

**CANADIAN MENTAL
HEALTH
ASSOCIATION
DIVISION BRANCH, INC.**

**April 1, 2006 –
March 31, 2009**

COLLECTIVE AGREEMENT

SGEU

ARTICLES

OF A

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**CANADIAN MENTAL HEALTH ASSOCIATION
LOCAL 5085**

AND

**THE SASKATCHEWAN GOVERNMENT AND
GENERAL EMPLOYEES' UNION**

April 1, 2006 – March 31, 2009

TABLE OF CONTENTS

ARTICLE 1	PURPOSE	1
ARTICLE 2	INTERPRETATION	1
ARTICLE 3	SCOPE	3
ARTICLE 4	UNION SECURITY	3
4.1	RECOGNITION	3
4.2	WORK OF THE BARGAINING UNIT	4
4.3	NO CONTRACTING OUT	4
4.4	EMPLOYEES HIRED ON A GRANT	4
4.5	NON DISCRIMINATION	4
4.6	REFUSAL TO CROSS PICKET LINES	5
4.7	UNION MEMBERSHIP	5
4.8	CHECK-OFF FOR FULL-TIME, PART-TIME, TEMPORARY,	5
	CASUAL OR APPLICABLE GRANT	5
4.9	MONTHLY STATEMENT	5
4.10	INCOME TAX (T-4) SLIPS	5
4.11	NEW EMPLOYEES	6
4.12	TEMPORARY OUT-OF-SCOPE APPOINTMENT	6
4.13	RIGHT OF REPRESENTATION	6
4.14	BULLETIN BOARDS	6
ARTICLE 5	GRIEVANCE PROCEDURE	7
5.1	DEFINITION OF GRIEVANCE	7
5.2	STEWARDS	7
5.3	NAMES OF STEWARDS	7
5.4	PERMISSION TO LEAVE WORK	7
5.5	PROCEDURE	8
5.5.1	STEP 1 – FILING A GRIEVANCE	8
5.5.2	SPECIAL MEASURES	9
5.6	DEVIATION FROM GRIEVANCE PROCEDURE	9
5.7	FAILURE TO ACT WITHIN TIME LIMITS	9
5.8	TECHNICAL OBJECTIONS TO GRIEVANCES	9
5.9	CHANGES TO THE AGREEMENT	10
5.10	ACCESS TO GRIEVANCE INFORMATION FROM EMPLOYER	10
ARTICLE 6	MEDIATION / ARBITRATION	10
6.1	MEDIATION	10
6.1.1	SELECTION OF A MEDIATOR	10
6.1.2	ROLE OF THE MEDIATOR	10
6.1.3	RULES APPLICABLE TO GRIEVANCE MEDIATION	10
6.1.4	GRIEVANCE MEDIATION PROCESS	11
6.2	ARBITRATION	11

6.2.1	SELECTION OF AN ARBITRATOR	11
6.2.2	PROCEDURE	11
6.2.3	DECISION OF THE ARBITRATOR	12
6.2.4	EXPENSES OF THE ARBITRATOR	12
ARTICLE 7	DISCIPLINE, SUSPENSION, DISMISSAL	13
7.1	PRESENCE OF A SHOP STEWARD	13
7.2	SUSPENSION DURING INVESTIGATION	13
7.4	WRONGFUL DISMISSAL OR SUSPENSION.....	13
7.5	PROGRESSIVE DISCIPLINE	13
7.5.1	DISCIPLINARY PROGRESSION	14
7.5.2	DISCIPLINARY ACTION.....	14
7.5.3	BURDEN OF PROOF.....	14
7.5.4	PERSONNEL RECORDS.....	14
7.5.5	VERBAL REPRIMAND.....	15
7.5.6	LETTER OF REPRIMAND.....	15
7.5.7	SUSPENSION	15
7.5.8	DISMISSAL	15
7.5.9	REINSTATEMENT OF RIGHTS	16
7.6	RIGHT TO REFUSE UNSAFE WORK - NO DISCIPLINE	16
7.7	INVOLUNTARY DEMOTION.....	16
7.8	JUSTICE AND DIGNITY	16
ARTICLE 8	SENIORITY.....	17
8.1	DEFINITION	17
8.2	SENIORITY LISTS.....	17
8.3	MAINTENANCE AND ACCRUAL	17
	MAINTENANCE OF SENIORITY	17
8.4	LOSS OF SENIORITY.....	18
ARTICLE 9	APPOINTMENTS, STAFF CHANGES AND HIRING PROCESS	18
9.2	INFORMATION IN POSTING	18
9.3	OUTSIDE ADVERTISING	19
9.4	ROLE OF THE UNION	19
9.5	QUALIFYING FOR POSITIONS WHEN AN INTERNAL APPLICANT IS IN THE COMPETITION	19
9.6	APPOINTMENT OF SENIOR QUALIFIED APPLICANT	20
9.7	NOTIFICATION OF SUCCESSFUL COMPETITION	20
9.8	PROBATIONARY PERIODS.....	20
9.9	ASSESSMENT WHILE ON PROBATION	21
9.10	COMPLETION OF PROBATIONARY PERIODS	22
9.11	INITIAL PROBATION.....	22
ARTICLE 10	JOB SECURITY	22
10.1	PRESENT CONDITIONS AND BENEFITS	22

ARTICLE 11	LAY-OFFS AND RECALLS	23
11.1	DEFINITION OF LAY-OFF.....	23
11.2	NOTICE OF PERMANENT POSITION ABOLISHMENT	23
11.3	ROLE OF SENIORITY IN LAY-OFFS OR JOB ABOLISHMENT	23
11.4	RE-EMPLOYMENT.....	23
11.5	RECALL PROCEDURE.....	24
11.6	NO NEW EMPLOYEES	24
11.7	ADVANCE NOTICE OF LAY-OFF.....	24
11.8	MAINTENANCE OF BENEFITS - LAY-OFF	24
11.9	EMPLOYER AMALGAMATION.....	24
ARTICLE 12	HOURS OF WORK	25
ARTICLE 13	TELEFUND UNIT	25
ARTICLE 14	OVERTIME	27
14.1	DEFINITION	27
14.2	COMPENSATION FOR OVERTIME.....	27
14.3	COMPENSATION FOR WORK ON DAYS OF REST	27
14.4	ALL EMPLOYEES.....	27
14.5	EXTENDED HOURS	28
14.6	VOLUNTARY OVERTIME.....	28
14.7	CALL-BACK.....	28
14.8	DIFFERENTIAL FOR CAMPS AND TOURS	28
14.9	ON-CALL PREMIUM	29
14.10	CONFERENCE AND EDUCATIONALS	29
ARTICLE 15	DESIGNATED HOLIDAYS.....	29
15.1	DESIGNATED HOLIDAYS	29
15.2	WORKING ON A HOLIDAY	29
ARTICLE 16	VACATIONS.....	29
16.1	DEFINITION	29
16.3	VACATION BENEFITS	30
16.4	CARRY OVER OF VACATION	31
16.5	VACATION SCHEDULES.....	31
16.6	VACATION PAY ON SEPARATION	31
16.7	UNBROKEN VACATION	31
16.8	VACATION SCHEDULE.....	31
16.9	POSTING VACATION SCHEDULE	32
16.10	CANCELING OF APPROVED VACATION LEAVE	32
16.11	VACATION LEAVE RECORDS.....	32
16.12	VACATION ENTITLEMENT ON RE-EMPLOYMENT	32
ARTICLE 17	SICK LEAVE	32
17.1	DEFINITION	32
17.2	ANNUAL PAID SICK LEAVE.....	33

17.3	ACCUMULATION OF ANNUAL PAID SICK LEAVE.....	33
17.4	DEDUCTIONS FROM SICK LEAVE.....	33
17.5	PROOF OF ILLNESS.....	33
17.6	SICK LEAVE DURING LEAVE OF ABSENCE.....	33
17.7	SICK LEAVE RECORDS.....	33
17.8	LEAVE OF ABSENCE WHILE SICK.....	33
17.9	SICK LEAVE FOR PART-TIME EMPLOYEES.....	34
17.10	MENTAL HEALTH LEAVE.....	34
17.11	RECOGNITION OF SOCIAL ILLNESS.....	34
ARTICLE 18	LEAVE OF ABSENCE.....	34
18.1	LEAVE OF ABSENCE FOR FULL-TIME UNION DUTIES.....	34
18.2	MEDICAL CARE LEAVE.....	35
18.3	BEREAVEMENT LEAVE.....	35
18.4	PRESSING NECESSITY.....	35
18.5	MATERNITY, ADOPTION, PARENTAL LEAVE.....	35
18.5.1	MATERNITY LEAVE – ADOPTION LEAVE.....	35
18.5.4	PARENTAL LEAVE.....	36
18.5.6	NON-DISCRIMINATION.....	36
18.6	SENIORITY STATUS DURING MATERNITY LEAVE.....	36
18.7	JURY DUTY AND COURT WITNESS.....	37
18.8	CAREGIVING LEAVE.....	37
18.9	SENIORITY ACCUMULATION ON LEAVE OF ABSENCE.....	37
18.10	EDUCATION LEAVE.....	37
18.11	MAINTENANCE OF INSURED BENEFITS DURING LEAVE OR LAY-OFF.....	38
18.12	GENERAL LEAVE.....	38
18.13	LONG TERM DISABILITY OR W.C.B. LEAVE.....	38
18.14	LEAVE WITHOUT PAY FOR UNION BUSINESS.....	38
18.15	LEAVE OF ABSENCE FOR UNION BUSINESS.....	39
18.15.1	WITH PAY.....	39
18.15.2	UNION TO REIMBURSE THE EMPLOYER.....	40
18.15.3	REINSTATEMENT FROM PAID UNION LEAVE.....	40
ARTICLE 19	PAY ADMINISTRATION.....	40
19.2	EQUAL PAY FOR SIMILAR WORK.....	40
19.3	INCREMENTS.....	40
19.4	HIRING RATES.....	41
19.5	PAY PERIODS.....	41
19.6	STATEMENT OF EARNINGS.....	41
19.7	CHANGES IN PAY RANGE.....	41
19.8	CALCULATION OF SICK LEAVE AND VACATION.....	41
19.9	PROMOTION.....	41
19.10	TEMPORARY PERFORMANCE OF HIGHER DUTIES.....	41
ARTICLE 20	JOB CLASSIFICATION AND RECLASSIFICATION.....	42
20.1	MAINTAINING A CLASSIFICATION PLAN.....	42

20.2	CLASSIFICATION SHALL BE SUBMITTED TO THE UNION.....	42
20.3	MANUAL OF CLASS SPECIFICATIONS	42
20.4	CHANGES IN CLASSIFICATION	42
20.5	RECLASSIFIED POSITIONS	43
20.6	DOWNWARD CLASSIFICATION	43
ARTICLE 21	EMPLOYEE BENEFITS.....	43
21.1	WORKERS' COMPENSATION PAY SUPPLEMENT	43
21.2	PERSONAL PROPERTY LOSS	44
21.3	PENSION PLAN.....	44
21.4	SGEU LONG TERM DISABILITY PLAN.....	44
21.5	SGEU GROUP LIFE AND ACCIDENTAL DEATH AND	45
21.6	SGEU EXTENDED HEALTH AND VISION CARE PLAN	45
21.7	SGEU DENTAL PLAN	45
21.8	EMPLOYEE AND FAMILY ASSISTANCE PLAN (EFAP).....	45
21.9	LEGAL COSTS.....	45
ARTICLE 22	TRAVEL AND ALLOWANCES	45
22.1	USE OF EMPLOYEE VEHICLE.....	45
ARTICLE 23	SAFETY AND HEALTH.....	46
23.2	MEETINGS	46
23.3	NO DISCIPLINE.....	46
23.4	FIRST AID.....	46
23.5	HEALTH AND SAFETY ORIENTATION AND INSTRUCTION.....	46
23.6	PROTECTIVE CLOTHING AND EQUIPMENT	47
23.7	WORKING ALONE	47
23.8	OCCUPATIONAL HEALTH COMMITTEES	47
23.10	COMMITTEE MINUTES	47
23.11	WORKPLACE INSPECTIONS.....	48
23.12	COMMITTEE INVESTIGATIONS.....	48
23.13	OCCUPATIONAL HEALTH COMMITTEE TRAINING.....	48
23.14	VIDEO DISPLAY TERMINALS.....	48
23.15	PROVISION OF INFORMATION	48
23.16	HARASSMENT POLICY.....	48
ARTICLE 24	TECHNOLOGICAL CHANGE	48
24.2	INTRODUCTION OF TECHNOLOGICAL CHANGE.....	49
24.3	TRAINING	49
ARTICLE 25	TERM OF AGREEMENT	49
25.1	DURATION	49
25.2	CHANGES IN AGREEMENT	49
25.3	NOTICE OF CHANGES.....	49
25.4	RETROACTIVITY	49

APPENDIX 1	50
LETTER OF UNDERSTANDING.....	50
SCHEDULE A	51
SIGNING PAGE.....	52

ARTICLES OF AN AGREEMENT made in duplicate this day of , A.D. 20 ,

B E T W E E N

**THE CANADIAN MENTAL HEALTH ASSOCIATION, SASKATCHEWAN
DIVISION INC.** hereinafter referred to as "the Employer",
PARTY OF THE FIRST PART;

A N D

THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION,
hereinafter referred to as "the Union",
PARTY OF THE SECOND PART.

