



AS - 301

Group:

Wages 85-06-21

SOURCE	<i>Treasury Bd</i>		
EFF.	<i>86</i>	<i>06</i>	<i>03</i>
TERM.	<i>87</i>	<i>12</i>	<i>20</i>
No. OF EMPLOYEES	<i>8,590</i>		
NOM. RE D'EMPLO.ÉS	<i>RW</i>		

ADMINISTRATIVE SERVICES
(all employees)

Group Specific Agreement
between the Treasury Board
and the Public Service Alliance
of Canada

Impl Rec'd

Code 301/86

Expiry date:
December 20, 1987

dated 30/08/88 ER

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 - 5 1987

Canada

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ADMINISTRATION OF COLLECTIVE AGREEMENT

1. Under the terms of an agreement reached between the President of the Treasury Board and the Public Service Alliance of Canada (the Alliance) in July, 1985, the parties agreed to a two-tier system of bargaining to apply to all members of Alliance bargaining units for which the Treasury Board represents the Employer.
2. The first tier will consist of a single Master Agreement having its own expiry date, to be negotiated for all Alliance bargaining units and will incorporate terms and conditions of employment not included in matters to be negotiated at the second tier.
3. The second tier will consist of individual and separate collective agreements (Group Specific collective agreements) to be negotiated with each of the bargaining units with each having its own expiry date as negotiated by the parties.
4. The attached Group Specific collective agreement signed on June 3, 1986 reflects certain terms and conditions of employment that have been agreed to at the second tier as a result of negotiations between the Treasury Board of Canada and the Public Service Alliance of Canada on behalf of employees in the Administrative Services bargaining unit.
5. The articles and clauses identified in this Group Specific collective agreement replace and supersede certain articles and clauses in the Administrative Services collective agreement signed between the Alliance and the Employer on May 28, 1981 which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985, Except for those articles and clauses which

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are replaced and superseded by the Group Specific collective agreement, all remaining articles and clauses of the expired collective agreement shall remain in force until such time as a Master Agreement is signed. Until a Master Agreement is signed, it will be both the Administrative Services Group Specific collective agreement and the expired collective agreement which will represent terms and conditions of employment for the Administrative Services bargaining unit.

6. Consequently the attached Group Specific collective agreement must be retained with the expired collective agreement until a Master Agreement is signed at which time the expired collective agreement will cease to have application. Upon signing of a Master Agreement, it will be the attached Administrative Services Group Specific collective agreement in conjunction with the Master Agreement which will represent terms and conditions of employment for the Administrative Services bargaining unit.

THE TREASURY BOARD

THE PUBLIC SERVICE ALLIANCE

OF

OF

CANADA

CANADA


L.M. Tenace

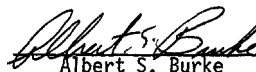

Albert S. Burke

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**Asterisks denote changes from previous Agreement.

ARTICLE 1

PURPOSE AND SCOPE OF AGREEMENT

Delete Article 1 "Purpose of Agreement" in its entirety from the collective agreement signed between the Alliance and the Employer on May 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985 and replace by the following:

- ** 1.01 The purpose of this Group Specific Agreement is to set forth certain terms and conditions of employment including rates of pay for all employees described in the certificate issued by the Public Service Staff Relations Board on the 29th day of March, 1968 covering employees of the Administrative Services Group.
- ** 1.02 The Master Agreement shall establish certain terms and conditions of employment which shall form part of this Agreement.
- ** 1.03 In the event there is a conflict between this Agreement and the Master Agreement with the exception of expiry dates and except where specifically modified by this Agreement through an exception made pursuant to Article 1.03(a) of the Master Agreement, the Master Agreement shall prevail.

ARTICLE 2

DEFINITIONS

Delete sub-clauses 2.01(b), (f), (1) and (q) from the collective agreement signed between the Alliance and the Employer on May 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985 and replace by the following:

- 2.01 For the purpose of this Agreement:
- (b) "allowance" means compensation payable for the performance of special or additional duties;
 - (f) "daily rate of pay" means an employee's weekly rate of pay divided by five (5);
 - (1) "hourly rate of pay" means a full-time employee's weekly rate of pay divided by the normal number of hours in his work week;
 - (q) "weekly rate of pay" means an employee's annual rate of pay divided by 52.176;

ARTICLE 7

RECOGNITION

Delete Article 7 "Recognition" in its entirety from the collective agreement signed between the Alliance and the Employer on May 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985 and replace by the following:

7.01 The Employer recognizes the Alliance as the exclusive bargaining agent for all employees described in the certificate issued by the Public Service Staff Relations Board on March 29, 1968, covering employees of the Administrative Services Group.

ARTICLE 9

TECHNOLOGICAL CHANGE

Delete Article 9 "Technological Change" in its entirety from the collective agreement signed between the Alliance and the Employer on

My 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985 and replace by the following:

** 9.01 The parties have agreed that in cases where as a result of technological change the services of an employee are no longer required beyond a specified date because of lack of work or the discontinuance of a function, the National Joint Council Work Force Adjustment agreement concluded by the parties will apply. In all other cases the following clauses will apply.

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see memo 7.6.6

** 9.02 In this Article "Technological Change" means:

- (a) the introduction by the Employer of equipment or material of a different nature than that previously utilized;

and

- (b) a change in the Employer's operation directly related to the introduction of that equipment or material.

