



# **NORTHERN VILLAGE OF ILE-A- LA CROSSE**

**January 1, 2022 –  
December 31, 2025**

**WORKING TOGETHER FOR SASKATCHEWAN**

**SGEU**

**ARTICLES OF A  
COLLECTIVE BARGAINING AGREEMENT  
BETWEEN  
NORTHERN VILLAGE OF ILE-A-LA CROSSE  
AND  
SASKATCHEWAN GOVERNMENT AND  
GENERAL EMPLOYEES' UNION  
LOCAL 5293**

**JANUARY 1, 2022 TO DECEMBER 31, 2025**



## TABLE OF CONTENTS

	PAGE
<b>ARTICLE 1</b>	<b>INTERPRETATION..... 1</b>
<b>ARTICLE 2</b>	<b>SCOPE ..... 2</b>
<b>ARTICLE 3</b>	<b>MANAGEMENT RIGHTS ..... 2</b>
<b>ARTICLE 4</b>	<b>UNION SECURITY ..... 2</b>
4.10	Work of the Bargaining Unit ..... 4
<b>ARTICLE 5</b>	<b>APPOINTMENTS..... 4</b>
5.1	Filling Positions from Re-employment Lists ..... 4
5.2	Filling Positions by Competition ..... 4
<b>ARTICLE 6</b>	<b>CLASSIFICATION PLAN ..... 5</b>
6.6	Promotion..... 5
6.7	Demotion..... 6
<b>ARTICLE 7</b>	<b>RECLASSIFICATIONS..... 6</b>
<b>ARTICLE 8</b>	<b>PAY ADMINISTRATION..... 8</b>
8.2	No Payment Prior to Allocation ..... 8
8.3	Hiring Rates ..... 8
8.4	Pay Periods..... 8
8.5	Annual Increments ..... 8
8.6	Changes in Pay Range ..... 9
8.7	Temporary Performance of Higher In-Scope Duties ..... 9
8.8	Temporary Assignment to Out-of-Scope Duties..... 9
8.9	Overtime ..... 9
8.10	Re-employment..... 10
8.11	Severance Pay..... 10
8.12	Travel and Sustenance Allowance ..... 11
<b>ARTICLE 9</b>	<b>PROBATION..... 11</b>
9.2	On Initial Employment ..... 11
9.3	Probation on Promotion ..... 11
9.4	Probation on Re-employment..... 11
9.5	Probation on Demotion ..... 12
9.6	Probation on Re-classification..... 12
9.7	Leave During Probation ..... 12
<b>ARTICLE 10</b>	<b>HOURS OF WORK..... 12</b>
<b>ARTICLE 11</b>	<b>TECHNOLOGICAL CHANGE ..... 13</b>
<b>ARTICLE 12</b>	<b>LAYOFF AND RECALL ..... 13</b>
12.2	Method of Layoff ..... 13
12.3	Method of Recall ..... 13
12.4	Order of Bumping..... 13
<b>ARTICLE 13</b>	<b>SENIORITY ..... 14</b>

## TABLE OF CONTENTS

	PAGE
<b>ARTICLE 14 VACATION LEAVE AND VACATION ALLOWANCE .....</b>	<b>14</b>
<b>ARTICLE 15 DESIGNATED HOLIDAYS .....</b>	<b>15</b>
15.1 Holiday List.....	15
15.2 Falling on Days of Rest .....	16
15.3 Working on a Designated Holiday .....	16
<b>ARTICLE 16 SICK LEAVE.....</b>	<b>16</b>
<b>ARTICLE 17 EMPLOYEE BENEFITS .....</b>	<b>17</b>
17.1 Workers' Compensation Pay Supplement.....	17
17.2 Registered Superannuation Plan .....	17
17.3 Group Insurance .....	17
<b>ARTICLE 18 LEAVE OF ABSENCE.....</b>	<b>17</b>
18.1 Maternity / Paternity / Adoption Leave .....	17
18.2 Bereavement / Compassionate Leave .....	19
18.3 Pressing Necessity.....	19
18.4 Union Business Leave .....	19
18.5 Definite Leave of Absence .....	20
18.6 Indefinite Leave.....	21
18.7 Education Leave .....	21
<b>ARTICLE 19 DISCIPLINE, SUSPENSION, DEMOTION AND DISMISSAL .....</b>	<b>22</b>
19.2 Burden of Proof .....	22
19.3 Records of Employees .....	22
19.4 Verbal Reprimand .....	22
19.5 Letter Reprimand .....	22
19.6 Suspension .....	23
19.7 Dismissal.....	23
19.8 Demotion.....	23
19.9 Reinstatement of Rights.....	23
19.10 Right to Have a Steward .....	23
19.11 Notice of Termination of Employment, Demotion, Resignation .....	24
<b>ARTICLE 20 GRIEVANCES .....</b>	<b>24</b>
20.1 Definition of Grievance.....	24
20.2 Stewards .....	24
20.3 Names of Stewards.....	25
20.4 Permission to Leave Work .....	25
20.5 Procedure.....	25
20.6 Step 1 – Filing a Grievance .....	25
20.7 Step 2 – Meeting .....	26
20.8 Step 3 – Mediation .....	26
20.9 Step 4 – Arbitration .....	26
20.10 Special Measures.....	26
20.11 Deviation from Grievance Procedure .....	27
20.12 Failure to Act Within Time Limits.....	27

**TABLE OF CONTENTS**

		PAGE
20.13	Technical Objections to Grievances .....	27
20.14	Changes to the Agreement .....	27
20.15	Access to Grievance Information from Employer .....	27
<b>ARTICLE 21</b>	<b>MEDIATION-ARBITRATION .....</b>	<b>27</b>
21.1	Mediation .....	27
21.2	Selection of a Mediator .....	28
21.3	Role of the Mediator .....	28
21.4	Rules Applicable to Grievance Mediation.....	28
21.5	Grievance Mediation Process .....	28
21.6	Arbitration.....	29
21.7	Procedure.....	29
21.8	Decision of the Arbitrator.....	29
21.9	Expenses of the Arbitrator.....	30
<b>ARTICLE 22</b>	<b>SAFETY AND HEALTH.....</b>	<b>30</b>
22.6	Clothing and Equipment.....	30
22.7	Safety Boot Allowance .....	31
<b>ARTICLE 23</b>	<b>ANTI-HARASSMENT .....</b>	<b>31</b>
23.2	Discrimination.....	31
23.3	Definition of Harassment.....	31
<b>ARTICLE 24</b>	<b>PRESENT CONDITIONS AND BENEFITS .....</b>	<b>32</b>
<b>ARTICLE 25</b>	<b>COPIES OF THE AGREEMENT.....</b>	<b>32</b>
<b>ARTICLE 26</b>	<b>DURATION OF AGREEMENT .....</b>	<b>32</b>
<b>ARTICLE 27</b>	<b>NORTHERN DISTRICT ALLOWANCE .....</b>	<b>33</b>
<b>SCHEDULE A – Pay Rates</b> .....		<b>34</b>
<b>SIGNING PAGE</b> .....		<b>36</b>

ARTICLES OF A COLLECTIVE BARGAINING AGREEMENT  
made in duplicate this 06 day of December, 2022

between

**NORTHERN VILLAGE OF ILE-A-LA CROSSE**  
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**

**WHEREAS** it is the desire of all parties to this Agreement to maintain the existing harmonious relationship between the Village and the members of the Union, to promote cooperation and understanding between the Village and the Employees, to recognize the mutual value of joint discussions, and negotiations in all matters pertaining to work conditions, hours of work and scale of wages, to encourage economy of operation and elimination of waste, and to promote the morale, well-being and security of the Employees of the Village.

