

**AGREEMENT**

**Between**

**SASKATCHEWAN TELECOMMUNICATIONS**

**and**

**COMMUNICATIONS, ENERGY AND PAPERWORKERS  
UNION OF CANADA**

0402008

**MARCH 25, 2001 TO MARCH 20, 2004**

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NOTE: The use of an asterisk (\*) denotes a clause or provision which has been revised in the current Agreement.

THIS AGREEMENT made in duplicate this 25<sup>th</sup> day of October .

D. 2001.

**BETWEEN:** "SASKATCHEWAN TELECOMMUNICATIONS", hereinafter referred to as the Company

**OF THE FIRST PART**

**AND** "COMMUNICATIONS, ENERGY AND PAPERWORKERS UNION OF CANADA", hereinafter referred to as the Union

**OF THE SECOND PART**

In consideration of the maintenance of harmonious relations and settled conditions of employment, and **recognizing** the mutual value of joint discussions and negotiations on all matters pertaining to working conditions, hours of work and wages, the parties to this Agreement do hereby enter into, ordain, establish and agree to the following terms:

**SECTION I- GENERAL**

**ARTICLE I- SCOPE**

1. This Agreement shall apply to all employees of the Company, except the following:

- Account Executive
- Accounting Manager
- Accounts Payable Manager
- Administration Manager
- Administration Services Manager
- Administrator
- Administrative Support
- Alliance & Contract Manager
- Alliance Manager
- Applications Development Manager
- Assistant **STEPPP** Director
- Auditor
- Benefits Manager
- Billing & System Development Manager
- Buildings Construction Manager
- Buildings Manager
- Buildings Property Manager
- Buildings & Vehicles Manager
- Building Realty Manager
- Business Communications Manager
- Business Consulting Manager
- Business Development Manager
- Business Manager
- Business Office Manager
- Business Planner
- Business Solutions Consulting Manager

## **SECTION 1 – GENERAL**

### **ARTICLE 1 – SCOPE (Continued)**

Business Solutions Manager  
Call Centre Manager  
Carrier Services Director  
Carrier Settlements Manager  
Cash Management Manager  
Chief Financial Officer  
Chief Technology Officer  
Client Communications Engineering Manager  
Client Network Design Manager  
Client Solutions Engineering Manager  
Client Technology Manager  
CMR Manager  
Communications Manager  
Compensation & Evaluation Manager  
Construction Manager  
Contracts Director  
Controller  
Coordination Manager  
Corporate Accounting Manager  
Corporate Affairs Director  
Corporate Budgets Manager  
Corporate Business Continuity Planning Manager  
Corporate Consultant  
Credit Services Manager  
Customer Assistance Centre Manager  
Customer Finance Manager  
Customer Planning & Design Manager  
Customer Services Manager  
Customer Services Solutions Manager  
Customer Services Support Manager  
Data Communications Engineer  
Dealer Channel Manager  
Design Manager  
Development Centre Manager  
Director of Aboriginal Market  
Director of Alliance and Channels  
Director of Carrier Services  
Director of Corporate Affairs  
Director of Customer Services  
Director of E-Business Solutions  
Director of Engineering & Network  
Director of External Distribution Management  
Director of Finance & Administration  
Director of Information Systems  
Director of Marketing  
Director of Planning & Business Development  
Director of Procurement

## SECTION 1 – GENERAL

### **ARTICLE 1 – SCOPE (Continued)**

Director of Regulatory Affairs  
Director of Research & Development  
Director of Research Laboratory  
Director of Sales  
Director of Sales & Implementation  
Director of STEPPP  
Director of Value Management Office  
Distribution Manager  
Diversity Director  
Documentation Manager  
E-Business Solutions Manager  
Economic Analysis Manager  
Engineer  
Executive Administrator  
Executive Assistant to the President of SaskTel  
External Distribution Manager  
Facilities Design Manager  
Finance Manager  
Financial Planner  
General Manager  
Group Vice-President Operations  
Human Resources Analyst  
Human Resources Development Director  
Human Resources/Industrial Relations Solutions Manager  
Human Resources Manager  
Industrial Relations Director  
Information Technology Planner  
Inventory & Asset Management Manager  
IT Operations Manager  
Land & Easements Manager  
Lawyer  
Management Consultant  
Manager Aboriginal Market  
Manager of Access Network  
Manager of Buildings, Properties & Vehicles  
Manager of Corporate Affairs  
Manager of Corporate Business Continuity Planning  
Manager of Customer Assistance Centre  
Manager of Customer Care  
Manager of Customer Services  
Manager of Customer Support  
Manager of Disbursements  
Manager of Finance  
Manager of Financial Systems  
Manager of Health, Safety & Environment  
Manager of Human Resources  
Manager of Industrial Relations

## **SECTION 1 – GENERAL**

### **ARTICLE 1 – SCOPE (Continued)**

Manager of Information Systems  
Manager of Information Technology  
Manager of Local Competition Implementation  
Manager of Marketing  
Manager of Network Operations  
Manager of Network Planning & Standards  
Manager of Network Provisioning  
Manager of Network Technical Assistance  
Manager of Operator Services  
Manager of Procurement & Logistic Services  
Manager of Strategic Business Development  
Manager of Technology Systems Engineering  
Manager of Training & Development  
Manager of Treasury  
Market Manager  
Marketing Director  
Marketing Support Manager  
Network Access Methods & Support Manager  
Network Activation Manager  
Network Administration Manager  
Network Manager  
Network Methods & Support Manager  
Network Operations Manager  
Network Performance Manager  
Network Standards Manager  
Network Standards Technical Director  
Network Support Manager  
Network Systems Designer  
Network Systems Manager  
Network Transmission Support Manager  
New Media Manager  
Occupational Health Nurse  
Office Administration Manager  
Office Manager  
Operations Manager  
Operations Review Manager  
Operator Services Manager  
Payrolls Director  
Pension Plan & Risk Management Manager  
Pioneer Director  
Planner  
Planning Manager  
Plans & Technical Services Manager  
President & CEO  
Procurement Director  
Product Research Analyst  
Professional Development Manager



## **SECTION 1 – GENERAL**

### **ARTICLE 1 – SCOPE (Continued)**

Professional Services Manager  
Project Management Office Director  
Project Manager  
Provincial Management Centre Manager  
Provincial Warehouse Manager  
Provisioning Manager  
Publications Manager  
Recruiter  
Regulatory Affairs Director  
Regulatory Affairs Manager  
Repair Manager  
Research Engineer  
Resource Officer  
Retail Sales Manager  
Retail Store Manager  
Revenue Forecasting Manager  
Safety & Environment Manager  
Sales Manager  
Sales & Dealer Relations Manager  
Sales & Operations Manager  
Sales & Service Manager  
Sales Support Manager  
SAP Support Manager  
Saskatchewan Supplier Development Director  
Security Director  
Security Manager  
Selection & Staffing Manager  
Senior Auditor  
Senior Business Planner  
Senior Contracts Director  
Senior Engineer  
Senior Industrial Relations Director  
Senior Planner  
Senior Procurement Director  
Senior Vice-President  
Service Excellence Manager  
Service Manager  
Special Needs Manager  
Strategic Accounts Manager  
Strategic Business Development Director  
Strategic Planning & Real Estate Manager  
Switching Manager  
Switching Support Manager  
Systems Design Engineer & Support Manager  
Systems Engineering Manager  
Systems Manager  
Technology Evolution Manager

**SECTION 1 – GENERAL**

**ARTICLE 1 – SCOPE (Continued)**

Technology Solutions Manager  
Technology Systems Engineering Manager  
Treasurer  
Trunking Manager  
Trunking Support Manager  
Vehicles Manager  
Vice-President

2. If during the term of this Agreement the Company proposes to create a new out-of-scope position, or where the Company proposes to assign a new position title to a current position, the Union shall be so advised. A meeting of the parties for the purpose of negotiating such revisions will be held.

The words “employee” or “employees” where used hereinafter shall mean any person or persons covered by this Agreement.

**ARTICLE 2 – UNION RECOGNITION AND SECURITY**

1. The Company agrees to recognize the Union as the sole collective bargaining agency for the employees covered by this Agreement and hereby consents and agrees to negotiate with the Union or its representatives in any and all matters affecting the relationship between the Company and its employees. The Company also agrees that the Union may have the assistance of such representatives as it may designate in any negotiations or discussions between representatives of the parties hereto.
2. The Company agrees that if it shall sell, lease, transfer or otherwise dispose of part of its business to a subsidiary of the Company, the Company will cause the subsidiary to voluntarily recognize the Union as the representative of the employees of the subsidiary for the purpose of bargaining collectively.
3. Every employee of the Company who is now, or hereafter becomes a member of the Union, shall maintain membership in the Union as a condition of employment, and every new employee shall within thirty (30) days after the commencement of employment, apply for and thereafter maintain membership in the Union as a condition of employment.

**ARTICLE 3 – DISCRIMINATION & HARASSMENT**

No Discrimination

- 
- \* There shall be no discrimination or harassment with respect to any employee, by reason of age, race, religious beliefs, political affiliation, creed, colour, place of residence, sex, sexual orientation, marital or parental status, disability, national ancestry, membership or activity in the Union, unless otherwise approved by the Human Rights Commission.

## **SECTION 1 – GENERAL**

### **ARTICLE 3 – DISCRIMINATION & HARASSMENT (Continued)**

Grievances arising from this article must be approved by the President of the Local or their designate from which the grievor is a member and filed as per Article 7, Clause 4.

### **ARTICLE 4 – CHECK-OFF**

1. (i) The Company agrees, upon written request of the Union, to deduct all Union initiation fees, dues and/or assessments on behalf of all employees who are members of the Union. Such monies shall be deducted weekly, bi-weekly or monthly and shall be paid to the Secretary-Treasurer of the Communications, Energy and Paperworkers Union of Canada within three weeks of the date of deduction, accompanied by a list of the employees and the amount which was deducted on behalf of each of the employees, together with the total amount of fees, dues and/or assessments which was deducted for the members of each of the Locals within the Union.
- (ii) In the event of a labour/management dispute, the Company agrees to furnish the Union with a statement identifying the total amount of monies deducted for the members of each Local and the total number of members per Local.
2. (i) The Company further agrees to furnish the Union monthly with names and locations in respect of new engagements, transfers, resignations and other retirements from the service.
- (ii) The Company further agrees to furnish the Union monthly with a calculation of the average wage rate for all members of the total bargaining unit.

### **ARTICLE 5 – NOTICE BOARDS**

It is agreed that the Company will provide notice boards for the use of the Union in suitable locations accessible to the employees for the purpose of posting notices of interest to the Union.

### **ARTICLE 6 – LEAVE OF ABSENCE**

Leave of absence without pay but with maintenance of seniority and superannuation rights shall be granted under the following circumstances:

1. Union Leave
  - (i) To any designated employee for the conducting of Union business:

## SECTION 1 – GENERAL

### ARTICLE 6 – LEAVE OF ABSENCE (Continued)

- (a) For a period of not in excess of two (2) weeks at any one time, forty-eight (48) hours notice being required; provided, however, time spent by the negotiating committee of the Union may, where necessary, exceed such two (2) weeks.
  - (b) For a period not in excess of one (1) year, two (2) weeks notice being required; provided, however, that under this provision not more than two (2) employees per manager shall be allowed leave at any one time, unless mutually agreed to between the Company and the Union.
- (ii) Any employee who leaves the Company's employ after one (1) year of continuous service, for the purpose of working in an official capacity with the Union or as an officer of the Local Union, shall have seniority rights fully protected during such employment with the Union with the right at any time, on one month's notice, to return to the Company's employ to the same or similar work in which such employee was engaged at the time of leaving the Company's employ.

Such employee shall also have the right to continue participating in the Saskatchewan Telecommunications Pension Plan, in accordance with the provisions of the Saskatchewan Pensions Benefits Act or the Public Employees Pension Plan.

Such employee shall also have the right to continue participating in other Company benefit plans in accordance with SaskTel's administration of the plans. For the purpose of premiums, the employee will be responsible for the employer portion of the premium.

#### \* 2. Parental Leave (Covers Adoption Leave)

- (i) An employee, upon request at least four (4) weeks before the date on which they intend to commence parental leave, shall be granted such leave without pay but with maintenance of seniority and superannuation rights. The four (4) week notice period may be waived if less than four (4) weeks' notice of the child coming into the parents' custody is received.
- (ii) Such parental leave shall be granted for a continuous period of not more than thirty-seven (37) weeks per family to be taken up to fifty-two (52) weeks following the child's birth or the time the child comes into the parents' custody.
- (iii) Parental leave may be taken consecutively with maternity leave, for a maximum of fifty-two (52) weeks. The aggregate amount of leave that may be taken by one or two employees combining maternity and parental leave, shall not exceed fifty-two (52) weeks.

## SECTION 1 – GENERAL

### ARTICLE 6 – LEAVE OF ABSENCE (Continued)

- (iv) In the event of an adoption, parental leave shall be topped up to a forty-two (42) week maximum. The aggregate amount of leave that may be taken by two employees for the purpose of adoption shall not exceed forty-two (42) weeks.
- (v) To be eligible for parental leave, an employee must have worked for SaskTel twenty (20) weeks in the fifty-two (52) week period immediately preceding the day the parental leave is to commence.

#### \* 3. Maternity Leave

- (i) A pregnant employee will be eligible for sick leave benefits in accordance with the terms and conditions set forth in Article 24 of this Agreement.
- (ii) An employee who is pregnant and who is eligible may elect to apply for leave of absence or lay-off by advising the Company in writing at least four (4) weeks before the day specified by the employee's application as the day the employee intends to commence the leave or lay-off and the length of leave, along with a certificate from a qualified medical practitioner certifying that the employee is pregnant and specifying the estimated date of birth.
- \* (iii) To be eligible, an employee must have worked for SaskTel twenty (20) weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is to commence.
- (iv) An employee who applies for leave of absence in accordance with Clause (ii) shall be granted leave of absence without pay but with maintenance of seniority and superannuation rights for a period not exceeding twenty-seven (27) weeks commencing at any time during the period of twelve (12) weeks immediately preceding the estimated date of birth.
- (v) Notwithstanding Clause (iv), where the actual date of birth is later than the estimated date of birth, the employee is entitled to not less than six (6) weeks leave after the actual date of birth.
- \* (vi) In conjunction with the Company's Supplemental Employment Benefits (SUB) Plan, an employee who has been granted maternity leave under the terms of Article 6, Clause 3 shall be entitled to Extended Sick Leave benefits in accordance with the following:
  - (a) The employee will be entitled to an initial two (2) week period of Extended Sick Leave benefits for which no medical evidence of disability is required.
  - (b) The employee will be entitled to additional Extended Sick Leave benefits beyond the two (2) week period described in Clause (vi)(a) provided the employee provides medical evidence of disability stating

## **SECTION 1 – GENERAL**

### **ARTICLE 6 – LEAVE OF ABSENCE (Continued)**

- specifically why the employee would be unfit to return to work. The Company may require periodic medical evidence from time to time as the disability continues.
- (c) The employee will be required to apply for and be entitled to Employment Insurance benefits before Extended Sick Leave benefits become payable.
  - (d) The amount of Extended Sick Leave benefit paid will be the difference between the weekly Employment Insurance benefit and 95% of the employee's regular weekly wage rate.
  - (e) The Extended Sick Leave benefit will be paid due to bona fide medical reasons due to pregnancy, delivery and post delivery.
  - (f) The employee must have sufficient unused Extended Sick Leave benefits available to qualify for the SUB Plan, however, accumulated sick leave benefits will not be reduced. Benefits will be counted to the nearest half-day, based on the percentage of wages paid by SaskTel in determining entitlement.
- (vii) Notwithstanding Clause (iv), the employee may elect to interrupt maternity leave after completing the two-week period provided for in Clause (vi)(a), if the child is unfit to be discharged from hospital following birth. The employee may resume the maternity leave when the child is discharged, provided that any remaining leave is used within a 52-week period starting from the expected date of birth or the actual date of birth, whichever is later.
- (a) If the employee interrupts maternity leave and returns to work and is subsequently absent from duty on account of illness, the provisions of Article 24 – Sick Leave will apply until the child is discharged or the duration of the illness, whichever comes first.
  - (b) If the employee interrupts maternity leave and is unable to return to work due to bona fide medical reasons due to pregnancy, delivery or post-delivery, the provisions of Article 24 – Sick Leave will apply until the child is discharged or the duration of the illness, whichever comes first.
- (viii) Employees who apply for layoff will be considered laid off without pay for a period not in excess of one (1) year, and the provision of Section 1, Article 9, Clause 1 (iv) shall apply, subject to the following:
- (a) An employee laid off shall be checked out in the usual manner.
  - (b) An employee laid off shall continue to receive coverage under the Group Life Insurance Policy for a period of one (1) year by deduction of the employee's portion of the premium; such deduction to be made at the time the employee is checked out and adjusted when the employee returns to work or resigns.
  - (c) An employee laid off shall be returned to work if a suitable position is available and at the wage rates for such a position.

## SECTION 1 – GENERAL

### ARTICLE 6 – LEAVE OF ABSENCE (Continued)

- (d) An application for a posted position will be accepted from an employee laid off, provided she has advised the Human Resources Department in writing that she wishes to return to work prior to the date the posting was issued.
- (ix) Notwithstanding Clause (viii), the layoff will be extended by a maximum of three (3) months if notice of intention to return is given prior to the tenth (10th) month and no suitable position is found prior to the end of the twelfth (12th) month.
- (x) Before returning to work, the employee shall provide the Company with a written certificate from a doctor stating that she is fit to return to work. An employee may elect to return to work prior to the end of her scheduled leave of absence by advising the Company in writing at least two (2) weeks prior to the date she intends to return.
- (xi) An employee who does not qualify or apply for leave of absence or layoff or does not report for work by the end of the stipulated post-natal leave of absence or within twelve (12) months of layoff shall have her services terminated.

#### \* 4. Educational and Personal Leave

- (i) Subject to service requirements, leave of absence shall be granted to employees for good and sufficient reason. Such leave shall be granted without discrimination.
- (ii) An employee requesting Education Leave shall be dealt with in accordance with Corporate Procedure 133.25.
- (iii) An employee requesting Personal Leave of less than six (6) months shall submit the request in writing to their immediate manager.
- (iv) (a) An employee requesting leave of six (6) months or greater shall submit the request to their immediate manager at least forty-five (45) calendar days in advance of the start date of the leave.  
(b) The immediate manager shall reply to the employee no later than ten (10) calendar days from the date of the request.  
(c) Should the request be denied, the employee may grieve the application of Section 1, Article 6, Clause 4(i). The matter may be grieved directly to the President or their designate with a hearing date set and reply received within twenty-five (25) calendar days of the date of the grievance notification. Any denial at this stage may proceed in accordance with Section 1, Article 8 – Arbitration.  
(d) This would not preclude requests made with less than forty-five (45) calendar days' notice being considered, subject to mutual agreement between the employee and the employee's manager.

## SECTION 1 – GENERAL

### ARTICLE 6 – LEAVE OF ABSENCE (Continued)

- \* 5. All requests for leave of absence in excess of two (2) days shall be in writing.

### ARTICLE 7 - GRIEVANCES

1. The term “grievance”, as used in this Agreement, shall mean: Any complaint made either by an individual employee or a group of employees contending that such employee or employees are being prejudiced as a result of misinterpretation or misapplication of any of the terms of this Agreement, or discrimination in the application of any of the terms of this Agreement or the wage bands from time to time in effect, or discrimination in the application of any of the Company’s policies, practices, routines or rules. Any request for a change in the provisions of this Agreement shall be an item for collective bargaining.
2. A grievance arising during the term of this Agreement shall be processed initially by the steward with the immediate manager of the employee or employees involved, or the immediate manager where the grievance occurred. Grievances pertaining to bypasses of employees on postings must be filed within forty-five (45) days of the appointment date or will not be considered. The immediate manager shall render a decision within two (2) working days of being notified of the grievance.
3. If the grievance is not adjusted in the preceding first step, an appropriate Union representative may present the grievance, in writing, to the next higher level of management:

e.g. “Manager of ”.\_\_\_\_\_

The appropriate levels of management in these steps of the procedure shall render a decision within three (3) working days of being notified of the grievance.

4. In the event that the grievance has not been adjusted in the previous steps, it shall be referred to the General Manager concerned by the appropriate Union representatives. The General Manager shall, within twenty (20) working days of being notified of the grievance, meet with the representatives of the Union and render a written decision.
5. If the grievance has not been adjusted in the preceding steps, an appropriate Union representative and/or representatives (hereinafter referred to as the “grievance committee”) shall notify the President of the grievance, and within five (5) working days, the President or designate shall establish a meeting date for the grievance hearing. Following the grievance hearing, the President or designate shall render a written decision within fifteen (15) working days.
6. Where an employee has been suspended or discharged, resulting in a loss of wages, the Union may bypass the second and third steps of the grievance process and proceed directly to the President’s step (in accordance with Clause 5 above) upon receipt of the grievance decision of the immediate manager or on expiration of



## SECTION I- GENERAL

### **ARTICLE 7 - GRIEVANCES (Continued)**

the immediate manager's time limit if no response is received. In requesting a hearing at this step, the Union shall indicate that the preceding steps of the grievance process have been bypassed.

7. For the purpose of Clauses 2, 3, 4 and 5 hereof, the persons duly authorized to act for and in the place of the Company's representatives mentioned therein, during their absence, shall similarly be authorized to act in respect to the procedure outlined herein.
8. Any grievance decision in writing rendered by the management level in Clause 4 shall be reviewed and a decision rendered as to further action by the Union within sixty (60) days.
9. At any stage of this grievance procedure, the employee or employees concerned may be present or be required to attend by either party.
10. The Union shall notify the Company of the personnel of its grievance committee and of any changes in personnel.
11. As far as practicable, all grievances will be dealt with on the Company's time, and no employee or member of the grievance committee will suffer loss of pay by reason of the time spent in discussing grievances with the representative of the Company.
12. The Company agrees to pay all necessary and reasonable travelling expenses incurred by a member of the grievance committee, including board and lodging, when a member is required to attend a meeting which has been called by the Company outside such member's headquarters. Such expenses are to be limited to three (3) members.
13. Any grievance involving a group or groups of employees may be commenced at the step of the grievance procedure involving the first designated representative of the Company having jurisdiction over the employees affected or subject matter concerned.
14. If the Company has a grievance against the Union, the grievance may be submitted in writing by the President to the Union. Representatives of the Union shall meet the President to discuss the grievance within five (5) working days of notification that there is a grievance, and the Union shall render a decision within five (5) days of such discussions.

### **ARTICLE 8 -- ARBITRATION**

1. Any grievance which has proceeded through the grievance procedures set forth in Article 7 of this Agreement and which is not settled to the satisfaction of both

## SECTION I- GENERAL

### **ARTICLE 8 – ARBITRATION (Continued)**

parties to this Agreement, may be submitted to arbitration upon written notification of either party to the other. Such notification shall be given within sixty (60) days of the final decision having been rendered.

2. An Arbitrator shall be selected by mutual agreement between the Company and the Union as soon as is practicable following the notification referred to in Clause 1 above.
3. The hearing shall take place as promptly as possible.
4. The Arbitrator shall not have the power to amend, cancel or add to the terms of this Agreement, and in rendering a decision shall be bound by the terms of the Agreement.
5. The award of the Arbitrator shall be given within a reasonable period after the close of the proceedings and shall be final and binding upon both parties.
6. The expenses of the Arbitrator shall be borne equally by the parties. The expenses of representatives or witnesses shall be the responsibility of the party they represent.

### **ARTICLE 9 - SENIORITY**

1. The seniority of an employee shall be based upon cumulative service with the Company and shall date from the time the employee first entered the service of the Company, subject to the following:
  - (i) No employee shall acquire seniority until said employee has been in the service of the Company for a period of three (3) months, when seniority shall be retroactive to the date of hiring;
  - (ii) An employee's service shall be considered broken by reason of:
    - (a) Dismissal for just cause;
    - (b) Voluntary resignation or termination;
    - (c) Continuous layoff due to lack of work for a period in excess of twenty-four (24) months;
    - (d) Failure to report to work within one (1) week after the termination of a leave of absence, unless the employee can give a reason satisfactory to the Company for such failure to report in the time prescribed.
  - (iii) An employee who leaves the Company after six (6) months continuous service and is subsequently re-engaged shall, after five (5) years continuous service, automatically be credited with previous service for seniority purposes. Periods of service of less than one (1) year prior to May 1, 1996 shall not be credited. Period of service of less than six (6) months subsequent to May 1, 1996 shall not be credited.

## **SECTION 1 – GENERAL**

### **ARTICLE 9 – SENIORITY (Continued)**

- (iv) An employee's seniority shall not accumulate during periods of layoff, except that this provision shall not apply for periods of less than ninety (90) days or for the first ninety (90) days in any extended period of layoff.

#### **2. Part-Time and Temporary Seniority**

- (i) Part-Time and Temporary seniority shall be accumulated as follows:
  - (a) Accumulation of seniority for time spent working part-time will be in accordance with the rules outlined in Appendices I and II;
  - (b) Seniority shall be based upon cumulative service with the Company whether full-time, part-time or temporary;
  - (c) Seniority will be continuous if an employee changes status between full-time, part-time and temporary, where there was no real break in service.
- (ii)
  - (a) Full-time, part-time and temporary employees will have equal rights to bid on posted positions and will compete on an equal basis for appointment to such positions;
  - (b) Part-time employees will be considered for temporary positions, if they so desire, within the same job classification, wage band and location, provided they meet the qualifications for such position.
- (iii) Part-time and temporary employees will be included on the regular seniority roster as prepared by the Company.
- (iv) Part-time seniority will be used to determine release or layoff of part-time employees, based upon location and classification.

#### **3. Bridging of Seniority from Out-of-Scope**

Out-of-scope employees returning to the scope of the Agreement will bridge their previous in-scope seniority after five (5) years of continuous service in-scope, or an amount of time equal to the length of time they were outside the scope of the Agreement, whichever is the shorter period.

#### **4. Seniority Roster**

The Company will prepare and post, by March of each year, in places accessible to all employees, rosters showing seniority as to length of service, job classification and status (i.e. full-time, part-time or temporary) of all employees as at December 31<sup>st</sup> of the preceding year.

The rosters will be open to protest for a period of sixty (60) days from the date of posting and, on presentation by an employee or Union representative of proof of error, a correction shall be made immediately. Any corrections shall be shown on a

## **SECTION 1 – GENERAL**

### **ARTICLE 9 – SENIORITY (Continued)**

supplementary sheet. The Company will supply copies of the complete roster to each Local and to the representative of the Communications, Energy and Paperworkers Union of Canada so designated by the Union.

### **ARTICLE 10 – PROMOTIONS, VACANCIES AND TRANSFERS**

1. With respect to vacancies or new positions coming beyond the scope of the Agreement, excepting only the positions of President, Senior Vice-President, Group Vice-President, Chief Technology Officer and General Manager, notification of intention to fill such positions shall be posted, and applications received from employees will receive every consideration. The Company shall supply the Union with a copy of all postings at the time such postings are issued. The name of the appointee to such posted position will also receive general posting and the Union will be supplied with a copy of same. Wherever possible, such positions shall be filled from the Company's staff.
2. With respect to vacancies or new positions coming within the scope of the Agreement, employees shall be entitled to apply for such vacancy or new position by means of a written or electronic application. Employees are encouraged to include a resume.
3. Posting Procedure
  - (i) An entrance job notice or vacancy posting will be issued within seven (7) days of the vacancy occurring, and such postings shall be numbered consecutively for the calendar year. Where the Company is considering not filling a vacancy in a position, it shall make every reasonable effort to notify the Union when such a situation occurs.
  - (ii) All positions to be filled shall be posted in places reasonably accessible to all employees and issued through the office of the General Manager – Human Resources & Industrial Relations. A period of at least ten (10) days from the date of issuance of the posting shall be provided to employees in which to make application for the posted position. All applications for such positions shall be directed to the addressee set forth on the vacancy posting.
  - (iii) The Company will supply the Union with a copy of all postings at the time such postings are issued.
  - (iv) Applications for posted positions must be received by the addressee set forth on the posting no later than the closing date stated on the posting. Immediately following the closing date, the Company shall supply the Union with the list of applicants, including their seniority, present classification and location.

## SECTION I- GENERAL

### **ARTICLE 10 – PROMOTIONS, VACANCIES AND TRANSFERS (Continued)**

- (v) If additional vacancies in the same job and same location occur prior to the closing date of a posting, or within 14 days following the closing date, such jobs may be included. In such cases, the Union shall be notified prior to the posting being increased.

If beyond 14 days, any expansion must be negotiated with the Union.

- (vi) The name of the successful applicant to a posted position will receive general posting, and the Union will be supplied with a copy of such posting.
- (vii) The appointment to such position shall be made within twenty-one (21) days following the closing date stated on the entrance job notice or vacancy posting.
- (viii) If an appointee either receives another job or withdraws within a period of up to four (4) weeks following the closing date, a new posting shall not be required, providing there are suitable additional applicants. In such cases, the Union shall be notified prior to the appointment.

#### 4. The following jobs are considered entrance jobs:

Craft – Shipper/Receiver/Storekeeper; Building Delivery Attendant; Building Service Assistant; Shop Technician; Trunking & Switching Technician; Customer Services Technician; Facilities Technician.

Operator Services – Operator.

Clerical and Administrative Staff – Clerical Support; Coin Collector; Draughting Technician; Administrative Assistant; Technical Assistant; Public Affairs Assistant; Engineering Assistant; Human Resources Assistant; Marketing Research Assistant; Accountant.

