COLLECTIVE AGREEMENT

BETWEEN

THE CITY OF SASKATOON

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES

AND ITS

SASKATOON CIVIC EMPLOYEES' UNION, LOCAL NO. 59

COVERING THE PERIOD FROM JANUARY 1, 2017 TO DECEMBER 31, 2018

THE CITY OF SASKATOON
AND
THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS
SASKATOON CIVIC EMPLOYEES' UNION, LOCAL NO. 59

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THE CITY OF SASKATOON
AND
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Revised THIS AGREEMENT MADE THIS **24**TH DAY OF **SEPTEMBER**, 2018

AGREEMENT

BETWEEN

THE CITY OF SASKATOON
(hereinafter called "The City")

SASKATOON PUBLIC LIBRARY

THE CENTENNIAL AUDITORIUM & CONVENTION CENTRE CORPORATION

THE SASKATOON GALLERY AND CONSERVATORY CORPORATION (Mendel Art Gallery)

THE SASKATOON BOARD OF POLICE COMMISSIONERS

SASKATCHEWAN PLACE ASSOCIATION INC.

In the City of Saskatoon
in the Province of Saskatchewan;

- and -

THE CANADIAN UNION OF PUBLIC EMPLOYEES
AND ITS
SASKATOON CIVIC EMPLOYEES' UNION, LOCAL NO. 59
Sole bargaining agent for those employees referred
to in this Agreement.

WHEREAS it is the desire of the parties to this Agreement:

1. To maintain harmonious relations between the Employer and Union;

2. To recognize the mutual value of joint discussions in all matters pertaining to working conditions;

3. To encourage efficiency of operations;

4. To promote the morale and well-being of all employees and of the Civic Service as a whole;

NOW THEREFORE, the parties hereto agree as follows:

Revised **ARTICLE 1. TERM OF AGREEMENT**

This Agreement shall come into force and take effect as and from the first (1st) day of January, **2017**, and shall continue in force until the thirty-first (31st) day of December, **2018**, and then from year to year thereafter, unless either party gives written notice to renegotiate this Agreement, such written notice to be given not more than **one hundred and twenty (120)** days nor less than **sixty (60)** days prior to December 31, **2018**.

ARTICLE 2. COVERAGE

This Agreement shall apply, excepting to those employees in a class of employment outside the scope of this Agreement, to:

- all employees of the Corporation of The City of Saskatoon;
- all clerical, mechanical and maintenance, Victim and Child Service employees of The Saskatoon Board of Police Commissioners;
- Revised all employees of The Saskatoon Gallery and Conservatory Corporation (**Remai Modern Art Gallery of Saskatchewan**);
- all employees of The Centennial Auditorium & Convention Centre Corporation (operating as Teacher's Credit Union Place, hereinafter referred to as TCU Place) not included in the Bargaining Unit of the International Alliance of Theatrical Stage Employees (I.A.T.S.E.);
- all maintenance employees of the Saskatoon Public Library;
- Revised all employees of Saskatchewan Place Association Inc. (operating as **SaskTel** Centre)

ARTICLE 3. DEFINITIONS

3.1 Parties to the Agreement Defined

In this Agreement, unless the context otherwise requires:

3.1.1 "City" means the Corporation of the City of Saskatoon.

3.1.2 "Council" means the Council of the City of Saskatoon.

3.1.3 "City Manager" means the City Manager of the City of Saskatoon.

Revised 3.1.4 Reference to the "City Manager" shall be deemed to refer to the "Chief of Police", "Executive Director - Auditorium", "Director - The Saskatoon

Gallery and Conservatory Corporation (**Remai Modern Art Gallery of Saskatchewan**)", General Manager of Saskatchewan Place Association Inc.; respectively as may be necessary, and; "City Council" shall be deemed to refer to "The Saskatoon Board of Police Commissioners", "Board of Directors" (Auditorium), (Library), [The Saskatoon Gallery and Conservatory Corporation (**Remai Modern Art Gallery of Saskatchewan**)], and (Saskatchewan Place Association Inc.), respectively as may be necessary.

Revised

3.1.5 "Employer" means the City of Saskatoon, The Saskatoon Board of Police Commissioners, The Centennial Auditorium & Convention Centre Corporation, Saskatoon Public Library, The Saskatoon Gallery and Conservatory Corporation (**Remai Modern Art Gallery of Saskatchewan**), and Saskatchewan Place Association Inc.

3.1.6 "Director of Human Resources" means the person so employed and designated.

3.1.7 "Head of Department" or "Heads of Departments", as the case may be, shall mean the head of any of the several departments to which reference is made in this Agreement or, in their absence, any person singularly delegated by them and approved by the City Manager.

3.1.8 "Union" means the Saskatoon Civic Employees' Union, C.U.P.E. Local No. 59, as constituting the appropriate unit of employees referred to in Article 2.

3.1.9 "Availability list" is a list of scheduled part-time work assignments which provide less than fifteen (15) hours of regular and ongoing work per week within the Community Services Department, Leisure Services Branch.

3.1.10 "Call-in list" is a list of part-time employees which are assigned to non-scheduled part-time work on an as-needed basis.

3.1.11 "Posted Position" is a vacancy filled through the bulletin or posting process provided for in Article 17.

3.2 Employees Defined

3.2.1 An employee shall be any person working in a department which is included in the bargaining units as defined in Article 2.

3.2.2 "Permanent Employee" subject to probation provisions, "permanent employees" shall be defined as an employee holding a position which has been bulletined as a permanent position.

3.2.3 "Part-time Employee" shall be defined as an employee who occupies a permanent part-time position, or who is either on an availability list or a call-in list, and who is subject to the required probationary period.

3.2.4 "Temporary Employee" shall be defined as being an employee holding a position of limited duration. (Such positions shall be subject to review with the Union after twelve (12) months as to continuation).

3.2.5 "Seasonal Employee" shall be defined as an employee who is appointed to a seasonal position and who is subject to layoff and recall because the nature of the work is cyclical.

3.3 Positions Defined

3.3.1 "Permanent Position" means a complement position filled on a recurring basis for an unspecified term.

3.3.1.1 "Permanent Continuous Position" means a position which is filled for all twelve (12) months of each successive year.

3.3.1.2 "Permanent Seasonal Position" means a position which is filled for less than twelve (12) months of each fiscal year.

3.3.1.3 "Permanent Part-time Position" means a position which is filled for less than the full negotiated work week.

3.3.2 "Temporary Position" means a non-permanent position which may be either full time or less than a full negotiated work week, used to perform the following work:

(1) relief of permanent employees who are absent from their regular duties due to vacation, extended illness, and other approved leaves of absence;

(2) project work with fixed commencement and completion dates;

(3) continuous work which is ninety (90) days or less per year.

3.4 General Definitions and Interpretations

3.4.1 "Overtime" shall, except as otherwise provided herein, have the meaning given in the Statutes of the Province of Saskatchewan and Regulations thereunder and all such overtime shall be reported by the Supervisor in charge forthwith. The wages, therefore, at the specified overtime rate, shall be paid within the current pay period as nearly as is possible.

3.4.2 "Promotion" shall be defined as a movement of an employee from a position in one wage range to a position in a range with a higher maximum wage.

3.4.3 "Transfer" means the movement of an employee from one position to another position with an identical wage range maximum.

3.4.4 "Job Evaluation" – as defined in the Terms of Reference (attached).

3.4.5 "Demotion" shall be defined as a movement of an employee from a position in one wage range to a position in a range with a lower wage range maximum.

3.4.6 Where marginal notes or subheadings within Articles refer to units of employees, the noted clause will have reference to that unit of employees so specified. Where no specific reference is made, clauses will be deemed to have general application to all employees.

3.4.7 "He", "His" or "Him" includes a reference to persons of the feminine gender whenever the facts or context so requires.

3.4.8 "Qualifications" shall be defined as including education, training, experience and ability necessary to fulfil the job requirements.

3.4.9 Work performed by employees who are on an availability or a call-in list and, where the work meets or exceeds fifteen (15) hours per week averaged over twelve (12) months, will be subject to review by the parties as to the need to bulletin a position pursuant to Article 3.1.9 and Article 3.1.10.

3.4.10 Part-time employees are entitled to all the rights and benefits of this Agreement on a pro-rated basis, unless otherwise limited, and as may be applicable.

3.4.11 Progression within the wage schedules shall be based on accumulated work time.

3.4.12 Termination of temporary employees at the end of their specified term shall not be subject to the grievance procedure.

ARTICLE 4. UNION RECOGNITION

Revised Pursuant to the provisions of ***The Saskatchewan Employment Act,*** the Employer recognizes the Canadian Union of Public Employees and its Local No. 59 as the sole bargaining agent for all those employees covered by this Agreement, and hereby agrees

to negotiate with the Union or any of its authorized committees, concerning any matters covered by this Agreement.

ARTICLE 5. MAINTENANCE OF MEMBERSHIP AND CHECK-OFF

5.1 Every employee who is now or hereafter becomes a member of the Union shall, as a condition of employment, maintain membership in the Union in accordance with the Constitution and Bylaws of the Union.

5.2 All new employees shall, within thirty (30) days after commencing employment, apply for membership in the Union. Copies of the completed application forms shall be forwarded to the Union.

5.3 The Employer shall deduct Union dues from the wages of all members of the Union and remit the amounts so deducted to the Treasurer of Local No. 59 twice monthly. Printed copies of the "check off sheet" shall be forwarded to the Union.

Revised 5.4 Notwithstanding Articles 5.1, 5.2 and 5.3 above, the provisions of Sections **6-42 and 6-43** of ***The Saskatchewan Employment Act*** shall apply to this Agreement.

ARTICLE 6. NO DISCRIMINATION - FAIR EMPLOYMENT PRACTICE

6.1 The Employer and the Union agree that there shall be no discrimination, restriction or coercion exercised or practiced with respect to hiring or terms and conditions of employment because of race; religion; religious creed; colour; sex; sexual orientation; age [from legal age for employment]; physical disability (except where the disability would prevent the carrying out of the normal duties of the position occupied); national or ethnic origin; political or religious affiliation, or by reason of membership or activity in the Union.

6.2 The parties recognize the principle of equal pay for work of equal value.

6.3 The Employer and the Union agree to abide by the terms and conditions of Article 6.1 of the Collective Agreement and the provisions of Section 16 (1) of *The Human Rights Code (1995)*.

Where discrimination issues arise, other than those referenced in Article 6.1 of the Collective Agreement and the provisions of Section 16 (1) of *The Human Rights Code (1995)*, the Employer and the Union agree to jointly investigate those issues.

ARTICLE 7. RESOLUTIONS OF COUNCIL

All resolutions which affect employees covered by this Agreement shall be forwarded to the Secretary of the Union.

ARTICLE 8. COMMITTEES TO BE HEARD

Any committee of this Union, shall, upon written request, be accorded a prompt hearing.

ARTICLE 9. OCCUPATIONAL HEALTH AND SAFETY

9.1 Occupational Health and Safety Committees will be established to appropriately represent the places of work of employees. The Committees will consist of equal numbers of employee and management representatives.

9.2 The Committee shall have a continuing concern with respect to the health and safety of the employees of the City as herein represented. Meetings shall take place at a minimum of once quarterly or more frequently if the Committee as a whole decides. Minutes shall be made available to the Employer and the Union.

9.3 The Employer Chairperson shall post the names of the Committee members and the minutes of meetings on the Employer's bulletin board.

9.4 The duties of the Committee include:

9.4.1 The receipt, consideration and disposition of complaints respecting the health and safety of the employees.

9.4.2 The participation in the identification and control of health and safety hazards within the place of employment.

9.4.3 Cooperation with the Occupational Health Services of the Province.

Revised

9.4.4 The maintenance of records in connection with the receipt and disposition of complaints and the attendance to other matters relating to the duties of the Committee as may be contained in ***The Saskatchewan Employment Act and The Occupational Health and Safety Regulations***.

9.4.5 The setting up of emergency meetings of the Committee.

9.5 Time spent by the employees in performance of their duties as members of the Occupational Health and Safety Committee shall be considered as time worked and payment made on the basis of straight time earnings only.

9.6 Such Committee shall not deal with matters which ordinarily are or become a subject for negotiations between the Employer and the Union.

9.7 Occupational Health and Safety policies will, to the fullest possible extent, be the subject of prior dialogue with the Occupational Health and Safety Committee and/or the Union.

Revised 9.8 The Employer and the Union agree to abide by the terms and conditions of ***The Saskatchewan Employment Act*** **and** ***The Occupational Health and Safety Regulations.***

ARTICLE 10. TECHNOLOGICAL CHANGE

Revised 10.1 The **Employer** undertakes to notify the Union at least **ninety (90) days** in advance of any technological changes which may result in changes in the employment status of employees.

Revised 10.2 Having regard to the desirability of maintaining a stable work force, the **Employer** will, through transfer or retraining, make every effort to ensure that no permanent employee suffers due to technological change.

10.3 In this section, Technological Change means:

Revised 10.3.1 The introduction by the **Employer** into its work, undertaking or business, of equipment or material of a different nature or kind than that previously utilized by the **Employer** in the operation of the work, undertaking or business;

10.3.2 A change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material;

10.3.3 The removal by the Employer of any part of the work, undertaking or business.

10.4 Information Exchange

10.4.1 A Joint Committee formed of three (3) Union and three (3) Management representatives will meet upon request of either party to discuss Management's plans to invest in new technology and to consider the possible effects of the change.

10.4.2 The parties acknowledge that after having discussed possible proposals regarding the introduction of technological change, that the Union may submit views regarding such change to the City Manager within six (6) weeks of having been advised of the potential change as provided for in the Information Exchange Committee as described in Article 10.4.1 above.

Revised 10.5 The Employer and the Union agree to abide by all provisions of ***The Saskatchewan Employment Act***, regarding Technological Change.

ARTICLE 11. JOB SECURITY

11.1 If the City ceases or partly ceases its operations, merges with another employer, or changes operating methods through technological change, and if the City is unable to provide work for a permanent employee, as defined in Article 3.2.2, displaced by the foregoing measures at the employee's normal rate in a comparable class of work, such employee shall be given sixty (60) days' notice of such measures, and shall be paid on severance, one (1) week's pay for each year of service beyond five (5) years. (Exclusive of transfer to another governmental jurisdiction.)

11.2 Where weather conditions force a short-term layoff of staff, the hours of work in the ensuing three (3) pay periods shall be adjusted so as to afford employees the opportunity of ensuring that their overall income does not suffer from the short-term layoff.

11.3 No permanent employee, as defined in Article 3.2.2, engaged in a year-round job shall be laid off or terminated as a direct consequence of the City contracting out work of a nature normally performed by C.U.P.E. forces.

ARTICLE 12. GRIEVANCE PROCEDURE

12.1 In this Article:

Revised **12.1.1 "Days" is defined as City Hall business day.**

New **12.1.2 "Board" is defined as "TCU Place, SaskTel Centre, Remai Modern Art Gallery or Saskatoon Public Library".**

New **12.1.3 "Department Head" means the person responsible for a City Department.**

New **12.1.4 "City Manager" means the administrative head for the City of Saskatoon pursuant to The Cities Act, the Chief Executive Officer/Executive Director of a Board or the Chief of Police for the Saskatoon Police Service.**

12.2 When an employee has been disciplined; refused reemployment after layoff, alleges discrimination, or has any other grievance arising out of the terms of this Agreement, an investigation may be initiated at the request of the employee or the Union.

12.3 The Employer agrees to cooperate with Union representatives in the performance of their duties while investigating or presenting grievances under this Article. The Employer also agrees to provide the Union representatives with information pertinent to the grievance.

12.4 The Union agrees that each steward or acting steward will not leave their work except to perform duties under the Agreement and that they shall first obtain the

permission of their supervisor. Such permission shall be granted and, where circumstances require immediate attention, permission shall be granted within an hour.

12.5 The Union agrees to advise the Employer of the names of stewards and acting stewards.

Informal Process

Step One

12.6 The employee shall, within seven (7) days following an alleged infraction or violation, state the complaint in writing to the Union. The Union shall hear the employee's complaint within seven (7) days and will discuss the matter with the employee's manager in an attempt to resolve the complaint.

New **12.7 An earnest effort shall be made to settle the complaint fairly and promptly through dialogue prior to going to the formal grievance process. Should the complaint remain unresolved, the Union may file a grievance in accordance with the grievance procedure.**

Grievance Procedure

New **12.8 Grievances involving a Board or the Saskatoon Police Service shall commence at Step Three.**

New **12.9 Grievances involving a termination of a City employee or a new or revised City policy, shall commence at Step Three. All other grievances for the City shall commence at Step Two.**

12.10

Revised **Step Two** The Union shall, within twenty-one (21) days after the alleged infraction have the right to be heard by the appropriate Department Head **or City Manager**. When applying for a hearing the Union shall outline, in writing, the **details** of the grievance **and the remedy sought**. **The Parties will endeavour to create an Agreed Statement of Facts in advance of the grievance being considered at Step Two.**

The hearing shall be held within **twenty-one (21)** days of the application being made. The Department Head shall, within **twenty one (21)** days following the hearing, render a decision and reasons, in writing, to the Union.

Revised **Step Three** **In the case of a grievance involving a Board or the Saskatoon Police Service, a City employee termination or a new or revised corporate policy grievance of the City, or following receipt of the Department**

Head's decision at Step Two the Union may, within twenty-one (21) days, appeal to the City Manager. The appeal shall be in writing and include a copy of the grievance and, if applicable, a copy of the Department Head's decision. The City Manager shall hear the appeal within **twenty-one (21)** days after it has been filed and shall give the decision, in writing, within **twenty-one (21). The Parties will endeavour to create an Agreed Statement of Facts in advance of the grievance being considered at Step Three.**

Arbitration

Revised 12.11 If the Union is not satisfied with the decision of the City Manager, the Union may refer the grievance to a Board of Arbitration.

Revised 12.12 The Union agrees to advise the City within forty-five (45) days of receipt of the City Manager's decision (Step Three) of its intention to proceed to arbitration. If the grievance is not so referred, it shall be considered withdrawn.

New 12.13 **Unless otherwise agreed by the parties disputes referred to Arbitration will be decided by an Arbitration Panel.**

12.14 If a grievance is referred to a Board of Arbitration, each party shall nominate one (1) member to the Board within seven (7) days following notice under Article 12.6.1. The parties shall appoint a Chairperson of the Board. If the parties cannot agree on a Chairperson, either party may refer the matter to the Minister of Labour for the appointment of a Chairperson.

Revised 12.15 **An Arbitrator or a** Board of Arbitration shall deal with all matters in dispute and its award shall be final and binding on both parties.

Revised 12.16 Each party shall pay its own costs and expenses in connection with the Board and shall share equally the costs and expenses of the Chairperson **or a single Arbitrator.**

Revised 12.17 **An Arbitrator or a** Board shall have the power to determine whether time limits set forth in the grievance procedure have been reasonably met and, notwithstanding non-compliance, may deal with the merits of the arguments placed before it.

Revised 12.18 **An Arbitrator or a** Board shall have the power to vary any penalty imposed on an employee; however, it shall not have the power to alter the provisions of this Agreement.

12.19 Time Limits

12.19.1 All time limits specified in the Grievance Procedure can be extended by mutual agreement between the parties.

12.19.2 If the Employer fails to answer any of the Steps in the Grievance Procedure within the time limits, the Union may move the grievance to the next step in the procedure.

12.20 Unjust Action

Should an employee be disciplined, laid off, demoted or terminated and it is later established that such action was unjust or not in accordance with the provisions of this Agreement, the employee shall be reinstated to that employee's former status in all respects and shall be compensated for all monetary loss by reason of the action.

12.21 This Article shall be subject to the provisions of the laws of the Province of Saskatchewan and regulations thereunder.

ARTICLE 13. DISCIPLINE

13.1 In the event of misconduct, absence without leave not due to sickness, or for refusal or wilful neglect to carry out the instruction of anyone in authority to give such instructions, any employee may be dismissed without notice or with such notices and allowances as the City Manager may authorize, and the provisions of Article 15 shall not apply. When such dismissal, or a suspension without pay takes place, the employee and the Union shall be advised in writing by the Department Head concerned as to the reason for such dismissal or suspension.

13.2 In the event of termination or dismissal, an employee shall have all the right of appeal provided in this Agreement.

13.3 Whenever it is found necessary to discipline or censure an employee, the written particulars of the matter shall be given to the employee--copy to the Union--within thirty (30) working days following the disciplinary action. If this procedure is not followed such disciplinary action shall not become a part of the employee's record.

13.4 After two (2) years of subsequent employment following a letter of reprimand, during which no formal disciplinary action is taken, the employee may apply to the Employer to have the letter of reprimand removed.

ARTICLE 14. NOTIFICATION OF INABILITY TO REPORT TO WORK

All employees who are unable to report to work as required shall immediately notify their Department. Failure to report may result in disciplinary action unless a reasonable explanation is provided by the employee.

ARTICLE 15. NOTICE OF TERMINATION

15.1 Upon termination of employment, the Employer or the employee agrees to provide the following written notice:

Permanent Employees - one (1) month's notice
All Other Employees - one (1) week's notice

15.2 Notwithstanding the foregoing, either such notice may be waived or modified by mutual agreement between the City and the employee concerned.

ARTICLE 16. SENIORITY

16.1 Seniority is the length of continuous service within the bargaining unit and with the Employer and for the purposes of this Agreement is defined as an employee's total accumulated scheduled hours worked from date of hire.

16.2 All employees shall acquire seniority after one (1) month of continuous service.

16.3 Effective the date of signing of this Collective Agreement, temporary employees will have seniority carried over from one (1) temporary appointment to the next if:

a) there is a break in service of two (2) weeks or less between appointments;

or

b) the employee is hired for a permanent appointment or third temporary appointment. The breaks between appointments must not exceed twelve (12) months of each other;

or

c) there are two (2) consecutive extensions of a temporary appointment.

All of the above shall be subject to Article 16.6.

16.4 Employees cannot exercise seniority rights while on probation except when an employee, not on initial probation, applies for a permanent position (except as provided in Article 17.9). Initial probation is as defined in Article 18.2. In addition, temporary employees can exercise their seniority for permanent positions only during periods of employment.

An employee occupying a temporary position shall be eligible to exercise their seniority for the purpose of applying for that same position, with the same job title within the same work unit.

16.5 Seniority shall continue to accumulate when an employee is absent for:
Sick leave
Workers' Compensation
Vacation

Parenting leave
Approved paid leave of absence

Approved unpaid leave of absence to a maximum of one (1) month, unless otherwise stated in this Agreement.

For assignment or temporary postings outside of the bargaining unit, the following seniority provisions will apply:

a) if period is less than or equal to one (1) month, seniority is retained and will continue to accumulate during period of assignment or temporary posting;

b) if period is greater than one (1) month but less than or equal to one (1) year, seniority will be retained but will not continue to accumulate during period of assignment or temporary posting; and,

c) if period of assignment or temporary posting is for a period of greater than one (1) year, seniority may be retained with approval from C.U.P.E. Local No. 59.

16.6 Seniority shall be lost, however, if the employee:

- Resigns or retires from the service of the City or leaves the bargaining unit.

- Is terminated and is not reinstated through the Grievance Procedure in Article 12.

- Is absent without approved leave and without reasonable cause.

16.7 Part-time employees on availability list or on call-in list.

16.7.1 When an employee is removed from an availability list or a call-in list, other than a seasonal employee, they will be considered to be terminated and their seniority shall cease to accumulate.

16.7.2 A part-time employee will be removed from an availability list when one or more or the following situations occur:

16.7.2.1 employee resigns and leaves the bargaining unit;

16.7.2.2 employee fails probation;

16.7.2.3 employee's personal availability schedule, for the specified period or season, no longer meets the minimum requirements specified for a particular availability list;

16.7.2.4 employee is terminated;

16.7.2.5 employee does not accept work when initial schedule is prepared for a specified period or season; or

16.7.2.6 workload reductions, or the transfer of work from an availability list to a posted position, results in a reduction to the number of required employees on an availability list.
(1) employee with the least flexibility to fill the required hours of work specified for the particular availability list will be removed.

16.7.3 A part-time employee will be removed from a call-in list when one or more of the following situations occur:

16.7.3.1 employee resigns and leaves the bargaining unit;

16.7.3.2 employee fails probation;

16.7.3.3 employee is terminated; or

16.7.3.4 there has been a break in service in excess of six (6) months.

ARTICLE 17. VACANCIES AND PROMOTIONS

17.1 Notice of Vacancies

Revised

17.1.1 Notices of vacancies for permanent continuous, part-time and new positions shall be **published** for seven (7) calendar days. Availability and call-in lists are not positions.

