COLLECTIVE BARGAINING AGREEMENT

Between John Howard Society Saskatchewan and
Saskatchewan Government and General Employees' Union

EFFECTIVE
July 1, 2025 to
June 30, 2028

ARTICLES OF A

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

JOHN HOWARD SOCIETY OF SASKATCHEWAN

AND

SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION LOCAL 5077

July 1, 2025 to June 30, 2028

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ARTICLES OF A COLLECTIVE BARGAINING AGREEMENT
made in duplicate this 4th day of June, 2026.

between

JOHN HOWARD SOCIETY OF SASKATCHEWAN
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

PURPOSE

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

a) To maintain and improve harmonious relations between the employer and the employees.

b) To promote cooperation and understanding between the employer and the employees.

c) To recognize the mutual value of joint discussion and negotiations in all matters pertaining to working conditions, hours of work, and scale of wages.

d) To encourage efficiency and safety in operations.

e) To provide a high quality of service to the public.

f) To promote the morale, well-being and security of all the employees in the bargaining unit of the Union.

g) To promote and maintain respect for Indigenous culture and values throughout all programs.

It is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in an Agreement.

ARTICLE 1 INTERPRETATION

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

1.1 **Union** means the Saskatchewan Government and General Employees' Union (SGEU) representing the employees of John Howard Society of Saskatchewan.

1.2 The **Employer** means the John Howard Society of Saskatchewan or successor corporations as may exist.

1.3 **Employee** or **Employees** means a person to which the terms of this Agreement apply as indicated in Article 2.

1.4 **Provincial CEO** means the Provincial Chief Executive Officer of the John Howard Society of Saskatchewan.

1.5 **Pay Band** means the scale of wages as contained in Schedule A and the rules governing its application as contained in Article **26**.

1.6 **Promotion** means the movement of an employee from a position in one class to a position in another class with a higher **pay band**.

1.7 **Demotion** is defined as the movement of an employee from a position in one class to a position in another class with a lower **pay band**.

1.8 **Transfer** means the movement of an employee from one position to another in the same or different class with the same **pay band**.

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

1.10 **Class** means a group of positions whose equivalent duties**,** responsibilities and qualifications are so alike that the same schedule of pay can be equitably applied to all positions in the group.

1.11 **Immediate Supervising Director** means the Branch Manager or Program director of the John Howard Society of Saskatchewan to whom an employee reports.

1.12 **Director of HR** means the Director of Human Resources of the John Howard Society of Saskatchewan

1.13 **Rotational worker** means an employee that’s schedule varies and does not work standard Monday to Friday days.

1.14 **Union and Management Committee (UMC)** means the standing committee comprised of representatives of the Union and the employer. UMC meets on a quarterly basis to discuss issues of mutual interest and to seek positive and reasonable solutions to problems arising within the term of the Agreement.

1.15 **Immediate Family:** spouse, common-law, partner, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, sister, grandchild and grandparent, sister-in-law, brother-in-law.

1.16 **Extended Family:** first cousin, aunt, uncle, niece and nephew.

1.17 **Full-Time Employee is an employee who passed probation(s), working 36.25 hours a week, either straight-line or on an averaging basis. FT Employees work on a regularly scheduled basis.**

1.18 **Part-Time Employee is an employee who passed probation(s), working less than 36.25 hours a week, either straight-line or on an averaging basis. PT Employees work on a regularly scheduled basis.**

1.19 **Casual Employee is an employee who passed probation(s), working on an as-needed hourly basis. Casual employment is not permanent employment and shall be on an as-needed hourly basis.**

1.20 **Permanent**
In reference to employment period, a period that does not have a specified end-date.

1.21 **Term/Temporary**
In reference to employment period, a period that has a specified end-date. Term/Temporary employment periods are not to exceed eighteen (18) months. The period of time may be extended by mutual agreement.

1.22 **Mentor**
Are on-site sleeping shifts paid at an allowance reflecting the provincial minimum hourly rate. Mentor hours are limited to a maximum of nine (9) hour shifts and not to exceed 157.08 hours in a month.

1.23 **Initial Probation**
Time served by someone new (or returning from a break in service) to JHSS, who has not successfully completed any probation. All probation(s) will be served through regular hours worked, STATs worked, and Mentor hours.

1.24 **Subsequent Probation**
A follow-up time served to a successful probation in one position, to assess fitness to another position and/or program. In circumstances where employees are transferring to another program or position, they will serve subsequent probation. All probation(s) will be served through regular hours worked, STATs

worked, and Mentor hours.

1.25 Extended Probation
An increase in length of time to serve, either for initial or subsequent, agreed by both parties. Disagreement will result in failed probation(s). All probation(s) will be served through regular hours worked, STATs worked, and Mentor hours.

1.26 Hire Date
An employee's start date of serving at JHSS. This date is mostly used for:

- **Records of Employment (ROE)**
- **Applicable benefit eligibility**
- **Employment verification**

1.27 Seniority
An employee's total hours worked at JHSS. Seniority hours are calculated by combining: all regular hours worked, STATs worked, and Mentor hours. Time away from work does not add to seniority hours. No employee shall exceed 157.08 seniority hours in a month or 1885 seniority hours in a calendar year.

ARTICLE 2 SCOPE

2.1 The terms of this Agreement shall apply to all employees of the employer as identified in the Certification Order of the Labour Relations Board.

ARTICLE 3 UNION SECURITY

3.1 **Employer Recognition of the Union**

The employer recognizes the Saskatchewan Government and General Employees' Union (SGEU) as the sole and exclusive Collective Bargaining Agent for all its employees except as excluded in Article 2.1. The employer agrees to negotiate with the Union or its designated bargaining representatives concerning all matters affecting the relationship between the employees and the employer or any differences that may arise between them.

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

3.1.1 **Union's Recognition of the Employer**

The employer has the right to make and implement reasonable rules and regulations. Any changes in such rules and regulations made by the employer shall not be in conflict, nor inconsistent with the provisions of this Agreement.

3.2 **Work of the Bargaining Unit**

a) Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit except in the cases mutually agreed upon by the parties, **or in cases of emergency**. Out of scope staff may be used to perform the work of the bargaining unit up to four (4) weeks, not to displace a member of the bargaining unit but to meet work demands during the short-term absence of a member of the bargaining unit or to maintain programming and services where insufficient funds are available. Upon approval of the Union, the term may be extended up to an additional four (4) weeks.

b) The Role of Volunteers

The role of volunteers shall solely be to enhance, supplement, and complement the work of the Society, the employees and its councils in the community. Their role shall not be that of the members of the bargaining unit.

c) The Role of Practicum Students

John Howard Society of Saskatchewan has traditionally provided an educational training environment for practicum students. This educational placement is for the benefit of the student and the organization. It is not to be utilized to address time periods of under staffing.

3.3 **No Contracting Out**

The employer agrees that all work or services performed by the bargaining unit shall not be subcontracted, transferred, leased, assigned, or conveyed, in whole or in part, to any other person, company, or non-unit employees, **if it results in the loss of regular hours or lay off of permanent employees**.

This article does not apply to the hiring of specialized consultants for time-specific, specialized projects.

3.4 **No Discrimination**

The employer agrees that there shall be no discrimination, interference, restriction, favouritism or coercion exercised or practiced with respect to any worker in the matter of hiring, wage rates, training, up-grading, transfer, lay-off, recall, discipline, classification, discharge or otherwise by reason of mental illness, age, race, creed, colour, national origin, religion, political affiliation or activity, sexual orientation, gender or marital status, family relationship, pregnancy, place of residence, physical handicap, nor by reason of his/her membership or activity in the Union or any other reason within the context of human rights. The presence of a criminal record will not alone preclude employment and will be investigated to determine the circumstances and the relevance of the convictions for the position being considered in accordance with any applicable legislation.

3.5 **Refusal to Cross Picket Lines**

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

3.6 **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. 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. Any employee in the appropriate bargaining unit who is not required to 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.

3.7 **Check-off**

3.7.1 The employer shall deduct, on behalf of the Union, from the employee’s pay all initiation fees, dues, assessments and levies. The employer shall remit such deductions to the Union at the conclusion of each pay period.

3.7.2 The employer shall provide with the dues submission a list of names, classifications, hourly wage, and addresses of those who incurred the deductions.

3.7.3. The employer shall inform the Union of any new hires, resignations, layoffs, or retirements which occurred during each pay period. The notification shall state the date in which the change occurred.

3.7.4 The employer shall provide the information electronically.

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

Employer shall indicate the amount of union dues paid by each Union member on the T-4 slip.

3.9 **New Employees**

The employer will acquaint new employees with the fact that a Collective Agreement is in effect.

A representative of the Union shall be given a reasonable period of time during working hours to acquaint new members with the benefits and duties of union membership and to assist with the completion of the membership registration form.

