

COLLECTIVE BARGAINING AGREEMENT

Between Battleford Trade & Education Centre Inc. and
Saskatchewan Government and General Employees' Union



EFFECTIVE
April 1, 2024 to
March 31, 2028

ARTICLES OF A

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

BATTLEFORD TRADE & EDUCATION CENTRE INC.

AND

SASKATCHEWAN GOVERNMENT AND
GENERAL EMPLOYEES' UNION
LOCAL 5490

APRIL 1, 2024 TO MARCH 31, 2028

TABLE OF CONTENTS

| | PAGE |
|-------------------|---|
| ARTICLE 1 | INTERPRETATION..... 1 |
| ARTICLE 2 | SCOPE AND RECOGNITION..... 2 |
| 2.1 | Scope..... 2 |
| 2.2 | Temporary Out of Scope Appointment..... 3 |
| 2.3 | Recognition 3 |
| ARTICLE 3 | MANAGEMENT RIGHTS 3 |
| 3.1 | Management Rights 3 |
| ARTICLE 4 | UNION SECURITY 3 |
| 4.1 | Union Membership 3 |
| 4.2 | Check-Off..... 3 |
| 4.3 | Dues Authorization..... 4 |
| 4.4 | Monthly Statement 4 |
| 4.5 | New Employee Orientation 4 |
| 4.6 | Staff Room 4 |
| 4.7 | Bulletin Boards 4 |
| 4.8 | Income Tax (T-4) Slips..... 5 |
| 4.9 | Employer Policies..... 5 |
| ARTICLE 5 | NO STRIKE – NO LOCKOUT..... 5 |
| 5.1 | No Strike – No Lockout 5 |
| ARTICLE 6 | UNION BUSINESS 5 |
| 6.2 | Union Representation 6 |
| ARTICLE 7 | GRIEVANCE AND ARBITRATION PROCEDURE..... 6 |
| 7.1 | Definition 6 |
| 7.2 | Grievance Procedure 6 |
| 7.3 | Initiation of Special Meetings..... 7 |
| 7.4 | Failure to Act Within Time Limits..... 7 |
| ARTICLE 8 | ARBITRATION 7 |
| 8.1 | Single Arbitrator 7 |
| 8.2 | Board of Arbitration 7 |
| 8.3 | Decision of the Board..... 8 |
| 8.4 | Decision 8 |
| 8.5 | Expenses of the Board..... 8 |
| 8.6 | Amending of Time Limits..... 8 |
| ARTICLE 9 | SENIORITY..... 9 |
| 9.1 | Seniority 9 |
| 9.2 | Accumulation of Seniority..... 9 |
| 9.3 | Maintenance of Seniority..... 9 |
| 9.4 | Seniority List..... 9 |
| 9.5 | Loss of Seniority..... 10 |
| ARTICLE 10 | VACANCIES AND NEW POSITIONS 10 |
| 10.1 | Job Posting 10 |

TABLE OF CONTENTS

| | PAGE |
|-------------------|---|
| 10.2 | Information on Postings 11 |
| 10.3 | Relief Assignments 11 |
| 10.4 | Relief Assignments for Prolonged Durations..... 11 |
| 10.5 | Notification of Current Address 12 |
| 10.6 | Trial Period..... 12 |
| 10.7 | Promotion or Appointments to Permanent Staff 12 |
| ARTICLE 11 | LAY-OFFS AND RECALLS..... 12 |
| 11.1 | Definition 12 |
| 11.2 | Notice of Lay-Off of Employee(s) 12 |
| 11.3 | Role of Seniority in Lay-Offs..... 13 |
| 11.4 | Recall of Employees 13 |
| 11.5 | Notice of Recall 13 |
| 11.6 | Notice of Resignation 13 |
| ARTICLE 12 | HOURS OF WORK..... 13 |
| 12.2 | Scheduled Rest Periods..... 13 |
| 12.3 | Scheduling 14 |
| 12.5 | Overtime 14 |
| ARTICLE 13 | PAID HOLIDAYS 14 |
| 13.1 | Public Holidays..... 14 |
| ARTICLE 14 | VACATIONS..... 14 |
| 14.1 | Annual Vacation 14 |
| 14.4 | Vacation Schedule 15 |
| 14.8 | Unbroken Vacation..... 15 |
| ARTICLE 15 | SICK LEAVE..... 16 |
| 15.1 | Definition 16 |
| 15.2 | Annual Paid Sick Leave 16 |
| 15.3 | Proof of Illness 16 |
| 15.4 | Independent Medical Examination 16 |
| ARTICLE 16 | LEAVE OF ABSENCE..... 17 |
| 16.1 | Bereavement Leave 17 |
| 16.2 | Pressing Necessity..... 17 |
| 16.3 | Maternity, Parental and Adoption Leave 17 |
| 16.4 | Leave of Absence for Jury Duty 17 |
| 16.5 | General Leave of Absence..... 17 |
| 16.6 | Benefits While on Leave of Absence..... 18 |
| ARTICLE 17 | PAYMENT OF WAGES 18 |
| 17.1 | Salary Scales 18 |
| 17.2 | Pay Administration 18 |
| 17.3 | Temporary Assignment of Higher Duties 18 |
| ARTICLE 18 | BENEFITS 18 |
| 18.1 | Benefits 18 |

