

COLLECTIVE BARGAINING AGREEMENT

SGI and COPE Local 397

January 1, 2014 – December 31, 2017

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AGREEMENT

This AGREEMENT made in duplicate this **19th** day of **September, 2014**.

BETWEEN

The Saskatchewan Government Insurance, a corporation duly incorporated under the Saskatchewan Government Insurance Act, 1980 being Chapter S-19.1 of The Statutes of Saskatchewan (1979-80) and Amendments thereto, hereinafter referred to as the Employer, OF THE FIRST PART

~ and ~

The Canadian Office and Professional Employees Union, Local 397, hereinafter referred to as the Union, OF THE SECOND PART.

Subject to the provisions of Article 2.8, "Saskatchewan Government Insurance" as used herein shall mean Saskatchewan Government Insurance, SGI Canada Insurance Services Limited and its successors exclusively within the Province of Saskatchewan.

WHEREAS it is the desire of both parties to this Agreement to maintain harmonious relations, efficient service and settled conditions of employment, and whereas both parties recognize the mutual value of joint discussions and negotiations on all matters pertaining to working conditions, wages, and hours of work, the parties of this Agreement hereby agree to the following terms:

ARTICLE 1 – SCOPE

1.1 Scope

1.1.1 This Agreement shall apply to all Employees of Saskatchewan Government Insurance (SGI) except as noted in Article 1.1.2. The words Employee or Employees where used in this Agreement shall mean any person or persons covered by this Agreement.

1.1.2 Excepted from this Agreement shall be the President, Vice Presidents, Assistant Vice President, Managers, Supervisors, Senior Counsel, Lawyers, Auditors, Special Investigators, Research Officers, Actuary, Assistant to the President, Executive Assistants to the President and Vice Presidents, **Executive Administrative Assistant**, Human Resources Consultants, one (1) Human Resource Administrator in Human Resources, one (1) Privacy and Access Consultant, Investigative Assistants in Special Investigations and any persons employed in contractual services or activities, and such additional jobs as may be negotiated during the term of this Agreement. The Union shall be provided with a copy of the proposed job description for Managers and below in advance of these negotiations.

1.1.3 Part-Time Positions

- a) At no time shall the combined number of part-time positions exceed eleven percent (11%) of the total in-scope positions. Quarterly, the Employer will provide the Union with a list of part-time, temporary and term positions, including department and classification.
- b) This calculation will be based on active in-scope positions, which excludes temporary, term and positions held supernumerary and/or in abeyance. Total permanent positions include those classified as full-time, part-time, and job share.
- c) Driver Examiners covered under Appendix C – Memorandum of Agreement Regarding Term Employees, will be included in the part-time calculation in recognition of the continuation of term status.
- c) Calculation:
$$\frac{\text{Total Permanent Part-time positions} + \text{Part-time Driver Examiners (Term)}}{\text{Total Permanent positions} + \text{Total Driver Examiners (Term)}}$$
- d) Employees who voluntarily convert to part-time will be exempt from the part-time calculation.

1.2 Definitions

- 1.2.1 It is understood that these definitions are not inclusive of all rights, benefits, terms or conditions relating to Employees and as such, do not waive any other provision in the Collective Agreement.
- 1.2.2 Permanent Full-Time: A permanent full-time Employee is an Employee who works a basic work period consisting of nine (9) eight- (8) hour days over a two- (2) week period and who has successfully completed an initial or any probationary period.
- 1.2.3 Permanent Part-Time: A permanent part-time (PPT) Employee is an Employee hired to fill a part-time, established job which has an ongoing schedule. A permanent part-time Employee will work according to a permanent part-time schedule, but unless agreed to by the Union, will work thirty-five (35) hours or less per week.
- 1.2.4 Temporary Full-Time: A temporary full-time Employee is an Employee who is hired on a temporary basis to work a basic work period consisting of nine (9) eight- (8) hour days over a two- (2) week period. A temporary full-time Employee shall not hold their appointment in this Corporation for more than six (6) months unless their status is converted by Management to term.

- 1.2.5 Temporary Part-Time: A temporary part-time Employee is an Employee hired on a temporary part-time basis. The Employee(s) will work thirty-five (35) hours per week or less, unless otherwise agreed to by the Union. The Employee(s) shall not hold their appointment in the Corporation for more than six (6) calendar months unless their status is converted by Management to term. The terms and conditions on hours of work and overtime for permanent part-time Employees will apply to temporary part-time Employees except as otherwise noted.
- 1.2.6 Term: A term Employee is a non-permanent Employee whose continuous employment with the Corporation as a temporary full-time or part-time Employee exceeds six (6) calendar months. Their term of employment shall not exceed three (3) years without mutual agreement of the Union.
- 1.2.7 Initial Probationary: An initial probationary Employee is an Employee appointed to a permanent job who has not completed any probationary period.

ARTICLE 2 – RECOGNITION

- 2.1 The Employer agrees to recognize the Union as the sole collective bargaining agent for the Employees covered by this Agreement and hereby consents and agrees to negotiate with the Union or its designated representatives in any and all matters affecting the relationship between the said Employer and its Employees.
- 2.2 The Union recognizes the responsibility of its members to faithfully and diligently perform their respective duties for the Employer and to carry out their individual responsibilities according to the regulations, methods and procedures established by Management. The Union also recognizes that the Management of the organization and the direction of the workforce, including the right to hire, assign duties, suspend, demote for unsatisfactory performance, discharge for just cause, or otherwise discipline an Employee, to assign to jobs, to transfer Employees, to increase and decrease the workforce, is vested in the Management of the organization, subject to the provisions of this Agreement.
- 2.3 Except in the case of layoff, when a job becomes redundant, Management may, in accordance with the terms of the Collective Bargaining Agreement, reassign duties and transfer the incumbent Employee who is affected by the abolishment. When Management elects this option, the affected Employee will maintain salary rights and privileges and be returned to their previous job should it be re-established within one (1) year of the job abolishment.
- 2.4 It is agreed that all Employees who are at present, or who hereafter are employed by the Employer, shall within thirty (30) days of the commencement of their employment, as a condition of employment, apply for and maintain membership in the Union during the term of this Agreement.
- 2.5 The Employer agrees that upon written request by the Union, accompanied by signed authorization cards, all monthly dues and assessments common to all members accruing to the Union by its members shall be deducted and forwarded monthly to the Secretary-Treasurer of the Union, together with a list of all Employees for whom such deductions have been made.

- 2.6 When matters are submitted by either party to the other with regard to the application or interpretation of this Agreement, such matters shall be the subject of negotiation between the parties and a supplementary document executed in respect thereof.
- 2.7 Letters or memoranda of understanding which may be agreed between the parties from time to time during the life of this agreement shall be attached hereto when so intended by the parties and shall have full effect as part(s) of this agreement. Such letters or memoranda shall contain appropriate references establishing effective dates. Where no terminating date is specified within the context, the letter or memorandum shall continue in effect from year to year in the same manner as the body of the agreement or until terminated by agreement of the parties. Letters or memoranda of understanding shall carry the signatures of the appropriately authorized Union and Corporation officers or representatives.
- 2.8 In the event of any provision of this Agreement or of any collective agreement concluded in pursuance hereof, or any of the practices established thereby, being, or being held contrary to the provisions of any applicable law now or hereafter enacted, neither this Agreement nor any such collective agreement shall be, or be deemed to be abrogated, but shall be amended so as to make them conform to the requirements of any such law.
- 2.9 2.9.1 The Employer agrees to provide the Union with the current home address of the Members on May 31 and November 30 of each year.
- 2.9.2 On October 1 of each year, the Employer agrees to provide the Union with the names of all Members taking retirement.

ARTICLE 3 – LEAVE OF ABSENCE WITHOUT PAY

- 3.1 Leave of absence without pay for up to four (4) weeks may be granted to an Employee by their Manager/Supervisor, for valid reasons.
- 3.2 Leave of absence without pay in excess of four (4) weeks may be granted to an Employee by the Employee's Vice President on the recommendation of their Manager/Supervisor provided that satisfactory arrangements can be made for the performance of the Employee's work during their absence.
- 3.3 Employees are expected to give the Employer two- (2) weeks' notice when applying for leave of absence without pay for four (4) weeks or less and at least four- (4) weeks' notice when applying for leave for a period of more than four (4) weeks.
- 3.4 Employees requesting leave beyond one (1) year will be required to apply annually for an extension giving proof that the original circumstances under which the leave was granted still prevail.
- 3.5 Employees receiving long-term disability benefits due to prolonged illness shall be granted leave of absence without pay.
- 3.6 Employees receiving compensation under the Workers' Compensation Act shall be granted leave of absence without pay.

3.7 Deferred Salary Leave Plan

- 3.7.1 Leave of Absence without pay may be granted to permanent full-time Employees within the terms of the Corporation's Deferred Salary Leave Plan. **Employees shall be eligible once every six (6) years.** Upon return, the Employee will be reinstated in their former classification in the same geographic location.
- 3.7.2 Where temporary Employees are required as a result of such leave, their employment period will be extended to cover the time-frame of the leave.
- 3.7.3 Eligible Employees considering such a leave can contact Human Resources for a copy of the Policy.

3.8 Maternity Leave

- 3.8.1 An Employee who is pregnant and who is eligible may elect to apply for maternity leave by advising the Employer at least four (4) weeks before the day specified as the day she intends to commence such leave and by providing a certificate from a doctor specifying the estimated date of birth.
- 3.8.2 To be eligible, an Employee must have worked for SGI **thirteen (13)** weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.
- 3.8.3 An Employee who applies for maternity leave shall be granted leave of absence for a period not exceeding fifty-two (52) weeks, which includes a two (2) week waiting period, commencing at any time during the twelve (12) week period immediately preceding the estimated date of birth. Employees shall be allowed to use a maximum of nine (9) working days of their accumulated sick leave to cover the waiting period for maternity benefits received from Employment Insurance.
- 3.8.4 If an Employee is unable for bona fide medical reasons to return to her employment after the expiration of her maternity leave, she shall be granted a further six (6) weeks upon providing a certificate from her doctor stating that due to bona fide medical reasons the Employee is not able to return to her employment.
- 3.8.5 The job previously held by a permanent Employee on maternity leave may be filled by posting or transfer with the condition that the successful incumbent may be subject to transfer within the same classification and geographic location when the Employee returns. The Employee desiring to return to work following maternity leave shall notify the Corporation at least four (4) weeks whenever possible, but in any case at least two (2) weeks prior to the desired date of return. On return from maternity leave, the Employee will be reinstated in her former job if it has not been filled. If her job has been filled, the Employee may elect to be reinstated in her former job or elect to remain in the same classification in the same geographic location and be placed in the first available job.
- 3.8.6 Notwithstanding Article 3.8.5, temporary and term Employees will return to their job following maternity leave providing the work is still available and/or the term of employment has not expired.

3.8.7 Upon return from maternity leave, the Employee will receive the same salary and benefits as she received prior to such leave including any general salary increases and benefit changes which occurred during the period that she was on maternity leave.

3.8.8 Benefits while on Maternity Leave

- a) Supplementary Benefits Plan. The objective of the Plan is to supplement Employment Insurance benefits received by Employees while on maternity leave.
- b) Maternity Leave. The Employer agrees to provide to the eligible Employee(s), a Supplementary Benefits plan that falls within regulations of **Employment and Social Development Canada (ESDC)**. The Plan will top up the benefits of Employees eligible for Employment Benefits to one hundred per cent (100%) of basic salary to a maximum of twenty-six (26) weeks following the waiting period and after the date of birth.
- c) The total of all Supplementary Benefits Plan payments for maternity, adoption and/or parental leave shall not exceed twenty-six (26) weeks in any combination for each occurrence of such leave, whether shared by two (2) Employees or taken individually by one (1) Employee.
- d) Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have their supplementary benefit plan payment calculated using the TPHD salary rate. Employees must be on TPHD at the time the leave commences.

3.9 Adoption Leave

3.9.1 An Employee who is eligible and submits a written application for leave along with proof of the pending legal adoption at least four (4) weeks prior to the date of their adoption of a child shall be granted adoption leave. Where an Employee is unable to comply with this notice they shall give notice equivalent to that given by the Department of Social Services or other recognized adoption service.

3.9.2 To be eligible, an Employee must have worked for SGI **thirteen (13)** weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.

3.9.3 An Employee who applies for adoption leave shall be granted leave of absence for a period not exceeding fifty-two (52) weeks, which includes a two (2) -week waiting period, commencing at any time during the period of two (2) weeks immediately preceding the date on which the child physically comes into the Employee's care.

3.9.4 Where both parents are employed by the Corporation, it is understood that the Supplementary Benefits Plan is a maximum of twenty-six (26) weeks, to be apportioned between the two (2) Employees, **if applicable**.

3.9.5 The job previously held by a permanent Employee on adoption leave may be filled by posting or transfer with the condition that the successful incumbent may be subject to transfer within the same classification and geographic location when the Employee returns. The Employee desiring to return to work following adoption leave shall notify the Corporation at least four (4) weeks whenever possible, but in any case at least two (2) weeks prior to the desired date of return. On return from adoption leave, the Employee will be reinstated in their former job if it has not been filled. If their job has been filled, the Employee may elect to be reinstated in their former job or elect to remain in the same classification in the same geographic location and be placed in the first available job.

3.9.6 Notwithstanding Article 3.9.5, temporary and term Employees will return to their job following adoption leave providing the work is still available and/or the term of employment has not expired.

3.9.7 Upon return from adoption leave, the Employee will receive the same salary and benefits as they received prior to such leave including any general salary increases and benefit changes which occurred during the period that they were on adoption leave.

3.9.8 Benefits while on Adoption Leave

- a) Supplementary Benefits Plan. The objective of the Plan is to supplement Employment Insurance benefits received by Employees while on adoption leave.
- b) Adoption Leave. The Employer agrees to provide to the eligible Employee(s), a Supplementary Benefits plan that falls within regulations of **Employment and Social Development Canada (ESDC)**. The Plan will top up the benefits of Employees eligible for Employment Benefits to one hundred per cent (100%) of basic salary to a maximum of twenty-six (26) weeks following the waiting period and up to two (2) weeks preceding the date on which the child comes into the Employee's care.
- c) The total of all Supplementary Benefits Plan payments for maternity, adoption and/or parental leave shall not exceed twenty-six (26) weeks in any combination for each occurrence of such leave, whether shared by two (2) Employees or taken individually by one (1) Employee.
- d) Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have their supplementary benefit plan payment calculated using the TPHD salary rate. Employees must be on TPHD at the time the leave commences.

3.10 Parental Leave

3.10.1 An Employee shall be granted parental leave providing they request such leave at least four (4) weeks before the date on which they intend to commence such leave.

- 3.10.2 To be eligible, an Employee must have worked for SGI **thirteen (13)** weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.
- 3.10.3 An Employee who applies for parental leave shall be granted leave for a continuous period of not more than thirty-seven (37) weeks, which includes a two (2) week waiting period, to be taken in any combination during the twelve (12) weeks before the estimated birth or the estimated date on which the child is to come into the Employee's care, or the fifty-two (52) weeks following the actual date of birth of the child or the day on which the child comes into the Employee's care.
- 3.10.4 In the case of an Employee taking maternity leave it is understood that the thirty-seven (37) weeks of parental leave are included in the time parameters set out in Article 3.8.3.
- 3.10.5 In the case of an Employee taking adoption leave it is understood that the thirty-seven (37) weeks of parental leave are included in the time parameters set out in Article 3.9.3.
- 3.10.6 Where both parents are employed by the Corporation, it is understood that the Supplementary Benefits Plan is a maximum of twenty-six (26) weeks, to be apportioned between the two (2) Employees, **if applicable**.
- 3.10.7 The job previously held by a permanent Employee on parental leave may be filled by posting or transfer with the condition that the successful incumbent may be subject to transfer within the same classification and geographic location when the Employee returns. The Employee desiring to return to work following parental leave shall notify the Corporation at least four (4) weeks whenever possible, but in any case at least two (2) weeks prior to the desired date of return. On return from parental leave, the Employee will be reinstated in their former job if it has not been filled. If their job has been filled, the Employee may elect to be reinstated in their former job or elect to remain in the same classification in the same geographic location and be placed in the first available job.
- 3.10.8 Notwithstanding Article 3.10.7, temporary and term Employees will return to their job following parental leave providing the work is still available and/or the term of employment has not expired.
- 3.10.9 Upon return from parental leave, the Employee will receive the same salary and benefits as they received prior to such leave including any general salary increases and benefit changes which occurred during the period that they were on parental leave.
- 3.10.10 Benefits while on Parental Leave
- a) Supplementary Benefits Plan. The objective of the Plan is to supplement Employment Insurance benefits received by Employees while on parental leave.

- b) Parental Leave. The Employer agrees to provide to the eligible Employee(s), a Supplementary Benefits plan that falls within regulations of **Employment and Social Development Canada (ESDC)**. The Plan will top up the benefits of Employees eligible for Employment Benefits to one hundred per cent (100%) of basic salary to a maximum of twenty-six (26) weeks following the waiting period and after the date of birth.
- c) The total of all Supplementary Benefits Plan payments for maternity, adoption and/or parental leave shall not exceed twenty-six (26) weeks in any combination for each occurrence of such leave, whether shared by two (2) Employees or taken individually by one (1) Employee.
- d) Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have their supplementary benefit plan payment calculated using the TPHD salary rate. Employees must be on TPHD at the time the leave commences.

3.11 Compassionate Leave

- 3.11.1 An Employee who intends on applying for Employment Insurance compassionate leave benefits must advise the Employer at the time of application.
- 3.11.2 **To be eligible, an Employee must have worked for SGI thirteen (13) weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.**
- 3.11.3 An Employee who has been approved for the compassionate leave benefit under Employment Insurance must notify the Employer in writing of their intent to commence such leave and provide documentation confirming such approval. Upon receipt of this information, the Employee shall be granted leave without pay for not more than eight (8) weeks, which includes a two (2) week waiting period, within a twenty-six (26) week period. Leave must be taken in one (1) week blocks of time.
- 3.11.4 Where two (2) Employees in the same family are employed by the Corporation, **it** is understood that the Supplementary Benefits Plan is a maximum of six (6) weeks within a twenty-six (26) week period, to be apportioned between the two (2) Employees, **if applicable**.
- 3.11.5 On return from compassionate leave, permanent Employees will be reinstated in their former job.
- 3.11.6 Temporary and term Employees will return to their job following compassionate leave providing the work is still available and/or the term of employment has not expired.
- 3.11.7 Upon return from compassionate leave, the Employee will receive the same salary and benefits as they received prior to such leave including any general salary increases and benefit changes which occurred during the period that they were on compassionate leave.

3.11.8 Benefits while on Compassionate Care Leave

- a) **Supplementary Benefits Plan.** The objective of the Plan is to supplement Employment Insurance benefits received by Employees while on compassionate care leave.
- b) **Compassionate Care Leave.** The Employer agrees to provide to the eligible Employee(s), a Supplementary Benefits plan that falls within regulations of **Employment and Social Development Canada (ESDC)**. The Plan will top up the benefits of Employees eligible for Employment Benefits to one hundred per cent (100%) of basic salary to a maximum of six (6) weeks within a twenty-six (26) week period, following the waiting period.
- c) **Employees on Temporary Performance of Higher Duty (TPHD)** for two (2) consecutive years or more of uninterrupted TPHD shall have their supplementary benefit plan payment calculated using the TPHD salary rate. Employees must be on TPHD at the time the leave commences.

3.12 Critically Ill Child Care Leave

- 3.12.1 An Employee who intends on applying for Employment Insurance critically ill child care leave benefits must advise the Employer at the time of application.**
- 3.12.2 To be eligible, an Employee must have worked for SGI thirteen (13) weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.**
- 3.12.3 An Employee who has been approved for the critically ill child care leave benefit under Employment Insurance must notify the Employer in writing of their intent to commence such leave and provide documentation confirming such approval. Upon receipt of this information, the Employee shall be granted leave without pay for not more than thirty seven (37) weeks, which includes a two (2) week waiting period, within a fifty two (52) week period.**
- 3.12.4 Where two (2) Employees in the same family are employed by the Corporation, it is understood that the Supplementary Benefits Plan is a maximum of thirty five (35) weeks within a fifty two (52) week period, to be apportioned between the two (2) Employees, if applicable.**
- 3.12.5 Upon return from critically ill child care leave, permanent Employees will be reinstated in their former job.**
- 3.12.6 Temporary and term Employees will return to their job following critically ill child care leave providing the work is still available and/or the term of employment has not expired.**

3.12.7 Upon return from critically ill child care leave, the Employee will receive the same salary and benefits as they received prior to such leave including any general salary increases and benefit changes which occurred during the period that they were on critically ill child care leave.

3.12.8 Benefits while on Critically Ill Child Care Leave

- a) **Supplementary Benefits Plan.** The objective of the Plan is to supplement Employment Insurance benefits received by Employees while on critically ill child care leave.
- b) **Critically Ill Child Care Leave.** The Employer agrees to provide to the eligible Employee(s), a Supplementary Benefits plan that falls within regulations of Employment and Social Development Canada (ESDC). The Plan will top up the benefits of Employees eligible for Employment Benefits to one hundred per cent (100%) of basic salary to a maximum of thirty five (35) weeks within a fifty two (52) week period, following the waiting period.
- c) **Employees on Temporary Performance of Higher Duty (TPHD)** for two (2) consecutive years or more of uninterrupted TPHD shall have their supplementary benefit plan payment calculated using the TPHD salary rate. Employees must be on TPHD at the time the leave commences.

3.13 Crime-Related Child Death or Disappearance Leave

3.13.1 Leave of absence for crime-related child death or disappearance shall be granted to an Employee in accordance with the Saskatchewan Employment Act.

3.13.2 Notwithstanding Article 3.13.1, upon return from crime-related child death or disappearance leave, the Employee will receive the same salary and benefits as they received prior to such leave including any general salary increases and benefit changes which occurred during the period that they were on a crime-related child death or disappearance leave.

3.13.3 Upon return from crime-related child death or disappearance leave, permanent Employees will be reinstated in their former job.

3.13.4 Temporary and term Employees will return to their job following crime-related child death or disappearance leave providing the work is still available and/or the term of employment has not expired.

3.14 Canadian Armed Forces Leave

3.14.1 Leave of absence without pay shall be granted to an eligible Employee who is called for required training or to active duty as a Reservist in the Canadian Armed Forces. An Employee applying for such leave must advise the Employer at least four (4) weeks, but in any case not less than two (2) weeks prior to the commencement of the leave. The Employee must provide formal confirmation from the Canadian Armed Forces.

- 3.14.2 To be eligible, an Employee must have worked for SGI thirteen (13) weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.**
- 3.14.3** The job previously held by a permanent Employee on Canadian Armed Forces leave may be filled by posting or transfer with the condition that the successful incumbent may be subject to transfer within the same classification and geographic location when the Employee returns. The Employee desiring to return to work following Canadian Armed Forces leave will notify the Corporation at least four (4) weeks whenever possible, but in any case at least two (2) weeks prior to the desired date of return. On return from Canadian Armed Forces leave, the Employee will be reinstated in their former job if it has not been filled. If the job has been filled, the Employee may elect to be reinstated in their former job or elect to remain in the same classification in the same geographic location and be placed in the first available job.
- 3.14.4** Notwithstanding Article 3.14.3, temporary and term Employees will return to their job following Canadian Armed Services Leave providing the work is still available and/or the term of employment has not expired.
- 3.14.5** Upon return from the leave, the Employee will receive the same salary and benefits as they received prior to the leave including any general salary increase and benefit changes which occurred during the period that they were on leave.
- 3.14.6** Where required weekend and evening reservist training disrupts regularly scheduled shifts for shift Employees, the Employer reserves the right to reschedule such shifts to ensure the Employee continues to work the required number of shifts in the shift rotation schedule.

3.15 Leave for Public Office

- 3.15.1 An Employee who seeks nomination as a candidate or runs as a candidate for a municipal, provincial or federal election, board of education or the Conseil scolaire Fransaskois, shall be granted leave of absence without pay, for a reasonable period.**
- 3.15.2 An Employee who has been elected to a municipal, provincial or federal government, a board of education or the Conseil scolaire Fransaskois, shall be granted leave of absence without pay, for the period during the Employee's term of office that may be necessary.**
- 3.15.3 Upon return from leave for Public Office, permanent Employees will be reinstated in their former job.**
- 3.15.4 Temporary and term Employees will return to their job following leave for Public Office providing the work is still available and/or the term of employment has not expired.**

3.16 Organ Donation Leave

3.16.1 Leave of absence without pay shall be granted to an Employee for organ donation in accordance with the Saskatchewan Employment Act.

3.16.2 Upon return from organ donation leave, permanent Employees will be reinstated in their former job.

3.16.3 Temporary and term Employees will return to their job following leave for Public Office providing the work is still available and/or the term of employment has not expired.

3.17 Citizenship Ceremony Leave

3.17.1 Leave of absence without pay for one (1) day shall be granted to an Employee to attend a citizenship ceremony in accordance with the Saskatchewan Employment Act.

3.18 Benefits While on Leave of Absence Without Pay

3.18.1 While on leave of absence without pay, Employees shall be entitled to the benefits of this Agreement as follows:

- a) Employees on leave of absence without pay for reasons of disability, maternity leave, adoption leave, parental leave, compassionate leave, Canadian Armed Forces Leave, **Critically Ill Child Care Leave, Crime-Related Child Death or Disappearance Leave, Leave for Public Office, Organ Donation Leave** or illness or injury under the provisions of the *Workers' Compensation Act*, shall continue to earn seniority for the duration of the leave. Seniority will not be earned as a result of an extension to maternity leave, adoption leave, or parental leave. This Article shall be retrospective for those affected Employees who make application, in writing, to Human Resources.
- b) Where Employees have a leave occurrence or multiple leave occurrences that total more than twenty (20) working days in any one- (1) increment year, their increment date may be adjusted by the amount of time they are absent from work in excess of twenty (20) working days.
- c) Employees will retain any vacation leave, sick leave and credit towards increment which they had earned up to the time the leave of absence without pay was granted.

ARTICLE 4 – LEAVE OF ABSENCE WITH PAY

4.1 Judicial Proceedings

4.1.1 Leave of Absence with pay shall be granted to an Employee summoned for jury duty or subpoenaed as a witness. The Employee must turn over any witness or jury fees to the Employer.

4.2 No Fault Insurance (No Fault) Medical/Dental Appointments and Intermittent Absences

- 4.2.1 Where an Employee is in receipt of No Fault benefits to reimburse for lost time due to an injury sustained in a motor vehicle accident, the Employee is not eligible to receive collateral sick leave or family leave. The Employee is also not entitled to disability benefits unless income replacement benefits from No Fault and any auto extension insurance plan provide less than one hundred per cent (100%) of net pre-disability income.
- 4.2.2 An Employee will be entitled to use their accumulated sick leave during the seven (7) calendar days No Fault benefit waiting period. Where an Employee is absent from the workplace beyond the first seven (7) calendar days after the date of the accident, the Employee will receive compensation directly from the No Fault program. If an Employee is deemed to suffer from catastrophic injuries as a result of a motor vehicle accident, the seven (7) calendar day No Fault benefit waiting period will be waived.
- 4.2.3 Leave of Absence with pay shall be granted to an Employee who is required to attend medical and/or dental appointments due to an injury sustained in a motor vehicle accident. This leave will not be deducted from sick leave credits but time lost salaries will be recovered from the No Fault program. The Employee will be required to complete a self-service absence entry on CHRIS, indicating the name of their Personal Injury Representative. The Employer will contact the Personal Injury Representative only to verify absences due to No Fault appointments and to invoice the No Fault program.
- 4.2.4 Where an Employee is absent from the workplace for three (3) consecutive days or less at any one (1) time due to an injury sustained in a motor vehicle accident, a leave of absence with pay shall be granted. This leave will not be deducted from sick leave credits but time lost salaries will be recovered from the No Fault program. The Employee will be required to complete a self-service absence entry on CHRIS, indicating the name of their Personal Injury Representative. The Employer will contact the Personal Injury Representative only to verify absences due to No Fault and to invoice the No Fault program.
- 4.2.5 Where an Employee has previously received No Fault is absent from the workplace for more than three (3) consecutive days at any one (1) time, the Employee will receive compensation directly from the No Fault program. Eligibility for these benefits will be determined by the Employee's Personal Injury Representative.
- 4.2.6 Where an Employee is required to attend to a family member injured in a motor vehicle accident, and is eligible for benefits under No Fault, the process(es) as above will apply.

- 4.3 Workers' Compensation Board (WCB) Medical/Dental Appointments and Intermittent Absences
- 4.3.1 When an Employee is injured in the performance of their duties during working hours, they must report such injury to Management immediately. The Employee shall receive, in addition to their Workers' Compensation Board (WCB) payment, an amount from the Employer for a period of up to one (1) year. The combined payments shall equal one hundred per cent (100%) of the Employee's net earnings as defined by the WCB; all normal deductions, including benefit premiums, will apply. During this year, Employee and Employer pension contributions will be based on the full regular salary of the Employee.
- 4.3.2 An Employee will be entitled to leave with pay on the first day of absence from work due to a workplace injury. Where an Employee is absent from the workplace beyond the first day of injury, the Employee will receive compensation directly from the WCB program.
- 4.3.3 Leave of Absence with pay shall be granted to an Employee who is required to attend medical and/or dental appointments or is absent intermittently for three (3) consecutive days or less due to an injury covered by WCB. This leave will not be deducted from sick leave credits, but time lost salaries will be recovered from WCB. The Employee will be required to complete a self-service absence entry. The Employer will invoice WCB.
- 4.3.4 Where an Employee has previously received WCB is subsequently absent from the workplace for more than three (3) consecutive days at any one (1) time, the Employee will receive compensation directly from the WCB program.
- 4.4 Bereavement/Funeral Leave
- 4.4.1 Immediate family refers to spouse, child, parent, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandparent of spouse, and-grandchild. The provisions of this Article will be extended to those cases where an established common-law, **step relationship, legal guardianship** or same-sex partnership exists.
- 4.4.2 In the case of death or serious illness when death follows in the immediate family, an Employee shall be granted leave of absence as required to a maximum of five-(5) working days with pay. The amount of leave shall be determined by their Manager in consultation with the Employee. Such leave of absence will not be charged against sick leave credits, holiday entitlements or other accrued time off.
- 4.4.3 In the case of death of an Employee's co-worker, non-immediate family member, close friend, or other persons residing in the same household, an Employee shall be granted a maximum of one- (1) working day with pay per occurrence to attend the funeral **or memorial service**. The Employer shall not be required to close down any department or branch in order to grant leave to attend the funeral **or memorial service** of a co-worker. Requests for such leave shall be made to their Supervisor/Manager.

4.5 Birth of a Child Leave

4.5.1 An Employee shall be granted one- (1) working day leave with pay, which must be taken within thirty- (30) calendar days following the birth of the Employee's child. Such leave shall not be deducted from sick leave credits.

4.6 Examinations

4.6.1 Leave of absence with pay shall be granted to write midterm and final exams for approved educational courses. This does not apply to rewrites of examinations.

4.6.2 No leave with pay or alternate time off will be granted where an exam falls on a day of rest (DOR) or a scheduled day off.

4.7 Family Leave

4.7.1 Leave of absence with pay shall be granted to Employees in the event of serious illness of or when it is essential that they attend to family matters in respect of their spouse, parent, child, sister, brother, mother-in-law, father-in-law, common-law, or same-sex partner. **This clause will be extended to those cases where a step relationship or legal guardianship exists.** Such leave shall be deducted from sick leave credits. An Employee must notify their Supervisor/Manager of their absence as soon as possible and provide valid reasons for the absence and an estimate of the duration of the absence.

4.8 Emergency Leave

4.8.1 Employees shall be allowed to use a maximum of one- (1) working day of their accumulated sick leave per occurrence for non-family-related situations. Such situations may include but are not limited to a house fire, break-in, or sewage backup. Requests for such leave shall be made to their Supervisor/Manager.

4.9 Medical/Dental Appointments

4.9.1 Whenever possible Employees will schedule medical/dental appointments outside of working hours. Where that is not possible, Employees may use their sick leave to attend to appointments. Employees will endeavour to schedule these appointments to minimize disruption in the workplace.

ARTICLE 5 – UNION BUSINESS

5.1 Where an Employee has been approved by Management to attend Union business, they will receive a leave of absence. An Employee shall enter the absence on CHRIS Self Service and submit it to their Manager, immediately upon their return to duty.

5.2 On a monthly basis, the Union will be invoiced by the Employer for all Union Leave hours taken, where applicable. The total cost will include straight time hours plus benefits associated with the time loss. When the Employee on leave for Union business works a shift, the Employer will bill the Union for the entire shift.

- 5.3 The conduct of Union Business during office hours will only be permitted under the terms and conditions prescribed in Appendix E – Listed Letter of Understanding No. 48.**
- 5.4 The Union shall be provided a minimum of fifteen (15) minutes on the Agenda for New Employee Orientation (NEO) for a maximum of two (2) Union members. Travel time and costs, if any, shall be paid by the Union.**
- 5.5 It is agreed that the Employer 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 – SAFETY AND HEALTH

- 6.1 The Employer **and Employee** shall comply with all applicable federal, provincial and municipal health and safety legislation and regulations. All standards established under the legislation and regulations shall constitute minimum acceptable practice and may be improved upon by agreement of the Union/Employer health and safety committee or negotiations with the Union.
- 6.2 Right to Refuse Unsafe Work
- 6.2.1 No Employee shall be discharged, penalized or disciplined for refusing to work on a job or in any workplace or to operate any equipment where they believe that it would be unsafe or unhealthy to themselves, or a co-worker.
- 6.2.2 An Employee may refuse to perform any particular act or series of acts where the Employee has reasonable grounds to believe that the act or series of acts is unusually dangerous to the Employee's health or safety or the health or safety of any other Employee until:
- (a) sufficient steps have been taken to satisfy the Employee otherwise; or
 - (b) the Occupational Health Committee has investigated the matter and advised the Employee otherwise.
- If not satisfactorily resolved, this issue may be referred to the Occupational Health and Safety Branch.
- 6.2.3 Where a refusal has occurred, no other Employee shall be requested or assigned to perform the work without being advised of the previous refusal(s) and the reason(s) for the refusal(s).

ARTICLE 7 – RECRUITMENT

- 7.1 Recruitment shall be made according to merit, ability and competence. As far as practicable this shall be ascertained by examinations and personal interview.

- 7.2 A new Employee who has had previous experience related to the vacancy may be entitled to receive credit for such experience by placement at a wage rate commensurate with such experience. Temporary Employees who have had previous experience shall be entitled to similar consideration.

ARTICLE 8 – PROBATION

8.1 Probationary Periods

8.1.1 A probationary period shall be a predetermined period in the initial appointment, promotion, or transfer of Employees during which the Employer has the opportunity to assess the adequacy of the Employee's ability and work performance in fulfilling the requirements of the assigned job.

8.1.2 To pass probation, the Employee will be required to meet all minimum requirements of the classification as assessed through satisfactory job performance. **The Union will be notified of any extension or failure of a probationary period.**

8.1.3 The probationary period shall be six (6) months, for those jobs in pay bands one (1) to six (6). For those jobs in pay band seven (7) or higher, the probationary period shall be one (1) year.

8.2 On the successful completion of the initial or any probationary period an Employee shall be regarded as a permanent Employee.

8.3 If an Employee is off work for any reason for more than thirty- (30) calendar days during their probationary period, their probationary period may be extended by the amount of time they are off work.

8.4 On request, Employees will be provided with a copy of their probationary or annual performance review.

8.5 Probation on Initial Appointment

8.5.1 If an Employee is promoted during their initial probationary period, they shall serve a new probationary period in the new job. If they fail to qualify, their services shall be terminated. However, if they have served a total of twelve- (12) consecutive months with SGI since their last date of hire, they shall be reverted to the last job they previously held and complete the remainder of the probation period for that job.

8.5.2 Temporary Employees who are placed on permanent status in the same department and same classification shall have their probationary period back-dated to the date of their employment in that classification.

8.6 Probation on Promotion

8.6.1 If an Employee promotes, they shall be required to serve a new probationary period. If the Employee voluntarily reverts or is involuntarily reverted by the Employer during their probation period, they shall revert to their previous job and if applicable, complete the remainder of their probationary period for that job. If the Employee is non-permanent, their services shall be terminated.

8.6.2 If the Employee voluntarily reverts they shall not be eligible for promotion or auto - progression for six (6) months. If the Employee is involuntarily reverted by the Employer they shall not be eligible for promotion for one (1) year.

8.7 Probation on Promotion to Management

8.7.1 If a Union Employee promotes to a Management position and in the first year either voluntarily reverts or is involuntarily reverted by the Employer, they shall be placed in their previous class in the same geographic location until a suitable placement can be found. Their salary will be adjusted in accordance with Article 26.6. If applicable, the Employee will complete the remainder of their probationary period for that job. The Employee shall be entitled to retain seniority earned up to the point that they promoted to Management.

8.8 Probation on Management Transfer

8.8.1 A permanent Employee who is transferred, by the Employer, to another job in the same classification shall not be required to serve a new probationary period.

8.8.2 (a) A probationary Employee who is transferred, by the Employer, to another job in the same classification shall complete their probationary period for the first job while serving in the second.

(b) If the Employee voluntarily reverts or is involuntarily reverted by the Employer during their probation period they shall revert to their previous job in the lower pay band and if applicable, complete the remainder of their probationary period for that job. If the Employee is non-permanent, their services shall be terminated. The provisions of Article 8.6.2 apply.

8.8.3 A permanent or probationary Employee who is transferred by the Employer to a different job in the same pay band may be required to serve a new probationary period, or complete the remainder of the probationary period they are currently serving. Where the Employee is required to serve a new probationary period and voluntarily reverts or is involuntarily reverted by the Employer during their probationary period, they shall return to the job they were transferred from, and if applicable, complete the remainder of their probationary period for that job. The provisions of Article 8.6.2 apply.

8.9 Probation on Transfer in a Posted Competition

- 8.9.1 A non-probationary Employee who transfers in a competition shall serve a new probationary period in the new job unless the duties and responsibilities are predominantly the same. If the Employee voluntarily reverts or is involuntarily reverted by the Employer during their probationary period they shall return to their last job. The provisions of Article 8.6.2 apply.
- 8.9.2 A probationary Employee who transfers in a competition shall serve a new probationary period. If the Employee voluntarily reverts or is involuntarily reverted by the Employer during their probationary period, the following will apply:
- (a) If the duties and responsibilities of the two jobs are predominantly the same the Employee shall revert to a job in the next lower pay band. If the Employee has not served probation in the lower job they will be required to serve one. If the Employee is non-permanent, their services shall be terminated. The provisions of Article 8.6.2 apply.
 - (b) If the duties and responsibilities are not predominantly the same, the Employee shall return to their last job and complete the remainder of their probationary period for that job. The provisions of Article 8.6.2 apply.

