



# **SASKATCHEWAN ARTS BOARD**

**October 1, 2016 to  
September 30, 2022**

**COLLECTIVE AGREEMENT**

**SGEU**

**ARTICLES OF A  
COLLECTIVE BARGAINING AGREEMENT  
BETWEEN THE  
SASKATCHEWAN ARTS BOARD  
LOCAL 2288  
AND THE  
SASKATCHEWAN GOVERNMENT AND GENERAL  
EMPLOYEES' UNION  
OCTOBER 1, 2016 – SEPTEMBER 30, 2022**

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**ARTICLES OF A COLLECTIVE BARGAINING AGREEMENT**  
**made in duplicate this 1st day of October, 2020.**

**between**

**SASKATCHEWAN ARTS BOARD**  
**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**

Whereas it is the desire of the parties to this Agreement to maintain the existing harmonious relationship between the Saskatchewan Arts Board and the members of the Union, to promote cooperation and understanding between the Saskatchewan Arts Board and the employees, and to recognize the mutual value of joint discussions and negotiations in matters pertaining to working conditions, hours of work and scale of wages to encourage economy of operations and elimination of waste, and to promote the morale, well-being and security of the employees of the Saskatchewan Arts Board.

Now therefore, this Agreement witnessed that for and in consideration of the premises and covenants, conditions, stipulations and provisos herein contained, the parties hereto agree as follows:

**ARTICLE 1      DEFINITIONS**

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

- 1.1**                    **Act** means the *Arts Board Act, 1997*, being Chapter A-28.001 of the *Statutes of Saskatchewan, 1997* (effective April 1, 1998) as amended by the *Statutes of Saskatchewan, 1998, c.3*.
- 1.2**                    **Allocated** means the designation of a position to its proper class in the classification plan.
- 1.3**                    **Board** means the Saskatchewan Arts Board.
- 1.4**                    **Casual** means a person engaged to perform work of a casual nature or emergent nature where the duration of the employment will not exceed a period of 26 working days in any period of two months. The Union shall be notified when a casual employee has been hired.

- 1.5 **Chief Executive Officer** means the **Chief Executive Officer** of the Saskatchewan Arts Board or **their** appointed representative.
- 1.6 **Classification** means a group of positions involving duties and responsibilities so alike that the same qualifications may be reasonably required for, and the same schedule of pay can be equitably applied to, all positions in the group.
- 1.7 **Classification Plan** means and includes the classification of positions and class specifications and the rules for its amendment and continuous administration.
- 1.8 **Day** shall for the calculation purposes, be the time from midnight to the following midnight.
- 1.9 **Demotion** is defined as the movement of an employee from a position in one class to a position in another class with a lower maximum hourly wage.
- 1.10 **Employee** or **employees** means a person or persons to which the terms of this Agreement apply as indicated in Article 2.
- 1.11 **The Employer** means the Saskatchewan Arts Board.
- 1.12 The **Fiscal Year** of the Saskatchewan Arts Board ends each March 31.
- 1.13 **Full-time** means an employee who works full-time hours on a regularly scheduled as is basis.
- 1.14 **Gender –they, them, their(s), themselves are gender-neutral or gender-inclusive pronouns that do not associate a gender with the individual(s) being referenced and can be used in both singular or plural cases.**
- 1.15 **Less-than-full-time/Part-time** means an employee who works less than full-time on a daily, weekly, monthly or yearly basis.
- 1.16 **Parties** means the Union and the Employer.
- 1.17 **Pay Plan** means the scale of wages as contained in Appendix "A" and the rules governing its application as contained in **Article 15 Classification Plan**.
- 1.18 **Permanent Employee** means an employee who has completed a probationary period **and is appointed in a permanent position**.
- 1.19 **Probationary Employee** means an employee **on initial probation**.
- 1.20 **Promotion** means the movement of an employee from a position in one class to a position in another class with a higher maximum hourly wage.

- 1.21**            **Reclassification** means the assignment of a different classification level where changes of duties and responsibilities have occurred.
- 1.22**            **Secondment** means the detachment of a person from their regular organization for temporary assignment elsewhere.
- 1.23**            **Term Employee** means an incumbent in a position of a short-term nature and whose tenure of employment is limited to a defined period of time **as outlined in their letter of offer.**
- 1.24**            **Term position** means a position of a short nature. The tenure of employment is limited to a defined period of time with a specific start and end date not to exceed 24 months. Details must be outlined in the letter of offer. The parties may agree to extend the duration of the position as required.
- 1.25**            **Transfer** means the movement of an employee from one position to another with the same maximum hourly rate.
- 1.26**            **Union** means the Saskatchewan Government and General Employees' Union (SGEU) representing the employees of Local 2288 of the Saskatchewan Arts Board.

## **ARTICLE 2        SCOPE**

### **2.1                Scope**

**2.1.1**            This Agreement shall be applied to all employees of the Saskatchewan Arts Board with the following exceptions:

- a)            **Chief Executive Officer**
- b)            Director of **Administration**
- c)            **Director of Finance**
- d)            **Director of Programs**
- e)            Executive Assistant
- f)            Casual employees who have been employed without competition, for a period of less than 30 calendar days subject to loss in service provisions, Article 7.4 (Loss of Seniority).

**2.1.2**            Criteria for determining scope status shall be as set out in **Part VI, Division 1 of *The Saskatchewan Employment Act.***

## **ARTICLE 3        UNION SECURITY**

### **3.1                Recognition**

The Saskatchewan Arts Board agrees to recognize the Saskatchewan Government and General Employees' Union as the sole and exclusive

collective bargaining agent for the employees covered by this Agreement and hereby agrees to negotiate with the Union or its designated bargaining representatives in any and all matters pertaining to working conditions.

The Employer shall grant time off with pay for members of Joint Union/Management Committees for meetings of such committees.

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

No individual employee will be permitted or required to make a written or verbal agreement with the Employer or Employer representative which may conflict with the terms of this Agreement.

### **3.2 Job Security**

The Employer agrees that all work or services performed by the Employer shall not be subtracted, transferred, leased, assigned or conveyed, in whole or in part, to any other person, company, or non-unit employees, except where mutually agreed by the parties. Existing historical employment practices related to contracting work out will not be restricted by this provision.

### **3.3 No Discrimination**

Without being limited to the specifics of the following, the Employer agrees that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with regard to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, lay-off, discipline, classification, discharge, educational leave or otherwise by reason of:

- **Place of origin**
- **Ancestry**
- **Nationality**
- **Race or perceived race**
- **Religion**
- **Creed**
- **Colour**
- **Age (18 or more)**
- **Political, family, or religious affiliation**
- **Family status (parent-child relationship)**
- **Marital status**
- **Sex**

- Sexual orientation
- **Gender identity**
- Disability (mental and physical)
- **Receipt of public assistance**
- Membership or activity in a Union.

### 3.4 **Maintenance of Membership**

Every employee who is now or hereafter becomes a member of the Union shall maintain **their** membership in the Union as a condition of employment, and every new employee whose employment commences hereafter shall, within 30 days after the commencement of **their** employment, apply for and maintain membership in the Union, and maintain membership in the Union as a condition of **their** employment.

### 3.5 **Employer to Deduct and Remit Dues**

On signed authorization by an employee, the Employer shall deduct, on behalf of the Union, all initiation fees, dues, assessments, or levies, uniformly required from the pay cheque of each employee, who as a condition of employment is required to submit such initiation fees, dues, assessments, or levies.

The Employer shall remit the same to the **Director of Administration** of the Union prior to the 20th day of the month following the calendar month in which such deduction is made, accompanied by a list of names, classifications hourly rate of pay, salary, employment type (i.e. full-time, part-time, casual, etc.) and addresses of employees from whose wages the deductions have been made. This documentation will be submitted electronically in a format provided by the Union.

### 3.6 **Monthly Statement**

A monthly statement shall also be forwarded to the **Director of Administration** of the Union showing the names of all new employees covered by this Agreement hired during the month, their date of hire, employment status, classification and rate of pay, and the names of all employees who have terminated employment and their date of severance, and a list of those employees who have completed probation.

### 3.7 **Change in Union Dues**

Written notice of any change in the amount of monthly dues must be given to the Employer by the Union at least 30 calendar days in advance of the date that the change is to be effective. The deduction shall be remitted in accordance with Art. 3.5 during the month next following notice of the change.

### **3.8 Refusal to Cross Picket Lines**

All employees covered by this Agreement shall have the right to refuse to cross a legal picket line arising out of a Labour dispute.

Failure to cross a picket line encountered in carrying out the employer's business shall not constitute a violation of the Agreement nor shall it be grounds for disciplinary action.

### **3.9 Mandatory Drug Testing and Medical Surveillance**

The Employer agrees that it will not implement a mandatory drug testing program for employees, and that it will not submit employees to medical surveillance. The Employer may, however, require a medical statement of fitness of any employee returning to work after sick leave.

### **3.10 T-4 Slips**

At the time Income Tax (T-4) slips are made available, the Employer shall indicate the amount of Union dues paid by each Union member.

### **3.11 New Employees**

The Employer agrees to acquaint new employees with the fact that a Collective Agreement is in effect, and with the conditions of employment including those set out in this Article dealing with Union Security.

A representative of the Union shall be given 30 minutes during working hours to acquaint **them** with the benefits and duties of Union membership and for signing dues deduction authorization cards, etc.

### **3.12 Employees Temporarily Performing Out-of-Scope Jobs**

An employee covered by this Agreement who is temporarily filling an out-of-scope position within the Arts Board shall continue to have Union dues deducted from **their** salary and shall be entitled to all the benefits and protections afforded by this Agreement.

### **3.13 Union Access**

Employees shall have the right to the assistance of a Union representative(s) during discussions related to disputes, grievances, or negotiations with respect to the Collective Bargaining Agreement. Such representative(s) shall have access to the employees and to the premises during working hours, in order to investigate and to assist in the settlement of any dispute or grievance.

### **3.14 Union Use of Employer's Premises**

Subject to approval by the **Chief Executive Officer** or designate, the Employer may allow the Union to conduct educational and business

functions for employees on the Employer's premises during off hours. Such approval shall not be unreasonably withheld.

### **3.15 Bulletin Boards**

Each workplace shall have a Union bulletin board provided by the Employer. The Union shall have the right to post notices and information which may be of interest to employees.

### **3.16 Whistle Blowers Protection**

No employee or Union official may be disciplined by the employer for publicizing any alleged wrong doings within the Saskatchewan Arts Board, if the alleged wrong doing has been brought through the formal Union structure and provided the Employer has been informed of such instances and has been given a reasonable opportunity to address and remedy any problems.

### **3.17 Replacement Workers**

The Employer agrees that it will not hire replacement workers while any employees of the Employer are locked out or on strike. The Employer will not contract out any bargaining unit work during the course of a labour-management dispute.

### **3.18 Indemnity**

**3.18.1** Except where the employee's negligence or malice, fraud or wilful misconduct on the part of the employee have resulted in a judgement against or settlement payment being made by the Saskatchewan Arts Board, the Employer agrees not to seek redress against an employee whose act or acts, done in the ordinary course of employment, results in a judgment against or settlement payment made by the Saskatchewan Arts Board.

**3.18.2** Subject to clauses 3.18.3 and 3.18.4, the employer agrees to provide legal counsel for an employee against whom action is brought for acts done by the employee in the ordinary course of **their** employment, provided the acts are done without negligence, malice, fraudulent intent or willful misconduct on the part of the employee and provided further that the employee notifies the Employer within 30 days of any incident, occurrence, or event which may lead to legal action against **themselves** and in the following circumstances:

- a) When the employee is first **notified** by any person or organization of intended legal action against **the employee**, or
- b) When the employee decides to retain counsel in regard to the incident or course of events, or

- c) When information first becomes known to the employee in the light of which **they** might reasonably consider that **they** might be the object of legal action.

**3.18.3** Subject to clause 3.18.4, in the event that an employee wishes to retain counsel in circumstances where the Employer is required to provide counsel in accordance with clause 3.18.2, the employee shall so advise the Employer in writing. Within 10 working days of receipt of this information, the Employer shall advise the employee in writing of its intention either to:

- a) provide and pay for legal services, or
- b) pay for legal services from counsel whose selection the Employer approves.

**3.18.4** Where the Employer is also a party to the action, legal counsel retained to act for the Employer shall also act for the employee unless a clear conflict of interests exists.

### **3.19 Employer Policies**

**3.19.1** The Employer will, maintain a human resources policy manual that is available to all employees.

**3.19.2** The Employer and the Union will maintain a policy to be included in the human resources policy manual that lists the documents that will be included and retained in employees' personnel files.

**3.19.3** The Employer will, maintain an employee manual that serves as an orientation manual for new employees and provides basic information to current employees regarding standard practices and requirements.

**3.19.4** The Employer will promptly inform all employees in writing of new policies.

## **ARTICLE 4 INTERPRETATION OF AGREEMENT**

### **4.1 Agreement Interpretation and Negotiation of Disputes that Arise**

The Board shall interpret this agreement. In the event of a dispute as to the interpretation and application of this agreement by the Board, either party hereto may, within thirty (30) calendar days of such interpretation, give notice to the other that it wishes to negotiate with respect thereto, and within a reasonable time after receipt of notice, representatives of both parties shall meet and seek to resolve such dispute by negotiations.



## **4.2 Arbitration of Disputes, Interpretations or Application of Agreement**

Disputes arising out of the interpretation or application of the terms of this agreement which cannot be mutually resolved by means of Article 4.1 may be referred to a Board of Arbitration as defined in the Arbitration articles.

Either party may notify the other party in writing that it intends to submit the difference to Arbitration.

The notice mentioned in Article 4.1 shall contain the name of the person appointed to the Arbitration Board by the party giving the notice.

## **4.3 Letters of Understanding**

Letters of Understanding entered into by the parties have the same force and effect as if they were contained within the agreement, subject to any expiry, renewal or amendment provisions specified within each Letter of Understanding.

# **ARTICLE 5 APPOINTMENTS**

## **5.1 Job Postings**

**Posting will occur within fifteen (15) business days of the Employer being aware of the vacancy or new positions. If the Employer does not intend to fill the vacancy, notice of abeyance or abolition shall be given to the Union within the fifteen (15) business days.**

**Permanent** and term vacancies the employer intends to fill shall be posted internally for seven **(7)** working days unless the Employer and the Union agree to a longer or shorter period.

A copy of each posting will be sent to:

- a) each work location
- b) the Union, and to employees who are absent from work for the total duration of a posting and who have advised the Employer they want to receive postings during their absence
- c) persons on the employment list.

## **5.2 Information in Posting**

Each posting shall contain the following:

- a) working title
- b) classification of position
- c) brief description of duties

- d) knowledge, skills and abilities required
- e) salary range
- f) hours of work
- g) whether position is full-time or less-than-full-time
- h) deadline for applications
- i) expected start date
- j) and any other pertinent information.

### **5.3 Outside Advertising**

The Employer may elect to advertise outside simultaneously with the internal posting of any position. No outside applicants will be interviewed until applications of present employees have been considered and it has been established that no internal applicant is qualified for the position.

### **5.4 Role of the Union**

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

The Union shall be entitled to have a representative present

- during the development of the interview guide, including development of the questions and answers,
- during the assessments of applicants' resumes, and
- during interviews as an observer
- post interview discussion(s).

The Union representative will attend without loss of pay providing **they are** an employee of the Employer. Effective September 30, 2016 the Employer will continue to pay the employee regular rates of pay and benefits; however, these costs will be recovered from the Union. The appropriate form authorizing that employee's attendance will be provided as described in Article 18.1.5.1 except that the notification to the Employer shall be waived.

The Union representative will not attend assessments of resumes, interviews or post interview discussions when there are no seniority-rated applicants in accordance with Article 7 (Seniority).

### **5.5 Qualifying for Positions**

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

Applicants' qualifications shall be assessed by a panel of examiners consisting of the **Chief Executive Officer**, the immediate supervisor and a Union representative.

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

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

## **5.6 Appointment of Qualified Applicant**

Positions shall be filled by a qualified applicant. Seniority will be counted as of the closing date of the posting. To be considered qualified, applicants must meet the minimum requirements as set forth in the posting.

Should an applicant with the most seniority not receive the appointment the **Chief Executive Officer** will so notify the applicant and the Union in writing with **their** reasons, and the applicant will be entitled to engage the expedited arbitration procedure (without having to engage the grievance procedure).

No posting will be cancelled once it has been determined that there is at least one qualified applicant with seniority.

## **5.7 Notice of Filling Vacancy**

The successful applicant shall be notified in writing, prior to commencing such duties, of the classification step assigned.

The Employer will post the name of the successful applicant, **their** classification, start date and salary step assigned, subject to Art. 11.12 (In Hiring Salary Adjustments). A copy shall be sent to the Union.

## **5.8 Job Sharing (Appendix "H")**

### **5.8.1 Definition**

Job sharing is the voluntary sharing of a permanent position in a structured manner by two persons, one of whom is the permanent full-time incumbent of the position.

### **5.8.2 Initiation and Approval**

Only the permanent full-time incumbent of a position can request to establish a job share arrangement. Approval of the job share request resides with the Employer; such an approval will be subject to the feasibility of accommodating the request to operational requirements, and such approvals will not be unreasonably withheld.

The employee's request to establish a job share arrangement will be made in writing to the **Chief Executive Officer**. Such a request must be sent concurrently to the Union.

### **5.8.3 Duration, Renewal, Termination**

An approved job sharing arrangement shall be for a maximum of one year.

An existing job sharing arrangement can be renewed for additional periods, each not exceeding one year, by following the same steps set out above, i.e. employee applies (with a copy sent concurrently to the Union), management approves.

An existing arrangement will end at the end of the agreed term in the absence of agreement to renew. An agreement may be terminated by the participating employee, or the Employer on two months' notice. This notice to terminate will be provided concurrently to the less-than-full-time employee participating in the job share arrangement. By mutual agreement of the employee and the Employer, the notice period may be shortened.

### **5.8.4 Staffing the Shared Position**

The job shared position will be occupied by the permanent full-time incumbent of the position on a reduced time basis.

The permanent full-time incumbent will be allowed to reduce **their** hours of work by no more than 75 percent.

The remainder of the job shared position will be filled by a less-than-full-time employee appointed in accordance with Article 5 (Appointments) of this Agreement.

Where, during the term of a job sharing arrangement, the less-than-full-time employee terminates, the permanent full-time incumbent may be required to resume working regular hours pending the appointment of a replacement less-than-full-time employee.

### **5.8.5**

#### **Benefits**

Employees who job share shall retain all benefits accumulated prior to the commencement of the job share arrangement. All benefits and seniority shall continue to accrue, and be expended, on a *pro rata* basis for both employees. Employees will continue to participate in and benefit from the benefits plans (Group Life, Dental, Medical, etc.) in accordance with the applicable insurance policies.

### **5.8.6**

#### **Reversion Rights**

On the termination of the job share arrangement, the permanent full-time employee will revert to the full-time schedule of the position occupied.

Existing job sharing arrangements will be reviewed within 30 days of the signing of this Collective Agreement to ensure that they meet the criteria as established herein.

## **ARTICLE 6**

### **PROBATION**

#### **6.1**

##### **On Initial Employment**

##### **6.1.1**

Upon initial appointment, all employees shall serve a probationary period as defined herein. The probationary period may be extended in accordance with Article 6.1.3.

Employees working 40% or less shall serve a probationary period of one year.

##### **6.1.2**

Employees shall serve the probationary period for **their** position by accumulating time to the extent required over one or more working periods, providing there are no more than 180 calendar days between working periods.

##### **6.1.3**

The Employer may request from the Union, an extension no later than two weeks prior to the expiration of the probationary period and shall include written reasons for the request. The length of extension shall be a matter for negotiation but shall not exceed three months.

##### **6.1.4**

Should the Employer decide to terminate the employee, the employee will be given the reasons, in writing, prior to termination. The employee will be given an opportunity to respond, and if necessary, to engage the grievance procedure contained in this Agreement.

#### **6.2**

##### **Assessment While on Probation**

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

- a) Performance requirements established by the Employer will be communicated to the employee, in writing, at the outset and discussed during the employee's probationary period. Performance requirements will be established based on the classification specification and the job description and will include the responsibilities, knowledge, skills, and abilities appropriate to the job.
- b) The immediate supervisor shall evaluate performance by direct observation on at least two different occasions.
- c) Two written performance assessments will be completed for each employee during the probationary period. Performance assessments will be conducted **in the month prior to the half and end of the probationary period.**
- d) Performance assessments will be discussed with the employee and shall be signed by the employee to indicate awareness of the assessment. A current job description is required when the final probationary review is complete.

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

### **6.3 On Initial Probation**

**6.3.1** An employee who promotes **or** transfers, during **their** initial probationary period, shall complete **their** initial probationary period while concurrently serving a subsequent probationary period in the new position.

### **6.4 Subsequent Probation**

On subsequent appointment, the probationary period shall be three (3) calendar months for all positions of more than 40% and six calendar months for positions of 40% or less. The probationary period may **be** extended by mutual agreement of the parties **in accordance with Article 6.1.3.**

**Temporary Assignment of Higher Duties shall be counted as accrued time for the completion of the subsequent probationary period if the employee is appointed into that position.**

An employee shall serve a subsequent probationary period if:

**They** promote; or **they** voluntarily demote to a position and classification level in which **they have** not yet successfully completed a probationary period.

An employee may be required to serve a subsequent probationary period if **they** transfer to a position **with significantly different duties.**

Probationary periods are not required when an employee:

Transfers to a position **with similar duties**;

Involuntarily demotes;

Voluntarily demotes into a position in which **they have successfully completed a probationary period**;

Is employed in a position in **which they have successfully completed a probationary period**;

Bumps.

## **6.5 On Reclassification**

**6.5.1** No probationary period shall be required of an employee in a position which is reclassified.

**6.5.2** An employee on **initial or** subsequent probation whose position is reclassified shall continue serving the probationary period assigned at the time of probationary appointment. At the expiration of the probationary period the employee shall be eligible for the position at the reclassified level subject to the challenge procedures in the Collective Agreement.

## **6.6 Leave During Probation**

When an approved leave of absence of more than 30 calendar days has been taken during probation, the employee will be required to serve that additional time.

## **6.7 Reversion During Probationary Periods**

**6.7.1** A permanent employee who does not qualify in **their** subsequent probationary period shall revert to **their** former position at **their** former step in the salary range, subject to any increments that **they** would have received had **they** remained in that position. If no former position is available, **they** shall have the right to utilize Article 8.6.2 (Options re: Notice of Position Abolishment).

**6.7.2** A permanent employee on probation may, during the subsequent probationary period, revert to **their** former position at **their** former step in the salary range, subject to any increments that **they** would have received had **they** remained in that position. Notice shall be given to the **Chief Executive Officer**, a copy of which shall be provided to the Union. If no former position is available, **they** shall have the right to utilize Article 8.6.2 (Options re: Notice of Position Abolishment)

**6.7.3** Within six (6) calendar months, a permanent employee who promotes, involuntarily or voluntarily transfers, or demotes to an out-of scope position and does not qualify, or chooses to revert, shall revert to **their**

former position at **their** former step in the salary range subject to any increments that **they** would have received had **they** remained in that position. The provisions of Article 18.5 (Reinstatement from Definite Leave) shall also apply.

**6.7.4** A permanent employee displaced through the application of the reversion provisions contained in this Agreement shall also have the right to revert to **their** former position at **their** former step in the salary range subject to any increments that **they** would have received had **they** remained in that position. If there is no former position, the employee shall have the right to exercise bumping rights in accordance with Articles 8.6 (Position Abolishment). The provisions of Article 18.5 (Reinstatement from Definite Leave) shall also apply.

**6.7.4.1** A permanent employee who, subject to Article 5 (Appointments), is employed from the employment list and does not qualify in **their** probationary period as per Article 6.8.1 shall be returned to the employment list.

## **6.8 Completion of Probation**

Upon successful completion of a probationary period, the employee will be so informed in writing.

Subject to Art. 6.1.3 (Extension of Probation), when the Employer does not terminate or fail the employee before the end of **their** probationary period, **they** will be deemed to have **passed probation**.

**6.9** A term employee who is appointed to a permanent position and fails probation shall revert to the original term position, if such term position still exists, or otherwise to the employment list.

## **ARTICLE 7 SENIORITY**

### **7.1 Definition of Seniority**

Seniority is defined as the total length of service in the bargaining unit. Such seniority shall include all paid days of employment.

A total of 260 working days shall equal one year; employees cannot earn more than that total in any one year.

