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EFF.	96	03	31
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No. OF EMPLOYEES	20		
NOMBRE D'EMPLOYÉS	20		

COLLECTIVE AGREEMENT
 BETWEEN
RANKIN INLET HOUSING ASSOCIATION
 AND
PUBLIC SERVICE ALLIANCE OF CANADA
 AS REPRESENTED BY THEIR AGENT
THE UNION OF NORTHERN WORKERS

200 5112 52ND STREET
YELLOWKNIFE, NT X1A 1T6

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ARTICLE 1

PURPOSE OF AGREEMENT

- 1.01 The purpose of this Agreement is to maintain harmonious and mutually **beneficial** relationships between the Employer, the employees and the Union, to set forth certain terms and conditions of employment relating to pay, hours of work, **employee benefits**, and **general** working conditions affecting employees covered by this Agreement and to ensure that all reasonable measures are provided **for** the safety and occupational **health of** the employees.
- 1.02 The parties to this Agreement **share** a desire to improve the quality, to promote well-being and increase the productivity of the employees to the end that the tenants will be well and efficiently **served**. Accordingly, the parties are **determined** to establish, within the framework provided by law, an effective working relationship at all levels in which members of the Bargaining Unit are employed.

ARTICLE 2

INTERPRETATION AND DEFINITIONS

- 2.01 For the purpose of this Agreement;
- (a) "Agreement" and "Collective Agreement" means this Collective Agreement.
 - (b) "**Alliance**" means the Public Service Alliance of Canada.
 - (c) "**Allowance**" means compensation payable to **an** employee in addition to **his** regular remuneration payable for the performance of the duties of his position.
 - (d) "Association" and "Employer" means the **Rankin Inlet Housing** Association.
 - (e) "Bargaining Unit" means all employees of the Employer, except the Secretary Manager, Assistant Secretary Manager and Maintenance Manager.
 - (f) A "common-law spouse" relationship is said to exist when, for a continuous period of at least one year, an employee has lived with a **person**, publicly represented that **person** to be his **spouse**, and lives and intends to continue to **live** with that spouse as if that person were his spouse.
 - (g) "Banked Time" means time banked with the Employer in lieu of cash payment, which is **accumulated** to provide the employee with paid leave at a time that is mutually agreed.
 - (h) "**Casual Employee**" means a **person** employed by the Employer **for** a period not to exceed four (4) months. A casual employee is a member of the Bargaining Unit. **If** the casual employment exceeds **four** (4) months the employee shall be considered a term employee and shall be entitled to all benefits in this Collective Agreement **retroactive** back to the **original** date of hire.
 - (i) "Committee" means the **Labour/Management** Committee.
 - (j) "Continuous Employment" and "Continuous Service" means uninterrupted employment with the Employer; and

- j) with reference to re-appointment of a lay-off, his employment in the position held by him at the time he was laid off, and his employment in the position to which he is appointed shall constitute continuous employment.
- (k) "Day of Rest" in relation to an employee means a day other than a holiday on which that employee is not ordinarily required to perform the duties of his position other than by reason of his being on leave of absence.
- (l) "Demotion" means the appointment of an employee for reasons of misconduct, incompetence or incapacity, to another position for which the maximum pay is less than that of his former position.
- (m) "Dependant" means a person who is:
 - (i) that employee's spouse (including common-law), who is not separated from the employee or going through divorce proceedings.
 - (ii) child, including step-child and adopted child who
 - (a) is under nineteen (19) years of age and dependent upon him/her for support; or
 - (b) being under twenty-one (21) years of age and dependant upon him by reason of full-time attendance at an educational institution; or
 - (c) who is wholly dependant upon him for support by reason of mental or physical infirmity.
- (n) "Double time" means twice the straight time rate.
- (o) "Employee" means a person employed by the Employer who is a member of the bargaining unit and includes:
 - (i) "Full-time employee", which means a person employed on a continuing basis for an indeterminate period.
 - (ii) "Part-time employee", which means a person employed on a continuing basis for less than a standard work day, week or month for an indeterminate period.
- (p) "Fiscal Year" means the period of time from April 1st in one year to March 31st in the following year.
- (q) "Grievance" means a complaint in writing that an employee, group of employees, or the Union submits to the Employer or that the Employer submits to the Union, to be processed through the grievance procedure.
- (r) "Holiday" means the twenty-four (24) hour period commencing at 12:01 A.M. of a day designated as a paid holiday in this Agreement.
- (s) "Lay-off" means an employee whose employment has been terminated because of lack of work, the discontinuance of a function or lack of funding.
- (t) "Leave of Absence" means absence from duty with the Employer's permission.

- (u) "May" shall be regarded as permissive and "Shall" and "Will" as imperative.
- (v) "**Manager**" means the Secretary Manager of the Employer.
- (w) "Membership Fees" means the fees established pursuant to the **By-Laws** of the **Union** as the fees payable by the members of the Bargaining Unit.
- (x) "Overtime" means work performed by an employee before or after or in excess **or** outside of **his regularly** scheduled hours **of** work.
- (y) "**Point of** Departure" means Winnipeg.
- (z) "Probation" **means** an **initial** period of employment in a position to **determine an** employee's **suitability** for the position.
- (aa) "Promotion" means the appointment of an employee to a new position, the maximum rate of pay of **which** exceeds that of his former position.
- (bb) "Rates of pay"
 - (i) "daily rate of **pay**" means an employee's hourly rate of pay multiplied by the employee's daily hours of work **as set out in Article 22;**
 - (ii) "weekly rate of pay" means an employee's daily rate of pay multiplied by five (5);
 - (iii) "**bi-weekly** rate of **pay**" means an employee's daily rate of pay multiplied by ten (10);
 - (iv) "annual rate of pay" means an employee's weekly rate of pay multiplied by **52.176;**
 - (v) "monthly rate of pay" means an employee's annual rate of pay divided by twelve **(12).**
- (cc) "Representative" means an employee who has been elected or appointed as an area **steward** or who represents the **Union at** meetings with management and who is authorized to represent the Union.
- (dd) "Seniority" means length of **service** with the Employer.
- (ee) "Straight time rate" means the hourly rate of pay.
- (ff) "**Time and one-half**" means one and one-half times the straight time rate.
- (gg) "Transfer" means the appointment of an employee to a new position, that does not constitute a promotion **or** demotion.
- (hh) "Union" means the **Public Service Alliance** of Canada **as** represented by its agent, the Union of Northern Workers.
- (ii) "Week" for the purposes of this Agreement **shall be** deemed to commence at **12:01 AM** on Monday and terminate at midnight on Sunday.

2.02 Except as otherwise provided in this Agreement, expressions used in this Agreement, if defined in the **Interpretation** Act, the Canada labour Code or in the Regulations made thereunder, shall have the **Same** meaning as given to them in the Act or Code or Regulations.

- 2.03 Where the masculine gender is used, it shall be considered to include the female gender unless any provision of this Agreement otherwise specifies.

ARTICLE 3

RECOGNITION

- 3.01 The Employer recognizes the Union as the exclusive bargaining agent for all employees in the bargaining unit.

DISCRIMINATION

- 3.02 The Employer and the Union agree that there shall be no discrimination, interference, restriction, or coercion exercised or practised with respect to any employee by reason of age, sex, race, creed, colour, national origin, political or religious affiliation, marital status (including common-law relationships), family status, sexual orientation, criminal offence for which a pardon has been granted, mental or physical disability (except for employment equity programmes), by reason of union membership or activity nor by exercising their rights under the Collective Agreement.

Affirmative Action policies shall be deemed non-discriminatory.

- 3.03 The Employer shall make every reasonable effort to find alternate employment for an employee who becomes mentally and/or physical disabled.
- 3.04 All employees covered by this Agreement must become members of and maintain membership in good standing in the Union as a condition of employment within thirty (30) days of the date they commenced employment. They shall maintain membership as a continuing condition of employment.

ARTICLE 4

APPLICATION

- 4.01 The provisions of this Agreement apply to the Union, the employees, and the Employer.
- 4.02 The Employer and the Union shall share equally the costs associated with the printing and distribution of the Collective Agreement. The Union will facilitate said printing and distribution.
- 4.03 Part-time employees shall be entitled to all eligible benefits provided under this Agreement in the same proportion as their weekly hours of work compared to the standard work week.
- 4.03 Feminine, masculine, singular and plural pronouns used in this Agreement shall be interchangeable in the interpretation of this Agreement except where specifically precluded by the context.
- 4.04 The Union and the Employer shall share equally in the costs associated with the printing and distribution of the Collective Agreement. The Union will facilitate said printing and distribution.

If an Inuktitut version of this Agreement is requested, the Union and the Employer shall share equally all costs associated with the translation of this Agreement. In the case of any dispute between the versions of this Agreement, the English version shall govern.

ARTICLE 5

CONFLICT OF PROVISIONS

- 5.01 Where there is any conflict between the provisions of this Agreement and any regulation, direction or other instrument dealing with terms and conditions of employment Issued by the Employer, the provisions of this agreement shall prevail.
- 5.02 In the event that any law passed by Parliament, or the Northwest Territories Legislative Assembly renders null and void or alters any provision of this Agreement, the remaining provisions of the Agreement shall remain in effect for the term of the Agreement. When this occurs the Collective Agreement shall be reopened upon the request of either party and negotiations shall commence with a view to finding an appropriate substitute for the annulled or altered provisions.

ARTICLE 6

STRIKES AND LOCKOUTS

- 6.01 There will be no lockout by the Employer and no interruption or impeding of work, work stoppage, strike, sit-down, slow-down, or any other interference with production by any employee or employees during the term of this Agreement.

ARTICLE 7

MANAGEMENT RIGHTS

- 7.01 The Union acknowledges that all management rights and prerogatives are vested exclusively with the Employer, except as may be otherwise specifically provided for in this Agreement, and without limiting the generality of the foregoing, it is the exclusive function of the Employer:
- (a) To determine and establish standards and procedures in the operation of the Association.
 - (b) To maintain order, discipline and efficiency and, in connection therewith, to establish and enforce rules and regulations.
 - (c) To plan, direct, organize and control the work of the employees and the operations of the Association. This includes the introduction of new and improved methods, facilities and equipment, and to control the amount of supervision necessary and work schedules.
 - (d) To direct employees, including hiring, transfer, lay-off, recall, promotion, demotion, classification and assignment of duties, and to suspend, discharge, or otherwise discipline employees for just cause.
- 7.02 Management shall exercise its rights in a manner that is fair, reasonable and consistent with the terms of this Agreement.

