

SOURCE	L... ..		
EFF.	75	01	01
TERM.	97	12	31
No. OF EMPLOYEES	997		
NOMBRE D'EMPLOYÉS	44		

# COLLECTIVE AGREEMENT

BETWEEN

**REGINA HEALTH DISTRICT BOARD**  
(WASCANA REHABILITATION CENTRE, REGINA)

**PIPESTONE HEALTH DISTRICT BOARD**  
(LAKESIDE HOME, WOLSELEY)

**NORTH CENTRAL HEALTH DISTRICT BOARD**  
(PARKLAND REGIONAL CARE CENTRE, MELFORT)

AND

**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

For the Period of:

**October 1, 1994 to December 31, 1997**  
(Lakeside Home and Parkland Regional Care Centre)

and

**January 1, 1995 to December 31, 1997**  
(Wascana Rehabilitation Centre)

10422(01)

# TABLE OF CONTENTS

<b>ARTICLE 1</b>	.....	<b>2</b>
1.01	<b>Relationship</b> .....	2
1.02	Term of Agreement .....	2
<b>ARTICLE 2 - DEFINITIONS</b>	.....	<b>2</b>
<b>ARTICLE 3 - SCOPE</b>	.....	<b>3</b>
3.01	Scope .....	3
<b>ARTICLE 4 - RECOGNITION</b>	.....	<b>3</b>
4.01	(a) .....	3
	(b) <b>Bulletin Board</b> .....	3
4.02	Management Rights .....	4
<b>ARTICLE 5 - UNION SECURITY</b>	.....	<b>4</b>
5.01	Maintenance of Membership .....	4
5.02	Recognition of <b>Union</b> .....	4
5.03	Dues Deduction .....	4
5.04	Consideration of <b>Days</b> Worked .....	4
5.05	Temporary Out-of-Scope .....	5
5.06	Introduction to Union Steward .....	5
5.07	Employees on Educational Leave .....	5
5.08	Contracting <b>Out</b> .....	5
5.09	(a) Management - Union Meetings .....	5
	(b) <b>Chair</b> .....	6
	(c) Meetings .....	6
	(d) <b>Purpose</b> of the Committee .....	6
	(e) Scope of the Committee .....	6
	(f) Loss of Salary .....	6
5.10	Personnel Policies .....	6
<b>ARTICLE 6 - NO DISCRIMINATION/HARASSMENT</b>	.....	<b>6</b>
6.01	Discrimination .....	6
6.02	<b>Sexual/Racial</b> Harassment .....	7
6.03	Harassment .....	7
<b>ARTICLE 7 - DISPUTE RESOLUTION PROCESS</b>	.....	<b>7</b>
7.01	Definition of <b>a</b> Grievance .....	7
7.02	Grievance Committee & Employer Designates .....	8
7.03	<b>Permission to Leave Work</b> .....	<b>8</b>
	(a) Employee .....	8
	(b) Shop Steward .....	8

7.04	Informal Discussion	8
7.05	First Step • Grievance to <b>Supervisor</b> or Designate	8
7.06	Second Step • Grievance to Employer Designate	9
7.07	Third Step • Grievance to Employer Grievance Committee	9
7.08	Procedural Orderliness	9
7.09	Extension of Time Limits	10
7.10	Alternate Dispute Resolution	10
7.11	Referral to Arbitration	10
<b>ARTICLE 8 • ARBITRATION PROCEDURE</b>		<b>10</b>
8.01	<b>Board of Arbitration</b>	<b>10</b>
8.02	Certain <b>Rules</b> and Procedures Applying	10
8.03	<b>Decision</b>	10
8.04	<b>Expenses</b> of Arbitration.	10
	(a) The Board	10
	(b) Arbitration Witnesses	11
8.05	<b>Powers</b> of the Board	11
<b>ARTICLE 9 • DISCIPLINE, DISMISSAL AND RESIGNATION</b>		<b>11</b>
9.01	Documents on Employee's File	11
9.02	Documentation of Disciplinary Action	11
9.03	Notice of Termination	12
	(a) Notice for Permanent Employees	12
	(b) Notice for Probationary Employees	12
	(c) Temporary Employees	12
	(d)	12
9.04	Definition of Misconduct	12
9.05	Right to Grieve on Initial Probation	12
9.06	Termination of Employment	13
9.07	Progressive Discipline	13
<b>ARTICLE 10 • SENIORITY</b>		<b>13</b>
10.01	Accumulation of Seniority	13
10.02	Maintenance of Seniority	14
10.03	Loss of Seniority	14
10.04	Seniority List	14
<b>ARTICLE 11 • APPOINTMENTS AND STAFF CHANGES</b>		<b>15</b>
11.01	Posting of Vacancies	15
11.02	<b>Filling of Vacancies</b>	<b>15</b>
	(a)	15
	(b)	15
	(c)	15
	(d) Application <b>Forms</b>	15
	(e) Hiring <b>Based on Seniority</b>	16
	(f) Senior Candidate's Right to Grieve	16

	(g) Examinations .....	16
	(h) Temporary Vacancies .....	16
	(i) Qualifications of Applicants .....	17
	(j) Reasons to be Given to <del>Unsuccessful</del> Applicants .....	17
	(k) <del>Time</del> Limits to Fill Positions .....	17
	(l) .....	17
11.03	<del>Trial</del> Period on Promotion or Transfer .....	17
11.04	Relief Assignment .....	18
	(a) .....	18
	(b) Out-of-Scope Relief Assignments .....	18
	(c) Increments Relief Assignments .....	18
	(d) .....	18
11.05	Rate <del>of</del> Pay on Promotion .....	18
11.06	Transfers .....	19
11.07	Involuntary Demotion .....	19
11.08	Voluntary Demotion .....	19
11.09	Rate <del>of</del> Pay on Involuntary Demotion .....	20
11.10	Initial Probationary Period .....	20
11.11	Leave Without Pay During the Probationary Period .....	20
11.12	Illness <del>During</del> the Probationary Period .....	20
11.13	Probationary Period for Trainees .....	20

**ARTICLE 12 • CLASSIFICATION AND RECLASSIFICATION .....** 21

12.01	.....	21
12.02	Classification Plan .....	21
12.03	Manual <del>of</del> Class Specifications .....	21
12.04	Allocation of Positions .....	21
12.05	Establishment <del>or</del> Revision of a Class .....	21
12.06	<del>Union</del> May Grieve .....	22
12.07	Request for Review of Classification .....	22
12.08	EffectiveDate of Reclassification .....	22
12.09	Employee May Grieve Results .....	22
12.10	Reclassification .....	22
12.11	Rate <del>of</del> Pay on Reclassification .....	23

**ARTICLE 13 • LAYOFFS AND RE-EMPLOYMENT .....** 24

13.01	Discussion of Implementation .....	24
13.02	Layoff Defined .....	24
13.03	Role of Seniority in Layoffs .....	25
13.04	Notice <del>of</del> Layoff .....	25
13.05	<del>Vacancy</del> Placement .....	26
13.06	Displacement <del>of</del> Employees .....	26
13.07	Re-Employment .....	26
13.08	Trial Period .....	27
13.09	Salary Rate .....	28
13.10	Temporary Facility <del>or</del> Unit Closure .....	28

<b>ARTICLE 14 - GRATUITY AND SEVERANCE PAY</b> .....	<b>28</b>
14.01 Termination After Lay-off or Due to Ill Health .....	28
14.02 Severance Pay .....	29
14.03 Calculation of Service for Gratuity .....	29
<b>ARTICLE 15 - HOURS OF WORK</b> .....	<b>29</b>
15.01 Clerical Employees .....	29
<b>15.02</b> Employees Other Than Clericals .....	<b>30</b>
15.03 Banked Time Provision .....	30
15.04 Other-Than-Full-The-Employees .....	30
<b>15.05</b> Work Schedules .....	<b>30</b>
(a) Posting <del>Work</del> Schedules .....	30
(b) Change/Cancel Relief Employee Shifts .....	31
15.06 <b>Two (2)</b> Consecutive Days Off .....	<b>31</b>
<b>15.07</b> <b>Seven (7)</b> Consecutive Work Days .....	<b>31</b>
15.08 Rest Periods .....	31
15.09 Meal Break .....	31
15.10 Minimum Report Pay .....	31
15.11 Trading of <del>shifts</del> .....	31
15.12 Shift Premium .....	32
(a) Wascana Rehabilitation Centre .....	32
(b) Lakeside Home .....	32
(c) Parkland Regional Care Centre .....	32
<b>15.13</b> Weekends Off .....	<b>32</b>
15.14 Overtime Against Wishes .....	32
15.15 <del>Overtime</del> Rates of Pay .....	32
(a) Overtime on a Regular Day .....	32
(b) On Regular Work Day After Midnight .....	33
(c) Overtime on A Scheduled Day Off .....	33
(d) <b>Minimum</b> Call-back .....	33
(e) Time Off in Lieu of Overtime .....	33
(f) Minimum Call-back After Midnight (Parkland & Lakeside only) ..	33
<b>15.16</b> Part-time Relief - Assignment of Relief Work (Wascana) .....	<b>33</b>
(a) Employee Selected to Provide Relief Work .....	34
(b) Availability for Relief Work .....	34
(c) Relief Work Inside the Posted and Confirmed Schedule .....	34
(d) Relief <del>Work</del> Outside the Posted and <del>Confirmed</del> Schedule .....	35
(e) Failure to Work or Properly Assign Relief Work .....	35
(e) General Conditions .....	35
15.17 Seniority Call In (Parkland Regional Care Centre and Lakeside Home) ..	36
15.18 Expansion of <b>Hours</b> .....	37
15.19 Shift Rotation .....	37
<b>ARTICLE 16 - STATUTORY HOLIDAYS</b> .....	<b>37</b>
16.01 Statutory <del>Holidays</del> .....	37
16.02 Statutory Holiday and Schedule Day(s) <del>OFF</del> .....	37

<b>16.03</b>	<b>Working</b> on a <b>Statutory</b> Holiday	<b>38</b>
<b>16.04</b>	Statutory Holiday Earned Prior to Workers' Compensation Leave	<b>38</b>
<b>16.05</b>	Statutory Holiday Pay For Less <b>Than</b> Full-Time Employees	<b>38</b>
<b>16.06</b>	Overtime on a Statutory Holiday	39
<b>16.07</b>	Holiday Falling on an Assigned Day of Rest	39
<b>16.08</b>	Overlapping Shifts	39
<b>16.09</b>	Christmas and <b>New</b> Years Day	<b>39</b>
<b>16.10</b>	Premium Pay	39

**ARTICLE 17 - LEAVE OF ABSENCE** ..... **39**

<b>17.01</b>	Leave of Absence	39
	(a) <b>General</b> Leave	39
	(b) Notice of Intention to Return to <b>Work</b>	40
	(c) Request for Parental Leave	40
	(i) <b>Maternity</b> Leave	40
	(ii) <b>Adoption</b> Leave	41
	(iii) <b>Paternity</b> Leave	<b>41</b>
17.02	Reinstatement Rights	<b>41</b>
<b>17.03</b>	Re-Employment Rights	41
<b>17.04</b>	Leave <b>on</b> the <b>Basis</b> of Reinstatement or Re-Employment Rights	41
<b>17.05</b>	Extensions for Leave Beyond One Year	<b>41</b>
<b>17.06</b>	<b>Job</b> Abolition While on Leave	<b>42</b>
<b>17.07</b>	Benefits During Leave of Absence Without Pay	<b>42</b>
<b>17.08</b>	Union Leave	<b>42</b>
17.09	compassionate Leave	43
<b>17.10</b>	Leave for Pressing Necessity	43
<b>17.11</b>	Serious Illness	43
17.12	<b>Long</b> Service Leave	44
<b>17.13</b>	Medical Care Leave	44
<b>17.14</b>	Jury Duty	<b>44</b>
<b>17.15</b>	Leave of Absence for Full-Time Union or Public Duties	44

**ARTICLE 18 - ANNUAL VACATION - LAKESIDE HOME** ..... **44**

18.01	Definition of Vacation	44
18.02	Vacation Year	44
<b>18.03</b>	Vacation Period	45
18.04	"Date of Employment" means	<b>45</b>
<b>18.05</b>	Vacation credits shall be earned on the following basis	<b>45</b>
<b>18.06</b>	Vacation Pay on Termination	45
<b>18.07</b>	Employee With <b>Less</b> Than One <b>(1)</b> Year Service	45
<b>18.08</b>	Posting of Vacation Credits	<b>46</b>
<b>18.09</b>	Vacation <b>to</b> be Taken Annually	<b>46</b>
<b>18.10</b>	Vacation <b>Pay</b>	<b>46</b>
<b>18.11</b>	<b>Time</b> of Taking Vacation	46
<b>18.12</b>	Posting of Vacations	<b>46</b>
<b>18.13</b>	Leave <b>During</b> Vacation	<b>46</b>

18.14	Unbroken Vacation . . . . .	47
18.15	Carry Over <b>of</b> Vacation Credits . . . . .	47
18.16	. . . . .	47
<b>ARTICLE 18 - ANNUAL VACATION - PARKLAND . . . . .</b>		<b>47</b>
18.01	Definition of Vacation . . . . .	47
18.02	Vacation Year . . . . .	47
18.03	Vacation Period . . . . .	47
18.04	"Date <b>of</b> Employment" means . . . . .	48
18.05	Vacation credits shall be earned on the following basis . . . . .	48
18.06	Vacation Pay on Termination . . . . .	48
18.07	Employee With <b>Less</b> Than One (1) Year of Employment . . . . .	48
18.08	Posting of Vacation Credits . . . . .	48
18.09	Vacation to be Taken <b>Annually</b> . . . . .	49
18.10	Vacation Pay . . . . .	49
18.11	<b>Time</b> of Taking Vacation . . . . .	49
18.12	Posting <b>of</b> Vacations . . . . .	49
18.13	Leave <b>During</b> Vacation . . . . .	49
18.14	Unbroken Vacation . . . . .	50
<b>ARTICLE 18 - VACATION - WASCANA REHABILITATION CENTRE . . . . .</b>		<b>50</b>
18.01	Vacations . . . . .	50
	(a) Registered <b>Nurses</b> and Occupational Therapists . . . . .	50
	(b) All Other Employees . . . . .	50
18.02	Cut-Off for Vacation Credits . . . . .	51
18.03	Vacation Year . . . . .	51
18.04	<b>Unused</b> Vacation Leave on Termination . . . . .	51
18.05	Consent <b>of</b> Granting Authorities . . . . .	51
18.06	Vacation Advance . . . . .	51
18.07	Vacation Leaves Rotated . . . . .	51
18.08	Carry-Over of Vacation Credits . . . . .	51
18.09	Restriction of Vacation Leave . . . . .	52
18.10	Overpayment of Vacation on Termination . . . . .	52
18.11	Statutory Holiday Falling on a Vacation Day . . . . .	52
18.12	Vacation on Superannuation or <b>35</b> Years Service . . . . .	52
18.13	Sick Leave While <b>on</b> Vacation . . . . .	52
18.14	Posting <b>of</b> Vacations . . . . .	52
<b>ARTICLE 19 - SICK LEAVE . . . . .</b>		<b>53</b>
19.01	Definition <b>of</b> Sick Leave . . . . .	53
19.02	Notice of Illness . . . . .	53
19.03	<b>Return to</b> Duties from Sick Leave . . . . .	53
19.04	Medical Certificate . . . . .	53
19.05	Accumulation <b>of</b> Sick Leave Credits . . . . .	53
19.06	Accumulated Sick Leave <b>Listings</b> . . . . .	53
19.07	Deduction from Sick Leave Credits . . . . .	53

19.08	Access to Sick Leave Credits <del>During</del> Pregnancy	54
19.09	Immunization	54
19.10	Examination by a Doctor	54
19.11	Entitlement to Sick Leave	54
19.12	Medical Certificate for Terminating Employees	54
19.13	Designated Holidays <del>During Sick Leave</del>	54
19.14	Third Party Claims	55
19.15	Employees Who Contribute to Public Service Superannuation Plan	55
<b>ARTICLE 20 - REPORTING ABSENCE</b>		<b>55</b>
20.01	Notice to Return to Work Where No Prior Notification Given	55
20.02	Advance Notice of Absence	55
<b>ARTICLE 21 - WORKERS' COMPENSATION</b>		<b>56</b>
21.01	Injury While Working or Industrial Illness	56
21.02	Claim While on Temporary Appointment	56
21.03	Disallowed Claims	56
21.04	Benefits Earned While on Compensation	56
21.05	Return Notice	56
<b>ARTICLE 22 - PAY ADMINISTRATION</b>		<b>57</b>
22.01	Rates of Pay	57
22.02	<del>Hiring</del> Above Minimum of the Range	57
22.03	Establishment of a Training Class	57
22.04	Recognition for Education	57
22.05	Recognition for Previous Experience	58
22.06	Graduate Nurse or Psychiatric Nurse	59
22.07	Method of Payment	59
22.08	Increments	60
22.09	Employees Requiring Registration With a Professional Association	61
22.10	Assignment of a Different Pay Range (Wascana Only)	61
22.11	Death of an Employee	62
22.12	Employer <del>Error</del>	62
<b>ARTICLE 23 - ALLOWANCES</b>		<b>62</b>
23.01	Reimbursement for Reasonable Expenses	62
23.02	Professional Fees (Parkland & Lakeside Only)	62
23.03	Uniforms (Lakeside and Parkland Only)	63
<b>ARTICLE 24 - TECHNOLOGICAL CHANGE</b>		<b>63</b>
24.01	Technological Change - Notice	63
24.02	Technological Change - Discussion	63
24.03	Technological Change - Maintenance of Wages	63
24.04	Technological Change - New Jobs	63
24.05	Technological Change - Posting of New Jobs	63
24.06	Technological Change - Reduction of Work Force	64



24.07 Technological Change - Severance Pay .....	64
<b>ARTICLE 25 - GENERAL PROVISIONS</b> .....	64
25.01 Personal Property Loss .....	64
25.02 Employee's Share of U.I.C. Rebate .....	64
25.03 Sharing Cost of Printing Agreement .....	64
25.04 Dental Plan .....	64
<b>ARTICLE 26 - UNION OFFICE</b> .....	64
26.01 .....	64
<b>ARTICLE 27 - OCCUPATIONAL HEALTH AND SAFETY</b> .....	65
27.01 Occupational Health and Safety Committees .....	65
27.02 Referral of Safety Concern .....	65
27.03 Duties of Committees .....	65
27.04 Safety Measures .....	65
27.05 No Disciplinary Action .....	65
27.06 Right to Refuse Dangerous Work .....	65
27.07 Violence in the Workplace .....	66
<b>ARTICLE 28 - NURSING ADVISORY COMMITTEE</b> .....	66
<b>SCHEDULE "A"</b> .....	69
<b>SCHEDULE "B"</b> .....	81
<b>SCHEDULE "C"</b> .....	82
<b>SCHEDULE "D"</b> .....	84
<b>SCHEDULE "E"</b> .....	85
<b>SCHEDULE "F"</b> .....	86
<b>LETTER OF UNDERSTANDING</b> .....	88
Re: <del>Maximizing</del> Full-Time Employment .....	88
Re: Job Sharing at Wascana Rehabilitation Centre .....	90
Re: Transfer With Service .....	91
Re: Article 15.16 - Assignment of Relief Work .....	93
Re: Five (5)-Four (4) Bi-Weekly Period .....	94
Re: Employee and Family Assistance Program .....	97
Re: Job Sharing .....	98
Re: Extended Shift Being Supplementary to the Collective Agreement .....	100
Re: Dispute Resolution Options .....	103
Re: Employee and Family Assistance Program .....	107
Re: Job Sharing .....	108

<b>Re: Job Sharing</b> .....	<b>110</b>
<b>Re: Research Assistant and Research Associate</b> .....	<b>111</b>
<b>Re: 12 Hour Extended Shifts - Security Department</b> .....	<b>112</b>

This Agreement made the 3RD day of JULY, 1996

**BETWEEN**

**The Saskatchewan Association of Health Organizations Representing:**

- **The Regina District Health Board (Wascana Rehabilitation Centre)**
- **The Pipestone District Health Board (Lakeside Home)**
- **The North Central District Health Board (Parkland Regional Care Centre)**

hereinafter referred to as the Employer

Party of the first part

**AND**

**The Saskatchewan Government Employees' Union**

hereinafter referred to as the Union

Party of the second part.




## ARTICLE 1

### 1.01 Relationship

1. Whereas it is the desire of both parties to this Agreement:
  - (a) ~~To~~ maintain and improve harmonious relations between the Employer and members of the **Union**.
  - (b) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, hours of work, and scales of wages.
  - (c) To encourage efficiency and safety in operation.
  - (d) To promote the morale, well-being and security of all the employees in the bargaining unit of the Union.
  - (e) To provide optimum health care services to the general public.
2. All employees will be treated with dignity **and** his/her contribution will be valued and respected in the work setting at all times.
3. And whereas it is **now** desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be **drawn** up in an agreement.

### 1.02 Term of Agreement

 This Agreement shall be effective *from January 1, 1995 to December 31, 1997 for Wascana Rehabilitation Centre and from October 1, 1994 to December 31, 1997 for Lakeside Home and Parkland Regional Care Centre, and shall remain in force and effect from year to year thereafter unless written notice of request to negotiate a revision is given by either party at least thirty (30) days, but not more than sixty (60) days, prior to the anniversary date thereof.*

## ARTICLE 2 - DEFINITIONS

- (a) A full-time employee is an employee who is regularly scheduled to work the full prescribed hours **as** stated in Article 15.
- (b) A part-time employee is an employee who is regularly scheduled to work less than the full prescribed **hours as** stated in Article 15 and **who** shall be entitled to the benefits of this agreement on a pro-rata basis. (See Article 15.17)

- (c) A relief (casual) employee shall mean an employee who works **on** a call-in basis and is not regularly scheduled in advance and who shall be entitled to the benefits **of** this agreement on a pro-rata basis. (See Article 15.17)
- (d) Definition of a Day

For the purpose of this Agreement, a **day** shall be any twenty-four **(24)** hour **period** counted **from** the time the employee commences his scheduled shift.

## ARTICLE 3 - SCOPE

### 3.01 Scope

The Employer ~~re gnizes th~~ Union **as** the sole bargaining agent for all employees specified in the Certification Order issued **by** the Saskatchewan Labour Relations Board and specified in Schedules "A to F" attached hereto.

## ARTICLE 4 - RECOGNITION

- 4.01 (a) The Employer agrees to recognize the Union as the sole bargaining agent for the employees covered by this Agreement, **and** hereby consents to negotiate with the Union or its designated representatives in matters **affecting** the relationship between the parties to this Agreement.
- i) No employee(s) shall be required or permitted to make **a** written or verbal agreement with the Employer or its designated representatives which may conflict with the terms of this Agreement.
  - ii) Any employee requested to meet formally with the **Employer** shall, at the commencement of such meeting, be informed of the nature of the discussion, and if the employee **so** wishes, such employee may have **a** Union representative present at the **meeting**.
  - iii) The Union shall have the right to attend any **management** meeting with employees concerning matters affecting the relationship between the Union and the Employer.
- (b) Bulletin Board
- A** suitable bulletin board for the **use** of the Union shall **be** provided **by** the employer and located in an appropriate place easily accessible **and** conspicuous to the employees concerned.

## 4.02 Management Rights

The Union acknowledges that it is the right of the Employer to manage its operation and to direct the working force except as limited by the terms of this Agreement.

## ARTICLE 5 - UNION SECURITY

### 5.01 Maintenance of Membership

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

### 5.02 Recognition of Union

The Employer recognizes the Union as the sole bargaining agent for all employees of the Employer within the scope of this Agreement.

### 5.03 Dues Deduction

Upon the request in writing of an employee, and upon request of the union, the Employer shall deduct and pay in periodic payments out of the wages due to the employee, to the person designated by the trade union to receive the same, the union dues, assessments and initiation fees of the employee, and the Employer shall furnish to that trade union the names of the employees who have given such authority. The Employer shall remit the same to the Chief Executive Officer of the Union prior to the fifteenth (15th) day of the month following the calendar month in which deductions are made accompanied with a list of all employees for and on behalf of whom and for what month the individual deductions were made.

### 5.04 Consideration of Days Worked

For the purpose of this section, days paid for sick leave, pressing necessity, Union Leave, vacation leave, holidays, and Workers' Compensation shall be considered as days worked.

**5.05 Temporary Out-of-Scope**

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

**5.06 Introduction to Union Steward**

On commencing employment, as part of the orientation process, the employees shall be introduced to the Union steward or representative, within regular working hours, without loss of pay or benefits. The representative will provide the employees with a copy of the collective agreement, and other pertinent information.

**5.07 Employees on Educational Leave**

Employees who, while on educational leave, receive an allowance shall continue to have union dues deducted from such allowance.

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**5.08 Contracting Out**

- (a) Union will be provided with as much notice as possible, with a minimum of thirty (30) calendar days notice and an opportunity to discuss any intent to contract out.
- (b) The Employer will not be restricted by this understanding from continuing its historical employment practices including but not limited to contracting out of work of the bargaining unit.
- (c) However, when contracting out of bargaining unit work is required, the Employer will ensure no full-time or part-time employee with three (3) or more years of seniority will be laid off as a direct result of contracting out.

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**5.09 (a) Management - Union Meetings**

The Union and the Employer agree to meet to deal with such matters of mutual concern as may arise from time to time. Meetings shall take place as and when required, upon the request of either party and within seven (7) calendar days of such request where possible.

