

## COLLECTIVE AGREEMENT

BETWEEN THE

CAPITAL REGION HOUSING CORPORATION

AND THE

ALBERTA UNION OF PROVINCIAL EMPLOYEES

LOCAL 118/011

JANUARY 1, 2019 - DECEMBER 31, 2021

## NUMERICAL TABLE OF CONTENTS

<u>Article</u>		<u>Page</u>
	Preamble .....	1
1	Interpretation .....	2
2	Application.....	3
3	Management Rights Clause .....	3
4	Union Membership and Dues Check-Off .....	4
5	Union Recognition .....	5
6	Employee Management Advisory Committee .....	5
7	Union Stewards .....	6
8	Employer - Union Relations .....	7
9	Personnel File Clearance .....	7
10	Disciplinary Action .....	8
11	Grievance Procedure .....	8
12	Time-Off for Union Business .....	10
13	Notice of Resignation .....	11
14	Human Resources Policies & Procedures.....	11
15	Bulletin Boards .....	12
16	Probationary Appointment .....	12
17	Seniority .....	12
18	Recruitment, Selection & Appointments .....	13
19	Layoff and Re-employment .....	14
20	Position Abolishment .....	15
21	Classification .....	15
22	Hours of Work .....	18
23	Overtime.....	20
24	Call Back Pay .....	20
25	Standby Duty .....	21
26	Acting Incumbent.....	21
27	Casual Illness .....	22
28	General Illness .....	23
29	Proof of Illness .....	24
30	Long Term Disability Income Plan.....	25
31	Workers' Compensation Supplement .....	26
32	Paid Holidays .....	27
33	Annual Vacation .....	28
34	Special Leave.....	29
35	Maternity/ Parental/ Adoption Leave.....	31
36	Leaves of Absence .....	33
37	Pension Plan .....	36
38	Group Life Insurance .....	36
39	Supplementary Health Care Plan .....	37
40	Dental Plan .....	39
41	Transportation Allowance .....	39
42	Work Clothing and Allowances .....	40
43	Parking .....	40
44	Safety and Health .....	40
45	Educational Leave .....	41
46	Respect in the Workplace.....	41
47	Salary Implementation .....	41
48	Term of Agreement.....	42

NUMERICAL TABLE OF CONTENTS (cont.)

<u>Salary Schedule</u>	<u>Page</u>
A      Effective January 1, 2019 to December 31, 2021 .....	44

<u>Letter of Understanding</u>	<u>Page</u>
Article 22 - Hours of Work .....	52
Exclusions & Inclusions .....	53
Classification & Joint Employer - Union Exclusions Review .....	56
Workload Issues .....	57
Job Security.....	58
Contracting Out.....	59

## ALPHABETICAL TABLE OF CONTENTS

<u>Article</u>		<u>Page</u>
26	Acting Incumbent.....	21
33	Annual Vacation .....	28
2	Application.....	3
15	Bulletin Boards .....	12
24	Call Back Pay .....	20
27	Casual Illness .....	22
21	Classification .....	15
40	Dental Plan .....	39
10	Disciplinary Action .....	8
45	Educational Leave .....	41
6	Employee Management Advisory Committee .....	5
8	Employer - Union Relations .....	7
28	General Illness .....	23
11	Grievance Procedure .....	8
38	Group Life Insurance .....	36
22	Hours of Work .....	18
14	Human Resources Policies & Procedures.....	11
1	Interpretation .....	2
19	Layoff and Re-employment .....	14
36	Leaves of Absence.....	33
30	Long Term Disability Income Plan.....	25
3	Management Rights Clause.....	3
35	Maternity/ Parental/ Adoption Leave.....	31
13	Notice of Resignation .....	11
23	Overtime.....	20
32	Paid Holidays .....	27
43	Parking .....	40
37	Pension Plan .....	36
9	Personnel File Clearance .....	7
20	Position Abolishment .....	15
	Preamble.....	1
16	Probationary Appointment .....	12
29	Proof of Illness .....	24
18	Recruitment, Selection & Appointments .....	13
46	Respect in the Workplace.....	41
44	Safety and Health .....	40
47	Salary Implementation .....	41
17	Seniority .....	12
34	Special Leave.....	29
25	Standby Duty .....	21
39	Supplementary Health Care Plan .....	37
48	Term of Agreement.....	42
12	Time-Off for Union Business .....	10
41	Transportation Allowance .....	39
4	Union Membership and Dues Check-Off .....	4
5	Union Recognition .....	5
7	Union Stewards .....	6
42	Work Clothing and Allowances .....	40
31	Workers' Compensation Supplement .....	26



ALPHABETICAL TABLE OF CONTENTS (cont.)

<u>Salary Schedule</u>	<u>Page</u>
A      Effective January 1, 2019 to December 31, 2021 .....	44

<u>Letter of Understanding</u>	<u>Page</u>
Article 22 - Hours of Work .....	52
Classification & Joint Employer - Union Exclusions Review .....	56
Contracting Out.....	59
Exclusions & Inclusions .....	53
Job Security.....	58
Workload Issues .....	57

PREAMBLE

This Agreement made this 17<sup>th</sup> day of September, A.D. 2019.

BETWEEN:

The Capital Region Housing Corporation  
(hereinafter called "the Employer")

OF THE FIRST PART

and

The Alberta Union of Provincial Employees, Local 118/011,  
(hereinafter called "the Union")

OF THE SECOND PART

WHEREAS the Union has the sole right to negotiate on behalf of the Employer's said Employees;

AND WHEREAS the Parties are mutually desirous of entering into an Agreement as defined in the Act containing provisions with reference to rates of pay, hours of work and other terms or conditions of employment and providing a procedure for the consideration of grievances and the settlement of disputes;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, the Parties herein mutually covenant and agree with each other as follows:

ARTICLE 1  
Interpretation

- 1.01
- (a) "Code" means the Labour Relations Code of Alberta, as amended.
  - (b) "Anniversary Date", unless otherwise changed by the operation of the terms of this Agreement, means:
    - (i) In the case of an Employee whose employment commenced between the first (1st) and fifteenth (15th) day inclusive of any month, the first (1st) day of that calendar month, or
    - (ii) In the case of an Employee whose employment commenced between the sixteenth (16th) and the last day in any month, the first (1st) day of the following calendar month.
  - (c) "Employer" means the Capital Region Housing Corporation or other name taken pursuant to the *Alberta Housing Act*.
  - (d) "Employee" means any person employed in a job classification covered by this Agreement and whose service is designated as:
    - (i) "Regular Full-time", an Employee who occupies a permanently established full-time position.
    - (ii) "Regular Part-time", an Employee who occupies a permanently established part-time position and who normally works only part of the regular work day or less than the full number of work days in each week or month. Regular Part-time Employees shall receive all benefits of this Agreement on a pro-rata basis.
    - (iii) "Probationary Employee", an Employee who is serving a period of probation as defined in Article 16 of this Collective Agreement. Benefit entitlement shall be only as specified in the various Articles of this Collective Agreement.
    - (iv) "Temporary Employees", are persons engaged on a full-time or part-time basis for a period of employment of an uncertain duration. No Employee shall be kept on temporary status in excess of six (6) months. The temporary status may be extended to a maximum of twelve (12) months with the written approval of the Union. Such approval shall not be unreasonably denied.

In the case of maternity leave coverage, temporary status can be extended up to eighteen (18) months without the written approval of the Union. Temporary Employees will not be covered by Articles 20, Position Abolishment, 19, Lay Off and Reemployment. Benefit entitlement shall be as specified in the various Articles of this Collective Agreement.
  - (e) "Work Day" means any day on which an Employee is normally expected to be at their place of employment.
  - (f) "Posting" includes electronic posting.

- (g) "Common-law partner" means a person who has lived in the Employee's household for at least one (1) year and has been maintained and publicly represented by the Employee as their spouse for at least one (1) year.
- (h) "Union Dues" are dues, fees, and other assessments levied by the Union, equally and concurrently on all Employees covered by this Agreement in amounts as the Union may determine from time to time.
- (i) "Union Representative" means a representative from the Union authorized by the Union to act on behalf of an Employee(s).
- (j) "Dismiss" means to discharge an Employee for just cause. Dismiss does not apply to "Position Abolishment" as per Article 20 of this Agreement or "Lay-Off" as per Article 19 of this Agreement.
- (k) "Employment Year" means the period of time from an Employee's anniversary date to their next anniversary date.
- (l) "Day" means calendar day, unless otherwise stated.

## ARTICLE 2 Application

- 2.01 The Employer and the Union agree that the terms and conditions of employment and pay rates as set out herein shall not be changed during the life of this Agreement except by written mutual agreement between the Parties.
- 2.02 In the event any provision of this Agreement is in conflict with any present or future Statutes of the Province of Alberta applicable to the Employer, the section so affected shall be altered or amended forthwith in a manner agreeable to both Parties so as to incorporate required changes. Such action shall not affect any other provisions of this Agreement.

## ARTICLE 3 Management Rights Clause

- 3.01 The Union recognizes that all functions, rights, powers, and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are retained by the Employer.
- 3.02 The Employer will exercise its rights in a manner that is professional, fair and reasonable in the circumstances, and in accordance with the collective agreement.

#### ARTICLE 4

##### Union Membership and Dues Check Off

- 4.01 All Employees covered by this Agreement shall apply for membership in the Union within thirty (30) days of the date of employment, 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.
- 4.02 Notwithstanding the generality of the above, all Employees covered by this Agreement shall be required to pay Union Dues. The Employer shall, therefore, as a condition of employment, deduct each month the amount of the Union Dues as set by the Union from time to time from the pay of all Employees covered by this Agreement. Union Dues shall be pro-rated for Employees regularly working less than full-time.
- 4.03 The Employer shall remit Union Dues deducted from the pay of all Employees to the Union by the first (1st) 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 effected in the succeeding month.
- Particulars, identifying each Employee shall also be provided monthly together with the amount deducted from each member along with the following information.
- (a) the Employee's name;
  - (b) the phone number on file;
  - (c) mailing address;
  - (d) Employee number;
  - (e) starting date;
  - (f) classification;
  - (g) hourly rate of pay;
  - (h) status (Regular Full-time, Regular Part-time, Temporary, Casual);
  - (i) seniority
  - (j) department;
  - (k) site;
  - (l) dues deducted;
  - (m) gross earnings;
  - (n) Employees on long term absence status where applicable. Long term absence shall mean any absence in excess of six (6) months; and
  - (o) unless already provided, a separate listing of all Casual Employees including the name of the Employee and date of hire.

- 4.04 The Union agrees that for purposes of this Article, all Employees are members of the Union except those who have voluntarily opted out in accordance with Clause 4.01.
- 4.05 The Union shall advise the Employer, in writing, of any change in the amount of dues to be deducted from the Employees covered by this Agreement. Such notice shall be communicated to the Employer at least thirty (30) days prior to the effective date of the change.
- 4.06 Each Party agrees to pay one-half (1/2) the cost of printing sufficient copies to provide each present and new Employee with a copy of the Collective Agreement.

## ARTICLE 5 Union Recognition

- 5.01 The Employer recognizes the Union as the sole bargaining agent for the Employees covered by this Agreement.
- 5.02 The Employer shall not enter into any separate Agreement(s) with an Employee or group of Employees covered by this Agreement that contravenes the terms or conditions of employment contained in this Agreement or the intent of this Agreement without the prior written approval of the Union.
- 5.03 Employees excluded from the bargaining unit will not perform work normally assigned to the bargaining unit Employees except in emergency situations, for the purposes of training Employees in the bargaining unit or in order to meet vacation requirements of the Employer. The Employer will not reduce the regular and overtime work of bargaining unit Employees by exercising the above provisions.
- 5.04 The Parties agree that there shall be no discrimination or coercion exercised or practiced with respect to any Employee for reason of membership or lawful activity in the Union.
- 5.05 An Employee shall have the right to wear or display the recognized insignia of the Union, however, no such insignia larger than a lapel pin shall be worn on issue clothing, nor shall such an insignia be displayed on the Employer's equipment or facilities.
- 5.06 The Union will exercise its rights in a manner that is professional, fair and reasonable in the circumstances, and in accordance with the collective agreement.

## ARTICLE 6 Employee Management Advisory Committee

- 6.01 The Employer and the Union agree that there shall be an Employee Management Advisory Committee consisting of six (6) persons, three (3) of whom shall represent the Employer and three (3) of whom shall be Employees representing the Union.

- 6.02 The representatives of the Employer on EMAC shall be those persons or alternates employed and designated by the Employer from time to time.
- 6.03 The representatives of the Union on EMAC shall be those Employees or Employee alternates designated by the Local from time to time.
- Every effort will be made by the Parties to schedule this Committee meeting during an appointed Employee's regular working hours. When it is not possible to scheduled the meetings during a time when the Employee is scheduled to work, an Employee who attends an EMAC meeting shall be paid at the applicable hourly rate of pay.
- 6.04 The Parties mutually agree that the representatives of the Employer and the Union on EMAC should be the persons in authority whose membership should be as constant as reasonably possible with a minimum of alteration or substitution.
- 6.05 The senior representative of the Employer and the senior representative of the Union shall alternate as Chairman on EMAC.
- 6.06 EMAC shall meet at a mutually acceptable hour and date, and at least monthly. Either senior representative may request a special meeting to deal with urgent matters.
- 6.07 It is the function of EMAC to consider matters of mutual concern including working conditions and workload demands affecting the relationship of the Employer to its Employees and to advise and make recommendations to the Employer and the Union with a view to resolving difficulties and promoting harmonious relations between the Employer and its Employees.
- 6.08 Either the Employer or the Union may have experts or advisers present at meetings of EMAC to make submissions to or to assist EMAC in the consideration of any specific problem, but such persons shall not have the right to vote. Each Party shall give the other reasonable advance notice of the anticipated presence of such experts or advisers.

## ARTICLE 7

### Union Stewards

- 7.01 The Employer recognizes the right of the Union to elect Employees as Union Stewards to act on behalf of Employees in conformance with the provisions of this Agreement.
- 7.02 The Union shall determine the number of Union Stewards, having regard to the plan of organization and the distribution of Employees at the workplace. No more than seven (7) Union Stewards shall be allowed time off for training within one (1) calendar year. The Union shall provide a list of eligible Stewards to the Employer.
- 7.03 Employees may be represented by a Union Steward and/ or Union Staff Member at any step of the Grievance Procedure.

- 7.04 The Employer recognizes the Union Stewards as official representatives of the Union.
- 7.05 A currently maintained list of Union Stewards shall be supplied to the Employer by the Union.
- 7.06 Members who have been appointed as Union Stewards may wear a lapel pin denoting such position and shall carry a Union Steward identification card.
- 7.07 The Employer agrees to allow a Union Steward, designated by the Union, a period of forty-five (45) minutes to speak to new Employees regarding the Union, on or around their first day of work.

## ARTICLE 8

### Employer - Union Relations

- 8.01 The Employer will grant Union Staff Members access to its premises when negotiating or participating in committees with representatives of the Employer, or when investigating a grievance at a mutually agreed upon time.
- 8.02 The Employer agrees that access to an Employee's Personnel File shall be provided to the Employee, or their authorized Union Representative, four (4) times in each year and in the event of grievance. the Employee may request a representative of the Union to be present at the time of such examination.
- 8.03 The Employee will be provided with a copy of all written reprimands or written notices of other disciplinary action. Such written reprimand or notice shall advise the Employee that the Employee may bring the matter to the attention of the Union if the Employee considers the action unfair.

## ARTICLE 9

### Personnel File Clearance

- 9.01 An Employee who has been subject to disciplinary action may after fifteen (15) full months from the latter of, the date the disciplinary measure was invoked, or, if suspended, the suspension completed, request that their official personnel file be cleared of any record of the disciplinary action. Such requests will be granted providing the Employee's file does not contain any further record of disciplinary action, during that period, of which the Employee is aware. The Employer will confirm in writing to the Employee eligible to have their record cleared, that such action has been effected.
- 9.02 Timeline outlines in Article 9.01 will be suspended during any period of absence of thirty (30) days or greater.
- 9.03 When an Employee has grieved a disciplinary action and the grievance procedure or arbitration has allowed the grievance or has substituted a penalty, the Employee's file shall be amended to reflect the change



ARTICLE 10  
Disciplinary Action

- 10.01 When the Employer takes disciplinary action against an Employee, such action will be undertaken within ten (10) working days of the date the Employer first became aware of, or reasonably should have become aware of the occurrence of the act. That Employee shall be informed in writing as to the reason(s) for such action. The Employee will be provided with a copy of all written reprimands or written notices of disciplinary action.
- 10.02 In an interview related to disciplinary action, an Employee shall be entitled to have a Union Steward present at the interview. In the event that the meeting was not specified as a disciplinary interview, the Employee may suspend the interview if the Employee determines that it is disciplinary in nature, until the Employee has a Union Steward present.
- 10.03 When an Employee has grieved a disciplinary action and the grievance procedure or arbitration has allowed the grievance or has substituted a penalty, the Employee's file shall be amended to reflect the change.
- 10.04 No Employee shall be disciplined or dismissed except for just cause.

ARTICLE 11  
Grievance Procedure

- 11.01 All grievances between the Employer and the Union concerning the interpretation, application, operation or an alleged violation of this Agreement shall be referred to Step 3 below. In the event of any grievance arising out of this Collective Agreement between the Employer and an Employee it shall be settled by following the procedures set out below:
- Step 1 An Employee who wishes to pursue a grievance, must submit it in writing to the immediate Manager of the Employee within ten (10) working days from the date on which the subject of the grievance occurred or at the time the Employee first became aware that a grievance had allegedly occurred. The immediate Manager and Employee shall meet within five (5) working days and endeavor to resolve the difference. The immediate Manager from the date of this meeting shall respond within five (5) working days, by submitting a written reply to the Employee, with a copy to the Union.
- Step 2 When an Employee is not satisfied with the answer or settlement, the grievance shall be forwarded in writing within five (5) working days to the Director of the Employee's division or their authorized alternate. The Director or their authorized alternate, the Employee and the Union Steward shall meet within five (5) working days and endeavor to resolve the grievance. The Director or their authorized alternate shall within five (5) working days of the date of the meeting, submit a written reply to the Employee, with a copy to the Union.

Step 3 When an Employee is not satisfied with the answer or settlement, the grievance shall be forwarded in writing to the Chief Executive Officer or their authorized alternate within five (5) working days. The Chief Executive Officer or their authorized alternate, the Employee, a Union Steward and a Union Staff Member shall meet within five (5) working days and endeavor to resolve the grievance. The Chief Executive Officer or their authorized alternate shall within ten (10) working days of the date of the meeting, submit a written reply to the Employee, with a copy to the Union.

Step 4 If the grievance remains unresolved, the dissatisfied Party may forward the matter to an Arbitration Board. Such reference shall take place within ten (10) working days of the receipt of the reply provided for in Step 3. The Arbitration Board will be comprised of one (1) member appointed by the Employer, one (1) member appointed by the Union and a neutral Chairman appointed by the members. Each party shall bear the expenses of their appointee and the expenses of the Chairman shall be shared equally by the Parties. If either Party fails to appoint a member or if the appointed members cannot agree on a neutral Chairman, such appointment shall be made in accordance with the "Code".