ARTICLE 8

EMPLOYER DIRECTIVES

- 8.01 The Employer shall provide the Union with a copy of all personnel directives. Where the Employer proposes to issue a personnel directive which is intended to clarify the interpretation

or application of the Collective Agreement, the Employer shall consult with ~~the~~ Union prior to issuing the directives.

ARTICLE 9

UNION ACCESS TO EMPLOYER PREMISES

9.01 The Employer shall permit access to its work premises of an accredited representative of the Union.

ARTICLE 10

APPOINTMENT OF REPRESENTATIVES

10.01 The Employer acknowledges the right of the Union to appoint employees as representatives.

ARTICLE 11

TIME-OFF FOR UNION BUSINESS

11.01 The Employer will grant leave with pay to an employee who is party to, called as a witness or representing the Union before an arbitration hearing.

11.02 When operational requirements permit, the Employer will grant leave with pay to:

- (a) an employee and his representative involved in the process of a grievance or a possible grievance;
- (b) a witness **called** by an employee who is a party to a grievance;
- (c) up to two (2) employees for the purpose of attending contract negotiations, including preparatory meetings and conciliation meetings;
- (d) up to two (2) employees who are meeting **with** management on behalf of the Union.

11.03 When operational requirements permit, the Employer will grant leave without pay to:

- (a) a reasonable number of employees to attend executive council meetings and conventions of the Alliance, the Union of Northern Workers, the Canadian Labour Congress and the N.W.T. Federation of Labour.
- (b) an employee who **exercises** the authority of a **representative** on behalf of the Union to undertake training related to the duties of a representative.
- (c) employees who, upon reasonable notice, participate as a delegate to constitutional conferences or other similar **forums** or to present briefs to **commissions**, boards and hearings that are mandated by territorial legislation.

11.04 An employee will only be granted leave under clauses 11.01, 11.02 or 11.03 for hours that would otherwise be regular hours of work.

- 11.05 (a) A Representative shall obtain the permission of his immediate supervisor before leaving his work to investigate a grievance, to meet with management for the purpose of dealing with grievances and to attend meetings called by management. **Such permission** shall not be unreasonably withheld.
- (b) **The** Representative shall make every reasonable effort to report back to his supervisor before resuming his normal duties.
- 11.06 (a) (i) Employees elected as President, First vice-President, 2nd Vice-President and Regional Vice-President of the **Union** shall be granted leave of absence for the term of office. During the leave of absence such employees shall maintain all accumulated rights and **benefits** to which they are entitled under the Collective Agreement.
- (ii) Upon reasonable notification, the Employer shall grant leave without pay to the **Union** representatives seconded for a minimum period of one week to serve as President of the Union on a temporary basis.
- (b) The Employer shall continue to pay such employees their applicable salary in accordance with the terms of the Collective Agreement. Upon invoice by the Employer the Union shall reimburse the Employer for the amounts so paid.
- (c) The benefits of any group shall be extended to such employees and the Union will reimburse the Employer for such costs involved.
- (d) Such employees shall be entitled to an increment for each year of their leave of absence to a maximum of **Step Six** in their pay level of their applicable salary.
- (e) Such employees shall advise the Employer as soon as possible when an extension of the leave of absence is applicable due to re-election.
- (f) Upon termination of their leave of absence such employee shall be offered as a minimum the position they held with the Employer in the same work site and community before they commenced the leave of absence. When such employees wish to invoke this clause of the Collective Agreement they shall provide the Employer with a three month notice of their intent to do so.
- (g) Notwithstanding **Clause 11.06(f)**, the Employer may make an offer of employment to employees to a position inside the Bargaining Unit should such employee bid on a competition and be the successful candidate.
- (h) Employees on leave under this clause shall not accumulate seniority while on leave without pay.

ARTICLE 12

CHECK OFF

- 12.01 Effective the first of the month following the signing of this Agreement, the Employer will, as a condition of employment, deduct an amount equal to the amount of Membership Fees from the pay of all employees in the Bargaining Unit.

- 12.02** The Alliance shall inform the Employer in writing of the authorized deduction to be checked off for each employee within the Bargaining Unit.
- 12.03** For the purpose of applying **Clause 12.01**, deductions from pay for each employee will occur on a bi-weekly basis.
- 12.04** From the date of signing and for the duration of this Agreement, no employee organization, other than the Alliance, shall be permitted to have membership fees deducted by the Employer from the pay of the employees in the Bargaining Unit.
- 12.05** The amounts deducted in accordance with **Clause 12.01** shall be remitted to the Comptroller of the Alliance, **233 Gilmour Street, Ottawa, Ontario, K2P 0P1** by cheque within a reasonable period of time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on his behalf.
- 12.06** The Employer agrees to identify annually on each employee's T-4 slip the total amount of Membership Fees deducted for the preceding year.
- 12.07** The Employer may agree to make deductions for other purposes on the basis of the production of appropriate documentation.
- 12.08** The Alliance agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this article except for any claim or liability arising out of an error committed by the Employer.

ARTICLE 13

INFORMATION

- 13.01** The Employer agrees to provide the Union on a monthly basis, with information concerning the identification of each employee in the Bargaining Unit. This information shall include the name, address, job classification, rate of pay, employment status and social insurance number of all employees in the Bargaining Unit.

The Employer shall indicate which employees have been recruited or transferred and those employees who have been struck off strength during the period reported.

The Employer shall provide separate listings for employees who are normally scheduled to work full time (including term, casual and/or seasonal employees) and for employees who are normally scheduled to work less than full time, that is fewer than the regular hours per day or days per week.

- 13.02** The Employer shall notify the Union of all newly created classifications including its designation as to whether it is within or outside of the Bargaining Unit.
- 13.03** The Employer shall provide each employee with a copy of the Collective Agreement.
- 13.04** The Employer agrees to provide each new member of the Bargaining Unit with a copy of the Collective Agreement upon his appointment.

ARTICLE 14

SENIORITY

- 14.01** Seniority is defined as the length of service with the Employer, and shall be applied on a bargaining unit **wide** basis.
- 14.02** (a) A newly hired employee shall be on probation for a period of six (6) months.
- (b) During the probationary period, the employee shall be entitled to all **rights** and benefits **contained in** this Agreement, **except**:
- (i) the accumulation of seniority, which shall **not** be credited to **the** employee until he has completed his probationary period to become a regular employee; at this time, his seniority shall be dated six (6) months prior to the date **the** employee becomes a regular employee; and
- (ii) in the event that the Employer **determines** that the employee does not meet the requirements of the position or is unsuitable to become a regular employee, he shall be **terminated** and said **termination** shall **not be** the subject of a grievance under Article 33 "Adjustment of Disputes".
- 14.03** The Employer shall maintain a seniority list **showing** the date upon which each employee's service commenced. The seniority **list** shall **be** kept up to date, a copy of **which** shall be posted on the bulletin board, and shall **be** sent to the union **every six** (6) months.
- 14.04** An employee shall be on probation for a period of four (4) months when **an** employee has been promoted **or** transferred. During the probationary period, the **employee** shall **be** entitled to **all** rights **and** benefits of the Collective Agreement. If an employee does not successfully **complete** his probationary period on transfer or **probation** he **shall be returned** to the position held before the transfer or **promotion** or, by mutual consent of the employee and the Employer, to a position at an equivalent classification and pay level.
- 14.05** An employee shall **lose** his seniority in the following circumstances:
- (a) if he is **discharged** for just cause and is not reinstated;
- (b) if he resigns voluntarily;
- (c) if he abandons his position;
- (d) **if** he is on layoff for more than one (1) year;
- (e) if, following layoff, he **fails to return** to work within ten (10) **working** days of being recalled.
- 14.06** Seniority shall not accumulate during a period of leave of absence.

ARTICLE 15

PROVISION OF BULLETIN BOARD SPACE AND OTHER FACILITIES

- 15.01** The Employer shall provide bulletin board space in its office and shop clearly identified for exclusive Union use.
- 15.02** The Employer may make available to the Union specific locations on the premises for the placement of bulk quantities of literature of the Union.
- 15.03** The Employer may make available to the Union and the members of the Bargaining Unit a suitable meeting room to be used from time to time for the business relating to the Bargaining Unit. Permission for this purpose shall not be unreasonably withheld.
- 15.04** The Employer will process any mail originating from the Union addressed to all employees in accordance with the Employer's normal internal mail distribution system.
- 15.05** A representative of the Union shall have the right to give each new employee an orientation of up to thirty (30) minutes and the representative of the Union and the employee shall be given leave with pay for such purposes.

ARTICLE 16

DESIGNATED PAID HOLIDAYS

- 16.01 (1)** The following days are designated paid holidays for employees covered by this Collective Agreement:
- (a) New Year's Day;
 - (b) Good Friday;
 - (c) Easter Monday;
 - (d) Victoria Day;
 - (e) Canada Day;
 - (g) Nunavut Day;
 - (g) Civic Holiday, The first Monday in August; or another day fixed by order of the Commissioner.
 - (h) Labour Day;
 - (i) Thanksgiving Day;
 - (j) Remembrance Day;
 - (k) Christmas Day;
 - (l) Boxing Day;
 - (m) Hamlet Day
- (2)** A paid holiday shall also be granted to all employees on any special day proclaimed by the Government of Canada or the Commissioner of the NWT.
- (3)** No employee is entitled to be paid in respect of a designated paid holiday, where:
- (a) He has not worked for the Employer a total of thirty (30) days during the preceding twelve (12) months.

- (b) He did not report to work on that day after having been called to work on that day: **or**
- (c) Without the consent of the Employer, he has not reported for work on either his last regular working day preceding, or his first working day following, the designated paid holiday.

HOLIDAY FALLING ON A DAY OF REST

- 16.02 When a day designated as a holiday under Clause 16.01 **coincides** with an employee's day of rest, the holiday shall be moved to the employee's **first** working day following his day of rest.
- 16.03 When a day designated as a holiday for an employee is moved to another day under the provisions of Clause 16.02:
 - (a) Work **performed** by an employee on the day from which the holiday was moved shall be considered as work performed on a day of rest; and
 - (b) Work **performed** by an employee on the day to which the holiday was moved, shall be **considered** as work performed on a holiday.
- 16.04 Where a day that **is** a designated holiday for an employee falls within a period of leave **with pay**, the holiday shall not count as a day of leave.
- 16.06 At the request of the **employee**, and where operational requirements of the Employer **permit**, an employee shall not be required to work both Christmas and New Year's Day.
- 16.07 An employee who is not required to work on a general holiday shall not be required to work on another day that would **otherwise** be a **non-working** day in the week in which the holiday occurs, unless he is paid at a rate at least equal to double his **current** rate of wages for the time worked by him on that day.
- 16.08 Part-time employees shall be eligible for designated holidays **based on** their **normally** scheduled hours for the holiday except that part-time employees who do not work regular daily hours shall **be paid based** on the average of **their** daily straight time and overtime hours worked over the previous four (4) week period.
- 16.09 When the Employer requires an employee to work on a designated paid holiday as **part** of his regularly scheduled hours of duty or as overtime when he **is** not scheduled to work, he shall **be paid** in addition to the pay that he **would** have been **granted** had he **not** worked on the holiday one and one-half (1 1/2) **times his** regular rate of wages for the **time worked** by him on that day.
- 16.10 Where a day that is a designated holiday for an employee falls within a **period** of leave with pay, the holiday shall not count as a day of leave.
- 16.11 An employee who is required to work on a holiday as provided in 16.09 shall have the option of **being paid** for said work or having it applied to his overtime bank as provided in 23.07 of this Agreement.