Either party shall inform the other party, prior to the meeting, of matters that they wish to discuss and of the names of the persons attending.

The Employer or the Union shall have equal representation on the committee to a maximum of five (5) representatives.

(b) Chair

The Chairperson of the Union/Management Committee shall alternate between an Employer representative and a representative of the Union.

(c) Meetings

Meetings of the Committee shall be held at the call of the Chairperson as promptly as possible upon request in writing of their party.

(d) Purpose of the Committee

In order to foster better relations between the parties, the purpose of the Committee shall be to discuss matters of mutual concern.

(e) Scope of the Committee

The Committee shall not have jurisdiction over any matter contained in this Collective Agreement, including its administration or re-negotiations. The Committee shall not supersede the activities of any other committee of the Union or of the Employer.

(f) Loss of Salary

Employees who attend Union/Management Committee meetings shall suffer no loss of salary.

**5.10 Personnel Policies**

Written Personnel Policies which may be in effect shall be provided to the local Union Officer.

The Employer will provide to the Union a copy of all Personnel Policies as they are developed.

**ARTICLE 6 - NO DISCRIMINATION/HARASSMENT**

**6.01 Discrimination**

The Employer and the Union agree that there shall be no discrimination, interference, restriction or coercion exercised or practised with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, lay-off, recall, discipline, classification, discharge or otherwise by reason of age, race, creed, colour, national origin, political or religious affiliation, sex, marital status, sexual orientation, physical or mental disability, place of residence, or activity in the Union.



## 6.02 Sexual/Racial Harassment

The Employer and the Union agree that no **form** of sexual/racial harassment shall be condoned in the workplace and it **is** further agreed that both parties will work together in recognizing **and** dealing with such problems should they **arise**. Situations involving sexual/racial harassment shall be treated in strict confidence by both the Employer and the Union.

## 6.03 Harassment

The Employer and the **Union** acknowledge a shared responsibility to:

- (a) prevent harassment;
- (b) promote a safe, abuse-free working environment; and
- (c) uphold the philosophy of zero tolerance of harassment.

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

- (a) Individuals are aware **of** the seriousness with which the parties view harassment.
- (b) Incidents are investigated promptly, objectively and in a sensitive, confidential manner.
- (c) The necessary corrective action is taken.
- (d) Employees/managers are provided with the education necessary for them **to** prevent harassment, identify harassment when it **occurs** and **know** how to properly report complaints.

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

## ARTICLE 7 - DISPUTE RESOLUTION PROCESS

### 7.01 Definition of a Grievance

- (a) **A** grievance **shall** be defined as any difference or dispute between the Employer and any **employee(s)**, or the Union;
- (b) Where a dispute involves a question of a general application or interpretation which affects **employees** of more than one department, the Union or the Employer may **by-pass** Article 7.04 **and** commence with 7.05.

## **7.02 Grievance Committee & Employer Designates**

The Union shall submit, in writing to the Employer, the names of the members of its Grievance Committee, the **Union** Stewards, and of any subsequent changes. The Employer shall submit, in writing to the Union, the names of the **supervisory** officials designated to deal with grievances and of any subsequent changes.

## **7.03 Permission to Leave Work**

### (a) Employee

Any employee who feels they have been aggrieved may request permission from their supervisor or designate to leave work temporarily, in order to discuss the complaint with a Union representative within the facility or agency, and neither the employee nor the Union representative shall suffer loss of pay. Suitable arrangements for an appropriate time and location for such discussions must be made with the supervisor or designate concerned. Such discussions shall take place as soon as reasonably possible.

### (b) Shop Steward

The Employer agrees that one (1) steward or elected officer of the **Union** may leave assigned duties temporarily in order to discuss matters covered by the grievance provisions or relating to same with the Employer and that such steward shall not suffer any loss in pay for the time so spent. Such steward or elected officer and the supervisor or designate must make suitable arrangements for an appropriate time and location for such discussions.

## **7.04 Informal Discussion**

It is understood that before a grievance is submitted at the First Step the Union and the Employer shall attempt to resolve the dispute through discussion with their immediate out of scope supervisor. The discussion shall take place within fourteen (14) calendar days of discovery of cause for complaint. If the matter is not settled to the Union's satisfaction, the Union may proceed to the First Step of the grievance procedure.

## **7.05 First Step - Grievance to Supervisor or Designate**

**Failing** resolution of the difference or dispute through **informal** discussion, the **Union** may, within fourteen (14) days of the informal discussion submit a written and signed grievance to the supervisor or designate or level of management appointed by the Employer setting out the following:

- (a) The nature of the grievance and the circumstances out of which it arose;

(b) The remedy or correction the Employer is required to make.

The Supervisor or designate shall discuss the **grievance** with the steward, officer or grievance committee members within fourteen **(14) days** of receipt of the grievance and shall render a written decision within fourteen **(14) days** of the discussion.

#### **7.06 Second Step • Grievance to Employer Designate**

**Failing** satisfactory resolution of the grievance at the First Step, the steward, officer or grievance committee members shall refer the matter to the Employer designate, in writing, within fourteen **(14) days** of having received the decision of the supervisor or designate.

The Employer designate shall discuss the grievance with the steward, officer or grievance committee members within fourteen **(14) days** of receipt of the grievance and shall render a written decision within fourteen **(14) days** of the discussion.

#### **7.07 Third Step • Grievance to Employer Grievance Committee**

Failing satisfactory resolution of the grievance at the Second Step, the steward, officer or grievance committee members shall refer the matter to the Employer grievance committee, within fourteen **(14) days** of having received the decision of the Employer designate.

The Employer Grievance Committee shall meet within fourteen **(14) days** of receipt of the grievance with representatives of the Union, and shall render a written decision within fourteen **(14) days** of the discussion.

The Employer agrees to pay all necessary and reasonable travel expenses for not more than two (2) members of the Bargaining Unit for the purpose of attending any meeting connected with the Second or Third Step which has been called by the Employer outside such members normal place of work.

#### **7.08 Procedural Orderliness**

It is the desire of both the Union **and** the Employer to resolve grievances **in a** manner that is **just** and equitable and it is not the intention of either the Employer or the Union to evade the settlement of disputes on a procedural technicality. However, notwithstanding the foregoing, it is clearly understood that time limits established herein are for the sake of procedural orderliness and are to be adhered to.

Should either party fail to adhere **to** the time limits, the onus is on that **party to show a** justifiable reason for its failure to adhere to such limits.

### **7.09 Extension of Time Limits**

The time limits set out above may be extended in writing by the consent of both parties.

### **7.10 Alternate Dispute Resolution**

The parties shall attempt to utilize the Grievance Mediation process or any other dispute resolution mechanism with a view to resolving the dispute prior to referral to arbitration.

### **7.11 Referral to Arbitration**

Failing satisfactory settlement of the Grievance at the Third Step, the matter may be referred to Arbitration by the either party within twenty - eight (28) calendar days, provided that if it is not so referred, the grievance shall be deemed to be settled.

## **ARTICLE 8 - ARBITRATION PROCEDURE**

### **8.01 Board of Arbitration**

Where a grievance is referred to arbitration, the parties may firstly attempt to agree to a single Arbitrator. In the event that the parties are unable to agree to a single Arbitrator, a Board of Arbitration shall be established in accordance with the Trade Union Act (Chapter 47 of the *Statutes of Saskatchewan, 1994*).

### **8.02 Certain Rules and Procedures Applying**

The rules and procedures set forth in the Trade Union Act (*Chapter 47 of the Statutes of Saskatchewan, 1994*) shall apply to any arbitration proceedings under this Agreement as though the Arbitrator were an Arbitration Board.

### **8.03 Decision**

The decision of the Arbitrator or Arbitration Board as the case may be, shall be final and binding on the parties, and there shall be no lockout by the Employer and no stoppage of work by the Union because of the grievance being arbitrated.

### **8.04 Expenses of Arbitration**

#### **(a) The Board**

Each party shall pay the fees and expenses of its nominee and one-half (½) of the fees and expenses of the Chairperson.

(b) Arbitration Witnesses

In the event an employee is called **as a** witness before **an** Arbitration Board, leave and expenses shall be applicable **as** follows:

1. If called by the Employer, leave without loss of pay and **expenses** paid **by** the Employer.
2. If called by the Union, leave without pay and expenses paid **by** the Union.
3. If called by the Board, leave without loss of pay and expenses shared equally by the parties.
4. If **a** witness is subpoenaed, the party requesting the subpoena shall be deemed to have called the witness.

**8.05 Powers of the Board**

In the absence of any stipulation to the contrary contained in this Agreement, the Arbitrator or Arbitration Board, **as** the case may be, shall, in **making a** decision, give effective recognition to what is just and reasonable in the circumstances of the case and shall consider the interest of both parties in rendering its decision,

The Arbitrator or Arbitration Board shall not have the authority to add to or subtract from or amend any of the provisions of this Agreement.

**ARTICLE 9 • DISCIPLINE, DISMISSAL AND RESIGNATION**

**9.01 Documents on Employee's File**

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

**9.02 Documentation of Disciplinary Action**

- (a) When **an** employee is **dismissed**, demoted, reprimanded, suspended, or reverted to their former position, the Employer shall advise the employee in **writing** of the reasons for the action taken and a copy shall be submitted to the Union at that time. Such **action(s)** shall not be taken without just cause.
- (b) If the employee concerned wishes to respond they may do **so** in **writing** and such response will become a part of the documentation.

- (c) Documentation of disciplinary action **shall** be removed from the employee's file provided there has been no further discipline of a similar nature rendered within three (3) years of the **initial** discipline.

**An** employee or the **union** may make written request to the Employer to have **any** disciplinary documents removed from file after one **(1)** year. The onus will be on the employee or the union to provide adequate reason to have the documents removed.

### 9.03 Notice of Termination

- (a) Notice for Permanent Employees

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

- (b) Notice for Probationary Employees

Except in the case of dismissal for misconduct, seven **(7)** calendar **days** notice in writing shall be given to any probationary employee whose **services** are to be **terminated** provided that if such notice is not given, a sum equal to seven **(7)** calendar days salary shall be paid to such employee in lieu of notice.

- (c) Temporary Employees

Temporary employees whose termination date **was** stated in a letter of offer at the time of hiring, **shall** receive reconfirmation **of** that termination date, in writing, seven **(7)** calendar days prior to that date.

- (d) Earned vacation leave due **an** employee shall not be used **as** any part **of** the period of notice stipulated in sub-sections (a) and (b).

### 9.04 Definition of Misconduct

Misconduct means **an** act or incident which **in** itself, the Employer considers just **cause** for instant **dismissal**.

### 9.05 Right to Grieve on Initial Probation

**An** employee on initial probation may **grieve** **only** against no notice of dismissal but not on the **dismissal** itself. **During** the initial probationary period, or extension of same, employees unless otherwise specified shall be entitled to all rights and benefits of this Agreement, except with respect to **termination** for reason of general unsuitability which shall be **outlined** by letter **to** the **employee**. The Union shall be notified of **all** such termination.

## 9.06 Termination of Employment

Employees are required to give two (2) weeks notice of intent to resign to the Employer. **An** employee who fails to give such notice shall be struck from the payroll effective the date he/she absents himself/herself without leave.

## 9.07 Progressive Discipline

Except in **cases** where immediate dismissal is warranted, the Employer agrees that Progressive Discipline will be used in **dealing** with employees whose **job** performance and/or conduct **is** not satisfactory.

# ARTICLE 10 • SENIORITY

## 10.01 Accumulation of Seniority

Seniority shall be defined **as** the length of an employee's service **in** the bargaining unit. Seniority shall be accumulated in hours calculated from the date the employee last entered the service of the Employer. **An** employee shall earn seniority for:

- (a) all actual hours worked excluding overtime;
- (b) vacation (or vacation payout converted to hours);
- (c) Statutory Holidays (or Statutory hours converted to hours);
- (d) all paid leaves;
- (e) any authorized unpaid leave up to **six** (6) months at **one** time;
- (f) consecutive time off while receiving benefits under the Workers' Compensation Act;
- (g) leave granted under Article 17.08 - Union Leave;
- (h) maternity leave;
- (i) parental leave;
- (j) adoption leave;
- (k) consecutive time off while receiving benefits under the SGEU Long-Term Disability Plan for a maximum of three (3) years and one hundred and nineteen **(119)** calendar **days**;
- (l) leave granted for a Union position or elected public office;
- (m) leave granted for education.
- (n) working in a **temporary** out of **scope** position with the Employer, not to exceed twelve **(12)** months unless extended by mutual agreement between the parties;
- (o) In the **case** of OTFT-part-time employees on maternity, adoption, parental leave, workers compensation or LTD plan leave, **etc.**, seniority **shall** accrue based on the following formula:

Hours of ~~seniority~~ accumulated = seniority hours per  
the previous 52 weeks week of leave

- (p) In the case of OTFT-casual, etc., employees on workers compensation or LTD plan, seniority shall accrue based on the formula in (o) above.

### 10.02 Maintenance of Seniority

Subject to Article 10.01 and 10.03 **an** employee shall maintain accumulated seniority. At no time ~~should~~ any employee's seniority exceed **normal** full-time hours per year.

### 10.03 Loss of Seniority

**An** employee shall lose all entitled seniority and shall be deemed to have terminated employment if in fact the employee:

- (a) is discharged for just cause and is not reinstated;
- (b) Voluntarily ~~terminates~~ the employ of the Employer;
- (c) **Failure** to return to work immediately following the termination of a leave of absence or within fourteen **(14)** calendar **days** from notification by the Employer to return to work following a lay-off, unless, in either case the employee can **show a** justifiable reason for failure to report to work.
- (d) is continuously laid-off in excess of three (3) years. Upon expiration of the lay-off period the employer has the right to choose to employ the employee in a relief/casual capacity;
- (e) fills a permanent out of ~~scope~~ position and successfully completes the probationary period;
- (f) is a relief employee and has not worked ~~for~~ a period of two hundred and **seventy-four (274)** calendar days as computed from their last shift of work, exclusive of approved absences.

### 10.04 Seniority List

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. **An** upto-date seniority list shall be posted by March and September ~~1st~~ of each year. Such lists shall be posted **in** places accessible to all employees and shall **be open** to protest for a **period** of thirty (30) **days** from date of posting. On presentation by a Union Steward of proof of error a correction shall be made immediately. Copies of the corrected seniority list shall **be sent to** the Union.



## ARTICLE 11 - APPOINTMENTS AND STAFF CHANGES

### 11.01 Posting of Vacancies

When a permanent position is vacated or when a new position of a permanent nature is created, posting of the vacancy **will** take place within thirty (30) **business days**. Notice **will** be supplied concurrently **to** the union designate.

If the Employer does not intend to fill the vacancy, the union shall be notified within thirty (30) business days if:

- (i) the position is **to** be abolished;
- or**
- (ii) the position is to remain vacant and for **how** long.

### 11.02 Filling of Vacancies

- (a) Appointments to vacancies in existing positions and new positions shall be filled according to the provisions hereinafter set forth.
- (b) Subject to 11.02 (e), appointments to vacancies shall be given in order of seniority to employees whose names are on the re-employment list because of lay-off, leave of absence, downward revision of classification, in that order.
- (c) All vacancies for a permanent or newly established position shall be posted for at least seven (7) calendar days unless the Employer and the Union agreed to a longer or shorter period. For informational purposes only, posting shall include: hours of work, rates of pay, location, qualifications, job title and brief job description. Copies of all such postings shall be supplied to the **Union**. **When** the appointment has been made, the Union will be notified of the appointee's name and the department concerned within seven (7) calendar days. All applicants **will** be advised of **the** results of the competition **and** the name of the **successful** applicant.

#### (d) Application **Forms**

Employees shall apply on a prescribed form obtainable **from** the **Human Resources Department**, provided that if the **form is** not available, **an** employee **may** apply for any position by letter **or** telegram. All applications must be received **by the Human Resources Department by 1645 hours** on the closing date.

(e) Hiring **Based** on Seniority

The senior qualified applicant **who** possesses the ability shall be appointed. To be considered qualified, applicants must meet the minimum requirements as set forth in the **job** specifications for the positions involved. To be considered to possess ability, means to be capable of performing the typical duties and responsibilities outlined in the job specification for the position involved.

(f) Senior Candidate's Right to Grieve

The senior qualified applicant, if not appointed to the vacancy, shall have recourse to the grievance procedure.

(g) Examinations

The Employer may establish examinations and performance tests for the purpose of assisting in the selection of candidates for vacancies or new positions.

(h) Temporary Vacancies

When the Employer determines that a temporary vacancy of a duration of four **(4) months** or longer exists, the vacancy shall be posted and filled in accordance with Article 11.02 **subject** to the following:

1. Additional postings shall not be required for the position of the employee transferred as a result of the original posting.
2. **When** the temporary work becomes redundant, the employee shall be returned to his/her former position and regulations covering work schedules shall not apply.
3. **An** employee **occupying** a temporary position shall not be eligible to apply for another temporary position that would **commence** prior to the **expiry** of the temporary position he/she currently occupies.
4. If, **as** a result of the posted vacancy, an individual is hired from outside the **existing** work force, they **shall** be considered on lay-off **upon** completion of the temporary **work**, and shall not have **access to** Article **13**.
5. The Employer may lay-off the employees **in #4, above**, subject to Labour Standards, if the employee who created the original **vacancy** returns, unexpectedly.

6. Article 13.05, shall not apply in those circumstances described in #4, above.
7. Should the temporary position subsequently become a permanent position, it shall be posted and filled in accordance with Article 11.01 and 11.02
8. The Employer agrees to review with the Union, all temporary jobs which exceed one (1) year in duration on a semi-annual basis to determine if the position should be reclassified to a permanent position.
9. The employee referred to in #4, shall be on lay-off for a period not to exceed their employment period or one (1) year, whichever is lesser.

(f) Qualifications of Applicants

The Employer, on request, shall furnish the Union with the details of qualifications of any applicant.

(j) Reasons to be Given to Unsuccessful Applicants

Upon request, the Employer or his/her designate, in the presence of the appropriate Steward, will inform an unsuccessful applicant of the reasons for his/her application being rejected. Thereafter, such reasons shall be given in writing if the employee so requests.

(k) Time Limits to Fill Positions

If a position has not been filled after three (3) months from posting, such posting shall be re-posted unless the Union and the Employer agree to extend this period.

- (l) The Employer will inform the Union of the name of the contact person or designate in the above-mentioned situations.

### 11.03 Trial Period on Promotion or Transfer

An employee promoted to a new position, or one who is transferred or voluntarily demotes to a different classification, shall be required to serve a trial period equivalent to that stipulated on initial employment for that position or classification into which the employee is moving. If, within the set period he/she fails to qualify, or upon the employee's request to revert, he/she shall be returned to his/her former position without loss of seniority or increment benefits, provided that he/she was not appointed or transferred from the re-employment list, whereupon he/she would be returned to the re-employment list.

#### 11.04 Relief Assignment

(a) Unless so indicated in an employee's class specification, an employee who is required to **perform** the duties of a higher in-scope position on a regularly scheduled basis, or for a period of one (1) day or longer, shall be paid at the step in the higher class range which shall yield a **minimum** increase of five percent (**5%**) for the entire period **so** worked. In no **case** will the employee be paid at a rate higher than the **maximum** step of the range for the higher position.

(b) Out-of-Scope Relief Assignments

Employees required to relieve in an out-of-scope position for one (1) day or more will receive a minimum increase of five percent (**5%**) of their rate of pay for the entire period so worked.

(c) Increments Relief Assignments

When **an** employee is engaged in such temporary substitution continuously for more than one (1) year, he/she shall be entitled to annual increments in the range for the higher paid position one (1) year after any increment is granted to him/her under sub-section (a) of this section, except where the employee before such increment date becomes entitled to an increment under the salary range for his/her position, resulting in a higher salary, in which case his/her increment date for the higher range shall be that for his/her **own** position.

(d) When an employee is engaged in such temporary substitution for more than a year, he/she shall, at the commencement of the second year, be paid at a rate which provides an increase of at least ten percent (10%) above his/her current rate in his/her former class provided that it is not below the **minimum** or above the **maximum** of the class in which he/she is substituting.

#### 11.05 Rate of Pay on Promotion

(a) On the promotion of an employee, his/her new rate of pay shall be the minimum of the **range** for his/her new classification or such step in the new range which yields a **minimum** increase of five percent (**5%**), whichever **is** greater.

(b) If the promotion yields an increase of more than ten percent (10%), the employee's increment date will then be changed to the date of promotion.

(c) The employee's rate, following promotion shall not **exceed** in any instance the **maximum** of the range for his/her new class.

- (d) Whenever **an** employee's increment date or an adjustment in salary occurs on the same date **as** the promotion or reclassification, the employee shall receive his/her increment or adjustment before the promotion formula is applied.

## **11.06 Transfers**

- (a) **An** employee may request **a** transfer at anytime **to** another position by filing with the Human Resources Department a transfer request form which will be considered when a vacancy **occurs**. Such request shall be given consideration when a vacancy **occurs** and shall remain effective for three (3) months.
- (b) Subject to 11.02, the Employer may fill vacancies **by** transfer.
- (c) When an employee is transferred, his/her rate of pay and his/her increment date shall not be changed, except where the rate of pay in his/her old position is between two rates in the new position, in which case his/her rate of pay **will** be increased to the nearest higher rate.
- (d) Disability Transfer

When by reason of disability, an employee is incapable of **performing** his/her regular duties, the Employer, the Union and the employee concerned shall discuss the possibilities of continued employment of the employee in an appropriate classification and position for which the employee is qualified and capable in the facility. In **such** circumstances, the Union and the Employer may agree to waive the provisions of Article 11, 12, and 13 (Vacancies, Promotions, Lay-off, and Change in Classification).

## **11.07 Involuntary Demotion**

Thirty (30) calendar days' notice shall be given to an employee **who** is to be demoted involuntarily. Notice of intention **to** demote shall be given to the employee in writing and shall set out in detail the reasons therefore. A copy of the notice shall be supplied concurrently to the **Union**.

## **11.08 Voluntary Demotion**

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

- (a) Whenever his/her rate prior to demotion is above the **maximum** established for the class into which he/she is **taking** demotion, it shall be reduced **to** the maximum.

- (b) Whenever his/her rate prior to demotion is within the range of pay established for the class into which he/she is taking demotion, it shall remain the same until his/her increment date and then be increased to the next higher step in the range.

#### **11.09 Rate of Pay on Involuntary Demotion**

Whenever an employee is given an involuntary demotion, his/her rate of pay shall be reduced to the rate next lower in the range of pay established for the class into which he/she is demoted and so remain until his/her increment date in the position from which he/she was demoted.

#### **11.10 Initial Probationary Period**

All new employees shall be required to serve a probationary period of either three (3) months or six (6) months as designated in Schedules "A" & "B", provided that the period may be extended by a maximum of three (3) months at the discretion of Management. The employee and the Union shall be advised in writing of any such extension prior to the expiry of the initial probationary period.

Employees who work less than full-time shall serve a probationary period equal to the number of hours served by a full-time employee for that classification.

#### **11.11 Leave Without Pay During the Probationary Period**

When leave without pay of more than thirty days has been taken during a probationary period, certification shall not be effective until a period of actual service as specified in Schedules "A" & "B" has been completed. The probationary period shall be extended by the amount of leave taken.

#### **11.12 Illness During the Probationary Period**

When a probationary employee, because of illness or non-compensable injury, has been on leave of absence without pay for three (3) months or more, he/she shall be separated from the facility. On recovery and on written request, the employee may be considered for re-appointment and the employee shall be advised of such re-appointment option.

#### **11.13 Probationary Period for Trainees (Orthotics and Prosthetics)**

An employee who is employed as a "trainee" shall be considered to be on probation and shall not further be required to serve a probationary period when he/she is placed in the regular salary range for the class involved.

Should a trainee be required to attend a training course of longer than one (1) month outside the facility, his/her probationary period may be extended until he/she has worked the actual amount of time specified in Schedule "A".

## ARTICLE 12 - CLASSIFICATION AND RECLASSIFICATION

**12.01** The Union and the Employer agree to negotiate with the Saskatchewan Association of Health Organizations (SAHO) and Health Care Unions, at a separate table, a classification plan.

### **12.02 Classification Plan**

The Employer shall establish **and** maintain a position classification plan in which positions of similar kind, difficulty and responsibility are included in the **same** class. Amendments to the classification plan shall be made **by** the Employer from time to time **as** changes in organization and work assignments require.

Written class specifications for each class of position shall be provided which **will** include a description of duties, responsibilities of **work**, and a statement of minimum requirements for responsibilities of work, and a statement of **minimum** requirements for length and kind of experience, formal education and training, knowledge, skills and abilities required for adequate performance of the duties of a position in the class.

### **12.03 Manual of Class Specifications**

Copies of the Manual of Class Specifications, currently maintained, shall be kept in the offices of the Employer, including the on-site **Union office** and shall be available for inspection by employees during business hours. The Union designate **will** be supplied with a manual and be kept updated.

### **12.04 Allocation of Positions**

The Employer shall have responsibility to allocate individual positions in the organization to classes in the Classification Plan.

### **12.05 Establishment or Revision of a Class**

If the Employer proposes to establish **a** new class or revise **an** existing class, it shall provide the **Union** with a copy of the proposed class Specification. **Upon** receipt of the proposed class specification, the Union shall have thirty **days** to make representation to the Employer regarding the proposed class specification before it is finalized. When the Employer finalizes the class specification, it shall **give** notice to the Union that the class specification is finalized and its intention **to** negotiate **a** new rate of pay. After the giving of notice, even if no agreement as to the rate of pay has been reached, the Employer **may** advertise **and** fill the position at the rate proposed **by** the Employer, subject to Article 12.06.