8.10 Probation on Demotion

- 8.10.1 (a) A permanent Employee who voluntarily demotes or is demoted by the Employer into a job in which they had not previously attained permanent status, shall be required to serve a new probationary period.
- (b) If the Employee voluntarily demotes, they will not be eligible for promotion for a period of six (6) months. If an Employee is demoted by the Employer, they will not be eligible for promotion for a period of one (1) year.
- 8.10.2 If the Employee is required to serve a new probationary period on voluntary demotion and reverts during their probationary period, they shall return to their previous job provided that they had completed probation in that job. Otherwise, they shall be reverted by the Employer to a job in the next lower pay band. If the Employee has not served probation in the lower level job, they will be required to serve one. If the Employee is non-permanent their services shall be terminated. The provisions of Article 8.6.2 apply.
- 8.10.3 If the Employee is required to serve a new probationary period on involuntary demotion and is reverted by the Employer during their probationary period, they shall revert to a job in the next lower pay band. If the Employee has not served probation in the lower level job, they will be required to serve one. If the Employee is non-permanent, their services shall be terminated. The provisions of Article 8.6.2 apply.

8.11 Multiple Reversion while on Probation

- 8.11.1 Should an Employee be reverted, whether voluntary or involuntary on two (2) occasions, within a five- (5) year period they will not be eligible for promotion for two (2) years.

ARTICLE 9 – RESIGNATIONS

- 9.1 An initial probationary or temporary Employee who intends to resign their employment with the Employer shall give seven (7) calendar days' notice.
- 9.2 A permanent or term Employee who intends to resign their employment with the Employer shall give thirty (30) calendar days' written notice.
- 9.3 A notice of intention to resign or retire shall be deemed to have been given on the day when the notice is provided by the Employee to the Manager/Supervisor of the department or, in their absence, with the Human Resources Department.

ARTICLE 10 – DISCIPLINE AND DISMISSAL

- 10.1 No permanent Employee shall be dismissed or disciplined without good and sufficient cause. Except in the case of oral reprimands, the Employee shall be notified in writing of the discipline and the reasons for the disciplinary action. A copy of the letter shall be forwarded to the Union office.
- 10.2 Prior to any disciplinary action being taken, the Employer will advise the Employee of their right to have a Union Steward, Officer or Representative present. **An Employee shall be provided reasonable notice in advance of any meeting of a disciplinary nature; such notice shall include the purpose and the time of the meeting.**
- 10.3 Except in the case of major misconduct, Management will consult with the Union before dismissal action is taken. In the case of a permanent Employee, if requested by a Union representative, Management will suspend the Employee for a period not in excess of seven (7) days before giving dismissal notice, if the Union feels such time is necessary to complete its investigation.
- 10.4 An Employee who is suspended shall leave the Corporation premises immediately.
- 10.5 Removal of Disciplinary Letters
- 10.5.1 Employees who have been incident free from formal written disciplinary action for two- (2) consecutive years may apply in writing to the Manager of **Employee Relations** requesting that copies of disciplinary letters be removed from their file. These letters will be removed within seven- (7) working days, provided no disciplinary action is pending.

ARTICLE 11 – EMPLOYER NOTICE OF TERMINATION OF EMPLOYMENT

- 11.1 Except in the case of dismissal for good and sufficient cause, when a permanent or term Employee's services are to be terminated, one (1) month's notice in writing shall be given, provided that if such notice is not given, a sum equal to one (1) month's salary shall be paid to such Employee in lieu of notice.
- 11.2 Except in the case of dismissal for good and sufficient cause, any temporary or initial probationary Employee whose services are to be terminated shall be given five (5) working days' notice in writing, provided that if such notice is not given, a sum equal to five (5) working days' will be paid to such Employee in lieu of notice.
- 11.3 Notice of termination may be used in the following situations:
- 11.3.1 Reaching retirement.
 - 11.3.2 Suffering permanent disability.
 - 11.3.3 Death.
 - 11.3.4 Completion of a predetermined employment period.

ARTICLE 12 – VACANCIES AND JOB POSTINGS

- 12.1 Subject to the Corporation's overall business needs, appointments will take into consideration merit, skill, ability and service time.
- 12.2 Permanent and temporary Employees, including part-time, desiring appointment to entry level jobs may forward their names to the Human Resources Department for consideration.
- 12.3 Vacancies in pay band one (1) and two (2), **Clerk 3**, Auto Body Repair Technician 1, Truck Driver, Auto Tradesperson 1, and Building Operator 1 are considered entry level, therefore shall not be posted. **All Employees will be advised of Clerk 3 postings.**
- 12.4 Vacancies and new jobs that are filled by transfer shall not be posted.
- 12.5 Permanent part-time jobs shall not be posted.
- 12.6 Opportunities for temporary employment shall not be posted.
- 12.7 Notwithstanding Article 12.3 to Article 12.6, notice of vacancies and new jobs shall be posted through the Corporation's online process not later than fourteen (14) calendar days from the vacancy occurring.
- 12.8 Notice of vacancies and new jobs shall be issued through the Human Resources Department and posted for five- (5) working days, except where the Employer and Union are agreed that the posting period shall be reduced to three- (3) working days or extended to seven- (7) working days.
- 12.9 Provisional postings for possible vacancies may be made subject to mutual agreement between Management and the Union.

- 12.10 Whenever possible, vacancies for entry-level Management jobs shall be posted and applications received from Employees shall be given every consideration.
- 12.11 The Union will be supplied with a copy of all postings.
- 12.12 After a vacant job has been posted, no withdrawal of posting shall be made except by mutual agreement.
- 12.13 Where the Corporation is not filling a vacated job or is abolishing a job, the Union will be advised in writing, stating Management's reasons, within fourteen- (14) calendar days.
- 12.14 Posting of Adjuster 2 (Road)
- 12.14.1 An Adjuster 2 in the appropriate line of insurance, may voluntarily be transferred to a vacant Adjuster 2 (Road) position. Otherwise, Adjuster 2 (Road) vacancies will continue to be posted and filled in the normal manner. If there are no certified applicants for a specific Adjuster 2 (Road) job, it may be necessary to transfer a qualified Adjuster to such a vacancy.

ARTICLE 13 – APPLYING IN A JOB COMPETITION

- 13.1 Applications for posted jobs shall be made through the Corporation's on-line process.
- 13.2 If for any valid reason the on-line process is not available, an Employee may apply for any job by e-mail or fax. Applications will not be considered if received after 11:59 p.m. (Saskatchewan time) on the closing date.
- 13.3 Availability for Certification
- 13.3.1 Whenever possible, Employees should be available for certification assessment prior to the general posting deadline set out in Article 13.7. If the Employee is on vacation or day of rest and the Employer requests the Employee to be available, equivalent straight time, including travel time, shall be rescheduled. Travel costs will be paid by the Corporation.
- 13.3.2 If an Employee is on leave of absence and the Employer requests the Employee to be available such that travel is required, travel costs will be paid by the Corporation.
- 13.3.3 An Employee shall be notified twenty-four (24) hours in advance of the commencement of the certification assessment.**
- 13.4 The Union will be provided with an electronic copy of the completed competition sheets.
- 13.5 The Employer shall furnish the Union, on request, the details of qualifications of any Employee.

- 13.6 The Union may elect to call a selection panel for evaluating the applicants should they feel it necessary, within the time limits set out in Article 20.2. Such selection panel shall consist of the Supervisor, Staffing or their designate in Human Resources, line Management and one (1) Union representative. The Union may call in an additional Employee from the line area for reference purposes.
- 13.7 Within twenty-one (21) calendar days of the posting closing, a general posting shall be made of the successful applicant, or that the job cannot be filled by qualified applicants currently on staff.
- 13.8 Where there are no applicants in a competition, Management may select an external candidate, fill by transfer, repost, or place the job in abeyance.
- 13.9 In a nil certified competition, where no applicant or external candidate is selected, Management may fill by transfer or repost. If no candidate is selected on a repost, Management may place the position in abeyance.
- 13.10 Within seven (7) days of appointment, the names, classifications, departments, salaries and effective dates of permanent Employees and temporary Employees hired for fourteen (14) days or more shall be included on the On-line Appointment Listing.

ARTICLE 14 – APPLICANT SELECTION IN JOB COMPETITIONS

- 14.1 Subject to the provisions of Article 16 and Article 17, in filling vacancies or making promotions, the applicant who is qualified and has the most seniority will be given preference. To be considered qualified, an applicant must meet the minimum requirements as set forth in the Job Classification Plan.
- 14.2 To be considered certified with respect to educational requirements in a particular competition, an Employee must hold and provide verification of the required credential(s) at the time of competition close. Verification must be received and date-stamped in Human Resources by 11:59 p.m. (Saskatchewan time) on the competition closing date.
- 14.3 Notwithstanding Article 16.7, Employees who were promoted in a nil certified competition, without the formal educational requirements, will remain nil certified in any future competitions with the identical educational requirement until they complete the formal education.
- 14.4 Probationary Employees – Eligibility for Certification
 - 14.4.1 Probationary Employees shall be eligible for certification in posted competitions for promotion, but not for transfer or demotion.
 - 14.4.2 Notwithstanding Article 14.4.1, initial probationary Employees shall be eligible for certification in posted competitions for promotion after six (6) consecutive months of employment, but not for transfer or demotion.
 - 14.4.3 Temporary Employees shall not be certified in posted competitions.

- 14.5 An Employee's employment status at the time of competition close shall be used for the purposes of competition.
- 14.6 Employees with unsatisfactory job performance will be notified in writing that they will not be considered in posted competitions. The duration of the prohibition will be identified. If an Employee is off work for any reason, except vacation, for more than thirty- (30) calendar days, the period of prohibition will be extended by that amount of time.
- 14.7 When there are no certified applicants in the competition and an outside person is selected, they must have higher qualifications than other applicants for the job. To be appointed, the qualifications of a more junior applicant must be higher than those of more senior applicants by a substantial and demonstrable margin.
- 14.8 Notwithstanding the provision of Article 14.7, in a nil certified competition, permanent Employees on probation seeking transfer, initial probationary Employees, and Temporary Employees may be selected by Management provided they possess higher qualifications than those of the other applicants for the job. Unless there are demonstrable differences in qualifications between a permanent Employee on probation seeking a transfer, a temporary Employee, or an initial probationary Employee and a permanent Employee seeking promotion, the permanent Employee will be given preference.

ARTICLE 15 – PROMOTION DUE TO AUTOMATIC PROGRESSION

15.1 Employees requesting promotion due to auto progression shall submit an Employee Request for Automatic Progression Form, in writing, to the Manager/Supervisor Staffing before auto progression shall be granted.

15.2 Underwriting

15.2.1 Employees in Underwriting 1 jobs shall receive automatic progression and a one (1) pay band adjustment as follows:

Underwriter 1 to Underwriter 1 AP

subject to all of the following conditions being met:

- Two (2) years' satisfactory job performance at the applicable level 1.
- Satisfactory completion of eight (8) CIP courses of the Insurance Institute of Canada Program at the Associateship level.
- Employees who auto progress will not be required to serve a new probationary period.

15.2.2 Underwriting Assistant to Underwriting Assistant AP

Employees shall receive automatic progression from Underwriting Assistant (pay band 6) to Underwriting Assistant AP (pay band 7) as follows:

- Two (2) years' satisfactory job performance at the applicable level.

- Satisfactory completion of six (6) courses of the Insurance Institute of Canada Program at the Associateship level.
- Employees who auto progress will not be required to serve a new probationary period.

15.3 Claims

15.3.1 Adjusting

- (a) Employees in Adjusting jobs shall receive automatic progression and a one (1) pay band adjustment between Adjusting categories as follows:

Adjuster 1 Auto	to	Adjuster 1 AP Auto
Adjuster 1 Auto/General	to	Adjuster 1 AP Auto/General or Adjuster 1 AP General (dependent on branch requirements)
Adjuster 1 General	to	Adjuster 1 AP General

subject to all of the following conditions being met:

- Two (2) years' satisfactory job performance at the applicable level 1.
- Satisfactory completion of eight (8) CIP courses of the Insurance Institute of Canada Program at the Associateship level.
- Employees who auto progress will not be required to serve a new probationary period.

15.3.2 Injury

Employees shall receive automatic progression and a one (1) pay band adjustment from Personal Injury Representative 1 to Personal Injury Representative 1 AP subject to all of the following conditions being met:

- Two (2) years' satisfactory job performance at Personal Injury Representative 1.
- Satisfactory completion of seven (7) courses of the Certificate in Rehabilitation Benefits Administration (CRBA) program.
- Employees who auto progress will not be required to serve a new probationary period.

15.4 Systems

15.4.1 Employees shall receive automatic progression from Information Technology Programmer to Information Technology Programmer Analyst subject to all of the following conditions being met:

- Permanent Employees who auto progress shall be required to serve a new probationary period.
- One (1) year of satisfactory job performance in the Information Technology Programmer classification.
- Satisfactory completion of formal education in the computer sciences field as follows:

- Diploma in Computer Science from a recognized post-secondary technical institute (e.g., CIS from SIAST); or
- Bachelor's degree with a major in Computer Science.

15.5 Failure to Qualify

15.5.1 Employees failing to qualify for automatic progression due to unsatisfactory performance shall not be reconsidered for a period of six (6) months.

15.5.2 Employees failing to qualify for automatic progression due to unsatisfactory job performance may elect to call for a joint appeal committee of the Employer and the Union. All appeals shall be directed in writing within ten- (10) working days to the Human Resources Department and upon review of the decision of the joint committee (composed of one (1) representative of the Employer and one (1) representative of the Union) shall be rendered within ten- (10) working days and be final. If no decision is rendered within ten- (10) working days, the case may be subject to the grievance and arbitration procedure.

ARTICLE 16 – TRANSFER

16.1 Transfer means the voluntary or involuntary movement of a qualified Employee from one (1) job to another job in the same or a different classification in the same pay band. There shall be no involuntary transfer of an Employee from one (1) province to another.

16.2 Transfer shall not be interpreted to include the appointment of part-time Employees into full-time permanent jobs without posting of the jobs. However, Management may convert part-time jobs with incumbents to full-time, where the following criteria are met:

16.2.1 The incumbent at the time of conversion must agree to change to full-time status.

16.2.2 The conversion from part-time to full-time must be to the same classification.

16.2.3 The incumbent must have attained permanent status in the current classification at the time of conversion.

16.2.4 The incumbent must have been a permanent full-time Employee prior to changing to permanent part-time. The Employee must have no break in service from the last full-time employment.

16.3 Transfer shall not be interpreted to include the involuntary placement of full-time Employees to part-time status.

16.4 Except for those on probation, when an Employee applies in a posted competition for transfer, they shall be certified if qualified. A certified applicant for transfer may be selected by the Manager provided they are senior to other certified applicants seeking promotion; otherwise, the most senior certified applicant seeking promotion shall be given preference.

16.5 When there are no certified applicants other than those applying for transfer, the applicant applying for transfer who has the longest continuous service record shall be given preference.

- 16.6 Notwithstanding the provision of Article 14.7, in a nil certified competition an Employee serving any probation period or a term Employee applying for a transfer may be selected by Management provided they possess higher qualifications than those of the other applicants for the job.
- 16.7 Notwithstanding the provisions of Article 16.4 to Article 16.6, Employees who were promoted as non-certified applicants will not be certifiable for transfer in the same classification in posted competitions for a period of two (2) years unless the prerequisite designated courses or certificates are obtained as set out in the Job Classification Plan.
- 16.8 An Employee who has been employed in a location north of the 54th Parallel, after two (2) years of service at that location, shall be entitled when applying in a posted competition for transfer within the same classification or demotion to receive preference over all other applicants.

ARTICLE 17 – DEMOTION

- 17.1 Demotion means the voluntary or involuntary movement of an Employee from a job in one- (1) pay band to a job in a lower pay band.
- 17.2 An Employee who applies for a demotion in a posted competition shall not be entitled to exercise seniority; but, if qualified, they shall be certified and may be selected for the vacancy provided such selection shall not bypass a more senior applicant who is applying for a promotion. If there are no certified applicants other than those applying for demotion, then seniority rights shall apply.
- 17.3 If an Employee voluntarily demotes they will not be eligible for promotion for a period of six (6) months.
- 17.4 If an Employee is demoted by Management they will not be eligible for promotion for a period of one (1) year.
- 17.5 If an Employee is off work for any reason, except vacation, for more than thirty- (30) calendar days during the period specified in Article 17.3 or Article 17.4, the period of ineligibility for promotion will be extended by the amount of time they are off work, subject to the maximums identified.
- 17.6 If an Employee is demoted by Management after passing probation on two (2) occasions, within a five- (5) year period, they will not be eligible for promotion for three (3) years.

ARTICLE 18 – LAYOFFS

18.1 Definition

18.1.1 A layoff shall be defined as a reduction of permanent Employees.

18.2 General Provisions

- 18.2.1 a) In order to maintain harmonious relationships between the parties, where layoffs appear imminent the parties agree to work collaboratively in an effort to alleviate the concerns of the membership, and to resolve issues in a timely manner as they arise.
- b) When layoffs of fifteen (15) or more Employees are determined or when a Branch is closed, written notice shall be sent to the Union in confidence as far in advance as possible, however never less than thirty (30) calendar days prior to the initial notice of layoff being issued.
- c) The Union shall be provided with a list of all Employees, in order of seniority, affected by the initial notice of layoff. This list shall include the identified classification / department / division / branch or geographical location.
- d) The Union shall be notified of the date, place and time of group or individual meetings where affected Employee(s) are advised of their layoff and/or their layoff options.
- e) Prior to any layoff or layoff options meeting, the Employer shall advise the Employee of their right to have a Union Representative present. The Union Representative will be designated by the Union.
- 18.2.2 a) At Management's discretion, Employees in areas affected by layoff, may be eligible to voluntarily resign and receive severance as per the following:
- i) Four (4) weeks salary to Employees with less than five (5) years seniority;
 - ii) Six (6) weeks salary to Employees with five (5) or more but less than ten (10) years of seniority;
 - iii) Eight (8) weeks salary to Employees with ten (10) or more years of seniority.
- b) The Union shall be provided with a list of all Employees who resign in accordance with Article 18.2.2 (a).
- 18.2.3 Temporary, term and initial probationary Employees shall be terminated prior to the layoff of any permanent Employee in the identified classification / department / division / branch or geographical location. Term and initial probationary Employees shall be terminated in reverse seniority order in the identified classification / department / division / branch or geographical location.
- 18.2.4 If further reductions are required, permanent Employees with the least seniority in the classifications affected in the identified classification / department / division / branch or geographical location will be given layoff notice.

18.3 No permanent Employee shall be laid off without having been given:

18.3.1 Four (4) weeks written notice to Employees with less than five (5) years seniority.

18.3.2 Six (6) weeks written notice to Employees with five (5) or more but less than ten (10) years of seniority.

18.3.3 Eight (8) weeks written notice to Employees with ten (10) or more years of seniority.

18.4 Layoff Options

18.4.1 An Employee who has been placed on layoff must, within seven (7) calendar days of receiving such notification, exercise one (1) of the following options. An Employee shall notify the Corporation, in writing, of their selection.

- a) Accept layoff and receive severance pay, in accordance with Article 18.5 – Severance in the Case of Layoff; or
- b) Exercise bumping rights, in accordance with Article 18.7 – Bumping Provisions and Article 18.8 – Bumping Procedures; or
- c) Accept layoff and exercise Re-employment Rights, in accordance with Article 18.9 – Re-employment Rights.

18.4.2 The Union shall be provided with a copy of the selected options of all Employees.

18.5 Severance

18.5.1 In the case of layoff, or layoff due to technological change, a permanent Employee who elects severance shall receive two (2) weeks' salary for each year of seniority, as defined in Article 19 – Seniority – Articles 19.1 and 19.4 to a maximum of fifty-two (52) weeks pro-rated for partial years. Two (2) weeks shall mean two fifty-seconds (2/52) of annual base salary.

18.6 Career Assistance Options

18.6.1 Employees who elect to receive severance may elect one (1) or more of the following five (5) Career Assistance Options to a combined maximum value of five thousand dollars (\$5,000) calculated on the basis of one thousand dollars (\$1,000) for every two (2) years of service, pro-rated for partial years. Employees are required to notify the Corporation, in writing, of their selection.

- a) Career Counselling and Job Placement
 - i) Career counselling and job placement will be administered through a provider retained by the Corporation. The services can be accessed for a one (1) year period from the date of the Employee's severance.

- ii) Career Counselling and Job Placement services include assessment, resume writing, interview coaching, job search techniques, office support and expenses associated with attending interviews.
- b) Retraining Assistance
 - i) Retraining assistance will be provided in the form of payment of tuition fees at any accredited educational institute upon submission of an invoice.
 - ii) Employees will be able to access retraining assistance over a three (3) year period commencing the date of the Employee's severance.
- c) Relocation Assistance
 - i) Relocation assistance will be administered in accordance with the provisions of the current SGI Moving Policy.
 - ii) Relocation assistance will be limited to in-province relocation expenses.
 - iii) Employees may access the relocation assistance over a one (1) year period commencing the date of the Employee's severance.
- d) Career Adjustment Assistance
 - i) Career adjustment assistance will be provided on a reimbursement basis for expenses Employees incur in pursuing alternative employment opportunities.
 - ii) Employees may access career adjustment assistance over a one (1) year period commencing the date of the Employee's severance.
 - iii) Expenses such as business start-up costs and travel to seek business or employment opportunities would be considered for reimbursement.
- e) Enhanced Severance
 - i) Enhanced Severance calculated on the basis of one (1) weeks salary for every year worked to a maximum of five (5) weeks or three thousand dollars (\$3,000), whichever is the lesser.

18.7 Bumping Provisions

18.7.1 Bumping is defined as the right of a senior permanent Employee being laid-off to replace the least senior Employee not being laid-off in a classification in the same or lower pay band for a position for which the Employee meets the minimum requirements.

18.7.2 In order to exercise bumping rights, an Employee must possess the minimum requirements for the position, as identified in Article 14 – Applicant Selection in Job Competitions.

- 18.7.3 Part-time Employees may exercise bumping or re-employment rights over a full-time Employee provided they have the seniority and agree to change their status to full-time.
- 18.7.4 Full-time Employees may exercise bumping or re-employment rights over a part-time Employee provided they have the seniority and agree to change their status to part-time.
- 18.7.5 Where one Employee in a job share arrangement is affected by layoff, both Employees will be given layoff notice. Provisions of Article 18 will apply to each Employee individually.
- 18.7.6 An Employee who elects to exercise bumping rights may be required to serve a probationary period, as per Article 8 – Probation, except where a probationary period has been previously served.
- 18.7.8 Wage and Increment Adjustment on Demotion Due to Layoff/Bumping
- a) Whenever the rate prior to demotion is above the maximum established for the classification into which they are taking a demotion, the Employee’s salary shall be reduced to the maximum.
 - b) Whenever the rate prior to the demotion is within the range of pay established for the classification into which they are taking demotion, the Employee’s salary shall remain the same until their increment date and then be increased to the next higher step in the lower range.
- 18.7.9 Employees required to relocate as a result of exercising one (1) of the bumping options, shall be entitled to have relocation costs paid by the Corporation in accordance with Article 35.4 – Moving Expenses.

18.8 Bumping Procedure

- 18.8.1 A laid-off Employee shall be placed in a vacant position in the same classification in the same geographic location.
- 18.8.2 In the event that no vacant position is available in the same classification in the same geographic location, the Employee must exercise bumping in the following order:
- a) Bump the Employee with the least seniority in the same classification in the same geographic location,
 - b) Bump the Employee with the least seniority in any classification in the same pay band, in the same geographic location,
 - c) Bump the Employee with the least seniority in any lower classification, in the same geographic location or bump the Employee with the least seniority in the same classification in the Corporation,
 - d) Bump the Employee with the least seniority in any classification in the same pay band, in the Corporation,

e) Bump the Employee with the least seniority in any lower classification in the Corporation.

18.8.3 If the Employee is unable to be placed under the foregoing conditions they may elect, subject to possessing the minimum requirements, temporary work if available.

18.8.4 If the Employee is unable to be placed under the bumping options they must elect either a) or c) of Article 18.4.1 – Layoff Options.

18.9 Re-employment Rights

18.9.1 With the exception of application for promotion, an Employee on the Re-employment List shall be eligible in order of seniority, to fill any vacancy for which the Employee has the minimum requirements and for which they have applied.

18.9.2 The re-employment period shall be restricted to twelve (12) consecutive months. An Employee who is on continuous layoff for a period in excess of twelve (12) consecutive months shall be automatically terminated from the employ of the Corporation.

18.9.3 a) Laid-off Employees who are on the Re-employment List will continue to accrue seniority, as per Article 19 – Seniority, for a period of twelve (12) consecutive months, for the purposes of job postings only.

b) On a monthly basis, on the last day of any given month, the Union shall be provided with a list of all laid-off Employees who remain on the Re-employment List.

18.9.4 Available positions shall be posted in accordance with Article 12 – Vacancies & Job Postings. Eligible laid-off Employees shall be considered in the competition. Laid-off Employees on the Re-employment List shall have access to CHRIS for the purposes of job postings only such that they can check on the status of job postings and apply. Employees on the Re-employment List retain the right to decline job offerings.

18.9.5 As per Article 16.8, an Employee who has been employed in a location north of the 54th Parallel, after two (2) years of service at that location, shall be entitled when applying in a posted competition for transfer within the same classification or demotion to receive preference over all other applicants.

ARTICLE 19 – SENIORITY

19.1 Seniority shall not be acquired by an Employee until they have become a permanent Employee. At that time, their seniority shall be made retroactive to the date of last hiring. Service in temporary employment shall only be credited when it has been continuous with the initial probationary employment. Service in full-time employment shall be credited when an Employee changes to permanent part-time employment only when it has been continuous with the full-time employment.

- 19.2 Seniority shall terminate for any one of the following reasons:
- 19.2.1 Dismissal;
 - 19.2.2 Voluntary resignation;
 - 19.2.3 Entering the excluded list in Article 1. However, any Employee who has been appointed beyond the scope of this Agreement shall retain seniority earned up to the time of their appointment;
 - 19.2.4 Termination of employment.
- 19.3 In July and January of each year, the Employer agrees to post a seniority list as of June 30 and December 31 of that year on the corporate intranet. A copy of this list shall be forwarded to the Union in July of each year.
- 19.4 Employees who were previously Employees with SGI and were re-hired within five (5) years of their termination date shall, upon four- (4) years continuous service following re-employment and application in writing, have all their SGI service time credited for purposes of seniority only. Previously earned seniority will only be credited where breaks in service are five (5) years or less. This provision will be retrospective.

ARTICLE 20 – GRIEVANCES

- 20.1 Grievance means any complaint or dispute brought by the Employer or by the Union on its own behalf or on behalf of any Employee(s) concerning matters relating to the interpretation, application, or alleged violation of this Agreement.
- 20.2 Where the Union contemplates filing a grievance, the Supervisor/Manager of Employee Relations shall be informed of the intent to grieve in order to facilitate a Union/Management discussion concerning the facts of the matter prior to the grievance being filed. Whenever possible, Employee Relations shall be advised of the intent to grieve within seven- (7) calendar days of the event. If the matter is not resolved, formal presentation of the grievance shall be within fifteen (15) calendar days of the event.
- 20.3 All formal grievances shall be submitted, in writing, to the Supervisor/Manager of Employee Relations who, within five- (5) working days of receipt will schedule a mutually agreeable time and date for the first step grievance.
- 20.4 Grievance – 1st Step
- 20.4.1 The Assistant Vice President of the Division where the grievance occurs shall discuss the matter with the Union committee and render their decision, in writing, within three- (3) working days of the grievance hearing. Where there is no Assistant Vice President or the Assistant Vice President is not available, Management will appoint a designate from the Division to hear the grievance.

20.4.2 In job selection grievances, for the purpose of the first step of the grievance procedure, the grievance will be heard by the Assistant Vice President of the area where the vacancy occurs. Where there is no Assistant Vice President or the Assistant Vice President is not available, Management will appoint a designate from the Division to hear the grievance.

20.4.3 If the individual designated to hear the grievance is signatory to the event being grieved, the grievance may upon mutual agreement between the Employer and the Union, be submitted to the next step in the process.

20.5 Grievance – 2nd Step

20.5.1 If a satisfactory settlement is not effected in Article 20.4, the Union shall within five- (5) working days submit the grievance in writing to the Supervisor/Manager of Employee Relations who within five- (5) working days of receipt will schedule a mutually agreeable time and date for the second step grievance.

20.5.2 The Vice President of Human Resources shall discuss the grievance with the Union Committee and render a decision, in writing, within five- (5) working days of the grievance hearing.

20.6 Grievance – 3rd Step

20.6.1 If a satisfactory settlement is not effected in Article 20.5, the Union shall, within five- (5) working days of receiving the Vice President, Human Resources decision, submit the grievance in writing to the Supervisor/Manager of Employee Relations who, within five- (5) working days of receipt, will schedule a mutually agreeable time and date for the third step grievance.

20.6.2 The President shall discuss the matter with the Union Committee and render a decision in writing within five- (5) working days of the grievance hearing.

20.6.3 In the event that neither party requests referral of the grievance or dispute to a third party within thirty- (30) calendar days following submission of the President's decision, the grievance or dispute shall be considered settled on the basis of the President's decision.

20.7 Union Committee

20.7.1 The Union Committee for Article 20.4.1 will consist of not more than two (2) members plus the aggrieved Employee(s). For Article 20.5.2 and Article 20.6.2 the Committee may be extended to not more than three (3) members plus the aggrieved Employee(s). The Union Committee will be comprised of a Steward, Council Member, Union Executive Board Member, or Union Staff Representative. With the exception of a Union Executive Board Member, wherever possible, the Union Committee will be comprised of eligible members from the geographic location where the grievance is being heard.

20.8 Grievance Locations

20.8.1 Grievance locations will be designated by Management. The Grievor and/or Employees designated as Committee members will receive actual and reasonable expenses as per Articles 35.1, 35.1.2 and 35.1.3 when geographic travel is required to attend grievances. No Employee will have their regular base pay reduced by reason of time spent discussing the grievance with representatives of the Employer.

20.9 Exceptions to 1st Step Commencement

20.9.1 In the event a complaint or dispute becomes the subject of a grievance involving a group or groups of Employees that individually would normally require separate grievances to be heard by more than one (1) Assistant Vice President at the first step, the individual Employee grievances may be consolidated as one (1) grievance and be commenced at the second step of the grievance procedure.

20.9.2 In other cases where a complaint or dispute becomes the subject of a grievance involving a group or groups of Employees, the grievance may be commenced at the second step by mutual agreement between the Union and Management.

20.9.3 Grievances filed pursuant to Article 34 shall commence at the second step of the grievance procedure with the Vice President of Human Resources or designate.

20.10 Employer Grievance

20.10.1 If the Employer 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 or their designate 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.

20.10.2 In the event that neither party requests referral of the grievance or dispute to a third party within thirty- (30) calendar days following submission of the Union's decision, the grievance or dispute shall be considered settled on the basis of the Union's decision.

20.11 Arbitration

20.11.1 In the event that a grievance or dispute involving the application, interpretation or administration of this Agreement is not settled through the regular grievance procedure to the satisfaction of both parties, such matter shall be the subject of arbitration in accordance with the procedure set out hereunder. There shall be no work stoppage or lockout while the unsettled grievance or dispute continues to be the subject of such arbitration.

20.11.2 Either party, within thirty- (30) calendar days of the receipt of the President's decision rendered under Article 20.6.2, may notify the other party of its intention to submit the dispute to arbitration.

- 20.11.3 Such notice shall include the name of that party's appointee to the Arbitration Board.
- 20.11.4 The party receiving such notice shall, within fifteen (15) calendar days, notify the other party of its appointee to the Arbitration Board.
- 20.11.5 Within fifteen (15) calendar days of the appointment of both nominees, the parties shall exchange names for the third member, who shall be the Chair of the Board. Unless otherwise agreed between the parties, the Chair shall be appointed within thirty- (30) calendar days of the initial exchange.
- 20.11.6 If the parties fail to agree on the selection of the Chair of the Board, Union and Management may mutually agree to approach the Chair of the Saskatchewan Labour Relations Board to name a Chair. Otherwise, the appointment shall be made by a Queen's Bench Court Judge upon the request of either party.
- 20.11.7 Whenever possible, within ten- (10) calendar days of the appointment of the Chair, the Board and the parties shall discuss the time and place of the hearing of the grievance. Unless otherwise agreed between the parties, the arbitration shall be scheduled within thirty- (30) calendar days of the appointment of the Chair.
- 20.11.8 The Arbitration Board shall hear all relevant facts to the dispute. The Board shall not have the power to change this Agreement or to alter, modify or amend any of its provisions or make any decision contrary to the provisions of this Agreement in rendering its decision. The Arbitration Board shall render its decision within thirty- (30) calendar days of the completion of the hearing.
- 20.11.9 (a) In the event the dispute involved the dismissal of an Employee and the Employer is judged to have acted without sufficient cause, the Employee shall be reinstated in their original job with the Employer and shall be reimbursed for such lost time as determined by the Board.
- (b) In the event the dispute involved the suspension of an Employee and the Employer is judged to have acted without sufficient cause, the Employee shall be reimbursed for such time lost as determined by the Board.
- 20.11.10 Where in any arbitration pursuant to Article 14 any question arises as to an applicant being qualified pursuant to Article 14.1 or whether the applicant selected possesses higher qualifications than the grievor(s), pursuant to Article 14.7 or whether there are demonstrable differences pursuant to Article 14.8, between the successful applicant and the grievor, the Employer shall show that such is the case. Such arbitration will be limited to the one (1) applicant/grievor designated by the Union.
- 20.11.11 The decision of the majority shall be the decision of the Arbitration Board and such decision shall be final and binding upon the parties.
- 20.11.12 Each party shall bear expenses of their own representatives, arbitrator and witnesses. The expenses of the Chair shall be shared equally by the parties.
- 20.11.13 A single arbitrator may be utilized upon mutual agreement of the Employer and the Union.

20.12 Time Limits

- 20.12.1 The time limits as set out in the various clauses of this Article may be extended by mutual agreement.

ARTICLE 21 – HOLIDAYS

- 21.1 The following days shall be observed as statutory holidays without deductions of pay in Saskatchewan: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any federal or provincial proclaimed holiday.
- 21.2 On July 1st of each year, all Employees on staff with the exception of Summer Students will receive one (1) personal floater day added to their accumulated vacation to be taken by June 30 of the following year.
- 21.3 When a holiday falls on an Employee's regularly assigned day of rest and they do not work on such day, they shall be granted an alternative day off or an additional day's pay in lieu thereof.

ARTICLE 22 – ANNUAL VACATION

22.1 Vacation Earnings

- 22.1.1 From the first year through to the completion of the seventh year of employment, an Employee shall earn vacation leave calculated on the basis of 1.25 working days (3/52) each calendar month of employment.
- 22.1.2 From the commencement of the eighth year through to the completion of the fourteenth year of employment, an Employee shall earn vacation leave calculated on the basis of 1.67 work days (4/52) for each calendar month of employment.
- 22.1.3 From the commencement of the fifteenth year through to the completion of the twenty-fourth year of employment, an Employee shall earn vacation leave calculated on the basis of 2.083 work days (5/52) for each calendar month of employment.
- 22.1.4 From the commencement of the twenty-fifth year of employment and for each year thereafter, an Employee shall earn vacation leave calculated on the basis of 2.5 work days (6/52) for each calendar month of employment.
- 22.1.5 Partial months of employment will be pro-rated based on the number of actual hours worked in that month.
- 22.1.6 a) Permanent Employees having previously served with SGI shall upon completion of three (3) years continuous service following re-employment with SGI have all previous SGI service credited for purposes of vacation entitlement only. This provision shall be retrospective.

- b) **Effective July 1, 2015, permanent Employees having previously served with SGI, any Saskatchewan Executive Government Ministry or Saskatchewan commercial Crown Corporation shall have their service credited for purposes of vacation entitlement only. Entitlement will be effective upon receipt of formal verified documentation of previous service time.**

Saskatchewan commercial Crown Corporations:

CIC

SaskTel

SaskPower

SaskEnergy

SaskWater

STC

SaskGaming

SOCO

- 22.1.7 An Employee whose service with the Employer terminates or is terminated will receive pay for accumulated unused vacation leave to be calculated at the Employee's current rate of pay.

22.2 Vacation Scheduling

- 22.2.1 Vacation leave shall be granted on a rotation basis mutually acceptable to the Employee and their Manager/Supervisor provided that:

- (a) To the fullest extent practicable, an Employee shall be permitted to take their vacation leave in any year between the 1st day of May and the 30th day of September.
- (b) With Management approval, an Employee may use their vacation leave as it is earned.
- (c) If the Employee and their Supervisor/Manager have not arrived at a mutually satisfactory arrangement regarding the time and manner for taking annual vacation leave prior to December 31, the Employer may notify the Employee in writing as to the time or times that such leave will be taken. The Employee will be given a minimum of fourteen- (14) days' notice as to the dates they will be required to take their vacation leave.
- (d) Any vacation leave in excess of four- (4) consecutive weeks must be approved by the Vice-President of the Division.

- 22.2.2 As of June 30 of each year, no Employee shall have more earned vacation accumulated than their annual rate of earnings (3/52, 4/52, 5/52, 6/52) unless there has been special permission for carryover granted. In cases where Employees have more than their accumulated earnings, Management will schedule the excess vacation.

22.3 Vacation Rescheduling

22.3.1 If as the result of illness or injury an Employee is prohibited by the instructions of a physician from reporting to work immediately prior to the period in which such Employee has been scheduled to take vacation leave, they shall be allowed to reschedule their vacation leave.

22.3.2 **While on vacation, or immediately prior, if as a result of illness or injury an Employee is hospitalized or confined under the care of a doctor for two (2) working days or more, they shall be considered as on sick leave for the number of days for which medical substantiation is provided and they shall be allowed to reschedule the remainder of their vacation leave.**

22.3.3 An Employee who would normally be eligible for bereavement leave as outlined in Article 4.4 while on vacation shall have their vacation days rescheduled.