3.10 **Temporary Out-of-Scope Appointment**

An employee who is temporarily filling an out-of-scope position shall continue to have union dues deducted from his/her pay cheque and shall be entitled to all benefits and rights for the first six (6) months.

After six (6) months he/she shall be entitled to all benefits and rights except seniority.

Employees shall be paid in accordance with Article **26.5**. No employee shall be appointed to an out-of-scope position without his/her consent except in cases of emergency.

3.11 **Bulletin Boards**

The employer shall make available to the Union a bulletin board in each workplace that is readily accessible to the employees. The Union bulletin board will display notices and information which may be of interest to the employees.

3.12 The Employer shall upon written request from the Union to the office of the Provincial CEO provide**:**

a) A copy of the upcoming meeting agenda of the Provincial Board of Directors, and

b) A copy of the approved minutes from meetings of the Provincial Board of Directors, excluding in-camera portions.

3.13 A Bargaining Unit **employee** shall have the right at any time to have the assistance of representatives of the Saskatchewan Government and General Employees' Union when seeking clarification or interpretation of the collective agreement or negotiating with the employer. **Upon prior approval,** a representative shall have reasonable access to the employees, during working hours, in order to investigate and assist in settling any grievances.

3.14 **Devolution**

The employer agrees to advise the Union of any initiatives that involve the devolution of, or the removal and/or relocation outside of the bargaining unit, any services to or from the John Howard Society of Saskatchewan.

A Union representative will be consulted prior to, and during all, aspects of changes to programs and services that may directly affect staff. The Union may be invited to participate in meetings with funders. The Union shall be part of meetings involving employees affected by service changes.

The following principles will be followed in all situations where service provision is turned over to another community organization:

a) The new employer will recognize the Union and the Collective Agreement.

b) Employees will move with their jobs unless agreement is reached otherwise.

c) If employees do not move with the work, the employer will make every effort to provide one of the following:

   i. another acceptable job
   ii. early retirement
   iii. retraining and re-employment

3.15 **Union and Management Communication**

When meetings of the Union membership are required, a representative of the Union will notify either the Provincial CEO or immediate supervising Director a minimum of two (2) weeks in advance to request members be granted time to participate. This is necessary for the purposes of maintaining program delivery standards, employee scheduling, clear communication, and the good faith relationship between the Union and Management.

Examples of such meetings include, but are not limited to, ratification votes and information meetings.

Management will make positive and reasonable concessions to enable Union members to participate in Union meetings as described above.

3.16 **Management Information Presentations to Membership**

In the interest of providing employees with as much information as possible when considering voting issues, opportunity will be provided to Management to present information to members prior to the vote.

The tone and approach of Management presentations shall be information only, and will not be coercive. Members will have the opportunity to ask questions of Management for clarification.

3.17 **Employer Amalgamation**

In the event the employer merges or amalgamates with any other body, the employer endeavours to ensure, within their capabilities, that the Agreement goes with the employees.

ARTICLE 4 GRIEVANCE PROCEDURE

4.1 **Definition of Grievance**

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

4.1.1 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.

4.1.2 Any matter involving the interpretation, application, or alleged violation of any provisions of this Agreement.

4.2 **Policy Grievance**

A Policy Grievance is a dispute involving a question of general application or interpretation of the Collective Agreement occurs, or where a group of employees or the Union has a grievance. Policy Grievances may be filed by the Bargaining Committee, Steward Council or the Union.

4.3 **Union May Institute Grievances**

The Union and its representatives shall have the right to originate a grievance on behalf of an employee, or groups of employees.

4.4 **Stewards**

4.4.1 The duties of a steward, when requested by the member(s) of the bargaining unit, shall be to represent the member(s) during all stages of the dispute, including investigation, preparation, and presentation of the grievance in accordance with the Grievance Procedure.

4.4.2 Stewards may investigate disputes and grievances on work time provided they make appropriate arrangements with the supervisor(s) involved. Their absence shall not unreasonably interfere with the operation of the employer. Approvals shall not be unreasonably withheld.

4.4.3 **Names of Stewards**

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

4.5 **Permission to Leave Work**

4.5.1 Any employee who feels that he/she has been aggrieved or any employee with relevant grievance information shall receive permission from their supervisor to leave work 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.

4.5.2 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. The matter shall be dealt with as promptly as possible while on work time.

4.5.3 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.

4.6 **Procedure**

Every effort shall be made to resolve problems through dialogue at the local level prior to filing a grievance. Attempts to resolve the dispute shall be done through a meeting with the immediate supervising Director or designate.

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

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

4.6.1 **Step 1 – Filing a Grievance**

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 Director of Human Resources or designate within thirty (30) calendar days of discovery of cause for a grievance.

The Director of Human Resources or designate 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.

Step 2 – Meeting

Upon receipt of the Step 1 letter, the SGEU Labour Relations Officer within thirty (30) calendar days may request a meeting with the Provincial Director of Human Resources 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.

The meeting will include the grievor, steward if available, the SGEU Labour Relations Officer and the employer representative(s). Whenever possible the meeting will occur during work hours. There shall be no loss of pay for the grievor and the steward.

The meeting will:

a) attempt to ascertain the facts and negotiate a resolution

b) if possible, agree to a joint statement of facts

c) based on the meeting the SGEU Labour Relations Officer and the CEO or designate may agree in writing to mediate the dispute

If settlement is not reached at the Step 2 meeting, the Provincial CEO, **or designate,** shall render the decisions in writing within fifteen (15) calendar days of the meeting.

Step 3 – Mediation

If settlement is not reached at Step 2, the SGEU Labour Relations Officer within thirty (30) calendar days may apply for Mediation.

Step 4 – Arbitration

If settlement is not reached at Mediation, the SGEU Labour Relations Officer within thirty days (30) calendar days may apply for Arbitration.

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

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

4.6.2 **Special Measures**

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.

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

4.7 **Deviation from Grievance Procedure**

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

4.8 **Failure to Act Within Time Limits**

Should either party fail to adhere to the time limits, the onus is on that party to show a justifiable reason for its failure to adhere to the limits.

4.9 **Changes to the Agreement**

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

4.10 **Access to Grievance Information from Employer**

The employer shall provide to the Union or Steward relevant payroll information when requested in writing and accompanied by signed authorization of the employee concerned.

ARTICLE 5 MEDIATION

5.1 The best resolution to disagreements or disputes is a solution worked out between the parties.

The parties, by mutual agreement, may engage mediation services to resolve a grievance.

5.2 **Selection of a Mediator**

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

5.3 **Role of the Mediator**

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

5.4 **Rules Applicable to Grievance Mediation**

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

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

Anything said or done at mediation will not be used against the employer, employee, or the Union at any subsequent arbitration.

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

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

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

5.5 **Grievance Mediation Process**

The mediator will provide an introduction of the mediation process.

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

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

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

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

ARTICLE 6 ARBITRATION

6.1 **Selection of an Arbitrator**

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

6.2 **Procedure**

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

The arbitrator shall determine the procedure, but shall give full opportunity to all parties to present evidence and make representations. The arbitrator shall, as much as possible, follow a layperson's procedure and shall avoid legalistic or formal procedure.

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

In the event that an employee is called as a witness in 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 in accordance with Article **25.6**, and expenses paid by the Union.

c) If called by the arbitrator, the parties shall share equally the costs.

6.3 **Decision of the Arbitrator**

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

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

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

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

6.4 **Expenses of the Arbitrator**

Both parties shall share the fees and expenses of the arbitrator, and any other common expenses, equally.

ARTICLE 7 RIGHT TO HAVE A STEWARD

Every employee has the right to be represented by a Union Steward of his/her choosing or Union Staff Representative at any meeting with the employer or investigative proceeding which might lead to discipline.

a) Where the employer intends to meet with an employee for disciplinary purposes, the employee shall be so notified in writing or by email, in advance, the purpose of the meeting, and informed of the right to have a steward or SGEU Labour Relations Officer present at the meeting. The member will be given sufficient time, **but not more than forty-eight (48) hours**.

b) **At any time,** an employee may choose to waive the right to Union representation. This shall be **confirmed** in writing. If at any time during the meeting the employee chooses to rescind the waiver, the employee shall be given sufficient time**, but not more than forty-eight (48) hours.**

ARTICLE 8 DISCIPLINE, SUSPENSION, DISMISSAL

Preamble

Demonstrated effort shall be made through discussion and consultation in an attempt to resolve problems with respect to employee performance prior to the initiation of disciplinary action.

The employer acknowledges the employee's right to grievance, mediation and arbitration regarding disciplinary action or dismissal.

8.1 Just Cause

Any employee may be dismissed or suspended but only for just cause, and only upon the authority of the employer.

