

**SUBSIDIARY AGREEMENT #009**

**BETWEEN**

**THE GOVERNMENT OF  
THE PROVINCE OF ALBERTA**

**AND**

**THE ALBERTA UNION  
OF PROVINCIAL EMPLOYEES**

**REPRESENTING**

**HEALTH AND THERAPY  
AND  
INSTITUTIONAL AND PATIENT  
SUPPORT SERVICES**

**JUNE 30, 2005**

*1/15/05*

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## ARTICLE 1

### PREAMBLE

- 1.01 This Agreement is subsidiary to the Master Agreement and the terms and conditions of the Master Agreement shall have the same force and effect in this Agreement as if they were included herein, except where specifically altered by this Agreement pursuant to Clause 3.01 of the Master Agreement.
- 1.02 In the event there is a conflict, other than an exception pursuant to Clause 3.01 of the Master Agreement, between this Agreement and the Master Agreement, the Master Agreement shall prevail.
- 1.03 The purpose of this Agreement is to set forth the specific terms and conditions of employment, and rates of compensation for those classes assigned by the Parties to Schedule "A" of the Health and Therapy and Institutional and Patient Support Services subsidiary agreement.

## ARTICLE 2

### EFFECTIVE DATE

- 2.01 This Agreement shall be effective from the beginning of the month following the date of signing and shall continue in force from year to year thereafter until a replacement Agreement is established under the Public Service Employee Relations Act. However, the regular rates of pay as outlined in Schedule "A" (Assignment of Classes to Pay Grades) and Schedule "B" (Salary Grid) shall be effective on the dates as set out in the Schedules.

## ARTICLE 3

### PROBATIONARY PERIOD

- 3.01 Pursuant to Article 27 of the Master Agreement, the probationary period for all classifications covered by this Agreement shall be six (6) months.
- 3.02 Pursuant to Article 27 of the Master Agreement, a temporary Employee who has not completed the probationary period specified in Article 3.01 above and is appointed to a permanent position at the same class shall have such continuous temporary employment considered as part of the probationary period.

- 3.03 Notwithstanding Article 27 of the Master Agreement a wage Employee who has worked 1450 hours within a twelve (12) month period immediately preceding the date of appointment to a permanent position at the same class shall have such hours contribute to one-half (1/2) of the probation period.

#### ARTICLE 4

##### HOURS OF WORK

- 4.01 Pursuant to Clauses 16.01 and 16.02 of the Master Agreement, the normal hours of work for all Employees covered by this Agreement shall be thirty-eight and three-quarter (38 3/4) hours per week or the equivalent on a monthly or annual basis. The above to be worked at seven and three-quarter (7 3/4) consecutive hours per day, except for lunch periods where applicable.

#### ARTICLE 5

##### OVERTIME

- 5.01 Pursuant to Clauses 17.03(a) and 17.04 of the Master Agreement, all Employees covered by this Agreement are eligible for premium overtime compensation.

#### ARTICLE 6

##### PROTECTIVE CLOTHING

- 6.01 The Employing Department shall maintain all current Employee entitlements with respect to the provision, maintenance, and laundering of protective clothing and uniforms. Where the wearing of such clothing is optional such option remains with the individual Employee.
- 6.02 Uniforms so provided shall remain the property of the Employing Department.
- 6.03 Safety Clothing shall be provided in accordance with the Occupational Health and Safety Act, and the Radiation Protection Act.

- 6.04 Where the Deputy Head determines that safety footwear should be provided, the Employer shall either provide the actual safety footwear or pay to each such eligible Employee the cost of such footwear up to a maximum of ninety dollars (\$90.00) per annum.

#### ARTICLE 7

##### MEDICAL EXAMINATIONS

- 7.01 Where the Employing Department requires an Employee to undergo periodic compulsory medical examinations, the cost of such examination shall be paid by the Employing Department. This Article does not apply to proof of illness as required under Article 33 of the Master Agreement.

