

SUBSIDIARY AGREEMENT #001

BETWEEN

**THE GOVERNMENT OF
THE PROVINCE OF ALBERTA**

AND

**THE ALBERTA UNION
OF PROVINCIAL EMPLOYEES**

**REPRESENTING
ADMINISTRATIVE AND SUPPORT SERVICES**

November 4, 2018

TABLE OF CONTENTS (NUMERICAL)

<u>Article No.</u>		<u>Page No.</u>
1	Probationary Period	1
2	Hours of Work.....	1
3	Overtime	2
4	Protective Clothing.....	2
5	Medical Examinations.....	2
6	Employee Relations Committee	2
	Salary Treatment Information.....	3
<u>Schedule No.</u>		<u>Page No.</u>
"A"	4
"B"	36 ¼ Hours	5
"B"	40 Hours	7
"C"	9
<u>Letters of Understanding</u>		<u>Page No.</u>
1	Work Schedules.....	9
2	Peter Loughheed Provincial Park	9
3	Rest Periods for Resolution & Court Administrative Services	10
<u>Letters of Intent</u>		<u>Page No.</u>
1	ERC Items	10
2	Worksite Violence	11

TABLE OF CONTENTS (ALPHABETICAL)

<u>Article No.</u>		<u>Page No.</u>
6	Employee Relations Committee	2
2	Hours of Work.....	1
5	Medical Examinations.....	2
3	Overtime	2
1	Probationary Period	1
4	Protective Clothing.....	2
	Salary Treatment Information.....	3
<u>Schedule No.</u>		<u>Page No.</u>
"A"	4
"B"	36 ¼ Hours	5
"B"	40 Hours	7
"C"	9
<u>Letters of Understanding</u>		<u>Page No.</u>
2	Peter Loughheed Provincial Park	9
3	Rest Periods for Resolution & Court Administrative Services	10
1	Work Schedules.....	9
<u>Letters of Intent</u>		<u>Page No.</u>
1	ERC Items	10
2	Worksite Violence	11

ARTICLE 1 - PROBATIONARY PERIOD

- 1.01 Pursuant to Article 27 of the Master Agreement, the probationary period for all classifications covered by this Agreement, except those listed in 1.02 below, shall be six (6) months.
- 1.02 In accordance with 1.01 above, the probationary period for the class listed below shall be twelve (12) months:
- 0076 Administrative Support 6

ARTICLE 2 - HOURS OF WORK

- 2.01 Pursuant to Clauses 16.01 and 16.02 of the Master Agreement, the normal hours of work for Employees covered by this Agreement shall be:
- (a) thirty-six and one-quarter (36 1/4) hours per week; or
 - (b) forty (40) hours per week; or
 - (c) hours as prescribed by work weeks referred to in Clause 16.07 of the Master Agreement.
- 2.02 Pursuant to Clauses 16.01 and 16.02 of the Master Agreement, Employees who are required to work a forty (40) hour work week as a condition of employment and who are assigned to the classifications listed below shall be paid a rate as set out in the salary schedule.

Class No.	Class Title
011AS	Administrative Support 1
012AS	Administrative Support 2
013AS	Administrative Support 3
014AS	Administrative Support 4
015AS	Administrative Support 5
016AS	Administrative Support 6
011OS	Operational Services 1
012OS	Operational Services 2
013OS	Operational Services 3
014OS	Operational Services 4
015OS	Operational Services 5

- 2.03 Pursuant to Clauses 16.01 and 16.02 of the Master Agreement the normal hours of work shall be seven and one-quarter (7 1/4) or eight (8) hours per day as applicable, five (5) days per week.
- 2.04 Where it can be established that a work schedule other than one contemplated in 2.03 of this Article is required, the Employer, after consultation with the Union, has the right to establish such a schedule. Those offices working schedules outside of those contemplated in 2.03 shall be allowed to continue those schedules for the life of this Agreement.
- 2.05 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 3 - OVERTIME

- 3.01 Subject to Article 17 of the Master Agreement, all Employees covered by this Agreement are eligible for premium overtime compensation.
- 3.02 Overtime provisions pursuant to the Master Agreement shall apply for all Employees eligible for premium overtime after seven and one-quarter (7 1/4) hours per day, except Employees working forty (40) hours per week pursuant to Clause 2.02 of this Agreement in which cases premium overtime shall apply after eight (8) hours per day.

ARTICLE 4 - PROTECTIVE CLOTHING

- 4.01 The Employer shall provide, maintain, replace and clean protective clothing where the Employer determines the foregoing is required.
- 4.02 Protective clothing and safety equipment shall be supplied by the Employer as required by the *Alberta Occupational Health and Safety Act*, the *Radiation Health Protection Act* and any regulation thereto.
- 4.03 All uniforms, clothing and equipment, supplied by the Employer shall remain the property of the Employer.
- 4.04 The Department of Justice will provide a shoe allowance to employees performing judicial clerk work whose principal duties are to work directly in the Courts and who are required, while performing their duties, to wear gowns provided by the Department. The shoe allowance will be seventy dollars (\$70.00) every two years in order for eligible employees to purchase black shoes that meet the requirements set out by Court Services.