ARTICLE 1 PURPOSE

WHEREAS, it is the desire of both parties of this Agreement:

- a) To maintain and improve harmonious relations between the Employer and the Employees.
- b) To promote co-operation and understanding between the Employer and the Employees.
- c) To recognize the mutual value of joint discussion and negotiations in all matters pertaining to working conditions, hours of work, and scale of wages.
- d) To encourage efficiency and safety in operations.
- e) To provide a high quality of service to the public.
- f) To promote the morale, well-being and security of all the Employees in the bargaining unit of the Union.

AND WHEREAS, it is now desirable that methods of bargaining and all matters pertaining to the working conditions of the Employees be drawn up in an Agreement.

ARTICLE 2 INTERPRETATION

In the Agreement, unless the context otherwise requires, the expression:

Union means the Saskatchewan Government and General Employees' Union representing **the** Employees of The Canadian Mental Health Association **Saskatchewan Division Inc.**

The **Employer** or **Association** means the The Canadian Mental Health Association **Saskatchewan Division Inc.**

Employee or **Employees** means a person to which the terms of this Agreement apply as indicated in Article 3.

Program Director means the Branch Program Director of The Canadian Mental Health Association **Saskatchewan Division Inc.**

In the absence of a Program Director or designated branch board member, assume **Executive Director**.

Branch Supervisor means **the Branch Program Director**.

Pay Plan means the scale of wages as contained in Schedule A and the rules governing its application as contained in Articles 19 and 20.

Promotion means the movement of an Employee from a position in one class to a position in another class with a higher maximum salary.

Demotion is defined as the movement of an Employee from a position in one class to a position in another class with a lower maximum salary.

Transfer means the movement of an Employee from one position to another in the same or different class with the same maximum salary.

Plural or Masculine/Feminine Terms May Apply: Wherever the feminine gender is used in this Agreement, it shall be considered as if the masculine gender has been used and whenever the singular term is used in this Agreement, it shall be considered as if the plural has been used where the context of the intent of the clause so requires or vice versa.

Permanent Employee means an Employee who has completed a probationary period on initial appointment.

Permanent Part-Time means an Employee who works less than full time either daily, weekly or monthly, but reports for work on a regularly scheduled basis.

Temporary means a full-time **or part-time** position filled by an Employee assigned for a specified period of time not to exceed twelve (12) months. The period of time may be extended by mutual agreement **between the Union and the Employer. Details must be outlined in the letter of offer.**

Casual means a person engaged to perform work of a casual or emergent nature.

Employees Hired on a Grant refers to term Employees hired for specific projects on grant funding. Conditions of employment for Employees hired on a grant are set out in **Article 4.4**.

Position Classification Plan means and includes the class of positions, the class specifications and the rules for the continuous administration of the amendments thereto.

Class means a group of positions involving duties and responsibilities so alike that the same qualifications may reasonably be required for, and the same schedule of pay can be equitably applied to all positions in the group.

Spouse refers to the significant partner to whom the Employee is married or in a common-law relationship (as defined by Canada Revenue Agency).

Telefunder means the Employees which work in the Telefund Unit.

ARTICLE 3 SCOPE

3.1 **The terms of this agreement shall apply to all Employees of the Canadian Mental Health Association (Saskatchewan Division) Inc., including the Employees at the Branch offices of Kindersley, Moose Jaw, Weyburn and Yorkton in the Province of Saskatchewan excluding the following:**

3.2 **Executive Director
Director of Finance
Problem Gambling Program Director
Director of Resource Development
Executive Secretary
Director of Friends for Life
Branch Program Directors**

3.3 **The Union and the Canadian Mental Health Association agree that if the position of Human Services Worker 3 (Mental Health Worker 3) is filled; the position will be within the scope of the collective agreement and will be covered by its terms and conditions, except in the case of Branch Program Directors which are out of scope.**

Criteria for determining scope status shall be as outlined in The Trade Union Act.

ARTICLE 4 UNION SECURITY

4.1 Recognition

The Employer recognizes the Saskatchewan Government and General Employees' Union as the sole and exclusive Collective Bargaining Agent for all its Employees except as excluded in Article 3.2. The Employer agrees to negotiate with the Union or its designated bargaining representatives concerning all matters affecting the relationship between the Employees and the Employer or any differences that may arise between them.

No Employee or group of Employees shall undertake to represent the Union at meetings with the Employer's representative without the proper authorization of the Union. The Union will supply the Employer's representative with the name of its officers. The Employer's representative shall supply the Union with a list of personnel with whom the Union may be required to transact business.

4.2 **Work of the Bargaining Unit**

Except in the cases mutually agreed upon by the parties, persons whose jobs (paid or unpaid) are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit.

4.3 **No Contracting Out**

Nothing in this Agreement shall prevent the Employer from contracting out work from time to time as it shall be deemed necessary, provided that the Employer shall not contract out work ordinarily performed by members of the bargaining unit. **Prior to contracting out the Employer will advise the Union of intentions and rationale for contracting out.**

4.4 **Employees Hired on a Grant**

4.4.1 **Employees hired on a grant refer to any individual hired against a specific funding grant opportunity. A grant shall not be used to hire individuals to perform tasks normally performed by permanent Employees in the Association**

4.4.2 **Employees hired on grants up to six (6) months shall be excluded from the scope of this agreement.**

4.4.3 **The parties to the agreement shall negotiate inclusion or exclusion within the scope of this agreement for Employees hired on grants over six (6) months. If the Employer is aware at the beginning or, should there be an extension to an employee to which Article 4.4.2 applies, that would extend the initial term beyond the six (6) months, the parties agree to meet within thirty (30) days to negotiate.**

4.5 **Non Discrimination**

There shall be no discrimination by reason of age, sex, **disability**, political activity, religious affiliation, marital status, **family status**, **creed**, sexual orientation, nationality, ancestry, racial origin, **colour**, **physical size or weight**, nor by reason of membership or activity in the Union.

4.6 **Refusal To Cross Picket Lines**

All Employees covered by this Agreement shall have the right to refuse to cross a picket line arising out of a labour dispute. Failure to cross a picket line encountered in carrying out an Employer's business shall not be considered a violation of this Agreement, nor shall it be grounds for disciplinary action. Any Employee not reporting for work as a result of this clause may have those hours deducted in wages.

4.7 **Union Membership**

Every Employee who is now or hereafter becomes a member of the Union shall maintain membership in the Union as a condition of employment, and every new Employee whose employment commences hereafter shall, within thirty (30) days after the commencement of employment apply for and maintain membership in the Union as a condition of employment provided that any Employee in the appropriate bargaining unit who is not required to maintain membership or apply for and maintain his membership in the Union shall, as a condition of employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.

4.8 **Check-Off for Full-Time, Part-Time, Temporary, Casual or Applicable Grant**

The Employer agrees to deduct on behalf of the Union when requested in writing and accompanied by signed authorization cards, all initiation fees, monthly dues, assessment and levies, from and on behalf of all Employees who are members of the Union from the Employee's pay cheque each month. The Employer shall remit such deductions to the Chief Executive Officer of the Union prior to the tenth (10th) day of the month following the calendar month in which such deduction is made, accompanied by a list of names, classifications and addresses of Employees from whose wages the deductions have been made.

4.9 **Monthly Statement**

A monthly statement shall also be forwarded to the Chief Executive Officer showing names of all new Employees covered by this Agreement hired during the month, their date of hire, and the names of all Employees who have terminated employment and their date of severance.

4.10 **Income Tax (T-4) Slips**

At the same time that Income Tax (T-4) slips are made available, the Employer shall type the amount of union dues paid by each union member on their T-4 slip.

4.11 **New Employees**

The Employer agrees to acquaint new Employees with the fact that a collective agreement is in effect, and with the conditions of employment set out in the Articles dealing with Union Security and Dues Check-Off.

A representative of the Union shall be given **up to thirty (30) minutes** of time during working hours to acquaint new members with the benefits and duties of union membership and of signing dues deduction authorization cards, etc.

Upon the request of the Union, the Employer will ensure that new Employees sign appropriate Union cards and forward them to the office of the Union.

4.12 **Temporary Out-of-Scope Appointment**

An Employee who is temporarily filling an out-of-scope position shall continue to have Union dues deducted from her pay cheque and shall be entitled to all benefits and rights afforded by this Agreement. No Employee shall be appointed to an out-of-scope position without her consent except in cases of emergency.

4.13 **Right of Representation**

The Bargaining Unit shall have the right at any time to have the assistance of representatives of the Saskatchewan Government Employees' Union when dealing or negotiating with the Employer. A representative shall have access to the Employees, during working hours, in order to investigate and assist in settling any grievances.

4.14 **Bulletin Boards**

The Employer shall make available to the Union a bulletin board in each workplace so that the Employees have access to it, upon which the Union shall have the right to post notices and information which shall be of interest to the Employees. **The elected Union Representatives shall manage the inclusion or exclusion of posted information.**

4.15 Employees shall be informed in writing of motions, resolutions, bylaws, rules and regulations adopted by The Canadian Mental Health Association in Saskatchewan which relate to the working conditions, staff, or matters covered by this Agreement.

4.16 The Union shall be given a maximum of six (6) hours per year [no more than four (4) hours in any one (1) day] to conduct informational meetings during regular working hours, subject to approval of the local Program Director.

ARTICLE 5 GRIEVANCE PROCEDURE

5.1 Definition of Grievance

A grievance shall be defined as any difference or dispute between the Employer and any Employee(s) or the Union pertaining to any of the following:

- a) Any matter relating to the terms of employment, conditions of employment, rates of pay, hours of work, or working conditions of any Employee or Employees under the provisions of this Agreement.**
- b) Any matter involving the interpretation, application, or alleged violation of any provisions of this Agreement.**

5.2 Stewards

The Employer agrees to recognize that the duties of a steward shall be to assist any Employee whom the steward represents, in preparing and presenting her grievance in accordance with the Grievance Procedure.

5.3 Names of Stewards

The Union shall notify the Employer's representative(s) in writing of the name of each steward.

5.4 Permission to Leave Work

- a) Any Employee who feels that she has been aggrieved or any Employee with relevant grievance information shall receive permission from her supervisor to leave temporarily without loss of pay, in order to discuss the complaint with the appropriate Union representative. If it is impossible to leave work immediately, due to work requirements, other arrangements shall be made on work time, as soon as possible.**
- b) The Employer agrees that a steward or elected officer of the Union shall receive permission to leave assigned duties temporarily in order to discuss those matters covered by the grievance procedure and that such steward shall not suffer any loss in pay for the time so spent. If it is impossible to leave work immediately, due to work requirements, other arrangements shall be made on work time, as soon as possible.**
- c) No Employee, steward, or elected Union Representative shall suffer loss of pay by reason of time spent with the Employer to discuss grievances or complaints.**

5.5

Procedure

Every effort shall be made to resolve problems through dialogue at the local level prior to filing a grievance. The Employee/steward shall attempt to resolve the dispute through a meeting with the Executive director or designate.

