

SOURCE	NAT. DEFENCE		
WAGES EFF.	87	12	29
TERM.	89	07	22
No. OF EMPLOYEES	120		
NOMBRE D'EMPLOYÉS	CP		

AGREEMENT
 BETWEEN
 THE COMMUNICATIONS SECURITY ESTABLISHMENT NATIONAL DEFENCE
 AND
 THE PUBLIC SERVICE ALLIANCE OF CANADA
 GROUPS
 Clerical and Regulatory
 Data Production
 Data Conversion

EXPIRY DATE: 22 JULY 1989

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ARTICLE 1

RECOGNITION AND APPLICATION

1.01 The Employer (the Communications Security Establishment) recognizes the Public Service Alliance of Canada (Alliance) as the exclusive bargaining agent for all employees described in the certificate issued by the Public Service Staff Relations Board on 21 August 1975 covering employees of the Administrative Support Category except the Communications Group. The provisions of this Agreement apply to the Alliance, the Employer and to the employees in the abovementioned category.

ARTICLE 2

INTERPRETATI AND DEFINITIONS

2.01 For the purpose of this Agreement,

- a) "Alliance" means the Public Service Alliance of Canada;
- b) "allowance" when used in the expressions "meal allowance", "travel allowance" and "mileage allowance" means compensation or reimbursement payable to an employee in addition to his regular remuneration payable for the performance of the duties of his position;
- c) "bargaining unit" means the employees of the Employer in the Group described in Article 1;
- d) "compensatory leave" means leave with pay in lieu of cash payment as provided for in Article 11 Overtime, and such leave with pay will be computed and credited to the employee at the same premium rate **as** if the overtime had been compensated in cash;
- e) "compensation" means payment by cheque or in cash;
- f) "continuous employment" has the same meaning as in the existing rules and regulations of the Employer on the date of the signing of this Agreement;
- g) "daily rate of pay" means an employee's weekly rate of pay divided by five (5);
- h) "day of rest" in relation to an employee means a day other than a holiday on which that employee is not ordinarily required to perform the duties of his position other than by reason of his being on leave of absence;

- i) "employee" means a person who is a member of the bargaining unit;
- j) "Employer" means the Communications Security Establishment, Department of National Defence;
- k) "fiscal year" shall mean the period of time from April 1st in one year to March 31st inclusive in the following year;
- l) "headquarters area" has the same meaning as given to the expression in the Travel Directive, Treasury Board Administrative Policy Manual, Chapter 370.
- m) "holiday" means the twenty-four (24) hour period commencing at 00:01 hours of a day designated as a paid holiday in this Agreement;
- n) "hourly rate of pay" and "straight-time rate" means a full-time employee's weekly rate of pay divided by the normal number of hours in his work week;
- o) "layoff" means termination of services of an employee by the Employer because of lack of work or because of the discontinuance of a service or a function;
- p) "leave of absence" means permission to be absent from duty granted to an employee by an authorized officer of the Employer;
- q) "may" shall be regarded as permissive, "shall" and "will" as imperative and "should" as informative, only;
- rc) "membership dues" means the dues established pursuant to the constitution of the Alliance as the dues payable by its members as a consequence of their membership in the Alliance, and shall not include any initiation fee, insurance premium, or special levy;
- s) "new employee" in this Agreement refers to an employee who is appointed to the bargaining unit after the date on which this Agreement becomes effective;
- t) "practicable" shall be regarded as "physically possible" and "practical" or "suitable" shall be regarded as "reasonable in the circumstances";
- u) "P.S.S.R." means Public Service Staff Relations;
- v) the "singular" shall include the "plural" and words in the "plural" shall include the "singular", unless a contrary intention is clearly indicated;
- w) "weekly rate of pay" means an employee's annual rate of pay divided by 52.176.

ARTICLE 3

CHECK-OFF

3.01 Except as provided in subclause 3.04 the Employer will, as a condition of employment, make every reasonable effort to have deducted an amount equal to the amount of the membership dues from the monthly pay of all employees in the bargaining unit covered by this Agreement.

3.02 The Alliance shall inform the Employer in writing of the authorized monthly deduction to be checked off for each employee defined in subclause 3.01.

3.03 For the purpose of applying subclause 3.01, deductions from pay for each employee in respect of each month will start with the first full month of employment to the extent that earnings are available. Where an employee does not have sufficient earnings in respect of any month to permit deductions, the Employer shall not be obligated to make these deductions from subsequent salary.

3.04 **An** employee who satisfies the Employer to the extent that he declares in an affidavit filed with the Employer that he is a member of a religious organization whose doctrine prevents him as a matter of conscience from making financial contributions to an employee organization and that he will make contributions to a charitable organization as defined in the Income Tax Act equal to membership dues shall not be subject to this Clause, provided that the affidavit submitted by the employee is countersigned by an official representative of the religious organization involved.

3.05 It is understood that the amounts deducted in accordance with subclause 3.01 shall be remitted by cheque to the Alliance 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 behalf.

3.06 The Employer agrees to make every reasonable effort to continue past practice of having deductions made for other purposes on the basis of production of appropriate documentation.

3.07 The Alliance agrees to indemnify and save the Employer 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 Employer.

ARTICLE 4

LEAVE - GENERAL

4.01 **When** an employee has been permitted to liquidate more vacation or sick leave with pay than he has earned and his employment is terminated by death, the employee shall be considered to have earned such leave.

4.02 'When an employee has been permitted to liquidate more vacation or sick **leave** with pay than he has earned, and his employment is terminated by layoff, he shall be considered to have earned such leave if at the time of his layoff he has completed two (2) or more years of continuous employment. But following notice of layoff, an employee is entitled to liquidate earned leave only.