All employees transferred to the Saskatchewan Arts Board *September 1, 1991*, will be credited with accumulated days of seniority acquired while employed by the Public Service of Saskatchewan.



## **7.2 Entitlement**

**7.2.1** All employees within the scope of this Agreement shall, after successful completion of initial probation, be credited with seniority from the date of employment with the Saskatchewan Arts Board. For the purposes of seniority calculations, days worked shall be all regular hours converted to days, exclusive of overtime.

**7.2.2** Seniority shall include the following service:

1. paid time not worked for purposes of designated holidays, vacation leave, sick leave, pressing necessity leave, family/personal leave and Union leave;
2. time spent on Workers' Compensation, Long Term Disability and adjudicated third party insurance claims, subject to 3 and 4 below;
3. indefinite leaves of absence without pay to a maximum of ninety (90) calendar days;
4. definite leaves of absence without pay for the full period of the leave;
5. leaves of absence without pay for Union business for a period of up to two years;
6. strike time.

**7.2.3** After five (5) years of continuous service and upon written application, an employee who is re-employed after a break in service shall be credited with their previous in-scope Board service for seniority purposes.

## **7.2.4 Casual Employees**

When a casual is hired into a term or permanent position, upon completion of the probationary period, time worked as a casual shall be credited as seniority.

## **7.3 Seniority List**

The Employer shall prepare and post the seniority roster by May 1 of each year. Such list will include the accrued seniority of each employee up to March 31. A copy of the roster shall also be provided to the Union.

Employees will be allowed to challenge the accuracy of their seniority. All challenges are to be directed to the **Employer for assessment with the Union for satisfactory proof of error. If it is determined that an error has been made the Employer will correct the error.**

## **7.4 Loss of Seniority**

Seniority shall be lost by reason of:

- a) resignation in writing not withdrawn within 72 hours;

- b) dismissal;
- c) an interval of non-employment with the Employer of greater than 180 consecutive calendar days, except while on the employment list;
- d) failure to return to work after a definite leave of absence. If the failure to report is the result of illness or for reasons satisfactory to the **Chief Executive Officer**, it will not be considered a break in service; or
- d) continuous lay-off of a permanent or term employee due to a lack of work for a period in excess of two (2) years (removal from employment list);

## **ARTICLE 8      JOB ABOLITION AND LAY-OFF**

**8.1**            The parties agree to enhance the employment security of the members of the bargaining unit and to work jointly to seek efficiencies and cost savings in order to avoid job abolition.

**8.2**            The parties will meet following the finalization of the Arts Board annual budget, to discuss any employment security issues.

**8.3**            In the face of possible job loss as a result of budgetary downsizing, transfer of services (devolution), reorganization, or contracting out, the parties agree to the following measures as alternatives to job loss:

- 1.            identify possible alternative cost savings to avoid job abolition;
- 2.            examine feasibility of retraining affected employees for available jobs;
- 3.            seek alternate employment opportunities in Executive Government and the broader public service.

**8.4**            The Employer agrees to operationalize any required downsizing through an early retirement program, as a first priority.

**8.5**            If the foregoing does not prevent job loss, the following shall apply to permanent employees:

### **A)      On Budgetary Downsizing and/or Downsizing**

- 1.            Downsizing through the targeted restricted early retirement program in place at that time. If the downsizing objective cannot be reached through early retirement, the parties will meet to seek satisfactory resolutions to meet the required goals.
- 2.            Affected employees will be retrained to meet new organizational needs.

3. Canvass employees to determine those who wish to access leave of absences or voluntary resignation with access to Career Assistance Options.
4. Bumping
5. Access Career Assistance Options.

B) On Transfer of Services (Devolution)

1. All possible options will be explored by the Employer to maintain employment within the Saskatchewan Arts Board for those employees that request it upon notification of a transfer of services.
2. If transferred, the employee will have **their** name placed on a re-employment list for two years.
3. Employees' collective agreement shall be transferred with employees in accordance with **Part VI, Division 4 of *The Saskatchewan Employment Act***, as outlined in Appendix "C" of this collective agreement.
4. Where the change to the job on transfer is tantamount to job abolition, employees may choose to access leaves of absence, voluntary resignation and access Career Assistance Options rather than accept employment with the new Employer.

C) On Contracting Out

1. The Employer will provide as much notice as possible, with a minimum of thirty calendar days' notice to the Union and will negotiate any planned intent to contract out.
2. All contracting out arrangements will be reviewed by the Union and the Employer on their expiry to determine the economic feasibility of reducing contracting out.
3. In reviewing new or existing contracting out, where it may be feasible that the work can be performed by employees, the parties agree to work together towards accomplishing this goal.
4. The parties agree to examine training opportunities to avoid contracting out situations.

D) Career Assistance Options

Permanent employees whose jobs are abolished and who access the employment list or who resign and accept severance may access the Career Assistance Options. The maximum value of Career Assistance shall be five thousand

dollars calculated on the basis of one-thousand dollars for every two years of service, prorated for partial years.

Employees may elect one or more of the following assistance options. Employees on the employment list may elect one or more of options i) through iii).

1. Career Counseling and Job Placement

Career counseling and job placement to a maximum of five thousand dollars will be provided by any number of companies and can be accessed for one year from the date the employee's position is abolished.

Career counseling and job placement services include assessment, resume writing, interview coaching, job search techniques, office support and expenses associated with attending interviews.

Employees must notify the Employer of their intention to access career counseling and job placement services and indicate the type of service desired.

The Employer will liaise with the selected company to refer the employee and establish a defined credit account for the employee.

The selected company will invoice the Employer for all out-placement services provided.

2. Retraining Assistance

Retraining assistance to a maximum of five thousand dollars will be provided in the form of payment of tuition fees at any Saskatchewan educational institute.

Employees will be able to access retraining assistance over a three year period commencing the date the employee's position is abolished.

Upon notification by the employee of the educational institution **they** will be attending, the Employer will advise the educational institute to invoice the respective department for tuition fees incurred by the employee.

3. Saskatchewan Relocation Assistance

Relocation assistance to a maximum value of five thousand dollars will be administered in accordance with the provisions of the Public Service Commission relocation policy.

Relocation assistance will be limited to in-province relocation expenses.

Employees may access the relocation assistance over a one year period commencing the date the employee's position is abolished.

4. Career Adjustment Assistance

Career adjustment assistance to a maximum of five thousand dollars will be provided on a reimbursement basis for expenses employees incur in pursuing alternative employment opportunities.

Employees may access Career Adjustment Assistance over a one year period commencing the date the employee's position was abolished.

Expenses that would be considered for reimbursement include business start-up costs, travel, etc.

5. Enhanced Severance

In addition to regular severance, Enhanced Severance shall be calculated on the basis of one week's salary for every year worked to a maximum of five weeks or three thousand dollars and will be provided to employees who elect to resign and access Career Assistance. Enhanced Severance shall be the lesser of five weeks or three thousand dollars.

**8.6 Position Abolishment**

**8.6.1 Notice of Position**

The Employer will inform the Union no less than 60 days in advance of written notice to employees whose position is to be abolished.

Written notice of at least 60 days in advance of lay-off shall be given to any permanent employee whose position is to be abolished.

Both parties recognize that job security shall increase in proportion to seniority. Therefore, in the event of job abolition or lay-off, employees shall be laid off in reverse order of seniority.

**8.6.2 Options of Permanent Full-Time and Permanent Part-Time Employees Who Have Received Notice of Position Abolishment**

An employee who holds permanent status in the position which is being abolished shall have the right to exercise any one of the following options:

- a) to exercise "bumping" (displacement) rights on the basis of **their** total seniority subject to Article 8.9 (Rights of Employees Who Are Bumped)
- b) to go on lay-off and have **their** name placed on the employment list subject to Article 8.12 (Placing Names on the Employment List)

- c) to retire
- d) to resign and receive severance pay, in accordance with Article 8.16 (Severance Pay), or
- e) take indefinite leave of absence without pay at the conclusion of which an employee may elect to resign with severance; or retire; or go on lay-off.

#### 8.6.3 Notice to Exercise Bumping Rights

- i) As closely as possible, bumping is intended to maintain an employee's salary rate and classification level, location, duties and responsibilities.
- ii) A Permanent employee who intends to exercise **their** bumping rights shall indicate **their** intention in writing to the **Chief Executive Officer** within ten working days of receipt of notice of position abolishment.
- iii) An employee who fails to indicate an intent to bump, within ten days, shall be deemed to have opted to go on lay-off, or **they** may resign and receive severance pay.

#### 8.6.4 Bumping Time Frame and Salary Continuance

- i) Every effort will be made to complete the bumping process prior to the position abolishment date, but in no event will the employee be retained in the position beyond that date.
- ii) Notwithstanding the above, any permanent employee who fails to retain employment through the bumping process by their date of lay-off and who should be able to retain employment, shall be provided with salary continuance until their placement in a new position.

#### 8.6.5 Bumping Order

Bumping shall be exercised in the following order within each stage of the process:

- First: a permanent full-time position designated by the **Chief Executive Officer** as vacant;
- Second: a permanent Part-time or Term employee encumbering a vacant permanent full-time position;
- Third: an employee on initial probation in a Permanent full-time position with the least service;
- Fourth: the permanent Full-time employee with the least total seniority.

Bumping shall cease when an employee is made an offer at the mandatory stage or accepts an offer or fails to bump.

#### 8.6.5.1

#### **Mandatory Stage**

- i) to bump in the employee's own class and own locality.
- ii) if the employee is not offered a position through the mandatory stage, **they** may proceed to the optional stages or go on lay-off as per initial notice, or resign and receive severance pay, access Career Assistance Options (Article 8.5.D) or access retirement programs.
- iii) Go on indefinite leave of absence without pay.

#### 8.6.5.2

#### **Optional Stage**

An employee accessing the optional stage of the bumping process shall be offered, if available, a choice of the following options:

- i) to bump within their own locality, laterally or downward.
- ii) to bump in another locality, laterally or downward.

#### 8.6.5.3

#### **Term Employees**

Term employees have no bumping rights. Upon conclusion of a term position, a term employee shall have **their** name placed on the employment list.

Permanent employees in term positions shall revert to their former positions.

### 8.7

#### **Acceptance of an Offer of a Position**

- i) An employee will have five working days from the date of receipt, not including the date of offer, to consider the formal offer of a position made as a result of exercising **their** bumping rights. If the employee does not accept the offer of the position within the five working days, **they** will be deemed to have declined the offer.
- ii) If an employee does not accept an offer of a position in **their** own class at the mandatory stage of bumping, **they** will be deemed to have resigned. Notwithstanding, such an employee will still be eligible for severance pay and Career Assistance options or access retirement programs currently in place.
- iii) If an employee does not accept an offer of a position at the optional stage of the bumping process, **they** will be placed on lay-off as per notice or may resign and receive severance pay and Career Assistance options or access retirement programs currently in place.
- iv) For Permanent Part-time Employees, the following shall apply:
  - i) if an employee declines an offer of a position in **their** own class, **they** will be deemed to have resigned and receive severance pay.
  - ii) If an employee declines an offer of a position in a lower class, **they** will be placed on lay-off or **they** may resign

and receive severance pay.

#### **8.8 Employee Not offered a Position**

If an employee is not offered a position after having proceeded through all stages of bumping, they may go on the employment list or resign and receive severance pay and access Career Assistance options or access retirement programs or go on indefinite leave of absence

#### **8.9 Rights of Employees Who are Bumped**

The bumping rights described above shall also apply to a permanent employee who has been bumped; however, such employees shall not be considered to have been laid off for the purpose of the sixty day written notice requirement.

#### **8.10 Position Abolishment During Probationary Period Other Than Initial Probation Period**

A permanent employee on probation whose position is abolished shall have the right to revert to **their** former position at **their** former step in the salary range subject to any increments that **they** would have received had **they** remained in that position. The provisions of Article 18.5 (Reinstatement from Definite Leave) shall also apply.

#### **8.11 Time to Adjust in New Position**

- i) An employee who, as a result of a reduction in staff, assumes a new position, shall be allowed the minimum of the probationary period of the classification to familiarize **themselves** with **their** new duties.
- ii) If, during the familiarization period, the parties determine that the bump was inappropriate, the options will be reviewed with the employee and the Employer to resolve the issue with the last resort being a return to the bumping process to determine a more appropriate bump.

#### **8.12 Placing Names on the Employment List**

Permanent employees may, as a result of position abolition, have their name placed on the employment list for an unbroken period, not to exceed two years, as follows:

- i) after electing to go on lay-off.
- ii) After a permanent employee refuses an offer of a bump at the Optional Stage.
- iii) After electing to bump and no bump is available. The two year period shall commence from the date when the search for bumping has been exhausted.



### 8.13

#### Re-Employment

- i) An employee who chooses option (b) in Article 8.6.2 (Options: Notice of Position Abolishment) shall be entitled to use **their** seniority to apply for any position posted in accordance with Article 5. That employee shall retain **their** seniority for two years, but if not re-employed within that time, **they** shall lose **their** seniority and receive the severance pay **they** would have received had **they** selected option (d) in Art. 8.6.2 and access Career Assistance Options.
- ii) At any time during this two year period the employee may elect to resign and receive severance pay and access Career Assistance options, as though **they** had selected option 8.6.2 (d).
- iii) Employment Lists  
The Employer will provide the Union with the employment list on May 1<sup>st</sup> of each year. The list shall indicate the names of persons, classification, reason for placement on the list, seniority, and date of removal from the list
- iv) Persons on the employment list shall be responsible for keeping the Employer notified of their current address and the Employer will not be liable to grievance action where it can be shown that failure to receive notice of employment opportunities is the fault of the employee in not notifying the Employer of a change in address.

### 8.14

#### Employer Amalgamation

In the event the Employer merges or amalgamates with any other body, the parties will pursue the following principles, that:

- a) employees are credited with all seniority rights with the new employer,
- b) all service credits relating to vacation with pay, sick leave credits and all other benefits are recognized by the new employer,
- c) conditions of employment and wage rates for the new employer are equal to the best provisions in effect with either employer,
- d) no employee suffers a loss of employment as a result of merger,
- e) preference in location of employment arising from the merger is determined on the basis of seniority.

## **8.15 Relocation of Headquarters**

Where the Employer finds it necessary to move an employee to a different headquarters, the Employer will give the affected employee(s) written notice at least 60 days in advance.

## **8.16 Severance Pay**

- a) An employee whose position is abolished, and who elects to resign or retire on immediate pension, shall be entitled to severance pay. They shall be paid one (1) week's pay for each year of service, or portion thereof, commencing with the second year.
- b) In the case of an employee who has completed five (5) or more years of continuous service, severance pay shall be on the basis of one (1) week's pay for each year of service or portion thereof, commencing with the first year. Service for the purpose of this provision shall include continuous service in positions both within and outside the scope of this agreement. It shall not include time spent on the employment list.
- c) For permanent part-time employees, severance will be based on percentage of time employee worked over the last calendar year.
- d) Pay will be calculated on the basis of the employee's rate of pay at the time of resignation, retirement, or when they last went on the employment list.

## **8.17 Volunteers, Work Placements, Job Transition Programs**

The Employer may use non-employees who are not paid for their services on a temporary basis, provided that the use of such non-employees must not result in the lay-off of any existing staff, or reduce the hours that would otherwise be available to existing staff.

## **ARTICLE 9 TECHNOLOGICAL CHANGE**

### **9.1** For the purposes of this Agreement, "technological change" shall mean:

- a) the introduction by the Employer into the Employer's work, undertaking or business of equipment or material of a different nature or kind than that previously utilized by the Employer in the operation of the work, undertaking or business;
- b) a change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material; or
- c) the removal or relocation outside of the bargaining unit by the Employer of any part of **their** work, undertaking or business.

- 9.2** When the Employer proposes to effect a technological change that is likely to affect the terms, working conditions or tenure of employment of two or more employees the Employer shall give notice of the technological change to the Union at least 90 days prior to the date on which the technological change is to be effected.
- 9.3** The notice mentioned in Article 9.2 shall be in writing and shall state:
- a) the nature of the technological change
  - b) the date upon which the Employer proposes to effect the technological change
  - c) the number and type of employees likely to be affected by the technological change
  - d) the effect that the technological change is likely to have on the terms and conditions or tenure of employment of the employees affected, and
  - e) such other information as the Minister of Labour may by regulation require.
- 9.4** Where the Union alleges that the Employer has failed to comply with Article 9.2 and the allegation is made not later than 30 days after the Union knew, or in the opinion of an arbitrator ought to have known, of the failure of the Employer to comply with Article 9.2, the arbitrator may, after affording an opportunity to the parties to be heard, by order:
- a) direct the Employer not to proceed with the technological change for such period not exceeding 90 days as the arbitrator considers appropriate,
  - b) require the reinstatement of any employee displaced by the Employer as a result of the technological change, and
  - c) where an employee is reinstated pursuant to clause (b), require the Employer to reimburse the employee for any loss of pay and benefits suffered by the employee as a result of the employee's displacement.
- 9.5** Where the Union makes an allegation pursuant to Article 9.4, the arbitrator may, after consultation with the Employer and the Union, make such interim orders under Art. 9.4 as the arbitrator considers appropriate.
- 9.6** An award of the arbitrator made under clause (a) of Article 9.4 is deemed to be a notice of technological change given pursuant to Article 9.2.
- 9.7** Where the Union receives notice of a technological change given, or deemed to have been given, by the Employer pursuant to Article 9.2, the Union may, within 30 days from the date on which the Union received the notice, serve notice on the Employer in writing to commence collective bargaining for the purpose of revising the existing provisions of this Collective Agreement that relate to terms and working conditions or

tenure of employment, or for including new provisions in the Agreement relating to such matters, to assist the employees affected by the technological change to adjust to the effect thereof.

- 9.8** The arbitrator may, upon application by the Employer, make an order relieving the Employer from complying with the requirement of the notice served under Article 9.7 or denying the Union the right under Article 9.7 to serve on the Employer a notice to commence collective bargaining where the arbitrator is satisfied that the Employer has given to the Union a notice in writing in accordance with Article. 9.7,
- a) prior to the day on which the Employer and the Union entered into this Collective Bargaining Agreement, or
  - b) not later than the first date on which either party could give notice in writing to negotiate a revision of the Agreement under **Section 6-26 of *The Saskatchewan Employment Act***.

- 9.9** Where the Union has served notice to commence collective bargaining under Article 9.7, the Employer shall not affect the technological change in respect of which the notice has been served unless an agreement has been reached as a result of collective bargaining.

- 9.10** Where the parties do not reach agreement within 60 days after the date on which the Union has received notification from the Employer of its intention of introduction of a change, the matter may be referred to an expedited arbitration process for purposes of a decision. Within seven days a decision shall be rendered. Technological change shall not be introduced by the Employer until such decision is rendered. Such a decision will be final and binding on both parties.

Where new skills are required by the affected employees, said employees shall:

- a) at the employer's expense; and
- b) within a reasonable period of time; and
- c) without reduction of hours or rates of pay and corresponding adjustments to workloads;

acquire the necessary skills required by such technological change through a program approved by the Employer.

Where such employees successfully complete such training or upgrading or instruction, the Employer shall provide written acknowledgment that the new skills acquired by the employee are sufficient to accommodate the technological change.

- 9.12** An employee who is displaced from **their** job as a result of technological change under this Article, shall have the rights in accordance with Article 8 (Job Abolishment and Lay-off).

## **ARTICLE 10 HOURS OF WORK AND OVERTIME**

### **10.1 Hours of Work Designation**

Each position will be assigned an hours of work designation in accordance with Schedule "A".

### **10.2 Office Employees**

#### **10.2.1 Normal Hours**

Employees will work 8 hours per day (72 hours/2 week cycle) and the hours of work shall be Monday to Friday, 8:00 a.m. to 4:30 p.m. with a ½ hour lunch break taken between 12:00 noon and 1:00 p.m. except as otherwise mutually agreed between the parties.

#### **10.2.2 Days of Rest**

Saturday and Sunday will be days of rest.

#### **10.2.3 Flextime Arrangements**

At the employees' request and where work circumstances permit, the **Chief Executive Officer** may approve hours of work where starting and quitting times and lunch hours vary from the normal hours. Employees shall not start earlier than 6:30 a.m. and finish work no later than 6:30 p.m.

#### **10.2.4 Entitlement to Scheduled Days Off**

Employees shall be entitled to take one scheduled day off every two weeks subject to the following:

- a) Scheduled days off shall normally be taken on Friday, or Monday, except at the employee's request and by mutual agreement locally, SDO's may be taken on any day of the week.
- b) There shall be no claim for sick leave when an employee is ill on a scheduled day off.
- c) Employees on sick leave, vacation leave, educational leave, or other approved leave with or without pay shall resume their normal work cycle when they return to work. There shall be no accumulation of an employee's scheduled day off that would have been taken during the period of the leave.
- d) While on sick leave or vacation leave, the number of days charged against the employee's sick leave or vacation leave shall not include **their** scheduled days off during that period.
- e) Scheduled days off that fall on a statutory holiday shall be re-scheduled to the preceding or next following working day by mutual agreement.

- f) Upon request, employees shall be permitted, by mutual agreement locally, to bank a maximum of five (5) SDO's.
- g) Upon request, employees shall be permitted, by mutual agreement locally to use a partial SDO.

### **10.3 Field Employees**

#### **10.3.1 Normal Hours**

The hours of work for all field employees shall be averaged on the basis of 8 hours x the number of normal working days in each month as set out in Appendix B, and shall be unregulated within any working day or series of working days. The number of hours to be worked in each month as set out in Appendix B, shall be reduced by 8 hours times the number of scheduled earned days off which fall in that month.

#### **10.3.2 Commencing or Moving Into Field Designated Class**

Notwithstanding the provisions of Article 10.3.1, for an employee commencing initial employment in a field designated class or an employee moving into a field designated class who commences on a day other than the first day of the month or a field employee who terminates on a day other than the last day of the month, the number of hours to be worked at straight time during that month shall be determined on the basis of 8 hours times the number of normal working days in the past month less 8 hours for each designated holiday(s) and scheduled earned days off which fall in that period.

#### **10.3.3 Days of Rest**

Where work permits, field employees will be granted two consecutive days of rest per week. These will normally be Saturday and Sunday.

#### **10.3.4 Entitlement to Scheduled Days Off**

Field Employees shall be entitled to a scheduled day off every three weeks subject to the following:

- a) Wherever possible, the scheduled days off shall be taken adjacent to days of rest except they may be re-scheduled by mutual agreement.
- b) Scheduled days off shall not alter the employee's days of rest.
- c) There shall be no claim for sick leave when an employee is ill on a scheduled day off.
- d) Employees on sick leave, vacation leave, educational leave or other approved leave with or without pay shall resume their normal work cycle when they return to work. There shall be no accumulation of an employee's scheduled days off that would have been taken during the period of the leave.

- e) While on sick leave or vacation leave, the number of days charged against the employee's sick leave or vacation leave shall not include **their** scheduled days off during that period.
- f) When an employee is authorized or directed to attend a training course that does not involve a leave of absence and falls on **their** scheduled day off, the scheduled day off will be re-scheduled by management.

### **10.3.5 Management to Establish Three Week Work Cycle**

The three week work cycles including the employee's scheduled day off shall be established by management. Management shall approve when an employee's actual earned day off will be taken.

### **10.3.6 Leave With Pay in Averaging Period**

For the purpose of pay calculation, approved vacation and sick leave with pay or any other approved leave with pay shall be included as actual hours worked in the averaging period as set out in Article 10.3.1 subject to the following:

- a) In no event shall the number of hours included as actual hours worked exceed a maximum of 8 hours per day.
- b) In the event an employee has actually worked a part day, the maximum number of hours which will be included as actual hours worked shall not exceed that number of hours required to bring about a combined (hours actually worked plus approved leave with pay) maximum of 8 hours per day.
- c) The foregoing shall have no application if the employee was not scheduled to work on any such day.

### **10.3.7 Leave Without Pay in Averaging Period**

Leave without pay shall not be included as hours actually worked in the averaging period as set out in Article 10.3.1.

### **10.3.8 Special Scheduled Day Off Provisions**

The following special provisions may be implemented by mutual agreement at the local level:

- a) Notwithstanding Article 10.3.4 (Entitlement to Scheduled Days Off 5-5-4), scheduled days off shall be worked and accumulated at straight time.
- b) The duration of the period during which scheduled days off are to be worked and accumulated will be established by mutual agreement provided that the period shall not exceed six (6) months.