TABLE OF CONTENTS

| | PAGE |
|--|-----------|
| ARTICLE 19 DISCIPLINE AND DISCHARGE..... | 19 |
| 19.1 Discipline and Discharge..... | 19 |
| 19.2 Union Representation | 19 |
| 19.3 Personnel Records..... | 19 |
| 19.4 Written Reasons for Discipline | 20 |
| ARTICLE 20 OCCUPATIONAL HEALTH AND SAFETY | 20 |
| 20.1 Occupation Health and Safety..... | 20 |
| ARTICLE 21 GENERAL PROVISIONS | 20 |
| 21.1 Confidentiality..... | 20 |
| ARTICLE 22 DURATION | 20 |
| 22.2 Wage Opener..... | 20 |
| APPENDIX A – IN SCOPE EMPLOYEES | 21 |
| LETTER OF UNDERSTANDING – 2007-01 | 22 |
| SIGNING PAGE..... | 23 |

ARTICLES OF A COLLECTIVE BARGAINING AGREEMENT
made in duplicate this 20th day of December, 2024.

between

BATTLEFORDS TRADE & EDUCATION CENTRE INC.
hereinafter referred to as "the Employer"

PARTY OF THE FIRST PART

and

SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION
hereinafter referred to as "the Union"

PARTY OF THE SECOND PART

PREAMBLE

The general purpose of this Agreement is to maximize the independence of individuals with disabilities, respect their dignity, assist in removing barriers to community inclusion, enhance their quality of life and promote the development of each individual's potential to their highest level of ability.

The parties to this Agreement also desire to establish and maintain collective bargaining relations between the Employer and its employees; to provide for the orderly, prompt and equitable disposition of grievances; to provide for the maintenance of hours, wages and working conditions; and to recognize the mutual value of joint discussion regarding matters covered by this Agreement.

ARTICLE 1 INTERPRETATION

For the purposes of this Agreement, the following definitions shall apply:

- 1.1 **Casual Employee** – is an employee who does not work a regular schedule but is scheduled for a specific purpose, or on a call-in basis for the relief of full-time, part-time or Individual Support Workers.
- 1.2 **Employee** – is a person to whom the terms of this Agreement apply as stipulated in Article 2.1 herein.
- 1.3 **Employer** – is the Battlefords Trade & Education Centre Inc.
- 1.4 **Executive Director** means the Executive Director of the Battlefords Trade & Education Centre Inc.
- 1.5 **Full-time Employee** – is an employee who is regularly scheduled a minimum of 37.5 hours to 40 hours per week.

- 1.6 **Individual Support Worker** – contract position whose term of employment is defined by client need and support funding.
- 1.7 **Part-time Employee** – is an employee who is regularly scheduled to work less than the full-time hours.
- 1.8 **Reference To Gender**
- All workers covered by this collective bargaining agreement shall be referred to as ‘employee’ or ‘employees’ hereinafter, regardless of gender identity or expression.**
- 1.9 **Seasonal Employee** – is an employee who works during the summer months or winter holiday season. Seasonal employees do not become members of the Union and are not covered by any of the provisions of this Agreement.
- 1.10 **Temporary Employee** – an employee who is filling a full-time, part-time or Individual Support Worker during the extended leave of an employee.
- 1.11 **Temporary Specially Funded Workers** – are those whose positions are funded primarily by job creation or employment training programs administered by the provincial or federal governments and whose positions last for a specific period of time, so long as it does not lead to a reduction in existing staff. They shall not become members of the Union and are not covered by this Agreement.
- 1.12 **Union** – is the Saskatchewan Government and General Employees’ Union representing the employees of Battlefords Trade & Education Centre Inc. as stipulated in Article 2.1 herein.

ARTICLE 2 SCOPE AND RECOGNITION

2.1 Scope

This Agreement shall cover all employees of Battlefords Trade & Education Centre Inc., except the Executive Director, Program Coordinators, Division Managers, Office Manager, Accountant, Job Coaches, Students, Temporary Specially Funded Workers, Job Creation Positions, Life Skills Instructor, clients/employees, those employed at SARCAN, seasonal employees and any other employees as agreed upon from time to time by the Employer and the Union.