**ARTICLE 1 INTERPRETATION**

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

- 1.1 **“CAO”** means the Chief Administrative Officer of the Northern Village of Ile-a-la Crosse.
- 1.2 **Union** means the Saskatchewan Government and General Employees' Union.
- 1.3 **Village** means the Northern Village of Ile-a-la Crosse.
- 1.4 **Demotion** is defined as the movement of an Employee from a position in one class to a position in another class with a salary range of lower maximum.
- 1.5 **Employee or Employees** means an Employee or Employees to which the terms of this Agreement apply as indicated in Article 2 hereof.
- 1.6 **Mayor** means the Mayor of the Northern Village of Ile-a-la Crosse.
- 1.7 **“Parties”** shall mean the Northern Village of Ile-a-la Crosse and the Saskatchewan Government and General Employees' Union.

- 1.8 **Pay Plan** means the scales of pay as contained in this Agreement.
- 1.9 **Position Classification Plan** means and includes the classes of positions which have been established by the Northern Village of Ile-a-la-Crosse, the class specifications and the rules for the continuous administration of and amendments thereto.
- 1.10 **Promotion** is defined as the movement of an Employee from a position in one class to a position in another class with a salary range with a higher maximum.
- 1.11 **He, His, Him, She, Hers, or Her** includes a reference to persons of the opposite gender whenever the facts or context so require.
- 1.12 **Permanent Employee** means one who has successfully completed the probationary period.
- 1.13 **Fiscal Year** is January 1<sup>st</sup> to December 31<sup>st</sup>.
- 1.14 **Contract Year** is January 1<sup>st</sup> to December 31<sup>st</sup>.
- 1.15 **Part-time Employee** is an Employee who works a permanent schedule less than full-time.
- 1.16 **Casual Employee** is an Employee who works on a call-in basis.

## **ARTICLE 2 SCOPE**

- 2.1 This Agreement shall cover all Employees of the Northern Village of Ile-a-la-Crosse including supervisory Employees as defined by the Saskatchewan Employment Act 2014, with the following exceptions:
- a) Chief Administrative Officer
  - b) Outside Supervisor

## **ARTICLE 3 MANAGEMENT RIGHTS**

- 3.1 The Union acknowledges that it is the right of the Employer to manage its operation and to direct the workforce except as limited by the terms of this Collective Agreement.

## **ARTICLE 4 UNION SECURITY**

- 4.1 The Village agrees to recognize the Saskatchewan Government and General Employees' Union as the sole collective bargaining agent for all Employees covered by this Agreement and hereby agrees to negotiate with the Union or its Designated bargaining representatives, on matters relating to conditions of employment, rates of pay and hours of work.



- 4.2 The Village agrees to abide by the Saskatchewan Human Rights Legislation. The Employer and the Union agree that there shall be no discrimination, interference, restriction or coercion exercised or practiced with respect to any Employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, lay-off, recall, discipline, classification, discharge, or otherwise by reason of age, race, creed, colour, national origin, sexual orientation, physical or mental disability, personal, political or religious affiliation, sex or marital status, nor by reason of membership or activity in the Union.
- 4.3 Every Employee who is now or hereafter becomes a member of the Union shall maintain his membership in the Union as a condition of his employment, and every new Employee whose employment commences hereafter shall, within thirty (30) days after the commencement in his/her employment, apply for and maintain membership in the Union, as a condition of his/her employment, provided that any Employee in the appropriate bargaining unit who is not required to maintain his/her membership in the Union, shall as a condition of his/her employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.
- 4.4 Upon receipt of signed authorization cards, the Village shall deduct, on behalf of the Union, all initiation dues, assessments or levies from the pay cheque of each Employee, each month, who as a condition of employment is required to submit such initiations, dues, assessments or levies. The Village shall remit same to the Union during the month following the calendar month in which such deduction is made, accompanied with a list of all Employees for and on behalf of whom and for what month the deductions were made.
- The list of Employees shall include Names, Addresses, Phone numbers, Total earnings and Actual hours worked per Employee, Number of full-time, part-time, casual and seasonal Employees and the amount of Union dues/assessments and/or initiation fees deducted from each Employee.**
- 4.5 A monthly statement shall also be forwarded to the Union showing the names of all new Employees covered by this Agreement hired during the month, the date they were employed, and the name of all Employees covered by this Agreement who have left the employ of the Village during the month and the date of severance.
- 4.6 At the time INCOME TAX "T4" slips are made available the Village shall type on the amount of Union dues paid by each Union member.
- 4.7 The Village agrees to acquaint new Employees with the fact that a Union Agreement is in effect and allow the new member 15 minutes with the Union representative.

**4.8** An Employee who is temporarily filling an out-of-scope position shall continue to have Union dues deducted from his/her salary and shall be entitled to all the benefits and protections afforded by this Agreement.

**4.9** The Village recognizes that education is a continuing process. Accordingly, the Village shall allow the Union to conduct educational and business functions for Village Employees in the Village boardroom, with prior concurrence of the Council.

**4.10 Work of the Bargaining Unit**

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

**ARTICLE 5 APPOINTMENTS**

**5.1 Filling Positions from Re-employment Lists**

5.1.1 When a position becomes vacant, an appointment shall be made of the most senior qualified applicant on the re-employment list when a list for such position exists.

**5.2 Filling Positions by Competition**

5.2.1 All vacancies and new positions covered in the scope of this Agreement for which no re-employment lists exist, shall be subject to in-service competition in all cases.

5.2.2 The Union and the Village may mutually agree that the bulletining of a particular position is not required and where such agreement is reached, the Village will not bulletin the position.

5.2.3 The competition shall allow a minimum of one week for applications to be submitted and shall be announced to all Employees in the form of a bulletin posted in a prominent position in the Village offices. Employees on layoff shall be informed by mail as soon as possible. The bulletin shall set the name of the position, duties involved, qualification requirements, salary, deadline date for applications, and any other pertinent information.

5.2.4 The most senior qualified applicant in the bargaining unit shall be appointed to the position.

**5.3** All vacant positions shall be advertised as soon as possible but no later than thirty (30) calendar days upon becoming vacant.

## **ARTICLE 6 CLASSIFICATION PLAN**

- 6.1** The Village shall establish and maintain a position classification plan in which positions of similar kind, difficulty and responsibility are included in the same class. Amendments shall be made from time to time as changes in organization and work assignments require. Written class specifications for each class of position shall include a description of duties, responsibilities of work, and a statement of minimum requirements for length and kind of experience, formal education and training, knowledge, skills and abilities required for adequate performance of the duties of a position in the class.
- 6.2** Copies of the Manual of Class Specifications, currently maintained, shall be kept in the offices of the Village and shall be available for inspection.
- 6.3** New or revised classifications shall be established in accordance with Article 5.1. The Village shall give notice of intention to the Union and shall negotiate the inclusion or exclusion of a position, and, if the position is to be included, the Village shall forthwith negotiate the rate of pay, the hours of work and the length of probationary period. If no agreement is reached, in order to avoid delay in filling the position the Village may advertise the position at a salary range which is the lower of the salary ranges advanced by each party.
- 6.4** The rate of pay when negotiated will be retroactive in respect of any Employees hired at the lower rate.
- 6.5** Should the Village abolish any permanent position, the Village shall notify the Union thirty (30) days prior to abolishing a position giving the reasons why.
- 6.6** **Promotion**
- 6.6.1** On promotion, an Employee's rate of pay shall be adjusted to the minimum of the new range except that the rate will not be less than one step above his/her current rate.
- 6.6.2** When the promotion creates a wage change of 10% or more, the Employee's increment date shall be the first of the month of promotion to new position.
- 6.6.3** An Employee who is promoted and fails the probation shall revert to the position held prior to probation. The rate of pay in the position will be adjusted based on any increments which would have been earned had the Employee not been promoted. If the Employee in the former position held a position with the Village, he/she will revert back to his/her former position. If a new Employee, he/she will be terminated.