- c) Any scheduled day off worked for the purpose of accumulation shall not be included as actual hours worked in the averaging period for the calculation of overtime entitlement.
- d) Accumulated scheduled days off shall be taken by mutual agreement at the local level provided that they fall within the three (3) month period next following the expiration of the accumulation period as set out in b) above.
- e) In the event mutual agreement is not reached as set out in d) above, management shall direct when the days are to be taken in accordance with the three (3) month provision.
- f) In the event that mutual agreement is not reached at the local level as provided for in d) above and management does not direct when the accumulated scheduled days are to be taken as provided for in e) above, the accumulated days not taken will be paid out at the rate of time and one half for each such day, based on the employee's rate of pay in effect at the time of the expiration of the accumulation period as set out in b) above.
- g) The duration of the averaging period shall be considered expired should an employee be dismissed, resign, promote, demote, transfer or is on an approved leave of absence without pay or lay-off for a period of 3 calendar weeks or more and the scheduled days accumulated to that period in time shall be paid out at straight time rates for each such day based on the rate of pay in effect at the time of the expiration as set out in this provision.

#### 10.4 Rest Periods

Employees shall be entitled to a morning and afternoon rest period of fifteen (15) minutes each. Rest periods shall be scheduled to meet the needs of the Board. All employees shall have a paid 15 minute rest period for every four hours worked.

#### 10.5 Travel Time

Travel Time authorized by management will be considered hours worked, should an employee be unable to get prior authorization for the purpose of travel time, such authorization may be given retroactively by management. **Actual** travel time from an employee's headquarters to a **secondary** work site(s) and return shall be considered as **hours** worked.

#### 10.6 Overtime

##### 10.6.1 Overtime Must be Authorized

Employees shall not work overtime unless authorized to do so. Overtime must be authorized in writing. Verbal authorization may be given in emergent situations followed by written authorization on the next working day.



## **10.6.2 Office Employees**

### **On a Regular Work Day**

Payment shall not be made for overtime work under one-half hour. Payment for authorized overtime worked on a regular work day in excess of the regular hours of work shall be made at 1 1/2 times for the first four hours and double time for all hours worked after four.

### **On a Day of Rest or Scheduled Day Off**

An employee who is required to work on **their** first or second day of rest or on **their** scheduled day off, shall be paid at the rate of double time for all hours worked on that day, with a minimum two hour guarantee at overtime rates.

## **10.6.3 Field Employees**

All field employees shall receive double time their regular rate for all hours worked in excess of twelve (12) hours in a day. Hours in excess of monthly averaging period shall be compensated at one-and-a-half (1 1/2) times their normal rate of pay.

## **10.7 Time In Lieu of Overtime (TIL)**

At the request of the employee, management may grant time off at the appropriate premium rate at a mutually acceptable time in lieu of payment for overtime worked. If such time off in lieu cannot be taken by the end of the fiscal year, an employee shall be eligible to carry over a maximum 50 hours to the next fiscal year. An employee shall be paid out for all hours in excess of 50 hours at the end of the fiscal year. Employees may also request pay out of accumulated TIL.

## **10.8 Callback**

An employee who receives a callback for overtime after leaving the place of work shall be paid for a minimum of two hours at overtime rates or actual hours worked, whichever is the greater.

On a callback, an employee shall be reimbursed at the kilometre allowance as per the use of private vehicle provisions with a minimum of \$5.00.

## **10.9 Phone Calls After Hours**

An office employee who, after **they have** left **their** place of work, receives a phone call from management after work which does not involve a return to **their** place of work, shall be paid for each hour or portion thereof worked or for a minimum of one-half (½) hour at appropriate overtime rates.

Field employees shall be as above at straight time rates included in the averaging period until they reach twelve (12) hours in a day. 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.

## **ARTICLE 11      PAY ADMINISTRATION**

### **11.1              Rates of Pay**

The rates of pay contained in Schedule A attached to and forming part of this Agreement, shall be the rates paid to the employees occupying the positions allocated to the classification.

### **11.2              Equal Pay for Work of Equal Value**

The Employer agrees to recognize the principle of equal pay for work of equal value, regardless of the sex of the employee.

### **11.3              Pay Periods**

Employees shall be paid monthly and shall receive a statement showing gross amount earned, itemized deductions there from and the net amount payable.

Upon appointment to a full-time position, employees may elect to receive a pay advance on the 15<sup>th</sup> day of each month.

### **11.4              Pay**

**11.4.1**              All employees shall be paid the hours worked times the hourly rate as contained in the pay schedule.

**11.4.2**              Hours worked by full-time employees shall include approved leave with pay, e.g., designated holidays, sick leave, vacation leave, etc.

**11.4.3**              Hours worked by less-than-full-time employees shall be supplemented by five percent for designated holidays and the appropriate rate for vacation pay, as per Article 13.1.3 (Term and Less Than Full-time Employees). Approved leave with pay shall also be considered as hours worked.

### **11.5              Increments**

**11.5.1**              Full-time employees shall receive increments **within their pay range** effective each anniversary date of their appointment **or other such increment date as is established pursuant to the terms of this agreement.**

**Less-than-full-time/**Part-time employees will receive increments every 1,872 hours worked.

Notwithstanding the above, the **Employer** may withhold the increment on the basis of unsatisfactory job performance. The **Employer** shall notify the employee in writing of **the withholding of the increment no later than fourteen (14) calendar days** prior to the increment date and **shall provide the employee with the reasons. The Employer shall provide the Union with a copy of the notice.** If the employee is not served with such notice **fourteen (14) calendar days** prior to the increment date, **they** will be deemed to have earned the increment.

An employee may grieve the withholding of **their** increment. The onus of proving that the increment may be withheld shall rest on the Employer.

**11.5.2** When an employee returns to work after a leave of absence without pay or from lay-off, the employee will be credited with all service prior to leave of absence without pay or lay-off. Having achieved the required accumulation, the date upon which the increment is earned will be the new increment date.

**11.5.3** For the purpose of this Article, days paid for sick leave, pressing necessity, holidays, vacation, workers' compensation, leave with pay and Union business leave shall be regarded as service.

## **11.6 Pay on Promotion**

**11.6.1** On promotion, an employee's rate of pay shall be adjusted to the minimum of the new range except that the rate will not be less than 8% above **their** current salary and not more than the maximum of the new range. If the addition of 8% produces a rate between two steps in the range of the higher paid position, the salary shall be adjusted to the higher of these two rates.

- 11.6.2**
- a) On promotion, if other than on the first working day of the month, the increment date shall be adjusted to the first of the month of promotion.
  - b) Where the promotion is a result of a reclassification the increment date shall be adjusted to the first of the month of the request for review.
  - c) Whenever a permanent employee's increment date or an adjustment in salary occur on the same date as a promotion or reclassification, the employee shall receive the increment or adjustment before the promotion formula is applied.

**11.6.3** A permanent employee who is promoted and fails the probation or opts to revert, shall revert to the position held prior to promotion or by mutual agreement the employee may revert to a similar position. The rate of pay in the position will be adjusted upwards based on any

increments which would have been earned had the employee not been promoted.

## **11.7 Pay on Demotion**

### **11.7.1** When a permanent employee is demoted, the rate of pay for the new position shall be as follows:

Involuntary:

- a) If the rate of pay received in the previous position was more than the maximum rate of the new position, the employee's rate shall be red-circled, *i.e.*, remain unchanged until the maximum of the new position exceeds such rate, at which time the employee shall receive the maximum of the new position.
- b) If the rate of pay received in the previous position falls within the range of pay of the new position, the new rate will be the former rate received or if no such rate exists, the next higher rate.

Voluntary:

If the rate of pay received in the previous position was more than the maximum rate of the new position, the new rate shall be the maximum of the new position.

### **11.7.2** Increment dates shall not be affected by demotion.

## **11.8 Pay on Transfer**

When an employee is transferred, **they** shall retain **their** rate of pay and shall move to the same step of the new pay range as held in the previous range.

## **11.9 Pay on Employer-Initiated Transfer**

Where, as a result of a Employer-initiated transfer, a permanent employee is employed in the same position, the rate of pay shall be at the same step in the range as at time of lay-off, or previous to the transfer, including any-time which may have been earned towards an increment.

## **11.10 Pay on Re-Employment**

### **11.10.1** Where, as a result of a competition a permanent employee who has had **their** job abolished is re-employed in a position with a classification that has a lower maximum salary, the rate of pay shall be equivalent to the rate formerly received (if an identical rate exists in the new range), or the maximum rate (if the rate in the former position exceeds the maximum of the new range).

**11.10.2** Where, as a result of a competition a permanent employee who has had **their** job abolished is re-employed in the same position, the rate of pay shall be at the same step in the range for the position as at the time of lay-off, including any time which may have been earned toward an increment.

**11.11 Temporary Performance of Higher Duties**

Temporary performance of higher duties is the voluntary assignment of an employee to perform the duties of a position with a higher maximum hourly rate of pay.

If the assignment is for 90 consecutive calendar days or less, the employee shall receive payment for each regular day of assignment which provides for an increase of 5% over **their** current hourly rate. If the 5% increase produces an hourly rate below the minimum **step in** the range for the higher position, then the salary shall be adjusted to the minimum of that range. **If the 5% increase produces an hourly rate between two steps in the higher range, the salary shall be adjusted to the higher of these two rates.** In no case shall the hourly rate be more than the maximum of the higher class.

Assignments which are of 90 days or more shall be subject to Art. 11.6 (Pay on Promotion) and shall be retroactive to day one. No assignment shall exceed six months.

**11.11.1** The following guide rules for hours of work and payment, while assigned higher level duties, shall apply:

- a) employees shall work the hours of work designated for the TPHD position.
- b) There shall be no change to the employees' home work cycle or scheduled day off entitlement prior to the employee completing that cycle, at which time the employee shall enter into the work cycle and scheduled day off entitlement of the TPHD position. On completion of the TPHD assignment, the employee shall immediately return to the work cycle of the home position. There shall be no prorating of the scheduled day off entitlement when entering into the TPHD work cycle or when returning to the home position work cycle.

**11.11.2** In-scope employees assigned TPHD to an out-of-scope non-tie position shall work such hours as assigned by management. The employee will be entitled to a total of twelve (12) scheduled days off per calendar year on a pro-rata basis in accordance with a) below. This time is to be taken at times authorized by the **Chief Executive Officer**. The employee continues to pay union dues, accrue seniority and retain all rights conferred by the Collective Bargaining Agreement.

- a) subject to the assignment being a minimum of seven consecutive working days, following the employee completing

the home position cycle as in b) above entitlement to scheduled days off shall be calculated as follows:

Number of full working days x .0462, i.e.(12 ÷ 260)  
The resulting product shall be rounded up to the nearest half day.

b) Compensation shall be paid as per the TPHD assignment.

## **11.12 In-Hiring Salary Adjustments**

**11.12.1** In-hiring rates of pay shall normally be at the minimum of the salary ranges when the selected applicant possesses education and/or experience which meets the minimum requirements for the classification.

**11.12.2** Where the selected applicant possesses education and/or experience which exceeds the minimum requirements for the classification, the **Chief Executive Officer** may approve an in-hiring salary adjustment up-in-the-range. The Union will be notified in writing.

**11.12.3** For up-in-the-range appointments, the **Chief Executive Officer** will, in circumstances where another employee may be affected, post the salary step, and an outline of the education and experience of the person appointed. Any employee in the same class who is being paid at a rate lower in the range and who believes **they** possess education and experience equivalent to the person appointed above the minimum, may, with 30 calendar days of such publication, request that the Employer review **their** education, experience and salary.

**11.12.4** If, as a result of the review, a salary adjustment is warranted, the **Chief Executive Officer** shall so authorize effective the date of the original appointment of the up-in-the-range hire.

## **ARTICLE 12 REIMBURSEMENTS**

### **12.1 Travel - In-Province**

#### **12.1.1 Meals**

The Employer will reimburse employees for meals while conducting employer business away from headquarters in accordance with the rates established in the Public Service Commission/SGEU Collective Bargaining Agreement. The parties recognize that these rates are adjusted from time to time. The Union will notify the employer of any change to these rates over the term of the contract. The applicable rates at date of signing are listed below:

Per diem	<b>\$51.00</b>
Breakfast	<b>\$10.00</b>
Dinner	<b>\$18.00</b>
Supper	<b>\$23.00</b>

These rates include GST. No receipts are required.

Where a charge is made for a banquet, it will be in lieu of the meal involved.

No claim for a meal allowance may be made for:

- breakfast, if the time of departure is later than 7:30 a.m. or the time of return is earlier than 8:30 a.m., or
- dinner, if the time of departure is later than 11:30 a.m. or the time of return is earlier than 12:30 p.m., or
- supper, if the time of departure is later than 5:30 p.m. or the time of return is earlier than 6:30 p.m.

Notwithstanding the above, an employee authorized away from **their** headquarters after 5:30 p.m. and having worked six hours after 5:30 p.m. will be eligible for a dinner meal allowance.

### 12.1.2

#### **Mileage**

The Employer will reimburse employees for all authorized travel. Employees who are required to use a vehicle for company business and agree to use a privately owned vehicle for such business shall be paid, in accordance with the rates established within the Public Service Commission/SGEU Collective Bargaining Agreement. The parties recognize that these rates are adjusted from time to time. The Union will notify the employer of any change to these rates over the term of the contract.

#### **Incidental Usage**

Employees who are authorized on an incidental basis to use a private vehicle shall be paid a minimum allowance of five dollars (\$5.00) per day, one dollar and fifty cents (\$1.50) per hour to maximum of six dollars (\$6.00) per day or the km rate, whichever is greater.

### 12.1.3

#### **Hotel Accommodation**

Hotel: Actual and reasonable charges are to be supported by a receipt. Charges in excess of such amount must be approved by the **Chief Executive Officer**.

An amount of \$35.00 per night (no receipt necessary) will be paid for accommodation in private residences. Amounts in excess of \$35.00 per night will be accepted only when accompanied by a receipt and a signed

statement from the employee that no other accommodation was available.

## **12.2 Travel - Out-of-Province**

The Employer will reimburse employees for meals while conducting employer business away from headquarters in accordance with Public Service Commission and SGEU, as adjusted from time to time. The Union will notify the employer of any change to these rates over the term of the contract. The applicable rates at time of signing are listed below:

Per diem	<b>\$61.00</b>
Breakfast	<b>\$13.00</b>
Dinner	<b>\$20.00</b>
Supper	<b>\$28.00</b>

These rates include any applicable taxes. No receipts are required.

Where a charge is made for a banquet, it will be in lieu of the meal involved.

Hotel accommodation: Actual and reasonable charges supported by a receipt.

## **12.3 Incidental Expenses**

See Appendix D

## **12.4 Payment of Membership Fees**

The Employer agrees to pay the membership fees of all employees who are required to be a member of an association in the course of their duties.

## **12.5 Relocation Allowances**

An employee whose headquarters is changed as a result of a promotion, voluntary/involuntary transfer or demotion shall be reimbursed for relocation expenses in accordance with the PSC relocation policy, Appendix F.

Relocation expenses would include but not be limited to the following:

- search for accommodation at new work location
- moving of primary household effects
- in-transit insurance
- transportation of personal motor vehicle
- travel to new work location
- storage costs of household location
- temporary accommodation at new work location
- maintenance of original domicile
- residential property expenses



- incidental expenses.

## **12.6 Payments Due on Separation**

Payments under this agreement due to an employee on separation shall be made within a period of two weeks excepting, however, in those instances where it is necessary to withhold payments pending an accounting and settlement of any monies due the Employer on account of any advances repayable, inventory unaccounted for or any other valid claim against an employee. In the event of death of an employee, any amounts due shall be paid to the estate.

## **12.7 Benefit Refund**

### **12.7.1 Employees whose employment is terminated**

- a) due to permanent lay-off following two years on the lay-off list, Article 8.16 (Severance Pay), or
- b) due to ill health or physical or mental incapacity and who are not eligible for pension under Section 10(b) of *The Public Service Superannuation Act* or for a payment under Sections 16, 47 or 48 of the said Act, and whose application for payment under this subsection has been approved by the Employer, shall be entitled to receive a refund in an amount equal to one-third of their unexpended sick leave accumulated from the date of employment to the date of separation. Payment will be calculated on the salary being paid on date of separation.

### **12.7.2 Where an employee entitled to a refund under this section has obtained credit for unused sick leave under Article 17.4.1 (to last date of employment), the refund payable with respect to any unused sick leave so recredited shall be that paid to **them** at the time of **their** first separation to such unused sick leave.**

### **12.7.3 Additional Credit for Refund Purposes**

In calculating the number of completed months of service which an employee has to **their** credit for the purpose of receiving pay in lieu of earned sick leave, the number of calendar days of service in the first month of employment plus the number of calendar days service in the final month of employment, when equal to or greater than thirty shall count as a month's service.

## **ARTICLE 13 VACATION LEAVE**

### **13.1 Vacation Entitlement**

#### **13.1.1 Permanent Full-Time**

Permanent Full-Time employees shall be granted vacation based upon the years of service they will have completed in the fiscal year. Vacation entitlements shall be advanced to Permanent Full-Time employees at the beginning of each fiscal year.

a) Vacation entitlement shall be as follows:

Up to 7 years service =	15 days per year prorated for partial years
8 – 14 years service =	20 days per year prorated for partial years
15 –21 years service =	25 days per year prorated for partial years
22 + years service =	30 days per year prorated for partial years.

#### **13.1.2 Permanent Part-Time**

- a) Permanent Part-Time employees will acquire vacation on an earned basis.
- b) Employees shall have their vacation entitlement calculated as per 13.1.1b) and prorated based on time worked.

#### **13.1.3 Term and less than full-time employees**

- a) Term employees shall have their vacation entitlement calculated in accordance with Article 13.1.1b) and shall receive vacation pay in accordance with the following table:

Vacation Entitlement	Vacation Pay
Fifteen (15) days	6% of total earnings
Twenty (20) days	8% of total earnings
Twenty-five (25) days	10% of total earnings
Thirty (30) days	12% of total earnings

**NOTE:** For the purposes of this Article, “total earnings” include the vacation payment. For administrative purposes, to facilitate the payment of vacation pay, the percentages will be as follows:

- 6.36% - fifteen (15) days
- 8.64% - twenty (20) days
- 11.00% - twenty-five (25) days
- 13.44% - thirty (30) days

An employee may elect to bank such earnings and be paid out when **they** take vacation, provided **they** give payroll two weeks notice to effect payment.

### **13.2 Definition of Years of Service**

Years of service to determine vacation entitlement shall include service with Government of Saskatchewan, any Board, Commission or Crown Corporation of the Government, District Health Boards, Boards of Education in Saskatchewan, Saskatchewan Universities, all SGEU Bargaining Units, service as a paid staff member of SGEU, any paid employment in an administrative or programming capacity with SaskCulture, organizational members of SaskCulture, Provincial Authority of the Government or **operating** grant clients of the Saskatchewan Arts Board.

The onus shall be on the employee to inform the Employer of any previous service under this Article.

### **13.3 Vacation Entitlement in the First Fiscal Year of Employment**

The month in which the employee commences employment shall be considered a complete month of service when the employee begins work on the first working day of the month. These employees shall be entitled to take, from that day to the following March 31, vacation leave with pay equivalent to **their** entitlement for each completed calendar month of service. Where an employee begins employment on a day other than the first working day of the month, such vacation earnings will be prorated for that month.

### **13.4 Vacation Leave Must be Authorized**

Leave provided in this Article must be authorized by the **Chief Executive Officer**.

Every effort will be made to permit the taking of leave between May 1 and October 1 in each year.

Vacation leave shall be rotated to ensure equality regardless of seniority.

No employee shall be required to work during scheduled vacation. However, should an employee agree to work, the vacation period so displaced shall, at the employee's option, either be added to the vacation period or reinstated for use at a later date mutually agreed upon.

An employee shall be entitled to receive vacation in an unbroken period unless otherwise mutually agreed upon between the employee and the **Chief Executive Officer**.

### **13.5 Vacation Carry-over**

An employee shall be entitled to carry over any unused vacation entitlement from one fiscal year to the next, to a maximum of ten days. Additional amounts may be carried over with approval of the **Chief Executive Officer**. Such requests and the **Chief Executive Officer's** response shall be in writing. Any payout which may result shall be at the employee's current rate of pay.

### **13.6 Designated Holiday During Vacation Leave**

When any holiday designated in Article 14 (Designated Holidays) falls within an employee's annual vacation, that day shall not be counted as a vacation day.

### **13.7 Approved Leave During Vacation**

**13.7.1** When an employee qualifies and is approved for sick leave, bereavement, or any other approved leave **for pressing necessity (Article 17.3 and Appendix G)** during **their** vacation, there shall be no deduction from **their** vacation credits for such absences.

**13.7.2** By mutual agreement between the Employer and the employee, **the period of vacation displaced by the approved leave shall** be added to the vacation period or reinstated for use at a later date. Substantiation of all claims for deferred vacation must be provided, **when requested by the Employer.**

### **13.7.3 Sickness During Vacation**

**13.7.3.1** An employee whose vacation leave is interrupted by illness or injury that requires hospitalization shall, upon request, have the period of hospitalization charged against available sick leave credits. The employee shall provide medical evidence of their hospitalization.

**13.7.3.2** In certain circumstances, when an employee on vacation is incapacitated due to serious illness or injury (although not hospitalized), they may request that the time they were ill or injured be converted from vacation leave to sick leave. The employee shall provide medical documentation to substantiate the request.

### **13.7.4 Conversion of Vacation Leave**

**Conversion of vacation leave to sick leave shall be approved only by the Chief Executive Officer or their designate.**

### **13.8 Vacation Leave on Retirement**

In addition to any vacation earned up to March 31 of the preceding fiscal year, an employee leaving the Saskatchewan Arts Board on retirement on immediate pension shall be entitled to full vacation leave or pay in lieu in the fiscal year of retirement.

### **13.9 Vacation Pay for Partial Months of Work**

When in any calendar month of employment an employee does not receive **their** full monthly salary, **they** shall receive together with **their** regular pay for that part-month, vacation pay at the rate of:

- 6.36 per cent if **they** earn vacation leave at 15 days per year,
- 8.64 per cent if **they** earn vacation leave at 20 days per year,
- 1.00 per cent if **they** earn vacation leave at 25 days per year,
- 13.44 per cent if **they** earn vacation leave at 30 days per year.

### **13.10 Vacation Pay on Overtime Earnings**

An employee shall receive together with **their** payment for overtime earnings, vacation pay at the rate specified in Article 13.9.

### **13.11 Vacation Pay on Supplementary Earning**

In respect to supplementary earnings (over and above regular salary but excluding vacation pay) an employee shall receive, together with **their** cheque for such supplementary earnings, vacation pay thereon at the rate specified in Article 13.9.

### **13.12 Vacation Pay on Separation**

An employee who leaves the service of the Employer shall be paid in lieu of earned vacation leave which has not been used. In the event of the death of an employee, any amount due under this Article shall be paid to the employee's estate.

### **13.13 Employee May Request Salary Advance**

An employee shall be entitled, once a year, to receive salary in advance of **their** vacation leave. The employee shall request in writing to the **Chief Executive Officer** not less than seventeen working days before the commencement of **their** leave.

### **13.14 Cancelling of Approved Vacation Leave**

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

### **13.15 Vacation Leave Records**

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

### **13.16 Exceeding Vacation Entitlement on Termination of Employment**

An employee leaving the Arts Board who has been granted more vacation leave than is due **them** shall have such overpayment deducted from any monies owing **them** by the Board, calculated on the basis of the salary in effect at the date of termination.

## **ARTICLE 14 DESIGNATED HOLIDAYS**

### **14.1 Designated Days**

Designated holidays with pay shall be allowed for: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and one other day per year as mutually agreed to by the parties.

### **14.2 Falling on a Weekend**

For field employees and all other employees whose regular weekly days off are Saturday and Sunday on a permanent basis, the following rules shall apply:

- i) When any of the above holidays falls on a Sunday, the following Monday shall be deemed to be a holiday in lieu thereof.
- ii) When any of the above holidays falls on a Saturday, the Employer shall designate another working day, either the preceding Friday or the following Monday to be observed as the holiday in lieu thereof.

### **14.3 Partial Month of Work**

Full-time employees who have not worked the entire month in which a designated holiday falls shall be paid five percent (5%) of regular earnings for each pay period in lieu of designated holidays not worked. Earnings for this purpose shall not include vacation pay.

### **14.4 Working on a Designated Holiday**

An employee required to work on a designated holiday shall be entitled to their regular pay plus 1 1/2 times their regular pay for each hour up to normal hours they work. This shall be paid out or may be taken as time in lieu by mutual agreement.