11.02 The time limits between levels or the time limits to initially file a grievance may be extended by mutual agreement between the Employer and the Union but such agreement shall be in writing. In the case of a difference arising from demotion, suspension or dismissal, it shall initially be presented at Step 3 of this Article.

11.03 In the event the initiator of the grievance fails to follow the procedure and time limits established in the Steps of the Grievance Procedure, the grievance shall be deemed to be abandoned.

11.04 If the recipient of the difference fails to respond within the time limits prescribed in the Grievance Procedure, the grievance may advance to the next applicable Step of the Grievance Procedure.

11.05 A group grievance may be initiated by more than one (1) Employee provided that all Employees are grieving the identical issue.

11.06 As an alternate procedure to that outlined in Article 11.01 commencing at Article 11.01 Step 3, the following procedure shall be used if mutually agreed upon in writing between the Employer and the Union:

(a) Steps described in 11.01 shall apply.

(b) If the matter of grievance is not settled within ten (10) working days, it shall be referred to a single Arbitrator who shall be selected and agreed upon by the Employer and the Union.

(c) Should the Employer and the Union fail to agree upon the appointment of a single Arbitrator, the appointment shall be made by the Minister of Labour.

- (d) The costs of and in connection with the single Arbitrator shall be borne equally by the Employer and the Union.
- 11.07 The Arbitration Board or single Arbitrator shall not have any power to alter, amend or change, in any way, the provisions of this Agreement, or to substitute any new provisions for any existing provisions but may substitute any penalty imposed on the grievor.
- 11.08 The Arbitration Board or single Arbitrator shall be vested with authority to decide whether any matter referred to is arbitrable. It shall make its decision within thirty (30) days of the appointment of the Chairman or single Arbitrator. By mutual consent of the Parties the time limit may be extended.
- 11.09 A Probationary Employee may only grieve dismissal through Step I to III inclusive of the Grievance Procedure.
- 11.10 A grievance shall not be presented on classification matters, or any other matters where an appeal procedure is already provided elsewhere in this Agreement.

## ARTICLE 12

### Time-Off for Union Business

- 12.01 Time-off from work without loss of regular earnings will be provided on the following basis:
  - (a) The grievor and/ or one (1) Union appointee for time spent in discussing grievances with representatives of the Employer as outlined in the Grievance Procedure.
  - (b) Union appointees not to exceed three (3) in number for time spent in Employee Management Advisory Committee meetings with representatives of the Employer.
- 12.02 Time off without pay shall be granted to an Employee for any of the following reasons once in any calendar month:
  - (a) Members selected as representatives of the Union to attend Union Conventions or Seminars; and
  - (b) Members designated as delegates representing the Union at Conventions of labour organizations with which the Union is affiliated; and
  - (c) Members elected to the Provincial Executive of the Union to attend Provincial Executive meetings normally held once every two (2) months; and
  - (d) Members appointed to Standing Committees of the Union.

Union leave under Article 12.02 may be denied due to operational requirements.
- 12.03 Time-off without pay shall be granted to the members of the Union Negotiating Committee, not to exceed four (4) in number, for:
  - (a) preparatory meetings during negotiations.

- (b) time spent meeting with representatives of the Employer during the formal negotiation of a Collective Agreement.
- 12.04 To facilitate the administration of this Article, the Employer shall, for a fee of 15% of the invoice total, grant the leave of absence with pay and invoice the Union for salary and benefits paid to the absent Employee.
- 12.05 When requesting time off for union business, Employees shall provide a minimum of five (5) work days' notice; consideration shall still be given in cases where the five (5) days' notice is not provided.
- 12.06 Notwithstanding the provision of this Article, the Employer may refuse to grant time off where serious disruption of work or difficulty will arise, however, time-off will not be unreasonably denied.

### ARTICLE 13 Notice of Resignation

- 13.01 An Employee is required to provide the Employer with ten (10) work days' prior written notice of resignation if required, by the Employer, if the Employee wishes to resign in good standing.
- 13.02 An Employee who absents himself from their employment and who has not informed the Employer, shall, after three (3) consecutive work days of such unauthorized absence, be considered to have abandoned their position and will be deemed to have resigned, unless it is subsequently shown by the Employee that special circumstances prevented him from reporting to their place of work.
- 13.03 An Employee who is discharged shall receive their termination entitlements at the time the Employee leaves the Corporation. An Employee who voluntarily leaves the employ of the Corporation shall receive their wages and vacation pay to which the Employee is entitled within a reasonable period of time but no later than the regular pay day next following the day on which the Employee terminates their employment.

### ARTICLE 14 Human Resources Policies and Procedures

- 14.01 A copy of the Human Resources Policies and Procedures and amendments issued by the Employer shall be posted on the intranet. Such regulations and procedures shall be consistent with the provisions of this Agreement.

**ARTICLE 15**  
**Bulletin Boards**

- 15.01 The Employer will provide specific bulletin board space for use of the Union at locations on the Employer's premises which are accessible to Employees. Sites of the bulletin boards are to be determined by the Employing Department and the Union. Bulletin board space shall be used for posting Union information directed to its members.

**ARTICLE 16**  
**Probationary Appointment**

- 16.01 The probationary period is the initial period of employment which shall be one hundred and eighty (180) consecutive calendar days.
- 16.02 A probationary Employee shall commence coverage for benefits in accordance with Articles 28, 30, 34, 38, 39, and 40 of this Collective Agreement after the completion of the Probationary period.
- 16.03 By mutual agreement between the Employer and the Union, the Probationary period may be extended beyond one hundred and eighty (180) calendar days to a maximum of two hundred and seventy (270) calendar days, but the extension shall not affect the benefit entitlement in 16.02 above.
- 16.04 The Employer may choose to waive the Probationary period.
- 16.05 An Employee shall be advised in writing of the completion of the period of probation.

**ARTICLE 17**  
**Seniority**

- 17.01 Seniority shall be established on the basis of an Employee's service with the Employer commencing with their date of employment. During any period of leave of absence without pay in excess of thirty (30) calendar days, an Employee shall cease to accrue seniority for the whole of the period of leave of absence.
- 17.02 An Employee shall lose their seniority in the following circumstances:
- (a) if the Employee is dismissed and is not reinstated,
  - (b) if the Employee voluntarily resigns,
  - (c) if the Employee is laid off for a period in excess of six (6) months.
- 17.03 Notwithstanding Clause 17.02, total service of an Employee shall be calculated for vacation entitlement for an Employee re-employed by the Employer within six (6) months of resignation or termination.
- 17.04 Seniority shall be considered in determining:
- (a) layoffs and recalls, subject to the provisions specified in Article 19: Layoff and Re-Employment;

- (b) transfers and in filling vacancies within the Bargaining Unit subject to the provisions specified in Article 18: Job Opportunities and Promotions.

## ARTICLE 18

### Recruitment, Selection and Appointments

- 18.01 In making promotions, filling job vacancies and filling new bargaining unit positions, preference will be given to internal candidates. Selections will be based on job knowledge, experience, education, skills, ability to supervise if applicable, and other relevant attributes. Where these skills are relatively equal, seniority will be the determining factor.
- 18.02 Notice outlining details of available Regular Full-time, Regular Part-time, and Temporary bargaining unit positions over six (6) months in duration will be posted electronically for a minimum period of five (5) working days prior to filling the vacancy. Employees will receive email notifications of such postings.  
  
Regular Full-time or Regular Part-time bargaining unit positions that have become vacant may be filled immediately by a Temporary Employee until the conditions of this Article have been complied with.  
  
A copy of the posting will be provided to the Union. The posting shall contain the following information:
  - (a) classification;
  - (b) qualifications;
  - (c) employment status (i.e. regular full-time, regular part-time, temporary, etc.);
  - (d) full-time equivalency;
  - (e) range of rate of pay in accordance with the Collective Agreement;
  - (f) if a temporary position, the anticipated duration of the position.
- 18.03 The Employer may fill a vacant regular bargaining unit position by transferring an Employee who is already in the same classification as the vacant position.
- 18.04 Candidates who are unsuccessful on a competition, but are deemed to be qualified for the position, may be considered for positions in the same or lower classification for a period of six (6) months. Using these qualified candidates, based on their ranking, to fill additional vacancies that may occur within the six (6) month period and shall not be deemed a violation of this Article.
- 18.05 An Employee who has been promoted or transferred to another position may be required to serve a trial period to determine their suitability for the new position. The trial period shall be no more than one hundred and eighty (180) calendar days, or such shorter period as approved by the Chief Executive Officer. During the trial period, the Employee may return, or be returned to their former position or to another similar position for which the Employee is qualified at their former salary.

- 18.06 An Employee who is promoted to a position with a higher salary assignment shall be paid a rate in the more senior position which is at least three percent (3%) higher than their present salary. The Employee's anniversary date for salary purposes shall not change.
- 18.07 An Employee who is successful in a competition for a position with a lower salary assignment shall be paid at a rate in the new position that is at the same step as they were at in the position they are leaving.

#### ARTICLE 19 Layoff and Re-Employment

- 19.01 Layoff is defined as an indefinite separation from employment as a result of lack of work, with the intention of being returned at some future date.
- 19.02 Employees shall be laid off in reverse order of seniority within their classification.
- 19.03 The Employer shall notify Employees who are laid off, sixty (60) calendar days before the layoff is to be effective or payment shall be made, at the Employee's regular rate of pay, for each day that such notice is short of sixty (60) calendar days. Any layoff for longer than twelve (12) months shall be considered a cessation of employment and if the Employee had at least one (1) year of continuous employment with the Employer at the time of the layoff the Employee shall receive severance allowance equal to the allowance paid under Article 20.01 based on their service at time of lay-off.
- 19.04 Employees laid off shall be placed on a re-employment list for a period of twelve (12) months. The Employee shall be solely responsible for providing the Employer with their current address.
- 19.05 When increasing the work force, recalls shall be carried out in order of seniority provided the Employee is qualified and able to perform the work of the available position. The Employer shall make reasonable effort to contact the Employee for recall purposes. The Employee so contacted will return to work as soon as possible, but not later than seven (7) calendar days following the date of contact. An Employee's name shall be removed from the recall list upon failure to advise the Employer of an address change.
- 19.06 Where operational requirements permit, an Employee will be allowed time off with pay, up to five (5) days, during the notice of layoff period to explore other job opportunities.
- 19.07 An Employee shall continue to accrue seniority while on layoff.

ARTICLE 20  
Position Abolishment

- 20.01 The Employer agrees that if a position is to be abolished, the Employee affected shall be given no less than sixty (60) calendar days' written notice prior to the effective date of the abolition of the position. Pay shall be given for regularly scheduled working days in lieu of notice for that period by which the notice falls short of sixty (60) calendar days. Every effort will be made by the Employer to relocate the Employee in another position for which the Employee is qualified; failing this, an Employee with at least one (1) year of continuous employment with the Employer at the time their position is abolished, will be eligible to receive severance pay as follows:

Full Years of Continuous Employment	Severance Allowance Weeks of Pay at Regular Rate of Pay (No Benefits)
1	2
2	4
3	6
4	8
5	10
6	22
7	25
8	28
9	31
10	34
11	37
12	40
13 plus	43

- 20.02 The severance pay provisions of 20.01 shall not apply if, during the notice period referred to in 20.01 an Employee has accepted alternative employment with the Employer pursuant to 20.01 bearing a comparable salary range to that of the abolished position.
- 20.03 Notwithstanding the foregoing provisions, the Employee may be terminated for just cause and shall not be entitled to notice or pay in lieu thereof, but shall have recourse to the Grievance Procedure.

ARTICLE 21  
Classification

- 21.01 Classification System

The Employer agrees to maintain a Classification System and provide the information to the Union along with any subsequent amendments annually. This system will include at the minimum:



- (a) Job Descriptions  
Shall include duties of position, classification allocation, classification title, and working title.
  - (b) Organizational Charts  
Shall include position titles and classification allocation.
  - (c) Classification System  
Shall include specific methodology and justification for classification ratings. The evaluation of the role may include a review of the job description, comparative analysis, as well as interviews with the employee, the employees manager as needed in order to determine the appropriate classification.
- 21.02 Employees holding positions, which fall within the bargaining unit, will be provided with a job description, electronically, outlining their duties, and classification allocation on their first (1<sup>st</sup>) day of employment. An Employee can obtain a copy of their job description at any time via the intranet.
- 21.03 The Employer may establish new Bargaining Unit position descriptions or alter existing position description(s), and the terms and conditions of employment related thereto. The Employer shall provide written notice to the Union Representative (Classification), Local Chairperson, and any potential change(s) to the bargaining unit or terms and conditions of employment.
- 21.04 New or Altered Position  
When the duties of a classification are significantly altered or where a new classification is developed which may fall within the Bargaining Unit;
- (a) The Employer shall give written notice to the Union of the new or altered classification and the proposed rate of pay for such classification within twenty-one (21) calendar days of the action.
  - (b) The Union may contest the proposed rate of pay by sending written notice to the Employer.
  - (c) The Parties shall attempt to resolve the rate of pay through negotiations. Should the two (2) Parties fail to reach an agreement through negotiations, the grievance procedure shall apply.
- 21.05 Classification review(s)  
Will be as follows:
- (a) Within ninety (90) days of ratification of the Collective Agreement or on request, the Employer will provide the Union a list of all current encumbered and unencumbered bargaining unit position(s) for review and include up to date job descriptions, organizational charts, and incumbent name(s); and,
  - (b) If the Employer changes a position(s) status from unencumbered to encumbered, or encumbered to unencumbered, the Employer will notify the Union and provide an updated position list.

Classification Review Process.

An Employee may, by written request, submit a classification or job review to the Human Resources Office, if, the Employee considers the job duties and/or responsibilities of their position have been materially changed since the last review. The review will be based on the position as it was on the date of the request for review. The Employee will be advised in writing of the results of the review within ninety (90) days of the date of the request. An Employee may only request a subsequent review when substantive changes have occurred in the position since the last review.

(a) Classification Appeal Request

When an Employee wishes to have a classification decision further reviewed, the Employee, in consultation with the Union Representative (Classification) shall submit a written request to the Employer (Human Resources Office) within twenty-one (21) calendar days of the time the employee became reasonably aware of the classification decision. Note: Compensation is not an appealable factor.

The Employee requesting an appeal of the classification decision must have a valid rationale to believe that the position is improperly classified. The Employees' written request shall:

i. Identify Existing Classification

Identify an existing appropriate classification level and title within the collective agreement, and provide rationale on how the current job duties fit within the proposed classification.

ii. Rationale

Provide rationale on the classification decision, reason(s) for disagreement.

iii. Additional Information

Provide information and/or supporting documentation that is necessary or relevant to evaluate the request.

(b) Internal Appeal Process

The Employer (Human Resources Office) will conduct an internal review based on the information provided by the Employee and the Union. Further information that will be gathered and assessed may consist of discussions with the Employee, and Employee's Manager and the Union.

(c) Decision

The Employer (Human Resources Office) will meet with the Union within sixty (60) calendar days following the receipt of the appeal to communicate its' decision and discuss the rationale.

(d) Advancement of Appeal

In the event the Union and Employee do not agree with the decision, the Union may submit an appeal to the Chief Executive Officer within twenty-one (21) calendar days following the date the decision was communicated.

(e) Chief Executive Officer Review

The Chief Executive Officer shall meet with the Human Resources Office and Union Representative (Classification) and provide both Parties the opportunity to submit verbal and/or written reasons for their respective positions within twenty-one (21) consecutive calendar days (exclusive of Saturdays, Sundays, and Named Holidays).

(f) Chief Executive Officer Decision

Shall be communicated to the Union Representative (Classification) within ten (10) consecutive days of the appeal meeting. In the event the Union and Employee do not agree with the decision, the Union may submit an appeal to the Chief Executive Officer requesting an external review.

(g) External Review

The Parties agree that a single classification consultant be appointed to hear the appeal. Decisions will be based on the Employer classification system and methodology.

The Appeal Hearing will be scheduled for both Parties to present their rationales and supporting documentation. The Classification Consultant will review the information and render a decision within ten (10) days. The decision will be final and binding on both Parties.

ARTICLE 22  
Hours of Work

- 22.01 The normal hours of work for Regular Full-Time Employees shall be thirty-six and one-quarter (36 1/4) hours per week.
- 22.02 All 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 shift of more than two (2) hours but less than six (6) hours, shall be granted one (1) rest period per shift. Rest periods shall not be granted within one (1) hour of commencement or termination of a work period.
- 22.03 A meal period of not less than one-half (1/2) hour and not more than one and one-half (1 1/2) hours, shall be granted to all Employees at approximately the mid-point of each work period that exceeds four (4) hours. Such meal period shall be without pay except as provided for in 22.04.

- 22.04 Any Employee who is unable, due to assignment or responsibility, to leave their station of employment during their meal period shall be paid for such meal period at their regular rate of pay, except where the Employee fulfills regular noon hour answering service. Such Employees shall take a late lunch period.
- 22.05 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 by the Union.
- 22.06 The Parties agree that the Employer may establish starting and finishing times made necessary to maintain continuous service between the hours of 8:30 a.m. to 4:30 p.m. The Employer and Union agree to meet and discuss any changes in the hours of Operation. Both Parties agree to discuss the changes in good faith.
- 22.07 An Employee who is absent from work without prior authorization shall communicate the reason for their absence to a senior official at least one (1) hour prior to the commencement of the normal starting time.
- 22.08 An Employee who is absent from employment and who has not obtained approval to authorize the absence or provided notice of absence for three (3) consecutive work days will be considered to have abandoned their position and will be deemed to have resigned unless it is subsequently proven by the Employee that special circumstances prevented them from reporting to the workplace.
- 22.09 An Employee who is required to attend a meeting or function outside of normal working hours, shall normally be notified forty-eight (48) hours in advance of such meeting or function. Should the Employee be required to attend a meeting or function, they are required to advise a senior official of the Housing Corporation of their inability to be present prior to the time the meeting or function is scheduled to commence. Time limits shall be waived when it can be established that the Employee, for good reasons, was unable to contact a senior official within these time limits.
- 22.10
- (a) Where the parties agree to implement a system employing extended/modified work day, they shall evidence such agreement by signing a document indicating those positions/work areas to which the agreement applies, and indicating the implementation timelines, and the resulting amendments to regular hours of work and related articles.
  - (b) Either party will provide the other party with at least twenty-eight (28) calendar days notice in writing of their intention to terminate this agreement.
  - (c) The parties agree that with the exception of those amendments when an extended/modified work day is implemented, all other articles shall remain in full force and effect.