#### \* ARTICLE 8

##### LONG SERVICE INCREMENT

- 8.01 An Employee shall be eligible for the long service increment (L.S.I.) provided he:
- (a) has completed seven (7) years of current continuous service; and
  - (b) has been paid at the maximum salary of his classification during the immediately preceding period of one (1) year; and
  - (c) is recommended for the increase by his Deputy Head.
- 8.02 An Employee who meets the provisions of Clause 8.01 shall be eligible for the L.S.I. effective from the 1st day of the following month.
- 8.03 An Employee who has qualified for L.S.I. pursuant to Clause 8.01 in a classification during his current period of employment, shall not be required to re-qualify with respect to Sub-clause 8.01(b), when placed in another classification. The L.S.I. period of the new classification shall in these circumstances be considered the maximum salary in his new pay range.

\* This Article is deleted effective July 1, 2005.

ARTICLE 9

CASHIER POLICY

- 9.01 Employees may experience cash differences that are in excess or deficient of that total which would allow the Employee to balance within the limits prescribed from their operation. In such circumstances the following procedures will apply:
- (a) Each Employee's name will be entered in a ledger to be maintained by the Supervisor;
  - (b) Each Employee will report all cash overages and shortages to the Supervisor;
  - (c) Where an Employee has a cash overage, the overage will be turned over to the Supervisor, who will issue a receipt for the money, and record the transaction in his ledger;
  - (d) In the event of an unusual or exceedingly large overage or shortage, the reason for which cannot be ascertained by normal accounting methods, the disposition shall be determined by the Deputy Minister of the Department concerned;
  - (e) Employees will be allowed to accumulate cash overages up to, but not exceeding one hundred dollars (\$100.00). Any overage exceeding one hundred dollars (\$100.00) will be transferred to General Revenue;
  - (f) When an Employee terminates employment as a cashier, all overages credited to that Employee shall be transferred to General Revenue;
  - (g) Notwithstanding the foregoing, present practices that exceed this provision shall be retained for the life of this Agreement.

ARTICLE 10

SHIFT SCHEDULE FOR CONTINUOUS OPERATIONS

- 10.01 The first shift of the day shall be the shift wherein the majority of hours fall between 00:00 and 08:00 hours.
- 10.02 The work week shall commence at 00:00 hours on Sunday.
- 10.03 Employees may, in the course of their regular duties, be required to work various shifts throughout the twenty-four (24) hour period of the day and the seven (7) day period of the week.

- 10.04 The schedule of hours to be worked and days off work shall be posted at the Employee's work station at least two (2) weeks in advance and the schedule shall be for a duration of at least three (3) weeks.
- 10.05 Where operational requirements permit, each Employee shall have two (2) consecutive days off per seven (7) consecutive calendar days; however, no Employee shall be required to work more than eight (8) consecutive calendar days without consecutive days off, unless otherwise mutually agreed. This clause is not intended to provide for only a 5 on 2 off shift rotation.
- 10.06 Where operational requirements permit, Employees shall be scheduled so that their days of rest fall on a Saturday and the following Sunday at least once in every three (3) weeks or the equivalent ratio, unless otherwise mutually agreed.
- 10.07 Except where otherwise mutually agreed, Employees who are required to rotate shifts shall under normal circumstances be assigned day duty at least one-third (1/3) of the assigned work days during a three (3) month period.
- 10.08 Subject to approval of the Employer, Employees may exchange shifts.



SCHEDULE "A"

ASSIGNMENT OF CLASSES TO PAY GRADES IN SCHEDULE "B"

EFFECTIVE SEPTEMBER 1, 2004

<u>Class No.</u>	<u>Class Title</u>	<u>Pay Grade</u>
093IS	Individual Support 1	36*3
094IS	Individual Support 2	39*3
091FS	Facility Support 1	27*4
092FS	Facility Support 2	33*4
093FS	Facility Support 3	39*4
094FS	Facility Support 4	42*4