2.2 Temporary Out of Scope Appointment

An employee appointed to an out of scope position on a temporary or term basis shall continue to have union dues deducted from her pay cheque and shall be covered by the terms of this Agreement.

2.3 Recognition

The Employer agrees to recognize the Union as the sole and exclusive bargaining agent for the employees covered by this Agreement. The Employer agrees to discuss with the Union matters affecting the collective bargaining relationship where required by the terms of this Agreement.

ARTICLE 3 MANAGEMENT RIGHTS

3.1 Management Rights

The Union acknowledges that it is the right of the Employer to manage its operations and to direct the work force and to make rules of conduct, policy and procedure for employees, except as specifically limited by the terms of this Agreement. The Employer therefore retains all management rights not otherwise expressly abridged by a specific provision of this Agreement.

ARTICLE 4 UNION SECURITY

4.1 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 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.

4.2 Check-Off

The Employer agrees to deduct on behalf of the Union, when requested in writing and accompanied by signed authorization cards, all initiation fees, regular monthly dues, and assessments 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 Executive Director of Operations of the Union prior to the twentieth (20th) day of the month following the calendar month in which such

deductions are made, accompanied by a list of names of employees from whose wages the deductions have been made and the amount of deductions.

4.3 Dues Authorization

The Union shall furnish the Employer with dues authorization cards. The Employer agrees to have all new employees sign the dues authorization cards within thirty (30) days of commencement of employment.

4.4 Monthly Statement

The Employer will forward a monthly statement to the Executive Director of Operations for the Union showing the 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 during the month, and their date of termination.

4.5 New Employee Orientation

The Employer agrees to inform all new employees:

- a) that a collective bargaining agreement is in effect;
- b) of relevant operational policies and procedures;
- c) that that the employee is expected to maintain strict confidentiality with respect to the names and nay other information the employee may obtain about clients and client/employees, and employees are required to sign an oath of confidentiality;
- d) that the employee is required to have, at the employee's expense, a current St. John's Ambulance first aid certificate as a condition of employment;
- e) that the employee is required to undergo, at the employee's expense, a criminal background check, the results of which must be satisfactory to the Employer as a condition of employment.

4.6 Staff Room

When physical facilities permit, the Employer agrees to designate a staff room which will be available to staff and which may also be used by the Employer for other purposes.

4.7 Bulletin Boards

The Employer shall make available to the Union a bulletin board so that employees have access to it, upon which the Union shall have the right

to post notices and information pertaining to Union business which shall be of interest to the employees.

4.8 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.

4.9 Employer Policies

Employer Policies which the staff are expected to adhere to and their revisions shall be posted on the bulletin board and a copy supplied to the Union. Policies shall include the date the policy was implemented or revised.

ARTICLE 5 NO STRIKE – NO LOCKOUT

5.1 No Strike – No Lockout

During the term hereof there shall be no strikes, slowdowns or work stoppages on the part of any employee bound by this Agreement or the Union nor shall there be any form of lockout on the part of the Employer.

ARTICLE 6 UNION BUSINESS

6.1 The Employer recognizes that it is the right of all employees to participate fully in the affairs of the Union and in all matters which affect the Union, provided that operational requirements of the workplace shall be met. The Employer recognizes that it is also beneficial to encourage that participation and therefore agrees:

- a) A member of the Union appointed as a delegate to attend a convention, conference or business meeting in connection with Union affairs, shall on fourteen (14) days' notice be granted leave with pay to attend such meetings. Such leave shall be restricted to two (2) employees at any time unless approved by the Executive Director. Such leave shall not be unreasonably requested or unreasonably denied. The Union shall reimburse the Employer for all wages and benefits paid during the employee's absence on Union business.
- b) Where operational requirements permit, the Employer shall grant leave with pay to a maximum of three (3) employees for the purpose of attending negotiations. The Union shall reimburse the Employer for all wages and benefits paid during the employee's absence on Union business.

- c) An unpaid leave of absence of up to two (2) years may be granted to an employee, insofar as the operations of the Employer will permit, where an employee has been elected or selected to a full-time position with the Union. All requests for such leave must be submitted at least thirty (3) calendar days in advance.
- d) Employees granted leave for Union business shall continue to accrue seniority.

6.2 Union Representation

The Employer acknowledges the right of all employees to have the assistance of a representative of the Union in any collective bargaining negotiations with the Employer or in any Step 3 grievance meetings with the Employer, provided that all time limits contained in this Agreement must be complied with.

