



COLLECTIVE AGREEMENT

BETWEEN

THE SPECIAL AREAS BOARD, HANNA

AND THE

**ALBERTA UNION OF PROVINCIAL EMPLOYEES
OF BEHALF OF LOCAL 118/20**

expires December 31, 2005

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THIS AGREEMENT made the 1st day of October, 20

BETWEEN

THE SPECIAL AREAS BOARD, HANNA

(hereinafter referred to as the Employer)

OF THE FIRST PART

• and •

THE ALBERTA UNION OF PROVINCIAL EMPLOYEES ON BEHALF OF LOCAL 118/20

(hereinafter referred to as the Union)

OF THE SECOND PART

WHEREAS, the Union has the sole right to negotiate and conclude a Collective Agreement on behalf of the Employees of the Special Areas Board pursuant to the Labour Relations Code and Article 2 of this Collective Agreement;

AND WHEREAS, the parties are mutually desirous of entering into a Collective Agreement with the intent and purpose to promote a harmonious relationship between the Employees and the Employer, and to set forth in this Collective Agreement certain rates of pay, hours of work and conditions of employment.

NOW THEREFORE, the parties hereto mutually agree as follows:

ARTICLE 1

Definitions

- 1.01**
- (a)** A word used in the masculine gender may also apply in the feminine;
 - (b)** A word used in the singular may also apply in the plural;
 - (c)** "Employer" means the Special Areas Board, Hanna, as defined in the Special Areas Act, and in the amendments thereto;
 - (d)** "Chairman" means the Chairman, Special Areas Board, Hanna;
 - (e)** "Union" means the Certified Bargaining Agent, Alberta Union of Provincial Employees, which is a party to this Collective Agreement;
 - (f)** "Employee" means a person hired pursuant to Section 28(3) of the Special Areas Act and who is employed in one of the two following categories
 - (A)** Salaried service, which consists of an Employee paid on a monthly base, and assigned to a position in a classification set out in Schedule "A" and designated by the Employer as either a Full-time regular, a Part-time regular or a Temporary Employee;
 - (i)** "Full-time Regular Employee" means a person who is normally required to work the full annual normal hours of work year round as specified in the hours of work Article,
 - (ii)** "Part-time Regular Employee" means a person who may be required to work year round but who is regularly scheduled to work less than the normal full annual hours of work as set out in the hours of work Article,
 - (iii)** "Temporary Employee" means a person who is required to work on a continuous full time basis for a limited period and hired as such.
 - (B)** "Wage Service" means an Employee hired for Full or Part time employment and paid at an hourly rate on a time certificate but who is not assigned to a position in a classification set out in Schedule "A"
 - (g)** "Probationary Employee" means a person who is serving a probationary period as defined in Article 21 of this Agreement;
 - (h)** "Monthly Salary" means the annual salary as set out in Schedule "A" divided by twelve (12);

- (i) "Union Representative" means a person authorized by the Union to act on behalf of an Employee;
- (j) "Work Day" means any day in which an Employee is normally required to be at his place of work;
- (k) "AUPÉ" means the Alberta Union of Provincial Employees with its head office located in Edmonton;
- (l) "Minimum Salary" means the lowest period of the salary range assigned to a class;
- (m) "Period" means a single salary rate within a salary range;
- (n) "Increment" means the difference between one (1) period and the next period within the same salary range;
- (o) "Maximum Salary" means:
 - (i) the highest period in the Employees pay range below the L.S.I. period; or
 - (ii) the L.S.I. period for a class provided an Employee had at some time during his current term of employment earned the long service increment; or,
 - (iii) the Job rate where no salary range has been assigned a class;
- (p) "Apprentice" means a person as denned within the Manpower Development Act who is serving a special training period.
- (q) "AnniversaryDate" shall mean, for the purpose of a promotion or reclassification, the 1st day of the month in which the appointment or reclassification becomes effective, unless It occurs after the 15th of the month, in which case the anniversary date shall be the 1st day of the following month.

ARTICLE 2

Employer Reconition

- 2.01 The Union recognizes that all functions, rights, powers and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are retained by the Employer.

ARTICLE 3

Union Recognition

- 3.01** The Employer recognizes the Union as the exclusive Bargaining Agent for all Employees covered by this Agreement, as described in the Certificate of the Labour Relations Board, except those excluded by mutual written agreement between the parties. The following persons and positions have been excluded by the Parties: Coordinator of Financial Services; Coordinator of Computer Services; Supervisor, Human Resource Services; Secretary to the Director, Finance and Administration, and Secretary to the Chairman of the Special Areas Board.
- 3.02** The Employer will provide available bulletin board space for use of the Union at locations on the Employer's premises which are accessible to Employees. Bulletin board space shall be used for the posting of Union information directed to its Members. The text of such information shall be submitted to the Employer for approval prior to posting and a decision shall be provided within twenty-four (24) hours.
- 3.03** An Employee shall have the right to wear or display the recognized insignia of the Union, however, no such insignia larger than a lapel pin shall be worn on issue clothing or uniforms, nor shall an insignia be displayed on Employer's equipment or facilities.

ARTICLE 4

Application

- 4.01** This Agreement applies to a Salary Employee:
- (a) who is hired for Full-time regular employment; or
 - (b) who is hired for Part-time regular employment except, where applicable, shall be applied on a pro rata basis; or
 - (c) who is hired for Temporary employment except that the following:
 - (i) Article 11 - Lay Off, Article 12 - Severance and Article 13 - Seniority shall not apply, and
 - (ii) Apprentices shall not have access to Article 23, Grievance Procedure for termination of employment as a result of:
 - (a) failure to comply with the terms and conditions of the Manpower Development Act and/or regulations, or
 - (b) the unavailability of tradesman positions upon completion of the Apprenticeship program, or

(c) lack of appropriate work.

4.02 (a) Only the following provisions of the Collective Agreement shall apply to Wage Service Employees during their first fourteen hundred (1400) hours of employment:

- (i) Article 1 • Definitions;
- (ii) Article 5 - Union Membership and Dues Deduction;
- (iii) Article 14 • Hours of Work;
- (iv) Article 15 • Overtime;
- (v) Five point two percent (5.2%) in addition to his regular earnings in lieu of Paid Holidays;
- (vi) Six percent (6%) in addition to his regular earnings in lieu of Annual Vacation;
- (vii) Pay at a rate set out in Schedule "A"

(b) Wage service employees in their second and subsequent consecutive season(s) and after completing the qualifying period of fourteen hundred (1400) hours will receive only the following additional entitlements of the Collective Agreement, commencing at the following pay period:

- (i) Article 9 - Attendance
- (ii) Article 14 - ~~Hours~~ of Work
- (iii) Article 15 • Overtime
- (iv) Article 16 • Call Out Pay
- (v) Article 17 - Reporting Pay
- (vi) Article 19 - Weekend Premiums
- (vii) Article 23 • Grievance Procedure • for other than disciplinary grievances
- (viii) Six (6) days in lieu of Article 24 - Casual Illness and Article 25 • General Illness
- (ix) One point zero percent (1.0%) in lieu of Article 27, covering Life Insurance, Long Term Disability, and Health Plan Benefits, (except that Accidental Death and Dismemberment for Occupational Accident Coverages shall apply as per Article 27)

- (x) Article 30 - Special Leave
- (xi) Article 32 - Court Leave
- (xii) Article 33 - Occupational Health and Safety
- (xiii) Article 37 - Travel and Subsistence
- (xiv) Wage Service Employees shall not have recourse to the grievance procedure in the case of dismissal or termination, however he may request a meeting with the Chairman to discuss the reason for his dismissal or termination. The decision of the Chairman shall be final and binding. The meeting shall be held as soon as possible and the person has the right to have a Union Steward present during the meeting.

4.03 Except as otherwise specified in the Collective Agreement, there shall be no pyramiding of leave, benefits or entitlements.

ARTICLE 5

Union Membership and Dues Deduction

- 5.01** All Employees covered by this Agreement shall become members of the Union as a condition of employment. An Employee who has a religious objection to becoming a member of the Union shall be permitted to opt out of membership by providing the Union with a signed statutory declaration outlining the objection within sixty (60) consecutive calendar days from the date of commencement of employment, but such Employee shall continue to pay Union dues.
- 5.02** All Employees covered by this Agreement shall be required to pay Union dues as a condition of employment. The Employer shall, therefore, deduct Union dues from the pay of all Employees covered by this Agreement. The AUE shall advise the Employer, in writing, of any change in the amount of dues to be deducted from the Employees covered by this Agreement. Such notice shall be communicated to the Employer at least thirty (30) days prior to the effective date of the change.
- 5.03** (a) The Employer shall remit Union dues deducted from the pay of all Employees to the AUE by the first working day after the fifteenth calendar day in the following month. The deductions remitted shall be accompanied by particulars identifying each Employee showing starting date, Employee number, amount of Union Dues deducted, name and last known address.

- (b) Notwithstanding the provision of Sub-clause 5.03(a) above, the Employer shall provide the Union with the name and classification of each Employee on a monthly basis. This Sub-clause does not apply to Wage Service Employees as defined in Sub-clause 1.01(f).

5.04 The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article.

• ARTICLE 6

Employer-Union Relations

6.01 The Employer may grant Union representatives access to its premises for a specific purpose provided prior approval has been obtained. Approval may be requested from the Director of Finance and Administration or his designate and once approved, access will be granted.

ARTICLE 7

Employer-Employee Relations

7.01 The Employer acknowledges the right of the Union to appoint Employees in the Bargaining Unit as Union Stewards.

7.02 The Union shall determine the number of Union Stewards in consultation with the Employer, having regard to the plan of organization, and the distribution of Employees at the work place.

7.03 The Employer recognizes the right of the Union Steward to deal with complaints and grievances as permitted by this Collective Agreement.

ARTICLE 8

Time Off For Union Business

8.01 Time off with regular pay during normal working hours shall be provided on the following basis:

- (a) An Employee for a reasonable amount of time spent discussing grievances with the Employer as outlined in Article 23, Grievance Procedure.
- (b) A Union Steward for a reasonable amount of time spent discussing grievances with the Employer at Step 2 of the Grievance Procedure.

8.02 Time off with regular pay during normal working hours shall be provided for activities defined in 8.01 provided

- (a) The Union Steward and Employee are given permission by the Employer to leave their place of work; and
- (b) They report to their supervisor at the conclusion of the meeting.

8.03 Time off without pay shall be provided on the following basis:

- (a) Members of the **Local** Negotiating Committee, not exceeding three (3) in number, for the time spent in negotiations with representatives of the Employer and in preparatory meetings during such negotiations of the Collective Agreement.
- (b) Employees who attend courses or seminars provided by the head office of the Alberta Union of Provincial Employees; or Members who by election, selection, or designation attend meetings and/or conventions of A.U.P.E.
- (c) A Union Steward for time off pursuant to Article 21 - Probationary Employee and Period and Article 22 - Disciplinary Action.

8.04 Time off without pay shall be provided to Members for activities denoted in 8.03 provided:

- (a) Advance notice in writing is given to the Director, Finance and Administration, normally at least two (2) weeks in advance of the requested time off; and
- (b) The Employer authorizes such leave without pay.

8.05 To facilitate the administration of Clause 8.03 of this Article, the Employer will grant the leave of absence with pay and invoice the Union for the Employee's salary or for the replacement salary costs, whichever is greater.

8.06 A current list of Union Officers and Committee Members shall be provided to the Employer and maintained by the Alberta Union of Provincial Employees. The list shall be provided to the Employer at least quarterly.

ARTICLE 9

Attendance

9.01 An Employee who is absent from duty without prior authorization shall communicate daily, the reason for his absence to his senior official at his place of work. Employees are normally expected to advise the Employer prior to the commencement of their work shift if they will be absent or delayed. In any event, notifications shall not be later than one (1) hour after normal starting time.

- 9.02 An Employee who absents himself from his employment and who has not obtained the approval of a senior official at his place of work shall, after three (3) consecutive work days of such unauthorized absence, be considered to have abandoned his position and will be deemed to have resigned, unless it is subsequently shown by the Employee that special circumstances satisfactory to the Employer prevented him from reporting to his place of work.
- 9.03 An Employee on authorized leave of absence and/or illness for an indeterminate period of less than twenty (20) work days shall notify his senior official at his place of work of his intention to return to work by giving notice during the preceding work day.
- 9.04 An Employee who is on a leave of absence and/or illness of twenty (20) work days or more, and who wishes to return to work shall notify a senior official at his place of work at least five (5) full work days prior to the desired date of return.
- 9.05 An Employee who is on leave of absence of twenty (20) work days or more, and who wishes to return to work prior to the expiration date of a leave of absence for a fixed period shall notify a senior official in writing at his place of work at least five (5) full work days prior to the desired date of return.
- 9.06 An Employee is required to provide the Employer with ten (10) work days prior written notice of resignation if he wishes to resign in good standing.

