



National Research  
Council Canada

Conseil national  
de recherches Canada

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# **NRC-CNRC**

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***Agreement between the National  
Research Council of Canada and  
The Professional Institute of the  
Public Service of Canada***

**Group: Information Services**

**Expiry 20 June 1999**

**IS**

**Code: 92800**

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**Canada**

**THIS AGREEMENT IS EXECUTED IN SEVERAL COPIES, ANY ONE  
OF WHICH MAY BE CONSIDERED THE ORIGINAL,**

**THIS 6<sup>th</sup> DAY OF OCTOBER 1998**

**between**

***The National Research Council of Canada,*  
hereinafter known as the "Council",  
of the first part,**

**and**

***The Professional Institute of the Public Service of Canada,*  
hereinafter known as the "Professional Institute",  
of the second part,**

**covering**

**all employees in the**

**INFORMATION SERVICES GROUP**

**expiring**

**20 June 1999**

## TABLE OF CONTENTS

ARTICLE	1: PURPOSE, RECOGNITION AND APPLICATION OF AGREEMENT .....	1
ARTICLE	2: INTERPRETATION AND DEFINITIONS.....	2
ARTICLE	3: INTERPRETATION OF AGREEMENT .....	4
ARTICLE	4: MANAGEMENT RIGHTS .....	4
ARTICLE	5: RIGHTS OF EMPLOYEES .....	5
ARTICLE	6: PART-TIME EMPLOYEES .....	5
ARTICLE	7: APPOINTMENT OF AND TIME-OFF FOR STEWARDS .....	7
ARTICLE	8: INFORMATION .....	7
ARTICLE	9: CHECK-OFF .....	8
ARTICLE	10: HOURS OF WORK .....	10
ARTICLE	11: OVERTIME PAY .....	10
ARTICLE	12: CALL-BACK PAY .....	14
ARTICLE	13: PAY .....	15
ARTICLE	14: ACTING PAY .....	17
ARTICLE	15: DESIGNATED PAID HOLIDAYS .....	18
ARTICLE	16: VACATION LEAVE .....	21
ARTICLE	17: SICK LEAVE .....	27
ARTICLE	18: CAREER DEVELOPMENT .....	29
ARTICLE	19: OTHER LEAVE WITH OR WITHOUT PAY ..	33
ARTICLE	20: LEAVE GENERAL .....	52
ARTICLE	21: EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES .....	53
ARTICLE	22: NOTICE OF VACANCY .....	54
ARTICLE	23: GRIEVANCE PROCEDURE .....	55
ARTICLE	24: JOINT CONSULTATION .....	62
ARTICLE	25: SEVERANCE PAY .....	62
ARTICLE	26: CONTRACTING OUT .....	66
ARTICLE	27: TRAVELLING .....	66
ARTICLE	28: POSITION QUESTIONNAIRE .....	68
ARTICLE	29: NATIONAL JOINT COUNCIL AGREEMENTS .....	68
ARTICLE	30: AGREEMENT RE-OPENER .....	69
ARTICLE	31: DURATION AND RENEWAL .....	69
SCHEDULE	1: RATES OF PAY .....	71

APPENDIX A:	MEMORANDUM OF AGREEMENT – DISCONTINUOUS SERVICE .....	74
APPENDIX B:	MEMORANDUM OF AGREEMENT - COMPRESSED WORK WEEK .....	76

SIDELINES IN THE MARGINS INDICATE CHANGES FROM  
PREVIOUS AGREEMENT.

## INDEX

ARTICLE 14:	ACTING PAY .....	17
ARTICLE 30:	AGREEMENT RE-OPENER .....	69
ARTICLE 7:	APPOINTMENT OF AND TIME-OFF FOR STEWARDS .....	7
ARTICLE 12:	CALL-BACK PAY .....	14
ARTICLE 18:	CAREER DEVELOPMENT .....	29
ARTICLE 9:	CHECK-OFF .....	8
ARTICLE 26:	CONTRACTING OUT .....	66
ARTICLE 15:	DESIGNATED PAID HOLIDAYS .....	18
ARTICLE 31:	DURATION AND RENEWAL .....	69
ARTICLE 21:	EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES .....	53
ARTICLE 23:	GRIEVANCE PROCEDURE .....	55
ARTICLE 10:	HOURS OF WORK .....	10
ARTICLE 8:	INFORMATION .....	7
ARTICLE 2:	INTERPRETATION AND DEFINITIONS .....	2
ARTICLE 3:	INTERPRETATION OF AGREEMENT .....	4
ARTICLE 24:	JOINT CONSULTATION .....	62
ARTICLE 20:	LEAVE GENERAL .....	52
ARTICLE 4:	MANAGEMENT RIGHTS .....	4
APPENDIX B:	MEMORANDUM OF AGREEMENT - COMPRESSED WORK WEEK .....	76
APPENDIX A:	MEMORANDUM OF AGREEMENT - DISCONTINUOUS SERVICE .....	74
ARTICLE 29:	NATIONAL JOINT COUNCIL AGREEMENTS .....	68
ARTICLE 22:	NOTICE OF VACANCY .....	54
ARTICLE 19:	OTHER LEAVE WITH OR WITHOUT PAY ..	33
ARTICLE 11:	OVERTIME PAY .....	10
ARTICLE 6:	PART-TIME EMPLOYEES .....	5
ARTICLE 13:	PAY .....	15
ARTICLE 28:	POSITION QUESTIONNAIRE .....	68
ARTICLE I:	PURPOSE, RECOGNITION AND APPLICATION OF AGREEMENT .....	1
SCHEDULE 1:	RATES OF PAY .....	71
ARTICLE 5:	RIGHTS OF EMPLOYEES .....	5
ARTICLE 25:	SEVERANCE PAY .....	62

ARTICLE 17: SICK LEAVE .....	27
ARTICLE 27: TRAVELLING .....	66
ARTICLE 16: VACATION LEAVE .....	21

SIDELINES IN THE MARGINS INDICATE CHANGES FROM PREVIOUS AGREEMENT.

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- **ARTICLE 1 - PURPOSE, RECOGNITION AND APPLICATION  
OF AGREEMENT**

**1.01**

The purpose of this Agreement is to maintain harmonious and mutually beneficial relationships between the Council, the employees and the Professional Institute, to set forth certain terms and conditions of employment relating to remuneration, hours of work, employee benefits and general working conditions affecting employees covered by this Agreement.

**1.02**

The parties to this Agreement share a desire to improve the quality of services rendered by employees, to maintain professional standards and to improve well-being and increased efficiency. Accordingly, the parties are determined to establish and foster an effective working relationship.

**1.03**

The Council recognizes the Professional Institute as the exclusive bargaining agent for all employees in the bargaining unit described in the certificate issued by the Public Service Staff Relations Board on the 29th day of November 1968, covering employees of the Council classified in the Information Services grades, Administrative and Foreign Service Category.

**1.04**

The Council recognizes that it is a proper function and a right of the Professional Institute to bargain with a view to arriving at a Collective Agreement, and both parties agree to bargain in good faith in accordance with the provisions of the Public Service Staff Relations Act.

**1.05**

The provisions of this Agreement apply to the Professional Institute, employees, and the Council.

## ARTICLE 2 - INTERPRETATION AND DEFINITIONS

### 2.01

For the purpose of this Agreement,

- (a) "bargaining unit" means all the employees of the Council classified in the Information Services grades, Administrative and Foreign Service Category, as described in the certificate issued by the Public Service Staff Relations Board on 29 November 1968;
- (b) "compensatory leave" means leave with pay in lieu of cash payment as provided for in article 11 'overtime and article 27 travelling and such leave with pay will be computed and credited to the employee at the same premium rate as for compensated in cash;
- (c) "continuous employment" and "continuous service" have the same meaning as in the existing rules and regulations of the Council on the date of the signing of this Agreement;
- (d) "daily rate of pay" means an employee's weekly rate of pay divided by five (5);
- (e) "day of rest" in relation to an employee means a day other than a designated holiday on which that employee is not ordinarily required to perform the duties of his/her position other than by reason of his/her being on leave of absence;
- (f) "double time" means twice the hour for hour rate;
- (g) "employee" means a person who is a member of the bargaining unit;
- (h) "Employer", "Council" and "NRC" mean the National Research Council of Canada;



- (i) "headquarters area" has the same meaning as given to the expression in the Travel Policy contained in the Council's Financial Management Manual and as may be amended from time to time;
- (j) "holiday" means the twenty-four **(24)** hour period commencing at 12:01 a.m. of a day designated as a holiday in this Agreement;
- (k) "hour for hour" means the employee's weekly rate of pay divided by thirty-seven and one-half (37 1/2);
- (l) "lay-off means termination of services of an employee because of lack of work or because of the discontinuance of a function;
- (m) "leave of absence" means permission to be absent from duty;
- (n) "membership dues" mean the dues established pursuant to the by laws and regulations of the Professional Institute as the dues payable by its members as a consequence of their membership in the Professional Institute, and shall not include any initiation fee, insurance premium, or special levy;
- (o) "Professional Institute" means the Professional Institute of the Public Service of Canada;
- (p) "straight-time rate" means the employee's weekly rate of pay divided by thirty-seven and one-half (37 1/2);
- (q) "time and one-half" means one and one-half (1 1/2) times the hour for hour rate;
- (r) "weekly rate of pay" means an employee's annual rate of pay divided by 52.176; and

- (s) a "common-law spouse" relationship is said to exist when, for a continuous period of at least one year, an employee has lived with a person of the opposite sex, publicly represented that person to be his/her spouse, and lives and intends to continue to live with that person as if that person were his/her spouse.

**2.02**

Except as otherwise provided in this Agreement, expressions used in this Agreement,

- (a) if defined in the Public Service Staff Relations Act, have the same meaning as given to them in the Public Service Staff Relations Act, and
- (b) if defined in the Interpretation Act, but not defined in the Public Service Staff Relations Act, have the same meaning as given to them in the Interpretation Act.

**ARTICLE 3 - INTERPRETATION OF AGREEMENT**

**3.01**

The parties agree that, in the event of a dispute arising out of the interpretation of a clause or article in this Agreement, it is desirable that such dispute shall in the first instance be referred in writing to the parties who will meet within a reasonable time and seek to resolve the problem. This Article does not prevent an employee from making use of the grievance procedure provided in this Agreement.

**ARTICLE 4 - MANAGEMENT RIGHTS**

**4.01**

All the functions, rights, powers and authority which the Council has not specifically abridged, delegated or modified by this Agreement are recognized by the Professional Institute as being retained by the Council.

## ARTICLE 5 - RIGHTS OF EMPLOYEES

### 5.01

Nothing in this Agreement shall be construed as an abridgement **or** restriction of any employee's constitutional rights or of any right expressly conferred in an Act of the Parliament of Canada.

### 5.02

#### **No Discrimination**

There shall be no discrimination, interference, restriction, coercion, harassment, intimidation, or any disciplinary action exercised or practiced with respect **to** an employee by reason of age, race, creed, **color**, national origin, religious affiliation, sex, sexual orientation **or** membership in the Union.

## ARTICLE 6 - PART-TIME EMPLOYEES

### 6.01

Employees whose normal scheduled hours of work are less than thirty-seven and one-half (37 1/2) hours per week shall be entitled to the benefits provided under **this** agreement in the same proportion as their weekly hours of work compared with the normal scheduled weekly hours of work of full-time employees, except that:

- (a) such employees shall be paid at the hourly rate of pay **for** all hours of work performed up to seven and one-half (7 1/2) hours in a day or thirty-seven and one-half (37 1/2) hours in a week, or at the hourly rate of pay for all hours of work performed up **to** other daily or weekly hours of work that may be prescribed in accordance with Article 10, and at time and one-half (1 1/2) the hourly rate of pay **for** all hours of work performed in excess of those hours.

- (b) leave will only be provided
  - (i) where it may displace other leave as prescribed by this Agreement,
  - or
  - (ii) during those periods in which the employees are scheduled to perform their duties;
- (c) the days of rest provisions of this collective agreement apply only in a week when the employee has worked five (5) days and a minimum of thirty-seven and one-half (37 1/2) hours in the week.
- (d) A part-time employee shall not be paid for the designated holidays but shall, instead be paid a premium of four and one-quarter percent (4.25%) for all straight-time hours during the period of part-time employment.
- (e) When a part-time employee is required to work on a day which is prescribed as a designated paid holiday for a full-time employee in clause 15.01 of this agreement, the employee shall be paid time and one-half (1 1/2) the hourly rate of pay for all hours worked on the holiday.
- (f) Notwithstanding the provisions of Article 25 (Severance Pay), an employee whose continuous employment is a combination of both full-time and part-time continuous employment shall, for the purpose of Severance Pay, have those completed years of part-time continuous employment reduced in the same proportion as the part-time weekly hours of work compare with the normal scheduled weekly hours of work of full-time employees. For such an employee who, on the date of the termination of his/her employment is a part-time employee, the weekly rate of pay referred to in Article 25 shall be the weekly rate of pay that the employee is being paid on termination, adjusted to the full-time weekly rate.

## **ARTICLE 7 - APPOINTMENT OF AND TIME-OFF FOR STEWARDS**

### **7.01**

The Council acknowledges the right of the Professional Institute to appoint Stewards from amongst the employees. The Council and the Professional Institute shall by mutual agreement determine the geographical area of jurisdiction of each Steward, having regard to the plan of organization and the distribution of employees at the workplace.

### **7.02**

A Steward appointed in accordance with clause 7.01 shall obtain the permission of his/her immediate supervisor before leaving work to investigate with fellow employees complaints of an urgent nature, to meet with local management for the purpose of discussing such complaints or problems directly related to employment and to attend meetings called by management. Such permission shall not be unreasonably withheld.

## **ARTICLE 8 - INFORMATION**

### **8.01**

The Council agrees to supply the Professional Institute each month with the name, classification and geographic location of each new employee and of each person who ceases to be an employee.

### **8.02**

The Council agrees to supply each employee with a copy of the collective agreement and every amendment thereto. Both the English and French texts of this agreement shall be official.

**ARTICLE 9 - CHECK-OFF**

**9.01**

Except as provided in clause 9.04, the Council will, as a condition of employment, make every reasonable effort to have deducted through the Office of the Department of Public Works and Government Services, the amount equal to membership dues from the monthly pay of all employees in the bargaining unit covered by this Agreement.

**9.02**

The Professional Institute shall inform the Council in writing of the authorized monthly deduction to be checked off for each employee as defined in clause 9.01.

**9.03**

For the purpose of applying clause 9.01, deductions from pay for each employee in respect of each month will start with the first full month of employment or membership to the extent that earnings are available. Where an employee does not have sufficient earnings in respect of any month to permit deductions, the Council shall not be obligated to make these deductions from subsequent salary.

**9.04**

An employee who satisfies the Council to the extent that he or she declares in an affidavit filed with the Council that he/she is a member of a religious organization registered pursuant to the Income Tax Act, whose doctrine prevents him/her as a matter of conscience from making financial contributions to an employee organization and that he/she will make contributions to a charitable organization as defined in the Income Tax Act equal to membership dues shall not be subject to this

Article, provided that the affidavit submitted by the employee shows the registered number of the religious organization and is countersigned by an official representative of the religious organization involved. A copy of the affidavit will be provided to the Professional Institute.

**9.05**

It is understood that the amounts deducted in accordance with clause 9.01 shall be remitted by cheque to the Professional Institute by Department of Public Works and Government Services within a reasonable period of time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on his/her behalf.

**9.06**

The Council agrees to make every reasonable effort to continue, on the basis of production of appropriate documentation, the past practice of having deductions made for other purposes through the Department of Public Works and Government Services.

**9.07**

For the duration of this Agreement, no employee organization, as defined in Section 2 of the Public Service Staff Relations Act, other than the Professional Institute, shall be permitted to have membership dues and/or other monies deducted by the Council from the pay of employees in the bargaining unit.

**9.08**

The Professional Institute agrees to indemnify and save the Council harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Council.

**ARTICLE 10 - HOURS OF WORK**

**10.01**

The normal work week shall be ~~thirty-seven~~ and one-half (37 1/2) hours, and the normal daily hours ~~of~~ work shall be seven and one-half (7 1/2) hours. These hours may be varied at the Council's discretion to allow for summer and winter hours provided that the annual total is 1950 hours.

**10.02**

The normal work week shall be Monday through Friday and the normal work day shall be scheduled between 7:00 a.m. and 6:00 p.m.

**10.03**

An employee shall be granted ~~two~~ (2) consecutive days of rest during each seven (7) day period.

**10.04**

Employees will submit attendance registers weekly in the form prescribed by the Council. Only hours worked on days of rest or designated holidays need be specified.

**ARTICLE 11 - OVERTIME**

**11.01**

In this group of clauses,

"Overtime" means work performed by an employee with the prior knowledge and prior approval of an authorized officer of the Council in the employee's Institute or Branch, in excess and outside of the employee's scheduled hours of work, but excludes time worked on a designated holiday.



**11.02**

Subject to its operational requirements the Council shall make every reasonable effort

- (a) to allocate overtime work on an equitable basis among **the** readily available qualified employees, and
- (b) to give employees who are required to work overtime as much advance notice as possible of this requirement, preferably not less than twelve **(12)** hours' advance notice.

**11.03**

An employee who is required by the Council to work overtime on **his/her** normally scheduled work day **is** entitled to compensation at time and one-half for all hours **of** overtime worked.

**11.04**

- (1) An employee shall receive overtime compensation for **earned** credits by means of payment **by** cheque which will be issued as soon as practicable after the first day **of** the month following the month during which the overtime was worked, or upon request of an employee and with the approval **of** the Council, receive compensatory leave in lieu of cash. Such leave with pay will be computed at the same premium rate **as** if the overtime had been compensated in cash.
- (2) Consistent with operational requirements **and** subject to adequate advance notice by the employee, the Council shall grant compensatory leave at times which are mutually acceptable to the employee and to the Council.

- (3) Compensatory leave credits earned under the provisions of this Article but not granted by the end of March of each fiscal year will be liquidated by means of compensation to the employee on the basis of one (1) hour's pay at straight-time rate for each hour of compensatory leave credit so liquidated, except that an employee, upon application, shall be permitted to carry over to the next fiscal year a total amount of compensatory leave credits, earned under this article and under article 27 (Travelling), of up to thirty-seven and one-half (37 ½) hours.

Compensatory leave credits liquidated under clauses 11.09, 11.10 and 11.11 shall be liquidated in accordance with the provisions of this clause.

**11.05**

An employee who is required to work on his/her day of rest is entitled to overtime compensation as follows:

- (a) at the rate of time and one-half (1 1/2) for each of the first seven and one-half (7 1/2) hours of overtime worked by the employee, and double time for each hour of overtime worked by the employee thereafter on that day, except that;
- (b) on the employee's second and subsequent days of rest at the double time rate for each hour worked by the employee, provided that the days of rest are in an unbroken series of consecutive and contiguous calendar days and the employee has worked on the first day of rest.

**11.06**

All overtime credits earned shall be recorded on the basis of each completed one-half (1/2) hour.

**11.07**

An employee is entitled to overtime compensation under clauses **11.03** and **11.05** for each completed period of one-half (1/2) hour of overtime worked by the employee:

- (a) when the overtime work is authorized in advance by the Council, and
- (b) when the employee does not control the duration of the overtime work.

**11.08**

- (a) An employee, who works three **(3)** or more hours of overtime immediately following his/her scheduled hours of work, shall be reimbursed his/her expenses for one meal in the amount of six dollars and fifty cents (\$6.50), except where free meals are provided. Reasonable time with pay, to be determined by the Council, shall be allowed the employee in order that a meal break may be taken either at or adjacent to the employee's place of work.
- (b) When an employee works overtime continuously extending four **(4)** hours or more beyond the period provided in (a) above, the employee shall be reimbursed for one additional meal in the amount of six dollars and fifty cents (\$6.50), except where free meals are provided. Reasonable time with pay, to be determined by the Council, shall be allowed the employee in order that a meal break may be taken either at or adjacent to the employee's place of work.

**11.09**

An employee whose employment is terminated by reason of abandonment of position is entitled to receive the payment for overtime earned but for which the employee has not received payment if the employee so requests it in writing within six (6) months following the date upon which the employee's employment is terminated by a declaration by the Council.

**11.10**

An employee whose services with the Council terminate for any reason, except as provided in clause 11.09, shall be entitled to receive compensation for overtime earned but for which he/she has not received payment.

**11.11**

If an employee dies, the employee's estate shall be granted a cash gratuity equivalent to the amount of overtime compensation to which the employee would be entitled if alive. This clause refers to overtime compensation earned but not paid to the employee prior to the time of death.

**ARTICLE 12 - CALL-BACK PAY**

**12.01**

When an employee is called back by the Council to perform work that has not been scheduled in advance, he/she is entitled to the greater of

- (a) compensation at the applicable rate, or
- (b) compensation equivalent to four (4) hours' pay at the straight-time rate for any time worked,

provided that the period of time worked by the employee is not contiguous to his/her scheduled shift.

Call-back pay is not to be considered as different from or additional to overtime compensation or compensation for work on a designated holiday, but shall be construed so as to establish a minimum of overtime compensation to be paid.

**12.02**

When an employee is called back to perform work under the conditions described in clause 12.01, and is required to use transportation services other than normal public transportation services, he/she shall be reimbursed for his/her expenses by means of

- (a) mileage allowance at the rate normally paid to an employee when authorized by the Council to use his/her automobile when the employee travels by automobile, or
- (b) out-of-pocket expenses for other means of commercial transportation.

**ARTICLE 13 - PAY**

**13.01**

Except as provided in clauses 13.02, 13.03, 13.04 and 13.05 the terms and conditions governing the application of pay to employees are not affected by this Agreement.

**13.02**

An employee is entitled to be paid for services rendered at the pay specified in Schedule 1 for the classification to which he/she is appointed or promoted.

**13.03**

- (a) The rates of pay set forth in Schedule 1 shall become effective on the date specified therein.

- (b) Where the rates of pay set forth in Schedule 1 have an effective date prior to the date of signing of the Agreement the following shall apply:
- (i) "retroactive period" for the purpose of clauses (ii) to (v) means the period commencing on the effective date of the retroactive upward revision in rates of pay and ending on the day the Agreement is signed or when an arbitral award is rendered therefor;
  - (ii) a retroactive upward revision in rates of pay shall apply to employees, former employees, or in the case of death, the estates of former employees, who were employees in the bargaining unit during the retroactive period;
  - (iii) rates of pay shall be paid in an amount equal to what would have been paid had the Agreement been signed or an arbitral award rendered therefor on the effective date of the revision in rates of pay;
  - (iv) for former employees or, in the case of death, for the former employees' representatives, the Council shall make payment in accordance with Clause (b) (iii) to such individuals at their last known address by registered mail. If the payment is undeliverable and returned to the Council it will be held for ninety (90) days after which time any obligation upon the Council to provide payment ceases;
  - (v) no payment shall be made pursuant to clause 13.03 (b) for one dollar or less.

**13.04**

When an employee is promoted by the Council to a higher classification level, he/she shall be paid at the nearest rate in the new classification level which gives the employee a salary increase not less than the

minimum increment in the range of rates for the higher classification to which he/she is promoted by the Council.

**13.05**

An employee who was appointed above the minimum rate during a period where a pay increase becomes retroactive and who was notified in writing in his/her letter of appointment that a negotiated retroactive pay increase would not apply to him/her shall, effective from the date of his/her appointment, have his/her rate of pay on appointment altered to the rate in the new scale of rates for his/her classification level which is nearest to but not less than the rate at which he/she was appointed.

**ARTICLE 14 - ACTING PAY**

**14.01**

When in accordance with a written instruction from the Director (or designate) an employee performs for a temporary period of at least ten (10) consecutive working days, a substantial portion of the duties of a higher position than the one held by him/her, the employee shall be entitled to receive acting pay for that temporary period at the lesser of:

(a) the classification of the incumbent being replaced,

or

(b) the classification of the position in which the employee is acting,

except that in any case an employee who is entitled under the provisions of this article to receive acting pay shall receive acting pay at a rate not less than one

increment of his/her normal grade higher than the rate he/she was receiving immediately prior to the date the employee was required to perform the duties of the higher position.

**14.02**

If disagreement arises on the application of this article, the parties shall consult in an effort to resolve any differences.

**ARTICLE 15 - DESIGNATED PAID HOLIDAYS**

**15.01**

Subject to clause 15.02, the following days shall be designated paid holidays for employees:

- (a) New Year's Day,
- (b) Good Friday,
- (c) Easter Monday,
- (d) the day fixed by proclamation of the Governor in Council for celebration of the Sovereign's Birthday,
- (e) Canada Day,
- (f) Labour Day,
- (g) the day fixed by proclamation of the Governor in Council as a general day of Thanksgiving,
- (h) Remembrance Day,
- (i) Christmas Day,
- (j) Boxing Day,



- (k) one additional day in each year that, in the opinion of the Council, is recognized to be a provincial or civic holiday in the area in which the employee is employed or in any area where, in the opinion of the Council, no such day is recognized as a provincial or civic holiday, the first Monday in August, and
- (l) one additional day when proclaimed by an Act of Parliament as a National Holiday.

#### **15.02**

An employee absent without pay on both **his/her** normal working day immediately preceding and **his/her** normal working day immediately following a designated paid holiday is not entitled to pay for the holiday.

#### **15.03**

##### **Holiday Falling on a Day of Rest**

When a day, except Boxing Day, designated as a holiday under clause 15.01 coincides with an employee's day of rest, the holiday shall be moved to the employee's first normal working day following **his/her** day of rest. Boxing Day shall be observed on the first normal working day immediately following the calendar day on which Christmas Day is granted as a designated holiday.

#### **15.04**

When a day designated as **a** paid holiday **for** an employee is moved to another day under the provisions of clause 15.03;

- (a) work performed by an employee on the day from which the holiday was moved shall be considered as work performed **on** a day of rest, and
  - (b) work performed by an employee on the day to which the holiday was moved, shall be considered as work performed on a holiday.
-

**15.05**

**Remuneration for Work on a Designated Paid Holiday**

- (a) Where an employee is required by the Council to work on a holiday he/she shall be paid, in addition to the pay he would have been granted had he/she not worked on the holiday,
  - (i) time and one-half for all hours worked to a maximum of his normal daily scheduled hours of work: and
  - (ii) double time for all hours worked in excess of his/her normal daily scheduled hours of work;

or

- (b) (i) Upon request and with the approval of the Council, an employee shall be granted a day of leave with pay at a later date in lieu of the designated holiday and pay at time and one-half for all hours worked, in accordance with the provisions of sub- clause 15.05(a).

The day of leave with pay at a later date earned under sub-clause 15.05(b)(i) is in lieu of the pay the employee would have been granted had he/she not worked on the designated holiday.

- (ii) The Council shall grant leave earned under the provisions of sub-clause 15.05 (b) (i) at times which are mutually acceptable to the employee and to the Council.
- (iii) Leave credits earned but not granted by the end of September of each calendar year will be liquidated by means of compensation by cheque to the employee on the basis of one (1) hour's pay at straight-time rate for each hour of leave credit so liquidated.

**15.06**

**Holiday Coinciding with a Day of Paid Leave**

Where a day that is a designated paid holiday for an employee falls within a period of leave with pay, the holiday shall not count as a day of leave.

**15.07**

Work performed by an employee on a designated paid holiday shall not be construed as overtime.

**ARTICLE 16 - VACATION LEAVE**

**16.01**

For the purposes of this Article only, all service within the Public Service, as defined in the Public Service Staff Relations Act, whether continuous or discontinuous, shall count toward vacation leave earnings except where a person who on leaving the Public Service takes or has taken severance pay, retiring leave or a cash gratuity in lieu of retiring leave. However, the above exception shall not apply to an employee who receives severance pay on lay-off and is reappointed to the Public Service within one year following the date of layoff.

**16.02**

**Accumulation of Vacation Leave**

An employee shall earn in respect of each fiscal year, annual vacation leave with pay at the following rates for each calendar month in which he/she receives at least ten (10) days' pay:

- (a) one and one-quarter (1 1/4) days until the month in which the anniversary of the employee's eighth (8th) year of service occurs;
- (b) one and two-thirds (1 2/3) days commencing with the month in which the employee's eighth (8th) anniversary of service occurs;

- (c) two and one-twelfth (2 1/12) days commencing with the month in which the employee's nineteenth (19th) anniversary of service occurs.
- (d) two and one-half (2 1/2) days commencing with the month in which the employee's thirtieth (30th) anniversary of service occurs.

### 16.03

#### Furlough Leave

- (a) An employee is entitled to receive furlough leave provided that,
  - (i) he/she has completed twenty (20) years of continuous employment in the Public Service, and
  - (ii) his/her latest period of continuous employment in the Public Service began not later than April 1, 1962, and
  - (iii) he/she was not previously granted the maximum amount of furlough leave.
- (b) The maximum entitlement to furlough leave with pay is five (5) weeks.
- (c) An employee who has received or is entitled to receive furlough leave, shall have his/her vacation leave entitlement between the completion of his/her twentieth (20th) and the completion of his/her twenty-fifth (25th) years of continuous employment abated by five (5) working days per year in each of those years.

**16.04**

Entitlement to Vacation Leave With Pay

- (a) An employee is entitled to vacation leave with pay to the extent of his/her earned credits but an employee who has completed six (6) calendar months of employment may receive an advance of credits equivalent to the anticipated credits for the fiscal year concerned.
- (b) In the event of the termination of employment for reasons other than death or lay-off the Council shall recover from any monies owed the employee, an amount equivalent to unearned vacation leave taken by the employee, calculated on the basis of the rate of pay applicable to his/her classification on the date of termination.

**16.05**

Scheduling of Vacation Leave

In order to maintain operational requirements, the Council reserves the right to schedule an employee's vacation leave but shall make every reasonable effort:

- (a) to provide an employee's vacation leave in an amount and at such time as the employee may request;
- (b) not to recall an employee to duty after he/she has proceeded on vacation leave.

**16.06**

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

- (a) is granted bereavement leave, or
- (b) is granted special leave with pay because of illness in the immediate family, or

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

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

#### **16.07**

##### **Carry-Over Provision**

When in any fiscal year an employee has not been granted all of the vacation leave credited to him/her, the unused portion of his/her vacation leave shall be carried over into the following fiscal year.

#### **16.08**

##### **Recall from Vacation Leave**

When, during any period of vacation leave, an employee is recalled to duty, he/she shall be reimbursed for reasonable expenses, as normally defined by the Council, that he/she incurs

- (a) in proceeding to his/her place of duty, and
- (b) in returning to the place from which he/she was recalled if he/she immediately resumes vacation upon completing the assignment for which he/she was recalled, after submitting such accounts and within such time limits as are normally required by the Council.

#### **16.09**

The employee shall not be considered as being on vacation leave for any period for which he/she is to be reimbursed (under clause 16.08) for reasonable expenses incurred.

**16.10**

Leave when Employment Terminates

When the employment **of** an employee is terminated for any reason, the employee or his/her estate shall, in lieu of earned but unused vacation leave, be paid an amount equal to the product obtained by multiplying the number **of** days **of** earned but unused vacation leave by the daily rate of pay applicable to the employee immediately prior to the termination of his/her employment.

**16.11**

An employee whose employment is terminated by reason of abandonment of his/her position is entitled to receive the payment referred to in clause 16.10 above if he/she so requests it in writing within six (6) months following the date upon which his/her employment is terminated by a declaration by the Council.

**16.12**

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

**16.13**

Advance Payment

- (a) The Council agrees to issue advance payments **of** estimated net salary for the period of vacation requested, provided six (6) weeks' notice is received from the employee prior to the **last** pay day before proceeding **on** leave. Providing the employee has been authorized to proceed on vacation leave for the period concerned, pay in advance of going on vacation shall be

made prior to departure and shall consist of an estimated two (2). three (3). four **(4)** or five (5) weeks' net entitlement subsequent to the last regular pay issue.

- (b) Any overpayment in respect of such advance shall be an immediate first charge against any subsequent pay entitlements and shall be recovered in full prior to any further payment of salary.

#### **16.14**

##### Liquidation of Vacation Leave

In the month of March, upon application by the employee and at the discretion of the Council, earned but unused vacation leave credits in excess of fifteen (15) days may be paid in cash at the employee's daily rate of pay as calculated from the employee's classification.

#### **16.15**

##### Cancellation of Vacation Leave

When the Council cancels or alters a period of vacation or furlough leave which it has previously approved in writing, the Council shall reimburse the employee for the non-returnable portion of vacation contracts and reservations made by the employee in respect of that period, subject to the presentation of such documentation as the Council may require. The employee must make every reasonable attempt to mitigate any losses incurred and will provide proof of such action, when available, to the Council.



## ARTICLE 17 - SICK LEAVE

### 17.01

#### Credits

An employee shall earn sick leave credits at the following rate

one and one-quarter (1 1/4) days for each calendar month in which he/she has received pay for at least ten (10) days

and such leave credits shall be on a cumulative basis from year to year.

### 17.02

#### Granting of Sick Leave

An employee shall be granted sick leave with pay when he/she is unable to perform his/her duties because of illness or injury provided that

- (a) he/she satisfies the Council of this condition in such a manner and at such time as may be determined by the Council. and
- (b) he/she has the necessary sick leave credits

### 17.03

Unless otherwise informed by the Council, a statement signed by the employee stating that because of his/her illness or injury the employee was unable to perform his/her duties shall, when delivered to the Council as soon as practicable, be considered as meeting the requirements of sub-clause 17.02(a):

- (a) if the period of leave requested does not exceed five (5) days, and

- (b) on the understanding that in any given fiscal year, the employee may be granted up to a maximum of ten (10) days' sick leave wholly on the basis of statements signed by the employee.

**17.04**

An employee is not eligible for sick leave with pay during any period in which he/she is on leave of absence without pay or under suspension.

**17.05**

**Advance of Credits**

When an employee has insufficient credits to cover granting of sick leave with pay under the provisions of clause 17.02, sick leave with pay may, at the discretion of the Council, be granted

- (a) for a period of up to twenty-five (25) days if he/she is awaiting a decision on an application for injury-on-duty leave, or
- (b) for periods of up to fifteen (15) days if he/she has not submitted an application for injury-on-duty leave, provided that an employee's total sick leave deficit shall not exceed fifteen (15) days,

subject to the deduction of such advanced leave from any sick leave credits subsequently earned, or if an employee resigns the advance leave shall be recovered by the Council by other means.

**17.06**

When an employee is granted sick leave with pay and injury-on-duty leave is subsequently approved for the same period, it shall be considered, for the purpose of the record of sick leave credits, that the employee was not granted sick leave with pay.

**17.07**

If an employee becomes ill during a period of compensatory leave and such illness is supported by a medical certificate, the employee shall be granted sick leave and his/her compensatory leave credits shall be restored to the extent of any concurrent sick leave granted.

**17.08**

Sick leave credits earned but unused by an employee during a previous period of employment in the Council shall be restored to an employee whose employment was terminated by reason of lay-off and who is reappointed in the Council within one year from the date of lay-off.

**ARTICLE 18 - CAREER DEVELOPMENT**

**18.01**

**Education Leave**

- (a) An employee may be granted education leave without pay for varying periods up to one year, which can be renewed by mutual agreement, to attend a recognized institution for additional or special studies in some field of education in which special preparation is needed to enable the employee to fill his/her present role more adequately, or to undertake studies in some field in order to provide a service which the Council requires or is planning to provide.
- (b) Normally, an employee on Education Leave without pay under this clause shall receive an allowance in lieu of salary equivalent to from fifty percent (50%) to one hundred percent (100%) of his/her basic salary. The percentage of the allowance is at the discretion of the Council. Where the employee receives a grant, bursary,

or scholarship, the education leave allowance may be reduced. In such cases, the amount of the reduction shall not exceed the amount of the grant, bursary or scholarship.

- (c) Any allowance already being received by the employee and not part of his/her basic salary shall not be used in the calculation of the education leave allowance.
- (d) Allowances already being received by the employee may, at the discretion of the Council, be continued during the period of education leave. The employee shall be notified when the leave is approved whether such allowances are to be continued in whole or in part.
- (e) As a condition to the granting of education leave an employee shall, if required, give a written undertaking prior to commencement of the leave to return to the service of the Council for a period of not less than the period of the leave granted.

If the employee, except with the permission of the Council:

- (i) fails to complete the course,
- (ii) does not resume his/her employment with the Council following completion of the course, or
- (iii) ceases to be employed, except by reason of death or lay-off, before termination of the period he/she has undertaken to serve after completion of the course

he/she shall repay the Council all allowances paid to him/her during the education leave or such lesser sum as shall be determined by the Council.

## 18.02

### Professional Development

- (a) The parties to this Agreement share a desire to improve professional standards by giving employees the opportunity on occasion to participate in seminars, workshops, short courses or similar out-service programs for the development of knowledge and skills in their respective fields.
- (b) An employee may apply at any time for professional development under this clause, and the Council may select an employee **at** any time for such professional development.
- (c) When an employee is selected by the Council for professional development under this clause the Council will consult with the employee before determining the location and duration of the program of work or studies to be undertaken.
- (d) An employee selected for professional development under **this** clause will continue to receive **his/her** normal compensation including any increase for which he/she may become eligible. The employee shall not be entitled to any compensation under Article 11 (Overtime) and Article 27 (Travelling) while on professional development under this clause.
- (e) An employee on professional development under this clause may be reimbursed for reasonable travel expenses and such other additional expenses as the Council deems appropriate.

### 18.03

#### Attendance at Conferences and Conventions

- (a) An employee shall have the opportunity, subject to operational requirements, to attend a reasonable number of conferences or conventions related to his/her field of specialization in order to benefit from an exchange of knowledge and experience with his/her professional colleagues. The Council may grant leave with pay and reasonable expenses, including registration fees, to attend such gatherings, subject to budgetary constraints as determined by the Council.
- (b) An employee who attends a conference or convention on the written instruction of the Council to represent the interests of the Council shall be deemed to be on duty and, as required, in travel status.
- (c) An employee invited to participate in a conference or convention in an official capacity, such as to present a formal address or to give a course related to his/her field of employment, may be granted leave with pay for this purpose and may, in addition, be reimbursed for his/her payment of registration fees and reasonable travel expenses.

### 18.04

An employee shall not be entitled to any compensation under Article 11 (Overtime) and Article 27 (Travelling) in respect of hours he/she is in attendance at or travelling to or from a seminar, workshop, short course or similar out service program under the provisions of this Article except as provided in 18.03 (b) above.

### 18.05

#### Examination Leave

Examination leave with pay shall be granted for an employee to write an examination for an accredited

secondary school, technological institute or university subject, provided the course of study of the employee concerned can reasonably be construed by the Council as likely to increase his/her usefulness to the Council and is not an examination for a completely extraneous subject.

## ARTICLE 19 - OTHER LEAVE WITH OR WITHOUT PAY

### 19.01

In respect of any requests for leave made pursuant to this article, the employee may be required to provide satisfactory validation of the circumstances necessitating such requests.

### 19.02

#### Bereavement Leave

For the purpose of this clause, "immediate family" is defined as father, mother (or alternatively stepfather, stepmother or foster parent), brother, sister, spouse (including common-law spouse resident with the employee), child (including child of common-law spouse), stepchild, or ward of the employee, father-in-law, mother-in-law, and other relative permanently residing in the employee's household or with whom the employee permanently resides.

- (a) When a member of his/her immediate family dies, an employee shall be entitled to a bereavement period of four (4) consecutive calendar days which does not extend beyond the day following the day of the funeral. During such period he/she shall be paid for those days which are not regularly scheduled days of rest for the employee. In addition, the employee may be granted up to three (3) days' leave with pay for the purpose of travel related to the death.

- (b) In special circumstances and at the request of the employee, the four (4) day bereavement period may be moved beyond the day following the day of the funeral but must include the day of the funeral.
- (c) An employee is entitled to one (1) day's bereavement leave with pay for the purpose related to the death of his/her grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law or sister-in-law.
- (d) If, during a period of Compensatory leave, an employee is bereaved in circumstances under which he/she would have been eligible for bereavement leave with pay under paragraph (a), (b) or (c) of this clause, the employee shall be granted bereavement leave with pay and his/her Compensatory leave credits shall be restored to the extent of any concurrent bereavement leave with pay granted.
- (e) It is recognized by the parties that the circumstances which call for leave in respect of bereavement are based on individual circumstances. On request, the Council may, after considering the particular circumstances involved, grant leave with pay for a period greater than that provided for in clause 19.02(a) and (c).

### **19.03**

#### **Court Leave**

With the exception of an employee under suspension or on leave of absence without pay, leave of absence with pay will be given to every employee who is required:

- (a) to be available for jury selection;
- (b) to serve on a jury; or
- (c) by subpoena or summons to attend as a witness in any proceeding held



- (i) in or under the authority of a court of justice or before a grand jury of Canada;
- (ii) before a court, judge, justice, magistrate or coroner of Canada;
- (iii) before the Senate or House of Commons of Canada or a committee of the Senate or House of Commons otherwise than in the performance of the duties of his/her position;
- (iv) before a legislative council, legislative assembly or house of assembly, or any committee thereof that is authorized by Canadian law to compel the attendance of witnesses before it; or
- (v) before an arbitrator or umpire or a person or body of persons authorized by Canadian law to make an inquiry and to compel the attendance of witnesses before it.

**19.04**

**Injury-on-Duty Leave**

An employee shall be granted injury-on-duty leave with pay for such reasonable period as may be determined by the Council where it is determined by a provincial Workmen's Compensation Board that he/she is unable to perform his/her duties because of

- (a) personal injury accidentally received in the performance of his/her duties and not caused by the employee's wilful misconduct,
- (b) sickness resulting from the nature of his/her employment, or
- (c) exposure to hazardous conditions in the course of his/her employment,

if the employee agrees to remit to the Receiver General of Canada any amount received by him/her for loss of pay in settlement of any claim he/she may have in respect of such injury, sickness or exposure provided however that such amount does not stem from a personal disability policy for which the employee or his/her agent has paid the premium.

When the absence, as a result of injury-on-duty, is less than the applicable Provincial Workmen's Compensation Board waiting period, an employee may be granted injury-on-duty leave during the applicable waiting period providing the employee satisfies the Council that he/she was unable to perform his/her duties.

#### **19.05**

##### Personnel Selection Leave

Where an employee participates as a candidate in a personnel selection process for a position in the Public Service, as defined in the Public Service Staff Relations Act, the Council shall grant leave of absence with pay for the period during which the employee's presence is required for purposes of the selection process, and for such further period as the Council considers reasonable for the employee to travel to and from the place where his/her presence is so required.

#### **19.06**

##### Maternity Leave Without Pay

###### (A)

- (1) An employee who becomes pregnant shall, upon request, be granted maternity leave without pay for a period beginning before, on or after the termination date of pregnancy and ending not later than seventeen (17) weeks after the termination date of pregnancy.

(a) Notwithstanding sub-clause 19.06(A)(1) above:

(i) where the employee's new-born child is hospitalized within the period defined in sub-clause 19.06(A)(1) above;

and

(ii) where the employee has proceeded on maternity leave without pay and then, upon request and with the concurrence of the Council, returns to work for all or part of the period during which her new-born child is hospitalized;

the period of maternity leave without pay defined in sub-clause **19.06(A)(1)** above may be extended beyond the date falling seventeen **(17)** weeks after the date of termination of pregnancy by a period equal to that portion of the period of the child's hospitalization during which the employee returned to work, to a maximum of seventeen **(17)** weeks.

(b) The extension described in sub-clause **19.06(A)(1)(a)** above shall end not later than **fifty-two (52)** weeks after the termination date of pregnancy.

**(2)** At its discretion, the Council may require an employee to submit a medical certificate certifying pregnancy.

(3) An employee who has not commenced maternity leave without pay may elect to:

(a) use earned vacation and compensatory leave credits up to and beyond the date that her pregnancy terminates;

- (b) use her sick leave credits up to and beyond the date that her pregnancy terminates, subject to the provisions set out in the Sick Leave Article. For purposes of this clause, illness or injury as defined in the Sick Leave Article shall include medical disability related to pregnancy.
- (B) An employee shall inform the Council in writing of her plans for taking leave with and without pay to cover her absence from work due to the pregnancy at least four (4) weeks in advance of the initial date of continuous leave of absence during which termination of pregnancy is expected to occur.
- (C) Leave granted under this clause shall be counted for the calculation of "continuous employment" or "service" as applicable for the purpose of calculating severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes.

#### **19.07**

##### **Maternity Allowance**

- (A) An employee who has been granted maternity leave without pay shall be paid a maternity allowance in accordance with the terms of the Supplemental Unemployment Benefit (SUB) Plan described in sub-clause 19.07(B) provided she:
  - (1) has completed six (6) months of continuous employment before the commencement of her maternity leave without pay;
  - (2) provides the Council with proof that she has applied for and is in receipt of Employment Insurance (EI) pregnancy benefits pursuant to section 22 of the Employment Insurance Act in respect of insurable employment with the Council;

and

(3) has signed an agreement with the Council stating that:

- a) she will return to work on the expiry date of her maternity leave without pay unless this date is modified with the Council's consent;
- b) within eighteen (**18**) months following her return from maternity leave without pay, she will work an amount of hours paid at straight-time calculated by multiplying the number of hours in the work week on which her maternity allowance was calculated by twenty-six (26);
- c) should the employee fail to return to work **as** per the provisions of sub-clauses 19.07(A)(3) (a) and b) for reasons other than death or lay-off, the employee recognizes that she is indebted to the Council for the amount received as maternity allowance, proportionate to the amount of hours not worked in relation to the hours to be worked as specified in sub-clause 19.07(A)(3)(b) above.

(4) For the purpose of sub-clause 19.07(A) (3)(b), periods of leave with pay shall count as time worked.

(B) Maternity allowance payments made in accordance with the **SUB** Plan will consist of the following:

- (1)
  - (a) where an employee is subject to a waiting period of two (**2**) weeks before receiving **EI** maternity benefits, ninety-three per cent (93%) of her weekly rate of pay for each week of the waiting period, less any other moneys earned during this period;

and

- (b) for each week that the employee receives a pregnancy benefit pursuant to section 22 of the Employment Insurance Act, the difference between the gross weekly amount of the EI benefit she is eligible to receive and ninety-three percent (93%) of her weekly rate of pay less any other moneys earned during this period.
- (2) The maternity allowance to which an employee is entitled is limited to that provided in sub-clause 19.07(B)(1) and an employee will not be reimbursed for any amount that she may be required to repay pursuant to the EI Act.
  - (3) The weekly rate of pay referred to in sub-clause 19.07(B)(1) shall be:
    - (a) for a full-time employee, the employee's weekly rate of pay on the day immediately preceding the commencement of maternity leave without pay;
    - (b) for an employee who has been employed on a part-time or on a combined full-time and part-time basis during the six (6) month period preceding the commencement of maternity leave, the rate obtained by multiplying the weekly rate of pay in sub-clause 19.07(B)(3)(a) by the fraction obtained by dividing the employee's straight-time earnings by the straight-time earnings the employee would have earned working full-time during such period.
  - (4) (a) The weekly rate of pay referred to in sub-clause 19.07 (B)(3) shall be the rate to which the employee is entitled for her substantive level to which she is appointed.

(b) Notwithstanding sub-clause 19.07(B)(4)(a), and subject to sub-clause 19.07(B)(3)(b), if, on the day immediately preceding the commencement of maternity leave without pay, an employee has been on an acting assignment for at least four (4) months, the weekly rate shall be the rate she was being paid on that day.

(5) Where an employee becomes eligible for a pay increment or pay revision while in receipt of the maternity allowance, the allowance shall be adjusted accordingly.

(6) Maternity allowance payments made under the SUB Plan will neither reduce nor increase an employee's deferred remuneration or severance pay.

#### 19.08

##### Special Maternity Allowance for Totally Disabled Employees

(A) An employee who:

(1) fails to satisfy the eligibility requirement specified in sub-clause 19.07(A)(2) solely because a concurrent entitlement to benefits under the Disability Insurance (DI) Plan, the Long-term Disability (LTD) Insurance portion of the Public Service Management Insurance Plan (PSMIP) or the Government Employees Compensation Act prevents her from receiving ~~DI~~ maternity benefits;

and

(2) has satisfied all of the other eligibility criteria specified in sub-clause 19.07(A), except 19.07(A)(2) and 19.07(A)(3);

shall be paid, in respect of each week of maternity allowance not received for the reason described in sub-clause 19.08(A)(1), the difference between ninety-three percent (93%) of her weekly rate of pay and the gross amount of her weekly disability benefit under the DI Plan, LTD Plan or via the Government Employees Compensation Act.

- (B) An employee shall be paid an allowance under this clause and under clause 19.07 for a combined period of no more than the number of weeks during which she would have been eligible for pregnancy benefits pursuant to section 22 of the EI Act had she not been disqualified from EI maternity benefits for the reasons described in sub-clause 19.08(A) (1) above.

### 19.09

#### Parental Leave Without Pay

- (A) An employee who becomes a parent through the birth of a child or the adoption of a child below the age of majority shall, upon request, be granted parental leave without pay for a single period of up to twenty-four (24) consecutive weeks beginning on or after the date of the child's birth or the date of acceptance of custody of the child for adoption.
- (B) The period of parental leave without pay shall end:
- (1) where the period of maternity leave without pay as described in sub-clause 19.06(A)(1) above, is followed by a period of parental leave without pay taken by the employee, or in the case of a Public Service couple, by the employee's spouse, no later than forty-one (41) weeks after the child is born;
  - (2) where the period of maternity leave without pay is extended as described in sub-clause 19.06(A)(1)(a) above, is followed by a period of



parental leave without pay taken by the employee, or in the case of a Public Service couple, by the employee's spouse, no later than fifty-two (52) weeks after the day the child is born;

and

(3) in all other cases, no later than twenty-four (24) weeks after the day the child is born or the acceptance of custody of the child for adoption.

(C) An employee who intends to request parental leave without pay shall notify the Council at least four (4) weeks in advance of the expected date of the birth of the child or as soon as the application for adoption has been approved by the adoption agency.

(D) (1) The Council may require an employee to submit a birth certificate or proof of adoption for the child.

(2) Parental leave without pay taken by a Public Service couple shall not exceed a total of twenty-four (24) weeks for both employees combined.

(E) Leave granted under this clause shall count for the calculation of continuous employment or "service" as applicable for the purpose of calculating severance pay and vacation leave. Time spent on such leave shall count for pay increment purposes.

#### **19.10**

##### Parental Allowance

(A) An employee who has been granted parental leave without pay shall be paid a parental allowance in accordance with the terms of the Supplemental Unemployment Benefit (SUB) Plan described in sub-clause 19.10(B) below, providing he or she:

(1) has completed six (6) months of continuous employment before the commencement of parental leave without pay;

(2) provides the Council with proof that he or she has applied for and is in receipt of Employment Insurance (EI) parental benefits pursuant to section 23 of the Employment Insurance Act in respect of insurable employment with the Council;

and

(3) has signed an agreement with the Council that he or she:

a) will return to work on the expiry date of his or her parental leave without pay, unless this date is modified with the Council's consent;

b) within eighteen (18) months of his or her return from parental leave without pay, the employee will work an amount of hours paid at straight-time calculated by multiplying the number of hours in the work week on which the parental allowance was calculated by twenty-six (26);

c) should the employee fail to return to work as per the provisions of sub-clauses 19.10(A)(3)(a) and (b) for reasons other than death or lay-off, the employee recognizes that he or she is indebted to the Council for the amount received as a parental allowance, proportionate to the amount of hours not worked in relation to the hours to be worked as specified in sub-clause 19.10(A)(3)(b) above.

(4) For the purpose of sub-clause 19.10(A)(3)(b), periods of leave with pay shall count as time worked.

(B) Parental Allowance payments made in accordance with the SUB Plan will consist of the following:

(1)

(a) where an employee is subject to a waiting period of ~~two~~ (2) weeks before receiving EI parental benefits, ninety-three per cent (93%) of his or her weekly rate of pay for each week of the waiting period, less any other moneys earned during this period;

(b) other than as provided in sub-clause 19.10(B)(1)(c) below, for each week in respect of which the employee receives EI parental benefits pursuant to section 23 of the Employment Insurance Act, the difference between the gross amount of the EI parental benefits he or she is initially eligible to receive and ninety-three per cent (93%) of his or her weekly rate of pay, less any other moneys earned during this period;

(c) where the employee becomes entitled to an extension of parental benefits pursuant to subsection 12(7) of the EI Act, the parental allowance payable under the SUB Plan described in sub-clause 19.10(B)(1)(b) will be extended by the number of weeks of extended benefits which the employee receives under that subsection.

(2) The parental allowance to which an employee is entitled is limited to that provided in sub-clause 19.10(B)(1) and an employee will not be reimbursed for any amount that he or she is required to repay pursuant to the EI Act.

(3) The weekly rate of pay referred to in sub-clause 19.10(B)(1) shall be:

- (a) for a full-time employee, the employee's weekly rate of pay on the day immediately preceding the commencement of maternity or parental leave without pay;
  - (b) for an employee who has been employed on a part-time or on a combined full-time and part-time basis during the six (6) month period preceding the commencement of maternity or parental leave without pay, the rate obtained by multiplying the weekly rate of pay in sub-clause 19.10(B)(3)(a) by the fraction obtained by dividing the employee's straight-time earnings by the straight-time earnings the employee would have earned working full-time during such period.
- (4)
- (a) The weekly rate of pay referred to in sub-clause 19.10(B)(3) shall be the rate to which the employee is entitled for the substantive level to which he or she is appointed.
  - (b) Notwithstanding sub-clause 19.10(B)(4)(a), and subject to sub-clause 19.10(B)(3)(b), if, on the day immediately preceding the commencement of parental leave without pay, an employee is performing an acting assignment for at least four (4) months, the weekly rate shall be the rate the employee was being paid on that day.
- (5) Where an employee becomes eligible for a pay increment or pay revision while in receipt of parental allowance, the allowance shall be adjusted accordingly.
- (6) Parental allowance payments made under the SUB Plan will neither reduce nor increase an employee's deferred remuneration or severance pay.

19.11

Special Parental Allowance for Totally Disabled Employees

(A) An employee who:

(1) fails to satisfy the eligibility requirement specified in sub-clause 19.10(A)(2) solely because a concurrent entitlement to benefits under the Disability Insurance (DI) Plan, the Long-term Disability (LTD) Insurance portion of the Public Service Management Insurance Plan (PSMIP) or via the Government Employees Compensation Act prevents the employee from receiving EI parental benefits;

and

(2) has satisfied all of the other eligibility criteria specified in sub-clause 19.10(A) except sub-clauses 19.10(A)(2) and 19.10(A)(3)

shall be paid, in respect of each week of benefits under the parental allowance not received for the reason described in sub-clause 19.10(A)(1), the difference between ninety-three per cent (93%) of the employee's rate of pay and the gross amount of his or her weekly disability benefit under the DI Plan, the LTD Plan or via the Government Employees Compensation Act.

(B) An employee shall be paid an allowance under this clause and under clause 19.10 for a combined period of no more than the number of weeks during which the employee would have been eligible for parental benefits pursuant to section 23 of the EI Act, had the employee not been disqualified from EI parental benefits for the reasons described in sub-clause 19.11(A)(1) above.

### 19.12

#### Leave Without Pay **for** the Care and Nurturing **of** Pre-School Age Children

An employee shall be granted leave without pay for the care and nurturing **of** the employee's pre-school age children in accordance with the following conditions:

- (a) an employee shall notify the Council in writing four **(4)** weeks in advance of the commencement date of such leave;
- (b) leave granted under this clause shall be for a minimum period of six (6) months;
- (c) the total leave granted under this clause shall not exceed (5) years during an employee's total period **of** employment in the Public Service;
- (d) such leave shall be deducted for the calculation **of** "continuous employment" or "service" as applicable for the purposes of calculating severance pay and vacation leave;
- (e) time spent on such leave shall not be counted for pay increment purposes.

### 19.13

#### Leave Without Pay **for** Personal Needs

Leave without pay will be granted for personal needs, in the following manner:

- (a) Subject to operational requirements, leave without pay for a period of up to three (3) months will be granted to an employee for personal needs.
- (b) Subject to operational requirements, leave without pay **of** more than three (3) months but not exceeding one **(1)** year will be granted to an employee for personal needs.

- (c) An employee is entitled to leave without pay for personal needs only once under each of (a) and (b) of this clause during his/her total period of employment in the Public Service. Leave without pay granted under this clause may not be used in combination with maternity or parental leave without the consent of the Council.
- (d) Leave without pay granted under (b) of this clause shall be deducted from the calculation of "continuous employment" or "service", as applicable, for the purpose of calculating severance pay and vacation leave for the employee involved. Time spent on such leave shall not be counted for pay increment purposes.

#### **19.14**

##### **Leave Without Pay To Accompany Spouse**

- (a) At the request of an employee, leave without pay for a period of up to one **(1)** year shall be granted to an employee whose spouse is permanently relocated and up to five **(5)** years to an employee whose spouse is temporarily relocated.
- (b) Except where the period of such leave **is** less than three **(3)** months, the period **of** leave without pay granted under this clause shall be deducted from the calculation of "continuous employment" or "service", as applicable, *for* the purpose of calculating severance pay and vacation leave. Time spent on such leave which **is for a** period of more than three **(3)** months shall not be counted for pay increment purposes.

#### **19.15**

##### **Leave With Pay for Family Related Responsibilities**

- (a) For the purpose of this clause, family **is** defined as spouse, (or common-law spouse resident with the employee), dependent children (including children of

legal or common-law spouse), parents (including step-parents or foster-parents), or any relative permanently residing in the employee's household or with whom the employee permanently resides.

(b) The Council shall grant leave with pay under the following circumstances:

(i) an employee is expected to make every reasonable effort to schedule medical or dental appointments for dependent family members to minimize or preclude his/her absence from work, however, when alternate arrangements are not possible an employee shall be granted up to one (1) day for a medical or dental appointment when the dependent family member is incapable of attending the appointment by himself/herself, or for appointments with appropriate authorities in schools or adoption agencies. An employee requesting leave under this provision must notify his/her supervisor of the appointment as far in advance as possible;

(ii) leave with pay to provide for the immediate and temporary care of a sick member of the employee's family and to provide an employee with time to make alternate care arrangements where the illness is of a longer duration;

(iii) one (1) day's leave with pay for needs directly related to the birth or to the adoption of the employee's child. This leave may be divided into two (2) periods and granted on separate days;

(iv) five (5) days' marriage leave for the purpose of getting married provided that the employee gives the Council at least five (5) days' notice.

(c) The total leave with pay which may be granted under sub-clause (b)(i), (ii), (iii) and (iv) shall not exceed five (5) days in a fiscal year.



**19.16 Leave Without Pay for the Long-term Care of a Parent**

At the discretion of the Council, an employee may be granted leave without pay for the long-term personal care of the employee's parents, including step-parents or foster parents, in accordance with the following conditions:

- (a) an employee shall notify the Council in writing as far in advance as possible but not less than four (4) weeks in advance of the commencement date of such leave, unless, because of an urgent or unforeseeable circumstance, such notice cannot be given;
- (b) leave granted under this clause shall be for a minimum period of six (6) weeks;
- (c) the total leave granted under this clause shall not exceed two (2) years during an employee's total period of employment in the Public Service;
- (d) leave granted under this clause for a period of more than three (3) months shall be deducted from the calculation of "continuous employment" or "continuous service" as applicable, for the purpose of calculating severance pay and vacation leave;
- (e) time spent on such leave shall not be counted for pay increment purposes.

**19.17**

**Other Leave with Pay**

This clause shall encompass, but is not limited to, the following:

- (a) at its discretion, the Council may grant leave with pay for purposes other than those specified in this Agreement, including military or civil defence training, and emergencies affecting the community or place of work;

- (b) every employee who is a qualified elector in federal or municipal elections in Canada, shall, for the purpose of casting his/her vote on an election day, be excused from his/her regular duties for a period sufficient to allow him/her three (3) consecutive hours to vote immediately prior to the closing of the polls. In exceptional circumstances where the distance that the employee must travel in order to cast his/her vote requires more than this time, reasonable time off beyond that provided above may be granted;
- (c) with reference to federal and provincial elections, excused duty for voting purposes shall be sufficient to allow an employee the number of consecutive hours to vote immediately prior to closing of the polls specified in the Canada Elections Act or the relevant provincial election act.

#### **19.18**

##### **Leave With or Without Pay for Other Reasons**

At its discretion, the Council may grant leave with pay or without pay for purposes other than those specified in this Agreement. Any period of leave without pay of more than three (3) months shall be deducted from the calculation of "continuous employment" or "continuous service" as applicable, for the purpose of calculating severance pay and vacation leave for the employee involved. Time spent on such leave shall not be counted for pay increment purposes.

#### **ARTICLE 20 - LEAVE - GENERAL**

##### **20.01**

When the employment of an employee who has been granted more vacation or sick leave with pay than the employee has earned is terminated by death, the employee is considered to have earned the amount of leave with pay granted.

**20.02**

When the employment of an employee who has been granted more vacation or sick leave with pay than the employee has earned is terminated by lay-off, the employee is considered to have earned the amount of leave with pay granted if at the time of lay-off the employee has completed two (2) or more years of continuous employment.

**20.03**

The amount of vacation leave and sick leave with pay credited to an employee by the Council at the time when this Agreement becomes effective, or at the time when he/she becomes subject to this Agreement, shall be retained by the employee.

**20.04**

An employee is entitled, at least once in each fiscal year, to be informed, upon request, of the balance of his/her vacation and sick leave.

**20.05**

An employee shall not be granted two (2) different types of leave with pay in respect of the same period of time.

**20.06**

An employee is not entitled to leave with pay during periods he is on leave without pay, on educational leave or **under** suspension.

**ARTICLE 21 -EMPLOYEE PERFORMANCE REVIEW AND  
EMPLOYEE FILES**

**21.01**

- (a) An employee shall be given an opportunity to sign any formal review of his/her performance and shall also be given an opportunity to sign all adverse reports pertaining to the performance of his/her duties in his/her current position which are placed on his/her personal file.

- (b) An employee shall have the right to indicate on the appraisal or adverse report that he/she either agrees or disagrees with its contents.

**21.02**

The Council agrees not to introduce as evidence in a hearing relating to disciplinary action any document from the file of an employee, the existence of which the employee was not aware at the time of filing or within a reasonable period thereafter.

**21.03**

An employee shall be entitled once in each fiscal year to review his/her personnel file in the presence of a person authorized by the Council, if the employee so requests it in writing.

**21.04**

Any document or written statement related to disciplinary action, which may have been placed on the Personnel file of an employee, shall be destroyed after two (2) years have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period.

**ARTICLE 22 - NOTICE OF VACANCY**

**22.01**

Except as provided by clause 22.03, the Council will advertise internally any vacant position within the Information Services grades.

**22.02**

Under the National Research Council Act the Council is empowered to appoint persons to the staff. Both parties appreciate that in order to maintain good staff morale it is desirable for the Council to make appointments from among well-qualified employees in this bargaining unit whenever it is reasonable to do so.

**22.03**

An employee who has been given notice of lay-off, or, an employee who is on leave of absence without pay whose position has been abolished may be appointed without competition *to* any vacancy for which he/she is qualified in the Council at a level not higher than the classification level in which he was formerly classified.

**ARTICLE 23 - GRIEVANCE PROCEDURE**

**23.01**

In cases of alleged misinterpretation or misapplication arising out of agreements concluded by the National Joint Council of the Public Service on items which may be included in a collective agreement and which the parties to this agreement have endorsed, the grievance procedure will be in accordance with Section 6.0 of Appendix "A" of the National Joint Council By-Laws.

**23.02**

If an employee so desires he/she may be assisted and/or represented by the Professional Institute when presenting a grievance at any level.

**23.03**

An employee, who is in the bargaining unit for which the Professional Institute has been granted certification, cannot be represented *by* any other employee organization in the presentation or reference *to* adjudication of a grievance.

**23.04**

Notwithstanding the contents *of* clause 23.02, an employee is not entitled to present any grievance relating to the interpretation or application in respect of him/her of a provision of this collective agreement or arbitral award unless he/she has the approval of and is represented by the Professional Institute, or any

grievance relating to any action taken pursuant to an instruction, direction or regulation given or made as described in section 113 of the PSSRA.

**23.05**

There shall be two (2) levels in the grievance procedure, These levels shall be as follows:

First Level – The Director-General of the Institute or Branch in which the grievor is employed;

Final Level – The President of NRC. The President may delegate the responsibility for hearing grievances at the final level to the applicable Vice-President.

All levels in the grievance procedure except the final level may be bypassed by the mutual consent of the Council, the employee and when applicable the Professional Institute.

**23.06**

The Council shall designate a representative authorized to reply on the Council's behalf at each level in the grievance procedure and shall inform each employee to whom the procedure applies of the name or title of the person so designated together with the name or title and address of the person to whom a grievance is to be presented in accordance with the Council's grievance procedure. This information shall be communicated to employees by means of notices posted by the Council in places where such notices are most likely to come to the attention of the employees to whom the grievance procedure applies.

**23.07**

**Presentation of a Grievance**

An employee who wishes to present a grievance at any prescribed level in the grievance procedure, shall transmit this grievance to the representative of the Council authorized to deal with grievances on the Council's behalf at level one in the grievance procedure who shall provide the employee with a receipt stating the date on which the grievance was received.

**23.08**

A grievance of an employee shall not be deemed to be invalid by reason only of the fact that it is not in accordance with the form supplied by the Council.

**23.09**

Subject to and as provided in section 91(1), of the PSSRA, any employee who feels aggrieved by the interpretation or application in respect of him/her of a provision of a statute, or of a regulation, by-law, direction or other instrument made or issued by the Council, dealing with terms and conditions of employment, or as a result of any other occurrence or matter affecting his/her terms and conditions of employment, other than those arising out of the classification process, is entitled to present a grievance in the manner prescribed in clause 23.07 except that if there is another administrative procedure applicable to the employee provided by or under any Act of Parliament to deal with his/her specific complaint, such procedure must be followed.

**23.10**

At the request of an employee who has presented a grievance, the Professional Institute shall have the right to consult with the person designated to reply on the Council's behalf at that level of the grievance procedure

to which the grievance has been presented for reply. Only at the final level will the Professional Institute be obliged to request such consultation by letter.

**23.11**

The grievor, if he/she so desires, shall be allowed to be present at each or any level of the grievance procedure wherein the process of consultation between the Council and the Professional Institute is utilized.

**23.12**

Time Limits

In determining the time within which any action is to be taken as prescribed in this procedure, Saturdays, Sundays, and designated holidays shall be excluded.

**23.13**

The time limits stipulated in this procedure may be extended by mutual agreement between the Council, the grievor, and where appropriate, the representative of the Professional Institute.

**23.14**

An employee may present a grievance to the first level of the grievance procedure in the manner prescribed in clause 23.07, not later than the twentieth (20th) day after the date on which he/she is notified orally or in writing or on which he/she first had good reason to be aware of the action or circumstance giving rise to such grievance.

**23.15**

An employee may present a grievance for consideration at each succeeding level in the grievance procedure beyond the first level either



- (a) when the decision or settlement is not satisfactory to him/her, within ten (10) days after that decision or settlement has been conveyed in writing to him/her by the Council, but shall not be entitled to do so after the said ten (10) days have elapsed, or
- (b) when the employee does not receive a decision within fifteen (15) days, the grievor may present his/her grievance for consideration at the next higher level within fifteen (15) days after the last day the grievor was entitled to receive a reply but shall not be entitled to do so after the said fifteen (15) days have elapsed.

**23.16**

The Council shall normally reply to an employee's grievance at any level of the grievance procedure, except the final level, within fifteen (15) days after the grievance is presented and within twenty (20) days where the grievance is presented at the final level.

**23.17**

When it is necessary for the employee to present a grievance by mail, the grievance shall be deemed to have been presented on the day on which it is postmarked and it shall be deemed to have been received by the Council on the day it is delivered to the appropriate office concerned. Similarly, the Council shall be deemed to have delivered a reply at any level on the date on which the letter containing the reply is postmarked, but the time limit within which the grievor may present his/her grievance at the next higher level shall be calculated from the date on which the Council's reply was delivered to the address shown on the grievance form. In relation to this clause both the employee and the Council shall use registered mail.

**23.18**

When the Council, as a result of disciplinary action, discharges an employee, the grievance procedure set forth in this Agreement shall apply except that

- (a) the grievance may be presented at the final level only, subject to mutual consent as stated in clause 23.05;
- (b) the twenty (20) day time period within which the Council is to reply at the final level may be extended to a maximum of forty (40) days, by mutual agreement of the Council, the grievor, and where appropriate, an authorized representative of the Professional Institute.

**23.19**

The decision given by the Council at the final level in the grievance procedure shall be final and binding upon the employee unless the grievance may be referred to adjudication in accordance with section 92(1) of the PSSRA.

**23.20**

When an employee has presented a grievance up to and including the final level in the grievance procedure with respect to:

- (a) the interpretation or application in respect of him/her of a provision of this Agreement or a related arbitral award,

or

- (b) disciplinary action resulting in discharge, suspension or a financial penalty,

and his/her grievance has not been dealt with to his/her satisfaction, he/she may refer the grievance to adjudication in accordance with the provisions of the PSSRA and its Regulations.

**23.21**

When the employee is represented by the Professional Institute in the presentation of a grievance, the Council shall provide the appropriate representative of the Professional Institute with a copy of the Council's decision at each level of the grievance procedure at the same time the Council's decision is conveyed to the employee.

**23.22**

An employee may abandon his/her grievance by written notice to the designated officer of the Council responsible to reply on behalf of the Council at level one (1) of the grievance procedure.

**23.23**

An employee who fails to present a grievance to the next higher level within the prescribed time limits shall be deemed to have abandoned the grievance, unless in the opinion of the Council, and after consultation with the Professional Institute, the employee was unable for reasons beyond his/her control to comply with the prescribed time limits.

**23.24**

No person who is employed in a managerial or confidential capacity shall seek by intimidation, by threat of dismissal or by any other kind of threat, to cause an employee to abandon his/her grievance or refrain from exercising his/her right to present a grievance, as provided in this Agreement.

**23.25**

**Informal Discussion**

An employee who wishes to do so may discuss a complaint (oral grievance) with his/her immediate supervisor or Director General before presenting a grievance.

## **ARTICLE 24 - JOINT CONSULTATION**

### **24.01**

The parties acknowledge the mutual benefits to be derived from joint consultation and will consult on matters of common interest.

### **24.02**

The subjects that may be determined as appropriate for joint consultation will be by mutual agreement of the parties.

### **24.03**

Wherever possible, the Council shall consult with representatives of the Professional Institute at the appropriate level about contemplated changes in conditions of employment or working conditions not governed by this Agreement.

## **ARTICLE 25 - SEVERANCE PAY**

### **25.01**

For the purpose of determining the amount of severance pay to which an employee is entitled under this Article his/her years of continuous service shall be reduced by any period of continuous service in respect of which he/she was granted severance pay, retiring leave, rehabilitation leave or a cash gratuity in lieu thereof by the Public Service, a federal crown corporation, the Canadian Armed Forces or the Royal Canadian Mounted Police. Under no circumstances shall the maximum severance pay provided under Article 25 be pyramided.

### **25.02**

#### **Lay-Off**

In the event that the Council decides that lay-off of one or more employees is necessary, the parties agree to consult jointly prior to the implementation of lay-off procedures.

**25.03**

An employee who has one (1) year or more of continuous service and who is laid off is entitled to be paid severance pay as soon as possible following the time of lay-off.

**25.04**

Subject to clause 25.01, in the case of an employee who is laid off for the first time, the amount of severance pay shall be two (2) weeks' pay for the first and one (1) week's pay for each succeeding complete year of continuous service

**25.05**

Subject to clause 25.01, in the case of an employee who is laid off for a second or subsequent time, the amount of severance pay shall be one (1) week's pay for each completed year of continuous service, less any period in respect of which he/she was granted severance pay under 25.04 above.

**25.06**

**Resignation**

Subject to clauses 25.01 and 25.07, an employee who has ten (10) or more years of continuous service is entitled to be paid on resignation from the Council severance pay equal to the amount obtained by multiplying half of his/her weekly rate of pay on effective date of resignation by the number of completed years of his/her continuous service to a maximum of twenty-six (26), except that clause 25.06 shall not apply to an employee who resigns to accept employment in the Public Service or a federal crown corporation that accepts the transfer of leave credits.

## 25.07

### Retirement

Subject to clause 25.01, on termination of employment:

- (a) an employee who is entitled to an immediate annuity under the Public Service Superannuation Act, or when the employee is entitled to an immediate annual allowance under the Public Service Superannuation Act, or having attained the age of sixty-five (65),

or

- (b) a part-time employee, who regularly works more than thirteen and one-half (13 1/2) but less than thirty (30) hours a week, and who, if he/she were a contributor under the Public Service Superannuation Act, would be entitled to an immediate annuity thereunder, or who would have been entitled to an immediate annual allowance if he/she were a contributor under the Public Service Superannuation Act,

shall be paid a severance payment in respect of the employee's complete period of continuous service, comprised of one (1) week's pay for each complete year of continuous service and, in the case of a partial year of continuous service, one (1) week's pay multiplied by the number of days of continuous service divided by 365, to a maximum of thirty (30) week's pay.

## 25.08

### Death

Subject to clause 25.01, regardless of any other benefit payable, if an employee dies, there shall be paid to his/her estate a severance payment in respect of the employee's complete period of continuous service, comprised of one (1) week's pay for each complete year

of continuous service and, in the case of a partial year of continuous service, one (1) weeks pay multiplied by the number of days of continuous service divided by 365, to a maximum of 30 weeks' pay.

#### **25.09**

##### **Release for incapacity or Incompetence**

Subject to clause 25.01, an employee who is released for incapacity shall on termination of employment be entitled to severance pay on the basis of one (1) week's pay for each completed year of continuous service with a maximum benefit of twenty-eight (28) weeks.

Subject to clause 25.01, an employee who has completed more than ten (10) years of continuous service and ceases to be employed by reason of release for incompetence, shall on termination of employment be entitled to one (1) weeks pay for each completed year of continuous service with a maximum benefit of twenty-eight (28) weeks.

#### **25.10**

##### **Rejection on Probation**

Subject to clause 25.01, on rejection on probation, when an employee appointed to the continuing staff of NRC has completed more than one (1) year of continuous employment and ceases to be employed by reason of rejection during a probationary period, the employee shall be paid one (1) week's pay for each complete year of continuous employment with a maximum benefit of two (2) weeks.

#### **25.11**

The weekly rate of pay referred to in the above clauses shall be the weekly rate of pay to which the employee is entitled for his/her classification on the date of the termination of his/her employment.

## **ARTICLE 26 - CONTRACTING OUT**

### **26.01**

The Council will continue past practice in giving all reasonable consideration to continued service in the Council to employees whose services to the Council would otherwise become redundant because work is contracted out or because of lack of work or a discontinuance of a function or a service by the Council, in whole or in part.

## **ARTICLE 27 - TRAVELLING**

### **27.01**

Where an employee is required by the Council to travel outside of his/her headquarters area and on government business as these expressions are normally defined by the Council, and such travel is approved by the Council, his/her method of travel shall be determined by the Council and he/she shall be compensated in the following manner:

- (a) On a normal working day on which the employee travels but does not work, the employee shall receive his/her regular pay for the day.
- (b) On a normal working day on which he/she travels and works, the employee shall be paid:
  - (i) his/her regular pay for the day for a combined period of travel and work not exceeding eight (8) hours, and
  - (ii) at the applicable overtime rate for additional travel time in excess of an eight (8) hour period of work and travel, with a maximum payment for such additional travel time not to exceed eight (8) hours' pay at the straight-time rate in any day.



- (c) On a day of rest or on a designated paid holiday, the employee shall be paid at the applicable overtime rate for hours travelled to a maximum of eight (8) hours' pay at the straight-time rate.

**27.02**

Clause 27.01 shall not apply to any period in excess of the normal work day during which the employee is resident in any accommodation for which the Council or its agent absorbs the cost. However, travelling time shall include time necessarily spent at each stop-over up to a maximum of three (3) hours at each such stop-over.

**27.03**

Clause 27.01 above does not apply to an employee required to perform work in any type of transport in which he/she is travelling. In such circumstances, the employee shall receive the greater of:

- (a) on his/her normal working day, his/her regular pay for the day, or
- (b) pay for actual hours worked in accordance with Articles 10, 11 and 15 of this Agreement.

**27.04**

- (a) Travel time shall be compensated in cash, except where upon request of an employee and with the approval of the Council, travel time shall be compensated by leave with pay. The duration of such leave shall be equal to the travel time multiplied by the appropriate rate of payment and payment shall be based on the employee's hourly rate of pay in effect on the date immediately prior to the day on which the leave is taken.
- (b) Consistent with operational requirements and subject to adequate advance notice by the employee, the Council shall grant compensatory leave at times which are mutually acceptable to the employee and to the Council.

- (c) Compensatory leave credits earned under the provisions of this Article but not granted by the end of March of each fiscal year will be liquidated by means of compensation to the employee on the basis of one (1) hour's pay at straight-time rate for each hour of compensatory leave credit so liquidated, except that an employee, upon application, shall be permitted to carry over to the next fiscal year a total amount of compensatory leave credits, earned under this article and under article 1 ■(Overtime), of up to thirty-seven and one-half (37 ½) hours.

#### ARTICLE 28 - POSITION QUESTIONNAIRE

##### 28.01

Upon request, an employee shall be entitled to receive a copy of the most recent position questionnaire containing the duties and responsibilities of his/her position including the point value and the classification level.

#### ARTICLE 29 - NATIONAL JOINT COUNCIL AGREEMENTS

##### 29.01

Subject to Section 1.3 of Appendix "A" of the National Joint Council by-laws, agreements concluded by the National Joint Council of the Public Service on items which may be included in a collective agreement, and which the parties to this agreement have endorsed after December 6, 1978, will form part of this collective agreement, subject to the Public Service Staff Relations Act (PSSRA) and any legislation by Parliament that has been or may be, as the case may be, established pursuant to any Act specified in Schedule III of the PSSRA.

**29.02**

NJC items which may be included in a collective agreement are those items which the parties to the NJC agreements have designated as such or upon which the Chairman of the Public Service Staff Relations Board has made a ruling pursuant to (c) of the NJC Memorandum of Understanding which became effective December 6, 1978.

**ARTICLE 30 - AGREEMENT RE-OPENER**

**30.01**

This Agreement may be amended by mutual consent. If either party wishes to amend or vary this Agreement, it shall give to the other party notice of any amendment proposed and the parties shall meet and discuss such proposal not later than one (1) calendar month after receipt of such notice.

**ARTICLE 31 - DURATION AND RENEWAL**

**31.01**


The duration of this Collective Agreement shall be from the date it is signed to 20 June 1999, and unless otherwise expressly stipulated the provisions of this Agreement shall become effective on the date it is signed.

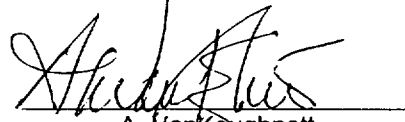
31.02

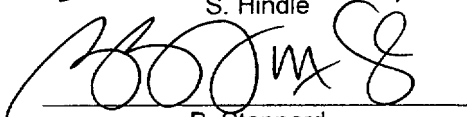
Signed at *Ottawa*, Ontario on this 6<sup>th</sup> day of the month  
of October 1998.


PROFESSIONAL INSTITUTE OF  
THE PUBLIC SERVICE OF CANADA

NATIONAL RESEARCH  
COUNCIL OF CANADA

  
S. Hindle

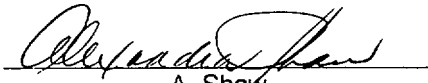
  
A. Vankoughnett

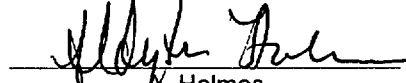
  
B. Stannard

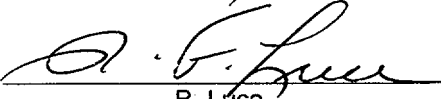
  
P. Devitt

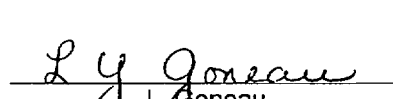
  
F. Flavelle


  
L. Lapointe

  
A. Shaw

  
K. Holmes

  
R. Luce

  
L. Gouneau

  
R. Bellaire

  
R. Momy

**SCHEDULE 1**

**NATIONAL RESEARCH COUNCIL  
INFORMATION SERVICES GROUP  
RATES OF PAY**

- Effective: 1. 21 June 1997  
 2. 17 December 1997 (Pay Equity Adjustment)  
 3. 21 June 1998

**IS - LEVEL 1**

From:	23563	-	33179**	30769	32036	33307	34573#
1:	24152	-	34008**	31538	32837	34140	35437#
2:	27152	-	37008**	34538	35837	37140	38437#
3:	27695	-	37749**	35229	36554	37882	39206#

Development  
(60\$ Intervals)

**IS - LEVEL 2**

From:	35751	37239	38730	40218#
1:	36645	38170	39698	41223#
2:	38995	40520	42048	43573#
3:	39775	41330	42889	44445#

**SCHEDULE 1**

**IS - LEVEL 3**

From:	41441	43130	44824	46515#
1:	42477	44208	45945	47678#
2:	44477	46208	47945	49678#
3:	45367	47132	48903	50671#

**IS - LEVEL 4**

From:	48094	50071	52050	54026#
1:	49296	51323	53351	55377#
2:	50296	52323	54351	56377#
3:	51302	53369	55438	57504#

**IS - LEVEL 5**

From:	56123	58462	60799	63137#
1:	57526	59924	62319	64715#
2:	58026	60424	62819	65215#
3:	59187	61632	64075	66520#

# Annual increments may be approved up to this rate.

\*\* Semi-annual increments of at least \$240 may be approved for employees paid in the Development portion of the IS-1 range provided that the maximum of the Development portion of the range is not exceeded.

All employees paid in the Developmental portion of the salary scale for the IS Level 1 shall have their rate of pay increased at the rate of 2.5%, effective 21 June 1997 and at the rate of 2% effective 21 June 1998.

#### **NOTE TO PAY SCHEDULE 1**

Except as provided in clause 13.05, an employee shall be paid in the appropriate scale *of* rates set out in Schedule 1 at the rate shown immediately below his former rate.

MEMORANDUM OF AGREEMENT

Re: Information Services Group Collective Agreement between

NATIONAL RESEARCH COUNCIL OF CANADA

and

PROFESSIONAL INSTITUTE OF THE PUBLIC SERVICE OF CANADA

1. The following guidelines will apply in determining the eligibility of "discontinuous service" in connection with the administration of vacation leave in Article 16 of the Collective Agreement signed covering NRC Information Services Group.
  - (a) Definitions
    - (i) "Public Service" means Public Service as defined in the Public Service Staff Relations Act, Schedule 1.
    - (ii) "Service" means, for purposes of vacation leave in Article 16, pensionable employment in the Public Service but excludes:
      - (i) Elective service outside the Public Service, such as pensionable service approved under a reciprocal transfer agreement;
      - (ii) Service that was accumulated by a person who was not ordinarily required to work more than thirteen and one-half (13½) hours a week;
      - (iii) Casual employment for a continuous period of six (6) months or less.
  - (b) With the exception of those periods of service for which the employee takes or has taken severance pay, retiring leave, or a cash gratuity in lieu of retiring leave upon leaving the Public Service, any periods of discontinuous service and any service or employment which previously



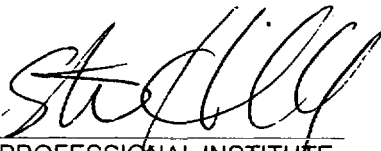

counted for this purpose which occurred prior to the signing of this collective agreement on 6 October 1998 will count in the determination of vacation leave earnings in respect of an employee on strength, on the date this collective agreement is signed and will count in future if such employee terminates his employment and is subsequently re-employed by NRC.

- (c) With regard to changes in fractional vacation leave earnings as a result of accumulated years of service, the higher earnings will be applied to the 1st of the month in which the employee becomes so entitled, even though that entitlement becomes effective other than on the 1st working day of a month.

Signed at Ottawa, this 6<sup>th</sup> day of the month of October 1998.

#### DURATION

This Memorandum of Agreement shall have the same duration as the Collective Agreement signed on 6<sup>th</sup> October 1998 covering employees in the Information Services Group.

 _____ PROFESSIONAL INSTITUTE OF THE PUBLIC SERVICE OF CANADA	 _____ NATIONAL RESEARCH COUNCIL OF CANADA
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MEMORANDUM OF AGREEMENT  
ON BEHALF OF THE  
INFORMATION SERVICES GROUP  
BETWEEN  
THE NATIONAL RESEARCH COUNCIL OF CANADA  
AND  
THE PROFESSIONAL INSTITUTE OF THE PUBLIC SERVICE OF  
CANADA

INTRODUCTION

- (1) The National Research Council of Canada and the Professional Institute of the Public Service of Canada hereby agree that employees may work on a compressed work week schedule subject to the provisions of this Memorandum of Agreement.

PRINCIPLES

- (2) The implementation of a compressed work week schedule will require the mutual agreement of the Council and the employee(s) in the workplace affected.
- (3) Where there is no mutual agreement to implement a compressed work week schedule, hours of work will be scheduled in accordance with the collective agreement.
- (4) The implementation of a compressed work week schedule shall not result in any additional overtime work or additional payment by reason only of such variation in hours.
- (5) All operational requirements identified by management will be met.
- (6) The implementation of a compressed work week shall not be deemed to prohibit the right of the Council to schedule any hours of work permitted by the terms of the collective agreement.

- (7) Where a period of vacation, ~~sick~~ or other leave (except Bereavement Leave) is granted, **it will** be granted on an hourly basis with the hours debited for each day of leave being **the** same as the hours the employee would normally have been scheduled to work on that day. For the purpose of Bereavement Leave With Pay, a "day" will be a twenty-four (24) hour period.

Signed at Ottawa, Ontario on this 6<sup>th</sup> day of the month of October 1998.

DURATION

This Memorandum of Agreement shall have the same duration as the Collective Agreement signed on 6 October 1998 covering employees in the Information Services Group.

  
PROFESSIONAL INSTITUTE  
OF THE PUBLIC SERVICE  
OF CANADA

  
NATIONAL RESEARCH  
COUNCIL OF CANADA