, the Union shall provide a current list of Union Officers and Stewards to the Director, Human Resource Services.
- 8.03 The Employer shall grant the Union access to and the use of the communications systems available at the College, for the purpose of Union business, with the exception of long distance calls, which shall be cost recovery. Electronic mail belongs to the College and privacy of communication cannot be guaranteed.

ARTICLE 9

Union Stewards

- 9.01 The Employer acknowledges the right of the Union to appoint Employees in the Bargaining Unit as Union Stewards.
- 9.02 The Union shall determine the number of Union Stewards, having regard for the plan of the organization, and the distribution of Employees at the work place. When difficulties arise, the Union and the Employer shall consult in order to resolve the difference.
- 9.03 The Employer recognizes the Union Steward as an official representative of the Union.
- 9.04 The Union will ensure that each new Employee receives the name and location of his Union Steward and a copy of the Collective Agreement.

ARTICLE 10

Time Off for Union Business

- 10.01 Time off, without loss of regular earnings, will be normally granted to Employees for Union business approved by the Union. Time off shall be granted except where operational difficulty will arise. The Union shall provide the Director, Human Resource Services with a copy of the request for time off. Employees shall provide a minimum of five (5) work days notice when requesting time off, however, considerations shall still be given in cases where the five (5) days notice is not provided. Where such time off is granted for an indeterminate period, the Employee shall communicate with the Director, Human Resource Services on a daily basis in respect to the date of return.
- 10.02 To facilitate the administration of Clause 10.01 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 11

Attendance

- 11.01 An Employee who is absent from duty without prior authorization shall communicate the reason for his absence to his immediate supervisor within the time limits set out below:
- (a) in the case of shift workers, at least two (2) hours prior to the commencement of a shift; or,
 - (b) in the case of non-shift workers, within two (2) hours of normal starting time.
- 11.02 An Employee on authorized leave of absence and/or illness leave for an indeterminate period shall notify his immediate supervisor of his intention to return to work in the following manner:
- (a) an Employee reporting for day work shall give notice during the preceding work day;
 - (b) an Employee reporting for work on an afternoon or a night shift shall give notice no later than noon of the day immediately preceding his return to work.

This Clause shall not apply to an Employee who wishes to return to work following an absence in which he was in receipt of Long Term Disability or Workers' Compensation benefits.

- 11.03 An Employee who is on an approved leave of absence without pay of twenty (20) work days or more, and who wishes to return to work prior to the fixed expiration date of the leave of absence shall notify the Director, Human Resource Services at least ten (10) full work days prior to the desired date of return. This clause shall not apply to an Employee who wishes to return to work following an absence in which he was in receipt of Long Term Disability or Workers' Compensation benefits.
- 11.04 Time limits, pursuant to Clauses 11.01, 11.02 and 11.03, shall be waived when it can be established that the Employee, for acceptable reasons, was unable to contact the appropriate party within the time limits specified.
- 11.05 An Employee is required to provide the Director, Human Resource Services with fifteen (15) work days prior written notice of resignation if he wishes to resign in good standing. During this notice period, the Employee must be actively at work for the College.
- 11.06 An Employee who absents himself from his employment and who has not obtained the approval of his immediate supervisor shall, after three (3) consecutive work days of such unauthorized absence, be considered to have abandoned his position and will be deemed to have resigned, unless it is subsequently shown by the Employee that special circumstances prevented him from reporting to his place of work.

ARTICLE 12

Acting Incumbent

- 12.01 To receive acting incumbency pay an Employee shall be designated by the Director, Human Resource Services to perform the principal duties of the higher level position for a minimum period of five (5) consecutive work days, during which time he may also be required to perform some of the duties of his regular position. On completion of the minimum five (5) day qualifying period in an acting incumbency position, an Employee shall be eligible for acting incumbency pay for the total period of acting incumbency, including the five (5) day qualifying period. Acting provisions shall not apply where an Employee is designated only limited additional duties.

12.02 Where an Employee is designated to be an acting incumbent in a position, his salary may be determined in accordance with the following provisions:

- (a) if he is designated to act in a position in a classification with an assigned pay grade the maximum of which is less than one (1) increment higher than the maximum of his current pay grade assignment, his acting salary shall be the lowest period in the new pay grade that exceeds his current salary provided the maximum salary assigned the classification is not exceeded;
- (b) if he is designated to act in a position in a classification with an assigned pay grade the maximum of which is at least one (1) increment higher than the maximum of his current pay grade assignment, his acting salary shall be the lowest period in the new pay grade that exceeds his current salary, except if the increase is less than one (1) increment, in which case his salary shall be adjusted to the period next higher than the lowest period that exceeds his current salary provided the maximum salary assigned the classification is not exceeded;
- (c) if he is designated to act in a position in a classification of the Union, his salary shall be determined in accordance with the General Staff Pay Schedule, as the case may be;

12.03 It is understood that normally only one acting incumbent may be designated as a result of any one Employee's absence.

12.04 When an Employee who has been the acting incumbent of another position returns to his regular position, his salary shall be readjusted to that which would be in effect if he had continuously occupied that position.

12.05 The designation of acting incumbency shall not exceed a period of one (1) year.

ARTICLE 13

Position Abolishment

13.01 The Employer shall give a continuous Employee and his Union at least one hundred and twenty (120) calendar day's prior written notice that his position is to be abolished or pay in lieu. The Employer will provide a copy of the written notice to the Union.

13.02 The Employer shall attempt to place abolished Employees in comparable positions at no loss of pay or benefits.

- 13.03 The Employee may resign in writing and receive pay at his regular rate in lieu of part of the notice specified in Clause 13.01 to a maximum of two (2) month's pay. If eligible, the Employee may retire pursuant to the Public Service Pension Act. Retirement is to be effective on or after the date notice expires, pursuant to Clause 13.01 however, if the Employee resigns and retires before the end of the notice period, he shall not receive pay in lieu of notice.
- 13.04 A Continuous Employee who has more than two years of ongoing employment immediately preceding the notice of position abolishment, shall be entitled to the provisions set out in the following schedule. These provisions will not be paid to an Employee who was dismissed, resigned, retired, or who refused an alternate position at no loss in salary or benefits.
- 13.05 An Employee whose job has become redundant may be vested at the Employee's option with the right to be appointed to the first available, comparable job through competition limited to such Employee, such vesting to last twelve (12) months commencing with the day following the release of the Employee. The Employer shall undertake to notify those Employees of all such available positions.

Full years of Continuous Employment	Weeks of Pay at Regular Rate of Pay
2	15
3	16
4	17
5	19
6	22
7	25
8	28
9	31
10	34
11	37
12	40
13	43
14	45
15	47
16	50
17+	52

ARTICLE 14

Hours of Work

- 14.01 (a) The normal hours of work for the purpose of determining pay, benefits and overtime under this Collective Agreement shall be:
- (i) thirty-six and one-quarter (36 1/4) hours per week; or
 - (ii) forty (40) hours per week; or
 - (iii) the equivalent of (i) or (ii) above on an annual basis.
- (b) An Employee working less than normal hours of work will have his pay and benefits pro-rated accordingly.
- 14.02 An Employee's pay shall be based on the hours worked by an Employee.
- 14.03 Employees covered by this Agreement shall normally receive two (2) fifteen (15) minute paid rest periods in each work period in excess of six (6) hours, one (1) period to be granted before the meal break and one (1) to be granted after. An Employee working a period of more than two (2) hours but less than six (6) hours shall be granted one (1) rest period. Rest periods shall be taken at the worksite unless otherwise approved by his supervisor. Rest periods shall not be granted within one (1) hour of commencement or termination of a work period.
- 14.04 An unpaid meal period, normally one (1) hour and not less than one-half (1/2) hour shall be granted to all Employees at approximately the midpoint of each work period that exceeds four (4) hours.
- 14.05 An Employee shall not be required to work a split shift involving a break between work periods longer than the specified meal period except where there is agreement that the peculiarities of particular occupational categories require a split shift working arrangement.
- 14.06 Where it can be established that another work schedule than that contemplated in Clause 14.01 is required, the Employer, after consultation with the Union, has the right to establish such a schedule.
- 14.07 Where operational requirements permit, Employees employed in continuous operations shall be scheduled so that their days of rest fall on a Saturday and the following Sunday at least once in every four (4) weeks and, where operational requirements permit, a period of less than once every four (4) weeks may be considered.

ARTICLE 15

Personal Time Management

- 15.01 Personal Time Management (PTM) is available to all salaried Employees.
- 15.02 PTM is a program designed to allow an Employee to balance normal hours of work over a twelve (12) month period. The Employee is responsible for reporting hours monthly, reviewing accumulated hours quarterly and balancing annually pursuant to 15.03. The Employee and his Supervisor shall meet at the mid-point of the Employee's balancing period to review reasons for accumulation of hours, and to formulate a plan to balance. Service to clients shall not be adversely affected. An Employee shall obtain the agreement of his immediate supervisor before taking time off.
- 15.03 An Employee on a forty (40) hour week has two thousand eighty eight (2088) hours to balance annually. An Employee on a thirty-six and one-quarter (36 1/4) hour week has one thousand eight hundred and ninety-two (1892) hours to balance annually. PTM hours are recorded on the Employee Absence Report inclusive of all days for which an Employee is paid including wellness days, paid holidays, vacation, general illness and other special leave provisions, except PTM hours taken off, and overtime hours. The date to balance PTM will be approved in advance by the Director, Human Resource Services.
- 15.04 An Employee shall not exceed the annual hours when balancing his total. Excess hours are not authorized. An Employee with less than the required annual hours, pursuant to 15.03 will be deducted for the shortfall in the month following the annual balancing date.
- 15.05 PTM shall not be claimed for travel outside of normal working hours.
- 15.06 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 recording as PTM. However, if the extra time exceeds fifteen (15) minutes, a minimum of one-half (1/2) hour will be PTM.

ARTICLE 16

Overtime

- 16.01 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.

- 16.02 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, a minimum of one-half (1/2) hour overtime compensation will be paid, with compensation thereafter in accordance with Clause 16.03.
- 16.03 An Employee who has been authorized to work overtime shall be compensated as follows:
- (a) Subject to Clause 16.06, for overtime hours worked on a regularly scheduled work day at time and one-half (1+1/2) his regular hourly salary for the first two (2) hours worked in excess of his regular daily hours and at double (2x) his regular hourly salary for hours worked in excess of two (2) hours;
 - (b) For overtime hours worked on day(s) of rest at time and one-half (1+1/2) his regular hourly salary for all hours worked up to the equivalent of full normal daily hours and double time (2x) for additional hours worked thereafter.
 - (c) For purposes of this subsection, authorized travel on Employer business shall be paid at overtime rates except that an Employee shall not be compensated for travel spent proceeding to and from the usual place of work and residence.
- 16.04
- (a) Notwithstanding 16.03 (c), an Employee who is required to attend a training course or seminar on his normal day of work shall be paid at straight time rates for the hours spent on training to a maximum of his normal daily hours of work for that period.
 - (b) An Employee who is required to attend a training course or seminar on a regularly scheduled day of rest, shall be paid at straight time rates for the hours spent on training to a maximum of his normal daily hours of work for that period.
 - (c) An Employee who is required to attend a training course or seminar which necessitates travel outside of the area in which he is employed shall be compensated at straight time rates for the actual hours spent in travel provided such travel time is in excess of his normal daily hours of work.
- 16.05 Overtime payment shall be calculated to the nearest quarter (1/4) hour and shall not be allowed twice for the same hours.
- 16.06 Overtime pay shall be calculated from the annual salary rate in effect at the time overtime is worked regardless of any subsequent retroactive change in that rate.

- 16.07 Callback: An Employee who is called back to work one or more times within a two (2) hour period and works a total of two (2) hours or less, including travel time, shall be compensated at straight time for a minimum of three (3) hours. If the period worked on call back is in excess of two hours, regular overtime rates and provisions will apply for the entire period.