Systems Staff – Programmer Analyst.

#### 5. Entrance Jobs

When filling entrance jobs, the Company will first give consideration to employees who apply and meet the requirements of the job to be filled. If filling internally in accordance with the foregoing criteria, the employee with the most seniority shall be appointed to the position. The Company maintains the right, however, to fill such entrance jobs by hiring from outside the Company.

#### 6. Non-Entrance Jobs

- (i) Positions shall be filled on the basis of seniority as per the most current seniority roster, merit and ability being sufficient to perform the duties required for the position to be filled.

## SECTION I- GENERAL

### **ARTICLE 10 – PROMOTIONS, VACANCIES AND TRANSFERS (Continued)**

- (ii) Where, in the opinion of the Company, no suitable applications are received in respect of a posted position, the Company shall notify the Union of same and, upon request, will advise the Union of the reasons that the applicants for said position were not considered suitable.
- 7.
  - (i) The Company and Union agree that merit and ability shall be interpreted in the following manner. An employee to possess Merit and Ability:
    - (a) shall not be expected to give superior or unusual performance;
    - (b) shall be expected to give approximately average performance;
    - (c) shall not be expected to give just “get by” performance.
  - (ii) It is agreed that seniority shall prevail in some of the lower level positions which do not require so many skills. It may be, however, that some of these lower level positions will require consideration of factors that are difficult to measure or are not normally set forth in a job description such as personality or physical condition.
  - (iii) It is agreed that some of the higher level positions do require skills, experience and knowledge that are prerequisites to promotion and constitute minimum qualifications. It is agreed that when an employee takes a new job, said employee possesses the minimum qualifications before being appointed. Such employee will, however, have a reasonable time to adjust to the new position and to some new procedures that are peculiar to the new position. That period of time will vary with the position.
- 8. An employee who has been appointed to a posted position shall not be entitled to apply for another lateral or lower rated position within a period of twelve (12) months from the appointment date. The Company and the Union agree that due to compassionate grounds, this provision may be waived following negotiation between the parties. The Company will only pay for one (1) move per calendar year.
- 9. When an employee is appointed to a posted position, or whose position is upgraded through the SaskTel/CEP Job Evaluation Program, in a higher group or having a higher wage band:
  - (i) A wage adjustment shall be made at the effective date of the appointment equal to at least the minimum rate in such higher group or wage band.
  - (ii) If the employee has already reached or surpassed the minimum rate in the higher group or wage band, a wage adjustment shall be made at the effective date of the appointment equal to not less than the next higher rate in the higher group or wage band.

## SECTION I- GENERAL

### **ARTICLE 10 – PROMOTIONS, VACANCIES AND TRANSFERS (Continued)**

- (iii) Where the adjustment in accordance with paragraph (i) or (ii) above would provide an increase of less than five (5%) percent of the employee's wage rate, the employee shall advance to the applicable step in the higher group or wage band which provides such increase.
  - (iv) The provisions of paragraphs (i), (ii) and (iii) above notwithstanding, the wage adjustment shall not, in any event, exceed the maximum rate for the job to which the employee has been appointed.
  - (v) The establishment date for subsequent progression increases shall be the effective date of the appointment.
  - (vi) The foregoing provisions of this clause notwithstanding, when an employee is appointed to a posted position which, at the time of such appointment, the employee has been occupying in a relieving capacity pursuant to Clause 11 below, for a continuous period of not less than six (6) months, the employee's wage progression in effect while in relief of that position shall continue uninterrupted following such appointment.
  - (vii) If the employee is prevented by action of the Company from assuming the posted position within three (3) weeks after the date of the appointment posting, the appropriate wage adjustment shall be effective on the Sunday nearest the expiration of such three (3) week period, and this shall be the establishment date for subsequent progression increases.
10. If an employee is required temporarily, for a continuous period of two (2) working days, to perform the duties of a higher position than that of which the employee is incumbent, such employee shall be placed on the next highest rate on the new wage band or at the nearest applicable rate which provides at least a five (5%) percent increase. If an employee has been paid a differential for the higher position, the higher position rate shall only apply for the period in excess of two (2) consecutive working days, when the differential shall be discontinued.
11. In the selection of employees for training, first consideration will be given to seniority, however, seniority may not be the sole factor determining who receives training. Training shall include the selection of employees to relieve in temporary vacancies and on higher-rated jobs. Wherever possible, opportunity shall be afforded to employees through training to qualify for higher positions.

### **ARTICLE II- TRANSFERS AND TRAVEL EXPENSE**

#### **1. Temporary Transfers**

When it becomes necessary to temporarily transfer employees, the following conditions shall govern:

## SECTION I- GENERAL

### ARTICLE II- TRANSFERS AND TRAVEL EXPENSE (Continued)

- (i) Wherever possible, seven (7) days' notice shall be given to the employee being transferred.
- (ii) All transfers shall be on a voluntary basis, except for emergencies.
- (iii) All transfers shall be for a period not to exceed a continuous sixty (60) calendar day period.
- (iv) The above sixty (60) day limitation shall not apply to employees temporarily transferred on a special project or seasonal basis, or transfers necessary to fill individual vacancies caused by vacations, sickness or other excused absences. Such transfers may be for the period of the project or the season.
- (v) During the period of the transfer, transferees shall receive actual living expenses for the period of the transfer or a living allowance to cover such costs.
- (vi) The above provisions shall not apply to employees transferred for training.
- (vii) During the period of the temporary transfer, there shall be no reduction in the rate of pay.

#### 2. Permanent involuntary Transfers or Reclassifications

Where it becomes necessary to involuntarily transfer and/or reclassify employees and no net reduction of the Company's total staff will result:

- (i) The most junior employee in the location, in the surplus classification, who can meet the requirements of the vacant position with minimal training and job experience, not to exceed eight (8) weeks, will be designated for transfer and/or reclassification.
- (ii) The employee so designated in paragraph (i) shall have the right to bump the most junior employee in the same or similar classification in the same location, providing the designated employee can meet the requirements of the bumped position with a reasonable amount of retraining, not to exceed eight (8) weeks, and that the bumped employee can meet the requirements of the vacant position with a reasonable amount of retraining, not to exceed eight (8) weeks. The bumped employee will then be transferred and/or reclassified to the vacant position and has no further bumping rights related to this particular involuntary transfer and/or reclassification.
- (iii) Employees so designated or bumped under the terms of this clause shall receive a minimum of fourteen (14) calendar days' notice prior to the effective date of the transfer and/or reclassification.



## SECTION I- GENERAL

### **ARTICLE II- TRANSFERS AND TRAVEL EXPENSE (Continued)**

- (iv) The Company will notify the Union at least seven (7) calendar days prior to any notification being given to the employees concerned.
- (v) Every employee involuntarily transferred and/or reclassified by the Company, shall be afforded the opportunity, upon request in writing, to retransfer and/or reclassify to their former classification or a similar classification for which the employee is qualified, at the original location from which such employee was transferred, when the opportunity arises. The order in which such employees may retransfer shall be in accordance with their seniority.

The Company will not fill a vacancy in the same or similar classification, in the original location, for which an employee who has been involuntarily transferred and/or reclassified could qualify, by new hires or appointments from outside the location.

- (vi) All employees transferred under this clause, either voluntarily or involuntarily, and/or subsequently re-transferred, will have all normal moving expenses paid by the Company in accordance with the provisions of Corporate Procedure 144.01.
- (vii) Employees reclassified in accordance with this clause will remain at the same step of their previous wage band if such is above the maximum rate of their new classification and wage band; however, such employee will be eligible to receive general Union increases. Employees whose wage rate is not above the maximum rate of their new classification and wage band at the time they are reclassified, will continue on wage progression on their previous wage band until their wage rate equals or surpasses the maximum rate of their new classification and wage band.
- (viii) Employees temporarily reclassified under the terms of this clause to a higher-rated position having the same basic hours of work, shall be placed on the new wage band at the step which provides the nearest higher rate of pay than their previous wage rate and progress in the normal manner on that wage band.

If their new position entails an increase in the basic hours of work, they will be placed on their new wage band in accordance with the foregoing paragraph, but with an adjustment of one additional wage step on that band.

- (ix) No employee shall be permanently reclassified to a higher-rated position (i.e. no permanent upgrade) through the implementation of this clause, unless mutually agreed by the Company and the Union. An employee temporarily reclassified to a higher-rated position under the terms of this clause shall not remain in such position for longer than twelve (12) months without mutual agreement of the Company and the Union.

## SECTION I- GENERAL

### ARTICLE II- TRANSFERS AND TRAVEL EXPENSE (Continued)

- (x) All requests for voluntary transfer and/or reclassification will be considered prior to implementing the initial voluntary move provisions of this clause.

In such cases, after canvassing each of the employees in the affected area or group, the most senior qualified volunteer will be permitted to transfer/reclassify. In the event of voluntary transfers, the retransfer provisions of paragraph (v) above are not applicable.

- (xi) The Company and the Union agree that, due to compassionate grounds, the seniority provisions of this clause may be waived following negotiation between the parties.
- (xii) If employees are transferred and/or reclassified for just cause, the Company will notify the Union immediately of the reasons for such action.
- (xiii) Employees designated for transfer and/or reclassification or bumped under this clause shall have the option to take a voluntary location layoff in accordance with the applicable provisions of Article 12.

#### 3. Cost of Transfers

When an employee is transferred under the following circumstances:

- (i) When appointed to a permanent full-time position, except in cases involving downgrades or temporary employees (NOTE: Senior District Technician will be treated as a Customer Services Technician in determining eligibility for paid moves).
- (ii) At the request of the Company.
- (iii) When, in the Company's opinion, such transfer is justified.
- (iv) When transferring back to an employee's original location from an involuntary transfer, such employee shall be allowed reasonable time off to arrange the move and shall suffer no loss in regular pay therefor.

The Company will pay for:

- (i) Transportation expenses for the employee, the employee's immediate family, and household effects.
- (ii) Actual living expenses for a reasonable time, and thereafter an allowance, where necessary. An employee shall only be entitled to living expenses or allowance where every reasonable effort is being made to secure living accommodation.

## SECTION I- GENERAL

### **ARTICLE II- TRANSFERS AND TRAVEL EXPENSE (Continued)**

#### 4. Home Sales Assistance Plan

A Home Sales Assistance Plan will apply to all relocations, subject to the following conditions:

- (i) If moving under Section 1, Article IO, the plan will be available to each employee every five (5) years, or sooner if in the Company's opinion a move is justified.
- (ii) The plan will be available when the provisions of Section 1, Articles 11, 12, 13 are invoked.
- (iii) The plan will not apply to employees who move to a lower-rated position, unless in the Company's opinion such a move is justified.
- (iv) The employee must qualify for payment of moving expenses under Section 1, Articles 11, 12 or 13.

#### 5. Travelling Allowance

\*

- (i) Employees, when required by the Company to travel outside of their regular working hours, within the province, shall be paid at overtime rates for each such hour spent in travelling. This provision does not apply to time spent in travelling at the employee's option nor for the purpose of attending training courses. Employees travelling outside of their regular working hours, for the purpose of attending training courses within the province, or travelling out of the province on SaskTel business or training courses, shall be paid at the rate of time and one-half for all such hours worked in excess of eighty (80) hours in a two-week pay period. Any hours associated with such travel shall be paid at straight time for all hours under eighty (80) hours in a two-week pay period.
- (ii) Transportation and actual living expenses shall be allowed free of cost to all employees when travelling from one job to another during the course of their normal work. Where the Company does not provide transportation, the employees will be allowed bus transportation costs or the normal corporate mileage allowance when authorized to use a private vehicle, in accordance with Corporate Procedure 060.70.
- (iii) Employees detailed away from headquarters on a job or on training will be allowed actual living expenses or, by mutual agreement, a living allowance in lieu thereof, for all time spent away from headquarters.
- (iv) Employees working within a radius of fifty (50) kilometers of their base location will be allowed to travel to and from that location on Company time. Such employees working outside a radius of fifty (50) kilometers but within a

## SECTION I- GENERAL

### ARTICLE II- TRANSFERS AND TRAVEL EXPENSE (Continued)

radius of one hundred (100) kilometers of their base location, may return to base overnight and will be allowed a maximum of one (1) hours travel time to get there and return to the work location the next morning. The actual travel time will be mutually agreed to between the employee and the employee's manager, except for certain cases when the workload demand will necessarily establish the hours worked.

- (v) Employees on construction or special projects remote from their headquarters shall be allowed to travel to the work location at the commencement of the work week and return to their headquarters at the expiration of the work week on Company time wherever possible; otherwise, in unusual circumstances, they shall be paid at overtime rates for the time spent travelling, in lieu of travelling on Company time, at the option of the Company. Where a legal holiday falls on a normal working day, the provisions for weekend travel shall apply.
- (vi) Construction employees dismissed will be furnished with or allowed transportation costs to their headquarters, except those dismissed for cause.
- (vii) Funds shall be advanced to cover employee's expenses when necessary. Employee's weekly expense accounts shall be made up and sent to headquarters on the first day of each week.

#### 6. Home Board and Lodging

- (i) An employee who is entitled to living expenses under the terms of this Agreement may elect, with the approval of said employee's immediate manager, to claim home board and lodging in lieu of actual living expenses.
- (ii) The amount payable shall be calculated on the basis of the following:  

Breakfast	\$2.00
Dinner	\$3.00
Supper	\$4.00
Lodging	\$6.00 per night
- (iii) If an employee has occasion to claim actual living expenses while in receipt of home board and lodging, the home board and lodging shall be reduced accordingly.

#### 7. Living Allowance

Where mutually agreed, in unusual circumstances, an employee may be paid a living allowance in lieu of actual living expenses. This allowance will be based on reasonable and actual costs and shall not exceed that of hotel, meals, laundry and miscellaneous expenses.

## SECTION I- GENERAL

### **ARTICLE 12 -JOB SECURITY AND LAYOFF**

#### JOB SECURITY

No permanent employee with two (2) or more years service will be laid off as a direct result of work regularly performed by the classifications covered by this Collective Agreement being contracted out.

#### LAYOFF

In the event of a lack of work situation or movement of a present SaskTel work operation outside of the SaskTel bargaining unit, which would result in a net reduction of the Company's total staff complement, the most junior employee in the affected classification and wage band in the designated location would be declared surplus. The following provisions apply to such employee:

#### 1. Bumping Rights

- (i) First bumping option – Employee declared surplus bumps the junior employee in the location in the same or a similar classification, providing said employee can meet the requirements of the job with a familiarization period of four (4) weeks or less.
- (ii) Second bumping option – Employee declared surplus bumps the junior employee in the location, providing said employee can do the basics of the job with minimal training and job experience (not to exceed eight (8) weeks).
- (iii) Third bumping option – Employee declared surplus bumps the junior employee in the Company in the same or a similar classification, providing the employee declared surplus has at least one (1) year seniority and can meet the requirements of the job with a familiarization period of four (4) weeks or less. The Company will pay relocation expenses on bump and return.
- (iv) Fourth bumping option – Employee declared surplus bumps the junior employee in the Company, providing the employee declared surplus has at least one (1) year seniority and providing said employee can do the basics of the job with minimal training and job experience (not to exceed eight (8) weeks). All relocation and return costs will be borne solely by the employee. Return rights will exist as detailed by 5 (i).
- (v) The above options must be taken in sequence, commencing with the first bumping option. An employee who qualifies for one of the options will not be allowed to proceed to the next bumping options.
- (vi) Permanent employees declared surplus who have not been placed after having exercised the first and second bumping options shall be entitled to a

## SECTION 1 -GENERAL

### ARTICLE 12 -JOB SECURITY AND LAYOFF (Continued)

Sub Plan Layoff Allowance as set forth in Clause 2 below. Employees will only have the right of recall in that location. Employees will have the opportunity to change their status on one occasion only; a date for the change of status will be mutually agreed to between the Company and the Union.

- (vii) Permanent employees who have not been placed after having exercised the first and second bumping options may receive a Termination Allowance rather than a Sub Plan Layoff Allowance, as set forth in Clause 3 below. The election for either a Sub Plan Layoff Allowance or a Termination Allowance must be made within five (5) days of exercising the said bumping options. Such election shall be made in writing and delivered to the Company. Acceptance of such allowance will be considered a voluntary resignation, and the employee shall forfeit all rights to Sub Plan Layoff Allowance as in Clause 2 below, and all recall rights as in Clause 8 below.
- (viii) Employees having less than three (3) months seniority have no bumping or recall rights.
- (ix) The following time limits **will** apply when exercising bumping options:
  - (a) Two (2) working days, if a move is not required;
  - (b) Seven (7) calendar days, where a move is required.
- (x) It is understood prior to permanent, full-time employees being affected by a layoff, temporary and part-time employees will be laid off first. Where permanent, full-time employees can qualify for their positions through bumping, and where the Company and the Union can agree to ways and means to maintain service, part-time and temporary positions may be retained and filled by permanent, full-time employees. It is further understood that temporary employees hired as short-term overload, seasonal employees and Co-op students will be laid off prior to part-time employees within the same department.
- (xi) In defining the term "same or similar" in paragraphs (i) and (iii) above, it is understood that it shall apply to all classifications in the applicable section of the Collective Agreement. For example, if an employee covered by Section 2 – Craft is declared surplus, then all classifications in Section 2 – Craft will be considered "same or similar" in the application of this clause.
- (xii) Under the provisions of paragraphs (i), (ii), (iii) and (iv) above, positions in a location which are vacant or filled by temporary assignments will be considered to be filled by an employee with zero seniority for the purpose of bumping.

## SECTION 1 – GENERAL

### ARTICLE 12 -JOB SECURITY AND LAYOFF (Continued)

- (xiii) When more than one employee in a location is being declared surplus at the same time, the most senior of the surplus employees will be the first to be processed through the bumping provisions.
- (xiv) An employee bumped during this procedure will be declared surplus and placed in the group still to be processed, if any, in accordance with such employee's seniority.
- (xv) Seniority for the purposes of Article 12 will be the seniority as of the effective date of the surplus condition.
- (xvi) For the purposes of defining the term "Junior Employee" in paragraphs (i) and (iii) above, it will be understood to mean: The most junior employee who is in a position that the surplus employee could meet the requirements of the job with a familiarization period of four (4) weeks or less.
- (xvii) For the purposes of defining the term "Junior Employee" in paragraphs (ii) and (iv) above, it will be understood to mean: The most junior employee who is in a position that the surplus employee can do the basics of the job with minimal training and job experience (not to exceed eight (8) weeks).

2. (i) Sub Plan Layoff Allowance

<u>Seniority on Date of Layoff</u>	<u>Sub Plan Layoff Allowance Entitlement</u>
Less than one year	0 weeks
1 year but less than 2 years	4 weeks
2 years but less than 3 years	5 weeks
3 years but less than 4 years	6 weeks
4 years but less than 5 years	7 weeks
5 years but less than 6 years	8 weeks
6 years but less than 7 years	9 weeks
7 years but less than 8 years	10 weeks
8 years but less than 9 years	11 weeks
9 years but less than 10 years	12 weeks
10 years but less than 11 years	13 weeks
11 years but less than 12 years	14 weeks
12 years but less than 13 years	15 weeks
13 years but less than 14 years	16 weeks
14 years but less than 15 years	17 weeks

Three (3) weeks additional pay for each full year of service in excess of 15 years seniority.

- (ii) The Sub Plan Layoff Allowance becomes operative when application is made and approved for EI benefits, and upon receipt of proof that such benefits are being received.

**SECTION I- GENERAL**

**ARTICLE 12 -JOB SECURITY AND LAYOFF (Continued)**

- (iii) Each week's top-up benefit shall be equivalent to 90% of the employee's regular weekly pay at time of layoff in the case of a permanent employee, and equivalent to 90% of the average earnings in the four (4) weeks preceding layoff in the case of a part-time employee, less Employment Insurance benefits entitlement.
- (iv) Layoff benefits will be fully reinstated after one (1) year of continuous service after date of return to work from layoff.
- (v) Sub Plan Layoff Allowance will cease as follows:
  - (a) when Sub Plan Layoff Allowance entitlement is used up;
  - (b) when the employee reports to work following recall;
  - (c) when the employee fails to report for work after recall;
  - (d) when the employee is disqualified from or is no longer eligible for E.I. benefits;
  - (e) when the employee obtains other employment;
  - (f) if the employee resigns;
- (vi) An employee who has been recalled following a period of layoff and is again laid off prior to completing one (1) year of continuous service after the date of return to work, shall be granted a Sub Plan Layoff Allowance pursuant to paragraph (i), based on such employee's overall seniority, after deducting the amount received from the employee's previous layoff.

3. Termination Allowance

(i) SENIORITY

<u>Period Completed</u>	<u>But Less Than</u>	<u>No. of Weeks Pay</u>
-----	2 years	2
2 years	3 years	4
3 years	4 years	6
4 years	5 years	8
5 years	6 years	10
6 years	7 years	12
7 years	8 years	14
8 years	9 years	16
9 years	10 years	18
10 years	11 years	21
11 years	12 years	24
12 years	13 years	27
13 years	14 years	30
14 years	15 years	33
15 years	16 years	36



## SECTION 1 – GENERAL

### ARTICLE 12 – JOB SECURITY AND LAYOFF (Continued)

For each subsequent six (6) month period:

16 years through 25 years	2
from 25 years	2½

- (ii) Termination Allowance will not be payable where the employee is retiring on pension and the Company has, in advance of the declaration of the surplus staff condition, been advised of the employee's intention to retire on pension.
- (iii) The Termination Allowance shall be reduced by the gross amount that the employee receives from pension benefits paid in accordance with the Pension Plans referenced in Article 22 of this Agreement, plus any supplemental pensions or allowances paid by Saskatchewan Telecommunications or the SaskTel Pension Plan Board of Directors outside the terms of the Pension Plan or this Collective Agreement for the following period of time: from the date of resignation to the date which is the same number of weeks from the resignation date as the number of weeks pay used to calculate the termination allowance.

#### 4. Wage Maintenance

- (i) Wage maintenance at step (no progression if above top rate of new classification and wage band) but general Union increases would be included. If not above top of new classification and wage band, progression continues on old band until the rate equals or surpasses the highest step of the new classification and wage band.

Wage maintenance ends when:

- (a) Employee is recalled to original classification and wage band in present or original location or refuses such recall;
  - (b) Mutual agreement to a third location recall;
  - (c) Upon return, the anniversary date for future progression increases remains unchanged.
- (ii) Reassign senior employee on wage maintenance or layoff who meets job requirements to vacant entry position or same or lower-rated vacant position without bidding, providing:
    - (a) Employee does not improve over their old job position;
    - (b) Procedure only comes into effect after notice of lack of work has been given to Union;
    - (c) Vacancies in bid positions which could not be filled by employees on wage maintenance or layoff would still be posted.
  - (iii) No employee shall be permanently reclassified to a higher-rated position (i.e. no permanent upgrade) through the bumping process unless mutually

## SECTION 1 – GENERAL

### ARTICLE 12 -JOB SECURITY AND LAYOFF (Continued)

agreed by the Company and the Union. An employee temporarily reclassified to a higher-rated position under the terms of this clause shall not remain in such position for longer than twelve (12) months without mutual agreement of the Company and the Union.

- (iv) Employees temporarily bumping to a higher-rated position, having the same basic hours of work, shall be placed on the new wage band at the step which provides the nearest higher rate of pay than their previous wage rate and progress in the normal manner on that wage band.

If their new position entails an increase in the basic hours of work, they will be placed on their new wage band in accordance with the foregoing paragraph, but with an adjustment of one additional wage step on that band.

#### 5. Return Rights to Location, Classification

- (i) No right of return to a location will be exercised for one (1) year from the date of the move, except in cases where vacancies in the same or similar classification would be filled by new hires, or by transfer or reclassification from outside the location.
- (ii) The employee shall have the right to return to their old classification in the new location if an opening exists.
- (iii) Return rights will be exercised by seniority, the most senior person being the first returned.
- (iv) Refusal of any Company offer to exercise return rights will terminate same.

#### 6. Notice to the Union

- (i) The Company will provide a minimum of three (3) months' notice to the Union of expected surplus conditions, where possible.
- (ii) The Company will not give notice of surplus situation or layoff to an individual employee until the Union has been given at least two (2) weeks notice of surplus conditions.
- (iii) Notice shall be in writing and sent to the Union office.

#### 7. Notice to Employees

Notice to individual employees will be related to seniority, as follows:

0 – 1 year	2 weeks
1 – 5 years	4 weeks
5 – 10 years	6 weeks
over 10 years	10 weeks

## SECTION 1 -GENERAL

### ARTICLE 12 -JOB SECURITY AND LAYOFF (Continued)

#### 8. Recall Rights

- (i) Recall period shall be restricted to two (2) years.
- (ii) Seniority shall continue to accumulate for ninety (90) days on layoff and then be suspended until recall.
- (iii) Employee is responsible for keeping Company advised of current address and telephone number.
- (iv) Recall shall be by seniority, with the following priorities:
  - (a) Most senior employee in the same or similar classification, providing such employee can meet the requirements of the job with familiarization period of four (4) weeks or less;
  - (b) Most senior employee providing the basics of the job can be done with minimal training and job experience (not to exceed eight (8) weeks). All relocation costs will be borne solely by the employee.
  - (c) Return to classification (except as restricted by paragraph (viii) below).
  - (d) The most senior employee who meets the entrance requirements in the location. All relocation costs will be borne solely by the employee.
  - (e) No right of return to a location will be exercised for one (1) year from the date of the move, except in cases where vacancies in the same or similar classification would be filled by new hires or by a transfer or reclassification from outside the location.
- (v) Refusal to accept a recall to another location for which an employee on recall meets the requirements will result in the employee's status reverting to voluntary location layoff.
- (vi) Recall notices to employees on layoff will be by personal telephone call and sent by registered mail. Employees must respond with their acceptance of the recall within ten (10) days of the date of receipt of the letter by the Postmaster and must be available to report to work within ten (10) days after acceptance of recall. A copy of all recall notices shall be sent to the Union.
- (vii) An employee's service will be considered broken by reason of failure to report to work following a second recall.
- (viii) Maximum of two (2) relocation expenses per employee on any bumps or recalls.

#### 9. Benefits

Employees on layoff will receive the following benefits for a period of up to one (1) year:

## SECTION 1 -GENERAL

### **ARTICLE 12 -JOB SECURITY AND LAYOFF (Continued)**

- (i) Group Life Insurance – provided the employee portion of the premium is paid prior to the layoff;
- (ii) Disability Income Plan – no premium required;
- (iii) Public Employees Dental Plan – no premium required;
- (iv) Employees will have the option of buying back up to one (1) year's superannuation coverage upon return to work, in accordance with Saskatchewan Telecommunications' administration of the plans.

### **ARTICLE 13 – TECHNOLOGICAL CHANGE**

1. "Technological Change" means the introduction of equipment or material, or a change in the manner in which the Company carries on the work, undertaking or business that is directly related to the introduction of that equipment or material, which would result in the reassignment, relocation or transfer to another town or city, reclassification, layoff or demotion of permanent employees.
2. The Company agrees that it will endeavour to introduce Technological Change in a manner which, as much as is practicable, will minimize the disruptive effects on services to the public and employees.
3. In the event permanent employees are declared surplus as a direct result of technological change, the Company will make very reasonable effort to ensure that no permanent employee on staff as of August 11, 1988, or who obtains two (2) years or more of service, is laid off as a result of technological change.
4. Prior to introducing technological change, which would result in the reassignment, relocation or transfer to another town or city, reclassification, layoff or demotion of permanent employees, the Company will notify the Union of such change.
- \* 5. The notification shall be given as early as possible, preferably at least twelve (12) months prior to the change, but not less than one hundred and twenty (120) days. Following such notification, the Union must, within thirty (30) days, advise the Company if it wishes to negotiate the terms of reassignment, relocation or transfer to another town or city, reclassification or demotion.
6. The notice mentioned in Clause 5 shall be in writing and shall state:
  - (i) the nature of the Technological Change;
  - (ii) the date upon which the Company proposes to effect the Technological Change;

## **SECTION 1 – GENERAL**

### **ARTICLE 13 -TECHNOLOGICAL CHANGE (Continued)**

- (iii) the number and type of employees likely to be affected by the Technological Change;
  - (iv) the effect the Technological Change is likely to have on the job status or working conditions of the employees affected.
- 7. If so advised by the Union, the Company will negotiate the reassignment, relocation or transfer to another town or city, reclassification or demotion of employees with the Union prior to discussion of any firm plans of such changes with the employee.
- 8.
  - (i) If the Technological Change will result in any employee being declared surplus, they will be declared surplus under the provisions of Section 1, Article 12.
  - (ii) Surplus employees who change classification due to bumping or who otherwise reclassify as a result of Technological Change will have the right to maintain their original classification for a period of two (2) years.
- 9. Where Technological Change will result in reassignment, relocation or transfer to another town or city, reclassification, layoff or demotion, such changes shall be made in the order of inverse seniority, provided that the senior employees have the merit and ability to perform the duties of the remaining positions. It may be necessary to do a reasonable amount of retraining to assist senior employees to acquire the skills necessary in some of the new technologies.
- 10. Where the Company can identify suitable alternative positions which will become available within a reasonable time period, through vacancies or growth, normal training will be provided to employees meeting minimum training prerequisites to allow them to qualify for these positions. In the selection of employees for such training, first consideration will be given to the employee(s) having the most seniority.
- 11. Where it can be reasonably expected that the employee could satisfactorily perform the duties of an alternative position, as referred to in Clause 10, at the completion of the training period provided by the Company, the Company may waive the employee's inability to meet the minimum training prerequisites.
- 12. Where it becomes necessary to relocate an employee due to Technological Change, all normal moving expenses will be paid by SaskTel in accordance with Corporate Procedure 144.01.
- 13. Following the commencement of negotiations under Clause 7 above, if a satisfactory agreement is not reached within ninety (90) days, the dispute shall be submitted to arbitration in accordance with the provisions set forth in ARTICLE 8 – ARBITRATION.

