



**RURAL
MUNICIPALITY OF
MEADOW LAKE**

588

**January 1, 2021 –
December 31, 2024**

WORKING TOGETHER FOR SASKATCHEWAN

SGEU

**ARTICLES OF A
COLLECTIVE BARGAINING AGREEMENT**

BETWEEN

RURAL MUNICIPALITY OF MEADOW LAKE #588

AND

**SASKATCHEWAN GOVERNMENT AND
GENERAL EMPLOYEES' UNION
LOCAL 5293**

JANUARY 1, 2021 TO DECEMBER 31, 2024

TABLE OF CONTENTS

	PAGE
ARTICLE 1	PURPOSE OF AGREEMENT 4
ARTICLE 2	DEFINITIONS 4
ARTICLE 3	SCOPE 5
3.1	Scope 5
ARTICLE 4	MANAGEMENT RIGHTS 6
ARTICLE 5	UNION SECURITY/RECOGNITION 6
5.1	Union Membership 6
5.2	Dues Authorization 6
5.3	Deduction and Remittance of Union Dues 6
5.4	Union Personnel 7
5.5	T4 Slips 7
5.6	Recognition 7
ARTICLE 6	NO STRIKES OR LOCKOUTS 7
ARTICLE 7	GRIEVANCE PROCEDURE AND ARBITRATION 7
7.1	Definition of a Grievance 7
7.2	Procedure for Employee Grievances 8
7.3	Informal Discussion 8
7.4	Step 1 - Initiating a Grievance 8
7.5	Step 2 8
7.6	Step 3 - Arbitration 8
7.7	Single Arbitrator 9
7.8	Procedure 9
7.9	Decision 9
7.10	Expenses of the Arbitrator 9
7.11	Time Limits 10
ARTICLE 8	SENIORITY 10
8.1	Definition 10
8.2	Probationary Employees 10
8.3	Accumulation of Seniority 10
8.4	Seniority List 10
8.5	Loss of Seniority 10
ARTICLE 9	VACANCIES AND NEW POSITIONS 11
9.1	Job Posting 11
9.2	Applications 11
9.3	Filling Vacancies 11
9.4	Information on Postings 11
9.5	Probationary Employees 12
9.6	Trial Period 12
9.7	Subsequent Probation 13
ARTICLE 10	LAY-OFF AND RECALL 13
10.1	Notice of Lay-off 13

TABLE OF CONTENTS

	PAGE
10.2	Role of Seniority in Lay-off 13
10.3	Seasonal Lay-off 13
10.4	Recall 13
10.5	Winter Work/Emergent Work..... 14
ARTICLE 11	HOURS OF WORK..... 14
11.1	Hours of Work 14
11.3	Scheduling 14
11.4	Making Up Hours 14
11.5	Overtime 14
11.6	Banking Hours..... 15
11.7	Call in Pay 15
ARTICLE 12	DISCIPLINE..... 15
12.1	Discipline and Discharge..... 15
12.2	Union Representation 15
12.3	Personnel Records..... 15
12.4	Employer Representation..... 15
ARTICLE 13	PUBLIC HOLIDAYS 16
13.2	Outside Workers 16
13.3	Falling on a Weekend 16
ARTICLE 14	VACATION 16
14.1	Vacation Entitlement 16
14.2	Vacation Pay 17
14.3	Vacation Requests and Scheduling 17
14.4	Work During Vacation 18
14.5	Bereavement or Serious Illness During Vacation 18
ARTICLE 15	SICK LEAVE..... 18
15.1	Sick Leave Pay 18
15.2	Sick Leave Credits 19
15.3	Deductions 19
15.4	Reimbursement of Sick Leave Pay 19
15.5	Proof of Illness 19
15.6	Notification 20
15.7	Sick Leave / Disability 20
ARTICLE 16	LEAVES OF ABSENCE 20
16.1	Union Leave 20
16.2	Leave for Union Position 20
16.3	Bereavement Leave 21
16.4	General Leave of Absence..... 21
16.5	Benefits While on Leave of Absence..... 21
16.6	Pressing Necessity and Personal/Family Responsibilities 21
ARTICLE 17	PAYMENT OF WAGES 22
ARTICLE 18	GENERAL PROVISIONS 22

TABLE OF CONTENTS

	PAGE
18.1	Bulletin Boards 22
18.2	Employee Required to Maintain Equipment and Tools 22
18.3	Employer Policies..... 22
18.4	Use of Employee Vehicle 22
ARTICLE 19	DURATION OF AGREEMENT 23
ARTICLE 20	WAGES 23
20.1	Wage Rates 23
20.2	Job Classifications 23
20.3	Lead Hand Temporary Assignment..... 23
ARTICLE 21	BENEFITS 24
ARTICLE 22	PROTECTIVE EQUIPMENT 24
ARTICLE 23	TECHNOLOGICAL CHANGE 24
ARTICLE 24	RECRUITMENT AND RETENTION..... 25
SCHEDULE A	Occupational Classifications and Hourly Rate..... 26
SIGNING PAGE 27

**ARTICLES OF A COLLECTIVE BARGAINING AGREEMENT
made in duplicate this ____ day of _____, 2022.**

between

**RURAL MUNICIPALITY OF MEADOW LAKE #588
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

ARTICLE 1 PURPOSE OF AGREEMENT

1.1 This agreement is entered into for the purpose of:

- a) setting out the terms and conditions of employment for all employees covered by the agreement;
- b) promoting co-operation and understanding between the Employer, the Union and the employees;
- c) providing a high quality of service to the public and encouraging efficiency in operations; and
- d) providing for the orderly, prompt and equitable disposition of grievances.