ARTICLE 7 GRIEVANCE AND ARBITRATION PROCEDURE

7.1 Definition

A grievance shall be defined as any difference or dispute between the Employer, Union and employee or group of employees pertaining to a matter involving the interpretation, application, administration or alleged violation of any provision(s) of this Agreement.

7.2 Grievance Procedure

Step 1

An employee who may have a grievance shall immediately and in the first instance seek settlement through informal discussions with the immediate out of scope Supervisor.

Step 2

If the grievance is not satisfactorily resolved, an employee and/or Union Steward with a grievance shall submit the grievance, in writing, to the immediate out of scope Supervisor within ten (10) working days of the occurrence of the alleged violation of the Agreement. The written grievance shall state the facts and circumstances giving rise to the grievance, which provisions of the Agreement are alleged to have been violated and what restitution is requested. The immediate out of scope Supervisor shall reply in writing within ten (10) working days.

Step 3

If the grievance is not satisfactorily resolved, the Union may refer the grievance to the Executive Director in writing within ten (10) working days of the immediate out of scope Supervisor's response. The Executive Director shall reply in writing within ten (10) working days.

If the grievance is not satisfactorily resolved, the Union may refer the grievance to arbitration in writing within ten (10) working days of the Executive Director's response.

7.3 Initiation of Special Meetings

Nothing shall preclude the two (2) parties to this Agreement from meeting at any stage of the foregoing procedures, in an attempt to resolve the dispute(s).

7.4 Failure to Act Within Time Limits

It is the desire of both parties of this Agreement to resolve grievances in a manner that is just and equitable and it is not the intention of either the Employer or the Union to evade the settlement of disputes on a procedural technicality. However, notwithstanding the foregoing, it is clearly understood that for time limits, the onus is on that party to show a justifiable reason for its failure to adhere to such time limits. Time limits may be extended where mutually agreed to by both parties.

ARTICLE 8 ARBITRATION

8.1 Single Arbitrator

Where a grievance has been referred to arbitration in accordance with Article 7.2, the parties shall, within thirty (30) calendar days, attempt to agree to appoint a single arbitrator.

Where the thirty (30) calendar days have expired and the parties have not reached agreement on a single arbitrator, either party shall have the right, within five (5) calendar days to refer the grievance to a Board of Arbitration.

8.2 Board of Arbitration

a) Appointees

Where a grievance has been referred to a Board of Arbitration under Article 8.1, the party making the referral shall name an appointee to the Board of Arbitration.

Within twelve (12) days of receiving notice that the grievance has been referred to a Board of Arbitration, the party receiving the notice shall name an appointee to the Board of Arbitration.

Where the party receiving the notice fails to name an appointee within the prescribed time limit the Chief Justice of the Court of Queen's Bench shall appoint a member to the Board of Arbitration on behalf of that party.

b) Chairperson

Within twelve (12) days of the second party's appointment the parties to this agreement shall appoint a third member to the Board of Arbitration who shall act as Chairperson.

If the Employer and Union fail to agree on the appointment of a Chairperson of the Board of Arbitration within the prescribed time limit, the Ministry of Labour Relations and Workplace Safety shall appoint a third member to the Board of Arbitration who shall act as Chairperson.

8.3 Decision of the Board

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board. The decision of the Board of Arbitration shall be final, binding, and enforceable on all parties.

8.4 Decision

A written decision of the Arbitrator or Arbitration Board as the case may be, shall be made within two (2) months from the date of the arbitration, and shall be final and binding on the parties.

The Arbitrator or Arbitration Board as the case may be, shall not have the power to change this Agreement or to alter, modify or amend any of its provisions.

8.5 Expenses of the Board

Each party shall pay:

- a) the fees and expenses of the arbitrator it appoints;
- b) one-half ($\frac{1}{2}$) the fees and expenses of the Chairperson.

8.6 Amending of Time Limits

The time limits in the arbitration procedure may be extended by mutual consent of the parties in writing.

ARTICLE 9 SENIORITY

9.1 Seniority

Seniority shall be defined as the length of an employee's service calculated in accordance with Article 9.2 from the last date on which the employee commenced employment in a position with the Employer. Seniority shall not apply during the probation period, however, once the probation period has been completed, seniority shall be credited from the last date of employment in a position in the Bargaining Unit.

9.1.2 Probationary Period

All employees shall be on probation for nine hundred ninety (990) hours worked. During the probationary period, employees shall be entitled to all rights and benefits of this Agreement, except that an employee who has been disciplined or discharged shall not have access to the grievance/arbitration procedure and may be discharged with or without assigned cause and such discharge shall not be open to review. After completion of the probationary period, seniority shall be effective from the original date of hire.

9.2 Accumulation of Seniority

Seniority shall be accumulated in the number of hours actually worked, excluding overtime.

