

**COLLECTIVE AGREEMENT**

**BETWEEN**

**THE SASKATCHEWAN CANCER AGENCY**

**AND**

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

January 1, 2004 – December 31, 2006

09837(05)

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**COLLECTIVE AGREEMENT**  
made this            day of            .

**BETWEEN**

**THE SASKATCHEWAN CANCER AGENCY**

**AND**

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

**PREAMBLE**

The purpose of this Agreement is to establish and maintain an orderly collective bargaining relationship between the employer and the employees represented by the Union, to maintain harmonious relations, encourage efficiency and safety in operations, and to provide the best possible clinical care to the public.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that for and in consideration of the premises and covenants, conditions, stipulations and provisos herein contained, the parties hereto agree as follows:



## **ARTICLE 1 - DURATION OF AGREEMENT**

### **1.01 Term of Agreement**

This Agreement, unless changed by mutual consent of both parties shall be in force and in effect **up to and including December 31, 2006**, and from year to year thereafter, unless notification of desire to amend or terminate be given in writing.

### **1.02 Open Period**

Either party may, not less than thirty (30) days nor more than sixty (60) days before the expiry date hereof, give notice in writing to the other party to terminate this Agreement, or negotiate a revision thereof.

## **ARTICLE 2 - INTERPRETATION**

### **2.01 Employee**

"Employee(s)" shall mean employees as covered by this agreement. Part-time, temporary and casual employees will be covered by and entitled to all rights and benefits of the agreement on a pro-rata basis (subject to group life, pension plan and health plan rules) in direct proportion to the normal hours of work.

### **2.02 Permanent Employee**

"Permanent Employee" means an employee who has successfully completed the required probationary period stipulated on initial employment and excludes temporary and casual employees.

### **2.03 Full-Time Employee**

"Full-time Employee" shall mean an employee who is regularly scheduled to work the normal hours as defined in Article 14.01.

### **2.04 Part-Time Employee**

"Part-Time Employee" shall mean an employee who works less than the normal hours of work, **as defined in Article 14**, on a regularly scheduled basis.

### **2.05 Probationary Employee**

"Probationary Employee" means an employee whose initial employment is on a trial basis for a period of time (probationary period) stipulated in this Agreement.

### **2.06 Temporary Employee**

"Temporary Employee" means the incumbent of a position whose tenure of employment is limited without acquisition of any continuing right to be retained as an employee beyond such period.

No person shall be employed as a temporary for more than two (2) years. **If replacing a Employee on LTD, a temporary employee shall be extended to a maximum of three (3) years by mutual agreement of the parties. If the temporary employee is in a temporary position the Employee shall be employed for the duration of the temporary position and any extension agreed to by the Union and Employer.**

If the employment of a temporary employee is not interrupted by resignation, dismissal or an interval of non-employment of greater than one hundred and eighty (180) days, he/she shall be entitled to carry forward the benefits accrued during the temporary appointment. If the service of a temporary employee is interrupted for one of the aforementioned reasons and he/she is subsequently re-employed, he/she shall be considered to be a new employee.

#### **2.07 Casual Employee**

"Casual Employee" means an employee who is called to work from time to time on an intermittent basis. A casual employee who accepts a **temporary position** will revert back to casual following the completion of the **temporary position**, and carries with him/her the benefits he/she accrued during the **temporary position**.

If a casual employee has not worked a shift for 120 calendar days in a department (exclusive of approved leaves of absence), he or she shall be removed from the call in list of that department.

#### **2.08 Radiation Therapy Student**

"Radiation Therapy Student" means a student receiving training in the accredited Radiation Therapy Training Program in a Saskatchewan cancer centre. Application of this Agreement to students shall be as set out in Article 25.

#### **2.09 Promotion**

"Promotion" is defined as the movement of an employee from a position in one class to a position in another class with a higher maximum salary.

#### **2.10 Demotion**

"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 salary.

**2.11 Transfer**

"Transfer" means the voluntary or involuntary movement of a qualified employee from one position to another position in the same or a different class with the same maximum salary."

**2.12 Union**

"Union" means the Saskatchewan Government and General Employees' Union.

**2.13 Employer**

"Employer" means the Saskatchewan Cancer Agency.

**2.14 Temporary Position**

A Temporary Position is a position that is created for a definite period of time.

**2.15 Temporary Vacancy**

A Temporary Vacancy is a vacancy that occurs as a result of a Full-Time Employee or a Part-Time Employee taking a leave of absence or being granted a leave.

**ARTICLE 3 - SCOPE**

**3.01 Scope**

This agreement shall cover all Employees represented by the Union pursuant to an Order of the Labour Relations Board unless mutually agreed otherwise by the Union and the Employer.

**ARTICLE 4 - RECOGNITION**

**4.01 Union Recognition**

The Employer agrees to recognize the Union as the sole collective bargaining agent for the employees covered by this Agreement, and subject to the terms of this Agreement consents and agrees to negotiate with the Union or its designated representative on matters relating to the conditions of employment, rates of pay, and hours of work.

**4.02 Management Rights**

Subject to the terms of this Agreement, it is the function of the Employer to:

- (a) Direct the working force;
- (b) Operate and manage its business;
- (c) Hire, select, transfer, and lay-off because of lack of work;
- (d) Maintain order and efficiency and to establish and enforce reasonable rules and regulations, consistent with the terms of this Agreement, governing the conduct of employees and which rules and regulations shall primarily be designated to safeguard the interest of the patients and the efficiency in Employer's operations.
- (e) Promote, demote, discipline, suspend and discharge any employee provided, however, that any such action may be subject to the grievance procedure provided herein.

#### **4.03 Bulletin Boards**

The employer shall provide bulletin boards, which shall be placed so that all employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

There will be four (4) bulletin boards placed at the Saskatoon Cancer Centre, four (4) at the Allan Blair Cancer Centre, one (1) in each Cancer Patient Lodge, one (1) in each Breast Screening Centre and one (1) board is to be placed in the Employer Administrative Offices.

### **ARTICLE 5 - UNION SECURITY**

#### **5.01 Union Membership**

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

#### **5.02 Dues Check-Off**

- (a) Upon the request in writing of an employee, the Employer shall deduct and pay in periodic payments out of the wages due to the employee, to the Executive Director

of Operations, the union dues, assessments and initiation fees of the employee, and the employer shall furnish to the Union the names of the employees who have given such authority.

Employees shall submit check-off authorization with their application for membership in the Union.

- (b) Written notice of a change in the amount of the monthly dues must be given to the Employer by the Union at least **thirty (30)** calendar days in advance of the date that the change is to be effective.

### **5.03 Consideration of Days Worked**

For the purposes of Articles 5.01 through 5.05, days paid for sick leave, pressing necessity, compassionate leave, vacation leave, holidays and Workers' Compensation shall be considered as days worked.

### **5.04 Out-of-Scope Assignment**

An employee who is temporarily filling an out-of-scope position shall continue to have union dues deducted from his/her salary and shall be entitled to all of the benefits and the protection accorded by this Agreement.

### **5.05 Employees on Educational Leave**

Employees who, while on educational leave, receive an allowance of one-half (1/2) or more of their regular salary, shall continue to have dues deducted from such allowances.

### **5.06 Appointments and Terminations**

A list of new employees hired into permanent positions and terminations from permanent positions will be provided to a designated union official on a monthly basis.

### **5.07 No Individual Agreements**

No employee shall be required or permitted to make a written or verbal agreement with the employer or employer's representative, which may conflict with the terms of this Agreement, without the written approval of the bargaining unit executive.

### **5.08 New Employees**

New employees shall be introduced to their union steward or a member of the Union Committee as part of their orientation on their first day of employment.

## **ARTICLE 6 - DISCRIMINATION**

### **6.01 No Discrimination**

The employer and the Union agree that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee in the matter of hiring, wage rates, training, up-grading, promotion, transfer, lay-off, recall, discipline, classification, discharge, or otherwise by reason of age, race, creed, colour, national origin, sexual orientation, political or religious affiliation, disability, sex, marital status, activity in the Union, or any other prohibited ground of discrimination contained in the Saskatchewan Human Rights Code.

### **6.02 Harassment**

The Employer shall ensure a policy is developed in consultation with the Union to address the issue of workplace harassment. The policy shall ensure that:

- (a) individuals are aware of the seriousness with which the parties view harassment.
- (b) incidents are investigated promptly, objectively and in a sensitive, confidential manner.
- (c) the necessary corrective action is taken.
- (d) employees/managers are provided with the education necessary for them to prevent harassment, identify harassment when it occurs, and know how to properly report complaints.
- (e) there is an acknowledgement that there may be a need to separate the complainant and alleged harasser until the complaint is resolved.

Employees and Union representatives will be expected to co-operate with management in identifying situations, reporting promptly and disclosing all information in order to facilitate the investigation.

### **6.03 Violence in the Workplace**

In compliance with the Occupational Health & Safety Act, the Employer will ensure a policy is developed, in consultation with the Union to address violence in the workplace with a view to preventing the incidence of violence, reducing the causal factors of violence and promoting a safe working environment free of violence. The policy shall ensure:

- (a) provision of available information regarding a client's previous, actual or potential violent behaviour.
- (b) incidents are investigated promptly, objectively, and in a sensitive, confidential manner.
- (c) alternate options for care delivery are considered and implemented.

- (d) employees/managers are provided with the education necessary for them to prevent violence, deal with it when it occurs, and know the procedure for reporting incidents.
- (e) security procedures are in place to summon assistance.
- (f) counseling and support to help victims of violence.

## **ARTICLE 7 - GRIEVANCE PROCEDURE**

### **7.01 Definition**

A grievance shall be defined as any difference or dispute between the employer and any employee(s), or the union.

### **7.02 Permission to Leave Work**

It is agreed a grievor and/or an elected Officer of the Union may, after making suitable arrangements with his/her Out of Scope (OOS) supervisor, or designate for coverage of his/her assignment, leave his/her assigned duties temporarily in order to discuss matters related to a grievance.

As far as possible, grievance meetings will be dealt with on Employer time and the grievor and/or elected Officer of the Union shall not suffer any loss of earnings for the time spent.

### **7.03 Discussion of Differences**

If a difference arises between one (1) or more employees and the Employer concerning the interpretation, application or administration of the Agreement, the employee(s) shall first discuss the matter with his/her immediate OOS supervisor within twenty one calendar (21) days of the occurrence of the incident. The employee may have a steward present if desired.

The supervisor shall answer the dispute within seven (7) working days of the discussion unless the Union agrees to extend this time limit.

At any stage, either of the parties may request a meeting to discuss the matter of the grievance without prejudice to their respective positions.

### **7.04 Proceed to Next Step**

Failing resolution of the difference or dispute by the foregoing informal procedure, it may proceed in accordance with the following, and the supervisor shall be notified accordingly.

### **7.05 Step 1**

- (a) Except for grievances dealing with non-application of benefits as referred to in (c)

below, the employee(s) concerned, with or without his/her steward, may present a grievance in writing to the immediate OOS supervisor, providing that it is done within twenty one (21) calendar days of receipt of the supervisor's reply as in Article 7.03.

- (b) Any settlement of the grievance reached between the aggrieved employee and the Employer at this stage will be considered applicable to the case in question and not as establishing a precedent for future cases.
- (c) Grievances dealing with non-application of benefits by the Employer i.e., vacation leave, sick leave, etc., will have a one (1) year time limit. The effective date of any necessary retroactive pay adjustments shall be the date on which the infraction first occurred. Notwithstanding the preceding statement, employees shall bring forward grievances dealing with non-application of benefits within twenty one (21) calendar days of discovery of cause for complaint.
- (d) The immediate OOS supervisor shall make every effort to reach a mutually satisfactory solution and shall give a decision in writing within twenty one (21) calendar days of the filing of the grievance.

#### **7.06 Step2**

If the grievance remains unsettled pursuant to Step 1, the Union may refer the matter within twenty one calendar days of the receipt of the decision of the immediate OOS supervisor, to the Associate Executive Director (AED) or the Executive Director (ED) of the applicable Division.

The AED or ED shall give a decision in writing within twenty one (21) calendar days of receipt of the grievance.

#### **7.07 Step3**

If the grievance remains unsettled pursuant to Step 2, the Union may refer the matter in writing, within twenty one (21) calendar days of the receipt of the decision at Step 2, to the CEO or his/her representative.

The CEO or his/her representative shall give a decision in writing within twenty one (21) calendar days of receipt of the grievance.

#### **7.08 Step 4**

If the grievance remains unsettled pursuant to Step 3, the Union or the Employer may, on giving twenty one (21) calendar days notice in writing of its intention, refer the grievance to the Grievance Mediation process or any other dispute resolution or Arbitration in accordance with Article 8. If it is not so referred within sixty (60) calendar days of receipt



of the decision at Step 3, the grievance shall be deemed to have been settled, subject to Article 7.09 (Time Limits) and Article 7.10 (Extension of Time Limits) .

#### **7.09 Time Limits**

It is the desire of both parties of this Agreement to resolve grievances in a manner that is just and equitable, and it is not the intention of either the Employer, or the Union to evade the settlement of disputes on a procedural technicality. However, notwithstanding the foregoing, it is clearly understood that for time limits, the onus is on that party to show a justifiable reason for its failure to adhere to such limits.

#### **7.10 Extension of Time Limits**

Any of the time limits set forth in Articles 7 and 8 may be extended by mutual agreement in writing by the parties.

### **ARTICLE 8 - ARBITRATION PROCEDURE**

#### **8.01 Arbitration**

Whenever pursuant to the provisions of this Agreement, reference to arbitration is invoked, the parties shall endeavour to agree upon an impartial single arbitrator. In the event that the parties fail to agree to a single Arbitrator at any time within thirty (30) calendar days of the date of reference to arbitration, the parties shall within a further ten (10) working days, each appoint one (1) Arbitrator who shall be a member of the Arbitration Board.

#### **8.02 Chairperson of Arbitration Board**

The two (2) Arbitrators shall, within a further ten (10) working days, endeavour to agree upon an impartial Arbitrator, who shall be the third member and Chairperson of the Board. In the event the two (2) Arbitrators cannot agree on the Chairperson, the Minister of Labour will be requested to appoint a chairperson.

#### **8.03 Powers of the Board**

- (a) A single Arbitrator or a Board of Arbitration shall not have the power to alter any of the terms of this Agreement, or to substitute any provisions for existing provisions, nor to give any decision inconsistent with the terms of this Agreement.
- (b) The single Arbitrator or the Board of Arbitration shall have authority to interpret any Agreement clause that may be in dispute in a grievance referred to it for settlement.

#### **8.04 Hearing Date**

The single Arbitrator or the Arbitration Board shall, within ten (10) days of its establishment, set a date for the hearing of evidence. Such hearings shall be held in a place as may be mutually agreed upon between the parties to this Agreement.

#### **8.05 Decisions of the Board**

A decision of the single Arbitrator or the majority decision of the Arbitration Board or in the absence of a majority decision, the decision of the Chairperson shall be final and binding on the employee(s) concerned and the parties to this Agreement and shall be forwarded to the parties within thirty (30) days of the conclusion of the hearing.

#### **8.06 Procedure of the Board**

The single Arbitrator or the Arbitration Board may determine its own procedure, but shall give full opportunity to all parties to present evidence **and** make representation.

#### **8.07 Cost of the Board**

The parties shall bear an equal portion of the expenses and allowances of the single Arbitrator or Board Chairperson. Where the grievance is referred to an Arbitration Board, the parties will each bear the expenses and charges of its own Arbitrator. The parties will also bear the expenses of its own witnesses.

### **ARTICLE 9 - DISCIPLINE, DISMISSAL AND RESIGNATION**

#### **9.01 Presence of Stewards**

Employees shall have the right to have **an available** steward of his/her choice present during disciplinary action.

#### **9.02 Documents on Employee's File**

A copy of any document, or other information placed on **an** employee's file which might at any time be the basis for disciplinary action shall be supplied concurrently to the employee. Responses to such documents shall, upon the request of the employee, be added to the employee's file.

After two (2) years an adverse report, excluding pre-employment references, shall be removed, when requested by the employee, from the employee's file, unless there have been subsequent documented incidents of a similar nature. For incidents of harassment, client abuse or incidents resulting in disciplinary suspension, the time period for removal of an adverse report shall be three (3) years.

After the applicable time period stated above, an adverse report not removed from the file

shall not be used in any action against the employee. Pre-employment references shall not be used in any action against the employee.

Upon making an appointment with Human Resources, an employee shall have the right to access and review his/her personnel file, with the exception of pre-employment references.

### 9.03 Dismissal Only for Just Cause

An employee shall not be dismissed without just cause. The cause for the dismissal shall be in writing in the dismissal notice.

### 9.04 Notice of Dismissal

#### (a) Notice for Permanent Employees

Except in the case of dismissal for **just cause**, thirty (30) calendar days notice in writing shall be given to an employee whose services are to be terminated, provided that if such notice is not given, a sum equal to one (1) month's salary shall be paid to such an employee in lieu of notice.

**Earned vacation leave due an Employee shall not be used as any part of the period of notice.**

#### (b) Notice for Probationary Employees

Except in the case of dismissal for misconduct, fourteen (14) calendar days notice in writing shall be given to any probationary employee whose services are to be terminated, provided that if such notice is not given, a sum equal to fourteen (14) calendar days salary shall be paid to such an employee in lieu of notice.

#### (c) Termination of an employee during his/her initial probationary period cannot be the subject of a grievance, unless the Employer was discriminatory or acted in bad faith.

### 9.05 Notice of Resignation

Employees shall give the same notice of resignation as that provided in Article 9.04. An employee who fails to give such notice shall be struck from the payroll effective the date he/she absents himself/herself without leave.

Earned vacation leave due an Employee shall not be used as any part of the period of notice.

### 9.06 Re-employment on Termination

#### (a) Re-employment within 180 calendar days

A permanent employee who voluntarily resigns his/her employment and within one hundred and eighty (180) calendar days is re-employed as a permanent employee by the Saskatchewan Cancer Agency shall be credited with, effective the date of re-employment, his/her former seniority, accumulated sick leave credits and years of service for vacation purposes. Article 11.02 – Trial Period on Promotion, Transfer, Demotion and Re-Employment shall apply.

(b) Re-employment within 3 years

A permanent employee who voluntarily resigns his/her employment as result of a decision to care for a dependent parent, spouse or child residing with the employee, and is re-employed by the Saskatchewan Cancer Agency, upon request, shall be credited with his/her former seniority and years of service for vacation purposes. The following conditions shall apply:

- (i) employee must have been a permanent employee with at least three (3) years of seniority with the Saskatchewan Cancer Agency at the time of the voluntary resignation;
- (ii) the resignation must have indicated the reason for termination;
- (iii) the break in employment shall be for no longer than three (3) calendar years; and
- (iv) the employee's former seniority shall not be reinstated until successful completion of the probationary period as per Article 11.09 – Initial Probation.

## **ARTICLE 10 - SENIORITY**

### **10.01 Seniority**

Employees shall possess seniority and such seniority shall be based on employment with the Employer, subject to the following considerations:

(a) Recognition of Seniority

Service with the Government of Saskatchewan which was continuous with the transfer of the Employer from the Department of Health to the Saskatchewan Cancer Agency shall count for seniority purposes.