\*3 Indicates Periods 3, 4, 5, 6

\*4 Indicates Periods 4, 5, 6

SCHEDULE "B"  
HEALTH AND THERAPY SUPPORT SERVICES - SALARY GRID  
EFFECTIVE SEPTEMBER 1, 2004

Salary Periods

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>*LSI/7</b>
27	24,768	25,488	26,220	27,168	28,116	29,004	30,012
	2,064	2,124	2,185	2,264	2,343	2,417	2,501
28	25,080	25,812	26,724	27,588	28,512	29,544	30,552
	2,090	2,151	2,227	2,299	2,376	2,462	2,546
29	25,488	26,220	27,168	28,116	29,004	30,012	31,140
	2,124	2,185	2,264	2,343	2,417	2,501	2,595
30	25,812	26,724	27,588	28,512	29,544	30,552	31,728
	2,151	2,227	2,299	2,376	2,462	2,546	2,644
31	26,220	27,168	28,116	29,004	30,012	31,140	32,292
	2,185	2,264	2,343	2,417	2,501	2,595	2,691
32	26,724	27,588	28,512	29,544	30,552	31,728	32,856
	2,227	2,299	2,376	2,462	2,546	2,644	2,738
33	27,168	28,116	29,004	30,012	31,140	32,292	33,432
	2,264	2,343	2,417	2,501	2,595	2,691	2,786
34	27,588	28,512	29,544	30,552	31,728	32,856	34,008
	2,299	2,376	2,462	2,546	2,644	2,738	2,834
35	28,116	29,004	30,012	31,140	32,292	33,432	34,644
	2,343	2,417	2,501	2,595	2,691	2,786	2,887
36	28,512	29,544	30,552	31,728	32,856	34,008	35,124
	2,376	2,462	2,546	2,644	2,738	2,834	2,927
37	29,004	30,012	31,140	32,292	33,432	34,644	35,808
	2,417	2,501	2,595	2,691	2,786	2,887	2,984
38	29,544	30,552	31,728	32,856	34,008	35,124	36,444
	2,462	2,546	2,644	2,738	2,834	2,927	3,037
39	30,012	31,140	32,292	33,432	34,644	35,808	37,128
	2,501	2,595	2,691	2,786	2,887	2,984	3,094
40	30,552	31,728	32,856	34,008	35,124	36,444	37,824
	2,546	2,644	2,738	2,834	2,927	3,037	3,152
41	31,140	32,292	33,432	34,644	35,808	37,128	38,472
	2,595	2,691	2,786	2,887	2,984	3,094	3,206

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42	31,728	32,856	34,008	35,124	36,444	37,824	39,192
	2,644	2,738	2,834	2,927	3,037	3,152	3,266
43	32,292	33,432	34,644	35,808	37,128	38,472	39,912
	2,691	2,786	2,887	2,984	3,094	3,206	3,326
44	32,856	34,008	35,124	36,444	37,824	39,192	40,656
	2,738	2,834	2,927	3,037	3,152	3,266	3,388
45	33,432	34,644	35,808	37,128	38,472	39,912	41,532
	2,786	2,887	2,984	3,094	3,206	3,326	3,461
46	34,008	35,124	36,444	37,824	39,192	40,656	42,264
	2,834	2,927	3,037	3,152	3,266	3,388	3,522
47	34,644	35,808	37,128	38,472	39,912	41,532	42,984
	2,887	2,984	3,094	3,206	3,326	3,461	3,582
48	35,124	36,444	37,824	39,192	40,656	42,264	43,908
	2,927	3,037	3,152	3,266	3,388	3,522	3,659
49	35,808	37,128	38,472	39,912	41,532	42,984	44,832
	2,984	3,094	3,206	3,326	3,461	3,582	3,736
50	36,444	37,824	39,192	40,656	42,264	43,908	45,768
	3,037	3,152	3,266	3,388	3,522	3,659	3,814

\* Effective July 1, 2005 LSI becomes a regular salary period as the "maximum salary" pursuant to Article 1 - Definitions of the Master Agreement.

SCHEDULE "B"