ARTICLE 2 DEFINITIONS

2.1 In this agreement:

- a) "CAO" means the Chief Administrative Officer of the Rural Municipality of Meadow Lake No. 588;
- b) "casual" employee means an employee who does not work a regular schedule;
- c) "full-time employee" means an employee who regularly works at least forty hours per week;

- d) **Whenever the singular, plural, masculine or feminine is used in this Agreement, it shall apply to all forms of gender designation;**
- e) “part-time employee” means an employee who regularly works less than forty hours per week;
- f) “seasonal employee” means an employee who is hired to work anytime between approximately **March 1** and November 15 of each year;
- g) “Summer Student” means an employee who works for the Employer anytime between May 1 and September 10 **utilizing** high school and/or post-secondary students.
- h) “Temporary Specially Funded Worker” means a person in a temporary position funded primarily by job creation or employment training programs administered by the federal or provincial governments.
- i) “Term Employee” means an incumbent in a temporary position to cover an in scope position while an employee is unavailable to perform his duties, or hired for a predetermined start and end time for a specific purpose.
- j) “Parties” shall mean the RM of Meadow Lake #588 and the Saskatchewan Government and General Employees Union.
- k) “Promotion” shall be defined as upward movement from one level to another in Schedule A.

2.2 The Employer may hire Summer Students or Temporary Specially Funded Workers so long as it does not lead to a layoff of existing employees or result in a reduction of hours for existing employees.

ARTICLE 3 SCOPE

3.1 Scope

3.11 This agreement shall cover all employees of the RM of Meadow Lake including supervisory employees as defined by the Saskatchewan Employment Act 2014, with the following exceptions:

- a) Chief Administrative Officer
- b) Financial Officer
- c) Assistant Administrator
- d) Bylaw Enforcement Officer

- e) Manager of Public Works
- f) Temporary Specially Funded Workers and Summer Students

ARTICLE 4 MANAGEMENT RIGHTS

- 4.1 The Union acknowledges that it is the right of the Employer to manage its operations and to direct the work force except as specifically limited by the terms of this Agreement.
- 4.2 Without limiting the generality of the foregoing, the Employer reserves the right to employ independent contractors to perform work at the municipality:
 - a) if it is work not normally performed by members of the bargaining unit; or
 - b) if the Employer considers it necessary to do so, having regard to the availability of time and equipment, and it does not take away work from the bargaining unit.

ARTICLE 5 UNION SECURITY/RECOGNITION

5.1 Union Membership

- 5.1.1 Every employee who is now or hereafter becomes a member of the Union shall maintain his membership in the Union as a condition of his employment, and every new employee whose employment commences hereafter shall within thirty (30) days after the commencement in his employment, apply for and maintain membership in the Union as a condition of his employment, provided that any employee in the appropriate bargaining unit who is not required to maintain his membership or apply for and maintain his membership in the Union shall, as a condition of his employment, tender to the Union the periodic dues uniformly required to be paid by members of the Union.

5.2 Dues Authorization

- 5.2.1 The Union shall furnish the Employer with dues authorization cards. The Employer agrees to have all new employees fill out the dues authorization cards within thirty (30) days of commencement of employment and forward the same to the Employer. The Employer will return the dues authorization cards to the Union office at the same time as the next Union dues check-off report.

5.3 Deduction and Remittance of Union Dues

5.3.1 The Employer agrees to deduct, on behalf of the Union, all dues, initiation fees, assessments, or levies and remit such money monthly to the Union. Deductions shall be made no later than the last day of every month.

5.3.2 Such dues shall be remitted to the SGEU office within fifteen (15) calendar days of the date such dues and other amounts were deducted. The Employer shall, when remitting such money, complete the Monthly Dues Remittance Statement form as provided by the Union. A list of newly hired and terminated employees shall be included. The Employer may provide the information in an electronic format as agreed between the parties from time to time.

5.4 **Union Personnel**

5.4.1 The Union shall provide the Employer with an up-to-date list of its Local executive members, officers and stewards, and shall advise the Employer of any changes to the list as soon as possible.

5.5 **T4 Slips**

5.5.1 The Employer shall include the amount of Union dues deducted from each employee during the relevant taxation year on the Income Tax T4 slips.

5.6 **Recognition**

5.6.1 The Employer recognizes the Union as the exclusive bargaining representative of the employees for the purpose of conducting Collective Bargaining and agrees the Union shall be involved in all negotiations or discussions with the Employer on behalf of the employees.