(b) Accrual of Seniority

An employee shall acquire seniority after successful completion of the stipulated initial probationary period at which time his/her seniority shall be retroactive to the last date on which he/she commenced employment with the Employer, subject to Article 10.02.

(c) Appointment to Permanent Out-of-Scope Position

Employees within the scope of this Agreement who are appointed or who have been appointed to permanent out-of-scope positions, shall be entitled to count the seniority with which they were credited before they were appointed to permanent out-of-scope positions if following their out of scope appointment they **apply for** a position within the scope of this agreement **within the first twenty four months**. Service in permanent out-of-scope positions shall not be considered for seniority purposes.

(d) Vacation pay on straight time pay and Statutory Holiday pay, paid to Temporary, Part-time, and Casual employees will be equated to time worked and count for seniority purposes.

## 10.02 Loss of Seniority

An employee shall lose seniority and be considered terminated for one of the following:

- (a) Dismissal for just cause.
- (b) Voluntary resignation.
- (c) Failure to report for work within one (1) week following notification of re-employment after lay-off or immediately after the termination of an approved leave of absence, unless such failure is the result of illness or other reasons satisfactory to the CEO.
- (d) Continuous lay-off for a period in excess of two (2) years.

## 10.03 Seniority Lists

- (a) Upon request, the Employer shall make available to the Union, information necessary to determine the seniority of an employee.
- (b) Seniority lists shall be posted annually on April 1st. **The seniority lists will represent the period January 1 to December 31 of the preceding calendar year.** Employees should, at the earliest opportunity, notify the Human Resources Department of any errors and/or omissions.

# ARTICLE 11 - APPOINTMENTS AND STAFF CHANGES

## 11.01 Vacancies and New Positions

- (a) Appointments to vacancies in existing positions and 'new positions shall be filled

according to the provisions set forth.

- (b) First priority of appointment to a vacancy shall be given to qualified employees previously employed and whose names, are on the re-employment list for the said class because of lay-off, leave of absence, downward revision of classification, in that order. Where there is more than one qualified employee to be considered in each of the above, seniority shall prevail.

(c) Posting of Vacancies

All vacancies which are to be filled or newly established positions, shall be posted for at least ten (10) calendar days unless the Employer and Union agree to a longer or shorter period.

Postings shall include hours of work, closing date and time, rates of pay, initial location and minimum qualifications.

Posting of part-time vacancies shall include the scheduled hours of work for each position.

The Union shall be sent copies of all job postings.

(d) Temporary Vacancies

When a Temporary Vacancy of a duration of one hundred and twenty (120) days or longer exists the vacancy shall be posted and filled in accordance with the terms of Article 11.01 subject to the following:

Temporary positions shall be posted and filled in accordance with the terms of Article 11.01 subject to the following:

- i. One additional posting shall be required for the position of the employee transferred or promoted as a result of the original posting. The additional posting shall be for a minimum of three (3) working days. Additional postings shall not be required after the second posting, however the employer shall consider existing employees before hiring outside the scope of the union.
- ii. If as a result of the posted temporary position an individual is hired from outside the existing work force, the temporary employee shall be considered terminated upon completion of the temporary position and shall not be entitled to notice of dismissal as provided in Article 9.04;
- iii. Should the temporary position subsequently become a permanent position, it shall be posted and filled in accordance with Article 11.01.
- iv. If the temporary position is filled with a permanent employee, the permanent employee will be returned to their former position upon completion of the temporary work.

- v. The temporary position can be extended for any period of time as mutually agreed to by the Union and the Employer.
  - vi. If the Employer decides to end the temporary position, which may occur at any time during the definite period, the Employer will give the Employee notice as provided in The Labour Standards Act. The length of time the Employee has been working in the temporary position will be used to calculate the notice. When the notice period expires, the Employee shall be returned to their original position. If an individual is hired from outside the bargaining unit, for the temporary position, the employee shall be deemed terminated after the notice period expires.
- (e) Employees shall apply in writing, email or fax to the Human Resources Department, or Employer designate as noted on the posting for any vacancy on or before the closing date of the posting. Applications submitted in advance of the posting shall be accepted by the Employer, with the proviso that advance applications must be renewed every three (3) months.
- (f) **Appointment Based on Seniority**
- For all posted vacancies, the senior qualified applicant who possesses the ability shall be appointed. To be considered qualified, applicants must meet the minimum requirements as set forth in the job specifications for the position involved. To be considered to possess ability, the applicant must be capable of performing the typical duties and responsibilities outlined in the job specification for the position involved.
- (g) **Notification of Appointment**
- All candidates covered by this agreement and the Union's designates in Regina and Saskatoon shall be advised, within seven (7) calendar days of making the appointment, in writing, of the name of the applicant selected for the vacancy. Upon request, an unsuccessful applicant will be given written reasons stating why the applicant was not successful. Upon request of the Union, in the course of a grievance investigation (which may precede the formal filing of a grievance), the Employer shall provide the Union with a list of names of all applicants to the competition being investigated.
- (h) Upon request, the designated supervisory official will inform an unsuccessful applicant of the reasons for his/her application being rejected.

## **11.02 Trial Period on Promotion, Transfer, Demotion and Re-Employment**

- (a) A permanent full-time employee who is promoted or who is transferred or voluntarily demotes to a different position, shall be required to serve a four (4) month trial period. Permanent part-time employees, temporary and casual

employees under the same circumstances will be required to work the equivalent of eighty-three (83) full days or a period of eight (8) months, whichever comes first.

An employee, who transfers to or is re-employed in accordance with Article 9.06 (a), Re-employment on Termination, in a position in the same classification, or is re-employed in accordance with Article 9.06 (a), Re-employment on Termination, demotes or transfers to a position in a classification he/she previously held, will not be required to serve a trial period.

- (b) The trial period for the incumbent of a particular position may be extended for such period as may be agreed upon between the parties.
- (c) If, within the set period he/she fails to qualify or requests to revert to his/her former position, he/she shall be returned to his/her former position without loss of seniority or increment benefits, provided that he/she was not appointed or transferred from the re-employment list, whereupon he/she would be returned to the re-employment list. All employees impacted by this reversion shall return to their former position.

### **11.03 Temporary Performance of Higher Duties**

Where the Employer gives a clear directive assigning an employee to perform the duties of a higher in-scope position, the employee shall be paid on the following basis:

- (a) For all hours assigned and so worked, the employee shall be paid at a step in the higher range which provides a minimum increase of five (5%) percent over his/her current rate, however, in no case shall it be less than the minimum or more than the maximum of the range for the higher class.  
If the period of temporary performance of higher duties is more than ninety (90) calendar days, the rate shall be adjusted to eight (8%) percent retroactive to the beginning of the period.

- (b) **Increments for Temporary Performance of Higher Duties**

When an employee is assigned temporary performance of higher duties continuously for more than one (1) year, he/she shall be entitled to annual increments in the range for the higher paid position, one (1) year after any increment is granted to him/her under (a) of this Article. However, where the employee before such increment date, becomes entitled to an increment under the salary range for his/her permanent position, which would result in a higher salary, his/her increment date for the higher range shall be that for his/her permanent position.

- (c) When an employee is assigned temporary performance of higher duties for more than one (1) year, he/she shall, at the commencement of the second year, be paid at a rate which provides an increase of at least ten (10%) percent above his/her current rate in his/her former class, provided that it is not below the minimum or above the



maximum of the class in which he/she is substituting.

Permanent employees shall be assigned to the duties of a higher in-scope position by work unit, provided they are qualified, on a rotational basis.

#### **11.04 Temporary Performance of Lower Duties**

A permanent employee or a casual employee working a pre-scheduled shift temporarily assigned to perform the duties of a lower paid position shall not suffer any decrease in earnings.

This provision shall not apply to shifts where a casual employee accepts to work an additional shift on a day where the casual employee was not already scheduled to work.

#### **11.05 Promotional Pay Increase**

- (a) On the promotion of a permanent employee, including a permanent employee on probation, hisher new rate of pay shall be the minimum of the range for hisher new classification, or such step in the new range which yields a minimum increase of eight (8%) percent.
- (b) If the promotion yields an increase of more than ten (10%) percent, the employee's increment date will then be changed to the date of promotion.
- (c) The employee's rate, following promotion shall not exceed in any instance, the maximum of the range for his or her new class.
- (d) Whenever an employee's increment date or an adjustment in salary occurs on the same date as the promotion or reclassification, the employee shall receive hisher increment or adjustment before the promotion formula is applied.

#### **11.06 Transfer**

- (a) Voluntary Transfer

A permanent employee may request transfer at any time to another position by filing with the Human Resources **Consultant** a transfer request which will be considered when an appropriate vacancy occurs.

- (b) When an employee is transferred, hisher rate of pay and hisher increment date shall not be changed, except where the rate of pay in hisher old position is between two rates in the new position, in which case hisher rate of pay will be increased to the nearest higher rate.

#### **11.07 Demotion**

When for any reason a permanent employee voluntarily takes a demotion, or is involuntarily demoted, his/her increment date shall not be changed. His/Her rate of pay shall be adjusted as follows:

- (a) Whenever his/her rate prior to demotion is above the maximum established for the class into which he/she is taking demotion, it shall be reduced to the maximum.
- (b) Whenever his/her rate prior to demotion is within the range of pay established for the class into which he/she is taking demotion, it shall remain the same until his/her increment date and then be increased to the next higher step in the range.
- (c) **An** employee who is involuntarily demoted shall have recourse to the grievance procedure.

#### **11.08 Initial Probation**

During the initial probationary period, employees shall be entitled to all rights and benefits of this Agreement, It is understood that the probationary period is for the Employer to assess the general suitability of employees. Termination can only be grieved if the Employer was discriminatory or acted in bad faith.

#### **11.09 Probation Period**

The length of time required for an initial probationary period will be six (6) months for full-time employees. Part-time, temporary and casual employees will be required to work the equivalent of one hundred and twenty four (124) full days or a period of twelve (12) months, whichever comes first, for their initial probation. Temporary and casual employees who have completed their probationary period and are subsequently appointed to a permanent position in the same classification will not be required to serve a further probationary period.

An employee who has not completed her/his initial probationary period and is appointed to another position shall complete the remainder of the probationary period in the new position; and Article 11.02 – Trial Period on Promotion, Transfer, Demotion and Re-Employment, shall apply calculated from the effective date of appointment to the new position.

#### **11.10 Extension of Probationary Period**

The probationary period for the incumbent of a particular position may be extended for such period as may be agreed upon between the parties. The request for extension shall be in writing.

#### **11.11 Performance Evaluations**

Performance evaluations shall be completed on every employee during his/her probationary period. The supervisor shall discuss the evaluation with the employee and have him/her

sign to indicate as to having read the evaluation prior to submitting the evaluation to the Human Resources Department. The employee shall be provided with a copy of his/her evaluation.

#### **11.12 Reversion Rights – Temporary Vacancy/Position**

Employees who are promoted or transferred into a temporary position or temporary vacancy shall, upon the expiration of the temporary appointment, revert to their previous position without loss of rights or benefits.

### **ARTICLE 12 - CLASSIFICATION AND RECLASSIFICATION**

#### **12.01 Class Plan**

The Employer shall maintain a position classification plan. Amendments to the classifications may be made by the Employer from time to time as changes in organization and work assignments require. Written class specifications for each class of position shall be provided to applicable employees and a complete set of class specifications shall be provided to a designated elected union official. Written class specifications will include a description of duties and qualifications.

These new or changed jobs will need to be evaluated as per the Maintenance Plan.

#### **12.02 Classification Manual**

Copies of the Manual of Class Specifications, currently maintained, shall be kept in the Saskatchewan Cancer Agency locations and shall be available for inspection to employees during business hours. The Manual of Class Specifications may be posted on the internal web-site, instead of having a paper copy.

#### **12.03 New Classes**

- (a) If the Employer proposes to establish a new class or revise an existing class, it shall give notice of such intention to the Union, and shall complete a questionnaire to be forwarded to the Maintenance Committee for evaluation and placement in the appropriate pay band. Upon request, the Human Resources Division will provide a copy of the questionnaire to the Union.
- (b) The establishment of the final rate of pay shall be retroactive to the date of the filling of the vacancy.

It is understood between the parties that the Arbitrator shall deal with existing classes only, except when a new class has been proposed by the Employer.

#### **12.04 Request for Reclassification**

Whenever an employee, who has completed his/her initial probationary period, feels that his/her position is incorrectly classified, he/she may apply for a review of his/her duties by submitting a written questionnaire to the Human Resources Division, who in turn will notify the the Union of receipt of the questionnaire and forward the questionnaire to the Maintenance Committee for evaluation and placement in the appropriate pay band. Upon request, the Human Resources Division will provide a copy of the questionnaire to the Union. Should the review result in a revised wage rate, such revision shall be effective from the day of submitting the written request.

#### **12.05 Effective Date of Reclassification**

If a request for reclassification is received by the Human Resources Division not later than the fifteenth (15th) of the month, the reclassification, if approved, will be effective from the first (1st) day of the month following. Otherwise it will be effective the first (1st) day of the month next following.

#### **12.06 Time Limits - Grievance**

If the employee's request for re-evaluation is considered and the employee is dissatisfied with the outcome, he/she may access the Appeal Process in accordance with the time limits as outlined within the Maintenance Plan.

#### **12.07 Re-evaluation Without Challenge**

If upon review, a position is re-evaluated with a higher salary range, the employee shall be appointed to the new higher pay band when the re-evaluation was approved to:

- (i) correct an error in classification, no change in duties and responsibilities being involved, or
- (ii) conform to a changed allocation standard.

#### **12.08 Re-evaluation Subject to Challenge**

When the re-evaluation and movement to a higher pay band is due to new or additional duties and responsibilities, the incumbent shall be appointed to the new higher pay band, subject to challenge from other more senior employees. In this instance, the re-evaluated position will be posted and a more senior applicant, to successfully challenge, must show that the additional duties and responsibilities resulting in the re-evaluation should have been assigned to him/her rather than the incumbent.

The Human Resources **Executive** Director and the designated union official shall decide on the validity of the challenges.

### 12.09 Establishment of Qualifications

If the original incumbent is not qualified for the **re-evaluated** position, a period of one (1) year will be allowed in which to establish qualifications. If the incumbent fails to establish minimum qualifications within the one (1) year period, he/she shall be removed from the

position and **be eligible to access Article 13** and his/her position shall be posted in accordance with Article 11.

An employee does not have to upgrade qualifications if he/she has been employed in the position for five (5) or more consecutive years prior to the date of the **re-evaluation**.

### 12.10 Salary on Reclassification

(a) Upward Reclassification

If a position is reclassified upward and the incumbent of that position is appointed to it, he/she shall be paid as if he/she were promoted to the position according to the provisions of Article 11.05.

(b) Downward Reclassification

If a position is reclassified downward, the incumbent shall have his/her name placed on a re-employment list for a class similar to and with the same salary range as his/her position before it was downgraded.

(c) Rate Adjustments Resulting From Reclassification

Until it is possible for the Human Resources Department to place the incumbent of a downgraded position as in (b) above, his/her rate will be adjusted as follows:

(i) If his/her rate is above the maximum of the class to which his/her position has been downgraded, he/she shall retain his/her rate until the range for the lower level overtakes his/her rate, at which time his/her rate will be adjusted to the new maximum.

(ii) If his/her rate is below the maximum of the class to which his/her position has been downgraded, he/she shall retain his/her rate until his/her increment date, at which time his/her rate will be adjusted to the next higher step in the range, and he/she will receive succeeding annual increments up to but not beyond the maximum.

- (d) The incumbent of a downgraded position shall have the right to accept or reject any position offered to him/her pursuant to (b) above. If he/she rejects the position offered to him/her, his/her salary shall be adjusted in accordance with Article 11.07.
- (e) If within two (2) years subsequent to the downward reclassification, an employee promotes to his/her former class, he/she shall be entitled to return to his/her former step in the higher range subject to any increments he/she would have received had the downward reclassification not taken place.

## **ARTICLE 13 - LAY-OFF**

### **13.01 Employer to Inform**

It is agreed that the Employer will provide the Union with **sixty (60)** days written notice of job abolitions. Employees shall receive notice **according to** the notice period provided by the Labour Standards Act, but in no case shall the employee receive less than four (4) weeks notice. Notice shall be deemed to be given if a definite term is stated at the commencement of the period of employment. If the employee laid off has not had the opportunity to work the above notice period, the employee shall be paid in lieu of work for that period.

### **13.02 Exercise of Options**

Subject to the stipulation in Article 13.03, a permanent employee, subject to lay-off, shall have the right to exercise one of the following options:

- (a) To exercise "bumping" (displacement) rights on the basis of his/her total seniority, provided he/she is qualified to perform the work. "Bumping" may be exercised within the employees classification laterally having the same maximum hourly rate of pay or downwards. The series of classifications in each instance shall be as agreed upon between the Employer and the Union.
- (b) To go on lay-off.

### **13.03 Notice to Exercise Options**

An employee who intends to exercise his/her rights under this Article shall indicate such intention in writing to the designated management official within three (3) working days following receipt of the lay-off notice.

### **13.04 Bumping Rights**

Bumping rights shall be exercised in the following manner:

- (a) In the first instance, the employee shall bump into a position designated by the Employer as vacant in his/her classification within the same locale.
- (b) In the second instance, the employee shall bump a probationary employee with the least service in his/her own classification within the same locale.
- (c) If there are no probationary employees in this classification, the employee shall bump an employee with the least total seniority in his/her own classification within the same locale.
- (d) If the Employee cannot bump on the basis (a), (b) or (c) above the employee shall have the right to either:
  - (i) bump to a different locale in the same orderly manner as (a), (b) or (c) above; or
  - (ii) bump laterally in a series of classification provided he/she is qualified to perform the work in Article 13.02. The order shall be so outlined in (a), (b) (c) above, but not restricted to the same locale; or
  - (iii) bump downward in a series of classifications provided he/she is qualified to perform the work in Article 13.02. The order shall be as outlined in (a), (b) or (c) above, but not restricted to the same locale.
- (e) An employee whose job has been abolished shall have the right to elect to resign or retire and receive severance pay during any stage of the bumping procedure.
- (f) An employee whose job has been abolished shall have the right to elect to go on lay-off during any stage of the bumping procedure.
- (g) An employee whose job as been abolished **and** elects to go on lay-off may, at any time during the two (2) years on lay-off, elect to resign or retire and/or at the end of the two (2) year period be entitled to collect severance pay based on the rate effective at the time of lay-off.

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

- (a) An employee will have five (5) working days to consider the formal offer of a position made as a result of exercising his/her bumping rights under Article 13.04.
- (b) If an employee does not accept an offer of a position in his/her own classification in the bumping process, he/she will be placed on lay-off.
- (c) If an employee does not accept **an** offer of a position in a lateral or downward series

of classification, he/she will be placed on lay-off.

### **13.06 Rights of Employees Who Are Bumped**

The bumping rights described in Articles 13.02, 13.03, 13.04 and 13.05 shall also apply to a permanent employee who has been bumped.

### **13.07 Re-Employment List**

An employee who has exercised his/her rights to bump an employee in a lower classification or an employee who has been laid off, or an employee who elects to go on lay-off, shall have his/her name placed on a re-employment list for the classification he/she occupied at the time and for such other classifications for which he/she is deemed by the Employer to be qualified.

