

ARTICLES

OF A

COLLECTIVE AGREEMENT

BETWEEN

THE SASKATCHEWAN INSTITUTE OF APPLIED

SCIENCE AND TECHNOLOGY

and

THE SIAST ACADEMIC BARGAINING UNIT

and

THE SIAST ADMINISTRATIVE SUPPORT BARGAINING UNIT

represented by

THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION

July 1, 1997 to June 30, 2000

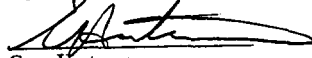
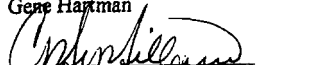
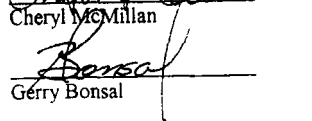


MEMORANDUM OF AGREEMENT  
Between SIAST and SGEU


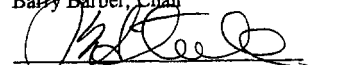

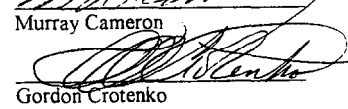
1. All provisions of this Collective Bargaining Agreement will come into effect November 1, 1998, with the following exceptions:
- a) Article 11 - is effective October 1, 1998
  - b) Negotiated salary increases are as follows:
    - 2% effective July 1, 1997
    - 2% effective July 1, 1998
    - 2% effective July 1, 1999Former employees must apply for any retroactive pay, in writing (indicating their current address), to SIAST Payroll before December 1, 1998
  - c) Appendix O
  - d) Article 19 - Target date for language implementation is January 1, 1999.

IN WITNESS WHEREOF, the parties hereto have, caused these presents to be executed effective as. from and after the 1st day of October A.D., 1998, unless specifically provided.

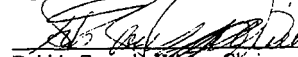
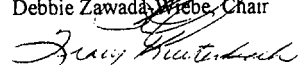
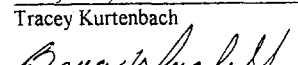
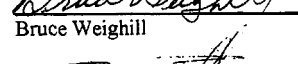
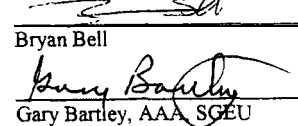
Signed on behalf of SIAST:

  
Gene Hartman  
  
Cheryl McMillan  
  
Gerry Bonsal

Signed On behalf of SIAST Academic:

  
Barry Barber, Chair  
  
Jim Steele  
  
Murray Cameron  
  
Gordon Crotenko

Signed on Behalf of SIAST Admin./Support:

  
Debbie Zawada-Webe, Chair  
  
Tracey Kurtenbach  
  
Bruce Weighill  
  
Bryan Bell  
  
Gary Bartley, AAA, SGEU



Articles of an Agreement made in duplicate this first day of October, A.D. 1998

BETWEEN

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

OF THE FIRST PART

AND

The Saskatchewan Government and General Employees' Union, Academic Bargaining Unit and/or 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 SIAST and the members of the Union, to promote cooperation and understanding between SIAST 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 SIAST.

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      DEFINITIONS**

In this Agreement, unless the context otherwise requires, the expression.

- 1.1            “Academic Unit (AC)” consists of those categories of employees, or employees from time to time designated by the Board as per Section 14(5) of The Institute Act as members of the Academic Unit.
- 1.2            “Academic Year” is the period commencing on July 1 in one (1) year and ending on June 30 of the following year.
- 1.3            “Administrative Support Unit (AS)” consists of those categories of employee or employees from time to time designated by the Board as per Section 14(5) of The Institute Act as members of the Administrative Support Unit.
- 1.4            “Assigned Day” (AC) means a day or portion thereof where an employee is assigned to work. Employees who work on a part-day basis are subject to Article 10.2.2.2.
- 1.5            “Board” the Board of Directors of SIAST appointed pursuant to Section 9 of The Institute Act.
- 1.6            “**Campus**” refers to **Kelsey, Palliser, Wascana and Woodland and for purposes of agreement administration, the SIAST Administrative Offices.**
- 1.7            “**Campus Director**” means the Director who is appointed at each Campus.
- 1.8            “Casual Employee” is an employee who is appointed as per Article 4 **and** who has worked less than thirty (30) occasions.
- 1.9            “Casual Employment” means employment which is less than thirty (30) occasions and encompasses less than sixty (60) calendar days.
- 1.10           “Classification Specification Plan” means and includes the classes of positions, which have been established by SIAST, the classification specifications and the roles for the continuous administration of and amendments thereto.
- 1.11           “**Consultation**” means a deliberation between two (2) or more parties for the purpose of sharing respective points of view. **If the deliberations do not result in a shared point of view, the Employer will make a decision subject to challenge from the Union. Employees have the right to Union representation during the consultation process.**
- 1.12           “Co-op. Student” means a person working in **the Campus** on a cooperative work/study program.
- 1.13           “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 (AS)/monthly (AC) basis.
- 1.14           “Department” consists of one (1) or more programs or segments of programs or an identifiable and distinct administrative service.

- 1.15 “Employee” means any person who is employed by SIAST and **covered** by the provisions of this Agreement.
- 1.16 “**Guest Lecturer**” is a person invited to enhance the quality of the course by providing their expertise to the students. Under no circumstances will a guest lecturer replace an Instructor.
- 1.17 “Fiscal Year” is July 1 to June 30 or any other period the Lieutenant Governor may prescribe.
- 1.18 “Full-time Employment (F/T)” means full-time employment in accordance with the hours of work provisions of this Agreement.
- 1.19 “**Locale means the community where an employee normally works**
- 1.20 “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.
- 1.21 “**Non-regulated Employee**” means an employee who works a flexible work driven pattern.
- 1.22 “Part-time Employment (P/T)” means less than full-time employment involving part days, part weeks, part months, or part years.
- 1.23 “Pay Plan” means the rates of pay as contained in Appendix “A”
- 1.24 “Permanent Employee” means an employee who has successfully completed the probationary period on initial appointment.
- 1.25 “President” is the Chief Executive Officer of SIAST or designate
- 1.26 “Probationary Employee” means an employee who has not yet successfully completed the probationary period on initial appointment.
- 1.27 “Program” means a **collection of course studies** in which a student may enrol, or an administrative grouping of courses identified **as a program, which lead to a SIAST credential.**
- 1.28 “**Program/Department Transfer**” means the movement of a program or department to another locale.
- 1.29 “Promotion” means the movement of an employee to a position in a classification which has a higher maximum salary as calculated on an hourly (AS)/monthly (AC) basis.
- 1.30 “Prorata Basis” means prorated according to the time worked while employed, as a percentage of the time worked by full-time employees in the same program and classification.

- 1.31 “SIAST means the Saskatchewan Institute of Applied Science and Technology (SIAST) pursuant to The Institute Act and hereinafter referred to as the Employer.
- 1.32 “Split Shift” consists of a situation where an employee has two (2) work periods separated by a break of more than one (1) hour.
- 1.33 “Staff” is an employee from either Bargaining Unit.
- 1.34 “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 (AS)/monthly (AC) salary than the classification of the position currently occupied. Significant duties of a classification are those which differentiate it from classifications with a lower maximum daily, hourly or monthly salary.
- 1.35 “Transfer” is the movement of an employee from one classification to another classification with the same maximum hourly (AS)/monthly (AC) rate of pay
- 1.36 “Union” means the Saskatchewan Government and General Employees’ Union
- 1.37 “Vacancy means a position for which an employee has not yet been hired.

**ARTICLE 2      SCOPE**

The Articles of this Agreement shall be applied to all employees of the Saskatchewan Institute of Applied Science and Technology, except:

- 2.1            a)      Those employees occupying the positions of :
- President
  - Administrative Assistant
  - Administrative Assistant to the Board Chairperson
  - Executive Assistant to the President
  - Vice-President Programs**
  - Administrative Assistant**
  - Chief Human Resource Officer
  - Administrative Assistants
  - Chief Financial Officer
  - Director of Research and Development
  - Director of International Education
  - Administrative Assistant
  - Deans
  - Administrative Assistants
  - Human Resource Consultants
  - Manager of Financial Planning/Payroll
  - Controller
  - Campus Directors
  - Administrative Assistants
  - Managers of Finance and Administration
  - Registrars
  - Human Resource Managers
  - Administrative Assistants
  - Assistant Controllers
  - Manager of Payroll Systems and Services
  - Human Resource Officers
  - Human Resource Assistant
  - Director of Information Resources
  - Manager of Application and Data Resources
  - Manager of Client Services
  - Manager of Networks and Systems
- 2.2            Persons working on joint venture projects for which SIAST does not have the exclusive responsibility for selection, direction and evaluation and who are not employed exclusively by **SIAST**.
- 2.3            Employees who work less than thirty (30) occasions in a fiscal year.
- 2.4            Exchange Programs: persons participating in exchange programs with or seconded to the **Campus** who are employees of other employers.

2.5

Individuals: means persons, who although remunerated by SIAST:

- a) are employed primarily for the provision of workplace education and training (with the exception of SIAST Co-op students), 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, SIAST shall notify the Union in all cases of placement of all persons under these Articles. Such notification shall include name, program area and Campus.

ARTICLE 3 UNION SECURITY

- 3.1 SIAST agrees to recognize the Saskatchewan Government **and General 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 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 reassign the employee to alternate work in order to prevent 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 all, 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 Executive Director of Operations** 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 Campus, along with work locations will be sent concurrently to the Union Chairperson at each **Campus**.
- 3.3.3 A monthly statement shall also be forwarded to the **Executive Director of Operations** of the Union showing the names of all new employees 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 the employee's salary and shall be entitled to all the benefits and protections afforded by this Agreement. **An employee temporarily filling an out-of-scope position shall be subject to the provisions of Article 10.10.**
- 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 President 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.
- 3.1 Union Office
- 3.7.1 For Union business SIAST will provide the Union with a secure office with a desk, chair, phone and filing cabinet at each Campus. The cost of the long distance charges will be covered by the Union.
- 3.8 Whistle Blowers Protection
- 3.8.1 No employee or Union official may be disciplined for publicising any alleged wrong doings within SIAST, if a wrong doing has been brought through the formal Union structure and provided the Employer has been informed of such instances and has been given a reasonable opportunity to remedy any problems.
- 3.9 Indemnity
- 3.9.1 Except where the employee's negligence or acts of malice have resulted in a judgement or settlement payment being made by SIAST, SIAST agrees not to seek redress against an employee whose act or acts, done in the ordinary course of the employee's employment, results in a judgement or settlement payment being made by SIAST.

3.9.2 SIAST agrees to provide legal counsel for an employee against whom action is brought for acts done by the employee in the ordinary course of the employee's employment, provided the acts are done without negligence or malice and provided further that the employee notifies SIAST within thirty (30) days of any incident, occurrence, or event which may lead to legal action against the employee and in the following circumstances:

- a) when the employee is first approached by any person or organization notifying the employee of intended legal action against the employee; or
- b) when the employee decides to retain counsel in regard to the incident or course of events; or
- c) when information first becomes known to the employee in the light of which the employee might reasonably consider that the employee might be the object of legal action.

3.9.3 In the event that an employee wishes to retain counsel the employee shall so advise SIAST in writing. Within ten (10) working days of receipt of this information SIAST shall advise the employee, in writing, of SIAST's intention either to:

- a) provide and pay for legal services; or
- b) pay for legal services from counsel whose selection the Employer approves.

3.10 Duty of Accommodation

3.10.1 **The Employer shall take reasonable steps to accommodate an employee who has become incapacitated by injury, illness or disability. Accommodation may include, but not be limited to:**

- i) **offering an employee other work the employee can do where such work is available. This may include giving the employee priority to a vacancy or reassignments either within a program/department or across programs/departments, or**
- ii) **offering an employee other work the employee can reasonably be trained to do where such work is available. This may include giving the employee priority to a vacancy or reassignment either within a program/department or across programs/departments, or**
- iii) **granting the employee a definite leave of absence to work part-time.**

3.10.2 **The Employer, in consultation with the Union, shall determine the appropriate action to accommodate the employee.**

ARTICLE 4 APPOINTMENTS/SELECTION

REASSIGNMENT:

A situation where the details of an employee's assignment may be changed as a result of redistribution of existing work within a program/department. **Reassignment may also occur between programs in program Divisions that have a common first year providing the employee has the requisite qualifications/skills/abilities.** The level of duties and responsibilities involved in the reassignment are at the same level as the employee's current assignment. Reassignments do not involve a change in locale or position.

REASSIGNMENT INVOLVING NEW FUNDING:

A situation where the details of an employee's assignment may be changed as a result of distribution of new work within a program/department. The reassignment may involve a redistribution of existing work and the assignment of new work or the assignment of new work as a result of new funding. The level of duties and responsibilities involved in the reassignment are at the same level as the employee's current assignment. Reassignments as a result of new work or new funding do not involve a change in locale or position.

INTERNAL APPLICANT:

Internal applicants are m-scope employees including probationary employees covered by the provisions of **both** Collective Agreements. Applicants from the Bargaining Unit in which the position has been posted will be given first consideration. If it is determined that there are no applicants **from the Bargaining Unit in which the position has been posted** qualified for the position, then employees from the other Bargaining Unit will be considered as internal applicants.

DEMONSTRATED COMPETENCE:

The proven ability to perform a duty

QUALIFICATIONS:

Prerequisites which are inherently or legally necessary to render the employee eligible to fill a position or to perform a duty or function.

SKILL:

Practical and familiar knowledge of the principles and processes of an art, science or trade, combined with the ability to apply them in practice in a proper and approved manner and with readiness and dexterity.

ABILITY:

The capacity, talent or aptitude to perform an act or service.

RECENT EXPERIENCE:

The period of time in which the skills/abilities must be acquired or must have been acquired in order to perform the duties of the position to remain current in the program/department.

RELEVANT EXPERIENCE:

The scope and length of practical work history, which describes the skills/abilities, required to perform the duties of the position in accordance with the classification specification.

REQUIRED FACTORS:

The qualifications, skills, abilities and experience an employee must have to be successful in carrying out the responsibilities of the job.

DESIRED FACTORS:

The qualifications, skills, abilities and experience that would be nice to have but would not be an essential requirement for carrying out the responsibilities of the job.

INCUMBENT:

The employee who last occupied the position

4.1 Re-Employment List

4.1.1 The Employer shall establish and maintain one (1) re-employment list. The **list** shall include the names, addresses, classification and seniority of the following employees:

- (a) who are laid-off **from a full-time or part-time assignment 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) *del. 22.* **if appointed to a full-time, part-time, casual or Appendix "L" assignment 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

All assignments other than Extension Programming/Services (as per Appendix "L") will be filled under the provisions of Article 4.

**SIAST is not obligated to provide more than a full-time equivalent of employment to any employee nor is SIAST obligated to split postings in all circumstances to maximise part-time employment towards full-time employment.**

4.4.1 Posting of Assignments

4.4.1.1 Assignments which are thirty (30) or more assigned/working days or encompass sixty (60) or more calendar days in a fiscal year which the Employer chooses to fill will:

- (a) he posted at all Campuses of SIAST.
- (b) he posted at all locales where the Employer has three (3) or more employees.

**Copies of specific program postings, when requested in writing to the Human Resource Service Office, will be mailed to employees on the Re-employment List and employees who work at a locale where there are less than three (3) employees.**

4.4.1.2 **Part-time assignments may be extended, with waiver from the Union, without being posted with an incumbent.**

4.4.2 Supervisory Assignments - Academic

4.4.2.1 Postings

4.4.2.1.1 Supervisory assignments, **which the Employer chooses** to fill, will be posted only at the Campus locale at which they actually occur.

4.4.2.2 Supervisory Assignments - Instructors

4.4.2.2.1 Applicants for any supervisory assignment **are normally selected** from **faculty** directly instructing within the program(s) area. **If there are no applicants from the program(s) area, the Employer will proceed through the following steps:**

1. attempt to convince an employee in the program to accept the assignment; or
2. assign the supervisory assignment to another Supervisor; or
3. lay-off the junior employee to create a vacancy.

- 4.4.2.2.2 **In cases where there is a vacant position** involving supervision of Instructors, **applicants must be qualified to instruct within the program(s) area, but are not required to be current faculty within the program(s) area. Current faculty are eligible to apply.**
- 4.4.2.3 Supervisory Assignments - Counsellors
- 4.4.2.3.1 Applicants for any supervisory assignment are normally **selected** from Counsellors directly working **within the** counselling area(s). **If there are no applicants from the counselling area(s), the Employer will proceed through the following steps:**
1. attempt to convince an employee in the program to accept the assignment; or
  2. assign the supervisory assignment to another Supervisor; or
  3. lay-off the junior employee to create a vacancy to utilize #1 above.
- 4.4.2.3.1.1 **In cases where there is a vacant position involving supervision of counsellors, applicants must be qualified to counsel within the counselling area(s), but are not required to be currently in the counselling area(s). Current Counsellors are eligible to apply.**
- 4.4.2.4 Replacement of Full-time Employees on Definite Leave
- 4.4.2.4.1 **If the Employer chooses to replace all or part of a full-time employee's assignment while the employee is on a definite leave, the position will be posted with a definite end date.**
- 4.4.3 International Assignments
- 4.4.3.1 All International Assignments, which the Employer chooses to fill, shall be posted at all Campuses of SIAST.
- 4.4.3.1.1 All International Assignments will be posted for seven (7) calendar days.
- 4.4.3.2 Appointments to International Assignments will be subject to Article 16.
- 4.5 **Reassignments**
- 4.5.1 Notwithstanding 4.4.1, the Employer, in consultation with the employee and the Union, may reassign the duties of an employee within the employee's program/department.
- 4.5.2 Reassignments which are **thirty (30) or more assigned/working days or encompass sixty (60) or more calendar days**, will be posted with an incumbent subject to challenge by more senior qualified applicants within the employee's program/department.

- 4.5.3 **In a situation where there is a temporarily inadequate workload, work may be transferred to or from programs/departments. In all cases the Campus Chairperson shall be advised.**
- 4.5.4 Reassignments do not involve movement to other locales
- 4.5.5 **If an employee's position is moved to a different program/department, the Employer, in consultation with the Union, may reassign the employee to that program/department.**
- 4.5.5.1 **If the employee chooses not to be reassigned, the employee will be laid-off and allowed to exercise rights under Article 7.**
- 4.6 **Program/Department Transfers**
- 4.6.1 **Employees in a program/department that is to be transferred to another locale shall be given the opportunity to be transferred with the program/department.**
- 4.6.2 **If the employee chooses not to be transferred with the employee's program/department, the employee will be laid-off and allowed to exercise rights under Article 7.**
- 4.7 **Casual Employment Recall List**
- 4.7.1 The Human Resource **Office** at each **Campus** will keep and administer a Casual Employment Recall List for each Division, and, in addition, **if** appropriate, a Campus Casual Employment Recall List.
- 4.7.1.1 **A Casual Employment Recall List may be developed and updated for any program/department, as required by the Employer.**
- 4.7.2 **Casual Employment Recall Lists will be developed in accordance to Article 4.11.1. All employees and persons recruited for the Casual Employment Recall Lists are eligible to be placed on the Casual Employment Recall List. Employees/persons wishing to be on a Casual Employment Recall List will be appointed by the hiring process conducted by the Human Resource Office, in accordance with the Collective Bargaining Agreement.**
- 4.7.2.1 **If there is a requirement for a casual employee and no Casual Employment Recall List has been developed, SIAST will appoint a qualified in-scope employee to the assignment, then post to develop the List. If there is no in-scope employee available SIAST will recruit externally.**
- 4.7.2.2 **Employees who are laid-off will have their names placed on the appropriate Casual Employment Recall List(s) if the employee requests.**

- 4.7.3 Employees/persons who wish to be on a Casual Employment Recall List will provide the Human Resource Office with the following information:
1. The Division(s) in which the employee/person wishes to work.
  2. The Program/Departments in which the employee/person wishes to work.
  3. The employee's/person's qualifications, skills, abilities and experience relevant to #1 and #2 or classification(s) in which the employee/person is qualified to work.
  4. The employee's/person's availability for employment
- 4.7.3.1 It will be the responsibility of the employee/person involved to inform the Human Resource Office, in writing, of any change in information as per Article 4.7.3. The updated information will be verified by the Human Resource Office.
- 4.7.4 The names listed on the Casual Employment Recall Lists will be in order of seniority/service and the qualified employees/persons will be called in that order. In the event of unavailability, the next employee/person on the Casual Employment Recall List will be called.
- 4.7.4.1 **Casual employees who have worked, or will work, a full-time equivalent or more in an academic/fiscal year may not be recalled by the Employer if there are other qualified employees that work less than a full-time equivalent to do the work.**
- 4.7.4.2 **Casual employees (AS) may not be recalled if it results in an overtime situation.**
- 4.7.5 Casual employees shall be appointed pursuant to the appointment procedure and will be moved m-scope as stated under Article 2.
- 4.7.6 Casual employees will be paid as per the Collective Agreement.
- 4.7.7 If no names remain on the Divisional Casual Employment Recall List, **the Campus Casual Employment Recall List** will be utilized in order of seniority and the first available employee shall be called to work provided the information supplied in 4.7.3, #3 and #4 identifies them as qualified and available for work. **That** name shall be added to the **Casual Employment Recall List** for the specific division in which the employee has worked or is going to work.
- 4.8 **Guest Lecturers**
- 4.8.1 **When guest lecturers are required it will be the responsibility of the program/department supervisor or designate to recruit and ensure the qualifications of the person. The Instructor(s) will be in attendance when the guest lecturer is presenting.**
- 4.8.2 **If remuneration is required guest lecturers will negotiate a stipend with SIAST within the guidelines established in Appendix "A-1".**



- 4.9           Actors. Narrators
- 4.9.1       **When actors are required it will be the responsibility of the program/department supervisor or designate to recruit and ensure the qualifications of the person. If remuneration is required actors will negotiate a stipend with SIAST within the guidelines established in Appendix "A-I".**
- 4.9.2       **When narrators are required it will be the responsibility of the program/department supervisor or designate to recruit and ensure the qualifications of the person. If remuneration is required narrators will negotiate a stipend with SIAST within the guidelines established in Appendix "A-I".**
- 4.10       Job Postings
- 4.10.1       Postings referred to in Articles 4.4.1 and 4.4.2 above shall allow fourteen (14) calendar days **with a** minimum of ten (10) **Campus** working days for receipt of applications.
- 4.10.1.1     **Upon written agreement of the Campus Committee Chairperson the posting period may be shortened.**
- 4.10.2       In situations where an employee can show notice of position(s) has not been received prior to the closing date (in accordance with Articles 4.4.1 and 4.4.2), a reasonable period of time will be allowed for such employees to submit an application provided no offer has been made.
- 4.10.3       Notwithstanding any of the provisions in this Article, nothing shall prevent the Employer temporarily filling an assignment with **an** employee in order to meet program needs of the **Campus to a maximum of** twenty-nine (29) assigned/working days or less than fifty-nine (59) calendar days, except where circumstances warrant, the Campus Committee Chair may agree to an extension of time, which shall not be unreasonably denied.
- 4.11       Information in Postings
- 4.11.1       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 full-time, part-time or for the Casual Employment Recall List(s), deadline for applications, expected start date and any other pertinent information.
- 4.11.2       Posting with an Incumbent
- 4.11.2.1     **When the Employer chooses to post with an incumbent the following shall apply:**
- I.       Postings shall include an incumbent. **Incumbents are required to complete an incumbent form.**

2. Incumbents will not be required to apply for the position but may be challenged by more senior qualified applicants
3. If an incumbent is challenged by a more senior qualified employee, the Human Resource Manager or designate shall advise the incumbent, in writing, that the incumbent will be required to submit an application.

4.12 Outside Advertising

- 4.12.1 The Employer may elect to advertise outside simultaneously with the internal posting of positions.
- 4.12.2 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 and it has been determined that the internal applicants are not qualified for the position,

4.13 Appointments

- 4.13.1 Appointments, supervisory assignments, 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, skills, abilities and experience of the individual as it relates to the specific job for which selection is being done, and
  - 1 (b) seniority (from either Collective Agreement).
    - (i) seniority of applicants from the other SIAST Bargaining Unit will be recognized if there are no qualified applicants from employees in the Bargaining Unit.

4.14 Relative Equality

- 4.14.1 Where the qualifications, skills, abilities and experience of two (2) or more applicants are relatively equal, seniority shall be the deciding factor. Candidates will be considered relatively equal if their final scores are within ten percent (10%) of each other.

4.15 Evaluation of Qualifications, Skills, Abilities & Experience

- 4.15.1 In evaluating the qualifications, skills, abilities 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.

- 4.16 Union Observer
- 4.16.1 The Employer shall notify the Union of the time, place and date of the assessment of applications and/or interviews for any full-time or 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 assessments or interviews. All time involved as an observer will be without **loss of pay**. **SIAST will endeavour to schedule assessment of applications and/or interviews with a view to minimizing impact on programming and services.**
- 4.17 Notice of Filling Vacancy
- 4.17.1 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 names of the successful applicants shall be posted and sent to the Union weekly.
- 4.18 Process for Non-Appointment Dispute Resolution for Full-Time and Part-Time Assignments
- 4.18.1 If the employee affected disputes the reason(s) for non-appointment, the following process will apply:
- 4.18.2 Within seven (7) days of written notification of non-appointment **a Shop Steward, after consulting with the Union Observer and the Campus Chair**, will lodge a complaint on behalf of the affected employee.
- 4.18.3 An Arbitrator/Adjudicator, agreed to by SIAST and the Union, shall be appointed immediately on receipt of the complaint.
- 4.18.4 Within seven (7) days of receiving the complaint, the Arbitrator/Adjudicator will hear the matter, and shall, within three (3) working days, provide a written decision based on the facts presented.
- 4.18.5 When a complaint of non-appointment has been lodged SIAST will not make an appointment to the vacancy prior to receiving the decision of the Arbitrator/Adjudicator.
- 4.18.6 The parties agree that only one (1) complaint may be lodged by an employee in a non-appointment dispute regarding any given vacancy.
- 4.18.7 Each Campus will develop a list of Arbitrators/Adjudicators who will be:
- |                 |               |                         |
|-----------------|---------------|-------------------------|
| <u>Woodland</u> | Kelsey        | <u>Palliser/Wascana</u> |
| M. Popescul     | T. Priel      | G. Johnson              |
| G. Balon        | <b>D. Ish</b> | <b>D. Ball</b>          |

- 4.19            Participants in the Process
- 4.19.1        The employee shall have the benefit of representation by the Union, and **SIAST** shall have the benefit of representation by the Human Resource Office. Legal counsel will not be used by either party.
- 4.19.2        The Arbitrator/Adjudicator, shall have the authority to establish the general procedure to be followed at the **hearing** of the matter.
- 4.19.3        The decision of the Arbitrator/Adjudicator under this procedure shall be final and binding on the parties and upon any employee(s) affected **by** the final decision of the Arbitrator/Adjudicator.
- 4.20            Admissible Precedents
- 4.20.1        The parties agree that submissions of precedent shall be limited to four (4) cases
- 4.21            Expenses
- 4.21.1        The fees and expenses of the Arbitrator/Adjudicator and any other common expenses shall be shared equally by both parties.
- 4.22            Conclusion of Dispute Resolution
- 4.22.1        Any complaint lodged with the Arbitrator/Adjudicator, during the term of this procedure, will be processed through to conclusion **except when the Employer and Union agree to terminate the process.**
- 4.23            Reciprocal Rights
- 4.23.1        When an employee moves from one Bargaining Unit to the other, via competition, such an employee will carry forward seniority and all other applicable benefits earned.
- 4.23.2        When an employee moves from one Bargaining Unit to the other the employee's seniority will be recalculated on the basis of Article 5.
- 4.24            Employee Status
- 4.24.1        The Employer agrees to review the number of assigned days/days worked by part-time employees with a view to converting these assignments, if appropriate, to full-time if the employee has worked more than one hundred and eighty (180) assigned days (AC) or the equivalent of one thousand five hundred (1500) hours (AS) for employees with fifteen (15) days vacation or one thousand four hundred and sixty-four (1464) hours (AS) for employees with twenty (20) days vacation or one thousand four hundred and twenty-eight (1428) hours (AS) for employees with twenty-five (25) days vacation. Where any position is converted to full-time, the position will be posted with an incumbent, subject to challenge at **the Campus** where the conversion occurs.

- 4.24.2 A full-time employee who is assigned two hundred (200) days (AC) or is assigned contact hours up to the employee's category cap will retain the status of full-time.
- 4.25 Job Sharing
- 4.25.1 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 full-time incumbent of the position.
- 4.26 Initiation and Approval
- 4.26.1 Only the permanent 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 an approval will be subject to the feasibility of accommodating the request to operational requirements and such approvals will not be unreasonably withheld.
- 4.26.2 The proposal to establish a job sharing arrangement is initiated by the employee through an application to the employee's immediate out-of-scope Supervisor.
- 4.27 Duration, Renewal, Termination
- 4.27.1 An approved job sharing arrangement shall be for a maximum of one (1) year.
- 4.27.2 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 4.26.1 and 4.28 - e.g. employee applies, Management approves.
- 4.27.3 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 seventy (70) working days notice. This notice to terminate will be concurrently provided to the part-time employee participating in the job share arrangement. By mutual agreement of the employee and the Employer, the seventy (70) working day notice period may be shortened.
- 4.28 Staffing the Shared Position
- 4.28.1 The job shared position will be occupied by the permanent full-time incumbent of the position on a reduced time basis.
- 4.28.2 The permanent full-time incumbent will be allowed to reduce their workload by no more than seventy-five (75%) percent.
- 4.28.3 The remainder of the job shared position may be filled by a part-time employee appointed in accordance with Article 4.4.1 and 4.11.2 of the Collective Agreement.
- 4.28.4 Where, during the term of a job sharing arrangement, the employment of the part-time participant terminates, the permanent full-time incumbent may be required to reassume working regular hours pending the appointment of a replacement part-time employee.

4.29 **Benefits**

4.29.1 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-rata basis for the permanent full-time employee involved in the arrangement. Subject to the existing plans as outlined in Appendix "N", employees will make pro-rata contributions relative to time worked.

4.30 **Reversion Rights**

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

4.30.2 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.

ARTICLE 5 SENIORITY

5.1 Definition of Seniority

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

5.1.2 For seniority purposes two hundred (200) assigned days (AC)/two hundred and sixty (260) working days (AS), shall equal one (1) year, employees cannot earn more than that total in one (1) year.

5.1.2.1 Employees cannot earn more than one (1) days seniority for the same calendar day.

5.1.3 All employees transferred to SIAST 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.

5.2 All Employees Have Seniority

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

5.3 Seniority List

5.3.1 The Employer shall post and send to the Union an up-to-date seniority list by September 30 of each year. Such a list will include the accrued seniority of each employee up to June 30.

5.3.2 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. A casual employee's service will become part of the total service when the casual employee achieves part-time employment status as per Article 2. The initial probationary period will be set out in Appendix "B".

5.3.3 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 "D-2", "D-3" or "D-4".

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

5.3.5 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.

- 5.3.6 The seniority earned by employees in Appendix "L" assignments will not be added to the seniority list until June 30 of the year in which the employee earned the seniority.
- 5.3.1 The seniority from the previous June 30 will be utilized to establish the ranking order of employees on the Casual Employment Recall List.
- 5.3.8 An employee who is subsequently re-employed after a break in service in either Bargaining Unit shall, after five (5) years of continuous service, be credited with the employee's previous service for seniority purposes upon written application to the Human Resource Services Office.
- 5.4 Seniority on an Out-of-Scope Appointment
- 5.4.1 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 10.10 shall count that time as seniority.
- 5.4.2 An employee within the scope of this agreement who is appointed to an out-of-scope assignment who subsequently applies for, and is appointed to, an in-scope position shall have the employee's previous Bargaining Unit service recognised as seniority. Seniority will be credited for in-scope service only as per Article 5.3.8 above.
- 5.4.3 If an out-of-scope employee's position is negotiated in-scope, the employee will be credited with seniority for all service from the position brought in and all previous service in an in-scope position.
- 5.5 Loss of Seniority
- 5.5.1 Seniority shall be broken by reason of
- a) resignation;
- b) termination without reinstatement;
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36 c) after thirty-six (36) months on the re-employment list;
- d) appointment to an out-of-scope position other than when on TPHD or when on a leave.
- 5.6 Seniority Challenge
- 5.6.1 Each employee shall have the right to challenge the seniority credited, within thirty (30) days of the posting of the list. Should an employee consider that the seniority credited to the employee 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. Such challenges should be forwarded to the local Human Resource Office



- 5.6.2 **An employee cannot challenge seniority calculations that are more than five (5) years old.**
- 5.7 Seniority Calculation
- 5.7.1 Seniority for employees who work part-time will be calculated on the pro-rated basis as **outlined** in Appendix “D-2”, “D-3” or “D-4”.
- 5.7.2 Seniority for all other employees will be calculated on the basis of one (1) **day’s seniority for each assigned (AC)/working (AS) day.**
- 5.8 Seniority Conversion between the Bargaining Units
- 5.8.1 To convert seniority gained in one Bargaining Unit to the equivalent seniority in the other, the following process will be used as per Appendix “D-1”:
- a) Convert the seniority to a full-time equivalent (FTE) for each academic year. [Utilize two (2) decimal points.]
  - b) Multiply the F.T.E. by the appropriate maximum seniority from the appropriate Bargaining Unit for that year. All calculations will be rounded up to the next full number when a number with a decimal results.
- 5.9 Seniority Acquired Under Other Agreements
- 5.9.1 **When Bargaining Units or parts of units are transferred/devolved through government/employer re-organization, employees being transferred will be credited with full seniority earned in their previous Bargaining Unit.**
- 5.9.2 **When members transfer from one SGEU unit to another, as a result of an open competition, they shall bring their full SGEU seniority with them upon successful completion of any probationary period, when applicable.**

**ARTICLE 6      PROBATION**

6.1            On Initial Employment

6.1.1           All employees, upon initial employment, shall serve a probationary period for the period of time stipulated for the classification. The period may be extended in accordance with Article 6.1.3.