ARTICLE 10

Acting Incumbent or Temporary Promotions

- 10.01 An Employee who has been designated in writing by the Chairman, to perform the principle duties of the higher level position in a classification with a higher maximum salary, during which time he may also be required to perform some of his regular duties, shall be eligible for additional compensation of four (4) percent.
- 10.02 A minimum five (5) day qualifying period must be served by any Employee under this Article.
- 10.03 Unless specifically authorized in writing by the Chairman, this Article shall not apply where an Employee has been designated only limited additional duties or where he is replacing an Employee who is on annual vacation pursuant to this Agreement.
- 10.04 It is understood that normally only one (1) Employee may be designated as a result of any one (1) Employee's absence.
- 10.05 An Employee who has been temporarily promoted by the Chairman in writing to a classification with a higher maximum salary, shall be paid at least one (1) increment higher than his current salary in the new classification.

- 10.06 When an Employee who has been occupying a position in a classification with a higher maximum salary returns to his regular position, his salary and anniversary date shall be readjusted to that which would be in effect if he had continuously occupied that position.

ARTICLE 11

Layoff

- 11.01** The Employer shall notify regular Full-time Employees with one (1) year seniority, of a reduction of the work force as follows:
- (a) Temporary
- In the event of a layoff for a temporary period, an Employee shall be given five (5) days prior written notice or pay in lieu except where the layoff is caused by circumstances beyond the reasonable control of the Employer.
- (b) Permanent
- (i) In the event of a layoff of a permanent duration an Employee shall be given three (3) months prior written notice.
- (ii) If the Employee resigns in writing during the notice period specified in Sub-clause 11.01(b)(i) above, he shall receive pay at his regular rate in lieu of the remaining part of the notice to a maximum of two (2) months.
- 11.02** Seniority shall be defined as set out in Clause 13.01.
- 11.03** Employees shall be laid off in reverse order of seniority within their classification, provided the remaining Employees are qualified and able to perform the work available without special training.
- 11.04** Employees shall be recalled in order of seniority within their classification provided they are qualified and able to perform the work available without special training. Recall notice shall be by registered mail to the Employee's last address on record with the Employer. It is the responsibility of the Employee to notify the Employer promptly in writing of any change of address. When recalled, an Employee who fails to report to work within three (3) days of the date of recall notice shall forfeit his claim to re-employment.
- 11.05** No new Regular Employees shall be hired within a classification while there are Employees on layoff from that classification who are qualified to do the work.
- 11.06** Employee(s) permanently laid off from the Employer under Sub-clause 11.01(b)(i) shall be vested with the right to apply for the first available position(s) within the same classification series through competition limited to such Employee(s); such vesting to last one hundred and eighty (180) consecutive calendar days commencing with the day following the release of the Employee(s); the Employer shall undertake to notify those Employees of all such positions. Such former Employees shall be eligible for severance pay in accordance

with the Severance Article at the end of the one hundred and eighty (180) day vesting period. However, the time spent during the one hundred and eighty (180) day vesting period shall not count towards the qualifying time to earn entitlements set out in the Severance Article.

- 11.07** Pursuant to Clause **11.06**, Employees who are eligible to apply for available positions may do so. Where two (2) or more Employees have relatively equal qualifications, they shall be eligible for positions in order of their seniority.
- 11.08** An Employee who refuses without good and satisfactory reason to accept an alternate regular position in the same classification series, with the same or higher maximum salary as the position he was in prior to layoff shall forfeit all vesting rights pursuant to Clause **11.06**.

ARTICLE 12

Severance

- 12.01** After one (1) year of seniority, an Employee who is released by the Employer pursuant to Sub-clause 11.01(b)(i) may be eligible for severance pay pursuant to Clause 11.06 in the amount of one and one-half (1 1/2) week's pay for each full year of continuous full time employment to a maximum of twenty-five (25) weeks' pay. Severance pay will only be paid once to an Employee and shall not be paid to an Employee who has been dismissed, resigned or retired or who refused an alternate position with no reduction in regular pay.

ARTICLE 13

Seniority

- 13.01** Seniority is defined as length of full time continuous year round service with the Employer from the last date of hire and shall accrue only to Permanent Regular Full-time Employees.
- 13.02** The seniority of an Employee shall be lost and all rights forfeited by reason of:
- (a) Resignation;
 - (b) Dismissal for just cause or otherwise properly terminated;
 - (c) Retirement;
 - (d) Failure to return to work within three (3) days of notice of recall;

- (e) The expiry of the one hundred and eighty (**180**) day vesting period pursuant to Clause **11.06**.

13.03 An Employee shall not accrue seniority rights while on probation or while absent from work because of:

- (a) Workers' Compensation in excess of eighty (**80**) work days;
- (b) Sickness in excess of eighty (**80**) work days;
- (c) Layoffs;
- (d) Leave of absence without pay;
- (e) Unauthorized absence.

However, upon completion of the Employee's probationary period, his seniority will be made retroactive to the commencement of employment pursuant to Clause **13.01**.

ARTICLE 14

Hours of Work

14.01 The normal hours of work for Employees covered by this Agreement shall be:

- (a) Thirty-six and one-quarter (**36 1/4**) hours per week for classifications set out in Appendix "A", or
- (b) Forty (**40**) hours per week for all other classifications.

14.02 The sole purpose in defining the normal hours of work is to provide the basis for calculating overtime pay and benefits.

14.03 Employees covered by this Agreement shall normally receive two (**2**) fifteen (**15**) minute rest periods in each work period in excess of six (**6**) consecutive hours, one (**1**) period to be granted before the meal break and one (**1**) to be granted after. An Employee working a period of more than two (**2**) hours but less than six (**6**) hours shall be granted one (**1**) rest period. Rest periods shall be taken at the work site unless otherwise approved by a Senior Official. Rest periods shall not be granted within one (**1**) hour of commencement or termination of a work period.

14.04 A meal period of not less than one-half (**1/2**) hour and not more than one (**1**) hour shall be granted to all Employees at approximately the mid-point of each work period that exceeds four (**4**) hours. Such meal periods shall be without pay and at a time and place approved by a Senior Official.

14.05 An Employee who is directed by his Supervisor to remain due to a specific assignment at a station of employment during his meal period shall be provided compensating time off later

in the shift or he shall be paid at his normal rate of pay. Time worked during such on-duty lunch break shall not contribute towards a fulfillment of the normal hours of work or towards any overtime compensation.

APPENDIX "A"
(36 1/4 HOURS PER WEEK)*

CLASS NUMBER

0071	ADMINISTRATIVE SUPPORT I
0072	ADMINISTRATIVE SUPPORT II
0073	ADMINISTRATIVE SUPPORT III
0074	ADMINISTRATIVE SUPPORT IV
0075	ADMINISTRATIVE SUPPORT V
0076	ADMINISTRATIVE SUPPORT VI
0200	ASSESSOR I
0201	ASSESSOR II
0202	ASSESSOR III
0203	ASSESSOR IV
0304	ACCOUNTANT I
0305	ACCOUNTANT II
1053	LAND SURVEYOR I
1054	LAND SURVEYOR II
1308	TECHNICAL AID
1309	TECHNOLOGIST I
1310	TECHNOLOGIST II
1311	TECHNOLOGIST III
1312	TECHNOLOGIST IV
4401	AGRICULTURE OFFICER I
4402	AGRICULTURE OFFICER II
4403	AGRICULTURE OFFICER III
4405	AGROLOGIST I
4406	AGROLOGIST II

*Notwithstanding Sub-clause 14.01(a), the Employer may require Employees in certain positions in classifications set out in this Appendix to work 40 hours per week, for which they shall receive ten point three four percent (10.34%) more than the stated salary rate in Schedule "A".

ARTICLE 15

Overtime

- 15.01 An Employee may be required to work authorized overtime by the Employer.
- 15.02 An Employee who has been authorized to work overtime shall be compensated as follows:
- (a) For hours worked in excess of seven and one quarter (7 1/4) hours in one work period for Employees paid pursuant to a classification set out in Appendix "A" thirty six and one quarter (36 1/4) hours per week at one and one-half times (1 1/2) the regular rate of pay for the first two (2) hours worked in excess of his regular daily hours and at two times (2x) his regular hourly salary for hours worked in excess of two (2) hours;
 - (b) For hours worked in excess of eight (8) hours in one (1) work period for all other Employees (including those Employees paid pursuant to classifications in Appendix "A" who are required to work forty (40) hours per week) at one and one-half (1 1/2x) times the regular rate of pay for the first two (2) hours worked in excess of his regular daily hours and at double his regular hourly salary for hours worked in excess of two (2) hours;
 - (c) All hours worked on the first scheduled day of rest worked, up to an equivalent of the full normal daily hours shall be at one and one-half (1 1/2x) times the regular rate of pay and two (2x) times for additional hours worked on that day thereafter;
 - (d) All hours worked on the second scheduled day of rest in that rest period, at two times (2x) his regular hourly rate of pay.
- 15.03 (a) Time off accumulated as a result of overtime worked may be granted at the discretion of the Employer as time off in lieu or as a cash settlement;
- (b) Time off granted in lieu of a cash settlement under Sub-clause 15.03(a) above shall be taken at a mutually agreeable time within the next twelve (12) months or at such longer period as agreed to by the Employer.
- 15.04 An Employee who requests for personal reasons, and who as a result of such a request, is authorized to work daily or weekly hours in excess of his normal requirement, shall be compensated for the extra hours worked at straight time rates. It is not the intent of this section to deny overtime rights to an Employee.
- 15.05 An Employee may occasionally be required to work extra time up to fifteen (15) minutes immediately following closing time without payment.
- 15.06 Where the Employer requires Employees to attend seminars, workshops, conferences, courses and like events, Employees shall not be entitled to paid overtime or time off in lieu, but shall receive:

- (a) pay at regular rates to a maximum of normal daily hours for attendance on a normal work day, or
 - (b) pay at regular rates to a maximum of normal daily hours or a day off in lieu for attendance on a scheduled day of rest at management's discretion, and
 - (c) pay at regular rates for the actual hours spent in specifically authorized travel in excess of his normal daily or weekly hours of work.
- 15.07** Overtime pay or compensatory time off shall be calculated to the nearest one quarter (1/4) hour and shall not be allowed twice for the same hours.
- 15.08** Overtime pay shall be calculated from the annual salary rates in effect at the time overtime is worked regardless of any subsequent retroactive change in that rate.
- 15.09** An Employee whose duties require him to periodically work away from his normal place of employment and who is entitled to claim payment for meals, shall not be paid for the time spent taking such meals.
- 15.10** Regular Part-time Employees working less than the normal hours of work shall be paid at the rate of straight time for the hours worked until they exceed the normal daily or weekly hours for Full-time Regular Employees in the same class, after which time the overtime provisions shall apply.
- 15.11** Wage Employees (except Foremen) that are working on construction crews assigned to Camp shall work up to eight (8) hours per day. If they are required to work in excess of the normal hours of work in a day, they shall be paid at one and one half (1 1/2) times their hourly rate for the first four (4) hours, and two (2) times their hourly rate thereafter.

ARTICLE 16

Call Out Pay

- 16.01** When an Employee is called from home to work outside his normal working hours by his supervisor or senior official for a period in excess of two (2) hours, including time spent traveling directly to and from work, he shall be paid at the applicable overtime rate for hours worked pursuant to Article 15 - Overtime. For such call out on a paid holiday the rate of pay shall be in accordance with Article 27 - Paid Holidays.
- 16.02** Subject to Clause 16.03 an Employee who is called out to work one or more times within a two (2) hour period and for whom the time worked and the time spent traveling directly to and from work totals two (2) hours or less, shall be paid at straight time for a minimum of three (3) hours.
- 16.03** There shall be no minimum guaranteed compensation or compensation for time spent traveling if the call out is contiguous with a normal working period.

ARTICLE 17

Reporting Pay

- 17.01** An Employee shall be paid a minimum of three (3) hours pay at his hourly rate when an expected work period is canceled and the Employee was not notified of such cancellation on or before the day prior to the canceled work period; or if employed in a camp unless he is notified not to report, at least one (1) hour prior to his regular starting time.