ARTICLE 17

LEAVE - GENERAL

- 17.01 During the month of May in each year the Employer shall inform each employee in the Bargaining Unit in writing of the balance of his special, sick and vacation leave credits as of the 31st day of March.
- 17.02 If, at the end of the fiscal year, an employee's entitlement to vacation leave with pay includes a fractional entitlement of less or more than one-half day the entitlement shall be increased as follows:
- (a) to a half day if the fractional entitlement is less than one-half day;
 - (b) to a full day if the fractional entitlement is more than one-half day.
- 17.03 For the purpose of leave or time off, operational requirements are deemed to exist when:
- (a) the absence of the employee will prevent a deadline to be met because the employee cannot readily be replaced: or
 - (b) the absence of the employee will cause an interruption or a reduction of a service or activity which is necessary for the continued operations of the Employer.
- 17.04 When the Employer rejects an employee's application for leave, the reasons for the rejection shall be provided to the employee in writing upon the request of the employee.
- 17.05 An employee's request for any leave shall be responded to by the Employer as soon as the Employer can practically do so. But in any case shall be responded to within two (2) weeks of application.
- 17.06 When the employment of an employee who has been granted more vacation, sick leave or special leave with pay than he has earned is terminated due to death or layoff the employee shall be considered to have earned that amount of leave with pay granted to him.
- 17.07 When an employee is in receipt of an extra allowance and is granted leave with pay, he is entitled during his period of leave to receive the allowance if the special or extra duties in respect of which he is paid the allowance were assigned to him on a continuing basis.
- 17.08 During the month of May in each year the Employer shall inform each employee in the Bargaining Unit in writing of the balance of his special, sick and vacation leave credits as of the 31st day of March.

ARTICLE 18

VACATION LEAVE

ACCUMULATION OF VACATION LEAVE

- 18.01 (1) For each month of a fiscal year in which an employee receives pay for at least ten (10) days, he shall earn vacation leave at the following rates:

- (a) one and one quarter (1 $\frac{1}{4}$) days each month until the month in which the anniversary of the second (2nd) year of continuous service is completed.
 - (b) one and two-thirds (1 $\frac{2}{3}$) days each month commencing in the month after completion of two (2) years of continuous service and ending in the month that ten (10) years of continuous service is completed.
 - (c) two and one-twelfth (2 $\frac{1}{12}$) days each month commencing in the month after completion of ten (10) years of continuous service and ending in the month that fifteen (15) years of continuous service is completed.
 - (d) two and one-half (2 $\frac{1}{2}$) days each month commencing in the month after completion of fifteen (15) years of continuous service.
- (2) Part time employees shall receive the vacation entitlement specified in clause (1) above on a pro-rata basis, (i.e. a maintenance employee working four (4) hours per day would, in a month where he worked in excess of ten (10) days, receive vacation leave credits of one and one-quarter (1 $\frac{1}{4}$) or one and two-thirds (1 $\frac{2}{3}$), etc. as the case may be, times four (4) hours.

GRANTING OF VACATION LEAVE

- 18.02** (1) In granting vacation leave with pay to an employee, the Employer shall make every reasonable effort to:
- (a) Schedule vacation leave for all employees in the fiscal year in which it is earned;
 - (b) Not recall an employee to duty after he has proceeded on vacation leave;
 - (c) Grant the employee his vacation leave during the fiscal year in which it is earned at a time specified by him;
 - (d) Grant the employee vacation leave for at least up to four (4) consecutive weeks, depending upon his vacation entitlements, when so requested by the employee: and
 - (i) Where two or more employees apply for the same period of vacation leave, seniority shall be the determining factor.
- (2) The Employer shall reply to the request for vacation leave submitted by the employee within ten (10) working days from the date of receipt of the application. Where the Employer has proposed to change, reduce or deny the vacation leave requested by the employee, the Employer shall provide the employee with the reasons, in writing, for such change, reduction or denial of vacation leave.

18.03 Where in respect of any period of vacation leave, an employee:

- (a) Is granted special leave, when there is a death in his immediate family as defined in Article 19; or
- (b) Is granted sick leave on production of a medical certificate;

the period of vacation leave so displaced shall either be added to the vacation period if requested by the employee and approved by the Employer, or reinstated for use at a later date.

18.04 Employees are not permitted to carry over more vacation leave credits than can be earned in one (1) fiscal year. Vacation leave credits exceeding a one (1) year entitlement will be liquidated in cash in the month of May.

RECALL FROM VACATION LEAVE

- 18.05** (a) There shall be no recall to work of an employee who is on vacation leave, except in the case of an emergency.
- (b) When during any period of vacation leave an employee is recalled to duty, he shall be reimbursed for reasonable expenses, as normally defined by the Employer, that he incurs:
- (i) In proceeding to his place of duty;
 - (ii) In respect of any non-refundable deposits or prearrangement associated with his vacation;
 - (iii) In returning to the place from which he was recalled if he immediately resumes vacation upon completing the assignment for which he was recalled;

after submitting in writing such accounts as are normally required by the Employer.

18.06 The employee shall not be considered as being on vacation leave during any period in respect of which he is entitled under Clause 18.05 of be reimbursed for reasonable expenses incurred by him.

LEAVE WHEN EMPLOYMENT TERMINATES

18.07 Where an employee dies or otherwise terminates his employment:

- (a) The employee or his estate shall, in lieu of earned but unused vacation leave, be paid an amount equal to the product obtained by multiplying the number of days of earned but unused vacation leave by the daily rate of pay applicable to the employee immediately prior to the termination of his employment, or
- (b) The Employer shall grant the employee any vacation leave earned but not used by him before the employment is terminated by lay-off if the employee so requests.

18.08 An employee whose employment is terminated by reason of a declaration that he abandoned his position is entitled to receive the payment referred to in Clause 18.07. If after reasonable efforts, the Employer is unable to locate the employee within six (6) months of termination, his entitlement shall lapse.

VACATION TRAVEL ASSISTANCE

18.09 Employees who have completed six months of continuous employment are entitled to one Vacation Travel Assistance each fiscal year.

18.10 Employees are entitled to Vacation Travel Assistance under 18.09 for their dependents who are two years and over where the employee signs a notarized statement confirming that a similar benefit is not provided by any other Employer.

- 18.11 Vacation Travel Assistance must be paid in the year in which it was earned. If an employee's application for leave is denied by the Employer, the employee shall be paid the entitlement to Vacation Travel Assistance within 30 days of denial of the leave.
- 18.12 When using Vacation Travel Assistance as calculated in accordance with 18.13 an employee is entitled to travel time with pay of at least one half day each way, or the actual travel time, which ever is greater provided the latter does not exceed the time normally required to travel by air to the employee's point of departure.
- 18.13 Vacation travel assistance for each person shall be the cash equivalent of the airfare for a 7 day return advance booking between Rankin Inlet and Winnipeg.
- 18.14 The Employer will provide the Vacation Travel Assistance within 30 days of receiving the application.
- 18.15 The application for Vacation Travel Assistance must be accompanied by proof that at least one day of vacation leave has been granted,
- 18.16 An employee who has requested and is granted annual leave between October 1 and March 31 of any year shall, in addition, to his/her vacation leave receive one (1) extra day when he/she liquidates five (5) consecutive days of annual leave within the above days.
- 18.17 If an employee is granted Vacation Travel Assistance and within the next six (6) months terminates his employment, he will pay back to the Employer some or all of the Vacation Travel Assistance received, based on the following schedule:

If the employee terminates his employment:

- (a) less than one (1) month after being granted Vacation Travel Assistance, he shall repay the full amount of the Vacation Travel Assistance;
- (b) more than one (1) month but less than two (2) months after being granted Vacation Travel Assistance, he shall repay five-sixths ($\frac{5}{6}$) of the amount of the Vacation Travel Assistance;
- (c) more than two (2) months but less than three (3) months after being granted Vacation Travel Assistance, he shall repay two thirds ($\frac{2}{3}$) of the amount of the Vacation Travel Assistance;
- (d) more than three (3) months but less than four (4) months after being granted Vacation Travel Assistance, he shall repay one half ($\frac{1}{2}$) of the amount of the Vacation Travel Assistance;
- (e) more than four (4) months but less than five (5) months after being granted Vacation Travel Assistance, he shall repay one third ($\frac{1}{3}$) of the amount of the Vacation Travel Assistance: and
- (f) more than five (5) months but less than six (6) months after being granted Vacation Travel Assistance, he shall repay one-sixth ($\frac{1}{6}$) of the amount of the Vacation Travel Assistance.

ARTICLE 19

SPECIAL LEAVE

CREDITS

- 19.01 An employee shall earn special leave credits up to a maximum of twenty-five (25) days at the following rates:
- (a) One-half ($\frac{1}{2}$) day for each calendar month in which he received pay for at least ten (10) days, or
 - (b) One-quarter ($\frac{1}{4}$) day for each calendar month in which he received pay for less than ten (10) days.

As credits are used, they may be earned up to the maximum.

- 19.02 For the purposes of this Article, immediate family is defined as an employee's father, mother, brother, sister, spouse, common-law spouse, child, father-in-law, mother-in-law, and any relative permanently residing in the employee's household or with whom the employee permanently resides.

- (a) The Employer shall grant special leave earned with pay for a period of up to five (5) consecutive working days when there is a death in the employee's immediate family.
- (b) The Employer shall grant special leave earned with pay for a period of up to one (1) day, as follows:
 - (i) On the birth of the employee's child;
 - (ii) On the adoption of a child by the employee; and
 - (iii) When an employee is to be married.

This leave may be divided into two (2) parts and taken on separate days.

