



Collective Bargaining Agreement

Between **Plannera Pensions & Benefits** and
**Saskatchewan Government and General
Employees' Union**

July 21, 2026 to March 31, 2029

ARTICLES OF A

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**THE PUBLIC PENSION AND BENEFITS
ADMINISTRATION CORPORATION
(PLANNERA)**

AND

**SASKATCHEWAN GOVERNMENT AND
GENERAL EMPLOYEES' UNION
LOCAL 1101**

July 21, 2026 to March 31, 2029

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ARTICLES OF A COLLECTIVE BARGAINING AGREEMENT
made in duplicate this 21st day of July 2026.

between

PUBLIC PENSION AND BENEFITS ADMINISTRATION CORPORATION (PLANNERA)
hereinafter referred to as "the Employer"

PARTY OF THE FIRST PART

and

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

PARTY OF THE SECOND PART

PREAMBLE

The Public Pension and Benefits Administration Corporation (The Employer, Planner) is a not-for-profit organization with a mandate to deliver innovative pension and benefit services in support of a secure financial future for its members. This Collective Bargaining Agreement has been created to support that mandate by establishing clear, fair, and flexible terms and conditions of employment.

The Employer and the Union are committed to a people-centered workplace where employees are treated with respect, supported in their work, and given opportunities to grow and contribute.

The Parties are also committed to being member focused, recognizing that the work of employees directly supports the experience, trust, and long-term outcomes of Planner's members. Delivering excellent member service is a shared priority, and all employees are expected to contribute to this objective in their work.

The Employer and the Union are results driven, recognizing the importance of accountability, responsible use of resources, and the delivery of high-quality, sustainable services.

This Agreement reflects a shared intent to balance employee interests with operational needs, support organizational agility, and create a consistent and equitable employee experience across the organization, while respecting the different roles and responsibilities that exist within Planner.

This Collective Bargaining Agreement is entered into in a spirit of collaboration and mutual respect, with the goal of supporting both the success of Planner and the people who work here.

ARTICLE 1 DEFINITIONS

1.1 In this agreement, unless the context otherwise requires, the expression:

Base Pay Adjustment: A permanent change to an employee's base salary within the applicable salary range, administered in accordance with Article 5 and Employer policy. Base pay adjustments do not include variable pay.

Variable Pay: A lump-sum payment that may be awarded under the Employer's variable pay program based on corporate performance and individual performance, where applicable, and administered in accordance with Article 5.4 and Employer policy. Variable pay does not form part of base salary.

Promotion: An appointment of an employee to a position at a higher classification level, whether through a staffing process or reclassification, resulting in salary treatment in accordance with Article 12.2.2 (Promotion of an internal employee).

Demotion: A move from a position at a higher classification level to a position at a lower classification level, whether initiated by the employee (voluntary) or by the Employer (involuntary), and administered in accordance with Article 12 (Pay Administration) and Article 7 (Staffing), where applicable.

Employee: A person employed by Plannera in a position included in the bargaining unit and covered by this Agreement, including Permanent, Probationary, and Term or Temporary employees, unless otherwise specified.

Permanent Employee: An employee appointed to an ongoing position with no predetermined end date, subject to completion of probation. Permanent employees are eligible for the full range of entitlements and processes described in this Agreement, except where the Agreement specifies different treatment for non-permanent employees.

Term / Temporary / Non-Permanent / Student / Co-op Employee: An employee appointed for a defined period or for a specific project, assignment, or temporary operational requirement, with an identified end date or expected end of employment. Non-permanent employees receive entitlements as outlined in this Agreement, including any provisions that apply differently to non-permanent employees (for example, vacation pay in lieu of vacation leave).

Probationary Employee (Initial): An employee who is serving a probationary period with the Employer. During this period, the Employer assesses the employee's overall suitability for employment with Plannera, including performance, conduct, and ability to meet the requirements of the position.

Probationary Employee (Subsequent): An employee who is serving a probationary period after being appointed to a different position within Plannera. During this period, the Employer assesses the employee's suitability for the new role, including their ability to perform the duties and responsibilities of the position. Service and seniority earned prior to the appointment remain unchanged unless otherwise specified in this Agreement. Where an employee has not yet successfully completed their initial probationary period at the time of appointment to a different position, the employee will be considered to be serving both their initial and subsequent probation concurrently.

Employer: The Public Pension and Benefits Administration Corporation, operating as Plannera Pensions and Benefits, hereinafter referred to as Plannera or the Employer.

Union: The Saskatchewan Government and General Employees' Union (SGEU).

Local Level: The workplace-level, initial stage at which the Parties raise and attempt to resolve issues through discussion, including pre-grievance dialogue and Step 1 grievance discussions, as described in Article 18 (Grievance Procedures).

Local Union: The Union's designated representatives at the workplace, including stewards and other authorized representatives identified to the Employer in writing.

Qualifications: The required knowledge, skills, abilities, education, certifications, and experience necessary to perform the work of a position, as identified in a job posting or job description. The Employer determines how qualifications are assessed using job-related methods consistent with Article 7 and Article 6.5.

Reclassification: A change to the classification level of a position as a result of a material change in the nature, scope, complexity, or accountability of the work assigned to the position, as determined through the classification framework described in Article 6. Reclassification may be temporary or permanent where provided for in Article 6.5.

Seniority: The length of an employee's continuous employment within the bargaining unit, calculated and applied in accordance with the Seniority article, and used for purposes such as senior-qualified staffing and other provisions where seniority is referenced. In certain circumstances, an employee's seniority date may be adjusted to recognize reinstated prior service in accordance with Article 9.4(d).

Service: The period of employment used to determine entitlements under specific provisions of this Agreement (for example, vacation entitlement or severance). Unless otherwise specified, service is based on continuous employment with the Employer and is administered in accordance with the relevant article where the entitlement is defined.

Continuous Service: Uninterrupted employment with the Employer, measured from the employee's most recent start date and continuing without any break in employment, except where otherwise provided for in this Agreement.

Transfer (Lateral Transfer): The movement of an employee to another position at the same classification level, with no change to pay, administered in accordance with Article 12.4 and the staffing provisions in Article 7 where applicable.

Work Unit: A functional group of employees within a department who report through the same out-of-scope manager and perform related or coordinated work for operational purposes.

Department: An organizational grouping within Plannera that groups employees performing related functions under a common mandate and leadership structure, typically reporting to a Director or equivalent level of management.

Parties: The Employer and the Union collectively, being Plannera and the Saskatchewan Government and General Employees' Union (SGEU).

ARTICLE 2 SCOPE

2.1 Application of the Agreement

- a) This Agreement applies to all employees of Plannera who are employed in positions included in the bargaining unit, except as specifically excluded under this Article.
- b) Employees whose positions are excluded from the bargaining unit are governed by the terms and conditions established by the Employer and are subject to *The Saskatchewan Employment Act* and other applicable legislation.

2.2 Excluded Positions

- a) The following positions are excluded from the bargaining unit:
 - i. All positions classified at Level 19 and above.
 - ii. Executive administrative positions, being roles whose primary duties involve providing direct and confidential administrative support to senior leadership, including but not limited to: Executive Office Manager, Executive Assistant, and Executive Administrative Assistant.
 - iii. Positions whose primary duties involve confidential employee relations, labour relations, audit, or advisory responsibilities on behalf of the Employer, including positions within the following functional areas:
 - a) Human Resources
 - b) Internal Audit

ARTICLE 3 UNION RIGHTS

3.1 Recognition of the Union

- a) Plannera recognizes the Union as the sole and exclusive bargaining agent for employees covered by this Agreement and agrees to negotiate with the Union or its designated representatives with respect to terms and conditions of employment, including wages, hours of work, and other matters within the scope of collective bargaining.
- b) The Employer will permit the Union to meet with newly hired employees for the purpose of introducing the Union and explaining its role. Such meetings will be scheduled at a mutually agreed time during working hours and will not unreasonably interfere with operations.
- c) The Employer will permit Union stewards to investigate disputes at the workplace during working hours, provided such activity does not unreasonably interfere with operations and reasonable notice is given to the manager.
- d) The Employer will grant paid time off to employees on approved Union leave and will invoice the Union periodically for such leave. Union leave will be recorded using designated time codes, and reports may be generated to verify the hours taken. The Union or Bargaining Committee will maintain records of approved Union leave for the purpose of verifying accuracy and coordinating any required approvals with the Union.
- e) The Union will notify the Employer in writing of the appointment or change of Union stewards.

3.2 Union Membership and Dues Deduction

- a) Every employee who is or becomes a member of the bargaining unit will, as a condition of employment, maintain membership in the Union and remit required Union-related deductions in accordance with this Agreement and applicable labour legislation.
- b) The Employer will deduct from employees' earnings Union dues and other mandatory Union-administered deductions, including but not limited to long-term disability (LTD) premiums, at rates that are:
 - i. uniformly applied to all applicable bargaining unit members; and
 - ii. formally communicated in writing to the Employer and employees.