6.1.2           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.

6.1.3           The Employer may request, from the **Campus** Committee Chair, an extension no later than two (2) weeks prior to the expiration of the probationary period and shall include written reasons for the request. The length of extension shall be a matter for negotiation, up to a maximum length of one hundred (100) assigned days (AC)/three (3) months (AS).

6.1.4           Should the Employer decide to terminate the employee, the employee will be given the reasons, in writing, prior to termination. The employee will be given an opportunity to respond, and if necessary, to engage the grievance procedure contained in the Collective Agreement.

6.2            Assessment While on Probation

6.2.1           Since probation is the final step in the selection process, the following procedure will be followed as a minimum in the evaluation process.

(a)            Performance requirements established by the Employer will be communicated to the employee, in writing, at the outset and discussed during the employee's probationary period. Performance requirements will be established based on the classification specifications and the job descriptions and will include the responsibilities, qualifications, skills, abilities and experience appropriate to the job.

(b)            The immediate Supervisor shall evaluate performance by direct observation on at least two (2) different occasions.

(c)            Two (2) written performance assessments will be completed for each employee during the probationary period. Performance assessments will be conducted at:

Administrative Support:      two (2) and five (5) months in the case of a six (6) month probationary period (130 working days).

and five (5) and eleven (11) months in the case of a twelve (12) month probationary period (260 working days).

Academic:                      eighty (80) assigned days and one hundred and eighty (180) assigned days.

- (d) 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.

In all cases, the employee will be given a copy of any performance assessment

6.3 On Promotion

6.3.1 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.

6.3.2 A permanent employee displaced through Article 6.3.1 shall also have the right to revert to the employee's former position at the employee's former step in the salary range, subject to any increments that the employee would have received, had the employee remained in that position. If no former position is available, the employee shall have the right to utilize Article 7 (Lay-off).

6.4 From Re-employment List

6.4.1 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 the employee formerly held permanent status.

6.5 On Demotion

6.5.1 No probationary period shall be required of a permanent employee who demotes

6.6 On Bumping

6.6.1 No probationary period shall be required of an employee who bumps

6.1 On Reclassification

6.7.1 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. If a permanent employee on probation in a reclassified position fails probation, the **employee** shall revert to the position in which the employee last held permanent status.

6.8 On Transfer

6.8.1 An employee who transfers during the initial probation, shall complete the probationary period for the new position minus service in the original position.

6.8.2 A permanent employee who has completed the initial probationary period and voluntarily transfers to a position of which the duties and responsibilities are different from the employee's previous position, may be required to serve a probationary period equivalent to that applicable on initial employment. Should the employee be unsuccessful in completing this probationary period, the employee shall revert to the previous position or, by mutual agreement, a position equivalent to the previous position or, if neither of the former is available, utilize Article 7 (Lay-off).

6.9 Leave During Probation

6.9.1 When a leave of more than fifteen (15) assigned (AC)/working (AS) days has been taken during probation, permanent employment may not be effected until the employee has served the full probationary period successfully.

6.10 Completion of Probation

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

ARTICLE 7 LAY-OFFS

- 7.1 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 full-time or 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) along with the notice of lay-off, the Employer shall advise the employee in writing of their options as outlined in Article 7.6.
  - (d) an Employer representative will meet with the laid off employee within five (5) 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.

7.2 Method of Lay-off

7.2.1 When reducing staff, employees shall be laid-off in the reverse order of their seniority within the classification, program/department, locale, discipline or speciality affected, provided the employees retained have the demonstrated competence (and where required by an external governing body for purposes of program accreditation, specific qualifications) or has the qualifications, skills, abilities and experience to perform the work required or can be expected to perform the work required within a period not exceeding three (3) months.

7.2.2 An employee may request to be laid-off, and if granted, shall resign and receive severance pay as per Article 10.11.

7.3 Notice of Lay-off

7.3.1 Permanent employees who are laid-off shall be given not less than ten (10) weeks' notice or for part-time assignments the time remaining in the assignment, whichever is lesser, or pay in lieu thereof. Calculation of pay in lieu of notice will be as per Article 10.12 (AC) or 10.13 (AS).

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

7.3.2 Days worked during the notice period will be in accordance with the needs of the Employer to a maximum of a full-time equivalent, except, however, the Employer may, at its discretion, reduce the number of days assigned during the notice period.

- 7.3.2.1 For employees in the Academic Unit, the employee's assignment is determined as expressed by the employee's assigned day profile. If the notice period carries over into the next academic year, the employee will not be **assigned days after June 30**.
- 7.3.2.2 **The notice period shall be deemed to have ended if an employee is placed in a new assignment, either through a bump or an appointment.**
- 7.3.3 Employees on initial probation (non-permanent) who have worked on at least one (1) occasion shall be given fifteen (15) calendar days' written notice of lay-off and severance of employment.
- 7.3.3.1 Employees shall be paid in lieu of notice if such notice is not given.
- 7.4 **Bumping Requirements and Conditions**
- 7.4.1
- (a) A permanent employee who is laid-off or bumped may exercise accumulated seniority to bump provided the employee has the demonstrated competence (and where required by an external governing body for purposes of program accreditation, specific qualifications) or the qualifications, skills, abilities and experience to perform the work required.
  - (b) In the Academic Unit, an employee may not bump a position which has thirty (30) or less assigned days remaining.
  - (c) A permanent employee may not bump into a part-time position that starts in the next academic/fiscal year provided the position has been posted with an incumbent. Notwithstanding the foregoing, nothing shall prevent a laid-off employee from applying/challenging for the position through the regular appointment procedure.
  - (d) In the Academic Unit, if the assignment into which an employee may bump would give the employee more than the equivalent of full time employment for the academic year, the incumbent shall occupy the position until such time as the number of days remaining in the assignment is reduced to allow the bumping employee the equivalent of full-time employment, at which time the bump will occur.
  - (e) There will be no bumping from one (1) Bargaining Unit to the other **Bargaining** unit.
  - (f) **SIAST Administrative Offices will be a separate local for bumping purposes.**
  - (g) **An employee in two (2) or more part-time assignments, who has a thirty (30) percent reduction of their total assignment, may bump. The employee may maximize their employment up to and including full-time status. upon successful completion of bump, when maximizing their employment, the employee will resign from any remaining assignments to ensure not to exceed full-time status.**

- (h) **Employees on a definite leave appointed to a position with a definite term will not be allowed to bump at the end of the assignment.**
  - (i) **Employees posted as an incumbent are not eligible to bump unless they are successfully challenged by a more senior employee.**
- 7.4.2 **Notwithstanding** Article 7.4.1 (b) and (d), an employee would be able to bump into a full-time position effective the beginning of the next academic year.
- 7.4.3 The employee in bump mode is required to identify their desired work pattern in order to determine the position(s) into which the employee is eligible to bump.
- 7.5 Notice of Intent to Bump
- 7.5.1 The laid-off employee who intends to exercise rights under this Article must indicate **such** intention in writing to the Employer within seven (7) calendar days following receipt of the notice of being bumped or laid-off **or notified that the employee has been successfully challenged by a more senior employee when posted as an incumbent.**
- 7.5.2 For an employee who is working a definite term of employment, the seven (7) days begins on the first (1st) day of the last sixty (60) days prior to the expiration of his term of employment. The Human Resource Office, at each **Campus**, will provide the employee with the options outlined in Article 7.6 with the employee's letter of offer.
- 7.6 Options for the Bumped or Laid-off Permanent Employee
- 7.6.1 A permanent 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 7.4 and 7.7
  - (b) to be placed on a re-employment list and have rights in accordance with Article 4.
  - (c) to resign and take severance pay in accordance with Article 10.11
  - (d) to access retirement programs currently in place
- 7.6.2 **A probationary employee that receives notice of lay-off may elect one of these options if the employee's status will be permanent on or before the last day of the employee's notice period.**
- 7.7 Bumping Process
- 7.7.1 **The Employer will determine available bumping options in consultation with the Union and the employee.**

7.7.2 Mandatory Order

7.7.2.1 Accumulated seniority shall be applied to bump as follows:

- (a) Bump into an existing position, any program, same classification, 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 re-employment list, own locale. A position shall be deemed filled on the date a written offer is made to the successful applicant.
- (b) Bump an employee with less seniority, own program, same classification, own locale.
- (c) If a suitable vacant position is posted while an employee is moving through the bumping process the employee would bump into that position, subject to challenge.
- (d) Bump an employee with less seniority, any program, any classification, own locale.
- (e) By mutual agreement of the Union, the Employee and SIAST, an employee may be able to bypass 7.7.2.1 (b) and **(d)** to choose 7.7.3.1 (a), (b), (c) or(d),

7.7.3 Optional Process

7.7.3.1 If no position is obtained as a result of 7.7.2.1 (a), (b), (c) or (d), the employee may elect one (1) of the following options:

- (a) to be placed on the re-employment list and have rights in accordance with Article 7.11.
- (b) to resign and take severance pay in accordance with Article 10.11.
- (c) to access retirement programs currently in place.
- (d) to bump into an existing position, any program, any classification, other locale (employee chooses 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 re-employment list, any program, other locale. A position shall be deemed filled on the date a written offer is made to the successful applicant.
- (e) to bump an employee with the least seniority, any program, any classification, any locale (employee chooses locale).

7.8 If an employee in consultation with SIAST is not successful in bumping during the optional process (Article 7.7.3) the employee will be placed on the re-employment list or may resign and receive severance pay or access retirement programs currently in place. Notification that the bumping process has been exhausted shall be in writing. The date the Employer issues such written notification is the effective date.



- 7.9 An employee will have five (5) assigned/working days to consider the formal offer of a position made as a result of exercising the employee's mandatory bumping rights. The five (5) day period shall be deemed to have commenced at 4:00 p.m. of the day that the offer is made or at the end of the employee's work period on the day the offer is formally made, whichever is later. If the employee does not respond within the five (5) day period, it will be deemed that the employee has chosen to exercise their rights under Article 7 7.3.1 (a).
- 7.10 Every effort will be made to complete the bumping process for an employee before the employee's lay-off date, but in no event will the employee be retained in the position beyond this date, **however, the employee will continue to be paid until it has been determined whether the employee has a bumping option .**
- 7.10.1 **The effective date of a bump is usually the end of the notice period, but the Employer may, at its discretion, bump the employee into a position before the end of the notice period.**
- 7.11 Re-employment List
- 7.11.1 Permanent employees who are laid-off by the Campus 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 10.11. Employees on the re-employment list will be expected to apply for job postings of **the Campus.**
- 7.11.1.1 **When an employee elects to be placed on the re-employment list, the employee may immediately start to challenge bumps into vacant positions or postings with an incumbent even though the employee may still be working during the employee's notice period..**
- 7.11.2 A permanent employee who has been laid-off or bumped may opt to resign and collect severance pay as per Article 10.11 at any time prior to accepting a re-employment option. (see Appendix "T" - Career Assistance Options for additional information)
- 7.12 Challenge from the Re-employment List
- 7.12.1 An employee on the re-employment list may challenge a vacancy which has been designated as a bump by applying for the position posted. If the challenger is successful, the challenger will be appointed to the position and the bumper will proceed to the other bumping options.

**ARTICLE 8 TECHNOLOGICAL CHANGE**

- 8.1 For the purposes of this Agreement, "technological change" shall mean
- (a) the introduction by the Employer into the Employer's work, undertaking or business of equipment or material of a different nature or kind than that previously utilized by the Employer in the operation of the work, undertaking or business;
  - (b) a change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material;  
or
  - (c) the removal or relocation outside of the appropriate unit by an Employer of any part of his work, undertaking or business.
- 8.2 <sup>22/A</sup> When the Employer proposes to effect a technological change that is likely to affect the terms, conditions or tenure of employment of a significant number of employees the Employer shall give notice of the technological change to the Union and to the Minister at least ninety (90) days prior to the date on which the technological change is to be effected.
- 8.3 The notice mentioned in Article 8.2 shall be in writing and shall state:
- (a) the nature of the technological change;
  - (b) the date upon which the Employer proposes to effect the technological change;
  - (c) the number and type of employees likely to be affected by the technological change;
  - (d) the effect that the technological change is likely to have on the terms and conditions or tenure of employment of the employees affected; and
  - (e) such other information as the minister may by regulation require.
- 8.4 The Minister may by regulation specify the number of employees or the method of determining the number of employees that shall be deemed to be "significant" for the purpose of Article 8.2.
- 8.5 Where the Union alleges that an Employer has failed to comply with Article 8.2, and the allegation is made not later than thirty (30) days after the Union knew, or in the opinion of the Labour Relations Board ought to have known, of the failure of the Employer to comply with 8.2, the Labour Relations Board may, after affording an opportunity to the parties to be heard, by order:
- (a) direct the Employer not to proceed with the technological change for such period not exceeding ninety (90) days as the Board considers appropriate;
  - (b) require the reinstatement of any employee displaced by the Employer as a result of the technological change; and

- (c) where an employee is reinstated pursuant to clause (b), require the Employer to reimburse the employee for any loss of pay suffered by the employee as a result of the employee's displacement.
- 8.6 Where the Union makes an allegation pursuant to Article 8.5, the Labour Relations Board may, after consultation with the Employer and the Union, make such interim orders under Article 8.5 as the Labour Relations Board considers appropriate.
- 8.7 An order of the Labour Relations Board made under clause (a) of Article 8.5 is deemed to be a notice of technological change given pursuant to Article 8.2.
- 8.8 Where the Union receives notice of a technological change given, or deemed to have been given, by an Employer pursuant to Article 8.2, the Union may, within thirty days from the date on which the Union received the notice, serve notice on the Employer in writing to commence collective bargaining for the purpose of revising the existing provisions of the Collective Agreement that relate to terms and conditions or tenure of employment, or for including new provisions in the Collective Agreement relating to such matters, to assist the employees affected by the technological **change** to adjust to the effect thereof
- 8.9 The Labour Relations Board may, upon application by an Employer, make an order relieving the Employer from complying with the requirement of the notice served under 8.8 or denying the Union the right under Article 8.8 to serve on the Employer a notice to commence collective bargaining where the Labour Relations Board is satisfied that:
  - (a) the Employer has given to the Union a notice in writing in accordance with Article 8.2;
    - (i) prior to the day on which the Employer and the Union entered into the Collective Bargaining Agreement by which they are bound; or
    - (ii) not later than the first date on which either party to a collective bargaining agreement could give notice in writing to terminate or negotiate a revision of the agreement under subsection 33(4) of The Trade Union Act;
  - (b) the Collective Agreement **between** the Employer and the Union contains provisions specifying procedures by which any matters that relate to terms and conditions or tenure of employment likely to be affected by a technological change may be negotiated and finally settled during the term of the agreement.
- 8.10 Where the Union has served notice to commence collective bargaining under 8.8, the Employer shall not effect the technological change in respect of which the notice has been served unless:
  - (a) the Labour Relations Board has made an order under Article 8.9 relieving the Employer from the requirement of bargaining collectively with the Union;
  - (b) an agreement has been reached as a result of collective bargaining; or

- (c) the parties have bargained collectively but have failed to enter into or revise the collective bargaining agreement and the minister has been served with notice in writing informing him of such failure, as per The Trade Union Act.
- 8.11 Where the parties do not reach agreement within sixty (60) days after the date on which the Union has received notification from the Campus of its intention of introduction of a change, the matter may be referred to an expedited arbitration process for purposes of a decision. Within seven (7) days a decision shall be rendered. Technological change shall not be introduced by SIAST until such decision is rendered. Such a decision will be final and binding on both parties.
- 8.12 Where new skills are required by the affected employees, said employees shall, at the expense of SIAST, be given a reasonable period of time, without reduction of hours or rates of pay and corresponding adjustments to workloads during which time they may acquire the necessary skills required by such technological change. Where such employee successfully completes training or upgrading or instruction SIAST shall provide certification to validate the new skills,
- 8.13 An employee who is displaced from their job as a result of technological change under this Article, shall have the right to bump in accordance with Article 7.

**ARTICLE 9      HOURS OF WORE-ACADEMIC - SUB-COMMITTEE**

1.            The Sub-Committee will be comprised of three (3) representatives from the Union and three (3) representatives from Management.

2.            The Committee, once struck, will meet to establish co-chairpersons (Management and Union). Co-chairpersons will be responsible to the parties of the Collective Bargaining Agreement to call meetings as required by the Committee and alternately chair the meetings.

The Sub-Committee will develop a framework and principles for the development of a new Academic Hours of Work Model and develop a method of soliciting input from all Divisions.

Once bargained, such will be subject to the normal ratification process.

4.            The Employer shall pay the cost of the Committees including: meetings, travel, support and meeting rooms, etc. Staffing backfill for the committee members will be considered, if necessary.

5.            If the recommendations of the Sub-Committee result in any incremental costs to SIAST, such costs must be identified and will be subject to negotiation.

6.            The Sub-Committee will make recommendations on supervisory increments, which are presently described in Appendix "A-2".

**ARTICLE 2      HOURS OF WORK - ACADEMIC**

Instructional staff are expected to perform their related professional responsibilities. SIAST recognizes the right of an academic employee to exercise professional discretion with the employee's time other than the assigned hours with a recognition that a reasonable amount of time dedicated to preparation, evaluation and other complementary functions is an integral part of an employee's job. A complementary function is considered as the administrative activity required by an employee to provide a quality program.

9.1            Work Year

9.1.1        All members of the Academic Unit will work on the basis of a two hundred (200) assigned day year.

9.2            Instructional Assignments

9.2.1        An assigned hour is an instructional student contact hour assigned by SIAST

9.2.2        An assigned instructional hour shall be fifty (50) to sixty (60) minutes of scheduled instruction to students.

9.2.2.1      An assigned contact hour may include up to ten (10) minutes for activities other than direct student contact These activities may include: moving to different classrooms, accessing resources, moving equipment, etc. These activities can occur at the appropriate time (beginning, middle or end) within scheduled contact hours but cannot be accumulated for the purpose of altering the start/stop times of the day. Up to ten (10) minutes can be prorated for classes greater or lesser than sixty (60) minutes. A contact hour is sixty (60) minutes including any break assignment that may or may not have occurred. For purposes of this Article the activities other than direct student contact for categories A1 and E will consist of breaks totalling thirty (30) minutes which will be scheduled in each assigned day. Such breaks will be considered part of the assigned hours,

9.2.3 Category Caps

9.2.3.1 The following are the maximum assigned instructional student contact hours and constitutes the equivalent of a full instructional student contact assignment.

<u>Category</u>	<u>Maximum</u>
A. Laboratory/Shop	
1. Classroom/Shop	900
2. Classroom/Laboratory	825
B. Health Sciences	825
C. Lecture	625
D. A.B.E./Individualized	1000
E. C.B.E.	
1. Scheduled	1100
2. Unscheduled	1200

9.2.3.2 As per Article 1.19, a part-time Instructor's category cap will be prorated in accordance with assigned days. The formula is as follows:

$$\frac{\text{Assigned Days} \times \text{Category Cap}}{200} = \text{Pro-rated Category Cap}$$

9.2.3.3 An Instructor who works on a part-day basis will have their daily cap determined on the basis of the category cap divided by two hundred (200). It is expected that the Instructor will complete the complementary functions associated with the assigned hours.

9.2.3.4 Calculation of Maximum Complementary Functions

9.2.3.4.1 For reference purposes, the maximum complementary function for each assigned hour will be calculated on the basis of the following formula:

$$\frac{\text{DDD}}{\text{AAA}}$$

$$\text{DDD} = 1450 - \text{AAA}$$

AAA = Annual Category Cap

9.2.4 Instructors appointed as Program Heads/Department Heads shall have their instructional contact hours reduced by an amount determined by the Dean in consultation with the Instructor.

- 9.2.5 The current listing of program categories is as contained in Appendix "E-3" and may be reviewed at each round of bargaining by the parties for correctness of categorization.
- 9.2.6 Determination/Review of Category Cap
- 9.2.6.1 The category of any new or substantially changed program will be determined by the Dean after consideration of the subject matter, instructional methods, and instructional environment. The Union and affected employee(s) will be notified of the decision and will have the option to appeal as per Article 9.7.
- 9.2.6.2 Requests for reviews of category caps for existing programs may be made by employee(s) to the appropriate Dean. If the request for a program category change is successful, it will become effective at the beginning of the academic year following, unless agreed to be implemented at an earlier date, by mutual agreement between the parties. If the request for a program category change is unsuccessful, the affected employee(s) will be notified of the decision and will have the option to appeal as per Article 9.7.
- 9.2.7 SIAST recognizes that these maximums are not a goal for assigned hours but represent a guideline not to be exceeded.
- 9.2.8 The assigned student instructional contact hours of a full-time Instructor may vary below the established category caps.
- 9.2.9 Determination of Extra Pay
- 9.2.9.1 An Instructor who exceeds the cap of assigned student instructional contact hours for the category will receive pay or time off with pay in lieu thereof. The amount of pay will be determined by the following formula:

$$\frac{BBB}{AAA} \times CCC$$

AAA = annual category cap  
 BBB = hours exceeding annual category cap  
 CCC = annual salary



9.2.9.2 The amount of extra pay for a part-time Instructor will be determined by the following formula:

$$\frac{BB}{AA} \times CC$$

AA = Pro-rated annual Category Cap  
BB = Hours exceeding pro-rated annual Category Cap  
CC = Pro-rated annual Salary

9.2.10 Determination of Time Off

9.2.10.1 Time off with pay in lieu will be taken at the rate of one (1) assigned hour for each additional hour or portion thereof accumulated

9.2.10.2 The determination of time off will be calculated by the following formula:

BBB = Number of days to be taken  
X

AAA = X  
200

AAA = Annual Category Cap  
BBB = Hours exceeding the Category Cap

9.2.11 It will be determined by mutual agreement between the employee and Supervisor whether compensation will be by pay, time off or some combination. Where there is no mutual agreement, compensation will be paid.

9.2.12 Whenever possible Instructors will have days assigned for program maintenance at the Program Head's discretion and the Dean's approval.

9.2.13 There will be no split-shifting

9.2.14 Except in the case of unforeseeable circumstances, each Instructor shall be notified of their instructional load at least thirty (30) calendar days prior to the start of the Instructor's assignment. When program needs require a change in an employee's profile/load, thirty (30) calendar days written notice thereof will be given to the employee whenever possible.

9.2.15 Travel time for Instructors assigned to a location other than their assigned locale will be included within the assigned days on the Instructor's two hundred (200) day profile. These hours do not constitute instructional contact hours, but will be recognized as part of a combined assignment. Travel time for employee initiated professional development activities does not count as part of a combined assignment. Travel time for SIAST initiated program/professional development is considered a non-instructional assignment and counts toward a combined assignment.

9.2.16 Where an Instructor has a combined instructional assignment, the formula will be:

$$\left[ \left( \frac{A}{B} + \frac{C}{D} \right) - 1 \right] \times 200 = \text{Extra Days}$$

A = Assigned instructional hours in the first (1st) program.  
B = Cap of first (1 st) program.  
C = Assigned instructional hours in the second (2nd) program  
D = Cap of second (2nd) program.

Compensation will be made as per Article 9.2.11,

9.3 Non-instructional Assignments

9.3.1 Each employee in this category will work on the basis of one thousand four hundred and fifty (1450) hours over a two hundred (200) assigned day period.

9.3.2 When an employee works in excess of the amount set out in Article 9.3.1 the employee will receive extra pay; time-off in lieu may be taken by mutual agreement. The amount owed or tune-off in lieu will be calculated by:

$$A - 1450 = C$$

A = Hours assigned to work in a two hundred (200) assigned day period  
C = Amount owed (hours)

9.3.3 Assigned travel time will be part of an employee's assignment

9.3.4 There will be no split-shifting.

9.3.5 Except in the case of unforeseeable circumstances, each employee shall be notified of their workload at least thirty (30) calendar days prior to the start of the employee's assignment. When program needs require a change in an employee's profile/load, thirty (30) calendar days' written notice thereof will be given to the employee whenever possible.

9.4 Instructional and Non-instructional Combined Assignments

9.4.1 Any Instructor, regardless of designated category, can be designated by management as working in a combined assignment for part or all of the two hundred (200) day assignment.

9.4.2 Each Instructor in this category will work on a pro-rata basis combining instructional and non-instructional assignments.

9.4.3 Work in excess of the regular pro-rated assignment will be calculated on the basis of the following formula:

Compensation will be made as per Article 9.2.11.

$$\left[ \left( \frac{A}{B} + \frac{C}{D} \right) - 1 \right] \times 200 = \text{Extra Days}$$

A = Assigned instructional hours  
B = Maximum assigned instructional hours  
C = Assigned non-instructional time  
D = 1450

9.4.4 Travel time will be applied to an employee in this category on the basis of Article 9.2 15 and 9.3.3.

9.4.5 Instructors appointed as Program Heads/Department Heads shall have their instructional contact hours reduced by an amount determined by the Dean in consultation with the Instructor.

9.4.6 There will be no split-shifting.

9.4.7 Except in the case of unforeseeable circumstances, each Instructor shall be notified of their instructional load at least thirty (30) calendar days' prior to the start of the Instructor's assignment. When program needs require a change in an employee's profile/load, thirty (30) calendar days' written notice thereof will be given to the employee whenever possible.

9.5 Year-End Reconciliation

9.5.1 Additional pay/time off in lieu earned in an academic year will be reconciled at the end of the academic year. When earned time off in lieu remains unused at academic year end, it will be paid out at the employee's rate of pay in effect on the last day of that academic year.

9.6. Additional Hours

Student contact hours worked beyond the maximum of a category cap or in excess of a value of:

will **be** by mutual agreement of the employee and the Dean

$$\left[ \frac{A}{B} + \frac{C}{D} \right] = 1$$

A = Assigned instructional hours  
B = Maximum assigned instructional hours  
C = Assigned non-instructional time  
D = 1450

9.7. Hours of Work Appeal Procedure

9.7.1 All hours of work problems will be discussed with the Divisional Dean before proceeding with the appeal procedure.

9.7.2 There will be a SIAST/SGEU Hours of Work Advisory Committee established

9.7.3 The Committee will consist of four (4) members, two (2) appointed by the Union and two (2) appointed by SIAST.

9.7.4 The purpose of this Committee will be to resolve all disputes in regard to hours of work as quickly as possible. This is to ensure consistent application in a fair and equitable manner.

9.7.5 This Committee will endeavour to meet within one (1) week of receiving a request to resolve a dispute.

9.7.6 A decision made by a majority of the Committee shall be sent to the employee, Supervisor and the Dean within one (1) week of the meeting.

9.7.7 Decisions made by this Committee will be binding to the employee, Supervisor and **Campus** involved.

9.7.8 If a dispute cannot be resolved by this Committee the dispute will be referred to an Hours of Work Arbitrator. The Arbitrator will be jointly selected by the Campus Committee Chairperson(s) and the **Dean/Director involved**.

9.7.9 The Arbitrator will make a binding decision.

**ARTICLE** 9 **HOURS OF WORK - ADMINISTRATIVE SUPPORT**

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

9.1.1 Employees shall work a five/four (5/4) work schedule as per Article 9.2 below which consists of nine (9) - eight (8) hour days in a two (2) week period from Monday - Friday.

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

- (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 pm
- (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 (1/2) 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) EDO's annually by mutual agreement. The Employer shall allow up to five (5) banked EDO's 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 the employee's scheduled earned day will be overtime and shall be compensated for at the applicable overtime rates as per Article 9.6.2 and 9.6.4 (b).
- (h) subject to Article 9.2, 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 9.2.
- (k) while on sick leave or vacation leave, the number of days charged against the employee's sick or vacation leave shall not include the employee's scheduled EDO's during that period.
- (l) while on sick leave the number of days charged against the employee's sick leave shall not be more than one (1) day per working day.

- (m) earned days off shall not alter the employees regular days of rest, but shall be scheduled adjacent thereto.
  - (n) when an employee is authorized or directed to attend a training course that does not involve a leave of absence and falls on the employee's earned day off, the earned day off will be rescheduled by Management to a day adjacent to regular days of rest.
  - (o) employees on an approved leave with or without pay shall resume their normal work cycle when they return to work.
- 9.2.1 (a) notwithstanding Article 9.2 above, an employee may request, and the **Dean/Manager** may approve, carry-over of earned days off to a maximum of ten (10) per fiscal year. Any earned days off carried over and not used shall be paid out at straight time.
- (b) where an employee has not been given the opportunity to take banked earned days off by August 31 in each year, the employee shall be paid for all such days at the appropriate overtime rate.

9.3 Modified Work Schedule

9.3.1 This agreement is required for work performed outside of core hours as listed in Article 9.2 (a) to (d). Notwithstanding Article 9.1.1, the Employer, in consultation **with** the Union, may modify employee hours of work in the following fashion by modifying:

- (a) daily on duty and off duty times for each shift.
- (b) length of time to be spent on each tour of duty.
- (c) order of rotation through various tours of duty.
- (d) regular weekly days off.
- (e) fixed tours of duty.

The foregoing modifications must be in accordance with Article 9.2 (e) to (o).

9.3.2 If the **employee's work schedule** is changed **significantly, the employee may request, and the Employer will allow, the employee to exercise their rights under Article 7.6.**

9.4 Work Schedule - Non-regulated one hundred and forty-four (144) Hours

9.4.1 Employees whose jobs require greater flexibility than provided in the preceding Articles, shall work an unregulated four (4) week period consisting of one hundred and forty-four (144) hours averaged over that four (4) week period.

- 9.4.2 For the purpose of banking, outlined below, the year may be divided into two (2) periods of twenty-eight (28) and twenty-four (24) weeks.
- 9.4.2.1 The starting and ending dates for the twenty-eight (28) and twenty-four (24) week periods shall be agreed to at the Dean/Manager level.
- 9.4.2.2 Where there is mutual understanding for the need to work in excess of the one hundred and forty-four (144) hours in a four (4) week period such time shall be banked at straight time **and** taken within the twenty-eight (28) or twenty-four (24) week periods in which it was earned.
- 9.4.2.3 Employees shall be entitled, once a year, to designate up to ten (10) days of banked time to be taken in conjunction with a period of vacation leave by mutual agreement.
- 9.4.2.4 Every possible effort shall be made by the Dean/Manager and the employee to ensure that the employee's work schedule allows for the banked time to be used prior to the last four (4) weeks of the twenty-eight (28) or twenty-four (24) week period. Where it was not possible to utilize the banked time, with the exception of those days designated to be taken in conjunction with vacation, the number of hours in the last four (4) weeks shall be reduced by the number of hours remaining in the bank
- 9.4.2.4.1 Applicable overtime rates shall be one and one-half (1 1/2) times the regular rate of pay except in situations where the employee verifies that they have worked more than four hours overtime on that day; the rate shall then become double (2) time.
- 9.4.2.5 When an employee leaves the service of the SIAST the banked time will be paid out at straight time.
- 9.4.3 Any days of leave, with or without pay, shall count as eight (8) hours per day for purposes of averaging.
- 9.4.4 An employee shall **be** considered to be on a five (5) day week for the calculation of pay and employee benefits.
- 9.5 Special Provisions
- (a) The following special provisions may be implemented, **in consultation with the Union:**
- (i) notwithstanding Article 9.2, scheduled earned days off shall be worked and accumulated at straight time rates.
- (ii) periods of EDO accumulation shall be **during those periods indicated by the Employer.**
- (iii) accumulated days off shall be taken by mutual agreement prior to August 31 (e.g. school/scheduled breaks).

- (iv) any scheduled earned days off worked for the purpose of accumulation shall not be included as actual hours worked in the normal work period for the calculation of overtime
  - (v) accumulated earned days off must be taken by August 31, unless and employee is directed by Management to work, in which case these days will be compensated for, in accordance with Article 9.6.4 (b).
- (b) **If the employee's work schedule is changed significantly, the employee may request, and the Employer will allow, the employee to exercise their rights under Article 7.6.**

9.6 **Overtime**

9.6.1 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.

9.6.1.1 **Employees will not be appointed to more than one (1) assignment if the combined assignment results in excess of eight (8) hours per day.**

9.6.2 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.

9.6.3 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 current rate of pay.

9.6.4 (a) All employees will receive time and one-half (1½) 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.