HEALTH AND THERAPY SUPPORT SERVICES - SALARY GRID

EFFECTIVE SEPTEMBER 1, 2005

Salary Periods

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
27	25,512	26,256	27,012	27,984	28,956	29,880	30,912
	2,126	2,188	2,251	2,332	2,413	2,490	2,576
28	25,836	26,592	27,528	28,416	29,364	30,432	31,464
	2,153	2,216	2,294	2,368	2,447	2,536	2,622
29	26,256	27,012	27,984	28,956	29,880	30,912	32,076
	2,188	2,251	2,332	2,413	2,490	2,576	2,673
30	26,592	27,528	28,416	29,364	30,432	31,464	32,676
	2,216	2,294	2,368	2,447	2,536	2,622	2,723
31	27,012	27,984	28,956	29,880	30,912	32,076	33,264
	2,251	2,332	2,413	2,490	2,576	2,673	2,772
32	27,528	28,416	29,364	30,432	31,464	32,676	33,840
	2,294	2,368	2,447	2,536	2,622	2,723	2,820
33	27,984	28,956	29,880	30,912	32,076	33,264	34,440
	2,332	2,413	2,490	2,576	2,673	2,772	2,870
34	28,416	29,364	30,432	31,464	32,676	33,840	35,028
	2,368	2,447	2,536	2,622	2,723	2,820	2,919
35	28,956	29,880	30,912	32,076	33,264	34,440	35,688
	2,413	2,490	2,576	2,673	2,772	2,870	2,974
36	29,364	30,432	31,464	32,676	33,840	35,028	36,180
	2,447	2,536	2,622	2,723	2,820	2,919	3,015
37	29,880	30,912	32,076	33,264	34,440	35,688	36,888
	2,490	2,576	2,673	2,772	2,870	2,974	3,074
38	30,432	31,464	32,676	33,840	35,028	36,180	37,536
	2,536	2,622	2,723	2,820	2,919	3,015	3,128
39	30,912	32,076	33,264	34,440	35,688	36,888	38,244
	2,576	2,673	2,772	2,870	2,974	3,074	3,187
40	31,464	32,676	33,840	35,028	36,180	37,536	38,964
	2,622	2,723	2,820	2,919	3,015	3,128	3,247
41	32,076	33,264	34,440	35,688	36,888	38,244	39,624
	2,673	2,772	2,870	2,974	3,074	3,187	3,302

42	32,676	33,840	35,028	36,180	37,536	38,964	40,368
	2,723	2,820	2,919	3,015	3,128	3,247	3,364
43	33,264	34,440	35,688	36,888	38,244	39,624	41,112
	2,772	2,870	2,974	3,074	3,187	3,302	3,426
44	33,840	35,028	36,180	37,536	38,964	40,368	41,880
	2,820	2,919	3,015	3,128	3,247	3,364	3,490
45	34,440	35,688	36,888	38,244	39,624	41,112	42,780
	2,870	2,974	3,074	3,187	3,302	3,426	3,565
46	35,028	36,180	37,536	38,964	40,368	41,880	43,536
	2,919	3,015	3,128	3,247	3,364	3,490	3,628
47	35,688	36,888	38,244	39,624	41,112	42,780	44,268
	2,974	3,074	3,187	3,302	3,426	3,565	3,689
48	36,180	37,536	38,964	40,368	41,880	43,536	45,228
	3,015	3,128	3,247	3,364	3,490	3,628	3,769
49	36,888	38,244	39,624	41,112	42,780	44,268	46,176
	3,074	3,187	3,302	3,426	3,565	3,689	3,848
50	37,536	38,964	40,368	41,880	43,536	45,228	47,136
	3,128	3,247	3,364	3,490	3,628	3,769	3,928

SCHEDULE "B"

HEALTH AND THERAPY SUPPORT SERVICES - SALARY GRID

EFFECTIVE SEPTEMBER 1, 2006

Salary Periods

<b>GRADE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
27	26,280	27,048	27,828	28,824	29,820	30,780	31,836
	2,190	2,254	2,319	2,402	2,485	2,565	2,653
28	26,616	27,384	28,356	29,268	30,240	31,344	32,412
	2,218	2,282	2,363	2,439	2,520	2,612	2,701
29	27,048	27,828	28,824	29,820	30,780	31,836	33,036
	2,254	2,319	2,402	2,485	2,565	2,653	2,753
30	27,384	28,356	29,268	30,240	31,344	32,412	33,660
	2,282	2,363	2,439	2,520	2,612	2,701	2,805
31	27,828	28,824	29,820	30,780	31,836	33,036	34,260
	2,319	2,402	2,485	2,565	2,653	2,753	2,855
32	28,356	29,268	30,240	31,344	32,412	33,660	34,860
	2,363	2,439	2,520	2,612	2,701	2,805	2,905
33	28,824	29,820	30,780	31,836	33,036	34,260	35,472
	2,402	2,485	2,565	2,653	2,753	2,855	2,956
34	29,268	30,240	31,344	32,412	33,660	34,860	36,084
	2,439	2,520	2,612	2,701	2,805	2,905	3,007
35	29,820	30,780	31,836	33,036	34,260	35,472	36,756
	2,485	2,565	2,653	2,753	2,855	2,956	3,063
36	30,240	31,344	32,412	33,660	34,860	36,084	37,260
	2,520	2,612	2,701	2,805	2,905	3,007	3,105
37	30,780	31,836	33,036	34,260	35,472	36,756	37,992
	2,565	2,653	2,753	2,855	2,956	3,063	3,166
38	31,344	32,412	33,660	34,860	36,084	37,260	38,664
	2,612	2,701	2,805	2,905	3,007	3,105	3,222
39	31,836	33,036	34,260	35,472	36,756	37,992	39,396
	2,653	2,753	2,855	2,956	3,063	3,166	3,283
40	32,412	33,660	34,860	36,084	37,260	38,664	40,128
	2,701	2,805	2,905	3,007	3,105	3,222	3,344
41	33,036	34,260	35,472	36,756	37,992	39,396	40,812
	2,753	2,855	2,956	3,063	3,166	3,283	3,401