An employee who has been laid off shall have his/her name kept on the re-employment list for an unbroken period not to exceed two (2) years (any time served during a trial period in accordance with Article 11.02 (c) shall not remove the employee from the re-employment list and shall not be counted towards the two (2) year maximum). He/She shall be entitled to reject three (3) call-backs to positions in classification other than that which he/she occupied at the time of lay-off, before his/her name shall be removed from the re-employment list. However, he/she shall not be entitled to reject a call-back to a position in the same classification he/she occupied at the time of lay-off.

### **13.08 Re-Employment After Lay-Off**

- (a) When an employee is re-employed after lay-off in a position in the same pay range to that which he/she held prior to lay-off, he/she shall be paid at the step in the range, subject to any wage adjustment, which he/she received at the time of lay-off
- (b) When after lay-off, an employee is employed in a position having a lower salary range than that which he/she held prior to lay-off, he/she shall be paid as follows:
  - (i) When there is a rate equivalent to that which he/she was formerly paid, he/she shall be paid at that rate.
  - (ii) When there is no rate equivalent to his/her former rate, he/she shall be paid at the higher rate in the new range nearest to his/her former rate.
  - (iii) When the former rate of pay exceeds the maximum for the new position, he/she shall be paid the maximum in the range for the new position.



### 13.09 Promotion After Lay-off Salary Adjustment

When, as a result of a competition, an employee after lay-off is employed in a classification having a higher salary than the position which he/she held prior to lay-off, he/she shall have his/her salary adjusted as on promotion.

## ARTICLE 14 - HOURS OF WORK

### 14.01 Monday through Friday

- (a) (i) The normal hours of work, except for Lodge and SPBC employees, shall be 8:00 a.m. to 4:30 p.m., Monday through Friday, seven (7) hours forty-six (46) minutes per shift (one hundred and eight point seven five (108.75) hours in three (3) weeks).
  - (ii) The Employer shall have the right to schedule work for some employees to provide a seven (7) hour forty-six (46) minute shift no earlier than 7:00 a.m. and ending no later than 9:00 p.m. By mutual agreement between the Employer and the employee, the employee may "flex" his/her work time between such hours.
  - (iii) A casual employee scheduled to work shall be given forty-eight (48) hours notice of cancellation of his/her shift or be paid in full for such shift.
  - (iv) Schedules shall be posted at least seven (7) days in advance of the start of the schedule.
  - (v) Employees shall have the option of exchanging shifts with employees of the same classification, with the approval of the Employer, provided there is no extra cost to the Employer.
  - (vi) There shall be no split shifts.
  - (vii) Employees working shifts under (2) above shall rotate through shifts on a weekly basis unless otherwise mutually agreed.
- (b) An Employee working a shift of at least five (5) hours (exclusive of an unpaid lunch period) shall be granted a forty-four (44) minute unpaid lunch period occurring approximately midway through the shift, as mutually agreed between the Supervisor and Employee involved. Employees required by the Employer to work during their scheduled lunch period will have their lunch period rescheduled to an alternate time during the shift. Every effort shall be made to ensure that the rescheduled lunch period does not commence within two (2) hours of the end of the shift. Employees whose lunch period is not rescheduled will be paid for the

lunch period at overtime rates.

- (c) Lodge employees shall work day, evening and night shifts of seven (7) hours (forty-six) 46 minutes per shift (one hundred and eight point seven five (108.75) hours in three (3) weeks) excluding an unpaid lunch period. The work week for lodge employees will commence with the evening shift on Sunday and end with the day shift on Friday.
- (d) The Employer shall have the right to schedule work for SPBC employees, to provide a seven (7) hour and forty-six (46) minute shift ending at 9:00 p.m., and may be required to work on a Saturday. Such shifts will firstly be filled by voluntary request and if no volunteers, by a Management decision, but cannot create an undue hardship for an employee.
- (e) Employees shall be entitled to take one (1) day off every third week on the following basis:
  - (i) Such days off shall be adjacent to Saturdays and Sundays except as may be mutually agreed between the Employer and the employee.
  - (i) Employees on sick leave, vacation leave, education leave or other approved leave with or without pay shall resume their normal work cycle when they return to work.
  - (iii) While on sick leave or vacation leave, the number of days charged against the employees sick or vacation leave shall not include his/her scheduled days off during that period.
  - (iv) Scheduled days off that fall on Statutory Holidays shall be rescheduled to the preceding or next following working day by mutual agreement.
  - (v) Work performed on days off shall be compensated as per Article 14.02 (b) and (c).
  - (vi) Other than full time employees who work less than the normal hours of work, as defined in Article 14, will have the option to decline this day off in order to have the opportunity to work additional hours, without the payment of overtime, up to the normal hours of work, as defined in Article 14.
- (f) An Employee working a shift of at least three (3) hours (exclusive of a lunch period) shall be granted one (1) fifteen (15) minute rest period occurring approximately midway through the shift, as mutually agreed between the Supervisor and the employee involved.

An employee working a shift of at least seven (7) hours (exclusive of a lunch

period) shall be granted two (2) fifteen (15) minute rest periods. The rest periods will occur approximately midway through each half of the shift, as mutually agreed between the Supervisor and the employee involved.

(g) (i) Increase in Hours – Permanent Part Time

A permanent part time employee's hours can be permanently increased without a posting, unless it results in a change in status from permanent part time to permanent full time. Changes in status from permanent part time to permanent full time must be posted according to Article 11 (Appointments and Staff Changes).

An employee whose permanent part time position is abolished as a result of an increase in hours to permanent full time, shall be placed on the re-employment list if they are not the successful applicant in the resulting posting.

(ii) Decrease in Hours

If a permanent full time employee's hours are permanently reduced or permanent part time employee's hours are permanently reduced by greater than 20%, Article 13 (Layoff) will apply, if the employee is not willing to accept the reduced hours.

## 14.02 Overtime

For the purpose of Article 14.02 – Overtime, a day shall be defined as the twenty-four hour period calculated from the time the employee commences the scheduled shift.

Overtime will be distributed as equitably as possible amongst qualified employees. Employees will not be required to work overtime against their wishes when other qualified employees within their classification and department are willing to perform the work.

### Overtime Rates

Payment of overtime shall be as set out in the following subsections:

- (a) Hourly rate: 5 day 36-1/4 hour week:  $\frac{\text{monthly rate}}{158}$
- (b) Employees required to work in excess of seven (7) hours and forty-six (46) minutes on regular working days shall be paid for overtime worked at the rate of one and one-half (1 1/2) times the employee's hourly rate for the first four (4) hours worked and at double (2) time for all hours worked above four (4) overtime hours on that day. An employee who is required by the Employer to report back to work **premises** after leaving the premises shall be guaranteed a minimum of two (2) hours.

- (c) Overtime worked between 12:00 midnight and 7:00 a.m. shall be paid at the rate of double time (2).
- (d) An employee, who is required to work on his/her regularly assigned day of rest (including earned day off) shall be paid at the rate of double time for all hours worked, with a minimum two (2) hours guarantee at overtime rates.
- (e) Call Back

An employee who receives a call-back **and is required to report back to work premises** for overtime after he/she has left his/her place of work shall be paid for a minimum of two (2) hours at overtime rates.

The mileage allowance provided for in Article 22.01 (a) or reimbursement for taxi fare shall be applicable.

- (f) Time-Off in Lieu

Upon the employee's request, and when mutually agreeable, overtime may be taken as time off, calculated at the appropriate overtime rates.

- (g) An employee who is called in and works overtime for four (4) or more hours of the eight (8) hours preceding the employee's next scheduled shift, shall have the right, except in emergent situations, to designate that scheduled shift or part thereof as an unpaid rest period.

#### 14.03 Shift Premium

A shift premium of **one dollar and fifty cents (\$1.50)** per hour shall be paid to employees working shifts (including shifts worked on Statutory Holidays) whereby the majority of such hours fall within the period of 1500 hours and 0800 hours. Shift premium shall not apply to overtime worked.

#### 14.04 Standby

- (a) Employees required by the Employer to be on Standby on weekends, including weekends to which a Statutory Holiday is immediately adjacent, shall be paid **four dollars and twelve cents (\$4.12)** per hour for each hour required to be on Standby with a minimum of eight (8) hours. **On a regular working day, two dollars and nineteen cents (\$2.19) per hour shall be paid for each hour required to be on Standby with a minimum of eight (8) hours.**
- (b) Employees on Standby must be available to respond without undue delay to any request to return to duty.

- (c) Provided it is agreed to by the Employer in advance, employees on Standby may make mutual arrangement with other qualified employees to replace them, and must advise the Employer of such change.

#### **14.05 Weekend Premium**

All employees shall have at least one weekend off in every three (3) week period. Those employees required to work on the third (3<sup>rd</sup>) Saturday and/or Sunday shall be paid at overtime rates of pay for all hours so worked on the third (3<sup>rd</sup>) Saturday and/or Sunday except where it is mutually agreed otherwise between the Employer and the Union. Insofar as possible, within established staffing patterns, employees will be scheduled for weekends off on an equitable basis.

Notwithstanding the above part-time and casual employees may work additional weekends at regular rates of pay upon mutual agreement between the Employer and employees affected.

A weekend premium of **one dollar and twenty five cents (\$1.25)** in addition to any other shift differential shall be paid for each hour worked by an employee on each shift where the majority of hours of the shift falls between 0001 Saturday and 2400 hours Sunday. When an employee is receiving overtime pay, weekend premiums will not apply.

#### **14.06 Performing Work at Home**

An employee who is required to perform work, but does not involve a return to work **premises**, shall be paid at regular rates of pay for each hour or portion thereof worked, for a minimum of one-half (1/2) hour.

This provision does not apply for phone calls occurring within two (2) hours of the start of a minimum call back in accordance with Article 14.02 e).

#### **14.07 Casual Call-In**

Casual employees who have the necessary qualifications shall be called in to a work unit so that each casual employee has the opportunity to **an** equitable number of hours per year.

### **ARTICLE 15 - HOLIDAYS**

#### **15.01 Statutory Holidays**

The following shall be considered Statutory Holidays:

New Year's Day	Labour Day	Good Friday
Thanksgiving Day	Easter Monday	Remembrance Day
Victoria Day	Christmas Day	Canada Day
Boxing Day	Saskatchewan Day	

plus all other Federally and Provincially proclaimed holidays.

**15.02 Days of Rest**

- (a) For holidays that fall on a Sunday, other than Christmas Day, the day off in lieu thereof will be granted on the following Monday.
- (b) Holidays other than Christmas and Boxing days falling on a Saturday, the day off in lieu thereof will be granted on the preceding Friday or the following Monday.
- (c) Subject to (a) above, Christmas and Boxing days falling on a Saturday and Sunday, the days off in lieu thereof shall be granted so as to ensure four (4) consecutive days off, including the Saturday and Sunday involved.
- (d) Every effort shall be made by the Employer to announce their choice of options under (b) and (c) above, at least thirty (30) days in advance.

**15.03 Working on a Holiday**

A full-time employee who is required to work on a holiday, shall be entitled to leave of absence with pay of one and one-half (1-1/2) days in lieu of the said holiday, provided that if such leave of absence with pay cannot be granted within three (3) months the employee shall be paid, in addition to his/her regular pay, at the rate of one and one-half (1-1/2) times the regular pay for the holiday worked. By mutual agreement the three (3) month period for granting leave with pay may be extended.

**If an employee is required to work part of a day, the employee shall either be paid at the rate of one and one-half (1 ½) times their regular rate of pay or upon mutual agreement shall receive equivalent time off in lieu of payment.**

An employee who is required to perform overtime shall be paid at the rate of two and one-half (2-1/2) times his/her regular pay for each hour in excess of normal working hours which he/she works.

**15.04 Overtime For Working a Statutory Holiday on an Assigned Day of Rest**

When a full-time or part-time employee is required to work on the calendar date of a Statutory Holiday which falls on an employee's assigned day of rest the employee shall be paid at the rate of double (2X) the employee's regular rate of pay for all hours worked on the calendar date of the Statutory Holiday. The day off in lieu for full time employees shall be granted in accordance with Article 15.02. Part-time employees are paid for the

Statutory Holiday in accordance with Article 15.06.

#### **15.05 Statutory Holidays Earned Prior to Workers' Compensation Board Leave**

Statutory holidays earned prior to Workers' Compensation Leave but not taken, shall be rescheduled by mutual agreement when the employee returns to work or be paid out.

#### **15.06 Holiday Premium**

Permanent part-time employees and casual employees shall receive a premium of five (5%) percent on all straight time pay in lieu of designated holidays. For working on a designated holiday, payment shall be made on the basis of one and one-half (1 1/2) times for the regular hours worked and the premium as identified above.

Temporary employees shall receive leave of absence with pay for designated holidays for those holidays which fall within their term of employment.

### **ARTICLE 16 - LEAVE OF ABSENCE**

#### **16.01 Application for Leave of Absence**

All requests for leave of absence or extensions thereto must be submitted in writing to the immediate Supervisor or his/her designate. Except in extenuating circumstances the Employer will notify the employee of the results within fourteen (14) calendar days after receiving the request.

#### **16.02 General Leave**

Insofar as the regular operation of the facility will permit, leave of absence, without pay, may be granted provided the Employee presents valid reasons for requiring such leave. Such requests shall not be unreasonably denied and shall be granted in a fair and equitable manner.

#### **16.03 Maternity Leave**

An employee shall be entitled to maternity leave without pay, provided that she presents a medical certificate confirming the pregnancy and showing the probable date of delivery. The following conditions shall apply:

- (a) Maternity leave shall be granted to a maximum of twelve (12) months. An employee shall be entitled to one extension such that the entire maternity leave shall not exceed twelve (12) months.

In extenuating circumstances, the leave may be extended up to an additional six months.

- (b) **An** employee wishing to return to work before the approved end date shall submit a written request to the Employer at least thirty (30) calendar days prior to the new requested end date. **An** employee wishing an extension to the approved end date shall submit a written request to the Employer at least thirty (30) calendar days prior to the expiration of the approved leave.
- (c) **An** employee who is unable to perform her regular duties because of the pregnancy, but is qualified and able to perform other work, shall be accommodated where possible, subject to bona fide occupational qualifications and provided that such accommodation does not create **an** undue hardship.
- (d) **An** employee who is unable to perform her regular duties for medical reasons directly related to a pregnancy/birth and cannot be accommodated, shall be eligible to take immediate maternity leave or claim sick leave for absences prior to and/or after approved maternity leave, or substitute sick leave for what would have been scheduled days of work during maternity leave.
- (e) Maternity leave will be granted with the assurance that the employee will resume employment in the same position that she occupied prior to the granting of such leave. If, however, her position is abolished during her leave she shall be subject to layoff as if she had been occupying the position at the time of its abolition.
- (f) Employees shall earn seniority while on maternity leave.

#### **16.04 Adoption Leave**

**An** Employee who adopts a child while employed by the Employer shall be entitled to adoption leave without pay and with accrual of seniority for up to one (1) year as requested by the Employee. The following conditions shall apply:

- (a) The Employee shall give the Employer notice of the possibility of adoption upon determination of eligibility.
- (b) Such leave will be granted with the assurance that the Employee will resume employment in the same position and at the same step in the salary scale that he/she occupied prior to the granting of such leave.
- (c) **In extenuating circumstances, the leave may be granted for another six (6) months.**

#### **16.05 Paternity Leave**

Upon request an Employee shall be granted up to one (1) year paternity leave without pay



and with accrual of seniority with the assurance that the Employee will resume employment in the same position and at the same step on the salary scale that he/she occupied prior to the granting of such leave.

**In extenuating circumstances, the leave may be granted for another six (6) months.**

## **16.06 Reinstatement-employment**

### (a) Reinstatement Rights

- (i) An Employee granted a leave of absence without pay under Article 16.03, 16.04, 16.05 and all leaves of less than ninety (90) days shall, at the end of such leave or such earlier date, as may be agreed by the Employer, be

reinstated in the position in which he/she was employed prior to going on leave.

- (ii) If the employee's position was abolished during his/her absence, he/she shall be subject to the provisions of Article 13 as though he/she had been occupying the position at the time of its abolition.

### (b) Reinstatement Rights - Other Conditions

Notwithstanding Article 16.06 (a), every effort shall be made to grant a leave of absence on the basis of full reinstatement rights.

### (c) Re-employment Rights

When reinstatement rights cannot be granted, the employee may be granted the leave of absence on the basis of re-employment rights entitling him/her to employment in the first vacancy in his/her former classification or related classification (lateral or downward) at the end of the leave of absence.

### (d) Leave on the Basis of Reinstatement or Re-employment Rights

At the time the leave is granted it shall be on the basis of reinstatement rights unless indicated otherwise in writing by the Employer.

## **16.07 Benefits on Leave of Absence**

### (a) Leave of Absence of Thirty (30) Days or Less

An employee on leave of absence which is thirty (30) calendar days or less shall continue to earn all benefits and increments provided by this agreement excepting

statutory holidays.

(b) Leave of Absence of Over Thirty (30) Days

Except as may be specifically provided, an Employee on leave of absence, which is more than thirty (30) calendar days, shall not accumulate or earn sick leave, statutory holidays or annual vacation credits for the period in excess of the first thirty (30) calendar days. A new increment date shall be established for determination of increments.

**An** employee shall accrue a maximum of one (1) year of seniority for any approved paid or unpaid leave of absence.

**An** employee on Maternity Leave, Paternity Leave or Adoption Leave shall not have a new increment date established for determination of increments.

**16.08 Leave in Excess of One (1) Year**

When leave is in excess of one (1) year, the employee shall be required to apply for extensions at the end of each completed year, giving proof that the original conditions under which the leave was granted still prevail.

**16.09 Leave of Absence after Five (5) Years**

Employees with five (5) or more years of service may be granted up to three (3) weeks' leave of absence without pay and without loss of benefits or seniority, per year, on request. The request shall be in writing to the immediate supervisor and granted by the Employer.

Such leave may be granted with annual vacation.

**16.10 Bereavement Leave**

An employee shall be granted leave with pay for compassionate leave as required upon the death of a member of the immediate family or someone with whom the employee has had a very close relationship. Members of the immediate family shall include spouse, mother, father, brother, sister, son or daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents or grandchildren.

**16.11 Leave for Pressing Necessity and Personal/Family Responsibilities**

(a) Pressing Necessity

**An** employee may be granted leave with pay for pressing necessities. Requests for this purpose shall be made to the immediate supervisor and granted by the

Employer to an extent considered to be fair and reasonable.

(b) Personal/Family Responsibilities

Leave of Absence for Personal/Family Responsibilities is drawn from an employee's accumulated sick leave credits for carrying out a personal or a family responsibility where the employee has an obligation or duty and where the employee may be held accountable or answerable in some manner if the obligation is not met. This leave does not apply to purely discretionary personal or family matters. The individual employee's judgment should be tempered with good faith reasoning and an understanding that if abused the ability to take time off with pay for important personal or family responsibilities may be denied.

In order to meet the Employer's need and patient's need for effective, efficient Cancer treatment and research programs and services, there needs to be a balance between personal/family responsibilities and service delivery to the patients. Employees should provide reasonable notice when they intend to utilize personal/family leave to minimize the negative effect on service delivery and co-worker workload. Requests for leave of absence for Pressing Necessity and/or Personal/Family Responsibilities shall be made in writing to the employee's immediate supervisor.