4.03 'The amount of leave with pay credited to an employee by the Employer at the time when this Agreement becomes effective, or at the time when he becomes subject to this Agreement, shall be retained as leave by the employee, except as provided for in those clauses providing for the liquidation of compensatory leave.

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

4.05 Accumulation of Vacation Leave

An employee shall earn in respect of each fiscal year, annual vacation leave with pay at the following rates:

- a) one and one-quarter (1 1/4) working days for each calendar month in which he has received at least ten (10) days' pay if he has completed less than nine (9) years of continuous employment;
- b) one and two-thirds (1 2/3) working days for each calendar month in which he has received at least ten (10) days' pay if he has completed nine (9) but less than the number of years of continuous employment specified in the appropriate paragraph of sub-clause 4.05(c);
- c) two and one-twelfth (2 1/12) working days for each calendar month in which he has received at least ten (10) days' pay if he has completed twenty (20) or more years of continuous employment;
- d) between his twentieth (20th) and twenty-fifth (25th) years of continuous employment, an employee who has received furlough leave will have his vacation leave entitlement reduced by five-twelfths (5/12) of a day per month (5 days per year).

4.06 Furlough Leave

a) Every employee who was an employee in the Public Service, as these words are defined in the Public Service Staff Relations Act, on or before the 1st day of April 1962 and who has not been granted the whole or any part of five (5) weeks leave of absence with pay prior to the date on which this Agreement is signed is entitled to the lesser of five (5) weeks leave of absence with pay or the part of five (5) weeks leave of absence with pay that has not been granted to him on the day on which this Agreement is signed,

i) if he has completed 20 years' continuous employment on or before the date on which this Agreement is signed;

or

ii) on completion of twenty (20) years' continuous employment on or before the 31st day of March, 1982.

b) The scheduling and granting of furlough leave must be authorized in advance before such leave is taken. The scheduling and granting of furlough leave shall be so arranged as to adequately meet operational requirements and subject to such prior approval by the Employer, an employee may take furlough leave at one time, or in short periods at different times to the extent of his furlough leave credits.

4.07 Granting of Vacation Leave

Both parties agree that although vacation leave credits are earned **as** a matter of right, the scheduling and granting of such leave must be authorized in advance before such leave is taken. The scheduling and granting of vacation leave should be **so** arranged as to adequately meet operational requirements, and subject to said operational requirements, an employee may:

a) during the first six (6) calendar months of employment be granted vacation leave up to the amount of earned credits;

b) after the first six (6) calendar months of employment be granted vacation leave in excess of the earned credits but only to the extent of credits that would accumulate to the end of the fiscal year concerned. However, if an employee has used more vacation leave than he has earned and his services are terminated for a reason other than layoff or death, the salary overpayment resulting from the use **of** unearned vacation leave shall be recovered from the employee.

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

4.15 An employee whose employment is terminated by reason of abandonment of his position is entitled to receive the payments referred to in sub-clause 4.13 above if he **so** requests them in writing within six (6) months following the date upon which his employment is terminated by a declaration by the Employer.

4.16 Advance Payment

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

b) 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.

c) 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.

4.08 When in respect of any period of vacation leave, an employee:

- a) is granted bereavement leave, or
- b) is granted leave with pay because of illness in the immediate family, or
- c) is granted sick leave supported by a medical certificate, the period of vacation leave **so** displaced shall either be added to the vacation period if **so** requested by the employee and approved by the Employer or reinstated for use at a later date.

4.09 Carry-Over Provisions

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

4.10 **If** at the end of the fiscal year an employee's entitlement to vacation leave with pay includes a fractional entitlement of less or more than one-half (1/2) day, the entitlement shall be increased to the nearest half (1/2) day. Carry-over beyond one year shall be by mutual consent.

4.11 Recall From Vacation Leave

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

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

4.12 The employee shall not be considered as being on vacation leave for any period for which he is to be reimbursed (under subclause 4.11) for reasonable expenses incurred by him.

4.13 Leave When Employment Terminates

Except as provided in subclause 4.14 when the employment of an employee is terminated for any reason, the employee or his estate shall be paid an amount equal to the product obtained by multiplying the number of days earned but unused vacation and furlough leave with pay to his credit by the daily rate of pay as calculated from the rate based on his regular classification prior to the termination of his employment.

ARTICLE 5

DESIGNATED HOLIDAYS

5.01 Subject to subclause 5.02, the following days shall be designated as holidays with pay 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 Employer, 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 Employer 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.

5.02 An employee who is absent without pay on both his full working day immediately preceding and on his full working day immediately following a designated holiday is not entitled to pay for the holiday.

5.03 When a day designated as a holiday under clause 5.01 coincides with an employee's day of rest, the holiday shall be moved to the first day the employee is scheduled to work following his day of rest.

5.04 When a day designated as a holiday for an employee is moved to another day under the provisions of subclause 5.03;

- 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.

5.05 Remuneration for Work on a Designated Holiday

- a) Where an employee is required by the Employer to work on a holiday he shall be paid, in addition to the pay he would have been granted had he 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 normal daily scheduled hours of work.
- b)
 - i) Upon request and with the approval of the Employer an employee may 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 and double time as the case may be, for all hours worked, in accordance with the provisions of sub-clause 5.05(a). The day of leave with pay at a later date earned under sub clause 5.05 (b)(i) is in lieu of pay the employee would have been granted had he not worked on the designated holiday.
 - ii) The Employer shall grant compensatory leave at times which are mutually acceptable to the employee and the Employer.
 - iii) Compensatory leave credits earned but not granted by the end of February in 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 compensatory leave credit so liquidated.
- c) When an employee works on a holiday which is not his scheduled day of work and is contiguous to a day of rest on which he also worked and received overtime in accordance with clause 11.04(b), he shall be paid in addition to the pay that he would have been granted had he not worked on the holiday, two (2) times his hourly rate of pay for all time worked.