## **12.06 Union May Grieve**

If the Union ~~is~~ dissatisfied with the rate of pay ~~fixed~~ by the Employer for such new or revised class, it may within twenty-one **(21)** calendar **days** of receipt of written notice of the establishment of the rate of pay, grieve under Article **7** hereof, and the decision reached during the Grievance Procedure or **Arbitration** in respect **to** the pay rate shall be retroactive to the date of the filling of the vacancy.

## **12.07 Request for Review of Classification**

Whenever an employee feels that his/her position is ~~incorrectly~~ classified, he/she may apply for a review of his/her duties by ~~completing~~ a form obtainable from the Human Resources Department. The **Human** Resources Department will **audit** the position and notify the employee and the Union of the results within one (1) month from the date the application **was** received by the Human Resources Department. Employees on probation shall not be entitled to request a classification review.

## **12.08 Effective Date of Reclassification**

If a request for reclassification is received **by** the Human Resources Department not later than the 15th of the month, the reclassification, if approved, will be effective from the first day of the month following. Otherwise it will be effective the first day of the month ~~next~~ following.

## **12.09 Employee May Grieve Results**

If the employee's request for reclassification is considered and rejected, or if the employee is dissatisfied with the reclassification approved, he/she may within fourteen **(14)** calendar days of receipt of notice thereof, grieve under Article 7.

## **12.10 Reclassification**

- (a)** If upon review, a position is reclassified to a class with **a** higher salary range, the employee shall be appointed to the new higher classification when the reclassification was approved to:
  - (i)** correct **an** error in classification, **no** change in duties and responsibilities being involve&
  - (ii)** conform to a changed allocation standard.



(b) Challenges

When the reclassification into a classification with a higher salary range is due to new or additional duties and responsibilities, the incumbent shall be appointed to the new higher classification subject to challenge from other more senior employees. In this instance, the reclassification will be posted and a more senior applicant, to successfully challenge, must **show** that the additional duties and responsibilities resulting in the reclassification should have been assigned **to him/her** rather than the incumbent.

(c) Validity of Challenges

The Employer and a **Union** representative named **by** the Chief Executive Officer of the Union shall decide on the validity of challenges.

(d) Establishment of Qualifications

If the original incumbent is not qualified for the reclassified position, a period of one (1) year will be allowed in which to establish qualifications. If the incumbent fails to establish minimum qualifications within the one (1) year period, he/she shall be removed **from** the position and have his/her name placed on the appropriate re-employment list and his/her position shall be posted in accordance with Article 11.

(e) When, due to a change in duties and responsibilities, an employee's position is reclassified **as** a result of action initiated **by** the Employer, and the employee fails to meet the qualifications for the reclassified position within one (1) year, the employee shall be appointed to the position without transfer rights.

## 12.11 Rate of Pay on Reclassification

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

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

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

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

- (ii) If his/her rate is below the maximum of the class to which his/her position has been downgraded, he/she shall retain his/her rate until his/her increment date at which time his/her rate will be adjusted to the next higher step in the range and he/she **will** receive **succeeding** annual increments up to but not beyond the **maximum**.
- (d) The incumbent of a downgraded position shall have the right **to** accept or reject any position offered to him/her pursuant to sub-section (b) above. If he/she rejects the position offered to him, his/her salary shall be adjusted in accordance with Article 11.08.
- (e) If within two **(2)** years subsequent to the downward reclassification, an employee promotes to his/her former class, he/she shall be entitled to return to his/her former step in the higher range but not above the range. **His/Her salary will** be adjusted upward to a step in the range which is closest to his/her present rate of pay, but in no **case** will be beyond the range.

## **ARTICLE 13 • LAYOFFS AND RE-EMPLOYMENT**

### **13.01 Discussion of Implementation**

Discussion between the Union **and** Management **will** take place prior to the implementation of this clause with a view to placing the employee(s) affected in a classification for which they are qualified, in order that **such** placement will **cause** minimum disruption to the work place.

Notwithstanding the above displacement procedures, the Employer and the Union, at any time, can formulate special measures to modify the above displacement procedures to take into account the desire of the parties to minimize the impact of displacement or **to** deal with particular operational considerations.

However, in the event of mergers and **transfers** only, the Union **will** be given at least ninety (90) and preferably one hundred and twenty **(120) days** notice **and** discussions between Union and Management shall first take place prior to the implementation of this article, with a view to causing minimum disruption **to** the workplace.

Notwithstanding the above where an affected employee chooses to relocate the notice period above shall be waived.

### **13.02 Layoff Defined**

**A** layoff shall be defined **as** an Employer initiated reduction in the workforce, a reduction in the **hours** of work of **a** full-time employee or the reduction in the **hours** identified in a part-time **employee's** Letter of Appointment.

### 13.03 Role of Seniority In Layoffs

Employees' seniority, for the purpose of lay-off ~~or~~ displacement, shall be the seniority effective the date that notice is issued. **An** upto-date seniority list shall be made available to the Union and shall be made accessible to the employee.

When reducing staff, senior qualified staff **who possess** the ability shall be retained. To be considered qualified, employees must meet the **minimum** requirements **as** set forth in the job specifications for the position involved. To be considered to possess ability **means** to be capable of **performing** the typical duties and responsibilities outlined in the job specification for the position involved,

### 13.04 Notice of Layoff

Notice of lay-off shall be in accordance with the Labour Standards **Act** provided, however, that **the** minimum amount of notice shall be four **(4)** weeks.

If the employee laid off has not had the opportunity **to** work his scheduled shifts during the notice period, the employee shall be paid in lieu of those scheduled shifts not worked. If regular duties are unavailable the Employer may assign duties other than those normally connected with the classification in question without **a** reduction in salary and without displacing any other employee(s).

After the employee has received lay-off or the displacement notice, the Employer and the Union shall, in order of seniority, arrange a private interview in the presence of a shop steward with each employee to explain the various alternatives and the employee shall elect one of the following:

- (a) to accept a vacant position;
- (b) to exercise their seniority rights in accordance with Article 13.06;
- (c) to accept the reduced hours of work (if applicable);
- (d) to accept lay-off and be placed on recall;
- (e) to resign;
- (f) to retire (if applicable).

**The** employee will be provided **with** reasonable **and** sufficient **information** which will include work schedules in effect at that time, job descriptions, work site tours and meetings with the Department Head or designate, if required. The employee shall **be** allowed **to** have a Union representative present. **Provided** that all alternatives have been explained (i.e. sufficient information has been provided) the employee **will** have up to forty eight **(48)** hours from the conclusion **of** the meeting (exclusive **of** weekends and Statutory Holidays) to make **an** election. This **period** may be extended **by** mutual agreement.

Employees who do not elect one of the above options within forty-eight **(48)** hours will be automatically laid off **and** placed on re-employment in accordance with Article 13.07.

Every reasonable effort will be made to contact an employee regarding their options, however, in the event the employer is unable to contact a laid off or displaced employee, Union and Management shall meet to discuss a mutually agreeable resolution to the matter. If there is not mutual agreement, the employer shall proceed with the lay-off procedure and place the employee in an appropriate position. A mutually agreeable or employer initiated placement will replace the employee's right to exercise their seniority displacement rights,

### 13.05 Vacancy Placement

Prior to placement which would result in the displacement of a junior employee, the employee may be placed by mutual agreement between Union and Management, into a vacant position for which they are qualified to perform the duties required.

### 13.06 Displacement of Employees

Senior qualified laid off employees who possess the ability, shall be placed in accordance with their seniority, into a higher paid classification, a lower paid classification, or same paid classification subject to the following:

- (a) Employees shall choose a classification of their choice for which they wish to exercise their seniority;
- (b) Employees shall choose to exercise their seniority into either a full-time or part-time position within the classification specified in a) above;
- (c) Employees shall displace the least senior full-time or part-time employee in that classification.

### 13.07 Re-Employment

- (i) **An employee who is laid off and**
  - a) cannot bump into a position that maintains hours of work and rate of pay or
  - b) chooses not to bump

shall have his/her name placed on the re-employment list. He/she is eligible for recall to his/her own class and other classes of related positions for which he/she is deemed qualified by the Employer.

During the period of layoff employees may revise, in writing, the list of positions for which they will accept recall. Employees on the re-employment list will be offered positions based on the criteria set forth in Article 11.02 (e) of the collective agreement.

A full-time employee who **is** eligible for re-employment will only be recalled to permanent full-time positions unless the employee requests otherwise, in writing, indicating minimum hours acceptable.

- (ii) A part-time employee who is eligible for re-employment will be recalled to:
  - a) permanent full-time positions and
  - b) permanent part-time positions equal to or greater than the hours of work (**as** stipulated in the letter of appointment) of **the** original position, unless the employee requests otherwise in writing indicating the **minimum** number of hours acceptable.

A trial period is served when recalled to a position in a different class. If the trial period is not successfully completed, the employee's name will return to the re-employment list.

- iii) Removal from list

**An** employee's name will be removed **from** the re-employment list when:

- a) he/she accepts **a** posted position, or is recalled to a position, that equals or betters the original number of hours and rate of pay of the original position.
  - b) he/she refuses recall to a position of the same class and number of hours he/she was laid off from.
  - c) he/she refuses a fourth (4th) offer of recall to a position in classes other than what he/she was laid off **from**.
  - d) he/she has been on **the** re-employment list for a period of three (3) years.
  - e) the employment relationship **is** terminated,
  - f) the employee fails to keep the Employer advised of their current address and telephone number.
- iv) Any relief assignments or temporary positions an employee works while on layoff shall not prejudice their right to **re-employment**.
  - v) It shall be the responsibility of all employees, including those laid **off**, to keep the Employer **advised** of their current address and telephone number.

### **13.08 Trial Period**

Employees who accept **a** vacant position or who are **placed** into a new position due to lay-off or displacement shall be considered **on** trial in **accordance** with Article 11.03 -Trial Period. If they are deemed to **be unsatisfactory** within this **period** of time, or **so** request, they **will** be returned to the lay-off-the-employment list without further recourse to the bumping procedures.

Total accumulated time on lay-off/the-employment shall not exceed a period of three (3) years in total, as per Article 10.03 (d) - **Loss of Seniority.**

### **13.09 Salary Rate**

**An** employee who displaces or is re-employed after a lay-off, shall be paid in accordance with Articles 11.06 - Transfers, 11.05 - Rate of Pay on Promotion and 11.09 - Rate of Pay' on Involuntary **Demotion.** When an employee is re-employed after lay-off, the employee **will** retain **his** or her accumulated sick leave credits, if any, and service towards calculation of vacation existing at such time of lay-off, if recalled within a three (3) year period.

Notwithstanding, an employee **who** has exercised a bump, but who is promoted to the classification from which he/she has **bumped** within three (3) years of having bumped, shall be placed in the range at the step held prior to bumping.

### **13.10 Temporary Facility or Unit Closure**

In the event of a temporary facility or unit closure, the expected duration of the temporary closure shall be communicated to the Union. Employees may elect to utilize:

- (i) paid vacation;
- (ii) vacation relief work;
- (iii) unpaid leave of absence provided one-half (½) of the vacation entitlement has been used; or
- (iv) temporary filling of vacancies.

In the event **none** of the above **may** be utilized, the employee will be placed on layoff.

It is intended that a combination of the above options may be exercised to provide employees with **as** much flexibility as possible to retain employment.

## **ARTICLE 14 - GRATUITY AND SEVERANCE PAY**

### **14.01 Termination After Lay-Off or Due to Ill Health**

Employees whose employment is **terminated**:

- (a) due to permanent lay-off following three (3) years on the lay-off list;  
**OR**
- (b) due to ill health or physical and mental **incapacity** and who are not **eligible** for pension under section 10 (b) of the Public Service Superannuation Act, **or** for a payment under section 16, 47 or 48 of the said Act, or under the Saskatchewan Health-Care Association Pension Plan;

shall be entitled to receive a gratuity in an amount equal to one-third of their unexpended sick leave accumulated from the date of employment to the date of separation. Payment will be calculated on salary being paid on date of separation.

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#### 14.02 Severance Pay

An Employee in either of the following categories:

(a) one whose job has been abolished and who elects to resign;

OR

(b) one whose job has been abolished and whose name is placed on the lay-off list and who does not receive a call-back before the expiry of the three (3) year limit.

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shall be entitled to either severance pay on the basis of one (1) weeks' pay for each year of service commencing with the second year of employment or to the gratuity paid under Article 14.01, whichever is greater.

#### 14.03 Calculation of Service for Gratuity

In calculating the number of completed months of service which an Employee has to his/her credit for the purpose of receiving pay in lieu of earned sick leave, the number of days service in the first month of employment, if a part month, plus the number of days service in the final month of employment, when equal to or greater than twenty working days, shall count as a month's service.

### ARTICLE 15 - HOURS OF WORK

#### 15.01 Clerical Employees

Full-time employees designated as clerical in Schedule "B" shall work seven (7) hours and forty-six (46) minutes per day Monday through Friday and, after fourteen (14) shifts, be entitled to a full shift off without pay to be provided within the following twenty-one (21) day period. The hours of work over a three (3) week period for clerical workers are one hundred and eight (108) hours and forty-four (44) minutes.

The lunch period for clerical employees shall not be less than one-half (1/2) hour nor more than one and one-quarter (1 1/4) hours. The provisions of this sub-section may be altered by agreement between the Employer and the Union.

## 15.02 Employees Other Than Clericals

Except as otherwise provided by this agreement, full-time employees shall normally work a total of eight (8) hours per shift in any one day (excluding a meal break, if scheduled, of not less than thirty (30) minutes) or forty (40) hours per week, except that by mutual agreement eighty (80) hours average over the two week period may be worked. The hours of work for employees other than clerical over a three (3) week period are one hundred and twelve (112) hours.

## 15.03 Banked Time Provision

On completion of fourteen (14) shifts an unpaid day of rest shall be scheduled in the following twenty-one (21) day period. This day of rest shall be scheduled in conjunction with days off or Statutory Holidays. Each day paid for sick leave, annual vacation, statutory holidays, and paid leave shall be paid as a shift.

## 15.04 Other-Than-Full-Time Employees

- (a) All part-time positions will be confirmed in writing by a letter of appointment. The letter shall contain the following information:
- (1) Job Status;
  - (2) Minimum number of hours and shifts per rotation;
  - (3) After discussion with the employee, reference to their availability for relief work.
- (b) Other than full-time employees (temporary, casual and permanent part-time employees) may work less than the normal hours provided by this Agreement and shall not be entitled to the "banking" provisions.

The facility shall forward a copy of all Letters of Appointment to the Union.

## 15.05 Work Schedules

### (a) Posting Work Schedules

Provisional work schedules shall be posted twenty-eight (28) calendar days in advance, in a place accessible to the employees. Work schedules shall be confirmed and posted no less than fourteen (14) calendar days in advance. Deviation from the posted schedules shall be only by mutual agreement with the employee affected. If there is no mutual agreement, the employee will work the scheduled time off and receive premium pay referred to in Article 15.15 (c). In emergency circumstances which could not have been foreseen by the facility, overtime shall only be paid for the first five (5) shifts so changed.



(b) **Change/Cancel Relief Employee Shifts**

The Facility reserves the right to change or cancel a relief employee's scheduled shift(s). If such shift(s) are cancelled without forty-eight (48) hours notice the employee shall be paid his/her regular earnings for any shift(s) cancelled within the forty-eight (48) hour period.

**15.06 Two (2) Consecutive Days Off**

Employees shall receive no less than two (2) consecutive days off, unless single days off are arranged by mutual agreement between the facility and the employee(s) affected.

**15.07 Seven (7) Consecutive Work Days**

Insofar as the efficient operation of the facility permits, employees shall not be required to work more than seven (7) consecutive days without receiving days off, unless work schedules, which are acceptable to the majority of the employees affected have been agreed upon.

**15.08 Rest Periods**

Employees shall receive two (2) separate fifteen (15) minute rest periods in each shift, one rest period to be taken during each half shift, the time of which shall be scheduled by the Employer. Every effort will be made to grant such rest periods midway between each half shift.

**15.09 Meal Break**

An unpaid meal break of at least one half (½) hour shall be provided during an employee's working day.

**15.10 Minimum Report Pay**

Any employee reporting for work on scheduled shift shall be paid no less than three (3) hours at the regular rate of pay.

**15.11 Trading of Shifts**

Provided it is agreed to by the Employer in advance, trading of shifts between employees who have mutually agreed to do so, shall be permitted. When shift changes are at the employee's request, such changes shall not increase the cost to the Employer.

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## 15.12 Shift Premium

### (a) Wascana Rehabilitation Centre

A shift premium of sixty-seven cents (\$0.67) shall be paid for each hour, or portion thereof, worked where the majority of such hours fall between 1500 and 0800 hours. The shift premium shall not apply to overtime hours worked. The premium shall increase to seventy (\$0.70) cents on April 1, 1996

### (b) Lakeside Home

A shift premium of ~~sixty-five~~ (\$0.65) cents per hour shall be paid for each hour, or ~~portion~~ thereof, worked where the majority of such hours fall between 1500 and 0800 hours. The ~~shift~~ premium shall not apply to overtime hours worked. The premium shall increase to seventy (\$0.70) cents on April 1, 1996.

### (c) Parkland Regional Care Centre

A shift premium of seventy (\$0.70) cents per hour shall be paid for each hour, or portion thereof, worked where the majority of such hours fall between 1500 and 0800 hours. The ~~shift~~ premium shall not apply to overtime hours worked.

## 15.13 Weekends Off

Insofar as the regular staffing patterns of the Employer will permit, employees will be scheduled for weekends off on an equitable basis. Employees required to work on the third Saturday and/or Sunday, and consecutive Saturdays and Sundays thereafter, shall be paid an additional premium of ~~fifty-two cents (52¢)~~ per hour for all regular hours so worked on the third and subsequent consecutive Saturdays and/or Sundays. Employees wishing to work on the third (3rd) Saturday and/or Sunday without the payment of premium pay will be required to sign a waiver of such premium.

## 15.14 Overtime Against Wishes

Employees will not be required to work overtime against their wishes when other qualified employees within their classification and department are willing to perform the required work. Employees shall not work overtime unless authorized by the Employer.

## 15.15 Overtime Rates of Pay

### (a) Overtime on a Regular Day

All hours worked in excess of 8 hours per day shall be paid at the rate of one and one-half (1½) times the regular rate of pay for the first four (4) consecutive hours and double (2X) the regular rate of pay for hours worked in excess of four (4) consecutive hours in that day.

(b) On Regular Work **Day** After Midnight

**An** employee who ~~works~~ overtime between the hours of 2400 and 0700 hours and where such overtime is continuous with the employee's regular shift, **such** employee shall be paid at the rate of double **(2)** the regular rate for all hours ~~so~~ worked. If the evening ~~shift~~ ends before midnight and the employee is required to work overtime continuous with the evening shift and the overtime ends after midnight then the entire overtime period shall be paid at double **(2)** time.

(c) Overtime on A Scheduled Day **off**

Employees required to work their scheduled day or days **off** shall receive double **(2)** their rate of pay for such time ~~so~~ worked and upon request of the employee and whenever possible, a leave of absence without pay may be granted ~~for~~ such time worked. **Such** requests must be made within a one (1) week period of the actual time worked.

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(d) Minimum Call-back

**An** employee required to report back to work after leaving the premises of the Employer following completion of a shift, but before commencement of his/her ~~next~~ shift, shall be guaranteed a minimum of two **(2)** hours pay at one and one-half **(1½)** the regular rate of pay.

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(e) Time Off in Lieu of Overtime

**By** mutual agreement between the Employer **and** the employee, the employee may **take** time off, calculated at the **appropriate** overtime rates, in lieu ~~of~~ the overtime pay. If such is not possible, overtime shall be paid out at the applicable rate. **Such** requests must be made within a one (1) week period of the actual time worked.

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(f) Minimum Call-back After Midnight (Parkland & Lakeside **only**)

Employees called back between the hours of 2400 and 0700 hours or on a Statutory Holiday ~~or on~~ their scheduled **days off**, shall be paid at the rate ~~of~~ double **(2)** the regular rate of pay for all hours ~~so~~ worked with a minimum of two **(2)** hours **at** double **(2)** time.

**15.16 Part-time Relief - Assignment of Relief Work (Wascana)**

When the Employer determines that relief ~~work~~ is required, assignments **will** be made subject to the following conditions:

(a) Employee Selected to Provide Relief Work

The Employer will identify the number of employees necessary to provide relief work in each department within each facility.

Part-time employees shall be eligible for relief work in their department in their facility, after the employee has worked their regularly scheduled hours.

Employees may indicate in writing to the Employer their desire to **perform** relief work in another department. Part-time employees who **perform** relief work in another department will be considered a relief employee in that department.

The Employer will select relief employees to each department **as** required, on the basis of seniority, qualifications and ability **sufficient** to **perform** the work with availability being the deciding factor. Employees selected shall serve a trial period **in** accordance with Article 11.03 - Trial Period on Promotion or Transfer.

The Employer will give first consideration to current employees prior to hiring from outside the bargaining unit.

Department shall mean the entire department or unit or specialized area dependent upon the organizational structure, as agreed by the parties **of** this agreement.

(b) Availability for Relief Work

The employee shall identify their availability for relief work, **on a** prescribed form. The Union shall have access to the **prescribed** forms. Relief work will be assigned based on the information provided. The **onus** is on the employee to communicate any changes to their availability. Employees **working** in more than one (1) department shall **be** required to inform their immediate supervisor or designate of their assigned shifts in another department, as soon as the employee is aware. Employees will be required to inform the immediate supervisor or designate of **any** potential overtime situations **and/or** scheduling conflicts.

(c) Relief **Work** Inside the Posted **and** Confirmed Schedule

Inside the posted and confirmed schedule, the Employer will offer the relief work to the part-time employees on the relief list of that department, in order of **seniority, based** on their availability. Employees are expected to work their assigned shifts within the posted and confirmed **period** prior to being offered relief work. Where relief work is assigned seventy-two (**72**) hours in advance the Employer will offer to reschedule the part-time employee in order to allow the employee to work additional hours.

Relief work which could not be performed by a part-time employee shall be offered to the relief employees that have been appointed to that department, in order of seniority based on availability.

Where relief work needs to be offered within a seventy-two (72) hour period, the Employer shall attempt to contact an employee once and shall record such calls. A part-time employee who is working relief, and whose shifts are cancelled shall return to their part-time schedule.

**Notwithstanding Article 15.16 - Part-time Relief • Assignment of Relief Work,** the Employer may assign relief work on a daily basis in accordance with Article 15.18 • Expansion of Hours prior to implementing Article 15.16 • Part-time Relief Assignment of Relief Work.

**(d) Relief Work Outside the Posted and Confirmed Schedule**

Outside the posted and confirmed schedule the Employer ~~will~~ assign relief work to the most senior part-time employee, on the relief list of that department. The employee will ~~work~~ the shifts assigned, any deviation shall be in accordance with Article 17 • Leave of Absence, Article 15.11 - Trading of Shifts, Article 15.05 (a) • Deviation from posted and confirmed schedule and Article 15.05 (b) • Change/Cancel Relief Employee Shifts.

Any relief work not assigned to part-time employees will be assigned to relief employees appointed to that department, in order of seniority.

**(e) Failure to Work or Properly Assign Relief Work**

Should an employee decline a shift or could not be contacted three (3) times in a ninety (90) day period, or does not perform relief work in accordance with the availability that the employee has indicated, the Employer will meet with the employee and the Union to resolve the situation.

In the event the Employer fails to assign relief work in accordance with this article, the Employer will meet with the employee and the Union to resolve the situation.

**(f) General Conditions**

Employees scheduled hours of work and their assignment of relief hours will be in accordance with Article 15.

The Employer will not assign relief work that results in overtime or any additional costs, and the onus shall be on the employee to identify, if the assignment of relief work will result in overtime under the provisions of Article 15.15. Should an employee fail to indicate an overtime situation, they will be ineligible for relief for a period twice the period of the overtime.

### **15.17 Seniority Call In (Parkland Regional Care Centre and Lakeside Home)**

The Employer and the Union are committed to the principle of maximizing hours for other than full-time employees up to a maximum equivalent to those worked by a full-time employee on a bi-weekly basis. The Employer agrees to establish and maintain a list of other than full-time employees ranked in order of seniority. The Employer agrees to use this list when calling employees to work. The most senior person on the list will have first right of refusal.

#### **'Administrative Guidelines for Seniority Call In:**

1. All Other-Than-Full-Time employees shall be expected to provide the Employer with an indication in writing of any time period for which they are unavailable for work.
2. OTFT employees shall provide the Employer with their current telephone number and/or numbers where they can be contacted.
3. OTFT employee shall indicate in writing whether or not they are prepared and available for work of an emergent nature.
4. OTFT employees who refuse three (3) call-ins for work, shall have their name moved to the bottom of the OTFT Seniority List for a period of six (6) months. After which time they shall be replaced to their appropriate place on the Seniority List.
5. OTFT employees must be qualified for the work to be eligible for call-ins.
6. Employees who encumber permanent part-time positions will be eligible to access additional work (up to equivalent of full-time) so long as additional work does not conflict with their permanent schedule.
7. In the event a series of shifts come available as a result of an unplanned, unforeseen circumstance, the series of shifts will be offered to the senior OTFT employee.  
  