## **SECTION 1 – GENERAL**

### **ARTICLE 14 – DISCIPLINARY ACTION**

1. The Company reserves the right to discipline employees for just cause.
2. When it is planned to reprimand and/or discipline an employee or to obtain information in the presence of the employee's manager, which may result in the employee being reprimanded or disciplined, the employee will be informed of the right to have a Union representative present, if desired.
3. When the Security Department intends to meet with an employee, the employee has the right to bring a witness to the meeting.
4. Whenever disciplinary action is taken which includes correspondence from the Company to the employee in the form of a written reprimand or warning or notice of suspension or dismissal, the Company hereby agrees to provide the Union with a copy of such correspondence.
5. The Company does not intend to provide the Union with a copy of any employee's Performance Review. However, if specific disciplinary action is included in or results from the Performance Review, such action will be detailed by means of a letter to the employee with a copy provided to the Union. Any grievance or rebuttals filed by the employee and/or the Union regarding Performance Reviews will be maintained on the employee's personnel file along with the Performance Review.
6. Any correspondence to the Union should be addressed to the Union's Regina office and should not be handed to any individual representative or official of any of the Locals.

### **ARTICLE 15 – DISCHARGES, DEMOTIONS AND SUSPENSIONS**

#### 1. Probationary Period

It is understood that the first year of employment is considered a probationary period, and no employee shall be retained in the service after this period if satisfactory progress has not been made.

#### 2. Notice

- (i) Employees covered by this Agreement shall not be demoted, discharged or suspended, except by proper action and for proper cause.
- (ii) Employees with more than three (3) months service shall be given at least fourteen (14) calendar days notice prior to the effective date of any demotion or discharge action, or pay in lieu thereof, except in cases of gross misconduct, where the employee shall be considered suspended, and if no grievance is lodged by the Union within seven (7) days after receipt of notice, the suspension shall become a dismissal.

## SECTION 1 – GENERAL

### **ARTICLE 15 – DISCHARGES, DEMOTIONS AND SUSPENSIONS (Continued)**

- (iii) Employees (except casual labour) with less than three (3) months service shall be given at least seven (7) calendar days notice prior to the effective date of any discharge action, or pay in lieu thereof, except in cases of gross misconduct, where the employee shall be considered suspended, and if no grievance is lodged by the Union within seven (7) days after receipt of notice, the suspension shall become a dismissal.
- (iv) The Company shall furnish the Union and the employee, within seven (7) days, written notice giving the reasons for the action taken, or where the employee has received pay in lieu of notice, the Union shall be notified immediately.

#### **3. Reinstatement**

- (i) If, as a result of grievance or arbitration procedure, it is determined that the action of the employee did not merit discharge, demotion or suspension, the employee shall be reinstated and reimbursed on the following basis:
  - (a) In a discharge case, the employee shall receive full pay for the time lost, except in cases where a lesser penalty than discharge is considered appropriate.
  - (b) In a demotion case, the employee shall be compensated for loss of wages in an amount equal to the difference between the rate of pay immediately prior to the demotion and the rate of pay during the period of demotion. If the employee would normally have received a progression schedule increase, had said employee not been demoted, the higher wage rate shall be used to determine the loss of wages for the period of demotion during which the employee would normally have received the higher rate of pay.
  - (c) In a suspension case, the employee shall be compensated in full for the time lost, except in cases where a suspension of a lesser duration is considered appropriate.
- (ii) In cases described in (a), (b) and (c) above, the employee shall be restored with full rights and benefits to which the employee would have been entitled, had the discharge, demotion or suspension not taken place.

### **ARTICLE 16 – SAFETY AND HEALTH**

- 1. The Company shall make provision for the safety and health of the employees during working hours, and the Union may, from time to time, bring to the attention of the Company, any recommended suggestions in this regard. Such recommendations shall be subject to negotiations between the Company and the Union.

## SECTION 1 – GENERAL

### **ARTICLE 16 – SAFETY AND HEALTH (Continued)**

- \* 2. Work Place Health and Safety Committees shall be established and shall consist of no fewer than two (2) and no more than twelve (12) persons of whom at least half shall be persons representing the Union members.

At the first meeting of a committee:

- (a) an employer co-chairperson shall be designated by the employer; and
- (b) a Union co-chairperson shall be appointed by the Union members.

Copies of the minutes of each meeting shall be forwarded to the Union.

- \* 3. Employees who exercise their rights under the *Canada Labour Code*, Part II, shall not be discriminated against with respect to any terms and conditions of employment or opportunity for promotion or any action such as: dismissal, layoff, suspension, demotion, transfer of job or location, reduction in wages, changes in hours of work or reprimand.

### **ARTICLE 17 – HOLIDAYS**

- 1. The following days shall be observed as holidays, without deduction of pay therefor:

New Year's Day; Good Friday; Victoria Day; Canada Day; Saskatchewan Day; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day; any nationally proclaimed holiday approved by the Provincial Government.

In addition to the above: For any employee in Section 3 – Operator Services, the third Monday in February shall be observed as a holiday. Employees in Section 2 – Craft, Section 4 – Clerical and Administrative Staff and Section 5 – Systems Staff, shall have a floating holiday to be taken on a mutually agreed-to day between the employee and their supervisor, which must be taken in that calendar year. Employees must be on staff as of the third Monday in February or have six (6) months of continuous service in the year to be eligible for the floating holiday.

- 2. The observance of above holidays may be made on days other than calendar date, when so proclaimed by Provincial authority.
- 3. If a holiday falls on an employee's day of rest other than a Sunday, the employee will be granted another day off in lieu of the holiday. Such day will be scheduled on either the last normally scheduled working day prior to the holiday or the first normally scheduled working day following the holiday.
- 4. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday, except that, for the classifications of Operator and Service Assistant, when Christmas falls on a Sunday, it will be observed on the Sunday for the purposes of holiday pay.



## SECTION 1 – GENERAL

### ARTICLE 17 – HOLIDAYS (Continued)

5. When an employee works on any of the above holidays, either as scheduled or on an overtime basis, such employee shall be paid at double the regular rate of pay for all time worked, in addition to a day's pay at the regular rate.
6. In the event that an employee resigns in a week during which a holiday subsequently occurs, such employee shall be paid for the holiday on a pro rata basis, determined by the number of days actually worked in that week, prior to the date of resignation.

### ARTICLE 18 – ANNUAL VACATIONS

1.
  - (i) Three (3) weeks' vacation with pay shall be granted after one (1) year of service and for each subsequent year of service.
  - (ii) Four (4) weeks' vacation with pay shall be granted to an employee after completion of eight (8) years of service and each year thereafter.
  - (iii) Five (5) weeks' vacation with pay shall be granted to an employee after completion of fifteen (15) years of service and each year thereafter.
  - (iv) Six (6) weeks' vacation with pay shall be granted to an employee after completion of twenty-five (25) years of service and each year thereafter.
  - (v) Annual vacations shall be taken within the calendar year in which the required service is completed, or not later than the last Saturday in April of the following year, except with the approval of the General Manager concerned.
  - \* (vi) Employees with vacation entitlement in excess of the *Canada Labour Code* minimum will be allowed to bank their excess vacation days until termination of employment or retirement. Banked days must be in increments of whole days.
    - (a) Employees choosing this option must advise their immediate manager in writing by December 31<sup>st</sup> of the year in which the vacation is earned.
    - (b) Employees will be paid out their banked vacation at the wage rate in effect at the time of termination or retirement or elect to use the banked vacation time immediately prior to retirement.
    - (c) Employees will be advised annually of banked vacation.
2. All employees taking a vacation period of at least two (2) continuous weeks shall have the preceding Saturday and Sunday and the Saturday and Sunday following said vacation as non-scheduled days.

## SECTION 1 -GENERAL

### **ARTICLE 18 – ANNUAL VACATIONS (Continued)**

3. Where leave of absence without pay for a period in excess of thirty (30) days has been taken, vacation leave shall be reduced proportionately from the first day of such leave of absence. Periods of thirty (30) days or less shall not be cumulative.
4. An employee who leaves the Company's service shall be allowed pay in lieu of earned vacation leave.
5. Every effort shall be made so that annual vacation periods shall be between May 1<sup>st</sup> and October 31<sup>st</sup>. Employees with three (3) years or more cumulative service shall not be required to take their vacation outside this period.
6. Where a holiday falls within an employee's annual vacation, such employee shall, at the employee's option, receive one (1) extra day's pay in lieu of the holiday or an additional day of vacation at a time which is mutually agreed upon by the employee and the supervisor.
7. Annual vacations shall be regulated by mutually agreed rotation schemes.
8.
  - (i) An employee taking ill or meeting with an accident immediately prior to the period in which such employee has been scheduled to take vacation shall be allowed to postpone said vacation to a later date.
  - (ii) An employee hospitalized during the period in which such employee is on scheduled vacation shall have the time spent in the hospital charged to sick leave and vacation time spent in hospital will be rescheduled.
9. Employees will be eligible for an annual vacation pay adjustment in proportion to their vacation entitlement in the event that their average weekly wage, covering the period between anniversary dates, is higher than the weekly wage being received as of their current anniversary date. This adjustment shall be paid to employees on their anniversary date or the closest pay period following their anniversary date.

### **ARTICLE 19 – PAYMENT OF WAGES AND WAGE INCREASES**

1. Employees shall be paid fortnightly on alternate Fridays. In case a regular payday falls on a holiday, payment of wages shall be made on the preceding working day.
2. Salary increases made in accordance with the progression steps of the wage bands herein shall be effective on the Sunday of the week in which the progression increase would occur if the employee was hired on a Sunday to Wednesday inclusive, and on the Sunday of the following week if the day of engagement was a Thursday, Friday or Saturday.

## SECTION 1 -GENERAL

### **ARTICLE 19 – PAYMENT OF WAGES AND WAGE INCREASES (Continued)**

3. No change shall be made in an employee's rate of pay when on leave of absence or during sick leave, provided the employee has been absent more than six (6) calendar weeks on the effective date of an increase. Absent time in excess of the first six (6) weeks of any continuous period of absence will be added to the interval between wage increases, adjusted to even weeks. Any week of partial absence (at the beginning or ending of such continuous period) shall not be counted.
4. Employees, upon request, shall receive, before 10:00 a.m. on the working day, other than a Saturday or a holiday, previous to the start of their vacation, such basic wages as may fall due during the vacation period. Such request shall be given to the Company at least fifteen (15) days prior to the last scheduled working day before the start of such vacation.
5. As of the effective date of this Agreement, all employees shall be given the rates of pay as specified hereinafter, corresponding to their classification and wage band.
6. Notwithstanding anything in this Agreement to the contrary, any employee receiving a higher gross rate of pay than the ceiling for the employee's group shall continue to receive the same remuneration as long as the employee remains in the same classification and wage band or until the employee's period of service entitles the employee to a further increase.
7. A new employee who has had previous related experience may be placed at a wage rate commensurate with such experience. If at any time during the first six (6) months of employment, the Company or the Union wishes to review such salary placement with the object of adjustment, the matter shall be subject to negotiation and agreement between the Company and the Union.

### **ARTICLE 20 – DIFFERENTIALS**

1. A shift differential of one dollar and fifteen cents (\$1.15) per hour shall be paid for each hour worked between the hours of 6:00 p.m. and 8:00 a.m. on all shifts which terminate between these hours. For a period of more or less than a complete hour, one-half hour or greater shall be regarded as one hour. For a period of less than one-half hour, a differential for one-half hour shall be paid. Such differential shall not apply on Sundays or holidays.
2. An employee scheduled and works on a Sunday shall be paid at the rate of time and one-half for each hour of the scheduled shift so worked.
3. An employee scheduled and works on Christmas Eve or New Year's Eve shall be paid straight time in addition to the regular wage rate for the hours worked between 6:00 p.m. and midnight.

## **SECTION 1 – GENERAL**

### **ARTICLE 20 – DIFFERENTIALS (Continued)**

4. Unless otherwise specified in this Agreement, there shall be no compounding of differentials or premium pay. Only the highest rate applicable in a given situation shall be paid.
5. When an employee works on a bridge, tower, fixture or in a mine where the employee is at least 85 feet above or below the ground, travelled way or road bed, such employee shall receive in addition to the regular wage rate, straight time for each hour worked in this location. A minimum of two (2) hours shall be paid. Such payment shall also apply when an employee is being paid on an overtime basis.
6. When an employee is temporarily assigned in charge of two (2) or more employees or is in-relief of an out-of-scope position, the employee shall be paid a differential in addition to the regular wage rate calculated at the rate of five percent (5%) of the regular wage. This provision does not apply to Operator Services employees to whom Section 3 of this Agreement applies.
7. An employee temporarily assigned authorized training duties will be paid a differential of three percent (3%) of the regular wage rate for each day so spent.

The foregoing provisions do not apply to Operator Services employees to whom Section 3 of this Agreement applies, or to employees whose normal duties or classification includes training activities.

### **ARTICLE 21 – OVERTIME**

1. An employee required to work overtime shall be paid at the rate of double the regular wage rate for all hours so worked.
2. An employee called out owing to emergency or trouble or required to work outside regular hours but not immediately following or one (1) hour preceding them, shall receive not less than two (2) hours pay at the overtime rate. Any subsequent call in this two (2) hour period will be considered part of the first call out. An employee required to work within one (1) hour preceding said employee's regular hours, shall receive one (1) hour's pay at the overtime rate.
3. Employees required to commence work outside their home more than four (4) hours before their regular starting time shall be paid double their regular rate of pay for all hours worked until relieved from duty for at least six (6) hours rest.

Any portion or all of this rest period falling within the employee's normal hours of work shall be paid at the employee's regular pay rate for all such hours.

If the six (6) hour rest period expires within two (2) hours of the employee's regular quitting time, the employee will not be required to return to work to qualify for regular pay for the remainder of the regular shift.

## SECTION 1 – GENERAL

### ARTICLE 21 – OVERTIME (Continued)

#### 4. Vacation Overtime (V.O. Time) Provisions

- (i) An employee working overtime for which such employee is entitled to payment at the rate of double the regular wage rate shall elect to be compensated for such overtime in accordance with the following (subject to as hereinafter provided):
  - (a) Such overtime to be paid for at the overtime rate; or
  - (b) The option of receiving double time off in lieu of payment; or
  - (c) Any combination of (a) and (b) in one-half ( $\frac{1}{2}$ ) hour increments.
- (ii) Election of method of compensation (per paragraph (i) above) shall be made by the employee prior to the overtime being reported to the Controller's Department.
- \* (iii) Where an employee requests V.O. time off, in accordance with Clause 4, Paragraph (i) above, such request shall be made to the immediate manager at least fourteen (14) days in advance of the start date of the requested V.O. time off. A reply shall be given to the employee no later than five (5) working days before the start date of the requested V.O. time off. This would not preclude requests with less than fourteen (14) days' notice being considered, subject to mutual agreement between the employee and the employee's manager.
- (iv) V.O. time will be taken at a time mutually agreeable to the employee and the employee's manager. Time off will not be granted if it would directly result in more overtime. In the case of unexpected situations, scheduled V.O. time off may be cancelled and rescheduled.
- (v) Subject to service requirements, requests for V.O. time off shall not be unreasonably withheld.
- (vi) An employee may request payment in full or in part for outstanding V.O. credits at any time. Credits will be banked on the principle that the first time into the bank will also be the first time used or paid out. Any outstanding V.O. credits will be paid out at the hourly rate at which the overtime was worked. Any time off will be paid at the rate in effect when the time is taken off.
- (vii) An employee having outstanding V.O. credits banked at the end of the calendar year shall have until the last Saturday in April of the following year to use such credits. At that time, any employee having outstanding V.O. credits banked from the previous calendar year shall receive payment in full for all such banked time, in accordance with the foregoing principles.

## **SECTION I- GENERAL**

### **ARTICLE 21 – OVERTIME (Continued)**

- (viii) The scheduling of annual vacations shall take precedence over V.O. time. V.O. time will not be granted for periods of less than one-half (½) day increments, unless approval to do so has been granted by the employee's manager.
- (ix) In the summer vacation period, May 1 to October 31, individual vacation entitlement must be used prior to any individual V.O. being granted. V.O. requests for a period of one (1) day or less may be granted when mutually agreed to.
- (x) An Operator or Service Assistant who works a full evening shift of six (6) hours on overtime will be able to bank six (6) hours at the overtime rate. If such employee takes a six (6) hour evening shift off on V.O. time, the employee will be charged six (6) hours against banked V.O. credits.

#### **5. Interpretation of Voluntary Overtime**

- (i) Planned overtime to satisfy promotional demands, etc. shall be of a strictly voluntary nature.
- (ii) Any overtime for basic service demands to meet the communication needs of our subscribers will be handled on a voluntary basis, except that it is understood there are some unexpected situations that will at times occur, such as unexpected workload of an urgent nature or unexpected sickness that causes acute staff shortage, etc., on short notice. These types of occurrences can reasonably be considered emergencies that could justify compulsory overtime, provided every reasonable effort has been made by the Company to cover such incidents on a voluntary basis.
- (iii) On critical service demands (e.g. major cable break or equipment failures and other circumstances causing isolation of communities or affecting the safety of subscribers, etc.), it is recognized that the circumstances may be such that a canvass for volunteers is not practical before assigning compulsory overtime.

### **ARTICLE 22 – PENSION**

1. All Permanent, Part-Time, Temporary Replacements and Special Projects/Short-Term Overload employees will participate in the Pension Plan in which they are eligible as a condition of employment. They shall be covered by such Pension regulations as may be in force from time to time, excluding the option not to participate.

Participation will be optional for Seasonal Employees and Co-op Students.

## **SECTION 1 – GENERAL**

### **ARTICLE 22 – PENSION (Continued)**

2. Without limiting the rights of the Company as set forth in the Saskatchewan Telecommunications Pension Plan, the Company agrees to amend the Plan to reflect any changes negotiated between the Company and the Union. The Company shall provide advance notification to the Union of any and all amendments or modifications to the Plan.

### **ARTICLE 23 – ACCIDENT COMPENSATION**

1. When an employee is injured in the performance of duties during working hours, the Company shall pay to the employee an amount when combined with such Workers' Compensation Board payments to ensure to such employee the regular basic wage rate, less an amount equal to normal income tax deduction for a period not exceeding one (1) year. Employees will be expected to accept light duty work when recommended by the Workers' Compensation Board and the Company will make every effort to provide suitable employment.

Where permanent disability occurs and the employee is unable to resume said employee's normal occupation, the Company and Union representatives shall mutually decide the proper action to be taken in each case.

2. Pending receipt of payments from the Workers' Compensation Board, an employee shall receive advances up to the amount of normal earnings, less income tax deductions, provided however that the Company, in its discretion, may limit such advances to the amount of the employee's sick leave benefits as at the commencement of disability. Proof of disability, as for sick leave regulations, will be required before advances are made.

### **ARTICLE 24 – SICK LEAVE**

The present regulations covering casual and extended sick leave shall remain in effect during the life of this Agreement.

#### **A. Casual Sick Leave Regulations**

1. All employees having three (3) months continuous service shall be allowed casual sick leave, leave for pressing emergency and bereavement leave, with pay, provided the number of days not worked due to the above reasons do not, in the aggregate, exceed twelve (12) working days in the calendar year. An employee having qualified for these benefits does not lose them due to layoff not in excess of twelve (12) months or leave of absence.
2. (i) The Company will require a medical certificate for the employees so absent from duty for more than four (4) consecutive days, such certificate to be

## SECTION 1 -GENERAL

### ARTICLE 24 – SICK LEAVE (Continued)

submitted promptly. The Company may require a medical certificate for absences of four (4) days or less; in such cases, the Company will pay the cost (if any) of the certificate.

- (ii) (a) Whenever there is any difference of medical opinion with respect to any question related to the disability of an employee, such difference shall be referred to a Medical Tribunal. The request to establish a Medical Tribunal must be submitted by the Company or the Union not later than sixty (60) days following notice of the difference of medical opinion.

The Medical Tribunal shall consist of a Doctor nominated by the Union, a Doctor nominated by the Company, and a Doctor appointed as Chairperson by the nominees and the Co-chairs of the Disability Income Plan Rehabilitation Committee. Should the nominees and the Co-chairs of the Disability Income Plan Rehabilitation Committee fail to agree on a Chairperson, they shall jointly apply to the Saskatchewan Medical Association (SMA) or College of Physicians and Surgeons (CPS) for the appointment of a Chairperson. The majority decision of the Tribunal shall be final and binding upon all parties. The expenses of each party's nominee shall be borne by them, with the expenses of the Chairperson borne by the Company.

- (b) If, however, the official in charge is satisfied that the illness was of such a nature and of such short duration as not to have required medical attendance, a written statement may be accepted from the employee, which statement the official in charge must initial and forward to Head Office in lieu of a doctor's certificate. This provision is only applicable for periods of illness not exceeding six (6) consecutive working days. If a doctor was in attendance, a certificate from the doctor must be submitted.
  - (c) Absence from duty for pressing emergency shall not be charged against Extended Sick Leave even though the period of absence extends beyond four (4) days but may be charged against Casual Sick Leave and/or Recreation Leave, according to the desire of the employee concerned. If the period extends beyond four (4) days and part or all of the time off is reported as Casual Sick Leave, but no doctor's certificate is secured, a note must be made on the timesheet or payroll and initialed by the official in charge.
3. Employees who may be absent from duty on account of sickness must notify their immediate manager at once, and employees shall not be entitled to receive pay during the periods of absence due to sickness, previous to such notification, unless the delay shall be shown to be unavoidable.



## SECTION 1 – GENERAL

### **ARTICLE 24 – SICK LEAVE (Continued)**

4. Unused casual sick leave allowance is not to become accumulative with the unused allowance of subsequent years, nor can the unused portion of the casual sick leave be extended and used in any subsequent calendar year.
5. Employees who may be absent from duty due to disability, and who are entitled to Extended Sick Leave benefits, will have the unused portion of their casual sick leave allowance applied to the first four (4) days of an absence from duty as a result of disability where the Extended Sick Leave benefits have been approved, excepting as provided for under ESL Regulations, Clause 4(ii).

#### 6. Pressing Emergency

Pressing Emergency leave will be granted only at the discretion of the official in charge and cannot be reasonably withheld. Pressing Emergency will include such special circumstances as an accident or illness in the employee's immediate family or emergency household problems.

#### 7. Bereavement Leave

- (i) In the event of the death of the employee's spouse, common-law spouse or child, Bereavement Leave not to exceed five (5) days shall be granted.
- (ii) In the event of the death of the employee's mother, father, sister, brother, mother-in-law, father-in-law, grandchild or other relative who resides in the employee's household, Bereavement Leave not to exceed three (3) days shall be granted.
- (iii) In the event of the death of the employee's grandparent, sister-in-law, brother-in-law, daughter-in-law or son-in-law, Bereavement Leave not to exceed one (1) day shall be granted.
- (iv) Bereavement Leave not to exceed one (1) day shall be granted, if required, in order to attend the funeral of a close friend, working associate or relative not covered above.
- (v) The maximum periods of Bereavement Leave in accordance with Paragraphs (i) to (iv) above may, upon request, be extended by one (1) working day if the employee is required to travel outside the province.
- (vi) The maximum periods of Bereavement Leave in accordance with Paragraphs (i) to (iv) above may, upon request, be extended by one (1) working day if the employee is charged with the responsibility of making funeral arrangements.
- (vii) In the event that a holiday falls during a period of Bereavement Leave, that day shall be recorded as "holiday" and will not extend the period of Bereavement Leave.
- (viii) Should a death occur in an employee's family while the employee is on scheduled or pre-arranged vacation, the employee shall be eligible for Bereavement Leave in accordance with Paragraphs (i) to (iv) above, and the corresponding number of vacation days shall be extended or rescheduled by mutual agreement of the manager and employee. Paragraphs (v) and (vi) above shall not be applicable in this event.

**SECTION 1 – GENERAL**

**ARTICLE 24 – SICK LEAVE (Continued)**

- \* (ix) Notwithstanding Clause 1, bereavement leave of three (3) paid days will be granted immediately following the day of death of an employee’s family member, as listed in paragraphs (i) and (ii) of this clause, in the event no casual sick leave credits remain.

**B. Extended Sick Leave Regulations**

1. Employees having three (3) months service shall be qualified to receive payment under the plan in accordance with the regulations as hereinafter stated. For the purposes of these regulations, service shall mean cumulative service as computed for seniority.
2. Extended Sick Leave benefits will begin on the fifth (5<sup>th</sup>) working day of absence on account of sickness, as follows:

<b><u>Employees’ Service (Years)</u></b>	<b><u>Weeks of Full Pay</u></b>	<b><u>Weeks of 3/4 Pay</u></b>
Over 3 months but less than 2 years	2	15
Over 2 years but less than 3 years	3	14
Over 3 years but less than 4 years	4	13
Over 4 years but less than 5 years	5	12
Over 5 years but less than 6 years	5	12
Over 6 years but less than 7 years	6	12
Over 7 years but less than 8 years	9	17
Over 8 years but less than 9 years	10	22
Over 9 years but less than 10 years	11	28
Over 10 years but less than 12 years	13	39
Over 12 years but less than 14 years	15	37
Over 14 years but less than 16 years	17	35
Over 16 years but less than 18 years	19	33
Over 18 years but less than 20 years	22	30
20 years and over	26	26

**NOTE REGARDING FAMILY LEAVE DAYS:**

The entitlement of number of weeks of full pay will be reduced by one (1) week for all employees who are eligible to receive Family Leave Days. See Appendix XIX for application of Family Leave Days.

\* **NOTE REGARDING LONG-TERM DISABILITY:**

After seventeen (17) weeks of Extended Sick Leave, refer to Article 25, Clause 2.

3. (i) A doctor’s certificate will be required before payment is made for Extended Sick Leave.

## SECTION 1 – GENERAL

### **ARTICLE 24 – SICK LEAVE (Continued)**

- (ii) Provided, however, if the official in charge is satisfied that the illness was of such a nature and of such short duration as not to have required medical attendance, a written statement may be accepted from the employee, which statement the official in charge must initial and forward to Head Office in lieu of a doctor's certificate. This provision is only applicable for periods of illness not exceeding six (6) consecutive working days. If a doctor was in attendance, a certificate from the doctor must be submitted.
  - (iii) In cases of lengthy illness, the Company may call for doctor's reports at intervals throughout the illness, but such intervals must not exceed three (3) months.
  - (iv) The Company reserves the right to call for an examination at any time by the Company's doctor, if such procedure is considered advisable.
  - (v) In cases where the attending doctor reports that full recovery is unlikely, the official in charge shall immediately advise the General Manager of the department concerned.
4. The first four (4) days of an illness will be charged as Casual Sick Leave provided, however, that:
- (i) For service of less than twenty (20) years, any portion of the first four (4) days not covered by Casual Sick Leave may, if the employee concerned so desires, be charged to Annual Vacation Leave, if any unused, or if none remaining, such portion is treated as lost time and not to be paid for.
  - (ii) For service of twenty (20) or more years, it will be in order to charge to Extended Sick Leave allowance from the first day of illness, provided such illness extends beyond four (4) consecutive days.
5. The first four (4) days which are charged to Casual Sick Leave are not necessarily consecutive. Extended Sick Leave benefits may be paid from the first day of absence after an employee has been absent for four (4) days on Casual Sick Leave and then is absent again due to a recurrence of the same ailment within four (4) weeks after the first return to full-time duty. The four (4) day period of Casual Sick Leave may be cumulative, provided the time limit of four (4) weeks is met.
6. If an employee has received sickness disability benefits for a period and again is absent due to a recurrence of the same ailment within four (4) weeks after the first return to full-time duty, any benefits on account of such further sickness shall begin on the first (1<sup>st</sup>) day of absence instead of on the fifth (5<sup>th</sup>) day and the benefits are to be resumed from the point at which the first portion of the sickness ceased and shall be continued until the end of the continuing sickness or until the employee's complete allowance has been exhausted.

## SECTION 1 – GENERAL

### **ARTICLE 24 – SICK LEAVE (Continued)**

7. (i) In the event of the recurrence of disability after the expiration of the four (4) weeks which followed the first return to full-time duty, further benefits may be granted within a period of thirteen (13) weeks from the time the employee first returned to duty, but the first four (4) days of the recurring illness which may have taken place, beyond the first four (4) weeks referred to, will not be allowed as ESL benefits, but unused Casual Sick Leave may be used during these first four (4) days of recurring disability, the benefits to be resumed from the point at which the first portion of the sickness ceased as in Paragraph 6. The provisions of Paragraph 5 may be applied to the first four (4) days of the recurring illness.
- (ii) Exception to the foregoing is to be made for employees if they become entitled to the provisions of Clauses 4(i) or 4(ii) of these regulations.
8. Payments under the Extended Sick Leave plan shall terminate when disability ceases, and in no case shall extend beyond the periods as designated in Clauses 6 and 7.
9. For the purpose of this plan, sickness shall include injury other than accidental injury arising out of and in the course of employment by the Company, excepting as designated in Clauses 10 and 11, next following.
10. If an employee has met with an accident under circumstances entitling the employee to recover damages or to otherwise be reimbursed for lost time, the Company shall be repaid out of the amounts, if any, recovered by such employee for lost time owing to said accident. If the employee does not recover damages or is not otherwise reimbursed for lost time, normal sick leave provisions will apply.
11. The Company reserves the right to determine whether employees shall be allowed sick leave benefits, in whole or in part, in those cases where employee's disabilities are the result of causes which happened while employees were on leave of absence.
12. Every employee who may be absent from duty on account of sickness or injury must notify the immediate manager at once, and the employee shall not be entitled to benefits for the time previous to such notice, unless delays of such notification shall be shown to be unavoidable and satisfactory evidence of disability is furnished.
13. It shall be the duty of the disabled employees, when their condition and location do not prevent, to call on the Company's representative at such times as the Company may require.
14. After an employee has received the maximum sickness disability benefits herein provided for said employee's period of service, the employee shall not be eligible

**SECTION 1 – GENERAL**

**ARTICLE 24 – SICK LEAVE (Continued)**

for further benefits until duties as an employee of the Company have been performed for a continuous period of at least four (4) weeks, in the case of a new disability, and thirteen (13) weeks in the event of a recurrence in the previous disability.