An employee who is required to work overtime on a designated holiday shall be paid at the rate of three times **their** regular pay for each hour in excess of normal hours which **they** work.

When a holiday falls on an employee's assigned day of rest, and **they are** required to work on such holiday, **they** shall be paid, in addition to

**their** regular pay, at the rate of two times for all hours worked and shall also be granted a day off in lieu of the assigned day of rest. The day off shall be mutually arranged between the employee and **their** employer, but must be granted within the three month period following the originally assigned day.

## **ARTICLE 15      CLASSIFICATION PLAN**

### **15.1              Classification Plan**

**15.1.1**              The parties agree to maintain a Classification Plan that meets the requirements outlined in the “Equal Pay for Work of Equal or Comparable Value” and “Pay Equity Policy Framework for the Province of Saskatchewan.”

**15.1.2**              The Classification Plan consists of the positions listed in Appendix A. The positions listed therein are active and persons may be appointed to those positions as required and in accordance with the terms and conditions of this Agreement.

**15.1.3**              The parties agree to share any materials with each other that are fundamental to the maintenance of the Classification Plan. The parties agree to open communication in their joint and separate activities related to the maintenance of the Classification Plan.

### **15.2              Maintaining the Plan**

The parties agree that the terms of maintaining the plan are as outlined in this article.

### **15.3              Manual of Position Descriptions and Ratings**

**15.3.1**              A manual of current position descriptions, factors and ratings for all positions included in the Board’s Classification Plan shall be maintained by the Employer on an ongoing basis. Each position description shall include its title, Field or Office designation, hours of work, classification level and probationary period.

### **15.4              Creation of New Positions and Change to Designation**

#### **15.4.1              Creation of New Position**

- a)**              The Employer shall provide written notice to the Union when it creates a new position.
  - i)**              The parties shall negotiate the new position’s inclusion or exclusion, and its designation as ‘Office’ or ‘Field’ **and the length of probation (six or twelve months).**
  - ii)**             The parties shall conclude negotiations regarding inclusion or exclusion and designation prior to the classification of

the position by the Classification Plan Working Group and the posting of the position.

- b) No later than two (2) business days after the parties reach agreement regarding inclusion or exclusion and/or designation, the **Chief Executive Officer** shall forward a written request for classification of the new position to the Classification Plan Working Group. The request shall include the position description and all relevant information.
- c) The Classification Plan Working Group (CPWG) shall review and evaluate the position within seven (7) calendar days and shall release its written decision regarding classification of the position to the Employer and the Union immediately. The Working Group shall include the rationale for its decision.
- d) If the CPWG cannot reach consensus during its work, the Employer may assign a pay band and proceed to fill the position in accordance with Article 5 (Appointments).
  - i) The posting for the position shall include a notation that the position has not yet been rated and the pay band is subject to change.
  - ii) The dispute shall then proceed in accordance with Article 15.16.12 (Resolution of Disputes).

#### **15.4.2 Change to Designation**

When the Employer believes an existing position's 'Office' or 'Field' designation requires adjustment, the parties will negotiate the designation.

#### **15.4.3 Resolution of Disputes**

- a) Any items not agreed to between the parties shall be resolved pursuant to Article 21 Arbitration and/or Appendix G (Dispute Resolution Options).
- b) Any adjustment to the pay band assigned to the position resulting from an agreement between the parties or the resolution of a dispute will be retroactive to the date of appointment of any employee(s).

#### **15.5 Request Review of Classification**

##### **15.5.1** When a Permanent employee who is the incumbent, the Union or the Employer believes:

- a) A position's assigned duties and responsibilities have altered sufficiently to justify a review of the position's classification, or



- b) A position or group of positions should be reclassified to conform to a classification assigned to a similar position or group of positions, any one of them may request a review of the position's classification.

#### 15.5.2

Requests for review of a position's classification shall be submitted in writing to the **Chief Executive Officer**.

- a) When the request is made because there is a belief that the job's assigned duties and responsibilities have changed, the request shall include the current job description and a description of the changes to the duties and responsibilities.
  - i) The request and the description of the changes to the duties and responsibilities shall be signed by the party requesting the review (the incumbent of the position or the designated representative of the Union or the Employer, as applicable).
  - ii) The position's supervisor shall indicate their endorsement of the description of the changes to the duties and responsibilities by their signature on the documentation. If the supervisor does not endorse the description of the changes to the duties and responsibilities and does not sign the document, **they** shall include a full written and signed explanation with the request. The Classification Plan Working Group may request clarification or additional information from the supervisor and/or the party requesting the review, as required.
- b) When the request is made because there is a belief that a position or group of positions should be reclassified to conform to a classification assigned to a similar position or group of positions, the request shall include the current job description(s) and a full written explanation that supports the request.
  - i) The request and the explanation that supports the request shall be signed by the party requesting the review [the incumbent(s) of the position(s) or the designated representative of the Employer or the Union, as applicable].
  - ii) The position's supervisor shall indicate their endorsement of the explanation that supports the request by their signature on the documentation. If the supervisor does not endorse the explanation and does not sign the document, **they** shall include a full written and signed explanation with the request. The Classification Plan Working Group may request clarification or additional information from the supervisor and/or the party requesting the review, as required.

- 15.5.3** No later than two (2) business days after receipt of the request and required documentation, the **Chief Executive Officer** shall provide written acknowledgement of the request, noting the date of receipt.
- a) When the request is submitted by an employee or the Employer, the Union shall be provided with a copy of the written acknowledgement.
  - b) When the request is submitted by the Union or the Employer, any employee who is an incumbent in the position(s) shall be provided with a copy of the written acknowledgement.
- 15.5.4** No later than two (2) business days after receipt of the request and required documentation, the **Chief Executive Officer** shall forward, in writing, the request and all required documentation to the Classification Plan Working Group.
- a) When the request is submitted by an employee or the Employer, the Union shall be provided with a copy of the written correspondence.
  - b) When the request is submitted by the Union or the Employer, any employee who is an incumbent in the position(s) shall be provided with a copy of the written correspondence.
- 15.6 Notice of Review of Classification**
- 15.6.1** The Classification Plan Working Group shall review the classification of a position or a group of positions:
- a) Every three (3) years on a rotational basis.
  - b) When it believes it may be necessary to reclassify a position, or group of positions, so it conforms to a classification assigned to a similar position or group of positions.
- 15.6.2** The Classification Plan Working Group shall provide written notice of its intent to review the classification of a position or group of positions, including the date of the review, to the Employer, the Union and any employee who is an incumbent in the position(s) to be reviewed no later than sixty (60) calendar days in advance of the date of the review.
- 15.6.3** No later than fourteen (14) calendar days in advance of the date of the review, the Employer shall provide the Classification Plan Working Group and the Union with:
- a) The current job description for the position(s)
  - b) A description of the any changes to the position's duties and responsibilities

- c) The incumbent(s) of the position(s) and the supervisor(s) of the position(s) shall indicate their endorsement of the description of the changes to the duties and responsibilities by their signature on the documentation. If the incumbent(s) and/or the supervisor(s) do not endorse the explanation and do not sign the document, they shall include a full written and signed explanation with the request. The Classification Plan Working Group may request clarification or additional information from the incumbent(s) and/or supervisor(s), as required.

## **15.7 Decision of Committee**

The Classification Plan Working Group shall release its written decision regarding a classification review to any affected employee, the Employer and the Union no later than fourteen (14) calendar days after the scheduled quarterly meeting. The Working Group also shall include the rationale for its decision.

## **15.8 Status of Employees on Reclassification**

**15.8.1** If a position is reclassified and results in a promotion for the incumbent, the reclassification challenge provisions below (Article 15.10) shall apply.

**15.8.2** If a position is reclassified and results in a downward reclassification for the incumbent, the employee may continue in the position and/or exercise applicable options under the employment security provisions of this Agreement (Article 8, Job Abolition and Lay-Off).

## **15.9 Salary Determination on Reclassification**

An employee whose position is reclassified shall have **their** salary determined in accordance with the pay administration articles for upward and downward reclassifications (Article 11.6, Pay on Promotion; Article 11.7, Pay on Demotion - Involuntary).

## **15.10 Challenges to Reclassified Positions**

**15.10.1** Positions that are reclassified and result in a promotion for the incumbent shall be posted internally as described in Article 5 (Appointments). The information also shall indicate that the position is posted as a result of a reclassification and shall include the name of the incumbent and a description of who is eligible to apply for the position as described in Article 15.10.2.

**15.10.2** Permanent employees who are senior to the incumbent, whose current positions are assigned to the same pay band as the reclassified position prior to reclass, who are qualified for the position and who could as readily have been assigned the duties that led to the reclassification are eligible to apply for the position.

- 15.10.3** The incumbent is not required to apply for **their** reclassified position.
- 15.10.4** The applications will be reviewed in accordance to Article 5.5, subject to grievance.
- 15.10.5** If it is determined that a challenge is successful, the challenger shall be appointed.
- 15.10.6** If a challenger is appointed, the previous incumbent shall vacate the position and shall be appointed to an available vacant position for which **they are** qualified or **they** may exercise options under the employment security provisions of this Agreement (Article 8, Job Abolition and Lay-Off).
- 15.11** **Probation on Reclassification**
- Article 6.5 (On Reclassification) shall apply.
- 15.12** **Time Period to Qualify**
- 15.12.1** Should the incumbent of the reclassified position not possess the necessary skills to qualify for the reclassified position, and no challenger applies for or is appointed to the position, the Employer shall make all reasonable efforts to aid the incumbent in obtaining the skills necessary for the reclassified position. These efforts shall include a training plan, financial support for retraining or the facilitation of other methodologies to aid the incumbent in acquiring the necessary skills.
- 15.12.2** The incumbent shall have one (1) year to acquire the necessary skills and can request a further six (6) months if it can be demonstrated that within that time period **they** will have acquired the necessary skills to continue work in the reclassified position.
- 15.12.3** If the Employer determines the incumbent has not established the required qualifications within the eighteen (18) month period and **they are** vacated from the position, the employee shall revert to **their** previous position, if available, or be appointed to a vacant position for which **they are** qualified or **they** may exercise options under the employment security provisions of this Agreement (Article 8, Job Abolition and Lay-Off).
- 15.12.4** A reclassified position that is vacant because the appointed employee did not establish the required qualifications within the eighteen (18) month period will be posted and filled in accordance with Article 5 (Appointments).
- 15.13** **Appeals of Classification Decisions**
- 15.13.1** If the incumbent of a reclassified position, the Employer or the Union is dissatisfied with any of a position's factor ratings assigned by the

Classification Plan Working Group during the classification of a new position or a classification review, they shall have the right to file an appeal with the Working Group regarding any one (1) or more of the assigned factor ratings.

- a) Appeals to the Classification Plan Working Group shall be submitted in writing to the Co-Chairs of the CPWG no later than fifteen (15) business days after receipt of the notice of the Working Group's decision and shall include the rationale for contesting each appealed factor rating. If the appeal is submitted by an incumbent or the Employer, the Union shall be provided with a copy of the appeal and the required documentation.
- b) No later than two (2) business days after receipt of the appeal and the required documentation, the CPWG shall provide written acknowledgement of the appeal to the appellant.
- c) The Classification Plan Working Group shall review the appeal at its next scheduled quarterly meeting and shall release its written decision to the incumbent, the Employer and the Union no later than fourteen (14) calendar days after the scheduled quarterly meeting. The Working Group shall include the rationale for its decision.

**15.13.2** If an employee resigns and leaves the Board, any outstanding requests for review of **their** classification made within one hundred and twenty (120) calendar days prior to the effective date of **their** resignation shall be deemed to have been withdrawn.

**15.13.3** Notwithstanding Article 15.13.2 above, an appeal of a classification decision with respect to a deceased employee shall not be deemed to have been withdrawn unless the Union withdraws the appeal. If the appeal is successful on an upward reclassification the retroactive monies shall be submitted to the estate.

**15.13.4** Resolution of Disputes

If the incumbent, the Employer or the Union is dissatisfied with the final determination resulting from the Parties a request for appeal of classification under Article 15.13.1, the incumbent, the Employer or the Union shall have the right to file an appeal with the Classification Council (Article 15. 14) regarding any one (1) or more of the assigned factor ratings.

- a) Appeals to the Classification Council shall be submitted in writing to the Parties no later than fifteen (15) business days after receipt of the notice of the Classification Plan Working Group's decision and shall include the rationale for contesting each appealed factor rating.

- b) No later than two (2) business days after receipt of the appeal and the required documentation, the Parties shall provide written acknowledgement of the appeal to the appellant and incumbent of the position if not the same.
- c) No later than fifteen (15) days after receipt of the appeal and required documentation, the parties shall forward, in writing the appeal and required documentation to the Classification Council (Article 15.14). The Union shall be provided with a copy of the written correspondence.
- d) No later than fifteen (15) days after receipt of the appeal and required documentation, the Chair of the Classification Council shall notify the incumbent, the Employer and the Union, of the date, time and place at which the appeal will be adjudicated.
- e) The Classification Council shall adjudicate the appeal in accordance with Article 15.14.5 and shall release its decision, in writing, to the Employer and the Union no later than fourteen (14) calendar days after its meeting. The Council shall include the rationale for its decision.

## **15.14 Classification Council**

### **15.14.1 Authority of the Council**

- a) The Parties agree to establish and maintain a Classification Council which, subject to the other provisions of this Article, will provide a mechanism for:
  - i) Adjudicating appeals of Classification Plan Working Group classification decisions
  - ii) Resolving disputes that arise when the Classification Plan Working Group cannot reach consensus during its work.
- b) The Council shall direct that one of the following take place with respect to each classification appeal it adjudicates:
  - i) That the factor ratings assigned by the Classification Plan Working Group and its classification decision are correct and shall be upheld. As a result, the appeal is denied.
  - ii) That the factor ratings for specific factors have been revised as stated in the Council's written decision. However, the total factor rating points for the position are within the band width range assigned by the Classification Plan Working Group. Therefore, the classification level and pay band assigned by the Working Group are correct and shall be upheld.

- iii) That the factor ratings for specific factors have been revised as stated in the Council's written decision. As a result, the total factor rating points fall outside the band width range assigned by the Classification Plan Working Group. Therefore, as outlined in the Council's written decision, the position shall be assigned a new classification level and pay band that corresponds to the appropriate band width range.
- c) Decisions of the Council are final and binding upon the Employer, the Union, and the employee(s) and are not subject to grievance.

#### **15.14.2 Structure of the Council**

- a) The Classification Council shall be convened and constituted as required and shall be composed of:
  - i) one Union representative (appointed by the Union)
  - ii) one Employer representative (appointed by the Employer)
  - iii) a Chair.
- b) The Chair shall be selected from a list of names approved by the Parties. The individuals approved by the Parties shall have the appropriate experience, knowledge and qualifications to serve as Chair of the Council. By mutual agreement the Council may be composed only of the Chair.
- c) If the Chair or any member of the Council anticipates a personal bias in any dispute or appeal placed before the Council, that person shall self-identify and shall be replaced.

#### **15.14.3 Leave for Proceedings**

- a) Employer and Union representatives appointed to the Council who are employees of the Employer shall be granted leave with pay as required in order to prepare for and attend meetings of the Council.
- b) Employees, witnesses, Employer representatives and Union representatives appearing before the Council who are employees of the Employer shall be granted leave with pay as required in order to prepare for and attend meetings of the Council.

#### **15.14.4 Meetings of the Council**

- a) Employer and Union representatives appointed to the Council who are employees of the Employer shall be granted leave with pay as required in order to prepare for and attend meetings of the Council.

- b) Employees, witnesses, Employer representatives and Union representatives appearing before the Council who are employees of the Employer shall be granted leave with pay as required in order to prepare for and attend meetings of the Council.

#### **15.14.5**

##### **Procedures of the Council**

- a) In the event that an appellant or any of the Parties involved in a dispute cannot be present at the meeting of the Council which will hear the appeal or dispute, by mutual agreement the timelines may be extended in order to accommodate their presence.
- b) The Council may request the presence of witnesses who shall provide information as requested.
- c) The appellant(s) shall appear at the Council meetings. In the case where the appellant(s) is the incumbent in the position(s) or the Union, a representative of the Employer shall appear concurrently. In the case where the Employer is the appellant, the incumbent in the position and a representative of the Union shall appear concurrently. Employees who are appellants may appear alone or supported by a Union representative.
- d) Each of the Parties appearing before the Council shall be allowed to address written and/or verbal statements to the Council, call witnesses and, through the Council Chair, direct questions or make comments with respect to the presented information. Each party shall respond to examination by Council.
- e) In conducting deliberations, the Council shall consider the Job Evaluation Plan, factor rating band widths and Classification Plan applicable at the time of the employee's request for review together with evidence presented during the course of the hearings. Council shall consider only the duties and responsibilities of the position at the date of the request for review and shall not consider any changes that may have taken place following the request for review.
- f) Council decisions shall be by consensus wherever possible and majority shall rule in the final decision.
- g) Decisions of the Council shall be issued in writing concurrently to the appellant or the Parties involved in a dispute, the Employer and the Union no later than fourteen (14) days after its meeting. The Council shall include the rationale for its decisions.

#### **15.14.6**

##### **Records of the Council**

- a) The Classification Council shall keep a record of all disputes and appeals it adjudicates including name of appellant or dispute, a



brief description of the appeal or dispute, date appeal or dispute filed, meeting date, Council members' names and Council decision.

- b) The Council's records shall be maintained by the Employer and shall be available for review, upon request, by representatives of the Employer and/or the Union.

#### **15.14.7 Costs**

- a) The Employer is responsible for all costs, including travel, sustenance, and clerical support associated with the Classification Council. This includes all employees and Employer and Union representatives providing they all are in the employ of the Employer.
- b) The Parties shall equally share the cost of fees and expenses of the Chair.

### **15.15 Maintenance of the Classification Plan**

#### **15.15.1 Job Evaluation**

The Board and the Union are committed to the principle of equal pay for work of equal value job evaluation. The Parties mutually commit to the following in relation to the maintenance of the joint equal pay for work of equal value job evaluation plan.

#### **15.15.2 Purpose**

- a) To provide equitable non-discriminatory evaluation of jobs.
- b) To evaluate jobs, not people or performances.
- c) To ensure compliance with government legislation and policies such as the principle of 'Equal Pay for Work of Equal or Comparable Value'.
- d) To maintain the classification plan and ensure it is up-to-date and equitably applied.

#### **15.15.3 Principles and Values**

- a) *Equal Pay for Work of Equal or Comparable Value*
  - i. Job evaluation factors measure the criteria of skill, effort, responsibility, and working conditions.
  - ii. Factors measure all aspects of work and are applied to all jobs in the bargaining unit.

- iii. Persons evaluating jobs are trained in bias awareness and proper application of the plan, and do not have a vested interest in the outcome.

**b) *Employee/Employer Rights***

- i. Employees have a right to know what their duties and responsibilities are and what the corresponding salary range is for that set of duties.
- ii. The Employer has a right to assign duties and responsibilities to ensure the mandate of the organization is achieved.
- iii. In the event of significant changes in duties and responsibilities, the employees have a right to know how their jobs are affected and the Employer or the employees have a right to request a job evaluation review of such changes.

**c) *The Right to Due Process***

- i. Information about job evaluation factors is available to all employees.
- ii. Appeal mechanisms shall exist to examine, substantiate, authenticate, and adjudicate decisions and shall function in a manner that maintains the integrity of the job evaluation plan.
- iii. Bias is addressed through consistent plan application, appropriate education of all Maintenance Committee members, removal of vested interest decision making, maintaining up-to-date examples and/or benchmarks and notes to raters, and through disclosure of rationale.

**15.15.4**

**Definitions**

**a) *Equal Pay for Work of Equal or Comparable Value***

Equal pay for work of equal value is achieved when all employees are assigned to a schedule of pay with the same maximum hourly rate of pay as other employees performing work of equal or comparable value. Equal value is determined by evaluating the composite of the skill, effort, and responsibility required to perform the duties of the job and the conditions under which the work is performed.

i) Equal or Comparable Value

Means a range of points within a weighted point rating job evaluation plan that is determined, through a joint union management process, to be worth the same maximum hourly rate of pay.

b) *Classification Plan (or Job Evaluation Plan)*

Shall mean the job evaluation plan for jobs within the SGEU Local 2288 bargaining unit.

c) *Employee*

Is defined as all persons covered by the Collective Agreement.

d) *Examples and/or Benchmarks*

Are practical examples of work that provide standards for how the level definitions within each job evaluation factor are to be interpreted and applied.

e) *Notes to Raters*

Are guidelines that are to be followed when evaluating factors.

f) *Consensus*

Shall mean agreement of all Working Group members present, at least to the point of being able to live with the decision. The Working Group has reached a consensus decision when each member can honestly say **they have** been heard and supports the decision because it was arrived at openly and fairly.

### 15.15.5 No Discrimination

In the application of the job evaluation plan, there is no discrimination in pay where a pay difference is the result of:

- a) A temporary training or development assignment which is equally available to male and female employees and leads to career advancement for those involved in the program or assignment.
- b) Any personnel practice where a job is downgraded, and the incumbent retains a rate above the maximum of the newly assigned range.
- c) A skills shortage that is causing inflation in pay for an occupation because the Employer is encountering difficulties in recruiting and/or retaining employees with the requisite skills.

- d) Changes or differences in job assignments.

## **15.16 Classification Plan Working Group – Terms of Reference**

### **15.16.1 Classification Plan Working Group**

The in-scope classification plan will be maintained by a joint Employer/Union Classification Plan Working Group (the Working Group) which will operate by consensus.

### **15.16.2 Composition**

- a) The Working Group will be composed of four (4) individuals employed by the Board, with an equal number of representatives from the Union and Employer. Every effort will be made to achieve gender balance.
- b) The Working Group may seek external advisors.

### **15.16.3 Selection of Representatives**

The respective Parties will select their representatives to the Working Group.

### **15.16.4 Co-Chairs**

The Working Group shall be co-chaired by one Union and one Employer representative, as appointed by their respective Parties.

### **15.16.5 Frequency of Meetings**

The Working Group shall meet at least quarterly with additional meetings as called by the Co-Chairs.

### **15.16.6 Quorum**

No meetings of the Classification Plan Working Group shall be convened unless all members are in attendance.

### **15.16.7 Costs**

- a) The Employer is responsible for all costs, including travel, sustenance and clerical support associated with the Working Group.
- b) The Parties shall endeavour to avoid overtime for the Working Group and agree to identify when any suggested meeting time will create an overtime situation for any Working Group member.

- c) Participation in, and preparation for Working Group meetings will be treated as work time regarding hours of work, pay, and benefits.

#### **15.16.8**

#### **Responsibilities**

- a) To ensure the job evaluation plan and its processes and procedures are applied fairly and consistently.
- b) To recommend to the Parties modification to the Notes to Raters through addition or deletion of notes where desirable.
- c) To recommend to the Parties modifications to the examples and/or benchmarks through additions or deletions to the content of existing examples and/or benchmarks where desirable.
- d) To develop and deliver an educational program to employees regarding the principles of the plan, and how it is interpreted and applied.
- e) To develop any forms required subject to the approval of the Parties.
- f) To evaluate processes and bring forward any recommendations to the Parties.
- g) To ensure the plan is up-to-date by evaluating positions. 'Reviews' may include any process which examines position duties and responsibilities with respect to changes in position assignment in order to determine whether the current factor ratings remain appropriate. The required reviews also include positions submitted for re-evaluation by incumbents or management, and the evaluation of new positions prior to posting for competition.
- h) To monitor the wage gap and advise the Parties if negotiated settlements widen the wage gap or undermine equitable compensation practices and equitable wage relationships.
- i) To recommend to the Parties any changes on factors, levels, or weights that would impact job rating results.
- j) To establish and change the roles, processes, and authority of the Working Group, as required, subject to the approval of the Parties. Such changes will be in accordance with the principles and values stated in Article 15.14.3.

#### **15.16.9 Training**

The Parties will ensure that all Working Group members complete a training program. This will include job evaluation processes, bias awareness, equal pay principles, and practical application of the factors, Notes to Raters, examples and/or benchmarks.

#### **15.16.10 Conflict of Interest**

Working Group members will exempt themselves from involvement in any decisions where members could directly gain from their involvement in that decision.

#### **15.16.11 Factors**

- a) The Notes to Raters are to be applied when evaluating jobs.
- b) Evaluation decisions established in violation of Notes to Raters are considered to be in error and shall be re-evaluated. Errors in application are not precedent setting.

