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Special Areas Board



**COLLECTIVE AGREEMENT**

**BETWEEN**

**THE SPECIAL AREAS BOARD, HANNA**

**AND THE**

**ALBERTA UNION OF PROVINCIAL EMPLOYEES  
ON BEHALF OF LOCAL 118/020**

**EXPIRES DECEMBER 31, 2009**

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THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2008

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 basis, 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 **wor**k 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 **no**-normal **full** annual hours of work as set out in the hours of **wor**k 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 22 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) "AUPE" 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 defined within the Manpower Development Act who is serving a special training period;
- (q) "Anniversary Date" 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 RECOGNITION

- 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 12 - Lay Off, Article 13 - Severance and Article 14 - Seniority shall ~~not~~ apply, and
    - (ii) Apprentices shall not have access to Article 24, 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 8 - Prohibition Against Discrimination and Sexual Harassment
  - (iv) Article 15 - Hours of Work;
  - (v) Article 16 - Overtime;
  - (vi) Article 35 - Statement of Job Duties
  - (vii) Five point two percent (5.2%) in addition to his regular earnings in lieu of Paid Holidays;
  - (viii) Six percent (6%) in addition to his regular earnings in lieu of Annual Vacation;
  - (ix) Pay at a rate set out in Schedule "A".
- (b) Wage Service Employees - 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 10 - Attendance
  - (ii) Article 15 - Hours of Work
  - (iii) Article 16 - Overtime
  - (iv) Article 17 - Call Out Pay
  - (v) Article 18 - Reporting Pay
  - (vi) Article 20 - Weekend Premiums



- (vii) Article 24 - Grievance Procedure - for other than disciplinary grievances
- (viii) Six (6) days in lieu of Article 25 - Casual Illness and Article 26 - General Illness
- (ix) Accidental Death and Dismemberment for Occupational Accident Coverage shall apply as per Article 28.
- (x) Article 31 - Special Leave
- (xi) Article 33 - Court Leave
- (xii) Article 34 - Occupational Health and Safety
- (xiii) Article 39 - 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 AUPE 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 **AUPE** by the first working day after the fifteenth (15<sup>th</sup>) 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

### PROHIBITION AGAINST DISCRIMINATION AND SEXUAL HARASSMENT

- 8.01 There shall be no discrimination, interference, restriction, coercion, harassment, intimidation, or any disciplinary action exercised or practiced with respect to ~~an~~ Employee by reason of age, race, colour, ancestry, place of origin, religious beliefs, gender, sexual orientation, family status, marital status, mental or physical disability, or membership or activity in the Union, nor in respect of any Employee or Employer exercising any right conferred under ~~this~~ agreement or any law of Canada or Alberta.
- 8.02 The Union and the Employer ~~recognize~~ the right of Employees to work in an environment free from sexual harassment and agree that sexual harassment ~~will~~ not be tolerated in the workplace.
- 8.03 The first level in the grievance procedure shall be waived if the person who would be hearing the grievance is the subject of a complaint submitted pursuant to Article 8.01 or 8.02.

## ARTICLE 9

### TIME OFF FOR UNION BUSINESS

- 9.01 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 24, 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.
- 9.02 Time off with regular pay during normal working hours shall be provided for activities defined in 9.01 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.
- 9.03 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 AUPE.
- (c) A Union Steward for time off pursuant to Article 22 - Probationary Employee and Period and Article 23 - Disciplinary Action.

9.04 Time off without pay shall be provided to Members for activities defined in 9.03 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.

9.05 To facilitate the administration of Clause 9.03 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.

9.06 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 10

#### ATTENDANCE

10.01 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, notification shall not be later than one (1) hour after normal starting time.

10.02 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 Employer that special circumstances satisfactory to the Employer prevented him from reporting to his place of work.

- 10.03 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.
- 10.04 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.
- 10.05 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.
- 10.06 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 11

### ACTING INCUMBENT OR TEMPORARY PROMOTIONS

- 11.01 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.
- 11.02 A minimum five (5) day qualifying period must be served by any Employee under this Article.
- 11.03 Unless specifically authorized in writing by the Chairman, this Article shall not apply where an Employee has been designated only limited additional duties.
- 11.04 It is understood that normally only one (1) Employee may be designated as a result of any one (1) Employee's absence.
- 11.05 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.
- 11.06 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 12

LAYOFF

- 12.01 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 12.01(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.
- 12.02 Seniority shall be defined as set out in Clause 14.01.
- 12.03 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.
- 12.04 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.
- 12.05 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

- 12.06 Employee(s) permanently laid off from the Employer under Sub-clause 12.01(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.
- 12.07 Pursuant to Clause 12.06, 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.
- 12.08 **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 12.06.

#### ARTICLE 13

#### SEVERANCE

- 13.01 After one (1) year of seniority, **an** Employee who is released by the Employer pursuant to Sub-clause 12.01(b)(i) may be eligible for severance pay pursuant to Clause 12.06 in the amount of **one** and one-half (1 1/2) weeks 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 14

#### SENIORITY

- 14.01 **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.
- 14.02 **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 12.06.

14.03 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 14.01.

## ARTICLE 15

### HOURS OF WORK

15.01 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.

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

15.03 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.



- 15.04 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.
- 15.05 **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  
(361/4 HOURS PER WEEK)\*

<u>CLASS NUMBER</u>	<u>TITLE</u>
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
1309	TECHNOLOGIST I
1310	TECHNOLOGIST II
1311	TECHNOLOGIST III
4401	AGRICULTURE OFFICER I
4402	AGRICULTURE OFFICER II
4403	AGRICULTURE OFFICER III
4405	AGROLOGIST I
4406	AGROLOGIST II

\*Notwithstanding Sub-clause 15.01(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 16

OVERTIME

- 16.01 **An** Employee may be required to work authorized overtime by the Employer.
- 16.02 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~~<sup>7</sup>~~1~~<sup>1</sup>/~~4~~<sup>4</sup>) hours ~~m~~ one work period for Employees paid pursuant to a classification set out in Appendix " A thirty ~~six~~ and one quarter (36 <sup>1</sup>/<sub>4</sub>) hours per week at one and one-half times (1 <sup>1</sup>/<sub>2</sub>x) 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 <sup>1</sup>/<sub>2</sub>x) 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 ~~m~~ 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 <sup>1</sup>/<sub>2</sub>x) 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.
  - (e) When overtime is worked on a second or subsequent day of rest rather than a first day of rest at the request of an Employee, compensation shall be at the rate of time and one-half (1 <sup>1</sup>/<sub>2</sub>x) for each hour of overtime worked.
- 16.03 (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 16.03(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.

- 16.04 **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.
- 16.05 **An** Employee may occasionally be required to work extra time up to fifteen (15) minutes immediately following closing time without payment.
- 16.06 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.
- 16.07 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.
- 16.08 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.
- 16.09 **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.
- 16.10 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.
- 16.11 Employees 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 1/2x) times their hourly rate for the first four (4) hours, and two (2x) times their hourly rate thereafter.

## ARTICLE 17

### CALL OUT PAY

- 17.01 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 16 - Overtime. For such call out on a paid holiday the rate of pay shall be **m** accordance with Article 29 - Paid Holidays.
- 17.02 Subject to Clause 17.03 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.
- 17.03 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 18

### REPORTING PAY

- 18.01 **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 19

### STANDBY PAY

- 19.01 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.
- 19.02 When an Employee is called back to work during a period in which he was **on** standby, he shall be compensated pursuant to Clause 19.01 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

- 19.03 When an Employee is unable to report to work when required, no compensation shall be granted for the total standby period.