ARTICLE 17

Shift Differential

- 17.01 Where, because of operational requirements, an Employee is scheduled by the Employer to work shifts, that Employee shall receive two dollars (\$2.00) per hour for working a shift where at least one-half of the hours in such shift fall between 4:00 p.m. and 8:00 a.m.
- 17.02 For the purposes of this Article, a shift refers to the daily equivalent of the normal hours of work as set out in Clause 14.01. A Wage or Part-time Employee who works less than the daily equivalent of the normal hours of work shall be paid shift differential if he works a minimum of four (4) hours within the period of 4:00 p.m. and 8:00 a.m.
- 17.03 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.
- 17.04 Shift differential shall not be paid on any hours for which an Employee receives overtime compensation.

ARTICLE 18

Reporting Pay

- 18.01 A Wage Employee shall be paid a minimum of three (3) hours pay at his hourly rate when an expected work period is cancelled and the Employee was not notified of such cancellation on or before the day prior to the cancelled work period.
- 18.02 An Employee who reports for a regularly scheduled shift and who is assigned, without prior notification, to an alternate work shift commencing at a later time, shall receive an additional three (3) hours pay at his hourly rate.

ARTICLE 19

Weekend Premium

- 19.01 An Employee who works Saturdays or Sundays as part of his regularly scheduled work week, shall receive a weekend premium of two dollars (\$2.00) for each hour worked from 11:00 PM Friday to 7:00 AM Monday. The weekend premium shall not be paid to an Employee who is not regularly scheduled to work weekends and receives overtime compensation for working Saturday or Sunday as a day of rest.
- 19.02 At no time shall weekend premium be included with the Employee's regular rate of pay for the purposes of computing overtime payments, other premium payments, or any Employee benefits.

ARTICLE 20

Workers' Compensation Supplement

- 20.01 In accordance with the Workers' Compensation Act, when an Employee sustains an injury in the course of his duties with the Employer, the Employee and his supervisor shall report the injury to The Director, Human Resource Services. The Director 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. If the claim is approved by the Workers' Compensation Board, the Employee shall be paid his regular full salary during the period he is required to remain off work up to eighty (80) consecutive days, provided that the Employee has assigned to the Employer, the monies due to him from the Workers' Compensation Board due to injury or accident.
- 20.02 If the Employee has not returned to work due to injury before the eighty (80) day period has expired, he shall then be paid according to the rate prescribed by the Workers' Compensation Act.
- 20.03 The eligibility period specified in Clause 20.01 shall not apply in the event of a recurrence of a disability due to a previously claimed injury, payable under this supplement, unless the Employee has not used the total eligibility period in which case the unexpended period of eligibility may be applied.
- 20.04 When a day designated as a paid holiday under Article 30 falls within a period of time an Employee is eligible to receive Workers' Compensation Supplement, it shall be counted as a day of Workers' Compensation Supplement, and under no circumstances shall an Employee receive any additional entitlement in respect of that day.

- 20.05 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. That day shall not be deducted from the eligibility period specified in Clause 20.01.
- 20.06 The Parties agree that the Workers' Compensation Supplement is intended only for the purpose of protecting an Employee from loss of income while he is unable to work because of injury.
- 20.07 An Employee who receives Workers' Compensation benefits and who at the commencement of absence from work pursuant to Clause 20.01 is participating in the Employee Benefit Plans under Article 29 shall continue to be covered under these plans throughout the period the Employee is receiving Workers' Compensation benefits. Premium contributions shall continue to be paid by the Employer and the Employee according to Article 29.

ARTICLE 21

Forest Fire Operations, Flood Control and Pollution Control

- 21.01 An Employee employed temporarily in forest fire operations, flood control or pollution control shall not suffer a loss of salary or wages while so employed. Any reimbursements for salary or wages to the Employee (up to the amount of salary or wages received from the Employer) shall be paid to the Employer. The Employee may keep all monies paid to them for expenses and incidentals.

ARTICLE 22

Travel Expenses

- 22.01 Employees who incur travel expenses in the performance of authorized Employer business shall be reimbursed for those expenses in accordance with the Employer's Travel Policy.
- 22.02 The Employer agrees to consult with the Employee Management Advisory Committee prior to the alteration of travel rates contained in its travel expenses policy.

ARTICLE 23

Probationary Employee and Period

- 23.01 A person appointed to a position with the Employer shall serve a probationary period.

- 23.02 An Employee who has previously been employed by the Employer may have such previous employment considered by the Employer as part of the probationary period.
- 23.03 The period of probation shall start on the date of commencement and shall be twelve (12) months. The period of probation may be extended by written agreement of the Union and the Employer.
- 23.04 On commencement of employment, a new Employee shall be provided with a copy of his position description or list of duties.
- 23.05 An Employee, while on probation, shall have an evaluation at approximately the sixth month of service.
- 23.06 An Employee who takes another position in the College will serve a trial period, as defined in Article 1.01 (ad).

ARTICLE 24

Disciplinary Action

- 24.01 When an Employee has been 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. The Employee will be provided with a copy of all correspondence or written notices pertaining to his conduct or performance, which are placed on his personal file.
- 24.02 An Employee who is to be interviewed with respect to disciplinary action as referred to in Clause 24.01, shall be notified of the time and place of the interview and if desired by the Employee, he may arrange to be accompanied by a Union Representative or Union Steward. When a Union Steward requires time off from work to accompany an Employee to an interview pursuant to this Clause, the Union Steward must obtain prior approval from the Employer to be absent from work, and if approval is granted, leave without loss of pay will be allowed.
- 24.03 An Employee who has been subjected to disciplinary action may, after twenty-four (24) months of continuous service from the date the disciplinary action was invoked, request that his personal file be purged of any record of the disciplinary action. Such request will be granted providing:
- (a) the Employee's file does not contain any further record of disciplinary action during that twenty-four (24) months period; and
 - (b) the disciplinary action is not the subject of an unresolved grievance.

- 24.04 The Employer will have an Employee's personal file made available at the office of the Director, Human Resource Services for the Employee to examine his file, upon a request for the same being made by the Employee, once in every year and as well in the event of a grievance. The Employee may request a representative of the Union to be present at the time of the examination.
- 24.05 The personal file referred to in this Article is the personal file of an Employee maintained by the Employer. Except as provided hereinafter this file shall contain copies of all documentation pertaining to the Employee. The Parties mutually agree that no information pertaining to interview records, reference checks, or confidential information related to a diagnosis or prognosis concerning Employee eligibility for General Illness and/or Long Term Disability shall be contained in this file.
- 24.06 When an Employee has grieved a disciplinary action and a Designated Officer has either allowed the grievance or reduced the penalty levied against the griever, the personal file of the Employee shall be amended to reflect this action, provided that this action results in the abandonment of the grievance. Where the griever appeals the disciplinary action to adjudication, the personal file of the Employee shall be amended to reflect the award of the adjudicator or Adjudication Board.
- 24.07 Subject to Article 25, an Employee may be dismissed, suspended, demoted or given a written reprimand for just cause.

ARTICLE 25

Grievance Procedure

- 25.01 Definitions and Scope
- (a) A grievance is a difference arising out of the interpretation, application, operation or any contravention or alleged contravention of this Agreement or as to whether any such difference can be the subject of adjudication.
 - (b) A Policy Grievance is a difference which seeks to enforce an obligation of the Employer to the Union, or the Union or its members to the Employer. A policy grievance shall not be an obligation that may or could have been subject of a grievance by an Employee.
 - (c) Notwithstanding Sub-Clause 25.01(a), any complaint pertaining to a classification or the classification process, or the evaluation of an Employee's preparation, shall not be considered a grievance for the purposes of this Article and shall not be subject to the grievance process.

- (d) A complaint alleging harassment, unjust treatment, discrimination, or alleging unfair working conditions, may be presented as a grievance directly to Level 2. A decision given at Level 2 shall be final and binding on the Parties and all interested persons.
- (e) A grievance concerning the dismissal or termination of employment of a probationary Employee, or a grievance concerning a written reprimand, may be subject to the Grievance Procedure except that it shall not be a subject of adjudication at Level 3.
- (f) A grievance concerning the disciplinary dismissal of a Wage Employee may be submitted at Level 2 but not at any other Levels of the Grievance Procedure. Such a grievance shall be submitted in writing and the decision given by the Designated Officer at Level 2 shall be final and binding on the Parties and all interested persons.
- (g) "Days" means calendar days.
- (h) "Demotion" means a transfer to a position with a lower maximum salary without the Employee's agreement.

25.02 Meetings during Grievance Procedure

- (a) A Union Steward shall not discuss a grievance, or leave his place of work to investigate a grievance during working hours without first obtaining permission from his supervisor to do so.
- (b) The Designated Officer or the aggrieved may request that a written grievance be discussed at Level 1 of the Grievance Procedure. A Union Staff Member or Union Steward shall be allowed to be present at these discussions, if desired by the griever. The griever's request for a discussion shall not be unreasonably denied. This discussion shall be recognized as the griever's opportunity to clarify the circumstances surrounding his grievance. When a request for discussion has been approved, leave with pay shall be allowed. However, the griever and any accompanying Union Steward shall inform their respective supervisors before leaving and upon returning to their respective work places. Expenses incurred in attending the meeting may be claimed in accordance with the Employer's travel policy.

25.03 Grievance Process

The Director, Human Resource Services shall advise all Employees of the name, title and mailing address of the Designated Officer for Levels 1 and 2 of this Grievance Procedure. A copy shall be sent to the Union.

The Parties strongly encourage frank and thorough discussions to resolve differences, which might otherwise become formal grievances.

(a) Level 1

An Employee wishing to pursue a grievance, shall submit it in writing to the Designated Officer at Level 1 within fourteen (14) days of the date upon which the subject of the grievance occurred or the time the Employee first became aware of the subject of the grievance.

The Designated Officer shall reply in writing within fourteen (14) days of receipt of the grievance.

(b) Level 2

With the approval of the Union in writing, an Employee not satisfied with the reply at Level 1 shall, within fourteen (14) days of receipt of that decision submit his grievance in writing to the Designated Officer at Level 2.

The Designated Officer at Level 2 shall reply in writing to the Employee within fourteen (14) days of receipt of the grievance at Level 2 and shall submit a copy of his reply to the Union.

(c) Variance from Grievance Procedure

The level of commencement of a grievance may be varied up to and including Level 2 by written agreement between the Employer and the Union.

(d) Grievances involving Dismissal, Suspension without pay and Demotion shall be commenced at Level 2, unless otherwise agreed between the Parties pursuant to Sub-Clause 25.03(c) above.

(e) Policy Grievance

A Policy Grievance shall be submitted to the other Party within fourteen (14) days of the date upon which the alleged violation of the Collective Agreement has occurred, or within fourteen (14) days from the date upon which the aggrieved Party first became aware of the subject of the grievance.

Within a reasonable time of filing a Policy Grievance, the Parties shall meet in an attempt to resolve the difference. Failure to resolve the Policy Grievance within fourteen (14) days of filing shall entitle the aggrieved Party to advance the Policy Grievance to Level 3 within an additional fourteen (14) days.

25.04 Level 3 - Adjudication

- (a) If a settlement is not reached through the above proceedings, an Employee with the approval of the Union (in the case of an Employee grievance), the Union (in the case of an Union grievance) and the Employer (in the case of an Employer grievance) may refer the grievance to adjudication by notice in writing that must be given within fourteen (14) days of receipt of the reply at the previous stage or level to which the grievance was advanced. Notice to the Employer shall be given to the President.
- (b) The submission of a grievance to adjudication shall be to an Adjudication Board of three (3) members, one (1) to be appointed by the Union, one (1) to be appointed by the Employer and a third, who shall act as Chairman, to be mutually agreed upon by the other two (2), or to a single adjudicator, or to a mediator-adjudicator.
- (c)
 - (i) The notice referred to in Sub-Clause 25.04(a) above, shall indicate which system of adjudication the party wishes to follow, and state the name of its appointee to an Adjudication Board or suggest one or more names of persons it is willing to accept as a single adjudicator, or mediator-adjudicator, as the case may be;
 - (ii) Upon receipt of the notice referred to in Sub-Clause 25.04(a) above, the other Party shall respond within seven (7) days, indicating which system of adjudication it finds acceptable in respect to the grievance. If the other Party does not respond within the said seven (7) days, the grievance will be dealt with by an Adjudication Board. If it is not agreed that a single adjudicator or mediator-adjudicator shall be used, the other Party shall state the name of its appointee to an Adjudication Board. The Party initiating the submission of the grievance to adjudication under 25.04(c)(i) above shall then, within seven (7) days, state the name of its appointee to an Adjudication Board. If the other Party fails to appoint its nominee to an Adjudication Board within fourteen (14) days, its nominee will be appointed by the Chairman of the Public Service Employee Relations Board upon request of the Party submitting the grievance to adjudication. If the other Party agrees

to a single adjudicator or mediator-adjudicator, it shall suggest one or more names of persons it is willing to accept as adjudicator or mediator-adjudicator.