ARTICLE 5 - MEDICAL EXAMINATIONS

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

ARTICLE 6 - EMPLOYEE RELATIONS COMMITTEE

- 6.01 The Parties agree to establish a Joint Employee Relations Committee to discuss matters of mutual interest related to employees covered by Subsidiary Agreement #001 – Administrative and Support Services.
- 6.02 The Committee shall be comprised of equal representation of the Parties and shall be co-chaired. The Committee shall meet a minimum of four (4) times a year. Salary and expenses pertaining to the operation of the Committee shall be borne by the respective Parties.
- 6.03 Any recommendations for changes must be approved by the majority of the members of the Committee and if accepted by both the Employer and the Union may be implemented by mutual agreement.

SALARY TREATMENT INFORMATION

The wage rates contained in the April 1, 2016 Salary Grids in all of the Subsidiary Agreements shall be maintained in accordance with the following:

- Year 1 (April 1, 2017 to March 31, 2018) – No increase
- Year 2 (April 1, 2018 to March 31, 2019) – No increase
- Year 3 (April 1, 2019 to March 31, 2020) – Wage Re-opener

The Parties shall commence negotiations to reach agreement on the Wage Re-Opener on January 15, 2019.

The Parties agree that the only items open for negotiations shall be:

- (a) the general wage increase payable in Year 3 (April 1, 2019 to March 31, 2020) of the Collective Agreement, detailed in the Salary Grids in each Subsidiary Agreement; and
- (b) the Pay Grade adjustment for the Correctional Peace Officer III classification from grade 63 to 67.

This Wage Re-opener shall not be construed in any way as “opening the agreement” for negotiation on any other issues by either Party.

If the Parties have not been able to agree upon the items above, at any time after March 31, 2019, either Party may give written notice to the other Party of its desire to submit resolution of the item(s) to interest arbitration before a three-member panel comprised of a nominee of both parties and a chair chosen by the Parties from among the following arbitrators: David Philip Jones, Andrew C. L. Sims, Phyllis A. Smith or Lyle Kanee.

If the Parties are unable to agree upon the chair, the Director of Mediation Services shall choose the chair from among the arbitrators named above.

The arbitration hearing shall be held by no later than June 30, 2019. In reaching its decision, the arbitration panel shall consider the matters identified in section 38 of the *Public Service Employee Relations Act*.

SCHEDULE "A"
ASSIGNMENT OF CLASSES TO PAY GRADES
EFFECTIVE APRIL 1, 2017

Class No.	Class Title		Pay Grade
011AS	Administrative Support 1	(36 1/4 hours)	12
		(40 hours)	18
012AS	Administrative Support 2	(36 1/4 hours)	16
		(40 hours)	22
013AS	Administrative Support 3	(36 1/4 hours)	22
		(40 hours)	28
014AS	Administrative Support 4	(36 1/4 hours)	28
		(40 hours)	34
015AS	Administrative Support 5	(36 1/4 hours)	33
		(40 hours)	39
016AS	Administrative Support 6	(36 1/4 hours)	38
		(40 hours)	44
011OS	Operational Services 1	(36 1/4 hours)	17
		(40 hours)	23
012OS	Operational Services 2	(36 1/4 hours)	23
		(40 hours)	29
013OS	Operational Services 3	(36 1/4 hours)	27
		(40 hours)	33
014OS	Operational Services 4	(36 1/4 hours)	31
		(40 hours)	37
015OS	Operational Services 5	(36 1/4 hours)	37
		(40 hours)	43
013JC	Judicial Clerk		25
015JC	Senior Judicial Clerk		35
016JC	Deputy Clerk		40
017JC	Senior Deputy Clerk		44
014RC	Court Reporter 1		37
016RC	Court Reporter 2		41
014LA	Legal Administration 1		32
015LA	Legal Administration 2		38
016LA	Legal Administration 3		42
017LA	Legal Administration 4		46
018LA	Legal Administration 5		54