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

5.07 When a day that is a designated holiday for an employee falls within a period of leave with pay, the holiday shall not be counted as a day of leave.

5.08 An employee shall be compensated for work on a designated holiday only when he is required in advance by an authorized officer of the Employer to perform work on a designated holiday; it shall be the Employer's responsibility to determine the amount of work to be performed and when the work is to be done.

- 5.09
- *a) Effective 22 July 1988, an employee who is required to work eleven or more consecutive hours on a designated holiday and does so shall be reimbursed for one (1) meal in the amount of six dollars (\$6.00).
 - *b) Effective 22 July 1988, an employee who is required to work fifteen or more consecutive hours on a designated holiday and does so, shall be reimbursed, in addition to the meal allowance provided in paragraph (a) of this subclause, for one additional meal in the amount of five dollars (\$5.00).
 - c) The amounts specified in paragraphs (a) and (b) of this subclause shall not be paid where free meals are provided by the Employer.
 - d) Reasonable time with pay, to be determined by the Employer, shall be allowed the employee in order that he may take a meal break either at or adjacent to his place of work.
 - e) This subclause shall not apply to an employee who is in travel status which entitles him to claim expenses for lodging and/or meals.

ARTICLE 6

OTHER LEAVE WITH OR WITHOUT PAY

6.01 Bereavement Leave With Pay

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

- a) When a member of an employee's immediate family dies, the employee shall be entitled to bereavement leave with pay for a period of up to four (4) days for purposes relating to the bereavement but not extending beyond the date following the day of the funeral and may, in addition, be granted up to three (3) days' leave with pay for the purposes of travel related to the death.
- b) In special circumstances and at the request of the employee, bereavement leave with pay may be extended beyond the day following the day of the funeral but the total number of days granted shall be consecutive, shall not exceed the number provided for in paragraph (a) above, and 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 grand-parent, grand-child, 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 would have been eligible for bereavement leave with pay under paragraph (a), (b) or (c) of this clause, he shall be granted bereavement leave with pay and his 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 Deputy Head of a department may, after considering the particular circumstances involved, grant leave with pay for a period greater than that provided for in Clause 7.02 (a) and (c).

6.02 Court Leave With Pay

The Employer shall grant leave with pay to an employee for the period of time he 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,
 - ii) before a court, judge, justice, magistrate or coroner,
 - 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 position,
 - iv) before a legislative council, legislative assembly or house of assembly, or any committee thereof that is authorized by 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 law to make an inquiry and to compel the attendance of witnesses before it.

6.03 Personnel Selection Leave With Pay

Where an employee participates in a personnel selection process for a position in the Public Service, as defined in the Public Service Staff Relations Act, the employee is entitled to leave 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 Employer considers reasonable for the employee to travel to and from the place where **his** presence is so required.

6.04

Maternity Leave Without Pay

- a) i) 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 twenty-six (26) weeks after the termination date of pregnancy, subject to the Paternity Leave Without Pay clause.
- ii) At its discretion, the Employer may require an employee to submit a medical certificate certifying pregnancy.
- iii) 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 With Pay article. For purposes of this clause, illness or injury as defined in the Sick Leave article shall include medical disability related to pregnancy.
- iv) An employee shall inform the Employer in writing of her plans for taking leave with and without pay to cover her absence from work due to her 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.
- v) Leave granted under this clause shall be counted for the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes.
- b) i) After completion of six (6) months' continuous employment, an employee who agrees to return to work for a period of at least six (6) months and who provides the Employer with proof that she has applied for and is eligible to receive unemployment insurance benefits pursuant to section 30, Unemployment Insurance Act, 1971, shall be paid a maternity leave allowance in accordance with the Supplemental Unemployment Benefit Plan.

- ii) An applicant under clause 6.04b)i) shall sign an agreement with the Employer, providing:
 - (a) that she will return to work and work for a period of at least six (6) months less any period in respect of which she is granted leave with pay;
 - (b) that she will return to work on the date of the expiry of her pregnancy leave, unless this date is modified with the Employer's consent.
 - iii) Should the employee fail to return to work as per the provisions of clause 6.04b)ii)(a) and (b) for reasons other than death or layoff, the employee recognizes that she is indebted to the Employer for the full amount received as maternity leave allowance.
- c) In respect of the period of maternity leave, maternity leave allowance payments made according to the Supplemental Unemployment Benefit Plan will consist of the following:
- i) where the employee is subject to a waiting period of two (2) weeks before receiving unemployment insurance maternity benefits, ninety-three percent (93%) of her weekly rate of pay for each week of the two week waiting period; and
 - ii) up to a maximum of fifteen (15) weeks, payment equivalent to the difference between the gross amount of the weekly benefit rate payable pursuant to the Unemployment Insurance Act and ninety-three percent (93%) of her weekly rate of pay.
 - iii) for a full-time employee the weekly rate of pay referred to in clause 6.04c)i) and ii) shall be the weekly rate of pay, to which she is entitled **for** the classification prescribed in her certificate of appointment of her substantive position, on the day immediately preceding the commencement of the maternity leave.
 - iv) where an employee becomes eligible for a pay increment or an economic adjustment during the benefit period, payments under clause 6.04c)i) or ii) shall be adjusted accordingly.