22.4 Vacation Carryover

22.4.1 Before the 31st day of December in any year an Employee may request a carryover of up to five (5) days of accumulated vacation leave. Requests will be granted by their Manager/Supervisor providing that a specific purpose is listed.

22.4.2 In special circumstances, the Assistant Vice President of the Division or designate may authorize carryover of up to ten (10) days.

ARTICLE 23 – SICK LEAVE

23.1 With the exceptions of injury covered by Workers' Compensation Board (WCB) and No Fault Insurance benefits, Employees shall be entitled to use their accumulated sick leave for the purpose of illness or injury, subject to the provisions of the Disability Plan.

23.1.1 Medical Certificates

- a) The Employer reserves the right to require an Employee to submit a certificate of illness from a duly qualified physician where there are reasonable grounds to suspect abuse of sick leave.
- b) **The Employer reserves the right to require an SGI Medical Certificate where a disability claim appears imminent for the purposes of early intervention.**
- c) **The cost of a certificate of illness or a SGI Medical Certificate, if any, shall be paid by the Employer.**

23.1.2 It is understood that Employees whose illnesses occur during leave of absence or during annual vacation and extend beyond their scheduled return to work will be eligible for sick leave benefits as of their scheduled return to work.

23.1.3 An Employee, **shall notify the Manager of their absence at once, and immediately upon their return to duty** enter an absence on CHRIS Self Service and submit it to their Manager. However, if upon investigation by the Manager there appears to be abuse of sick leave provisions by the Employee concerned, the Manager may recommend that payment for such leave be withheld.

23.2 Sick Leave Allotment

23.2.1 All Employees shall be allotted sick leave at the rate of one- (1) working day (eight (8) hours) upon the completion of each month of active employment. Partial months of employment will be pro-rated based on the number of actual hours worked in that month.

23.3 Effective October 1, 1982, the sick leave is accumulated commencing with the unused portion of the 1982 allotment. The annual allotment will be renewed on the annual anniversary date. This accumulated sick leave will be used when the annual allotment of twelve (12) days has been completely used up.

23.4 When an Employee's illness is excluded from benefits under the disability plan, the Employee shall be entitled to use the annual sick leave allotment and accumulation referred to in Article 23.2 and Article 23.3. The use of sick leave will not apply in those instances when disability plan benefits have been exhausted, denied, or when a claim has not yet been adjudicated.

ARTICLE 24 – BENEFIT PLANS

24.1 Pension Plans

24.1.1 The Employer shall provide contributions, as required by the plan text, on behalf of Employees registered in the following pension plans:

- Contributory Superannuation Plan for the Employees of SGI.
- Capital Pension Plan
- Public Service Superannuation Plan.
- Public Employees **Pension** Plan.

24.1.2 Employees registered in the Contributory Superannuation **Plan for the Employees of SGI** will be provided with a statement indicating pension equity as soon as possible after the first quarter of each year. Employees registered in the remaining pension plans will receive statements as required by the applicable plan text.

24.2 Short-Term and Long-Term Disability Plans

24.2.1 All Employees on the completion of the third month of employment are eligible for benefits under the disability plan(s).

24.2.2 Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have their disability benefit calculated using the TPHD salary rate. Employees must be on TPHD at the time of disability.

24.2.3 Employee's on a gradual return to work are not entitled to a day of rest in accordance with Article 29.1.1, however, in no event will an Employee work more than seventy-two (72) hours at regular rates in a two (2)-week period.

24.2.4 Short-Term Disability (STD)

- (a) After fourteen (14) consecutive calendar days of absence due to illness, Employees are required to submit an application for short-term disability benefits.
- (b) The cost of the short-term disability portion of the plan will be paid by the Employer.
- (c) The Employer may supplement the short-term disability benefit up to a maximum of one hundred per cent (100%) of basic salary for an approved short-term disability claim using their accumulated sick leave.
- (d) Short-term disability benefits will be adjusted for economic increases on effective dates as per Appendix A – Salary Schedule.
- (e) Short-term disability will be provided to Employees beyond age sixty-five (65).

24.2.5 Long-Term Disability (LTD)

- (a) The costs of the long-term disability portion of the plan shall be cost-shared between the Employee and the Employer.
- (b) Long-term disability benefits will be adjusted when there is an economic increase in Appendix A – Salary Schedule. Employees will be eligible for seventy per cent (70%) of the economic increase, capped at one hundred per cent (100%) of Consumer Price Index (CPI), after being on long-term disability for one (1) year at the effective date of the increase. The cost of this benefit will be borne by the Disability Plan.
- (c) On March 31 and October 31 of each year the Union will be provided with the names of Members of the bargaining unit who are on approved long-term disability.
- (d) Long-term disability benefits will not be provided to Employees after the age of sixty-five (65).
- (e) Long-term disability benefits will be not be provided to temporary Employees.
- (f) Long-term disability benefits will be provided to term Employees for a maximum of two (2) years.

24.3 Benefit Premium Contributions

24.3.1 The Employer paid share of the Group Life Insurance Plan premium will be the first \$30,000 coverage.

24.3.2 The Employer shall pay one hundred percent (100%) of the premiums for the Travel Accident Plan for Company Business. Additional coverage available under the Voluntary Accident Insurance Plan shall be at the Employee's expense.

24.3.3 The Employer shall pay one hundred percent (100%) of the premiums for the Basic Dental Plan.

24.3.4 The Employer paid premiums of the Health Care Plan, Vision Care Plan, and Dental Supplemental Plan will be negotiated and the terms identified in a Letter of Understanding. Any premiums in excess of the Employer paid premiums that are required to support these plans with appropriate reserves shall be at the Employee's expense.

24.4 The Employer will in no instance be considered to be the insurer for any of the benefit plans referenced in Article 24.1 to Article 24.3.

24.5 Frozen Sick Leave

24.5.1 All Employees who were employed on June 2, 1975 and not booked off sick will have their accumulated sick leave frozen as of May 31, 1975. Employees booked off sick on June 2, 1975 will have their accumulated sick leave frozen on the day they return to work. The frozen sick leave may only be used when the annual allotment and accumulated sick leave has been completely used up or to supplement short-term disability (weekly indemnity) benefits up to one hundred per cent (100%) basic salary for a maximum of one hundred and five (105) calendar days of any one (1) leave.

24.5.1 Employees shall be paid one-third of all unexpended sick leave credits accumulated prior to June 1, 1975, at their salary rate on the date they elect to receive this payment or on date of termination.

24.6 Supplementary Benefit Plans

24.6.1 Refer to Article 3 for detail of Supplementary Benefit Plans for Employees on maternity, parental, adoption or compassionate care leave.

24.6.2 Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD, please refer to Article 3 for detail.

24.7 Flexible Spending Account

24.7.1 The Employer shall provide eligible permanent Employees with a Flexible Spending Account (FSA), as follows:

- On October 1, **2014, and annually thereafter, \$1,750** will be allocated to the FSA.

Refer to Appendix D – Letter of Understanding No. **16** for program details.

ARTICLE 25 – JOB EVALUATION

- 25.1 The Corporation and the Union are committed to the principle of equal pay for work of equal value through a joint gender-neutral job evaluation methodology.
- 25.2 A standing joint Job Evaluation Committee (JEC), consisting of **twelve (12)** members with equal representation from Union and Management, will be appointed to maintain the job evaluation plan. Due consideration will be given to gender and divisional representation in the selection of committee members. Committee members will be appointed on a rotational basis at the discretion of the joint Chairpersons.
- 25.3 In the interest of maintaining neutrality in the JEC proceedings, the Assistant Vice President of Human Resources and the President of the Union will not sit as members of the JEC.
- 25.4 Notwithstanding Article 25.3 above, the parties may mutually agree to alternative provisions in the best interest of maintaining continuity on the JEC.
- 25.5 A meeting of the JEC will consist of **eight (8)** members, from the standing committee, with an equal number of Union and Management representatives as determined by the Union and Management Chairpersons. The Union and the Corporation will make every effort to ensure quorum is maintained in JEC proceedings.
- 25.6 The Corporation and the Union shall each appoint one (1) representative to act as standing Chairpersons to the JEC. It is the responsibility of the Chairpersons to administer the current Job Evaluation Plan.
- 25.7 Members of the JEC have a mandate to evaluate jobs through Article 27, Article 31, Article 32 or as otherwise required. Decisions of the JEC shall be considered final and binding.
- 25.8 The JEC will meet on a monthly basis, or as otherwise determined by the JEC Chairpersons.

ARTICLE 26 – WAGE ADMINISTRATION

- 26.1 Employees shall be paid by automatic deposit twice monthly on or before the fifteenth and last day of each month.
- 26.2 Increment Date
- 26.2.1 Where an Employee is confirmed as a permanent Employee, as per Article 8.2, between the 1st and the 15th of the month, their increment date will be the 1st of the month.

26.2.2 Where an Employee is confirmed as a permanent Employee, as per Article 8.2, between the 16th and the end of the month, their increment date will be the 16th of the month.

26.2.3 Employees will receive their regular within-grade increases on their increment dates except that an increment may be withheld on the basis of unsatisfactory performance. The Employee will be given fifteen (15) days' notice prior to the effective date of the withheld increment.

26.3 Wage Adjustment on Promotion

26.3.1 If an Employee's current rate is the same as the rate in the range for the higher-grade job, their pay shall be adjusted to the next higher step in the range.

26.3.2 If an Employee's current rate is below the minimum of the range for the higher-grade job, their pay shall be adjusted to the minimum for such higher-grade job.

26.3.3 Notwithstanding Article 26.3.2, where the promotional formula does not generate a full increment or better the Employee's rate of pay shall be the next higher wage rate in the higher class.

26.3.4 Applicants who are on TPHD and are appointed in a posted competition in the same classification, same department, shall retain their current TPHD salary.

26.4 Increment Adjustment on Promotion

26.4.1 Where an Employee promotes and successfully completes their probationary period between the 1st and the 15th of the month, their increment date will be the 1st of the month.

26.4.2 Where an Employee promotes and successfully completes their probationary period between the 16th and the end of the month, their increment date will be the 16th of the month.

26.4.3 Whenever an Employee's increment date or an adjustment in salary occurs on the same date as a promotion or reclassification, the Employee shall receive their increment or adjustment before the promotional formula is applied.

26.5 Wage and Increment Adjustment on Demotion Due to Layoff/Bumping

26.5.1 Whenever their rate prior to demotion is above the maximum established for the class into which they are taking a demotion, it shall be reduced to the maximum.

26.5.2 Whenever their rate prior to the demotion is within the range of pay established for the class into which they are taking demotion, it shall remain the same until their increment date and then be increased to the next higher step in the lower range.

26.6 Wage and Increment Adjustment on Demotion

26.6.1 When an Employee voluntarily demotes, or voluntarily reverts during probation, or is demoted for unsatisfactory performance or is reverted due to failure in their probationary period, the Employee's salary and increment date shall be adjusted as follows:

- (a) Their rate of pay shall be reduced to that step in the lower range which they would have received had they not been promoted.
- (b) Their increment date will be the same as that held prior to promotion.

26.7 Wage and Increment Adjustment on Demotion Due to Job Accommodation

26.7.1 When an Employee demotes as a result of a job accommodation, the Employee's salary shall be reduced to that step in the lower range which is closest to the rate of pay at the time of demotion. Their increment date shall remain unchanged.

26.8 Shift Differential

26.8.1 In addition to regular rates of pay, effective December 31, **2013** shift Employees shall be paid **\$1.30** per hour for all hours worked after 6:00 p.m. and prior to 6:00 a.m. Monday through Friday and Saturday from 6:00 a.m. to 6:00 p.m. The shift differential shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A. Shift differential will not apply for overtime hours worked.

- Effective date of ratification, the shift differential shall be **\$1.32** per hour.
- Effective January 1, **2015** the shift differential shall be **\$1.34** per hour.
- Effective January 1, **2016**, the shift differential shall be **\$1.36** per hour.
- Effective January 1, **2017**, the shift differential shall be **\$1.39** per hour.

26.8.2 Notwithstanding Article 26.8.1, in addition to regular rates of pay, shift Employees shall be paid **\$1.92** per hour for all hours worked from Saturday after 6:00 p.m. and prior to Monday at 6:00 a.m. The shift differential shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A. Shift differential will not apply for overtime hours worked.

- Effective date of ratification, the shift differential shall be **\$1.95** per hour.
- Effective January 1, **2015**, the shift differential shall be **\$1.98** per hour.
- Effective January 1, **2016**, the shift differential shall be **\$2.01** per hour.
- Effective January 1, **2017**, the shift differential shall be **\$2.05** per hour.

26.8.3 In addition to regular rates of pay, Building Operators who have a scheduled lunch break in excess of one-and-one-half (1½) hours shall be paid a shift differential of **\$0.93** per hour for all hours worked on shift. The shift differential shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A. Shift differential will not apply for overtime hours worked.

- Effective date of ratification, the shift differential shall be **\$0.94** per hour.
- Effective January 1, **2015**, the shift differential shall be **\$0.96** per hour.

- Effective January 1, **2016**, the shift differential shall be **\$0.98** per hour.
- Effective January 1, **2017**, the shift differential shall be **\$1.00** per hour.

26.9 Retirement Allowance

26.9.1 The Employer shall provide a Retirement Allowance Program (RAP) to eligible permanent Employees. Refer to Appendix D – Letter of Understanding No. **14** for program details.

26.10 Employee Service Allowance

26.10.1 The Employer shall provide an Employee Service Allowance Program (ESAP) to eligible permanent Employees. Refer to Appendix D – Letter of Understanding No. **15** for program details.

ARTICLE 27 – TEMPORARY PERFORMANCE OF HIGHER DUTY (TPHD)

27.1 TPHD Eligibility

27.1.1 If an Employee is required and assigned for a temporary period to perform the duties or supervisory responsibilities of a higher level job or, duties and responsibilities which lead to a change to their factor ratings such that the job is placed in a higher pay band, they shall receive temporary performance of higher duty (TPHD) pay.

27.1.2 TPHD will be paid on a daily basis where an Employee is assigned work in a higher level job and works in that job for at least fifty per cent (50%) of the workday.

27.1.3 When an Employee is assigned duties that fall within their current classification those duties will not be considered TPHD.

27.1.4 When the assignment of TPHD occurs for more than twelve (12) months, the Union will be informed.

27.2 Wage Adjustment on Assignment of Intermittent TPHD

27.2.1 Employees who are assigned TPHD for five (5) consecutive days or less will receive \$10 per day, in addition to their regular rate of pay.

27.3 Wage Adjustment on Assignment of Continuous TPHD

27.3.1 Employees who are assigned TPHD for more than five (5) consecutive days will have their wage adjusted as follows:

- (a) If an Employee's current rate is the same as the rate in the band for the higher-grade job, their pay shall be adjusted to the next higher step in the band.

- (b) If an Employee's current rate is below the minimum of the band for the higher-grade job, their pay shall be adjusted to the minimum for such higher-grade job.
- 27.3.2 Notwithstanding Article 27.3.1, where the TPHD formula does not generate a full increment or better the Employee's rate of pay shall be the next higher wage rate in the higher class.
- 27.3.3 In no event will the TPHD rate of pay exceed the maximum rate of the higher classification.
- 27.3.4 TPHD to Management
- (a) Where an Employee is assigned a higher job set out in Article 1.1.2 of this Agreement with the exception of direct responsibilities related to performance Management, discipline, and formal evaluation of in-scope Employees, the Employee shall be paid an additional five per cent (5%) over and above their present rate. This amount may be increased to a maximum of ten per cent (10%) over and above their present rate at Management's discretion. Union dues will continue to be paid for the duration of the TPHD.
- (b) Where an Employee is offered and accepts the full responsibilities of a higher job set out in Article 1.1.2 of this Agreement, including responsibilities related to performance management, discipline, and formal evaluation of in-scope Employees, the following process will apply:
- The Employee will be excepted from the agreement during the TPHD assignment. The Employee will sign a waiver agreeing that the provisions of this Collective Agreement will not apply. The Union shall be provided with the signed waiver.
 - The Employee will retain any seniority, sick leave, and credit towards increment, which they had earned up to the time of the TPHD assignment.
 - Upon conclusion of the TPHD assignment, the Employee will receive the same salary and benefits as they received prior to such assignment including any general salary increases and benefit changes, which occurred during the period in which they were on assignment.
- 27.3.5 When assigned duties do not fall into a job within the current Job Classification Plan the Corporation will submit a Job Profile and Job Description Questionnaire.

- (a) The Chairpersons of the JEC will review or discuss the viability of the TPHD with line Management. If the information warrants further consideration the issue will be referred to a meeting of the JEC. In the event that the JEC is not meeting in a timely manner, a provisional rating may be assigned by the Chairpersons. The provisional rating will be taken to the JEC at their next meeting. The decision of the JEC will be considered final and binding.
- (b) If the new duties and responsibilities result in a change to the factor ratings such that the job is placed in a higher pay band, TPHD will be assigned in accordance with Article 27.1.

27.4 TPHD Salary Adjustment

27.4.1 An Employee's current increment date is held in abeyance for the duration of the TPHD assignment. However, where an Employee has been continuously assigned TPHD to the same job for at least one (1) year, the Employee will be entitled to annual increments in the TPHD band on the annual anniversary date of the TPHD assignment.

- (a) **At no time shall the Employee's TPHD salary be less than a full increment from their base salary.**
- (b) **Where an adjustment is required in the first year of the TPHD assignment that adjustment date becomes the new TPHD increment date.**
- (c) **Increments while on TPHD are subject to satisfactory job performance.**

27.4.2 When an Employee's TPHD assignment concludes, the Employee's rate of pay shall be reduced to that step in the lower band which they would have received had they not been on TPHD. Their increment will be the same as that held prior to TPHD assignment.

ARTICLE 28 – CONTRACTING OUT

28.1 The Employer retains the right to engage persons who are not Employees of the Corporation to carry out contract work, provided that the exercise of this right will not displace Employees covered by this Agreement. With the exception of the occasional use of Independent Adjusters, the Employer agrees to notify the Union in writing when this right is exercised.

ARTICLE 29 – HOURS OF WORK

29.1 Normal Hours of Work

29.1.1 A basic work period will consist of nine (9) eight- (8) hour days over a two- (2) week period, Monday to Friday inclusive. An Employee's normal working hours are 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.

29.2 Flex-Time

29.2.1 Flex-time shall be subject to the approval of Management. Such approval shall not be unreasonably denied. Unless otherwise agreed, Employees shall be entitled to work normal Employee work hours as defined above.

29.2.2 Employees who work approved flex-time may be assigned to provide customer service during the modified portion of their work day.

29.2.3 Subject to the following, all Employees, except field staff, part-time, and shift workers may work flex-time provided that appropriate coverage is maintained between 8:00 a.m. and 5:00 p.m. All other conditions as set out under the Collective Bargaining Agreement will apply.

- (a) Excluding a meal break, all Employees will be at work between 9:00 a.m. and 4:00 p.m.
- (b) Start time will be between 7:00 a.m. and 9:00 a.m. Finish time will be between 4:00 p.m. and 6:00 p.m.
- (c) The meal break period will be no less than thirty (30) minutes and no more than one hundred and twenty (120) minutes and will be taken between 11:30 a.m. and 2:00 p.m.
- (d) Employees will have the opportunity to change schedules on a monthly basis. Start/finish meal times must be submitted to their Supervisor/Manager for approval at least seven (7) days prior to month end. Such approval shall not be unreasonably denied.
- (e) In order to maintain appropriate coverage, the Supervisor/Manager, upon at least seven- (7) days' notice prior to month end, may require Employees to reschedule their selected times.
- (f) In other cases, in order to provide appropriate coverage for vacation leave, sick leave, days of rest or other leaves, Employees may be required upon the request of Management to temporarily adjust their daily hours to cover for absent Employees to ensure continuous coverage between the hours of 8:00 a.m. and 5:00 p.m. In these cases, the Employee will be provided as much lead time as reasonably possible before the adjusting of schedules.

29.3 Varied Hours of Work

- 29.3.1 In order to provide service to the public to coordinate scheduling of work to correspond with services provided by outside agencies, or to meet legitimate business needs, it is understood that hours of work for individual Employees or groups of Employees will be varied, including noon-hour service where deemed necessary by the Employer.
- 29.3.2 Employees who are required to complete customer transactions occurring prior to their start time, during their coffee or meal breaks, or at the end of their normal work day will be given alternate equivalent time off.
- 29.3.3 Employees listed hereunder shall have varied hours of work:
- a) Corporate Mail Services: hours of work will be varied for Mailroom Pickup and Delivery between 7:30 a.m. to 4:30 p.m.; Warehouse Pickup and Delivery afternoon service between 1:15 p.m. to 5:15 p.m.; and some Mailroom Postal service between 7:45 a.m. to 4:45 p.m.
 - b) Salvage Retail and Wholesale Services: hours of work will be varied to provide services to the public on Saturdays. Salary for Saturday will be on the basis of eight (8) hours pay for seven (7) hours worked, pro-rated for shorter hours of work. Employees will not be entitled to the Saturday day shift differential, as identified in Article 26.8.1
 - c) Information Technology Support Technician: hours of work may be varied for Employees to cover the hours between 7:00 a.m. to 7:00 p.m., Monday to Saturday, to provide hardware and software problem resolution and training.
 - d) IT Programmer, IT Programmer Analyst and IT Analyst jobs in Infrastructure Services: hours of work may be varied to cover hours between 5:00 a.m. to 5:00 p.m., Monday to Friday. The Employer agrees to limit the number of full-time positions working these extended hours to a maximum of two (2) positions. Where possible, these hours will be assigned on a voluntary basis. Where that is not possible, scheduling will be done on a rotational basis. If scheduling on a rotational basis is required, everyone will participate throughout the year.
 - e) Computer Operators: refer to Appendix D – Letter of Understanding No. 1 – Hours of Work – Computer Operators for details.
 - f) Permit Office Representatives: refer to Appendix D – Letter of Understanding No. 2 – Scheduling of Hours of Work – Permit Office for details.
 - g) Facilities Management: refer to Appendix D – Letter of Understanding No. 3 – Hours of Work – Facilities Management for details.

- h) Traffic Safety Promotions & Communications: refer to Appendix D – Letter of Understanding No. 4 – Hours of Work - Traffic Safety Promotion & Communications for details.
- i) Claims and Appraisal Services: refer to Appendix D – Letter of Understanding No. 5 – Scheduling – Claims and Appraisal Services.
- j) Driver Development: refer to Appendix D – Letter of Understanding No. 6 – Scheduling – Driver Development & Branch and IRP Issuing.
- k) Expansion Initiatives: refer to Appendix D – Letter of Understanding No. 8 – Scheduling – Expansion Hours of Work for details.

29.4 Shift Work

- 29.4.1 Where shift work is necessary Management will arrange such shifts, however they will constitute a basic work period of seventy-two (72) hours over a two- (2) week period and not more than five- (5) consecutive working days without a day off.
- 29.4.2 It is agreed that the Employer will cooperate with the Union in resolving any problems arising out of Article 29.4.1.

29.5 Rest Periods

- 29.5.1 Except as otherwise provided, a twenty- (20) minute rest period shall be allowed all Employees for each scheduled four- (4) hour consecutive work period.

29.6 Business & Training Travel Time

29.6.1 Business Travel

- (a) In situations where an Employee is required to travel either within province or out-of-province, to attend to Corporate business, and when actual travel time is outside of normal office hours, the Employee shall at Management's discretion be given alternate time off or be paid at straight time rates for actual time traveled. In no circumstances will non-work time spent at a location outside of normal working hours be considered time worked.
- (b) Notwithstanding Article 29.6.1 (a), where an Employee is required to travel to attend to a critical situation which affects service to our customers, the Vice President of the Division or designate may authorize the payment of overtime for actual time traveled. Approval is required in advance of the travel.

29.6.2 Compulsory Training

- (a) In situations where the Employee's Supervisor/Manager has designated compulsory attendance of an Employee at a conference or an educational program located within Saskatchewan and when actual travel time to or from the program or conference is outside normal office hours, the Employee shall, at Management's discretion be given alternate time off or be paid at straight time for such time traveled.

29.6.3 Non-Compulsory Training

- (a) In all other situations, such as non-compulsory attendance, personal development, voluntary registration, etc., for conferences or educational programs, travel time will not be considered time worked.

29.7 Technical Training on a Day of Rest (DOR)

- 29.7.1 Where an Employee attends a Management approved, non-compulsory technical training program that is directly related to their current job, and this program falls on their scheduled day of rest (DOR), the Employee shall, at Management's discretion, be given alternate time off or be paid at straight time rates.

ARTICLE 30 – OVERTIME

30.1 Except where otherwise agreed, Employees who are required and authorized to work in excess of normal working hours in any one (1) day or who are required to work on Saturdays, Sundays, or regular days of rest, shall be paid at regular overtime rates which means double the current base rate of pay. If the Employee has left the Employer's premises for a minimum of one (1) hour and is scheduled to return to work, they shall receive a minimum of two- (2) hours pay at regular overtime rates. If overtime occurs on a statutory holiday, the two- (2) hour minimum shall be paid in accordance with Article 30.4.

30.2 Except in the case of critical situations as designated by the President affecting service to our policy holders, overtime in excess of three (3) hours in any week shall be on a voluntary basis. Regular overtime as referred to in this Agreement shall mean double the rate of pay.

30.3 Field Status

30.3.1 Notwithstanding Article 30.1, Employees in classifications listed hereunder shall have field status:

Accounting Clerk 2 (Audit Services)

Adjuster 2 (Road)

Appraisers (Road)

Broker Services Business Analyst 1

Broker Services Business Analyst 2

Broker Services Business Analyst 3

Broker Partnership Representative

Building Maintenance Technician 1 – Branch Premises – one (1)

Clerk 3's – Traffic Safety Promotion

Community Relations Coordinators – Communications

Community Relations Coordinators – Traffic Safety Promotion

Carrier Representatives

Customer Business Analyst

Driver Education Liaison

Driver Educator Assessment Coordinator

Efficiencies Analyst

Electrician – Head Office – one (1)

Issuer Representatives

IRP Analyst

Personal Injury Representative 2 (Road)

Risk Evaluators

Safety Officers

Summer Students – Communications

Summer Students – Traffic Safety Promotion

Technical Advisor

Truck Driver

30.3.2 The hours of work of field staff are undefined on a daily basis. However, the normal work period will be nine (9) eight- (8) hour days over a two- (2) week period and field staff should regulate their hours accordingly.

30.3.3 Whenever it becomes necessary for any Employee with field status to work in excess of forty (40) hours in a scheduled five- (5) day week or thirty-two (32) hours in a scheduled four- (4) day week, they will report the matter to their Supervisor/Manager who will take immediate steps to correct the situation. Employees with field status who are required to work a day of rest or a Saturday or Sunday, are entitled to overtime pay for the hours worked.

30.3.4 When Building Maintenance Technicians, Electricians, Branch Building Operators, **Facilities Coordinators** and **Facility Planners** who do not have field status travel outside of their designated geographic location, the following will apply:

(a) Discretionary hours worked or voluntary travel time that results in hours of work in excess of eight (8) hours in one (1) day shall be taken off at straight time within the normal two- (2) week work period as defined in Article 29.1.

(b) Where Management requires and authorizes hours in excess of eight (8) hours in one (1) day, they shall be paid out at normal overtime rates.

(c) These Employees, when required and authorized to work on days of rest, Saturdays, Sundays or holidays, shall be paid at the applicable overtime rates.

30.4 When Employees are required to work on a statutory holiday or a day designated by SGI as the day on which the Corporation will observe the statutory holiday, they shall be paid, in addition to their regular rate, at a rate of double time. Where an Employee works on both a statutory holiday and on the day designated by SGI, premium pay shall apply only to the statutory day.

30.5 Standby Duty

30.5.1 An Employee scheduled on standby, whether or not they carry a telecommunications device, will be paid two (2) hours at straight time for each day. If a standby call requires attendance at the workplace, Employees are expected to arrive promptly

30.5.2 When an Employee's job requires them to be on standby, they will participate in the rotation. Where possible, standby rotations will be assigned on a voluntary basis. Where an Employee has not participated in the voluntary rotation, they may be scheduled by Management in order to provide scheduling relief and skill development. Schedules will be posted at least ninety-six (96) hours in advance.

30.5.3 Where possible, no Employee will be compelled to accept standby on two- (2) consecutive weekends or on two- (2) consecutive holiday weekends.

30.6 Callback

30.6.1 If an Employee has left the Employer's premises for a minimum of one (1) hour and is subsequently required to work outside their regular hours, they shall receive a minimum of two (2) hours' pay at regular overtime rates, regardless of where the work is performed. An Employee may receive multiple callbacks during the two- (2) hour minimum period but will not receive additional overtime unless they exceed two- (2) consecutive hours of work from the time of the original callback. A subsequent callback beyond the two- (2) hour minimum from the original call will generate a new two- (2) hour minimum period. If a statutory holiday, the two- (2) hour minimum shall be paid in accordance with Article 30.4.

30.7 Banked Overtime

30.7.1 An Employee working overtime shall be entitled to payment at double their regular wage rate. However they may elect either of the following options:

- (a) Double time pay for all overtime hours worked.
- (b) An equal amount of straight time pay and straight time off for all overtime hours worked.

30.7.2 Election of method of payment of overtime shall be made by the Employee prior to the overtime being authorized. However, no Employee, at any time, shall have more than five (5) days of banked overtime per year.

30.7.3 When an Employee requests vacation overtime off in accordance with the above, such time off will be scheduled subject to mutual agreement of the Employee and the Employee's Supervisor. Time off will not be granted if it would directly result in more overtime. Vacation overtime off must be scheduled in not less than one-half (½) days, except for residual hours.

- 30.7.4 All banked vacation overtime days, up to the five- (5) day maximum must be used prior to December 31 of each year or paid out as of December 31. There will be no holdover of banked vacation overtime and no vacation overtime payouts prior to the December 31 deadline.
- 30.7.5 Overtime as earned in accordance with Article 30.6 is exempt from vacation overtime provisions. As well, regularly scheduled overtime on an ongoing basis shall be exempt from vacation overtime provisions.

ARTICLE 31 – CLASSIFICATION OF JOBS

- 31.1 The Employer shall establish and maintain job classifications. Amendments to the job classifications shall be made by the Employer from time to time as changes in organization and work assignments require. Written descriptions for each job shall be provided which will include the nature of work, examples of work, and the minimum requirements for certification.
- 31.2 The minimum requirements for each job shall constitute the basis for evaluating the qualifications of applicants. Minimum requirements for jobs may be established or amended by the Employer. Minimum requirements will include education, knowledge, skills, abilities, satisfactory job performance, and other job-specific requirements necessary for adequate performance of the duties of a job.
- 31.3 In the establishment of new classifications and amendments to present classes, the Employer agrees to negotiate hours of work with the Union.
- 31.4 New Classifications
- 31.4.1 In the establishment of new classes Management will complete a Job Profile and a Job Description Questionnaire (JDQ). A copy of the information will be provided to the Union.
- 31.4.2 The JDQ and Job Profile will be evaluated by the Job Evaluation Committee (JEC). Immediately after the JEC's decision, Management will have an opportunity to appeal the factor ratings if they have additional job information to provide to the JEC. The position will not be posted prior to the appeal outcome. The decision of the JEC shall be considered final and binding.
- 31.4.3 In the event that the JEC is not meeting in a timely manner, a provisional rating may be assigned by the Chairpersons. The provisional rating will be taken to the JEC at the next meeting.
- 31.4.4 Six (6) months following the creation of a new job, the JEC will review the rating decision, if the job has changed, to ensure the accuracy of the original evaluation.
- (a) Should the review result in the job being placed in a higher pay band, the job incumbent would be entitled to a retroactive pay increase, to date of placement in the position, based on a re-calculation of the promotional formula. The job incumbent will not be subject to posting.

- (b) Should the review result in the job being placed in a lower pay band and the incumbent's current rate is above the maximum, the job incumbent would be red-circled at the current rate, effective the date of JEC decision.

31.5 Amended Classifications

31.5.1 Where the Employer initiates a change to a classification such that a job evaluation review is required, Management will complete a Job Profile and a JDQ. Employees in single incumbent classifications will be provided with the opportunity to provide input. Incumbents in multi-incumbent jobs will be directed to identify prime contacts by branch to provide input. A copy of the information will be provided to the Union.

31.5.2 The JDQ and Job Profile will be evaluated by the JEC. The Corporation and the Union will be provided with the opportunity to review the outcome of the JEC review and may request a reconsideration of the outcome by job. The decision of the JEC shall be considered final and binding.

31.5.3 In the event that the JEC is not meeting in a timely manner, a provisional rating may be assigned by the Chairpersons. The provisional rating will be taken to the JEC at the next meeting.

31.5.4 Salary Adjustment on Job Amendment

- (a) Should the review result in the job being placed in a higher pay band, the job incumbent will not be subject to posting and the promotional formula will apply. If the JEC decision is made not later than the 15th of the month, it will be effective from the first day of that month. Otherwise it will be effective the first day of the month following. The effective date of amendment will determine the annual increment date. A new probationary period will not be required.
- (b) Notwithstanding Article 31.5.4 (a), where a job was scheduled for review by the JEC and the meeting is subsequently rescheduled, the effective date shall be back-dated to the date of the originally scheduled meeting.
- (c) Should the review result in the job being placed in a lower pay band and the incumbent's rate is above the maximum, the job incumbent would be red-circled at the current rate, effective the date of JEC decision.
- (d) Should the review result in the job being placed in a lower pay band, the Employee's eligibility for promotion, transfer, or demotion, will be based on the lower pay band.

ARTICLE 32 – RECLASSIFICATION

32.1 Reclassification Process

- 32.1.1 Whenever a permanent Employee feels that their job is incorrectly evaluated due to a reorganization or reassignment of duties, they may apply for a review of their job by the Job Evaluation Committee (JEC). The Employee will fill out an approved reclassification request form, a Job Profile and a Job Description Questionnaire (JDQ). The Employee's Manager will be provided with the opportunity to provide input.
- 32.1.2 An Employee holding temporary or probationary status, either on initial appointment or on promotion, shall not be entitled to a classification review.
- 32.1.3 The Chairpersons of the JEC will review the documentation submitted. When the information warrants further consideration, the JEC will evaluate the duties and responsibilities.
- 32.1.4 If it appears that the request does not warrant further consideration, the JEC Chairpersons will discuss the viability of the reclassification request with the Employee. If the Employee still wishes to continue with the reclassification request, the request will be taken to the JEC.
- 32.1.5 The JEC shall render a decision within sixty- (60) working days of the request. The decision of the JEC shall be considered final and binding.
- 32.1.6 The JEC Chairpersons will jointly notify the Employee and the Union of the decision.
- 32.1.7 The Employee will not be eligible to apply for a further review for a period of six (6) months from the date of the decision of the JEC.
- 32.1.8 A job will be reclassified when the duties and responsibilities result in a change to the factor ratings which place the job in a higher or lower pay band.

32.2 Salary Adjustment on Reclassification

- 32.2.1 Should the review result in the job being placed in a higher pay band, the job incumbent will not be subject to posting and the promotional formula will apply. If the JEC decision is made not later than the 15th of the month, it will be effective from the first day of that month. Otherwise, it will be effective the first day of the month following. The effective date of reclassification will determine the annual increment date. A new probationary period will not be required.
- 32.2.2 Notwithstanding Article 32.2.1, where a job was scheduled for review by the JEC and the meeting is subsequently rescheduled, the effective date shall be back-dated to the date of the originally scheduled meeting.

- 32.2.3 Should the review result in the job being placed in a lower pay band, and the incumbent's rate is above the maximum, the job incumbent will be red-circled at the current rate, effective the date of the JEC decision.
- 32.2.4 Should the reclassification result in the job being placed in a lower pay band, the Employee's eligibility for promotion, transfer, or demotion, will be based on the lower pay band.

ARTICLE 33 – TECHNOLOGICAL CHANGE

- 33.1 A joint Management/Union Committee on Technological Change will be comprised of four (4) representatives each of Management and Union and the purpose will be to formulate and recommend personnel policies with regard to problems which may arise as a result of technological change.
- 33.2 The Union and its membership will accept their responsibilities in the accommodation of new conditions due to technological change and agree to co-operate with Management as follows:
 - 33.2.1 Training people to operate newly installed equipment or to perform different jobs within the Corporation.
 - 33.2.2 Setting forth procedures wherein the transition due to technological changes will be accomplished expeditiously.
 - 33.2.3 Helping to create a proper Employee attitude in the above respects.
- 33.3 Management recognizes its responsibilities and obligations to all Employees of the Corporation, and particularly to those adversely affected because of technological change. In this connection it agrees to cooperate with the Union in the following manner:
 - 33.3.1 The Corporation will notify the Committee as far in advance as is practicable of any proposed changes in working conditions and job procedures due to the installation of new or the accelerated use of automated equipment, systems, and all other technological change. However, in a situation which would displace Employees, the notice to the Committee, where possible, will be ninety (90) days, but no later than six (6) weeks.
 - 33.3.2 If new applications of the automated equipment now in use, or the introduction of other similar equipment, result in the displacement of Employees, the following procedures will apply:
 - (a) Permanent Employees in jobs which are abolished due to technological changes shall be offered a transfer to a vacant job in the same classification in the same geographic location in order of seniority prior to the posting of such vacancies.

- (b) Where an Employee is not placed in accordance with Article 33.3.2 (a), they shall be given the opportunity to be trained for jobs created by the new automated equipment if the Employee has the necessary ability and desire or given the opportunity to be trained to allow access into a new, suitable career path.
- (c) Reductions in the work force resulting from the new automated equipment or introduction of similar equipment shall be made in accordance with Article 18 of the Collective Bargaining Agreement. However, a displaced Employee whose seniority is sufficient to permit retention on the active payroll but is reclassified to a lower pay band, shall have their present salary frozen at the current step.
- (d) If the displaced Employee's salary is within the lower pay band, they shall be eligible for increments and negotiated increases. If their salary is above the lower pay band, they shall be ineligible for any increments or negotiated increases until they promote, or until the Employee's salary is within the lower pay band. A displaced Employee is an Employee whose job is abolished due to technological changes and not one affected by bumping procedures under Article 18. In regard to the above, it is hoped that the use of the layoff procedure as outlined in Article 18 will be minimized and with this in mind a training pool could be established which would take into it Employees who could be retrained for equal or higher jobs. The details of this training pool and the workings of it shall be worked out by the Union/Management Committee on Technological Change.
- (e) A displaced Employee who reverts to a lower pay band in accordance with the above, shall have preferential seniority recognized for any new job or vacancy in their former pay band, provided they have the necessary ability to perform the work involved.