42	33,660	34,860	36,084	37,260	38,664	40,128	41,580
	2,805	2,905	3,007	3,105	3,222	3,344	3,465
43	34,260	35,472	36,756	37,992	39,396	40,812	42,348
	2,855	2,956	3,063	3,166	3,283	3,401	3,529
44	34,860	36,084	37,260	38,664	40,128	41,580	43,140
	2,905	3,007	3,105	3,222	3,344	3,465	3,595
45	35,472	36,756	37,992	39,396	40,812	42,348	44,064
	2,956	3,063	3,166	3,283	3,401	3,529	3,672
46	36,084	37,260	38,664	40,128	41,580	43,140	44,844
	3,007	3,105	3,222	3,344	3,465	3,595	3,737
47	36,756	37,992	39,396	40,812	42,348	44,064	45,600
	3,063	3,166	3,283	3,401	3,529	3,672	3,800
48	37,260	38,664	40,128	41,580	43,140	44,844	46,584
	3,105	3,222	3,344	3,465	3,595	3,737	3,882
49	37,992	39,396	40,812	42,348	44,064	45,600	47,556
	3,166	3,283	3,401	3,529	3,672	3,800	3,963
50	38,664	40,128	41,580	43,140	44,844	46,584	48,552
	3,222	3,344	3,465	3,595	3,737	3,882	4,046

LETTER OF UNDERSTANDING

It is understood by the Parties to this Agreement that where Employees work in an environment where there is a danger of contracting communicable diseases, the Employing Departments may receive input from Employees covered by this Subsidiary Agreement with regard to issues and policies dealing with communicable diseases. This input shall be received through Health and Safety Committees, Joint Consultation Committees, or other such Committees that may be established.

This Letter of Understanding shall take effect on the date of implementation and remain in effect for the duration of this Agreement.

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**SHIRLEY R. HOWE**  
Public Service Commissioner

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**DAN MacLENNAN**  
President, Alberta Union of  
Provincial Employees



LETTER OF UNDERSTANDING

EMPLOYEE RELATIONS COMMITTEE

The Parties agree to establish a Joint Employee Relations Committee to discuss matters of mutual interest related to Employees covered by Subsidiary Agreement #009, Health and Therapy and Institutional and Patient Support Services.

The Committee shall be comprised of equal representation of the Parties and shall be co-chaired. The Committee shall meet a minimum of once per year or as necessary. Salary and expenses pertaining to the operation of the Committee shall be borne by the respective Parties.

Any recommendations for changes must be approved by the majority of the members of the Committee and if accepted by both the Employer and the Union may be implemented by mutual agreement.

The members of this Committee shall be appointed within thirty calendar days of the signing of the new Subsidiary Agreement #009.

Where matters of mutual interest affect Employees from any other Subsidiary Agreements, a joint committee will be the forum for discussion, with Employee representation from those affected subsidiary agreements.

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SHIRLEY R. HOWE  
Public Service Commissioner

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DAN MacLENNAN  
President, Alberta Union of  
Provincial Employees

LETTER OF UNDERSTANDING

MITIGATING SHORTFALLOF ANNUAL HOURS OF WORK

Notwithstanding Article 10, where a six (6) on, three (3) off shift schedule is implemented which results in a shortfall in the annual hours of work, each Department, after meaningful consultation with the Union, will implement a method of mitigating that shortfall which does not require Employees to work payback days.