ARTICLE 6 NO STRIKES OR LOCKOUTS

6.1 During the term of this agreement there shall be no strikes, walkouts, slowdowns, or work stoppages on the part of any employee or group of employees or the Union, nor shall there be any form of lockout on the part of the Employer.

ARTICLE 7 GRIEVANCE PROCEDURE AND ARBITRATION

7.1 **Definition of a Grievance**

7.1.1 A grievance shall be defined as any difference or dispute between the Employer, the Union and employee or group of employees pertaining to a matter arising out of or involving the interpretation, application, administration or alleged violation of any provision or provisions of this agreement.

- 7.1.2 All efforts shall be made to resolve disputes at the local level.
- 7.2 **Procedure for Employee Grievances**
- 7.2.1 All grievances shall be finally and conclusively settled, without stoppage of work, in the manner set out below.
- 7.3 **Informal Discussion**
- 7.3.1 The grievor shall, within five (5) working days of the circumstances giving rise to the grievance, first discuss the matter with the Chief Administrator Officer or Manager of Public Works with a view to resolving the same.
- 7.4 **Step 1 - Initiating a Grievance**
- 7.4.1 If the grievance is not resolved, the Union on behalf of the employee shall, within thirty (30) calendar days of the circumstances giving rise to the grievance, submit the grievance in writing to the Employer or its designate.
- 7.4.2 The written grievance shall state the name of the grievor, the facts and circumstances giving rise to the grievance, the date of the occurrence, the provision or provisions of the agreement alleged to have been violated and the relief requested.
- 7.4.3 The Employer shall respond in writing within thirty (30) days of receipt of the written grievance.
- 7.5 **Step 2**
- 7.5.1 Failing resolution at Step 1, within thirty (30) days the Chief Administrative Officer and the Union shall meet to discuss the merits of the Grievance. The Employer shall render a written decision within fourteen (14) days of the meeting.
- 7.6 **Step 3 - Arbitration**
- 7.6.1 If the grievance is not resolved, the Union may, within ten (10) working days of receipt of the response of the Employer or its designate (or, if no response was received, within ten (10) working days of the date by which the response was to have been given, submit the matter to arbitration, by serving on the Employer a written notice to that effect.

7.7 **Single Arbitrator**

7.7.1 Where a grievance has been referred to arbitration in accordance with Article 7.6, the parties shall appoint a single Arbitrator by agreement. Should the parties fail to agree on an Arbitrator within thirty (30) days of the service of written notice, either party may apply to the Minister of Labour (or the Chair of the Saskatchewan Labour Relations Board) to appoint an Arbitrator.

7.8 **Procedure**

7.8.1 The Arbitrator shall fix a time and place for the hearing of the grievance arbitration in consultation with the parties.

7.8.2 In the event that an employee is called as a witness in a grievance arbitration hearing, the employee shall be granted leave and paid his expenses as follows:

- a) if the employee is called to testify by the Employer, the employee shall be granted leave without loss of pay and the Employer shall pay the employee's expenses associated with attending the arbitration upon the presentation of receipts.
- b) if the employee is called to testify by the Union, the employee shall be granted leave without pay and the Union shall pay the employee's expenses associated with attending the arbitration upon the presentation of receipts.
- c) if the employee is called to testify by the Arbitrator, the Employer and the Union shall share equally the payment of the employee's wages and expenses associated with attending the arbitration upon the presentation of receipts.

7.9 **Decision**

7.9.1 A written decision of the Arbitrator shall be made within thirty (30) days from the date of the arbitration, and shall be final and binding on the parties.

7.9.2 The Arbitrator shall not have the power to change this agreement or to alter, modify or amend any of its provisions.

7.10 **Expenses of the Arbitrator**

7.10.1 Each party shall pay:

- a) one-half (1/2) the fees and expenses of the Arbitrator; and
- b) one-half (1/2) of any other common expenses agreed to in advance by the parties.

7.11 **Time Limits**

7.11.1 The time limits set out in this Article may only be extended by agreement of the parties in writing.

ARTICLE 8 SENIORITY

8.1 **Definition**

8.1.1 Seniority shall be defined as the length of an employee's service, calculated in accordance with Article 8.3 with the Employer from and after the first date on which the employee commenced employment in a position in the bargaining unit with the Employer, provided the employee has not lost seniority in accordance with Article 8.5.

8.2 **Probationary Employees**

8.2.1 Seniority shall not apply during a probationary period, however once that period is completed, seniority shall be credited from the date of commencement of employment, provided it is not lost in accordance with Article 8.5.

8.3 **Accumulation of Seniority**

8.3.1 Seniority shall be accumulated based on the number of hours actually worked, excluding overtime and sick leave while on Disability.