Should a back fill be required as a result of the senior OTFT employee moving into the run, this work will then be offered to the next senior OTFT employee.
8. In no circumstances will an OTFT employee working a series of shifts be allowed to work more than the equivalent of full-time in any three (3) week period (one hundred and twelve (112) hours) or more than one thousand nine hundred and fifty (1950) hours in the calendar year.
9. To accomplish the principle identified in #8 above, it may be necessary to split shifts among a number of senior employees.

10. Should there be any disputes or challenges regarding the scheduling of OTFT employees, the matter will be brought to the attention of the appropriate shop steward who will **discuss** the situation with the supervisor responsible.
11. Failing **a** resolve to #10 above, the employee shall be entitled to **access** the normal grievance procedure.

**15.18 Expansion of Hours**

**By** mutual agreement between the Employer and the **Union**, the hours of **work** of an employee **working** less **than** the normal hours of work per day or per week may be expanded to the normal hours of work **per day** or per week without the payment of overtime.

**15.19 Shift Rotation**

Where the regular **staffing** patterns of the Employer permits, employees scheduled ~~for~~ shift rotation shall have shifts rotated as equally as possible.

**ARTICLE 16 - STATUTORY HOLIDAYS**

**16.01 Statutory Holidays**

For the purpose of this Agreement, the **following** shall be considered Statutory Holidays:

- |                       |                  |                        |
|-----------------------|------------------|------------------------|
| New Years Day         | Labour Day       | Good <del>Friday</del> |
| Thanksgiving Day      | Easter Monday    | Remembrance Day        |
| Victoria Day          | Christmas Day    | Dominion Day           |
| <del>Boxing</del> Day | Saskatchewan Day |                        |

and all other federally, provincially, and civically **proclaimed** holidays provided, however that a civically **proclaimed** holiday in lieu of any of the **above-named** Statutory Holidays shall not be considered a holiday. Not foregoing any other sections of this Agreement, premium pay **as** referred to in Article 16.03 shall be paid for work on the actual calendar day, and shall not be paid for **work** on any other alternate **named day**.

**16.02 Statutory Holiday and Schedule Day(s) ~~off~~**

Where **a** Statutory Holiday falls on an employee's regular or scheduled **day(s) ~~off~~**, or **during** the employee's **annual** vacation **period**, such employee shall receive an additional day ~~or~~ day's pay or, another day or days **off** with pay in lieu thereof.

**16.03 Working on a Statutory Holiday**

**An** employee who is required to work on a holiday shall be entitled to leave of absence with pay of one and one-half (1½) days in lieu of the said holiday. If it is found that such leave cannot be granted within three (3) months, the employee shall then be paid one and one-half (1½) days' pay in lieu of the holiday worked. **By** mutual agreement, the three (3) month **period** for granting leave with pay may be extended. **Time** off in lieu of payment for part of a day shall be **as follows:**

1/4 day or less .....	3/8 day
More than 1/4 day, but not more than 1/2 day.....	3/4 day
More than 1/2 day, but not more than 3/4 day .....	1 1/8 day
More than 3/4 day, but not more than 1 day .....	1 1/2 day

**16.04 Statutory Holiday Earned Prior to Workers' Compensation Leave**

Statutory Holidays earned prior to Workers' Compensation leave but not taken shall be rescheduled on the duty roster for when the person returns to work or be paid out.

**16.05 Statutory Holiday Pay For Less Than Full-Time Employees**

Employees who work less than full-time and

- (a) Who are required to work on a Statutory Holiday as set out in Article 16.01, shall receive:
    - (i) one and one-half (1½) their regular rate of pay for all normal hours worked.
    - (ii) holiday pay calculated on the following basis, whichever is greater:
      - Number of Hours worked in the immediately preceding four (4) weeks
      - Number of Normal hours in the preceding four (4) weeks
- X** Normal **daily** full-time hours for the Position **X** hourly rate  
= Pay for Statutory Holiday
- (b) Who do not work on a Statutory Holiday shall receive holiday pay in accordance with (a) (ii) above.



**16.06 Overtime on a Statutory Holiday**

An employee who is required to perform overtime work on a holiday shall be paid at the rate of two and one-half (2½) times his/her regular pay for each hour in excess of the hours he/she worked on a normal day.

**16.07 Holiday Falling on an Assigned Day of Rest**

When a holiday falls on an employee's assigned day of rest and he/she is required to work on such holiday, he/she shall be paid, in addition to his/her regular pay, at the rate of time one and one-half (1½) for all hours worked and shall also be granted a day off in lieu of the assigned day of rest. The day off shall be mutually arranged between the employee and the official in charge.

**16.08 Overlapping Shifts**

In the case of an employee(s) who work an overlapping shift which begins on one (1) day and ends on the next, the credit for the purposes of subsections 16.03 and 16.06 inclusive shall be extended on the basis of a full shift to that employee the majority of whose shift falls on the holiday.

**16.09 Christmas and New Years Day**

Employees scheduled to work both Christmas and New Years Day holidays may request one or the other holidays off. Such requests may be granted provided qualified relief staff are available and the efficient operation of the facility will permit.

**16.10 Premium Pay**

Notwithstanding any other section of this Agreement, premium pay, as referred to in Article 16.03, shall be paid for work on the actual calendar day and shall not be paid for the work on any other alternate named day.

**ARTICLE 17 • LEAVE OF ABSENCE**

**17.01 Leave of Absence**

(a) General Leave

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Insofar as the regular operation of the facility will permit, leave without pay shall be granted to the employee provided the employee furnishes valid reasons for requiring such leave, All requests for leave of absence must be submitted in writing to the Department Head or designated officer concerned

and a copy sent to the Secretary of the Union and the Human Resources or such other designated department. The request shall be in writing and received by the Employer fourteen (14) days in advance of the commencement of the leave.

(b) Notice of Intention to Return to Work

For leaves of absence in excess of one (1) month, notice of intention to return to work or request for change in length of leave of absence must be received by the Employer fourteen (14) days prior to the expiration of the leave. The Employer is not required to allow an employee to resume his/her employment until after the expiration of the fourteen (14) calendar days notice. The Employer agrees to advise the employee, in writing, at the time the leave is granted that a minimum of fourteen (14) days notice is required prior to returning to work.

(c) Request for Parental Leave

An employee while employed at the facility shall be entitled to parental leave as follows:

(i) Maternity Leave

An employee who becomes pregnant shall be entitled to parental leave of twenty seven (27) weeks, which may be extended to a maximum of fifty two (52) weeks where the regular operation of the facility permits. The application for leave must be received four (4) weeks in advance of the requested commencement date accompanied by a medical certificate confirming the pregnancy and showing the estimated date of confinement.

The Employer may require the employee to take maternity leave when the employee is unable to carry out his/her normal duties or where, in the opinion of a medical practitioner, such leave is warranted.

Such leave will be granted with assurance that the employee will resume employment in the same position classification or in a comparable classification and at the same range of pay occupied prior to the granting of such leave.

Notice of intention to return to work or request of change of length of leave of absence must be received by the Employer fourteen (14) days prior to the expiration of the leave. The Employer is not required to allow an employee to resume his/her employment until after the expiration of the fourteen (14) calendar days notice.

(ii) Adoption Leave

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**An** employee who becomes eligible to adopt a child while in the employ of the facility, and who makes application for leave sufficiently in advance to **be** satisfactory to the facility, shall be granted a leave of absence without pay of twenty seven (27) weeks which may be extended to a **maximum** of fifty-two (52) weeks following legal adoption of a child where the regular operations of the facility permits.

(iii) Paternity Leave

**An** employee shall be granted, upon request, paternity leave of twenty seven (27) weeks which may be extended to a maximum of fifty-two (52) weeks. The employee shall provide the facility with sufficient notice for leave of absence where the regular operation of the facility permits.

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17.02 Reinstatement Rights

Every effort shall be made in the first instance to grant the leave of absence on the basis of full reinstatement rights for the employee to **the** position from which the leave of absence was taken.

17.03 Re-Employment Rights

When reinstatement rights cannot be granted, the employee may be granted the leave of absence on the basis of re-employment rights entitling him/her to employment in the first vacancy in his/her old class or related classes at the end of the leave of absence.

17.04 Leave on the Basis of Reinstatement or Re-Employment Rights

At the time the leave is granted, the Employer shall advise the employee in writing if the leave is on the basis of reinstatement rights or re-employment rights. If the employee is not **so advised** in writing, it shall be construed that he/she is entitled to reinstatement rights.

17.05 Extensions for Leave Beyond **One Year**

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

## 17.06 Job Abolition While on Leave

**An** employee granted leave of absence with full reinstatement rights shall be entitled to the following protection in the event his/her position is abolished during his/her absence. He/She shall be subject to the lay-off and re-employment provisions applicable had he/she been occupying the position at the time of its abolition.

## 17.07 Benefits During Leave of Absence Without Pay

When on leave of absence without pay, employees shall be entitled to benefits of this Agreement, other than salary, as follows:

When leave is for one (1) ~~month~~ or less, employees shall be entitled to earn sick leave, vacation leave, increment and seniority benefits, and designated holidays. When the leave is for more than one (1) month, employees shall not be entitled to earn any of the above benefits except as provided in Section 22.08 (d).

## 17.08 Union Leave

- (a) On the request of the Union and insofar as the regular operation of the facility permits, employees designated by the Union shall be granted leave of absence without pay for Union business providing seven (7) days notice is given. The time limits for notice of such leave may be reduced by mutual agreement.
- (b) Upon request of the Union, the Employer agrees to continue to pay normal salary and benefits to employees delegated on a short-term basis of one (1) month or less to attend Union business as referred to in (a) above, and the Employer is to charge the Union for reimbursement of the cost. Such costs shall include:
  - (i) Actual lost wages;
  - (ii) Employer's share of Canada Pension Plan premiums;
  - (iii) Employer's share of Unemployment Insurance premiums;
  - (iv) Employer's share of SAHO Pension Plan or Public Service Superannuation Plan contributions;
  - (v) Employer's share of the Group Insurance premiums;
  - (vi) Workers' Compensation premiums;
  - (vii) Employer's share of SAHO Dental Plan.
- (c) In extenuating circumstances, the chairperson of the Bargaining Unit or his/her designate may be granted leave of absence without pay for Union business provided twenty-four (24) hours notice is given.

(d) on leave of absence of more than one (1) month, and at the request of the Union, the Employer agrees to pay normal salary and benefits to an employee, and will charge the Union, in addition to those costs set forth in (c) above, the applicable amount for the following benefits.

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- (i) annual vacation.
- (ii) statutory holidays.

(e) an employee who is elected or selected for a full-time position with the Union or any labour body with which the Union is affiliated shall be granted an unpaid leave of absence subject to this Article. Such leave may be renewed each year during the term of office.

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### 17.09 Compassionate Leave

Upon request, on the death of a family member, as herein defined, an employee shall be granted compassionate leave with pay from scheduled ~~work~~ occurring between the date of death and the day after the funeral as follows:

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- (a) Up to four (4) working days in the event of the death of the spouse, mother, father, brother, sister, son or daughter, or someone with whom they have an equivalent relationship.
- (b) Up to two (2) working days in the event of the death of a father-in-law, mother-in-law, grandparents, grandchildren, brother-in-law, sister-in-law, son-in-law or daughter-in-law.

### 17.10 Leave for Pressing Necessity

An employee shall be granted leave without pay for pressing necessities. Pressing necessity shall be defined as any circumstance of a sudden or unusual occurrence that could not by the exercise of reasonable judgement have been foreseen by the employee and which required the immediate attention of the employee,

The employee may elect to use vacation, Statutory Holiday, or earned day off under Article 15.03 which have not yet been scheduled for the purpose of such leave.

### 17.11 Serious Illness

An employee may be granted leave with pay for the serious illness of a member of the immediate family (as defined in Article 17.09 (a) and (b)) or someone with whom they have had an equivalent relationship up to a total of two (2) working days. Serious Illness shall be defined as an emergent and potentially life threatening situation.

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### 17.12 Long Service Leave

Employees with ~~four~~ (4) or more years of service may be granted up to three (3) weeks leave of absence without pay and without loss of benefits or ~~seniority~~ on one occasion only, per year, on request. The request shall be in writing to the immediate out-of-scope Supervisor.

It is understood that on completion of ~~this~~ leave, the employee shall return to the same department, unit or ward, position and salary level occupied prior to taking such leave. Such leave may be taken consecutively with annual vacation.

### 17.13 Medical ~~Care~~ Leave

**An** employee ~~who~~ is unable to make the necessary arrangements ~~for~~ maintenance of personal health care outside of scheduled work time shall be granted time off with pay. Such time off shall not exceed sixteen (16) working hours per year, except in extenuating circumstances. On request, employees will be required to show proof of such care.

### 17.14 Jury Duty

When an employee is subpoenaed for jury duty or as a court witness, such employee shall not suffer any loss of salary or wages while ~~so serving~~. ~~The~~ amount paid by the Employer shall be the difference between the employee's normal salary and the indemnity paid by the court.

### 17.15 Leave of Absence for Full-Time Union or Public Duties

**An** employee who is elected or selected for a full-time position with the union or any labour ~~body~~ with which the union is affiliated shall be granted an unpaid leave of absence without loss of seniority for a period of up to one (1) year. Such leave may be renewed each year during the term of office. **An** employee ~~who~~ is elected to public office shall be granted unpaid leave of absence without loss of ~~seniority~~ for the term of public office.

## ARTICLE 18 - ANNUAL VACATION - LAKESIDE HOME

### 18.01 Definition of Vacation

"Vacation" means annual vacation with pay.

### 18.02 Vacation Year

"Vacation Year" ~~means~~ the twelve (12) month period commencing on the first (1st) day of April in each calendar year and concluding on the thirty-first (31st) day of March of the following calendar year, unless prior agreement provided alternate dates.

### 18.03 Vacation Period

The regular vacation ~~period~~ shall be May 1st to October 31st. Employees requesting vacation outside this ~~period~~ shall be granted same, except in extenuating circumstances.

### 18.04 "Date of Employment" means:

- (a) in the case of the employee whose employment commenced between the first (1st) and the fifteenth (15th) day, inclusive of any month, the first (1st) day of the calendar month.
- (b) in the case of the employee whose employment commenced between the sixteenth (16th) and the last day, inclusive of any month, the first (1st) day of the following calendar month.

### 18.05 Vacation credits shall be earned on the following basis:

- (a) **During** the first (1st) and subsequent years, including the fifth (5th) year of continuous employment, one and one-quarter (1 1/4) days **per** month (fifteen (15) **working** days **per** year). 31
- (b) **During** the sixth (6th) and subsequent years including the sixteenth (16th) year of continuous employment, one and two-thirds (1 2/3) days per month (twenty (20) working days per year). 31
- (c) **During** the seventeenth (17th) and subsequent **years** of continuous employment, two and one-twelfth (2 1/12th) **days** per month (twenty-five (25) working days per year). 17
- (d) **During** the thirtieth (30th) and subsequent years of continuous employment, two and one-half (2 1/2) **days** per month (thirty (30) **working** days per year). 30
- (e) **A** percentage payment shall apply to all less than full-time employees each pay period and shall be paid on all supplementary **earnings** to all employees.

### 18.06 Vacation Pay on Termination

**An** employee ~~who~~ leaves the **service** at any time in the vacation year before the employee has taken vacation, shall be entitled to a **proportionate** payment of salary in lieu ~~of~~ earned vacation.

### 18.07 Employee With Less Than One (1) ~~Year~~ Service

**Any** employee not having completed a full year ~~of~~ **service** prior to **April** 1st in any year shall be allowed vacation **on** a pro-rata basis.

### **18.08 Posting of Vacation Credits**

Projected accumulated vacation credits for all employees for whom it can be projected shall be posted by March 1st of each year and will be subject to verification in accordance with vacation credit entitlement determined on the vacation cut-off date, March 31st of each year.

### **18.09 Vacation to be Taken Annually**

The vacation entitlement contained herein will be taken by all the employees annually, subject, however, to the provision that the employee may make application to the Employer for carry-over of the entitlement to the following year.

### **18.10 Vacation Pay**

- (a) Employees shall be entitled to receive vacation pay immediately in advance of taking said vacation. Vacation pay, if desired, shall be requested by written notice to the payroll office ~~two~~ (2) weeks prior to the employee's vacation.
- (b) Vacation pay shall be based on the full-time employee's current rate of pay. Vacation pay shall be calculated on the basis of the vacation entitlement as established in Article 18.05 at the regular hourly rate of pay, effective immediately prior to the taking of vacations, or, if greater ~~three/fifty-seconds~~ (3/52nds), ~~four/fifty-seconds~~ (4/52nds), ~~five/fifty-seconds~~ (5/52nds), ~~six/fifty-seconds~~ (6/52nds) of gross annual wages where applicable in accordance with the employee's vacation entitlement calculated in accordance with the vacation year defined in Article 18.02.

### **18.11 Time of Taking Vacation**

Times of annual vacations shall be on a mutually agreed basis. In case of disagreement, seniority shall govern within the department.

### **18.12 Posting of Vacations**

Vacation Schedules shall be posted by May 1st of each year. Once ~~posted~~, these dates cannot be changed without mutual consent of the employee and the Employer, except in extenuating circumstances.

### **18.13 Leave During Vacation**

Where, in respect to any ~~period~~ of vacation leave, an employee is:

- (a) granted bereavement leave, or;
- (b) granted sick leave as a result of hospitalization in a provincially approved hospital, or;



- (c) granted other approved leave of absence, or;
- (d) granted sick leave for an illness which would confine the employee for a duration of more than three (3) scheduled days, a medical certificate substantiating proof of illness will be required.
- (e) granted sick leave immediately prior to commencing his/her scheduled vacation and such illness continues into the period of scheduled vacation.

The **period** of vacation **so** displaced by **any** of the aforementioned shall either be added to the vacation **period** requested **by** the employee and approved **by** the Employer or reinstated for use at a later date.

**18.14 Unbroken Vacation**

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

**18.15 Carry Over of Vacation Credits**

All employees shall be entitled to carry over five **(5) days** annual vacation.

**18.16** Leave of absence shall be granted, subject to staffing availability to coincide with annual vacation if **so** requested.

*18.16*

**ARTICLE 18 - ANNUAL VACATION - PARKLAND**

**18.01 Definition of Vacation**

"Vacation" means annual vacation with pay.

**18.02 Vacation Year**

"Vacation Year" means the twelve **(12)** month **period** commencing on the first (1st) **day** of April in each calendar year **and** concluding on the thirty-first **(31st) day** of March of the **following** calendar year, unless prior agreement provided alternate dates.

**18.03 Vacation Period**

The regular vacation **period shall** be May **1st** to October **31st**. Employees requesting vacation outside this **period** shall be granted **same**, except in extenuating circumstances.

**18.04 "Date of Employment" means:**

- (a) in the **case** of the employee whose employment **commenced** between the first (1st) and the fifteenth (15th) day, inclusive of **any** month, the first (**1st**) day of the calendar month.
- (b) in the **case** of the employee **whose** employment commenced between the sixteenth (16th) and the last day, inclusive of **any** month, the first (1st) day **of** the **following** calendar month.

**18.05 Vacation credits shall be earned on the following basis:**

- (a) **During** the **first** (1st) and subsequent years, including the **fifth** (**5th**) year of continuous employment, one and one-quarter ( $1 \frac{1}{4}$ ) **days** per month (fifteen (15) working days per year).
- (b) **During** the **sixth** (6th) and subsequent years including the sixteenth (16th) year of continuous employment, one **and** two-thirds ( $1 \frac{2}{3}$ ) days per month (twenty (20) working days per year).
- (c) **During** the seventeenth (17th) and **subsequent** years of continuous employment, two and one-twelfth ( $2 \frac{1}{12}$ ) days per month (twenty-five (**25**) working days per year).
- (d) **During** the thirtieth (30th) and subsequent years of continuous employment, **two** and one-half ( $2 \frac{1}{2}$ ) **days** per month (thirty (30) **working days** per year).
- (e) A percentage payment shall apply **to** all less than full-time employees each pay **period** and shall be paid on all supplementary earnings to all employees.

**18.06 Vacation Pay on Termination**

**An** employee who leaves the service at any time in the vacation year before the employee has taken vacation, shall be entitled to **a** proportionate payment of salary in lieu of earned vacation.

**18.07 Employee With Less Than One (1) Year of Employment**

**Any** employee not having completed **a** full year of **service** prior to **April** 1st in **any** year shall be allowed vacation **on** **a** pro-rata basis.

**18.08 Posting of Vacation Credits**

**Projected accumulated vacation** credits for all employees for whom it can be projected shall be posted by **March 1st** of **each** year and **will** be subject **to** verification in accordance with vacation credit entitlement determined on the vacation cut-off date, **March 31st** **of** each year.

**18.09 Vacation to be Taken Annually**

The vacation entitlement contained herein will be taken by all the employees annually, subject, however, to the provision that the employee may make application to the Employer for carry-over of the entitlement to the following year.

**18.10 Vacation Pay**

- (a) Employees shall be entitled to receive vacation pay immediately in advance of taking said vacation. Vacation pay, if desired, shall be requested by written notice to the payroll office two (2) weeks prior to the employee’s vacation.
- (b) Vacation pay shall be based on the full-time employee’s current rate of pay. Vacation pay shall be calculated on the basis of the vacation entitlement as established in Article 18.05 at the regular hourly rate of pay, effective immediately prior to the taking of vacations, or, if greater three/fifty-seconds (3/52nds), four/fifty-seconds (4/52nds), five/fifty-seconds (5/52nds), six/fifty-seconds (6/52nds) of gross annual wages where applicable in accordance with the employee’s vacation entitlement calculated in accordance with the vacation year defined in Article 18.02.

**18.11 Time of Taking Vacation**

~~Times~~ of annual vacations shall be on a mutually agreed basis. In case of disagreement, seniority shall govern within the department.

**18.12 Posting of Vacations**

Vacation Schedules shall be posted by ~~May~~ 1st of each year. Once posted, these dates cannot be changed without mutual consent of the employee and the Employer, except in extenuating circumstances.

**18.13 Leave During Vacation**

Where, in respect to any ~~period~~ of vacation leave, an employee is:

- (a) granted bereavement leave, or;
- (b) granted ~~sick~~ leave as a result of hospitalization in a provincially approved hospital, or;
- (c) granted other approved leave of absence, or;
- (d) granted sick leave for ~~an~~ illness which would ~~confine~~ the employee for a duration of ~~more~~ than three (3) scheduled ~~days~~, a ~~medical~~ certificate substantiating proof ~~of illness will~~ be required.

- (e) granted sick leave immediately prior to commencing his/her scheduled vacation and such illness continues into the **period** of scheduled vacation.

The **period** of vacation so displaced by any of the aforementioned shall either be added to the vacation **period** requested by the employee and approved by the Employer or reinstated for use at a later date.

#### **18.14 Unbroken Vacation**

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

### **ARTICLE 18 - VACATION - WASCANA REHABILITATION CENTRE**

#### **18.01 Vacations**

Vacations with pay shall be earned and granted on the following basis:

- (a) Registered Nurses and Occupational Therapists:
  - (i) Vacation credits will be earned on the basis of one and one-quarter (~~1%~~) days for each completed month of service (fifteen **working days** per year) **up** to and including the first ~~three~~ (3) years of employment.
  - (ii) Beginning with the fourth (4th) year of employment, vacation credits will be earned on the basis of one and two-thirds (~~1%~~) **working days** for each completed month of service (twenty **working days** per year).
  - (iii) Employees will commence **to** earn, beginning with the twentieth year of employment, vacation credits on the basis of **two and one-twelfth (2 1/12)** working days for each completed month of service (~~twenty-five~~ **(25)** working days per year).
  - (iv) **During** the thirtieth and subsequent years of employment, **two and one-half (2%) days** per month worked (thirty **working days** per year).
- (b) All Other Employees:
  - (i) Vacation credits will be earned on the basis of one and one-quarter (~~1 1/4~~) days for each completed month of service (fifteen (**15**) working days **per** year) up to and including the first five (**5**) years of employment.
  - (ii) **Beginning** with the ~~sixth~~ (6th) year of employment, vacation credits will **be** earned **on** the basis of one and two-thirds (~~1%~~) **working days** for each completed month of service (~~twenty~~ **working days** per year).

- (iii) During the seventeenth (17th) and subsequent years of employment, including the ~~twenty-ninth~~ year of employment, two ~~and~~ one-twelfth (**2 1/12**) days per month worked (twenty-five (**25**) ~~working days~~ per year).
- (iv) ~~During~~ the thirtieth and subsequent years of employment, two and one-half (**2%**) days per month worked (thirty ~~working~~ days per year).

#### **18.02** Cut-Off for Vacation Credits

Subject to **18.01** above, the vacation credits will be totalled on May 1st of each year and this ~~is~~ the basis on which vacations for the current year will be granted.

#### **18.03** Vacation Year

The vacation year shall be interpreted to mean May 1st to April 30th.

#### **18.04** Unused Vacation Leave ~~on~~ Termination

- (a) **An** employee who ~~terminates~~ shall be paid in lieu of unused vacation leave on the basis of vacation earned as outlined in **18.01** above.
- (b) **An** employee leaving the ~~service~~ at any time in the vacation year before the employee has taken vacation, shall be entitled to a proportionate payment of salary in lieu of such earned vacation.

#### **18.05** Consent of Granting Authorities

Leave provided for in Section 18.01 may be taken only with the consent of the granting authorities.