**ARTICLE 23**  
**Overtime**

- 23.01 An Employee may occasionally be required to work extra time immediately following closing time 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 quarter (1/4) hour increments thereafter.
- 23.02 All overtime must be authorized in advance. An Employee who works overtime shall be paid at the rate of time and one-half (1 1/2) times their regular rate of salary for the first two (2) hours of overtime and double (2) their rate of salary for all overtime in excess of two (2) hours. Overtime is defined as:
- (a) time worked in excess of seven and one-quarter (7 1/4) hours per day for Regular Full-Time Employees, or,
  - (b) time worked in excess of the scheduled hours of work for Regular Part-Time or Temporary Employees but in any event after seven and one quarter (7 1/4) hours of work, or,
  - (c) time worked when an Employee is called back to duty beyond the Employee's normal working hours, pursuant to Article 24 (Call Back).
- 23.03 Employees required to work on their first (1st) scheduled day of rest or a paid holiday shall be paid at the rate of time and one-half (1 1/2) for all hours worked up to their normal daily hours and double time (X 2) thereafter. Employees required to work on their second (2nd) or subsequent scheduled day of rest shall be paid for all hours worked at the rate of double time (X 2).
- 23.04 Time off in lieu of overtime worked shall only be granted if requested by the Employee and approved by the Employer. Employees shall not be required to layoff during the regular shift to equalize any overtime worked previously. The calculation of time off in lieu will be determined on the basis of the way in which overtime is defined in this Article.
- 23.05 All overtime shall be calculated to the nearest one-quarter (1/4) hour.
- 23.06 Where an Employee is authorized to work overtime of more than two (2) hours beyond the full normal workday, and as a result misses their normal evening meal and therefore purchases a meal, the Employee will be paid a meal allowance not to exceed fifteen dollars (\$15.00) upon production of a receipt.

**ARTICLE 24**  
**Call Back Pay**

- 24.01 When an Employee is called back to work outside of their scheduled working hours, the Employee shall be paid at the applicable overtime rate pursuant to Article 23.
- 24.02 Subject to 24.03, an Employee, called back to duty shall be compensated at the overtime rate for the time spent on the job and for the time the Employee spends travelling directly to and from work, however, if such total time is less than two (2) hours, the Employee shall be compensated for a period of two (2) hours.

- 24.03 There shall be no compensation for time spent in travelling if the call back is contiguous with a normal working period.
- 24.04 When an Employee is called back one (1) or more times during a period in which the Employee is required to be on standby pursuant to Article 25, the Employee shall be compensated for the full standby period in addition to their compensation entitlement under this Article.

#### ARTICLE 25 Standby Duty.

- 25.01 Standby Duty shall be defined as:
- (a) being designated to receive emergency calls and arrange for required response, or,
  - (b) being requested to be immediately available to return to work, during a period of which the Employee is not on regular duty.
- 25.02 Where an Employee is designated to be on standby duty as defined in 25.01 the Employee shall be paid the amount of one-half (1/2) hour at their regular rate of pay for each four (4) hours or portion thereof on standby duty subject to 25.03, and forty-five (45) minutes pay for each four (4) hours standby or portion thereof on a day of rest or a day designated as a Statutory Holiday.
- 25.03 When an Employee, while on standby duty, fails to be available as per 25.01(a) or 25.01(b), no compensation shall be granted for the total standby period.
- 25.04 An Employee designated for standby duty shall be provided with an electronic notification device with a range of forty (40) kilometers and shall be able to report for duty as quickly as possible if notified. The cost of such device shall be assumed by the Employer.

#### ARTICLE 26 Acting Incumbent

- 26.01 When an Employee is authorized by the Employer to perform the majority of a higher classifications duties on a job covered by this Agreement with a higher pay assignment in excess of one (1) working day, the Employee shall be paid in addition to their regular salary, an amount of eight percent (8%) each day for the full period worked up to the maximum daily rate of pay for the incumbent position.
- 26.02 Where the Employer requires an Employee to substitute on a job outside of this Agreement for a period of more than three (3) working days, the Employee will receive in addition to their regular salary, an amount commensurate with the additional responsibilities.
- 26.03 Where an Employee is designated by the Employer to be a charge hand, the Employee shall be paid eighty cents (80¢) per hour additional to their regular salary for that period for which the Employee is designated.

ARTICLE 27  
Casual Illness

- 27.01 "Casual Illness" means an illness which causes an Employee to be absent from duty for a period of three (3) consecutive work days or less, and includes the actual time spent at medical and dental treatment, which has been given prior authorization by the Employer.
- 27.02 Leave with pay for casual illness shall be granted to a Regular Full-Time Employee or a Regular Part-Time Employee in the fourth (4th) and subsequent months of the first (1st) year of employment as follows:
- (a) leave with pay shall be granted for all or part of the period of casual illness as defined by Clause 27.01 provided that the total period does not exceed:
    - (i) three (3) work days in the first four (4) months;
    - (ii) four (4) work days in the first five (5) months;
    - (iii) five (5) work days in the first six (6) months;
    - (iv) six (6) work days in the first seven (7) months;
    - (v) seven (7) work days in the first eight (8) months;
    - (vi) eight (8) work days in the first nine (9) months;
    - (vii) nine (9) work days in the first ten (10) months;
    - (viii) ten (10) work days in the first eleven (11) months.
  - (b) In the second (2nd) and subsequent years of employment, leave shall be granted, or part thereof, to a maximum of ten (10) work days in anyone (1) year.
- 27.03 Leave with pay for casual illness shall be granted to a Temporary Employee in the eighth (8th) and subsequent months of the first (1<sup>st</sup>) year of employment as follows:
- (a) in the eighth (8th) month - one (1) work day,
  - (b) in the ninth (9th) month - two (2) work days if no leave with pay for casual illness was granted in the eighth (8th) month,
  - (c) in subsequent months, leave with pay shall be granted for all or part of the period of casual illness as defined by Clause 27.01 provided that the total period does not exceed:
    - (i) three (3) work days in the first ten (10) months;
    - (ii) four (4) work days in the first eleven (11) months;
    - (iii) five (5) work days in the first twelve (12) months.

**ARTICLE 28**  
**General Illness**

- 28.01 "General Illness" means an illness which causes a Regular Full-Time Employee or a Regular Part-Time Employee to be absent from duty for a period of more than three (3) consecutive work days but shall not exceed eighty (80) consecutive work days. General Illness Leave shall be in addition to any Casual Illness Leave entitlements.
- 28.02 For Part-time Employees utilizing General Illness leave, the eighty (80) days of leave will be prorated to the equivalent number of hours and administered accordingly.
- 28.03 Provided the Employee is not then absent from work due to illness, pursuant to Clause 28.01, 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 28.04:
- (a) Illness commencing in the first (1st) year of employment, but following the sixth (6th) 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 seventy (70) work days of illness.
  - (b) 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-five (65) work days of illness.
  - (c) 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-five (55) work days of illness.
  - (d) 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-five (45) work days of illness.
  - (e) 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-five (35) work days of illness.
  - (f) Illness commencing in the sixth (6th) or any subsequent 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 twenty (20) work days of illness.
- 28.04 (a) Subject to Clause 28.04(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 28.03 when the Employee returns to work in the next year of employment; 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 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.
- 28.05 For the purposes of this Article, the maximum period of continuous absence recognized shall be eighty (80) consecutive work days. Absence due to illness or disability in excess of that period shall be subject to the Long Term Disability Income Plan.
- 28.06 Notwithstanding the Casual Illness Article or Clause 28.03, an Employee is not eligible to receive sick leave benefits under this Article or Casual Illness Article:
- (a) if the absence is due to an injury while in the employ of any other Employer and such injury is covered by the *Workers Compensation Act*, nor is the Employee eligible for any sick leave benefits for any subsequent absence caused by that injury, or,
  - (b) while receiving Workers' Compensation benefits.
- 28.07 When a day designated as a paid holiday falls within a period of general illness, it shall be counted as a day(s) of general illness and under no circumstances shall an Employee receive any additional entitlement in respect of that day.

## ARTICLE 29

### Proof of Illness

- 29.01 The Employee may be required to provide proof of illness upon return to work, where it can be shown that reasonable doubt exists in respect to the purpose of an absence claimed to be due to illness. Such proof may take the form of a medical certificate. The Employer may also require the Employee to submit proof of attendance at a medical, dental or optical appointment when time off from work is granted to attend such appointments.
- 29.02 The Employer may request a medical certificate for any absence under Article 28 (General Illness).
- 29.03 The Employer may require that an Employee be examined by a medical board:
- (a) in the case of prolonged or frequent absence due to general illness, or,
  - (b) when it is considered that an Employee is unable to satisfactorily perform their duties due to disability or illness.

- 29.04 Pursuant to Clause 29.03, an Employee shall be entitled to have their personal physician or other physician of their choice to be a member of the medical board or to act as their counsel before the medical board. Expenses incurred under this Clause shall be paid by the Employer.

#### ARTICLE 30

##### Long Term Disability Income Plan

- 30.01 The Employer will provide and maintain a Long Term Disability Income Plan through a policy in the name of the Employer, with a private Insurance Company, to insure all Regular Full-time and Regular Part-time Employees covered by this Agreement.
- 30.02 The Employee shall pay the total premium cost of providing benefits covered under the Plan.
- 30.03 An eligible Employee who becomes ill or disabled and who, as a result of such illness or disability is absent from work for a period of eighty (80) consecutive work days, may apply for Long Term Disability benefits as provided under the LTD Plan. The final ruling as to whether or not the claimant's disability is of a nature which qualifies the claimant for benefits within the interpretation of the provisions of the Plan shall be made by the third party claims adjudicator.
- 30.04 Long Term Disability benefits payable under the provisions of the LTD Plan, will entitle an Employee with a qualifying disability to a total income, from sources specified under Clause 30.05 of not less than sixty-seven percent (67%) of their monthly salary received or entitled to receive as a Capital Region Housing Corporation Employee at the time of commencement of absence pursuant to Clause 30.03, up to a maximum benefit of six thousand dollars (\$6,000.00) per month.
- 30.05 The monthly LTD benefit amount to which an Employee is entitled shall be reduced by:
- (a) the amount of disability benefit entitlement, excluding children's benefits, under the Canada Pension Plan,
  - (b) the amount of Workers' Compensation entitlement,
  - (c) the amount of benefits payable from any other group disability plan(s) sponsored by the Employer,
  - (d) vacation leave pay,
  - (e) the amount of any other remuneration received as a result of employment or self-employment unless subject to Clause 30.06.

- 30.06 (a) An Employee who, after qualifying for LTD benefits, returns to work or enters a recognized training program and the resulting income received is less than the monthly salary in effect immediately prior to the commencement of absence pursuant to Clause 30.03 (pre disability salary), the Employee shall have the monthly LTD benefit payable by the Plan reduced by fifty percent (50%) of the income received, provided that the combination of reduced LTD benefit and income does not exceed the predisability salary.
- (b) Where the combination of reduced LTD benefits and income received pursuant to Clause 30.06(a) is a higher amount than the predisability salary, the LTD benefits shall be reduced further so that LTD benefits and income received equal one hundred percent (100%) of the predisability salary.
- 30.07 An Employee who receives LTD benefits and who at the commencement of absence due to disability or illness, and is participating in the Capital Region Housing Corporation Group Life Insurance Plan, shall continue to be covered under these Plans throughout the total period the Employee is receiving LTD benefits and the Employer and Employee premium contributions, if applicable, shall continue.
- 30.08 The LTD Benefits shall be equal to or greater than those in effect under the Sun Life Financial Plan as at December 31, 2018. The LTD benefits applicable to Employees covered by this Agreement shall not be altered except through negotiations by the Parties to this Agreement.

#### ARTICLE 31 Worker's Compensation Supplement

- 31.01 If a Regular Full-Time or Regular Part-Time Employee sustains an injury in the course of their duties with the Employer, which causes him to be absent from work and as a result is eligible to receive Workers' Compensation, the Employee shall be paid their regular full salary for a maximum of eighty (80) working days.
- 31.02 If the Employee has not returned to work due to injury at the end of the eighty (80) working days period, the Employee shall then be paid according to the rate prescribed by the *Workers' Compensation Act* and shall be paid any benefit to which the Employee might be entitled under the provisions of the Long Term Disability Plan.
- 31.03 The eligibility period specified in 31.01 shall not apply in the event of a reoccurrence 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.
- 31.04 When a day designated as a paid holiday under Article 32 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 to that day.

- 31.05 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 31.01.

ARTICLE 32  
Paid Holidays

- 32.01 Employees are entitled to one (1) day's paid leave for each of the following holidays:

- |     |                       |                            |
|-----|-----------------------|----------------------------|
| (a) | New Year's Day        | Labour Day                 |
|     | Good Friday           | Thanksgiving Day           |
|     | Easter Monday         | Remembrance Day            |
|     | Victoria Day          | Christmas Day              |
|     | Canada Day            | Boxing Day                 |
|     | Civic Holiday (1 day) | Christmas Floater (3 days) |
|     | Family Day            |                            |
- (b) The Christmas float days shall be observed as follows:
- (i) on December 27th, 28th and 29th when Christmas Day falls on a Monday;
  - (ii) on December 27th, 28th and 31st when Christmas Day falls on a Tuesday;
  - (iii) on December 27th, 30th and 31st when Christmas Day falls on a Wednesday;
  - (iv) on December 29th, 30th and 31st when Christmas Day falls on a Thursday, Friday or Saturday;
  - (v) on December 28th, 29th, and 30th when Christmas Day falls on a Sunday.

- 32.02 If a municipality does not proclaim a Civic Holiday as specified in 32.01, the first Monday in August shall be observed as such holiday.

- 32.03 To qualify for a Paid Holiday with pay, the Employee must:

- (a) work their scheduled shift immediately prior to and immediately following the holiday except where the Employee is absent due to illness or other reasons acceptable to the Employer;
- (b) work on the Paid Holiday when scheduled or required to do so.

- 32.04 An Employee obliged in the course of duty to work on a Paid Holiday shall be paid for all hours worked at the specified overtime rate as per Clause 23.03 plus:

- (a) one (1) regular day's pay, or

- (b) a mutually agreeable day off with pay within thirty (30) days either before or after the Holiday, or
  - (c) by mutual agreement, a day added to their next annual vacation.
- 32.05 Should a Paid Holiday fall during an Employee's vacation period, the Employee shall be allowed an extra day for such Paid Holiday. Should it not be possible for the Employee to take such extra day in connection with their vacation, the Employee shall be allowed the extra day within one (1) month.
- 32.06 When a Paid Holiday falls on a day that would otherwise be an Employee's regularly scheduled day off, the Employee shall receive an alternate day off. When such alternate day off cannot be arranged within thirty (30) days of the Holiday, the Employee shall receive one (1) regular day's pay in lieu of the Holiday.

### ARTICLE 33 Annual Vacation

- 33.01 An Employee shall not take vacation leave without prior authorization from the Employer.
- 33.02 Vacation Entitlement is earned and accumulated each full calendar month. The Employee can take vacation as it is earned except during their first year of employment. Earning rate changes in the month following the month vacation service threshold is reached.

When employment has commenced on or before the fifteenth (15th) day of any month, the Employee shall earn vacation entitlements from the first (1st) day of that month and when employment has commenced on or after the sixteenth (16th) day of any month, the Employee shall earn vacation entitlements from the first (1st) day of the following month.
- 33.03 Vacation thresholds and entitlement with pay, shall be as follows:
  - (a) On completing one (1) full year of service, an Employee shall receive fifteen (15) working days vacation with pay.
  - (b) On completing four (4) full years of service, an Employee shall in the following month, begin earning twenty (20) working days vacation with pay.
  - (c) On completing twelve (12) full years of service, an Employee shall in the following month, begin earning twenty-five (25) working days vacation with pay.
  - (d) On completing twenty (20) full years of service, an Employee shall in the following month, begin earning thirty (30) working days vacation with pay.
  - (e) On completing twenty-nine (29) full years of service, an Employee shall in the following month, begin earning thirty-five (35) days vacation with pay.

- (f) Vacation pay shall be at the rate effective immediately prior to the vacation period.
- 33.03 (a) Vacation leave shall be taken in one (1) consecutive period unless otherwise mutually agreed by the Employee and Employer.
- (b) Vacations may be carried over from one (1) vacation period to the next upon mutual agreement of the Employee and Employer.
- 33.04 A temporary Employee shall in lieu of receiving annual vacation leave be paid in addition to their regular salary, pay at six percent (6%) of their regular salary.

#### ARTICLE 34 Special Leave

- 34.01 A Regular Full-Time or Regular Part-Time Employee not on leave of absence without pay, shall be granted upon application, special leave at their basic rate of pay. The circumstances under which special leave is granted, subject to Clause 34.02, and the corresponding maximum length of each, are as follows:
  - (a) illness within the immediate family - two (2) days;
  - (b) bereavement - four (4) days;
  - (c) travel time for illness within the immediate family or bereavement - two (2) days;
  - (d) administration of estate - two (2) days;
  - (e) moving household effects - one (1) day;
  - (f) disaster conditions - two (2) days;
  - (g) personal- up to three (3) days;
  - (h) write examination(s) for course(s) approved by the Employer - as required;
  - (i) attend funerals as pall-bearer or mourner - one (1) day;
  - (j) be present at birth or adoption proceedings of the Employee's child - one (1) day;
  - (k) attend formal hearing to become Canadian Citizen - one (1) day;
  - (l) any unpaid statutory leaves as per Employment Standards - up to 3 days.

Two (2) weeks prior notice is required for leave request under Clause 34.01, Subclauses (d), (e), (h) and (k), except where prior notice is beyond the Employee's control.
- 34.02 For purposes of determining eligibility for special leave under Clause 34.01, the following provisions shall apply:

- (a) illness within the immediate family - leave of absence shall be granted for purpose of making arrangements for the care of the person that is ill or for the care of the children. Immediate family shall mean: spouse, common-law spouse, son, daughter, foster child, dependent adult, mother, father, or the spouse of any of them. Notwithstanding the foregoing, tenants, boarders or guests or any or all of the same living in the Employee's household shall be deemed not to be part of the Employee's immediate family;
- (b) bereavement - leave of absence will be granted in the event of the death of the Employee's spouse or any of the following relations of an Employee or spouse: foster child, parents, guardian, dependent adult, grandparent, grandchild, son, daughter, brother, sister or the spouse of any of them; or the grandparent of an Employee's child; or aunt, uncle, niece and nephew.
- (c) travel time for illness within the immediate family or for bereavement shall mean for travel where long distances are involved;
- (d) administration of estate shall apply only when an Employee has been designated as an executor of the estate for the deceased;
- (e) moving of household effects shall apply to an Employee who maintains a self-contained household and who changes their place of residence which necessitates the moving of their household effects during their normal working hours;
- (f) disaster conditions shall apply for a critical condition which requires an Employee's personal attention in a disaster which cannot be served by others or attended to by the Employee at a time when the Employee is normally off duty.
- (g) personal day shall be granted for conditions that require an Employee to be away from work for personal reasons. Personal leave will be granted in one day increments and shall not be used in conjunction with, or to extend a vacation or a long weekend.

34.03 The maximum length specified for each circumstance requiring use of special leave shall not be exceeded. However, special leave may be granted more than once for the same circumstance within an employment year only for the circumstances described in 34.01(a), (b), (c), (f), (h), (j), (i) and (k). The total special leave granted under Article 34.01 shall not exceed ten (10) working days per calendar year unless additional special leave is approved by the Employer. Special leave not utilized in any calendar year shall not be carried over.

34.04 Leave of absence without pay may be granted for any of the leaves outlined in 34.01, at the discretion of the Employer, upon the request of an Employee for any period, upon reasonable notice, such request shall not be unreasonably denied.

ARTICLE 35  
Maternity/ Parental/ Adoption Leave

35.01

Maternity Leave

A pregnant Employee who has completed ninety (90) days of continuous employment shall, upon their written request, providing at least fourteen (14) calendar days advance notice, be granted maternity leave to become effective at any time during the thirteen (13) weeks immediately preceding the expected date of delivery, provided that the Employee commences maternity leave no later than the date of delivery. Maternity leave shall not exceed sixteen (16) weeks.