Both parties shall be required to provide full disclosure at each step of the procedure of all information available regarding the dispute.

The thirty-two (32) calendar day period for initiating a grievance will commence after this meeting.

5.5.1

Step 1 – Filing a Grievance

Failing resolution of the dispute, the grievance shall be submitted in writing by the steward or SGEU Administrative Agreement Advisor on behalf of the aggrieved to the Executive Director or designate within thirty-two (32) calendar days of failure of resolution at the local level.

The Executive director shall render a written decision to the SGEU Administrative Agreement Advisor with a copy to the grievor and steward within fifteen (15) calendar days of receipt of the grievance.

Step 2 – Meeting

Upon receipt of the Step 1 letter, the SGEU Administrative Agreement Advisor within thirty-two (32) calendar days may request a meeting with the Executive director or Designate. The meeting shall be scheduled within thirty-two (32) calendar days of the date of the request. Upon mutual agreement of the parties, additional meetings may be required.

The meeting will include the grievor, steward if available, the SGEU Administrative Agreement Advisor and the Employer representative(s).

The meeting will:

- attempt to ascertain the facts and negotiate a resolution
- if possible, agree to a joint statement of facts
- based on the meeting the SGEU Administrative Agreement Advisor and the Executive Director or Designate may agree in writing to mediate the dispute

If settlement is not reached at Step 2, the Executive Director shall render the decision in writing within sixteen (16) calendar days of the meeting.

Step 3 – Mediation

If settlement is not reached at Step 2, the SGEU Administrative Agreement Advisor within twenty-eight (28) calendar days may apply for Mediation.

Step 4 – Arbitration

If settlement is not reached at Mediation, the SGEU Administrative Agreement Advisor within 28 days (28) calendar days may apply for Arbitration.

The time limits above may be extended by mutual agreement between the parties.

The grievor(s) and steward shall receive leave with pay to attend grievance meetings with the Employer.

It is agreed that any member(s) of the paid staff of the Union may assist at any step of the grievance procedure.

5.5.2 Special Measures

- a) Nothing in this Article precludes the parties from modifying the grievance procedure if another administrative step is required and agreed upon between the Employer and the Union.**
- b) Either party may initiate a meeting for the purpose of resolving the grievance prior to our during the grievance, mediation or arbitration proceedings.**

5.6 Deviation from Grievance Procedure

After a grievance has proceeded to Step 1 by the Union, the Employer's representatives shall not enter into discussions or negotiations with respect to the grievance, either directly or indirectly with the aggrieved Employee.

5.7 Failure to Act Within Time Limits

If the initiator of the grievance fails to follow the time limits and procedure, the grievance shall be deemed to have been withdrawn. Where the recipient of the grievance fails to respond within the prescribed time limits, the grievance shall advance to the next step. However, the time limits may be extended by mutual agreement between parties.

5.8 Technical Objections to Grievances

It is not the intention of the Employer or the Union to evade the settlement of grievances on a procedural technicality, however, it is clearly understood that the time limits established herein are for the sake of procedural orderliness and are to be adhered to. Should

either party fail to adhere to the time limits, the onus is on that party to show a justifiable reason why.

5.9 Changes to the Agreement

Any mutually agreed changes to the Collective Agreement shall form part of this Collective Agreement and are subject to the Grievance Procedure.

5.10 Access to Grievance Information from Employer

The Employer agrees to provide to the **Union or Steward** relevant payroll information when requested in writing and accompanied by signed authorization of the Employee concerned.

ARTICLE 6 MEDIATION / ARBITRATION

6.1 Mediation

The Union and the Employer agree the best resolution to disagreements or disputes is a solution worked out between the parties.

It is agreed that the parties by mutual agreement may engage mediation services to resolve a grievance. The mediator will be agreed to by the Employer and the Union, and the costs associated with the mediation process will be equally shared between the parties.

6.1.1 Selection of a Mediator

The parties will reach agreement on a mutually acceptable mediator as needed. If agreement cannot be obtained between the parties then either party can apply to the Minister of Labour to have a mediator appointed.

6.1.2 Role of the Mediator

The role of the mediator is to assist the parties to achieve a mutually acceptable resolution of the grievance.

6.1.3 Rules Applicable to Grievance Mediation

Any document provided prior to or during the mediation will be returned to the issuing party at the conclusion of the mediation process.

Settlements reached at mediation will not be considered a precedent or normal practice and will not be raised in support of any future grievance.

Anything said or done at mediation will not be used against either the Employer, Employee or the Union at any subsequent arbitration.

At any subsequent arbitration hearing, or any hearing on the matter by the Labour Relations Board, the mediator will not be a witness.

No transcripts or records will be kept by the mediator other than the mediation occurred, when, where, the parties to the dispute and whether settlement was achieved.

Parties to the mediation will have the authority to conclude a settlement at mediation.

6.1.4 Grievance Mediation Process

The mediator will provide an introduction of the mediation process, e.g., concept, ground rules, process and questions.

The process will be determined by the parties to the mediation with respect to the collective agreement, opportunities to comment, and meeting as a group or individually with the mediator.

If a settlement can be reached, the terms of the settlement will be put in writing, and signed by the parties.

If no agreement is possible, the mediator will verbally set out respective positions, and points of difference.

The mediator may shut down the mediation process if it appears resolution is unlikely.

6.2 Arbitration

6.2.1 Selection of an Arbitrator

The parties will reach agreement on a mutually acceptable arbitrator as needed. If agreement cannot be obtained between the parties then either party can apply to the Minister of Labour to have an arbitrator appointed.

6.2.2 Procedure

The arbitrator shall fix a time and place of sittings, after consultation with the parties.

The arbitrator shall determine the procedure, but shall give full opportunity to all parties to present evidence and make representations. The arbitrator shall, as much as possible,

follow a layperson's procedure and shall avoid legalistic or formal procedure.

No grievance shall be defeated by any formal or technical objection and the arbitrator shall have the power to allow all pertinent information to the grievance and the power to waive formal procedural irregularities in the processing of a grievance, in order to determine the real matter in dispute and to render a decision according to equitable principles and the justice of the case.

In the event that an Employee is called as a witness in an arbitration hearing, the Employer shall grant leave and expenses which shall be applicable as follows:

- a) If called by the Employer, leave without loss of pay and expenses paid by the Employer.
- b) If called by the Union, leave in accordance with Article 18.15, and expenses paid by the Union.
- c) If called by the arbitrator, the parties shall share equally the costs.

6.2.3 Decision of the Arbitrator

The arbitrator shall render a decision within thirty (30) days of the end of the hearings.

The decision shall be final, binding and enforceable on all parties.

The arbitrator shall not have the power to change this Agreement, or to alter, modify or amend any of its provisions. Subject to the foregoing, the arbitrator shall have the power to dispose of the grievance by any arrangement which the arbitrator deems just and equitable.

Should the parties disagree as to the meaning of the arbitrator's decision, either party may apply to the arbitrator to clarify the decision.

6.2.4 Expenses of the Arbitrator

The fees and expenses of the arbitrator and any other common expenses shall be shared equally by both parties.

ARTICLE 7 DISCIPLINE, SUSPENSION, DISMISSAL

7.1 Presence of a Shop Steward

In all cases where the Executive Director, or her designate considers an Employee's conduct to warrant a disciplinary action (dismissal, suspension, reprimand), no steps shall be taken other than in the presence of a Shop Steward who may, at the option of the Employee, act as an advocate. The Employee shall have an opportunity to state her side of the case. **In the event a steward is unavailable within the bargaining unit, the Union will provide a representative for the Employee in a timely manner.**

7.2 Suspension During Investigation

When an Employee's conduct is considered by the Executive Director to warrant immediate dismissal, such Employee shall be placed on suspension pending investigation with a recommendation for dismissal.

If, at the expiration of seven (7) calendar days, the Union has not filed a grievance, the dismissal shall take effect.

7.3 Grievances submitted under 7.2 may proceed directly to Step 3 of the grievance procedure (outlined above).

7.4 Wrongful Dismissal or Suspension

Should an Employee be dismissed or suspended, and it is later established that such dismissal or suspension was unfair or not in accordance with the provisions of this Agreement, she shall be returned immediately to her former status in all respects and shall be compensated for the loss of wages and credited with earned benefits by the Employer which she suffered by reason of such dismissal or suspension. The Employer may only fill the position on a temporary basis until final disposition of the dispute.

7.5 Progressive discipline

Both parties agree that every effort shall be made through discussion and consultation in an attempt to resolve problems with respect to Employee performance prior to the initiation of disciplinary action.

The Employer acknowledges the right of Employees, including those Employees not on initial probation, to have any differences regarding disciplinary action or dismissal heard through the grievance and arbitration procedure.

In the event the Employer initiates disciplinary action against an Employee, except in cases of serious misconduct, the practice of progressive discipline will take place as follows:

7.5.1 Disciplinary Progression

The Employer agrees to follow the principles of progressive discipline.

Failure to comply with the Employer's policies, procedures, and regulations may result in one (1) of the following actions being taken by the Employer, depending on the severity of the offence:

- Verbal reprimand**
- Written reprimand**
- Suspension**
- Termination of employment**

Any Employee may be dismissed or suspended but only for just cause and only upon the authority of the Employer. In the event the Employer initiates a disciplinary action against an Employee the following procedure shall be followed:

7.5.2 Disciplinary Action

Where the Employer intends to meet with an Employee for disciplinary purposes, the Employee shall be so notified in advance of the purpose of the meeting, and informed of the right to have a Union representative present at the meeting. The member will be given sufficient time to arrange union representation and to schedule a meeting at a later date.

7.5.3 Burden of Proof

In cases of disciplinary action against an Employee, proof of just cause shall rest with the Employer.

7.5.4 Personnel Records

Employees shall have the right at any time to have access to and review/copy their personnel record. Any disagreement as to the accuracy of information contained in the file may be subject to the Grievance Procedure and the eventual resolution thereof shall become part of an Employee's record. No evidence from the Employee's record may be introduced as evidence in any hearings of which the Employee was not aware at the time material was placed in his or her file. Employees shall have the right to make copies of any material contained in their personnel record.

The Executive Director or designate will be present with the Employee, Employer or Union Representative during viewing of the file.

Records of disciplinary action on an Employee's personnel file shall be removed from the file after twenty-four (24)

months, unless there are disciplinary documents of equal or greater severity placed on the Employee's file within that period. When such documents are removed, they shall be returned to the Employee or to the union.

Any reprimands shall be conducted in the Employer's office.

7.5.5 Verbal Reprimand

The Director will verbally outline to the Employee any reasons for the reprimand, how she should correct her work and what will happen if her misconduct continues. As a point of process, the event of the verbal reprimand will be noted in the Employee's file.

A steward or union staff representative shall be present as a witness.

7.5.6 Letter of Reprimand

If the Employee displays no positive response to the verbal reprimand, the Director shall reprimand that Employee by means of a letter of reprimand to the Employee within sixty (60) days attendance in the workplace after the delivery of the verbal reprimand. A copy shall be sent concurrently to the Union office. Such letters shall become part of the Employee's record.

7.5.7 Suspension

The Employee will be given notice of the suspension and the reasons for it in writing. The days of suspension shall be included. A copy will be supplied to the Union. The suspension will be with pay pending an investigation.

7.5.8 Dismissal

Dismissal shall be effected by the Executive Director or her designate. The Employee shall receive written notice of the action which shall include a specific statement of just cause. Any Employee who is dismissed, except in cases of misconduct, will be entitled to notice or pay in lieu of such notice in accordance with Labour Standards.