Granting leave of absence for Personal/Family Responsibilities is restricted to a portion of the employee's accumulated sick leave credits due to the Federal Government Employment Insurance Regulations.

An employee who maintains a minimum balance of seventy-five (75) sick leave credits may be permitted by the Employer to use up to five (5) sick leave credits each fiscal year (April 1 to March 31) for personal/family responsibilities.

An employee who has an accumulation of less than seventy-five (75) sick leave credits may be permitted by the Employer to use up to three (3) sick leave credits each fiscal year (April to March 31) for personal/family responsibilities.

The Employer reserves the right to request evidence from the employee that the leave is for personal/family responsibilities.

An explanation will be provided to the employee where the Employer denies the employee's request for leave under this Article.

Employees who are denied leave under this Article or who have exceeded their yearly maximum sick leave credits (3 or 5 days) may use EDO's, vacation, or other leave provisions.

## 16.12 Medical or Disability Leave

### (A) Leave

**An** employee suffering prolonged illness shall, on application, be granted leave of absence as follows when all sick leave credits have been expended:

- (i) The employer shall not permanently fill the employee's position for a period of eighteen (18) months while the employee is on leave of absence for prolonged illness. The employee shall be entitled to return to their home position within this time, when medically able to do so. If it is determined the employee will not be able to return to their home position, the parties may waive the eighteen (18) month provision, allowing the position to be filled permanently.
- (ii) Following the completion of the eighteen (18) month leave period and when medically able to return to work, the employee shall be placed on the re-employment list and granted re-employment rights as per Article 16.06 (c).

### (B) Return To Work

A joint Return to Work committee will be established and meet as the need arises to deal with employees able to return to work from Medical or Disability leave.

- (i) If an employee incurs a disability which prevents their return to work in the occupation held prior to the disability and the employee is capable of carrying out other duties, the parties shall mutually arrange to place the employee in a suitable position.
- (ii) The Employer may utilize the following options to assist in the placement of the employee:
  - a) re-employment list at the employee's request;
  - b) redeployment;
  - c) severance at the employee's request;
  - d) normal retirement at the employee's request;
  - e) career assistance options at the employee's request;
  - f) bumping;
  - g) other options as agreed by the parties
- (iii) The terms of reference for the committee and process for using these options shall be developed by the Return to Work Committee and recommended to the parties for approval.

### **16.13 Medical Care Leave**

An employee who is unable to make the necessary arrangements for maintenance of personal health care outside of scheduled work time shall be granted time off with pay. Such time off will not be deducted from the employee's sick leave accumulation and shall not exceed sixteen (16) working hours per fiscal year except in extenuating circumstances. Such time off shall be for the purposes of attending to health-care appointments only. On request, employees will be required to show proof of such leave.

### **16.14 Leave for Union Business**

- (a) The Saskatchewan Cancer Agency agrees to continue to pay normal salary and benefits to employees delegated on a short term basis of one (1) month or less to

attend to Union business, and that the Agency is to charge the local union for reimbursement of the cost. Such costs shall only include:

- (i) Actual lost wages;
  - (ii) Employer's share of Canada Pension Contributions;
  - (iii) Employer's share of Unemployment Insurance premiums;
  - (iv) Employer's share of Pension Contributions;
  - (v) Employer's share of Group Insurance premiums;
  - (vi) Workers' Compensation premiums.
- (b) On leaves of absence of more than one (1) month, and at the request of the Union, the Saskatchewan Cancer Agency agrees to pay normal salary and benefits to an employee, and will charge the Union, in addition to those costs set forth in (a) above an appropriate amount for the following benefits:
- (i) Vacation
  - (ii) Statutory Holidays
- (c) On leaves of absence of more than ninety (90) calendar days, and at the request of the Union, the Saskatchewan Cancer Agency agrees to pay normal salary and benefits to an employee, and will charge the Union, in addition to those costs set forth in a) and b) above an appropriate amount for the following benefits:
- (i) Employer's share of Dental Plan premiums;
  - (ii) Employer's share of Enhanced Medical/Dental premiums; and
  - (iii) Sick leave

Dependant upon need and provided replacement staff is available to work at regular rates of pay, the Saskatchewan Cancer Agency agrees to backfill the position while the employee is on Leave for Union Business.

### **16.15 Jury and Court Witness Duty**

An employee called for jury duty shall be granted up to fourteen (**14**) calendar days leave of absence with pay. Upon request, the Employer will provide the employee with a letter confirming hardship should the employee be required to sit on a **jury** expected to last for more than fourteen (14) calendar days.

An employee subpoenaed to appear as a court witness shall be granted one (**1**) day leave of absence with pay. In extenuating circumstances, at the discretion of the Employer, leave of absence with pay for Court Witness Duty may be extended.

An employee subpoenaed to appear as a witness in any hearing related to the employee's employment shall be granted leave of absence with pay.

This provision, however, shall not apply if the employee is a witness for any party, including the Union, taking an action against the Employer (including arbitration).

### **16.16 Leave for Public Office**

Upon written request **an** employee shall be granted reasonable leave of absence without pay to seek nomination as a candidate and to be a candidate for a municipal, provincial or federal election or an election for a school division, conseil scolaire or district health board.

Upon written request an employee shall be granted reasonable leave of absence as may be necessary for the employee to fulfill the duties of an elected public office if elected to a municipal, provincial or federal government or board of education, conseil scolaire or district health board.

### **16.17 Education Leave**

An employee may be granted up to forty-eight (**48**) months leave of absence without pay for Education Leave. Where such leave is granted, it will be granted with Reinstatement-employment rights in accordance with Article 16.06.

#### **(a) In-service Education/Staff Development**

In-service education, workshops and seminars will be provided within normal working hours whenever possible. An employee authorized to attend a specific training course, seminar, school, etc. that falls on his/her earned day off shall have the day off rescheduled by mutual agreement.

Where an employee's attendance is required at an in-service, seminar or workshop outside normal working hours, the employee shall be paid in accordance with the collective agreement.

(b) Cardiopulmonary Resuscitation

- (i) Where the employee's attendance is required at CPR training and recertification the employee shall be paid at straight time rates or be given equivalent time in lieu.
- (ii) When offered by the Employer, CPR training and recertification will be provided within the normal working hours wherever possible.

(c) Tests and Examination

Employees shall not suffer any loss of pay while writing examinations or tests required by the Employer.

(d) Upgrading

An employee may be given assistance by the Employer to attend a specific training course, seminar, school, etc. pertaining to the employee's classification and job.

Participation in pertinent educational programs is encouraged by the Employer. Subject to adequate staffing levels being maintained, and upon the request of an employee, the Employer may grant leave with or without pay to attend conferences, workshops, seminars or professional meetings covering job related topics.

Tuition costs, registration fees, or expenses incurred may be paid by the Employer. Where an employee's attendance is required at a conference, workshop or similar educational session, normal salary and benefits shall be continued for the scheduled work days not worked during that period of absence. In addition, all registration or tuition fees and reasonable and substantiated expenses related to the session shall be paid by the Employer.

**16.18** Compassionate Care Leave

The purpose of compassionate care leave is for the employee to access time away from work, without pay, to provide care or support to a gravely ill family member with a significant risk of death. Such leave shall be granted in order to ensure that the employee has access to the Federal Compassionate Care Benefit Program. The employee may also request vacation, Statutory Holidays, time off in lieu or unpaid time off as required. Requests for compassionate care leave shall be submitted in writing.

**16.19** Failure to Return

Failure to return from leave of absence on the appropriate date may be deemed to be a

termination unless the Employee can show justifiable reasons for failure to return to work

## ARTICLE 17 - VACATION LEAVE

### 17.01 Vacation Credits

(a) Allowance First Fiscal Year And Transition Years

(i) Vacation During the Fiscal Year

When an employee commences employment on the first day of the month on which employees under this Agreement work, he/she shall be entitled from that day to the following March 31, to a vacation leave with pay of one and one-quarter (1 1/4) days for each completed calendar month of service.

(ii) Vacation During Transition Years

A “transition year” shall mean the fiscal year in which the employee becomes entitled to earn vacation at a higher rate. Vacation entitlement during a transition year shall be calculated as follows:

(# of calendar months from April 1 to the month preceding the month in which the employee becomes entitled to earn vacation at the higher rate

X

Monthly rate of earning vacation)

+

(# of calendar months from the month in which the employee becomes entitled to earn vacation at the higher rate to March 31

X

Higher Monthly rate of earning vacation)

=

Vacation entitlement for Transition Year

(example – Employee will complete 6<sup>th</sup> year of employment in July of current fiscal year. April 1 to June is 3 months; July to March 31 is 9 months. Therefore, as of April 1 the employee will be credited with:

$(3 \times 1 \frac{1}{4} \text{ vacation days}) + (9 \times 1 \frac{2}{3} \text{ vacation days}) = \underline{18 \frac{3}{4} \text{ days}}$



(iii) Vacation Scheduling

The vacation leave provided for in this Article may be taken in part or in whole only after it is earned. Notwithstanding this provision and, subject to Article 17.08, the Employer may at the employee's request grant leave that would be earned by the following March 31. In the event that an employee does not receive direction by the Employer to take his/her leave by March 31, he/she shall be paid for such in lieu, at his/her normal rate of pay on the same basis as it was earned.

(b) Three (3) Weeks Vacation

Subject to Article 17.08 and Article 17.01 (a) (ii), employees shall be entitled to take three (3) weeks vacation leave with pay during the first and subsequent complete fiscal year following the date of employment. Such leave shall be earned at the rate of one and one-quarter (1 1/4) days for each completed calendar month of service.

(c) Four (4) Weeks Vacation

Subject to Article 17.08 and Article 17.01 (a) (ii), employees shall be entitled to take four (4) weeks vacation leave with pay during the first and subsequent complete fiscal years following the date in which they complete six (6) years of service. Such leave shall be earned at the rate of one and two-thirds days (1 2/3) for each completed calendar month of service.

**Effective January 1, 2003**

Subject to Article 17.08 and Article 17.01 (a) (ii), employees shall be entitled to take four (4) weeks vacation leave with pay during the first and subsequent complete fiscal years following the date in which they complete three (3) years of service. Such leave shall be earned at the rate of one and two-thirds days (1 2/3) for each completed calendar month of service.

(d) Five (5) Weeks Vacation

Subject to Article 17.08 and Article 17.01 (a) (ii), employees shall be entitled to take five (5) weeks vacation leave with pay during the first and subsequent complete fiscal years following the date in which they complete **fourteen (14)** years of service. Such leave shall be earned at the rate of two and one-twelfth (2 1/12) days for each completed calendar month of service.

(e) Six (6) Weeks Vacation

Subject to Article 17.08 and Article 17.01 (a) (ii), employees shall be entitled to take six (6) weeks vacation leave with pay during the first and subsequent fiscal years following in which they complete **twenty-four (24)** years of service. Such leave shall be earned at the rate of two and one-half (2 1/2) days for each completed calendar month of service.

(f) Permanent part-time, temporary and casual employees shall receive vacation pay, payable with each cheque or immediately preceding their vacation period on the following basis:

6% if he/she earns vacation leave at one and one-quarter (1 1/4) days per month  
8% if he/she earns at one and two-thirds (1 2/3) days per month  
10% if he/she earns at two and one-twelfth (2 1/12) days per month  
12% if he/she earns at two and one-half (2 1/2) days per month

**17.02 Vacation Year**

The vacation year shall be interpreted to mean April 1st to March 31st.

**17.03 Payment for Unused Vacation**

An employee who leaves the employment of the Employer shall be paid in lieu of unused vacation leave on the basis of vacation earned as in 17.01 above.

**17.04 Vacation Pay Advance**

An employee shall be entitled, once a year, to receive **vacation pay** in advance for the month in which his/her vacation leave begins. Payment of such **vacation pay shall be based on the vacation leave to be taken which includes statutory holidays and** shall be made on the **Friday** preceding the first day of vacation leave provided that the employee requests in writing to his/her immediate supervisor not less than fourteen (14) calendar days before the commencement of his/her leave that he/she wishes payment to be made pursuant to this section.

**17.05 Choice of Vacation Dates**

Every effort will be made to permit the taking of vacation leave between May 1st and October 1st in each year. Vacation leave shall be rotated to ensure equality regardless of seniority.

**17.06 Carry-Over of Vacation**

The Employer, at the request of an employee, may authorize the carry-over of annual vacation to an extent considered feasible. Except in extenuating circumstances, the Employer will notify the employee of the results within fourteen (14) calendar days of after receiving the request.

#### **17.07 Restriction of Vacation**

Where the granting authorities find it necessary to restrict vacation in whole or in part, the employee shall be entitled to receive pay in lieu thereof.

Where an employee is called back to work from vacation, the employee shall be paid a minimum of four (4) hours at the rate of double time for each hour so worked. The vacation days worked will be rescheduled **as** vacation at a mutually agreeable time.

#### **17.08 Repayment of Vacation**

An employee leaving the employ of the Employer who has been granted more vacation leave than is due him/her shall have such over payment deducted from any monies owed him/her by the Employer.

#### **17.09 Designated Holiday During Vacation**

When any holiday designated in Article 15.01 falls within **an** employee's annual vacation, he/she shall be granted one (1) additional days vacation.

#### **17.10 Vacation on Retirement**

Employees leaving the Employer on or after age sixty-five(65), or at anytime following the completion of thirty-five (35) years' service, shall be entitled in the fiscal year of retirement to three (3), four (4), five (5) or six (6) weeks' vacation leave or pay in lieu thereof.

#### **17.11 Displacement of Vacation for Illness**

##### **(a) Sick Leave**

- (i) An employee who, while on vacation, is hospitalized for two (2) or more days in succession will have those days charged to the employee's sick leave credits and the vacation days so hospitalized and verified by a medical certificate, will be rescheduled **as** vacation at a mutually agreeable time.
- (ii) At the discretion of the Employer a convalescing period as a result of the hospitalization or a period of incapacitation of three (3) or more days in succession caused by **an** illness or disability may also be charged to the employee's sick leave credits and such vacation days be rescheduled as

vacation in (a) above. It is understood that the Employer may require a medical certificate verifying the incapacitation.

The employee must have sufficient sick leave credits to accommodate (i) and (ii) above.

(b) Bereavement or Other Leave

**An** employee who, while on vacation, is granted bereavement leave or other approved leave of absence at the discretion of the Employer, will have such vacation days rescheduled at a mutually agreed time.

**17.12 Vacation Status**

The Employer shall notify, in writing, the employee of his/her eligibility for an increase in vacation benefits. The employer at the request of the employee shall provide to the employee his/her current vacation status.

**17.13 Vacation Pay for Partial Months of Service and on Supplementary Earnings**

**17.13.1 Partial Months of Service**

Where in any calendar month of employment an employee does not receive the full monthly salary for the position he/she occupies for any of the following reasons:

- (a) On commencement of employment he/she began work on a day other than the first (1st) day of the month on which employees under this Agreement work;
- (b) On termination of employment he/she ceased work at the close of business on a day other than the last day of the month on which employees under this Agreement work;
- (c) He commenced leave of absence without pay of greater than thirty (30) calendar days on a day other than the first (1st) day of the month on which employees under this Agreement work;
- (d) He returned to work from a leave of absence of greater than thirty (30) calendar days on a day other than the first (1st) day of the month on which employees under this Agreement work;  
He shall receive together with his/her regular pay for that part month, vacation pay there on at the following rates:

- (e) six (6%) percent if he/she earns vacation leave at one and one-quarter (1 1/4) days per month
- (f) eight (8%) percent if he/she earns vacation leave at one and two-thirds (1 2/3) days per month
- (g) ten (10%) percent if he/she earns vacation leave at two and one-twelfth (2 1/12) days per month.
- (h) twelve (12%) percent if he/she earns vacation leave at two and one-half (2 1/2) days per month.

**An** employee shall not earn vacation leave with pay during any period for which he/she receives vacation pay under this section.

### **17.13.2 Supplementary Earnings**

In respect of supplementary earnings (over and above regular salary but excluding vacation pay) an employee shall receive, together with his/her cheque for such supplementary earnings, vacation pay there on at the rate specified in 17.13.1 (e), (f), (g) or (h).

## **ARTICLE 18 - SICKLEAVE**

### **18.01 Definition**

Sickness shall include sickness within the usual meaning of the term and shall include injury other than accidental injury arising out of, and in the course of, employment with the Employer except as designated in Article 18.02 next following.

### **18.02 Third Party Claims**

**An** employee who is unable to work because of illness or disability resulting from circumstances entitling him/her to entitlements or benefits from a third party shall not be eligible for sick leave during the period of such entitlement. The Employer, instead of paying benefits under sick leave, may authorize advances or loans to such employee from the employee's accumulated sick leave credits. The advances or loans shall not exceed the employee's current accumulation of sick leave credits and shall be repaid out of entitlements or benefits, if any, paid to the employee by the third party. The Employer, upon authorizing such advance or loan is deemed to be an assignee of and is subrogated to all rights of recovery of the employee from a third party to the full extent of the entitlements paid or payable to the employee pursuant to the advance or loan authorized. Upon recovery, any sick leave credits used for an advance or loan shall be reinstated.

### **18.03 Accumulation of Sick Leave Credits**

(a) Under Three (3) Months

Probationary employees in full-time positions with less than three (3) months service shall be allowed one (1) week's sick leave.

(b) Over Three (3) Months

Probationary and permanent employees in full-time positions with three (3) or more months continuous service shall, at the beginning of a fiscal year, be credited with fifteen (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. 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 two hundred and sixty-two (262) consecutive working days.

(c) Temporary, part-time, and casual employees shall accumulate sick leave credits on a pro-rata basis, and be entitled to draw on their accumulation to such an extent he/she would have worked that day had he/she not been sick to a maximum of 262 consecutive working days.

Temporary and part-time employees shall be credited with sick leave in accordance with (a) and (b) above on a pro-rated basis.

### **18.04 Sick Leave Advance for Employees Who Contribute to the Public Service Superannuation Plan**

At the discretion of the CEO, an employee whose sick leave benefits are exhausted may be permitted to draw on his/her future credits to a maximum of thirty days, providing that he/she has enough equity in Superannuation contributions to allow the employer to recover any overdrawn amounts in the event that he/she separates, dies or retires from the

Employer. The intent of this Article 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.

Where an employee, at the beginning of a year, is overdrawn on sick leave, one-half (1/2) of the current year's entitlement (or the amount of the overdrawn, 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.

### **18.05 Designated Holidays During Sick Leave**

Holidays designated in Article 15.01 occurring during the period when an employee is on sick leave shall not be charged against the employee's sick leave credits.

### **18.06 Reporting of Sick Leave**

Employees will notify the Employer in the normal manner of an expected absence from work prior to the commencement of their normal starting time or as soon as it is practical thereafter.

The employee shall notify the supervisor of the anticipated return to work. Employees shall notify their supervisor of any limitations or restrictions, verified by a licensed medical practitioner, prior to their return.

### **18.07 Sick Leave - Mutual Concern**

The use of sick leave is of mutual concern between the Union and Management.

### **18.08 Information Concerning Accumulated Sick Leave Credits**

The Employer agrees to inform each employee as to his/her accumulated sick leave credits on or about March 31<sup>st</sup> each year. The Employer further agrees to provide an employee with such information upon request anytime during the year.