- (d) Where the Parties have submitted a grievance to a mediator-adjudicator, they shall request the mediator-adjudicator to mediate between them and to encourage them to resolve any difference or differences raised by the grievance. If the mediator-adjudicator determines that the Parties will not resolve their differences, then the mediator-adjudicator is empowered to determine any and all differences and to issue a written award concerning the same. The Parties agree that unless it is otherwise agreed between them, any resolution reached with the assistance of a mediator-adjudicator, or any determination made by a mediator-adjudicator shall not establish a precedent for any other grievance, difference or dispute.
- (e) A single adjudicator or mediator-adjudicator shall have all of the same powers as an Adjudication Board. In such cases, the Party referring the grievance to adjudication, shall, instead of submitting the name of its nominee, submit the name of the adjudicator it wishes to suggest to the other Party. If agreement cannot be reached on the appointment of a single adjudicator or upon the appointment of a mediator-adjudicator, within seven (7) days, an Adjudication Board will be appointed in accordance with the provisions above.
- (f) Each Party to this Agreement shall bear its own costs of adjudication, including the costs of its appointees to the Board. The Parties shall bear equally the costs of Adjudication Board Chairmen, single adjudicators and mediator-adjudicators.
- (g) The Employer shall grant an Employee leave of absence with pay for the purpose of attending the adjudication of his grievance. Except where a dismissal of the Employee is upheld by the adjudication decision, an Employee may claim his expenses incurred in attending the adjudication of his grievance in accordance with the Employer's subsistence and travel expenses policy.
- (h) The Employer shall grant leave of absence with pay to a witness appearing under notice to attend at adjudication proceedings.

25.05 Power of Boards of Adjudication

- (a) Adjudication Boards, single adjudicators and mediator-adjudicators are empowered to decide grievances between the Parties or persons bound by the Collective Agreement.

- (b) Adjudication Boards, single adjudicators and mediator-adjudicators shall not add to, alter, modify or amend any part of the terms of the Collective Agreement by their decision, nor make any decision inconsistent with it nor to deal with any other matter that is not a proper matter for grievance under the Collective Agreement.
- (c) Adjudication Boards, single adjudicators and mediator-adjudicators shall confine their decisions solely to the precise issue submitted to them and shall have no authority to make a decision on any other issue not so submitted.
- (d) When disciplinary action against an Employee is involved, the Adjudication Board, single adjudicator or mediator-adjudicator may vary the penalty as is considered just and reasonable under the circumstances.
- (e) Where a grievance is heard by a three (3) member board, the decision of a majority of the members is the decision of the Board, but if there is no majority, a decision of the Chairman governs and his decision is the decision of the Adjudication Board.

25.06 Adjudication Decisions

Adjudication decisions shall be final and binding on the Parties and all other interested persons.

25.07 Procedures and Time Limits

- (a) Time limits and procedures contained in this grievance procedure are mandatory. Failure to pursue a grievance within the prescribed time limits and in accordance with the prescribed procedures shall result in abandonment of the grievance. Failure to reply to a grievance in a timely fashion shall advance the grievance to the next level. Grievances so advanced shall be subject to time limits as if a reply had been made on the last allowable day of the preceding level in the procedure.
- (b) Time limits in this Article may be extended by written agreement between the Employer and the Union.
- (c) Service of Documents

If anything is required or permitted to be served under this Agreement, it shall be deemed to be properly served if it is served:

- (i) in the case of an individual:

- (a) personally or by leaving it for him at his last or most usual place of abode with some person who is apparently at least eighteen (18) years old; or
 - (b) by mailing it to him by registered or certified mail at his last known post office address; or
 - (c) personally by a receipted courier service.
 - (ii) in the case of the Employer:
 - (a) personally on the President; or
 - (b) by leaving it at or by sending it by registered or certified mail to the office of the President; or
 - (c) personally on the President by a receipted courier service.
 - (iii) in the case of the Union:
 - (a) personally on the President, Secretary or an officer of the Union or by leaving it at an office occupied by the Union; or
 - (b) by sending it by registered or certified mail to the address of the President, Secretary or an officer of the Union; or
 - (c) personally on the President, Secretary or an officer of the Union by a receipted courier service.
 - (iv) The date of delivery establishes the date of receipt for documents that are served personally.
 - (v) Documents that are mailed by registered or certified mail shall be deemed to have been received on the date they are registered or certified with Canada Post.
- (d) Procedures as stipulated in this Article may be varied by written agreement of the Parties.

ARTICLE 26

Wellness Leave and Modifier

- 26.01 A salaried Employee shall receive a Wellness Modifier of one percent (1%) of his annual salary, less deductions for Wellness Leave, in December of each year.
- (a) Deductions for less than one half (1/2) a day are processed on a prorated basis.
- 26.02 “Wellness Leave” is a casual illness or special leave which causes a salaried Employee to be absent from duty for a period of three (3) consecutive days or less. An Employee in his first and in each subsequent year of employment shall be eligible for an annual maximum of twenty (20) work days of wellness leave.
- (a) The limit of three consecutive days shall not be exceeded. However, the Director, Human Resource Services may approve an extension for family illness, bereavement and travel time for family illness or bereavement.
- (b) Additional Wellness Leave may be approved by the President when twenty (20) days Wellness Leave has already been utilized.
- (c) Each day or portion of a day of Wellness Leave used, within a year of service, shall be deducted from the remaining Wellness Leave entitlement for that year of service. An employee starting or terminating employment during the year shall receive the Wellness Modifier on a pro-rated basis of 0.8333 days per pay period.
- (d) The renewal date is September 1.
- 26.03 If an Employee takes Wellness Leave, he shall make every reasonable effort to communicate in advance with his immediate supervisor about his absence. Leave shall be taken except where demonstrated operational difficulties will arise due to the Employee’s absence, in which case an alternate date shall be agreed upon. Examples of operational difficulties include but are not limited to; scheduled meetings, peak periods, emergency situations, and no cover on busy days.
- 26.04 (a) Wellness Leave may only be combined with an Employee’s annual vacation leave if they do not have sufficient annual vacation left to take or if the Employee has their vacation scheduled and approved to be taken at a later time.

- (b) "Combine" means to add a maximum of three (3) consecutive days to the beginning or end of the vacation period and/or to spread Wellness days throughout the leave.
- (c) Wellness Leave must be taken for illness leave.

ARTICLE 27

General Illness

27.01 "General Illness" means an illness which causes an Employee to be absent from duty for a period of more than three (3) consecutive work days but shall not exceed:

- (a) eighty (80) consecutive work days; or
- (b) where the Employer approves part-time absences and part-time use of general illness, the eighty (80) days of leave will be converted to the equivalent number of hours and administered accordingly.

General Illness Leave shall be in addition to any Wellness Leave entitlements specified in Article 26.

27.02 Provided the Employee is not then absent from work due to illness, pursuant to Clause 27.01, the Employee at the commencement of each year of employment shall be entitled to General Illness Leave at the specified rates of pay in accordance with the following Sub-Clauses, and the application of such General Illness Leave shall be as set out in accordance with Clause 27.03:

- (a) Illness commencing in the first (1st) month within the first (1st) year of employment; no salary for each of the first (1st) ten (10) work days of illness and thereafter seventy percent (70%) of normal salary for sixty-seven (67) work days of illness.
- (b) Illness commencing in the first (1st) year of employment, but following the first (1st) month of employment; one hundred percent (100%) of normal salary for each of the first ten (10) work days of illness and seventy percent (70%) of normal salary for each of the next sixty-seven (67) work days of illness.
- (c) Illness commencing in the second (2nd) year of employment; one hundred percent (100%) of normal salary for each of the first fifteen (15) work days of illness and seventy percent (70%) of normal salary for each of the next sixty-two (62) work days of illness.

- (d) Illness commencing in the third (3rd) year of employment; one hundred percent (100%) of normal salary for each of the first twenty-five (25) work days of illness and seventy percent (70%) of normal salary for each of the next fifty-two (52) work days of illness.
- (e) Illness commencing in the fourth (4th) year of employment; one hundred percent (100%) of normal salary for each of the first thirty-five (35) work days of illness and seventy percent (70%) of normal salary for each of the next forty-two (42) work days of illness.
- (f) Illness commencing in the fifth (5th) year of employment; one hundred percent (100%) of normal salary for each of the first forty-five (45) work days of illness and seventy percent (70%) of normal salary for each of the next thirty-two (32) work days of illness.
- (g) Illness commencing in the sixth (6th) to fourteenth (14th) years of employment; one hundred percent (100%) of normal salary for each of the first sixty (60) work days of illness and seventy percent (70%) of normal salary for each of the next seventeen (17) work days of illness.
- (h) Illness commencing in the fifteenth (15th) or subsequent years of employment; one hundred percent (100%) of normal salary for each of the first sixty-five (65) work days of illness and seventy percent (70%) of normal salary for each of the next twelve (12) work days of illness.
- (i) For a purpose of Clause 27.02 “employment” includes salaried employment and also any prior employment on wages provided that there is no break in service.

27.03

- (a) Subject to Sub-Clause 27.03(b), an Employee upon return to active work after a period of general illness of less than eighty (80) consecutive work days will have:
 - (i) general illness entitlements reinstated pursuant to Clause 27.02 when the Employee returns to work in the next year of employment; or,
 - (ii) any general illness days used for which normal salary was paid at the rate of one hundred percent (100%) or seventy percent (70%) reinstated for future use at the rate of seventy percent (70%) of normal salary, within the same year of employment.
- (b) Such reinstatement shall only occur where an Employee has not taken any general illness leave for the same or related illness during the first ten (10) consecutive work days following the date of return to active work.

- 27.04 For purposes of this Article, the maximum period of continuous absence recognized shall be eighty (80) consecutive work days. Absences due to illness or disability in excess of that period shall be subject to Article 29.
- 27.05 Notwithstanding Clause 27.02, an Employee is not eligible to receive general illness benefits under this Article if:
- (a) the absence is due to an injury from employment of any other Employer that qualifies for Workers' Compensation benefits.
- 27.06 When a day designated as a Paid Holiday under Article 30 falls within a period of general illness it shall be counted as a day of general illness and under no circumstances shall an Employee receive any additional entitlement in respect of that day.
- 27.07 The Employer recognizes that alcoholism, drug addiction and mental illness are illnesses, which can respond to therapy and treatment and that absence from duty because of therapy or treatment is deemed to be illness.
- 27.08 This Article is subject to Article 28.

ARTICLE 28

Proof of Illness

- 28.01 To obtain General Illness leave benefits as described in Article 27, the Employee is required to provide a proper original medical certificate or other satisfactory proof of illness.
- 28.02 (a) The Employer may require that an Employee be examined by a Medical Board:
- (i) in the case of prolonged or frequent absence due to illness; or
 - (ii) where there is indication of apparent misuse of general illness leave; or
 - (iii) when it is considered that an Employee is unable to satisfactorily perform his duties due to disability or illness.
- (b) The report of the Medical Board shall contain conclusions and recommendations relating to any limitation or restrictions concerning the Employee's ability to perform the duties of his position and the medical information leading to those conclusions.

(c) The Employer is responsible for the direct medical costs associated with the examination provided for in Sub-Clause 28.02(a).

28.03 Pursuant to Clause 28.02, an Employee shall be entitled to have his personal physician or other physician of his choice to be a member of the Medical Board or to act as his counsel before the Medical Board. Expenses incurred under this Clause shall be paid by the Employer. A copy of the report of the Medical Board shall be sent to the Employee's physician.

