

MEMORANDUM OF SETTLEMENT

With respect to the Collective Agreement

- between -

**Bow Valley College
(hereinafter referred to as the "Employer")**

- and -

**Alberta Union of Provincial Employees
(hereinafter referred to as the "Union")**

The Parties agree this Memorandum of Settlement ("Agreement") including all attachments constitutes full and complete settlement of all issues in dispute between them.

Both parties agree to recommend the terms of this Agreement to their respective principals and or members for ratification.

The revised collective agreement shall reflect the following:

- 1 The term of the Agreement will be three (3) years, effective July 1, 2017 to June 30, 2020.
- 2 In addition to the items agreed to and signed between the parties as of November 15th, 2019, all other articles and letters of understanding and letters of agreement shall remain current.
- 3 All other issues in dispute between the Parties are withdrawn.
- 4 This document and all other signed documents and the wage grid are subject to any necessary corrections that may be required to accurately reflect the understanding and conclusion of these conditions in collective bargaining.
- 5 This Memorandum of Settlement, comprising the attached provisions, and all other signed documents shall constitute full and final settlement of all demands, proposals and other matters arising out of collective bargaining between the parties.
- 6 Both Parties recognize that the dispute between the parties has been resolved by compromise by each side with the view to restoring harmonious relations and a productive and respectful workplace.
- 7 **The Parties agree that the Union shall hold a ratification vote and provide the results thereof to the attention of the Employer on or before November 30, 2019. The Employer shall hold a ratification vote within ~~two (2)~~ *das ten(10)* business days thereafter.**

Agreed to between the parties this 15th day of November 2019. ✓

FOR THE EMPLOYER

Danae Schendel

[Signature]

FOR THE UNION

[Signature]

[Signature]

[Signature]

[Signature]
x witness -



COLLECTIVE AGREEMENT

BETWEEN

**THE BOARD OF GOVERNORS
OF BOW VALLEY COLLEGE**

AND

**THE ALBERTA UNION
OF PROVINCIAL EMPLOYEES
LOCAL 071/011**

July 1, 2017 to June 30, 2020

A handwritten signature in blue ink, located in the bottom right corner of the page. The signature is stylized and appears to be a cursive or semi-cursive name.

The following are revised article and clauses language and the remainder of the article shall remain current language and shall be included in the renewed collective agreement:

ARTICLE 1 -- Definitions

- 1.01 In this Agreement, unless the context otherwise requires:
- (a) The masculine, the feminine or both shall mean and include all gender, gender identity and gender expression and similarly, the singular shall include the plural and vice-versa, as applicable.
 - (f) "Employer" means the Board of Governors of Bow Valley College (or any person authorized by the President and Chief Executive Officer (CEO) to act on their behalf);
 - (g) "President" means the President and Chief Executive Officer (CEO) of Bow Valley College;
 - (h) "Employee" means a person who is employed by the Employer in one of the following categories and who is covered by this Collective Agreement:

Temporary and Project Employees

- (iii) "Temporary Employee" means an Employee employed to temporarily replace a Continuous Full-time or Continuous Part-time Employee on leave or secondment. The duration will be at least four (4) months and not normally exceeding twenty-four (24) months. ~~with the exception of coverage for maternity and long term disability leaves, which will not normally exceed eighteen (18) months.~~

The Temporary Employment Period will only be extended by written mutual agreement between the Employer and the Union.

ARTICLE 8 -- Employer-Union Relations

- 8.02 (a) Upon ratification of this Agreement, the Union shall provide to the Employer a current list of:
- (i) local Officers and Union Stewards. This list shall include the name and, where available, the work location of these Employees and,
 - (ii) the names and titles of the Union Representatives assigned to the Employer by the ~~Calgary Regional Office of the Union.~~

8.07 The Employer shall notify the local Union Steward/Representative of all new Employees hired.

ARTICLE 9 -- Time Off for Union Business

- 9.02 Under the terms of Clause 9.03, paid time off subject to reimbursement under Article 9.04, will be provided for the following:
- (a) Members of the Local Executive, to administer the Local;
 - (b) Members of the Negotiating Committee for time spent meeting with representatives of the Employer during the formal negotiating of a Collective Agreement and for Union Preparatory meetings during these negotiations;
 - (c) Members authorized by the Union to attend the Annual Convention of the Alberta Union of Provincial Employees;
 - (d) Members authorized by the union to represent the Union at conventions of other Employee organizations;
 - (e) Members authorized by the Union to attend seminars, courses and conferences. It is understood that wherever possible such seminars, courses and conferences will be held during periods when the Employer's offices are closed;
 - (f) Members of the Provincial Executive of the Union, to attend general meetings which are held once every two (2) months; and,

(g) Members of the Union Standing Committees to attend regular committee meetings held every two (2) months:

9.03 In all of the foregoing provisions, time off shall be granted except where it will hinder the Employer's operations. The Union shall provide the Employer with a copy of the request for time off. Employees shall provide a minimum of ten (10) working days notice when requesting time off under Clause 9.02; however, consideration shall still be given in cases where the ten (10) working days' notice is not provided.

ARTICLE 20 -- Inclusive Workplace

20.02 The Employer recognizes that all people are equal in dignity, rights and responsibilities regardless of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

ARTICLE 26 -- General Illness

26.03 (a) Subject to Sub-Clause 26.03(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) illness leave entitlements reinstated pursuant to Clause 26.02 when the Employee returns to work in the next calendar year; or,
- (ii) any illness leave 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 calendar year.

(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 fifteen (15) consecutive work days following the date of return to active work.

DUTY TO ACCOMMODATE

26.05 An employee on general illness leave shall be required to participate in the Employer's Early Recovery Assistance Program. The parties agree that the program shall comply with the obligation to accommodate employees pursuant to *The Human Rights Act*."

26.06 Notwithstanding Article 25 - Casual Illness or Clause 26.02, an Employee is not eligible to receive illness leave benefits under this Article or Article 25 - Casual Illness if:

(a) the absence is due to an injury, from employment of any other Employer, that qualifies for Workers' Compensation benefits and Clause 26.05 shall apply; ~~or,~~

~~(b) the absence is due to an intentional self-inflicted injury.~~

ARTICLE 27 -- Proof of Illness

27.05 "The Employer may require an Employee to be examined by an Independent Medical Examiner (IME) and provide all pertinent medical information as it pertains to the Employee's work abilities and/ or limitations:

- (i) in the case of prolonged or frequent absence due to general illness, or,
- (ii) in the case of an Employee who has been previously counseled for frequent and patterned use of casual illness leave where notice has been provided to the Union (MSO); or
- (iii) when it is considered that an Employee is unable to satisfactorily perform the Employee's duties due to disability or illness, or,
- (iv) when additional information is required to assess fitness for a return to work or a workplace accommodation.



ARTICLE 28A -- Benefit Plans

28A.06 Health Spending Account (HSA)/ Flexible Spending Account (FSA)

Effective July 1, 2019:

An annual Health Spending Account will be made available in the amount of seven hundred and seventy five dollars (\$775.00) per year to each Employee participating in the Extended Health and Extended Dental Plans; and

- a) There will be no carry-over of this unused amount into subsequent years, however allowable expenses that exceed the annual allocation can be carried over and claimed against the subsequent years allocation. The administration of the Health Spending Account will be managed by the insurance carrier who administers the College Extended Health and Extended Dental Plans.
- b) Eligible expenses are those that qualify as a medical expense tax credit under the Income Tax Act that includes items such as prescription eyeglasses, dental expenses, medical devices and supplies, prescription drugs, and services of paramedical practitioners as per the Canada Revenue Agency. Details of HSA guidelines and eligible expenses will be available on the College website.
- c) (c) An Employee leaving the College can submit legitimate unclaimed expenditures incurred up to the last day of employment within thirty (30) days of leaving the employment of the College.

Effective July 1, 2020:

The Employer agrees to the creation a Flexible Spending Account in lieu of a Health Spending Account to take effect at the commencement of the benefit's year on July 1st, 2020.

The Employer shall implement a Flexible Spending Account effective July 1, 2020. The annual Flexible Spending Account will be made available in the amount of seven hundred and seventy five dollars (\$775.00) per year to each Employee participating in the Extended Health and Extended Dental Plans; and

- d) There will be no carry-over of this unused amount into subsequent years, however allowable expenses that exceed the annual allocation can be carried over and claimed against the subsequent years allocation. The administration of the Flexible Spending Account will be managed by the insurance carrier who administers the College Extended Health and Extended Dental Plans.
- e) Eligible expenses are those that qualify as a medical expense tax credit under the Income Tax Act that includes items such as prescription eyeglasses, dental expenses, medical devices and supplies, prescription drugs, and services of paramedical practitioners as per the Canada Revenue Agency. Details of FSA guidelines and eligible expenses will be available on the College website.
- f) An Employee leaving the College can submit legitimate unclaimed expenditures incurred up to the last day of employment within thirty (30) days of leaving the employment of the College.



ARTICLE 31 -- Bereavement and Special Leave

31.05 Special Leave

Article 31.05(b) revise four (4) days to five (5) days.

31.06 Other Special Leaves with Pay

An Employee, not on leave of absence without pay, may be granted other special leaves with pay, as outlined below, upon approval by a Supervisor. The circumstances under which other leaves with pay is granted and the corresponding maximum number of work days are as follows:

- (a) administration of estate as executor or administrator when an Employee has been designated as an executor or administrator of the estate - two (2) days;
- (b) moving household effects during normal working hours - one (1) day;
- (c) disaster conditions - two (2) days;
- (d) write examination(s) for course(s) or to attend the employees graduation from programs approved by the Employer - as required;
- (e) be present at birth or adoption proceedings of an Employee's child (or grandchild) - one (1) day;
- (f) attend formal hearing to become Canadian Citizen - one (1) day;
- (g) personal extenuating circumstances - one (1) day.

31.07 For purposes of determining eligibility for special leave under Clause 31.06, the following provisions shall apply:

- (a) moving of household furniture and effects shall apply to an Employee who maintains a self-contained household and who changes his place of residence which necessitates the moving of his household furniture and effects during his normal working hours and if he has not already qualified for such special leave within the preceding twelve (12) months. If the moving of household effects takes place outside of the Employees normal working hours Article 31.06(b) shall not apply. In the event an Employee's normal place of employment is moved outside the municipal area, the normal moving allowance shall apply;
- (b) disaster conditions shall apply for natural disasters such as flood, fire, tornado or residential emergencies which create a critical condition and require an Employee's personal attention and which cannot be served by others or attended to by the Employee at a time when he is normally off duty;
- (c) Two (2) weeks notice may be required for leave requested under Special Leave Clause 31.06 Sub-Clause (a), (b), (d), and (f).



ARTICLE 32

Maternity and Parental Leave

32.01

Maternity Leave

(a) Entitlement and Minimum Leave Requirement

An Employee who has completed ninety (90) days of continuous employment before commencing leave shall be granted maternity leave without pay, for a period not exceeding sixteen (16) consecutive weeks. An Employee must take at least six (6) weeks of maternity leave after the birth of her child unless the Employer agrees to early resumption of employment and the Employee provides a medical certificate indicating that resumption of work will not endanger her health.

(b) Commencement of Maternity Leave

Maternity Leave can begin at any time within thirteen (13) weeks of the estimated date of delivery but no later than the date of delivery.

(c) An employee whose pregnancy ends other than as a result of a live birth within sixteen (16) weeks of the estimated due date is entitled to maternity leave.

(c) Medical Evidence and Job Performance

If the pregnancy interferes with the Employee's job performance during the twelve (12) weeks before the estimated date of delivery, the Employer may require the Employee to start maternity leave.

(d) Notice to Start Maternity Leave

(i) An Employee shall apply for maternity leave within three (3) months of the anticipated date of delivery and shall give the Employer at least six (6) weeks' notice in writing of the date on which she intends to commence maternity leave and the length of the maternity leave.

(ii) Prior to the commencement of maternity leave and if the Employee also intends to take parental leave she shall include the period of parental leave in the notice.

(e) A pregnant Employee who presents medical evidence from her physician that satisfies the Employer 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.

(e) Eligibility for S.U.B. Plan

A Continuous, Project or Temporary Employee may, on application, qualify for the Employer's Supplemental Unemployment Insurance Benefit (S.U.B.) which supplements Employment Insurance (EI) benefits for the valid, medical recovery period of the maternity leave. S.U.B. payments are payable:

(i) After the date of delivery, if the Employee qualifies for Employment Insurance payments.

(ii) Only during the medical recovery period of the maternity leave.



- (iii) The S.U.B. Plan benefit will be paid for a maximum of sixteen (16) weeks, including the two (2) week Employment Insurance waiting period.
- (iv) Leave taken under this Supplemental Plan shall be considered to form part of the maternity leave without pay. A Continuous, or **Project** Employee who is eligible for S.U.B. plan shall not be eligible for illness leave benefits.

32.02 Parental/Adoption Leaves

(a) Entitlement

An Employee is entitled to parental leave as follows:

- (i) in the case of an Employee entitled to maternity leave, a period of not more than sixty-two (62) consecutive weeks immediately following the last day of maternity leave. An Employee who takes both maternity and parental leave must take the leaves consecutively.
- (ii) in the case of a parent who has been employed by the Employer for at least ninety (90) consecutive days, a period of not more than sixty-two (62) consecutive weeks within seventy-eight (78) weeks after the child's birth.
- (iii) in the case of an adoptive parent who has been employed by the Employer for at least ninety (90) consecutive days, a period of not more than sixty-two (62) consecutive weeks within seventy-eight (78) weeks after the child is placed with the adoptive parent for the purpose of adoption.

(b) Sharing of Entitlement

- (i) If Employees described under this clause are parents of the same child, the parental leave may be taken wholly by one (1) of the Employees, or be shared by the Employees.
- (ii) Employees who intend to share parental leave must advise the Employer of their intention to share parental leave. Parental leave shared between two (2) parents shall not exceed a combined total of sixty-two (62) weeks.
- (iii) The Employer is not required to grant parental leave to two (2) Employees at a time, if the two (2) Employees are parents of the same child.

(c) Notice of Commencement of Parental/Adoption Leave

- (i) An Employee who takes maternity leave is not required to give her Employer additional notice before going on parental leave unless she originally agreed only to take sixteen (16) weeks of maternity leave.
- (ii) Any other Employee must give the Employer at least six (6) weeks written notice of the date the Employee will start parental leave unless:
 1. the medical condition of the birth mother or child makes it impossible to comply with this requirement;
 2. the date of the child's placement with the adoptive parent was not foreseeable.
- (iii) If the Employee cannot comply with the written notice requirement for any of the reasons stated under (i) or (ii) above, the Employee must give the Employer written notice at the earliest possible time of the date the Employee will start or has started parental leave.

32.03 Notice to End Maternity and Parental Leaves

- (a) The Employee shall give the Employer at least four (4) weeks written notice prior to the end of the maternity or parental leave that the Employee intends to return to work. If the return to work is not consistent with the original length of leave requested, four (4) weeks' notice of intent to return to work is required. The Employer would appreciate if the return date could coincide with the beginning of an operational cycle such as the beginning of a trimester.
- (b) At the conclusion of a parental leave, the Employee shall return to a comparable work assignment within the same classification and with the same employment status, unless the Employee's specified term of employment ends during the maternity and/or parental leave period
- (c) Where an Employee fails to provide at least four (4) weeks' notice or fails to report to work the day after the leave ends, the Employer is under no obligation to reinstate the Employee unless the failure is the result of unforeseen or unpreventable circumstances.
- (d) An Employee who does not intend to return to work after the maternity/parental leave ends is required to provide four (4) weeks written notice.

ARTICLE 40 -- Term and Effective Date

40.01 Except where otherwise stated in the Collective Agreement, this Collective Agreement shall be effective **July 1, 2017** and shall remain in effect up to and including **June 30, 2020** and from year to year thereafter until a replacement Agreement is established pursuant to the Public Service Employee Relations Act.



SCHEDULE B
LETTER OF AGREEMENT BETWEEN
THE BOARD OF GOVERNORS OF BOW VALLEY COLLEGE AND
LOCAL 071/011 OF THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
RE: Rates of Pay

The Rates of Pay referenced in Article 36 and Schedule "A" shall be subject to the following:

- Year 1 (July 1, 2017 to June 30, 2018) - zero percent (0%) increase.
- Year 2 (July 1, 2018 to June 30, 2019) - zero percent (0%) increase.
- Year 3 (July 1, 2019 to June 30, 2020) - Wage Re-opener.

The parties agree that the Wage Re-opener shall be limited to:

A general wage review for the Rate of Pay in Year 3 (July 1, 2019 to June 30, 2020) as contained in Schedule "A" of the Collective Agreement.

The 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 Rate of Pay for Year 3, on or before January 30, 2020 either Party may give written notice to the other Party of its desire to submit the issue to interest arbitration before a three-member panel comprised of a nominee of both parties and a chair chosen by the Parties. The arbitration board shall not commence before March 30, 2020.

If the Parties are unable to agree upon the chair, the Director of Mediation Services shall choose the chair.



SCHEDULE C
Position Classification, Position Title and Point Range
As of November 15, 2019

AS II (0-101)	AS IV (184 – 227)	AOI (continued)
Receptionist/Administrative Assistant	Academic Advising Representative	Centre Liaison Officer
	Accounts Payable/ Receivable Administrator	Communications Specialist
AS III (102 – 183)	Administrative Assistant to the Dean	Community Liaison Officer
Accounts Payable/Receivable Assistant	Admission Offer and Enrollment Representative	Copyright Officer
Administrative Assistant	Business Associate	Employment Facilitator
Admissions Representative	Buyer	Enrolment Management and Scheduling Officer
Clinical Placement Assistant	Centre Administrative Assistant	Financial Aid Advisor
Curriculum Development Assistant	Client Services Representative	Financial Empowerment Coach
Financial Aid Assistant	Curriculum Development Administrator	Indigenous Learner Liaison Officer
International Prospective and Enrollment Assistant	Department Liaison Associate	Indigenous Student Recruitment Specialist
International Development Support	Digital Content Administrator	Intakes Officer
Learner Funding Assistant	Engagement and Events Administrator	International Agent Relations/Recruitment Specialist
Library Assistant	Enrolment Services Representative	International Learner Development Advisor
Materials Resource Support	Event Planner	International Liaison and Student Advisor
Records Assistant	International Applications and Enrollment Representative	Learner Conduct and Sexual Violence Response
Student Support Assistant	International Applications Representative	Learner Conduct Liaison
Testing Centre Assistant	International Learner Representative	Learner Success Advisor
TOWES & External Testing Assistant	International Enrollment Representative	Learner Success and Retention Officer
TOWES & External Testing Invigilator	Learner Success and Retention Associate	Learner Technology Advisor
	Learner Success Services Senior Administrator	Learning Coach
EO (52-112)	Learning and Technology Administrator	Media Designer
General Services Worker	Marketing and Communications Associate	Mentorship Officer
Logistics Service Worker	Media Developer	Project Officer
	Online Delivery Officer	Program Officer
BDO (300 – 352)	Program Administrator	Records Officer
Academic Innovation Projects Office	Prospective Student Representative	Research and Evaluation Officer
Business Development Officer	Regional Campus and Learner Administrator	Learner Technology Advisor
Indigenous Partnership Officer	Research & Evaluation Support Associate	Learning Coach
Innovation and Research Project Officer	Sales and Production Assistant	Media Designer
Research Facilitator	Student Accounts Representative	Mentorship Officer
Researcher	Testing Centre Supervisor	Project Officer
Senior Buyer	TOWES & External Testing Administrator	Program Officer
Student Affairs Officer	Videographer and Photographer	Records Officer
Sustainability Coordinator	Writing Specialist	Research and Evaluation Officer
TOWES & External Testing Coordinator	AOI (228 – 261)	Scheduling Officer
Workplace Skills Development Project Coordinator	Academic Advisor	Sexual Violence Support & Education Liaison
	Accessibility Advisor	Stakeholder Engagement Officer
	Accounts Payable Lead	Student Accounts Officer



LIS (262 – 299)
Library Information Specialist

NUI (280 – 322)
Clinical Placement Officer

NUII (323 – 389)

SLI I (228 – 261)
Sign Language Interpreter
Deaf Interpreter

SLI II (262 – 299)
Lead Sign Language Interpreter

Admissions Officer
Advertising Copywriter
Assistive Technology Advisor
Programing Officer
Career Advisor
Career Coach
Centre Learning Engagement Officer

AOII (261 and greater)
Academic Advising Lead
Academic Success Centre Lead
Business Coordinator
Campaign Marketing and Media Coordinator
Coordinator
Financial Aid Officer
International Development Officer
International Learner Development Immigration Specialist
Lead Client Services Officer
Market Research Officer
Marketing and Communications Specialist
Strategic Engagement and Events Specialist
Student Awards Officer
Student Information System Specialist
Team Lead-Prospective Student Centre and Recruitment

Student Awards Advisor
Student Engagement Officer
Student Recruitment Specialist
Test Officer
TOWES & External Testing Officer
Transfer Credit & PLAR Officer
Web Writer
Work Experience Officer



New Letter of Understanding between the parties regarding:

Re: Unpaid Leaves of Absence Under the Employment Standards Code, Alberta

The Employer shall provide the following unpaid leaves of absence in accordance with the requirements of the Employment Standards Code, Alberta, as amended from time to time:

Compassionate Care Leave

An Employee who has been employed by Bow Valley College for at least 90 days is entitled to unpaid compassionate care leave for a period of up to 27 weeks for the purpose of providing care or support to a seriously ill family member, in accordance with the Employment Standards Code and Employment Insurance (EI) legislation.

Critical Illness Of A Child Leave

An employee who has been employed by Bow Valley College for at least 90 will be granted unpaid leave up to 36 weeks of job protection for the purpose of providing care or support to their child in accordance with the Employment Standards Code and Employment Insurance (EI) legislation.

Death Or Disappearance Of A Child Leave

An employee who has been employed by Bow Valley College for at least 90 days will be granted unpaid leave up to 52 weeks of job protection for employees whose children have disappeared due to a crime or up to 104 weeks if child died due to a crime in accordance with the Employment Standards Code.

Domestic Violence Leave

An employee who is a victim of domestic violence and has been employed by Bow Valley College for at least 90 days is entitled to unpaid domestic violence leave of up to 10 days in a calendar year in accordance with the Employment Standards Code.

Family Responsibility Leave

An employee who has been employed by Bow Valley College for at least 90 days is entitled to up to 5 days of unpaid leave in a calendar year, but only to the extent that the leave is necessary to meet their family responsibilities in relation to a family member in accordance with the Employment Standards Code.

New Letter of Understanding between the parties regarding Contracting Out:

CONTRACTING OUT NOTIFICATION

"Where the Employer finds it necessary to contract out work resulting in the loss of regular hours of work of Employees covered by this Agreement, the Employer shall notify the Local Union not less than thirty (30) days in advance of such change and shall meet with the Local Union to provide notice of the contracting out"



The following shall remain current language and shall be included in the renewed collective agreement:

ARTICLE 2 -- Terms of Employment

ARTICLE 3 -- Application

ARTICLE 4 -- Management Recognition

ARTICLE 5 -- Union Recognition

ARTICLE 6 -- Legislation and the Collective Agreement

ARTICLE 7 -- Union Membership and Dues Check-Off

ARTICLE 10 -- Layoff, Recall and Termination

ARTICLE 11 -- Attendance

ARTICLE 12 -- Acting Incumbency

ARTICLE 13 -- Hours of Work

ARTICLE 14 -- Overtime

ARTICLE 15 -- New or Altered Classifications

ARTICLE 16 -- Call-Back Pay

ARTICLE 17 -- Reporting Pay

ARTICLE 18 -- Weekend Premium

ARTICLE 19 -- Workers' Compensation Supplement

ARTICLE 21 -- Subsistence and Travel

ARTICLE 22 -- Probationary Employee and Period

ARTICLE 23 -- Disciplinary Action

ARTICLE 24 -- Grievance Procedure

ARTICLE 25 -- Casual Illness

ARTICLE 28B -- Public Service Pension Plan (PPSP)

ARTICLE 29 -- **Named** Holidays (title change only)

ARTICLE 30 -- Annual Vacation Leave

ARTICLE 33 -- Court Leave

ARTICLE 34 -- Employment Insurance Premium Reduction



ARTICLE 35 -- Health and Safety

ARTICLE 36 -- Rates of Pay

ARTICLE 37 -- Leave Without Pay

ARTICLE 38 -- Protective Clothing

ARTICLE 39 -- Printing of Agreements

ARTICLE 41 -- Modified or Flexible Hours of Work

ARTICLE 42 -- Job Opportunities

ARTICLE 43 -- Seniority

ARTICLE 44 -- Employee Development

Schedule "A"