6.05 Paternity Leave Without Pay

- a) A male employee who intends to request paternity leave shall notify the Employer at least fifteen (15.) weeks in advance of the expected date of the birth of his child.
- b) A male employee shall, upon request and subject to sections (c), (d) and (e) of this clause, be granted paternity leave without pay for a period beginning on or after the date of birth of his child and ending not later than twenty-six (26) weeks after the date of the birth of his child.
- c) An employee shall inform the Employer in writing of his plans for taking paternity leave without pay at least four (4) weeks prior to the expected date of the birth of his child.
- d) At its discretion, the Employer may require the employee to submit the birth certificate of the child.
- e) Paternity leave without pay and maternity leave without pay after the termination of pregnancy utilized by an employee couple in conjunction with the birth of their child shall not exceed a total of twenty-six (26) weeks for both employees combined.
- f) Leave granted under this clause shall be counted for the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes.

6.06 Injury-On-Duty Leave With Pay

An employee shall be granted injury-on-duty leave with pay for such reasonable period as may be determined by the Employer when a claim has been **made** pursuant to the Government Employees Compensation Act, and a Workman's Compensation authority has notified the Employer that it has certified that the employee is unable to work because of:

- a) personal injury received in the performance of his duties and not caused by the employee's wilful misconduct,
- b) an industrial illness or a disease arising out of and in the course of his employment,

if the employee agrees to remit to the Receiver General of Canada any amount received by him in compensation for loss of pay resulting from or in respect of such injury, illness or disease providing however that such amount does not stem from a personal disability policy for which the employee or his agent has paid the premium.

6.07

Adoption Leave Without Pay

- a) An employee who intends to request adoption leave shall notify the Employer as soon as the application for adoption has been approved by the adoption agency.
- b) An employee may request adoption leave without pay at least four (4) weeks prior to the acceptance of custody of a child below the age of majority and, subject to section (c) of this clause, shall be granted adoption leave without pay for a period beginning on the date of such acceptance of custody or at a later date requested by the employee and ending not later than twenty-six (26) weeks after the date of such acceptance of custody.
- c) The Employer may:
 - i) defer the commencement of adoption leave without pay at the request of an employee;
 - ii) grant the employee adoption leave with less than four (4) weeks' notice prior to the acceptance of custody;
 - iii) require an employee to submit proof of adoption.
- d) Adoption leave without pay utilized by an employee-couple in conjunction with the adoption of a child shall not exceed a total of twentysix (26) weeks for both employees combined.
- e) Leave granted under this clause shall be counted for the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes.

6.08

Leave Without Pay for the Care and Nurturing of Preschool Age Children

Subject to operational requirements as determined by the Employer, an employee shall be granted leave without pay for the personal care and nurturing of the employee's preschool age children in accordance with the following conditions:

- a) an employee shall notify the Employer in writing as far in advance as possible but not less than 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 five (5) years during an employee's total period of employment with the Employer;
- d) such leave shall be deducted from the calculation of "continuous employment" for the purposes of calculating severance pay and vacation leave;

- e) time spent on such leave shall not be counted for pay increment purposes.

6.09 Leave Without Pay for Family Related Needs

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

- a) subject to operational requirements as determined by the Employer, leave without pay for a period of up to three (3) months will be granted to an employee for family related needs;
- b) subject to operational requirements as determined by the Employer, leave without pay of more than three (3) months but not exceeding one (1) year will be granted to an employee for family related needs;
- c) an employee is entitled to leave without pay for family related needs only once under each of a) and b) of this clause during his total period of employment with the Employer. Leave without pay granted under this clause may not be used in combination with maternity, paternity or adoption leave without the consent **of** the Employer;
- d) leave without pay granted under a) of this clause shall be counted for the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave. Time spent on such leave shall be counted for pay increment purposes;
- e) leave without pay granted under b) of this clause shall be deducted from the calculation of "continuous employment" 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.

6.10 Leave Without Pay for Relocation of Spouse

- a) At the request of an employee, leave without pay for a period 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) Leave without pay granted under this clause shall be deducted from the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave for the employee involved except where the period of such leave is less than three (3) months. Time spent on such leave which is for a period of more than three (3) months shall not be counted for pay increment purposes.

6.11

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 Employer 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 absence from work, however, when alternate arrangements are not possible an employee shall be granted up to one-half (1/2) day for medical or dental appointment when the dependent family member is incapable of attending the appointment alone, or for appointments with appropriate authorities in schools or adoption agencies. An employee requesting leave under this provision must provide notice to the leave granting authority of the appointment as far in advance as possible;
 - ii) up to two (2) consecutive days of 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) effective 22 July 1988, five (5) days' marriage leave for the purpose of getting married provided that the employee gives the Employer 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.

6.12

Leave With or Without Pay for Other Reasons

At its discretion, the Employer may grant leave with or without pay for purposes other than those specified in this Agreement.

ARTICLE 7

SICK LEAVE

Credits

7.01 An employee shall earn sick leave credits at the rate of one and one-quarter (1 1/4) days for each calendar month in which he has received pay for at least ten (10) days. Such leave credits shall be on a cumulative basis from year to year.

Granting of Sick Leave

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

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

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

Advance of Credits

7.04 When an employee has insufficient credits to cover the granting of sick leave with pay under the provisions of subclause 7.02 sick leave with pay, may, at the discretion of the Employer be granted:

- a) for a period of up to twenty-five (25) working days if he is awaiting a decision on an application for injury-on-duty leave, or
- b) for periods of up to fifteen (15) working days if he 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, any salary overpayment shall be recovered by the Employer from the employee by other means.

7.05 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.

7.06 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 with pay, in accordance with subclause 7.02 and his compensatory leave credits shall be restored to the extent of any concurrent sick leave with pay granted.

ARTICLE 8

SEVERANCE PAY

LayOff

8.01 The rate of pay to be used in the calculation of severance pay will be a rate based upon the employee's classification prior to termination of his employment.

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

8.03 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 employment less any period in respect of which he 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 Forces or the Royal Canadian Mounted Police, but the total amount of severance pay which may be paid under this subclause shall not exceed twenty-eight **(28)** weeks' pay.