- c) No deductions other than those identified in clause (b) will be made from an employee's earnings unless:
 - i. the deduction is required by law; or
 - ii. the employee has provided prior written authorization.
- d) Any change to the rate or structure of Union dues or other mandatory Union-administered deductions will be communicated in advance to the Employer and employees and will not take effect until such notice has been provided.
- e) An employee who is temporarily assigned to an out-of-scope position will continue to have applicable Union dues and mandatory Union-administered deductions deducted for the duration of the assignment.

3.3

Labour-Management Relationship

- a) The Parties are committed to maintaining a constructive and professional labour-management relationship throughout the term of this Agreement.
- b) The Parties agree to raise, discuss, and attempt to resolve workplace issues in good faith as they arise.
- c) This commitment does not obligate either party to agree to any particular outcome.
- d) Any amendments to this Agreement resulting from such discussions must be mutually agreed to and ratified in accordance with the Parties' respective governance processes.
- e) The Employer will provide the Union with reasonable access to a physical or electronic bulletin board for the posting of Union communications, subject to Employer policies regarding content and use of workplace systems.

ARTICLE 4

INTERPRETATION OF AGREEMENT

- a) This Agreement, except as specified otherwise herein, will be effective from July 21, 2026 to March 31, 2029 and will remain in force and effect from year to year thereafter unless written notice of request to negotiate a revision is given by either party between 60 to 120 days prior to the anniversary date hereof.
- b) This Agreement will be interpreted and applied by the Employer in a manner consistent with its terms, intent, and applicable legislation.
- c) Where the Union disagrees with the Employer's interpretation or

application of this Agreement, the Union may raise the matter in writing for discussion between the Parties.

- d) Nothing in this Article limits either party's right to pursue dispute resolution in accordance with this Agreement.
- e) Any dispute arising from the interpretation, application, administration, or alleged violation of this Agreement will first be addressed through discussion between the Parties.
- f) Where the dispute cannot be resolved within a reasonable period of time, either party may refer the matter to arbitration in accordance with the Arbitration Article of this Agreement.
- g) The decision of the arbitrator will be final and binding on the Parties, subject to applicable legislation.
- h) This Agreement is subject to all applicable federal and provincial legislation.
- i) Where a change in legislation affects any provision of this Agreement, the Parties agree to meet to discuss the impact of the legislative change and, where necessary, to amend the Agreement to ensure compliance with the law.
- j) Financial items contained within corporate policies referred to in this agreement (e.g. travel per diem rates, variable pay) will not be reduced during the life of the agreement.
- k) Letters of Understanding entered into by the Employer and the Union will have the same force and effect as provisions of this Agreement, subject to any expiry, amendment, or renewal terms contained within each Letter of Understanding.
- l) This Agreement will be effective for a specified term as agreed to by the Parties.
- m) Unless otherwise agreed, the Agreement will remain in force until a new agreement is negotiated and ratified.
- n) Where notice to bargain is given in accordance with applicable labour legislation, the provisions of this Agreement will continue to apply until a new collective agreement is concluded or otherwise resolved in accordance with law.

ARTICLE 5 COMPENSATION AND EMPLOYEE PERFORMANCE

5.1 Purpose and Principles

- a) The purpose of this Article is to support Plannera's ability to

attract, retain, and recognize talent by maintaining competitive market positioning and rewarding performance.

- b) The Employer's intent is to generally maintain compensation at the median (P50) of its defined peer group, while differentiating pay outcomes based on performance, market movement, and organizational priorities.
- c) Compensation under this Agreement forms part of the Employer's broader performance management framework and supports Plannera's People Centered, Results Driven, and Member Focused values.
- d) This Article establishes the framework for compensation decision-making. The specific design and administration of compensation programs are governed by Employer policies in effect at the time.

5.2

Performance Ratings

- a) Employees will receive an annual performance rating using the following scale:
 - i. Does Not Meet Expectations (1)
 - ii. Meets Expectations (2)
 - iii. Exceeds Expectations (3)
- b) Performance ratings are the primary input used to determine eligibility and outcomes under the compensation programs described in this Article.
- c) Employees will be provided with an annual work plan that outlines goals and expectations against which performance will be assessed.
- d) The Employer will provide employees with reasonable opportunities throughout the year to receive feedback and respond to performance-related concerns as they arise, without undue delay.
- e) Where an employee is assessed as not meeting expectations, the employee will be advised in writing of the reasons for the assessment and will be given an opportunity to respond.
- f) An employee who wishes to dispute their performance rating may submit a written request for review to Human Resources within ten (10) working days of receiving the rating. Human Resources will review the relevant documentation, consult with the manager, and provide a written decision to both the employee and the manager. If the employee remains unsatisfied with the outcome,

the employee may, within five (5) working days of receiving the decision, refer the matter to a joint review committee for a final determination. The committee will consist of two (2) Employer representatives and two (2) Union representatives. In the event of a tie, the Human Resources representative will cast the deciding vote.

- g) Performance assessment processes, documentation, and timelines will be administered in accordance with Employer policy.

5.3 Base Pay Adjustments

- a) Base pay adjustments are permanent changes to salary and may be applied to:
 - i. maintain or correct market positioning; and
 - ii. recognize individual performance.
- b) Base pay adjustments may be accelerated for employees demonstrating strong or sustained performance and may not be granted where performance does not meet expectations.
- c) Base pay adjustments are administered in accordance with Employer policy.
- d) Base pay adjustments will not result in an employee exceeding the maximum of the applicable salary range.

5.4 Variable Pay Program

- a) The Employer may administer a variable pay program that provides for annual lump-sum payments based on a combination of corporate and individual performance.
- b) Variable pay does not form part of base salary.
- c) Variable pay is contingent on the achievement of corporate performance measures and key performance indicators (KPIs) established for the applicable performance year.
- d) Where corporate performance measures or KPIs are not achieved, no variable pay payout will occur, regardless of individual performance ratings.
- e) Eligibility criteria, performance measures, weighting, and payout thresholds will be established by the Employer in accordance with the performance pay guidelines in effect for the applicable performance year.

- f) Variable pay is assessed after the close of the fiscal year in which performance is measured and, where applicable, payouts will normally occur in the following fiscal year, typically in the third quarter, but timing is not guaranteed.
- g) Participation in the variable pay program in any given year does not guarantee participation or payment in future years.

5.5 Governance and Application

- a) The Employer retains responsibility for the design, administration, and review of compensation programs, including base pay adjustments and variable pay.
- b) The Employer will communicate material changes to compensation programs or policies in advance of implementation, with a minimum of 30 calendar days' notice.
- c) In the event of a conflict between this Agreement and an Employer compensation policy, the provisions of this Agreement will prevail.

ARTICLE 6 CLASSIFICATION

6.1 Classification Framework and Principles

- a) Plannera uses an outside service provider and their proprietary evaluation methodology to evaluate and classify positions in a fair, consistent, and transparent manner, based on the nature, scope, complexity, and accountability of the work performed.
- b) Classification decisions are based on the work assigned to the position and not on the personal characteristics, performance, or tenure of the incumbent.
- c) The classification framework supports organizational agility and the Employer's ability to respond to evolving operational and market requirements.
- d) The Employer retains responsibility for the administration, maintenance, and application of the classification framework.

6.2 Job Descriptions and Transparency

- a) Each classified position will have a job description that outlines the core duties, responsibilities, scope, and accountabilities of the role.
- b) Employees have the right to access:
 - i. their job description;

- ii. the classification level assigned to their position; and
 - iii. a summary explanation of the classification outcome.
- c) Where a classification review or appeal has occurred, the employee will be advised in writing of the decision and the rationale supporting it.

6.3

Classification Review

- a) Managers have delegated authority to assign work within their areas of responsibility. This may include assigning duties that are appropriate to operational needs and that fall outside of an employee's job description on a temporary or incidental basis.
- b) Where assigned work fundamentally changes the nature of the role, including a material increase or decrease in complexity, scope, accountability, or decision-making authority, the manager must partner with Human Resources (HR) to determine whether a classification review is required.
- c) Employees may request that their position be considered for classification review where they believe the duties and responsibilities of the position have changed materially. Such requests may be made once per fiscal year.
- d) Requests must be submitted in writing through the employee's manager to HR and must clearly demonstrate that there has been a substantive and ongoing change in the nature or scope of the position.
- e) Where the Employer determines that there has not been a sufficient change in assigned duties or in the nature of the work, the request will not be accepted for review and the employee will be advised in writing.
- f) Acceptance of a request for review does not guarantee a change in classification.