(b) All employees will receive time and one-half (1½) for the first four (4) hours of authorized work performed on an earned day off (EDO) and double (2) time for all additional hours.

9.6.5 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.

9.6.6 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 (1/2) hour or more.



- 9.7 Rest Periods
- 9.7.1 All employees shall have two (2) fifteen (15) minute rest periods per day
- 9.8 Split shifts
- 9.8.1 There will be no split shifts.

**ARTICLE 10 PAY ADMINISTRATION**

10.1 Rates of Pay

10.1.1 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".

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

10.1.3 The training rates in Appendix "A" apply to Co-op students only.

10.2 Pay Periods

10.2.1 **Full-time employees shall be paid bi-weekly. This system may be implemented as early as January 1, 2000, but not later than January 1, 2001.**

10.2.2 Part-time and casual employees 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 (13th) day.

10.2.2.1 **Full-time employees who are hired for part-time or casual assignments, in addition to the employee's full-time assignment, will be paid for the part-time or casual assignment bi-weekly.**

10.2.2.2 Employees working in the Academic Unit on a part-time or casual basis shall be paid at the rate of one two-hundredth (1/200) of their annual salary for each day assigned.

10.2.2.3 In the Academic Unit, part-time employees who work on a part-day basis shall be paid the above assigned daily rate on a pro-rated basis. The pro-rating shall be based on the portion of a day the part-time employee has worked compared to the category cap divided by two hundred (200).

10.2.3 All employees will receive their pay by direct electronic deposit to the bank or Credit Union of their choice.

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

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

10.3 Advances

10.3.1 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 the employee's annual vacation or other leave with pay, any pay cheques which may fall due during the period of vacation or leave.

10.3.2 Emergency Advances

10.3.2.1 An employee may receive an emergency salary advance. The employee will make application for an advance to the Campus Director. Subject to approval by the Campus Director, and provided the employee has requested the advance before noon, the employee will receive the advance on the day following the date of application. The advance will not be more than the net amount payable for that pay period.

10.4 Annual and Semi-Annual Increments

10.4.1 All probationary and permanent employees shall receive within-range increments effective on the established increment date as per Appendix "B".

10.4.2 An employee will be entitled to the annual increment in his pay range on the employee's annual increment date provided that the employee has been authorized and has reported for work a minimum of one hundred and eighty (180) assigned days (AC)/two hundred (200) working days (AS) since the employee's last increment.

10.4.2.1 Employees identified in Appendix "B" as having accelerated increments will be entitled to a semi-annual increment in the employee's pay range between Steps 1 and 2 and Steps 2 and 3 on the employee's semi-annual increment date provided that the employee has been authorized and has reported for work a minimum of one hundred (100) working days since the employee's last increment.

10.4.3 Where an employee has not worked one hundred and eighty (180) assigned days (AC)/two hundred (200) or one hundred (100) working days (AS) in the appropriate increment period, whichever is applicable, prior to the employee's increment date, it shall be adjusted to the nearest first of the month upon completion of one hundred and eighty (180) assigned days (AC)/two hundred (200) or one hundred (100) working days (AS); the new increment date will be the nearest first of the month upon completion of the required days.

10.4.4 Subject to Article 10.4.1, the increment date shall be the nearest first (1st) of the month of the initial appointment date.

10.4.5 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.

10.4.5.1 When an employee returns to work after a leave of absence without pay for Maternity, Paternity, Adoption or Guardianship purposes, the employee will be credited with all service before and during the leave of absence for the purpose of earning increments.

10.4.6 For the purpose of Article 10.4, 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.

- 10.5            Pay on Promotion
- 10.5.1        Except as described elsewhere in the Collective Agreement, 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 **the employee's salary on date of application in a reclassification situation, or date of appointment in an appointment situation** 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.
- 10.5.2        **Increment dates shall not be affected by 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 the increment or adjustment before the promotion formula is applied.
- 10.5.3        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.
- 10.5.4        The promotion formula in Article 10.5 shall be used when permanent employees of one (1) **Bargaining Unit of the Campus accept higher paid positions in the other Bargaining Unit.** 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.
- 10.6            Pay on Demotion
- 10.6.1        When a permanent employee is demoted, the rate of pay for the new position shall be as follows:
- 10.6.1.1      Involuntary: If the rate of pay received in the previous position was more than the maximum rate of the new position, the employee **will be red-circled for two (2) years, at which time the employee shall receive the maximum of the new classification.**
- 10.6.1.2      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.
- 10.6.1.3      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.
- 10.6.1.4      Increment dates shall not be affected by demotion.
- 10.7            Transfers/Changes in Pay Range
- 10.7.1        When an employee is transferred or there is a change in the pay range the employee shall move to the same step in the new pay range as held in the previous range.

- 10.7.1.1 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.
- 10.8 Pay on Re-Employment
- 10.8.1 Where, as a result of a competition a permanent employee from the re-employment list, is employed in a position with a classification that has a lower maximum salary, 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).
- 10.8.2 Where, as a result of a competition a permanent employee from the re-employment list is 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, including any time which may have been earned toward an increment.
- 10.9 Pay on Bumping or SIAST Initiated Transfer
- 10.9.1 Where, as a result of a bump or a SIAST initiated transfer, a permanent employee is employed in the same or similar position, the rate of pay shall be at the same step in the range as at the time of lay-off, or previous to the transfer, including any time which may have been earned toward an increment.
- 10.9.2 If an employee has no available bump, except to a classification with a lower maximum salary, the employee will be red-circled for two (2) years or until the maximum salary of the new classification equals or exceeds their current salary, whichever provides the greater benefit, including any time which may have been earned toward an increment.
- 10.9.2.1 If the employee is still red-circled at the conclusion of the two (2) years, the employee's salary will be reduced to the maximum salary of the lower classification
- 10.9.2.2 **In cases when red-circling is applicable, the two (2) years commences at the end of the notice period.**
- 10.9.2.3 **When an employee is required to bump into a lower classification, the employee will be red-circled for two (2) years. If the employee is again required to bump to a lower classification within the two (2) years (this may happen more than once), the employee remains red-circled at the original pay rate until the two (2) years has expired. When the two years has expired, if the employee is still red-circled, the employee then reverts to the maximum salary in the new classification.**
- 10.9.3 **Employees (AC) will be red-circled at their salary excluding the supervisory increments.**

- 10.9.4 **Full-time employees who bump into a part-time position in a higher classification and are laid-off or bumped from that position within two (2) years and are required to bump into a classification with lower maximum salary will be red-circled at the rate of the full-time position if it is higher than the classification in which the employee bumps.**
- 10.9.5 **If an employee bumps into an assignment during the employee's notice period that results in the employee receiving lesser pay, the employee's salary will be maintained for the duration of the notice period.**
- 10.10 Temporary Performance of Higher Duties (TPHD)
- 10.10.1 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 the duties of an employee in 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 10.5, whichever is greater.
- 10.10.2 Remuneration shall be payable under this subsection for all days assigned/worked including statutory holidays, earned days **off, vacation and** sick days.
- 10.10.3 Temporary performance of higher duties shall not exceed twenty-nine (29) **assigned/working days or fifty-nine (59) calendar days** in a fiscal year. Extensions may be granted by agreement between the Employer, the employee and the Union.
- 10.10.3.1 **Temporary performance of a higher duty will be compensated for the minimum of one (1) day at the higher rate of pay.**
- 10.10.4 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,
- 10.11 Severance Pay
- 10.11.1 A permanent employee who is bumped or laid-off shall be entitled to receive severance pay on resignation on the basis of five (5) assigned days' (AC)/one (1) week's (AS) 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.

- 10.11.2 Eligible years for the purposes of severance pay will include all continuous salaried employment with the Employer. **The calculation of eligible years for the purpose of severance will be made utilizing the seniority list, the formula included in Appendix “D-5” and any prior out-of-scope service.** For those employees with SIAST 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.
- 10.11.3 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.
- 10.12 Calculation of Pay in Lieu - Academic
- 10.12.1 Permanent full-time employees who have been laid-off shall receive not less than ten (10) weeks’ notice of **lay-off** or pay **in lieu thereof**. For purposes of **calculating** calendar days notice under **this Article, the notice period will start the next working day after the employee receives notice**, in writing, that the employee has been bumped or laid-off. Pay in lieu of notice will be 2.5/12 of the employee’s **annual** salary, subject to the following:
- a) if the employee is not required by the Employer to work any assigned days during the notice period the employee will receive two and one-half (2 1/2) months pay in lieu of notice.
  - b) if the employee is required to work any assigned days during the notice period the employee will be paid one two-hundredths (1/200) for each day worked and will receive two and one-half (2 1/2) months pay less salary earned during the notice period.
- 10.12.2 On the date of notice of lay-off an initial pay reconciliation calculation will occur subject to Article 7.3.
- 10.12.3 At the conclusion of the notice period a final pay reconciliation shall be made in accordance with Article 10.15, 10.11 and subject to Article 7.3.
- 10.13 Calculation of Pay in Lieu - Administrative Support
- 10.13.1 Permanent employees who have been laid-off shall receive not less than ten (10) weeks’ notice of lay-off or pay in lieu thereof. For purposes of calculating notice under this Article, **the notice period will start the next working day after the employee receives notice**, in writing, that the employee has been bumped or laid-off. Pay in lieu of notice will be at the rate earned when the lay-off becomes effective.

- 10.14 In-Hiring Salary Adjustment - Administrative Support
- 10.14.1 In-hiring rates of pay shall normally be at the minimum of the salary ranges when the selected applicant possesses education and/or experience which meets the minimum requirements for the classification.
- 10.14.2 Where the selected applicant possesses education and/or experience which exceeds the minimum requirements for the classification, the **Campus** will approve an in-hiring salary adjustment at the second step of the range.
- 10.14.3 For up-in-range appointments, the Campus will post the in-hiring salary adjustment, 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 they possess education and experience equivalent to the person appointed above the minimum, may, within thirty (30) calendar days of such publication, request that the Campus review the employee's education, experience and salary.
- 10.14.3.1 If, as a result of the review, a salary adjustment is warranted, the **Campus** shall so authorize effective the date of the original appointment of the up in the range hiree.
- 10.15 Reconciliation - Academic
- 10.15.1 In the event a full-time employee is dismissed, resigns, promotes, demotes, transfers, retires, is laid-off, is **on leave for the remainder of the Academic year, or otherwise** terminates employment from the classifications listed in Appendix "B" prior to the completion of the full academic year, a reconciliation of the salary paid to that date **and** actual salary entitlement to that date based on one two-hundredths (1/200) of the annual salary for each assigned day worked shall be conducted. Any monies owing shall **be** paid to the employee and any monies overpaid shall be recovered from the employee.
- 10.15.2 In the event a full-time employee commences employment other than at the normal start of that program, the employee 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, at which time a reconciliation of salary paid to that date will be carried out in accordance with Article 10.15.1 above.
- 10.15.3 Full-time employees who, as a result of approved leaves of absence without pay, do not complete two hundred (200) assigned days in an academic year shall be subject to a reconciliation of the salary paid during the academic year and actual salary earned. Their salary cheque for the final month **of** the academic year shall be adjusted to compensate for the final amount owing.
- 10.15.4 For the purpose of salary determination on promotion, demotion, transfer and TPHD assignments, the salary shall be determined on the basis of the monthly rates.



- 10.16      Pay for Full-time Employees - Academic
- 10.16.1    An employee who is assigned to work in excess of two hundred (200) days in one (1) academic year shall be paid at the rate of 1/200 of the employee's current annual salary for each day so assigned (subject to Appendix "E-5" and Article 12.3.2).
- 10.17      Recovery of Wages Paid
- 10.17.1    In the case of death, there shall be no recovery of wages paid

**ARTICLE 11 ALLOWANCES, DIFFERENTIALS AND OTHER PAYMENTS**

11.1 Travel and Sustenance

11.1.1 Travel

11.1.2 Ordinary North of 54th Parallel

Kilometre Rate	31.63	34.06
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11.2 Incidental Kilometre Expenses

11.2.1 The allowance payable to employees authorized on an incidental basis to use privately owned vehicles for Campus business is as follows:

1. Car: Subject to a minimum allowance of \$5.00 per day, \$1.50 per hour (pro-rated for shorter periods) for actual usage to a maximum of \$6.00 per day or 31.63 cents/km, whichever is greater.
2. Truck: Subject to a minimum allowance of \$5.00 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 33.58 cents/km, whichever is the greater.

11.3 Review of Kilometre Allowances

11.3.1 First Review - effective April 1, 1999 the rate applicable to ordinary kilometres shall be adjusted **by** an amount which, subject to 11.3.2 is the same percentage as was the percentage **change as agreed to between the Public Service Commission and SGEU (PS/GE Collective Agreement)**.

11.3.2 The amount yielded by the procedure set out above will be rounded to the nearest 100-hundredth (100th) of one (1) cent.

11.3.3 Second Review -the date of October 1, 1999 shall be substituted for April 1, 1999.

11.3.4 Third Review -the date of April 1, 2000 shall be substituted for April 1, 1999.

11.3.5 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 11.1.2 and 11.2.1.

- 11.4 Hotel Accommodation
- 11.4.1 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.
- 11.4.2 An amount of twenty-five (25) dollars per night (no receipt necessary) will be paid for accommodation in private residences or in private trailers.
- 11.4.3 Amounts in excess of twenty-five (25) dollars 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.
- 11.5 Meals
- 11.5.1 Ordinary:
- |                    |                |
|--------------------|----------------|
| Per diem allowance | <b>\$36.00</b> |
| For partial days:  |                |
| Breakfast          | <b>7.00</b>    |
| Dinner             | <b>13.00</b>   |
| Supper             | <b>16.00</b>   |
- 11.5.1.1 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.
- 11.5.1.2 Notwithstanding the above, an employee authorized away from the employee's 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.
- 11.6.1 On SIAST Business Outside the Province
- 11.6.1.1 Hotel Accommodation: Actual and reasonable charges supported by a receipt.

11.6.1.2

**Meals**

Ordinary:  
Per diem allowance \$46.00

For partial days:  
Breakfast 10.00  
Dinner 15.00  
Supper 21.00

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

Appropriate exchange rates will be applicable if higher.

11.7

Incidental Expenses

11.7.1

Actual and reasonable charges will be paid for such items as taxis, off-street parking and storage of vehicles (when travel away from own locale is authorised), telephone, telefax, telegraph, laundry, dry cleaning, valet services and gratuities. **Receipts will be required for all the above charges.**

11.8

Northern Allowance

11.8.1

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 one hundred and fifty dollars (\$150) per month over and above their basic rate of pay for each full month stationed there.

11.9

Relocation Allowance

11.9.1

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

11.9.2

Acceptable Housing is Not Available

11.9.2.1

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.

11.10

Protective Clothing and Personal Loss

11.10.1

The intent of this Article is to compensate employees for occasional, unexpected damage to clothing or personal effects while carrying out duties associated with their job.

11.10.2

This Article will not apply in cases where repair or replacement is necessitated by normal wear and tear.

- 11.10.3 An employee is expected to exercise reasonable care and caution to avoid damage. If an employee has protective clothing and apparatus the employee is expected to wear it to protect their personal clothes, jewellery and eye glasses. Jewellery should not be worn in shop or lab areas where it may be a safety hazard or it may be broken or damaged.
- 11.10.4 An employee who is not wearing protective clothing and apparatus will not be compensated for damages which would not have occurred had they been wearing it.
- 11.10.5 An employee is expected to be responsible and reasonable in their choice of clothing they wear to work.
- 11.10.6 Where an employee suffers damage to clothing as a direct consequence of performing required duties, the Employer will compensate the employee to a maximum of three hundred dollars (\$300.00) 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.
- 11.10.7 If an employee suffers damage to their clothing or personal effects they are to report the incident to their Supervisor that day. The Supervisor will determine if the incident falls within the intent of this Article. The Supervisor will report the incident to the Dean's Office of their Division. The Dean or out-of-scope designate will assess the damage. Compensation will be based on the current replacement value of the article. The Dean's Office will authorize and initiate payment.

11.11 **Danger Pay**

11.11.1 **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. Danger pay is not prorated in situations where the employee spends less than a full day in the Saskatchewan Penitentiary, the Provincial Correctional Centre, or the Regional Psychiatric Centre.

11.12 **Payment of Professional Fees**

11.12.1 SIAST agrees to pay the professional fees of all employees who are required as a condition of employment to be a member of an association.

11.13 **Shift Differential**

11.13.1 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 assigned between the hours of 5:00 p.m. and 7:30 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.

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11.14 Childcare Expenses

11.14.1 Employees authorized to travel and remain overnight on SIAST business outside their own locale shall be entitled to claim for actual and reasonable costs incurred in obtaining childcare if no other member of the family is available to provide such care. Such expenses are not intended to reimburse the claimant for childcare expenses they would have normally incurred had the employee been performing the employee's normal work on that day. These provisions do not apply to employees that are normally required to travel in their job.

11.15 Call-back

11.15.1 An employee who receives a call-back for overtime after leaving the place of work shall be paid for a minimum of two (2) hours at overtime rates,

11.16 Standby

11.16.1 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 (1) hour.

Standby Pay -The employee shall be paid the sum of \$1.50 per hour, 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 / DESIGNATED HOLIDAYS I UNASSIGNED DAYS**

12.1 Vacation Entitlement Administrative Support

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

12.1.1.1 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 1/4) days for each completed calendar month of service

12.1.1.2 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 2/3) days for each completed calendar month of service.

12.1.1.3 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 1/12) days for each completed calendar month of service.

12.1.1.4 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 (2 1/2) days for each completed calendar month of service

12.1.2 Vacation Entitlement in the First Fiscal Year of Employment

12.1.2.1 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 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.

12.1.3 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 Dean/Manager.

12.1.4 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 the employee's vacation, the employee's second choice of vacation time shall be made only after all other employees concerned have made their initial selection.

- 12.1.5 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 Dean/Manager. Such requests and the Dean/Manager's response shall be in writing. Any payout, which may result, shall be at the employee's current rate of pay.
- 12.1.6 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.
- 12.1.7 When any holiday(s) designated in Article 12.2 fall(s) within an employee's annual vacation, additional day(s) of vacation will be granted.
- 12.1.8 When an employee qualifies and is approved for sick leave, bereavement, or any other approved leave during the employee's 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 of reinstated for use at a later date. Substantiation of all claims for deferred vacation must be provided, if requested.
- 12.1.9 No employee shall be required to work during 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.
- 12.1.10 Subject to Article 12.1.4, an employee shall be entitled to receive vacation in an unbroken period unless otherwise mutually agreed upon between the employee and the out-of-scope Supervisor.
- 12.1.11 In addition to any vacation earned up to June 30 of the preceding fiscal year, an employee leaving SIAST on superannuation shall be entitled to full vacation leave or pay in lieu in the fiscal year of retirement.
- 12.1.12 All 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.
- 12.1.13 An employee seeking to have vacation allowance paid out in conjunction with vacation leave will give payroll at least seventeen (17) working days notice to effect payment,
- 12.1.14 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

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

all employees supplementary earnings;

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 12.1.12):

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

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

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

12.1.17 Vacation Administration

1 1/4 days	=	10 hours
15 days	=	120 hours
1 2/3 days	=	13 1/3 hours
20 days	=	160 hours
2 1/12 days	=	16 2/3 hours
25 days	=	200 hours
2 1/2 days	=	20 hours
30 days	=	240 hours

Vacation usage shall be charged on the basis of one (1) hour for each hour of scheduled vacation, exclusive of earned days off (EDO's).

12.2 Designated Holidays - Administrative Support

12.2.1 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.

12.2.2 If any of the holidays listed in Article 12.2.1 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.

- 12.2.3 An employee who is required to work on a designated holiday shall be paid at a rate of one and one-half (1½) 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.
- 12.2.4 An employee who has authorization to perform overtime work on a designated holiday shall be paid at a rate of two point five (2.5) times the employee's regular pay for each hour in excess of eight (8) hours daily.
- 12.2.5 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 12.2.1, Earnings for this purpose shall not include vacation leave pay.
- 12.3 Unassigned Days - Academic
- 12.3.1 For all employees unassigned days shall be deemed to be MI compensation for vacation leave and designated holidays.
- 12.3.2 Full-time employees shall be entitled, in each year, to a minimum of six (6) consecutive weeks of unassigned days. The six (6) week period shall include the month of July and/or August. No employee shall be required to work for more than two hundred and ten (210) assigned days without these unassigned days.
- 12.3.3 An employee may waive their right to six (6) consecutive weeks of unassigned days as outlined in Article 12.3.2 above. Such employees shall complete the prescribed "Waiver of Unassigned Days" form (sample Appendix "E-5"). This form must be signed by the employee and the employee's out-of-scope Supervisor and a copy forwarded to the local Campus Committee Chairperson.

**ARTICLE 13 CLASSIFICATION SPECIFICATION PLAN**

**Article 13 will be referred to the Bargaining Committees, during the term of this Agreement if, or when, required.**

For the purposes of Article 13 the following definitions will apply:

**CLASSIFICATION SPECIFICATION:**

Classification specifications (class specs) are written to reflect the general required qualifications, skills, abilities and experiences or demonstrated competencies and the duties for a classification. They are applied to specific positions to reflect the required (minimum) factors. Required factors are utilized in a bumping situation or to determine if an applicant is minimally qualified for a position in the hiring process.

**POSITION/JOB DESCRIPTIONS:**

Position/job descriptions reflect qualifications, skills, abilities, experience and duties related to a specific position. They include required factors as well as desired factors. Desired factors exceed the class specs because they reflect the "nice to have" factors. Positions/job descriptions are utilized in the hiring process.

- 13.1 The Employer shall establish and maintain a Classification Specification Plan which will specify the qualifications, skills, abilities and experience required for each job. Amendments shall be made from time to time as changes in organization and work assignments require. Copies of such amendments shall be forwarded to the Union. All jobs shall be allocated to one (1) of the classifications set forth in Appendix "B".
- 13.1.1 Notwithstanding Article 13.1, the parties agree to maintain the old Public Service Classification Plan until such time as the new SIAST Classification Plan is established
- 13.2 The Employer shall provide a current copy of all classification specifications to the Union at their request.
- 13.2.1 A copy of all amended job descriptions will be forwarded to the Union for information a minimum of one (1) week in advance of utilization.
- 13.3 All new or revised classifications and positions shall be established in accordance with this Article. The Employer shall give notice of intent to the Union, and shall negotiate the inclusion or exclusion from scope by position. If the position is to be included in-scope, the **Campus** shall negotiate the probationary period, the hours of work designation, rate of pay and Bargaining Unit. If no agreement is reached, the Employer may advertise the position at a salary range which is the lower of the proposed salary ranges advanced by each party, subject to Article **13.4**.

- 13.4 If the Employer and Union cannot agree, the matter shall be resolved pursuant to the Arbitration procedure. The rate or range of pay when finally decided between the parties will be retroactive to the date of appointment of any employee(s) hired.

**ARTICLE 14 RECLASSIFICATION**

**Article 14 will be referred to the Bargaining Committees, during the term of this Agreement if, and when, required.**

14.1 Changes in Classification

14.1.1 When an employee, Union or Employer feel that a position is incorrectly classified, a request for review of classification may be made as follows:

- a) the employee, Union or Employer shall make a **request** for review of classification in writing to the **Campus** Human Resource Manager using the format available from the Human Resource Office. The employee's job description, approved by their immediate Supervisor, will be attached.
- b) within thirty (30) days of receiving the request for review, **the Campus** Human Resource Manager will provide written acknowledgement of receipt of the request to the employee and the Campus Union Chair.
- c) within sixty (60) days of receiving the request, **the Campus** Human Resource Manager will review the request and make a recommendation to the Secretariat Human Resource Coordinator.
- d) the Human Resource Consultant, at the SIAST Administrative Offices, assigned to the classification area, will review the request and recommendation, make a final decision, and advise the Campus Human Resource Manager of the decision,
- e) within ninety (90) days of the employee's request for review, the **Campus** Human Resource Manager will notify the employee and the **Campus** Union Chair of the decision. Such notification shall include a rationale for the decision.

14.2 Reclassified Positions

14.2.1 If the position is reclassified, the following procedure will apply:

- a) the incumbent shall be appointed to the position subject to posting and challenge;
- b) the reclassification and the name of the incumbent, will be posted SIAST-wide for information purposes. Job descriptions will be available at each of the Human Resource Manager's office;
- c) the posting is subject to challenge from more senior employees within the division or program/department who could as readily have been assigned the duties which led to the reclassification;
- d) **the Campus** Human Resource Manager shall decide the validity of challenges, subject to grievance;

- e) if a challenge is successful, the challenger shall be appointed and the incumbent prior to the challenge shall be laid-off and shall exercise the options contained in Article 7;
- f) the reclassification and any resulting change in pay shall be effective the nearest first of the month to the employee's request for review.

14.3 Time Period to Qualify

- 14.3.1 If neither the incumbent nor any challenger is qualified for the reclassified position, 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.
- 14.3.2 Extensions beyond one (1) year **may be granted by** the Dean/Manager under extenuating circumstances. In all cases of extension, the Campus Union Chair shall be notified.
- 14.3.3 In the event the incumbent is displaced by this process, the incumbent shall revert to their previous position, or by mutual agreement, a similar position, and the reclassified position shall become vacant and will be posted and filled in accordance with Article 4.

14.4 Disputes

- 14.4.1 If an employee or the Union is dissatisfied with the final determination resulting from a request **for** review of classification, the employee will have the right to appeal to the Reclassification Council as follows:
  - a) the employee shall file an appeal **in** writing to **the Campus** Human Resource Manager using the form available from the Human Resource Office;
  - b) within three (3) days of receiving the appeal, the **Campus** Human Resource Manager shall forward the appeal to the Chair of the Reclassification Council;
  - c) within thirty (30) days of receiving the appeal, the Chair of the Reclassification Council shall notify the employee, **the Campus** Human Resource Manager, and **the Campus** Union Chair, of the date, time, and place at which their appeal will be adjudicated.

14.5 Reclassification Council

- 14.5.1 Authority of the Council
  - 14.5.1.1 SIAST and the Union agree to establish and maintain a Reclassification Council which, subject to the other provisions of this Article, will provide an accelerated mechanism for resolving disputes arising from requests for review of classification.
  - 14.5.1.2 The Council shall have the authority to adjudicate classification disputes between employees and SIAST.

- 14.5.1.3 The Council shall direct that one (1) of the following take place in respect of each appeal:
- a) that the appealed position be designated to an existing classification; or
  - b) that the classification decision is correct and will be upheld resulting in the appeal being denied; or
  - c) that no appropriate classification exists and that a new classification be negotiated to accommodate the appealed position; or
  - d) that negotiated amendment of an existing classification specification be undertaken in order to accommodate the appealed position.
- 14.5.1.4 Decisions of the Council are final and binding upon SIAST, the Union, and the employee and are not subject to grievance.
- 14.5.2 Structure of the Council
- 14.5.2.1 The Reclassification Council shall be composed of:
- i) one (1) employee approved by the Union;
  - ii) one (1) employee appointed by SIAST;
  - iii) Chair.
- 14.5.2.2 Council representatives shall be chosen from a list of five (5) in-scope employees approved by the Union and five (5) employees appointed by SIAST.
- 14.5.2.2.1 The Chair shall be selected in rotation from a list of names approved by SIAST and the Union.
- 14.5.2.3 Should the Chair or any member of the Council anticipate a personal bias in any appeal placed before the Council, that person shall self-identify and shall request to be replaced.
- 14.5.2.4 SIAST and the Union shall name alternate appointees to act in the place of regular appointees who are unable to serve on the Council, in order to deal promptly and expeditiously with appeals.
- 14.5.3 Terms of Council Representatives
- 14.5.3.1 The Chair and representatives to the Council shall be appointed for a period of two years. Appointments shall be staggered so that no more than two appointees are replaced at any one time as per Article 14.5.2.2.1 and Article 14.5.2.4.
- 14.5.3.2 The Chair, or any representative to the Council, may be removed, at any time, by mutual agreement between SIAST and the Union.

- 14.5.4 Leave for Proceedings
- 14.5.4.1 The Chair and representatives to the Council shall be granted leave with pay as required in order to prepare for and conduct meetings of the Council.
- 14.5.4.2 Employees, witnesses, and Union representatives (who are employees of SIAST) appearing before the Council shall be entitled to leave with pay for the purpose of preparation and attending the hearing.
- 14.5.5 Meetings of the Council
- 14.5.5.1 Council representatives and the Council Chair shall determine the schedule of meetings consistent with the volume of appeals and related timelines. All three (3) Council members shall be present at every meeting.
- 14.5.5.2 The Council may vary the location of meetings consistent with the volume of appeals from any one (1) Campus.
- 14.5.6 Procedures of the Council
- a) The Council Chair shall notify the employee, the Campus Human Resource Manager, and the Campus Union Chair of the date, time and place of the Council meeting at which the employee's appeal will be adjudicated.
  - b) The employee and the SIAST representative shall appear at Council meetings concurrently. Either may address written and/or verbal statements to the Council; either may call witnesses, and each shall respond to examination by Council. Either may, through the Council Chair, direct questions or make comments with respect to the information presented. Employees may appear alone or supported by a Union representative.
  - c) The Council may request the presence of witnesses who shall provide information as requested.
  - d) In the event that an employee who has filed an appeal cannot be present at the meeting of the Council which will hear the appeal, timelines may, by mutual agreement, be extended in order to accommodate the employee's presence.
  - e) In conducting deliberations, the Council shall consider the classification specification and evaluation criteria applicable at the time of the employee's request for review together with evidence presented during the course of the hearings. Council shall consider only the duties and responsibilities of the position at the date of the request for review and shall not consider any subsequent changes that may have taken place following the request for review.
  - f) Council decisions shall be by consensus wherever possible and majority shall rule in the final decision.



- g) Decisions of the Council shall be issued in writing concurrently to the employee, Campus Human Resource Manager, and Campus Union Chair.

14.5.7 Records of the Council

- 14.5.7.1 The Reclassification Council shall keep a record of all appeals including name of employee, Campus, program/department, date appeal filed, date appeal heard, and Council decisions and shall report annually to SIAST and the Union.

14.5.8 Costs

- 14.5.8.1 SIAST is responsible for all costs, including travel, sustenance, and clerical support, associated with the Reclassification Council. This includes all employees and Union representatives providing they all are in the employ of SIAST.

**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, attending Employee and Family Assistance Program (EFAP) sessions, or because of an accident or illness for which compensation is not payable elsewhere in this Agreement. Coverage will be provided under this Article for an employee to accompany the employee's dependent in any of the above planned appointments, treatments or sessions. Unforeseen circumstances regarding the employee or sick dependents will be dealt with under Article 16.5.1, Pressing Necessity.
- 15.1.1 Employees shall earn sick leave credits based on the following rate: two hundred (200) assigned day work schedule, shall earn sick leave credits at the rate of one and one-half (1 1/2) days for each twenty (20) assigned days to a maximum of fifteen (15) days per academic year; employees working a two hundred and sixty (260) day work schedule, shall earn sick leave credits at the **rate** of one and one-quarter (1%) days per month of employment to a maximum of fifteen (15) days sick leave per academic year. 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.
- 15.1.1.1 Any unused days of the foregoing amounts shall be accumulated from year to year.
- 15.2 Employees shall be entitled to draw on their accumulation to a maximum of two hundred and sixty (260) consecutive working days.
- Employees will draw on sick leave credits to the extent **earned**, except that full-time and ~~part-time employees~~ may subject to approval by the Principal, draw on future credits to a maximum of fifteen (15) days.
- 15.4 An employee shall inform the 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. **A deduction shall be made from accumulated sick leave of all normal working days (exclusive of EDO's, unassigned days and designated holidays) absent for sick leave.**
- 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 16.1.
- 15.6.1 **An employee who becomes ill after receiving notice of lay-off, and whose illness has not ended prior to the date of lay-off, will be able to use their sick leave accumulation to the date of lay-off.**
- 15.7 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.

15.8 Advances or Loans - Third Party Liability

15.8.1 If an employee meets with an accident under circumstances entitling the employee to **recover** damages from a **Third Party**, **the Dean/Manager**, instead of paying benefits under this plan may authorise advances or loans to such employees to be paid out of the damages, if any, recovered by the employee from the Third Party. If no damages are recoverable, the charges will be assessed against the employee's sick leave credits.

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 (1/2) day or more shall be deducted from accumulated sick leave credits.

**ARTICLE 16 LEAVE OF ABSENCE**

16.1 General Leave

16.1.1 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. Requests for such leave shall be made thirty (30) days in advance of the commencement date, except in unavoidable circumstances.

16.1.1.1 The following criteria will be used to assess requests for leave without pay:

- (a) the benefits to the Campus and SIAST;
- (b) the relationship between the leave and an improvement to the employee's qualifications and/or their ability to perform their job;
- (c) the impact on the workload of the unit;
- (d) the budgetary implications;
- (e) the impact on students;
- (f) the ability to replace the individual;
- (g) the employee's length of service;
- (h) the amount of notice given (requests should be made no later than one month in advance, except in unavoidable circumstances);
- (i) the length and timing/dates of the leave;
- (j) the degree to which the work unit will be disrupted.

**In all cases, the employee must demonstrate a definite intention to return to employment with SIAST and provide detailed information regarding the purpose of the leave. If the employee does not indicate an intention to return to SIAST, a definite leave will not be considered. Exceptions will be made for employees in receipt of Workers' Compensation benefits and those seeking leave because of long-term illness. In these cases, the Employer will accommodate the request to the point of undue hardship.**

Each request will be considered on an individual basis, taking into account the unique circumstances surrounding it and the criteria noted above.

Leaves must be approved by the immediate out-of-scope Supervisor. Employees cannot begin a leave until the immediate out-of-scope Supervisor's approval is obtained in writing.

Some or all of the above criteria may be used in assessing requests for leave arising when employees are appointed to other positions within SIAST. For example, in order to support and encourage internal applications for Management positions, employees who have already been granted two (2) years of definite leave to accept an out-of-scope position may be granted an additional year of definite leave if:

- (a) it is not necessary to hold a position vacant.
- (b) it would be difficult to recruit an equally suitable candidate to the out-of-scope position.
- (c) continuity of effort to date would be severely disrupted if the employee were to return to the Bargaining Unit at the end of the definite leave.
- (d) the employee's service record in the out-of-scope position is of the highest calibre.
- (e) both the immediate out-of-scope Supervisor and President are in agreement that the granting of the additional leave is in the best interest of SIAST.

16.1.2 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.

16.1.3 **Definite leave is leave of a specified duration to a maximum of two (2) years.**

16.1.3.1 Employees on a definite leave who require leave for more than two (2) years must apply for an indefinite leave of absence.

16.1.4 For the first three (3) months, employees shall be entitled to earn all benefits, except designated holidays which will count for seniority only.

16.1.5 An employee returning from definite leave of absence without pay shall be reinstated in the former or equivalent position.

16.1.6 An employee returning from indefinite leave of absence, without pay, shall have the employee's name placed on a re-employment list **if the employee requests prior to the last day of the employee's leave.**

16.1.7 Any employee granted a definite leave of absence will be given seniority recognition for the days they normally would have been employed except for **an employee that takes a leave from a full-time assignment to be appointed to a part-time assignment, or an employee in a job sharing arrangement** who shall have their seniority determined in accordance with Article 4.29.1.

16.1.8 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 assigned/working days.

- 16.1.9 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 **Campus** program operations will not be approved.
- 16.1.10 Employees on definite leave **must indicate their intention to return to work** to extend their leave or to resign to the Employer, in writing, of the employee's intention sixty (60) **days** prior to the expiration of the employee's leave.
- 16.1.11 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.
- 16.1.12 When an employee is on leave and the employee exercises rights under Article 4 or **Article 7 to any full-time or part-time assignment**, the employee's original leave is cancelled, **excluding Appendix "L" - International and casual assignments**.
- 16.1.12.1 **Employees who take a leave to be appointed to an end-dated position wig not be allowed to bump at the end of the term; rather, they will revert back to the position from which they took leave.**
- 16.1.12.2 **When an employee is on leave, applies for and is granted another leave to take another position, the employee's original leave is cancelled.**
- 16.1.13 If a position ends before the employee's leave ends, the employee must apply for, be appointed to and take leave from a position, to provide a reference point for seniority calculation.
- 16.1.14 If, while on leave, the employee is bumped or laid-off, the employee shall remain on leave and may defer any actions allowed under Article 4 or 7 until the leave has expired and the employee has returned to work.
- 16.2 Employees on Long-Term Disability (LTD)
- 16.2.1 An employee **suffering** prolonged illness shall, on application, be granted definite leave of absence for a **period** of up to two (2) years.
- 16.2.2 An extension of up to six (6) months of definite leave shall be granted under 16.2.1 **above** if the Employer is reasonably assured that the employee will be fit for duty within that time frame.
- 16.2.3 An employee suffering prolonged illness who requires leave further to that granted under 16.2.1 and 16.2.2 above shall be granted indefinite leave. Upon conclusion of the **indefinite** leave, the employee's name shall be placed on the SIAST-wide re-employment list.
- 16.2.4 Subject to written authorisation 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.

- 16.3 Maternity, Paternity, Adoption and Guardianship Leave
- 16.3.1 An employee who makes application for leave at least one (1) month in advance of the requested commencement date, except where unavoidable circumstances prevent such notice, and provides the immediate Supervisor with a medical certificate or adoption order certifying that the employee is pregnant or about to adopt and specifying the expected date of confinement or adoption is entitled to and shall be granted maternity, paternity or adoption leave without pay.
- 16.3.2 This leave will consist of any period of up to twelve (12) months in any combination before, or after the birth or adoption of the child. Where a doctor's certificate is provided stating that a longer period of maternity, paternity or adoption leave is required, an extension of up to twelve (12) additional months shall be allowed. Additional periods of leave may be allowed in circumstances of maternity, paternity or adoption, at the discretion of **the Campus**.
- 16.3.3 In the 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.
- 16.3.4 Employees who become legal guardians shall be entitled to all the benefits of this Article.
- 16.3.5 The Campus shall not dismiss or lay-off an employee solely because the employee is pregnant or has applied for leave in accordance with this Article.
- While on the above leave(s) an employee shall accumulate seniority-for the days the employee would normally have been employed, accumulate service toward increments and accumulate all other benefits as per Article 16.1 (General Leave).
- 16.3.7 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 they would normally have been employed by paying the employee's share of the premium. Upon payment of premiums by the employee, the Campus shall contribute the Employer's share.
- 16.3.8 When an employee elects to return to work prior to the expiration of leave granted under this Article, 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 (2) individuals for the same position. Upon return, the employee shall be placed in the employee's former position or equivalent.

16.3.9 Maternity Leave Allowance

16.3.9.1 Prior to commencement of a maternity leave as specified in the Collective Agreement, an employee shall choose either Option A or Option B below:

Option A: An employee on maternity leave and in receipt of Unemployment Insurance benefits or serving the two (2) week waiting period and who is unable to work for health-related reasons due to pregnancy, delivery, and post-delivery, as determined by medical documentation provided by her doctor, shall be entitled to a Maternity Leave allowance in accordance with the following provisions:

- a) for the first two (2) weeks an employee shall receive her weekly rate of pay;
- b) for up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the Unemployment Insurance benefits the employee is eligible to receive and her weekly rate of pay;
- c) all other time as may be provided under this Article shall be on a leave without pay basis.
- c) the Employer will pay its usual share of benefit premiums on behalf of the employee during her health-related absence, in the same way the Employer pays benefit premiums for an employee in receipt of sick leave credits.

Option B: An employee on maternity leave may access her sick leave credits for the health-related portion of the maternity leave as determined by medical documentation provided by her doctor. The Employer will pay its usual share of benefit premiums on behalf of the employee during her health-related absence, in the same way the Employer pays benefit premiums for an employee in receipt of sick leave credits. Employees who do not have enough sick leave credits to provide this benefit will be advanced sick leave credits to a maximum of fifteen (15) days.

16.4 Union Business Leave

16.4.1 <sup>63K</sup>  
3 Members of the Union attending Union business shall be granted a leave of absence (subject to reimbursement in accordance with Article 16.4.2) provided:

- (a) the employee is authorised by the Union, in writing, to request such leave;
- (b) the employee requests, in writing, leave for Union business as authorised 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) such leave shall not unreasonably interfere with the operations of the Employer
- 16.4.2 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
- 16.4.2.1 Program/Department Assistance
- The Employer** recognizes the additional responsibilities in carrying out an elected **Campus** Chairperson role. **The workload of Campus Chairpersons shall be reduced by two (2) contact hours per day (AC) and two (2) scheduled hours per day (AD) to allow the elected employee representative an opportunity to resolve employee relations problems in a proactive manner. This reduction shall not result in any loss of earnings, seniority or benefits. Any pre-existing related Campus Chairperson arrangements will continue until June 30, 1999.**
- 16.4.3 Employees while on leave for Union business shall have the right to return to their job on reasonable notice to the employee's out-of-scope Supervisor, prior to the expiration date of the approved leave, provided that such return will not result in additional expenditures.
- 16.4.4 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 the term of office. Such employee shall continue to receive salary and benefits from the **Campus** conditional on reimbursement of such salary and full benefit costs by the Union to the Campus.

16.5.1 Pressing Necessity/Personal/Family Leave

16.5.2 **Personal/Family Leave is to be used for carrying out a personal or a family responsibility within the context of today's societal demands and pressures. These responsibilities include matters where one has an obligation or duty and where one may be held accountable or answerable in some manner if the obligation is not met. This leave does not apply to purely discretionary personal or family matters. The individual employee's judgement should be tempered with good faith, reasoning and an understanding that if abused, the ability to take time off with pay for important personal or family responsibilities may be denied.**

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**In order to meet the Employer's need of running an effective, efficient work environment, there needs to be a balance between personal/family responsibilities and service delivery. Employees should provide reasonable notice when they intend to utilise personal/family leave to minimize the negative effect on service delivery.**

**Employees shall be allowed leave of absence with pay and without loss of seniority and benefits in cases of leave under this Article. A pressing necessity is defined as being an unplanned, unforeseen or emergency situation which the employee could not have reasonably prevented and which imposes on that employee the requirement for urgent or immediate action to which only the employee can reasonably respond. The purpose of leave for a pressing necessity is to allow the employee to make arrangements to deal with these situations. A maximum of three (3) days per year shall be allowed. Employees will normally be allowed up to one (1) day to make arrangements to deal with these situations, but in extenuating circumstances could utilize up to the three (3) day maximum. Reasonable requests for additional days shall be granted and will be deducted from sick credits. A maximum of three (3) days can be drawn from an employee's sick leave bank for non-sick related days as per Human Resource Development Canada's Employment Insurance rebate guidelines.**

**SIAST shall maintain two (2) sick leave banks. A maximum of three (3) days per annum, prorated for employees who work less than full time, may be used. Additional days that are approved may be deducted from the accumulated sick leave bank as per Article 15.1.1.1.**

16.5.3 Employees wishing to access this provision shall obtain prior verbal agreement, if possible, from their Supervisor and will follow up with a prior approval.

16.6 Bereavement /Compassionate Leave

16.6.1 **Bereavement/Compassionate leave shall be granted as is necessary, where an employee suffers a death of a relative or person with whom they have experienced a very close relationship ordinarily ascribed to that of an immediate member of the family and/or to attend to a member of the employee's immediate family who is terminally ill. Such paid leave shall be cumulative and shall not exceed three (3) days per year. Reasonable requests for additional days shall be granted and will be deducted from sick leave credits. A maximum of three (3) days can be drawn from an employee's sick leave bank for non-sick related days as per Human Resource Development Canada's Employment Insurance rebate guidelines.**

**SIAST shall maintain two (2) sick leave banks. A maximum of three (3) days per annum, prorated for employees who work less than full time, may be used. Additional days that are approved may be deducted from the accumulated sick leave bank as per Article 15.1.1.1.**

16.7 Exchange Leave/Secondment

16.7.1 An employee may apply to the Supervisor for an Exchange Leave/Secondment subject to the following provisions:

- I. 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 the employee's 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 a maximum of two (2) years.

16.8 Employer-Required Upgrading Leave

16.8.1 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 that would have been received had the employee been working.

16.9 Jury Duty and Court Appearance Leave

16.9.1 An employee shall be granted leave of absence with for all absences resulting from or **associated** with being summoned to serve on a jury or being subpoenaed as a witness 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.

16.10 Leave for Public Office

16.10.1 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.

16.10.2 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 16.8.1.

16.11 Return to Industry Leave

16.11.1 SIAST may request, or grant upon an employee's request, a return to industry leave. The employee may request up to one (1) year's definite leave at any given time.

**ARTICLE**    **17**    **DEFERRED SALARY LEAVE PLAN**

17.1            **Definitions**

17.1.1           The following words and terms, whenever used herein, shall for the purpose thereof, unless the context requires otherwise, have the meaning set forth below, despite any definitions that conflict therewith in any other document:

- a)            “Deferred Amount” means the portion of the Normal Gross Pay which is retained by the Employer for the Participant in each year in accordance with this Plan and as augmented by interest thereon but less all amounts paid out under the terms of this Plan.
- b)            “Deferral Period” means the period during which compensation is deferred in accordance with the provisions of the Plan.
- c)            “Eligible Employee” means a permanent part-time or full-time employee who has been employed by the Employer for a continuous period of at least one (1) year.
- d)            “Employer” means the Saskatchewan Institute of Applied Science and Technology (SIAST).
- e)            “Leave of absence” means the period of time a Participant will be receiving deferred salary. In no case shall the leave of absence be less than three (3) consecutive months where the leave is to be taken by the Eligible Employee for the purpose of permitting full-time attendance at a designated educational institute, within the meaning assigned by Sub-section 118.6(1) of the Income Tax Act, and not less than six (6) consecutive months in any other case, nor more than twelve (12) months.
- f)            “Normal Gross Pay” means the regular salary paid to the Participant, including any applicable retroactive salary, but excluding overtime and any other special payments.
- g)            “Participant” means an Eligible Employee whose application for participation in the Plan has been approved by the Employer and who has thereupon entered into a Memorandum of Agreement with the Employer.
- b)            “Plan” means the Deferred Salary Leave Plan as described in this instrument
- i)            “Prevailing Pay” means the Normal Gross Pay less the Deferred Amount.

17.2 Funding for Leave of Absence

17.2.1 During each year prior to the agreed upon leave of absence, the Participant will receive, for a maximum of six (6) years, the applicable Prevailing Pay as determined for the particular year by the Memorandum of Agreement.

17.2.2 In no case shall the Deferred Amount be less than ten percent (10%) nor greater than thirty-three and one-third percent (33 1/3) of the Participant's Normal Gross Pay in any calendar year.

17.2.3 The Employer shall pay in cash all the interest accrued on the deferred amount during the calendar year to the Participant:

- a) the last day of the calendar year during the deferral period;
- b) the last day of the leave of absence; and
- c) on the day that participation in the Plan ceases due to withdrawal from the Plan or upon the death of the Participant;

and such interest shall be included in the taxable income of the Participant.

17.3 Taking Leave of Absence

17.3.1 The leave of absence shall occur according to, and be governed by, the Collective Agreement and any subsequent amendments thereto, as executed by the Participant and the Employer, but under no circumstances will a Deferral Period in excess of six (6) years be allowed.

17.3.2 Upon valid justification, the Employer may delay the leave of absence for up to one (1) year, or upon mutual consent between the Employer and the Participant the commencement of the leave of absence may be postponed, all subject to the limitations in Article 17.3.1.

17.3.3 The Participant shall complete a prior approval

17.3.4 During the leave of absence the Participant will receive payment, as per current pay type (monthly or bi-weekly), through automatic bank deposit to the Participant's account. All of the Deferred Amount shall be paid no later than the end of the first calendar year that commences after the last calendar year of deferral.

17.3.5 The periodic amounts to be paid to the Participant during the leave of absence shall be proportionate to the monies retained by the Employer and the duration of the leave of absence less the appropriate deductions indicated in Article 17.10.

- 17.3.6 The leave of absence shall commence immediately following the Deferral Period
- 17.3.7 **During** the Deferral Period:
- a) any applicable pension contributions and benefits computed with reference to salary shall be structured according to the Normal Gross Pay;
  - b) the Participant and Employer will continue paying the regular share of pension contributions and health and welfare premiums as detailed in Article 17.10; and
  - c) pensionable service and pension accruals shall conform to the provisions of the appropriate pension plan and will include prescribed compensation as permitted and described in the Income Tax Act and Regulations.
- 17.3.8 During the leave of absence period:
- a) all the applicable Collective Agreement provisions respecting an unpaid leave of absence shall apply;
  - b) the Participant and the Employer will each pay the regular share of pension contributions and health and welfare premiums as detailed in Article 17.10; and
  - c) pensionable service and pension accruals shall conform to the provisions of the appropriate pension plan and will include prescribed compensation as permitted and described in the Income Tax Act and Regulations.
- 17.3.9 **Employees must pay any premiums for benefits before the leave commences.**
- 17.4 **Applications**
- 17.4.1 An Eligible Employee wishing to participate in the Plan shall submit a prior approval to the immediate out-of-scope Supervisor between September 1 and October 31 of the year preceding the calendar year in which the Eligible Employee wishes to commence participating.
- 17.4.2 Applications for which approval is not granted by the out-of-scope Supervisor will be **returned** to the applicant together with a written explanation of the reason therefor.
- 17.4.3 Applications which do not specify the intended dates of the commencement and ending dates of the leave of absence and the purpose of the leave of absence will be denied.
- 17.5 **Withdrawal from the Plan**
- 17.5.1 A Participant's membership in the Plan must be withdrawn upon:
- a) ceasing to be an employee of the Employer;
  - b) continuous lay-off exceeding thirty-six (36) months;

- c) having been a recipient of long-term disability benefits for more than two (2) years;
  - d) failure to take the leave of absence as provided in the Collective Agreement and amendments thereto; or
  - e) death
- 17.5.2 Upon a Participant's membership ceasing pursuant to Article 17.4.5.1, the Employer shall pay to the Participant, or the beneficiary as applicable, the Deferred Amount no later than three (3) months after ceasing membership.
- 17.5.3 In cases of extreme financial hardship, and with the consent of the Human Resource Manager, or designate, in consultation with the Supervisor, the Participant may withdraw from the Plan providing the request for such withdrawal is received at least six (6) months before the established commencement date of the leave of absence. In the event of such a withdrawal, the Deferred Amount shall be paid to the Participant within three (3) months.
- 17.6 Suspension from Participation in the Plan
- 17.6.1 Upon written notice to the Employer, a Participant may suspend participation in the Plan
- a) upon taking an unpaid leave of absence; or
  - b) within the first year of becoming a recipient of long-term disability benefits.
- 17.6.2 Should the cause for suspending participation cease to exist the Participant shall be reinstated upon returning to active employment.
- 17.6.3 Any suspension of participation shall not extend the Deferral Period beyond six (6) years
- 17.7 Deferred Amounts
- 17.7.1 The Employer unconditionally guarantees payment of the Deferred Amount.
- 17.7.2 The Deferred Amount shall be invested by the Employer
- 17.7.3 The interest rate to be applied to the Deferred Amount is guaranteed to be the same rate as the Employer receives on short-term investments,
- 17.7.4 Payroll shall maintain an individual account for the Deferred Amount of each Participant in the Plan; however, the amount will not be held in a segregated fund.
- 17.8 Return Following Participation in the Plan
- 17.8.1 The Participant must resume employment with the Employer, following the leave of absence, for a period of time not less than the length of the leave of absence.



17.9 General Provisions

17.9.1 The Plan shall not constitute a contract of employment between a Participant and the Employer.

17.9.2 The Employer reserves the right to terminate a Participant at any time in accordance with the terms of the Collective Agreement.

17.9.3 No amendment to the Plan or the Collective Agreement shall be made which will prejudice any tax ruling which is applicable prior to the amendment.

17.9.4 Interest credited to a Participant's Deferred Amount under the provisions of this Plan will be considered as employment income for purposes of the Income Tax Act and will be reported on the Participant's T4 supplementary and shall be subject to tax withholdings.

SALARY AND BENEFITS DETAILS		
ITEM	DURING DEFERRAL PERIOD	DURING LEAVE PERIOD
1. Prevailing Pay	Normal Gross Pay less the Deferred amount	Deferred Amount divided proportionately, by pay period, during leave of absence.
2. Deferred Amount	As specified in the Collective Agreement	N/A
3. Income Tax	Calculated on the Prevailing Pay during deferral period	Calculated on the Prevailing Pay during the leave of absence and based on the then current tax rates.
4. Canada Pension Plan	Calculated on the Prevailing Pay; applicable Employer contributions to continue	Calculated on the Prevailing Pay during the leave of absence and based on the then current CPP rates; applicable Employer contributions to continue
5. Unemployment Insurance	Calculated on the Normal Gross Pay; applicable Employer premiums to continue	No premium payable, therefore, there is no benefit entitlement until working the minimum requirements upon return from leave of absence
6. Pension Plan	Both the Employer and Participant's Contribution calculated on Normal Gross Pay	Both the Employer and Participant's contributions calculated on the Normal Gross Pay that the Participant would have otherwise received if not participating in the plan
7. Disability Income Plan	Benefits and Employer and Participant premiums calculated on the Prevailing Pay during deferral period	Benefits and Employer and Participant premiums calculated on the Prevailing Pay during the leave of absence and the then current premium rates
8. Dental Plan	Coverage continues at no cost to the Participant	Coverage continues at no cost to the Participant

9. Group Life Insurance	Coverage and Employer and Participant premiums calculated on the Normal Gross Pay	Coverage and Employer and Participant premiums calculated on the Normal Gross Pay had the individual not participated in the Plan and the then current premium rates
10. Union Dues	Calculated on the Prevailing Pay during the Deferral Period	Calculated on the Prevailing Pay during the Deferral Period
11. Other Deductions	To be deducted as usual (e.g. CSBs, RRSPs, charities, etc.)	Same as during Deferral Period

**ARTICLE 18 EMPLOYEE BENEFITS**

This Article will be **reworded following the negotiated results as per Appendix "O" - Benefits Plans Committee.**

- 18.1 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 Employee's 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.
- 18.2 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.
- 18.3 The employee benefits contained in Appendix "N" shall be considered part of this Agreement.

**ARTICLE 19 PROFESSIONAL DEVELOPMENT**

19.1 The Employer shall establish a Professional Development Fund and allocate:

Academic

**\$342,351** for the 1997/98 Academic Year  
**\$349,198** for the 1998/99 Academic Year  
**\$356,182** for the 1999/2000 Academic Year

Administrative Support

**\$121,583** for the 1997/98 Academic Year  
**\$124,015** for the 1998/99 Academic Year  
**\$126,495** for the 1999/2000 Academic Year

19.1.2 The Professional Development Fund will be divided amongst three (3) service areas based on the year end calculation of FTE's:

- 1) **Program Services**
- 2) **Student Services**
- 3) **Admin. Services**

19.1.3 Service Area Professional Development Committee

(a) Each **Service Area** will establish a Professional Development Committee which will be composed of

( i ) four (4) employees elected by Union members. 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.

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(ii) four (4) persons appointed by Management

(iii) the **following** will act as Chairs, unless **he/she** designates **one (1) of the Committee members to act as Chair:**

- 1) **Programs Services - Vice President, Programs**
- 2) **Student Services - Dean of Students**
- 3) **Admin. Services - A Manager from Admin. Services**

(b) The mandate of **the Service Area** Professional Development Committee is to develop guidelines for administration of the fund. The Committee will operate by consensus. The **Committee** will consider the following criteria when developing guidelines.

(i) priorities recommended by **the Service Area** Professional Development committee;

- (ii) the applicability and value of each development activity to the individual's professional or personal growth,
  - (iii) the applicability and value of each development activity to the Service Area;
  - (iv) the fiscal resources of the fund;
  - (v) the most cost effective method of disbursement of funds;
  - (vi) the length of time which has passed since the applicant's last approved request for professional development leave;
  - (vii) requests relating to personal or professional growth outside of the possibility of employment within SIAST will be accompanied by the individual's written rationale for the request.
- (c) the Service Area Professional Development Committee will administer and allocate all monies in the fund. No portion of the fund will be expended for salary reimbursement or replacement.
  - (d) the Service Area Professional Development Committee will provide a report to the SIAST Wide Committee Chair annually.

19.1.4 SIAST Professional Development Committee

In addition to the Committee structure defined in Article 19.1.3, a SIAST Professional Development Committee will be formed. The Committee membership will include:

- (a) one (1) representative of each Service Area from the four (4) employees appointed by the Union;
- (b) one (1) representative of **each** Service Area from the employees appointed by Management;
- (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.

19.1.5 The Professional Development Fund may provide for:

- (a) tuition or registration reimbursement and payment of mandatory textbooks, software, and/or manuals required;

- (b) staff development days in proportion to the number of staff attending from the unit;
- (c) tuition reimbursement for long-term educational leave;
- (d) short-term educational leave:
  - (iii) conferences,
  - (iv) short courses,
  - (v) tuition, registration fees, or mandatory textbooks, software and/or manuals associated with short-term educational leave.

19.1.5.1 **Software Purchases**

19.1.5.1.1 **The Professional Development Fund may provide for software purchases under the following conditions:**

- (i) **that all purchases follow SIAST's Information Resources Guidelines for software purchases;**
- (ii) **requests for software purchases will not be the result of program/department requirements;**
- (iii) **the software becomes the property of the employee;**
- (iv) **SIAST will reimburse employees only to the level of Educational prices.**

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

**19.1.7** Until new rates are negotiated through the collective bargaining process, funds will continue to be allocated each year on the basis of the current Collective Agreement allotment.

**ARTICLE 20 HEALTH AND SAFETY**

20.1 Preamble

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 usually 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.

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

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

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

20.5 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.

20.6 The Employer agrees to pay **the cost of an annual eye examination for either glasses or contact lenses** not covered by MCIC, to a maximum of (\$50.00) dollars. The results of the examination shall be submitted to the Employer.

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

20.8 Provision for Immunization

20.8.1 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).

20.9 Working Alone

20.9.1 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.

20.9.2 Where an employee works in a highly regulated position with no flexibility in start/stop times, and coffee and lunch breaks, the Employer will ensure that the employee is able to take work breaks for personal needs.



20.10 Joint Employer/Employee Committees

20.10.1 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 Campus 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 Campus;
- b) study and make recommendations on occupational health and safety matters and their specific application to the Campus;
- 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 Campus as reported to the Workers' Compensation Board to enable the Committee to pursue its joint responsibilities.

20.11 Workplace Joint Employer/Employee Committees

20.11.1 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.

20.11.2 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.

20.11.3 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.

- 20.11.4 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.
- 20.11.5 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.
- 20.11.6 Training for Joint Committee Members
- 20.11.6.1 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.
- 20.11.7 Health and Safety - A Shared Concern
- 20.11.7.1 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 21      WORKERS' COMPENSATION**

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.

- 21.2      In the case of 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 part-time or casual employee to a maximum of one (1) year from the date of the compensable injury.
- 21.3      Pending receipt of payments from the Workers' Compensation Board, an employee shall receive advances up to the amount of normal net earnings.
- 21.4      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 16.1.

**ARTICLE 22 EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**

- 22.1 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 for alcoholism or chemical addiction may apply for leave in accordance with Article 15.
- 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 to maintain discipline or the right to take disciplinary measures or the Union's right of defence.
- 22.2 The Employer agrees to fund the Employee and Family Assistance Program.
- 22.3 A SIAST-wide EFAP Advisory Committee will establish guidelines and administer the program.
- 22.3.1 The SIAST-wide EFAP Advisory Committee is comprised of joint Union/Management membership as follows:
- (a) four (4) employees (two (2) Academic/two (2) Administrative Support) representing each Campus and approved by the respective Bargaining Committees;
  - (b) four (4) employees appointed by SIAST Management;
  - (c) one (1) employee of the Secretariat
- 22.4 The criteria for eligibility for the EFAP includes, but is not limited to the following:
- (a) full-time and part-time employees with SIAST who have worked for a period of six (6) months.
  - (b) employees who are on leave and employees who are on the re-employment list.
  - (c) full-time and part-time employees who have left SIAST for one reason or another are eligible for coverage for up to six (6) months following termination of employment.

**ARTICLE 23 DISCIPLINE, SUSPENSION AND DISMISSAL**

- 23.1 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 the employee's personnel file. All written reprimands issued to employees originated by an m-scope Supervisor shall be signed **and confirmed by** the employee's immediate out-of-scope Supervisor.
- 23.2 An employee shall be allowed to peruse their 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. An employee's personnel file is the official record of performance appraisals, letters of reprimand, or other written communication between the Employer and the employee. No documentation will be entered into this file unless the employee is advised, in writing, of it and has the opportunity to respond. Any response shall **be** part of the personnel file.
- 23.3 **Disciplinary documents shall be removed from an employee's file after a period of two (2) years unless there are disciplinary documents of equal or greater severity placed on the employee's file within the period. If the Employer requests that documents remain more than two (2) years and the Union disagrees, the matter shall be referred to expedited arbitration.**
- 23.4 **Any disciplinary documentation placed on an employee's file due to a harassment situation will be sealed and removed from the file after three ((3) years.**
- 23.5 Access to an employee's personnel file may be authorized in various forms including:
- a) written authorization from the employee
  - b) the employee signing a grievance form (which authorizes the Union to access the file).
  - c) access to files as a normal course of an employee's or manager's duties
- 23.5.1 In situations where the Union is researching policy grievances, only authorized Union representatives will be utilized. The parties agree that in most situations a request for specific information from SIAST would be more appropriate than open access to a file.
- 23.5.2 The parties agree that appropriate confidentiality will be maintained in all situations.
- 23.6 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.
- 23.7 The Supervisor shall inform an employee of any meeting involving disciplinary action. The employee has the right to Union representation.
- 23.8 **Where the Employer has just cause, an employee may he dismissed without notice.**

- 23.9 An employee who fails to give notice **of resignation** shall be struck from the payroll effective the date the employee is absent without leave.
- 23.10 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.
- 23.11 **An employee who is absent without leave from work shall, after five (5) consecutive assigned/work days of such unauthorised absence, be considered to have abandoned their position and will be deemed to have resigned, unless it can be shown by the employee/Union that special circumstances prevented the employee from reporting to the employee's place of work.**

**ARTICLE 24      GRIEVANCES**

For the purpose of Article 24, the following definitions will apply:

- Employee Grievance - An individual employee's grievance where the subject matter of the grievance is specific to the employee.
- Group Grievance** - A grievance where a number of employees at one (1) **Campus with** similar disputes join together in filing a grievance.
- Policy Grievance - A grievance is of general interest and/or deals with an interpretation of the Collective Agreement and filed by the Bargaining Unit.

24.1            Leave for Grievances

24.1.1        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.

24.1.2        The Employer shall allow leave without loss of pay for one (1) elected Union representative and one (1) grievor for grievance meetings under Article 24.3. One (1) grievor shall be allowed leave with pay to attend Arbitration Hearings.

24.1.2.1      **Permission to Leave Work**

- (a)        **Any employee who feels that he/she has been aggrieved may leave his/her assigned duties temporarily, without loss of pay, in order to discuss the complaint with the appropriate Union representative. Suitable arrangements for an appropriate time and place for such discussions must be made between the employee and the Supervisor.**
- (b)        **The Employer agrees that a Steward or elected officer of the Union may leave assigned duties temporarily in order to discuss those matters covered by the grievance procedure and that such Steward shag not suffer any loss in pay for the time so spent. Suitable arrangements for an appropriate time and place for such discussion must be made between the Supervisor and the Union Steward.**

24.1.3        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.

24.2 Time Limits

24.2.1 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 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 **Campus** 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 or January 1, 1988 whichever is more recent.

24.3 Procedure

24.3.1 All workplace disagreements will be discussed with the immediate out-of-scope Supervisor before proceeding with the grievance procedure, except in cases where time lines will be exceeded **as per Article 24.2.1.**

24.3.1.1 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 an employee or group 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 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 Executive Director of Operations** 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. The President may delegate these responsibilities, but these responsibilities will not be delegated to the same out-of-scope Supervisor who responded in Step 1.**

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.

24.3.2 The Union and its representatives shall have the right to originate a grievance 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 Chief Human Resource Officer, 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 Executive Director of Operations** 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.

24.4.1

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 24.3.2.

**ARTICLE 25 ARBITRATION**

25.1 **Selection of an Arbitrator**

25.1.1 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.

25.1.2 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.

25.2 **The Panel**

25.2.1 The panel will be comprised of the following persons.

Martel Popescul  
Dan Ish  
Ted Priel  
**Deb Hopkins**

25.3 **Procedure**

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

25.3.2 The Arbitrator shall determine the procedure, but shall give full opportunity to all parties to present evidence and make representations. The Arbitrator shall, as much as possible, follow a layperson's procedure and shall avoid legalistic or formal procedure.

25.3.3 In the event that an employee is called as a witness in an Arbitration convened under Article 25, 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

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

25.4 **Decision of the Arbitrator**

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

- 25.4.2 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 the Arbitrator deems just and equitable.
- 25.4.3 Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to clarify the decision.
- 25.5 Expenses of the Arbitrator
- 25.5.1 The fees and expenses of the Arbitrator and any other common expenses shall be shared equally by both parties.
- 25.6 Expedited Arbitration and Mediation Process
- 25.6.1 The parties shall meet every month or as often as required to review outstanding grievances filed 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.
- 25.6.2 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.
- 25.6.3 By mutual agreement the procedure may be used after Step 1 or Step 2 of the grievance procedure.
- 25.6.4 The parties shall mutually agree upon single arbitrators who shall be appointed to hear and resolve groups of grievances.
- 25.6.5 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.

- 25.6.6 Arbitration awards shall be of no precedential value and shall not thereafter be referred to by the parties in respect of any other matter.
- 25.6.7 All settlements of expedited arbitration cases prior to hearing shall be without prejudice.
- 25.6.8 A grievance determined by either party to fall within one of the categories listed in Article 25.6.2 above, may be removed from the expedited arbitration process at any time prior to hearing and forwarded to a regular arbitration hearing.
- 25.6.9 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 Resource department.
- 25.6.10 Whenever possible the Arbitrator will attempt to mediate a settlement between the parties.
- 25.6.11 The parties shall equally share the cost of the fees and expenses of the Arbitrator and hearing rooms.
- 25.6.12 The expedited Arbitrator shall have the same powers and authority as an Arbitrator established under the provisions of Article 25 excepting Article 25.3.4.
- 25.6.13 It is understood that it is not the intention of either party to appeal a decision of an expedited arbitration proceeding.
- 25.6.14 Procedure Guidelines
- 25.6.14.1 (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 26 COPYRIGHT/COURSE MATERIALS**

Copyright Preamble

Before an employee embarks upon an assignment, project or undertaking to develop/produce materials, which may ultimately involve copyright, ownership shall be established by agreement between SIAST and the employee in accordance with the following provisions. The President shall represent SIAST in reaching such agreement.

26.1 SIAST Ownership

26.1.1 Where a SIAST employee is specifically hired or assigned to develop/produce materials and/or an employee develops/produces materials to support a function of SIAST, **SIAST will own the copyright** to such materials.

26.1.2 Where an employee has developed/produced materials to be utilized to support a function of SIAST, the Employer agrees that the employee may be granted permission to quote selected portions of such material or to publish the material. Such permission will not be unreasonably withheld.

26.2 Employee Ownership

26.2.1 Where an employee utilizes materials to support the employee's function at SIAST, created prior to their employment with SIAST the ownership of the copyright will be retained by the employee.

26.2.2 Where an employee develops/produces materials on the employee's own time, outside the **SIAST** without using SIAST resources, systems, facilities, funds or staff, the employee will have sole ownership of such materials. For purposes of this clause, library collections are not considered a SIAST resource.

26.3 Joint Ownership

26.3.1 Where materials are developed/produced with shared resources, the ownership of the copyright will be shared, with the shares to be determined in advance through negotiations,

26.3.2 If the use of materials developed/produced with shared resources or where copyright is jointly held produces any income, other than direct student fees, the income shall be apportioned according to the shares held or 50/50 in the case of joint ownership. The income shall be calculated in accordance with accepted accounting principles. The calculations will be provided to the employee(s) concerned. This calculation is subject to the grievance procedure.

26.3.3 Where an employee develops/produces materials utilizing SIAST resources, systems, facilities, funds or staff, the ownership of the copyright will be shared, with the shares to be determined in advance through negotiations,

26.4 Course Materials

26.4.1 An employee's lecture materials, demonstrations, written or graphic materials, audio-visual materials and any other teaching aids which the employee develops/produces, acquires or introduces into SIAST as a complementary function to the employee's teaching or teaching-related functions shall be the property of the employee but accessible to SIAST. Such materials may only be utilized, by someone other than the employee, when the employee is not available to provide the service. The material may only be utilized by the person replacing the employee

26.4.2 Notwithstanding 26.4.1, course outlines/lesson plans, where available, shall be obtainable by the program Supervisor and will be the property of SIAST.

26.4.3 Copies of an employee's testing materials and evaluation criteria will be maintained in a restricted file and will only be utilized when the employee is not available to provide the service and only with the approval of the employee,

ARTICLE 27 PRESENT CONDITIONS AND BENEFITS

27.1 All provisions of this Agreement are subject to applicable laws now or hereafter in effect. If any law, proclamation, or regulation now existing or hereafter enacted shall invalidate any portion of this Agreement, the entire Agreement shall not be invalidated.

27.2 All provisions of this Agreement shall, unless otherwise specified, and where applicable, accrue on a prorata basis to employees who work less than M-time.

ARTICLE 28 COPIES OF THE AGREEMENT

28.1 SIAST shall provide one (1) copy of the consolidated Agreement to each of the employees, for this Agreement only, printed at a shop chosen by the Employer.

Additional copies shall be provided, at cost, to the Union.



ARTICLE 29 DURATION OF AGREEMENT

- 29.1 This Agreement between SIAST and the Academic Bargaining Unit and/or the Administrative Support Bargaining Unit shall be binding and remain in effect from July 1, 1997 to June 30, 2000 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.
- 29.2 Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.

APPENDIX A  
 SIAST -ADMINISTRATIVE SUPPORT-JULY 1,1997  
 PAY RATES

SIAST Class	Class Title	SIAST Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
10101	Journeyman 1 - Painter	001	36	2,659.00	17.045										
10102	Journeyman 1-AutoMech/Wldr/Mach	002	36	2,834.00	18.167										
10103	Journeyman 1-HDMech/Wldr/Mach	003	36	3,024.00	19.385										
10104	Journeyman 1-Carp/Masn/Plast	004	36	3,062.00	19.756										
10105	Journeyman 1-Elec/Pibr/Pttr/Smw	005	36	3,352.00	21.487										
10201	Journeyman 2-Painter	006	36	2,874.00	18.423										
10202	Journeyman 2-AutoMech/Wldr/Mach	007	36	3,060.00	19.615										
10203	Journeyman 2-HDMech/Wldr/Mach	008	36	3,268.00	20.949										
10204	Journeyman 2-Carp/Masn/Plast	009	36	3,327.00	21.327										
10205	Journeyman 2-Elec/Pibr/Pttr/Smw	010	36	3,621.00	23.212										
10301	Tradesperson 1 - Painter	011	36	2,327.00	14.917	2,394.00	15.346								
10302	Tradesperson-Mech/Wldr/MachGen	012	36	2,942.00	18.859	3,025.00	19.391								
10303	Tradesperson-Carpenter	013	36	2,698.00	17.295	2,775.00	17.788								
10304	Tradesperson-Elec/Pibr/Pttr/Sm	014	36	2,931.00	18.788	3,016.00	19.333								
10401	Clerk 1	015	36	1,721.00	11.032	1,763.00	11.301	1,805.00	11.571	1,850.00	11.859	1,896.00	12.154	1,951.00	12.506
10402	Clerk 2	016	36	1,788.00	11.462	1,835.00	11.763	1,879.00	12.045	1,930.00	12.372	1,984.00	12.718	2,042.00	13.090
	Co-op Student	017	36	1,721.00	11.032	1,745.00	11.186	1,769.00	11.340						
10403	Clerk 3	018	36	2,009.00	12.878	2,067.00	13.250	2,126.00	13.628	2,194.00	14.064	2,273.00	14.571	2,351.00	15.071
10404	Clerk 4	019	36	2,163.00	13.865	2,239.00	14.353	2,310.00	14.808	2,395.00	15.353	2,486.00	15.936	2,576.00	16.513
10405	Clerk 5	020	36	2,395.00	15.353	2,486.00	15.936	2,576.00	16.513	2,673.00	17.135	2,776.00	17.795	2,874.00	18.423
10501	Switchboard Operator	023	36	1,749.00	11.212	1,788.00	11.462	1,835.00	11.763	1,879.00	12.045	1,930.00	12.372	1,984.00	12.718
10601	Postal Clerk 1	024	36	1,825.00	11.699	1,873.00	12.006	1,921.00	12.314	1,973.00	12.647	2,027.00	12.994	2,083.00	13.353
10602	Postal Clerk 2	169	36	1,967.00	12.609	2,023.00	12.968	2,081.00	13.340	2,148.00	13.769	2,216.00	14.205	2,294.00	14.705
10701	Sr. Key punch Operator	025	36	1,857.00	12.545	2,009.00	12.878	2,067.00	13.250	2,126.00	13.628	2,194.00	14.064	2,273.00	14.571
10800	Print Services Manager	175	36	3,208.00	20.564	3,336.00	21.385	3,469.00	22.237	3,615.00	23.173	3,769.00	24.160	3,917.00	25.109
10801	Printing Service Tech 1	026	36	1,984.00	12.718	2,042.00	13.090	2,097.00	13.442	2,163.00	13.865	2,239.00	14.353	2,310.00	14.808
	Co-op Student	027	36	1,879.00	12.045	1,900.00	12.179	1,930.00	12.372	1,957.00	12.545				
10802	Printing Service Tech 2	028	36	2,239.00	14.353	2,310.00	14.808	2,395.00	15.353	2,486.00	15.936	2,576.00	16.513	2,673.00	17.135
10803	Printing Service Tech 3	029	36	2,576.00	16.513	2,673.00	17.135	2,776.00	17.795	2,874.00	18.423	2,989.00	19.160	3,101.00	19.878

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**APPENDIX A**  
**SIAST - ADMINISTRATIVE SUPPORT-JULY 1.1997**  
**PAY RATES**

SIAST		SIAST													
Class	Class Title	Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
10901	Clerk Typist 1	015	36	1,721.00	11.032	1,763.00	11.301	1,805.00	11.571	1,850.00	11.859	1,896.00	12.154	1,951.00	12.506
10902	Clerk Typist 2	016	36	1,788.00	11.462	1,835.00	11.763	1,879.00	12.045	1,930.00	12.372	1,984.00	12.718	2,042.00	13.090
	Co-op Student		36	1,721.00	11.032	1,747.00	11.199	1,773.00	11.365						
10903	Clerk Typist 3	018	36	2,009.00	12.878	2,067.00	13.250	2,126.00	13.628	2,194.00	14.064	2,273.00	14.571	2,351.00	15.071
11001	Clerk Steno 1	023	36	1,749.00	11.212	1,788.00	11.462	1,835.00	11.763	1,879.00	12.045	1,930.00	12.372	1,984.00	12.718
11002	Clerk Steno 2	030	36	1,835.00	11.763	1,879.00	12.045	1,930.00	12.372	1,984.00	12.718	2,042.00	13.090	2,090.00	13.397
	Co-op Student		36	1,749.00	11.212	1,775.00	11.378	1,802.00	11.551						
11003	Clerk Steno 3	019	36	2,009.00	12.878	2,067.00	13.250	2,126.00	13.628	2,194.00	14.064	2,273.00	14.571	2,351.00	15.071
11004	Clerk Steno 4	019	36	2,163.00	13.865	2,239.00	14.353	2,310.00	14.808	2,395.00	15.353	2,486.00	15.936	2,576.00	16.513
11101	Stock Clerk 1	032	36	1,820.00	11.667	1,872.00	12.000	1,920.00	12.308	1,973.00	12.647	2,019.00	12.942		
	Stock Clerk 1	033	40	1,923.00		1,978.00		2,031.00		2,086.00		2,135.00			
11102	Stock Clerk 2	034	36	2,046.00	13.115	2,105.00	13.494	2,180.00	13.974	2,249.00	14.417	2,318.00	14.859		
	Stock Clerk 2	035	40	2,163.00		2,227.00		2,305.00		2,378.00		2,451.00			
11201	Storekeeper	036	36	2,227.00	14.276	2,293.00	14.699	2,387.00	15.301	2,472.00	15.846	2,568.00	16.462	2,657.00	17.032
	Storekeeper	037	40	2,354.00		2,424.00		2,524.00		2,612.00		2,716.00		2,809.00	
11301	Senior Storekeeper	038	36	2,387.00	15.301	2,472.00	15.846	2,568.00	16.462	2,657.00	17.032	2,766.00	17.667	2,867.00	18.378
	Senior Storekeeper	039	40	2,524.00		2,612.00		2,716.00		2,809.00		2,914.00		3,032.00	
11401	Supervising Storekeeper	040	36	2,673.00	17.135	2,776.00	17.795	2,874.00	18.423	2,989.00	19.160	3,101.00	19.878	3,217.00	20.622
11501	Sales Clerk 1	041	36	1,984.00	12.718	2,042.00	13.090	2,090.00	13.397						
11502	Sales Clerk 2	042	36	2,090.00	13.397	2,162.00	13.859	2,235.00	14.327						
11601	Accounting Clerk 1	043	36	1,879.00	12.045	1,930.00	12.372	1,983.00	12.712	2,040.00	13.077	2,096.00	13.436	2,158.00	13.833
	Co-op Student	044	36	1,788.00	11.462	1,811.00	11.609	1,831.00	11.737	1,857.00	11.904				
11602	Accounting Clerk 2	045	36	2,096.00	13.436	2,165.00	13.878	2,240.00	14.359	2,313.00	14.827	2,396.00	15.359	2,483.00	15.917
11603	Accounting Clerk 3	046	36	2,313.00	14.827	2,396.00	15.359	2,486.00	15.936	2,581.00	16.545	2,676.00	17.154	2,769.00	17.750
11701	Data Processing Operator 1	047	36	1,879.00	12.045	1,930.00	12.372	1,984.00	12.718	2,042.00	13.090	2,090.00	13.397	2,162.00	13.859
11702	Data Processing Operator 2	048	36	2,067.00	13.250	2,126.00	13.628	2,194.00	14.064	2,273.00	14.571	2,351.00	15.071	2,433.00	15.596
11801	Computer Operator 1	049	36	2,395.00	15.353	2,486.00	15.936	2,576.00	16.513	2,673.00	17.135	2,776.00	17.795	2,874.00	18.423

**APPENDIX A  
 SIAST - ADMINISTRATIVE SUPPORT - JULY 1, 1997  
 PAY RATES**

SIAST Class	Class Title	SIAST Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
11802	Computer Operator 2	050	36	2,673.00	17.135	2,776.00	17.795	2,874.00	18.423	2,989.00	19.160	3,101.00	19.878	3,222.00	20.654
11901	Computer Processing Coordinator	051	36	2,776.00	17.795	2,874.00	18.423	2,989.00	19.160	3,101.00	19.878	3,222.00	20.654	3,354.00	21.500
12001	Computer Programmer	029	36	2,576.00	16.513	2,673.00	17.135	2,776.00	17.795	2,874.00	18.423	2,989.00	19.160	3,101.00	19.878
	Co-op Student		36	2,239.00	14.353	2,310.00	14.808								
12101	Junior System Analyst	029	36	2,576.00	16.513	2,673.00	17.135	2,776.00	17.795	2,874.00	18.423	2,989.00	19.160	3,101.00	19.878
12202	Programmer Analyst 2	053	36	3,101.00	19.878	3,222.00	20.654	3,354.00	21.500	3,490.00	22.372	3,639.00	23.327	3,794.00	24.321
	Co-op Student		36	2,531.00	16.224	2,624.00	16.821	2,723.00	17.455	2,776.00	17.795				
12203	Programmer Analyst 3	180	36	3,749.00	24.032	3,900.00	25.000	4,062.00	26.038	4,233.00	27.135	4,399.00	28.199	4,582.00	29.372
	Co-op Student		36	2,673.00	17.135	2,776.00	17.795	2,874.00	18.423	2,989.00	19.160				
12301	Accountant 1	055	36	2,667.00	17.096	2,769.00	17.750	2,872.00	18.410	2,984.00	19.128	3,099.00	19.865	3,217.00	20.622
12302	Accountant 2	056	36	2,990.00	19.167	3,104.00	19.897	3,226.00	20.679	3,356.00	21.513	3,495.00	22.404	3,640.00	23.333
12401	Ext. Comm. Spec.	057	36	3,255.00	20.865	3,386.00	21.705	3,519.00	22.568	3,639.00	23.327	3,807.00	24.404	3,959.00	25.378
12501	Information Service Officer 1	058	36	2,986.00	19.141	3,111.00	19.942	3,243.00	20.788	3,382.00	21.679	3,526.00	22.603	3,677.00	23.571
	Co-op Student	059	36	2,762.00	17.705	2,871.00	18.404								
12502	Information Service Officer 2	060	36	3,240.00	20.769	3,377.00	21.647	3,521.00	22.571	3,672.00	23.538	3,829.00	24.545	3,990.00	25.577
12505	Information Clerk	177	36	1,984.00	12.718	2,042.00	13.090	2,099.00	13.455	2,158.00	13.833	2,213.00	14.186	2,273.00	14.571
12510	Educational Info Officer 1	176	36	2,299.00	14.737	2,342.00	15.013	2,423.00	15.532	2,499.00	16.019	2,590.00	16.603	2,674.00	17.141
12601	Radio Tech	178	36	2,468.00	15.821	2,563.00	16.429	2,658.00	17.038	2,760.00	17.692	2,863.00	18.353	2,978.00	19.090
	Co-op Student	182	36	2,145.00	13.750										
	Radio Tech	061	40	2,610.00		2,710.00		2,810.00		2,918.00		3,027.00		3,149.00	
12701	AV Technician 1	063	36	2,440.00	15.641	2,531.00	16.224	2,624.00	16.821	2,723.00	17.455	2,827.00	18.122	2,933.00	18.801
	Co-op Student	064	36	2,201.00	14.109	2,279.00	14.609	2,353.00	15.083						
12702	AV Technician 2	065	36	2,624.00	16.821	2,723.00	17.455	2,827.00	18.122	2,933.00	18.801	3,046.00	19.526	3,162.00	20.269
12801	TV Prod.	066	36	2,989.00	19.160	3,101.00	19.878	3,222.00	20.654	3,354.00	21.500	3,490.00	22.372	3,639.00	23.327
12901	TV Eng	067	36	2,989.00	19.160	3,101.00	19.878	3,222.00	20.654	3,354.00	21.500	3,490.00	22.372	3,639.00	23.327

**APPENDIX A**  
**SIAST - ADMINISTRATIVE SUPPORT - JULY 1.1997**  
**PAY RATES**

SIAST		SIAST															
Class	Class Title	Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly		
13001	Commercial Artist 1	068	36	1,959.00	12,558	2,011.00	12,891	2,066.00	13,244	2,127.00	13,635	2,201.00	14,109	2,279.00	14,609		
13002	Commercial Artist 2	069	36	2,313.00	14,827	2,401.00	15,391	2,493.00	15,981	2,586.00	16,577	2,688.00	17,231	2,792.00	17,897		
13003	Commercial Artist 3	070	36	2,540.00	16,282	2,636.00	16,897	2,740.00	17,564	2,847.00	18,250	2,955.00	18,942	3,071.00	19,686		
13101	Coordinator AV Services	071	36	3,354.00	21,500	3,490.00	22,372	3,639.00	23,327	3,794.00	24,321	3,947.00	25,301	4,104.00	26,308		
13201	Research Officer 1	170	36	2,486.00	15,936	2,576.00	16,513	2,673.00	17,135	2,776.00	17,795	2,874.00	18,423	2,988.00	19,154		
13202	Research Officer 2	072	36	3,162.00	20,269	3,291.00	21,096	3,423.00	21,942	3,566.00	22,859	3,715.00	23,814	3,870.00	24,808		
13203	Research Officer 3	073	36	3,566.00	22,859	3,715.00	23,814	3,870.00	24,808	4,025.00	25,801	4,191.00	26,865	4,356.00	27,923		
13301	Admin Officer 1	029	36	2,576.00	16,513	2,673.00	17,135	2,776.00	17,795	2,874.00	18,423	2,989.00	19,160	3,101.00	19,878		
13302	Admin Officer 2	179	36	2,977.00	19,083	3,138.00	20,115	3,308.00	21,205	3,486.00	22,346	3,674.00	23,551	3,869.00	24,801		
13401	Property Officer 1	074	36	2,827.00	18,122	2,933.00	18,801	3,046.00	19,526	3,162.00	20,269	3,291.00	21,096	3,423.00	21,942		
13402	Property Officer 2	36	36	3,046.00	19,526	3,162.00	20,269	3,291.00	21,096	3,423.00	21,942	3,566.00	22,859	3,715.00	23,814		
13403	Property Control Officer	171	36	2,933.00	18,801	3,046.00	19,526	3,162.00	20,269	3,291.00	21,096	3,423.00	21,942	3,566.00	22,859		
13501	Draftsperson 1	076	36	2,333.00	14,955	2,431.00	15,583	2,533.00	16,237	2,637.00	16,904	2,747.00	17,609	2,860.00	18,333		
13502	Draftsperson 2	077	36	2,533.00	16,237	2,637.00	16,904	2,747.00	17,609	2,860.00	18,333	2,975.00	19,071	3,095.00	19,840		
13503	Draftsperson 3	078	36	2,804.00	17,974	2,914.00	18,679	3,030.00	19,423	3,153.00	20,212	3,280.00	21,026	3,408.00	21,846		
13701	Fieldworker 1 (Agricul.)	081	36	1,746.00	11,192	1,788.00	11,462	1,834.00	11,756	1,881.00	12,058	1,934.00	12,397	1,983.00	12,712		
13702	Fieldworker 2 (Agricul.)	083	36	1,881.00	12,058	1,934.00	12,397	1,983.00	12,712	2,045.00	13,108	2,105.00	13,494	2,176.00	13,949		
13801	Occ Health Officer	085	36	3,067.00	19,660	3,192.00	20,462	3,323.00	21,301	3,457.00	22,160	3,586.00	22,987				
14001	Library Tech 1	087	36	2,011.00	12,891	2,066.00	13,244	2,127.00	13,635	2,201.00	14,109	2,279.00	14,609	2,353.00	15,083		
14002	Library Tech 2 with B.A.	088	36	2,279.00	14,609	2,353.00	15,083	2,440.00	15,641	2,531.00	16,224	2,624.00	16,821	2,727.00	17,481		
	Library Tech 2	089	36	2,127.00	13,635	2,201.00	14,109	2,279.00	14,609	2,353.00	15,083	2,440.00	15,641	2,531.00	16,224		
14201	Lab Assistant 1	094	36	1,769.00	11,340	1,811.00	11,609	1,853.00	11,878	1,900.00	12,179						
14202	Lab Assistant 2	095	36	1,853.00	11,878	1,900.00	12,179	1,957.00	12,545	2,009.00	12,878	2,067.00	13,250	2,126.00	13,628		
14301	Lab Tech 1	096	36	2,340.00	15,000	2,427.00	15,558	2,512.00	16,103	2,606.00	16,705						
	Co-op Student	36	36	1,952.00	12,513	2,004.00	12,846	2,062.00	13,218								
14302	Lab Tech 2	098	36	2,381.00	15,263	2,467.00	15,814	2,559.00	16,404	2,651.00	16,994	2,755.00	17,660	2,856.00	18,308		

**APPENDIX A  
SIAST -ADMINISTRATIVE SUPPORT -JULY 1 ,1997  
PAY RATES**

SIAST Class	SIAST Class Title	SIAST Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
14401	Dental Assistant w/certificate		36	1,881.00	12,058	1,934.00	12,397	1,983.00	12,712	2,045.00	13,109	2,105.00	13,494	2,176.00	13,949
	Dental Assistant	099	36	1,746.00	11,192	1,788.00	11,462	1,834.00	11,756	1,881.00	12,058	1,934.00	12,397	1,983.00	12,712
14501	Dental Equipment Tech 1	103	36	2,598.00	16,654	2,693.00	17,263	2,793.00	17,904	2,900.00	18,590	3,011.00	19,301	3,129.00	20,058
	Co-op Student	105	36	2,254.00	14,449										
14502	Dental Equipment Tech 2	107	36	2,793.00	17,904	2,900.00	18,590	3,011.00	19,301	3,129.00	20,058	3,254.00	20,859	3,386.00	21,705
14601	Public Health Nurse 1 w/BScN	109	36	2,989.00	19,160	3,091.00	19,814	3,206.00	20,551	3,315.00	21,250	3,436.00	22,026		
	Public Health Nurse 1w/MScN	110	36	3,091.00	19,814	3,206.00	20,551	3,315.00	21,250	3,436.00	22,026	3,568.00	22,872		
	Public Health Nurse 1	111	36	2,887.00	18,506	2,989.00	19,160	3,091.00	19,814	3,206.00	20,551	3,315.00	21,250		
	Public Health Nurse without Diploma	113	36	2,695.00	17,276	2,789.00	17,878	2,887.00	18,506	2,989.00	19,160	3,091.00	19,814		
14602	Public Health Nurse 2 w/BScN	117	36	3,091.00	19,814	3,206.00	20,551	3,315.00	21,250	3,436.00	22,026	3,568.00	22,872	3,701.00	23,724
	Public Health Nurse 2 w/MScN	119	36	3,206.00	20,551	3,315.00	21,250	3,436.00	22,026	3,568.00	22,872	3,701.00	23,724	3,847.00	24,660
	Public Health Nurse 2	121	36	2,989.00	19,160	3,091.00	19,814	3,206.00	20,551	3,315.00	21,250	3,436.00	22,026	3,568.00	22,872
14801	General Service Worker 1	132	36	1,859.00	11,917	1,906.00	12,218	1,958.00	12,551						
	General Service Worker 1	134	40	1,965.00		2,014.00		2,070.00							
14802	General Service Worker 2	135	36	1,937.00	12,417	1,989.00	12,750	2,043.00	13,128						
	General Service Worker 2	137	40	2,048.00		2,105.00		2,165.00							
14803	General Service Worker 3	138	36	2,046.00	13,115	2,105.00	13,494	2,173.00	13,929						
	General Service Worker 3	140	40	2,162.00		2,227.00		2,296.00							
14804	General Service Worker 4	141	36	2,137.00	13,699	2,210.00	14,167	2,292.00	14,692	2,378.00	15,244				
	General Service Worker 4	143	40	2,264.00		2,341.00		2,423.00							
14901	Labourer	144	36	2,056.00	13,179										
15001	Cook 1 - Journeyman	145	36	2,025.00	12,981	2,092.00	13,410	2,162.00	13,859						
	Cook 1 - Journeyman	147	40	2,142.00		2,211.00		2,286.00							
	Cook 1	148	36	2,010.00	12,885	2,076.00	13,308	2,143.00	13,737						
	Cook 1	150	40	2,126.00		2,195.00		2,264.00							
15002	Cook 2 - Journeyman	151	36	2,196.00	14,077	2,277.00	14,596	2,352.00	15,077						
	Cook 2 - Journeyman	153	40	2,322.00		2,406.00		2,487.00							
	Cook 2	154	36	2,176.00	13,949	2,254.00	14,449	2,329.00	14,929						
15003	Cook 2	156	40	2,302.00		2,383.00		2,462.00							
	Cook 3 - Journeyman	157	36	2,372.00	15,205	2,458.00	15,756	2,540.00	16,282						
	Cook 3 - Journeyman	159	40	2,506.00		2,599.00		2,686.00							

**APPENDIX A**  
**SIAST - ADMINISTRATIVE SUPPORT - JULY 1, 1997**  
**PAY RATES**

SIAST		SIAST													
Class	Class Title	Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
	Cook 3	160	36	2,346.00	15.036	2,431.00	15.583	2,515.00	16.122						
	Cook 3	162	40	2,481.00		2,571.00		2,660.00							
15101	Food Services Supervisor 1	163	36	2,418.00	15.500	2,503.00	16.045	2,598.00	16.654						
15102	Food Services Supervisor 2	165	36	2,509.00	16.083	2,602.00	16.679	2,702.00	17.321	2,802.00	17.962	2,910.00	18.654	3,018.00	19.346
15201	Pickup & Delivery Person	162	36	2,086.00	13.372										
	Pickup & Delivery Person	167	40	2,206.00											
15301	Transport Operator 1	174	36	2,056.00	13.179	2,122.00	13.603	2,193.00	14.058						
	Transport Operator 1	168	40	2,173.00		2,243.00		2,319.00							
15401	Equipment Operator 1	174	36	2,056.00	13.179	2,122.00	13.603	2,193.00	14.058						
	Equipment Operator 1	168	40	2,173.00		2,243.00		2,319.00							
15501	Nursing Lab Equip Technician 1	172	36	2,598.00	16.654	2,693.00	17.263	2,793.00	17.904	2,900.00	18.590	3,011.00	19.301	3,128.00	20.051

**APPENDIX A  
 SIAST - ADMINISTRATIVE SUPPORT - JULY 1, 1998  
 PAY RATES**

SIAST Class	Class Title	SIAST Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
10101	Journeyman 1 - Painter	001	36	2,712.00	17.385										
10102	Journeyman 1-AutoMech/Wldr/Mach	002	36	2,891.00	18.532										
10103	Journeyman 1-HDmech/Wldr/Mach	003	36	3,084.00	19.769										
10104	Journeyman 1-Carp/Masn/Plast	004	36	3,144.00	20.154										
10105	Journeyman 1-Elec/Pibr/Pftr/Smw	005	36	3,419.00	21.917										
10201	Journeyman 2-Painter	006	36	2,931.00	18.788										
10202	Journeyman 2-AutoMech/Wldr/Mach	007	36	3,121.00	20.006										
10203	Journeyman 2-HDMech/Wldr/Mach	008	36	3,333.00	21.365										
10204	Journeyman 2-Carp/Masn/Plast	009	36	3,394.00	21.756										
10205	Journeyman 2-Elec/Pibr/Pftr/Smw	010	36	3,693.00	23.673										
10301	Tradesperson 1 - Painter	011	36	2,374.00	15.218	2,442.00	15.654								
10302	Tradesperson-Mech/Wldr/MachGen	012	36	3,001.00	19.237	3,086.00	19.782								
10303	Tradesperson-Carpenter	013	36	2,752.00	17.641	2,831.00	18.147								
10304	Tradesperson-Elec/Pibr/Pftr/Sm	014	36	2,990.00	19.167	3,076.00	19.718								
10401	Clerk 1	015	36	1,755.00	11.250	1,798.00	11.526	1,841.00	11.801	1,887.00	12.096	1,934.00	12.397	1,990.00	12.756
10402	Clerk 2	016	36	1,824.00	11.892	1,872.00	12.000	1,917.00	12.288	1,969.00	12.622	2,024.00	12.974	2,083.00	13.353
	Co-op Student	017	36	1,755.00	11.250	1,780.00	11.410	1,804.00	11.564						
10403	Clerk 3	018	36	2,049.00	13.135	2,108.00	13.513	2,169.00	13.904	2,238.00	14.346	2,318.00	14.859	2,398.00	15.372
10404	Clerk 4	019	36	2,206.00	14.141	2,284.00	14.641	2,356.00	15.103	2,443.00	15.660	2,538.00	16.256	2,628.00	16.846
10405	Clerk 5	020	36	2,443.00	15.660	2,536.00	16.256	2,628.00	16.846	2,726.00	17.474	2,832.00	18.154	2,931.00	18.788
10501	Switchboard Operator	023	36	1,784.00	11.436	1,824.00	11.692	1,872.00	12.000	1,917.00	12.288	1,969.00	12.622	2,024.00	12.974
10601	Postal Clerk 1	024	36	1,862.00	11.836	1,910.00	12.244	1,959.00	12.558	2,012.00	12.897	2,068.00	13.256	2,125.00	13.622
10602	Postal Clerk 2	169	36	2,006.00	12.859	2,063.00	13.224	2,123.00	13.609	2,191.00	14.045	2,260.00	14.487	2,340.00	15.000
10701	Sr. Key punch Operator	025	36	1,996.00	12.795	2,049.00	13.135	2,108.00	13.513	2,169.00	13.904	2,238.00	14.346	2,318.00	14.859
10800	Print Services Manager	175	36	3,272.00	20.974	3,403.00	21.814	3,538.00	22.679	3,687.00	23.635	3,844.00	24.641	3,995.00	25.609
10801	Printing Service Tech 1	026	36	2,024.00	12.974	2,083.00	13.353	2,139.00	13.712	2,206.00	14.141	2,284.00	14.641	2,356.00	15.103
	Co-op Student	027	36	1,917.00	12.288	1,938.00	12.423	1,969.00	12.622	1,996.00	12.795				
10802	Printing Service Tech 2	028	36	2,284.00	14.641	2,356.00	15.103	2,443.00	15.660	2,536.00	16.256	2,628.00	16.846	2,726.00	17.474
10803	Printing Service Tech 3	029	36	2,628.00	16.846	2,726.00	17.474	2,832.00	18.154	2,931.00	18.788	3,049.00	19.545	3,163.00	20.276



**APPENDIX A**  
**SIAST ADMINISTRATIVE SUPPORT-JULY 1,1998**  
**PAY RATES**

SIAST Class	Class Title	SIAST Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
10901	Clerk Typist 1	015	36	1,755.00	11.250	1,788.00	11.526	1,841.00	11.801	1,887.00	12.096	1,934.00	12.397	1,990.00	12.756
10902	Clerk Typist 2	016	36	1,824.00	11.692	1,872.00	12.000	1,917.00	12.288	1,969.00	12.622	2,024.00	12.974	2,083.00	13.353
	Co-op Student		36	1,755.00	11.250	1,782.00	11.423	1,809.00	11.596						
10903	Clerk Typist 3	018	36	2,049.00	13.135	2,108.00	13.513	2,169.00	13.904	2,238.00	14.346	2,318.00	14.859	2,398.00	15.372
11001	Clerk Steno 1	023	36	1,784.00	11.436	1,824.00	11.692	1,872.00	12.000	1,917.00	12.288	1,969.00	12.622	2,024.00	12.974
11002	Clerk Steno 2	030	36	1,872.00	12.000	1,917.00	12.288	1,969.00	12.622	2,024.00	12.974	2,083.00	13.353	2,132.00	13.667
	Co-op Student	031	36	1,784.00	11.436	1,811.00	11.609	1,838.00	11.782						
11003	Clerk Steno 3	018	36	2,049.00	13.135	2,108.00	13.513	2,169.00	13.904	2,238.00	14.346	2,318.00	14.859	2,398.00	15.372
11004	Clerk Steno 4	019	36	2,206.00	14.141	2,284.00	14.641	2,356.00	15.103	2,443.00	15.660	2,536.00	16.296	2,628.00	16.846
11101	Stock Clerk 1	032	36	1,856.00	11.897	1,909.00	12.237	1,958.00	12.561	2,012.00	12.897	2,059.00	13.199		
	Stock Clerk 1	033	40	1,923.00		1,978.00		2,031.00		2,086.00		2,135.00			
11102	Stock Clerk 2	034	36	2,087.00	13.378	2,147.00	13.783	2,224.00	14.256	2,294.00	14.705	2,364.00	15.154		
	Stock Clerk 2	035	40	2,163.00		2,227.00		2,305.00		2,378.00		2,451.00			
11201	Storekeeper	036	36	2,272.00	14.564	2,339.00	14.994	2,435.00	15.609	2,521.00	16.160	2,619.00	16.788	2,710.00	17.372
	Storekeeper	037	40	2,354.00		2,424.00		2,524.00		2,612.00		2,716.00		2,809.00	
11301	Senior Storekeeper	038	36	2,435.00	15.609	2,521.00	16.160	2,619.00	16.788	2,710.00	17.372	2,811.00	18.019	2,924.00	18.744
	Senior Storekeeper	039	40	2,524.00		2,612.00		2,716.00		2,809.00		2,914.00		3,032.00	
11401	Supervising Storekeeper	040	36	2,726.00	17.474	2,832.00	18.154	2,931.00	18.788	3,049.00	19.545	3,163.00	20.276	3,281.00	21.032
11501	Sales Clerk 1	041	36	2,024.00	12.974	2,083.00	13.353	2,132.00	13.667						
11502	Sales Clerk 2	042	36	2,132.00	13.667	2,205.00	14.135	2,280.00	14.615						
11601	Accounting Clerk 1	043	36	1,917.00	12.288	1,969.00	12.622	2,023.00	12.968	2,081.00	13.340	2,138.00	13.705	2,201.00	14.109
	Co-op Student	044	36	1,824.00	11.692	1,847.00	11.840	1,868.00	11.974	1,894.00	12.141				
11602	Accounting Clerk 2	045	36	2,138.00	13.705	2,208.00	14.154	2,285.00	14.647	2,359.00	15.122	2,444.00	15.667	2,533.00	16.237
11603	Accounting Clerk 3	046	36	2,359.00	15.122	2,444.00	15.667	2,536.00	16.256	2,633.00	16.878	2,730.00	17.500	2,824.00	18.103
11701	Data Processing Operator 1	047	36	1,917.00	12.288	1,969.00	12.622	2,024.00	12.974	2,083.00	13.353	2,132.00	13.667	2,205.00	14.135
11702	Data Processing Operator 2	048	36	2,108.00	13.513	2,169.00	13.904	2,238.00	14.346	2,318.00	14.859	2,398.00	15.372	2,482.00	15.910
11801	Computer Operator 1	049	36	2,443.00	15.660	2,536.00	16.256	2,628.00	16.846	2,726.00	17.474	2,832.00	18.154	2,931.00	18.788

**APPENDIX A  
 SIAST - ADMINISTRATIVE SUPPORT-JULY 1, 1998  
 PAY RATES**

SIAST Class	Class Title	SIAST		SIAST											
		Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
11802	Computer Operator 2	050	36	2,726.00	17.474	2,832.00	18.154	2,931.00	18.788	3,049.00	19.545	3,163.00	20.276	3,286.00	21.064
11901	Computer Processing Coordinator	051	36	2,832.00	18.154	2,931.00	18.788	3,049.00	19.545	3,163.00	20.276	3,286.00	21.064	3,421.00	21.929
12001	Computer Programmer	029	36	2,628.00	16.846	2,726.00	17.474	2,832.00	18.154	2,931.00	18.788	3,049.00	19.545	3,163.00	20.276
	Co-op Student	35		2,284.00	14.641	2,356.00	15.103								
12101	Junior System Analyst	029	36	2,628.00	16.846	2,726.00	17.474	2,832.00	18.154	2,931.00	18.788	3,049.00	19.545	3,163.00	20.276
12202	Programmer Analyst 2	053	36	3,163.00	20.276	3,286.00	21.064	3,421.00	21.929	3,560.00	22.821	3,712.00	23.795	3,870.00	24.808
	Co-op Student	35		2,582.00	16.549	2,676.00	15.104	2,777.00	17.804	2,832.00	18.151				
12203	Programmer Analyst 3	180	36	3,824.00	24.513	3,978.00	25.500	4,143.00	26.558	4,318.00	27.679	4,487.00	28.763	4,674.00	29.962
	Co-op Student	36		2,726.00	17.474	2,832.00	18.154	2,931.00	18.788	3,049.00	19.545				
12301	Accountant 1	055	36	2,720.00	17.438	2,824.00	18.103	2,929.00	18.776	3,044.00	19.513	3,161.00	20.263	3,281.00	21.032
12302	Accountant 2	056	36	3,050.00	19.551	3,166.00	20.295	3,291.00	21.096	3,423.00	21.942	3,565.00	22.853	3,713.00	23.801
12401	Ext. Comm. Spec.	057	36	3,320.00	21.282	3,455.00	22.147	3,589.00	23.006	3,712.00	23.795	3,883.00	24.891	4,038.00	25.885
12501	Information Service Officer 1	058	36	3,046.00	19.526	3,173.00	20.340	3,308.00	21.205	3,450.00	22.115	3,597.00	23.058	3,751.00	24.045
	Co-op Student	059	36	2,817.00	18.058	2,928.00	18.768								
12502	Information Service Officer 2	060	36	3,305.00	21.186	3,445.00	22.083	3,591.00	23.019	3,745.00	24.006	3,906.00	25.038	4,070.00	26.090
12505	Information Clerk	177	36	2,024.00	12.974	2,083.00	13.353	2,141.00	13.724	2,201.00	14.109	2,257.00	14.468	2,318.00	14.859
12510	Educational Info Officer 1	176	36	2,345.00	15.032	2,389.00	15.314	2,471.00	15.840	2,549.00	16.340	2,642.00	16.936	2,727.00	17.481
12602	Radio Tech	178	36	2,517.00	16.135	2,614.00	16.756	2,711.00	17.378	2,815.00	18.045	2,920.00	18.718	3,038.00	19.474
	Co-op Student	182	36	2,188.00	14.026										
12601	Radio Tech	061	40	2,610.00		2,710.00		2,810.00		2,918.00		3,027.00		3,149.00	
12701	AV Technician 1	063	36	2,489.00	15.955	2,582.00	16.551	2,676.00	17.154	2,777.00	17.801	2,884.00	18.487	2,992.00	19.179
	Co-op Student	064	36	2,245.00	14.391	2,325.00	14.904	2,400.00	15.385						
12702	AV Technician 2	065	36	2,676.00	17.154	2,777.00	17.801	2,884.00	18.487	2,992.00	19.179	3,107.00	19.917	3,225.00	20.673
12801	TV Prod.	066	36	3,049.00	19.545	3,163.00	20.276	3,286.00	21.064	3,421.00	21.929	3,560.00	22.821	3,712.00	23.795
12901	TV Eng	067	36	3,049.00	19.545	3,163.00	20.276	3,286.00	21.064	3,421.00	21.929	3,560.00	22.821	3,712.00	23.795

**APPENDIX A**  
**SIAST - ADMINISTRATIVE SUPPORT -JULY 1.1998**  
**PAY RATES**

Class Title	SIAST													
	Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
Commerical Artist 1	068	36	1,998.00	12.808	2,051.00	13.147	2,107.00	13.506	2,170.00	13.910	2,245.00	14.391	2,325.00	14.904
Commercial Artist 2	069	36	2,359.00	15.122	2,449.00	15.699	2,543.00	16.301	2,638.00	16.910	2,742.00	17.577	2,848.00	18.256
Commercial Artist 3	070	36	2,591.00	16.609	2,689.00	17.237	2,795.00	17.917	2,904.00	18.615	3,014.00	19.321	3,132.00	20.077
Coordinator AV Services	071	36	3,421.00	21.929	3,560.00	22.621	3,712.00	23.795	3,870.00	24.800	4,020.00	25.808	4,186.00	26.833
Research Officer 1	170	36	2,536.00	16.256	2,628.00	16.846	2,726.00	17.474	2,832.00	18.154	2,931.00	18.788	3,048.00	19.538
Research Officer 2	072	36	3,225.00	20.673	3,357.00	21.519	3,491.00	22.378	3,637.00	23.314	3,789.00	24.288	3,947.00	25.301
Research Officer 3	073	36	3,637.00	22.316	3,789.00	24.290	3,947.00	25.304	4,106.00	26.317	4,275.00	27.403	4,443.00	28.482
Admin Officer 1	029	36	2,628.00	16.846	2,726.00	17.474	2,832.00	18.154	2,931.00	18.788	3,049.00	19.545	3,163.00	20.276
Admin Officer 2	179	36	3,037.00	19.468	3,201.00	20.519	3,374.00	21.628	3,556.00	22.795	3,747.00	24.019	3,946.00	25.295
Property Officer 1	074	36	2,884.00	18.487	2,992.00	19.179	3,107.00	19.917	3,225.00	20.673	3,357.00	21.519	3,491.00	22.378
Property Officer 2	075	36	3,107.00	19.917	3,225.00	20.673	3,357.00	21.519	3,491.00	22.378	3,637.00	23.314	3,789.00	24.288
Property Control Officer	171	36	2,992.00	19.179	3,107.00	19.917	3,225.00	20.673	3,357.00	21.519	3,491.00	22.378	3,637.00	23.314
Draftsperson 1	076	36	2,380.00	15.256	2,480.00	15.897	2,584.00	16.584	2,690.00	17.244	2,802.00	17.962	2,917.00	18.699
Draftsperson 2	077	36	2,584.00	16.564	2,690.00	17.244	2,802.00	17.962	2,917.00	18.699	3,035.00	19.455	3,157.00	20.237
Draftsperson 3	078	36	2,860.00	18.333	2,972.00	19.051	3,091.00	19.814	3,216.00	20.615	3,346.00	21.449	3,476.00	22.282
Fieldworker 1 (Agricul.)	081	36	1,781.00	11.417	1,824.00	11.692	1,871.00	11.994	1,919.00	12.301	1,973.00	12.647	2,023.00	12.968
Fieldworker 2 (Agricul.)	083	36	1,919.00	12.301	1,973.00	12.647	2,023.00	12.968	2,086.00	13.372	2,147.00	13.763	2,220.00	14.231
Occ Health Officer	085	36	3,128.00	20.051	3,256.00	20.872	3,389.00	21.724	3,526.00	22.603	3,658.00	23.449		
Library Tech 1	087	36	2,051.00	13.147	2,107.00	13.506	2,170.00	13.910	2,245.00	14.391	2,325.00	14.904	2,400.00	15.385
Library Tech 2 with B.A.	088	36	2,325.00	14.904	2,400.00	15.385	2,489.00	15.955	2,582.00	16.551	2,676.00	17.154	2,782.00	17.833
Library Tech 2	089	36	2,170.00	13.910	2,245.00	14.391	2,325.00	14.904	2,400.00	15.385	2,489.00	15.955	2,582.00	16.551
Lab Assistant 1	094	36	1,804.00	11.564	1,847.00	11.840	1,890.00	12.115	1,938.00	12.423				
Lab Assistant 2	095	36	1,890.00	12.115	1,938.00	12.423	1,996.00	12.795	2,049.00	13.135	2,108.00	13.513	2,169.00	13.904
Lab Tech 1	096	36	2,387.00	15.301	2,476.00	15.872	2,562.00	16.423	2,656.00	17.038				
Co-op Student	097	36	1,991.00	12.763	2,044.00	13.103	2,103.00	13.481						
Lab Tech 2	098	36	2,429.00	15.571	2,516.00	16.128	2,610.00	16.731	2,704.00	17.333	2,810.00	18.013	2,913.00	18.673

APPENDIX A  
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 PAY RATES

SIAST		SIAST													
Class	Class Title	Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
14401	Dental Assistant w/certificate	099	36	1,919.00	12.301	1,973.00	12.647	2,023.00	12.968	2,086.00	13.372	2,147.00	13.763	2,220.00	14.231
	Dental Assistant	101	36	1,746.00	11.192	1,788.00	11.462	1,834.00	11.756	1,881.00	12.058	1,934.00	12.397	1,983.00	12.712
14501	Dental Equipment Tech 1	103	36	2,650.00	16.987	2,747.00	17.609	2,849.00	18.263	2,958.00	18.962	3,071.00	19.686	3,192.00	20.462
	Co-op Student	105	36	2,299.00	14.737										
14502	Dental Equipment Tech 2	107	36	2,849.00	18.263	2,958.00	18.962	3,071.00	19.686	3,192.00	20.462	3,319.00	21.276	3,454.00	22.141
14601	Public Health Nurse 1 w/BScN	109	36	3,049.00	19.545	3,153.00	20.212	3,270.00	20.962	3,381.00	21.673	3,505.00	22.468		
	Public Health Nurse 1 w/MScN	111	36	3,153.00	20.212	3,270.00	20.962	3,381.00	21.673	3,505.00	22.468	3,639.00	23.327		
	Public Health Nurse 1	113	36	2,945.00	18.878	3,049.00	19.545	3,153.00	20.212	3,270.00	20.962	3,381.00	21.673		
	Public Health Nurse without Diploma	115	36	2,749.00	17.622	2,845.00	18.237	2,945.00	18.878	3,049.00	19.545	3,153.00	20.212		
14602	Public Health Nurse 2 w/BScN	117	36	3,153.00	20.210	3,270.00	20.962	3,381.00	21.675	3,505.00	22.466	3,639.00	23.329	3,775.00	24.199
	Public Health Nurse 2 w/MScN	119	36	3,270.00	20.962	3,381.00	21.673	3,505.00	22.468	3,639.00	23.327	3,775.00	24.199	3,924.00	25.154
	Public Health Nurse 2	121	36	3,049.00	19.545	3,153.00	20.212	3,270.00	20.962	3,381.00	21.673	3,505.00	22.468	3,639.00	23.327
14801	General Service Worker 1	132	36	1,896.00	12.154	1,944.00	12.462	1,997.00	12.801						
	General Service Worker 1	134	40	1,965.00		2,014.00		2,070.00							
14802	General Service Worker 2	135	36	1,976.00	12.667	2,029.00	13.006	2,089.00	13.391						
	General Service Worker 2	137	40	2,048.00		2,105.00		2,165.00							
14803	General Service Worker 3	138	36	2,087.00	13.378	2,147.00	13.763	2,216.00	14.205						
	General Service Worker 3	140	40	2,162.00		2,227.00		2,296.00							
14804	General Service Worker 4	141	36	2,180.00	13.974	2,254.00	14.449	2,338.00	14.987	2,426.00	15.551				
	General Service Worker 4	143	40	2,264.00		2,341.00		2,423.00		2,513.00					
14901	Labourer	144	36	2,097.00	13.442										
15001	Cook 1 - Journeyman	145	36	2,066.00	13.244	2,134.00	13.679	2,205.00	14.135						
	Cook 1 - Journeyman	147	40	2,142.00		2,211.00		2,286.00							
	Cook 1	148	36	2,050.00	13.141	2,118.00	13.577	2,186.00	14.013						
	Cook 1	150	40	2,126.00		2,195.00		2,264.00							
15002	Cook 2 - Journeyman	151	36	2,240.00	14.359	2,323.00	14.891	2,399.00	15.378						
	Cook 2 - Journeyman	153	40	2,322.00		2,406.00		2,487.00							
	Cook 2	154	36	2,220.00	14.231	2,299.00	14.737	2,376.00	15.231						
	Cook 2	156	40	2,302.00		2,383.00		2,462.00							
15003	Cook 3 - Journeyman	157	36	2,419.00	15.506	2,507.00	16.071	2,591.00	16.609						
	Cook 3 - Journeyman	159	40	2,506.00		2,599.00		2,686.00							

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SIAST Class	Class Title	SIAST Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
	Cook 3	160	36	2,393.00	15.340	2,480.00	15.897	2,565.00	16.442						
	Cook 3	162	40	2,481.00		2,571.00		2,660.00							
15101	Food Services Supervisor 1	163	36	2,466.00	15.808	2,553.00	16.365	2,650.00	16.987						
15102	Food Services Supervisor 2	165	36	2,559.00	16.404	2,654.00	17.013	2,756.00	17.667	2,858.00	18.321	2,968.00	19.026	3,078.00	19.731
15201	Pickup & Delivery Person	182	36	2,128.00	13.641										
	Pickup & Delivery Person	167	40	2,206.00											
15301	Transport Operator 1	174	36	2,097.00	13.442	2,164.00	13.872	2,237.00	14.340						
15302	Transport Operator 1	168	40	2,173.00		2,243.00		2,319.00							
15401	Equipment Operator 1	174	36	2,097.00	13.442	2,164.00	13.872	2,227.00	14.276						
	Equipment Operator 1	168	40	2,173.00		2,243.00		2,319.00							
15501	Nursing Lab Equip Tech 1	172	36	2,650.00	16.987	2,747.00	17.609	2,849.00	18.263	2,958.00	18.962	3,071.00	19.686	3,191.00	20.455

**APPENDIX A  
SIAST - ADMINISTRATIVE SUPPORT - JULY 1, 1999  
PAY RATES**

SIAST		SIAST													
Class	Class Title	Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
10101	Journeyman 1 - Painter	001	36	2,766.00	17.731										
10102	Journeyman 1-AutoMech/Wldr/Mech	002	36	2,949.00	18.904										
10103	Journeyman 1-HDmech/Wldr/Mach	003	36	3,146.00	20.167										
10104	Journeyman 1-Carp/Masn/Plast	004	36	3,207.00	20.558										
10105	Journeyman 1-Elec/Pibr/Pftr/Smw	005	36	3,487.00	22.353										
10201	Journeyman 2-Painter	006	36	2,990.00	19.167										
10202	Journeyman 2-AutoMech/Wldr/Mach	007	36	3,183.00	20.404										
10203	Journeyman 2-HDmech/Wldr/Mach	008	36	3,400.00	21.795										
10204	Journeyman 2-Carp/Masn/Plast	009	36	3,462.00	22.192										
10205	Journeyman 2-Elec/Pibr/Pftr/Smw	010	36	3,767.00	24.147										
10301	Tradesperson 1 - Painter	011	36	2,421.00	15.519	2,491.00	15.968								
10302	Tradesperson-Mech/Wldr/MachGen	012	36	3,061.00	19.622	3,148.00	20.179								
10303	Tradesperson-Carpenter	013	36	2,807.00	17.994	2,888.00	18.513								
10304	Tradesperson-Elec/Pibr/Pftr/Sm	014	36	3,050.00	19.551	3,138.00	20.115								
10401	Clerk 1	015	36	1,790.00	11.474	1,834.00	11.756	1,878.00	12.038	1,925.00	12.340	1,973.00	12.647	2,030.00	13.013
10402	Clerk 2	016	36	1,880.00	11.923	1,909.00	12.237	1,955.00	12.532	2,008.00	12.872	2,064.00	13.231	2,125.00	13.622
	Co-op Student	017	36	1,790.00	11.474	1,816.00	11.641	1,840.00	11.795						
10403	Clerk 3	018	36	2,090.00	13.397	2,150.00	13.782	2,212.00	14.179	2,283.00	14.635	2,364.00	15.154	2,446.00	15.679
10404	Clerk 4	019	36	2,250.00	14.423	2,330.00	14.936	2,403.00	15.404	2,492.00	15.974	2,587.00	16.583	2,681.00	17.186
10405	Clerk 5	020	36	2,492.00	15.974	2,587.00	16.583	2,681.00	17.186	2,781.00	17.827	2,889.00	18.519	2,990.00	19.167
10501	Switchboard Operator	023	36	1,820.00	11.667	1,860.00	11.923	1,909.00	12.237	1,955.00	12.532	2,008.00	12.872	2,064.00	13.231
10601	Postal Clerk 1	024	36	1,899.00	12.173	1,948.00	12.487	1,998.00	12.808	2,052.00	13.154	2,109.00	13.519	2,168.00	13.897
10602	Postal Clerk 2	169	36	2,046.00	13.115	2,104.00	13.487	2,165.00	13.878	2,235.00	14.327	2,305.00	14.776	2,387.00	15.301
10701	Sr. Key punch Operator	025	36	2,036.00	13.051	2,090.00	13.397	2,150.00	13.782	2,212.00	14.179	2,283.00	14.635	2,364.00	15.154
10800	Print Services Manager	175	36	3,337.00	21.391	3,471.00	22.250	3,609.00	23.135	3,761.00	24.109	3,921.00	25.135	4,075.00	26.122
10801	Printing Service Tech 1	026	36	2,064.00	13.231	2,125.00	13.622	2,182.00	13.987	2,250.00	14.423	2,330.00	14.936	2,403.00	15.404
	Co-op Student	027	36	1,955.00	12.532	1,977.00	12.673	2,008.00	12.872	2,036.00	13.051				
10802	Printing Service Tech 2	028	36	2,330.00	14.936	2,403.00	15.404	2,492.00	15.974	2,587.00	16.583	2,681.00	17.186	2,781.00	17.827

**APPENDIX A  
 SIAST - ADMINISTRATIVE SUPPORT - JULY 1.1999  
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SIAST Class	Class Title	SIAST Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
10901	Clerk Typist 1	015	36	1,790.00	11,474	1,834.00	11,756	1,878.00	12,038	1,925.00	12,340	1,973.00	12,647	2,030.00	13,013
10902	Clerk Typist 2	016	36	1,860.00	11,923	1,909.00	12,237	1,955.00	12,532	2,008.00	12,872	2,064.00	13,231	2,125.00	13,622
	Co-op Student	36	36	1,790.00	11,474	1,817.00	11,647	1,845.00	11,827						
10903	Clerk Typist 3	018	36	2,090.00	13,397	2,150.00	13,782	2,212.00	14,179	2,283.00	14,635	2,364.00	15,154	2,446.00	15,679
11001	Clerk Steno 1	023	36	1,820.00	11,667	1,860.00	11,923	1,909.00	12,237	1,955.00	12,532	2,008.00	12,872	2,064.00	13,231
11002	Clerk Steno 2	030	36	1,909.00	12,237	1,955.00	12,532	2,008.00	12,872	2,064.00	13,231	2,125.00	13,622	2,175.00	13,942
	Co-op Student	031	36	1,820.00	11,667	1,848.00	11,846	1,876.00	12,026						
11003	Clerk Steno 3	018	36	2,090.00	13,397	2,150.00	13,782	2,212.00	14,179	2,283.00	14,635	2,364.00	15,154	2,446.00	15,679
11004	Clerk Steno 4	019	36	2,250.00	14,423	2,330.00	14,936	2,403.00	15,404	2,492.00	15,974	2,587.00	16,583	2,681.00	17,186
11101	Stock Clerk 1	032	36	1,893.00	12,135	1,947.00	12,481	1,997.00	12,801	2,052.00	13,154	2,100.00	13,462		
	Stock Clerk 1	033	40	1,923.00		1,978.00		2,031.00		2,086.00		2,135.00			
11102	Stock Clerk 2	034	36	2,129.00	13,647	2,190.00	14,038	2,268.00	14,538	2,340.00	15,000	2,411.00	15,455		
	Stock Clerk 2	035	40	2,163.00		2,227.00		2,305.00		2,378.00		2,451.00			
11201	Storekeeper	036	36	2,317.00	14,853	2,386.00	15,295	2,484.00	15,923	2,571.00	16,481	2,671.00	17,122	2,764.00	17,718
	Storekeeper	037	40	2,354.00		2,424.00		2,524.00		2,612.00		2,716.00		2,809.00	
11301	Senior Storekeeper	038	36	2,484.00	15,923	2,571.00	16,481	2,671.00	17,122	2,764.00	17,718	2,867.00	18,378	2,982.00	19,115
	Senior Storekeeper	039	40	2,524.00		2,612.00		2,716.00		2,809.00		2,914.00		3,032.00	
11401	Supervising Storekeeper	040	36	2,781.00	17,827	2,889.00	18,519	2,990.00	19,167	3,110.00	19,936	3,226.00	20,679	3,347.00	21,455
11501	Sales Clerk 1	041	36	2,064.00	13,231	2,125.00	13,622	2,175.00	13,942						
11502	Sales Clerk 2	042	36	2,175.00	13,942	2,249.00	14,417	2,326.00	14,910						
11601	Accounting Clerk 1	043	36	1,955.00	12,532	2,008.00	12,872	2,063.00	13,224	2,123.00	13,609	2,181.00	13,981	2,245.00	14,391
	Co-op Student	044	36	1,860.00	11,923	1,884.00	12,077	1,905.00	12,212	1,932.00	12,385				
11602	Accounting Clerk 2	045	36	2,181.00	13,981	2,252.00	14,436	2,331.00	14,942	2,406.00	15,423	2,493.00	15,981	2,584.00	16,564
11603	Accounting Clerk 3	046	36	2,406.00	15,423	2,493.00	15,981	2,587.00	16,583	2,686.00	17,218	2,785.00	17,853	2,880.00	18,462
11701	Data Processing Operator 1	047	36	1,955.00	12,532	2,008.00	12,872	2,064.00	13,231	2,125.00	13,622	2,175.00	13,942	2,249.00	14,417
11702	Data Processing Operator 2	048	36	2,150.00	13,782	2,212.00	14,179	2,283.00	14,635	2,364.00	15,154	2,446.00	15,679	2,532.00	16,231
11801	Computer Operator 1	049	36	2,492.00	15,974	2,587.00	16,583	2,681.00	17,186	2,781.00	17,827	2,889.00	18,519	2,990.00	19,167

**APPENDIX A**  
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**PAY RATES**

SIAST Class	Class Title	Grade	Hour	Step 1	Hourly	Step 2	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly	
11802	Computer Operator 2	050	36	2,781.00	17.827	2,889.00	18.519	2,990.00	19.167	3,110.00	19.936	3,226.00	20.679	3,352.00	21.487
11901	Computer Processing Coordinator	051	36	2,889.00	18.519	2,990.00	19.167	3,110.00	19.936	3,226.00	20.679	3,352.00	21.487	3,489.00	22.365
12001	Computer Programmer	029	36	2,681.00	17.186	2,781.00	17.827	2,889.00	18.519	2,990.00	19.167	3,110.00	19.936	3,226.00	20.679
	Co-op Student		36	2,330.00	14.933	2,403.00	15.405								
12101	Junior System Analyst	029	36	2,681.00	17.186	2,781.00	17.827	2,889.00	18.519	2,990.00	19.167	3,110.00	19.936	3,226.00	20.679
12202	Programmer Analyst 2	053	36	3,226.00	20.679	3,352.00	21.487	3,489.00	22.365	3,631.00	23.276	3,786.00	24.269	3,947.00	25.301
	Co-op Student		36	2,634.00	16.882	2,730.00	17.500	2,833.00	18.157	2,889.00	18.517				
12203	Programmer Analyst 3	180	36	3,900.00	25.000	4,058.00	26.013	4,226.00	27.090	4,404.00	28.231	4,577.00	29.340	4,767.00	30.558
	Co-op Student		36	2,781.00	17.827	2,889.00	18.519	2,990.00	19.167	3,110.00	19.936				
12301	Accountant 1	055	36	2,774.00	17.782	2,880.00	18.462	2,988.00	19.154	3,105.00	19.904	3,224.00	20.667	3,347.00	21.455
12302	Accountant 2	056	36	3,111.00	19.942	3,229.00	20.699	3,357.00	21.519	3,491.00	22.378	3,636.00	23.308	3,787.00	24.276
12401	Ext. Comm. Spec.	057	36	3,386.00	21.705	3,523.00	22.583	3,661.00	23.468	3,786.00	24.269	3,951.00	25.391	4,119.00	26.404
12501	Information Service Officer 1	058	36	3,107.00	19.917	3,236.00	20.744	3,374.00	21.628	3,519.00	22.558	3,669.00	23.519	3,826.00	24.526
	Co-op Student		36	2,873.00	18.417	2,987.00	19.147								
12502	Information Service Officer 2	060	36	3,371.00	21.609	3,514.00	22.526	3,663.00	23.481	3,820.00	24.487	3,984.00	25.538	4,151.00	26.609
12505	Information Clerk	177	36	2,064.00	13.231	2,125.00	13.622	2,184.00	14.000	2,245.00	14.391	2,302.00	14.756	2,364.00	15.154
12510	Educational Info Officer 1	176	36	2,392.00	15.333	2,437.00	15.622	2,520.00	16.154	2,600.00	16.667	2,695.00	17.276	2,782.00	17.833
	Radio Tech	178	36	2,567.00	16.455	2,666.00	17.090	2,765.00	17.724	2,871.00	18.404	2,978.00	19.090	3,099.00	19.865
	Co-op Student	182	36	2,232.00	14.308										
	Radio Tech	061	40	2,810.00		2,710.00		2,810.00		2,918.00		3,097.00		3,149.00	
12701	AV Technician 1	063	36	2,539.00	16.276	2,634.00	16.885	2,730.00	17.500	2,833.00	18.160	2,942.00	18.859	3,052.00	19.564
	Co-op Student	064	36	2,290.00	14.679	2,372.00	15.205	2,448.00	15.692						
12702	AV Technician 2	065	36	2,730.00	17.500	2,833.00	18.160	2,942.00	18.859	3,052.00	19.564	3,169.00	20.314	3,290.00	21.090
12801	TV Prod.	066	36	3,110.00	19.936	3,226.00	20.679	3,352.00	21.487	3,489.00	22.365	3,631.00	23.276	3,786.00	24.269
12901	TV Eng	067	36	3,110.00	19.936	3,226.00	20.679	3,352.00	21.487	3,489.00	22.365	3,631.00	23.276	3,786.00	24.269



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 PAY RATES

SIAST		SIAST													
Class	Class Title	Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
13001	Commerical Artist 1	068	36	2,038.00	13,064	2,092.00	13,410	2,149.00	13,776	2,213.00	14,186	2,290.00	14,679	2,372.00	15,205
13002	Commercial Artist 2	069	36	2,406.00	15,423	2,498.00	16,013	2,594.00	16,628	2,691.00	17,250	2,797.00	17,929	2,905.00	18,622
13003	Commercial Artist 3	070	36	2,643.00	16,942	2,743.00	17,583	2,851.00	18,276	2,962.00	18,987	3,074.00	19,705	3,195.00	20,481
13101	Coordinator AV Services	071	36	3,489.00	22,365	3,631.00	23,276	3,786.00	24,269	3,947.00	25,301	4,107.00	26,327	4,270.00	27,372
13201	Research Officer 1	170	36	2,587.00	16,583	2,681.00	17,186	2,781.00	17,827	2,889.00	18,519	2,990.00	19,167	3,109.00	19,929
13202	Research Officer 2	072	36	3,290.00	21,090	3,424.00	21,949	3,561.00	22,827	3,710.00	23,782	3,865.00	24,776	4,026.00	25,808
13203	Research Officer 3	073	36	3,710.00	23,780	3,855.00	24,774	4,026.00	25,807	4,188.00	26,947	4,361.00	27,952	4,532.00	29,050
13301	Admin Officer 1	029	36	2,681.00	17,186	2,781.00	17,827	2,889.00	18,519	2,990.00	19,167	3,110.00	19,936	3,226.00	20,679
13302	Admin Officer 2	179	36	3,098.00	19,859	3,285.00	20,929	3,441.00	22,058	3,627.00	23,250	3,822.00	24,500	4,025.00	25,801
13401	Property Officer 1	074	36	2,942.00	18,859	3,052.00	19,564	3,169.00	20,314	3,290.00	21,090	3,424.00	21,949	3,561.00	22,827
13402	Property Officer 2	075	36	3,169.00	20,314	3,290.00	21,090	3,424.00	21,949	3,561.00	22,827	3,710.00	23,782	3,865.00	24,776
13403	Property Control Officer	171	36	3,052.00	19,564	3,169.00	20,314	3,290.00	21,090	3,424.00	21,949	3,561.00	22,827	3,710.00	23,782
13501	Draftsperson 1	076	36	2,428.00	15,564	2,530.00	16,218	2,636.00	16,897	2,744.00	17,590	2,858.00	18,321	2,975.00	19,071
13502	Draftsperson 2	077	36	2,636.00	16,897	2,744.00	17,590	2,858.00	18,321	2,975.00	19,071	3,096.00	19,846	3,220.00	20,641
13503	Draftsperson 3	078	36	2,917.00	18,699	3,031.00	19,429	3,153.00	20,212	3,280.00	21,026	3,413.00	21,878	3,546.00	22,731
13701	Fieldworker 1(Agricul.)	081	36	1,817.00	11,647	1,880.00	11,923	1,908.00	12,231	1,957.00	12,545	2,012.00	12,897	2,063.00	13,224
13702	Fieldworker 2 (Agricul.)	083	36	1,957.00	12,545	2,012.00	12,897	2,063.00	13,224	2,128.00	13,641	2,190.00	14,038	2,264.00	14,513
13801	Occ Health Officer	085	36	3,191.00	20,455	3,321.00	21,288	3,457.00	22,160	3,597.00	23,058	3,731.00	23,917		
14001	Library Tech 1	087	36	2,092.00	13,410	2,149.00	13,776	2,213.00	14,186	2,290.00	14,679	2,372.00	15,205	2,448.00	15,692
14002	Library Tech 2 with B.A.	088	36	2,372.00	15,205	2,448.00	15,692	2,539.00	16,276	2,634.00	16,885	2,730.00	17,500	2,838.00	18,192
	Library Tech 2	089	36	2,213.00	14,186	2,290.00	14,679	2,372.00	15,205	2,448.00	15,692	2,539.00	16,276	2,634.00	16,885
14201	Lab Assistant 1	094	36	1,840.00	11,795	1,884.00	12,077	1,928.00	12,359	1,977.00	12,673				
14202	Lab Assistant 2	095	36	1,928.00	12,359	1,977.00	12,673	2,036.00	13,051	2,090.00	13,397	2,150.00	13,782	2,212.00	14,179
14301	Lab Tech 1	096	36	2,435.00	15,609	2,526.00	16,192	2,613.00	16,750	2,711.00	17,378				
	Co-op Student	097	36	2,031.00	13,019	2,085.00	13,365	2,145.00	13,750						
14302	Lab Tech 2	098	36	2,478.00	15,885	2,566.00	16,449	2,662.00	17,064	2,758.00	17,679	2,866.00	18,372	2,971.00	19,045

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 PAY RATES

SIAST		SIAST													
Class	Class Title	Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
14401	Dental Assistant w/certificate	099	36	1,957.00	12.545	2,012.00	12.897	2,063.00	13.224	2,128.00	13.641	2,190.00	14.038	2,264.00	14.513
	Dental Assistant	101	36	1,781.00	11.417	1,817.00	11.647	1,853.00	11.878	1,890.00	12.115				
14501	Dental Equipment Tech 1	103	36	2,703.00	17.327	2,802.00	17.962	2,906.00	18.628	3,017.00	19.340	3,132.00	20.077	3,256.00	20.872
	Co-op Student	105	36	2,345.00	15.032										
14502	Dental Equipment Tech 2	107	36	2,906.00	18.628	3,017.00	19.340	3,132.00	20.077	3,256.00	20.872	3,385.00	21.699	3,523.00	22.583
14601	Public Health Nurse 1 w/BScN	109	36	3,110.00	19.936	3,216.00	20.615	3,335.00	21.378	3,449.00	22.109	3,575.00	22.917		
	Public Health Nurse 1 w/MScN	111	36	3,216.00	20.615	3,335.00	21.378	3,449.00	22.109	3,575.00	22.917	3,712.00	23.795		
14602	Public Health Nurse 2 w/BScN	117	36	3,216.00	20.615	3,335.00	21.378	3,449.00	22.109	3,575.00	22.917	3,712.00	23.795	3,851.00	24.686
	Public Health Nurse 2 w/MScN	119	36	3,335.00	21.378	3,449.00	22.109	3,575.00	22.917	3,712.00	23.795	3,851.00	24.686	4,002.00	25.654
	Public Health Nurse 2	121	36	3,110.00	19.936	3,216.00	20.615	3,335.00	21.378	3,449.00	22.109	3,575.00	22.917	3,712.00	23.795
14801	General Service Worker 1	132	36	1,934.00	12.397	1,983.00	12.712	2,037.00	13.058						
	General Service Worker 1	134	40	1,965.00		2,014.00		2,070.00							
14802	General Service Worker 2	135	36	2,016.00	12.923	2,070.00	13.269	2,131.00	13.660						
	General Service Worker 2	137	40	2,048.00		2,105.00		2,165.00							
14803	General Service Worker 3	138	36	2,129.00	13.647	2,190.00	14.038	2,260.00	14.487						
	General Service Worker 3	140	40	2,162.00		2,227.00		2,296.00							
14804	General Service Worker 4	141	36	2,224.00	14.256	2,299.00	14.737	2,385.00	15.288	2,475.00	15.865				
	General Service Worker 4	143	40	2,264.00		2,341.00		2,423.00		2,513.00					
14901	Labourer	144	36	2,139.00	13.712										
15001	Cook 1 - Journeyman	145	36	2,107.00	13.506	2,177.00	13.955	2,249.00	14.417						
	Cook 1 - Journeyman	147	40	2,142.00		2,211.00		2,286.00							
	Cook 1	148	36	2,091.00	13.404	2,160.00	13.846	2,230.00	14.295						
	Cook 1	150	40	2,126.00		2,195.00		2,264.00							
15002	Cook 2 - Journeyman	151	36	2,285.00	14.647	2,369.00	15.186	2,447.00	15.686						
	Cook 2 - Journeyman	153	40	2,322.00		2,406.00		2,487.00							
	Cook 2	154	36	2,264.00	14.513	2,345.00	15.032	2,424.00	15.538						
	Cook 2	156	40	2,302.00		2,383.00		2,462.00							
15003	Cook 3 - Journeyman	157	36	2,467.00	15.814	2,557.00	16.391	2,643.00	16.942						
	Cook 3 - Journeyman	159	40	2,506.00		2,599.00		2,686.00							
	Cook 3	160	36	2,441.00	15.647	2,530.00	16.218	2,616.00	16.769						
	Cook 3	162	40	2,481.00		2,571.00		2,660.00							

**APPENDIX A  
 SIAST - ADMINISTRATIVE SUPPORT - JULY 1, 1999  
 PAY RATES**

SIAST Class	Class Title	SIAST Grade	Hour	Step 1	Hourly	Step 2	Hourly	Step 3	Hourly	Step 4	Hourly	Step 5	Hourly	Step 6	Hourly
15101	Food Services Supervisor 1	163	36	2,515.00	16.122	2,604.00	16.692	2,703.00	17.327						
15102	Food Services Supervisor 2	165	36	2,610.00	16.731	2,707.00	17.353	2,811.00	18.019	2,915.00	18.686	3,027.00	19.404	3,140.00	20.128
15201	Pickup & Delivery Person	182	36	2,411.00	15.455										
	Pickup & Delivery Person	167	40	2,206.00											
15301	Transport Operator 1	174	36	2,139.00	13.712	2,207.00	14.147	2,282.00	14.628						
15302	Transport Operator 1	168	40	2,173.00		2,243.00		2,319.00							
15401	Equipment Operator 1	174	36	2,139.00	13.712	2,207.00	14.147	2,282.00	14.628						
	Equipment Operator 1	168	40	2,173.00		2,243.00		2,319.00							
15501	Nursing Lab Equip Technician 1	172	36	2,703.00	17.327	2,802.00	17.962	2,906.00	18.628	3,017.00	19.340	3,132.00	20.077	3,255.00	20.865

APPENDIX A-I  
 SIAST - ACADEMIC JULY 1,1997  
 PAY RATES

Class Title	SIAST Class	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
<b>Instructor</b>													
Range I	50101	001	1,900	1,958	2,011	2,071	2,140	2,198	2,277	2,375	2,472		
Supervisory Increments	50101	002	2,573	2,675	2,778	2,884							
Range II	50101	003	2,277	2,375	2,472	2,573	2,675	2,778	2,884	2,988	3,090	3,194	3,297
Supervisory Increments	50101	004	3,427	3,571	3,718	3,881							
Range III	50101	005	2,439	2,559	2,666	2,778	2,896	3,005	3,119	3,226	3,344	3,454	3,571
Supervisory Increments	50101	006	3,718	3,881	4,042	4,215							
Range IV	50101	007	2,675	2,778	2,880	2,994	3,109	3,233	3,364	3,504	3,649	3,807	3,962
Supervisory Increments	50101	008	4,119	4,285	4,460	4,646							
Range V	50101	009	2,828	2,984	3,117	3,250	3,386	3,518	3,662	3,802	3,938	4,077	4,220
Supervisory Increments	50101	010	4,399	4,594	4,798	5,011							
Range VI	50101	011	3,051	3,202	3,350	3,495	3,643	3,800	3,948	4,100	4,249	4,399	
Supervisory Increments	50101	012	4,594	4,798	5,011	5,231							
Coordinator I	50112	013	3,364	3,504	3,649	3,806	3,962	4,119					
Coordinator II	50113	014	3,662	3,802	3,938	4,077	4,220	4,399					
Interpreter I	50150	024	1,958	2,011	2,071	2,140	2,198	2,277					
Interpreter II	50151	030	2,140	2,198	2,277	2,375	2,472	2,573					
Interpreter III	50152	031	2,375	2,472	2,573	2,675	2,778	2,884					
Librarian I	50141	020	2,675	2,778	2,886	2,999	3,117	3,240					
Librarian II	50142	021	2,944	3,060	3,178	3,305	3,441	3,579					

*BR*  
*1664 hrs.*

**APPENDIX A-I  
 SIAST - ACADEMIC JULY 1.1997  
 PAY RATES**

Class Title	SIAST		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	Class	Grade											
Librarian III	50143	022	3,305	3,441	3,579	3,734	3,887	4,044					
Librarian IV	50144	023	3,579	3,734	3,887	4,044	4,204	4,380					
<b>Instructor - Required Doctorate Level, with Clinical Component</b>													
Range I	50130	016	4,906	5,129	5,349	5,580	5,816	6,066					
Supervisory Increment	50130	017	6,329										
Range II	50130	018	5,349	5,580	5,816	6,066	6,329	6,592					
Supervisory Increment	50130	019	6,867										
<b>Instructor - Required Doctorate Level, without Clinical Component</b>													
Range I	50131	026	4,468	4,691	4,911	5,143	5,379	5,628					
Supervisory Increment	50131	027	5,892										
Range II	50131	028	4,911	5,142	5,378	5,628	5,892	6,155					
Supervisory Increment	50131	029	6,428										
Instructor Aide (Tutor)	50160	025	1,807	1,867	1,923	1,987	2,054						
<b>Educational Counsellors</b>													
Range I	50140	005	2,439	2,559	2,666	2,778	2,896	3,005	3,119	3,226	3,344	3,454	3,571
Supervisory Increment	50140	006	3,718	3,881	4,042	4,215							
Range II	50140	007	2,675	2,778	2,880	2,994	3,109	3,233	3,364	3,504	3,649	3,807	3,962
Supervisory Increment	50140	008	4,119	4,285	4,460	4,646							
Range III	50140	009	2,828	2,984	3,117	3,250	3,386	3,518	3,662	3,802	3,938	4,077	4,220
Supervisory Increment	50140	010	4,399	4,594	4,798	5,011							
Range IV	50140	011	3,051	3,202	3,350	3,495	3,643	3,800	3,948	4,100	4,249	4,399	
Supervisory Increment	50140	012	4,594	4,798	5,011	5,231							

**APPENDIX A-I  
 SIAST - ACADEMIC -JULY 1, 1998  
 PAY RATES**

Class Title	SIAST		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	Class	Grade											
<b>Instructors</b>													
Range 1	50101	001	1,938	1,997	2,051	2,112	2,183	2,242	2,323	2,423	2,521		
Supervisory Increments	50101	002	2,624	2,729	2,834	2,942							
Range II	50101	003	2,323	2,423	2,521	2,624	2,729	2,834	2,942	3,048	3,152	3,258	3,363
Supervisory Increments	50101	004	3,496	3,642	3,792	3,959							
Range III	50101	005	2,488	2,610	2,719	2,834	2,954	3,065	3,181	3,291	3,411	3,523	3,642
Supervisory Increments	50101	006	3,792	3,959	4,123	4,299							
Range IV	50101	007	2,729	2,834	2,938	3,054	3,171	3,298	3,431	3,574	3,722	3,883	4,041
Supervisory Increments	50101	008	4,201	4,371	4,549	4,739							
Range V	50101	009	2,885	3,044	3,179	3,315	3,454	3,588	3,735	3,878	4,017	4,159	4,304
Supervisory Increments	50101	010	4,487	4,686	4,894	5,111							
Range VI	50101	011	3,112	3,266	3,417	3,565	3,716	3,876	4,027	4,182	4,334	4,487	
Supervisory Increments	50101	012	4,686	4,894	5,111	5,336							
Coordinator I	50112	013	3,431	3,574	3,722	3,882	4,041	4,201					
Coordinator II	50113	014	3,735	3,878	4,017	4,159	4,304	4,487					
Interpreter I	50150	024	1,997	2,051	2,112	2,183	2,242	2,323					
Interpreter II	50151	030	2,183	2,242	2,323	2,423	2,521	2,624					
Interpreter III	50152	031	2,423	2,521	2,624	2,729	2,834	2,942					
Librarian I	50141	020	2,729	2,834	2,944	3,059	3,179	3,305					
Librarian II	50142	021	3,003	3,121	3,242	3,371	3,510	3,651					

**APPENDIX A-I**  
**SIAST -ACADEMIC - JULY 1, 1998**  
**PAY RATES**

Class Title	SIAST		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
	Class	Grade											
Librarian III	50143	022	3,371	3,510	3,651	3,809	3,965	4,125					
Librarian IV	50144	023	3,651	3,809	3,965	4,125	4,288	4,468					
<b>Instructor - Required Doctorate Level, with Clinical Component</b>													
Range I	50130	016	5,004	5,232	5,456	5,692	5,932	6,187					
Supervisory Increment	50130	017	6,456										
Range II	50130	018	5,456	5,692	5,932	6,187	6,456	6,724					
Supervisory Increment	50130	019	7,004										
<b>Instructor - Required Doctorate Level, without Clinical Component</b>													
Range I	50131	026	4,557	4,785	5,009	5,246	5,487	5,741					
Supervisory Increment	50131	027	6,010										
Range II	50131	028	5,009	5,245	5,486	5,741	6,010	6,278					
Supervisory Increment	50131	029	6,557										
Instructor Aide (Tutor)	50160	025	1,843	1,904	1,961	2,027	2,095						
<b>Educational Counsellors</b>													
Range I	50140	005	2,488	2,610	2,719	2,834	2,954	3,065	3,181	3,291	3,411	3,523	3,642
Supervisory Increment	50140	006	3,792	3,959	4,123	4,299							
Range II	50140	007	2,729	2,834	2,938	3,054	3,171	3,298	3,431	3,574	3,722	3,883	4,041
Supervisory Increment	50140	008	4,201	4,371	4,549	4,739							
Range III	50140	009	2,885	3,044	3,179	3,315	3,454	3,588	3,735	3,878	4,017	4,159	4,304
Supervisory Increment	50140	010	4,487	4,686	4,894	5,111							
Range IV	50140	011	3,112	3,266	3,417	3,565	3,716	3,876	4,027	4,182	4,334	4,487	
Supervisory Increment	50140	012	4,686	4,894	5,111	5,336							

**APPENDIX A-I**  
**SIAST - ACADEMIC JULY 1.1999**  
**PAY RATES**

Class Title	SIAST Class	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
<b>Instructors</b>													
Range I	50101	001	1,977	2,037	2,092	2,154	2,227	2,287	2,369	2,471	2,571		
Supervisory Increment	50101	002	2,576	2,784	2,891	3,001							
Range II	50101	003	2,369	2,471	2,571	2,676	2,784	2,891	3,001	3,109	3,215	3,323	3,430
Supervisory Increment	50101	004	3,566	3,715	3,868	4,038							
Range III	50101	005	2,538	2,662	2,773	2,891	3,013	3,126	3,245	3,357	3,479	3,593	3,715
Supervisory Increment	50101	006	3,868	4,038	4,205	4,385							
Range IV	50101	007	2,784	2,891	2,997	3,115	3,234	3,364	3,500	3,645	3,796	3,961	4,122
Supervisory Increment	50101	008	4,285	4,458	4,640	4,834							
Range V	50101	009	2,943	3,105	3,243	3,381	3,523	3,660	3,810	3,956	4,097	4,242	4,390
Supervisory Increment	50101	010	4,577	4,780	4,992	5,213							
Range VI	50101	011	3,174	3,331	3,485	3,636	3,790	3,954	4,108	4,266	4,421	4,577	
Supervisory Increment	50101	012	4,780	4,992	5,213	5,443							
Coordinator I	50112	013	3,500	3,645	3,796	3,960	4,122	4,285					
Coordinator II	50113	014	3,810	3,956	4,097	4,242	4,390	4,577					
Interpreter I	50150	024	2,037	2,092	2,154	2,227	2,287	2,369					
Interpreter II	50151	030	2,227	2,287	2,369	2,471	2,571	2,676					
Interpreter III	50152	031	2,471	2,571	2,676	2,784	2,891	3,001					
Librarian I	50141	020	2,784	2,891	3,003	3,120	3,243	3,371					
Librarian II	50142	021	3,063	3,183	3,307	3,438	3,580	3,724					



**APPENDIX A-I**  
**SIAST - ACADEMIC JULY 1, 1999**  
**PAY RATES**

Class Title	SIAST Class	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Librarian III	50143	022	3,438	3,580	3,724	3,885	4,044	4,208					
Librarian IV	50144	023	3,724	3,885	4,044	4,208	4,374	4,557					
<b>Instructor - Required Doctorate Level, with Clinical Component</b>													
Range I	50130	016	5,104	5,337	5,565	5,806	6,051	6,311					
Supervisory Increment	50130	017	6,585										
Range II	50130	018	5,565	5,806	6,051	6,311	6,585	6,858					
Supervisory Increment	50130	019	7,144										
<b>Instructor - Required Doctorate Level, without Clinical Component</b>													
Range I	50131	026	4,648	4,881	5,109	5,351	5,597	5,856					
Supervisory Increment	50131	027	6,130										
Range II	50131	028	5,109	5,350	5,596	5,856	6,130	6,404					
Supervisory Increment	50131	029	6,688										
Instructor Aide (Tutor)	50160	025	1,880	1,942	2,000	2,068	2,137						
<b>Educational Counsellors</b>													
Range I	50140	005	2,538	2,662	2,773	2,891	3,013	3,126	3,245	3,357	3,479	3,593	3,715
Supervisory Increment	50140	006	3,868	4,038	4,205	4,385							
Range II	50140	007	2,784	2,891	2,997	3,115	3,234	3,364	3,500	3,645	3,796	3,961	4,122
Supervisory Increment	50140	008	4,285	4,458	4,640	4,834							
Range III	50140	009	2,943	3,105	3,243	3,381	3,523	3,660	3,810	3,956	4,097	4,242	4,390
Supervisory Increment	50140	010	4,577	4,780	4,992	5,213							
Range IV	50140	011	3,174	3,331	3,485	3,636	3,790	3,954	4,108	4,266	4,421	4,577	
Supervisory Increment	50140	012	4,780	4,992	5,213	5,443							

APPENDIX A-2

CERTIFICATION AND PAY ADMINISTRATION

1. Instructors and Educational Counsellors

1.1 The salary range of an incumbent or a new appointee shall be determined by the number of years of relevant post Grade XII training (Saskatchewan Standards) that he has:

(a) Qualifications - Instructor:

RANGE I Instructor

Grade XII (Saskatchewan) or equivalent with one (1) year of related training or education.

RANGE II Instructor

Grade XII (Saskatchewan) or equivalent with two (2) years of related training or education.

Diploma in Nursing or Psychiatric Nursing, Technology Diploma, Registered Technician's Certificate, Dental Nurse/Dental Therapist Diploma or Dental Hygienist Diploma.

Journeyman's Certificate requiring less than three (3) years

Standard "A" or Standard "B" Teaching Certificate (two (2) years).

RANGE III Instructor

Grade XII (Saskatchewan) or equivalent and a minimum of three (3) years post-secondary study, related training or education.

Three (3) or more year Journeyman's Certificate

Diploma in Nursing or Psychiatric Nursing, and one (1) year related post-secondary education.

**Technology** Diploma or Registered Technician Certificate, and a Teaching Certificate (or an additional year of related post-secondary education).

Three (3) year university degree

Journeyman's Certificate requiring less than three (3) years plus a teacher's certificate (or an additional year of related post-secondary education).

- Dental Nurse/Dental Therapist Diploma or Dental Hygienist Diploma plus a teaching certificate (or an additional year of related post-secondary education).
- Standard "A" or Standard "B" Teaching Certificate (three (3) years).
- Minimum of two (2) year Technology Diploma in Instrumentation (or Journeyman's Certificate in Instrumentation) and considerable related experience.

RANGE IV Instructor

University degree (four (4) years)

University degree (three (3) years) plus an additional year of related study.

Professional accounting designation (CA., C.M.A., C.G.A.) without a degree.

Saskatchewan Land Surveyor

Three (3) or more year Journeyman's Certificate and a Teaching Certificate (or an additional year of related post-secondary education).

- Journeyman's Certificate requiring less than three (3) years plus a university degree.
- Diploma in Nursing or Psychiatric Nursing and two (2) years of related post-secondary education.
- Four (4) year Bachelor of Science degree in Nursing.
- Dental Nurse/Dental Therapist Diploma or Dental Hygienist Diploma plus two (2) years of related post-secondary education.
- Minimum of two (2) year Technology Diploma in Instrumentation or Journeyman's Certificate in Instrumentation and considerable related experience plus a Teacher's Certificate (or an additional year of related post-secondary education).

Technology Diploma or Registered Technician Certificate plus two (2) years of related post-secondary education

RANGE V Instructor

Five (5) years of related post-secondary study and a minimum of one (1) degree (e.g. B.A., B.Ed.).

Master's degree (five (5) years)

University degree (four (4) years) plus one (1) year of related university study.

Professional accounting designation (C.A., C.M.A., C.G.A.) plus a university degree.

Three (3) or four (4) year Journeyman's Certificate plus a degree in education.

Diploma in Nursing or Psychiatric Nursing plus three (3) years of education including a related university degree (B.S.N., B.Ed).

Five (5) year Bachelor of Science degree in Nursing

Dental Nurse/Dental Therapist Diploma plus three (3) years of education including a related university degree.

Dental Nurse Diploma or Dental Hygienist Diploma plus three (3) years of education including a related university degree.

Technology Diploma or Registered Technician's Certificate plus three (3) years of education including a related university degree.

RANGE VI Instructor

Six (6) years or more of related university study including one (1) year of graduate study or an honour's year.

Master's degree (five (5) years) plus one (1) year of related study.

Master's degree (six (6) years)

Three (3) or more year Journeyman's Certificate plus a degree in Education plus one (1) year of graduate study.

Professional accounting designation (CA., C.M.A., C.G.A.) plus a degree and one (1) additional year of related university study.

b) Qualifications - Educational Counsellors:

- Range I - less than four (4) years' related training/experience
- Range II - Four (4) year related university degree.
- Range III - Range II plus one (1) full year related university training.
- Range IV - Range III plus one (1) full year of related university training that in total must include a graduate year.

c) Qualifications - Interpreters:

- Range I** - Grade XII or equivalent plus related experience
- Range II - Interpreter Training Program plus one year related experience,  
OR  
Certificate of Interpretation
- Range III - Certificate of Interpretation plus one year related experience

An Interpreter who does not qualify for Range II or III, but who possesses a minimum of one (1) year recognized training past the level necessary for Range II or III, shall be granted a step within the range, if at the maximum of the regular range, one (1) step above the range, for one (1) year of related University study successfully completed.

- 1.2 New employees will be certified to steps in the appropriate range in which the experience factor is recognized on the basis of one (1) increment for each of the first two (2) years of related experience and one (1) for every two (2) years of related experience thereafter to the maximum of the regular range. For Instructors, either teaching experience or what is judged to be closely related commercial or industrial experience will comprise this experience factor. For counsellors, counselling experience will comprise this experience factor. The experience must have occurred within the twenty (20) years prior to the date of initial appointment.

The Campus will publicize the rate at which it has given such approval and an outline of the qualifications 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 they possesses qualifications 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 Employer review their qualifications and salary. If, as a result of the review, a salary adjustment is considered to be warranted, the Campus shall so authorize.

- (a) An Instructor who does not qualify for Range IV, V or VI, but who possesses a minimum of one (1) year recognized training **beyond the level** necessary for Range III, IV or V, shall be granted a step within the range, if at the maximum of the regular range, one (1) step above the range, for one (1) year of related post-secondary study successfully completed.

- (b) An Educational Counsellor who does not qualify for Range II, III or IV, but who possesses a minimum of one (1) year recognized training beyond the level necessary for Range I, II and III, shall be granted a step within the range; if at the maximum of the regular range, one (1) step above the range, for one (1) year of related post-secondary study successfully completed.
- (c) For trades, only post journeyman's experience will normally be counted.
- (d) The in-hiring rates shall be determined whenever possible by the related applicable rates in the Sask. Public Service. Example: The starting salary for an Instructor (Civil Engineer) will be based on the applicable Public Service rate. In cases where the applicable Public Service rate is not a rate in the interlocking pay plan the nearest higher step in the appropriate range shall be considered the starting rate for the particular trade or discipline.
- (e) Where original recruitment is authorized at any step above the minimum prescribed in (d), the Campus will review the related experience of all other employees in that particular speciality and adjust upwards the salaries of those employees with equivalent or better qualifications.

1.3 Allocation to New Range:

Except for the provision as outlined in 1.2 (a) and (b) above, employees shall move as set out below to the next higher range on the completion of one (1) full year of University education or on the completion of the requirements for the next higher range. A year of University education must be equivalent to five (5) University of Saskatchewan classes or ten (10) three (3) semester hour classes given by the University of Regina. Courses will be evaluated by the Campus in consultation with the Department of Education.

- (a) When an employee qualifies to go from a lower pay range to a higher pay range, his pay shall be adjusted on the basis of the following rules:
  - (i) The onus shall rest on the employee to submit satisfactory evidence certifying to his higher qualifications and the effective date thereof, such evidence to be confined to an official transcript or official letter (if degree) from the granting authority.
  - (ii) The effective date of the increase shall be on the first day of the month following submission of documents to the Employer indicating the successful completion of the course requirements.
  - (iii) For Instructors the new pay rate will be determined as follows:
    - (A) When movement is between Ranges II and VI to the equivalent step in the higher range. Increment dates will remain the same except if the increase is more than ten (10) percent, then the date of the increase becomes the new increment date.

(B) When movement is between Ranges I and II, to the minimum of Range II or to the rate in Range II, ten (10) percent above previous salary, whichever is the greater. If the increase is ten (10) percent there shall be no change in increment date; if the increase is more than ten (10) percent, the date of the increase becomes the new increment date.

(iv) For Educational Counsellors the new pay rate will be determined as follows:

When movement is between Ranges I and IV to the equivalent step in the higher range, increment dates will remain the same except if the increase is more than ten percent (10%); then the date of the increase becomes the new increment date.

(b) It shall be the responsibility of the employees to notify their Human Resource Manager upon successful completion of all course work and particularly of qualifications for the next higher range.

(c) The Campus shall be responsible for initiating the documents for any such salary adjustment.

1.4 Supervisory Assignments

(i) Instructors and Educational Counsellors in sole charge of a program shall be paid one (1) increment above their normal rate of pay provided that supervision is not available within the immediate community.

(ii) (a) Supervisors and Program Heads who have five (5) or less full-time staff under their supervision or Assistant Supervisors in units containing ten (10) or more staff will be paid one (1) additional step within or above their range for supervisory and administrative responsibilities.

(b) Supervisors and Program Heads having from six (6) to twenty (20) full-time staff under their supervision will be granted two (2) steps within or above the range.

(c) Supervisors and Program Heads having twenty-one (21) or more full-time staff under their supervision will be granted three (3) steps within or above the range.

(d) For the purpose of determining supervisory increments payable for monitoring/supervising outreach programs, the calculation will be made on the basis of one increment per twenty (20) courses/programs to a maximum of three (3) increments.

(e) For the purpose of determining supervisory increments payable for the supervision of less than full-time staff, the calculation shall be made on the following basis:

(i) The number of less than full-time staff supervised and the percentage of time worked shall be determined at the end of each month on the basis of full days worked.

- (ii) The number of full days worked by less than full-time staff as determined in 1) above shall be divided by the number of working days in the month to establish the number of full-time equivalent staff supervised, rounded to the nearest whole number.
- (iii) The number of full-time equivalent staff supervised as determined in 2) above shall be added to the number of full-time staff supervised. This total will be the number of staff supervised for the purpose of establishing supervisory increments payable in that month.
- (iv) Less than full-time staff employed to replace full-time staff who are on leave or vacation etc., shall not be included in determining the full-time equivalent in 1) and 2).
- (f) Written job outlines for the various supervisory positions will be prepared by the Campus and made available for the information of Union members at each **Campus**.
- (g) An employee who accepts a supervisory assignment shall have the right to revert to his former position.
- (h) There shall be no pyramiding of supervisory increments.

2. Instructor - Required Doctorate Level

2.1 Qualifications:

- RANGE I - without Clinical Component
- RANGE II -with Clinical Component

2.2 Experience Factor:

Instructor - Required Doctorate Level will be certified to steps in the appropriate range in which the experience factor is recognized on the basis of one (1) increment for each of the first two (2) years of related experience and one (1) for every two (2) years of related experience thereafter to the maximum of the regular range. Either teaching experience or practice at the Doctorate level will comprise this experience factor (and must have occurred within the twenty (20) years prior to the date of initial appointment).



APPENDIX B  
CLASSIFICATIONS & PROBATIONARY PERIODS

6-MONTH PROBATION

SIAST	PSC	CLASS TITLE
10101-5	H05011	Journeyman 1
10301-4	H05021	Tradesperson 1
10401	101011	*Clerk 1 (Scribe, Proctor, Reader, Notetaker)
10402	101012	*Clerk 2
10403	101013	*Clerk 3
10404	101014	*Clerk 4
10405	101015	*Clerk 5
10501	101020	*Switchboard Operator
10601	101081	*Postal Clerk 1
10602	101082	*Postal Clerk 2
10701	102060	*Senior Key punch Operator
10901	103011	*Clerk Typist 1
10902	103012	*Clerk Typist 2
10903	103013	*Clerk Typist 3
11001	103021	*Clerk Steno 1
11002	103022	*Clerk Steno 2
11003	103023	*Clerk Steno 3
11004	103024	*Clerk Steno 4
11101	104011	Stock Clerk 1
11102	104012	Stock Clerk 2
11201	104020	Storekeeper
11301	104030	*Senior Storekeeper
11501	104051	Sales Clerk 1
11052	104052	Sales Clerk 2
11601	105011	*Accounting Clerk 1
11602	105012	*Accounting Clerk 2
11603	105013	*Accounting Clerk 3
11701	106011	Data Processing Operator 1
11702	106012	Data Processing Operator 2
11801	106041	Computer Operator 1
11802	106042	Computer Operator 2
13501	20405 1	Draftsperson 1
13502	204052	Draftsperson 2
13503	204053	Draftsperson 3
13701	302021	Field Worker 1 (Agriculture)
13702	302022	Field Worker 2 (Agriculture)
14201	601011	Laboratory Assistant 1
14202	601012	Laboratory Assistant 2
14301	601021	Laboratory Technologist 1
14302	601022	Laboratory Technologist 2
15501	602033	Nursing Laboratory Equipment Technician 1
14801	801121	Technician 1
14802	801122	General Service Worker 1

14803	801123	General Service Worker 2
14804	801124	General Service Worker 3
14901	801140	General Service Worker 4
15001	804021	Labourer
15002	804022	Cook 1
15003	804023	Cook 2
15201	809010	Cook 3
15301	809081	Pick-up and Delivery Person
15401	809091	Transport Operator 1
12505		Equipment Operator 1
12510		*Information Clerk 1
		*Educational Information Officer 1

\*Accelerated Increments as per Article 10.4.2.1

**12 -MONTH PROBATION**

<b>SIAST</b>	<b>PSC</b>	<b>CLASS TITLE</b>
110201-5	H05012	Journeyman 2
10800	102090	Print Services Manager
10810	102091	*Printing Services Technician 1
10802	102092	*Printing Services Technician 2
10803	102093	*Printing Services Technician 3
11401	104040	*Supervising Storekeeper
11901	106050	Computer Processing Coordinator
12001	106080	Computer Programmer
12101	106090	Junior Systems Analyst
12202	106102	Programmer Analyst 2
12203	106103	Programmer Analyst 3
12301	107011	Accountant 1
12302	107012	Accountant 2
12401	108200	Extension Communications Specialist
12501	108301	Information Services Officer 1
12502	108302	Information Services Officer 2
12601	109020	Radio Technician
12701	109041	Audiovisual Technician 1
12702	109042	Audiovisual Technician 2
12801	109050	Television Producer
12901	109060	Television Engineer
13001	109111	Commercial Artist 1
13002	109112	Commercial Artist 2
13003	109113	Commercial Artist 3
13101	109120	Coordinator, Audio Visual Services
13301	116011	Administrative Officer 1
13302	116012	Administrative Officer 2
13403	110020	Property Control Officer
13401	116061	Property Officer 1
13402	116062	Property Officer 2
13201	111011	Research Officer 1
13202	111012	Research Officer 2
13203	111013	Research Officer 3

13801	402120	Occupational Health Officer
14001	504011	Library Technician 1
14002	504012	Library Technician 2
14401	602010	Dental Assistant
14501	60203 1	Dental Equipment Technician 1
14502	602032	Dental Equipment Technician 2
14601	604141	Public Health Nurse 1
14602	604142	Public Health Nurse 2
15101	804071	Food Services Supervisor 1
15102	804072	Food Services Supervisor 2

**200 DAY PROBATION**

<b>SIAST</b>	<b>CLASS TITLE</b>
50112	Coordinator I
50113	Coordinator II
50130	Instructor -Req. Doctorate Level with Clinical
50131	Instructor - Req. Doctorate Level without Clinical
50140	Educational Counsellors
50101	Instructor
50160	Instructor Aide (Tutors)
50150	Interpreters
50141	Librarian I
50142	Librarian II
50143	Librarian III
50144	Librarian IV

APPENDIX C  
PROCEDURAL GUIDELINE  
HIRING PROCESS

**NOTE:** This Appendix will remain in effect until SIAST fully develops and operationalizes their hiring policy, subject to negotiations between the parties.

