

**SUBSIDIARY AGREEMENT #002**

**BETWEEN**

**THE GOVERNMENT OF  
THE PROVINCE OF ALBERTA**

**AND**

**THE ALBERTA UNION  
OF PROVINCIAL EMPLOYEES**

**REPRESENTING  
ADMINISTRATIVE AND PROGRAM SERVICES**

**November 4, 2018**

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## **ARTICLE 1 - PROBATIONARY PERIOD**

- 1.01 Pursuant to Article 27 of the Master Agreement the probationary period for classifications covered by this Agreement shall be twelve (12) months.
- 1.02 Continuous full time employment with the Employer immediately preceding the appointment to a permanent position, shall be counted towards the probationary period provided that the duties that were performed are comparable to the duties of the permanent position and provided that such reduction of probationary period has the approval of the Employer. Comparability shall only be determined by the comparison of duties performed immediately preceding the appointment to a permanent position to the duties of the permanent position.

## **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, seven and one quarter (7 1/4) hours per day, for all classes listed in Schedule "A" and Schedule "A-1" of this Agreement; or
  - (b) the equivalent on a bi-weekly, monthly, or annual basis.
- 2.02 Notwithstanding Clause 2.01, the Employer may require certain Employees who are assigned to the Administration 1 or Administration 2 classes to work forty (40) hours per week for which they shall receive 10.34% more than the specified salary for their assigned class. This additional amount shall be considered part of the Employee's annual salary. This provision may be extended to other Employees by mutual agreement of the Parties.
- 2.03 An Employee occupying a class assigned to Schedule "A-1" of this Agreement, who is required to travel to a work location to perform assigned duties, and that location is away from the Employee's normal place of work, shall have such time spent in travel, which is in excess of that time normally spent travelling directly to and from the Employee's residence and normal place of work, counted as time worked.

## **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 Classes assigned to Schedule "A-1" of this Agreement shall receive overtime compensation in accordance with Article 17 of the Master Agreement.
- 3.03 At the beginning of each month an Employee not included in Clause 3.02 shall indicate in writing a preference between compensatory time off or monetary compensation for overtime worked. Such preference shall be subject to approval by the Employer and where an Employee does not indicate a preference, the Employer shall determine the method of compensation. Where compensatory time off is approved and where it cannot be scheduled before the end of the month following the month in which the overtime was worked, it shall be paid out in accordance with Clause 3.04.
- 3.04 Compensatory time off may be carried forward from month to month only by mutual agreement. In the absence of mutual agreement, payment for overtime will be made by the end of the following month.

#### **ARTICLE 4 - PROTECTIVE CLOTHING**

- 4.01 The Employer shall provide, maintain, replace and clean protective clothing where the Employer determines the foregoing is required. Items so provided will remain the property of the Employer.
- 4.02 Protective clothing and safety equipment shall be supplied by the Employer as required by the *Occupational Health and Safety Act* and any regulation thereto.

#### **ARTICLE 5 - EMPLOYEE RELATIONS COMMITTEE**

- 5.01 The Parties agree to establish a Joint Employee Relations Committee to discuss matters of mutual interest related to Employees covered by Subsidiary Agreement #002 – Administrative and Program Services.
- (a) The Committee shall be composed of:
    - (i) Four (4) Government representatives to be appointed by Employer.
    - (ii) Four (4) Union representatives to be appointed by Local 002.
    - (iii) The Parties may each appoint alternates to serve in the absence of a regular member.
    - (iv) The Parties shall each appoint a Co-Chairperson.
  - (b) Salary and expenses pertaining to the operation of the Committee shall be borne by the respective Parties.
  - (c) The Committee shall meet as it deems necessary to discuss matters of mutual interest to Local 002.

The Committee shall develop Terms of Reference. The Terms of Reference shall incorporate a method to achieve recommendations.
  - (d) If the Parties, by mutual agreement, give the Committee authority to formulate recommendations within its Terms of Reference, the Committee will make recommendations for the consideration of the Employer and the Union.

#### **ARTICLE 6 - SUPPLIES AND EQUIPMENT**

- 6.01 The Employer shall make available to all staff assigned to classes contained in Schedule "A-1" of this Agreement the books, texts, and instructional materials deemed by the Employer to be necessary to the performance of their duties.