6.4

Classification Appeal

- a) Where an employee believes that a classification review was conducted incorrectly or does not accurately reflect the intent, nature, or scope of the position, the employee may request an internal review of the classification outcome within thirty (30) calendar days of receiving the decision.
- b) The internal review will involve discussion between the employee, the manager, and HR to confirm whether the duties, responsibilities, and intent of the position were appropriately

captured and applied within the classification framework.

- c) Where agreement cannot be reached through the internal review process, the Employer or Union may refer the classification to the Employer's outside service provider expert for review. The cost of the review will be paid by the party seeking the review.
- d) Any external review will be conducted using the established classification framework and the information provided.
- e) Where an external review is conducted, the decision of the external reviewer will be final and binding.

6.5 Reclassifications

6.5.1 General Principles

- a) Managers have the right to assign work and reallocate talent to meet operational requirements. Where changes to work are intended to be ongoing or time-limited but extend beyond routine assignments, reclassification may be used.
- b) Reclassification may be temporary or permanent and may apply to either permanent or term positions; however, only employees who are permanent are eligible to be considered for reclassification.
- c) All reclassification opportunities are subject to senior qualified principles. Managers may determine how qualifications are demonstrated and may use job-related assessment methods, including skills or competency testing, to establish whether an employee meets the qualifications of the role. The manager may determine how qualifications are assessed, which may include, but are not limited to:
 - i. skills or competency testing;
 - ii. assessment of demonstrated experience or prior work performance;
 - iii. review of training, certifications, or education; or
 - iv. other job-related assessment methods.
- d) Where multiple qualified employees are identified, the most senior qualified employee will be selected.
- e) Where a classification change is approved, it will be effective the first day of the pay period following the final decision, unless otherwise agreed.

- f) Salary treatment for temporary and permanent reclassifications will be administered in accordance with the applicable Pay Administration provisions of this Agreement.

6.5.2 Temporary Reclassification

- a) A temporary reclassification may be used where an employee is assigned to perform work that materially differs from their home position for a period exceeding thirty (30) calendar days and up to a maximum of two (2) years.
- b) Temporary reclassification is distinct from Temporary Assignment of Higher Duties under Article 7.7 and is used where the change in work is substantive and sustained but not intended to be used on a longer-term basis.
- c) Where a temporary reclassification opportunity arises within a department, priority consideration will be given to employees within that department based on unit seniority, provided the employee meets the required qualifications.
- d) Where the manager determines that the temporary reclassification should be filled outside of the department, company-wide seniority will apply.
- e) At the conclusion of a temporary reclassification, the employee will return to their former position unless otherwise agreed.

6.5.3 Permanent Reclassification

- a) A permanent reclassification occurs where changes to the work are intended to be ongoing and result in a fundamental change to the nature, scope, complexity, or accountability of the position.
- b) Permanent reclassification opportunities within a department will be offered based on unit seniority among employees who meet the required qualifications.
- c) Where the Employer elects to fill a permanent reclassification outside of the department, company-wide seniority will apply.

ARTICLE 7 STAFFING

7.1 General Principles

- a) For positions at classification level 16 and above, appointments will be made based on merit. Merit is determined by assessing qualifications relevant to the position and identifying the highest-rated qualified applicant, with consideration given to internal candidates who are relatively equal with seniority.

- i. If the highest-rated qualified applicant is also the most senior qualified internal applicant, that applicant will be appointed.
 - ii. If the highest-rated qualified applicant is not the most senior qualified internal applicant, the Employer will determine whether any internal applicants with seniority are relatively equal to the highest-rated applicant, defined as scoring within ten per cent (10%) of the highest-rated score.
 - iii. Where one or more internal applicants are relatively equal to the highest-rated applicant, the most senior of those internal applicants will be appointed.
 - iv. Where no internal applicant is relatively equal to the highest-rated applicant, the appointment will be made to the highest-rated qualified applicant, whether internal or external.
- b) For all other classification levels (classification level 15 and below), appointments will follow senior qualified provisions. This means that among applicants who meet the required qualifications for the position, the candidate with the highest seniority will be appointed after assessment.

7.2 Job Posting Requirements

- a) All permanent positions and term positions of nine (9) months or longer will be advertised for a minimum of five (5) working days.
- b) Term positions of less than nine (9) months may be filled directly by the Employer without posting or seniority considerations.
- c) Job postings will identify the classification, primary duties, and qualifications.

7.3 Advertising and Access

- a) The Employer may post positions internally to the bargaining unit, externally to the public, or both simultaneously. When positions are posted both internally and externally, internal applicants will be screened first.
- b) Internal candidates must answer the standard seniority pre-screening question to identify their status so their seniority can be applied in the staffing process.
- c) Advertising will occur through the Employer's careers website and the HR information system.

7.4

Recruitment Process

- a) Candidates will be assessed using appropriate, job-related methods such as interviews, written tests, reference checks, or work samples.
- b) Where an internal candidate has been performing the duties of the position in a temporary appointment for a sufficient period of time, the Employer may conduct an alternative assessment in place of a standard interview. This assessment will involve the manager reviewing the employee's performance over the preceding period, including work samples, demonstrated competencies, and behavioural alignment, to determine whether the candidate meets all qualifications for the position.
- c) Where a candidate has been interviewed for a position with similar duties and responsibilities within the previous six (6) months, the Employer may rely on the previous interview results for staffing and restaffing purposes. A new interview will only be conducted if sufficient time has passed or if there has been a material change in the role or the candidate's qualifications.
- d) Candidates have the right to request feedback on their assessment results.

7.5

Lateral Transfers (Permanent and Temporary)

- a) Vacant positions may be filled by transfer of an employee within or between departments where the classification level is the same and qualifications align.

7.6

Eligibility Lists

- a) The Employer may establish an eligibility list of qualified candidates for positions with similar duties.
- b) When an eligibility list is in place, one assessment per candidate will be used for the duration of the list, and candidates may be appointed to subsequent vacancies without being reassessed, provided the duties and qualifications of the positions remain substantially the same.

7.7

Temporary Assignment of Higher Duties (TAHD)

- a) Managers may assign an employee to perform the duties of a higher-level position for a short period of time, up to thirty (30) calendar days, without requiring a posting or formal reclassification. These assignments will be recorded on the employee's timecard, and the employee will receive a temporary pay adjustment of eight per cent (8%) above their regular hourly

rate for each full working day assigned.

- b) Temporary assignments of higher duties will be offered to qualified employees within the work unit. In making such assignments, the Employer will consider seniority alongside qualifications, availability, operational requirements, and relevant workplan growth opportunities. The Employer will endeavour to provide such opportunities on a rotational basis. Where no qualified employee is available within the work unit, the assignment may be allocated to a qualified employee outside the unit.

7.8 Diversity and Inclusion in Staffing

- a) The Employer is committed to increasing the representation of underrepresented groups, including Indigenous peoples, persons with disabilities, visible minorities, and women in non-traditional roles. Certain positions may be designated for diversity staffing in alignment to relevant Plannera policy.

ARTICLE 8 PROBATION

8.1 General Principles

- a) The probationary period provides an opportunity for the Employer to determine suitability for the position. It allows the Employer to evaluate performance, conduct, and overall fit within the organization, and allows the employee to assess the role and work environment.
- b) Employees who do not successfully complete a subsequent probationary period within Plannera have the right to revert to their previously held permanent position, provided they had successfully completed initial probation in that position.
- c) Employees may also request to revert to their previously held permanent position during a subsequent probationary period. The director of the area may approve the request, subject to the following criteria:
 - i. the former position has not been permanently backfilled; and
 - ii. the former position is still required by the business.

8.2 Length of Probation

- a) Initial Appointment: All new employees will serve a twelve (12) month probationary period.
- b) Subsequent Appointments: Employees appointed to a different position within the organization will serve a twelve (12) month

probationary period in the new role.

- c) The probationary period may be extended by the Employer in cases where sufficient time has not been available to assess performance or additional time is required for the employee to demonstrate their capabilities.
- d) The employee will be notified in writing of the probationary extension prior to their probationary period expiring, with a copy to the local union.

8.3 Performance Reviews During Probation

- a) The Employer will conduct three formal performance reviews during the probationary period to provide feedback and support employee success:
 - i. Initial Review: no later than three (3) months of the employee's start date;
 - ii. Mid-Point Review: no later than six (6) months after the employee's start date;
 - iii. Final Review: near the end of the probationary period or extended probationary period.
- b) The probationary reviews will be discussed and documented with the employee following the schedule above.

8.4 Termination of Probationary Employee

- a) Except in the case of dismissal for misconduct, an employee holding a probationary appointment in an occupation from which the employee's services are to be terminated will be given seven (7) calendar days notice of such termination provided that, if such notice is not given, a sum equal to seven (7) calendar days salary will be paid to such employee in lieu of notice. This payment will be in addition to the payment in lieu of earned vacation leave.