#### ARTICLE 20

##### WEEKEND PREMIUMS

- 20.01 **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.
- 20.02 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 21

##### WORKERS' COMPENSATION SUPPLEMENT

- 21.01 If a Regular Full-time or a Regular Part-time Employee sustains an injury **m** 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 his 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.
- 21.02 The eligibility period specified in Clause **21 01** shall not apply in the event of a reoccurrence 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 unexpended period of eligibility may be applied.
- 21.03 **When** a day designated as a Paid Holiday under Article **29** 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 circumstance, shall an Employee receive any additional entitlement in respect of that day.
- 21.04 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 22

### PROBATIONARY EMPLOYEE AND PERIOD

- 22.01 (a) Subject to Sub-clause 22.01 (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.
- 22.02 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 23

### DISCIPLINARY ACTION

- 23.01 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.
- 23.02 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.
- 23.03 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.

- 23.04** 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.
- 23.05** Subject to the remainder of this Agreement no Employee shall be dismissed, suspended, demoted or given a written reprimand without just cause.

## ARTICLE 24

### GRIEVANCE PROCEDURE

#### **24.01** 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 **24.01(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.

#### **24.02** 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.

#### **24.03** 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 24.03B.(i), in the case of suspension or dismissal the Employee shall submit his grievance to the Chairman. All other provisions in Sub-clause 24.03B.(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.

24.04 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 24.04(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 **m** 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.

- 24.05
- (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.

24.06 (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 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 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 registered mail to the office of the Chairman, Special Areas Board.
- (3) Union/AUPE:
  - (i) personally on the Resident, or his designate, of the Alberta Union of Provincial Employees; or

- (ii) by sending it by registered mail to the address of the President, of the Alberta **Union** of Provincial Employees; or
  - (iii) personally **on** the President, or **his** designate, of the Alberta **Union** of Provincial Employees 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 registered mail shall be deemed to have been received **on** the date noted **on** the registration card.

## ARTICLE 25

### CASUAL ILLNESS

- 25.01 "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.
- 25.02 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 **m**edical appointment provided they have received prior authorization from their Employer or **his** designate.
- 25.03 **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.
- 25.04 An Employee may be required to provide proof of casual illness or absenteeism related to illness, satisfactory to the Employer upon request.
- 25.05 "Immediate Family" shall mean: Spouse (including common law spouse), mother, father or dependant **son** or daughter.

## ARTICLE 26

### GENERAL ILLNESS

- 26.01 "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 25.
- 26.02 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 Sub-clauses, and the application of such General Illness leave shall be set out in accordance with Clause 26.03:
- (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 26.02 "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.
- 26.03
- (a) Subject to Clause 26.03(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.
- 26.04
- 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.
- 26.05
- Notwithstanding Article 25 or Clause 26.02, an Employee is not eligible to receive sick leave benefits under ~~this~~ Article or Article 25 ~~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 21, Workers' Compensation Supplement.

- 26.06 When a day designated as a Paid Holiday under Article 29 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.
- 26.07 This Article is subject to Article 27.

**ARTICLE 27**

**PROOF OF ILLNESS**

- 27.01 To obtain illness leave benefits as described in Article 25, 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. The Employer agrees to reimburse the employee for the actual cost of the proper medical certificate where the employer requests the employee to obtain proof of medical appointment.
- 27.02 To obtain illness leave benefits as described in Article 26, General Illness, the Employee is required to provide a proper medical certificate or other satisfactory proof of illness.
- 27.03 (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 Sub-clause 27.03(a).

- 27.04 Pursuant to Clause 27.03, 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.
- 27.05 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 27.01 and 27.02 the examination or interview shall be at the Employer's expense and on the Employer's time.
- 27.06 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.
- 27.07 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 28**

**HEALTH PLAN BENEFITS**

- 28.01 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, including a direct pay card.
- 28.02 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%

- 28.03 The Employer and Employee agree to be bound by the Public Service Pension Plan and shall continue contributions pursuant to that **plan** and regulations.
- 28.04 The Employer will provide to each new Employee brochures outlining all benefits for which the Employee is eligible and to other Employees upon request.
- 28.05 The Employer will not alter or amend any Health Plan Benefit during the life of **this** Agreement without first consulting with the Union.
- 28.06 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 29

PAID HOLIDAYS

- 29.01 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
<b>Good</b> Friday	Remembrance Day
Easter Monday	Christmas Day
Victoria Day	<b>Boxing</b> 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 29.01(b) shall be observed on the day on which they fall unless an alternate day is designated by the Employer.
- 29.02 If a municipality does not proclaim a civic holiday as specified in Clause 29.01, the first Monday in August **shall** be observed as **such** holiday.



- 29.03 When a day designated as a holiday under Clause 29.01 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.
- 29.04 When a paid holiday under Clause 29.01 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.
- 29.05 When an Employee works on one (1) of the holidays listed in Clause 29.01, 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.
- 29.06 When a day off in lieu is granted under Sub-clause 29.05(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.
- 29.07 Requests for leave without pay on religious holidays will be considered provided adequate notice of the request is given.
- 29.08 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 30

#### ANNUAL VACATION

- 30.01 (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.
- 30.02 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 in subsequent year(s) 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.

30.03 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 30.09.

30.04 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.

30.05 ~~An~~ Employee shall earn vacation leave pursuant to Clause 30.02 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.

30.06 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.
- 30.07 (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 Sub-clause 30.07(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 30.07(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.
- 30.08 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.
- 30.09 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.
- 30.10 The Employer shall upon request consider granting an Employee at least two (2) weeks of his Annual Vacation entitlement during the summer months.

## ARTICLE 31

### SPECIAL LEAVE

**31.01** 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 **31.02** 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 **31.03**, 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 hearing 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.

**31.02** For purposes of determining eligibility for Special Leave under Clause **31.01** 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, stepchild, step-parent, stepbrother or step-sister. 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.

- 31.03 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.
- 31.04 Two (2) weeks notice may be required for leave requested under Sub-clause 31.01 (c), (d), (e) and (g).
- 31.05 A terminating Employee shall not be eligible for benefits under Sub-clause 31.01 (d) during last ten (10) work days of active employment.

ARTICLE 32

MATERNITY/PARENTAL/ADOPTION LEAVE & COMPASSIONATE CARE  
BENEFITS

- 32.01 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.
- 32.02 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 32 if the Employee is eligible for such leave.

- 32.01 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 33

#### COURT LEAVE:

- 33.01 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.
- 33.02 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 34

#### OCCUPATIONAL HEALTH AND SAFETY

- 34.01 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.
- 34.02 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.
- 34.03 Pursuant to Clause 34.02 the Employer shall provide, maintain, replace and clean protective clothing and equipment.
- 34.04 All equipment and protective clothing supplied by the Employer shall remain the property of the Employer.

- 34.05 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.
- 34.06 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.
- 34.07 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.
- 34.08 When an Employee does not purchase insulated coveralls or a parka in any given year, that year's allowance shall be carried forward to the next year immediately following.

#### ARTICLE 35

#### STATEMENT OF JOB DUTIES

- 35.01 Upon request, an Employee shall be entitled to the classification specification and a current statement of the duties and responsibilities for the Employee's position.