A pregnant 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. If maternity leave has not already commenced, such maternity leave shall commence on the date that the pregnancy ends. Such maternity leave shall end sixteen (16) weeks after the commencement of the leave.

Parental Leave

An Employee who has completed ninety (90) days' continuous employment shall, with at least fourteen (14) calendar days written notice, be granted leave without pay and benefits for the purpose of adopting a child, or for parenting duties following the birth of a child. Parental leave shall be taken by the birth mother, the other parent, adoptive parents, or both parents shared between them. Parental leave shall not exceed sixty-two (62) weeks unless mutually agreed otherwise between the Employer and the Employee.

- (a) The Employee may commence parental leave:
  - (i) following the end of their sixteen (16) weeks maternity leave; or
  - (ii) up to two (2) week prior to the expected delivery date of the child; or
  - (iii) from any date after delivery or adoption of the child provided that the leave shall end seventy-eight (78) weeks from the birth of the child or date of adoption; or
  - (iv) upon one (1) days' notice for the purposes of adoption, provided that application for such leave was made when the adoption was approved and the Employer is kept informed of the progress of the adoption proceedings.
- (b) An Employee requesting an extension of parental leave and who has unused vacation entitlement may be required to take the vacation pay as a part, or all, of the period of the extension.
- (c) An Employee on maternity leave or parental leave shall provide the Employer with at least fourteen (14) calendar days' notice of readiness to return to work, following which the Employer will reinstate the Employee in the same or an equivalent position at not less than the same step in the pay scale and other benefits that accrue to the Employee up to the date they commenced leave.



- (d) In the event that during the period of an Employee's maternity leave or parental leave, the position from which the Employee is on such leave has been eliminated due to reduction of the working force or discontinuation of an undertaking or activity and the Employer has not increased the working force or resumed operations on the expiry of the Employee's maternity leave or parental leave Article 19 Layoff and Re-Employment will be applied.
- 35.02 If during the granted maternity leave an Employee is unable to work due to a valid health reason related to their pregnancy, this shall be considered as a valid health related absence covered by Article 28 and Article 30 of this Agreement, but subject to Article 35.03 and Article 29.02.
- 35.03 In place of illness benefits provided in Article 28 of this Agreement, the Employer may provide a Supplemental Employment Benefits Plan (SEB Plan) to eligible Employees. The weekly benefit level paid for a period of up to sixteen (16) weeks will be equivalent to that which the Employee would be eligible to receive under the provisions of Article 28 of this Agreement up to ninety-five percent (95%) of the Employee's normal salary less the amount the Employee is eligible to receive from the Canada Employment and Immigration Commission.
- 35.04 An Employee granted maternity leave shall have their salary, sick leave, vacation entitlement and accrued seniority protected as though they had been continuously employed, subject to a reduction of vacation entitlements during periods of unpaid Maternity Leave. The Employer will protect the Employee's position or an equivalent position. A Regular Full-Time or Regular Part-Time Employee who resigns for maternity reasons and accepts re-employment with the Employer within six (6) months, shall have their previous years of service counted towards their sick leave and vacation entitlements.
- 35.05 An Employee, who at the commencement of leave under Article 35.02 is participating in the plans outlined in Articles 30, 37, 38, 39, and 40, shall have continued coverage for the total period the leave has been granted. Premium contributions, both Employer and Employee, shall be continued.
- 35.06 Maternity Leave shall not be unreasonably denied.
- 35.07 The SEB (Supplemental Employee Benefits) Plan referred to herein shall not be changed or altered without prior approval of the Union.
- 35.08 An Employee shall be entitled to adoption and parental leave in accordance with the provisions of the Employment Standards Code.
- 35.09 An Employee shall be entitled to compassionate care leave in accordance with the provisions the *Employment Insurance Act* and its Regulations.

ARTICLE 36  
Leaves of Absence

36.01      **Jury or Witness Duty**

Any Regular Full-time or Regular Part-time Employee summoned or subpoenaed for jury or witness duty shall be allowed time off without loss of regular earnings during such absence, but any fee receivable as such juror or witness shall be paid to the Employer. An Employee acting as a voluntary witness shall not be paid for such absence.

36.02      **Caregiver Leaves**

(a)      Compassionate/ Terminal Care Leave

(i)      An Employee who has completed at least ninety (90) days of employment, shall be entitled to leave of absence without pay but with benefits at the normal cost sharing, for a period of twenty-seven (27) weeks to care for a qualified relative with a serious medical condition with a significant risk of death within twenty six (26) weeks from the commencement of the leave. Such leave shall end upon the death of the qualified relative, when the Employee ceases to provide care for the qualified relative, or after twenty-seven (27) weeks of leave, whichever is earlier.

(ii)      Qualified relative for compassionate/terminal care leave means a person in a relationship to the Employee as designated in the *Alberta Employment Standards Code* and the *Employment Standards Code* and Regulations, including:

- the Employee's family members: spouse, adult interdependent partner or common-law partner; children (and their partner/ spouse); current or former foster children (and their partner/ spouse); current or former wards; parents, step-parents and/ or current or former guardians (and their partner/ spouse); current or former foster parents; siblings, half-siblings, step-siblings (and their partner/ spouse); grandchildren, step-grandchildren (and their partner/ spouse); grandparents, step-grandparents; aunts, uncles, step-aunts, step-uncles (and their partner/ spouse); nieces, nephews (and their partner/ spouse); a person the Employee isn't related to but considers to be like a close relative; or,
- family members of the Employee's spouse, common-law or adult interdependent partner: children (and their partner/ spouse); current or former wards; parents, step-parents, foster parents; Siblings, half-siblings, step-siblings; grandparents; grandchildren; aunts, uncles; nieces, nephews.

The Employee may be eligible for the compassionate care benefit under Employment Insurance legislation.

(iii)      At the request of the Employee, compassionate/terminal care leave may be taken in one (1) week increments.

- (iv) An Employee shall apply for compassionate leave at least two (2) weeks in advance of the commencement of the leave and shall advise the Employer if they want to take the leave in weekly increments.
- (b) **Critical Illness Leave**
  - (i) An Employee who has completed at least ninety (90) days of employment, and is a family member of a critically ill child or a critically ill qualified adult relative, is entitled to leave of absence without pay or benefits:
    - for a period of up to thirty six (36) weeks to care for their critically ill child; or,
    - for a period of up to sixteen (16) weeks to care for a critically ill qualified adult relative.
  - (ii) "Critically ill child" means a child, step-child, foster child or child who is under legal guardianship, and who is under 18 years of age for whom the Employee would be eligible for parents of critically ill child leave under the *Alberta Employment Standards Code* and regulations.
  - (iii) "Critically ill qualified adult relative" means a person in a relationship to the Employee for whom the Employee would be eligible for critical illness leave under the *Alberta Employment Standards Code* and regulations.
  - (iv) At the request of the Employee, critical illness leave may be taken in one (1) week increments.
  - (v) An Employee shall apply for critical illness leave at least two (2) weeks in advance of the commencement of the leave and shall advise the Employer if they want to take the leave in weekly increments.
- (c) Employees may be required to submit to the Employer satisfactory proof demonstrating the need for compassionate/terminal care leave or critical illness leave.

36.03

**Death or Disappearance of a Child Leave**

- (a) An Employee who is the parent of a child who has disappeared and it is probable, considering the circumstances, that the child disappeared as a result of a crime, shall be entitled to a leave of absence without pay for a period of up to fifty two (52) weeks.
- (b) An Employee who is the parent of a child who has died and it is probable, considering the circumstances, that the child died as a result of a crime, shall be entitled to a leave of absence without pay for a period of up to one hundred and four (104) weeks.
- (c) An Employee is not entitled to death or disappearance of a child leave if the Employee is charged with the crime that resulted in the death or

disappearance of the child.

- (d) The period during which the Employee may take death or disappearance of a child leave:
- (i) begins on the day on which the death or disappearance occurs, and
  - (ii) ends on the earliest of:
    - the length of the leave specified in 36.03 (a), or
    - in the case of a child who disappears and is subsequently found alive, fourteen (14) days after the day on which the child is found, but no later than the end of the fifty-two (52) week period, or
    - on the day on which the circumstances are such that it is no longer probable that the death or disappearance was the result of a crime.
  - (iii) An Employee who wishes to take death or disappearance of a child leave shall provide the Employer with written notice as soon as is possible in the circumstances and, if possible, the notice shall include the estimated date of the Employee's planned return to work. The Employee shall inform the Employer as soon as possible of any change in the estimated return to work date.
  - (iv) The Employee must provide the Employer with reasonable verification of the Employee's entitlement to the leave as soon as is possible in the circumstances.

36.04

**Domestic Violence Leave**

- (a) An Employee who has completed ninety (90) days of employment and who has been subjected to domestic violence may require time off from work to address the situation and shall be entitled to leave of absence without pay for a period of up to ten (10) days in a calendar year.
- (b) Alternatively, an Employee may access applicable leaves of absence or banks such as sick leave, personal leave, or witness duty leave.
- (c) Personal information concerning domestic violence will be kept confidential by the Employer.
- (d) When an Employee reports that they are experiencing domestic violence, the Employer will complete a hazard assessment and, where appropriate, may facilitate alternate work arrangements.
- (e) Employees may be required to submit satisfactory proof to the Employer demonstrating the need for domestic violence leave. Proof may be provided in the form of a copy of a court order, or documentation from a doctor, a family violence support service, a police officer, or lawyer.

36.05

**Military Leave**

An Employee who is a Reservist, and has been employed with the Employer for a minimum of twenty-six (26) consecutive weeks, and is required by military authorities to attend training or perform military services shall be granted leave without pay.

**ARTICLE 37**

**Pension Plan**

37.01

- (a) The Employer shall contribute to the Local Authorities Pension Plan for retirement benefits for eligible participating full-time Employees in accordance with the regulations of the Plan.
- (b) The Employer shall contribute to the Local Authorities Pension Plan for retirement benefits for eligible part-time Employees who request enrollment in the plan in accordance with the regulations of the Plan.

37.02

The Employer shall distribute to all Employees brochures and other relevant materials outlining the Plan upon hiring and when there are changes to the Plan.

**ARTICLE 38**

**Group Life Insurance**

38.01

All Regular Full-Time and Regular Part-Time Employees shall participate in the Group Life Insurance Plan upon completion of the Probationary period as defined in Article 16 of this Agreement.

38.02

The Employer shall pay the total premium cost for the first twenty-five thousand dollars (\$25,000.00) of basic life coverage for an Employee.

38.03

The Employee shall pay the total premium cost of the additional basic life coverage.

38.04

The schedule of insurance for an Employee who is eligible to participate pursuant to 38.01 shall be two times (2X) regular salary rounded out to the next highest one thousand dollars (\$1,000.00) to a maximum of \$250,000.

38.05

The Employer shall provide and maintain an Accidental Death and Dismemberment Insurance policy for all Regular Full-Time and Regular Part-Time Employees covered by this Agreement that provides insurance coverage up to a maximum of two times (2X) an Employee's regular annual salary in the event of accidental death and dismemberment resulting while on the Employer's business to a maximum of \$250,000. The total premium cost of this policy shall be paid by the Employer.

38.06

The coverage under this Article shall be equal to or exceed that provided in the Sun Life Financial Plan as at July 1, 2017.

ARTICLE 39  
Supplementary Health Care Plan

- 39.01 Upon completion of the probationary period as defined in Article 16 of this Agreement, the Employer shall provide and maintain a supplementary Health Care Insurance Plan for all Regular Full-Time and Regular Part-Time Employees. The Employer and Employee shall share the premium cost:
- (i) one-half (1/2) the cost, of a family plan, or
  - (ii) one-half (1/2) the cost, of a single plan.
- 39.02 The Plan shall provide for one hundred percent (100%) reimbursement of all allowable expenses, subject to no deductibles. Allowable expenses mean the reasonable and customary charges for services and supplies furnished as a result of injury or illness while insured.
- 39.03 This coverage shall be equal to or exceed those provided in the Manulife Plan as at April 1, 2016.
- 39.04 Health Benefits Spending Account
- (a) The Employer shall implement a Health Benefits Spending Account for all Employees eligible for benefits in accordance with Article 39 and 40.
  - (b) A sum of six hundred and fifty dollars (\$650.00) per year shall be allocated by the Employer to the Health Benefits Spending Account for each Full-time Employee effective January 1st, 2014.  
  
Part-time Employees shall be pro-rated based on the number of hours per week.
  - (c) Any unused allocation in an Employee's Health Benefit Spending Account as of December 3rd of each calendar year may be carried forward for a maximum of one (1) calendar year.
  - (d) The Health Benefit Spending Account shall be implemented and administered in accordance with the *Income Tax Act* and applicable Regulations in effect at the time of the implementation and during the course of operation of the Health Benefit Spending Account.
- 39.05 Flex Taxable Spending Account
- (a) The Employer shall implement a Flex Taxable Spending Account for all Employees eligible for benefits in accordance with Article 39 and 40.
  - (b) A sum of three hundred and fifty dollars (\$350.00) per year shall be allocated by the Employer to the Flex Taxable Spending Account for each Full-time Employee effective January 1st, 2016.  
  
Part-time Employees shall be pro-rated based on the number of hours per week.
  - (c) Any unused credit allocation in an Employee's Flex Taxable Spending Account as of December 3rd of each calendar year may be carried forward for a maximum of one (1) calendar year.

- (d) The Flex Taxable Spending Account shall be implemented and administered in accordance with the *Income Tax Act* and applicable Regulations in effect at the time of the implementation and during the course of operation of the Flex Taxable Spending Account.
- (e) The administration of the Flex Taxable Spending Account shall be subject to and governed by the terms and conditions of the applicable contract.

39.06 Notwithstanding the language and the plans remain current for 2019, each eligible Employee will receive an additional \$250 for 2019 to be allocated to their Health Benefits Spending.

**Effective on or before November 15, 2019**

39.05 The Employer will combine the current Health Spending Account (HSA) and Personal Spending Account (PSA) (in to a Flexible Spending Account (FSA), as described below.

**Flexible Spending Account (FSA)**

1.
  - (a) A FSA shall be implemented for all Employees eligible for the current HSA.
  - (b) The Employer shall allocate a sum of twelve hundred and fifty dollars (\$1250.00) per eligible Employee to a FSA effective January 1st of each year, beginning January 1, 2020. Funds will be allocated to either the non-taxable (Health Spending Account) or taxable (Personal Spending Account). Once the allocation has been made it cannot be altered.
  - (c) Eligible Employees who commence employment after January 1, 2020 shall be eligible for FSA on a pro-rated basis.
  - (d) Part-time Employees will receive an allocated sum, as outlined in 39.05 (1)(b) prorated to their FTE on the date of allocation.
2. **Utilization**  
The FSA may be used for the items as specified in the Policy with the Insurer, under both the HSA or the PSA.
3. **Allocation**
  - (a) An allocation date will be determined in conjunction with the benefit provider. By that date each year, Employees who are eligible for the FTSA will make an allocation for utilization of their FSA for the subsequent fiscal year. If an Employee chooses to split allocations between taxable and non-taxable accounts, there shall be a minimum allocation of \$100 to either account.
  - (b) Any unused allocation in an Employee's FSA as of December 31st of each year may be carried forward for a maximum of one (1) calendar year.
  - (c) Eligible expenses will be reimbursed upon submission of required claim information.

4. Implementation

- (a) The Employer, in conjunction with the Insurer of the account, shall determine the terms and conditions governing the FSA. A copy of these terms and conditions shall be provided to the Union.
- (b) The FSA shall be restricted to and administered in accordance with the Plan, the *Income Tax Act* and applicable Regulations in effect at the time of implementation and during the course of operation of the FSA.

ARTICLE 40

Dental Plan

- 40.01 The Employer shall provide and maintain a Dental Plan for all Regular Full-Time and Regular Part-Time Employees, upon completion of the probationary period as defined in Article 16 of this Agreement.
- 40.02 The Capital Region Housing Corporation Dental Plan as provided through the Sun Life Financial Plan as at July 1, 2017, shall continue unchanged for the term of this Agreement except that it will adopt the current Standard Life Dental Fee Reimbursement Schedule upon ratification of this Agreement by both parties and any subsequent changes to that schedule shall be adopted in the effective date of the schedule.
- 40.03 The Employer will pay the full cost of all premiums to be paid to provide the Plan.
- 40.04 The Parties agree to the addition of major dental coverage. The Employer agrees to pay the first six dollars (\$6.00) of the monthly premium for family coverage or the first two dollars (\$2.00) for single coverage. Over the term of this agreement, any premium costs in excess of these amounts for major coverage would be the responsibility of the Employee.

ARTICLE 41

Transportation Allowance

- 41.01 Where an Employee is required to use their own vehicle to carry out the Employer's business, the Employee shall be entitled to claim an allowance equivalent to the automobile allowance rates recommended by the Canada Revenue Agency for kilometers traveled on authorized Employer business.  
  
Employees required to be insured for business use of a motor vehicle shall be reimbursed for the full amount of the applicable business premium or five hundred dollars (\$500.00) whichever is the lesser.



- 41.02 The Employer shall pay all parking fees incurred by Employees while carrying out the Employer's business when approved. Receipts are to be obtained whenever possible.
- 41.03 Where an Employee is required to use their own vehicle pursuant to 41.01 as a maintenance and/or tradesman is required to deliver materials to the worksite, the Employee shall be compensated an additional five cents (5¢) per kilometer for all distances engaged while in this undertaking.

ARTICLE 42  
Work Clothing and Allowances

- 42.01 Where the Employer determines that uniforms, coveralls, smocks, or other such items should be provided for the protection of the Employee's personal garments, such items shall be provided and replaced as required.
- Protective clothing and safety equipment shall be supplied by the Employer as required by the *Alberta Workers' Compensation Act* and the Regulations thereto.

ARTICLE 43  
Parking

- 43.01 Parking will be made available to eligible Employees under the provisions of the Personnel Regulations.

ARTICLE 44  
Safety and Health

- 44.01 Both Parties to this Agreement will co-operate to the fullest extent in the matter of Employee safety and health programs.
- 44.02 Both Parties will have equal representation on a Joint Health and Safety Committee. The Committee mentioned herein should not exceed a maximum of four (4) Employees and four (4) Management Representatives. The Employees shall be designated by the Union.
- 44.03 The Employer agrees to comply with the *Occupational Health and Safety Act of Alberta* and regulations thereto.
- 44.04 Health programs will recognize and deal with illness including alcohol and other chemical dependency, as well as mental illness.
- 44.05 The Employer shall provide each Employee with Occupational Health and Safety information sessions which will consist of Employee rights, hazards of the job, and information on refusing unsafe work.
- 44.06 The Employer shall have a policy in place to support a working alone safety plan which adheres to the Occupational Health and Safety legislation.

**ARTICLE 45**  
**Educational Leave**

- 45.01 Any Regular Full-Time or Regular Part-Time Employee is eligible to apply for educational leave in accordance with the provisions contained in the Personnel Regulations.