Such pay shall be in addition to the payment in lieu of earned vacation leave. Earned vacation leave due an Employee shall not be used as any part of the period of notice above.

A copy of the dismissal notice shall be sent concurrently to the Union office.

An Employee considered by the Union to be wrongfully or unjustly discharged or suspended shall be entitled to a

hearing under the Grievance Procedure. Step 1 of the Grievance Procedure shall be omitted in such cases.

There shall be a Union observer during any disciplinary investigation with an in-scope Employee.

7.5.9 Reinstatement of Rights

An Employee who has been unjustly suspended, demoted or dismissed, shall under this Article, upon reinstatement receive all rights and benefits retroactive to the date of suspension, demotion and dismissal.

7.6 Right to Refuse Unsafe Work - No Discipline

Members have the legal right to refuse unsafe work under the Occupational Health and safety Act when there is reasonable grounds to believe that an act or a series of acts is unusually dangerous to that person or another person's health and safety.

No Employee shall be disciplined for refusal to work on a job or to operate any equipment that is unsafe. Such job or equipment is not to be reassigned until the Occupational Health Committee is satisfied with safety modifications.

7.7 Involuntary Demotion

Thirty (30) calendar days notice shall be given to an Employee who is to be demoted involuntarily. Such notice shall be given to the Employee in writing and shall set out in detail the reasons. A copy of this notice shall be supplied concurrently to the Union.

7.8 Justice and Dignity

An Employee whom an Employer reprimands, fails to appoint, demotes, suspends or whom it contends lost seniority, shall be retained or returned to active work until any grievance contesting such reprimand, suspension, non-appointment, demotion or break in service is finally resolved through the grievance and arbitration process.

An Employee may be removed from active work without pay where the alleged cause for suspension presents a danger to the safety of others or equipment or where the Employee significantly disrupts the programs of the Employer. An Employee may be discharged for just cause without pay.

ARTICLE 8 SENIORITY

8.1 Definition

The seniority of an Employee is defined as the length of service with the Employer.

Seniority for part-time staff will be based upon hours of work.

8.2 Seniority Lists

The Employer shall maintain a seniority list of all Employees showing the date upon which each Employee entered the service of the Employer, or in the case of part-time Employees, the number of hours worked.

The Employer shall prepare and post the seniority list by January 30th of each year. The seniority list shall remain posted on the bulletin board for the balance of the year. A copy of the seniority list will also be provided to the Union.

Employees will be allowed to challenge the accuracy of their seniority. All challenges are to be directed to the Executive Director for an assessment and the Employee must provide satisfactory proof of the error. Where satisfactory proof of error is provided, the error will be corrected.

8.3 Maintenance and Accrual

Seniority shall be maintained and accrued during:

- a) **All periods of paid leave.**
- b) **Leave of absence without pay for periods not exceeding thirty (30) days.**
- c) **Parental Leave (maternity, paternity and adoption).**
- d) **Wage replacement benefits for a period of one (1) year or less for Workers Compensation benefits, SGI benefits and Long Term Disability Benefits.**
- e) **Employees under article 18.1 Leave of Absence for Full-Time Union Duties, 18.14 Leave Without Pay for Union Business, 18.15 Leave of absence for Union Business**

Maintenance of Seniority

Seniority shall be maintained, but shall not accrue during:

- a) **Periods of leaves of absence over thirty (30) days.**
- b) **Layoff**

- c) **Appointments to an out of scope position.**
- d) **Wage replacement benefits for a period longer than one (1) year for Workers Compensation benefits, SGI benefits and Long Term Disability benefits.**
- e) **Employees under Article 11.4 Re-employment list.**

8.4

Loss of Seniority

Seniority shall be broken for the following reasons:

- a) Dismissal for just cause.
- b) Voluntary resignation **or retirement** in writing.
- c) Continuous lay-off in excess of twenty-four (24) months.
- d) Failure to return to work without an acceptable reason to management following the completion of a leave of absence or within fifteen (15) days' notification by the Employer to return to work following a lay-off, unless through sickness or other just cause.

ARTICLE 9

APPOINTMENTS, STAFF CHANGES AND HIRING PROCESS

9.1

Vacancies shall be posted internally for fifteen (15) days unless the Employer and the Union agree to a longer or shorter period.

A copy of each posting will be sent to:

- a) **All active Employees by posting on the bulletin board.**
- b) **All Employees on the re-employment list.**
- c) **Employees who are absent from work for the total duration of a posting and who have advised the Employer in writing they want to receive postings during their absence.**
- d) **And to the Union.**

Where the Employer decides to fill a position, the position will normally be filled within forty-five (45) days from the closing date of the competition.

9.2

Information in Posting

The bulletin shall set out the following information:

- a) Name of position.
- b) A brief description.
- c) Qualifications required.
- d) Salary
- e) Hours of work.
- f) Deadline date for application and other pertinent information.
- g) **Expected start date.**

9.3 Outside Advertising

Outside advertising will only take place after it is determined that there are no in-house qualified applicants who have applied within the fifteen (15) day in-house procedure. No outside applicants will be interviewed until applications of present Employees have been considered and it has been established that no internal applicant is qualified for the position. Upon mutual agreement between the parties the Employer may simultaneously post positions within the unit and outside the bargaining unit.

9.4 Role of the Union

The Union representative will not attend assessments of resumes or interviews when there are no internal applicants.

The Employer shall notify the Union of the applicants in each posting, and of the seniority, if any, of each of them, and of the time, place and date of the assessment of applications and interviews.

The Union shall be entitled to have a representative present

- during the assessments of applicants' resumes**
- during the interviews as an observer**
- during the post interview discussion as an active panel member**

The Union representative may attend without loss of pay providing she is an Employee of the Employer.

The Union representative may attend assessments of resumes and interviews when an internal applicant has been excluded and the competition has gone to external applicants.

9.5 Qualifying for Positions When an Internal Applicant is in the Competition

The Employer will determine the necessary knowledge, skills and abilities (KSA's) required for each position to be filled, prior to posting. The KSA's will be drawn from the job description based on the classification specification for the position.

Applicants' qualifications shall be assessed by Employer appointee's and a Union representative in accordance to Article 9.4.

To determine who will be interviewed, resumes will be screened against the KSA's shown in the posting. Interview questions will be drawn from the KSA's shown in the posting.

Those applicants who do not meet the minimum KSAs outlined in the posting, as determined by the panel, will not be interviewed.

All examinations, interviews, and/or panels shall be designed to test fairly the knowledge, skills and abilities of the persons examined. The means or measures used to test persons may include any investigation of education, experience, or record of accomplishment; and any test of knowledge, skill, or aptitude drawn from the job description; and inquiry into the personal suitability of the candidate.

The Employer shall provide to the panel the interview questions as well as the expected responses two (2) days in advance of the interview. The panel representatives shall hold all such information confidential and not share any part with prospective candidates.

9.6 Appointment of Senior Qualified Applicant

Positions shall be filled by the senior qualified applicant. Seniority will be counted as of the closing date of the posting. To be considered qualified, applicants must meet the minimum requirements as set forth in the posting. Should the Employer decide not to appoint the senior qualified applicant, the Employer's representative will so notify the applicant and the Union in writing with his reasons, and the applicant will be entitled to engage expedited arbitration procedure (arbitration without having to engage the grievance procedure).

No posting will be cancelled once it has been determined that there is at least one internal qualified applicant unless agreed to by the parties. Such approval shall not be unreasonably withheld.

Should there be no Employee qualified for the position the Employer may fill the position with an outside applicant.

9.7 Notification of Successful Competition

The successful applicant shall be notified in writing prior to commencing such duties, of the classification step assigned. The Employer will post the name of the successful applicant, her classification, start date, and salary step assigned. A copy shall be sent to the Union.

9.8 Probationary Periods

- a) Employees hired into full-time positions upon initial appointment shall serve a probationary period of twelve (12) months from the date of appointment.

- b) Employees on promotion shall serve an additional probationary period of six (6) months in their new position.
- c) Employees who work less than full-time and at least one-half (1/2) time will have a twelve (12) month probationary period.
- d) **No probationary period shall be required of an Employee in a position which is reclassified unless the Employee is on probation; if on probation the Employee shall continue to serve the probationary period minus service accumulated to that point. Upon successful completion of the probationary period, the Employee shall become a permanent Employee in the revised classification. If a permanent Employee on probation in a reclassified position fails probation, the Employee shall revert to the position in which she last held permanent status.**
- e) **An Employee who, as a result of a reduction in staff, assumes a new position, shall be allowed the minimum of the probationary period of the classification to familiarize himself with his new duties. Should the new position be a lateral move/ within the same classification no probationary period shall be required.**

Should an Employee's performance fail to meet the requirements of the new position, or if the Employee so chooses, she shall be returned to her former position with no loss of seniority **and subject to any increments she would have earned had the promotion not taken place.**

When a casual Employee assumes a permanent, permanent part-time or temporary position, their time worked as a casual shall be considered as time spent for their probationary period but shall still have to serve a minimum of six (6) months of a probationary period.

9.9

Assessment While on Probation

Since probation is the final step in the selection process, the following procedure will be followed as a minimum in the evaluation process:

- a) **Performance requirements established by the Employer will be communicated to the Employee, in writing, at the outset and discussed during the Employee's probationary period. Performance requirements will be established based on the classification specification and the job description and will include the responsibilities, knowledge, skills, and abilities appropriate to the job.**
- b) **The immediate supervisor shall evaluate performance by direct observation on at least two (2) different occasions.**

- c) **Two (2) written performance assessments will be completed for each Employee during the probationary period. Performance assessments will be conducted at:**
- **two (2) and five (5) months in the case of a six (6) month probationary period**
 - **five (5) and eleven (11) months in the case of a twelve (12) month probationary period.**
 - **Additional performance assessments may be conducted at the discretion of the Employer**
- d) **Performance assessments will be discussed with the Employee and shall be signed by the Employee to indicate awareness of the assessment. A current job description is required when the final probationary review is complete.**

In all cases the Employee will be given a copy of any performance assessment.

9.10 **Completion of Probationary Periods**

At the successful completion of the probation the Employee shall be so informed in writing.

9.11 **Initial Probation**

While on probation, employment may be terminated for any reason of general unsuitability by the Executive Director, **written notice of the reasons for dismissal shall be provided. The Employee will be given an opportunity to respond. The Employee shall be informed of the right to have a Union representative present. A copy of the dismissal notice shall be sent concurrently to the Union office.** Employees are restricted to grieving violations of **4.4 and 9.9** only.

ARTICLE 10 JOB SECURITY

10.1 **Present Conditions and Benefits**

All rights, benefits, privileges and working conditions which Employees now enjoy, receive or possess, shall continue to be enjoyed and possessed insofar as they are not inconsistent with this Agreement, but may be modified by mutual agreement between the Canadian Mental Health Association, Saskatchewan **Division Inc.** and the Union.

ARTICLE 11 LAY-OFFS AND RECALLS

11.1 Definition of Lay-Off

A lay-off shall be defined as a reduction in the work force unless a position is abolished, or a reduction in the regular hours of work as defined in this Agreement.

11.2 Notice of Permanent Position Abolishment

The parties may jointly develop a buy-out package for Employees to volunteer to take lay-off or early retirement. In no case will the notice given to any Employee be less than that provided for in The Labour Standards Act.

11.3 Role of Seniority in Lay-Offs or Job Abolishment

Both parties recognize that job security shall increase in proportion to length of service. Therefore, in the event of a lay-off **or job abolishment**, Employees shall be laid off in reverse order of their bargaining-wide seniority. An Employee about to be laid off may bump any Employee with less seniority providing the Employee exercising the right is qualified to perform the work of the less senior Employee.

11.4 Re-Employment

Employees who are laid off or who are temporary or casual shall be placed on a re-employment list maintained by the Employer. The Employer shall during the last week of employment request the contact information from the Employee. Employees shall remain on the re-employment list for a period of three (3) years or until the Employee requests their name to be removed from the re-employment list. It shall be the Employee's responsibility to contact the Employer to update any contact changes during the three (3) years.