#### ARTICLE 36

#### TOOLS

- 36.01 All Mechanics and Machinists shall supply their own hand tools and ~~bench~~ tools as are required to perform their work.
- 36.02 ~~Tools~~ shall be replaced by the Employer when damaged or broken in normal use.
- 36.03 Special or unusual ~~tools~~ shall be supplied by the Employer ~~as~~ required.
- 36.04 Each Tradesman who is required to supply their own tools pursuant to Clause 36.01 shall receive an annual allowance of three hundred (**\$300.00**) dollars.

ARTICLE 37

RATES OF PAY

- 37.01 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.
- 37.02 **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 38

LONG SERVICE INCREMENT

- 38.01 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.
- 38.02 **An** Employee who meets the provision of Clause 38.01 shall be eligible for the L.S.I. effective the first (1st) day of the following month.
- 38.03 An Employee who qualified for L.S.I. pursuant to Clause 38.01 in a classification during **his** current period of employment shall not be required to requalify with respect to Sub-clause 38.01(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 39

TRAVEL AND SUBSISTENCE

- 39.01 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 40

PRINTING OF AGREEMENTS

- 40.01 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.
- 40.02 Each party further agrees to pay the full cost of printing additional copies that they order.

ARTICLE 41

NOTICE OF DELIVERY

- 41.01 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 AUPE 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 42

TERM AND EFFECTIVE DATE

- 42.01 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, 2009.


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 12 Layoff, Article 13 Severance, and Article 14 ~~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 elections 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 42, Term and Effective Date of the Collective Agreement.
  8. This Letter of Understanding may be canceled at .my 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 \_\_\_\_\_ day of \_\_\_\_\_, 2008.

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Jay J. Slemp, Chairman  
Special Areas Board

Doug Knight  
President, Alberta Union of  
Provincial Employees

FOR INFORMATION **PURPOSES ONLY**

**SCHEDULE - SEPARATION PAYMENT**

<b>Full Years of Continuous Employment</b>	<b>Separation Pay - Weeks of Pay at Regular Rate of Pay</b>
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 12 Layoff, Article 13 Severance, and Article 14 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 basis

the 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.

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WITNESS

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SPECIAL AREAS BOARD

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WITNESS

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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 6 day of August, 2008.



\_\_\_\_\_  
Jay J. Slomp, Chairman  
Special Areas Board



\_\_\_\_\_  
Doug Knight  
President, Alberta **Union** of  
Provincial Employees

LETTER OF UNDERSTANDING  
BETWEEN  
**THE SPECIAL AREAS BOARD**  
AND  
THE ALBERTA UNION OF PROVINCIAL EMPLOYEES  
ON BEHALF OF LOCAL 118/020

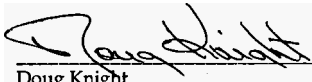
RE Payment in Lieu of Benefits for Wage Service Employees.

The Special Areas Board agrees to pay to each Wage Service Employee who has completed the qualifying period of fourteen hundred (1400) hours an amount of fifty dollars (\$50) per pay period in lieu of benefits. **This** amount shall be paid **on** each pay period.

For a Wage Service Employee who is regularly scheduled to work less than the normal full annual hours of work, the \$50 per pay period in lieu of benefits shall be prorated based **on** the number **of** hours worked. Such prorated amount shall be paid **on** each pay period.

Signed at Hanna this 6<sup>th</sup> day of August, 2008.

  
\_\_\_\_\_  
Jay I. Slomp, Chairman  
Special Areas Board

  
\_\_\_\_\_  
Doug Knight  
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.

Dated at Edmonton, Alberta this 6 day of August, 2008.

ON BEHALF OF THE SPECIAL AREAS BOARD

Carol Oken  
Witness

Jay J. Slomp  
Jay J. Slomp, Chairman  
Special Areas Board

ON BEHALF OF THE ALBERTA UNION OF PROVINCIAL EMPLOYEES

[Signature]  
Witness

Doug Knight  
Doug Knight, President  
The Alberta Union  
of Provincial Employees

Maria Daupt  
Witness

[Signature]  
Chairperson, Local 118/020

May 23, 2008

ATTN:Ken Cutrell

Letter of Commitment

The Special Areas Board hereby undertakes to do the following:

- The Employer shall provide a "Wage Service" Employee who is employed for a specified season with five (5) days written notice prior to the conclusion/cessation of the seasonal work.
- The Employer shall provide up to thirty (30) minutes as time off with regular pay **during** normal working hours to a member of the Executive of Local 118 Chapter 020 to meet with a newly hired employee regarding such employee's membership in the Alberta Union of Provincial Employees.

Yours truly,



Jay J. Slomp, Chairman  
Special Areas Board

**SPECIAL AREAS BOARD  
SCHEDULE "A" - PAY SCHEDULE  
EFFECTIVE JANUARY 1, 2008**

CLASSIFICATION CLASS NUMBER		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>L. S. I.</b>
<b>ACCOUNTANT I</b> 0304	<b>ANNUAL</b>	45,284	46,985	48,863	50,740	52,794	55,100				57,469
	<b>MTHLY</b>	3,774	3,915	4,072	4,228	4,400	4,592				4,789
	<b>HRLY</b>	24.0195	24.9217	25.9175	26.9133	28.0027	29.2257				
<b>ACCOUNTANT II</b> 0305	<b>ANNUAL</b>	52,794	55,100	57,469	60,152	62,698	65,419				68,405
	<b>MTHLY</b>	4,400	4,592	4,789	5,013	5,225	5,452				5,700
	<b>HRLY</b>	28.0027	29.2257	30.4821	31.9057	33.2557	34.6993				
<b>ACCOUNTANT III</b> 0306	<b>ANNUAL</b>	55,251	57,847	60,304	62,912	65,608	68,443				71,404
	<b>MTHLY</b>	4,604	4,821	5,025	5,243	5,467	5,704				5,950
	<b>HRLY</b>	29.3059	30.6826	31.9859	33.3693	34.7995	36.3032				
<b>ADMIN. SUPPORT I</b> 0071	<b>ANNUAL</b>	29,257	30,001	30,782	31,550	32,508	33,478				34,549
	<b>MTHLY</b>	2,438	2,500	2,565	2,629	2,709	2,790				2,879
	<b>HRLY</b>	15.5184	15.9127	16.3271	16.7348	17.2427	17.7573				
<b>ADMIN. SUPPORT II</b> 0072	<b>ANNUAL</b>	30,001	30,782	31,550	32,508	33,478	34,549	35,721	36,868		38,027
	<b>MTHLY</b>	2,500	2,565	2,629	2,709	2,790	2,879	2,977	3,072		3,169
	<b>HRLY</b>	15.9127	16.3271	16.7348	17.2427	17.7573	18.3254	18.9469	19.5551		
<b>ADMIN. SUPPORT III</b> 0073	<b>ANNUAL</b>	31,160	31,928	32,697	33,680	34,675	35,759	36,893	38,014		39,199
	<b>MTHLY</b>	2,597	2,661	2,725	2,807	2,890	2,980	3,074	3,168		3,267
	<b>HRLY</b>	16.5276	16.9353	17.3429	17.8642	18.3922	18.9670	19.5685	20.1633		
<b>ADMIN. SUPPORT IV</b> 0074	<b>ANNUAL</b>	36,868	38,027	39,262	40,547	41,958	44,176				45,574
	<b>MTHLY</b>	3,072	3,169	3,272	3,379	3,497	3,681				3,798
	<b>HRLY</b>	19.5551	20.1699	20.8249	21.5066	22.2551	23.4314				
<b>ADMIN. SUPPORT V</b> 0075	<b>ANNUAL</b>	40,068	41,404	42,815	44,213	45,713	48,031				49,657
	<b>MTHLY</b>	3,339	3,450	3,568	3,684	3,809	4,003				4,138
	<b>HRLY</b>	21.2526	21.9610	22.7096	23.4514	24.2467	25.4764				