** 9.03 Both parties recognize the overall advantages of technological change and will, therefore, encourage and promote technological change in the Employer's operations. Where technological change is to be implemented, the Employer will seek ways and means of minimizing adverse effects on employees which might result from such changes.

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** 9.04 The Employer agrees to provide as much advance notice as is practicable but, except in cases of emergency, not less than one hundred and twenty (120) days written notice to the Alliance of the introduction or implementation of technological change when it will result in significant changes in the employment status or working conditions of the employees.

** 9.05 The written notice provided for in clause 9.04 will provide the following information:

- (a) The nature and degree of change.
- (b) The anticipated date or dates on which the Employer plans to effect change.
- (c) The location or locations involved.

** 9.06 As soon as reasonably practicable after notice is given under clause 9.04, the Employer shall consult with the Alliance concerning the effects of the technological change referred to in clause 9.04 on each group of employees. Such consultation will include but not necessarily be limited to the following:

- (a) The approximate number, class and location of employees likely to be affected by the change.
- (b) The effect the change may be expected to have on working conditions or terms and conditions of employment on employees.

n/b
** 9.07 When, as a result of technological change, the Employer determines that an employee requires new skills or knowledge in order to perform the duties of his substantive position, the Employer will make every reasonable effort to provide the necessary training during the employee's working hours and at no cost to the employee.

ARTICLE 17

MEMBERSHIP FEES

Delete Article 17 "Membership Fees" in its entirety from the collective agreement signed between the Alliance and the Employer on May 28, 1981, which

was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985 and replace by the following:

17.01 The Employer shall reimburse an employee for his payment of membership or registration fees to an organization or governing body when the payment of such fees is a requirement for the continuation of the performance of the duties of his position.

17.02 Membership dues referred to in Article 10 (Check-off) of this Collective Agreement are specifically excluded as reimbursable fees under this Article.

ARTICLE 18

HOURS OF WORK

Delete Article 18 "Hours of Work" in its entirety from the collective agreement signed between the Alliance and the Employer on May 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985 and replace by the following:

18.01 Day Work

The normal work week shall be thirty-seven and one-half (37½) hours from Monday to Friday inclusive, and the normal work day shall be seven and one-half (7½) consecutive hours, exclusive of a lunch period, between the hours of 7 a.m. and 6 p.m. Subject to operational requirements as determined from time to time by the Employer, an employee shall have the right to select and request flexible hours between 7:00 a.m. and 6:00 p.m. and such request shall not be unreasonably denied.

18.02 Notwithstanding the provisions of this Article, upon request of an employee and the concurrence of the Employer, an employee may complete

his weekly hours of employment in a period of other than five (5) full days provided that over a period of twenty-eight (28) calendar days the employee works an average of thirty-seven and one-half ($37\frac{1}{2}$) hours per week. As part of the provisions of this clause, attendance reporting shall be mutually agreed between the employee and the Employer. In every twenty-eight (28) day period such an employee shall be granted days of rest on such days as are not scheduled as a normal work day for him.

Notwithstanding anything to the contrary contained in this Agreement, the implementation of any variation in hours shall not result in any additional overtime work or additional payment by reason only of such variation, nor shall it be deemed to prohibit the right of the Employer to schedule any hours of work permitted by the terms of this Agreement.

18.03 Shift Work

When, because of the operational requirements of the service, hours of work are scheduled for employees on a rotating or irregular basis, they shall be scheduled so that employees, over a period of not more than fifty-six (56) calendar days:

- (a) work an average of thirty-seven and one-half ($37\frac{1}{2}$) hours and an average of five (5) days per week;
- (b) work seven and one-half ($7\frac{1}{2}$) hours per day, exclusive of a one-half ($\frac{1}{2}$) hour meal period ;
- (c) obtain an average of two (2) days of rest per week;
- (d) obtain at least two (2) consecutive days of rest, except when days of rest are separated by a designated paid holiday which is not worked.

18.04 The standard shift schedule will be 12 midnight to 8 a.m.; 8 a.m. to 4 p.m.; 4 p.m. to 12 midnight, or alternatively 11 p.m. to 7 a.m.; 7 a.m. to 3 p.m.; 3 p.m. to 11 p.m.

18.05 Where shifts, other than those provided in clause 18.04, are in existence when this Agreement is signed, the Employer, on request, will consult with the Alliance on the timing of such shifts and in such consultation show that such shifts are required to meet the needs of the public and/or the efficient operation of the service. Where shifts are to be changed so that they are different from those specified in clause 18.04, the Employer, except in cases of emergency, will consult in advance with the Alliance on the timing of such shifts and in such consultation will show that such shifts are required to meet the needs of the public and/or the efficient operation of the service.

18.06 The first day of rest will start immediately after midnight of the calendar day in which the employee worked his last regular shift, and the second day of rest will start immediately after midnight of the employee's first day of rest.

18.07 It is recognized that certain continuous operations require some employees being on the job for a full eight-hour (8) shift. In these operations, such employees will be paid for a one-half ($\frac{1}{2}$) hour meal period because they will not be able to leave the work place for a meal break. Subject to clause 18.08, a specified meal period shall be scheduled as close to the midpoint of the shift as possible. The one-half ($\frac{1}{2}$) hour meal period will be subject to the applicable overtime provisions.

18.08 It is also recognized that the meal period may be staggered for employees on continuous operations. However, the Employer will make every effort to arrange meal periods at times convenient to the employees.