Employees will retain their seniority while on the re-employment list.

Employees on the re-employment list shall be allowed to apply for any position posted under Article 9.

Employees who are not re-employed within three (3) years shall lose their seniority.

11.5

Recall Procedure

- a) Employees shall be recalled in the order of seniority.
- b) Employees who have been laid off shall have the right to refuse work that would constitute a demotion or temporary employment without loss of seniority. If the Employee rejects three call-backs, then her name shall be removed from the re-employment list.
- c) Employees who choose to take employment offered to them which would constitute demotion or temporary employment shall not lose their right to re-employment to positions equivalent to those from which they were laid off, for **three (3) years** following the date of lay-off.
- d) Employees shall be given thirty (30) days' notice of recall in written form.
- e) It is incumbent upon the Employee to provide an up-to-date address and phone number to the Employer while on lay-off.
- f) The Employee shall give notice of acceptance/rejection of any call-back within fourteen (14) calendar days.

11.6

No New Employees

New Employees shall not be hired until those laid off have been given an opportunity of recall.

11.7

Advance Notice of Lay-Off

The Employer shall notify Employees who are to be laid off as determined under Section 43 of The Labour Standards Act, but in no case shall the notice be less than thirty (30) calendar days prior to the effective date of lay-off. A copy of the notice of lay-off shall be sent to the Chief Executive Officer of the Union. If the Employee has not had the opportunity to work the days as provided in this Article, he shall be paid for the days for which work was not made available.

11.8

Maintenance of Benefits - Lay-Off

When an Employee is laid off on account of lack of work and returns to work, that Employee shall retain their existing accumulated benefits and seniority at the time of lay-off.

11.9

Employer Amalgamation

In the event the Employer merges or amalgamates with any other body, the parties will make their best efforts to pursue the following principles, that:

- a) **Employees are credited with all seniority rights with the new Employer.**

- b) All service credits relating to vacation with pay, sick leave credits and all other benefits are recognized by the new Employer.
- c) Conditions of employment and wage rates for the new Employer are equal to the best provisions in effect with either Employer.
- d) No Employee suffers a loss of employment as a result of merger.
- e) Preference in location of employment arising from the merger is determined on the basis of seniority.

ARTICLE 12 HOURS OF WORK

- 12.1
- a) Regular hours of work shall be seven and three-quarters (7 3/4) hours per day (average thirty-five (35) hour work week). Monday to Friday with Employees receiving every second Friday or Monday off as a regular earned day off (EDO). Employees are entitled to a twenty (20) minute work break in the morning and afternoon. Core hours of work shall be 7:30 a.m. to 10:00 p.m. Any deviation from this will only be by agreement between the parties.
 - b) Where operational coverage problems require a EDO to be rescheduled, the EDO will be taken on another date, mutually agreed upon by the Employee and the Executive Director.
 - c) EDOs that fall on a statutory holiday shall be rescheduled to the preceding or next following working day by mutual agreement.
 - d) Each Employee is required to submit a monthly attendance statement to the Executive Director as a record of time worked.
 - e) A regular schedule will be established for permanent part time and full-time Employees. One (1) weeks notice will be given of changes to the schedule.
 - f) The parties recognize that Employees work outside the current hours of work through a variety of ad hoc and mutually agreeable arrangements. We also acknowledge that the establishment of programming outside the current hours of work is required for CMHA to achieve its goals as an organization. Both parties agree to negotiate in good faith regarding hours of work when new programs come into effect or when programs change. The parties commit themselves to ongoing dialogue and innovative approaches to these problems.

ARTICLE 13 TELEFUND UNIT

- 13.1 The core hours for the Telefund Unit will remain at 7:00 am – 10:00 pm., Monday to Friday with the option open upon discussion with Telefund staff who may be available and

affected to conduct a campaign on Saturdays as well during any hours between 7:00am and 10:00pm. Staff will not be required to work Saturdays if they do not wish to and CMHA, upon waiver of Saturday option by a given staff member, will be free to hire another staff person to work Saturdays if deemed necessary.

- 13.2 A schedule will be established and one (1) weeks notice will be given of changes to the schedule
- 13.3 Day Shift – shall work a minimum twenty-seven (27) hour work week
- Evening Shift shall work a minimum twenty-two and a half (22.5) hour work week.
- 13.4 There shall be no split shifts without the consent of the Employee.
- 13.5 When additional work\shifts become available, it shall be offered first to existing telemarketers on the basis of seniority provided it does not result in overtime hours.
- 13.6 Overtime will be paid as per Article 14.2 for any hours worked in excess of forty (40) hours per week.
- 13.7 Overall sales target and development for the Telefund campaign will be developed and reviewed with input from Telefunders at the start of the campaign. Performance standards, as per present policy, will be based upon a minimum percentage of the average sales per hour of all Telefunders during periods of the campaign. Performance reviews at the beginning, mid-point and end of the campaign will identify and allow time for improvements, which may be necessary in overall performance.
- 13.8 Probationary period for Telefunders will be six (6) accumulated working months regardless of how many individual campaigns it may take to reach this.
- 13.9 Staff may be hired up the salary scale if campaign needs require this. If a campaign requires this up in scale hiring all Employees will be moved up to the same rate except those that are paid at a higher rate already. Staff will return to the following campaign at the increment they were when they left the previous campaign. The normal amount of hours to earn increments will remain the same as the current agreement. Staff will not be hired “down the scale” from which they currently are in on any subsequent campaigns as per usual staffing practice.
- 13.10 CMHA and SGEU agree that Telemarketing is a competitive endeavour and that minor changes in technology, i.e. updated phone and computer systems, etc. will occur in the future. Job descriptions for Telefunders may be updated to incorporate

these changes and requirements of staff to update skills to utilize new equipment or procedures. The Employer agrees that existing staff will be given the opportunity to participate in a program of training/re-training and the Union agrees to cooperate in such a program as outlined in Articles 24.01 and 24.03.

13.11 CMHA may advertise for Telefundors concurrent with the recall process to ensure that if staff are recalled and are not available, adequate numbers of Telefundors will be available. New staff will only be hired after it is clear that not enough staff will be returning to carry out the campaign.

13.12 Employees shall be granted increments after the completion of three hundred (300) hours.

ARTICLE 14 OVERTIME

14.1 Definition

Authorized hours worked in excess of the weekly average or all hours worked on a day of rest or designated holiday shall be considered overtime.

Employees are not permitted to work beyond their regular hours without the permission of the Program Director.

14.2 Compensation for Overtime

Assigned overtime is designated as those hours over the regular hours of work which are requested of the Employee by management. Assigned overtime worked shall be paid at the rate of time and one-half (1 1/2).

14.3 Compensation for Work on Days of Rest

Assigned work on regularly scheduled days of rest is designated as those hours worked on regularly scheduled days off which are requested of the Employee by management. Assigned work on days of rest shall be paid at the rate of time and one-half (1 1/2) for the first four (4) hours and double (2) time for all subsequent hours worked.

14.4 All Employees

Employees shall work overtime only when authorized to do so.

When overtime is paid out, it will be paid out with the Employee's regular pay. On request by the Employee, management may grant time off at the appropriate overtime rate in lieu of payment for overtime worked; such time off must be taken within ninety (90) days or be paid out; such

time off is not to exceed a total of twenty-one (21) hours in the ninety (90) day period.

Payment shall not be made for overtime work done under one-half (1/2) hour.

14.5 Extended Hours

Employees will be paid at overtime rates of pay for all hours worked in excess of the hours of work defined under Article 12 except as follows;

- a) The Employee requests to work extended hours, for the purpose of banking hours for personal reasons.
- b) The Employee agrees to work extended hours in exchange for alternate time off.

Banked time is to be taken within the six (6) month period in which it is incurred as there shall be no carry over between six (6) month periods; such accumulated banked time is not to exceed a total of twenty-five (25) hours in either six (6) month period. The six (6) month time periods are April 1 to September 30 and October 1 to March 31.

Employees cannot lose hours worked under this clause. If mutual agreeable dates are not found within the above time frames the Employee will be paid out in the final pay period of the six (6) month span.

14.6 Voluntary Overtime

No Employee shall be required to work overtime against her wishes when the work can be done by other Employees.

14.7 Call-Back

An Employee who is called back to work outside of her regular working hours shall be paid for a minimum of two (2) hours at the overtime rate. Employees may only be called back by the Program Director.

14.8 Differential for Camps and Tours

It is understood that camps and tours can be operated by Canadian Mental Health Association Saskatchewan Division Inc., from time to time, as part of the regularly scheduled programming of activities. If an Employee volunteers for duty at a camp or tour on a twenty-four (24) hour basis, a differential of \$150.00 per day or one (1) day as time in lieu shall be paid. If an Employee is assigned to camp duty, then overtime rates apply.

This differential shall not be paid to Employees who are hired solely as camp or tour workers.

14.9 **On-Call Premium**

Employees assigned to be on call shall receive \$10.00 (ten dollars) for any period they are on call within a twenty four (24) hour period. This clause will come into effective January 1, 2000.

14.10 **Conference and Educationals**

Time spent by Employees who attend Employer requested conferences or educationals, shall be considered as time worked. Expenses shall be claimed as per Article 22.

The Employer will develop written policies in regards to expenses, costs and time in lieu for conferences and educationals that will apply throughout the Branches.

ARTICLE 15 DESIGNATED HOLIDAYS

15.1 **Designated Holidays**

For the purposes of this Agreement, designated holidays shall mean: New Year's Day, **Family Day**, Good Friday, Victoria Day, Dominion Day, first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, one Floating Holiday per year to be taken at a time mutually agreed between the parties, and any other statutory holiday as proclaimed by the Federal or Provincial Governments.

The floating holiday will occur on the Monday following the third (3rd) weekend in September.

15.2 **Working on a Holiday**

An Employee who is required to work on a holiday shall be paid at the rate of straight time plus time and one-half (1 1/2).

ARTICLE 16 VACATIONS

16.1 **Definition**

Vacation means annual vacation with pay.

16.2 Vacation Year means the twelve (12) month period commencing on the first day of October in each calendar year and concluding on the thirtieth day of September of the following calendar year unless prior agreement provides alternate dates.

16.3

Vacation Benefits

- a) All staff employed by the Association prior to the adoption of the Personnel Policy Manual, on January 1, 1979, shall have their previous years of service counted for vacation benefits. Vacation is not earned while an Employee is on leaves of greater than thirty (30) calendar days (except if such leave is designated as sick leave).
- b) Annual vacation for full-time employment shall be earned at the rate of fifteen (15) working days per year, increasing at the rate of one (1) additional day per year after the first (1st) year to a maximum of six (6) weeks. ("Day" refers to one working day within the standard work week from Monday to Friday).

<u>Years of Service</u>	<u>Annual Vacation in Working Days</u>
1	15
2	16
3	17
4	18
5	19
6	20
7	21
8	22
9	23
10	24
11	25
12	26
13	27
14	28
15	29
16 or more	30

- c) If an Employee wishes to take up to five (5) consecutive days of vacation time, a written request must be submitted to the **Executive Director** no less than five (5) working days prior to the commencement of the proposed vacation. **The Executive Director or designate shall respond in writing within two (2) days of such request.**
For vacation of six (6) or more days, written requests must be submitted to the **Executive Director or designate** no less than **twenty (20)** calendar days prior to the commencement of the proposed vacation. **The Executive Director or designate shall respond in writing within ten (10) days of such request.**
Every effort will be made to accommodate such requests, requests will not be unreasonably denied.
- d) When any statutory holiday or customary civil or local holiday falls on a regular working day within an Employee's annual vacation, he/she shall be granted one (1) additional day of vacation.

- e) Less than full-time Employees shall earn vacation benefits on a pro rata basis.