## **ARTICLE 19 - SAFETY AND HEALTH**

### **19.01 Radiation Exposure**

- (a) Subject to 19.01 (b), Radiation Therapist 1, 2 and 3, nurses who assist in the operating room implantation of radioactive material, and technicians involved in the operation and maintenance of equipment used in radiation treatment who, in the judgment of the Employer are regularly engaged in duties which expose them to radiation, shall be entitled to an additional week of vacation leave each year.
- (b) This provision shall apply only to persons described in 19.01 (a), who were so employed in a Saskatchewan Cancer Clinic on March 31, 1976, or to whom a valid offer of employment had been made by such date.

### **19.02 Occupational Health and Safety Administration**

- (a) Occupational Health and Safety Committees

In each locale of the Employer there shall be an Occupational Health and Safety

Committee consisting of representation from the Union and the Employer and the parties agree to cooperate in the establishment and ongoing' function of this committee.

(b) Referral of Safety Concern

An employee or a group of employees who have a health or safety concern should endeavour to resolve the concern by first referring the concern to the immediate supervisor or Safety Officer, who will investigate and take remedial action. Should the concern not be addressed, the employee or group of employees shall bring the concern to the attention of the Occupational Health & Safety Committee.

(c) Duties of the Committee

The Occupational Health and Safety Committee shall hold meetings and regular inspections to deal with all unsafe, hazardous or dangerous conditions without loss of pay. Minutes of all committee meetings shall be provided to the Union, Employer and Occupational Health and Safety Branch of the Department of Human Resources, Labour and Employment of the Province of Saskatchewan.

(d) Safety Measures

Employees shall be supplied and required to use all necessary tools, equipment and protective clothing as required by Safety Regulations and /or all established procedures.

(e) Right to Refuse Dangerous Work

Employees may refuse to do any particular act or series of acts, where they have reasonable grounds for believing it would be unusually dangerous to their health and safety or that of their co-workers, until steps have been taken to satisfy them otherwise or until the Occupational Health and Safety Officer has established the matter. The worker may not be discriminated against by reason of the fact that he/she has exercised this **right**. An Employer may, however, temporarily assign the employee alternate work, at no loss of pay, until the matter has been resolved.

(f) No Disciplinary Action

No employee shall be required to work on any job or operate any equipment which in the opinion of the employee or the Occupational Health and Safety Committee is unsafe until the Committee has investigated the matter or situation. No disciplinary action shall be taken against an employee under these conditions.

### 19.03 Vaccination and Inoculation



The Employer agrees to take all reasonable precautions to limit the spread of infectious diseases among employees, including in-service seminars for employees. Where the Employer or Occupational Health and Safety Committee identifies high risk areas which expose employees to infectious or communicable diseases for which there are protective immunizations available, such immunizations shall be provided at no cost to the employee. The Committee may consult with the Medical Health Officer. Where the Medical Health Officer identifies such a risk, the immunization shall also be provided at no cost. The Employer shall provide Hepatitis B vaccine, free of charge, to those employees who may be exposed to bodily fluids.

## **ARTICLE 20 - WORKERS' COMPENSATION**

### **20.01 Wage Continuance**

When an employee is injured in the performance of his/her duties, or when an employee incurs an industrial illness, and the accident or illness is compensable under the provisions of the Workers' Compensation (Accident Fund) Act, the Employer shall pay such employee an amount equal to one-third (1/3) of the compensation payment, less his/her normal income tax deduction, for a period not in excess of one (1) year for any one (1) accident provided, however, that the total compensation allowance shall not exceed normal earnings. In those instances where the application of the formula does not produce an amount equal to the employee's salary the difference will be paid by the Employer.

### **20.02 Benefit Continuance**

For periods of time during which benefits are being paid under the provisions of the Workers' Compensation (Accident Fund) Act, an employee shall be entitled to earn benefits under this Agreement as follows:

- (a) When leave is for ninety (90) consecutive calendar days or less, all of the benefits of this Agreement except designated holidays.
- (b) When leave is for more than ninety (90) consecutive calendar days but not more than one hundred and eighty two (182) consecutive calendar days, vacation leave credits and seniority credits only.
- (c) When leave is for more than one hundred and eighty two (182) consecutive calendar days, seniority credits only.

### **20.03 Wage Advance**

Pending receipt of payments from the Workers' Compensation Board, an employee shall receive advances up to the amount of his/her normal earnings, less income tax deductions provided, however, that the Employer in its discretion, may limit such advances to the

amount of an employee's accumulated sick leave benefits as at the commencement of his/her disability. Proof of disability will be required before such advances are made.

## **ARTICLE 21 - PAY ADMINISTRATION**

### **21.01 Appendix "A"**

The rates of pay contained in Appendix "A" attached hereto and forming a part of this Agreement shall be the rates of pay received by employees of the Employer.

### **21.02 Pay Periods**

**A bi-weekly payroll system for all employees will be implemented effective January 1, 2005.**

**A Statement of Earnings accounting for gross earnings, deductions there from and net earnings shall be supplied to the employee for each pay period.**

### **21.03 Increments**

#### **(a) Annual Increments**

A permanent employee shall be granted annually, an increment within his/her salary range.

#### **(b) Increments for Permanent Full Time Employees**

Annual increments shall be effective on the anniversary dates of appointment, provided that where the implementation of the pay plan, or any other section of the Agreement, established the increment date of an employee, that date shall be deemed to be the anniversary date of that employee.

#### **(c) Increment While on Leave or Lay-off**

When an employee returns to work after not more than one (1) month leave of absence without pay or lay-off, there shall be no change in his/her increment date.

When an employee returns to work after more than one (1) month leave of absence without pay or lay-off, he/she shall be eligible to receive an increment subject to (a) and (b) following such time as he/she has accumulated a full twelve months service following his/her last anniversary date including any service prior to the taking of leave of absence without pay or lay-off. This date then becomes his/her new anniversary date.

When the leave is for illness covered by leave of absences with pay or leave for union business there shall be no change in the increment date, regardless of the length of the leave of absence.

(d) **Increments for Less than Full Time Employees**

Employees who work less than the normal hours of work shall receive half (1/2) increments on the following basis:

- (i) When the employee has worked half the normal hours in a year or a year has elapsed from the date of employment (or from their last increment), whichever occurs later, the employee shall be entitled to the first half of the increment.
- (ii) When the employee has worked the balance of hours to complete a normal year's hours, the employee shall be entitled the full increment (second (2nd) half of the increment).
- (iii) Thereafter, advancement through further steps of the scale shall be in accordance with (i) and (ii) above.
- (iv) The increment shall be implemented in accordance with Article 21.03 (b).

**21.04 Non-Registered Rate**

- (a) Employees who are hired into positions requiring registration with a Professional Association and who are qualified but not registered will be paid at a rate which is ninety (90%) of the lowest step in the regular range until such time as they are registered.
- (b) Employees who become registered with their Professional Association will have their pay adjusted, effective the first of the month following registration.

**21.05 Pay Range**

- (a) **Assignment of a Higher Pay Range**

If a higher pay range is assigned to a position or class of positions, the employee shall move to the same step in the new pay range as that at which he/she was being paid in the previous range, except where the length of the range has been increased, employees who have been at the maximum for more than one (1) year will have their rates adjusted to the new higher step(s) based on the number of years they have been at the maximum.

(b) Assignment of a Lower Pay Range

If a lower pay range is assigned to a position or a class of positions, the employee shall retain his/her salary until his/her increment date, at which time he/she shall go to the next step in the new range.

(c) Lowered Pay Range

When a lower pay range is assigned to a class of positions and an employee's current salary is above the maximum of such range, his/her salary shall remain set at the specific rate he/she was earning at the time until he/she is placed in another position allowing him/her to continue to earn additional increments. The Employer shall endeavour to place the employee in a position with a salary range equal to that of his/her former classification, subject to the provisions of Article 11.01 (b).

(d) Position Election

An employee shall have the right to accept or reject such a position offered to him/her pursuant to sub-section (c) of this section. If he/she elects to reject the position offered, he/she shall be subject to a reduction in pay as on a voluntary demotion. If he/she elects to accept the position offered, he/she shall be required to complete satisfactorily, the probationary period for such position, and in the event of failing to do so, he/she shall be entitled to return to his/her former position, but shall be subject to a reduction in pay as on a voluntary demotion.

**21.06 Death of an Employee**

In the event of the death of an employee, any amounts normally due him/her under the provisions of this Agreement, shall be paid to his/her estate.

**21.07 Wage Credits**

Except in the appointment of temporary and less than full-time employees, in hiring rates of pay shall normally be at the minimum of the salary ranges provided, however, the Employer may approve a higher rate where the selected applicant possesses education and/or experience which exceeds the minimum requirements for the classification. The Employer will post the rate at which it has given such approval and an outline of the qualifications of the person appointed.

Any employee in the same classification who is being paid at a rate lower in the range and who believes he/she possesses qualifications equivalent to the person appointed may, within thirty (30) calendar days of such posting, request that the Employer review his/her qualifications and salary. If, as a result of the review, a salary adjustment is considered to be warranted, the Employer shall so authorize.

If, for reasons other than qualifications in excess of minimum requirements the Employer authorizes original recruitment at a rate above the minimum of the salary range, it agrees to review the experience of present employees in the classification and, where necessary, adjust the salary of those with the same qualifications or experience as that recruited.

## **ARTICLE 22 - ALLOWANCES**

### **22.01 Expenses Reimbursed**

The Employer shall reimburse employees for reasonable expenses incurred by them on authorized Employer business. Receipts for expenditures shall be supplied by the employee on the basis of Employer policy direction.

- (a) An employee authorized to travel on Employer business utilizing a privately owned automobile shall receive allowances in accordance with the mileage rate established by the Public Service Commission from time to time.
- (b) Employees shall be reimbursed for accommodation at a private residence or actual and reasonable hotel expenses, supported by a receipt, as established by Employer policy.
- (c) Employees shall be entitled to meal allowances as established by the Public Service Commission from time to time.

### **22.02 Relocation on Promotion and Voluntary Transfer or Demotion**

- (a) An employee whose headquarters is changed as a result of a promotion, voluntary transfer or demotion which is in the interest of the Employer shall be allowed reasonable expenses for the transportation of his/her household goods and for the transportation and sustenance enroute of himself/herself and his/her dependents, plus sustenance for himself/herself at the rates set out in Article 22.01 for that number of calendar days not exceeding thirty (30) at the new headquarters during which he/she has not been able to secure a self-contained domicile.
- (b) In special circumstances, an employee may claim for his/her dependents a maximum of two (2) calendar days sustenance at regular rates at the new headquarters.
- (c) Notwithstanding the scale of allowances provided for in 22.01, an employee who contracts for board and/or room shall not receive more than out-of-pocket expenses under any circumstances.
- (d) For purposes of this article, dependent shall mean spouse and dependent children domiciled with the employee.

### **22.03 Relocation on Involuntary Transfer**

**An** employee whose headquarters is changed as a result of an involuntary transfer shall, in addition to all allowances provided by Article 22.01 be entitled to the following benefits.

- (a) Up to four (4) days leave with pay for purposes of obtaining a residence at the new headquarters.
- (b) Normal travel and sustenance allowances for the employee and spouse, if applicable, during the period of leave referred to above.
- (c) Temporary storage of household goods for a period of up to thirty (30) calendar days where necessary.
- (d) An incidental relocation allowance of two hundred (**\$200**) dollars (no receipts required) to cover such items as appliance hook-ups, drapery and floor covering alterations etcetera.
- (e) Subject to documentation, the payout of a housing lease if the lease cannot be terminated without cost to the employee.

## **ARTICLE 23 - SEVERANCE**

### **23.01 Severance Pay**

**An** employee whose job has been abolished or who has been informed in writing that his/her job has been abolished, and who elects to resign or retire on immediate pension shall be entitled to severance pay on the basis of one (1) week's pay for each completed year of service. Service for the purpose of this provision shall include continuous service in positions both within and outside the scope of this Agreement but shall not include time spent on the lay-off list. Uninterrupted service with the Executive Government of Saskatchewan for those employees who transferred to the Employer on August 1, 1979 shall count for the purposes of this Article.

## **ARTICLE 24 - GENERAL PROVISIONS**

### **24.01 Technological Change**

- (a) Technological Change - Notice

If, as a result of the Employer introducing new equipment or major changes in operating methods, or dissolution of department, certain job classifications will no

longer be required, the Employer shall notify the Union three (3) months in advance of instituting such changes which will cause dislocation, reduction or demotion of the existing work force. By mutual agreement of the Employer and the Union, the above time limit may be adjusted to suit individual circumstances.

(b) Technological Change - Discussion

Upon notification as above, the Employer and the Union will commence discussion as to the effect on personnel and application of this Article.

(c) Technological Change - Maintenance of Wages

During the above mentioned implementation and transitional period, affected employees will maintain their wage level.

(d) Technological Change - New Jobs

All new job titles and rates of pay shall be negotiated in accordance with Article 12.

(e) Technological Change - Training

Where practicable, any training or retraining required to fill the new positions shall be provided by the Employer at the employee's regular rate of pay.

(f) Technological Change - Reduction of Work Force

If application of this Article requires a reduction in the work force, such reduction will be carried out under the terms of Article 13.

## **24.02 Employment Security**

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.

Union and Employer will meet to review employment security before February 28<sup>th</sup> of each year, to ascertain the extent to which employment security can be provided in the next budget year.

In the face of possible job loss as a result of budgetary downsizing, transfer of services (devolution), reorganization, or contracting out, the Employer and the Union agree to take the following steps as alternatives to job loss:

- Joint Union/Management Committee to review to identify alternative cost savings to avoid job abolition;
- Examine feasibility of retraining affected employees for available jobs;

- Allow greater flexibility in transfer, demotion, or redeployment provisions prior to job loss;

If the foregoing does not prevent job loss, the following will apply:

#### On Budgetary Downsizing

1. Canvass employees wishing to access leave of absences, or voluntary resignations and access career assistance options as may be available from a provincial health sector labour adjustment strategy, if any.
2. Bumping process.
3. Access to career assistance options as may be available from a provincial health sector labour adjustment strategy, if any.

#### On Transfer of Services (Devolution)

1. All possible options will be explored by the Employer to maintain employment within the Agency for those employees that request it upon notification of a transfer of services.
2. If transferred, the employee's name will be maintained on a re-employment list for up to two (2) years.
3. The collective agreement will be transferred with the employees in accordance with Section 37 of the Trade Union Act.

On transfer, where an Employee's job is changed such that it is tantamount to a job abolition, employee may choose to access leaves of absence, voluntary resignation and access career assistance options as may be available from a provincial health sector labour adjustment strategy, rather than accept employment with the new Employer.

#### On Contracting Out

It is not the intention of the Employer to enter into new contracting out of work arrangements that directly result in the loss of any permanent employee's employment during the term of the collective agreement. However, if it becomes necessary to contract out, the following principles will apply:

- The Employer will endeavour to avoid contracting out work that can be done by employees of the Agency in an effective, efficient manner within the operational time constraints of the work. The Employer is prepared to receive submissions from the Joint Union/Management Committee and the Union in this regard.
- The Union will be provided with as much notice as possible, with a minimum of thirty (30) calendar days notice and an opportunity to discuss any planned intent to contract out.



- In reviewing new and existing contracting out, where it may be feasible that the work can be performed by Agency employees, the parties agree to work together towards accomplishing this goal.
- When contracting out bargaining unit work, the Employer will ensure no permanent employee will lose employment as a direct result of contracting out.
- Employees affected will have access to lay-off provisions of the collective agreement.
- Employees on recall as a result of contracting out will have their names maintained on the re-employment list for three (3) years.
- Existing historical employment practices related to contracting work out will not be restricted by this provision.
- The Union is prepared to examine ways to deal with barriers that cause the Employer to contract out work due to a lack of flexibility. The parties will work together to keep this work within the Saskatchewan Cancer Agency and SGEU agreement.
- The parties agree to examine training opportunities to avoid long term contracting out situations.

#### Reorganization

1. Affected employees will be retrained to meet new organizational needs, if at all possible.
2. Canvass employees wishing to access leaves of absence, or voluntary resignation and access career assistance options as may be available from a provincial health sector labour adjustment strategy, if any.
3. Bumping process.
4. Access career assistance options as may be available from a provincial health sector labour adjustment strategy, if any.

#### **24.03 Volunteers**

Volunteers will be supernumerary to positions in the bargaining unit. The use of volunteers will not result in a reduction of hours or layoff of employees in the bargaining unit. Volunteers will not be used to fill vacant positions or replace existing positions within the bargaining unit.

#### **24.04 Personal Property Loss**

An employee's personal property loss or damage by the action of a patient shall be replaced or repaired at the expense of the Employer to a maximum of five hundred (\$500.00) dollars, subject to integration with one hundred (100%) percent coverage by Workers' Compensation Board, provided that reasonable proof of the cause of such damage is submitted by the employee concerned within reasonable time of such loss or damage.

The Chief Executive Officer may authorize replacement or repairs of personal property damaged or lost other than by the actions of a patient.

## 24.05 Payment of Professional Fees

- (a) Subject to the conditions set out in 24.05 (b), the Employer agrees to pay professional fees of all employees who are required either by statute or by the Employer to be a member of a professional association. For partial years, reimbursement shall be pro-rated on the basis of time worked.
- (b) Payment of fees provided for in (a) above shall be based on **2006 rates**. Such reimbursement paid by the Employer shall not exceed the amount paid by the employee.

For employees who work less than full-time, the Employer agrees to pay those professional fees where service during the calendar year is forty (40%) percent or more of the normal hours of work. Where service is less than forty (40%) percent, the reimbursement will be pro-rated on the basis of time worked. Payment will be made following the end of the calendar year or at the date of termination, whichever is earliest.

- (c) Professional fees will be paid at current rates for RN's and RT's only.
- (d) The Chief Executive Officer may authorize payment for other licenses and fees.

## ARTICLE 25 - RADIATION THERAPY STUDENTS

### 25.01 Training Program

- (a) Effective December 3, 1996, Radiation Therapy students shall be paid the Provincial Minimum Wage for the first twelve (12) months of clinical training and, thereafter, until the completion of clinical training shall be paid fifty (50%) percent of the start rate for Radiation Therapist I.

Students in the training program as at December 3, 1996 shall continue to be paid as in (b) below.

- (b) Radiation Therapy students who entered the training program prior to December 3, 1996 shall be paid on the following basis:

Up to 2 months Orientation Period	Minimum Wage
During Clinical training up to and including the 12th month	53% of start for Radiation Therapist 1

13th to 18<sup>th</sup> month of clinical  
Training

63% of start for Radiation  
Therapist 1

19th month to completion of clinical  
training (to a maximum of 28th  
months)

73% of start for Radiation  
Therapist 1

## **25.02 Hours of Work**

Up to thirty-six and one-quarter (36 1/4) hours of work per week depending on the requirements of the education program.

## **25.03 Conditions of Teaching Program**

It is agreed between the Union and the Employer that the following conditions shall apply to students employed by the Employer.

- (a) The Union agrees that the teaching program is not subject to negotiation, as it is recognized that this program must be acceptable to the accreditation body.
- (b) That the general terms of the Collective Agreement will apply to the students except in cases where those terms are not compatible with the educational program.
- (c) That any student who opts out of the teaching program and applies for a position with the Employer will be considered a new employee until such time as he/she has passed the probationary period. Subsequently, the employee who passes the probationary period will be credited with seniority retro-active for the entire period that the employee was in the teaching program. This provision also applies to those students who, having completed their education program, are seeking employment with the Employer.