ARTICLE 18

Standby Pay

- 18.01** When an Employee is designated to be immediately available to return to work during a period in which he is not on regular duty and he returns to work, he shall be paid the amount of one-half (1/2) hour's pay at his regular rate for each four (4) hours on standby or any major portion thereof on a day that is not a paid holiday. For standby on a paid holiday, the payment shall be one (1) hour's pay at the regular rate for each four (4) hours on standby or any portion thereof.
- 18.02** When an Employee is called back to work during a period in which he was on standby, he shall be compensated pursuant to Clause 18.01 for the hours he was on standby and paid pursuant to the relevant section of the overtime Article for the hours worked on call back.
- 18.03** When an Employee is unable to report to work when required, no compensation shall be granted for the total standby period.

ARTICLE 19

Weekend Premiums

- 19.01** An Employee who works Saturdays or Sundays as part of his regularly scheduled work week, shall receive a weekend premium of one dollar and seventy-five (\$1.75) cents for each hour worked from midnight Friday to midnight Sunday. The weekend premium shall not be paid to an Employee who is not regularly scheduled to work weekends and receives overtime compensation for working Saturday or Sunday as a day of rest.
- 19.02** At no time shall weekend premium be included with the Employee's regular rate of pay for purposes of computing overtime payments, other premium payments, or any Employee benefits.

ARTICLE 20

Workers' Compensation Supplement

- 20.01** If a regular full-time or a regular part-time Employee sustains an injury in the course of his duties with the Employer which causes him to be absent from work and as a result he receives Workers' Compensation authorized by the Workers' Compensation Act, he shall be paid the regular full salary during the period he was required to remain off work up to eighty (80) work days, provided the Employee assigns his WCB payments to the Employer. If the Employee is unable to return to work when this period expires he shall then be paid according to the rate prescribed by the Workers' Compensation Act.
- 20.02** The eligibility period specified in Clause 20.01 shall not apply in the event of a recurrence of a disability due to a previously claimed injury, payable under this supplement, unless the Employee has not used the total eligibility period in which case the unexpired period of eligibility may be applied.
- 20.03** When a day designated as a Paid Holiday under Article 28 falls within a period of time an Employee is eligible to receive Workers' Compensation supplement, it shall be counted as a day of Workers' Compensation supplement, and under no circumstances shall an Employee receive any additional entitlement in respect of that day.
- 20.04** The Parties agree that the Workers' Compensation supplement is intended only for the purpose of protecting an Employee from loss of income while he is unable to work because of injury.

ARTICLE 21

Probationary Employee and Period

- 21.01** (a) Subject to sub-clause 21.01 (b), Regular Full-time and Regular Part-time Employees shall serve a probationary period. The period of probation shall start on the initial date of commencement and shall consist of a total of six (6) months worked for clerical Employees and twelve (12) months worked for all other Employees.
- (b) An Employee may be required by the Employer to serve an additional probationary period, after written notice has been given to the Union. This additional probationary period shall not exceed a further six (6) months worked by the employee.
- 21.02** An individual shall not have recourse to the grievance procedure in the case of dismissal during his probationary period. However, he may request a meeting with the Chairman to discuss the reason for his dismissal. The decision of the Chairman shall be final and

binding. The meeting shall be held **as soon as possible** and the person has the right to have **a Union Steward** present during the meeting.

ARTICLE 22

Disciplinary Action

- 22.01** Where an Employee has ~~been~~ given **a** written reprimand, suspension, disciplinary demotion or is dismissed, the Employee shall be informed **in** writing of the reasons **for** such action **as soon as** reasonably possible.
- 22.02** An Employee may request an **interview** with his **immediate** supervisor concerning any disciplinary action which has ~~been~~ taken against **him**. The supervisor shall arrange **a** suitable time and place for such interview and the Employee may be accompanied by a Union Steward if he ~~so~~ requests.
- 22.03** An Employee who has been subjected to disciplinary action may, after twenty-four **(24)** months of continuous service from the date the disciplinary action was **invoked**, request that his personnel **file** be purged of any record of the disciplinary action. Such **a** request **will** be granted providing:
- (a)** the Employee's **file** does not contain any further record of disciplinary action during that twenty-four **(24)** month period, and
 - (b)** the disciplinary action ~~is~~ not the **subject** of an unresolved grievance.
- 22.04** Access to an Employee's personnel file shall be provided to the Employee upon request and within a reasonable time, once in every year and also in the event of **a** grievance. He may request that **a** representative of the **Union** be present at the time of such examination. A management representative shall be present **during** the examination of the personnel **file**.
- 22.05** **Subject** to the remainder of **this** Agreement no Employee shall be dismissed, suspended, demoted or given **a** written reprimand ~~without~~ **just** cause.

ARTICLE 23

Grievance Procedure

- 23.01** Definition and Scope
- (a)** A grievance ~~is~~ **a** difference arising out of the **interpretation, application, operation** or any contravention or alleged contravention of this Agreement or **as to** whether any such difference can be the **subject** of Arbitration;
 - (b)** "Days", **as** used in this Article, means Monday to Friday, excluding holidays;

- (c) A Policy Grievance is a difference which seeks to enforce an obligation of the Employer to the Union or the Union or its Members to the Employer. A Policy Grievance shall not be an obligation that may or could have been the subject of a Grievance by an Employee;
- (d) Notwithstanding Sub-clause 23.01(a), any issue pertaining to the establishment or alteration of a classification, the classification process, or the allocation of a position to a particular classification, shall not be considered a Grievance under any circumstances and shall not be subject to the Grievance process under this Article.

23.02 Meetings During Grievance Procedure

The Employer or the aggrieved may request that a written Grievance be discussed at Step Two of the Grievance Procedure. A Union Representative or Union Steward shall be allowed to be present at these discussions.

23.03 Grievance Process

All Grievances shall be dealt with progressively in accordance with the procedure set out below, without stoppage of work or refusal to perform work:

A. Step One

An Employee who wishes to pursue a grievance, other than a grievance concerning suspension or dismissal, shall first discuss the matter with his Manager or Supervisor (as applicable) within ten (10) days from the date on which the subject of the Grievance occurred or of the time the Employee should reasonably have first become aware of the subject of the Grievance. The Manager or Supervisor shall reply to the Employee within ten (10) days of the date of the discussion.

B. Step Two

(i) With the approval of the Union, in writing, when an Employee is not satisfied with the answer or settlement at Step One, the Grievance may be forwarded to the Division Director or his designate within ten (10) days of the Manager or Supervisor's response at Step One. The Grievance shall be in writing and state the particulars of the Grievance, the redress sought and the Article or Articles claimed to be violated. The Division Director shall provide his decision in writing to the Employee within ten (10) days of receipt of the Employee's written Grievance and shall submit a copy of his reply to the Union.

(ii) Notwithstanding Sub-clause 23.03B.(i), in the case of suspension or dismissal the Employee shall submit his grievance to the Chairman. All other provisions in Sub-clause 23.03B.(i) shall apply.

C. Step Three

If an Employee is not satisfied with the answer or settlement he received at Step Two, and he wishes to pursue his Grievance, he must submit his Grievance to an Arbitration Board provided that he has the written approval of the Union, within ten (10) days of the receipt of the reply provided at Step Two.

23.04 Arbitration Board Decision

- (a) An Arbitration Board shall be comprised of one (1) member appointed by the Employer, one (1) member appointed by the AUPE and a neutral Chairman, appointed by the other two (2) members;
- (b) As an alternate procedure to a three (3) member Arbitration Board, as set out in Sub-clause 23.04(a) above, the Employer and the AUPE may agree to submit the Grievance to a single Arbitrator;
- (c) Within ten (10) days of the receipt of the notice referred to in Step Three, the party receiving the Grievance shall notify the other party in writing of the name of its nominee to the Arbitration Board, or its choice of its single Arbitrator;
- (d) Each party shall bear its own fees and expenses; the fees and expenses of the Chairman, or single Arbitrator, shall be shared equally by the parties;
- (e) If either party fails to appoint a member, or if they are unable to agree on a single Arbitrator, or if the appointed members cannot agree on a neutral Chairman, such appointment shall be made in accordance with the Labour Relations Code.
- (f)
 - (i) The Arbitration Board or single Arbitrator shall not have any power to alter, amend or change the provisions of this Agreement or to substitute any new provisions from the existing provisions.
 - (ii) The Arbitration Board or single Arbitrator shall confine their decisions solely to the precise issues submitted to them and shall have no authority to make a decision on any other issue not so submitted.
- (g) A Policy Grievance shall be submitted to the other party within ten (10) days of the date upon which the alleged violation of the Collective Agreement has occurred, or within ten (10) days from the date upon which the aggrieved party first became aware of the subject of the Grievance.

Within fourteen (14) days of filing a Policy Grievance, the parties shall meet in an attempt to resolve the difference. Failure to meet to resolve the difference or if the parties are unable to resolve the Policy Grievance within fourteen (14) days of filing, shall entitle the aggrieved party to advance the Policy Grievance to Step Three within an additional fourteen (14) days.

- 23.05** (a) Where a grievance is heard by a three (3) member board, the decision of the majority of the members is the decision of the Board but if there is no majority, the decision of the Chairman governs and his decision is the decision of the Arbitration Board.
- (b) When disciplinary action against an Employee is involved, the Arbitration Board, or single Arbitrator may vary the penalty as it considers just and reasonable under the circumstances.
- (c) An award of the Arbitration Board is final and binding on the parties and upon any Employee affected by it.

23.06 (a) Time Limits and Procedures

- (i) Time limits and procedures contained in this Grievance Procedure are mandatory. Failure to pursue a Grievance within the prescribed time limits and in accordance with the prescribed procedures shall result in the abandonment of the Grievance. Failure to reply to a Grievance in a timely fashion shall pass the Grievance to the next Step. Grievances so advanced shall be the subject of time limits as if a reply had been made on the last allowable day of the preceding Step in the procedure.
- (ii) Time limits in this Article may be extended by written agreement between designated representatives of the Employer and the Union.
- (iii) Procedures as stipulated in this Article may be varied by written agreement between the Employer and the Union.

(b) Service of Documents

If anything is required or permitted to be served under this Agreement, it shall be deemed to be properly served if it is served on:

- (1) an individual:
- (i) personally or by leaving it for him at his last or most usual place of abode with some person who is apparently at least eighteen years of age, or
- (ii) by mailing it to him by double registered mail to his last known post office address, or
- (iii) personally via receipted courier service.
- (2) the Employer:

- (i) personally or by a receipted courier service, on the Chairman, Special Areas Board, or
 - (ii) by leaving it at or by sending it by double registered mail to the office of the Chairman, Special Areas Board.
- (3) Union/AUPE:
- (i) personally on the President, or his designate, of the Alberta Union of Provincial Employees, or on the Chairman of Local 118/20; or
 - (ii) by sending it by double registered mail to the address of the President, of the Alberta Union of Provincial Employees; or the Local 118/20 Chairman; or
 - (iii) personally on the President, or his designate, of the Alberta Union of Provincial Employees or the Local 118/20 Chairman by receipted courier service.
- (4) The date of the delivery establishes the date of receipt for documents that are served personally.
- (5) Documents that are mailed by double registered mail shall be deemed to have been received on the date noted on the registration card.

ARTICLE 24

Casual Illness

- 24.01** "Casual Illness" means an illness which causes an Employee to be absent from duty for a period of three (3) consecutive work days or less.
- 24.02** Employees are expected to arrange medically related appointments in a way that minimizes the amount of time away from work. However, where appointments cannot be made outside of normal hours of work, Employees may use casual illness leave for time off for the purposes of attending a dental, physiotherapy, optical or for a medical appointment provided they have received prior authorization from their Employer or his designate.
- 24.03** An Employee in each calendar year shall be eligible for a maximum of twelve (12) work days of casual illness leave with pay on a pro-rata basis. Each day or portion of a day of casual illness used including illness within the immediate family, within a year of service, shall be deducted from the remaining Casual Leave entitlement for that year of service.
- 24.04** An Employee may be required to provide proof of casual illness or absenteeism related to illness, satisfactory to the Employer upon request.

24.05 "Immediate Family" shall mean: Spouse (including common law spouse), mother, father or dependant son or daughter.

ARTICLE 25

General Illness

25.01 "General Illness" means an illness which causes an Employee to be absent from duty for a period of more than three (3) consecutive work days but shall **not** exceed eighty (80) consecutive work days. General Illness leave shall be in **addition** to any casual illness leave entitlements specified in Article **24**.