#### **15.16.12 Resolution of Disputes**

If the Working Group cannot reach consensus during its work, the dispute shall be submitted to the Classification Council (Article 15.14) for resolution.

- a) No later than fifteen (15) business days after the members of the Working Group determine that they cannot reach an agreement, they shall jointly submit, to the Parties, a written request for the Classification Council to resolve the dispute. The submission shall include a description of the matter in dispute and a joint statement of facts.
- b) No later than fifteen (15) business days after receipt of the request and required documentation, the Parties shall forward, in writing, the request and required documentation to the Classification Council. The Employer and the Union shall be provided with a copy of the written correspondence.

#### **15.16.13 Records**

- a) The Working Group will keep minutes of its meetings which will consist of a record of its decisions and the rationale for its classification decisions, action items and recommendations to the Parties.
- b) The Working Group will keep a register of all classified positions that lists the name of the position, classification (and

reclassification or reallocation, if applicable), date classified, and date reclassified or reallocated (if applicable).

- c) The Working Group shall keep a register of all classification appeals, showing the name of the appellant, job position, a brief description of the appeal, date filed, date of the appeal hearing, Working Group members' names, decision and date of decision.
- d) The Working Group's records shall be maintained by the Employer and shall be available for review, upon request, by representatives of the Employer and/or the Union.

## **ARTICLE 16 JOINT UNION/MANAGEMENT WORKING GROUP**

### **16.1 Statement of Intent**

The Parties acknowledge the value of establishing a positive and constructive working relationship among the Union, the employees and management. The Parties are committed to a collaborative dialogue that creates a climate of trust and respect, and open and honest communication. To that end, the Parties agree to establish and maintain a joint Union/Management working group for this purpose.

Either Party may call for the Working Group to meet which shall occur within two weeks of the meeting being called, unless otherwise agreed to by the Parties.

## **ARTICLE 17 SICK LEAVE AND PRESSING NECESSITY**

### **17.1 Sickness**

#### **17.1.1 Definition of Sickness**

Sickness shall include:

- a) Sickness within the usual meaning of the term,
- b) Preventative medical, **dental** and **other** health treatments,
- c) Injury other than accidental injury arising out of, and in the course of employment with the Employer, except as designated in Articles 17.1.2 and 17.1.3,
- d) **Counselling for mental or emotional challenges and/or,**
- e) **Treatment for problem substance abuse or addictions.**

#### **17.1.2 Advances or Loans - Third Party Liability**

If an employee meets with an accident under circumstances entitling **them** to recover damages from a third party, the **Chief Executive Officer**, instead of paying benefits under this plan, may authorize

advances or loans to such employee to be repaid out of the damages, if any, recovered by the employee from the third party.

### **17.1.3 Employer Reserves Right to Allow Sickness Benefits**

The Employer reserves the right to determine whether an employee shall be allowed sick leave benefits, in whole or in part, when **their** disabilities are the result of engagement in criminal activities.

## **17.2 Eligibility for Sick Leave**

### **17.2.1 Under Three Months' Service**

Probationary employees with less than three months' service shall be allowed five days of sick leave. This shall be subject to Article 17.2.4.

### **17.2.2 Over Three Months' Service**

Employees with three or more months' service shall, at the beginning of each fiscal year, be credited with 15 working days sick leave with pay in respect of that fiscal year. Such leave shall be earned on the basis of one and one-quarter (1 1/4) days for each completed calendar month of service.

For periods of less than one full calendar month, the amount earned shall be calculated using the formulas: regular hours worked x 0.0647 = earned sick leave credits.

Any unused days of the foregoing amounts shall be accumulated from year to year. Employees shall be entitled to draw on their accumulation to a maximum of 260 consecutive working days per occurrence.

#### **17.2.2.1 Part-time and Term Employees**

Part-time and Term employees shall earn and accumulate sick leave on the same basis as the partial month calculation for full-time employees. Notwithstanding the foregoing, employees shall accumulate no more than 120 hours of sick leave credits per fiscal year.

Part-time and term employees with less than 3 months service may be allowed advanced sick leave at the discretion of the **Chief Executive Officer**.

### **17.2.3 Drawing on Future Sick Leave Benefits**

At the discretion of the **Chief Executive Officer**, an employee whose sick leave benefits are exhausted may be permitted to draw on **their** future credits to a maximum of 30 days. In the event that **they** separate, dies or retires, any overdrawn amount owing will be recovered. The intent is to deal primarily with instances of prolonged illness or accident,



or for use when preceded by an illness which has exhausted earned sick leave, or in any other deserving situation.

#### **17.2.4 Reimbursement of Overdrawn Sick leave Benefits**

Where an employee, at the beginning of a fiscal year, is overdrawn on sick leave, one-half of the current year's entitlement (or the amount of the overdraw, whichever is the lesser) shall be applied against the overdrawn amount and the other half shall be available for use during the current year. If any of the latter half remains to the employee's credit at the end of such year, it shall also be applied against any remaining overdrawn sick leave.

#### **17.3 For Pressing Necessity and Family Responsibilities**

##### **17.3.1**

Subject to Article 17.3.2, leave of absence with pay chargeable to an employee's sick leave credits may be made on the basis of pressing necessity or family responsibilities (to a maximum of five days per fiscal year). Requests to use sick leave credits for this purpose shall be made in writing to the **Chief Executive Officer**.

Leave with pay for pressing necessity or family responsibilities may be granted in response to oral requests provided that a written request shall be submitted after the leave has been granted.

Requests for pressing necessity will be approved to an extent considered fair and reasonable and in accordance with the pressing necessity policy negotiated between the Parties, as per Appendix **G**.

The Employer reserves the right, in exceptional cases, to request evidence from the employee that the leave is for pressing necessity or family responsibilities. An explanation will be provided to the employee where the employee is refused leave under this Article.

##### **17.3.2**

An employee who maintains a minimum of 75 days of sick leave credits may be permitted by the Employer to use sick leave credits for pressing necessity or family responsibility purposes.

An employee with less than 75 sick leave credits may be granted up to three days sick leave by the Employer for pressing necessity or family responsibility, cumulative from year to year, until a minimum of 75 sick leave credits have been accumulated.

An employee with less than 75 sick leave credits who requires leave with pay in excess of permitted limits, may be granted an advance to a maximum of three sick leave credits. This advance will be charged against the employee's sick leave credits in the following year.

- 17.3.3** Employees who are not eligible to charge leave with pay for pressing necessity or family responsibilities to sick leave credits may use time-off-in-lieu, vacation leave, banked hours, or other leave provisions of this Agreement.
- 17.3.4** Leave of absence without pay may be granted by the **Chief Executive Officer** for reasons of pressing necessity or family responsibilities.
- 17.4 Sick Leave Benefits for Employees with Previous or Alternate Service**
- 17.4.1 To Last Day of Employment**
- Sick Leave benefits shall be retroactive to the date on which the employee last entered the service of the Board, subject to Article 12.7 (Benefit Refund), provided that any employee who has returned to the service and has refunded **their** gratuity, shall have sick leave benefits retroactive to the original date of entry into the service of the Board.
- 17.4.2 Coming From Boards, Commissions or Crown Corporations**
- Employees coming from Boards, Commissions or Crown Corporations of the Government of Saskatchewan will be allowed to carry accumulated sick leave with them when employed by the Board providing that **they** apply for and supply documented proof of this entitlement to the Board.
- 17.5 Use of Sick Leave Benefits**
- An employee absent from duty on account of sickness or other pressing necessity must inform the Employer before the hour **they are** to report for duty. The Employer may deny sick leave to any employee during the hours **they were** required to call in sick but failed to do so.
- The Employer may require an employee in a designated group of employees to call in sick up to one hour before **their** normal start time where another employee must be called in to replace **them**.
- 17.6 Maternity**
- An employee who has a medically substantiated need to be absent from work for health reasons related to pregnancy either before, on or after the date of delivery, shall be allowed to access accumulated sick leave credits. The employee shall provide the Employer with a medical certificate to substantiate the request.

**17.7 Medical Certificate**

The Employer may require an employee to provide a doctor's certificate. If the employee's physician charges the employee for producing the certificate, the Employer will pay for it.

**17.8 Designated Holiday During Sick Leave**

Holidays designated in Article 14 (Designated Holidays) occurring during the period when an employee is on sick leave shall not be charged against the employee's sick leave credits.

**17.9 Illness During Vacation Leave**

**Refer to Article 13.7**

**17.10 Access to Sick Leave when Laid-Off**

**17.10.1** An employee who becomes ill prior to receiving notice of lay-off in accordance with Article 8.6 (Position Abolishment), and whose illness has not ended prior to the date of lay-off, will be able to use **their** sick leave accumulation up to a maximum of seventy-five days from **their** date of illness, subject to medical leave verification of the illness. Employees shall not accumulate seniority for time spent on sick leave after the date of lay-off.

**17.10.2** Subject to Article 17.10.3, an employee who becomes ill after receiving notice of lay-off, and whose illness has not ended prior to the date of lay-off, will be able to use **their** sick leave accumulation to the date of lay-off.

**17.10.3** Should the notice of lay-off be given 2 or more calendar months prior to the date of lay-off, the provisions of Article 17.10.1 shall apply.

**17.11 Sick Leave Earned During Year of Separation**

The amount of an employee's earned sick leave for the fiscal year in which **they are** separated shall be calculated on the basis of one and one-quarter days for each completed month of service in that fiscal year. For periods of less than one full calendar month the amount earned shall be calculated using the formulas contained in Article 17.2.2.

**17.12 Exceeding the Sick Leave Benefits**

An employee leaving the service who has been granted more leave for sickness and/or pressing necessity than was due **them** shall have deducted from any monies owed to **them** by the Employer an amount calculated on the basis of the number of days over-expended at the rate of salary on separation.

## **17.13 Sick Leave Records**

A record of all unused sick leave will be kept by the Employer. At the close of each fiscal year, each employee shall be entitled to review the records of the Employer and verify that the accumulated sick leave is correct.

## **ARTICLE 18 LEAVE OF ABSENCE**

### **18.1 Mandatory Leave**

#### **18.1.1 Definite Leaves of Absence Without Pay**

Upon written application, definite leaves of absence without pay shall be granted for:

##### **18.1.1.1 Parental /Adoption Leave**

**18.1.1.2** An employee who has completed **thirteen (13) consecutive** weeks of service, who makes application for leave at least one month in advance of the requested commencement date shall be granted **parental /adoption leave not exceeding (24) months. The leave may be granted not more than twelve (12) weeks preceding the estimated date of birth or legal adoption and end not later than twenty four (24) calendar months after the actual date of birth or legal adoption.**

**18.1.1.3** Upon reasonable notice, an employee granted leave shall be entitled to return from such leave in advance of the date to which the leave was granted.

##### **18.1.2 Maternity Leave and Maternity Leave Top Up**

**18.1.2.1** An employee shall not be dismissed or laid off solely because **they are** pregnant or has applied for maternity leave.

**18.1.2.2** An employee who has completed **thirteen (13) consecutive** weeks of service and who makes application for maternity leave at least one month in advance of the requested commencement date shall be granted leave without pay for up to **twenty-four (24)** months. The leave may begin not more than six weeks preceding the estimated date of birth and end not later than **twenty-four (24)** months following the actual date of birth.

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

**18.1.2.4** **Where the pregnancy of an employee or the requirements of post-natal care would interfere with the performance of their duties, and no opportunity exists to modify their duties or re-assign them to another job with no loss of wages, the Employer may require the employee to take a period of leave not to exceed two months**

**immediately prior to the estimated confinement date or two months immediately subsequent to the date of birth.**

- 18.1.2.5** The employer agrees to provide employees on Maternity Leave with a top-up of Employment Insurance Benefits to **ninety-five percent (95%)** of regular salary for the first **eighteen (18)** weeks of Employment Insurance Benefits. The **eighteen (18)** week period will include the waiting period.

Employees receiving maternity leave top-up will be required to sign a promissory note for a return service commitment for the same number of weeks that top-up is received.

- 18.1.2.6** **Upon reasonable notice, an employee granted leave shall be entitled to return from such leave in advance of the date to which the leave was granted.**

**18.1.3** **Leave of Absence for Prolonged Illness**

An employee suffering prolonged illness shall, on application, be granted definite leave of absence for a period of up to one year when all sick leave credits have been expended.

An extension of up to one year of definite leave shall be granted if the Employer is reasonably assured that the employee will be fit for duty within that time frame.

An employee shall provide at least 30 days' notice prior to returning to employment from such definite leave of absence.

An employee suffering prolonged illness who requires leave further to that granted above shall be granted indefinite leave.

Upon conclusion of the indefinite leave the employee shall have **their** name placed on the employment list, Article 8.12 (Placing Names on Employment List).

**18.1.4** **Medical Donor Leave**

An employee will be granted time off with pay not charged to sick leave to donate an organ or bone marrow to a member of the employee's immediate family. The employee shall be granted leave with pay for the period required for the donation and recuperation as approved by a medical physician, to a maximum of 20 working days.

**18.1.5** **Leave of Absence for Union Business**

**18.1.5.1** **With Pay**

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

The Parties recognize that Union leave is integral to harmonious relations and of benefit to both Parties.

Definite leave of absence with pay shall be granted (subject to reimbursement in accordance with Article 18.1.6 to attend to Union business provided that:

- a) The employee is authorized by the Union in writing to request such leave.
- b) The employee requests in writing leave for Union business as authorized by the Union. Oral notice is acceptable in unusual circumstances but must be followed up by a written request.
- c) The request for Union leave is made on such form or forms as agreed by the Parties from time to time.
- d) It shall not unreasonably interfere with the operation of the Employer and it shall not be unreasonably withheld,
- e) Except in unusual circumstances, the Union agrees to provide seven (7) calendar days' notice of requests for Union leave and will endeavor to provide as much notice as possible. It is accepted that initial notification may be through email from the employee to the Employer.
- f) Where an employee may be called upon to attend Union Business but is unsure, they shall provide the Employer notice of the dates and discuss the potential Leave of Absence.

The following provisions shall apply to such leaves:

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

For field employees - approved leave to a daily maximum of eight hours reduced by any hours actually worked on that day.

For office employees - approved leave to a maximum of the normal daily hours for such employee reduced by any hours actually worked on that day.

#### **18.1.6 Union to Reimburse the Employer**

The Union will reimburse the Employer for the full cost of the earnings of the employee on leave, including the Employer's cost of benefits as follows:

- a) For the first 30 consecutive calendar days or less:

-designated holidays (where the employee is on Union business on both the working day preceding and following the designated holiday).

- b) For the next 60 consecutive calendar days or less:
  - designated holidays (where the employee is on Union business on both the working day preceding and following the designated holiday)
  - Employment Insurance
  - Canada Pension Plan
  - vacation leave, and
  - superannuation.
- c) For leave in excess of 90 consecutive calendar days:
  - designated holidays (where the employee is on Union business on both the working day preceding and following the designated holiday)
  - Employment Insurance
  - Canada Pension Plan
  - vacation leave
  - superannuation, and
  - sick leave accumulation.

#### **18.1.7 Reinstatement from Paid Union Leave**

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

#### **18.2 Discretionary Leave**

Leaves of absence are intended to provide employment security for employees while meeting the needs of the Employer.

When considering an application for a leave of absence, the following principles shall be applied consistently and fairly:

1. beneficial to the employee and organization;
2. used responsibly and in the public interest;
3. support the objectives of delivering quality services.

Requests for leave must be submitted in writing.

##### **18.2.1 Definite Leaves Without Pay**

Definite leave is leave of a specified duration of up to two years.

Providing satisfactory arrangements can be made for the performance of an employee's work, definite leave of absence without pay may be granted for valid reasons to any employee by the Employer.

The employee's request and the Employer's response shall be in writing. Requests for such leave shall be made one month in advance of the commencement date, except in unavoidable circumstances.

An employee who has been granted definite leave may make an additional application for a period of leave consecutive with the first period. The total shall not exceed two years.

#### **18.2.1.1 Employee Accompanying Spouse**

Upon the transfer of **their** spouse, a permanent employee may upon request be granted up to 12 months definite leave. Renewals, and other conditions of this leave, will be in accordance with Article 18.6 (Indefinite Leave).

#### **18.2.1.2 Caregiving Leave**

An employee may be entitled to a definite leave of absence to care for **their** child, children, spouse, parents or sibling for a maximum of 12 months without pay when **they** request such leave for good and sufficient cause. Such requests shall be in writing. Approval shall not be withheld unreasonably.

#### **18.2.1.3 On Involuntary Transfer – Transfer Not Accepted**

If an employee is being involuntarily transferred and **they do** not accept the transfer, a leave of absence without pay may be granted for a period of up to 1 year.

During the period of leave, the employee shall only have rights to apply for positions. If the employee has not been successful in obtaining alternate employment with the Board by the end of the leave, **they** will be deemed to have resigned. If the leave is granted, the Employer may permanently staff the position.

#### **18.2.1.4 Jury Duty**

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

#### **18.2.1.5 Secondment**

Where the Saskatchewan Arts Board and a third party enter into an agreement to create a secondment position and an employee of the Board accepts the secondment, this employee remains an employee of the Board with all rights and benefits provided under this Collective



Bargaining Agreement. The Board shall be responsible for salary continuance.

At the conclusion of the secondment, the employee shall be reinstated in **their** former position.

The vacancy shall be posted and filled as a term position. This term position may be extended beyond the two years upon agreement between the Parties.

#### **18.2.1.6 Indefinite Leave of Absence Without Pay**

Full-time and Part-Time Employees may, for valid reasons, be granted indefinite leave of absence without pay by the Employer. Employees affected by job abolition shall be granted an indefinite leave of absence without pay upon written request by the employee.

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

An employee on indefinite leave of absence without pay shall, upon conclusion of the leave, have **their** name placed on the employment list.

#### **18.3 Non-Discrimination**

The Employer shall not dismiss or lay off an employee because **they have** applied for leave in accordance with Articles 18.1 (Mandatory Leave) or 18.2 (Discretionary Leave).

#### **18.4 Maintenance of Insured Benefits During Definite Leave**

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

#### **18.5 Reinstatement from Definite Leave**

**18.5.1** An employee granted definite leave of absence without pay shall, at the end of the period for which the leave was granted or at such earlier date as may be agreed upon by the Employer, be reinstated in **their** former position.

**18.5.2** If the position of a permanent employee was abolished during **their** absence **they** shall be subject to the lay-off provisions, under Article 8 (Job Abolishment and Lay-Off), applicable had **they** been occupying the position at the time of its abolition.

**18.5.3** If an employee's position was reclassified upward during **their** absence, **they** shall be subject to the provisions applicable, under Article 16

(Reclassification), had **they** been occupying the position at the time of its reclassification.

- 18.5.4** If the position was reclassified laterally or downward during the employee's absence, **they** shall elect one of the following alternatives:
- a) the application of the lay-off provisions, or
  - b) to be retained in the re-classified position provided **they have** the minimum qualifications.

**18.6 Employer to Provide Information**

Subject to written authorization from the employee, the Employer shall make available information it may have which would facilitate the application of an employee who is ill, injured, or disabled for any benefit or payment to which the employee is lawfully entitled.

**18.7 Benefits Earned While on Leave of Absence Without Pay, Deferred Salary Leave or Layoff (Appendix I)**

- 18.7.1** While on leave of absence without pay employees shall be entitled to earn benefits as follows:
- a) For the first 30 days consecutive calendar days or less of leave:
    - all benefits except any designated holidays which fall in the period of leave.
  - b) For the period of leave from 31 to 90 consecutive calendar days:
    - sick leave
    - seniority, and
    - increment benefits only.
  - c) For the period of leave in excess of 90 consecutive calendar days:
    - increments in accordance with Article 11.5
    - seniority for the full period of a mandatory definite leave and caregiver leave, only.

- 18.7.2** The benefits provided under this Article shall apply only if an employee returns to work at the expiry of **their** leave.

**18.8 Without Pay - When Elected or Hired to Union Position**

An employee who is elected or appointed to a full-time position in any of the bodies to which the Union is affiliated or accepts a paid staff position with the Union may be granted definite or indefinite leave without pay in accordance with Articles 18.1.1 (Definite Leave) or 18.2.1.6 (Indefinite Leave) whichever is applicable. During such leave the application of benefits shall be in accordance with Article 18.7 (Benefits Earned)

excepting that an employee shall continue to earn seniority under this Agreement for a period of up to two years.

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

### **19.1 Preamble**

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

The Employer acknowledges the right of employees, including those employees on probation, to have any differences regarding disciplinary action or dismissal heard through the grievance and arbitration procedure.

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

### **19.2 Right to Have a Union Representative**

Where the Employer intends to interview an employee for disciplinary purposes, the employee shall be so notified in advance of the purpose of the interview. A Union representative shall be present at any reprimand or level of discipline.

### **19.3 Verbal Reprimand**

The **Chief Executive Officer** will verbally outline to the employee any reasons for the reprimand, how **they** should correct **their** work or conduct, an action plan, a timeframe for correction and what will happen if **they** fail to do so. There is no official record of a verbal reprimand.

### **19.4 Letter of Reprimand**

If the employee displays no positive response to the verbal reprimand, the **Chief Executive Officer** shall reprimand that employee by means of a letter of reprimand to the employee within 30 calendar days of the event of the complaint. A copy shall be sent concurrently to the Union office. Such letters shall become part of the employee's record.

### **19.5 Suspension**

If at the completion of the action plan there is still no positive response from the employee, **they** will be given written notice of suspension by the **Chief Executive Officer** and the reasons for it in the notice. The days of suspension with or without pay shall be included in the notice. A copy of the suspension notice shall be sent concurrently to the Union office.

## 19.6

### Dismissal

An employee shall not be dismissed or receive involuntary demotion without good and sufficient cause to be stated in writing in the dismissal or involuntary demotion notice. Dismissal shall be affected by the **Chief Executive Officer**. Any employee who is dismissed, except in cases of misconduct, will be entitled to notice or pay in lieu of such notice as follows:

- one week if without seniority
- four weeks if permanent but less than five years' service
- six weeks if five years' service but less than 10 years
- eight weeks for employees with 10 or more years of service.

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

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

Or;

#### Involuntary Demotion

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

## 19.7

### Burden of Proof

In all cases of discipline and demotion, the burden of proof of just cause shall rest with the Employer. Evidence shall be limited to the grounds stated in the original notice given to the employee.

## 19.8

### Records of Employees

Employees shall have the right to review their personnel file. Employees have the right to have their written response to disciplinary action placed on their personnel file. A Union representative, with the written authorization of the employee and with reasonable notice to the Employer, shall have access to the file.

Records of disciplinary action on an employee's personnel file shall be removed from the file after 24 months unless there are disciplinary documents of equal or greater severity placed on the employee's file within that period. If the employer requests that documents remain more than 24 months and the Union disagrees, the matter shall be referred to expedited arbitration.

An employee may make written request to the **Chief Executive Officer** to have disciplinary documents removed from their file after one year. The onus will be on the employee to provide adequate reasons to have the documents removed. When such documents are removed, they shall be returned to the employee or to the Union.

#### **19.9 Notice of Resignation by Employee**

Employees shall give the same notice of resignation as that provided in Article 19.6 (Dismissal) regarding notice of dismissal, with required notice not to exceed four weeks. An employee who fails to give such notice shall be struck from the payroll effective the date **they** absent **themselves** without leave. The provisions of this clause may be waived by the Employer.

### **ARTICLE 20 GRIEVANCE PROCEDURE**

#### **20.1 Preamble**

The Employer and the Union recognize the value of regular (and when advisable, prior) consultation in managing a changing work environment and the people who contribute to its success.

It is understood that before a grievance is submitted, the steward or Union should attempt to resolve the dispute through discussion with the **Chief Executive Officer**, and the Parties should make an earnest effort to solve problems before they reach the grievance stage.

#### **20.2 Definition of a Grievance**

A grievance shall be defined as any difference or dispute between the Employer and the Union on behalf of any employee(s), or any difference or dispute between the Employer and the Union.

The Employer shall receive a grievance only when it is submitted in writing on the SGEU Grievance Claim Form by an authorized Union steward or by a paid SGEU Staff Representative.

#### **20.3 Access to Grievance Procedure**

With the exception of a grievance which relates to a termination of employment, access to the grievance procedure is limited to an employee who, at the date of initiating the grievance, is an employee within the scope of this Agreement.

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

Any employee who feels that **they** may have a grievance, 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.

Any steward shall be granted permission to leave work temporarily without loss in pay in order to discuss those matters covered by the grievance procedure.

If it is impossible for the employee or steward to leave work immediately due to work requirements, other arrangements shall be made on work time as soon as possible.