28.04 The Employer may require that an Employee undergo a medical examination or a medical interview and when such examination or interview is for purposes other than meeting the requirements of Clauses 27.01 and 27.02 the examination or interview shall be at the Employer's expense and on the Employer's time.

28.05 Where an Employee has been examined by a Medical Board and is also applying for LTD benefits, a copy of the medical report may be considered as part of the Employee's application depending on the application rules of the LTD provider.

28.06 The Parties agree that General Illness benefits as provided in this Article are intended only for the purpose of protecting an Employee from loss of income when the Employee is ill.

ARTICLE 29

Employee Benefit Plans

29.01 Cost sharing between the Employer and the Employees shall remain at the overall cost sharing proportions, and with comparable benefits, to those in effect June 1, 2009. The cost sharing, in aggregate, is sixty one percent (61%) Employer and thirty nine percent (39%) by all College Employees as a group.

ARTICLE 30

Paid Holidays

30.01 Employees are entitled to one day's paid leave for each of the following holidays:

- | | | |
|-----|----------------|------------------|
| (a) | New Year's Day | Civic Holiday |
| | Family Day | Labour Day |
| | Good Friday | Thanksgiving Day |
| | Easter Monday | Remembrance Day |
| | Victoria Day | Christmas Leave |
| | Canada Day | |

- (b) Employees employed in continuous operations shall be compensated pursuant to Clause 30.07 for working on the following Paid Holidays on the dates listed:

New Year's Day	-	January 1
Canada Day	-	July 1
Remembrance Day	-	November 11
Christmas Leave	-	December 24, 25, 26, 27, 28, 29, 30, 31

All other Paid Holidays shall be observed on the day designated by the Employer.

- 30.02 The Christmas Leave shall be observed on December 24, 25, 26, 27, 28, 29, 30 and 31.
- 30.03 The Civic Holiday as specified in Clause 30.01, shall be observed on the first Monday in August.
- 30.04 When a day designated as a holiday under Clause 30.01 falls during an Employee's work week and an Employee is not required to work, the Employee shall be granted holiday leave on that day.
- 30.05 Except for Christmas Leave, when a day designated as a holiday under Clause 30.01 falls on an Employee's regularly scheduled day of rest, and the Employee is not required to work, the Employee shall be granted holiday leave on the day observed as the holiday and the day of rest shall be rescheduled.
- 30.06 Notwithstanding Clauses 30.04 and 30.05, an Employee employed in a continuous operation whose regular day off falls on an observed holiday shall be paid another day at his regular rate.
- 30.07 When an Employee works on one of the holidays listed in Clause 30.01, the Employee shall receive either:
- (a) his regular salary plus time and one-half (1 1/2 x) for all hours worked up to the equivalent of full normal daily hours and double (2x) time for additional hours worked thereafter; or
 - (b) in lieu of his regular salary, time and one-half (1 1/2 x) for all hours worked up to the equivalent of full normal daily hours and double time (2x) for additional hours worked thereafter, plus a day off in lieu with pay.
- 30.08 When a day off in lieu is granted under Sub-Clause 30.07(b) Employees not employed in continuous operations shall have the day off scheduled at a time mutually agreeable to the Employee and Employer within the next three (3) months or paid out in cash at the expiration of the three (3) months.

- 30.09 Except as provided in Clause 30.11, Employees employed in continuous operations shall have the opportunity to elect to have the alternate day off scheduled in conjunction with their regularly scheduled days of rest, or, subject to Clause 30.08, to take these days in conjunction with their next annual vacation and administered in accordance with Clause 31.06. Once scheduled, the alternate days off shall not be rescheduled except by mutual agreement of the Employee and the Employer.
- 30.10 Where an Employee employed in continuous operations exercises an election under Clause 30.09, he shall advise the Employer of his choice of election for the following year, not later than December 31st, except that a new Employee shall make this election prior to the first holiday for which he is eligible.
- 30.11 Clauses 30.09 and 30.10 shall not apply to Employees in continuous operations where the alternate days off are included in the Employee's shift schedule.
- 30.12 Authorized travel on Employer business on a paid holiday shall be compensated at overtime rates.

ARTICLE 31

Annual Vacation Leave

- 31.01 An Employee shall not take vacation leave without prior authorization from the Employer.
- 31.02 Vacation entitlements with pay, shall be as follows:
- (a) Less than twelve (12) calendar month's service: one point two five (1.25) days/month.
 - (b) After twelve (12) calendar month's service: fifteen (15) working days/year, or one point two five (1.25) days/month.
 - (c) After seven (7) year's service: twenty (20) working days/year, or one point six seven (1.67) days/month.
 - (d) After fifteen (15) year's service: twenty-five (25) working days/year, or two point zero eight (2.08) days/month.
 - (e) After twenty-four (24) year's service: thirty (30) working days/year, or two point five (2.5) days/month.

- 31.03 All calculations which result in one-quarter (1/4) or three-quarters (3/4) work day fractions shall be rounded out to the next half (1/2) or full (1) day, whichever applies, except when vacation pay is paid out upon termination pursuant to Clause 31.06(e).
- 31.04 If one or more paid holidays falls during an 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.
- 31.05 An Employee shall earn vacation leave pursuant to Clause 31.02 when authorized, during the first forty-five (45) consecutive work days of general illness or absence during Workers' Compensation Supplement.
- 31.06 Vacation leave may be taken in one continuous period or in separate periods.
- (a) Except as otherwise provided herein, vacation leave shall be taken:
- (i) at such time or times as may be approved by the Employer, subject to operational requirements;
 - (ii) an eligible Employee shall take the minimum vacation entitlement each year as prescribed by the Alberta Employment Standards Act. Human Resource Services can provide the details of that entitlement.
 - (iii) once vacations are authorized they shall not be changed, other than in cases of emergency, except by mutual agreement.
- (b) An Employee shall not be paid cash in lieu of vacation earned, except upon termination in which case he shall receive vacation pay in lieu of vacation leave which is prorated and accrued to the date of termination.
- 31.07 Where an Employee is allowed to take any leave of absence, other than general illness, in conjunction with a period of vacation leave, the vacation leave shall be deemed to precede the additional leave of absence, except in the case of maternity leave which may be authorized before or after vacation leave.
- 31.08 An Employee who fails to return to work following the last day of authorized vacation leave shall be considered to have absented himself from employment and the provisions of Clause 11.06 shall apply.
- 31.09 The Employer shall make every reasonable effort to grant an Employee, upon request, at least two (2) weeks of his annual vacation entitlement during the months of May through September.

ARTICLE 32

Compassionate Leave

- 32.01 Leave of absence without pay on compassionate grounds will be available to Employees under the following conditions:
- (a) the leave is available to an Employee who has to be absent from work in order to provide care or support to a gravely ill family member;
 - (b) the leave must be applied for and approved by the Director, Human Resource Services prior to the commencement of any leave and cannot be unreasonably denied;
 - (c) in order to qualify for this leave, the Employee must meet the criteria as set with regard to Compassionate Care Benefit under the Employment Insurance Program;
 - (d) this leave may extend for a period of up to and including six (6) weeks;
 - (e) Employees are to make application to the attention of the Director, Human Resource Services as far in advance of the proposed commencement of the leave as is reasonably possible;
 - (f) for purposes of this article, family member shall mean those listed under Service Canada – Employment Insurance.

ARTICLE 33

Maternity/Parental/Adoption Leave

- 33.01 Leave without pay for Maternity, Parental, or Adoption leave shall be authorized if:
- (a) at least six (6) weeks written notice is given,
 - (b) the Employee has completed or will have completed at least fifty-two (52) continuous weeks of employment with the College.
- 33.02 Birth mothers can take up to fifty-two (52) consecutive weeks of unpaid job-protected leave. This will be made up of fifteen (15) weeks maternity leave and thirty-seven (37) weeks of parental leave. Fathers and/or adoptive parents are eligible for up to thirty-seven (37) weeks of unpaid, job-protected parental leave. Parental leave may be taken by one parent or shared between them but the total leave cannot exceed thirty-seven (37) weeks.

- 33.03 An Employee who at the commencement of the leave is participating in the Colleges Consortium Benefits Program, shall continue to be covered under the plan during the entire leave and the College and the Employee shall continue to pay their respective portions of the applicable premium costs of the plans.
- 33.04 An Employee who returns from the leave authorized pursuant to subsection 33.01 shall be returned to his or her former position or provided with alternate work of a comparable nature at not less than the same salary that had accrued to them prior to the leave and at the same level of benefits.
- 33.05 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.
- 33.06 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 herself or to her unborn child, may request a transfer to a more suitable position if one is available.
- 33.07 Notwithstanding any date initially selected for the start of maternity leave, if the Employee subsequently indicates in writing that she is no longer able to carry out her full normal duties, she may commence her maternity leave any time within twelve (12) weeks of the estimated date of delivery.
- 33.08 Notwithstanding any of the other provisions in this section, if during the twelve (12) week period immediately preceding the estimated date of delivery the pregnancy of an Employee interferes with the performance of her duties, the College may require that she proceed on maternity leave.
- 33.09 Notwithstanding any other provisions of this Section, a pregnant Employee may qualify for a Supplemental Employment Insurance Benefit Plan covering the period provided she has medical evidence from her physician which satisfies the College she is unable to do her job. The Employee must apply and when approved, submit to the College, proof of Employment Insurance maternity benefits, in order to be paid the Supplemental Benefit. Leave then taken under this Supplemental Plan shall be considered to form a part of the one (1) year maternity leave without pay.
- 33.10 The Employee on leave pursuant to this section shall be required to give the College a minimum of four (4) weeks notice of their intention to “return to/not return to” the workplace on the date agreed upon. Such notice shall be in writing.

ARTICLE 34

Court Leave

- 34.01 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, or is required to serve as a juror under the Jury Act, he shall be allowed leave with pay, but any monies receivable by him shall be paid to the Employer.
- 34.02 When an Employee is subpoenaed as a witness in his private capacity:
- (a) at a location within the Province of Alberta, he shall be allowed leave with pay, but any monies receivable by him shall be paid to the Employer;
 - (b) at a location outside the Province of Alberta, he may be allowed leave with pay if authorized by the Employer, but any monies receivable by him shall be paid to the Employer.

ARTICLE 35

Employment Insurance Premium Reduction or Rebate

- 35.01 The Employer shall retain the full amount of any premium reduction or rebate allowable on employment insurance by the Employment Insurance Commission which is granted as a result of the benefits covering Employees to which this Collective Agreement applies.
- 35.02 The premium reduction or rebate referred to in Clause 35.01 shall be recognized as the Employee's contribution towards the benefits provided.

ARTICLE 36

Health and Safety

- 36.01 The Employer will maintain a Joint Occupational Health and Safety Committee composed of:
- (a) Up to three (3) Employer representatives to be appointed by the President,
 - (b) Up to three (3) Union representatives to be appointed by the Union,
 - (c) Up to three (3) Faculty Association representatives to be appointed by the Faculty Association,

(d) The Parties may each appoint an alternate to serve in the absence of a regular member.

(e) The Parties shall each appoint a Co-Chairperson.

36.02 If any concerns arise with respect to the Occupational Health and Safety Act or its regulations or other legislation pertaining to workplace safety, they shall be referred to the Joint Operational Health and Safety Committee for resolution and not by way of the grievance procedure.

36.03 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, as required by the Occupational Health and Safety Act.

36.04 An Employee shall immediately notify his Supervisor when he has 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.

36.05 The Employer shall notify the President of the Union or his designate immediately after he is made aware of the occurrence of a serious injury or an accident that had the potential of causing serious injury to an Employee at a work site.

36.06 The Employer shall provide the Union with statistical information regarding occupational injuries and illnesses sustained by Employees as reported to and accepted by the Workers' Compensation Board.

ARTICLE 37

Leave Without Pay

37.01 An Employee may request a leave without pay. To be considered, the request must normally be submitted at least four (4) weeks in advance of the anticipated date of commencement of the leave. Where operational requirements permit and upon approval of the President and or his designate, the leave without pay shall be granted.