8.4 **Seniority List**

8.4.1 In January of each year the Employer shall post a seniority list on the bulletin board, showing the name, position, date of hire and accumulated seniority to December 31 of the preceding year. **A copy shall be forwarded to the Local Union Steward.**

8.5 **Loss of Seniority**

8.5.1 Seniority shall be lost, and employment terminated if the employee:

- a) voluntarily leaves the service of the Employer;
- b) is discharged for just cause;
- c) fails to report for work for three (3) consecutive scheduled days;
- d) fails to notify the Employer of his intention to return to work within fifteen (15) working days following a recall from lay-off and after being requested by registered mail to do so, or by email with "read" receipt;

- e) is continuously laid off for a period of more than twelve (12) months;
- f) is appointed to an out-of-scope position and successfully completes the probation period; or
- g) retires from the employ of the Employer.

ARTICLE 9 VACANCIES AND NEW POSITIONS

9.1 Job Posting

9.1.1 Vacancies or newly established positions within the scope of this agreement shall be posted on the bulletin board, with a copy mailed to all employees on lay-off. **A copy shall be sent to the Local Union Steward.** The posting shall be posted for no less than seven (7) days. The Employer may advertise the position to the public simultaneously.

9.2 Applications

9.2.1 Applications for vacancies and newly established positions must be made in writing to the Chief Administrative Officer by the specified closing date, which shall be not less than seven (7) days after giving notice as set out in Article 9.1.

9.3 Filling Vacancies

9.3.1 When filling a vacancy or new position, the Employer will determine the qualifications, abilities and experience of each applicant and, if all these are equal, preference will be given to the employee with the most seniority.

9.3.2 Applicants who are not members of the bargaining unit shall not be offered employment unless there are no internal applicants with the necessary qualifications, ability and experience.

9.4 Information on Postings

9.4.1 Job postings shall include:

- a) Job Title
- b) Status (full-time/part-time/seasonal)
- c) Required qualifications
- d) Rate of Pay
- e) Closing date

f) **Approximate** Date of appointment

9.5 **Probationary Employees**

9.5.1 Newly hired employees shall be on probation for a period of twelve (12) working months. During the probationary period, employees shall be entitled to all rights and benefits of this agreement, except that a probationary employee may be disciplined or discharged by the Employer with or without just cause, provided that such discipline or discharge is not arbitrary, discriminatory or in bad faith. After completion of the probationary period, seniority shall be effective from the original date of hire.

- a) A probationary review shall be completed at the three (3) working months and five (5) working months for seasonal employees.
- b) A probationary review shall be completed at the six (6) working months and eleven (11) working months for full time employees.

During the probationary period, employees shall be entitled to all rights and benefits of this agreement, except that a probationary employee may be disciplined or discharged by the Employer with or without just cause, provided that such discipline or discharge is not arbitrary, discriminatory or in bad faith. After completion of the probationary period, seniority shall be effective from the original date of hire.

9.5.2 Upon satisfactory completion of the probationary period employees shall be notified in writing.

9.5.3 Should the Employer decide to discharge a probationary employee, the probationary employee shall be provided with written reasons for the discharge.

9.6 **Trial Period**

9.6.1 An Employee that has promoted to a higher level position, shall serve a **thirty (30)** working day trial period at their former level rate of pay. The employee shall be confirmed in the new position after the trial period, and his/her rate of pay shall be increased to the appropriate level **retroactive to the start date of promotion**. During the trial period the employee will have the option to revert to his/her former position, without loss of seniority.

9.7 **Subsequent Probation**

9.7.1 Where appointment is made of an applicant who is already employed by the Employer, the successful applicant shall be allowed a subsequent probation of six (6) months for seasonal employees and a period of twelve (12) months for year round employees. The subsequent probation may be extended for an additional six (6) months, by agreement between the Employer and Union. The employee shall be confirmed in the new position after the subsequent probation. In the event the Employer determines that the successful applicant is unsatisfactory in the position during the trial period, or if the employee so wishes, the employee shall be returned to the employee's former position, without loss of seniority. All other employees affected by the rearrangement of positions shall also be returned to their former position, without loss of seniority.

ARTICLE 10 LAY-OFF AND RECALL

10.1 **Notice of Lay-off**

10.1.1 Notice of lay-off shall be provided in accordance with the provisions of The Saskatchewan Employment Act.

10.2 **Role of Seniority in Lay-off**

10.2.1 In the event of a reduction of crew, employees shall be laid off in the inverse order of their seniority, provided they have the qualifications, ability, and experience to do the work.

10.3 **Seasonal Lay-off**

10.3.1 Seasonal employees shall receive written notice of lay-off not less than **five (5)** working days prior to the proposed effective date of the lay-off. The actual lay-off date may be postponed depending on the availability of work and weather conditions. For additional work, the Employer will keep employees until the end of that week.

10.4 **Recall**

10.4.1 Employees will be recalled to work in order of seniority for positions for which they have the qualifications, ability, and experience to do the work.

10.4.2 Employees shall be provided with written notice of recall, which shall be sent by registered mail to the employee's last known address **or by email with "read" receipt**. The employee shall notify the Employer of his intention to return to work within fifteen (15) working days of the mailing of such date of the notice.