For the purpose of this Article, the total hours actually worked includes all the time the member is paid for, including vacation leave and sick leave. For those members on a definite leave due to Parental Leave (maternity, paternity and adoption) the duration of the leave would be considered as worked.

- a) For Permanent Full-time employees – seniority shall be calculated based on the schedule they would have worked.
- b) For other than Full-time employees – seniority shall be calculated as the average of the hours they had worked prior to the definite leave for a period of time equal to the definite leave.

9.3 Maintenance of Seniority

Subject to Article 9.5 of this Agreement, an employee shall maintain accumulated seniority.

9.4 Seniority List

The Employer agrees to post a seniority list in the month of May of each year. Such list shall state the accrued hours of seniority for each employee up to March 31st of the current year. Upon proof of error, the

Employer shall immediately revise the seniority list. Copies of the seniority list and revisions shall be forwarded to the Union simultaneously

9.5 Loss of Seniority

An employee shall lose all entitled seniority and shall be deemed to have terminated employment if the employee:

- a) is discharged for just cause and is not reinstated;
- b) resigns;
- c) fails to report for three (3) consecutive scheduled shifts without prior notification to Employer or reasonable justification;
- d) fails to notify the Employer of the employee's intention to return to work within ten (10) calendar days following a recall from lay-off and after being notified by registered mail to do so.
- e) is continuously laid off in excess of twelve (12) months;
- f) retires from the employ of the Employer.

ARTICLE 10 VACANCIES AND NEW POSITIONS

10.1 Job Posting

Vacancies may be filled from within the organization by posting the vacant job and, at the Employer's discretion, advertising any vacancy to the public.

All vacancies shall be posted for at least ten (10) calendar days to allow employees to apply. Notices shall be sent to 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. Applications must be made in writing to the Executive Director by the specified closing date.

Using the qualifications and ability which meets the standards, as determined by the Employer, seniority shall be the factor which determines which applicant shall be hired to fill the vacancy.

10.2

Information on Postings

A job posting shall contain the following information:

- a) job classifications;
- b) required qualifications;
- c) summary of duties;
- d) rate of pay;
- e) date of posting; and
- f) deadline date for applications.

10.3

Relief Assignments

Relief assignments shall be offered to part-time and casual employees who are qualified and capable of performing the required work without orientation on an equitable basis while considering the following:

- a) seniority;
- b) currency and retention of casual and part-time employees;
- c) continuity of care;
- d) the organization's regular staffing patterns; and
- e) the expressed preferences of part-time and casual employees in terms of facilities and shifts.

10.4

Relief Assignments for Prolonged Durations

When the Employer determines that a relief assignment of one hundred and twenty (120) calendar days or longer exists, the relief assignment shall be posted and filled subject to the posting provisions identified in Article 10.

- a) Additional postings shall not be required for the position of the employee transferred as a result of the original posting.
- b) An employee shall not be eligible for any other relief assignment of prolonged duration while filling a relief assignment of prolonged duration.
- c) When the relief assignment of a prolonged duration becomes redundant the employee shall be returned to her former position.

- d) If as a result of the posted relief assignment, an individual is hired from outside the existing workforce, she shall revert to casual employee status upon completion or redundancy of the relief assignment.
- e) Employees filling relief assignments of a prolonged duration shall be eligible to apply for any permanent position that is posted during the term of the relief assignment.

10.5 **Notification of Current Address**

Employees shall be responsible for keeping the Employer notified of their current address, and the Employer shall not be liable to grievance action where it can be shown that failure to receive notice of vacancy is the fault of the employee in not notifying the Employer of the change in address.

10.6 **Trial Period**

Where appointment is made from an applicant who is already employed by the Employer, the successful applicant shall be allowed a trial period of four hundred ninety-five (495) hours from the effective date of appointment. The employee shall be confirmed in the new position after the trial period. In the event the Employer determines that the successful applicant is unsatisfactory in the position during the trial period, or if the employee so wishes, the employee shall be returned to the employee's former wage or salary rate and without loss of seniority. All other employees affected by the rearrangement of positions, shall also be returned to their former position, wage or salary rate and without loss of seniority.

10.7 **Promotion or Appointments to Permanent Staff**

Providing qualifications and ability are sufficient to perform the required duties, the applicant with the most seniority in the Bargaining Unit shall be appointed to the position within fifteen (15) days after the closing date of the bulletin, by the Executive Director. Qualifications shall include experience, education and applications of skills, knowledge, and ability.

ARTICLE 11 LAY-OFFS AND RECALLS

11.1 **Definition**

A lay-off shall be defined as per The Saskatchewan Employment Act.

11.2 **Notice of Lay-Off of Employee(s)**

Notice of lay-off of employee(s) shall be as provided in The Saskatchewan Employment Act.