17.1.1.1 For additional work reflected on an availability list, the Employer will communicate (other than through a posting) interest in supplementing the list of employees on a specified availability list.

17.1.1.2 Employees on availability lists will be required to update their personal availability on a periodic basis as specified for each list.

17.1.2 Seasonal position vacancies shall be posted prior to the beginning of each season. An eligibility list will be established from the initial posting and will be in effect for the purpose of filling seasonal vacancies which occur, after the normal recall process, during that season.

17.1.3 All temporary positions which provide an income advantage to permanent employees -- other than those temporary positions having a duration of three (3) months or less -- shall be bulletined. The duration

of the temporary position shall be stated in the bulletin. The Employer will notify the Union if any unposted position reaches three (3) months.

Employees in a posted temporary position may be extended beyond the initial term, without reposting for a period of up to two (2) years. Extensions beyond two (2) years are subject to written approval from the Union. When more than one (1) temporary generic position (same position, same job title, same work unit) exists and the Employer requires an extension to one or more of the temporary generic positions (same position, same job title, same work unit), the extensions will be offered to the employees currently holding the temporary positions on the basis of seniority.

17.1.4 When the Employer creates a new position and that position is posted temporary with the possibility of becoming a permanent position, if the Employer states on the posting "this position may become permanent", the Employer shall offer the incumbent the position without posting. Should the position become permanent, the date of probation will commence when the position becomes permanent, the probationary period shall be as provided in Article 18, less credit for time served in the position before it became permanent.

17.2 Consideration shall first be given to applications submitted by employees in C.U.P.E. Local No. 59, C.U.P.E. Local No. 859, and C.U.P.E. Local No. 47.

17.3 Seniority in accordance with Article 16.1 shall be the determining factor in selecting the successful applicant, provided the applicant possesses the required qualifications for the position vacancy. If the vacancy is not filled as a result of the above, further consideration shall be given to other employees in the bargaining unit.

17.3.1 For the purpose of selecting a successful applicant to reside on a specified availability list, provided the applicant possesses the required qualifications for the work associated with that availability list, greatest flexibility to fill the required hours of work (as expressed in a personal availability schedule provided by the employee) will be the primary determining factor in selecting a successful candidate. In cases where personal availability is equal between two or more applicants and all applicants possess the required qualifications, seniority will be the determining factor.

17.4 When incumbents of senior positions give sufficient notice of intent to retire, such pending vacancy shall be bulletined three (3) months in advance of such retirement in order that the employee being promoted or transferred to the senior position may have sufficient training. An employee shall not receive an increase in pay during such training period.

17.5 Permanent employees temporarily promoted shall have all rights protected in their lower permanent position and continue to acquire and exercise seniority rights of the permanent position.

17.6 When an employee is promoted, the Union shall be notified of Management's selection at the same time as the successful applicant is advised.

17.7 Should an employee be promoted from one position to another carrying a higher maximum wage, such promotion shall carry the wage of:

17.7.1 The minimum for the new position;

or

The wage at the time of promotion plus one (1) year's annual increment on the schedule for the new position; whichever shall be the greater.

17.7.2 An employee promoted during the period of renegotiation of a new Agreement, shall not revert to the minimum wage rate for the position due to any retroactivity of the Agreement.

17.7.3 Appointments to a bulletined position not filled by the promotion or transfer of a civic employee may be made at the next lower grade if a fully-qualified applicant is not available; such appointee to be automatically promoted on qualification.

17.7.4 In cases where higher qualifications than those held by serving employees are required for a promotional opportunity, consideration shall be given to a senior applicant who is in the process of acquiring the required qualification at the time the promotional opportunity arises.

17.7.5 An employee demoted whose pay rate prior to demotion is above the maximum established for the class into which the employee is demoting shall have that pay rate reduced to the maximum. Should the pay rate prior to demotion be below the maximum of the class into which the employee is demoting, the pay rate shall be adjusted to the nearest appropriate step in the new range.

17.8 All postings for C.U.P.E. Local No. 59 positions will state: "The City of Saskatoon is an Employment Equity employer."

17.9 Part-time Employees

Part-time employees may exercise seniority for vacant positions for which they have the necessary qualifications in the following manner:

17.9.1 If the employee has a minimum of three hundred and twenty-five (325) hours accumulated work time, the employee may exercise seniority for temporary part-time, or permanent part-time positions (within the same job title, and within the same work unit only); or

17.9.2 If the employee has one thousand and forty (1040) hours or greater of accumulated work time, the employee may exercise seniority for any temporary or permanent position.

17.10 A permanent employee who is promoted, transferred or who voluntarily demotes to another position and is subsequently removed from that position as a result of a grievance settlement or arbitration award, shall have all rights protected in the employee's previous position. Other permanent employees displaced as a result of this placement shall have their rights protected also.

ARTICLE 18. PROBATIONARY PERIOD

18.1 While on probation, an employee cannot exercise seniority to claim a transfer or promotion, except as provided for in Article 16.4.

18.2 All new permanent, part-time and temporary employees shall be on probation for a six (6) month accumulated working period. During the probationary period, the onus for establishing suitability for continuing employment shall lie totally with the employee. The wage for new employees at appointment shall not be less than the minimum of the range.

18.3 Employees promoted or transferred or those who voluntarily demote to another position shall be on probation in the new position for a period of six (6) months' accumulated work time. If not considered capable within this period, or if they so request, the employee shall be returned to the position formerly held without loss of seniority. Under this clause, reversion at the request of employees shall be considered only once in a two (2) year period. Other individuals promoted or transferred as a consequence of an original promotion, transfer or voluntary demotion shall also be returned to their former positions.

18.3.1 Employees promoted or transferred to another position of the same job title and within the same work unit shall not be on probation unless their initial probation period for this job title in this work unit has not been completed. Should this initial probation period not be completed, the probation period, and time served towards that probation, is transferred to the new position.

18.4 For the purpose of determining the probationary period for regular employment with the Employer, the six (6) month probationary period as may be required to be served for qualifying for promotion shall also be considered as part of the

probationary period for regular employment.

18.5 Each occasion of employment of three (3) or more months' duration shall contribute to the accumulation of six (6) months' work time required for permanency, subject to the continued availability of work and satisfactory performance of duties.

18.6 Seasonal employees shall be on probation for a period of one thousand and forty hours (1040) hours. The probationary period shall not extend beyond the third season.

ARTICLE 19. LAYOFF AND RECALL

19.1 The principle of "last on, first off", according to seniority shall be applied whenever a reduction in staff becomes necessary. The Union shall be consulted whenever deviation from the principle "last on, first off" is considered necessary to the Employer in order to maintain the balance of efficiency of the work force.

19.2 For the purpose of layoff, recall and position abolition, except seasonal layoffs and recalls, seniority shall be defined in accordance with Article 16.1.

19.3 In the case of temporary layoffs other than seasonal layoffs, the Employer will make every effort to place laid off employees into vacant positions for which they are qualified, at the same or lower classification and/or pay grade.

19.4 In the case of position abolition, an employee who is in a posted position other than a temporary position, providing the employee possesses the required qualifications may elect one of the following:

19.4.1 To be placed in a vacant position without posting at the same annual salary level or lower annual salary level. Where deemed by the parties that exceptions are to be considered, the Employer and the Union will agree on exceptions in order to minimize disruptions.

19.4.2 To exercise "bumping" in order as follows:

First: within own classification and/or pay grade
1st - a temporary employee in a permanent position
2nd -a permanent employee on probation with the least seniority
3rd - a permanent employee with the least seniority, then the next with least seniority, and so on.

Second: within lower classification level(s) and pay grade(s), level by level

19.4.3 Upon mutual agreement between the parties the employee can be considered as on layoff and placed in a vacant temporary position until such time that Article 19.8 can be applied.

19.4.4 An employee may go on layoff and apply the provision of Article 19.8 as positions become vacant.

19.4.5 Notwithstanding Article 19.4, a part-time employee may apply the above procedure only in respect of other employees in posted part-time, or temporary positions.

19.4.6 Notwithstanding Article 19.4, a seasonal employee may apply the above procedure only in respect of other employees in posted seasonal and temporary positions.

Once options have been established, the employee will have seventy-two (72) hours to make an election.

19.5 An employee who is bumped shall immediately have access to the provisions of Article 19.4 as if the employee's position had been abolished.

19.6 If an employee is to be laid off or the position is to be abolished, the employee will be given as much written notice as possible and as required by law, but in no case less than one (1) month, with a copy to the Union. If notice is not given as required, employees will receive pay in lieu, prorated.

19.7 Employees who are placed in other positions as a result of the foregoing procedure will be placed in the new range at an incremental rate which is closest but not above their present rate.

19.8 When the Employer is engaging additional employees, the most senior permanent employees last laid off shall, if qualified, be the first to be recalled.

19.9 Should an employee not respond within fourteen (14) days after notification of recall to work, such employee shall be deemed to have terminated employment with the City.

19.10 In the case of an involuntary demotion, an employee may "bump" an employee of lesser seniority, at a lower level, providing the employee possesses the required qualifications for the lower position.

19.11 Seasonal Employees

19.11.1 Employees will be retained in order of seniority according to seniority lists provided they have the required qualifications for the work which is available. The Union shall be consulted whenever deviation from the

above stated principles is considered necessary by the Employer. When special projects requiring specific skills are in progress during the fall layoff period, employees working on these projects shall not be laid off based on seniority if the project is to conclude within the very near future.

Revised

19.11.2 **Facilities and Fleet Management Division, Recreation and Community Development Division**, All other areas of the Community Services Department and all Other Departments, Boards and Commissions

Employees will be recalled to work in order of seniority, according to area seniority lists, provided they have the required qualifications for the work which is available. Notice of recall will be sent by registered mail to the last known address of the employee. The Union will receive a copy of the letter and a list of the employees to whom the letter was sent.

Should any employee fail to report for duty on the recall date, they will be deemed to have terminated employment with the City.

Parks

Employees will be recalled to work in order of seniority, according to area seniority lists, provided they have the required qualifications for the work which is available. Notice of recall will be sent by registered mail to the last known address of the employee, at least six (6) calendar weeks before the recall date. The Union will receive a copy of the letter, and a list of the employees to whom the letter was sent.

The employee must confirm the intent to return to work by using the confirmation process outlined in the recall letter, by the first confirmation date specified in the recall letter, and again within fourteen (14) to thirty (30) days prior to the tentative start date specified in the recall letter.

Any employee who fails to confirm the intent to return to work as required above, or who confirms but then fails to return to work, will be deemed to have terminated employment with the City.

19.11.3 For the purpose of layoff and recall, seniority shall be defined as the length of accumulated service an employee has and will be applied in accordance with the following area seniority lists:

Revised

a) **Community Services** Department
   i) Parks **Division**:
   Park and Open Space Maintenance,
   Urban Biological Services,
   Irrigation **Services,**

Sport Field Maintenance,
Naturalized Area Management,
Woodlawn Cemetery,
Urban Forestry,
Civic Conservatory and Greenhouse

Prior to layoff, when the City determines work is complete within the employee's classification, the employee will have the option to perform available labourer work within the employee's area seniority list. The employee will be paid the Labourer rate and will be retained in order of seniority.

Revised

b) Community Services Department
Recreation and Community Development Division:
Forestry Farm Park Zoo
Golf Courses
Aquatic Facilities
All other areas (**Recreation and Community Development Division**)

c) All other areas of the Community Services Department and all Other Departments, Boards and Commissions

New

d) Asset and Financial Management Department
Facilities and Fleet Management Division

19.11.4 Area List Seniority

19.11.4.1 Both layoff and recall, and equipment operator assignment, shall be based only on seniority earned on the applicable area seniority list;

19.11.4.2 Article 17.1.2 shall continue to apply;

19.11.4.3 Seniority earned on any area seniority list is transferable and applicable from one area seniority list to another area seniority list; and,

19.11.4.4 A permanent continuous employee who elects, under Article 19.4, to be placed or to exercise "bumping" into a Permanent Seasonal Position, will be considered to have earned seniority on the applicable area seniority list, under Article 19.11.4, in the amount of the employee's overall seniority.

19.12 Temporary Employees

The provisions of this Article do not apply to temporary employees and to those permanent employees who are only on an availability list or a call-in list.

ARTICLE 20. JOINT JOB EVALUATION

20.1 Effective August 1, 2001, the Employer shall provide into a reserve account the sum of $150,000 for the 2001 calendar year, and an additional $150,000 per year on January 2 each year, for a maximum of ten (10) consecutive years. This fund will be used to implement a new job evaluation plan. In addition, any employees in a classification which decreases in pay grade as a result of job evaluation will continue to receive general economic increases negotiated, for as long as they continue to hold that position, or for the first three (3) years after the implementation of the job evaluation plan, whichever occurs first. After three (3) years, no general economic increases are to be applied to downward classification decisions.

and

No reviews or appeals shall be dealt with during the period of 2001 through to the implementation date of the new plan; no new classification review request (PAQ) will be considered after July 10, 2001.

20.2 The general terms of the Job Evaluation Plan are as follows:

20.2.1 The Employer will provide required consultant services at no cost to the plan.

20.2.2 The Employer and the Union will jointly develop terms of reference. The parties will not proceed to implementation of the plan until the terms of reference are agreed.

20.2.3 The Union will appoint up to six employees, and the Employer will pay for time spent in development and implementation of the plan.

20.2.4 Plan development and implementation will be completed by December 31, 2003, or as otherwise mutually agreed.

20.2.5 When the job evaluation plan is complete, salary adjustments will be implemented as per the Union Committee's instructions.

20.2.6 All existing and new positions will be processed through the Job Evaluation Plan.

ARTICLE 21. PICKET LINES

The City of Saskatoon policy as set out in a letter dated March 3, 1970 from the City Commissioner regarding picket lines will be recognized.

ARTICLE 22. HOURS OF WORK

Revised 22.1 THE MODIFIED REARRANGED WORK WEEK WILL BE EXTENDED UNTIL DECEMBER 31, 20**18**. WHERE CONTRADICTIONS EXIST BETWEEN ARTICLES 22 AND 23 AND THE MEMORANDUM OF AGREEMENT, THE MEMORANDUM OF AGREEMENT WILL APPLY.

22.2 City Hall

Subject to the detailed provisions of the salary schedules for all employees covered by this Agreement, the hours of work shall be 8:10 a.m. to 4:30 p.m. with one (1) hour for lunch, excluding janitorial and caretaking staff.

22.2.1 The normal hours of work for janitorial and caretaking staff shall be 4:00 p.m. to 12:00 midnight, Monday to Friday.

Revised 22.3 **Community** Services Department - Parks **Division, Asset and Financial Management** - Facilities **and Fleet Management Division**

22.3.1 The normal hours of work for employees shall be eight (8) hours per day, five (5) days per week, days off to be consecutive. (8:00 a.m. to 12:00 noon and 12:30 p.m. to 4:30 p.m. - except office staff.)

22.3.2 From the first Monday following May 15 to the Friday prior to October 15 of each year, the normal daily hours of work (other than office staff and two (2) cemetery employees) shall be from 7:30 a.m. to 12:00 noon and from 12:30 p.m. to 4:00 p.m.

22.3.3 The two (2) cemetery employees referred to above will commence and cease work one (1) hour later than their regular shift as and when required. One (1) day's notice of change of hours to be given when notified that timing of funerals require such adjustment.

22.3.4 Full-time Building Operators (formerly Building Operator I) and Building Custodian 3 (formerly Building Custodian) shall work forty (40) hours per week with two (2) consecutive days off. Employees shall be given twenty-four (24) hours' notice of shift change; otherwise, such employees shall be paid overtime rates for all hours worked within the notice period.

Building Custodian 3 (formerly Building Custodian) at City Hall shall continue to be governed by Article 22.2.1.

Resident Building Operators (formerly Building Operator II) shall be scheduled on a shift Monday to Friday and shall work forty (40) hours per week between the hours of 7:00 a.m. and 4:00 p.m.

Revised

The Maintenance Staff at the **Remai Modern Art Gallery of Saskatchewan** shall work a five (5) day, forty (40) hour work week.

The Maintenance Staff at the Saskatoon Public Library shall work a five (5) day, forty (40) hour work week.

22.3.5 Hours of work for Mechanic's Helper to be 1:00 p.m. to 10:00 p.m., five (5) days per week. Days off to be consecutive.

Revised

22.4 Community Services Department - **Recreation and Community Development Division**

22.4.1 Hours of work for employees--except clerical and stenographic - employees employed in the Community Services Department - Recreation and Community Development Division, but including Golf Course employees--shall be on the basis of a five (5) day, forty (40) hour week, with two (2) consecutive days off (wherever possible, one (1) of these to be a Sunday). A work schedule covering one (1) month shall be posted not later than the twenty-eighth (28th) day of the preceding month.

22.4.2 From the first Monday in June to the last Friday in September of each year, all employees except those employed in the ball parks, youth centres, indoor rinks, swimming pools and recreation units, shall start work at their usual time and receive one-half (1/2) hour for lunch with the normal work day to remain at eight (8) hours.

22.5 Saskatoon Police Services

22.5.1 Except as specifically provided for below, hours of work for clerical employees shall be thirty-six and two-thirds (36 2/3) hours per week on a five (5) day week. Days off to be so arranged as to provide service on Saturdays and Sundays. Each employee to have two (2) consecutive days off per week.

22.5.2 Hours of work for CPIC Operators (formerly CPIC Operator I) shall be in accordance with a rotating schedule from 7:00 a.m. to 7:00 p.m., or 7:00 p.m. to 7:00 a.m.

22.5.3 The hours of work for staff of the Central Registry Section who are involved in the transcription of Occurrences and Investigation Reports shall be in accordance with a rotating schedule.

22.6 TCU Place

22.6.1 Office Staff employees, as provided for in Article 22.2.

22.6.2 Resident Building Operator
The normal hours of work for the above classifications shall be eight (8) hours per day, five (5) days, forty (40) hours per week, days off to be consecutive.

22.6.3 Part-Time TCU Place Employees

A work schedule shall be posted one (1) week in advance for the following month. The schedule is subject to change and is not a guarantee of work.

Revised 22.7 **Remai Modern Art Gallery of Saskatchewan**

Revised 22.7.1 Present employees hired by the **Remai Modern Art Gallery of Saskatchewan** prior to October 1, 1976, will remain on hours of work in effect prior to October 1, 1976.

22.7.2 Employees employed after October 1, 1976, shall work the following:

Clerical - thirty-six and two-thirds (36 2/3) hours weekly - five (5) day work week.
Sales Clerk - forty (40) hours weekly - five (5) day work week.

Revised 22.8 **SaskTel** Centre

22.8.1 Box Office Supervisor

Normal hours of work shall be eight (8) hours per day, five (5) days per week, days off to be consecutive to the greatest extent possible.

A work schedule covering one (1) calendar week shall be posted not later than Monday of the preceding week. Any departure from the posted schedule shall require payment of double time (2X) for the work performed on the scheduled day or days off.

22.8.2 Coliseum Operator

The Maintenance Staff shall work a forty (40) hour work week as per shift schedule.

22.8.3 Part-Time **SaskTel** Centre Employees

A work schedule shall be posted one (1) week in advance for the following week. The schedule is subject to change and is not a guarantee of work.

22.9 Part-Time Employees - The hours of work for part-time employees will be operationally determined.

22.10 "Hours of work" shall be governed by the laws of the Province of Saskatchewan and regulations thereunder.

22.11 Where there is agreement between the Department Head and the employee, commencement or end of shift for the above may vary up to two (2) hours for start and end times. Where further variation is required and the employee and Department Head are in agreement, a Letter of Understanding shall be approved by two (2) of the C.U.P.E. Local No. 59 Table Officers.

22.12 If a posted schedule for a posted position must be changed, for reasons unforeseen by Management, affected employees must be notified twenty-four (24) hours prior to the change; otherwise, such employees shall be paid overtime rates for all hours worked within the notice period.

ARTICLE 23. OVERTIME

23.1 Employees required to continue working after completing their regular schedule of hours in any one day, shall be paid at the rate of double time (2X).

23.2 Employees who are required to work on their weekly days of rest shall be paid a minimum of two (2) hours at double time (2X) or time worked at double time (2X) - whichever is the greater.

23.3 In the absence of an emergency, an employee who demonstrates reasonable personal need shall not be required to work overtime.

23.4 Equipment Operators

When a machine is required for overtime work, the regular operator of the machine shall receive first call, except in cases of extreme emergency unforeseen by Management or when the regular operator is absent on approved leave.

23.5 It is agreed that the Union will be provided with a monthly list of overtime worked by its members.

23.6 An employee may take time off in lieu of payment of overtime, at overtime rates provided such arrangement has received prior approval and agreement of the Department Head or designate - such approval will not be unreasonably withheld. The scheduling of such time off shall be by mutual agreement. Overtime is not

generally carried over from one (1) calendar year to the next, except as provided in Article 30.2.3.

23.7 Part-Time Employees

Part-time employees shall be paid overtime rates for hours worked in excess of eight (8) hours per day or forty (40) hours per week. For clerical positions overtime shall be paid for hours worked in excess of seven and one-third (7 1/3) hours per day or thirty-six and two-thirds (36 2/3) hours per week.

ARTICLE 24. PAYMENT OF WAGES

24.1 Employees engaged on a monthly basis shall be paid on the fifteenth (15th) and the last day of each and every month during their employment. Should any of the above-mentioned dates fall on a Public or Special Holiday as herein set forth or on a Sunday or a closed banking day, the date of the payment shall be the date previous to the said Public or Special Holiday or closed banking day or Sunday.

24.2 Employees receiving hourly wages shall be paid on the seventh (7th) and twenty-second (22nd) days of each and every month during their employment. Should any of the above-mentioned dates fall on a Public or Special Holiday as elsewhere defined in this Agreement, or on a Sunday or a closed banking day, the date of the payment shall be the date previous to the said Public or Special Holiday or closed banking day.

24.3 For the purpose of reducing the monthly wage of an employee to an hourly wage, for the purpose of deducting pay for time off without pay, sick time off when sick credits are exhausted, or for any other reason (other than overtime), the following formula shall be used:

Number of hours off without pay x employee's hourly rate
Overtime: Number of hours x employee's hourly rate x 2

24.4 An employee who is appointed to a position, or terminates employment with the City, shall receive a full half (1/2) month's wage if the employee works all the available working days within a pay period.

24.5 Where an employee's hourly rate is the subject of continuing change, an average rate shall be determined when making sick leave and annual leave payments as may be necessary. (See Article 24.10)

Revised 24.6 The rates of pay assigned to the various classes of work in **Community** Services Department (Parks **Division** or **Recreation and Community Development Division**) shall be paid whenever an employee is performing the duties assigned to such class of employment. Subject to having the required qualifications for the operation of equipment, seniority shall be the determining factor in the appointment

of employees to equipment operator classifications in the **Community** Services Department (Parks **Division** or **Recreation and Community Development Division**). Specifically the initial assignment of equipment to employees, at the beginning of each work season, will be based on the respective area seniority list. Subsequent and/or temporary assignments during the work season shall be based on seniority in the respective individual zone or program.

24.7 When it is necessary to engage a new employee with experience in the particular class of work because no one in the service is available for promotion or transfer, the starting wage may be fixed by the Director of Human Resources or the Head of any Department administered by an outside Board.

24.8 Under exceptional circumstances an employee's wage increment may be advanced beyond the negotiated yearly increases upon the written recommendation of the Department Head and with the approval of the Director of Human Resources or Head of any Department administered by an outside Board.

24.9 The job classification of an employee while on holidays or sick leave is deemed to be that which the employee otherwise would have if not on holidays or sick leave.

24.10 Part-time Employees

Part-time employees shall receive the rate of pay for the classification in which they are working, and when required to temporarily perform the duties of a lower paying classification, shall maintain their regular rates. The specific rates of pay are outlined in the wage schedules.

ARTICLE 25. ANNUAL INCREMENTS

25.1 Annual increments shall be received in accordance with the provisions of the wage schedules. Increments shall be effective as follows: Appointments or promotions (where a promotion changes an employee's anniversary date) made from the twenty-third (23rd) to the seventh (7th) of a month to be effective the first (1st) of the month, and made from the eighth (8th) to the twenty-second (22nd) of the month, effective the sixteenth (16th) of the month.

25.2 Should an employee be temporarily promoted to a higher position and is subsequently appointed to the position, then providing there is no break between the temporary promotion and the appointment, the anniversary date for increments shall be the date of the temporary promotion, subject to Article 25.1 above.

Revised 25.3 Time spent in any category in the Community Services Department (**Recreation and Community Development Division**) will count toward increments in the **Community** Services Department (Parks **Division**) Labourer category.