Schedule B
Administrative & Support Services Salary Grid (36 ¼ Hour)*

Grade	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step 7	
	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly
5	\$1,215.56	\$16.76	\$1,245.20	\$17.17	\$1,276.38	\$17.60	\$1,309.10	\$18.05	\$1,343.34	\$18.52	\$1,383.73	\$19.08	\$1,425.64	\$19.66
6	\$1,229.35	\$16.95	\$1,259.52	\$17.37	\$1,291.21	\$17.80	\$1,324.95	\$18.27	\$1,359.19	\$18.74	\$1,400.60	\$19.31	\$1,443.55	\$19.91
7	\$1,245.20	\$17.17	\$1,276.38	\$17.60	\$1,309.10	\$18.05	\$1,343.34	\$18.52	\$1,383.73	\$19.08	\$1,425.64	\$19.66	\$1,472.16	\$20.30
8	\$1,259.52	\$17.37	\$1,291.21	\$17.80	\$1,324.95	\$18.27	\$1,359.19	\$18.74	\$1,400.60	\$19.31	\$1,443.55	\$19.91	\$1,488.53	\$20.53
9	\$1,276.38	\$17.60	\$1,309.10	\$18.05	\$1,343.34	\$18.52	\$1,383.73	\$19.08	\$1,425.64	\$19.66	\$1,472.16	\$20.30	\$1,517.65	\$20.93
10	\$1,291.21	\$17.80	\$1,324.95	\$18.27	\$1,359.19	\$18.74	\$1,400.60	\$19.31	\$1,443.55	\$19.91	\$1,488.53	\$20.53	\$1,536.57	\$21.19
11	\$1,309.10	\$18.05	\$1,343.34	\$18.52	\$1,383.73	\$19.08	\$1,425.64	\$19.66	\$1,472.16	\$20.30	\$1,517.65	\$20.93	\$1,565.19	\$21.58
12	\$1,324.95	\$18.27	\$1,359.19	\$18.74	\$1,400.60	\$19.31	\$1,443.55	\$19.91	\$1,488.53	\$20.53	\$1,536.57	\$21.19	\$1,587.16	\$21.89
13	\$1,343.34	\$18.52	\$1,383.73	\$19.08	\$1,425.64	\$19.66	\$1,472.16	\$20.30	\$1,517.65	\$20.93	\$1,565.19	\$21.58	\$1,616.31	\$22.29
14	\$1,359.19	\$18.74	\$1,400.60	\$19.31	\$1,443.55	\$19.91	\$1,488.53	\$20.53	\$1,536.57	\$21.19	\$1,587.16	\$21.89	\$1,637.78	\$22.59
15	\$1,383.73	\$19.08	\$1,425.64	\$19.66	\$1,472.16	\$20.30	\$1,517.65	\$20.93	\$1,565.19	\$21.58	\$1,616.31	\$22.29	\$1,671.51	\$23.05
16	\$1,400.60	\$19.31	\$1,443.55	\$19.91	\$1,488.53	\$20.53	\$1,536.57	\$21.19	\$1,587.16	\$21.89	\$1,637.78	\$22.59	\$1,691.44	\$23.33
17	\$1,425.64	\$19.66	\$1,472.16	\$20.30	\$1,517.65	\$20.93	\$1,565.19	\$21.58	\$1,616.31	\$22.29	\$1,671.51	\$23.05	\$1,724.69	\$23.78
18	\$1,443.55	\$19.91	\$1,488.53	\$20.53	\$1,536.57	\$21.19	\$1,587.16	\$21.89	\$1,637.78	\$22.59	\$1,691.44	\$23.33	\$1,746.15	\$24.08
19	\$1,472.16	\$20.30	\$1,517.65	\$20.93	\$1,565.19	\$21.58	\$1,616.31	\$22.29	\$1,671.51	\$23.05	\$1,724.69	\$23.78	\$1,782.96	\$24.59
20	\$1,488.53	\$20.53	\$1,536.57	\$21.19	\$1,587.16	\$21.89	\$1,637.78	\$22.59	\$1,691.44	\$23.33	\$1,746.15	\$24.08	\$1,808.00	\$24.93
21	\$1,517.65	\$20.93	\$1,565.19	\$21.58	\$1,616.31	\$22.29	\$1,671.51	\$23.05	\$1,724.69	\$23.78	\$1,782.96	\$24.59	\$1,843.28	\$25.42