11.3 Role of Seniority in Lay-Offs

When reducing the full-time, part-time staff or Individual Support Worker, senior employees shall be retained, provided they are able and qualified to do the work.

11.4 Recall of Employees

Employees laid off in accordance with Article 11.2 shall be returned to work in seniority order to positions for which they have the qualifications and ability, as determined by the Employer, to handle the work to be performed.

11.5 Notice of Recall

In the event of recall of a full-time, part-time employee or Individual Support Worker, for normal duties, the Employer shall forward a registered letter to the employee who has been laid off, addressed to the employee's last known address. The employee concerned must notify the Employer by telephone, in person, by fax or by letter within ten (10) days of the mailing of such letter, stating his acceptance or refusal of the employment offered and his intention of reporting for work within the time limits specified in Article 9.5 (d). In the event that the Employer does not receive such notification from the employee within the stated ten (10) day period accepting employment, or the employee fails to report within the required time limits the said employee shall be deemed to be terminated.

11.6 Notice of Resignation

Employees who resign shall provide the Employer with two (2) weeks' written notice of resignation.

ARTICLE 12 HOURS OF WORK

12.1 Full-time hours of work shall consist of thirty seven and one half (37.5) hours per week as scheduled by the Employer

12.2 Scheduled Rest Periods

One (1) fifteen (15) minute break in the morning.

One (1) twenty (20) minute break for lunch.

One (1) ten (10) minute break in the afternoon

The above breaks are paid time.

12.3

Scheduling

It is agreed and understood that hours of work are subject to change based on changes in funding levels, client or operational needs. Deviation from regular scheduled hours of work is at the discretion of the Employer.

12.4

The Employer retains the right to schedule hours of work of employees as is necessary to ensure efficient operations and to provide coverage for the determined hours of operation. Any changes to existing schedules shall be made only after thirty (30) days advance notice and consultation with the Union.

12.5

Overtime

All hours worked in excess of thirty seven and one half (37.5) hours averaged over a one (1) week period shall be paid at time and one-half (1 ½) the employee's regular rate of pay. Such time to have been authorized in advance by the Executive Director.

ARTICLE 13 PAID HOLIDAYS

13.1

Public Holidays

Employees shall be entitled to regular wages for all public holidays as set out in The Saskatchewan Employment Act.

Designated public holidays are:

New Years' Day, Family Day, Good Friday, Victoria Day, **National Indigenous Peoples Day**, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day.

Employees who work on a public holiday are entitled to pay at the rate of time and one-half (1 ½) in addition to five percent (5%) of wages over the four (4) weeks preceding the public holiday.

ARTICLE 14 VACATIONS

14.1

Annual Vacation

Employees get a minimum of three (3) weeks annual vacation after one (1) year of service in accordance with The Saskatchewan Employment Act.

14.2

After eight (8) years of service, full-time, part-time and Individual Support Workers shall be entitled to four (4) weeks annual vacation.

After fifteen (15) years of service, full-time, part-time and Individual Support Workers shall be entitled to five (5) weeks annual vacation leave.

After twenty (20) years of service, full-time, part-time and Individual Support Workers shall be entitled to six (6) weeks annual vacation leave.

14.2.1 Only employees qualified under the current practice will receive four (4) weeks vacation after five (5) years service effective April 1, 2002.

14.3 Casual employees shall be paid 3/52nd vacation pay in lieu of vacation leave, based on total earnings, on each pay cheque. After ten (10) years of service they shall be paid 4/52nds vacation pay.

14.4 **Vacation Schedule**

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

- a) Granted bereavement leave, or
- b) Granted sick leave of three (3) days or more upon proof of hospitalization.
- c) Where any statutory holiday falls within an employee's annual vacation, the employee shall be granted an additional day of vacation leave, at a time to be mutually agreed upon by both parties.

14.5 Vacation requests must be submitted in writing to the Executive Director. The Executive Director shall provide a written response to the employee's vacation request within fifteen (15) days from the date of submission.

14.6 Vacation leave must be taken in the vacation year following that in which it is earned. At the discretion of the Executive Director, a maximum of five (5) days' vacation may be carried forward to the next vacation year provided the five (5) days' vacation is taken at a time approved by the Executive Director. All requests for carry forward of vacation must be submitted in writing to the Executive Director on or before November 1.

14.7 Earned vacation leave shall be taken at a time approved by the Executive Director.

14.8 **Unbroken Vacation**

Employees **shall** be entitled to receive vacation in an unbroken.

14.9 Employees who terminate their employment prior to taking earned vacation leave shall receive pay in lieu of vacation.

14.10 In the event of termination prior to one (1) years' service, the employee shall be entitled to 3/52nds of total wages earned to the date of termination.