The mitigation arrangement shall not constitute a violation of Article 4 of this Subsidiary #009 Agreement, nor of Article 17 of the Master Agreement.

This Letter of Understanding shall take effect on the date of implementation of this Subsidiary #009 Agreement, and remain in effect for the duration of the above noted Agreements.

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SHIRLEY R. HOWE  
Public Service Commissioner

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DAN MacLENNAN  
President, Alberta Union of  
Provincial Employees

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2005

\_\_\_\_\_  
Witness

\_\_\_\_\_  
SHIRLEY R. HOWE  
Public Service Commissioner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
DAN MacLENNAN  
President, Alberta Union of  
Provincial Employees

EMPLOYEE RELATIONS COMMITTEE

HEALTH AND THERAPY SUPPORT SERVICES AND  
INSTITUTIONAL AND PATIENT SUPPORT SERVICES - SUBSIDIARY #009

TERMS OF REFERENCE"

1.0 PREAMBLE

- 1.1 The Parties agree to establish a joint Employee Relations Committee to discuss matters of mutual interest related to Employees covered by Health and Therapy and Institutional and Patient Support Services, Subsidiary #009.
- 1.2 The committee shall be comprised of equal representation of the Parties and shall be co-chaired. The committee shall meet a minimum of once per year or as necessary. Salary and expenses pertaining to the operation of the committee shall be borne by the respective Parties.
- 1.3 Any recommendations for changes must be approved by the majority of the members of the committee and if accepted by both the Employer and the Union may be implemented by mutual agreement.

2.0 NAME OF COMMITTEE

- 2.1 The name of the committee shall be: "Employee Relations Committee".

3.0 OBJECTIVE(S)

- 3.1 To promote and maintain effective communications in the areas of:
  - (a) working conditions;
  - (b) policies and procedures;
  - (c) staff development;
  - (d) suggestions for improved efficiency;
  - (e) information exchange relative to proposed operational changes;
  - (f) other matters as agreed to mutually by the committee;
  - (g) Class series;

D  
V

- (h) it is agreed that the committee will not deal with:
  - (i) issues for which there exist avenues for discussion or resolution which have not been explored,
  - (ii) pending or potential grievances,
  - (iii) terms and conditions of the Master Agreement.

#### 4.0 MEMBERSHIP

- 4.1 The committee shall be composed of equal representatives from Local 009 and Management.
- 4.2 Employee representatives will be members of the A.U.P.E. Local 009 employed by the Government of the Province of Alberta.
- 4.3 Employee representatives will be chosen by A.U.P.E. Local 009.
- 4.4 The Employee Co-Chairperson shall be appointed from and elected by the Employee representatives of the committee. The Management Co-chairperson will similarly be appointed from and elected by the Management representatives of the committee.
- 4.5 Ideally the Co-chairperson will serve for a period of at least one year.

#### 5.0 GENERAL

- 5.1 All members of the committee will have equal authority to advise, recommend and vote.
- 5.2 The two Co-Chairpersons will alternate in chairing the meetings.
- 5.3 A recording secretary will be provided by the assigned Co-chairperson. Minutes will be approved and signed by the Co-Chairpersons and distributed to all members within one (1) week from any meeting.
- 5.4 Meetings will be held a minimum of once per year or as necessary - in Edmonton, unless another location is mutually agreed to. Duration of any meeting shall not normally exceed one day. Additional meetings may be scheduled if required, and mutually agreed.

- 5.5 An agenda is to be prepared and circulated fifteen (15) days in advance of the meeting. Other submissions and rationale may be added to the agenda by agreement of both Co-chairpersons. The final agenda will be set by mutual agreement of the Co-chairpersons.
- 5.6 Individuals who are not representatives on the committee may make presentations at meetings with the agreement of the Co-chairpersons and providing written notice is offered to the Co-chairpersons in advance of the meeting. Subjects to be discussed will have been previously entered on the agenda.
- 5.7 The Committee shall be entitled to have, upon approval by the Co-Chairpersons, resource personnel in attendance at meetings. Advisors may attend on behalf of Management or Employees, but in either case they will have no status except that of providing information.
- 5.8 These terms of reference may be amended at any regular meeting of the committee, providing that a proper notice to amend was made at the preceding regular meeting.
- 6.0 Notwithstanding the above, the Parties agree that agenda items that will be reviewed will include matters of:
- orientation;
  - in-service programs;
  - preventative health;
  - hazardous working conditions;
  - assignment and execution of responsibilities.