15. A new disability may be considered to have occurred, provided a period of four (4) weeks has elapsed since disability benefits were received previously, in case of a new disability, and thirteen (13) weeks in case of a recurrence of the previous disability, and not otherwise.
16. Misuse of these benefits may be considered sufficient cause for retardation of wage increases or dismissal.

C. Pro-Rated Sick Leave for Part-Time Operators

1. Casual and Extended Sick Leave benefits as described in this Article will be available to Part-Time Operators covered by Appendix I of the Agreement, subject to the following conditions:
  2. Sick Leave benefits are available after having been employed for three (3) calendar months.
  3. Sick Leave benefits will be applicable in all situations, except where the employee is sick and unable to come to work on the same day as a call to work had occurred. Opportunity to work will be equally distributed among part-time employees by office on a rotation basis. Employees will have the right to refuse.
- \* 4. The number of Casual and Extended Sick Leave hours available to the employee will be based on the ratio of the number of hours of pay received during either the previous three (3) months or previous calendar year to the total working hours during the same period. Any time not worked due to maternity or parental leave will not be included in the total working hours. Union leave as per Section 1, Article 6, Clause I(i)(a) will be considered as time worked only when it coincides with scheduled days. Bereavement leave wages will be pro-rated based on the average of daily earnings, exclusive of overtime, for the twenty (20) days immediately preceding the first day of bereavement leave.
  - (i) In the year a Part-Time employee has been hired, the employee's initial number of annual sick leave hours will be based on the number of hours pay received in the employee's first three months:

$$12 \text{ Casual Days} \times 7 \text{ Hours} \times \frac{\text{Number of Hours Pay Received First 3 Months}}{456 \text{ Hours}}$$

## SECTION 1 – GENERAL

### **ARTICLE 24 – SICK LEAVE (Continued)**

- (ii) Annually, in following years, where a Part-Time employee is eligible for sick leave, the number of annual sick leave hours will be based on the number of hours of pay received in the previous calendar year to the total hours in the calendar months employed:

$$12 \text{ Casual Days} \times 7 \text{ Hours} \times \frac{\text{Number of Hours Pay Received Calendar Year}}{152 \text{ Hours} \times \# \text{ Calendar Months Employed}}$$

- 5. Employees changing status will be dealt with as follows:
  - (i) A Part-Time employee changing to Temporary, with a minimum of three (3) months of service, will be paid sick leave benefits on the basis of 12 Casual Days minus those hours used as a Part-Time during the current calendar year, rounded to the nearest calendar day.
  - (ii) A Part-Time employee changing to Temporary and back to Part-Time will be paid sick leave hours on the basis of the available Part-Time sick leave hours calculated in Clause 4 above, minus the number of hours used during the current calendar year, rounded to the nearest hour. No employee will be required to pay back hours owing as a result of any change in status.
- 6. Extended Sick Leave benefits will be paid subject to the provisions of this Article. The first four (4) days required to qualify for Extended Sick Leave benefits will be calculated and applied based on the average number of hours of pay received per week over the previous three (3) months. Extended Sick Leave benefits available as Full Pay and  $\frac{3}{4}$  Pay will be based on the employee's seniority and will be applied on the basis of the average number of hours of pay received per week in the past three (3) months.
- 7. Finance will be responsible for calculating the available sick leave hours for each employee. The immediate manager will be responsible for tracking and administering the number of sick leave hours used.
- 8. The manager will provide the Part-Time employee with the number of available sick leave hours upon request.

#### **D. Pro-Rated Sick Leave for Part-Time Clerical & Systems Employees**

- 1. Casual and Extended Sick Leave benefits, as described in this Article, will be available to Part-Time employees covered by Appendix I (except Operators) of the Agreement, subject to the following conditions:
- 2. Sick leave benefits are available after having been employed for three (3) calendar months.
- 3. Sick leave benefits will not be provided in situations where the employee is sick and unable to come to work on the same day as a call to work had occurred.

**SECTION 1 – GENERAL**

**ARTICLE 24 – SICK LEAVE (Continued)**

\* 4. The number of Casual and Extended Sick Leave hours available to the employee will be based on the ratio of the number of hours worked during either the previous three (3) months or previous calendar year to the total working hours during the same period. Any time not worked due to maternity or parental leave will not be included in the total working hours. Union leave as per Section 1, Article 6, Clause I(i)(a) will be considered as time worked only when it coincides with scheduled days. Bereavement leave wages will be pro-rated based on the average of daily earnings, exclusive of overtime, for the twenty (20) days immediately preceding the first day of bereavement leave.

(a) In the year a Part-Time employee has been hired, the employee's initial number of annual sick leave hours will be based on the number of hours worked in the employee's first three months:

$$12 \text{ Casual Days} \times 7 \text{ Hours} \times \frac{\text{Number of Hours Worked First 3 Months}}{456 \text{ Hours}}$$

(b) Annually, in the following years, where a Part-Time employee is eligible for sick leave, the number of annual sick leave hours will be based on the number of hours worked in the previous calendar year to the total hours in the calendar months employed:

$$12 \text{ Casual Days} \times 7 \text{ Hours} \times \frac{\text{Number of Hours Worked Calendar Year}}{152 \text{ Hours} \times \# \text{ Calendar Months Employed}}$$

5. Employees changing status will be dealt with as follows:

(a) A Part-Time employee changing to Temporary, with a minimum of three (3) months of service, will be paid sick leave benefits on the basis of 12 Casual Days minus those hours used as a Part-Time during the current calendar year, rounded to the nearest calendar day.

(b) A Part-Time employee changing to Temporary and back to Part-Time will be paid sick leave hours on the basis of the available Part-Time sick leave hours calculated in Clause 4 above, minus the number of hours used during the current calendar year, rounded to the nearest hour. No employee will be required to pay back hours owing as a result of any change in status.

6. Consecutive days shall mean regularly scheduled consecutive days, not necessarily consecutive calendar working days. ESL benefits available as Full Pay and  $\frac{3}{4}$  Pay will be based on the employee's seniority and will be applied on the basis of the average hours per week worked in the past three (3) months.

7. Finance will be responsible for calculating the available sick leave hours for each employee. The immediate manager will be responsible for tracking and administering the number of sick leave hours used.

## SECTION I- GENERAL

### **ARTICLE 24 – SICK LEAVE (Continued)**

8. The manager will provide the Part-Time employee with the number of available sick leave hours upon request.

### **ARTICLE 25 – LONG TERM DISABILITY INCOME PLAN**

1. The parties to this Agreement shall continue in the Disability Income Plan sponsored by the Saskatchewan Government under the conditions set forth in the supplementary booklet covering the details of the Plan, issued to each eligible employee. The premiums for this Plan will be paid for by the Company.
2. Eligible employees (as defined by the above-noted supplementary booklet) must join the Disability Income Plan. Disability benefits begin and Extended Sick Leave ceases seventeen (17) consecutive weeks after an eligible employee becomes disabled. To qualify for benefits, an employee has to be totally or occupationally disabled and under a doctor's supervision.
3. Employees who have received Disability Benefits under this Plan fall into three categories:
  - (i) Those able to be rehabilitated back into their previous job classification and wage band.  
the Company guarantees their return to their old job classification and wage band and endeavours to assist in this rehabilitation.
  - (ii) Those who remain disabled to the extent that they are unable to perform in a reasonable occupation.  
these employees remain on DIP and continue to receive Plan coverage.
  - (iii) Those who, due to partial disability, are unable to return to their previous job classification and wage band, but are deemed able to perform some reasonable occupation.  
Saskatchewan Telecommunications will attempt to return these employees to the corporation into a classification and wage band as close as possible to the classification and wage band from which they were disabled, providing that a job vacancy exists and the employee is evaluated as having a reasonable chance of successfully performing the work. The wage rate paid will be the rate for the actual work being performed.  
If no reasonable vacancy can be found in the employee's original location, the employee will then be declared surplus under the provisions of Article 12. This does not include the wage maintenance provisions of Article 12.
  - (iv) Any relocation expenses incurred due to the provisions of this clause will be covered by Corporate Procedure 144.01.



## SECTION I- GENERAL

### **ARTICLE 25 – LONG TERM DISABILITY INCOME PLAN (Continued)**

- (v) Where possible, the duties and qualifications of existing positions may be modified to accommodate particular disabilities.

### **ARTICLE 26 – GROUP INSURANCE**

The parties to this Agreement shall continue to participate in the Group Insurance Plan sponsored by the Saskatchewan Government under the conditions set forth in the supplementary booklet covering the details of this Plan, issued to each eligible employee. This Plan provides group life insurance coverage in amounts based on the employee's annual basic salary and category, with a minimum of \$25,000.00 and a maximum of \$350,000.00. A \$50,000.00 Accidental Death and Dismemberment Policy for every permanent employee covered by the basic group plan is provided. The Plan also provides for eligible dependent group life insurance coverage in the amount of \$10,000.00 for a spouse and \$3,000.00 for each dependent child. The Company shall pay the cost of the first \$8,000.00 coverage. An additional \$17,000.00 in coverage will be paid for each employee as a benefit from the Employment Insurance premium reduction plan. The employee shall pay the balance of the premium through payroll deduction. Participation in the Plan shall be compulsory and a condition of employment for all eligible employees.

Employees on leave without pay must continue to pay their portion of the premium in order to maintain coverage.

The Company shall, whenever possible, notify the Union of any and all proposed changes to the Saskatchewan Government Group Insurance Plan.

Temporary and Part-Time employees will be covered for \$25,000.00 life insurance.

### **ARTICLE 27 – DENTAL PLAN**

The parties to this Agreement agree to participate in the Public Employees Dental Plan under the conditions to be set forth in the supplementary booklet covering the details of the Plan, issued to each eligible employee. The premiums for this Plan will be 100% Company paid.

### **ARTICLE 28 – JURY DUTY**

Employees shall suffer no loss in wages while serving as subpoenaed witnesses or for jury duty during regular working hours

### **ARTICLE 29 – TEMPORARY EMPLOYEES**

1. Temporary employees will be hired in one of the following four categories:

## **SECTION 1 – GENERAL**

### **ARTICLE 29 – TEMPORARY EMPLOYEES (Continued)**

- (i) Seasonal Employees
  - (a) Hired for a period not to exceed four (4) months; such four (4) month period not to commence before April 1 nor extend beyond September 30.
  - (b) Seniority will be cumulative from one (1) period of employment to the next for the purpose of wage progression.
  - (c) Employees employed for more than 120 days in any one calendar year as “Seasonal” will become permanent employees.
  
- (ii) Co-op Students
  - (a) Will be allowed to work up to a maximum of eight (8) months in any calendar year.
  - (b) For the term of this Agreement, there will be no limit to the number of Co-op Students on staff at any given time.
  
- (iii) Temporary Replacements
  - \* (a) May be hired to replace a specific individual who is on Leave of Absence for any one of the following reasons: DIP, ESL, Maternity Leave, Parental Leave, Workers’ Compensation, Personal Leave, Union Leave or annual vacation of more than three (3) weeks during the period October 1<sup>st</sup> to April 30<sup>th</sup>.
  - (b) Employees will be treated as permanent employees with the exceptions of the provisions of Article 12.
  - (c) Whenever practicable, employees will be hired into entrance jobs, and existing permanent employees within the work group will be given the opportunity to relieve in bid jobs. When temporary vacancies in bid jobs are posted, they will be posted locally within the work group.
  - (d) When an employee being replaced by a temporary employee fails to return, their position will be filled as per Section 1, Article 10, Clause 2.
  
- (iv) Special Projects/Short-Term Overload

The number of employees and the duration and condition of such employment will be negotiated between SaskTel and the Union on a project-by-project basis where the duration of such employment is expected to exceed eight (8) months on any one occasion or in any calendar year. All requests to be negotiated with the Union shall be submitted in writing.

Where the requirement for temporary employees for an overload situation or special project is not expected to exceed the foregoing time limits, the Company will notify the Union of temporary employees hired.

## **SECTION 1 – GENERAL**

### **ARTICLE 29 – TEMPORARY EMPLOYEES (Continued)**

2. In converting an employee from category (i) ‘Seasonal Employees’ to category (iv) ‘Special Projects/Short-Term Overload’ or vice versa, the Company will be allowed only one such change of category of that employee without first obtaining the consent of the Union.
3. For Temporary Replacement and Special Project/Short-Term Overload employees rehired into the same classification and wage band within ninety (90) days of their last employment period, seniority shall be cumulative for the purpose of wage progression.
4. Temporary Replacements, Seasonal Employees and Special Project/Short-Term Overload employees wanting permanent employment will have access to bid on Entrance and Non-Entrance positions by means of Article 10 – Promotions, Vacancies and Transfers.
5. Seniority, for the purposes of bidding, will be cumulative, provided that the temporary employee is re-engaged within 12 months of termination date.
6. All temporary employees employed longer than the time limits or conditions outlined in this Article will be granted permanent status.
7. If a temporary employee is reclassified to permanent status with no break in service, any continuous service will be credited for seniority purposes.
8. Temporary employees will be given at least two (2) weeks notice of termination of employment.
9. There shall be no other temporary employees hired by the Company other than those specified in this Article.
10. Temporary service will be counted towards the probationary period when an employee becomes permanent and where there is no break in service.
11. The Company will notify the Union of all temporary employees hired. Wherever possible, the notification of temporary replacements will be given to the Union within seven (7) days of hiring. The Company shall provide: employee’s name, classification, organization code, type of temporary employee and, if possible, the expected length of employment.
12. Any existing employee who takes a temporary position under this Article will have their former position protected to return to upon completion of the temporary position.

## SECTION I- GENERAL

### ARTICLE 30 – MISCELLANEOUS

1. Any new classifications or new positions that may hereafter be established shall be referred to the SaskTel/CEP Job Evaluation Program and are subject to agreement between the Company and the Union.
2. A Company and/or Union representative may be present as an observer at all job rating committee meetings dealing with classifications that fall within the scope of this Collective Agreement. Either party may veto this arrangement, subject to further discussion.
3. The Company reserves the right to call for a medical examination of any employee at any time at the expense of the Company. All job offers may be made subject to medical approval.
4. When matters are submitted by either party to the other with respect to the application or interpretation of this Agreement, such submissions shall be the subject of negotiations between the parties and a supplementary document executed by accredited representatives of the Company and the Union.
5. The Company agrees that access to its premises shall be allowed to any representative of the Union for the purpose of business connected with the Union, providing such privilege shall not interfere with the operations of the department concerned.
6. The Company will pay the cost of printing the Union Agreement, with a cover design that is mutually agreed by both parties.
7. Where an employee leaves work at 11:00 p.m. or later at night or is required to report to work at 6:00 a.m. or earlier in the morning, and where there is no suitable bus service available at such times, the Company will provide adequate transportation or will bear the cost of taxi service, if requested by the employee, between the employee's usual place of residence and the work location, provided the employee's residence is within city limits.
8. SaskTel, SaskTel Holding Corporation and their respective subsidiaries covered by this Collective Agreement will provide indemnification for all employees who become defendants in litigation as a result of their employment duties. The coverage will be administered in accordance with the Memorandum of Agreement regarding Employee Indemnification signed between the parties.
9. An employee reporting for work shall be provided with a minimum of three hours work or pay in lieu thereof, unless reporting on an overtime basis.

## **SECTION 1 - GENERAL**

### **\* ARTICLE 31 – STRIKES & LOCKOUTS**

In view of the orderly procedure established herein for the disposition of the employees' complaints, disputes and grievances, the Company agrees that there shall be no lockout, and the Union agrees that there shall be no strike, slowdown or stoppage of work during the term of this agreement.

## SECTION 2 – CRAFT

### ARTICLE I- HOURS OF WORK

1. (i) Thirty-seven and one-half (37½) hours shall constitute an average week's work. An employee shall be paid overtime when required to work outside of regularly scheduled hours.
  - (ii) A basic weeks work shall consist of five (5) consecutive days of not more than eight and one-half (8½) hours Monday to Saturday inclusive, and shall not exceed seventy-five (75) hours over nine (9) days of work in two (2) calendar weeks. Normal working hours shall be between 8:00 a.m. to 5:30 p.m. However, employees may be scheduled to work shifts as required Sunday to Saturday inclusive in accordance with the guidelines outlined below.
  - (iii) A day absent will be considered a day for the purposes of time reporting for any shift between eight (8) hours and eight (8) hours thirty (30) minutes in duration (e.g. CSL, ESL, Vacation or Holiday).
  - (iv) Employees in Regina Network Operations and Saskatoon Mobility may be scheduled to twelve (12) hour shifts in accordance with the provisions of Appendix XVI.
2. Shift Work
- (i) Where the requirements of the service demand shift work, the work period shall be a maximum of eight and one-half (8½) hours. In any case, the hours shall not exceed seventy-five (75) hours over nine (9) days of work in two (2) calendar weeks. No employee will be scheduled more than nine (9) days consecutively.
  - (ii) For the purpose of Section 2 of the Agreement, wherever the term "shift employee" is used, it shall mean an employee who is posted on a shift schedule covering day, evening or night shifts defined as follows:
    - (a) Day Shift – shall start and terminate at or between the hours of 7:00 a.m. and 6:00 p.m. Meal breaks shall be no greater than one hour of unpaid time.
    - (b) Evening Shift – shall start and terminate at or between the hours of 12:00 noon and midnight. Total breaks shall be no greater than one-half hour of paid time.
    - (c) Night Shift – shall start and terminate at or between the hours of 10:00 p.m. to 8:00 a.m. Total breaks shall be no greater than one-half hour of paid time.
  - (iii) Shift schedules shall cover at least a four (4) week period and shall be posted at least seven (7) days prior to the date on which they are to become effective. In the assignment of shifts, seniority shall be given prior consideration.

## SECTION 2 – CRAFT

### **ARTICLE 1 – HOURS OF WORK (Continued)**

- (iv) No shift employee shall be assigned a single day off, except on Sunday.
- (v) No employee shall be scheduled to work less than three (3) consecutive days of work. Schedules shall be arranged in order to equitably distribute shifts, holidays and annual vacations.
- (vi) Where it is necessary to change an employee's shift for any reason other than sickness or accident disability and the employee is not given at least seven (7) days' notice prior to the shift change, such employee shall receive payment at the overtime rate for all shifts changed with less than seven (7) days' notice.
- (vii) Where it is evident that absence due to sickness or accident disability is to exceed seven (7) days, a revised schedule shall be posted and shall take the place of the previously posted schedule.
- (viii) Where a shift employee, for urgent personal reasons, wishes temporarily to change a shift, such employee may do so only upon obtaining the approval of the steward and the consent of the immediate manager.
- (ix) Where an employee's shift is changed temporarily to cover an employee absent due to sickness or accident disability and notice of change of shift is not, or cannot be, given at least eight (8) hours prior to start of shift, such employee shall receive payment at the rate of time and one-half for each hour worked in the first such shift.
- (x) With the immediate manager's approval, employees will be allowed to trade shifts on a voluntary basis, provided each is qualified to relieve the other.
- (xi) Split shifts shall not be allowed.
- (xii) A rest period of not less than eight (8) hours shall be provided between shifts.
- (xiii) Time off at the end of a shift will be scheduled by the Company in such a way as to be consecutive with and extend an employee's weekend, unless otherwise mutually agreed to. For the purposes of shift work, a weekend is not necessarily defined as Saturday and Sunday.

### **3. Time Credits**

- (i) Employees on Sick Leave or Workers' Compensation within a block will not have their time off credits reduced on that account.

Employees who are on Casual Sick Leave or Workers' Compensation will have days normally scheduled to work charged to sick leave or compensation.

## SECTION 2 – CRAFT

### **ARTICLE I- HOURS OF WORK (Continued)**

Employees who are on ESL will have weeks normally charged to work charged to Extended Sick Leave.

If an employee is on sick leave or compensation for an entire block no time off credits are allowed for that block.

- (ii) If an employee is on Leave of Absence for Union business for a period of nine (9) working days or less in a block, time off credits in that block will not be affected. Consecutive blocks of Leave of Absence for Union business will not accumulate time off credits,
- (iii) If an employee is on Leave of Absence without pay, other than for Union business, for a period of five (5) days or less in a block, time off credit for that block will not be affected. If on leave in excess of five (5) days in a block, the employee will not be entitled to time off credits in a block.
- (iv) No time off credit adjustments will be made in regard to new engagements or terminations which occur during a regular block. A new employee assumes the normal provisions during the first full block after engagement. When an employee resigns, whether or not such employee has taken time off in that block, no wage adjustment is made for that purpose.

4. An employee, working away from headquarters, and the employee's manager, may mutually agree that ten (10) hours be worked in a day, to a maximum of four (4) days in a week, however, if the total number of hours worked by the employee exceeds ten (10) hours in the day, forty (40) hours in the week, or seventy-five (75) hours in the two (2) week block, overtime will be paid in accordance with Article 21 for all time in excess of the stated limits.

#### 5. All "Outside" Employees

- (i) Where circumstances are such that it would be impractical for "outside" employees to proceed with their normal occupations, work for such employees shall be provided indoors, if available, except in cases of emergencies.
- (ii) In the event of work not being available, as referred to in the preceding paragraph, "outside" employees shall be allowed to "stand by" to deal with any emergency that may arise, and shall be paid therefor at one-half their normal rates of pay for a period not exceeding three (3) consecutive days.
- (iii) For time in excess of three (3) consecutive days, the Company will provide board and lodging for employees who remain at the working location outside of their district headquarters.



## SECTION 2 – CRAFT

### **ARTICLE 2 – CRAFT MOVEMENT**

Movement within a classification, wage band and location shall be dealt with in the following manner:

1. Internal movement within a classification, wage band and location shall take place prior to a job being posted province-wide, except as limited in this Article.
2. Employees will not be considered for province-wide job postings in their existing classification, wage band and location.
3. It is agreed that there are various functions within classifications and wage bands. The following is a list of wage bands and general job functions for which movement requests may occur:

(i) Trunking and Switching Technician

Job Functions:

(a) Band 7

- (i) Frame – Saskatoon
- (ii) Service Centre

(b) Band 8

- (i) Customer
- (ii) District
- (iii) Mobility
- (iv) Switching
- (v) Transport
- (vi) Systems

(ii) Customer Services Technician (Band 8)

(a) City

(b) District

The provisions of this Article apply for the term of this Agreement to all Band 8 Customer Services Technicians on staff on the date of ratification. This Article does not apply to employees appointed to Band 8 Customer Services Technician positions after ratification.

The functions within a classification and wage band will be reviewed with the intent to negotiate updates upon request by either party.

4. Movement:

- (i) Employees requesting movement within a classification, wage band and location shall fill out a Reassignment Application.

## **SECTION 2 – CRAFT**

### **ARTICLE 2 – CRAFT MOVEMENT (Continued)**

- (ii) Reassignment Applications will be valid for the calendar year in which they are filed.
- (iii) Refusal of a reassignment opportunity for a job function requested on the Reassignment Application will result in removal of the reassignment request for that particular job function for the remainder of the calendar year.
- (iv) Reassignment Applications, supplied by Human Resources – Recruitment, shall be filed with:
  - (a) Human Resources – Recruitment
  - (b) The Union (National Office)
  - (c) The employee's manager
  - (d) The employee
- (v) Surplus movement within the classification and wage band shall take place based on the most senior volunteer or the most junior non-volunteer from the job function, classification, wage band and location.
- (vi) Employees moved through reassignment requests or voluntary surplus function change shall remain within the new job function for a period of twelve (12) months, unless mutually agreed otherwise between the employee and the manager.
- (vii) Employees successful on job postings shall not have the right to request a reassignment for at least twelve (12) months.
- (viii) Selection:
  - (a) Employees applying for reassignment shall be selected based on seniority.
  - (b) This does not preclude management from exercising their right to refuse reassignment movement based on performance concerns. If management exercises the above-noted right, such employee shall be advised in writing of the reasons for the holdback and be given the opportunity to overcome the stated deficiencies or performance concerns.
  - (c) Reassignment may be postponed for up to three (3) months based on business priorities.
  - (d) These actions do not preclude the employees from exercising their rights to the grievance/arbitration process.
- (ix) Temporary Rotation: The Company maintains the right to rotate employees, as required, between job functions, for short-term assignments (short-term – twelve (12) months maximum) with the right of return.

## **SECTION 2 – CRAFT**

### **ARTICLE 3 – DIFFERENTIALS**

Employees who normally work an average of five (5) days per week and who, at the direction of the Company, works at least one (1) session on each of successive Sundays, shall be paid one-half time extra for the hours worked on the second or subsequent Sunday, in addition to the regular Sunday premium, under Section 1, Article 20, Clause 2, except that this premium shall not be paid for any hours for which an employee is receiving overtime rates.

### **ARTICLE 4 – DEFINITION OF APPRENTICE**

An employee going through a practical period of training while employed by the Company. Any part of the apprenticeship may be waived on account of experience or training received with telephone companies or at technical or engineering schools. An apprentice is required to have an educational standing of Grade Eleven (XI) with a preference for higher educational qualifications. The educational qualifications can be waived by the consent of the President.

## SECTION 3 – OPERATOR SERVICES

### ARTICLE I- HOURS OF WORK

1. Thirty-five (35) hours per week shall be the basis of the hours of work. Each employee shall be scheduled two (2) days off each week and these days shall not fall on a holiday. Each employee shall receive, on the average, at least two (2) consecutive days off each two (2) week period. An employee shall not work more than seven (7) hours in any one (1) day except on an overtime basis.
  - (i) Seven (7) hours' time at scheduled rates will be paid for daily work periods under the following conditions:
    - (a) Seven (7) hours will constitute a day's work when a shift terminates by 6:00 p.m.
    - (b) Six (6) hours will constitute a day's work on a continuous shift that terminates between 6:00 p.m. and midnight. For Operators using Visual Display Units, there will be two (2) interchangeable relief periods, one fifteen (15) minutes and one thirty (30) minutes in length. Each relief period will be scheduled to make work periods as equal as is practicable. For Operators not using Visual Display Units, thirty (30) minutes as close to the middle of the shift as possible will be for relief and a lunch period.
    - (c) The conditions outlined in (a) and (b) of this sub-clause do not apply on time worked on holidays when regular overtime will govern time worked.
2.
  - (i) The daily work period shall be confined within a nine (9) hour limit. Sessions or half shifts shall not be greater than four (4) hours each. Relief periods of fifteen (15) minutes duration shall be given during each session, except for single Operator shifts, and as covered under Clause 1, Paragraph (i)(b) above. This shall also apply to holidays.
  - (ii) On Saturday, Sundays and Statutory Holidays, the meal break will be confined to one-half (½) hour.
  - (iii) Operators at positions using Video Display Terminals will not be required to work longer than two (2) continuous hours without a relief period, unless a shift is extended to work overtime. An Operator may work up to one (1) hour overtime at the end of the shift without a relief period.
3. Shift schedules shall be posted at least four (4) weeks in advance, by noon Thursday, and such schedules shall be arranged insofar as possible to suit local requirements.
4. Where an employee's shift is changed temporarily to cover an employee absent and notice of change is not given at least eight (8) hours prior to start of shift, such employee shall receive one (1) extra half hour's pay for each hour worked not previously scheduled; an extra half day's pay shall be paid to a day Operator whose hours are changed to relieve an absent night Operator.

### SECTION 3 – OPERATOR SERVICES

#### ARTICLE I- HOURS OF WORK (Continued)

5. When the shift of an employee is changed with less than seven (7) days' notice, at the request of the Company, for any reason other than as affected by Clause 4 above, or for the purpose of receiving training, such employee shall receive payment at the overtime rate for each hour worked not previously scheduled.
6. Excepting where permanent night Operators are employed, or shift is bid, night shifts shall be arranged to ensure that regular rotation of all "Operators" be made to cover night shifts in periods of not more than four (4) weeks' duration.
7. Employees shall not work more than five (5) days or five (5) nights per week, except under emergency circumstances. These five (5) days or five (5) nights shall include such Sunday and holiday shifts as required.
8. In order to allow a night Operator assigned nights off, or in case of sickness or accident disability, a change of shift shall be made by a day Operator in order to replace the night Operator.
9. (i) The Operator Services Manager may allow concession time without deduction of pay to employees during very slack hours, and shall keep a tally of one-half-hour or over of such concession time. The total time per year generally not to exceed forty-two (42) hours for any one employee, and administered in accordance with the following paragraphs. In case of Plant failure, employees sent home or instructed not to report shall be paid as if on duty and notation made on the payroll accordingly.
  - (ii) Each employee will be scheduled one (1) concession day in each two (2) calendar month period, beginning with January of each year.
  - (iii) Employees appointed to staff or leaving the staff during a two (2) month period will be entitled to concession time on the following basis:

Full Weeks of Service In Two-Month Period	Concession Days Entitlement
2 or less	0
More than 2 but less than 6	1/2
6 or more	1

Payroll cheques of employees leaving staff will be adjusted to reflect any over or under utilization of the concession days entitlement.