ARTICLE 9 SENIORITY

9.1 Definition and Entitlement

- a) Seniority is the length of an employee's continuous employment within the bargaining unit, beginning from their initial hire date after successful completion of probation.
- b) Where prior service has been recognized under the applicable Letter of Understanding (LOU #2023-05) respecting the transfer of employees to Planner, the employee's seniority date will reflect the recognized service carried forward in accordance with that

Letter of Understanding.

- c) An employee's seniority date is calculated retroactively to their original start date once probation is passed.
- d) If two or more employees share the same seniority date, the tie will be broken using the employee's date of birth – first by day, then by month, then by year. The employee with the earliest day of birth will be considered senior.

9.2 Service That Counts Toward Seniority

- a) The following periods count toward seniority:
 - i. An employee's seniority date will reflect their most recent continuous start date with the employer.
 - ii. Where an employee has a break in service and is subsequently re-employed, prior service will not be recognized unless seniority is reinstated in accordance with Article 9.4(d). Where reinstatement is approved, the employee's seniority date will be adjusted to reflect the recognized period of prior service, resulting in a revised seniority date that incorporates the applicable years worked before the break.

9.3 Service That Does not Count Toward Seniority

- a) Indefinite leaves of absence (IDLOA) do not count
- b) permanent appointment to Out-of-Scope positions

9.4 Retention of Seniority

- a) Employees who move from an in-scope position to an out-of-scope position will retain all in-scope seniority earned prior to the move.
- b) If the employee later returns to an in-scope position, that previously earned seniority will be reinstated and applied for all purposes, including competitions based on seniority.
- c) Employees who leave the organization or whose employment ends retain the right to be credited with their previous seniority if they return to an in-scope position within one hundred and eighty (180) consecutive calendar days.
- d) If re-employed after a break in service of more than one hundred and eighty (180) days, employees may apply in writing to HR to have their previous in-scope seniority reinstated, subject to Employer approval, after successfully passing initial probation.

9.5 Seniority and Service will be considered ended or broken when:

- a) The employee is dismissed.
- b) The employee retires.
- c) The employee has a break in employment with the Employer of more than one hundred and eighty (180) consecutive calendar days.
- d) An employee who is absent and does not return to work within seven (7) calendar days of being notified will be considered to have abandoned their position, unless acceptable documentation is provided.

9.6 Seniority Rosters

- a) The Employer will prepare a seniority roster each year for all applicable employees.
- b) Seniority will be calculated to the end of the pay period that includes March 31 of each year and posted to the Employer's intranet site by April 30 of every year.

9.7 Seniority Appeals

- a) Employees may appeal their listed seniority between May 1 and May 31 each year.
- b) Appeals must be submitted in writing to HR and include any supporting evidence the employee wishes to have considered.
- c) HR will review all available employment records and issue a written decision within three (3) months of receiving the appeal.
- d) If the employee is not satisfied with the decision, they may submit a written appeal to both the Employer and the Union within ten (10) calendar days of receiving the decision.
- e) The Employer and the Union will review the appeal jointly and issue a written decision. If agreement cannot be reached, the matter will be referred to arbitration.
- f) Employees may not submit another appeal for the same period unless new evidence is provided.
- g) Any approved changes will be reflected in the next published seniority roster.

ARTICLE 10 HOURS OF WORK

10.1

General Principles

- a) The normal full-time hours of work for pay purposes will be thirty-six (36) hours per week, exclusive of meal periods.
- b) For scheduling purposes, full-time employees will normally be scheduled to work eight (8) hours per day, Monday to Friday. The difference between scheduled hours and paid hours is accumulated over a two-week cycle and results in the earning of one (1) Earned Day Off (EDO) every two (2) weeks.
- c) This scheduling arrangement does not constitute a compressed work schedule.
- d) Planner's core business hours are 8:00 a.m. to 5:00 p.m. Priority will be given to ensuring adequate coverage during these hours, and employees are expected to work schedules that support service delivery and operational requirements.
- e) Hours of work may be scheduled with daily start times no earlier than 7:00 a.m. and end times no later than 6:00 p.m., unless otherwise required by operational needs.
- f) Meal periods may be scheduled as either a thirty (30) minute unpaid meal period or a one (1) hour unpaid meal period, as determined by the Employer. Employees will be entitled to two (2) fifteen (15) minute rest periods in each eight (8) hour shift. Rest periods will be scheduled to meet the needs of the company.
- g) Managers have the right to establish and assign work schedules within the parameters of this Article. Employees do not have the right to change or alter their assigned schedules without prior managerial approval. Where reasonably practicable, employee preferences may be considered; however, operational requirements will prevail.

10.2

Earned Day Off (EDO)

- a) Full-time employees will earn one (1) Earned Day Off (EDO) every two (2) weeks in accordance with Article 10.1.
- b) Employees may indicate a preference for one of two (2) established EDO schedules, under which the EDO is normally taken on a Friday. The final assignment of EDO schedules rests with management and is subject to operational requirements and coverage needs.
- c) Where operationally feasible and with managerial approval, an EDO may be scheduled on a different day of the week.

- d) The scheduling of EDOs is subject to operational requirements, service delivery needs, and coverage considerations. Management retains final authority to approve, deny, or reschedule EDOs.
- e) An Earned Day Off is a scheduled day of rest and is not considered a working day. Sick leave, vacation leave, or other paid leave will not be used in place of, or charged on, an EDO.
- f) EDOs do not accrue during periods of leave of absence, including paid or unpaid leaves, nor during any pay period in which the employee does not work their full-time scheduled hours.

10.2.1 Management Requiring an Employee to Work on an EDO

- a) Where an employee is required by the Employer to work on a scheduled EDO due to operational requirements, the employee will receive either:
 - i. time off in lieu, banked at one and one-half (1.5) times the hours worked, to be taken at a mutually agreed time in accordance with the Employer's time-in-lieu practices; or
 - ii. compensation in accordance with the Overtime provisions of this Agreement.
- b) Where practicable, the Employer will provide advance notice when an employee is required to work on a scheduled EDO.

10.2.2 Employee Choosing to Bank or Reschedule EDO

- a) Employees may bank an Earned Day Off (EDO) with managerial approval, subject to operational requirements.
- b) A maximum of five (5) EDOs may be banked at any one time.
- c) Banked EDOs must be taken within a reasonable period as approved by the Employer and may not be accumulated indefinitely.
- d) EDOs may only be banked and taken in increments of no less than four (4) hours.

10.3 Hours of Work during travel

10.3.1 General

- a) Expense reimbursement for all travel will be governed by the Employer's applicable travel and learning policies, including per diem rates.

10.3.2 Work-Required Travel

- a) Travel required by the Employer for the performance of an employee's assigned duties, including travel outside of scheduled hours or on weekends, will be considered hours of work and compensated in accordance with this Agreement, including applicable overtime provisions.
- b) Where such travel results in work performed outside an employee's scheduled hours, the provisions of Article 11 (Overtime) will apply.

10.3.3 Voluntary Conference and Learning & Development Travel

- a) Travel related to conferences, seminars, or learning and development activities that are employer-paid and do not require the employee to perform work duties, including associated travel time, will be considered professional development and not hours of work for the purposes of overtime or premium pay.
- b) Attendance at such events will be subject to managerial approval.

ARTICLE 11 OVERTIME

11.1 Authorization of Overtime

- a) All overtime must be pre-approved by management and will be paid in increments of no less than thirty (30) minutes.
- b) Managers may provide blanket authorization for overtime where operationally required, provided such authorization is documented, applies to a defined scope of work, and is limited to a specified period of time.
- c) Employees and managers are jointly responsible for ensuring that all overtime, on-call assignments, time in lieu, and related premiums are accurately recorded using the appropriate time codes in the Employer's timekeeping system. Failure to properly record time worked or authorized overtime may result in delayed or denied payment and may be subject to review.
- d) Where an employee is required to travel from their residence to the workplace outside of their scheduled hours, including after hours or on weekends, for the purpose of performing authorized overtime, the employee will be eligible for the applicable vehicle kilometer mileage rate in accordance with the Employer's travel policy, in addition to any overtime compensation otherwise

payable.

11.2 Overtime During the Regular Workweek

- a) Authorized overtime worked in excess of an employee's scheduled daily hours, or outside of scheduled hours on a regular workday, will be compensated at one and one-half (1.5) times the employee's regular hourly rate for the first four (4) hours worked and at double time (2.0) thereafter.
- b) Where an employee has left work and is required to perform authorized overtime remotely, overtime will be compensated at one and one-half (1.5) times the regular hourly rate, subject to a minimum call-back of thirty (30) minutes.
- c) Where an employee has left work and is required to return to the workplace to perform authorized overtime, overtime will be compensated at one and one-half (1.5) times the regular hourly rate for all hours worked, subject to a minimum call-back of two (2) hours.