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For Management

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For A.U.P.E., Local #009

\* LETTER OF UNDERSTANDING

MEDICATION ADMINISTRATION

Where Individual Support 1's are working a scheduled shift and are required to administer medications for that shift, they will be compensated as an Individual Support 2 for that shift, and any succeeding shift so required.

Signed at Edmonton this \_\_\_ day of \_\_\_\_\_, 2005

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SHIRLEY R. HOWE  
Public Service Commissioner

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DAN MacLENNAN  
President, Alberta Union of  
Provincial Employees

**\* NOT TO BE INCLUDED IN SUBSIDIARY AGREEMENT #009**

\* LETTER OF INTENT

EMPLOYEE SAFETY

It is recognized that at certain work sites and in certain work situations employee safety may be potentially at risk. The Employer is prepared to review issues of this nature at Employee Relations Committees and review, if necessary, training and protective measures for employees.

Signed at Edmonton this \_\_\_\_ day of \_\_\_\_\_, 2005

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SHIRLEY R. HOWE  
Public Service Commissioner

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DAN MacLENNAN  
President, Alberta Union of  
Provincial Employees

\* NOT TO BE INCLUDED IN SUBSIDIARY AGREEMENT #009



\* LETTER OF UNDERSTANDING

AIDS AND HIV

During the Subsidiary #009 negotiations, the Parties discussed at length the Union's proposal on AIDS and HIV.

It was agreed that this is a Health and Safety issue and is global in nature. As such it was the view of the Parties that this issue be raised and dealt with by the Occupational Health & Safety Provincial Committee.

Signed on behalf of the Parties at Edmonton this \_\_\_\_ day of \_\_\_\_\_, 2005

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SHIRLEY R. HOWE  
Public Service Commissioner

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DAN MacLENNAN  
President, Alberta Union of  
Provincial Employees

**\* NOT TO BE INCLUDED IN SUBSIDIARY AGREEMENT #009**

LETTER OF UNDERSTANDING  
JOINT CONSULTATION COMMITTEE\*

JOINT CONSULTATION COMMITTEE

The Parties agree to establish a Joint Consultation Committee.

PURPOSES OF THE JOINT CONSULTATION COMMITTEE

- To facilitate ongoing Union review and input into the development and implementation of a Human Resources Plan to respond to future changes to the role, structure and operation of Michener Services.
- To recommend action to the Chief Executive Officer (CEO), Michener Services, or Chief Executive Officer (CEO), Persons with Developmental Disabilities (PDD) Provincial Board, as applicable, for his/her consideration.
- To establish and maintain improved communication structures between the Union, the employees and Michener Services management.
- To foster and maintain improved working relationships between the Union, the employees and Michener Services management.
- To reduce uncertainty by providing timely and accurate information to concerned employees.

GENERAL GUIDELINES

The Committee will ensure that employee rights under Article 12 and 15 of the Master Agreement are properly considered and are communicated to employees.

The Committee will monitor Michener Services' objective to accomplish staff adjustments, by attrition, to the extent feasible and in reverse order of permanency.

The Committee will monitor Michener Services' efforts to ensure that resources are available to assist interested employees to contact other employers.

The Committee will monitor the Michener Services' efforts to ensure that employees retrained under collective agreement provisions will have prior access to open or new positions for which they are qualified in accordance with the collective agreement.

COMMITTEE MEMBERS

The Committee shall be established when a need is identified by either of the Parties. The Committee shall consist of management representatives and one employee representative, unless otherwise agreed by the co-chairs, from any or all Subsidiary Agreements, appointed by the applicable participating Local Council of A.U.P.E.

The Committee will normally meet during working hours and Committee members shall receive time off without loss of regular earnings for time spent in joint meetings.

The Committee shall be chaired by either a nominee from the participating Locals or a management representative.

Committee members shall not vote on recommendations. However, agreed recommendations shall be submitted jointly to the applicable CEO listed above. An individual member is also free to submit their recommendations to the applicable CEO.

The Employer will endeavour to encourage any new employer to offer employment opportunities to existing employees.

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SHIRLEY R. HOWE  
Public Service Commissioner

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DAN MacLENNAN  
President, Alberta Union of  
Provincial Employees