Revised 25.4 Time spent in any category in the **Community** Services Department (Parks **Division**) will count toward increments in Labourer or associated categories in the Community Services Department (**Recreation and Community Development Division**).

25.5 Part-Time Employees

Annual increments shall be earned on the basis of an employee's total accumulated scheduled hours worked and in accordance with the wage schedules.

ARTICLE 26. SHIFT DIFFERENTIAL

26.1 A shift employee is defined as an employee who is required to work on shift on a temporary or permanent basis.

26.2 Shift work shall normally cover twenty-four (24) hours per day on the following basis:

Day Shift 8:00 a.m. to 4:00 p.m.
Evening Shift 4:00 p.m. to 12:00 midnight
Night Shift 12:00 midnight to 8:00 a.m.

Revised 26.3 In addition to the regular wage and salary rates provided for elsewhere in this Agreement, a shift differential of **one dollar and twenty cents ($1.20)** per hour effective the first pay period **thirty days after ratification** shall be paid to any employee, four (4) or more of whose hours of work fall within either the evening shift (4:00 p.m. to 12:00 midnight) or the night shift (12:00 midnight to 8:00 a.m.), it being understood that, should four (4) or more of the employee's work hours fall within the evening or night shift hours specified above, the employee is to be paid shift differential for the full period of the shift.

26.4 Notwithstanding the provisions of Article 26.3 above, shift differential shall not be payable when bonus pay is payable in respect to work in excess of normal hours of work or on a day off.

26.5 When a shift employee is working a regular evening or night shift on a Public Holiday, shift differential shall be paid in addition to the premium pay for working on the holiday.

26.6 Shift differential shall not form part of the basic wage rate and shall not be payable in respect of annual vacation, sick pay, Workers' Compensation or pay in lieu of Public Holidays falling on days off.

26.7 Shift differential shall not apply to part-time employees on call-in lists.

ARTICLE 27. STAND-BY, CALL-BACK AND REPORTING TO WORK

27.1 Effective the first pay period after January 1, 2015, employees who are specifically designated to stand-by will receive one and one-half (1½) hour's pay at their regular rate for each eight (8) hour period or portion thereof. Should an employee who is on stand-by be called out and fail to report, the stand-by premium will not be paid.

27.2 An employee recalled to work after having completed a regular schedule shall be paid a minimum of two (2) hours at double time (2X), or time worked at double time (2X), whichever is greater.

27.3 Part-Time Employees (Reporting to Work)

27.3.1 Subject to Article 27.3.2, whenever employees are required to report to work they shall receive a minimum of three (3) hours' pay at their regular rate.

27.3.2 Activity Leaders and Lifeguards shall receive three (3) hours' pay at minimum wage rate for reporting to work or payment for straight time hours worked, whichever is greater.

ARTICLE 28. SUPERIOR DUTY PAY

28.1 Effective the date of signing the agreement, additional responsibility pay shall be paid as follows:

28.1.1 For specific assignment of task(s) $0.60
For which the task or tasks are not reasonably considered to be within the employee's current scope of responsibility. Work as assigned must be within the same work unit and in the same location. The Employer will list in writing the duties and responsibilities required prior to specific assignment.

28.1.2 Effective the first pay period after January 1, 2015 for additional assignment to the supervision of four or more employees.....$1.00

28.1.3 For assignment to perform substantially the duties of a higher paid employee - the minimum step of the higher paid position or a rate of pay equivalent to one step higher than the present rate of pay – whichever is the greater for the entire period. When there is more than one (1) qualified employee, seniority is to apply.

28.1.4 Special Project - rate to be determined dependent upon complexity of work; however, no less than 5% of current salary.

ARTICLE 29. PUBLIC HOLIDAYS

29.1 Public Holiday means any of the following days: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Saskatchewan Day (first Monday in August), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any day or part of a day proclaimed a Civic Holiday.

29.2 When any of the foregoing holidays fall on a Saturday or Sunday, it shall be observed on the following Monday. If Christmas Day or Boxing Day falls on a Saturday and Sunday, then they shall be observed on the following Monday and Tuesday.

Revised 29.3 For full-time employees, when a Public Holiday falls on an employee's regular day off or part of a day off, an extra day's pay shall be received in lieu of such holiday. When such pay in lieu is given, the payment shall be deemed to include compliance with the provisions of ***The Saskatchewan Employment Act*** which requires that hours of work in excess of thirty-two (32) hours in a week in which a Public Holiday occurs, shall be paid for at time and one-half (1½X). The foregoing shall not apply where an alternative Public Holiday is declared (i.e. where Christmas falls on a Sunday and Monday is declared a legal holiday).

29.4 Employees required to work on Public or Proclaimed Holidays shall be paid at the regular rate plus double time (2X) for all hours worked, except as provided in Article 29.5 below.

29.5 An employee who is employed on a continuous year-round basis, may elect to take equivalent time off in lieu of the pay bonus provided for in Article 29.4 above, and may accumulate such bonus time to a maximum of five (5) days. The period of taking such elected time off shall be as mutually agreed upon between the Head of the Department concerned and the employee.

29.6 Subject to operating requirements, when a Public Holiday falls on an employee's scheduled day off, the employee may elect to take equivalent time off without pay at a mutually agreeable time, but within sixty (60) days of occurrence.

29.7 Part-Time Employees

29.7.1 Holiday pay is calculated as $W \div 20$

where W is the total of the wages earned by the employee during the four weeks immediately preceding the public holiday, exclusive of overtime.

29.7.2 Employees on an availability list or a call-in list required to work on a Public Holiday shall be paid for the hours worked on the holiday at two

and one-half times (2½X). This amount includes the premium rate and a regular day's pay.

ARTICLE 30. VACATIONS

30.1 Vacation Entitlement

30.1.1 Employees shall, after twelve (12) months' accumulated service, be entitled to vacation at the rate of three (3) weeks' vacation per year.

30.1.2 After eight (8) years' accumulated service, be entitled to four (4) weeks' vacation per year.

30.1.3 After sixteen (16) years' accumulated service, be entitled to five (5) weeks' vacation per year.

30.1.4 After twenty-four (24) years' accumulated service, be entitled to six (6) weeks' vacation per year.

Effective April 1, 2015 employees that currently have thirty (30) or more accumulated years of service shall be entitled to one additional vacation day for each subsequent year completed to a maximum of seven (7) weeks' vacation per year. (E.g. An employee with 30 years accumulated service would get one (1) additional day and an employee with 36 years accumulated services would get one (1) additional day).

After April 1, 2015 employees that subsequently reach thirty (30) years' of accumulated service, shall be entitled to one additional day for each subsequent year completed to a maximum of seven (7) weeks' vacation per year.

30.2 Vacation Pay

30.2.1 Employees having a vacation entitlement shall be paid at their regular rate of pay at the time of taking their vacation, or 3/52's, 4/52's, 5/52's or 6/52's of their gross earnings, as applicable, whichever is greater.

30.2.2 (1) Temporary, Seasonal and those part-time employees who are on availability or call-in lists earn vacation credits in accordance with Article 30.1 above and shall be paid 3/52's, 4/52's, 5/52's or 6/52's of gross earnings, as applicable, on each pay period; or,

(2) Temporary employees (whose term exceeds three (3) months) have the option of having the Employer withhold their vacation pay in order to take paid vacation, provided the Employer agrees to the

vacation period to be taken (subject to Article 30.3). Once an employee has exercised the option of having vacation pay withheld, there is no reversion to payment for vacation pay.

30.2.3 Pressing Necessity and Personal Leave

(1) General Provision

Pressing necessity leave means leave to attend on unforeseen critical circumstances.

Personal leave means leave to attend on discretionary circumstances. The employee will provide as much notice to the Employer as is possible. The granting of any leave shall be subject to operational requirements permitting. Time taken will be a minimum of a full shift unless otherwise approved by the employee's supervisor.

An employee may carry up to eighty (80) hours of vacation leave carryover, earned days off (Section IV - Rearranged Work Week), and any overtime (Article 23.6) to use for future pressing necessity and/or personal leave.

(2) This Article applies to:
Full-time permanent employees – 80 hours
Permanent part-time employees (other than those on an availability list or a call-in list) - prorated to full-time hours
Seasonal/Temporary employees - as per departmental policy

30.3 Vacations shall be arranged between employees and the Head of the Department on or before April 1 of each year. Subject to the continuity of essential services, vacations shall be arranged as far as possible to suit the convenience of the employee in accordance to seniority within C.U.P.E. Local No. 59.

30.4 The vacation year shall be deemed to operate from April 1 to March 31 the following year.

30.4.1 Employees appointed on or after April 1, 1958, shall have their current vacation entitlement calculated on the basis of the number of months' employment prior to April 1 each year. (All employees appointed on or after April 1, 1958, will thus have their anniversary date for vacation purposes adjusted to April 1). For the purpose of applying the provisions of Article 30.1 above, years of service shall be deemed to apply from the April 1 date following date of appointment.

Effective July 1, 1995, the employee's anniversary date will be used for

the purpose of establishing vacation entitlement in Article 30.1.

30.5 All pay for the period of earned vacation, if requested by the employee at least one (1) week in advance of the vacation period, shall be payable in advance.

30.6 An employee covered by this Agreement, leaving the service at any time during the vacation year prior to taking vacation, shall be entitled to a proportionate payment of wages in lieu of such vacation.

30.7 All employees shall be allowed one (1) additional day of vacation with pay for any Public Holiday which falls in their period of vacation.

30.8 At the discretion of the Head of the Department, one (1) week of vacation credit may be divided.

30.9 Notwithstanding the foregoing provisions, an employee on Workers' Compensation or sick leave shall not continue to accumulate vacation credits beyond a period of six (6) months' absence.

30.10 After completion of two (2) years' service subsequent to the April 1 date following the actual date of appointment, employees may accumulate up to two (2) years' vacation credits, subject to the permission of the Head of the Department, whose decision shall be final and not subject to appeal.

30.11 An employee experiencing serious illness or injury immediately prior to their annual vacation shall be entitled to a deferred vacation, provided that the illness or injury is documented by a physician. Such deferred vacation shall be taken at the discretion of the Department Head.

30.12 In the event of illness, or injury of a serious nature, occurring during an employee's vacation, the employee may - at the sole discretion of the City Manager, whose decision shall be final and not subject to appeal - be allowed a deferred vacation equal to the time lost through such serious illness or injury during the vacation period. Vacation thus deferred shall be charged to sick pay credits which the employee may have.

30.13 Vacation pay shall be at the rate effective immediately prior to the vacation period. Any increase due during the vacation period shall apply from its effective date.

Revised 30.14 **Community** Services Department (Parks **Division**) seasonal Assistant Parks Supervisor and seasonal Parks Technician 14 shall qualify for five (5) days leave of absence without pay and may exercise this option upon recall of each season.

ARTICLE 31. SICK LEAVE

31.1 Accumulation of Sick Leave Credits

31.1.1 All permanent full-time and seasonal employees shall accumulate sick leave credits at the rate of one and one-quarter (1¼) working days per month during their first ten (10) years of service from last date of hire, and shall accumulate sick leave credits at the rate of one and one-half (1½) working days per month thereafter.

31.1.2 Part-time employees, while in a posted position or in a temporary position of less than three (3) months duration, shall earn and accumulate sick leave credits on the basis of the following formula:

Regular Hours Worked x .0577 = Earned Hours of Sick Leave Credits.

31.1.3 Temporary full-time employees shall accumulate sick leave credits at the rate of one and one-quarter (1¼) working days per month.

31.1.4 An employee's total unused accumulation of sick leave credits shall not exceed one hundred and ninety-four (194) working days.

31.1.5 Part-time employees who are only on an availability list or a call-in list shall not accumulate sick leave credits.

31.2 Use of Accumulated Sick Leave Credits

31.2.1 Permanent full-time and part-time employees, while in a posted position or in a temporary position of less than three (3) months, shall be entitled to payment for absence from work due to illness, to the extent of their accumulated credits, after three (3) months of employment.

31.2.2 Temporary and seasonal employees shall be entitled to payment for absence from work due to illness, to the extent of their accumulated sick leave credits, after six (6) months of accumulated work time, provided they are not on layoff and have had no break in service in excess of six (6) months, (nine (9) months for seasonal employees). A break in service may be extended at the discretion of the Director of Human Resources, whose decision on the matter shall be final and not subject to appeal.

31.2.3 Absences due to illness shall first be charged against the current year's accumulation. Absences in excess of the current year's accumulation shall be charged to the employee's sick leave credit standing at the start of the year.

31.2.4 When an employee reports sick during a regular work day, deduction for sick leave on that first (1st) day of the occurrence of the illness shall be calculated as follows:

31.2.4.1 No deduction if the employee has completed three-quarters (3/4) of the regular working hours.

31.2.4.2 One-half (1/2) day if the employee has completed one-quarter (1/4) but less than three-quarters (3/4) of the regular working hours.

31.2.4.3 One (1) day if the employee has completed less than one-quarter (1/4) of the regular working hours.

Revised/New

During the term of UTILIZATION OF SICK LEAVE FOR MEDICAL APPOINTMENT DURING REGULAR WORKING HOURS PILOT dated September 13, 2018 Article 31.2.4 will be replaced with the following provision.

Effective for the period October 25, 2018 to September 30, 2019 unless otherwise agreed:

31.2.4 When an employee reports sick during a regular work day, deduction for sick leave on that first (1st) day of the occurrence of the illness shall be on an hour for hour basis.

31.2.5 The City's obligation for sick pay and accumulation of sick leave credits shall cease on the resignation, retirement or termination of an employee.

31.3 Accumulation and Use of Sick Leave Credits under Special Circumstances

31.3.1 Employees on layoff shall retain their accumulated sick leave credits until recalled, however, no credits shall be earned or used during the period of layoff. Employees who are laid off and not recalled within a period of eighteen (18) months shall lose their accumulated sick leave credits.

31.3.2 Employees absent on approved and paid educational leave shall continue to accumulate sick leave credits during the period of absence on such leave. However, employees shall not be entitled to any sick pay during the period of such educational leave.

31.3.3 Sick leave may be used for time off from work to participate in a formal recognized alcohol rehabilitation program.

31.3.4 An employee on Workers' Compensation or sick leave shall not continue

to accumulate sick leave credits beyond a period of absence of six (6) months.

31.3.5 No charge shall be made against an employee's sick leave credit for any Public Holiday which may occur during an employee's absence on sick leave.

31.3.6 If an order of the Medical Health Officer requires an employee to remain at home due to a quarantinable illness of a member of the employee's family, the employee is to be paid for the time lost at the regular rate of pay, and such absence shall not be charged to the employee's sick leave credits. The foregoing is conditional upon all members of the employee's family having taken advantage of all free vaccination and immunization services supplied by the Saskatoon District Health - Community Health Unit.

31.3.7 Federal Employment Insurance Reduction and Rebate

31.3.7.1 The following shall replace Articles 31.2.5 and 31.3.1. In the event that the Federal Employment Insurance Plan (E.I.) does not grant the Employer a premium reduction under the E.I. Premium Reduction Program, then Articles 31.2.5 and 31.3.1 Sick Leave shall apply forthwith and Article 31.3.7 shall cease to apply. Eligibility for benefits under Article 31.2.2 does not preclude eligibility for benefits under Article 31.3.7.

31.3.7.2 Where an employee is disabled prior to notice of a layoff or termination, benefits are payable until the earliest of:
the period of disability, or
the exhaustion of accumulated sick leave credits, or
the end of seventy-five (75) work days, or
the employee's retirement, or

the date of separation for any reason other than illness or injury where notice of separation was given before the onset of the illness or injury.

31.3.7.3 Where the employee continues to be disabled after layoff or termination, the City and the Union shall pay jointly such sick leave claims in the ratio of seven-twelfths (7/12) by the City and five-twelfths (5/12) by the Union until a sum equivalent to the total reduction of EI premiums with respect to the Union under the EI Premium Reduction Program of record for the preceding calendar year has been expended. Thereafter the City and the Union shall pay jointly such sick leave claim in an equal ratio.

31.3.7.4 The City's obligation for accumulation of sick leave credits shall cease on the resignation, retirement or termination of an employee.

31.3.7.5 Accumulation of Sick Leave Credits Under Special Circumstances

Employees on layoff shall retain their accumulated sick leave credits until recalled, however, no credits shall be earned during the period of layoff. Employees who are laid off and not recalled within a period of eighteen (18) months shall lose their accumulated sick leave credits.

31.4 Medical Certificates

31.4.1 Heads of Departments, at their discretion, may require an employee to produce a medical certificate signed by a duly qualified medical practitioner after the first three (3) days' absence on sick leave.

31.4.2 Notwithstanding Article 31.4.1, Heads of Departments, at their discretion, may require an employee to obtain a medical certificate signed by a qualified medical practitioner for any absence due to illness where the Employer deems there is cause for concern.

31.5 Notification of Illness

Every employee who is absent due to illness shall notify the Department Head or designate without delay. Failure to do so, without an acceptable explanation, may deprive the employee from such benefits as would normally have accrued prior to the time due notice is received by the department. On return to work, every employee shall complete a Sick Leave Application Form.

31.6 Sick Leave Bank

31.6.1 The terms of reference and criteria for administration of the "Bank" to be determined by the joint committee.

31.6.2 A jointly administered Sick Leave Bank is established through payment by the Employer and payroll deductions by contributing employees.

31.6.3 Commencing January 1, 2002, and annually thereafter, the City shall make an annual contribution of four hundred and ten thousand dollars ($410,000.00) which represents joint and equal commitment by the Employer and the employees. This amount shall be increased by three percent (3%) on January 1, 2002 and by an additional three percent (3%) on January 1, 2003, and by the amount of the general wage increase in all subsequent years.

Each eligible employee shall be deducted one (1) sick day credit annually; which is a first charge against the employee's annual sick leave entitlement and is their contribution to the above annual amount.

31.6.4 Commencing August 1, 2001, employees who are eligible for Sick Leave Bank benefits shall make a monthly percentage contribution from their earnings by payroll deduction into a Sick Leave Bank account. The Employer shall match this amount.

The maximum amount which is contributed by the City is two hundred and fifty thousand dollars ($250,000.00) per year.

The maximum amount which is contributed by all eligible employees is two hundred and fifty thousand dollars ($250,000.00) per year. This monthly percentage contribution by the employees, which is matched by the City, will only be made when the funds provided under 31.6.1.3 above, are insufficient to fund the Sick Leave Bank. The contribution rate will be determined by the Sick Bank Committee in accordance with the above provisions and the Sick Bank Guidelines.

31.6.5 If the employee and Employer contributions made in 2001 are insufficient to pay all benefit costs in that year, the Employer will provide a loan to the Sick Leave Bank sufficient to cover all benefit costs for the year. Any loan will be charged against the 2002 total contributions to the Plan.

31.6.6 Employees must complete twelve (12) months of accumulated work time to be eligible for credits from the Sick Bank.

31.6.7 Part-time employees who are on an availability list or a call-in list, and temporary employees are not entitled to Sick Bank provisions.

ARTICLE 32. PARENTING LEAVE

32.1 Maternity/Adoption Leave

Revised

32.1.1 An employee who has completed at least **thirteen** (**13**) weeks within the fifty-two (52) weeks of employment with the Employer immediately preceding the day on which the requested leave is to commence, and who provides the **Director** with a medical certificate from a qualified medical practitioner certifying that the employee is pregnant and specifying the estimated date of birth, or submits confirmation of being the primary caregiver of the newly adopted child during the period of leave, shall be entitled, upon written application, to maternity leave

without regular pay. The request for maternity leave, indicating the date on which the employee wishes to commence the leave, together with the required medical certificate, must be submitted not later than four (4) weeks prior to the date on which the employee wishes to commence leave. The maximum leave to be granted is eighteen (18) weeks. Maternity leave must be taken during the period that begins twelve (12) weeks before the estimated day of birth and ends eighteen (18) weeks after the day of birth. Adoption leave consists of a period of not more than eighteen (18) weeks commencing on the day the child becomes available for adoption.

32.1.2 All maternity and adoption leave shall continue for an agreed period of a maximum of eighteen (18) weeks. Employees shall give a minimum of fourteen (14) days' notice of their intent to return to work. Where the employee and the Branch Manager concerned agree that the portion of the leave following the actual date of birth, or adoption, should be less than six (6) weeks, then the Employer may permit the employee to resume their employment at the time agreed provided that at or before the time the employee resumes employment, the employee provides the Employer with a certificate from a qualified medical practitioner, certifying that resumption of employment at the time so agreed will not endanger the health of the employee.

32.1.3 Where the pregnancy of an employee would reasonably interfere with the performance of the employee's duties, the Employer may require the employee to take a maximum of thirteen (13) weeks leave prior to the estimated date of birth. The onus for establishing that the pregnancy would reasonably interfere with duties will lie with the Employer and that no opportunity exists to modify the employee's duties, or to reassign the employee to another job.

32.1.4 All employees except temporary employees and employees on an availability list or call-in list shall be eligible for this benefit, provided they have at least six (6) months' service and are on maternity leave in the course of employment and are eligible for Employment Insurance benefits pursuant to The Employment Insurance Act (Canada):

32.1.4.1 The Employer shall pay ninety-five percent (95%) of the employee's regular salary for the first two (2) week period. The Employer will pay a benefit to an employee.

32.1.4.2 The Employer shall pay the difference between the Employment Insurance benefits and ninety-five percent (95%) of the employee's regular salary for thirteen (13) additional weeks.

32.1.4.3 Any permanent or seasonal employee who works less than full time shall receive this benefit on a pro-rated basis.

32.1.4.4 Seasonal employees shall only receive this benefit for the duration of their season.

Revised 32.2 Parental Leave

32.2.1 An employee who is taking maternity or adoption leave, and who as soon as possible but no later than four (4) weeks prior to the day on which the employee is scheduled to return from maternity or adoption leave, which is considered to be the day on which the employee intends to commence parental leave, provides to the **Director** the employee's request for parental leave, which must include advice of the day the employee intends to end parental leave, or who has completed at least **thirteen** (**13**) weeks in fifty-two (52) weeks of employment with the City immediately preceding the day on which the requested leave is to commence, and who provides to the **Director** as soon as possible, but no later than (4) weeks prior to the day on which the employee intends to commence the leave, the employee's request for parental leave, which must include advice of the date of birth or the day on which the child comes into the employee's care, and the day the employee will commence parental leave, and the day the employee intends to end the parental leave shall be entitled, upon written application, to parental leave without pay.

Parental leave will be for a period of up to thirty-four (34) consecutive weeks if the employee is entitled to maternity or adoption leave, or thirty-seven (37) consecutive weeks if the employee is not entitled to maternity or adoption leave.

Parental leave must be taken during the period that begins twelve (12) weeks before the estimated date of birth or begins the day the child comes into the employee's care and ends fifty-two (52) weeks after the actual day of birth or the actual day on which the child comes into the employee's care.

The request for parental leave, indicating the date on which the employee wishes to commence the leave, must be submitted no later than four (4) weeks prior to the date of the leave.

32.3 General

32.3.1 An employee who takes maternity leave or adoption leave and parental leave must take the two leaves consecutively.

32.3.2 Should an employee not return to work following a parenting leave, they

shall be deemed to have terminated their employment with the Employer.

32.3.3 Notwithstanding anything contained elsewhere in this Agreement, an employee on parenting leave shall not accumulate either sick or vacation credits during the period of maternity or adoption leave, nor shall they be entitled to pay for sick leave or any Public or Special Holiday that may occur during a period of maternity or adoption leave.

32.3.4 Employees returning from parenting leave shall return to their former position and be paid at the same step of the same wage range as in effect at the time or proceeding on said leave, and with no loss of benefits accrued to the commencement of the maternity or adoption leave.

32.3.5 For the purposes of seniority, and rights of recall, being on parenting leave does not constitute a break in service, and seniority and rights of recall continue to accrue while an employee is taking these leaves.

32.3.6 Upon request an employee may be granted an additional leave of absence without pay.

32.3.7 The parties hereto acknowledge that individual circumstances may justify a variance of the time limits as set out above.

Revised 32.3.8 The parties agree that any provisions of Parental Leave covered in ***The Saskatchewan Employment Act***, and not covered in this Agreement will apply.

ARTICLE 33. COMPASSIONATE LEAVE

33.1 Compassionate leave with pay shall be granted for one (1) day, two (2) days, or three (3) days as may be necessary, where employees, other than part-time employees who are on an availability list or a call-in list, suffer a death of, and/or attend to, a member of their immediate family who is terminally ill. Such paid leave shall be cumulative in all cases and shall not exceed a total of three (3) days in respect of the illness and/or death of an immediate family member.