25.02 An Employee at the commencement of each year of employment shall be entitled to General Illness leave at the specified rates of pay in accordance with the following Subclauses, and the application of such General Illness leave shall be set out in accordance with Clause **25.03**:

- (a) Illness commencing in the first month within the first year of employment; **no** salary for each of the first **ten (10)** work days of illness and thereafter seventy **(70%)** percent of normal salary for seventy (70) work days of illness.
- (b) Illness commencing in the first year of employment, but following the first month of employment; one hundred **(100%)** percent of normal salary for each of the first **ten (10)** work days of illness and seventy **(70%)** percent of normal salary for each of the next seventy **(70)** work days of illness.
- (c) Illness commencing in the second year of employment; one hundred **(100%)** percent of normal salary for each of the first fifteen **(15)** work days of illness and seventy **(70%)** percent of normal salary for each of the next sixty-five **(65)** work days of illness.
- (d) Illness commencing in the third year of employment; one hundred **(100%)** percent of normal salary for each of the first twenty-five **(25)** work days of illness and seventy **(70%)** percent of normal salary for each of the next fifty-five **(55)** work days of illness.
- (e) Illness commencing in the fourth year of employment; one hundred **(100%)** percent of normal salary for each of the first thirty-five **(35)** work days of illness and seventy **(70%)** percent of normal salary for each of the next forty-five **(45)** work days of illness.
- (f) Illness commencing in the fifth year of employment; one hundred **(100%)** percent of normal salary for each of the first forty-five **(45)** work days of illness and seventy **(70%)** percent of normal salary for each of the next thirty-five **(35)** work days of illness.

- (g) Illness commencing in the sixth ~~or~~ any subsequent years of employment; one hundred (100%) percent of normal salary for each of the first sixty (60) work days of illness and seventy (70%) percent of normal salary for each of the next twenty (20) work days of illness.
 - (h) For purposes of Clause 25.02 "employment" includes prior service with the Government of Alberta in a salaried position and also any prior employment on wages with the Special Areas Board provided there is no break in employment except such Employees shall not be compensated twice for the same illness leave.
- 25.03** (a) Subject to Clause 25.03(b), an Employee upon return to active work after a period of General Illness of less than eighty (80) consecutive work days ~~will~~ have any illness leave days ~~used~~ for which normal salary was paid at the rate of one hundred (100%) percent, reinstated for future use at the rate of seventy (70%) percent of normal salary, ~~within~~ the same year of employment. General Illness leave days used for which normal salary was paid at the rate of seventy (70%) percent shall be reinstated for future use ~~within~~ the same year of employment, at the rate of seventy (70%) percent of normal salary.
- (b) Such reinstatement shall ~~only occur~~ where an Employee has not taken any General Illness leave ~~for~~ the same or related illness during the first ten (10) consecutive work days following the date of return to active work.
- 25.04** For purposes of this Article, the ~~maximum~~ period of ~~continuous~~ absence recognized shall be eighty (80) consecutive work days. Absences due to illness or disability in excess of that period shall be subject to the Employer's Long Term Disability Policy If applicable.
- 25.05** Notwithstanding Article 24 or Clause 25.02, an Employee is not eligible to receive sick leave benefits under this Article or Article 24 if:
- (a) the absence is due to an ~~injury~~ while in the employ of any other Employer, nor is he eligible for any sick leave ~~benefits~~ for any subsequent absence caused by that ~~injury~~, or
 - (b) the absence is ~~due~~ to an intentional self-inflicted ~~injury~~, or
 - (c) the Employee is eligible for and ~~receives~~ compensation pursuant to the Workers' Compensation Act or Article 20, Workers' Compensation Supplement.
- 25.06** When a day designated as a Paid Holiday under Article 28 ~~falls within~~ the period of General Illness it shall be counted as a ~~day(s)~~ of General Illness and under no circumstances shall an Employee receive any additional entitlements in respect of that day.
- 25.07** This Article is ~~subject~~ to Article 26.

ARTICLE 26

Proof of Illness

- 26.01** To obtain illness leave benefits as described in Article **24**, Casual Illness, the Employer may require that an Employee provide a proper medical certificate or other satisfactory proof of illness. The Employer may also require the Employee to provide satisfactory proof of attendance at a medical, dental, physiotherapy, optical or such other appointment when time off from work is granted to attend such appointments.
- 26.02** To obtain illness leave benefits as described in Article **25**, General Illness, the Employee is required to provide a proper medical certificate or other satisfactory proof of illness.
- 26.03** (a) The Employer may require that an Employee be examined by a medical board:
- (i) in the case of prolonged or frequent absence due to illness, or
 - (ii) where there is an indication of apparent misuse of illness leave, or
 - (iii) when it is considered that an Employee may be unable to satisfactorily perform his duties: **(1)** due to disability or illness; **(2)** prior to returning to work;
- (b) The report of the medical board shall contain conclusions and recommendations relating to any limitations or restrictions concerning the Employee's ability to perform the duties of his position and the medical information leading to those conclusions;
- (c) The Employer is responsible for the direct medical costs associated with the examination provided for in Subclause **26.03(a)**.
- 26.04** Pursuant to Clause **26.03**, an Employee shall be entitled to have his personal physician or other physician of his choice to be a member of the medical board or act as his council before the medical board. Expenses incurred under this clause shall be paid by the Employer. A copy of the report from the medical board shall be sent to the Employee's physician.
- 26.05** The Employer may require that any Employee undergo a medical examination or a medical interview and when such examination or interview is for purposes other than meeting the requirements of Clause **26.01** and **26.02** the examination or interview shall be at the Employer's expense and on the Employer's time.
- 26.06** Where an Employee has been examined by a medical board and is also applying for L.T.D. benefits, a copy of the medical report shall be considered as part of the Employee's application.

26.07 The parties agree that casual and general illness benefits as provided in this Agreement are intended only for the purpose of protecting an Employee from loss of income when the Employee is ill.

ARTICLE 27

Health Plan Benefits

27.01 The Employer agrees to provide Employee benefit plans covering Group Life Insurance/Accidental Death and Dismemberment, Dependent Life Insurance, Long Term Disability Insurance, Extended Health Care Insurance and a Dental Plan.

27.02 The cost of premiums for the above benefit plans and Alberta Health Care will be shared on the following basis:

Benefit	<u>Employee</u>	<u>Employer</u>
Life Insurance & A.D. & D.	1/3	2/3
Dependent's Insurance	100%	---
Long Term Disability	100%	
Extended Health Care	1/3	2/3
Alberta Health Care	1/3	2/3
Dental	---	100%

27.03 The Employer and Employee agree to be bound by the Public Service Pension Plan and shall continue contributions pursuant to that plan and regulations.

27.04 The Employer will provide to each new Employee brochures outlining all benefits for which the Employee is eligible and to other Employees upon request.

27.05 The Employer will not alter or amend any Health Plan Benefit during the life of this Agreement without first consulting with the Union.

27.06 All benefit plans shall be governed by the official policy agreed to with the carrier. The Employer shall provide the Union with a copy of each plan.

ARTICLE 28

Paid Holidays

- 28.01** Employees are entitled to one (1) day's paid leave for each of the following holidays:
- (a)

New Years Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	Christmas Floater
Civic Holiday (one day)	

 - (b) The Christmas float holiday shall be observed to give five (5) consecutive days off including the weekend as follows:
 - (i) on December 24th when Christmas Day falls on a Tuesday, a Thursday, a Friday or a Saturday,

 - (ii) on December 27th when Christmas Day falls on a Monday or Wednesday,

 - (iii) on December 28th when Christmas Day falls on a Sunday.

 - (c) Paid holidays other than Sub-clause **28.01(b)** shall be observed on the day on which they fall unless an alternate day is designated by the Employer.
- 28.02** If a municipality does not proclaim a civic holiday as specified in Clause **28.01**, the first Monday in August shall be observed as such holiday.
- 28.03** When a day designated as a holiday under Clause **28.01** falls during an Employee's work week and the Employee is not required to work, the Employee shall be granted holiday leave on that day.
- 28.04** When a paid holiday under Clause **28.01** falls on an Employee's regularly scheduled day of rest and the Employee is not required to work, the Employee shall be granted holiday leave on the day designated as a holiday.
- 28.05** When an Employee works on one (1) of the holidays listed in Clause **28.01**, the Employee shall receive either:
- (a) his regular salary plus one and one-half times (1 1/2x) for his normal daily hours worked and two times (2x) for additional hours worked thereafter, or

 - (b) in lieu of his regular salary, one and one-half times (1 1/2x) for his normal daily hours worked and two times (2x) for additional hours worked thereafter, plus a day off in lieu with pay.

- 28.06 When a day off in lieu is granted under Sub-clause 28.05(b) Employees shall have the day off scheduled at a mutually agreeable time within the next three (3) months unless the Employer agrees to extend the time up to a maximum of twelve (12) months.
- 28.07 Requests for leave without pay on religious holidays will be considered provided adequate notice of the request is given.
- 28.08 To qualify for compensation or day(s) in lieu under this Article, an Employee must work the last regular working day preceding and the first regular working day following the Paid Holiday unless authorization is obtained from the Employer.

ARTICLE 29

Annual Vacation

- 29.01 (a) An Employee shall not take vacation leave without prior authorization from the Employer.
- (b) Normally, when an employee is requesting leave of more than three (3) days, the request shall be submitted in writing to the supervisor not less than two (2) weeks prior to the commencement of the requested vacation leave.
- 29.02 Vacation entitlements with pay shall be as follows:
- (a) An Employee who has completed twelve (12) full calendar months service as of December 31st shall receive fifteen (15) work days vacation;
 - (b) An Employee who has completed eight (8) years service as of December 31st, shall in subsequent year(s) receive twenty (20) work days vacation;
 - (c) An Employee who has completed sixteen (16) years service as of December 31st, shall in subsequent year(s) receive twenty-five (25) work days vacation;
 - (d) An Employee who has completed twenty-five (25) years service as of December 31st, shall in subsequent year(s) receive thirty (30) work days vacation;
 - (e) An Employee who has completed less than twelve (12) months service as of December 31st, shall receive one and one-quarter (1 1/4) work days vacation for each calendar month worked from the commencement of his service provided that when employment has commenced on or before the fifteenth (15th) day of any month, he shall earn vacation entitlements from the first day of that month and when employment has commenced on or after the sixteenth (16th) day of any month, he shall earn vacation entitlements from the first day of the following month.

- 29.03 All calculations which result in one-quarter (1/4) or three-quarters (3/4) work day fractions shall be rounded out to the next half or full day, whichever applies, except when vacation pay is paid out upon termination pursuant to Clause 29.09.
- 29.04 If one (1) or more paid holidays falls during the Employee's Annual Vacation period, another day or days may be added at the end of the vacation period at the time authorized by the Employer.
- 29.05 An Employee shall earn vacation leave pursuant to Clause 29.02 during the following authorized absences:
- (a) Financially assisted education leave;
 - (b) sick leave for the first forty-four (44) consecutive work days;
 - (c) any other leave of absence with or without pay for the first twenty-two (22) work days.
- 29.06 Vacation leave may be taken:
- (a) in one (1) continuous period;
 - (b) in separate periods of not less than five (5) consecutive work days;
 - (c) up to ten (10) separate days off;
 - (d) up to Fifteen (15) separate days off after eight (8) years service;
 - (e) or at such other times as may be approved by the Employer.
- 29.07 (a) Except as otherwise provided herein vacation leave in respect to each year of service shall be taken:
- (i) within sixteen (16) months after the end of the year;
 - (ii) at such time or times as may be approved by the Employer.
- (b) If for personal reasons acceptable to the Employer or the exigencies of the Employee's duties as determined by the Employer prevent him from taking his vacation leave or part thereof within the sixteen (16) month period specified in Subclause 29.07(a) above he shall take the leave within the six (6) months following that period as the Employer may approve.
 - (c) Vacation leave shall not be postponed as provided by Sub-clause 29.07(b) in two (2) successive years.

- (d) Notwithstanding the other provisions of this section, subject to the approval of the Employer, an Employee who so requests may be authorized to take earned vacation leave within the year in which it was earned, and the vacation leave taken by him in the following year shall be correspondingly reduced.
- 29.08** When an Employee is allowed to take any leave of absence, other than sick leave in conjunction with the period of vacation leave, the vacation leave shall be deemed to precede additional leave of absence, except in the case of Maternity Leave which may be authorized before or after vacation leave.
- 29.09** An Employee shall not be paid cash in lieu of vacation earned, except upon termination in which case he shall receive vacation pay for such vacation earned but not taken.
- 29.10** The Employer shall upon request consider granting an Employee at least two (2) weeks of his Annual Vacation entitlement during the summer months.