22	\$1,536.57	\$21.19	\$1,587.16	\$21.89	\$1,637.78	\$22.59	\$1,691.44	\$23.33	\$1,746.15	\$24.08	\$1,808.00	\$24.93	\$1,869.84	\$25.79
23	\$1,565.19	\$21.58	\$1,616.31	\$22.29	\$1,671.51	\$23.05	\$1,724.69	\$23.78	\$1,782.96	\$24.59	\$1,843.28	\$25.42	\$1,902.55	\$26.24
24	\$1,587.16	\$21.89	\$1,637.78	\$22.59	\$1,691.44	\$23.33	\$1,746.15	\$24.08	\$1,808.00	\$24.93	\$1,869.84	\$25.79	\$1,932.73	\$26.65
25	\$1,616.31	\$22.29	\$1,671.51	\$23.05	\$1,724.69	\$23.78	\$1,782.96	\$24.59	\$1,843.28	\$25.42	\$1,902.55	\$26.24	\$1,970.04	\$27.17
26	\$1,637.78	\$22.59	\$1,691.44	\$23.33	\$1,746.15	\$24.08	\$1,808.00	\$24.93	\$1,869.84	\$25.79	\$1,932.73	\$26.65	\$1,997.64	\$27.55
27	\$1,671.51	\$23.05	\$1,724.69	\$23.78	\$1,782.96	\$24.59	\$1,843.28	\$25.42	\$1,902.55	\$26.24	\$1,970.04	\$27.17	\$2,034.95	\$28.06
28	\$1,691.44	\$23.33	\$1,746.15	\$24.08	\$1,808.00	\$24.93	\$1,869.84	\$25.79	\$1,932.73	\$26.65	\$1,997.64	\$27.55	\$2,066.65	\$28.50
29	\$1,724.69	\$23.78	\$1,782.96	\$24.59	\$1,843.28	\$25.42	\$1,902.55	\$26.24	\$1,970.04	\$27.17	\$2,034.95	\$28.06	\$2,106.01	\$29.04
30	\$1,746.15	\$24.08	\$1,808.00	\$24.93	\$1,869.84	\$25.79	\$1,932.73	\$26.65	\$1,997.64	\$27.55	\$2,066.65	\$28.50	\$2,137.18	\$29.47
31	\$1,782.96	\$24.59	\$1,843.28	\$25.42	\$1,902.55	\$26.24	\$1,970.04	\$27.17	\$2,034.95	\$28.06	\$2,106.01	\$29.04	\$2,179.10	\$30.05
32	\$1,808.00	\$24.93	\$1,869.84	\$25.79	\$1,932.73	\$26.65	\$1,997.64	\$27.55	\$2,066.65	\$28.50	\$2,137.18	\$29.47	\$2,214.38	\$30.54
33	\$1,843.28	\$25.42	\$1,902.55	\$26.24	\$1,970.04	\$27.17	\$2,034.95	\$28.06	\$2,106.01	\$29.04	\$2,179.10	\$30.05	\$2,256.80	\$31.12
34	\$1,869.84	\$25.79	\$1,932.73	\$26.65	\$1,997.64	\$27.55	\$2,066.65	\$28.50	\$2,137.18	\$29.47	\$2,214.38	\$30.54	\$2,292.58	\$31.62
35	\$1,902.55	\$26.24	\$1,970.04	\$27.17	\$2,034.95	\$28.06	\$2,106.01	\$29.04	\$2,179.10	\$30.05	\$2,256.80	\$31.12	\$2,335.00	\$32.20
36	\$1,932.73	\$26.65	\$1,997.64	\$27.55	\$2,066.65	\$28.50	\$2,137.18	\$29.47	\$2,214.38	\$30.54	\$2,292.58	\$31.62	\$2,371.31	\$32.70
37	\$1,970.04	\$27.17	\$2,034.95	\$28.06	\$2,106.01	\$29.04	\$2,179.10	\$30.05	\$2,256.80	\$31.12	\$2,335.00	\$32.20	\$2,416.28	\$33.32
38	\$1,997.64	\$27.55	\$2,066.65	\$28.50	\$2,137.18	\$29.47	\$2,214.38	\$30.54	\$2,292.58	\$31.62	\$2,371.31	\$32.70	\$2,456.16	\$33.87
39	\$2,034.95	\$28.06	\$2,106.01	\$29.04	\$2,179.10	\$30.05	\$2,256.80	\$31.12	\$2,335.00	\$32.20	\$2,416.28	\$33.32	\$2,504.21	\$34.54
40	\$2,066.65	\$28.50	\$2,137.18	\$29.47	\$2,214.38	\$30.54	\$2,292.58	\$31.62	\$2,371.31	\$32.70	\$2,456.16	\$33.87	\$2,544.08	\$35.09