18.09 The Employer will make every reasonable effort:

(a) not to schedule the commencement of a shift within sixteen (16) hours of the completion of the employee's previous shift,

and

(b) to avoid excessive fluctuation in hours of work.

18.10 The staffing, preparation, posting and administration of shift schedules are the responsibility of the Employer.

18.11 The Employer shall set up a master shift schedule for a fifty-six (56) day period, posted fifteen (15) days in advance, which will cover the normal requirements of the work area.

18.12 Provided sufficient advance notice is given and with the approval of the Employer, employees may exchange shifts if there is no increase in cost to the Employer.

18.13 An employee who is required to change his scheduled shift without receiving at least seven (7) days' notice in advance of the starting time of such change in his scheduled shift, shall be paid for the first shift worked on the revised schedule at the rate of time and one-half ($1\frac{1}{2}$). Subsequent shifts worked on the revised schedule shall be paid for at straight time, subject to the overtime provisions of this Agreement.

An employee on day work whose hours of work are changed to extend before or beyond the stipulated hours of 7 a.m. and 6 p.m., as provided in clause 18.01, and who has not received at least seven (7) days' notice in advance of the starting time of such change, shall be paid for the first day or shift worked subsequent to such change at the rate of time

and one-half ($1\frac{1}{2}$). Subsequent days or shifts worked on the revised hours shall be paid for at straight time, subject to the overtime provisions of this Agreement.

General

18.14 The Employer may require employees to register their attendance in a form or in forms to be determined by the Employer.

18.15 Where operational requirements permit, the Employer will provide two (2) rest periods of fifteen (15) minutes each per full working day.

18.16 Nothing in this Agreement shall be construed as guaranteeing minimum or maximum hours of work.

ARTICLE 19

OVERTIME

Delete Article 19 "Overtime" (except clause 19.01) in its entirety from the collective agreement signed between the Alliance and the Employer on May 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985 and replace by the following:

19.02 Assignment of Overtime Work

- (a) Subject to the operational requirements of the service, the Employer shall make every reasonable effort to avoid excessive overtime and to allocate overtime work on an equitable basis among readily available qualified employees.
- (b) Except in cases of emergency, call-back or mutual agreement with the employee, the Employer shall, wherever possible, give at least four (4) hours' notice of any requirement for overtime work.

19.03 Overtime Compensation

Subject to clause 19.05, an employee at Level AS-1, 2, 3, 4, 5, 6 or 7 who is required to work overtime on his normal work days is entitled to compensation at time and one-half ($1\frac{1}{2}$) for all overtime hours worked.

19.04 Subject to clause 19.05:

- (a) ³¹~~31~~ an employee who is required to work on a first day of rest is entitled to compensation at time and one-half ($1\frac{1}{2}$) for the first seven and one-half ($7\frac{1}{2}$) hours and double (2) time thereafter;
- (b) ²⁷~~27~~ an employee who is required to work on a second or subsequent day of rest is entitled to compensation at double (2) time. Second or subsequent day of rest means the second or subsequent day in an unbroken series of consecutive and contiguous calendar days of rest;
- (c) when an employee is required to report for work and reports on a day of rest, he shall be paid the greater of:
- (i) compensation at the applicable overtime rate;
- or
- (ii) compensation equivalent to four (4) hours' pay at his hourly rate of pay, except that the minimum of four (4) hours' pay shall apply only the first time that an employee reports for work during a period of eight (8) hours, starting with the employee's first reporting.

19.05 An employee is entitled to overtime compensation under clauses 19.03 and 19.04 for each completed period of one-half ($\frac{1}{2}$) hour of overtime worked by him:

(a) when the overtime work is authorized in advance by the Employer,

and

(b) when the employee does not control the duration of the overtime work.

19.06 Employees shall record starting and finishing times of overtime work in a form determined by the Employer.

19.07 Overtime shall be compensated in cash except that, upon request of an employee, the compensation shall be in equivalent leave with pay unless the Employer, by reason of operational requirements is unable to grant such leave.

The Employer shall grant compensatory leave at times convenient to both the employee and the Employer.

Compensatory leave with pay not used by the end of a twelve-month (12) period, to be determined by the Employer, will be paid for in cash.

The Employer shall endeavour to pay cash overtime compensation by the eighth (8th) week after which it is earned.

19.08

** (a) An employee who works three (3) or more hours of overtime immediately before or immediately following his scheduled hours of work shall be reimbursed his expenses for one meal in the amount of five dollars (\$5.00), except where free meals are provided. Reasonable time with pay, to be

determined by management, shall be allowed the employee in order that he may take a meal break either at or adjacent to his place of work.

- ** (b) When an employee works overtime continuously extending four (4) hours or more beyond the period provided in (a) above, he shall be reimbursed for one additional meal in the amount of four dollars (\$4.00), except where free meals are provided. Reasonable time with pay to be determined by management shall be allowed the employee in order that he may take a meal break either at or adjacent to his place of work.

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19.09 Compensation under this Article shall not be paid for overtime worked by an employee at courses, training sessions, conferences and seminars unless the employee is required to attend by the Employer.

19.10 For the purpose of avoiding the pyramiding of overtime, there shall be no duplication of overtime payments for the same hours worked.