## **25.04 Wage Prior to Certification**

Students who are retained shall be paid ninety (90%) percent of the lowest step on the required range until such time as they are certified.

# **ARTICLE 26 - EMPLOYEE BENEFITS**

## **26.01 Group Life**

The Employer will pay for the first ten thousand (\$10,000) coverage under the Group Life Insurance Policy for Employees continuing eligibility for that benefit.

Effective January 1, 2003

The Employer will pay for the first twenty five thousand (\$25,000) coverage under the Group Life Insurance Policy for Employees continuing eligibility for that benefit.

**26.02 Dental Plan**

The Employer will provide a Dental Plan, the benefits of which shall be consistent with those contained in the Public Employees Dental Plan as at October 9, 1985.

**26.03 Extended Health Plan**

Effective April 1, 2004, the Extended Health Plan and Enhanced Dental Benefits Plan shall be funded by the Saskatchewan Cancer Agency each year at an annual rate of three point one per cent (3.1%) of straight time payroll.

**26.04 Pension Plan**

The Public Employees Pension Plan shall be available to eligible employees. Employees currently under pension plans other than the Public Employees Pension Plan shall continue their membership in those plans.

Effective thirty (30) days after the ratification of this collective agreement:

- (a) Employer contributions will increase to 6.45% for employees enrolled in the PEPP.

**26.05 EFAP**

The parties agree to continue to participate in the Employee and Family Assistance Program (EFAP) as established by the parties.

**ARTICLE 27 - JOINT UNION-MANAGEMENT COMMITTEE**

Where the parties hereto agree, or at the Union's request, a joint committee shall be set up to deal with such matters of mutual concern as may arise from time to time in the operation of the Employer.

The committee shall meet as and when required upon request of either party within seven (7) calendar days.

## **ARTICLE 28 - REPRESENTATIVE WORKFORCE**

### **28.01 Preamble**

The Union and the Employer agree with the principle of achieving a Representative Workforce for Aboriginal workers. Subject to available funding the Employer and Union will address pro-active processes that support a representative workforce which shall include but not be limited to developing, implementing, monitoring and evaluating initiatives designed to facilitate Aboriginal Participation in the workplace.

### **28.02 Workplace Preparation**

The Parties agree to implement educational opportunities for all employees to deal with the myths and misconceptions about Aboriginal people. This may include enhanced orientation sessions for new Aboriginal Employees to ensure a better understanding of the workplace culture and respectful work practices.

### **28.03 In-service Training**

The Parties agree to facilitate in-service training which may include literacy training and career path counseling/planning.

### **28.04 Accommodation of Spiritual or Cultural Observances**

The Parties agree to make every reasonable effort to accommodate the Employee in order for them to attend or participate in spiritual or cultural observances required by faith or culture. It shall be incumbent upon the Employee to provide the Employer with reasonable notice of such observances.

## MONETARY SCHEDULE

Existing base rates of pay contained within the Pay Equity Pay Band Schedule "A" will be increased as follows:

January 1, 2004      2%

- General wage increase applied to January 1, 2004 pay equity rates.
- For current market supplemented wage rates increase the base rate of pay attached to each market supplemented wage rate by 2% and add that specific dollar amount to the market supplemented wage rates.

January 1, 2005      2%

- General wage increase applied to January 1, 2005 pay equity rates.
- For current market supplemented wage rates increase the base rate of pay attached to each market supplemented wage rate by 2% and add that specific dollar amount to the market supplemented wage rates.

January 1, 2006      2%

- General wage increase applied to January 1, 2006 pay equity rates.
- For current and future market supplemented wage rates increase the base rate of pay attached to each market supplemented wage rate by 2% and add that specific dollar amount to the market supplemented wage rates.

### Retroactivity

Retroactivity for wage increases will be based on paid hours for employees on staff as of date of signing the Collective Agreement. Retroactivity for those who have terminated between January 1, 2004 and date of signing the Collective Agreement, will be based on paid hours, on condition they apply to the Employer in writing within ninety (90) days of ratification by the parties.

Except as otherwise provided in this Collective Agreement, all Articles take effect thirty (30) days following the date upon which SAHO and the Union(s) exchange notice of ratification by their principals of the terms of this Collective Agreement.

Retroactivity for the period of January to March of each year will be calculated by applying the economic increase to the April pay equity rates of pay and based on paid hours.

# WAGE SCHEDULE

January 1, 2004

Pay Group	Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
<b>A. Administrative</b>						
Admitting Reception Clerk	1	13.544	14.018	14.508	15.015	15.540
Health Record Clerk	1	13.544	14.018	14.508	15.015	15.540
Medical Transcriptionist	1	13.867	14.352	14.853	15.373	15.910
Receptionist, CO	1	13.544	14.018	14.508	15.015	15.540
Receptionist, P&ED	1	13.544	14.018	14.508	15.015	15.540
Health Information Practitioner	2	15.481	16.022	16.582	17.161	17.761
Medical Secretary	2	14.358	14.860	15.379	15.917	16.473
Office Assistant	2	14.358	14.860	15.379	15.917	16.473
Pharmacy Services Secretary	2	14.358	14.860	15.379	15.917	16.473
Supervisor of Admitting Reception	2	15.481	16.022	16.582	17.161	17.761
Cancer Registrar	3	15.601	16.147	16.711	17.295	17.900
Physics Secretary	3	14.383	14.885	15.406	15.944	16.502
Radiation Oncology Program Secretary	3	14.383	14.885	15.406	15.944	16.502
Supervisor of Transcription	3	16.085	16.647	17.229	17.832	18.455
Accounting Clerk	4	16.388	16.961	17.554	18.168	18.803
Clinical Research Associate I	4	16.096	16.658	17.241	17.843	18.467
Information Management Secretary	4	16.388	16.961	17.554	18.168	18.803
Research Associate	4	16.096	16.658	17.241	17.843	18.467
Administrative Assistant to AED	5	18.013	18.642	19.294	19.968	20.666
Assistant to Executive Director (Research)	5	18.013	18.642	19.294	19.968	20.666
Clinical Research Associate II	5	18.013	18.642	19.294	19.968	20.666
Payroll Administrator	5	18.013	18.642	19.294	19.968	20.666
Site Supervisor	5	18.013	18.642	19.294	19.968	20.666
Supervisor of Coding	5	18.013	18.642	19.294	19.968	20.666
Supervisor of Health Records	5	18.013	18.642	19.294	19.968	20.666
<b>B. Nursing</b>						
Clinic Assistant	1	13.701	14.180	14.675	15.188	15.719
Porter	1	13.352	13.819	14.302	14.802	15.319
Porter Attendant	1	13.352	13.819	14.302	14.802	15.319
Porter Attendant (Red Circled)	1	15.418	15.957	16.514	17.092	17.689
Technical Assistant	2	14.358	14.860	15.379	15.917	16.473
Unit Clerk II	2	13.701	14.180	14.675	15.188	15.719
Licensed Practical Nurse	4	16.096	16.658	17.241	17.843	18.467
Registered Nurse	6	23.787	24.618	25.479	26.369	27.291
Stem Cell Coordinator	8	24.628	25.489	26.380	27.302	28.256
Clinical Coordinator	9	27.475	28.436	29.430	30.458	31.523
COPS Coordinator	9	27.475	28.436	29.430	30.458	31.523
<b>C. Physics</b>						
Physics Assistant	5	21.696	22.454	23.239	24.051	24.892
Instrument Maker	6	23.628	24.454	25.309	26.194	27.110
Physics Technician I (Electronics)	6	20.558	21.276	22.020	22.790	23.586
Physics Technician II (Electronics)	7	24.489	25.345	26.231	27.148	28.097
Physics Programmer Analyst	8	24.552	25.410	26.299	27.218	28.169

**D. Radiation Therapy**

Medical Radiation Technologist	4	19.387	20.065	20.766	21.492	22.243
Medical Radiation Technologist (Red Circled)	4	22.030	22.800	23.597	24.422	25.276
Mould Room Technician I	5	21.696	22.454	23.239	24.051	24.892
Mould Room Technician I (Red Circled)	5	22.030	22.800	23.597	24.422	25.276
Dosimetrist	6	24.278	25.127	26.005	26.914	27.855
Radiation Therapist I	6	22.923	23.724	24.553	25.411	26.300
Research Assistant – RT	6	22.923	23.724	24.553	25.411	26.300
Mould Room Technician II	7	24.670	25.533	26.425	27.349	28.305
Radiation Therapist II	7	24.670	25.533	26.425	27.349	28.305
Student Coordinator	9	27.475	28.436	29.430	30.458	31.523
Technical Coordinator	9	27.475	28.436	29.430	30.458	31.523

**E. Social Services**

Coordinator of Volunteer Services	4	17.160	17.760	18.381	19.023	19.688
Clinical Oncology Social Worker	7	22.556	23.345	24.161	25.005	25.879

**F. Lodge Employees**

Lodge Attendant	2	13.576	14.051	14.542	15.050	15.576
Cook	4	16.096	16.658	17.241	17.843	18.467

**G. Other Classifications**

Laboratory Assistant	1	13.352	13.819	14.302	14.802	15.319
Dietician	4	17.750	18.371	19.013	19.677	20.365
Laboratory Technician	4	17.750	18.371	19.013	19.677	20.365
Cancer Registry Coordinator	5	21.696	22.454	23.239	24.051	24.892
Education Coordinator	5	20.788	21.515	22.267	23.045	23.851
Medical Laboratory Technologist	5	19.264	19.938	20.635	21.356	22.102
Support Technician	5	19.264	19.938	20.635	21.356	22.102
Programmer Analyst	6	24.278	25.127	26.005	26.914	27.855
Research Officer	8	28.379	29.371	30.397	31.460	32.559
Systems Analyst	8	24.552	25.410	26.299	27.218	28.169

April 1, 2004

Pay Group	Pay Grade	Step 1	Step2	Step3	Step4	Step5
<b>A. Administrative</b>						
Admitting Reception Clerk	1	13.679	14.158	14.652	15.165	15.695
Health Record Clerk	1	13.679	14.158	14.652	15.165	15.695
Medical Transcriptionist	1	14.006	14.495	15.002	15.526	16.069
Receptionist, CO	1	13.679	14.158	14.652	15.165	15.695
Receptionist, P&ED	1	13.679	14.158	14.652	15.165	15.695
Health Information Practitioner	2	15.481	16.022	16.582	17.161	17.761
Medical Secretary	2	14.502	15.009	15.533	16.076	16.638
Office Assistant	2	14.502	15.009	15.533	16.076	16.638
Pharmacy Services Secretary	2	14.502	15.009	15.533	16.076	16.638
Supervisor of Admitting Reception	2	15.481	16.022	16.582	17.161	17.761
Cancer Registrar	3	15.757	16.308	16.878	17.468	18.078
Physics Secretary	3	15.647	16.194	16.760	17.346	17.952
Radiation Oncology Program Secretary	3	15.647	16.194	16.760	17.346	17.952
Supervisor of Transcription	3	16.246	16.814	17.402	18.010	18.639
Accounting Clerk	4	17.510	18.122	18.756	19.411	20.090



Clinical Research Associate I	4	17.510	18.122	18.756	19.411	20.090
Information Management Secretary	4	17.510	18.122	18.756	19.411	20.090
Research Associate	4	17.510	18.122	18.756	19.411	20.090
Administrative Assistant to AED	5	19.595	20.280	20.989	21.722	22.482
Assistant to Executive Director (Research)	5	19.595	20.280	20.989	21.722	22.482
Clinical Research Associate II	5	19.595	20.280	20.989	21.722	22.482
Payroll Administrator	5	19.595	20.280	20.989	21.722	22.482
Site Supervisor	5	19.595	20.280	20.989	21.722	22.482
Supervisor of Coding	5	19.595	20.280	20.989	21.722	22.482
Supervisor of Health Records	5	19.595	20.280	20.989	21.722	22.482
<b>B. Nursing</b>						
Clinic Assistant	1	13.838	14.321	14.822	15.340	15.876
Porter	1	13.838	14.321	14.822	15.340	15.876
Porter Attendant	1	13.838	14.321	14.822	15.340	15.876
<b>Porter Attendant (Red Circled)</b>	<b>1</b>	<b>15.418</b>	<b>15.957</b>	<b>16.514</b>	<b>17.092</b>	<b>17.689</b>
Technical Assistant	2	14.502	15.009	15.533	16.076	16.638
Unit Clerk II	2	13.982	14.470	14.976	15.500	16.042
Licensed Practical Nurse	4	17.510	18.122	18.756	19.411	20.090
Registered Nurse	6	24.025	24.865	25.734	26.633	27.564
Stem Cell Coordinator	8	26.710	27.643	28.610	29.610	30.645
Clinical Coordinator	9	29.890	30.935	32.016	33.135	34.293
COPS Coordinator	9	29.890	30.935	32.016	33.135	34.293
<b>C. Physics</b>						
Physics Assistant	5	21.696	22.454	23.239	24.051	24.892
Instrument Maker	6	23.865	24.699	25.563	26.456	27.381
Physics Technician I (Electronics)	6	23.865	24.699	25.563	26.456	27.381
Physics Technician II (Electronics)	7	24.734	25.598	26.493	27.419	28.377
Physics Programmer Analyst	8	26.710	27.643	28.610	29.610	30.645
<b>D. Radiation Therapy</b>						
Medical Radiation Technologist	4	19.387	20.065	20.766	21.492	22.243
<b>Medical Radiation Technologist (Red Circled)</b>	<b>4</b>	<b>22.030</b>	<b>22.800</b>	<b>23.597</b>	<b>24.422</b>	<b>25.276</b>
Mould Room Technician I	5	21.696	22.454	23.239	24.051	24.892
<b>Mould Room Technician I (Red Circled)</b>	<b>5</b>	<b>22.030</b>	<b>22.800</b>	<b>23.597</b>	<b>24.422</b>	<b>25.276</b>
Dosimetrist	6	24.278	25.127	26.005	26.914	27.855
Radiation Therapist I	6	23.152	23.961	24.799	25.666	26.563
Research Assistant – RT	6	23.152	23.961	24.799	25.666	26.563
Mould Room Technician II	7	24.918	25.789	26.690	27.623	28.589
Radiation Therapist II	7	24.918	25.789	26.690	27.623	28.589
Student Coordinator	9	29.890	30.935	32.016	33.135	34.293
Technical Coordinator	9	29.890	30.935	32.016	33.135	34.293
<b>E. Social Services</b>						
Coordinator of Volunteer Services	4	17.510	18.122	18.756	19.411	20.090
Clinical Oncology Social Worker	7	24.539	25.397	26.284	27.203	28.154
<b>F. Lodge Employees</b>						
Lodge Attendant	2	13.982	14.470	14.976	15.500	16.042
Cook	4	17.510	18.122	18.756	19.411	20.090
<b>G. Other Classifications</b>						
Laboratory Assistant	1	13.838	14.321	14.822	15.340	15.876
Dietician	4	17.928	18.555	19.203	19.875	20.569

Laboratory Technician	4	17.928	18.555	19.203	19.875	20.569
Cancer Registry Coordinator	5	21.696	22.454	23.239	24.051	24.892
Education Coordinator	5	20.996	21.730	22.490	23.276	24.089
Medical Laboratory Technologist	5	19.595	20.280	20.989	21.722	22.482
Support Technician	5	19.595	20.280	20.989	21.722	22.482
Programmer Analyst	6	24.278	25.127	26.005	26.914	27.855
Research Officer	8	28.662	29.664	30.701	31.774	32.885
Systems Analyst	8	26.710	27.643	28.610	29.610	30.645

January 1, 2005

Pay Group	Pay Grade	Step1	Step2	Step3	Step4	Step5
<b>A. Administrative</b>						
Admitting Reception Clerk	1	13.953	14.441	14.946	15.468	16.009
Health Record Clerk	1	13.953	14.441	14.946	15.468	16.009
Medical Transcriptionist	1	14.286	14.785	15.302	15.837	16.390
Receptionist, CO	1	13.953	14.441	14.946	15.468	16.009
Receptionist, P&ED	1	13.953	14.441	14.946	15.468	16.009
Health Information Practitioner	2	15.790	16.342	16.913	17.505	18.116
Medical Secretary	2	14.792	15.309	15.844	16.398	16.971
Office Assistant	2	14.792	15.309	15.844	16.398	16.971
Pharmacy Services Secretary	2	14.792	15.309	15.844	16.398	16.971
Supervisor of Admitting Reception	2	15.790	16.342	16.913	17.505	18.116
Cancer Registrar	3	16.072	16.634	17.215	17.817	18.440
Physics Secretary	3	15.960	16.518	17.095	17.693	18.311
Radiation Oncology Program Secretary	3	15.960	16.518	17.095	17.693	18.311
Supervisor of Transcription	3	16.571	17.150	17.750	18.370	19.012
Accounting Clerk	4	17.860	18.485	19.131	19.800	20.492
Clinical Research Associate I	4	17.860	18.485	19.131	19.800	20.492
Information Management Secretary	4	17.860	18.485	19.131	19.800	20.492
Research Associate	4	17.860	18.485	19.131	19.800	20.492
Administrative Assistant to AED	5	19.987	20.686	21.409	22.157	22.931
Assistant to Executive Director (Research)	5	19.987	20.686	21.409	22.157	22.931
Clinical Research Associate II	5	19.987	20.686	21.409	22.157	22.931
Payroll Administrator	5	19.987	20.686	21.409	22.157	22.931
Site Supervisor	5	19.987	20.686	21.409	22.157	22.931
Supervisor of Coding	5	19.987	20.686	21.409	22.157	22.931
Supervisor of Health Records	5	19.987	20.686	21.409	22.157	22.931
<b>B. Nursing</b>						
Clinic Assistant		14.114	14.608	15.118	15.647	16.194
Porter		14.114	14.608	15.118	15.647	16.194
Porter Attendant	1	14.114	14.608	15.118	15.647	16.194
Porter Attendant (Red Circled)	1	15.418	15.957	16.514	17.092	17.689
Technical Assistant	2	14.792	15.309	15.844	16.398	16.971
Unit Clerk II	2	14.261	14.760	15.276	15.810	16.362
Licensed Practical Nurse	4	17.860	18.485	19.131	19.800	20.492
Registered Nurse	6	24.505	25.362	26.249	27.166	28.116
Stem Cell Coordinator	8	27.244	28.196	29.182	30.202	31.258
Clinical Coordinator	9	30.488	31.553	32.656	33.798	34.979