**6.7 Demotion**

6.7.1 When an Employee is demoted, the rate of pay for the new position shall be as follows:

- a) If the rate of pay received in the previous position was more than the maximum rate of the new position the Employee's rate shall remain unchanged until the maximum of the new position exceeds such rate, at which time the Employee shall receive the maximum of the new position.
- b) If the rate of pay received in previous positions falls within the range of pay of the new position, the new rate will be the former rate received, or if no such rate exists, their rate will remain the same.

6.7.2 Increment dates shall not be affected by demotion.

**ARTICLE 7 RECLASSIFICATIONS**

7.1 When the duties of any classification are altered or changed, or where the Union or the Employee feels he is incorrectly classified during the term of this Agreement, the Employee or the Union may request a reclassification of the position.

7.2 The Village will assess the position and notify the Employee and/or the Union of the results. If the Employee's and/or the Union's request for reclassification is rejected or if there is dissatisfaction with the reclassification approved, the Employee may initiate a grievance.

- a) The grievance will be initiated in accordance with Article 19 of the grievance procedure.
- b) Application for mediation-arbitration, if required, will be made in accordance with Article 20 herein.
- c) The establishment of an arbitration board will be in accordance with the procedure as outlined in Article 21.1 herein.
- d) The powers of the arbitration board shall be as follows:
  - i) The Board shall have the power to arbitrate reclassification disputes between the Union and the Village.
  - ii) The Board shall be authorized to direct:
    - That the appealed position be reallocated to an existing class in a classification plan, or
    - That the classification decision be confirmed and the appeal denied, or

- That a new classification be developed to reflect the change of duties. This will not create a new position but will change the current position.
- e) In conducting hearings and deliberations, the Board shall consider the job description for the appealed position, and specifications for existing classes in the plan, together with evidence presented during the course of the hearings.
  - f) In conducting hearings and deliberations, the Board shall consider the job description for the appealed position, and specifications for existing classes in the plan, together with evidence presented during the course of the hearings.
  - g) The Board shall consider only the duties and responsibilities of the position at the original date of request and shall not take into account changes that may subsequently have taken place.
  - h) Cost of the Board - All costs including travel and accommodation for the Board Chairman shall be shared equally by the parties. Each party shall pay the cost of its own appointee to the Board.

**7.3** If the reclassification is approved, it will be effective retroactive to the date of application. All reclassifications will be posted and the Union will be notified.

**7.4** When the reclassification of a permanent position is due to new or additional duties and responsibilities the incumbent shall be appointed. In the event the incumbent does not meet the minimum requirements for the position he will be permitted up to one year to acquire such minimum level requirements. In the event the Employee is not successful in acquiring such minimum level requirements he may be required to vacate the position at the discretion of the Mayor. In the event that the incumbent is required to vacate the position the Employee will be laid off and his/her name placed on a re-employment list for any position for which he/she is qualified.

**7.5** The incumbent of a position which is reclassified downward shall have his name placed on a re-employment list for a class of position similar to and with the same salary range as his position before it was downgraded. The Employee shall not be entitled to any economic adjustment until such time as the maximum of the range for the lower class overtakes the maximum of the range obtained under this subsection. Until it is possible for the Village to replace the incumbent from the re-employment list, he will be advanced through the steps of the range retained herein.

## **ARTICLE 8      PAY ADMINISTRATION**

**8.1**                Effective on date of certification, the rates of pay contained in Schedule 1, attached to and forming part of this Agreement shall be the rates paid to Employees occupying positions allocated to the classes of the positions in the classification plan.

### **8.2                No Payment Prior to Allocation**

8.2.1              Payment of salary or wages shall not be made to any Employee of the Village until such time as the Village verifies that the position to be filled is one previously allocated to the classes of positions in the classification plan or approves a tentative allocation to a classification.

### **8.3                Hiring Rates**

8.3.1              A new Employee shall normally be hired at the minimum of the salary range for the position, provided however, that the Village may approve a higher rate within the range where the selected applicant possesses education and/or experience which exceed the minimum requirements for the position. In such event, the Village will advise the Union and the Employees in the same class of the action and the reasons therefore, in writing, and any Employee with equivalent qualifications in the same class who is being paid lower in the range may request a review of his/her qualifications and salary. If the case is substantiated the appropriate salary adjustment shall be effected.

### **8.4                Pay Periods**

8.4.1              Employees shall be paid (Bi-weekly) every ten (10) working days. Payment in each case shall be for work performed in that period.

8.4.2              The December salary cheques may be issued earlier than stated above as determined by management.

8.4.3              The Employee may, when commencing annual vacation. Request his/her salary cheque for that month dated as the date on which his/her vacation leave commences.

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

### **8.5                Annual Increments**

8.5.1              Subject to 8.5.3 all probationary, permanent, part-time and casual Employees shall receive within grade step increments effective on their established increment dates, provided that the Employee has reported for work a minimum of two hundred (200) days since his/her last increment adjustment.

8.5.2 Subject to 8.5.1, an increment date shall be the anniversary date of initial employment.

8.5.3 When an Employee returns to work after leave of absence without pay, or layoff, the Employee will be credited with all service before the leave of absence or layoff.

## **8.6 Changes in Pay Range**

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

## **8.7 Temporary Performance of Higher In-Scope Duties**

8.7.1 Where an Employee is assigned by management to perform the duties of a higher in-scope position and substantially performs the duties of the higher in-scope position the rate of pay shall be **four dollars (\$4.00)** per hour.

8.7.2 Remuneration for temporary performance of higher duties authorized by a supervisor shall be payable for all days worked.

## **8.8 Temporary Assignment to Out-of-Scope Duties**

8.8.1 Following an absence of one (1) day the senior qualified Employee will be assigned by management to perform the duties of an out-of-scope position, shall receive a minimum increase of **four dollars (\$4.00)** per hour added to his/her regular rate of pay for all hours worked in the assignment.

8.8.2 While temporarily performing out-of-scope duties, an Employee shall be deemed to be within the scope of the bargaining unit and shall accrue seniority and hours toward an increment, if eligible, for all hours worked and his/her increment date shall not change.

## **8.9 Overtime**

8.9.1 All Employees

- a) Overtime shall be preauthorized verbally or on standing written instructions by the Chief Administrative Officer. Overtime is to be paid at the rate of one and a half time for all hours worked in excess of normal hours in one regular workday. Double time is to be paid for hours worked on normal days of rest.
- b) Overtime may be banked as time in lieu at the appropriate rate, subject to management approval.