Just cause includes, but is not limited to, contravention or demonstration(s) of one or more of the following: policy, antithetical behaviour, insubordination, criminal code, John Howard Society National Risk Management Policy for Employees and Volunteers.

The just cause requirement does not apply to employees who fail to successfully complete their probationary period.

8.2 Disciplinary Process

8.2.1 Burden of Proof

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

8.2.2 Records of Employees

Personnel records of an employee shall be open to his/her scrutiny upon request and in the presence of the employer.

A Union representative, upon authorization in writing by the employee, shall have access to the file.

Records of discipline for suspension will be removed from an employee's file after a period of twelve (12) months**.** If a related incident occurs within the twelve (12) months, the original discipline will remain on the employee's file for an additional period of Twelve (12) months from the date of the second discipline.

8.2.3 Verbal Reprimand

The immediate supervising Director, **or designate**, will verbally outline to the employee any reasons for the reprimand and how he**/**she should correct his/her work. The immediate supervising Director, **or designate,** will verbally outline what will happen if his/her misconduct continues.

The employee will be informed by the employer of any meeting where they intend to provide a verbal reprimand and advise them of their right to have a steward present.

8.2.4 **Written Reprimand**

The immediate supervising Director, **or designate,** may reprimand an employee by means of a letter of reprimand to the employee within thirty (30) calendar days of the event becoming known to the employer.

The letter shall become part of an employee's record. The employee's reply to the specific complaints, accusations, or expressions of dissatisfaction shall also be recorded.

Letters of reprimand will be forwarded to the Union on request of the employee unless a steward is present as a witness specified by the employee.

The employer will notify the employee that a discipline meeting will be held for the purposes of a written reprimand. The employer will advise the employee of his/her right to have a steward present in the meeting.

8.2.5 **Suspension**

The immediate supervising Director or designate may suspend an employee within thirty (30) calendar days of the event becoming known to the employer.

The employer will make demonstrated effort to ensure that the length of the suspension is corrective and not punitive in nature, but clearly emphasizes to the employee the seriousness of the offence.

The employer will notify the employee that a discipline meeting will be held. The employer will advise the employee of his/her right to have a steward present in the meeting.

During the discipline meeting, the employee will be given written notice of the suspension, reasons for it, and suspension length. Letters of suspension shall be forwarded to the Union on the request of the employee.

8.2.6 **Dismissal**

The immediate supervising Director or designate may dismiss an employee within thirty (30) calendar days of the event becoming known to the employer.

The employee shall receive written notice of the action, which shall include a specific statement of just cause. Letters of dismissal shall be forwarded to the Union upon request of the employee.

The employer will notify the employee that a discipline meeting will be held. The employer will advise the employee of his/her right to have a steward present in the meeting.

If an employee chooses not to attend the dismissal meeting, the employer will consult with the steward and then proceed with dismissal via written communication.

The steward will receive copies of any/all written communication from the employer to the dismissed employee.

If an employee chooses to attend the discipline meeting, the employee shall receive written notice of the action, which shall include a specific statement of just cause. Letters of dismissal shall be forwarded to the Union upon request of the employee.

8.2.7 An employee considered by the Union to be wrongfully or unjustly discharged or suspended shall be entitled to a hearing under the Grievance Procedure.

8.2.8 **Reinstatement of Rights**

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, unless otherwise agreed.

8.2.9 **No Discipline**

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

ARTICLE 9 SENIORITY

9.1 **Definition**

The seniority of an employee is defined as the length of service with the employer. It shall be based on number of regular hours worked. Employees cannot earn more than the full time equivalent of seniority in a year.

9.2 **Seniority for Mentors**

Seniority shall be based on hours worked to a maximum of 157.08 hours per month. PT and casual mentors will be credited seniority for hours worked.

9.3 **Seniority Lists**

The employer shall maintain a seniority list of all employees showing the date upon which each employee entered the service of the employer or in the case of casuals, the number of hours worked. The lists shall be posted on the John Howard Society internal web site updated on the 15th monthly. If the 15th falls on a weekend it will be updated the next business day.

Loss of Seniority

Seniority shall be broken for the following reasons:

a) An employee is dismissed and is not reinstated.

b) **An employee's temporary or term position ends. If the employee is rehired within sixty (60) calendar days, seniority shall be reinstated. During this period, seniority shall be inactive and shall not apply to job posting or bidding rights.**

c) Resignation.

d) **Termination of employment, or position abandonment (absent without notification to Employer for 3 working days).**

e) Failure to return to work without a reason acceptable to management following the completion of a leave of absence or within fifteen (15) calendar days' notification by the employer to return to work following a lay-off, unless through **verified** sickness or other just cause.

f) An employee has been on the re-employment list or laid off for twelve (12) months.

ARTICLE 10 APPOINTMENTS AND STAFF CHANGES

10.1 **Filling Positions by Competition**

All vacancies and new positions covered in the scope of this Agreement which the employer chooses to fill and which involve promotion, demotion, transfer or permanent employment, shall be subject to competition within the Provincial Society.

10.2 Job competition shall allow a minimum of **five (5)** calendar days for applications to be submitted. Where the employer and the Union reach an agreement, posting may be reduced, or may not be required for that particular position.

10.3 All **non-casual** employees who are on lay-off shall be informed by **email** on the date of the posting, or as soon as possible.

10.4 **Information on Posting**

The bulletin shall set out the following information:

a) name of position

b) a brief description

c) qualifications required

d) salary

e) hours of work

f) deadline date for application and other pertinent information

g) location

10.5 **Notification of Applicants**

10.5.1 The employer shall notify the Union of the successful applicant.

10.6 **Selection of Candidate**

10.6.1 The Union shall appoint a representative in an observer role during all aspects of an internal competition; **however, the selection process shall not be delayed due to the unavailability of a Union representative**. The employer will advise the local steward at least 48 hours prior to convening the interview process.

10.6.2 The employer shall standardize all interviews and an established set of questions for all applicants shall be provided to the observer.

10.6.3 The position shall be offered to the senior qualified candidate.

10.6.4 When there are multiple vacancies being filled, the most senior qualified candidate shall have their choice of position.

10.6.5 The first right of refusal shall be given to those employees on re-employment list due to medical reasons, followed by those employees on the re-employment list due to lay-off.

10.7 **Notification of Successful Competition**

The employer shall provide a full written explanation and notification of any shortcomings in their qualifications to all senior applicants who have been denied promotion or transfer upon the employee's request.

10.8 **Promotions or Appointments to Permanent Staff**

Provided qualifications are sufficient to perform the required duties, the applicant with the most seniority in the bargaining unit shall be appointed to the position within thirty (30) calendar days after the closing date of the bulletin. Qualifications shall include knowledge, skills, ability and experience.

10.9 **Probation Period**

Initial, subsequent, and extended probations are a benefit provided to both the Employer and employee to assess general suitability. Failing to pass or mutually extend probation(s) will result in dismissal, and not subject to the grievance procedure.

a) Employees hired into permanent full time positions upon initial appointment shall serve a probationary period of **1413.75 hours worked** from the date of appointment which may be extended once for **471.25 hours worked** by mutual agreement. **Failure to succeed in the probationary period will result in the termination of employment.**

b) Employees hired on a casual basis shall serve **an initial** probation period of 600 hours.

c) Employees transferring or promoting shall serve an additional probationary period of **471.25 hours worked** in their new position which may be extended once for **an additional 471.25 hours worked** by mutual agreement.

d) Employees who transfer or promote to a new position prior to completing the initial probation shall complete the remainder of the **1413.75 hours worked** prior to serving the subsequent **471.25 hours. If the initial probationary period is completed after 1413.75 hours worked, then the subsequent probation period will continue until 471.25 hours worked have been completed.**

On or around mid-way probation, the respective manager will complete a performance review with their employee.

Should an employee's performance fail to meet the requirements of the new position or the employee wishes to revert to their former position he/she shall provide thirty (30) days notification to the supervisor in writing, he/she shall be returned to his/her former position and increment date, at the same step in the range he/she would have been in had he/she remained in the position, without any loss of seniority.

10.10 **Completion of Probationary Periods**

At the successful completion of the probation the employee shall be so informed in writing or email.

10.11 The Union shall be notified of all appointments, hirings, lay-offs, recalls and terminations of employment.

10.12 **Orientation**

The employer shall develop and implement an orientation policy for employees hired into new positions.

10.13 **Transfer of Employee**

In order to ensure efficient and timely service delivery, the employee may be required to work outside their regular duties and responsibilities to address emergent/urgent situations where the Employer has been unable to assign a casual employee to fulfil the work requirements.

The Employer shall make demonstrated effort to consult with and accommodate an employee prior to assigning the employee to such work. In no case shall the Employer assign the employee to work for which they are not qualified.