19.11

- (a) If an employee is given instructions before the beginning of his meal break or before the midpoint of his work day whichever is earlier, to work overtime on that day and reports for work at a time which is not contiguous to his work period, he shall be paid for the time actually worked, or a minimum of two (2) hours' pay at straight time, whichever is the greater.
- (b) If an employee is given instructions, after the midpoint of his work day or after the beginning of his meal break whichever is earlier, to work overtime on that day and reports for work at a time which is not contiguous to his work period, he shall be

paid for the time actually worked, or a minimum of three (3) hours' pay at straight time, whichever is the greater.

19.12 ~~When~~ an employee is required to report for work and reports under the conditions described in clauses 19.04 and 19.11, and is required to use transportation services other than normal public transportation services, he shall be reimbursed for reasonable expenses incurred as follows:

(a) mileage allowance at the rate normally paid to an employee ~~when authorized by the Employer to use his automobile when the employee travels by means of his own automobile,~~

or

(b) out-of-pocket expenses for other means of commercial transportation.

Other than ~~when~~ required by the Employer to use a vehicle of the Employer for transportation to a work location other than his normal place of work, time spent by the employee reporting to work or returning to his residence shall not constitute time worked.

ARTICLE 20

RULES OF GENERAL APPLICATION FOR LEAVE

Delete clause 20.06 from the collective agreement signed between the Alliance and the Employer on ~~May~~ 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985 and replace by the following:

20.06 ~~When~~ an employee who is in receipt of a special duty allowance or an extra duty allowance is granted leave with pay, he is entitled during his

period of leave to receive the allowance if the special or extra duties in respect of which he is paid the allowance were assigned to him on a continuing basis, or for a period of two (2) or more months prior to the period of leave.

ARTICLE 21

VACATION LEAVE WITH PAY

Delete Article 21 "Vacation Leave With Pay" (except the second (2nd) paragraph of clause 21.13) in its entirety from the collective agreement signed between the Alliance and the Employer on May 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985 and replace by the following:

21.01 The vacation year shall be from April 1st to March 31st of the following calendar year, inclusive.

Accumulation of Vacation Leave Credits

21.02 An employee shall earn vacation leave credits for each calendar month during which he receives pay for at least ten (10) days at the following rate:

- ** (a) ⁵⁻¹⁻⁸³ effective April 1, 1986 one and one-quarter (1 1/4) days until the month in which the anniversary of his ninth (9th) year of continuous employment occurs;
- ** (b) ⁰⁻⁹⁻⁸⁴ effective April 1, 1986 one and two-thirds (1 2/3) days commencing with the month in which his ninth (9th) anniversary of /continuous employment occurs;
- (c) ²⁻⁰⁻⁸⁵ two and one-twelfth (2 1/12) days commencing with the month in which his twentieth (20th) anniversary of continuous employment occurs;

- (d) however, an employee who has received or is entitled to receive furlough leave shall have his vacation leave credits earned under this Article, reduced by five twelfths (5/12) of a day per month from the beginning of the month in which the twentieth (20th) anniversary of continuous employment occurs until the beginning of the month in which his twenty-fifth (25th) anniversary of continuous employment occurs.

Entitlement to Vacation Leave With Pay

21.03 An employee is entitled to vacation leave with pay to the extent of his earned credits but an employee who has completed six (6) months of continuous employment may receive an advance of credits equivalent to the anticipated credits for the vacation year.

21.04 If, at the end of a vacation year, an employee's entitlement to vacation leave with pay includes a fractional entitlement of less or more than one-half ($\frac{1}{2}$) day, the entitlement shall be increased to the nearest half ($\frac{1}{2}$) day.

Scheduling of Vacation Leave With Pay

** 21.05

- (a) Employees are expected to take all their vacation leave during the vacation year in which it is earned.
- (b) An employee shall advise the Employer in writing, of his vacation request as soon as possible after April 1st, but before May 31st.
- (c) Subject to operational requirements, the Employer shall make every reasonable effort to schedule an employee's vacation leave in the vacation year in which it is earned and in a manner acceptable to the employee.

** 21.06 The Employer shall give an employee as much notice as is practicable and reasonable of approval, rejection or cancellation of a request for vacation or furlough leave with pay. In the case of rejection or cancellation of such leave, the Employer shall give the written reason therefor, upon written request from the employee.

21.07 Where, in respect of any period of vacation leave with pay, an employee:

(a) is granted bereavement leave,

or

(b) is granted leave with pay because of illness in the immediate family,

or

(c) is granted sick leave on production of a medical certificate,

the period of vacation leave with pay so displaced shall either be added to the vacation period, if requested by the employee and approved by the Employer, or reinstated for use at a later date.

21.08 Where, in any vacation year, an employee has not been granted all of the vacation leave with pay credited to him, the unused portion of his vacation leave shall be carried over into the following vacation year. Carry-over beyond one year shall be by mutual consent.

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21.09 During any vacation year, upon application by the employee and at the discretion of the Employer, earned but unused vacation leave credits in excess of fifteen (15) days may be paid in cash at the employee's daily rate of pay as calculated from the classification prescribed in his certificate of appointment of his substantive position on March 31st of the previous year.

5/14

**Recall from Vacation Leave - Cancellation of Vacation Leave

21.10 Subject to the operational requirements of the service, the Employer will make every reasonable effort:

(a) not to recall an employee to duty after he has proceeded on vacation leave with pay.

