

MEMORANDUM OF AGREEMENT

between

THE CITY OF SASKATOON

(hereinafter referred to as "the City")

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL NO. 59

(hereinafter referred to as "the Union")

Re: Recognition of Related Work Experience as Educational Equivalency

WHEREAS, Article 17.3 of the Collective Agreement requires that successful applicant possess "required qualifications for the position vacancy.";

AND WHEREAS, the City wishes to provide opportunities for employees and external applicants who have related work experience but do not meet the educational requirement for posted positions;

AND WHEREAS, the Union wishes to support career growth of their members;

NOW THEREFORE, the City and the Union agree to the following:

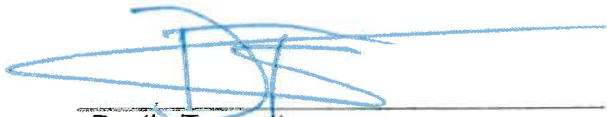
1. This agreement shall be in effect from July 1, 2025.
2. Employees currently serving in posted positions as an underfill will have their related work experience evaluated using the City's educational and experience equivalency assessment document to determine if they meet the full qualification.
3. The City's educational and experience equivalency assessment document, as amended from time to time, shall be used to determine an applicant's educational qualification for a posted position.
4. The original document, current to the date of signing of this agreement, is included as Appendix 'A'.
5. Professional certifications, license and membership of regulatory bodies statutorily required to perform a job shall not be substituted with work experience equivalency.
6. This Agreement will be in place until December 31, 2028; however, either party may terminate the Agreement after consulting with the other party and giving the other party sixty (60) days' written notice to terminate this Agreement.

Re: Recognition of Related Work Experience as Educational Equivalency

This agreement is without prejudice and will not be used, produced, or referred to by either party on behalf of any employee in any future grievance, arbitration, or any other matters undertaken by the parties subsequent to this date, except for the purposes of enforcing this Agreement.

Dated this the 13th day of June 2025.

For the City of Saskatoon:



Dustin Truscott
Manager, Total Rewards

For CUPE Local 59



Eric Calaguian
Vice President, CUPE 59



Teresa Banman,
Director, Strategic Negotiations,
Labour Relations and Client Services.



Kendra Dyck
Treasurer, CUPE 59



Educational and Experience Equivalency Assessment

Incorporating educational and experience equivalencies into a job description and applied to the evaluation of applicants can help attract a broader, more diverse applicant pool.

Typically, when a job is created, education and experience qualifications are set to describe the education and experience that would typically be required for an applicant to be successful in the job. In many jobs there may be alternate routes that a candidate may have taken that are not perfectly aligned to the requirements of the position although they still possess a level of education and depth of experience that may allow the candidate to be successful in the job.

Education and experience equivalencies provide objective measures for determining whether applicants meet the minimum requirements of the job in cases where a good applicant may not meet the specific requirements for the job.

What is an equivalency?

Within the job functions and families established for the city's compensation structure, some positions allow for the use of an educational or experience equivalency. Positions that allow for an equivalency will have the following statement in their associated requisition template, "An Equivalent combination of relevant education and experience may be considered." Professional positions that require a certain qualification such as licensing requirements (e.g., J.D. for a lawyer) will not have acceptable alternate routes to qualification that are not consistent with the firm qualifications as set in the job description.

Equivalency matrices

When evaluating position requirements, the City of Saskatoon uses a 1-to-1 ratio between years of relevant experience and education.

Consider, for example, a position that requires a bachelor's degree and three years of relevant work experience. An applicant without a degree would require seven years of relevant, full-time experience (four years = bachelor's degree requirement + three years = relevant experience requirement)

Education

High school diploma
2 Years Post Secondary Diploma
Bachelor's degree
Master's degree

Equivalent Years of Relevant Work Experience

0 years
2 years
4 years
6 years

Experience

0 years
2 years
4 years
6 years

**Equivalent Years of Postsecondary
Education**

High school diploma
2 Years Post Secondary Diploma
Bachelor's degree
Master's degree

Position Minimum Educational Requirements

Candidate Education Level	High school diploma	2 Years Post Secondary Diploma	Bachelor's degree	Master's degree
High school diploma	Meets minimum qualifications	High school diploma + 2 years of relevant experience	High school diploma + 4 years of relevant experience	High school diploma + 6 years of relevant experience
2 Years Post Secondary Diploma	Exceeds minimum qualifications	Meets minimum qualifications	2 Years Post Secondary Diploma + 2 years of relevant experience	2 Years Post Secondary Diploma + 4 years of relevant experience
Bachelor's degree	Exceeds minimum qualifications	Exceeds minimum qualifications	Meets minimum qualifications	Bachelor's degree + 2 years of relevant experience
Master's degree	Exceeds minimum qualifications	Exceeds minimum qualifications	Exceeds minimum qualifications	Meets minimum qualifications

Position Minimum Experience Requirement

Candidate Education Level	0 years	2 years	4 years	6 years
High school diploma	Meets minimum qualifications	High school diploma + 2 years of relevant experience	High school diploma + 4 years of relevant experience	High school diploma + 6 years of relevant experience
2 Years Post Secondary Diploma	Exceeds minimum qualifications	Meets minimum qualifications	2 Years Post Secondary Diploma + 2 years of relevant experience	2 Years Post Secondary Diploma + 4 years of relevant experience
Bachelor's degree	Exceeds minimum qualifications	Exceeds minimum qualifications	Meets minimum qualifications	Bachelor's degree + 2 years of relevant experience
Master's degree	Exceeds minimum qualifications	Exceeds minimum qualifications	Exceeds minimum qualifications	Meets minimum qualifications

Frequently asked questions

Why use equivalencies?

Many available job seekers have not had the opportunity to pursue a formal education but have cultivated skills within their profession. A hiring manager who considers only formal education may overlook or exclude vastly experienced candidates who could perform the job duties just as successfully. Other job seekers may have been able to pursue a formal education but have limited hands-on work experience. This approach will attract a broader and diverse applicant pool. This is very effective for talent management initiatives like Career Development, job rotation and succession planning.

What kinds of positions are appropriate for accepting experience as equivalent to education?

Appropriate positions require some postsecondary education and have a knowledge base that can be learned "on-the-job." Many City positions use equivalency language in the job description. The Compensation team or your Senior HR Business Partner can provide advice on equivalencies may not be appropriate.

If the City accepts equivalencies, will hundreds of job seekers apply for the position?

Accepting equivalent experience will likely increase the size of the applicant pool and chances of finding the best available candidate. However, the use of preferred qualifications in a job posting can be utilized to assist with narrowing the candidate list to those who meet both minimum and preferred qualifications.

Even in cases where a candidate may be qualified based on equivalency, other tools such as interviews, exams, and reference checks are tools available to ensure that the best possible candidate is chosen for a job opening.

Shouldn't the City prefer job seekers who have a higher degree of education?

The City values the benefits of a higher education. As an employer of choice, the City also actively seeks to diversify our workforce and select the best candidates for each open career opportunity. It would be an unfair bias to assume that candidates without a postsecondary education cannot offer valuable skills and experiences that would benefit the City. Limiting our applicant pools to those with a higher education is not always the best approach to recruitment.

How can I take advantage of this?

Managers can work with their HRBP to determine if a job is eligible for experience equivalency. If acceptable, job descriptions can be updated with equivalency language and will be advertised as such when they job is posted.

What does relevant work experience mean?

Relevant work experience demonstrates skills or knowledge comparable to those required for your position.