16.4 **Carry Over of Vacation**

The vacation entitlement contained herein will be taken by all the Employees annually, subject, however to the provision that the Employees may make application in writing to the Employer prior to the end of the vacation year in which time is not taken for carry over of the entitlement to the following year. Carry over of up to five (5) days shall be approved. Consideration will be given for carry over in excess of five (5) days. **The Employer shall respond in writing within fifteen (15) days of such a request. Any payout which may result shall be at the Employee's current rate of pay.**

16.5 **Vacation Schedules**

Where in respect of any period of vacation leave, an Employee is:

- a) Granted bereavement leave.
- b) Granted sick leave at a recognized hospital.
- c) Granted other approved leave of absence.
- d) Granted sick leave for an illness which would confine the Employee for a duration of **three (3)** days, a medical certificate substantiating proof of illness may be required. The period of vacation so displaced by any of the aforementioned shall either be added to the vacation period of the Employee, **if requested by the Employee and approved by the Employer**, or reinstated for use at a later day, at a time to be mutually agreed upon by both parties.
- e) When a statutory holiday falls on a day during an Employee's vacation period, the period of vacation so displaced shall either be added to the vacation period of the Employee or reinstated for use at a later day.

16.6 **Vacation Pay on Separation**

An Employee leaving the service at any time in the vacation year before the Employee has taken vacation shall be entitled to a proportionate payment of salary in lieu of such earned vacation **at the Employee's current rate of pay. In the event of the death of an Employee, any amount due under this Article shall be paid to the Employee's estate.**

16.7 **Unbroken Vacation**

An Employee shall be entitled to receive vacation in an unbroken period, unless otherwise mutually agreed upon between the Employee and the Employer.

16.8 **Vacation Schedule**

Annual vacation shall be regulated on a mutually agreed rotation plan. Wherever possible the initial placing of Employees in the rotation plan will be according to seniority; thereafter the rotation will take place in accordance with agreed procedure established between the Union and the Employer. Where an annual vacation is split upon request by an Employee, seniority shall be exercised in the first instance only.

16.9 Posting Vacation Schedule

Vacation schedules shall be posted by April fifteenth (15th) of each year. Once posted these dates cannot be changed without mutual consent of the Employee(s) and the Employer. However, in extenuating circumstances the Employer can alter the vacation schedule.

16.10 Canceling of Approved Vacation Leave

Where the Employer cancels an Employee's approved vacation leave and such cancellation causes the Employee and/or her family member(s) to forfeit travel deposits or fares, the Employer will reimburse the Employee to the extent of such loss.

16.11 Vacation Leave Records

A record of all unused vacation leave will be kept by the Employer. At the close of each fiscal year, each Employee may review the records of the Employer and verify that the accumulated vacation leave is correct.

16.12 Vacation Entitlement on Re-Employment

Where a former Employee of the Canadian Mental Health Association Saskatchewan Division Inc. becomes re-employed after a break in service of less than three (3) years, their vacation credits earned prior to the break in service will be reinstated upon re-employment. Re-instatement of vacation entitlement is only available to those who have had a break in service due to lay-off and not resignation or dismissal.

ARTICLE 17 SICK LEAVE

17.1 Definition

Sick leave means the period of time an Employee is absent from work with pay by virtue of job-related stress or of being sick or

disabled, or because of an accident for which compensation is not payable under The Workers' Compensation Act.

17.2 **Annual Paid Sick Leave**

Sick leave credits shall accumulate from the date of employment on the basis of one and three-quarters (1 3/4) working days per month to a maximum of one hundred nineteen (119) days.

17.3 **Accumulation of Annual Paid Sick Leave**

The unused portion of an Employee's sick leave shall accrue for his/her future benefits, to a maximum of one hundred nineteen (119) days. No remuneration shall be granted in lieu of unpaid sick leave benefits at termination of employment.

17.4 **Deductions From Sick Leave**

A deduction shall be made from accumulated sick leave of all normal working days (exclusive of holidays) absent for sick leave. Absence on account of illness for less than one-quarter (1/4) day shall not be deducted. Absence for one-quarter (1/4) day or more, and less than a full day, shall be deducted as equal to the time taken, to the nearest full hour.

17.5 **Proof of Illness**

A medical certificate(s) may be required from Employees reporting sick in excess of three (3) days. If a medical certificate is required, such a certificate will be requested during such illness. **Any costs incurred by the Employee to provide the medical certificate shall be reimbursed by the Employer within fifteen (15) days; up to \$20.00 when a receipt is provided.**

17.6 **Sick Leave During Leave of Absence**

When an Employee is given leave of absence without pay for any reason or is laid off on account of lack of work and returns to work, upon expiration of such leave of absence etc., she shall retain her existing accumulated credits at the time of such leave or lay-off.

An Employee shall continue to accumulate sick leave credits for leave of absence or lay-off of one (1) month or less.

17.7 **Sick Leave Records**

An Employee's accumulated sick leave credits shall be made available to each Employee(s) upon request.

17.8 **Leave of Absence While Sick**

In cases where permanent Employees are sick beyond their accumulated sick credits, the Employer shall grant leave of absence without pay until the Employee is able to return to work or for a period of one (1) year. Such leave shall be reviewed annually.

17.9 **Sick Leave for Part-Time Employees**

Part-time Employees shall accumulate sick leave credits on the basis of one and three-quarters (1 3/4) days per month prorated on the basis of hours worked in that month.

17.10 **Mental Health Leave**

Two (2) Mental Health Days are designated by permanent full-time and permanent part-time Employees after twelve (12) months' continuous employment with the Canadian Mental Health Association in Saskatchewan with the prior approval of the Program Director or Branch Supervisor. In the absence of the Program Director or Branch Supervisor, prior approval is obtained from the Executive Director. Mental Health Days must be taken within the period April 1 to March 31 and are not available for carry over into the next period.

17.11 **Recognition of Social Illness**

The Employer and the Union are committed to ensuring that mental health is given the priority it deserves. For this reason mental health conditions, stress related illness and addictions will be treated as any other health problem. Sick leave benefits will be granted.

Employees whose **immediate family member** is undertaking a **treatment or** rehabilitative program for any health concern may apply for vacation time or leave of absence without pay to participate with the **family member** in **said treatment or** rehabilitative program.

It is recognized by both the Employer and the Union that it is the personal responsibility of the individual to accept treatment. The acknowledgment of the above is not to be interpreted as constituting a waiver of management's responsibility to maintain disciplinary measures within the framework of the collective bargaining agreement.

ARTICLE 18 LEAVE OF ABSENCE

18.1 **Leave of Absence for Full-Time Union Duties**

An Employee who is elected or selected for a full-time position with the Union or any labour body with which the Union is affiliated shall be granted an unpaid leave of absence without loss of seniority for a period of up to one (1) year. Such leave may be renewed each year during the term of office. The Employee may, with one (1) month

written notice, cause their name to be placed on the re-employment list as in Article 11.4.

18.2 **Medical Care Leave**

An Employee who is unable to make the necessary arrangements for maintenance of personal health care outside of scheduled work time, shall be granted time off as per Article 18.4. On request, Employees will be required to show proof of such care.

18.3 **Bereavement Leave**

Bereavement leave with pay shall be granted to an Employee, such leave to apply in the death of an Employee's spouse, brother, sister, parent, child, grandparents, grandchild, or in-law, aunts, uncles and first cousins. **The Employer may grant bereavement leave to an Employee for the death of someone to whom they have a significant relationship with.** Such leave shall consist of up to three (3) days. Additional time may be granted under extenuating circumstances. Such time shall be taken against sick leave, or leave without pay if no sick leave credit exists.

18.4 **Pressing Necessity**

Necessary time off work with pay may be granted to an Employee for pressing personal matters or family matters beyond the Employee's control. This would include such matters as illness in the family, mourner's leave, natural disaster, examination leave and moving. Such time shall be taken against sick leave, or leave without pay if no sick leave credit exists.

18.5 **Maternity, Adoption, Parental Leave**

18.5.1 **Maternity Leave – Adoption Leave**

An Employee who has completed twenty (20) weeks of service, who makes application for leave at least four (4) weeks in advance of the requested commencement date, or the date the baby is expected to come into the Employees care and who provides the Employer with a medical certificate certifying that she is pregnant if requested, or a letter confirming a pending Adoption shall be granted maternity/adoption leave consisting of:

- a period not exceeding twenty-four (24) months
- an additional period equal to the period between the estimated date of birth specified in the medical certificate and the actual date of birth, if the date of birth occurs after the date mentioned in the certificate, or the expected and actual date the baby came into the

Employees care

- an Employee may make application for further leave under Article 18.12
- such leave will be granted with assurance that the Employee will resume employment in the same position or in a comparable position and at the same rate of pay occupied prior to the granting of such leave subject to negotiated wage increases

18.5.2 In the event of complications arising out of pregnancy such that the Employee is unable to return to work at the expiry of an approved leave of absence, she will receive payment of normal salary from accumulated sick leave benefits.

18.5.3 If any Employee is unable to perform all of her normal duties due to pregnancy, she will have her duties modified or be assigned to another position where ever possible. If accommodation is not possible, the Employee is entitled to take sick leave.

18.5.4 Parental Leave

An Employee who has completed twenty (20) weeks of service and who makes application for parental leave at least four (4) weeks in advance of the date the leave is to commence, shall be granted a leave of up to thirty seven (37) weeks. Such leave to commence not more than twelve (12) weeks before the estimated date of birth or the date the baby is expected to come into the Employees care and end not more than one (1) year after the date of birth or the date on which the baby came into the Employee's care.

18.5.5 Notice of intention to return to work, or request for change of length of leave of absence must be forwarded to the Employer fourteen (14) days prior to the expiration of the leave. The Employer is not required to allow an Employee to resume her employment until after the expiration of the fourteen (14) days' notice.

18.5.6 Non-Discrimination

The Employer shall not dismiss or lay off an Employee who has completed twenty (20) consecutive weeks of continuous employment with the Employer solely because she is pregnant, or because she or he has applied for leave.

18.6 Seniority Status During Maternity Leave

The Employee shall suffer no loss of accumulated seniority rights due to maternity leave of absence. Seniority shall accumulate during the period of leave.

18.7 **Jury Duty and Court Witness**

Time spent by an Employee to serve as a juror or court witness shall be considered time worked at the appropriate rate of pay.

The **Executive** Director shall be informed of any required court appearances of any staff and all conduct monies received by any staff person shall be paid to **the Employer**.

18.8 **Caregiving Leave**

An Employee may be entitled to a general leave of absence to care for her child, children, spouse, parents or sibling for a maximum of six (6) months; with the possible extension of six (6) months; without pay when she requests such leave for good and sufficient cause. Such requests shall be in writing and approved by the Executive Director. Approval shall not be withheld unreasonably.

18.9 **Seniority Accumulation on Leave of Absence**

Effective the date of certification, seniority shall accumulate on any leave of absence for the first month unless otherwise stated in this Agreement.

18.10 **Education Leave**

Education leave may be granted to an Employee who has been in continuous employ with the Association for two (2) years and who desires to gain new skills, or improve upon existing skills, when such skills are deemed relevant to the Association by the Executive Director. Requests for education leave must be made, in writing, outlining a description of proposed study and detailing perceived benefits to the Association, prior to October 1 of the year prior to the fiscal year in which the leave shall be taken.

Education leave shall be deemed as leave of absence without pay. Seniority does not accrue while on leave, but remains the same as the last day worked prior to commencement of the leave. Benefits (Article 21), to be paid for by the Employee, can be retained throughout the leave period at the discretion of the Employee.

In addition to leave, an Employee may request financial assistance which can include the costs of books and tuition. The Association shall consider all requests and may approve funding up to one hundred percent (100%) of salary for the duration of leave. Any financial support will require a signed undertaking to provide two (2) years of service upon return for every one (1) year on leave. Failure to meet service commitments requires repayment of support,

prorated to service completed upon return. In cases other than resignation, the Employer will review each situation as to whether repayment is required. At its sole discretion, the Employer may forgive repayment of services when merited.

The Employer shall maintain written guidelines for the above policy.

The Association agrees to discuss with the union ways to enhance staffs' professional development during the term of the agreement.