ARTICLE 30

Special Leave

- 30.01** Subject to approval by the Employer, an Employee who requires time off from work, may be granted Special Leave without loss of pay. The circumstances under which special leave may be approved are subject to Clause 30.02 and subject to the corresponding yearly maximum number of work days as follows:
- (a) Bereavement - four (4) days around the date of the funeral;
 - (b) Travel time for bereavement leave - three (3) days;
 - (c) Administration of Estates - two (2) days;
 - (d) Moving household effects - one (1) day per calendar year;
 - (e) Time to write examinations for courses approved by the Employer - as required;
 - (f) Attend funerals as pallbearer or mourner - subject to Clause 30.03, time off as required not to exceed one (1) day, unless otherwise approved by the Employer.
 - (g) Time (including travel time if necessary) to attend formal bearing to become a Canadian citizen - one (1) day;
 - (h) Be present at the birth or adoption proceedings of an Employee's child - one (1) day.

- 30.02** For purposes of determining eligibility for Special Leave under Clause 30.01 the following provisions apply:
- (a) Bereavement leave of absence will be granted in the event of the death of the Employee's spouse (including common law spouse), or any of the following relations of an Employee or spouse (including common law spouse): parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, or the husband or wife of any of them, step-child, step-parent, stepbrother or stepsister. This time shall include time for making all the necessary arrangements relating to the funeral of the deceased's family.
 - (b) Travel time continuous with bereavement leave shall mean travel if required during normal working hours on the days before and the days following bereavement leave, provided the Employer has authorized such travel leave.
 - (c) Administration of Estate shall apply only when an Employee has been designated as an executor of the estate for the deceased.
 - (d) Moving of household effects shall apply to an Employee who maintains a self-contained household and who changes his place of residence which necessitates the moving of his household effects during his normal working hours.
 - (e) Mourner or Pallbearer Leave of absence may be granted where operational requirements permit subject to the approval of the Employer.
- 30.03** The maximum annual leave specified for each circumstances requiring use of special leave shall not be exceeded. However, Bereavement Leave and leave for the Administration of Estate may be granted more than once within a calendar year, provided the total special leave granted does not exceed ten (10) working days per calendar year, unless additional Bereavement Leave is approved by the Employer.
- 30.04** Two (2) weeks notice may be required for leave requested under Sub-clause 30.01 (e), (d), (e) and (g).
- 30.05** A terminating Employee shall not be eligible for benefits under Sub-clause 30.01 (d) during last ten (10) work days of active employment.

ARTICLE 31

Maternity/Parental/Adoption Leave & Compassionate Care Benefits

- 31.01** The parties agree that the provisions of the Employment Standards Code and Regulations concerning Maternity, Parental and Adoption Leave shall apply to Employees of the Employer. The Employment Insurance Compassionate Care Benefits shall also apply to Employees of the Employer.

- 31.02** A pregnant Employee who presents medical evidence from her physician which satisfies the Employer that continued employment in her present position may be hazardous to herself or her unborn child, may request a transfer to a more suitable position for which she is qualified, if one is available. The Employee shall remain at the same salary level during this period. Where no suitable position is available, the Employee may request maternity leave as provided by Article 31 if the Employee is eligible for such leave.
- 31.03** An Employee who, at the commencement of Maternity/Parental/Adoption Leave or a Compassionate Care Benefit leave, is participating in the Alberta Health Care Insurance Plan, Extended Health Care Plan, the Group Dental Plan and the Group Life Insurance Plan shall continue to be covered under these Plans throughout the total period the Employee is on Maternity/Parental/Adoption Leave or a Compassionate Care Benefit Leave, and the Employer and the Employee premium contributions if applicable, shall continue.

ARTICLE 32

Court Leave

- 32.01** When an Employee is summoned or subpoenaed as a witness or a defendant to appear in court in his official capacity to give evidence or to produce Employer records, he shall be allowed leave with pay, but any fees receivable by him shall be paid to the Employer.
- 32.02** When an Employee is subpoenaed as a witness in his private capacity or summoned as a juror:
- (a) at a location within the Province of Alberta, he shall be allowed leave with pay, but any fees receivable by him shall be paid to the Employer;
 - (b) at a location outside the Province of Alberta, he may be allowed leave with pay if authorized by the Employer, but any fees receivable by him shall be paid to the Employer.

ARTICLE 33

Occupational Health and Safety

- 33.01** The parties agree that the Employer is bound by the Alberta Occupational Health and Safety Act, and the Government of Alberta Occupational Health and Safety Program.
- 33.02** Protective clothing and safety equipment shall be supplied by the Employer as required by the Alberta Occupational Health and Safety Act and Radiation Health Protection Act and any regulation or amendment thereto.
- 33.03** Pursuant to Clause 33.02 the Employer shall provide, maintain, replace and clean protective clothing and equipment.

- 33.04** All equipment and protective clothing supplied by the Employer shall remain the property of the Employer.
- 33.05** Where the Employer 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 one hundred and twenty-five (\$125.00) dollars per annum.
- 33.06** When an Employee does not purchase safety boots in any given year, that year's allowance shall be carried forward to the next year immediately following to be used for the purchase of special order or difficult to fit boots.
- 33.07** Where the Employer determines that insulated coveralls or a parka should be provided, the Employer shall either provide the actual insulated coveralls or parka or pay to each such eligible Employee the cost of such coveralls or parka up to a maximum of seventy-five (\$75.00) dollars per annum.

ARTICLE 34

Tools

- 34.01** All Mechanics and Machinists shall supply their own hand tools and bench tools as are required to perform their work.
- 34.02** Tools shall be replaced by the Employer when damaged or broken in normal use.
- 34.03** Special or unusual tools shall be supplied by the Employer as required.
- 34.04** Each Tradesman who is required to supply their own tools pursuant to Clause **34.01** shall receive an annual allowance of three hundred (\$300.00) dollars commencing January 1, **2004**.
- 34.05** In addition, during the period January **1, 2004** to December **31, 2005**, each tradesman who is eligible for a tool allowance pursuant to Clause **34.04**, shall, upon presentation of receipts, be eligible for reimbursement for the purchase of tools to be used to perform the job during that period, to a maximum of five hundred dollars (**\$500**).

ARTICLE 35

Rates of Pay

- 35.01** Subject to the approval of the Employer, an Employee may receive an annual merit increment based on performance up to the maximum of the applicable salary range for his classification, at rates of pay as specified in Schedule "A" or in the case of apprentices, a percentage of the appropriate tradesman Job rate, as specified in regulations issued pursuant to the Apprenticeship and Industry Training Act.

- 35.02** When an Employee is promoted, he shall be moved to the period in the new class that provides for an increase in pay of at least four (4%) percent, *provided the maximum* for the new classification is not exceeded.

ARTICLE 36

Long Service Increment

- 36.01** A Salary Employee shall be eligible for long service increment (L.S.I.) provided he:
- (a) has been paid during an immediately preceding period of one (1) year at the maximum salary of his classification, and
 - (b) has completed seven (7) years of current continuous employment, and
 - (c) is recommended for the increase by the Employer, and
 - (d) occupies a position in a classification which has a L.S.I.
- 36.02** An Employee who meets the provision of Clause 36.01 shall be eligible for the L.S.I. effective the first (1st) day of the following month.
- 36.03** An Employee who qualified for L.S.I. pursuant to Clause 36.01 in a classification during the current period of employment shall not be required to requalify with respect to Sub-clause 36.01(a), 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.

ARTICLE 37

Travel and Subsistence

- 37.01** Employees who incur travel, subsistence and moving expenses in the performance of authorized Employer business shall be reimbursed for those expenses in accordance with the Government of Alberta Travel and Subsistence Regulations.

ARTICLE 38

Printing of Agreements

- 38.01** Each party agrees to pay one-half (1/2) the cost of printing sufficient copies to provide each present and new Employee with one (1) copy of the Agreement, as approved by both parties.
- 38.02** Each party further agrees to pay the full cost of printing additional copies that they order.

ARTICLE 39

Notice of Delivery

39.01 Any notice hereunder required to be given shall be deemed to have been sufficiently served if personally delivered or mailed **in a** prepaid registered envelope addressed, **in the case of the Board to:**

Chairman
Special Areas Board
P.O. **Box 820**
HANNA, Alberta T0J 1P0

and **in the case of the AWE to:**

The President
The Alberta Union of Provincial Employees
10451 - 170 Street
EDMONTON, Alberta T5P 4S7

and in the case **of the Local to:**

The Chairman
The Alberta Union of Provincial Employees
Local 118/20
at his home address on file with the Employer.

ARTICLE 40

Term and Effective Date

40.01 This Collective Agreement shall become effective **at the beginning of the month following the date of execution by the Parties, unless stipulated to the contrary, and shall remain in effect up to and including December 31, 2005.**

LETTER OF UNDERSTANDING
BETWEEN
THE SPECIAL AREAS BOARD
AND
THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
ON BEHALF OF LOCAL 118/20

Re: Separation Payment

Whereas the Parties are entering into a Letter of Understanding to provide a Separation Payment to Employees.

The Parties agree:


1. During the term of this Letter of Understanding the Separation Payment as outlined in the attached Schedule is available, as an alternative to and if selected by an Employee whose position is abolished, in lieu of the provisions of Article 11 Layoff, Article 12 Severance, and Article 13 Seniority, of the Collective Agreement entered into between the Parties. The Separation Payment will not be available for Employees for whom the Employer has arranged ongoing employment within the Special Areas Board or with any other employer.
2. The Separation Payment will be available for permanent Employees with at least one (1) year of continuous employment with the Employer. Eligible Employees will be entitled to receive Separation Payment at their regular rate of pay according to the attached schedule.
3. Where the Employee has made an election to accept the Separation Payment, the election shall not be altered without the agreement of the Employee and the Chairman. Separation shall occur at a time selected by the Chairman. Employees shall make their election for Separation Payment within fourteen (14) calendar days of the receipt of a position abolishment notice.
4. In addition to paragraphs 1 and 2, Employees who have not received notice of position abolishment may request the Separation Payment. Such offers may, but will not necessarily result in an offer of the Separation Payment by the Employer to that Employee. Offers are subject to operational requirements as determined by the Chairman, whose decision is final and cannot be challenged. Employees who request the Separation Payment, and if approved under this paragraph, are required to resign at a time acceptable to the Chairman.
5. Employees accepting the Separation Payment are required to sign an agreement in the attached form.
6. This Letter, including the attached Schedule, does not form part of the Collective Agreement and if concerns arise with respect to the Separation Payment, they shall be addressed by representatives of the Parties and not by way of the grievance procedure.

7. This Letter of Understanding, including the attached Schedule, shall be effective the date of signing of the Collective Agreement and shall remain in effect as provided in Article 40, Term and Effective Date of the Collective Agreement.
8. This Letter of Understanding may be canceled at any time during the life of the Collective Agreement with the mutual agreement of both Parties.
9. The Parties will meet at the request of either party at any time to consider issues related to position abolishment's, which may occur following the expiry of this letter.

Signed at Hanna this 1 day of October, 2004.



Jay J. Stemp, Chairman
Special Areas Board



Dan MacLennan
President, Alberta Union of
Provincial Employees

FOR INFORMATION PURPOSES ONLY

SCHEDULE - SEPARATION PAYMENT

Full Years of Continuous Employment	Separation Pay - Weeks of Pay at Regular Rate of Pay
1	14
2	15
3	16
4	17
5	19
6	22
7	25
8	28
9	31
10	34
11	37
12	40
13 plus	43

Separation pay is an alternative and in lieu of all the provisions of Article 11 Layoff, Article 12 Severance, and Article 13 Seniority, of the Collective Agreement.

STANDARD SEPARATION PAYMENT FOR
TERMINATION AGREEMENT FOR
BARGAINING UNIT EMPLOYEES

AGREEMENT DATED _____, 200_

BETWEEN THE SPECIAL AREAS BOARD

(THE 'BOARD')

AND

(THE 'EMPLOYEE')

WHEREAS the Employee is presently employed **by** the Board.

AND WHEREAS the Board and the Employee have mutually agreed to terminate the existing employment relationship.