## **20.5 Grievance Procedure**

**20.5.1** A grievance shall be deemed to have been initiated on the date a written statement of grievance is received by the **Chief Executive Officer**. A grievance to be accepted must be initiated within sixty (60) calendar days from the date on which the employee(s) first became aware of the alleged infraction. Notwithstanding, the sixty (60) calendar day time limit shall not apply to those items included in the agreement where the Board has allegedly failed to apply a specified benefit, e.g. vacation leave, sick leave, etc. In these latter instances the time limit shall 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.

**20.5.2** Every effort should be made to resolve problems through dialogue with the employer, the steward and the member(s) involved prior to going to grievance. The Parties agree to ensure full explanation of issues during initial discussions.

The Parties shall be required to provide full disclosure at each step of the procedure of all information available regarding the grievance.

**20.5.3** An earnest effort shall be made to settle grievances as fairly and promptly as possible in the following manner:

### Step 1

The grievance shall be submitted in writing by a shop steward or by the Union on behalf of the aggrieved to the **Chief Executive Officer**. The **Chief Executive Officer** shall render a decision in writing within 10 calendar days of meeting at Step 1.

### Step 2

Failing satisfactory settlement of the grievance at Step 1, the Union may refer the grievance to arbitration by writing the **Chief Executive Officer** within 14 calendar days of receiving **their** written response at Step 1.

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

The grievor(s) and steward shall receive leave with pay to attend grievance meetings with the Employer. It is agreed that any member(s) of the paid staff of the Union may provide assistance through the course of the grievance procedure.

**20.6                    Deviation from Grievance Procedure**

After a grievance has been initiated 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 unless a Union representative is present.

**20.7                    Union May File Grievance**

The Union may file a policy grievance where a dispute involves a question of general application or interpretation of this Agreement.

**20.8                    Failure to Act Within Time Limits**

If the Union fails to file a grievance or fails to advance a grievance to the next step in the grievance procedure within the time limits specified above, it shall not be deemed to have abandoned its position on the grievance.

Where a party's failure to act within the time limits prejudices the other party's position, the latter party may require the other to show a justifiable reason for its failure to adhere to such time limits.

**ARTICLE 21        ARBITRATION**

**21.1                    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.

**21.2                    Arbitration Procedure**

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

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

- 21.2.3** No grievance shall be defeated by any formal or technical objection and the arbitrator shall have the power to allow all pertinent information to the grievance and the power to waive formal procedural irregularities in the processing of a grievance, in order to determine the real matter in dispute and to render a decision according to equitable principles and the justice of the case.
- 21.2.4** If, without good cause shown, any party to a proceeding before an Arbitrator fails to attend or be represented, the Arbitrator may proceed as if the party had duly attended or been represented.
- 21.2.5** In the event that an employee is called as a witness in an arbitration hearing, the Employer shall grant leave and expenses which shall be applicable as follows:
- a) if called by the Employer, leave without loss of pay and expenses paid by the Employer
  - b) if called by the Union, leave in accordance with Article 18.1.5 (Leave of Absence for Union Business), and expenses paid by the Union
  - c) if called by the arbitrator, the Parties shall share equally the costs.

### **21.3 Expedited Arbitration and Mediation Process**

- 21.3.1** The Parties shall meet as required to review outstanding grievances filed with the Employer to determine, by mutual agreement, those grievances suitable for Expedited Arbitration and/or Mediation, and shall set dates and locations for hearings of groups of grievances considered suitable for expedited arbitration.

An agreed schedule for the process will be arranged in advance, based on a mutual assessment of the length of time needed to present each case.

- 21.3.2** All grievances shall be considered suitable for and resolved by expedited arbitration except grievances arising as a result of:
- a) dismissals/demotions
  - b) failure on probation
  - c) suspensions in excess of 10 work days
  - d) policy grievances
  - e) grievances requiring substantial interpretation of a provision of the Collective Agreement
  - f) grievances requiring presentation of extrinsic evidence
  - g) grievances where a party intends to raise a preliminary objection.

By mutual agreement, a grievance falling into any of these categories may be placed into the expedited arbitration process, but either party



may remove it from the expedited arbitration process at any time prior to hearing and forward it to a regular arbitration hearing.

- 21.3.3** The arbitrator shall hear the grievances and shall render a decision within two working days of such hearings. No written reasons for the decision shall be provided beyond that which the arbitrator deems appropriate to convey a decision.
- 21.3.4** Arbitration awards shall be of no precedential value and shall not thereafter be referred to by the Parties in respect of any other matter.
- 21.3.5** All settlements of expedited arbitration cases prior to hearing shall be without prejudice.
- 21.3.6** No legal counsel will be used by either party. The Union will use elected representatives or staff representatives. The Employer will use employees of its Management.
- 21.3.7** Whenever possible, the arbitrator will attempt to mediate a settlement between the Parties.
- 21.3.8** The Parties shall equally share the cost of the fees and expenses of the arbitrator and hearing rooms.
- 21.3.9** The expedited arbitrator shall have the same powers and authority as established under the provisions of Articles 21.1 through 21.5, excepting Art. 21.4.1.
- 21.3.10** The decision shall be final, binding and enforceable on all Parties.
- 21.3.11** **Procedure Guidelines**

The Opening Statement: This should basically set out the case from each party's perspective. The arbitrator will seek at this point to define the issue and to determine what evidence is agreed to and what is not.

The Parties or their representatives will try to get an agreed statement of facts for presentation to the arbitrator.

The Hearing: Sufficient witnesses should be called to ensure the "story" is properly told. Where it is an issue of credibility or conflicting evidence, the key individuals must testify.

The Arguments: As agreed, the Parties will not cite legal precedents, but may refer to Brown and Beatty, Palmer, etc. However, it is imperative that the provisions of the Collective Agreement be canvassed by the

representatives to ensure that all relevant clauses are put before the arbitrator.

General rules of evidence will be waived except for the rule of "onus."

Mediation:

Representatives must accept some responsibility at this stage to assist the arbitrator in assessing the evidence before **them**. Specifically, if the representatives can assist in assessing credibility and/or contradictory evidence, they should do so.

**21.4 Decision of the Arbitrator**

**21.4.1** The arbitrator shall render a decision within 15 days of the end of the hearings.

**21.4.2** The decision shall be final, binding and enforceable on all Parties.

**21.4.3** 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 the arbitrator deems just and equitable.

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

**21.5 Expenses of the Arbitrator**

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

**ARTICLE 22 WORKERS' COMPENSATION**

**22.1.1 Workers' Compensation**

When any employee is injured in the performance of **their** duties, or incurs an industrial illness, and the accident or illness is compensable under the provisions of *The Workers' Compensation Act, 2013*, the following provisions shall apply.

**22.1.2 Requirement to Apply for Long Term Disability (LTD)**

An employee who has been in receipt of Workers' Compensation Benefits for a period of ninety (90) or more calendar days shall make application for the SGEU Long Term Disability Plan.

**22.2 Normal Earnings Maintained for First Year**

From and including the date of injury until not more than one year from the date of injury, the employee shall receive **their** normal earnings and

any benefits payable from Workers' Compensation shall be paid directly to the Employer on behalf of the employee.

The total compensation received by an employee shall not exceed normal earnings. Part-time and term employees' normal earnings shall be the average of **their** last four pay periods. Proof of disability will be required before such payments are made.

### **22.3 Sick Leave Top-up for Second Year**

After one year from the date of injury to not more than two years from the date of injury or until the employee's sick leave credits are exhausted, whichever occurs first, the employee shall receive **their** normal earnings and any benefits payable from Workers' Compensation shall be paid directly to the Employer on behalf of the employee. The difference between the employee's normal earnings and the benefits payable from Workers' Compensation will be charged against the employee's available sick leave credits.

The total compensation received by an employee shall not exceed normal earnings. Part-time and term employees' normal earnings shall be the average of **their** last four pay periods. Proof of disability will be required before such payments are made.

After two years from the date of injury or when the employee's sick leave credits are exhausted, whichever occurs first, the employee shall receive payments directly from the Worker's Compensation Board only.

### **22.4 Employee Status and Benefits**

From and including the day of injury until not more than two years from the date of injury or the employee's sick leave credits are exhausted, whichever occurs first, the employee shall be deemed to be an active employee and earn all benefits.

Notwithstanding the foregoing, an employee who is being paid on the basis of this Article shall be entitled to carry forward any unused vacation leave up to and including the full entitlement for the month of the injury, until **they** return to work, but **they** shall not earn any vacation leave credits.

### **22.5 Indefinite Leave After Two Years or When Sick Leave Runs Out**

After two years from the date of injury or when **their** sick leave credits are exhausted, whichever occurs first, the employee shall receive an indefinite leave of absence and earn benefits in accordance with Article 18.7. **They** shall be paid out any outstanding vacation leave credits; any-over expenditure of vacation leave credits shall not be recovered.

## **22.6 Return to Work**

When an employee is fit to return to work and **their** leave has been for less than two years, **they** shall return to **their** former position if **they are** able. If **they are** not able to return to **their** former or equivalent position, Article 22.7 (Rehabilitation Committee) shall apply.

When any employee is fit to return to work from indefinite leave granted under this Article, the Parties will meet to determine a suitable position and/or re-employment plan.

The Employer may require a statement of medical fitness.

This Article shall also apply to employees returning to work after the conclusion of leave granted under Article 17.1.3 (Leave of Absence for Prolonged Illness).

## **22.7 Rehabilitation Committee**

If an employee incurs a disability which prevents resumption of work in the occupation held prior to the injury, and such employee is capable of carrying out other duties, the Employer and Union may mutually arrange the establishment of such employee in a position suitable to the circumstances, having at all time in mind the obligations of the Employer and Union to other employees at the Board within the scope of this agreement.

A joint committee of the employer and the Union shall be formed to deal with such cases and shall be known as the "rehabilitation committee." Representation shall be on an equal basis as decided between the Parties.

## **ARTICLE 23 OCCUPATIONAL HEALTH AND SAFETY**

### **23.1 Joint Employer-Employee Committees**

Joint Employer-employee Occupational Health Committees shall be established to represent places of work as agreed between the Parties. Each committee shall consist of not less than two and not more than 12 members. At least one half of the committee members shall be employees elected or appointed by the Union members or the Union, and each committee shall have Employer and employee co-chairpersons, as appointed by their respective Parties.

### **23.2 Health and Safety Orientation and Instruction**

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

**23.3****First Aid**

Adequate first aid supplies (based on Workers' Compensation Board recommendations) shall be provided at all Employer work sites and for all Employer-supplied vehicles. The Employer will provide and properly maintain a medical aid log book at each first aid station.

The Employer shall make provision for training for first aid, based upon the recommendations of the Occupational Health Committee.

The Employer will supply winter survival kits acceptable to the Saskatchewan Safety Council for use in Employer-supplied vehicles for out-of-city work assignment.

**23.4****Protective Clothing and Equipment**

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

**23.5****Working Alone**

Where any worker works in relative isolation, the Employer shall provide an effective means of checking on the well-being of the worker at intervals that are appropriate in the circumstances.

**23.6****Occupational Health Committee****23.6.1**

The Occupational Health Committee shall have a continuing concern with respect to the health and safety of workers at the workplace. The committee shall meet not less than quarterly. The committee shall receive, consider and recommend solutions respecting health and safety concerns at the workplace. Committee members shall be given reasonable opportunity during regular working hours to deal with such concerns.

**23.6.2**

Quorum at each committee meeting will be satisfied if at least half of its members are present, and if at least half of those members present are worker representatives.

**23.6.3**

The Employer will consider as hours worked, all time spent by committee members at committee meetings, conducting business authorized by the committee, and reporting to employees on the progress of the committee's work. Such hours worked will be subject to the hours of work provisions of Article 10 (Hours of Work and Overtime).

**23.7****Committee Minutes**

Every committee meeting will be recorded in its official minutes, copies of which will be posted in each workplace on a bulletin board which is for the exclusive use of the committee, with copies promptly forwarded to

the Employer, the Chief Steward, and Saskatchewan Labour. All committee minutes will be kept with other committee records and correspondence, and shall be available for inspection by any employee, the Employer, and the Union.

## **23.8 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.

## **23.9 Committee Investigations**

Each committee shall promptly investigate all fatalities and serious injuries, and all dangerous occurrences that may have caused injuries, and shall furnish a written report to the Employer and the Chief Steward and Saskatchewan Labour.

## **23.10 Right to Refuse**

**23.10.1** Every employee through consultation with **their** steward, has the right to refuse work which **they** feel is dangerous, provided that prior to such refusal, **they have** informed **their** supervisor and the worker committee co-chairperson of **their** opinion.

**23.10.2** The committee shall promptly investigate each refusal and, if it is able, make a decision on whether such refusal was warranted. If such action was warranted, the committee will notify the Employer of any unsafe condition(s), and the Employer will undertake suitable corrective measures, and report in writing to the committee of action **they have** taken. If the committee is of the unanimous opinion that the worker's refusal was unwarranted, the committee will meet with the worker(s) affected, and report to them the reasons for its decision. Should the employee continue to refuse, the matter shall be referred to Saskatchewan Labour.

**23.10.3** The Employer shall not re-assign disputed work to another worker until the committee's investigation has concluded that the work is safe.

**23.10.4** If the Employer takes action against any worker (such as discipline, demotion, transfer, etc.), such action will be considered to be discriminatory unless the Employer shows good and sufficient other reason for taking such action.

Temporary assignment to alternative work at no loss in pay or benefits during the worker's refusal will not be considered as discriminatory action.

## **23.11 Occupational Health Committee Training**

Subject to reasonable notice being given, all members or alternates of a committee may receive up to five days leave with pay, per year, to attend occupational health and safety training courses or seminars conducted by or approved by the Employer or Saskatchewan Labour.

## **23.12 Video Display Terminals**

### **23.12.1 Periods of Operation**

Where the work demands constant and uninterrupted concentration on the screen by the operator, the employer will allow the operator 5 minutes of non-visual display unit work after one hour of operation and 15 minutes of non-visual display unit work after every 2 hours of operation. The non-visual display unit work shall take the form of a rotation of job task or may coincide with regular breaks.

### **23.12.2 Eye Examinations**

The employer will provide the employee with a reasonable period of paid leave for an eye examination on an annual basis which may take place at the commencement of employment.

**23.12.3** Employees are encouraged to consult an optometrist if they experience recurring vision problems, if they are over 45 years of age or if they wear prescription glasses/contact lenses in order to ensure the glasses/lenses are appropriate for working on a VDT.

**23.12.4** On request, the Employer will transfer a pregnant employee off a video display terminal where there is a position vacant or unencumbered for which the employee is qualified. Where it is not possible, the employee shall be granted definite leave.

## **23.13 Provision of Information**

**23.13.1** The Employer shall regularly provide the Union with statistical information on all occupational injuries and illnesses sustained by all employees, as reported to the Workers' Compensation Board.

**23.13.2** The Employer will notify the committee and the Union when the Employer becomes aware of

- any Notice of Contravention it receives, and will notify both of the progress the Employer is making towards remedying such Notice of Contravention,
- any fatality or serious injury sustained by any employee,
- any dangerous occurrence that could have caused injury to any worker.

**23.13.3** The Employer will notify the Union when the Employer conducts or has conducted for it any investigation or study

- of the workplace where it may have a bearing on any occupational health and safety matter that may affect employees,
- of any accident or injury or dangerous occurrence,

and the Employer shall promptly furnish the Union with a copy of all interim and final reports prepared as a result of such investigation(s).

**23.13.4** The Employer will provide to the Union any report the Employer receives from a third party that has any bearing on any occupational health and safety matter that may affect employees.

## **ARTICLE 24 ANTI-HARASSMENT**

### **24.1 Statement of Agreement by the Parties**

To create a harassment-free workplace, the Parties are committed to the joint development of proactive programs to prevent harassment. The Parties further agree harassment in the workplace will not be tolerated. Harassment is defined under the Occupational Health and Safety Act.

### **24.2 Anti-Harassment Policy**

The Employer will develop and maintain an anti-harassment policy. The policy will incorporate options for informal steps to be taken in order to resolve complaints. In the event that a formal investigation is required, an investigator will be selected and agreed to by the Parties. Employees have a right of Union representation during any of the processes outlined in the policy. The policy will be available to all employees in the Employee Policy Manual. All employees are encouraged to use this policy prior to involving outside agencies.

## **ARTICLE 25 BENEFITS PLANS**

### **25.1 Employee Benefits**

During the life of this Agreement, the Employer will provide the following benefits plans in accordance with the respective policies, as amended from time to time:

### **25.2 Group Life Insurance**

The Employer is a participating employer in the Public Service Group Life Insurance Plan on behalf of all eligible employees as determined by the terms of the Plan. The Employer agrees that its share in the costs of



the Plan inclusive of any EI rebate that would otherwise be payable to the employee will be the first \$25,000 of insurance for each covered employee. This amount will satisfy the full rebate amount due to employees from Employment Insurance.

### **25.3 Dental Plan**

The Employer will fully fund all employees' participation in the Dental Plan.

### **25.4 Health Plan**

The Parties agreed to provide a Health Care Plan, paid for at an annual rate of 2.25% of gross wages

### **25.5 Health Fund**

This fund is a restricted fund reserved to protect benefits of the Health Plan in the face of unanticipated premium increase and is subject to joint Management/Union approval on its deployment.

- a) Any monies from the contribution referred to in Article 25.4 that exceed the premiums shall be directed to the Health Fund.
- b) In the event of restructuring or dissolution of the employer, any surplus in the Fund will be paid out to affected staff or transferred to their new health plan.

### **25.6 Pension Plan**

- a) The Employer and the employees will continue to participate in the Public Employees' **Pension Plan (PEPP)**.
- b) The Employer will contribute 7.25% and employees will contribute 6.25% **to the Public Employees' Pension Plan. Effective the first day of the pay period after date of ratification the employee will contribute 7.5%, and effective October 1 2020 the Employer will contribute 8% to the Public Employees' Pension Plan.**

### **25.7 Employee Assistance Program**

**25.7.1** The Employer agrees to offer an Employee and Family Assistance Program (EFAP) to its employees to enable employees to confidential access to receive confidential counselling, treatment or other assistance for personal problems. The purpose of the Employee and Family Assistance Program is to provide prevention, referral, assessment and personal counselling services for employees and their immediate families upon request. The Employer and the Union jointly recognize that successful intervention is possible with many personal, social or

health issues, especially if they are identified at an early stage. They also recognize that it is in the best interest of employees, the Employer and the Union to have an effective Employee and Family Assistance Program to help resolve such issues and concerns. **The Parties will agree to the EFAP Provider.**

**25.7.2** Every permanent and term employee of the Board and their immediate family members shall have access to the Employee and Family Assistance Program. Program benefits shall cease upon an employee's termination of employment.

**25.8 Professional Development**

The Employer and employees recognize the importance for Employees to upgrade current and acquire new skills. Learning is a continuous process that requires a commitment of time and expense.

The Employer and employee recognize the joint benefit gained by the organization and its employees through improved performance, increased professionalism, and versatility.

The Employer commits to developing a policy for Professional Development within the term of this agreement.

**ARTICLE 26 TERMS OF AGREEMENT**

**26.1** This term of this Agreement shall be from October 1, **2016** to September 30, **2022**

**26.2 Notice to Renegotiate**

Either party may, not less than **60** days nor more than **120** days prior to the expiry date of this Agreement, give notice in writing to the other party to renegotiate a revision thereof. Both Parties shall adhere to the terms of this Agreement during collective bargaining.

At the commencement of negotiations, each party shall provide the other with its proposals to amend the Agreement, and neither party may later add new proposals without the other's consent.

**26.3 Agreement to Continue in Force**

Where written notice has been given pursuant to Article 26.2 (Notice to Renegotiate), the provisions of this Agreement will remain in effect until a new Agreement is concluded.

**26.4 Changes in Agreement**

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

**26.5****Changes to the Agreement**

Any mutually agreed changes to this Agreement shall form part of this Agreement and are subject to the grievance and arbitration procedure.

## SCHEDULE A – PAY SCHEDULES

Effective October 1, 2016							
Pay Schedule: Hourly							
	Points						
Pay Band	From	To	Step 1	Step 2	Step 3	Step 4	Step 5
1	100	174	\$16.11	\$16.75	\$17.42	\$18.12	\$18.85
2	175	249	\$17.62	\$18.33	\$19.06	\$19.82	\$20.61
3	250	324	\$19.78	\$20.58	\$21.39	\$22.28	\$23.16
4	325	399	\$21.11	\$21.94	\$22.82	\$23.75	\$24.69
5	400	474	\$23.09	\$24.01	\$24.97	\$25.99	\$27.03
6	475	549	\$25.27	\$26.27	\$27.32	\$28.43	\$29.55
7	550	624	\$27.66	\$28.75	\$29.91	\$31.09	\$32.33
8	625	699	\$30.24	\$31.47	\$32.72	\$34.02	\$35.40
9	700	774	\$33.38	\$34.73	\$36.11	\$37.57	\$39.07
10	775	849	\$36.20	\$37.67	\$39.15	\$40.73	\$42.37
Pay Schedule: Monthly [Office]							
	Points						
Pay Band	From	To	Step 1	Step 2	Step 3	Step 4	Step 5
1	100	174	\$2,513.37	\$2,613.90	\$2,718.62	\$2,827.51	\$2,940.63
2	175	249	\$2,750.03	\$2,858.94	\$2,974.13	\$3,093.53	\$3,217.10
3	250	324	\$3,087.24	\$3,210.81	\$3,340.66	\$3,474.71	\$3,612.95
4	325	399	\$3,292.50	\$3,424.45	\$3,560.60	\$3,703.01	\$3,851.72
5	400	474	\$3,602.48	\$3,746.99	\$3,895.70	\$4,052.79	\$4,214.06
6	475	549	\$3,941.79	\$4,098.86	\$4,262.22	\$4,433.98	\$4,612.02
7	550	624	\$4,312.48	\$4,484.23	\$4,664.36	\$4,850.77	\$5,045.56
8	625	699	\$4,718.83	\$4,907.31	\$5,104.21	\$5,307.37	\$5,521.00
9	700	774	\$5,208.91	\$5,418.38	\$5,634.11	\$5,860.30	\$6,094.87
10	775	849	\$5,648.76	\$5,874.97	\$6,109.54	\$6,354.60	\$6,610.13
Pay Schedule: Monthly [Field]							
	Points						
Pay Band	From	To	Step 1	Step 2	Step 3	Step 4	Step 5
1	100	174	\$2,606.21	\$2,710.46	\$2,819.05	\$2,931.98	\$3,049.26
2	175	249	\$2,851.62	\$2,964.56	\$3,084.02	\$3,207.81	\$3,335.95
3	250	324	\$3,201.31	\$3,329.43	\$3,464.09	\$3,603.09	\$3,746.42
4	325	399	\$3,414.13	\$3,550.95	\$3,692.13	\$3,839.82	\$3,994.01
5	400	474	\$3,735.57	\$3,885.43	\$4,039.62	\$4,202.52	\$4,369.73
6	475	549	\$4,087.41	\$4,250.28	\$4,419.70	\$4,597.77	\$4,782.38
7	550	624	\$4,471.82	\$4,649.90	\$4,836.70	\$5,029.97	\$5,231.97
8	625	699	\$4,893.15	\$5,088.63	\$5,292.77	\$5,503.45	\$5,724.98
9	700	774	\$5,401.37	\$5,618.56	\$5,842.25	\$6,076.82	\$6,320.05
10	775	849	\$5,857.46	\$6,092.01	\$6,335.26	\$6,589.38	\$6,854.33