#### **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 IN SCHEDULE "B"**  
**EFFECTIVE APRIL 1, 2017**

| <b>Class No,</b> | <b>Class Title</b> | <b>Pay Grade</b> |
|------------------|--------------------|------------------|
| 023SC            | Scientific 1       | 67               |
| 024SC            | Scientific 2       | 70               |
| 025SC            | Scientific 3       | 73               |
| 026SC            | Scientific 4       | 80               |
| 027SC            | Scientific 5       | 83               |
| 021PS            | Program Services 1 | 57               |
| 022PS            | Program Services 2 | 61               |
| 023PS            | Program Services 3 | 67               |
| 024PS            | Program Services 4 | 70               |
| 025PS            | Program Services 5 | 73               |
| 21FN             | Finance 1          | 57               |
| 22FN             | Finance 2          | 61               |
| 23FN             | Finance 3          | 67               |
| 24FN             | Finance 4          | 71               |
| 21AN             | Administration 1   | 56               |
| 22AN             | Administration 2   | 62               |

**SCHEDULE "A-1"**  
**ASSIGNMENT OF CLASSES TO PAY GRADES IN SCHEDULE "B-1"**  
**EFFECTIVE APRIL 1, 2017**

| <b>Class No.</b> | <b>Class Title</b> | <b>Pay Grade</b> |
|------------------|--------------------|------------------|
| 021ED            | Education 1        | 78*              |

\* Psychometricians allocated to Education 1 shall be paid at Pay Grade 83.

**Schedule B**  
**ADMINISTRATIVE AND PROGRAM 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  |
| 48    | \$1,748.71 | \$24.12 | \$1,819.76 | \$25.10 | \$1,889.28 | \$26.05 | \$1,966.46 | \$27.12 | \$2,042.12 | \$28.16 | \$2,131.57 | \$29.40 | \$2,215.40 | \$30.55 |
| 49    | \$1,781.92 | \$24.57 | \$1,854.51 | \$25.57 | \$1,922.50 | \$26.51 | \$2,000.20 | \$27.58 | \$2,086.07 | \$28.77 | \$2,166.84 | \$29.88 | \$2,259.36 | \$31.16 |
| 50    | \$1,819.76 | \$25.10 | \$1,889.28 | \$26.05 | \$1,966.46 | \$27.12 | \$2,042.12 | \$28.16 | \$2,131.57 | \$29.40 | \$2,215.40 | \$30.55 | \$2,313.03 | \$31.90 |
| 51    | \$1,854.51 | \$25.57 | \$1,922.50 | \$26.51 | \$2,000.20 | \$27.58 | \$2,086.07 | \$28.77 | \$2,166.84 | \$29.88 | \$2,259.36 | \$31.16 | \$2,367.22 | \$32.65 |
| 52    | \$1,889.28 | \$26.05 | \$1,966.46 | \$27.12 | \$2,042.12 | \$28.16 | \$2,131.57 | \$29.40 | \$2,215.40 | \$30.55 | \$2,313.03 | \$31.90 | \$2,419.35 | \$33.37 |
| 53    | \$1,922.50 | \$26.51 | \$2,000.20 | \$27.58 | \$2,086.07 | \$28.77 | \$2,166.84 | \$29.88 | \$2,259.36 | \$31.16 | \$2,367.22 | \$32.65 | \$2,475.58 | \$34.14 |
| 54    | \$1,966.46 | \$27.12 | \$2,042.12 | \$28.16 | \$2,131.57 | \$29.40 | \$2,215.40 | \$30.55 | \$2,313.03 | \$31.90 | \$2,419.35 | \$33.37 | \$2,530.79 | \$34.90 |
| 55    | \$2,000.20 | \$27.58 | \$2,086.07 | \$28.77 | \$2,166.84 | \$29.88 | \$2,259.36 | \$31.16 | \$2,367.22 | \$32.65 | \$2,475.58 | \$34.14 | \$2,588.03 | \$35.69 |
| 56    | \$2,042.12 | \$28.16 | \$2,131.57 | \$29.40 | \$2,215.40 | \$30.55 | \$2,313.03 | \$31.90 | \$2,419.35 | \$33.37 | \$2,530.79 | \$34.90 | \$2,656.53 | \$36.64 |
| 57    | \$2,086.07 | \$28.77 | \$2,166.84 | \$29.88 | \$2,259.36 | \$31.16 | \$2,367.22 | \$32.65 | \$2,475.58 | \$34.14 | \$2,588.03 | \$35.69 | \$2,711.74 | \$37.40 |
| 58    | \$2,131.57 | \$29.40 | \$2,215.40 | \$30.55 | \$2,313.03 | \$31.90 | \$2,419.35 | \$33.37 | \$2,530.79 | \$34.90 | \$2,656.53 | \$36.64 | \$2,775.64 | \$38.28 |
| 59    | \$2,166.84 | \$29.88 | \$2,259.36 | \$31.16 | \$2,367.22 | \$32.65 | \$2,475.58 | \$34.14 | \$2,588.03 | \$35.69 | \$2,711.74 | \$37.40 | \$2,834.93 | \$39.10 |
| 60    | \$2,215.40 | \$30.55 | \$2,313.03 | \$31.90 | \$2,419.35 | \$33.37 | \$2,530.79 | \$34.90 | \$2,656.53 | \$36.64 | \$2,775.64 | \$38.28 | \$2,901.39 | \$40.01 |
| 61    | \$2,259.36 | \$31.16 | \$2,367.22 | \$32.65 | \$2,475.58 | \$34.14 | \$2,588.03 | \$35.69 | \$2,711.74 | \$37.40 | \$2,834.93 | \$39.10 | \$2,963.75 | \$40.87 |
| 62    | \$2,313.03 | \$31.90 | \$2,419.35 | \$33.37 | \$2,530.79 | \$34.90 | \$2,656.53 | \$36.64 | \$2,775.64 | \$38.28 | \$2,901.39 | \$40.01 | \$3,035.81 | \$41.87 |
| 63    | \$2,367.22 | \$32.65 | \$2,475.58 | \$34.14 | \$2,588.03 | \$35.69 | \$2,711.74 | \$37.40 | \$2,834.93 | \$39.10 | \$2,963.75 | \$40.87 | \$3,098.18 | \$42.73 |
| 64    | \$2,419.35 | \$33.37 | \$2,530.79 | \$34.90 | \$2,656.53 | \$36.64 | \$2,775.64 | \$38.28 | \$2,901.39 | \$40.01 | \$3,035.81 | \$41.87 | \$3,171.79 | \$43.74 |
| 65    | \$2,475.58 | \$34.14 | \$2,588.03 | \$35.69 | \$2,711.74 | \$37.40 | \$2,834.93 | \$39.10 | \$2,963.75 | \$40.87 | \$3,098.18 | \$42.73 | \$3,241.32 | \$44.70 |
| 66    | \$2,530.79 | \$34.90 | \$2,656.53 | \$36.64 | \$2,775.64 | \$38.28 | \$2,901.39 | \$40.01 | \$3,035.81 | \$41.87 | \$3,171.79 | \$43.74 | \$3,322.58 | \$45.82 |
| 67    | \$2,588.03 | \$35.69 | \$2,711.74 | \$37.40 | \$2,834.93 | \$39.10 | \$2,963.75 | \$40.87 | \$3,098.18 | \$42.73 | \$3,241.32 | \$44.70 | \$3,394.66 | \$46.82 |
| 68    | \$2,656.53 | \$36.64 | \$2,775.64 | \$38.28 | \$2,901.39 | \$40.01 | \$3,035.81 | \$41.87 | \$3,171.79 | \$43.74 | \$3,322.58 | \$45.82 | \$3,472.34 | \$47.89 |
| 69    | \$2,711.74 | \$37.40 | \$2,834.93 | \$39.10 | \$2,963.75 | \$40.87 | \$3,098.18 | \$42.73 | \$3,241.32 | \$44.70 | \$3,394.66 | \$46.82 | \$3,549.03 | \$48.95 |
| 70    | \$2,775.64 | \$38.28 | \$2,901.39 | \$40.01 | \$3,035.81 | \$41.87 | \$3,171.79 | \$43.74 | \$3,322.58 | \$45.82 | \$3,472.34 | \$47.89 | \$3,638.48 | \$50.18 |
| 71    | \$2,834.93 | \$39.10 | \$2,963.75 | \$40.87 | \$3,098.18 | \$42.73 | \$3,241.32 | \$44.70 | \$3,394.66 | \$46.82 | \$3,549.03 | \$48.95 | \$3,723.33 | \$51.35 |
| 72    | \$2,901.39 | \$40.01 | \$3,035.81 | \$41.87 | \$3,171.79 | \$43.74 | \$3,322.58 | \$45.82 | \$3,472.34 | \$47.89 | \$3,638.48 | \$50.18 | \$3,815.86 | \$52.63 |
| 73    | \$2,963.75 | \$40.87 | \$3,098.18 | \$42.73 | \$3,241.32 | \$44.70 | \$3,394.66 | \$46.82 | \$3,549.03 | \$48.95 | \$3,723.33 | \$51.35 | \$3,904.80 | \$53.85 |
| 74    | \$3,035.81 | \$41.87 | \$3,171.79 | \$43.74 | \$3,322.58 | \$45.82 | \$3,472.34 | \$47.89 | \$3,638.48 | \$50.18 | \$3,815.86 | \$52.63 | \$4,012.65 | \$55.34 |
| 75    | \$3,098.18 | \$42.73 | \$3,241.32 | \$44.70 | \$3,394.66 | \$46.82 | \$3,549.03 | \$48.95 | \$3,723.33 | \$51.35 | \$3,904.80 | \$53.85 | \$4,103.64 | \$56.60 |
| 76    | \$3,171.79 | \$43.74 | \$3,322.58 | \$45.82 | \$3,472.34 | \$47.89 | \$3,638.48 | \$50.18 | \$3,815.86 | \$52.63 | \$4,012.65 | \$55.34 | \$4,203.32 | \$57.97 |
| 77    | \$3,241.32 | \$44.70 | \$3,394.66 | \$46.82 | \$3,549.03 | \$48.95 | \$3,723.33 | \$51.35 | \$3,904.80 | \$53.85 | \$4,103.64 | \$56.60 | \$4,297.37 | \$59.27 |
| 78    | \$3,322.58 | \$45.82 | \$3,472.34 | \$47.89 | \$3,638.48 | \$50.18 | \$3,815.86 | \$52.63 | \$4,012.65 | \$55.34 | \$4,203.32 | \$57.97 | \$4,409.31 | \$60.81 |
| 79    | \$3,394.66 | \$46.82 | \$3,549.03 | \$48.95 | \$3,723.33 | \$51.35 | \$3,904.80 | \$53.85 | \$4,103.64 | \$56.60 | \$4,297.37 | \$59.27 | \$4,505.93 | \$62.15 |
| 80    | \$3,472.34 | \$47.89 | \$3,638.48 | \$50.18 | \$3,815.86 | \$52.63 | \$4,012.65 | \$55.34 | \$4,203.32 | \$57.97 | \$4,409.31 | \$60.81 | \$4,609.18 | \$63.57 |
| 81    | \$3,549.03 | \$48.95 | \$3,723.33 | \$51.35 | \$3,904.80 | \$53.85 | \$4,103.64 | \$56.60 | \$4,297.37 | \$59.27 | \$4,505.93 | \$62.15 | \$4,723.68 | \$65.15 |
| 82    | \$3,638.48 | \$50.18 | \$3,815.86 | \$52.63 | \$4,012.65 | \$55.34 | \$4,203.32 | \$57.97 | \$4,409.31 | \$60.81 | \$4,609.18 | \$63.57 | \$4,833.08 | \$66.66 |

**Schedule B**  
**ADMINISTRATIVE AND PROGRAM 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  |
| 83    | \$3,723.33 | \$51.35 | \$3,904.80 | \$53.85 | \$4,103.64 | \$56.60 | \$4,297.37 | \$59.27 | \$4,505.93 | \$62.15 | \$4,723.68 | \$65.15 | \$4,945.52 | \$68.21 |
| 84    | \$3,815.86 | \$52.63 | \$4,012.65 | \$55.34 | \$4,203.32 | \$57.97 | \$4,409.31 | \$60.81 | \$4,609.18 | \$63.57 | \$4,833.08 | \$66.66 | \$5,067.84 | \$69.90 |
| 85    | \$3,904.80 | \$53.85 | \$4,103.64 | \$56.60 | \$4,297.37 | \$59.27 | \$4,505.93 | \$62.15 | \$4,723.68 | \$65.15 | \$4,945.52 | \$68.21 | \$5,177.80 | \$71.41 |

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

**Schedule B-1**  
**ADMINISTRATIVE AND PROGRAM SERVICES – SALARY GRID (36 ½ 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  |
| 74    | \$2,815.50 | \$38.83 | \$2,945.34 | \$40.62 | \$3,082.85 | \$42.52 | \$3,227.50 | \$44.51 | \$3,383.41 | \$46.66 | \$3,546.48 | \$48.91 | \$3,726.92 | \$51.40 |
| 75    | \$2,878.89 | \$39.70 | \$3,012.31 | \$41.54 | \$3,152.38 | \$43.48 | \$3,299.58 | \$45.51 | \$3,462.13 | \$47.75 | \$3,629.78 | \$50.06 | \$3,819.95 | \$52.68 |
| 76    | \$2,945.34 | \$40.62 | \$3,082.85 | \$42.52 | \$3,227.50 | \$44.51 | \$3,383.41 | \$46.66 | \$3,546.48 | \$48.91 | \$3,726.92 | \$51.40 | \$3,921.66 | \$54.09 |
| 77    | \$3,012.31 | \$41.54 | \$3,152.38 | \$43.48 | \$3,299.58 | \$45.51 | \$3,462.13 | \$47.75 | \$3,629.78 | \$50.06 | \$3,819.95 | \$52.68 | \$4,018.80 | \$55.43 |
| 78    | \$3,082.85 | \$42.52 | \$3,227.50 | \$44.51 | \$3,383.41 | \$46.66 | \$3,546.48 | \$48.91 | \$3,726.92 | \$51.40 | \$3,921.66 | \$54.09 | \$4,126.13 | \$56.91 |
| 79    | \$3,152.38 | \$43.48 | \$3,299.58 | \$45.51 | \$3,462.13 | \$47.75 | \$3,629.78 | \$50.06 | \$3,819.95 | \$52.68 | \$4,018.80 | \$55.43 | \$4,226.32 | \$58.29 |
| 80    | \$3,227.50 | \$44.51 | \$3,383.41 | \$46.66 | \$3,546.48 | \$48.91 | \$3,726.92 | \$51.40 | \$3,921.66 | \$54.09 | \$4,126.13 | \$56.91 | \$4,341.33 | \$59.88 |
| 81    | \$3,299.58 | \$45.51 | \$3,462.13 | \$47.75 | \$3,629.78 | \$50.06 | \$3,819.95 | \$52.68 | \$4,018.80 | \$55.43 | \$4,226.32 | \$58.29 | \$4,444.59 | \$61.30 |
| 82    | \$3,383.41 | \$46.66 | \$3,546.48 | \$48.91 | \$3,726.92 | \$51.40 | \$3,921.66 | \$54.09 | \$4,126.13 | \$56.91 | \$4,341.33 | \$59.88 | \$4,567.27 | \$62.99 |
| 83    | \$3,462.13 | \$47.75 | \$3,629.78 | \$50.06 | \$3,819.95 | \$52.68 | \$4,018.80 | \$55.43 | \$4,226.32 | \$58.29 | \$4,444.59 | \$61.30 | \$4,674.10 | \$64.47 |
| 84    | \$3,546.48 | \$48.91 | \$3,726.92 | \$51.40 | \$3,921.66 | \$54.09 | \$4,126.13 | \$56.91 | \$4,341.33 | \$59.88 | \$4,567.27 | \$62.99 | \$4,805.98 | \$66.28 |
| 85    | \$3,629.78 | \$50.06 | \$3,819.95 | \$52.68 | \$4,018.80 | \$55.43 | \$4,226.32 | \$58.29 | \$4,444.59 | \$61.30 | \$4,674.10 | \$64.47 | \$4,914.85 | \$67.79 |

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



### LETTER OF UNDERSTANDING #1 – Salary Modifiers

1. The Parties agree that a salary modifier may be applied to the salaries of Employees who perform work that meets the "Senior Tax Officer" criteria. This modifier will be equivalent to three pay grades and will be administered by assigning eligible Employees to pay grade 74 on Schedule "B" of the Subsidiary 002 agreement.
2. The modifiers identified in Item 1 above will form part of an eligible employee's annual salary and will be pensionable.
3. An Employee who ceases to qualify for a modifier identified in Item 1 above shall have the modifier discontinued upon ninety (90) days written notice to the Employee.
4. Pursuant to Article 29.01(b) of the Master Agreement between the Parties, complaints relating to whether an Employee's assigned duties meet the criteria for a modifier according to this Letter shall not be subject to the grievance procedure.
5. This Letter of Understanding shall remain in effect for the term of the current Collective Agreement.

Dated this 27<sup>th</sup> day of November, 2018.

#### ORIGINAL SIGNED BY



LANA LOUGHEED

Public Service Commissioner



GUY SMITH

President, Alberta Union of Provincial  
Employees

### LETTER OF UNDERSTANDING #2 – Community and Social Services, Children's Services, and Office of the Public Guardian and Trustee Delivery Program Advisory Committee

The Parties agree to continue a joint Employee – Management Program Advisory Committee.

The Committee shall be co-chaired by an Executive Director from Community and Social Services, Children's Services, or the Office of the Public Guardian and Trustee (OPGT) and an Employee representative appointed to the co-chair role by the AUPE. Management membership shall be comprised of the management Co-Chair and representatives of the service delivery regions, appointed by the Management Co-Chair. Employee membership shall be the co-chair and members, not to exceed eight (8) in number, who are appointed by AUPE to represent the delivery regions of Community and Social Services, Children's Services and the Office of the Public Guardian and Trustee

The purpose of the Committee is to discuss items of mutual interest to the Parties related to the delivery of the programs of Community and Social Services, Children's Services, and the Office of the Public Guardian and Trustee. Discussion topics may include, but are not limited to:

- Program delivery improvement strategies;
- Program delivery changes;
- Occupational Health and Safety issues that have a provincial focus;
- Workload management strategies.

Recommendations of the Committee are intended for the consideration of the appropriate ADM from Community and Social Services, Children's Services, or the Office of the Public Guardian and Trustee (OPGT), whose decision on any action to be taken is final.

The Committee will meet quarterly or as necessary. Employees sitting on the Committee will receive regular pay (no premium payments, including overtime). Travel time will be compensated at straight time rates. Travel and subsistence costs will be paid by the Employer.

Where matters of mutual interest affect Employees from other subsidiary agreements, this Committee will operate as the forum for discussions, with ad-hoc representation from Employees covered by those subsidiary agreements.

The Chair of Local 002 shall be an ex-officio member of the Committee and Local 002 shall be responsible for salary and expenses related to the Chair's attendance at committee meetings.

Dated this 27<sup>th</sup> day of November, 2018.

**ORIGINAL SIGNED BY**



LANA LOUGHEED

Public Service Commissioner



GUY SMITH

President, Alberta Union of Provincial  
Employees

**Letter of Understanding #3 - 9.06-Hour Shift Rotation  
Alberta Serious Incident Response Team (ASIRT)**

Pursuant to Clause 2.01 (b) of the Master Agreement the parties agree to administer the Collective Agreement to allow for the operation of a 9.06 hour shift rotation.

The Investigators working the 9.06-hour shift rotation are expected to work the same number of hours over a balancing period as employees who work a 5/2 schedule of 36.25 hours per week.

The 9.06-hour shift schedule will be deemed to satisfy the annual hours of work requirement and will not be treated as overtime.

Employees working 9.06 hours per day shall have all benefits and entitlements calculated so as to ensure no loss or gain in employee entitlements. The Articles listed below will be administered in the following manner:

Articles 4.03(a), 4.04, 14, 23, 31, 32, 33A, 36, 37 and 38 of the Master Agreement shall be administered so as to provide the same number of hours of total entitlement as would be provided to an employee who normally works a 7.25 hour shift.

This agreement only applies to Investigators of the Department of Solicitor General and Public Security, Public Security Division, ASIRT, who are assigned to the 9.06-hour shift rotation.

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

This Letter of Understanding will be effective from November 1, 2008.

Dated this 27<sup>th</sup> day of November, 2018.

**ORIGINAL SIGNED BY**



LANA LOUGHEED

Public Service Commissioner



GUY SMITH

President, Alberta Union of Provincial Employees

**LETTER OF UNDERSTANDING #4 – Subsidiary 02 Employees Working in S.C.A.N.**

Whereas Employees are classified in the Program Services Stream to work in their S.C.A.N. operation;

And whereas the normal daily hours for employees classified as Program Services are 7.25 hours per workday;

The parties agree that, notwithstanding the outlined provisions of Articles 16 and 17 of the Master Agreement and Article 4 and 5 of Subsidiary Agreement 02:

- Staff will be assigned to a schedule whereby the normal daily hours of work are 9.06.
- A complete annual schedule will be posted in the worksite that outlines the shifts and shift patterns on a daily, weekly and monthly basis.
- The parties agree that this annual shift schedule and pattern of scheduling is consistent with the terms and conditions of the Master and Subsidiary Agreement 02 as it relates to normal annual hours of work and all other collective agreement entitlements.

This Letter is effective the day of signing and may be cancelled with 30 days' written notice by either party.

Dated this 27<sup>th</sup> day of November, 2018.

**ORIGINAL SIGNED BY**



LANA LOUGHEED

Public Service Commissioner



GUY SMITH

President, Alberta Union of Provincial Employees

Dated this 27<sup>th</sup> day of November, 2018.

ORIGINAL SIGNED BY



Witness

ORIGINAL SIGNED BY




LANA LOUGHEED  
Public Service Commissioner

ORIGINAL SIGNED BY



Witness

ORIGINAL SIGNED BY



GUY SMITH  
President, Alberta Union of Provincial  
Employees