33.4 Where a technological change is likely to result in the displacement of five per cent (5%) or more of the total in-scope staff the following procedure will apply:

33.4.1 The Union shall be notified in writing outlining the nature of the technological change, the date upon which the Corporation proposes to effect the technological change, the approximate number and type of Employees likely to be affected, and the effects the change may be expected to have on the Employee's working conditions and terms of employment.

33.4.2 When the Corporation has notified the Union of its intention of introducing a technological change, the parties will meet within fifteen (15) days to negotiate the training, reassignment, relocation, transfer, reclassification, demotion or layoff of affected Employees.

33.4.3 If an agreement is not reached within sixty (60) days, any unresolved matters shall be submitted to arbitration for resolution in accordance with the provisions of Article 20.11, of the Collective Bargaining Agreement.

- 33.5 A permanent Employee initially or subsequently affected in the reduction of staff because of lack of capability to perform the work required to be done or because of lack of sufficient seniority, or who may not be re-trainable, shall have the right to receive severance pay as per Article 18.5, or may elect to retain recall rights under the provisions of the Agreement.
- 33.6 If an Employee elects to receive severance pay, such election shall terminate their status under the Collective Bargaining Agreement. If they are subsequently re-employed they shall be rehired as a new Employee.

ARTICLE 34 –EQUITY IN THE WORKPLACE

34.1 Equal Pay

- 34.1.1 The Employer and the Union agree to practice the principle of equal pay for work of equal value.

34.2 No Discrimination

- 34.2.1 The Employer agrees to administer in good faith the principle of treating all Employees equally with fair and reasonable employment practices in accordance with all applicable provincial human rights legislation and regulations.
- 34.2.2 The Employer agrees not to discriminate against any Employee because of their activity as a member of the Union.

34.3 Respectful Workplace

- 34.3.1 All staff have the right to work in a safe work environment and each person has the responsibility to treat others with respect.
- 34.3.2 The Union and the Employer consider harassment (Article 34.4) and conflict (Article 34.5) in the workplace to be unacceptable and recognize the right of Employees to work in a respectful workplace.
- 34.3.3 Normal social conduct between people based on a position of equality and/or mutual consent does not constitute harassment or conflict.
- 34.3.4 Appropriate managing which may include counselling, performance management and appraisal, work assignment, and disciplinary action, as part of a Supervisor's/Manager's responsibility does not constitute harassment or conflict.
- 34.3.5 Employees are encouraged to discuss with their Supervisor/Manager any issue or concern related to their employment.**

34.4 Harassment

34.4.1 Harassment is any conduct, comment, or display by a person(s) that is unwanted or unwelcome and which is directed at an Employee or group of Employees and is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin.

34.4.2 Harassment can also be repeated comments or actions which abuse or humiliate and clearly interferes with an Employee's work performance or creates an intimidating or hostile working environment.

34.4.3 Harassment may be verbal, physical, visual, or psychological. Harassment may include but is not limited to:

- Jokes that cause awkwardness or embarrassment.
- Spreading malicious rumours.
- Comments, looks, and/or suggestions which might reasonably be found to be unwelcome, objectionable or offensive.
- Display of racist, sexist, or other offensive material.
- Sexually suggestive or obscene comments or gestures.
- Unwanted sexual advances.
- Unwanted physical contact, such as touching, patting or pinching.
- Verbal abuse, threats or intimidation.
- Physical or sexual assault.

34.5 Conflict

34.5.1 Conflict is a perception or difference that exists between two or more people that causes behaviours that negatively affect their work roles and responsibilities. Conflict undermines the right of all Employees to work in a mutually respectful work environment.

34.5.2 The Employer and the Union will attempt to resolve conflict involving an Employee through alternate dispute resolution techniques. Where this is not successful, the Employer may resort to progressive discipline.

34.6 Reporting Procedure

34.6.1 In the case of alleged harassment or conflict, an Employee will bring the situation to the attention of:

The Manager, Human Resources designated to review harassment complaints; or
The Manager of the area; or
Union Officer; or
Occupational Health and Safety Co-Chairs

who will bring this matter to the attention of the Vice President, Human Resources or designate to ensure the complaint is promptly reviewed.

- 34.6.2 In the case of alleged harassment, the matter will be reviewed to determine if there is a prima facie case for harassment. If there is no prima facie case, the matter may be addressed through Article 34.5.
- 34.6.3 Counselling, at no cost, through **an** employee assistance **program** is available to any Employee involved in the incident. The Corporation may impose counselling on Employees where there are reasonable grounds to believe it is necessary.
- 34.6.4 Grievances under this Article shall commence at the second step of the grievance procedure. Grievances under this Article will be handled with all possible confidentiality and dispatch.
- 34.6.5 Employees who are being subjected to customer harassment will draw this to the attention of the Supervisor or Manager, who will deal with the problem promptly.

34.7 Job Accommodation

- 34.7.1 The Employer, the Union and the Employees recognize their obligation to participate in job accommodations. Where an Employee has requested a job accommodation or has stated that medical issues are preventing them from attending work regularly or from performing duties of their job, they will provide the Corporation with appropriate medical information, to support the job accommodation.
- 34.7.2 At the time of a job accommodation request, Employees will be advised of their right to Union representation.
- 34.7.3 If the Union presents a signed release from the Employee, their medical information related to the job accommodation will be provided to the Union.
- 34.7.4 If an Employee has demonstrated that they cannot perform the work required, the Employer may call for an examination of the Employee by a physician of the Employer's choice at the Employer's expense. Should such physician's report indicate that the Employee is able to work but is not capable of continuing to perform the duties of their job in a satisfactory manner, the Employer will in accordance with Article 2.2, of the Collective Agreement retain the Employee in a more suitable classification and department. If at any later time the Employee has regained their ability to perform the duties of their former job in a satisfactory manner, the Employee will be restored to their former classification as soon as a vacancy arises in that classification. When assessing the ability of the Employee to perform the duties of their former job, an Employee may be referred to a duly qualified physician of the Employer's choice for a medical examination to assist Management in determining whether or not the Employee has regained their ability to satisfactorily perform the work required.

34.7.5 Upon agreement with the Union, the Employer may require an Employee to undergo a medical examination of the Employee's mental and/or physical health if there is evidence of reasonable grounds for requiring such medical examination. The Employer will be provided with the results of the medical examination. Examples of such reasonable grounds are: extended unexplained absences, incidents of intoxication while at work, aggressive or threatening behaviour, or conduct or behaviour that may threaten the health and safety of the Employee or co-workers.

34.8 Religious Accommodation

34.8.1 In the case of recognized religions, wherever possible, Employees will be allowed to use days of rest, vacation credits, banked overtime, or be granted leave of absence without pay for the observance of their religious holidays.

34.9 Employment Equity **and Diversity**

34.9.1 The Employer and the Union are committed to the concept of Employment Equity and agree that the goal of the Corporate Employment Equity Program is to attain a workforce that is representative of the community it serves. The parties agree to the principle that equal opportunity in employment for persons of Aboriginal ancestry (First Nations, Metis, Inuit), persons with disabilities, visible minority persons, and women in under-represented occupations means more than treating people in the same way, but also requires special measures and the accommodation of differences.

34.9.2 The Employer and the Union agree to jointly participate in the Employment Equity Program as approved by the Saskatchewan Human Rights Commission.

34.9.3 The Corporation and the Union agree to maintain a joint Employment Equity Committee. This Committee will consist of six (6) members representing the Corporation (appointed by Management) and six (6) members representing the Union (appointed by the Union), unless an expansion is mutually agreed between Union and Management. The Employment Equity Committee will schedule meetings during regular working hours. Union Committee members will be granted leave with pay.

34.9.4 Annually, the Employer will provide the Union with a copy of the Workforce Analysis of all Staff – Distribution of Designated Group Members.

34.9.5 Subject to Management approval, the definition of extended family may be expanded for the purposes of bereavement/funeral leave, where there is a substantiated cultural requirement.

ARTICLE 35 – ALLOWANCES AND EXPENSES

35.1 Travel Expenses & Per Diems

35.1.1 Lodging & Transportation

- (a) An Employee who travels for approved training or business on behalf of the Corporation shall be paid actual and reasonable expenses with receipts for lodging and transportation. Where an Employee claims a per diem under Article 35.1.4 there shall be no duplication of expense claims.

35.1.2 Meal Rates

- (a) The meal rates will be reviewed annually by a joint Union/Management committee and adjusted as agreed. Changes shall be posted for the information of Employees.

In Province Rates:

Breakfast	\$ 9.00
Lunch	\$13.00
Dinner	<u>\$19.00</u>
	<u>\$41.00</u>

Out-Of-Province and North of the 54th Rates:

Breakfast	\$11.50
Lunch	\$16.00
Dinner	<u>\$22.00</u>
	<u>\$49.50</u>

- (b) Employees whose regular road run takes them into neighbouring provinces must submit their meal claim(s) under the in-province rates.
- (c) Each calendar day, Employees must elect payment for meals as follows:
- within the per diem rate for all the meals incurred on that day; or
 - on the basis of actual and reasonable expenses with receipts for all the meals incurred on that day.
- (d) If an Employee is on the road before 7:00 a.m. and does not return until after 6:30 p.m., they are deemed to have been away from their headquarters all day and are entitled to claim reimbursement for breakfast, lunch, and supper. If an Employee is away for only a portion of the day, they can claim for only the meals consumed while away from the location in which they are based.

35.1.3 Kilometre Rates

- (a) Effective July 1, 2005, the kilometre rate will be adjusted to the current Public Service Commission Private Vehicle rate. Kilometre rates will be adjusted within seven- (7) calendar days of the effective date of future changes in the Public Service Commission rate.

35.1.4 Business Travel Per Diems

- (a) Where business travel requires an overnight stay, a daily per diem of \$20 will be available for incidental expenses such as: phone calls, dry cleaning, laundry, snacks, toiletries, and other incidentals. Employees claiming this per diem may not submit a claim under Article 35.1.4 (b).
- (b) Employees who travel a minimum of one hundred (100) kilometres per day outside of their branch city/town limits for business travel, will be entitled to a daily per diem of \$5 for incidental expenses. This does not apply to in-city/town travel.

35.2 Protective Clothing

35.2.1 Employees in Safety Officer classifications will be supplied with pants, shirts, ties, caps, protective coveralls, reflective safety vests, and seasonal outerwear, to be replaced as required, subject to Management approval.

35.2.2 Permanent Employees in Driver Examiner classifications will be supplied with pants, shirts, sweaters, footwear, and seasonal outerwear, to be replaced as required, subject to Management approval. Some protective coveralls will be available on a pool basis when special tasks require extra protection. TPT Driver Examiners will be supplied with pants and shirts to be replaced as required, subject to Management approval.

35.2.3 Employees in **Carrier Representative** classifications will be supplied with shop coats or coveralls as required.

35.2.4 Employees in Auto Tradesperson, Truck Driver, Partsperson, and Appraiser classifications will be supplied pants and shirts. Some shop-coats will be available on a pool basis when special tasks require extra protection. Snowmobile suits and raincoats shall be made available to Truck Drivers. An adequate number of snowmobile suits and raincoats shall be made available for Auto Tradespersons when such protection is required.

35.2.5 Employees in the classifications of Adjuster 2 Auto, Adjuster 2 General, Adjuster 2 Auto/General, Risk Evaluators and Appraisers will be provided, on request, shop-coats or coveralls and safety hard hats for special tasks which require such protection.

35.2.6 Employees in the classifications of Adjuster 2 General or Adjuster 2 Auto/General, will be provided a tool kit comprised of a flashlight, screw driver, hammer and saw if required in the performance of their job duties.

- 35.2.7 Employees in the classifications of Adjuster 2 General or Adjuster 2 Auto/General, will be subsidized in the amount of three-quarters (3/4) actual cost to a maximum of \$75 for the purchase of a pair of steel toe and shank rubber boots. The Employee will be eligible for the subsidized boots as needed but not more often than once every three (3) years.
- 35.2.8 The Corporation will assist in the purchase of safety boots for all Employees in the Safety Officer, Auto Tradesperson, Truck Driver, Pickup and Delivery Driver, Auto Mechanic, Auto Body Repair Technician, Partsperson, Technical Advisor, Assistant Production Supervisor, Building Maintenance Technician, Electrician, Building Operator, Shipper/Receiver, **Facility Coordinator and Facility Planner** classifications and Warehouse Staff as required by providing financial assistance of three-quarters (3/4) the cost to a maximum of \$150 per pair on an annual basis. Receipts will be required to claim reimbursement.
- 35.2.9 The Corporation will assist in the purchase of safety boots for all Employees in the Adjuster 1 Auto/General, Adjuster 1 General, Adjuster 2 Auto/General, Adjuster 2 General classifications as required by providing financial assistance of three-quarters (3/4) the cost to a maximum of \$150 per pair on an annual basis upon Management approval. Receipts will be required to claim reimbursement.**
- 35.2.10 **Carrier Representatives**, Appraisers and Risk Evaluators will be subsidized in the amount of three-quarters (3/4) to a maximum of \$150 for the purchase of safety boots. The Employee will be eligible for the subsidized boots as needed but no more often than once every three (3) years upon Management approval. Receipts will be required to claim reimbursement.

35.3 Tools

- 35.3.1 The Corporation will assist in the purchase of tools for all Employees in the Auto Mechanic, Auto Body Repair Technician, Auto Tradesperson and Technical Advisor classifications by providing interest free loans to a maximum of \$500. The money will be recovered by payroll deductions over a period of twelve (12) months.
- 35.3.2 Technical Advisors and Assistant Production Supervisors who possess a basic tool kit and have been employed by the Corporation for at least one (1) year will receive an annual tool allowance not to exceed \$200 on their employment anniversary date. Auto Mechanics, Auto Tradespersons, and Auto Body Repair Technicians who possess a basic tool kit and have been employed by the Corporation for at least one (1) year will receive an annual tool allowance not to exceed \$400 on their employment anniversary date. To qualify for the allowance, the tools must be for use in employment at SGI. Receipts will be required to claim the allowance. All tool kits will be checked by Managers who will forward authorization for payment to the Human Resources Department.

35.4 Moving Expenses

- 35.4.1 All permanent Employees who are about to move and who contact the Human Resources Department will be sent a copy of the SGI Moving Policy. The policy describes who is eligible for moving compensation, the type of expenses and the maximum amounts for each expense.

ARTICLE 36 – JOB-SHARING

36.1 Definition

- 36.1.1 Job-sharing shall be defined as the voluntary sharing of a permanent full-time job between two (2) permanent Employees such that their combined performance provides full-time coverage for the job and all duties and responsibilities of the full-time job description are met. As a guideline, neither of the partners in a job-share arrangement shall work less than forty per cent (40%) of the normal scheduled hours of work of the full-time job.

36.2 Eligibility

- 36.2.1 All non-probationary Employees in permanent full-time jobs are eligible to initiate a job-share arrangement of their job, provided they have satisfactory job performance. All non-probationary part-time Employees in permanent part-time jobs may participate as partners with a full-time Employee in a job-share arrangement but cannot initiate the job-share. Employees may voluntarily demote into a job-share arrangement provided they have completed a probationary period in the job-share classification. Notwithstanding any other provisions of the Collective Bargaining Agreement, a voluntary demotion for job-sharing will not prevent an Employee from promoting from the job-share classification in a posted competition.

- 36.2.2 Employee(s) cannot promote into a job-share arrangement.

36.3 Initiation and Approval

- 36.3.1 The proposal to establish a job-share arrangement is initiated by the Employee through an application to their immediate Supervisor using the "Job-Share Proposal" form.
- 36.3.2 If the Employee does not have a partner, Human Resources can be contacted for a list of interested and eligible Employees.
- 36.3.3 Partnerships shall be mutually agreed and no partner will be appointed against the wishes of the initiating Employee.
- 36.3.4 Requests for job-sharing will not be unreasonably denied by the department Supervisor or Manager. All job-sharing arrangements are subject to approval of both Management and the Union.

36.3.5 The job-share partners will be required to complete a "Job-Share Proposal" form which will outline the agreed schedule of work and the conditions under which the job-share will operate.

36.3.6 At no time shall the total number of job-share arrangements exceed five per cent (5%) of the total full-time jobs in the Corporation. Departmental limits may be required to meet operational needs.

36.4 Trial Period, Duration

36.4.1 The partners to a job-share arrangement shall have a maximum trial period of two (2) months. If either of the partners or the Corporation find the job-share arrangement is not satisfactory at the end of two (2) months, they shall give ten- (10) working days' notice of the termination of the job-share arrangement. Each partner would then revert to their former job.

36.4.2 Notwithstanding **Article 36.4.1** above, the job-share trial may be terminated during the trial period on mutual agreement between all parties. Each partner would then revert to their former job.

36.4.3 If the job-share arrangement is satisfactory and no notice is given at the end of the two (2) months, the arrangement will become permanent.

36.4.4 Once the two (2) month trial period has concluded, job-share partners are considered to be permanently in the job-share classification. Therefore, the definition of promotion, transfer, demotion, etc. will be consistent with the job-share classification.

36.4.5 The vacancy created by the job-share arrangement will be posted, if applicable, in accordance with Article 12 – Vacancies and Job Postings.

36.5 Hours of Work and Overtime

36.5.1 The job-share partners shall determine their hours of work subject to the approval of Management. Work time shall be scheduled from Monday to Friday with no more than a combined eight (8) hours in any one (1) day and a combined seventy-two (72) hours in a two- (2) week period. Each partner shall receive at least three- (3) consecutive days off in every two- (2) week period.

36.5.2 Notwithstanding the above, special arrangements may be required for job-share arrangements involving shift work.

36.5.3 For the purposes of applying the overtime and shift differential provisions of this Agreement, the job-share job will be treated as a full-time job. Accordingly, the combined time worked by the two (2) incumbents will fall within the normal daily and weekly hours of work for the full-time job. Any time worked through the combined efforts of the two (2) incumbents which exceeds or falls outside of the normal full-time daily or weekly hours of work for the job shall be paid at overtime rates (to the Employee performing the work). Shift premiums will be paid in accordance with the normal shift for the full-time job, on a pro rata basis.

36.5.4 In critical situations, emergencies or catastrophes as designated by the President, overtime shall be in accordance with Article 30 - Overtime.

36.6 Coverage Due To Absence of a Partner

36.6.1 Where an Employee in a job-share arrangement is absent from work for any reason, the Corporation shall first offer the work to the remaining job-share partner during the period of said absence. If the remaining partner accepts the extra hours or portion thereof, they will be paid at straight time rates up to the equivalent of the full-time job. If the remaining job-share partner declines to accept the additional hours, the Corporation may proceed to fill the vacancy with a temporary part-time Employee.

36.7 Increments

36.7.1 Job-share Employees will retain their current salary step in the classification and any time credited towards their next increment. Once in the job-share arrangement, they will earn time towards their next increment on a pro rata basis.

36.7.2 Employees who enter a job-share arrangement through a voluntary demotion shall have their salary adjusted according to Article 26.6.

36.8 Layoff and Re-Employment

36.8.1 Layoff and re-employment provisions for job-share partners who were full-time Employees immediately prior to the job-share arrangement shall be in accordance with Article 18 – Layoffs.

36.8.2 Layoff and re-employment provisions for job-share partners who were part-time Employees immediately prior to the job-share arrangement shall be in accordance with Appendix B – Memorandum of Agreement Regarding Part-Time Employees.

36.9 Technological Change

36.9.1 Technological change provisions for the job-share partners who were full-time Employees immediately prior to the job-share arrangement shall be in accordance with Article 33 – Technological Change.

36.9.2 Technological change provisions for job-share partners who were part-time Employees immediately prior to the job-share arrangement shall be in accordance with Appendix B – Memorandum of Agreement Regarding Part-Time Employees.

36.10 Automatic Progression

36.10.1 Employees who participate in a job-sharing arrangement are eligible for automatic progression.

36.10.2 If one (1) Employee receives automatic progression, they will be paid at **the AP Level**, and may be assigned **AP Level** duties.

36.10.3 If both Employees receive automatic progression, they shall each be paid at **the AP Level**, and may be assigned **AP Level** duties. Management may transfer job-share partners as a unit to **an AP Level** job in the same geographic location and continue the job-sharing arrangement.

36.10.4 An Employee who demoted for job-share purposes from Level 2 will not be eligible for automatic progression **to the AP Level** for one (1) year while in a job-share arrangement.

36.11 Promotions, Transfers & Demotions

36.11.1 The job-share partners will not be eligible for promotion, transfer or demotion as a job-share unit in a posted competition.

36.11.2 Full-time Employees who enter into a job-share arrangement shall be eligible for individual transfer consideration as a full-time Employee, provided that their request for transfer is not within the two- (2) month trial period of the job-share arrangement.

36.11.3 Job-share partners may be eligible for Management transfer consideration as a job-share unit. This situation shall be handled in the same manner as the transfer of a full-time Employee.

36.12 Reclassification

36.12.1 The job-share job will not be eligible for reclassification. This does not prevent the parties from discussing ad hoc classification issues as they arise.

36.13 Management Termination of the Job-Share Arrangement

36.13.1 The Corporation can terminate a job-share arrangement on thirty- (30) days' notice for unsatisfactory performance. Unsatisfactory performance can be the individual performance of one (1) of the job-share partners or the performance of the job-share unit. The Employees involved shall have recourse to the grievance procedure, commencing at the second step.

36.13.2 The Corporation can terminate a job-share arrangement on sixty- (60) days' notice if there is a change in business requirements which affects the reasonable accommodation of the job-share arrangement, or the job-share arrangement is adversely affecting the delivery of customer service.

36.13.3 When a job-share arrangement ends through termination of the arrangement for business requirement changes, or for unsatisfactory job performance, the following shall apply to the participating Employees:

(a) If both Employees were full-time Employee(s) prior to the job-share:

- The job will be offered first to the most senior Employee on a full-time basis without posting the job. Should the senior Employee refuse the offer, the remaining partner shall be placed into the job.
 - The remaining partner shall be guaranteed the same hours, classification, and geographic location as the job-share arrangement for a period of six (6) months. Following this, the Employee may be placed in the first full-time vacancy, in the same classification, that occurs in the same geographic location.
- (b) If one (1) of the Employees was a full-time Employee and the other Employee was a permanent part-time Employee prior to the job-share:
- The full-time Employee will be placed into the full-time job.
 - The permanent part-time Employee will be placed into a part-time job, if possible, in order of seniority.
 - If no part-time jobs are available, the permanent part-time Employee shall be guaranteed the same hours, classification, and geographic location as the job-share arrangement for a period of six (6) months. Following this, the permanent part-time Employee will be placed into a part-time job if possible. If no part-time jobs are available, the permanent part-time Employee will be deemed to have accepted layoff with recall rights.

36.14 Job-Share Partners' Termination of the Job-Share Arrangement

36.14.1 A job-share arrangement will end through termination, promotion, transfer, demotion, or retirement of one (1) of the parties and the following shall apply to the remaining Employee:

- (a) If the remaining Employee was a full-time Employee prior to the job-share:
- The Employee shall be offered the job on a full-time basis or given a period, not to exceed four (4) weeks, to find a new job-share partner on the basis that they will cover the full-time work for that period.
 - If no partner is available and the incumbent does not wish to take the job on a full-time basis, they will be placed in a part-time job, if possible. The vacant full-time job will be posted in accordance with Article 12 – Vacancies and Job Postings.
 - Notwithstanding any other provision of the collective bargaining agreement, if no part-time job is available, the Employee will be deemed to have accepted layoff with recall rights.

- (b) If the remaining Employee was a permanent part-time Employee prior to the job-share:
- Management may decide not to continue with the job-share arrangement and offer the Employee permanent part-time employment elsewhere within the same geographic location. Management may post the vacant job, abolish the job, place it into abeyance, or create a part-time job.
 - If Management determines the full-time job is still required, and the Employee is eligible to convert to full-time as per Article 16.2, the job will be offered. If the Employee is not eligible and/or chooses not to accept the job, the Employee shall be given a period, not to exceed four (4) weeks, to find an eligible full-time Employee willing to job-share, on the basis that the full-time work is covered to the thirty-five (35) hour part-time maximum.
 - If no full-time partner is available, the job will be posted as a full-time job in accordance with Article 12 – Vacancies and Job Postings and the part-time incumbent may apply and compete for the job in accordance with Article 13 – Applying in a Job Competition.
 - If the Employee is not successful in the competition, or does not wish full-time work, they will be placed in a part-time job, if possible.
 - If no part-time jobs are available the permanent part-time Employee shall be guaranteed the same classification and geographic location as the job-share arrangement for a period of three (3) months. Hours will be varied as required to meet the requirements of the job assignment. Following this time period, the permanent part-time Employee will be placed into a part-time job, if possible. If no part-time jobs are available, the permanent part-time Employee will be deemed to have accepted layoff with recall rights.

36.15 Benefits for Job-Share Partners

36.15.1 **Job-Share benefits will be provided according to Appendix B – Memorandum of Agreement regarding Part-time Employees.**

Employees shall retain all benefits accumulated prior to the commencement of the job-share arrangement.

36.15.2 Partners who were permanent full-time prior to commencement of the job-share arrangement shall continue to be eligible for Long-Term Disability at seventy per cent (70%) of earned salary if disabled from own job for two (2) years and to age sixty-five (65) if totally disabled.

36.16 Appendix B – Memorandum of Agreement Regarding Part-Time Employees shall apply on all issues not mentioned above.

ARTICLE 37 – DURATION OF AGREEMENT

- 37.1 This Agreement shall be effective dating from January 1, **2014** to December 31, **2017** and year to year thereafter.
- 37.2 Either party may, not less than thirty (30) days nor more than ninety (90) days prior to the termination date, give notice in writing to the other party that they wish to terminate this Agreement or to negotiate a revision.
- 37.3 Such notice having been given, negotiations shall commence within three- (3) weeks, but in any event not later than fifteen (15) days prior to the expiry of the agreement.
- 37.4 At the first meeting the Union shall first submit its written proposals to the Employer and the Employer shall then immediately submit its written proposals to the Union. No further proposals may be entertained except by mutual agreement.

IN WITNESS WHEREOF the parties hereto have caused these presents to be executed the day and date first above written.

EXECUTED on behalf of The Saskatchewan Government Insurance by:



Andrew Cartmell
President and CEO



Tamara Erhardt
Vice President
Human Resources & Corporate Services



Rob McLeod
Manager
Employee Relations



Jessica Hill Flaman
Supervisor
Employee Relations



Michael Tomka
Associate General Counsel



Chris Frohlick
Supervisor
Performance Management


EXECUTED on behalf of The Canadian Office and Professional Employees Union, Local 397 by:



Kim Wilson
President



Bryan MacKenzie
Union Representative



Jackie Lazar
Treasurer



Chris McIver
Bargaining Committee Member

Appendix A – Salary Schedule – By Pay Band – Effective January 1, 2014

PAY BAND 1

Classification	Step 1	Step 2	Step 3	Step 4
Monthly	2503	2629	2752	2879
Annually	30036	31548	33024	34548
Hourly	16.04	16.85	17.64	18.46

PAY BAND 2

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk 2	2630	2760	2892	3024	3155
Pickup & Delivery Driver	31560	33120	34704	36288	37860
Hourly	16.86	17.69	18.54	19.38	20.22

PAY BAND 3

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Auto Body Repair Technician 1	2709	2878	3046	3216	3385
Clerk 3	32508	34536	36552	38592	40620
Shipper/Receiver	17.37	18.45	19.53	20.62	21.70
TAIS Clerk					
Truck Driver					

PAY BAND 4

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Auto Tradesperson 1	2961	3147	3330	3516	3703
Building Operator 1	35532	37764	39960	42192	44436
Clerk 4	18.98	20.17	21.35	22.54	23.74

PAY BAND 5

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk 5	3113	3309	3504	3699	3894
Facilities Assistant	37356	39708	42048	44388	46728
Facilities Trades Administrator	19.96	21.21	22.46	23.71	24.96
HR Coordinator					
Legal Stenographer					
Medical Administration Assistant					
Records Management Administrator					
Systems Administrator					

PAY BAND 6

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Clerk 2	3273	3478	3683	3888	4090
Auto Tradesperson 2	39276	41736	44196	46656	49080
Clerk 6	20.98	22.29	23.61	24.92	26.22
Driver Test Scheduler					
Image Appraiser					
Partsperson 1					
Payroll Clerk					
Privacy & Access Assistant					
Product Administrator					

PAY BAND 6 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Salvage Operations Clerk 2	Monthly	3273	3478	3683	3888	4090
Subrogation Assistant	Annually	39276	41736	44196	46656	49080
Systems Trainee	Hourly	20.98	22.29	23.61	24.92	26.22
TAIS Administrator						
Underwriting Assistant						
Vehicle Impoundment Administrator						

PAY BAND 7

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Auto Body Repair Technician 2	Monthly	3473	3690	3907	4124	4341
Auto Fund Business Analyst 1	Annually	41676	44280	46884	49488	52092
Broker Services Business Analyst 1	Hourly	22.26	23.65	25.04	26.44	27.83
Building Operator 2						
Facilities Coordinator						
Glass Adjuster						
Permit Office Representative 1						
Personal Injury Assistant (PRU)						
Salvage Operations Clerk 3						
Underwriting Assistant AP						

PAY BAND 8

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 1	Monthly	3682	3913	4142	4372	4603
Adjuster 1 (Auto)	Annually	44184	46956	49704	52464	55236
Auto Mechanic	Hourly	23.60	25.08	26.55	28.03	29.51
Auto Pay Administrator						
Company Bill Administrator						
Customer Inquiry Representative 1						
District Building Operator 2						
Driver Examiner						
Driver Licence Administrator						
Facilities Administrator						
Highway Traffic Board Administrator						
IRP Licence Issuer						
IT Programmer						
IT Support Technician						
Licence Issuer 1						
Partsperson 2						
Payroll Administrator						
Promotion & Advertising Administrator						
Purchasing Business Analyst 1						

PAY BAND 9

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 1 (Auto/General)	Monthly	4031	4281	4533	4785	5036
Adjuster 1 (General)	Annually	48372	51372	54396	57420	60432
Adjuster 1 AP (Auto)	Hourly	25.84	27.44	29.06	30.67	32.28
Appraiser						

PAY BAND 9 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Auto Fund Rate Administrator	Monthly	4031	4281	4533	4785	5036
Bond Analyst 1	Annually	48372	51372	54396	57420	60432
Building Maintenance Technician 1	Hourly	25.84	27.44	29.06	30.67	32.28
Community Relations Coordinator						
Computer Operator						
Driver Education Liaison						
Driver Records Administrator						
Electrician 1						
Facility Planner 1						
Income Replacement Benefits Rep. 2						
Purchasing Agent 1						
Underwriter 1						

PAY BAND 10

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 1 AP (Auto/General)	Monthly	4233	4497	4762	5026	5291
Adjuster 1 AP (General)	Annually	50796	53964	57144	60312	63492
Adjuster 2 (Auto)	Hourly	27.13	28.83	30.53	32.22	33.92
Assistant Production Supervisor						
Auto Body Repair Technician 3						
Bodily Injury Adjuster 1						
Broker Business Administrator						
Carrier Business Analyst						
Communications Officer						
Company Bill Support Analyst						
Digital Media Designer						
District Examiner 1						
Driver Education Assessment Coordinator 1						
Graphic Designer						
Heavy Duty Appraiser						
Issuer Business Analyst						
Licence Issuer 2 (Branch)						
Market Research Analyst						
Marketing Coordinator						
Paralegal						
Partsperson 3						
Personal Injury Representative 1						
Reinsurance Analyst 2						
Salvage Business Analyst						
Salvage Operations Analyst 2						
Underwriter 1 AP						
Usage-Based Insurance Representative						

PAY BAND 11

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 2	Monthly	4463	4741	5020	5298	5578
Adjuster 2 (Out-of-Province Auto)	Annually	53556	56892	60240	63576	66936
Adjuster 2A (Out-of-Province Auto)	Hourly	28.61	30.39	32.18	33.96	35.76
Auto Fund Business Analyst 2						

PAY BAND 11 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Bond Analyst 2	Monthly	4463	4741	5020	5298	5578
Broker Services Business Analyst 2	Annually	53556	56892	60240	63576	66936
Business Information Analyst 2	Hourly	28.61	30.39	32.18	33.96	35.76
Carrier Representative						
Customer Experience Architect						
Customer Inquiry Representative 2						
District Examiner 2						
Efficiencies Analyst						
Facility Planner 2						
Finance Business Analyst 2						
Geo-TAIS Analyst						
Issuer Representative						
IT Programmer Analyst						
Licence Issuer 2 (Head Office)						
Permit Office Representative 2						
Personal Injury Representative 1 AP						
Product Analyst 2						
Product Information Analyst 2						
Risk Evaluator 1						
Safety Officer						
Subrogation Officer						
Traffic Safety Analyst						
Underwriter 2						
Underwriter 2 (Ceded Reinsurance)						
Underwriting Business Analyst 2						

PAY BAND 12

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 2 (Auto/General)	Monthly	4739	5035	5332	5627	5924
Adjuster 2 (General)	Annually	56868	60420	63984	67524	71088
Adjuster 2 (Out-of-Province General)	Hourly	30.38	32.28	34.18	36.07	37.97
Auto Fund Rate Analyst						
Bodily Injury Adjuster 2						
Building Maintenance Technician 2						
Computer Operations Analyst						
Driver Education Assessment Coordinator 2						
Electrician 2						
Income Replacement Benefits Rep. 3						
Personal Injury Representative 2						
Purchasing Agent 2						
Senior Appraiser						
Technical Advisor						
Underwriter 2 (Major Accounts)						

PAY BAND 13

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 3	Monthly	5023	5387	5751	6116	6481
Auto Fund Business Analyst 3	Annually	60276	64644	69012	73392	77772
Bond Analyst 3	Hourly	32.20	34.53	36.87	39.21	41.54

PAY BAND 13 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Broker Partnership Representative	Monthly	5023	5387	5751	6116	6481
Broker Services BA Coordinator	Annually	60276	64644	69012	73392	77772
Broker Services Business Analyst 3	Hourly	32.20	34.53	36.87	39.21	41.54
Business Information Analyst 3						
Claims Business Analyst						
Claims Financial Analyst						
Customer Experience Specialist						
Driver Medical Appraiser						
Fair Practices Office Specialist						
Finance Business Analyst 3						
Financial Analyst						
HR Business Analyst 3						
Liability Specialist						
Medical Facilitator						
Personal Injury Representative 3						
Personal Injury Representative Specialist						
Personal Injury Representative Specialist (PRU)						
Product Analyst 3						
Purchasing Business Analyst 3						
Registration Analyst						
Risk Evaluator 2						
Subrogation Officer 3						
Underwriter 3						
Underwriting Business Analyst 3						

PAY BAND 14

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
IT Analyst	Monthly	5517	5915	6316	6715	7115
Underwriting Business Analyst Coordinator	Annually	66204	70980	75792	80580	85380
	Hourly	35.37	37.92	40.49	43.04	45.61

PAY BAND 15

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
IT Architect	Monthly	6074	6515	6955	7395	7835
	Annually	72888	78180	83460	88740	94020
	Hourly	38.94	41.76	44.58	47.40	50.22

Appendix A – Salary Schedule – By Classification – Effective January 1, 2014

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 1	8	3682	3913	4142	4372	4603
Accountant 2	11	4463	4741	5020	5298	5578
Accounting Clerk 2	6	3273	3478	3683	3888	4090
Adjuster 1 (Auto)	8	3682	3913	4142	4372	4603
Adjuster 1 (Auto/General)	9	4031	4281	4533	4785	5036
Adjuster 1 (General)	9	4031	4281	4533	4785	5036
Adjuster 1 AP (Auto)	9	4031	4281	4533	4785	5036
Adjuster 1 AP (Auto/General)	10	4233	4497	4762	5026	5291
Adjuster 1 AP (General)	10	4233	4497	4762	5026	5291
Adjuster 2 (Auto)	10	4233	4497	4762	5026	5291
Adjuster 2 (Auto/General)	12	4739	5035	5332	5627	5924
Adjuster 2 (General)	12	4739	5035	5332	5627	5924
Adjuster 2 (Out-of-Province Auto)	11	4463	4741	5020	5298	5578
Adjuster 2 (Out-of-Province General)	12	4739	5035	5332	5627	5924
Adjuster 2A (Out-of-Province Auto)	11	4463	4741	5020	5298	5578
Adjuster 3	13	5023	5387	5751	6116	6481
Appraiser	9	4031	4281	4533	4785	5036
Assistant Production Supervisor	10	4233	4497	4762	5026	5291
Auto Body Repair Technician 1	3	2709	2878	3046	3216	3385
Auto Body Repair Technician 2	7	3473	3690	3907	4124	4341
Auto Body Repair Technician 3	10	4233	4497	4762	5026	5291
Auto Fund Business Analyst 1	7	3473	3690	3907	4124	4341
Auto Fund Business Analyst 2	11	4463	4741	5020	5298	5578
Auto Fund Business Analyst 3	13	5023	5387	5751	6116	6481
Auto Fund Rate Administrator	9	4031	4281	4533	4785	5036
Auto Fund Rate Analyst	12	4739	5035	5332	5627	5924
Auto Mechanic	8	3682	3913	4142	4372	4603
Auto Pay Administrator	8	3682	3913	4142	4372	4603
Auto Tradesperson 1	4	2961	3147	3330	3516	3703
Auto Tradesperson 2	6	3273	3478	3683	3888	4090
Bodily Injury Adjuster 1	10	4233	4497	4762	5026	5291
Bodily Injury Adjuster 2	12	4739	5035	5332	5627	5924
Bond Analyst 1	9	4031	4281	4533	4785	5036
Bond Analyst 2	11	4463	4741	5020	5298	5578
Bond Analyst 3	13	5023	5387	5751	6116	6481
Broker Business Administrator	10	4233	4497	4762	5026	5291
Broker Partnership Representative	13	5023	5387	5751	6116	6481
Broker Services BA Coordinator	13	5023	5387	5751	6116	6481
Broker Services Business Analyst 1	7	3473	3690	3907	4124	4341
Broker Services Business Analyst 2	11	4463	4741	5020	5298	5578
Broker Services Business Analyst 3	13	5023	5387	5751	6116	6481
Building Maintenance Technician 1	9	4031	4281	4533	4785	5036
Building Maintenance Technician 2	12	4739	5035	5332	5627	5924
Building Operator 1	4	2961	3147	3330	3516	3703
Building Operator 2	7	3473	3690	3907	4124	4341