THEREFORE, the Parties **agree** as follows:

1. The Employee hereby resigns ~~From~~ employment with the Special Areas Board effective _____, 200_
2. The Board will pay as a severance payment to the Employee the sum of \$ _____ less any withholdings required **by** law.
3. If during the period _____ to _____ a Department as defined in the Public Service Act or a Provincial Agency as defined in the Financial Administration Act:
 - (a) employs the Employee on a full **or** part time basis; **or**
 - (b) retains the Employee, either directly **or** indirectly, on a fee for service basisthe amount paid to the Employee directly **or** indirectly by the Department or Provincial Agency **during** such period, less any lawful deductions made at source, shall be paid **by** the Employee to the Special Areas Board forthwith following completion of the period. In no case shall the Employee be obliged to repay an amount greater than the amount, less lawful deductions, paid by the Board to the Employee pursuant to paragraph 2.
4. In consideration of the payment referred to in paragraph 2, the Employee hereby:

(a) waives any and all rights he may have under the terms of the Collective Agreement between the Special Areas Board and A.U.P.E. arising in any way from the termination of his employment:

(b) releases the Special Areas Board, its officers and employees from any and all claims which he may now or in the future have arising out of his employment with the Special Areas Board or the termination of such employment.

5. It is understood that the waiver and release contained in paragraph 4 does not apply to any benefits to which the Employee is entitled by virtue of his participation in the Public Service Pension Plan.

6. It is agreed that this written instrument embodies the entire agreement of the parties hereto with regard to the matters dealt with herein and that no understanding or agreements, verbal or otherwise, exist between the parties except as herein expressed.

WITNESS

SPECIAL AREAS BOARD

WITNESS

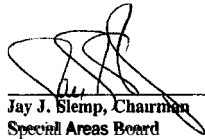
EMPLOYEE


LETTER OF UNDERSTANDING
BETWEEN
THE SPECIAL AREAS BOARD
AND
THE ALBERTA UNION OF PROVINCIAL EMPLOYEES
ON BEHALF OF LOCAL 118/20

Re: Exclusion of High School Students from Bargaining Unit

The Parties agree that high school students employed during the school term or during the periods between school terms and who are employed for project work shall be excluded from the bargaining unit and the provisions of the Collective Agreement shall not apply to such students.

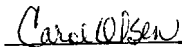
Signed at Hanna this 15th day of October, 2004.


Jay J. Stemp, Chairman
Special Areas Board

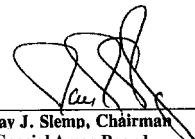

Dan MacLennan
President, Alberta Union of
Provincial Employees

IN WITNESS WHEREOF the Parties hereto have caused these presents to be executed by their duly authorized officers in that behalf the day and year first above written.

ON BEHALF OF THE SPECIAL AREAS BOARD

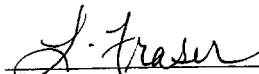


Witness




Jay J. Slomp, Chairman
Special Areas Board


ON BEHALF OF THE ALBERTA UNION OF PROVINCIAL EMPLOYEES



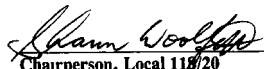
Witness



Dan MacLennan, President
The Alberta Union
of Provincial Employees



Witness



Chairperson, Local 11/20



Special Areas Board

ALBERTA MUNICIPAL AFFAIRS

212 2nd Avenue West Box 820, Hanna, Alberta, Canada T0J 1P0 403/854-5600 Fax 854-5527

April 23, 2004

ATTN: Karen Thibault

Letter of Commitment

The Special Areas Board hereby undertakes to do the following:

- Provide a means of communication for employees on standby status, as required.
- Establish a committee to review the issue of flexible hours. We envision a committee of six members, three appointed by the Union and three appointed by employer.
- We agree to continue with our policy **to** provide the Grazing Reserve Supervisors with a tack allowance. We will amend our policy to increase the amount to **\$300** per annum.

Yours truly,


Jay J. Siemp, Chairman
Special Areas Board

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SPECIAL AREAS BOARD
 SCHEDULE 'A' - PAY SCHEDULE
 EFFECTIVE JANUARY 1, 2004

CLASSIFICATION		SALARY PERIODS									
CLASS NUMBER		1	2	3	4	5	6	7	8	9	L. S. I.
ACCOUNTANT I 0304	ANNUAL	38,527	39,968	41,582	43,160	44,911	46,873				48,885
	MTHLY	3,211	3,331	3,465	3,597	3,743	3,906				4,074
	HRLY	20 4352	21 1994	22 0558	22 8924	23 8213	24 8621				
ACCOUNTANT II 0305	ANNUAL	44,911	46,873	48,885	51,170	53,344	55,654				58,188
	MTHLY	3,743	3,906	4,074	4,264	4,445	4,638				4,849
	HRLY	23 8213	24 8621	25 9293	27 1415	28 2943	29 5197				
ACCOUNTANT III 0306	ANNUAL	47,010	49,196	51,295	53,518	55,815	58,225				60,746
	MTHLY	3,917	4,100	4,275	4,460	4,651	4,852				5,062
	HRLY	24 9346	26 0940	27 2074	28 3866	29 6053	30 8833				
ADMIN SUPPORT I 0071	ANNUAL	24,890	25,523	26,194	26,840	27,659	28,491				29,398
	MTHLY	2,074	2,127	2,183	2,237	2,305	2,374				2,450
	HRLY	13 2018	13 5378	13 8935	14 2361	14 6709	15 1123				
ADMIN SUPPORT II 0072	ANNUAL	25,523	26,194	26,840	27,659	28,491	29,398	30,379	31,373		32,354
	MTHLY	2,127	2,183	2,237	2,305	2,374	2,450	2,532	2,614		2,696
	HRLY	13 5378	13 8935	14 2361	14 6709	15 1123	15 5932	16 1136	16 6406		
ADMIN SUPPORT III 0073	ANNUAL	26,517	27,163	27,821	28,641	29,498	30,417	31,385	32,342		33,348
	MTHLY	2,210	2,264	2,318	2,387	2,458	2,535	2,615	2,695		2,779
	HRLY	14 0648	14 4074	14 7565	15 1913	15 6459	16 1334	16 6472	17 1545		
ADMIN SUPPORT IV 0074	ANNUAL	31,373	32,354	33,410	34,490	35,695	37,571				38,775
	MTHLY	2,614	2,696	2,784	2,874	2,975	3,131				3,231
	HRLY	16 6406	17 1611	17 7210	18 2942	18 9332	19 9279				
ADMIN SUPPORT V 0075	ANNUAL	34,093	35,223	36,415	37,608	38,887	40,862				42,240
	MTHLY	2,841	2,935	3,035	3,134	3,241	3,405				3,520
	HRLY	18 0833	18 6828	19 3153	19 9477	20 6262	21 6737				
ADMIN SUPPORT VI 0076	ANNUAL	38,117	39,409	40,750	42,191	43,656	45,184				46,749
	MTHLY	3,176	3,284	3,396	3,516	3,638	3,765				3,896
	HRLY	20 2178	20 9029	21 6144	22 3786	23 1559	23 9662				
AGRICULTURE OFFICER I 4401	ANNUAL	32,516	33,385	34,316	35,285	36,291					37,521
	MTHLY	2,710	2,782	2,860	2,940	3,024					3,127
	HRLY	17 2467	17 7078	18 2019	18 7158	19 2494					

SPECIAL AREAS BOARD
 SCHEDULE 'A' - PAYSCHEDULE
 EFFECTIVE JANUARY 1, 2004

CLASSIFICATION		SALARY PERIODS									
CLASS NUMBER		1	2	3	4	5	6	7	8	9	L.S.I.
AGRICULTURE OFFICER II 4402	ANNUAL	35,285	36,291	37,521	38,750	40,092					41,545
	MTHLY	2,940	3,024	3,127	3,229	3,341					3,462
	HRLY	18 7158	19 2494	19 9016	20 5538	21 2652					
AGRICULTURE OFFICER III 4403	ANNUAL	39,396	40,775	42,240	43,731	45,420					47,258
	MTHLY	3,283	3,398	3,520	3,644	3,785					3,938
	HRLY	20 8963	21 6276	22 4049	23 1954	24 0914					
AGROLOGIST I 4405	ANNUAL	38,527	40,017	41,582	43,097	44,849	46,823	48,848	50,984	53,207	55,530
	MTHLY	3,211	3,335	3,465	3,591	3,737	3,902	4,071	4,249	4,434	4,627
	HRLY	20 4352	21 2257	22 0558	22 8595	23 7883	24 8358	25 9096	27 0427	28 2219	
AGROLOGIST II 4406	ANNUAL	48,848	50,984	53,207	55,530	58,026	60,610				63,342
	MTHLY	4,071	4,249	4,434	4,627	4,836	5,051				5,279
	HRLY	25 9096	27 0427	28 2219	29 4538	30 7779	32 1482				
ASSESSOR I 0200	ANNUAL	35,881	37,136	38,527	39,968	41,582	43,160				44,911
	MTHLY	2,990	3,095	3,211	3,331	3,465	3,597				3,743
	HRLY	19 0320	19 6973	20 4352	21 1994	22 0558	22 8924				
ASSESSOR U OM1	ANNUAL	41,582	43,160	44,911	46,873	48,885	51,170				53,344
	MTHLY	3,465	3,597	3,743	3,906	4,074	4,264				4,445
	HRLY	22 0558	22 8924	23 8213	24 8621	25 9293	27 1415				
ASSESSOR III 0202	ANNUAL	46,873	48,885	51,170	53,344	55,654	58,188				60,734
	MTHLY	3,906	4,074	4,264	4,445	4,638	4,849				5,061
	HRLY	24 8621	25 9293	27 1415	28 2943	29 5197	30 8636				
ASSESSOR IV 0203	ANNUAL	49,953	52,164	54,474	56,859	59,380	62,038				64,857
	MTHLY	4,163	4,347	4,540	4,738	4,948	5,170				5,405
	HRLY	26 4959	27 6685	28 8938	30 1587	31 4960	32 9058				
LAND SURVEYOR I 1053	ANNUAL	45,904	47,904	49,953	52,164	54,474	56,859				59,380
	MTHLY	3,825	3,982	4,163	4,347	4,540	4,738				4,948
	HRLY	24 3483	25 4089	26 4959	27 6685	28 8938	30 1587				
LAND SURVEYOR II 1054	ANNUAL	53,344	55,654	58,188	60,734	63,503	66,298				69,440
	MTHLY	4,445	4,638	4,849	5,061	5,292	5,525				5,787
	HRLY	28 2943	29 5197	30 8636	32 2141	33 6831	35 1654				

SPECIAL AREAS BOARD
 SCHEDULE 'A' - PAY SCHEDULE
 EFFECTIVE JANUARY 1, 2004

CLASSIFICATION		SALARY PERIODS									
CLASS NUMBER		1	2	3	4	5	6	7	8	9	L.S.I.
TECHNICAL AIDE 1308	ANNUAL	27,858	28,839	29,945	31,013	32,068	33,211				34,466
	MTHLY	2,322	2,403	2,495	2,584	2,672	2,768				2,872
	HRLY	14 7763	15 2967	15 8830	16 4496	17 0095	17 6156				
TECHNOLOGIST I 1309	ANNUAL	29,945	31,013	32,068	33,211	34,466	35,832				37,111
	MTHLY	2,495	2,584	2,672	2,768	2,872	2,986				3,093
	HRLY	15 8830	16 4496	17 0095	17 6156	18 2810	19 0056				
TECHNOLOGIST II 1310	ANNUAL	37,111	38,527	40,017	41,595	43,184	45,035				46,923
	MTHLY	3,093	3,211	3,335	3,466	3,599	3,753				3,910
	HRLY	19 6842	20 4352	21 2257	22 0623	22 9056	23 8871				
TECHNOLOGIST III 1311	ANNUAL	41,595	43,184	45,035	46,923	49,071	51,295				53,505
	MTHLY	3,466	3,599	3,753	3,910	4,089	4,275				4,459
	HRLY	22 0623	22 9056	23 8871	24 8885	26 0282	27 2074				
TECHNOLOGIST IV 1312	ANNUAL	46,923	49,071	51,295	53,505	55,815	58,386				61,069
	MTHLY	3,910	4,089	4,275	4,459	4,651	4,866				5,089
	HRLY	24 8885	26 0282	27 2074	28 3800	29 6053	30 9690				
UTILITY OFFICER I 1315	ANNUAL	37,111	38,527	40,017	41,595	43,184	45,035				46,923
	MTHLY	3,093	3,211	3,335	3,466	3,599	3,753				3,910
	HRLY	17 8391	18 5197	19 2361	19 9943	20 7585	21 6481				
UTILITY OFFICER II 1316	ANNUAL	41,595	43,184	45,035	46,923	49,071	51,295				53,505
	MTHLY	3,466	3,599	3,753	3,910	4,089	4,275				4,459
	HRLY	19 9943	20 7585	21 6481	22 5555	23 5884	24 6571				28 3800
COOK I 9423	ANNUAL	31,447	32,503	33,546	34,689	35,956					37,173
	MTHLY	2,621	2,709	2,796	2,891	2,996					3,098
	HRLY	15 1166	15 6241	16 1256	16 6749	17 2838					
COOK II 9425	ANNUAL	33,546	34,689	35,956	37,173	38,477					39,918
	MTHLY	2,796	2,891	2,996	3,098	3,206					3,326
	HRLY	16 1256	16 6749	17 2838	17 8689	18 4958					
COOK III 9427	ANNUAL	38,477	39,918	41,334	42,861	44,563					46,414
	MTHLY	3,206	3,326	3,444	3,572	3,714					3,868
	HRLY	18 4958	19 1883	19 8689	20 6033	21 4212					