COPS Coordinator	9	30.488	31.553	32.656	33.798	34.979
<b>C. Physics</b>						
Physics Assistant	5	22.130	22.903	23.704	24.532	25.390
Instrument Maker	6	24.342	25.193	26.074	26.985	27.928
Physics Technician I (Electronics)	6	24.342	25.193	26.074	26.985	27.928
Physics Technician II (Electronics)	7	25.228	26.110	27.023	27.967	28.945
Physics Programmer Analyst	8	27.244	28.196	29.182	30.202	31.258
<b>D. Radiation Therapy</b>						
Medical Radiation Technologist	4	19.775	20.466	21.181	21.922	22.688
Medical Radiation Technologist (Red Circled)	4	22.030	22.800	23.597	24.422	25.276
Mould Room Technician I	5	22.130	22.903	23.704	24.532	25.390
Mould Room Technician I (Red Circled)	5	22.030	22.800	23.597	24.422	25.276
Dosimetrist	6	24.764	25.630	26.525	27.453	28.412
Radiation Therapist I	6	23.615	24.440	25.295	26.179	27.094
Research Assistant – RT	6	23.615	24.440	25.295	26.179	27.094
Mould Room Technician II	7	25.416	26.304	27.224	28.175	29.160
Radiation Therapist II	7	25.416	26.304	27.224	28.175	29.160
Student Coordinator	9	30.488	31.553	32.656	33.798	34.979
Technical Coordinator	9	30.488	31.553	32.656	33.798	34.979
<b>E. Social Services</b>						
Coordinator of Volunteer Services	4	17.860	18.485	19.131	19.800	20.492
Clinical Oncology Social Worker	7	25.030	25.905	26.810	27.747	28.717
<b>F. Lodge Employees</b>						
Lodge Attendant	2	14.261	14.760	15.276	15.810	16.362
Cook	4	17.860	18.485	19.131	19.800	20.492
<b>G. Other Classifications</b>						
Laboratory Assistant	1	14.114	14.608	15.118	15.647	16.194
Dietician	4	18.287	18.926	19.587	20.272	20.981
Laboratory Technician	4	18.287	18.926	19.587	20.272	20.981
Cancer Registry Coordinator	5	22.130	22.903	23.704	24.532	25.390
Education Coordinator	5	21.416	22.165	22.939	23.741	24.571
Medical Laboratory Technologist	5	19.987	20.686	21.409	22.157	22.931
Support Technician	5	19.987	20.686	21.409	22.157	22.931
Programmer Analyst	6	24.764	25.630	26.525	27.453	28.412
Research Officer	8	29.235	30.257	31.315	32.410	33.542
Systems Analyst	8	27.244	28.196	29.182	30.202	31.258

**April 1, 2005**

<b>Pay Group</b>	<b>Pay Grade</b>	<b>Step 1</b>	<b>Step2</b>	<b>Step3</b>	<b>Step4</b>	<b>Step5</b>
<b>A. Administrative</b>						
Admitting Reception Clerk	1	14.093	14.585	15.095	15.623	16.169
Health Record Clerk	1	14.093	14.585	15.095	15.623	16.169
Medical Transcriptionist	1	14.347	14.849	15.368	15.905	16.461
Receptionist, CO	1	14.093	14.585	15.095	15.623	16.169
Receptionist, P&ED	1	14.093	14.585	15.095	15.623	16.169
Health Information Practitioner	2	15.790	16.342	16.913	17.505	18.116
Medical Secretary	2	15.098	15.626	16.172	16.738	17.323
Office Assistant	2	15.098	15.626	16.172	16.738	17.323

Pharmacy Services Secretary	2	15.098	15.626	16.172	16.738	17.323
Supervisor of Admitting Reception	2	15.790	16.342	16.913	17.505	18.116
Cancer Registrar	3	16.897	17.488	18.099	18.732	19.387
Physics Secretary	3	16.897	17.488	18.099	18.732	19.387
Radiation Oncology Program Secretary	3	16.897	17.488	18.099	18.732	19.387
Supervisor of Transcription	3	16.897	17.488	18.099	18.732	19.387
Accounting Clerk	4	18.909	19.570	20.254	20.962	21.694
Clinical Research Associate I	4	18.909	19.570	20.254	20.962	21.694
Information Management Secretary	4	18.909	19.570	20.254	20.962	21.694
Research Associate	4	18.909	19.570	20.254	20.962	21.694
Administrative Assistant to AED	5	21.160	21.900	22.665	23.458	24.278
Assistant to Executive Director (Research)	5	21.160	21.900	22.665	23.458	24.278
Clinical Research Associate II	5	21.160	21.900	22.665	23.458	24.278
Payroll Administrator	5	21.160	21.900	22.665	23.458	24.278
Site Supervisor	5	21.160	21.900	22.665	23.458	24.278
Supervisor of Coding	5	21.160	21.900	22.665	23.458	24.278
Supervisor of Health Records	5	21.160	21.900	22.665	23.458	24.278
<b>B. Nursing</b>						
Clinic Assistant	1	14.256	14.754	15.270	15.804	16.356
Porter	1	14.256	14.754	15.270	15.804	16.356
Porter Attendant	1	14.256	14.754	15.270	15.804	16.356
<b>Porter Attendant (Red Circled)</b>	<b>1</b>	<b>15.418</b>	<b>15.957</b>	<b>16.514</b>	<b>17.092</b>	<b>17.689</b>
Technical Assistant	2	15.098	15.626	16.172	16.738	17.323
Unit Clerk II	2	15.098	15.626	16.172	16.738	17.323
Licensed Practical Nurse	4	18.909	19.570	20.254	20.962	21.694
Registered Nurse	6	24.750	25.615	26.511	27.438	28.397
Stem Cell Coordinator	8	28.844	29.852	30.895	31.975	33.093
Clinical Coordinator	9	32.278	33.406	34.574	35.782	37.033
COPS Coordinator	9	32.278	33.406	34.574	35.782	37.033
<b>C. Physics</b>						
Physics Assistant	5	22.130	22.903	23.704	24.532	25.390
Instrument Maker	6	24.585	25.445	26.334	27.255	28.207
Physics Technician I (Electronics)	6	24.585	25.445	26.334	27.255	28.207
Physics Technician II (Electronics)	7	26.500	27.426	28.385	29.377	30.404
Physics Programmer Analyst	8	28.844	29.852	30.895	31.975	33.093
<b>D. Radiation Therapy</b>						
Medical Radiation Technologist	4	19.775	20.466	21.181	21.922	22.688
<b>Medical Radiation Technologist (Red Circled)</b>	<b>4</b>	<b>22.030</b>	<b>22.800</b>	<b>23.597</b>	<b>24.422</b>	<b>25.276</b>
Mould Room Technician I	5	22.130	22.903	23.704	24.532	25.390
Dosimetrist	6	24.764	25.630	26.525	27.453	28.412
Radiation Therapist I	6	23.851	24.684	25.547	26.440	27.365
Research Assistant – RT	6	23.851	24.684	25.547	26.440	27.365
Mould Room Technician II	7	26.500	27.426	28.385	29.377	30.404
Radiation Therapist II	7	26.500	27.426	28.385	29.377	30.404
Student Coordinator	9	32.278	33.406	34.574	35.782	37.033
Technical Coordinator	9	32.278	33.406	34.574	35.782	37.033
<b>E. Social Services</b>						
Coordinator of Volunteer Services	4	18.909	19.570	20.254	20.962	21.694
Clinical Oncology Social Worker	7	26.500	27.426	28.385	29.377	30.404

**F. Lodge Employees**

Lodge Attendant	2	15,098	15,626	16,172	16,738	17,323
Cook	4	18,909	19,570	20,254	20,962	21,694

**G. Other Classifications**

Laboratory Assistant	1	14,256	14,754	15,270	15,804	16,356
Dietician	4	18,909	19,570	20,254	20,962	21,694
Laboratory Technician	4	18,909	19,570	20,254	20,962	21,694
Cancer Registry Coordinator	5	22,130	22,903	23,704	24,532	25,390
Education Coordinator	5	21,630	22,386	23,169	23,978	24,817
Medical Laboratory Technologist	5	21,160	21,900	22,665	23,458	24,278
Support Technician	5	21,160	21,900	22,665	23,458	24,278
Programmer Analyst	6	24,764	25,630	26,525	27,453	28,412
Research Officer	8	29,527	30,559	31,628	32,733	33,878
Systems Analyst	8	28,844	29,852	30,895	31,975	33,093

**January 1, 2006**

<b>Pay Group</b>	<b>Pay Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>A. Administrative</b>						
Admitting Reception Clerk	1	14,374	14,877	15,397	15,935	16,492
Health Record Clerk	1	14,374	14,877	15,397	15,935	16,492
Medical Transcriptionist	1	14,634	15,146	15,675	16,223	16,790
Receptionist, CO	1	14,374	14,877	15,397	15,935	16,492
Receptionist, P&ED	1	14,374	14,877	15,397	15,935	16,492
Health Information Practitioner	2	16,106	16,669	17,252	17,855	18,479
Medical Secretary	2	15,400	15,939	16,496	17,072	17,669
Office Assistant	2	15,400	15,939	16,496	17,072	17,669
Pharmacy Services Secretary	2	15,400	15,939	16,496	17,072	17,669
Supervisor of Admitting Reception	2	16,106	16,669	17,252	17,855	18,479
Cancer Registrar	3	17,235	17,838	18,461	19,107	19,775
Physics Secretary	3	17,235	17,838	18,461	19,107	19,775
Radiation Oncology Program Secretary	3	17,235	17,838	18,461	19,107	19,775
Supervisor of Transcription	3	17,235	17,838	18,461	19,107	19,775
Accounting Clerk	4	19,287	19,961	20,659	21,381	22,128
Clinical Research Associate I	4	19,287	19,961	20,659	21,381	22,128
Information Management Secretary	4	19,287	19,961	20,659	21,381	22,128
Research Associate	4	19,287	19,961	20,659	21,381	22,128
Administrative Assistant to AED	5	21,583	22,338	23,119	23,927	24,763
Assistant to Executive Director (Research)	5	21,583	22,338	23,119	23,927	24,763
Clinical Research Associate II	5	21,583	22,338	23,119	23,927	24,763
Payroll Administrator	5	21,583	22,338	23,119	23,927	24,763
Site Supervisor	5	21,583	22,338	23,119	23,927	24,763
Supervisor of Coding	5	21,583	22,338	23,119	23,927	24,763
Supervisor of Health Records	5	21,583	22,338	23,119	23,927	24,763
<b>B. Nursing</b>						
Clinic Assistant	1	14,541	15,049	15,575	16,120	16,683
Porter	1	14,541	15,049	15,575	16,120	16,683
Porter Attendant	1	14,541	15,049	15,575	16,120	16,683

Porter Attendant (Red Circled)	1	15.418	15.957	16.514	17.092	17.689
il Assistant	2		15.939	16		17.669
Unit Clerk II	2	15.400	15.939	16.496	17.072	17.669
Licensed Practical Nurse	4	19.287	19.961	20.659	21.381	22.128
Registered Nurse	6	25.245	26.128	27.041	27.986	28.965
Stem Cell Coordinator	8	29.420	30.449	31.513	32.615	33.755
Clinical Coordinator	9	32.923	34.074	35.265	36.498	37.774
COPS Coordinator	9	32.923	34.074	35.265	36.498	37.774
<b>C. Physics</b>						
Physics Assistant	5	22.572	23.361	24.178	25.023	25.898
Instrument Maker	6	25.077	25.954	26.861	27.800	28.771
Physics Technician I (Electronics)	6	25.077	25.954	26.861	27.800	28.771
Physics Technician II (Electronics)	7	27.030	27.974	28.952	29.964	31.012
Physics Programmer Analyst	8	29.420	30.449	31.513	32.615	33.755
<b>D. Radiation Therapy</b>						
Medical Radiation Technologist	4	20.170	20.875	21.605	22.360	23.142
Medical Radiation Technologist (Red Circled)	4	22.030	22.800	23.597	24.422	25.276
Mould Room Technician I	5	22.572	23.361	24.178	25.023	25.898
Dosimetrist	6	25.259	26.142	27.056	28.002	28.981
Radiation Therapist I	6	24.328	25.178	26.058	26.969	27.912
Research Assistant – RT	6	24.328	25.178	26.058	26.969	27.912
Mould Room Technician II	7	27.030	27.974	28.952	29.964	31.012
Radiation Therapist II	7	27.030	27.974	28.952	29.964	31.012
Student Coordinator	9	32.923	34.074	35.265	36.498	37.774
Technical Coordinator	9	32.923	34.074	35.265	36.498	37.774
<b>E. Social Services</b>						
Coordinator of Volunteer Services	4	19.287	19.961	20.659	21.381	22.128
Clinical Oncology Social Worker	7	27.030	27.974	28.952	29.964	31.012
<b>F. Lodge Employees</b>						
Lodge Attendant	2	15.400	15.939	16.496	17.072	17.669
Cook	4	19.287	19.961	20.659	21.381	22.128
<b>G. Other Classifications</b>						
Laboratory Assistant	1	14.541	15.049	15.575	16.120	16.683
Dietician	4	19.287	19.961	20.659	21.381	22.128
Laboratory Technician	4	19.287	19.961	20.659	21.381	22.128
Cancer Registry Coordinator	5	22.572	23.361	24.178	25.023	25.898
Education Coordinator	5	22.063	22.834	23.632	24.458	25.313
Medical Laboratory Technologist	5	21.583	22.338	23.119	23.927	24.763
Support Technician	5	21.583	22.338	23.119	23.927	24.763
Programmer Analyst	6	25.259	26.142	27.056	28.002	28.981
Research Officer	8	30.118	31.171	32.260	33.388	34.555
Systems Analyst	8	29.420	30.449	31.513	32.615	33.755

April 1, 2006

Pay Group	Pay Grade	Step 1	Step2	Step3	Step4	Step5
<b>A. Administrative</b>						
Admitting Reception Clerk	1	14.634	15.146	15.675	16.223	16.790
Health Record Clerk	1	14.634	15.146	15.675	16.223	16.790

Medical Transcriptionist	1	14.634	15.146	15.675	16.223	16.790
Receptionist, CO	1	14.634	15.146	15.675	16.223	16.790
Receptionist, P&ED	1	14.634	15.146	15.675	16.223	16.790
Health Information Practitioner	2	16.106	16.669	17.252	17.855	18.479
Medical Secretary	2	16.106	16.669	17.252	17.855	18.479
Office Assistant	2	16.106	16.669	17.252	17.855	18.479
Pharmacy Services Secretary	2	16.106	16.669	17.252	17.855	18.479
Supervisor of Admitting Reception	2	16.106	16.669	17.252	17.855	18.479
Cancer Registrar	3	18.024	18.654	19.306	19.981	20.680
Physics Secretary	3	18.024	18.654	19.306	19.981	20.680
Radiation Oncology Program Secretary	3	18.024	18.654	19.306	19.981	20.680
Supervisor of Transcription	3	18.024	18.654	19.306	19.981	20.680
Accounting Clerk	4	20.170	20.875	21.605	22.360	23.142
Clinical Research Associate I	4	20.170	20.875	21.605	22.360	23.142
Information Management Secretary	4	20.170	20.875	21.605	22.360	23.142
Research Associate	4	20.170	20.875	21.605	22.360	23.142
Administrative Assistant to AED	5	22.572	23.361	24.178	25.023	25.898
Assistant to Executive Director (Research)	5	22.572	23.361	24.178	25.023	25.898
Clinical Research Associate II	5	22.572	23.361	24.178	25.023	25.898
Payroll Administrator	5	22.572	23.361	24.178	25.023	25.898
Site Supervisor	5	22.572	23.361	24.178	25.023	25.898
Supervisor of Coding	5	22.572	23.361	24.178	25.023	25.898
Supervisor of Health Records	5	22.572	23.361	24.178	25.023	25.898
<b>B. Nursing</b>						
Clinic Assistant	1	14.634	15.146	15.675	16.223	16.790
Porter	1	14.634	15.146	15.675	16.223	16.790
Porter Attendant	1	14.634	15.146	15.675	16.223	16.790
Porter Attendant (Red Circled)	1	15.418	15.957	16.514	17.092	17.689
Technical Assistant	2	16.106	16.669	17.252	17.855	18.479
Unit Clerk II	2	16.106	16.669	17.252	17.855	18.479
Licensed Practical Nurse	4	20.170	20.875	21.605	22.360	23.142
Registered Nurse	6	25.259	26.142	27.056	28.002	28.981
Stem Cell Coordinator	8	30.768	31.844	32.957	34.109	35.301
Clinical Coordinator	9	34.431	35.634	36.880	38.169	39.503
COPS Coordinator	9	34.431	35.634	36.880	38.169	39.503
<b>C. Physics</b>						
Physics Assistant	5	22.572	23.361	24.178	25.023	25.898
Instrument Maker	6	25.259	26.142	27.056	28.002	28.981
Physics Technician I (Electronics)	6	25.259	26.142	27.056	28.002	28.981
Physics Technician II (Electronics)	7	28.267	29.255	30.278	31.336	32.432
Physics Programmer Analyst	8	30.768	31.844	32.957	34.109	35.301
<b>D. Radiation Therapy</b>						
Medical Radiation Technologist	4	20.170	20.875	21.605	22.360	23.142
Medical Radiation Technologist (Red Circled)	4	22.030	22.800	23.597	24.422	25.276
Mould Room Technician I	5	22.572	23.361	24.178	25.023	25.898
Dosimetrist	6	25.259	26.142	27.056	28.002	28.981
Radiation Therapist I	6	25.259	26.142	27.056	28.002	28.981
Research Assistant – RT	6	25.259	26.142	27.056	28.002	28.981
Mould Room Technician II	7	28.267	29.255	30.278	31.336	32.432

Radiation Therapist II	7	28,267	29,255	30,278	31,336	32,432
Student Coordinator	9	34,431	35,634	36,880	38,169	39,503
Technical Coordinator	9	34,431	35,634	36,880	38,169	39,503
<b>E. Social Services</b>						
Coordinator of Volunteer Services	4	20,170	20,875	21,605	22,360	23,142
Clinical Oncology Social Worker	7	28,267	29,255	30,278	31,336	32,432
<b>F. Lodge Employees</b>						
Lodge Attendant	2	16,106	16,669	17,252	17,855	18,479
Cook	4	20,170	20,875	21,605	22,360	23,142
<b>G. Other Classifications</b>						
Laboratory Assistant	1	14,634	15,146	15,675	16,223	16,790
Dietician	4	20,170	20,875	21,605	22,360	23,142
Laboratory Technician	4	20,170	20,875	21,605	22,360	23,142
Cancer Registry Coordinator	5	22,572	23,361	24,178	25,023	25,898
Education Coordinator	5	22,572	23,361	24,178	25,023	25,898
Medical Laboratory Technologist	5	22,572	23,361	24,178	25,023	25,898
Support Technician	5	22,572	23,361	24,178	25,023	25,898
Programmer Analyst	6	25,259	26,142	27,056	28,002	28,981
Drug Management Pharmacist	8	30,768	31,844	32,957	34,109	35,301
Research Officer	8	30,768	31,844	32,957	34,109	35,301
Systems Analyst	8	30,768	31,844	32,957	34,109	35,301