37.02 An Employee who, at the commencement of a leave without pay is participating in the Employee Benefit Plans under Article 29, shall continue to be covered under these Plans throughout the total period the Employee is on a leave without pay, and the Employer and Employee premium contributions shall continue.

ARTICLE 38

Employee Management Advisory Committee

38.01 The Parties agree to establish an Employee Management Advisory Committee (EMAC) to discuss matters of mutual interest related to Employees and the Employer.

38.02 EMAC shall meet on a regular monthly basis and shall be composed of:

- (a) Up to two (2) Employer representatives to be appointed by the President,
- (b) Up to two (2) Union representatives to be appointed by the Union,
- (c) Up to two (2) Faculty Association representatives to be appointed by the Faculty Association,
- (d) The Parties may each appoint an alternate to serve in the absence of a regular member.
- (e) The Parties shall each appoint a Co-Chairperson.

38.03 The objectives of EMAC are:

- (a) To promote and maintain effective communication in the areas of;
 - (i) working conditions,
 - (ii) Employee Benefits Plans,
 - (iii) policies and procedures,
 - (iv) Employee development,
 - (v) suggestions for improved effectiveness and efficiency,
 - (vi) information exchange relative to proposed operational changes,
 - (vii) administration of the terms and conditions of employment; and
 - (viii) other matters as agreed to mutually by the Parties.
- (b) It is agreed that EMAC 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; and
 - (iii) terms and conditions of employment under negotiation.
- (c) Except where authority to make a specific decision has been delegated to EMAC, EMAC is advisory only and not a decision making body. However, if a decision would be mutually beneficial to all Parties, it should be implemented.
- (d) Individuals who are Employees but not EMAC members may make presentations and participate at meetings with the agreement of the Co-chairs and providing written notice is given to the Co-chairs three (3) full work days in advance of setting the agenda. Subjects to be discussed should previously be entered on the agenda. EMAC may adopt further Terms of Reference with the consent of all members.

ARTICLE 39

Protective Clothing, Supplies and Equipment

- 39.01 The Employer shall provide, maintain, replace and clean protective clothing where the Employer determines the foregoing is required.
- 39.02 Protective clothing and safety equipment shall be supplied by the Employer as required by appropriate Acts and Legislation.
- 39.03 All uniforms, clothing, and equipment supplied by the Employer, shall remain the property of the Employer.
- 39.04 The Employer shall make available to all staff the supplies and equipment deemed by the Employer to be necessary to the performance of their duties.

ARTICLE 40

Medical Examinations

- 40.01 Where the Employer requires an Employee to undergo compulsory medical examinations, the cost of such examinations shall be paid by the Employer. This Article does not apply to proof of illness as required under Article 28.

ARTICLE 41

Learning Modifier

- 41.01 (a) Employees may access up to three (3) learning steps; a (1) formal entry step, and two (2) growth steps.
- (b) To be recognized for a learning step, learning must be generally related to the requirements of the position.
- (c) The full range of learning steps are:
- (i) No high school diploma;
 - (ii) High school diploma or equivalency;
 - (iii) College Certificate, one (1) year of university or equivalency;
 - (iv) College diploma, or two (2) years of university, or Journeyman Trades Certificate, or equivalency;
 - (v) Applied degree, three (3) year undergraduate degree, three (3) years of university or equivalency;
 - (vi) Four (4) year undergraduate degree or three (3) year undergraduate degree plus one (1) full additional year of university in a related program;
 - (vii) Graduate diploma or five (5) years of university (must have undergraduate degree), or four (4) year undergraduate degree plus two (2) year college diploma, or two (2) undergraduate degrees representing five (5) years of university;
 - (viii) Graduate degree or graduate diploma and after-degree study representing six (6) years of university. (Must have undergraduate degree and graduate degree or diploma);
 - (ix) Graduate degree and one (1) year of after-graduate degree study representing seven (7) years of university study.
- 41.02 The President will establish a range of up to three (3) learning steps for each non-instructor position. Calculation for each learning step will be based on an Employee's annual salary.
- (a) An Employee at the formal entry step will be paid at the appropriate period in the salary grid;

(b) an Employee at the second (2nd) step will be paid two percent (2%) more than the rates of pay for the formal entry step;

(c) An Employee at the third (3rd) step will be paid four percent (4%) more than the rates of pay for the formal entry step;

41.03 The President will consult with the Employee Management Advisory Committee prior to designating a maximum learning level for a new position beyond which credit for salary purposes shall not be allowed. Such maximum designation shall be made known to applicants and the Committee.

41.04 The Director, Human Resource Services shall evaluate each Employee's learning and place them on the appropriate learning step.

41.05 An Employee may appeal the decision of the Director, Human Resource Services to the President or designate.

ARTICLE 42

Professional and Personal Development Fund

42.01 All Employees of the College play a valuable role in insuring the continuing viability of the College on an on-going basis. In recognition of this role a Professional and Personal Development Fund, linked to student enrolment and administered by the Union, will be available to Employees.

42.02 All Employees will participate in fund development based on the following formula:

- (a) Base rate of thirty-five dollars and twenty cents (\$35.20) per FLE;
- (b) Multiplied by the official FLE from the previous year (e.g. June 2010 will use the FLE from the 2008/2009 school year);
- (c) Paid into the fund on June 30th each year.

42.03 The Union shall administer the fund under the following guidelines:

- (a) Money in the fund is intended solely for short and long term professional development;
- (b) Professional Development does not include Union training or business;
- (c) Funds are to be used in compliance with Canada Revenue Agency's regulations;
- (d) An Annual Report of fund activity will be provided to the Employer by October 1st of each year.

ARTICLE 43

Isolation Modifier

- 43.01 An Employee who works and lives in an isolated locale, approved by the President, shall receive a salary modifier of two hundred and forty dollars (\$240.00) a month.
- 43.02 An Employee who works and lives in an “extreme isolated locale”, as approved by the President, will receive an additional salary modifier equal to the amount in Clause 43.01.

ARTICLE 44

Classification Appeal

- 44.01 When the responsibilities of an Employee have materially changed since the last classification review, and the immediate supervisor has not requested a review, the Employee may make a request in writing to the Director, Human Resource Services for reclassification along with a new completed Job Information Questionnaire (JIQ). The Director, Human Resource Services will make a decision within sixty (60) days upon receipt of request. An Employee who receives no response, or is not satisfied with the decision from the Director, Human Resource Services in regard to a classification may appeal the decision.
- 44.02 An Employee wishing to appeal a classification decision pursuant to Clause 44.01 shall submit a request in writing to the Vice President, College Services within twenty-one (21) days.
- 44.03 The Vice President, College Services shall select one (1) member of management to act on the Appeal Board and request the Union to appoint a member to the Appeal Board. The two persons selected to act as members of the Appeal Board shall select a third person to act as a member and Chairman within ten (10) days of the date the second person is appointed.
- Where the two (2) persons selected as members of the Appeal Board fail to agree on the selection of a Chairman, the Vice President, College Services shall appoint a person from outside of the College to act as Chairman. The Parties to the Agreement shall share equally the expenses of the Chairman.
- 44.04 The Appeal Board may call upon records and interview such persons concerned as it sees fit and render a decision within fourteen (14) days of the appointment of the last member to the Appeal Board. The decision of the Appeal Board shall be final and binding. The Employee may be represented by an Union Representative member at the Board hearing.

- 44.05 The persons concerned shall be advised within seven (7) days of the decision of the Appeal Board.
- 44.06 Notwithstanding any of the foregoing, the Appeal Board may not create, delete, or alter classes or class specifications.
- 44.07 The Employer agrees to provide a copy of the current Classification Plan along with any subsequent amendments.

ARTICLE 45

Northern Allowance Pay

- 45.01 An Employee who lives and works at a location north of the 57th parallel of north latitude in the Province of Alberta shall be paid in addition to his basic salary, a Northern Allowance of two hundred and ninety dollars (\$290.00) for each month served.
- 45.02 For partial months of employment an Employee eligible for Northern Allowance pursuant to Clause 45.01 shall receive payment in accordance with the following formula:

$$\frac{\text{Monthly Northern Allowance}}{21.75} \quad \times \quad \text{number of days worked at straight time rates}$$

- 45.03 An Employee not residing in the Northern Area specified in Clause 45.01, who is on travel status or is in receipt of any subsistence allowance will not be eligible for Northern Allowance Pay.

ARTICLE 46

Market Modifier

- 46.01 Where it is deemed that, as a result of market conditions positions will be hard to recruit to, there may be a need to pay salary above the rates in the salary grid.
- 46.02 The President, in consultation with the Union, may consider a market adjustment supported by appropriate market research. The President may then deem a market adjustment for a specific period of time to be reviewed on an annual basis.
- 46.03 If the modifier is to be reduced or removed, the College shall give the Union and the Employee three (3) months notice.

46.04 Human Resource Services will monitor market adjustments and provide information to the Union as to how often the market modifier is used and under what conditions.

ARTICLE 47

Northern Travel Benefit

47.01 Employees living and working in areas defined by the Canada Revenue Agency (CRA) as designated areas for Northern Travel Benefit shall have three thousand two hundred and fifty dollars (\$3,250) of the annual salary considered to be paid as Travel Assistance Benefit and shall be indicated as such in the appropriate box in the annual T4 slip. The provision of this benefit shall in no way add to the cost of salary or benefits to the Employer and shall be in accordance with the provisions set by the CRA.

In 2009 the three thousand two hundred and fifty dollars (\$3,250) Northern Travel Benefit will be prorated to the number of pay periods after ratification.

ARTICLE 48

Job Opportunities

48.01 In filling positions due to vacancies, appointments will be made on the basis of education qualifications, experience, relevant job qualification, and personal suitability.

48.02 In case of Clause 48.01 where are things being equal, internal candidates will be given preference.

48.03 All available job opportunities will be emailed to all staff by Human Resource Services.

48.04 Internal applicants will be notified by Human Resource Services if they are not screened into a competition.

48.05 Any Internal applicants who were interviewed for a job opportunity and were not successful will receive notification from either the panel chair or Human Resource Services to advise them.

48.06 An Internal applicant who is successful in the competition will be contacted by Human Resource Services.

ARTICLE 49

Printing of Agreements

- 49.01 Each Party agrees to pay one-half (1/2) the cost of printing sufficient copies to provide each present and new Employee with one copy of the Collective Agreement.
- 49.02 Each Party further agrees to pay the full cost of printing additional copies that they order.

ARTICLE 50

Term and Effective Date

- 50.01 This Agreement shall be effective from July 1, 2012 until June 30, 2014 and shall remain in effect thereafter until a replacement Agreement is established pursuant to PSERA.
- 50.02 The terms and conditions of this Collective Agreement shall remain in full force and effect until a new Collective Agreement has been executed.
- 50.03 The Parties agree that all bargaining unit Employees shall receive retroactive pay in accordance with the provisions of this Agreement.

IN WITNESS WHEREOF the Parties hereto have caused these presents to be executed by their duly authorized officers in that behalf the day and year first written below.

Dated at _____, Alberta this _____ day of _____, 2012.