33.2 For the purposes of this Article, immediate family member means: spouse, brother, sister, father, mother, son and daughter.

New **33.3 One (1) additional day shall be granted, if required, for the death of an immediate family.**

Revised 33.**4** Compassionate leave as described in Article 33.1 shall also be granted **for one (1)**

day where employees suffer a death of some other relative or person with whom they have experienced a very close relationship ordinarily ascribed to that of an immediate member of the family.

Revised 33.**5** One (1) additional day may be granted, if required, where out-of-province travel is necessary **for the death of an immediate family member**.

ARTICLE 34. LEAVE OF ABSENCE WITHOUT PAY AND VOTING LEAVE

34.1 Leave of absence without pay, not in excess of five (5) working days, shall be granted by the Head of the Department to any employee desiring such leave, provided reasonable notice is given to the Head of the Department and the operations of the department permit. Granting of leave of absence beyond five (5) days shall be at the discretion of the Director of Human Resources or the Head of any Department administered by an outside Board.

34.2 Any member of the Union who is appointed as a delegate to attend conventions in connection with Union affairs or a Union school, shall be granted leave of absence without pay, insofar as the regular operation of the department will permit. Permission to attend such conventions shall not arbitrarily be withheld by the Department Head.

34.3 Any employee, who has completed one (1) year of service and who is selected for a full-time position with the Union, shall, on application, be granted leave of absence without pay for a period of up to, but not exceeding, one (1) year. No claim shall be entertained for any promotion effected during the leave of absence.

The employee's seniority shall be retained but not accumulated during the period of absence.

34.4 Any employee who has completed one (1) year of service, and who is elected to Public Office (other than Municipal) shall be granted leave of absence without pay for the period of holding office. During leave of this nature, the employee shall retain accumulated seniority rights, with no decrease in status, but without claim to any promotion effected during such absence.

34.5 Employees shall, on Provincial or Federal election days, be allowed time off with pay for voting in accordance with The Saskatchewan and Canada Election Acts respectively.

34.6 Employees on leave of absence shall not continue to accumulate sick or holiday pay credits past a one (1) month period.

ARTICLE 35. JURY AND WITNESS DUTY

An employee, other than a part-time employee who is on an availability list or a call-in list, who is required to serve as a juror, or is subpoenaed to appear in court as a witness, except for appearances arising as a result of personal misdemeanour(s), shall be paid any difference between payment receivable as jury or witness fees and that normally receivable as wages - including overtime if applicable.

ARTICLE 36. GROUP INSURANCE

36.1 Participation in the Group Life Plan, in accordance with its provisions shall be a condition of employment for all employees appointed to permanent posted positions.

36.2 The following coverage shall apply to employees enrolled in the group insurance program:

Basic Coverage - Two (2) times annual salary for all employees, the cost of such insurance shall be shared equally by the employee and the Employer.

Optional Coverage - Three (3) times annual salary, the cost of such insurance shall be shared equally by the employee and the Employer.

Optional Coverage - Four (4) times annual salary, the cost of such insurance in excess of three (3) times annual salary shall be paid by the employee.

Optional Dependent Coverage - Coverage of three thousand dollars ($3,000) for the employee's spouse, and coverage of fifteen hundred dollars ($1,500) for each dependent shall be paid by the employee.

36.3 Temporary employees shall be eligible and have the option of participation in the Group Life Plan after three (3) months of continuous employment.

36.4 Effective the date of signing of this Agreement, upon retirement [years of service plus age equal to or greater than eighty (80)] an employee has the option of remaining in the Group Insurance Plan to age sixty-five (65) by paying both employee and Employer premiums.

ARTICLE 37. WORKERS' COMPENSATION

37.1 When employees, other than as referred to in Article 37.4, who have been in the service of the City for six (6) continuous months, are injured in the performance of their duties during working hours, the City shall pay such employees for all periods of absence resulting from the injuries [not exceeding a total of twelve (12) months]

an amount which, when combined with Workers' Compensation Board payments shall ensure to such employees the maintenance of their regular basic wage rate less normal income tax deductions. In the event the Workers' Compensation Board payments are reduced, the City's payment shall be proportionately reduced.

37.2 Any wage increments to which the employee(s) would normally be entitled or any increase that may be negotiated for their classification, shall be included as part of their basic wage rate.

37.3 Workers' Compensation Board payments, as referred to herein, shall not be considered as including "Pension Payments" or "Cash Settlement Payments".

37.4 Part-time employees on an availability list or a call-in list, with less than twenty-four (24) calendar months of service, shall receive only the coverage afforded to them by The Workers' Compensation Act.

ARTICLE 38. CLOTHING

38.1 Parking Meter Technicians

The following items of clothing shall be issued to Parking Meter Technicians:

1 - Parka (every two (2) years)
1 - Jacket (every two (2) years)
1 - Pair winter-weight trousers (every two (2) years)
1 - Pair summer-weight trousers (every two (2) years)
2 - Shirts (each year)
1 - Tie (each year)
1 - Pair gloves (as required)
Boots ($50 per annum) payable during the last two (2) weeks of September.

Payment of boot allowance to Parking Meter Technicians acting in those capacities for less than twelve (12) months shall be on a pro-rated basis.

38.2 Meter Readers

The following items of clothing shall be issued to Meter Readers:

1 - Jacket (yearly)
2 - Pair trousers (yearly)
2 - Shirts (yearly)
1 - Hat (yearly)
1 - Parka (as required)

Revised **Effective October 25, 2018 employees required to wear boots shall receive**

up to one hundred twenty dollars ($120) per annum payable during the last two (2) weeks of September.

Payment of boot allowance to Meter Readers acting in those capacities for less than twelve (12) months shall be on a pro-rated basis.

If the employee has adequate clothing, the employee may apply the dollar amount to another item. The value of the parka will not be considered in the dollar amount.

Revised 38.3 Maintenance Staff: **Asset and Financial Management Department** (Facilities **and Fleet Management Division**

The following items of clothing shall be issued to **Asset and Financial Management Department (Facilities and Fleet Management Division)**

Initial issue	2 - pair washable permanent-press trousers 2 - shirts
Subsequent issue	1 - pair trousers (yearly) 2 - shirts (yearly)

Revised 38.4 **Community Services** Department (Parks **Division**)

The City agrees to provide such special clothing as may be necessary to adequately protect personnel operating spraying equipment.

Asset and Financial Management Department (Facilities **and Fleet Management Division**)

Two (2) pair of coveralls shall be supplied annually to Shop personnel and one (1) pair of coveralls shall be supplied annually to Trades personnel following initial issue of two (2) pair of coveralls.

Mechanic's Helper – coveralls as required

Revised 38.5 Community Services Department (**Recreation and Community Development Division**)

38.5.1 It is agreed to stock several pairs of coveralls for general use to provide the necessary protective clothing to those employees who are exposed to exceptionally dirty working conditions involving abnormal deterioration of clothing.

38.5.2 For permanent Maintenance Persons one (1) pair of coveralls will be provided annually.

38.5.3 Limited distinctive clothing will be issued to staff in accordance with

already established departmental policy.

38.5.4 Limited distinctive clothing as in Article 38.5.3 will be issued to the following:

Forestry Farm - Zookeepers, distinctive summer clothing, and a parka every two (2) years.

38.6 TCU Place

Utilityperson
Resident Building Operator (formerly Building Operator II)

Janitorial Staff
- females to receive one (1) smock and pantsuit yearly
- males are to receive as below:

Initial issue: - two (2) pair washable permanent-press trousers
- two (2) shirts

Subsequent issue: - one (1) pair washable permanent-press trousers (yearly)
- two (2) shirts (yearly)

Part-time employees - present practice will continue.

38.7 Saskatoon Police Service

Clerk 7 (Lost and Found) – Two (2) shirts as required.

Revised 38.8 **Effective October 25, 2018** employees required to wear CSA-approved safety boots shall receive up to two hundred **forty** dollars (**$240**) reimbursement once every two (2) years for boots and/or personal equipment which is required for health and safety reasons. Employees referred to by Article 38.1 and Article 38.2 are excluded from this provision.

ARTICLE 39. CAR ALLOWANCE

39.1 Where stipulated conditions require or may require employees to operate their private automobile full-time on corporation business then the following schedule of payment for use of such employees' automobile shall be applicable.

39.1.1 General Staff: Effective July 1, 2011, three hundred and forty-three dollars and fifty-two cents ($343.52) per month (flat amount) minimum payment plus fifty-five point forty-five cents (55.45¢) per kilometre (variable amount) for all duty kilometres travelled.

The flat and variable portions of car allowance will be increased in direct relationship to the increase of the auto operation segment, transportation component of the Consumer Price Index of Canada. For every one percent (1%) increase in the auto operation segment, the car allowance will be increased by one percent (1%). Computation will be made semi-annually with change to be effective July 1, and January 1, based on the increase due the previous six (6) months.

NOTE: Increases will be calculated by subtracting the latest index from the last highest index that had produced the previous increase in the car allowance.

39.1.2 Meter Readers: Receive the flat amount as outlined above.

39.1.3 The monthly rate established in 39.1.1 and 39.1.2 will be paid all year round, but be subject to reduction for that period of:

a) sick leave or leave of absence which is in excess of five (5) consecutive working days.
b) Workers' Compensation which is in excess of six (6) months.

39.2 Where, as a matter of mutual convenience between a Department Head and employees, said employees are requested to use their private automobiles for occasional travel in the public service, then the following schedule of payment shall apply: eight dollars and eighty-eight cents ($8.88) per day or fifty-five point forty-five cents (55.45¢) per kilometre. The schedule of payment shall be adjusted in accordance with the application of the formula as described in Article 39.1.1 above.

39.3 Parking meter permits are to be issued to all employees required to operate automobiles full time on City business.

ARTICLE 40. RISK FUND

40.1 City Hall

A Customer Service Cashier's risk fund shall be established each calendar year as follows:

40.1.1 A one hundred and fifty dollar ($150.00) credit to each full-time Customer Service Cashier against which losses over one dollar ($1.00) are to be charged. Any balance remaining shall be paid to the Customer Service Cashier at the end of each calendar year.

40.1.2 Each relief Customer Service Cashier shall receive a pro-rated credit relative to the time worked based on the one hundred and fifty dollar ($150.00) credit. Any balance remaining to an individual's credit shall be paid at the end of each calendar year.

40.2 Staff changes amongst Customer Service Cashiers to be reflected on a proration of the foregoing payments.

ARTICLE 41. SEVERANCE PAY

41.1 Severance pay will be payable on the basis of two percent (2%) per year for: Permanent, full-time employment of accumulated sick leave credit at the date the employee leaves the civic service, to a maximum of sixty percent (60%) of such credit. Payment is to be based on the average rate of pay during the last ten (10) years of permanent, full-time service, and to be paid in cash or in such manner as the employee may direct. Payment is to be made on retirement, resignation or involuntary release from the service because of technological change, but not on dismissal for cause, provided the employee has completed ten (10) years of permanent full-time service.

41.2 Should an employee die while in the service and having completed ten (10) years' permanent, full-time service, a gratuity shall be paid to the employee's estate - such gratuity to be calculated in the same manner as for retirement or resignation.

41.3 Temporary and part-time service are not included for Severance Pay calculation.

ARTICLE 42. SUPERANNUATION PLAN AND RETIREMENT

42.1 No changes to the Plan will be implemented unilaterally by the City.

42.2 An eligible part-time employee is an employee who holds a posted part-time position and whose hours of work are at least fifty percent (50%) of the full negotiated work week.

ARTICLE 43. MEDI-OPTICAL AND DENTAL PLAN

43.1 Dental Plan

The City shall provide payment capped at the amount of one percent (1%) of payroll for a dental benefit plan. If such plan generates a surplus, it will be placed into reserve.

43.2 Medi-Optical Plan

The City shall provide payment capped at the amount of one percent (1%) of payroll for a medi-optical plan.

43.3 The parties agree to the following seasonal employee medi-optical plan on a year-round basis:

(1) Seasonal full-time employees only.
(2) Employees may apply at the start of any season, but must remain in the plan thereafter.
(3) Amount of employee contribution to plan to be determined by Union/Employer agreement.
(4) To be fully paid by payroll deduction (within the season).

SALARIES

The wage increases for the term of the 2017 – 2018 collective agreement are effective on the following dates:

December 1, 2017 – Employees shall receive a 0.50% wage increase.

July 1, 2018 – Employees shall receive a 1.50% wage increase.

Dated this 25th day of April, 2019, in the City of Saskatoon, in the Province of Saskatchewan.

On behalf of:
The City of Saskatoon

MAYOR

CITY CLERK

On behalf of:
The Canadian Union of Public Employees, Local 59

Schedule A – Wage Grid

CUPE 59 (36.67 hr./wk)
Effective: January 1, 2017 to November 30, 2017
0.00% increase

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
1	1	1st 12 mo.	$16.1236	$1,281.18	$2,562.36	$30,748.35
1	2	2nd 12 mo.	$16.9300	$1,345.26	$2,690.52	$32,286.19
1	3	Maximum	$17.7763	$1,412.50	$2,825.01	$33,900.12
2	1	1st 12 mo.	$17.3528	$1,378.85	$2,757.71	$33,092.48
2	2	2nd 12 mo.	$18.2203	$1,447.79	$2,895.57	$34,746.84
2	3	Maximum	$19.1312	$1,520.17	$3,040.33	$36,483.96
3	1	1st 12 mo.	$18.5821	$1,476.53	$2,953.07	$35,436.81
3	2	2nd 12 mo.	$19.5110	$1,550.34	$3,100.69	$37,208.26
3	3	Maximum	$20.4865	$1,627.86	$3,255.71	$39,068.57
4	1	1st 12 mo.	$19.8110	$1,574.18	$3,148.36	$37,780.37
4	2	2nd 12 mo.	$20.8014	$1,652.88	$3,305.76	$39,669.10
4	3	Maximum	$21.8417	$1,735.54	$3,471.08	$41,653.00
5	1	1st 12 mo.	$21.0401	$1,671.85	$3,343.69	$40,124.31
5	2	2nd 12 mo.	$22.0921	$1,755.44	$3,510.88	$42,130.52
5	3	Maximum	$23.1965	$1,843.19	$3,686.39	$44,236.65
6	1	1st 12 mo.	$22.2690	$1,769.49	$3,538.99	$42,467.87
6	2	2nd 12 mo.	$23.3825	$1,857.97	$3,715.95	$44,591.36
6	3	Maximum	$24.5516	$1,950.87	$3,901.74	$46,820.88
7	1	1st 12 mo.	$23.4980	$1,867.15	$3,734.30	$44,811.63
7	2	2nd 12 mo.	$24.6730	$1,960.52	$3,921.03	$47,052.40
7	3	Maximum	$25.9067	$2,058.55	$4,117.09	$49,405.11
8	1	1st 12 mo.	$24.7272	$1,964.82	$3,929.65	$47,155.76
8	2	2nd 12 mo.	$25.9636	$2,063.07	$4,126.14	$49,513.62

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
8	3	Maximum	$27.2614	$2,166.19	$4,332.38	$51,988.58
9	1	1st 12 mo.	$25.9562	$2,062.48	$4,124.96	$49,499.51
9	2	2nd 12 mo.	$27.2540	$2,165.60	$4,331.21	$51,974.47
9	3	Maximum	$28.6167	$2,273.88	$4,547.77	$54,573.19
10	1	1st 12 mo.	$27.1853	$2,160.14	$4,320.29	$51,843.45
10	2	2nd 12 mo.	$28.5445	$2,268.15	$4,536.29	$54,435.50
10	3	Maximum	$29.9718	$2,381.56	$4,763.12	$57,157.42
11	1	1st 12 mo.	$28.4143	$2,257.80	$4,515.60	$54,187.21
11	2	2nd 12 mo.	$29.8349	$2,370.68	$4,741.36	$56,896.35
11	3	Maximum	$31.3266	$2,489.21	$4,978.42	$59,741.08
12	1	1st 12 mo.	$29.6433	$2,355.46	$4,710.91	$56,530.96
12	2	2nd 12 mo.	$31.1254	$2,473.22	$4,946.45	$59,357.38
12	3	Maximum	$32.6817	$2,596.89	$5,193.78	$62,325.31
13	1	1st 12 mo.	$30.8723	$2,453.11	$4,906.23	$58,874.71
13	2	2nd 12 mo.	$32.4160	$2,575.78	$5,151.55	$61,818.61
13	3	Maximum	$34.0370	$2,704.58	$5,409.16	$64,909.92
14	1	1st 12 mo.	$32.1016	$2,550.79	$5,101.59	$61,219.04
14	2	2nd 12 mo.	$33.7066	$2,678.33	$5,356.65	$64,279.83
14	3	Maximum	$35.3921	$2,812.26	$5,624.51	$67,494.15
15	1	1st 12 mo.	$33.3302	$2,648.42	$5,296.84	$63,562.02
15	2	2nd 12 mo.	$34.9971	$2,780.87	$5,561.74	$66,740.87
15	3	Maximum	$36.7469	$2,919.91	$5,839.82	$70,077.81
16	1	1st 12 mo.	$34.5593	$2,746.08	$5,492.16	$65,905.97
16	2	2nd 12 mo.	$36.2875	$2,883.40	$5,766.81	$69,201.71
16	3	Maximum	$38.1020	$3,027.58	$6,055.17	$72,662.04
17	1	1st 12 mo.	$35.7887	$2,843.77	$5,687.54	$68,250.48
17	2	2nd 12 mo.	$37.5780	$2,985.95	$5,971.90	$71,662.75
17	3	Maximum	$39.4571	$3,135.26	$6,270.52	$75,246.27

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
18	1	1st 12 mo.	$37.0177	$2,941.43	$5,882.85	$70,594.23
18	2	2nd 12 mo.	$38.8686	$3,088.50	$6,177.00	$74,123.97
18	3	Maximum	$40.8119	$3,242.91	$6,485.83	$77,829.93
19	1	1st 12 mo.	$38.2470	$3,039.11	$6,078.21	$72,938.56
19	2	2nd 12 mo.	$40.1592	$3,191.05	$6,382.10	$76,585.20
19	3	Maximum	$42.1669	$3,350.58	$6,701.16	$80,413.96
20	1	1st 12 mo.	$39.4759	$3,136.76	$6,273.51	$75,282.12
20	2	2nd 12 mo.	$41.4497	$3,293.59	$6,587.19	$79,046.24
20	3	Maximum	$43.5221	$3,458.27	$6,916.53	$82,998.39
21	1	1st 12 mo.	$40.7050	$3,234.42	$6,468.84	$77,626.06
21	2	2nd 12 mo.	$42.7400	$3,396.12	$6,792.24	$81,506.89
21	3	Maximum	$44.8769	$3,565.92	$7,131.84	$85,582.04

CUPE 59 (36.67 hr./wk)
Effective: December 1, 2017 to June 30, 2018
0.50% increase

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
1	1	1st 12 mo.	$16.2042	$1,287.59	$2,575.18	$30,902.16
1	2	2nd 12 mo.	$17.0147	$1,351.99	$2,703.98	$32,447.76
1	3	Maximum	$17.8652	$1,419.57	$2,839.14	$34,069.68
2	1	1st 12 mo.	$17.4396	$1,385.75	$2,771.50	$33,258.00
2	2	2nd 12 mo.	$18.3114	$1,455.02	$2,910.04	$34,920.48
2	3	Maximum	$19.2269	$1,527.77	$3,055.54	$36,666.48
3	1	1st 12 mo.	$18.6750	$1,483.92	$2,967.84	$35,614.08
3	2	2nd 12 mo.	$19.6086	$1,558.10	$3,116.20	$37,394.40
3	3	Maximum	$20.5889	$1,635.99	$3,271.98	$39,263.76
4	1	1st 12 mo.	$19.9101	$1,582.06	$3,164.12	$37,969.44
4	2	2nd 12 mo.	$20.9054	$1,661.14	$3,322.28	$39,867.36
4	3	Maximum	$21.9509	$1,744.22	$3,488.44	$41,861.28
5	1	1st 12 mo.	$21.1453	$1,680.21	$3,360.42	$40,325.04
5	2	2nd 12 mo.	$22.2026	$1,764.22	$3,528.44	$42,341.28
5	3	Maximum	$23.3125	$1,852.41	$3,704.82	$44,457.84
6	1	1st 12 mo.	$22.3803	$1,778.34	$3,556.68	$42,680.16
6	2	2nd 12 mo.	$23.4994	$1,867.26	$3,734.52	$44,814.24
6	3	Maximum	$24.6744	$1,960.63	$3,921.26	$47,055.12
7	1	1st 12 mo.	$23.6155	$1,876.49	$3,752.98	$45,035.76
7	2	2nd 12 mo.	$24.7964	$1,970.32	$3,940.64	$47,287.68
7	3	Maximum	$26.0362	$2,068.84	$4,137.68	$49,652.16
8	1	1st 12 mo.	$24.8508	$1,974.64	$3,949.28	$47,391.36
8	2	2nd 12 mo.	$26.0934	$2,073.38	$4,146.76	$49,761.12
8	3	Maximum	$27.3977	$2,177.02	$4,354.04	$52,248.48
9	1	1st 12 mo.	$26.0860	$2,072.79	$4,145.58	$49,746.96

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
9	2	2nd 12 mo.	$27.3903	$2,176.43	$4,352.86	$52,234.32
9	3	Maximum	$28.7598	$2,285.25	$4,570.50	$54,846.00
10	1	1st 12 mo.	$27.3212	$2,170.94	$4,341.88	$52,102.56
10	2	2nd 12 mo.	$28.6872	$2,279.48	$4,558.96	$54,707.52
10	3	Maximum	$30.1217	$2,393.47	$4,786.94	$57,443.28
11	1	1st 12 mo.	$28.5564	$2,269.09	$4,538.18	$54,458.16
11	2	2nd 12 mo.	$29.9841	$2,382.54	$4,765.08	$57,180.96
11	3	Maximum	$31.4832	$2,501.66	$5,003.32	$60,039.84
12	1	1st 12 mo.	$29.7915	$2,367.23	$4,734.46	$56,813.52
12	2	2nd 12 mo.	$31.2810	$2,485.59	$4,971.18	$59,654.16
12	3	Maximum	$32.8451	$2,609.87	$5,219.74	$62,636.88
13	1	1st 12 mo.	$31.0267	$2,465.38	$4,930.76	$59,169.12
13	2	2nd 12 mo.	$32.5781	$2,588.66	$5,177.32	$62,127.84
13	3	Maximum	$34.2072	$2,718.10	$5,436.20	$65,234.40
14	1	1st 12 mo.	$32.2621	$2,563.55	$5,127.10	$61,525.20
14	2	2nd 12 mo.	$33.8751	$2,691.72	$5,383.44	$64,601.28
14	3	Maximum	$35.5691	$2,826.32	$5,652.64	$67,831.68
15	1	1st 12 mo.	$33.4969	$2,661.66	$5,323.32	$63,879.84
15	2	2nd 12 mo.	$35.1721	$2,794.78	$5,589.56	$67,074.72
15	3	Maximum	$36.9306	$2,934.51	$5,869.02	$70,428.24
16	1	1st 12 mo.	$34.7321	$2,759.81	$5,519.62	$66,235.44
16	2	2nd 12 mo.	$36.4689	$2,897.82	$5,795.64	$69,547.68
16	3	Maximum	$38.2925	$3,042.72	$6,085.44	$73,025.28
17	1	1st 12 mo.	$35.9676	$2,857.99	$5,715.98	$68,591.76
17	2	2nd 12 mo.	$37.7659	$3,000.88	$6,001.76	$72,021.12
17	3	Maximum	$39.6544	$3,150.94	$6,301.88	$75,622.56
18	1	1st 12 mo.	$37.2028	$2,956.13	$5,912.26	$70,947.12
18	2	2nd 12 mo.	$39.0629	$3,103.94	$6,207.88	$74,494.56

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
18	3	Maximum	$41.0160	$3,259.13	$6,518.26	$78,219.12
19	1	1st 12 mo.	$38.4382	$3,054.30	$6,108.60	$73,303.20
19	2	2nd 12 mo.	$40.3600	$3,207.01	$6,414.02	$76,968.24
19	3	Maximum	$42.3777	$3,367.33	$6,734.66	$80,815.92
20	1	1st 12 mo.	$39.6733	$3,152.44	$6,304.88	$75,658.56
20	2	2nd 12 mo.	$41.6569	$3,310.06	$6,620.12	$79,441.44
20	3	Maximum	$43.7397	$3,475.56	$6,951.12	$83,413.44
21	1	1st 12 mo.	$40.9085	$3,250.59	$6,501.18	$78,014.16
21	2	2nd 12 mo.	$42.9537	$3,413.10	$6,826.20	$81,914.40
21	3	Maximum	$45.1013	$3,583.75	$7,167.50	$86,010.00