ARTICLE 11 BENEFITS

11.1 **Long Term Disability or WCB Leave**

a) Employees who are on long term disability or Workers' Compensation shall be given an unpaid temporary leave of absence for a period not to exceed two (2) years until they are fit to return to work. An extension of such leave may be granted upon request of the employee and shall be granted for an additional year upon receipt of a Doctor's certificate that indicates the necessity of such extension.

b) During the first year of such leave, employees who are fit to return to work and are able to perform the duties required shall be reinstated in their previous position or an equivalent. During the second and subsequent year of such leave, the employee shall be offered the first available position for which he/she is qualified.

c) Employees on such leave shall continue to accrue seniority during the term of the leave providing that the reason for such leave was work related.

d) The employer and the Union agree to find employment when possible, within the bargaining unit for employees able to work, but unable to fully return to their former position, **as per the Duty to Accommodate requirements of the Human Rights Code.**

11.2 **Employee Benefits**

All **eligible** employees **shall** be **enrolled in to** the benefit plans. The employer will maintain and pay half the total cost of **the premiums of such benefits.** Changes made to these benefits will be negotiated between the parties. Eligibility as defined by Insurance provider.

11.3 **Pension**

The employer shall match the **non-casual** employees' contribution to their pension plan at a **maximum** rate of 4%, **subject to provider limitations. Pension contributions do not apply to Mentor Hours.**

The vesting period shall be in compliance with Federal and Provincial Legislation.

11.4 **Employee and Family Assistance Plan**

The employer shall pay for the costs of an Employee and Family Assistance Plan**.**

11.5 **Employee Benefits Mentors**

The Mentor has the option, **based on eligibility, to join the same applicable benefits as per article 11.2.**

ARTICLE 12 LAY-OFFS AND RECALLS

12.1 **Lay-off**

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

12.2 Position Abolishment shall be defined as the actual termination of a position, with the duties being eliminated entirely or combined with the duties of another position or positions. Job abolishment does not involve situations where:

a) There is no material change in official job duties and responsibilities.

b) The position has merely been redefined.

c) A paperwork transaction eliminates one position and creates another.

d) There is a change in title.

12.3 **Position Abolishment and Lay-off**

12.3.1 **Role of Seniority**

Both parties recognize that job security shall increase in proportion to length of service. In the event of a lay-off, employees shall be laid off in reverse order of seniority.

12.3.2 **Notice of Job Abolishment**

The employer will advise the Union as far in advance as possible of any impending lay-offs, and in all instances where positions are abolished.

The employer shall provide written notice to the employee thirty (30) calendar days prior to the effective date of lay-off or abolishment. The letter shall include a list of the employee's rights and options. If the employee has not had the opportunity to work the days as provided in this Article, he/she shall be paid for the days for which work was not made available.

12.3.3 **Options of Employees Who Have Received Notice**

An employee who has received lay-off notice shall have the right to exercise any one of the following options:

a) to exercise bumping rights on the basis of his/her total seniority.

b) to have his/her name placed on the re-employment list.

c) to retire.

d) to resign and receive severance pay as per Article 12.7.

12.4 **Process for Bumping**

Bumping is intended to, as closely as possible, maintain an employee's rate of pay and classification duties and responsibilities.

12.4.1 **Qualifications**

Employees can only bump into positions for which they are qualified.

The employer may choose to disallow a lateral bump to another Mentor position if it would not be in the best interest of the residents.

Should the lateral bump be disallowed, the employee shall have the right to retire, resign, or placed on lay-off and have his/her name on the re-employment list.

12.4.2 **Notice to Exercise Bumping Rights**

An employee who intends to exercise her bumping rights shall indicate his/her intention in writing to the designated supervisory official within five (5) working days of receipt of the notice of job abolishment.

12.4.3 Bumping Process

An employee who elects his/her bumping rights shall bump in the following order and in accordance with the bumping process:

a) a vacant position in his/her own class and location;

b) a position encumbered by an employee on initial probation in the same class and location;

c) a full-time employee in a home position with the least amount of seniority; or

d) if an employee is unable to obtain full-time employment that employee shall have the right to exercise bumping into part-time positions. The bumping sequence shall be as below.

Step 1

An employee shall exercise his/her total seniority to bump the employee with the least total seniority in his/her own class, in his/her own location. If this does not provide for a position, the employee may opt for Step 2 or Step 3.

Step 2

An employee shall bump the employee with the least total seniority in his/her own class, in another location.

Step 3

An employee shall bump the employee with the least total seniority in a lower series of classes appropriate for this purpose in his/her own location. The designated lay-off series in each instance shall be as agreed upon between the employer and the Union.

If Step 2 or 3 does not provide for a position, the employee may opt for Step 4.

Step 4

An employee shall bump the employee with the least total seniority in a lower series of classes appropriate for this purpose, in another location. The designated lay-off series in each instance shall be agreed upon between the employer and the Union.

If Steps 1 to 4 do not provide for a position, an employee may exercise his/her options as provided for in 12.3.3.

12.4.4 **Acceptance of an Offer of a Position**

An employee shall have three (3) working days to consider the offer of a position made as a result of exercising his/her bumping rights. If the offer is refused, the employee may exercise his/her other options under 12.3.2.

12.5 **Recall List**

An employee, who is laid off, shall have his/her name placed on a **recall** list for a period of **twenty-four (24)** months and receive notification of vacancies in accordance with Article 12.4. **If a similar position is offered and refused (or no response is received within five (5) calendar days) three (3) times, the employee will be removed from the recall list and considered eligible for any severance pay as per Article 12.7.**

It is the responsibility of the employee to ensure their contact information (phone number and email) is up-to-date with Human Resources and Payroll.

12.6 **No New Employees**

New employees shall not be hired until those laid off have been given the opportunity of recall in a position for which they are qualified.

12.7 **Severance Pay**

Severance Pay will be carried out as per Saskatchewan Employment Act. Applicable severance calculator shall reflect the employee's start date, not seniority.

If a permanent employee is laid off and either chooses to resign or has spent twelve (12) months on the re-employment list without being recalled, he/she shall be compensated according to the following:

a) Two (2) days for each six (6) months as a permanent employee who has worked 80% of full time.

b) One (1) day for each six (6) months as a permanent employee who has worked less than 80%.

ARTICLE 13 HOURS OF WORK

13.1 **All staff work on rotations to meet operational demand. Union and management recognize office hours are typically 08:30 AM to**

05:00 PM, Monday to Friday. Client operations in some programs are 24/7 and require management to coordinate twelve (12) hour rotational shifts to maintain.

No staff shall be scheduled, nor permitted to work, more than sixteen (16) hours per shift.

If an employee works sixteen (16) hours consecutively, they shall receive a minimum of twelve (12) hours off between shifts. If an employee works less than sixteen (16) hours per shift, they shall receive at least ten (10) hours off between shifts.

Modifications to these hours of work may be made by the agreement of the Union and Management.

ARTICLE 14 SCHEDULED DAY OFF (SDO)

a) For all Permanent Employees employed prior to April 1, 2016, current contract language applies.

b) All Employees hired after March 31, 2016, will receive 36.25 hours of Scheduled Days Off annually. The employee will have an option to have the 36.25 hours paid out, at the end of the calendar year. This option is only available at the time of hire.

c) All Employees hired on/after April 1, 2019 will not be entitled to SDO credits.

14.1 Full-time employees, hired prior to April 1, 2016, shall receive two (2) days or 14.5 hours off per month with pay. Less than full-time hired prior to the date of this agreement shall receive SDO's on a prorated basis.

14.2 Scheduled days off shall form part of the employee's work schedule.

14.3 Scheduled days off may be deferred upon approval of the immediate supervising Director, **or designate**.

14.4 Subject to the approval of the immediate supervising Director, **or designate,** these days off with pay may be accumulated to a maximum of five (5) days or a maximum of 36.25 hours to be used within the **calendar** year. Less than full-time **employees** receive SDO's on a prorated basis.

14.5 Casual employees and mentors do not receive SDO's.

ARTICLE 15 OVERTIME

15.1 All hours worked in excess of the regular daily hours, on rest days or hours worked on a designated holiday shall be considered overtime.

15.2 All overtime shall be voluntary.

15.3 All overtime shall be authorized **in advance** by the immediate supervising Director, **or designate,** in consideration of program requirements.

15.4 Employees called back to work after their regular hours shall receive a minimum of two (2) hours at overtime rates.

15.5 **Compensation**

a) All overtime shall accumulate at a rate of 1 1/2 X the regular rate of pay. Such overtime shall be paid out or at the employee's request may be taken as time off at overtime rates.

b) If time off in lieu (TOIL) is requested, the time off shall be taken within two (2) months. The employee and the immediate supervising Director shall decide on a mutually agreeable time. If the employee is unable due to work requirements to take the time, the employee shall be paid out.