10.5 **Winter Work/Emergent Work**

10.5.1 Article 10.4 shall not apply when calling in employees to work during winter months for snow removal, fire-fighting or other emergency work. Employees shall be called in for such work in accordance with Article 10.4.1 and shall not be entitled to notice of lay-off.

ARTICLE 11 HOURS OF WORK

11.1 **Hours of Work**

11.1.1 The normal hours of work for employees involved in road construction and maintenance shall be as follows:

- a) during the winter months, ten (10) hours per day, (7:00 a.m. to 5:30 p.m.) with an unpaid one-half hour meal break, from Monday to Thursday, for a total of forty (40) hours per week; and
- b) during the summer months, ten (10) hours per day, (7:00 a.m. to 5:30 p.m.) with an unpaid one-half hour meal break, from Monday to Friday, for a total of fifty (50) hours per week.

11.2 Notwithstanding Article 11.1.1, the Employer retains the right to schedule the hours and days of work for employees as necessary to ensure the efficient operations of the Employer, it being understood that the hours and days of work may vary depending upon weather conditions, the nature and amount of work to be done and the means of the Employer.

11.3 **Scheduling**

11.3.1 The Employer will provide work schedules on a weekly basis, however it is understood that these are subject to change due to weather conditions or other circumstances beyond the Employer's control.

11.4 **Making Up Hours**

11.4.1 If an employee was unable to work the normal hours of work set out in Article 11.1.1 due to weather conditions or illness he may by mutual agreement make up the hours lost by working additional hours, within the same two week period, at the regular rate of pay.

11.5 **Overtime**

11.5.1 An employee that is required to work in excess of the normal daily hours of work, on a regular work day, shall be paid one and a half (1 ½) times the regular rate of pay for all hours worked in excess of normal hours of work.

11.5.2 In the event that an Employee is required to work on a day of rest as per the Saskatchewan Employment Act 2014, overtime shall be paid at one and one half (1 1/2) times the regular rate of pay for all hours worked.

11.6 **Banking Hours**

11.6.1 Employee may bank hours, however, they must take time off in lieu within the next thirty (30) days (which time off must be approved by the Employer). If the employee does not do so, they shall be paid out at the end of that pay period.

11.7 **Call in Pay**

11.7.1 An employee required to report to work shall be paid a minimum of three (3) hours at his regular rate of pay.

ARTICLE 12 DISCIPLINE

12.1 **Discipline and Discharge**

12.1.1 Employees who have completed their probationary periods shall be disciplined or discharged for just cause only.

12.2 **Union Representation**

12.2.1 For discipline involving a written reprimand, suspension or discharge, an employee shall be advised in advance of the disciplinary meeting and shall have the right to have their Union representative present.

12.2.2 For meetings that could lead to discipline the employee will be entitled to have union representation.

12.3 **Personnel Records**

12.3.1 An employee may have access to his personnel record, excluding employment references, in the presence of the Administrator at a time agreed upon by the Administrator. A Union representative may accompany the employee.

12.4 **Employer Representation**

12.4.1 The Employer representation will be the Manager of Public Works and/or the CAO.

ARTICLE 13 PUBLIC HOLIDAYS

13.1 Designated Public Holidays

13.1.1 New Years' Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

13.1.2 Employees shall be entitled to wages for all public holidays not worked as set out in The Saskatchewan Employment Act 2014.

13.2 Outside Workers

13.2.1 Employees engaged in road construction, maintenance or repair who are required by the Employer to work on a public holiday are entitled to pay in accordance with S25(2)(b) of *The Employment Standard Regulations*.

13.2.2 When an employee, **who works eight (8) hours a day, is requested to work on a public holiday, then the employee shall be paid for an eight (8) hour day on the public holiday plus an additional one and one half times (1 ½) the regular rate of wages of the employee for each hour or part of an hour that the employee works.**

When an employee, who works ten (10) hours a day is requested to work on a public holiday, then the employee shall be paid for a ten (10) hour day plus an additional one-and one-half times (1 ½) the regular rate of wages of the employee for each hour or part of an hour that the employee works.

13.2.3 When an employee does not work on a public holiday he shall be granted an eight (8) hour day off with pay.

13.3 Falling on a Weekend

13.3.1 When any of the above holidays falls on a Saturday or Sunday, the Employer shall designate either the preceding Friday or the following Monday to be a holiday in lieu thereof.

ARTICLE 14 VACATION

14.1 Vacation Entitlement

14.1.1 Full time Employees shall be grandfathered at the current Vacation accrual rates:

14.1.2 Full time Employees shall accrue annual vacation credits on the following basis:

- a) 14 days or 140 hours per year for the first ten (10) years of employment;
- b) 20 days or 200 hours per year for the next ten (10) years of employment; and
- c) 24 days or 240 hours per year thereafter.
- d) Full time employees: Lenn Lennea, Jr., Wes Murray, Kyle Smith.