## 8.9.2 **Employees Called Back from Vacation**

**An Employee shall only be called back in to work in emergent circumstances from scheduled vacation and shall be paid at the rate of double (2x) the regular rate of pay for all hours worked. Such vacation days so worked shall be rescheduled.**

**When an Employee is required to cancel scheduled vacation, as provided in Article 14, the Employee shall immediately notify the Employer of any associated unrecoverable costs that the Employee will experience. Such costs incurred as a result of the cancellation shall be reimbursed by the Employer upon submission of receipts.**

- a) Overtime in any week shall be voluntary after the first four (4) hours of overtime worked in the week except in emergencies.

## 8.10 **Re-employment**

8.10.1 Where an Employee is re-employed after layoff within one (1) year in the same or a similar position, the rate of pay shall be at the same step in the range for the position as at the time of layoff.

8.10.2 Where an Employee is re-employed within one (1) year after layoff in a position with a lower pay grade, the rate of pay shall be equivalent to:

- a) the rate formerly received (if an identical rate exists in the new range),
- b) or the next higher rate (if an identical rate does not exist in the new range),
- c) or the maximum rate (if the rate in the former position exceeds the maximum of the new range).

8.10.3 Where, as a result of competition, an Employee is re-employed in a position higher in grade the rate of pay shall be adjusted as on promotion.

## 8.11 **Severance Pay**

8.11.1 A permanent Employee shall be entitled to severance pay, in the event of job abolition or layoff in excess of one (1) year. In the latter, an Employee may resign at any time prior to the year end and collect all severance pay owing. For the purpose of this clause severance pay shall be determined and paid on the basis of one (1) week for each year of service or fraction thereof, beginning with the first year of employment. Severance pay will be payable at the Employee's salary rate at the time of severance.



**8.12 Travel and Sustenance Allowance**

8.12.1 Travel and sustenance allowances for use of personal vehicles shall be at the same rates as paid to Council members.

**ARTICLE 9 PROBATION**

**9.1** The Village shall provide reasons in writing in all cases of termination. The following probationary periods shall be served by Employees hired for permanent full-time positions.

**9.2 On Initial Employment**

9.2.1 All probation periods shall be of six (6) months duration. Upon satisfactory completion of the probationary period for permanent employment the Employee will be granted permanent status and shall be so advised in writing.

**9.3 Probation on Promotion**

9.3.1 A permanent Employee who has been promoted shall serve the probationary period for such class equivalent to that stipulated on initial employment.

9.3.2 An Employee who is promoted during initial probation shall commence the usual probation period in the new position. If the Employee does not qualify reversion to the original position may take place, in which case the remainder of the original probation period shall be served.

9.3.3 A permanent Employee, who is on probation shall upon promotion complete the usual probationary period. If the Employee fails the probation, he shall revert to the position held prior to probation.

9.3.4 If the Employee in the former position held a position with the Village, he/she will revert back to his/her former position. If a new Employee exists, he/she will be terminated.

**9.4 Probation on Re-employment**

9.4.1 No probationary period shall be required of an Employee who is re-employed within two (2) years in any position in which he/she formerly held permanent status.

9.4.2 For a position that requires certification the individual must be hired within two (2) years from the date of resignation to meet the threshold for no probationary period.

**9.5 Probation on Demotion**

9.5.1 No probationary period shall be required of a permanent Employee who has been demoted to a position in which he/she held permanent status.

**9.6 Probation on Re-classification**

9.6.1 No probationary period shall be required of an Employee in a position which is re-classified 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 be appointed permanent at the re-classified level.

**9.7 Leave During Probation**

9.7.1 When an approved leave is taken for more than fifteen (15) days (not including vacation) during a probation period, the permanent appointment will not be in effect until three (3) months of actual service has been completed.

**ARTICLE 10 HOURS OF WORK**

**10.1** Hours of work (inclusive of 15-minute rest periods each morning and afternoon) for Employees of the Village shall be as follows:

- a) Office Employees shall work a thirty-five (35) hour week Monday to Friday inclusive. Office Employees will rotate weekly working a modified schedule for opening purposes from 8:30am-12pm & 1pm-5pm and shall be entitled to take one (1) earned day off for every modified week worked.
- b) All Earned Days Off (EDO's) shall be used within (30) thirty days of the date it is earned.
- c) Hours for outside workers shall be 8:00 A.M. to 12 noon and 1:00 P.M. to 5:00 P.M. Employees shall work a modified work pattern of ten (10) days on and four (4) days of rest.
- d) Employees required to be on standby shall receive **twelve dollars and fifty cents (\$12.50)** per day in addition to any time worked.
- e) Employees who are required to return to their work setting after normal hours will be paid at a minimum two (2) hours at overtime rates.

## **ARTICLE 11      TECHNOLOGICAL CHANGE**

**11.1**            If technological changes are contemplated in the operation and organization of the Village that may infringe upon the security of its Employees covered by this Agreement, the matter will be dealt with in accordance with. Part VI Division 10, Technological Change and Organizational Change of The Saskatchewan Employment Act 2013.

**11.2**            If the Village contemplates major changes in program, either in the scope and content of the program or in the manner in which the program is delivered the Village will consult with the staff and the Union before making decisions related thereto.

## **ARTICLE 12      LAYOFF AND RECALL**

**12.1**            The Village will inform, in writing, the Union and the Employees involved a minimum of thirty (30) days, in advance, of any need for layoffs. Notice of Layoff shall be as per Subdivision 12 Layoff and Termination of the Saskatchewan Employment Act.

### **12.2            Method of Layoff**

**12.2.1**            In the event of layoff, Employees shall be laid off in the reverse order of seniority within the classification affected.

### **12.3            Method of Recall**

**12.3.1**            Employees shall be recalled in the order of their seniority for their former position or any position in which they have held permanent status. No new Employee shall be hired in the classification until those laid off who are qualified for such classification have been given an opportunity for such recall.

### **12.4            Order of Bumping**

**12.4.1**            In the event that an Employee has been laid off or his/her job is abolished he/she shall, provided he/she is qualified, exercise his/her right to bump using the following order of bumping:

- a)            Upon receipt of notice the Employee shall, within five (5) working days, notify the Chief Administrative Officer, in writing, of his/her intention to bump.
- b)            He/she shall bump the most junior Employee in his/her own classification.
- c)            He/she shall bump downward the most junior Employee in a classification for which he/she are qualified.

- d) If he/she is successful in bumping downward he/she shall be placed on the re-employment list in the classification, he/she has been laid off or abolished from for a period of up to two (2) years. If a position comes open he/she shall be appointed from the re-employment list in order of seniority.

## **ARTICLE 13 SENIORITY**

**13.1** A probationary Employee shall **accumulate** seniority **upon commencement of service with the Employer.**

**13.2** When an in-scope Employee is temporarily assigned to higher duties to an out-of-scope position the Employee continues to pay Union dues, accrue seniority and retain all right conferred to this Collective Agreement.

- a) In-scope service only shall count as seniority.
- b) Upon return to an in-scope position, an Employee shall have all previous seniority, as recognized in 13.1 above, restored.

**13.3** No Employee shall be appointed to an out-of-scope position without consenting to same.

**13.4** Seniority lists shall be posted annually by the Village (Oct. 1).

**13.5** Seniority shall be broken for the following reasons:

- a) Dismissal for cause.
- b) Resignation in writing.
- c) Continuous layoff for a period in excess of eighteen (18) months.
- d) Unless arrangements have been made in advance, an Employee shall lose their seniority for failure to report to work after being notified to report to work following layoff or leave of absence.