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Business Information Analyst 2	11	4463	4741	5020	5298	5578
Business Information Analyst 3	13	5023	5387	5751	6116	6481
Carrier Business Analyst	10	4233	4497	4762	5026	5291
Carrier Representative	11	4463	4741	5020	5298	5578
Claims Business Analyst	13	5023	5387	5751	6116	6481
Claims Financial Analyst	13	5023	5387	5751	6116	6481
Clerk 2	2	2630	2760	2892	3024	3155
Clerk 3	3	2709	2878	3046	3216	3385
Clerk 4	4	2961	3147	3330	3516	3703
Clerk 5	5	3113	3309	3504	3699	3894
Clerk 6	6	3273	3478	3683	3888	4090
Communications Officer	10	4233	4497	4762	5026	5291
Community Relations Coordinator	9	4031	4281	4533	4785	5036
Company Bill Administrator	8	3682	3913	4142	4372	4603
Company Bill Support Analyst	10	4233	4497	4762	5026	5291
Computer Operations Analyst	12	4739	5035	5332	5627	5924
Computer Operator	9	4031	4281	4533	4785	5036
Customer Experience Architect	11	4463	4741	5020	5298	5578
Customer Experience Specialist	13	5023	5387	5751	6116	6481
Customer Inquiry Representative 1	8	3682	3913	4142	4372	4603
Customer Inquiry Representative 2	11	4463	4741	5020	5298	5578
Digital Media Designer	10	4233	4497	4762	5026	5291
District Building Operator 2	8	3682	3913	4142	4372	4603
District Examiner 1	10	4233	4497	4762	5026	5291
District Examiner 2	11	4463	4741	5020	5298	5578
Driver Education Assessment Coordinator 1	10	4233	4497	4762	5026	5291
Driver Education Assessment Coordinator 2	12	4739	5035	5332	5627	5924
Driver Education Liaison	9	4031	4281	4533	4785	5036
Driver Examiner	8	3682	3913	4142	4372	4603
Driver Licence Administrator	8	3682	3913	4142	4372	4603
Driver Medical Appraiser	13	5023	5387	5751	6116	6481
Driver Records Administrator	9	4031	4281	4533	4785	5036
Driver Test Scheduler	6	3273	3478	3683	3888	4090
Efficiencies Analyst	11	4463	4741	5020	5298	5578
Electrician 1	9	4031	4281	4533	4785	5036
Electrician 2	12	4739	5035	5332	5627	5924
Facilities Administrator	8	3682	3913	4142	4372	4603
Facilities Assistant	5	3113	3309	3504	3699	3894
Facilities Coordinator	7	3473	3690	3907	4124	4341
Facilities Trades Administrator	5	3113	3309	3504	3699	3894
Facility Planner 1	9	4031	4281	4533	4785	5036
Facility Planner 2	11	4463	4741	5020	5298	5578
Fair Practices Office Specialist	13	5023	5387	5751	6116	6481
Finance Business Analyst 2	11	4463	4741	5020	5298	5578
Finance Business Analyst 3	13	5023	5387	5751	6116	6481
Financial Analyst	13	5023	5387	5751	6116	6481
Geo-TAIS Analyst	11	4463	4741	5020	5298	5578
Glass Adjuster	7	3473	3690	3907	4124	4341

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Graphic Designer	10	4233	4497	4762	5026	5291
Heavy Duty Appraiser	10	4233	4497	4762	5026	5291
Highway Traffic Board Administrator	8	3682	3913	4142	4372	4603
HR Business Analyst 3	13	5023	5387	5751	6116	6481
HR Coordinator	5	3113	3309	3504	3699	3894
Image Appraiser	6	3273	3478	3683	3888	4090
Income Replacement Benefits Rep. 2	9	4031	4281	4533	4785	5036
Income Replacement Benefits Rep. 3	12	4739	5035	5332	5627	5924
IRP Licence Issuer	8	3682	3913	4142	4372	4603
Issuer Business Analyst	10	4233	4497	4762	5026	5291
Issuer Representative	11	4463	4741	5020	5298	5578
IT Analyst	14	5517	5915	6316	6715	7115
IT Architect	15	6074	6515	6955	7395	7835
IT Programmer	8	3682	3913	4142	4372	4603
IT Programmer Analyst	11	4463	4741	5020	5298	5578
IT Support Technician	8	3682	3913	4142	4372	4603
Legal Stenographer	5	3113	3309	3504	3699	3894
Liability Specialist	13	5023	5387	5751	6116	6481
Licence Issuer 1	8	3682	3913	4142	4372	4603
Licence Issuer 2 (Branch)	10	4233	4497	4762	5026	5291
Licence Issuer 2 (Head Office)	11	4463	4741	5020	5298	5578
Market Research Analyst	10	4233	4497	4762	5026	5291
Marketing Coordinator	10	4233	4497	4762	5026	5291
Medical Administration Assistant	5	3113	3309	3504	3699	3894
Medical Facilitator	13	5023	5387	5751	6116	6481
Paralegal	10	4233	4497	4762	5026	5291
Partsperson 1	6	3273	3478	3683	3888	4090
Partsperson 2	8	3682	3913	4142	4372	4603
Partsperson 3	10	4233	4497	4762	5026	5291
Payroll Administrator	8	3682	3913	4142	4372	4603
Payroll Clerk	6	3273	3478	3683	3888	4090
Permit Office Representative 1	7	3473	3690	3907	4124	4341
Permit Office Representative 2	11	4463	4741	5020	5298	5578
Personal Injury Assistant (PRU)	7	3473	3690	3907	4124	4341
Personal Injury Representative 1	10	4233	4497	4762	5026	5291
Personal Injury Representative 1 AP	11	4463	4741	5020	5298	5578
Personal Injury Representative 2	12	4739	5035	5332	5627	5924
Personal Injury Representative 3	13	5023	5387	5751	6116	6481
Personal Injury Representative Specialist	13	5023	5387	5751	6116	6481
Personal Injury Representative Specialist (PRU)	13	5023	5387	5751	6116	6481
Pickup & Delivery Driver	2	2630	2760	2892	3024	3155
Privacy & Access Assistant	6	3273	3478	3683	3888	4090
Product Administrator	6	3273	3478	3683	3888	4090
Product Analyst 2	11	4463	4741	5020	5298	5578
Product Analyst 3	13	5023	5387	5751	6116	6481
Product Information Analyst 2	11	4463	4741	5020	5298	5578
Promotion & Advertising Administrator	8	3682	3913	4142	4372	4603
Purchasing Agent 1	9	4031	4281	4533	4785	5036
Purchasing Agent 2	12	4739	5035	5332	5627	5924

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Purchasing Business Analyst 1	8	3682	3913	4142	4372	4603
Purchasing Business Analyst 3	13	5023	5387	5751	6116	6481
Records Management Administrator	5	3113	3309	3504	3699	3894
Registration Analyst	13	5023	5387	5751	6116	6481
Reinsurance Analyst 2	10	4233	4497	4762	5026	5291
Risk Evaluator 1	11	4463	4741	5020	5298	5578
Risk Evaluator 2	13	5023	5387	5751	6116	6481
Safety Officer	11	4463	4741	5020	5298	5578
Salvage Business Analyst	10	4233	4497	4762	5026	5291
Salvage Operations Analyst 2	10	4233	4497	4762	5026	5291
Salvage Operations Clerk 2	6	3273	3478	3683	3888	4090
Salvage Operations Clerk 3	7	3473	3690	3907	4124	4341
Senior Appraiser	12	4739	5035	5332	5627	5924
Shipper/Receiver	3	2709	2878	3046	3216	3385
Subrogation Assistant	6	3273	3478	3683	3888	4090
Subrogation Officer	11	4463	4741	5020	5298	5578
Subrogation Officer 3	13	5023	5387	5751	6116	6481
Systems Administrator	5	3113	3309	3504	3699	3894
Systems Trainee	6	3273	3478	3683	3888	4090
TAIS Administrator	6	3273	3478	3683	3888	4090
TAIS Clerk	3	2709	2878	3046	3216	3385
Technical Advisor	12	4739	5035	5332	5627	5924
Traffic Safety Analyst	11	4463	4741	5020	5298	5578
Truck Driver	3	2709	2878	3046	3216	3385
Underwriter 1	9	4031	4281	4533	4785	5036
Underwriter 1 AP	10	4233	4497	4762	5026	5291
Underwriter 2	11	4463	4741	5020	5298	5578
Underwriter 2 (Ceded Reinsurance)	11	4463	4741	5020	5298	5578
Underwriter 2 (Major Accounts)	12	4739	5035	5332	5627	5924
Underwriter 3	13	5023	5387	5751	6116	6481
Underwriting Assistant	6	3273	3478	3683	3888	4090
Underwriting Assistant AP	7	3473	3690	3907	4124	4341
Underwriting Business Analyst 2	11	4463	4741	5020	5298	5578
Underwriting Business Analyst 3	13	5023	5387	5751	6116	6481
Underwriting Business Analyst Coordinator	14	5517	5915	6316	6715	7115
Usage-Based Insurance Representative	10	4233	4497	4762	5026	5291
Vehicle Impoundment Administrator	6	3273	3478	3683	3888	4090

Appendix A – Salary Schedule – By Pay Band – Effective January 1, 2015

PAY BAND 1

Classification	Step 1	Step 2	Step 3	Step 4
Monthly	2544	2672	2797	2927
Annually	30528	32064	33564	35124
Hourly	16.31	17.13	17.93	18.76

PAY BAND 2

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk 2	2673	2806	2940	3074	3207
Pickup & Delivery Driver	32076	33672	35280	36888	38484
Hourly	17.13	17.99	18.85	19.71	20.56

PAY BAND 3

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Auto Body Repair Technician 1	2754	2925	3096	3269	3441
Clerk 3	33048	35100	37152	39228	41292
Shipper/Receiver	17.65	18.75	19.85	20.96	22.06
TAIS Clerk					
Truck Driver					

PAY BAND 4

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Auto Tradesperson 1	3010	3199	3385	3574	3764
Building Operator 1	36120	38388	40620	42888	45168
Clerk 4	19.29	20.51	21.70	22.91	24.13

PAY BAND 5

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk 5	3164	3364	3562	3760	3958
Facilities Assistant	37968	40368	42744	45120	47496
Facilities Trades Administrator	20.28	21.56	22.83	24.10	25.37
HR Coordinator					
Legal Stenographer					
Medical Administration Assistant					
Records Management Administrator					
Systems Administrator					

PAY BAND 6

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Clerk 2	3327	3535	3744	3952	4157
Auto Tradesperson 2	39924	42420	44928	47424	49884
Clerk 6	21.33	22.66	24.00	25.33	26.65
Driver Test Scheduler					
Image Appraiser					
Partsperson 1					
Payroll Clerk					
Privacy & Access Assistant					
Product Administrator					

PAY BAND 6 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Salvage Operations Clerk 2	Monthly	3327	3535	3744	3952	4157
Subrogation Assistant	Annually	39924	42420	44928	47424	49884
Systems Trainee	Hourly	21.33	22.66	24.00	25.33	26.65
TAIS Administrator						
Underwriting Assistant						
Vehicle Impoundment Administrator						

PAY BAND 7

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Auto Body Repair Technician 2	Monthly	3530	3751	3971	4192	4413
Auto Fund Business Analyst 1	Annually	42360	45012	47652	50304	52956
Broker Services Business Analyst 1	Hourly	22.63	24.04	25.46	26.87	28.29
Building Operator 2						
Facilities Coordinator						
Glass Adjuster						
Permit Office Representative 1						
Personal Injury Assistant (PRU)						
Salvage Operations Clerk 3						
Underwriting Assistant AP						

PAY BAND 8

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 1	Monthly	3743	3978	4210	4444	4679
Adjuster 1 (Auto)	Annually	44916	47736	50520	53328	56148
Auto Mechanic	Hourly	23.99	25.50	26.99	28.49	29.99
Auto Pay Administrator						
Company Bill Administrator						
Customer Inquiry Representative 1						
District Building Operator 2						
Driver Examiner						
Driver Licence Administrator						
Facilities Administrator						
Highway Traffic Board Administrator						
IRP Licence Issuer						
IT Programmer						
IT Support Technician						
Licence Issuer 1						
Partsperson 2						
Payroll Administrator						
Promotion & Advertising Administrator						
Purchasing Business Analyst 1						

PAY BAND 9

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 1 (Auto/General)	Monthly	4098	4352	4608	4864	5119
Adjuster 1 (General)	Annually	49176	52224	55296	58368	61428
Adjuster 1 AP (Auto)	Hourly	26.27	27.90	29.54	31.18	32.81
Appraiser						

PAY BAND 9 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Auto Fund Rate Administrator	Monthly	4098	4352	4608	4864	5119
Bond Analyst 1	Annually	49176	52224	55296	58368	61428
Building Maintenance Technician 1	Hourly	26.27	27.90	29.54	31.18	32.81
Community Relations Coordinator						
Computer Operator						
Driver Education Liaison						
Driver Records Administrator						
Electrician 1						
Facility Planner 1						
Income Replacement Benefits Rep. 2						
Purchasing Agent 1						
Underwriter 1						

PAY BAND 10

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 1 AP (Auto/General)	Monthly	4303	4571	4841	5109	5378
Adjuster 1 AP (General)	Annually	51636	54852	58092	61308	64536
Adjuster 2 (Auto)	Hourly	27.58	29.30	31.03	32.75	34.47
Assistant Production Supervisor						
Auto Body Repair Technician 3						
Bodily Injury Adjuster 1						
Broker Business Administrator						
Carrier Business Analyst						
Communications Officer						
Company Bill Support Analyst						
Digital Media Designer						
District Examiner 1						
Driver Education Assessment Coordinator 1						
Graphic Designer						
Heavy Duty Appraiser						
Issuer Business Analyst						
Licence Issuer 2 (Branch)						
Market Research Analyst						
Marketing Coordinator						
Paralegal						
Partsperson 3						
Personal Injury Representative 1						
Reinsurance Analyst 2						
Salvage Business Analyst						
Salvage Operations Analyst 2						
Underwriter 1 AP						
Usage-Based Insurance Representative						

PAY BAND 11

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 2	Monthly	4537	4819	5103	5385	5670
Adjuster 2 (Out-of-Province Auto)	Annually	54444	57828	61236	64620	68040
Adjuster 2A (Out-of-Province Auto)	Hourly	29.08	30.89	32.71	34.52	36.35
Auto Fund Business Analyst 2						

PAY BAND 11 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Bond Analyst 2	Monthly	4537	4819	5103	5385	5670
Broker Services Business Analyst 2	Annually	54444	57828	61236	64620	68040
Business Information Analyst 2	Hourly	29.08	30.89	32.71	34.52	36.35
Carrier Representative						
Customer Experience Architect						
Customer Inquiry Representative 2						
District Examiner 2						
Efficiencies Analyst						
Facility Planner 2						
Finance Business Analyst 2						
Geo-TAIS Analyst						
Issuer Representative						
IT Programmer Analyst						
Licence Issuer 2 (Head Office)						
Permit Office Representative 2						
Personal Injury Representative 1 AP						
Product Analyst 2						
Product Information Analyst 2						
Risk Evaluator 1						
Safety Officer						
Subrogation Officer						
Traffic Safety Analyst						
Underwriter 2						
Underwriter 2 (Ceded Reinsurance)						
Underwriting Business Analyst 2						

PAY BAND 12

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 2 (Auto/General)	Monthly	4817	5118	5420	5720	6022
Adjuster 2 (General)	Annually	57804	61416	65040	68640	72264
Adjuster 2 (Out-of-Province General)	Hourly	30.88	32.81	34.74	36.67	38.60
Auto Fund Rate Analyst						
Bodily Injury Adjuster 2						
Building Maintenance Technician 2						
Computer Operations Analyst						
Driver Education Assessment Coordinator 2						
Electrician 2						
Income Replacement Benefits Rep. 3						
Personal Injury Representative 2						
Purchasing Agent 2						
Senior Appraiser						
Technical Advisor						
Underwriter 2 (Major Accounts)						

PAY BAND 13

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 3	Monthly	5106	5476	5846	6217	6588
Auto Fund Business Analyst 3	Annually	61272	65712	70152	74604	79056
Bond Analyst 3	Hourly	32.73	35.10	37.47	39.85	42.23

PAY BAND 13 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Broker Partnership Representative	Monthly	5106	5476	5846	6217	6588
Broker Services BA Coordinator	Annually	61272	65712	70152	74604	79056
Broker Services Business Analyst 3	Hourly	32.73	35.10	37.47	39.85	42.23
Business Information Analyst 3						
Claims Business Analyst						
Claims Financial Analyst						
Customer Experience Specialist						
Driver Medical Appraiser						
Fair Practices Office Specialist						
Finance Business Analyst 3						
Financial Analyst						
HR Business Analyst 3						
Liability Specialist						
Medical Facilitator						
Personal Injury Representative 3						
Personal Injury Representative Specialist						
Personal Injury Representative Specialist (PRU)						
Product Analyst 3						
Purchasing Business Analyst 3						
Registration Analyst						
Risk Evaluator 2						
Subrogation Officer 3						
Underwriter 3						
Underwriting Business Analyst 3						

PAY BAND 14

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
IT Analyst	Monthly	5608	6013	6420	6826	7232
Underwriting Business Analyst Coordinator	Annually	67296	72156	77040	81912	86784
	Hourly	35.95	38.54	41.15	43.76	46.36

PAY BAND 15

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
IT Architect	Monthly	6174	6622	7070	7517	7964
	Annually	74088	79464	84840	90204	95568
	Hourly	39.58	42.45	45.32	48.19	51.05

Appendix A – Salary Schedule – By Classification – Effective January 1, 2015

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 1	8	3743	3978	4210	4444	4679
Accountant 2	11	4537	4819	5103	5385	5670
Accounting Clerk 2	6	3327	3535	3744	3952	4157
Adjuster 1 (Auto)	8	3743	3978	4210	4444	4679
Adjuster 1 (Auto/General)	9	4098	4352	4608	4864	5119
Adjuster 1 (General)	9	4098	4352	4608	4864	5119
Adjuster 1 AP (Auto)	9	4098	4352	4608	4864	5119
Adjuster 1 AP (Auto/General)	10	4303	4571	4841	5109	5378
Adjuster 1 AP (General)	10	4303	4571	4841	5109	5378
Adjuster 2 (Auto)	10	4303	4571	4841	5109	5378
Adjuster 2 (Auto/General)	12	4817	5118	5420	5720	6022
Adjuster 2 (General)	12	4817	5118	5420	5720	6022
Adjuster 2 (Out-of-Province Auto)	11	4537	4819	5103	5385	5670
Adjuster 2 (Out-of-Province General)	12	4817	5118	5420	5720	6022
Adjuster 2A (Out-of-Province Auto)	11	4537	4819	5103	5385	5670
Adjuster 3	13	5106	5476	5846	6217	6588
Appraiser	9	4098	4352	4608	4864	5119
Assistant Production Supervisor	10	4303	4571	4841	5109	5378
Auto Body Repair Technician 1	3	2754	2925	3096	3269	3441
Auto Body Repair Technician 2	7	3530	3751	3971	4192	4413
Auto Body Repair Technician 3	10	4303	4571	4841	5109	5378
Auto Fund Business Analyst 1	7	3530	3751	3971	4192	4413
Auto Fund Business Analyst 2	11	4537	4819	5103	5385	5670
Auto Fund Business Analyst 3	13	5106	5476	5846	6217	6588
Auto Fund Rate Administrator	9	4098	4352	4608	4864	5119
Auto Fund Rate Analyst	12	4817	5118	5420	5720	6022
Auto Mechanic	8	3743	3978	4210	4444	4679
Auto Pay Administrator	8	3743	3978	4210	4444	4679
Auto Tradesperson 1	4	3010	3199	3385	3574	3764
Auto Tradesperson 2	6	3327	3535	3744	3952	4157
Bodily Injury Adjuster 1	10	4303	4571	4841	5109	5378
Bodily Injury Adjuster 2	12	4817	5118	5420	5720	6022
Bond Analyst 1	9	4098	4352	4608	4864	5119
Bond Analyst 2	11	4537	4819	5103	5385	5670
Bond Analyst 3	13	5106	5476	5846	6217	6588
Broker Business Administrator	10	4303	4571	4841	5109	5378
Broker Partnership Representative	13	5106	5476	5846	6217	6588
Broker Services BA Coordinator	13	5106	5476	5846	6217	6588
Broker Services Business Analyst 1	7	3530	3751	3971	4192	4413
Broker Services Business Analyst 2	11	4537	4819	5103	5385	5670
Broker Services Business Analyst 3	13	5106	5476	5846	6217	6588
Building Maintenance Technician 1	9	4098	4352	4608	4864	5119
Building Maintenance Technician 2	12	4817	5118	5420	5720	6022
Building Operator 1	4	3010	3199	3385	3574	3764
Building Operator 2	7	3530	3751	3971	4192	4413

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Business Information Analyst 2	11	4537	4819	5103	5385	5670
Business Information Analyst 3	13	5106	5476	5846	6217	6588
Carrier Business Analyst	10	4303	4571	4841	5109	5378
Carrier Representative	11	4537	4819	5103	5385	5670
Claims Business Analyst	13	5106	5476	5846	6217	6588
Claims Financial Analyst	13	5106	5476	5846	6217	6588
Clerk 2	2	2673	2806	2940	3074	3207
Clerk 3	3	2754	2925	3096	3269	3441
Clerk 4	4	3010	3199	3385	3574	3764
Clerk 5	5	3164	3364	3562	3760	3958
Clerk 6	6	3327	3535	3744	3952	4157
Communications Officer	10	4303	4571	4841	5109	5378
Community Relations Coordinator	9	4098	4352	4608	4864	5119
Company Bill Administrator	8	3743	3978	4210	4444	4679
Company Bill Support Analyst	10	4303	4571	4841	5109	5378
Computer Operations Analyst	12	4817	5118	5420	5720	6022
Computer Operator	9	4098	4352	4608	4864	5119
Customer Experience Architect	11	4537	4819	5103	5385	5670
Customer Experience Specialist	13	5106	5476	5846	6217	6588
Customer Inquiry Representative 1	8	3743	3978	4210	4444	4679
Customer Inquiry Representative 2	11	4537	4819	5103	5385	5670
Digital Media Designer	10	4303	4571	4841	5109	5378
District Building Operator 2	8	3743	3978	4210	4444	4679
District Examiner 1	10	4303	4571	4841	5109	5378
District Examiner 2	11	4537	4819	5103	5385	5670
Driver Education Assessment Coordinator 1	10	4303	4571	4841	5109	5378
Driver Education Assessment Coordinator 2	12	4817	5118	5420	5720	6022
Driver Education Liaison	9	4098	4352	4608	4864	5119
Driver Examiner	8	3743	3978	4210	4444	4679
Driver Licence Administrator	8	3743	3978	4210	4444	4679
Driver Medical Appraiser	13	5106	5476	5846	6217	6588
Driver Records Administrator	9	4098	4352	4608	4864	5119
Driver Test Scheduler	6	3327	3535	3744	3952	4157
Efficiencies Analyst	11	4537	4819	5103	5385	5670
Electrician 1	9	4098	4352	4608	4864	5119
Electrician 2	12	4817	5118	5420	5720	6022
Facilities Administrator	8	3743	3978	4210	4444	4679
Facilities Assistant	5	3164	3364	3562	3760	3958
Facilities Coordinator	7	3530	3751	3971	4192	4413
Facilities Trades Administrator	5	3164	3364	3562	3760	3958
Facility Planner 1	9	4098	4352	4608	4864	5119
Facility Planner 2	11	4537	4819	5103	5385	5670
Fair Practices Office Specialist	13	5106	5476	5846	6217	6588
Finance Business Analyst 2	11	4537	4819	5103	5385	5670
Finance Business Analyst 3	13	5106	5476	5846	6217	6588
Financial Analyst	13	5106	5476	5846	6217	6588
Geo-TAIS Analyst	11	4537	4819	5103	5385	5670
Glass Adjuster	7	3530	3751	3971	4192	4413

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Graphic Designer	10	4303	4571	4841	5109	5378
Heavy Duty Appraiser	10	4303	4571	4841	5109	5378
Highway Traffic Board Administrator	8	3743	3978	4210	4444	4679
HR Business Analyst 3	13	5106	5476	5846	6217	6588
HR Coordinator	5	3164	3364	3562	3760	3958
Image Appraiser	6	3327	3535	3744	3952	4157
Income Replacement Benefits Rep. 2	9	4098	4352	4608	4864	5119
Income Replacement Benefits Rep. 3	12	4817	5118	5420	5720	6022
IRP Licence Issuer	8	3743	3978	4210	4444	4679
Issuer Business Analyst	10	4303	4571	4841	5109	5378
Issuer Representative	11	4537	4819	5103	5385	5670
IT Analyst	14	5608	6013	6420	6826	7232
IT Architect	15	6174	6622	7070	7517	7964
IT Programmer	8	3743	3978	4210	4444	4679
IT Programmer Analyst	11	4537	4819	5103	5385	5670
IT Support Technician	8	3743	3978	4210	4444	4679
Legal Stenographer	5	3164	3364	3562	3760	3958
Liability Specialist	13	5106	5476	5846	6217	6588
Licence Issuer 1	8	3743	3978	4210	4444	4679
Licence Issuer 2 (Branch)	10	4303	4571	4841	5109	5378
Licence Issuer 2 (Head Office)	11	4537	4819	5103	5385	5670
Market Research Analyst	10	4303	4571	4841	5109	5378
Marketing Coordinator	10	4303	4571	4841	5109	5378
Medical Administration Assistant	5	3164	3364	3562	3760	3958
Medical Facilitator	13	5106	5476	5846	6217	6588
Paralegal	10	4303	4571	4841	5109	5378
Partsperson 1	6	3327	3535	3744	3952	4157
Partsperson 2	8	3743	3978	4210	4444	4679
Partsperson 3	10	4303	4571	4841	5109	5378
Payroll Administrator	8	3743	3978	4210	4444	4679
Payroll Clerk	6	3327	3535	3744	3952	4157
Permit Office Representative 1	7	3530	3751	3971	4192	4413
Permit Office Representative 2	11	4537	4819	5103	5385	5670
Personal Injury Assistant (PRU)	7	3530	3751	3971	4192	4413
Personal Injury Representative 1	10	4303	4571	4841	5109	5378
Personal Injury Representative 1 AP	11	4537	4819	5103	5385	5670
Personal Injury Representative 2	12	4817	5118	5420	5720	6022
Personal Injury Representative 3	13	5106	5476	5846	6217	6588
Personal Injury Representative Specialist	13	5106	5476	5846	6217	6588
Personal Injury Representative Specialist (PRU)	13	5106	5476	5846	6217	6588
Pickup & Delivery Driver	2	2673	2806	2940	3074	3207
Privacy & Access Assistant	6	3327	3535	3744	3952	4157
Product Administrator	6	3327	3535	3744	3952	4157
Product Analyst 2	11	4537	4819	5103	5385	5670
Product Analyst 3	13	5106	5476	5846	6217	6588
Product Information Analyst 2	11	4537	4819	5103	5385	5670
Promotion & Advertising Administrator	8	3743	3978	4210	4444	4679
Purchasing Agent 1	9	4098	4352	4608	4864	5119
Purchasing Agent 2	12	4817	5118	5420	5720	6022

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Purchasing Business Analyst 1	8	3743	3978	4210	4444	4679
Purchasing Business Analyst 3	13	5106	5476	5846	6217	6588
Records Management Administrator	5	3164	3364	3562	3760	3958
Registration Analyst	13	5106	5476	5846	6217	6588
Reinsurance Analyst 2	10	4303	4571	4841	5109	5378
Risk Evaluator 1	11	4537	4819	5103	5385	5670
Risk Evaluator 2	13	5106	5476	5846	6217	6588
Safety Officer	11	4537	4819	5103	5385	5670
Salvage Business Analyst	10	4303	4571	4841	5109	5378
Salvage Operations Analyst 2	10	4303	4571	4841	5109	5378
Salvage Operations Clerk 2	6	3327	3535	3744	3952	4157
Salvage Operations Clerk 3	7	3530	3751	3971	4192	4413
Senior Appraiser	12	4817	5118	5420	5720	6022
Shipper/Receiver	3	2754	2925	3096	3269	3441
Subrogation Assistant	6	3327	3535	3744	3952	4157
Subrogation Officer	11	4537	4819	5103	5385	5670
Subrogation Officer 3	13	5106	5476	5846	6217	6588
Systems Administrator	5	3164	3364	3562	3760	3958
Systems Trainee	6	3327	3535	3744	3952	4157
TAIS Administrator	6	3327	3535	3744	3952	4157
TAIS Clerk	3	2754	2925	3096	3269	3441
Technical Advisor	12	4817	5118	5420	5720	6022
Traffic Safety Analyst	11	4537	4819	5103	5385	5670
Truck Driver	3	2754	2925	3096	3269	3441
Underwriter 1	9	4098	4352	4608	4864	5119
Underwriter 1 AP	10	4303	4571	4841	5109	5378
Underwriter 2	11	4537	4819	5103	5385	5670
Underwriter 2 (Ceded Reinsurance)	11	4537	4819	5103	5385	5670
Underwriter 2 (Major Accounts)	12	4817	5118	5420	5720	6022
Underwriter 3	13	5106	5476	5846	6217	6588
Underwriting Assistant	6	3327	3535	3744	3952	4157
Underwriting Assistant AP	7	3530	3751	3971	4192	4413
Underwriting Business Analyst 2	11	4537	4819	5103	5385	5670
Underwriting Business Analyst 3	13	5106	5476	5846	6217	6588
Underwriting Business Analyst Coordinator	14	5608	6013	6420	6826	7232
Usage-Based Insurance Representative	10	4303	4571	4841	5109	5378
Vehicle Impoundment Administrator	6	3327	3535	3744	3952	4157

Appendix A – Salary Schedule – By Pay Band – Effective January 1, 2016

PAY BAND 1

Classification	Step 1	Step 2	Step 3	Step 4
Monthly	2585	2715	2842	2974
Annually	31020	32580	34104	35688
Hourly	16.57	17.40	18.22	19.06

PAY BAND 2

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk 2	2716	2851	2987	3123	3258
Pickup & Delivery Driver	32592	34212	35844	37476	39096
Hourly	17.41	18.28	19.15	20.02	20.88

PAY BAND 3

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Auto Body Repair Technician 1	2798	2972	3146	3321	3496
Clerk 3	33576	35664	37752	39852	41952
Shipper/Receiver	17.94	19.05	20.17	21.29	22.41
TAIS Clerk					
Truck Driver					

PAY BAND 4

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Auto Tradesperson 1	3058	3250	3439	3631	3824
Building Operator 1	36696	39000	41268	43572	45888
Clerk 4	19.60	20.83	22.04	23.28	24.51

PAY BAND 5

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk 5	3215	3418	3619	3820	4021
Facilities Assistant	38580	41016	43428	45840	48252
Facilities Trades Administrator	20.61	21.91	23.20	24.49	25.78
HR Coordinator					
Legal Stenographer					
Medical Administration Assistant					
Records Management Administrator					
Systems Administrator					

PAY BAND 6

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Clerk 2	3380	3592	3804	4015	4224
Auto Tradesperson 2	40560	43104	45648	48180	50688
Clerk 6	21.67	23.03	24.38	25.74	27.08
Driver Test Scheduler					
Image Appraiser					
Partsperson 1					
Payroll Clerk					
Privacy & Access Assistant					
Product Administrator					

PAY BAND 6 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Salvage Operations Clerk 2	Monthly	3380	3592	3804	4015	4224
Subrogation Assistant	Annually	40560	43104	45648	48180	50688
Systems Trainee	Hourly	21.67	23.03	24.38	25.74	27.08
TAIS Administrator						
Underwriting Assistant						
Vehicle Impoundment Administrator						

PAY BAND 7

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Auto Body Repair Technician 2	Monthly	3586	3811	4035	4259	4484
Auto Fund Business Analyst 1	Annually	43032	45732	48420	51108	53808
Broker Services Business Analyst 1	Hourly	22.99	24.43	25.87	27.30	28.74
Building Operator 2						
Facilities Coordinator						
Glass Adjuster						
Permit Office Representative 1						
Personal Injury Assistant (PRU)						
Salvage Operations Clerk 3						
Underwriting Assistant AP						

PAY BAND 8

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 1	Monthly	3803	4042	4277	4515	4754
Adjuster 1 (Auto)	Annually	45636	48504	51324	54180	57048
Auto Mechanic	Hourly	24.38	25.91	27.42	28.94	30.47
Auto Pay Administrator						
Company Bill Administrator						
Customer Inquiry Representative 1						
District Building Operator 2						
Driver Examiner						
Driver Licence Administrator						
Facilities Administrator						
Highway Traffic Board Administrator						
IRP Licence Issuer						
IT Programmer						
IT Support Technician						
Licence Issuer 1						
Partsperson 2						
Payroll Administrator						
Promotion & Advertising Administrator						
Purchasing Business Analyst 1						

PAY BAND 9

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 1 (Auto/General)	Monthly	4164	4422	4682	4942	5201
Adjuster 1 (General)	Annually	49968	53064	56184	59304	62412
Adjuster 1 AP (Auto)	Hourly	26.69	28.35	30.01	31.68	33.34
Appraiser						

PAY BAND 9 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Auto Fund Rate Administrator	Monthly	4164	4422	4682	4942	5201
Bond Analyst 1	Annually	49968	53064	56184	59304	62412
Building Maintenance Technician 1	Hourly	26.69	28.35	30.01	31.68	33.34
Community Relations Coordinator						
Computer Operator						
Driver Education Liaison						
Driver Records Administrator						
Electrician 1						
Facility Planner 1						
Income Replacement Benefits Rep. 2						
Purchasing Agent 1						
Underwriter 1						

PAY BAND 10

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 1 AP (Auto/General)	Monthly	4372	4644	4918	5191	5464
Adjuster 1 AP (General)	Annually	52464	55728	59016	62292	65568
Adjuster 2 (Auto)	Hourly	28.03	29.77	31.53	33.28	35.03
Assistant Production Supervisor						
Auto Body Repair Technician 3						
Bodily Injury Adjuster 1						
Broker Business Administrator						
Carrier Business Analyst						
Communications Officer						
Company Bill Support Analyst						
Digital Media Designer						
District Examiner 1						
Driver Education Assessment Coordinator 1						
Graphic Designer						
Heavy Duty Appraiser						
Issuer Business Analyst						
Licence Issuer 2 (Branch)						
Market Research Analyst						
Marketing Coordinator						
Paralegal						
Partsperson 3						
Personal Injury Representative 1						
Reinsurance Analyst 2						
Salvage Business Analyst						
Salvage Operations Analyst 2						
Underwriter 1 AP						
Usage-Based Insurance Representative						

PAY BAND 11

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 2	Monthly	4610	4896	5185	5471	5761
Adjuster 2 (Out-of-Province Auto)	Annually	55320	58752	62220	65652	69132
Adjuster 2A (Out-of-Province Auto)	Hourly	29.55	31.38	33.24	35.07	36.93
Auto Fund Business Analyst 2						

PAY BAND 11 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Bond Analyst 2	Monthly	4610	4896	5185	5471	5761
Broker Services Business Analyst 2	Annually	55320	58752	62220	65652	69132
Business Information Analyst 2	Hourly	29.55	31.38	33.24	35.07	36.93
Carrier Representative						
Customer Experience Architect						
Customer Inquiry Representative 2						
District Examiner 2						
Efficiencies Analyst						
Facility Planner 2						
Finance Business Analyst 2						
Geo-TAIS Analyst						
Issuer Representative						
IT Programmer Analyst						
Licence Issuer 2 (Head Office)						
Permit Office Representative 2						
Personal Injury Representative 1 AP						
Product Analyst 2						
Product Information Analyst 2						
Risk Evaluator 1						
Safety Officer						
Subrogation Officer						
Traffic Safety Analyst						
Underwriter 2						
Underwriter 2 (Ceded Reinsurance)						
Underwriting Business Analyst 2						

PAY BAND 12

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 2 (Auto/General)	Monthly	4894	5200	5507	5812	6118
Adjuster 2 (General)	Annually	58728	62400	66084	69744	73416
Adjuster 2 (Out-of-Province General)	Hourly	31.37	33.33	35.30	37.26	39.22
Auto Fund Rate Analyst						
Bodily Injury Adjuster 2						
Building Maintenance Technician 2						
Computer Operations Analyst						
Driver Education Assessment Coordinator 2						
Electrician 2						
Income Replacement Benefits Rep. 3						
Personal Injury Representative 2						
Purchasing Agent 2						
Senior Appraiser						
Technical Advisor						
Underwriter 2 (Major Accounts)						

PAY BAND 13

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 3	Monthly	5188	5564	5940	6316	6693
Auto Fund Business Analyst 3	Annually	62256	66768	71280	75792	80316
Bond Analyst 3	Hourly	33.26	35.67	38.08	40.49	42.90

PAY BAND 13 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Broker Partnership Representative	Monthly	5188	5564	5940	6316	6693
Broker Services BA Coordinator	Annually	62256	66768	71280	75792	80316
Broker Services Business Analyst 3	Hourly	33.26	35.67	38.08	40.49	42.90
Business Information Analyst 3						
Claims Business Analyst						
Claims Financial Analyst						
Customer Experience Specialist						
Driver Medical Appraiser						
Fair Practices Office Specialist						
Finance Business Analyst 3						
Financial Analyst						
HR Business Analyst 3						
Liability Specialist						
Medical Facilitator						
Personal Injury Representative 3						
Personal Injury Representative Specialist						
Personal Injury Representative Specialist (PRU)						
Product Analyst 3						
Purchasing Business Analyst 3						
Registration Analyst						
Risk Evaluator 2						
Subrogation Officer 3						
Underwriter 3						
Underwriting Business Analyst 3						

PAY BAND 14

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
IT Analyst	Monthly	5698	6109	6523	6935	7348
Underwriting Business Analyst Coordinator	Annually	68376	73308	78276	83220	88176
	Hourly	36.53	39.16	41.81	44.46	47.10

PAY BAND 15

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
IT Architect	Monthly	6273	6728	7183	7637	8091
	Annually	75276	80736	86196	91644	97092
	Hourly	40.21	43.13	46.04	48.96	51.87