**ARTICLE 46**  
**Respect in the Workplace**

- 46.01 The Employer, Union and Employees are committed to providing a safe and healthy workplace which supports a respectful and diverse work place that is free of harassment and or discrimination. All parties shall support and promote a culture of trust, dignity and respect which shall be demonstrated through professional conduct and positive client service relations.
- 46.02 There shall be no discrimination, restriction or coercion exercised or practiced in respect of any Employee by either Party by reason of age, gender identity, gender expression, family status, source of income, race, colour, creed, national origin, political or religious belief, gender, sexual orientation, marital status, physical or mental disability, nor by reason of membership or non-membership or activity in the Union nor in respect of an Employee's or Employer's exercising any right conferred under this Collective Agreement or any law of Canada or Alberta.
- 46.03 (a) When an incident of workplace harassment or discrimination is alleged, or a complaint is made either formally or informally, such complaint will be investigated in accordance with Employer policy.
- (b) Upon conclusion of the harassment or discrimination investigation, the Employer will advise the complainant and respondent of its conclusion. Corrective action may involve disciplinary action, up to and including termination.
- (c) Notwithstanding where the Employer becomes aware of a potential issue of harassment the Employer shall commence an investigation into the matter whether or not a complaint has been brought forward.
- 46.04 The Employer shall maintain and implement policies on workplace harassment, duty to accommodate and respect in the workplace. If the Employer makes any changes or modifications to such policies, the Union will be duly notified.

**ARTICLE 47**  
**Salary Implementation**

- 47.01 This Agreement shall come into full force and effect on the date of ratification of this Agreement by both Parties except for the schedule of Salary Ranges, which shall be in effect for the periods as follows:

Schedule" A" January 1, 2019 to December 31, 2021

The Schedule of Salary Ranges shall apply to all Employees who are still employed on the date of ratification of this Agreement by both Parties.

- 47.02 Upon satisfactory completion of their probation period, the Employee advances one (1) step in their respective range. Upon satisfactory completion of each year of service, the Employee advances to the next higher salary in their respective range. An Employee upon satisfactory completion of their tenth (10th) year of service and having reached Step 6 in their respective range will be eligible for the Long Service Increment (LSI). In the event that the Employer withholds an Employee's increment, the Employee must be notified in writing of the reason it is being withheld on or before the due date of the increment, otherwise the increment shall not be withheld. The Parties recognize the value of more frequent Employee Evaluations following the withholding of an increment. The increment may be awarded at a later date at the discretion of the Employer.
- 47.03 Hourly rates shall be equivalent to the monthly rates for the classification.
- 47.04 A person performing a supervisory function will receive a salary in their respective class schedule which is higher than the person the Employee is supervising.

#### ARTICLE 48

##### Term of Agreement

- 48.01 This Collective Agreement including appendices shall remain in force until December 31, 2021, and thereafter from year to year unless either Party serves notice of termination or amendment not greater than one hundred and twenty (120) days prior to December 31, 2021, and not less than sixty (60) days preceding the expiry of the term of the Agreement. If such notice is not served within that period, either Party may serve notice not greater than one hundred and twenty (120) days and not less than sixty (60) days prior to December 31 of any subsequent year. In the event such notice is served, the Parties agree that this Collective Agreement shall remain in force until the earlier of a ratified amended Collective Agreement or the commencement of a permitted strike or lockout under the provisions of the Labour Relations Code.
- 48.02 Any notice required hereunder to be given shall be deemed to have been sufficiently served if personally delivered or mailed in a prepaid registered envelope addressed in the case of the Employer to:

The Chief Executive Officer  
Capital Region Housing Corporation  
10232 -112 Street  
Edmonton, Alberta T5K 1M4

and in the case of the Union to:

The President  
The Alberta Union of Provincial Employees  
10451 - 170 Street  
Edmonton, Alberta T5P 4S7

### **SALARY SCHEDULE**

The following increases will be applied to the Salary Schedule in effect December 31, 2018.

January 1, 2019 – 2.0% increase

The following increases will be applied to the Salary Schedule in effect December 31, 2019.

January 1, 2020 – 1.0% increase

The following increases will be applied to the Salary Schedule in effect December 31, 2020.

January 1, 2021 – a Wage Re-Opener with the following condition:

The Parties will meet to discuss the wage re-opener on or before January 1, 2021, and every effort will be made to provide a wage increase within the budget allocation. Any wage increase will be in effect from January 1, 2021.

GROUP	PAY GRADE	Classification Title	Working Title	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LSI
Administrative Support	AS 1	Clerk I Admin. Support I	Support Services Clerk	Current	Monthly	\$3,200.00	\$3,292.00	\$3,403.00	\$3,534.00	\$3,697.00	\$3,877.00	\$3,991.00
					B/W	\$1,476.92	\$1,519.38	\$1,570.62	\$1,631.08	\$1,706.31	\$1,789.38	\$1,842.00
					Annually	\$38,400.00	\$39,504.00	\$40,836.00	\$42,408.00	\$44,364.00	\$46,524.00	\$47,892.00
				Jan 1, 2019	Monthly	\$3,264.00	\$3,357.84	\$3,471.06	\$3,604.68	\$3,770.94	\$3,954.54	\$4,070.82
					B/W	\$1,506.46	\$1,549.77	\$1,602.03	\$1,663.70	\$1,740.44	\$1,825.17	\$1,878.84
					Annually	\$39,168.00	\$40,294.08	\$41,652.72	\$43,256.16	\$45,251.28	\$47,454.48	\$48,849.84
				Jan 1, 2020	Monthly	\$3,296.64	\$3,391.42	\$3,505.77	\$3,640.73	\$3,808.65	\$3,994.09	\$4,111.53
					B/W	\$1,521.52	\$1,565.27	\$1,618.05	\$1,680.34	\$1,757.84	\$1,843.42	\$1,897.63
					Annually	\$39,559.68	\$40,697.02	\$42,069.25	\$43,688.72	\$45,703.79	\$47,929.02	\$49,338.34
	AS 2	Clerk II Admin Support II	Applications Support Clerk	Current	Wage Re-opener							
					Monthly	\$3,755.00	\$3,880.00	\$4,002.00	\$4,163.00	\$4,336.00	\$4,552.00	\$4,689.00
					B/W	\$1,733.08	\$1,790.77	\$1,847.08	\$1,921.38	\$2,001.23	\$2,100.92	\$2,164.15
					Annually	\$45,060.00	\$46,560.00	\$48,024.00	\$49,956.00	\$52,032.00	\$54,624.00	\$56,268.00
				Jan 1, 2019	Monthly	\$3,830.10	\$3,957.60	\$4,082.04	\$4,246.26	\$4,422.72	\$4,643.04	\$4,782.78
					B/W	\$1,767.74	\$1,826.59	\$1,884.02	\$1,959.81	\$2,041.25	\$2,142.94	\$2,207.43
					Annually	\$45,961.20	\$47,491.20	\$48,984.48	\$50,955.12	\$53,072.64	\$55,716.48	\$57,393.36
				Jan 1, 2020	Monthly	\$3,868.40	\$3,997.18	\$4,122.86	\$4,288.72	\$4,466.95	\$4,689.47	\$4,830.61
					B/W	\$1,785.42	\$1,844.85	\$1,902.86	\$1,979.41	\$2,061.67	\$2,164.37	\$2,229.51
					Annually	\$46,420.81	\$47,966.11	\$49,474.32	\$51,464.67	\$53,603.37	\$56,273.64	\$57,967.29
	AS 3	Clerk III Admin. Support III	Asset Management Clerk	Current	Wage Re-opener							
					Monthly	\$4,053.00	\$4,164.00	\$4,324.00	\$4,485.00	\$4,675.00	\$4,880.00	\$5,026.00
					B/W	\$1,870.62	\$1,921.85	\$1,995.69	\$2,070.00	\$2,157.69	\$2,252.31	\$2,319.69
					Annually	\$48,636.00	\$49,968.00	\$51,888.00	\$53,820.00	\$56,100.00	\$58,560.00	\$60,312.00
				Jan 1, 2019	Monthly	\$4,134.06	\$4,247.28	\$4,410.48	\$4,574.70	\$4,768.50	\$4,977.60	\$5,126.52
					B/W	\$1,908.03	\$1,960.29	\$2,035.60	\$2,111.40	\$2,200.84	\$2,297.36	\$2,366.08
					Annually	\$49,608.72	\$50,967.36	\$52,925.76	\$54,896.40	\$57,222.00	\$59,731.20	\$61,518.24
				Jan 1, 2020	Monthly	\$4,175.40	\$4,289.75	\$4,454.58	\$4,620.45	\$4,816.19	\$5,027.38	\$5,177.79
					B/W	\$1,927.11	\$1,979.89	\$2,055.96	\$2,132.51	\$2,222.85	\$2,320.33	\$2,389.74
					Annually	\$50,104.81	\$51,477.03	\$53,455.02	\$55,445.36	\$57,794.22	\$60,328.51	\$62,133.42
	AS 4	Administrative Support (Clerk V) Admin. Support IV	Administrative Coordinator	Current	Wage Re-opener							
					Monthly	\$5,087.00	\$5,240.00	\$5,416.00	\$5,640.00	\$5,888.00	\$6,181.00	\$6,367.00
					B/W	\$2,347.85	\$2,418.46	\$2,499.69	\$2,603.08	\$2,717.54	\$2,852.77	\$2,938.62
					Annually	\$61,044.00	\$62,880.00	\$64,992.00	\$67,680.00	\$70,656.00	\$74,172.00	\$76,404.00
				Jan 1, 2019	Monthly	\$5,188.74	\$5,344.80	\$5,524.32	\$5,752.80	\$6,005.76	\$6,304.62	\$6,494.34
					B/W	\$2,394.81	\$2,466.83	\$2,549.68	\$2,655.14	\$2,771.89	\$2,909.83	\$2,997.39
					Annually	\$62,264.88	\$64,137.60	\$66,291.84	\$69,033.60	\$72,069.12	\$75,655.44	\$77,932.08
				Jan 1, 2020	Monthly	\$5,240.63	\$5,398.25	\$5,579.56	\$5,810.33	\$6,065.82	\$6,367.67	\$6,559.28
					B/W	\$2,418.76	\$2,491.50	\$2,575.18	\$2,681.69	\$2,799.61	\$2,938.92	\$3,027.37
					Annually	\$62,887.53	\$64,778.98	\$66,954.76	\$69,723.94	\$72,789.81	\$76,411.99	\$78,711.40
				Jan 1, 2021	Wage Re-opener							

GROUP	PAY GRADE	Classification Title	Working Title	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LSI
Administrative Support (cont.)	AS 5	Clerk "VI" Admin. Support V	Senior Investigator Support Services	Current	Monthly	\$5,849.00	\$6,127.00	\$6,407.00	\$6,697.00	\$7,001.00	\$7,180.00	\$7,543.00
					B/W	\$2,699.54	\$2,827.85	\$2,957.08	\$3,090.92	\$3,231.23	\$3,313.85	\$3,481.38
					Annually	\$70,188.00	\$73,524.00	\$76,884.00	\$80,364.00	\$84,012.00	\$86,160.00	\$90,516.00
				Jan 1, 2019	Monthly	\$5,965.98	\$6,249.54	\$6,535.14	\$6,830.94	\$7,141.02	\$7,323.60	\$7,693.86
					B/W	\$2,753.53	\$2,884.41	\$3,016.22	\$3,152.74	\$3,295.85	\$3,380.13	\$3,551.01
					Annually	\$71,591.76	\$74,994.48	\$78,421.68	\$81,971.28	\$85,692.24	\$87,883.20	\$92,326.32
				Jan 1, 2020	Monthly	\$6,025.64	\$6,312.04	\$6,600.49	\$6,899.25	\$7,212.43	\$7,396.84	\$7,770.80
					B/W	\$2,781.07	\$2,913.25	\$3,046.38	\$3,184.27	\$3,328.81	\$3,413.93	\$3,586.52
					Annually	\$72,307.68	\$75,744.42	\$79,205.90	\$82,790.99	\$86,549.16	\$88,762.03	\$93,249.58
				Jan 1, 2021	Wage Re-opener							
Customer Service	CS 1	Clerk III Customer Service I	Rent Supplement Clerk (3) Applications Clerk Housing Clerk Claims Processing Clerk	Current	Monthly	\$4,053.00	\$4,164.00	\$4,324.00	\$4,485.00	\$4,675.00	\$4,880.00	\$5,026.00
					B/W	\$1,870.62	\$1,921.85	\$1,995.69	\$2,070.00	\$2,157.69	\$2,252.31	\$2,319.69
					Annually	\$48,636.00	\$49,968.00	\$51,888.00	\$53,820.00	\$56,100.00	\$58,560.00	\$60,312.00
				Jan 1, 2019	Monthly	\$4,134.06	\$4,247.28	\$4,410.48	\$4,574.70	\$4,768.50	\$4,977.60	\$5,126.52
					B/W	\$1,908.03	\$1,960.29	\$2,035.60	\$2,111.40	\$2,200.84	\$2,297.36	\$2,366.08
					Annually	\$49,608.72	\$50,967.36	\$52,925.76	\$54,896.40	\$57,222.00	\$59,731.20	\$61,518.24
				Jan 1, 2020	Monthly	\$4,175.40	\$4,289.75	\$4,454.58	\$4,620.45	\$4,816.19	\$5,027.38	\$5,177.79
					B/W	\$1,927.11	\$1,979.89	\$2,055.96	\$2,132.51	\$2,222.85	\$2,320.33	\$2,389.74
					Annually	\$50,104.81	\$51,477.03	\$53,455.02	\$55,445.36	\$57,794.22	\$60,328.51	\$62,133.42
				Jan 1, 2021	Wage Re-opener							
	CS 2	Clerk IV Customer Service II	Customer Service Clerk Rent Supplement Clerk (4) Placement Clerk Compliance & Recovery Clerk	Current	Monthly	\$4,381.00	\$4,517.00	\$4,667.00	\$4,852.00	\$5,072.00	\$5,321.00	\$5,480.00
					B/W	\$2,022.00	\$2,084.77	\$2,154.00	\$2,239.38	\$2,340.92	\$2,455.85	\$2,529.23
					Annually	\$52,572.00	\$54,204.00	\$56,004.00	\$58,224.00	\$60,864.00	\$63,852.00	\$65,760.00
				Jan 1, 2019	Monthly	\$4,468.62	\$4,607.34	\$4,760.34	\$4,949.04	\$5,173.44	\$5,427.42	\$5,589.60
					B/W	\$2,062.44	\$2,126.47	\$2,197.08	\$2,284.17	\$2,387.74	\$2,504.97	\$2,579.81
					Annually	\$53,623.44	\$55,288.08	\$57,124.08	\$59,388.48	\$62,081.28	\$65,129.04	\$67,075.20
				Jan 1, 2020	Monthly	\$4,513.31	\$4,653.41	\$4,807.94	\$4,998.53	\$5,225.17	\$5,481.69	\$5,645.50
					B/W	\$2,083.06	\$2,147.73	\$2,219.05	\$2,307.01	\$2,411.62	\$2,530.02	\$2,605.61
					Annually	\$54,159.67	\$55,840.96	\$57,695.32	\$59,982.36	\$62,702.09	\$65,780.33	\$67,745.95
				Jan 1, 2021	Wage Re-opener							
	CS 3	Clerk V Customer Service III	Customer Service Supervisor Customer Relations Supervisor Rent Supplement Supervisor Leasing, Compliance & Recovery Supervisor Housing Supervisor	Current	Monthly	\$5,087.00	\$5,240.00	\$5,416.00	\$5,640.00	\$5,888.00	\$6,181.00	\$6,367.00
					B/W	\$2,347.85	\$2,418.46	\$2,499.69	\$2,603.08	\$2,717.54	\$2,852.77	\$2,938.62
					Annually	\$61,044.00	\$62,880.00	\$64,992.00	\$67,680.00	\$70,656.00	\$74,172.00	\$76,404.00
				Jan 1, 2019	Monthly	\$5,188.74	\$5,344.80	\$5,524.32	\$5,752.80	\$6,005.76	\$6,304.62	\$6,494.34
					B/W	\$2,394.81	\$2,466.83	\$2,549.68	\$2,655.14	\$2,771.89	\$2,909.83	\$2,997.39
					Annually	\$62,264.88	\$64,137.60	\$66,291.84	\$69,033.60	\$72,069.12	\$75,655.44	\$77,932.08
				Jan 1, 2020	Monthly	\$5,240.63	\$5,398.25	\$5,579.56	\$5,810.33	\$6,065.82	\$6,367.67	\$6,559.28
					B/W	\$2,418.76	\$2,491.50	\$2,575.18	\$2,681.69	\$2,799.61	\$2,938.92	\$3,027.37
					Annually	\$62,887.53	\$64,778.98	\$66,954.76	\$69,723.94	\$72,789.81	\$76,411.99	\$78,711.40
				Jan 1, 2021	Wage Re-opener							