** (b) not to cancel a period of vacation leave or furlough leave which has been previously approved in writing.

21.11 When, during any period of vacation leave with pay, an employee is recalled to duty, he shall be reimbursed for reasonable expenses, as normally defined by the Employer, that he incurs:

(a) in proceeding to his place of duty,

and

(b) in returning to the place from which he was recalled if he immediately resumes vacation upon completing the assignment for which he was recalled,

after submitting such accounts as are normally required by the Employer.

21.12 The employee shall not be considered as being on vacation leave with pay during any period in respect of which he is entitled under clause 21.11 to be reimbursed for reasonable expenses incurred by him.

** 21.13 When the Employer cancels a period of vacation or furlough leave which it has previously approved in writing, the Employer shall reimburse the employee for the non-returnable portion of vacation contracts and reservations made by the employee in respect of that period, subject to the presentation

of such documentation as the Employer may require, The employee must make every reasonable attempt to mitigate any losses incurred and will provide proof of such action to the Employer.

Leave When Employment Terminates

21.14 When an employee dies or otherwise ceases to be employed, he or his estate shall be paid an amount equal to the product obtained by multiplying the number of days of earned but unused vacation and furlough leave with pay to his credit by the daily rate of pay as calculated from the classification specified in his certificate of appointment on the date of the termination of his employment.

Where the employee requests, the Employer shall grant the Employee his unused vacation leave credits prior to termination of employment if this will enable him, for purposes of severance pay, to complete the first year of continuous employment in the case of lay-off, and the tenth (10th) year of continuous employment in the case of resignation.

21.15 Notwithstanding clause 21.14, an employee whose employment is terminated by reason of a declaration that he abandoned his position is entitled to receive the payment referred to in clause 21.14, if he requests it within six (6) months following the date upon which his employment is terminated.

Advance Payments

21.16 The Employer agrees to issue advance payments of estimated net salary for vacation periods of two (2) or more complete weeks, provided a written request for such advance payment is received from the employee at least six (6) weeks prior to the last pay day before the employee's vacation period commenced.

** Providing the employee has been authorized to proceed on vacation leave for the period concerned, pay in advance of going on vacation shall

be made prior to the commencement of leave. Any overpayment in respect of such pay advances shall be an immediate first charge against any subsequent pay entitlements and shall be recovered in full prior to any further payment of salary.

ARTICLE 42

AGREEMENT RE-OPENER CLAUSE

Delete Article 42 "Agreement Re-Opener Clause" in its entirety from the collective agreement signed between the Alliance and the Employer on May 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985 and replace by the following:

42.01 This Agreement may be amended by mutual consent.

**

ARTICLE 43

JOB SECURITY

43.01 Subject to the willingness and capacity of individual employees to accept relocation and retraining, the Employer will make every reasonable effort to ensure that any reduction in the work force will be accomplished through attrition.

ARTICLE 46

DURATION

Delete Article 43 "Duration and Renewal" in its entirety from the collective agreement signed between the Alliance and the Employer on

May 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985 and replace by the following:

** 46.01 The duration of this collective agreement shall be from the date it is signed to December 20, 1987.

46.02 Unless otherwise expressly stipulated, the provisions of this agreement shall become effective on the date it is signed.

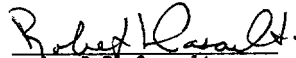
** 46.03 Except as provided in this Group Specific collective agreement, all terms and conditions of employment applicable to the bargaining unit as embodied in the collective agreement signed between the Alliance and the Employer of May 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985, shall remain in force and shall be observed by the Employer and the Alliance, as was agreed to by both parties in the Procedures Governing "Master Agreement" Negotiations signed on July 28, 1985, and July 31, 1985, until the date of signing of the Master Agreement.


** 46.04 Notwithstanding clause 46.03, where the parties to the Master Agreement agree that a certain term or condition of employment will be a subject of negotiations in Group Specific negotiations, the parties to this Group Specific collective agreement agree to negotiate such term or condition of employment and where agreement is reached this Group Specific collective agreement will be re-opened pursuant to Article 42 to incorporate such provision.

SIGNED AT OTTAWA, this 3rd day of the month of June 1986.

THE TREASURY BOARD
OF
CANADA


THE PUBLIC SERVICE ALLIANCE
OF
CANADA

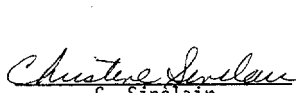

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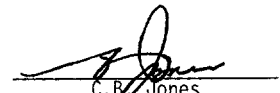

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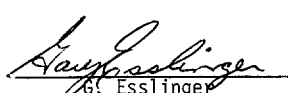