CUPE 59 (36.67 hr./wk)
Effective: July 1, 2018 to December 31, 2018
1.50% increase

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
1	1	1st 12 mo.	$16.4473	$1,306.90	$2,613.80	$31,365.60
1	2	2nd 12 mo.	$17.2699	$1,372.27	$2,744.54	$32,934.48
1	3	Maximum	$18.1332	$1,440.86	$2,881.72	$34,580.64
2	1	1st 12 mo.	$17.7012	$1,406.54	$2,813.08	$33,756.96
2	2	2nd 12 mo.	$18.5861	$1,476.85	$2,953.70	$35,444.40
2	3	Maximum	$19.5153	$1,550.69	$3,101.38	$37,216.56
3	1	1st 12 mo.	$18.9551	$1,506.17	$3,012.34	$36,148.08
3	2	2nd 12 mo.	$19.9027	$1,581.47	$3,162.94	$37,955.28
3	3	Maximum	$20.8977	$1,660.53	$3,321.06	$39,852.72
4	1	1st 12 mo.	$20.2088	$1,605.79	$3,211.58	$38,538.96
4	2	2nd 12 mo.	$21.2190	$1,686.06	$3,372.12	$40,465.44
4	3	Maximum	$22.2802	$1,770.38	$3,540.76	$42,489.12
5	1	1st 12 mo.	$21.4625	$1,705.41	$3,410.82	$40,929.84
5	2	2nd 12 mo.	$22.5356	$1,790.68	$3,581.36	$42,976.32
5	3	Maximum	$23.6622	$1,880.20	$3,760.40	$45,124.80
6	1	1st 12 mo.	$22.7160	$1,805.01	$3,610.02	$43,320.24
6	2	2nd 12 mo.	$23.8519	$1,895.27	$3,790.54	$45,486.48
6	3	Maximum	$25.0445	$1,990.04	$3,980.08	$47,760.96
7	1	1st 12 mo.	$23.9697	$1,904.63	$3,809.26	$45,711.12
7	2	2nd 12 mo.	$25.1683	$1,999.87	$3,999.74	$47,996.88
7	3	Maximum	$26.4267	$2,099.87	$4,199.74	$50,396.88
8	1	1st 12 mo.	$25.2236	$2,004.27	$4,008.54	$48,102.48
8	2	2nd 12 mo.	$26.4848	$2,104.48	$4,208.96	$50,507.52
8	3	Maximum	$27.8087	$2,209.68	$4,419.36	$53,032.32
9	1	1st 12 mo.	$26.4773	$2,103.89	$4,207.78	$50,493.36
9	2	2nd 12 mo.	$27.8012	$2,209.08	$4,418.16	$53,017.92

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
9	3	Maximum	$29.1912	$2,319.53	$4,639.06	$55,668.72
10	1	1st 12 mo.	$27.7310	$2,203.51	$4,407.02	$52,884.24
10	2	2nd 12 mo.	$29.1175	$2,313.68	$4,627.36	$55,528.32
10	3	Maximum	$30.5735	$2,429.37	$4,858.74	$58,304.88
11	1	1st 12 mo.	$28.9847	$2,303.12	$4,606.24	$55,274.88
11	2	2nd 12 mo.	$30.4339	$2,418.28	$4,836.56	$58,038.72
11	3	Maximum	$31.9554	$2,539.18	$5,078.36	$60,940.32
12	1	1st 12 mo.	$30.2384	$2,402.74	$4,805.48	$57,665.76
12	2	2nd 12 mo.	$31.7502	$2,522.87	$5,045.74	$60,548.88
12	3	Maximum	$33.3378	$2,649.02	$5,298.04	$63,576.48
13	1	1st 12 mo.	$31.4921	$2,502.36	$5,004.72	$60,056.64
13	2	2nd 12 mo.	$33.0668	$2,627.49	$5,254.98	$63,059.76
13	3	Maximum	$34.7203	$2,758.88	$5,517.76	$66,213.12
14	1	1st 12 mo.	$32.7460	$2,602.00	$5,204.00	$62,448.00
14	2	2nd 12 mo.	$34.3832	$2,732.09	$5,464.18	$65,570.16
14	3	Maximum	$36.1026	$2,868.71	$5,737.42	$68,849.04
15	1	1st 12 mo.	$33.9994	$2,701.59	$5,403.18	$64,838.16
15	2	2nd 12 mo.	$35.6997	$2,836.70	$5,673.40	$68,080.80
15	3	Maximum	$37.4846	$2,978.53	$5,957.06	$71,484.72
16	1	1st 12 mo.	$35.2531	$2,801.21	$5,602.42	$67,229.04
16	2	2nd 12 mo.	$37.0159	$2,941.28	$5,882.56	$70,590.72
16	3	Maximum	$38.8669	$3,088.36	$6,176.72	$74,120.64
17	1	1st 12 mo.	$36.5071	$2,900.85	$5,801.70	$69,620.40
17	2	2nd 12 mo.	$38.3324	$3,045.89	$6,091.78	$73,101.36
17	3	Maximum	$40.2492	$3,198.20	$6,396.40	$76,756.80
18	1	1st 12 mo.	$37.7608	$3,000.47	$6,000.94	$72,011.28
18	2	2nd 12 mo.	$39.6488	$3,150.49	$6,300.98	$75,611.76
18	3	Maximum	$41.6312	$3,308.02	$6,616.04	$79,392.48

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
19	1	1st 12 mo.	$39.0148	$3,100.12	$6,200.24	$74,402.88
19	2	2nd 12 mo.	$40.9654	$3,255.11	$6,510.22	$78,122.64
19	3	Maximum	$43.0134	$3,417.84	$6,835.68	$82,028.16
20	1	1st 12 mo.	$40.2684	$3,199.73	$6,399.46	$76,793.52
20	2	2nd 12 mo.	$42.2818	$3,359.71	$6,719.42	$80,633.04
20	3	Maximum	$44.3958	$3,527.69	$7,055.38	$84,664.56
21	1	1st 12 mo.	$41.5221	$3,299.35	$6,598.70	$79,184.40
21	2	2nd 12 mo.	$43.5980	$3,464.30	$6,928.60	$83,143.20
21	3	Maximum	$45.7778	$3,637.50	$7,275.00	$87,300.00

CUPE 59 (40 hr./wk)
Effective: January 1, 2017 to November 30, 2017
0.00% increase

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
1	1	1st 12 mo.	$14.7823	$1,281.18	$2,562.36	$30,748.37
1	2	2nd 12 mo.	$15.5216	$1,345.26	$2,690.51	$32,286.17
1	3	Maximum	$16.2975	$1,412.50	$2,825.01	$33,900.10
2	1	1st 12 mo.	$15.9092	$1,378.85	$2,757.70	$33,092.41
2	2	2nd 12 mo.	$16.7046	$1,447.79	$2,895.58	$34,746.90
2	3	Maximum	$17.5397	$1,520.17	$3,040.33	$36,483.98
3	1	1st 12 mo.	$17.0362	$1,476.53	$2,953.05	$35,436.66
3	2	2nd 12 mo.	$17.8879	$1,550.34	$3,100.69	$37,208.26
3	3	Maximum	$18.7823	$1,627.86	$3,255.72	$39,068.69
4	1	1st 12 mo.	$18.1629	$1,574.18	$3,148.36	$37,780.29
4	2	2nd 12 mo.	$19.0710	$1,652.88	$3,305.77	$39,669.21
4	3	Maximum	$20.0247	$1,735.54	$3,471.08	$41,652.98
5	1	1st 12 mo.	$19.2898	$1,671.85	$3,343.69	$40,124.33
5	2	2nd 12 mo.	$20.2543	$1,755.44	$3,510.88	$42,130.56
5	3	Maximum	$21.2668	$1,843.19	$3,686.39	$44,236.65
6	1	1st 12 mo.	$20.4164	$1,769.49	$3,538.98	$42,467.75
6	2	2nd 12 mo.	$21.4373	$1,857.97	$3,715.94	$44,591.30
6	3	Maximum	$22.5092	$1,950.87	$3,901.74	$46,820.94
7	1	1st 12 mo.	$21.5432	$1,867.15	$3,734.30	$44,811.58
7	2	2nd 12 mo.	$22.6205	$1,960.52	$3,921.04	$47,052.45
7	3	Maximum	$23.7516	$2,058.55	$4,117.10	$49,405.23
8	1	1st 12 mo.	$22.6701	$1,964.82	$3,929.64	$47,155.62
8	2	2nd 12 mo.	$23.8037	$2,063.07	$4,126.13	$49,513.60
8	3	Maximum	$24.9935	$2,166.19	$4,332.37	$51,988.48
9	1	1st 12 mo.	$23.7969	$2,062.48	$4,124.95	$49,499.46
9	2	2nd 12 mo.	$24.9867	$2,165.60	$4,331.19	$51,974.33

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
9	3	Maximum	$26.2361	$2,273.88	$4,547.77	$54,573.19
10	1	1st 12 mo.	$24.9237	$2,160.14	$4,320.27	$51,843.29
10	2	2nd 12 mo.	$26.1700	$2,268.15	$4,536.31	$54,435.69
10	3	Maximum	$27.4785	$2,381.56	$4,763.12	$57,157.48
11	1	1st 12 mo.	$26.0505	$2,257.80	$4,515.59	$54,187.12
11	2	2nd 12 mo.	$27.3529	$2,370.68	$4,741.35	$56,896.22
11	3	Maximum	$28.7205	$2,489.21	$4,978.41	$59,740.94
12	1	1st 12 mo.	$27.1773	$2,355.46	$4,710.91	$56,530.96
12	2	2nd 12 mo.	$28.5361	$2,473.22	$4,946.45	$59,357.37
12	3	Maximum	$29.9630	$2,596.89	$5,193.79	$62,325.44
13	1	1st 12 mo.	$28.3040	$2,453.11	$4,906.22	$58,874.58
13	2	2nd 12 mo.	$29.7194	$2,575.78	$5,151.56	$61,818.73
13	3	Maximum	$31.2055	$2,704.58	$5,409.16	$64,909.94
14	1	1st 12 mo.	$29.4311	$2,550.79	$5,101.59	$61,219.04
14	2	2nd 12 mo.	$30.9026	$2,678.33	$5,356.66	$64,279.88
14	3	Maximum	$32.4479	$2,812.26	$5,624.52	$67,494.23
15	1	1st 12 mo.	$30.5575	$2,648.42	$5,296.84	$63,562.04
15	2	2nd 12 mo.	$32.0857	$2,780.87	$5,561.74	$66,740.82
15	3	Maximum	$33.6900	$2,919.91	$5,839.82	$70,077.90
16	1	1st 12 mo.	$31.6843	$2,746.08	$5,492.16	$65,905.88
16	2	2nd 12 mo.	$33.2687	$2,883.40	$5,766.80	$69,201.56
16	3	Maximum	$34.9323	$3,027.58	$6,055.16	$72,661.98
17	1	1st 12 mo.	$32.8115	$2,843.77	$5,687.55	$68,250.54
17	2	2nd 12 mo.	$34.4519	$2,985.95	$5,971.89	$71,662.71
17	3	Maximum	$36.1747	$3,135.26	$6,270.52	$75,246.27
18	1	1st 12 mo.	$33.9383	$2,941.43	$5,882.86	$70,594.38
18	2	2nd 12 mo.	$35.6352	$3,088.50	$6,177.01	$74,124.07
18	3	Maximum	$37.4168	$3,242.91	$6,485.83	$77,829.94

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
19	1	1st 12 mo.	$35.0653	$3,039.11	$6,078.22	$72,938.63
19	2	2nd 12 mo.	$36.8184	$3,191.05	$6,382.10	$76,585.22
19	3	Maximum	$38.6591	$3,350.58	$6,701.17	$80,414.02
20	1	1st 12 mo.	$36.1920	$3,136.76	$6,273.52	$75,282.26
20	2	2nd 12 mo.	$38.0015	$3,293.59	$6,587.18	$79,046.16
20	3	Maximum	$39.9016	$3,458.27	$6,916.54	$82,998.52
21	1	1st 12 mo.	$37.3188	$3,234.42	$6,468.84	$77,626.09
21	2	2nd 12 mo.	$39.1845	$3,396.12	$6,792.24	$81,506.89
21	3	Maximum	$41.1436	$3,565.92	$7,131.83	$85,581.98

CUPE 59 (40 hr./wk)
Effective: December 1, 2017 to June 30, 2018
0.50% increase

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
1	1	1st 12 mo.	$14.8562	$1,287.59	$2,575.18	$30,902.16
1	2	2nd 12 mo.	$15.5992	$1,351.98	$2,703.96	$32,447.52
1	3	Maximum	$16.3790	$1,419.57	$2,839.14	$34,069.68
2	1	1st 12 mo.	$15.9887	$1,385.74	$2,771.48	$33,257.76
2	2	2nd 12 mo.	$16.7881	$1,455.02	$2,910.04	$34,920.48
2	3	Maximum	$17.6274	$1,527.77	$3,055.54	$36,666.48
3	1	1st 12 mo.	$17.1214	$1,483.91	$2,967.82	$35,613.84
3	2	2nd 12 mo.	$17.9773	$1,558.09	$3,116.18	$37,394.16
3	3	Maximum	$18.8762	$1,636.00	$3,272.00	$39,264.00
4	1	1st 12 mo.	$18.2537	$1,582.05	$3,164.10	$37,969.20
4	2	2nd 12 mo.	$19.1664	$1,661.15	$3,322.30	$39,867.60
4	3	Maximum	$20.1248	$1,744.22	$3,488.44	$41,861.28
5	1	1st 12 mo.	$19.3862	$1,680.20	$3,360.40	$40,324.80
5	2	2nd 12 mo.	$20.3556	$1,764.22	$3,528.44	$42,341.28
5	3	Maximum	$21.3731	$1,852.41	$3,704.82	$44,457.84
6	1	1st 12 mo.	$20.5185	$1,778.34	$3,556.68	$42,680.16
6	2	2nd 12 mo.	$21.5445	$1,867.26	$3,734.52	$44,814.24
6	3	Maximum	$22.6217	$1,960.62	$3,921.24	$47,054.88
7	1	1st 12 mo.	$21.6509	$1,876.48	$3,752.96	$45,035.52
7	2	2nd 12 mo.	$22.7336	$1,970.32	$3,940.64	$47,287.68
7	3	Maximum	$23.8704	$2,068.85	$4,137.70	$49,652.40
8	1	1st 12 mo.	$22.7835	$1,974.65	$3,949.30	$47,391.60
8	2	2nd 12 mo.	$23.9227	$2,073.38	$4,146.76	$49,761.12
8	3	Maximum	$25.1185	$2,177.02	$4,354.04	$52,248.48
9	1	1st 12 mo.	$23.9159	$2,072.79	$4,145.58	$49,746.96

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
9	2	2nd 12 mo.	$25.1116	$2,176.42	$4,352.84	$52,234.08
9	3	Maximum	$26.3673	$2,285.25	$4,570.50	$54,846.00
10	1	1st 12 mo.	$25.0483	$2,170.94	$4,341.88	$52,102.56
10	2	2nd 12 mo.	$26.3009	$2,279.50	$4,559.00	$54,708.00
10	3	Maximum	$27.6159	$2,393.47	$4,786.94	$57,443.28
11	1	1st 12 mo.	$26.1808	$2,269.09	$4,538.18	$54,458.16
11	2	2nd 12 mo.	$27.4897	$2,382.53	$4,765.06	$57,180.72
11	3	Maximum	$28.8641	$2,501.65	$5,003.30	$60,039.60
12	1	1st 12 mo.	$27.3132	$2,367.24	$4,734.48	$56,813.76
12	2	2nd 12 mo.	$28.6788	$2,485.59	$4,971.18	$59,654.16
12	3	Maximum	$30.1128	$2,609.88	$5,219.76	$62,637.12
13	1	1st 12 mo.	$28.4455	$2,465.37	$4,930.74	$59,168.88
13	2	2nd 12 mo.	$29.8680	$2,588.66	$5,177.32	$62,127.84
13	3	Maximum	$31.3615	$2,718.10	$5,436.20	$65,234.40
14	1	1st 12 mo.	$29.5783	$2,563.55	$5,127.10	$61,525.20
14	2	2nd 12 mo.	$31.0571	$2,691.72	$5,383.44	$64,601.28
14	3	Maximum	$32.6101	$2,826.32	$5,652.64	$67,831.68
15	1	1st 12 mo.	$30.7103	$2,661.66	$5,323.32	$63,879.84
15	2	2nd 12 mo.	$32.2461	$2,794.77	$5,589.54	$67,074.48
15	3	Maximum	$33.8585	$2,934.52	$5,869.04	$70,428.48
16	1	1st 12 mo.	$31.8427	$2,759.81	$5,519.62	$66,235.44
16	2	2nd 12 mo.	$33.4350	$2,897.81	$5,795.62	$69,547.44
16	3	Maximum	$35.1070	$3,042.72	$6,085.44	$73,025.28
17	1	1st 12 mo.	$32.9756	$2,858.00	$5,716.00	$68,592.00
17	2	2nd 12 mo.	$34.6242	$3,000.88	$6,001.76	$72,021.12
17	3	Maximum	$36.3556	$3,150.94	$6,301.88	$75,622.56
18	1	1st 12 mo.	$34.1080	$2,956.14	$5,912.28	$70,947.36
18	2	2nd 12 mo.	$35.8134	$3,103.95	$6,207.90	$74,494.80

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
18	3	Maximum	$37.6039	$3,259.13	$6,518.26	$78,219.12
19	1	1st 12 mo.	$35.2406	$3,054.30	$6,108.60	$73,303.20
19	2	2nd 12 mo.	$37.0025	$3,207.01	$6,414.02	$76,968.24
19	3	Maximum	$38.8524	$3,367.34	$6,734.68	$80,816.16
20	1	1st 12 mo.	$36.3730	$3,152.45	$6,304.90	$75,658.80
20	2	2nd 12 mo.	$38.1915	$3,310.06	$6,620.12	$79,441.44
20	3	Maximum	$40.1011	$3,475.56	$6,951.12	$83,413.44
21	1	1st 12 mo.	$37.5054	$3,250.59	$6,501.18	$78,014.16
21	2	2nd 12 mo.	$39.3804	$3,413.10	$6,826.20	$81,914.40
21	3	Maximum	$41.3493	$3,583.74	$7,167.48	$86,009.76

CUPE 59 (40 hr./wk)
Effective: July 1, 2018 to December 31, 2018
1.50% increase

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
1	1	1st 12 mo.	$15.0790	$1,306.90	$2,613.80	$31,365.60
1	2	2nd 12 mo.	$15.8332	$1,372.26	$2,744.52	$32,934.24
1	3	Maximum	$16.6247	$1,440.86	$2,881.72	$34,580.64
2	1	1st 12 mo.	$16.2285	$1,406.52	$2,813.04	$33,756.48
2	2	2nd 12 mo.	$17.0399	$1,476.85	$2,953.70	$35,444.40
2	3	Maximum	$17.8918	$1,550.68	$3,101.36	$37,216.32
3	1	1st 12 mo.	$17.3782	$1,506.17	$3,012.34	$36,148.08
3	2	2nd 12 mo.	$18.2470	$1,581.47	$3,162.94	$37,955.28
3	3	Maximum	$19.1593	$1,660.54	$3,321.08	$39,852.96
4	1	1st 12 mo.	$18.5275	$1,605.78	$3,211.56	$38,538.72
4	2	2nd 12 mo.	$19.4539	$1,686.07	$3,372.14	$40,465.68
4	3	Maximum	$20.4267	$1,770.38	$3,540.76	$42,489.12
5	1	1st 12 mo.	$19.6770	$1,705.41	$3,410.82	$40,929.84
5	2	2nd 12 mo.	$20.6609	$1,790.68	$3,581.36	$42,976.32
5	3	Maximum	$21.6937	$1,880.19	$3,760.38	$45,124.56
6	1	1st 12 mo.	$20.8263	$1,805.02	$3,610.04	$43,320.48
6	2	2nd 12 mo.	$21.8677	$1,895.27	$3,790.54	$45,486.48
6	3	Maximum	$22.9610	$1,990.03	$3,980.06	$47,760.72
7	1	1st 12 mo.	$21.9757	$1,904.63	$3,809.26	$45,711.12
7	2	2nd 12 mo.	$23.0746	$1,999.88	$3,999.76	$47,997.12
7	3	Maximum	$24.2285	$2,099.88	$4,199.76	$50,397.12
8	1	1st 12 mo.	$23.1253	$2,004.27	$4,008.54	$48,102.48
8	2	2nd 12 mo.	$24.2815	$2,104.48	$4,208.96	$50,507.52
8	3	Maximum	$25.4953	$2,209.68	$4,419.36	$53,032.32
9	1	1st 12 mo.	$24.2746	$2,103.88	$4,207.76	$50,493.12

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
9	2	2nd 12 mo.	$25.4883	$2,209.07	$4,418.14	$53,017.68
9	3	Maximum	$26.7628	$2,319.53	$4,639.06	$55,668.72
10	1	1st 12 mo.	$25.4240	$2,203.50	$4,407.00	$52,884.00
10	2	2nd 12 mo.	$26.6954	$2,313.69	$4,627.38	$55,528.56
10	3	Maximum	$28.0301	$2,429.37	$4,858.74	$58,304.88
11	1	1st 12 mo.	$26.5735	$2,303.13	$4,606.26	$55,275.12
11	2	2nd 12 mo.	$27.9020	$2,418.27	$4,836.54	$58,038.48
11	3	Maximum	$29.2971	$2,539.18	$5,078.36	$60,940.32
12	1	1st 12 mo.	$27.7229	$2,402.74	$4,805.48	$57,665.76
12	2	2nd 12 mo.	$29.1090	$2,522.88	$5,045.76	$60,549.12
12	3	Maximum	$30.5645	$2,649.03	$5,298.06	$63,576.72
13	1	1st 12 mo.	$28.8722	$2,502.35	$5,004.70	$60,056.40
13	2	2nd 12 mo.	$30.3160	$2,627.49	$5,254.98	$63,059.76
13	3	Maximum	$31.8319	$2,758.87	$5,517.74	$66,212.88
14	1	1st 12 mo.	$30.0220	$2,602.01	$5,204.02	$62,448.24
14	2	2nd 12 mo.	$31.5230	$2,732.10	$5,464.20	$65,570.40
14	3	Maximum	$33.0993	$2,868.72	$5,737.44	$68,849.28
15	1	1st 12 mo.	$31.1710	$2,701.59	$5,403.18	$64,838.16
15	2	2nd 12 mo.	$32.7298	$2,836.69	$5,673.38	$68,080.56
15	3	Maximum	$34.3664	$2,978.54	$5,957.08	$71,484.96
16	1	1st 12 mo.	$32.3203	$2,801.20	$5,602.40	$67,228.80
16	2	2nd 12 mo.	$33.9365	$2,941.28	$5,882.56	$70,590.72
16	3	Maximum	$35.6336	$3,088.36	$6,176.72	$74,120.64
17	1	1st 12 mo.	$33.4702	$2,900.86	$5,801.72	$69,620.64
17	2	2nd 12 mo.	$35.1436	$3,045.90	$6,091.80	$73,101.60
17	3	Maximum	$36.9009	$3,198.20	$6,396.40	$76,756.80
18	1	1st 12 mo.	$34.6196	$3,000.48	$6,000.96	$72,011.52
18	2	2nd 12 mo.	$36.3506	$3,150.51	$6,301.02	$75,612.24

Grade	Step	Description	Hourly	Pay Period	Monthly	Annual
18	3	Maximum	$38.1680	$3,308.02	$6,616.04	$79,392.48
19	1	1st 12 mo.	$35.7692	$3,100.12	$6,200.24	$74,402.88
19	2	2nd 12 mo.	$37.5575	$3,255.11	$6,510.22	$78,122.64
19	3	Maximum	$39.4352	$3,417.85	$6,835.70	$82,028.40
20	1	1st 12 mo.	$36.9186	$3,199.74	$6,399.48	$76,793.76
20	2	2nd 12 mo.	$38.7644	$3,359.71	$6,719.42	$80,633.04
20	3	Maximum	$40.7026	$3,527.69	$7,055.38	$84,664.56
21	1	1st 12 mo.	$38.0680	$3,299.35	$6,598.70	$79,184.40
21	2	2nd 12 mo.	$39.9711	$3,464.30	$6,928.60	$83,143.20
21	3	Maximum	$41.9695	$3,637.50	$7,275.00	$87,300.00