- (iv) Concession days will be scheduled and distributed equally throughout the two (2) month period.
- (v) Concession days are to be scheduled together with two (2) other days off, except by mutual agreement.

## SECTION 3 – OPERATOR SERVICES

### ARTICLE I- HOURS OF WORK (Continued)

- (vi) Concession days cannot be banked.
- (vii) Specific requests by employees in the scheduling of concession days will be taken into consideration.
- (viii) The forty-two (42) hours concession time per year will be considered to be not more than six (6) Operator shifts per year, regardless of specific shifts for which an employee may be scheduled to work.

### ARTICLE 2 – DIFFERENTIALS

1. An Operator temporarily performing any of the following duties shall be allowed a differential of one dollar and fifteen cents (\$1.15) per hour. Such differential shall also apply when an employee is being paid on an overtime basis.
  - (i) Board supervision
  - (ii) Class instruction
  - (iii) Operator in charge when there are two (2) other Operators on duty
2. A Service Assistant shall be allowed an "In-Charge" differential of one dollar and fifteen cents (\$1.15) per hour when there is no management personnel on duty and the Service Assistant is in charge of two (2) or more Operators.
3. An employee appointed temporarily to relieve an out-of-scope position shall be paid a differential in addition to the regular wage rate, calculated at the rate of five percent (5%) of the employee's regular wage rate.
4.
  - (i) An Operator or Service Assistant who normally works an average of five (5) days per week and who, at the direction of the Company, works at least one (1) session on each of successive Saturdays, shall be paid one-half time extra for the hours worked on the second or subsequent Saturday, except that this premium shall not be paid for any hours for which an employee is receiving overtime rates.
  - (ii) An Operator or Service Assistant who normally works an average of five (5) days per week and who, at the direction of the Company, works at least one (1) session on each of successive Sundays, shall be paid one-half time extra for the hours worked on the second or subsequent Sunday, in addition to the regular Sunday premium, under Section 1, Article 20, Clause 2, except that this premium shall not be paid for any hours for which an employee is receiving overtime rates.
  - (iii) When an employee who is assigned to work on a Saturday or Sunday exchanges the Saturday or Sunday assignment with another employee who

## SECTION 3 – OPERATOR SERVICES

### **ARTICLE 2 – DIFFERENTIALS (Continued)**

was not assigned to work on that Saturday or Sunday, such Saturday or Sunday work shall not be considered as having been performed “at the direction of the Company” by either employee.

- (iv) This premium shall not be included in wage payments for paid absence from duty.
- (v) This premium will be paid in addition to normal hourly differential or Holiday pay.
- (vi) It is not intended, by reason of this premium payment, to reduce the number of weekends off work to which the employee would otherwise have been entitled.

### **ARTICLE 3 – NIGHT STAFF**

1. Night hours shall be 24:00K to 7:00K. Relief period will be two (2) fifteen (15) minute periods, each back to back, or thirty (30) minutes, as close to the middle of the night hours as practicable.
2. Night hours shall be considered the day worked on the morning portion of the shift.
3. Wherever the Company and the Union have agreed on permanent Night Operators being employed, any or all of these positions may be reviewed annually at the request of the Company or the Union.

## **SECTION 4 – CLERICAL AND ADMINISTRATIVE STAFF**

### **ARTICLE 1 – HOURS OF WORK**

1. Thirty-five (35) hours shall constitute an average week's work, consisting of five (5) consecutive seven (7) hours, forty-seven (47) minute days, and administered in accordance with the provisions set forth in Appendix V to this Agreement. There shall be a maximum of one (1) hour unpaid lunch between sessions.

Subject to the provisions of Appendix V, a basic week's work for all classifications, except those covered below, shall consist of five (5) consecutive days, Monday to Friday inclusive. Normal hours shall be from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 4:47 p.m. However, employees may be required to work their regular number of hours between 8:00 a.m. and 6:00 p.m. to cover local requirements.

- (i) Clerical Associate (CMR) may be scheduled Monday to Friday inclusive, from 7:00 a.m. to 6:00 p.m.
  - (ii) Technical Assistants within ITM may be scheduled Monday to Friday inclusive, from 7:00 a.m. to 9:00 p.m., and Saturday from 7:00 a.m. to 6:00 p.m.
  - (iii) Clerical Associate (Repair Service) may be scheduled Monday to Saturday inclusive, from 7:00 a.m. to 10:00 p.m.
  - (iv) Clerical Associate (Assignment Centre), Clerical Associate (Frame), Clerical Associate (Traffic Assignor) and Senior Clerical Associate (Sr. Traffic Assignor) may be scheduled to work Monday to Friday inclusive, from 8:00 a.m. to 9:00 p.m., and Saturday from 8:00 a.m. to 6:00 p.m.
  - (v) Service Representatives, Service Technicians, Senior Clerical Associate (Mobility Assistance), Clerical Associate (FleetNet Programming) and Customer Care Support positions consisting of: Clerical Associate, Clerical Associate (Staff Scheduling), Clerical Associate (Tour Co-ordinator), Technical Assistant (Customer Care Centre), Administrative Assistant (Customer Service/Customer Care), Administrative Assistant (Customer Care Force Admin), Administrative Assistant (Telemarketing Admin), Senior Clerical Associate (Micro Computer Support) may be scheduled to work Monday to Friday inclusive, from 7:30 a.m. to 9:00 p.m., and Saturday from 7:30 a.m. to 6:00 p.m.
  - (vi) Technical Assistant and Engineering Assistant may be scheduled to work Sunday to Saturday inclusive, in accordance with the guidelines outlined below.
2. Shift Work
    - (i) Off Norman Hours (Shift Schedules)

For the purpose of Section 4 of the Agreement, wherever the term "Off Normal Hours" is used, it shall mean the hours scheduled between 6:00 p.m.



## **SECTION 4 – CLERICAL AND ADMINISTRATIVE STAFF**

### **ARTICLE 1 – HOURS OF WORK (Continued)**

and 7:00 a.m. Monday to Friday and/or Saturday, Sunday. Those employees scheduled off normal hours may be shifted as follows:

- (a) Day Shift – shall start and terminate at or between the hours of 7:00 a.m. and 6:00 p.m.
  - (b) Evening Shift – shall start and terminate at or between the hours of 12:00 noon and midnight. Total breaks shall be no greater than one-half (½) hour of paid time.
  - (c) Night Shift – shall start and terminate at or between the hours of midnight and 8:00 a.m. Total breaks shall be no greater than one-half (½) hour of paid time.
- (ii) Employees in Section 4 classifications who work off normal hours, other than Technical Assistants within ITM, Service Representatives, Service Technicians, Senior Clerical Associate (Mobility Assistance), Clerical Associate (FleetNet Programming), Clerical Associate (Repair Service), and employees covered by the AIS Memorandum of Agreement, will not be required to work more than twenty-five (25) days on an off normal shift, with a maximum of ten (10) Saturdays in a calendar year. Employees scheduled to exceed the limitations listed herein shall be paid at the overtime rate. For day shift scheduled on Saturday and Sunday, unpaid lunch periods shall be limited to 30 minutes maximum.
  - (iii) Employees in the classifications of Clerical Associate (Assignment Centre), Clerical Associate (Repair Service), Service Representatives and Technical or Engineering Assistants will be rotated through their extended hours shifting as required by their respective job function. All voluntary requests to work extended hours will be given first consideration in scheduling.
  - (iv) Shift schedules shall cover at least a four (4) week period and shall be posted at least fourteen (14) days prior to the date on which they are to become effective.
  - (v) No shift employee shall be assigned a single day off, except on Sunday.
  - (vi) Schedules shall be arranged in order to equitably distribute shifts, holidays or annual vacations.
  - (vii) Where it is necessary to change an employee's shift for any reason other than sickness or accident disability and the employee is not given at least seven (7) days' notice prior to the shift change, such employee shall receive payment at the overtime rate for all shifts changed with less than seven (7) days' notice.
  - (viii) Where it is evident that absence due to sickness or accident disability is to exceed seven (7) days, a revised schedule shall be posted and shall take the place of the previously posted schedule.

## **SECTION 4 – CLERICAL AND ADMINISTRATIVE STAFF**

### **ARTICLE 1 – HOURS OF WORK (Continued)**

- (ix) Where a shift employee, for urgent personal reasons, wishes temporarily to change a shift, such employee may do so only upon obtaining the approval of the steward and the consent of the immediate manager.
  - (x) Where an employee's shift is changed temporarily to cover an employee absent due to sickness or accident disability and notice of change of shift is not, or cannot be, given at least eight (8) hours prior to start of shift, such employee shall receive payment at the rate of time and one-half for each hour worked in the first such shift.
  - (xi) With the immediate manager's approval, employees will be allowed to trade shifts on a voluntary basis, provided each is qualified to relieve the other.
  - (xii) Split shifts shall not be allowed.
  - (xiii) A rest period of not less than eight (8) hours shall be provided between shifts.
3. Employees who normally work an average of five (5) days per week and who, at the direction of the Company, work at least one (1) session on each of successive Sundays, shall be paid one-half (1/2) time extra for the hours worked on the second or subsequent Sunday, in addition to the regular Sunday premium, under Section 1, Article 20, Clause 2, except that this premium shall not be paid for any hours for which an employee is receiving overtime rates.
4. An employee, working away from headquarters, and the employee's manager, may mutually agree that ten (10) hours be worked in a day to a maximum of four (4) days in a week, however, if the total number of hours worked by the employee exceeds ten (10) hours in the day, forty (40) hours in the week or seventy (70) hours in the two (2) week block, overtime will be paid in accordance with Article 21 for all time in excess of the stated limits.

### **ARTICLE 2 – DEFINITION OF A TRAINEE**

An employee going through a practical period of training while employed by the Company. Any part of the training period may be waived on account of previous experience or related training. A trainee is required to have an educational standing of Grade Eleven (XI) with a preference for higher educational qualifications. The educational qualifications can be waived by the consent of the President.

### **ARTICLE 3 – SALES INCENTIVE PLAN**

**NOTE:** SOME OF THE FOLLOWING PROVISIONS MAY NO LONGER BE APPLICABLE.

1. Assignment of Objectives

- (i) Setting of objectives will be done on a fair and equitable basis.



**SECTION 4 – CLERICAL AND ADMINISTRATIVE STAFF**

**ARTICLE 3 – SALES INCENTIVE PLAN (Continued)**

- (ii) A revenue incentive will be paid semi-annually to those employees who exceed their revenue base objectives of eighty percent (80%).
- (iii) Non-revenue incentives will be paid semi-annually on each of the four major categories and their ratings:
  - (a) Customer Service Satisfaction
  - (b) Account Planning
  - (c) Account Management
  - (d) Marketing Initiatives

The division of non-revenue objective categories will be jointly decided between the Account Representative and their manager with no category accounting for less than 10% of the non-revenue objectives.

All non-revenue objectives and measurement tools will be jointly decided between the manager and Account Representative. If the manager and Account Representative are unable to jointly establish the non-revenue objectives, the Account Representative has the right to appeal, in accordance with Clause 1 (vi) above.

Account Representatives will receive an incentive payment for each non-revenue category, as follows:

- (a) Customer Service Satisfaction
  - 1 - 100%
  - 2 - 100%
  - 3 - 75%
  - 4 - 0
  - 5 - 0

Customers will be surveyed on the following dimensions. The total number of surveys to be done will be decided between the manager and the Account Representative:

Accessibility	Problem-Solving
Delivery	Competence
Communications	Attitude

- (b) Account Planning
  - 1 - 100%
  - 2 - 75%
  - 3 - 50%
  - 4 - 0
  - 5 - 0

**SECTION 4 – CLERICAL AND ADMINISTRATIVE STAFF**

**ARTICLE 3 – SALES INCENTIVE PLAN (Continued)**

Measurements will be based on the following areas with the understanding that all areas may not be included. The Account Representative and the manager will decide which areas are included:

Account Profiles/Plans  
Territory Plans  
Formal Customer Planning Meetings (Agenda, Minutes, Target Set – re: number of meetings)  
Opportunity Analysis  
Partnership Guides  
Client Blueprints

- (c) Account Management  
1 - 100%  
2 – 75%  
3 – 50%  
4 – 0  
5 – 0

Measurements based on criteria such as the following:

Teamwork:            Communications  
                                 Involvement  
                                 Recognition

Process:             Industry Knowledge  
                                 Account Base Management  
                                 Analysis of Trends Base, etc.  
                                 Revenue Forecasting

- (d) Marketing Initiatives  
1 – 100%  
2 – 75%  
3 – 50%  
4 – 0  
5 – 0

Measurements based on criteria such as the following:

Focus on Network Services and Based on Network Usage:  
Measurement may be based on minutes or messages

Centrex and Business Terminals:  
Measurement may be based on the number of lines by USOC

Integrated Office System:  
Measurement may be number of Message Managers, by USOC

**SECTION 4 – CLERICAL AND ADMINISTRATIVE STAFF**

**ARTICLE 3 – SALES INCENTIVE PLAN (Continued)**

- (iv) In accordance with the above divisions of revenue and non-revenue objectives and payments, the following Sales Incentive Plan Annual Schedule shall apply:

<u>% of Objective</u>	<u>Incentive Payment (\$)</u>
81%	1159
82%	1440
83%	1720
84%	2000
85%	2281
86%	2561
87%	2841
88%	3121
89%	3402
90%	3683
91%	3963
92%	4243
93%	4523
94%	4803
95%	5084
96%	5365
97%	5645
98%	5925
99%	6205
100%	6486
101%	6766
102%	7046
103%	7327
104%	7607
105%	7888
106%	8168
107%	8448
108%	8728
109%	9008
110%	9290
111%	9570
112%	9850
113%	10130
114%	10410
115%	10691
116%	10971
117%	11252
118%	11532
119%	11812
120%	12093
121%	12373



## **SECTION 4 – CLERICAL AND ADMINISTRATIVE STAFF**

### **ARTICLE 3 – SALES INCENTIVE PLAN (Continued)**

when totalling the four non-revenue objectives for a period of six (6) months, will be notified immediately after the completion of the six (6) month period in which they failed to meet the above revenue and non-revenue objectives, and will be given the following six (6) months to meet the above revenue and non-revenue objectives, with the requirement that these objectives be maintained for one (1) year thereafter. In the event the employee fails to meet eighty percent (80%) of their revenue objective or fails to receive a total of twelve (12) or less rating points when totalling the four non-revenue objectives in that second six (6) month period or fails to maintain the above revenue and non-revenue objectives for one (1) year thereafter, the employee may be reassigned to another position as negotiated between the Company and the Union. No employee will be reassigned if they have not had the opportunity to receive adequate training courses.

- (ii) Should an Account Representative wish to be reassigned from the Account Representative position, they shall be afforded the opportunity to approach either the Company or the Union, who will attempt to negotiate a favourable placement of the individual. However, their first option would be to bid out of the position, per the Collective Agreement.



## **SECTION 5 – SYSTEMS STAFF**

### **ARTICLE 1 – HOURS OF WORK**

Thirty-five (35) hours shall constitute an average week's work and shall be administered in accordance with the provisions set forth in Appendix V to this Agreement.

Subject to the provisions of Appendix V, a basic week's work for all classifications covered in this section shall consist of five (5) consecutive days, Monday to Saturday, inclusive. Normal working hours shall be 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 4:47 p.m. However, Systems Staff may be scheduled, Monday to Friday, inclusive, from 7:00 a.m. to 9:00 p.m. and/or Saturday from 7:00 a.m. to 6:00 p.m., with a maximum of one (1) hour lunch period between sessions.

### **ARTICLE 2 – DEFINITION OF A TRAINEE**

An employee going through a practical period of training while employed by the Company. Any part of the training period may be waived on account of previous experience or related training. A trainee is required to have an educational standing of Grade Eleven (XI), with a preference for higher educational qualifications. The educational qualifications can be waived by the consent of the President.

**\*SECTION 6 -WAGE SCHEDULES**

THE FOLLOWING SECTION CONTAINS THE WAGE SCHEDULES

**ARTICLE 1**

If you are an employee who has already been moved to the new wage schedules as a result of the Job Evaluation process, please refer to Article 1 of the Wage Schedules.

**ARTICLE 2**

If you are an employee who has not yet moved to the new wage schedules and are not on wage maintenance, please refer to Article 2 of the Wage Schedules.

**ARTICLE 3**

If you are an employee who has not yet moved to the new wage schedules and are currently on wage maintenance as referred to below, please refer to Article 3 of the Wage Schedules.

**\* WAGE MAINTENANCE**

Agreement was reached between SaskTel and the CEP that the employees on wage maintenance as a result of Job Evaluation would receive economic increases of 100% in March, 2001 and March, 2002, and would then have their wage frozen until the job rate catches up. The salary tables in Article 3 reflect these figures.

**\* JOB CLASSIFICATIONS**

<b>Band 1</b>	Office Cleaner
<b>Band 2</b>	Clerical Support
<b>Band 3</b>	Building Service Assistant Clerical Associate Coin Collector Shipper/Receiver/Storekeeper
<b>Band 4</b>	Clerical Associate District Shipper/Receiver Operator Production & Inventory Controller Senior Shipper/Receiver Service Representative Shop Technician Stockkeeper Trunking & Switching Technician
<b>Band 5</b>	Administrative Assistant Customer Services Technician Draughting Technician

**\*SECTION 6 -WAGE SCHEDULES**

Senior Clerical Associate  
Service Representative  
Trunking & Switching Technician

**Band 6**

Administrative Assistant  
Customer Services Technician  
Engineering Assistant  
Senior Clerical Associate  
Service Assistant (Real Time Management)  
Service Technician  
Technical Assistant

**Band 7**

Administrative Assistant  
Building Technician  
Customer Services Technician  
Engineering Assistant  
Human Resources Assistant  
Public Affairs Assistant  
Service Advisor  
Service Assistant  
Technical Assistant  
Trunking & Switching Technician

**Band 8**

Administrative Assistant  
Customer Services Technician  
Engineering Assistant  
Facilities Technician  
Human Resources Assistant  
Marketing Assistant  
Marketing Research Assistant  
Sales Associate  
Sales Co-ordinator  
Technical Assistant  
Trunking & Switching Technician  
Writer

**Band 9**

Account Representative  
Accountant  
Communications Consultant (Phone Power)  
Customer Services Technician  
Customer Systems Analyst  
Engineering Assistant  
Sales Associate  
Senior District Technician  
Technical Assistant

**Band 10**

Accountant  
Customer Systems Analyst

**\*SECTION 6 -WAGE SCHEDULES**

**Systems**            Business Analyst  
                         Programmer Analyst  
                         Technical Analyst

**NOTE: This list may change as a result of job evaluation reviews.**

**\*SECTION 6 – WAGE SCHEDULES**

**ARTICLE 1**

If you are an employee who has already been moved to the new wage schedules as a result of the Job Evaluation process, please refer to Article 1 of the Wage Schedules.

HOURLY SALARY TABLE EFFECTIVE MARCH 25, 2001											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	\$14.78	\$13.99	\$14.87	\$15.29	\$15.80	\$16.42	\$16.88	\$17.54	\$18.38	\$19.25	\$18.30
B		\$14.59	\$15.39	\$16.06	\$16.52	\$17.22	\$17.83	\$18.42	\$19.31	\$20.26	\$19.01
C		\$15.31	\$15.90	\$16.73	\$17.12	\$18.03	\$18.78	\$19.25	\$20.25	\$21.27	\$20.01
D		\$15.99	\$16.42	\$17.45	\$17.84	\$18.83	\$19.73	\$20.11	\$21.19	\$22.28	\$20.81
E		\$16.68	\$16.93	\$18.17	\$18.52	\$19.63	\$20.67	\$20.96	\$22.12	\$23.29	\$21.75
F			\$17.45	\$18.89	\$19.20	\$20.44	\$21.62	\$21.82	\$23.06	\$24.30	\$22.66
G			\$18.02	\$19.63	\$19.88	\$21.24	\$22.57	\$22.70	\$24.00	\$25.31	\$23.87
H					\$20.56	\$22.04	\$23.52	\$23.53	\$24.94	\$26.32	\$24.96
I					\$21.25	\$22.87	\$24.48	\$24.54	\$25.87	\$27.33	\$26.49
J								\$25.24	\$26.81	\$28.34	\$27.78
K								\$26.10	\$27.72	\$29.33	\$28.73
L											\$29.99
M											\$31.17
WEEKLY RATE AT 35 HOURS PER WEEK											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	N/A	\$489.65	\$520.45	\$535.15	\$553.00	\$574.70	\$590.80	\$613.90	\$643.30	\$673.75	\$640.50
B		\$510.65	\$538.65	\$562.10	\$578.20	\$602.70	\$624.05	\$644.70	\$675.85	\$709.10	\$665.35
C		\$535.85	\$556.50	\$585.55	\$599.20	\$631.05	\$657.30	\$673.75	\$708.75	\$744.45	\$700.35
D		\$559.65	\$574.70	\$610.75	\$624.40	\$659.05	\$690.55	\$703.85	\$741.65	\$779.80	\$728.35
E		\$583.80	\$592.55	\$635.95	\$648.20	\$687.05	\$723.45	\$733.60	\$774.20	\$815.15	\$761.25
F			\$610.75	\$661.15	\$672.00	\$715.40	\$756.70	\$763.70	\$807.10	\$850.50	\$793.10
G			\$630.70	\$687.05	\$695.80	\$743.40	\$789.95	\$794.50	\$840.00	\$885.85	\$835.45
H					\$719.60	\$771.40	\$823.20	\$823.55	\$872.90	\$921.20	\$873.60
I					\$743.75	\$800.45	\$856.80	\$858.90	\$905.45	\$956.55	\$927.15
J								\$883.40	\$938.35	\$991.90	\$972.30
K								\$913.50	\$970.20	\$1026.55	\$1005.55
L											\$1,049.65
M											\$1,090.95
WEEKLY RATE AT 37.5 HOURS PER WEEK											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	N/A	N/A	\$557.63	\$573.38	\$592.50	\$615.75	\$633.00	\$657.75	\$689.25	\$721.88	N/A
B			\$577.13	\$602.25	\$619.50	\$645.75	\$668.63	\$690.75	\$724.13	\$759.75	
C			\$596.25	\$627.38	\$642.00	\$676.13	\$704.25	\$721.88	\$759.38	\$797.63	
D			\$615.75	\$654.38	\$669.00	\$706.13	\$739.88	\$754.13	\$794.63	\$835.50	
E			\$634.88	\$681.38	\$694.50	\$736.13	\$775.13	\$786.00	\$829.50	\$873.38	
F			\$654.38	\$708.38	\$720.00	\$766.50	\$810.75	\$818.25	\$864.75	\$911.25	
G			\$675.75	\$736.13	\$745.50	\$796.50	\$846.38	\$851.25	\$900.00	\$949.13	
H					\$771.00	\$826.50	\$882.00	\$882.38	\$935.25	\$987.00	
I					\$796.88	\$857.63	\$918.00	\$920.25	\$970.13	\$1024.88	
J								\$946.50	\$1005.38	\$1,062.75	
K								\$978.75	\$1039.50	\$1,099.88	
L											
M											

HOURLY SALARY TABLE EFFECTIVE SEPTEMBER 30, 2001											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	\$15.17	\$14.11	\$15.26	\$15.68	\$16.19	\$16.81	\$17.27	\$17.93	\$18.77	\$19.64	\$18.30
B		\$14.71	\$15.78	\$16.45	\$16.91	\$17.61	\$18.22	\$18.81	\$19.70	\$20.65	\$19.01
C		\$15.43	\$16.29	\$17.12	\$17.51	\$18.42	\$19.17	\$19.64	\$20.64	\$21.66	\$20.01
D		\$16.11	\$16.81	\$17.84	\$18.23	\$19.22	\$20.12	\$20.50	\$21.58	\$22.67	\$20.81
E		\$16.80	\$17.32	\$18.56	\$18.91	\$20.02	\$21.06	\$21.35	\$22.51	\$23.68	\$21.75
F			\$17.84	\$19.28	\$19.59	\$20.83	\$22.01	\$22.21	\$23.45	\$24.69	\$22.66
G			\$18.41	\$20.02	\$20.27	\$21.63	\$22.96	\$23.09	\$24.39	\$25.70	\$23.87
H					\$20.95	\$22.43	\$23.91	\$23.92	\$25.33	\$26.71	\$24.96
I					\$21.64	\$23.26	\$24.87	\$24.93	\$26.26	\$27.72	\$26.49
J								\$25.63	\$27.20	\$28.73	\$27.78
K								\$26.49	\$28.11	\$29.72	\$28.73
L											\$29.99
M											\$31.17
WEEKLY RATE AT 35 HOURS PER WEEK											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	N/A	\$493.85	\$534.10	\$548.80	\$566.65	\$588.35	\$604.45	\$627.55	\$656.95	\$687.40	\$640.50
B		\$514.85	\$552.30	\$575.75	\$591.85	\$616.35	\$637.70	\$658.35	\$689.50	\$722.75	\$665.35
C		\$540.05	\$570.15	\$599.20	\$612.85	\$644.70	\$670.95	\$687.40	\$722.40	\$758.10	\$700.35
D		\$563.85	\$588.35	\$624.40	\$638.05	\$672.70	\$704.20	\$717.50	\$755.30	\$793.45	\$728.35
E		\$588.00	\$606.20	\$649.60	\$661.85	\$700.70	\$737.10	\$747.25	\$787.85	\$828.80	\$761.25
F			\$624.40	\$674.80	\$685.65	\$729.05	\$770.35	\$777.35	\$820.75	\$864.15	\$793.10
G			\$644.35	\$700.70	\$709.45	\$757.05	\$803.60	\$808.15	\$853.65	\$899.50	\$835.45
H					\$733.25	\$785.05	\$836.85	\$837.20	\$886.55	\$934.85	\$873.60
I					\$757.40	\$814.10	\$870.45	\$872.55	\$919.10	\$970.20	\$927.15
J								\$897.05	\$952.00	\$1,005.55	\$972.30
K								\$927.15	\$983.85	\$1,040.20	\$1,005.55
L											\$1,049.65
M											\$1,090.95
WEEKLY RATE AT 37.5 HOURS PER WEEK											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	N/A	N/A	\$572.25	\$588.00	\$607.13	\$630.38	\$647.63	\$672.38	\$703.88	\$736.50	N/A
B			\$591.75	\$616.88	\$634.13	\$660.38	\$683.25	\$705.38	\$738.75	\$774.38	
C			\$610.88	\$642.00	\$656.63	\$690.75	\$718.88	\$736.50	\$774.00	\$812.25	
D			\$630.38	\$669.00	\$683.63	\$720.75	\$754.50	\$768.75	\$809.25	\$850.13	
E			\$649.50	\$696.00	\$709.13	\$750.75	\$789.75	\$800.63	\$844.13	\$888.00	
F			\$669.00	\$723.00	\$734.63	\$781.13	\$825.38	\$832.88	\$879.38	\$925.88	
G			\$690.38	\$750.75	\$760.13	\$811.13	\$861.00	\$865.88	\$914.63	\$963.75	
H					\$785.63	\$841.13	\$896.63	\$897.00	\$949.88	\$1,001.63	
I					\$811.50	\$872.25	\$932.63	\$934.88	\$984.75	\$1,039.50	
J								\$961.13	\$1,020.00	\$1,077.38	
K								\$993.38	\$1,054.13	\$1,114.50	
L											
M											