11.3 Overtime on Scheduled Days of Rest and Weekends

- a) Authorized overtime worked on a scheduled EDO will be compensated at one and one-half (1.5) times the employee's regular hourly rate, subject to a minimum of two (2) hours.
- b) Authorized overtime worked on a Saturday or Sunday will be compensated at double time (2.0) the employee's regular hourly rate, subject to a minimum of two (2) hours.

11.4 Overtime on Designated Holidays

- a) Authorized overtime worked on a designated holiday will be compensated at two and one-half times (2.5) the employee's regular hourly rate for hours worked.

11.5 Time in Lieu or Payment

- a) Overtime compensation may be provided either as payment or as time in lieu (TIL) at the applicable overtime rate.
- b) The method of compensation will be determined by the Employer, taking into account operational requirements and budget considerations.
- c) Time in lieu must be taken at a time approved by management and may be subject to limits on accumulation in accordance with Employer practice.

11.6 On-Call Assignments

- a) Where operationally required, the Employer may assign employees to be on call outside of regular working hours.
- b) Employees on call are not considered to be working but are required to remain reasonably available and fit for duty.
- c) Employees assigned to on-call status will receive twenty dollars (\$20.00) for each four (4) hour period, or portion thereof, while on call.
- d) Where an employee is required to perform work while on call, all time worked will be compensated in accordance with the applicable overtime provisions of this Article.

11.7 Overtime While Performing Higher-Level Duties

- a) Where an employee is authorized to perform overtime while temporarily assigned to a higher-classified position, overtime will be compensated at the applicable rate of the higher-classified position for the time worked.

ARTICLE 12 PAY ADMINISTRATION

12.1 General Provisions

- a) The Employer recognizes the principle of equal pay for work of equal value as determined by the classification plan.
- b) No offer of employment or salary payment will be made until the position has been allocated to a classification level.
- c) Pay statements will identify the pay period, gross earnings, and will have deductions labelled.
- d) Earnings for a partial pay period will be based on hours worked, including approved paid leave.
- e) Where an employee is required to repay the Employer, repayment terms will be arranged between the employee and Human Resources in accordance with Article 12.5 (Repayment).

12.2 Starting Rates of Pay

12.2.1 Hiring of an external employee

- a) New employees hired from outside of the organization will normally be hired at the minimum of the salary range. The Employer may approve a higher rate based on qualifications or

market conditions.

12.2.2 Promotion of an internal employee

- a) When an existing employee is promoted to a higher classification level within the organization, the employee's salary will increase by eight per cent (8%) above their current hourly rate, subject to the maximum and minimum of the new salary range.
- b) Through posted staffing competitions, the Employer may approve a higher rate of pay for internal employees based on qualifications.
- c) Where a term employee is appointed to a permanent position at the same classification level, the employee's salary will be maintained at their existing rate, provided it falls within the applicable salary range.
- d) Where a term employee is appointed to a permanent position at a higher classification level, the appointment will be treated as a promotion and clause (a) will apply.
- e) When a promotion occurs following a period of temporary assignment or higher duty pay, salary placement in the new position will be based on the employee's permanent salary rate, not including the temporary pay adjustment.

12.3 Demotion

- a) Demotions may occur on either a voluntary or involuntary basis. To ensure the employee is suitable for the new role, qualifications and experience must meet the requirements of the lower classification level. The hiring manager will assess the employee's suitability using the same principles applied in staffing decisions under Article 6, including demonstrated skills, past performance, and ability to meet the job's core requirements.

12.3.1 Voluntary Demotion

- a) Employees may request a voluntary demotion for personal or developmental reasons without loss of continuous service or seniority.
 - i. When an employee voluntarily moves to a position at a lower classification level, their salary will remain the same if it falls within the new range.
 - ii. If their current salary is above the maximum of the new range, it will be reduced to the maximum of the lower range.

12.3.2 Involuntary Demotion

- a) When a position is reclassified downward due to organizational changes, and the employee's current salary exceeds the new range, the employee will retain their existing rate. They will not receive further economic adjustments until the new range equals or exceeds their retained rate.
- b) If the employee's current salary is within the new range, they will be placed in the new range and maintain their current rate of pay.
- c) If a demotion occurs as a result of disciplinary action, salary treatment as noted above may not apply. The employee's pay will be adjusted to an appropriate rate within the lower range, as determined by the Employer based on the nature and context of the discipline.

12.4 Transfer

A lateral transfer occurs when an employee moves to a position with the same classification level and salary range. Lateral transfers do not result in a change to pay.

12.5 Repayment

- a) HR will notify the employee if an overpayment or other repayment situation is identified. The employee has the right to be informed of how the overpayment occurred and the total amount owed.
- b) Repayment may be spread over the same number of pay periods in which the overpayment occurred, up to a maximum of thirteen (13) pay periods, unless a longer period is approved due to financial hardship.
- c) Any overpayment or underpayment discovered more than fifty-two (52) weeks after it occurred will be considered resolved and not subject to recovery or adjustment, regardless of which party the error favours.

ARTICLE 13 VACATION

13.1 General Principles

- a) Employees are entitled to and required to take vacation leave with pay each fiscal year. Vacation requests are subject to approval based on operational requirements.
- b) Employees may carry forward up to five (5) days of unused vacation into the next fiscal year. In exceptional cases such as illness or operational delays, the Employer may approve up to an

additional five (5) days for carryover.

- c) Vacation leave must be scheduled and taken regularly to support rest and well-being. Employees are encouraged to plan their vacation requests early in the fiscal year and in alignment with their manager's established vacation scheduling cycle. Requests for vacation should follow the team's scheduling process to ensure fairness and equitable access for all employees.
- d) Vacation pay applies to supplementary earnings such as overtime or shift premiums, using the same percentage applicable to the employee's entitlement level.
- e) If a designated holiday falls during an employee's vacation period, the day will not be charged against their vacation balance.

13.2

Vacation Entitlement

- a) Vacation is advanced at the beginning of each fiscal year and based on continuous years of service with the Employer:
 - i. Up to 7 years of service – 15 days per year
 - ii. 8 to 14 years of service – 20 days per year
 - iii. 15 to 21 years of service – 25 days per year
 - iv. 22 or more years of service – 30 days per year
- b) Notwithstanding the above, at the time of hire the Employer may approve a higher vacation entitlement than would otherwise apply.
- c) Any vacation entitlement approved under clause (b) will be frozen and will not increase until the employee's years of continuous service with the Employer would otherwise entitle them to that level of vacation under clause (a).
- d) Vacation entitlement approved under this provision does not alter the employee's seniority date or years of service for any other purpose under this Agreement.

13.3

Non-Permanent Employees

- a) Non-Permanent employees receive vacation pay rather than accruing vacation days, calculated as a percentage of total earnings:
 - i. 15 days – 6 per cent
 - ii. 20 days – 8 per cent
 - iii. 25 days – 10 per cent

- iv. 30 days – 12 per cent
- b) Where a Non-Permanent employee is hired with a higher vacation equivalent approved under clause 13.2(b), the corresponding vacation pay percentage will apply.
- c) Any vacation pay percentage approved under this provision will remain fixed until the employee's years of service with the Employer would otherwise entitle them to that percentage

13.4 Statutory Holidays

Statutory Holiday	2026	2027	2028	2029
New Year's Day	January 1	January 1	Observed December 31	January 1
Family Day	February 16	February 15	February 14	February 12
Good Friday	April 3	March 26	April 14	March 30
Victoria Day	May 18	May 24	May 22	May 21
Canada Day	July 1	July 1	Observed June 30th	Observed July 2
Floating Holiday	July 31	July 30	August 4	August 3
Saskatchewan Day	August 3	August 2	August 7	August 6
Labour Day	September 7	September 6	September 4	September 3
Thanksgiving Day	October 12	October 11	October 9	October 8
Remembrance Day	November 11	November 11	Observed November 10	Observed November 12
Christmas Day	December 25	Observed December 24	December 25	December 25
Boxing Day	Observed December 28	Observed December 27	December 26	December 26

ARTICLE 14 SICK LEAVE, PRESSING NECESSITY, AND PERSONAL/FAMILY LEAVE

14.1 Purpose, Entitlement, and Accumulation

- a) Sick leave provides salary protection when an employee is unable to work due to illness, injury, or preventative medical treatment. It is intended to support health and recovery, not as

discretionary time off. Employees are expected to use sick leave responsibly to ensure it remains available when genuinely needed.