Schedule B – Job Classification (36.67 hr/wk)

Classification	Grade
Scanning Clerk	1
Key Clerk	2
Preparator Assistant	2
Storekeeper 2	2
Clerk 3	3
Data Collector	3
Education Assistant	3
Mailroom Clerk	3
Remittance Clerk	3
Clerk 4	4
Clerk-Steno 4	4
Drafting Technician	4
Guest Experience and Retail Associates	4
Payroll Data Entry Clerk	4
Program Guide	4
Accounting Clerk 5	5
Clerk 5	5
Clerk-Steno 5	5
Mailroom Coordinator	5
Market Data Assistant	5
Museum Technician	5
Printing Services Operator	5
Research Assistant 5	5
Resource Centre Assistant	5
Sales Clerk	5
Aboriginal Resource Assistant	6
Assistant Gift Shop Supervisor	6

Classification	Grade
Clerk 6	6
Clerk-Steno 6	6
Crime Free Multi-Housing Assistant	6
Customer Service Cashier	6
Development Assistant	6
Information and Program Clerk	6
Parking Meter Technician	6
Registration Assistant	6
Accounting Clerk 7	7
Clerk 7	7
Clerk-Steno 7	7
Legal Receptionist	7
Meter Reader	7
Payroll Clerk 7	7
Accounting Clerk 8	8
Assessment Field Assistant	8
Asset Control Clerk 8	8
Benefits Clerk	8
Clerk 8	8
Clerk-Steno 8	8
Exhibit Control Clerk	8
Extension Assistant	8
Traffic Studies Assistant	8
Accounting Clerk 9	9
Clerk 9	9
Clerk-Steno 9	9
Computer Operator	9

Classification	Grade
Programming Assistant	9
Programs Assistant (Curatorial)	9
Programs Assistant (Learning & Engagement)	9
Records Management Technician	9
Remittance Coordinator	9
Research Assistant 9	9
Accounting Clerk 10	10
Clerk 10	10
Clerk-Steno 10	10
Communication Assistant	10
Court Clerk	10
CPIC Operator	10
Emergency Measures Assistant	10
Research Assistant 10	10
Staff Scheduling Clerk	10
Systems Support Technician	10
Accommodation	11
Accounting Clerk 11	11
Art & Design Store Supervisor	11
Art Class Instructor	11
Assessment Support Technician	11
Bylaw Inspector 11	11
Clerical Supervisor 11	11
Clerk 11	11
Clerk-Steno 11	11
Commercial Permit Issuer	11
Credit and Collections Representative	11
Crime Free Multi-Housing Liaison	11

Classification	Grade
Crime Free Multi-Housing Officer	11
Customer Service Representative	11
Engineering Technologist 11	11
Forestry Analyst	11
Guest Experience and Volunteer Coordinator	11
Inventory Analyst	11
Legal Secretary	11
Quality Coordinator	11
Residential Permit Issuer	11
RMS Liaison	11
Traffic Operations Technologist	11
Aboriginal Resource Officer	12
Accounting Clerk 12	12
Assessment Technician	12
Business Development Coordinator	12
Buyer	12
Claims Administrator	12
Clerk 12	12
Content Coordinator	12
Corporate Payroll Clerk	12
CPIC Shift Supervisor	12
Development Coordinator	12
Event Coordinator	12
Gift Shop Supervisor	12
Graphic Designer	12
Identification Records Clerk	12
Landscape Architectural Technologist	12
Missing Person Liaison Officer	12

Classification	Grade
Operations Analyst	12
Planner 12	12
Planning Technologist	12
Validation Clerk	12
Asset Control Clerk 13	13
Assistant Collections Supervisor	13
Bylaw Inspector 13	13
Central Records Trainer	13
Clerical Supervisor 13	13
Corporate Records Analyst	13
Curatorial Assistant	13
Customer Services Analyst	13
Design Coordinator	13
Drafting Technologist 13	13
Editor and Publications Coordinator	13
Guest Experience and Volunteer Coordinator	13
Learning & Engagement Coordinator	13
Payroll Coordinator	13
Planner 13	13
Senior Buyer	13
Senior Customer Service Representative	13
SIMS Supervisor	13
Accounts Payable Coordinator	14
Clerical Supervisor 14	14
Collections Supervisor	14
Communication Coordinator	14
Contact Centre Supervisor	14
Customer Services Supervisor	14

Classification	Grade
Design Assistant 14	14
Development Associate	14
GIS Technologist	14
Land Development Planner	14
Legal Systems Specialist	14
Monitoring Technician	14
Payroll and Systems Administrator	14
Preparator	14
Programmer Analyst	14
Property Coordinator	14
Records, Information and Bylaw Supervisor	14
Sales Representative	14
Sales Supervisor	14
Senior CPIC Supervisor	14
Senior Land Specialist/Tax Enforcement Legal	14
Systems Support Supervisor	14
Training and Promotions Coordinator	14
Visual Communications Coordinator	14
Assistant City Archivist	15
Assistant Returning Officer	15
Associate Curator (Live Programs)	15
Bylaw Inspector 15	15
Collections Coordinator	15
CSR Supervisor	15
Design Assistant 15	15
Drafting Technologist 15	15
Interior Design Consultant	15
Maintenance Support Coordinator	15

Classification	Grade
Marketing Coordinator	15
Municipal Prosecutor	15
Police Payroll Supervisor	15
Registrar	15
Revenue Control Coordinator	15
Roadway Activity Coordinator	15
Utility Billing Supervisor	15
Victim Services Responder	15
Building Inspector	16
Bylaw Inspector 16	16
Claims Investigator	16
Corporate Payroll Supervisor	16
Drainage Inspector	16
Landscape Technologist	16
Open Space Consultant	16
Planner 16	16
Security Systems Technician	16
Senior Monitoring Technician	16
Small Systems Supervisor	16
Staff Accountant	16
Accountant 17	17
Archivist	17
Assessment Appraiser	17
Bylaw Inspection Supervisor	17
Commercial Building Inspector	17
Community Consultant	17
Connection Desk Supervisor	17
Crime Free Multi-Housing Coordinator	17

Classification	Grade
Diversity and Inclusion Consultant	17
Drafting Supervisor	17
Engineering Support Technologist	17
Environmental Coordinator	17
Environmental Management System Coordinator	17
GIS Design Analyst	17
Land Development Coordinator	17
Landscape Architect	17
Planner 17	17
Plumbing Inspector	17
Project Coordinator	17
Public Programs Coordinator	17
Records Management Coordinator	17
Research Coordinator	17
Victim Services Supervisor	17
Aboriginal and Inclusion Consultant	18
Accountant 18	18
Assessment Research Analyst	18
Associate Curator	18
Curator (Collections)	18
Curator (Exhibitions)	18
Heritage Coordinator	18
Local Immigration Partnership Coordinator	18
Neighbourhood Program Consultant	18
Permit Supervisor	18
Race Relations Coordinator	18
Senior Building Inspector	18
Systems Analyst	18

Classification	Grade
Landscape Architect 19	19
Senior Assessment Appraiser	19
Senior Plumbing Inspector	19
Senior Planner 20	20
Housing Analyst	21
Property Agent	21
Senior Planner 21	21

Schedule B – Job Classification (40 hr/wk)

Classification	Grade
Activity Leader	1
Police Vehicle Attendant	1
Public Skating Attendant	1
Stage Door Attendant	1
Building Custodian 2	2
Event Attendant	2
Guest Services Attendant	2
Switchboard Operator	2
Box Office Cashier	3
Building Custodian 3	3
Cashier	3
Childcare Worker	3
Client Services Attendant	3
Event Services Custodian 3	3
Golf Course Attendant	3
Labourer	3
Recreation Program Leader	3
Cashier- Receptionist	4
Childcare Supervisor	4
Event Services Custodian 4	4
Gift Shop Salesperson	4
Pest Management Labourer	4
Ride Operator	4
Storekeeper 4	4
Weed Management Labourer	4
Inventory Assistant	5
Lifeguard	5

Classification	Grade
Building Attendant	6
Infrastructure Condition Rater	6
Storekeeper 6	6
Cemetery Utilityperson 7	7
Engineering Technician	7
Event Captain	7
Facility Operator	7
Guest Services Supervisor	7
Aquatic Technician	8
Box Office Supervisor	8
Cemetery Utilityperson 8	8
Facilities Utilityperson 8	8
Golf Course Assistant	8
Greenhouse Technician 8	8
Irrigation Uitilityperson 8	8
Recreation Technician 8	8
Storekeeper 8	8
Client Services Technician	9
Communication Clerk	9
Duty Manager	9
Facilities Maintenance Person	9
Parks Technician 9	9
Pool Technician	9
Arborist	10
Event Ticketing Administrator	10
Inventory Control Clerk	10
Irrigation Technician 10	10

Classification	Grade
Mechanic's Helper	10
Pest Management Technician	10
Recreation Technician 10	10
Weed Inspector	10
Building Operator (TCU Place)	11
Greenhouse Technician 11	11
Security Services Supervisor	11
Building Operator	12
Coliseum Operator	12
Event Services Supervisor	12
Guest Services Supervisor 12	12
Parks Technician 12	12
Zookeeper	12
Client Services Sales Coordinator	13
Fitness Specialist	13
Forestry Technician	13
Maintenanceperson	13
Recreation Technician 13	13
Assistant Parks Supervisor	14
Auto Mechanic	14
Cemetery Technician 14	14
Golf Course Equipment Service Technician	14
Greenhouse Technician 14	14
Irrigation Technician 14	14
Painter	14
Parks Technician 14	14
Pest Management Technician 14	14
Senior Arborist	14

Classification	Grade
Auto Mechanic 15	15
Contract Administrator	15
Engineering Technologist 15	15
Facility Operations Supervisor	15
Welder	15
Assistant Field Staff Supervisor	16
Building Controls Technologist	16
Carpenter	16
Electrician	16
Entomologist	16
Greenskeeper	16
Maintenance Planner	16
Parks Supervisor	16
Plumber	16
Resident Building Operator	16
Resident Building Operator CUC	16
Resident Building Operator – Pools	16
Resident Building Operator (TCU Place)	16
Asset Planning Technologist	17
Auto Mechanic Supervisor	17
Engineering Technologist 17	17
Maintenance Planner	17
Parks Supervisor (Natural Areas)	18
Pest Management Supervisor	18
Recreation Site Administrator	18
Zoo Supervisor	18

PARKS Classification	Grade	Equipment
Operator I	1	Self-Propelled Equipment of **less than 30 HP**, eg: • Tractors • Mowers, i.e. 50" & 72" • Turf Grass Sweeper • Small stump cutter
Operator II	2	Self-Propelled Equipment of **30 HP or greater with attachments**: PTO, 3 point hitch, etc. • Utility Tractors with attachments • Water wagon • Seeder • Fertilizer spreader • 6' Pull-Type Mower • Cultivator • Disc • Back Blade • Combo plane • Tiller • Harper slope mover – 30.2 HP 72" deck • Tenant Sweeper -Single axle, trailer style equipment: • Brush Chipper
Operator III	3	Self-Propelled Equipment/Vehicles of **30 HP or greater with hydraulic attachments**, e.g. • Front-End Loader • Tractor with Bat-Wing Mower 15' • Backhoe • Grader • Topdresser • Large stump cutter • 48" tree spade • Pay loader (4 yd) bucket • Trackless • Deep tine Aerator • Mowers, i.e. 11' & 15' • 6yd (single axel) truck • 12 yd (double axel) truck

CUPE 59 (Parks Machine Operator)
Effective: January 1, 2017 to November 30, 2017
0.00% increase

Grade	Step	PARKS Description	Hourly	Pay Period	Monthly	Annual
1	1	Maximum	$22.6237	$1,960.80	$3,921.60	$47,059.20
2	1	Maximum	$24.7821	$2,147.86	$4,295.72	$51,548.64
3	1	Maximum	$25.9466	$2,248.79	$4,497.58	$53,970.96

CUPE 59 (Parks Machine Operator)
Effective: December 1, 2017 to June 30, 2018
.50% increase

Grade	Step	PARKS Description	Hourly	Pay Period	Monthly	Annual
1	1	Maximum	$22.7368	$1970.60	$3941.20	$47,294.40
2	1	Maximum	$24.9060	$2,158.60	$4,317.20	$51,806.40
3	1	Maximum	$26.0763	$2,260.03	$4,520.06	$54,240.72

CUPE 59 (Parks Machine Operator)
Effective: July 1, 2018 to December 1, 2018
1.50% increase

Grade	Step	PARKS Description	Hourly	Pay Period	Monthly	Annual
1	1	Maximum	$23.0779	$2,000.16	$4,000.32	$48,003.84
2	1	Maximum	$25.2796	$2,190.98	$4,381.96	$52,583.52
3	1	Maximum	$26.4674	$2,293.93	$4,587.86	$55,054.32

GUIDELINES FOR ADMINISTRATION OF C.U.P.E. SICK BANK

1. a. Composition of Joint Committee

Union	City
Dave McKee (C.U.P.E. Local No. 59)	Trina Hordal (Chair - Human Resources)
Shauna Karakochuk (C.U.P.E. Local No. 47)	Tim Bushman (Utility Services)
Jose Juarez (C.U.P.E. Local No. 859)	Trent Schmidt (Infrastructure Services)

b. Administration

(i) The Sick Bank Committee shall be responsible for:
- managing
- accounting
- investing
- reporting to members, and administering the Sick Bank Fund.

(ii) Utilizing the proper application form, all applications for benefits shall be submitted in writing to the Chair of the Committee for adjudication.
Approval of benefits is determined by the Committee.

(iii) All applications shall be processed through the Chairperson for all necessary payroll administration.

(iv) Sick Bank Committee shall meet the third Tuesday of every month at 12:00 p.m. Emergency meetings may be held between meetings to adjudicate applications.

(v) Minutes of the Committee's previous meeting will be adopted at the beginning of each Committee meeting.

(vi) The employee contribution rate will be set each year by the Sick Bank Committee. At its December meeting, the Committee will set the rate for the next year based on the previous years' Sick Bank costs.

2. Employee Eligibility Standards

   a. Permanent employees - after twelve (12) months service as a permanent employee.

   b. Permanent "Seasonal" employees - provided such employee has accumulated twelve (12) months service.

   c. Permanent part-time employees after twelve (12) months of accumulated time worked.

   d. An employee whose status changes from permanent seasonal to permanent, and has not yet qualified for benefits as a permanent employee, may use the time accumulated as a permanent seasonal employee to qualify for Sick Bank benefits.

3. Waiting Period

   a. Employees who have expended their sick credits and apply for credits from the Sick Leave Sick Bank shall be subject to a waiting period of ten (10) consecutive working days, or equivalent number of hours, following expiration of their sick credits, for each occasion of illness. They may, however, exercise the option of charging the ten (10) days against accumulated vacation entitlement, available banked time, or any combination of the above.

   b. Notwithstanding the foregoing, recurrences of the same illness or same disability for which credits from the Sick Bank have previously been granted, shall not be subject to the waiting period referred to in 3(a) above.

4. Doctor's Certificate

   a. Initial employee requests to draw from the Sick Bank shall be accompanied by a doctor's certificate outlining the nature of the illness and the probable length of absence.

   b. Employees on extended periods of benefit from the Sick Bank to have their cases reviewed by the Committee every thirty (30) days and, if required by the Committee, to supply further medical evidence from the attending physician, and/or a second medical opinion at the Committee's discretion.

   c. For employees requesting benefits due to their participation in the Employee and Family Assistance Program, requests to the Sick Bank shall be accompanied by a letter from the EFAP Coordinator stating the

severity of the illness and the probable length of absence. After receiving benefits from the bank for two (2) weeks, employees will be required to provide a medical update or second medical opinion.

All EFAP Sick Bank applications are subject to Sick Bank Guidelines. Failure to complete treatment programs will result in termination of Sick Bank benefits.

d. If an employee is deemed, or if an employee admits to the need of services of EFAP, they will automatically be referred to that service. If an employee fails to comply when referred, then benefits will stop until the employee complies.

5. Mandatory Return to Work Program:

a. employee must participate or risk termination of benefits;
b. employer must make every reasonable effort to accommodate return to work;
c. the accommodation may be full or part-time hours;
d. every effort will be made to accommodate in the following order:

1) modifications to own job;
2) work in employee's own work area
3) work in employee's bargaining unit
4) work within CUPE Local 47, 59, or 859
5) when work is available in own bargaining unit that the employee can do, the employee would return to his/her own local; provided that they are qualified for the position.
6) employee will maintain pre-disability rate of pay (sick bank to top up any short-fall) while working; will continue to receive sick bank benefits for hours not working

6. Sick and Vacation Credits

a. Any sick leave credits or vacation entitlements are to be used by the end of the following March. No charge against the Sick Bank will be made in respect of any sick or vacation credits so taken.

b. Vacation credits earned prior to entering the Sick Bank must be used by the second end of March following entry to the Sick Bank. No charge against the Bank for these credits.

7. Basis of Payment of Salary or Wages

a. Employees drawing benefits from the Sick Bank shall be paid at seventy-five percent (75%) of the basic rate of pay which they would otherwise have been drawing had they not been drawing benefits, less:

(i) any required normal payroll deductions, including contributions to the General Superannuation Plan, and;

(ii) the amount of any other benefit payable to the employee, including CPP disability payments, as escalated, EI (1998) if applicable, etc., but not including any private and personal coverage.

(iii) employees will be required to apply (and appeal if necessary) for CPP disability benefits.

b. Permanent part-time and permanent full-time employees who have worked a combination of permanent part-time and permanent full-time in the twelve (12) months immediately preceding disability, shall be paid benefits at seventy-five percent (75%) of the average gross monthly salary from that twelve (12) month period.

c. Employees drawing Worker's Compensation in respect of an illness or injury will not be eligible to draw benefits from the Sick Bank for such illness or injury. If applications for both Sick Bank and Worker's Compensation are filed at the same time, benefits will be paid from Sick Bank only, until the Workers' Compensation claim is adjudicated.

8. Duration of Benefits

a. Duration of benefits shall not exceed the amount of past accumulated service, calculated from the date of last entry into the Civic service.

b. To be eligible to draw benefits from the Sick Bank during a period equivalent to the average time worked during the previous three (3) calendar years. The foregoing "equivalent period" to commence as of the commencement of employment in the then current year.

Example
Period of employment 1996 - May 1 - September 30 (103 working days)
Period of employment 1997 - April 1 - September 30 (125 working days)
Period of employment 1998 - June 1 - September 30 (88 working days)
(Average 316÷3 = 105 working days)

Employee would be eligible to draw benefits from the Sick Bank in accordance with these guidelines, during the one hundred and five (105) working days period commencing April 1, 1999. A working day will not exceed eight (8) hours.

c. Employee will no longer be eligible to receive benefits if unable to return to work, and;

- is eligible for an unreduced pension from the general superannuation plan;

OR

- has reached the earlier of a minimum of twenty-five (25) years of contributions, or the normal retirement date, in the Defined Contribution Plan for Seasonal and Non-Permanent part-time employees, and is eligible for an immediate conversion to pension.

d. Eligible employees may continue to maintain group life, medi-optical, dental insurance on early retirement (employee would pay full premium), to age sixty-five (65).

e. In cases of long-term illness of over six (6) months duration, the Committee may require the claimant to secure further medical evidence from the attending physician or, at the Committee's discretion, refer the claimant to a specialist in the field of medicine related to the disability suffered by the claimant for additional information required by the bank. Any costs incurred shall be the responsibility of the sick bank.

f. Notwithstanding anything contained or implied in the foregoing, the Committee, in its discretion, may terminate or reduce a claimant's benefits from the Sick Bank at any time.

9. Superannuation

a. Notwithstanding the provisions of clause 7 (a) above, employees whilst drawing benefits from the Sick Bank, shall be deemed, for superannuation calculation purposes only, to have been drawing pay at one hundred percent (100%) of the basic rate of pay to which they would otherwise have been entitled had they not been drawing benefits.

b. The difference in employee contributions to the Superannuation Fund occasioned by the actual pay benefit referred to in clause 7 (a) above, and the deemed pay benefit referred to in clause 9 (a) above, shall come from the budgetary financial provision for the Sick Bank and the Sick Bank accumulation debited accordingly.

10. Other Income

An employee who engages in other gainful employment (either within or without the Civic service) while drawing benefits from the Sick Bank shall not be eligible to draw in total, from the other employment and the Sick Bank, a sum which exceeds that payable from the Sick Bank alone unless employee is participating

in mandatory return to work to a maximum of one hundred percent (100%) of pre-disability salary. It is the employees' responsibility to apprise the City of the exact amount of other such earnings, and employee may be required to disclose Federal records of taxation for the previous calendar year.

11. Addictions

Providing an employee meets the required criteria for benefits from the Sick Bank, and becomes involved in a recognized addiction treatment program, as authorized by the Employee and Family Assistance Program Assessment/Treatment Resource, either as an inpatient or outpatient, the employee may be eligible for benefits from the Sick Bank. Progress reports shall be received on each claimant, and, should it be found that the claimant is not making the required effort for rehabilitation, then the Sick Bank Committee may, in its discretion, terminate the individual's benefits from the Sick Bank. Notwithstanding the foregoing, the ten (10) day waiting period will not be waived for reoccurrences.

12. Issues in the Workplace Predicating Illness

Providing an employee meets the required criteria for benefits from the Sick Bank, and where it is determined that the employee's illness may be predicated by issues in the workplace, the employee may be eligible for benefits provided that the employee participates in the informal or formal procedures outlined in the City of Saskatoon's Respectful Workplace Policy and/or the Workplace Harassment Policy.

For illnesses documented as predicated by the working environment, the Sick Bank Committee may request the employee to submit one of the following:

(i) as part of the informal process, a letter from the employee's Manager, Human Resources Generalist, or designate confirming that an issue or incident(s) has been identified and brought forward for resolution,

or

(ii) as part of the formal process, a letter from the General Manager or designate of the employee's department, which confirms his or her receipt of a documented concern from the employee's Supervisor **and** Branch Manager of the employee's workplace issues,

or

(iii) as part of the formal process, a letter from the Director of Human Resources confirming that the employee has formally filed an initial complaint under the Workplace Harassment Policy.

The purpose of the information requested by the Sick Bank Committee is solely to confirm participation in the City's Respectful Workplace and/or Workplace Harassment policies. It is in no way the intent of the Sick Bank Guidelines to require an employee to provide confidential information of the issue or compliant or parties involved.

Should it be found that the claimant is not making the required effort to address the workplace issues through the aforementioned policies, the Sick Bank Committee may, in its discretion, terminate the employee's benefits from the Sick Bank. Notwithstanding the foregoing, the ten (10) day waiting period will not be waived for reoccurrences.

13. a. Appeal Procedure

In the event of an adverse Committee decision on an individual's claim for benefits from the Sick Bank, the claimant may appeal the Committee's decision, either in person or, at the employees option, have the appeal made to the Committee by an executive member of the Union concerned, on his behalf.

Any appeal must be made to the Committee within thirty (30) days after the Committee's adverse decision.

b. Impasse

In the event of impasse, the matter in question shall be referred to a mutually agreed to third party not having an interest in the outcome. A hearing shall be convened to discuss the matter with both sides of the dispute. The decision of the third party shall be final and not subject to further appeal or grievance. Any costs associated with this procedure shall be paid by the sick bank.

14. Proper Financial Reports

The City shall provide to the Sick Bank Committee monthly and annual reports detailing the sources of funding and application of funds to claims paid in each period. Such reports shall be provided as soon as possible following the completion of the month's activities.

TERMS AND CONDITIONS OF REARRANGED WORK WEEK

A schedule of rearranged work hours will be designed permitting accumulation of sufficient time such that employees will earn one day off following completion of fourteen (14) extended work days.

Every third (3rd) Friday will be designated as the earned day off, alternate arrangements may be made in accordance with this Memorandum of Agreement.

I. APPLICATION AND EMPLOYEE ELIGIBILITY FOR PARTICIPATION

- Application and participation will be restricted to designated employees presently working full-time hours (i.e. 36 2/3 or 40 hours per week, depending on position).

- Part-time and temporary employees who work less than full-time hours (36 2/3 or 40 hours per week, depending on the position) will be excluded from participation in the rearranged work week.

- Other specific exclusions as outlined.

- Where business requirements currently demand or if circumstances change in the future, employees participating in the rearranged work week will be placed on rotation schedules to facilitate continuance of service on all earned days off.