Schedule B
Administrative & Support Services Salary Grid (36 ¼ Hour)*

Grade	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step 7	
	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly
41	\$2,106.01	\$29.04	\$2,179.10	\$30.05	\$2,256.80	\$31.12	\$2,335.00	\$32.20	\$2,416.28	\$33.32	\$2,504.21	\$34.54	\$2,593.66	\$35.77
42	\$2,137.18	\$29.47	\$2,214.38	\$30.54	\$2,292.58	\$31.62	\$2,371.31	\$32.70	\$2,456.16	\$33.87	\$2,544.08	\$35.09	\$2,632.51	\$36.31
43	\$2,179.10	\$30.05	\$2,256.80	\$31.12	\$2,335.00	\$32.20	\$2,416.28	\$33.32	\$2,504.21	\$34.54	\$2,593.66	\$35.77	\$2,685.17	\$37.03
44	\$2,214.38	\$30.54	\$2,292.58	\$31.62	\$2,371.31	\$32.70	\$2,456.16	\$33.87	\$2,544.08	\$35.09	\$2,632.51	\$36.31	\$2,731.68	\$37.67
45	\$2,256.80	\$31.12	\$2,335.00	\$32.20	\$2,416.28	\$33.32	\$2,504.21	\$34.54	\$2,593.66	\$35.77	\$2,685.17	\$37.03	\$2,780.23	\$38.34
46	\$2,292.58	\$31.62	\$2,371.31	\$32.70	\$2,456.16	\$33.87	\$2,544.08	\$35.09	\$2,632.51	\$36.31	\$2,731.68	\$37.67	\$2,830.83	\$39.04
47	\$2,335.00	\$32.20	\$2,416.28	\$33.32	\$2,504.21	\$34.54	\$2,593.66	\$35.77	\$2,685.17	\$37.03	\$2,780.23	\$38.34	\$2,881.45	\$39.74
48	\$2,371.31	\$32.70	\$2,456.16	\$33.87	\$2,544.08	\$35.09	\$2,632.51	\$36.31	\$2,731.68	\$37.67	\$2,830.83	\$39.04	\$2,934.61	\$40.47
49	\$2,416.28	\$33.32	\$2,504.21	\$34.54	\$2,593.66	\$35.77	\$2,685.17	\$37.03	\$2,780.23	\$38.34	\$2,881.45	\$39.74	\$2,987.76	\$41.21
50	\$2,456.16	\$33.87	\$2,544.08	\$35.09	\$2,632.51	\$36.31	\$2,731.68	\$37.67	\$2,830.83	\$39.04	\$2,934.61	\$40.47	\$3,038.88	\$41.91
51	\$2,504.21	\$34.54	\$2,593.66	\$35.77	\$2,685.17	\$37.03	\$2,780.23	\$38.34	\$2,881.45	\$39.74	\$2,987.76	\$41.21	\$3,096.13	\$42.70
52	\$2,544.08	\$35.09	\$2,632.51	\$36.31	\$2,731.68	\$37.67	\$2,830.83	\$39.04	\$2,934.61	\$40.47	\$3,038.88	\$41.91	\$3,148.28	\$43.42
53	\$2,593.66	\$35.77	\$2,685.17	\$37.03	\$2,780.23	\$38.34	\$2,881.45	\$39.74	\$2,987.76	\$41.21	\$3,096.13	\$42.70	\$3,208.08	\$44.24
54	\$2,632.51	\$36.31	\$2,731.68	\$37.67	\$2,830.83	\$39.04	\$2,934.61	\$40.47	\$3,038.88	\$41.91	\$3,148.28	\$43.42	\$3,261.74	\$44.98
55	\$2,685.17	\$37.03	\$2,780.23	\$38.34	\$2,881.45	\$39.74	\$2,987.76	\$41.21	\$3,096.13	\$42.70	\$3,208.08	\$44.24	\$3,324.12	\$45.84
56	\$2,731.68	\$37.67	\$2,830.83	\$39.04	\$2,934.61	\$40.47	\$3,038.88	\$41.91	\$3,148.28	\$43.42	\$3,261.74	\$44.98	\$3,379.32	\$46.61

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

Schedule B
Administrative & Support Services Salary Grid (40 Hour)*

Grade	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step 7	
	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly
5	\$1,215.56	\$15.19	\$1,245.20	\$15.56	\$1,276.38	\$15.95	\$1,309.10	\$16.36	\$1,343.34	\$16.79	\$1,383.73	\$17.29	\$1,425.64	\$17.82
6	\$1,229.35	\$15.36	\$1,259.52	\$15.74	\$1,291.21	\$16.14	\$1,324.95	\$16.56	\$1,359.19	\$16.98	\$1,400.60	\$17.50	\$1,443.55	\$18.04
7	\$1,245.20	\$15.56	\$1,276.38	\$15.95	\$1,309.10	\$16.36	\$1,343.34	\$16.79	\$1,383.73	\$17.29	\$1,425.64	\$17.82	\$1,472.16	\$18.40
8	\$1,259.52	\$15.74	\$1,291.21	\$16.14	\$1,324.95	\$16.56	\$1,359.19	\$16.98	\$1,400.60	\$17.50	\$1,443.55	\$18.04	\$1,488.53	\$18.60
9	\$1,276.38	\$15.95	\$1,309.10	\$16.36	\$1,343.34	\$16.79	\$1,383.73	\$17.29	\$1,425.64	\$17.82	\$1,472.16	\$18.40	\$1,517.65	\$18.97
10	\$1,291.21	\$16.14	\$1,324.95	\$16.56	\$1,359.19	\$16.98	\$1,400.60	\$17.50	\$1,443.55	\$18.04	\$1,488.53	\$18.60	\$1,536.57	\$19.20
11	\$1,309.10	\$16.36	\$1,343.34	\$16.79	\$1,383.73	\$17.29	\$1,425.64	\$17.82	\$1,472.16	\$18.40	\$1,517.65	\$18.97	\$1,565.19	\$19.56
12	\$1,324.95	\$16.56	\$1,359.19	\$16.98	\$1,400.60	\$17.50	\$1,443.55	\$18.04	\$1,488.53	\$18.60	\$1,536.57	\$19.20	\$1,587.16	\$19.83
13	\$1,343.34	\$16.79	\$1,383.73	\$17.29	\$1,425.64	\$17.82	\$1,472.16	\$18.40	\$1,517.65	\$18.97	\$1,565.19	\$19.56	\$1,616.31	\$20.20
14	\$1,359.19	\$16.98	\$1,400.60	\$17.50	\$1,443.55	\$18.04	\$1,488.53	\$18.60	\$1,536.57	\$19.20	\$1,587.16	\$19.83	\$1,637.78	\$20.47
15	\$1,383.73	\$17.29	\$1,425.64	\$17.82	\$1,472.16	\$18.40	\$1,517.65	\$18.97	\$1,565.19	\$19.56	\$1,616.31	\$20.20	\$1,671.51	\$20.89
16	\$1,400.60	\$17.50	\$1,443.55	\$18.04	\$1,488.53	\$18.60	\$1,536.57	\$19.20	\$1,587.16	\$19.83	\$1,637.78	\$20.47	\$1,691.44	\$21.14
17	\$1,425.64	\$17.82	\$1,472.16	\$18.40	\$1,517.65	\$18.97	\$1,565.19	\$19.56	\$1,616.31	\$20.20	\$1,671.51	\$20.89	\$1,724.69	\$21.55
18	\$1,443.55	\$18.04	\$1,488.53	\$18.60	\$1,536.57	\$19.20	\$1,587.16	\$19.83	\$1,637.78	\$20.47	\$1,691.44	\$21.14	\$1,746.15	\$21.82
19	\$1,472.16	\$18.40	\$1,517.65	\$18.97	\$1,565.19	\$19.56	\$1,616.31	\$20.20	\$1,671.51	\$20.89	\$1,724.69	\$21.55	\$1,782.96	\$22.28
20	\$1,488.53	\$18.60	\$1,536.57	\$19.20	\$1,587.16	\$19.83	\$1,637.78	\$20.47	\$1,691.44	\$21.14	\$1,746.15	\$21.82	\$1,808.00	\$22.60
21	\$1,517.65	\$18.97	\$1,565.19	\$19.56	\$1,616.31	\$20.20	\$1,671.51	\$20.89	\$1,724.69	\$21.55	\$1,782.96	\$22.28	\$1,843.28	\$23.04
22	\$1,536.57	\$19.20	\$1,587.16	\$19.83	\$1,637.78	\$20.47	\$1,691.44	\$21.14	\$1,746.15	\$21.82	\$1,808.00	\$22.60	\$1,869.84	\$23.37
23	\$1,565.19	\$19.56	\$1,616.31	\$20.20	\$1,671.51	\$20.89	\$1,724.69	\$21.55	\$1,782.96	\$22.28	\$1,843.28	\$23.04	\$1,902.55	\$23.78
24	\$1,587.16	\$19.83	\$1,637.78	\$20.47	\$1,691.44	\$21.14	\$1,746.15	\$21.82	\$1,808.00	\$22.60	\$1,869.84	\$23.37	\$1,932.73	\$24.15
25	\$1,616.31	\$20.20	\$1,671.51	\$20.89	\$1,724.69	\$21.55	\$1,782.96	\$22.28	\$1,843.28	\$23.04	\$1,902.55	\$23.78	\$1,970.04	\$24.62
26	\$1,637.78	\$20.47	\$1,691.44	\$21.14	\$1,746.15	\$21.82	\$1,808.00	\$22.60	\$1,869.84	\$23.37	\$1,932.73	\$24.15	\$1,997.64	\$24.97
27	\$1,671.51	\$20.89	\$1,724.69	\$21.55	\$1,782.96	\$22.28	\$1,843.28	\$23.04	\$1,902.55	\$23.78	\$1,970.04	\$24.62	\$2,034.95	\$25.43
28	\$1,691.44	\$21.14	\$1,746.15	\$21.82	\$1,808.00	\$22.60	\$1,869.84	\$23.37	\$1,932.73	\$24.15	\$1,997.64	\$24.97	\$2,066.65	\$25.83
29	\$1,724.69	\$21.55	\$1,782.96	\$22.28	\$1,843.28	\$23.04	\$1,902.55	\$23.78	\$1,970.04	\$24.62	\$2,034.95	\$25.43	\$2,106.01	\$26.32
30	\$1,746.15	\$21.82	\$1,808.00	\$22.60	\$1,869.84	\$23.37	\$1,932.73	\$24.15	\$1,997.64	\$24.97	\$2,066.65	\$25.83	\$2,137.18	\$26.71
31	\$1,782.96	\$22.28	\$1,843.28	\$23.04	\$1,902.55	\$23.78	\$1,970.04	\$24.62	\$2,034.95	\$25.43	\$2,106.01	\$26.32	\$2,179.10	\$27.23
32	\$1,808.00	\$22.60	\$1,869.84	\$23.37	\$1,932.73	\$24.15	\$1,997.64	\$24.97	\$2,066.65	\$25.83	\$2,137.18	\$26.71	\$2,214.38	\$27.67
33	\$1,843.28	\$23.04	\$1,902.55	\$23.78	\$1,970.04	\$24.62	\$2,034.95	\$25.43	\$2,106.01	\$26.32	\$2,179.10	\$27.23	\$2,256.80	\$28.21
34	\$1,869.84	\$23.37	\$1,932.73	\$24.15	\$1,997.64	\$24.97	\$2,066.65	\$25.83	\$2,137.18	\$26.71	\$2,214.38	\$27.67	\$2,292.58	\$28.65
35	\$1,902.55	\$23.78	\$1,970.04	\$24.62	\$2,034.95	\$25.43	\$2,106.01	\$26.32	\$2,179.10	\$27.23	\$2,256.80	\$28.21	\$2,335.00	\$29.18
36	\$1,932.73	\$24.15	\$1,997.64	\$24.97	\$2,066.65	\$25.83	\$2,137.18	\$26.71	\$2,214.38	\$27.67	\$2,292.58	\$28.65	\$2,371.31	\$29.64
37	\$1,970.04	\$24.62	\$2,034.95	\$25.43	\$2,106.01	\$26.32	\$2,179.10	\$27.23	\$2,256.80	\$28.21	\$2,335.00	\$29.18	\$2,416.28	\$30.20
38	\$1,997.64	\$24.97	\$2,066.65	\$25.83	\$2,137.18	\$26.71	\$2,214.38	\$27.67	\$2,292.58	\$28.65	\$2,371.31	\$29.64	\$2,456.16	\$30.70
39	\$2,034.95	\$25.43	\$2,106.01	\$26.32	\$2,179.10	\$27.23	\$2,256.80	\$28.21	\$2,335.00	\$29.18	\$2,416.28	\$30.20	\$2,504.21	\$31.30
40	\$2,066.65	\$25.83	\$2,137.18	\$26.71	\$2,214.38	\$27.67	\$2,292.58	\$28.65	\$2,371.31	\$29.64	\$2,456.16	\$30.70	\$2,544.08	\$31.80

Schedule B
Administrative & Support Services Salary Grid (40 Hour)*

Grade	Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step 7	
	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly
41	\$2,106.01	\$26.32	\$2,179.10	\$27.23	\$2,256.80	\$28.21	\$2,335.00	\$29.18	\$2,416.28	\$30.20	\$2,504.21	\$31.30	\$2,593.66	\$32.42
42	\$2,137.18	\$26.71	\$2,214.38	\$27.67	\$2,292.58	\$28.65	\$2,371.31	\$29.64	\$2,456.16	\$30.70	\$2,544.08	\$31.80	\$2,632.51	\$32.90
43	\$2,179.10	\$27.23	\$2,256.80	\$28.21	\$2,335.00	\$29.18	\$2,416.28	\$30.20	\$2,504.21	\$31.30	\$2,593.66	\$32.42	\$2,685.17	\$33.56
44	\$2,214.38	\$27.67	\$2,292.58	\$28.65	\$2,371.31	\$29.64	\$2,456.16	\$30.70	\$2,544.08	\$31.80	\$2,632.51	\$32.90	\$2,731.68	\$34.14
45	\$2,256.80	\$28.21	\$2,335.00	\$29.18	\$2,416.28	\$30.20	\$2,504.21	\$31.30	\$2,593.66	\$32.42	\$2,685.17	\$33.56	\$2,780.23	\$34.75
46	\$2,292.58	\$28.65	\$2,371.31	\$29.64	\$2,456.16	\$30.70	\$2,544.08	\$31.80	\$2,632.51	\$32.90	\$2,731.68	\$34.14	\$2,830.83	\$35.38
47	\$2,335.00	\$29.18	\$2,416.28	\$30.20	\$2,504.21	\$31.30	\$2,593.66	\$32.42	\$2,685.17	\$33.56	\$2,780.23	\$34.75	\$2,881.45	\$36.01
48	\$2,371.31	\$29.64	\$2,456.16	\$30.70	\$2,544.08	\$31.80	\$2,632.51	\$32.90	\$2,731.68	\$34.14	\$2,830.83	\$35.38	\$2,934.61	\$36.68
49	\$2,416.28	\$30.20	\$2,504.21	\$31.30	\$2,593.66	\$32.42	\$2,685.17	\$33.56	\$2,780.23	\$34.75	\$2,881.45	\$36.01	\$2,987.76	\$37.34
50	\$2,456.16	\$30.70	\$2,544.08	\$31.80	\$2,632.51	\$32.90	\$2,731.68	\$34.14	\$2,830.83	\$35.38	\$2,934.61	\$36.68	\$3,038.88	\$37.98
51	\$2,504.21	\$31.30	\$2,593.66	\$32.42	\$2,685.17	\$33.56	\$2,780.23	\$34.75	\$2,881.45	\$36.01	\$2,987.76	\$37.34	\$3,096.13	\$38.70
52	\$2,544.08	\$31.80	\$2,632.51	\$32.90	\$2,731.68	\$34.14	\$2,830.83	\$35.38	\$2,934.61	\$36.68	\$3,038.88	\$37.98	\$3,148.28	\$39.35
53	\$2,593.66	\$32.42	\$2,685.17	\$33.56	\$2,780.23	\$34.75	\$2,881.45	\$36.01	\$2,987.76	\$37.34	\$3,096.13	\$38.70	\$3,208.08	\$40.10
54	\$2,632.51	\$32.90	\$2,731.68	\$34.14	\$2,830.83	\$35.38	\$2,934.61	\$36.68	\$3,038.88	\$37.98	\$3,148.28	\$39.35	\$3,261.74	\$40.77
55	\$2,685.17	\$33.56	\$2,780.23	\$34.75	\$2,881.45	\$36.01	\$2,987.76	\$37.34	\$3,096.13	\$38.70	\$3,208.08	\$40.10	\$3,324.12	\$41.55
56	\$2,731.68	\$34.14	\$2,830.83	\$35.38	\$2,934.61	\$36.68	\$3,038.88	\$37.98	\$3,148.28	\$39.35	\$3,261.74	\$40.77	\$3,379.32	\$42.24

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

SCHEDULE "C"

Directives and regulations governing 3, 6 and 18 month increments for eligible classes covered by this Agreement shall be maintained during the life of this Agreement.