14.1.3 Newly hired employees shall accrue vacation in accordance with Saskatchewan Employment Act Section 2 – 27 (1).

- a) 120 hours per year for the first 10 years of employment;
- b) 160 hours per year for the for the next ten (10) years of employment;
- c) 200 hours per year for the next ten (10) years of employment; and
- d) 240 hours per year for the remaining years of employment.

14.2 **Vacation Pay**

14.2.1 Employees shall be entitled to annual holiday pay in accordance with Part II Subdivision 6 2-27 of The Saskatchewan Employment Act 2014.

14.3 **Vacation Requests and Scheduling**

14.3.1 Employees are expected to take all of their annual holidays during the calendar year in which they are earned.

14.3.2 In the first year of employment a full time employee may bank up to their vacation allotment for that year. That amount would be paid out on resignation and / or termination of employment. For that year they would not receive pay or time off for the amount of time banked.

14.3.3 Vacation requests must be submitted in writing to the Manager of Public Works at least fifteen (15) days in advance or such shorter period of time as the Manager of Public Works may agree. Earned vacation leave shall be taken at a time approved by the Manager of Public Works. No employee shall refuse or neglect to request scheduled vacation. If any employee refuses or neglects to request scheduled vacation by August 31, then the Employer retains the right in such instance to unilaterally schedule vacation for the employee unless prior approval to do otherwise has been granted by the Manager of Public Works. The Employer shall send out notice to schedule holidays by September 15 of each year.

14.3.4 Employees may carry over five (5) days forty (40) hours vacation into the new fiscal year. In extenuating circumstances employees may carry over additional vacation with approval from Council.

14.3.5 Vacation shall be used prior to December 31 of the fiscal year.

14.3.6 Seasonal employees may be granted time off for holidays at the discretion of the Employer.

14.4 **Work During Vacation**

14.4.1 No employee shall be required to work during approved vacation leave except in emergent circumstances. However, should an employee agree to work at the Employer's request, then the vacation period so displaced shall, at the employee's option, be added to the end of the approved vacation leave period or reinstated for use at a later time to be mutually agreed upon by the employee and the Administrator. Where the Employer cancels an employee's approved vacation leave and such cancellation causes the employee and/or his or her immediate family to lose or forfeit travel deposits or fares, the Employer will reimburse the employee to the extent of such losses upon the presentation of receipts.

14.5 **Bereavement or Serious Illness During Vacation**

14.5.1 Bereavement

- a) Where, in any period of approved vacation leave, an employee qualifies for bereavement leave, the period of leave so displaced shall either be added to the vacation period if requested by the employee and approved in advance by the Employer or reinstated for use at a later date.

14.5.2 Serious Illness

- a) Where, in any period of approved vacation leave, an employee is granted sick leave as a result of an illness exceeding five (5) days, supported by a medical certificate satisfactory to the Employer, the period of leave so displaced shall either be added to the vacation period if requested by the employee and approved in advance by the Employer or reinstated for use at a later date.

ARTICLE 15 SICK LEAVE

15.1 **Sick Leave Pay**

15.1.1 An employee having accumulated an entitlement to sick leave may claim pay against such accumulation with respect to periods during which:

- a) the employee was unable to work by virtue of being sick or disabled; or
- b) because of an accident for which compensation is not payable under the Workers' Compensation Act; or
- c) in the opinion of the Employer, the employee's presence at work constituted a health hazard for other employees, and the employee was instructed by the Employer to leave the employee's place of duty.

15.2 **Sick Leave Credits**

15.2.1 Full time employees in positions working at least forty (40) hours per week shall earn sick leave credits at the rate of one and one quarter (1 ¼) days, **ten (10) hours** per month of active employment. Sick leave may be carried over from year to year, but shall not exceed **one hundred and thirty (130) hours**.

15.2.2 Seasonal employees in positions working at least forty (40) hours per week shall earn sick leave credits at a rate of one and one quarter (1 ¼), **ten (10) hours** days per month of active employment. Sick leave credit may be carried over from year to year, but shall not exceed **fifty-six (56) hours**.

15.3 **Deductions**

15.3.1 A deduction shall be made from an employee's sick leave credits for all normal working days or portions thereof, exclusive of paid holidays, that the employee is absent for sick time. Employees shall be entitled to draw on sick leave credits only to the extent earned.

15.4 **Reimbursement of Sick Leave Pay**

15.4.1 In the event that an employee qualifies for and receives worker's compensation or disability benefits covering the same period of time for which the employee has received sick leave pay from the Employer, the employee shall repay to the Employer all such sick leave pay received by the employee from the Employer for that period.

15.5 **Proof of Illness**

15.5.1 A doctor's certificate shall be required for any period of sick leave longer than 3 days, or at the Employer's request; however it is understood that medical practitioners are limited, and that it would only be in extreme examples that the employer would request a doctor's certificate.

15.6 **Notification**

15.6.1 An employee claiming sick leave shall notify the Employer at least one (1) hour before the employee would normally report for work. An employee on sick leave for a period exceeding three (3) days shall notify the Employer at least twenty-four (24) hours in advance of their expected return to work.