Appendix A – Salary Schedule – By Classification – Effective January 1, 2016

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 1	8	3803	4042	4277	4515	4754
Accountant 2	11	4610	4896	5185	5471	5761
Accounting Clerk	6	3380	3592	3804	4015	4224
Adjuster 1 (Auto)	8	3803	4042	4277	4515	4754
Adjuster 1 (Auto/General)	9	4164	4422	4682	4942	5201
Adjuster 1 (General)	9	4164	4422	4682	4942	5201
Adjuster 1 AP (Auto)	9	4164	4422	4682	4942	5201
Adjuster 1 AP (Auto/General)	10	4372	4644	4918	5191	5464
Adjuster 1 AP (General)	10	4372	4644	4918	5191	5464
Adjuster 2 (Auto)	10	4372	4644	4918	5191	5464
Adjuster 2 (Auto/General)	12	4894	5200	5507	5812	6118
Adjuster 2 (General)	12	4894	5200	5507	5812	6118
Adjuster 2 (Out-of-Province Auto)	11	4610	4896	5185	5471	5761
Adjuster 2 (Out-of-Province General)	12	4894	5200	5507	5812	6118
Adjuster 2A (Out-of-Province Auto)	11	4610	4896	5185	5471	5761
Adjuster 3	13	5188	5564	5940	6316	6693
Appraiser	9	4164	4422	4682	4942	5201
Assistant Production Supervisor	10	4372	4644	4918	5191	5464
Auto Body Repair Technician 1	3	2798	2972	3146	3321	3496
Auto Body Repair Technician 2	7	3586	3811	4035	4259	4484
Auto Body Repair Technician 3	10	4372	4644	4918	5191	5464
Auto Fund Business Analyst 1	7	3586	3811	4035	4259	4484
Auto Fund Business Analyst 2	11	4610	4896	5185	5471	5761
Auto Fund Business Analyst 3	13	5188	5564	5940	6316	6693
Auto Fund Rate Administrator	9	4164	4422	4682	4942	5201
Auto Fund Rate Analyst	12	4894	5200	5507	5812	6118
Auto Mechanic	8	3803	4042	4277	4515	4754
Auto Pay Administrator	8	3803	4042	4277	4515	4754
Auto Tradesperson 1	4	3058	3250	3439	3631	3824
Auto Tradesperson 2	6	3380	3592	3804	4015	4224
Bodily Injury Adjuster 1	10	4372	4644	4918	5191	5464
Bodily Injury Adjuster 2	12	4894	5200	5507	5812	6118
Bond Analyst 1	9	4164	4422	4682	4942	5201
Bond Analyst 2	11	4610	4896	5185	5471	5761
Bond Analyst 3	13	5188	5564	5940	6316	6693
Broker Business Administrator	10	4372	4644	4918	5191	5464
Broker Partnership Representative	13	5188	5564	5940	6316	6693
Broker Services BA Coordinator	13	5188	5564	5940	6316	6693
Broker Services Business Analyst 1	7	3586	3811	4035	4259	4484
Broker Services Business Analyst 2	11	4610	4896	5185	5471	5761
Broker Services Business Analyst 3	13	5188	5564	5940	6316	6693
Building Maintenance Technician 1	9	4164	4422	4682	4942	5201
Building Maintenance Technician 2	12	4894	5200	5507	5812	6118
Building Operator 1	4	3058	3250	3439	3631	3824
Building Operator 2	7	3586	3811	4035	4259	4484

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Business Information Analyst 2	11	4610	4896	5185	5471	5761
Business Information Analyst 3	13	5188	5564	5940	6316	6693
Carrier Business Analyst	10	4372	4644	4918	5191	5464
Carrier Representative	11	4610	4896	5185	5471	5761
Claims Business Analyst	13	5188	5564	5940	6316	6693
Claims Financial Analyst	13	5188	5564	5940	6316	6693
Clerk 2	2	2716	2851	2987	3123	3258
Clerk 3	3	2798	2972	3146	3321	3496
Clerk 4	4	3058	3250	3439	3631	3824
Clerk 5	5	3215	3418	3619	3820	4021
Clerk 6	6	3380	3592	3804	4015	4224
Communications Officer	10	4372	4644	4918	5191	5464
Community Relations Coordinator	9	4164	4422	4682	4942	5201
Company Bill Administrator	8	3803	4042	4277	4515	4754
Company Bill Support Analyst	10	4372	4644	4918	5191	5464
Computer Operations Analyst	12	4894	5200	5507	5812	6118
Computer Operator	9	4164	4422	4682	4942	5201
Customer Experience Architect	11	4610	4896	5185	5471	5761
Customer Experience Specialist	13	5188	5564	5940	6316	6693
Customer Inquiry Representative 1	8	3803	4042	4277	4515	4754
Customer Inquiry Representative 2	11	4610	4896	5185	5471	5761
Digital Media Designer	10	4372	4644	4918	5191	5464
District Building Operator 2	8	3803	4042	4277	4515	4754
District Examiner 1	10	4372	4644	4918	5191	5464
District Examiner 2	11	4610	4896	5185	5471	5761
Driver Education Assessment Coordinator 1	10	4372	4644	4918	5191	5464
Driver Education Assessment Coordinator 2	12	4894	5200	5507	5812	6118
Driver Education Liaison	9	4164	4422	4682	4942	5201
Driver Examiner	8	3803	4042	4277	4515	4754
Driver Licence Administrator	8	3803	4042	4277	4515	4754
Driver Medical Appraiser	13	5188	5564	5940	6316	6693
Driver Records Administrator	9	4164	4422	4682	4942	5201
Driver Test Scheduler	6	3380	3592	3804	4015	4224
Efficiencies Analyst	11	4610	4896	5185	5471	5761
Electrician 1	9	4164	4422	4682	4942	5201
Electrician 2	12	4894	5200	5507	5812	6118
Facilities Administrator	8	3803	4042	4277	4515	4754
Facilities Assistant	5	3215	3418	3619	3820	4021
Facilities Coordinator	7	3586	3811	4035	4259	4484
Facilities Trades Administrator	5	3215	3418	3619	3820	4021
Facility Planner 1	9	4164	4422	4682	4942	5201
Facility Planner 2	11	4610	4896	5185	5471	5761
Fair Practices Office Specialist	13	5188	5564	5940	6316	6693
Finance Business Analyst 2	11	4610	4896	5185	5471	5761
Finance Business Analyst 3	13	5188	5564	5940	6316	6693
Financial Analyst	13	5188	5564	5940	6316	6693
Geo-TAIS Analyst	11	4610	4896	5185	5471	5761
Glass Adjuster	7	3586	3811	4035	4259	4484

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Graphic Designer	10	4372	4644	4918	5191	5464
Heavy Duty Appraiser	10	4372	4644	4918	5191	5464
Highway Traffic Board Administrator	8	3803	4042	4277	4515	4754
HR Business Analyst 3	13	5188	5564	5940	6316	6693
HR Coordinator	5	3215	3418	3619	3820	4021
Image Appraiser	6	3380	3592	3804	4015	4224
Income Replacement Benefits Rep. 2	9	4164	4422	4682	4942	5201
Income Replacement Benefits Rep. 3	12	4894	5200	5507	5812	6118
IRP Licence Issuer	8	3803	4042	4277	4515	4754
Issuer Business Analyst	10	4372	4644	4918	5191	5464
Issuer Representative	11	4610	4896	5185	5471	5761
IT Analyst	14	5698	6109	6523	6935	7348
IT Architect	15	6273	6728	7183	7637	8091
IT Programmer	8	3803	4042	4277	4515	4754
IT Programmer Analyst	11	4610	4896	5185	5471	5761
IT Support Technician	8	3803	4042	4277	4515	4754
Legal Stenographer	5	3215	3418	3619	3820	4021
Liability Specialist	13	5188	5564	5940	6316	6693
Licence Issuer 1	8	3803	4042	4277	4515	4754
Licence Issuer 2 (Branch)	10	4372	4644	4918	5191	5464
Licence Issuer 2 (Head Office)	11	4610	4896	5185	5471	5761
Market Research Analyst	10	4372	4644	4918	5191	5464
Marketing Coordinator	10	4372	4644	4918	5191	5464
Medical Administration Assistant	5	3215	3418	3619	3820	4021
Medical Facilitator	13	5188	5564	5940	6316	6693
Paralegal	10	4372	4644	4918	5191	5464
Partsperson 1	6	3380	3592	3804	4015	4224
Partsperson 2	8	3803	4042	4277	4515	4754
Partsperson 3	10	4372	4644	4918	5191	5464
Payroll Administrator	8	3803	4042	4277	4515	4754
Payroll Clerk	6	3380	3592	3804	4015	4224
Permit Office Representative 1	7	3586	3811	4035	4259	4484
Permit Office Representative 2	11	4610	4896	5185	5471	5761
Personal Injury Assistant (PRU)	7	3586	3811	4035	4259	4484
Personal Injury Representative 1	10	4372	4644	4918	5191	5464
Personal Injury Representative 1 AP	11	4610	4896	5185	5471	5761
Personal Injury Representative 2	12	4894	5200	5507	5812	6118
Personal Injury Representative 3	13	5188	5564	5940	6316	6693
Personal Injury Representative Specialist	13	5188	5564	5940	6316	6693
Personal Injury Representative Specialist (PRU)	13	5188	5564	5940	6316	6693
Pickup & Delivery Driver	2	2716	2851	2987	3123	3258
Privacy & Access Assistant	6	3380	3592	3804	4015	4224
Product Administrator	6	3380	3592	3804	4015	4224
Product Analyst 2	11	4610	4896	5185	5471	5761
Product Analyst 3	13	5188	5564	5940	6316	6693
Product Information Analyst 2	11	4610	4896	5185	5471	5761
Promotion & Advertising Administrator	8	3803	4042	4277	4515	4754
Purchasing Agent 1	9	4164	4422	4682	4942	5201
Purchasing Agent 2	12	4894	5200	5507	5812	6118

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Purchasing Business Analyst 1	8	3803	4042	4277	4515	4754
Purchasing Business Analyst 3	13	5188	5564	5940	6316	6693
Records Management Administrator	5	3215	3418	3619	3820	4021
Registration Analyst	13	5188	5564	5940	6316	6693
Reinsurance Analyst 2	10	4372	4644	4918	5191	5464
Risk Evaluator 1	11	4610	4896	5185	5471	5761
Risk Evaluator 2	13	5188	5564	5940	6316	6693
Safety Officer	11	4610	4896	5185	5471	5761
Salvage Business Analyst	10	4372	4644	4918	5191	5464
Salvage Operations Analyst 2	10	4372	4644	4918	5191	5464
Salvage Operations Clerk 2	6	3380	3592	3804	4015	4224
Salvage Operations Clerk 3	7	3586	3811	4035	4259	4484
Senior Appraiser	12	4894	5200	5507	5812	6118
Shipper/Receiver	3	2798	2972	3146	3321	3496
Subrogation Assistant	6	3380	3592	3804	4015	4224
Subrogation Officer	11	4610	4896	5185	5471	5761
Subrogation Officer 3	13	5188	5564	5940	6316	6693
Systems Administrator	5	3215	3418	3619	3820	4021
Systems Trainee	6	3380	3592	3804	4015	4224
TAIS Administrator	6	3380	3592	3804	4015	4224
TAIS Clerk	3	2798	2972	3146	3321	3496
Technical Advisor	12	4894	5200	5507	5812	6118
Traffic Safety Analyst	11	4610	4896	5185	5471	5761
Truck Driver	3	2798	2972	3146	3321	3496
Underwriter 1	9	4164	4422	4682	4942	5201
Underwriter 1 AP	10	4372	4644	4918	5191	5464
Underwriter 2	11	4610	4896	5185	5471	5761
Underwriter 2 (Ceded Reinsurance)	11	4610	4896	5185	5471	5761
Underwriter 2 (Major Accounts)	12	4894	5200	5507	5812	6118
Underwriter 3	13	5188	5564	5940	6316	6693
Underwriting Assistant	6	3380	3592	3804	4015	4224
Underwriting Assistant AP	7	3586	3811	4035	4259	4484
Underwriting Business Analyst 2	11	4610	4896	5185	5471	5761
Underwriting Business Analyst 3	13	5188	5564	5940	6316	6693
Underwriting Business Analyst Coordinator	14	5698	6109	6523	6935	7348
Usage-Based Insurance Representative	10	4372	4644	4918	5191	5464
Vehicle Impoundment Administrator	6	3380	3592	3804	4015	4224

Appendix A – Salary Schedule – By Pay Band – Effective January 1, 2017

PAY BAND 1

Classification	Step 1	Step 2	Step 3	Step 4
Monthly	2635	2768	2897	3032
Annually	31620	33216	34764	36384
Hourly	16.89	17.74	18.57	19.44

PAY BAND 2

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk 2	2769	2907	3045	3184	3322
Pickup & Delivery Driver	33228	34884	36540	38208	39864
Hourly	17.75	18.63	19.52	20.41	21.29

PAY BAND 3

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Auto Body Repair Technician 1	2853	3030	3207	3386	3564
Clerk 3	34236	36360	38484	40632	42768
Shipper/Receiver	18.29	19.42	20.56	21.71	22.85
TAIS Clerk					
Truck Driver					

PAY BAND 4

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Auto Tradesperson 1	3118	3313	3506	3702	3899
Building Operator 1	37416	39756	42072	44424	46788
Clerk 4	19.99	21.24	22.47	23.73	24.99

PAY BAND 5

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Clerk 5	3278	3485	3690	3894	4099
Facilities Assistant	39336	41820	44280	46728	49188
Facilities Trades Administrator	21.01	22.34	23.65	24.96	26.28
HR Coordinator					
Legal Stenographer					
Medical Administration Assistant					
Records Management Administrator					
Systems Administrator					

PAY BAND 6

Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Clerk 2	3446	3662	3878	4093	4306
Auto Tradesperson 2	41352	43944	46536	49116	51672
Clerk 6	22.09	23.47	24.86	26.24	27.60
Driver Test Scheduler					
Image Appraiser					
Partsperson 1					
Payroll Clerk					
Privacy & Access Assistant					
Product Administrator					

PAY BAND 6 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Salvage Operations Clerk 2	Monthly	3446	3662	3878	4093	4306
Subrogation Assistant	Annually	41352	43944	46536	49116	51672
Systems Trainee	Hourly	22.09	23.47	24.86	26.24	27.60
TAIS Administrator						
Underwriting Assistant						
Vehicle Impoundment Administrator						

PAY BAND 7

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Auto Body Repair Technician 2	Monthly	3656	3885	4114	4342	4571
Auto Fund Business Analyst 1	Annually	43872	46620	49368	52104	54852
Broker Services Business Analyst 1	Hourly	23.44	24.90	26.37	27.83	29.30
Building Operator 2						
Facilities Coordinator						
Glass Adjuster						
Permit Office Representative 1						
Personal Injury Assistant (PRU)						
Salvage Operations Clerk 3						
Underwriting Assistant AP						

PAY BAND 8

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 1	Monthly	3877	4121	4360	4603	4847
Adjuster 1 (Auto)	Annually	46524	49452	52320	55236	58164
Auto Mechanic	Hourly	24.85	26.42	27.95	29.51	31.07
Auto Pay Administrator						
Company Bill Administrator						
Customer Inquiry Representative 1						
District Building Operator 2						
Driver Examiner						
Driver Licence Administrator						
Facilities Administrator						
Highway Traffic Board Administrator						
IRP Licence Issuer						
IT Programmer						
IT Support Technician						
Licence Issuer 1						
Partsperson 2						
Payroll Administrator						
Promotion & Advertising Administrator						
Purchasing Business Analyst 1						

PAY BAND 9

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 1 (Auto/General)	Monthly	4245	4508	4773	5038	5302
Adjuster 1 (General)	Annually	50940	54096	57276	60456	63624
Adjuster 1 AP (Auto)	Hourly	27.21	28.90	30.60	32.29	33.99
Appraiser						

PAY BAND 9 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Auto Fund Rate Administrator	Monthly	4245	4508	4773	5038	5302
Bond Analyst 1	Annually	50940	54096	57276	60456	63624
Building Maintenance Technician 1	Hourly	27.21	28.90	30.60	32.29	33.99
Community Relations Coordinator						
Computer Operator						
Driver Education Liaison						
Driver Records Administrator						
Electrician 1						
Facility Planner 1						
Income Replacement Benefits Rep. 2						
Purchasing Agent 1						
Underwriter 1						

PAY BAND 10

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 1 AP (Auto/General)	Monthly	4457	4735	5014	5292	5571
Adjuster 1 AP (General)	Annually	53484	56820	60168	63504	66852
Adjuster 2 (Auto)	Hourly	28.57	30.35	32.14	33.92	35.71
Assistant Production Supervisor						
Auto Body Repair Technician 3						
Bodily Injury Adjuster 1						
Broker Business Administrator						
Carrier Business Analyst						
Communications Officer						
Company Bill Support Analyst						
Digital Media Designer						
District Examiner 1						
Driver Education Assessment Coordinator 1						
Graphic Designer						
Heavy Duty Appraiser						
Issuer Business Analyst						
Licence Issuer 2 (Branch)						
Market Research Analyst						
Marketing Coordinator						
Paralegal						
Partsperson 3						
Personal Injury Representative 1						
Reinsurance Analyst 2						
Salvage Business Analyst						
Salvage Operations Analyst 2						
Underwriter 1 AP						
Usage-Based Insurance Representative						

PAY BAND 11

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 2	Monthly	4700	4991	5286	5578	5873
Adjuster 2 (Out-of-Province Auto)	Annually	56400	59892	63432	66936	70476
Adjuster 2A (Out-of-Province Auto)	Hourly	30.13	31.99	33.88	35.76	37.65
Auto Fund Business Analyst 2						

PAY BAND 11 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Bond Analyst 2	Monthly	4700	4991	5286	5578	5873
Broker Services Business Analyst 2	Annually	56400	59892	63432	66936	70476
Business Information Analyst 2	Hourly	30.13	31.99	33.88	35.76	37.65
Carrier Representative						
Customer Experience Architect						
Customer Inquiry Representative 2						
District Examiner 2						
Efficiencies Analyst						
Facility Planner 2						
Finance Business Analyst 2						
Geo-TAIS Analyst						
Issuer Representative						
IT Programmer Analyst						
Licence Issuer 2 (Head Office)						
Permit Office Representative 2						
Personal Injury Representative 1 AP						
Product Analyst 2						
Product Information Analyst 2						
Risk Evaluator 1						
Safety Officer						
Subrogation Officer						
Traffic Safety Analyst						
Underwriter 2						
Underwriter 2 (Ceded Reinsurance)						
Underwriting Business Analyst 2						

PAY BAND 12

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 2 (Auto/General)	Monthly	4989	5301	5614	5925	6237
Adjuster 2 (General)	Annually	59868	63612	67368	71100	74844
Adjuster 2 (Out-of-Province General)	Hourly	31.98	33.98	35.99	37.98	39.98
Auto Fund Rate Analyst						
Bodily Injury Adjuster 2						
Building Maintenance Technician 2						
Computer Operations Analyst						
Driver Education Assessment Coordinator 2						
Electrician 2						
Income Replacement Benefits Rep. 3						
Personal Injury Representative 2						
Purchasing Agent 2						
Senior Appraiser						
Technical Advisor						
Underwriter 2 (Major Accounts)						

PAY BAND 13

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Adjuster 3	Monthly	5289	5672	6056	6439	6824
Auto Fund Business Analyst 3	Annually	63468	68064	72672	77268	81888
Bond Analyst 3	Hourly	33.90	36.36	38.82	41.28	43.74

PAY BAND 13 (Continued . . .)

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
Broker Partnership Representative	Monthly	5289	5672	6056	6439	6824
Broker Services BA Coordinator	Annually	63468	68064	72672	77268	81888
Broker Services Business Analyst 3	Hourly	33.90	36.36	38.82	41.28	43.74
Business Information Analyst 3						
Claims Business Analyst						
Claims Financial Analyst						
Customer Experience Specialist						
Driver Medical Appraiser						
Fair Practices Office Specialist						
Finance Business Analyst 3						
Financial Analyst						
HR Business Analyst 3						
Liability Specialist						
Medical Facilitator						
Personal Injury Representative 3						
Personal Injury Representative Specialist						
Personal Injury Representative Specialist (PRU)						
Product Analyst 3						
Purchasing Business Analyst 3						
Registration Analyst						
Risk Evaluator 2						
Subrogation Officer 3						
Underwriter 3						
Underwriting Business Analyst 3						

PAY BAND 14

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
IT Analyst	Monthly	5809	6228	6650	7070	7491
Underwriting Business Analyst Coordinator	Annually	69708	74736	79800	84840	89892
	Hourly	37.24	39.92	42.63	45.32	48.02

PAY BAND 15

Classification		Step 1	Step 2	Step 3	Step 4	Step 5
IT Architect	Monthly	6395	6859	7323	7786	8249
	Annually	76740	82308	87876	93432	98988
	Hourly	40.99	43.97	46.94	49.91	52.88

Appendix A – Salary Schedule – By Classification – Effective January 1, 2017

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Accountant 1	8	3877	4121	4360	4603	4847
Accountant 2	11	4700	4991	5286	5578	5873
Accounting Clerk 2	6	3446	3662	3878	4093	4306
Adjuster 1 (Auto)	8	3877	4121	4360	4603	4847
Adjuster 1 (Auto/General)	9	4245	4508	4773	5038	5302
Adjuster 1 (General)	9	4245	4508	4773	5038	5302
Adjuster 1 AP (Auto)	9	4245	4508	4773	5038	5302
Adjuster 1 AP (Auto/General)	10	4457	4735	5014	5292	5571
Adjuster 1 AP (General)	10	4457	4735	5014	5292	5571
Adjuster 2 (Auto)	10	4457	4735	5014	5292	5571
Adjuster 2 (Auto/General)	12	4989	5301	5614	5925	6237
Adjuster 2 (General)	12	4989	5301	5614	5925	6237
Adjuster 2 (Out-of-Province Auto)	11	4700	4991	5286	5578	5873
Adjuster 2 (Out-of-Province General)	12	4989	5301	5614	5925	6237
Adjuster 2A (Out-of-Province Auto)	11	4700	4991	5286	5578	5873
Adjuster 3	13	5289	5672	6056	6439	6824
Appraiser	9	4245	4508	4773	5038	5302
Assistant Production Supervisor	10	4457	4735	5014	5292	5571
Auto Body Repair Technician 1	3	2853	3030	3207	3386	3564
Auto Body Repair Technician 2	7	3656	3885	4114	4342	4571
Auto Body Repair Technician 3	10	4457	4735	5014	5292	5571
Auto Fund Business Analyst 1	7	3656	3885	4114	4342	4571
Auto Fund Business Analyst 2	11	4700	4991	5286	5578	5873
Auto Fund Business Analyst 3	13	5289	5672	6056	6439	6824
Auto Fund Rate Administrator	9	4245	4508	4773	5038	5302
Auto Fund Rate Analyst	12	4989	5301	5614	5925	6237
Auto Mechanic	8	3877	4121	4360	4603	4847
Auto Pay Administrator	8	3877	4121	4360	4603	4847
Auto Tradesperson 1	4	3118	3313	3506	3702	3899
Auto Tradesperson 2	6	3446	3662	3878	4093	4306
Bodily Injury Adjuster 1	10	4457	4735	5014	5292	5571
Bodily Injury Adjuster 2	12	4989	5301	5614	5925	6237
Bond Analyst 1	9	4245	4508	4773	5038	5302
Bond Analyst 2	11	4700	4991	5286	5578	5873
Bond Analyst 3	13	5289	5672	6056	6439	6824
Broker Business Administrator	10	4457	4735	5014	5292	5571
Broker Partnership Representative	13	5289	5672	6056	6439	6824
Broker Services BA Coordinator	13	5289	5672	6056	6439	6824
Broker Services Business Analyst 1	7	3656	3885	4114	4342	4571
Broker Services Business Analyst 2	11	4700	4991	5286	5578	5873
Broker Services Business Analyst 3	13	5289	5672	6056	6439	6824
Building Maintenance Technician 1	9	4245	4508	4773	5038	5302
Building Maintenance Technician 2	12	4989	5301	5614	5925	6237
Building Operator 1	4	3118	3313	3506	3702	3899
Building Operator 2	7	3656	3885	4114	4342	4571

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Business Information Analyst 2	11	4700	4991	5286	5578	5873
Business Information Analyst 3	13	5289	5672	6056	6439	6824
Carrier Business Analyst	10	4457	4735	5014	5292	5571
Carrier Representative	11	4700	4991	5286	5578	5873
Claims Business Analyst	13	5289	5672	6056	6439	6824
Claims Financial Analyst	13	5289	5672	6056	6439	6824
Clerk 2	2	2769	2907	3045	3184	3322
Clerk 3	3	2853	3030	3207	3386	3564
Clerk 4	4	3118	3313	3506	3702	3899
Clerk 5	5	3278	3485	3690	3894	4099
Clerk 6	6	3446	3662	3878	4093	4306
Communications Officer	10	4457	4735	5014	5292	5571
Community Relations Coordinator	9	4245	4508	4773	5038	5302
Company Bill Administrator	8	3877	4121	4360	4603	4847
Company Bill Support Analyst	10	4457	4735	5014	5292	5571
Computer Operations Analyst	12	4989	5301	5614	5925	6237
Computer Operator	9	4245	4508	4773	5038	5302
Customer Experience Architect	11	4700	4991	5286	5578	5873
Customer Experience Specialist	13	5289	5672	6056	6439	6824
Customer Inquiry Representative 1	8	3877	4121	4360	4603	4847
Customer Inquiry Representative 2	11	4700	4991	5286	5578	5873
Digital Media Designer	10	4457	4735	5014	5292	5571
District Building Operator 2	8	3877	4121	4360	4603	4847
District Examiner 1	10	4457	4735	5014	5292	5571
District Examiner 2	11	4700	4991	5286	5578	5873
Driver Education Assessment Coordinator 1	10	4457	4735	5014	5292	5571
Driver Education Assessment Coordinator 2	12	4989	5301	5614	5925	6237
Driver Education Liaison	9	4245	4508	4773	5038	5302
Driver Examiner	8	3877	4121	4360	4603	4847
Driver Licence Administrator	8	3877	4121	4360	4603	4847
Driver Medical Appraiser	13	5289	5672	6056	6439	6824
Driver Records Administrator	9	4245	4508	4773	5038	5302
Driver Test Scheduler	6	3446	3662	3878	4093	4306
Efficiencies Analyst	11	4700	4991	5286	5578	5873
Electrician 1	9	4245	4508	4773	5038	5302
Electrician 2	12	4989	5301	5614	5925	6237
Facilities Administrator	8	3877	4121	4360	4603	4847
Facilities Assistant	5	3278	3485	3690	3894	4099
Facilities Coordinator	7	3656	3885	4114	4342	4571
Facilities Trades Administrator	5	3278	3485	3690	3894	4099
Facility Planner 1	9	4245	4508	4773	5038	5302
Facility Planner 2	11	4700	4991	5286	5578	5873
Fair Practices Office Specialist	13	5289	5672	6056	6439	6824
Finance Business Analyst 2	11	4700	4991	5286	5578	5873
Finance Business Analyst 3	13	5289	5672	6056	6439	6824
Financial Analyst	13	5289	5672	6056	6439	6824
Geo-TAIS Analyst	11	4700	4991	5286	5578	5873
Glass Adjuster	7	3656	3885	4114	4342	4571

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Graphic Designer	10	4457	4735	5014	5292	5571
Heavy Duty Appraiser	10	4457	4735	5014	5292	5571
Highway Traffic Board Administrator	8	3877	4121	4360	4603	4847
HR Business Analyst 3	13	5289	5672	6056	6439	6824
HR Coordinator	5	3278	3485	3690	3894	4099
Image Appraiser	6	3446	3662	3878	4093	4306
Income Replacement Benefits Rep. 2	9	4245	4508	4773	5038	5302
Income Replacement Benefits Rep. 3	12	4989	5301	5614	5925	6237
IRP Licence Issuer	8	3877	4121	4360	4603	4847
Issuer Business Analyst	10	4457	4735	5014	5292	5571
Issuer Representative	11	4700	4991	5286	5578	5873
IT Analyst	14	5809	6228	6650	7070	7491
IT Architect	15	6395	6859	7323	7786	8249
IT Programmer	8	3877	4121	4360	4603	4847
IT Programmer Analyst	11	4700	4991	5286	5578	5873
IT Support Technician	8	3877	4121	4360	4603	4847
Legal Stenographer	5	3278	3485	3690	3894	4099
Liability Specialist	13	5289	5672	6056	6439	6824
Licence Issuer 1	8	3877	4121	4360	4603	4847
Licence Issuer 2 (Branch)	10	4457	4735	5014	5292	5571
Licence Issuer 2 (Head Office)	11	4700	4991	5286	5578	5873
Market Research Analyst	10	4457	4735	5014	5292	5571
Marketing Coordinator	10	4457	4735	5014	5292	5571
Medical Administration Assistant	5	3278	3485	3690	3894	4099
Medical Facilitator	13	5289	5672	6056	6439	6824
Paralegal	10	4457	4735	5014	5292	5571
Partsperson 1	6	3446	3662	3878	4093	4306
Partsperson 2	8	3877	4121	4360	4603	4847
Partsperson 3	10	4457	4735	5014	5292	5571
Payroll Administrator	8	3877	4121	4360	4603	4847
Payroll Clerk	6	3446	3662	3878	4093	4306
Permit Office Representative 1	7	3656	3885	4114	4342	4571
Permit Office Representative 2	11	4700	4991	5286	5578	5873
Personal Injury Assistant (PRU)	7	3656	3885	4114	4342	4571
Personal Injury Representative 1	10	4457	4735	5014	5292	5571
Personal Injury Representative 1 AP	11	4700	4991	5286	5578	5873
Personal Injury Representative 2	12	4989	5301	5614	5925	6237
Personal Injury Representative 3	13	5289	5672	6056	6439	6824
Personal Injury Representative Specialist	13	5289	5672	6056	6439	6824
Personal Injury Representative Specialist (PRU)	13	5289	5672	6056	6439	6824
Pickup & Delivery Driver	2	2769	2907	3045	3184	3322
Privacy & Access Assistant	6	3446	3662	3878	4093	4306
Product Administrator	6	3446	3662	3878	4093	4306
Product Analyst 2	11	4700	4991	5286	5578	5873
Product Analyst 3	13	5289	5672	6056	6439	6824
Product Information Analyst 2	11	4700	4991	5286	5578	5873
Promotion & Advertising Administrator	8	3877	4121	4360	4603	4847
Purchasing Agent 1	9	4245	4508	4773	5038	5302
Purchasing Agent 2	12	4989	5301	5614	5925	6237

Classification	Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5
Purchasing Business Analyst 1	8	3877	4121	4360	4603	4847
Purchasing Business Analyst 3	13	5289	5672	6056	6439	6824
Records Management Administrator	5	3278	3485	3690	3894	4099
Registration Analyst	13	5289	5672	6056	6439	6824
Reinsurance Analyst 2	10	4457	4735	5014	5292	5571
Risk Evaluator 1	11	4700	4991	5286	5578	5873
Risk Evaluator 2	13	5289	5672	6056	6439	6824
Safety Officer	11	4700	4991	5286	5578	5873
Salvage Business Analyst	10	4457	4735	5014	5292	5571
Salvage Operations Analyst 2	10	4457	4735	5014	5292	5571
Salvage Operations Clerk 2	6	3446	3662	3878	4093	4306
Salvage Operations Clerk 3	7	3656	3885	4114	4342	4571
Senior Appraiser	12	4989	5301	5614	5925	6237
Shipper/Receiver	3	2853	3030	3207	3386	3564
Subrogation Assistant	6	3446	3662	3878	4093	4306
Subrogation Officer	11	4700	4991	5286	5578	5873
Subrogation Officer 3	13	5289	5672	6056	6439	6824
Systems Administrator	5	3278	3485	3690	3894	4099
Systems Trainee	6	3446	3662	3878	4093	4306
TAIS Administrator	6	3446	3662	3878	4093	4306
TAIS Clerk	3	2853	3030	3207	3386	3564
Technical Advisor	12	4989	5301	5614	5925	6237
Traffic Safety Analyst	11	4700	4991	5286	5578	5873
Truck Driver	3	2853	3030	3207	3386	3564
Underwriter 1	9	4245	4508	4773	5038	5302
Underwriter 1 AP	10	4457	4735	5014	5292	5571
Underwriter 2	11	4700	4991	5286	5578	5873
Underwriter 2 (Ceded Reinsurance)	11	4700	4991	5286	5578	5873
Underwriter 2 (Major Accounts)	12	4989	5301	5614	5925	6237
Underwriter 3	13	5289	5672	6056	6439	6824
Underwriting Assistant	6	3446	3662	3878	4093	4306
Underwriting Assistant AP	7	3656	3885	4114	4342	4571
Underwriting Business Analyst 2	11	4700	4991	5286	5578	5873
Underwriting Business Analyst 3	13	5289	5672	6056	6439	6824
Underwriting Business Analyst Coordinator	14	5809	6228	6650	7070	7491
Usage-Based Insurance Representative	10	4457	4735	5014	5292	5571
Vehicle Impoundment Administrator	6	3446	3662	3878	4093	4306

APPENDIX B

MEMORANDUM OF AGREEMENT REGARDING PART-TIME EMPLOYEES

THIS MEMORANDUM OF AGREEMENT made in duplicate this 19th day of **September, 2014**.

BETWEEN:

SASKATCHEWAN GOVERNMENT INSURANCE hereinafter referred to as “the Corporation”

~ and ~

CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION
(COPE) LOCAL 397 hereinafter referred to as “the Union”.

1 Introduction

1.1 It is understood and agreed between the Corporation and the Union that the provisions of the Collective Bargaining Agreement between the parties will apply to permanent part-time Employees. The following sections set out the exemptions and exceptions to the above unless specifically identified in the body of the Collective Bargaining Agreement.

2 Definition

2.1 A permanent part-time Employee is one hired to fill a part-time, established job which has an ongoing schedule. A permanent part-time Employee will work according to a regular part-time schedule but unless agreed to by the Union, will work thirty-five (35) hours per week or less.

2.2 A temporary part-time Employee is an Employee hired on a temporary part-time basis. The Employee(s) will work thirty-five (35) hours per week or less, unless otherwise agreed to by the Union. The Employee(s) shall not hold their appointment in the Corporation for more than six (6) calendar months unless their status is converted by Management to term. The terms and conditions on hours of work and overtime for permanent part-time Employees will apply to temporary part-time Employees except as otherwise noted.

2.3 The calculation of accumulated hours worked will include credit for statutory holiday pay, floater day pay and vacation pay.

3 Article 3, Leave of Absence Without Pay

3.1 Article 3.7 excluded.

3.2 Article 3.16 (c) applies except for vacation leave.

4 Article 4 – Leave of Absence with Pay

4.1 Article 4.6.1 applies when normally scheduled to work. Payment of salary for writing the exam shall be on a pro rata basis, calculated on the ratio of time worked to regular hours in the preceding twelve (12) months or since the last date of hire, whichever is the lesser.

4.2 Notwithstanding Item 4.1, when the hours of work of the Employee average fifty per cent (50%) or more of a full-time Employee, then all salary costs outlined in Item 4.1 shall be paid in full.

5 Article 8, Probation

5.1 Article 8.1.3 applies except that the probationary periods are based on accumulated months.

5.2 Article 8.5.1 applies except that twelve- (12) consecutive months will be accumulated months.

6 **Article 11, Employer Notice of Termination of Employment**

6.1 Except in the case of dismissal for good and sufficient cause, when a permanent or term part-time Employee's services are to be terminated, one (1) months' notice in writing shall be given. Provided that such notice is not given, a sum equal to the Employees' average monthly wage will be paid to the Employee in lieu of notice. The average wage, exclusive of overtime, will be determined based on the fifty-two (52) weeks immediately preceding the date on which notice was given.

6.2 Except in the case of dismissal for good and sufficient cause, any temporary or initial probationary part-time Employee, whose services are to be terminated shall be given five (5) working days' notice in writing. Provided that such notice is not given, a sum equal to the Employees' average weekly wage will be paid to the Employee in lieu of notice. The average weekly wage, exclusive of overtime, will be determined based on the fifty-two (52) weeks immediately preceding the date on which notice was given.

7 Article 13, Applying in a Job Competition

7.1 Article 13.3.1 applies except that if an Employee is asked to be available for assessment on a day not scheduled for work, assessment time will be considered time worked. If the assessment location is outside the Employee's geographic location, travel time will be considered time worked.

8 Article 15, Promotion due to Automatic Progression

8.1 Article 15 applies except that auto progression is based on accumulated hours worked.

9 Article 19, Seniority

9.1 Seniority for permanent part-time Employees accumulates as per the following formula:

- 1.56 calendar days for each accumulated eight- (8) hours worked.

9.2 A permanent part-time Employee does not establish seniority until they have completed the probationary period in working days for their job, calculated in accordance with the seniority formula. They shall be credited with the accumulated seniority as per the seniority formula retroactive to the last hiring as a permanent part-time Employee.

9.3 Article 19.1 excluded.

10 Article 21, Holidays

10.1 Part-time Employees receive remuneration for listed holidays on the basis of the following formula:

10.1.1 Total hours worked in previous twenty-eight- (28) calendar days divided by twenty (20).

10.1.2 Remuneration for the floater is provided on a pro rata basis based on accumulated hours worked in the previous twelve- (12) months.

10.2 Article 21.3 excluded.

11 Article 22, Annual Vacation

11.1 Article 22.1 to Article 22.4 excluded. **This clause expires June 30, 2015.**

11.2 Earned vacation pay shall be paid with each pay cheque. **This clause expires June 30, 2015.**

11.3 The amount paid will be based on a prorated share; i.e., 3/52, 4/52, 5/52, 6/52 of gross salary depending upon the calendar service time. **This clause expires June 30, 2015.**

11.4 **Effective July 1, 2015**, the amount **earned** will be based on a prorated share; i.e., 3/52, 4/52, 5/52, 6/52 of gross salary depending upon the calendar service time.