8.04 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 employment less any period in respect of which he 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 Forces or the Royal Canadian Mounted Police, but the total amount of severance pay which may be paid under this subclause shall not exceed twenty-seven **(27)** weeks' pay.

Resignation

8.05 Subject to subclause **8.07**, an employee who has ten (10) or more years of continuous employment is entitled to be paid on resignation severance pay equal to the amount obtained by multiplying half of his weekly rate of pay on the effective date of his resignation by the number of completed years of his continuous employment to a maximum of twenty-six (26) years, less any period in respect of which he was granted severance pay, retiring leave, rehabilitation leave or a cash gratuity in lieu of retiring leave by the Public Service, a federal crown corporation, the Canadian Forces or the Royal Canadian Mounted Police except that subclause 8.05 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.

Rejection on Probation

8.06 On rejection on probation, when an employee has completed more than one (1) year of continuous employment and ceases to be employed by reason of rejection during a probationary period, is entitled to one (1) week's pay for each completed year of continuous employment with a maximum benefit of twenty-seven **(27)** weeks.

Retirement

8.07 On retirement an employee who is entitled, under the Public Service Superannuation Act, to either an immediate annuity or to an immediate annual allowance shall be paid severance pay equal to the product obtained by multiplying his weekly rate of pay on termination of employment by the number of completed years of his continuous employment to a maximum of twenty-eight (28), less any period in respect of which he was granted severance pay, retiring leave, rehabilitation leave or a cash gratuity in lieu of retiring leave by the Public Service, a federal crown corporation, the Canadian Forces or the Royal Canadian Mounted Police.

Death

8.08 Regardless of any other benefit payable, if an employee dies, there shall be paid to his estate an amount equal to the product obtained by multiplying his weekly rate of pay at the time of death by the number of completed years of his continuous employment to a maximum of twenty-eight (28), less any period in respect of which he 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 Forces or the Royal Canadian Mounted Police.

ARTICLE 9

HOURS OF WORK

General

9.01 A week shall consist of seven (7) consecutive days beginning at 00:01 hours Monday morning and ending at 24:00 hours Sunday. The day is a twenty-four (24) hour period commencing at 00:01 hours.

Day Work

9.02 The scheduled work week shall be thirty-seven and one-half (37 1/2) hours from Monday to Friday inclusive, and the scheduled work day shall be seven and one-half (7 1/2) consecutive hours, exclusive of a lunch period.

9.03 An employee on day work whose hours of work are changed to extend before or beyond the hours of 7:00 AM and 6:00 PM, and who has not received at least 5 days' notice in advance of the starting time of such change, shall be paid the first day or shift worked subsequent to such change at the rate of time and one-half (1 1/2). Subsequent days of shifts worked on the revised hours shall be paid for at straight time, subject to the overtime provisions of this agreement.

Shift Work

9.04 When, because of the operational requirements of the service, hours of work are scheduled for employees on a rotating or irregular basis, they shall be scheduled so that employees:

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

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

9.06 An employee who is required to change his scheduled shift without receiving at least 5 days' notice in advance of the starting time of such change in his scheduled shift, shall be paid for the first shift worked on the revised schedule at the rate of time and one-half (1 1/2). Subsequent shifts worked on the revised schedule shall be paid for at straight time, subject to the overtime provisions of this agreement.

General

9.07 Notwithstanding the provisions of this Article, upon request of an employee and the concurrence of the Employer, an employee may complete his weekly hours of employment in a period of other than five (5) full days provided that over a period of fourteen (14) calendar days the employee works an average of thirty-seven and one-half (37 1/2) hours per week. As part of the provisions of this clause, attendance reporting shall be mutually agreed between the employee and the Employer. In every fourteen (14) day period such an employee shall be granted days of rest on such days as are not scheduled as a normal work day for him.

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

9.09 Nothing in this Article shall be construed as guaranteeing minimum or maximum hours of work.

9.10 Notwithstanding the provisions of Clause 9.04, consultation shall be held at the local level with a view to establishing shift schedules which may be different from those established in Clause 9.04. Such consultation will include all aspects of arrangements of shift schedules. Once a mutually acceptable agreement is reached at the local level, the proposed shift schedule will be submitted at the respective Employer and Alliance/Component Headquarter levels for information before implementation. Application of this clause must respect the average hours of work over the duration of the master schedule, and must be consistent with the operational requirements as determined by the Employer.

9.11 Employees subject to shift schedules established in accordance with article 9.10 or whose weekly hours of work are approved in accordance with article 9.07 shall be subject to the following provisions:

a) Leave General

- i) Employees shall have their accrued days of vacation and sick leave credits converted to hours of credits by multiplying the number of days by seven and one-half (7 1/2) hours per day. When an employee ceases to be subject to article 9.10 his credits will be converted to days by dividing the number of hours by seven and one-half (7 1/2) hours per day and adjusting it upwards to the nearest half day.
- ii) Employees shall earn vacation leave credits at the rates prescribed for their years of service, as set forth in Article 4 of the Collective Agreements, but shall be converted to hours on the basis of one (1) day equals seven and one-half (7 1/2) hours. Leave will be granted on an hourly basis with the hours debited for each day of vacation leave being the same as the hours the employee would have been normally scheduled to work on that day, exclusive of meal break.

b) Designated Holidays

- i) When an employee works on a Designated Paid Holiday the employee shall be compensated in addition to the seven and one-half (7 1/2) hours holiday pay he would have been granted had he not worked, at the rate of time and one-half (1 1/2) for all scheduled hours worked and double (2) time for all hours worked in excess of the scheduled hours.

or

- ii) When an employee works on a holiday, which is not his scheduled day of work in accordance with article 5.05 c) of the Collective Agreement, he shall be paid in addition to the seven and one-half (7 1/2) hours holiday pay he would have been granted had he not worked on the holiday, two (2) times his hourly rate of pay for all time worked.

c) Sick Leave

Employees shall earn sick leave credits at the rate prescribed in Article 7 of the Collective Agreement but these credits shall be converted to hours by multiplying the number of days by seven and one-half (7 1/2) hours. Leave will be granted on an hourly basis with the hours debited for each day of sick leave being the same as the hours the employee is scheduled to work on that day, exclusive of meal break.