Effective October 1, 2018							
Pay Schedule: Hourly							
	Points						
Pay Band	From	To	Step 1	Step 2	Step 3	Step 4	Step 5
1	100	174	\$16.27	\$16.92	\$17.59	\$18.30	\$19.04
2	175	249	\$17.80	\$18.51	\$19.25	\$20.02	\$20.82
3	250	324	\$19.98	\$20.79	\$21.60	\$22.50	\$23.39
4	325	399	\$21.32	\$22.16	\$23.05	\$23.99	\$24.94
5	400	474	\$23.32	\$24.25	\$25.22	\$26.25	\$27.30
6	475	549	\$25.52	\$26.53	\$27.59	\$28.71	\$29.85
7	550	624	\$27.94	\$29.04	\$30.21	\$31.40	\$32.65
8	625	699	\$30.54	\$31.78	\$33.05	\$34.36	\$35.75
9	700	774	\$33.71	\$35.08	\$36.47	\$37.95	\$39.46
10	775	849	\$36.56	\$38.05	\$39.54	\$41.14	\$42.79
Pay Schedule: Monthly [Office]							
	Points						
Pay Band	From	To	Step 1	Step 2	Step 3	Step 4	Step 5
1	100	174	\$2,538.50	\$2,640.04	\$2,745.81	\$2,855.79	\$2,970.04
2	175	249	\$2,777.53	\$2,887.53	\$3,003.87	\$3,124.47	\$3,249.27
3	250	324	\$3,118.11	\$3,242.92	\$3,374.07	\$3,509.46	\$3,649.08
4	325	399	\$3,325.43	\$3,458.69	\$3,596.21	\$3,740.04	\$3,890.24
5	400	474	\$3,638.50	\$3,784.46	\$3,934.66	\$4,093.32	\$4,256.20
6	475	549	\$3,981.21	\$4,139.85	\$4,304.84	\$4,478.32	\$4,658.14
7	550	624	\$4,355.60	\$4,529.07	\$4,711.00	\$4,899.28	\$5,096.02
8	625	699	\$4,766.02	\$4,956.38	\$5,155.25	\$5,360.44	\$5,576.21
9	700	774	\$5,261.00	\$5,472.56	\$5,690.45	\$5,918.90	\$6,155.82
10	775	849	\$5,705.25	\$5,933.72	\$6,170.64	\$6,418.15	\$6,676.23
Pay Schedule: Monthly [Field]							
	Points						
Pay Band	From	To	Step 1	Step 2	Step 3	Step 4	Step 5
1	100	174	\$2,632.27	\$2,737.56	\$2,847.24	\$2,961.30	\$3,079.75
2	175	249	\$2,880.14	\$2,994.21	\$3,114.86	\$3,239.89	\$3,369.31
3	250	324	\$3,233.32	\$3,362.72	\$3,498.73	\$3,639.12	\$3,783.88
4	325	399	\$3,448.27	\$3,586.46	\$3,729.05	\$3,878.22	\$4,033.95
5	400	474	\$3,772.93	\$3,924.28	\$4,080.02	\$4,244.55	\$4,413.43
6	475	549	\$4,128.28	\$4,292.78	\$4,463.90	\$4,643.75	\$4,830.20
7	550	624	\$4,516.54	\$4,696.40	\$4,885.07	\$5,080.27	\$5,284.29
8	625	699	\$4,942.08	\$5,139.52	\$5,345.70	\$5,558.48	\$5,782.23
9	700	774	\$5,455.38	\$5,674.75	\$5,900.67	\$6,137.59	\$6,383.25
10	775	849	\$5,916.03	\$6,152.93	\$6,398.61	\$6,655.27	\$6,922.87

<b>Effective October 1, 2019</b>							
<b>Pay Schedule: Hourly</b>							
	<b>Points</b>						
<b>Pay Band</b>	<b>From</b>	<b>To</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
1	100	174	\$16.60	\$17.26	\$17.95	\$18.67	\$19.42
2	175	249	\$18.15	\$18.88	\$19.64	\$20.42	\$21.23
3	250	324	\$20.38	\$21.20	\$22.04	\$22.95	\$23.86
4	325	399	\$21.75	\$22.60	\$23.51	\$24.47	\$25.44
5	400	474	\$23.79	\$24.74	\$25.72	\$26.77	\$27.85
6	475	549	\$26.03	\$27.06	\$28.15	\$29.29	\$30.44
7	550	624	\$28.50	\$29.62	\$30.81	\$32.03	\$33.31
8	625	699	\$31.15	\$32.42	\$33.71	\$35.05	\$36.47
9	700	774	\$34.39	\$35.78	\$37.20	\$38.70	\$40.25
10	775	849	\$37.29	\$38.81	\$40.33	\$41.96	\$43.65
<b>Pay Schedule: Monthly [Office]</b>							
	<b>Points</b>						
<b>Pay Band</b>	<b>From</b>	<b>To</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
1	100	174	\$2,589.27	\$2,692.84	\$2,800.72	\$2,912.90	\$3,029.44
2	175	249	\$2,833.08	\$2,945.28	\$3,063.95	\$3,186.95	\$3,314.26
3	250	324	\$3,180.47	\$3,307.78	\$3,441.55	\$3,579.65	\$3,722.06
4	325	399	\$3,391.93	\$3,527.87	\$3,668.13	\$3,814.84	\$3,968.04
5	400	474	\$3,711.27	\$3,860.15	\$4,013.35	\$4,175.18	\$4,341.32
6	475	549	\$4,060.83	\$4,222.65	\$4,390.94	\$4,567.89	\$4,751.30
7	550	624	\$4,442.72	\$4,619.65	\$4,805.22	\$4,997.26	\$5,197.94
8	625	699	\$4,861.34	\$5,055.51	\$5,258.36	\$5,467.65	\$5,687.73
9	700	774	\$5,366.22	\$5,582.02	\$5,804.26	\$6,037.28	\$6,278.94
10	775	849	\$5,819.35	\$6,052.39	\$6,294.05	\$6,546.51	\$6,809.76
<b>Pay Schedule: Monthly [Field]</b>							
	<b>Points</b>						
<b>Pay Band</b>	<b>From</b>	<b>To</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
1	100	174	\$2,684.92	\$2,792.32	\$2,904.19	\$3,020.53	\$3,141.35
2	175	249	\$2,937.74	\$3,054.09	\$3,177.16	\$3,304.69	\$3,436.70
3	250	324	\$3,297.99	\$3,429.98	\$3,568.71	\$3,711.90	\$3,859.56
4	325	399	\$3,517.24	\$3,658.19	\$3,803.63	\$3,955.78	\$4,114.63
5	400	474	\$3,848.38	\$4,002.77	\$4,161.62	\$4,329.44	\$4,501.70
6	475	549	\$4,210.85	\$4,378.64	\$4,553.17	\$4,736.62	\$4,926.81
7	550	624	\$4,606.87	\$4,790.33	\$4,982.77	\$5,181.88	\$5,389.98
8	625	699	\$5,040.92	\$5,242.31	\$5,452.61	\$5,669.65	\$5,897.87
9	700	774	\$5,564.49	\$5,788.24	\$6,018.69	\$6,260.34	\$6,510.92
10	775	849	\$6,034.36	\$6,275.99	\$6,526.58	\$6,788.38	\$7,061.33

<b>Effective October 1, 2020</b>							
<b>Pay Schedule: Hourly</b>							
	<b>Points</b>						
<b>Pay Band</b>	<b>From</b>	<b>To</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
1	100	174	\$16.80	\$17.47	\$18.17	\$18.90	\$19.66
2	175	249	\$18.38	\$19.12	\$19.88	\$20.67	\$21.50
3	250	324	\$20.63	\$21.47	\$22.31	\$23.24	\$24.16
4	325	399	\$22.02	\$22.89	\$23.80	\$24.77	\$25.75
5	400	474	\$24.08	\$25.04	\$26.05	\$27.11	\$28.19
6	475	549	\$26.36	\$27.40	\$28.50	\$29.65	\$30.82
7	550	624	\$28.85	\$29.99	\$31.20	\$32.43	\$33.72
8	625	699	\$31.54	\$32.83	\$34.13	\$35.49	\$36.92
9	700	774	\$34.82	\$36.23	\$37.67	\$39.19	\$40.75
10	775	849	\$37.76	\$39.29	\$40.84	\$42.48	\$44.20
<b>Pay Schedule: Monthly [Office]</b>							
	<b>Points</b>						
<b>Pay Band</b>	<b>From</b>	<b>To</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
1	100	174	\$2,621.64	\$2,726.50	\$2,835.73	\$2,949.31	\$3,067.30
2	175	249	\$2,868.49	\$2,982.10	\$3,102.25	\$3,226.79	\$3,355.68
3	250	324	\$3,220.23	\$3,349.12	\$3,484.57	\$3,624.39	\$3,768.59
4	325	399	\$3,434.33	\$3,571.97	\$3,713.98	\$3,862.53	\$4,017.64
5	400	474	\$3,757.67	\$3,908.40	\$4,063.52	\$4,227.37	\$4,395.59
6	475	549	\$4,111.59	\$4,275.43	\$4,445.83	\$4,624.98	\$4,810.69
7	550	624	\$4,498.25	\$4,677.40	\$4,865.29	\$5,059.73	\$5,262.91
8	625	699	\$4,922.11	\$5,118.70	\$5,324.09	\$5,536.00	\$5,758.83
9	700	774	\$5,433.30	\$5,651.79	\$5,876.81	\$6,112.75	\$6,357.42
10	775	849	\$5,892.09	\$6,128.05	\$6,372.72	\$6,628.34	\$6,894.88
<b>Pay Schedule: Monthly [Field]</b>							
	<b>Points</b>						
<b>Pay Band</b>	<b>From</b>	<b>To</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
1	100	174	\$2,718.48	\$2,827.22	\$2,940.49	\$3,058.28	\$3,180.61
2	175	249	\$2,974.46	\$3,092.27	\$3,216.87	\$3,345.99	\$3,479.65
3	250	324	\$3,339.21	\$3,472.85	\$3,613.31	\$3,758.30	\$3,907.81
4	325	399	\$3,561.20	\$3,703.92	\$3,851.18	\$4,005.23	\$4,166.06
5	400	474	\$3,896.49	\$4,052.80	\$4,213.64	\$4,383.55	\$4,557.97
6	475	549	\$4,263.49	\$4,433.37	\$4,610.09	\$4,795.83	\$4,988.39
7	550	624	\$4,664.45	\$4,850.21	\$5,045.05	\$5,246.65	\$5,457.35
8	625	699	\$5,103.93	\$5,307.84	\$5,520.77	\$5,740.52	\$5,971.60
9	700	774	\$5,634.05	\$5,860.59	\$6,093.92	\$6,338.59	\$6,592.30
10	775	849	\$6,109.78	\$6,354.44	\$6,608.17	\$6,873.23	\$7,149.60

Effective October 1, 2021							
Pay Schedule: Hourly							
	Points						
Pay Band	From	To	Step 1	Step 2	Step 3	Step 4	Step 5
1	100	174	\$17.14	\$17.82	\$18.53	\$19.28	\$20.06
2	175	249	\$18.75	\$19.50	\$20.28	\$21.09	\$21.93
3	250	324	\$21.04	\$21.90	\$22.76	\$23.70	\$24.64
4	325	399	\$22.46	\$23.34	\$24.28	\$25.27	\$26.27
5	400	474	\$24.57	\$25.55	\$26.57	\$27.65	\$28.76
6	475	549	\$26.89	\$27.95	\$29.07	\$30.25	\$31.44
7	550	624	\$29.43	\$30.59	\$31.82	\$33.08	\$34.40
8	625	699	\$32.17	\$33.48	\$34.81	\$36.20	\$37.66
9	700	774	\$35.51	\$36.95	\$38.42	\$39.97	\$41.57
10	775	849	\$38.51	\$40.08	\$41.65	\$43.33	\$45.08
Pay Schedule: Monthly [Office]							
	Points						
Pay Band	From	To	Step 1	Step 2	Step 3	Step 4	Step 5
1	100	174	\$2,674.07	\$2,781.03	\$2,892.45	\$3,008.30	\$3,128.65
2	175	249	\$2,925.86	\$3,041.74	\$3,164.29	\$3,291.33	\$3,422.80
3	250	324	\$3,284.64	\$3,416.11	\$3,554.26	\$3,696.88	\$3,843.96
4	325	399	\$3,503.02	\$3,643.41	\$3,788.26	\$3,939.78	\$4,098.00
5	400	474	\$3,832.82	\$3,986.57	\$4,144.79	\$4,311.92	\$4,483.50
6	475	549	\$4,193.82	\$4,360.94	\$4,534.74	\$4,717.48	\$4,906.91
7	550	624	\$4,588.22	\$4,770.95	\$4,962.59	\$5,160.92	\$5,368.17
8	625	699	\$5,020.55	\$5,221.08	\$5,430.57	\$5,646.72	\$5,874.01
9	700	774	\$5,541.96	\$5,764.83	\$5,994.35	\$6,235.00	\$6,484.57
10	775	849	\$6,009.94	\$6,250.61	\$6,500.18	\$6,760.91	\$7,032.78
Pay Schedule: Monthly [Field]							
	Points						
Pay Band	From	To	Step 1	Step 2	Step 3	Step 4	Step 5
1	100	174	\$2,772.85	\$2,883.76	\$2,999.30	\$3,119.45	\$3,244.23
2	175	249	\$3,033.95	\$3,154.11	\$3,281.21	\$3,412.91	\$3,549.25
3	250	324	\$3,406.00	\$3,542.31	\$3,685.58	\$3,833.47	\$3,985.96
4	325	399	\$3,632.43	\$3,777.99	\$3,928.20	\$4,085.33	\$4,249.38
5	400	474	\$3,974.42	\$4,133.86	\$4,297.91	\$4,471.23	\$4,649.13
6	475	549	\$4,348.76	\$4,522.04	\$4,702.29	\$4,891.75	\$5,088.16
7	550	624	\$4,757.74	\$4,947.21	\$5,145.95	\$5,351.58	\$5,566.50
8	625	699	\$5,206.01	\$5,413.99	\$5,631.18	\$5,855.34	\$6,091.03
9	700	774	\$5,746.73	\$5,977.81	\$6,215.80	\$6,465.37	\$6,724.15
10	775	849	\$6,231.98	\$6,481.53	\$6,740.33	\$7,010.70	\$7,292.59



## APPENDIX A CLASSIFICATION PLAN

The Board's Classification Plan is comprised of the following **occupations**:

<b>Occupations</b>	<b>Designation</b>	<b>Level</b>	<b>Probation Period</b>
<b>Administrative Coordinator – Finance and Human Resources</b>	<b>Office</b>	<b>7</b>	<b>6 months</b>
<b>Administrative Coordinator – Corporate Services</b>	<b>Office</b>	<b>5</b>	<b>6 months</b>
<b>Administrative Coordinator – Finance</b>	<b>Office</b>	<b>5</b>	<b>6 months</b>
<b>Administrative Coordinator – Programs</b>	<b>Office</b>	<b>5</b>	<b>6 months</b>
<b>Administrative Coordinator – Programs</b>	<b>Office</b>	<b>4</b>	<b>6 months</b>
<b>Administrative Coordinator – Programs and Technical Services</b>	<b>Office</b>	<b>4</b>	<b>6 months</b>
<b>Administrative Coordinator</b>	<b>Office</b>	<b>3</b>	<b>6 months</b>
<b>Collections Assistant</b>	<b>Field</b>	<b>6</b>	<b>1 year</b>
<b>Communications Strategist</b>	<b>Field</b>	<b>9</b>	<b>1 year</b>
<b>Consultant: Permanent Collection</b>	<b>Field</b>	<b>9</b>	<b>1 year</b>
<b>Information Technology Administrator</b>	<b>Field</b>	<b>7</b>	<b>1 year</b>
<b>Policy and Planning Advisor</b>	<b>Field</b>	<b>10</b>	<b>1 year</b>
<b>Preparator</b>	<b>Field</b>	<b>6</b>	<b>1 year</b>
<b>Program Consultant</b>	<b>Field</b>	<b>9</b>	<b>1 year</b>
<b>Registrar</b>	<b>Field</b>	<b>6</b>	<b>1 year</b>

**APPENDIX B  
MONTHLY HOURS OF WORK  
And  
DESIGNATED HOLIDAYS**

**MONTHLY HOURS OF WORK**

The hours listed represent the total workable hours for the indicated month. This is calculated as the total number of weekdays multiplied by 8, less 8 hours for each designated holiday falling in that month.

Straight time to be worked by any employee is calculated as the listed hours for the indicated month less 8 hours for each day off scheduled for that month.

Month	2016	2017	2018	2019	2020	2021	2022
January	160	168	176	176	176	160	160
February	160	152	152	152	152	152	152
March	176	184	168	168	176	184	184
April	168	152	168	168	168	168	160
May	168	176	176	176	160	160	168
June	176	168	160	152	176	176	176
July	152	160	168	176	168	160	152
August	176	176	176	168	160	168	176
September	168	160	152	160	168	168	168
October	160	168	176	176	168	160	160
November	168	168	168	160	160	168	168
December	168	152	152	160	168	168	160

**DESIGNATED HOLIDAYS**

1. The following are the “one other day per year” designated as holidays in accordance with Article 14.1 of this Agreement.

**Floating Holiday for 2017 — Friday, June 30, 2017**

**Floating Holiday for 2018 — Friday, June 29, 2018**

**Floating Holiday for 2019 — Friday, June 28, 2019**

**Floating Holiday for 2020 — Friday, July 31, 2020**

**Floating Holiday for 2021 — Friday, July 2, 2021**

**Floating Holiday for 2022 — Monday, July 4, 2022**

2. The following are deemed “holidays in lieu”:

<b>Year</b>	<b>Designated Holiday</b>	<b>In Lieu Of</b>
2016	Tuesday, December 27, 2016	Sunday, December 25, 2016
<b>2017</b>	<b>Monday, January 2, 2017</b>	<b>Sunday, January 1, 2017</b>
	<b>Monday, July 3, 2017</b>	<b>Saturday, July 1, 2017</b>
	<b>Friday, November 10, 2017</b>	<b>Saturday, November 11, 2017</b>
<b>2018</b>	<b>Monday, July 2, 2018</b>	<b>Sunday, July 1, 2018</b>
	<b>Monday, November 12, 2018</b>	<b>Sunday, November 11, 2018</b>
<b>2020</b>	<b>Monday, December 28, 2020</b>	<b>Saturday, December 26, 2020</b>
<b>2021</b>	<b>Friday, December 24, 2021</b>	<b>Saturday, December 25, 2021</b>
	<b>Monday, December 27, 2021</b>	<b>Sunday, December 26, 2021</b>
<b>2022</b>	<b>Monday, January 3, 2022</b>	<b>Saturday, January 1, 2022</b>
	<b>Tuesday, December 27, 2022</b>	<b>Sunday, December 25, 2022</b>

## APPENDIX C - TRANSFER OF OBLIGATIONS

Where a business or part thereof is sold, leased, transferred or otherwise disposed of, the person acquiring the business or part thereof shall be bound by all orders of the board and all proceedings had and taken before the board before the acquisition, and the orders and proceedings shall continue as if the business or part thereof had not been disposed of, and, without limiting the generality of the foregoing, if before the disposal a trade union was determined by an order of the board as representing, for the purpose of bargaining collectively, any of the employees affected by the disposal or any collective bargaining agreement affecting any of such employees was in force the terms of that order or agreement, as the case may be, shall, unless the board otherwise orders, be deemed to apply to the person acquiring the business or part thereof to the same extent as if the order had originally applied to **them** or the agreement had been signed by **them**.

On the application of any trade union, employer or employee directly affected by a disposition described in this section, the board may make orders doing any of the following:

- a) determining whether the disposition or proposed disposition relates to a business or part of it;
- b) determining whether, on the completion of the disposition of a business or of part of the business, the employees constitute one or more units appropriate for collective bargaining and whether the appropriate unit or units will be:
  - i) an employee unit;
  - ii) a craft unit;
  - iii) a plant unit;
  - iv) a subdivision of an employee unit, craft unit or plant unit; or
  - v) some other unit;
- c) determining what trade union, if any, represents a majority of employees in the unit determined to be an appropriate unit pursuant to clause (b);
- d) directing a vote to be taken among all employees eligible to vote in a unit determined to be an appropriate unit pursuant to clause (b);
- e) amending, to the extent that the board considers necessary or advisable, an order made pursuant to clause (a), (b) or (c) or the description of a unit contained in a collective bargaining agreement;
- f) giving any directions that the board considers necessary or advisable as to the application of a collective bargaining agreement affecting the employees in a unit determined to be an appropriate unit pursuant to clause (b)

### Application to certain businesses

Unless the board orders otherwise, if collective bargaining relating to a business is governed by the laws of Canada, and the business or part of it becomes subject to the laws of Saskatchewan, with any necessary modification, and the person owning or acquiring the business or part of it is bound by any collective bargaining agreement in force when the business becomes subject to the laws of Saskatchewan.

## APPENDIX D - SCHEDULE OF STANDARD CHARGES - INCIDENTAL TRAVEL EXPENSES

This schedule is provided as a guide to employees and supervisors with respect to charges incurred while travelling on government business.

### Standard Charges

1. *Laundry* - charges are allowable for employees, who are absent from headquarters for a period in excess of seven (7) consecutive calendar days. Receipts are required.
2. *Valet Services* - not allowable
3. *Dry Cleaning* - allowable only when incurred under exceptional circumstances away from headquarters. The need for dry cleaning must be identified on the expense form and receipts are required.
4. *Gratuities*
  - a) *Hotel* - not allowable
  - b) *Meals* - \$2.00 for each full day or \$1.00 for a partial day is allowable. Full day allowance will only apply when a claim is made for breakfast, dinner and supper.
5. *Parking* - employees working away from their headquarters building, and using either a C.V.A. or private vehicle, may recover parking charges as follows:
  - a) If available within a reasonable walking distance from work, employees are expected to use off-street parking and may recover costs as supported by receipt.
  - b) If off-street parking is not available, actual costs of metered parking may be charged, to a maximum of **\$8.00** per day.
  - c) The procedure for claiming reimbursement shall be in accordance with the instructions issued by the **Director of Administration**.
6. *Telephone* - whenever possible, employees should call collect, charge the call to the agency telephone number or utilize the agency's telephone credit card. If not possible, charges for business calls are allowable, supported by receipt (if available), name of party called and reason for call.
7. *Telegrams* - should be sent collect where possible; otherwise, charges for business telegrams are allowable, supported by receipt.
8. *Taxis* - charges are allowable for taxi fare from an employee's home to train station, bus depot or airport, and return, and for fares incurred on government business away from headquarters. Receipts are required for charges in excess of \$4.00.

9. *Other Expenses* - occasionally, employees will incur exceptional expenses in connection with the conduct of government business. Such expenses may be allowable if detailed on the expense form, supported by receipts, and authorized by the permanent head. The decision of the **Director of Administration** will be final in all cases.

## APPENDIX E - DISPUTE RESOLUTION OPTIONS

The Parties agree the best resolution of a dispute is one worked out between the Parties without recourse to a third party.

### a) Process

- 1) The Parties shall meet every four (4) months or as mutually agreed to review outstanding grievances to determine by mutual agreement what process is suitable for resolving each grievance or groups of grievances. They shall also set dates for hearings of grievances or groups of grievances by the agreed to appropriate process.
- 2) By mutual agreement, the procedures may be used after Step 2 of the grievance procedure.

### b) Investigation

The Parties will approach each grievance or group of grievances from the point of view of:

- 1) Attempting to ascertain the facts and negotiate a resolution.
- 2) Failing resolution by negotiation, agreeing to a joint statement of facts.
- 3) Based on the joint statement of facts, determine the appropriate course of action to resolve the matter from three options:
  - i) Mediation
  - ii) Expedited Arbitration
  - iii) Full Panel Arbitration

### c) Mediation Process

- 1) Each party will select two (2) Mediators, i.e. a permanent slate of four in total. On agreement that a case be mediated, the Parties will draw the Mediator by chance. Any Mediator must have served as a Chairperson of an Arbitration Board.
- 2) A joint statement of facts will be presented to the Mediator.
- 3) Any further non agreed to facts may be presented to the Mediator in a narrative fashion.

This would include contract clauses and arguments in support of separate positions on the issue.

Any written material presented to the Mediator will be returned to the issuing party at the conclusion of the Mediation.