12 Article 23, Sick Leave

12.1 Upon the completion of each calendar month of employment, permanent part-time Employees shall receive a pro-rated allotment, based on the number of actual hours worked in that month, **to a maximum allotment of eight (8) hours per month.**

12.2 Sick leave benefits will only be paid for scheduled work days.

13 Article 24, Benefit Plans

- 13.1** All applicable short-term and/or long-term benefits are prorated and waiting periods are accumulated.
- 13.2** Article **24.7.1** and Appendix D – Letter of Understanding No. **16** Re: Flexible Spending Account (FSA) apply except that eligible permanent part-time Employees working at fifty per cent (50%) or less of full-time hours will receive fifty per cent (50%) of the FSA benefit.

14 Article 26, Wage Administration

- 14.1** Increments are earned on an accumulated time basis.
- 14.2** On transfer in a posted competition to a full-time job in the same classification or in the same pay band, the salary will remain at the same step. If on probation, a new probation period and a new increment date will be established. If not on probation, the increment date will be determined by including accumulated hours already earned towards the next increment.
- 14.3** Conditions under Article 26.9 are subject to a prorated share based on number of hours worked for the particular period of time.
- 14.4** Conditions under Article 26.10 apply to permanent part-time Employees except that Employees who work fifty per cent (50%) or less of a full-time Employee will only be eligible for payment based on twelve (12) hours per year of service. This determination shall be made at the end of each calendar year, beginning in 2005.
- 14.5** Eligible term part-time Driver Examiners are entitled to a pro-rata payment under Article 26.10 based on actual hours worked in each year of continuous service.
- 14.6** Upon request by an Employee, a voluntary deduction not exceeding ten per cent (10%) of their regular pay shall be deducted from each pay cheque. Employees shall withdraw these funds no less than once nor more than twice per calendar year. **This clause expires June 30, 2015.**
- 14.7** A part-time Employee may be offered an opportunity to supplement their hours of work to a maximum of thirty-five (35) hours per week, by performing work in another job. Where the work performed is in a higher pay band, the Employee will be compensated at the higher pay rate, in accordance with the promotional formula. Where the work performed is in a lower pay band, the Employee will be compensated at the lower pay rate, in accordance with the demotion formula. Hours worked in either classification will be included in total accumulated hours. Any travel required as a result of performing work at different locations will be on the Employee's own time. These provisions apply only where the Employee has the option to accept or refuse the offer on a voluntary basis.

15 Article 27, TPHD

15.1 Article 27.4.1 applies except that increment adjustments are earned on an accumulated time basis.

16 Article 29, Hours of Work and Article 30, Overtime

16.1 Permanent part-time Employees shall work on a regular ongoing schedule which shall vary to meet local requirements as prescribed by the local Manager. Notwithstanding the above, permanent part-time Employees shall work between the hours of **6:00** a.m. and 8:00 p.m. from Monday to Saturday. These hours may be varied for shift work or by mutual agreement between the Employer and the Union.

16.2 Temporary and term part-time Employees shall work on a schedule which shall vary to meet local requirements as prescribed by the local Manager. Notwithstanding the above, temporary and term part-time Employees shall work between the hours of **6:00** a.m. and 8:00 p.m. from Monday to Saturday. These hours may be varied for shift work or by mutual agreement between the Employer and the Union.

16.3 Permanent part-time, term part-time and temporary part-time Employees in Driver Development shall work between the hours of 7:00 a.m. to 9:00 p.m. from Monday to Saturday. Refer to Appendix D – Letter of Understanding No. 6 for scheduling details.

16.4 Overtime shall be double time for all hours worked in excess of eight (8) hours in any one (1) day or thirty-five (35) hours in any one- (1) week period.

16.5 Article 29.5 will apply.

16.6 All part-time Employees will be paid a minimum of three- (3) hours' pay, at their current wage, for each occasion that they report for work.

16.7 To the fullest extent practicable, scheduled hours of work shall be shared equitably between Employees in the same class, same department in the same geographic location. This provision does not apply to temporary or term part-time Employees.

16.8 "Call in" hours beyond the on-going schedule will be made available to those Employees, on the basis of seniority, who have indicated their availability for work by placing their name on a weekly availability list. Employees reaching full normal hours in any week shall be placed at the bottom of the list. These provisions do not apply to temporary part-time Employees.

16.9 The provisions of Article 30.1 apply except that to be eligible for overtime pay, under scheduled overtime, part-time Employees must have worked eight (8) hours in that day or thirty-five (35) hours in that one- (1) week period.

16.10 Part-time Employees will not be required to work more than five (5) days in any seven- (7) day period. If the Employee so requests, they will receive two- (2) consecutive days off.

17 Article 33, Technological Change (all Articles) excluded.

18 Appendix D, Letter of Understanding No. 9, Educational Upgrading

18.1 To be eligible for allowance provisions, permanent part-time Employees must have two- (2) calendar years of service or one (1) year of accumulated seniority, as of the date of the final examination.

18.2 When attending the in-house course or when course studies are undertaken by correspondence or by classroom study, payment of cost of tuition, required textbook material, exemption fee, examination fee, Insurance Institute of Saskatchewan membership fee shall be paid on a pro-rata basis calculated on the ratio of time worked to regular hours in the preceding twelve (12) months or since the last date of hire, whichever is the lesser.

18.3 Notwithstanding Item **18.2**, when the hours of work of the Employee average fifty per cent (50%) or more of a full-time Employee, then all costs outlined in Item **18.2** shall be made in full.

18.4 Certificate in Rehabilitation Benefits Administration

18.4.1 To be eligible for allowance provisions, permanent part-time Employees must have two- (2) calendar years of service or one (1) year of accumulated seniority, whichever is the lesser, as of the date of the final examination.

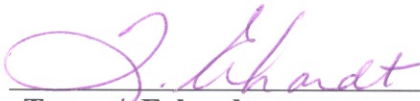
18.4.2 When course studies are undertaken by correspondence or by classroom study, payment of cost of tuition, required textbook material, exemption fee, examination fee shall be paid on a pro rata basis calculated on the ratio of time worked to regular hours in the preceding twelve (12) months or since the last date of hire, whichever is the lesser.

18.4.3 Notwithstanding Item **18.4.2**, when the hours of work of the Employee average fifty per cent (50%) or more of a full-time Employee, then the reimbursement costs as outlined in Item **18.4.2** shall be made in full.

19 Corporate Training Programs

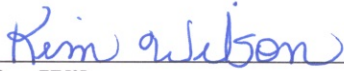
19.1 Permanent part-time Employees shall be eligible to participate in corporate training programs, with approval from Management.

19.2 Payment of salary when normally scheduled to work shall be based on the hours of work scheduled for that period.



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Revised: June 14, 1995, June 25, 1998, December 18, 2001, June 12, 2007, October 26, 2011
Original: November 21, 1981

APPENDIX C

MEMORANDUM OF AGREEMENT REGARDING TERM EMPLOYEES

THIS MEMORANDUM OF AGREEMENT made in duplicate this 19th day of September, 2014.

BETWEEN:

SASKATCHEWAN GOVERNMENT INSURANCE
hereinafter referred to as “the Corporation”

~ and ~

CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION
(COPE) LOCAL 397 hereinafter referred to as “the Union”.

Introduction

A term Employee is a non-permanent Employee whose continuous employment with the Corporation as a temporary full-time or part-time Employee exceeds six (6) calendar months. Except for temporary part-time Driver Examiners, their term of employment shall not exceed three (3) years without mutual agreement of the Union.

It is understood and agreed between the Corporation and the Union that the provisions of the Collective Bargaining Agreement as they apply to permanent Employees will apply to term Employees except as noted below or as specifically identified in the body of the Collective Bargaining Agreement.

- 1 Article 2 – Recognition
 - 1.1 Article 2.3 - Excluded
- 2 Article 3 – Leave of Absence Without Pay
 - 2.1 Article 3.8.5 – Excluded
 - 2.2 Article 3.9.5 – Excluded
 - 2.3 Article 3.10.7 – Excluded
- 3 Article 7 – Recruitment – Excluded, except that if a term Employee is terminated and re-hired, the following applies:
 - 3.1 If a term Employee is re-hired within three (3) months of their termination date, their term status will be reinstated but they are subject to the three- (3) year term of employment from the date of original hire.

3.2 If a previous term Employee is re-hired after three (3) months from their termination date, that Employee will be re-hired as a temporary. These Employees will be subject to the terms and conditions set out in Article 14.4.3.

4 Article 8 – Probation

4.1 Term Employees will not become permanent Employees unless they successfully complete a probation period as a result of a subsequent appointment to a permanent job.

4.2 Article 8.2 - Excluded except that term Employees will not become permanent Employees unless they successfully complete a probation period as a result of a subsequent appointment to a permanent job.

4.3 Article 8.5.1 - Excluded except that term Employees who promote to permanent full-time or part-time jobs will be terminated if they fail probation.

4.4 Article 8.5.2 - Term Employees will be given similar consideration as temporary Employees.

4.5 Article 8.6 - Excluded except that term Employees will be terminated if they fail any probation period after initial appointment to a permanent job.

4.6 Article 8.10.1 - Excluded.

5 Article 14 – Applicant Selection in Job Competitions

5.1 Article 14.4.2 – applies except that term Employees who have been appointed to permanent jobs and who are still on initial probation as a result of this appointment will be certifiable for promotion in posted competitions provided the promotion is the first from a permanent job. If promoted, the Employee will serve their initial probation in the new job. Employees will not be certifiable in subsequent competitions for promotion while on initial probation.

5.2 Term Employees applying for transfer or demotion in posted competitions will be eligible for certification provided the time they have served in the classification they are applying for is equal to the probation period for that classification.

6 Article 19 – Seniority

6.1 Article 19.3 – An electronic copy of the list of term Employees shall be forwarded to the Union in July of each year.

7 Article 23 – Sick Leave

7.1 Applies except that part-time term Employees will receive sick leave in accordance with Appendix B – Item **12.1**.

8 Article 24 – Benefit Plans

- 8.1 Article 24.2 - Applies except that for term Employees, Disability Plan means short-term disability benefits and a maximum of two (2) years' long-term disability benefits.
- 8.2 Article **24.7.1**, Appendix B Item **13.2**, and Appendix D – Letter of Understanding No. **16** Re: Flexible Spending Account applies except that full-time or part-time Employees achieving term status during the year will receive a prorated portion of the benefit based on the time remaining to September 30th of the current plan year.

9 Article 26 – Wage Administration

- 9.1 Full-time term Employees will be entitled, subject to satisfactory job performance, to a one-step within-grade salary adjustment after six (6) or twelve- (12) months' service depending on the classification of the term Employee and annually thereafter. The completion of this time will determine the term Employee increment date. Part-time term Employees will earn increments on an accumulated time basis. Term Employees who later become permanent Employees in the same classification and department will have their temporary and term service time credited towards determining their next within-grade increase as a permanent Employee.
- 9.2 Article 26.5 - Excluded.
- 9.3 Article 26.6 – Excluded
- 9.4 Article 26.9 – Excluded
- 9.5 Article 26.10 – Excluded
- 9.6 Appendix B, Item 14.3 Excluded
- 9.7 Appendix B, Item 14.4 Excluded

10 Article 28 – Contracting Out

- 10.1 Article 28 – Excluded; however, should their job become redundant due to contracting out, they will be provided alternate employment to the maximum three- (3) year term.

11 Article 29 – Hours of Work and Article 30 – Overtime

- 11.1 Appendix B, **16.1** Excluded.
- 11.2 Appendix B, **16.2** applies to term part-time Employees
- 11.3 Appendix B, **16.7** Excluded
- 11.4 Appendix B, **16.8** Excluded

12 Article 32 – Reclassification

12.1 Excluded except that term Employees who have successfully completed the equivalent to the probation for their classification may have the Job Evaluation Committee review the work to determine whether a salary adjustment is warranted.

13 Article 33 – Technological Change - Excluded.

14 Article 34 – Equity in the Workplace

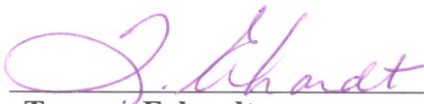
14.1 Article 34.7.4 – Applies except that where the provisions of this Article have been applied to a term Employee, the Employee will be restored to their former classification provided the work is still available and/or the term of employment has not expired.

15 Article 36 – Job-Sharing – Excluded, except as otherwise agreed to by Union and Management.

16 Appendix D – Letter of Understanding No. **18 – Employment Commitment** – Excluded.

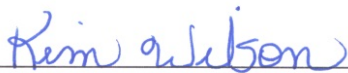
17 Benefits

17.1 With regard to non-contract benefits, except as where otherwise stated, term Employees will be provided benefits equivalent to those provided to permanent part-time Employees.



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Revised: May 13, 1998, June 25, 1998, December 18, 2001, June 12, 2007, October 26, 2011

Original: November 15, 1995

APPENDIX D – LETTER OF UNDERSTANDING NO. 1

HOURS OF WORK – COMPUTER OPERATORS

1 Schedule

- 1.1 A basic work period for Computer Operators will normally consist of six (6) twelve- (12) hour days (7:00 – 7:00) over a two- (2) week period, providing twenty-four (24) hour a day, seven (7) days a week coverage. It is understood and agreed that there may be times when a shift schedule consists of seven (7) days over a two (2) week time period; followed by a five (5) day work schedule over a two (2) week time period.
- 1.2 A shift schedule will consist of three (3) consecutive, twelve (12) hour shifts.
- 1.3 There will be a minimum of thirty-six (36) hours of time-off between a three (3) day shift block; exclusive of the four (4) hour overtime provision as identified in Article 2.
- 1.4 Schedules will be rotated and posted for four (4) months and will be posted no less than two (2) month(s) in advance.

2 Overtime

- 2.1 No Computer Operator will be required to work more than four (4) hours of overtime on the same day they are scheduled to work a twelve- (12) hour shift.
- 2.2 Overtime will not be applicable in weeks where an Employee is scheduled to work the normal two (2), three (3), or four (4) shifts within one (1) week. A scheduled shift is considered a shift as per the advanced, quarterly, published planning schedule.
- 2.3 Overtime will be applicable in weeks where an Employee is asked to work or volunteers to work a shift or shifts, due to overtime necessity, over and above the normal scheduled two (2), three (3), or four (4) shifts in one (1) week.
- 2.4 Overtime will not be applicable in situations where, through Management approval, shifts have been switched between Employees.
- 2.5 Statutory holidays will be considered as twelve- (12) hour holidays; however, those Employees scheduled to work on a statutory holiday will receive their regular salary, plus overtime for each hour worked. Those Employees who do not work on the statutory holiday will receive their regular pay and may elect to either receive twelve- (12) hours off or twelve- (12) hours pay in lieu. Where time off is elected, it shall be taken within the shift schedule as noted in Item 1.4 above.

3 Shift Differential/Premiums

- 3.1 In addition to regular rates of pay, a shift differential in the amount of **\$1.30** per hour shall be paid for all hours worked after 6:00 p.m. and prior to 6:00 a.m. This shift differential shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A. Shift differential will not apply for overtime hours worked.
- Effective date of ratification, the shift differential shall be **\$1.32** per hour.
 - Effective January 1, **2015**, the shift differential shall be **\$1.34** per hour.
 - Effective January 1, **2016**, the shift differential shall be **\$1.36** per hour.
 - Effective January 1, **2017**, the shift differential shall be **\$1.39** per hour.
- 3.2 In addition to payments made in Item 3.1, a weekend shift premium of **\$22.62** per scheduled twelve- (12) hour shift shall be paid to those Employees who work any twelve- (12) hour shift when the entire shift, or portion thereof, falls on a weekend. There will be no weekend shift premium paid on overtime or statutory holidays. The weekend shift premium shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A.
- Effective date of ratification, the weekend shift premium shall be **\$22.96**.
 - Effective January 1, **2015**, the weekend shift premium shall be **\$23.34**.
 - Effective January 1, **2016**, the weekend shift premium shall be **\$23.71**.
 - Effective January 1, **2017**, the weekend shift premium shall be **\$24.17**.

4 Rest Periods

- 4.1 Employees will be granted three (3), twenty- (20) minute rest periods per shift.

5 Leave With/Without Pay

- 5.1 Vacation, sick leave and leaves of absence will be based on an eight- (8) hour day. When an Employee is absent from their twelve- (12) hour shift due to illness, vacation or leave of absence, they shall be charged with a twelve (12) hour or one and one-half (1½) days' absence.

6 Miscellaneous

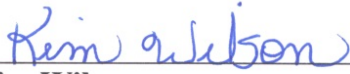
- 6.1 Computer Operators will be provided an opportunity to attend first-aid and Cardiac Pulmonary Resuscitation (CPR) training as workloads and shift schedules will permit over the Employee's probationary period. Re-certification will be provided, as required.

All other terms and conditions of the Collective Bargaining Agreement will apply.



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Revised: October 26, 2011
Revised: June 12, 2007
Revised: June 29, 2005
Revised: December 18, 2001
Original: March 28, 1996

APPENDIX D – LETTER OF UNDERSTANDING NO. 2

SCHEDULING OF HOURS OF WORK – PERMIT OFFICE

It is understood and agreed that the hours of work for Employees in the **Permit Office Representative 1 position** in the Permit Office will have their shifts arranged incorporating the principle that neither the costs to the Corporation nor the benefit of Employees working under this arrangement will be increased by virtue of the shift schedule arrangements.

1 Full-Time Employees

- 1.1 Employees will normally work eight- (8) hour shifts or twelve- (12) hour shifts in a four- (4) month averaging period. The averaging periods are as follows:

January 1 to April 30

May 1 to August 31

September 1 to December 31

- 1.2 Rotation of shifts shall incorporate the following:

1.2.1 The schedule will be for four (4) months and will be posted no less than two (2) months in advance maintaining equity in the group environment.

1.2.2 The intention is to schedule as equally as possible the same number of shifts, weekends and rotations over the year for each Employee.

1.2.3 The schedule will be prepared in consultation with Employees and, whenever possible, be mutually agreed to.

1.2.4 Rotations through shifts shall be set forth on the schedule. (Wherever possible, changes to scheduled shifts shall be by mutual agreement between the Supervisor/Manager and the Employee(s) affected.) Examples of required shift changes are: job accommodation requirements, absences due to illness and/or disability, training requirements, and issues related to the competition process.

1.2.5 Overtime will be assigned as equitably as possible between Employees in the work unit.

1.2.6 Employees working eight (8) hour shifts shall normally work from 8:00 a.m. to 5:00 p.m. However, some Employees working eight (8) hour shifts will be required to work “swing shifts” as part of the shift schedule. Eight (8) hour shifts shall be set out as follows:

Day: 6:00 a.m. – 3:00 p.m.
 Day: 6:30 a.m. – 3:30 p.m.
 Day: 7:00 a.m. – 4:00 p.m.
 Day: 7:30 a.m. – 4:30 p.m.
 Day: 8:00 a.m. – 5:00 p.m.
 Day: 8:30 a.m. – 5:30 p.m.
 Day: 9:00 a.m. – 6:00 p.m.
 Day: 11:00 a.m. - 8:00 p.m.

1.2.7 Twelve- (12) hour shifts shall be set out as follows:

Day: 6:00 a.m. – 6:30 p.m.
 Day: 6:45 a.m. – 7:15 p.m.
 Evening: 9:30 a.m. – 10:00 p.m.
 Evening: 10:30 a.m. – 11:00 p.m.
 Night: 6:45 p.m. – 7:15 a.m.

1.2.8 The Corporation's intent is to provide permit office service through the eight- (8) hour and twelve- (12) hour day and evening shifts, with shift start and end times scheduled to meet peak customer service demands. If required, upon thirty- (30) days notice, the Corporation may re-institute the night shift.

1.2.9 Employees working any twelve- (12) hour shift will have the following rest and meal breaks:

Meal break: One-half (1/2) hour
 Rest break: Three (3) twenty (20) minute breaks
 (The meal break is unpaid.)

1.2.10 Employees will be free to leave the building during any of their breaks.

1.2.11 Employees working twelve- (12) hour shifts shall work four (4) days on, six (6) days off cycle (4/6). It is understood that schedules for the four (4) days on shall consist of two (2) consecutive day shifts and two (2) consecutive night shifts. If required, the parties may, by mutual agreement, reinstate the three (3) days on, three (3) days off, three (3) days on, six (6) days off cycle (3/3/3/6).

1.2.12 Employees shall have their hours of work arranged on the basis of eight (8) hours times the number of normal (Monday to Friday) working days in each averaging period. The number of hours to be worked in each averaging period shall be reduced by eight (8) times the number of designated holidays and the number of normally scheduled 5-4 week days of rest that fall within that averaging period.


- 1.2.13 Employees shall receive double time pay for all authorized hours worked on a statutory holiday identified in Article 21.
- 1.2.14 Where Employees working a twelve- (12) hour shift cycle will work less than the normal hours for the averaging period in question (these hours to be defined as shortfall hours), Management reserves the right to schedule Employees to make up these shortfall hours.

2 Permanent Part-Time Employees

- 2.1 Permanent part-time Employees on shift in the Permit Office shall work on a regular ongoing schedule which varies to meet local work requirements. The Employer will make every effort to equitably distribute regular part-time hours between permanent part-time Employees in the Department.
- 2.2 Hours of work, including hours scheduled on designated holidays, will be arranged on the basis of five (5) hours multiplied by the number of days in each four (4) month averaging period. This total will be the maximum number of hours (without overtime) to be scheduled in the averaging period.

3 Shift Differential/Premiums

- 3.1 In addition to regular rates of pay, a shift differential in the amount of **\$1.30** per hour shall be paid for all hours worked after 6:00 p.m. and prior to 6:00 a.m. This shift differential shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A. Shift differential will not apply for overtime hours worked.
- Effective date of ratification, the shift differential shall be **\$1.32** per hour.
 - Effective January 1, **2015**, the shift differential shall be **\$1.34** per hour.
 - Effective January 1, **2016**, the shift differential shall be **\$1.36** per hour.
 - Effective January 1, **2017**, the shift differential shall be **\$1.39** per hour.
- 3.2 In addition to payments made in Item 3.1, a weekend shift premium of **\$22.62** per scheduled twelve- (12) hour shift shall be paid to those Employees who work any twelve- (12) hour shift when the entire shift, or portion thereof, falls on a weekend. There will be no weekend shift premium paid on overtime or statutory holidays. The weekend shift premium shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A.
- Effective date of ratification, the weekend shift premium shall be **\$22.96**.
 - Effective January 1, **2015**, the weekend shift premium shall be **\$23.34**.
 - Effective January 1, **2016**, the weekend shift premium shall be **\$23.71**.
 - Effective January 1, **2017**, the weekend shift premium shall be **\$24.17**.



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Revised: October 26, 2011
Revised: June 12, 2007
Revised: March 29, 2004
Revised: December 18, 2001
Original: January 28, 1999

APPENDIX D – LETTER OF UNDERSTANDING NO. 3

RE: HOURS OF WORK – FACILITIES MANAGEMENT

It is understood and agreed that Employees in the classifications of Building Maintenance Technician 1, Building Operator 1, Building Operator 2, and District Building Operator 2 (**Saskatoon**), are considered “shift” Employees. The following terms and conditions will apply:

1 Schedule

- 1.1 A basic work period for all permanent full-time Employees in the classifications identified above will normally consist of nine (9) eight - (8) hour days or seventy-two (72) hours over a two (2) week period.
- 1.2 The schedule will be for two (2) months and will be posted no less than one (1) month in advance.
- 1.3 The intention is to schedule as equally as possible, the same number of shift rotations (day, afternoon, evening), over a one (1) year time period for each Employee.
- 1.4 Shifts and/or schedules may be altered upon mutual agreement.**
- 1.5 When the Supervisor/Manager identifies a requirement to change a scheduled shift, the Employee(s) will be provided with as much notice as reasonably possible. Wherever possible, changes to scheduled shifts shall be by mutual agreement between the Manager/Supervisor and the Employee(s) affected. Examples of required shift changes are: job accommodation requirements, absences due to illness and/or disability, training requirements, and issues related to the competition process.

2 Shifts

2.1 Regina

Building Maintenance Technician 1:

Day Shift: 7:00 a.m. - 3:30 p.m.

Evening Shift: 12:30 p.m. - 9:00 p.m.

Building Operator 1:

Day Shift: 7:00 a.m. - 3:30 p.m.

Afternoon Shift: 1:30 p.m. - 10:00 p.m.

Evening Shift: 2:30 p.m. - 11:00 p.m.

Building Operator 2:

Day Shift: 7:00 a.m. - 3:30 p.m.

Afternoon Shift: 1:30 p.m. - 10:00 p.m.

Evening Shift: 2:30 p.m. - 11:00 p.m.

2.2 Saskatoon

Building Maintenance Technician 1:

Day Shift: 7:00 a.m. - 3:30 p.m.

Evening Shift: 12:30 p.m. - 9:00 p.m.

Building Operators 1 & 2 & District Building Operator 2:

Winter Day Shift: 6:00 a.m. - 2:30 p.m.

Winter Evening Shift: 12:30 p.m. - 9:00 p.m.

Summer Day Shift: 7:00 a.m. - 3:30 p.m.

Summer Evening Shift: 9:30 a.m. - 6:00 p.m.

2.3 Shift start times for all classifications may be adjusted by one (1) hour (earlier or later), for the purposes of **operational requirements including, but not limited to**, snow removal **and ad hoc situations such as cleaning/maintenance**. The start or end time of the shift will be adjusted accordingly. **This clause will not be used to create new shifts or to staff shifts on an ongoing basis.**

2.4 Employees will have the following rest and meal breaks:

Meal Break: A one-half (½) hour unpaid break.

Rest Break: A twenty (20) minute paid rest period for each scheduled four (4) hour consecutive work period.

Meal and Rest breaks will be identified on the schedule.

2.5 Employees who are required to complete job tasks occurring prior to their start time, during their coffee or meal breaks, or at the end of their normal work day will be given alternate equivalent time off.

3 Overtime

3.1 Overtime will not be applicable in situations where, through management approval, shifts have been switched between employees.

4 Shift Differential/Premiums

4.1 In addition to regular rates of pay, effective December 31, **2013** a shift differential in the amount of **\$1.30** per hour shall be paid for all hours worked after 6:00 p.m. and prior to 6:00 a.m. Monday through Friday and Saturday from 6:00 a.m. to 6:00 p.m. This shift differential shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A. This differential will be added to the Employee's regular wages. Shift differential will not apply for overtime hours worked.

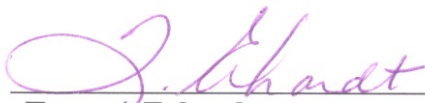
- Effective date of ratification, the shift differential shall be **\$1.32** per hour.
- Effective January 1, **2015**, the shift differential shall be **\$1.34** per hour.
- Effective January 1, **2016**, the shift differential shall be **\$1.36** per hour.
- Effective January 1, **2017**, the shift differential shall be **\$1.39** per hour.

4.2 Notwithstanding Item 4.1, in addition to regular rates of pay, shift Employees shall be paid **\$1.92** per hour for all hours worked from Saturday after 6:00 p.m. and prior to Monday at 6:00 a.m. This shift differential shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A. This differential will be added to the Employee's regular wages. Shift differential will not apply for overtime hours worked.

- Effective date of ratification, the shift differential shall be **\$1.95** per hour.
- Effective January 1, **2015**, the shift differential shall be **\$1.98** per hour.
- Effective January 1, **2016**, the shift differential shall be **\$2.01** per hour.
- Effective January 1, **2017**, the shift differential shall be **\$2.05** per hour.

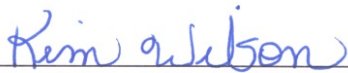
4.3 In addition to regular rates of pay, Building Operators who have a scheduled lunch break in excess of one-and-one-half (1½) hours shall be paid a shift differential of **\$0.93** per hour for all hours worked on shift. This shift differential shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A. This differential will be added to the Employee's regular wages. Shift differential will not apply for overtime hours worked.

- Effective date of ratification, the shift differential shall be **\$0.94** per hour.
- Effective January 1, **2015**, the shift differential shall be **\$0.96** per hour.
- Effective January 1, **2016**, the shift differential shall be **\$0.98** per hour.
- Effective January 1, **2017**, the shift differential shall be **\$1.00** per hour.



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Revised: October 26, 2011
Revised: June 12, 2007
Revised: November 29, 2006
Original: July 28, 2006

APPENDIX D – LETTER OF UNDERSTANDING NO. 4

RE: HOURS OF WORK – TRAFFIC SAFETY PROMOTION & COMMUNICATIONS

It is understood and agreed that the hours of work will be varied for Employees in Traffic Safety Promotion – Auto Fund Division which include Summer Students, Clerk 3's and Community Relations Coordinators.

In addition, the hours of work will be varied for Employees in the Communications Division which include Community Relations Coordinators and Summer Students.

The following terms and conditions will apply:

1. Field Status
 - 1.1 The hours of work for these Employees are undefined on a daily basis. However, the normal work period will be nine (9) eight (8) hour days over a two (2) week period and staff should regulate their hours accordingly. Part-time Employees normal work period will be a maximum of thirty-five (35) hours per week.
2. Varied Hours of Work
 - 2.1 Where Employees are required to attend a scheduled event occurring on a day of rest, Saturday or Sunday, they will be given alternate equivalent time off for the first eight (8) hours worked in any one (1) day. If additional hours are required on those days, Employees shall be entitled to overtime at applicable overtime rates.
3. Overtime
 - 3.1 Any hours in excess of seventy-two (72) hours in a two (2) week period shall be paid at applicable overtime rates. All part-time Employees shall be paid applicable overtime rates for hours worked in excess of thirty-five (35) hours in any one (1) week period.

All other terms and conditions of the Collective Bargaining Agreement apply.

Tamara Erhardt
On Behalf of the Corporation

October 26, 2011

Garry Hamblin
On Behalf of the Union

October 26, 2011

Original: May 11, 2009

APPENDIX D – LETTER OF UNDERSTANDING NO. 5

RE: SCHEDULING CLAIMS AND APPRAISAL SERVICES

In recognition of customer interest in having Claims and Appraisal services beyond the normal work hours, the Corporation will provide extended hours of service in Prince Albert and Moose Jaw, and two (2) Claims Centres in Regina and Saskatoon. The expanded hours will be 8:00 a.m. to 8:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday. The Corporation's first priority will be to offer Auto Claims service in Regina and Saskatoon with subsequent expansion to Prince Albert and Moose Jaw.

Although it is not a requirement at this time, extended Claims service may be expanded to General and Injury if customer service demands cannot be met during normal working hours. If Injury and General services are required in the foregoing locations, the expansion will follow the same procedure established below.

It is understood and agreed that in order to facilitate the scheduling of extended hours, the following procedure will apply:

- 1 (a) Staff in a geographic location will be given the option to volunteer to work extended hours. Volunteers will agree to work six (6) months of extended hours rotations on a trial basis. At the end of the trial period, volunteers will have the option to revert to normal work hours on one- (1) month's notice, or to retain the extended hours rotation on a permanent basis.
- (b) Notwithstanding 1 (a), if an Employee working normal hours volunteers to participate in an extended hours position for a period of time, they may do so with mutual agreement between the Employee(s) and the Manager(s). As this is a volunteer situation there will be no overtime paid and Employees will adjust their working hours to the extended hours rotation in order to maintain an eight (8) hour shift.
- 2 In the event that extended hours cannot be staffed with volunteers, the Employer may post and fill permanent full-time positions with extended hours.
- 3 Where full-time Claims and Appraisal staff are assigned to extended hours, the following will apply:
 - Schedules will be posted one (1) month in advance.
 - Schedules may be altered upon mutual agreement.
 - Employees working Saturday will continue to receive two- (2) consecutive days off.
 - Employees will work eight- (8) hour shifts.

It is further understood and agreed that:

- 1 No permanent full-time Employee will be involuntarily transferred into an extended hours position.
- 2 The Employer will not involuntarily Management transfer an Employee outside of a geographic location to a vacancy created through the filling of an extended hours position.

- 3 If an Employee working normal hours is required to cover for an extended hours position, they will be eligible for overtime as provided in Article 30.1 if the hours worked are in addition to their normal work day. Alternatively, the Employee may choose to adjust their working hours to the extended hours rotation in order to maintain an eight- (8) hour shift.
- 4 Where an Employee is required to travel between branches to provide extended hours service, travel time will be considered time worked. If applicable, Employees will be entitled to claim mileage expenses.

Notwithstanding the above, the Employer may convert the part-time dial-a-claim Adjusters currently working extended hours to full-time status. If this option is exercised, the Employees will maintain their classification and extended hours of work.

The Employer agrees to contain the number of full-time positions working these extended hours to those positions required to support this customer service initiative.

The Union will receive thirty- (30) days' notice prior to any of the listed branches being open for extended hours.

Three (3) months following implementation of extended hours in each branch, the Employer will meet with the Union to discuss any issues arising from such implementation.

If the extended hours implementation in Regina and Saskatoon does not meet customer or business needs, the Employer reserves the right to withdraw the extended hours or to limit these hours to Regina and Saskatoon.

Tamara Erhardt
On Behalf of the Corporation

June 12, 2007

Greg Fox
On Behalf of the Union

June 12, 2007

Revised: June 29, 2005
Original: June 14, 2001

APPENDIX D – LETTER OF UNDERSTANDING NO. 6

RE: SCHEDULING – DRIVER DEVELOPMENT & BRANCH AND IRP ISSUING

Driver Development

In recognition of customer interest in having Driver Development services available beyond the normal work hours, the Corporation will provide extended hours of service in Regina and Saskatoon. The expanded hours will be 7:00 a.m. to 9:00 p.m. Monday through Saturday.

It is understood and agreed that all current Driver Development Employees (as of date of ratification – June 12, 2007 – see Appendix E – Grandfathered Employees), will be grandfathered and will not be scheduled to work regular hours beyond those which were in place immediately prior to ratification. However, current staff who wish to volunteer to participate in the extended hours rotation are encouraged to do so.

Branch and IRP Issuing

In recognition of customer interest in having the Branch and IRP Issuing services available beyond the normal work hours, in the Saskatoon Central location, the Corporation will provide extended hours of service in Saskatoon. The expanded hours will be 8:00 a.m. to 5:00 p.m. Monday through Saturday.

It is understood and agreed that all current full-time Branch and IRP Issuing Employees at the Saskatoon location (see Appendix E – Grandfathered Employees), will be grandfathered and will not be scheduled to work regular hours beyond those which were in place immediately prior to ratification (June 12, 2007). However, current full-time staff who wish to volunteer to participate in the extended hours rotation are encouraged to do so.

Hours of Work

All full-time and part-time Employees, regardless of employment status, not included in Appendix E and hired after date of signing, hired after date of ratification, will be required to work the extended hours.

In order to facilitate the scheduling of extended hours, the following procedure will apply:

- 1 Where full-time staff are working extended hours, the following will apply:
 - Schedules will be posted one (1) month in advance.
 - Schedules may be altered upon mutual agreement.
 - Employees working Saturday will continue to receive two (2) consecutive days off.
 - Employees will work eight (8) hour shifts.

It is further understood and agreed that:

- If a current (date of ratification – June 12, 2007 – as identified in Appendix E) Employee is required to cover the extended hours, they will be eligible for overtime as provided in Article 30.1 if the hours worked are in addition to their normal work day. Alternatively, the Employee may choose to adjust their working hours to the extended hours rotation in order to maintain an eight (8) hour shift.
- If a current (date of ratification – June 12, 2007 – as identified in Appendix E) Employee volunteers to participate in the extended hours rotation either permanently or for a period of time, they may do so with mutual agreement between the Employee and the Manager. As this is a volunteer situation there will be no overtime paid and Employees will adjust their working hours to the extended hours rotation in order to maintain an eight (8) hour shift. However, any hours in excess of eight (8) hours shall be considered overtime in accordance with Article 30.1.
- Where an Employee is required to travel between branches to provide extended hours service, travel time will be considered time worked. If applicable, Employees will be entitled to claim mileage expenses.

If the extended hours implementation in Regina and Saskatoon does not meet customer or business needs, the Employer reserves the right to withdraw the extended hours or to limit these hours to that which is required to support the customer service initiatives.

Tamara Erhardt
On Behalf of the Corporation

October 26, 2011

Garry Hamblin
On Behalf of the Union

October 26, 2011

Revised: June 9, 2009
Original: June 12, 2007

APPENDIX D – LETTER OF UNDERSTANDING NO. 7

**RE: CLERK 3 SUMMER STUDENT – PROMOTION & ADVERTISING
HOURS OF WORK**

It is understood and agreed that for the time period May 1st – August 31st of each year, the hours of work for the Clerk 3 Summer Student in the Promotion & Advertising Department will be varied in order to meet legitimate business needs. The following terms and conditions will apply:

- 1 The hours of work for the Summer Student will be undefined on a daily basis; however, the normal work period will be nine (9) eight- (8) hour days over a two- (2) week period.
- 2 Where the Summer Student is required to attend a scheduled event on a day-of-rest, Saturday or Sunday, they shall be given alternate equivalent time-off in lieu. Any hours in excess of seventy-two (72) hours in a two- (2) week period will be at overtime rates.
- 3 When the Summer Student is required to work on a statutory holiday, they shall be paid, in addition to their regular rate, at a rate of double time. When the Summer Student works on both a statutory holiday and on a day designated by SGI, premium pay shall apply only to the statutory day.

This Letter of Understanding is considered Without Prejudice and will be non-precedent setting. All other terms and conditions of the Collective Bargaining Agreement apply.

Tamara Erhardt
On Behalf of the Corporation

October 26, 2011

Garry Hamblin
On Behalf of the Union

October 26, 2011

Original: August 9, 2006

APPENDIX D – LETTER OF UNDERSTANDING NO. 8

RE: SCHEDULING – EXPANSION HOURS OF WORK

In recognition of customer service requirements to support expansion initiatives, the Corporation will provide extended hours of service in departments which support these initiatives. When departments are required to support expansion initiatives, the Corporation agrees to provide advance notice to the Union and outline the implementation plan.

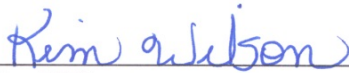
In order to facilitate the scheduling of extended hours, the following procedure will apply:

- 1 Employees will be scheduled to work between the hours of 6:00 a.m. and 7:00 p.m., Monday through Friday, as necessary to accommodate the applicable time zones.
- 2 Where full-time staff are working extended hours, the following will apply:
 - 2.1 Schedules will be posted one (1) month in advance.
 - 2.2 Schedules may be altered upon mutual agreement.
 - 2.3 Employees will work eight (8) hour shifts.
- 3 The Employer agrees to limit the number of full-time Employees scheduled to work extended hours to the number required to support customer service for expansion initiatives.
- 4 Where possible, extended hours will be assigned on a voluntary basis to Employees who are assigned to support expansion initiatives. Where that is not possible, scheduling will be done on a rotational basis. If scheduling on a rotational basis is required, everyone in the work unit will participate throughout the year.