* d) Shift Premiums

- i) Effective 22 July 1988, an employee who works a shift schedule in accordance with Article 9.10 shall receive a shift premium of 60 cents per hour for all hours worked between 4:00 P.M. and 8:00 A.M.
- ii) Effective 29 December 1988, an employee who works a shift schedule in accordance with Article 9.10 shall receive a shift premium of 65 cents per hours for all hours worked between 4:00 P.M. and 8:00 A.M.
- iii) Effective 22 July 1988, the weekend premium shall be paid at sixty (60¢) per hour for all work performed at straight-time rates of pay on Saturday and/or Sunday.
- iv) Effective 29 December 1988, the weekend premium shall be paid at sixty-five (65¢) per hour for all work performed at straight-time rates of pay on Saturday and/or Sunday.

* e) Acting Pay

Effective 22 July 1988, the qualifying period of acting pay shall be 7 1/2 hours during consecutive scheduled shifts.

f) Leave With Pay for Family Related Responsibilities

- i) 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.
- ii) The Employer shall grant leave with pay under the following circumstances:
 - (a) an employee is expected to make every reasonable effort to schedule medical or dental appointments for dependent family members (as defined in i)) to minimize or preclude his absence from work, however, when alternate arrangements are not possible an employee shall be granted up to one-half (1/2) day for medical or dental appointment when the dependent family member is incapable of attending the appointment alone, or for appointments with appropriate authorities in schools or adoption agencies. An employee requesting leave under this provision must provide notice to the leave granting authority of the appointment as far in advance as possible;
 - (b) up to fifteen (15) hours of 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;
 - (c) up to seven and one-half (7 1/2) hours 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;
 - * (d) effective 22 July 1988, up to thirty-seven and one-half (37 1/2) hours marriage leave for the purpose of getting married provided that the employee gives the Employer at least five (5) days' notice.
- iii) The total leave with pay which may be granted under subclause ii) a), b), c), and d) shall not exceed thirty-seven and one-half (37 1/2) hours in a fiscal year.

ARTICLE 10

SHIFT PREMIUM

*10.01 Effective 22 July 1988:

- a) If half (1/2) or more of the hours worked during an employee's scheduled shift fall between four (4:00 p.m.) and eight (8:00 a.m.) he shall be paid a premium of sixty cents (60¢) per hour.
- b) The weekend premium shall be paid at sixty cents (60¢) per hour for all work performed at straight-time rates of pay on Saturday and/or Sunday.

Effective 29 December 1988:

- a) If half (1/2) or more of the hours worked during an employee's scheduled shift fall between (4:00 p.m.) and eight (8:00 a.m.) he shall be paid a premium of sixty-five cents (65¢) per hour.
- b) The weekend premium shall be paid at sixty-five cents (65¢) per hour for all work performed at straight-time rates of pay on Saturday and/or Sunday.

10.02 An employee who either retires, resigns, or is placed on layoff status by the Employer shall be entitled to receive shift premium compensation which the employee has earned but for which he has not received payment.

10.03 If an employee dies, shift premium earned but not received by the employee before death shall be paid to his estate.

10.04 NO PYRAMIDING OF PAYMENTS

Payments provided under article 11 (Overtime), article 5 (Designated Paid Holidays) and article 13 (Call-Back Pay) shall not be pyramided, that is an employee shall not receive more than one compensation for the same service.

ARTICLE 11

OVERTIME

11.01 In this Article:

- a) "overtime" means authorized work performed by an employee in excess of his scheduled hours of work;
- b) "straight-time rate" means the hourly rate of pay;
- c) "time and one half" means one and one-half (1 1/2) times the straight-time rate;
- d) "double time" means two (2) times the straight-time rate.

11.02 Overtime credits earned will be recorded on the basis of each completed fifteen (15) minutes.

11.03 An employee who is required by the Employer to work one-half (1/2) hour or more overtime on a normally scheduled working day shall receive overtime compensation at time and one-half for each of the first seven and one-half (7 1/2) hours of overtime worked by him in excess of his normal work day, and double time for each hour of overtime worked in any contiguous period by him thereafter.

11.04 An employee who is required by the Employer to work on his day of rest is entitled to overtime compensation as follows:

- a) on his first day of rest at the rate of time and one-half for each of the first seven and one-half (7 1/2) hours of overtime worked by him, and double time for each hour of overtime worked by him thereafter,
- b) on his second and subsequent days of rest at double time rate for each hour of overtime worked by him,

provided the days of rest are in an unbroken series of consecutive and contiguous calendar days of rest and without the requirement of having worked on his first day of rest.

11.05 Overtime shall be compensated in cash except where, upon request of an employee and with the approval of the Employer, overtime may be compensated in equivalent time off with pay. The Employer shall grant compensatory time off at times convenient to both the employee and the Employer. Compensatory time off with pay not taken by the end of the fiscal year will be paid for in cash.