For the College:

Witness:

Chair, Board of Governors

President

Chair, Negotiating Committee

For the Union:

Witness:

President, Alberta Union of Provincial
Employees

Chair, Local 071, Chapter 009

**General Staff Pay Schedule
Schedule "A" Assignment of Bands to Pay Grade
Effective July 1, 2009**

Band	Hours/Week	Classification Title	Pay Grade
200-299	40.00	Security Personnel	1040
200-299	40.00	Bus Driver	
300-399	36.25	Caretaker	1110
300-399		Access Facilitator	
300-399		Printshop Operator	
300-399	40.00	Facilities Assistant	1140
400-499	36.25	Library Support	1410
400-499		Admissions Support	
400-499		Administrative Assistant, Campus	
400-499		Administrative Assistant, Programs	
400-499		Administrative Assistant, Operations	
400-499		Administrative Assistant, Special Events	
400-499		Laboratory Assistant	
500-599	36.25	Student Records Support	1910
500-599		Records Support	
500-599		Accounting Assistant	
500-599		Acquisition Technician	
500-599		Library Technician	
500-599		Library Assistant	
500-599		Service Desk Assistant	
500-599		Administrative Assistant, Director	
500-599	40.00	Maintenance Support	1940
600-699	36.25	Administrative Assistant, Dean	2110
600-699		Administrative Assistant, Senior Director	
600-699		Administrative Assistant, Facilities	
600-699		Administrative Assistant, 3rd party Director	
700-799	36.25	Administrative Assistant, Alberta North	6510
700-799		Admissions Specialist	
700-799		Technical Support Specialist	
700-799		Layout Designer	
700-799	40.00	Maintenance Personnel	6540
800-899	36.25	Supervisor, Finance Services	6110
800-899		Laboratory Technologist	
800-899		Coordinator, Records Management	
800-899		Executive Assistant, Vice President	
800-899		Office Coordinator	

Band	Hours/Week	Classification Title	Pay Grade
800-899		Project Management Assistant	
800-899		Access Facilitator/Recreations Services	
800-899		Office Coordinator	
800-899		Purchasing Associate, Facilities	
800-899		Museum Program Assistant	
900-999	36.25	Recreation Services Coordinator	3210
900-999		Workforce Development Coordinator	
900-999		Multimedia Designer	
900-999		Museum Program Coordinator	
900-999		Marketing Coordinator, Alberta-North	
900-999	40.00	Trades	3240
1000-1099	36.25	Web Master	4010
1000-1099		Coordinator, Institutional Research	
1000-1099		Marketing Coordinator	
1000-1099		Assistant Registrar, Student Records	
1000-1099		Assistant Registrar, Admissions	
1000-1099		Supervisor, Workforce Development	
1000-1099		Coordinator, Resource Programs	
1100-1199	36.25	Fundraising Coordinator	6010
1200-1299	36.25	Librarian	4810
1200-1299	40.00	Operations Supervisor	4840

Schedule B - General Staff Pay Schedule

B-10A July 1, 2012

Formal

Throughout Schedule B, the salary grids show annual, monthly and hourly rates of pay.

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
200-299	40	1040	36240	36960	37704	38688	39720	40704	41820	42240
			3020	3080	3142	3224	3310	3392	3485	3520
			17.36	17.70	18.06	18.53	19.02	19.49	20.03	20.23
300-399	36.25	1110	34176	35052	35988	36888	37908	38940	40032	40440
			2848	2921	2999	3074	3159	3245	3336	3370
			18.06	18.53	19.02	19.50	20.04	20.58	21.16	21.37
300-399	40	1140	37716	38688	39708	40704	41820	42972	44184	44628
			3143	3224	3309	3392	3485	3581	3682	3719
			18.06	18.53	19.02	19.50	20.04	20.58	21.16	21.37
400-499	36.25	1410	36888	37908	38940	40032	41196	41976	43356	43788
			3074	3159	3245	3336	3433	3498	3613	3649
			19.50	20.04	20.58	21.16	21.77	22.19	22.92	23.14
500-599	36.25	1910	41544	42816	44184	45504	47052	48552	50220	50724
			3462	3568	3682	3792	3921	4046	4185	4227
			21.96	22.63	23.35	24.05	24.87	25.66	26.54	26.81
500-599	40	1940	45828	47256	48756	50220	51936	53592	55428	55968
			3819	3938	4063	4185	4328	4466	4619	4664
			21.96	22.63	23.35	24.05	24.87	25.66	26.54	26.81
600-699	36.25	2110	42816	44184	45504	47052	48552	50220	52008	52524
			3568	3682	3792	3921	4046	4185	4334	4377
			22.63	23.35	24.05	24.87	25.66	26.54	27.49	27.76
700-799	36.25	6510	49380	51504	53580	56040	58452	61344	64332	64980
			4115	4292	4465	4670	4871	5112	5361	5415
			26.10	27.22	28.32	29.62	30.89	32.42	34.00	34.34

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
700-799	40	6540	54492	56820	59136	61824	64500	67716	71016	71724
			4541	4735	4928	5152	5375	5643	5918	5977
			26.10	27.22	28.32	29.62	30.89	32.42	34.00	34.34
800-899	36.25	6110	50856	52896	55332	57804	60588	63528	66348	67020
			4238	4408	4611	4817	5049	5294	5529	5585
			26.88	27.96	29.25	30.55	32.02	33.58	35.07	35.42
900-999	36.25	3210	52848	55176	57720	60384	63408	66216	69216	69912
			4404	4598	4810	5032	5284	5518	5768	5826
			27.93	29.16	30.51	31.92	33.51	35.00	36.58	36.95
900-999	40	3240	58308	60924	63708	66624	69972	73080	76380	77136
			4859	5077	5309	5552	5831	6090	6365	6428
			27.93	29.16	30.51	31.92	33.51	35.00	36.58	36.95
1000-1099	36.25	4010	55488	57864	60576	63264	65988	68952	72060	72780
			4624	4822	5048	5272	5499	5746	6005	6065
			29.33	30.58	32.02	33.44	34.88	36.44	38.09	38.47
1100-1199	36.25	6010	56676	59880	63120	66348	68184	72600	75744	76500
			4723	4990	5260	5529	5682	6050	6312	6375
			29.96	31.65	33.36	35.07	36.04	38.37	40.03	40.43
1200-1299	36.25	4810	60576	63264	65988	68952	71712	74868	78048	78828
			5048	5272	5499	5746	5976	6239	6504	6569
			32.02	33.44	34.88	36.44	37.90	39.57	41.25	41.66
1200-1299	40	4840	66852	69828	72816	76080	79140	82620	86124	86976
			5571	5819	6068	6340	6595	6885	7177	7248
			32.02	33.44	34.88	36.44	37.90	39.57	41.25	41.66

Schedule B - General Staff Pay Schedule

B-10B July 1, 2012

First Step

(+2%)

Throughout Schedule B, the salary grids show annual, monthly and hourly rates of pay.

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
200-299	40.00	1040	36960	37704	38460	39456	40512	41520	42660	43080
			3080	3142	3205	3288	3376	3460	3555	3590
			17.70	18.06	18.42	18.90	19.40	19.89	20.43	20.63
300-399	36.25	1110	34860	35748	36708	37620	38664	39720	40836	41244
			2905	2979	3059	3135	3222	3310	3403	3437
			18.42	18.89	19.40	19.88	20.44	20.99	21.58	21.80
300-399	40.00	1140	38472	39456	40500	41520	42660	43836	45072	45516
			3206	3288	3375	3460	3555	3653	3756	3793
			18.42	18.89	19.40	19.88	20.44	20.99	21.58	21.80
400-499	36.25	1410	37620	38664	39720	40836	42024	42816	44220	44664
			3135	3222	3310	3403	3502	3568	3685	3722
			19.88	20.44	20.99	21.58	22.21	22.63	23.37	23.61
500-599	36.25	1910	42372	43668	45072	46416	47988	49524	51228	51744
			3531	3639	3756	3868	3999	4127	4269	4312
			22.40	23.08	23.82	24.53	25.36	26.18	27.08	27.35
500-599	40.00	1940	46740	48204	49728	51228	52980	54660	56532	57084
			3895	4017	4144	4269	4415	4555	4711	4757
			22.40	23.08	23.82	24.53	25.36	26.18	27.08	27.35
600-699	36.25	2110	43668	45072	46416	47988	49524	51228	53052	53580
			3639	3756	3868	3999	4127	4269	4421	4465
			23.08	23.82	24.53	25.36	26.18	27.08	28.04	28.32

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
700-799	36.25	6510	50364 4197 26.62	52536 4378 27.77	54648 4554 28.88	57156 4763 30.21	59616 4968 31.51	62568 5214 33.07	65616 5468 34.68	66276 5523 35.03
700-799	40.00	6540	55584 4632 26.62	57960 4830 27.77	60324 5027 28.88	63060 5255 30.21	65796 5483 31.51	69072 5756 33.07	72432 6036 34.68	73164 6097 35.03
800-899	36.25	6110	51876 4323 27.42	53952 4496 28.52	56436 4703 29.83	58956 4913 31.16	61800 5150 32.66	64800 5400 34.25	67680 5640 35.77	68364 5697 36.13
900-999	36.25	3210	53904 4492 28.49	56280 4690 29.75	58872 4906 31.12	61596 5133 32.56	64680 5390 34.19	67536 5628 35.70	70596 5883 37.31	71316 5943 37.69
900-999	40.00	3240	59472 4956 28.49	62148 5179 29.75	64980 5415 31.12	67956 5663 32.56	71376 5948 34.19	74544 6212 35.70	77904 6492 37.31	78684 6557 37.69
1000-1099	36.25	4010	56592 4716 29.91	59016 4918 31.19	61788 5149 32.66	64524 5377 34.10	67308 5609 35.58	70332 5861 37.17	73500 6125 38.85	74232 6186 39.23
1100-1199	36.25	6010	57804 4817 30.55	61080 5090 32.28	64380 5365 34.03	67680 5640 35.77	69552 5796 36.76	74052 6171 39.14	77256 6438 40.83	78036 6503 41.25
1200-1299	36.25	4810	61788 5149 32.66	64524 5377 34.10	67308 5609 35.58	70332 5861 37.17	73152 6096 38.66	76368 6364 40.36	79608 6634 42.08	80400 6700 42.49
1200-1299	40.00	4840	68184 5682 32.66	71220 5935 34.10	74268 6189 35.58	77604 6467 37.17	80724 6727 38.66	84276 7023 40.36	87852 7321 42.08	88716 7393 42.49

Schedule B - General Staff Pay Schedule

B-10C July 1, 2012

Second Step (+4%)

Throughout Schedule B, the salary grids show annual, monthly and hourly rates of pay.

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
200-299	40.00	1040	37692	38436	39216	40236	41304	42336	43488	43932
			3141	3203	3268	3353	3442	3528	3624	3661
			18.05	18.41	18.78	19.27	19.78	20.28	20.83	21.04
300-399	36.25	1110	35544	36456	37428	38364	39420	40500	41628	42060
			2962	3038	3119	3197	3285	3375	3469	3505
			18.79	19.27	19.78	20.28	20.84	21.41	22.00	22.23
300-399	40.00	1140	39228	40236	41292	42336	43488	44688	45948	46416
			3269	3353	3441	3528	3624	3724	3829	3868
			18.79	19.27	19.78	20.28	20.84	21.41	22.00	22.23
400-499	36.25	1410	38364	39420	40500	41628	42840	43656	45096	45540
			3197	3285	3375	3469	3570	3638	3758	3795
			20.28	20.84	21.41	22.00	22.64	23.07	23.84	24.07
500-599	36.25	1910	43200	44532	45948	47328	48936	50496	52224	52752
			3600	3711	3829	3944	4078	4208	4352	4396
			22.83	23.54	24.29	25.01	25.86	26.69	27.60	27.88
500-599	40.00	1940	47664	49152	50712	52224	54012	55740	57648	58212
			3972	4096	4226	4352	4501	4645	4804	4851
			22.83	23.54	24.29	25.01	25.86	26.69	27.60	27.88
600-699	36.25	2110	44532	45948	47328	48936	50496	52224	54084	54624
			3711	3829	3944	4078	4208	4352	4507	4552
			23.54	24.29	25.01	25.86	26.69	27.60	28.59	28.87

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
700-799	36.25	6510	51360 4280 27.15	53568 4464 28.31	55728 4644 29.45	58284 4857 30.81	60792 5066 32.13	63792 5316 33.72	66900 5575 35.36	67584 5632 35.72
700-799	40.00	6540	56676 4723 27.15	59088 4924 28.31	61500 5125 29.45	64296 5358 30.81	67080 5590 32.13	70428 5869 33.72	73860 6155 35.36	74592 6216 35.72
800-899	36.25	6110	52896 4408 27.96	55008 4584 29.07	57540 4795 30.41	60120 5010 31.78	63012 5251 33.30	66072 5506 34.92	69000 5750 36.47	69696 5808 36.84
900-999	36.25	3210	54960 4580 29.05	57384 4782 30.33	60024 5002 31.73	62796 5233 33.19	65940 5495 34.85	68868 5739 36.40	71988 5999 38.05	72708 6059 38.43
900-999	40.00	3240	60636 5053 29.05	63360 5280 30.33	66252 5521 31.73	69288 5774 33.19	72768 6064 34.85	76008 6334 36.40	79440 6620 38.05	80220 6685 38.43
1000-1099	36.25	4010	57708 4809 30.50	60180 5015 31.81	63000 5250 33.30	65796 5483 34.78	68628 5719 36.27	71712 5976 37.90	74940 6245 39.61	75696 6308 40.01
1100-1199	36.25	6010	58944 4912 31.15	62280 5190 32.92	65640 5470 34.69	69000 5750 36.47	70908 5909 37.48	75504 6292 39.91	78768 6564 41.63	79560 6630 42.05
1200-1299	36.25	4810	63000 5250 33.30	65796 5483 34.78	68628 5719 36.27	71712 5976 37.90	74580 6215 39.42	77868 6489 41.16	81168 6764 42.90	81984 6832 43.33
1200-1299	40.00	4840	69528 5794 33.30	72624 6052 34.78	75732 6311 36.27	79128 6594 37.90	82308 6859 39.42	85920 7160 41.16	89568 7464 42.90	90456 7538 43.33

Schedule B - General Staff Pay Schedule

B-10A December 1, 2012

Formal

Throughout Schedule B, the salary grids show annual, monthly and hourly rates of pay.