15.7 **Sick Leave / Disability**

15.7.1 Employees absent from work due to illness for more than **seven (7)** days, and entitled as a result to Short Term Disability Benefits under the SARM Benefits Plan, the employer will pay the employee what he would have earned during the **seven (7)** day waiting period **from accrued sick leave credits.**

ARTICLE 16 LEAVES OF ABSENCE

16.1 **Union Leave**

16.1.1 Insofar as the efficient operations of the Employer permit, a maximum of two (2) employees shall, upon giving not less than seven (7) calendar days notice, be granted a leave of absence to attend business meetings, schools, seminars, conferences and conventions in connection with Union affairs. Such leave shall be for a maximum of seven (7) calendar days on any one occasion. These requirements may be waived in the sole discretion of the Employer. The Union shall reimburse the Employer for all wages and benefits paid to or on behalf of the employee during the period of Union Leave.

16.2 **Leave for Union Position**

16.2.1 An employee who is elected or selected for a full-time position with the Union, Saskatchewan Federation of Labour or Canadian Labour Congress, shall be granted an unpaid leave of absence without loss of seniority for a period of up to one year. Such leave shall be renewed each year, upon request, during the employee's term of office.

16.3 **Bereavement Leave**

16.3.1 On application by an employee, bereavement leave with pay shall be granted in the event of death in the employee's immediate family. The period of such leave shall be three (3) calendar days commencing with the day following the death or, at the employee's option, the three (3) calendar day period commencing with the day prior to the funeral and ending the day after the funeral. "Employees' immediate family" shall mean spouse, common-law spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents or grandchildren. While on such leave an employee will receive pay equal to the number of hours he would have worked for each regularly scheduled working day occurring during the period of such leave at his hourly base rate. If requested additional days may be granted at the discretion of the Employer, without pay.

16.4 **General Leave of Absence**

16.4.1 An unpaid leave of absence of up to one (1) year may be granted to an employee insofar as the efficient operations of the Employer permit and provided that the employee has furnished the Employer with a valid reason for requesting such leave. Such leave shall be for the purpose of family care, educational needs, and such leave as approved by the Employer. Except in extenuating circumstances, all requests for a general leave of absence must be submitted at least thirty (30) calendar days in advance. An employee granted a general leave of absence shall not earn sick leave credits, annual vacation credits or paid holiday pay during the entire period of leave granted.

16.5 **Benefits While on Leave of Absence**

16.5.1 During the period of any approved leave of absence exceeding thirty (30) days granted under this Article excluding approved disability leave and lay-off, the Employer will not contribute to the benefit plans on behalf of the employee for the entire period of leave. Subject to the terms of the benefits plans, the employee shall fully fund such contributions (including any portion that would otherwise be paid by the Employer) on his own, if the employee chooses to continue the benefits during the leave.

16.6 **Pressing Necessity and Personal/Family Responsibilities**

- a) Employees shall be entitled **up to twenty four (24) hours** leave for Pressing Necessity for emergent and compassionate leave situations, which will be drawn from an employee's sick leave balance.

- b) Shall be entitled **up to twenty four (24) hours** Personal/Family leave to be used for carrying out a personal or family responsibilities which will be drawn from an employee's sick leave balance.

ARTICLE 17 PAYMENT OF WAGES

- 17.1.1 Employees shall be paid earnings on a bi-weekly basis by direct deposit to an account designated by the employee. Employees will receive a written statement showing the period worked, gross salary and deductions.

ARTICLE 18 GENERAL PROVISIONS

18.1 Bulletin Boards

- 18.1.1 The Employer shall make available to the Union a bulletin board so that employees have access to it, and upon which the Union shall have the right to post notices and information pertaining to Union business which may be of interest to the employees.

18.2 Employee Required to Maintain Equipment and Tools

- 18.2.1 Employees are required to maintain all equipment, vehicles and tools of the Employer in a good and reasonable state of repair and shall report any safety or mechanical defects to the Employer promptly as soon as they are discovered. The Employer agrees to address all mechanical repairs and defects in a timely manner.

18.3 Employer Policies

- 18.3.1 The Employer will make the Human Resource Policy Manual available to all employees, and may invite the input of employees prior to making any changes thereto.

18.4 Use of Employee Vehicle

- 18.4.1 If an employee uses his own vehicle at the request and direction of the Employer, the employee shall be compensated at the mileage rate set by the Employer for the year. No employee shall be required to use his own vehicle for Employer purposes.

The Employer may direct an employee to report to the work site rather than the RM shop and when this results in the employee being required to travel additional kilometres from their primary residence to the workplace, the Employer will pay the employee mileage from the RM Shop to the work site.

No employee shall be required to use his own vehicle for Employer purposes.

ARTICLE 19 DURATION OF AGREEMENT

19.1.1 This agreement shall be effective from January 1, **2021** to and including December 31, **2024** and thereafter from year to year, but either party may, not less than 60 nor more than 120 days before the expiry date of the collective agreement, give notice in writing to the other party to negotiate a revision thereof.