**Saskatchewan Cancer Agency Market Supplement Wages  
January 1, 2004**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Radiation Therapist I</b>	<b>28,764</b>	<b>29,586</b>	<b>30,428</b>	<b>31,318</b>	<b>32,236</b>
Base	22,923	23,724	24,553	25,411	26,300
Market	5,842	5,862	5,875	5,907	5,936
<b>Radiation Therapist II</b>	<b>30,431</b>	<b>31,321</b>	<b>32,238</b>	<b>33,162</b>	<b>34,202</b>
Base	24,670	25,533	26,425	27,349	28,305
Market	5,760	5,788	5,813	5,813	5,897
<b>Dosimetrist</b>	<b>30,423</b>	<b>31,313</b>	<b>32,230</b>	<b>33,154</b>	<b>34,193</b>
Base	24,278	25,127	26,005	26,914	27,855
Market	6,145	6,186	6,225	6,239	6,338
<b>Student Coordinator</b>	<b>31,359</b>	<b>32,278</b>	<b>33,203</b>	<b>34,244</b>	<b>35,326</b>
Base	27,475	28,436	29,430	30,458	31,523
Market	3,883	3,842	3,773	3,786	3,803
<b>Technical Coordinator</b>	<b>32,259</b>	<b>33,183</b>	<b>34,222</b>	<b>35,304</b>	<b>36,507</b>
Base	27,475	28,436	29,430	30,458	31,523
Market	4,783	4,747	4,792	4,846	4,984
<b>Clinical Oncology Social Worker</b>	<b>25,291</b>	<b>26,208</b>	<b>27,158</b>	<b>28,142</b>	<b>29,162</b>
Base	22,556	23,345	24,161	25,005	25,879
Market	2,735	2,863	2,997	3,137	3,283
<b>Registered Nurse</b>	<b>23,136</b>	<b>25,273</b>	<b>26,465</b>	<b>27,687</b>	<b>29,035</b>
Base	23,787	24,618	25,479	26,369	27,291
Market	0,370	0,655	0,731	1,318	1,744
<b>Clinical Coordinator</b>	<b>27,476</b>	<b>28,436</b>	<b>29,430</b>	<b>30,458</b>	<b>31,523</b>



Base	27.475	28.436	29.430	30.458	31.523
Market	0.000	0.000	0.000	0.000	0.000

**April 1, 2004**

	1	2	3	4	5
<b>Radiation Therapist I</b>	<b>28.769</b>	<b>29.591</b>	<b>30.433</b>	<b>31.323</b>	<b>32.241</b>
Base	23.152	23.961	24.799	25.666	26.563
Market	5.617	5.630	5.634	5.658	5.678
<b>Radiation Therapist II</b>	<b>30.436</b>	<b>31.326</b>	<b>32.243</b>	<b>33.168</b>	<b>34.208</b>
Base	24.918	25.789	26.690	27.623	28.589
Market	5.518	5.537	5.553	5.545	5.619
<b>Dosimetrist</b>	<b>30.423</b>	<b>31.313</b>	<b>32.230</b>	<b>33.154</b>	<b>34.193</b>
Base	24.278	25.127	26.005	26.914	27.855
Market	6.145	6.186	6.225	6.239	6.338
<b>Student Coordinator</b>	<b>31.406</b>	<b>32.327</b>	<b>33.254</b>	<b>34.297</b>	<b>35.380</b>
Base	29.890	30.935	32.016	33.135	34.293
Market	1.516	1.392	1.238	1.162	1.087
<b>Technical Coordinator</b>	<b>32.306</b>	<b>33.232</b>	<b>34.273</b>	<b>35.357</b>	<b>36.561</b>
Base	29.890	30.935	32.016	33.135	34.293
Market	2.416	2.297	2.257	2.222	2.268
<b>Clinical Oncology Social Worker</b>	<b>26.470</b>	<b>27.430</b>	<b>28.424</b>	<b>29.454</b>	<b>30.522</b>
Base	24.539	25.397	26.284	27.203	28.154
Market	1.931	2.033	2.140	2.251	2.368
<b>Registered Nurse</b>	<b>24.161</b>	<b>25.278</b>	<b>26.465</b>	<b>27.692</b>	<b>29.040</b>
Base	24.025	24.865	25.734	26.633	27.564
Market	0.136	0.413	0.731	1.059	1.476
<b>Clinical Coordinator</b>	<b>29.890</b>	<b>30.935</b>	<b>32.016</b>	<b>33.135</b>	<b>34.293</b>
Base	29.890	30.935	32.016	33.135	34.293
Market	0.000	0.000	0.000	0.000	0.000

**October 1, 2004**

	1	2	3	4	5
<b>Clinical Oncology Social Worker</b>	<b>26.470</b>	<b>27.430</b>	<b>28.424</b>	<b>29.454</b>	<b>30.522</b>
Base	24.539	25.397	26.284	27.203	28.154
Market	1.931	2.033	2.140	2.251	2.368
<b>Registered Nurse</b>	<b>25.451</b>	<b>26.638</b>	<b>27.875</b>	<b>29.182</b>	<b>30.54</b>
Base	24.025	24.865	25.734	26.633	27.564
Market	1.426	1.773	2.141	2.549	2.976
<b>RN III</b>	<b>27.174</b>	<b>28.432</b>	<b>29.751</b>	<b>31.151</b>	<b>32.601</b>
Base	26.710	27.643	28.610	29.610	30.645
Market	0.464	0.789	1.141	1.541	1.956
<b>Clinical Coordinator</b>	<b>29.89</b>	<b>30.935</b>	<b>32.016</b>	<b>33.135</b>	<b>34.293</b>
Base	29.89	30.935	32.016	33.135	34.293
Market	0	0	0	0	0

	1	2	3	4	5
<b>Radiation Therapist I</b>	<b>29.232</b>	<b>30.070</b>	<b>30.929</b>	<b>31.837</b>	<b>32.772</b>
Base	23.615	24.440	25.295	26.179	27.094

Market	5.617	5.630	5.634	5.658	5.678
<b>Radiation Therapist II</b>	<b>30.934</b>	<b>31.841</b>	<b>32.777</b>	<b>33.720</b>	<b>34.779</b>
Base	25.416	26.304	27.224	28.175	29.160
Market	5.518	5.537	5.553	5.545	5.619
<b>Dosimetrist</b>	<b>30.909</b>	<b>31.815</b>	<b>32.750</b>	<b>33.692</b>	<b>34.750</b>
Base	24.764	25.630	26.525	27.453	28.412
Market	6.145	6.186	6.225	6.239	6.338
<b>Student Coordinator</b>	<b>32.004</b>	<b>32.945</b>	<b>33.894</b>	<b>34.959</b>	<b>36.066</b>
Base	30.488	31.553	32.656	33.798	34.979
Market	1.516	1.392	1.238	1.162	1.087
<b>Technical Coordinator</b>	<b>32.904</b>	<b>33.850</b>	<b>34.913</b>	<b>36.019</b>	<b>37.247</b>
Base	30.488	31.553	32.656	33.798	34.979
Market	2.416	2.297	2.257	2.222	2.268
<b>Clinical Oncology Social Worker</b>	<b>26.961</b>	<b>27.938</b>	<b>28.950</b>	<b>29.998</b>	<b>31.085</b>
Base	25.030	25.905	26.810	27.747	28.717
Market	1.931	2.033	2.140	2.251	2.368
<b>Registered Nurse</b>	<b>24.642</b>	<b>25.775</b>	<b>26.979</b>	<b>28.225</b>	<b>29.592</b>
Base	24.505	25.362	26.249	27.166	28.116
Market	0.136	0.413	0.731	1.059	1.476
<b>Clinical Coordinator</b>	<b>30.488</b>	<b>31.553</b>	<b>32.656</b>	<b>33.797</b>	<b>34.979</b>
Base	30.488	31.553	32.656	33.798	34.979
Market	0.000	0.000	0.000	0.000	0.000

April 1, 2005

	1	2	3	4	5
<b>Radiation Therapist I</b>	<b>29.241</b>	<b>30.080</b>	<b>30.939</b>	<b>31.847</b>	<b>32.783</b>
Base	23.851	24.684	25.547	26.440	27.365
Market	5.390	5.395	5.392	5.406	5.418
<b>Radiation Therapist II</b>	<b>30.976</b>	<b>31.885</b>	<b>32.822</b>	<b>33.767</b>	<b>34.828</b>
Base	26.500	27.426	28.385	29.377	30.404
Market	4.476	4.459	4.438	4.390	4.424
<b>Dosimetrist</b>	<b>30.909</b>	<b>31.815</b>	<b>32.750</b>	<b>33.692</b>	<b>34.750</b>
Base	24.764	25.630	26.525	27.453	28.412
Market	6.145	6.186	6.225	6.239	6.338
<b>Student Coordinator</b>	<b>32.277</b>	<b>33.406</b>	<b>34.574</b>	<b>35.782</b>	<b>37.033</b>
Base	32.278	33.406	34.574	35.782	37.033
Market	0.000	0.000	0.000	0.000	0.000
<b>Technical Coordinator</b>	<b>32.973</b>	<b>33.922</b>	<b>34.988</b>	<b>36.096</b>	<b>37.327</b>
Base	32.278	33.406	34.574	35.782	37.033
Market	0.696	0.516	0.414	0.314	0.294
<b>Clinical Oncology Social Worker</b>	<b>27.018</b>	<b>27.997</b>	<b>28.950</b>	<b>30.062</b>	<b>31.151</b>
Base	26.500	27.426	28.385	29.377	30.404
Market	0.518	0.571	2.140	0.685	0.747
<b>Registered Nurse</b>	<b>25.941</b>	<b>27.145</b>	<b>28.399</b>	<b>29.725</b>	<b>31.103</b>
Base	24.750	25.615	26.511	27.438	28.397
Market	1.191	1.529	1.889	2.288	2.706
<b>Clinical Coordinator</b>	<b>32.277</b>	<b>33.406</b>	<b>34.667</b>	<b>35.782</b>	<b>37.033</b>

Base	32.278	33.406	34.574	35.782	37.033
Market	0.000	0.000	0.000	0.000	0.000

**January 1, 2006**

	1	2	3	4	5
<b>Radiation Therapist I</b>	<b>29.718</b>	<b>30.573</b>	<b>31.450</b>	<b>32.376</b>	<b>33.330</b>
Base	24.328	25.178	26.058	26.969	27.912
Market	5.390	5.395	5.392	5.406	5.418
<b>Radiation Therapist II</b>	<b>31.506</b>	<b>32.434</b>	<b>33.390</b>	<b>34.354</b>	<b>35.436</b>
Base	27.030	27.974	28.952	29.964	31.012
Market	4.476	4.459	4.438	4.390	4.424
<b>Dosimetrist</b>	<b>31.404</b>	<b>32.328</b>	<b>33.280</b>	<b>34.241</b>	<b>35.319</b>
Base	25.259	26.142	27.056	28.002	28.981
Market	6.145	6.186	6.225	6.239	6.338
<b>Student Coordinator</b>	<b>32.923</b>	<b>34.074</b>	<b>35.265</b>	<b>36.498</b>	<b>37.774</b>
Base	32.923	34.074	35.265	36.498	37.774
Market	0.000	0.000	0.000	0.000	0.000
<b>Technical Coordinator</b>	<b>33.619</b>	<b>34.590</b>	<b>35.679</b>	<b>36.812</b>	<b>38.068</b>
Base	32.923	34.074	35.265	36.498	37.774
Market	0.696	0.516	0.414	0.314	0.294
<b>Clinical Oncology Social Worker</b>	<b>27.548</b>	<b>28.546</b>	<b>29.486</b>	<b>30.649</b>	<b>31.759</b>
Base	27.030	27.974	28.952	29.964	31.012
Market	0.518	0.571	2.140	0.685	0.747
<b>Registered Nurse</b>	<b>26.436</b>	<b>27.657</b>	<b>28.930</b>	<b>30.274</b>	<b>31.671</b>
Base	25.245	26.128	27.041	27.986	28.965
Market	1.191	1.529	1.889	2.288	2.706
<b>Clinical Coordinator</b>	<b>32.923</b>	<b>34.074</b>	<b>35.361</b>	<b>36.498</b>	<b>37.774</b>
Base	32.923	34.074	35.265	36.498	37.774
Market	0.000	0.000	0.000	0.000	0.000

**April 1, 2006**

	1	2	3	4	5
<b>Radiation Therapist I</b>	<b>29.772</b>	<b>30.629</b>	<b>31.507</b>	<b>32.435</b>	<b>33.392</b>
Base	25.259	26.142	27.056	28.002	28.981
Market	4.513	4.487	4.452	4.433	4.411
<b>Radiation Therapist II</b>	<b>31.577</b>	<b>32.507</b>	<b>33.466</b>	<b>34.433</b>	<b>35.518</b>
Base	28.267	29.255	30.278	31.336	32.432
Market	3.310	3.252	3.189	3.097	3.086
<b>Dosimetrist</b>	<b>31.404</b>	<b>32.328</b>	<b>33.280</b>	<b>34.241</b>	<b>35.319</b>
Base	25.259	26.142	27.056	28.002	28.981
Market	6.145	6.186	6.225	6.239	6.338
<b>Student Coordinator</b>	<b>34.431</b>	<b>35.634</b>	<b>36.880</b>	<b>38.170</b>	<b>39.503</b>
Base	34.431	35.634	36.880	38.169	39.503
Market	0.000	0.000	0.000	0.000	0.000
<b>Technical Coordinator</b>	<b>34.431</b>	<b>35.634</b>	<b>36.880</b>	<b>38.170</b>	<b>39.503</b>
Base	34.431	35.634	36.880	38.169	39.503
Market	0.000	0.000	0.000	0.000	0.000
<b>Clinical Oncology Social Worker</b>	<b>28.267</b>	<b>29.255</b>	<b>30.277</b>	<b>31.336</b>	<b>32.432</b>

Base	28.267	29.255	30.278	31.336	32.432
Market	0.000	0.000	0.000	0.000	0.000
<b>Registered Nurse</b>	<b>26.437</b>	<b>27.658</b>	<b>28.930</b>	<b>30.275</b>	<b>31.672</b>
Base	25.259	26.142	27.056	28.002	28.981
Market	1.178	1.516	1.875	2.273	2.691
<b>Clinical Coordinator</b>	<b>34.431</b>	<b>35.634</b>	<b>36.880</b>	<b>38.170</b>	<b>39.503</b>
Base	34.431	35.634	36.880	38.169	39.503
Market	0.000	0.000	0.000	0.000	0.000
<b>Drug Management Pharmacist - Degree</b>	<b>33.509</b>	<b>34.682</b>	<b>35.896</b>	<b>37.152</b>	<b>38.452</b>
Base	30.768	31.844	32.957	34.109	35.301
Market	2.741	2.838	2.939	3.043	3.151
<b>Drug Management Pharmacist - Degree Sr</b>	<b>36.189</b>	<b>37.456</b>	<b>38.767</b>	<b>40.124</b>	<b>41.528</b>
Base	30.768	31.844	32.957	34.109	35.301
Market	5.421	5.612	5.81	6.015	6.227
<b>Drug Management Pharmacist - Pharm D</b>	<b>39.084</b>	<b>40.452</b>	<b>41.868</b>	<b>43.333</b>	<b>44.85</b>
Base	30.768	31.844	32.957	34.109	35.301
Market	8.316	8.608	8.911	9.224	9.549

**LETTER OF UNDERSTANDING #1**  
**Re: Extended Hours of Work**

The parties hereto agree that, to enhance **services**, employees may have to be scheduled to work throughout the twenty-four (24) hour day and seven (7) days per week. Should existing programs be expanded and/or new programs be introduced requiring changes to the normal hours of work, the Employer and Union shall negotiate a Letter of Understanding identifying what and how such collective agreement provisions would be changed.

**Any proposed change to normal hours of work shall be subject to 60 days notice to the Union by the Employer.**

Signed this \_\_\_\_ day of \_\_\_\_\_, 2006

SIGNED ON BEHALF OF THE  
SASKATCHEWAN CANCER  
AGENCY

SIGNED ON BEHALF OF THE  
THE SASKATCHEWAN  
GOVERNMENT & GENERAL  
EMPLOYEES' UNION

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LETTER OF UNDERSTANDING #2  
Re: Education Allowance

**01** It is agreed, in recognition of education attained by Registered Nurses and Radiation Therapist ( including Dosimetrists, Mould Room Technicians and Student Coordinators), to pay, in addition to their salary as set forth in Schedule "A" and allowance of 17 cents per hour for all paid hours.

The education recognized will be as follows:

- (a) Registered Nurses- attainment of Oncology Nursing Certification through the Canadian Nursing Association;
- (b) Radiation Therapists and other related positions as described above- attainment of Advanced Certification or DMR.

**02** An employee will receive an allowance for only the highest qualification they have as outlined in a) and b) above. The education allowance is not cumulative.

**03** The education allowance is payable only when the course is applicable to the position held by the Employee.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2001

SIGNED ON BEHALF OF THE  
SASKATCHEWAN CANCER  
AGENCY

SIGNED ON BEHALF OF THE  
THE SASKATCHEWAN  
GOVERNMENT & GENERAL  
EMPLOYEES' UNION

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LETTER OF UNDERSTANDING #3  
Re: EXTENDED HEALTH AND ENHANCED DENTAL BENEFITS PLAN

The employer assures that the current level of benefits provided, pursuant to the Extended Health and Enhanced Dental Benefits Plan as of April 1, 2004, will continue at no cost to the employee, until March 31, 2007.

Funding required to maintain the plan in accordance with the above paragraph and any surpluses generated will be used to provide benefits within the Extended Health and Enhanced Dental Plan for the Health Provider employees.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2001

SIGNED ON BEHALF OF THE  
SASKATCHEWAN CANCER  
AGENCY

SIGNED ON BEHALF OF THE  
THE SASKATCHEWAN  
GOVERNMENT & GENERAL  
EMPLOYEES' UNION

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LETTER OF UNDERSTANDING #4

Re: Posting Project

*The parties agree to establish a six (6) month pilot project which allows applicants from a classification to apply for a position in the same classification, in a different area in the same geographical location of the Agency.*

The pilot will be set up based on the following principles:

1. Some type of ownership of a position.
2. Trial periods.
3. Flexibility for short term assignments within the classification.

Subject to Employer/Union agreement and based on the above principles a pilot project involving an agreed to classification(s), area(s) and location(s) will be established. Agreed classifications, areas and location shall be established within sixty (60) days of signing the collective agreement.

The pilot project will be evaluated during the remaining term of the Collective Agreement. Data will be utilized during the next round of bargaining.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2006

SIGNED ON BEHALF OF THE  
SASKATCHEWAN CANCER  
AGENCY

SIGNED ON BEHALF OF THE  
THE SASKATCHEWAN  
GOVERNMENT & GENERAL  
EMPLOYEES' UNION

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**IN WITNESS WHEREOF THE PARTIES HERETO HAVE CAUSED THESE PRESENTS TO BE EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2006.**

**Signed on behalf of:  
SASKATCHEWAN CANCER AGENCY/SASKATCHEWAN ASSOCIATION OF HEALTH ORGANIZATION BARGAINING COMMITTEE.**

\_\_\_\_\_  
Dennis Karakochuk

\_\_\_\_\_  
Terry Kuyek

\_\_\_\_\_  
Karen Gjevre

\_\_\_\_\_  
Ryan **Smith**

\_\_\_\_\_  
Huguette Gauthier

\_\_\_\_\_  
Roberta Sagal

\_\_\_\_\_  
Ivan Olfert

**Signed on behalf of:  
THE SASKATCHEWAN GOVERNMENT & GENERAL EMPLOYEES' UNION.**

\_\_\_\_\_  
Doug Blanc

\_\_\_\_\_  
**Rick Pryor**

\_\_\_\_\_  
Beverly Crossman

\_\_\_\_\_  
John Lawrence

\_\_\_\_\_  
Trent Edwards

\_\_\_\_\_  
Kevin Lobzun