## **ARTICLE 14 VACATION LEAVE AND VACATION ALLOWANCE**

**14.1** Employees shall be entitled to three (3) weeks annual vacation with pay after one (1) full year of employment.

**14.2** All Employees completing five (5) years of service shall be entitled to four (4) weeks annual vacation.

**14.3** All Employees completing ten (10) years of service shall be entitled to five (5) weeks annual vacation.

- 14.4** All Employees completing fifteen (15) years of service shall be entitled to six (6) weeks annual vacation.
- 14.5** Vacation shall be granted throughout the year by mutual agreement of the time allotted by the Village and the Employee. Employees will indicate their choices of dates for vacation by March 31<sup>st</sup> of each year. Seniority will dictate choice of vacation time where more than one Employee in the same classification wishes the same vacation time.
- 14.6** Employees who do not request vacation time before April 1<sup>st</sup> of each year shall forfeit their right to use seniority. Disputes after this date shall be governed on a first-come first-served basis.
- 14.7** Employees shall be allowed up to three (3) weeks uninterrupted vacation periods, except during peak periods. A longer period may be granted by mutual consent of both parties.
- 14.8** This vacation leave generally shall be taken in the year it is earned, however Employees shall be entitled to carry over up to five (5) days vacation into the next fiscal year. In special circumstances or certified illness, the Employer may approve carryover of up to five (5) additional days of vacation.
- 14.9** If all vacation leave is unable to be granted by the Village the Employee shall have the option of electing to carry over unused vacation leave to the next vacation year or be paid out for unused vacation leave credits.
- 14.10** Any expenses arising from an Employer requested vacation interruption shall be paid by the Employer if the interruption has been approved by Council.
- 14.11** **Vacation schedules shall be posted and confirmed by April 30<sup>th</sup> of each year. Once posted, these dates may be changed with mutual consent of the Employee and the Employer, except in extenuating circumstances.**

## **ARTICLE 15 DESIGNATED HOLIDAYS**

### **15.1 Holiday List**

15.1.1 Leave of absence with pay shall be allowed for:

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, Louis Riel Day, Christmas Day, Boxing Day and **National Day for Truth and Reconciliation.**

15.1.2 And any other day proclaimed as a Statutory Holiday by the Federal, Provincial or Municipal Government.

**15.2 Falling on Days of Rest**

15.2.1 When any of the above holidays fall on a Saturday and/or Sunday and is not proclaimed as being observed on some other day, the previous Friday or following Monday shall be deemed to be a holiday.

**15.3 Working on a Designated Holiday**

15.3.1 An Employee required to work on a holiday shall be paid at the rate of time and one-half plus another day off with pay to be taken within a four (4) week period following the holiday or paid out to the Employee.

15.3.2 An Employee required to work overtime on a holiday shall be paid at the rate of double time for any time in excess of normal hours.

**ARTICLE 16 SICK LEAVE**

**16.1** Employees shall earn sick leave at the rate of 1 1/4 days per month.

**16.2** For the purpose of 16.1, a month of employment shall include a month during which the Employee commenced employment. The month of employment shall be defined as an accumulated twenty-two (22) days of service, or portion thereof and shall include the month the Employee started prorated to the nearest one-half (1/2) day.

**16.3** The unused portion of Employees' sick leave shall accumulate from year to year to a maximum of forty-five (45) consecutive days.

**16.4** Any Employee absent from duty due to sickness shall inform the immediate supervisor or Chief Administrative Officer before 8:30 a.m. and/or before 1:00 p.m. if ill in the afternoon. If the Chief Administrative Officer is not available, Employees will contact the office staff and they will contact the Chief Administrative Officer.

**16.5** An Employee shall be required to produce a medical certificate if ill more than two (2) days. An Employee will not be paid until a medical certificate has been provided.

**16.6** Sick leave shall be defined as that period of time an Employee is absent from work due to an illness or disability not covered by Worker's Compensation.

**16.7** The Village agrees to continue the existing discretionary practice of granting short-term leave with pay for the purpose of required visits to medical and dental offices. Any such absences of one-half (1/2) day or more shall be deducted from accumulated sick leave credits. On request, Employees will be required to show proof of medical or dental care.

**ARTICLE 17 EMPLOYEE BENEFITS**

**17.1 Workers' Compensation Pay Supplement**

17.1.1 An Employee prevented from performing his/her 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/her regular salary for up to one hundred-five (105) days. If his/her application to the Workers' Compensation Board is rejected, he/she will be granted sick leave or leave without pay.

**17.2 Registered Superannuation Plan**

17.2.1 All permanent Employees, upon permanent employment shall contribute to the Retirement Savings Plan through the Municipal Employees' Superannuation Plan. Premiums for the plan shall be set by the Municipal Employees' Superannuation Plan.

17.2.2 An exception will be made if an Employee was paying into the plan prior to employment with the Village. The Plan requires that the new hire will contribute to the Municipal Employees Pension Plan (M.E.P.P.) immediately after employment begins.

17.2.3 Contributions to the Municipal Employees' Superannuation Pension Plan shall be deducted and submitted on a monthly basis to those plans.

**17.3 Group Insurance**

17.3.1 On completion of probation Employees will be included into the Saskatchewan Urban Municipality Association Group Insurance Plan. Premiums shall be paid as follows:

Dental and Vision Care	100% paid be the Employer
Other Insurance	50 % cost shared Employer/Employees

**ARTICLE 18 LEAVE OF ABSENCE**

**18.1 Maternity / Paternity / Adoption Leave**

18.1.1 In accordance with The Saskatchewan Employment Act an Employee who is currently employed for more than thirteen (13) consecutive weeks and who makes application for leave under this subsection at least one (1) month in advance of the requested commencement date shall be granted Maternity/Paternity/Adoption leave consisting of:

- a) A period of up to eighteen (18) months in any combination before or after the birth of the child. When a Doctor's Certificate is

provided stating that a longer period of maternity leave is required, an extension of up to one (1) year may be allowed.

- b) The Village shall not dismiss or lay off an Employee because of pregnancy or because she has applied for leave in accordance with the above.
- c) While on leave, an Employee shall retain full employment status and accumulate all benefits as he/she would have had he/she been continuously at work.
- d) An Employee who is unable to perform her regular duties, but is qualified and able to perform other work shall, where possible and without undue hardship, without affecting the seniority right of other Employees, be permitted to do so **without a decrease in wages or benefits, to accommodate a pregnancy if:**
  - i) **the Employee's duties or pregnancy would be unreasonably interfered with; and**
  - ii) **it is reasonably practicable to do so.**
- e) When an Employee elects to return to work prior to the expiration of leave granted under this Article, at least thirty (30) days' notice in writing shall be provided to the Village. Upon return, the Employee shall be placed in her former position, or an equivalent position.
- f) In the event of medical complications arising out of a pregnancy, such that the Employee is unable to return to work at the expiry date of an approved leave of absence, the Employee will receive payment of normal salary from accumulated sick leave credits.
- g) In the event of the birth or adoption of a child, an Employee who is currently employed for more than thirteen (13) consecutive weeks shall be entitled to a maximum of six (6) months paternity leave without pay. Requests shall be made one (1) month in advance of the requested date of commencement. The leave may be taken in any combination before or after the birth or adoption of the child. Fifteen (15) calendar days' notice shall be given by an Employee who intends to return to work prior to the expiration of the leave.
- h) The eighteen (18) month definite leave of absence without pay for maternity shall not include the period between the estimated date of confinement specified in the medical certificate and the actual date of birth, when the birth occurs after the date mentioned in the certificate.



## **18.2 Bereavement / Compassionate Leave**

- 18.2.1 An Employee **shall** be granted up to five (5) days per year bereavement/compassionate leave, with pay, as a result of death or serious illness in the Employee's immediate family.
- 18.2.2 Immediate family shall include spouse, son, daughter, step-children, mother, father, step mother, step father, sister, brother, step sister, step brother, grandchild, foster child, grandfather, grandmother, mother - in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law.
- 18.2.3 Aunt, Uncle, Niece, Nephew, parent surrogate, close friend, **great grandmother, great grandfather** would be considered at the discretion of the Chief Administrative Officer and/or Mayor. One (1) day of absence.
- 18.2.4 For more than five (5) days of paid compassionate leave, Employees must obtain the approval of the Chief Administrative Officer or the Mayor and Council.

## **18.3 Pressing Necessity**

- 18.3.1 Leave of absence for pressing necessity with pay may be granted up to five (5) days per year. These days will be charged against Employee sick leave credits. Requests for this purpose shall be made in writing to the Chief Administrative Officer or Mayor. Requests may be granted, extended, or rejected to an extent considered fair and reasonable to the Chief Administrative Officer on the basis of the particular situation encountered. Pressing Necessity will be granted where the situation requiring the Employee is
- a) Unforeseen; or
  - b) Unpredictable; or
  - c) Emergent; or
  - d) Life threatening.
- 18.3.2 Immediate family shall include: spouse, son, daughter, mother, father, sister, brother, grandchildren, mother in law, father in law, grandparents, or anyone the Employee provides duty of care for.

## **18.4 Union Business Leave**

- 18.4.1 Members of the Union appointed as delegates to attend a convention or business meeting, in conjunction with Union affairs, shall be granted leave of absence subject to reimbursement as indicated in this clause.

- 18.4.2 The Employer agrees to pay normal earned salary and benefits to Employees who are involved in negotiations with the Employer, during regular assigned hours. The Employer agrees to continue to pay normal salary and benefits to the Employee delegated, on a short-term basis of one (1) month or less, to attend to Union business as referred to above, and that the Employer is to charge the Union for reimbursement of the cost. Such costs shall only include:
- a) Actual lost wages.
  - b) Employer's share of Unemployment Insurance premiums.
  - c) Employer's share of Canada Pension contributions.
  - d) Workers' Compensation premiums.
  - e) Employer's share of premiums for any benefit (if any).
- 18.4.3 Continuous leave of absence for Union business, in excess of one (1) month, will be charged to the Union as per above, plus the portion of annual vacation, sick leave and statutory holiday accrued over the period of time.
- 18.4.4 For meetings concerning the processing of grievances, leave without loss of pay to one grievor and one elected local Union representative shall be granted.
- 18.4.5 An Employee, shall notify the Chief Administrative Officer in writing at least five (5) days in advance of being away on Union Leave, giving the date or dates.
- 18.4.6 An Employee who is elected or selected for a full-time position with the Union may be granted leave of absence without pay or benefits but without loss of seniority for a period of one (1) year. Such leave may be renewed each year, on request, during his/her term of office.
- 18.5 Definite Leave of Absence**
- 18.5.1 Definition: Definite Leave of absence means leave from a full-time or part-time position for a predetermined period of time.
- 18.5.2 An Employee shall be granted definite leave of absence without pay, without loss of seniority or benefit accumulation for the following situations as per Article Part II Employment Standards, Subdivision 11 Employment Leave, The Saskatchewan Employment Act 2013;
- a) Organ Donation
  - b) Reserve Force (service)
  - c) Nomination, candidate and public office

- d) Compassionate Care
- e) Critically Ill Child Care
- f) Crime related child death or disappearance

Such requests shall be in writing.

18.5.3 When leave is for one (1) month or less, Employees shall be entitled to earn all benefits excepting Designated holidays.

18.5.4 When leave is for more than three (3) consecutive months, Employees shall not be entitled to earn increment benefits, after three (3) months only.

18.5.5 An Employee returning from a definite leave of absence without pay shall be reinstated in the position held prior to going on leave.

## **18.6 Indefinite Leave**

18.6.1 Definition: Indefinite leave of absence means the relinquishment of a full-time or part-time position, while retaining employment status with the Employer for up to two (2) years.

18.6.2 An Employee may be granted an indefinite leave of absence without pay, without loss of seniority or benefit accumulation, limited to ninety (90) days, when such leave is requested for good and sufficient cause. Such requests shall be in writing and subject to approval by the Employer.

18.6.3 When leave is for one (1) month or less, Employees shall be entitled to earn all benefits excepting Designated holidays.

18.6.4 When leave is for more than three (3) consecutive months, Employees shall not be entitled to earn increment benefits, after three (3) months only.

18.6.5 An Employee returning from an indefinite leave of absence without pay shall have his/her name placed on the reemployment list.

18.6.6 Employees on indefinite leave of absence shall be required to apply for extensions annually giving proof that original conditions under which leave was granted still prevail.

## **18.7 Education Leave**

18.7.1 The Board shall make available to the Employees covered by this Agreement any educational leave policy which it applies to any of its Employees.

18.7.2 Awarding leave is at Council's discretion.

18.7.3 Any Employee who receives educational leave and is reimbursed all costs of such leave shall sign an agreement to remain employed by the Village for two (2) years.

18.7.4 This Agreement is signed prior to receiving monetary support.

## **ARTICLE 19 DISCIPLINE, SUSPENSION, DEMOTION AND DISMISSAL**

**19.1** 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.

### **19.2 Burden of Proof**

19.2.1 In cases of disciplinary action against an Employee, proof of just cause shall rest with the Employer. The record of an Employee shall not be used at any time after twelve (12) months following a disciplinary action, unless there is a repeated disciplinary action for the same or similar circumstances.

### **19.3 Records of Employees**

19.3.1 Personnel records of an Employee shall be open to his/her scrutiny upon three (3) days written notice and in the presence of the Employer. Upon written request of the Employee, a Union representative shall have access to the personnel file.

### **19.4 Verbal Reprimand**

19.4.1 Verbal reprimand shall be recorded on the Employee's personnel file for the purpose of providing a record to establish that progressive discipline was used to rehabilitate the Employee. A Steward shall be present as an advocate.

19.4.2 The Employer may reprimand an Employee by means of a letter of reprimand to the Employee within forty-five (45) calendar days of the event of the complaint. Such letters shall become part of an Employee's record, (subject to Article 10.02). The Employee's reply to the specific complaints, accusations, or expressions of dissatisfaction shall also be recorded. Letters of reprimand shall be forwarded to the Union. A Steward shall be present as an advocate unless otherwise specified by the Employee.

### **19.5 Letter Reprimand**

19.5.1 The Employer may reprimand an Employee by means of a letter of reprimand to the Employee within forty-five (45) calendar days of the event of the complaint. Such letters shall become part of an Employee's record, (subject to Article 10.02). The Employee's reply to the specific

complaints, accusations, or expressions of dissatisfaction shall also be recorded. Letters of reprimand shall be forwarded to the Union. A Steward shall be present as an advocate unless otherwise specified by the Employee.

## **19.6 Suspension**

19.6.1 The Employer may reprimand an Employee by giving 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 SGEU Labour Relations Officer.

## **19.7 Dismissal**

19.7.1 The Employee shall receive written notice of dismissal the action which shall include a specific statement of just cause.

19.7.2 The Employer shall give thirty (30) calendar days' notice in writing or pay in lieu of such notice. In cases of gross misconduct, the Employer may terminate an Employee immediately without providing notice.