L.V. Hardstaff

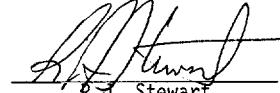

R. Cochrane

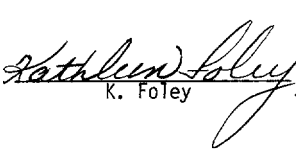

E.S. Bonderski


C. Sinclair


C.B. Jones


G. Esslinger

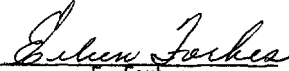

R.D. Stewart


K. Foley

THE TREASURY BOARD
OF
CANADA

THE PUBLIC SERVICE ALLIANCE
OF
CANADA


M. Létourneau



E. Forbes


F. Berlin


C. Dion


D. Gardiner


S. Brown


D. Nama

**

APPENDIX "A"AS - ADMINISTRATIVE SERVICESRATES OF PAY

A: EFFECTIVE 21 JUN 1985
 B: EFFECTIVE 21 JUN 1986
 C: EFFECTIVE 21 JUN 1987

20/1

AS-TECHNOLOGICAL INSTITUTE RECRUITMENT

FROM: \$: 13912 TO 21956
 TO: A: 14434 TO 22779
 E: 14939 TO 23576
 C: 15178 TO 23953

AS-DEVELOPMENT

FROM: \$: 15796 TO 24713
 TO: A: 15382 TO 25640
 B: 15955 TO 26537
 C: 17226 TO 26962

AS-1

FROM: \$: 24824 25806 26789 27767 28745
 TO: A: 25755 26774 27794 28808 29823
 B: 26656 27711 28767 29816 30867
 C: 27082 28154 29227 30293 31361

AS-2

FROM: \$: 27622 28723 29821 30920
 TO: A: 28658 29800 30939 32080
 B: 29661 30843 32022 33203
 C: 30136 31336 32534 33734

AS-3

FROM \$: 29440 30577 31714 32848
 TO: A: 30544 31724 32903 34080
 B: 31613 32834 34055 35273
 C: 32119 33359 34600 35837

AS-4

FROM: \$: 31799 32997 34188 35386
 TO: A: 32991 34234 35470 36713
 B: 34146 35432 36711 37998
 C: 34692 35999 37298 38606

AS - ADMINISTRATIVE SERVICESRATES OF PAY

A: EFFECTIVE 21 JUN 1985

E: EFFECTIVE 21 JUN 1986

C: EFFECTIVE 21 JUN 1987

AS-5

FROM \$:	37083	38513	39932	41356
TO:	A: 38474	39957	41429	42907
	B: 39821	41355	42879	44409
	C: 40458	42017	43565	45120

AS-6

FROM: \$:	43124	44797	46473	48145
TO:	A: 44741	46477	48216	49950
	E: 46307	48104	49904	51698
	C: 47048	48874	50702	52525

AS-7

FROM: \$:	46857	TO 54537
TO:	A: 48614	TO 56582
	E: 50315	TO 58562
	C: 51120	TO 59499

AS-8

FROM: \$:	47414	TO 57987
TO:	A: 49192	TO 60152
	E: 50914	TO 62268
	C: 51729	TO 63264

PAY NOTES

Delete clauses 27.06, 27.07, 27.08, 27.09 and 27.11 and Pay Note (1) from the collective agreement signed between the Alliance and the Employer on May 28, 1981, which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1983, and replace by the following new pay notes.

PAY INCREMENT

1. The pay increment date for an employee, appointed to a position in the bargaining unit on promotion, demotion or from outside the Public Service after June 21, 1976, shall be the first Monday following the pay increment period listed below as calculated from the date of the promotion, demotion or appointment from outside the Public Service. The pay increment periods listed below will continue to apply to employees appointed prior to June 21, 1976.

PAY INCREMENT PERIODS

Level	<u>Part-Time Employees</u>		
	<u>Full-Time Employees</u>	<u>1/2 Time or more but less than full-time</u>	<u>1/3 Time or more but less than half-time</u>
AS-T, I, R, AS-DEV,	26 weeks	52 weeks	78 weeks
AS-1 to 8	52 weeks	104 weeks	156 weeks

2. (a) For employees in the Administrative Services - Technological Institute Recruitment range, an increase at the end of an increment period shall be to a rate in the pay range which is one hundred and twenty dollars (\$120) higher than the rate at which the employee is being paid or, if there is no such rate, to the maximum of the pay range.

- (b) For employees in the Administrative Services Development range, an increase at the end of an increment period shall be to a rate in the pay range which is two hundred and forty dollars (\$240) higher than the rate at which the employee is being paid or, if there is no such rate, to the maximum of the pay range.

3. Pay increases within the Level AS-7 or AS-8 performance pay range shall be in accordance with the Performance Pay Regulations, except that the term "increment" in the Regulations shall mean an amount equal to five hundred dollars (\$500), provided the maximum of the range as set out in Appendix "A" is not exceeded.

PAY ADJUSTMENT (AS-TIRL, AS-DEV, AS-7, AS-8)

4. An employee being paid in the Administrative Services - Technological Institute Recruitment or Development ranges shall be paid in the (A), (B) or (C) ranges shown in Appendix "A" at the rates of pay he was/is being paid on the effective date.

5. An employee being paid in the Administrative Services - Technological Institute Recruitment or Development ranges shall have his rate of pay increased on:

- (a) January 1, 1986, by an amount equal to the difference between the relevant 1985 and 1986 technological institute or university recruiting rate, as applicable,
- (b) January 1, 1987 by an amount equal to the difference between the relevant 1986 and 1987 technological institute or university recruiting rate, as applicable,

provided that the maximum rate in the appropriate scale of rates is not exceeded. Such increases shall not change the employee's due date for an increment under Note 1.