ARTICLE 20 WAGES

20.1 Wage Rates

20.1.1 The Employer shall pay to the employees the basic hourly rates as set out in Schedule "A" which forms part of this agreement.

20.2 Job Classifications

20.2.1 Job classifications are for reference only and the parties agree the actual duties to be performed may vary from time to time based on the requirements of the Employer.

20.3 Lead Hand Temporary Assignment

- a) When the Employer determines that a work assignment of one (1) day or longer requires a lead hand, the Employer shall make the assignment to the employee who has the required qualifications and ability to perform the job, If all employees are equal in qualification and ability, preference will be given to the employee with the most seniority.**
- b) The employee shall be compensated \$1.00 per hour above their current rate of pay for all hours worked.**
- c) Such employee shall be responsible for the supervision, productivity and safety of the employees and for the material and equipment in their charge.**
- d) No employee shall be required to perform lead hand against their wishes when other qualified and able employees are available to perform the required work.**

ARTICLE 21 BENEFITS

21.1 The Employer agrees to make available the following benefits to eligible employees, subject to the terms of the benefit plans or policies:

a) Extended Health and Dental

 These individual premiums are paid by the Employer. Family or extended coverage is paid by the employee.

b) SARM Benefits Plan

 The Employer shall pay the premiums required for the employees' participation in the SARM Benefits Plan. (Includes Short Term Disability).

c) Long Term Disability

 Long Term Disability (LTD) is paid by the employee. (This is done by way of a payroll bonus for each employee).

d) Pension Plan

 The Employer shall contribute a matching amount to an employee's contribution to the Municipal Employees Pension Plan as such contribution limits are established by the Plan administrator.

ARTICLE 22 PROTECTIVE EQUIPMENT

22.1 On completion of probation an employee shall be entitled to an allowance of three hundred dollars \$300.00 per year for clothing.

22.2 The Employer will supply power and water for the purpose of running a washing machine and dryer and the employees are responsible for the purchasing and repairs of the washer and dryer.

22.3 **Employees required to assist with fire-fighting duties shall be furnished with fire resistant clothing, boots and fire protection gear and communication equipment as required by legislation.**

ARTICLE 23 TECHNOLOGICAL CHANGE

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

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

ARTICLE 24 RECRUITMENT AND RETENTION

24.1 **The Parties recognize that the issues with Recruitment and Retention will be ongoing. The Employer and the Union agree that the Employer can hire up in the pay schedule when the individual has the qualifications and experience necessary for the position.**

24.2 **The Chief Administrative Officer may move a currently employed employee to a higher level based on information, evidence and documentation received from the employee's direct supervisor.**

SCHEDULE A
Occupational Classifications and Hourly Rate

EQUIPMENT OPERATOR/LABOURER

	2021 1.50%	2022 1.50%	2023 2.00%	2024 2.00%
Level 1	\$16.96	\$17.22	\$17.56	\$17.91
Level 2	\$20.33	\$20.64	\$21.05	\$21.47
Level 3	\$23.73	\$24.09	\$24.57	\$25.06
Level 4	\$27.12	\$27.53	\$28.08	\$28.64
Level 5	\$30.52	\$30.98	\$31.60	\$32.23
Level 6	\$31.36	\$31.83	\$32.47	\$33.12

ADMINISTRATIVE ASSISTANT I

	2021	2022	2023	2024
Step 1 - 2080 hours	\$15.54	\$15.77	\$16.09	\$16.41
Step 2 - 3640 hours	\$18.82	\$19.10	\$19.48	\$19.87
Step 3 - 5460 hours	\$19.78	\$20.08	\$20.48	\$20.89

ADMINISTRATIVE ASSISTANT II

	2021	2022	2023	2024
Step 1 - 1820 hours	\$21.00	\$21.32	\$21.74	\$22.18
Step 2 - 3640 hours	\$22.05	\$22.38	\$22.83	\$23.28
Step 3 - 5460 hours	\$23.15	\$23.50	\$23.97	\$24.45

ADMINISTRATIVE ASSISTANT III

	2021	2022	2023	2024
Step 1 - 1820 hours	\$25.00	\$25.38	\$25.88	\$26.40
Step 2 - 3640 hours	\$26.25	\$26.64	\$27.18	\$27.72
Step 3 - 5460 hours	\$27.56	\$27.98	\$28.54	\$29.11

SIGNING PAGE

THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION and RM OF MEADOW LAKE #588 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 10th day of March, 2022.

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

Signed on behalf of:
RM of Meadow Lake #588

'Original Signed By'

'Original Signed By'

Kyle Smith
Chairperson

Harvey Harriott
Reeve

'Original Signed By'

'Original Signed By'

Pat Nixon
Bargaining Committee

Joel Cardinal
Chief Administrative Officer

'Original Signed By'

Dale Danilkewich
Bargaining Committee

'Original Signed By'

Kim Nordmarken
Labour Relations Officer