#### **18.06** Vacation Advance

**An** employee may receive salary in advance for vacation for that portion of the vacation leave which he/she has earned. ~~To~~ receive vacation pay in advance, employees must apply in writing ten (10) days prior to commencement of the vacation.

#### **18.07** Vacation Leaves Rotated

Every effort will be made ~~to permit~~ the taking of vacation leave between May 1st and October 31st in each year. Vacation leave ~~shall~~ be rotated ~~to~~ ensure equality regardless of seniority.

#### **18.08** Carry-Over of Vacation Credits

The Employer, at the request of **an** employee, may authorize the carry-over of annual vacation to **an** extent considered feasible.

### **18.09 Restriction of Vacation Leave**

Where the granting authorities find it necessary to restrict vacation leave in whole or in part, the employee shall be entitled to receive pay in lieu thereof in addition to all other amounts due him.

### **18.10 Overpayment of Vacation on Termination**

**An** employee leaving the Facility who **has** been granted more vacation leave than is due him/her shall have such overpayment deducted from any monies **owing** him/her **by** the Employer.

### **18.11 Statutory Holiday Falling on a Vacation Day**

When any holiday designated in Section 16.01 falls within an employee's annual vacation, he/she shall be granted an additional **days'** vacation.

### **18.12 Vacation on Superannuation or 35 Years Service**

An employee leaving the Facility on or after superannuation age or at any time following completion of thirty-five (35) years of service shall be entitled in the fiscal year of retirement to vacation leave subject to Article 18.01, or pay in lieu thereof, in addition to vacation earned and not used in advance.

### **18.13 Sick Leave While on Vacation**

**An** employee who while on vacation:

(a) suffers illness or disability requiring hospitalization,

**OR**

(b) is granted sick leave for illness which would confine the employee for a duration of more than four (4) days,

**will** be permitted to reschedule the balance of his/her vacation. Such rescheduled vacation shall be at a time which is mutually agreeable between the Employer and employee. It is understood that a medical certificate substantiating proof of illness will be required.

### **18.14 Posting of Vacations**

Vacation schedules shall be posted **by** May 1st of each year. Once posted, these dates cannot be changed without mutual consent of the employee and the Employer, except in extenuating circumstances.

## ARTICLE 19 - SICK LEAVE

### 19.01 Definition of Sick Leave

"Sick Leave" means the **period** of time an employee is absent **from work by** virtue of being sick **or** disabled or because of **an** accident not covered by Workers' Compensation.

### 19.02 Notice of Illness

Every employee who **may** be absent **from** duty on account of sickness or injury, shall notify the immediate supervisor **as soon as** possible prior to the commencement of the scheduled shift indicating the nature **and** expected durations of such illness. **No** employee shall be entitled to benefits for time previous **to** such notification unless the delay shall be shown **to** have been unavoidable.

### 19.03 Return to Duties from Sick Leave

Employees upon resuming duties **will** report to their supervisor and/or Health Office.

### 19.04 Medical Certificate

A **medical** certificate or certificates **may** be required from employees reporting **sick**. If a medical certificate is requested, such **a** certificate **will** be requested during such illness.

### 19.05 Accumulation of Sick Leave Credits

Employees shall be allowed one and one-quarter (1¼) **days'** sick leave for each full month worked. **Any** unused days of the foregoing amounts shall be accumulated **from** year to year. Employees shall be entitled to draw on their accumulation to a **maximum** of two hundred and sixty-two (262) consecutive **working days**. **No** sick leave credits shall be given in advance of being earned.

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### 19.06 Accumulated Sick Leave Listings

**A** list indicating the employee's accumulated sick leave credits shall be made available **to** all employees annually.

### 19.07 Deduction from Sick Leave Credits

**A** deduction shall be made **from** accumulated sick leave of all normal **working** hours absent for sick leave subject **to** Article 19.05.

### **19.08 Access to Sick Leave Credits During Pregnancy**

Sick leave shall not be granted ~~for~~ the actual **period of** Maternity Leave, **as** defined in Article 17.01 (c)(i). However, **an** employee who becomes pregnant during her period of service with the facility, shall have access to **sick leave credits for** illness which may arise during the pregnancy while she continues active **duty** for the facility, subject to Article 17.01 (c)(i) or as such pregnancy may be otherwise terminated.

### **19.09 Immunization**

Time lost **as** a result of immunization, **as** required by the Hospital Standards Act **shall** not result in loss of pay **or loss** of sick leave credits.

### **19.10 Examination by a Doctor**

The Employer reserves the right at any time to call for **an** examination by a physician selected by the Employer if such action is considered advisable, **Any** costs **incurred** for **such** an examination shall be paid by the Employer.

### **19.11 Entitlement to Sick Leave**

- (a) All employees returning from sick leave, shall report to the Health Nurse or immediate **supervisor** prior to resuming their duties in order to determine their ability to return to work.
- (b) The employer may require an employee to provide a doctor's certificate.
- (c) When a doctor's certificate is required, an employee **to** be entitled to payment of salary shall produce the certificate when reporting to the Health Nurse or Nursing Supervisor prior to resuming his/her duties.

### **19.12 Medical Certificate for Terminating Employees**

Terminating employees may be required to present **a** medical certificate dated within one (1) **day** of the date first absent due to illness in order to **qualify** to have sick leave charged against unused **sick** leave.

### **19.13 Designated Holidays During Sick Leave**

Holidays designated in Section 16.01 **occurring** during the **period** when an employee is on sick leave shall not be charged against the employee's sick leave credits.



## 19.14 Third Party Claims

If an employee meets with **an** accident under circumstances entitling him/her to recover damages from a third party, the Employer, instead of paying benefits under this plan, may authorize **advances** or loans to such employee to be repaid out of damages, if any, recovered by the employee from the third party.

## 19.15 Employees Who Contribute to Public Service Superannuation Plan

**For** Employees who contribute to the Public Service Superannuation Plan, the Employer agrees to honour Section **112 (b)** of the **1967** Public Service Agreement:

"An Employee whose sick leave benefits are exhausted may draw on his/her future credits to a maximum of thirty **days**, providing that he/she has enough equity in superannuation of E.S.A. contributions **to** cover any overdrawn amounts in the event that he/she separates, dies, or retires from the service."

## ARTICLE 20 - REPORTING ABSENCE

### 20.01 Notice to Return to Work Where No Prior Notification Given

**Any** employee desiring **to** return **to** work after an absence where he/she did not notify the Employer prior to his/her first **day** of absence must give at least one (1) **days'** notice to the Employer of his/her intention at which time he/she **will** be advised when and if he/she **may** return. If an **employee** is suspended beyond one (1) day or discharged, he/she shall have the right to grievance appeal.

### 20.02 Advance Notice of Absence

Employees shall give **as** much advance notice **as** possible when absent **from duty** on account of illness or other pressing necessity. However, to qualify for sick leave benefits, unless satisfactory evidence is presented for delayed notice, the **minimum** notice **will** be as **follows**:

- (a) All employees scheduled to **report** for **duty** of 0700 hours or **earlier**, one (1) hour prior to the scheduled **starting** time, to the designated person.
- (b) All employees scheduled to report for duty at **any** other time than in (a) above, two and one-half (**2%**) hours in **advance** of the hour he/she is to report for duty, **to** the designated person.

## ARTICLE 21 - WORKERS' COMPENSATION

### 21.01 Injury While Working or Industrial Illness

When an employee is injured in the performance of his/her duties or when an employee **incurs an** industrial illness and the accident or illness is compensable under the provisions of the Workers' Compensation (Accident Fund) Act, the Employer shall pay such employee his/her regular net pay for a period not in **excess** of one (1) year for any one (1) accident.

### 21.02 Claim While on Temporary Appointment

Where the employee concerned **has** a temporary appointment, **the** compensation allowance paid by the Employer shall **cease** at the expiration of the time for which the temporary appointment was to continue. Thereafter, the Workers' Compensation cheque will be made payable to the employee.

### 21.03 Disallowed Claims

✓ Should the employee's claim be disallowed by **Workers' Compensation**, any money **so** paid will either be charged against the employee's accumulated sick leave or, if the employee has no sick leave accumulation, and the Employer has advanced salary, the salary advanced will be recovered from the employee. At year end, the employee's gross earnings will be adjusted by the amount paid **by** the Workers' Compensation Board. The Unemployment Insurance and Canada Pension Plan premiums will be re-calculated based on the adjusted **gross** pay and the difference **is** to be refunded to the employee by the Employer.

### 21.04 Benefits Earned While on Compensation

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

- (a) When the absence due to disability is for one **(1)** month or less, **all** of the fringe benefits of this Agreement shall be applied.
- (b) When the absence is for more than one (1) month, designated holidays and seniority credits only will be applied.

### 21.05 Return Notice

Employees fit to return to work from Workers' Compensation shall provide reasonable advance notice **of** intent to return to work.

## ARTICLE 22 - PAY ADMINISTRATION

### 22.01 Rates of Pay

- (a) Effective on the dates indicated, the hourly rates of pay contained in Appendix "B", attached hereto and forming part of this Agreement, shall be the rates of pay received by employees occupying positions allocated to the classes of positions in the Classification Plan.
- (b) An employee shall not receive any salary for any day on which he/she is scheduled to work on which he/she neither works nor is granted leave with pay.

### 22.02 Hiring Above Minimum of the Range

The Employer may, at its discretion, hire a new employee at any rate in the appropriate salary range. When original recruitment is above the minimum rate, the Employer agrees to review the related experience of any present employee of the class involved and adjust the salary of such employee where necessary. When an employee is hired above the minimum rate, the Employer shall post the rate and an outline of the qualifications of the person appointed.

### 22.03 Establishment of a Training Class (for Orthotics/Prosthetic Classes - Wascana Rehab.)

When regular advertising does not produce qualified applicants, the Employer may establish a temporary training class using the regular class number and class title for the position being filled, except that the word "Trainee" shall be appended to the title. The salary range for the training class shall be ten per cent (10%) lower than the lowest step in the regular salary range. An employee assigned to a trainee rate shall not be required to serve as a trainee for longer than a one (1) year period. On request, the Union shall be advised of the reasons for the establishment of the trainee position,

### 22.04 Recognition for Education

- (a) In addition to the salary set forth in Schedule "B", any Nurse who so qualifies shall receive allowances for education as follows:

* Approved post graduate course	\$ 25.00/month
One (1) year university diploma in Nursing	\$ 25.00/month
Baccalaureate Degree in Nursing	\$ 30.00/month - Staff Nurse \$ 65.00/month - Educator
Master's Degree in Nursing	\$100.00/month - Educator

- \* Approved post-graduate course shall mean:

- (i) A nursing course of three (3) months or longer duration **as** recognized by the **SRNA** (including Nursing Unit Administration).
- (ii) A nursing course(s) which carries a university credit recognized by the College of **Nursing as** a course leading towards a B.Sc.N. (**six (6)** credit hours).

A nursing course is one that is identified in the Calendars of the University of Saskatchewan.

- (b) The allowance for a clinical course and for the course in **Nursing Unit Administration** are payable **only** when the **course** is applicable to the position held by the Nurse.
- (c) Allowances for education are not cumulative **and** a Nurse shall be paid only for the highest qualifications attained.
- (d) Allowances for education **as** established in this Article shall be paid only after successful completion of the probationary period **as set** forth in Article 11.
- (e) Following completion of the probationary **period**, Staff **Nurse**, having a minimum of one (1) year of nursing experience, shall be paid the allowances for education as set forth in (a) above.
- (f) **Following** completion of the probationary **period**, Staff **Nurse**, having less than one (1) year of nursing experience, shall receive one-half ( $\frac{1}{2}$ ) the stipulated allowance for education **as set** forth in (a) above.

## **22.05 Recognition for Previous Experience**

Registered Nurses, Registered Psychiatric Nurses and Occupational Therapists commencing employment with the Employer during the lifetime of this Agreement and who have satisfactorily completed previous experience **in** the amount **as** set out below in a hospital, institution or agency which required professional nursing staff and Occupational Therapists, shall receive recognition for **such** previous experience as follows:

- (a) **Less than** one (1) year of previous experience in five (**5**) years immediately preceding the date of hiring • placement at Step 1.
- (b) One (1) year of experience in a institution other than one covered by this Agreement in the two (**2**) years immediately preceding the date of employment, or one (1) year of experience in the three (3) years immediately preceding the date of employment if re-employed by an institution covered by this Agreement • placement at Step 2.

- (c) Three (3) years experience within the past five (5) years immediately preceding the date of employment - placement at Step 3.
- (d) Four (4) years of experience within the past five (5) years immediately preceding the date of employment - placement at Step 4.
- (e) Five (5) years of experience within the past six (6) years immediately preceding the date of employment - placement at Step 5.
- (f) If a nurse/Occupational Therapist satisfies the experience qualifications outlined in (e), above and has been at the cited step of the Registered Nurse/Occupational Therapist salary scale for at least two (2) years prior to either changing institutions or being re-employed by the same institution, he/she shall, on the commencement of employment, be placed at one step lower on the Registered Nurse/Occupational Therapist scale for the first three (3) months of employment (subject to Article 11.10) and then adjusted to the higher step of the salary scale as per (e), above.
- (g) For the purpose of determining recognition of previous experience, unused annual vacation that is paid out to a nurse/Occupational Therapist on termination shall be considered as time worked.

## **22.06 Graduate Nurse or Psychiatric Nurse**

A Graduate Nurse or Psychiatric Nurse, shall mean an employee, who is eligible for registration as set out by the Saskatchewan Registered Nurses' Association (SRNA) or Saskatchewan Psychiatric Nurses' Association (SPNA), but is not yet registered. The salary rate for a graduate (non-registered) nurse or Psychiatric Nurse shall be forty six cents (46¢) less than Step 1 rate of a Registered Nurse or Registered Psychiatric Nurse until the date of registration with the SRNA or SPNA. During such period of non-registration, the nurse or psychiatric nurse shall not receive recognition for previous experience as set out in 22.05 above, nor shall he/she receive service increments. If a non-registered nurse or psychiatric nurse becomes registered within the first six (6) months from his/her date of employment, his/her rate of pay shall be adjusted to Step 1 retroactive to the date of employment or writing (and having passed), whichever is the later. However, if the nurse obtains registration after six (6) months but within a year from his/her date of hire he/she will be placed on Step 1 effective the date of writing (and having passed).

The date of employment shall be retained as the increment date.

## **22.07 Method of Payment**

- (a) Pay periods shall be on a two-week basis, with pay day normally being every second Friday.

- (b) Pay for each pay **period** shall be based on the actual hours worked and/or leave with pay granted in the pay **period** and shall be calculated on the basis of the hourly rates expressed in Schedules "A" & "B".
- (c) Net earnings shall normally be deposited every second Friday to the credit of the employee in a financial institution of his/her choosing.
- (d) **A** statement accounting for **gross** earnings, deductions there **from** and net earnings shall be supplied to employees each **pay** day.

## 22.08 Increments

- (a) A probationary or permanent employee shall be granted **annually** an increment within his/her pay range, provided that the increment be given on the basis of a satisfactory rating. Should the rating be unsatisfactory, the Department Head shall notify the employee in writing of such rating and give reasons therefore. Where there is disagreement on the part of the employee, he/she may invoke the grievance procedure.
- (b) Part-time and casual employees (OTFT at Parkland Regional Care Centre) are eligible for one-half ( $\frac{1}{2}$ ) the increment received by permanent employees annually, subject to completing one-half ( $\frac{1}{2}$ ) the hours worked by a full-time employee in the said class.
- (c) Annual increments shall be effective on the anniversary date of appointment, provided that where the implementation of the pay plan, or any other section of the Agreement, established the increment date of an employee, that date shall be deemed to be the anniversary date of appointment of such employee.
- (d) When an employee returns to work after not more than one (1) month leave of absence without pay or lay-off, there shall be no change in his/her increment date. When an employee returns to **work** after more than one (1) month leave of absence without pay or lay-off, his/her performance will be reviewed following such time **as** he/she has accumulated a full twelve months service following his/her last anniversary date, including any **service** prior to the taking of leave of absence without pay or lay-off. This date then becomes his/her **new anniversary** date. When the leave is for illness covered by leave of absence with pay (excluding that covered by Workers' Compensation **Act** payment), there shall be no change in the increment date regardless of the length of the leave of absence.

## 22.09 **Employees Requiring** Registration With **a** Professional Association

- (a) Employees who are hired into positions requiring registration with a professional association and who are qualified but not registered **will** be paid either at a lower class or at a trainee ten percent (10%) less than the lowest step in the regular salary range until such time **as** they are registered.
- (b) If employees become registered **and/or** pass the required exam at the first opportunity and they were assigned and carried out the complete duties of the classification **as** if they were registered from their last date of hire until their date of registration, then their pay will be adjusted **to** the **minimum** of the registered range retroactive to their last date of hire.
- (c) If it is found that an employee in sub-sections (a) and (b) above fails to become registered, that employee shall be terminated.
- (d) **An** employee **must** be in active employment at the facility to be eligible for retroactivity under (a) and (b).

## 22.10 Assignment of **a** Different Pay Range (**Wascana** Only)

- (a) If a higher pay range **is** assigned to a position **or** a class of positions, the employee shall move to the same step in the new pay range **as** that **at** which he/she **was** being paid in the previous range, except as noted in (b) below.
- (b) Where the length of a pay range is increased, employees who have been at the maximum for more than one (1) year will have their rates adjusted to the new higher step(s) based on the number of years they have been at the maximum.
- (c) If a lower pay range is assigned to a position or a class of positions, the employee shall retain his/her salary until his/her increment date, at which time he/she shall go to the next step in the new range.
- (d) When **a** lower pay range is assigned to a class of positions and **an** employee's current salary is above the **maximum** of such range, his/her salary shall remain set at the specific rate he/she **was** earning at the time until he/she is placed in another position **allowing** him/her to continue to earn additional increments. Every effort shall be made to place the employee in a position with **a** salary range equal **to** that **of** his/her former classification.
- (e) **An** employee shall have the right to accept or reject such position offered to him/her pursuant to sub-section (d) of this Article. If he/she elects to reject the position offered, he/she shall be subject to a reduction in pay **as** on a voluntary demotion. If he/she elects to **accept** the position offered, he/she

shall be required to complete satisfactorily the probationary period for such position and, in the event of failing to do so, he/she shall be entitled to return to his/her former position but shall be subject to a reduction in pay as on a voluntary demotion.

#### **22.11 Death of an Employee**

In the event of the death of an employee, any amounts normally due him/her under the provisions of this Agreement, including regular salary, overtime, shift differential, unused sick leave gratuity, payment in lieu of unused vacation leave, and/or statutory holidays, severance pay, or any other payments due under this Agreement, shall be paid to his/her widow, if any, or if no widow, to those of his/her children, if any, who have not attained the age of eighteen (16) years, or if neither widow nor such children, to his/her beneficiary if this is other than his/her spouse or children, or if this is the same, to his/her personal representative or to such next of kin as the Employer may direct.

Prior to such payment, however, the Employer shall deduct any amounts owing to it by the employee.

#### **22.12 Employer Error**

Where the Employer directs the employee to take time off in error, the Employer shall not penalize the employee by deducting pay or vacation or by directing the employee to take time off.

### **ARTICLE 23 - ALLOWANCES**

#### **23.01 Reimbursement for Reasonable Expenses**

- (a) The Employer shall reimburse employees for reasonable expenses incurred by them on authorized Employer business. Receipts for expenditures shall be supplied by the employees on the basis of Employer policy direction.
- (b) Effective July 1, 1996, an employee authorized to travel on Employer business utilizing a privately-owned automobile shall receive an allowance of twenty-seven (\$0.27) cents per kilometre with a minimum of three (\$3.00) dollars paid per round trip of greater than five (5) kilometres.

#### **23.02 Professional Fees (Parkland & Lakeside Only)**

- (a) The Employer agrees to pay the professional fees of all employees who are required either by statute or by the Employer to be a member of a Professional Association. For partial years, reimbursement shall be pro-rated on the basis of time worked,



- b) Payment of fees provided for in Article 23.02 shall be the actual fees of January 1st, 1987. This will be paid out effective **April 1st, 1988.**
- (c) The ~~above~~ fees in Article 23.02 (a) and (b) shall only apply to those employees still on staff as of December 31, 1995. Employees hired after December 31, 1995 shall not be eligible for payment of professional fees.

### **23.03 Uniforms (Lakeside and Parkland ~~Only~~)**

The Employer will furnish and maintain (launder and repair) without charge such uniforms which the Employer requires the employees to wear. ~~These~~ remain the property of the Employer and shall not be ~~worn~~ other than on duty. ~~The~~ nature, ~~colour~~ and style of uniforms ~~and~~ the requirements of each group ~~of~~ employees in respect hereto shall be determined by the Employer,

## **ARTICLE 24 - TECHNOLOGICAL CHANGE**

### **24.01 Technological Change • Notice**

If, as a result of the Employer introducing new equipment or changes in operating methods or dissolution of department, certain job classifications will no longer be required, the Employer shall notify the Union three (3) months in advance of instituting such changes which will cause dislocation, reduction or demotion of the existing work force. By mutual agreement ~~of~~ the Employer and the Union, the above time limit may be adjusted to suit individual circumstances.

### **24.02 Technological Change • Discussion**

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

### **24.03 Technological Change • Maintenance of Wages**

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

### **24.04 Technological Change • New Jobs**

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

### **24.05 Technological Change • Posting of New jobs**

~~All~~ new positions created ~~as a~~ result of technological change will be posted under the terms of the current agreement. ~~Any~~ training or retraining required to ~~fill~~ the new positions shall be provided by the Employer at the employee's regular rate of pay.

**24.06 Technological Change • Reduction of Work Force**

If application of Article 24.01 required a reduction in the work force, such reduction will be carried out under the terms of this agreement.

**24.07 Technological Change • Severance Pay**

Employees who terminate employment as a result of the reasons indicated in Article 24, shall receive Severance Pay in the amount of

5 days X the number of complete years of service X the employee's current rate of earnings.

**ARTICLE 25 - GENERAL PROVISIONS**

**25.01 Personal Property Loss**

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

**25.02 Employee's Share of U.I.C. Rebate**

The Unemployment Insurance Commission rebate (employee's portion) hereinafter will be used to augment the group life insurance coverage to provide a total of \$9,000.00.

**25.03 Sharing Cost of Printing Agreement**

The parties to this agreement shall agree upon the printer of the Collective Agreement. Each party shall determine the number of collective agreements it requires and shall be responsible for the printing costs of such copies.

**25.04 Dental Plan**

The Employer agrees to provide a dental plan. The terms, conditions, benefits and costs of the Dental Plan shall be administered by the Saskatchewan Association of Health Organizations (SAHO).

**ARTICLE 26 - UNION OFFICE**

**26.01 The Employer shall provide an on-site Union office.**

## ARTICLE 27 • OCCUPATIONAL HEALTH AND SAFETY

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### 27.01 Occupational Health and Safety Committees

There shall be an Occupational Health and Safety Committee consisting of representation from the Union and Management and the parties agree to co-operate in the establishment and ongoing function of this committee.

### 27.02 Referral of Safety Concern

An employee or a group of employees who have a health or safety concern should endeavour to resolve the concern by first referring the concern to the immediate supervisor or Safety Officer, who will investigate and take remedial action.

### 27.03 Duties of Committees

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

### 27.04 Safety Measures

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

### 27.05 No Disciplinary Action

No employee shall be required to work on any job or operate any equipment which, in the opinion of the employee or the Occupational Health and Safety Committee is unsafe until the Committee has investigated the matter or situation.

### 27.06 Right to Refuse Dangerous Work

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

## 27.07 Violence in the Workplace

In compliance with the Occupational Health & Safety **Act**, the Employer will ensure a policy is developed, in consultation with the Union and other Unions in the district, to address violence in the workplace with a view to prevent the incidence **of** violence, reduce the casual factors **of** violence and promote a safe working environment free of violence. The policy shall ensure:

- (a) Provision of available information regarding a client's previous, actual or potential violent behaviour.
- (b) Incidents are investigated promptly, objectively and in a sensitive, confidential manner.
- (c) Alternate options for care delivery are considered and implemented.
- (d) Employees/managers are provided with the education necessary for them to prevent violence, deal with it when it occurs, and **know** the procedure for reporting incidents.
- (e) Security procedures are in place to summon assistance.
- (f) Counselling **and** support to help victims of violence.

## ARTICLE 28 - NURSING ADVISORY COMMITTEE

**28.01** A Nursing **Advisory** Committee (**NAC**) shall be established in the institution to review and make recommendations relative to patient care, including staffing based on patient needs.

**28.02** It is understood that matters expressly provided for in the Collective Agreement shall not be deemed appropriate subjects for discussion **by** the NAC.

**28.03** The NAC shall be comprised of *two* Registered **Nurses** employed **by** the institution and appointed **by** the institution/SGEU Registered Nurses (SGEU RNs) and not more than ~~two~~ **(2)** representatives appointed by the institution.

**28.04** NAC meetings shall be held not ~~more than~~ once per month, provided that where a SGEU RN Work Situation Report is filed and not resolved at the unit level, the NAC shall meet within ten (10) days of notice being given by a NAC member.

**28.05** The Chair of the NAC and the recording of minutes shall alternate between a **Committee** member **appointed by the SGEU RNs and** a Committee member appointed **by the** institution. Minutes shall be ~~pre-circulated~~ and approved **at the next** NAC meeting.