- 11.06 a) If an employee is given instructions before the beginning of his meal break or before the midpoint of his work day whichever is earlier, to work overtime on that day at a time which is not contiguous to his work period, he shall be paid for the time actually worked, or a minimum of two (2) hours pay at straight-time, whichever is the greater.
- b) If an employee is given instructions, after the midpoint of his work day or after the beginning of his meal break whichever is earlier, to work overtime on that day at a time which is not contiguous to his work period, he shall be paid for the time actually worked, or a minimum of three (3) hours pay at straight-time, whichever is the greater,
- * 11.07 a) Effective 22 July 1988, **an** employee who works three (3) or more hours of overtime immediately before or following his scheduled hours of work shall be reimbursed his expenses for one meal in the amount of **six** dollars (\$6.00). Reasonable time with pay, to be determined by management, shall be allowed an employee in order that he may take a meal break either at or adjacent to his place of work.
- b) Effective 22 July 1988, when an employee works overtime continuously extending four (4) hours or more beyond the period provided in (a) above, he shall be reimbursed for one additional meal in the amount of five dollars (\$5.00) except where free meals are provided. Reasonable time with pay, to be determined by management, shall be allowed the employee in order that he may take a meal break either at or adjacent to his place of work.

ARTICLE 12

PAY ADMINISTRATION

12.01 Except as provided in the remaining clauses of this Article, the terms and conditions governing the application of pay to employees are not affected by this Agreement.

12.02 **An** employee is entitled to be paid for services rendered at:

a) the pay specified in Appendix "A" for the classification of the position to which he is appointed, if the classification coincides with that prescribed in his letter of appointment;

or

b) the pay specified in Appendix "A" for the classification prescribed in his letter of appointment, if that classification and the classification of the position to which he is appointed do not coincide.

12.03 Where a salary increment and a salary revision are effected on the same date, the salary increment shall be applied first and the resulting rate shall be revised in accordance with the salary revision.

12.04 If, during the term of this Agreement, a new classification standard is established and implemented by the Employer, the Employer shall, before applying rates of pay to the new levels resulting from the application of the standard, negotiate with the Alliance the rates of pay and the rules affecting the pay of employees on their movement to the new levels.

12.05 Payment Following Death of Employee

a) When an employee dies the Employer shall pay to the estate of that employee the amount of pay he would have received but for his death for the period from the date of his death to the end of the month in which his death occurred, provided that the employee has been continuously employed in the Public Service for at least one (1) year.

b) Any previous overpayment of salary to the deceased employee or any debt owing by him to the Employer may be recovered from this payment.

12.06 Retroactivity

Overtime pay which has been paid to an employee during the period covered by the retroactive general salary increases (Appendix "A" of this Agreement) will be recomputed and the difference between the amount paid on the previous salary scales and the amount payable on the new salary scales will be paid to the employee.

12.07 The rates of pay set forth in Appendix "A" shall become effective on the dates specified therein and shall be applied in accordance with the Retroactive Remuneration Regulations.

12.08 Acting Pay

- * a) Effective 22 July 1988, when in accordance with a written instruction, an employee performs for a temporary period of at least one (1) consecutive working day the duties of a higher position than the one held by him, he shall be entitled to receive acting pay for that temporary period at the minimum rate of pay of the classification of the incumbent being replaced, except that in any case an employee who is entitled under the provisions of this clause to receive acting pay shall receive acting pay at a rate not less than one increment of his normal grade higher than the rate of pay he was receiving immediately prior to the date he was required to perform the duties of the higher position.
- b) When a day designated as a paid holiday occurs during the qualifying period the holiday shall be considered as a day worked for purposes of the qualifying period.

ARTICLE 13

CALL-BACK PAY

13.01 When an employee is called back by the employer to perform work that **has** not been scheduled in advance, he is entitled to the greater of:

- a) compensation at the applicable overtime 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 scheduled shift.

13.02 Call-back pay is not to be construed 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.

13.03 When an employee is called back to perform work under the conditions described in subclause above, and is required to use transportation services other than normal public transportation services, he shall be reimbursed for his reasonable and actual expenses each way by **means of**:

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

ARTICLE 14

REPORTING PAY

14.01 When an employee is required by the Employer to report for work on a day of rest or on a designated holiday, he shall be paid the greater of:

- a) compensation at the applicable overtime rate, or at the applicable premium rate for work on a designated holiday, or
- b) compensation equivalent to four (4) hours' pay at the straight-time rate, except that the minimum of four (4) hours' pay shall apply only the first time that an employee reports for work during a period of eight (8) hours, starting with the employee's first report.

14.02 Reporting pay is not to be construed 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 compensation to be paid.

ARTICLE 15

STANDBY

15.01 The Employer shall establish in order of seniority, in terms of continuous service with the employer, a list of persons, within specific work groups, who are required to perform standby duty, this list shall be posted in the affected employees' work place.

15.02 When the Employer requires an employee to be available on standby during off-duty hours the employer shall assign standby duty on a rotational basis commencing with the most senior employee and proceed through the list until it has been exhausted, and continue the cycle as standby is required.

15.03 The employee shall provide the employer the telephone number(s) at which the employee can be reached and will, when contacted, report for duty as quickly as possible.

15.04 No standby payment shall be made to any employee if the employee cannot be reached or is unable to report for duty when required.

* 15.05 Effective 22 July 1988, where the Employer requires an employee to be available on standby during off-duty hours, an employee shall be entitled to a standby payment of eight dollars (\$8.00) for each eight (8) consecutive hours or portion thereof that he is on standby, except on his days of rest and designated paid holidays he shall be paid sixteen dollars (\$16.00).



ARTICLE 16

AGREEMENT REOPENER

16.01 This Agreement may be amended by mutual consent.

ARTICLE 17

DURATION

*17.01 This Collective Agreement shall expire on 22 July 1989.