ARTICLE 16 OVERNIGHT SUPERVISION

16.1 **Where an overnight stay is required to supervise clients, employees will be paid at mentor rates.**

ARTICLE 17 CASUAL CALL-IN

17.1 **Casual List**

a) A list of casual employees shall be created by the respective program manager and maintained specific to the program in each location.

b) Part-time employees shall be added to the casual list if they **so** choose.

c) The list shall be in order of seniority as published on the 15th of each month.

d) The employee is responsible for ensuring accurate information is updated on the payroll system.

e) Whenever possible, the employee shall advise the program coordinator in advance when he/she is not available.

17.2 **Casual Call-in Process**

17.2.1 **More than 72 Hours Before the Shift**

a) Monday through Friday, when there is more than 72 hours before the shift to be filled, the employer shall contact employees by group email and award to the most senior employee that responds within a twenty-four (24) hour timeframe.

b) Weekends and public holidays, when there is more than 72 hours before the shift to be filled, the immediate supervising Director or designate shall send a group email to available employees on the casual list. The most senior employee that responds within a twenty-four (24) hour timeframe will be awarded the shift.

c) A group email will be sent with the date/available shift. The shift will be awarded to the most senior candidate that responds within a twenty-four (24) hour timeframe.

17.2.2 **Less than 72 Hours Before the Shift**

a) During regular office hours on Monday through Friday, when there is less than 72 hours before the shift to be filled, the employer shall contact the employees based on seniority by text in groups of four (4) on the casual list. The most senior employee responding will be awarded the shift.

b) Evenings, weekends and public holidays, when there is less than 72 hours before the shift to be filled, the immediate supervising Director or designate shall contact the available employees based on seniority by text in groups of four (4) on the casual list. The most senior employee responding will be awarded the shift.

c) Immediate needs. Based on seniority, a text message will be sent in groups of four (4). The message will include date/available shift(s). The shift(s) will be awarded to the most senior candidate immediately responding.

17.3 **Call-in for Overtime**

17.3.1 Casual call-in shall be seniority based allowing an employee to reach maximum full time hours, not incur overtime.

17.3.2 If the casual list has been exhausted either due to unavailability or maximization of hours, over time shall be offered in order of seniority to the senior qualified employee in the program.

17.3.3 Response time shall be in accordance to the Casual Call-in Process.

17.4 **Errors in Bookings**

17.4.1 The employee must identify the error to the immediate supervising Director immediately upon discovery of the error or up to one (1) month following the error in call-in.

17.4.2 If an error is made the employer shall offer the employee the first available shift of equal or greater hours in which he/she is qualified to work.

ARTICLE 18 STANDBY COMPENSATION

18.1 Standby shall mean a period during which an employee is not at work and is assigned to be on call and be immediately available to return to work.

18.2 The employee assigned to be on standby is required to carry and answer the phone at all time during the assignment.

18.3 All standby assignments shall be assigned on a rotational basis.

18.4 No standby assignment shall be less than one (1) hour.

18.5 Standby pay will be paid at a rate of **two dollars and fifty cents ($2.50)** for each **hour.**

ARTICLE 19 RECEIPTS OF PHONE CALLS

19.1 When an employee who is on standby receives a phone call from management or designate, which does not involve a return to the work place, the employee shall be paid for each hour or portion thereof worked or for a minimum of one-half (1/2) hour at appropriate overtime rates.

19.2 On call employees must maintain a call log and documentation **of calls received on behalf of the employer.**

19.3 Notwithstanding the above, an employee called more than once in the one-half (1/2) hour period shall not receive any further overtime until the one-half (1/2) hour period has elapsed.

19.4 When a phone call results in an employee physically attending to a resident, the overtime call-back provisions as outlined in Article **15.5** shall apply.

ARTICLE 20 SHIFT DIFFERENTIAL AND WEEKEND PREMIUMS

20.1 **Shift Differential**

Employees shall be compensated at a rate of an additional **$2.00** per hour, for all regular scheduled hours of work between 11:00 PM and 7:00 AM.

It shall not be paid for any hours for which overtime rates are being paid.

Shift Differential shall not be a part of basic wage rates or be used in calculating overtime rates.

20.2 **Weekend Premiums**

Employees shall be compensated at a rate of an additional **$1.20** per hour, for all regular scheduled hours of work between 7:00 AM on Saturday and 7:00 AM on Monday.

It shall not be paid for any hours for which overtime rates are being paid.

Shift Differential shall not be a part of basic wage rates or be used in calculating overtime rates.

ARTICLE 21 DESIGNATED HOLIDAYS

21.1 Designated Holidays shall mean:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Saskatchewan Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day
- Floating **Holiday**
- **Day for Truth and Reconciliation**

A Floating **holiday** is one additional designated holiday during the year. The floating **holiday** will be mutually agreed upon between the parties.

The list of designated holidays will also include any other day legislated by the Federal or Provincial Governments as a holiday.

When a designated holiday falls on a Saturday or Sunday, the holiday shall be observed by employees scheduled, according to Article 13, on the next business day.

Employees working the holiday will receive pay at the rate of one and one-half (1.5x) times their regular rate of pay. Additionally, they will receive 7.25 hours at their regular pay (at 1.0 times) for

the holiday, prorated for any part-time hours.

ARTICLE 22 ANNUAL VACATION

22.1 Vacation Year

The vacation year is defined as the twelve (12) month period beginning January 1 and ending December 31 of the same calendar year.

22.2 Vacation Accrual and Entitlement

Employees earn based on their length of continuous service, according to the following schedule (based on 1885 hours, annually):

- **Years 1 to 5: Four (4) weeks [145 hours] per year.**
- **Years 6 to 10: (Starts immediately after 5th Anniversary date) Accrued at a rate of two and one-twelfth (2 1/12) days [181.25 hours] per completed month of service.**
- **Years 11 and beyond: (Starts immediately after 10th Anniversary date) Accrued at a rate of two and one-half (2 1/2) days [217.50 hours] per completed month of service.**

Vacation is accrued on a bi-weekly basis, in line with the Employer's payroll schedule. Employees earn this entitlement gradually throughout the year, based on hours paid and the applicable accrual rate. Vacation may only be taken after sufficient time has been accrued, unless otherwise approved.

Employees are entitled to take vacation in the year in which it is earned and approval is provided.

22.3 Casual Employees and Mentor Hours

Casual and Mentor Hours are paid-out vacation on each pay, based on hours paid.

22.4 Carryover of Vacation

Employees are encouraged to take vacation within the year it is earned. However, carryover of up to 36.25 hours into the following year will be approved upon request. Requests for carryover exceeding 36.25 hours may be submitted to the Director of Human Resources for consideration.

If carryover is not approved, and the time could not reasonably be taken, the employee will be paid out for outstanding earned

but unused vacation.

22.5 Scheduling and Seniority

Employees shall be entitled to take their vacation in an unbroken period, unless otherwise agreed upon by both the employee and Employer.

Requests will be considered on a first-come, first-served basis and are subject to operational capacity. The Employer reserves the right to deny or adjust requests based on staffing needs. In the event a request is submitted on the same day, for the same date requested, seniority will resolve the conflict.

22.6 Vacation on Termination

Employees who terminate employment are entitled to vacation pay for any earned but unused time.

Employees who have taken more vacation than earned at the time of termination will be required to repay the overused portion, via deduction from final pay.

ARTICLE 23 SICK LEAVE

23.1 Sick leave **(SL)** shall mean a period of time during which an employee is absent from work due to being ill, or because of accidental injury arising out of and in the course of employment for which compensation is not payable under The Workers' Compensation Act.

23.2

a) **All non-casual employees will accrue sick leave credits (SL) on the basis of 4.46 hours each pay period (prorated for part-time)** up to a maximum accumulation of 116 hours per year. Sick leave **(SL)** shall accumulate from year to year, to a maximum of 616.25 hours.

b) Casual employees do not accrue sick leave **(SL)** credits.

c) **Mentor Hours do not accrue sick leave (SL) credits.**

23.3 **Sick Leave Records**

An employee’s record of accumulated sick leave credits shall be made available to each employee upon request.

The immediate supervising Director, **or designate,** will request a medical certificate(s) from the employee reporting sick in excess of

five (5) consecutive days. **Provided proper receipts**, the employer shall pay the costs of any certificate requests.

23.4 **Leave of Absence While Sick**

When an employee is sick beyond his/her accumulated sick credits, the employer shall grant a leave of absence without pay until the employee is able to return to work or for a period of one (1) year.

The leave shall be reviewed annually, at which time an additional one (1) year leave may be granted. The employee shall be backfilled with a temporary employee.

Should the extension be denied, the employee shall, upon request to the **Director of Human Resources** at the end of the leave have his/her name placed on the re-employment list subject to Article 12.3 and Article 12.4.

Seniority shall **remain unchanged**.