- 28.06** Agendas shall be circulated prior to each meeting, but this shall not restrict the right to raise issues without prior agenda notice.
- 28.07** Unresolved items from previous meetings of the NAC shall be reviewed at the next meeting.
- 28.08** Where an item is specific to one unit, it shall be discussed with the immediate supervisor of the unit and, if resolved, shall be filed with the NAC for information purposes. Unresolved SGEU RN Work Situation Reports may be referred to the NAC.
- 28.09** In the event that an item remains unresolved after three (3) meetings of the NAC, any two (2) of its members shall have the right to present the item to the institution Board of Governors.
- 28.10** The Board of Governors shall reply to the NAC in writing within thirty days, except when the Board is in recess, specifying the action it is prepared to take in respect of an item referred to it.
- 28.11** Where in the opinion of the SGEU RNs the reply from the Board of Governors is unsatisfactory, items related to staffing may be referred by the SGEU RNs to an Independent Assessment Committee (IAC) within fifteen days of the reply of the Board.
- 28.12** The IAC shall be comprised of three (3) Registered Nurses. One shall be appointed by the SGEU RNs, one shall be appointed by the institution, and the third, who shall chair the IAC, shall be selected from a list agreed to by the parties.
- 28.13** A meeting of the IAC to investigate and make what findings are appropriate in the circumstances shall be held within fourteen (14) days of its formation. Such findings shall be reported to the parties in writing.
- 28.14** Throughout any of the processes referred to in this Article, all persons agree that confidentiality of patient information shall be maintained.
- 28.15** Each party shall bear the cost of its own appointee to the IAC and shall share equally the cost of the Chair.
- 28.16** Members of the NAC shall be released from duty as required and shall suffer no loss of pay for the purpose of attending meetings of the NAC, the institution Board relative to a NAC referral, or the IAC.
- 28.17** A nurse who, at the request of the SGEU RNs, attends a meeting of the NAC, the institution Board relative to a NAC referral, or the IAC, shall, on one week's notice, be granted union leave in accordance with Article 17.08 (b).

- 28.18** The institution shall not penalize, harass or discipline a nurse who submits a SGEU RN Work Situation Report, and a SGEU representative shall, at the nurse's request, be present during discussions with the nurse regarding such report.
- 28.19** SGEU RNs and institution Management shall have the right to have a representative from the SGEU or the Saskatchewan Health-Care Association in attendance at meetings of the institution Board relative to a NAC referral or the IAC. At least two (2) days prior notice of such representation shall be given.
- 28.20** SGEU RN Work Situation Reports shall be developed jointly and agreed to by the members of the NAC, and may be initiated only by a institution Registered Nurse.

Schedule "A"

The Wascana Rehabilitation Centre

No.	Classification	Hrs	January 1, 1995						
			Start	Year 1	Year2	Year3	Year4	Year5	Year6
# 334	Administrative Dietician	N	18.040	18.760	19.510	20.260	21.090	21.930	
# 452	Admitting Co-ordinator	C	11.910	12.380	12.810				
# 458	Appointment Co-ordinator	C	11.910	12.380	12.810				
# 221	Audiologist	U	19.230	20.190	20.990	22.000	22.840	23.690	
490	Bookkeeping Machine Operator	C	11.790	12.190	12.550				
658	Caretaker (Waste Pick-up)	S	12.170	12.570	13.020				
489	Cash Accounting Clerk	C	11.850	12.380	12.810				
840	Cashier	N	10.740	11.120	11.430				
# 776	CNA/LPN	S	13.140	13.570	13.960				
	Grad		12.710						
427	Clerk Attendant	C	11.600	11.910	12.360				
# 462	Clerk Typist	C	10.930	11.280	11.600				
# 453	Clinic Clerk	N	11.710	12.030	12.360				
# 995	Conditioning Therapist I	N	15.010	15.620	16.230	16.950			
# 994	Conditioning Therapist II	N	16.980	17.670	18.420	19.200			
# 802	Cook (No Certificate)	S	14.010	14.440	14.860				
# 800	Cook - Journeyman Certificate	S	14.460	14.800	15.190				
805	Cook's Assistant	S	11.430	11.760	12.170				
870	<u>Dietary Aide</u> <i>Base</i>	S	<u>10.500</u>	10.800	11.090				
856	Diet Clerk I	N	11.090	11.380	11.710				
# 333	Dietetic Technician	S	13.600	14.050	14.450				
* 534	Vet. Affairs Driver/Vet. Companion	U	12.570	13.020	13.450				
279	Educator	U	20.330	21.140	22.000	22.870	23.430	23.960	
*# 542	Electronics Technician	N	18.610	19.210	20.530				
996	Feeding Aide	N	9.060						
		C	10.580	10.880	11.160				
		S	15.800	16.430	17.090				
		S	13.600	14.050	14.450				
		N	16.670	17.270	17.960				
		C	13.820	14.290	14.870				
		C	11.790	12.190	12.580				
		C	12.810	13.260	13.820				
		S	12.170	12.570	13.020				
	<b>Effective Jul</b>								
651		S	10.800	11.090	11.380				
# 782	Hostel Attendant	S	12.170	12.570	13.020				
# 025	Hostel Manager	U	14.540	15.140	15.730	16.360			
# 645	Housekeeping Supervisor	S	13.240	13.760	14.210				
* 567	Journeyman Carpenter	N	17.380	18.020	18.750				
* 541	Journeyman Electrician	N	18.610	19.210	20.530				
* 577	Journeyman Painter	N	17.220	17.830	18.560				
* 548	Journeyman Plumber	N	18.610	19.210	20.530				

Schedule "A"  
The Wascana Rehabilitation Centre

Pos. NO.	Classification	Hrs	January 1, 1995							
			Sat	Year 1	Year2	Year3	Year4	Year5	Year6	Year7
*# 591	Journeyman Refrigeration Mechanic	N	18.610	19.210	20.530					
		S	10.800	11.090	11.380					
		N	13.820	14.290	14.870					
* 706	Linen Service Aide	S	10.780	11.090	11.380					
		S	12.170	12.570	13.020					
		C	10.580	10.880	11.160					
		N	16.100	16.710	17.380					
		U	15.080	15.760	16.480	17.200	18.020	18.800		
*# 347	Medical Social Worker I - M.S.W.	U	17.200	18.020	18.800	19.650	20.570	21.490		
# 517	Microfilm Clerk	C	11.790	12.190	12.580					
# 77	Music Therapist	U	16.260	16.960	17.760	18.590	19.190	20.040		
		S	12.170	12.570	13.020					
		N	12.570	13.020	13.450					
		U	16.260	16.950	17.670	18.420	19.200	20.000		
		U	16.950	17.670	18.420	19.200	20.000	20.880		
		U	17.670	18.420	19.200	20.000	20.880	21.770		
		U	18.420	19.200	20.000	20.880	21.770	22.660		
		U	19.200	20.000	20.880	21.770	22.660	23.620		
		U	20.000	20.880	21.770	22.660	23.620	24.590		
		N	16.080	16.710	17.360	18.180				
		N	16.080	16.710	17.360	18.180				
		N	21.460	22.400	23.360	24.310	25.340	26.380		
		N	21.460	22.400	23.360	24.310	25.340	26.380		
		N	14.390	14.900	15.480					
		N	20.090	20.610	21.820	22.630				
N	17.360	18.180	18.730	19.210						
S	10.500	10.800	11.090							
# 984		N	11.710	12.030	12.360					
			21.030							
# 998	Pool Attendant	N	12.170	12.570	13.020					
			13.820	14.290	14.870					
			13.590	14.080	14.610					
			11.950	12.290	12.680					
		U	20.330	21.140	22.000	22.870	23.430	23.980		
U	26.730	27.620	28.550	29.380	30.320					
U	20.330	21.270	22.190	23.200	24.170	25.240				
		13.670	14.710	15.660						
U	15.010	15.620	16.230	16.980						
*# 078		N	13.020	13.450	14.010					
239		C	12.830	13.240	13.810					
999		N	12.170	12.570	13.020					
			12.170	12.570	13.020					
#		N	17.360	18.180	18.730	19.210				
#		C	11.910	12.380	12.810					
		S	12.300	12.820	13.230					



Schedule " A  
The Wascana Rehabilitation Centre

Pos. No.	Classification	Hrs	January 1, 1995							
			Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
219	Speech & Audiology Assistant	C	12.110	12.460	13.010					
# 235	Speech Pathologist - M.A.	U	19.230	20.190	20.990	22.000	22.840	23.690		
*# 194	Staff Pharmacist	N	19.670	20.340	21.340	22.100	23.090	23.830		
# 683	Storeperson	C	12.810	13.260	13.820					
# 527	Switchboard Operator	S	11.620	11.950	12.300					
	Systems Support Technician		14.740	15.340	15.930	16.550				
	Technical Aide - Plebotomy		11.700	12.010	12.340					
# 907	Technical Assistant III (P.I.)	N	18.100	18.610	19.200					
# 907	Technical Assistant III	N	16.010	16.500	17.000					
*# 330	Therapeutic Dietician	N	16.910	17.470	18.040	18.760	19.510	20.260		
780	Unit Clerk	N	11.710	12.030	12.360					
	VAC Recreation Worker		13.670	14.150	14.640					
345	Vocational Coordinator	U	15.080	15.760	16.480	17.200	18.020	18.800		
	Vocational Evaluator		18.420	19.200	20.000	20.880	21.770	22.660		
*# 919	x-Ray Technologist	N	15.360	15.870	16.350	16.910	17.470	18.020	18.020	18.550

Schedule "A"  
The Wascana Rehabilitation Centre

No.	Hrs	July 1, 1996							
		Start	Year 1	Year2	Year3	Year4	Year5	Year6	Year7
#	N	18.220	18.948	19.705	20.483	21.301	22.149		
#	C	12.029	12.504	12.938					
# 458 Appointment	C	12.029	12.504	12.938					
# 221 Audiologist	U	19.422	20.392	21.200	22.220	23.068	23.927		
490 Bookkeeping Machine Operator	C	11.908	12.312	12.676					
658 Caretaker (Waste Pick-up)	S	12.292	12.696	13.150					
489 Cash Accounting Clerk	C	11.969	12.504	12.938					
840 Cashier	N	10.847	11.231	11.544					
# 776 CNA/LPN	S	13.271	13.706	14.100					
Grad		12.837							
427 Clerk Attendant	C	11.716	12.029	12.484					
# 462 Clerk Typist	C	11.039	11.393	11.716					
# 453 Clinic Clerk	N	11.827	12.150	12.484					
# 995 Conditioning Therapist I	N	15.160	15.776	16.392	17.150				
# 994 Conditioning Therapist II	N	17.150	17.847	18.604	19.392				
# 802 Cook (No Certificate)	S	14.150	14.584	15.009					
	S	14.605	14.948	15.342					
	S	11.544	11.878	12.292					
856 Diet Clerk I	N	11.201	11.494	11.827					
# 333 Dietetic Technician	S	13.736	14.191	14.595					
* 534 Vet. Affairs Driver/Vet. Companion	U	12.696	13.150	13.585					
	U	20.533	21.351	22.220	23.099	23.664	24.200		
*# 542 Electronics Technician	N	18.796	19.402	20.735					
996 Feeding Aide	N	9.151							
468 Filing Clerk	C	10.686	10.989	11.272					
		15.958	16.594	17.261					
# 328 Food Service Supervisor	S	13.736	14.191	14.595					
# 551 H.V.A.C. Technician	N	16.837	17.443	18.140					
244 Health Record Administrator	C	13.958	14.433	15.019					
437 Health Record Clerk	C	11.908	12.312	12.706					
245 Health Record Technician	C	12.938	13.393	13.958					
651 Hospital Hskpg. Service Worker (Pi)									
Effective July 21, 1995									
651 Hospital Hskpg. Service Worker		10.908	11.201	11.494					
# 782 Hostel Attendant		12.292	12.696	13.150					
# 025 Hostl Manager		14.685	15.291	15.887	16.524				
# 645 Housekeeping Supervisor		13.372	13.898	14.352					
* 567 Journeyman Carpenter		17.554	18.200	18.938					
* 541 Journeyman Electrician		18.796	19.402	20.735					
* 577 Journeyman Painter		17.392	18.008	18.746					
* 548 Journeyman Plumber	N	18.796	19.402	20.735					

Schedule "A"  
The Wascana Rehabilitation Centre

Pos. No.	Classification	July 1, 1996								
		hrs	Start	Year 1	Year2	Year3	Year4	Year5	Year6	Year7
*# 591	Journeyman Refrigeration Mechanic	N	18.796	19.402	20.735					
* 812	Kitchen Helper	S	10.908	11.201	11.494					
244	Library Technician	N	13.958	14.433	15.019					
* 706	Linen Service Aide	S	10.888	11.201	11.494					
726	Linen Service Porter	S	12.292	12.696	13.150					
523	Mail Clerk	C	10.686	10.989	11.272					
* 592	Maintenance Technician	N	16.261	16.877	17.554					
*# 346	Medical Social Worker I - B.S.W.	U	15.231	15.918	16.645	17.372	18.200	18.988		
*# 347	Medical Social Worker I - M.S.W.	U	17.372	18.200	18.988	19.847	20.776	21.705		
# 517	Microfilm Clerk	C	11.908	12.312	12.706					
# 77	Music Therapist	U	16.423	17.130	17.938	18.776	19.382	20.240		
# 783	Nursing Attendant	S	12.292	12.696	13.150					
280	Nursing Administrative Clerk	N	12.696	13.150	13.585					
*# 987	Occupational Therapist I - Diploma	U	16.423	17.120	17.847	18.604	19.392	20.200		
	Occupational Therapist I - Degree	U	17.120	17.847	18.604	19.392	20.200	21.089		
*# 986	Occupational Therapist II - Diploma	U	17.847	18.604	19.392	20.200	21.089	21.988		
	Occupational Therapist II - Degree	U	18.604	19.392	20.200	21.089	21.988	22.887		
# 985	Occupational Therapist III - Diploma	U	19.392	20.200	21.089	21.988	22.887	23.856		
	Occupational Therapist III - Degree	U	20.200	21.089	21.988	22.887	23.856	24.836		
229	Orthopaedic Shoemaker	N	16.241	16.877	17.534	18.362				
# 226	Orthotic/Prosthetic Technician	N	16.241	16.877	17.534	18.362				
# 208	Orthotics - Clinical Specialist	N	21.675	22.624	23.594	24.553	25.593	26.644		
# 209	Prosthetics - Clinical Specialist	N	21.675	22.624	23.594	24.553	25.593	26.644		
# 228	Orthotic/Prosthetic Trainee	N	14.534	15.049	15.635					
# 227	Orthotist/Prosthetist (Certified)	N	20.291	20.816	22.038	22.856				
# 225	Orthotic/Prosthetic Technician (Reg.)	N	17.534	18.362	18.917	19.402				
788	Patient Companion	S	10.605	10.908	11.201					
984	Pharmacy Assistant	N	11.827	12.150	12.484					
	Plant Engineering Supervisor		21.240							
# 998	Pool Attendant	N	12.292	12.696	13.150					
	Printing Supervisor									
	Printer									
	Printers Helper									
	Program Development Educator									
*# 352	Psychologist	J	26.997	27.896	28.836	29.674	30.623			
*# 351	Psychometrician	J	20.533	21.483	22.412	23.432	24.412	25.492		
# 358	Research Associate									
# 82	Recreation Therapist	J	15.160	15.776	16.392	17.150				
*# 078	Recreation Worker	N	13.150	13.585	14.150					
239	Registered Filter/Clerk	C	12.958	13.372	13.948					
999	Rehabilitation Attendant	N	12.292	12.696	13.150					
	Seating Helper									
# 226	Seating Technician	N	17.534	18.362	18.917	19.402				
# 410	Secretary Typist I	C	12.029	12.504	12.938					
263	Security Officer	S	12.423	12.948	13.362					

Pos. No.	Classification	Hrs	July 1, 1996							
			Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
219	Speech & Audiology Assistant	C	12.231	12.585	13.140					
# 235	Speech Pathologist- M.A.	U	19.422	20.392	21.200	22.220	23.068	23.927		
**# 194	Staff Pharmacist	N	19.867	20.543	21.553	22.321	23.321	24.068		
# 683	Storeperson	C	12.938	13.393	13.958					
# 527	Switchboard Operator	S	11.736	12.070	12.423					
	Systems Support Technician		14.887	15.493	16.089	16.716				
	Technical Aide - Plebotomy		11.817	12.130	12.463					
# 907	Technical Assistant III (P.I.)	N	18.281	18.796	19.392					
# 907	Technical Assistant III	N	16.170	16.665	17.170					
**# 330	Therapeutic Dietician	N	17.079	17.645	18.220	18.948	19.705	20.463		
780	Unit Clerk	N	11.827	12.150	12.484					
	VAC Recreation Worker		13.807	14.292	14.786					
345	Vocational Coordinator	U	15.231	15.918	16.645	17.372	18.200	18.988		
	Vocational Evaluator		18.604	19.392	20.200	21.089	21.988	22.887		
**# 919	x-Ray Technologist	N	15.514	16.029	16.514	17.079	17.645	18.200	18.200	18.736

Schedule " A  
The Wascana Rehabilitation Centre

Pos. No.	Classification	-hrs	January 1, 1997						
			Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
#		N	18.402	19.137	19.902	20.688	21.514	22.370	
#		C	12.149	12.629	13.067				
#		C	12.149	12.629	13.067				
		U	19.616	20.596	21.412	22.442	23.299	24.166	
		C	12.027	12.435	12.803				
		S	12.415	12.823	13.282				
489	Cash Accounting Clerk	C	12.089	12.629	13.067				
840	Cashier	N	10.955	11.343	11.659				
# 776	CNA/LPN	S	13.404	13.843	14.241				
	Grad		12.965						
427	Clerk Attendant	C	11.833	12.149	12.609				
# 462	Clerk Typist	C	11.149	11.507	11.833				
# 453	Clinic Clerk	N	11.945	12.272	12.609				
#									
#		S							
#		S							
856	Diet Clerk I	N	11.313	11.609	11.945				
# 333	Dietetic Technician	S	13.873	14.333	14.741				
534	Vet. Affairs Driver/Vet. Companion	U	12.823	13.282	13.721				
		U	20.738	21.565	22.442	23.330	23.901	24.442	
#		N	18.984	19.596	20.942				
		N	9.243						
		C	10.793	11.099	11.385				
			16.118	16.760	17.434				
#		S	13.873	14.333	14.741				
		N	17.005	17.617	18.321				
		C	14.098	14.577	15.169				
		C	12.027	12.435	12.833				
		C	13.067	13.527	14.098				
		S	12.415	12.823	13.282				
	<u>Effective July 21, 1983</u>								
651	Hospital Hskpg. Service Worker	S	11.017	11.313	11.609				
782	Hostel Attendant	S	12.415	12.823	13.282				
# 025	Hostel Manager	U	14.832	15.444	16.046	16.689			
# 645	Housekeeping Supervisor	S	13.506	14.037	14.496				
567	Journeyman Carpenter	N	17.730	18.382	19.127				
541	Journeyman Electrician	N	18.984	19.596	20.942				
577	Journeymen Painter	N	17.566	18.188	18.933				
548	Journeyman Plumber	N	18.984	19.596	20.942				

Schedule " A  
The Wascana Rehabilitation Centre

Pos. No.	Classification	hrs.	January 1, 1997								
			Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	
*# 591	Journeyman Refrigeration Mechanic	N	18.984	19.596	20.942						
812	Kitchen Helper	S	11.017	11.313	11.609						
		N	14.098	14.577	15.169						
		S	10.997	11.313	11.609						
726	Linen Service Porter	S	12.415	12.823	13.282						
523	Mail Clerk	C	10.793	11.099	11.385						
* 592	Maintenance Technician	N	16.424	17.046	17.730						
*#		U	15.383	16.077	16.811	17.546	18.382	19.178			
*#		U	17.546	18.382	19.178	20.045	20.984	21.922			
#		C	12.027	12.435	12.833						
#		U	16.587	17.301	18.117	18.964	19.576	20.442			
		S	12.415	12.823	13.282						
		N	12.823	13.282	13.721						
		U	16.587	17.291	18.025	18.790	19.586	20.402			
		U	17.291	18.025	18.790	19.586	20.402	21.300			
		U	18.025	18.790	19.586	20.402	21.300	22.208			
		U	18.790	19.586	20.402	21.300	22.208	23.116			
# 985	Occupational Therapist II - Degree	U	19.586	20.402	21.300	22.208	23.116	24.095			
	Occupational Therapist III - Diploma	U	20.402	21.300	22.208	23.116	24.095	25.084			
229		N	16.403	17.046	17.709	18.546					
# 226	Orthotic/Prosthetic	N	16.403	17.046	17.709	18.546					
# 208	Orthotics - Clinical Specialist	N	21.892	22.850	23.830	24.799	25.849	26.910			
# 209	Prosthetics - Clinical Specialist	N	21.892	22.850	23.830	24.799	25.849	26.910			
# 228	Orthotic/Prosthetic Trainee	N	14.679	15.199	15.791						
# 227	Orthotist/Prosthetist (Certified)	N	20.494	21.024	22.258	23.085					
# 225	Orthotic/Prosthetic Technician (Reg.)	N	17.709	18.546	19.106	19.596					
788	Patient Companion	S	10.711	11.017	11.313						
984	Pharmacy Assistant	N	11.945	12.272	12.609						
	Plant Engineering Supervisor		21.452								
#			14.098	14.577	15.169						
	Printing Supervisor		13.863	14.363	14.904						
	Printer		12.191	12.537	12.935						
			20.738	21.565	22.442	23.330	23.901	24.462			
		U	27.267	28.175	29.124	29.971	30.929				
*# 351	Psychometrician	U	20.738	21.698	22.636	23.666	24.656	25.747			
# 358	Research Associate		13.945	15.006	15.975						
# 82	Recreation Therapist	U	15.312	15.934	16.556	17.322					
*# 078	Recreation Worker	N	13.282	13.721	14.292						
239	Registered Fitter/Clerk	C	13.088	13.506	14.087						
999	Rehabilitation Attendant	N	12.415	12.823	13.282						
	Seating Helper		12.415	12.823	13.282						
# 226	Seating Technician	N	17.709	18.546	19.106	19.596					
# 410	Secretary Typist I	C	12.149	12.629	13.067						
263	Security (	S	12.547	13.077	13.496						

Schedule "A"

The Wascana Rehabilitation Centre

Pos. No.	Classification	Hrs	January 1, 1997							
			Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
219	Speech & Audiology Assistant	C	12.353	12.711	13.271					
# 235	Speech Pathologist - M.A.	U	19.616	20.596	21.412	22.442	23.299	24.166		
*# 194	Staff Pharmacist	N	20.066	20.748	21.769	22.544	23.554	24.309		
# 683	Storeperson	C	13.067	13.527	14.098					
# 527	Switchboard Operator	S	11.853	12.191	12.547					
	Systems Support Technician		15.036	15.648	16.250	16.883				
	Technical Aide - Plebotomy		11.935	12.251	12.588					
# 907	Technical Assistant III (P.I.)	N	18.464	18.984	19.586					
# 907	Technical Assistant III	N	16.332	16.832	17.342					
*# 330	Therapeutic Dietician	N	17.250	17.821	18.402	19.137	19.902	20.668		
780	Unit Clerk	N	11.945	12.272	12.609					
	VAC Recreation Worker		13.945	14.435	14.934					
345	Vocational Coordinator	U	15.383	16.077	16.811	17.546	18.382	19.178		
	Vocational Evaluator		18.790	19.586	20.402	21.300	22.208	23.116		
*# 919	x-Ray Technologist	N	15.669	16.189	16.679	17.250	17.821	18.382	18.382	18.923





Schedule "A"  
The Wascana Rehabilitation Centre

Pos. No.	Classification	Hrs	December 31, 1997 (23:59:59)							
			Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
*# 591	Journeyman Refrigeration Mechanic	N	19.174	19.792	21.151					
• 812	Kitchen Helper	S	11.127	11.426	11.725					
244	Library Technician	N	14.239	14.723	15.321					
* 706	Linen Service Aide	S	11.107	11.426	11.725					
726	Linen Service Porter	S	12.539	12.951	13.415					
523	Mail Clerk	C	10.901	11.210	11.499					
* 592	Maintenance Technician	N	16.588	17.216	17.907					
*# 346	Medical Social Worker I - B.S.W.	U	15.537	16.238	16.979	17.721	18.566	19.370		
*# 347	Medical Social Worker I - M.S.W.	U	17.721	18.566	19.370	20.245	21.194	22.141		
# 517	Microfilm Clerk	C	12.147	12.559	12.961					
# 77	Music Therapist	U	16.753	17.474	18.298	19.154	19.772	20.646		
# 783	Nursing Attendant	S	12.539	12.951	13.415					
280	Nursing Administrative Clerk	N	12.951	13.415	13.858					
*# 987	Occupational Therapist I - Diploma	U	16.753	17.464	18.205	18.978	19.782	20.606		
	Occupational Therapist I - Degree	U	17.464	18.205	18.978	19.782	20.606	21.513		
*# 986	Occupational Therapist II - Diploma	U	18.205	18.978	19.782	20.606	21.513	22.430		
	Occupational Therapist II - Degree	U	18.978	19.782	20.606	21.513	22.430	23.347		
# 985	Occupational Therapist III - Diploma	U	19.782	20.606	21.513	22.430	23.347	24.336		
	Occupational Therapist III - Degree	U	20.606	21.513	22.430	23.347	24.336	25.335		
229	Orthopaedic Shoemaker	N	16.567	17.216	17.886	18.731				
# 226	Orthotic/Prosthetic Technician	N	16.567	17.216	17.886	18.731				
# 208	Orthotics - Clinical Specialist	N	22.111	23.079	24.068	25.047	26.107	27.179		
# 209	Prosthetics - Clinical Specialist	N	22.111	23.079	24.068	25.047	26.107	27.179		
# 228	Orthotic/Prosthetic Trainee	N	14.826	15.351	15.949					
# 227	Orthotist/Prosthetist (Certified)	N	20.699	21.234	22.481	23.316				
# 225	Orthotic/Prosthetic Technician (Reg.)	N	17.886	18.731	19.297	19.792				
788	Patient Companion	S	10.818	11.127	11.426					
984	Pharmacy Assistant	N	12.064	12.395	12.735					
	Plant Engineering Supervisor		21.667							
# 998	Pool Attendant	N	12.539	12.951	13.415					
	Printing Supervisor		14.239	14.723	15.321					
	Printer		14.002	14.507	15.053					
	Printers Helper		12.313	12.662	13.064					
	Program Development Educator		20.945	21.781	22.666	23.563	24.140	24.707		
*# 352	Psychologist	U	27.540	28.457	29.415	30.271	31.238			
*# 351	Psychometrician	U	20.945	21.915	22.862	23.903	24.903	26.004		
# 358	Research Associate		14.084	15.156	16.135					
# 82	Recreation Therapist	U	15.465	16.093	16.722	17.495				
# 078	Recreation Worker	N	13.415	13.858	14.435					
239	Registered Fitter/Clerk	C	13.219	13.641	14.228					
999	Rehabilitation Attendant	N	12.539	12.951	13.415					
	Seating Helper		12.539	12.951	13.415					
# 226	Bathing Technician	N	17.886	18.731	19.297	19.792				
# 410	Secretary Typist I	C	12.270	12.755	13.198					
263	Security Officer	S	12.672	13.208	13.631					