- b) Employees earn fifteen (15) days of sick leave per fiscal year, equivalent to one hundred and twenty (120) hours, credited at the start of each fiscal year and accrued at a rate of ten (10) hours per month.
- c) Sick leave is cumulative and may be carried forward from year to year.
- d) If employment ends before the leave is repaid, any overdrawn amount will be recovered from final pay.
- e) If separation is due to death, no recovery will occur.

14.2

Use and Reporting

- a) Employees must notify their supervisor before the start of their scheduled shift when they are unable to attend work due to illness.
- b) If illness occurs during the shift, the employee must notify their supervisor before leaving the workplace.
- c) Designated holidays occurring during sick leave will not be charged against sick leave credits.
- d) An employee whose vacation leave is interrupted by illness or injury that requires hospitalization for a period of two (2) consecutive days or more will, upon request, have such period of hospitalization charged against available sick leave credits. The employee will be required to provide medical evidence of such confinement.
- e) If an employee is incapacitated due to illness or injury prior to or during vacation leave, the employee may request that available sick leave be substituted for vacation leave. The employee will provide medical documentation to substantiate the request.
- f) The Employer may require medical documentation when the length or pattern of absences warrants confirmation or when there are concerns around the employer's duty to inquire.
- g) Where an independent medical assessment is required, all related costs will be covered by the Employer.
- h) Requests may be made verbally for the use of sick leave but must be confirmed in writing following verbal approval.

- i) If paid leave is not available, other options such as vacation leave, banked EDOs, time in lieu, or leave without pay may be used.

14.3 Proof of Illness/Injury

- a) The Employer may require an employee to provide a medical certificate, from a qualified medical practitioner, and the Employer will be responsible to pay the cost of the certificate.

14.4 Pressing Necessity and Family Leave

- a) Pressing Necessity refers to emergent or unplanned situations that require the employee's immediate attention and could not reasonably have been foreseen or delayed.
- b) Family Leave applies to planned or scheduled absences required to care for or support an immediate family member where the employee has an ongoing responsibility for their well-being.
- c) Employees may use a portion of their accumulated sick leave balance, up to a combined maximum of five (5) days per fiscal year, for pressing necessity or family responsibilities.
- d) Use of this leave must be reasonable and subject to the availability of sufficient sick leave credits. Employees should provide as much notice as possible and communicate the nature of the leave to their supervisor.
- e) In extenuating circumstances, managers may approve additional time beyond the five (5) days for pressing necessity only, where legitimate and exceptional reasons exist. Appropriate documentation or evidence of the situation may be requested at the time of the leave. Additional time for family leave beyond the five (5) days is not permitted.

ARTICLE 15 LEAVES OF ABSENCES

15.1 Definition

- a) Leaves of absence may be either mandatory or discretionary:
 - i. Mandatory leaves are those the Employer is required to grant under Saskatchewan law (for example, maternity, parental, adoption, or medical leaves).
 - ii. Discretionary leaves are optional and subject to approval based on operational requirements, budget considerations, and the difficulty of hiring or covering the position. These may include personal leave or leave to accept a temporary position within Plannera, as well as other non-mandatory requests.

- b) All leave requests must be submitted in writing. Denials will be provided in writing, with reasons included.

15.2 Mandatory Leaves

15.2.1 Maternity, Parental, and Legal Adoption Leave

- a) Employees with at least thirteen (13) weeks of service in the previous fifty-two (52) weeks are entitled to maternity, paternity, or legal adoption leave of up to twenty-four (24) months without pay.
- b) During maternity, parental, or legal adoption leave, the Employer will provide eligible employees who are in receipt of Employment Insurance (EI) benefits with supplementary payments under the Employer's Supplement to Employment Insurance Benefit (SUB) Plan for a maximum of seventeen (17) weeks, inclusive of the one-week waiting period, in respect of the same child or children.
- c) Supplementary payments under the SUB Plan will be administered in accordance with the Employer's policy.

15.2.2 Prolonged Illness Leave

- a) When all sick leave credits have been used, employees experiencing a prolonged illness will be granted leave without pay.
 - i. A definite leave of up to twenty-four (24) months will be approved.
 - ii. If a return is expected shortly after the twenty-four (24) months, the leave may be extended.
- b) Following this period, the employee may move to indefinite leave based on ongoing medical documentation.

15.2.3 Other Mandatory Leaves

- a) The Employer will comply with all legislated leave entitlements under *The Saskatchewan Employment Act* and applicable human rights or employment standards legislation. This includes, but is not limited to, compassionate care leave, critically ill child or adult leave, and interpersonal violence leave, as defined by law.

15.3 Discretionary Leave

15.3.1 General Provisions

- a) Discretionary leaves provide flexibility for employees while ensuring continued service delivery.

- i. Requests must be submitted in writing at least thirty (30) days before the anticipated start date and will be reviewed based on operational needs. Approvals or denials will be provided in writing within two (2) weeks of receipt.
- ii. Employees may request a definite leave without pay for up to one (1) year. Consecutive leaves may be approved but will not exceed two (2) years in total, unless the leave is for the purpose of accepting a temporary position within Plannera, in which case the duration may match the length of the temporary appointment.

15.4 Reinstatement from Leave

- a) Employees returning from a definite leave will be reinstated into their position or an equivalent role unless the position was abolished or reclassified during the leave.
 - i. If the position was abolished, layoff provisions apply.
 - ii. If the position was reclassified upward, promotion provisions apply.
- b) Upon return, employees will receive prorated vacation and sick leave credits within the first thirty (30) days of re-employment.
- c) Employees will be provided the option, within the first forty-five (45) days of return, to repay any outstanding employee portion of PEPP (Public Employees Pension Plan) contributions for the leave period, with the Employer matching the repayment in accordance with Plan rules.

15.5 Benefits Earned While on Leave of Absence Without Pay

- a) Employees on mandatory leaves (such as maternity, parental, adoption, or prolonged illness) will continue to earn 100 per cent of their normal sick leave entitlement for the first twelve (12) months of the leave.
 - i. After twelve (12) consecutive months, no further sick leave credits will be earned.
 - ii. Seniority will continue to accrue for the full duration of the leave.
- b) Employees on discretionary leaves (such as personal, educational, or temporary internal assignments) will not earn any sick leave during the leave period.
 - i. Seniority will be maintained but will not accrue further while on leave.

- c) Notwithstanding the above, where an employee is on leave for the purpose of accepting a temporary assignment or appointment to another in-scope position within Plannera, the employee will continue to accrue seniority for the duration of the assignment.
- d) Where an employee accepts a temporary out-of-scope position, seniority will be administered in accordance with Article 9.3 (Service That Does Not Count Toward Seniority).

ARTICLE 16 SEVERANCE

- a) Plannera reserves the right to involuntarily end employment on a non-culpable basis for operational, financial, or strategic reasons. Such decisions do not reflect on individual performance.
- b) Where an employee is involuntarily separated under this Article, the employee may elect one (1) of the following options, subject to eligibility and availability:
 - i. Retirement, if the employee is eligible, with severance pay.
 - ii. Involuntary separation with severance pay, in accordance with this Agreement.
- c) Severance pay provided under this Article, including the options identified in clause (b), will be calculated as follows:
 - i. For employees with less than five (5) years of continuous service, severance pay will be one (1) week's pay for each completed year of service, or portion thereof, commencing with the second year of service.
 - ii. For employees with five (5) or more years of continuous service, severance pay will be three (3) weeks' pay for each completed year of service, or portion thereof, to a maximum of seventy-eight (78) weeks' pay.
- d) For the purpose of severance calculation under this Article, service will be calculated in accordance with the definition of service as set out in Article 1 of this Agreement.

ARTICLE 17 DISCIPLINE

17.1 General

- a) Discipline will follow a defined progressive discipline process.
- b) The severity of the infraction will determine the level of disciplinary action, which may include more serious sanctions for significant or repeated misconduct.

- c) An employee's overall employment history, conduct, and prior performance will be considered when determining the appropriate level of discipline.
- d) Employees will always be given a fair opportunity to respond to any allegations or concerns before disciplinary action is imposed.
- e) All disciplinary actions will be documented in writing and placed in the employee's personnel file. Employees may request that disciplinary records be removed after two (2) years if no further discipline has occurred.
- f) Employees will not be dismissed for cause without sufficient and just cause. The reasons for dismissal will be provided in writing in the notice of termination.
- g) An employee may, upon request, review their digital personnel file. Such review will be arranged through HR, which will oversee the process to ensure confidentiality and integrity of the records.

17.2

Disciplinary Meetings

- a) When Plannera requests to meet with an employee regarding a matter that may result in discipline, the employee will be informed prior to the meeting of the general nature of the meeting and their right to have a Union representative present. At any step in the process, if the employee waives Union representation, they will do so in writing.