23.5 **Illness During Vacation Leave**

When an employee is on vacation for a period of more than three (3) days and becomes incapacitated for a minimum of 3 days and provides medical certification, upon written request to the immediate supervising Director, **or designate,** the vacation leave may be changed to sick leave.

23.6 The immediate supervising Director, **or designate,** shall request a medical certificate. **A copy of the certificate shall be provided to Human Resources and the Program Director, or designate.**

ARTICLE 24 PERSONAL WELL BEING DAY

24.1 Leave with pay for **14.5** hours per year shall be granted to **non-casual, full-time, employees. This leave must be arranged with the immediate supervising Director, or designate** with as much notice as reasonably possible; preference would be two (2) weeks in advance.

ARTICLE 25 LEAVE OF ABSENCE

25.1 General

Upon application, an employee may be granted a leave of absence without pay for a period not exceeding one (1) year. The written request shall be submitted to the employer. The employer shall provide a written response within ten (10) working days of receiving the request.

Such requests for leave shall not be withheld unreasonably.**The leave may not be granted to pursue employment outside the organization.**

Leave of absence not to exceed one (1) year will be granted to less than full time employees **but not** to pursue full time employment outside the organization. They shall retain accumulated **entitlements** and seniority during such leave, **but seniority will not accrue during the leave.**

General Leaves may apply to other leaves as outlined in the Saskatchewan Employment Act.

25.2 Employees must be employed for at least eighteen (18) months before becoming eligible for any Leave of Absence 26.1 General or 26.7 Education Leave. Employees shall provide at least thirty (30) calendar days' notice of intended leave of absence.

25.3 **Maternity/Parental Leave**

An employee shall be granted leave without pay for a period up to eighteen (18) months in the event of pregnancy or adoption.

Upon return from such leave the employee shall be reinstated in their former position. Such employee is entitled to their previous rate of pay without loss of benefits, increments or seniority.

Employees shall be entitled to access sick leave provisions in accordance with Article 23.

25.4 **Child Care Leave**

An employee with sufficient cause may be granted Child Care Leave up to a maximum of four (4) months without pay. There shall be no loss of seniority, benefits, increments, or job security while on Child Care Leave.

25.5 **Bereavement Leave**

a) The leave shall consist of five (5) days up to 36.25 hours regularly scheduled consecutive days within a seven (7) day period for immediate family member.

b) Bereavement leave involving extended family shall consist of three days (3) up to 21.75 hours

c) Where there has been a death in the employees immediate or extended family, an employee may access two (2) days 14.5 hours of bereavement leave for attending a funeral, memorial service or interment, that occurs within one (1) year from the date of death, in the event of a pandemic the one (1) year period will be extended if necessary, so long as the total period of absence does not exceed the maximum as per a) & b) above.

In addition, the employee can request to trade shifts or use time off banks for additional days off. (Trade shifts must be of equal hours)

25.5.1 Proof of death and/or attendance at the funeral shall be required by the Employer.

25.6 Union Leave

a) The employer agrees that it is the right of all employees to participate in the affairs of the Union, providing that one (1) weeks' notice in writing (email is satisfactory) from the employee or the Union prior to the period of leave being requested. See Letter of Understanding #4.

b) Employees will be granted leave of absence to attend conventions and conferences of the Saskatchewan Government & General Employees' Union (SGEU) and its affiliates to which they are delegates.

c) Employees will be granted leave of absence to attend union education courses.

d) Employees will receive leave of absence with pay and without loss of benefits.

e) The Union agrees to reimburse the employer for all wages and benefits paid by the employer under this Article.

f) Employees shall continue to accumulate seniority and all benefits while on leave of absence under (a) and (b) above.

g) Long Term Union Leave: The employer may grant leave of absence without pay for up to one year to an employee who is elected to a full-time office or position with the Union.

h) Upon request to his/her supervisor and upon the approval of the immediate supervising Director, **or designate,** an employee who has taken Union Leave shall have available casual assistance. This assistance shall be based upon the hours of accumulated union leave or portion thereof in his/her program.

25.7 Education Leave

Employees taking courses extramurally shall be reimbursed for their tuition, necessary books and materials, provided that the courses are job related, successfully completed**,** a certificate of completion has been provided and have had prior approval of the Director of Human Resources. When the courses are not and will not be available in a reasonable period of time outside of office hours, time away from work may be arranged. **The Employer will conduct a budget review to determine available funds prior to approval of such Education Leave.**

Leave of absence with pay and without loss of seniority shall be granted to allow employees time to write examinations to improve qualifications.

The employer will allocate $500.00 per fiscal year from surplus Union leave reimbursements, defined in work situations where no backfill is provided, for employee educational programs for Union representatives (in accordance with Article **25.6**).

25.8 Subpoena to Court

Time spent on a scheduled working day by an employee required to serve as a juror or subpoenaed as a witness shall be considered as time worked at the appropriate rate of pay, less any payment **or honorarium paid to the employee by the courts.**

ARTICLE 26 PAY ADMINISTRATION

26.1 The rates of pay as established in Appendix "A" of this Agreement shall be the rates paid to the employees covered by the Agreement.

26.2 Pay Periods

Employees shall be paid in accordance with the employer's pay administration policy.

26.3 Temporary Assignment of Higher Duties

Temporary Assignment of Higher Duties occurs when the employer determines a vacancy of one (1) day to a maximum of three (3) months shall be filled on an urgent temporary basis. Vacancies of a non-urgent basis or over three (3) months shall be posted in accordance with the Collective Agreement.

26.4 Assignment of Higher Duties

The employer shall offer the assignment first to the senior qualified employee, then by rotation thereafter. The employee must be able to fill the entire assignment before being appointed the TAHD, otherwise the next senior qualified employee in rotation will be offered the TAHD.

No employee shall be required to perform a TAHD against their wishes when others are available.

26.5 Compensation for Duties

The employee performing the TAHD shall be paid in accordance to his/her current position on the pay grid, at the pay rate of the position for which the employee is temporarily assigned to fill.

26.6 Promotion

On promotion of an employee, his/her rate of pay shall be at the minimum of the new pay range for the new class, except when the minimum yields less than an eight percent (8%) increase. In such a case, his/her rate shall be adjusted to the step in the pay range yielding at least 8%, not to exceed the top of Appendix A salary grid.

26.7 Hiring Rates

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

26.8 Travel and Allowances

a) All employees authorized to use their vehicles in the performance of their duties shall receive the mileage rate agreed to by the Public Service Commission and SGEU.

b) The meal rate and a per diem allowance will be established and adjusted in accordance with the PS/GE Collective Agreement.

c) The accommodation rates shall be actual and reasonable charges supported by a receipt.

26.8.1 Employees attending employer required training shall be compensated at their regular hourly rate for travel time to and from the training event.

The employer may adjust the employees work schedule to accommodate travel within their workday. In the event travel is outside of the workday, travel time shall be paid based on straight time.

26.9 Calculation of Sick Leave, Vacation Leave and Scheduled Days Off

Sick leave, vacation leave and SDO accumulation are prorated to the day of the month that the employee commences or discontinues employment.

26.10 Changes in Pay Range

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

ARTICLE 27 JOB CLASSIFICATION AND RECLASSIFICATION

27.1 Maintaining a Classification Plan

The employer shall maintain job descriptions in a manual kept in the immediate supervising Director's office and on the **organization's intranet(s)** available for inspection.

27.2 Classification Shall Be Submitted to the Union

The employer agrees to submit to the Union, job descriptions for all new positions and classifications.

27.3 Changes in Classification

When the volume of work or the duties of any position is altered or changed, or where the Union or the employee feels they are incorrectly classified or when a new position, not covered in Appendix A, is being created during the term of this Agreement, the rate of pay, hours of work shall be subject to negotiations between the parties. All settlements shall be retroactive to the initiation of the request in writing to change the classification and subject to the regular grievance and arbitration procedure contained in this Collective Agreement.

27.4 Challenge from Senior Employees

When reclassification is due to new or additional duties and responsibilities, the most senior qualified employee shall be appointed.

27.5 Downward Classification

No employee shall have his/her wages reduced as a result of downward classification. Such an employee's name shall be placed on re- employment list for a classification of positions similar to and with the same salary range as his/her position before it was downgraded.

27.6 Joint Class Plan Committee

A Joint Committee of equal representation from the employer and the Union will negotiate and oversee the establishment and implementation of any new class plan. All aspects of the class plan will be negotiated. The Committee will meet within ninety (90) days of the signing of the Collective Agreement with the intent to have a new class plan implemented within one (1) year.

ARTICLE 28 SAFETY AND HEALTH

28.1 The employer shall make all reasonable provisions for the health and safety of employees during hours of work. Employees shall endeavour to point out any health and safety hazards. The employer recognizes the rights and responsibilities of the Health and Safety Committee as per The Occupational Health and Safety Act.