- Any changes to Part II of this Memorandum of Agreement shall be made by mutual agreement between the City and the Union.

II. APPLICATION BY DEPARTMENT/SECTION WILL BE AS FOLLOWS:

BOARDS and COMMISSIONS (EDO)	APPLICATION	EXCLUSIONS	DESIGNATED EARNED DAY OFF
Mendel Art Gallery	Yes	none	every third (3rd) Friday or rotation
TCU Place	Yes	none	every third (3rd) Friday or rotation
Saskatoon Police Service	Yes	Switchboard	every third (3rd) Friday or rotation
Credit Union Centre	Yes	none	every third (3rd) Friday or rotation
Corporate Services Department	Yes	none	every third (3rd) Friday or rotation
Community Services Department	Yes	Golf Course Temp. summer staff Indoor Rinks Clerk at Forestry Farm	every third (3rd) Friday or rotation
Infrastructure Services Department	Yes	none	every third (3rd) Friday or rotation
Fire & Protective Services Department (EMO)	Yes	none	every third (3rd) Friday or rotation
City Clerk's	Yes	none	every third (3rd) Friday or rotation
Solicitor's	Yes	none	every third (3rd) Friday or rotation

* Other than part-time and temporary employees working less than full-time hours.

III. REARRANGED HOURS OF WORK

- Eligible employees currently working a thirty-six and two thirds (36 2/3) hour work week will be required to work fourteen (14) days over a three (3) week period at seven (7) hours and fifty-one (51) minutes per day. After completing fourteen (14) work days at extended hours within the three (3) week block, employees will be eligible for an earned day off designated by the specific application of the rearranged work week to their particular department/section.

- Eligible employees currently working a forty (40) hour work week will be required to work fourteen (14) days over a three (3) week period at eight (8) hours and thirty-four (34) minutes per day. After completing fourteen (14) work days at extended hours within the three (3) week block, employees will be eligible for an earned day off as designated by the specific application of the rearranged work week to their particular department/section.

- Earned days off may not be banked except as provided for in Clause IV, Paragraph 2.

IV. OVERTIME PROVISIONS

Employees shall be paid overtime for time worked in excess of regular rearranged work hours. For example:

- Eligible employees currently on a thirty-six and two thirds (36 2/3) hour work week, eligible for overtime after working seven (7) hours and fifty-one (51) minutes in one day.

- Eligible employees currently on a forty (40) hour work week, eligible for overtime after working eight (8) hours and thirty-four (34) minutes in one day.

If circumstances arise such that an employee cannot take the scheduled earned day off because of operational restrictions, such day off shall be taken as per mutual agreement with the department manager and in that situation may be banked.

V. VACATION LEAVE

- No additional entitlement shall accrue for vacation leave taken coincident with an earned day off.

- Employees will continue to be eligible for vacation according to contract provisions, with the following conversion to account for changes as a result of the rearranged work week.

Leave Entitlement	No. of Days	Number of Hours	
		Current 36 2/3 hr. Employees	Current 40 Hr. employees
1 week	5 days	36 2/3	40
2 weeks	10 days	73 1/3	80
3 weeks	15 days	110	120
4 weeks	20 days	146 2/3	160
5 weeks	25 days	183 1/3	200
6 weeks	30 days	220	240

- Vacation leave will be calculated on the basis of the normal hours of work formerly required of each employee. Days off for vacation are therefore deleted from the calendar calculations in determining the number of additional days off an employee receives as a result of the rearranged work week. For example:

Employee Vacation Leave Entitlement (weeks)	Potential Earned Days Off Per Year
0	17.4
1	17.07
2	16.73
3	16.4
4	16.07
5	15.73
6	15.4

In other words, employees working under the rearranged work week will be required to work exactly the same number of hours annually as they did under the previous work schedule.

VI. SICK LEAVE

- No usage of sick leave credits (individual accumulation or sick bank application) shall be allowed on an earned day off.
- Sick leave usage on a regular work day shall be paid as per arranged work hours.

Revised

VII. STATUTORY HOLIDAYS

- If an employee's earned day off falls on a statutory holiday, the day off shall be rescheduled immediately prior to or following the holiday. If the employee works on the coincident statutory holiday, the employee shall be paid the premium rate (1 1/2 X) applicable for statutory holiday work and shall be allowed another day off in lieu, to be scheduled at the mutual satisfaction of the department manager and the employee.

VIII. PAID OR UNPAID LEAVE STATUTORY HOLIDAYS

- No pay in lieu or rescheduling of days shall be given to employees on paid or unpaid leave. An employee absent in either instance, shall be deemed to have forfeited the earned time off.

IX. PROMOTIONS AND TRANSFERS

- Employees who are promoted or transferred to a department/section whose schedule of earned days off differs from the schedule of earned days off of their former department/section, shall expend their earned day off or portion thereof on the last day prior to movement. The same procedure will apply when an employee is transferred or promoted to a department/section where the terms of the rearranged work week do not apply.

- If work requirements or other management concerns impedes this procedure, the earned day off or portion thereof will be taken by mutual agreement between the employee and the manager of the department/section to which the employee is moving. In any event, the earned day off or portion thereof will be scheduled within three (3) weeks of the formal date of transfer or promotion.

X. TRAINING AND STAFF DEVELOPMENT

- Where the scheduling of a training program conflicts with an employee's earned day off, such day off will be rescheduled or be paid as per a regular day's pay, subject to the employee's personal election.

XI. PAY PROCEDURE

Revised

- Upon termination, an employee shall be paid for actual hours worked during the last pay period. Any final adjustments regarding disposition of time owed to/by the City will be reconciled at that point in time.

XII. BUSINESS HOURS

- The scheduling of rearranged work hours will accommodate in all respects the business hours of City Hall and other affected operations.

- The Saskatoon Police Service will follow these hours.

XIII. RELIEF DUTY

- No premium pay shall be forthcoming for an employee who assumes the duties and responsibilities of an employee in a higher position who is absent on an earned day off.

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL NO. 59

President

Recording Secretary

THE CITY OF SASKATOON

Labour Relations Manager

LETTER OF UNDERSTANDING

Between

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 59
(hereinafter referred to as the "Union")

and

THE CITY OF SASKATOON
(hereinafter referred to as the "City")

Layoff Procedure

The City will perform any layoff according to the Collective Agreement.

Where the approximate date of a layoff is estimated, the City shall provide layoff notice:

a) to permanent employees at the earliest possible date, and
b) at the date of recall or hire for seasonal and temporary employees.

The layoff notice may be revised if required.

If an employee:

a) is not on sick leave at the time when layoff notice is given to the employee, and

b) is disabled and claims sick leave under Article 31.2.5 and Article 31.3.1 Sick Leave,

the employee will receive paid sick leave only up to the last day prior to layoff.

LETTER OF UNDERTAKING

July 20, 2001

To: **Ms Lois Lamon**
President
Canadian Union of Public Employees, Local No. 59

Dear Ms. Lamon:

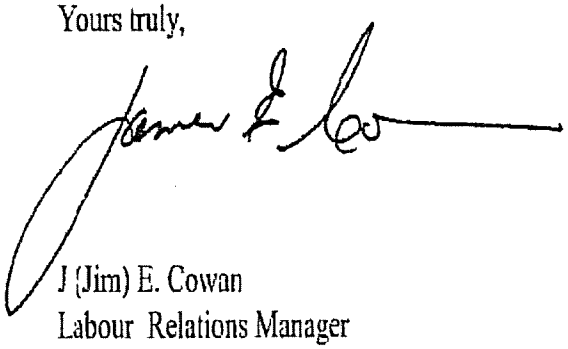
RE: General Superannuation Plan

The Employer undertakes to meet jointly with all unions and associations within the General Superannuation Plan, namely C.U.P.E. Local No.59, C.U.P.E. Local 859, C.U.P.E. Local 47, C.U.P.E Local 2669, I.B.E.W. Local No.319, A.T.U. Local No. 615 and Exempt Staff Association, at which time the Employer will undertake to establish with the parties the process of negotiating pensions. Future negotiations in this regard will be separate and apart from the Administrative Board of Pension Trustees.

Superannuation plan negotiations shall take place when requested by either the Unions or the City. These negotiations shall commence within sixty (60) days of such request, unless otherwise mutually agreed.

No Changes to the plan will be implemented unilaterally by any of the parties.

Yours truly,



J (Jim) E. Cowan
Labour Relations Manager

MEMORANDUM OF AGREEMENT

between

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 59
(hereinafter referred to as the Union)

and

THE CITY OF SASKATOON
(hereinafter referred to as the City)

The parties agree as follows:

Errors and omissions excepted, the Employer shall provide an annual list of employees of the bargaining unit to include name, address, and department. Where telephone numbers and current position information is included in the HRIS system, such information will be included annually. The Employer shall undertake to provide a bargaining unit-wide seniority list at the earliest possible date following upon implementation of the HRIS and annually, thereafter. When available, the seniority list shall be posted on the job posting bulletin boards for a minimum of thirty (30) days. The Union shall have an additional thirty (30) days to identify any apparent discrepancies. Whenever possible, the specifics of the discrepancies will be identified. The Employer will continue to provide the Union with monthly area-seniority lists, as per current practice.

Signed this 6th day of April, 2005.

THE CANADIAN UNION OF PUBLIC EMPLOYEES AND ITS LOCAL NO. 59

President

Recording Secretary

THE CITY OF SASKATOON

Labour Relations Manager

LETTER OF UNDERSTANDING

BETWEEN

THE BOARD OF POLICE COMMISSIONERS OF THE CITY OF SASKATOON

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL NO.59

REGARDING

THE REARRANGED WORK SCHEDULE FOR SPECIFIED CIVILIAN POSITIONS

1.0 Term:
The conditions contained herein shall remain in effect until December 31, **2016**.

2.0 Review:
The terms and conditions contained herein shall be reviewed by a joint committee of the Union and the Board at least sixty (60) calendar days prior to the expiration of the term defined above, and as requested by either party in the interim.

3.0 Positions covered by this Letter of Understanding:
- 3.1 All CPIC Operator positions.
- 3.2 All CPIC Shift Supervisor positions.
- 3.3 All Clerk-Steno 4 positions in Central Records.
- 3.4 Senior CPIC Supervisor positions.

4.0 Hours of Work:
- 4.1 A day, for the purpose of the Letter of Understanding, shall be defined as 0001 hours to 2400 hours.

- 4.2 Employees in positions outlined in 3.1, 3.2 and 3.3 above shall work eleven (11) hours per shift between 0700 hours and 1900 hours or 1900 hours and 0700 hours on a "four (4) shifts on", "four (4) shifts off" rotating basis.

- 4.3 Employees in the Senior CPIC Supervisor positions shall work thirty-six point six seven (36.67) hours per week, five (5) days per week, with two (2) consecutive days off.

5.0 Supervision:

5.1 A supervisor shall be designated for each shift. This supervisor shall be the employee holding the position of CPIC Shift Supervisor for the platoon on duty or a CPIC Operator on duty shall be paid at Pay Grade 12 subject to Clause 6.1 below.

6.0 Superior Duty:

6.1 Should the CPIC Shift Supervisor assigned to the platoon on duty be absent for a period exceeding one (1) hour, the assignment will be offered in order of seniority to the qualified CPIC Operator on duty. If the assignment is declined by all qualified CPIC Operator's, then the senior CPIC Operator will be assigned to the work. The CPIC Operator will perform substantially the duties of the CPIC Shift Supervisor, and shall be paid at the Pay Grade appropriate for the classification for all hours so worked.

7.0 Public Holidays

7.1 Employees not required to work on a Public Holiday shall receive eight (8) hours' pay for that day.

7.2 Employees required to work on a Public Holiday shall receive double time (2X) for all hours worked on that day plus their regular salary [i.e. total of triple time (3X)]

7.3 Permanent full-time employees may elect to take equivalent time off in lieu of the pay bonus provided for in Clause 7.2 above, and may accumulate such bonus time to a maximum of eighty (80) hours. The period of taking such elected time off shall be as mutually agreed upon between the Head of the Department and the employee.

8.0 Earned Time Off:

8.1 For all employees in positions outlined in Clauses 3.1, 3.2, 3.3 above, all hours worked in excess of one thousand nine hundred and fourteen point five (1914.5) hours per year shall be taken as scheduled earned time off, subject to Article 23, Overtime, in the Collective Agreement.

9.0 Scheduling:

9.1 Vacations, other earned time off, and leaves of absence shall be scheduled on the basis of seniority with the approval of the SUPERVISOR, CENTRAL RECORDS, provided the operations of the Department permit.

10.0 Calculations for vacations, sick leave accrual, etc. shall be made on an hour for hour basis.

Signed this 11 day of August, 2014.

The Canadian Union of Public Employees and its Local No. 59

President

Executive

The Board of Police Commissioners

Saskatoon Police Service

Saskatoon Police Service

MEMORANDUM OF AGREEMENT
between
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL NO. 59
(hereinafter referred to as the "Union")
and
THE CITY OF SASKATOON
(hereinafter referred to as the "City")

Re: CITY OF SASKATOON
DEFERRED SALARY LEAVE PLAN

The Deferred Salary Leave Plan (D.S.L.P.) is voluntary and subject to departmental approval and the conditions set forth in the D.S.L.P. The terms and conditions of the plan must comply with the requirements of the Income Tax Act and paragraph 6801(a) of the Income Tax Regulations.

1. What is the purpose of the plan?

To enable eligible Employees to defer a portion of their gross salary in order to pre-fund a mutually agreed upon period of leave from the City.

2. Who is eligible to join the plan?

Revised

The D.S.L.P. is available up to December 31, **2016** to all permanent full-time CUPE Local 59 Employees who have a minimum of one year of continuous service in the bargaining unit and who are not currently serving a probationary period.

3. What are the enrollment procedures?

An Employee is required to complete an application form specifying the enrollment date, leave period commencement date, return date, and semi-monthly pay period deduction for each plan year. Following review and approval at the Department Head or Division level, payroll deductions are started.

4. How much salary can be deferred?

An Employee can defer anywhere from 10% to 30% of their annual gross salary in a given calendar year. The election to defer must be made prior to the beginning of each calendar year.

5. Are there any stipulations on the leave of absence period?

Yes, the tax regulations covering these plans, specify a minimum leave period of six months and the maximum leave period of twelve months. A further requirement is that the total deferral period and leave period combined cannot exceed six years from the Employee's commencement date under the plan.

6. Can the amount of salary deferral or the date for the leave of absence be changed?

Only one deferred salary election may be made for each tax year. The election must be completed prior to the beginning of the tax year to which it applies and cannot be changed or discontinued unless you terminate employment. The date of the leave period may be changed with the consent of the General Manager provided that the "six year rule" (i.e. combined deferral and leave period) is not exceeded.

7. What is the tax status of deferred salary amounts?

The amount of salary which has been deferred will not be included in the Employee's income in the year in which it is earned but will be included for the period of the leave during which time all deferred amounts must be paid to the Employee.

8. Will interest be paid during the deferral period on amounts deferred?

After careful consideration of the tax and other implications of paying interest, it was determined that no interest would be paid. However, it was agreed that the Employer's share of all contributions towards maintaining group life, dental and pension coverage at pre-leave levels would be paid during the period of leave of absence. The Employee's share of such contributions would be deducted in the normal fashion from deferred salary paid during the leave period. This arrangement is covered by the tax regulations and does not constitute a tax benefit whereas any interest paid is taxable in the year it is earned.

9. What happens if an Employee cannot complete the deferral and leave period?

If an Employee terminates employment prior to the completion of the D.S.L.P., the entire amount of his or her deferred salary must be refunded in the tax year termination occurs. An Employee may also discontinue participation in the plan due to financial hardship or other exceptional circumstances in which case all amounts previously deferred must be refunded immediately. Under either circumstance, refunds are fully taxable in the year paid.

10. What happens in the event of death or prolonged disability?

If death occurs during the deferral period, a lump sum refund of amounts previously deferred is paid to the Employee's estate or named beneficiary. Depending upon the severity and likelihood of recovery, a prolonged period of disability during the deferral period will result in either a suspension of deductions or a payout of amounts previously deferred.

11. Are there any restrictions during the leave period?

An Employee may use the approved leave period for any purpose with the exception of any involvement with the City for remuneration. Following completion of the leave the Employee must resume employment with the City for a minimum period of time equal to the leave in order to retain favourable tax status of deferred salary amounts.

12. What about Employee benefits during the deferral and leave period?

The intent is to maintain all Employee benefits pre-salary deferral levels during the deferral and leave period. The notable exceptions are Canada Pension Plan and Employment Insurance which stipulate that contributions and benefits must be based on the actual earnings received by the Employee. Vacation accruals and service credits will be suspended during the leave period only and no coverage for Workers' Compensation would be available from the City. As previously stated, the City will continue to pay its share of benefit costs during the leave period.

Revised Employees will be eligible to make application to the Deferred Salary Leave Plan from the date of City Council ratification to December 31, **2018**. The parties agree this Memorandum of Agreement will end December 31, **2018**.

Signed this 25 day of April, 2019.

For the City of Saskatoon

For C.U.P.E. Local No. 59

TERMS OF REFERENCE
For the Joint Job Evaluation Plan
Of
The City of Saskatoon
And
The Canadian Union of Public Employees (CUPE) Local No. 59

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1. POLICY FRAMEWORK

The City of Saskatoon and The Canadian Union of Public Employees Local No. 59 (The Parties) are committed to equity, fairness and an investment in employees. This guideline document provides an overall policy framework to achieve equal pay for work of equal value. The objective of this process is to achieve internal equity through a method that is pay equity compliant.

The Parties are committed to ensuring equity in compensation practices. The commitment is based on the principles of equal pay for work of equal value, fiscal responsibility and joint decision-making through collective bargaining.

The Parties are committed to achieving internal equity and pay equity through collective bargaining, and within the following framework:

- That a process for implementation include:
  - A joint gender-neutral job evaluation plan consistent with the principles of equal pay for work of equal value
  - A joint employer-employee representative committee
  - Separate funding for salary adjustments resulting from implementation of job evaluation as per Article 20.4.2 of the Collective Agreement ratified July 10, 2001.
  - There shall be no loss or reduction of employment as a result of this job evaluation process
  - The Employer will provide required consultant services at no cost to the plan
  - When the job evaluation plan is complete, salary adjustments will be implemented as per the Union Committee's instructions.
  - The Parties shall ensure the integrity of the process by maintaining confidentiality during and after the project.

2. GOALS

The goals of the joint, gender-neutral job evaluation process are as follows:

a. To rectify any potential inequities based on the principle of equal pay for work of equal value as it applies to the jobs within CUPE Local 59 (Internal Equity).
b. To ensure that any outcomes of an equal pay for work of equal value compensation structure are maintained.
c. To establish the essential components of a process for implementation.
d. To establish a joint job evaluation maintenance process.
e. To revise job descriptions, as required through this process.

3. EQUAL VALUE OBJECTIVES

Gender-neutral Job Evaluation impacting CUPE Local 59 positions within the City of Saskatoon will be conducted on the basis of equal pay for work of equal value principles that shall be consistent with the objective of achieving internal equity.

a. **"Equal pay for work of equal value"** is a principle whereby jobs which are of the same value should be paid the same, even if those jobs are much different from one another. All jobs in an organization are measured against a common set of criteria to identify their relative worth in the organization. The criteria are as follows: skill, effort, responsibility and working conditions. Jobs, which are deemed of equal or comparable value, shall be paid the same rates of pay, regardless of job title.

   "Equal pay for work of equal value" is deemed to be achieved when the employer adjusts its compensation practices so that all employees are assigned to a schedule of pay with the same maximum hourly rate of pay as other employees performing work of equal or comparable value.

b. **"Internal Equity"** applies the principle of equal pay for work of equal value to all jobs (both male and female jobs) within CUPE Local 59 positions. Once the principle of equal pay for work of equal value has been applied to CUPE Local 59's compensation structure, all jobs are paid fairly as compared one to another, thereby achieving the goal of internal equity.

   Regression analysis will serve as a tool to commence the process to determine the appropriate value of the jobs.

4. TIMELINES FOR IMPLEMENTATION

The Parties undertake to complete each stage of implementation in good faith, on the basis of fair and reasonable timeliness. The need to create a properly developed and comprehensive plan of job evaluation that addresses both the immediate and long-term needs of the Parties is paramount.

- The Parties agree that January 2, 2004 is the target date to commence phasing in the new wage rates.
- Each incremental rate increase as a result of Job Evaluation will be implemented on January 2 of each subsequent year.
- It is the intention of the Parties to complete implementation of the new wage rates within a maximum of ten years from January 2, 2002.

5. COMMITTEES

The Union Committee members and any alternates appointed by the Union shall be granted leave with pay and without loss of seniority for periods of time spent working on the Committees. These members shall continue to have all rights and privileges of the Collective Agreement including access to the grievance procedure, promotional opportunities and salary increments to which the employee would normally be entitled, including any increase that may occur as a result of an evaluation of their present positions.

Either party to the agreement may engage consultants to assist its representatives of the Committees. Any such consultant shall be entitled to voice but not to vote and shall not be considered to be a member of the Committee.

The Committees will include representation from a cross-section of job classes and will be gender balanced to the extent possible. The Employer will appoint employer representatives. The Union will appoint Union representatives.

To ensure consistency in implementing equal pay for work of equal value principles, membership on the job evaluation committee shall not vary, wherever reasonably possible and practical. But if a member leaves the committee for any reason, the respective party shall appoint an appropriate replacement member. Members of joint job evaluation committees shall be consistent wherever possible with minimal use of alternates, but shall not be unduly restrictive.

The committees are the Job Evaluation Steering Committee and Job Evaluation Committee.

6. JOB EVALUATION STEERING COMMITTEE (JESC)

a. The Job Evaluation Steering Committee shall oversee the development and implementation of the Job Evaluation Program. The JESC will undertake the following roles including:
   - Develop a program design (such as determining factors, sub-factors and sub-factor weights)
   - Develop a disclosure and communication strategy regarding the job evaluation program.
   - Ensure training as required for JESC and JEC members.
   - Ensure that the JEC applies the evaluation tool in a consistent manner.
   - Determine the data that will be used to develop a representative wage line through regression analysis.
   - Review and use the regression analysis results.
   - Finalize banding of the point ranges.

b. The JESC will consist of three representatives from each party.
c. Each party shall nominate one alternate who shall have the right to vote on issues with the JESC only when officially replacing an absent committee member.
d. The JESC shall meet as necessary at a mutually agreed upon time and place. For the purpose of conducting business, a quorum will be a minimum of two Employer representatives and two Union representatives.
e. Each party will appoint a chairperson on a rotating basis. The co-chairpersons will cooperatively prepare the agenda and chair meetings.
f. The JESC will reach a unanimous agreement on any policy or overall matter relating to the development and implementation of the plan.

7. JOB EVALUATION COMMITTEE (JEC)

a. The job evaluation committee will evaluate all CUPE 59 jobs in the workplace, maintain the integrity of the Plan and make recommendations to the JESC regarding changes to the Plan, procedures or methodologies as deemed necessary.
b. The JEC will consist of three representatives from each party.
c. Each party shall nominate one alternate who shall have the right to vote on issues with the JEC only when officially replacing an absent committee member.
d. The JEC shall meet as necessary at a mutually agreed upon time and place. For the purpose of conducting business, a quorum will be a minimum of two Employer representatives and two Union representatives.
e. The JEC will record rating results and rationale for all decisions and maintain recorded documentation for future reference.
f. The decisions of the JEC will be unanimous. Should the JEC fail to reach unanimity, it will request the assistance of a mutually agreed upon facilitator in order to reach a decision. The facilitator will be cost-shared between the Parties. Should the JEC still fail to reach a unanimous decision, the process shall be abandoned.
g. Decisions of the JEC shall be final and binding upon the Parties.

8. ADMINISTRATIVE SUPPORT SERVICES

The Employer will provide administrative support services to the Committees. The person(s) performing these functions shall not be a member of the Committees. These services shall be under the direction of the Co-chairpersons and shall include:

- The distribution of all Committee correspondence to the committee Co-chairpersons
- Meeting coordination, preparation and distribution of meeting agendas forty-eight (48) hours prior to the meeting
- The preparation and distribution of minutes and Committee documents.

The administrative support person will have no voice or decision-making role.