17.3

Termination

- a) An employee will not be dismissed without good and sufficient cause to be stated in writing in the dismissal notice.
- b) A copy of the dismissal notice given to any employee will be supplied, upon request of the employee, to the Union.
- c) Where an employee is dismissed for cause, no notice or pay in lieu of notice will be provided.
- d) Except in the case of dismissal for cause, employees will be given notice of such termination as follows:
 - i. thirty (30) calendar days written notice or pay in lieu of notice, or a combination of the two, if the period of employment is less than five (5) years.
 - ii. six (6) weeks written notice or pay in lieu of notice, or a combination of the two, if the employee's period of employment is five (5) years or more but less than ten (10) years.

- iii. eight (8) weeks written notice or pay in lieu of notice, or a combination of the two, if the period of employment is ten (10) years or more.

ARTICLE 18 GRIEVANCE PROCEDURES

18.1 Pre-grievance dialogue/discussions

- a) Every effort should be made to resolve problems through dialogue at the local level prior to initiating the grievance process. The Parties agree to ensure full explanation of issues during initial discussions at the local level.

18.2 Submitting a Grievance

- a) Individual grievances must be submitted in writing by a Union Steward, Union Negotiating Committee member, or a Labour Relations Officer (LRO), to the Employer's designated official.
- b) Group grievances must be submitted by a Labour Relations Officer (LRO), elected representative or designate.
- c) Policy and interpretation grievances must be submitted by the Union Negotiating Committee or the Union.
- d) Union staff may assist at any time during the grievance process.

18.3 Access to Grievance Procedure

- a) With the exception of a grievance which relates to a termination of employment, access to the grievance procedure is limited to a person who, at the date of initiating the grievance, is an employee within the scope of this agreement.
- b) A grievance will be effective upon receipt by the Employer's designate. A grievance must be initiated within thirty (30) calendar days from the date on which the employee first became aware of the alleged infraction. Notwithstanding, the thirty (30) calendar-day time limit will not apply to those items included in the agreement where the Employer has allegedly failed to apply a specific benefit e.g. vacation leave, sick leave, etc. In this latter instances, the time limit will be one (1) year after the date on which the alleged infraction first occurred. The effective date of any necessary retroactive pay adjustments will be the date on which the infraction first occurred.
- c) The Parties will be required to provide full disclosure at each step of the procedure of all information available regarding the grievance.

18.4 Steps in the Grievance Procedure

18.4.1 Step 1

- a) If a problem is not resolved via the dialogue/discussion per Article 18.1, the grievance will be submitted in writing to the designated supervisor.
 - i. The Employer will provide a written response within seven (7) calendar days of receipt.
 - ii. Either party may request a meeting to discuss the matter.
 - iii. A copy of the grievance will be submitted concurrently to HR and the Union.

18.4.2 Step 2 – Departmental Review

- a) If settlement cannot be reached at Step 1, the Union within fourteen (14) calendar days may advance the grievance to the department head or designate.
- b) A meeting will be scheduled within thirty (30) calendar days to discuss the facts and seek resolution.
- c) The department will issue a written decision within fourteen (14) calendar days of the meeting or receipt of the grievance, whichever is applicable.

18.4.3 Step 3 – Arbitration

- a) If the matter remains unresolved after Step 2, the Union may apply for arbitration within fourteen (14) calendar days of receiving the Step 2 decision.
- b) Prior to arbitration, the Parties may agree to use grievance mediation, Alternate Dispute Resolution (ADR) methods and mutually agreeable Case Management Arbitration processes to reach settlement.

18.5 Case Management

- a) Where a grievance is not resolved at Step 2 of the grievance procedure, the Parties may, by mutual agreement, refer the grievance to a Case Management process.
- b) The Case Management process will be informal and non-adversarial. Legal counsel will not participate unless otherwise agreed by the Parties.
- c) The Parties will agree on the Arbitrator to conduct the Case

Management.

- d) Prior to the Case Management hearing, the Parties will exchange any relevant documents and a brief written summary of their respective positions.
- e) The Arbitrator may assist the Parties in clarifying the issues, narrowing the matters in dispute, and exploring potential resolution.
- f) The Arbitrator's decision will be final and binding on the Parties for the instant grievance and will not be used as a precedent or prejudice in connection with other grievance/disputes the Parties may have.
- g) The Parties will share equally the fees and expenses of the Arbitrator.
- h) Either party may withdraw the grievance from the Case Management process prior to the hearing.

18.6

Time Limits

- a) Time limits in this article may be extended by mutual written agreement between the Parties.
- b) It is the desire of both Parties to this Agreement to resolve grievances in a manner that is just and equitable, and it is not the intention of either party to evade settlement of disputes on a procedural technicality. Notwithstanding the foregoing, it is clearly understood that the time limits established herein are for the sake of procedural orderliness and are to be adhered to. Should either party fail to adhere to the time limits, the onus is on that party to show a justifiable reason for its failure to adhere to such limits.

18.7

Administration and Representation

- a) Grievance meetings will occur during regular work hours where operationally feasible.
- b) The Employer will grant paid leave to the grievor and one (1) Union representative to attend grievance meetings or arbitration.
- c) Employees required as witnesses will be compensated by the party requesting their attendance or as agreed by the Parties.

ARTICLE 19 ARBITRATION

19.1 Establishment of an Arbitration Chairperson

- a) A grievance not resolved through the grievance procedure may be referred to arbitration.
- b) The Arbitration will be conducted by a chairperson who is mutually agreed to by the Parties.
- c) If the Parties are unable to agree on a Chairperson, either may request that an independent arbitrator be appointed in accordance with *The Saskatchewan Employment Act*.
- d) Arbitration hearings related to termination will be held, and a decision rendered, within one hundred and twenty (120) calendar days, unless the Parties agree otherwise.

19.2 Conduct of Hearings

- a) The Chairperson will set the time, date, and location of the hearing after consulting with both Parties.
- b) The Chairperson will review the grievance and all relevant information to ensure a fair and impartial determination.
- c) The Chairperson may encourage settlement discussions or mediation at any point prior to rendering a decision.
- d) Both Parties will have full opportunity to present evidence, call witnesses, and make representations.
- e) The Chairperson may accept any evidence it considers relevant, whether or not it would be admissible in a court of law.
- f) If a party fails to attend without reasonable cause, the Chairperson may proceed in their absence and issue a decision based on the evidence presented.
- g) Each party is responsible for its own costs and will share equally in the costs of the Chairperson and any joint expenses such as room rental or transcripts.
- h) The arbitration proceedings will be completed within one (1) year of the Chairperson's appointment, unless otherwise agreed.

19.3 Decisions (Awards)

- a) The Chairperson does not have the authority to add to, delete, or modify the terms of this Agreement.

- b) The Chairperson may dispose of any grievance involving discipline, dismissal, or other matters in one of the following ways:
 - i. dismiss the grievance.
 - ii. uphold the grievance and order appropriate remedy; or
 - iii. direct a compromise settlement it considers fair and equitable.
- c) The decision of the Chairperson will be the final decision.
- d) The decision will be issued in writing within ninety (90) calendar days of the hearing's conclusion, unless otherwise agreed. The award will be final and binding on both Parties.

ARTICLE 20 WORKERS' COMPENSATION (WCB)

20.1 General

- a) Employees who are injured at work or develop an occupational illness that is compensable under *The Workers' Compensation Act, 2013 (Saskatchewan)* will receive benefits and support in accordance with the Act and this Article.

20.2 SGEU Long-Term Disability Requirement

- a) Employees who have received Workers' Compensation benefits for ninety (90) calendar days or more must apply for coverage under the SGEU Long-Term Disability (LTD) Plan, if eligible. LTD and WCB benefits cannot be duplicated; entitlements will be coordinated between the plans.

20.3 Compensation and Earnings Continuity

- a) Employees receiving Workers' Compensation benefits will not receive total compensation exceeding their normal pre-injury earnings.
- b) Payment arrangements will be as follows:
 - i. First Year (0–12 months):
 - a) Employees will receive their normal earnings.
 - b) All Workers' Compensation payments will be made directly to the Employer on the employee's behalf.
 - ii. Second Year (13–24 months):
 - a) Employees will continue to receive their normal earnings, with the difference between the WCB payment and regular pay deducted from available sick leave credits.

- b) Once sick leave credits are exhausted, the employee will receive payments directly from the WCB.
 - iii. Beyond Two Years:
 - a) Employees will receive payments directly from WCB.
 - b) Employment status and benefit accrual will follow the Leave of Absence provisions outlined in this Agreement.
- c) For employees on variable hours or who work less than full-time hours, *normal earnings* will be based on the average of the previous four (4) pay periods or as defined by WCB, whichever is greater.
- d) Pending approval of a WCB claim, the Employer may advance earnings up to the employee's available sick leave balance, subject to repayment once WCB payments are issued. Medical documentation will be required before any advance is made.