- (c) The Employer shall grant special leave earned with pay for a period of up to one (1) working day in the case of the illness of an employee's spouse or child where the presence of the employee is required.

ADVANCE OF CREDITS

- 19.03 Where an employee has insufficient credits to permit the granting of special leave, leave may, at the discretion of the Employer, be granted, subject to the condition that such advance will be deducted from special leave credits subsequently earned.

CASUAL LEAVE

- 19.04 Employees may be granted casual leave with pay to a maximum of two (2) hours for medical, dental and legal appointments,

ARTICLE 20

SICK LEAVE

CREDITS

- 20.01** An employee shall earn sick leave credits at the rate of one and a quarter (1¼) days for each calendar month for which ~~he~~ receives pay for at least ten (10) days.
- 20.02** Subject to (a) and (b) below, and to the remainder of this Article, all absences on account of illness on a normal working day (exclusive of designated holidays) shall be charged against an employee's accumulated sick leave credits.
- (a) There shall ~~be~~ no charge against an employee's sick leave credits when his absence on account of illness is less than one-half (½) day and the employee has been on duty for at least ~~two~~ (2) hours;
- (b) Where the period of absence on account of illness is at least one-half (½) day but less than a full day, one-half (½) day only shall be charged as sick leave.
- 20.03** Where leave of absence without pay is authorized for any reason, or an employee is laid-off because of lack of work, and the employee returns to work upon expiration of such leave of absence or lay-off, he shall earn sick leave credits for each month in which he worked at least ten (10) days and shall retain any unused sick leave existing at the time of lay-off or commencement of leave without pay.
- 20.04** When an employee is granted sick leave with pay and injury-on-duty leave is subsequently approved for a concurrent period, there shall be no charge against his sick leave credits for the period of concurrency.
- 20.05** An employee will be eligible for paid sick leave, provided he reports his sickness within two (2) hours of having to report to work to the Manager or his designate.
- 20.06** The Employer may require the employee to produce a certificate from a qualified medical practitioner, certifying that said employee is unable to carry out his duties due to illness or to certify that the employee is able to return to work.
- 20.07** An employee must sign a statement, describing the nature of his illness or injury and stating that because of this illness or injury he was unable to perform his duties in order to be eligible for paid sick leave.
- 20.08** An employee is not eligible for sick leave with pay for any period during which he is on leave of absence without pay or under suspension or laid off.
- 20.09** Every employee who is proceeding to a medical centre shall be granted leave of absence with pay, which shall be charged against his special leave credits, for the lesser of three (3) days or the actual time taken to travel from his post to a medical centre and return.

ARTICLE 21

OTHER TYPES OF LEAVE

COURT LEAVE

- 21.01** Leave of absence with pay shall be given to every employee other than an employee on leave of absence without pay, laid off or on suspension who is required:
- (a) To serve on a jury and the Jury selection process; **or**
 - (b) By subpoena or summons to attend as a witness in any proceeding held:
 - (i) In **or** under the authority of a court of justice or before a grand jury;
 - (ii) Before a court, judge, justice, magistrate, **or** coroner;
 - (iii) Before the Senate **or** House of Commons of Canada, or a committee of the Senate or House of Commons, otherwise than in the performance of the duties of his position;
 - (iv) Before a legislative council, legislative assembly **or** house of assembly, or any committee thereof that is authorized by law to compel the attendance of witnesses before it;
 - (v) Before an arbitrator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it;
 - (c) Notwithstanding anything contained in this Article, there may be deducted from the regular pay of the employee any remuneration received by him as a result of serving on a jury or as a witness, **other** than remuneration received as an allowance or reimbursement for expenses incurred in such duty.

INJURY ON DUTY LEAVE

- 21.02** (a) An employee shall **be** granted injury-on-duty leave with pay for such reasonable period as may **be determined** by the Employer, where it is **determined** by the Workers' Compensation Board that he is **unable** to perform his duties because of:
- (i) A personal injury accidentally received in the performance of his duties and **not** caused by the employee's **wilful** misconduct
 - (ii) Sickness resulting from the nature of his employment; **or**
 - (iii) **Over-exposure** to radioactivity or other hazardous conditions in the course of his employment;

the employee **agrees** to pay the Employer any amount received by him **for** loss of wages **in** settlement of any claim he may have in **respect of** such injury, sickness **or** exposure, provided however, that such amount does not stem from a personal disability policy for which the employee **or** his **agent** has paid the premium. Prior to making any payments under this Section, the Employer has the right to speak with the employee's medical

practitioner. The employee shall, ~~if~~he wishes to continue his claim for injury on duty leave, permit the physician to release relevant information to the Employer.

RECOGNITION

- (b) The Employer shall make every reasonable effort to find alternate employment within its employ for an employee who becomes unable to carry out his normal work functions as a result of a physical or mental disability arising as a result of his employment with the Employer.

MATERNITY LEAVE

- 21.03 (a) (i) An employee who has completed six (6) months of continuous service and who becomes pregnant shall notify the Employer of her pregnancy at least fifteen (15) weeks prior to the expected date of termination of her pregnancy and, subject to section (ii) of this Clause, shall, eleven (11) weeks before the expected date of the termination of her pregnancy be granted leave without pay for a period ending not later than twenty-six (26) weeks after the date of the termination of her pregnancy.
- (ii) The Employer may:
- (a) Upon written request from the employee, defer the commencement of maternity leave without pay of an employee or terminate it earlier than twenty-six (26) weeks after the date of the termination of her pregnancy;
 - (b) Grant maternity leave Without pay to an employee to commence earlier than eleven (11) weeks before the expected termination of her pregnancy;
 - (c) Where maternity leave without pay is requested, require an employee to submit a medical certificate certifying pregnancy.
- (iii) Leave granted under this Clause shall be counted for the calculation of "continuous employment".
- (b) (i) After completion of six (6) months continuous employment, an employee who provides the Employer with proof that she has applied for and is eligible to receive unemployment insurance benefits pursuant to sections 20 or 23 of the *Employment Insurance Act*, shall be paid a maternity leave allowance in accordance with the Supplementary Unemployment Benefit Plan.
- (ii) An applicant under Clause 21.03(b)(i) shall sign an agreement with the Employer providing:
- (a) That she will return to work and remain in the Employer's employ for a period of at least six (6) months after her return to work;
 - (b) That she will return to work on the date of the expiry of her maternity leave, unless this date is modified with the Employer's consent.
- (iii) Should the employee fail to return to work as per the provisions of Clause 21.03(b)(ii), the employee recognizes that she is indebted to the Employer for the amount of maternity leave allowance received.

- (c) (i) In respect of the period of maternity leave, payments made according to the supplementary unemployment plan will consist of a maximum of seventeen (17) weeks payments equivalent to ninety-three percent (93%) of her weekly rate of pay. The Employee shall not receive more than 93% of her regular wage while participating in the above plan.
- (ii) (a) For a full-time employee the weekly rate of pay referred to in Clause 21.03(c)(i) shall be the weekly rate of which she is entitled for the classification prescribed in her certificate of appointment on the day immediately preceding the commencement of the maternity leave.
- (b) For a part-time employee the weekly rate of pay referred to in Clause 21.03(c)(i) shall be the pro-rated weekly rate of pay to which she is entitled for the classification prescribed in her certificate of appointment averaged over the six month period of continuous employment immediately preceding the commencement of maternity leave.
- (c) Further, when a pregnant employee produces a statement from her physician that her working condition may be detrimental to her health or that of the fetus, the Employer will either change those working conditions where that is reasonable within his operational requirements or allow the employee to take leave of absence without pay for the duration of her pregnancy.
- (iii) The employee shall have no vested interest in the plan.
- (iv) The Employer shall not reduce, or increase wages, or other monies normally owing to the employee solely because the employee is participating in the above plan.
- (d) Where an employee becomes eligible for an annual increment or pay raise during the period of maternity leave, payments under Clause 21.03(c) shall be adjusted accordingly.
- (e) The employee has no vested right to this allowance except for supplementation of UI benefits as provided in this article.
- (9) Payments in respect of any other remuneration or severance pay benefits are not reduced or increased by payments received under this article.
- (g) The Employer will inform the Canada Employment and Immigration Commission of any changes in this article within thirty (30) days of the effective date of the change.

LEAVE WITHOUT PAY FOR PERSONAL REASONS

21.04 An employee may apply to the Secretary Manager for personal leave without pay. He shall make his application in writing, stating the reasons for the leave, the length of the leave and the date upon which he wishes to commence such leave. The Employer shall review the employee's application and either approve or deny said application within a reasonable period of time.

ADOPTION LEAVE

21.05 The maternity leave clause shall apply mutatis mutandis to adoption and applies to both male and female employees.

ARTICLE 22

HOURS OF WORK

- 22.01** The regular hours of work for office staff shall be seven and one-half (7 1/2) hours per day exclusive of a one (1) hour unpaid meal period to be taken as near the midpoint of the shift as the requirements of the operation of the service will allow between the hours of 7:30 a.m. and 6:00 p.m., Monday to Friday.
- For employees hired after October 1, 1996, the work week may be scheduled over any five (5) consecutive days.
- 22.02** The regular hours of work for maintenance staff shall be eight (8) hours per day exclusive of a one (1) hour unpaid meal period to be taken as near the midpoint of the shift as the requirements of the operation of the service will allow between the hours of 7:00 a.m. and 6:00 p.m., Monday to Friday.
- For employees hired after October 1, 1996, the work week may be scheduled over any five (5) consecutive days.
- 22.03** Employees shall be entitled to rest periods of fifteen (15) minutes duration at or near the midpoint of the first half of their shift and at or near the midpoint of the second half of their shift.
- 22.04** Where the Employer determines that there is a requirement for shifts other than the regular hours of work specified above, they shall post the shift schedule on appropriate notice boards and provide those employees assigned to work the said shift ten (10) working days notice of the change to their hours of work.
- 22.05** All employees working shifts of four (4) hours duration or more shall be entitled to a rest period of fifteen (15) minutes duration for each four (4) hours of work or portion thereof in excess of two (2) hours commencing at or around the midpoint of the four (4) hour period.
- 22.06** Where an employee is unable to take a meal break, which results in him working in excess of his regular daily hours the employee shall be paid for the meal period at the appropriate overtime rate.

ARTICLE 23

OVERTIME

- 23.01** An employee who is required to work overtime shall be paid overtime compensation for each fifteen (15) minutes of overtime worked by him subject to a minimum payment of one (1) hour at the overtime rate when the overtime work is authorized in advance by the Employer.
- 23.02** Employees shall record starting and finishing times of overtime worked on a form determined by the Employer.