19.7.3 An Employee considered by the Union to be wrongfully or unjustly disciplined shall be entitled to a hearing under the Grievance Procedure (Article 19).

## **19.8 Demotion**

19.8.1 Demotion shall be undertaken on the basis of thirty (30) days' notice. Notice of intention to demote shall be given to the Employee in writing and shall set out in detail the reasons thereof. A copy of the notice shall be supplied concurrently to the Union.

## **19.9 Reinstatement of Rights**

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

## **19.10 Right to Have a Steward**

19.10.1 An Employee shall have the right to have his/her Steward present at any discussion with supervisory personnel which the Employee believes might be the basis for disciplinary action.

19.10.2 Where the Employer intends to meet with an Employee for disciplinary purposes, the Employee shall be so notified in writing, in advance, 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 if necessary to schedule at a later date.

19.10.3 A Steward or local Union representative shall have the right to consult with an SGEU Labour Relations Officer and to have them present at any of the meetings.

## **19.11 Notice of Termination of Employment, Demotion, Resignation**

19.11.1 Except in case of dismissal for gross misconduct, the Village shall give notice in writing in accordance with the following:

- a) One (1) week's written notice, if his/her period of employment is less than one (1) year;
- b) Two (2) week's written notice, if his/her period of employment is one year or more but less than three (3) years;
- c) Four (4) week's written notice, if his/her period of employment is three years or more but less than five (5) years;
- d) Six (6) week's written notice, if his/her period of employment is five (5) years or more but less than ten (10) years;
- e) Eight (8) week's written notice, if his/her period of employment is ten (10) years or more.

19.11.2 Any Employee whose services are to be terminated, and notice is not given, a sum equal to the salary for period of notice, shall be paid to such Employee in lieu of notice. This payment shall be in addition to the payment in lieu of earned vacation leave.

## **ARTICLE 20 GRIEVANCES**

### **20.1 Definition of Grievance**

20.1.1 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.

### **20.2 Stewards**

20.2.1 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 his/her grievance in accordance with the Grievance Procedure.

### **20.3 Names of Stewards**

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

### **20.4 Permission to Leave Work**

20.4.1 Any Employee who feels that he/she has been aggrieved or any Employee with relevant grievance information shall receive permission from his/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.

20.4.2 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.

20.4.3 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.

### **20.5 Procedure**

20.5.1 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 Chief Administrative Officer/Mayor or his/her Designate.

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

20.5.3 At any stage during the Grievance Process the time limits below may be extended by mutual agreement between the parties.

### **20.6 Step 1 – Filing a Grievance**

20.6.1 Failing resolution of the dispute, the grievance shall be submitted in writing by the Steward or SGEU Labour Relations Officer on behalf of the aggrieved to the Mayor/Chairperson or Designate within thirty (30) calendar days of failure of resolution at the local level.

20.6.2 The Mayor/Chairperson shall render a written decision to the SGEU Labour Relations Officer with a copy to the grievor and Steward within fifteen (15) calendar days of receipt of the grievance.

## **20.7 Step 2 – Meeting**

20.7.1 Upon receipt of the Step 1 letter, the SGEU Labour Relations Officer within thirty (30) calendar days may request a meeting with the Chief Administrative Officer or Designate. The meeting shall be scheduled within thirty (30) calendar days of the date of the request. Upon mutual agreement of the parties, additional meetings may be required.

20.7.2 The meeting will include the grievor, Steward if available, the SGEU Labour Relations Officer and the Employer representative(s).

a) 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 Labour Relations Officer and the
- Mayor/Chairperson or Designate may agree in writing to mediate the dispute

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

## **20.8 Step 3 – Mediation**

20.8.1 If settlement is not reached at Step 2, the SGEU Labour Relations Officer within twenty-eight (28) calendar days may apply for Mediation.

## **20.9 Step 4 – Arbitration**

20.9.1 Officer within twenty-eight (28) days calendar days may apply for Arbitration.

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

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

## **20.10 Special Measures**

20.10.1 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.



20.10.2 Either party may initiate a meeting for the purpose of resolving the grievance prior to or during the grievance, mediation or arbitration proceedings.

## **20.11 Deviation from Grievance Procedure**

20.11.1 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.

## **20.12 Failure to Act Within Time Limits**

20.12.1 If the initiator of the grievance fails to follow the time limits without mutual agreement, 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.

## **20.13 Technical Objections to Grievances**

20.13.1 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.

## **20.14 Changes to the Agreement**

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

## **20.15 Access to Grievance Information from Employer**

20.15.1 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 21 MEDIATION-ARBITRATION**

### **21.1 Mediation**

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

21.1.2 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.

## **21.2 Selection of a Mediator**

21.2.1 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.

## **21.3 Role of the Mediator**

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

## **21.4 Rules Applicable to Grievance Mediation**

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

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

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

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

21.4.5 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.

## **21.5 Grievance Mediation Process**

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

21.5.2 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.

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

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

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

## **21.6 Arbitration**

### **21.6.1 Selection of an Arbitrator**

- a) 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.

## **21.7 Procedure**

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

21.7.2 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.

21.7.3 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.

21.7.4 In the event that an Employee is called as a witness in the 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 without loss of pay and expenses paid by the Union.
- c) If called by the arbitrator, the parties shall share equally the costs.

## **21.8 Decision of the Arbitrator**

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

21.8.2 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.

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

**21.9 Expenses of the Arbitrator**

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

**ARTICLE 22 SAFETY AND HEALTH**

**22.1** The following does not limit access to rights under **the** Occupational Health and Safety provisions ACT of The Saskatchewan Employment Act.

**22.2** The parties recognize the importance of occupational health and safety in the workplace. In addition to the articles contained in this agreement, the Employee has the full protection of *The Occupational Health and Safety provisions of the Saskatchewan Employment Act*, including the right to refuse work if the Employee has reasonable grounds to believe it is unusually dangerous. The Employee will have access to information that may impact on the health of the Employee or others and has the duty to conduct him-self in a safe and responsible manner at work.

**22.3** The Village shall make provision for the safety and health of Employees during hours of work.

**22.4** The Village will comply with the provisions of **the** Occupational Health and Safety provisions of The Saskatchewan Employment Act, and the regulations therein.

**22.5** A joint committee of one (1) representative from the Union and two (2) from the Village shall be appointed to develop and implement an Employee/family assistance plan. Employees participating in said committee shall not suffer any loss of salary.

**22.6 Clothing and Equipment**

22.6.1 When the Village employs any Employee in the Municipal Maintenance Worker classification or the Facility Maintenance classification, or in the Municipal Maintenance Supervisor classification, the Village will provide:

- a) One (1) pair of coveralls as required
- b) Winter coveralls
- c) Gloves as required
- d) Breathing apparatus as required
- e) Lab coat as required by OH&S.

**22.7 Safety Boot Allowance**

22.7.1 The Village shall provide to all outside Employees **two hundred and fifty dollars (\$250.00)** per year for one (1) new pair of safety toed boots for summer, **or** one (1) new pair of winter weather safety toed boots to a maximum of **five hundred dollars (\$500.00)** over a two (2) year period. Employees will be responsible for purchasing their boots and will be reimbursed by the Employer.

**ARTICLE 23 ANTI-HARASSMENT**

**23.1** The following does not limit access to rights or provisions under the Occupational Health and Safety provisions of The Saskatchewan Employment Act 2013 or The Saskatchewan Human Rights Code.