GROUP	PAY GRADE	Classification Title	Working Title	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LSI
Finance	FI 1	Clerk I Finance I	Finance Clerk 1	Current	Monthly	\$3,200.00	\$3,292.00	\$3,403.00	\$3,534.00	\$3,697.00	\$3,877.00	\$3,991.00
					B/W	\$1,476.92	\$1,519.38	\$1,570.62	\$1,631.08	\$1,706.31	\$1,789.38	\$1,842.00
					Annually	\$38,400.00	\$39,504.00	\$40,836.00	\$42,408.00	\$44,364.00	\$46,524.00	\$47,892.00
				Jan 1, 2019	Monthly	\$3,264.00	\$3,357.84	\$3,471.06	\$3,604.68	\$3,770.94	\$3,954.54	\$4,070.82
					B/W	\$1,506.46	\$1,549.77	\$1,602.03	\$1,663.70	\$1,740.44	\$1,825.17	\$1,878.84
					Annually	\$39,168.00	\$40,294.08	\$41,652.72	\$43,256.16	\$45,251.28	\$47,454.48	\$48,849.84
				Jan 1, 2020	Monthly	\$3,296.64	\$3,391.42	\$3,505.77	\$3,640.73	\$3,808.65	\$3,994.09	\$4,111.53
					B/W	\$1,521.52	\$1,565.27	\$1,618.05	\$1,680.34	\$1,757.84	\$1,843.42	\$1,897.63
					Annually	\$39,559.68	\$40,697.02	\$42,069.25	\$43,688.72	\$45,703.79	\$47,929.02	\$49,338.34
				Jan 1, 2021	Wage Re-opener							
	FI 2	Clerk II Finance II	Finance Clerk 2	Current	Monthly	\$3,755.00	\$3,880.00	\$4,002.00	\$4,163.00	\$4,336.00	\$4,552.00	\$4,689.00
					B/W	\$1,733.08	\$1,790.77	\$1,847.08	\$1,921.38	\$2,001.23	\$2,100.92	\$2,164.15
					Annually	\$45,060.00	\$46,560.00	\$48,024.00	\$49,956.00	\$52,032.00	\$54,624.00	\$56,268.00
				Jan 1, 2019	Monthly	\$3,830.10	\$3,957.60	\$4,082.04	\$4,246.26	\$4,422.72	\$4,643.04	\$4,782.78
					B/W	\$1,767.74	\$1,826.59	\$1,884.02	\$1,959.81	\$2,041.25	\$2,142.94	\$2,207.43
					Annually	\$45,961.20	\$47,491.20	\$48,984.48	\$50,955.12	\$53,072.64	\$55,716.48	\$57,393.36
				Jan 1, 2020	Monthly	\$3,868.40	\$3,997.18	\$4,122.86	\$4,288.72	\$4,466.95	\$4,689.47	\$4,830.61
					B/W	\$1,785.42	\$1,844.85	\$1,902.86	\$1,979.41	\$2,061.67	\$2,164.37	\$2,229.51
					Annually	\$46,420.81	\$47,966.11	\$49,474.32	\$51,464.67	\$53,603.37	\$56,273.64	\$57,967.29
				Jan 1, 2021	Wage Re-opener							
	FI 3	Clerk III Finance III	Finance Clerk 3 (Accounts Payable; Cashier)	Current	Monthly	\$4,053.00	\$4,164.00	\$4,324.00	\$4,485.00	\$4,675.00	\$4,880.00	\$5,026.00
					B/W	\$1,870.62	\$1,921.85	\$1,995.69	\$2,070.00	\$2,157.69	\$2,252.31	\$2,319.69
					Annually	\$48,636.00	\$49,968.00	\$51,888.00	\$53,820.00	\$56,100.00	\$58,560.00	\$60,312.00
				Jan 1, 2019	Monthly	\$4,134.06	\$4,247.28	\$4,410.48	\$4,574.70	\$4,768.50	\$4,977.60	\$5,126.52
					B/W	\$1,908.03	\$1,960.29	\$2,035.60	\$2,111.40	\$2,200.84	\$2,297.36	\$2,366.08
					Annually	\$49,608.72	\$50,967.36	\$52,925.76	\$54,896.40	\$57,222.00	\$59,731.20	\$61,518.24
				Jan 1, 2020	Monthly	\$4,175.40	\$4,289.75	\$4,454.58	\$4,620.45	\$4,816.19	\$5,027.38	\$5,177.79
					B/W	\$1,927.11	\$1,979.89	\$2,055.96	\$2,132.51	\$2,222.85	\$2,320.33	\$2,389.74
					Annually	\$50,104.81	\$51,477.03	\$53,455.02	\$55,445.36	\$57,794.22	\$60,328.51	\$62,133.42
				Jan 1, 2021	Wage Re-opener							
	FI 4	Clerk IV Finance IV	Accounts Receivable Clerk Internal Control Analyst	Current	Monthly	\$4,381.00	\$4,517.00	\$4,667.00	\$4,852.00	\$5,072.00	\$5,321.00	\$5,480.00
					B/W	\$2,022.00	\$2,084.77	\$2,154.00	\$2,239.38	\$2,340.92	\$2,455.85	\$2,529.23
					Annually	\$52,572.00	\$54,204.00	\$56,004.00	\$58,224.00	\$60,864.00	\$63,852.00	\$65,760.00
				Jan 1, 2019	Monthly	\$4,468.62	\$4,607.34	\$4,760.34	\$4,949.04	\$5,173.44	\$5,427.42	\$5,589.60
					B/W	\$2,062.44	\$2,126.47	\$2,197.08	\$2,284.17	\$2,387.74	\$2,504.97	\$2,579.81
					Annually	\$53,623.44	\$55,288.08	\$57,124.08	\$59,388.48	\$62,081.28	\$65,129.04	\$67,075.20
				Jan 1, 2020	Monthly	\$4,513.31	\$4,653.41	\$4,807.94	\$4,998.53	\$5,225.17	\$5,481.69	\$5,645.50
					B/W	\$2,083.06	\$2,147.73	\$2,219.05	\$2,307.01	\$2,411.62	\$2,530.02	\$2,605.61
					Annually	\$54,159.67	\$55,840.96	\$57,695.32	\$59,982.36	\$62,702.09	\$65,780.33	\$67,745.95
				Jan 1, 2021	Wage Re-opener							

GROUP	PAY GRADE	Classification Title	Working Title	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LSI
Finance (cont.)	FI 5	Clerk V Finance V	Cashier Supervisor & Internal Control Auditor Accounts Payable Supervisor	Current	Monthly	\$5,087.00	\$5,240.00	\$5,416.00	\$5,640.00	\$5,888.00	\$6,181.00	\$6,367.00
					B/W	\$2,347.85	\$2,418.46	\$2,499.69	\$2,603.08	\$2,717.54	\$2,852.77	\$2,938.62
					Annually	\$61,044.00	\$62,880.00	\$64,992.00	\$67,680.00	\$70,656.00	\$74,172.00	\$76,404.00
				Jan 1, 2019	Monthly	\$5,188.74	\$5,344.80	\$5,524.32	\$5,752.80	\$6,005.76	\$6,304.62	\$6,494.34
					B/W	\$2,394.81	\$2,466.83	\$2,549.68	\$2,655.14	\$2,771.89	\$2,909.83	\$2,997.39
					Annually	\$62,264.88	\$64,137.60	\$66,291.84	\$69,033.60	\$72,069.12	\$75,655.44	\$77,932.08
				Jan 1, 2020	Monthly	\$5,240.63	\$5,398.25	\$5,579.56	\$5,810.33	\$6,065.82	\$6,367.67	\$6,559.28
					B/W	\$2,418.76	\$2,491.50	\$2,575.18	\$2,681.69	\$2,799.61	\$2,938.92	\$3,027.37
					Annually	\$62,887.53	\$64,778.98	\$66,954.76	\$69,723.94	\$72,789.81	\$76,411.99	\$78,711.40
				Jan 1, 2021	Wage Re-opener							
Procurement	PC 1	Clerk III Procurement I	Procurement Assistant (Tender Administrator)	Current	Monthly	\$4,053.00	\$4,164.00	\$4,324.00	\$4,485.00	\$4,675.00	\$4,880.00	\$5,026.00
					B/W	\$1,870.62	\$1,921.85	\$1,995.69	\$2,070.00	\$2,157.69	\$2,252.31	\$2,319.69
					Annually	\$48,636.00	\$49,968.00	\$51,888.00	\$53,820.00	\$56,100.00	\$58,560.00	\$60,312.00
				Jan 1, 2019	Monthly	\$4,134.06	\$4,247.28	\$4,410.48	\$4,574.70	\$4,768.50	\$4,977.60	\$5,126.52
					B/W	\$1,908.03	\$1,960.29	\$2,035.60	\$2,111.40	\$2,200.84	\$2,297.36	\$2,366.08
					Annually	\$49,608.72	\$50,967.36	\$52,925.76	\$54,896.40	\$57,222.00	\$59,731.20	\$61,518.24
				Jan 1, 2020	Monthly	\$4,175.40	\$4,289.75	\$4,454.58	\$4,620.45	\$4,816.19	\$5,027.38	\$5,177.79
					B/W	\$1,927.11	\$1,979.89	\$2,055.96	\$2,132.51	\$2,222.85	\$2,320.33	\$2,389.74
					Annually	\$50,104.81	\$51,477.03	\$53,455.02	\$55,445.36	\$57,794.22	\$60,328.51	\$62,133.42
				Jan 1, 2021	Wage Re-opener							
	PC 2	Clerk "VI" Procurement III	Procurement Specialist	Current	Monthly	\$5,849.00	\$6,127.00	\$6,407.00	\$6,697.00	\$7,001.00	\$7,180.00	\$7,543.00
					B/W	\$2,699.54	\$2,827.85	\$2,957.08	\$3,090.92	\$3,231.23	\$3,313.85	\$3,481.38
					Annually	\$70,188.00	\$73,524.00	\$76,884.00	\$80,364.00	\$84,012.00	\$86,160.00	\$90,516.00
				Jan 1, 2019	Monthly	\$5,965.98	\$6,249.54	\$6,535.14	\$6,830.94	\$7,141.02	\$7,323.60	\$7,693.86
					B/W	\$2,753.53	\$2,884.41	\$3,016.22	\$3,152.74	\$3,295.85	\$3,380.13	\$3,551.01
					Annually	\$71,591.76	\$74,994.48	\$78,421.68	\$81,971.28	\$85,692.24	\$87,883.20	\$92,326.32
				Jan 1, 2020	Monthly	\$6,025.64	\$6,312.04	\$6,600.49	\$6,899.25	\$7,212.43	\$7,396.84	\$7,770.80
					B/W	\$2,781.07	\$2,913.25	\$3,046.38	\$3,184.27	\$3,328.81	\$3,413.93	\$3,586.52
					Annually	\$72,307.68	\$75,744.42	\$79,205.90	\$82,790.99	\$86,549.16	\$88,762.03	\$93,249.58
				Jan 1, 2021	Wage Re-opener							
Information Technology	IT 1	Clerk IV Information Tech. II	Information Technology Service Desk Analyst Application Support & Training Specialist	Current	Monthly	\$4,381.00	\$4,517.00	\$4,667.00	\$4,852.00	\$5,072.00	\$5,321.00	\$5,480.00
					B/W	\$2,022.00	\$2,084.77	\$2,154.00	\$2,239.38	\$2,340.92	\$2,455.85	\$2,529.23
					Annually	\$52,572.00	\$54,204.00	\$56,004.00	\$58,224.00	\$60,864.00	\$63,852.00	\$65,760.00
				Jan 1, 2019	Monthly	\$4,468.62	\$4,607.34	\$4,760.34	\$4,949.04	\$5,173.44	\$5,427.42	\$5,589.60
					B/W	\$2,062.44	\$2,126.47	\$2,197.08	\$2,284.17	\$2,387.74	\$2,504.97	\$2,579.81
					Annually	\$53,623.44	\$55,288.08	\$57,124.08	\$59,388.48	\$62,081.28	\$65,129.04	\$67,075.20
				Jan 1, 2020	Monthly	\$4,513.31	\$4,653.41	\$4,807.94	\$4,998.53	\$5,225.17	\$5,481.69	\$5,645.50
					B/W	\$2,083.06	\$2,147.73	\$2,219.05	\$2,307.01	\$2,411.62	\$2,530.02	\$2,605.61
					Annually	\$54,159.67	\$55,840.96	\$57,695.32	\$59,982.36	\$62,702.09	\$65,780.33	\$67,745.95
				Jan 1, 2021	Wage Re-opener							



GROUP	PAY GRADE	Classification Title	Working Title	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LSI
Information Technology (cont.)	IT 2	Clerk V Information Tech. III	Information Technology Technical Analyst	Current	Monthly	\$5,087.00	\$5,240.00	\$5,416.00	\$5,640.00	\$5,888.00	\$6,181.00	\$6,367.00
					B/W	\$2,347.85	\$2,418.46	\$2,499.69	\$2,603.08	\$2,717.54	\$2,852.77	\$2,938.62
					Annually	\$61,044.00	\$62,880.00	\$64,992.00	\$67,680.00	\$70,656.00	\$74,172.00	\$76,404.00
				Jan 1, 2019	Monthly	\$5,188.74	\$5,344.80	\$5,524.32	\$5,752.80	\$6,005.76	\$6,304.62	\$6,494.34
					B/W	\$2,394.81	\$2,466.83	\$2,549.68	\$2,655.14	\$2,771.89	\$2,909.83	\$2,997.39
					Annually	\$62,264.88	\$64,137.60	\$66,291.84	\$69,033.60	\$72,069.12	\$75,655.44	\$77,932.08
				Jan 1, 2020	Monthly	\$5,240.63	\$5,398.25	\$5,579.56	\$5,810.33	\$6,065.82	\$6,367.67	\$6,559.28
					B/W	\$2,418.76	\$2,491.50	\$2,575.18	\$2,681.69	\$2,799.61	\$2,938.92	\$3,027.37
					Annually	\$62,887.53	\$64,778.98	\$66,954.76	\$69,723.94	\$72,789.81	\$76,411.99	\$78,711.40
				Jan 1, 2021	Wage Re-opener							
	IT 3	Business Systems Analyst Information Tech. IV	Business Systems Analyst Systems Administrator	Current	Monthly	\$6,370.00	\$6,563.00	\$6,784.00	\$7,056.00	\$7,376.00	\$7,749.00	\$7,984.00
					B/W	\$2,940.00	\$3,029.08	\$3,131.08	\$3,256.62	\$3,404.31	\$3,576.46	\$3,684.92
					Annually	\$76,440.00	\$78,756.00	\$81,408.00	\$84,672.00	\$88,512.00	\$92,988.00	\$95,808.00
				Jan 1, 2019	Monthly	\$6,497.40	\$6,694.26	\$6,919.68	\$7,197.12	\$7,523.52	\$7,903.98	\$8,143.68
					B/W	\$2,998.80	\$3,089.66	\$3,193.70	\$3,321.75	\$3,472.40	\$3,647.99	\$3,758.62
					Annually	\$77,968.80	\$80,331.12	\$83,036.16	\$86,365.44	\$90,282.24	\$94,847.76	\$97,724.16
				Jan 1, 2020	Monthly	\$6,562.37	\$6,761.20	\$6,988.88	\$7,269.09	\$7,598.76	\$7,983.02	\$8,225.12
					B/W	\$3,028.79	\$3,120.56	\$3,225.64	\$3,354.97	\$3,507.12	\$3,684.47	\$3,796.20
					Annually	\$78,748.49	\$81,134.43	\$83,866.52	\$87,229.09	\$91,185.06	\$95,796.24	\$98,701.40
				Jan 1, 2021	Wage Re-opener							
Maintenance	MT 1	Custodian – Day Shift Maintenance I	Maintenance Worker I Custodian – Day Shift (0830 – 1630)	Current	Monthly	\$3,057.00	\$3,150.00	\$3,254.00	\$3,384.00	\$3,535.00	\$3,708.00	\$3,819.00
					B/W	\$1,410.92	\$1,453.85	\$1,501.85	\$1,561.85	\$1,631.54	\$1,711.38	\$1,762.62
					Annually	\$36,684.00	\$37,800.00	\$39,048.00	\$40,608.00	\$42,420.00	\$44,496.00	\$45,828.00
				Jan 1, 2019	Monthly	\$3,118.14	\$3,213.00	\$3,319.08	\$3,451.68	\$3,605.70	\$3,782.16	\$3,895.38
					B/W	\$1,439.14	\$1,482.93	\$1,531.89	\$1,593.09	\$1,664.17	\$1,745.61	\$1,797.87
					Annually	\$37,417.68	\$38,556.00	\$39,828.96	\$41,420.16	\$43,268.40	\$45,385.92	\$46,744.56
				Jan 1, 2020	Monthly	\$3,149.32	\$3,245.13	\$3,352.27	\$3,486.20	\$3,641.76	\$3,819.98	\$3,934.33
					B/W	\$1,453.53	\$1,497.76	\$1,547.21	\$1,609.02	\$1,680.81	\$1,763.06	\$1,815.85
					Annually	\$37,791.86	\$38,941.56	\$40,227.25	\$41,834.36	\$43,701.08	\$45,839.78	\$47,212.01
				Jan 1, 2021	Wage Re-opener							
	MT 2	Custodian – Night Shift Maintenance II	Maintenance Worker II Custodian – Night Shift (1600 – 2400 hours)	Current	Monthly	\$3,200.00	\$3,292.00	\$3,403.00	\$3,534.00	\$3,697.00	\$3,877.00	\$3,991.00
					B/W	\$1,476.92	\$1,519.38	\$1,570.62	\$1,631.08	\$1,706.31	\$1,789.38	\$1,842.00
					Annually	\$38,400.00	\$39,504.00	\$40,836.00	\$42,408.00	\$44,364.00	\$46,524.00	\$47,892.00
				Jan 1, 2019	Monthly	\$3,264.00	\$3,357.84	\$3,471.06	\$3,604.68	\$3,770.94	\$3,954.54	\$4,070.82
					B/W	\$1,506.46	\$1,549.77	\$1,602.03	\$1,663.70	\$1,740.44	\$1,825.17	\$1,878.84
					Annually	\$39,168.00	\$40,294.08	\$41,652.72	\$43,256.16	\$45,251.28	\$47,454.48	\$48,849.84
				Jan 1, 2020	Monthly	\$3,296.64	\$3,391.42	\$3,505.77	\$3,640.73	\$3,808.65	\$3,994.09	\$4,111.53
					B/W	\$1,521.52	\$1,565.27	\$1,618.05	\$1,680.34	\$1,757.84	\$1,843.42	\$1,897.63
					Annually	\$39,559.68	\$40,697.02	\$42,069.25	\$43,688.72	\$45,703.79	\$47,929.02	\$49,338.34
				Jan 1, 2021	Wage Re-opener							