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Original: June 12, 2007

APPENDIX D – LETTER OF UNDERSTANDING NO. 9

EDUCATIONAL UPGRADING

1 General Administration

- 1.1 Wherever possible, opportunity shall be afforded Employees through training to qualify for higher jobs.
- 1.2 There will be no duplication of benefits regarding Certified Management Accountant (CMA), Chartered Insurance Professional (CIP), or Certificate in Rehabilitation Benefits Administration (CRBA) courses.
- 1.3 Employees who are laid off or bumped while completing any of these courses shall qualify for course reimbursement, if eligible, provided that the Employee has not resigned and that the course was in progress prior to the layoff notice.
- 1.4 Employees who terminate prior to receiving formal marks to verify successful course completion will not be eligible for reimbursement.
- 1.5 Reimbursement provisions will be expanded to include initial probationary Employees where the Employee was eligible as a term Employee prior to receiving a permanent position.

2 Insurance Institute of Canada Courses

- 2.1 In order to assist Employees to obtain CIP courses designated by the Insurance Institute of Canada, the Corporation will pay upon successful completion of each course, the cost of tuition, required textbook material, exemption fee, examination fee and applicable association membership fees. For the purpose of reimbursement of fees, non-permanent Employees taking these courses are required to have Management approval prior to enrollment.
- 2.2 As an incentive for Employees to obtain the required Insurance Institute courses, some courses will be offered in-house in Regina and Saskatoon. Employees will be required to use vacation, banked overtime or leave without pay to attend these classes. The courses will be repeated and rotated as required. The opportunity for in-house Insurance Institute courses will be limited to enrollment and acceptance in six (6) in-house Insurance Institute courses sponsored by the Corporation during normal working hours. Each enrolment with acceptance will represent one (1) opportunity and each failure to write a final examination will represent two opportunities. The first failure of a course will represent one (1) opportunity; however, subsequent failures of the same course will represent two opportunities. Exceptions to this will be considered in cases of extenuating circumstances.

- 2.3 a) The Corporation will pay \$1,500 to permanent Employees upon successful of the CIP designation.
- b) **Effective January 1, 2015** the Corporation will pay **\$2,000** to permanent Employees upon successful completion of the CIP designation.

2.4 Adjuster 1 **and Glass Adjuster** Jobs

2.4.1 An Employee who fills any Adjuster 1 **or Glass Adjuster** job and who has not successfully completed an Insurance Institute of Canada Course at the CIP Level will be required to enroll in the Insurance Institute of Canada course at the CIP Level during their probationary period in order to pass probation.

2.4.2 Employees who have not successfully completed the course subject during their probationary period will still be entitled to pass probation but will have their increment withheld until successful completion of the course or upon the second anniversary date of their appointment to the classification, whichever comes first.

2.5 Auto Fund Jobs

2.5.1 An Employee who fills any of the following Auto Fund jobs and who has not successfully completed a CIP course will be required to enroll in a CIP course during their probationary period in order to pass probation. The classifications to which this applies include: Customer Inquiry Representative 1, Driver Examiner and Licence Issuer 1, **and Carrier Representative.**

2.5.2 Employees who have not successfully completed the course subject during their probationary period will still be entitled to pass probation but will have their increment withheld until successful completion of the course or upon the second anniversary date of their appointment to the classification, whichever comes first.

3 Rehabilitation Benefits Administration Courses

3.1 In order to assist full-time Employees to obtain a Certificate in Rehabilitation Benefits Administration (CRBA) from the Insurance Institute of Canada, the Corporation will pay upon successful completion of each course the cost of tuition, required textbook material, exemption fee, examination fee and Insurance Institute of Saskatchewan membership fee. For the purpose of reimbursement of fees, non-permanent Employees taking these courses are required to have Management approval prior to enrolment.

- 3.2 a) The Corporation will pay \$1,500 to permanent Employees upon successful completion of the CRBA designation.
- b) **Effective January 1, 2015** the Corporation will pay **\$2,000** to permanent Employees upon successful completion of the CRBA designation.

4 Certified Management Accountant (CMA) Professional Designation

4.1 Permanent Employees in classifications which qualify as relevant work experience under the professional program will receive assistance from the Corporation in order to obtain the CMA designation.

4.1.1 National Entrance Examination (NEE):

- (a) Upon passing the National Entrance Examination, the Corporation will reimburse permanent Employees for the cost of materials, membership and examination. Employees are entitled to these reimbursements on a one-time only basis. Costs associated with re-writes are at the Employee's expense.
- (b) Upon successful completion of the National Entrance Examination, the Corporation will pay permanent Employees an allowance of \$400.

4.1.2 National Entrance Examination (NEE) Prep-Session:

- (a) If Employees have taken the NEE Prep-Session, upon passing the NEE the Corporation will reimburse them for the costs of the workshop tuition, required textbook material, and membership fees. Employees are entitled to these reimbursements on a one-time only basis.
- (b) Employees receiving reimbursement for the NEE Prep-Session Workshop are not entitled to reimbursement for the Accelerated Management Accounting Program (AMAP).
- (c) Prep-Session workshops are to be taken on the Employee's own time.

4.1.3 Accelerated Management Accounting Program (AMAP):

- (a) The Employer will consider requests for approval of AMAP enrollment. The Employer reserves the right to review potential cost saving alternatives and deny approval on this basis.
- (b) Upon passing the National Entrance Examination, the Corporation will reimburse for the costs of AMAP tuition and required textbook material, applicable membership and examination fees. Employees are entitled to these reimbursements on a one-time only basis. Costs associated with examination re-writes are at the Employee's expense.
- (c) Employees receiving reimbursement for the AMAP are not entitled to reimbursement for the NEE Prep-Session Workshop.
- (d) AMAP workshops are to be taken on the Employee's own time.

4.1.4 CMA Strategic Leadership Program (SLP):

- (a) Upon successful completion of the two- (2) year SLP and receipt of the CMA professional designation, the Corporation will pay the cost of tuition, required textbook material, exemption fee, examination fee and applicable membership fees.
- (b) Upon successful completion of the SLP, the Corporation will pay permanent Employees an allowance of \$400.
- (c) SLP courses and workshops are to be taken on the Employee's own time.
- (d) Employees who are required to deliver a final report and presentation for Module 7 of the SLP, will be granted time to prepare for and deliver the presentation as per Article 4.6.

4.2 A permanent Employee who does not meet eligibility requirements under Item 4.1 and who has taken the NEE, NEE prep-session or AMAP at their personal expense will be eligible for reimbursement under Items 4.1.1, 4.1.2, and 4.1.3 provided that they meet these eligibility requirements within allowable timeframes for entering professional program.

5 Certified General Accountant (CGA) Professional Designation:

5.1 Permanent Employees in classifications which qualify as relevant work experience under the CGA professional program will receive assistance from the Corporation in order to obtain the CGA designation.

5.1.1 CGA – Levels 1-4:

- (a) The Employer will consider requests for approval of CGA enrolment in levels 1-4 of the CGA program. The Employer reserves the right to review potential cost saving alternatives and deny approval on this basis.
- (b) The Corporation will reimburse the costs of CGA course tuition and required textbook material, and examination fees. Employees are entitled to these reimbursements on a one-time only basis. Costs associated with examination re-writes and basic tuition (membership) fees are at the Employee's expense.

5.1.2 Professional Admission Comprehensive Examinations (PACE) Level:

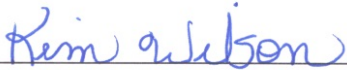
- (a) Upon successful completion of the PACE level and receipt of the CGA professional designation, the Corporation will pay the cost of course tuition, required textbook material, exemption fee, examination fee and applicable basic tuition (membership) fees.
- (b) The Corporation is not responsible for basic tuition (membership) fees in any year where the Employee is an inactive student.

- (c) Upon successful completion of the PACE level, the Corporation will pay permanent Employees an allowance of \$400.
- (d) PACE courses are to be taken on the Employee's own time.



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Revised: October 26, 2011
Revised: June 12, 2007
Revised: June 29, 2005
Revised: December 18, 2001
Original: June 25, 1998

APPENDIX D- LETTER OF UNDERSTANDING NO. 10

RE: UNDERWRITING AND INJURY WORKFORCE INITIATIVE

As a recruitment strategy to recruit candidates into entry-level roles in key business areas, the parties agree to the following:

1 Underwriting Assistant Jobs

In the event a job applicant has a diploma/degree in a business-related field (i.e., Administration, Commerce), but not the required Chartered Insurance Professional (CIP) course(s), the parties agree to accept the candidate as meeting the education requirement for the purposes of an Underwriting Assistant competition. However, the Employee will be required to enroll in and complete the required CIP course(s) in order to pass probation.

2 Personal Injury Representative 1 Jobs

In the event a job applicant has a diploma/degree in a health-related discipline (i.e., Nursing, Kinesiology), but not the required Certificate in Rehabilitation Benefits Administration (CRBA) course(s), the parties agree to accept the candidate as meeting the education requirement for the purposes of a Personal Injury Representative 1 competition. However, the Employee will be required to enroll in and complete the required CRBA course(s) in order to pass probation.

3 In the event that an Employee meets the education requirement as defined above, and is appointed in a nil certified competition, the Employee will not be required to complete the educational courses prescribed above during their probationary period.

Tamara Erhardt
On Behalf of the Corporation

June 12, 2007

Greg Fox
On Behalf of the Union

June 12, 2007

APPENDIX D – LETTER OF UNDERSTANDING NO. 11

EMPLOYEES OF SGI CANADA INSURANCE SERVICES LIMITED

- 1 It is hereby understood and agreed that:
- 1.1 COPE Local 397 shall be the sole collective bargaining agent for the Employees of SCISL in Saskatchewan and Manitoba.
 - 1.2 The provisions of the Collective Bargaining Agreement will apply to SCISL Employees in Saskatchewan and Winnipeg, however:
 - 1.2.1 Article 8.6.1, Article 8.8.2 (b), Article 8.8.3, Article 8.9.1, Article 8.10 and Article 8.11 apply except where these Articles would require the Employee to cross provincial boundaries. In this case Management may assign the Employee within the same geographic location.
 - 1.2.2 Article 12 applies except that:
 - (a) All vacancies and new positions in pay bands 3 through 5, will be posted in Winnipeg only.
 - (b) In the case of nil certified competitions in Winnipeg, Management may give preference to a nil certified applicant from Winnipeg or an outside person from Manitoba.
 - 1.3 Where the Corporation expands SCISL such that Employees are required in Manitoba locations beyond Winnipeg the parties agree to negotiate the application of the terms and conditions of the Collective Bargaining Agreement.
 - 1.4 The following days shall be observed as statutory holidays without deductions in pay in Manitoba: New Year's Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day (only if on a scheduled work day), Christmas Day, Boxing Day, and any federal or provincial proclaimed holiday.

Tamara Erhardt
On Behalf of the Corporation

October 26, 2011

Garry Hamblin
On Behalf of the Union

October 26, 2011

Revised: December 18, 2001, June 29, 2005, June 12, 2007
Original: June 25, 1998

APPENDIX D – LETTER OF UNDERSTANDING NO. 12

RE: SGI HEALTH AND SAFETY COMMITTEE

The Corporation and the Union agree that a joint Health and **Safety** Committee is desirable in order to support and promote awareness of, and improvements to, health, safety and wellness at SGI. The parties therefore mutually agree to a committee with the following parameters:

1 Purpose

- 1.1 To serve as an avenue of communication and liaison with Occupational Health and Safety site committees. This committee will not interfere with nor have authority or jurisdiction over the operation of local OH&S Committees.
- 1.2 To provide a forum of discussion and problem solving regarding SGI health, safety, and wellness issues with emphasis on issues impacting multiple locations and/or Employees.

2 Responsibility

- 2.1 To review and make recommendations regarding Corporate policies, procedures and standards that relate to health, safety, and wellness.
- 2.2 To assist in the development and implementation of health, safety, and wellness policies and programs.
- 2.3 To make recommendations for resolution of occupational health and safety issues relevant to SGI.
- 2.4 To assist in reviewing health and safety matters forwarded by site OH&S Committees.
- 2.5 To promote standards for safe and healthy work practices at SGI.

3 Committee Composition

- 3.1 The Committee will consist of a Management and a Union co-chair in addition to three (3) members representing the Corporation and three (3) members representing the Union. Of the three (3) members of the Corporation and the Union, a minimum of two (2) must be current local OH&S Committee members.

4 Meetings

- 4.1 The Committee shall meet quarterly or by mutual agreement by the co-chairs.
- 4.2 Committee meetings will be held during regular working hours.
- 4.3 The Corporation agrees to grant Union Employees on the Committee leave of absence, with pay, to act as Union representatives at Committee meetings.

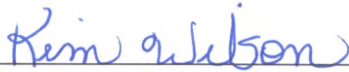
- 4.4 Committee meetings will follow a predetermined agenda and members may submit items for inclusion on the agenda.

It is understood that the conditions of this Letter of Understanding will not be considered precedent setting.



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Revised: October 26, 2011
Revised: June 12, 2007
Revised: June 29, 2005
Original: June 14, 2001

APPENDIX D -- LETTER OF UNDERSTANDING NO. 13

RE: CAREER OPTIONS FOR 24-HOUR SHIFT WORKERS

After seven (7) years of continuous twenty-four (24) -hour shift work, an Employee with satisfactory job performance, may notify the Corporation in writing that they wish to be provided an opportunity to make a transition into a non- or reduced-shift work position. If an Employee is off shift work for any reason for more than one (1) year, Management reserves the right to extend the waiting period by the amount of time they are off shift work.

It is understood and agreed that in order to facilitate this career change the following will apply:

- 1 Employees will participate in SGI's career program immediately following notification of their intent to make a career change.
- 2 Employees will be provided a one-time offer to voluntarily transfer (if qualified) or demote to a vacant position identified and designated by Management. Demotion will not be more than one- (1) pay band below the Employee's current classification, unless the Employee agrees to accept a lower classification.
- 3 Employees may apply in a posted competition for transfer or demotion and will be given preference over other candidates in the competition, provided they are qualified for the position.

In order to preserve the integrity of SGI's operations, Management reserves the right to restrict this provision to one (1) Employee per department in any six- (6) month period. In the event that two (2) Employees apply at the same time to exercise their career options, the Employee with the most seniority as a shift worker will be given preference.

All other terms and conditions of the Collective Bargaining Agreement apply.

Cheryl Barber
On Behalf of the Corporation

June 29, 2005

Colleen Malley
On Behalf of the Union

June 29, 2005

Revised: January 18, 2002
Original: June 14, 2001

APPENDIX D – LISTED LETTER OF UNDERSTANDING NO. 14

RE: RETIREMENT ALLOWANCE PROGRAM

In order to recognize permanent in-scope Employees for their years of service to SGI, a retirement allowance benefit will be payable at termination or retirement to eligible permanent Employees. It is understood and agreed that the following terms and conditions will apply to this program:

1 Eligibility for Benefit

- 1.1 All permanent in-scope Employees including part-time, full-time, and term part-time Driver Examiners with three (3) or more years of continuous service, who meet the following conditions are eligible to receive a benefit under this program:
 - 1.1.1 The Employee must terminate or retire from the Corporation; and
 - 1.1.2 At termination date, the Employee's age must equal or exceed fifty (50) or age plus service must equal or exceed seventy-five (75) years; and
 - 1.1.3 The Employee must commence employment prior to January 1, 2012.
- 1.2 Determination of the "75 year" eligibility requirement will be calculated on continuous SGI service and prior SGI service. Service performed as a part-time or job-sharing Employee will count as full-time service for the purposes of determining eligibility.
- 1.3 Any in-scope Employee who passes away while employed by SGI will be deemed to be eligible for the payment, regardless of age or service.
- 1.4 **In the event any in-scope Employee terminates or retires after being away from the workplace for two (2) consecutive years on a long-term disability, Workers' Compensation or No Fault claim, the Employee will be eligible for the payment regardless of age or service.**
- 1.5 Any in-scope Employee who terminates SGI employment under **Appendix E – Listed Letter of Understanding No. 48** of the Collective Bargaining Agreement is deemed to be eligible for the payment, regardless of age or service.
- 1.6 Any in-scope Employee who is terminated for cause by SGI will not be eligible for the payment regardless of age or service.

2 Payment of Benefit

- 2.1 Payment for all eligible permanent part-time and full-time Employees will be based on twenty-four (24) hours of pay per year of continuous service to December 31, 2011 or retirement date whichever is earlier, prorated for start or finish dates within the year.

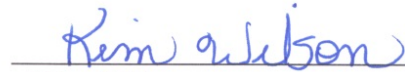
- 2.2 Payment for all eligible permanent part-time and full-time Employees will be based on twenty-four (24) hours of pay per year of continuous service to December 31, 2011 or retirement date whichever is earlier, for those Employees who work at a rate of more than fifty per cent (50%) of full time hours. Employees working at fifty per cent (50%) or less of full-time hours will have their payment based on twelve (12) hours of pay per year of continuous service to December 31, 2011 or retirement date whichever is earlier. The determination of whether an Employee gets credit for twenty-four (24) hours versus twelve (12) hours will be determined at the end of the calendar year. Payment will be prorated for start or finish dates within the year.
- 2.3 Notwithstanding Item 2.2 term part-time Driver Examiners who have three (3) or more years of continuous service, will receive a pro-rata payment based on actual hours worked in each year of continuous service to December 31, 2011 or retirement date whichever is earlier.
- 2.4 The payment will be based on continuous service to December 31, 2011 or retirement date whichever is earlier, at SGI, less time as specified:
- 2.4.1 Leave to serve as Union Representative under **Appendix E – Listed Letter of Understanding No. 48** of the Collective Bargaining Agreement; and
- 2.4.2 Any amount greater than two (2) years per leave occurrence under the disability plan, Workers’ Compensation plan or No Fault plan.
- 2.5 Notwithstanding 2.4, Employees who transferred to SGI in 1977, 1986, and 1996 from the Department of Finance and Department of Highways, will have their previous continuous service recognized as SGI service for the purpose of the benefit.
- 2.6 The days will be paid out at the Employee's salary at the date of termination or retirement in all cases except for:
- 2.6.1 Employees on long-term disability, Workers’ Compensation or No Fault will be paid out at the Employee’s salary at the commencement of the long-term disability, Workers’ Compensation or No Fault; and
- 2.6.2 Employees terminating under **Appendix E – Listed Letter of Understanding No. 48** of the Collective Bargaining Agreement will be paid out at the salary they would have received had they returned to SGI on their termination date. This salary is determined through the provisions of the Collective Bargaining Agreement.
- 2.6.3 Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have the retirement allowance benefit paid using the TPHD salary rate. Employees must be on TPHD at the time of retirement.
- 2.7 Any receivable amounts owing from the Employee to SGI at termination date will be deducted from the benefit prior to payment.

Exceptions to this policy may be negotiated on a “without prejudice” basis in extenuating circumstances. All other terms and conditions of the Collective Bargaining Agreement apply.



Tamara Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Revised: October 26, 2011
Revised: December 13, 2005
Original: June 29, 2005

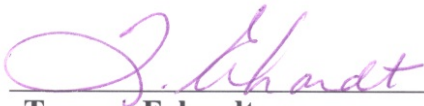
APPENDIX D – LETTER OF UNDERSTANDING NO. 15

RE: EMPLOYEE SERVICE ALLOWANCE PROGRAM

In order to recognize permanent in-scope Employees for their service to SGI, an employee service allowance benefit will be payable annually to eligible Employees. It is understood and agreed that the following terms and conditions will apply to this program:


- 1 All permanent in-scope Employees including part-time, full-time, and term part-time Driver Examiners with three (3) or more years continuous service are eligible to receive a benefit under this program.
- 2 The benefit plan year will be October 1st to September 30th. The initial plan year will be October 1, 2011 to September 30, 2012 with the first benefit payment in October, 2012.
- 3 Employees, to be eligible, must be on active employment on September 30th of the plan year.
- 4 Commencing on October 1, 2012 benefit payment for all eligible Employees will be based on twenty-four (24) hours of pay for those Employees working at a rate of more than fifty per cent (50%) of full-time hours. Employees working at fifty per cent (50%) or less of full-time hours will have their benefit payment based on twelve (12) hours of pay.
- 5 Notwithstanding Item 4, term part-time Driver Examiners, who have three (3) or more years of continuous service, will receive a pro-rata payment based on actual hours worked during the plan year.
- 6 Benefit payments on October 1st will be prorated for Employees who became eligible for the benefit payment during the plan year, based on the portion of the plan year they were a permanent Employee.
- 7 Eligible Employees on leave of absence on September 30th will receive the benefit payment upon their date of return to active employment.
- 8 Any eligible Employee who has been away from work on a long-term disability, Worker's Compensation or No Fault claim for more than two (2) years will be deemed eligible to receive up to a maximum of two (2) years benefit. The Employee must return to active employment with SGI to trigger the benefit.
- 9 Any eligible Employee who terminates employment within the plan year and meets the eligibility requirement for retirement will be deemed to be eligible for a prorated payment within the plan year. Eligibility for retirement is defined as the Employee's age must equal or exceed fifty (50) or age plus service must equal or exceed seventy-five (75).
- 10 Eligible Employees terminating under **Appendix E – Listed Letter of Understanding No. 48** of the Collective Bargaining Agreement will be deemed to be eligible for a prorated payment within the plan year.
- 11 Any eligible Employee who passes away while employed by SGI will be deemed to be eligible for a prorated payment within the plan year.

- 12 Notwithstanding Items 9, 10, and 11, eligible Employees terminating for any other reason will not be deemed to be eligible for a prorated payment within the plan year.
- 13 Any in-scope Employee who is terminated for cause by SGI will not be eligible for the payment regardless of age or service.
- 14 Benefit payments available to eligible Employees may be allocated to the Pension Plan, Group RRSP, Health Care Spending Account (HSA), or received in cash. Benefit payments may be distributed to any one or a combination of the options.
- 15 Benefit payments to Employees will be at their hourly rate of pay for their base position in effect at the time the benefit payment is triggered.
- 16 Eligible Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have the benefit paid using the TPHD salary rate. Employees must be on TPHD on September 30th of the plan year.
- 17 Any receivable amount owing from the Employee to SGI at termination date will be deducted from the benefit prior to payment.



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Original: October 26, 2011

APPENDIX D – LETTER OF UNDERSTANDING NO. 16

RE: FLEXIBLE SPENDING ACCOUNT

In order to support the benefit programs available to permanent Employees, a Flexible Spending Account (FSA) will be provided. This FSA has been designed to allow eligible permanent Employees to supplement their benefit programs including health and wellness-related activities. It is understood and agreed that the following terms and conditions will apply to this program:

1 Eligibility for Benefit

1.1 All permanent and term Employees are eligible to receive a benefit under this program.

1.2 The FSA plan year will be October 1 – September 30.

2 Payment of Benefit

2.1 Eligible permanent and term full-time Employees:

2.1.1 On October 1st, **2014** and annually thereafter, all eligible permanent and term full-time Employees on staff will receive **\$1,750** to be allocated to their FSA.

2.2 Eligible permanent and term part-time Employees:

2.2.1 On October 1st, **2014**, all eligible permanent and term part-time Employees working at fifty per cent (50%) or less of full-time hours will receive a benefit allocation of **\$875** to their FSA. The determination of whether an Employee receives **\$1,750** or **\$875** will be based on the twelve- (12) month period preceding June 30th of each year.

2.3 Employees who become eligible for the FSA during the year will receive a prorated portion of the benefit, based on the time remaining to September 30th of the current plan year.

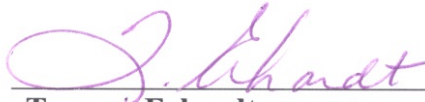
3 Distribution of Funds:

3.1 There are five (5) elements of the FSA as follows:

- Pension Plan (Capital or SGI Superannuation Plan)
- Group RRSP Plan (Royal Bank)
- Healthcare Spending Account
- Cash Payout (taxed at source)
- Wellness Account (taxable benefit)

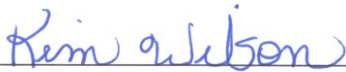
3.2 On October 1 **of each year**, FSA funds available to eligible Employees may be allocated to the Pension Plan, Group RRSP Plan, Healthcare Spending Account, or Cash Payout. Funds may be distributed into any one of or a combination of the options.

- 3.3 \$250 of the available FSA funds will be directed into each Employee's Wellness Account. This amount is a taxable benefit to be utilized by individual Employees for the purpose of wellness related expenditures **as defined by the Policy text**. Remaining funds may be distributed into any one of or a combination of the other four (4) options: Pension Plan, Cash Payout, Group RRSP Plan and/or Healthcare Spending Account.



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Revised: October 26, 2011
Original: June 12, 2007

APPENDIX D – LETTER OF UNDERSTANDING NO. 17

RE: BUSINESS CONTINUITY

In the event of a disaster resulting in the application of the Corporation's Business Continuity Plan, the parties agree to work together in the best interest of the health and safety of Employees, to resume normal business operations and customer service as soon as possible. It is recognized that this is not a business-as-usual time period and that the parties may be required to make exceptions to the Collective Bargaining Agreement in addition to those noted below.

During the recovery period and depending on the nature of the disaster, the Corporation may incrementally resume full business operations. Business critical areas will receive priority. Not all Employees will be required to work during this recovery period; however, the Corporation will maintain salaries for all Employees for a minimum of thirty- (30) days at which point the decision will be reviewed. If called to work, Employees will be expected to report to work, unless exceptional circumstances warrant consideration.

Depending on the impact of the disaster, the Corporation may not operate from regular business locations. If this is the case, Employees may be redeployed to alternative work locations or may be asked to work from home during this period of time. Geographic redeployments may be required, however, will be kept to a minimum.

It is recognized that in the event of a disaster, special measures will need to be put in place to handle the special health and safety concerns of Employees. It is fully anticipated that the Employer will provide additional and/or special access to the Employee and Family Assistance Program. In addition, an Employee hotline will be established in order to maintain communications with Employees. The Employer also agrees to maintain communication with the Union to ensure the same messages are being provided to Employees.

It is understood and agreed that the following exceptions to the Collective Bargaining Agreement will apply:

- All joint committee meetings between the Employer and the Union will be placed in abeyance until normal business operations resume. This includes, but is not limited to: the Technological Change Committee, the Job Evaluation Committee, and the Employment Equity Committee.
- Article 4 – Leave of Absence with Pay – Leaves of absence will not be granted, unless exceptional circumstances warrant consideration.
- Article 5 – Union Business – A minimum number of elected officers of the Union may be called to assist the Union in resuming Union operations. Otherwise, no leaves of absence will be granted under **Appendix E – Listed Letter of Understanding No. 48** during the recovery period.
- Article 8 – Probation – All probationary periods will be extended by the length of the Employee's absence from their regular position.

- Article 12 – Vacancies and Job Postings – All time requirements for job posting (Articles 12.7 and 12.8) will be eliminated until the conclusion of the recovery period. Postings will be based on business need.
- Article 13 – Applying in a Job Competition – All time requirements in Articles 13.2, 13.7, 13.9 and 13.10 will be flexible, based on business requirements during the recovery period. It is also understood that the competition assessment process may be subject to modification in order that competitions may be filled in an expedient manner.
- Article 15 – Automatic Progression – There will be no automatic progressions during the recovery period.
- Article 18 – Layoffs – During the recovery period the Corporation may incrementally resume full business operations. The Corporation agrees to do everything possible to return Employees to work as quickly as possible. However, in the event that the disaster recovery period moves beyond thirty (30) days, the Corporation may consider alternative measures which may include layoff. In the event of a layoff, the Union and the Employer agree that the thirty (30) days’ pay which Employees have received will constitute appropriate notice of layoff. In the event that the Corporation moves to an actual layoff, this decision will be communicated to those subject to layoff. Recall will be in accordance with the priority order of recovery of business applications identified in the business continuity plan.
- Article 19 – Seniority – Employees will continue to accrue seniority for the duration of the recovery period, including any period of layoff.
- Article 22 – Vacation – Vacation will continue to accrue during the recovery period. There will be no approved scheduling of vacation in any area affected by the disaster, until normal business operations have resumed. It may be necessary for the Corporation to cancel vacation for Employees that are assigned to business critical areas and are required for business recovery.
- Article 24 – Benefit Plans – All benefits will remain in effect for all Employees; however, Employees should expect delays in processing.
- Article 26 – Wage Administration
 - Salaries in effect at the time of the disaster will remain in effect, without adjustment, until the end of the recovery period. For the first thirty- (30) days following the disaster, Employees will continue to receive their regular pay even if not required to attend work. It is expected however, that there may be delays in processing.
 - With the exception of Employees on probation, an Employee’s regular increment date will remain in effect, with no adjustments for time not worked, during the recovery period. There may be delays in adjustments.
 - Shift differential for regular shift Employees will not apply during the recovery period.

- Article 26.8 will not apply, unless the parties mutually agree that there are exceptional circumstances which warrant consideration.
- Article 27 – TPHD – There will be no adjustments for TPHD for Employees called in to work during the recovery period. All TPHD salaries in effect at the time of the disaster will continue without interruption. TPHD salary increments will remain in effect although there may be delays in adjustments.
- Article 28 – Contracting Out – Regular notice requirements to the Union will not be observed during the recovery period.
- Article 29 – Hours of Work – During a disaster, recovery period hours of work will be undefined. 24 x 7 coverage may be required in certain areas, and shifts may vary in length from a minimum of three (3) hours to a maximum of twelve (12) hours. Employees will be called in on an “as and when required” basis in order to fulfill business requirements. Lunch periods and rest breaks will be paid breaks and scheduled with flexibility, in accordance with business needs.
- Article 30 – Overtime – Normal overtime provisions apply. Employees can expect their regular salary to be maintained with delays in overtime adjustments and payments. Standby and call back premiums shall not apply, and all overtime will be paid out.



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Revised: October 26, 2011
Original: June 12, 2007

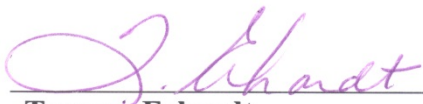
APPENDIX D – LETTER OF UNDERSTANDING NO. 18

RE: EMPLOYMENT COMMITMENT

The Corporation is in a period of growth and it is not the intention to layoff permanent Employees during the term of this Agreement.

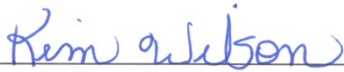
Therefore, the Employer is committed to ensuring that permanent Employees will remain employed and/or are provided employment opportunity, within the terms and conditions of the Collective Bargaining Agreement.

This Letter of Understanding expires on December 30, 2017.



Tamara Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

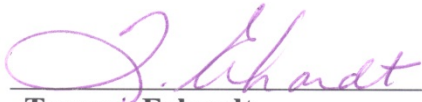
September 19, 2014

Revised: October 26, 2011
Revised: June 12, 2007
Original: June 14, 2001

APPENDIX D – LETTER OF UNDERSTANDING NO. 19

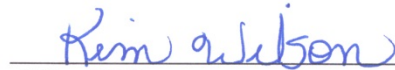
RE: DIRECTIONARY LETTERS

In the interest of facilitating the Union's objective of early intervention in the performance management process, it is understood and agreed that the Corporation will provide the Union with copies of Directionary letters given to Employees. The goal of this process is to encourage the Employee to modify their behaviour and work habits to enable the Employee to perform the duties of the position as expected. **Directionary letters are not grievable.**



Tamará Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Revised: September 21, 2011
Revised: May 9, 2007
Original: June 29, 2005

APPENDIX D – LETTER OF UNDERSTANDING NO. 20

RE: SCHEDULING OF HOURS OF WORK – USAGE-BASED INSURANCE PROGRAM


In recognition of customer service requirements to support the Usage-based Insurance Program, the Corporation will provide extended hours of service between the hours of 6:00 a.m. to 10:00 p.m., Monday through Friday; and 9:00 a.m. to 6:00 p.m., Saturday and Sunday. In order to facilitate the scheduling of extended hours, the following procedure will apply to Usage-based Insurance Representative positions:

- 1 Employees will be scheduled to work between the hours of 6:00 a.m. to 10:00 p.m., Monday through Friday; and 9:00 a.m. to 6:00 p.m., Saturday and Sunday.**
- 2 Where full-time Employees are working extended hours, the following will apply:**
 - **Schedules will be posted one (1) month in advance.**
 - **Schedules may be altered upon mutual agreement.**
 - **Employees will work eight (8) hour shifts.**
- 3 Permanent part-time Employees will work on a regular ongoing schedule which varies to meet local work requirements.**



Tamara Erhardt
On Behalf of the Corporation

September 19, 2014



Kim Wilson
On Behalf of the Union

September 19, 2014

Original: September 8, 2014

APPENDIX E – LISTED LETTERS OF UNDERSTANDING

MEMORANDUM OF AGREEMENT REGARDING FILED LETTERS OF UNDERSTANDING

There are a number of Letters of Understanding that have been agreed to however they are not included in the content of the Collective Bargaining Agreement. These letters are retained and filed by both Union and Management. It is agreed that these letters will remain in effect as per Article 37.1, unless a specific expiry date is indicated in the letter. Any of the letters may be withdrawn by mutual agreement between the parties. The titles and dates of the letters are listed as follows:

1. U.I.C. Rate Reduction Rebate.....September 25, 1975
2. Transfer of MVD to SGI..... March 18, 1977
3. Transfer of DVSSB from Saskatchewan Department of
Highways and Transportation to SGI October 9, 1986
4. Hours of Work and Overtime February 5, 1993
5. Transfer – Motor Transport Services Branch,
Saskatchewan Department of Highways and Transportation March 26, 1996
6. Job Evaluation Project December 10, 1997
7. Job Evaluation Implementation Agreement March 7, 2000
8. Scope – Article 1.1.2 – Management Title Changes April 13, 2000
9. Disciplinary Letters May 13, 2002
10. CHRIS Support Technician June 19, 2002
11. Position Classification Plan June 29, 2005
12. Red Circling..... June 29, 2005
13. IT Analyst – Work Hours Reduction..... November 10, 2005
14. Job Evaluation Maintenance..... November 10, 2005
15. Systems Job Evaluation Implementation November 10, 2005
16. Co-operative Work Study Program: Systems Trainee..... November 10, 2005
17. Voluntary Demotion – Regina Commercial Claims..... December 28, 2005
18. Typing Tests January 20, 2006
19. Designated Community Relations Coordinator Jobs..... March 13, 2006
20. Designated Positions..... June 12, 2007
21. Private Vehicles Used for Corporate Business August 29, 2007
22. Withdrawal of Unfair Labour Practice – Revised February 6, 2008
23. Voluntary Transfer..... May 7, 2008
24. Expiry of Risk Evaluator Market Differential May 14, 2009
25. Job Accommodation – Customer Service Centre September 2, 2009
26. Essential Services Agreement..... November 6, 2009
27. Essential Services Act – Legal Challenge November 6, 2009
28. Benefit Plans – Article 24..... May 4, 2010
29. Voluntary Demotion – Regina Commercial Claims..... January 19, 2011
30. Assumption of Ministry of Education’s
Driver Educator Assessment Coordinator September 12, 2011
31. Employment Screening Process September 21, 2011
32. Gradworks Program..... September 21, 2011
33. In-House Instructors Insurance Institute of Canada Courses September 21, 2011
34. Summer Student Insurance Classes September 21, 2011

35.	Investigative Assistants – Scope.....	October 5, 2011
36.	Hours of Work – Facilities Management – Grandfathered Employees.....	October 5, 2011
37.	Job Accommodation – Traffic Safety Program Evaluation	July 27, 2012
38.	Job Accommodation – Regina Northwest Claims Centre	October 29, 2012
39.	Appraiser Classification – Retention Bonus.....	February 12, 2013
40.	Job Accommodation – Conversion to Part-Time	April 26, 2013
41.	Hours of Work – Computer Operators – Training	June 27, 2013
42.	Operations Division – Classifications Changes.....	July 29, 2013
43.	Appraiser Classification – Open Appraiser Position	September 16, 2013
44.	Job-Share – Saskatoon Central Claims	October 15, 2013
45.	Privacy Breach.....	February 4, 2014
46.	Leave for Union Business.....	February 11, 2014
47.	Pay for Performance.....	April 15, 2014
48.	Union Business	April 15, 2014
49.	Part-Time Hours of Work.....	April 15, 2014
50.	Saskatchewan Employment Act	April 15, 2014
51.	Future Enterprises.....	April 15, 2014
52.	TPHD in Excess of Two (2) Years.....	April 15, 2014
53.	Leave for Union Business – Regular	April 15, 2014
54.	Leave for Union Business.....	May 1, 2014
55.	Job Share – Kindersley Claims Centre.....	May 8, 2014
56.	Alternate Work Locations	May 28, 2014
57.	Safety Officers.....	June 16, 2014
58.	MVD/DVSSB/Motor Transport Services Transfers.....	June 16, 2014
59.	Inter-Industry Conference on Auto Collision Repair (I-CAR)	June 16, 2014
60.	Educational Upgrading – FCIP – Grandfathered Employees.....	June 16, 2014
61.	Apprenticeship Program.....	June 16, 2014
62.	Union E-Mail and Intranet Access.....	June 16, 2014
63.	Scheduling – Driver Development – Grandfathered Employees	June 16, 2014
64.	In-House Equivalency (CIP).....	June 16, 2014
65.	Market Differential – Electrician 1 & 2 Classifications	June 16, 2014
66.	Market Differential – Safety Officer.....	June 16, 2014
67.	Systems Market Differential – IT Programmer Analysts – 2014-2017	June 16, 2014
68.	Enhanced Benefit Program.....	June 18, 2014
69.	Respectful Workplace	June 18, 2014
70.	Claims Division – Classification Change	June 19, 2014
71.	Job-Share Partners – Grandfathered Employees.....	June 19, 2014
72.	Voluntary Demotion – Saskatoon Central Claims	July 11, 2014
73.	Scheduling – Road Appraisers	July 14, 2014
74.	Appraiser – Retention Bonus	July 29, 2014
75.	Job Accommodation – Driver Development & Safety Services	August 8, 2014
76.	Agreement – Underwriting Admin. Services	August 22, 2014

Updated – September 19, 2014

Acknowledged by:

Tamara Erhardt, on behalf of the Corporation and **Kim Wilson**, on behalf of the Union

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