6. (a) An employee who on June 21, 1985 was paid at Level AS-7 or AS-8 shall be paid, effective June 21, 1985, within the "A" performance pay range at a rate of pay which is three decimal seventy-five percent (3.75%) higher than his former rate of pay, rounded to the nearest multiple of \$100.
- (b) An employee who on June 21, 1986 was paid at Level AS-7 or AS-8 shall be paid, effective June 21, 1986 within the "B" performance pay range at a rate of pay which is three decimal five percent (3.5%) higher than his former rate of pay, rounded to the nearest multiple of \$100.
- (c) An employee who on June 21, 1987 was paid at Level AS-7 or AS-8 shall be paid, effective June 21, 1987, within the "C" performance pay range at a rate of pay which is one decimal six percent (1.6%) higher than his former rate of pay, rounded to the nearest multiple of \$100.

ADMINISTRATIVE NOTE

Until such time as the Master Agreement is signed, in Pay Note (3) in the collective agreement signed between the Alliance and the Employer on May 28, 1981 which was extended by the Public Sector Compensation Restraint Act and which expired on June 20, 1985, read June 21, 1983 to mean June 21, 1985 and six percent (6.0%) to mean three decimal seventy-five percent (3.75%).

APPENDIX "A1"

**

AS - ADMINISTRATIVE SERVICESWEEKLY, DAILY AND HOURLY RATES OF PAY

5: EFFECTIVE 21 JUN 1985

AS-TECHNOLOGICAL INSTITUTE RECRUITMENT

FROM: 5:	ANNUAL:	14434	TO	22779
	WEEKLY:	276.64	TO	436.58
	DAILY:	55.33	TO	87.32
	HOURLY:	7.38	TO	11.64

AS-DEVELOPMENT

FROM: 3:	ANNUAL:	16382	TO	25640
	WEEKLY:	313.98	TO	491.41
	DAILY:	62.80	TO	98.28
	HOURLY:	8.37	TO	13.10

AS-1

FROM 3:	ANNUAL:	25755	26774	27794	28808	29823
	WEEKLY:	493.62	513.15	532.70	552.13	571.58
	DAILY:	98.72	102.63	106.54	110.43	114.32
	HOURLY:	13.16	13.68	14.21	14.72	15.24

AS-2

FROM: 3:	ANNUAL:	28658	29800	30939	32080
	WEEKLY:	549.26	571.14	592.97	614.84
	DAILY:	109.85	114.23	118.59	122.97
	HOURLY:	14.65	15.23	15.81	16.40

AS-3

FROM: 5:	ANNUAL:	30544	31724	32903	34080
	WEEKLY:	585.40	608.02	630.62	653.17
	DAILY:	117.08	121.60	126.12	130.63
	HOURLY:	15.61	16.21	16.82	17.42

AS-4

FROM 5:	ANNUAL:	32981	34234	35470	36713
	WEEKLY:	632.30	656.13	679.81	703.64
	DAILY:	126.46	131.23	135.96	140.73
	HOURLY:	16.86	17.50	18.13	18.76

AS-5

FROM I:	ANNUAL:	38474	39957	41428	42907
	WEEKLY:	737.39	765.81	794.02	822.35
	DAILY:	147.48	153.16	158.80	164.47
	HOURLY:	19.66	20.42	21.17	21.93

AS - ADMINISTRATIVE SERVICES

WEEKLY, DAILY AND HOURLY RATES OF PAY

#: EFFECTIVE 21 JUN 1985

AS-6

FROM: \$:	ANNUAL:	44741	46477	48216	49950
	WEEKLY:	857.50	890.77	924.10	957.34
	DAILY:	171.50	178.15	184.82	191.47
	HOURLY:	22.87	23.75	24.64	25.53

AS-7

FROM: I:	ANNUAL:	48614	TO	56582
	WEEKLY:	931.73	TO	1084.44
	DAILY:	186.35	TO	216.89
	HOURLY:	24.85	TO	28.92

AS-8

FROM: I:	ANNUAL:	49192	TO	60162
	WEEKLY:	942.81	TO	1153.06
	DAILY:	188.56	TO	230.61
	HOURLY:	25.14	TO	30.75

NOTE:

THE WEEKLY, DAILY AND HOURLY RATES OF PAY SHOWN IN APPENDIX "A1" HAVE BEEN DETERMINED FROM THE ANNUAL RATES SHOWN IN APPENDIX "A", AND HAVE BEEN OR ARE SUBJECT TO ROUNDING TO THE NEAREST CENT.

A2-1

APPENDIX "A2"

**

AS - ADMINISTRATIVE SERVICES

WEEKLY, DAILY AND HOURLY RATES OF PAY

I: EFFECTIVE 21 JUN 1986

AS-TECHNOLOGICAL INSTITUTE RECRUITMENT

FROM: I:	ANNUAL:	14939	TO	23576
	WEEKLY:	286.32	TO	451.86
	DAILY:	57.26	TO	90.37
	HOURLY:	7.64	TO	12.05

AS-DEWLOPMEN?