28.2 Meetings

The employer and the employees agree to meet and to co-operate in resolving all unsafe, hazardous, or dangerous working conditions. The parties shall establish a joint labour-management committee:

a) to oversee the operation of the occupational health and safety program.

b) to seek improvement in the effectiveness of the occupational health and safety program.

Representatives of the employees shall suffer no loss of pay for attending such meetings. OH&S standard if members of the committee must attend a meeting during regular time off, they will be compensated at a rate of $34.35 (maximum of two (2) employees four (4) times per year). This will cover OH&S meetings and related duties during that time.

28.3 Workplace Inspections

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

28.4 Working Alone

When any worker works in relative isolation, the employer shall provide an effective means of ensuring the safety of the worker in an appropriate manner.

28.5 Workplace Stress

The employer recognizes its responsibility to reduce workplace stress whenever possible. Therefore a standard acceptable workload establishing an employee to client ratio will be established by July 1, 1992 and annually at the same date thereafter in all programs.

28.6 No Discipline

No employee shall be disciplined for refusal to work on a job, or in premises or to operate any equipment that is unsafe. Such job or equipment is not to be reassigned until the Health and Safety Committee is satisfied with safety modifications.

28.7 First Aid

Adequate first aid supplies shall be made available in all employer work sites.

28.8 Recognition of Social Illness

The employer and the Union recognize that mental illness, alcoholism, and drug abuse are illnesses. Where necessary, sick leave benefits will be granted for treatment on the same basis as health problems. Employees whose spouse is undertaking a rehabilitative program for alcoholism or drug abuse may apply for vacation time or leave of absence without pay to participate with his/her spouse in such rehabilitative program.

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

ARTICLE 29 HARASSMENT

29.1 Definition of Harassment as set out in *The Occupational Health and Safety Act, 1993*:

2(1)(l) "harassment" means any inappropriate conduct, comment, display, action or gesture by a person:

(i) that either:

(A) is based on race, creed, religion, colour, sex, sexual orientation, **gender identity and expression,** marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or

(B) subject to subsections (3) and (4), adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and

(ii) that constitutes a threat to the health or safety of the worker;

2(3) To constitute harassment for the purposes of paragraph (1)(l)(i)(B):

(a) repeated conduct, comments, displays, actions or gestures must be established; or

(b) a single, serious occurrence of conduct, or a single, serious comment, display, action or gesture, that has a lasting, harmful effect on the worker must be established.

2(4) For the purposes of paragraph (1)(l)(i)(B), harassment does not include any reasonable action that is taken by an employer, or a manager or supervisor employed or engaged by an employer, relating to the management and direction of the employer's workers or the place of employment.

29.2 Statement of Agreement by the Parties

To create a harassment-free workplace, the parties are committed to the joint development of pro-active programs to eliminate all forms of harassment. The parties further agree that harassment in the workplace will not be tolerated. All employees are encouraged to use this Policy prior to involving outside agencies.

29.3 Roles of the Parties

The Union will:

a) Recognize that every member has the right to be treated with dignity and respect, and to work in a workplace free of harassment.

b) Not condone or tolerate any harassment.

c) Support and encourage its members to speak out and confront harassers.

d) Defend their members when inappropriate disciplinary sanctions are imposed by the employer.

The employer will:

a) Provide a workplace that is free from harassment.

b) Recognize that in order to end harassment, it is necessary to confront and provide the opportunity to correct the harasser's behaviour. The employer, therefore, agrees to create an atmosphere where harassed persons will feel comfortable in bringing forward complaints and secure in confronting the alleged behaviour and/or harassment.

29.4 Complaints Procedure

29.4.1 Obligation

It is the responsibility of the employer to ensure that complainants and witnesses to harassment are protected from intimidation and/or repercussions after reporting incidents and during any investigation. Protection may also be appropriate when effecting the final decision on a complaint.

29.4.2 Procedure for Handling Harassment Complaints

a) All complaints of harassment shall be covered by this Article and dealt with in a serious manner.

b) Leave, without loss of pay, shall be allowed by the employer for any proceedings under this Article.

c) All proceedings under this Article are confidential. Breach of confidentiality shall be subject to disciplinary action.

d) No information relating to the complainants or alleged harasser's personal background, lifestyle, mode of dress, etc., will be admissible during proceedings under this Article.

e) In the event that the alleged harasser and the complainant are members of the Union, the employer agrees to allow each their right to Union representation.

f) Nothing in this Article precludes the right of the complainant to take their complaint to any outside agency i.e. Human Rights Commission, SCAR, Ombudsman, MLA, MP, church, etc., at any time they deem appropriate.

Step 1 (Informal)

a) Any complaint may be lodged in confidence with a Management official of their choice, or a formal complaint may be lodged directly at Step 2.

b) Management will inform the alleged harasser of the complaint.

c) The complaint shall be investigated in confidence and an honest attempt will be made to achieve resolution.

d) If a satisfactory resolution is achieved, the process ends here.

e) If no satisfactory resolution is achieved, then Step 2 is implemented.

Step 2 (Formal)

a) A formal complaint shall be submitted concurrently in writing to Management and to the Union.

b) Upon receipt of the written complaint, Management and the Union shall agree within to investigate the complaint. Management shall assume the costs of the investigator.

c) The Investigator shall recommend to the employer whether the alleged harasser or complainant should be removed from the immediate workplace. It is agreed that as a general principle the alleged harasser be the one removed from the immediate assigned workplace. However, in exceptional circumstances (facts such as the emotional and mental health of the complainant), the complainant may be removed.

d) An opportunity for all parties affected to be heard, will be provided in whatever manner is deemed appropriate by the Investigator.

e) A response containing a decision and recommendations will be submitted in writing within twenty (20) days to the Union and Board. This time limit may be extended by mutual agreement between the Union and Management.

f) The Investigator shall have jurisdiction to determine if there is harassment. If so, it shall recommend to the employer appropriate action, up to and including counselling, permanent removal from the workplace or other remedial/disciplinary action. They shall also recommend a time frame for implementation.

g) The Board shall have the authority to determine whether a complaint is frivolous or vindictive, and to recommend the appropriate course of action in such cases.

As this process for the resolution of a complaint of harassment is similar to the grievance procedure, a complainant is precluded from using the grievance procedure in cases of a complaint of harassment.

ARTICLE 30 TERMS OF AGREEMENT

30.1 Duration

The term of this agreement shall be from **July 1, 2025,** to **June 30, 2028**.

30.2 Notice of Changes

Either party may, not less than sixty (60) days no more than one hundred and twenty (120) days prior to the expiry date of this agreement, give notice in writing to the other party to renegotiate a revision thereof.

APPENDIX A – SALARY GRID AND WAGES

In Scope Pay Grids
Effective November 21, 2025
Pay Increase of 3.0% from April 1, 2025

Casual Caseworker

	Hourly	Yearly (1885 Hours)
Base	$21.54	N/A
Year 1	$22.25	N/A
Year 2	$22.75	N/A
Year 3	$23.26	N/A

Caseworker

	Hourly	Yearly (1885 Hours)
Base	$21.95	$41,375.75
Year 1	$22.69	$42,770.65
Year 2	$23.21	$43,750.85
Year 3	$23.72	$44,712.20

Assistant Program Coordinator

	Hourly	Yearly (1885 Hours)
Base	$23.70	$44,674.50
Year 1	$24.51	$46,201.35
Year 2	$25.06	$47,238.10
Year 3	$25.63	$48,312.55

Program Coordinator

	Hourly	Yearly (1885 Hours)
Base	$25.60	$48,256.00
Year 1	$26.47	$49,895.95
Year 2	$27.06	$51,008.10
Year 3	$27.67	$52,157.95

Mentor Rate

Hourly	Shift
$15.35	$138.15 flat, per 9hr shift

Premiums

Shift (Hourly)	$2.00
Weekend(Hourly)	$1.20

APPENDIX B – Letter of Understanding

Between
John Howard Society of Saskatchewan
and
Saskatchewan Government and General Employees' Union

The parties agree to begin discussions with a goal of reaching an agreement on a retirement recognition program.

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

ORIGINAL SIGNED BY
Greg Eyre

ORIGINAL SIGNED BY
Brandy Senkin-Hiebert

ORIGINAL SIGNED BY
Irene Yanick

Signed on behalf of: John
Howard Society of
Saskatchewan

ORIGINAL SIGNED BY
Karen Burke

ORIGINAL SIGNED BY
Shawn Fraser

ORIGINAL SIGNED BY
Echo Qin

Signed at Regina, Saskatchewan this 17st day of March, 2021.

APPENDIX C - EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)

Between
John Howard Society of Saskatchewan
and
Saskatchewan Government and General Employees' Union

It is recognized by both parties that many health, social and personal problems can be successfully resolved and that professional assistance is in the best interest of the employee, Union and the employer.