HOURLY SALARY TABLE EFFECTIVE MARCH 24, 2002											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	\$15.89	\$14.83	\$15.98	\$16.40	\$16.91	\$17.53	\$17.99	\$18.65	\$19.49	\$20.36	\$19.02
B		\$15.43	\$16.50	\$17.17	\$17.63	\$18.33	\$18.94	\$19.53	\$20.42	\$21.37	\$19.73
C		\$16.15	\$17.01	\$17.84	\$18.23	\$19.14	\$19.89	\$20.36	\$21.36	\$22.38	\$20.73
D		\$16.83	\$17.53	\$18.56	\$18.95	\$19.94	\$20.84	\$21.22	\$22.30	\$23.39	\$21.53
E		\$17.52	\$18.04	\$19.28	\$19.63	\$20.74	\$21.78	\$22.07	\$23.23	\$24.40	\$22.47
F			\$18.56	\$20.00	\$20.31	\$21.55	\$22.73	\$22.93	\$24.17	\$25.41	\$23.38
G			\$19.13	\$20.74	\$20.99	\$22.35	\$23.68	\$23.81	\$25.11	\$26.42	\$24.59
H					\$21.67	\$23.15	\$24.63	\$24.64	\$26.05	\$27.43	\$25.68
I					\$22.36	\$23.98	\$25.59	\$25.65	\$26.98	\$28.44	\$27.21
J								\$26.35	\$27.92	\$29.45	\$28.50
K								\$27.21	\$28.83	\$30.44	\$29.45
L											\$30.71
M											\$31.89
WEEKLY RATE AT 35 HOURS PER WEEK											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	N/A	\$519.05	\$559.30	\$574.00	\$591.85	\$613.55	\$629.65	\$652.75	\$682.15	\$712.60	\$665.70
B		\$540.05	\$577.50	\$600.95	\$617.05	\$641.55	\$662.90	\$683.55	\$714.70	\$747.95	\$690.55
C		\$565.25	\$595.35	\$624.40	\$638.05	\$669.90	\$696.15	\$712.60	\$747.60	\$783.30	\$725.55
D		\$589.05	\$613.55	\$649.60	\$663.25	\$697.90	\$729.40	\$742.70	\$780.50	\$818.65	\$753.55
E		\$613.20	\$631.40	\$674.80	\$687.05	\$725.90	\$762.30	\$772.45	\$813.05	\$854.00	\$786.45
F			\$649.60	\$700.00	\$710.85	\$754.25	\$795.55	\$802.55	\$845.95	\$889.35	\$818.30
G			\$669.55	\$725.90	\$734.65	\$782.25	\$828.80	\$833.35	\$878.85	\$924.70	\$860.65
H					\$758.45	\$810.25	\$862.05	\$862.40	\$911.75	\$960.05	\$898.80
I					\$782.60	\$839.30	\$895.65	\$897.75	\$944.30	\$995.40	\$952.35
J								\$922.25	\$977.20	\$1,030.75	\$997.50
K								\$952.35	\$1,009.05	\$1,065.40	\$1,030.75
L											\$1,074.85
M											\$1,116.15
WEEKLY RATE AT 37.5 HOURS PER WEEK											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	N/A	N/A	\$599.25	\$615.00	\$634.13	\$657.38	\$674.63	\$699.38	\$730.88	\$763.50	N/A
B			\$618.75	\$643.88	\$661.13	\$687.38	\$710.25	\$732.38	\$765.75	\$801.38	
C			\$637.88	\$669.00	\$683.63	\$717.75	\$745.88	\$763.50	\$801.00	\$839.25	
D			\$657.38	\$696.00	\$710.63	\$747.75	\$781.50	\$795.75	\$836.25	\$877.13	
E			\$676.50	\$723.00	\$736.13	\$777.75	\$816.75	\$827.63	\$871.13	\$915.00	
F			\$696.00	\$750.00	\$761.63	\$808.13	\$852.38	\$859.88	\$906.38	\$952.88	
G			\$717.38	\$777.75	\$787.13	\$838.13	\$888.00	\$892.88	\$941.63	\$990.75	
H					\$812.63	\$868.13	\$923.63	\$924.00	\$976.88	\$1,028.63	
I					\$838.50	\$899.25	\$959.63	\$961.88	\$1,011.75	\$1,066.50	
J								\$988.13	\$1,047.00	\$1,104.38	
K								\$1,020.38	\$1,081.13	\$1,141.50	
L											
M											



HOURLY SALARY TABLE EFFECTIVE MARCH 23, 2003											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	\$16.37	\$15.27	\$16.46	\$16.89	\$17.42	\$18.06	\$18.53	\$19.21	\$20.07	\$20.97	\$19.59
B		\$15.89	\$17.00	\$17.69	\$18.16	\$18.88	\$19.51	\$20.12	\$21.03	\$22.01	\$20.32
C		\$16.63	\$17.52	\$18.38	\$18.78	\$19.71	\$20.49	\$20.97	\$22.00	\$23.05	\$21.35
D		\$17.33	\$18.06	\$19.12	\$19.52	\$20.54	\$21.47	\$21.86	\$22.97	\$24.09	\$22.18
E		\$18.05	\$18.58	\$19.86	\$20.22	\$21.36	\$22.43	\$22.73	\$23.93	\$25.13	\$23.14
F			\$19.12	\$20.60	\$20.92	\$22.20	\$23.41	\$23.62	\$24.90	\$26.17	\$24.08
G			\$19.70	\$21.36	\$21.62	\$23.02	\$24.39	\$24.52	\$25.86	\$27.21	\$25.33
H					\$22.32	\$23.84	\$25.37	\$25.38	\$26.83	\$28.25	\$26.45
I					\$23.03	\$24.70	\$26.36	\$26.42	\$27.79	\$29.29	\$28.03
J								\$27.14	\$28.76	\$30.33	\$29.36
K								\$28.03	\$29.69	\$31.35	\$30.33
L											\$31.63
M											\$32.85

WEEKLY RATE AT 35 HOURS PER WEEK											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	N/A	\$534.45	\$576.10	\$591.15	\$609.70	\$632.10	\$648.55	\$672.35	\$702.45	\$733.95	\$685.65
B		\$556.15	\$595.00	\$619.15	\$635.60	\$660.80	\$682.85	\$704.20	\$736.05	\$770.35	\$711.20
C		\$582.05	\$613.20	\$643.30	\$657.30	\$689.85	\$717.15	\$733.95	\$770.00	\$806.75	\$747.25
D		\$606.55	\$632.10	\$669.20	\$683.20	\$718.90	\$751.45	\$765.10	\$803.95	\$843.15	\$776.30
E		\$631.75	\$650.30	\$695.10	\$707.70	\$747.60	\$785.05	\$795.55	\$837.55	\$879.55	\$809.90
F			\$669.20	\$721.00	\$732.20	\$777.00	\$819.35	\$826.70	\$871.50	\$915.95	\$842.80
G			\$689.50	\$747.60	\$756.70	\$805.70	\$853.65	\$858.20	\$905.10	\$952.35	\$886.55
H					\$781.20	\$834.40	\$887.95	\$888.30	\$939.05	\$988.75	\$925.75
I					\$806.05	\$864.50	\$922.60	\$924.70	\$972.65	\$1,025.15	\$981.05
J								\$949.90	\$1,006.60	\$1,061.55	\$1,027.60
K								\$981.05	\$1,039.15	\$1,097.25	\$1,061.55
L											\$1,107.05
M											\$1,149.75

WEEKLY RATE AT 37.5 HOURS PER WEEK											
STEP	BAND 1	BAND 2	BAND 3	BAND 4	BAND 5	BAND 6	BAND 7	BAND 8	BAND 9	BAND 10	SYSTEMS
A	N/A	N/A	\$617.25	\$633.38	\$653.25	\$677.25	\$694.88	\$720.38	\$752.63	\$786.38	N/A
B			\$637.50	\$663.38	\$681.00	\$708.00	\$731.63	\$754.50	\$788.63	\$825.38	
C			\$657.00	\$689.25	\$704.25	\$739.13	\$768.38	\$786.38	\$825.00	\$864.38	
D			\$677.25	\$717.00	\$732.00	\$770.25	\$805.13	\$819.75	\$861.38	\$903.38	
E			\$696.75	\$744.75	\$758.25	\$801.00	\$841.13	\$852.38	\$897.38	\$942.38	
F			\$717.00	\$772.50	\$784.50	\$832.50	\$877.88	\$885.75	\$933.75	\$981.38	
G			\$738.75	\$801.00	\$810.75	\$863.25	\$914.63	\$919.50	\$969.75	\$1,020.38	
H					\$837.00	\$894.00	\$951.38	\$951.75	\$1,006.13	\$1,059.38	
I					\$863.63	\$926.25	\$988.50	\$990.75	\$1,042.13	\$1,098.38	
J								\$1,017.75	\$1,078.50	\$1,137.38	
K								\$1,051.13	\$1,113.38	\$1,175.63	
L											
M											

## **\*SECTION 6 -WAGE SCHEDULES**

### **WAGE SCHEDULE NOTES**

#### FOR ALL WAGE BANDS:

Note 1: The interval for all steps is 26 weeks.

#### FOR WAGE BAND 6:

Note 2: Each 26 weeks after reaching Step F, an employee will be given an opportunity to qualify for Step G.

Note 3: If an employee will not qualify for Step G, they will be advised in writing six (6) months prior to the applicable advancement date that they will be held back at that point. Such notification will state the reason for the holdback. The employee will also be given the opportunity to overcome the stated deficiencies.

#### FOR WAGE BANDS 7, 8, 9, AND 10:

Note 2: Each 26 weeks after reaching Step F, an employee will be given an opportunity to qualify for Step G.

Note 4: Each 26 weeks after reaching Step H, an employee will be given an opportunity to qualify for Step I.

Note 5: If an employee will not qualify for Step G or I, they will be advised in writing six (6) months prior to the applicable advancement date that they will be held back at that point. Such notification will state the reason for the holdback. The employee will also be given the opportunity to overcome the stated deficiencies.

#### FOR THE CLASSIFICATION OF BUILDING TECHNICIAN:

Note 1: Each 26 weeks after reaching Step C an employee will be given an opportunity to qualify for Step D. Wage progression at this step will be based on average performance and the employee holding the following certification:

- a) 5<sup>th</sup> Class Engineer's Certificate
- b) Refrigeration Engineer's Certificate
- c) Pesticide Applicator License (Industrial & Structural)

Note 2: Each 26 weeks after reaching Step F an employee will be given an opportunity to qualify for Step G. Wage progression at this step will be based on average performance and the employee holding the following certification:

- a) BOMI – S.M.T.

**\*SECTION 6 -WAGE SCHEDULES**

**WAGE SCHEDULE NOTES (Continued)**

Note 3: Each 26 weeks after reaching Step H an employee will be given an opportunity to qualify for Step I. Wage progression at this step will be based on average performance and the employee holding the following certification:  
a) BOMI – S.M.A.

**FOR THE CLASSIFICATION OF SHOP TECHNICIAN**

Note 1: Each 26 weeks after reaching Step D, an employee will be given an opportunity to qualify for Step E. In order to qualify, the employee must successfully complete company supplied training on AC/DC Electricity, Electronics and Basic Circuit Board Repair.

**\*SECTION 6 – WAGE SCHEDULES**

**ARTICLE 2**

If you are an employee who has not yet moved to the new wage schedules and are not on wage maintenance, please refer to Article 2 of the Wage Schedules.

**\*SECTION 6 -WAGE SCHEDULES**

**ARTICLE 2**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	537.25	\$553.37	\$580.37	\$597.78	APPRENTICE: Customer Services Technician, Facilities Technician, Trunking & Switching Technician, Service Centre Technician  Upon completion of Step F an apprentice shall be promoted to Group 2.  Group 2 (see Note 3)  Group 1
AI	542.25	\$558.52	\$585.52	\$603.09	
B	551.25	\$567.79	\$594.79	\$612.63	
B1	559.25	\$576.03	\$603.03	\$621.12	
C	570.25	\$587.36	\$614.36	\$632.79	
D	578.25	\$595.60	\$622.60	\$641.28	
E	605.25	\$623.41	\$650.41	\$669.92	
F	639.25	\$658.43	\$685.43	\$705.99	
G	686.25	\$706.84	\$733.84	\$755.86	
H	739.25	\$761.43	\$788.43	\$812.08	
I	795.25	\$819.11	\$846.11	\$871.49	
J	870.25	\$896.36	\$923.36	\$951.06	
K	879.25	\$905.63	\$932.63	\$960.61	

NOTE 1: The interval of Step A, AI, B and B1 is 13 weeks.

NOTE 2: The interval of all other Steps is 26 weeks per step.

NOTE 3: Each 26 weeks after reaching Step I, an employee will be given an opportunity to qualify for Group 1.

NOTE 4: If an employee in Group 2 will not qualify for Group 1, such employee will be advised in writing six (6) months prior to the applicable advancement date that they will be held back at that point. Such notification will state the reason for the holdback. The employee will also be given an opportunity to overcome the stated deficiencies.

GROUPS 1 & 2 will be classified as Customer Services Technician, Facilities Technician, Trunking & Switching Technician and Service Centre Technician.

**\*SECTION 6 -WAGE SCHEDULES**

**ARTICLE 2 (Continued)**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	515.25	\$530.71	\$557.71	\$574.44	Assistant Shop Technician (see Notes 1, 3, 5)
B	540.25	\$556.46	\$583.46	\$600.96	
C	572.25	\$589.42	\$616.42	\$634.91	Shop Technician I (see Notes 2, 4, 5)
D	606.25	\$624.44	\$651.44	\$670.98	
E	626.25	\$645.04	\$672.04	\$692.20	
F	660.25	\$680.06	\$707.06	\$728.27	
G	693.25	\$714.05	\$741.05	\$763.28	
H	712.25	\$733.62	\$760.62	\$783.44	Shop Technician II (see Note 2)
I	742.25	\$764.52	\$791.52	\$815.27	Production & Inventory Controller NOTE: The interval of Step A is 52 weeks
A	776.25	\$799.54	\$826.54	\$851.34	
B	802.25	\$826.32	\$853.32	\$878.92	

NOTE 1: The interval of Steps A, B, C, D, E & F is 26 weeks.

NOTE 2: The interval of Steps G & H is 52 weeks.

NOTE 3: Each 26 weeks after reaching Step D, an Assistant Shop Technician will be given the opportunity to qualify for Shop Technician I (Step E).

NOTE 4: Each 52 weeks after reaching Step G, a Shop Technician I will be given the opportunity to qualify for Shop Technician II (Step H). In order to qualify, the employee must successfully complete company-supplied training on AC/DC electricity, electronics and basic circuit board repair.

NOTE 5: An employee who does not qualify for a Shop Technician I or II position will be advised in writing three (3) months (for Shop Technician I), six (6) months (for Shop Technician II) prior to the applicable advancement date that they will be held back at that point. Such notification will state the reason for the holdback. The employee will also be given an opportunity to overcome the stated deficiencies.

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	515.25	\$530.71	\$557.71	\$574.44	Shipper/Receiver/Storekeeper (x) District Shipper/Receiver
B	540.25	\$556.46	\$583.46	\$600.96	
C	572.25	\$589.42	\$616.42	\$634.91	NOTE: The interval of each step is 52 weeks. x - ceiling Senior Shipper/Receiver Stockkeeper
D	606.25	\$624.44	\$651.44	\$670.98	
E	639.25x	\$658.43x	\$685.43x	\$705.99x	
F	653.25	\$672.85	\$699.85	\$720.85	
	665.25	\$685.21	\$712.21	\$733.58	
	695.25	\$716.11	\$743.11	\$765.40	

NOTE 1: The District Shipper/Receiver will perform warehouse duties and, in addition, some caretaking duties.

**\*SECTION 6 -WAGE SCHEDULES**

**ARTICLE 2 (Continued)**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	460.10	\$473.90	\$499.10	\$514.07	Clerical Associate I Clerical Associate II Clerical Associate III
B	465.10	\$479.05	\$504.25	\$519.38	
C	474.10	\$488.32	\$513.52	\$528.93	
D	479.10	\$493.47	\$518.67	\$534.23	
E	491.10	\$505.83	\$531.03	\$546.96	
F	503.10	\$518.19	\$543.39	\$559.69	
G	516.10	\$531.58	\$556.78	\$573.48	
H	534.10	\$550.12	\$575.32	\$592.58	
I	553.10	\$569.69	\$594.89	\$612.74	

NOTE 1: The interval of each Step is 26 weeks.

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	479.10	\$493.47	\$518.67	\$534.23	Clerical Associate IV
B	491.10	\$505.83	\$531.03	\$546.96	
C	503.10	\$518.19	\$543.39	\$559.69	
D	516.10	\$531.58	\$556.78	\$573.48	
E	534.10	\$550.12	\$575.32	\$592.58	
F	553.10	\$569.69	\$594.89	\$612.74	
G	579.10	\$596.47	\$621.67	\$640.32	
H	616.10	\$634.58	\$659.78	\$679.57	

NOTE 1: The interval of each Step is 26 weeks.

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR, 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	499.10	\$514.07	\$539.27	\$555.45	Clerical Associate V
B	521.10	\$536.73	\$561.93	\$578.79	
C	549.10	\$565.57	\$590.77	\$608.49	
D	575.10	\$592.35	\$617.55	\$636.08	
E	643.10	\$662.39	\$687.59	\$708.22	
F	687.10	\$707.71	\$732.91	\$754.90	
G	722.10	\$743.76	\$768.96	\$792.03	
I	760.10	\$782.90	\$808.10	\$832.34	See Note 2
J	798.10	\$822.04	\$847.24	\$872.66	See Note 2

NOTE 1: The interval of each Step is 26 weeks.

NOTE 2: Step I & J cover green-circled employees from old Section 4, Schedule III, Group III & IV (prior to 1991).

**\*SECTION 6 – WAGE SCHEDULES**

**ARTICLE 2 (Continued)**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	529.10	\$544.97	\$570.17	\$587.28	Trainee
AI	534.10	\$550.12	\$575.32	\$592.58	Marketing Trainee
B	543.10	\$559.39	\$584.59	\$602.13	
B1	551.10	\$567.63	\$592.83	\$610.61	
C	562.10	\$578.96	\$604.16	\$622.28	
D	570.10	\$587.20	\$612.40	\$630.77	
E	596.10	\$613.98	\$639.18	\$658.36	
F	631.10	\$650.03	\$675.23	\$695.49	
G	678.10	\$698.44	\$723.64	\$745.35	Technical Assistant, Engineering Assist-
H	731.10	\$753.03	\$778.23	\$801.58	ant, Administrative Assistant, Accountant,
I	780.10	\$803.50	\$828.70	\$853.56	Planning Assistant, Development Analyst,
J	852.10	\$877.66	\$902.86	\$929.95	Personnel Assistant, Public Affairs
K	859.10	\$884.87	\$910.07	\$937.37	Assistant, Graphics & Display Assistant,
L	872.10	\$898.26	\$923.46	\$951.16	Marketing Assistant I, Marketing Research
M	\$884.10	\$910.62	\$935.82	\$963.89	Assistant I Marketing Assistant II, Marketing Research Assistant II

- NOTE 1: The interval of Steps A, AI, B and B1 is 13 weeks.
- NOTE 2: The interval of all other Steps is 26 weeks per step.
- NOTE 3: Each 26 weeks after reaching Step F, an employee will be given an opportunity to qualify for Step G.
- NOTE 4: Each 26 weeks after reaching Step K, an employee will be given an opportunity to qualify for Step L.
- NOTE 5: If an employee will not qualify for Step G or Step L, they will be advised in writing six (6) months prior to the applicable advancement date that they will be held back at that point. Such notification will state the reason for the holdback. The employee will also be given an opportunity to overcome the stated deficiencies.
- NOTE 6: Each 26 weeks after reaching Step L, a Marketing Research Assistant I/Marketing Assistant I will be given an opportunity to qualify for Step M.



**\*SECTION 6 – WAGE SCHEDULES**

**ARTICLE 2 (Continued)**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	562.10	\$578.96	\$604.16	\$622.28	Customer Systems Analyst
B	570.10	\$587.20	\$612.40	\$630.77	
C	596.10	\$613.98	\$639.18	\$658.36	
D	631.10	\$650.03	\$675.23	\$695.49	
E	678.10	\$698.44	\$723.64	\$745.35	
F	731.10	\$753.03	\$778.23	\$801.58	
G	780.10	\$803.50	\$828.70	\$853.56	
H	852.10	\$877.66	\$902.86	\$929.95	
I	872.10	\$898.26	\$923.46	\$951.16	
J	914.10	\$941.52	\$966.72	\$995.72	
K	938.10	\$966.24	\$991.44	\$1,021.18	

NOTE: The interval of each Step is 26 weeks.

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	494.10	\$508.92	\$534.12	\$550.14	Customer Representative
B	507.10	\$522.31	\$547.51	\$563.94	
C	518.10	\$533.64	\$558.84	\$575.61	
D	531.10	\$547.03	\$572.23	\$589.40	
E	549.10	\$565.57	\$590.77	\$608.49	
F	567.10	\$584.11	\$609.31	\$627.59	
G	594.10	\$611.92	\$637.12	\$656.23	
H	644.10	\$663.42	\$688.62	\$709.28	

NOTE: The interval of each Step is 26 weeks.

<b>PROG. STEP</b>	<b>MAR, 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	563.10	\$579.99	\$605.19	\$623.35	Business Representative
AI	568.10	\$585.14	\$610.34	\$628.65	
B	577.10	\$594.41	\$619.61	\$638.20	
B1	585.10	\$602.65	\$627.85	\$646.69	
C	596.10	\$613.98	\$639.18	\$658.36	
D	605.10	\$623.25	\$648.45	\$667.90	
E	631.10	\$650.03	\$675.23	\$695.49	
F	665.10	\$685.05	\$710.25	\$731.56	

NOTE 1: the interval of Steps A, AI, B and B1 is 13 weeks.

NOTE 2: The interval of all other Steps is 26 weeks per step.

**\*SECTION 6 – WAGE SCHEDULES**

**ARTICLE 2 (Continued)**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	529.10	\$544.97	\$570.17	\$587.28	Directory Sales Representative (x), Service Advisor (xxx), Communications Consultant - Phone Power (xx), Sales Associate, Sales Co-ordinator  x - ceiling xx - ceiling xxx - ceiling
AI	534.10	\$550.12	\$575.32	\$592.58	
B	543.10	\$559.39	\$584.59	\$602.13	
B1	551.10	\$567.63	\$592.83	\$610.61	
C	562.10	\$578.96	\$604.16	\$622.28	
D	570.10	\$587.20	\$612.40	\$630.77	
E	596.10	\$613.98	\$639.18	\$658.36	
F	631.10	\$650.03	\$675.23	\$695.49	
G	678.10	\$698.44	\$723.64	\$745.35	
H	731.10	\$753.03	\$778.23	\$801.58	
I	780.10x	\$803.50x	\$828.70x	\$853.56x	
J	852.10	\$877.66	\$902.86	\$929.95	
K	860.10xx	\$885.90xx	\$911.10xx	\$938.43xx	
L	866.10xxx	\$892.08xxx	\$917.28xxx	\$944.80xxx	
M	873.10	\$899.29	\$924.49	\$952.22	

NOTE 1: The interval of Steps A, AI, B and B1 is 13 weeks,

NOTE 2: The interval of all other steps is 26 weeks.

NOTE 3: Each 26 weeks after reaching Step L, an employee will be given an opportunity to qualify for Step M.

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	468.10	\$482.14	\$507.34	\$522.56	Draughting Technician Trainee <u>NOTE:</u> The interval of each step is 26 weeks.  Each 26 weeks after reaching Step G, an employee will be given an opportunity to qualify for Group I. GROUP 1 - Draughting Technician I <u>NOTE:</u> The interval of Step H is 52 wks. Draughting Technician II <u>NOTE:</u> The interval of Step J is 52 wks. Chief Draughting Technician
B	486.10	\$500.68	\$525.88	\$541.66	
C	503.10	\$518.19	\$543.39	\$559.69	
D	518.10	\$533.64	\$558.84	\$575.61	
E	536.10	\$552.18	\$577.38	\$594.70	
F	552.10	\$568.66	\$593.86	\$611.68	
G	584.10	\$601.62	\$626.82	\$645.62	
H	607.10	\$625.31	\$650.51	\$670.03	
I	646.10	\$665.48	\$690.68	\$711.40	
J	655.10	\$674.75	\$699.95	\$720.95	
K	678.10	\$698.44	\$723.64	\$745.35	
	709.10	\$730.37	\$755.57	\$778.24	

**\*SECTION 6 -WAGE SCHEDULES**

**ARTICLE 3**

If you are an employee who has not yet moved to the new wage schedules and are currently on wage maintenance as referred to below, please refer to Article 3 of the Wage Schedules.

**WAGE MAINTENANCE**

Agreement was reached between SaskTel and the CEP that the employees on wage maintenance as a result of Job Evaluation would receive economic increases of 100% in March, 2001 and March, 2002, and would then have their wage frozen until the job rate catches up. The salary tables in Article 3 reflect these figures.

**\*SECTION 6 -WAGE SCHEDULES**

**ARTICLE 3**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	525.63	\$541.40	\$568.40	\$568.40	APPRENTICE: Customer Services Technician, Facilities Technician, Trunking & Switching Technician, Service Centre Technician  Upon completion of Step F an apprentice shall be promoted to Group 2.  Group 2 (see Note 3)  Group 1
AI	530.63	\$546.55	\$573.55	\$573.55	
B	539.63	\$555.82	\$582.82	\$582.82	
B1	547.63	\$564.06	\$591.06	\$591.06	
C	558.63	\$575.39	\$602.39	\$602.39	
D	566.63	\$583.63	\$610.63	\$610.63	
E	593.63	\$611.44	\$638.44	\$638.44	
F	627.63	\$646.46	\$673.46	\$673.46	
G	674.63	\$694.87	\$721.87	\$721.87	
H	727.63	\$749.46	\$776.46	\$776.46	
I	783.63	\$807.14	\$834.14	\$834.14	
J	858.63	\$884.39	\$911.39	\$911.39	
K	867.63	\$893.66	\$920.66	\$920.66	

NOTE 1: The interval of Step A, AI, B and B1 is 13 weeks.

NOTE 2: The interval of all other Steps is 26 weeks per step.

NOTE 3: Each 26 weeks after reaching Step I, an employee will be given an opportunity to qualify for Group 1.

NOTE 4: If an employee in Group 2 will not qualify for Group 1, such employee will be advised in writing six (6) months prior to the applicable advancement date that they will be held back at that point. Such notification will state the reason for the holdback. The employee will also be given an opportunity to overcome the stated deficiencies.

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GROUPS 1 & 2 will be classified as Customer Services Technician, Facilities Technician, Trunking & Switching Technician and Service Centre Technician.

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**\*SECTION 6 -WAGE SCHEDULES**

**ARTICLE 3 (Continued)**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	503.63	\$518.74	\$545.74	\$545.74	Assistant Shop Technician (see Notes 1, 3, 5)
B	528.63	\$544.49	\$571.49	\$571.49	
C	560.63	\$577.45	\$604.45	\$604.45	
D	594.63	\$612.47	\$639.47	\$639.47	Shop Technician I (see Notes 2, 4, 5)
E	614.63	\$633.07	\$660.07	\$660.07	
F	648.63	\$668.09	\$695.09	\$695.09	
G	681.63	\$702.08	\$729.08	\$729.08	Shop Technician II (see Note 2)
H	700.63	\$721.65	\$748.65	\$748.65	
I	730.63	\$752.55	\$779.55	\$779.55	
A	764.63	\$787.57	\$814.57	\$814.57	Production & Inventory Controller
B	790.63	\$814.35	\$841.35	\$841.35	NOTE: The interval of Step A is 52 weeks

NOTE 1: The interval of Steps A, B, C, D, E & F is 26 weeks.

NOTE 2: The interval of Steps G & H is 52 weeks.

NOTE 3: Each 26 weeks after reaching Step D, an Assistant Shop Technician will be given the opportunity to qualify for Shop Technician I (Step E).

NOTE 4: Each 52 weeks after reaching Step G, a Shop Technician I will be given the opportunity to qualify for Shop Technician II (Step H). In order to qualify, the employee must successfully complete company-supplied training on AC/DC electricity, electronics and basic circuit board repair.

NOTE 5: An employee who does not qualify for a Shop Technician I or II position will be advised in writing three (3) months (for Shop Technician I), six (6) months (for Shop Technician II) prior to the applicable advancement date that they will be held back at that point. Such notification will state the reason for the holdback. The employee will also be given an opportunity to overcome the stated deficiencies.

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	503.63	\$518.74	\$545.74	\$545.74	Shipper/Receiver/Storekeeper (x) District Shipper/Receiver
B	528.63	\$544.49	\$571.49	\$571.49	
C	560.63	\$577.45	\$604.45	\$604.45	<u>NOTE</u> . The interval of each step is 52 weeks. x - ceiling
D	594.63	\$612.47	\$639.47	\$639.47	
E	627.63x	\$646.46x	\$673.46x	\$673.46x	
F	641.63	\$660.88	\$687.88	\$687.88	Senior Shipper/Receiver Stockkeeper
	653.63	\$673.24	\$700.24	\$700.24	
	683.63	\$704.14	\$731.14	\$731.14	

NOTE 1: The District Shipper/Receiver will perform warehouse duties and, in addition, some caretaking duties.

**\*SECTION 6 -WAGE SCHEDULES**

**ARTICLE 3 (Continued)**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	449.25	\$462.73	\$487.93	\$487.93	Clerical Associate I
B	454.25	\$467.88	\$493.08	\$493.08	Clerical Associate II
C	463.25	\$477.15	\$502.35	\$502.35	Clerical Associate III
D	468.25	\$482.30	\$507.50	\$507.50	
E	480.25	\$494.66	\$519.86	\$519.86	
F	492.25	\$507.02	\$532.22	\$532.22	
G	505.25	\$520.41	\$545.61	\$545.61	
H	523.25	\$538.95	\$564.15	\$564.15	
I	542.25	\$558.52	\$583.72	\$583.72	

NOTE 1: The interval of each Step is 26 weeks.

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	468.25	\$482.30	\$507.50	\$507.50	Clerical Associate IV
B	480.25	\$494.66	\$519.86	\$519.86	
C	492.25	\$507.02	\$532.22	\$532.22	
D	505.25	\$520.41	\$545.61	\$545.61	
E	523.25	\$538.95	\$564.15	\$564.15	
F	542.25	\$558.52	\$583.72	\$583.72	
G	568.25	\$585.30	\$610.50	\$610.50	
H	605.25	\$623.41	\$648.61	\$648.61	

NOTE 1: The interval of each Step is 26 weeks.

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	488.25	\$502.90	\$528.10	\$528.10	Clerical Associate V
B	510.25	\$525.56	\$550.76	\$550.76	
C	538.25	\$554.40	\$579.60	\$579.60	
D	564.25	\$581.18	\$606.38	\$606.38	
E	632.25	\$651.22	\$676.42	\$676.42	
F	676.25	\$696.54	\$721.74	\$721.74	
G	711.25	\$732.59	\$757.79	\$757.79	
I	749.25	\$771.73	\$796.93	\$796.93	See Note 2
J	787.25	\$810.87	\$836.07	\$836.07	See Note 2

NOTE 1: The interval of each Step is 26 weeks.

NOTE 2: Step I & J cover green-circled employees from old Section 4, Schedule III, Group III & IV (prior to 1991).

**\*SECTION 6 – WAGE SCHEDULES**

**ARTICLE 3 (Continued)**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	518.25	\$533.80	\$559.00	\$559.00	Trainee
AI	523.25	\$538.95	\$564.15	\$564.15	Marketing Trainee
B	532.25	\$548.22	\$573.42	\$573.42	
B1	540.25	\$556.46	\$581.66	\$581.66	
C	551.25	\$567.79	\$592.99	\$592.99	
D	559.25	\$576.03	\$601.23	\$601.23	
E	585.25	\$602.81	\$628.01	\$628.01	
F	620.25	\$638.86	\$664.06	\$664.06	
G	667.25	\$687.27	\$712.47	\$712.47	Technical Assistant, Engineering Assistant, Administrative Assistant, Accountant, Planning Assistant, Development Analyst, Personnel Assistant, Public Affairs
H	720.25	\$741.86	\$767.06	\$767.06	
I	769.25	\$792.33	\$817.53	\$817.53	
J	841.25	\$866.49	\$891.69	\$891.69	
K	848.25	\$873.70	\$898.90	\$898.90	Assistant, Graphics & Display Assistant, Marketing Assistant I, Marketing Research Assistant I
L	861.25	\$887.09	\$912.29	\$912.29	Marketing Assistant II, Marketing Research Assistant II
M	873.25	\$899.45	\$924.65	\$924.65	

NOTE 1: The interval of Steps A, AI, B and B1 is 13 weeks.

NOTE 2: The interval of all other Steps is 26 weeks per step.

NOTE 3: Each 26 weeks after reaching Step F, an employee will be given an opportunity to qualify for Step G.

NOTE 4: Each 26 weeks after reaching Step K, an employee will be given an opportunity to qualify for Step L.

NOTE 5: If an employee will not qualify for Step G or Step L, they will be advised in writing six (6) months prior to the applicable advancement date that they will be held back at that point. Such notification will state the reason for the holdback. The employee will also be given an opportunity to overcome the stated deficiencies.

NOTE 6: Each 26 weeks after reaching Step L, a Marketing Research Assistant I/Marketing Assistant I will be given an opportunity to qualify for Step M.

**\*SECTION 6 -WAGE SCHEDULES**

**ARTICLE 3 (Continued)**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	551.25	\$567.79	\$592.99	\$592.99	Customer Systems Analyst
B	559.25	\$576.03	\$601.23	\$601.23	
C	585.25	\$602.81	\$628.01	\$628.01	
D	620.25	\$638.86	\$664.06	\$664.06	
E	667.25	\$687.27	\$712.47	\$712.47	
F	720.25	\$741.86	\$767.06	\$767.06	
G	769.25	\$792.33	\$817.53	\$817.53	
H	841.25	\$866.49	\$891.69	\$891.69	
I	861.25	\$887.09	\$912.29	\$912.29	
J	903.25	\$930.35	\$955.55	\$955.55	
K	927.25	\$955.07	\$980.27	\$980.27	

NOTE: The interval of each Step is 26 weeks.

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	483.25	\$497.75	\$522.95	\$522.95	Customer Representative
B	496.25	\$511.14	\$536.34	\$536.34	
C	507.25	\$522.47	\$547.67	\$547.67	
D	520.25	\$535.86	\$561.06	\$561.06	
E	538.25	\$554.40	\$579.60	\$579.60	
F	556.25	\$572.94	\$598.14	\$598.14	
G	583.25	\$600.75	\$625.95	\$625.95	
H	633.25	\$652.25	\$677.45	\$677.45	

NOTE: The interval of each Step is 26 weeks.

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	552.25	\$568.82	\$594.02	\$594.02	Business Representative
AI	557.25	\$573.97	\$599.17	\$599.17	
B	566.25	\$583.24	\$608.44	\$608.44	
B1	574.25	\$591.48	\$616.68	\$616.68	
C	585.25	\$602.81	\$628.01	\$628.01	
D	594.25	\$612.08	\$637.28	\$637.28	
E	620.25	\$638.86	\$664.06	\$664.06	
F	654.25	\$673.88	\$699.08	\$699.08	

NOTE 1: the interval of Steps A, AI, B and B1 is 13 weeks.

NOTE 2: The interval of all other Steps is 26 weeks per step.



**\*SECTION 6 – WAGE SCHEDULES**

**ARTICLE 3 (Continued)**

<b>PROG. STEP</b>	<b>MAR. 26 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	518.25	\$533.80	\$559.00	\$559.00	Directory Sales Representative (x), Service Advisor (xxx), Communications Consultant - Phone Power (xx), Sales Associate, Sales Co-ordinator  x - ceiling xx - ceiling xxx - ceiling
AI	523.25	\$538.95	\$564.15	\$564.15	
B	532.25	\$548.22	\$573.42	\$573.42	
B1	540.25	\$556.46	\$581.66	\$581.66	
C	551.25	\$567.79	\$592.99	\$592.99	
D	559.25	\$576.03	\$601.23	\$601.23	
E	585.25	\$602.81	\$628.01	\$628.01	
F	620.25	\$638.86	\$664.06	\$664.06	
G	667.25	\$687.27	\$712.47	\$712.47	
H	720.25	\$741.86	\$767.06	\$767.06	
I	769.25x	\$792.33x	\$817.53x	\$817.53x	
J	841.25	\$866.49	\$891.69	\$891.69	
K	849.25xx	\$874.73xx	\$899.93xx	\$899.93xx	
L	855.25xxx	880.91xxx	\$906.11xxx	\$906.11xxx	
M	862.25	\$888.12	\$913.32	\$913.32	

NOTE 1: The interval of Steps A, AI, B and B1 is 13 weeks.

NOTE 2: The interval of all other steps is 26 weeks.

NOTE 3: Each 26 weeks after reaching Step L, an employee will be given an opportunity to qualify for Step M.

<b>PROG. STEP</b>	<b>MAR. 2000</b>	<b>EFFECTIVE MAR. 25/01</b>	<b>EFFECTIVE MAR. 24/02</b>	<b>EFFECTIVE MAR. 23/03</b>	<b>CLASSIFICATION</b>
A	457.25	\$470.97	\$496.17	\$496.17	Draughting Technician Trainee <u>NOTE:</u> The interval of each step is 26 weeks.  Each 26 weeks after reaching Step G, an employee will be given an opportunity to qualify for Group I. GROUP 1 - Draughting Technician I <u>NOTE:</u> The interval of Step H is 52 wks. Draughting Technician II <u>NOTE:</u> The interval of Step J is 52 wks. Chief Draughting Technician
B	475.25	\$489.51	\$514.71	\$514.71	
C	492.25	\$507.02	\$532.22	\$532.22	
D	507.25	\$522.47	\$547.67	\$547.67	
E	525.25	\$541.01	\$566.21	\$566.21	
F	541.25	\$557.49	\$582.69	\$582.69	
G	573.25	\$590.45	\$615.65	\$615.65	
H	596.25	\$614.14	\$639.34	\$639.34	
I	635.25	\$654.31	\$679.51	\$679.51	
J	644.25	\$663.58	\$688.78	\$688.78	
K	667.25	\$687.27	\$712.47	\$712.47	
	698.25	\$719.20	\$744.40	\$744.40	

## APPENDIX I – PART-TIME

### GENERAL

The following conditions shall apply to part-time employees:

1. For part-time employees who work a 35-hour work week, one hundred and fifty-two (152) hours shall be considered a month's work. When they have accumulated one hundred and fifty-two (152) hours of work, they shall become members of the Union and shall have Union dues deducted for each accumulation of one hundred and fifty-two (152) hours, and such monies shall be paid to the Secretary-Treasurer of the Communications, Energy and Paperworkers Union of Canada, accompanied by a list of the part-time employees for and on behalf of whom such deductions have been made.
2. Part-time employees shall be paid on an hourly basis, based on the applicable wage band and shall be eligible for differential payments, when applicable. They shall be paid for the time worked in a pay period, on the regular pay date, without an interim payment. Part-time Operators, Clerical Associates (Band 2-6) and Service Representatives (except those in Saskatoon Mobility and the Customer Care Complex) who are re-employed into their previous classification and wage band within one (1) year of leaving the Company, shall receive an hourly rate based on the wage rate for their length of service when they left the Company.
3. Part-time employees will receive vacation pay in the proportion that the hours worked bears to the total working hours in a year, namely, one thousand eight hundred and twenty-seven (1,827). Part-time employees will have the opportunity, on a yearly basis, to elect to bank vacation or to have their vacation paid out on each pay cheque.

For those employees who elect to bank vacation, the following rules will apply:

- A maximum of two payouts may be requested per year.
  - When requesting a payout of banked vacation, all vacation accrued to that point in time will be paid out.
  - Requests for payouts must be submitted at least fifteen (15) days prior to the requested payout date.
  - Any vacation that has not been claimed by the second-last pay period of the year will be automatically paid out in the last pay period.
4. The hours worked shall be cumulative for progression on the wage bands on the basis that one hundred and fifty-two (152) hours is considered a month's work.
  5. Part-time employees who are scheduled for regular shifts shall be eligible for pro-rated sick leave benefits in accordance with the Sick Leave Regulations as outlined in Article 24.
  6. Part-time employees who become full-time employees shall have their part-time service credited for transfer to permanent staff, for vacation rights and seniority, on a cumulative basis.

## **APPENDIX I – PART-TIME (Continued)**

7. Part-time employees who are eligible for pro-rated sick leave benefits will also be eligible for pro-rated wages while on jury duty.

### **OPERATORS**

1. It is agreed that Operators may be employed on a part-time basis up to a maximum of fifteen percent (15%) of the staff in any Operator Services Complex, and that students who have applied to the Company for full-time employment when they have finished school, may be employed for training on a part-time basis.
2. It is agreed that part-time positions will be maintained in all offices within a complex, where possible. It is further agreed that no office within a complex will be converted to a complete part-time staff.

### **INFORMATION TECHNOLOGY MANAGEMENT (ITM) AND FINANCE (CLERICAL)**

1. It is agreed that part-time employees may be employed up to a maximum of fifteen percent (15%) of the staff.

### **SERVICE REPRESENTATIVES, CLERICAL SUPPORT, CLERICAL ASSOCIATES AND SENIOR CLERICAL ASSOCIATES**

1. It is agreed that part-time Service Representatives (except those covered by Saskatoon Mobility and Customer Care Complex), Clerical Support, Clerical Associates and Senior Clerical Associates may be employed for a number of hours equal to a maximum of twenty percent (20%) x thirty-five (35) hours x full-time employees in each classification and wage band per office.
2. a) Part-time Clerical Associates (Districts) in each staffed district office throughout the province, other than Regina, Saskatoon, Moose Jaw, North Battleford, Prince Albert, Swift Current, Yorkton and Weyburn may be employed on a part-time basis for a minimum of fifteen (15) hours per week per location to a maximum of thirty (30) hours per week per location, in accordance with the provisions for part-time employees.
  - b) The typical duties of this position shall include the responsibilities associated with a Clerical Support, plus handling of customer inquiries, handling of some customer sales and completion of the appropriate forms related to sales, returns and repairs.
  - c) There shall be no more than one (1) regular part-time employee per location working the prescribed hours as listed above. The parties further agree that each location may have an additional temporary part-time employee for the sole purpose of covering for the above-noted regular part-time employees on such leaves as vacation, short-term sickness and training.

## **APPENDIX I – PART-TIME (Continued)**

### **SASKATOON MOBILITY**

1. It is agreed that part-time employees in Saskatoon Mobility Operations may be employed for a number of hours equal to a maximum of forty percent (40%) of the retail hours open per week, multiplied by the number of permanent full-time Service Representatives, Service Technicians, Senior Clerical Associates (Mobility Assistance) and Clerical Associates (FleetNet Programming) at that office.
2. It is further agreed that fifty percent (50%) of the hours available to the part-time Service Representatives, Service Technicians, Senior Clerical Associates (Mobility Assistance) and Clerical Associates (FleetNet Programming) be guaranteed to permanent part-time where the above formula provides at least forty (40) hours of part-time work per week. Permanent part-time employees shall be scheduled a minimum of twenty (20) hours per week.

### **SYSTEMS STAFF**

1. It is agreed that staff may be employed on a part-time basis up to a maximum of ten percent (10%) of Systems Band. The conditions outlined in the General Part-Time Section shall apply.

### **CUSTOMER CARE COMPLEX**

In addition to the terms and conditions of the Collective Agreement, the following terms are agreed to:

1. Customer Care includes the following areas: Provincial Consumer Inbound, Credit Services, Provincial Enterprise Inbound, Enterprise Outbound, Internet, Repair/Answer, Regina and Saskatoon Telmarts, Enhanced Business Offices, Simply One, Telemarketing, Care Centre Support and Service Representatives in district locations serving the Advantage Business/Signature Service markets.
2. Part-time hours allowed in the Customer Care Complex shall be calculated as the total number of full-time employees x twenty percent (20%) x seventy-eight (78) hours per week.
3. Any additional business units added to the Customer Care Complex will not be part of this formula, but will maintain their existing formula.
4. Fifty percent (50%) of part-time hours worked in Telemarketing and the Regina and Saskatoon Telmarts will go to permanent part-time.
5. No location will be solely staffed with permanent part-time or casual part-time staff.
6. Provided there are permanent, full-time employees in the Complex locations (North Battleford, Yorkton, Moose Jaw, Prince Albert, Swift Current, Weyburn and Estevan), there shall be a minimum of one (1) permanent part-time position,

## **APPENDIX I – PART-TIME (Continued)**

7. The Company will provide the CEP with semi-annual reports for the Customer Care Centre identifying the number of permanent employees, names of permanent part-time and casual part-time employees, hours worked by location, and cost centre number. The CEP and SaskTel will meet following the SAP implementation to discuss the appropriate format.
8. If over a six (6) month period (January to June and July to December) the average hours worked per week exceeds the allowable hours by more than thirty-five (35) hours per week, the Company agrees to post a permanent Service Representative position for each thirty-five (35) hour overage. Permanent full-time positions posted will be split between Regina and Saskatoon.
9. The Company will not reduce existing part-time hours in order to focus and increase hours in another area. (This does not override the letter dated December 17, 1996 from Don Ching regarding the Provincial Customer Care Centre.)

### **\* SASKTEL INTERNET HELP DESK**

Service Technician (Internet Support):

1. It is agreed that part-time employees for the SaskTel Internet Help Desk may be employed for a number of hours equal to a maximum of thirteen percent (13%) of the hours open per week, multiplied by the number of permanent full-time Service Technicians at that office.
2. It is further agreed that fifty percent (50%) of the hours available to the part-time Service Technicians be guaranteed to permanent part-time Service Technicians, and that they be scheduled a minimum of twenty (20) hours per week with such positions posted.
3. Part-time Service Technician (Internet Support) will be shifted Sunday to Saturday, inclusive. No employee will be scheduled to work for more than ten (10) days in a two-week period without overtime.

## **APPENDIX II**

MEMORANDUM OF AGREEMENT regarding Permanent Part-Time Office Cleaners.

It is agreed that the following conditions shall apply to the employment of Office Cleaners:

1. For Office Cleaners, one hundred and sixty-three (163) hours shall be considered a month's work. When they have accumulated one hundred and sixty-three (163) hours of work, they shall become members of the Union and shall have Union dues deducted for each accumulation of one hundred and sixty-three (163) hours,

## **APPENDIX II (Continued)**

- and such monies shall be paid to the Secretary-Treasurer of the Communications, Energy and Paperworkers Union of Canada, accompanied by a list of employees for and on behalf of whom such deductions have been made.
2. Notwithstanding the provisions of Clause 1 above, those employees who were in the employ of the Company as of March 9, 1974 shall have the option of joining or not joining the Union, but shall nonetheless be accorded the provisions of the Memorandum of Agreement. Henceforth any new employees hired on or after March 10, 1974 shall be required to become members of the Union, as per Clause 1 above.
  3. Office Cleaners shall be paid on an hourly basis and shall be eligible for differential payments, where applicable. They shall be paid for the accumulated time worked in a two-week period, on the regular pay date, without an interim payment.
  4. Office Cleaners shall be entitled to an annual vacation, with pay, as provided in Article 18 of the current Union Agreement. During such vacation, they shall be paid their regular wage rate, based upon the actual number of hours which they would normally have worked in the duration of their vacation leave.
  5. Office Cleaners shall be allowed sick leave benefits in accordance with the Sick Leave Regulations. Daily or weekly rates of pay, for sick leave purposes, shall be based upon the number of hours normally worked by the absent employee.
  6. Office Cleaners shall be allowed to participate in the Disability Income Plan sponsored by the Saskatchewan Government if they meet the conditions set forth in the supplementary booklet covering the details of the Plan.
  7. Employees requesting a change of work location, from one building to another in the same headquarters, will submit such request in writing. When a vacancy occurs in the building requested, the most senior applicant will be given first consideration.

REVISED: 1999

## **APPENDIX III**

MEMORANDUM OF AGREEMENT regarding SaskTel Employees Personal Problem Program – STEPPP.

STEPPP is a joint endeavour of SaskTel and the Communications, Energy and Paperworkers Union of Canada. STEPPP recognizes that a wide range of personal problems can affect the well-being of SaskTel employees, their immediate families, superannuates and their immediate families. STEPPP will endeavour to co-ordinate the provision of assistance to solve personal problems on a strictly voluntary and confidential basis.

### **APPENDIX III (Continued)**

The following conditions apply to STEPPP:

1. STEPPP will be a voluntary program. **USE OF THIS PROGRAM FOR DISCIPLINARY PURPOSES WILL NOT BE PERMITTED.** An employee using this program will have neither job security nor promotional opportunities jeopardized by discussing a personal problem and accepting or declining a referral. The decision to accept assistance, counselling, treatment or rehabilitation, etc. is the responsibility of the individual employee, superannuate or family member.
2. STEPPP will be a confidential program. The identity of any individual using the program and any reference notes, referral information or follow-up contacts will be kept in the **STRICTEST CONFIDENCE**. The co-ordinator's office shall be located off premise to Saskatchewan Telecommunications. A toll-free number shall be provided. When the co-ordinator is not available, an independent answering service will relay messages.
3. STEPPP will be basically a referral program. Initial discussion, in many cases, will lead to referral to professional and/or community resources for assistance.
4. An ongoing Joint STEPPP Committee of three members representing Management and three members representing the Union will monitor and recommend revisions to improve STEPPP. The Committee will recommend a STEPPP co-ordinator. The co-ordinator's performance will be reviewed annually and action toward replacement will be initiated only when needed. The co-ordinator will report to the Vice-President – Human Resources & Industrial Relations, or a delegate thereof, and is responsible to the Committee for interpretation and implementation of the program. The co-ordinator may not serve on the Committee.
5. In cases when a client of the program requests or requires medical leave, this shall be co-ordinated by the Health Services Department under existing sick leave regulations. There may be cases where time off during normal working hours for appointments for a non-medical problem are unavoidable. To guard the confidential nature of the program, the Vice-President – Human Resources & Industrial Relations, or a delegate thereof, is authorized to recommend to the client's manager, the granting of pressing emergency leave without identifying a specific reason.
6. Management and Union will be responsible for making all employees aware of the objectives of STEPPP, and to actively support these objectives.
7. A local Union representative will be in attendance at in-Company STEPPP seminars at Company expense.

The above STEPPP policy will remain in effect, unless cancelled by either party. In the unlikely event that mutual agreement on any point cannot be reached in a reasonable

### **APPENDIX III (Continued)**

period of time, the Company reserves the right to continue the program unilaterally, and the Union reserves the right to withdraw its support.

REVISED: 1999

### **APPENDIX IV**

MEMORANDUM OF AGREEMENT regarding Voluntary Layoff Rights (i.e. layoff due to lack of available position when employees relocate for personal reasons).

The Company and the Union agree that permanent employees who, for personal reasons, wish to relocate from one staffed town or city to another and are prevented from doing so due to the lack of reasonable vacancies in entrance and non-entrance positions, shall be granted voluntary layoff for a period not to exceed twelve (12) months. To be eligible for such layoff, an employee must have completed twelve (12) consecutive months of continuous service at the time the layoff is to commence.

During such layoff, the employee may continue to make application for posted entrance and non-entrance positions, and such applications will be given consideration by the Company. If the employee has not been successful in obtaining a position by the end of the twelve (12) month layoff, the employee's services shall be terminated.

It is further agreed that the employee's seniority shall not accumulate beyond the first ninety (90) days of layoff.

Employees on layoff, in accordance with this provision, shall have the option of submitting their names for available part-time and/or temporary positions and will be given consideration for such positions.

An employee on layoff, in accordance with this provision, shall continue to receive coverage under the Group Life Insurance Policy and the Disability Income Plan by deduction of the appropriate premium; such deduction to be made at the commencement of the layoff and adjusted when the employee returns to work or resigns. Such employee shall also continue to participate in the Public Employees Pension Plan or the Saskatchewan Telecommunications Pension Plan, whichever the employee was enrolled in immediately prior to commencement of voluntary layoff. Said participation shall be in accordance with the applicable Legislative Acts and Regulations.

### **APPENDIX V**

MEMORANDUM OF AGREEMENT regarding Hours of Work.

The hours of work for certain employees shall be as follows:



## APPENDIX V (Continued)

1. SECTION 4 – CLERICAL AND ADMINISTRATIVE STAFF  
SECTION 5 – SYSTEMS STAFF

- (i) Subject to the provisions of Section 4, Article 1, and Section 5, Article 1 of the Agreement, the basis of the hours of work shall be thirty-five (35) hours per week.
- (ii) Effective October 4, 1981, the daily work period shall be seven hours and forty-seven minutes (7:47) per day and each employee shall be entitled to one (1) additional scheduled day off in each two (2) week block of time.

2. The foregoing provisions of Clauses 1 and 2 shall be administered according to the principles set forth below:

- (i) The additional days off will be scheduled by the Company in such a way as to be consecutive with and extend the employee's weekend, unless otherwise mutually agreed to. In some departments or locations, the entire office may be closed, if practicable, rather than employees having individual days off.
- (ii) Employees on sick leave or Workers' Compensation within a block will not have their day off credits reduced on that account. However, if an employee is sick on their scheduled additional day off, it will be regarded as the same as if they were sick on any normal day off; they would not be entitled to another day off in lieu of the day on which they were sick.

Employees who are on Casual Sick Leave or Workers' Compensation will have days normally scheduled to work charged to sick leave or compensation.

Employees who are on ESL will have weeks normally scheduled to work charged to extended sick leave.

If an employee is on sick leave or compensation for an entire block, the additional day off is included in this time and no further credits are allowed for that block.

- (iii) If an employee is on Leave of Absence for Union business for a period of nine (9) days or less in a block, day off credits in that block will not be affected. Consecutive blocks of Leave of Absence for Union business will not accumulate time off credits.
- (iv) If an employee is on Leave of Absence without pay, other than for Union business, for a period of five (5) days or less in a block, day off credits for that block will not be affected. If on leave in excess of five (5) days in a block, the employee will not be entitled to the additional day off in a block.

## **APPENDIX V (Continued)**

- (v) No time off credit adjustments will be made in regard to new engagements or terminations which occur during a regular block. A new employee assumes the normal provisions during the first full block after engagement. When an employee resigns, whether or not such employee has taken a day off in that block, no wage adjustment is made for that purpose.

REVISED: 1999

## **APPENDIX VI**

MEMORANDUM OF AGREEMENT regarding Employment Equity Statement of Principle.

SaskTel and the CEP are committed to the concept of Employment Equity and to the principle that equal opportunity in employment for women, Aboriginal peoples, persons with disabilities and persons who are, because of their race or colour, in a visible minority in Canada, means more than treating persons in the same way, but also requires negotiating special measures and the accommodation of differences.

The Company and the Union agree to jointly participate in the Affirmative Action Plan as approved by the Saskatchewan Human Rights Commission, October 29, 1982.

The joint Employment Equity Committee will develop strategies to deal with the identification, elimination and prevention of discriminatory policies, practices and barriers.

The Company and the Union agree that this Article shall be applied in a manner consistent with their respective obligations, as set forth in this Collective Agreement.

DATED: November 12, 1992

## **APPENDIX VII**

MEMORANDUM OF AGREEMENT regarding Safety Footwear.

The Company agrees to pay the cost of approved safety footwear to a maximum of \$120.00 per year or a maximum of \$240.00 over a two (2) year period. The number of pairs, including rubbers and galoshes, will not be limited as long as a maximum of \$120.00 per year is not exceeded.

REVISED: 1999

## APPENDIX VIII

MEMORANDUM OF AGREEMENT regarding Work With VDT Units During Pregnancy.

1. Pregnant Operator Services VDT Operators
  - (i) Pregnant Operator Services VDT Operators requesting a reassignment to an existing non-VDT position may be assigned to any available position.
  - (ii) If no alternate position is currently available, the Company will create a supernumerary position until twelve (12) weeks before the estimated date of birth. At that time, the employee assigned to a created position will be granted leave of absence or allowed to fill any available job in accordance with the provisions of the Collective Agreement. The employee assigned to the supernumerary position will be required to utilize any accumulated vacation leave entitlement some time prior to the commencement of said twelve (12) week period.
  - (iii) Employees reassigned under (i) and (ii) will not suffer loss of pay for the duration of the transfer.
  - (iv) During the period outlined in (ii), the traffic load normally handled by the VDT Operator will be absorbed into the network.
2. Other Pregnant VDT Operators
  - (i) Other pregnant VDT Operators requesting a reassignment to any existing non-VDT position may be assigned to any available position.
  - (ii) If no alternate position is currently available, requests for transfer to non-VDT positions may be reviewed by the Union and management on an individual basis.
3. The foregoing provisions will apply for the balance of the current Collective Agreement.

REVISED: 1993

## APPENDIX IX

MEMORANDUM OF AGREEMENT regarding Lineman's Gloves and Coveralls.

Craft employees required to work in dirty conditions which may cause their regular clothing to become soiled, upon request, will be supplied coveralls for their clothing protection.

## **APPENDIX IX (Continued)**

Such coveralls will be supplied by the Corporation to the extent that one (1) pair of coveralls will be supplied on the initial request and one (1) replacement pair at one (1) year intervals thereafter. The Company will not be responsible for any cleaning costs.

If Craft employees request Lineman's gloves for the protection of their hands, they will be supplied one (1) pair at their request. Replacements will be granted as deemed necessary by the employees' immediate managers.

The issuing of coveralls and lineman's gloves to classifications of employees not specified in this Memorandum may be authorized on a local basis with consideration being given to appropriateness and safety of individual applications.

DATED: December 12, 1988

## **APPENDIX X**

MEMORANDUM OF AGREEMENT regarding Vacancies in the Facilities Inquiry Centre and Control Centre.

Vacancies will be posted by Division in the Facilities group. The successful applicants will be reclassified to Technical Assistants. Any successful applicants from outside the location of the Inquiry or Control Centre will be responsible for their own relocation expenses and are not guaranteed the right to return to their original location, but will be guaranteed that when their term is over they will remain in the location of the Inquiry or Control Centre.

Assignments will normally be for a period of two (2) years, and at the completion of the term, the employee will be returned to such employee's original classification and wage band; it is understood that some assignments in the Inquiry Centre will be of shorter duration.

## **APPENDIX XI**

\* MEMORANDUM OF AGREEMENT regarding the Policy Health and Safety Committee.

It is agreed that the following terms and conditions apply:

1. The Committee will consist of four (4) members from the Union, with an option to add an additional three members when discussing health and safety issues related to Video Display Terminals.
2. The Committee will meet quarterly at the call of the Co-chairpersons.

### **APPENDIX XI (Continued)**

3. The Terms of Reference of the Committee will be as follows:
  - (i) Will deal with issues of general concern.
  - (ii) Will follow a pre-determined agenda.
  - \* (iii) Will have no authority to interfere in the operation of Work Place Health and Safety Committees.
  - (iv) Will assist in co-ordinating the flow of information related to health and safety concerns.
  - (v) Will deal with VDT ergonomic conditions.
4. Travel expense and time off to attend meetings will be paid for by the Company.

### **APPENDIX XII**

MEMORANDUM OF AGREEMENT regarding the Disability Income Plan Rehabilitation Committee.

It is agreed that the following terms and conditions apply:

1. The Committee will consist of four Union appointees.
2. The Committee will meet every two months or at the call of the Co-chairpersons.
3. Time off and travel expenses will be paid by the Company.
4. The Terms of Reference of the Committee will be as follows:
  - (i) Will review cases where it is likely that an employee will have to be placed in a position other than the position held prior to the disability occurring. These cases will include Disability Income Plan, Extended Sick Leave and Workers' Compensation.
  - (ii) Will recommend placement, rehabilitation conditions or light duty situations.
  - (iii) Any transfers and/or reclassifications that may be in conflict with the existing contract provisions will be negotiated between the Company and the Union.
  - (iv) Will have access to personnel files and any information available concerning vacancies or future vacancies.
  - (v) Medical information will be available in a general way through the Company's Medical Director and the Disability Income Plan's Rehabilitation Counsellor.

## **APPENDIX XIII**

### MEMORANDUM OF AGREEMENT regarding Northern Placement Policy.

#### 1. General

- (i) Policy to apply to the following locations:
  - Buffalo Narrows
  - LaRonge
  - Creighton
- (ii) If new work locations are established north of the 55<sup>th</sup> parallel, this policy will be updated and various factors computed.

#### 2. Placement into Work Locations

- (i) The assignment term for any location north of the 55<sup>th</sup> parallel will be three (3) years, and this will be indicated on the posting for the position.
- (ii) Where an employee wishes to remain at the work location after the completion of the employee's initial term, upon mutual agreement with the employee's manager, such employee's subsequent term(s) shall be renewed on an annual basis.
- (iii) Employees relocated into the work location and eligible in accordance with Article 11, Clause 3, will have all moving expenses paid per the Corporation In-Province Relocation Expenses Procedure (144.01). Where the employee is moving into company-provided accommodations, the settling-in allowance will not be paid.
- (iv) An employee purchasing a house at the work location is eligible to receive an interest-free loan to aid in the house purchase. The employee has the option of taking either a ten (10) year or ninety (90) day loan. Details and applications for the loans are handled through the Treasurer's Department.
- (v) Those employees renting accommodation in the work location will receive a cash benefit comparable to the free interest benefit on the ten (10) year loan.
- (vi) Upon completion of an employee's initial term, three (3) weeks (15 days) additional vacation will be provided. Upon completion of an employee's renewal term, one (1) week (5 days) extra vacation will be provided. The employee has the option of banking the additional vacation to a maximum of six (6) weeks. All banked additional vacation must be used within one (1) year of the completion of the employee's Northern Assignment.

### APPENDIX XIII (Continued)

#### 3. Allowance Rates

- (i) Allowance rates are developed for each northern work location on the basis of the following factors:
  - Population
  - Access
  - Heating costs
  - Food and sundry allowance
  - Household size
- (ii) It is agreed that the point formulas for each factor and corresponding dollar values as outlined in SaskTel's Northern Placement Policy dated May, 1988, will not be amended without negotiation with the Union.

#### 4. Hours of Work

Will be in accordance with the provisions of the Collective Agreement.

#### 5. Relocation Out of Work Location

- (i) Six (6) months prior to the completion of an employee's term, the employee will be interviewed by the Company concerning relocation at the conclusion of the term. The Company will notify the Union of the results of the interview. Based on these results, if a vacancy occurs in the same wage schedule and in an entrance position for which the employee meets the requirements of the job, the Company will hold this position for the employee by filling this vacancy on a temporary basis until the conclusion of the term. It is agreed that the vacancy does not have to be posted or filled in accordance with Article 10 of this Agreement.
- (ii) Employees relocating out of the northern work location will have all moving expenses paid per the Corporate In-Province Relocation Expenses Procedure (144.01).
- (iii) Employees, upon retirement from the Company, will be afforded the opportunity of relocating out of their northern work locations, as specified in this Appendix. If they elect to relocate, they will have all moving expenses paid by the Company in accordance with Corporate Procedure 144.01. The Company shall notify the employee of this provision; the decision to relocate must then be communicated to the Company prior to the actual date of retirement, otherwise this provision shall be null and void.

NOTE: With the implementation of this policy, the following letters are rescinded:

- July 30, 1962 Re: Uranium City

### **APPENDIX XIII (Continued)**

- September 11, 1981 Re: Northern Allowance
- August 29, 1983 Re: Northern Living Allowance – LaRonge

REVISED: November 13, 1992

### **APPENDIX XIV**

MEMORANDUM OF AGREEMENT regarding Temporary Relief and Acting Out-of-Scope Positions.

1. (i) An employee appointed temporarily to relieve an out-of-scope position will reassume the position held prior to the period of relief. All such time spent in relief will be considered for seniority purposes.
  - (ii) The term “temporary” used in this letter shall mean up to twelve (12) months or any extension thereof, as may be mutually agreed to between the Company and the Union.
  - (iii) An employee appointed temporarily to relieve an out-of-scope position will not deal with issues concerning discipline or formal evaluation of in-scope employees.
  - (iv) Pay treatment will be in accordance with Section 1, Article 20, Clause 6 of the Collective Agreement.
2. An employee appointed to an out-of-scope position on an acting basis will be considered out of the scope of the Collective Agreement, and the provisions of Section 1, Article 9, Clause 3 will apply.

DATED: December 12, 1988

### **APPENDIX XV**

MEMORANDUM OF AGREEMENT regarding SaskTel International.

SaskTel may bid on certain projects outside of Canada and, if suitable arrangements can be made with your Union, would like to give bargaining unit employees the opportunity, on a voluntary basis, to participate.

The contractual provisions which would have to be suspended or revised to enable SaskTel to employ bargaining unit personnel (hereinafter called the “employee”) on projects successfully bid are as follows:

- 1) Section 1, Article 7 – Grievances

It is our intent to provide treatment similar to that outlined in the Collective Agreement for most items. In some instances, such as hotel accommodations and



## APPENDIX XV (Continued)

overtime, items may be beyond our control while the employee is on assignment. SaskTel will not terminate, suspend or demote any employee while on assignment. If an employee's performance is not satisfactory while on assignment, the employee will be returned to their previous classification and location, without any action of demotion or suspension. The employee's return, as a result of unsatisfactory performance or disciplinary action, will not appear on the employee's record.

Discipline administered while the employee is on assignment will not become part of SaskTel records, therefore, representation during discipline meetings will be suspended while on assignment. Employees will not have access to the grievance procedure with respect to any concerns arising while on assignment. Rather, the employee's sole remedy will be to request to be returned to their previous classification and location.

Articles of the Collective Agreement which are not addressed in this Memorandum of Agreement may be grieved by the employee upon the employee's return from assignment.

### 2) Section 1, Article 10 – Promotions, Vacancies and Transfers

It is not practical to provide postings on a required basis for employees on assignment. Due to the constraints on the mail system to and from points outside Canada and the requirements for staff, the administration of the posting procedure would become cumbersome and more complicated. Employees on assignment will not receive copies of the vacancy posting, however, employees will be entitled to bid in the event they become aware of posted vacancies. In the event employees on assignment are aware of an impending vacancy posting, they may submit an application for consideration by the Company upon the vacancy posting being made.

### 3) Section 1, Article 18 – Annual Vacation

Due to the nature of the work and the deadlines established, it will be necessary to complete work assignments when the conditions allow; therefore, employees on assignment may not be guaranteed vacation periods during the time frame May 1<sup>st</sup> to October 31<sup>st</sup>.

### 4) Section 1, Article 21 – Overtime

The right to refuse overtime and to take time off in lieu of overtime will be suspended while an employee is on assignment.

As the Company is required to work under a contract and specified deadlines, it will not be practical to allow overtime to be voluntary.

Overtime worked on assignment will be paid out; provided that in SaskTel's discretion, if the employee would prefer to take time off in lieu of the payment of overtime, arrangements will be made directly with the employee to take the time off upon completion of the assignment.

## **APPENDIX XV (Continued)**

### 5) Appendix VIII – Hours of Work

As SaskTel employees will not be the only people involved in these projects, the additional day off every two weeks, as applicable, will be suspended until the employee returns from assignment. Overtime will be paid for all hours worked over and above the normal workweek (eg. – craft forces – 37.5 hours per week and clerical/administrative staff – 35 hours per week).

### 6) Section 2, Article 2 – Shift Work

Constraints regarding shift schedules will be suspended until the employee returns from assignment.

### 7) Article 10 – Promotions, Vacancies and Transfers

The selection of employees is of paramount importance in ensuring that these projects are completed in the most professional and efficient manner. Therefore, Article 10 shall not apply to the appointment of employees for these projects, seniority will not be a consideration in deciding which employees participate, and employees not selected or appointed shall not have the right to grieve in respect thereof. Only employees who volunteer will be assigned to a project.

As time constraints will permit, the Company will discuss with representatives of the Union, the individuals being considered for the projects. In the event of disagreement over who will be assigned to the projects, the Company will have the final decision without recourse by the Union or its members to the grievance procedure.

The following provisions are also agreed to:

1. Except as agreed to herein, in all other respects, the Collective Agreement between the Communications, Energy and Paper-workers Union of Canada and Saskatchewan Telecommunications would apply to Unionized employees who participate in the project.
2. SaskTel will, at SaskTel's cost, provide the employees with medical insurance coverage while they are outside of Canada on these projects.
3. This Memorandum of Agreement only applies to projects outside of the Dominion of Canada.
4. Upon completion of the employee's involvement in the project (for whatever reason), the employee will return to the classification and location which the employee held prior to participating in the project. The temporary filling of the SaskTel position which the employee has left to participate in the project will be negotiated with the CEP in accordance with the provisions of Article 29, Clause 1 (iv).

## **APPENDIX XV (Continued)**

5. An employee will continue to accumulate seniority while participating in the projects.
6. Wherever practical, employees assigned to the projects will provide the Company with two (2) week's notice of their desire to return to their previous classification and location. In the event of an emergency, employees will be returned immediately at the expense of the Company.
7. This Memorandum of Agreement will continue indefinitely, terminable by either party upon sixty (60) day's notice to the other party. In the event of termination by the Union, projects already in progress will continue to completion. For projects in progress, employees may request to be returned upon two (2) week's notice, however, the Company will be entitled to fill their positions on these projects in accordance with this Memorandum of Agreement until the project in progress is completed.
8. In the event of a layoff of personnel, in accordance with the Collective Agreement, the layoff provisions of the Collective Agreement will apply to employees on these projects.
9. The Company will provide necessary information on taxes, EI, CPP, etc. Employees will execute an agreement apprising them of the terms and conditions under which they are participating in the projects.

REVISED: 1996

## **APPENDIX XVI**

MEMORANDUM OF AGREEMENT regarding Twelve Hour Shifts in Regina Network Operations and Saskatoon Mobility.

\* In addition to the terms and conditions of the Collective Agreement, it is agreed between the parties that Trunking & Switching Technicians currently providing twenty-four (24) hours/seven (7) days a week service in Regina Inside Craft and Saskatoon Mobility in the following areas will be on a twelve and one-half (12½) hour shift arrangement: DMS-100, DMS-200, POC/TOC, PNOC, RADIO ROUTE, Mobility Switching and S.O.C.

1. The hours of work shall consist of six (6) days of twelve and one-half (12½) hour shifts or four (4) days of twelve and one-half (12½) hour shifts and three (3) days of eight and one-third (8 1/3) hour shifts in a two-week period, or a combination of these that would provide for a total of one hundred and fifty (150) hours in a four (4) week period (2-day periods). However, there must be a minimum of fifteen (15) hours in a seven (7) day period (a calendar week) to meet the requirements of EI and WCB. Start and end times of shifts will vary by individual areas and will be discussed with employees prior to implementation.

## **APPENDIX XVI (Continued)**

2. Any hours worked in a day beyond those originally scheduled will be paid at the overtime rate.
3. A day absent when scheduled to work a twelve and one-half (12½) hour shift will be considered one and one-half (1½) days. This includes:
  - casual sick leave/pressing emergency/bereavement leave
  - extended sick leave
  - vacation
4. Employees scheduled to work on a holiday will be paid at double the regular rate in addition to their regular rate of pay for all hours worked on the holiday.
5. Employees on a day of rest on a holiday date designated by SaskTel will be given an eight and one-third (8 1/3) hour or a twelve and one-half (12½) hour holiday period. The time off in lieu of the holiday will be determined by the predominant shift that was worked in the week the holiday occurred. This time off must be mutually agreed to and taken within the two (2) week block the holiday occurs.
6. Shift differentials will be reported by marking timesheets with the total number of hours of each type of differential worked in a calendar day. This will apply to shift differentials for evenings, nights and Sundays.
- \* 7. Employees who work, at the direction of the Company, at least one (1) session on each of successive Sundays, shall be paid one-half (½) time extra for the hours worked on the second or subsequent Sunday, in addition to the regular Sunday premium under Section 1, Article 20, Clause 2, except that this premium shall not be paid for any hours for which an employee is receiving overtime rates.
- \* 8. Any employee scheduled to work a twelve and one-half (12½) hour period shall be allowed total paid break time of forty-five (45) minutes. Breaks can be taken at any reasonable time during the twelve and one-half (12½) hour period.

REVISED: 2001

## **APPENDIX XVII**

MEMORANDUM OF AGREEMENT regarding Numbering System for Postings.

The Company and the Union agree to a new consecutive numbering system to be effective January 1, 1997.

The numbering system will be based around separating in-scope from out-of-scope postings and include consecutive numbers for in-scope and out-of-scope postings, based on the calendar year.

NEW: 1996

**\* APPENDIX XVIII**

MEMORANDUM OF AGREEMENT regarding the Enhanced Medical Program.

The Enhanced Medical Program will be effective March 23, 1997 and will be in effect from year to year at a cost not to exceed 1.25% of the previous year's total in-scope compensation package. As the Medical Plan also applies to management employees, 1.25% will also be funded from total management compensation. Any costs in excess of 1.25% will be paid by the employees.

In the event that notification is received from the insurance carrier that premiums for the Medical Plan are going to increase, and the increase is above the 1.25% funding provided by SaskTel, the Company and the CEP will meet to discuss other options prior to any deductions being applied to employee's cheques for the increased premiums, provided sufficient advance notice is received from the carrier. These options may include changes to the plan, selection of a new insurance carrier, increased funding or cancellation of the Plan.

In the event any deductions are to be applied to employee's cheques for the increased premium, SaskTel and the CEP agree that the employees shall have the right to vote to discontinue the Plan, but the right to discontinue the Medical Plan can only be exercised once annually. If the Plan is discontinued, the equivalent dollar amount shall be added to all wage bands.

NEW: 2001

**APPENDIX XIX**

MEMORANDUM OF AGREEMENT regarding Family Leave Days.

In an effort to enhance employees' work life and help balance non-emergency family responsibilities, permanent employees shall be granted five (5) Family Leave Days per year. These days shall be granted upon advanced request to the employee's immediate manager, chargeable to available extended sick leave credits, as per Extended Sick Leave regulations Section 1, Article 24, Clause 2 of this agreement. Part-time employees shall be granted, on a pro-rated basis, a portion of five (5) Family Leave Days, calculated in accordance with Clause 4 of Pro-Rated Sick Leave for Part-Time Operators and Clerical and Systems Employees. Employees will not be eligible for Family Leave Days during the calendar year in which they are hired.

Family Leave Days will be granted within the two (2) week period in which earned days off, concession days or compressed shift schedule days off have been purchased by the Company. The Family Leave Day will be scheduled on the same day the day off would have occurred unless mutually agreed otherwise. Normally, Family Leave should be scheduled for responsibilities such as education registration, parent/teacher interviews, weddings, graduation ceremonies and other planned non-emergency family-related situations.

Employees must schedule all Family Leave Days prior to September 30<sup>th</sup> of the calendar year, and they must be taken by year end.

NEW: 1996

## APPENDIX XX

MEMORANDUM OF AGREEMENT regarding the Job Share Program.

In addition to the terms and conditions of the Collective Agreement, the parties agree the following shall apply:

1) Job Share Administration

A Joint Job Share Committee, consisting of three (3) representatives from the Union and three (3) representatives from the Company, will review Job Share arrangements annually and report to the Bargaining Committees with recommendations, as necessary. The SaskTel and CEP Bargaining Committees will deal with any problems that may occur as a result of interpretation or application of this Job Share Memorandum.

2) Definition

Job Sharing is defined as the voluntary sharing of a permanent full-time position between two (2) employees (one of which is the permanent incumbent), such that their combined performance provides full-time coverage of all duties and responsibilities of the position as detailed in the position's description. The employee sharing a position with the incumbent shall be referred to in this document as the partner.

3) Eligibility

All permanent employees in full-time positions are eligible to seek approval and initiate a Job Share arrangement of their position or be a partner in a Job Share arrangement. Part-time employees may participate as partners in the Job Share arrangement, but may not initiate a Job Share arrangement of their position.

4) Authorization

Approvals of Job Share arrangements are at the sole discretion of the manager under which the Job Share arrangement would report. The manager's decision will be final. Copies of all approved and non-approved Job Share arrangements must be forwarded to Industrial Relations and the CEP.

5) Explanation

- a) A Job Share Agreement refers to a specific written agreement, setting out the names of the participants, the position to be shared and how the duties will be divided.
- b) No Job Share arrangement shall be considered which conflicts with the terms of the Collective Agreement.
- c) Participation of employees under these provisions will be voluntary.
- d) A shared position shall be treated as though it is a single position with regard to scheduling and Job Description.
- e) Employees in a shared position shall be treated as individuals with regard to wages and differentials provided for within the Collective Agreement.

## APPENDIX XX (Continued)

### 6) Initiation and Approval:

If the Job Share arrangement proposal is approved in accordance with Clause 4, the employee will have two options:

- a) A full-time employee may find a Job Share partner; or
- b) Post a “Non-Management Job Share”. Any relocation costs are the responsibility of the Job Share partner.

For either of the above options, the Job Share partner (full or part-time) must meet the minimum qualifications of the job and be willing to assume the proposed arrangements of the Job Share. Compatibility with the initiator of the Job Share proposal will be deemed one of the minimum requirements of the arrangement. The Human Resources Department will arrange individual interviews for posted positions with the Job Share initiator’s immediate manager and the Job Share initiator to determine compatibility.

Once a suitable partner has been identified, the Job Share partners are required to create an “Agreement to Job Share”, detailing the Job share arrangement for their manager’s approval (see the attached example).

In a case where all qualified applicants are deemed unacceptable because of incompatibility by the immediate manager, in consultation with the Job Sharer, the initiator must withdraw their proposal for Job share for a term of six (6) months, unless otherwise agreed to by the manager, before re-proposing a Job Share arrangement.

Partnerships shall be mutually agreed to and no partner will be appointed against the wishes of the initiating employee (i.e. the incumbent).

### 7) Duration, Renewal, Termination

An agreement may be terminated by either participating employee or the manager on thirty (30) day’s notice. This notice to terminate will be concurrently provided to the other employee participating in the Job Share arrangement. By mutual agreement of the manager and the Job Share participants, the thirty (30) day notice period may be shortened.

- a) If the partner leaves the Job Share arrangement, the incumbent full-time employee may cancel the Job Share arrangement or find a new Job Share partner. They must cover the position on a full-time basis until a new partner is found.
- b) If the incumbent leaves the Job Share arrangement and the partner was a part-time employee, the Job Share arrangement will be cancelled and the partner must return to their part-time position. If there is a vacant full-time position, it will be filled in accordance with the Collective Agreement.

## **APPENDIX XX (Continued)**

- c) If the Job Share arrangement is terminated for reasons other than surplus conditions, the incumbent must cover the position on a full-time basis. If the partner was part-time, they return to their casual part-time position. If the partner was a full-time permanent employee, they will have the following options:
- return to their old position if the position is posted but an applicant has not been appointed;
  - apply for a part-time position in accordance with the part-time provisions of the Collective Agreement;
  - apply to Human Resources for availability of a temporary assignment; or
  - in the event the Job Share partner is unable to find an alternate position, they shall be placed on Voluntary Location Layoff under Appendix VII of the Collective Agreement.
- d) If there is a need to terminate the Job Share arrangement for disciplinary or significant performance issues, the CEP and SaskTel Industrial Relations will discuss available options.

### **8) Surplus**

If a surplus situation occurs in an area where there is a Job Share arrangement, the CEP and SaskTel will meet to discuss options.

### **9) Staffing and Shared Position**

The intent of Job Sharing is a 50-50 split of hours, however, for the term of this Collective Agreement, the parties agree to consider proposals for a 60-40 split of hours.

Job Share employees will not work full-time unless relieving one another. This means that Job Share employees will not work at the same time during regular working hours. The only exceptions are for training, staff meetings or overtime,

Where an employee in a Job Share arrangement is absent from work for any reason, the Company shall first offer the work to part-time employees, where available. If no part-time employees are available, the remaining Job Share employee will be offered the extra hours. If the remaining employee accepts the extra hours or portion thereof, they will be paid at straight time rates up to the equivalent of the full-time position. If the remaining Job Share employee declines to accept the additional hours, the Company may proceed to cover the position under the terms and conditions of the Collective Agreement.

### **10) Hours of Work/Overtime**

A Job Share arrangement is not intended as a means to increase or decrease workload. In establishing a Job Share arrangement, it is expected that the regular workload for the position be maintained.

The Job Share employees shall determine their hours of work, subject to the approval of management and subject to Article 9, Paragraph 2 above.



## **APPENDIX XX (Continued)**

For the purposes of applying the overtime provisions of this agreement, the Job Share position will be treated as a full-time position. Accordingly, the combined hours worked by the two (2) employees will fall within the normal daily and weekly hours of work for the full-time position. Any time worked through the combined efforts of the two (2) employees which exceeds or falls outside of the normal full-time day or weekly hours of work for the position shall be paid at overtime rates (to the employee performing the work).

Part-time employees who are partners in Job Share arrangements will not have access to other part-time hours within the department.

### 11) Benefit Conditions on In-Scope Job Share

All benefits shall continue to accrue on a pro rata basis for employees involved in the arrangement. Some benefits terminate altogether, based on the Benefits Plan policy. It is the responsibility of the employee to understand their benefits prior to and during the Job Share arrangement. See Attachment "A".

### 12) Limitation of Job Share Arrangements

The Vice-President – Human Resources & Industrial Relations reserves the right to advise management and the CEP when, in the opinion of SaskTel, the number of Job Share arrangements are excessive and further arrangements are to be denied.

## ATTACHMENT "A"

Job Share employees will be placed on the part-time payroll system with a permanency code "JS".

### Employment Insurance (EI)

Based on a percentage of income. Note that there are a minimum number of hours that must be worked, which is variable by location of residence, in any given year to qualify for employment benefits. Employees are responsible to be aware of how the Job Share arrangement would affect their employment benefits, should they require them.

### Canada Pension Plan (CPP)

Based on a percentage of income.

### \* Statutory Holidays

Pro rata, based on 1/20<sup>th</sup> of the employee's wages earned over the previous thirty (30) days.

### Vacation Leave

Will be earned on a pro rata basis (calculated in hours) in relation to the standard full-time allotment (e.g. employees entitled to three (3) week's vacation working fifty (50%) percent of work hours for twelve (12) months would receive seven and one-half (7.5) days paid vacation leave; employees working a 60/40 split in hours would receive 9/6 days vacation, respectively).

NOTE 1: Previously accumulated earned and not used vacation days will not be affected and will be carried over.

NOTE 2: Vacation pay adjustments (VPA) must be made on time worked over and above the Job Share arrangement. The VPA will be paid out at the end of each year.

NOTE 3: It is recommended that employees use enough of their accumulated vacation leave prior to entering into a Job Share arrangement to not put an extra burden on the receiving department, i.e. two (2) people moving from full-time to Job Share would each have full year vacation to take, making it harder to manage the workload for the first year. This could have an impact on the manager's decision to grant the Job Share. Vacation Overtime should be paid out prior to moving to the Job Share arrangement.

## ATTACHMENT "A" (Continued)

* <u>Earned Days Off (EDO)</u>	Before beginning a Job Share arrangement, all outstanding DO entitlement will be taken. Timesheets should be marked with actual hours worked.
<u>Concession Days</u>	Permanent employees will be entitled to concession days on a pro-rated basis.
<u>Time Reporting</u>	Timesheets would have to be recorded as seven (7) hours or portion thereof, depending on the Job Share arrangement. Employees' combined schedule must cover thirty-five (35) hours per week or seventy (70) hours per two (2) week block, i.e. if one Job Share partner works fifty (50%) percent time, they would mark five (5) days at seven (7) hrs/day, and the other Job Share partner would mark five (5) days at seven (7) hrs/day.
<u>Family Leave Days</u>	Employees will be entitled to FLD's on a pro rated basis.
* <u>Sick Leave</u>	Will be earned on a pro rata basis in proportion to the standard full-time allotment, which is twelve (12) days per year (e.g. employees working fifty (50%) percent of work hours for twelve (12) months would earn six (6) days sick leave at seven (7) hours or forty-two (42) hours sick leave; employees working a 60/40 split in hours would receive 51/34 hours, respectively).
<u>Extended Sick Leave (ESL)</u>	Entitlement based on pro-rated hours according to the Collective Agreement.
<u>Long-Term Disability</u>	Would be paid seventy-five (75%) percent of pro rata salary.
<u>Seniority</u>	Will be earned on a pro rata basis and added to previous service.
<u>Group Insurance</u>	Basic coverage is a flat \$40,000.00 of which SaskTel would pay premiums on the first \$25,000 (\$6.25 per month) and the employee would be required to pay the remaining premiums (\$3.75 per month presently calculated at \$0.25 per \$1,000).  This basic coverage includes: <ul style="list-style-type: none"><li>• \$10,000 for spousal death benefit;</li><li>• \$3,000 for dependent death benefit; and</li><li>• \$50,000 accidental death and dismemberment.</li></ul>

## ATTACHMENT "A" (Continued)

Upon request, the ability to purchase additional insurance for employee and/or spouse (in units of \$10,000) is available with proof of medical evidence of insurability. Unit prices are based on gender, age and smoking status.

### Salary

Earned on a pro rata basis. Will maintain current salary step in the classification with any time credited towards their next increment. Once in the Job Share arrangement, employees will earn time towards their next increment on a pro rata basis.

### Increments

Earned on a pro rata basis and according to the Collective Agreement.

### Direct Deposit

Currently not available for in-scope Job Share Employees.

### Payroll Deductions

Job Sharing employees cannot purchase CSB's, GRRSP's, or any other kind of payroll deduction under the current payroll system. Will be refunded money or pay up balance of purchase.

### Dental

Dental coverage will be provided in accordance with the terms and conditions of the Dental Plan. Reimbursement levels will be based on time worked by December 31<sup>st</sup> of the previous year.

Note: employees working less than 37.5% time are not eligible to receive dental coverage. Employees working 75% and over are eligible to receive 100% coverage.

### Pension (PESP) (Plan B)

Continue to make monthly payments of five (5%) percent of salary into the plan with a matching amount from SaskTel. The reduction from current full-time salary to the Job Share salary will result in a slower buildup of funds, resulting in a lower equity at retirement. Pensionable service and age requirements to receive the benefits remain unchanged (age 50 or 35 years of service). Pensionable service will be accumulated on a pro-rated basis.

### Pension (Plan A)

Will continue to make contributions at same percentage rate, based on Job Share salary earned. Pensionable service will be earned on a

## ATTACHMENT "A" (Continued)

pro-rated basis and added to previous pensionable service. Pension is still based on the best five (5) years of pensionable service. There are significant pension implications for employees transferring from permanent status to Job Share status. The employee should ensure that they understand the impact to their pension.

### Overtime Pay

Overtime will be paid for hours worked on assigned days of rest and designated holidays (or on time worked above regular hours, as per Collective Agreement). If employee covers a partner who is absent or attends a training course or staff meeting, time worked will be charged as straight time. The employee has the option to decline the hours. Job Share employees do not have access to other part-time hours on a volunteer basis.

### Training

Will have the same access to training required to perform their regular duties as other regular employees under the Collective Agreement.

### Health Plan

Will be pro rata in accordance with the Terms and Conditions of the Health Plan. Reimbursement levels will be based on time worked by December 31<sup>st</sup> of the previous year.

Note: Employees who work less than 37.5% are not eligible. Employees working 75% and over are eligible to receive 100% coverage.

## APPENDIX XXI

- \* MEMORANDUM OF AGREEMENT regarding the SaskTel Internet Help Desk.

In addition to the terms and conditions of the Collective Agreement, the following items are agreed to:

1) Hours of Work

Subject to the provisions of Appendix V of the Collective Agreement, employees may be scheduled to work in accordance with the guidelines outlined below:

- \* (i) Full-time Service Technician (Internet Support) and Technical Assistant (MicroComputer Internet Support) may be shifted an average of thirty-five (35) hours per week, Sunday to Saturday inclusive. An employee shall not work more than seven (7) hours forty-seven (47) minutes in any one day, except on an overtime basis. The hours shall not exceed seventy (70) over nine (9) days of work in two (2) calendar weeks. No employee will be scheduled more than nine (9) days consecutively.
- (ii) Shift Work
  - (a) For those employees who may be scheduled to day, evening and night shifts, the shifts are defined as follows:

Day Shift – shall start and terminate at or between the hours of 7:00 a.m. and 6:00 p.m. Meal breaks shall be no greater than one (1) hour of unpaid time.

Evening Shift – shall start and terminate at or between the hours of 12:00 noon and 1:00 a.m. Total breaks shall be no greater than one-half (½) hour of paid time.

Night Shift – shall start and terminate at or between the hours of 10:00 p.m. and 8:00 a.m. Total breaks shall be no greater than one-half (½) hour of paid time.
  - (b) Shift schedules shall cover at least a four (4) week period and shall be posted at least fourteen (14) days prior to the date on which they are to become effective.
  - (c) No employee shall be assigned a single day off, except on Sunday.
  - (d) No employee shall be scheduled to work less than three (3) consecutive days of work. Schedules shall be arranged in order to equitably distribute shifts, holidays or annual vacations.
  - (e) Where it is necessary to change an employee's shift for any reason other than sickness or accident disability, and the employee is not given

## **APPENDIX XXI (Continued)**

at least seven (7) day's notice prior to the shift change, such employee shall receive payment at the overtime rate for all shifts changed with less than seven (7) day's notice.

- (f) Where it is evident that absence due to sickness or accident disability is to exceed seven (7) days, a revised schedule shall be posted and shall take the place of the previously posted schedule.
- (g) Where a shift employee, for urgent personal, reasons wishes temporarily to change a shift, such employee may do so only upon obtaining the approval of the steward and the consent of the immediate manager.
- (h) Where an employee's shift is changed temporarily to cover an employee absent due to sickness or accident disability and notice of change of shift is not given at least eight (8) hours prior to start of shift, such employee shall receive payment at the rate of time and one-half for each hour worked in the first such shift.
- (i) With the immediate manager's approval, employees will be allowed to trade shifts on a voluntary basis, provided each is qualified to relieve the other.
- (j) Split shifts shall not be allowed.
- (k) A rest period of not less than eight (8) hours shall be provided between shifts.





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