9. JOB EVALUATION PROCEDURES

The following general procedures shall be used to evaluate jobs:

a. All incumbents shall complete the job summary form and the job evaluation questionnaire. A copy of the job data will be forwarded to the General Managers for distribution to the appropriate out-of-scope supervisor. The out-of-scope supervisor's comments will be documented and included as part of the job evaluation questionnaire. The supervisor may not unilaterally alter any of the incumbent's responses. The completed questionnaire shall be submitted to the JEC.
b. Where further information is required, the JEC will determine how the information should be obtained. Additional information shall be gathered in such a manner as to minimize any disruption to the workplace.
c. The JEC shall rate the position using all the information gathered. The plan evaluates at minimum, skill, effort, responsibility and working conditions. Each factor is divided into sub-factors to provide a standard against which each job is evaluated to determine its relative worth.

10. JOB RATINGS SERVE TO:

a. Group jobs having relatively similar point values (commonly referred to as banding).
b. Provide a basis upon which wage rate relationships between jobs are established.
c. Measure changes in job content.

11. APPLICATION OF THE JOB EVALUATION PLAN

The following general rules shall apply:

a. It is job content and not incumbent performance that is being evaluated;
b. Jobs are evaluated without regard to existing wage rates;
c. Jobs are placed at an appropriate degree level in each sub-factor by comparing the specific requirements of the job to the sub-factor definition and the description of each degree level; No interpolation of degrees (i.e. midpoints) is permitted;
d. The job analysis and rating of each job shall be relative to and consistent with the job evaluation questionnaire responses and rating of all other jobs under the plan;
e. Ratings shall include 'sore-thumbing' for consistency;
f. The sub-factors must have an impact on all jobs being evaluated;
g. Committee members shall not evaluate their own job, the position of a direct subordinate, or any position where the rating of that job may place them in a conflict of interest situation.

12. APPEALS PROCESS

a. Only employees or groups of employees who have completed a questionnaire will be eligible to appeal the decisions of the JEC.
b. The incumbent may, within 30 calendar days of receiving the evaluation results, request reconsideration using the appropriate form. New supporting evidence must be provided for the appeal to be heard. The request must be submitted to the JEC stating the reasons for disagreement with specific degree level(s), and providing examples. Positions under appeal shall be completely open to review within the terms of the Job Evaluation Plan.
c. If an employee had been part of a group that submitted a joint JEQ, the rating decision is binding on all positions represented. Any appeal of such a rating will require a simple majority of all the employees who signed the original JEQ.
d. Employees cannot appeal the salary schedule or placement in the salary schedule. They cannot request a review of another job that might have rated higher even if they believe that to be inappropriate.
e. Appeals shall be made to the JEC. The JEC will verify the information received and, where further information is required, will determine how the information should be obtained. Additional information shall be gathered in such a manner as to minimize any disruption to the workplace. The incumbent may request to make a presentation before the JEC. However, the JEC shall determine whether a presentation will be heard. In the case where the Committee is tied, the appellant will be allowed to proceed with the presentation.
f. The decisions of the JEC will be unanimous. Should the JEC fail to reach unanimity, it will request the assistance of a mutually agreed upon facilitator in order to reach a decision. The facilitator will be cost-shared between the Parties. Should the JEC still fail to reach a unanimous decision, the process shall be abandoned.
g. The JEC shall inform the incumbent and the manager of its decision using the appropriate form. Decisions shall be final and binding on all parties.

h. Article 12 of the Collective Agreement (Grievance Procedure) does not apply to the Job Evaluations process.

13. PROCEDURES FOR EVALUATING CHANGED JOBS

Whenever the employer of the incumbent identifies that the duties, responsibilities or qualifications of the existing position have change:

a. The incumbent or employer may request a job evaluation review by completing and submitting the appropriate form to the JEC.
b. The JEC shall meet to rate each sub-factor, establish an appropriate evaluation and advise the incumbent and manager of the results of the re-evaluation using the appropriate form. The rating for the job shall determine the pay grade for the job.
c. Where the incumbent disagrees with the JEC decisions, an appeal may be filed.
d. No reviews of changes to jobs will be considered until six (6) months following the implementation of this plan.

14. PROCEDURES FOR EVALUATING NEW POSITIONS

When the employer established a new position of a nature not already classified, the following shall apply:

a. The employer shall complete an interim job evaluation questionnaire.
b. The JEC shall meet and establish a temporary pay grade for the job, based on the draft job evaluation questionnaire.
c. The job shall be posted as "Under Review" and the appointee shall be paid the temporary grade.
d. Twelve (12) months after appointment, the incumbent and manager shall complete a job evaluation questionnaire, which shall be submitted to the JEC. The JEC will evaluate the position as per the procedures outlined above. The pay grade shall be assigned to the position effective the date of the final JEC decision. In the event that the pay rate of the job decreases, as a result of the twelve-month review, the incumbent shall continue to receive general economic increases negotiated, for as long as they continue to hold that position, or for the first three years after the date of the final JEC decision, whichever occurs first.

Agreed by The Parties, as represented by the undersigned, this 17 day of December, 2002.

For The CUPE Local No. 59:

Arlene M. Rey

For The City of Saskatoon:

Maxine Bell

DEFINITIONS:

Banding [see 6.a. & 10.a.]
A grouping of jobs within a specified range of job evaluation points whose overall value is comparable.

Collective Agreement [see 1., 5., & 12.h.]
The collective agreement in effect between the City of Saskatoon and CUPE Local 59.

Comparable Value [see 3.a.]
The principle that jobs can be compared even though they may be dissimilar in nature but equal or equivalent in terms of skill, effort, responsibility and working conditions.

Degree Level [see 11.c. & 12.a.]
The actual measurement levels within each sub-factor

Factors [see 6.a. & 9.c.]
The four major criteria used to measure jobs are skill, effort, responsibility and working conditions.

Gender-neutral [see 1., 2. & 3.]
Any practice or program which does not discriminate between men and women

Increment [see 5 & *incremental* see 4]
One of a series of fixed rates on a salary range

Incumbent [see 9.a., 11.a., 12b./e./g, 13, 13a./b/c. & 14.d.]
An employee assigned to a job

Job
Is made up of a collection of duties and responsibilities

Job Analysis [see 11.d.]
The process of determining and recording the tasks and duties of a job and the required skills effort, responsibility, and working conditions involved in the performance of that job, through the use of questionnaires, interviews and work-site observations.

Job Description [see 2.e]
The written description of a job, which includes a summary, and a listing of the major duties and responsibilities

Job Evaluation
A process which measures the value of jobs in relations to each other, this value is expressed in points.

Job Evaluation Plan
A measuring tool used to evaluate jobs. It contains sub-factor definitions with corresponding degree levels.

Job Evaluation Questionnaire [see 9.a. 11.d. 12.a. & 14.a./b./d.]
The instrument used to collect and record job data, which forms part of the job documents.

Pay Grade [see 13.b. & 14. b./c./d.]
A designated salary range within the salary schedule including increments, if any.

Rating [7.e., 10., 11.d./e./g. & 13.b.]
The process of relating the facts contained in the job documents to the job evaluation plan and selecting the factor degree levels judged to be appropriate.

Regression Analysis [see 3.b. & 6.a.]
It is a statistical method that is used as a tool in determining appropriate wage rates.

Salary Schedule [see 12.d.]
A listing of job titles and pay grades.

Score-Thumbing [see 11.e.]
The process of making an objective comparison of a rating decision made by the Committee to previous rating decisions of similar and/or related positions. Comparisons may be formed on a sub-factor by sub-factor basis or on a total point basis.

Sub-factors [see 6.a., 9.c., 11.c./f. & 13.b.]
Are components of the four major factors.

Sub-factor Weight [see 6.a.]
A value indicating the relative importance of a sub-factor in a job evaluation system.

Wage Line [see 6.a.]
The current rate of pay for the jobs expressed in relation to their point value and plotted on a graph.

Memorandum of Agreement
MAINTENANCE PROCEDURE
For the Joint Job Evaluation Plan
Between
The City of Saskatoon (the "City")
and
The Canadian Union of Public Employees, Local No. 59 ("CUPE Local 59")

1. PURPOSE

This document is part of the Terms of Reference for the Joint Job Evaluation Plan signed by the Parties December 17, 2002, as referred to in Article 20.5.2 of the Parties' Collective Bargaining Agreement.

a) The mandate of the Joint Job Evaluation Maintenance Committee (JJEMC) is as follows:
   i. to evaluate positions not evaluated prior to implementation of the Joint Job Evaluation Maintenance Procedure
   ii. to evaluate new positions
   iii. to evaluate existing positions based upon significant change in duties and /or qualifications and
   iv. to maintain the integrity of the plan

b) The Parties shall ensure the integrity of the ongoing process by maintaining confidentiality throughout the Joint Job Evaluation Maintenance Procedure, unless otherwise required by law.

c) Article 12 Grievance Procedure of the Collective Bargaining Agreement between the Parties does not apply to the Joint Job Evaluation Maintenance Procedure. With the exception of Section 2, below, decisions of the JJEMC shall be final and binding on the Parties and are not arbitrable. It is the goal of both Parties that consensus and unanimity will be reached in all decisions of the JJEMC. Where consensus and unanimity cannot be reached by the JJEMC, the Dispute Resolution Process in Section 2 will be followed.

d) The evaluation of the position shall determine the pay grade for the position. Employees cannot appeal the salary schedule or placement in the salary schedule. Employees cannot request that the position held by any other employee be evaluated.

2. DISPUTE RESOLUTION

a) The JJEMC will make a reasonable effort to reach consensus and unanimity in its decisions. If the JJEMC fails to reach unanimity in the evaluation of any of the sub-factors, it will request the assistance of a facilitator to reach a decision. The facilitator shall be cost-shared between the Parties.

b) If, after having engaged the services of a facilitator, the JJEMC remains unable to reach a unanimous decision, the following shall apply:

   i. For existing positions - if agreement cannot be reached regarding the degree level within a sub-factor(s), there shall be no change to the existing evaluation of the sub-factor(s) in question.

   ii. For new positions - if agreement cannot be reached regarding the degree level within a sub-factor(s), the lower of the degree levels, proposed by JJEMC members during its discussion, shall apply.

Expedited Arbitration

c) Notwithstanding Section 2b), each Party has the option of referring five (5) evaluations each calendar year, plus a total of three (3) additional evaluations to be used during the first five years after implementation of this agreement, to Expedited Arbitration in accordance with the process outlined below.

d) Either Party may file an evaluation dispute with the other Party. Each Party is limited to referring five (5) evaluation disputes each calendar plus a total of three (3) additional evaluations to be used during the first five years after implementation of this agreement. The dispute will be heard by an Arbitrator at an Expedited Arbitration hearing.

e) An Arbitrator under an Expedited Arbitration shall have only the jurisdiction to choose between the degree level within a sub-factor put forward by the City representative and the CUPE Local 59 representative at an Expedited Arbitration hearing. A maximum of two (2) sub-factors for each job evaluation may be the subject of a evaluation dispute.

f) Each Party shall provide three names of Arbitrators to create a list of six Arbitrators. To select an Arbitrator, the Parties will draw by chance from the list of six Arbitrators. This person will act as a single Arbitrator on the matter. Arbitrators on the list will by appointed for one year terms and may be reappointed for up to ten years.

g) The Parties and the Arbitrator will endeavour to hold the hearing at the earliest convenience of the Parties and the Arbitrator.

h) The only documents which may be filed with the Arbitrator are as follows:

   i. The Memorandum of Agreement - Maintenance Procedure.
   ii. The evaluation dispute.
   iii. Any cases upon which the Parties intend to rely (limit of two each).
   iv. A brief statement of each Parties' position including a factual summary (two pages).

i) The maximum time allotted to hear a case is four hours. Each Party shall have two hours to present its case. The Parties will endeavour to abide by this time limit. Extensions may occur by mutual agreement between the Parties.

j) The Parties shall follow the following procedural guidelines at any Expedited Arbitration hearing:

   i. Documents will be filed with the Arbitrator.
   ii. A brief opening statement by each Party will be given.
   iii. Witnesses (maximum of two for each Party) will be examined and cross-examined.
   iv. Final argument will be made by each Party.
   v. The hearing will be conducted in an informal manner with limited objections and without concern for procedural irregularities.
   vi. The Arbitrator may issue a verbal decision at the end of the hearing. Within three working days a written decision with reasons of the Arbitrator shall be rendered. Decision and reasons shall be no more than two pages.

k) The costs associated with the Expedited Arbitration and the Arbitrator shall be shared equally between the Parties.

l) One representative of the Union shall be granted leave with pay to present at the Expedited Arbitration hearing.

m) The decision of the Arbitrator shall be final and binding and enforceable on the Parties, but in no event shall the Arbitrator have the power to change the Collective Bargaining Agreement, Job Evaluation Terms of Reference or the Memorandum of Agreement - Maintenance Procedure nor to alter, modify nor amend their provisions.

3. DEFINITIONS (for the purpose of this document)

- **advisor** – an individual who assists the JJEMC to reach agreement
- **degree level** – level within a sub-factor
- **employee** – a member of CUPE Local 59
- **evaluation** – the determination of the value of a job resulting in the establishment of its title and placement in the salary schedule.
- **facilitator** – an individual who enables the JJEMC to work more effectively; a "content-neutral" party who, by not taking sides or expressing a point of view, can advocate for fair and open procedures to accomplish the JJEMC's work.
- **factor** – the compensable aspects of all jobs that can be evaluated are generally accepted to be Skill, Responsibility, Effort and Working Conditions.
- **incumbent** – an employee occupying the position being evaluated
- **job** – a unique collection of duties listed under a distinct title in the Collective Bargaining Agreement
- **position** – an assignment to some or all of the duties of a job

- **salary schedule** – the list of pay grades and rates included in the Collective Bargaining Agreement

- **sub-factor** – the categories of compensable aspects within each factor, e.g. Education, Experience, Oral and Written Communication and Problem-solving are the sub-factors of the Skill factor.

4. JOINT JOB EVALUATION MAINTENANCE COMMITTEE (JJEMC)

a) The JJEMC shall consist of three representatives from each of the Parties. The City shall appoint its representatives and CUPE Local 59 shall appoint its representatives. The City shall select one member to act as the City Co-chairperson and CUPE Local 59 shall select one member to act as CUPE Local 59 Co-chairperson.

b) Each of the Parties shall nominate one alternate who shall have the right to vote on issues with the JJEMC only when officially replacing an absent JJEMC member.

c) CUPE Local 59 JJEMC members and any alternates appointed by CUPE Local 59 shall be granted leave with pay and without loss of seniority for periods of time spent working on the JJEMC. These members shall continue to have all rights and privileges of the Collective Bargaining Agreement.

d) The decisions of the JJEMC shall be unanimous.

e) Either of the Parties, at its own expense, may engage advisors to assist the JJEMC with questions about the Job Evaluation process. Any such advisors shall not be a member of the JJEMC.

f) If a member leaves the JJEMC for any reason, the respective Party shall appoint, in a timely manner, an appropriate replacement member.

g) The JJEMC shall meet at a mutually agreed upon time and place. Meetings shall be held at least every two (2) months. For the purpose of conducting business, a quorum shall be a minimum of two City representatives together with a minimum of two CUPE Local 59 representatives.

h) The Co-chairpersons may, by mutual agreement, alter the timeframes for meetings, submissions dates etc. to ensure the effective functioning of the JJEMC and the timely evaluation of jobs.

i) The JJEMC shall appoint a secretary, from its members, to do the following:
   i. prepare agendas for JJEMC meetings;
   ii. keep, and distribute to JJEMC members, Minutes of JJEMC meetings; and,
   iii. record evaluation results and rationale for all decisions made by the JJEMC.

j) The JJEMC shall have access to all evaluation results and rationale, including those of the Job Evaluation Committee.

k) JJEMC members shall not evaluate their own job, the job of a direct subordinate, supervisor or any job where the evaluation of that job may place them in a conflict of interest situation.

5. GENERAL EVALULATION PROCEDURES

a) A Job Summary form and JEQ will be completed and submitted to the JJEMC, through the Human Resources Department, City Hall. The Human Resources Department shall ensure that the submission is complete, acknowledge receipt of the submission with a copy to CUPE Local 59, inform the incumbent(s), CUPE Local 59 and the supervisor of the process and enter the data into the job evaluation database.

b) The JJEMC shall evaluate all factors using the information provided on the Job Summary and the JEQ. Where further information is required, the JJEMC shall determine how the information will be obtained. Additional information shall be gathered in such a manner as to minimize any disruption to the workplace.

c) The JJEMC shall record all information gathered in a confidential file.

d) In the event the evaluation determines a pay grade with a higher maximum annual rate than currently assigned, the incumbent(s) shall be placed in the new pay grade at the minimum of the new position or the salary at the time of the evaluation plus one year's annual increment on the schedule for the new position; whichever is greater.

e) In the event the evaluation determines a pay grade with a lower maximum annual rate than currently assigned, the incumbent(s) shall continue to receive negotiated economic increases and to move through the range for as long as they continue to hold that position or for the first three (3) years after the date of the JJEMC decision, whichever is shorter. After this, the incumbent's rate of pay shall be frozen at that rate until the new range exceeds it.

f) The Human Resources Department shall inform the incumbent(s) and the immediate out-of-scope supervisor of decision of the JJEMC, using the appropriate form.

g) No position can be submitted for evaluation until one year has passed since the last evaluation /reconsideration by the JJEMC. Subsequent requests for evaluation must clearly identify changes to the position since the last evaluation.

h) **Notwithstanding incumbents whose wages have been frozen as a result of Job Evaluation, effective January 1, 2015 and January 1, 2016 shall receive the general economic wage increases.**

6. EVALUATION OF POSITIONS NOT EVALUATED PRIOR TO THE IMPLEMENTATION OF THE JOINT JOB EVALUATION MAINTENANCE PROCEDURE

Jobs that had not been evaluated during the initial Joint Job Evaluation project, including new jobs that have been created since the initial Joint Job Evaluation project, shall be evaluated by the JJEMC following the General Evaluation Procedures in Section 5.

If no submission is made, by the incumbent(s), within sixty (60) calendar days after the signing of this agreement, the City shall make the submission.

The evaluation shall be effective retroactively to January 1, 2008. All incumbents who have occupied these positions shall be compensated retroactively for all time worked in the position since January 1, 2008.

No retroactivity shall apply to submissions made by the City.

7. EVALUATION OF NEW POSITIONS

When the City establishes a new position of a nature not already established in the Collective Bargaining Agreement, the following shall apply:

a) The City shall create a job description and complete an interim Job Summary form and JEQ. These documents shall be submitted to the JJEMC, through the Human Resources Department, City Hall.

b) The JJEMC shall evaluate all factors using the information provided on the Job Summary and the JEQ following the General Evaluation Procedures above.

c) In cases where a quorum cannot be established within one (1) month of the date on which the JEQ is received by Human Resources, the Co-chairpersons (or designate) of the JJEMC shall evaluate the position to allow for the posting of the position in a timely manner.

d) The position shall be posted as "New Position – Under Review" and the successful applicant(s) shall be paid within the interim pay grade.

e) Twelve (12) months after appointment, the incumbent must complete a Job Summary form and JEQ and submit them, within thirty (30) calendar days, to the JJEMC, through the Human Resources Department, City Hall. Eleven months after appointment, the Human Resources Department will notify the incumbent of this requirement.

f) The JJEMC shall evaluate all factors using the information provided on the Job Summary and the JEQ following the General Evaluation Procedures in Section 5.

g) The final pay grade shall be assigned to the position effective twelve (12) months after the interim pay grade was assigned to the position. If the interim pay grade is confirmed, or if the final pay grade is higher than the interim pay grade, the incumbent(s) shall be placed in the next step of the final pay grade upon completion of one year of accumulated work time from date of appointment.

h) In the event the evaluation determines a pay grade with a lower maximum annual rate than the interim pay grade assigned initially, the incumbent(s) shall continue to receive negotiated economic increases and move through the range for as long as they continue to hold that position, or for the first three years after the date of the final JJEMC decision, whichever is shorter. After this, the incumbent's rate of pay shall be frozen at that rate until the new range exceeds it.

   If the incumbent fails to submit the appropriate documents within the thirty- (30) day time-frame, assignment of the final pay grade may be delayed by one pay period for each pay period, or portion thereof, the submission is delayed.

8. EVALUATION OF EXISTING POSITIONS BASED UPON SIGNIFICANT CHANGE

Whenever the City or the incumbent(s) is (are) of the opinion that the skill, responsibility, effort or working conditions of an existing position has changed significantly since the last evaluation, either may submit the appropriate documents for evaluation following the General Evaluation Procedures in Section 5.

Incumbents in re-evaluated positions shall be compensated retroactively for all time worked in the position since the start of the next pay period following the date on which the JEQ was received by Human Resources.

Only for those submissions received within sixty (60) days of the signing of this agreement, will the incumbents be compensated retroactively for all time worked in the position since the change in the position. However, in no circumstances will retroactivity apply or be paid for any time worked prior to July 1, 2008.

9. RECONSIDERATION

The incumbent(s), CUPE Local 59 or the City may, within thirty (30) calendar days of receiving the decision of the JJEMC, request reconsideration using the appropriate form.

The request must be submitted to the JJEMC, through the Human Resources Department, City Hall, stating the reasons for disagreement with specific degree level(s) within a sub-factor(s) and providing examples.

New supporting evidence must be provided for the request to be considered. Positions under reconsideration shall be open to review of all factors.

The JJEMC shall evaluate all factors using the information provided following the General Evaluation Procedures, above.

The incumbent(s) or the City may request to make a presentation before the JJEMC. The JJEMC reserves the right to establish time limits for each presentation.

10. ADMINISTRATIVE SUPPORT SERVICES

The City shall provide administrative support services to the JJEMC. The person(s) performing these functions shall not be a member of the JJEMC and shall not attend JJEMC meetings.

11. JJEMC MEMBER TRAINING

The Parties shall provide training in the Joint Job Evaluation Maintenance Procedure for JJEMC members, as required.

12. PERIODIC REVIEW

The City and CUPE Local 59 shall review the contents of this document jointly, after no more than five years from the last review, to ensure its continued relevance to the intent of joint job evaluation. The date of signing of this agreement shall be deemed to be the date of the first review.

Agreed by the City and CUPE Local 59, as represented by the undersigned,

this 11 day of Feb, 2009.

For CUPE Local 59:

For The City:

MEMORANDUM OF AGREEMENT
between
CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL NO. 59
(hereinafter referred to as the "Union")
and
THE CITY OF SASKATOON
(hereinafter referred to as the "City")

Re: Stand-by Pay

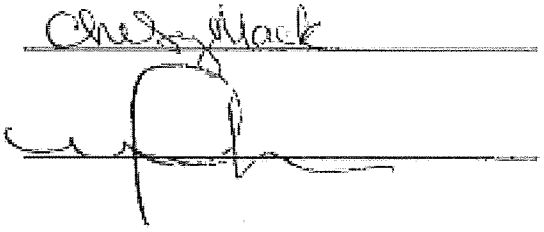
In recognition of the commitment required of employees when accepting stand-by pay the City is prepared for the term of the agreement (I.e., December 31, 2018) to increase stand-by pay as set out in Article 27.1.

The parties understand that this adjustment is intended to result in the increased participation by employees to accept designated stand-by assignment(s).

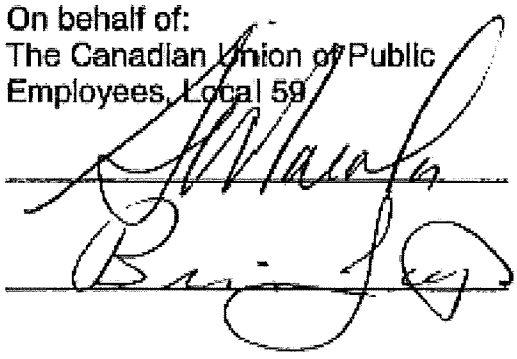
In the event that participation does not increase the adjustment will revert to one (1) hour pay at their regular rate of pay for each eight (8) hour period effective January 1, 2017.

Dated this 16 day of January, 2014, in the City of Saskatoon, in the Province of Saskatchewan.

On behalf of:
The City of Saskatoon



On behalf of:
The Canadian Union of Public Employees, Local 59



Canadian Union of Public Employees, Local No. 59 ("the Union")

And

City of Saskatoon ("the City")

RE: CAREER PATHING

The Union and the City agree to develop a Working Group during the term of this agreement comprised of three Union representatives and three City representatives to discuss opportunities related to career pathing. The Working Group will discuss:

- **Competency frameworks for employees**
- **Qualifications/job descriptions**

The Working Group will review:

- **Promotions, demotions and lateral transfers**

Unless otherwise agreed, this Working Group shall report back to the parties within six (6) months following ratification. The report will provide recommendations supported by both parties to improve the current collective agreement.

Signed this 25 **day of** April **, 2019.**

For the City of Saskatoon:

For the C.U.P.E. Local 59: