



Working Together For Sast

Articles of a

COLLECTIVE AGREEMENT

Between

**The Saskatchewan Institute of
Applied Science and Technology**

and

**The SIAST Administrative Support
Bargaining Unit**

represented by

**The Saskatchewan Government
Employees Union**

July 1, 1991 to June 30, 1994



SIAST

SASKATCHEWAN INSTITUTE OF
APPLIED SCIENCE AND TECHNOLOGY

SOURCE	Camp		
EFF.	91	07	31
TERM.	94	06	30
NO. OF EMPLOYEES	540		
NOMEN D'EMPLOYES	DJ		

ARTICLES

OF A

COLLECTIVE AGREEMENT

BETWEEN

THE SASKATCHEWAN INSTITUTE OF APPLIED
SCIENCE AND TECHNOLOGY

and

THE SIAST ADMINISTRATIVE SUPPORT BARGAINING UNIT

represented by

THE SASKATCHEWAN GOVERNMENT EMPLOYEE'S UNION

October 1, 1991 to June 30, 1994

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Articles of an Agreement made in duplicate this day of April, A.D. 1994

BETWEEN

Saskatchewan Institute of Applied Science and Technology, hereinafter referred to as "SIAT" or "the Employer",

OF THE FIRST PART

AND

The Saskatchewan Government Employees' Union, Administrative Support Bargaining Unit as certified, hereinafter referred to as "the Union"

OF THE SECOND PART

PREAMBLE

WHEREAS, it is the desire of all parties to this Agreement to maintain the existing harmonious relationship between the Institute and the members of the Union, to promote cooperation and understanding between the Institute and the employees, and to recognize the value of joint discussions, and negotiations in matters pertaining to working conditions, hours of ~~work~~ and the scale ~~of~~ wages to encourage economy of operations and elimination of waste, and to promote the morale, well-being and security of the employees of the Institute.

NOW THEREFORE, This Agreement Witnesseth that for and in consideration of the premises and covenants, conditions, stipulations and provisos herein contained, the parties hereto agree as follows:

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ARTICLE ___ 1 - DEFINITIONS

- 1.1 "Academic Year" the period commencing on July 1st in one (1) year and ending on June 30th of the following year.
- 1.2 "Administrative Support" consists of those categories of employee or employees not from time to time designated by the Board as per Section 14(5) of The Institute Act as members of the Academic Staff.
- 1.3 "Assigned Day" means a day or portion thereof where an employee is assigned to **work**. Employees who regularly work on a part-day basis are subject to Appendix "M" (refers to two hundred (200) day people).
- 1.4 "Board" the Board of Directors of SIAST appointed pursuant to Section 9 of The Institute Act.
- 1.5 "Casual Employee" is an employee who is appointed as per Article 4.4.3 and who has worked less than thirty (30) occasions.
- 1.6 "Co-op Student" means a person working in the Institute on a cooperative work/study program.
- 1.7 "Demotion" is defined as the movement of an employee to a position in a classification which has a lower maximum salary as calculated on an hourly basis.
- 1.8 "Employee" means any person who is employed by the Institute and covered by the provisions of this Agreement.
- 1.9 "Fiscal Year" is July 1 to June 30 or any other period the Lieutenant Governor may prescribe.
- 1.10 "He", "His", "Him", "She", "Hers", or "Her" includes a reference to persons of the opposite gender whenever the facts or context so require.
- 1.11 "Institute" refers to Kelsey, Palliser, Wascana and Woodland and for purposes of agreement administration, the Secretariat.
- 1.12 "Locale" means the institute where an employee normally works.
- 1.13 "Occasion" means one (1) instance of reporting for work which shall not exceed in duration the number of hours worked in a day by a full-time employee. There can be no more than one (1) occasion per day.
- 1.14 "Pay Plan" means the scales of pay as contained in Appendix "**A**".
- 1.15 "Permanent Employee" means an employee who has successfully completed a probationary period on initial appointment.

- 1.16 "Position Classification Plan" means and includes the classes of positions which have been adopted and established by SIAST, the class specifications and the rules for the continuous administration of and amendments thereto.
- 1.17 "President" the Chief Executive Officer of SIAST or his designate.
- 1.18 "Principal" the management head of each institute or his designate, except at SIAST Secretariat where the management head is the President.
- 1.19 "Probationary Employee" means an employee who has not yet successfully completed a probationary period on initial appointment.
- 1.20 "Program" means a sequential course of studies in which a student may enrol, or an identifiable and distinct administrative service.
- 1.21 "Promotion" means the movement of an employee to a position in a classification which has a higher maximum salary as calculated on an hourly basis.
- 1.22 "Prorata Basis" means prorated according to the time worked while employed, as percentage of the time worked by full-time employees in the same program and classification.
- 1.23 "Regular Full-Time Employment (RFT)" means full-time employment in accordance with the hours of work provisions of this Agreement.
- 1.24 "Regular Part-Time Employment (RPT)" means less than full-time employment involving part days, part weeks or part months or, in the case of replacement for leaves of absence, part years.
- 1.25 "SIAST" means the Saskatchewan Institute of Applied Science and Technology (SIAST) pursuant to The Institute Act and hereinafter referred to as the Employer,
- 1.26 "Temporary Performance of Higher Duties (TPHD)" means the assignment of an employee to perform the significant duties of a classification with a higher maximum daily or hourly salary than the classification of the position he currently occupies. Significant duties of a classification are those which differentiate it from classifications with a lower maximum daily or hourly salary.
- 1.27 "Transfer" is the movement of an employee from one position to another position in the same or a different class with the same maximum hourly rate of pay.
- 1.28 "Union" means the Saskatchewan Government Employees' Union.
- 1.29 "Vacancy" means a position for which an employee has not yet been hired

ARTICLE 2 SCOPE

2.1 The Article of this Agreement shall be applied to all employees of the Institute who are not members of the Academic Unit and are covered by a Saskatchewan Labour Relations Board Order #001-88 dated March 10, 1988, except:

a) SIAST Secretariat: those employees occupying the positions of Confidential Secretary reporting to the Board Chairperson, President (Confidential Secretary), Coordinator Human Resource Services (Confidential Secretary), Coordinator Financial Services, Coordinator Research and Development, Director Information Resources, Manager Human Resource Services, Manager Employee Relations (Confidential Secretary), Manager Financial Services, Manager Consolidated Financial Services, Manager Payroll Services, Manager Data Resources, Manager Application Resources, Manager Systems and Networks, Database Administrator, Employment Equity Advisor, Senior Policy Advisors, Executive Assistant to the President (Confidential Secretary).

b) Institute: Principals (Confidential Secretary to the Principal), Deans (Confidential Secretary to the Dean), Registrars, Managers Finance and Administration, Institute Accountants, Managers Human Resource Services (Confidential Secretary to the Manager), Assistant Manager Human Resource Services, Director International Services (Confidential Secretary).

c) all employees excluded in the Academic Unit of the Institute and named therein.

2.2 Employees who work thirty (30) or less occasions in a fiscal year

2.3 Persons working on joint venture projects for which the Institute does not have the exclusive responsibility for selection, direction and evaluation and who are not employed exclusively by the Institute.

2.4 Exchange Programs: persons participating in exchange *programs* with or secondment to the Institute who are employees of other employers.

2.5 Individuals: means persons who although remunerated by the Institute:

a) are employed primarily for the provision of workplace education and training, socialization, rehabilitation and/or

b) have funding for wages, salaries or benefits provided by a third (3rd) party

Note: With regard to the exclusions in Article 2.3, 2.4, and 2.5, the Institute shall notify the Union in all cases of placement of all persons under these Articles. Such notification shall include name, program area and institute.

ARTICLE 3 UNION SECURITY

- 3.1 SIAST agrees to recognize the Saskatchewan Government Employees' Union as the sole and exclusive collective bargaining agent for the employees covered by this Agreement and hereby agrees to negotiate with the Union or its designated bargaining representatives in any and all matters pertaining to working conditions.
- 3.2 Without being limited to the specifics of the following, SIAST agrees that there shall be no discrimination, interference, restriction, or coercion exercised or practised with regard to any employee in the matter of hiring, wage rates, training upgrading, promotion, transfer, lay-off, discipline, classification, discharge, educational leave or otherwise by reason of age, race, creed, colour, national origin, political, familial or religious affiliation, sex or marital status, sexual orientation, physical and mental disabilities, nor by reason of membership or activity in the Union.
- 3.3 All employees covered by this Agreement shall have the right to refuse to cross a picket line arising out of a labour dispute. Failure to cross a picket line encountered in carrying out the Employer's business shall not be considered a violation of this Agreement nor shall it be grounds for disciplinary action. However, the Employer may dock an amount of pay appropriate to the work time lost by the employee through honouring the picket line.
- 3.3.1 All employees who are now, and hereafter become, members of the Union shall maintain their membership in the Union as a condition of their employment and all new employees shall, as a condition of their employment, and within thirty (30) days of the commencement of their employment, apply for and maintain a membership in the Union. Any employee who is not required to maintain membership in the Union and whose class of employment is within the bargaining scope of the Union, shall, as a condition of employment, tender to the Union the monthly dues uniformly required to be paid by the members of the Union.
- 3.3.2 On signed authorization by an employee, SIAST shall deduct, on behalf of the Union, all initiation fees, dues, assessments, or levies, uniformly required from the pay cheque of each employee, each month, who as a condition of employment is required to submit such initiation fees, dues, assessments, or levies. SIAST shall remit the same to the Chief Executive Officer of the Union prior to the twentieth (20th) day of the month following the calendar month in which such deduction is made. A list of all employees for and on behalf of whom the individual deductions were made, the month in which the deductions were made, a list of employees by Institute, along with work locations will be sent concurrently to the Union Chairperson at each Institute.
- 3.3.3 A monthly statement shall also be forwarded to the Chief Executive Officer of the Union showing the names of all new employees covered by this Agreement hired during the month, the date they were employed and the name of all employees covered by this Agreement who have left the employ of the employer during the month and the date of severance and a list of those employees who have completed probation.

- 3.3.4 At the time Income Tax (T-4) slips are made available, the Employer shall indicate the amount of union dues paid by each Union member.
- 3.3.5 The Employer agrees to acquaint new employees with the fact that a Union Agreement is in effect, and provide the new employee with the list of Union representatives provided to the Employer by the Union.
- 3.3.6 An employee covered by this Agreement who is temporarily filling an out-of-scope position shall continue to have union dues deducted from his salary and shall be entitled to all the benefits and protections afforded by this Agreement.
- 3.3.7 Employees shall have the right to the assistance of a Union representative(s) during discussions related to grievances or negotiations with respect to the Collective Bargaining Agreement. Such representative(s) shall have access to the premises to assist in the settlement of a grievance(s).
- 3.4 Subject to approval by the Principal or designate, the Employer shall allow the Union to conduct educational and business functions for employees on the Employer's premises. Such approval shall not be unreasonably withheld.
- 3.5 The Employer shall allow the Union to post notices and information of interest to the employees on bulletin boards designated for the use of the Union.
- 3.6 Written notice of any change in the amount of monthly dues must be given to the Employer by the Union at least thirty (30) calendar days in advance of the date that the change is to be effective. The deduction shall be remitted in accordance with Article 3.3.2 during the month next following notice of the change.
- 3.7 Indemnity
- SIAST will undertake to develop and implement a policy covering all employees on indemnity by June 30, 1994, that provides, at a minimum, the level of coverage provided by the Public Service Commission Indemnity Policy. (
- 3.8 Harassment
- 3.8.1 Statement of Agreement by the Parties
- 3.8.1.1 To create an harassment-free workplace, the parties are committed to the joint development of proactive programs to attempt to eliminate harassment. The parties further agree harassment in the workplace will not be tolerated. All employees are encouraged to use this policy prior to involving outside agencies. This process will abide by the principles of fundamental justice and will not infringe on the Canadian Charter of Rights and Freedoms and other applicable statutes.

3.8.2 Definition of Harassment

3.8.2.1 Harassment is defined as any unwelcome or unwanted action by any person against another. It can be a non-verbal, verbal or physical action or display of materials of a sexual or non-sexual nature, on a single or repeated basis, which humiliates, insults, degrades, threatens or intimidates.

"Unwelcome" or "unwanted" in this context means any actions which the harasser knows, or reasonably ought to know, are not desired by the victim of harassment.

Harassment is an expression of perceived power and superiority by the harasser(s) over another person, usually for reasons over which the victim has little or no control.

Harassment is not a) bona fide work related interaction such as work assignment, performance feedback, counselling or disciplinary action or b) normal social contact between people based on a position of equality or mutual consent.

3.8.3 Roles of the Parties

3.8.3.1 The Union will:

- a) recognize that every member has the right to be treated with dignity and respect. and to work in a workplace free of harassment.
- b) not condone or tolerate any harassment
- c) support and encourage its members to speak out and confront harassers.

3.8.3.2 The Employer will:

- a) attempt to provide a workplace free of harassment
- b) recognize that in order to end harassment, it is necessary to confront and provide the opportunity to correct the harasser's behaviour. The Employer, therefore, agrees to create an atmosphere where harassed persons will feel comfortable and secure in bringing forward complaints and in confronting the alleged harasser and/or harassment.
- c) ensure that every employee is aware that the workplace is to be free of harassment.
- d) provide training to all employees pertaining to harassment in the workplace.

3.8.4 Complaints Procedure

3.8.4.1 Obligation:

It is the responsibility of the Employer to ensure that complainants and witnesses to harassment are protected from intimidation or repercussions after reporting incidents, including any subsequent investigation. Protection may also be appropriate when effecting the final decision on the complaint.

3.8.4.2 Procedure for Handling Harassment Complaints:

- a) All complaints of harassment shall be covered by this Article and dealt with in a serious manner.
- b) Leave without loss of pay, for employees, shall be allowed by the Employer for any proceedings under this Article.
- c) All proceedings under this Article are confidential. Breach of confidentiality shall be subject to disciplinary action.
- d) No information relating to the alleged harasser's or the complainant's personal background, lifestyle, mode of dress, etc., will be admissible during proceedings under this Article unless directly related to the incident in question.
- e) In the event that the alleged harasser and the complainant are members of the Union, the Employer agrees to allow each their right to union representation.

3.8.4.3 Step 1 (Informal):

- a) Any complaint may be lodged in confidence with a Union *or* management official of their choice, or a formal complaint may be lodged directly at Step 2. In either case, the recipient of the complaint shall immediately notify the other party and together they will notify the alleged harasser of the complaint.
- b) The complaint shall be investigated by the two parties in confidence and an honest attempt will be made to achieve resolution.
- c) If a satisfactory resolution is achieved, the process ends here.
- d) If no satisfactory resolution is achieved, then Step 2 is implemented.

3.8.4.4

Step 2 Formal):

- a) A formal complaint shall be submitted concurrently in writing, to the Principal, and to the Union chairperson.
- b) Upon receipt of the signed written complaint, the Principal shall (i) determine whether the alleged harasser or complainant should be removed and/or reassigned from the immediate workplace; (ii) advise the alleged harasser of the full details and scope of the complaint, name of accuser; and (iii) set up a board within five (5) calendar days to investigate the complaint.

The board shall consist of one (1) union representative, one (1) management representative and an independent chairperson. The Chairperson is to be selected by rotation from an agreed to list for each Institute as established by negotiations or may be a different person who is mutually agreed to. (No representative on the board shall be from the work unit where the incident is alleged to have occurred.) The parties to this Agreement may mutually agree to the board being established as a single chairperson. In this event, the board will be considered to be duly established and have the same authority as that of a three-person board.

The parties will equally share the fees and expenses of the chairperson and other common expenses of the board.

- c) It is agreed that as a general principle the alleged harasser be the one removed from immediate assigned work area. However, in exceptional circumstances (factors such as the emotional and mental health of the complainant), the complainant may be removed.
- d) An opportunity for all parties affected to be heard, will be provided, in whatever manner is deemed appropriate by the board.
- e) A response containing a decision and recommendations will be submitted in writing within twenty **(20)** days to the union chairperson and principal. This time limit may be extended by mutual agreement of the union chairperson and principal.
- f) The three **(3)** person investigative board shall have jurisdiction to determine if there is harassment. If so, it shall recommend to the Employer appropriate action, up to and including counselling, permanent removal from the workplace or other remedial/disciplinary action. They shall also recommend a time frame for implementation.

The board shall have the authority to determine whether a complaint is frivolous or vindictive and to recommend the appropriate course of action in such cases.

-
- g) **As** this process for resolution of a complaint is similar to the grievance procedure, a complainant is precluded from using the grievance procedure in cases of a complaint of harassment.

NOTE: Confidentiality shall not preclude one's ability to investigate or accumulate information regarding any case being investigated under this language.

ARTICLE **4** **APPOINTMENTS/SELECTION**

4.1 Re-Employment Lists

4.1.1 The Employer shall establish and maintain one (1) re-employment list for regular full-time employees and, for each Institute a regular part-time re-employment list. Such lists shall include the names, addresses, classification and seniority of the following employees:

27d Sec. 12.

- (a) who are laid off and have not elected to resign and take severance pay;
- (b) who have returned from an indefinite leave of absence
- (c) who have been bumped.

~ 4.2 Removal from Re-employment List

4.2.1 Employees shall have their names removed from the re-employment list:

- (a) if appointed to a regular full-time or regular part-time position with the Employer.
- (b) at the expiration of thirty-six (36) consecutive months

4.3 Notification of Current Address

4.3.1 Employees shall be responsible for keeping the Employer notified of their current address.

4.4 Filling Positions

4.4.1 Regular full-time positions, which the Employer chooses to fill, will:

- (a) be posted at all Institutes of SIAST.
- (b) be posted at all locales where the Employer has three (3) or more employees.
- (c) be mailed to employees on the regular full-time re-employment list and employees who work at a locale where there are less than three (3) employees and who have requested, in writing, to the Human Resources Office, specific postings.

- 4.4.2 Regular part-time positions, which the Employer chooses to fill, will:
- (a) if for in excess of thirty (30) working days, but less than eighty-one (81) calendar days:
 - (i) be posted at the locale where the assignment exists.
 - (ii) be posted at the main Institute locale.
 - (iii) be mailed to employees on the Institute, regular part-time re-employment list who reside outside of a locale included in (i) and (ii) above and who have requested, in writing, to the Human Resources Office, specific postings.
 - (b) if for eighty-one (81) or more calendar days:
 - (i) be posted at all Institutes of SIAST.
 - (ii) be posted at all locales where the employer has three (3) or more regular part-time employees.
 - (iii) be mailed to employees on Institute regular part-time re-employment lists who reside outside of a locale in (i) and (ii) above and who have requested, in writing, to the Human Resources Office, specific postings.
 - (c) appointments which are greater than thirty (30) working days or encompass more than sixty (60) calendar days will be posted and filled as regular part-time.
- 4.4.3 Casual Positions
- 4.4.3.1 The Human Resources Office at each Institute will keep a casual recall list to be utilized by all divisions within the Institute. The names will be listed in order of seniority and will be called in that order. In the event of unavailability, the next person on the list will be called. Casual employees shall be appointed pursuant to the regular appointment procedure, and will be moved in-scope as stated under Article 2.2.
- 4.4.4 Notwithstanding 4.4.1 and 4.4.2 above, the Employer may reassign the duties of, or transfer, an employee within his program or locale. All transfers will be posted with an incumbent subject to challenge.
- 4.5 Job Postings
- 4.5.1 Postings referred to in Articles 4.4.1 and 4.4.2 above shall allow fourteen (14) calendar days for receipt of applications.

- 4.5.2 Notwithstanding any of the provisions in this Article, nothing shall prevent the Employer from temporarily filling an assignment with a casual employee in order to meet program needs of the Institute to a maximum of thirty (30) working days, except where circumstances warrant, the Institute Committee Chair may agree to an extension of time, which shall not be unreasonably denied.
- 4.6 Information in Postings
- 4.6.1 Job postings will contain the following information:
- Working title, brief description of duties and classification of position, qualifications, skill, ability and experience required, salary, hours of work and whether the position is regular full-time or regular part-time, or for the casual employment list(s), deadline for applications, expected start date and any other pertinent information.
- 4.7 Outside Advertising
- 4.7.1 The employer may elect to advertise outside simultaneously with the internal posting of positions.
- 4.7.2 No new employee shall be hired until the applications of the present employees and those persons applying from the re-employment lists of the Employer have been considered.
- 4.8 Selection
- 4.8.1 Appointments, promotions, voluntary transfers and voluntary demotions, as a result of an employment competition, will be made on the basis of the following factors:
- (a) qualifications, skill, ability and experience of the individual as it relates to the specific job for which selection is being done, and
 - (b) seniority.
- 4.8.2 Where the qualifications, skill, ability and experience of two (2) or more applicants are relatively equal, ~~seniority~~ ~~shall~~ all be the deciding factor.
- 4.8.3 In evaluating the qualifications, skill, ability and experience the Employer shall do so in a way that is bona fide, fair, reasonable, non-arbitrary and non-discriminatory. The Employer shall not act in developing or applying the above criteria in a manner such as to circumvent the legitimate role of seniority.
- 4.9. Union Observer
- 4.9.1 The Employer shall notify the Union of the time, place and date of the assessment of applications and/or interviews for any regular full-time or regular part-time positions for which any employee has applied. The Union shall be entitled to have a representative present to function as an observer during such assessment or interviews. All time involved as an observer will be without loss of pay.

- 4.10 Notice of Filling Vacancy
- 4.10.1 Successful applicants who fill vacant positions shall be notified in writing prior to commencing such duties of the classification, range and step they will occupy. The name of the successful applicant shall be sent to the Union.
- 4.11. Reciprocal Rights
- 4.11.1 When an employee from the Academic Unit moves into the Administrative Support Unit, such an employee, after being appointed to the position, will carry forward seniority and all other applicable benefits earned in the Academic Unit.
- 4.12 Employee Status
- 4.12.1 The Employer agrees to review the number of days worked by regular part-time employees with a view to changing these positions to regular full-time should the available work warrant. Where any position is changed to regular full-time the incumbent will be appointed subject to challenge.
- 4.13 Job Sharing
- 4.13.1 Job sharing is the voluntary sharing of a permanent position in a structured manner by two (2) persons, one (1) of whom is the permanent regular full-time incumbent of the position.
- 4.13.2 Initiation and Approval
- Only the permanent regular full-time incumbent of a position can initiate a request to establish a job share arrangement. Approval of the job share request resides with the Employer; such approval will be subject to the feasibility of accommodating the request to operational requirements and such approval will not be unreasonably withheld.
- The proposal to establish a job sharing arrangement is initiated by the employee through an application to his/her immediate out-of-scope supervisor.
- 4.13.3 Duration, Renewal, Termination
- An approved job sharing arrangement shall be for a maximum of one (1) year
- An existing job sharing arrangement can be renewed for additional periods, each not exceeding one (1) year by following the same steps set out in Article 4.13.2 above - e.g. employee applies, management approves.
- An existing arrangement will end at the end of the agreed term in the absence of agreement to renew. An agreement may be terminated by the participating employee, or the Employer on sixty (60) working days notice. This notice to terminate will be concurrently provided to the regular part-time employee participating in the job share

arrangement. By mutual agreement of the employee and the Employer, the sixty (60) working day notice period may be shortened.

4.13.4 Staffing the Shared Position

The job shared position will be occupied by the permanent regular full-time incumbent of the position on a reduced time basis.

The permanent regular full-time incumbent will be allowed to reduce their workload by no more than seventy-five (75) percent.

The remainder of the job shared position will be filled by a regular part-time employee appointed in accordance with Article 4.4.2 of the Collective Agreement.

Where, during the term of a job sharing arrangement, the employment of the regular part-time participant terminates, the permanent regular full-time incumbent may be required to reassume working regular hours pending the appointment of a replacement regular part-time employee.

4.13.5 Benefits

Permanent employees who job share shall retain all benefits accumulated prior to the commencement of the job share arrangement. All benefits and seniority shall continue to accrue, and be expended, on a pro-rated basis for the permanent regular full-time employee involved in the arrangement. Employees will make pro-rata contributions relative to time worked, subject to the existing benefit plans as outlined in this Collective Agreement.

4.13.6 Reversion Rights

On the termination of the job share arrangement, the permanent regular full-time employee will revert to regular full-time schedule of the position occupied.

4.13.7 Existing job sharing arrangements will be reviewed within thirty (30) days of the signing of the current Collective Agreement to ensure that they meet the criteria as established herein.

4.14 Extension Classes

4.14.1 Employees interested in teaching in extension contract assignments may provide a resume to the appropriate coordinator. It will be the responsibility of the employees to keep their resumes current.

ARTICLE 5 LAY-OFFS/ABOLISHMENTS

5.1 Lay-offs

5.1.1 The Employer is committed to an open, cooperative approach to its staff and as such recognizes the value of consultation. It is understood this consultation is intended as a courtesy and is not intended to prevent or restrict the Employer from managing. When circumstances permit, should the Employer plan to lay-off or reduce the number of regular full-time or regular part-time employees the following procedure will be undertaken:

- (a) the Union will be notified ninety (90) days in advance of lay-off and informed of the courses and programs affected.
- (b) within seven (7) days of receipt of such notification the Employer and the Union will meet to discuss circumstances and implications of planned lay-offs.
- (c) An Employer representative will meet with the laid-off employee within three (3) working days of the employee's receipt of notice of lay-off to discuss the laid-off employee's bumping options and to prepare a tentative list of potential bumps.

5.2 Method of Lay-off

5.2.1 When reducing staff, permanent regular full-time and part-time employees shall be laid-off in the reverse order of their seniority within the classification, program and locale affected, provided the employees retained have the demonstrated competence or the qualifications, skill, ability and experience to perform the work required or can be expected to perform the work required within a period not exceeding one (1) month.

5.2.2 An employee in a program where lay-offs are planned may request to be laid-off, and if granted, shall resign and receive severance pay as per Article 9.10.

5.3 Notice or Calculation of Pay in Lieu

5.3.1 Permanent employees who have had their jobs abolished shall receive not less than ninety (90) calendar days notice or pay in lieu thereof. Permanent employees who have been laid off shall receive not less than sixty (60) calendar days' notice of lay-off or pay in lieu thereof. For purposes of calculating calendar days notice under this Article, notice of job abolition or lay-off shall be deemed to be effective on the day notice is given, or the day the employee is advised that he/she has been bumped, abolished or laid-off. Pay in lieu of notice will be at the rate earned when the lay-off becomes effective.

5.3.2 Notice of lay-off shall be deemed to be given if a definite term is stated at the commencement of the period of employment.

- 5.3.3** Employees on initial probation shall be given fifteen (15) calendar days' written notice of lay-off and severance of employment.
- 5.3.4** Employees shall be paid in lieu of notice if such notice is not given.
- 5.3.5** The laid-off employee who intends to exercise his rights under this Article must indicate such intention in writing to the Employer within fourteen (14) calendar days following receipt of the lay-off notice. For an employee who is working a definite term of employment, the fourteen (14) days begins on the first (1) day of the last sixty (60) days prior to the expiration of his term of employment.
- 5.4** Lay-off or Bumping of Permanent Regular Full-time Employees
- 5.4.1** A permanent regular full-time employee who is laid-off or bumped may elect one (1) of the following four (4) options:
- (a) to bump, if eligible, in accordance with Article 5.4.2 and 5.4.2.1
 - (b) to be placed on a re-employment list and have rights in accordance with Article 5.6.
 - (c) to resign and take severance pay in accordance with Article 9.10
 - (d) to access retirement programs currently in place.
- 5.4.2** A permanent regular full-time employee who is laid-off or bumped may exercise accumulated seniority provided the employee has the demonstrated competence or the qualifications, skills, ability and experience to perform the work required. Such accumulated seniority shall be applied to bump in the following order:
- (a) bump into an existing regular full-time position, own classification, any program, own locale which has been posted but is not yet filled at the date of the Employer's receipt of the employee's election to bump, subject to challenge from more senior employees on the regular full-time re-employment list, own classification, any program, own locale. A position shall be deemed filled on the date a written offer is made to the successful applicant.
 - (b) bump a full-time employee with less seniority, own classification, own program, own locale.
- 5.4.2.1** If no position is obtained as a result of (a) or (b), the employee may elect one (1) of the following options:
- (i) to be placed on the re-employment list and have rights in accordance with Article 5.6.
 - (ii) to resign and take severance pay in accordance with Article 9.10.

- (iii) to access retirement programs currently in place
- (iv) to bump a full-time employee with less seniority, own classification, any program, own locale.
- (v) to bump a full-time employee with less seniority, same or similar classification, any program, own locale.
- (vi) to bump into an existing regular full-time position own classification, any program, other locale which has been posted but is not yet filled at the date of the Employer's receipt of the employee's election to bump subject to challenge from more senior employees on the regular full-time re-employment list, own classification, any program, other locale. A position shall be deemed filled on the date a written offer is made to the successful applicant.
- (vii) to bump a full-time employee with less seniority, own classification, own program, *other* locale.
- (viii) to bump a full-time employee with less seniority, own classification, any program, other locale.
- (ix) to bump a full-time employee with less seniority, same or similar classification, any program, other locale.
- (x) to bump into a regular part-time position, same or similar classification, any program anywhere.

5.4.3 It is agreed between the parties to this Agreement that all regular full-time bumping shall be subject to targeting. Targeting, in principle, shall involve bumping in such a way as to:

- (a) maximize the employee's opportunity to maintain full-time employment; and
- (b) minimize disruptions to the Institute's program delivery services.

5.5 Lay-off or Bumping of Permanent Regular Part-time Employees

5.5.1 A permanent regular part-time employee who is laid-off or bumped may elect:

- (a) to be placed on the SIAST re-employment list.
- (b) to resign and take severance pay in accordance with Article 9.10.
- (c) to bump provided that notice of intention to bump is given to the Employer, in writing, not later than fourteen (14) calendar days following the receipt of the notice of lay-off, subject to Article 5.3.5.

- (d) to access retirement programs currently in place

5.5.2

A permanent regular part-time employee shall be deemed to have received notice of lay-off when a definite term is stated at the commencement of the period of employment. If the lay-off occurs prior to the term stated, the employee shall receive sixty (60) calendar days' notice of lay-off. A permanent part-time employee who is laid-off or bumped may exercise accumulated seniority provided he has the demonstrated competence or the qualifications, skill, ability and experience to perform the work required. Such accumulated seniority shall be applied to bump in the following order:

- (a) bump into an existing regular position, own classification, any program, own locale, which has been posted but is not yet filled at the date of the Employer's receipt of the employee's election, subject to challenge from more senior employees on the re-employment list. A position shall be deemed filled on the date a written offer is made to the successful applicant.
- (b) the most junior employee, same or similar classification, any program, own locale.

5.5.2.1

If no position is obtained as a result of Article 5.5.2 (a) or (b), the employee may elect one (1) of the following options:

- (i) to be placed on the SIAST re-employment list.
- (ii) to resign and take severance pay in accordance with Article 9.10.
- (iii) to access retirement programs currently in place.
- (iv) to bump provided that notice of intention to bump is given to the Employer, in writing, not later than fourteen (14) calendar days following the receipt of the notice of lay-off, subject to Article 5.3.5.
- (v) to bump the most junior employee in a regular part-time position, own classification, any program, own locale.
- (vi) to bump the most junior employee in a regular part-time position, own classification, own program, other locale.
- (vii) to bump the most junior employee in a regular part-time position, own classification, any program, other locale.
- (viii) to bump the most junior employee in a regular part-time position, same or similar classification, any program, anywhere.

- 5.5.3 It is agreed between the parties to this Agreement that all regular part-time bumping shall be subject to targeting. Targeting, in principle, shall involve bumping in such a way as to:
- (a) maximize the employee's opportunity to obtain additional work up to and including a full-time position; and
 - (b) minimize disruptions to the Institute's program delivery services.
- 5.6 Re-employment List
- 5.6.1 Permanent employees who are laid-off by the Institute may have their names placed on the re-employment list for a period of thirty-six (36) calendar months from the date of lay-off. Such employees may, while on the re-employment list elect to resign and be paid severance pay in accordance with Article 9.10. Employees on the re-employment list will be expected to apply for job postings of the Institute.
- 5.7 A permanent employee who has been laid-off or bumped may opt to resign and collect severance pay as per Article 9.10 at any time prior to accepting a re-employment option. (see Appendix "I" - Career Assistance Options for additional information)

ARTICLE 6 SENIORITY

6.1 Definition of Seniority

6.1.1 Seniority is defined as the total length of service in the Bargaining Unit. Such seniority shall include all paid days of employment.

6.1.2 All employees transferred to the Institute on January 1, 1988, will be credited with accumulated days of seniority acquired while employed by the Public Service of Saskatchewan and the Urban Community Colleges and the Advanced Technology Training Centre provided such employment prior to January 1, 1988, was continuous. Such seniority shall include all paid days of employment.

6.1.3 For each day worked, full-time Instructor Aides employed prior to the date of ratification of this Agreement will receive credit for one point three (1.3) day's seniority, to a maximum of two hundred and sixty (260) days per year.

6.2 All Employees Have Seniority

6.2.1 All employees within the scope of this Agreement shall after successful completion of initial probation be credited with seniority from their date of employment.

6.3 Seniority List

6.3.1 The Employer shall post and send to the Union an up to date seniority list by July 31 of each year. Such a list will include the accrued seniority of each permanent employee up to June 30.

6.3.2 The Employer will prepare a seniority list showing all employees' names, the date upon which the employee's service commenced and the total length of service for each employee. An employee who has not passed probation will be designated as probationary on the seniority list. Seniority will be credited after the successful completion of the initial probationary period. The initial probationary periods are as set out in Appendix "B".

6.3.3 The seniority list, as calculated to June 30, 1991, shall be conclusive for all purposes for seniority acquired by an employee prior to June 30, 1991 and shall not be subject to any challenge. Any in-scope employee missed in that process that has service prior to June 30, 1991, will have their seniority previous to June 30, 1991 calculated on the basis of the Letter of Understanding found at Appendix "J".

6.3.4 The seniority list of June 30, 1991, as ratified by the parties, shall be considered part of this Collective Agreement.

- 6.3.5 In those cases where seniority is identical, the employee's start date will be the deciding factor. The employee with the earlier start date will be judged to be more senior. Ties will be broken by a mutually agreed upon process. A Union Observer will be present during this process.
- 6.4 Seniority on Out-of-Scope Temporary Performance of Higher Duties
- 6.4.1 An employee within the scope of this Agreement who is appointed to an out-of-scope position on temporary performance of higher duties under Article 9.9 shall count that time as seniority.
- 6.5 Loss of Seniority
- 6.5.1 Seniority shall be broken by reason of
- a) resignation;
 - b) termination without reinstatement;
 - c) after thirty-six (36) months on the re-employment list;
 - d) Appointment to an out-of-scope position, other than on TPHD.
- 6.5.2 Each employee shall have the right to protest the seniority credited to him within thirty (30) days of the posting of the list. Should an employee consider that the seniority credited to him is incorrect, then the employee must provide satisfactory proof of the error. Where satisfactory proof of an error is provided, the error will be corrected.
- 6.6 Seniority Calculation
- 6.6.1 Seniority for regular part-time employees who regularly work pan-days will be calculated on the same prorated basis as outlined in Appendix "J".
- 6.6.2 Seniority for all other employees will be calculated on the basis of one (1) day's seniority for each day worked.

ARTICLE 7 JOB CLASSIFICATION

- 7.1 The Institute shall maintain the old Public Service Commission of Saskatchewan Position Classification Plan and no new classification plan will be adopted during this Agreement without negotiation with and prior approval of the Union.
- 7.2 SIAST shall supply a copy of the classification specifications to the Union at its request.
- 7.3 Whenever SIAST proposes to establish a new classification or alter an existing classification, a new or revised classification shall be established in accordance with this Article. SIAST shall give notice of intention to the Union, and shall negotiate the inclusion or exclusion from scope, by position, of new positions within the new or revised classification. If the position is to be included in scope, the Institute shall negotiate, for such new or revised classification, the rate of pay and hours of **work**. If no agreement is reached, in order to avoid delay in filling of the position, SIAST may advertise the position at a salary range which is the lower of the proposed salary ranges advanced by each party, subject to Article 7.4.
- 7.4 A dispute occurring over failure to come to agreement on any item to be negotiated with respect to an in scope position in Article 7.3 shall be resolved pursuant to the regular grievance procedure. The range of pay when finally decided between the parties will be retroactive to the date of appointment in respect of any employees hired in the lower range.

ARTICLE 8 RECLASSIFICATION

8.1 Changes in Classification

8.1.1 SIAST may initiate a classification review and may reclassify a position where duties and/or responsibilities have changed, and where no classification exists Article 7 will apply.

8.2 Approved Changes

8.2.1 Whenever an employee or the Union feels that a position is incorrectly classified or that a reclassification is required to cover higher level assigned duties or responsibilities, an application for review of duties, classification and pay may be made in writing to the Manager, Human Resources who will, within thirty (30) days, acknowledge, in writing, receipt of the application. The Institute will review the position and notify the employee and/or the Union of the results.

8.2.2 If the request is approved, the resulting change in pay will be effective the date of application. All reclassifications will be posted, and the Union will be notified.

8.3 Disputes

8.3.1 If the request for reclassification is rejected, or if the employee does not agree with the reclassification approved, a grievance may be initiated under Article 20.

8.4 Appointments and Challenges

8.4.1 When the reclassification is due to new or additional duties and responsibilities, the incumbent shall be appointed, subject to challenge from more senior employees in the same classification and same program who could as readily been assigned the higher duties which led to the reclassification.

8.4.2 The Principal shall decide the validity of challenges, subject to grievance.

8.4.3 If the challenge is successful, the most senior qualified challenger shall be appointed, and the incumbent prior to the challenge shall revert to his former classification at his former salary.

8.5 Time Period to Qualify

8.5.1 If neither the incumbent nor any challenger is qualified for the reclassified position, and provided the employee can reasonably be expected to establish the qualifications required within one (1) year, a period of up to one (1) year shall be allowed to the most senior employee otherwise eligible for the appointment, in order to establish the qualifications required. Extensions beyond one (1) year may be granted by the Principal under extenuating circumstances. In the event the incumbent is displaced by this process, the incumbent shall be laid off and shall be allowed to exercise the options in Article 5.

- 8.5.2 If the employee fails to establish the new minimum qualifications within the allotted time period, the position will become vacant, and the incumbent shall be laid off and be allowed to exercise the options in Article 5.
- 8.6 Pay on Reclassification Upwards
- 8.6.1 The incumbent of a position which is reclassified upwards shall be paid on the basis of the promotion formula outlined in Article 9.5.
- 8.7 Reclassification Downwards
- 8.7.1 No employee shall have his wages reduced because of a downward reclassification. The incumbent of a position which is reclassified downwards shall be paid on the basis of the demotion formula outlined in Article 9.6.
- 8.7.1.1 The Institute will notify the Union of any downward reclassification

ARTICLE 2 PAY ADMINISTRATION

9.1 The rates of pay contained in Appendix "A" attached to and forming part of this Agreement, shall be the rates paid to the employees occupying positions allocated to the classifications in Appendix "B".

9.1.1 The Employer agrees to recognize the principle of equal pay for work of equal value regardless of the sex of the employee.

9.1.2 Every employee shall receive a statement showing the gross amount earned, itemized deductions therefrom and the net amount payable.

9.2 Pay Periods

9.2.1 Regular full-time and regular part-time employees, when it is known at the time of appointment that the period of their employment will be on a full-time basis for a minimum duration of ninety (90) consecutive calendar days, will be paid monthly. Employees paid monthly will be paid on the last working day of each month.

9.2.2 Regular part-time and employees not covered by the above clause shall be paid bi-weekly. Pay will normally be issued twelve (12) calendar days from the end of the pay period. If a statutory holiday falls on a Monday in the following pay period, pay will be issued on the thirteenth (13) day.

9.2.3 All employees will receive their pay by direct electronic deposit to the bank or credit union of their choice.

9.2.4 Every employee shall receive a statement showing the gross amount earned, itemized deductions therefrom and the amount payable.

9.2.5 An employee may, no more than twice (2) per year, upon giving seventeen (17) working days' notice, receive on the last office day preceding commencement of his annual vacation or other leave with pay, any pay cheques which may fall due during the period of vacation or leave.

9.2.6 Employees shall receive a detailed statement by month on retro pay.

9.3 In-Hiring Salary Adjustments

9.3.1 In-hiring rates of pay shall normally be at the minimum of the salary ranges, provided however that the Institute may approve a higher rate where the selected applicant possesses education and/or experience which exceed the minimum requirements for the class.

9.3.2 For up in range appointments, the Institute will publicize the rate at which it has given such approval and an outline of the education and experience of the person appointed. Any employee in the same class who is being paid at a rate lower in the range and who

believes that he possesses education and experience equivalent to those of a person appointed above the minimum in accordance with the foregoing may, within thirty (30) calendar days of such publication, request that the Institute review his education and experience and salary.

- 9.3.3 If, ~~as~~ a result of the review, a salary adjustment is considered to be warranted, the Institute shall so authorize effective the date of the original appointment of the up in the range hiree.
- 9.4 Annual Increments
- 9.4.1 Subject to Article 9.4.2 all probationary and permanent employees **shall** receive within-range increments effective on the established increment date.
- 9.4.1.1 Any employee other than an Instructor Aide must have worked a minimum of two hundred and sixty (260) days since his last increment date.
- 9.4.1.2 An Instructor Aide must have worked a minimum of two hundred (200) assigned days since his last increment date.
- 9.4.1.3 If the employee has not worked the required days in Article 9.4.1.1 and/or 9.4.1.2 above, he will not be eligible until the first (1st) of the month following his completion of two hundred and sixty (260) working days or two hundred (200) assigned days, respectively.
- 9.4.1.4 Subject to Article 9.4.1, the increment date shall be the nearest first (1st) of the month of the initial appointment date.
- 9.4.2 An increment may be withheld by the Institute based on an unsatisfactory performance assessment report. The employee shall be notified in writing and provided with reasons prior to the increment date. An employee may grieve against withholding ~~of~~ his increment, and the onus of proof shall rest on the employer.
- 9.4.3 When an employee returns to work after a leave of absence without pay, or lay-off, the employee will be credited with all service before the leave of absence or lay-off. Having achieved the required accumulation, the date upon which the increment is earned will be the new increment date.
- 9.4.4 For the purpose of Article 9.4, days paid for sick leave, pressing necessity, holidays, vacation, Workers' Compensation, leave with pay and Union business leave shall be regarded as service. An earned day off' shall be counted as a day of service.

9.4.5 Increments. Accelerated Movement

9.4.5.1 Probationary or permanent employees in the following classifications:

Class Number	Class Title
105011-105013	Accounting Clerk 1-3
101011-101015	Clerk 1-5
103021-103024	Clerk Stenographer 1-4
103011-103013	Clerk Typist 1-3
101081	Postal Clerk 1
102091-102093	Printing Services Technician 1-3
102060	Senior Key punch Operator
104030	Senior Storekeeper
104040	Supervising Storekeeper
101020	Switchboard Operator

shall be entitled to increments within their pay range on a 6-month basis between steps 1 and 2 and between steps 2 and 3, and annually thereafter, except that the out-of-scope supervisor may withhold the increment on the basis of an unsatisfactory report. The out-of-scope supervisor shall notify the employee in writing of such action prior to the increment date and give reasons therefore. If the employee is not served with such notice prior to the increment date, he will be deemed to have earned the increment. An employee may grieve against the withholding of his increment and the onus of proving that the increment may be withheld shall rest on the Employer.

9.4.5.2 For the purposes of this Article, "Accelerated Movement" means six (6) month increments between steps 1 and 2 and steps 2 and 3 within the pay range and annually thereafter, providing that an employee has worked a minimum of 100 days for the purpose of entitlement to 6-month increments and a minimum of 200 days for the purpose of entitlement to annual increments. Where an employee has not worked 100 or 200 days, whichever is applicable, prior to his increment date, it shall be adjusted to the first of the month following the completion of 100 or 200 days worked.

9.4.5.3 Increment dates shall be the first of the month. If an employee does not commence an appointment on the first working day of a month, his increment date shall be the first day of the next month following.

9.4.5.4 The effective date for the payment of an increment shall be the first day of the month or the first day of the pay period next following the first day of the month when the two do not coincide.

9.4.5.5 For the purpose of this Article, days paid for sick leave, pressing necessity, holidays, vacation, or Workers' Compensation shall be considered as days worked. An earned day off shall be counted as a day of service.

9.5 Promotion

9.5.1 On promotion, an employee's rate of pay shall be adjusted to the minimum of the new range except that the rate will not be less than eight (8) percent above his current salary and not more than the maximum of the new range. If the addition of eight (8) percent produces a rate between two (2) steps in the range of the higher paid position, the salary shall be adjusted to the higher of these two (2) rates.

9.5.2 On promotion, if other than on the first (1st) working day of the month, the increment date shall be adjusted to the first (1st) of the month of promotion. Whenever a permanent employee's increment date or an adjustment in salary occur on the same date as a promotion or reclassification, the employee shall receive his increment or adjustment before the promotion formula is applied.

9.5.3 A permanent employee who is promoted and fails the probation shall revert to the position held prior to promotion or by mutual agreement the employee may revert to a similar position. The rate of pay in the position will be adjusted upwards based on any increments which would have been earned had the employee not been promoted.

9.5.4 The promotion formula in Article 9.5.1 shall be used when permanent employees of the Academic Bargaining Unit of the Institute accept higher paid positions in this Agreement. This formula will also apply if a permanent employee from an out-of-scope position successfully bids to a higher level position covered by this Agreement.

9.6 Demotion

9.6.1 When a permanent employee is demoted, the rate of pay for the new position shall be as follows:

9.6.1.1 Involuntary: If the rate of pay received in the previous position was more than the maximum rate of the new position, the employee's rate shall remain unchanged until the maximum of the new position exceeds such rate, at which time the employee shall receive the maximum of the new position.

9.6.1.2 Involuntary: If the rate of pay received in the previous position falls within the range of pay of the new position, the new rate will be the former rate received or if no such rate exists, the next higher rate.

9.6.1.3 Voluntary: If the rate of pay received in the previous position was more than the maximum rate of the new position, the new rate shall be the maximum of the new position.

9.6.1.4 Increment dates shall not be affected by demotion

9.7 Transfers/Changes in Pay Range

9.7.1 When an employee is transferred or there is a change in the pay range he shall move to the same step in the new pay range as held in the previous range.

9.7.1.1 When an employee is transferred the rate of pay for the new position shall be the former rate received, or where the rate is between two (2) rates in the new position the rate of pay will be increased to the nearest higher step.

9.8 Re-employment

9.8.1 Where, as a result of a competition, a permanent employee is re-employed in the same or similar position, the rate of pay shall be at the same step in the range for the position as at the time of lay-off subject to any earned increments.

9.8.2 Where, as a result of a competition, a permanent employee is re-employed in a position lower in range, the rate of pay shall be equivalent to the rate formerly received (if an identical rate exists in the new range), or the next higher rate (if an identical rate does not exist in the new range), or the maximum rate (if the rate in the former position exceeds the maximum of the new range).

9.9 Temporary Performance of Higher Duties (TPHD)

9.9.1 Temporary performance of higher duties occurs only by assignment and neither the employee nor the out-of-scope supervisor should assume it takes place without voluntary agreement. Where an employee agrees to perform duties of a higher paid position, the rate of pay shall be adjusted to the minimum of the range of the position being replaced or on the basis of the promotion formula outlined in Article 9.5.1, whichever is greater.

9.9.2 Remuneration shall be payable under this subsection for all actual days worked

9.9.3 Temporary performance of higher duties shall not exceed one hundred and thirty (130) working days. Extensions may be granted by agreement between the Employer, the employee and the Union.

9.9.4 Periods of temporary performance shall not produce any change in increment date but shall count for increment purposes. The rate in the TPHD position shall be, from time to time, adjusted based upon increments received in the employee's regular position.

9.10 Severance Pay

9.10.1 An employee who is bumped or laid-off because of job abolition shall be entitled to receive severance pay on resignation on the basis of one (1) week's, or for Instructor Aides, five (5) assigned days' pay for each year of service or portion thereof. Pay will be calculated on the basis of the employee's rate of pay at the time of separation. Severance pay is a payment to an employee to ease the effects of involuntary separation through lay-off. It is not compensation for past services.

9.10.2 When a permanent regular part-time employee is laid-off and does not have an opportunity to obtain similar employment within a twelve (12) month period prior to, or after his usual start-up time, that employee shall be entitled to severance pay on resignation.

- 9.10.3 Following job abolition, a permanent employee who is on lay-off will be paid severance pay at the end of thirty-six (36) months on the re-employment list or on resignation from the re-employment list.
- 9.10.4 Eligible years for the purposes of severance pay will include all continuous salaried employment with the Employer. For those employees with the Institute as at January 1, 1988, eligible years of service will include continuous salaried employment with the urban community colleges, the Government of Saskatchewan, or the Advanced Technology Training Centre.
- 9.11 Travel and Sustenance
- 9.11.1 Travel
- | | | |
|--------|-----------------|-------------------------------|
| 9.11.2 | <u>Ordinary</u> | <u>North of 54th Parallel</u> |
| | Kilometre Rate | |
| | 27.70 | 29.82 |
- 9.12 Incidental Mileage Expenses
- 9.12.1 The allowance payable to employees authorized on an incidental basis to use privately owned vehicles for Institute business is as follows:
1. Car: Subject to a minimum allowance of \$3.00 per day, \$1.50 per hour (pro-rated for shorter periods) for actual usage to a maximum of \$6.00 per day or 27.70 cents/km, whichever is the greater.
 2. Truck: Subject to a minimum allowance of \$3.00 per day (1/2 or 3/4 ton) - \$2.00 per hour for actual hauling time to a maximum of \$7.00 per day, or 29.40 cents/km, whichever is the greater.
- 9.12.2 Review of Kilometre Allowances
- 9.12.2.1 First Review - effective June 1, 1993 the rate applicable to ordinary kilometres shall be adjusted by an amount which, subject to 9.12.2.2 is the same percentage as was the percentage change in the average of the Regina and Saskatoon Private Transportation Indexes as published by Statistics Canada for April 1993 over October 1991.
- 9.12.2.2 The amount yielded by the procedure set out above will be rounded to the nearest 100-hundredth (100th) of one (1) cent.
- 9.12.2.3 Second Review - the date of October 1, 1993 shall be substituted for June 1, 1993 and the month of August 1993 shall be substituted for April 1993 where they appear in the first review.
- 9.12.2.4 Third Review - the date of April 1, 1994 shall be substituted for June 1, 1993 and the month of February 1994 shall be substituted for April 1993 where they appear in the first review.

- 9.12.2.5 Adjustments applicable to rates in Article 9.12 for ordinary kilometres shall also apply to kilometres north of the 54th parallel and to kilometre rates in Article 9.12.
- 9.12.2.6 The adjustments, if any, derived through the application of the first, second or third review shall be applied to the rates set out in Article 9.11 and 9.12.
- 9.12.3 Hotel Accommodation
- 9.12.3.1 Hotel - actual and reasonable charges supported by a receipt. Charges in excess of such amounts as may from time to time be determined by the Employer must be approved by the immediate out-of-scope Supervisor.
- 9.12.3.2 An amount of \$15.00 per night (no receipt necessary) will be paid for accommodation in private residences or in private trailers.
- 9.12.3.3 Accounts in excess of fifteen dollars (\$15.00) per night for accommodation in private residences will be accepted only when accompanied by a receipt and a signed statement from the employee that no other accommodation was available.
- 9.12.4 Meals
- 9.12.4.1 Ordinary:
- | | |
|--------------------|---------|
| Per diem allowance | \$24.61 |
| For partial days: | |
| Breakfast | 6.05 |
| Dinner | 7.86 |
| Supper | 10.70 |
- 9.12.4.1.1 No claim for a meal allowance may be made for:
- breakfast, if the time of departure is later than 7:30 a.m. or the time of return is earlier than 8:30 a.m., or
- dinner, if the time of departure is later than 11:30 a.m. or the time of return is earlier than 12:30 p.m., or
- supper, if the time of departure is later than 5:30 p.m. or the time of return is earlier than 6:30 p.m.
- 9.12.4.1.2 Notwithstanding the above, an employee authorized away from her locale after 5:30 p.m. and having worked six (6) hours after 5:30 p.m. will be eligible for a dinner meal allowance. No allowance will be paid to employees on overtime rates, nor shall more than three (3) meals be claimed for in one (1) day.

9.12.4.2 On Institute Business Outside the Province

9.12.4.2.1 Hotel Accommodation: Actual and reasonable charges supported by a receipt

9.12.4.2.2 Meals

Ordinary:

Per diem allowance \$32.10

For partial days:

Breakfast 7.49

Dinner 8.56

Supper 16.05

Where a charge is made for a banquet, it will be in lieu of the meal involved.

9.12.5 Incidental Expenses

9.12.5.1 Actual and reasonable charges for such items as taxis, off-street parking and storage of the Institute's vehicles (when travel away from her locale by the Institute's vehicles is authorized by the Institute), telephone, telegraph, gratuities, laundry, dry cleaning and valet service. For all of the above charges, except gratuities and taxis of four dollars (\$4.00) and under, receipts are required.

9.13 Northern Allowance

9.13.1 Employees stationed at a work location above the 54 degree parallel (including Cumberland House, but excluding Meadow Lake and La Ronge) shall be paid an allowance of \$150 per month over and above their basic rate of pay for each full month stationed there.

9.14 Relocation Allowance

9.14.1 Except as specifically provided elsewhere in this Agreement, an employee who is required to change locale as per Appendix "P", shall be entitled to the relocation allowances contained therein.

9.14.2 An employee required to travel to communities where acceptable housing is not available shall be paid mileage from the nearest community in which housing is available to their place of work.

9.15 Protective Clothing And Personal Loss

9.15.1 Where an employee is required to wear protective clothing or other devices in accordance with Occupational Health and Safety Regulations, the Employer shall provide such clothing free of charge to the employee. In cases where laundering is required, it shall be provided free of charge.

- 9.15.2 Where uniforms, protective clothing or clothing allowances are currently provided by the Employer, the present practice shall continue.
- 9.15.3 It is agreed that the quantity, issue and control of such clothing and uniforms shall be regulated by the Employer and shall be in accordance with Occupational Health and Safety Regulations.
- 9.15.4 Where an employee suffers damage to clothing as a direct consequence of performing his required duties, the Employer will compensate the employee to a maximum of three hundred dollars (\$300) per incident where the loss is not otherwise compensated. Any incident of such loss suffered by an employee must be reported to the employee's supervisor.
- 9.16 Danger Pay 52d
I
- 9.16.1 Employees working with inmates at the Saskatchewan Penitentiary, the Provincial Correctional Centres and the Regional Psychiatric Centre shall receive the penitentiary factor allowance of eight dollars (\$8.00) per working day and such increases as negotiated between the federal government and PSAC.
- 9.17 Payment of Professional Fees
- 9.17.1 The Institute agrees to pay the professional fees of all employees who are required as a condition of employment to be a member of an association.
- 9.18 Shift Differential
- 9.18.1 44/45
100% In addition to the regular rates of pay, a shift differential in the amount of 70 cents per hour or a minimum of three dollars (\$3.00) per day shall be paid for all hours assigned between the hours of 6:00 p.m. and 7:00 a.m. Shift Differential shall not be a part of basic wage rates or be used in calculating overtime rates, nor shall it be paid for any hours for which overtime rates are being paid.

ARTICLE 40 PROBATION

10.1 Initial Probation

10.1.1 On Initial Appointment

All employees, upon initial employment, shall serve a probationary period for the period of time stipulated for their classification, as per Appendix "B". The period may be extended in accordance with Article 10.8.

At the outset and during their probationary period, employees will be advised of expectations regarding standards of performance. Employees will also be advised of shortcomings in order to correct deficiencies. Should the Employer decide to terminate the employee, the employee will be given the reasons, in writing, prior to his termination; an opportunity to respond and if necessary engage the grievance procedure contained in the Collective Agreement for his protection.

10.1.2 Employees shall serve the probationary period for their classification by accumulating time to the extent required over one (1) or more working periods, providing there are no more than two hundred (200) calendar days between working periods.

10.1.3 Completion of Probation

10.1.3 Upon successful completion of a probationary period, the employee shall be appointed to permanent status; the employee shall be so informed in writing.

10.2 On Promotion

10.2.1 A permanent employee who has been promoted shall serve a probationary period as stipulated for the class in Appendix "B". A permanent employee who does not successfully complete the probationary period shall revert to the position held prior to the promotion or by mutual agreement the employee may revert to a similar position at the same step in the salary range, subject to any increments that would have been earned had the promotion not taken place.

10.2.2 A permanent employee displaced through Article 10.2.1 shall also have the right to revert to his former position at his former step in the salary range, subject to any increments that he would have received, had he remained in that position. If no former position is available, the employee shall have the right to exercise bumping rights in accordance with Article 5.

10.3 From Re-employment List

10.3.1 No probationary period shall be served by an employee with seniority who is re-employed in a position equal/similar to a position in which he formerly held permanent status.

- 10.4 On Transfer
- 10.4.1 An employee who transfers during the initial probation, shall complete the probationary period for the new position minus service in the original position.
- 10.4.2 A permanent employee who transfers shall serve a probationary period ~~as~~ per Appendix "B" unless the position is in the same classification and the duties of the position are substantially the same as those of the position previously held. If the employee fails the probation, he shall revert to the position previously held or by mutual agreement the employee may revert to a similar vacant position.
- 10.5 On Demotion
- 10.5.1 No probationary period shall be required of a permanent employee who demotes.
- 10.6 On Bumping
- 10.6.1 No probationary period shall be required of an employee who bumps.
- 10.7 On Reclassification
- 10.7.1 No probationary period shall be required of an employee in a position which is reclassified unless the employee is on probation; if on probation the employee shall continue to serve the probationary period minus service accumulated to that point. Upon successful completion of the probationary period, the employee shall become a permanent employee in the revised classification.
- 10.8 Extensions of Probation
- 10.8.1 The probationary period for the incumbent of a particular position may be extended for such period as may be agreed upon between the parties up to a maximum of three (3) months.
- 10.9 Leave During Probation
- 10.9.1 When a leave of more than fifteen (15) calendar days has been taken during probation, permanent employment may not be effected until the employee has served the full probationary period successfully.

10.10 Evaluations on Probation

10.10.1 Since probation is the final step in the hiring process, employees will be informed by their supervisors in writing, not later than one (1) month after commencement of employment, what performance requirements will be used for the rating. The performance requirements will be related both to the duties and responsibilities, and to the qualifications, skill, ability and experience.

10.10.2 Two (2) written performance assessments will be completed for each employee during the probationary period. Performance assessments will be conducted at two (2) and five (5) months in the case of a six (6) month probationary period and five (5) and eleven (11) months in the case of a twelve (12) month probationary period. Performance assessments will be discussed with the employee and shall be signed by the employee to indicate awareness of the assessment. Employees will be advised whether they have successfully completed the probationary period. A current job description is required when the final probationary review is complete.

ARTICLE 11 HOURS OF WORK

45
2.4.10

11.1 Work Schedule - Regulated Thirty-six (36) Hours

11.1.1 Employees shall work a five/four (5/4) work schedule as per Article 11.2 below which consists of nine (9) - eight (8) hour days in a two (2) **week** period from Monday - Friday.

11.2 Administrative guidelines for the five/four (5/4) operation:

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- (a) The five/four (5/4) schedule shall be drawn up once yearly
 - (b) Employees shall work core hours which are: Monday through Friday - 8:30 a.m. to 4:00 p.m.
 - (c) Employees shall not start earlier than 7:30 a.m. and finish work no later than 5:00 p.m.
 - (d) Employees shall take a minimum of one-half (½) hour lunch break between 11:00 a.m. and 2:00 p.m.
 - (e) Employees on the five/four (5/4) work schedule (one (1) day off every two (2) weeks) may bank ten (10) EDOs annually by mutual agreement. The Employer shall allow up to five (5) banked EDOs to be taken in conjunction with the employee's annual vacation.
 - (f) An employee's earned day off may be moved to another day by mutual agreement. Requests by either party that are denied shall result in the earned day off being taken as scheduled.
 - (g) Any authorized work performed by an employee on his earned day off shall be compensated for at the applicable overtime rates.
 - (h) Subject to Article 11.2, should a scheduled earned day off fall on a designated statutory holiday, the following work day shall be assigned in lieu or by mutual agreement be rescheduled to such other mutually agreed day.
 - (i) If an employee is ill on a scheduled earned day off, there will be no other day assigned and there will be no charge against sick leave credits.
 - (j) All earned days off shall be on Fridays and Mondays unless changed by mutual agreement subject to the conditions outlined in Article 11.2.
 - (k) While on sick leave or vacation leave, the number of days charged against the employee's sick or vacation leave shall not include his scheduled EDOs during that period.

- (v) Accumulated earned days off must be taken by August 31, unless an employee is directed by management to work, in which case these days will be compensated for at one and one-half (1 ½) x their regular rate of pay.

11.6 Overtime

11.6.1 Overtime for employees on a regulated work schedule is defined as hours worked in excess of eight (8) hours in a day. All overtime shall be on a voluntary basis. All overtime performed must be authorized.

11.6.2 Overtime shall be paid out with the employee's regular pay. Management, on request by the employee, shall grant time off at the appropriate overtime rate in lieu of payment for overtime worked.

11.6.3 Time off in lieu shall be taken at a time mutually agreeable to the employee and the out-of-scope supervisor. Any time in lieu not taken by August 31 each year will be paid out at the rate then in effect.

11.6.4 All employees will receive time and one-half (1 ½) for the first four (4) hours, double (2) time thereafter for all hours worked in excess of normal hours on any one (1) regular work day and double (2) time for all hours worked on scheduled days of rest.

11.6.5 Employees who are directed to work through normal meal hours shall receive time, up to thirty (30) minutes, for the meal when taken before or during the overtime work, but not after. Normal meal allowance shall apply. For purposes of this Article, normal meal hours are 12:00 noon to 1:00 p.m. and 6:00 p.m. to 7:00 p.m.

11.6.6 Regulated work schedule employees required to work evening overtime after 9:00 p.m., shall on request, have transportation provided to their place of residence when:

- (a) no public transportation is available, or
- (b) city buses are operating at intervals of one-half (½) hour or more.

11.6.7 Callback

11.6.7.1 An employee who receives a callback for overtime after leaving the place of work shall be paid for a minimum of two (2) hours at overtime rates.

11.7 Rest Periods

11.7.1 All employees shall have two (2) fifteen (15) minute rest periods per day.

11.8 Split Shifts

11.8.1 There will be no split shifts.

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9100

11.11

Standby

11.11.1

Definition - Standby duty shall mean a period during which an employee is not on regular duty but during which the employee is assigned to be on call and immediately available to return to work. In no case shall such assignment be less than one hour.

Standby Pay - For each eight (8) hour period, or portion thereof that an employee is assigned to be on standby, the employee shall be paid the sum of eight (\$8.00) dollars, prorated for actual hours on standby duty.

All employees required to be on standby shall be assigned a pager to facilitate employer contact.

No employee of SIAST will be required to be on standby for more than two (2) weekends in four (4).

ARTICLE 12 VACATION ENTITLEMENT

12.1 All employees shall be entitled to receive vacation leave with pay within the fiscal year in which it will be earned.

12.1.1 Employees shall be entitled to take fifteen (15) days vacation leave with pay during the first complete fiscal year following the date of employment and thereafter up to, but not including, the fiscal year in which they complete eight (8) years of service. Such leave shall be earned at the rate of one and one-quarter ($1\frac{1}{4}$) days for each completed calendar month of service.

12.1.2 Employees shall be entitled to take twenty (20) days vacation leave with pay during the fiscal year in which they complete eight (8) or more years of service up to, but not including, the fiscal year in which they complete fifteen (15) years of service. Such leave shall be earned at the rate of one and two-thirds ($1\frac{2}{3}$) days for each completed calendar month of service.

12.1.3 Employees shall be entitled to take twenty-five (25) days vacation leave with pay during the fiscal year in which they complete fifteen (15) or more years of service up to, but not including, the fiscal year in which they complete twenty-five (25) years of service. Such leave shall be earned at the rate of two and one-twelfth ($2\frac{1}{12}$) days for each completed calendar month of service.

12.1.4 Employees shall be entitled to take thirty (30) days vacation leave with pay, provided they complete twenty-five (25) or more years of service in that fiscal year. Such leave shall be earned at the rate of two and one-half (2½) days for each completed calendar month of service.

12.2 Vacation Entitlement in the First Fiscal Year of Employment

12.2.1 The month in which the employee commences employment shall be considered a complete month of service when the employee begins work on the first working day of the month. These employees shall be entitled to take, from that day to the following June 30, vacation leave with pay of one and one-quarter ($1\frac{1}{4}$) days for each completed calendar month of service. Where an employee begins employment on a day other than the first working day of the month such vacation earnings will be prorated for that month.

12.3 Employees who receive vacation allowance on each pay cheque shall be granted leave of absence without pay, if requested. In these cases, the leave will be taken at a time mutually agreed between the employee and the Institute.

12.4 Vacation schedules will be set by mutual agreement in each work unit. Where disputes occur they will be resolved pursuant to the following procedure: preference in the selection and allocation of vacation time shall be determined within each work unit on the basis of seniority. Where an employee chooses to split his vacation, his second

choice of vacation time shall be made only after all other employees concerned have made their initial selection.

- 12.5 An employee shall be entitled to carry over any unused vacation entitlement from fiscal year to fiscal year to a maximum of ten (10) days. Additional amounts may be carried over with the approval of the Principal. Such requests and the Principal's response shall be in writing. Any payout which may result shall be at the employee's rate then in effect.
- 12.6 Employees who do not complete a year of service by June 30 shall be entitled to vacation leave with pay to the extent they have earned it.
- 12.7 When any holiday(s) designated in Article 13 fall(s) within an employee's annual vacation, additional day(s) of vacation will be granted.
- 12.8 When an employee qualifies and is approved for sick leave, bereavement, or any other approved leave during his vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall, by mutual agreement between the employer and the employee, be either added to the vacation period or reinstated for use at a later date. Substantiation of all claims for deferred vacation must be provided, if requested.
- 12.9 No employee shall be required to work during his scheduled vacation. However, should an employee agree to work, the vacation period so displaced shall, at the employee's option, either be added to the vacation period or reinstated for use at a later date at a time mutually agreed upon.
- 12.10 Subject to Article 12.4, an employee shall be entitled to receive his vacation in an unbroken period unless otherwise mutually agreed upon between the employee and the out-of-scope Supervisor.
- 12.11 In addition to any vacation earned up to June 30 of the preceding fiscal year, an employee leaving the Institute on superannuation shall be entitled to full vacation leave or pay in lieu in the fiscal year of retirement.
- 12.12 All regular part-time employees shall be paid vacation allowance at the appropriate rate of gross wage earnings on each pay cheque or they may elect such earnings be banked and be paid out when the employee takes vacation.
- 12.13 An employee seeking to have his vacation allowance paid out in conjunction with his vacation leave will give payroll at least seventeen (17) working days notice to effect payment.
- 12.14 Vacation allowances shall be paid at the following rates:
- a) Six (6) percent where the vacation entitlement is fifteen (15) days vacation
 - b) Eight (8) percent when the vacation entitlement is twenty (20) days vacation.

- c) Ten (10) percent when the vacation entitlement is twenty-five (25) days vacation.
- d) Twelve (12) percent when the vacation entitlement is thirty (30) days vacation.

The above-noted percentages will be applied to total earnings.

12.14.1 Vacation allowances shall be paid at the following rates for:

All employees supplementary earnings;
Regular part-time and casual employees who elect to receive vacation pay on each pay cheque.

For administrative purposes, to facilitate the payment of vacation pay and/or supplementary earnings pay, the percentages paid **will** be as follows (subject to banking provisions in Article 12.12):

6.36%	fifteen (15) days
8.64%	twenty (20) days
11.0%	twenty-five (25) days
13.44%	thirty (30) days

12.15 An employee who leaves the service of the Institute shall be paid in lieu of earned vacation leave which has not been used.

12.16 In the event of the death of an employee, any amount due under this Article shall be paid to the estate.

12.17 Vacation Administration

1 ¼ days	= 10 hours
1 ½ days	= 120 hours
1 ⅔ days	= 13 ⅓ hours
20 days	= 160 hours
2 1/12 days	= 16 ⅔ hours
25 days	= 200 hours
2 ½ days	= 20 hours
30 days	= 240 hours

Vacation usage shall be charged on the basis of one hour for each hour of scheduled vacation, exclusive of earned days off (EDOs).

ARTICLE 13 DESIGNATED HOLIDAYS

- 13.1 ⁵³ ₁₀ Leave of absence with pay shall be allowed for: New Year's Day, Good Friday, Easter Monday, Victoria Day, 'Canada Day, the first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day and any other day proclaimed a holiday by the federal or provincial governments.
- 13.2 If any of the holidays listed in Article 13.1 fall on a Saturday or Sunday and is not being observed on some other day(s), it shall be observed on the first (1st) working day following the weekend.
- 13.3 An employee who is required to work on a designated holiday shall be paid at a rate of one and one-half (1 ½) times the regular rate of pay plus an additional day off with pay at a time to be mutually agreed between the employee and the out of scope supervisor.
- 13.4 ^{57E} ₇ An employee who has authorization to perform overtime work on a designated holiday shall be paid at a rate of two (2) times his regular pay for each hour in excess of normal hours which he works.
- 13.5 Employees who work less than full-time, year-around, shall be entitled to the benefits of this Article on the basis of five (5) percent of their regular wage earnings on each pay cheque in lieu of designated holidays, in Article 13.1. Earnings for this purpose shall not include vacation leave pay.

ARTICLE 14 TECHNOLOGICAL CHANGE

- 14.1** If technological changes are contemplated in the operation and organization by the Employer, that may infringe upon the security of any of its employees covered by this Agreement, the matter will be dealt with in accordance with the provisions of Section 43 of the Trade Union Act, 1978, Province of Saskatchewan.
- 14.2** If the Employer contemplates major changes in the program, either in the scope and content of the program, or in the manner in which the program is delivered, the Employer will consult with the appropriate staff before making decisions related thereto.

ARTICLE 15 SICK LEAVE

- 15.1 Sick leave, for purposes of this Article, means that period of time an employee is absent from work with full pay by virtue of being sick or disabled or under examination or treatment of a physician, chiropractor or dentist because of an accident or illness for which compensation is not payable elsewhere in this Agreement.
- 15.1.1 Employees shall earn sick leave credits based on the following rate: fifteen (15) days sick leave per year at the rate of one and one-quarter ($1\frac{1}{4}$) days per month of employment. Employees who work less than full-time shall earn sick leave on a pro-rata basis. All employees will earn pro-rata amounts in the year that they terminate their employment.
- Those employees who work on the basis of a two hundred (200) assigned day year shall earn sick leave at the rate of one and one-half ($1\frac{1}{2}$) days for each twenty (20) full assigned days worked, subject to a maximum of fifteen (15) days per year.
- 15.2 The unused portion of an employee's sick leave shall accumulate from year to year to a maximum of two hundred and sixty (260) days.
- 15.3 Employees will draw on sick leave credits to the extent earned, except that regular full-time and regular part-time employees may, subject to approval by the Principal, draw on future credits to a maximum of fifteen (15) days.
- 15.4 A deduction shall be made from accumulated sick leave of all normal working days (exclusive of EDOs, unassigned days and designated holidays) absent for sick leave. An employee shall inform his supervisor before starting time, or as soon as possible, of the need to be absent. Less than full-time employees with sick leave credits shall be paid only for those days on which they would have worked.
- 15.5 On the request of the employee, the Employer shall advise each employee, in writing, of the amount of sick leave accumulated.
- 15.6 An employee on leave of absence with full pay shall receive sick leave credits for the period of such absence. Such employee shall record all sick days. The onus will be on the employee to substantiate all claims for sick leave under this Article subject to Article 15.8 below. Leave of Absence without pay shall be dealt with on the basis of Article 17.5.
- 15.7 An employee who has had vacation leave interrupted by illness or injury that requires hospitalization for a period of two (2) consecutive calendar days or more shall, upon request, have such period of hospitalization charged against available sick leave credits. The employee will be required to provide medical evidence of such confinement when requested.
- 15.8 The Employer may require an employee to produce a medical certificate for any illness. The cost of any medical certificate provided will be paid for by the Employer.

15.9 Short-Term Medical Leave

15.9.1 The Employer will grant short-term leave with pay for the purposes of required visits to medical and dental offices. Any such absence of one-half ($\frac{1}{2}$) day or more shall be deducted from accumulated sick leave credits.

ARTICLE **16** **EMPLOYEE BENEFITS**

- 16.1 All new employees employed on or after January 1, 1988, and former community college employees accepting another position with the Employer will be enrolled in benefit plans prescribed by the Public Service Commission as they existed at January 1, 1988, except that former community college employees may retain membership in their former pension plan and those community college employees who contribute to the Saskatchewan Teachers' Superannuation Plan or the Saskatchewan Teachers' Federation Annuity Plan shall continue to be covered under the Saskatchewan Teachers' basic group life insurance.
- 16.2 As of the first of the month following the signing of this Agreement, all eligible employees not currently covered by the Public Employees Benefits Agency Dental Plan will be enrolled in that plan. The premiums for such coverage will be paid by the Employer.
- 16.3 The employee benefits contained in Appendix "R" shall be considered part of this Agreement.

ARTICLE 17 LEAVE OF ABSENCE

17.1 Maternity, Paternity, Adoption Leave

17.1.1 An employee who has completed nine (9) cumulative months of employment and who makes application for leave at least one (1) month in advance of the requested commencement date and provides her immediate Supervisor with a medical certificate or adoption order certifying that she is pregnant or about to adopt and specifying the expected date of confinement or adoption is entitled to and shall be granted maternity or adoption leave without pay consisting of a period of up to twelve (12) months in any combination before, or after the birth of the child. Where a doctor's certificate is provided stating that a longer period of maternity leave is required, an extension of up to six (6) additional months shall be allowed. Leave in the event of the adoption of a child shall cover a period of up to six (6) months following the date of adoption. Requests for such leave shall be made one (1) month in advance of the commencement date, except in unavoidable circumstances. Additional periods of leave may be allowed in circumstances of maternity, at the discretion of the Employer.

17.1.2 In the event of the birth or adoption of a child, an employee who has completed nine (9) cumulative months of employment shall be entitled to a maximum of three (3) months paternity leave without pay. Requests for such leave shall be made one (1) month in advance of the requested date of commencement. The leave may be taken in any combination before or after the birth or adoption of the child.

17.1.3 The Employer shall not dismiss or lay-off an employee who has completed nine (9) cumulative month's employment with the Institute solely because she is pregnant or has applied for leave in accordance with this Article.

17.1.4 While on the above leave, an employee shall accumulate seniority for the days she would normally have been employed and accumulate all other benefits as per Article 17.5.

17.1.5 Subject to the qualifying provisions of the Benefit Plans, an employee on leave under this article may elect to maintain pension and insurance benefits for the period in which she would normally have been employed by paying her share of the premium. Upon payment of premiums by the employee, the Institute shall contribute as per the plan requirements.

17.1.6 When an employee elects to return to work prior to the expiration of leave granted under this article, at least fifteen (15) days' notice, in writing, shall be provided to the Employer. The employee on such leave will be allowed to return early from leave, providing the employer would not be obliged to pay two individuals for the same position. Upon return, the employee shall be placed in her former or equivalent position.

17.1.7 In event of medical complications arising out of pregnancy such that the employee is unable to return to work at the expiry of an approved leave of absence, the employee will receive payment of normal salary from accumulated sick leave credits in accordance with Article 15.

17.2 Pressing Necessity and Bereavement Leave

17.2.1 Employees shall be allowed leave of absence with pay and without loss of seniority and benefits in cases of leave under this Article. A maximum of five (5) days per year may be allowed. Reasonable request for additional days shall be granted and will be deducted from sick leave credits.

17.3 Union Business Leave

17.3.1 Members of the union attending Union business shall be granted a leave of absence (subject to reimbursement in accordance with Article 17.3.4) provided:

- (a) The employee is authorized by the Union, in writing, to request such leave;
- (b) The employee requests, in writing, leave for Union business as authorized by the Union;
- (c) The request for Union leave is made on such form or forms as agreed by the parties from time to time;
- (d) It shall not unreasonably interfere with the operations of the Employer and it shall not be unreasonably withheld.

17.3.2 SGEU will reimburse the Employer for the full cost of such earnings and in addition the Employer's cost of benefits as follows:

- (a) for Union leave in excess of thirty (30) consecutive calendar days;
 - (i) Unemployment Insurance,
 - (ii) Canada Pension Plan,
 - (iii) Superannuation.
- (b) for Union leave in excess of ninety (90) consecutive calendar days;
 - (i) Unemployment Insurance,
 - (ii) Canada Pension Plan,
 - (iii) Superannuation,
 - (iv) Sick Leave Accumulation.

17.3.3 Employees while on leave for Union business shall have the right to return to their jobs on reasonable notice to their out-of-scope Supervisor, prior to the expiration date of the approved leave, provided that such return will not result in additional expenditures.

- 17.3.4 An employee who is elected or selected for a full-time position with the Union, Saskatchewan Federation of Labour, or Canadian Labour Congress, shall be granted a definite leave of absence for a period of one (1) year. Such leave may be renewed each year, on request, during his term of office. Such employee shall continue to receive his salary and benefits from the Institute conditional on reimbursement of such salary and full benefit costs by the Union to the Institute.
- 17.4 Pre-Paid Leave Plan
- 17.4.1 Should a pre-paid leave plan become available to employees of this unit, but administered by an outside agency, the employer agrees to make deductions on behalf of those employees who choose to participate in the agreed pre-paid leave plan.
- 17.4.2 Leaves of absence under this plan will be granted in accordance with the General Leave provisions of Article 17.5.
- 17.5 General Leave
- 17.5.1 Either definite or indefinite leave of absence without pay, for valid reasons, may be granted to any employee by the Employer. The employee's request and the employer's response shall be in writing.
- 17.5.1.1 Indefinite leave is leave of an unspecified duration. Employees on indefinite leave of absence shall be required to apply for extensions annually giving proof that the original conditions under which the leave was granted still prevail.
- 17.5.1.2 Definite leave is leave of a specified duration to a maximum of two (2) years. Employees on a definite leave who require leave for more than two (2) years must apply for an indefinite leave of absence.
- 17.5.2 For the first ninety (90) consecutive calendar days, employees shall be entitled to earn all benefits, except designated holidays which will count for seniority only.
- 17.5.3 An employee returning from definite leave of absence without pay shall be reinstated in the former or equivalent position.
- 17.5.4 An employee returning from indefinite leave of absence, without pay, shall have his name placed on a re-employment list.
- 17.5.5 Employees on LTD shall be placed on definite leave of absence without pay for one (1) year from the commencement of their LTD. After one (1) year they shall be placed on indefinite leave of absence.
- 17.5.6 Any employee granted a definite leave of absence will be given seniority recognition for the days they normally would have been employed.
- 17.5.6.1 Any employee granted an indefinite leave will be given seniority recognition for the days they normally would have been employed to a maximum of 60 working days.

- 17.5.7 Employees may return from general leave earlier than specified only with the approval of the Employer. In granting any leaves of absence, return from leave on dates which may adversely affect Institute program operations will not be approved.
- 17.5.7.1 Employees on definite leave who wish to extend their leave or intend to resign must notify the employer, in writing, of their intention sixty (60) calendar days prior to the expiration of their leave. Requests for extensions to leave shall be subject to Article 17.5.
- 17.5.8 Exchange Leave/Secondment
- 17.5.8.1 An employee may apply to his Supervisor for an Exchange Leave/Secondment subject to the following provisions:
1. an Exchange Leave or secondment shall be for the purpose of enabling an employee to teach or to provide technical services at another institution or in industry either in Canada or elsewhere. During a secondment, the institution or industrial organization at which the employee is appointed shall be expected to reimburse the Employer for the employee's full remuneration. During an Exchange Leave SIAST shall continue to reimburse its own employee at their regular rate of remuneration. The employee from the outside institution or industry shall continue to be paid by their employer. The qualifications and experience of the incoming exchange employee shall be acceptable to SIAST.
 2. an exchange or secondment may be granted or renewed for a period of up to two (2) years.
- 17.5.9 Employer-Required Upgrading Leave 25 B
- 17.5.9.1 When an employee is requested by SIAST to take an upgrading course, the full cost of the course, including travel expenses, shall be borne by SIAST and the employee shall accrue all benefits he would have received had he been working.
- 17.5.10 Jury Duty and Court Appearance Leave
- 17.5.10.1 An employee shall be granted leave of absence with pay for all absences resulting from or associated with being summoned to serve on a jury or being subpoenaed as a witness in civil or criminal proceedings. If required by the Supervisor, the employee shall produce a summons or subpoena or submit other evidence as will show the necessity of attendance at court. In all cases of absence the employee will assign any fees received to the employer.
- 17.5.11 Leave for Public Office
- 17.5.11.1 The employer shall grant, on written request, a definite leave of absence without pay for a period up to one (1) year to any permanent employee to seek election in a municipal, provincial or federal election.

- 17.5.11.2 The employer shall grant an indefinite leave, for the term of office, to any permanent employee elected to public office ~~as~~ set out in Article 17.5.11.1.
- 17.6 Pension Arrears
- 17.6.1 An employee returning from a leave of absence of any kind shall have the right to make-up all superannuation contributions missed during the leave if the pension plan so provides.

ARTICLE 18 PROFESSIONAL DEVELOPMENT

18.1 The Institute shall establish a Professional Development Fund and allocate:

\$114,000	for the 1991-92 Academic Year
\$114,000	for the 1992-93 Academic Year
\$116,850	for the 1993-94 Academic Year

18.2 The Professional Development Fund will be divided among the Institutes in proportion to the administrative support bargaining unit payroll of each.

18.3 Professional Development Committee

Each Institute will establish a Professional Development Committee which will be composed of

(a) Three (3) employees elected by Union members and approved by the Union Institute Committee. Each term to be two (2) years maximum. Elections will be staggered so that a maximum of two (2) new members will join the Committee at any time.

(b) Three (3) persons appointed by local management of the Institute.

(c) Principal or his designate to act as Chairperson.

18.4 In addition to the Committee structure defined in Article 18.3, a SIAST Professional Development Committee will be formed. The committee membership will include:

(a) One (1) representative from the three (3) employees appointed by the Union at each Institute;

(b) One (1) representative from the employees appointed by Management at each Institute;

(c) The President of SIAST, or his designate to act as Chair.

The mandate of the SIAST Professional Development Committee is to assess SIAST-wide professional development needs and recommend professional development priorities relative thereto.

18.5 The Institute Professional Development Committee will consider the following when developing guidelines for the administration of their Professional Development funds:

(a) Priorities recommended by the SIAST Professional Development Committee;

(b) The applicability and value of each development activity to the Institute;

- (c) The fiscal resources of the Fund;
- (d) Seniority of the applicants, since their last professional development leave;
- (e) The benefits to the individual staff member

18.6 The Professional Development Fund will provide for

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- (a) tuition reimbursement;
 - (b) staff development days;
 - (c) long-term educational leave;
 - (d) short-term education leave, including:
 - (i) workshops,
 - (ii) seminars,
 - (iii) conferences,
 - (iv) short courses,
 - (v) activities judged relevant by the Professional Development Committee.

18.7 The Institute Professional Development Committee will administer and allocate all monies in the fund. No portion of the fund will be expended for any purpose other than professional development.

18.8 The Professional Development Committees are allowed to accumulate any unused portion of the funds from year to year.

ARTICLE 49 DISCIPLINE, SUSPENSION AND DISMISSAL

- 19.1 Reprimands shall be recorded by means of a letter to the employee with a copy to the Union. The employee's written reply to specific complaints, accusations or expressions of dissatisfaction shall be filed on his personnel file.
- 19.2 An employee shall be allowed to peruse his own personnel file. Any response in respect to its contents shall become part of the file. The employee shall be allowed to copy any contents of the file.
- 19.3 The employee and the Union must be given notice of any suspension without pay, and the reasons for it, in writing. A copy of the suspension notice shall be placed in the employee's file.
- 19.4 The supervisor shall inform an employee of any meeting involving disciplinary action. The employee has the right to Union representation.
- 19.5 Where the employer has just cause, an employee may be dismissed without notice. In all other cases, thirty (30) calendar days notice, in writing, shall be given to all employees whose services are to be terminated. If such notice is not given, a sum equal to one (1) month's salary shall be paid to such employee in lieu of notice.
- 19.6 Employees will give the same notice of resignation as that provided in Article 19.5. An employee who fails to give such notice shall be struck from the payroll effective the date he absents himself without leave,
- 19.7 In cases of reprimands, suspension and dismissals, the burden of proof shall rest with the Employer. Evidence shall be limited to the grounds stated in the suspension or dismissal notice.

ARTICLE **20** **GRIEVANCES**

20.1 Leave for Grievances

20.1.1 Any disagreement between the parties to this Agreement with respect to the application or interpretation of the Articles contained herein, or any other matters relating to conditions of employment shall be resolved according to the procedures as outlined under this Article.

20.1.2 The Employer shall allow leave without loss of pay for one (1) elected Union representative and one (1) grievor for grievance meetings under Article 20.3. One (1) grievor shall be allowed leave with pay to attend Arbitration Hearings.

20.1.3 With the exception of a grievance which relates to a termination of employment, access to the grievance procedure is limited to an employee who, at the date of initiating the grievance, is an employee within the scope of this Agreement.

20.2 Time Limits

20.2.1 A grievance shall be deemed to have been initiated on the date a written statement of grievance has been received by the immediate out-of-scope Supervisor. A grievance to be accepted must be initiated within thirty (30) calendar days from the date on which the employee first became aware of the alleged infraction. Notwithstanding the thirty (30) calendar day time limit shall not apply to those items included in the Agreement where the Institute has allegedly failed to apply a specific benefit, i.e. salary, vacation leave, sick leave, etc. In these latter instances the time limit shall be one (1) year after the date on which the alleged infraction occurred. The effective date of any necessary retroactive pay shall be the date on which the infraction first occurred.

20.3 Procedure

20.3.1 Standard grievances shall be processed in the following manner:

Step 1: The grievance shall be submitted in writing by the aggrieved and/or by the Union on behalf of the aggrieved to the immediate out-of-scope Supervisor, who shall render a decision in writing within seven (7) calendar days of receipt. In all instances, a copy of the grievance shall be submitted concurrently to the Employer and to the Chief Executive Officer of the Union.

Step 2: If a satisfactory settlement cannot be effected at Step 1, the Union must submit, within thirty (30) calendar days of receipt of reply at Step 1, the grievance to the President of SIAST who will render a decision, in writing, within fourteen (14) calendar days of receipt of the grievance at Step 2.

Step 3: If a satisfactory settlement cannot be effected at Step 2 the Union may, within fourteen (14) calendar days of receipt of the decision at Step 2 apply for an Arbitrator.

20.3.2 The Union and its representatives shall have the right to originate a grievance on behalf of an employee or group of employees and to seek adjustment with the Employer in the manner provided in the grievance procedure. Such a policy grievance shall be processed in the following manner:

Step 1: The grievance shall be submitted in writing by the aggrieved and/or by the Union on behalf of the aggrieved to the Principal, who shall render a decision in writing within seven (7) calendar days of receipt. In all instances, a copy of the grievance shall be submitted concurrently to the Employer and to the Chief Executive Officer of the Union.

Step 2: If a satisfactory settlement cannot be effected at Step 1, the Union must submit, within thirty (30) calendar days of receipt of reply at Step 1, the grievance to the President of SIAST who will render a decision, in writing, within fourteen (14) calendar days of receipt of the grievance at Step 2.

Step 3: If a satisfactory settlement cannot be effected at Step 2 the Union may, within fourteen (14) calendar days of receipt of the decision at Step 2, apply for an Arbitrator.

20.4.1 The Employer shall allow leave without loss of pay and benefits, and agrees to pay necessary expenses for those employees required to travel away from their locale for meetings arranged to discuss policy grievances as per Article 20.3.2.

ARTICLE 21 ARBITRATION

21.1 Selection of an Arbitrator

21.1.1 When either party requests that a grievance be submitted to Arbitration, the request shall be made in writing to the other party of the Agreement.

21.1.2 The Arbitrator will be selected on a rotational basis from a panel of at least two (2) individuals. The panel shall be established by the parties to this Agreement. The order in which they will act shall be determined by the order in which they have been **listed**. In the event that the person whose turn it is to act is not available, the member next following shall act.

21.2 The Panel

21.2.1 The panel will be comprised of the following persons:

Elton Gritzfeld
Dan Ish
Ted Priel
Gene-Anne Smith

21.3 Procedure

21.3.1 The Arbitrator shall **fix** a time and place of sittings, after consultation with the parties.

21.3.2 The Arbitrator shall determine his own procedure, but shall give **full** opportunity to all parties to present evidence and make representations. The Arbitrator shall, as much as possible, follow a layman's procedure and shall avoid legalistic or formal procedure.

21.3.3 In the event that an employee is called as a witness in an Arbitration convened under Article 21, the Employer shall grant leave and expenses which shall be applicable as follows:

- (a) If called by the Employer, leave without loss of pay and expenses paid by the Employer;
- (b) If called by the Union, leave without pay and expenses paid by the Union;
- (c) If called by the Arbitrator, the parties shall share equally the costs.

21.3.4 The Arbitrator shall render a decision within fifteen (15) days of the end of the Hearings.

21.4 Decision of the Arbitrator

21.4.1 The decision shall be final, binding and enforceable on all parties.

- 21.4.2 The Arbitrator shall not have the power to change this Agreement or to alter, modify, or amend any of its provisions. Subject to the foregoing, the Arbitrator shall have the power to dispose of the grievance by any arrangement which he deems just and equitable.
- 21.4.3 Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to clarify the decision.
- 21.5 Expenses of the Arbitrator
- 21.5.1 The fees and expenses of the Arbitrator and any other common expenses shall be shared equally by both parties.
- 21.6 Expedited Arbitration and Mediation Process
- 21.6.1 The parties shall meet every month or as often as required to review outstanding grievances tiled with the employer to determine, by mutual agreement, those grievances suitable for this process, and shall set dates and locations for hearings of groups of grievances considered suitable for expedited arbitration.
- (i) An agreed schedule for the process will be arranged in advance, based on a mutual assessment of the length of time needed to present each class.
- 21.6.2 All grievances shall be considered suitable for and resolved by expedited arbitration except grievances in the nature of
- (a) dismissals;
- (b) failure on probation;
- (c) suspensions in excess of twenty (20) work days;
- (d) policy grievances;
- (e) grievances requiring substantial interpretation of a provision of the Collective Agreement;
- (f) grievances requiring presentation of extrinsic evidence;
- (g) grievances where a party intends to raise a preliminary objection;
- (h) demotions.
- By mutual agreement, a grievance falling into any of these categories may be placed into the expedited arbitration process.
- 21.6.3 By mutual agreement the procedure may be used after Step 1 or Step 2 of the grievance procedure.
- 21.6.4 The parties shall mutually agree upon single arbitrators who shall be appointed to hear and resolve groups of grievances.
- 21.6.5 The Arbitrator shall hear the grievances and shall render a decision within two (2) working days of such hearings. No written reasons for the decision shall be provided beyond that which the Arbitrator deems appropriate to convey a decision.

- 21.6.6 Arbitration awards shall be of no precedential value and shall not thereafter be referred to by the parties in respect of any other matter.
- 21.6.7 All settlements of expedited arbitration cases prior to hearing shall be without prejudice.
- 21.6.8 A grievance determined by either party to fall within one of the categories listed in Article 21.6.2 above, may be removed from the expedited arbitration process at any time prior to hearing and forwarded to a regular arbitration hearing.
- 21.6.9 No legal counsel will be used by either party. The Union will use elected representatives or staff representatives. The Employer will use employees of their Human Resources department.
- 21.6.10 Whenever possible the Arbitrator will attempt to mediate a settlement between the parties.
- 21.6.11 The parties shall equally share the cost of the fees and expenses of the Arbitrator and hearing rooms.
- 21.6.12 The expedited Arbitrator shall have the same powers and authority as an Arbitrator established under the provisions of Article 21 excepting Article 21.3.4.
- 21.6.13 It is understood that it is not the intention of either party to appeal a decision of an expedited arbitration proceeding.
- 21.6.14 Procedure Guidelines
- 21.6.14.1 (a) The Opening Statement: This should basically set out the case from each party's perspective. The arbitrator will aggressively seek at this point to define the issue and to determine what evidence is agreed to and what is not.
- i) The parties or their representatives will try to get an agreed statement of facts for presentation to the Arbitrator.
- (b) The Hearing: Sufficient witnesses should be called to ensure the "story" is properly told. Where it is an issue of credibility or conflicting evidence, the key individuals must testify.
- (c) The Arguments: As agreed, the parties will not cite legal precedents, but may refer to Brown and Beatty, Palmer, etc. However, it is imperative that the relevant provisions of the Collective Agreement be canvassed by the representative to ensure that all relevant clauses are put before the Arbitrator.
- i) General rules of evidence will be waived except for the rule of "onus".

- (d) Mediation: Representatives must accept some responsibility at this stage to assist the Arbitrator in assessing the evidence before him/her. Specifically, if the representatives can assist in assessing credibility and/or contradictory evidence, they should do so.

ARTICLE 22 HEALTH AND SAFETY

22.1 Preamble

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The parties recognize the importance of Occupational Health and Safety in the workplace. In addition to the Articles contained in this Agreement, the employee has the full protection of The Occupational Health and Safety Act, including the right to refuse work the employee has reasonable grounds to believe is unusually dangerous and access to information that may impact on the health and safety of the employee, as well as the duty to conduct himself at work in a safe and responsible manner.

22.2 The Employer shall make provision for the safety and health of employees during hours of work.

22.3 The Employer will comply with the provisions of The Occupational Health and Safety Act and Regulations.

22.4 The Employer will supply winter survival kits acceptable to the Saskatchewan Safety Council for use in the Institute-supplied vehicles for out of city work assignment.

22.5 On request, the Employer will transfer a pregnant employee off a video display terminal where there is a position vacant or unencumbered for which the employee is qualified. Where it is not possible, the employee shall be granted definite leave.

22.6 The Employer agrees to pay the cost of an eye examination not covered by MCIC, undertaken by an employee regularly working on a video display terminal at the commencement of **work** on a video display terminal and annually thereafter. The results of the examination shall be submitted to the Employer.

22.7 Adequate first aid supplies (based on Workers' Compensation Board recommendations) shall be provided at all Employer work sites and for all Employer-supplied vehicles.

22.8 Provision for Immunization

22.8.1 Where an employee's regular work assignment results in exposure to infections or communicable diseases for which there are protective immunizations, such immunizations shall be provided at no cost to the employee (subject to management approval).

22.9 Working Alone

22.9.1 Where an employee is required to work alone, outside of core hours, in a work area which is open to the public, and the work involves receiving or paying out money, the employer shall provide an effective means of checking on the well-being of the employee at intervals which are appropriate to the circumstances.

22.10 Joint Employer/Employee Committees

22.10.1 SIAST-wide Joint Labour/Management Committees

The parties will establish a Labour/Management Committee at the SIAST level and at the request of the Union at the Institute level provided there are two (2) or more local committees. The duties of the Committee include:

- a) oversee the effective operation of occupational health and safety committees and programs throughout the Institute;
- b) study and make recommendations on occupational health and safety matters and their specific application to the Institute;
- c) deal with occupational health and safety matters that are referred from the local level.

The SIAST-wide Committee will meet at least once every four (4) months. The Committee will be composed of a minimum of six (6) persons, at least half of which are elected or appointed by the Union. Each Committee will have employer and employee co-chairperson.

The Employer will regularly provide the SIAST-wide Committee at each meeting with the most recent statistical information on all injuries and illnesses sustained by employees in the Institute as reported to the Workers' Compensation Board to enable the committee to pursue its joint responsibilities.

22.11 Workplace Joint Employer/Employee Committees

22.11.1 Joint Employer/Employee Occupational Health and Safety Committees shall be established to represent places of work as agreed between the parties. Each Committee shall consist of not less than two (2) members and not more than twelve (12) members, unless specifically agreed by all members of the workplace OH&S Committee. At least one-half (1/2) of the Committee members shall be employees elected or appointed by the Union members and each Committee shall have employer and employee chairpersons, as appointed by the respective parties.

22.11.2 The Occupational Health and Safety Committees shall have a continuing concern with respect to the health and safety at the workplace. The Committees shall meet no less than quarterly. The Committees shall receive, consider and recommend solutions respecting health and safety concerns at the workplace. Committee members shall be given reasonable opportunity during regular hours to deal with such concerns. Minutes of Committee meetings shall be posted in the workplace and shall be made available concurrently to the employer, the union and the Occupational Health and Safety Branch.

22.11.3 Occupational Health and Safety Committee meetings shall exhaust their procedures before any matter is referred to the Employer and the Union for negotiation or before the matter is dealt with under the grievance procedure.

- 22.11.4 Wherever possible, Committee meetings shall be scheduled during normal working hours. Employee members of the Committee shall suffer no loss of pay or other benefits for attendance at Committee meetings. An employee who attends Committee meetings outside of scheduled hours of work shall be credited the time as if worked.
- 22.11.5 Joint Occupational Health and Safety Committees may recommend reasonably practicable measures designed to prevent occurrences of occupational health and safety problems related to the workplace.
- 22.11.6 Training for Joint Committee Members
- 22.11.6.1 **Subject** to reasonable notice being given, all Committee members shall be entitled to up to five **(5)** days leave without pay, per year, for purposes of attending Occupational Health and Safety training courses, seminars or courses of instruction. However, where such training is provided by the Department of Labour, or jointly by the Union and Employer, employees exercising such leave shall suffer no loss of pay or benefits.
- 22.11.7 Health and Safety - A Shared Concern
- 22.11.7.1 As a matter of principle, both the Union and the Employer recognize that occupational health and safety is a shared concern of the parties. Both parties will endeavour cooperatively to maintain a safe work environment and will make recommendations to prevent and/or correct situations which threaten health and safety at the workplace.

ARTICLE **23** **WORKERS' COMPENSATION**

- 23.1 When an employee is injured in the performance of duties or incurs an industrial illness and the accident or illness is compensable under the Workers' Compensation Act, the Employer shall pay the employee the difference between the regular monthly net wage of the employee and the monthly compensation received, for a period of up to one (1) year.
- 23.2 In the case of regular part-time or casual employees, the Employer will supplement Workers' Compensation Board payments for the normal periods of employment that have been achieved by the regular part-time or casual employee to a maximum of one (1) year from the date of the compensable injury.
- 23.3 Pending receipt of payments from the Workers' Compensation Board, an employee shall receive advances up to the amount of normal net earnings.
- 23.4 For periods of time during which benefits are paid under this Article, an employee shall be entitled to earn benefits under this Agreement in accordance with Article 17.5.

ARTICLE 24 EMPLOYEE AND FAMILY ASSISTANCE PLAN

24.1 An Employee and Family Assistance Plan will be implemented.

24.2 Employee and Family Assistance Plan (EFAP)

24.2.1 The employer and the union recognize that mental illness and chemical addiction are health problems. Where necessary, sick leave ~~benefits will be~~ granted for treatment on the same basis as now applied for other health problems. Employees whose partner is undertaking a rehabilitative program for alcoholism or chemical addiction may apply for leave ~~in~~ accordance with the EFAP Policy Statement.

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It is recognized by both the employer and the union that it is the personal responsibility of the individual to accept treatment. The acknowledgement of the above is not to be interpreted as constituting a waiver of management's responsibility or the Union's right of defence to maintain discipline, or the right to take disciplinary measures.

See Appendix "R".

ARTICLE **25** **PRESENT CONDITIONS AND BENEFITS**

- 25.1 All provisions of this Agreement are subject to applicable laws now or hereafter in effect. If any law now existing or hereafter enacted, or proclamation or regulation shall invalidate any portion of this Agreement, the entire Agreement shall not be invalidated.
- 25.2 7/3
 1 All benefits of this Agreement shall, unless otherwise specified, and where applicable, accrue on a prorata basis to employees who **work less** than full-time.

ARTICLE **26** **COPIES OF THE AGREEMENT**

26.1 SIAST and the Union shall share printing costs of sufficient copies of the Agreement at a mutually agreed upon shop.



ARTICLE 27 DURATION OF AGREEMENT

- 27.1 This Agreement shall be binding and remain in effect from July 1, 1991 to June 30, 1994 and shall continue from year to year thereafter unless either party gives to the other party notice in writing to negotiate amendments at least thirty (30) days prior to the anniversary date.
- 27.2 Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.

IN WITNESS WHEREOF, the parties hereto have, caused these presents to be executed effective as from and after the 8th day of April A.D. 1994 unless specifically provided.

In the presence of

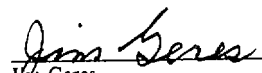
In the presence of:

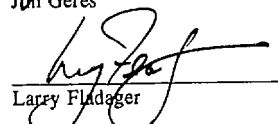
Signed on behalf of the
Saskatchewan Institute
of Applied Science and Technology
represented by:


Steve Pillipow


Rhonda Betker

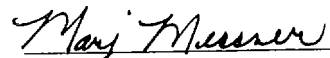

David Feniuk

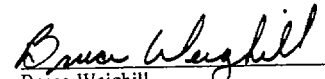

Jim Geres



Larry Fladager

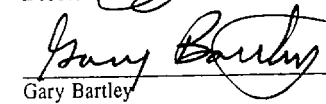
Signed on behalf of the
SIAST Admin/Support
Bargaining Union
represented by:


William Anderson (Chairperson)


Marj Messner


Bruce Weighill


Debbie Zawada-Wiebe


Gary Bartley

Signed this 2nd day of April 1994

MEMORANDUM OF AGREEMENT

RE: EFFECTIVE DATES OF CHANGES IN COLLECTIVE BARGAINING AGREEMENT

1. Hours of Work Status Change:

Effective July 1, 1994 all regular part-time employees who worked less than 1872 hours in the fiscal year ending June 30, 1994 will convert to the 36 hours per week category (1872 hours/year) as regular part-time employees.

Regular part-time employees previously in the 37.3, 37.5 or 40 hour work category who worked 1872 hours or more, in the fiscal year ending June 30, 1994, shall be converted to regular full-time status at 36 hours per week (1872 hours per year).
2. All other Agreement changes will be effective upon the ratification of the Collective Bargaining Agreement.
3. Salary Adjustments will be effective October 1, 1993 as per attached grid
4. Scope Changes:

As per Letters of Understanding (Appendix "C", "D" and "E")
5. Meals and mileage will be effective March 1, 1994.

APPENDIX "A"
ADMINISTRATIVE SUPPORT BARGAINING UNIT
PAY PLAN - OCTOBER 1, 1993

CLASS NUMBER	CLASS TITLE	HOURS OF WORK	MONTHLY SAURY RANGE						HOURLY SALARY RANGE					
			(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)
H05011	JOURNEYMAN 1													
	PAINTER	36	2,530						16,218					
	AUTO MECH/WELDR/MACH	36	2,696						17,282					
	H.D. MECH/WELDR/MACH	36	2,878						18,449					
	CARPENTER/MASN PLAST	36	2,933						18,801					
	ELECT/PLBR/PFTR/SMW	36	3,189						20,442					
H05012	JOURNEYMAN 2													
	PAINTER	36	2,735						17,532					
	AUTO MECH/WELDR/MACH	36	2,912						18,667					
	H.D. MECH/WELDR/MACH	36	3,110						19,936					
	CARPENTER/MASN PLAST	36	3,166						20,295					
	ELECT/PLBR/PFTR/SMW	36	3,446						22,090					
H05021	TRADESPERSON 1													
	PAINTER	36	2,214	2,278					14,192	14,603				
	MECH/WLDR/MACH GENRL	36	2,519	2,591					16,147	16,609				
	CARPENTER	36	2,567	2,641					16,455	16,929				
	ELECT/PLBR/PFTR/SMW	36	2,790	2,870					17,885	18,397				
101011	CLERK 1	36	1,637	1,677	1,718	1,760	1,805	1,856	10,494	10,750	11,013	11,282	11,571	11,897
101012	CLERK 2	36	1,702	1,746	1,788	1,836	1,888	1,943	10,910	11,192	11,462	11,769	12,103	12,455
	TRNG RATE 6 MO INC	36	1,637	1,660	1,683				10,494	10,641	10,788			
101013	CLERK 3	36	1,912	1,966	2,023	2,088	2,162	2,237	12,256	12,603	12,965	13,385	13,859	14,340
101014	CLERK 4	36	2,058	2,130	2,199	2,279	2,365	2,450	13,192	13,654	14,096	14,609	15,160	15,705
101015	CLERK 5	36	2,279	2,365	2,450	2,544	2,642	2,735	14,609	15,160	15,705	16,308	16,936	17,532
	CLERK 5	37.33	2,364	2,452	2,541	2,638	2,739	2,836						
	CLERK 5	37.5	2,374	2,463	2,552	2,649	2,752	2,850						
101020	SWITCHBOARD OPERATOR	36	1,664	1,702	1,746	1,788	1,836	1,888	10,667	10,910	11,192	11,462	11,769	12,103
101081	POSTAL CLERK 1	36	1,736	1,782	1,828	1,877	1,929	1,982	11,128	11,423	11,718	12,032	12,365	12,705
101082	POSTAL CLERK 2	36	1,871	1,925	1,980	2,044	2,109	2,183	11,994	12,340	12,692	13,103	13,519	13,994
102060	SR KEYPUNCH OPERATOR	36	1,862	1,912	1,966	2,023	2,088	2,162	11,936	12,256	12,603	12,968	13,365	13,859
102091	PRINTING SERV TECH 1	36	1,888	1,943	1,996	2,058	2,130	2,199	12,103	12,455	12,795	13,192	13,654	14,096
	TRNG RATE 6 MO INC	36	1,788	1,809	1,836	1,862			11,462	11,596	11,769	11,936		

APPENDIX "A"
ADMINISTRATIVE SUPPORT BARGAINING UNIT
PAY PLAN - OCTOBER 1, 1993

CLASS NUMBER	CLASS TITLE	HOURS OF WORK	MONTHLY SALARY RANGE						S T E P S						HOURLY SALARY RANGE					
			(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)
102092	PRINTING SERV TECH 2	36	2,130	2,199	2,279	2,365	2,450	2,544	10,654	14,096	14,609	15,160	15,705	16,308						
102093	PRINTING SERV TECH 3	36	2,450	2,544	2,642	2,735	2,844	2,950	15,705	16,308	16,936	17,532	18,231	18,910						
103011	CLERK TYPIST 1	36	1,637	1,677	1,718	1,760	1,805	1,856	10,494	10,750	11,013	11,282	11,571	11,897						
103012	CLERK TYPIST 2	36	1,702	1,746	1,788	1,836	1,888	1,943	10,910	11,192	11,462	11,769	12,103	12,455						
	TRNG RATE - 6 MO INC	36	1,637	1,660	1,683				10,494	10,641	10,788									
103013	CLERK TYPIST 3	36	1,912	1,966	2,023	2,088	2,162	2,237	12,256	12,603	12,968	13,385	13,859	14,340						
103021	CLERK STENOGRAPHER 1	36	1,664	1,702	1,746	1,788	1,836	1,888	10,667	10,910	11,192	11,462	11,769	12,103						
103022	CLERKSTENOGRAPHER 2	36	1,746	1,788	1,836	1,888	1,943	1,989	11,192	11,462	11,769	12,103	12,455	12,750						
	TRNG RATE - 6 MO INC	36	1,664	1,695	1,723				10,667	10,865	11,045									
103023	CLERK STENOGRAPHER 3	36	1,912	1,966	2,023	2,088	2,162	2,237	12,256	12,603	12,968	13,385	13,859	14,340						
103024	CLERK STENOGRAPHER 4	36	2,058	2,130	2,199	2,279	2,365	2,450	13,192	13,654	14,096	14,609	15,160	15,705						
104011	STOCKCLERK 1	36	1,732	1,781	1,827	1,877	1,921		11,103	11,417	11,712	12,032	12,314							
	STOCKCLERK 1	40	1,923	1,978	2,031	2,086	2,135													
104012	STOCK CLERK 2	36	1,947	2,004	2,074	2,140	2,206		12,481	12,846	13,295	13,718	14,141							
	STOCK CLERK 2	40	2,163	2,227	2,305	2,378	2,451													
104020	STOREKEEPER	36	2,119	2,182	2,271	2,352	2,444	2,528	13,593	13,987	14,558	15,077	15,667	16,205						
	STOREKEEPER	40	2,354	2,424	2,524	2,612	2,716	2,809												
104030	SENIOR STOREKEEPER	36	2,271	2,352	2,444	2,528	2,623	2,728	14,558	15,077	15,667	16,205	16,814	17,487						
	SENIOR STOREKEEPER	40	2,524	2,612	2,716	2,809	2,914	3,032												
104040	SUPERVNG STOREKEEPER	36	2,544	2,642	2,735	2,844	2,950	3,061	16,308	16,936	17,532	18,231	18,910	19,622						
104051	SALES CLERK 1	36	1,888	1,943	1,989				12,103	12,455	12,750									
104052	SALES CLERK 2	36	1,989	2,057	2,127				12,750	13,186	13,635									
105011	ACCOUNTING CLERK 1	36	1,788	1,836	1,887	1,941	1,995	2,053	11,462	11,769	12,096	12,442	12,788	13,160						
	TRNG RATE - 6 MO INC	36	1,702	1,723	1,742	1,767			10,910	11,045	11,167	11,327								
105012	ACCOUNTING CLERK 2	36	1,995	2,060	2,131	2,202	2,280	2,362	12,788	13,205	13,660	14,115	14,615	15,141						

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PAY PLAN OCTOBER 1, 1993

CLASS NUMBER	CLASS TITLE	HOURS OF WORK	MONTHLY SALARY RANGE						STEPS						HOURLY SALARY RANGE					
			(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)						
105013	ACCOUNTING CLERK 3	36	2,202	2,280	2,365	2,455	2,547	2,635	14,115	14,615	15,160	15,737	16,327	16,891						
106011	DATA PROCESSING OP 1	36	1,788	1,836	1,888	1,943	1,989	2,057	11,462	11,769	12,103	12,455	12,750	13,186						
106012	DATA PROCESSING OP 2	36	1,966	2,023	2,088	2,162	2,237	2,315	12,603	12,968	13,385	13,859	14,340	14,840						
106041	COMPUTER OPERATOR 1	36	2,279	2,365	2,450	2,544	2,642	2,735	14,609	15,160	15,705	16,308	16,936	17,532						
106042	COMPUTER OPERATOR 2	36	2,544	2,642	2,735	2,844	2,950	3,066	16,308	16,936	17,532	18,231	18,910	19,654						
106050	COMPUTER PROC COORD	36	2,642	2,735	2,844	2,950	3,066	3,191	16,936	17,532	18,231	18,910	19,654	20,455						
106080	COMPUTER PROGRAMMER	36	2,450	2,544	2,642	2,735	2,844	2,950	15,705	16,308	16,936	17,532	18,231	18,910						
	TRNG RATE	36	2,130	2,199					13,654	14,096										
106090	JR SYSTEMS ANALYST	36	2,450	2,544	2,642	2,735	2,844	2,950	15,705	16,308	16,936	17,532	18,231	18,910						
106102	PROGRAMMER ANALYST 2	36	2,950	3,066	3,191	3,321	3,463	3,611	18,910	19,654	20,455	21,288	22,199	23,147						
	TRNG RATE 6 MO INC	36	2,408	2,498	2,592	2,691			15,436	16,013	16,615	17,250								
107011	ACCOUNTANT 1	36	2,538	2,635	2,733	2,839	2,949	3,061	16,269	16,891	17,519	18,199	18,904	19,622						
107012	ACCOUNTANT 2	36	2,845	2,953	3,070	3,193	3,325	3,464	18,237	18,929	19,679	20,468	21,314	22,205						
108700	EXTENSION COMM SPEC	36	3,097	3,222	3,349	3,483	3,622	3,767	19,853	20,654	21,468	22,327	23,218	24,147						
		37.33	3,211	3,341	3,473	3,612	3,756	3,906												
108301	INFO SERV OFF 1	36	2,841	2,960	3,086	3,218	3,355	3,499	18,212	18,974	19,782	20,628	21,506	22,429						
	TRNG RATE	36	2,628	2,732					16,846	17,513										
108302	INFO SERV OFF 2	36	3,083	3,214	3,350	3,494	3,644	3,797	19,763	20,603	21,474	22,397	23,359	24,340						
109020	RADIO TECHNICIAN	36	2,349	2,439	2,529	2,626	2,724	2,834	15,058	15,635	16,212	16,835	17,463	18,167						
	RADIO TECHNICIAN	40	2,610	2,710	2,810	2,918	3,027	3,149												
	TRNG RATE	36	2,041						13,085											
	TRNG RATE	40	2,268																	
109041	AUDIO - VISUAL TECH 1	36	2,322	2,408	2,498	2,592	2,691	2,791	14,885	15,436	16,013	16,615	17,250	17,891						
	TRNG RATE	36	2,095	2,168	2,239				13,429	13,897	14,353									
109042	AUDIO - VISUAL TECH 2	36	2,498	2,592	2,691	2,791	2,898	3,009	16,013	16,615	17,250	17,891	18,577	19,288						

APPENDIX 'A'
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CLASS NUMBER	CLASS TITLE	HOURS OF WORK	MONTHLY SALARY RANGE						S T E P S	HOURLY SALARY RANGE					
			(1)	(2)	(3)	(4)	(5)	(6)		(1)	(2)	(3)	(4)	(5)	(6)
109050	TELEVISION PRODUCER	36	2,844	2,950	3,066	3,191	3,321	3,463		18.231	18.910	19.654	20.455	21.288	22.199
109060	TELEVISION ENGINEER	36	2,844	2,950	3,066	3,191	3,321	3,463		18.231	18.910	19.654	20.455	21.288	22.199
109111	COMMERCIAL ARTIST 1	36	1,864	1,914	1,965	2,024	2,095	2,168		11.949	12.269	12.596	12.974	13.429	13.897
109112	COMMERCIAL ARTIST 2	36	2,202	2,285	2,372	2,460	2,557	2,656		14.115	14.647	15.205	15.769	16.391	17.026
109113	COMMERCIAL ARTIST 3	36	2,417	2,508	2,607	2,709	2,812	2,922		15.494	16.077	16.712	17.365	18.026	18.731
109120	CO-ORD. AUDIO VIS SV	36	3,191	3,321	3,463	3,611	3,756	3,906		20.455	21.288	22.199	23.147	24.077	25.038
110020	PROPERTY CONTROL OFFICER	36	2,791	2,898	3,009	3,131	3,257	3,393		17.891	18.577	19.288	20.071	20.878	21.750
111011	RESEARCH OFFICER 1	36	2,365	2,450	2,544	2,642	2,735	2,843		15.160	15.705	16.308	16.936	17.532	18.224
111012	RESEARCH OFFICER 2	36	3,009	3,131	3,257	3,393	3,535	3,682		19.288	20.071	20.878	21.750	22.660	23.603
111013	RESEARCH OFFICER 3	36	3,393	3,535	3,682	3,830	3,988	4,146		21.750	22.660	23.603	24.551	25.564	26.577
116011	ADMIN OFFICER 1	36	2,450	2,544	2,642	2,735	2,844	2,950		15.705	16.308	16.936	17.532	18.231	18.910
116061	PROPERTY OFFICER 1	36	2,691	2,791	2,898	3,009	3,131	3,257		17.250	17.891	18.577	19.288	20.071	20.878
116062	PROPERTY OFFICER 2	36	2,898	3,009	3,131	3,257	3,393	3,535		18.577	19.288	20.071	20.878	21.750	22.660
204051	DRAFTSPERSON 1	36	2,220	2,313	2,410	2,509	2,614	2,722		14.231	14.827	15.449	16.083	16.756	17.449
204052	DRAFTSPERSON 2	36	2,410	2,509	2,614	2,722	2,831	2,945		15.449	16.083	16.756	17.449	18.147	18.878
204053	DRAFTSPERSON 3	36	2,668	2,773	2,884	3,000	3,121	3,243		17.103	17.776	18.487	19.231	20.006	20.788
302021	FIELDWORKER 1 (AGR)	36	1,661	1,702	1,745	1,790	1,840	1,887		10.647	10.910	11.186	11.474	11.795	12.096
302022	FIELDWORKER 2 (AGR)	36	1,790	1,840	1,887	1,946	2,004	2,070		11.474	11.795	12.096	12.474	12.846	13.269
402120	OCCUP HEALTH OFFR	36	2,919	3,037	3,162	3,289	3,413			18.712	19.468	20.269	21.083	21.878	

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CLASS NUMBER	CLASS TITLE	HOURS OF WORK	MONTHLY SALARY RANGE					S T E P S							
			(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	HOURLY SALARY RANGE			(5)	
78	501120	INSTRUCTOR AIDE 4 MOS	200 AD	1,720											
		5 12 MOS	200 AD	1,776											
		2ND YEAR	200 AD	1,830											
		3RD YEAR	200 AD	1,891											
		4TH YEAR	200 AD	1,954											
	504011	LIBRARY TECHNICIAN 1	36	1,914	1,965	2,024	2,095	2,168	2,239	12,269	12,596	12,974	13,429	13,897	14,353
	504012	LIBRARY TECHNICIAN 2 WITH R A	36	2,168	2,239	2,322	2,408	2,498	2,596	13,897	14,353	14,885	15,436	16,013	16,641
		LIBRARY TECHNICIAN 2	36	2,024	2,095	2,168	2,239	2,322	2,408	12,974	13,429	13,897	14,353	14,885	15,436
	504031	LIBRARIAN 1	36	2,546	2,644	2,746	2,853	2,966	3,083	16,321	16,949	17,603	18,288	19,013	19,763
	504032	LIBRARIAN 2	36	2,801	2,912	3,024	3,145	3,275	3,406	17,955	18,667	19,385	20,160	20,994	21,833
	504033	LIBRARIAN 3	36	3,145	3,275	3,406	3,553	3,699	3,849	20,160	20,994	21,833	22,776	23,712	24,673
	504034	LIBRARIAN 4	36	3,406	3,553	3,699	3,849	4,001	4,167	21,833	22,776	23,712	24,673	25,647	26,712
	601011	LAB ASSISTANT 1	36	1,683	1,723	1,763	1,809			10,788	11,045	11,301	11,596		
	601012	LAB ASSISTANT 2	36	1,763	1,809	1,862	1,912	1,966	2,023	11,301	11,596	11,936	12,256	12,603	12,968
	601021	LAB TECHNOLOGIST 1	36	2,227	2,309	2,391	2,480			14,276	14,801	15,327	15,897		
	TRNG RATE	36	1,857	1,908	1,962				11,904	12,231	12,577				
601022	LAB TECHNOLOGIST 2	36	2,265	2,348	2,435	2,523	2,622	2,718	14,519	15,051	15,609	16,173	16,808	17,423	
602010	DENTAL ASSISTANT W/ CERTIF	36	1,790	1,840	1,887	1,946	2,004	2,070	11,474	11,795	12,096	12,474	12,846	13,269	
	DENTAL ASSISTANT W/ CERTIF	37 33	1,858	1,908	1,956	2,017	2,078	2,148							
	DENTAL ASSISTANT	36	1,661	1,702	1,745	1,790	1,840	1,887	10,647	10,910	11,186	11,474	11,795	12,096	
	DENTAL ASSISTANT	37 33	1,723	1,765	1,809	1,858	1,908	1,956							
602031	DENTAL EQUIP TECHN 1	36	2,472	2,562	2,657	2,759	2,865	2,978	15,846	16,423	17,032	17,686	18,365	19,090	
	DENTAL EQUIP TECHN 1	37 33	2,563	2,657	2,756	2,861	2,971	3,087							
	TRNG RATE	36	2,145						13,750						
	TRNG RATE	37 33	2,225												
602032	DENTAL EQUIP TECHN 2	36	2,657	2,759	2,865	2,978	3,096	3,222	17,032	17,686	18,365	19,090	19,846	20,654	
	DENTAL EQUIP TECHN 2	37 33	2,756	2,861	2,971	3,087	3,211	3,341							

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CLASS NUMBER	CLASS TITLE	HOURS OF WORK	MONTHLY SALARY RANGE						ST E P S					
			(1)	(2)	(3)	(4)	(5)	(6)	HOURLY SALARY RANGE					
804022	COOK 2 – JOURNEYMAN	36	2,090	2,166	2,238				13.397	13.885	14.346			
	COOK 2 – JOURNEYMAN	37.33	2,168	2,246	2,321									
	COOK 2 – JOURNEYMAN	40	2,322	2,406	2,487									
	COOK 2	36	2,070	2,145	2,216				13.269	13.750	14.205			
	COOK 2	37.33	2,148	2,225	2,299									
	COOK 2	40	2,302	2,383	2,462									
804023	COOK 3 – JOURNEYMAN	36	2,256	2,339	2,417				14.462	14.994	15.494			
	COOK 3 – JOURNEYMAN	37.33	2,338	2,426	2,507									
	COOK 3 – JOURNEYMAN	40	2,506	2,599	2,686									
	COOK 3	36	2,232	2,313	2,394				14.308	14.827	15.346			
	COOK 3	37.33	2,315	2,399	2,482									
	COOK 3	40	2,481	2,571	2,660									
804071	FOOD SERVICES SUPV 1	36	2,302	2,382	2,472				14.756	15.269	15.846			
	FOOD SERVICES SUPV 1	37.33	2,388	2,471	2,563									
804072	FOOD SERVICES SUPV 2	36	2,388	2,476	2,571	2,666	2,769	2,872	15.308	15.872	16.481	17.090	17.750	18.410
	FOOD SERVICES SUPV 2	37.33	2,476	2,569	2,666	2,764	2,872	2,979						
809010	PICKUP AND DEL PERSN	36	1,985						12.724					
		40	2,206											
809081	TRANSPORT OPERATOR 1	36	1,956	2,019	2,087				12.538	12.942	13.378			
		40	2,173	2,243	2,319									
809091	EQUIP OPERATOR 1	36	1,956	2,019	2,087				12.538	12.942	13.378			
		40	2,173	2,243	2,319									

Cost of Living Allowance

If the average of the June 1994 Saskatoon/Regina CPI (all items) exceeds the average of the June 1993 CPI (all items) by more than 2.50%, the percentage amount which exceeds 2.50% will be applied across the board as of July 1, 1994 to be implemented July 1, 1994. Adjustment must produce a minimum of \$1/month before payment will be made.

ADMINISTRATIVE SUPPORT BARGAINING UNIT
PAY PLAN - OCTOBER 1, 1990

CUSS NUMBER	CLASS TITLE	HOURS OF WORK	MONTHLY SALARY RANGE						STEPS						HOURLY SALARY RANGE					
			(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)
H05011	JOURNEYMAN 1																			
	PAINTER	40	2,749												15,862					
	AUTO MECH/WELDR/MACH	40	2,929												16,899					
	H D MECH/WELDR/MACH	40	3,128												18,047					
	CARPENTER/MASN PLAST	40	3,187												18,388					
	ELECT/PLBR/PFTR/SMW	40	3,465												19,993					
H05012	JOURNEYMAN 2																			
	PAINTER	40	2,972												17,145					
	AUTO MECH/WELDR/MACH	40	3,164												18,255					
	H D MECH/WELDR/MACH	40	3,379												19,492					
	CARPENTER/MASN PLAST	40	3,441												19,853					
	ELECT/PLBR/PFTR/SMW	40	3,745												21,603					
H05021	TRADESPERSON 1																			
	PAINTER	40	2,406	2,475											13,883	14,278				
	MECH/WLDR/MACH GENRL	40	2,737	2,816											15,788	16,244				
	CARPENTER	40	2,789	2,869											16,090	16,552				
	ELECT/PLBR/PFTR/SMW	40	3,032	3,119											17,493	17,994				
101011	CLERK 1	36	1,584	1,624	1,666	1,708	1,753	1,803	10,152	10,412	10,681	10,947	11,238	11,555						
101017	CLERK2	36	1,650	1,694	1,736	1,784	1,836	1,891	10,576	10,859	11,126	11,438	11,772	12,121						
	TRNG RATE - 6 MO INC	36	1,584	1,608	1,630				10,152	10,308	10,450									
101013	CLERK3	36	1,860	1,915	1,973	2,038	2,113	2,188	11,920	12,277	12,650	13,064	13,547	14,023						
101014	CLERK4	36	2,008	2,081	2,151	2,229	2,313	2,396	12,871	13,338	13,791	14,289	14,824	15,359						
101015	CLERK5	36	2,229	2,313	2,396	2,488	2,584	2,675	14,289	14,824	15,359	15,946	16,563	17,149						
	CLERK5	37.33	2,312	2,398	2,485	2,580	2,679	2,774												
	CLERK5	37.5	2,322	2,409	2,496	2,591	2,691	2,787												
101020	SWITCHBOARD OPERATOR	36	1,612	1,650	1,694	1,736	1,784	1,836	10,331	10,576	10,859	11,126	11,438	11,772						
101081	POSTAL CLERK 1	36	1,683	1,729	1,776	1,825	1,878	1,931	10,791	11,081	11,386	11,698	12,039	12,381						
102060	SR KEYPUNCH OPERATOR	36	1,810	1,860	1,915	1,973	2,038	2,113	11,601	11,920	12,277	12,650	13,064	13,547						
102091	PRINTING SERV TECH 1	36	1,836	1,891	1,945	2,008	2,081	2,151	11,772	12,121	12,470	12,871	13,338	13,791						
	TRNG RATE - 6 MO INC	36	1,736	1,756	1,784	1,810			11,126	11,259	11,438	11,601								
102092	PRINTING SERV TECH 2	36	2,081	2,151	2,229	2,313	2,396	2,488	13,338	13,791	14,289	14,824	15,359	15,946						

ADMINISTRATIVE SUPPORT BARGAINING UNIT
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CUSS NUMBER	CLASS TITLE	HOURS OF WORK	MONTHLY SALARY RANGE						HOURLY SALARY RANGE					
			(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)
102093	PRINTING SERV TECH 3	36	2,396	2,488	2,584	2,675	2,781	2,885	15,359	15,946	16,563	17,149	17,826	18,494
103011	CLERK TYPIST 1	36	1,584	2,624	1,666	1,708	1,753	1,803	10,152	10,412	10,681	10,947	11,238	11,555
103012	CLERK TYPIST 2	36	1,650	1,694	1,736	1,784	1,836	1,891	10,576	10,559	11,126	11,438	11,772	12,121
	TRNG RATE 6 MO INC	36	1,584	1,608	1,630				10,152	10,308	10,450			
103013	CL TYP 3 CORRECTIONAL CENTRE	36	1,915	1,973	2,038	2,113	2,188	2,264	12,277	12,650	13,064	13,547	14,023	14,513
	CLERK TYPIST 3	36	1,860	1,915	1,973	2,038	2,113	2,188	11,920	12,277	12,650	13,064	13,547	14,023
103021	CLERK STENOGRAPHER 1	36	1,612	1,650	1,694	1,736	1,784	1,836	10,331	10,576	10,859	11,126	11,438	11,772
103022	CLERK STENOGRAPHER 2	36	1,694	1,736	1,784	1,836	1,891	1,938	10,859	11,126	11,438	11,772	12,121	12,426
	TRNG RATE 6 MO INC	36	1,612	1,642	1,670				10,331	10,523	10,703			
103023	CLERK STENOGRAPHER 3	36	1,860	1,915	1,973	2,038	2,113	2,188	11,920	12,277	12,650	13,064	13,547	14,023
103024	CLERK STENOGRAPHER 4	36	2,008	2,081	2,151	2,229	2,313	2,396	12,871	13,338	13,791	14,289	14,824	15,359
104011	STOCK CLERK 1	36	1,679	1,728	1,775	1,825	1,869		10,762	11,075	11,380	11,698	11,980	
	STOCK CLERK 1	40	1,865	1,920	1,973	2,028	2,077							
104012	STOCK CLERK 2	36	1,895	1,953	2,024	2,091	2,157		12,150	12,522	12,975	13,407	13,829	
	STOCK CLERK 2	40	2,106	2,170	2,249	2,324	2,397							
104020	STOREKEEPER	36	2,069	2,134	2,221	2,300	2,390	2,472	13,265	13,680	14,238	14,742	15,322	15,849
	STOREKEEPER	40	2,299	2,371	2,468	2,555	2,656	2,747						
104030	SENIOR STOREKEEPER	36	2,221	2,300	2,390	2,472	2,565	2,668	14,238	14,742	15,322	15,849	16,443	17,105
	SENIOR STOREKEEPER	40	2,468	2,555	2,656	2,747	2,850	2,965						
104040	SUPERVNG STOREKEEPER	36	2,488	2,584	2,675	2,781	2,885	2,994	15,946	16,563	17,149	17,826	18,494	19,191
104051	SALES CLERK 1	36	1,836	1,891	1,938				11,772	12,121	12,426			
104052	SALES CLERK 2	36	1,938	2,007	2,078				12,426	12,864	13,318			
105011	ACCOUNTING CLERK 1	36	1,736	1,784	1,835	1,889	1,944	2,003	11,126	11,438	11,764	12,106	12,462	12,841
	TRNG RATE 6 MO INC	36	1,650	1,670	1,689	1,714			10,576	10,703	10,827	10,984		
105012	ACCOUNTING CLERK 2	36	1,944	2,010	2,082	2,154	2,230	2,310	12,462	12,887	13,347	13,808	14,297	14,810

ADMINISTRATIVE SUPPORT BARGAINING UNIT
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CUSS NUMBER	CUSS TITLE	HOURS OF WORK	MONTHLY SAURY RANGE						HOURLY SAURY RANGE					
			(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)
105013	ACCOUNTING CLERK 3	36	2,154	2,230	2,313	2,401	2,491	2,577	13,808	14,297	14,830	15,388	15,968	16,517
106011	DATA PROCESSING OP 1	36	1,736	1,784	1,836	1,891	1,938	2,007	11,126	11,438	11,772	12,121	12,426	12,864
106012	DATA PROCESSING OP 2	36	1,915	1,973	2,038	2,113	2,188	2,264	12,277	12,650	13,064	13,547	14,023	14,513
106041	COMPUTER OPERATOR 1	36	2,229	2,313	2,396	2,488	2,584	2,675	14,289	14,824	15,359	15,946	16,563	17,149
106042	COMPUTER OPERATOR 2	36	2,488	2,584	2,675	2,781	2,885	2,999	15,946	16,563	17,149	17,826	18,494	19,222
106050	COMPUTER PROC COORD	36	2,584	2,675	2,781	2,885	2,999	3,121	16,563	17,149	17,826	18,494	19,222	20,008
106080	COMPUTER PROGRAMMER	36	2,396	2,488	2,584	2,675	2,781	2,885	15,359	15,946	16,563	17,149	17,826	18,494
	TRNG RATE	36	2,081	2,151					13,336	13,791				
106090	JR SYSTEMS ANALYST	36	2,396	2,488	2,584	2,675	2,781	2,885	15,359	15,946	16,563	17,149	17,826	18,494
106102	PROGRAMMER ANALYST 2	36	2,885	2,999	3,121	3,248	3,387	3,532	18,494	19,222	20,008	20,818	21,709	22,644
	TRNG RATE - 6 MO INC	36	2,355	2,443	2,535	2,632			15,099	15,663	16,251	16,874		
107011	ACCOUNTANT 1	36	2,482	2,577	2,673	2,777	2,884	2,994	15,909	16,517	17,134	17,802	18,486	19,191
107012	ACCOUNTANT 2	36	2,782	2,888	3,002	3,123	3,252	3,388	17,832	18,515	19,243	20,022	20,848	21,716
108301	INFO SERV OFF 1	36	2,778	2,895	3,018	3,147	3,281	3,422	17,810	18,560	19,348	20,171	21,034	21,939
	TRNG RATE	36	2,570	2,672					16,474	17,126				
108302	INFO SERV OFF 2	36	3,015	3,143	3,276	3,417	3,564	3,713	19,324	20,150	20,998	21,902	22,846	23,802
109020	RADIO TECHNICIAN	40	2,553	2,650	2,748	2,854	2,960	3,080	14,726	15,287	15,856	16,463	17,078	17,767
	TRNG RATE	40	2,212						12,760					
109041	AUDIO-VISUAL TECH 1	36	2,271	2,355	2,443	2,535	2,632	2,730	14,557	15,099	15,663	16,251	16,874	17,498
	TRNG RATE	36	2,045	2,119	2,190				13,108	13,583	14,036			
109042	AUDIO-VISUAL TECH 2	36	2,443	2,535	2,632	2,730	2,834	2,943	15,663	16,251	16,874	17,498	18,166	18,865
109050	TELEVISION PRODUCER	36	2,781	2,885	2,999	3,121	3,248	3,387	17,826	18,494	19,222	20,008	20,818	21,709
109060	TELEVISION ENGINEER	36	2,781	2,885	2,999	3,121	3,248	3,387	17,826	18,494	19,222	20,008	20,818	21,709
109111	COMMERCIAL ARTIST 1	36	1,812	1,862	1,914	1,974	2,045	2,119	11,617	11,934	12,270	12,656	13,108	13,583

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C U S S NUMBER	C U S S TITLE	HOURS OF WORK	M O N T H L Y S A L A R Y R A N G E						H O U R L Y S A L A R Y R A N G E					
			(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)
109112	COMMERCIAL ARTIST 2	36	2,154	2,235	2,320	2,406	2,501	2,598	3,808	14,326	14,869	15,425	16,035	16,651
109113	COMMERCIAL ARTIST 3	36	2,364	2,453	2,550	2,649	2,750	2,858	5,151	15,723	16,347	16,979	17,625	18,323
109120	CO-ORD, AUDIO VIS SV	36	3,121	3,248	3,387	3,532	3,673	3,820	0,008	20,818	21,709	22,644	23,545	24,488
111012	RESEARCH OFFICER 2	36	2,943	3,062	3,185	3,318	3,457	3,601	8,865	19,629	20,417	21,271	22,162	23,084
111013	RESEARCH OFFICER 3	36	3,318	3,457	3,601	3,746	3,900	4,055	1,271	22,162	23,084	24,012	25,000	25,994
116011	ADMIN OFFICER 1	36	2,395	2,488	2,584	2,675	2,781	2,885	15,359	15,946	16,563	17,149	17,826	18,494
116061	PROPERN OFFICER 1	36	2,632	2,730	2,834	2,943	3,062	3,185	18,874	17,498	18,166	18,865	19,629	20,417
116062	PROPERN OFFICER 2	36	2,834	2,943	3,062	3,185	3,318	3,457	18,165	18,865	19,529	20,417	21,271	22,162
204051	DRAFTSPERSON 1	36	2,171	2,262	2,357	2,454	2,556	2,662	13,918	14,498	15,106	15,730	16,384	17,067
204052	DRAFTSPERSON 2	36	2,357	2,454	2,556	2,662	2,769	2,880	15,105	15,730	16,384	17,067	17,751	18,464
204053	DRAFTSPERSON 3	36	2,609	2,712	2,821	2,934	3,052	3,172	16,726	17,386	18,085	18,805	19,564	20,335
301072	MUSEUM TECHNICIAN 2	36 37.33	2,088 2,163	2,170 2,250	2,256 2,339	2,345 2,432	2,440 2,530	2,537 2,631	13,370	13,908	14,459	15,033	15,641	16,254
302021	FIELDWORKER 1 (AGR)	36 37.33	1,609 1,668	1,650 1,711	1,693 1,755	1,738 1,803	1,788 1,854	1,835 1,902	10,313	10,578	10,850	11,144	11,459	11,760
302022	FIELDWORKER 2 (AGR)	36 37.33	1,738 1,803	1,788 1,854	1,835 1,902	1,894 1,964	1,953 2,025	2,021 2,096	11,144	11,459	11,760	12,139	12,518	12,955
402120	OCCUP HEALTH OFFR	37.33	2,960	3,080	3,207	3,335	3,461		18,299	19,036	19,823	20,612	21,393	
501120	INSTRUCTOR AIDE													
	4 MOS	200 AD	1,667											
	5-12 MOS	200 AD	1,723											
	2ND YEAR	200 AD	1,778											
	3RD YEAR	200 AD	1,839											
	4TH YEAR	200 AD	1,902											
504011	LIBRARY TECHNICIAN 1	36	1,852	1,914	1,974	2,045	2,119	2,190	11,934	12,270	12,658	13,108	13,583	14,036

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CLASS NUMBER	CLASS TITLE	HOURS OF WORK	MONTHLY SALARY RANGE						H O U R L Y S A L A R Y R A N G E					
			(1)	(2)	(3)	(4)	(5)	(6)	(1)	(2)	(3)	(4)	(5)	(6)
504012	LIBRARY TECHNICIAN 2 WITH B A	36	2,119	2,190	2,271	2,355	2,443	2,539	13,583	14,036	14,557	15,099	15,663	16,273
	LIBRARY TECHNICIAN 2	36	1,974	2,045	2,119	2,190	2,271	2,355	12,656	13,108	13,583	14,036	14,557	15,099
504031	LIBRARIAN 1	36	2,490	2,586	2,686	2,790	2,901	3,015	15,961	16,577	17,216	17,884	18,567	19,324
504032	LIBRARIAN 2	36	2,739	2,848	2,957	3,076	3,203	3,331	17,557	18,255	18,954	19,718	20,529	21,352
504033	LIBRARIAN 3	36	3,076	3,203	3,331	3,475	3,618	3,764	19,718	20,529	21,352	22,274	23,195	24,130
504034	LIBRARIAN 4	36	3,331	3,475	3,618	3,764	3,913	4,075	21,352	22,274	23,195	24,130	25,081	26,121
601011	LAB ASSISTANT 1	36	1,630	1,670	1,711	1,756			10,450	10,703	10,970	11,259		
601012	LAB ASSISTANT 2	36	1,711	1,756	1,810	1,860	1,915	1,973	10,970	11,259	11,601	11,920	12,277	12,650
601021	LAB TECHNOLOGIST 1	36	2,178	2,258	2,338	2,425			13,963	14,476	14,987	15,546		
	TRNG RATE	36	1,804	1,856	1,911				11,564	11,898	12,248			
601022	LAB TECHNOLOGIST 2	36	2,215	2,296	2,381	2,467	2,564	2,658	14,200	14,719	15,262	15,811	16,436	17,037
602010	DENTAL ASSISTANT W/ CERTIF	36	1,738	1,788	1,835	1,894	1,953	2,021	11,144	11,459	11,760	12,139	12,518	12,955
	DENTAL ASSISTANT W/ CERTIF	37 33	1,803	1,854	1,902	1,964	2,025	2,096						
	DENTAL ASSISTANT	36	1,609	1,650	1,693	1,738	1,788	1,835	10,313	10,578	10,850	11,144	11,459	11,760
	DENTAL ASSISTANT	37 33	1,668	1,711	1,755	1,803	1,854	1,902						
602031	DENTAL EQUIP TECHN 1	36	2,418	2,506	2,599	2,698	2,802	2,912	15,498	16,064	16,658	17,296	17,962	18,664
	DENTAL EQUIP TECHN 1	37 33	2,507	2,599	2,695	2,798	2,906	3,019						
	TRNG RATE	36	2,096						13,436					
	TRNG RATE	37 33	2,174											
602032	DENTAL EQUIP TECHN 2	36	2,599	2,698	2,802	2,912	3,028	3,151	16,658	17,296	17,962	18,664	19,410	20,197
	DENTAL EQUIP TECHN 2	37 33	2,695	2,798	2,906	3,019	3,140	3,267						
604141	PUBLIC HEALTH NURS I W/ B SC N	36	2,781	2,876	2,983	3,085	3,198		17,826	18,435	19,121	19,774	20,497	
	PUBLIC HEALTH NURS I W/ B SC N	37 33	2,884	2,982	3,093	3,199	3,316							
	PUBLIC HEALTH NURS I W/ M SC N	36	2,876	2,983	3,085	3,198	3,320		18,435	19,121	19,774	20,497	21,285	
	PUBLIC HEALTH NURS I W/ M SC N	37 33	2,982	3,093	3,199	3,316	3,443							
	PUBLIC HEALTH NURS I	36	2,687	2,781	2,876	2,983	3,085		17,223	17,826	18,435	19,121	19,774	
	PUBLIC HEALTH NURS I	37 33	2,786	2,884	2,982	3,093	3,199							
	WITHOUT DIPLOMA	36	2,508	2,595	2,687	2,781	2,876		16,078	16,637	17,223	17,826	18,435	
	WITHOUT DIPLOMA	37 33	2,601	2,691	2,786	2,884	2,982							

CLASS NUMBER	CLASS TITLE	HOURS OF WORK	S T E P S									
			MONTHLY SALARY RANGE									
			(1)	(2)	(3)	(4)	(5)	(6)				
604142	PUBLIC HEALTH NURS 2 W/ B SC N	36	2 876	2 983	3,085	3 198	3 320	3 444	8 435 19 121 19 774 20 497 21 285 22 080			
	PUBLIC HEALTH NURS 2 W/ B SC N	37 33	2 982	3,093	3 199	3 316	3 443	3 572				
	PUBLIC HEALTH NURS 2 W/ M SC N	36	2 983	3 085	3 198	3 320	3 444	3 580		19 121 19 774 20 497 21 285 22 080 22 947		
	PUBLIC HEALTH NURS 2 W/ M SC N	37 33	3 093	3 199	3 316	3 443	3 572	3 712				
	PUBLIC HEALTH NURS 2	36	2 781	2 876	2 983	3,085	3 198	3 320		17 826 18 435 19 121 19 774 20 497 21 285		
	PUBLIC HEALTH NURS 2	37 33	2 884	2 982	3 093	3 199	3 316	3,443				
	701031	SOC SERV WORKER 1 WITH BA	36	2 212	2 289	2 374	2 462	2 556		2,650	14 179 14 675 15 218 15 779 16 386 16 987	
		SOC SERV WORKER 1 WITH BA	37 33	2 294	2 374	2 462	2 553	2 651		2 748		
		SOC SERV WORKER 1	36	2 096	2 167	2 251	2 330	2 421		2 508		13 436 13 854 14 431 14 939 15 520 16 078
		SOC SERV WORKER 1	37 33	2 174	2 248	2 335	2 417	2 511		2 601		
		SOC SERV WORKER 1 BA NO EXP	36		2 133							13 672
		SOC SERV WORKER 1 BA NO EXP	37 33		2 212							
		TRNG RATE TECH	36		2 021							
		TRNG RATE TECH	37 33		2 096							
	701032	SOCIAL SERV WORKER 2	37 33	2 462	2 553	2 651	2 748	2 854		2 960	15 218 15 779 16 386 16 987 17 639 18 299	
	801121	GENERAL SERV WKR 1	36	1 716	1 761	1 811					11 001 11 286 11 610	
		GENERAL SERV WKR 1	37 33	1 780	1 826	1 878						
		GENERAL SERV WKR 1	40	1 907	1 956	2 012						
	801122	GENERAL SERV WKR 2	36	1 791	1 842	1 897					11 481 11 810 12 161	
		GENERAL SERV WKR 2	37 33	1 857	1 911	1 967						
GENERAL SERV WKR 2		40	1 990	2 047	2 108							
801123	GENERAL SERV WKR 3	36	1 895	1 953	2 017				12 147 12 518 12 927			
	GENERAL SERV WKR 3	37 33	1 965	2 025	2 091							
	GENERAL SERV WKR 3	40	2 105	2 170	2 241							
801124	GENERAL SERV WKR 4	36	1 988	2 058	2 133	2 212			12 741 13 192 13 672 14 179			
	GENERAL SERV WKR 4	37 33	2 061	2 134	2 212	2 294						
	GENERAL SERV WKR 4	40	2 208	2 287	2 370	2 458						
801140	LABOURER	40	2 116						12 205			
804021	COOK 1 - JOURNEYMAN	36	1 876	1 940	2 007				12 026 12 433 12 863			
	COOK 1 JOURNEYMAN	37 33	1 946	2 011	2 081							
	COOK 1 JOURNEYMAN	40	2 085	2 155	2 230							
	COOK 1	36	1 861	1 924	1 988					11 931 12 332 12 741		
	COOK 1	37 33	1 930	1 995	2 061							
	COOK 1	40	2 068	2 138	2 208							

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CLASS NUMBER	CLASS TITLE	HOURS OF WORK	MONTHLY SALARY RANGE						S T E P S	HOURLY SALARY RANGE					
			(1)	(2)	(3)	(4)	(5)	(6)		(1)	(2)	(3)	(4)	(5)	(6)
804022	COOK2 - JOURNEYMAN	36	2,040	2,117	2,189					13.078	13.572	14.030			
	COOK 2 - JOURNEYMAN	37.33	2,116	2,196	2,270										
	COOK 2 - JOURNEYMAN	40	2,267	2,352	2,432										
	COOK 2	36	2,021	2,096	2,167					12.955	13.436	13.894			
	COOK 2	37.33	2,096	2,174	2,248										
	COOK 2	40	2,246	2,329	2,408										
804023	COOK 3 - JOURNEYMAN	36	2,206	2,288	2,364					14.138	14.667	15.154			
	COOK 3 - JOURNEYMAN	37.33	2,287	2,373	2,452										
	COOK 3 - JOURNEYMAN	40	2,451	2,542	2,627										
	COOK 3	36	2,183	2,262	2,341					13.994	14.503	15.005			
	COOK 3	37.33	2,264	2,346	2,427										
	COOK 3	40	2,426	2,514	2,601										
804071	FOOD SERVICES SUPV 1	36	2,251	2,330	2,418					14.431	14.939	15.498			
	FOOD SERVICES SUPV 1	37.33	2,335	2,417	2,507										
804072	FOOD SERVICES SUPV 2	36	2,335	2,422	2,514	2,607	2,708	2,809		14.969	15.526	16.114	16.709	17.361	18.004
	FOOD SERVICES SUPV 2	37.33	2,422	2,512	2,607	2,703	2,809	2,913							
809010	PICKUP AND DEL PERSN	40	2,150							12.406					
809081	TRANSPORT OPERATOR 1	40	2,116	2,187	2,264					12.205	12.620	13.060			
809091	EQUIP OPERATOR 1	40	2,116	2,187	2,264					12.205	12.620	13.060			

8
2/28/80
1120

APPENDIX "B"

JOB CLASSIFICATION (INSTITUTE SYSTEM)

6-MONTH PROBATION

Clerk 1
Clerk 2
Clerk 3
Clerk 4
Clerk 5

Postal Clerk 1
Postal Clerk 2

Senior Key punch operator

Clerk Typist 1
Clerk Typist 2
Clerk Typist 3

Clerk Steno 1
Clerk Steno 2
Clerk Steno 3
Clerk Steno 4

Stock Clerk 1
Stock Clerk 2

Storekeeper
Senior Storekeeper

Sales Clerk 1
Sales Clerk 2

Accounting Clerk 1
Accounting Clerk 2
Accounting Clerk 3

Data Processing Operator 1
Data Processing Operator 2

Computer Operator 1
Computer Operator 2

Draftsperson 1
Draftsperson 2
Draftsperson 3

12-MONTH PROBATION

Printing Services Technician 1
Printing Services Technician 2
Printing Services Technician 3

Supervising Storekeeper

Computer Processing Coordinator

Computer Programmer

Junior Systems Analyst

Programmer Analyst

Accountant 1

Information Services Officer 1
Information Services Officer 2

Radio Technician

Audiovisual Technician 1
Audiovisual Technician 2

Television Producer

Television Engineer

Commercial Artist 1
Commercial Artist 2
Commercial Artist 3

Coordinator. Audiovisual Services

Administrative Officer

Property Officer 1

Instructor Aide 200 day

6-MONTH PROBATION

Field Worker 1
Field Worker 2

Laboratory Assistant 1
Laboratory Assistant 2

Laboratory Technologist 1
Laboratory Technologist 2

General Service Worker 1
General Service Worker 2
General Service Worker 3
General Service Worker 4

Cook 1
Cook 2
Cook 3

Pick-up and Delivery Person

Heavy Duty Mechanic/Machinist/Welder

Tradesperson

Transport Operator 1

Equipment Operator 2

Nursing Laboratory Equipment Technician 1

12-MONTH PROBATION

Library Technician 1
Library Technician 2

Dental Assistant

Dental Equipment Technician 1
Dental Equipment Technician 2
Public Health Nurse 1
Public Health Nurse 2

Food Services Supervisor 1
Food Services Supervisor 2

APPENDIX "C"

LETTER OF UNDERSTANDING

RE: SCOPE STATUS OF CASUAL EMPLOYEES

The parties agree that casual employees who achieve in-scope regular part-time status will remain **as** a regular part-time, unless they have a break in service as is defined in the Collective Bargaining Agreement.

APPENDIX "D"

LETTER OF UNDERSTANDING

R E TRANSFER OF FORMER OUT-OF-SCOPE EMPLOYEES TO IN-SCOPE

1. All employees who are moving to in-scope status, as per the current round of negotiations, will transfer to in-scope in the position that they currently hold, complete with the pay range and step that is current in each case. Ranges will be reviewed for correctness of application against the current classification plan. Where rates are classified lower than the proposed tie classification, they will be moved to the earned step that would be appropriate in each case. Where people are paid above the range, in the tie classification proposed, they will hold that rate until the new range overtakes them, they will then move to the new maximum. Where no tie classification is available, employees will work in the range as established for their classification subject to any further negotiations that may or may not take place.
2. All employees who have enjoyed in-scope status in the past will be credited with such in-scope seniority as that which they would have earned prior to the movement to out-of-scope status. Employees who do not have previous in-scope seniority will move to in-scope status as per #1 above.
3. Such transition will take effect on the first of the month following the signing of the Memorandum of Agreement.

APPENDIX "D"

Employee Name	Class	Step	Incr. Date
SECRETARIAT			
M. Conn	Clerk Steno 4	Step 1	July 1
			July 1
K. Tanner	Programmer Analyst 3	red-circled	July 1
E. Grychowski	Accountant 2	red-circled	July 1
G. McGartland	Research Officer 1	red-circled	July 1
F. Deibert	Property Officer 2	red-circled	
KELSEY			
W. Lauscher	Clerk Steno 4	Step 1	July 1
H. Christie	Clerk Steno 3	Step 3	July 1
Z. Afaganis	Coordinator II - Academic	Step 6	July 1
PALLISER			
C. MacQuarrie	Clerk Steno 2	red-circled	July 1
K. Eckel	Clerk Steno 4	Step 4	July 1
G. Kefford	Property Control Officer	red-circled	July 1
WOODLAND			
D. Cleghorn	Property Control Officer	Step 6	July 1
N. Price	Clerk Steno 4	Step 6	July 1
V. Nordin	Clerk Steno 3	Step 1	March 1
WASCANA			
P. Malone	Clerk Steno 3	Step 6	July 1
G. Brock	Clerk Steno 3	Step 6	July 1
R. Siwv	Clerk Steno 4	Step 1	March 1
M. Stewart	Property Control Officer	red-circled	July 1

APPENDIX "E"

LETTER OF UNDERSTANDING

CONTRACTING OUT

It is not the intention of the employer to enter into new contracting out of work arrangements that directly result in the loss of any permanent employee's employment during the term of the collective agreement. However, if it becomes necessary to contract out, the following principles will apply:

The union will be provided with as much notice as possible, with a minimum of thirty (30) calendar days' notice and an opportunity to discuss any intent to contract out.

When contracting out of bargaining unit work is done, the employer will ensure no permanent employees with three (3) or more years of seniority will lose employment as a direct result of contracting out.

Employees affected will have access to lay-off provisions of the collective agreement.

Employees on recall as a result of contracting out will have their names maintained on the re-employment list for three (3) years.

Existing historical employment practices related to contracting work out will not be restricted by this provision.

All contracting out arrangements will be reviewed on their expiry to determine the economic feasibility of reducing contracting out.

The employer is prepared to receive submissions from employees and the union that would avoid contracting out or present a viable or economic alternative to contracting out.

This Letter of Understanding will expire on June 30, 1994

APPENDIX "F"

Procedural Guideline

HIRING PROCESS

1 Job Description

The Job Description begins the required factor hiring process and drives the hiring process. The job description is based on the responsibilities required for the position. The required responsibilities determine the required qualifications, skills, abilities and experience. All job descriptions will include the factors: 1) qualifications, 2) skill, 3) ability, 4) experience.

Job descriptions will be amended *from time to time* as changes in organization and work assignments transpire.

SI/AST will collaborate in any effort to achieve consistency of job descriptions for same and similar positions across all four Institutes.

2 Classification Review

A classification review needs to be done to all new, vacant, and encumbered positions which have had significant change. Job descriptions can be submitted to the Human Resource Office. The Human Resource Office will conduct a classification review of the submitted job description. This classification review consists of comparing the job description to the classification specification. This process ultimately determines the appropriate classification of the position.

A copy of all job descriptions under classification review will be forwarded to the Institute Chairperson for information a minimum of one week in advance of utilization. If the Institute Chairperson has concerns, he/she will approach the Human Resource Office directly to discuss concerns. This will allow the Union to have some input prior to the position being posted.

3 Determining the Required Factors

A required factor is the qualifications, **skill**, ability, and experience an employee must have to be successful in carrying out the responsibilities of the job

There are usually 3 to 5 required factors in every job

Desired Factor: A desired factor is the qualifications, skill, ability and experience that would be nice to have but would not be an essential requirement for carrying out the responsibilities of the job.

The factors are created and come from both the classification specifications and the job description. The classification specification lays out the minimum qualifications, skill, ability and experience for a general type of job. What this means is that SIAST cannot hire anyone below what is stated in the classification specification. SIAST may hire individuals with higher qualifications than those specified in the classification specification provided the qualifications, skill, ability and experience are reasonable and justified based on the position's responsibilities.

Once the factors are identified they will be used consistently throughout the process.

4. Posting (Recruitment)

A Request for Staffing form is initiated by the program area and upon its approval the Human Resources office initiates the posting. Should a position be over 30 working days or 60 calendar days a posting is activated by the Human Resources Office. The posting is a standardized format which must include the following information: working title, brief description of duties, classification, qualifications, skill, ability and experience required, salary, hours of work, regular full-time or regular part-time, or for the casual employment list, deadline for applications, expected start date and any other pertinent information. All postings wherever possible should be consistent between Institutes. The postings will differentiate between required factors and desired factors. The postings are posted for 14 days.

Regular full-time positions that are replacements for employees on leave will have that stated on the posting with a termination date. Regular part-time positions that require extensions beyond the last day of the assignment will be posted with an incumbent, subject to challenge, listed on the posting.

Where SIAST identifies a difficulty in recruiting, a simultaneous posting (advertisement) in and out of service will be initiated.

All supervisory assignments will be posted only at the Institute where there is an assignment. Only applicants from the program(s) under supervision of this assignment will be considered.

A copy of all postings will be sent (faxed) to the Union at the same time they are posted.

5. Preliminary Screening

The Human Resource Office will identify if there are any in-service applicants with seniority. If there is an applicant with seniority, the Human Resource Office will contact the Union and notify the Union of the screening date, time and place a minimum of 48 hours prior to the screening.

At the screening the Union representative is an observer. There is a program area representative and the Human Resources representative chairs the panel.

In the process of screening, internal applicants are considered first

The Human Resources Office will provide the seniority for all qualified in-service applicants as per the seniority roster.

If more than one in-scope applicant meets required criteria SIAST may interview or appoint the senior in-scope applicant. This may involve an interview of in-scope applicant(s) to determine that they meet the criteria before the senior applicant is appointed.

The credentials of the applicants will be verified by the Human Resources office. All information, resumes, covering letters, etc. in regard to applications will be shared with the Union observer.

In-scope applicants who will not be interviewed will be notified within five working days of being screened out.

Employees who have seniority and meet the required factors may be interviewed

Employees who do not have seniority but meet the required factors may be interviewed.

SIAST may interview outside applicants that meet the required factors

In-scope applicants who apply to an advertisement in the newspaper will be considered in-service and be given consideration even if the advertisement follows an internal posting in which they may not have applied

Because of the limited number of people who can be interviewed not all the people who meet the required factors will be interviewed. All in-scope applicants that meet the required criteria are eligible to be interviewed, but the list may be shortened based on seniority. Normally three to five applicants will be interviewed.

6

Interview

The interview questions will be based on the required factors. Normally there are two to three open-ended questions created from each required factor. Additional questions that are relevant and justified to the particular position may be asked. An interview guide will be created which will include the question, the expected response, a rating section and a written comment section. All interview guides will have a rating process which is identified.

The rating process will consist of 0 - 5

- 0 Does not meet required factor
- 1 Poor
- 2 Fair
- 3 Average

- 4 Good
- 5 ~~B~~cellent

Weighting factors will be determined before interviewing

The union observer will be given a copy of the interview guide prior to the interview. This interview guide will be returned to the Human Resources Office at the end of the interview process.

Upon completion of the interview process all applicants will be scored and the scoring and ranking order will be shared with the union.

Reference checks will be based on required factors and any other relevant information. References will be considered a part of the overall rating of the applicant.

7. Final Determination (Selection)

Final scores will be expressed in percent terms, Final scores of each applicant will be compared. The concept of relative equality will be applied which means if applicants are relatively equal, then the senior applicant will be offered an appointment. The definition of relative equality is: candidates will be considered relatively equal if their final scores are within 10% of each other.

The final determination will be completed following the verification of credentials and reference checks. The union will be notified of the successful applicant.

Those applicants that have been interviewed but are not successful will be notified within 24 hours or as soon as possible that they were not selected for the position.

8. Job Offer Made

The successful applicant will be notified by the Human Resources Office with an official job offer stating salary, benefits and start date.

9. Orientation

SIAST will strive to ensure that all employees receive an orientation. This will include acquainting the new employee with the fact that a union agreement is in effect, having the employee sign union cards, and providing the new employee with a list of union representatives.

10. Probationary Review

Since probation is the final step in the required factor hiring process, employees will be informed by their supervisors in writing, not later than one month after commencement of employment, what performance requirements will be used for the rating. The performance requirements will be related both to the duties and responsibilities, and to the qualifications, **skill**, ability and experience.

Two (2) written performance assessments will be completed for each employee during the probationary period, as per Appendix B. Performance assessments will be conducted at two (2) and five (5) months in the case of a six (6) month probationary period and five (5) and eleven (11) months in the case of a twelve (12) month probationary period. Performance assessments will be discussed with the employee and shall be signed by the employee to indicate awareness of the assessment. Employees will be advised whether they have successfully completed the probationary period. A current job description is required when the final probationary review is complete.

NOTE: These are procedural guidelines and are subject to change by SIAST provided such changes are not inconsistent with the collective agreement and are consistent across all four institutes.

APPENDIX "G"

LETTER OF UNDERSTANDING

RE: CONVERSION OF TERM EMPLOYMENT TO REGULAR PART-TIME

Employees who are currently employed **as** term employees and casual employees who have worked in excess of thirty (30) occasions **will** be converted to regular part-time status as per Article 4 of the Collective Bargaining Agreement, effective the first of the month following the signing of the Collective Agreement.

APPENDIX "H"

LETTER OF UNDERSTANDING

RECLASSIFICATIONS

**RE: REGINA PLAINS COMMUNITY COLLEGE REGULAR PART-TIME TO
REGULAR FULL-TIME CONVERSION**

Employees currently employed at Wascana Institute, who were formerly from the Regina Plains Community College, and are now regular part-time employees will be moved to regular full-time status. Those employees affected are listed below:

Alice Apperley	Betty Junior
Dawn Shalanski	Bev Engstrom
Delores Christian	Annie Miazzyk
Wendy Burke	Fran Quintin

The effective date will be May 1, 1994.

APPENDIX "H"

LETTER OF UNDERSTANDING

Between

Saskatchewan Institute of Applied Science and Technology (SIASST)

and

Saskatchewan Government Employees' Union (SGEU)

RE: PROPERTY OFFICER I's

Respecting the SIASST Administrative Support Bargaining Unit.

The undersigned representatives of the above-named parties agree that the Property Officer I's at Wascana and Palliser Institutes regular weekly hours of work will be 37 1/3 hours as per Article 12.5 of the Collective Agreement ending September 30, 1991.

The same will be implemented as soon as practicable after the signing of this Letter.

SIGNED and AGREED this 20th day of January, 1994.

Signed on behalf of the
Saskatchewan Government Employees'
Union

Signed on behalf of the
Saskatchewan Institute of Applied
Science and Technology

original signed by William Anderson

original signed by Don Rudzcki

APPENDIX "H"

LETTER OF UNDERSTANDING

Between

SGEU and SIAST

Re: Job Classification

Nursing Laboratory Equipment Technician I

It is agreed between the parties to include the Job Classification of Nursing Laboratory Equipment Technician I - 36 hours to Appendix **B** of the SGEU/SIAST Collective Agreement (January 1, 1988 to September 30, 1991).

Signed on behalf of the
Saskatchewan Institute of
Applied Science and Technology,
represented by:

Signed on behalf of the
SIAST Administrative Support
Bargaining Unit,
represented by:

original signed by Ken Ferguson

original signed by John Frederick

Signed this 26th day of November 1992

APPENDIX "H"

LETTER OF UNDERSTANDING

Between

SGEU and SIAST

RE: JOB CLASSIFICATION - POSTAL CLERK 2

It **is** agreed between the parties to include the Job Classification of Postal Clerk 2 - 36 hours to Appendix "B" of the SGEU/SIAST Collective Agreement (January 1, 1988 to September 30, 1991).

Signed on behalf of the
Saskatchewan Institute
of Applied Science and
Technology, **represented by:**

Signed on behalf of the
SIAST Administrative Support
Bargaining Unit,
represented by:

original signed by John Frederick

Signed this 26th day of November 1992.

APPENDIX "I"

CAREER ASSISTANCE OPTIONS

Effective the first of the month following the date of signing of the Collective Agreement to June 30, 1994.

Permanent employees whose jobs are abolished, resign and accept severance may access the Career Assistance Options. The maximum value of Career Assistance shall be \$5,000 calculated on the basis of \$1,000 for every two (2) years of service, pro-rated for partial years.

Employees may elect one or more of the following assistance options to a maximum value of \$5,000.

1. Career Counselling and Job Placement

Career counselling and job placement to a maximum of \$5,000 will be provided by any one of a number of companies and can be accessed for one year from the date the employee's position is abolished.

Career counselling and job placement services may include assessment, resume writing, interview coaching, job search techniques, and office support.

Employees must notify the Human Resource Office contact of their intention to access career counselling and job placement services and indicate the type of service desired.

The Human Resource Office contact will liaise with the selected company to refer to employee, and establish a defined credit account for the employee.

The selected company will invoice the HRO for all outplacement services provided.

2. Retraining Assistance

Retraining assistance to a maximum of \$5,000 will be provided in the form of payment of tuition fees at any Saskatchewan educational institute.

Employees will be able to access retraining assistance over a 3-year period commencing the date the employee's position is abolished.

Upon notification by the employee of the educational institution he/she will be attending, the Human Resource Branch contact will advise the educational institute to invoice the respective department for tuition fees incurred by the employee.

3 Saskatchewan Relocation Assistance

Relocation assistance to a maximum value of \$5,000 will be administered in accordance with the provisions of the current relocation policy.

Relocation assistance will be limited to in-province relocation expenses.

Employees may access the relocation assistance over a one-year period commencing the date the employee's position is abolished.

4. Career Adjustment Assistance

Career adjustment assistance to a maximum of \$5,000 will be provided on a reimbursement basis for expenses employees incur in pursuing alternate employment opportunities.

Employees may access Career Adjustment Assistance over a one-year period commencing the date the employee's position is abolished.

Expenses that would be considered for reimbursement include business start-up costs, travel expenses incurred in attending interviews, etc.

5. Enhanced Severance

Enhanced Severance calculated on the basis of one week's salary for every year worked to a maximum of 5 weeks or \$3,000 will be provided to employees who elect to resign and access Career Assistance. Enhanced Severance shall be the lesser of 5 weeks salary or \$3,000.

APPENDIX "J"

LETTER OF UNDERSTANDING

SENIORITY - old Article 15.1.1

Whereas there is a dispute between the Union and SIAST over the interpretation and application of Article 15.1.1.

And whereas there have been a number of grievances filed with respect to the issue of seniority under Article 15.1.1

And whereas the parties are desirous of resolving once and for all the issue of seniority under Article 15.1.1 and all outstanding grievances relating thereto:

- 1 SIAST posted on April 13, 1992 the Seniority List as at June 30, 1991. An employee will have 30 days from the date of signing this letter to challenge their own seniority. In any challenge the onus of proof to establish greater seniority shall be on the employee. SIAST will provide only the employee file and payroll records held within SIAST to assist the employee in providing documentation. SGEU will have 30 days from the date of signing this letter to issue a challenge by an employee against another employee's seniority. Any unsettled challenges shall be referred to Dan Ish in accordance with Article 25.6-25.8 inclusive after July 3, 1992. The onus shall remain with the employee in arbitration. The Arbitrator shall have no ability to extend *the* time deadline.
- 2 SGEU and SIAST agree that commencing the date that the arbitration decisions are received or the date the last challenge decision is amended by SIAST, whichever occurs first, seniority for service prior to June 30, 1991, will be assigned to each employee as calculated pursuant to Paragraph 4 of this Letter of Understanding for service with the Public Service of Saskatchewan, the Urban Community Colleges and the Advanced Technology Training Centre, notwithstanding Article 15.1.1.
3. SGEU will administer and decide in accordance with paragraph 4 the revised seniority calculations for all employees to June 30, 1991. Based on the SGEU decisions, SIAST will amend the Seniority List as at June 30, 1991.
4. Seniority will be calculated as follows:
 - a) The parties agree that all full-time employees will earn 261 days seniority for each year up to January 1, 1988. Thereafter, full-time employees will earn 260 days seniority each year, except Instructor Aides as provided in 4 c.
 - b) For service prior to 1 January 1988, less than full-time employees (other than instructor Aides) will earn pro-rated seniority stated in days based on the following formulae, as applicable:

i) For employees working the same hours each day all year use:

Part-time hours worked Per week X 261

Full-time hours per week in the same classification

ii) For employees working the same hours each day for part of a year use:

Part-time hours worked per day X total days worked X 261

Full-time hours per day X 261

iii) For employees working varying hours per day for a full year use:

Total Part-time hours worked X 261

Full-time yearly hours in the same classification

iv) For employees working a percentage of time for a full year use:

% of Full-time yearly hours in classification X 261

For service on or after January 1 1988, delete "261" in all above formulae and insert "260".

c) **All** service as an Instructor Aide prior to July 1, 1989 shall be credited **as** seniority/appointment seniority on the basis of 261 days for a full time, full year. For Institute aides who worked less than full time, full year prior to July 1, 1989, *seniority/appointment* seniority will be calculated by multiplying days worked by 1.305.

d) During all employment, including that prior to 1 January 1988, employees who are eligible and who are on approved leave of absence will accrue appointment seniority or seniority as follows:

i) During definite leaves of absence: entitlement will continue to accrue during the period in which he/she would have normally been employed.

ii) During indefinite leaves of absence: entitlement will continue to accrue during the period in which he/she would have normally been employed up to a maximum of 90 consecutive calendar days.

e) The parties agree that prior to January 1, 1988, seniority was lost only be:

i) Dismissal for cause without reinstatement

ii) A break in service of in excess of
18 months by former urban community college employees
24 months by former PSC/GE employees.

- f) The parties agree that on and after January 1, 1988:
 - i) Seniority will be lost in accordance with Article 15.6
 - ii) Appointment seniority will be lost for the following reasons:
 - dismissal for disciplinary purposes or performance deficiencies
 - resignation in writing
 - expiry of 18 continuous months since last paid
- 5. The Seniority List, amended in accordance with the Letter of Understanding, shall thereafter be conclusive for all purposes for seniority acquired by an employee prior to June 30, 1991 and shall not be subject to any challenge.
- 6. the parties agree that while the current Collective Bargaining Agreement is in effect, permanent regular employees who are eligible to accumulate seniority under the present agreement shall count seniority in accordance with paragraph 4. Such seniority for each employee will be included on the Seniority List.
- 7. Term and casual employees and regular employees on initial probation, while not eligible for seniority, shall accumulate appointment seniority. These employees will be credited with appointment seniority in accordance with paragraph 4. Once an employee achieves permanent regular status, all appointment seniority will become regular seniority and shall be so identified on the seniority list.
- 8. SIAST will maintain a separate appointment seniority list which will be posted at the same time as the present seniority list.
- 9. The parties further agree that all layoffs, promotions, appointments, bumping, transfers, demotions, abolition, or other lie activities that occurred after January 1, 1988 and before the Seniority List is finalized in accordance with this Letter of Understanding and that have not been grieved will not be subject to any grievance as a result of this Letter of Understanding and the amending of the Seniority List.
- 10. This Letter of Understanding once ratified shall be attached to the Collective Bargaining Agreement executed effective as from and after the 27 day of June 1990, in accordance with the SGEU Constitution and shall be binding on the union, all employees and SIAST.

11. In the event that the required records cannot be provided, and only in such event, SGEU may accept **any** evidence it considers appropriate for purposes of making its decision pursuant to Paragraph 3.

Signed on behalf of Saskatchewan Institute of Applied Science and Technology represent by:

original signed by Neil Hill

Signed on behalf of the SIAST Administrative Support Bargaining Unit represented by:

original signed by Bruce Weighill for John Frederick

Signed the 3rd day of June, 1992.

APPENDIX "K"

LETTER OF UNDERSTANDING

RE: INSTRUCTOR AIDE RECLASSIFICATION

The parties agree to review the Instructor Aide classification with a view to transferring properly classified Instructor Aides into the Academic Bargaining Agreement. It is further agreed to reclassify other Instructor Aides into the Administrative/Support Classification plan. This will effectively eliminate the Instructor Aide classification within the Administrative/Support Agreement. This exercise to be completed by July 1, 1994.

APPENDIX "L"

LETTER OF UNDERSTANDING

HOURS OF WORK

SIAST employees in the following classifications working in a greater than thirty-six (36) hour work schedule, (i.e. thirty-seven and one-third ($37\frac{1}{3}$), one hundred and fifty/four ($150/4$), forty (40)) shall be allowed to maintain their hours of work schedule and overtime provisions as per Article 12.3 to 12.10.1 as expressed in the Collective Bargaining Agreement January 1, 1988 - September 30, 1991.

The following classifications are to be included:

Clerk 5	$37\frac{1}{3}$ - 150
Stock Clerk 1	40
Stock Clerk 2	40
Storekeeper	40
Senior Storekeeper	40
Radio Technician	40
General Service Worker 1	$37\frac{1}{3}$ - 40
General Service Worker 2	$37\frac{1}{3}$ - 40
General Service Worker 3	$37\frac{1}{3}$ - 40
General Service Worker 4	$37\frac{1}{3}$ - 40
Cook 1	$37\frac{1}{3}$ - 40
Cook 2	$37\frac{1}{3}$ - 40
Cook 3	$37\frac{1}{3}$ - 40
Food Services Supervisor 1	$37\frac{1}{3}$
Food Services Supervisor 2	$37\frac{1}{3}$
Pickup & Delivery Person	40
Tradesperson	40
Transport Operator 1	40
Equipment Operator 1	40
Extension Communication Specialist	$37\frac{1}{3}$
Property Officer 1	$37\frac{1}{3}$ present incumbents only (Wascana & Palliser)

Employees may request, in writing, at any time to be moved to the thirty-six (36) hour schedule. The effective date of the move will be by mutual agreement, but must be at a time which will not disrupt SIAST programming. The employee shall be notified, in writing, of the effective date and any other pertinent information.

It is further understood that any new hires in the aforementioned classifications will be hired on a thirty-six (36) hour basis as per Article 12.

The administrative rules (e.g. vacation, sick leave, etc.) required by these members will be as per the rules for all other members of the Administrative/Support Agreement.

APPENDIX "L"

LETTER OF UNDERSTANDING

RE: EMPLOYEE WORK SCHEDULE OTHER THAN 36 HOUR

Employee: _____ Status: _____

Current Classification: _____

Current Hours of Work Schedule: _____

Hourly Pay Rate: _____ Monthly Salary: _____

Pay Period: _____ Current EDO Entitlement: _____

In accordance with Article 11 and Appendix "L", I elect to maintain my existing hours of work schedule and overtime provisions as per Articles 12.3 to 12.10.1 of the Collective Bargaining Agreement January 1, 1988 to September 30, 1991.

Signed By: _____
Employee Human Resources Manager

Institute Union Chairperson Date

Incumbent employees working other than a 36 hour schedule may at any time exercise the option, subject to Appendix "L", of moving to the applicable hours of work and overtime provisions as per Articles 11 to 11.6.5 of the Collective Bargaining Agreement October 1, 1991 to June 30, 1994. An employee exercising this option will do so on a permanent basis and may not return to his former hours of work schedule.

In accordance with Article 11 and Appendix "L", I choose to exercise the option of moving to the hours of work and overtime provisions as per Article 11 to 11.6.5 of the Collective Bargaining Agreement October 1, 1991 to June 30, 1994.

New Hours of Work Schedule: _____

Will Take Effect: _____
(Date)

New Monthly Salary: _____ New EDO Entitlement: _____

Signed By: _____
Employee Human Resources Manager

Institute Union Chairperson Date

APPENDIX "L"

LETTER OF UNDERSTANDING

RE: SPECIAL PROVISIONS - HOURS OF WORK

Name of Employee: _____

Classification: _____

Duration of Proposed Provision: _____

Explanation of Proposed Provision Modification:

Show the following:

- Scheduled EDO to be **worked**: _____
(list # and dates)
- Mutually agreed period(s) of accumulation: _____
- Schedule of EDOs to be taken: _____
(list # and proposed dates)
- Accumulated earned days off must be taken by August 31, unless an employee is directed by management to work, in which case these days will be compensated for at one and one-half (1 1/2) times their regular rate of pay.

NOTE: Use all earned days off prior to scheduling and/or using vacation time.

PROPOSED BY: _____
(Print Name/Program/Institute)

SIGNED BY: _____
(Supervisor) (Employee)

(Institute Union Chairperson)

cc: Human Resources Office, Institute
Human Resources Office, Secretariat
SGEU Office, Saskatoon

APPENDIX "L"

LETTER OF UNDERSTANDING

RE: MODIFIED HOURS OF WORK

Name of Employee: _____

Hours of Work Designation: _____

Classification Affected: _____

Duration of Modified Period: _____

Modification desired:

A) Departure from normal start and stop times.

- Desired modified start time: _____
- Desired modified stop time: _____
- Length of Shift maximum: 8 hours
- Schedule of hours to be worked
(include scheduled EDOs) _____
- Include projected schedules
(showing - rotation of each employee, regular days off. final tours of duty)

PROPOSED BY: _____
(Print Name/Program/Institute)

SIGNED BY: _____
(Supervisor) (Employee)

(Institute Union Chairperson)

cc: Human Resources Office, Institute
Human Resources Office, Secretariat
SGEU Office, Saskatoon

APPENDIX "M"

R E 200-DAY WORK SCHEDULE

(Taken from Collective Agreement effective January 1, 1988 to September 30, 1991)

- 12.7 **Work Schedule - Two hundred (200) Assigned Day Year (Instructor Aides)**
- 12.7.1 For the purpose of this Article, as school year shall be defined as commencing July 1st and ending the 30th day of June next following.
- 12.7.2 A full-time employee shall mean a person appointed on the basis of working two hundred (200) assigned days per school year. Full-time employees shall be paid on a monthly basis in accordance with the monthly rates of pay contained in Appendix "A".
- 12.7.4 Employees appointed to a less than full-time position shall be paid at a rate of one two hundredth (1/200th) of their annual salary for each full day assigned or on a prorata basis for any assignment or less than a full day. However, if it is known at the time of the appointment that the assignment will be of a minimum duration of ninety (90) consecutive calendar days, the employee shall be paid on a monthly basis until the end of such appointment at which time a reconciliation of the salary paid to that date based on one two hundredth (1/200th) of the annual salary for each full assigned day worked shall be paid the employee and any monies overpaid shall be recovered from the employee.
- 12.7.5 In the event an employee is dismissed, resigns, promotes, demotes or transfers prior to the completion of the full school year, or the completion of the two hundred (200) assigned days, a reconciliation of the salary paid to that date and actual salary entitlements to that date based on one two hundredth (1/200th) of the annual salary for each full assigned day worked shall be conducted. Any monies owing shall be paid the employee and any monies overpaid shall be recovered from the employee.
- 12.7.6 In the event an employee commences employment in a full time position at such time other than the normal start of that program, he shall be paid on a monthly basis in accordance with the rates of pay contained in Appendix "A" until the normal end of such program or June 30 following, whichever occurs first (1st), at which time a reconciliation of salary paid to that date will be carried out in accordance with Article 12.7.4 above.
- 12.7.7 A full-time employee shall be entitled, in each school year, to a minimum of four (4) consecutive weeks of unassigned days as approved by management.
- 12.7.8 All unassigned days in an academic year, shall constitute full recognition of, and full payment for, any vacation leave, designated holidays, days of rest, earned days off and paid days off, that may otherwise have been provided by this Agreement.

- 12.7.9 Full-time employees who, **as** a result of an approved leave of absence without pay, do not complete two hundred **(200)** assigned days in a school year shall be subject to a reconciliation of the salary paid during the school year and actual salary earned. Their salary cheque(s) for the final month(s) of the school year shall be adjusted to compensate for the amount owing as shown by the reconciliation.
- 12.7.10 For the purpose of salary determination on promotion, demotion, transfer and TPHD assignments, the salary shall be determined on **the** basis of the daily rates.

APPENDIX "N"

R E UIC Rebate • Employee Share

The parties agree that by July 1, 1994, they **will** meet and allocate the employee monies, as collected in rebate form, to the benefit plan system of SIAST as per the employee wishes and as negotiated by the parties.



APPENDIX "O"
LETTER OF UNDERSTANDING
LONG-TERM DISABILITY

1. An employee suffering prolonged illness shall, on application, be granted definite leave of absence for a period of up to one year when all sick leave credits have been expended.
2. An extension of up to ~~six~~ months of definite leave shall be granted under 1 above if the Employer is reasonably assured that the employee will be fit for duty within that time frame.
3. An employee suffering prolonged illness who requires leave further to that granted under 1 and 2 above shall be granted indefinite leave. Upon conclusion of the indefinite leave, the employee shall have his/her name placed on the SIAT-wide re-employment list.
4. Subject to written authorization from the employee, the employer shall make available, where reasonable, information which would facilitate the application of an employee who is ~~ill~~, injured or disabled for any benefit or payment to which the employee is lawfully entitled.

APPENDIX "P"

RELOCATION ALLOWANCE

PURPOSE

To assist with relocation of employees.

POLICY

All employees required to relocate to a work location in either a different urban centre or one at least twenty (20) kilometres (road distance) from the immediately preceding work location due to any employee

being transferred, promoted or demoted for the benefit of the receiving institute
applying reversion provisions

shall be eligible for compensation provisions as set out in this policy.

Excludes:

new appointees
individuals under contract
simultaneous compensation to married employees being relocated to the same
work location.

1. RESPONSIBILITY FOR EXPENSES

The institute initiating an employee relocation is responsible for expenses of initial relocation as well as all consequent relocations resulting from it including application of reversion provisions.

2. REIMBURSEMENT RATES

Institute rates, plus specified allowances for spouse and/or dependents, apply as maximums.

Policy provisions may be increased only in exceptional circumstances with prior written approval of the President.

3. RECEIPTS

Must be submitted within one (1) year in order to be eligible for reimbursement (no receipts needed for meals).

4 ACCOUNTABLE ADVANCES

Granted upon employee request, in the amount of estimated relocation benefits for which employee is eligible.

5 SEARCH FOR ACCOMMODATION

Compensation provided to a maximum of

one (1) return trip to new work location for employee and spouse
five (5) nights' accommodation allowance for employee plus \$6.00/night for spouse
five (5) days' meal allowance for employee and spouse plus extra meal allowance for reasonable travel time to and from new work location
four (4) regular work days off with pay for employee.

Employee may make more than one (1) trip to new work location in order to locate accommodation, but total compensation shall not exceed maximum allowance above.

6. PRIMARY HOUSEHOLD EFFECTS

Compensation provided to cover all reasonable costs for packing and/or crating, loading, transporting, unloading and unpacking employee's primary household effects (excluding expedited service charges).

Transportation to be accomplished by:

commercial household goods mover, under normal circumstances, or
rented truck, if approved by Principal and total cost does not exceed estimated total cost of the commercial household goods mover's fees.

7. IN-TRANSIT INSURANCE

Saskatchewan Property Management Corporation has arranged a centralized, full replacement value insurance plan for all Institute employees, providing additional insurance up to a maximum of \$5.00/pound per article. The coverage is based on the actual weight of each individual's household effects up to a maximum of \$100,000. The premiums are paid by the Saskatchewan Property Management Corporation.

8 PERSONAL MOTOR VEHICLE

Compensation provided for freight costs of moving one (1) personal motor vehicle if employee's old and/or new work location is "beyond road's end". Vehicle to be transported by auto carrier if available.

In-transit insurance coverage of motor vehicle is covered for actual cash value, not replacement cost. It is recommended the employee take out additional coverage through

the moving company. Additional insurance coverage is the responsibility of the employee.

9. TRAVEL TO NEW WORK LOCATION

Compensation provided to a maximum of:

actual costs of transporting employee, spouse and/or dependents directly to new work location.
accommodation allowance while directly en route to new work location for employee plus \$6.00/night for spouse plus either \$5.00/night for each dependant, or a second motel/hotel room, subject to prior approval of Principal.
meal allowance while directly en route to new work location for employee, spouse and/or dependants.

10. STORAGE COST

Compensation for costs associated with storage of employee's primary household effects to a maximum of

thirty (30) days,
three (3) months, with prior approval of Principal.

Note: Goods in storage are covered for the first thirty (30) days only. If beyond thirty (30) days, special arrangements must be made.

11. TEMPORARY ACCOMMODATION AND MEALS AT NEW WORK LOCATION

Compensation provided to a maximum or:

thirty (30) nights accommodation allowance for employee only
thirty (30) days meal allowance for employee only

Resulting maximum may alternately be applied to:

accommodation allowance for employee plus \$6.00/night for spouse, plus either \$5.00 night for each dependant or a second motel/hotel room, subject to prior approval of Principal.
meal allowance for employee, spouse and/or dependents.

12. MAINTENANCE OF ORIGINAL DOMICILE

In lieu of temporary accommodation and meals at new work location (above), if employee must maintain original domicile to allow dependents to complete their school term at the old work location, compensation at new work location is provided to a maximum or:

two (2) months' accommodation allowance for employee only

two (2) months' meal allowance for employee only
four (4) return trips to original domicile at a rate of one (1) per month for every month that original domicile is maintained, subsequent to employee's relocation.

Time periods may be extended to four (4) months with prior approval of Principal.

13. RESIDENTIAL PROPERTY EXPENSES

If employee's principal residence is rented and if employee faces a lease discharge fee on principal residence and/or rental payments on both old and new principal residences, then compensation is provided to a maximum of

one (1) month's rent, based on **old** residence's rent, or
up to four (4) months' rent, with prior approval of Principal

If employee's principal residence is a mobile home and if employer wishes to move the home to the new work location, the compensation is provided for:

removal and reattachment of blocking and skirting
disassembly and reassembly of attachments, including entry porch, patio, cabana and stairways
installation and removal of wheels and hitch
pick-up and delivery of mobile home and attachments to new work location
lease discharge fee to a maximum of one (1) month's rent based on old location's rent, or up to three (3) month's, with prior approval of Principal
cost of obtaining a moving permit
pilot car rental, if required.

Compensation is not provided for:

removal of mobile home from concrete foundation
construction of concrete foundation for mobile home
placement of mobile home on concrete foundation

Note: Employees claiming compensation for moving of mobile home remain eligible for compensation for primary household effects.

If employee's principal residence is owned by employee and if legal and/or real estate fees are incurred in the sale of the employee's principal residence at the old work location, then:

Compensation is provided as follows:

reimbursement of actual real estate fees up to seven (7) percent of sale price to a maximum of \$10,000
reimbursement of legal fees at rate of the Law Society for sale and purchases of homes

reimbursement of mortgage discharge fees not exceeding three (3) months' mortgage interest, to a maximum of \$1,500
reimbursement of bridge financing up to three (3) months interest to a maximum of \$1,500. (This provision applies when a relocated employee takes title to a residence at the new location before the sale of the residence at the old location and is required to arrange for a short term loan to finance the purchase.)

14. INCIDENTAL EXPENSES

Compensation is provided for:

altering drapes, carpeting, floor covering, etc.
replacing household finings
erecting television aerials
installing telephones
disconnecting and reconnecting appliances
long distance telephone calls pertaining to move
costs associated with obtaining and preparing a mobile home site including
disconnecting and reconnecting utilities and septic tank installation
other expenses approved by the President.

Compensation is provided to a maximum of \$200 without receipts or \$500 with receipts.

15. PROCEDURE

All instances of removal of household effects arising from relocation are coordinated through the Saskatchewan Property Management Corporation. Inquiries should be directed to:

Relocation Coordinator
Saskatchewan Property Management Corporation
10th Floor, Sturdy Stone Building
122 - 3rd Avenue North
Saskatoon, Saskatchewan
S7K 2H6

APPENDIX "Q"

LETTER OF UNDERSTANDING

SIAST and SGEU, as represented **for** the SIAST Academic and
Administrative Support Collective Bargaining Agreements

The parties agree that, in the interest of promoting ongoing cooperative relations and further potentially reducing time and costs associated with the bargaining process, the parties will study the question of joint table and/or amalgamated bargaining. Such processes, as may be developed, will be implemented at a time mutually agreed between the Union's Bargaining Units and the Management of SIAST.

Signed on Behalf of:
SIAST Management
Bargaining Team:

Signed on Behalf of:
SIAST Admin./Support
Bargaining Unit:

original signed by Steve Pillipow

original signed by William Anderson

Signed this 8th day of April 1994.

APPENDIX "R"

RE: BENEFITS

Benefit plans carried over from the former PS/GE Agreement:

SGEU Long Term Disability Plan
Public Employees' Dental Plan
PEBA Group Life Insurance Plan
SGEU Portaplan
Public Service Superannuation Plan
Public Employees' Superannuation Plan

Benefit plans carried over from the former Community Colleges Agreement:

London Life Pension Plan
London Life Group Plan
London Life Long Term Disability Plan
London Life Short Term Disability Plan
Great West Life
Great West Long Term Disability Plan
Great West Life Dental Plan
Municipal Employees' Superannuation Plan
Sick Leave Bank - Regina Plains - Administration
Crown Investment Pension Plan (ATTC)

Former Community College employees will continue to participate in the above plans at the cost-share arrangements established under the Community College Agreement July 1, 1984 to August 31, 1986.

EFAP Committee is allowed to accumulate any unused portion of funds from year to year.

(The text of the plans prescribed by the Public Service Commission will be included in the collective Agreement.)

SGEU LONG-TERM DISABILITY PLAN

This summary is provided for information purposes only.

Actual benefits will be in accordance with the formal plan text, which is available from any SGEU office. Inquiries about the plan should be directed to your shop steward, staff representative, Benefit Plans Administrator, or

SGEU Long Term Disability Plan
1440 Broadway Avenue
Regina, Saskatchewan
S4P 1E2

Telephone: 522-8571 (Regina)
1-800-667-5221 (Toll Free)

INTRODUCTION

The SGEU Long Term Disability Plan (LTD) is intended to provide income for union members who are totally disabled and unable to work, and who are not covered by Workers' Compensation or automobile insurance.

Benefits become payable after an employee has been disabled for one hundred and nineteen (119) days, and has stopped receiving sick leave payment from the Employer.

If the member is never able to work again, his benefit will continue until age sixty-five (65) or until he begins to receive pension, whichever happens first.

The amount payable by the LTD plan will be reduced by any benefit received from the Canada Pension Plan, Workers' Compensation Board, or auto insurance.

The SGEU Long Term Disability Plan is completely financed by members' contributions. It is directed by a Supervisory Committee made up of representatives from each participating SGEU Bargaining Unit, and each occupational group in the Public Service/Government Employment Bargaining Unit. The plan is administered for the Union by a private life insurance company on a fee-for-service basis.

COST

The cost of the plan to each member is 1.15% of basic gross salary. Members drawing disability benefits and those over age sixty-four (64) and thirty-five (35) weeks are not required to make contributions.

Premiums are deducted from members' pay cheques by the Employer and forwarded to the Union. The Union then deposits the contributions in a fund which is used to pay benefits. The fund is maintained at a level sufficient to cover all the Plan's obligations.

ELIGIBILITY FOR BENEFITS

A contributor to the LTD is eligible for benefits if:

- a) He has been disabled for at least one hundred and nineteen (119) calendar days;
- b) He has received all sick leave benefits available from the Employer; and
- c) His disability meets the Plan definition.

The definition of "total disability" includes situations where a Plan member is:

- a) Unable to do his own job, This criterion is used for a period of thirty-six (36) months after expiry of the one hundred and nineteen (119) days waiting period.
- b) Unable to work at any job that he might reasonable be expected to do, given education, experience and training.

Certain exclusions exist to protect the Plan. (See 'Limitations and Exclusions').

DISABILITY BENEFITS

The monthly benefit to members who become disabled is .75 of net minus offsets of pre-disability, regular salary. This benefit will be reduced by certain other forms of income:

- a) If the disability results from a work related injury or illness, a disability income from the Workers' Compensation Board may be payable. In such a case, benefits from the LTD are reduced by the amount of Workers' Compensation Board income.
- b) Persons with a severe and prolonged disability may qualify for benefits from the Canada Pension Plan. Applicants for the LTD are required to apply for Canada Pension Disability Benefits, which will be deducted from LTD benefits.
- c) If a member is injured in a car accident and sues successfully for lost wages, or becomes entitled to an income benefit from basic auto insurance, this compensation will be deducted from LTD benefits. Compensation provided under additional insurance purchased by the individual member is not deducted.
- d) Disability benefits from group insurance or pension plans are deducted from LTD benefits.
- e) During the three year own occupation period as per Article 1.14(2), remunerative rehabilitative employment shall be taxable earnings from employment that was developed or expanded following the commencement of LTD benefits. Included shall be self-employment, any part-time or full-time employment with present or alternate employers.

The monthly benefit payable under this Plan shall be reduced by an amount equal to 50% of the monthly income (after tax) from the rehabilitative employment.

A rehabilitation program may be a course, training program or occupation that will enable a disabled person to work at some form of new employment, or return to his old job.

For an approved rehabilitation program that involves payment of wages, LTD benefits will be reduced by one-half (1/2) the amount of wages.

If employment continues for more than three (3) years from the time the rehabilitation program starts, it is no longer considered rehabilitation, and LTD benefits are discontinued.

DURATION OF BENEFITS

LTD benefits will continue until one of the following occurs:

- a) Recovery of ability to work again;
- b) Attainment of age sixty-five (65);
- c) Retirement unless partial payment "Hardship Policy";
- d) Death

Claimants must be under the regular and personal care of a qualified physician and are required to submit a doctor's statement at regular intervals. The Supervisory Committee may require claimants to see a doctor they have appointed. In such a case, the Plan would pay the expenses of the visit.

RECURRING DISABILITIES

If an individual recovers from his disability and returns to work, and then becomes disabled again;

- a) Eligibility for LTD benefits begins immediately if the cause of the disability is the same or directly related to the cause of the previous disability, and occurs within six (6) months of return to work;
- b) Eligibility for LTD benefits begins immediately if the illness or injury is wholly different from the prior disability, and occurs within one (1) month of return to work.

PAYMENT OF BENEFITS

Payments begin after the one hundred and nineteen (119) day elimination period or expiry of sick leave benefits, whichever comes last. Benefits are paid monthly, at month-end.

LTD benefit payments will be automatically increased January 1 of each year, by half the percentage difference between the average Regina/Saskatoon all-item CPI for the two (2) previous months of October.

LIMITATIONS AND EXCLUSIONS

Disabilities resulting from the following are not covered by the Plan:

- a) Attempted suicide or any intentionally self-inflicted injury or sickness, whether the member is sane or insane;
- b) War, whether declared or not, or any act of war;
- c) Committing or attempting to commit a criminal offence;
- d) Excessive use of either alcohol or drugs, unless the member is engaged on an active and continuing basis in a medically supervised program to correct such excessive use and such a program is begun by the member during the elimination period.

No benefit shall be payable:

- a) For any injury or illness contracted while on full-time active duty as a member of the military.
- b) For a period of total disability during the imprisonment of a member due to conviction of an offence or while awaiting trial. If acquitted, retroactive benefits are payable.
- c) For any period in which the member is permanently residing outside of Canada.
- d) For any injury or sickness contracted during the first ninety (90) calendar days as a member in the Plan if the disability can be directly attributed to a condition that existed prior to membership in the Plan, and for which treatment was received, or drugs were prescribed, by a qualified medical practitioner during the six (6) month period prior to membership in the Plan.

APPLICATION PROCEDURE

Application forms for LTD benefits are available from any SGEU office.

The completed application must be sent to the Union head office at 1440 Broadway Avenue, Regina, S4P 1E2, within sixty (60) calendar days of disability occurrence. Claims received more than one year from date of disability will not be paid.

The applicant is responsible for the payment of any expenses involved in having the disability claim form completed by a doctor, as well as for any subsequent medical examinations, except where a doctor is named by the Plan.

JOB PROTECTION

A member of the SIAST Administrative Support group is entitled, under the terms of the Collective Agreement, to up to eighteen (18) months definite leave of absence due to prolonged illness, with the right to return to his job at the end of the leave. A member may be eligible for a further indefinite leave, if required, with re-employment rights as provided for in the Agreement.

EXTENDED COVERAGE

A member on lay-off, maternity leave, leave of absence without pay, or strike, must continue coverage under the Plan by prepaying the premium for the anticipated period of leave.

Members on Workers' Compensation should check with the union office, as it may be necessary to apply for extended LTD coverage for the period you are off the job.

The Employer normally collects extended coverage premiums automatically. However, it is the employee's responsibility to pay the premiums to the Union, if the deduction was not made prior to leave or lay-off.

The extended coverage is normally limited to one (1) year. Coverage can be extended to a maximum of five (5) years by applying to the Union each year.

For leave of absence with pay, premiums will be deducted by the Employer in the normal manner

APPEAL PROCEDURE

The appeal procedure for applicants who feel they have not been treated fairly by the Plan is as follows:

- a) First, to the Pre-Appeal Review Committee, which recommends to the LTD Supervisory Committee a decision agreed upon by members of the Pre-Appeal body.
- b) Second, to the LTD Supervisory Committee, which must give a *written* decision, with reasons, within thirty (30) days.
- c) Third, to an independent single arbitrator, who must give a written decision, with reasons, within thirty (30) days.

The Arbitrator's decision is final and binding on both parties

Applicants may have access to assistance of a Union staff representative to help put together and argue the appeal. All reasonable expenses of an appeal are paid by SGEU in accordance with the Plan Text.

PUBLIC EMPLOYEES DENTAL PLAN

Members of SIAST Administrative Support Unit, not previously covered, become eligible for the Public Employees' Dental Plan on April 1, 1990.

The following description of the Dental Plan is based on information from the plan administration, and is supplied here for information purposes only. It does not replace or supersede the contract of insurance between the Government of Saskatchewan and the insurance carrier for this plan.

Inquiries about eligibility and/or benefits should be directed to your Human Resources Office, or to:

Public Employees Benefits Agency
4th Floor
2350 Albert Street
Regina, Saskatchewan
S4P 4A6

Telephone: 787-3745

INTRODUCTION

The Public Employees Dental Plan (PEDP) promotes good dental health by reducing employee costs for certain dental services. It is available to members of participant groups of employees of the Government of Saskatchewan and their eligible dependents.

EMPLOYEE ELIGIBILITY

1. All regular full-time employees who are actively at work, and who have completed six (6) months continuous service on the effective date of coverage are eligible.
2. Employees who have not completed six (6) months continuous service on the effective date will become eligible upon completion of six (6) months continuous service.
3. Employees hired after the effective date of coverage for their employee group will become eligible upon completion of six (6) months continuous service.
4. Children of employees who by virtue of their age are eligible to participate in the Saskatchewan Dental Plan are not eligible for coverage under PEDP.

Certain regular part-time employees are eligible for coverage:

- a) For employees who work regular hours for a certain period of the year (i.e. regular part-time, a minimum of four (4) months continuous employment in a period of fourteen (14) calendar months or less is required, subject to the six (6) month cumulative waiting period:

Example: Employee **A** works four **(4)** months in 1982 and four (4) months in 1983. Employee **A** would be eligible for coverage after two **(2)** months continuous employment in 1983.

Note: Claims **will** only be accepted for dental work performed while an eligible employee is actively employed.

- b) For regular part-time employees eligibility will require working a minimum of 40% of the regular hours of the group to which the employee belongs.

As the intent of this program is to encourage good dental health, eligible expenses incurred during the waiting period will be honoured retroactively to the employee's date of employment or the participating Employer's date of coverage, whichever is the later.

ELIGIBLE DEPENDENTS

1. Spouse or common law spouse where common law spouse means a period of the opposite sex who has cohabited with the employee for at least twelve (12) consecutive months immediately preceding the date on which the dental expense was incurred. In cases where both a legal and common law spouse exist, coverage of the legal spouse will cease immediately upon coverage becoming effective on the common law spouse.
2. A child or step-child of the employee under twenty-one (21) years of age who lives with the employee, and is solely dependent upon the employee for support. (Dependent children who are eligible for coverage under the Saskatchewan Dental Plan are excluded).
3. A child or step-child of the employee between the ages of twenty-one **(21)** and twenty-five (25) who is dependent upon the employee for support and in full-time attendance at an educational institution.
4. A dependent child over the age of twenty-one (21) who be reason of mental or physical infirmity is solely dependent upon the employee for support.

PLAN DETAILS:

DEDUCTIBLE

There is no deductible under the PEDP.

PLAN MAXIMUM BENEFIT PAYMENT

The PEDP will reimburse a maximum of \$1,000 per calendar year for regular full-time employees without dependents and \$1,500 per calendar year for permanent full-time employees with dependents.

The Public Employees Dental Plan payment schedule, available from Human Resources, is the basis for determining benefits payable. The maximum reimbursement schedule is stated on the reverse of the dental and denturist PEDP claim forms.

ELIGIBLE DENTAL SERVICES AND REIMBURSEMENT

100% 71
100%

Level I - Preventive service - 100% of PEDP payment schedule

- a) Oral examinations (maximum of twice per year);
- b) Cleaning and scaling of teeth (maximum once per year);
- c) Fluoride treatments (maximum of twice per year);
- d) Bite-wing X-rays (maximum of twice per year);
- e) Full mouth X-rays (maximum of once per twenty-four (24) months);
- f) Unmounted study models.

Level II - Basic and routine services - 75% of PEDP payment schedule;

- a) Amalgam, composite or acrylic fillings;
- b) Retentive pins;
- c) Extractions;
- d) Dental surgery including X-rays and laboratory services;
- e) Endodontics including root canal therapy;
- f) Periodontics both surgical and non-surgical, dealing with the soft tissue surrounding the teeth;
- g) Emergency treatment for dental pain;
- h) Repairs to existing dentures;
- i) Relines and rebases of existing dentures;
- j) Recementing of existing inlay or crown;
- k) Stainless steel crowns.

Level III - Major Restorative Services - 50% of PEDP payment schedule:

- a) The initial installation of crowns, complete or partial dentures or fixed bridges to replace natural teeth extracted while insured;
- b) The replacement of crowns, dentures
- c) The installation of additional teeth to existing dentures to replace additional teeth extracted while insured;
- d) Repairs to and recementing of an existing fixed bridge.

PLAN LIMITATIONS

Only the services outlined in the list of coverage codes will be eligible for reimbursement. No payment will be made for:

- a) Extra charges by the dentist for completion of claim forms or for broken appointments;
- b) Cosmetic treatment, experimental treatment or dietary planning;
- c) Congenital or developmental malformation;
- d) Expenses for dentures which have been lost, mislaid or stolen;
- e) Orthodontic benefits

In cases where coverage exists through any other government or group sponsored medical or dental program, Medical Care Insurance Commission, Workers' Compensation, Saskatchewan Government Insurance or other government programs or legislation, the PEDP will not accept responsibility for claim payment.

Services or treatments available to participants or dependents through the Saskatchewan Dental Plan will not be covered by the PEDP.

GROUP LIFE INSURANCE PLAN

The following are the general terms and conditions of the Government of Saskatchewan Group Life Insurance Plan.

The summary does not replace or supersede the contract of insurance between the Government of Saskatchewan and the insurance carrier for the plan.

Am I Eligible to Participate?

Who is eligible?

Regular full-time, regular part-time and term employees of a participating employer are covered. Term employees cannot participate in the plan.

When does **my** coverage begin?

Coverage begins on your first day of work.

What is My Coverage?

Coverage	Regular Full-Time	Regular Part-time and Term
Basic Life	Your annual salary rounded to the next highest multiple of \$500 (if it is not already a multiple of \$500), multiplied by two.	\$20,000
Optional Life	An additional one time annual salary increasing coverage to 3 or 4 times salary.	Not available
Minimum	\$20,000	\$20,000
Maximum	\$200,000	\$20,000
Accidental Death or Dismemberment (AD&D)	Upon your accidental death or dismemberment, a maximum of \$50,000 will be paid for all losses you sustained in any one accident.	Not available
Basic Spouse Life	\$10,000	\$3,000

<i>Each Dependent Child</i>	\$3,000	\$1,000
<i>Retirement</i>	\$5,000 Retirement Death Benefit Certificate and the option to continue the balance of your coverage to age 65.	Not available
<i>Repatriation</i>	\$3,000 maximum to ship your body to your normal province residence, if death occurs outside of that province.	Not available

Upon your death, a \$5,000 advance payment may be requested by your beneficiary

What **is** basic coverage?

Your basic coverage is your annual salary rounded to the next highest multiple of \$500 if it is not already a multiple of \$500 times two (i.e., if your salary is \$25,502, your basic coverage is \$52,000).

Basic coverage is payable for all causes of deaths

What is **optional** coverage?

Optional coverage is an additional one times annual salary increasing coverage to 3 or 4 times salary.

An employee may apply for optional coverage without medical evidence of insurability at the time of enrolment in the plan.

After 31 days of employment, medical evidence of insurability must be submitted and approved by the insurance carrier before the optional coverage will be in effect.

Optional coverage is payable on all causes of death.

What is accidental death and dismemberment coverage?

Upon proof of your accidental death, your designated beneficiary will be paid \$50,000

Your dismemberment coverage pays you a benefit for the one greatest loss you experience in an accident. No more than \$50,000 will be paid for all losses you receive in any one accident.

Dismemberment Coverage

Loss of	Benefit
Life	\$50,000
Both Hands or Both Feet	50,000
Entire Sight of Both Eyes	50,000
One Hand and One Foot	50,000
One Hand and Entire Sight of One Eye	50,000
Complete Speech and Complete Hearing in Both Ears	50,000
Use of Both Hands or Both Arms or Both Legs	50,000
Use of One Hand and One Leg	50,000
Use of One Arm and One Leg	50,000
Paraplegia (Total Paralysis of Both Lower Limbs)	50,000
Hemiplegia (Total Paralysis of One Side of Body)	50,000
Quadriplegia (Total Paralysis of All Four Limbs)	50,000
One Arm or One Leg or One Hand or One Foot	25,000
Entire Sight of One Eye	25,000
Use of One Hand or One Arm or One Leg	25,000
Complete Loss of Speech	25,000
Complete Loss of Hearing in Both Ears	25,000
Thumb and Index Finger of Same Hand	12,500

The following define the term "loss":

Loss	Definition
Hand	Complete severance at or above the wrist.
Thumb	Complete loss of one entire phalanx of the thumb.
Index Finger	Complete loss of two entire phalanges of the index finger.
Foot	Complete severance at or above the ankle.
Leg	Complete severance at or above the knee joint.
Arm	Complete severance at or above the elbow joint.

Loss of sight, hearing or speech means the total and irrecoverable loss of your eyes, ears or speech. If your loss can be recovered or partially recovered by the use of some device (i.e. hearing aid) or rehabilitative program, then there is no loss for the purposes of this plan.

Exposure is bodily injury by accidental means where you as an insured employee are exposed to the elements following the disappearance, forced landing, stranding, sinking or wrecking of a conveyance (i.e. plane, boat) in which you were an occupant.

Disappearance is loss of life if the body of an insured employee cannot be found within one year of the disappearance, forced landing, stranding, sinking or wrecking of a conveyance in which the insured was an occupant.

Exclusions to Accidental Death and Dismemberment Coverage

Any injury caused or contributed to by, or as a consequence of any one of the following is not covered under the plan:

- a) suicide or self-inflicted injury, whether sane or insane;
- b) insurrection or war (whether war be declared or not) or any act incident to either, or participation in any riot;
- c) committing, attempting or provoking an assault or criminal offense, including without limitation driving a vehicle with blood alcohol in excess of 80 milligrams of alcohol per 100 millilitres of blood; and
- d) bodily or mental weakness, illness or disease or medical or surgical treatment of any kind.

What Are my Benefits Upon Retirement?

Retirement Death Benefit Certificate

Permanent employees may apply for a Retirement Death Benefit Certificate upon retirement. The certificate has no cash surrender value. The face value is payable to your beneficiary upon your death.

You are eligible for the certificate if your coverage is in effect when you retire.

Continuation of Coverage to Age 65

If you are eligible to take an immediate pension allowance, you can continue the coverage you had upon retirement minus the amount of the Retirement Death Benefit Certificate.

Your premiums will be taken off your pension cheques

Is my Spouse Eligible for Coverage Under my Plan?

Basic Spouse Coverage

Your spouse is by legal marriage or is your common-law spouse of the opposite sex with whom you have lived for at least 12 months in a row, or for 36 months if marriage would not be allowed by law. Your common-law spouse is publicly known as your spouse. Once coverage for your common-law spouse begins your legal spouse is no longer covered.

If you are a permanent employee your spouse is insured for \$10,000. If you are a regular part-time employee your spouse is insured for \$3,000.

Are my Dependents Insured Under This Plan?

Your dependent child is:

- a) your child from birth to their 21st birth date;
- b) your child over age 21 who is in full-time attendance at an educational institution and for whom you are legally and financially responsible. **If** your child is employed on a full-time basis, or performing any work for wage or profit he or she will not be covered as a dependent; and
- c) your child, who is suffering from a mental or physical weakness and is totally dependent on you financially.

No person living outside of Canada is a dependent unless he or she is a student and normally lives in Canada.

Can my spouse and children be insured as my dependents if they are **also** employees **of** a participating employer **of** the plan?

Your dependent spouse can be covered as both an employee and a dependent (e.g., a husband and wife both working for the government).

Your dependent child cannot be covered as both an employee and a dependent.

Only one employer will cover you as an employee under this plan.

How Do I Name A Beneficiary?

Beneficiary designations and changes are made on the Group Life Insurance Designation of Beneficiary form. The form is available in your Human Resource Branch,

If you do not name a beneficiary, the payment will be made to your estate.

If your beneficiary is a minor (i.e. under 18 years of age) you should look at other considerations (i.e. appointment of a trustee) to ensure that your wishes are carried out upon your death. Payment cannot be made directly to a minor beneficiary.

What Are **My** Insurance Premiums?

The group insurance premium for basic coverage is \$0.25 per \$1,000 of coverage.

SIAST shares the monthly cost with their employees by paying premiums on the first \$10,000 of coverage per month.

For example, if you are insured for \$80,000 of coverage, the total monthly premium is \$20.00. Your employer pays \$2.50 per month for you and you pay \$17.50.

SGEU PORTAPLAN LIFE INSURANCE

The SGEU Portaplan is a voluntary plan which offers low cost term life insurance, accidental death and dismemberment, and dependent life insurance to union members and their spouses. The Portaplan is an option to be seriously considered by members who want more coverage than is provided by the compulsory Group Life Plan (see Supplement 3), or who require mortgage insurance.

Members who participate in this Plan may continue their coverage if they change employers or retire, simply by maintaining associate membership in the union, at a nominal cost.

For further information on the Portaplan, contact:

Saskatchewan Government Employees' Union
Portaplan Administrator
1440 Broadway Avenue
Regina, Saskatchewan S4P 1E2

Telephone: 522-8571, Regina
1-800-667-5221 (Toll Free)

GENERAL INFORMATION:

This summary is provided for information only. Actual benefits will be in accordance with the Policy.

Eligibility

Members under age 65 (including members, associate members, employees and affiliate members) of the Saskatchewan Government Employees' Union, who are resident in Canada, actively at work and have not been absent from work for more than 7 days in the last 60 days are eligible to apply for Portaplan coverage. Spouses of eligible members who are under age 65 are also eligible.

Medical Examination

A short statement of health and other particulars of insurability are required if you apply for term life insurance. However, the insurance carrier reserves the right to request a medical examination at no expense to you. You will be notified directly if one is required. No statement of health is required directly for the accidental death and dismemberment or dependent life insurance.

Guarantee Issue Benefit

During the period May 1 to July 31, each year, new members are eligible to apply for one unit of \$20,000 term life without a statement of health.

Insurance Guarantee

Your insurance policy may not be cancelled or changed, nor can a renewal be refused by the insurance carrier, provided you pay the required premiums as they are due.

Waiver of Premium During Disability

Should you become totally and permanently disabled before age 65, all term life and dependent life premiums falling due after six months of continuous disability will be waived while disability continues. There is no extra charge for this benefit.

Term Life Insurance

Members and spouses under age 65 are eligible to apply for term life insurance. Up to 10 units of \$20,000 each, may be selected at any time up to age 64.

Premium rates are reduced if two or more units are purchased. Insurance reduces at higher ages. See schedule of unit amounts below.

Your beneficiary may be changed at any time subject to any limits set by law, by providing written notification to the insurance carrier.

If your term life insurance is cancelled before you are 66 years old, you may apply within 31 days to convert your insurance to an individual permanent plan. This may be done without further evidence of insurability and at rates applicable to your age and occupation at the time of conversion.

Suicide within two years of the effective date of coverage is not a covered risk.

Accidental Death and Dismemberment Insurance

Accidental death and dismemberment insurance is available to members who purchase term life insurance. Applicants may select up to 10 units of \$20,000 each, provided the total does not exceed the amount of term insurance. Insurance reduces at higher ages, in the same way as term insurance.

A percentage of your benefit is payable for any of the following losses which result within 180 days of an accident causing bodily harm. This is loss or loss of use.

- 100% payable to your beneficiary for loss of life
- 100% payable to you for loss of both hands, both feet, both arms or both legs, or sight of both eyes, or any combination of two
- 75% payable to you for loss of use of one arm or one leg
- 67% payable to you for loss of one hand and/or one foot or sight of one eye
- 50% payable to you for loss of hearing or speech
- 33% payable to you for loss of thumb and index finger on the same hand.

Payment for losses is subject to the usual exclusions, including suicide, self-inflicted injury, criminal offenses, disease, armed forces, riot, war, certain non-commercial flights.

Dependent Children Life Insurance

Dependent life insurance is available to members who purchase term life insurance. Children are eligible if they are over 14 days of age and under age 21 (**25** if in full-time attendance at a high school, college or university and who entitle the member to claim a deduction for income tax purposes).

Where a member ceases to be insured for any reason, including death, the dependent life insurance coverage automatically terminates. Conversion privilege is available upon joint death of both parents.

In the event of the death of a dependent, the benefit is paid to the insured member. Benefits are \$5000 per child.

If both husband and wife are insured for term life insurance only one may apply for dependent children life insurance.

Premiums are due May 1 of each year. If the annual premium is \$50 or more, it may be paid semi-annually, subject to a 3% surcharge. A "card fee" of \$1.00 is payable each May 1.

Young Adult Security Insurance

Children of an eligible member who are between the ages of 16 and 25 years of age are eligible to apply.

Such children may select up to 10 units of \$20,000 in total at any time up to age 25

Rates are same as for member and spouse (see schedule next page)

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PUBLIC SERVICE SUPERANNUATION PLAN

The following describes the general terms and conditions of the Public Service Superannuation Plan as at February 1, 1994.

This information does not replace or supersede The Public Service Superannuation Act, The Superannuation (Supplementary Provisions) Act, their related regulations or amendments thereto.

INTRODUCTION

The Public Service Superannuation Plan (PSSP) came into effect on May 1, 1927. The enrolment of new employees terminated with the inception of the Public Employees Superannuation Plan on October 1, 1977. You are a member of the PSSP if:

- a) you became a permanent or labour service employee prior to October 1, 1977; and
- b) you did not elect to transfer from the "Old Plan" to the "New Plan".

The PSSP is a defined benefit plan **with** benefits based on salary and years of pensionable service.

HOW IS YOUR CONTRIBUTION CALCULATED?

Your contribution to the Public Service Superannuation Plan is based on the following formula:

P1.16
0.32
P.16
Your salary multiplied by your contribution rate less 1.8% of your salary above the Years Basic Exemption (YBE) up to the Years Maximum Pensionable Earnings (YMPE) as defined by the Canada Pension Plan (CPP).

Your salary is your regular pay including signing bonuses, lump sum performance pay, etc. It does not include overtime pay, any payment in lieu of any benefit or any payment that is not part of your regular salary.

YBE is the basic exemption under the CPP and is calculated at 10% of the YMPE rounded down to the next lower \$100. For 1994 the YBE is \$3,400.

YMPE is the earnings base which the federal government uses to set contributions and benefits under the CPP. It is indexed annually and is set at the beginning of each year. For 1994, the YMPE is \$34,400.

Your contribution rate is based on your age at the time you started with the Public Service Superannuation Plan.

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514
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CAN I PURCHASE PRIOR SERVICE?

As an active member of the plan (i.e. you are an employee of a participating employer and you are eligible to contribute to the pension plan), you may make written application to the Public Service Superannuation Board (PSSB) to purchase prior pensionable service. The PSSB will respond in writing to you confirming the service available for purchase and the cost and payment methods available to purchase the service. You have 30 days from the date of your letter from the PSSB to purchase the service at the cost specified. After 30 days, additional interest will be applied, and after 90 days, you must re-apply to purchase the service.

Pensionable service eligible for purchase includes:

- a) Previous permanent, temporary, provisional, casual, part-time or seasonal employment with a Saskatchewan Government Department Board, Bureau, Commission, Crown Corporation or Agency, regardless of the elapsed time between such employment and the date of your last entry to the Public Service Superannuation Plan. You must make application prior to the first day of the last month of your employment.

If you received a refund for permanent, provisional or seasonal service, you must repay the contributions and interest refunded, plus interest at the rate of 7% compounded annually from the date of the refund to the date your written request to purchase the service is received by the PSSB.

If you did not contribute to a superannuation plan for the period of service you want to purchase, you pay the contributions required for the period plus interest of 7% compounded annually from the date the contributions should have been paid to the date the written request to purchase the service is received by the PSSB.

- b) War service in:
 - (i) Her Majesty's active forces;
 - (ii) the active forces of the Auxiliary Services;
 - (iii) the Merchant Marine of Canada; and
 - (iv) the active forces of any of Her Majesty's Allies during the Second World War, or in the Korean War Theatre during the Korean War.
- c) If you have previous service with an institution acquired by the Government and you became a public service employee on the date of acquisition or within two years of that date, you may be eligible to purchase your previous service with that institution under the pension plan.

HOW IS MY PENSION CALCULATED?

How is my basic pension calculated?

The normal retirement age under the plan is 65 years.

Your basic pension will be calculated as follows:

$$2\% \times \text{Your 5 Year Average Annual Salary} \times \text{Your Years of Service (Maximum of 35 Years)}$$

Your allowance is reduced the month following your 65th birthday due to CPP integration. (Refer to the section "How Is My Pension Integrated with the Canada Pension Plan (CPP)?").

Your age and pensionable service at the time of your retirement determine whether you are entitled to a non-reduced (i.e. fully earned) pension allowance or a reduced pension allowance.

How is my non-reduced pension allowance calculated?

If you qualify for a non-reduced pension, your pension will be based on 2% of the average of the five years (i.e. 60 months) of highest salary multiplied by your years of pensionable service not exceeding 35 years.

For example:

Average Salary	Service	Calculation of Allowance Payable Prior to age 65	Annual Pension	Monthly Pension
\$27,700	35 years	$\$27,700 \times 2\% \times 35 \text{ years}$	\$19,390	\$1,615.84
\$27,700	30 years	$\$27,700 \times 2\% \times 30 \text{ years}$	\$16,620	\$1,385.00
\$27,700	25 years	$\$27,700 \times 2\% \times 25 \text{ years}$	\$13,850	\$1,154.17

If you work beyond 35 years of pensionable service, the salary in the latter years of employment may be used in the calculation of the five (5) year average annual salary.

How is my reduced allowance calculated?

You are eligible for a reduced pension allowance at:

- a) age 60 with a minimum of 15 and less than 20 years service with your allowance reduced by:
 - (i) one-eighth of 1% for each month that your age on your date of retirement is less than 65 years; and
 - (ii) one-eighth of 1% for each month that your years of pensionable service on your date of retirement are less than 20 years; and

- b) age 55 with a minimum of 30 years service with your allowance reduced by:
- (i) one-twelfth of 3.75% for each month that your age at the time of your retirement is less than 60 years; and
 - (ii) one-quarter of 1% for each full year and any portion of a year that your years of pensionable service on the date of your retirement are less than 35 years.

For example, if you retire on your 60th birthday with 19 years and 92 days of pensionable service, and an average salary of \$27,700 for your five highest years (i.e. best 60 months) of salary, your annual pension allowance would be as follows:

Basic Allowance Calculation:

$$\begin{array}{rclcl}
 2\% & \times & \text{Average Salary for} & & \times & \text{Years of Service} & & \\
 & & \text{Highest 60 Months} & & & \text{(Maximum 35 Years)} & & \\
 2\% & \times & \$27,700 & & \times & 19.252 \text{ years} & = & \$10,665.64
 \end{array}$$

Less Age Reduction:*

$$\begin{array}{rclcl}
 \text{Reduction Factor} & \times & 2\% & \times & \text{Average Salary} & \times & \text{Years of Service} & & \\
 .075 & \times & 2\% & \times & \$27,700 & \times & 19.252 & = & 799.92
 \end{array}$$

Less Service Reduction:**

$$\begin{array}{rclcl}
 \text{Reduction Factor} & \times & 2\% & \times & \text{Average Salary} & \times & \text{Years of Service} & & \\
 .0112 & \times & 2\% & \times & \$27,700 & \times & 19.252 & = & \underline{119.46}
 \end{array}$$

$$\text{Annual Pension} \qquad \qquad \qquad \$ 9,746.26$$

Note: * At age 60, your pension is reduced one-eighth of 1% for each month that your age on your date of retirement is less than 65 years. The reduction factor in this case is 60 months multiplied by .125% or .075.

** Your service is 19.252 years which is 9 months less than 20 years of service. The reduction factor for service in this case is 9 months multiplied by .125% or .0112. In this case, you would be entitled to a full pension in 273 days (about 9 months) equivalent to \$10,665.64 annually. The question of whether or not a reduced allowance is good depends upon personal circumstances.

How is my pension integrated with the Canada Pension Plan (CPP)?

Since your contributions to the PSSP are reduced by a portion of the amount you contribute to the Canada Pension Plan, your retirement benefit is reduced on the first of the month following your 65th birthday. The amount that your pension is reduced under this plan is less than the amount you will receive from the CPP. The reduction occurs at age 65 even if you choose to receive your CPP pension before age 65. If, however, you are in receipt of the CPP disability benefit and an allowance under the plan, CPP integration will occur immediately.

The reduction is based on your service since January 1, 1966, when the CPP commenced. The reduction formula is:

$.7\% \times \text{Your service since January 1, 1966} \times \text{The lesser of the YMPE in the January 1, 1966 year of retirement or the average annual salary on which your pension is calculated.}$

The amount of the reduction increases each year until your retirement, based on your increased service since January 1, 1966, and any increases in the Years Maximum Pensionable Earnings (YMPE).