ARTICLE 15 SICK LEAVE

15.1 Definition

Sick leave means the period of time an employee is absent from work with pay by virtue of being sick or disabled.

15.2 Annual Paid Sick Leave

Sick leave credits shall accumulate from the date of employment on the basis of one point five (1.5) working days per month [eighteen (18) working days per year]. A working day is the regular working day of each employee.

If sick leave is to be utilized for anything other than being sick or disabled it will be at the discretion of the Executive Director.

Sick Leave shall continue to accumulate until the employee has accumulated a sick leave entitlement bank of **One Hundred and Nineteen (119)** days. Each time that the Sick Leave Entitlement is used, it will again accumulate at this rate until it has reached the **One Hundred and Nineteen (119)** day cap.

15.3 Proof of Illness

A doctor's certificate may be required for any period of sick leave at the Employer's request and expense. The information requested shall be relevant to employee's ability to perform their regular duties and shall not violate the accepted principles of medical confidentiality.

15.4 Independent Medical Examination

At the Employer's request, an employee who is or has been absent from work on sick leave shall attend upon and submit to a medical examination conducted by a physician or other health care provider designated by the Employer and at the Employer's expense.

15.5 It is understood and agreed that this Article 15 does not apply to casual employees.

ARTICLE 16 LEAVE OF ABSENCE

16.1 Bereavement Leave

- a) **Five (5)** days bereavement leave with pay shall be granted to an employee for the death of a spouse, common law spouse, mother, father, son, daughter, brother, sister, mother-in-law, father-in-law, step children, step grandchild, grandchild or grandparent.
- b) Any other bereavement requests must be approved by the Executive Director.

16.2 Pressing Necessity

Necessary time off work with pay shall be granted to an employee for pressing personal matters beyond the employee's control. Such leave shall consist of up to five (5) days annually. Additional time may be granted under extenuating circumstances and must be approved by the Executive Director.

All days shall be deducted from the Employee's sick leave.

16.3 Maternity, Parental and Adoption Leave

Employees shall be granted maternity, parental and adoption leave in accordance with The Saskatchewan Employment Act. Except that an employee may extend their Maternity/Parental Leave to eighteen (18) months.

16.4 Leave of Absence for Jury Duty

An employee who is summoned as a juror or subpoenaed as a witness shall be granted an unpaid leave of absence.

If the employee is excused from jury duty or witness duty to any day or portion thereof, the employee shall report for work immediately.

16.5 General Leave of Absence

An unpaid leave of absence of up to one (1) year may be granted to an employee insofar as the operations of the Employer will permit and provided the employee has furnished a valid reason for requesting such leave. Except in extenuating circumstances, all requests for a general leave of absence must be submitted at least thirty (30) calendar days in advance.

An employee granted a general leave of absence shall not earn sick leave credits, annual vacation credits or paid holiday pay during the entire period of leave granted.

16.6 Benefits While on Leave of Absence

During the period of any approved unpaid leave of absence granted under Article 16.5, the Employer will not contribute to the benefit plans on behalf of the employee for the entire period of the leave. Subject to the terms of the benefit plans, the employee may fully fund such contributions (including any portion that would otherwise be paid by the Employer) on his or her own, if the employee chooses to continue the benefits during the leave.

ARTICLE 17 PAYMENT OF WAGES

17.1 Salary Scales

The salary scale applicable to all employees shall be as set out hereinafter in Appendix "A" of this Agreement.

17.2 Pay Administration

All employees shall be paid twice monthly. All employees shall receive a detailed pay statement showing pay period worked, gross earnings and all relevant deductions.

Direct deposit is mandatory.

17.3 Temporary Assignment of Higher Duties

When filling an out of scope position, the rate of pay shall be an increase of one dollar (\$1.00) per hour.

The temporary assignment of higher duties shall be offered to the senior qualified employee who shall be paid for all full days worked.

When a senior qualified employee does not want the temporary assignment of higher duties, they shall indicate so in writing.

ARTICLE 18 BENEFITS

18.1 Benefits

The Employer agrees to make available the following benefits to all eligible employees, subject to the terms of the plans and provided government funding is available:

a) Dental and Group Life

All full-time, part-time Individual Support Workers who work on a regularly scheduled and continuous basis.

These individual premiums are paid by the Employer. Any additional cost for family coverage is paid by the employee.

b) Group Medical

All full-time, part-time and Individual Support Workers who work on a regularly scheduled and continuous basis.

These individual premiums are paid on a 50/50 basis between the Employer and the employee. Any additional cost for family coverage is paid by the employee.

c) Long Term Disability

All full-time, part-time and Individual Support Workers who work on a regularly scheduled and continuous basis.

Long Term Disability (LTD) premiums are paid by the employee.

d) Employee Assistance Program

The Employer will provide an employee assistance program to eligible employees.

e) Pension Plan

All full-time, part-time and Individual Support Workers who work on a regularly scheduled and continuous basis shall participate in the SARC Pension Plan. They shall contribute four (4) percent of earnings matched by the Employer.

ARTICLE 19 DISCIPLINE AND DISCHARGE

19.1 Discipline and Discharge

Except as outlined in Article 9.1.2 employees shall be disciplined or discharged only for just cause. The parties to this Agreement recognize the principles of progressive discipline and acknowledge and agree that the application of those principles depends on the nature or seriousness of the misconduct and the circumstance of each case.

19.2 Union Representation

For discipline involving letters of reprimand, suspension or discharge, an employee shall be advised in advance of the disciplinary meeting and shall have the right to have their local Union Steward present. The Employer shall advise the employee of this right at the same time they give them notice of the meeting.

19.3 Personnel Records

An employee may have access to his or her personnel records, excluding employment references, in the presence of the Executive Director at a time agreed upon by the Executive Director.

19.4 **Written Reasons for Discipline**

With the exception of probationary employees, an employee who is suspended or discharged shall be advised by the Employer within fifteen (15) calendar days, in writing, of the reasons for such discipline.

ARTICLE 20 OCCUPATIONAL HEALTH AND SAFETY

20.1 **Occupation Health and Safety**

The Employer and the Union shall continue to co-operate in the implementation of safety measures and further agree that the provisions for a Health and Safety Committee as provided for under The Saskatchewan Employment Act shall be carried out. No clause in this Agreement shall limit access under the Act.

ARTICLE 21 GENERAL PROVISIONS

21.1 **Confidentiality**

All employees are expected to maintain strict confidentiality with respect to the names and any other information they may obtain respecting clients and client/employees. All employees are required to sign an oath of confidentiality upon accepting employment with the Employer and shall comply strictly with its terms.

ARTICLE 22 DURATION

22.1 This agreement shall be binding and remain in effect from April 1, **2024** to March 31, **2028** and shall continue from year to year thereafter unless either party give notice to the other party in writing not less than sixty (60) days nor more than one hundred twenty (120) days before the expiry date of the Collective Bargaining Agreement that they wish to negotiate a renewal or revision thereof.

22.2 **Wage Opener**

Either party by giving notice to the other party may initiate the negotiation of a wage re-opener **during the term of this Agreement**. It is understood and agreed that in such event all other provisions of this Agreement shall remain in full force and effect. The parties agree that this provision shall be subject to the Employer receiving funding increases from the Provincial Government.

APPENDIX A – IN SCOPE EMPLOYEES

SALARY GRID 2024 to 2025

| | Starting Wage | 990 Hours | 1950 Hours | 3900 Hours | 5850 Hours |
|------------------------|------------------|--------------|---------------|---------------|---------------|
| Direct Support Workers | 17.96 | 19.45 | 21.06 | 22.81 | 24.69 |
| * with Certification | 18.48 | 19.97 | 21.58 | 23.33 | 25.21 |

Step 3 is top casual rate

* Rehab Worker Certificate

Increments based on straight time hours paid.

BTEC Hours 1950

Employees on staff at the date of signing this Agreement (APPENDIX A-IN COPE EMPLOYEES) shall receive a raise equal to four (4) percent of their straight time earnings from April 1, 2024.

LETTER OF UNDERSTANDING – 2007-01

RE: Grandfathering – Rehab Worker Certificate

For the purposes of clarification, it is agreed that existing full-time employees as of April 1 2006 shall be grandfathered as if having certification. Employees who have left employ since that date are not included.

Signed 23 day of February 2007 in North Battleford, SK

Signed on behalf of
Battlefords Trade and
Education Inc.

Signed on behalf of SGEU

Original signed by:

Original signed by:

Don Amos
Executive Director
BTEC

Don MacDonald, AAA
SGEU

SIGNING PAGE

THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION and BATTLEFORDS TRADE AND EDUCATION CENTRE INC. hereby agree that the attached document shall form the Collective Bargaining Agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Collective Bargaining Agreement on this 20th day of December, 2024.

Signed on behalf of:
Saskatchewan Government and
General Employees' Union

Signed on behalf of:
Battlefords Trade and Education
Centre Inc.

Original signed by:

Jody Brown, Chair
Bargaining Committee

Original signed by:

Shelley Mandin, Member
Bargaining Committee

Original signed by:

Kevin Glass
Labour Relations Officer

Original signed by:

Chris Stolz
Payrol & Benefits

Original signed by:

Mona Leece
Executive Director