Schedule "A"  
The Wascana Rehabilitation Centre

Pos. No.	Classification	Hrs	December 31, 1997 (23:59:59)							
			Start	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
219	Speech & Audiology Assistant	C	112.477	12.838	13.404					
# 235		U	19.812	20.802	21.626	22.666	23.532	24.408		
*# 194	Staff Pharmacist	N	20.267	20.955	21.987	22.769	23.790	24.552		
# 683	Storeperson	C	13.198	13.662	14.239					
# 527	Switchboard Operator	S	11.972	12.313	12.672					
			15.186	15.804	16.413	17.052				
			12.054	12.374	12.714					
#		N	18.649	19.174	19.782					
#		N	16.495	17.000	17.515					
*#		N	17.423	17.999	18.586	19.328	20.101	20.875		
780	Unit Clerk	N	12.064	12.395	12.735					
	VAC Recreation Worker		14.084	14.579	15.083					
345	Vocational Coordinator	U	15.537	16.238	16.979	17.721	18.566	19.370		
	Vocational Evaluator		18.978	19.782	20.606	21.513	22.430	23.347		
			15.826							

Pos. No.	Classification	Hrs	January 1, 1995					
			Start	Year 1	Year2	Year3	Year4	Year 5
*# 289	Registered Nurse	S	17.890	18.660	19.460	20.270	20.840	21.370
	Graduate Nurse	S	15.950					
*# 289	Registered Nurse (Clinic)	S	17.890	18.660	19.460	20.270	20.840	21.370
# 297	Registered Psychiatric Nurse	S	17.890	18.660	19.460	20.270	20.840	21.370

Pos. No.	Classification	Hrs	April 1, 1996					
			Start	Year 1	Year2	Year3	Year4	Year 5
*# 289	Registered Nurse	S	18.340	19.130	19.950	20.780	21.360	21.900
	Graduate Nurse	S	16.350					
*# 289	Registered Nurse (Clinic)	S	18.340	19.130	19.950	20.780	21.360	21.900
# 297	Registered Psychiatric Nurse	S	18.340	19.130	19.950	20.780	21.360	21.900

Pos. No.	Classification	Hrs	October 1, 1997					
			Start	Year 1	Year 2	Year 3	Year4	Year 5
*# 289	Registered Nurse	S	18.523	19.321	20.150	20.988	21.574	22.119
	Graduate Nurse	S	16.514					
*# 289	Registered Nurse (Clinic)	S	18.523	19.321	20.150	20.988	21.574	22.119
# 297	Registered Psychiatric Nurse	S	18.523	19.321	20.150	20.988	21.574	22.119

Notes to Schedule "A" and "B"

- (1) # indicates 6 month probation
- (2) \* indicates entry level classification
- (3) The letter under "Hours" indicates the following
  - C - Clerical
  - S - Shift
  - U - Unregulated
  - N - Non Shift
  - PI - Present Incumbent

**Schedule "C"**  
**Parkland Reginal Care Centre**

Classification	October 1, 1994						
	Start	6 Mths	Year 1	Year 2	Year 3	Year 4	Year 5
Supervisory Nurse Attendant	13.010		13.470	13.930	14.450		
C.N.A./LPN	12.800		13.250	13.740			
Nurse Attendant	11.580		11.920	12.240	12.650		
Social Services Worker	14.870		15.440	15.990	16.590	17.220	17.890
Physical Therapist (Diploma)	15.190		15.790	16.450	17.230		
Physical Therapist (Degree)	15.850		16.540	17.260	18.020		
Occupational Therapist (Diploma)	15.190		15.790	16.450	17.230		
Occupational Therapist (Degree)	15.850		16.540	17.260	18.020		
Therapy Assistant	12.350		12.700	13.180			
Personal Services Coordinator	12.350		13.090	13.860	14.680		
Asst. Personal Services Coord.	11.580		11.920	12.240	12.650		
Housekeeping Aide	11.160		11.460	11.800			
Laundry Aide	11.480		11.810	12.180	12.510		
Seamstress	11.670		12.010	12.380			
Cook (Journeyman)	12.210		12.630	13.050			
Dietary Aide	11.160		11.460	11.800			
Maintenance Worker	12.940		13.420	13.880	14.400		
Stock Clerk	12.200	12.680	13.230	13.820			
Secretary I	10.700	11.190	11.750	12.280			
Payroll Technician	12.460	13.210	14.010	14.780			
Purchasing Agent	15.620	16.740	17.840	18.940			

Classification	April 1, 1996						
	Start	6 Mths	Year 1	Year 2	Year 3	Year 4	Year 5
Supervisory Nurse Attendant	13.140		13.605	14.069	14.595		
C.N.A./LPN	12.928		13.383	13.877			
Nurse Attendant	11.696		12.039	12.362	12.777		
Social Services Worker	15.019		15.594	16.150	16.756	17.392	18.066
Physical Therapist (Diploma)	15.342		15.948	16.615	17.402		
Physical Therapist (Degree)	16.009		16.705	17.433	18.200		
Occupational Therapist (Diploma)	15.342		15.948	16.615	17.402		
Occupational Therapist (Degree)	16.009		16.705	17.433	18.200		
Therapy Assistant	12.474		12.827	13.312			
Personal Services Coordinator	12.474		13.221	13.999	14.827		
Asst. Personal Services Coord.	11.696		12.039	12.362	12.777		
Housekeeping Aide	11.272		11.575	11.918			
Laundry Aide	11.595		11.928	12.302	12.635		
Seamstress	11.787		12.130	12.504			
Cook (Journeyman)	12.332		12.756	13.181			
Dietary Aide	11.272		11.575	11.918			
Maintenance Worker	13.069		13.554	14.019	14.544		
Stock Clerk	12.322	12.807	13.362	13.958			
Secretary I	10.807	11.302	11.868	12.403			
Payroll Technician	12.585	13.342	14.150	14.928			
Purchasing Agent	15.776	16.907	18.018	19.129			

**Schedule "C"**  
**Parkland Reginal Care Centre**

Classification	January 1, 1997						
	Start	6 Mths	Year 1	Year 2	Year 3	Year 4	Year 5
Supervisory Nurse Attendant	13.271		13.741	14.210	14.741		
<b>C.N.A./LPN</b>	13.057		13.517	14.016			
Nurse Attendant	11.813		12.159	12.486	12.905		
Social Services Worker	15.169		15.750	16.312	16.924	17.566	18.251
Physical Therapist (Diploma)	15.495		16.107	16.781	17.576		
Physical Therapist (Degree)	16.169		16.872	17.607	18.382		
Occupational Therapist (Diploma)	15.495		16.107	16.781	17.576		
Occupational Therapist (Degree)	16.169		16.872	17.607	18.382		
Therapy Assistant	12.599		12.955	13.445			
Personal Services Coordinator	12.599		13.353	14.139	14.975		
Asst. Personal Services Coord.	11.813		12.159	12.486	12.905		
Housekeeping Aide	11.385		11.691	12.037			
Laundry Aide	11.711		12.047	12.425	12.761		
Seamstress	11.905		12.251	12.629			
Cook (Journeyman)	12.455		12.884	13.313			
Dietary Aide	11.385		11.691	12.037			
Maintenance Worker	13.200		13.690	14.159	14.689		
Stock Clerk	12.445		13.496	14.098			
Secretary I	10.915	11.415	11.987	12.527			
Payroll Technician	12.711	13.475	14.292	15.077			
Purchasing Agent	15.934	17.076	18.198	19.320			

Classification	December 31, 1997 (23:59:59)						
	Start	6 Mths	Year 1	Year 2	Year 3	Year 4	Year 5
Supervisory Nurse Attendant	13.404		13.878	14.352	14.888		
<b>C.N.A./LPN</b>	13.188		13.652	14.156			
Nurse Attendant	11.931		12.281	12.611	13.034		
Social Services Worker	15.321		15.908	16.475	17.093	17.742	18.43
Physical Therapist (Diploma)	15.650		16.268	16.949	17.752		
Physical Therapist (Degree)	16.331		17.041	17.783	18.566		
Occupational Therapist (Diploma)	15.650		16.268	16.949	17.752		
Occupational Therapist (Degree)	16.331		17.041	17.783	18.566		
Therapy Assistant	12.725		13.085	13.579			
Personal Services Coordinator	12.725		13.487	14.280	15.125		
Asst. Personal Services Coord.	11.931		12.281	12.611	13.034		
Housekeeping Aide	11.499		11.808	12.157			
Laundry Aide	11.828		12.167	12.549	12.889		
Seamstress	12.024		12.374	12.755			
Cook (Journeyman)	12.580		13.013	13.446			
Dietary Aide	11.499		11.808	12.157			
Maintenance Worker	13.332		13.827	14.301	14.836		
Stock Clerk	12.569		13.631	14.239			
Secretary I	11.024	11.529	12.107	12.652			
Payroll Technician	12.838	13.610	14.435	15.228			
Purchasing Agent	16.093	17.247	18.380	19.513			

**Schedule "D"**  
**Parkland Regional Care Centre**  
**Registered Nurses**

	October 1, 1994					
Registered Nurse	17.890	18.650	19.460	20.270	20.840	21.370

Classification	April 1, 1996					
	Start	Year 1	Year 2	Year 3	Year 4	Year 5
Inservice Coordinator Health/Nurse	20.840	21.670	22.550	23.440	24.020	24.580
Head Nurse/Behavior Management Consultant	20.840	21.670	22.550	23.440	24.020	24.580
Registered Nurse	18.340	19.130	19.950	20.780	21.360	21.900
Graduate Nurse	16.350					

Classification	January 1, 1997					
	Start	Year 1	Year 2	Year 3	Year 4	Year 5
Inservice Coordinator Health/Nurse	21.048	21.887	22.776	23.674	24.260	24.826
Head Nurse/Behavior Management Consultant	21.048	21.887	22.776	23.674	24.260	24.826
Registered Nurse	18.523	19.321	20.150	20.988	21.574	22.119
Graduate Nurse	16.514					

**Schedule "E"**  
**Lakeside Home**

Classification	October 1, 1994					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Laundry Worker	10.730	11.030	11.310	11.640	11.970	
G.S.W. 1	11.120	11.400	11.730			
Nurse Aide	11.260	11.460	11.780	12.110	12.540	
Therapy Aide	11.430	11.830	12.260	12.710	13.170	13.640
Sewing Room Worker	11.630	11.950	12.300			
Clerk Typist 3	12.040	12.410	12.790	13.210	13.670	14.160
Supervising Nurse Attendant	12.050	12.470	12.870	13.330	13.810	14.330
Cook 1	12.070	12.460	12.870			
Personal Services Worker	12.260	12.640	13.100	13.580	14.040	14.580
G.S.W. 3	12.260	12.640	13.050			
Licensed Practical Nurse	12.300	12.700	13.160	13.600		
Cook 2	13.100	13.580	14.040			

Classification	April, 1996					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Laundry Worker	10.837	11.14	11.423	11.756	12.09	
G.S.W. 1	11.231	11.514				
Nurse Aide	11.373	11.575				
Therapy Aide	11.544	11.948				
Sewing Room Worker	11.746	12.07				
Clerk Typist 3	12.16	12.534				
Supervising Nurse Attendant	12.171	12.595				
Cook 1	12.191	12.585				
Personal Services Worker	12.383	12.766				
G.S.W. 3	12.383	12.766				
Licensed Practical Nurse	12.423	12.827				
Cook 2	13.231	13.716	14.18			

Classification	January 1, 1997					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
G.S.W. 1	11.343	11.629	11.965			
Nurse Aide	11.487	11.691	12.017	12.353	12.792	
Therapy Aide	11.659	12.067	12.507	12.965	13.435	13.914
Sewing Room Worker	11.863	12.191	12.547			
Clerk Typist 3	12.282	12.659	13.047	13.475	13.945	14.445
Supervising Nurse Attendant	12.293	12.721	13.129	13.598	14.087	14.618
Cook 1	12.313	12.711	13.129			
Personal Services Worker	12.507	12.894	13.363	13.853	14.322	14.873
G.S.W. 3	12.507	12.894	13.313			
Licensed Practical Nurse	12.547	12.955	13.425	13.873		
Cook 2	13.363	13.853	14.322			

**Schedule "E"  
Lakeside Home**

Classification	December 31, 1997 (23:59:59)					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Laundry Worker</b>	11.054	11.364	11.652	11.993	12.333	
<b>G.S.W. 1</b>	11.456	11.745	12.085			
<b>Nurse Aide</b>	11.602	11.808	12.137	12.477	12.92	
<b>Therapy Aide</b>	11.776	12.188	12.632	13.095	13.569	14.053
<b>Sewing Room Worker</b>	11.982	12.313	12.672			
<b>Clerk Typist 3</b>	12.405	12.786	13.177	13.61	14.084	14.589
<b>Supervising Nurse Attendant</b>	12.416	12.848	13.26	13.734	14.228	14.764
<b>Cook 1</b>	12.436	12.838	13.26			
<b>Personal Services Worker</b>	12.632	13.023	13.497	<b>13.992</b>	14.465	15.022
						14.465

**Schedule "F"  
Lakeside Home  
Registered Nurses**

Classification	October 1, 1994					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Nurse 2</b>						
<b>Nurse 2 (B.Sc.N.)</b>						

Classification	April 1, 1996					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Nurse 2</b>	18.340	19.130	19.950	20.780	21.360	21.900
<b>Nurse 2 (B.Sc.N.)</b>	18.550	19.340	20.160	20.990	21.570	22.110

Classification	October 1, 1997					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Nurse 2</b>	18.523	19.321	20.150	20.988	21.574	22.119
<b>Nurse 2 (B.Sc.N.)</b>	18.736	19.533	20.362	21.200	21.786	22.331



IN WITNESS WHEREOF, the parties hereto have on this 3rd day of July, 1996 caused these presents to be executed

SASKATCHEWAN ASSOCIATION OF HEALTH ORGANIZATIONS  
representing;  
REGINA HEALTH DISTRICT BOARD  
PIPESTONE HEALTH DISTRICT BOARD  
NORTH CENTRAL HEALTH DISTRICT BOARD

Leo Hancock  
Valerie Hunt  
Dr. Jones  
Dr. Stott  
Dr. [unclear]  
Dr. [unclear]

SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION

Betty Penning  
Warry Suberberg  
Rachna Kijkowski  
Chedey Ylasevny  
[unclear]  
Alan Stotts  
Wendy Casper  
Susan Haudon  
Bernie Erickson  
Lynda Storr  
Jim Berman  
Tom Booth  
[unclear]

**LETTER OF UNDERSTANDING**  
**between**  
**REGINA DISTRICT HEALTH BOARD**  
**and**  
**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

**Re: Maximizing Full-Time Employment**

**1.0 Purpose**

- 1.1** Insofar as the efficient operation of the facility is concerned, it is the intent to employ **as** many full-time employees **as** is reasonably possible.
- i) **This** letter of understanding will govern the review and allocation of hours with the goal of maximizing full-time employment.
  - ii) Management will make every reasonable effort to avoid converting full-time positions to part-time positions.
  - iii) Part-time employees who have been maximized to full-time employment will not **be** eligible for **job** share consideration until they have accrued one year in the maximized full-time position.

**2.0 Maximizing Hours in Part-time Positions**

- 2.1** **As** permanent part-time positions are vacated and approved for staffing, the manager will consider a redistribution of hours to other senior qualified permanent part-time employees (not to exceed full-time hours) in the following manner:
- i) All shifts distributed to another senior qualified permanent part-time employee who desires them, with the aim of **maximizing** his/her hours.
  - ii) Redistribute shifts among senior qualified permanent part-time employees who desire them.
  - iii) Utilize the Relief by Assignment provisions **as** they apply to each facility.
- 2.2** New Letters of Appointment for part-time employees will be issued when additional regular hours are added to their schedule. Should the additional **shifts** result in the employees being assigned full-time hours, the employee's status will **be** altered.

2.3 If permanent part-time positions are vacated simultaneously, the manager will give consideration to **combining** the positions into a permanent full-time position.


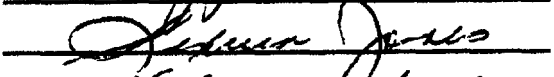
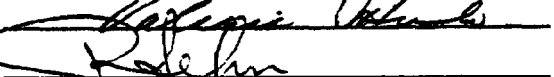
3.0 Education sessions **will** be planned for managers at the Wascana Rehabilitation Centre to **explain** the **purpose of** the Letter of Understanding.

4.0 Any outstanding **issues** regarding the application of this Letter of Understanding **will** be referred to the regular joint Union/Management meeting. If resolution is not found at the meeting, the **Union** may choose to **access** the grievance procedure.

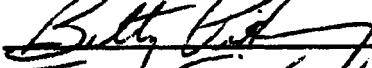
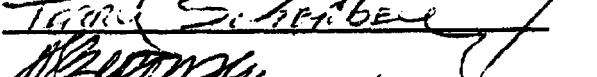
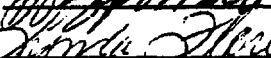


5.0 This letter of understanding can be terminated by either party, given ninety (90) days written notice to the other **party**. Amendments to this letter **may** occur as required and agreed.

DATED THIS 3RD DAY OF JULY, 1996.

SIGNED ON BEHALF OF  
REGINA HEALTH DISTRICT BOARD

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

  
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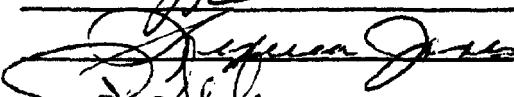
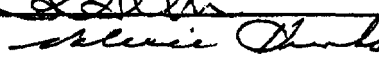
**LETTER OF UNDERSTANDING**  
between  
**REGINA DISTRICT HEALTH BOARD**  
**(WASCANA REHABILITATION CENTRE)**  
and  
**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

**Re: fob Sharing at Wascana Rehabilitation Centre**

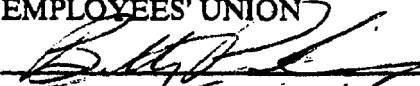
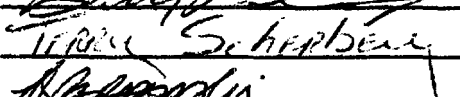
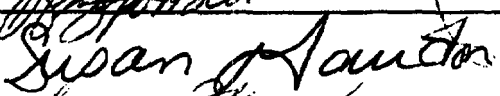
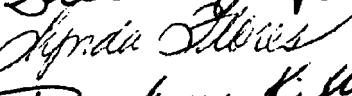

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The Regina Health District, on behalf of Wascana Rehabilitation Centre, and the Saskatchewan Government Employees' Union agree to negotiate a Letter of Understanding covering job sharing. Such negotiations shall be completed by October 1, 1996, however if not completed by October 1, 1996, the parties may agree to an extension of time.

DATED THIS 3RD DAY OF July, 1996.

SIGNED ON BEHALF OF  
REGINA HEALTH DISTRICT BOARD  
(Wascana Rehabilitation Division)

  
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SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

  
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**LETTER OF UNDERSTANDING**  
between  
**REGINA HEALTH DISTRICT BOARD**  
**(Wascana Rehabilitation Centre)**  
and  
**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

**Re: Transfer With Service**

**1.0 Purpose**

**1.01** This Letter of Agreement governs the filling of a **vacancy** when an eligible employee elects not to transfer with their service.

**2.0 Vacancy**

**2.01** In the event that an eligible employee elects not to transfer with his/her service, they shall **be** afforded access to the **Layoff/Recall** provisions of the current Collective Bargaining Agreement and Letter of Understanding.

**2.02** The vacancy resulting **from** the election not to transfer, shall be posted and filled at the sending facility/agency.

**2.03** The posting will clearly indicate that the position is transferring to the receiving facility.

**2.04** The affected unions will advise the employer if the bargaining unit seniority of the **successful** applicant is transferrable, on or before the closing date of the **posting**.

**2.05** When offering the position, the employer will advise the applicant whether or not his/her bargaining unit seniority will be transferred.

**3.0 Notice of Termination**

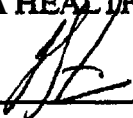
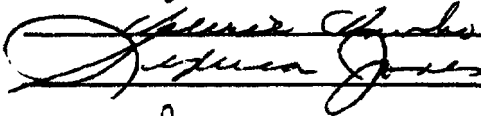
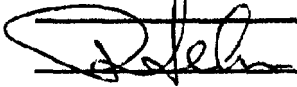
**3.01** Either party **may** terminate this Letter of Agreement upon **ninety (90) days** written notice to either party, with explanation of the reason for **termination**.

**4.0 Effective Date**

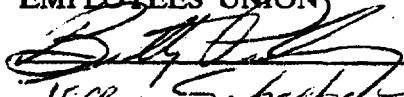
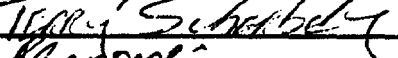
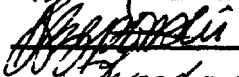
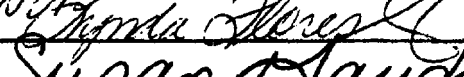
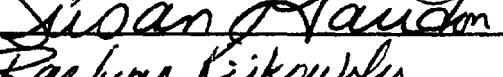
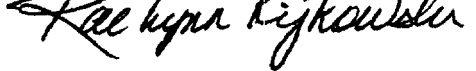
**4.01** This Letter of Agreement is in effect **as** of the date of **signing**.

Signed at the **City** of Regina, in the Province of Saskatchewan, this 30 day of July, 1996.

SIGNED ON BEHALF OF  
REGINA HEALTH DISTRICT BOARD

  
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SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

  
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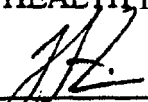
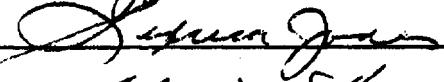
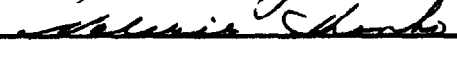

**LETTER OF UNDERSTANDING**  
between  
**REGINA HEALTH DISTRICT BOARD**  
**(Wascana Rehabilitation Centre)**  
and  
**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

Re: Article **15.16** • Assignment of Relief Work

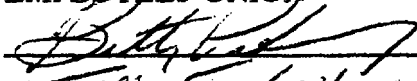
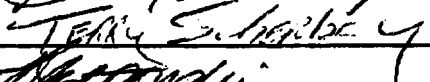
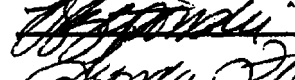
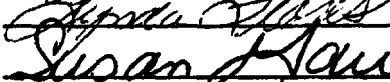
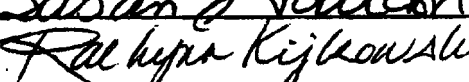
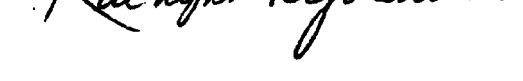
Logistical and operational matters in connection with Clause 15.16 shall be completed by October 1, 1997.

DATED THIS 3RD DAY OF July, 1996.

SIGNED ON BEHALF OF  
REGINA HEALTH DISTRICT BOARD

  
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SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

  
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**LETTER OF UNDERSTANDING**  
between  
**REGINA HEALTH DISTRICT BOARD**  
**(Wascana Rehabilitation Centre Orthotics/Prosthetics Shop)**  
and  
**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

**Re: Five (5)-Four (4) Bi-Weekly Period**

**1. Scope**

The following jobs shall be covered **by** this Agreement:

- 225 - Orth./Pros. Technician (Registered)
- 226 - Orth./Pros. Technician
- 227 - Orthotist/Prosthetist (Certified)
- 228 - Orth./Pros. Trainee
- 229 - Orth. Shoemaker

**Only** full-time permanent employees shall participate in the program.

**2. Hours of Work**

Employees who participate will be required to work eight (8) hours and eighteen (18) minutes. Employees will be paid for eight (8) hours and eighteen (18) minutes per day worked. The day shall include two (2) paid fifteen (15) minute rest periods and one (1) thirty (30) minute unpaid meal break,

Normal hours of work shall be 0742 - 1630.