23.03 An employee who is required to work overtime shall be paid time and one half (1 ½), for the first four (4) hours of overtime worked, and if required to continue working after the first four (4) consecutive hours of overtime, he shall be paid double time (2X) for all such hours worked in excess of the initial four (4) consecutive hours. Doubletime (2X) shall also apply to all hours worked on a second or subsequent day of rest, provided the days of rest are consecutive.

OFF DAYS DEFINED

23.04 (a) "First day of rest" is defined as the twenty-four (24) hour period commencing at midnight of the calendar day on which the employee completed his last regular shift, and

(b) When the first and second or subsequent day of rest are consecutive, "second or subsequent day of rest" is defined as the period immediately following expiration of the first day of rest and ending at the time of commencement of the employee's next regular shift.

23.05 Overtime which exceeds any quarter (¼) of an hour shall be calculated to the next one quarter of the hour.

23.06 Subject to the operational requirements of the service, the Employer shall make every reasonable effort:

(a) To allocate overtime work on an equitable basis among readily available **qualified** employees, who are normally required in their regular duties to perform that work;

(b) To give employees who are required to work overtime reasonable advance notice of this requirement.

23.07 An employee upon his request shall have any overtime which he has worked converted to its equivalent dollar value and banked by the Employer to a maximum of one (1) week's pay. This bank may be drawn upon at the employee's current rate of pay to provide paid leave to be taken at a time mutually agreeable to the Employer and the employee. As leave is used and the bank is reduced, the employee may bank additional overtime to the aforementioned maximum. The employee may claim the total cash value of his bank upon reasonable notice to the Employer.

ARTICLE 24

PAY

24.01 Employees are entitled to be paid for services rendered for the classification and position to which they are appointed at the pay rates specified in Appendix "A".

24.02 (a) Employees shall be paid on every second Thursday.

(b) Where cheques are distributed to employees at their place of work, they shall first have been placed in sealed envelopes.

(c) Where there is a lack of banking services at the employee's place or work, his salary cheque may be deposited to his credit in the bank of his choice.

- (d) The Manager at his **discretion** may approve an employee's request for one (1) week's salary, as long as the employee has **earned** the amount requested, and said employee has provided the Manager with a satisfactory **reason**.

24.03 Employees who have earned **overtime compensation** or any other extra allowances in addition to their regular pay, should receive such remuneration in the two (2) weeks following the day in which such **compensation** was earned.

When overtime compensation is paid, the pay **statement** shall indicate the pay periods, rate of overtime, and the number of overtime hours.

ACTING PAY

- 24.04** (a) When an employee is required by the Employer to perform the **duties** of a higher classification level on an acting basis in **excess of one (1) working day** he shall be paid acting pay calculated from the first working day on which he commenced to act as if he had been appointed to the higher level for the period in which he acts. The incumbent in the acting position **will** receive **acting** pay at a rate of ten (10) percent over his regular rate. Acting pay must be authorized by the Employer.
- (b) When a day designated as a paid holiday **occurs** on a day when the employee would otherwise be **performing** duties on an **acting** basis, the holiday shall be considered as a day worked for purposes of acting pay.

SALARY INCREASES

24.05 The **Employer** agrees to pay the negotiated salary **increases** to every employee not later than the month following the month in which this Agreement is signed and not later than the month **following the** month in which any subsequent salary **increases** become effective.

24.06 When an employee is appointed to a new position he **shall** be paid:

- (a) If the appointment **constitutes** a promotion, an increase in salary within the pay range of the position to which he **is** appointed.
- (b) **If** the appointment constitutes a transfer, **he shall** receive a rate of pay within the range of the position to which he **is** transferred, which is nearest to, but not **less** than his **former** rate of pay.
- (c) **If** the appointment constitutes a demotion, he shall receive a **rate** of pay within the range of the position to which he is demoted, which **is** nearest to his former rate of pay.
- (d) If the appointment is an **initial** appointment to a position with the Employer, the new employee shall be paid a rate of pay within the range of the position, which is **commensurate** with the employee's **qualifications** and experience **in** the position as determined by the Employer.

PAY RECOVERY

24.07 (a) **Where** an employee has received more than his proper entitlement to wages or benefits, **no** continuing employee shall be subject to **deductions** in excess of twenty (20%) percent of an employee's net earnings per pay period.

- (b) If more than one year has passed since the undetected overpayment was made, there shall be no recovery of the overpayment.

ARTICLE 25

REPORTING AND CALL BACK PAY

- 25.01 (1) If an employee reports to **work** on his regularly scheduled work day and there is insufficient or no work available he is entitled to four (4) hours **pay** at the straight time rate.
- (2) If an employee is:
- (a) directed to report for work outside of his regularly scheduled hours of work; or
 - (b) recalled to a place of work for a specific duty,
- the employee shall be paid the greater of compensation at the appropriate overtime rate for all hours worked or compensation equivalent to four (4) hours' pay ~~at~~ the straight time rate.
- The guarantee of four (4) hours at the straight time rate shall only apply ~~once~~ during a period of eight consecutive hours commencing with an initial call-back.
- 25.03 If an employee is directed to report for work on a day of rest or on a designated paid holiday, the employee shall ~~be paid~~ the greater of compensation ~~at~~ the appropriate overtime rate, or compensation equal to four (4) hours' pay at the appropriate overtime rate.
- 25.04 When the Employer requires an employee to be available on standby during **off-duty** hours, the employee shall be paid \$3.00 for every eight (8) hours ~~period~~, or portion of such period that the employee is on standby.
- 25.05 An employee designated by letter or by list for standby duty shall be available ~~during~~ his period of standby at a known telephone number and shall ~~be~~ available to return for duty as quickly as possible if called. In designating employees for standby the Employer will endeavour to provide ~~for~~ the equitable distribution of standby duties among readily available qualified employees who are normally required, in their regular ~~duties~~, to perform that work.
- 25.06 No standby payment for ~~that~~ shift shall be granted ~~if~~ an employee is unable to report for duty within one (1) hour from the time ~~of~~ his call-out unless ~~circumstances~~ beyond his control prevent him from reporting ~~within~~ the hour.
- 25.07 An employee assigned to standby duty shall be provided with a vehicle to take home to be used only in the event that he is called out on an emergency and for no other purpose.
- 25.08 An employee on standby who is required to report for work shall be paid, in addition to standby pay, the appropriate amount pursuant to Article 25.02, provided that the employee shall **only** be paid the minimum payment of four (4) hours' pay at the ~~straight time~~ rate ~~once~~ during each standby period ~~of~~ eight (8) consecutive hours or portion thereof.
- 25.09 ~~Except in the case~~ of an emergency, standby schedules shall be posted fourteen (14) days in advance of the starting date of the new shift schedule.

- 25.10** An employee assigned to stand-by duty shall be provided with a vehicle to take home to be used only in the event that he is called out on an emergency.

ARTICLE 26

OUTSIDE EMPLOYMENT

- 26.01** Subject to Article 26.02, an employee may carry on any business or employment outside his regularly scheduled hours of duty provided such business or employment does not interfere with his Employer duties.
- 26.02** Employees are prohibited from carrying on any business or employment outside their regularly scheduled hours of duty when such business or employment is such that:
- (a) a conflict of duties may develop between an employee's regular work or his outside interests; or
 - (b) certain knowledge and information available only to Employer personnel place the individual in a position where he can exploit the knowledge or information for personal gain.

ARTICLE 27

SHIFT WORK

- 27.01**
- (a) In the event that an employee is required to change his regularly scheduled hours of work, the Employer shall give ten (10) working days notice of such change.
 - (b) When an employee's work schedule is revised without five (5) calendar days notice the employee shall be paid the appropriate overtime rate for the first shift of the newly scheduled hours of work.
 - (c) The Employer agrees that it shall not schedule split shifts.
- 27.02** An employee required to work a shift, the major portion of which falls between 3:00 p.m. of one day and 8:00 a.m. of the following day, shall receive a shift differential of seventy-five (75) cents per hour for each straight time hour worked.

ARTICLE 28

TERM POSITIONS

- 28.01** No term position shall have a stated term of more than two (2) years.
- 28.02** Subject to 28.01, should the Employer wish a term position to extend beyond its term, that position must become a regular position which must be offered to the incumbent of the term position, and his or her seniority date shall be the initial date of hire into the term position.

- 28.03** An incumbent of a **term position** shall be eligible for the same **benefits** and working **conditions** as those provided to full time or part-time employees as the case requires.

ARTICLE 29

SAFETY AND HEALTH

- 29.01** The Employer shall comply with **all** applicable federal, territorial and municipal health and safety legislation and regulations. All standards established under the legislation and regulations shall constitute minimum acceptable practice.

ARTICLE 30

LAY-OFF AND JOB SECURITY

- 30.01** The Employer agrees that there shall be no layoff of any employee **during** the life of this **Collective** Agreement, except for layoff resulting from lack of work, lack of funding or **discontinuance** of a function.
- 30.02** (a) Lay-offs will be made, when necessary, on the basis of reverse order of seniority of the affected employees in the **classification** of work to be so reduced.
- (b) An employee, who is **continuously** laid off for a period of twelve **(2)** consecutive months, shall be **considered** terminated **from** his employment with the Employer.
- 30.03** Before an employee is laid off:
- (a) The Employer shall give an employee, who has completed six (6) months of employment with the Employer, three (3) months notice in writing of the effective date of his lay-off or pay **in** lieu of notice for any portion of this period for which notice was not provided;
- 30.04** Employees **will** be **recalled** from a lay-off on the basis that the employee with the most seniority and qualifications to do the work will be the **first recalled to work**.
- 30.05** The Employer shall give notice of recall personally or by registered mail.
- Where notice of **recall** is **given** personally, the Employer shall deliver in duplicate a letter stating that the employee **is** recalled. in this instance, notice of **recall** **is** deemed to be given when served.
- Where **notice** of recall **is** given by registered mail, notice is **deemed** to be given three days from the **date** of mailing.
- 30.06** The employee shall **return to work** within ten (10) working days of receipt of notice of recall.

COOLING OFF PERIOD - 2 WORKING DAYS

- 30.07** An employee who willfully terminates his employment as a result of a misunderstanding or argument shall be allowed to return to work and **remain** employed **if** he does so within two (2) **working days**. Should the Employer refuse to allow **the** employee to return to work, the

termination shall be considered as a discharge, effective the date that the employee sought to return to work, and may be grieved as a discharge.

- 30.08 The Employer shall not dismiss, suspend, layoff, demote or otherwise discipline an employee on the grounds that garnishment proceedings may be or have been taken with respect to an employee.

ARTICLE 31

EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES

- 31.01 (a) When a formal review of an employee's performance is made, the employee concerned shall be given the opportunity to discuss then sign the review form in question to indicate that its contents have been read and understood. The employee shall also be given the opportunity to provide written comments to be attached to his performance appraisal.
- (b) The formal review of an employee's performance shall also incorporate an opportunity for the employee to state his career development goals and request any training, in-service training, re-training, or any facets of career development which may be available.
- 31.02 The Employer agrees not to introduce as evidence in the case of promotional opportunities or disciplinary action any document from the file of an employee, the existence of which the employee was not made aware, by the provision of a copy thereof at the time of filing or within a reasonable period thereafter.
- 31.03 Any document or written statement related to disciplinary action which may have been placed on the Personnel file of an employee shall be destroyed after two (2) years have elapsed since the disciplinary action was taken, provided that no further disciplinary action has been recorded during this period.
- 31.04 Upon written request of an employee, the Personnel file of that employee shall be made available for his examination at reasonable times in the presence of an authorized representative of the Employer and the Union, if so requested.
- 31.05 Where an employee is required to attend a meeting with the Employer to deal with matters that are of a disciplinary nature, the employee shall have the right to have a representative of the Union in attendance. The Employer must advise the employee of his right to be accompanied by his representative.
- 31.06 Where an Employee is required to attend a meeting with the Employer to deal with matters that are of a disciplinary nature, the Employee shall have the right to have a representative of the Union in attendance. The Employer must advise the Employee in advance of any disciplinary meeting.

ARTICLE 32

CLASSIFICATION

- 32.01 During the term of this Agreement, if a new or revised job classification is required by the Employer, the Employer will implement the new job classification with an assigned pay range and inform the Union of the existence of said job classification and assigned pay range. In the

event that the Union does not agree with the pay range assigned to said job classification it shall have the right to negotiate this with the Employer and if the results of said negotiation does not resolve the issue, the Union shall within twenty (20) days of being informed of the new classification have the right to grieve under the provisions of Article 33 "Adjustment of Disputes".

ARTICLE 33

ADJUSTMENT OF DISPUTES

- 33.01** Any disciplinary action or difference concerning the interpretation, application, operation or alleged violation of this Agreement, including any question as to whether or not the difference is arbitrable, shall be settled in accordance with the following procedures.
- 33.02** ~~Except as otherwise provided~~ In this Agreement, a grievance shall **be processed** by recourse to the following steps
- (a) **First Level** (Manager);
 - (b) **Second Level** (Board of Directors of Employer);
 - (c) **Final Level** (Arbitration).
- 33.03** The Union shall have the right to **file** grievances on behalf of its members and to **consult** with the Employer with respect to a grievance ~~at~~ each ~~or~~ any level of the grievance procedure.
- 33.04** ~~Where~~ an employee ~~or~~ the Union has a grievance, he ~~or~~ the Union shall initiate such grievance in **writing**, setting out the grievance, the clause ~~or~~ clauses of the Agreement alleged to be violated and the remedy required, to the Manager, not later than twenty-five (25) calendar days after the date on which he ~~or~~ the Union ~~first~~ became aware, or should have become aware, of the action ~~or~~ circumstances **giving** rise to the grievance.
- 33.05** The Manager shall reply in writing, providing his answer to the grievance within fourteen (14) calendar days of receiving the grievance.
- 33.06** In the event that the Manager's reply does not resolve the grievance or the Manager does not reply within the prescribed time for such reply, the employee ~~or~~ the Union shall, if he or it wishes to ~~continue~~ the grievance, within **fourteen (14)** days, submit the grievance to the Board of Directors.
- 33.07** The Board of ~~Directors~~ shall, within thirty **(30)** calendar days, ~~consider~~ the grievance and provide the employee or the Union with their reply.
- 33.08** In the event that the Board of ~~Directors'~~ decision does not resolve the grievance ~~or~~ they have not ~~replied~~ within the prescribed time frame for such reply, the Union shall, if it wishes to ~~continue~~ the grievance, provide written ~~notice~~ to the Employer, referring the matter to **arbitration**, within ninety (90) days.
- 33.09** The parties may mutually agree to extend any of the above time limits.
- 33.10** Where an employee has been represented by the Union in the presentation of his grievance, the Employer **will** provide the appropriate **representative** of the Union with a copy of the Employer's ~~decision at~~ each level of the grievance procedure ~~at~~ the same time that the Employer's decision is conveyed to the employee.

- 33.11 No employee shall be dismissed without first being given notice in writing together with the reasons therefore. When the Employer dismisses an employee, the grievance procedure shall apply, except that the grievance may be presented at the final level.
- 33.12 A grievance of the employee or the Union shall not be deemed invalid by reason only of the fact it is not in accordance with the form supplied by the Employer.

ARBITRATION

- 33.13 (a) The parties agree that any arbitration arising out of this Agreement shall be heard by a single arbitrator to be mutually agreed upon by the parties.
- (b) If mutual agreement is not reached by the parties to choose a single arbitrator within thirty (30) calendar days from the date that either party received notification of a wish to proceed to arbitration, then the Federal Minister of Labour shall be asked to appoint said arbitrator. This appointment shall be accepted by both parties.
- (c) The arbitrator has all of the powers granted to arbitrators under the Canada Labour Code Part I in addition to any powers which are contained in this Agreement.
- (d) The arbitrator shall hear and determine the difference or allegation and shall issue a written decision and the decision is final and binding upon the parties and upon any employee affected by it.
- (e) The award of the arbitrator shall be signed by him and copies thereof shall be transmitted to the parties to the dispute within three (3) months of the hearing.
- (f) The arbitrator shall not have the authority to alter or amend any of the provisions of this Agreement, or to substitute any new provisions in lieu thereof, or to render any decision contrary to the terms and provisions of this Agreement, or to increase or decrease wages.
- (g) The Employer and the Alliance shall each pay one-half (½) of the remuneration and expenses of the arbitrator and each party shall bear its own expenses of every such arbitration.
- (h) Where a party has failed to comply with any of the terms of the decision of the arbitrator, either party or employee affected by the decision may, after the expiration of thirty (30) calendar days from the date of the receipt of the decision or the date provided in the decision for compliance, whichever is later, make an application to the Supreme Court of the Northwest Territories to enforce the terms of the decision,
- 33.14 An Employer grievance shall be submitted to the Union directly to the President of the Union and shall be referable to arbitration under Clause 33.13.

ARTICLE 34

LABOUR/MANAGEMENT COMMITTEE

- 34.01 A Committee will be formed to consult on matters of Safety and Health, the Employee Assistance Program, and other matters of mutual interest.
- 34.02 The Labour/Management Committee shall be comprised of equal representation of the Union and the Employer, with each party choosing their respective representatives.

- 34.03** The Committee will meet at any time at the request of either party, but in any event will meet at least once every six (6) months..

ARTICLE 35

EMPLOYEE ASSISTANCE PROGRAM

PURPOSE

- 35.01 (a) To establish and outline the program of the Employer in relation to employees whose use of drugs or alcohol is interfering with satisfactory work performance. Nothing in this program replaces or negates the provisions of policies and laws on intoxication during working hours or the use of drugs or alcohol on work premises.
- (b) The rising incidence of alcoholism and drug abuse is of growing concern among Employers, employees and families. An employee whose substance abuse habits interfere with work performance, attendance and interpersonal work relationships becomes a major concern to the Employer.

PROGRAM

- 35.02 (a) The Employer recognizes that addiction is a disorder which is preventable and amenable to treatment. The objective of this program is to encourage employees to recognize early symptoms and patterns of addiction and to provide assistance to the process of rehabilitation to the afflicted individual. The benefits and consideration that are extended to employees during an illness shall be made available to those persons, who are addicted, for authorized absence to undergo assessment and approved treatment.
- (b) The decision to undertake treatment is the responsibility of the employee. The decision to seek treatment will not affect job security. In cases where employees refuse to recognize their problem and persist in substandard work performance and poor attendance, disciplinary action will be taken and may result in dismissal.

RESPONSIBILITIES

- 35.03 (a) Diagnosis and referral for treatment must be made by a duly qualified medical and/or addictions practitioner.
- (b) The decision to accept or reject available counselling and treatment is the responsibility of the employee.
- (c) The Employer will provide support to an employee, who is addicted and has accepted treatment.

ARTICLE 36

VACANCIES, JOB POSTING, PROMOTIONS, AND TRANSFERS

- 36.01 A vacancy for a position expected to be of more than six (6) months duration or a newly-created position shall be posted on the Union notice Board. The job posting shall state the job classification, rate of pay, shift, and required qualifications of the job. An employee who wishes

to apply for a position ~~so~~ posted shall do so on ~~or~~ before the closing date as advertised on the posting.

- 36.02** Where ~~two~~ (2) or more employees apply for a position, which for them is a promotion, and are equally qualified based on formal qualification, and ability to perform the normal requirements of the job, the employee with the most seniority shall be appointed.
- 36.03** Employees promoted to a position shall ~~serve~~ a probationary period of three (3) months at the end of ~~which~~ they shall be ~~confirmed~~ in the position. Should the Employer determine that the employee ~~is~~ unsuited for the position ~~during~~ said probation, the employee will be reverted to his former position or the employee may ~~notify~~ the Employer of his desire to revert to his former position during the probationary period. In either ~~case~~, the employee will be placed in his ~~former~~ position within a reasonable period of time.
- 36.04** If an employee is transferred to a position outside the bargaining unit, he shall retain his seniority accumulated up to the date of leaving the unit, but will not accumulate further seniority. Such employee shall have the right to return to a position in the bargaining unit consistent with his seniority accumulated up to the date of transfer ~~outside~~ the unit.
- 36.05** No employee shall ~~be transferred~~ to another position within the bargaining unit without his consent.
- 36.06** New employees shall not be hired when there are employees on lay-off who are qualified and willing to perform the job.

ARTICLE 37

HEALTH AND WELFARE - CEBA

- 37.01** Employees ~~as~~ a condition of employment shall participate in the ~~benefits~~ set out herein and Covered by the **Community Employees Benefit Act**, provided they are eligible for such coverage. The ~~provisions~~ of said Act in regard to the eligibility of employees, the benefit coverage provided for employees and the ~~cost~~ of premiums for such ~~coverage~~ shall govern.
- 37.02** The Employer and the employees shall share the ~~cost~~ of the premiums established for the various plans in accordance with the provisions of said Act.
- 37.03** Those benefits, which are ~~Included~~ in the **Community Employees Benefit Act** and covered by this Agreement are as follows:
- (a) **Life** Insurance
 - (b)** **Accidental** Death and **Dismemberment** insurance
 - (c)** **Dependant** **Life Insurance**
 - (d)** Long-term Disability Insurance
 - (e)** Short-term Disability Insurance
 - (9)** Pension

ARTICLE 38

TRADES

APPLICATION

- 38.01** The provision of this Article shall apply to all maintenance classifications.
- 38.02** (a) The Employer shall provide such safety equipment as required by the *N.W.T. Occupational Health and Safety Act*.
- (b) The Employer shall provide a maximum of one hundred and fifty dollars (\$150.00) per year for the purchase of safety boots upon the production of a receipt for the purchase of same.
- (c) The Employer shall supply one (1) pair of insulated winter coveralls and one (1) pair of summer coveralls to each employee each year at no cost to the employee.
- (d) The Employer shall provide one (1) pair of summer leather gloves and one (1) pair of winter insulated gloves to each employee each year at no cost to the employees.

ADVERSE WEATHER CONDITIONS

- 38.03** Except in emergency conditions, the Employer shall not require an employee to work outside under extreme weather conditions.
- 38.04** Trade employees including Apprentices shall as a condition of their employment provide a tool kit appropriate to their trade to be used in the service of the Employer. The Employer shall have the right to inspect said tool kit to ensure that it is complete and to determine the condition of the tools. Worn or broken tools found to be part of the tool kit will be replaced by the employee. Upon approval of the tool kit the Employer shall:
- (a) When an employee, including an apprentice, presents a worn out or broken tool, which he uses in the regular performance of his work, to the manager for verification, the Employer agrees to replace such tool with a tool of similar quality, at no cost to the employee.
- (b) When a tool is lost or stolen it shall be replaced by the employee except that the Employer shall assist employees in the purchase of such tools by purchasing them in the Employer's name and selling them to the employee at the Employer's cost price.
- (c) In situations where highly specialized tools not normally associated with a journeyman's tool kit are required, they will be provided by the Employer, who will retain ownership of them.

ARTICLE 39

APPRENTICES

- 39.01** The following are agreed upon terms and conditions of employment for employees engaged as apprentices.

- (a) The Apprentices *and Tradesman Act* and pursuant regulations shall apply to all apprentices. A copy of the applicable regulations shall be supplied to the apprentice upon appointment.
- (b) The recognized Apprenticeship Training Programs shall be those listed in the "Apprentice Training Schedule" pursuant to the Apprentices *and* Tradesmen Act.
- (c) Pay **Increases shall** not be automatic but will be based upon levels of certification issued by the Apprentices **Branch** and shall be effective from the date of **certification**.
- (d) Apprentice rates will be based **on** a percentage of the appropriate Journeyman rate as follows:

Four Year Training Programs

year 1	55%
year 2	65%
year 3	75%
year 4	85%

Three Year Training Programs

year 1	60%
year 2	70%
year 3	80%

Two Year Training Programs

year 1	65%
year 2	80%

One Year Training Programs

year 1	70%
--------	-----

- (e) The Employer will pay the following expenses of the apprentice while attending trade courses:
 - (i) One hundred percent (100%) of current wages;
 - (ii) A top up to one hundred percent (100%) of accommodations, after applying funding available to the apprentice from all other sources for the purpose of accommodations. Where the Employer contributes to accommodation, it will be entitled to make the necessary arrangements.
- (f) Apprentices shall be entitled to the benefits and terms and conditions of employment of this Collective Agreement while working and while on course.
- (g) Upon successful completion of an Apprenticeship program, an employee may be placed in a journeyman position should one be available. In the event that his employment is continued, time spent as an apprentice shall count towards continuous employment.
- (h) Where an apprentice fails after three (3) attempts to successfully complete a trade training course, a recommendation may be made to the Superintendent of Apprenticeship

training to cancel his contract and the apprentice may be terminated. However in the event that there is a vacant position which the Employer requires to be filled and the employee has the qualifications for said position he shall be considered for such position.

ARTICLE 40

HOUSING ALLOWANCE

- 40.01 A full-time employee, who lives in a privately owned dwelling or a public dwelling being rented at the economic rate, i.e. without subsidization, shall receive a housing allowance of four hundred and fifty dollars (\$450.00) per month.
- 40.02 An employee, who is eligible for housing allowance, shall receive a household allowance of two hundred dollars (\$200.00) per month.

ARTICLE 41

SETTLEMENT ALLOWANCE

- 41.01 Settlement allowance will be paid to every employee in accordance with the schedule printed by GNWT.
- 41.02 Settlement allowance will be paid to full-time and part-time employees at an hourly rate calculated by dividing the annual amount of settlement allowance by 1,956 hours for office employees and by 2,087 hours for maintenance employees. The resulting hourly amount of settlement allowance shall be paid to employees for all regular straight-time hours worked. Such allowance shall be paid on the employees regular pay cheque.
- 41.03 The amount of settlement allowance shall be clearly identified on the employees pay stub.

ARTICLE 42

RE-OPENER OF AGREEMENT AND MUTUAL DISCUSSIONS

RE-OPENER OF AGREEMENT

- 42.01 This Agreement may be amended by mutual consent.

MUTUAL DISCUSSIONS

- 42.02 The Employer and the Union acknowledge the mutual benefits to be derived from dialogue between the parties and are prepared to discuss matters of common interest.

ARTICLE 43

DURATION AND RENEWAL

- 43.01 The term of this Agreement shall be from April 1, 1996 to March 31, 1997.

All provisions of this Agreement take effect on the date of ratification unless another date is expressly stated therein.

- 43.02** Notwithstanding the preceding, the provisions of this Agreement, including the provisions for the adjustments of disputes in Article 33, shall remain in effect during the negotiations for its renewal and until a new Agreement becomes effective, or until the requirements of Section 89 of the Canada Labour Code, Part I, have been met.
- 43.03** Within three (3) months preceding the termination of this Agreement, either party may, by written notice, require the other party to commence bargaining collectively with a view to the conclusion, renewal or revision of the Collective Agreement.

ARTICLE 44

TECHNOLOGICAL CHANGE

- 44.01** (a) Both parties recognize the overall advantages of technological change. Both parties will therefore encourage and promote technological change and improvements.
- (b) With this *in* view, and recognizing the extensive lead time required for the selection, installation and providing of sophisticated equipment, the Employer agrees to provide as much advance notice to the Union of any major technological change in equipment which would result in changes in the employment status or in this Agreement. In addition, the Employer agrees to consult with the Union with a view to resolving problems which may arise as a result of the introduction of such technological change.
- (c) In cases where employees may require retraining the Employer will offer training courses at no expense to employees.

ARTICLE 45

PAY FOR TRAVEL ON BEHALF OF EMPLOYER

- 45.01** (1) Where an employee is required to travel on behalf of the Employer, he shall be paid:
- (a) When the travel occurs on a regular workday, as though he were at work for all hours travelled;
- (b) When the travel occurs on a day of rest or designated paid holiday, at the appropriate overtime rates for all hours travelled.
- (2) For the purpose of this article, hours travelled includes a one (1) hour check-in period at airports, bus depots, or train stations, as well as a one (1) hour check-out period at each overnight stopover and at the final destination. Hours travelled also include time spent waiting for connecting flights, trains or buses, but is exclusive of overnight stopovers.
- (3) The Employer will make every reasonable effort to restrict travel outside of the employee's headquarters that requires absence from home beyond a period which includes two (2) weekends.

(4) Where an employee is absent from home on a designated paid holiday or day of rest and does not work, the employee shall receive cash payment at time and one-half (1 ½) his/her rate of pay or be granted the equivalent leave with pay.

(5) The above entitlements shall not apply to an apprentice while travelling to or from trades school on a day of rest or designated paid holiday or while in attendance at trades school.

45.02 Employees travelling on behalf of the Employer shall be reimbursed for reasonable expenses incurred. The Labour/Management shall determine in each individual case what the reasonable expenses are, prior to the employees departure.

45.03 If the decision of the Committee is not satisfactory to the employee, he/she will not be required to travel, and the employee will not be reprimanded or discriminated against in any way if they choose not to go.

ARTICLE 46

SEVERANCE PAY

LAYOFF

46.01 (a) An employee who has one (1) year or more of continuous employment and who is laid off is entitled to be paid severance pay at the time of layoff in the amount of two (2) weeks of pay for the first year of service and one (1) week for each year of continuous employment after the first year.

(b) Payment shall be prorated in respect of any period of continuous employment which is less than a complete year.

DEATH

46.02 If an employee dies, there shall be paid to his estate an amount equal to the product obtained by multiplying his weekly rate of pay immediately prior to death by the number of years of continuous service regardless of any other benefit payable.

RETIREMENT AND TERMINATION FOR HEALTH REASONS

46.03 (a) This clause shall apply to an employee:

(i) Who retires; or

(ii) Whose employment is terminated as a result of a recommendation made to the Employer that the employee was incapable of performing his/her duties because of chronically poor health: and

(b) When employment terminates for either of the reasons stated in (a) above, the employee shall be paid severance pay equal to the product obtained by multiplying his/her weekly rate of pay on termination of employment by the number of completed years of his/her continuous employment to a maximum of thirty (30), less any period of continuous employment in respect of which severance pay was previously granted.

- (c) When employment terminates for either of the reasons stated in (a), the employee shall have the right to waive his/her entitlement to severance pay and, in lieu thereof, be granted an equivalent period of leave with pay.

ARTICLE 47

STATEMENT OF DUTIES

- 47.01 When an employee is first engaged or when an employee is reassigned to another position in the Bargaining Unit, the Employer shall, before the Employee is assigned to that position, provide the employee with a written statement of duties of the position to which he is assigned.

Upon written request, an employee shall be entitled to a complete current statement of duties and responsibilities.

ARTICLE 48

NO CONTRACTING OUT

- 48.01 There shall be no contracting out of any work by the Employer if it would result in the layoff, continuance of a layoff or the reduction of hours of an employee.

ARTICLE 49

ULTIMATE REMOVAL ASSISTANCE

- 49.01 Employees for the Employer shall be entitled to ultimate removal assistance, to their point of hire, and rates of assistance will depend on their length of service as follows:

<u>Length of Service</u>	<u>Entitlement</u>
less than 2 years	none
2 years but less than 3	50% of approved costs or 2000lbs
3 years but less than 4	75% of approved costs
over 4 years	100% of approved costs

ARTICLE 50

CIVIL LIABILITY

- 50.01 If an action or proceeding is brought against any employee or former employee covered by this Agreement for an alleged tort committed by him in the performance of his duties, then:

- (a) The employee, upon being served with any legal process, or upon receipt of any action or proceeding as herein before referred to, being commenced against him must advise the Manager of any such notification or legal process.
- (b) The Employer shall pay any damages or costs awarded against any such employee in any such action or proceedings and all legal fees.
- (c) The Employer shall pay any sum required to be paid by such employee in connection with the settlement of any claim made against such employee provided the conduct of the employee which gave rise to the action did not constitute a wilful breach or negligence of his duty as an employee.
- (d) Upon the employee notifying the Employer in accordance with paragraph (a) above, the Employer shall appoint counsel.
- (e) Nothing in this section will interfere with the right of the Employer to defend itself or the employee.