For example, given a December 31, 1994 retirement date at age 60, with an average salary of \$35,500 and 35 years of service, YMPE in 1992 of \$32,200, your CPP reduction at age 65 would be calculated as follows:

1. Calculate the three (3) year average of the YMPE

YMPE in	1994:	\$34,400.00
	1993:	33,400.00
	1992:	<u>32,300.00</u>
	Total	\$100,000.00
		÷ 3
		\$ 33,333.33
	Annual Allowance	Monthly Allowance
Allowance payable to age 65		
$2\% \times \$35,500 \times 35 \text{ years}$	\$24,850.00	\$2,070.84
Less CPP integration reduction:		
$.7\% \times 29 \text{ years} \times \$33,333.33$	<u>6,766.67</u>	<u>563.89</u>
Allowance payable at age 65	<u>\$16,454.20</u>	<u>\$1,506.95</u>

Maximum Pension Allowance

Revenue Canada has placed a maximum on the amount of the allowance that can be paid to a member. The maximum is based on \$1,722.22 per year of pensionable service. For a member who retires with

25 years of service, the maximum annual pension that can be paid is \$43,055.50. For a member with 35 years of service, the maximum annual pension that can be paid is \$60,277.70

Is my allowance indexed?

The plan is not indexed, however, the Government of Saskatchewan annually reviews pensions paid to superannuates. As at February 1, 1994 increases have been granted in the last 23 out of 28 years.

WHAT OPTIONS DO I HAVE THAT AFFECT THE AMOUNT OF MY PENSION ALLOWANCE?

Definition of spouse

Your spouse is your legal spouse or a person of the opposite sex with whom you have cohabited for at least twelve consecutive months prior to the relevant time. Relevant time is defined as death of the member or payment of an allowance.

It is important to note that the spouse at the time that an allowance is taken, is the spouse to whom a spousal benefit is paid in the event of the death of the member. If a member's spouse dies subsequent to the member's retirement, and the member remarries and subsequently dies, the second spouse is not entitled to a spousal allowance.

What is a joint annuity?

You may choose a joint annuity to provide for the continued payment of your basic pension to your spouse, when you die. Although you will receive a reduced basic pension per month, your spouse will continue to receive the same basic monthly pension when you die. The amount of reduction depends upon the ages of you and your legal spouse upon your retirement.

Another advantage of having your allowance calculated on a joint annuity basis is that it levels out your pre and post age 65 income. The reduction at age 65 due to CPP integration is factored into the joint annuity calculation and, therefore, your income is not reduced at age 65.

Example 1: An age 41 female dies leaving a 42 year old spouse.

	Monthly Allowance
<i>Normal Pension Allowance Calculation:</i>	
a) Pension calculated at date of death	\$594.19
b) '60% death benefit payable to spouse	365.52
<i>Joint Annuity Allowance Calculation:</i>	
Pension payable before and after age 65	550.93

Example 2: An age 65 retired male dies leaving a spouse age 53.

	Monthly Allowance
<i>Normal Pension Allowance Calculation:</i>	
a) Basic pension payable to age 65	\$847.68
b) CPP reduction at age 65	<u>286.04</u>
c) Pension after age 65	<u>\$561.64</u>
d) *80% death benefit payable to spouse	\$336.98
Note: * The spousal death benefit is 80% of the pension allowance the superannuate was in receipt of at the time of death.	

Joint Annuity Allowance Calculation:

Pension payable before and after age 65	\$494.67
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Example 3: An age 59 retired male dies leaving a spouse age 56.

	Monthly Allowance
<i>Normal Pension Allowance Calculation:</i>	
a) Basic pension payable to age 65	\$2,310.76
b) CPP reduction at age 65	<u>299.87</u>
c) Pension after age 65	<u>\$2,010.89</u>
d) *Spousal allowance	\$1,386.46

Joint Annuity Allowance Calculation:

Pension payable before and after age 65	\$1,995.93
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Note: * There is no CPP integration on a spousal allowance if the superannuate dies before age 65.

If you are married, you may request a joint annuity any time up to one month before your retirement. Having your joint annuity request on your pension file is like an insurance plan: it ensures that a joint annuity calculation will be used if your spouse is eligible to receive a pension allowance when you die.

Should you want to cancel your joint annuity before your retirement, your request in writing must be received by the PSSP no later than the first day of the last month of your employment.

What is the optional OAS increase to age 65?

If you retire before age 65, you may request an increase in your basic pension to age 65. The increase is based on the ages of you and your spouse (if you are married) upon your retirement and the amount of the Old Age Security (OAS) benefit in effect in the month of your retirement. At age 65, the increased pension is reduced by the monthly payment of the Old Age Security (OAS) on which the increase was calculated. The "optional OAS increase to age 65" helps you to level out your pre and post age 65 retirement income.

If you retire, choose the OAS increase, and die before age 65, your spouse will receive 60% of the OAS increase regardless of whether or not you have chosen a joint annuity. On the date you would have been age 65, the pension is reduced by 60% of the OAS used to calculate the increase in the pension.

For example, a female retires December 31, 1993 at age 53 years, 126 days, with spouse age 45 years, 44 days. The member has 35 years of service. The average salary is calculated as \$26,087.80. Looking at both the normal form of pension and a joint annuity, the OAS increase to age 65 and reduction at age 66 would be as follows:

	60% Pension	Joint Annuity
Pension Payable to Age 65		
Basic Pension	\$ 1,521.79	\$ 1,801.22
OAS Increase	<u>143.96</u>	<u>150.81</u>
Total Pension to Age 65	<u>\$ 1,665.77</u>	<u>\$ 1,452.03</u>
Pension Payable at Age 65		
CPP Reduction	\$ 435.61	\$ N/A
OAS Reduction	<u>384.66</u>	<u>384.66</u>
Total Pension at Age 65	<u>\$ 845.51</u>	<u>\$ 1,067.37</u>

If you retire, decide not to take the OAS increase and die, your spouse, if less than age 65, may choose to receive the increase. The OAS increase is based on your spouse's age at the time of your death. On your spouse's 65th birthday, the increased allowance is reduced by the amount of the OAS benefit used to calculate the increase.

To receive the OAS increase, you must inform the Public Service Superannuation Board in writing before the first payment of your allowance. This action is irrevocable.

HOW DO I APPLY FOR MY PENSION?

If you want to retire before age 65, you must apply to the Public Service Superannuation Board, in writing, at least one month before the date your pension allowance is to begin.

The Public Service Superannuation Board will send you forms to complete. If you retire at age 65, no application is necessary.

You must provide a certified copy of your birth certificate, and if married, a certified copy of your spouse's birth certificate and a certified copy of your marriage certificate. Certified copies are copies of the original document whereby the copying process has been witnessed by a Commissioner for Oaths, a Notary Public or a Justice of the Peace. If you have a common-law spouse, a declaration for common-spouse would have to be made.

Your pension *normally* becomes effective the first of the month after you turn age 65. Allowances are payable at the end of each month following the date of retirement. Your cheque may be electronically deposited to a financial institution of your choice.

WHAT IF I TAKE A LEAVE OF ABSENCE:

If you take an approved leave of absence, you are required to contribute to the plan for the period of leave. The following payment options are available to you:

- a) lump sum payment payable upon your return from the leave;
- b) instalments through payroll deduction not to exceed the number of months you will be on leave;
or
- c) application to the Public Service Superannuation Board to contribute on a current basis during the period of leave.

Contributions for the period of leave, are based on the salary immediately prior to the commencement of the leave without CPP integration.

Contributions **while** on a leave of absence

Revenue Canada limits the total amount of leave for which you are eligible to make contributions. You are permitted *to contribute* for a maximum of five years of accumulated leaves of absence. This maximum is increased by an additional three years in the case of maternity or paternity leaves. The accumulation of leave for this maximum includes any period of leave after December 31, 1991.

WHAT IF I TERMINATE MY EMPLOYMENT?

Depending upon your personal circumstances, you may elect one of the following options upon your retirement of employment:

- a) ***Refund of contributions.*** If you are not eligible to receive an immediate non-reduced pension allowance, you may make a written request for a refund of your contributions plus accrued interest.

Interest is compounded annually at the following rates:

Rate	Period	Employee Group
5.0%	May 1, 1927 - April 30, 1935	Public & labour service
4.5%	May 1, 1935 - October 31, 1936	Public & labour service
4.0%*	November 1, 1936 - July 31, 1951	Public & labour service
2.0%	August 1, 1951 - March 31, 1959	Public & labour service
3.0%	April 1, 1959 - April 30, 1972	Public service
3.0%	April 1, 1959 - August 31, 1973	Labour service
4.0%	May 1, 1972 - May 31, 1977	Public service
4.0%	September 1, 1973 - May 31, 1977	Labour service
6.0%	June 1, 1977 - March 31, 1982	Public & labour service
7.0%	April 1, 1982 to present	Public & labour service

Note:* Interest for this period is compounded semi-annually.

You may choose one of the following refund payment methods:

- (i) Lump sum payment with income tax deducted as follows:

10% for amounts up to \$5,000;
20% for amounts of \$5,001 to \$15,000; and
30% for amounts over \$15,000.

A direct refund constitutes taxable income for the year in which it is received. The tax deducted may or may not be sufficient depending on your total income from all sources for the year.

- (ii) Transfer your refund to a registered retirement savings or pension plan. (Income tax will not be deducted on the monies being transferred.)

- (iii) A combination of (i) and (ii).

- b) ***Deferred Allowance.*** If you are age 30 or older with 10 or more years of service, you may choose to receive a deferred allowance payable at age 65. If you have 15 or more years of service, your deferred allowance can be paid to you as early as age 60. You may cancel your deferred allowance before it becomes payable and make a written request for a refund of your contributions plus accrued interest.

- c) **Reciprocal Transfer.** If you start work with an employer whose pension plan has a reciprocal agreement with this plan, you may apply to transfer your service and contributions to the other plan. Under a reciprocal agreement, service is credited to you in accordance with the requirements of the importing plan, based on the contributions and interest transferred. The amounts transferred may be more or less than sufficient to cover the full service with the importing plan.

Each reciprocal agreement has unique clauses so you should discuss your situation with the administrators of each of the pension plans involved.

The following is a list of pension plans with whom the Public Service Superannuation Plan has a reciprocal agreement:

- City of Moose Jaw;
- City of Regina;
- City of Saskatoon;
- Federal Government of Canada (not including Royal Canadian Mounted Police, Central Mortgage and Housing Corporation, Bank of Canada or Armed Forces, but including employees of the Northwest Territories and Yukon);
- Ontario Municipal Employees Retirement Board;
- Province of Alberta;
- Province of British Columbia;
- Province of Manitoba;
- Province of New Brunswick;
- Province of Newfoundland;
- Province of Ontario;
- Saskatchewan Crown Investments Corporation
- Saskatchewan Government Insurance;
- Saskatchewan Health-Care Association;
- Saskatchewan Indian Agricultural Program;
- Saskatchewan Municipal Employees' Superannuation Plan;
- Saskatchewan Teachers' Superannuation Commission; and
- University of Regina.

WHAT IF I BECOME DISABLED?

If you become incapacitated for all employment purposes because of ill health or disability, you may apply for:

- a) a non-reduced pension if you have 15 years of service (or 10 years with credited war service); or
- b) a refund of your contributions and interest, plus a matching amount, if you have between 10 and 15 years of service.

If you are insured under a long-term disability plan, you should investigate your options under that plan before you choose early retirement or a refund of contributions due to ill health.

While in receipt of benefits under the Government of Saskatchewan Disability Income Plan or the Saskatchewan Government Employees' Union Long Term Disability Plan, a pension contribution will be deducted from your insured benefit as long as the employee and employer relationship continues. Because you continue to contribute to the pension plan, your years of service and final pension benefit will increase.

To apply for an ill health allowance under the pension plan, you must:

- a) make a written request to the Public Service Superannuation Board (PSSB);
- b) have a medical report completed by your doctor (contact the Public Employees Benefits Agency to obtain the medical report form);
- c) be examined by a doctor chosen by the PSSB; and
- d) provide a photocopy of your Canada Pension Plan Notice of Entitlement form if you are in receipt of the Canada Pension Plan disability benefit.

If your application is approved, your case will be reviewed periodically by the PSSB. An allowance may be reduced, suspended or discontinued if you have recovered or if in the opinion of the PSSB, you are no longer totally and permanently disabled.

The disability allowance (i.e. early retirement due to ill health allowance) is calculated in the same manner as a non-reduced allowance payable prior to age 65.

WHAT BENEFITS GO TO MY ESTATE OR BENEFICIARY WHEN I DIE?

What benefits are payable if I die before retirement?

If you die with 10 or more years of service, your spouse will receive:

- a) 60% of your non-reduced pension; and
- b) 10% of your non-reduced pension for each dependent child under the age of 18 years to a maximum of 25% for all dependents, calculated at the time of your death.

For example, a spouse with three dependent children would receive 85% of the employee's pension based on pensionable service and average salary at the time of death.

A surviving spouse under age 65 should refer to the section "What is the optional OAS increase to age 65?",

If you do not have a spouse at the time of your death but you have dependent children under age 18, the 60% allowance is payable to your children in place of the children's allowance until the youngest child becomes age 18.

Children's allowances cease at age 18.

If you have applied for a joint annuity with the PSSB, your spouse will receive 100% of your joint annuity pension based on the ages of both you and your spouse at the time of your death. Children's allowances are not payable under a joint annuity benefit.

What if I die **prior** to retirement leaving no spouse or dependents?

If you die in-service leaving no dependents, a refund of your contributions and interest is paid to your estate.

What are the spousal **and** dependent's benefits if I die after retirement?

If you did not apply for a joint annuity, your spouse is entitled to 60% of the benefits you are receiving at the date of your death.

If you chose a joint annuity, your spouse will continue to receive the same basic pension that you received before you died. Dependent's benefits are not payable if a joint annuity benefit is chosen.

If, however, you leave no spouse or dependent children, the amount of your contributions plus interest at the date of your retirement, minus the amount paid to you as a pension allowance, will be paid to your estate.

SPLITTING OF PENSION CREDITS UPON MATRIMONIAL BREAKDOWN

Payments to members; members' equity in the plan and retirement allowances can be split due to matrimonial breakdown in accordance with orders issued under The Matrimonial Property Act. The pension plan is subject to The Enforcement of Maintenance Orders Act.

WHO ADMINISTERS THE PENSION PLAN?

Administration

The administration of the plan is supervised by a three member board consisting of a Chairperson, an employer representative and a member who represents the Saskatchewan Government Employees' Union.

The Public Service Superannuation Plan is governed by The Public Service Superannuation Act and The Superannuation (Supplementary Provisions) Act and related regulations.

The plan is registered with Revenue Canada as a Registered Pension Plan under the Income Tax Act (Canada).

How is the plan funded?

The plan is funded by employee contributions: the employer is responsible for any liability that may accrue under the plan. Contributions are deposited as revenue and payments are charged against the general consolidated fund of the Province.

WHO DO I CONTACT **IF** I HAVE QUESTIONS ABOUT
THE PLAN?

You may direct your questions and concerns to your Human Resource Office or:

Public Service Superannuation Plan
c/o Public Employees Benefits Agency
Suite ~~400A~~, 2350 Albert Street
Regina, Saskatchewan
S4P 4A6

Phone: (306) 787-2992
Fax: (306) 787-0244

PUBLIC EMPLOYEES' SUPERANNUATION PLAN

The following describes the general terms and conditions of the Public Employees (Government Contributory) Superannuation Plan as at May 1, 1993.

This information does not replace or supersede the legislation governing the plan

INTRODUCTION

The Public Employees Superannuation Plan came into effect on October 1, 1977. You are a member of this plan if

- a) you became a regular full-time employee on or after October 1, 1977;
- b) you are a regular part-time or term employee and elect to participate in the plan after May 19, 1981; or
- c) you chose to transfer from the "Old Plan" to the "New Plan" on or before September 30, 1978.

WHO IS ELIGIBLE?

Some of the participating employers include the Saskatchewan Property Management Corporation, the Saskatchewan Assessment Management Agency, the Saskatchewan Institute of Applied Science and Technology, Saskatchewan Power, SaskTel, Liquor Board, Workers' Compensation and Executive Government.

Regular full-time employees must participate

To participate in the plan you must complete an Application for Enrolment form which is available from your Human Resource Branch.

~~Regular part-time and~~ term employees can elect to participate in the plan. Your election to participate in the plan cannot be revoked. If you terminate employment and are hired into another non-permanent position, you will be given the option to participate in the plan.

WHO PAYS?

You contribute 5% of your regular salary to the pension plan

Salary includes bonuses such as a lump sum collective agreement signing bonus or performance payments. Salary does not include overtime pay or payment of temporary performance of higher duties.

These contributions are deducted from your pay cheque.

Your employer matches your required contributions to the plan dollar-for-dollar.

Maximum contribution

The Income Tax Act (Canada) has established a maximum limit for contributions to a pension plan. Any contributions to a pension plan in excess of the yearly maximums, must be refunded to the employee and employer with interest.

The following are the maximum contributions (total employee and employer) that employers will remit:

1991	\$12,500
1992	12,500
1993	13,500
1994	14,500
1995	15,500

WHEN CAN I RETIRE?

The normal age of retirement is age 65.

You may retire and purchase an annuity:

- a) as early as age 55 years with one year of pensionable service; or
- b) at any age after 35 years participation in the plan.

You may retire but delay the purchase of an annuity. However, you must purchase an annuity prior to your 71st birthday.

WHAT IS AN ANNUITY?

An annuity may be viewed as the opposite of a mortgage. With a mortgage you borrow a fixed sum of money and in return you pay a monthly amount over a number of years. Under an annuity you pay a fixed sum of money and in return you receive monthly payments.

HOW WILL MY PENSION BE PAID?

What are the features of my annuity?

Employee and employer contributions are accumulated in an account established on your behalf. You may use the full amount of the contributions plus interest to purchase an annuity on or after retirement.

You may purchase an annuity from either the plan or from an insurance company.

Your annuity must have the following features:

- a) it must provide you with a fixed and regular payment;
- b) it must be payable to you for the remainder of your life;
- c) it must ensure that the total of all payments to you, your spouse and/or your beneficiaries at least equals the lump sum used to purchase the annuity; and
- d) it must provide the same payment to a male or female.

New Provision

Alternative forms of pension allowances

The Act governing the Plan now provides for a regulation to allow alternative forms of pension allowances.

Once the regulation is in place, Plan members will be able to purchase, from financial institutions, other forms of pensions such as a Life Income Fund and Registered Retirement Income Fund.

It is expected this regulation will be in place in 1993

What effect will my marriage have on my annuity?

Married participants must purchase a "joint-life annuity". The following options are available:

- a) a 100% joint-life annuity provides for the same monthly payment for your spouse if your spouse outlives you; or
- b) you may select an annuity which provides a reduced pension to your spouse at the time of your death. (The options include 50%, 66 2/3 % and 75% of the payment you were receiving.)

Definition of spouse

The definition of spouse has been broadened to include a common-law spouse

Spouse means:

- a person who is married to an employee; or
- if an employee is not married, a person of the opposite sex with whom the employee is cohabiting as husband and wife at the relevant time (earlier of retirement or death) and who has been cohabiting continuously with the employee as his or her spouse for at least one year prior to the relevant time.

A legal marriage takes precedence over a common-law relationship. Therefore, a member can only declare a common-law relationship if the member has never been married or if the member has been married and the marriage was terminated by death or divorce.

A retiring member with a common-law spouse must declare the spouse at the time of retirement in order for the spouse to receive spousal benefits.

In the case of the death of a member before retirement, a common-law spouse must make a legal declaration to receive spousal benefits.

Ability **to** waive the spousal allowance

A spouse has the right to waive the right to a joint annuity.

Generally, if a spouse waives their right to a joint annuity the pension of the superannuate will be higher.

Under all options you are guaranteed a total payout of the balance in your account on the date you retire.

Example: Suppose you had accumulated \$35,000 in the Public Employees Superannuation Plan over your working lifetime. If both you and your spouse die after receiving a total of \$25,000 in monthly payments, the annuity would pay \$10,000 to the estate of whoever dies last.

If you are legally separated, but not divorced, you are considered married for purposes of the pension plan.

How will my annuity be affected if I am single?

Single participants may choose one of the following alternatives:

- a) an annuity payable for your life; or
- b) an annuity payable for your life with the guarantee that if you die within 15 years from retirement, your annuity payment will continue to your beneficiary or estate for the remainder of the 15 year period; or
- c) a joint annuity similar to that of a married member with the appointment of a joint-annuitant. The joint-annuitant must be your dependent.

The same guarantee of the payout of your account applies as described above.

HOW MUCH WILL MY PENSION BE?

The amount of your monthly annuity payment will depend on:

- a) your age and the age of your spouse or joint-annuitant when your annuity is purchased;
- b) the rate of interest in effect when your annuity is purchased;
- c) the amount of equity you have upon your retirement which is based on how much you earned and contributed to the plan, and the rate of return allocated each year to your contribution account; and
- d) the type of annuity you purchase.

Men and women retiring under the same circumstances will receive the same monthly pension.

How does "age" affect the amount of my annuity?

If you purchase a 100% joint-life annuity with a pension account balance of \$100,000 at an annuity interest rate of 10% per year reducing to 6% after 15 years, you could expect to receive the following monthly payment:

Your Age	Age of Joint-Annuitant	Monthly Payment
65 years	65 years	\$952.08
65 years	55 years	863.18
55 years	65 years	863.18
55 years	55 years	827.33
55 years	50 years	804.64

How does the annuity interest rate affect my annuity?

If you purchase a 100% joint-life annuity with pension equity of \$100,000, you could expect to receive *the* following monthly payment assuming you are age 60 years and your joint-annuitant is age 60 years:

Annuity Interest Rate*	Monthly Payment
12% per year	\$998.22
10% per year	878.13
8% per year	763.53
6% per year	655.30

* reducing to 6% per year after 15 years.

How does my account balance affect my annuity'!

If you purchase a 100% joint-life annuity at an annuity interest rate of 10% per year (reducing to 6% after 15 years), you could expect to receive the following monthly amount assuming you are age 60 years and your joint-annuitant is age 60 years:

Account Balance	Monthly Payment
\$500,000	\$4,390.63
250,000	2,195.32
150,000	1,317.20
100,000	878.13
75,000	658.60
50,000	439.07
30,000	263.44

How does the "type of annuity" affect my monthly payments?

If you purchase an annuity with an account balance of \$100,000 at an annuity interest rate of 10% per year (reducing to 6% after 15 years), you could expect to receive the following monthly payment assuming you are age 60 years and your joint-annuitant is age 60 years:

Type of Annuity	Monthly Payment	Monthly Payment to Joint-Annuitant on Your Death
<i>Joint-life</i>		
100%	\$878.13	\$878.13
75%	902.32	676.74
66 2/3%	910.66	607.11
50%	927.71	463.86
<i>Single-life</i>		
No Guarantee Period	\$948.50	
15 Year Guarantee	917.89	

WHAT IF I TERMINATE MY EMPLOYMENT?

When am I locked-in and vested?

If you are over age 25 years with at least one year of service, your money is locked-in and vested.

"Locked-in" means that if you terminate employment you cannot get a cash refund of your contributions. These contributions must be paid to you in the form of an annuity. You may receive an annuity as early as age 55.

"Vested" means that the employer's contributions made on your behalf must be used to provide you with a pension. SIAST does not receive a refund of its contributions if you terminate employment.

What are my options if I am "locked-in" and "vested"?

The following options are available to you:

- a) leave your money in the Public Employees Superannuation Plan to earn interest;
- b) transfer your money to a locked-in Registered Retirement Savings Plan;
- c) purchase an annuity if you are at least age 55 with one year of pensionable service; or
- d) transfer your funds and service to a pension plan with which the Public Employees Superannuation Plan has a reciprocal agreement.

If you have service or monies that you would like to transfer to or from another pension plan, you should contact the Public Employees Benefits Agency (PEBA).

PEBA can tell you if any changes have been made to specific reciprocal agreements or to the list of participating employers.

The Public Employees Superannuation Plan has a reciprocal agreement with the following employers:

- Canada Mortgage and Housing Corporation;
- City of Moose Jaw;
- City of Regina;
- City of Saskatoon;
- Crown Investments Corporation;
- Government of Canada;
- Investment Corporation of Saskatchewan;
- Municipal Employees' Superannuation Plan (Saskatchewan);
- Ontario Council of Regents of Colleges of Applied Arts and Technology Pension Plan;
- Ontario Hospital Association (one-way to PESP);
- Ontario Municipal Employees' Retirement System;
- Province of Manitoba;
- Province of Newfoundland;
- Province of New Brunswick;
- Province of Nova Scotia;
- Saskatchewan Government Insurance;
- Saskatchewan Health-Care Association;
- Saskatchewan Indian Agriculture Program;
- Saskatchewan Research Council; and
- Saskatchewan Teachers' Superannuation Plan.

What are my options if I am not "locked-in" and "vested"?

You may exercise your rights under a reciprocal agreement as described above, or you may request a refund of your employee contributions plus interest. The employer contributions made on your behalf are refunded to your employer.

The payment can be made to you:

- a) in one lump sum with income tax deducted as required by Revenue Canada; *or*
- b) transferred to your RRSP with no income tax deducted.

If you **do** not request a refund, your monies remain in the fund and earn interest until you request a refund, die or qualify for a pension.

WHAT BENEFITS ARE PAYABLE UPON MY DEATH?

What if I die prior to purchasing an annuity?

If you are married and you die before you purchase your annuity, your spouse may elect to:

- a) purchase an annuity with your total account balance (employee and employer contributions plus interest) to be payable immediately or on a deferred basis; or
- b) receive a lump sum payment in lieu of purchasing an annuity; or
- c) leave the monies in the fund and earn interest.

All other beneficiaries (or your estate) are required to receive a lump sum payment of your account balance.

If you are single and you die before you purchase your annuity, the balance in your account is paid to your named beneficiary or estate.

What if I die after the purchase of an annuity?

The benefit payable to your spouse, beneficiaries or estate is dependent on the type of annuity you purchased. There is a guarantee of the payout of the equity used to purchase the annuity.

WHAT IF I TAKE A LEAVE OF ABSENCE?

You will continue your participation in the plan while on a leave of absence.

If you are granted a leave and continue to work for a participating employer, you are required to make contributions based on the salary you earn while on leave.

For example, if you are on leave to work in a temporary position, you contribute on the salary you earn in the temporary position. Contributions will be deducted from your pay.

if you are granted any other type of leave (e.g. maternity leave), you must contribute to the plan on the basis of the salary you earned before going on leave. The contributions must be made immediately upon your return to work, either in a lump sum payment or by doubling your contributions over a period of time equal to the leave taken.

The Income Tax Act (Canada) has imposed a 5 year limit on the total amount of time for which an employee can contribute to a pension plan for **all** leaves of absence commencing on or after December 31, 1991.

Accumulated leaves of absence may exceed 5 years, however, for pension purposes it must be limited to 5 years.

Therefore, if an employee's accumulated leave is greater than 5 years, the employee can only contribute for 5 years of the leave.

Union leave, disability, and workers' compensation are not considered a leave of absence.

Members are also permitted a maximum of 3 years for parenting leave (maternity or paternity) in addition to the 5 year limit.

WHAT IF I BECOME DISABLED?

If you are eligible for benefits under the Government of Saskatchewan Disability Income Plan or the SGEU Long Term Disability Plan and you continue to be employed by your employer, your regular contributions will be deducted from your disability benefit and forwarded to your pension plan. The employer will continue to match your contribution.

CAN I PURCHASE PRIOR SERVICE UNDER THE PLAN?

Prior service cannot be purchased under this plan. Prior service means pensionable service with a participating employer such as the Government of Saskatchewan.

SPLITTING OF PENSION CREDITS UPON MATRIMONIAL BREAKDOWN

Payments to members, members' equity in the Plan and retirement allowances may be split in accordance with orders issued under The Matrimonial Property Act.

HOW DO I APPLY FOR MY PENSION?

If you want to retire before age 65, you must apply to the Public Employees Superannuation Plan Supervisory Board, in writing, no later than the last day of the month before the date your annuity is to begin.

The Public Employees Benefits Agency (PEBA) will send you forms to complete. If you have not retired prior to age 65 you will be contacted by PEBA in order to initiate procedures *or* elect to defer your annuity. You must purchase an annuity prior to age 71.

You must provide a certified copy of your birth certificate, and if married, a certified copy of your spouse's birth certificate and a certified copy of your marriage certificate. Certified copies are copies of the original document whereby the copying process has been witnessed by a Commissioner for Oaths, a Notary Public or a Justice of the Peace.

Your pension normally becomes effective the first of the month after you turn age 65. Allowances are payable at the end of each month following the date of retirement. Your cheque may be electronically deposited to a financial institution of your choice.

WHO ADMINISTERS THE PENSION PLAN?

The administration of the plan and the investment of the fund are supervised by a seven member Supervisory Board. The Board consists of

- a) the Chairperson;
- b) three Employee Representatives; and
- c) three Employer Representatives.

The Public Employees Superannuation Plan is governed by The Superannuation (Supplementary Provisions) Act and related regulations and amendments thereto. The Minister of Finance is responsible for the Act.

The plan is also registered with Revenue Canada as a registered pension plan under the Income Tax Act (Canada).

The Public Employees Benefits Agency in Saskatchewan Finance provides the day-today administration of the plan.

WHO LOOKS AFTER THE ASSETS?

Both employee and employer contributions are credited to the Public Employees Superannuation Plan.

The money in this fund is invested for the benefit of the PESP members by investment experts under the guidance of the Supervisory Board.

Investment earnings are credited to individual accounts as at March 31 of each year.

A formal statement of account showing your equity is mailed every year to your last address shown on our files.

It is your responsibility to keep the Public Employees Benefits Agency informed of your current address. Your Human Resource Branch is not obliged to do this for you.

**WHO DO I CONTACT IF I REQUIRE FURTHER
INFORMATION ABOUT THE PLAN?**

You may direct your questions and concerns to your Human Resource Branch or the:

Public Employees Benefits Agency
Saskatchewan Department of Finance
Suite 400A, 2350 **Albert** Street
REGINA, Saskatchewan
S4P 4A6

Phone: (306) 787-6779
Fax: (306) 787-0244

This document does not replace or supersede *The Superannuation (Supplementary Provisions) Act*, related regulations or amendments thereto.

SIAST (ACADEMIC AND ADMINISTRATIVE SUPPORT UNITS)

SIAST Kelsey Institute
Idylwyld Dr. & 33rd St.
Saskatoon, SK
S7K 3R5
Tel: 933-6350
Fax: 933-6490

SIAST Woodland Institute
1100 - 15th Street East
Prince Albert, SK
S6V 6G1
Tel: 953-2494
Fax: 953-7099

SIAST Wascana Institute
Saskatchewan St. & 6th Avenue N.W.
Moose Jaw, SK
S6H 4R4
Tel: 694-3200
Fax: 693-3321

SIAST Palliser Institute
221 Winnipeg St. N.
Regina, SK
S4P 3A3
Tel: 787-4356
Fax: 787-4278

SGEU OFFICES

Regina (Head Office)
1440 Broadway Avenue
Regina, SK
S4P 1E2
Tel: 522-8571
Fax: 352-1969

1114 - 22nd Street West
Saskatoon, SK
S7M 0S5
Toll Free: 1-800-667-9791
Tel: 652-1811
Fax: 664-7134

33 Eleventh Street West
Prince Albert, SK
S6V 3A8
Toll Free: 1-800-667-9355
Tel: 764-5201
Fax: 763-4763