**SPECIAL AREAS BOARD**  
**SCHEDULE "A" - PAY SCHEDULE**  
**EFFECTIVE JANUARY 1, 2008**

<b>CLASSIFICATION</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>L. S. I.</b>
<b>CLASS NUMBER</b>											
ADMIN. SUPPORT VI 0076	ANNUAL	44,793	46,318	47,905	49,594	51,320	53,109				54,949
	MTHLY	3,733	3,860	3,992	4,133	4,277	4,426				4,579
	HRLY	23.7588	24.5675	25.4096	26.3051	27.2207	28.1698				
ADMINISTRATION I 2100	ANNUAL	46,103	48,119	50,022	52,202	54,621	57,128				59,976
	MTHLY	3,842	4,010	4,169	4,350	4,552	4,761				4,998
	HRLY	24.4539	25.5232	26.5324	27.6886	28.9717	30.3017				
ADMINISTRATION II 2101	ANNUAL	52,202	54,621	57,128	59,976	62,660	65,495				68,519
	MTHLY	4,350	4,552	4,761	4,998	5,222	5,458				5,710
	HRLY	27.6886	28.9717	30.3017	31.8121	33.2356	34.7394				
AGRICULTURE OFFICER I 4401	ANNUAL	39,753	40,811	41,945	43,142	44,352					45,864
	MTHLY	3,313	3,401	3,495	3,595	3,696					3,822
	HRLY	21.0855	21.6469	22.2484	22.8833	23.5249					
AGRICULTURE OFFICER II 4402	ANNUAL	43,142	44,352	45,864	47,376	49,014					50,778
	MTHLY	3,595	3,696	3,822	3,948	4,085					4,232
	HRLY	22.8833	23.5249	24.3269	25.1289	25.9977					
AGRICULTURE OFFICER III 4403	ANNUAL	48,157	49,846	51,647	53,462	55,516					57,771
	MTHLY	4,013	4,154	4,304	4,455	4,626					4,814
	HRLY	25.5432	26.4388	27.3945	28.3569	29.4462					
AGROLOGIST I 4405	ANNUAL	47,099	48,926	50,816	52,693	54,823	57,254	59,711	62,332	65,054	67,876
	MTHLY	3,925	4,077	4,235	4,391	4,569	4,771	4,976	5,194	5,421	5,656
	HRLY	24.9819	25.9509	26.9534	27.9492	29.0787	30.3685	31.6718	33.0619	34.5054	
AGROLOGIST II 4406	ANNUAL	59,711	62,332	65,054	67,876	70,938	74,088				77,440
	MTHLY	4,976	5,194	5,421	5,656	5,912	6,174				6,453
	HRLY	31.6718	33.0619	34.5054	36.0025	37.6265	39.2973				

**SPECIAL AREAS BOARD**  
**SCHEDULE "A" - PAY SCHEDULE**  
**EFFECTIVE JANUARY 1, 2008**

<b>CLASSIFICATION</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>L. S. I.</b>
<b>CLASS NUMBER</b>											
ASSESSOR I 0200	ANNUAL	43,029	44,516	46,192	47,930	49,846	51,761				53,852
	MTHLY	3,586	3,710	3,849	3,994	4,154	4,313				4,488
	HRLY	22.8232	23.6118	24.5007	25.4230	26.4388	27.4546				
ASSESSOR II 0201	ANNUAL	49,846	51,761	53,852	56,196	58,615	61,349				63,958
	MTHLY	4,154	4,313	4,488	4,683	4,885	5,112				5,330
	HRLY	26.4388	27.4546	28.5641	29.8071	31.0903	32.5406				
ASSESSOR III 0202	ANNUAL	56,196	58,615	61,349	63,958	66,730	69,779				72,815
	MTHLY	4,683	4,885	5,112	5,330	5,561	5,815				6,068
	HRLY	29.8071	31.0903	32.5406	33.9240	35.3943	37.0116				
ASSESSOR IV 0203	ANNUAL	61,060	63,769	66,591	69,502	72,589	75,852				79,292
	MTHLY	5,088	5,314	5,549	5,792	6,049	6,321				6,608
	HRLY	32.3869	33.8238	35.3208	36.8646	38.5020	40.2330				
LAND SURVEYOR I 1053	ANNUAL	53,953	56,309	58,716	61,312	64,033	66,830				69,791
	MTHLY	4,496	4,692	4,893	5,109	5,336	5,569				5,816
	HRLY	28.6175	29.8673	31.1438	32.5205	33.9641	35.4478				
LAND SURVEYOR II 1054	ANNUAL	62,698	65,432	68,405	71,392	74,642	77,931				81,635
	MTHLY	5,225	5,453	5,700	5,949	6,220	6,494				6,803
	HRLY	33.2557	34.7059	36.2832	37.8671	39.5914	41.3357				
TECHNICAL AIDE 1308	ANNUAL	36,137	37,397	38,821	40,207	41,605	43,092				44,717
	MTHLY	3,011	3,116	3,235	3,351	3,467	3,591				3,726
	HRLY	17.3708	17.9765	18.6609	19.3271	19.9994	20.7141				
TECHNOLOGIST I 1309	ANNUAL	35,179	36,439	37,699	39,047	40,522	42,134				43,621
	MTHLY	2,932	3,037	3,142	3,254	3,377	3,511				3,635
	HRLY	18.6595	19.3279	19.9962	20.7113	21.4932	22.3487				

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CLASSIFICATION CLASS NUMBER		1	2	3	4	5	6	7	8	9	L. S. I.
TECHNOLOGIST II 1310	ANNUAL	43,621	45,284	47,048	48,875	50,765	52,933				55,150
	MTHLY	3,635	3,774	3,921	4,073	4,230	4,411				4,596
	HRLY	23.1373	24.0195	24.9551	25.9242	26.9267	28.0762				
TECHNOLOGIST III 1311	ANNUAL	48,875	50,765	52,933	55,150	57,670	60,304				62,899
	MTHLY	4,073	4,230	4,411	4,596	4,806	5,025				5,242
	HRLY	25.9242	26.9267	28.0762	29.2524	30.5891	31.9859				
UTILITY OFFICER I 1315	ANNUAL	43,621	45,284	47,048	48,875	50,765	52,933				55,150
	MTHLY	3,635	3,774	3,921	4,073	4,230	4,411				4,596
	HRLY	20.9685	21.7680	22.6159	23.4942	24.4027	25.4445				
UTILITY OFFICER II 1316	ANNUAL	48,875	50,765	52,933	55,150	57,670	60,304				62,899
	MTHLY	4,073	4,230	4,411	4,596	4,806	5,025				5,242
	HRLY	23.4942	24.4027	25.4445	26.5104	27.7218	28.9877				
UTILITY OFFICER III 1317	ANNUAL	55,150	57,670	60,304	62,899	65,419	68,040				70,749
	MTHLY	4,596	4,806	5,025	5,242	5,452	5,670				5,896
	HRLY	26.5104	27.7218	28.9877	30.2353	31.4467	32.7065				
TRANSPORT OFFICER I 3400	ANNUAL	47,099	48,913	51,017	53,437	55,881	58,414				61,211
	MTHLY	3,925	4,076	4,251	4,453	4,657	4,868				5,101
	HRLY	22.6402	23.5123	24.5238	25.6867	26.8617	28.0791				
TRANSPORT OFFICER II 3401	ANNUAL	51,017	53,437	55,881	58,414	61,211	63,983				66,893
	MTHLY	4,251	4,453	4,657	4,868	5,101	5,332				5,574
	HRLY	24.5238	25.6867	26.8617	28.0791	29.4237	30.7562				
TRANSPORT OFFICER III 3402	ANNUAL	55,881	58,414	61,211	63,983	66,893	69,930				73,181
	MTHLY	4,657	4,868	5,101	5,332	5,574	5,828				6,098
	HRLY	26.8617	28.0791	29.4237	30.7562	32.1553	33.6150				