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
200-299	40	1040	36600	37332	38076	39072	40116	41112	42240	42660
			3050	3111	3173	3256	3343	3426	3520	3555
			17.53	17.88	18.24	18.71	19.21	19.69	20.23	20.43
300-399	36.25	1110	34512	35400	36348	37260	38292	39324	40428	40848
			2876	2950	3029	3105	3191	3277	3369	3404
			18.24	18.71	19.21	19.69	20.24	20.78	21.37	21.59
300-399	40	1140	38088	39072	40104	41112	42240	43404	44628	45072
			3174	3256	3342	3426	3520	3617	3719	3756
			18.24	18.71	19.21	19.69	20.24	20.78	21.37	21.59
400-499	36.25	1410	37260	38292	39324	40428	41604	42396	43788	44220
			3105	3191	3277	3369	3467	3533	3649	3685
			19.69	20.24	20.78	21.37	21.99	22.41	23.14	23.37
500-599	36.25	1910	41964	43248	44628	45960	47520	49032	50724	51228
			3497	3604	3719	3830	3960	4086	4227	4269
			22.18	22.86	23.59	24.29	25.12	25.92	26.81	27.08
500-599	40	1940	46284	47724	49248	50724	52452	54132	55980	56532
			3857	3977	4104	4227	4371	4511	4665	4711
			22.18	22.86	23.59	24.29	25.12	25.92	26.81	27.08
600-699	36.25	2110	43248	44628	45960	47520	49032	50724	52524	53052
			3604	3719	3830	3960	4086	4227	4377	4421
			22.86	23.59	24.29	25.12	25.92	26.81	27.76	28.04
700-799	36.25	6510	49872	52020	54120	56604	59040	61956	64980	65628
			4156	4335	4510	4717	4920	5163	5415	5469
			26.36	27.49	28.60	29.92	31.21	32.75	34.34	34.69

700-799	40	6540	55032	57384	59724	62448	65148	68388	71724	72444
			4586	4782	4977	5204	5429	5699	5977	6037
			26.36	27.49	28.60	29.92	31.21	32.75	34.34	34.69
800-899	36.25	6110	51360	53424	55884	58380	61188	64164	67008	67692
			4280	4452	4657	4865	5099	5347	5584	5641
			27.15	28.24	29.54	30.86	32.34	33.91	35.42	35.78
900-999	36.25	3210	53376	55728	58296	60984	64044	66876	69912	70608
			4448	4644	4858	5082	5337	5573	5826	5884
			28.21	29.45	30.81	32.23	33.85	35.35	36.95	37.32
900-999	40	3240	58896	61536	64344	67296	70668	73812	77148	77904
			4908	5128	5362	5608	5889	6151	6429	6492
			28.21	29.45	30.81	32.23	33.85	35.35	36.95	37.32
1000-1099	36.25	4010	56040	58440	61176	63900	66648	69636	72780	73512
			4670	4870	5098	5325	5554	5803	6065	6126
			29.62	30.89	32.33	33.77	35.23	36.81	38.47	38.85
1100-1199	36.25	6010	57240	60480	63756	67008	68868	73332	76500	77268
			4770	5040	5313	5584	5739	6111	6375	6439
			30.25	31.97	33.70	35.42	36.40	38.76	40.43	40.84
1200-1299	36.25	4810	61176	63900	66648	69636	72432	75612	78828	79620
			5098	5325	5554	5803	6036	6301	6569	6635
			32.33	33.77	35.23	36.81	38.28	39.96	41.66	42.08
1200-1299	40	4840	67524	70524	73548	76836	79932	83448	86988	87840
			5627	5877	6129	6403	6661	6954	7249	7320
			32.33	33.77	35.23	36.81	38.28	39.96	41.66	42.08

**Schedule B - General Staff Pay Schedule
B-10B December 1, 2012**

**First Step
(+2%)**

Throughout Schedule B, the salary grids show annual, monthly and hourly rates of pay.

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
200-299	40.00	1040	37332	38076	38832	39852	40920	41940	43080	43512
			3111	3173	3236	3321	3410	3495	3590	3626
			17.88	18.24	18.60	19.09	19.60	20.09	20.63	20.84
300-399	36.25	1110	35208	36108	37080	38004	39060	40116	41232	41664
			2934	3009	3090	3167	3255	3343	3436	3472
			18.61	19.08	19.60	20.09	20.64	21.20	21.79	22.02
300-399	40.00	1140	38844	39852	40908	41940	43080	44268	45516	45972
			3237	3321	3409	3495	3590	3689	3793	3831
			18.61	19.08	19.60	20.09	20.64	21.20	21.79	22.02
400-499	36.25	1410	38004	39060	40116	41232	42432	43248	44664	45108
			3167	3255	3343	3436	3536	3604	3722	3759
			20.09	20.64	21.20	21.79	22.43	22.86	23.61	23.84
500-599	36.25	1910	42804	44112	45516	46884	48468	50016	51744	52248
			3567	3676	3793	3907	4039	4168	4312	4354
			22.62	23.32	24.06	24.78	25.62	26.44	27.35	27.62
500-599	40.00	1940	47208	48684	50232	51744	53496	55212	57096	57660
			3934	4057	4186	4312	4458	4601	4758	4805
			22.62	23.32	24.06	24.78	25.62	26.44	27.35	27.62
600-699	36.25	2110	44112	45516	46884	48468	50016	51744	53580	54108
			3676	3793	3907	4039	4168	4312	4465	4509
			23.32	24.06	24.78	25.62	26.44	27.35	28.32	28.60

700-799	36.25	6510	50868	53064	55200	57732	60216	63192	66276	66936
			4239	4422	4600	4811	5018	5266	5523	5578
			26.89	28.05	29.18	30.51	31.83	33.40	35.03	35.38
700-799	40.00	6540	56136	58536	60924	63696	66456	69756	73164	73896
			4678	4878	5077	5308	5538	5813	6097	6158
			26.89	28.05	29.18	30.51	31.83	33.40	35.03	35.38
800-899	36.25	6110	52392	54492	57000	59544	62412	65448	68352	69048
			4366	4541	4750	4962	5201	5454	5696	5754
			27.69	28.80	30.13	31.47	32.99	34.59	36.13	36.49
900-999	36.25	3210	54444	56844	59460	62208	65328	68208	71316	72024
			4537	4737	4955	5184	5444	5684	5943	6002
			28.78	30.04	31.43	32.88	34.53	36.05	37.69	38.07
900-999	40.00	3240	60072	62772	65628	68640	72084	75288	78696	79464
			5006	5231	5469	5720	6007	6274	6558	6622
			28.78	30.04	31.43	32.88	34.53	36.05	37.69	38.07
1000-1099	36.25	4010	57156	59604	62400	65184	67980	71028	74232	74988
			4763	4967	5200	5432	5665	5919	6186	6249
			30.21	31.50	32.98	34.45	35.93	37.54	39.23	39.63
1100-1199	36.25	6010	58380	61692	65028	68352	70248	74796	78036	78816
			4865	5141	5419	5696	5854	6233	6503	6568
			30.86	32.61	34.37	36.13	37.13	39.53	41.25	41.66
1200-1299	36.25	4810	62400	65184	67980	71028	73884	77124	80400	81216
			5200	5432	5665	5919	6157	6427	6700	6768
			32.98	34.45	35.93	37.54	39.05	40.76	42.50	42.93
1200-1299	40.00	4840	68880	71940	75024	78372	81528	85116	88728	89592
			5740	5995	6252	6531	6794	7093	7394	7466
			32.98	34.45	35.93	37.54	39.05	40.76	42.50	42.93

Schedule B - General Staff Pay Schedule

B-10C December 1, 2012

Second Step (+4%)

Throughout Schedule B, the salary grids show annual, monthly and hourly rates of pay.

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
200-299	40.00	1040	38064	38820	39600	40632	41724	42756	43932	44364
			3172	3235	3300	3386	3477	3563	3661	3697
			18.23	18.59	18.97	19.46	19.98	20.48	21.04	21.25
300-399	36.25	1110	35892	36816	37800	38748	39828	40896	42048	42480
			2991	3068	3150	3229	3319	3408	3504	3540
			18.97	19.46	19.98	20.48	21.05	21.62	22.22	22.45
300-399	40.00	1140	39612	40632	41712	42756	43932	45144	46416	46872
			3301	3386	3476	3563	3661	3762	3868	3906
			18.97	19.46	19.98	20.48	21.05	21.62	22.22	22.45
400-499	36.25	1410	38748	39828	40896	42048	43272	44088	45540	45984
			3229	3319	3408	3504	3606	3674	3795	3832
			20.48	21.05	21.62	22.22	22.87	23.30	24.07	24.30
500-599	36.25	1910	43644	44976	46416	47796	49416	50988	52752	53280
			3637	3748	3868	3983	4118	4249	4396	4440
			23.07	23.77	24.53	25.26	26.12	26.95	27.88	28.16
500-599	40.00	1940	48132	49632	51216	52752	54552	56292	58224	58788
			4011	4136	4268	4396	4546	4691	4852	4899
			23.07	23.77	24.53	25.26	26.12	26.95	27.88	28.16
600-699	36.25	2110	44976	46416	47796	49416	50988	52752	54624	55176
			3748	3868	3983	4118	4249	4396	4552	4598
			23.77	24.53	25.26	26.12	26.95	27.88	28.87	29.16
700-799	36.25	6510	51864	54096	56280	58872	61404	64440	67584	68256
			4322	4508	4690	4906	5117	5370	5632	5688
			27.41	28.59	29.75	31.12	32.45	34.06	35.72	36.08

700-799	40.00	6540	57228	59676	62112	64944	67752	71124	74592	75336
			4769	4973	5176	5412	5646	5927	6216	6278
			27.41	28.59	29.75	31.12	32.45	34.06	35.72	36.08
800-899	36.25	6110	53412	55560	58116	60720	63636	66732	69684	70404
			4451	4630	4843	5060	5303	5561	5807	5867
			28.23	29.37	30.72	32.09	33.63	35.27	36.83	37.21
900-999	36.25	3210	55512	57960	60624	63420	66600	69552	72708	73428
			4626	4830	5052	5285	5550	5796	6059	6119
			29.34	30.63	32.04	33.52	35.20	36.76	38.43	38.81
900-999	40.00	3240	61248	63996	66912	69984	73500	76764	80232	81024
			5104	5333	5576	5832	6125	6397	6686	6752
			29.34	30.63	32.04	33.52	35.20	36.76	38.43	38.81
1000-1099	36.25	4010	58284	60780	63624	66456	69312	72420	75696	76452
			4857	5065	5302	5538	5776	6035	6308	6371
			30.81	32.12	33.63	35.12	36.63	38.28	40.01	40.41
1100-1199	36.25	6010	59532	62904	66312	69684	71628	76260	79560	80364
			4961	5242	5526	5807	5969	6355	6630	6697
			31.47	33.25	35.05	36.83	37.86	40.31	42.05	42.48
1200-1299	36.25	4810	63624	66456	69312	72420	75324	78636	81984	82800
			5302	5538	5776	6035	6277	6553	6832	6900
			33.63	35.12	36.63	38.28	39.81	41.56	43.33	43.76
1200-1299	40.00	4840	70224	73344	76488	79908	83124	86784	90468	91356
			5852	6112	6374	6659	6927	7232	7539	7613
			33.63	35.12	36.63	38.28	39.81	41.56	43.33	43.76

Schedule B - General Staff Pay Schedule

B-10A July 1, 2013

Formal

Throughout Schedule B, the salary grids show annual, monthly and hourly rates of pay.