- 4) The rules of evidence will not apply and no record of proceedings will be made.
- 5) The grievor(s) and management person(s) affected by the case will fully participate in proceedings, with their respective labour relations advisor.
- 6) Emphasis is on complete examination of the issue, including separate meetings with the Parties, if deemed necessary by the Mediator.
- 7) The objective of the Mediator is to assist the Parties in reaching a mutually acceptable settlement as expeditiously as possible.
- 8) If no settlement is reached within ten (10) days as a result of mediation, the mediator will give a decision based on the Collective Agreement provisions and on how **they** would decide on the case if it were to proceed to arbitration.
- 9) Mediation will normally take place at central Union or management offices or at the workplace.
- 10) The Parties will equally share the cost of fees and expenses of the Mediator.
- 11) The grievor, Shop Steward and Manager/Supervisor who are party to the case shall be granted leave with pay to be present at mediation.
- 12) Mediation awards shall have no precedential value and shall not thereafter be referred to by the Parties in respect of any other matter in any other setting.
- 13) A grievance may be removed from the mediation process at any time prior to hearing and forwarded to a regular, or if the Parties mutually agree, to an expedited arbitration hearing.
- 14) Following the mediation process if no settlement is achieved, the Parties may agree to advance the grievance to the expedited arbitration procedure. In any event the Union maintains the right to advance the grievance to a full panel arbitration.
- 15) No legal counsel will be used by either party. The Union will use elected officers or staff representatives. The employer will use representatives of management or the Board.

d) Expedited Arbitration Process

- 1) It may be mutually agreed between the Parties to advance grievances to this process as per Articles (a) (1) and (2) or as a result of (c) (13) and (14).
- 2) Each party will select two (2) Arbitrators, i.e. a permanent slate of four (4) in total. On agreement that a case be expeditiously arbitrated, the Parties will draw the Arbitrator by chance, and **they** will act as a single Arbitrator on the matter. Any Arbitrator must have served as the chairperson of an Arbitration Board. A joint statement of facts will be presented to the Arbitrator.
- 3) The Arbitrator shall hear the grievances and shall render a decision within two (2) working days of such hearings. No written reasons



for the decision will be provided beyond that which the Arbitrator deems appropriate to convey a decision. The decision of the single Arbitrator will be final and binding on the Parties.

- 4) Expedited arbitration awards shall have no precedential value and shall not thereafter be referred to by the Parties in respect of any other matter in any other setting.
- 5) All settlements of expedited arbitration cases prior to hearing shall be without prejudice.
- 6) A grievance may be removed from the expedited arbitration process at any time prior to hearing and forwarded to a regular (full panel) hearing.
- 7) No legal counsel will be used by either party. The Union will use elected officers or staff representatives. The employer will use representatives of management or the Board.
- 8) The Parties will equally share the cost of fees and expenses of the Arbitrator.
- 9) The grievor and Manager/Supervisor who are party to the case shall be granted leave with pay to be present at arbitration.

e) Full Panel (Regular Arbitration)

- 1) As per Article 21 (Arbitration) of the Collective Agreement.

## APPENDIX F - RELOCATION

### Policy

All appointees to permanent positions required to relocate from a work location anywhere in Canada or the continental United States to either:

- a different urban centre, or
- a new work location at least 20 kilometres (road distance) from the immediately preceding one

may have the compensation provisions contained in this policy applied in whole or in part, pending approval of the **Chief Executive Officer**.

All appointees to temporary, less than full-time, or casual positions, or permanent employees requesting transfers required to relocate from a work location anywhere in Canada or the continental United States to either:

- a different urban centre, or
- a new work location at least 20 kilometres (road distance) from the immediately preceding one

may have the compensation provisions contained in this policy applied in whole or in part with the approval of the **Chief Executive Officer**.

### Exclusions

- simultaneous compensation to your spouse by legal marriage or your common law spouse being relocated to the same work location.

**Responsibility For Expenses** The department requesting an appointee's relocation is responsible for payment of relocation allowance.

**Reimbursement Rates** Government of Saskatchewan rates, plus specified allowances for spouse and/or dependents, apply as maximums.

**Receipts** Must be submitted within one year in order to be eligible for reimbursement (no receipts needed for meals).

**Accountable Advances** Granted upon request, in the amount of estimated relocation benefits for which employee/appointee is eligible. A promissory note will be signed for the amount of the advance.

**Search For Accommodation** Compensation provided to a maximum of:

- one return trip to new work location for appointee and spouse
- five nights accommodation allowance for appointee plus \$6/night for spouse
- five days meal allowance at allowable government rates for appointee and spouse plus extra meal allowance for reasonable travel time to and from new work location (receipts not required)

In lieu of the above the appointee may make more than one trip to new work location in order to locate accommodation, but total compensation shall not exceed the maximum allowance based on allowable government rates.

**Commuting Allowance** Appointees are eligible for a commuting allowance to a maximum of \$3,500 or coverage for up to 2 years.

- the commuting allowance will be paid based on allowable kilometer rates as per Article 12 (Reimbursements) of the Collective Agreement;
- all monies paid out as a commuting allowance will be deducted from the eligible amount under the Relocation Policy if the appointee subsequently chooses to relocate **their** household and is within the eligibility period for coverage under the Policy.

**Primary Household Effects Coverage**

- in transit insurance coverage to a maximum of \$100,000.
- compensation provided to cover all reasonable costs for packing and/or crating, loading, transporting, unloading and unpacking appointee's primary household effects (excluding expedited service charges).
- 100% of transportation costs for first 15,000 pounds, plus 50% of transportation costs for any amounts over and above 15,000 pounds

Transportation to be accomplished by:

- commercial household goods mover, under normal circumstances, or
- rented truck, if approved by the **Chief Executive Officer** and total cost does not exceed estimated total cost of commercial household goods mover's fee. Reimbursement will be made based on the submission of receipts.

**Travel To New Work Location** Compensation provided to a maximum of:

- actual costs of transporting appointee, spouse and/or dependents directly to new work location
- accommodation allowance at allowable government rates while directly en route to new work location for appointee plus \$6/night for spouse plus either:
  - \$5/night for each dependent, or
  - a second motel/hotel room, subject to prior approval of permanent head
- meal allowance at allowable government rate while directly en route to new work location for appointee, spouse and/or dependents

- other circumstances such as additional costs related to unpacking and packing, with prior approval of the **Chief Executive Officer**.

**Storage Costs** Compensation for costs associated with storage of employee's primary household effects to a maximum of:

- 30 days, or
- beyond 30 days, with prior approval of the **Chief Executive Officer**

**Temporary Accommodation And Meals At New Work Location** Compensation provided to a maximum of:

- 30 nights accommodation at allowable government rates for appointee
- 30 days allowable government meal allowance for appointee

The resulting maximum of the above may alternatively be applied to:

- accommodation allowance for appointee plus \$6/night for spouse plus either:
- \$5/night for each dependent, or
- a second motel/hotel room, subject to prior approval of permanent head.
- meal allowance for appointee, spouse and/or dependents based on approved government rates.
- other types of accommodation (eg, apartment), with the prior approval of the **Chief Executive Officer**.

**Residential Property Expenses** If appointee's principal residence is rented and if the appointee faces a lease discharge fee on principal residence and/or rental payments on both old and new principal residences, then compensation is provided to a maximum of one month's rent, based on old residence's rent. If appointee's principal residence is owned by appointee and if legal and real estate expenses are incurred in the sale of the appointee's principal residence at the old work location, then Compensation is provided for:

- legal and real estate fees associated with the sale of the appointee's principal residence at the old work location
- legal fees associated with the purchase of a principal residence at the new work location.

**Legal fees include:**

- "professional services fees" related to the transferring of the home and land title disbursements
- commission to "listing and selling" agents.

Compensation is provided as follows:

- reimbursement of actual real estate fees up to 7% of sale price plus applicable taxes.

- reimbursement of legal fees at rates of the Law Society for sale and purchase of homes
- reimbursement of mortgage discharge fees not exceeding three months mortgage interest, to a maximum of \$1,500
- reimbursement of bridge financing up to 3 months interest to a maximum of \$1,500. (This provision applies when a relocated employee takes title to a residence at the new location before the sale of the residence at the old location and is required to arrange for a short term loan to finance the purchase.)
- a copy of the statement from the lawyer with the address of the property should be submitted for reimbursement.

**Incidental Expenses** Compensation is provided for expenses that are associated with minor repairs not due to cosmetic/personal reasons that are directly related to the move:

- altering drapes, carpeting, floor covering, etc.
- replacing household fittings such as leaking faucets, locks, door handles, inoperable electrical outlets, etc.
- erecting television aerials (satellite dishes are excluded)
- installing telephones
- disconnecting and reconnecting appliances such as ranges, etc.
- long distance telephone calls pertaining to move (eg, related to delivery of household goods).
- costs associated with obtaining and preparing a mobile home site, including disconnecting and reconnecting utilities and septic tank installation
- other expenses, with the prior approval of the **Chief Executive Officer**

**Compensation** provided to a maximum of:

- \$500 without receipts, or
- \$800 with receipts

**Procedures** All instances of removal of household effects arising from relocation are co-ordinated through the Saskatchewan Arts Board. Inquiries should be directed to the **Chief Executive Officer**, Saskatchewan Arts Board.

**Service Commitment** An appointee who relocates under the provisions of the relocation policy is required to provide a service commitment to the Saskatchewan Arts Board. Duration of the service commitment shall be two years. The appointee earns the relocation allowance, in monthly increments, as **they** fulfil the service commitment. In the event that an appointee resigns from the Arts Board prior to expiration of **their** service commitment, the appointee shall repay the unearned portion of **their** relocation allowance to the Arts Board, unless the permanent head obtains the **Chief Executive Officer's** prior written approval to forgive the outstanding relocation allowance. Any leave of absence without pay which has been taken by the appointee since commencement of the service commitment and which exceeds five consecutive working days shall be excluded from the appointee's total service period in the calculation of **their** unearned relocation allowance. If, prior to expiration of an appointee's service commitment, **they** resign from the Arts Board and obtain employment with a

Saskatchewan Crown corporation, the outstanding portion of the appointee's service commitment automatically transfers to the employing Crown corporation. In the event that an appointee leaves the employ of the Arts Board at the request of **their Chief Executive Officer** and prior to expiration of the service commitment, the appointee shall be forgiven the outstanding portion of the relocation allowance.

## APPENDIX G - PRESSING NECESSITY LEAVE

Pressing necessity is permission to be absent from work, with or without pay, in order to deal with an unforeseen or emergency situation, usually of a personal nature, or for non-emergency family responsibilities.

### Procedure

#### Pressing Necessity

The Saskatchewan Arts Board recognizes that employees may encounter emergency or unforeseen circumstances that require their absence from work. The Arts Board is prepared to assist employees in such situations by granting leave for pressing necessity for such days, or a portion of the days, when requested. Such leave will be granted to the extent considered fair and reasonable by the **Chief Executive Officer**, or designate, based on the facts contained in the individual leave application. When leave with pay is granted, the time approved is charged against the employee's sick leave credits.

Leave for pressing necessity is commonly granted in the following instances:

- death in the employee's immediate or extended family;
- attendance at the funeral of a non-family member;
- emergency sickness in the employee's immediate family or household;
- other emergencies or unexpected circumstances; and/or paternity leaves.

Immediate family is defined as the employee's spouse, common-law spouse, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, sister, grandchildren, grandparents and spouse's grandparents.

Extended family is defined as the employee's first cousin, aunts, uncles, nieces and nephews, brother-in-law, sister-in-law.

When a member of the employee's immediate family dies, the employee may request leave of absence for reasons of pressing necessity. The period of leave shall include those working days from the day of the death to and including the day following the funeral.

When a member of the extended family dies, the employee may request leave of absence for pressing necessity. The period of leave shall be for the day of the funeral.

## Time for Travel

When an employee requests leave for pressing necessity to attend the funeral of a family member and such attendance includes out of province travel, the employee may request one (1) additional day of leave for such travel. If the funeral is outside of continental North America, two (2) additional days may be granted.

## Attendance at the Funeral of Non-Family Member

An employee may request leave to attend the funeral of a non-family member. Where the period of leave sought is up to (1/2) working day or less, such an arrangement may be agreed to between the employee and the **Chief Executive Officer**. Such absence will be with pay and with deductions from leave credits. However, when the employee requests a longer period of leave citing pressing necessity, such leave should only be granted where special circumstances warrant, i.e., special responsibilities related to the funeral, up to a maximum of one (1) day.

## Emergency Sickness or Grave Illness in the Immediate Family

Where a member of the employee's immediate family or household is gravely ill and where the medical opinion is that the employee's presence is desirable, leave for pressing necessity up to a maximum of five (5) working days may be granted.

Where a member of the employee's household is taken ill, leave for pressing necessity up to a maximum of two (2) working days may be granted. This leave is intended to provide the employee with time to make alternate arrangements for the functioning of the house-hold. Note, however, where it is clearly not possible to make such alternate arrangements, an extended period of leave for pressing necessity may be granted up to a maximum of five (5) working days.

## Other Circumstances

While difficult to define, such circumstances are characterized by adverse circumstances over which the employee has little or no advance warning or control, i.e., fire, flood, blizzard, etc. Leave granted may vary depending on circumstances up to a maximum of two (2) days.

In the case of the birth of a child, paternity leave of one (1) working day, to be taken on the day of birth, will be granted on request.

With regard to weather related emergencies, where the employee chooses to live in a location away from the headquarters area, eligibility for leave for pressing necessity will be governed by the following:

- i) employees will receive the same considerations as their urban counterparts.
- ii) in respect to weather conditions regarding travel, eligibility for leave shall be based on the weather conditions prevailing where the employee is headquartered.



## Family Responsibilities

Family responsibilities include matters where one has an obligation or duty and where one may be held accountable or answerable in some manner if the obligation is not met.

Family responsibility leave may be used to supplement other forms of leave, e.g. After pressing necessity has been accessed, paternity leave, etc. For example, paternity leave may be utilized by a person on the day of the birth of their child and family responsibility leave may additionally be utilized to care for children at home during the mother's stay in hospital.

Up to five (5) working days per year, may be granted and this leave is deducted from the year's sick leave entitlement. Once an employee has used all 5 days of family responsibility leave, they must then use vacation leave, a banked SDO or take leave without pay. Leave may be granted for the following purposes:

### Elder Care, Spousal Care and Child Care During Illness

Requests for family responsibilities leave to provide elder care, spousal and child care during illness. This includes, for example, leave to provide elder care to a person who is temporarily alone and unable to care for themselves or a child unable to attend school due to a sudden illness. This also includes provisions to attend hospital when such individuals are under hospital care and follow-up care after a hospital stay.

### Medical or Dental Appointments for Elders, Spouse or Children

Employees may request family responsibility leave to accompany elders, spouse or children to medical or dental appointments (usually where the person requires assistance to get to and/or from the appointment or where attendance is recommended due to the nature of the appointment). This includes appointments with a family doctor or dentist as well as other medical personnel such as chiropractor, orthodontist, optometrists.

### School Related Responsibilities

Family responsibility leave will be granted to employees with children attending kindergarten to grade 12 school systems to participate in parent-teacher interviews, school orientation, registration, graduation from high school and kindergarten and similar necessary issues. Leave will also be granted for graduation from post-secondary school. The amount of leave will depend on the circumstances but would not normally be over on day.

### Other Family Responsibilities

Up to one day family responsibility leave will be granted for the following;

- Court appearances for family reasons, child custody and divorce proceedings. The amount of leave will depend on the circumstances.
- Non-Christian holy days.

- Assisting special needs family members to attend events

#### Common Situation Where Pressing Necessity or Family Responsibility Leave Would Not Apply

- Emergency or unforeseen situations that occur while the employee is on approved leave except if an employee is on approved vacation leave and a death in the employee's immediate or extended family occurs:
- to attend birthdays, weddings, anniversaries and or family reunions;
- an employee initiated change of residence;
- absence from work due to out of town personal commitments;
- emergencies which result from the employee's negligence or lack of normal prudence;
- to accommodate pets and/or farm animal care or farming responsibilities;
- attendance at school events such as field trips, sporting events, etc. and/or
- participation in cultural activities or sporting events.

In such situations the employee may make applications for the use of other forms of leave, with or without pay.

## APPENDIX H - JOB SHARING

The Parties to this Agreement agree to the following arrangements:

1. Definition:

Job sharing is the voluntary sharing of a permanent position in a structured manner by more than one (1) person, one of whom is the permanent incumbent of the position.

2. Explanation:

Job sharing is intended to allow a permanent employee to work less than regular full time hours in their position while maintaining status as a permanent employee. It is intended to better accommodate the hours of work of the employee to their personal needs where this is operationally feasible. Only the permanent incumbent of a position can initiate a request to establish a job share arrangement. Approval of the job share request resides with the Employer; such an approval will be subject to the feasibility of accommodating the request to operating requirements. Such a request must be sent concurrently to the Union.

3. Initiation and Approval

The proposal to establish a job sharing arrangement is initiated by the employee through an application to **their** immediate supervisor.

The Employer will review the feasibility of the request against operational needs. Any such requested arrangement must be approved by the Employer and will not be unreasonably denied.

Arrangements that have been approved by the Employer must also be provided to the Union.

4 Duration, Renewal, Termination

An approved job sharing arrangement shall be for a maximum of one (1) year and a minimum of three (3) months. For the permanent incumbent, all approved job shares will normally start on the first working day of the month.

An existing job sharing arrangement can be renewed for additional periods not exceeding one (1) year by following the same steps set out in paragraph three (3) (above) - e.g. employee applies, the Employer approves, copied to the Union.

An existing arrangement will end at the end of the agreed term in the absence of agreement to renew. An agreement may be terminated by the participating employee, or the Employer, on 2 months notice. This notice to terminate will be concurrently provided to the less than full-time employee participating in the job share arrangement. The notice to terminate the arrangement prior to the agreed term will also be concurrently provided to the Union. By mutual agreement of the employee and Employer, the two months notice period may be shortened.

#### 5. Staffing the Shared Position

The job shared position will be occupied by the permanent incumbent of the position on a reduced time basis.

The permanent incumbent will be allowed to reduce their hours of work by no more than seventy five per cent (75%).

The remainder of the job shared position will be filled in accordance with Article 5 (Appointments) of the SAB/SGEU Collective Agreement.

Where, during the term of a work sharing arrangement, the employment of the less-than-full-time employee terminates, the permanent incumbent may be required to re-assume working regular hours pending the assignment of replacement less-than-full-time employee. The Employer will make this assignment as promptly as possible.

#### 6. Benefits

Employees who job share shall retain all benefits accumulated prior to the commencement of the job share arrangement. In addition, all benefits and seniority shall continue to accrue, and be expended, on a pro rata basis for both employees involved in the arrangement.

#### 7. Reversion Rights

On the termination of the job share arrangement, the permanent full-time employee will revert to regular full time hours of the position occupied. The less-than-full-time employee will be covered by Article 8.6.5.3 (term Employees) of the SAB/SGEU Collective Agreement.

8. Work Load

A job share arrangement is not intended as a means to increase or decrease work load. In establishing a job sharing arrangement, it is expected that the regular workload for the position will be maintained.

9. Conditions of Employment

The following illustrates the application of the proposed job share arrangement for the employees:

Vacation Leave: will be earned and expended on a pro rata basis. (e.g. employees entitled to three (3) weeks' vacation working 50% of work hours for twelve (12) months would receive 7.5 days paid vacation leave.)

Sick Leave: will be earned and expended on a pro rata basis (e.g. employees working 50% of work hours for twelve (12) months would earn 7.5 days sick leave.)

Seniority: will be earned on a pro rata basis.

Increments: where applicable, will be earned in accordance with Part 2, Article 11.5 (Increments).

Probation: for employees on probation will be completed following 130 occasions of work for positions with a six (6) month probationary period and 260 occasions of work for positions with a twelve (12) month probationary period.

Designated Holidays: are paid for in the monthly salary and are included in the reduced monthly salary at the appropriate percentage.

Scheduled Day Off: employees on modified work arrangements will continue to take a scheduled day off within the job share arrangement.

Overtime: overtime will be paid for hours worked on assigned days of rest, scheduled days off or designated holidays.

**NOTE:** the permanent incumbent in a job share arrangement will not be required to work hours in excess of the agreed upon reduced hours of the work arrangement.

10. Pensions, Group Life and Dental Plan

Public Employees' Pension Plan

PEPP: employee will make pro rata contributions relative to time worked which is matched by the employer. The employee may also make voluntary contributions, not matched by the employer, up to those limits specified by Revenue Canada.

Dental Plan: pro rata coverage will be provided in accordance with time worked.

Group Life: coverage of previous full time salary (subject to any retroactive increases) for a maximum of two (2) years.

The job share agreement may be cancelled by either party on two months notice. Job sharing arrangements existing on its date of cancellation will continue to be subject to the conditions of this appendix up to the date of the arrangement's termination.

## APPENDIX I - LEAVE OF ABSENCE WITH PAY - DEFERRED SALARY LEAVE PLAN

<u>Purpose</u>	To enable employees to plan and finance a leave of absence for any reason that does not violate the Saskatchewan Arts Board Conflict of Interest.
<u>Policy</u>	The Deferred Salary Leave Plan (DSLSP) offers employees the advantage of saving funds of up to 33% of their basic salary to finance a future leave of absence, using pre-tax dollars. To offer this tax advantage, the DSLSP must operate within Income Tax Regulations.
<u>Application</u>	All permanent full time employees of the Saskatchewan Arts Board who have completed a minimum of one year of continuous service.
<u>Approvals</u>	Leave provided may be granted only with the consent of the <b>Chief Executive Officer</b> .
<u>Records</u>	Maintained by the Finance Department of the Saskatchewan Arts Board.
<u>Type of Leave Available</u>	Definite Leave of Absence
<u>Length of Leave</u>	The leave cannot be less than six (6) consecutive months and cannot exceed twelve (12) consecutive months.
<u>Denial of Leave</u>	Request for participation in DLSP will be denied if the request contravenes the Conflict of Interest Guidelines.

## LETTER OF UNDERSTANDING - MERIT HIRING

### BETWEEN

### SASKATCHEWAN ARTS BOARD AND

### THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION

#### Merit Hiring

The parties agree that for positions classified in level 9 and level 10 within the Classification Plan, that all applicants will be assessed based on merit as described in Article 5.5 Qualifying Positions.

Appointments to and from within the Saskatchewan Arts Board levels 9 and 10 will be based on applying the principle of merit. The applicant with the highest overall passing score shall be offered the position. If the highest rated qualified applicant has the most seniority, this applicant shall be appointed.

If the highest rated qualified applicant is not the applicant with the most seniority, a determination will be made regarding which qualified applicants, if any, are relatively equal to this applicant. The qualified applicant who is relatively equal with the most seniority shall be appointed.

The parties shall meet to formalize the process and define the parameters of relatively equal once the evaluation (marking system) has been determined.

The Employer agrees to **meet with the Union** with respect to the merit hiring process and evaluation.

This letter of understanding shall **remain in effect while the provisions of this Agreement remain in effect.**



**LETTER OF UNDERSTANDING - HEALTH PLAN AND HEALTH FUND**

**BETWEEN**

**SASKATCHEWAN ARTS BOARD  
AND**

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

**Re: Health Plan and Health Fund**

The 2.25% Health Plan contributions will cover single coverage only for each employee. Any monies in excess of the single coverage premiums shall be directed to the Health Fund in order to protect benefits in the future.

All employees must provide in writing on the prescribed form to the Employer, if they wish to increase their coverage to family by way of a direct payroll deduction for the balance of the difference in premium rate from single to family.

The Parties further agree to explore other benefit providers focusing on preserving or similar existing benefits while decreasing the premium rate. The Employer will provide to the Union a financial statement on the Health Fund and the Health Plan quarterly within the fiscal year and as requested by the Union.

**LETTER OF UNDERSTANDING - HEALTH PLAN AND HEALTH FUND  
EMPLOYEE CONTRIBUTION**

**BETWEEN**

**SASKATCHEWAN ARTS BOARD  
AND**

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

**Re: Health Plan and Health Fund Employee Contribution**

The purpose of this LOU is to allow the Health Fund to be used to subsidize in-scope employees that choose couple or family coverage. The amount of subsidization will be visited at least annually or when the Health Fund balance is at risk.

The formula for the subsidization will be based on the Employer's overall monthly contribution rate of 2.25% minus the overall monthly single premium rate; the excess funds may be pooled in part or in its entirety and divided by the amount of employees that have indicated couple or family coverage to determine the amount of subsidization. The subsidization amount may be greater for the employees that choose family coverage over those that choose couple coverage. The employee contribution will be deducted from their paycheck.

The Parties agree that the Health Fund balance will remain at ten thousand dollars (\$10 000.00), should the annual projection change due to increased uptake of the couple or family coverage that would negatively impact the Health Fund balance the Parties will review with the intent to set a new subsidy amount.

## SIGNING PAGE

**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION and SASKATCHEWAN ARTS BOARD** hereby agree that the attached document shall form the Collective Bargaining Agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Collective Bargaining Agreement on this 1<sup>st</sup> day of October, 2020.

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

Signed on behalf of:  
Saskatchewan Arts Board

Signature on file

Signature on file

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Sabrina Cataldo  
Chair of the Bargaining Unit

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Michael Jones  
Chief Executive Officer

Signature on file

Signature on file

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Deron Staffen

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Gail Paul Armstrong  
Director of Administration

Signature on file

Signature on file

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Hannah Gasper  
Labour Relations Officer

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Jody Wise  
Director of Finance