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

SIGNED AT OTTAWA, this., *23rd*...day of the month of *March*.... 1989

THE COMMUNICATIONS
SECURITY
ESTABLISHMENT
DEPARTMENT OF
NATIONAL DEFENCE

THE PUBLIC SERVICE
ALLIANCE OF
CANADA

[Signature]

F.R. Jamieson

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

APPENDIX A

RATES OF PAY

CLERICAL AND REGULATORY (CR)

The annual rates of pay shown below shall be effective on the date indicated:

- A. EFFECTIVE 29 DECEMBER 1987 (3.6%)
- B. EFFECTIVE 29 DECEMBER 1988 (2.0%)

CR - LEVEL 7

FROM :	32,148	33,161	34,175	35,194
A:	33,305	34,355	35,405	36,461
B:	33,971	35,042	36,113	37,190

CR - LEVEL 6

FROM:	27,479	28,344	29,206	30,073
A:	28,468	29,364	30,257	31,156
B:	29,037	29,951	30,862	31,779

CR - LEVEL 5

FROM:	25,521	26,316	27,119	27,912
A:	26,440	27,263	28,095	28,917
B:	26,969	27,808	28,657	29,495

CR - LEVEL 4

FROM:	22,486	23,187	23,890	24,588
A:	23,295	24,022	24,750	25,473
B:	23,761	24,502	25,245	25,982

CR - LEVEL 3

FROM:	20,257	20,882	21,509	22,137
A:	20,986	21,634	22,283	22,934
B:	21,406	22,067	22,729	23,393

CR - LEVEL 2

FROM :	16,976	17,464	17,943	18,423
A:	17,587	18,093	18,589	19,086
B:	17,939	18,455	18,961	19,468

CR - LEVEL 1

FROM:	13,929	14,338	14,743	15,155	15,563	15,965	16,376*
A:	14,430	14,854	15,274	15,701	16,123	16,540	16,966*
B:	14,719	15,151	15,579	16,015	16,445	16,871	17,305*

*Semi-Annual increments may be approved up to this rate.

APPENDIX A

RATES OF PAY

DATA PRODUCTION (DA-PRO)

The annual rates of pay **shown** below **shall** be effective on the date indicated:

- A. EFFECTIVE 29 DECEMBER 1987 (3.6%)
- B. EFFECTIVE 29 DECEMBER 1988 (2.0%)

DA-PRO - LEVEL 7

FROM:	36,311	37,461	38,623	41,166
A:	37,618	38,810	40,013	42,648
B:	38,370	39,586	40,813	43,501

DA-PRO - LEVEL 6

FROM:	32,692	33,731	34,768	36,806
A:	33,869	34,945	36,020	38,131
B:	34,546	35,644	36,740	38,894

DA-PRO - LEVEL 5

FROM:	29,250	30,175	31,095	32,914
A:	30,303	31,261	32,214	34,099
B:	30,909	31,886	32,858	34,781

DA-PRO - LEVEL 4

FROM:	26,296	27,120	27,948	29,578
A:	27,243	28,096	28,954	30,643
B:	27,788	28,658	29,533	31,256

DA-PRO - LEVEL 3

FROM:	23,621	24,361	25,099	26,558
A:	24,471	25,238	26,003	27,514
B:	24,960	25,743	26,523	28,064

DA-PRO - LEVEL 2

FROM:	21,112	21,768	22,426	23,725
A:	21,872	22,552	23,233	24,579
B:	22,309	23,033	23,698	25,071

DA-PRO - LEVEL 1

FROM:	14,055	14,578	15,101	15,624	16,156	16,671
A:	14,561	15,103	15,645	16,186	16,738	17,271
B:	14,852	15,405	15,958	16,510	17,073	17,616

DA-PRO - LEVEL 1 (Continued)

FROM:	17,190	17,712	18,327	18,942	19,524	20,111	21,270*
A:	17,809	18,350	18,987	19,624	20,227	20,835	22,036*
B:	18,165	18,717	19,367	20,016	20,632	21,252	22,477*

*Semi-Annual increments may be **approved up to this rate.**

APPENDIX A

RATES OF PAY

DATA CONVERSION (DA-CON)

The annual rates of pay shown below shall be effective on the date indicated:

- A. EFFECTIVE 29 DECEMBER 1987 (3.6%)
- B. EFFECTIVE 29 DECEMBER 1988 (2.0%)

DA-CON - LEVEL 6

FROM:	27,341	28,196	29,056	30,748
A:	28,325	29,211	30,102	31,855
B:	28,892	29,795	30,704	32,492

DA-CON - LEVEL 5

FROM:	25,004	25,786	26,566	28,115
A:	25,904	26,714	27,522	29,127
B:	26,422	27,248	28,072	29,710

DA-CON - LEVEL 4

FROM:	22,782	23,495	24,202	25,608
A:	23,602	24,341	25,073	26,530
B:	24,074	24,828	25,574	27,061

DA-CON - LEVEL 3

FROM:	20,763	21,409	22,052	23,327
A:	21,510	22,180	22,846	24,167
B:	21,940	22,624	23,303	24,650

DA-CON - LEVEL 2

FROM:	17,780	18,362	18,943	19,525	20,106	21,270
A:	18,420	19,023	19,625	20,228	20,830	22,036
B:	18,788	19,403	20,018	20,633	21,247	22,477

DA-CON - LEVEL 1

FROM:	14,117	14,642	15,169	15,694	16,223	16,748
A:	14,625	15,169	15,715	16,259	16,807	17,351
B:	14,918	15,472	16,029	16,584	17,143	17,698

DA-CON - LEVEL 1 (Continued)

FROM:	17,278	17,802	18,330	19,456*
A:	17,900	18,443	18,990	20,156*
B:	18,258	18,812	19,370	20,559"

*Semi-Annual increments may be approved up to this rate.