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
200-299	40	1040	37704	38448	39216	40248	41316	42348	43512	43944
			3142	3204	3268	3354	3443	3529	3626	3662
			18.06	18.41	18.78	19.28	19.79	20.28	20.84	21.05
300-399	36.25	1110	35544	36468	37440	38376	39444	40500	41640	42072
			2962	3039	3120	3198	3287	3375	3470	3506
			18.79	19.27	19.79	20.28	20.85	21.41	22.01	22.24
300-399	40	1140	39228	40248	41304	42348	43512	44712	45972	46428
			3269	3354	3442	3529	3626	3726	3831	3869
			18.79	19.27	19.79	20.28	20.85	21.41	22.01	22.24
400-499	36.25	1410	38376	39444	40500	41640	42852	43668	45096	45552
			3198	3287	3375	3470	3571	3639	3758	3796
			20.28	20.85	21.41	22.01	22.65	23.08	23.84	24.08
500-599	36.25	1910	43224	44544	45972	47340	48948	50508	52248	52764
			3602	3712	3831	3945	4079	4209	4354	4397
			22.85	23.54	24.30	25.02	25.87	26.70	27.62	27.89
500-599	40	1940	47676	49152	50724	52248	54024	55752	57660	58224
			3973	4096	4227	4354	4502	4646	4805	4852
			22.85	23.54	24.30	25.02	25.87	26.70	27.62	27.89
600-699	36.25	2110	44544	45972	47340	48948	50508	52248	54096	54648
			3712	3831	3945	4079	4209	4354	4508	4554
			23.54	24.30	25.02	25.87	26.70	27.62	28.59	28.88

700-799	36.25	6510	51372	53580	55740	58308	60816	63816	66924	67596
			4281	4465	4645	4859	5068	5318	5577	5633
			27.15	28.32	29.46	30.82	32.14	33.73	35.37	35.73
700-799	40	6540	56688	59100	61512	64320	67104	70440	73872	74616
			4724	4925	5126	5360	5592	5870	6156	6218
			27.15	28.32	29.46	30.82	32.14	33.73	35.37	35.73
800-899	36.25	6110	52896	55032	57564	60132	63024	66084	69024	69720
			4408	4586	4797	5011	5252	5507	5752	5810
			27.96	29.09	30.42	31.78	33.31	34.93	36.48	36.85
900-999	36.25	3210	54972	57396	60048	62808	65964	68880	72012	72732
			4581	4783	5004	5234	5497	5740	6001	6061
			29.05	30.34	31.74	33.20	34.86	36.41	38.06	38.44
900-999	40	3240	60660	63384	66276	69312	72792	76032	79464	80244
			5055	5282	5523	5776	6066	6336	6622	6687
			29.05	30.34	31.74	33.20	34.86	36.41	38.06	38.44
1000-1099	36.25	4010	57720	60192	63012	65820	68652	71724	74964	75720
			4810	5016	5251	5485	5721	5977	6247	6310
			30.51	31.81	33.30	34.79	36.29	37.91	39.62	40.02
1100-1199	36.25	6010	58956	62292	65664	69024	70932	75528	78792	79584
			4913	5191	5472	5752	5911	6294	6566	6632
			31.16	32.92	34.71	36.48	37.49	39.92	41.64	42.06
1200-1299	36.25	4810	63012	65820	68652	71724	74604	77880	81192	82008
			5251	5485	5721	5977	6217	6490	6766	6834
			33.30	34.79	36.29	37.91	39.43	41.16	42.91	43.34
1200-1299	40	4840	69552	72636	75756	79140	82332	85956	89592	90480
			5796	6053	6313	6595	6861	7163	7466	7540
			33.30	34.79	36.29	37.91	39.43	41.16	42.91	43.34

Schedule B - General Staff Pay Schedule

B-10B July 1, 2013

First Step

(+2%)

Throughout Schedule B, the salary grids show annual, monthly and hourly rates of pay.

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
200-299	40.00	1040	38460	39216	39996	41052	42144	43200	44388	44820
			3205	3268	3333	3421	3512	3600	3699	3735
			18.42	18.78	19.16	19.66	20.18	20.69	21.26	21.47
300-399	36.25	1110	36252	37200	38184	39144	40236	41316	42468	42912
			3021	3100	3182	3262	3353	3443	3539	3576
			19.16	19.66	20.18	20.69	21.27	21.84	22.45	22.68
300-399	40.00	1140	40008	41052	42132	43200	44388	45612	46896	47352
			3334	3421	3511	3600	3699	3801	3908	3946
			19.16	19.66	20.18	20.69	21.27	21.84	22.45	22.68
400-499	36.25	1410	39144	40236	41316	42468	43704	44544	45996	46464
			3262	3353	3443	3539	3642	3712	3833	3872
			20.69	21.27	21.84	22.45	23.10	23.54	24.31	24.56
500-599	36.25	1910	44088	45432	46896	48288	49932	51516	53292	53820
			3674	3786	3908	4024	4161	4293	4441	4485
			23.30	24.01	24.79	25.52	26.39	27.23	28.17	28.45
500-599	40.00	1940	48624	50136	51744	53292	55104	56868	58812	59388
			4052	4178	4312	4441	4592	4739	4901	4949
			23.30	24.01	24.79	25.52	26.39	27.23	28.17	28.45
600-699	36.25	2110	45432	46896	48288	49932	51516	53292	55176	55740
			3786	3908	4024	4161	4293	4441	4598	4645
			24.01	24.79	25.52	26.39	27.23	28.17	29.16	29.46

700-799	36.25	6510	52404	54648	56856	59472	62028	65088	68268	68952
			4367	4554	4738	4956	5169	5424	5689	5746
			27.70	28.88	30.05	31.43	32.78	34.40	36.08	36.44
700-799	40.00	6540	57816	60288	62748	65604	68448	71844	75348	76104
			4818	5024	5229	5467	5704	5987	6279	6342
			27.70	28.88	30.05	31.43	32.78	34.40	36.08	36.44
800-899	36.25	6110	53952	56136	58716	61332	64284	67404	70404	71112
			4496	4678	4893	5111	5357	5617	5867	5926
			28.52	29.67	31.03	32.42	33.98	35.63	37.21	37.59
900-999	36.25	3210	56076	58548	61248	64068	67284	70260	73452	74184
			4673	4879	5104	5339	5607	5855	6121	6182
			29.64	30.95	32.37	33.86	35.56	37.14	38.82	39.21
900-999	40.00	3240	61872	64656	67596	70704	74244	77556	81048	81852
			5156	5388	5633	5892	6187	6463	6754	6821
			29.64	30.95	32.37	33.86	35.56	37.14	38.82	39.21
1000-1099	36.25	4010	58872	61392	64272	67140	70020	73164	76464	77232
			4906	5116	5356	5595	5835	6097	6372	6436
			31.12	32.45	33.97	35.49	37.01	38.67	40.41	40.82
1100-1199	36.25	6010	60132	63540	66972	70404	72348	77040	80364	81180
			5011	5295	5581	5867	6029	6420	6697	6765
			31.78	33.58	35.40	37.21	38.24	40.72	42.48	42.91
1200-1299	36.25	4810	64272	67140	70020	73164	76092	79440	82812	83652
			5356	5595	5835	6097	6341	6620	6901	6971
			33.97	35.49	37.01	38.67	40.22	41.99	43.77	44.21
1200-1299	40.00	4840	70944	74088	77268	80724	83976	87672	91380	92292
			5912	6174	6439	6727	6998	7306	7615	7691
			33.97	35.49	37.01	38.67	40.22	41.99	43.77	44.21

Schedule B - General Staff Pay Schedule

B-10C July 1, 2013

Second Step (+4%)

Throughout Schedule B, the salary grids show annual, monthly and hourly rates of pay.

Band	Hours per week	Pay Grade	1	2	3	4	5	6	7	8
200-299	40.00	1040	39216	39984	40788	41856	42972	44040	45252	45696
			3268	3332	3399	3488	3581	3670	3771	3808
			18.78	19.15	19.53	20.05	20.58	21.09	21.67	21.89
300-399	36.25	1110	36960	37932	38940	39912	41016	42120	43308	43752
			3080	3161	3245	3326	3418	3510	3609	3646
			19.53	20.05	20.58	21.10	21.68	22.26	22.89	23.12
300-399	40.00	1140	40800	41856	42960	44040	45252	46500	47808	48288
			3400	3488	3580	3670	3771	3875	3984	4024
			19.53	20.05	20.58	21.10	21.68	22.26	22.89	23.12
400-499	36.25	1410	39912	41016	42120	43308	44568	45420	46896	47376
			3326	3418	3510	3609	3714	3785	3908	3948
			21.10	21.68	22.26	22.89	23.56	24.01	24.79	25.04
500-599	36.25	1910	44952	46320	47808	49236	50904	52524	54336	54876
			3746	3860	3984	4103	4242	4377	4528	4573
			23.76	24.48	25.27	26.02	26.90	27.76	28.72	29.00
500-599	40.00	1940	49584	51120	52752	54336	56184	57984	59964	60552
			4132	4260	4396	4528	4682	4832	4997	5046
			23.76	24.48	25.27	26.02	26.90	27.76	28.72	29.00
600-699	36.25	2110	46320	47808	49236	50904	52524	54336	56256	56832
			3860	3984	4103	4242	4377	4528	4688	4736
			24.48	25.27	26.02	26.90	27.76	28.72	29.73	30.04
700-799	36.25	6510	53424	55728	57972	60636	63252	66372	69600	70296
			4452	4644	4831	5053	5271	5531	5800	5858
			28.24	29.45	30.64	32.05	33.43	35.08	36.79	37.15

700-799	40.00	6540	58956	61464	63972	66888	69792	73260	76824	77604
			4913	5122	5331	5574	5816	6105	6402	6467
			28.24	29.45	30.64	32.05	33.43	35.08	36.79	37.15
800-899	36.25	6110	55008	57228	59868	62532	65544	68724	71784	72504
			4584	4769	4989	5211	5462	5727	5982	6042
			29.07	30.25	31.64	33.05	34.64	36.32	37.94	38.32
900-999	36.25	3210	57168	59688	62448	65316	68604	71640	74892	75636
			4764	4974	5204	5443	5717	5970	6241	6303
			30.22	31.55	33.01	34.52	36.26	37.86	39.58	39.98
900-999	40.00	3240	63084	65916	68928	72084	75708	79068	82644	83448
			5257	5493	5744	6007	6309	6589	6887	6954
			30.22	31.55	33.01	34.52	36.26	37.86	39.58	39.98
1000-1099	36.25	4010	60024	62604	65532	68448	71400	74592	77964	78744
			5002	5217	5461	5704	5950	6216	6497	6562
			31.73	33.09	34.64	36.18	37.74	39.42	41.21	41.62
1100-1199	36.25	6010	61320	64788	68292	71784	73764	78552	81948	82764
			5110	5399	5691	5982	6147	6546	6829	6897
			32.41	34.24	36.10	37.94	38.99	41.52	43.31	43.74
1200-1299	36.25	4810	65532	68448	71400	74592	77592	81000	84444	85284
			5461	5704	5950	6216	6466	6750	7037	7107
			34.64	36.18	37.74	39.42	41.01	42.81	44.63	45.08
1200-1299	40.00	4840	72336	75540	78792	82308	85620	89400	93180	94104
			6028	6295	6566	6859	7135	7450	7765	7842
			34.64	36.18	37.74	39.42	41.01	42.81	44.63	45.08