**23.2 Discrimination**

23.2.1 There shall be no discrimination or harassment with respect to any Employee by reason of age (subject to compulsory retirement provisions), race, physical & mental, disability, creed, colour, national ancestry, place of residence, religious or political affiliation, sex or sexual orientation, marital status, personal, criminal record that has no relevance to the duties of the Employees position, nor by reason of membership or activity in the Union.

**23.3 Definition of Harassment**

23.3.1 Harassment can be defined as any unwelcome or unwanted action by any person against another, in particular by management or a co-worker. It can be verbal or physical action on a single or repeated basis, which humiliates, insults, degrades or threatens.

23.3.2 "Unwelcome" or "unwanted" in this context means any actions, which the harasser knows or ought reasonably to know, are not desired by the victim of harassment.

23.3.3 Harassment is an expression of perceived power and superiority by the harasser(s) over another person, usually for reasons over which the victim has little or no control.

23.3.4 Examples of Racial, Ethnic, Personal and Gender Harassment

- a) unwelcome remarks, jokes, innuendoes or taunts of a sexual, racial or ethnic nature:
- b) displaying materials, graffiti or pictures that degrade one's race, ethnic background or gender; or
- c) refusing to work with a person excluding them from work activities, because of their race, ethnic background, or gender; or

- d) insulting gestures, jokes, disparaging written materials based on race, ethnic background or gender that cause embarrassment or humiliation; or
- e) inappropriate touching or seeking of sexual favours.

**ARTICLE 24 PRESENT CONDITIONS AND BENEFITS**

- 24.1** All rights, benefits, privileges and working conditions negotiated by the Union and included in this Collective Agreement shall constitute the entire Agreement between the Village and the Union.
- 24.2** All provisions of this Agreement are subject to applicable laws now or hereinafter in effect. If any law now existing or hereafter enacted, or proclamation or regulation shall invalidate any portion of this Agreement, the entire Agreement shall not be invalidated.
- 24.3** In the event the Village merges or amalgamates with another body the Village shall make a sincere effort to have the rights of Employees protected. These rights shall relate, among other things, to seniority, earned employment benefits, wage rates and the right to bargain collectively. It is recognized, of course, that the Village in such circumstances cannot guarantee to Employees' continuance of rights and benefits enjoyed under the Village.

**ARTICLE 25 COPIES OF THE AGREEMENT**

- 25.1** The Village and the Union shall share printing costs of sufficient copies of the Agreement at a mutually agreed upon shop.

**ARTICLE 26 DURATION OF AGREEMENT**

- 26.1** This Agreement shall be binding and remain in effect from January 1, 2022 to December 31, 2025 and shall continue from year to year thereafter unless either party gives to the other party notice in writing to negotiate amendments not less than sixty (60) nor more than one hundred and twenty (120) days before the expiry date of the collective agreement.
- 26.2** Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.
- 26.3** Both parties shall adhere to the terms of this Agreement during collective bargaining. If negotiations extend beyond the termination of the Agreement, the retroactivity of terms as mutually agreed upon (other than wages) shall be negotiable.
- 26.4** An Employee who has severed his/her employment between the termination date of this Agreement and the effective date of the new

Agreement shall receive, if negotiated, full retroactivity of any increases in wages.

**ARTICLE 27    NORTHERN DISTRICT ALLOWANCE**

**27.1**            The Council shall provide Northern District Allowance in the amount of **one hundred seventy-five dollars (\$175.00)** for each Employee per month.

**SCHEDULE A – Pay Rates**

**Northern Village of Ile-a-la Crosse  
January 1, 2022 to December 31, 2022**

	Step 1	Step 2	Step 3
Office Clerk	\$16.52	\$17.13	\$17.74
Administrative Assistant	\$22.34	\$23.20	\$24.18
Assistant Outside Supervisor	\$26.27	\$27.37	\$28.51
Maintenance Worker (certified)	<b>\$23.85</b>	<b>\$24.77</b>	<b>\$25.69</b>
Maintenance Worker (uncertified)	\$21.60	\$22.52	\$23.44
Seasonal Landfill Worker	\$13.65	\$14.19	\$14.76
Facility Manager	\$21.60	\$22.52	\$23.44

**January 1, 2022 General Wage Increase 0%**  
**Add \$2.25/hour to the base rate for Certified Maintenance Worker**

**Northern Village of Ile-a-la Crosse  
January 1, 2023 to December 31, 2023**

	Step 1	Step 2	Step 3
Office Clerk	<b>17.18</b>	<b>17.82</b>	<b>18.45</b>
Administrative Assistant	<b>23.23</b>	<b>24.13</b>	<b>25.15</b>
Assistant Outside Supervisor	<b>27.32</b>	<b>28.46</b>	<b>29.65</b>
Maintenance Worker (certified)	<b>24.80</b>	<b>25.76</b>	<b>26.72</b>
Maintenance Worker (uncertified)	<b>22.46</b>	<b>23.42</b>	<b>24.38</b>
Seasonal Landfill Worker	<b>14.19</b>	<b>14.76</b>	<b>15.35</b>
Facility Manager	<b>22.46</b>	<b>23.42</b>	<b>24.38</b>

**Jan 1, 2023 General Wage Increase 4%**



**Northern Village of Ile-a-la Crosse  
January 1, 2024 to December 31, 2024**

	Step 1	Step 2	Step 3
Office Clerk	<b>17.87</b>	<b>18.53</b>	<b>19.19</b>
Administrative Assistant	<b>24.16</b>	<b>25.10</b>	<b>26.16</b>
Assistant Outside Supervisor	<b>28.41</b>	<b>29.60</b>	<b>30.84</b>
Maintenance Worker (certified)	<b>25.79</b>	<b>26.79</b>	<b>27.78</b>
Maintenance Worker (uncertified)	<b>23.36</b>	<b>24.36</b>	<b>25.36</b>
Seasonal Landfill Worker	<b>14.76</b>	<b>15.35</b>	<b>15.96</b>
Facility Manager	<b>23.36</b>	<b>24.36</b>	<b>25.36</b>

**Jan 1, 2024 General Wage Increase 4%**

**Northern Village of Ile-a-la Crosse  
January 1, 2025 to December 31, 2025**

	Step 1	Step 2	Step 3
Office Clerk	<b>18.23</b>	<b>18.90</b>	<b>19.57</b>
Administrative Assistant	<b>24.64</b>	<b>25.60</b>	<b>26.68</b>
Assistant Outside Supervisor	<b>28.98</b>	<b>30.19</b>	<b>31.46</b>
Maintenance Worker (certified)	<b>26.31</b>	<b>27.33</b>	<b>28.34</b>
Maintenance Worker (uncertified)	<b>23.83</b>	<b>24.85</b>	<b>25.87</b>
Seasonal Landfill Worker	<b>15.06</b>	<b>15.66</b>	<b>16.28</b>
Facility Manager	<b>23.83</b>	<b>24.85</b>	<b>25.87</b>

**Jan 1, 2025 General Wage Increase 2%**

**SIGNING PAGE**

**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION and NORTHERN VILLAGE OF ILE-A-LA CROSSE** 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 06 day of December, 2022.

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

Signed on behalf of:  
Northern Village of Ile a la Crosse



Kathleen Misponas  
Negotiating Committee



Donny Favel  
CAO



Grant Roy  
Negotiating Committee



Gerald Roy  
Councillor



Jimmy Favel  
Negotiating Committee



Noel McLean  
Councillor



Kim Nordmarken  
Labour Relations Officer



Bodean Desjarlais  
Councillor