**SPECIAL AREAS BOARD  
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<b>CLASSIFICATION CLASS NUMBER</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>L. S. I.</b>
COOK I 9423	ANNUAL	36,981	38,216	39,438	40,774	42,260					43,684
	MTHLY	3,082	3,185	3,287	3,398	3,522					3,640
	HRLY	17.7766	18.3702	18.9577	19.5997	20.3144					
COOK II 9425	ANNUAL	39,438	40,774	42,260	43,684	45,221					46,910
	MTHLY	3,287	3,398	3,522	3,640	3,768					3,909
	HRLY	18.9577	19.5997	20.3144	20.9988	21.7377					
COOK III 9427	ANNUAL	45,221	46,910	48,586	50,387	52,391					54,558
	MTHLY	3,768	3,909	4,049	4,199	4,366					4,547
	HRLY	21.7377	22.5493	23.3549	24.2210	25.1840					
COOK IV 9429	ANNUAL	48,586	50,387	52,391	54,558	56,788					59,296
	MTHLY	4,049	4,199	4,366	4,547	4,732					4,941
	HRLY	23.3549	24.2210	25.1840	26.2258	27.2978					
EQUIPMENT OPERATOR I 2560	ANNUAL	42,071	43,508	45,247							46,784
	MTHLY	3,506	3,626	3,771							3,899
	HRLY	20.2235	20.9140	21.7498							
EQUIPMENT OPERATOR II 2561	ANNUAL	47,993	49,417	51,395							53,071
	MTHLY	3,999	4,118	4,283							4,423
	HRLY	23.0702	23.7546	24.7055							
EQUIPMENT OPERATOR III 2562	ANNUAL	51,509	52,945	55,062							57,254
	MTHLY	4,292	4,412	4,589							4,771
	HRLY	24.7600	25.4505	26.4680							
FARM WORKER 3112	ANNUAL	37,258	38,228	39,236	40,333	41,479					42,651
	MTHLY	3,105	3,186	3,270	3,361	3,457					3,554
	HRLY	17.9098	18.3762	18.8608	19.5877	19.9389					

**SPECIAL AREAS BOARD**  
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<b>CLASSIFICATION</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>L. S. I.</b>
<b>FOREMAN I</b> <b>2530</b>	ANNUAL	45,662	47,237	48,888	50,652	52,441	54,533				56,612
	MTHLY	3,805	3,936	4,074	4,221	4,370	4,544				4,718
	HRLY	21.9497	22.7068	23.5002	24.3482	25.2082	26.2137				
<b>FOREMAN II</b> <b>2531</b>	ANNUAL		50,652	52,441	54,457	56,662	58,930				61,412
	MTHLY		4,221	4,370	4,538	4,722	4,911				5,118
	HRLY		24.3482	25.2082	26.1773	27.2373	28.3275				
<b>FOREMAN III</b> <b>2532</b>	ANNUAL		54,457	56,662	59,006	61,513	63,970				66,515
	MTHLY		4,538	4,722	4,917	5,126	5,331				5,543
	HRLY		26.1773	27.2373	28.3638	29.5691	30.7502				
<b>FOREMAN IV</b> <b>2533</b>	ANNUAL		56,662	59,006	61,513	63,970	66,515				69,275
	MTHLY		4,722	4,917	5,126	5,331	5,543				5,773
	HRLY		27.2373	28.3638	29.5691	30.7502	31.9736				
<b>FOREMAN V</b> <b>2534</b>	ANNUAL		63,958	66,616	69,275	72,047	74,932				77,918
	MTHLY		5,330	5,551	5,773	6,004	6,244				6,493
	HRLY		30.7441	32.0221	33.3001	34.6326	36.0196				
<b>COMMUNITY PASTURE SUP.</b> <b>4452</b>	ANNUAL	41,479	42,651	44,100	45,549	47,124					48,825
	MTHLY	3,457	3,554	3,675	3,796	3,927					4,069
	HRLY	19.9389	20.5021	21.1987	21.8952	22.6523					
<b>MAINT. SERV. WORKER I</b> <b>2612</b>	ANNUAL	35,734	36,981	38,216	39,438	40,774					42,260
	MTHLY	2,978	3,082	3,185	3,287	3,398					3,522
	HRLY	17.1770	17.7766	18.3702	18.9577	19.5997					
<b>MAINT. SERV. WORKER II</b> <b>2613</b>	ANNUAL	40,761	42,260	43,684	45,221	46,910					48,586
	MTHLY	3,397	3,522	3,640	3,768	3,909					4,049
	HRLY	19.5936	20.3144	20.9988	21.7377	22.5493					



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CLASSIFICATION											
CLASS NUMBER		1	2	3	4	5	6	7	8	9	L. S. I.
MAINT. SERV. WORKER III 2614	ANNUAL	43,029	44,440	45,952	47,792	49,379					51,408
	MTHLY	3,586	3,703	3,829	3,983	4,115					4,284
	HRLY	20.6838	21.3622	22.0890	22.9733	23.7364					
STOCKKEEPER I 0503	ANNUAL	38,846	40,144	41,454	42,853	44,276	45,839				47,313
	MTHLY	3,237	3,345	3,455	3,571	3,690	3,820				3,943
	HRLY	18.6730	19.2968	19.9267	20.5990	21.2835	22.0345				
STOCKKEEPER II 0504	ANNUAL	41,454	42,853	44,276	45,839	47,313	48,938				50,639
	MTHLY	3,455	3,571	3,690	3,820	3,943	4,078				4,220
	HRLY	19.9267	20.5990	21.2835	22.0345	22.7431	23.5245				
<b>JOB RATE</b>											
CARPENTER I 2704	ANNUAL		61,979	64,462							
	MTHLY		5,165	5,372							
	HRLY		29.7932	30.9864							
CARPENTER II 2804	ANNUAL		67,259	69,955							
	MTHLY		5,605	5,830							
	HRLY		32.3310	33.6271							
AUTOMOTIVE MECHANIC I 2684	ANNUAL	55,037	56,423								
	MTHLY	4,586	4,702								
	HRLY	26.4559	27.1222								
HEAVY DUTY MECHANIC I 2709	ANNUAL		59,724	62,118	64,600						
	MTHLY		4,977	5,177	5,383						
	HRLY		28.7090	29.8598	31.0530						
HEAVY DUTY MECHANIC II 2809	ANNUAL		63,995	66,553	69,212						
	MTHLY		5,333	5,546	5,768						
	HRLY		30.7623	31.9918	33.2698						

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CLASSIFICATION CLASS NUMBER		1	2	3	4	5	6	7	8	9	L. S. I.
		JOB RATE									
MACHINIST I 2711	ANNUAL		59,724	62,118	64,600						
	MTHLY		4,977	5,177	5,383						
	HRLY		28.7090	29.8598	31.0530						
MACHINIST II 2811	ANNUAL		63,995	66,553	69,212						
	MTHLY		5,333	5,546	5,768						
	HRLY		30.7623	31.9918	33.2698						
PARTSMAN I 2702	ANNUAL		49,757	51,206	53,260						
	MTHLY		4,146	4,267	4,438						
	HRLY		23.9181	24.6147	25.6019						
PARTSMAN II 2802	ANNUAL		53,840	55,238	57,443						
	MTHLY		4,487	4,603	4,787						
	HRLY		25.8805	26.5528	27.6128						
WELDER I 2722	ANNUAL		61,639	64,109	66,667						
	MTHLY		5,137	5,342	5,556						
	HRLY		29.6297	30.8168	32.0463						
WELDER II 2822	ANNUAL		66,830	69,502	72,286						
	MTHLY		5,569	5,792	6,024						
	HRLY		32.1251	33.4091	34.7476						
FIRE CHIEF 2900	ANNUAL		66,560	69,216	71,985	74,880					77,880
	MTHLY		5,546	5,768	5,999	6,240					6,490
	HRLY		31.9912	33.2718	34.6028	35.9945					37.4365

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CLASSIFICATION		1	2	3	4	5	6	7	8	9	L. S. I.
CLASS NUMBER											
ACCOUNTANT I 0304	ANNUAL	47,552	49,329	51,307	53,273	55,440	57,859				60,341
	MTHLY	3,963	4,111	4,276	4,439	4,620	4,822				5,028
	HRLY	25.2225	26.1648	27.2141	28.2566	29.4061	30.6893				
ACCOUNTANT II 0305	ANNUAL	55,440	57,859	60,341	63,164	65,835	68,695				71,820
	MTHLY	4,620	4,822	5,028	5,264	5,486	5,725				5,985
	HRLY	29.4061	30.6893	32.0059	33.5030	34.9198	36.4369				
ACCOUNTANT III 0306	ANNUAL	58,010	60,745	63,315	66,062	68,884	71,870				74,970
	MTHLY	4,834	5,062	5,276	5,505	5,740	5,989				6,248
	HRLY	30.7695	32.2198	33.5832	35.0401	36.5371	38.1211				
ADMIN. SUPPORT I 0071	ANNUAL	30,719	31,500	32,319	33,125	34,133	35,154				36,275
	MTHLY	2,560	2,625	2,693	2,760	2,844	2,930				3,023
	HRLY	16.2937	16.7080	17.1424	17.5702	18.1048	18.6462				
ADMIN. SUPPORT II 0072	ANNUAL	31,500	32,319	33,125	34,133	35,154	36,275	37,510	38,707		39,929
	MTHLY	2,625	2,693	2,760	2,844	2,930	3,023	3,126	3,226		3,327
	HRLY	16.7080	17.1424	17.5702	18.1048	18.6462	19.2410	19.8959	20.5308		
ADMIN. SUPPORT III 0073	ANNUAL	32,722	33,529	34,335	35,368	36,414	37,548	38,732	39,917		41,164
	MTHLY	2,727	2,794	2,861	2,947	3,035	3,129	3,228	3,326		3,430
	HRLY	17.3563	17.7840	18.2118	18.7598	19.3145	19.9160	20.5442	21.1724		
ADMIN. SUPPORT IV 0074	ANNUAL	38,707	39,929	41,227	42,575	44,062	46,381				47,855
	MTHLY	3,226	3,327	3,436	3,548	3,672	3,865				3,988
	HRLY	20.5308	21.1791	21.8675	22.5826	23.3712	24.6009				
ADMIN. SUPPORT V 0075	ANNUAL	42,071	43,470	44,957	46,418	47,993	50,438				52,139
	MTHLY	3,506	3,623	3,746	3,868	3,999	4,203				4,345
	HRLY	22.3153	23.0571	23.8457	24.6210	25.4564	26.7529				

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CLASSIFICATION CLASS NUMBER		1	2	3	4	5	6	7	8	9	L. S. I.
ADMIN. SUPPORT VI 0076	ANNUAL	47,036	48,636	50,299	52,076	53,890	55,768				57,695
	MTHLY	3,920	4,053	4,192	4,340	4,491	4,647				4,808
	HRLY	24.9484	25.7972	26.6794	27.6217	28.5841	29.5799				
ADMINISTRATION I 2100	ANNUAL	48,409	50,526	52,529	54,810	57,355	59,989				62,975
	MTHLY	4,034	4,211	4,377	4,568	4,780	4,999				5,248
	HRLY	25.6769	26.7997	27.8623	29.0720	30.4220	31.8188				
ADMINISTRATION II 2101	ANNUAL	54,810	57,355	59,989	62,975	65,797	68,771				71,946
	MTHLY	4,568	4,780	4,999	5,248	5,483	5,731				5,996
	HRLY	29.0720	30.4220	31.8188	33.4027	34.8998	36.4770				
AGRICULTURE OFFICER I 4401	ANNUAL	41,744	42,853	44,037	45,297	46,570					48,157
	MTHLY	3,479	3,571	3,670	3,775	3,881					4,013
	HRLY	22.1415	22.7296	23.3578	24.0262	24.7012					
AGRICULTURE OFFICER II 4402	ANNUAL	45,297	46,570	48,157	49,745	51,471					53,323
	MTHLY	3,775	3,881	4,013	4,145	4,289					4,444
	HRLY	24.0262	24.7012	25.5432	26.3853	27.3009					
AGRICULTURE OFFICER III 4403	ANNUAL	50,564	52,340	54,230	56,133	58,288					60,656
	MTHLY	4,214	4,362	4,519	4,678	4,857					5,055
	HRLY	26.8197	27.7621	28.7646	29.7737	30.9166					
AGROLOGIST I 4405	ANNUAL	49,455	51,370	53,361	55,327	57,569	60,115	62,698	65,444	68,305	71,266
	MTHLY	4,121	4,281	4,447	4,611	4,797	5,010	5,225	5,454	5,692	5,939
	HRLY	26.2316	27.2475	28.3034	29.3460	30.5356	31.8856	33.2557	34.7126	36.2297	
AGROLOGIST II 4406	ANNUAL	62,698	65,444	68,305	71,266	74,491	77,792				81,308
	MTHLY	5,225	5,454	5,692	5,939	6,208	6,483				6,776
	HRLY	33.2557	34.7126	36.2297	37.8003	39.5112	41.2622				