SPECIAL AREAS BOARD
 SCHEDULE 'A' - PAY SCHEDULE
 EFFECTIVE JANUARY 1, 2004

CLASSIFICATION		SALARY PERIODS									
CLASS NUMBER		1	2	3	4	5	6	7	8	9	L.S.L.
COOK I 9429	ANNUAL	41,334	42,861	44,563	46,414	48,314					50,450
	MTHLY	3,444	3,572	3,714	3,868	4,026					4,204
	HRLY	19 8689	20 6033	21 4212	22 3108	23 2242					
EQUIPMENT OPERATOR I 2560	ANNUAL	35,099	36,291								37,521
	MTHLY	2,925	3,024								3,127
	HRLY	16 8719	17 4450								
EQUIPMENT OPERATOR II 2561	ANNUAL	40,017	41,222								42,551
	MTHLY	3,335	3,435								3,546
	HRLY	19 2361	19 8152								
EQUIPMENT OPERATOR III 2562	ANNUAL	42,973									45,929
	MTHLY	3,581	3,681								3,827
	HRLY	20 6570	21 2361								
EQUIPMENT OPERATOR IV 2563	ANNUAL	46,538	47,730								49,730
	MTHLY	3,878	3,978								4,144
	HRLY	22 3705	22 9436								
FARM WORKER I 3111	ANNUAL	30,181	30,913	31,708	32,516	33,385					34,316
	MTHLY	2,515	2,576	2,642	2,710	2,782					2,860
	HRLY	14 5077	14 8599	15 2420	15 6301	16 0480					
FARMWORKER II 3112	ANNUAL	31,708	32,516	33,385	34,316	35,285					36,291
	MTHLY	2,642	2,710	2,782	2,860	2,940					3,024
	HRLY	15 2420	15 6301	16 0480	16 4958	16 9614					
FOREMAN I 2530	ANNUAL	38,092	39,396	40,775	42,240	43,731					45,420
	MTHLY	3,174	3,283	3,398	3,520	3,644					3,785
	HRLY	18 3107	18 9376	19 6003	20 3048	21 0212					
FOREMAN II 2531	ANNUAL		42,240	43,731	45,420	47,258					49,196
	MTHLY		3,520	3,644	3,785	3,938					4,100
	HRLY		20 3048	21 0212	21 8332	22 7167					
FOREMAN III 2532	ANNUAL			47,258	49,196	51,295					53,344
	MTHLY		3,785	3,938	4,100	4,275					4,445
	HRLY		21 8332	22 7167	23 6481	24 6571					

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SPECIAL AREAS BOARD
SCHEDULE 'A' - PAY SCHEDULE
EFFECTIVE JANUARY 1, 2004

CLASSIFICATION		SALARY PERIODS									
CLASS NUMBER		1	2	3	4	5	6	7	8	9	L.S.F.
FOREMAN IV 2533	ANNUAL		47,258	49,196	51,295	53,344					55,555
	MTHLY		3,938	4,100	4,275	4,445					4,630
	HRLY		22 7167	23 6481	24 6571	25 6422					
GRAZING RES SUPERVISOR 4452	ANNUM	35,285		37,521	38,750	40,092					41,545
	MTHLY	2,940	3,024	3,127	3,229	3,341					3,462
	HRLY	16 9614	17 4450	18 0361	18 6271	19 2719					
MAINT SERV WORKER I 2612	ANNUAL	30,392	31,447	32,503	33,546	34,689					35,956
	MTHLY	2,533	2,621	2,709	2,796	2,891					2,996
	HRLY	14 6092	15 1166	15 6241	16 1256	16 6749					
MAINT SERV WORKER II 2613	ANNUAL	34,677	35,956	37,173	38,477	39,918					41,334
	MTHLY	2,890	2,996	3,098	3,206	3,326					3,444
	HRLY	16 6689	17 2838	17 8689	18 4958	19 1883					
MAINT SERV WORKER III 2614	ANNUM	36,614	37,806	39,098	40,651	42,004					43,731
	MTHLY	3,051	3,151	3,258	3,388	3,500					3,644
	HRLY	17 6003	18 1734	18 7943	19 5406	20 1913					
STOCKKEEPER I 0503	ANNUAL	33,050	34,143	35,260	36,453	37,670	38,986				40,266
	MTHLY	2,754	2,845	2,938	3,038	3,139	3,249				3,355
	HRLY	15 8868	16 4122	16 9495	17 5226	18 1077	18 7406				
STOCKKEEPER U 0504	ANNUAL	35,260	36,453	37,670	38,986	40,266	41,644				43,073
	MTHLY	2,938	3,038	3,139	3,249	3,355	3,470				3,589
	HRLY	16 9495	17 5226	18 1077	18 7406	19 3555	20 0182				
STOCKKEEPER H OMS	ANNUM	37,670	38,986	40,266	41,644	43,073	44,563				46,115
	MTHLY	3,139	3,249	3,355	3,470	3,589	3,714				3,843
	HRLY	18 1077	18 7406	19 3555	20 0182	20 7048	21 4212				
STOCKKEEPER IV 0506	ANNUAL	43,073	44,563	46,115	47,680	49,394	51,108				52,909
	MTHLY	3,589	3,714	3,843	3,973	4,116	4,259				4,409
	HRLY	20 7048	21 4212	22 1675	22 9197	23 7436	24 5675				

SPECIAL AREAS BOARD
 SCHEDULE 'A' - PAY SCHEDULE
 EFFECTIVE JANUARY 1, 2004

CLASSIFICATION	SALARY PERIODS									
CLASS NUMBER	1	2	3	4	5	6	7	8	9	L.S.I.

	JOB RATE								
CARPENTER I 2704	ANNUAL	51,518	52,723						
	MTHLY	4,293	4,394						
	HRLY	24 7645	25 3436						
CARPENTERII 2804	ANNUAL	55,977	57,231						
	MTHLY	4,665	4,769						
	HRLY	26 9079	27 5108						
AUTOMOTIVE MECHANIC I 2684	ANNUAL	46,811	48,003						
	MTHLY	3,901	4,000						
	HRLY	22 5018	23 0750						
HEAVY DUTY MECHANIC I 2709	ANNUAL	49,630	50,823						
	MTHLY	4,136	4,235						
	HRLY	23 8571	24 4302						
HEAVY DUTY MECHANIC II 2809	ANNUAL	53,245	54,449						
	MTHLY	4,437	4,537						
	HRLY	25 5944	26 1735						
MACHINIST I 2711	ANNUAL	49,630	50,823						
	MTHLY	4,136	4,235						
	HRLY	23 8571	24 4302						
MACHINIST II 2811	ANNUAL	53,245	54,449						
	MTHLY	4,437	4,537						
	HRLY	25 5944	26 1735						

SPECIAL AREAS BOARD
SCHEDULE 'A' - PAY SCHEDULE
EFFECTIVE JANUARY 1, 2005

CLASSIFICATION CLASS NUMBER		SALARY PERIODS								L.S.I.	
		1	2	3	4	5	6	7	8		9
ACCOUNTANT I 0304	ANNUAL	39,881	41,371	43,035	44,675	46,488	48,513				50,599
	MTHLY	3,323	3,448	3,586	3,723	3,874	4,043				4,217
	HRLY	21 1532	21 9438	22 8265	23 6961	24 6579	25 7317				
ACCOUNTANT II 0305	ANNUAL	46,488	48,513	50,599	52,959	55,207	57,604				60,225
	MTHLY	3,874	4,043	4,217	4,413	4,601	4,800				5,019
	HRLY	24 6579	25 7317	26 8385	28 0901	29 2825	30 5539				
ACCOUNTANT III 0306	ANNUAL	48,649	50,922	53,096	55,393	57,765	60,262				62,870
	MTHLY	4,054	4,244	4,425	4,616	4,814	5,022				5,239
	HRLY	25 8042	27 0097	28 1626	29 3813	30 6396	31 9637				
ADMIN SUPPORT I 0071	ANNUAL	25,759	26,417	27,113	27,784	28,628	29,485				30,429
	MTHLY	2,147	2,201	2,259	2,315	2,386	2,457				2,536
	HRLY	13 6630	14 0121	14 3810	14 7368	15 1847	15 6393				
ADMIN SUPPORT II 0072	ANNUAL	26,417	27,113	27,784	28,628	29,485	30,429	31,447	32,466		33,484
	MTHLY	2,201	2,259	2,315	2,386	2,457	2,536	2,621	2,705		2,790
	HRLY	14 0121	14 3810	14 7368	15 1847	15 6393	16 1400	16 6802	17 2204		
ADMIN SUPPORT III 0073	ANNUAL	27,448	28,119	28,790	29,647	30,528	31,485	32,478	33,472		34,515
	MTHLY	2,287	2,343	2,399	2,471	2,544	2,624	2,707	2,789		2,876
	HRLY	14 5589	14 9146	15 2704	15 7249	16 1927	16 6999	17 2269	17 7540		
ADMIN SUPPORT IV 0074	ANNUAL	32,466	33,484	34,577	35,695	36,950	38,887				40,129
	MTHLY	2,705	2,790	2,881	2,975	3,079	3,241				3,344
	HRLY	17 2204	17 7605	18 3403	18 9332	19 5985	20 6262				
ADMIN SUPPORT V 0075	ANNUAL	35,285	36,453	37,695	38,924	40,253	42,290				43,718
	MTHLY	2,940	3,038	3,141	3,244	3,354	3,524				3,643
	HRLY	18 7158	19 3350	19 9938	20 6460	21 3509	22 4313				
ADMIN SUPPORT VI 0076	ANNUAL	39,446	40,787	42,178	43,669	45,184	46,761				48,388
	MTHLY	3,287	3,399	3,515	3,639	3,765	3,897				4,032
	HRLY	20 9227	21 6341	22 3720	23 1625	23 9662	24 8028				
AGRICULTURE OFFICER I 4401	ANNUAL	33,658	34,552	35,521	36,515	37,558					38,837
	MTHLY	2,805	2,879	2,960	3,043	3,130					3,236
	HRLY	17 8528	18 3271	18 8409	19 3680	19 9213					