20.4 Employee Status and Benefits

- a) For up to two (2) years from the date of injury, or until sick leave credits are exhausted (whichever occurs first), the employee will be considered active for purposes of benefit accrual and seniority but will not accrue vacation leave during this period.
- b) Employees may carry forward any unused vacation leave up to and including the full entitlement for the month in which the injury occurred, to be used upon return to work.
- c) After two (2) years, or once sick leave credits are exhausted, the employee will be placed on an indefinite leave of absence. During this time, benefits and seniority will be administered in accordance with Leave of Absence provisions.
- d) Upon commencement of an indefinite leave, outstanding vacation leave will be paid out. Any overused vacation credits will not be recovered from the employee.

20.5 Term Employees

- a) Term employees are covered under this Article while their appointment is active. At the end of the term, Employer payments will cease, and the employee will receive payments directly from WCB. Term employees are not eligible for indefinite leave.
- b) For the purpose of service continuity, the break-in-service period (180 days) will not begin until WCB confirms the employee is medically fit to return to work.

ARTICLE 21 SAFETY AND WELLNESS

21.1 General

- a) Plannera will maintain an Occupational Health and Safety (OH&S) Committee in accordance with provincial legislation. The Committee will include employee and management representatives and will:
 - i. Promote awareness of health and safety issues.
 - ii. Participate in inspections, investigations, and recommendations for corrective action; and
 - iii. Support continuous improvement in workplace safety practices.

21.2 Wellness

- a) Plannera recognizes the importance of maintaining employee health and wellness. The Employer provides access to the Family Services Employee Assistance Program (FSEAP) as an outsourced, confidential resource for employees and their eligible family members. The program offers professional counselling, information, and support on matters affecting mental, physical, and social well-being. Employees may access the service voluntarily at any time.

21.3 Discrimination and Harassment

- a) Plannera is committed to maintaining a workplace where all employees are treated with dignity and respect and are able to work in an environment free from discrimination and harassment.
- b) Discrimination means any adverse differentiation in employment or in the workplace based on a prohibited ground under *The Saskatchewan Human Rights Code*.
- c) Harassment means any inappropriate conduct, comment, display, action, or gesture by a person that an employee knows or ought reasonably to know is unwelcome and that:
 - i. is based on a prohibited ground under *The Saskatchewan Human Rights Code*; and
 - ii. creates an intimidating, hostile, degrading, humiliating, or offensive work environment, or otherwise adversely affects an employee's dignity or psychological safety.
- d) For the purposes of this Agreement, "prohibited ground" includes any ground of discrimination recognized under *The Saskatchewan Human Rights Code*, including (without limitation):

religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race or perceived race, receipt of public assistance, and gender identity.

- e) The Employer does not tolerate discrimination, harassment, bullying, or disrespectful behaviour. All employees share responsibility for maintaining a respectful and professional workplace, and for acting in a manner consistent with Plannera's Mission, Vision, and Values.
- f) Employees have the right and the responsibility to report incidents of discrimination or harassment to their direct supervisor or HR without delay. The Employer will ensure that complaints are addressed promptly and handled in accordance with applicable legislation and Employer policy. The Employer will maintain confidentiality to the extent reasonably possible, recognizing that a fair process may require disclosure to those involved.
- g) No employee will be subjected to reprisal for making a complaint in good faith, participating in an investigation, or supporting another employee in raising a concern. Knowingly making a false complaint may result in corrective action.
- h) Nothing in this Article limits the Employer's right to manage the workplace or to address conduct through coaching, corrective action, or discipline, where appropriate, consistent with this Agreement and applicable law.

ARTICLE 22 BENEFIT PLAN MEMBERSHIP

22.1 General

- a) Plannera is a participating employer in the Public Employees Extended Health Care Plan (EHCP) in accordance with the Letter of Understanding regarding Participation in the Public Employees Extended Health Care Plan, which forms part of this Collective Bargaining Agreement.
- b) Employees covered by this Agreement will also be members of the following benefit plans, subject to the terms and conditions of each individual plan, including eligibility requirements, waiting periods, and plan provisions:
 - i. SGEU Long Term Disability Plan;
 - ii. Public Employees Group Life Insurance Plan;
 - iii. Public Employees Dental Plan;

- iv. Public Employees Extended Health Care Plan; and
- v. Public Employees Pension Plan (PEPP).

APPENDIX A

August 9, 2026 Pay Grid

Level	Target Variable Pay*	Min Hourly	Mid Range	Max Hourly
18	7.50%	\$ 48.85	\$ 61.29	\$ 73.73
17	7.50%	\$ 46.70	\$ 56.04	\$ 65.38
16	5.00%	\$ 44.53	\$ 51.38	\$ 58.22
15	5.00%	\$ 42.06	\$ 47.25	\$ 52.45
14	5.00%	\$ 38.57	\$ 43.34	\$ 48.12
13	5.00%	\$ 26.78	\$ 32.14	\$ 37.49
12	5.00%	\$ 26.00	\$ 30.41	\$ 34.82
11	5.00%	\$ 26.00	\$ 30.41	\$ 34.82
10	5.00%	\$ 22.96	\$ 27.55	\$ 32.15
9	5.00%	\$ 21.67	\$ 26.00	\$ 30.33

**Contingent on company and individual performance, as outlined in the policy.*

APPENDIX B

Base Pay Grid Minimum for 2027-2028

Annual Market Adjustment (Q1) Increment		
Rating	Under P50	At Or Above P50
3	4%	3.5%
2	3%	2.5%
1	0%	0%

LETTER OF UNDERSTANDING
Regarding Participation in the Public Employees Extended Health Care Plan (EHCP)

BETWEEN:

The Public Pension and Benefits Administration Corporation
operating as Plannera Pensions & Benefits
("Plannera")

and

The Saskatchewan Government and General Employees' Union
("SGEU")

(collectively, the "Parties")

WHEREAS:

- A. Plannera is a participating employer in the Public Employees Extended Health Care Plan ("EHCP"), per Order in Council 195/2024, which directed the continued participation of Plannera in the EHCP;
- B. On June 23, 2026, the Public Employees Extended Health Care Plan Board of Trustees formally recognized Plannera's continued participation in the EHCP; and
- C. The Parties wish to document their mutual understanding regarding Plannera's participation in the EHCP and the application of Article 22 of the Collective Bargaining Agreement.

NOW THEREFORE, the Parties agree as follows:

Participation in the EHCP

The Parties acknowledge and confirm their mutual understanding that Plannera is a participating employer in the Public Employees Extended Health Care Plan.

Collective Bargaining Agreement

The Parties agree that Plannera's participation in the EHCP satisfies the intent and requirements of Article 22 of the Collective Bargaining Agreement and confirms the continuation of EHCP coverage for eligible employees in accordance with the terms of the Plan.

Status of this Letter

This Letter of Understanding is entered into for greater certainty and shall form part of and be attached to the Collective Bargaining Agreement between the Parties.

No Amendment to the EHCP

For greater certainty, nothing in this Letter of Understanding:

- a. Amends the terms of the Public Employees Extended Health Care Plan;
- b. Amends the EHCP Trust Agreement or any governing Plan document;
- c. Limits or affects the authority of the EHCP Board in the administration of the Plan; or
- d. Creates any rights or obligations beyond those established by the EHCP, applicable legislation, or the Collective Bargaining Agreement.

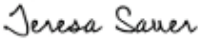
**THE PUBLIC PENSION AND BENEFITS
ADMINISTRATION CORPORATION**

operating as Plannera Pensions & Benefits



Name: Jeremy Phillips
Title: President and CEO

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

Signed by:

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Name: Teresa Sauer
Title: SGEU President

SIGNING PAGE

SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION and THE PUBLIC PENSION AND BENEFITS ADMINISTRATION CORPORATION (PLANNERA) 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 22nd day of July, 2026.

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

Signed on behalf of:
The Public Pension and Benefits
Administration Corporation (Plannera)

ORIGINAL SIGNED BY:

Alyssa Johnson
Chair, Negotiating Committee

ORIGINAL SIGNED BY:

Andrew McLaughlin
Member, Negotiating Committee

ORIGINAL SIGNED BY:

Steve Green
Member, Negotiating Committee

ORIGINAL SIGNED BY:

Glenn Billingsley,
Labour Relations Officer

ORIGINAL SIGNED BY:

Jeremy Phillips
President and Chief Executive Officer

ORIGINAL SIGNED BY:

Megan Siller
Chief People Officer

ORIGINAL SIGNED BY:

Rob Winter
Senior Negotiator

Signed at Regina, Saskatchewan this 2nd day of September, 2026



1011 Devonshire Drive North,
Regina, SK S4X 2X4

Phone: 306-522-8571

sgeu.org