**SPECIAL AREAS BOARD  
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<b>CLASSIFICATION CLASS NUMBER</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>L. S. I.</b>
ASSESSOR I 0200	ANNUAL	45,184	46,746	48,497	50,324	52,340	54,344				56,549
	MTHLY	3,765	3,896	4,041	4,194	4,362	4,529				4,712
	HRLY	23.9660	24.7947	25.7237	26.6928	27.7621	28.8247				
ASSESSOR II 0201	ANNUAL	52,340	54,344	56,549	59,006	61,551	64,411				67,158
	MTHLY	4,362	4,529	4,712	4,917	5,129	5,368				5,597
	HRLY	27.7621	28.8247	29.9943	31.2975	32.6475	34.1646				
ASSESSOR III 0202	ANNUAL	59,006	61,551	64,411	67,158	70,069	73,269				76,457
	MTHLY	4,917	5,129	5,368	5,597	5,839	6,106				6,371
	HRLY	31.2975	32.6475	34.1646	35.6215	37.1654	38.8629				
ASSESSOR IV 0203	ANNUAL	64,109	66,956	69,917	72,979	76,217	79,645				83,261
	MTHLY	5,342	5,580	5,826	6,082	6,351	6,637				6,938
	HRLY	34.0042	35.5146	37.0852	38.7092	40.4268	42.2446				
LAND SURVEYOR I 1053	ANNUAL	56,650	59,119	61,652	64,373	67,234	70,169				73,282
	MTHLY	4,721	4,927	5,138	5,361	5,603	5,847				6,107
	HRLY	30.0477	31.3576	32.7010	34.1445	35.6616	37.2188				
LAND SURVEYOR II 1054	ANNUAL	65,835	68,708	71,820	74,957	78,372	81,824				85,718
	MTHLY	5,486	5,726	5,985	6,246	6,531	6,819				7,143
	HRLY	34.9198	36.4436	38.0943	39.7584	41.5696	43.4008				
TECHNICAL AIDE 1308	ANNUAL	37,939	39,262	40,761	42,223	43,684	45,247				46,948
	MTHLY	3,162	3,272	3,397	3,519	3,640	3,771				3,912
	HRLY	18.2369	18.8729	19.5936	20.2962	20.9988	21.7498				
TECHNOLOGIST I 1309	ANNUAL	36,943	38,266	39,589	41,000	42,550	44,239				45,801
	MTHLY	3,079	3,189	3,299	3,417	3,546	3,687				3,817
	HRLY	19.5952	20.2969	20.9987	21.7472	22.5692	23.4648				

SPECIAL AREAS BOARD  
 SCHEDULE "A"- PAY SCHEDULE  
 EFFECTIVE JANUARY 1, 2009

CLASSIFICATION CLASS NUMBER		1	2	3	4	5	6	7	8	9	L. S. I.
TECHNOLOGSTII 1310	ANNUAL	45,801	47,552	49,405	51,320	53,298	55,579				57,910
	MTHLY	3,817	3,963	4,117	4,277	4,442	4,632				4,826
	HRLY	24.2935	25.2225	26.2049	27.2207	28.2700	29.4797				
TECHNOLOGISTIII 1311	ANNUAL	51,320	53,298	55,579	57,910	60,556	63,315				66,049
	MTHLY	4,277	4,442	4,632	4,826	5,046	5,276				5,504
	HRLY	27.2207	28.2700	29.4797	30.7161	32.1195	33.5832				
UTILITY OFFICER I 1315	ANNUAL	45,801	47,552	49,405	51,320	53,298	55,579				57,910
	MTHLY	3,817	3,963	4,117	4,277	4,442	4,632				4,826
	HRLY	22.0163	22.8582	23.7486	24.6692	25.6201	26.7164				
UTILITY OFFICER II 1316	ANNUAL	51,320	53,298	55,579	57,910	60,556	63,315				66,049
	MTHLY	4,277	4,442	4,632	4,826	5,046	5,276				5,504
	HRLY	24.6692	25.6201	26.7164	27.8369	29.1088	30.4352				
UTILITY OFFICER III 1317	ANNUAL	57,910	60,556	63,315	66,049	68,695	71,442				74,290
	MTHLY	4,826	5,046	5,276	5,504	5,725	5,954				6,191
	HRLY	27.8369	29.1088	30.4352	31.7495	33.0215	34.3418				
TRANSPORT OFFICER I 3400	ANNUAL	49,455	51,358	53,563	56,108	58,678	61,337				64,273
	MTHLY	4,121	4,280	4,464	4,676	4,890	5,111				5,356
	HRLY	23.7728	24.6874	25.7473	26.9708	28.2063	29.4843				
TRANSPORT OFFICER II 3401	ANNUAL	53,563	56,108	58,678	61,337	64,273	67,183				70,232
	MTHLY	4,464	4,676	4,890	5,111	5,356	5,599				5,853
	HRLY	25.7473	26.9708	28.2063	29.4843	30.8955	32.2946				
TRANSPORT OFFICER III 3402	ANNUAL	58,678	61,337	64,273	67,183	70,232	73,433				76,835
	MTHLY	4,890	5,111	5,356	5,599	5,853	6,119				6,403
	HRLY	28.2063	29.4843	30.8955	32.2946	33.7604	35.2988				

**SPECIAL AREAS BOARD  
SCHEDULE "A"- PAY SCHEDULE  
EFFECTIVE JANUARY 1, 2009**

<b>CLASSIFICATION</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>L. S. I.</b>
COOK I 9423	ANNUAL	38,833	40,131	41,416	42,815	44,377					45,864
	MTHLY	3,236	3,344	3,451	3,568	3,698					3,822
	HRLY	18.6669	19.2908	19.9086	20.5809	21.3319					
COOK II 9425	ANNUAL	41,416	42,815	44,377	45,864	47,477					49,253
	MTHLY	3,451	3,568	3,698	3,822	3,956					4,104
	HRLY	19.9086	20.5809	21.3319	22.0466	22.8219					
COOK III 9427	ANNUAL	47,477	49,253	51,017	52,907	55,012					57,292
	MTHLY	3,956	4,104	4,251	4,409	4,584					4,774
	HRLY	22.8219	23.6759	24.5238	25.4323	26.4438					
COOK IV 9429	ANNUAL	51,017	52,907	55,012	57,292	59,623					62,257
	MTHLY	4,251	4,409	4,584	4,774	4,969					5,188
	HRLY	24.5238	25.4323	26.4438	27.5401	28.6606					
EQUIPMENT OPERATOR I 2560	ANNUAL	44,176	45,688	47,515							49,127
	MTHLY	3,681	3,807	3,960							4,094
	HRLY	21.2350	21.9618	22.8400							
EQUIPMENT OPERATOR II 2561	ANNUAL	50,387	51,887	53,966							55,730
	MTHLY	4,199	4,324	4,497							4,644
	HRLY	24.2210	24.9417	25.9411							
EQUIPMENT OPERATOR III 2562	ANNUAL	54,079	55,591	57,821							60,115
	MTHLY	4,507	4,633	4,818							5,010
	HRLY	25.9956	26.7224	27.7945							
FARM WORKER 3112	ANNUAL	39,123	40,144	41,202	42,349	43,558					44,780
	MTHLY	3,260	3,345	3,434	3,529	3,630					3,732
	HRLY	18.8062	19.2968	19.8056	20.3568	20.9382					

**SPECIAL AREAS BOARD**  
**SCHEDULE "A" - PAY SCHEDULE**  
**EFFECTIVE JANUARY 1, 2009**

CLASSIFICATION CLASS NUMBER		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>L. S. I.</b>
FOREMAN I 2530	ANNUAL	47,943	49,594	51,332	53,185	55,062	57,254				59,447
	MTHLY	3,995	4,133	4,278	4,432	4,589	4,771				4,954
	HRLY	23.0460	23.8394	24.6752	25.5656	26.4680	27.5219				
FOREMAN II 2531	ANNUAL		53,185	55,062	57,179	59,497	61,879				64,487
	MTHLY		4,432	4,589	4,765	4,958	5,157				5,374
	HRLY		25.5656	26.4680	27.4856	28.6000	29.7448				
FOREMAN III 2532	ANNUAL		57,179	59,497	61,954	64,588	67,171				69,842
	MTHLY		4,765	4,958	5,163	5,382	5,598				5,820
	HRLY		27.4856	28.6000	29.7811	31.0470	32.2886				
FOREMAN IV 2533	ANNUAL		59,497	61,954	64,588	67,171	69,842				72,740
	MTHLY		4,958	5,163	5,382	5,598	5,820				6,062
	HRLY		28.6000	29.7811	31.0470	32.2886	33.5726				
FOREMAN V 2534	ANNUAL		67,158	69,943	72,740	75,650	78,674				81,812
	MTHLY		5,597	5,829	6,062	6,304	6,556				6,818
	HRLY		32.2825	33.6211	34.9657	36.3648	37.8184				
COMMUNITY PASTURE SUP. 4452	ANNUAL	43,558	44,780	46,305	47,830	49,480					51,269
	MTHLY	3,630	3,732	3,859	3,986	4,123					4,272
	HRLY	20.9382	21.5257	22.2586	22.9915	23.7849					
MAINT. SERV. WORKER I 2612	ANNUAL	37,523	38,833	40,131	41,416	42,815					44,377
	MTHLY	3,127	3,236	3,344	3,451	3,568					3,698
	HRLY	18.0370	18.6669	19.2908	19.9086	20.5809					
MAINT. SERV. WORKER II 2613	ANNUAL	42,802	44,377	45,864	47,477	49,253					51,017
	MTHLY	3,567	3,698	3,822	3,956	4,104					4,251
	HRLY	20.5748	21.3319	22.0466	22.8219	23.6759					