FROM 5:	ANNUAL:	16955	TO	26537
	WEEKLY:	324.96	TO	508.61
	DAILY:	64.99	TO	101.72
	HOURLY:	8.67	TO	13.56

AS-1

FROM: I:	ANNUAL:	26656	27711	28767	29816	30867
	WEEKLY:	510.89	531.11	551.35	571.45	591.59
	DAILY:	102.18	106.22	110.27	114.29	118.32
	HOURLY:	13.62	14.16	14.70	15.24	15.78

FROM a:	ANNUAL:	29661	30843	32022	33203
	WEEKLY:	588.48	591.13	613.73	636.37
	DAILY:	113.70	118.23	122.75	127.27
	HOURLY:	15.16	15.76	16.37	16.97

AS-3

FROM a:	ANNUAL:	31813	32834	34055	35273
	WEEKLY:	605.89	629.29	652.69	676.04
	DAILY:	121.18	125.86	130.54	135.21
	HOURLY:	16.16	16.78	17.41	18.03

AS-4

FROM 5:	ANNUAL:	34146	35432	36711	37998
	WEEKLY:	654.44	679.09	703.60	728.27
	DAILY:	130.89	135.82	140.72	145.65
	HOURLY:	17.45	18.11	18.76	19.42

AS-5

FROM 5:	ANNUAL:	39821	41355	42879	44409
	WEEKLY:	783.21	792.61	821.81	851.14
	DAILY:	152.64	158.52	164.36	170.23
	HOURLY:	20.35	21.14	21.92	22.70

AS - ADMINISTRATIVE SERVICESWEEKLY, DAILY AND HOURLY RATES OF PAY

§: EFFECTIVE 21 JUN 1986

AS-6

FROM: §:	ANNUAL:	46307	48104	49904	51698
	WEEKLY:	887.52	921.96	956.46	990.84
	DAILY:	177.50	184.39	191.29	198.17
	HOURLY:	23.67	24.59	25.51	26.42

AS-7

FROM: §:	ANNUAL:	50315 TO	58562
	WEEKLY:	964.33 TO	1122.39
	DAILY:	192.87 TO	224.48
	HOURLY:	25.72 TO	29.93

AS-8

FROM: §:	ANNUAL:	50914 TO	62268
	WEEKLY:	975.81 TO	1193.42
	DAILY:	195.16 TO	238.68
	HOURLY:	26.02 TO	31.82

NOTE:

THE WEEKLY, DAILY AND HOURLY RATES OF PAY SHOWN IN APPENDIX "A2" HAVE BEEN DETERMINED FROM THE ANNUAL RATES SHOWN IN APPENDIX "A", AND HAVE BEEN OR ARE SUBJECT TO ROUNDING TO THE NEAREST CENT.

A3-1

**

APPENDIX "A3"

AS - ADMINISTRATIVE SERVICES

WEEKLY, DAILY AND HOURLY RATES OF PAX

I: EFFECTIVE 21 JUN 1987

AS-TECHNOLOGICAL INSTITUTE RECRUITMENT

FROM: \$:	ANNUAL:	15178	TO	23953
	WEEKLY:	290.90	TO	459.08
	DAILY:	58.18	TO	91.82
	HOURLY:	7.76	TO	12.24

L

AS-DEVELOPMENT

FROM: I:	ANNUAL:	17226	TO	26962
	WEEKLY:	330.15	TO	516.75
	DAILY:	66.03	TO	103.35
	HOURLY:	8.80	TO	13.78

AS-1

FROM: \$:	ANNUAL:	27082	28154	29227	30293	31361
	WEEKLY:	519.05	539.60	560.16	580.59	601.06
	DAILY:	103.81	107.92	112.03	116.12	120.21
	HOURLY:	13.84	14.39	14.94	15.48	16.03

AS-2

FROM \$:	ANNUAL:	30136	31336	32534	33734
	WEEKLY:	577.58	600.58	623.54	646.54
	DAILY:	115.52	120.12	124.71	129.31
	HOURLY:	15.40	16.02	16.63	17.24

AS-3

FROM: \$:	ANNUAL:	32119	33359	34600	35837
	WEEKLY:	615.59	639.36	663.14	686.85
	DAILY:	123.12	127.87	132.63	137.37
	HOURLY:	16.42	17.05	17.68	18.32

AS-4

FROM \$:	ANNUAL:	34692	35999	37298	38606
	WEEKLY:	664.90	689.95	714.85	739.82
	DAILY:	132.98	137.99	142.97	147.96
	HOURLY:	17.73	18.40	19.06	19.73

AS-5

FROM: \$:	ANNUAL:	40458	42017	43565	45120
	WEEKLY:	775.41	805.29	834.96	864.77
	DAILY:	155.08	161.06	166.99	172.95
	HOURLY:	20.68	21.47	22.27	23.06

AS - ADMINISTRATIVE SERVICESWEEKLY, DAILY AND HOURLY RATES OF PAY

\$: EFFECTIVE 21 JUN 1987

AS-6

FROM: \$:	ANNUAL:	47048	48874	50702	52525
	WEEKLY:	901.72	936.71	971.75	1006.69
	DAILY:	180.34	187.34	194.35	201.34
	HOURLY:	24.05	24.98	25.91	26.85

AS-7

FROM: \$:	ANNUAL:	51120 TO	59499
	WEEKLY:	979.76 TO	1140.35
	DAILY:	195.95 TO	228.07
	HOURLY:	26.13 TO	30.41

AS-8

FROM: I:	ANNUAL:	51729 TO	63264
	WEEKLY:	991.43 TO	1212.51
	DAILY:	198.29 TO	242.50
	HOURLY:	26.44 TO	32.33

K

NOTE:

THE WEEKLY, DAILY AND HOURLY RATES OF PAY SHOWN IN APPENDIX "A3" HAVE BEEN DETERMINED FROM THE ANNUAL RATES SHOWN IN APPENDIX "A", AND HAVE BEEN OR ARE SUBJECT TO ROUNDING TO THE NEAREST CENT.