Effective July 1, 2017 to June 30, 2019

Classification		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10 LSI
AS II	Annual	37,584	38,760	39,996	41,292	42,600	43,956	45,396	47,040	47,988
	Monthly	3,132	3,230	3,333	3,441	3,550	3,663	3,783	3,920	3,999
	Hourly	19.86	20.49	21.14	21.82	22.52	23.23	23.99	24.86	25.36
AS III	Annual	41,292	42,600	43,956	45,396	46,956	48,552	50,148	51,900	52,932
	Monthly	3,441	3,550	3,663	3,783	3,913	4,046	4,179	4,325	4,411
	Hourly	21.82	22.52	23.23	23.99	24.82	25.66	26.51	27.43	27.98
AS IV	Annual	46,320	47,904	49,452	51,132	52,824	54,612	56,508	58,344	59,508
	Monthly	3,860	3,992	4,121	4,261	4,402	4,551	4,709	4,862	4,959
	Hourly	24.48	25.32	26.14	27.03	27.92	28.86	29.87	30.84	31.45
Administrative Officer I	Annual	50,988	52,956	55,272	57,468	59,952	62,700	65,592	67,524	68,880
	Monthly	4,249	4,413	4,606	4,789	4,996	5,225	5,466	5,627	5,740
	Hourly	26.95	27.99	29.21	30.37	31.69	33.14	34.67	35.69	36.41

Classification		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10 LSI
Administrative	Annual	56,076	58,260	60,804	63,180	65,928	68,952	72,132	74,268	75,768
Officer II	Monthly	4,673	4,855	5,067	5,265	5,494	5,746	6,011	6,189	6,314
	Hourly	29.64	30.79	32.14	33.39	34.85	36.44	38.12	39.25	40.05
Business	Annual	61,368	64,104	67,056	70,152	73,356	76,692	80,208	82,356	84,012
Development Officer	Monthly	5,114	5,342	5,588	5,846	6,113	6,391	6,684	6,863	7,001
	Hourly	32.44	33.88	35.44	37.08	38.77	40.53	42.39	43.53	44.40
Library Information	Annual	57,588	59,880	62,280	64,752	67,356	70,068	72,852	74,892	76,392
Specialist	Monthly	4,799	4,990	5,190	5,396	5,613	5,839	6,071	6,241	6,366
	Hourly	30.44	31.65	32.92	34.22	35.60	37.03	38.51	39.58	40.38
Nurse I	Annual	63,252	65,304	67,572	70,080	72,384	75,204	78,192	80,340	81,948
	Monthly	5,271	5,442	5,631	5,840	6,032	6,267	6,516	6,695	6,829
	Hourly	33.43	34.52	35.71	37.04	38.26	39.75	41.33	42.46	43.31
Nurse II	Annual	66,516	68,868	71,256	73,788	76,692	79,656	82,932	85,152	86,844
	Monthly	5,543	5,739	5,938	6,149	6,391	6,638	6,911	7,096	7,237
	Hourly	35.16	36.40	37.66	39.00	40.53	42.10	43.83	45.01	45.90
Equipment Operator	Annual	41,244	42,444	43,632	44,976	46,380	47,736	49,524	51,240	52,272
	Monthly	3,437	3,537	3,636	3,748	3,865	3,978	4,127	4,270	4,356
	Hourly	21.80	22.43	23.06	23.77	24.51	25.23	26.18	27.08	27.63
Sign Language Interpreter I	Annual	57,720	60,636	63,528	66,444	69,360	72,264	75,168	78,084	79,644
	Monthly	4,810	5,053	5,294	5,537	5,780	6,022	6,264	6,507	6,637

Classification		Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10 LSI
	Hourly	30.51	32.05	33.58	35.12	36.66	38.19	39.73	41.27	42.10
Sign Language Interpreter II	Annual	62,580	65,664	68,796	71,880	75,060	78,192	81,420	84,504	86,184
	Monthly	5,215	5,472	5,733	5,990	6,255	6,516	6,785	7,042	7,182
	Hourly	33.08	34.71	36.36	37.99	39.67	41.33	43.03	44.66	45.55

- Annual rates have been adjusted due to rounding to be divisible by 12
- Hourly rates are calculated using the average number of work hours in a year (1892)
- Step 10 LSI (Long Service Increment) is valued at 2% over Step 9. Eligibility is after five (5) years of service at Step 9.

LETTER OF AGREEMENT
Job Evaluation and Classification
RENEWED

LETTER OF UNDERSTANDING
Re: Student Employment
RENEWED

LETTER OF AGREEMENT
UNSUCCESSFUL POSTING APPLICANTS
RENEWED