18.11 Maintenance of Insured Benefits During Leave or Lay-off

During any period of leave, and subject to the qualifying provisions of the benefits plans, an Employee may elect to maintain insurance benefits for the period she would otherwise have worked, by paying the entire premium.

18.12 General Leave

Upon application, an Employee shall be granted a leave of absence without pay for a period not exceeding one (1) year. Applications must be made in writing and approved by the Executive Director. Such approval shall be granted in a uniform manner.

When an Employee is given leave of absence without pay and returns to work upon expiration of such leave, the Employee shall retain their existing accumulated benefits and seniority at the time of such leave.

18.13 Long Term Disability or W.C.B. Leave

- a) Employees who are on Long Term Disability or Workers' Compensation shall be given an unpaid leave of absence until they are fit to return to work.
- b) Employees who are fit to return to work shall be reinstated in their previous position.
- c) Employees on such leaves shall retain seniority at the same level as when leave commenced.
- d) The Employer and the Union agree to attempt to find employment within the bargaining unit for Employees able to work, but unable to fully return to their former positions.
- e) Employees on such leaves will contact the Program Director once monthly to indicate her progress and the prospects of her return to work.

18.14 Leave Without Pay for Union Business

The Association agrees that, on at least five (5) days' notice in writing to the Program Director, or Branch Supervisor, leave of absence without pay, but with maintenance of seniority rights, shall be given to any designated Employee for the purpose of conducting union business. The Program Director, or Branch Supervisor, may waive any portion of the notice period.

Upon the request to her supervisor and upon the approval of the Executive Director, an Employee who has taken Union Leave shall have available casual assistance. This assistance shall be based upon the hours of accumulated union leave or portion thereof in her program.

18.15 Leave of Absence for Union Business

18.15.1 With Pay

The Employer agrees that Employees will periodically require leave of absence for Union business.

The parties recognize that Union leave is integral to harmonious relations and of benefit to both parties. Leave of absence with pay shall be granted (subject to reimbursement in accordance with Art. 18.15.2) to attend to Union business provided that:

- a) The Employee is authorized by the Union in writing to request such leave.**
- b) The Employee requests in writing leave for Union business as authorized by the Union. Oral notice is acceptable in unusual circumstances, but must be followed up by a written request.**
- c) The request for Union leave is made on such form or forms as agreed by the parties from time to time.**
- d) It shall not unreasonably interfere with the operation of the Employer and it shall not be unreasonably withheld, and**
- e) The Union agrees to provide five (5) notice of requests for Union leave, except in unusual circumstances.**

The following provisions shall apply to such leaves:

- a) The Employer will continue to provide the regular earnings and make all normal deductions during such leave.
Employees shall continue to accumulate and be entitled to access all benefits and seniority rights under this Agreement during such leave subject to the normal rules of usage.**
- b) For the purpose of determining overtime entitlement, approved leave of absence with pay for Union business shall be credited as hours worked.**

18.15.2 Union to Reimburse the Employer

When the Employee is on Union leave, the Union will reimburse the Employer for the full cost of the earnings of the Employee on leave.

18.15.3 Reinstatement from Paid Union leave

Employees while on leave for Union business shall have the right to return to their jobs on reasonable notice, prior to the expiration date of the approved leave, provided that such return will not result in additional cost to the Employer.

ARTICLE 19 PAY ADMINISTRATION

19.1 The wage schedule covering Employees occupying positions in the classification plan shall be set out in Schedule A, forming part of this Agreement, effective April 1, 1998.

19.2 Equal Pay for Similar Work

Employees shall receive equal pay for similar work.

19.3 Increments

- a) For the purpose of calculating increments for full-time Employees, an Employee who commences employment during the period from the first (1st) to the fifteenth (15th) of the month shall be granted an annual increment as if he commenced employment on the first (1st) day of that month.
- b) An Employee who commences employment during the period from the sixteenth (16th) to the end of that month shall be granted an annual increment as if he commenced employment on the first (1st) day of the following month.
- c) Part-time Employees shall be granted increments after completion of the equivalent to a full year of full-time employment but in any case will receive an increment every twenty four (24) months of employment.
- d) **Following Leaves of Absence Without Pay and Lay-off**
When an Employee returns to the service after not more than ninety (90) consecutive calendar days leave of absence without pay, or lay-off, there shall be **no** change in her increment date. When an Employee returns to the service after more than ninety (90) consecutive calendar days leave of absence without pay, or lay-off, she will be eligible to receive subject to the above articles, increment after twelve (12) months of actual service, less credit toward an increment earned before the leave of absence without pay, or lay-off was taken.

19.4 **Hiring Rates**

The hiring rates of pay for new Employees shall be at the minimum of the appropriate range as outlined in Schedule A, except where there is agreement between the Employer and the Union to hire above the minimum.

19.5 **Pay Periods**

Employees shall be paid **semi monthly**. Upon request, and subject to the approval of the Executive Director, advances may be provided prior to vacation period. Advances may be granted in other extenuating circumstances. Such approval shall be granted in a uniform manner.

19.6 **Statement of Earnings**

Every Employee shall receive a statement attached to each cheque, showing the gross amount earned, itemized deductions and net amount payable.

19.7 **Changes in Pay Range**

When a higher pay range is assigned to a position, the Employee shall move to the same step in the new range as held in the previous range.

19.8 **Calculation of Sick Leave and Vacation**

For the purposes of computing sick leave and vacation entitlement, an Employee who commences employment during the period from the first (1st) to fifteenth (15th) of the month, will receive credit for the month's service. Employees commencing employment from the sixteenth (16th) to the end of the month will be considered as commencing their service, for sick leave and vacation purposes, on the first (1st) day of the following month.

19.9 **Promotion**

On promotion of an Employee, her rate of pay shall be at the minimum of the new pay range for the new class, except when the minimum yields less than an eight percent (8%) increase. In such a case, her rate shall be adjusted to the step in the pay range yielding at least eight percent (8%). If an increase is greater than ten percent (10%), then the date of increment shall be changed to the first calendar day of the month following the date of promotion.

19.10 **Temporary Performance of Higher Duties**

An Employee who is temporarily assigned higher duties for a period of more than four (4) days shall be paid the minimum of the range for the higher position or an additional eight percent (8%), whichever is greater.

19.11 During a month where a full-time Employee is working a partial month and there is a conflict between the hourly rate of pay and the monthly rate of pay in the calculation of any wage pay-out, the monthly rate shall apply.

19.12 A vacancy of a temporary nature may be filled by TPHD for up to a six (6) month period with an extension of an additional six (6) months by mutual agreement between the union and the Association. After this period the position will be posted and filled by competition.

ARTICLE 20 JOB CLASSIFICATION AND RECLASSIFICATION

20.1 Maintaining a Classification Plan

The Employer shall maintain a position classification plan in which positions of similar kind, difficulty and responsibility are included in the same class.

20.2 Classification Shall Be Submitted to the Union

The Employer agrees to submit to the Union, job descriptions for all new positions and classifications. When a new job description is created the parties will negotiate its inclusion or exclusion **within the scope of the agreement** and, if included, the hours of work and salary range/**classification**.

20.3 Manual of Class Specifications

A Manual of Class Specifications, currently maintained, shall be kept in the Employer's office **and the Union office** and shall be available for inspection.

20.4 Changes in Classification

When a permanent Employee, the Union or the Employer feel that a position is incorrectly classified, a request for review of classification may be made as follows:

- a) The Employee, Union or Employer shall make a request for review of classification in writing to the Executive Director. The Employee's job description, along with a completed reclassification application will be attached. A copy of the request shall be sent to the Union concurrently by the Employer.**
- b) Within thirty (30) days of receiving the request for review, The Executive Director will provide written acknowledgement of receipt of the request to the Employee and the Union.**

- c) **Within one hundred twenty (120) days of receiving the request for review, the Executive Director will notify the Employee and the Union of the decision. Such notification shall include a rationale for the decision. If the Executive Director does not notify the Employee and the Union within the one hundred twenty (120) days, the Employee will be awarded the reclassification.**

20.5 Reclassified Positions

If the position is reclassified, the following procedure will apply:

- a) **The incumbent shall be appointed to the position subject to notification and challenge.**
- b) **The reclassification and the name of the incumbent will be circulated for information purposes.**
- c) **The notification is subject to challenge from more senior Employees within the work unit who could as readily have been assigned the duties which led to the reclassification.**
- d) **The Executive Director shall decide the validity of challenges, subject to grievance.**
- e) **If a challenge is successful, the challenger shall be appointed and the incumbent prior to the challenge shall be laid off and shall exercise the options in Article 8.2.**
- f) **The reclassification and any resulting change in pay shall be effective the nearest first (1st) of the month to the Employee's request for review.**

20.6 Downward Classification

No Employee shall have his wages reduced as a result of downward classification, unless such downward classification is a result of a demotion. Such an Employee's name shall be placed on a re-employment list for a class of positions similar to and with the same salary range as his position before it was downgraded. A period of probation will not be required if the downward classification is required of a permanent Employee. Increment dates and seniority shall remain as prior to the downward classification.

ARTICLE 21 EMPLOYEE BENEFITS

21.1 Workers' Compensation Pay Supplement

An Employee prevented from performing his regular work with the Employer on account of an occupational accident that is recognized by the Workers' Compensation Board as compensable within the meaning of The Workers' Compensation Act, shall receive from the Employer the difference between the amount payable by the

Workers' Compensation Board and his regular salary for up to one hundred five (105) days, at which time the salary continuance insurance shall apply. If his application to the Workers' Compensation Board is rejected he will be granted sick leave or leave without pay.

21.2

Personal Property Loss

- a) **Employee's personal property loss or damage by action of a client shall be replaced or repaired at the expense of the Employer if the Employee exercised due care and attention and/or the Employee was not negligent in the performance of his/her duties. The onus is on the Employer to show negligence or that the Employee did not exercise due care and attention.**
- b) **The Association will reimburse expenses up to the amount of \$700 incurred by Employees to repair damage caused to their vehicle when damage was incurred while using their vehicle for Association business. Expenses will not be reimbursed if the damage is covered by insurance or if it is found that the Employee did not exercise due care and attention and/or was negligent; by law; regarding the cause of the damage.**

21.3

Pension Plan

Participation in the Association non-contributory pension plan is compulsory for all Employees. An Employee becomes eligible to join the plan after completing one (1) year of continuous service.

Effective October 1, 1997 or April 1, 1998 (dependent on date of when funding agencies increase pension funding), the Association will contribute 6.3% (inclusive of .3% administration fee) of an Employee's salary into the defined contribution pension plan.

The Employer will continue to maintain a Group RRSP for voluntary Employee contributions with the Employer continuing to pay the administration fees.

Contributions to the CMHA Pension Plan or Group RRSP shall be deducted and submitted on a monthly basis to those plans.

21.4

SGEU Long Term Disability Plan

All Employees under this Agreement are covered by the terms and conditions of the SGEU LTD Plan. Premiums are one hundred percent (100%) Employee paid.

21.5 **SGEU Group Life and Accidental Death and Dismemberment Plan**

All Employees under this Agreement are covered by the terms and conditions of the SGEU Group Life and A.D.D. Plans. The premium is paid in full by the Association.

21.6 **SGEU Extended Health and Vision Care Plan**

All Employees under this Agreement are covered by the terms and conditions of the SGEU Extended Health and Vision Care Plan. Premiums are paid one hundred percent (100%) by the Association.

21.7 **SGEU Dental Plan**

All Employees under this Agreement are covered by the terms and conditions of the SGEU Dental Plan (Plan 2). Premiums are paid fifty percent (50%) by the Association and fifty percent (50%) by the Employee.

21.8 **Employee and Family Assistance Plan (EFAP)**

The Association shall provide an Employee & Family Assistance Plan (EFAP) for all unionized Employees once they have completed three (3) months consecutive employment, or for part-time and seasonal Employees, the equivalent of three (3) months (455 hours).