However, additional accelerated increments may be included in the directives and regulations as approved by the Employer.

LETTER OF UNDERSTANDING #1 – Work Schedules

Where there exists a work schedule other than one provided for in Clause 2.03 presently in effect and as of the date of execution of the Administrative and Support Services Subsidiary Agreement, the Union agrees to recognize these variations to the normal hours of work as being valid and not subject to Clause 2.04 or to a grievance arising thereof.

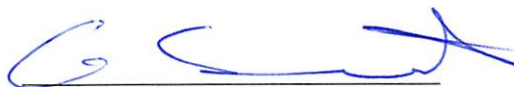
Dated this 27th day of November, 2018.

ORIGINAL SIGNED BY



LANA LOUGHEED

Public Service Commissioner



GUY SMITH

President, Alberta Union of Provincial
Employees

LETTER OF UNDERSTANDING #2 – Peter Lougheed Provincial Park

1. The parties agree that Employees working in Peter Lougheed Provincial Park as of October 1, 2007 shall continue to be eligible for the provisions outlined in Section 3 of this letter for the duration of their employment provided that they continue to meet the eligibility requirements outlined in this letter.
2. The parties agree to identify the individuals to whom this letter applies for the purposes of determining their continued eligibility. Once those individuals are identified, no additions are contemplated.

3. During each calendar month, when operational requirements permit, the Employer shall grant to the Employees identified pursuant to Section 2 of this letter who work at Peter Lougheed Provincial Park, four (4) consecutive hours off, with pay, during a banking day in order to permit the employee to transact their personal business.

Dated this 27th day of November, 2018.

ORIGINAL SIGNED BY



LANA LOUGHEED

Public Service Commissioner



GUY SMITH

President, Alberta Union of Provincial
Employees

**LETTER OF UNDERSTANDING #3 - Rest Periods for Resolution
and Court Administrative Services**

1. This Letter of Understanding applies to Judicial Clerks, Senior Judicial Clerks, Deputy Clerks and Senior Deputy Clerks that are employed in Resolution and Court Administration Services and who are working in court.
2. The Employer will attempt to ensure rest periods are provided for Employees working in the court.
3. Notwithstanding 16.03 of the Master Agreement, an Employee who is required to work through paid rest period(s) while in court shall, where it is deemed operationally feasible, have the option to take these rest period(s) at the start of the work day, combined with a meal period, or at the end of work day.

Dated this 27th day of November, 2018.

ORIGINAL SIGNED BY



LANA LOUGHEED

Public Service Commissioner



GUY SMITH

President, Alberta Union of Provincial
Employees

LETTER OF INTENT #1 - ERC Items

It is agreed by the undersigned as Co-Chairs of the Subsidiary #001 Agreement Employee Relations Committee that issues that arise with respect to the following topics are appropriate agenda items for discussion at regular meetings of the Committee:

- Training required to perform assigned duties

- Technological change
- Ministry/Regional restructure relating to work
- Legislative changes
- Ergonomics
- Competitions and Staffing
- Educational allowances
- Workloads

Other items may be included in the Agenda as deemed necessary.

Dated this 27th day of November, 2018.

ORIGINAL SIGNED BY



LANA LOUGHEED

Public Service Commissioner



GUY SMITH

President, Alberta Union of Provincial
Employees

LETTER OF INTENT #2 – Worksite Violence

It is recognized by the undersigned that worksite violence and health and safety issues are important issues to the employees of Subsidiary Agreement #001. The Employer is prepared to deal with these issues through the existing departmental health and safety committees. If the Union can demonstrate to the Employer co-chair that there is no Committee or resource within a department to whom a worksite violence or any other health and safety issue can be brought forward to, the Employer is prepared to review the issue at the Subsidiary Agreement #001 Employee Relations Committee.

Dated this 27th day of November, 2018.

ORIGINAL SIGNED BY



LANA LOUGHEED

Public Service Commissioner



GUY SMITH

President, Alberta Union of Provincial
Employees

Dated this 27th day of November, 2018.

ORIGINAL SIGNED BY

ORIGINAL SIGNED BY




Witness



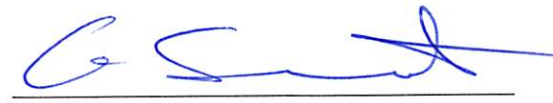
LANA LOUGHEED
Public Service Commissioner

ORIGINAL SIGNED BY

ORIGINAL SIGNED BY



Witness



GUY SMITH
President, Alberta Union of Provincial
Employees