**SPECIAL AREAS BOARD  
SCHEDULE "A" - PAY SCHEDULE  
EFFECTIVE JANUARY 1, 2009**

<b>CLASSIFICATION</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>L. S. I.</b>
<b>CLASS NUMBER</b>											
MAINT. SERV. WORKER III 2614	ANNUAL	45,184	46,658	48,245	50,186	51,849					53,978
	MTHLY	3,765	3,888	4,020	4,182	4,321					4,498
	HRLY	21.7195	22.4282	23.1913	24.1241	24.9236					
STOCKKEEPER I 0503	ANNUAL	40,786	42,147	43,533	44,995	46,494	48,132				49,682
	MTHLY	3,399	3,512	3,628	3,750	3,875	4,011				4,140
	HRLY	19.6057	20.2599	20.9261	21.6287	22.3494	23.1368				
STOCKKEEPER II 0504	ANNUAL	43,533	44,995	46,494	48,132	49,682	51,383				53,172
	MTHLY	3,628	3,750	3,875	4,011	4,140	4,282				4,431
	HRLY	20.9261	21.6287	22.3494	23.1368	23.8818	24.6995				
<b>JOB RATE</b>											
CARPENTER I 2704	ANNUAL		65,079	67,687							
	MTHLY		5,423	5,641							
	HRLY		31.2832	32.5369							
CARPENTER II 2804	ANNUAL		70,623	73,458							
	MTHLY		5,885	6,122							
	HRLY		33.9481	35.3109							
AUTOMOTIVE MECHANIC I 2684	ANNUAL	57,784	59,245								
	MTHLY	4,815	4,937								
	HRLY	27.7763	28.4789								
HEAVY DUTY MECHANIC I 2709	ANNUAL		62,710	65,230	67,826						
	MTHLY		5,226	5,436	5,652						
	HRLY		30.1445	31.3558	32.6035						
HEAVY DUTY MECHANIC II 2809	ANNUAL		67,196	69,880	72,677						
	MTHLY		5,600	5,823	6,056						
	HRLY		32.3007	33.5908	34.9354						

**SPECIAL AREAS BOARD  
SCHEDULE "A" - PAY SCHEDULE  
EFFECTIVE JANUARY 1, 2009**

CLASSIFICATION CLASS NUMBER		1	2	3	4	5	6	7	8	9	L. S. I.
		JOB RATE									
MACHINIST I 2711	ANNUAL			62,710	65,230	67,826					
	MTHLY			5,226	5,436	5,652					
	HRLY			30.1445	31.3558	32.6035					
MACHINIST U 2811	ANNUAL			67,196	69,880	72,677					
	MTHLY			5,600	5,823	6,056					
	HRLY			32.3007	33.5908	34.9354					
PARTSMAN I 2702	ANNUAL	52,240	53,764	55,919							
	MTHLY	4,353	4,480	4,660							
	HRLY	25.1113	25.8442	26.8799							
PARTSMAN II 2802	ANNUAL	56,536	57,998	60,316							
	MTHLY	4,711	4,833	5,026							
	HRLY	27.1767	27.8793	28.9937							
WELDER I 2722	ANNUAL		64,726	67,309	70,006						
	MTHLY		5,394	5,609	5,834						
	HRLY		31.1136	32.3552	33.6514						
WELDER II 2822	ANNUAL		70,169	72,979	75,902						
	MTHLY		5,847	6,082	6,325						
	HRLY		33.7301	35.0808	36.4859						
FIRE CHIEF	ANNUAL	69,888	72,672	75,588	78,624						81,780
	MTHLY	5,824	6,056	6,299	6,552						6,815
	HRLY	33.5948	34.9331	36.3348	37.7942						39.3113

# 2008

January	February	March	April
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 <b>14</b> 15 16 17 18 19 20 21 <b>22</b> 23 <b>24</b> 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 <b>12</b> 13 <b>14</b> 15 16 17 18 19 20 21 <b>22</b> 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	June	July	August
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 <b>18</b> <b>19</b> 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b> 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	October	November	December
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 <b>14</b> 15 16 17 <b>18</b> 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 <b>17</b> <b>18</b> 19 20 21 <b>22</b> 23 <b>24</b> 25 26 27 28 29 30 31	S M T W T F S 1 2 3 <b>4</b> 5 6 7 8 9 10 <b>11</b> <b>12</b> <b>13</b> 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

<b>January</b>							<b>February</b>							<b>March</b>							<b>April</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30			
<b>May</b>							<b>June</b>							<b>July</b>							<b>August</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	4	5	6				1	2	3	4							1		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31	23	24	25	26	27	28	29			
31																			30	31								
<b>September</b>							<b>October</b>							<b>November</b>							<b>December</b>							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
27	28	29	30				25	26	27	28	29	30	31	29	30					27	28	29	30	31				

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**Solidarity Place Edmonton**

10451 - 170 Street  
Edmonton AB T5P 4S7  
Ph: (780)930-3300  
Toll-free: 1-800-232-7284  
Fax: (780) 930-3392

**Edmonton City Centre Office**

First Edmonton Place  
#520, 10665 Jasper Avenue  
Edmonton AB T5J 3S9  
Ph: (780)414-7960  
Fax: (780)428-4879

**Grande Prairie Regional Office**

#102, 9815 - 101 Avenue  
Grande Prairie AB T8V 0X6  
Phone: (780)513-3520  
Fax: (780)532-0580

**Calgary Regional Office**

#600, 1816 Crowchild Trail NW  
Calgary AB T2M 3Y7  
Ph: (403)531-8600  
Fax: (403)283-7328

**East Central Regional Office**

4704F - 49 Avenue  
Camrose AB T4V 3K9  
Ph: (780)672-8877  
Fax: (780)672-2296

**Southern Regional Office**

#203, 1921 Mayor Magrath Dr. S.  
Lethbridge AB T1K 2R8  
Ph: (403)329-1210  
Fax: (403)327-5827

**Central Regional Office**

#101, 4719 - 48 Avenue  
Red Deer AB T4N 3W9  
Ph: (403)343-2100  
Fax: (403)340-1210

**Northwest Regional Office**

2<sup>nd</sup> Floor, 10036 - 100 Street  
Peace River AB T8S 1S6  
Ph: (780)624-2424  
Fax: (780)624-4859

**Athabasca Regional Office**

Box 553  
Athabasca AB T9S 2A5  
Phone: (780)675-2033  
Fax: (780)675-3727

**Our Website Address is: <http://www.aupe.org>**