21.9 **Legal Costs**

Except where an Employee has been considered to have been negligent or whose performance is considered one of gross misconduct, the Employer shall pay all costs arising out of lawsuits or charges in any court against an Employee as a result of performing his duties for the Employer. In such a suit, the Employer retains the right to appoint the legal advisor for such an Employee.

ARTICLE 22 TRAVEL AND ALLOWANCES

22.1 **Use of Employee Vehicle**

As a condition of employment, the Employer does not require anyone to own an automobile. When transportation is authorized, the Employee may, with the approval of the Director, elect to use his own automobile at the approved mileage rate. If an Employee does not elect to use her own automobile, the Employer will, when necessary provide alternative transportation appropriate to the occasion.

22.2 The Employer and the Union agree to use as a minimum, the rates of travel and allowances as per the Public Service Commission/Saskatchewan Government and General Employees'

Union Agreement. The Union will provide notice of these changes within one (1) month of the changes to the rates.

- 22.3 The Association will reimburse Employees for the annual cost of additional liability insurance on their personal vehicles required when using their vehicle for Association business.

ARTICLE 23 SAFETY AND HEALTH

- 23.1 The Employer shall make provisions for the safety and health of Employees during hours of work. Employees shall endeavour to point out any health and safety hazards.

23.2 Meetings

Joint Employer-Employee Occupational Health and Safety Committees shall be established to represent places of work as agreed between the parties. Each committee shall consist of not less than two (2) members and not more than four (4) members. At least one-half (1/2) of the committee members shall be Employees elected or appointed by the Union members and each committee shall have Employer and Employee chairpersons, as appointed by their respective parties.

23.3 No Discipline

No Employee shall be disciplined for refusal to work on a job or to operate any equipment that is unsafe. The Committee shall promptly investigate each refusal and, if it is able to make a decision on whether such refusal was warranted. If such action was warranted, the Committee will notify the Employer of any unsafe condition(s), and the Employer will undertake suitable corrective measures, and report in writing to the Committee of action he has taken. If such action was not warranted, the Committee will meet with the workers affected, and report to them the reasons for its decision.

23.4 First Aid

Adequate first aid supplies shall be made available in all Employer work sites. The Employer shall make provision of facilities and training for first aid, taking into account the nature of the work performed by Employees and the proximity of medical assistance. The Employer will provide and properly maintain a medical aid log book at each first aid station.

23.5 Health and Safety Orientation and Instruction

The Employer agrees to acquaint all Employees in the hazards of the work place and its equipment and work processes, and to train all Employees in proper and safe work practices, during work hours.

23.6 **Protective Clothing and Equipment**

Any necessary clothing and personal protective equipment will be provided by the Employer at the Employer's expense.

23.7 **Working Alone**

The Employer shall use, at intervals that are reasonably practicable under the circumstances, a method of checking on the well-being of a worker who is working alone under conditions that may give rise to danger to the worker.

23.8 **Occupational Health Committees**

The Occupational Health and Safety Committees shall have a continuing concern with respect to the health and safety at the work place. The committees shall meet not less than quarterly. If the Committee determines that less frequent meetings are required, they will apply for this as per regulations. The committees shall receive, consider and recommend solutions respecting health and safety concerns at the work place. Committee members shall be given reasonable opportunity during regular hours to deal with such concerns.

23.9 Quorum at each committee meeting will be satisfied if at least half (1/2) of its members are present, and if at least half (1/2) of those members present are worker representatives and at least one (1) is an Employer representative.

The Employer will consider as hours worked, all reasonable time spent by committee members at committee meetings, conducting committee business, and reporting to

Employees on the progress of the committee's work. Such hours worked will be subject to the hours of work provisions of this Collective Agreement.

23.10 **Committee Minutes**

Every committee meeting will be recorded in its official minutes, copies of which will be posted in each work place on a bulletin board with copies promptly forwarded to the Employer, the Chief Executive Officer of the Union, and the Department of Labour. All committee minutes will be kept with other committee records and correspondence, and shall be available for inspection by any Employee and the Union.

Minutes of committee meetings shall be posted in the work place and shall be made available concurrently to the Employer, the Union and the Occupational Health and Safety Branch.

23.11 **Workplace Inspections**

The committee shall conduct workplace inspections at intervals it deems advisable, and shall notify the Employer in writing of any unsafe conditions found. The Employer shall promptly undertake suitable corrective measures, and will report in writing to the Committee of the action he has taken.

23.12 **Committee Investigations**

Each committee shall promptly investigate all fatalities and serious bodily injuries, and all dangerous occurrences that may have caused injuries, and shall furnish a written report to the Employer and the Chief Executive Officer of the Union (and the Department of Labour if required or deemed advisable).

23.13 **Occupational Health Committee Training**

Subject to reasonable notice being given, all committee members of an OH&S Committee shall be entitled to up to five (5) days' leave with pay, per year, for purposes of attending Occupational Health and Safety training courses, seminars or courses of instruction. Only up to two (2) days of these days can be for courses not sponsored by the Department. Courses other than those sponsored by the Department shall be approved by the Executive Director.

23.14 **Video Display Terminals**

Wherever V.D.T.s are in use, the committee(s) will investigate and make recommendations regarding their use.

23.15 **Provision of Information**

The Employer and the Union agree to exchange any and all information on occupational injuries and illnesses, as well as health and safety matters affecting Employees. Confidential information will only be released upon written authorization of the Employee.

23.16 **Harassment Policy**

The Association will have an up-to-date Harassment Policy, which will be reviewed periodically and posted as per Occupational Health and Safety rules.

ARTICLE 24 TECHNOLOGICAL CHANGE

24.1 As a result of the Employer introducing new equipment or major changes in operating methods, certain classifications may no longer be required. The Employer shall attempt to anticipate such changes and endeavour to conduct a program of retraining and transfer of Employees affected prior to such change. The Union agrees to co-operate in such a program of transfer and retraining.

24.2 **Introduction of Technological Change**

If a technological change is introduced and is likely to affect the terms, conditions or tenure of employment of any Employee, the Employer shall give notice of the technological change to the Union at least ninety (90) days prior to the date on which the technological change is to be effective.

The notice shall be in writing and shall state:

- a) The nature of the technological change.
- b) The date upon which the Employer intends to effect the technological change.
- c) The number and type of Employees likely to be affected by the technological change.
- d) The effect that the technological change is likely to have on the terms and conditions of tenure of employment of the Employees affected.

24.3 **Training**

In the event of technological change, the Employer may request an Employee to upgrade or improve skills as required by the technological change.

ARTICLE 25 TERM OF AGREEMENT

25.1 **Duration**

This Agreement shall be binding and remain in effect from **April 1, 2006 to March 31, 2009**, and shall continue from year to year thereafter unless either party gives to the other party notice in writing as set out in Article 25.3.

25.2 **Changes in Agreement**

Any changes deemed necessary in the Agreement may be made by mutual agreement at anytime during the existence of this Agreement.

25.3 **Notice of Changes**

Either party may, not less than thirty (30) days nor more than ninety (90) days prior to the expiry date of this agreement, give notice in writing to the other party to renegotiate a revision thereof.

25.4 **Retroactivity**

All changes in the new agreement shall be adjusted retroactively, unless otherwise specified.

APPENDIX 1

LETTER OF UNDERSTANDING

The Union and Canadian Mental Health Association agree that the funding currently provided to community-based, non-governmental organizations involved in the delivery of human services is not adequate and that funding policies require review.

The Parties further agree that it is in their mutual interest to bring about changes in funding policies that will provide for a more adequate and stable funding base for NGOs.

CMHA and SGEU agree to work together where:

1. The goals and objectives of the Union are consistent with those of CMHA; and
2. The processes and practices utilized to achieve this end by the Union are acceptable to CMHA.

Signed on behalf of
Saskatchewan Government and
General Employees' Union

Signed on behalf of
Canadian Mental Health
Association

Ann Eaves
Bargaining Unit Chair

Dave Nelson
Executive Director

Hannah Gasper
AAA, SGEU

Chair of the Board

Date

Date

SCHEDULE A

Monthly Wage Rates (+3.75%) Effective April 1, 2008

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Program Assistant	Monthly	\$1,565.20	\$1,616.77	\$1,666.82	\$1,718.38	\$1,769.95	\$1,820.00
	Hourly	\$10.32	\$10.66	\$10.99	\$11.33	\$11.67	\$12.00
Life Skills Assistant	Monthly	\$1,765.40	\$1,827.58	\$1,892.80	\$1,959.53	\$2,027.78	\$2,100.58
	Hourly	\$11.64	\$12.05	\$12.48	\$12.92	\$13.37	\$13.85
Clerk Typist	Monthly	\$1,854.88	\$1,900.38	\$1,945.88	\$1,997.45	\$2,052.05	\$2,103.62
	Hourly	\$12.23	\$12.53	\$12.83	\$13.17	\$13.53	\$13.87
Bookkeeper 1	Monthly	\$2,379.65	\$2,452.45	\$2,529.80	\$2,608.67	\$2,690.57	\$2,773.98
	Hourly	\$15.69	\$16.17	\$16.68	\$17.20	\$17.74	\$18.29
Secretary	Monthly	\$2,411.50	\$2,484.30	\$2,557.10	\$2,631.42	\$2,714.83	\$2,798.25
	Hourly	\$15.90	\$16.38	\$16.86	\$17.35	\$17.90	\$18.45
Editorial Secretary/ Receptionist	Monthly	\$2,411.50	\$2,484.30	\$2,557.10	\$2,631.42	\$2,714.83	\$2,798.25
	Hourly	\$15.90	\$16.38	\$16.86	\$17.35	\$17.90	\$18.45
MHW 1	Monthly	\$2,443.35	\$2,519.18	\$2,585.92	\$2,669.33	\$2,746.68	\$2,840.72
	Hourly	\$16.11	\$16.61	\$17.05	\$17.60	\$18.11	\$18.73
MHW 11	Monthly	\$2,682.98	\$2,761.85	\$2,843.75	\$2,936.27	\$3,024.23	\$3,124.33
	Hourly	\$17.69	\$18.21	\$18.75	\$19.36	\$19.94	\$20.60
MHW 111	Monthly	\$2,833.13	\$2,933.23	\$3,024.23	\$3,121.30	\$3,224.43	\$3,332.12
	Hourly	\$18.68	\$19.34	\$19.94	\$20.58	\$21.26	\$21.97
Resource Development Assistant	Monthly	\$2,273.48	\$2,349.32	\$2,420.60	\$2,491.88	\$2,566.20	\$2,635.97
	Hourly	\$14.99	\$15.49	\$15.96	\$16.43	\$16.92	\$17.38
Resource Development Coordinator	Monthly	\$2,273.48	\$2,358.42	\$2,446.38	\$2,540.42	\$2,635.97	\$2,708.77
	Hourly	\$14.99	\$15.55	\$16.13	\$16.75	\$17.38	\$17.86
Payroll/ Benefits Clerk	Monthly	\$2,440.32	\$2,519.18	\$2,595.02	\$2,675.40	\$2,767.92	\$2,855.88
	Hourly	\$16.09	\$16.61	\$17.11	\$17.64	\$18.25	\$18.83

Telefund Unit Hourly Rate Effective April 1, 2008

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Telefunder	\$10.04	\$10.35	\$11.01	\$11.27	\$11.72	\$12.09	\$12.47
Telefund Supervisor	\$12.57	\$13.05	\$13.55	\$13.97	\$14.40	\$14.84	\$15.29

Effective April 1, 1998, Employees with ten (10) years of continuous service shall receive an additional increment of \$50/month.

SIGNING PAGE

THE MENTAL HEALTH ASSOCIATION IN SASKATCHEWAN and the SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION hereby agree, that the attached document shall form the Collective Agreement between the parties.

Signed on behalf of
Saskatchewan Government and
General Employees' Union

Signed on behalf of
Canadian Mental Health
Association

Ann Eaves
Bargaining Unit Chair

Dave Nelson
Executive Director

Hannah Gasper
AAA, SGEU

Chair of the Board

Date

Date