It is therefore agreed that the two parties jointly establish and implement an Employee and Family Assistance Program.

1) **JOINT LABOUR/MANAGEMENT COMMITTEE**

A Joint Labour/Management Committee, having equal representation from the Union and the employer, will be formed to develop the policy statements and operating guidelines of a new Employee and Family Assistance Program (EFAP).

Union and Management shall each appoint two appropriate representatives to the Joint EFAP Committee to ensure that it is capable of discharging its duties and responsibilities, as are jointly agreed upon.

This body shall be responsible to assist in and direct the development, implementation, and updating of the EFAP. They will also assist in the preparation and presentation of training, education and information activities within the EFAP to ensure stewards and supervisors are familiar with the objectives and procedures required to effectively implement the program.

The agreed upon number of persons engaged in the Joint EFAP Committee shall be given sufficient time, with no loss in pay, to perform program duties. The Joint Committee will meet quarterly.

2) **OBJECTIVES**

The objectives of the Employee and Family Assistance Program will be to encourage employees to voluntarily seek assistance for personal problems, and to assist those employees whose personal problems are adversely affecting their work performance.

3) The Committee shall select an independent agency as an advisor to the Committee and determine what range of services each employee will receive who accesses the EFAP.

4) **PROGRAM ACCESS**

Every permanent employee shall have access to the EFAP. Employees who hold temporary, part-time or casual status who have worked a consistent work pattern over a twelve (12) month period shall also have access to the Program. Program benefits shall cease upon termination of employment.

5) **EMPLOYEE RIGHTS**

The fact that an employee has been accepted into the Program will not, by itself, jeopardize job security nor create discrimination in promotional opportunities.

Employees participating in the Program shall be entitled to all rights and benefits as provided in the current Collective Agreement, as well as to future Program benefits as agreed to be the Joint Union-Management Program.

6) **CONFIDENTIALITY**

Every effort will be made to retain confidentiality as to an employee's participation and the reason for an employee's involvement in the Program. Community agency treatment records, medical reports, or other reports arising from an individual's health assessment will be released only with the informed written consent of the employee.

7) **EMPLOYEE RESPONSIBILITY**

The decision to accept involvement in the Program is the personal responsibility of the employee. Employees participating in the Program will be expected to meet existing job performance standards and established work rules, except where, in the judgment of the agencies, those rules or standards are inappropriate to affect the resolution of the problem.

PROGRAM OPERATION

1) The service is designed to assist eligible employees and/or members of their immediate families (spouse or dependent children) who are experiencing personal difficulties and who choose to seek out the assistance on a voluntary basis.

2) No personal information that is given to the counsellor by an employee will be shared with any other source, either within the organization or the general community, without the written consent of the employee in question, unless required by law.

3) Employees may gain access to the service through voluntary or self-referrals, suggested referrals or mandatory referrals.

In the case of a voluntary referral, the employer is notified only that an employee has contacted the independent agency directly. Employees may also ask their employer, steward or other person to arrange the first appointment with the Agency. No entries are made in the employee's record and the strictest confidence is maintained. This is the most common and preferred type of referral.

If in the normal evaluation of performance, the employer has reason to believe that an employee has a personal problem that may adversely contribute to his/her work performance; the employer may suggest that the employee consider an interview with a counsellor. In such cases the written record of the interview may note that the suggested referral was made by the employer.

A mandatory referral is available to the employer when there is a documented case for disciplinary action or termination of an employee. If the employee rejects the offer of mandatory referral, the normal disciplinary procedures will resume. The mandatory referral must be fully explained to the employee in a face-to-face meeting with the employer. It must be emphasized that participation is still voluntary and that decisions related to continued employment must be based on job performance - not attendance or non-attendance at an EFAP.

In this instance, the employer will be informed only if the employee has attended counselling and is willing to seek assistance for the problem. No personal information about the employee or his/her problem is indicated to the employer.

4) While suggested or mandatory referrals may be used by the employer in dealing with an employee whose performance is in question, this is not an automatic step in the progressive disciplinary procedure.

5) The Agency will maintain a clearly neutral role in matters affecting the relationship between the employer and its employees. The Agency representatives will work within the frame of reference of the employer's EFAP design, but are primarily accountable to the Agency. These representatives cannot be required by the employer to act outside of the Code of Ethics of the profession, or the Policy of the Agency.

6) The Agency staff will be available during normal working hours to take referrals. An answering service is available at other times. Counselling to employees and their families is available during normal working hours. Where employees are not able to come during this time, arrangements will be made to see them in the evenings or on weekends.

7) The Agency undertakes the primary responsibility for the treatment of a troubled employee or family who requires service, or where appropriate referral to other services is indicated. In the case of referral, the counsellor tracks the matter sufficiently to establish that the employee is connected with the resource and provides follow-up services as required.

8) The Agency will provide periodic consultations for planning, monitoring, and evaluation of the service as decided between the Organization and the Agency. The rate is agreed on and outlined in the Contract.

9) The Agency will provide quarterly statistics and a program report on usage, type of problems and other items helpful for monitoring the program. Confidentiality will be maintained.

PROGRAM MODEL

TREATMENT

1) The employer must be advised when an employee accesses the EFAP.

2) The Agency will advise the employer of the approximate number of interviews required with a counsellor regarding assessment and treatments.

3) The limit of employer-paid interviews and/or treatment shall be ten (10).

4) More than ten (10) interviews and/or treatments must have authorization from the Joint Committee by the Agency without jeopardizing the confidentiality of the client.

5) Employees shall have access to their sick leave if interview and/or treatment cannot be arranged outside of work time.

TYPE OF PROGRAM

- Fee for Service
- Fee for Service must provide priority access within 24 hours of request of access

LETTER OF UNDERSTANDING #7 – Wage Re-Opener (June 2025 - June 2028)

The parties agree that should additional funds be made available by one of the funding organizations for the purpose of increase in compensation any time during the term of this Agreement, they shall meet with the intent of negotiating revisions to the wage and benefits contained in this Agreement.

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

ORIGINAL SIGNED BY

Glenn Billingsley

ORIGINAL SIGNED BY

Angel Genereux

Signed on behalf of:
John Howard Society
of Saskatchewan

ORIGINAL SIGNED BY

Brooks Norton

ORIGINAL SIGNED BY

Shawn Fraser

Signing Bonus

All employees actively employed on the date of ratification shall be eligible to receive a signing bonus, less applicable statutory deductions.

The signing bonus shall be calculated at a rate of one dollar ($1.00) per eligible hour, up to a maximum of one thousand two hundred dollars ($1,200.00) per employee.

For the purposes of this provision, “eligible hours” shall include all regular hours worked, paid time off, and statutory holiday hours worked. Eligible hours exclude mentor hours and overtime.

Eligible hours shall be those accumulated during the period from June 1, 2025, to March 7, 2026.

Employees who are on approved leave of absence on the date of ratification shall remain eligible for the signing bonus and will receive their calculated amount upon their return to active employment.

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

ORIGINAL SIGNED BY
Glenn Billingsley

ORIGINAL SIGNED BY
Angel Genereux

Signed on behalf of:
John Howard Society
of Saskatchewan

ORIGINAL SIGNED BY
Brooks Norton

ORIGINAL SIGNED BY
Shawn Fraser

SIGNING PAGE

SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION and JOHN HOWARD SOCIETY OF SASKATCHEWAN 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 in Regina, Saskatchewan on this 4th day of June, 2026.

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

ORIGINAL SIGNED BY

Glenn Billingsley

ORIGINAL SIGNED BY

Angel Genereux

Signed on behalf of:
John Howard Society
of Saskatchewan

ORIGINAL SIGNED BY

Brooks Norton

ORIGINAL SIGNED BY

Shawn Fraser

Signed at Regina, Saskatchewan this 4th day of June, 2026.

Letter of Understanding

Between

Saskatchewan Government and General Employees' Union (SGEU)

And

John Howard Society of Saskatchewan (JHSS)

RE: 2025 Wage Increase (re-opener)

In accordance with the Letter of Understanding #1 of the 2020-2025 Collective Bargaining Agreement, the parties agree the additional funds recently made available, for the purpose of an increase in compensation, shall be made in the form of three percent (3%) wage increase to all classifications, rates, and scales. The increase is effective and retroactive to April 1, 2025, to be paid December 05, 2025.

Dated this 21st day of November, 2025, at Regina, Saskatchewan.

Signed on behalf of:

SGEU	**JHSS**
ORIGINAL SIGNED BY:	ORIGINAL SIGNED BY:
Glenn Billingsley Labour Relations Officer	Brooks Norton Director, Human Resources
ORIGINAL SIGNED BY:	ORIGINAL SIGNED BY:
Angel Genereux Chair, Bargaining Committee	Shawn Fraser CEO