ARTICLE 51

SUSPENSION AND DISCIPLINE

- 51.01 The Employer shall have the right to suspend with or without pay and/or discharge an employee for just and sufficient cause. Prior to suspending or discharging an employee, the Employer shall examine several factors such as the seriousness of the offence, the employee's length of service, and other relevant mitigating factors.
- 51.02 When employees are to be suspended from duty, the Employer shall notify the employee in writing of the reasons for such suspension within twenty four (24) hours of the suspension in sufficient detail that the employee may defend himself/herself against it.
- 51.03 The Employer shall notify the local representative of the Union that such suspension has occurred or is to occur.
- 51.04 When employees are required to attend a meeting where a disciplinary decision concerning them is to be taken by the Employer, or a representative of the Employer, the employees are entitled to have, at their request, a representative of the Union attend the meeting.

ARTICLE 52

PROMOTIONAL OPPORTUNITIES

- 52.01 A probationary employee shall be eligible to participate in job competitions in the same manner as non-probationary employees, within the Employer.

ARTICLE 53

TOOLS

- 53.01** The employer agrees to replace worn out, ~~or~~ broken tools used and owned by Journeymen and Apprentices ~~In~~ the regular performance of their work, Whenever replacement is made, the new tool will be of a similar quality as the Initial tool. The broken tool ~~will~~ be presented ~~tu~~ the Manager ~~as~~ proof of requirement. ~~In situations~~ where highly specialized tools not normally associated with a Journeyman's tool kit are required, they will be provided by the Employer, who will ~~retain~~ ownership of them. The Employer shall assist employees ~~in~~ the purchase of tools and equipment ~~used~~ in the ~~performance~~ of their ~~duties~~ to the extent that employees shall be able to ~~purchase~~ these tools and equipment through the Employer ~~at~~ the Employer's cost price.

ARTICLE 54

EDUCATION AND TRAINING

- 54.01** The Labour/Management Committee will develop training options ~~for~~ programs and funding for all employees to be implemented as funds are available.
- 54.02** Employees ~~will~~ be eligible for employment related courses, and leave with pay to ~~take~~ the ~~course~~, upon the employee's request and with Employer's approval and funding availability.
- 54.03** ~~Where~~ the employee requests to ~~enrol~~ in personal development ~~courses~~, the Employer will reimburse the employee ~~for~~ the ~~costs~~ of such courses upon the employee's successful completion of the ~~courses~~.

ARTICLE 55

BILINGUAL BONUS

- 55.01** Employees, who are not assigned duties of translation and interpretation in their job descriptions, and who ~~are~~ required by the Employer to use two ~~or more~~ of the official languages ~~or~~ official aboriginal languages of the Northwest Territories shall receive a bilingual bonus of \$1,200.00 per annum.

ARTICLE 56

CREDIT FOR PREVIOUS EXPERIENCE

- 56.01** Wage rates ~~for~~ rehired employees shall be ~~established~~ as follows:
- (a) ~~For~~ an employee who has been employed with the Employer for one (1) year, one hundred percent (100%) credit.
- 56.02** The Employer may grant a greater amount of credit for previous experience than specified ~~in~~ ~~57.01~~ above.

APPENDIX "A"

RATES OF PAY AND PAY PROVISIONS

QUALIFICATIONS FOR OFFICE EMPLOYEES

<u>Classification</u>	<u>Qualification</u>
Tenant Relations Officer II	Grade 12, and three years work related experience.
Tenant Relations Officer I	Less than Grade 12 and less than the required experience for the II level.
Typist II	Completion of a recognized course in Secretarial Arts with two years experience and the ability to type a minimum of forty (40) words per minute.
Typist I	A minimum of Grade 10 with a typing course.

Note: The Percent (100% or 80%) represents the differential between classification levels in the same classification series.

QUALIFICATIONS FOR MAINTENANCE EMPLOYEES

HOUSING MAINTENANCE FOREMAN

Foremen who possess a valid Housing Maintenance Serviceman Journeyman Trades Certificate **will be** paid in accordance with the rates provided in Schedule II. Foremen, who are apprenticing in the Housing Maintenance Serviceman Trade shall be paid as follows:

- Year 1 60% of level 3
- Year 2 70% of level 3
- Year 3 80% of level 3

Foremen who possess a valid Journeyman Trades Certificate, in a trade other than the Housing Maintenance Serviceman trade, will receive over and above their designated trade, an additional \$500.00 per year for each full-time employee he supervises. This will be converted to an hourly rate and will be either increase or decreased depending on the number of supervised staff working during a pay period.

HOUSING MAINTENANCE SERVICEMAN, PAINTER, OIL BURNER MECHANIC, CARPENTER, PLUMBER, ELECTRICIAN

Employees who have a journeyman trades certificate applicable to their classification shall be paid in accordance with the rates provided in schedule II pay step three (3).

Employees not possessing a trade certificate applicable to their classification, but deemed by the Employer to have attained a level of proficiency, by virtue of experience shall be paid at step one (1) or two (2) as determined by the Employer.

Apprentices shall be paid the appropriate percentage provided in Article 39 of this Agreement, of step three (3) of their applicable trade as provided in Schedule II.

LABOURER

The Labourer rate shall be sixty (60) percent of step three (3) of the rate applied to the Housing Maintenance Serviceman Classification,

Signed this day 24th of October, 1996
in Rankin Inlet, NT

On behalf of Rankin Inlet
Housing Association

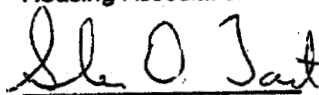

Ken Brandy
Manager

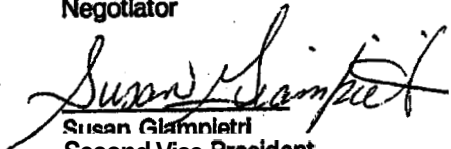
On behalf of Public
Service Alliance of
Canada.


Robhv Onloovik
Committee Member


Maryanne Tattulnee
Housing Association Chair


Robert Yaremko
Negotiator


Glen Tait
Negotiator


Susan Glammletri
Second Vice President
PSAC

PERFORMANCE INCREMENTS FOR OFFICE EMPLOYEES

An employee holding a position for which there is a minimum and maximum rate of pay may be granted increases in pay until he reaches the maximum for the position. **Such** pay increases are dependent on **satisfactory performance** of the duties of the position by the employee and shall not be granted to the employee until the Employer certifies that the employee is so performing the duties of his position.

For the purpose of such pay **increases**, the performance of the employee must be reviewed annually.

Pay increments which are recommended by the Employer shall be granted on the **anniversary** date of each year.

Employees **will** be entitled to only one **performance** increment annually.

When the Employer Intendsto recommend to withhold a pay increment from an employee, he shall, at **least** two (2) weeks and not more than six (6) weeks before the due date for the pay increment to the employee, give the employee notice in writing of his intention to **do** so. **If** such notice of denial is not given, the pay increment shall be implemented on the **due date**.

APPENDIX A RATES OF PAY

**OFFICE EMPLOYEES
Hourly Rates (dollars)**

Effective April 1, 1996

	1	2	3	4	5	6
Tenant Relations Officer II	19.69	20.26	20.87	21.49	22.15	22.86
Tenant Relations Officer I	15.76	16.19	16.69	17.19	17.71	18.27
Clark Typist II	16.05	16.47	16.93	17.38	17.91	18.43
Clerk Typist I	12.83	13.18	13.54	13.90	14.32	14.74
Maintenance Clerk	18.68	19.23	19.79	20.36	20.95	21.56

**MAINTENANCE EMPLOYEES
Hourly Rates(dollars)**

	1	2	3
Housing Maintenance Foreman	24.05	24.86	25.70
Housing Maintenance Serviceman	22.07	22.76	23.27
Painter	22.54	23.27	24.05
Oil Burner Mechanic/ Warehouseman	24.05	24.86	25.70
Carpenter	24.86	25.70	27.10
Plumber, Electrician	25.50	26.39	27.31
Labour	13.96		

**OFFICE EMPLOYEES
Hourly Rates (dollars)**

Effective October 1, 1988

	1	2	3	4	5	6
Tenant Relations Officer II	19.89	20.46	21.08	21.70	22.37	23.09
Tenant Relations Officer I	15.92	16.35	16.86	17.36	17.89	18.45
Clerk Typist II	16.21	16.63	17.10	17.55	18.09	18.61
Clerk Typist I	12.70	13.05	13.41	13.76	14.18	14.59
Maintenance Clerk	18.87	19.42	19.99	20.56	21.16	21.78

**MAINTENANCE EMPLOYEES
Hourly Rates (dollars)**

	1	2	3
Housing Maintenance Foreman 24.29	25.11	25.96	
Housing Maintenance Serviceman	22.29	22.99	23.50
Painter	22.76	23.50	24.29
Oil Burner Mechanic/ Warehouseman	24.29	25.11	25.96
Carpenter	25.11	25.96	27.37
Plumber, Electrician	25.75	26.65	27.58
Labour	14.10		

Letter of Understanding

1. When it is necessary to avoid a layoff, the Employer shall give the Union thirty (30) days written notice of the implementation of this Letter.
2. Thirty (30) days after the giving of the notice in paragraph 1, the Employer may require Employees to take one (1) unpaid day off per calendar month, which day shall be designated by the Employer. The Employer will make every effort to designate unpaid days *off in conjunction* with a weekend.

Each month that an Employee is required to take an unpaid day off, the Employee will have his monthly rate of pay reduced by an amount equal to one day's pay at the Employee's daily rate of pay. No Employee shall be entitled to any reimbursement for any deductions made under this Letter.

When an Employee is required to work on the Employee's unpaid day off, the Employee shall be paid at his regular rate of pay for all hours worked up to the equivalent of the Employee's normal daily hours and overtime at the appropriate rate for all hours thereafter.

3. Should there be any conflict between this Letter and any other article of the Collective Agreement, this Letter shall prevail.
4. This Letter shall expire on March 30, 1997.

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