SPECIAL AREAS BOARD
 SCHEDULE 'A' - PAY SCHEDULE
 EFFECTIVE JANUARY 1, 2005

CLASSIFICATION		SALARY PERIODS									
CLASS NUMBER		1	2	3	4	5	6	7	8	9	L.S.L.
AGRICULTURE OFFICER II 4402	ANNUAL	36,515	37,558	38,837	40,104	41,495					42,998
	MTHLY	3,043	3,130	3,236	3,342	3,458					3,583
	HRLY	19 3680	19 9213	20 5999	21 2718	22 0096					
AGRICULTURE OFFICER III 4403	ANNUAL	40,775	42,203	43,718	45,258	47,010					48,910
	MTHLY	3,398	3,517	3,643	3,772	3,917					4,076
	HRLY	21 6276	22 3851	23 1888	24 0057	24 9346					
AGROLOGIST I 4405	ANNUAL	39,881	41,421	43,035	44,600	46,414	48,463	50,562	52,773	55,070	57,467
	MTHLY	3,323	3,452	3,586	3,717	3,868	4,039	4,213	4,398	4,589	4,789
	HRLY	21 1532	21 9701	22 8265	23 6566	24 6184	25 7054	26 8187	27 9913	29 2100	
AGROLOGIST II 4406	ANNUAL		52,773	55,070	57,467	60,063	62,733				65,565
	MTHLY	4,213	4,398	4,589	4,789	5,005	5,228				5,464
	HRLY	26 8187	27 9913	29 2100	30 4815	31 8583	33 2747				
ASSESSOR I 0200	ANNUAL	37,136	38,440	39,881	41,371	43,035	44,675				46,488
	MTHLY	3,095	3,203	3,323	3,448	3,586	3,723				3,874
	HRLY	19 6973	20 3891	21 1532	21 9438	22 8265	23 6961				
ASSESSOR II 0201	ANNUAL	43,035	44,675	46,488	48,513	50,599	52,959				55,207
	MTHLY	3,586	3,723	3,874	4,043	4,217	4,413				4,601
	HRLY	22 8265	23 6961	24 6579	25 7317	26 8385	28 0901				
ASSESSOR III 0202	ANNUAL	48,513	50,599	52,959	55,207	57,604	60,225				62,858
	MTHLY	4,043	4,217	4,413	4,601	4,800	5,019				5,238
	HRLY	25 7317	26 8385	28 0901	29 2825	30 5539	31 9440				
ASSESSOR IV 0203	ANNUAL	51,704	53,990	56,387	58,846	61,454	64,211				67,130
	MTHLY	4,309	4,499	4,699	4,904	5,121	5,351				5,594
	HRLY	27 4248	28 6369	29 9083	31 2127	32 5961	34 0586				
LAND SURVEYOR I 1053	ANNUAL	47,507	49,581	51,704	53,990	56,387	58,846				61,454
	MTHLY	3,959	4,132	4,309	4,499	4,699	4,904				5,121
	HRLY	25 1981	26 2983	27 4248	28 6369	29 9083	31 2127				
LAND SURVEYOR II 1054	ANNUAL	55,207	57,604	60,225	62,858	65,727	68,621				71,875
	MTHLY	4,601	4,800	5,019	5,238	5,477	5,718				5,990
	HRLY	29 2825	30 5539	31 9440	33 3406	34 8623	36 3973				

SPECIAL AREAS BOARD
SCHEDULE 'A' - PAY SCHEDULE
EFFECTIVE JANUARY 1, 2005

CLASSIFICATION CLASS NUMBER		SALARY PERIODS									L.S.I.
		1	2	3	4	5	6	7	8	9	
TECHNICAL AIDE 1308	ANNUAL	28,839	29,845	30,988	32,093	33,186	34,379				35,670
	MTHLY	2,403	2,487	2,582	2,674	2,766	2,865				2,973
	HRLY	15 2967	15 8303	16 4364	17 0227	17 6024	18 2349				
TECHNOLOGIST I 1309	ANNUAL	30,988	32,093	33,186	34,379	35,670	37,086				38,415
	MTHLY	2,582	2,674	2,766	2,865	2,973	3,091				3,201
	HRLY	16 4364	17 0227	17 6024	18 2349	18 9200	19 6710				
TECHNOLOGIST II 1310	ANNUAL	38,415	39,881	41,421	43,048	44,700	46,612				48,562
	MTHLY	3,201	3,323	3,452	3,587	3,725	3,884				4,047
	HRLY	20 3759	21 1532	21 9701	22 8331	23 7093	24 7238				
TECHNOLOGIST III 1311	ANNUAL	43,048	44,700	46,612	48,562	50,785	53,096				55,381
	MTHLY	3,587	3,725	3,884	4,047	4,232	4,425				4,615
	HRLY	22 8331	23 7093	24 7238	25 7581	26 9373	28 1626				
TECHNOLOGIST IV 1312	ANNUAL	48,562	50,785	53,096	55,381	57,765	60,436				63,205
	MTHLY	4,047	4,232	4,425	4,615	4,814	5,036				5,267
	HRLY	25 7581	26 9373	28 1626	29 3747	30 6396	32 0559				
UTILITY OFFICER I 1315	ANNUAL	38,415	39,881	41,421	43,048	44,700	46,612				48,562
	MTHLY	3,201	3,323	3,452	3,587	3,725	3,884				4,047
	HRLY	18 4659	19 1704	19 9107	20 6928	21 4869	22 4063				
UTILITY OFFICER II 1316	ANNUAL	43,048	44,700	46,612	48,562	50,785	53,096				55,381
	MTHLY	3,587	3,725	3,884	4,047	4,232	4,425				4,615
	HRLY	20 6928	21 4869	22 4063	23 3436	24 4123	25 5228				29 3747
COOK I 9423	ANNUAL	32,553	33,646	34,726	35,906	37,210					38,477
	MTHLY	2,713	2,804	2,894	2,992	3,101					3,206
	HRLY	15 6480	16 1734	16 6928	17 2600	17 8868					
COOK II 9425	ANNUAL	34,726	35,906	37,210	38,477	39,819					41,309
	MTHLY	2,894	2,992	3,101	3,206	3,318					3,442
	HRLY	16 6928	17 2600	17 8868	18 4958	19 1406					
COOK III 9427	ANNUAL	39,819	41,309	42,774	44,364	46,128					48,041
	MTHLY	3,318	3,442	3,565	3,697	3,844					4,003
	HRLY	19 1406	19 8570	20 5615	21 3257	22 1735					

SPECIAL AREAS BOARD
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CLASSIFICATION		SALARY PERIODS									
CLASS NUMBER		1	2	3	4	5	6	7	8	9	L.S.I.
COOK IV 9429	ANNUAL	42,774	44,364	46,128	48,041	50,003					52,214
	MTHLY	3,565	3,697	3,844	4,003	4,167					4,351
	HRLY	20 5615	21 3257	22 1735	23 0929	24 0362					
EQUIPMENT OPERATOR I 2560	ANNUAL	36,329	37,558								38,837
	MTHLY	3,027	3,130								3,236
	HRLY	17 4629	18 0540								
EQUIPMENT OPERATOR II 2561	ANNUAL	41,421	42,663								44,041
	MTHLY	3,452	3,555								3,670
	HRLY	19 9107	20 5078								
EQUIPMENT OPERATOR III 2562	ANNUAL	44,476	45,718								47,531
	MTHLY	3,706	3,810								3,961
	HRLY	21 3794	21 9764								
EQUIPMENT OPERATOR IV 2563	ANNUAL	48,165	49,407								51,468
	MTHLY	4,014	4,117								4,289
	HRLY	23 1526	23 7496								
FARM WORKER I 3111	ANNUAL	31,236	31,994	32,814	33,658	34,552					35,521
	MTHLY	2,603	2,666	2,734	2,805	2,879					2,960
	HRLY	15 0151	15 3793	15 7734	16 1793	16 6092					
FARM WORKER II 3112	ANNUAL	32,814	33,658	34,552	35,521	36,515					37,558
	MTHLY	2,734	2,805	2,879	2,960	3,043					3,130
	HRLY	15 7734	16 1793	16 6092	17 0749	17 5525					
FOREMAN I 2530	ANNUAL	39,421	40,775	42,203	43,718	45,258					47,010
	MTHLY	3,285	3,398	3,517	3,643	3,772					3,917
	HRLY	18 9495	19 6003	20 2869	21 0152	21 7555					
FOREMAN II 2531	ANNUAL		43,718	45,258	47,010	48,910					50,922
	MTHLY		3,643	3,772	3,917	4,076					4,244
	HRLY		21 0152	21 7555	22 5973	23 5108					
FOREMAN III 2532	ANNUAL		47,010	48,910	50,922	53,096					55,207
	MTHLY		3,917	4,076	4,244	4,425					4,601
	HRLY		22 5973	23 5108	24 4780	25 5228					

SPECIAL AREAS BOARD
SCHEDULE 'A' - PAY SCHEDULE
EFFECTIVE JANUARY 1, 2005

CLASSIFICATION		SALARY PERIODS									
CLASS NUMBER		1	2	3	4	5	6	7	8	9	L.S.I.
FOREMAN 2533	ANNUM		48,910	50,922	53,096	55,207					57,505
	MTHLY		4,076	4,244	4,425	4,601					4,792
	HRLY		23 5108	24 4780	25 5228	26 5377					
GRAZING RES SUPERVISOR 4452	ANNUM	36,515	37,558	38,837	40,104	41,495					42,998
	MTHLY	3,043	3,130	3,236	3,342	3,458					3,583
	HRLY	17 5525	18 0540	18 6689	19 2779	19 9466					
MAINT SERV WORKER I 2612	ANNUM	31,460	32,553	33,646	34,726	35,906					37,210
	MTHLY	2,622	2,713	2,804	2,894	2,992					3,101
	HRLY	15 1226	15 6480	16 1734	16 6928	17 2600					
MAINT SERV WORKER II 2613	ANNUM	35,894	37,210	38,477	39,819	41,309					42,774
	MTHLY	2,991	3,101	3,206	3,318	3,442					3,565
	HRLY	17 2540	17 8868	18 4958	19 1406	19 8570					
MAINT SERV WORKER III 2614	ANNUM	37,893	39,135	40,464	42,079	43,470					45,258
	MTHLY	3,158	3,261	3,372	3,507	3,623					3,772
	HRLY	18 2152	18 8122	19 4510	20 2272	20 8958					
STOCKKEEPER I 0503	ANNUAL	34,205	35,335	36,490	37,732	38,986	40,353				41,669
	MTHLY	2,850	2,945	3,041	3,144	3,249	3,363				3,472
	HRLY	16 4420	16 9853	17 5406	18 1376	18 7406	19 3973				
STOCKKEEPER II 0504	ANNUAL	36,490	37,732	38,986	40,353	41,669	43,097				44,575
	MTHLY	3,041	3,144	3,249	3,363	3,472	3,591				3,715
	HRLY	17 5406	18 1376	18 7406	19 3973	20 0301	20 7167				
STOCKKEEPER III 0505	ANNUM	38,986	40,353	41,669	43,097	44,575	46,128				47,730
	MTHLY	3,249	3,363	3,472	3,591	3,715	3,844				3,978
	HRLY	18 7406	19 3973	20 0301	20 7167	21 4272	22 1735				
STOCKKEEPER IV 0506	ANNUAL	44,575	46,128	47,730	49,345	51,121	52,897				54,760
	MTHLY	3,715	3,844	3,978	4,112	4,260	4,408				4,563
	HRLY	21 4272	22 1735	22 9436	23 7197	24 5735	25 4272				

SPECIAL AREAS BOARD
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CLASSIFICATION	SALARY PERIODS									
CLASS NUMBER	1	2	3	4	5	6	7	8	9	L.S.I.

	JOB RATE								
CARPENTER I 2704	ANNUAL	53,319	54,573						
	MTHLY	4,443	4,548						
	HRLY	25 6302	26 2332						
CARPENTER U 2804	ANNUAL	57,939	59,231						
	MTHLY	4,828	4,936						
	HRLY	27 8511	28 4721						
AUTOMOTIVE MECHANIC I 2684	ANNUAL	48,450	49,680						
	MTHLY	4,038	4,140						
	HRLY	23 2899	23 8809						
HEAVY DUTY MECHANIC I <i>TKS</i>	ANNUAL	51,369	52,599						
	MTHLY	4,281	4,383						
	HRLY	24 6929	25 2839						
HEAVY DUTY MECHANIC U 2809	ANNUAL	55,108	56,350						
	MTHLY	4,592	4,696						
	HRLY	26 4899	27 0870						
MACHINIST I 2711	ANNUAL	51,369	52,599						
	MTHLY	4,281	4,383						
	HRLY	24 6929	25 2839						
MACHINIST II 2811	ANNUAL	55,108	56,350						
	MTHLY	4,592	4,696						
	HRLY	26 4899	27 0870						

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CLASSIFICATION		SALARY PERIODS									
CLASS NUMBER		1	2	3	4	5	6	7	8	9	L.S.I.
PARTSMAN I 2702	ANNUAL	43,818	45,097								
	MTHLY	3,651	3,758								
	HRLY	21 0630	21 6779								
PARTSMAN II 2802	ANNUAL	47,407	48,637								
	MTHLY	3,951	4,053								
	HRLY	22 7884	23 3794								
WELDER I 2722	ANNUAL	53,033	54,275								
	MTHLY	4,419	4,523								
	HRLY	25 4929	26 0899								
WELDER II 2822	ANNUAL	57,554									
	MTHLY	4,796	4,904								
	HRLY	27 6661	28 2870								

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