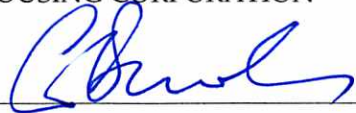
GROUP	PAY GRADE	Classification Title	Working Title	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LSI
Maintenance (cont.)	MT 3	Clerk III Maintenance III	Maintenance Clerk 1	Current	Monthly	\$4,053.00	\$4,164.00	\$4,324.00	\$4,485.00	\$4,675.00	\$4,880.00	\$5,026.00
					B/W	\$1,870.62	\$1,921.85	\$1,995.69	\$2,070.00	\$2,157.69	\$2,252.31	\$2,319.69
					Annually	\$48,636.00	\$49,968.00	\$51,888.00	\$53,820.00	\$56,100.00	\$58,560.00	\$60,312.00
				Jan 1, 2019	Monthly	\$4,134.06	\$4,247.28	\$4,410.48	\$4,574.70	\$4,768.50	\$4,977.60	\$5,126.52
					B/W	\$1,908.03	\$1,960.29	\$2,035.60	\$2,111.40	\$2,200.84	\$2,297.36	\$2,366.08
					Annually	\$49,608.72	\$50,967.36	\$52,925.76	\$54,896.40	\$57,222.00	\$59,731.20	\$61,518.24
				Jan 1, 2020	Monthly	\$4,175.40	\$4,289.75	\$4,454.58	\$4,620.45	\$4,816.19	\$5,027.38	\$5,177.79
					B/W	\$1,927.11	\$1,979.89	\$2,055.96	\$2,132.51	\$2,222.85	\$2,320.33	\$2,389.74
					Annually	\$50,104.81	\$51,477.03	\$53,455.02	\$55,445.36	\$57,794.22	\$60,328.51	\$62,133.42
				Jan 1, 2021	Wage Re-opener							
	MT 4	Clerk IV Maintenance IV	Maintenance Clerk 2	Current	Monthly	\$4,381.00	\$4,517.00	\$4,667.00	\$4,852.00	\$5,072.00	\$5,321.00	\$5,480.00
					B/W	\$2,022.00	\$2,084.77	\$2,154.00	\$2,239.38	\$2,340.92	\$2,455.85	\$2,529.23
					Annually	\$52,572.00	\$54,204.00	\$56,004.00	\$58,224.00	\$60,864.00	\$63,852.00	\$65,760.00
				Jan 1, 2019	Monthly	\$4,468.62	\$4,607.34	\$4,760.34	\$4,949.04	\$5,173.44	\$5,427.42	\$5,589.60
					B/W	\$2,062.44	\$2,126.47	\$2,197.08	\$2,284.17	\$2,387.74	\$2,504.97	\$2,579.81
					Annually	\$53,623.44	\$55,288.08	\$57,124.08	\$59,388.48	\$62,081.28	\$65,129.04	\$67,075.20
				Jan 1, 2020	Monthly	\$4,513.31	\$4,653.41	\$4,807.94	\$4,998.53	\$5,225.17	\$5,481.69	\$5,645.50
					B/W	\$2,083.06	\$2,147.73	\$2,219.05	\$2,307.01	\$2,411.62	\$2,530.02	\$2,605.61
					Annually	\$54,159.67	\$55,840.96	\$57,695.32	\$59,982.36	\$62,702.09	\$65,780.33	\$67,745.95
				Jan 1, 2021	Wage Re-opener							
	MT 5	Clerk V Maintenance V	Maintenance Supervisor	Current	Monthly	\$5,087.00	\$5,240.00	\$5,416.00	\$5,640.00	\$5,888.00	\$6,181.00	\$6,367.00
					B/W	\$2,347.85	\$2,418.46	\$2,499.69	\$2,603.08	\$2,717.54	\$2,852.77	\$2,938.62
					Annually	\$61,044.00	\$62,880.00	\$64,992.00	\$67,680.00	\$70,656.00	\$74,172.00	\$76,404.00
				Jan 1, 2019	Monthly	\$5,188.74	\$5,344.80	\$5,524.32	\$5,752.80	\$6,005.76	\$6,304.62	\$6,494.34
					B/W	\$2,394.81	\$2,466.83	\$2,549.68	\$2,655.14	\$2,771.89	\$2,909.83	\$2,997.39
					Annually	\$62,264.88	\$64,137.60	\$66,291.84	\$69,033.60	\$72,069.12	\$75,655.44	\$77,932.08
				Jan 1, 2020	Monthly	\$5,240.63	\$5,398.25	\$5,579.56	\$5,810.33	\$6,065.82	\$6,367.67	\$6,559.28
					B/W	\$2,418.76	\$2,491.50	\$2,575.18	\$2,681.69	\$2,799.61	\$2,938.92	\$3,027.37
					Annually	\$62,887.53	\$64,778.98	\$66,954.76	\$69,723.94	\$72,789.81	\$76,411.99	\$78,711.40
				Jan 1, 2021	Wage Re-opener							
	MT 6	Field Supervisor Maintenance VI	Field Supervisor	Current	Monthly	\$6,370.00	\$6,563.00	\$6,784.00	\$7,056.00	\$7,376.00	\$7,749.00	\$7,984.00
					B/W	\$2,940.00	\$3,029.08	\$3,131.08	\$3,256.62	\$3,404.31	\$3,576.46	\$3,684.92
					Annually	\$76,440.00	\$78,756.00	\$81,408.00	\$84,672.00	\$88,512.00	\$92,988.00	\$95,808.00
				Jan 1, 2019	Monthly	\$6,497.40	\$6,694.26	\$6,919.68	\$7,197.12	\$7,523.52	\$7,903.98	\$8,143.68
					B/W	\$2,998.80	\$3,089.66	\$3,193.70	\$3,321.75	\$3,472.40	\$3,647.99	\$3,758.62
					Annually	\$77,968.80	\$80,331.12	\$83,036.16	\$86,365.44	\$90,282.24	\$94,847.76	\$97,724.16
				Jan 1, 2020	Monthly	\$6,562.37	\$6,761.20	\$6,988.88	\$7,269.09	\$7,598.76	\$7,983.02	\$8,225.12
					B/W	\$3,028.79	\$3,120.56	\$3,225.64	\$3,354.97	\$3,507.12	\$3,684.47	\$3,796.20
					Annually	\$78,748.49	\$81,134.43	\$83,866.52	\$87,229.09	\$91,185.06	\$95,796.24	\$98,701.40
				Jan 1, 2021	Wage Re-opener							

GROUP	PAY GRADE	Classification Title	Working Title	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LSI
Policy & Research	PR 1	Policy & Research Analyst Policy & Research I	Policy & Research Analyst	Current	Monthly	\$5,849.00	\$6,127.00	\$6,407.00	\$6,697.00	\$7,001.00	\$7,180.00	\$7,543.00
					B/W	\$2,699.54	\$2,827.85	\$2,957.08	\$3,090.92	\$3,231.23	\$3,313.85	\$3,481.38
					Annually	\$70,188.00	\$73,524.00	\$76,884.00	\$80,364.00	\$84,012.00	\$86,160.00	\$90,516.00
				Jan 1, 2019	Monthly	\$5,965.98	\$6,249.54	\$6,535.14	\$6,830.94	\$7,141.02	\$7,323.60	\$7,693.86
					B/W	\$2,753.53	\$2,884.41	\$3,016.22	\$3,152.74	\$3,295.85	\$3,380.13	\$3,551.01
					Annually	\$71,591.76	\$74,994.48	\$78,421.68	\$81,971.28	\$85,692.24	\$87,883.20	\$92,326.32
				Jan 1, 2020	Monthly	\$6,025.64	\$6,312.04	\$6,600.49	\$6,899.25	\$7,212.43	\$7,396.84	\$7,770.80
					B/W	\$2,781.07	\$2,913.25	\$3,046.38	\$3,184.27	\$3,328.81	\$3,413.93	\$3,586.52
					Annually	\$72,307.68	\$75,744.42	\$79,205.90	\$82,790.99	\$86,549.16	\$88,762.03	\$93,249.58
				Jan 1, 2021	Wage Re-opener							
Communications	CM 1	Clerk IV Communications I	Communications Assistant	Current	Monthly	\$4,381.00	\$4,517.00	\$4,667.00	\$4,852.00	\$5,072.00	\$5,321.00	\$5,480.00
					B/W	\$2,022.00	\$2,084.77	\$2,154.00	\$2,239.38	\$2,340.92	\$2,455.85	\$2,529.23
					Annually	\$52,572.00	\$54,204.00	\$56,004.00	\$58,224.00	\$60,864.00	\$63,852.00	\$65,760.00
				Jan 1, 2019	Monthly	\$4,468.62	\$4,607.34	\$4,760.34	\$4,949.04	\$5,173.44	\$5,427.42	\$5,589.60
					B/W	\$2,062.44	\$2,126.47	\$2,197.08	\$2,284.17	\$2,387.74	\$2,504.97	\$2,579.81
					Annually	\$53,623.44	\$55,288.08	\$57,124.08	\$59,388.48	\$62,081.28	\$65,129.04	\$67,075.20
				Jan 1, 2020	Monthly	\$4,513.31	\$4,653.41	\$4,807.94	\$4,998.53	\$5,225.17	\$5,481.69	\$5,645.50
					B/W	\$2,083.06	\$2,147.73	\$2,219.05	\$2,307.01	\$2,411.62	\$2,530.02	\$2,605.61
					Annually	\$54,159.67	\$55,840.96	\$57,695.32	\$59,982.36	\$62,702.09	\$65,780.33	\$67,745.95
				Jan 1, 2021	Wage Re-opener							

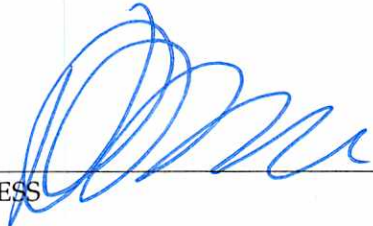
IN WITNESS WHEREOF, the Parties have executed this Collective Agreement by affixing hereto the signatures of their proper officers in that behalf.

Signed this 18<sup>th</sup> day of November, 2019.

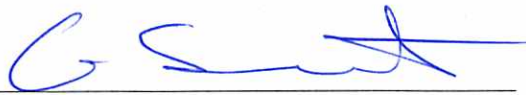
ON BEHALF OF CAPITAL REGION  
HOUSING CORPORATION

  
\_\_\_\_\_

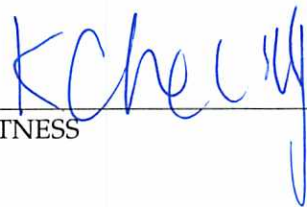
WITNESS

  
\_\_\_\_\_

ON BEHALF OF THE ALBERTA UNION  
OF PROVINCIAL EMPLOYEES

  
\_\_\_\_\_

WITNESS

  
\_\_\_\_\_

LETTER OF UNDERSTANDING  
RE: Article 22 - Hours of Work

This Letter of Understanding specifies the conditions applicable to an arrangement for flextime.

Approval is subject to operational requirements. Any performance issues, misuse or abuse of flextime may be grounds for the individual(s) to be withheld from participating. On special days, such as, but not limited to, staff meeting days, hours will be 8:30 am to 4:30 pm for all employees. Opting in and out must be tied to the existing payroll cycle.

The start and end time of the day can be set within one hour either way from normal regular business hours of 8:30 am to 4:30 pm in 15 minute increments. Breaks and lunch times shift by the same amount of time that the shift changes either forward or backwards. Possible shift times are:

7:30 am - 3:30 pm

8:45 am - 4:45 pm

7:45 am - 3:45 pm

9:00 am - 5:00 pm

8:00 am - 4:00 pm


9:15 am - 5:15 pm

8:15 am - 4:15 pm

9:30 am - 5:30 pm

The employer/employee agrees that any additional hours which might involve overtime must be approved in advance by the Manager of the Department.

The employer/employee agrees that all obligations, responsibilities, terms and conditions of employment with Capital Region Housing Corporation remain unchanged, except those obligations and responsibilities specifically addressed in this Letter of Understanding.



On behalf of the Employer



On behalf of the Union

November 22, 2019  
Date

Nov 18, 2019  
Date

## LETTER OF UNDERSTANDING

### RE: Exclusions and Inclusions

The Employer and the Union agree to work collaboratively with respect to determining whether positions should be excluded or in the bargaining unit. The Employer agrees to provide, upon request, information about any existing or new positions where the status of the position may be questioned.

#### 1. Determination of Inclusions or Exclusions

For positions under question, The Employer and Union will meet to determine if position(s) meet inclusion or exclusion criteria. The criterion will be based on jurisprudence established by the Alberta Labour Relations Board, in relation to the duties of the position(s). The Employer's classification process will apply.

##### (a) Inclusions

The Union may request a joint review of any position it believes should be included in the bargaining unit. Positions that are agreed to as not meeting the exclusion criteria will be flagged for inclusion within the bargaining unit. The Employer will provide the Union the incumbent name(s);

##### (b) Exclusions

Positions, that in the opinion of the Employer, which meet exclusion criteria will remain out-of-scope and may be challenged by the Union.

##### (c) If a mutual agreement cannot be met as to whether a position should be included or excluded, either party will submit an application for determination to the Alberta Labour Relations Board (ALRB).

#### 2. Transitioning Positions

Upon mutual agreement between the Employer and the Union, position(s) may be transitioned to and from the bargaining unit based on a review of exclusion criteria. The Employer shall provide the Union classification review information as outlined in Article 21. The Parties will work collaboratively in an attempt to reach agreement on the status of the positions in question.

The Parties will establish a Joint Committee with equal participants from the Employer and Union to review any positions in question.

When mutual agreement is not reached regarding the status of the position, the following shall occur:

##### (a) Inclusions to Exclusions

When a position(s) is/ are removed from the bargaining unit there will be served a notification period of a minimum of twenty-one (21) days. The Employer agrees to provide the information as outlined in 9 below.

##### (b) Exclusions to Inclusions

When a position(s) is/ are to be added to the bargaining there will be served a notification period of a minimum of twenty-one (21) days.

(c) Any Employer in a position(s) moved into the bargaining unit by mutual agreement between the Employer and the Union will be served a notification period.

i. Higher Classification

An Employee whose position is classified whose current salary is lower shall be paid at a rate that is at least one (1) increment higher than their present rate of pay.

ii. Lower Classification

An Employee whose position is classified at a lower salary assignment shall not suffer a loss in pay and their pay shall be held over-range, if the current salary assignment exceeds the pay grade of the bargaining unit position.

iii. Anniversary Date

The Employee's anniversary date for salary purposes will change to the effective date of classification decision.

iv. Seniority Date

Shall be the date the Employees were hired with the Employer, and all continuous service with the Employer will be recognized for the purpose of establishing entitlements with respect to sick leave and annual vacation.

(d) Notification Period

The Employer shall provide an Employee and the Union written notification of at least sixty (60) calendar days.

(e) Union Steward

The Employer will ensure the Union is aware of, and present at scheduled meetings with Employees ensuring representation by the union.

3. Exclusions Requests

The Employer will provide the following information to the Union if they intend to move an included position outside the bargaining unit. The Union will review the Employers request and provide a response in writing if the request has either met the exclusion criteria or not.

Rationale;


- (a) Position Description;
- (b) Organizational Chart;
- (c) Encumbered or unencumbered;
- (d) Employee information, if encumbered.

4. Resolution Process

If, mutual agreement cannot be met, either party will submit an application for determination to the Alberta Labour Relations Board (ALRB). This decision is final and binding on both parties.



On behalf of the Employer



On behalf of the Union

November 22, 2019  
Date

Nov 18, 2019  
Date



LETTER OF UNDERSTANDING

RE: Classification – Article 21

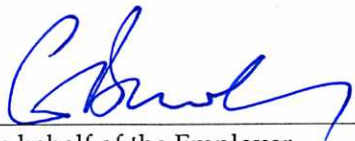
- and -

Letter of Understanding F – Classification and Joint Employer-Union Exclusion Review

Whereas the Parties agree to the following as it pertains to Article 21, Classification and Letter of Understanding # F – Joint Employer-Union Exclusions Review of the Collective Agreement. (January 1, 2019 – December 31, 2021).

1. The recognizes the importance of developing and maintaining a Classification System in consultation with the Union.
2. The Parties recognize the value of providing a forum to maintain collaboration and transparency, as the Employer develops a Classification System.
3. Classification System; The Employer agrees to develop a Classification System and provide this information to the Union within 60 (sixty) days from the date ratification of the collective agreement. This system will include at the minimum:
  - a. Job Descriptions. Shall include duties of position, classification allocation, classification title, and working title.
  - b. Organizational Charts. Shall include current position titles, classification allocation.
  - c. Classification System Methodology. Shall include specific methodology and justification for classification ratings.
4. Exclusions Review; The parties agree Letter of Understanding #F Joint Employer-Union Exclusions Review will come into effect one hundred and fifty (150) days from the date of ratification of the collective agreement.
5. Joint Classification Committee; The parties will appoint members of a Joint Classification Committee within thirty (30) days from the date of ratification of the collective agreement, or such later date as mutually agreed.
6. Collective Bargaining. The parties agree that this is not Collective Bargaining, nor is it a substitute for Collective Bargaining.

This letter of understanding will remain in effect for the duration of the Collective Agreement.



On behalf of the Employer



On behalf of the Union

November 22, 2019  
Date

Nov 18, 2019  
Date

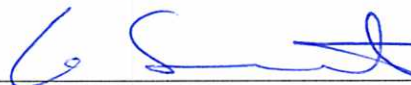
LETTER OF UNDERSTANDING  
RE: Workload Issues

The Parties recognize the importance of discussions regarding workload.

1. An Employee has the right to file a written concern regarding workload directly with the Manager, or designate. A meeting between the Employee, and a Union Rep if requested, and the Manager, or designate will take place to discuss the specifics and attempt to resolve the concerns.
2. Should the Manager and the Employee be unable to resolve the concern within twenty-one (21) days, the following steps may occur:
  - a. The matter may be referred to the Director of the area;
  - b. and if still not resolved within a further twenty-one (21) days, then the matter may be referred to the Chief of the area; and
  - c. If the matter is still not resolved within a further twenty-one (21) days, it may then be referred to the Chief Executive Officer.
3. At each stage of the process the Employer shall provide a written response to the issue.
4. Workload complaints filed under this Letter of Understanding are not subject to the Grievance Procedure, but the process is grievable.



On behalf of the Employer



On behalf of the Union

November 22, 2019  
Date

Nov 18, 2019  
Date

LETTER OF UNDERSTANDING

RE: Job Security

The Parties share an interest in providing job security to Employees.

Whereas if the Employer determines that organizational restructuring is required that may impact encumbered positions in the Bargaining Unit; and

Whereas the outcomes of such an effort could lead to an organizational change that may result in adjustments or reductions within the bargaining unit;

Therefore, the Parties agree to the following:

The Employer will:

1. Attempt to reduce the workforce through attrition.
2. Offer voluntary layoffs within the organization.
  - a. Voluntary layoffs will occur in order of seniority until the required reductions in the bargaining unit are achieved.
  - b. Some layoffs may be postponed to allow for transition of work to individuals with the proper training and qualifications.
  - c. Employees opting for voluntary layoff will receive severance as per Article 20.
3. If the required reductions are not achieved through voluntary layoff, the Employer will consult with the Union to discuss the required number and positions identified.
  - a. Involuntary layoffs will occur in accordance to Article 19.
4. Involuntary layoffs will occur in both out of scope positions and bargaining unit positions.
  - a. The layoffs will occur in a manner that will keep the proportion of Out of Scope layoffs to bargaining unit position layoffs at a proportion of 25:75 (out of scope to in scope).

The provisions agreed to in this Letter of Understanding shall come into effect on the date of ratification of the collective agreement and expire on December 30, 2021.

  
On behalf of the Employer

  
On behalf of the Union

November 22, 2019  
Date

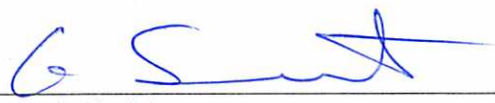
Nov 18, 2019  
Date

LETTER OF UNDERSTANDING

Re: Contracting Out

1. The Employer will not contract out services that will result in the loss of Permanent encumbered Bargaining Unit positions without meaningful consultation and discussion with the Union. This does not impact the ability of the Employer to make changes through attrition.
2. The Employer shall provide the Union with at least ninety (90) days' written notice prior to when the final decision is required. Lesser notice may be provided when urgent issues rapidly emerge.
3. The Employer agrees that it will disclose to the Union the nature of and rationale for the initiative, scope and potential impacts on Employees and any anticipated timeframe for the initiative.
4. During the consultation, the Parties shall discuss the reasons for and possible alternatives to the contracting out initiative including efforts to maximize the use of Bargaining Unit Employees by examining potential retraining and redeployment opportunities.
5. The Union may at any point ask to discuss with the Employer, services that are currently contracted out for specified work. Upon such a request the Employer agrees to entertain and give serious consideration to submissions and rationale from the Union based on an identified interest for specific work where the Union feels the Bargaining Unit may be better able to perform.
6. Dispute Resolution:
  - a. The application of the consultation process in the Letter of Understanding is subject to Article 11: Grievance Procedure.
  - b. The final decision regarding contracting out is not subject to Article 11: Grievance Procedure.
7. This Letter of Understanding shall expire December 31, 2021.

  
\_\_\_\_\_  
On behalf of the Employer

  
\_\_\_\_\_  
On behalf of the Union

November 22, 2019  
Date

Nov 18, 2019  
Date



LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118/011

RE: NEW CLASSIFICATION TITLE – RESEARCH ASSISTANT I & II

The parties agree to a new classification series of Research Assistant. The position(s) and rate(s) of pay will be effective from January 1, 2019 - August 30, 2021.