**3. Earned Entitlements**

Statutory holidays, vacation and sick time shall be accumulated and paid on the basis of eight (8) hours and eighteen (18) minutes per day.

**4. Earned Day Off**

The earned day off will be **Friday** or **Monday**, scheduled in advance, by the Department Head. Wherever possible, the employee **will** be allowed input into the scheduled day off.

Normally, no more than one (1) employee **from** each department **will** be **off** at any one time.



**5. Statutory Holidays**

Any earned day ~~off~~ that falls on a statutory holiday shall be scheduled to the preceding or next following ~~work day~~, whichever is mutually agreed upon by the employee and the immediate ~~supervisor~~.

**6. Sick Leave**

If an employee is ill ~~on an~~ earned ~~day off~~, there ~~will~~ be ~~no~~ claim for sick leave nor ~~will~~ the ~~day~~ be rescheduled.

**7. Annual Vacation**

Normally, no more than one (1) employee ~~can~~ be on holidays in ~~each~~ area at one (1) time. Vacation will be taken in accordance with earned entitlements stipulated under Article 18 of the existing Collective Bargaining Agreement.

**8. Overtime**

Overtime shall consist of all hours worked over eight (8) ~~hours~~ and eighteen (18) minutes in ~~any~~ one (1) day. The rates of pay for overtime ~~will~~ be those stipulated in Article 15 ~~of~~ the existing Agreement.

**9. Calculation of Vacation and Sick Leave**

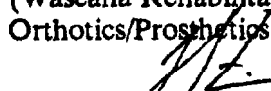
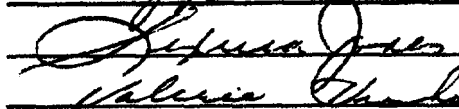
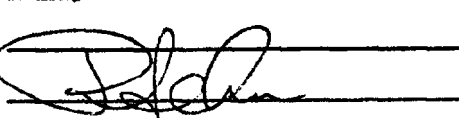
Effective April 11, 1980, vacation and ~~sick~~ leave ~~will~~ be earned based on eight point thirty (8.30) hours per day.

**10. Option to Cancel**

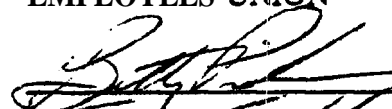
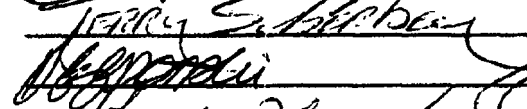
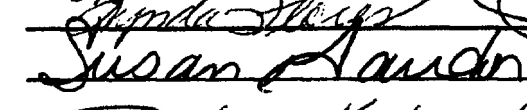

The program can be cancelled upon thirty (30) ~~days~~ notice ~~by~~ either party.

DATED THIS 3RD DAY OF July, 1996.

SIGNED ON BEHALF OF  
REGINA HEALTH DISTRICT BOARD  
(Wascana Rehabilitation Centre  
Orthotics/Prosthetics Shop)

  
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SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

  
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LETTER OF UNDERSTANDING  
between  
REGINA HEALTH DISTRICT BOARD  
(Wascana Rehabilitation Centre)  
and  
NORTH CENTRAL HEALTH DISTRICT BOARD  
(Parkland Regional Care Centre)  
and  
SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION

Re: Employee and Family Assistance Program

The Employers agree to provide an Employee and Family Assistance Program.

DATED THIS 3RD DAY OF July, 1996.

SIGNED ON BEHALF OF  
REGINA HEALTH DISTRICT BOARD  
(Wascana Rehabilitation Centre) and  
NORTH CENTRAL HEALTH  
DISTRICT BOARD (Parkland Regional  
Care Centre)

*JH*  
\_\_\_\_\_  
*Patricia Keady*  
\_\_\_\_\_  
*Lynne Jones*  
\_\_\_\_\_  
*Cheryl Smith*  
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SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

*Betty P.*  
\_\_\_\_\_  
*LEON S. ...*  
\_\_\_\_\_  
*Raymond*  
\_\_\_\_\_  
*Tern ...*  
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*Wendy ...*  
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*Bonnie Erickson*  
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*Susan ...*  
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*Rae Lynn Kijewski*  
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**LETTER OF UNDERSTANDING**  
between  
**PARKLAND REGIONAL CARE CENTRE**  
and  
**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

**Re: Job Sharing**

In the interest of providing **job** sharing opportunities for **employees** at Parkland Regional Care Centre, the following **maximum** number of positions will be allowed to **job** share as per the attached agreement.

Amount of Job Sharing Positions Allowed:

- **five (5) positions** • Registered Nurses (three (3) shared one-half (1/2) and one-half (1/2); two (2) shared one-third (1/3), two-thirds (2/3)
- **two (2) positions** • Nurse Attendance (shared one-half (1/2) and one-half (1/2))

The following conditions shall apply to the **job** sharing positions:

1. The shared position shall **be** created from **a** position held **by** a full-time employee who has indicated in writing a desire to work in a **job** sharing arrangement.
2. **When a job sharing position is created in response to a request from a full-time employee, that employee shall be awarded either one-half (1/2) or two-thirds (2/3) of the position (see "Amount of Job Sharing Positions Allowed", above) and the remainder shall be posted.**
3. The shared position shall be scheduled on the same **basis as** full-time positions, i.e. fourteen (14) shifts in **a** three (3) week period on average. It is expected **that** the partners in **a job** sharing position shall each **work** either one-half (1/2) the scheduled shifts, or two-thirds (2/3) the scheduled shift.
4. If they **so** desire, participants in **job** sharing positions shall **be** eligible **to** cover the absences **of** other employees at **the** Centre.
5. It is expected that partners in **a job** sharing position shall **cover each** others' vacation **period**.
6. Should a portion of the position become vacant, the vacancy shall be posted as a job sharing position. Should no applications be received **from** qualified applicants, the position shall revert to full-time. If the **remaining** partner is the individual who originally held the **position** on **a full-time** basis, that employee **shall have** the option **of** claiming the position. Should she decline, or should the **remaining** partner bid **into** the position, the position shall be posted and filled in **accordance** with Article 8.

7. In the event either party wishes to terminate or amend this Letter of Understanding, such party shall give ninety (90) days notice, in writing, to the other party of it's intention; thereupon the parties shall meet and resolve any transitional matters..

DATED THIS 3RD DAY OF July, 1996.

SIGNED ON BEHALF OF  
NORTH CENTRAL HEALTH  
DISTRICT BOARD (Parkland Regional  
Care Centre)

[Signature]  
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SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

[Signature]  
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**LETTER OF UNDERSTANDING**  
between  
**PARKLAND REGIONAL CARE CENTRE**  
and  
**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

**Re: Extended Shift Being Supplementary to the Collective Agreement**

The parties agree to **modify** the Collective Agreement between Parkland Regional Care Centre and the Saskatchewan Government Employees' **Union** in the manner set out below:

✓ The parties agree that the following terms and conditions apply to the modified (twelve (12) hour) shift schedule pattern on "A" **Wing** and "C" **Wing** of the Centre.

1. The parties agree to implement a modified shift schedule to allow for an extended work day of twelve (12) hours, for a trial period of six (6) months, following which evaluations by the Nurses affected and Management will occur.
2. It is recognized that the primary intent of the modified shift schedule pattern which has been adopted by the Centre and the Union, is to provide Nurses with fewer work days in a four (4) week period with no increased cost to the Employer, to provide that the Nurse receives no less than two (2) consecutive days off at the time and to provide Nurses with two (2) out of four (4) weekends off.
3. On completion of the time period and the evaluation referred to in paragraph one (1) above, there must be mutual agreement between the Centre and the Union to continue with the twelve (12) hour shift schedule pattern or some other mutually agreeable variation, otherwise Article 15 - Hours of Work shall apply.
4. In the event that either party wishes to terminate the Extended Shift Agreement, it shall give thirty (30) days notice, in writing, to the other party. Thereupon, the parties shall meet and negotiate the implementation of Article 15 - Hours of Work and any transitional matters.
5. Each twelve (12) week period shall not exceed four hundred and fifty-six (456) hours of work.
6. Overtime shall be paid for all time worked in excess of twelve (12) hours or eight (8) hours respectively as per Article 16 - Overtime.
7. (a) Each extended (twelve (12) hour) day shift is to be inclusive of two (2) coffee breaks and one (1) meal break totalling sixty (60) minutes.  
(b) Each extended (twelve (12) hour) day shift shall be exclusive of one (1) thirty (30) minute meal break.

- (c) Each extended (twelve **(12)** hour) night shift shall be inclusive of one (1) thirty **(30)** minute meal break and three (3) fifteen **(15)** minute coffee breaks totalling seventy-five **(75)** minutes.
- (d) Each shift of eight **(8)** hours **shall** be inclusive of two **(2)** fifteen **(15)** minute coffee breaks **and** exclusive of one **(1)** thirty (30) minute meal break.

8. A Nurse shall not work more than four **(4)** consecutive extended work **days** (twelve **(12)** hour). Approved deviation from the posted schedule which results **from Nurses** initiating an exchange of shift(s) with other qualified Nurses, **shall** not increase the cost to the Centre.

9. Annual Vacation

The number of duty **days** off that a Nurse receives under the modified shift schedule pattern are to correspond exactly in hours to the duty days off on an eight (8) hour shift pattern.

Article 18 • Annual Vacation

**18.05** Vacation credits shall be earned on the **following** basis:

- (a) The equivalent **of** the maximum of fifteen **(15)** working **days** per year on an eight (8) hour basis is one hundred **and** twenty **(120)** hours per year.
- (b) The equivalent of the maximum of twenty (20) working days per year on an eight (8) hour basis is one hundred and **sixty** (160) hours per year.
- (c) The equivalent of the maximum of ~~twenty-five~~ **(25)** working days per year on an eight (8) hour is two hundred **(200)** hours per year.
- (d) The equivalent **of** the maximum of thirty **(30)** working **days** per year on **an** eight **(8)** hour **basis** is two hundred and forty **(240)** hours per year.

10. Article 16 • Statutory Holidays

- (a) Article 16.03 • If a statutory holiday falls on an employee's scheduled **day** off or **during** the employee's annual vacation **period**, such **Nurse** shall receive **an** additional eight **(8)** hours off.

11. Article 19 - Sick Leave

Sick leave credits in accordance with Article 19 shall be computed from the day of commencement of employment at the rate of ten (10) hours per month of employment up to a maximum sick leave credit of two thousand six hundred and twenty (2,620) working hours.

12. Article 15 - Hours of Work (Shift Differential)

Shift premiums as per Article 15.12(c) of the Collective Agreement will be paid for Extended shift hours worked between 1500 hours and 0700 hours.

13. Article 11 - Relief Assignment

This Article shall remain in effect as stated.

DATED THIS 3RD DAY OF JULY, 1996.

SIGNED ON BEHALF OF  
NORTH CENTRAL HEALTH  
DISTRICT BOARD (Parkland Regional  
Care Centre)

[Signature]  
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SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

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**LETTER OF UNDERSTANDING**  
between  
**PARKLAND REGIONAL CARE CENTRE**  
and  
**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

**Re: Dispute Resolution Options**

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

(a) Process

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

(b) The parties will approach each grievance or group of grievances from the point of view of:

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

(c) Mediation Process

- 1) Each party **will** select two **(2)** Mediators, i.e. a permanent slate of four **(4)** in total. **On** agreement that **a case be** mediated, the parties **will draw** the Mediator **by** chance. **Any** Mediator must have served **as** a Chairperson of **an** arbitration board.
- 2) **A** joint statement of facts will be presented to the Mediator.

- 3) **Any** further non agreed-to facts may be presented to the Mediator in a narrative fashion.

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

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

- 4) The rules of evidence will not apply and no record of proceedings **will** be made.
- 5) The **griever(s)** and management **person(s)** affected by the case will fully participate in proceedings, with their respective labour relations advisor.
- 6) Emphasis is on complete **examination** of the issue including, if deemed necessary by the Mediator, separate meetings with the parties.
- 7) **The** objective of the Mediator is to assist the parties in reaching a mutually acceptable settlement **as** expeditiously as possible.
- 8) If no settlement is reached within ten (10) **days as** a result of mediation, the Mediator **will** give a decision based on the Collective Agreement provisions and **on** how **he/she** would decide **on** the case if it were to proceed to arbitration.
- 9) Mediation will normally take place at central Union **or** Management offices or at the workplace.
- 10) The parties will equally share the cost of fees and expenses **of** the Mediator.
- 11) The griever, Shop Steward and **Manager/Supervisor** who are party **to** the case shall be granted leave with pay to be present at mediation.
- 12) Mediation awards shall have no **precedential** value and shall not thereafter be referred **to by** the parties in respect of any other matter in any other setting.
- 13) **A** grievance may be removed **from** the mediation process at any time prior to hearing and forwarded to **a** regular arbitration hearing, or if the parties mutually agree, to an expedited arbitration hearing.
- 14) **Following** the mediation process, if no settlement is achieved the parties may agree **to advance** the grievance to the expedited arbitration procedure., In any event the Union maintains the right to advance the grievance to a **full** panel arbitration **as** per Article **30** (Arbitration Procedure).

- 15) No legal counsel will be used by either party. The Union **will** use elected officers or staff representatives. The Employer **will** use employees of their Human Resources Department or representatives appointed by that Department.

(d) Expedited Arbitration Process

- 1) It may be mutually agreed between the parties to advance grievances as per Article 30 of the Collective Agreement.
- 2) Each party will select two (2) Arbitrators, i.e. a permanent slate of four (4) in total. **On** agreement that a case be expeditiously arbitrated, the parties will draw the Arbitrator by chance and he/she will act as a single Arbitrator on the matter. Any Arbitrator must have served **as** a Chairperson of an arbitration board.  
  
**A** joint statement of facts will be presented to the Arbitrator.
- 3) **The** Arbitrator shall hear the grievances and shall render a decision within two (2) working **days** of such hearings, No written reasons for the decision **will** be provided beyond that which the Arbitrator deems appropriate to convey a decision. The decision of a single Arbitrator will be final and binding on the parties.
- 4) Expedited arbitration awards shall have no **precedential** value and shall not thereafter be referred to by the parties in respect of any other matter in any other setting.
- 5) All settlements of expedited arbitration cases prior to **hearing** shall be without prejudice.
- 6) **A** grievance may be removed from the expedited arbitration process at any time prior to **hearing** **and** forwarded **to** a regular (full panel) hearing.
- 7) No legal counsel will be used by either party. The Union **will** use elected officers or staff representatives. The Employer **will** use employees of their Human Resources Department or representatives appointed by that Department.
- 8) The parties will equally share the **cost** of fees and **expenses** of the Arbitrator.
- 9) The grievor and **Manager/Supervisor** who are party **to** the **case** shall be granted leave with pay to be present at arbitration.

(e) Full Panel (Regular Arbitration)

1) As per Article 8 of the Collective Agreement.

DATED THIS 3RD DAY OF July, 1996.

SIGNED ON BEHALF OF  
NORTH CENTRAL HEALTH  
DISTRICT BOARD (Parkland Regional  
Care Centre)

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SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

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**LETTER OF UNDERSTANDING**  
between  
**PIPESTONE DISTRICT HEALTH BOARD**  
and  
**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

2091

**Re: Employee and Family Assistance Program**

The Employer and the Union agree that the parties to this agreement will commence negotiations of an Employee and Family Assistance Program for Lakeside Home by April 1, 1996.

DATED THIS 3RD DAY OF July, 1996.

SIGNED ON BEHALF OF  
PIPESTONE DISTRICT HEALTH  
BOARD

DM Jones

SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

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**LETTER OF UNDERSTANDING**  
between  
**LAKESIDE HOME**  
and  
**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

**Re: Job Sharing**

In the interest of providing job sharing opportunities for employees at Lakeside Home, the following conditions shall apply:

1. Job sharing shall not cause any increased cost **to** the Employer in relation **to** the costs incurred in employing one (1) full-time employee. Job sharing participants waive Article 16.05(a)(ii).

2. Shared positions **may** be created from full-time positions up to the following **maximum** number of positions, **unless** otherwise mutually agreed

- |     |                         |                          |  |
|-----|-------------------------|--------------------------|--|
| (a) | <b>Nursing Service:</b> | Nurse Supervisor         | - 2 positions (1 in each wing)                 |
|     |                         | Nurses Aides             | - 4 positions ( <b>2</b> in each <b>wing</b> ) |
|     |                         | Activity <b>Workers</b>  | - 1 position                                   |
| (b) | <b>Dietetics:</b>       | <b>Cook 1</b>            | - 1 position                                   |
|     |                         | Dietary Aide             | - 1 position                                   |
| (c) | <b>Laundry:</b>         | <b>Laundry Aide</b>      | - 1 position                                   |
| (d) | <b>Housekeeping:</b>    | <b>Housekeeping Aide</b> | - 1 position                                   |
| (e) | <b>Maintenance:</b>     | Caretaker                | - 1 position                                   |

for a total of twelve (12) job sharing positions within Lakeside **Home**.

3. When **a** job sharing position is created in response to **a** request from **a** full-time employee, that employee shall be awarded approximately one-half (1/2) **of** the position and the remainder shall be posted.

4. The shared positions shall be **scheduled on** the **same** basis **as** the full-time positions. It is expected that partners in a job sharing position shall each work one-half (1/2) of the scheduled shifts on an average basis of **six** (6) weeks.

5. Partners in **a** job sharing position shall **cover** each other's vacation **period**, and are **expected** to cover paid **and** unpaid **leave** taken by each **other**. **If either** party **fails** to fulfil the criteria **of** the **job** share position, the position automatically **terminates** **and** reverts back to full-time status.

6. Should a portion of the position become **vacant**, the remaining partner, if he/she originally held the position on a full-time **basis**, shall have the right to claim the vacant portion of the position thereby returning to full-time status. Should he/she decline to accept the position **as** full-time, the vacant portion of the position shall be posted in accordance with Article 5. Should no qualified applicant be forthcoming, the position **and the incumbent shall revert** to full-time status.
7. In the event either **party may wish to** terminate or amend this Letter of Agreement, or to selectively delete specific shared **position(s)**, such party **shall give ninety (90) days** notice, in writing, to the other party of its intention; thereupon the parties shall meet and mutually resolve **any transitional matters**.
8. All job share requests are **subject** to union-management agreement, but shall not abrogate management rights.
9. **Any** employee hired and working in an other-than-full-time scheduled position will fulfil those job requirements first, unless a situation arises when no casual **employee is available+**

DATED THIS 3RD DAY OF JULY, 1996.

SIGNED ON BEHALF OF  
LAKESIDE HOME

*D.H. Jones*  
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SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

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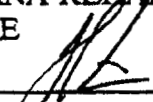
**LETTER OF UNDERSTANDING**  
between  
**REGINA HEALTH DISTRICT BOARD**  
**(Wascana Rehabilitation Centre)**  
**PIPESTONE HEALTH DISTRICT BOARD**  
**(Lakeside Home)**  
and  
**SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

**Re: Job Sharing**

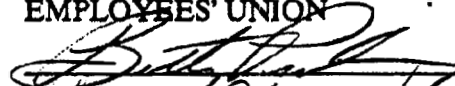
The parties above agree to develop appropriate language covering Job Share arrangements through their local Union/Management meetings. Such negotiations shall commence upon the signing of the Memorandum of Agreement (June 4, 1996) and completed by October 1, 1996. However, if the development is not completed by October 1, 1996, the parties may agree to an extension of time.

DATED THIS 3RD DAY OF JULY, 1996.

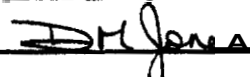
SIGNED ON BEHALF OF  
WASCANA REHABILITATION  
CENTRE

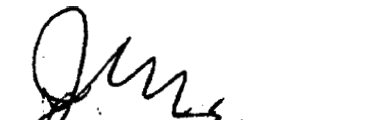
  
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*Valeria Hunko*  
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*Debra Jones*  
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*Debra*  
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SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

  
\_\_\_\_\_  
*Brenda Flores*  
\_\_\_\_\_  
*Terri Schaefer*  
\_\_\_\_\_  
*Reginald*  
\_\_\_\_\_  
*Susan Amundson*  
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*Rachyn Kijewski*

SIGNED ON BEHALF OF  
LAKESIDE HOME

  
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*Jim Bannan*  
*June 1996*



**LETTER OF UNDERSTANDING  
SUPPLEMENTARY TO THE COLLECTIVE  
AGREEMENT BETWEEN**

**REGINA HEALTH DISTRICT BOARD  
(Wascana Rehabilitation Centre Division)  
and  
SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

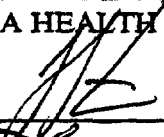
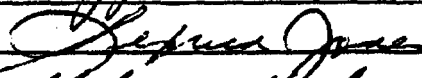
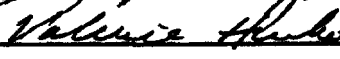
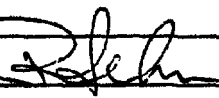
**Re: Research Assistant and Research Associate**

It is agreed that the following classifications be added to **the** collective bargaining agreement between the Wascana Rehabilitation Centre and the Saskatchewan Government Employees Union. These positions are expected to be temporary in nature and are dependent on grant money availability.

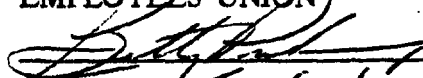

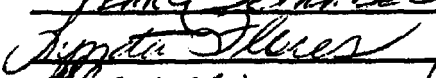


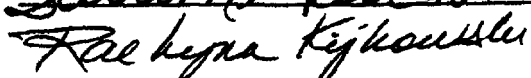
1. Research Assistant - salary \$11.45 per hour. This position is anticipated to be a summer casual position **only**.
2. Research Associate - salary per hour - \$13.76 - \$14.71 - \$15.66. This position has been funded for a 1 year term.

Agreed this 13th day of July, 1996.

**SIGNED ON BEHALF OF  
REGINA HEALTH DISTRICT BOARD**

  
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**SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION**

  
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**LETTER OF UNDERSTANDING  
SUPPLEMENTARY TO THE COLLECTIVE AGREEMENT.**

**REGINA HEALTH DISTRICT BOARD  
(Wascana Rehabilitation Centre Division)  
and  
SASKATCHEWAN GOVERNMENT EMPLOYEES' UNION**

**Re: 12 Hour Extended Shifts - Security Department**

The Collective Agreement of Saskatchewan Government Employees' Union will stand with the exception of the points below. The parties agree that the following terms and conditions apply to the modified (11.78 or "12" hour) shifts schedule pattern in the Security Department at the Wascana Rehabilitation Centre.

1. It is recognized that the primary intent of the modified shift schedule pattern, which has been adopted by the Wascana Rehabilitation Centre and the Saskatchewan Government Employees' Union, is to provide the employees with less bi-weekly days with no increased cost to the Wascana Rehabilitation Centre. Total cost based on 12 months.
2. The parties agree to implement a "modified shift schedule" allowing for an extended work day of 11.78 or "12" hours, for a trial period of twelve (12) months from the date indicated. The four (4) week period shall consist of twelve (12) extended shifts and one (1) eight (8) hour shift. Evaluations will occur every three (3) months. The extended work day "12" hours project may be terminated by either the Saskatchewan Government Employees' Union or Management on twenty-eight (28) days notice. In the event of the project termination, a regular roster as prepared by the Chief Security Officer will be implemented as fairly as possible.
3. It is understood that the hours of work for extended shifts are to be 0630 to 1847 hours; 1830 to 0647 hours and 1630 to 0447 hours. Each shift of 11.78 hours is to be inclusive of three (3) fifteen (15) minute paid rest breaks, and exclusive of one (1) thirty (3) minute unpaid meal break, will remain unscheduled and flexible to accommodate calls for service as previously required. Officers must remain in the building during their lunch break.
4. No more than four (4) consecutive extended working days shall be scheduled at any given time, unless mutually agreed otherwise.
5. A shift premium of sixty-seven cents (67¢) per hour for actual hours worked between the hours of 1500 and 0800 hours will be paid. This shift premium shall not apply to overtime hours worked.

- 6. All time worked in excess of **11.78 hours** shall be paid, as per Article **15.15**.
- 7. No weekend premium pay as per Article **15.13** will be paid for regularly scheduled week-end work - ~~Line~~ **4, 5, 6 & 7** schedule of June 26, 1994.
- 8. Sick Leave:  
  
Sick leave ~~will~~ be accumulated at **1.25 days** per month to a maximum of **262 days** (2096 hours). This time will be earned on the basis of eight (8) hours per day and paid on an hourly basis per scheduled shifts.
- 9. Annual Vacation:  
  
Refer to Saskatchewan Government **Employees' Union/Wascana** Rehabilitation Centre Collective Agreement. Accrued vacation days not to exceed three/four/five/six weeks (**120 hours** for three weeks holidays, **160 hours** for four weeks, **200 hours** for 5 weeks, **240 hours** for 6 weeks).
- 10. The attached schedule will commence July **10, 1994**.

Agreed to this 16 day of June, 1994.

SIGNED ON BEHALF OF  
REGINA HEALTH DISTRICT BOARD

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SIGNED ON BEHALF OF  
SASKATCHEWAN GOVERNMENT  
EMPLOYEES' UNION

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