New Classification Title(s):      Research Assistant I (RAI)  
   Research Assistant II (RAII)

Pay Range:

Pay Grade	Pay Rate / per hour
RAI	\$20.00
RAII	\$25.00

ON BEHALF OF THE EMPLOYER



DATE:

Nov 14/19

ON BEHALF OF THE UNION



DATE:

Oct 31<sup>st</sup>, 2019

LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118/011

RE: NEW POSITION – Tenancy Management Clerk

The parties agree to a new position falling under the "CS2, Customer Service II / Clerk IV" classification and salary, per the salary schedule of the Collective agreement (January 1, 2019 – December 31, 2021) and the following rates of pay:

**New position and working title:** Tenancy Management Clerk

**Effective Date:** January 17, 2020

**Pay Range:** January 1 – December 31, 2020

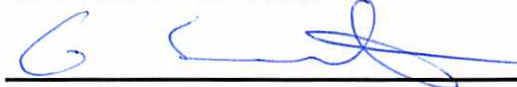
	1	2	3	4	5	6	LSI
Monthly	4,513.31	4,653.41	4,807.94	4,998.53	5,225.17	5,481.69	5,645.50
B/W	2,083.06	2,147.73	2,219.05	2,307.01	2,411.62	2,530.02	2,605.61
Annually	54,159.67	55,840.96	57,695.32	59,982.36	62,702.09	65,780.33	67,745.95

ON BEHALF OF THE EMPLOYER



DATE: Jan 30/2020

ON BEHALF OF THE UNION



DATE: Jan 28, 2020

LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118/011

RE: NEW POSITION – Customer Service Administrator

The parties agree to a new position falling under the "AS3, Admin. Support III / Clerk III" classification and salary, per the salary schedule of the Collective agreement (January 1, 2019 – December 31, 2021) and the following rates of pay:


**New position and working title:** Customer Service Administrator

**Effective Date:** January 17, 2020


**Pay Range:** January 1 – December 31, 2020

	1	2	3	4	5	6	LSI
Monthly	4,175.40	4,289.75	4,454.58	4,620.45	4,816.19	5,027.38	5,177.79
B / W	1,927.11	1,979.89	2,055.96	2,132.51	2,222.85	2,320.33	2,389.74
Annually	50,104.81	51,477.03	53,455.02	55,445.36	57,794.22	60,328.51	62,133.42

ON BEHALF OF THE EMPLOYER

  
\_\_\_\_\_  
Jan 22/2020.  
\_\_\_\_\_  
DATE

ON BEHALF OF THE UNION

  
\_\_\_\_\_  
Jan 17, 2020  
\_\_\_\_\_  
DATE

LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118/011

RE: NEW POSITION – Contract Administrator

The parties agree to a new position falling under the "PC2" classification and salary, per the salary schedule of the Collective agreement (January 1, 2019 – December 31, 2021) and the following rates of pay:

**New position and working title:** Contract Administrator

**Effective Date:** January 20, 2020

**Pay Range:** January 1 – December 31, 2020

	1	2	3	4	5	6	LSI
Monthly	6,025.64	6,312.04	6,600.49	6,899.25	7,212.43	7,396.84	7,770.80
B/W	2,781.07	2,913.25	3,184.27	3,184.27	3,328.81	3,413.93	3,586.52
Annually	72,307.68	75,744.42	82,790.99	86,790.99	86,549.16	88,762.03	93,249.58

ON BEHALF OF THE EMPLOYER



ON BEHALF OF THE UNION



DATE:

Jan 22/2020.

DATE:

Feb 10/2020



LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118/011

**RE: CLASSIFICATION TITLE – Finance IV (FI4)**

The parties agree to a **change to the working titles** under Finance IV (FI4) classification within the Salary Schedule of the Collective Agreement (January 1, 2019 – December 31, 2021)

**New Classification Working Title(s):**                      **Finance Clerk**  
   **Internal Controls Clerk**

**Effective Date: April 1, 2020**

**Pay Range:**

PAY GRADE	Classification Title	Working Title	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LSI
FI 4	Clerk IV Finance IV	Accounts Receivable Clerk Internal Control Analyst	Current	Monthly	\$4,381.00	\$4,517.00	\$4,667.00	\$4,852.00	\$5,072.00	\$5,321.00	\$5,480.00
				B/W	\$2,022.00	\$2,084.77	\$2,154.00	\$2,239.38	\$2,340.92	\$2,455.85	\$2,529.23
				Annually	\$52,572.00	\$54,204.00	\$56,004.00	\$58,224.00	\$60,864.00	\$63,852.00	\$65,760.00
			Jan 1, 2019	Monthly	\$4,468.62	\$4,607.34	\$4,760.34	\$4,949.04	\$5,173.44	\$5,427.42	\$5,589.60
				B/W	\$2,062.44	\$2,126.47	\$2,197.08	\$2,284.17	\$2,387.74	\$2,504.97	\$2,579.81
				Annually	\$53,623.44	\$55,288.08	\$57,124.08	\$59,388.48	\$62,081.28	\$65,129.04	\$67,075.20
			Jan 1, 2020	Monthly	\$4,513.31	\$4,653.41	\$4,807.94	\$4,998.53	\$5,225.17	\$5,481.69	\$5,645.50
				B/W	\$2,083.06	\$2,147.73	\$2,219.05	\$2,307.01	\$2,411.62	\$2,530.02	\$2,605.61
				Annually	\$54,159.67	\$55,840.96	\$57,695.32	\$59,982.36	\$62,702.09	\$65,780.33	\$67,745.95
			Jan 1, 2021	Wage Re-opener							

**Remove Classification Working Title(s):**                      **Accounts Receivable Clerk**  
   **Internal Controls Analyst**

ON BEHALF OF THE EMPLOYER

  
\_\_\_\_\_

DATE: April 8, 2020

ON BEHALF OF THE UNION

  
\_\_\_\_\_

DATE: April 9, 2020

DATE: April 9, 2020

# LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118/011

## RE: CLASSIFICATION TITLE – Finance V (FI5)

The parties agree to the **change to a working title under Finance V (FI5)** classification within the Salary Schedule of the Collective Agreement (January 1, 2019 – December 31, 2021)

**New Classification Working Title(s):**                      **Accounts Receivable Supervisor**

**Effective Date: April 1, 2020**

### **Pay Range:**

PAY GRADE	Classification Title	Working Title	EFFECTIVE DATE	PAY FREQUENCY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LSI
FI5	Clerk V Finance V	Cashier Supervisor & Internal Control Auditor Accounts Payable Supervisor	Current	Monthly	\$5,087.00	\$5,240.00	\$5,416.00	\$5,640.00	\$5,888.00	\$6,181.00	\$6,367.00
				B/W	\$2,347.85	\$2,418.46	\$2,499.69	\$2,603.08	\$2,717.54	\$2,852.77	\$2,938.62
			Jan 1, 2019	Annually	\$61,044.00	\$62,880.00	\$64,992.00	\$67,680.00	\$70,656.00	\$74,172.00	\$76,404.00
				Monthly	\$5,188.74	\$5,344.80	\$5,524.32	\$5,752.80	\$6,005.76	\$6,304.62	\$6,494.34
			Jan 1, 2020	B/W	\$2,394.81	\$2,466.83	\$2,549.68	\$2,655.14	\$2,771.89	\$2,909.83	\$2,997.39
				Annually	\$62,264.88	\$64,137.60	\$66,291.84	\$69,033.60	\$72,069.12	\$75,655.44	\$77,932.08
			Jan 1, 2021	Monthly	\$5,240.63	\$5,398.25	\$5,579.56	\$5,810.33	\$6,065.82	\$6,367.67	\$6,559.28
				B/W	\$2,418.76	\$2,491.50	\$2,575.18	\$2,681.69	\$2,799.61	\$2,938.92	\$3,027.37
				Annually	\$62,887.53	\$64,778.98	\$66,954.76	\$69,723.94	\$72,789.81	\$76,411.99	\$78,711.40
			Wage Re-opener								

**Remove Classification Working Title(s):**                      **'Cashier Supervisor & Internal Controls Auditor'**

ON BEHALF OF THE EMPLOYER



\_\_\_\_\_

DATE: April 8, 2020

ON BEHALF OF THE UNION



\_\_\_\_\_

DATE: April 9, 2020

# LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118/011

## RE: CLASSIFICATION TITLE – Procurement 3 (PC3)

The parties agree to **change the working titles** under Procurement 3 (PC3) classification – per the LOU of April 14<sup>th</sup> 2020 – within the Salary Schedule of the Collective Agreement (January 1, 2019 – December 31, 2021).

**Classification Working Title(s):** **Contract Administrator (approved Jan. 2020)**

**Effective Date:** April 15<sup>th</sup>, 2020

**Pay Range:**

Procurement	PC 2	Clerk "VT" Procurement III	Procurement Specialist	Current	Monthly	\$5,849.00	\$6,127.00	\$6,407.00	\$6,697.00	\$7,001.00	\$7,180.00	\$7,543.00
				Current	B/W	\$2,699.54	\$2,827.85	\$2,957.08	\$3,090.92	\$3,231.23	\$3,313.85	\$3,481.38
					Annually	\$70,188.00	\$73,524.00	\$76,884.00	\$80,364.00	\$84,012.00	\$86,160.00	\$90,516.00
				Jan 1, 2019	Monthly	\$5,965.98	\$6,249.54	\$6,535.14	\$6,830.94	\$7,141.02	\$7,323.60	\$7,693.86
					B/W	\$2,753.53	\$2,884.41	\$3,016.22	\$3,152.74	\$3,295.85	\$3,380.13	\$3,551.01
					Annually	\$71,591.76	\$74,994.48	\$78,421.68	\$81,971.28	\$85,692.24	\$87,883.20	\$92,326.32
				Jan 1, 2020	Monthly	\$6,025.64	\$6,312.04	\$6,600.49	\$6,899.25	\$7,212.43	\$7,396.84	\$7,770.80
					B/W	\$2,781.07	\$2,913.25	\$3,046.38	\$3,184.27	\$3,328.81	\$3,413.93	\$3,586.52
					Annually	\$72,307.68	\$75,744.42	\$79,205.90	\$82,790.99	\$86,549.16	\$88,762.03	\$93,249.58

**Remove Classification Working Title(s):** **Procurement Specialist**

ON BEHALF OF THE EMPLOYER



Karen J. T. Marner

ON BEHALF OF THE UNION



Guy Smith

DATE: April 28, 2020

DATE: April 24, 2020

**LETTER OF UNDERSTANDING**

**BETWEEN**

**CAPITAL REGION HOUSING CORPORATION**

**- and -**

**ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118/011**

**RE: NEW CLASSIFICATIONS – PROCUREMENT 2 (PC 2) & PROCUREMENT 3 (PC 3)**

The parties agree to a new classification falling between the previous “Procurement 1 / PC 1” and “Procurement 2 / PC 2” levels, resulting in the latter being renamed “Procurement 3 / PC 3” with no change to its salary grade. The resulting new “Procurement 2 / PC 2” classification will have the following rates of pay in accordance with the salary schedule of the Collective agreement (January 1, 2019 – December 31, 2021):

**New position and working title:** Procurement Administrator / PC 2

**Effective Date:** April 14<sup>th</sup>, 2020

**Pay Range:** January 1 – December 31, 2020

	1	2	3	4	5	6	LSI
Monthly	4,513.31	4,653.41	4,807.94	4,998.53	5,225.17	5,481.69	5,645.50
B/W	2,083.06	2,147.73	2,219.05	2,307.01	2,411.62	2,530.02	2,605.61
Annually	54,159.67	55,840.96	57,695.32	59,982.36	62,702.09	65,780.33	67,745.95

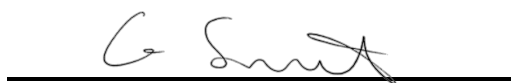
ON BEHALF OF THE EMPLOYER



Karen J. T. Marner

DATE: April 24, 2020

ON BEHALF OF THE UNION



Guy Smith

DATE: April 28, 2020

LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118/011

**RE: CLASSIFICATION TITLE – Procurement 3 (PC3)**

The parties agree to **reinstate the working title under Procurement 3 (PC3)** classification – per the LOU of April 14<sup>th</sup> 2020 – within the Salary Schedule of the Collective Agreement (January 1, 2019 – December 31, 2021).

**Classification Working Title(s): Procurement Specialist**

**Effective Date: December 21, 2020**

**Pay Range:**

Procurement Specialist	PC 2	Clerk "VI" Procurement III	Procurement Specialist	Current	Monthly	\$5,849.00	\$6,127.00	\$6,407.00	\$6,697.00	\$7,001.00	\$7,180.00	\$7,543.00
					B/W	\$2,699.54	\$2,827.85	\$2,957.08	\$3,090.92	\$3,231.23	\$3,313.85	\$3,481.38
					Annually	\$70,188.00	\$73,524.00	\$76,884.00	\$80,364.00	\$84,012.00	\$86,160.00	\$90,516.00
				Jan 1, 2019	Monthly	\$5,965.98	\$6,249.54	\$6,535.14	\$6,830.94	\$7,141.02	\$7,323.60	\$7,693.86
					B/W	\$2,753.53	\$2,884.41	\$3,016.22	\$3,152.74	\$3,295.85	\$3,380.13	\$3,551.01
					Annually	\$71,591.76	\$74,994.48	\$78,421.68	\$81,971.28	\$85,692.24	\$87,883.20	\$92,326.32
				Jan 1, 2020	Monthly	\$6,025.64	\$6,312.04	\$6,600.49	\$6,899.25	\$7,212.43	\$7,396.84	\$7,770.80
					B/W	\$2,781.07	\$2,913.25	\$3,046.38	\$3,184.27	\$3,328.81	\$3,413.93	\$3,586.52
					Annually	\$72,307.68	\$75,744.42	\$79,205.90	\$82,790.99	\$86,549.16	\$88,762.03	\$93,249.58
				Jan 1, 2021	Wage Re-opener							

ON BEHALF OF THE EMPLOYER

*Lindsay Jacobs*

Lindsay Jacobs

DATE: December 21, 2020

ON BEHALF OF THE UNION

*Guy Smith*

Guy Smith, President

DATE: December 21, 2020

LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118/011

**RE: CLASSIFICATION TITLE – Administrative Support II (AS2)**

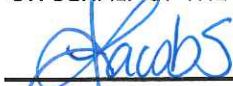
The parties agree to a **change to the working title** under Administrative Support II (AS2) classification within the Salary Schedule of the Collective Agreement (January 1, 2019 – December 31, 2021)

**New Working Title:** Housing Options Support Clerk  
**Effective Date:** March 31, 2021  
**Pay Range:** January 1, 2020 – December 31, 2020

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LSI
Monthly	\$ 3,868.40	\$ 3,997.18	\$ 4,122.86	\$ 4,288.72	\$ 4,466.95	\$ 4,689.47	\$ 4,830.61
B/W	\$ 1,785.42	\$ 1,844.85	\$ 1,902.86	\$ 1,979.41	\$ 2,061.67	\$ 2,164.37	\$ 2,229.51
Annually	\$ 46,420.81	\$ 47,966.11	\$ 49,474.32	\$ 51,464.67	\$ 53,603.37	\$ 56,273.64	\$ 57,967.29

**Remove Working Title:** Applications Support Clerk

ON BEHALF OF THE EMPLOYER



Lindsay Jacobs, Director, HR

DATE: March 19, 2021

ON BEHALF OF THE UNION



President

DATE: April 09, 2021





LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES  
LOCAL 118/011

RE: NEW POSITION – Risk and Control Analyst

The parties agree to a new position falling under the "FI6, Finance VI" classification and salary, per the salary schedule of the Collective agreement (January 1, 2019 – December 31, 2021) and the following rates of pay:

**New position and working title:** Risk & Control Analyst

**Proposed Classification** FI6, Finance

**Effective Date:** March 18, 2021

**Pay Range:** January 1 – December 31, 2020

	1	2	3	4	5	6	LSI
Monthly	6,025.64	6,312.04	6,600.49	6,899.25	7,212.43	7,396.84	7,770.80
B/W	2,781.07	2,913.25	3,046.38	3,184.27	3,328.81	3,413.93	3,586.52
Annually	72,307.68	75,744.42	79,205.90	82,790.99	86,549.16	88,762.03	93,249.58

ON BEHALF OF THE EMPLOYER



Lindsay Jacobs Director, HR

DATE: March 19, 2021

ON BEHALF OF THE UNION



President

DATE: April 09, 2021



LETTER OF UNDERSTANDING

BETWEEN

CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL EMPLOYEES LOCAL  
118/011

RE: NEW POSITION – Junior Business Analyst , PS1

The parties **temporarily** agree to a new position falling under the "PS1, Project services I" classification and salary, per the salary schedule of the Collective agreement (January 1, 2020 – December 31, 2021) and the following rates of pay:

**New position and working title:** Junior Business Analyst

**Classification** PS1, Project Services

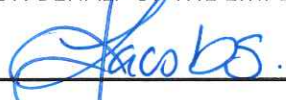
**Effective Date:** March 22, 2021

**Pay Range:** January 1 – December 31, 2021

	1	2	3	4	5	6	LSI
Monthly	\$ 4,944.23	\$ 5,180.26	\$ 5,417.40	\$ 5,663.47	\$ 5,934.20	\$ 6,203.77	\$ 6,485.68
B/W	\$ 2,281.95	\$ 2,390.89	\$ 2,500.34	\$ 2,613.91	\$ 2,738.86	\$ 2,863.28	\$ 2,993.39
Annually	\$ 59,330.70	\$62,163.14	\$65,008.84	\$67,961.66	\$71,210.36	\$74,445.28	\$77,828.14

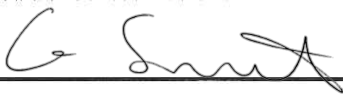
This Letter of Understanding will remain in effect until the completion of the 'Project Services' classification; in which, a new Letter of Understanding will be created to confirm the agreement of the classification and salary of all positions classified under the 'Project Services' classification.

ON BEHALF OF THE EMPLOYER

  
\_\_\_\_\_  
Lindsay Jacobs Director, HR

DATE: March 15, 2021

ON BEHALF OF THE UNION

  
\_\_\_\_\_  
Guy Smith, President

DATE: March 24, 2021



LETTER OF  
UNDERSTANDING BETWEEN  
CAPITAL REGION HOUSING CORPORATION

- and -

ALBERTA UNION OF PROVINCIAL  
EMPLOYEES LOCAL 118/011

RE: NEW POSITION – Business Analyst, PS4

The parties agree to a new position falling under the "PS4, Project Services IV" classification and salary, per the salary schedule of the Collective agreement (January 1, 2019 – December 31, 2021) and the following rates of pay:

**New position and working title:** Business Analyst

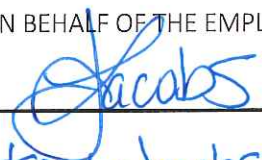
**Classification** PS4, Project Services

**Effective Date:** February 5, 2021

**Pay Range:** January 1 – December 31, 2021


	1	2	3	4	5	6	LSI
Monthly	\$ 6,562.37	\$ 6,761.20	\$ 6,988.88	\$ 7,269.09	\$ 7,598.76	\$ 7,983.02	\$ 8,225.12
B/W	\$ 3,028.79	\$ 3,120.56	\$ 3,225.64	\$ 3,354.97	\$ 3,507.12	\$ 3,684.47	\$ 3,796.20
Annually	\$ 78,748.49	\$ 81,134.43	\$ 83,866.52	\$ 87,229.09	\$ 91,185.06	\$ 95,796.24	\$ 98,701.40

ON BEHALF OF THE EMPLOYER

  
\_\_\_\_\_  
Lindsay Jacobs

DATE: February 23, 2021

ON BEHALF OF THE UNION

  
\_\_\_\_\_  
President

DATE: February 22, 2021