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.

SIAST will collaborate in any effort to achieve consistency of job descriptions for same and similar positions across all four (4) **Campuses**.

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 Campus** Chairperson for information a minimum of one (1) week in advance of utilization. If the **Campus** 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 three (3) to five (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

#### Posting (Recruitment)

A Request for Staffing form is initiated by the program area and upon its approval, the Human Resource Office initiates the posting. Should a position be more than thirty (30) occasions a posting is activated by the Human Resource 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, full-time or 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 **Campuses**. The postings will differentiate between required factors and desired factors. The postings are posted for fourteen (14) days.

Full-time positions that are replacements for employees on leave will have that stated on the posting with a termination date. 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.

SIAST may post a position with an incumbent, subject to challenge. If an incumbent is offered and does not accept the position it will be re-posted. An incumbent is defined as the employee, which last occupied the position.

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 Campus 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 (taxed) to the Union at the same time they are posted.

#### 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 forty-eight (48) **hours** prior to the screening.

At the screening the Union representative is an Observer, There is a program area representative and the Human Resource representative chairs the panel.

In the process of screening, internal applicants are considered first.

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

If more than one (1) 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 Resource 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 (5) 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 (3) to five (5) 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	Excellent

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 Resource 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.

#### 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 ten percent (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 twenty-four (24) hours or as soon as possible that they were not selected for the position,

#### Job Offer Made

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

#### 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.

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#### 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 (4) Campuses.

## APPENDIX C-1

### EXTENSION HIRING LIST - PROCEDURE

1. Extension personnel (Dean/Training Consultant/Extension Coordinator/Program Supervisor) posts, at a minimum, "Extension Employment Opportunities" at the accrediting Institute, on the main job posting board. External advertising may also happen at the same time. Posting and advertising will be updated on a continuing basis.
2. Applications/resumes for these employment opportunities will be forwarded to the Extension personnel (Dean/Training Consultant/Extension Coordinator/Program Supervisor). Extension personnel (Dean/Training Consultant/Extension Coordinator/Program Supervisor) categorizes applicants according to programming categories/courses/course/service utilizing the prerequisites in the order contained in 5. of Appendix "L". Seniority from the previous years seniority list will be utilized. Human Resources will verify the status of employees and their qualifications, if necessary.
3. The Extension personnel (Dean/Training Consultant/Extension Coordinator/Program Supervisor) verbally offers employment on the basis of the list. Details of the assignment are discussed at this time.
4. When the applicant accepts the assignment verbally an "Employee Service Contract" outlining the details of the assignment is forwarded to the applicant to be signed once appropriate SIAST signatures have been obtained. When the applicant signs the "Employee Service Contract" the offer of employment is considered final.
5. The "Employee Service Contract" is submitted to Human Resource by Extension.

APPENDIX D-1 - SENIORITY CONVERSION

ADDENDUM TO LETTER OF UNDERSTANDING - SENIORITY

For this Letter of Understanding only: FTE = Full Time Equivalent

To convert seniority gained in one (1) Bargaining Unit to the equivalent seniority in the other, the following process will be used:

- a) For seniority accrued previous to January 1, 1988, a day's seniority in one unit is equal to a day's seniority in the other unit.
- b) For seniority accrued between January 1, 1988, and June 30, 1989, a part year is factored as follows:
  - i) Administrative Support to Academic
$$\frac{\text{Administrative Support Days Worked}}{260} = \text{FTE}$$
$$\text{FTE} \times 261 = \text{Academic Seniority}$$
  - (ii) Academic to Administrative Support
$$\frac{\text{Academic Days Worked}}{261} = \text{FTE}$$
$$\text{FTE} \times 260 = \text{Administrative Support Seniority}$$
- c) For seniority accrued after July 1, 1989, a full year in one (1) unit is equal to a full year in the other. (260 Days Administrative Support = 200 Days Academic) Part years are calculated as follows:
  - (i) Administrative Support to Academic
$$\frac{\text{Administrative Support Days Worked}}{260} = \text{FTE}$$
$$\text{FTE} \times 200 = \text{Academic Seniority}$$
  - (ii) Academic to Administrative Support
$$\frac{\text{Academic Days Worked}}{200} = \text{FTE}$$
$$\text{FTE} \times 260 = \text{Administrative Support Seniority}$$

Examples:

Administrative Support -	500 days seniority
	$500/260 = 1.92$
	$1.92 \times 200 = 385 \text{ days}$
Academic	500 days seniority
	$500/200 = 2.5$
	$2.5 \times 260 = 650 \text{ days}$

APPENDIX D-2

LETTER OF UNDERSTANDING

SENIORITY -Administrative Support

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 thirty (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 thirty (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 MI-time employees will earn two hundred and sixty one (261) days seniority for each year up to January 1, 1988. Thereafter, full-time employees will earn two hundred and sixty (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:  
$$\frac{\text{Part-time hours worked per week} \times 261}{\text{Full-time hours per week in the same classification}}$$

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

$$\frac{\text{Part-time hours worked per day} \times \text{total days worked} \times 261}{\text{Full-time hours per day} \times 261}$$

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

$$\frac{\text{Total part-time hours worked} \times 261}{\text{Full-time yearly hours in the same classification}}$$

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

$$\% \text{ of full-time yearly hours in classification} \times 261$$

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 ninety (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
    - eighteen (18) months by former urban community college employees
    - twenty-four (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 eighteen (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 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 lay-offs, promotions, appointments, bumping, transfers, demotions, abolition, or other like 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 27th 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 D-3**

**ADDENDUM TO LETTER OF UNDERSTANDING - SENIORITY**

1. In the Administrative Support Unit, part-time employees are entitled to accrue seniority for statutory holidays and vacation leave entitlement in the same manner as full-time employees.
2. In order for these employees to be credited with this seniority, a calculation which prorates their seniority entitlement based on statutory holidays and vacation leave entitlement each year is necessary in addition to those calculations described in Article 5.6.1 (Appendix "D-2" #4 (b)) as follows:

Each number resulting from the calculations outlined in Appendix J 4.b i), ii), iii) and iv) is the employee's seniority days (designated as D) without including the prorated calculation for statutory holidays and vacation leave entitlement. Calculate the total seniority to be credited as follows:

- a)  $D \times 5\% = A$  (number of days of statutory holiday entitlement to be added)
- b)  $D \times (\text{percentage of vacation leave entitlement indicated in Article 12.1.14.1}) = B$  (number of days of vacation leave entitlement to be added)
- c)  $D + A + B = \text{total prorated seniority entitlement including prorated statutory holiday and vacation leave entitlement.}$

3. For employees working on a full-time basis, for part of a year, use:

Count total calendar days for the period of employment and multiply by .7123. The result of this calculation is the number of working days (designated as D) for the period and includes statutory holidays. Therefore:

- a)  $D \times (\text{percentage of vacation leave entitlement indicated in Article 12.1.14.1}) = B$  (number of days of vacation leave entitlement to be added).
- b)  $D + B = \text{total prorated seniority entitlement including prorated statutory holiday and vacation leave entitlement,}$

APPENDIX D-4

LETTER OF UNDERSTANDING

Re: SENIORITY -Academic

Whereas there is a dispute between the Union and SIAST over the interpretation and application of Article 13,

And whereas there have been a number of grievances filed with respect to the issue of seniority under Article 13,

And whereas the parties are desirous of resolving once and for all the issue of seniority under Article 13 and **all outstanding grievances** relating thereto:

SIAST posted on April 13, 1992, the Seniority List as at June 30, 1991. An employee will have until May 29, 1992 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 until May 29, 1992 to challenge any employee's seniority. Any unsettled challenges shall be referred to Dan Ish in accordance with Article 19 inclusive after September 15, 1992. The onus shall remain with the employee in arbitration. The Arbitrator shall have no ability to extend the time deadline.

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 College and the Advanced Technology Training Centre, notwithstanding Article 13.

SGEU will administer and decide in accordance with paragraph 4 the revised seniority calculations for all employees to June 30, 1991. Based on these decisions, SIAST will amend the Seniority List as at June 30, 1991.

Seniority will be calculated as follows:

- A. All service is seniority, subject to the conditions included herein
- B. Seniority will be calculated on the basis of a July 1 to June 30 academic year. Any employees negatively impacted will have their situation reviewed by the Institute Committee Designate (this would only apply to full-time employees that may have taken unassigned days in the first 10 months of their employment).
- C. When calculating seniority the preferred method will be to use assigned/working days multiplied by the factor. If that is not possible, calendar days will be utilized.
- D. Seniority prior to June 30, 1989, is calculated by multiplying each assigned/working day by 1.305 or calendar days by .66 (to convert to assigned days) then by 1.305 to a maximum of 261 days per year.



- E. Seniority from July 1, 1989 to June 30, 1991 is calculated on the basis of assigned days or calendar days by .66 to a maximum 200 days seniority for each academic Year.
- F. Part-time employees from the PS/GE, who worked less than full days before January 1, 1988 that had their assignment expressed in a percentage should calculate that seniority utilizing the following formula:
- $$(Ax8) \times B = C \text{ then } \frac{C}{6} \times 1.305 = \text{seniority}$$
- (seniority to a maximum of 261 days)
- A - assignment expressed in percentage  
 B - number of assigned/working days  
 C - hours worked per year
- G. Part-time employees, who worked less than full days before January 1, 1988, calculate seniority by dividing the total number of hours worked by 6 then multiplied by 1.305 (to a maximum of 261).
- H. To determine whether a teaching assignment categorized as an extension class (loose description) should be counted, the decision will be based on whether Union dues were deducted.
- Part-time employees, who worked less than full days since 1988, count seniority on a pro-rata basis as per Article 10.2.2.2 of the current Collective Agreement.
- J. There is no restriction on the number of hours per day that may be counted as seniority. No employee will receive more than one day's seniority for one day worked.
- K. Former Community College employees can ignore the 240 hours per year limit in Article 2.12 of the College Agreement. This service is valid as long as there was no break in employment longer than 18 months.
- L. Full-time employees will receive 261 days seniority for each full year of service up to June 30, 1989 and 200 days seniority for each full year after that date.
- M. Full-time employees that were affected by the "conversion of the academic year" in 1990 (former PS/GE) will receive 2 full years of seniority (400 days) for that time period.
- N. Any employee who was on a definite leave (including maternity, paternity and adoption leave) is allowed to count the days they normally would have been employed.
- O. Any employee who was on an indefinite leave is allowed to count the days they normally would have been employed to a maximum of 90 calendar days (78 seniority days prior to June 30, 1988 and 60 seniority days after June 30, 1988).

- P. Prior to 1988, seniority will be lost due to a break in service of more than 24 months for PS/GE or 18 months for Community College (unless the Contract stated more).
  - Q. The provisions, in the former Agreements, in regard to resignation, termination and an appointment to an out-of-scope position (other than TPHD) are in effect when calculating seniority from before 1988. In addition:
    - i) The practice of "resigning" to immediately accept another position with the same Employer is not considered a resignation for the purpose of seniority calculation; and
    - ii) After January 1, 1988 an employee who performs the duties of an out-of-scope position on TPHD and who continued to have Union dues deducted from his/her salary will maintain and accumulate m-scope seniority. If, because of an Employer error, the employee was not given the opportunity to have Union dues deducted, the employee will maintain seniority accumulated prior to the out-of-scope TPHD assignment and will (upon payment of back Union dues) be credited with seniority while in the TPHD out-of-scope assignment if such assignment was a bonafide TPHD assignment. No out-of-scope service, other than a TPHD or a definite leave, will be considered for seniority purposes.
  - R. Strike days count as seniority.
  - S. The Union and the Institute will prepare a seniority list showing all employees' names, the date upon which the employees' service commenced and the total length of service for each employee. If an employee does not have 200 assigned days of service he/she 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 period is 200 assigned days.
  - T. The Engineers' seniority will be calculated back to first day of their employment
  - U. In the event that the required records can not be provided, and only in such event, SGEU may accept any evidence it considers appropriate for purposes of making its decision pursuant to Paragraph 4.
5. The Seniority list, amended in accordance with this 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 further agree that all lay-offs, promotions, appointments, bumping, transfers, demotions, or other life 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
  7. This Letter of Understanding and the Seniority List established, once ratified, shall be attached to the Collective Bargaining Agreement, signed February 20, 1990, in accordance with the SGEU Constitution and shall be binding on the Union, all employees and SIAST.

8. Once the Seniority List of June 30, 1991 is finalized, all seniority will be calculated on the basis of the Collective Bargaining Agreement referred to in paragraph 7.
9. 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.
10. Any employee missed in this process that has seniority prior to June 30, 1991, will have their seniority previous to June 30, 1991 calculated on the basis of paragraph 4.

APPENDIX D-5  
CALCULATION OF SEVERANCE

ACADEMIC UNIT

Utilize seniority list:

$$\frac{\text{Up to June 30, 1989}}{261} + \frac{\text{July 1, 1989 to future}}{200}$$

ADMIN/SUPPORT UNIT

Utilize seniority list:

$$\frac{\text{Up to December 31, 1987}}{261} + \frac{\text{January 1, 1988 to future}}{260}$$

The calculation of eligible years for the purpose of severance shall include any prior out-of-scope service.

\* add numbers together and round up if not a whole number

APPENDIX EI

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 EDO's 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 the applicable overtime rate as per Article 9.5 (a) (v).

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

PROPOSED BY: \_\_\_\_\_  
(Print Name/Program/Campus)

SIGNED BY: \_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(Campus Union Chairperson)

cc: Human Resource Office, Campus  
Human Resource Office, Secretariat  
SGEU Office. Saskatoon

**APPENDIX E-2**  
**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 EDO's) \_\_\_\_\_

-Include projected schedules  
(showing - rotation of each employee, regular days off, final tours of duty)

PROPOSED BY: \_\_\_\_\_  
(Print Name/Program/Campus)

SIGNED BY: \_\_\_\_\_  
(Supervisor) (Employee)

\_\_\_\_\_  
(Campus Union Chairperson)

cc: Human Resource Office, Campus  
Human Resource Office, Secretariat  
SGEU Office, Saskatoon

APPENDIX E-3

HOURS OF WORK - PROGRAMS BY CATEGORY - Academic

CATEGORY A LABORATORY/SHOP

1. Classroom/Shop (900)

Kelsey Campus

Agricultural Machinery Technician  
AST  
Autobody Technician  
Carpentry  
G.M. ASEP  
HEMP  
Industrial Mechanics  
Machine Shop  
Pipefitting  
Plumbing  
Professional Cooking  
Recreation & Leisure Skills  
Refrigeration/Air Conditioning  
Retail Meatcutting  
Sheet Metal  
Welding

Palliser Campus

Advanced Video Systems  
AST  
Autobody Technician  
Carpentry  
Electrician  
Electronics Service Technician  
Professional Cooking  
Recreational Skills  
Welding

Wascana Campus

Agricultural Programs  
G.M. ASEP

2. Classroom/Laboratory (825)

Kelsey Campus

CAD/CAM Engineering Technology  
Chemical Technology  
Computer Systems Technology  
Food & Nutrition  
Food Services Admin./Worker  
Hotel/Restaurant Administration  
IETT  
Mechanical Engineering Technology  
Parts Management Technician  
Power Engineering  
Visual Media  
Recreation and Leisure Diploma

Palliser Campus

Engineering Technologies

Architecture  
CADD  
Civil Engineering  
Computer Technology  
Electrical Engineering  
Electronics  
Geomatics  
Instrumentation  
Water Resources  
Water & Wastewater

Woodland Campus

Entrepreneurship and Small Business

CATEGORY B - SCIENCE & HEALTH (825)

Kelsey Campus

Animal Health Technology/Biological Sciences  
Chemical Technology  
CPR/First Aid  
Diploma Nursing  
Home Care/Special Care Aide  
Indian Diploma Nursing  
Medical Diagnostics Programs  
Medical Laboratory Technology  
Medical Radiation Technology  
Pharmacy Technician

Wascana Campus

Core Nursing  
Community Health Services  
Dental Assistant  
Dental Hygiene  
Dental Integrated Studies  
Diploma Nursing  
Emergency Medical Technician  
Emergency Medical Technician - Advanced  
Emergency Medical Technician - Paramedic  
Health Record Technician/Technology  
Occupational Therapist/Physical Therapist Assistant  
Operating Room Nursing Techniques  
Practical Nursing  
Psych. Nursing II

CATEGORY C - COMMUNITY SERVICE (825)

Kelsey Campus

Early Childhood Development  
Rehabilitation Worker  
Teacher Assistant  
Therapeutic Recreation  
Youth Care Worker

Wascana Campus

Early Childhood Development



CATEGORY D - LECTURE (625)

Kelsey Campus

Business Education - Associated Studies  
Communication Arts - Associated Studies  
Library & Information Technician  
Math - Associated Studies  
Psychology/Sociology - Associated Studies  
Science/Physics - Associated Studies

Palliser Campus

Accountancy  
Administration/Business  
Computer Information Systems  
Financial Services  
Human Resources  
Marketing  
Office Education/Automation  
Public Administration  
Related Studies

Wascana Campus

Associated Studies

CATEGORY E - ADULT BASIC EDUCATION/INDIVIDUALIZED (1000)

Kelsey Campus

ABE  
ESL  
Deaf & Hard of Hearing Program

Palliser Campus

ABE  
ESL

Wascana Campus

ABE  
ESL  
Deaf & Hard of Hearing Program

Woodland Campus

ABE  
ESL

CATEGORY F COMPETENCY BASED EDUCATION

1. Scheduled (11001)

Kelsey Campus

Learning Assistance Centre

Wascana Campus

Advanced Clinical Nursing  
Applied Photography  
AST  
Autobody Technician  
Basic Critical Care  
Building Systems Technician/Operator  
Drafting Technician  
Electronic Communication Technician  
EMT/Paramedic  
Gerontological Nursing  
Graphic Arts Production  
Home-based Nursing  
Leasing Assistance Centre/TAPS  
Machine Shop  
Major Appliance Servicing  
New Media  
Nursing Update  
Office Education  
Outdoor Power Equipment Technician  
Practical Nurse Re-entry  
Psychiatric Nursing Re-entry  
Welding

Woodland Campus

Chemical Dependency  
Early Childhood Development  
Learning Centre  
Professional Cook/Short Order Cook

2. Unscheduled (1200)

Woodland Campus

Applied Arts (Ceramist, Weaver)  
Audiovisual Technician  
Barbering  
Computer Systems Support  
Business Administration  
Carpenter  
Corrections  
Cosmetology  
Drive Training  
Electrician  
Electronics Service Technician/  
Micro-Electronics  
Esthetician  
Forestry/Fisheries/Parks/Wildlife  
Technician  
Heavy Equipment Operator  
Integrated Resource Management  
Mineral Resources  
New Media  
Office Technologies  
Outdoor Power Equipment Technician  
Roofing  
Truck & Transport Mechanical Repair  
Tutorial  
Vocational Forestry  
Welding

NON-INSTRUCTIONAL CATEGORY (1450)

Coordinator I  
Coordinator II  
Educational Counsellor  
Librarian  
Instructor Aide  
Interpreters

200 Day Year

Maximum 22 hours contact per week.

Hours of work includes classes,  
counselling breaks and meetings.

Five minute break each 1/2 hour or ten  
minutes each hour.

Classes over one hour must utilize the  
team approach.

## APPENDIX E-4

### EXPLANATION OF PROFESSIONAL DISCRETION AND CATEGORIZATION OF DUTIES

Professional discretion is an attitude. Instructors are expected to work in a collegial model, in a cooperative and consultative manner with their peers, Supervisors, Management, Advisory Boards and accreditation bodies.

Instructors shall exercise professional discretion to determine when, where and how activities are to be performed to maximize efficiency and productivity. Instructors recognize that professional discretion will be exercised within collaboratively established program guidelines.

Instructors are not an entity unto themselves. Although Instructors have the discretion to regulate their activities outside of assigned hours, there are still guidelines to be adhered to. Management sets division and program parameters, but they do not do this in isolation. It is expected that Instructors, funding agencies, accreditation bodies, and other relevant organizations have input into the parameters. The same principle holds true in a program or course. Instructors and their Supervisors determine the general directions of a program in a cooperative, consultative manner. If there are disputes the Supervisors and Instructors have to resolve them in a professional and responsible manner. In a particular course, most of the parameters (scheduling, curriculum outline, delivery methods, etc.) have been laid out, but Instructors have discretion within the specific parameters and are responsible for delivering a quality program.

Complementary functions are activities required by an Instructor, in addition to student contact, which reflect a professional commitment to quality education.

Following are some examples of what is, and what is not professional discretion:

#### Meetings:

Instructors of a program, in consultation with the Supervisor, discuss and agree to an appropriate number of meetings and time scheduled for meetings. Flexibility is the key, various factors should be considered but ultimately there should be agreement. As a general rule, more than four hours of meetings on average per month shall be considered excessive.

#### Committee Work:

Most programs have some form of committee work. Committees may be determined by the program and some may be dictated by accreditation bodies, but again cooperation and flexibility are the key. As a general rule, more than four hours of committee work on average per month would be considered excessive.

#### Preparation and Evaluation:

In most cases, programs must determine the general guidelines for factors such as curriculum, scheduling, etc. **Instructors** have the discretion to develop courses where, when, and how they see appropriate within the guidelines. It is expected that Instructors spend a reasonable amount of time preparing and evaluating courses. Program preparation and evaluation projects that are assigned are part of a combined assigned

Counselling/Advising of Students:

Instructors are expected to be available for counselling/advising of students. Instructors are not expected to have specific office hours unless determined to be necessary by their program, but are expected to have times set aside for students to make appointments. Appointments for advising students would be scheduled within the assigned hours for Category E while Category A, B, C and D would schedule them outside of assigned hours.

Attendance at the Work Site:

Instructors who have completed their assigned hours have the discretion not to be on-site; however, common sense must be applied. In a collegial model Instructors will be required to work with their colleagues on-site. If Instructors are not on-site, common courtesy dictates (in some situations) that they leave a phone number with clerical staff or Supervisor.

The paramount observation is that all concerned (Instructors and Management) have the duty to recognize that full-time Instructors are hired for 200 days and their objective is to ensure that work is allocated in a manner which meets this objective.

It is understood that SIAST operates in a "peak and valley" work situation. Some days may have longer than normal student contact hours which makes it impossible to accomplish some complementary functions. It is also understood that some of these complementary functions may be accomplished during non-student contact periods.

The following is a guide, not an all-inclusive list

Student Contact #	Complementary Function	Non-Instructional Assignment
<ul style="list-style-type: none"> <li>-assigned Student Contact (labs, shop, lecture, practicum)</li> <li>-assigned field trips</li> <li>-testing</li> </ul>	<ul style="list-style-type: none"> <li>- staff meetings</li> <li>*- student progress meetings</li> <li>*- student consultation &amp; advising</li> <li>- preparation for class (course)</li> <li>- audiovisual preparation</li> <li>*- student evaluation</li> <li>- program evaluation</li> <li>- exams (preparing &amp; marking)</li> <li>- keeping up to date/currency (P.D.)</li> <li>- Industry contact</li> <li>- Committee work</li> <li>*- arranging for field work/ practicum/clinical</li> <li>- equipment repair/inventory/ maintenance</li> <li>- student record keeping</li> <li>*- case conferences</li> <li>- marketing</li> <li>- administrative tasks</li> <li>*-Advisory Board meetings</li> <li>*-program meetings</li> </ul>	<ul style="list-style-type: none"> <li>- curriculum development</li> <li>- projects</li> <li>- some practicum (placement &amp; monitoring)</li> <li>- marketing</li> <li>- supervisory responsibilities</li> <li>- travel time</li> <li>-prior learning assessment</li> </ul>
	<ul style="list-style-type: none"> <li>* Category E - included in cap</li> </ul>	

# Student contact is time assigned by SIAST that requires the Instructor to have face to face contact with a student or specific assignments designated by the \* (for Category E).

APPENDIX E-5

LETTER OF UNDERSTANDING

WAIVER OF UNASSIGNED DAYS ENTITLEMENT -**Academic**

I, \_\_\_\_\_ do hereby waive the following right(s) to unassigned days, as outlined under Article 12.3 of the current Collective Agreement.

(check either or both and initial)

1. Six (6) consecutive weeks of unassigned days: \_\_\_\_\_
2. Unassigned days during July and/or August: \_\_\_\_\_

Signature: \_\_\_\_\_  
Employee

Signature: \_\_\_\_\_  
In-Scope Supervisor

Program: \_\_\_\_\_

As per Article 12.3 of the Collective Agreement, I have **submitted** a copy of this waiver form to the Chairperson of **the local Campus Committee**.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Division: \_\_\_\_\_

APPENDIX E-6  
LETTER OF UNDERSTANDING  
COOPERATIVE EDUCATION PROGRAM

Between

SGEU Academic Unit

**and**

Saskatchewan Institute of Applied Science and Technology

It is understood that, due to the nature of the Cooperative Education Program, it may be desirable to assign an employee for up to 220 days in one year and 180 days in the next year or vice versa. This works out to an average of 400 days in a 2-year period. Pay will continue on a regular basis as though the employee had worked 200 days each year. An employee working under this Letter of Understanding shall maintain full-time status and shall accrue seniority and all other benefits as if each academic year consisted of 200 assigned days.

In the event that an employee terminates employment after one year, that employee shall be reconciled on June 30 of that employment year with the benefits and pension based on at least 200 days of completed work.

This has been discussed and voluntarily accepted to by the following:

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Program Signature

\_\_\_\_\_  
Chairperson, Campus Committee

\_\_\_\_\_  
Dean/Manager or Designate  
On Behalf of SIAS Management

\_\_\_\_\_  
Chairperson, SGEU Academic Bargaining Unit



APPENDIX E-7

SPLIT WORK PATTERN

Subject to Article 9.6.1, an employee may be scheduled to work periods of time with a break of one (1) or more hours in a twelve (12) hour period. The daily period shall not start before 7:00 a.m. and not exceed twelve (12) hours. A daily period will have no more than two (2) tours of duty.

- (a) Such work patterns will be agreed upon mutually by Supervisor and employee.
- (b) Article 9.6.6 will apply for any evening work pattern mutually agreed upon.
- (c) The foregoing modification must be in accordance with Article 9.2.

Specified dates and time: \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

pc: Employee file  
Campus Chair  
Union

## APPENDIX F

### LETTER OF UNDERSTANDING

#### “EMPLOYMENT EQUITY PLAN”

The parties agree to the development and implementation of an Employment Equity Plan for the Saskatchewan Institute of Applied Science and Technology. The Employer commits to the necessary financial and human resources required. Both parties agree to supply all relevant information necessary for the committee to accomplish this task. Success of this plan depends upon the cooperation and commitment of Union and Employer, and on the committed involvement of the designated groups.

To accomplish this objective the parties agree as follows:

1. To establish a joint Steering Committee of 16 members with equal representation from Union and management. This committee will be structured within 30 days of the signing of this agreement. Two co-chairs will be appointed - one by the Union and one by management. The parties will endeavour, when determining the committee structure, to achieve designate group representation as full participants in the process.
2. The Steering Committee will be charged via a Working Committee with the ongoing responsibility for designing, implementing, monitoring and assessing the success of the plan.
3. The Working Committee will be five persons: two from Union, two from management and the Employment Equity Advisor. Under the direction of the Steering Committee, it will be charged with the responsibility for developing and analyzing the necessary data, reviewing the employment systems, and drafting recommendations for consideration by the Steering Committee.
4. The committees are charged with the responsibility for addressing barriers to equality and examining present and future employment systems for systemic discrimination.
5. Strategies will be proposed which will identify, eliminate and redress the effect of, barriers to equity. Where necessary, particular strategies will be referred to the respective parties for negotiation.
6. Resource persons will be used as required by both committees.
7. The designated groups to be included in the plan are:
  - persons of aboriginal ancestry;
  - persons with disabilities;
  - women; and
  - persons of visible minorities.

8. The Steering Committee must obtain approval of the Plan by the respective parties who will then jointly seek the approval of the Saskatchewan Human Rights Commission.

This agreement shall remain in force and effect unless written notice to renegotiate is given by either party at least 90 days in advance.

Representing:

SIAST

SGEU Academic Unit

SGEU Administrative Unit

Original Signed by Art Knight Original Signed by Barry Barber Original Signed by John Frederick

Signed this 10th day of January 1995

APPENDIX G

LETTER OF UNDERSTANDING

UNEMPLOYMENT INSURANCE REBATE - VISION CARE PLAN ✓

The parties agree to provide a Vision Care Plan for permanent employees, subject to the following definitions and conditions:

Permanent Employee: A general term describing any person who is employed by **SIAST**, and who has successfully completed the probationary period on initial appointment, up to and including the President.

Vision Care: . The charges for the purchase of lenses, frames or contact lenses, when prescribed by a licensed optometrist or ophthalmologist, will be covered.

2. The following limitations and exclusions shall apply:
- a) Based on the UIC rebate accumulation to September 30, 1994, each permanent employee, as of that date, is entitled to a one-time reimbursement of \$127.00.
  - b) The maximum reimbursement shall be \$45.00 in any fiscal year, per permanent employee.
  - c) Such monies in the fund will accumulate, per permanent employee, from fiscal year to fiscal year.
  - d) Payment will be made for any form of prescribed eye wear which provides for the correction of vision, including prescribed sunglasses.
  - e) Payment, as described herein for vision care, will terminate if the UIC rebate is discontinued by the Federal Government.

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

Steve Pillipow

Signed on Behalf of the  
SIAST Academic Bargaining  
Unit, represented by:

Bary Barber

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

John Frederick

Signed this 28th day of February 1995.

**APPENDIX H**  
**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 reemployment 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, 2000.

## APPENDIX I

### CAREER ASSISTANCE OPTIONS

These options are effective May 1, 1995. The Career Assistance Options will expire June 30, 2000.

Permanent employees whose jobs are abolished who 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 (1) 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 and expenses associated with attending interviews.

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 educational institute.

Employees will be able to access retraining assistance over a three (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.

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 (1) 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 (1) 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 (1) week's salary for every year worked to a maximum of five (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 five (5) weeks salary or \$3,000.

**APPENDIX J**  
**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 (1) 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 Campus**,  
applying reversion provisions

shall be eligible for compensation provisions **and relocation benefits 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 **Campus** 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

**Campus** 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.

RECEIPTS

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

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 the Human Resource Manager 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 Campus 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 roads 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 the Human Resource **Manager**.  
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 the **Human Resource Manager**.

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 **the Human Resource Manager**.  
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 the **Human Resource Manager**.

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 the Human Resource Manager.

If employee's principal residence is a mobile home and if employee 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) months, with prior approval of the Human Resource Manager  
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 fittings
- 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 K

COOPERATIVE RELATIONS AND COST EFFICIENCY

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.

This cooperative relationship does not constitute any form of agreement to the creation of a single Bargaining unit.

## APPENDIX L

### EXTENSION HIRING PROCESS

SIAST and the Union recognize the need for a separate hiring process to ensure responsiveness and flexibility with respect to Extension programming.

#### Extension Hiring List

1. Employment opportunities, which the Employer chooses to fill, will utilize this process for:  
  
Extension Programming Categories: Continuing Education, Community Education  
  
Extension Service Categories: Human Resource Planning Services, Consulting Services  
  
Article 4 provisions will be utilised to fill all other Extension positions which the Employer chooses to fill.  
  
Each **Campus** will designate appropriate Extension personnel (Dean/Training Consultant/Extension Coordinator/Program Supervisor) to establish, maintain and administer, and post on the job posting board, an Extension Hiring List for their program area on a continuing basis.
- 2.1 Employment opportunities will be posted, at a minimum, at the accrediting Institute.
3. Full-time employees, employees on lay-off, part-time employees and persons recruited for the Extension Hiring List are eligible to be placed on the Extension Hiring List. Employees/persons wishing to be on an Extension Hiring List will be appointed by the hiring process administered by the Campuses designated Extension personnel (Dean/Training Consultant/Extension Coordinator/Program Supervisor) monitored by the Human Resource Office.  
  
Employees/persons who wish to be on the Extension Hiring List will provide the appropriate Extension personnel (Dean/Training Consultant/Extension Coordinator/Program Supervisor) with the following information:
  - (i) The programming and service areas in which the employee/person wishes to work.
  - (ii) The employee's/person's qualifications, skills, abilities and experience relevant to 4 (i) above.
- 4.1 It will be the responsibility of the applicants to inform the Extension personnel (Dean/Training Consultant/Extension Coordinator/Program Supervisor), in writing, of any change in information in 4 above. If required the updated information will be verified by the Human Resource Office.  
  
On the basis of qualifications, skill, ability and seniority the Employer will have the right to fill such assignments in the order listed below: (NOTE: If no employee in category one (1) applied for the position, the employees in the next category will have the right to the assignment, and so on.).

- (i) Employees in the SIAST Academic Unit currently on lay-off or part-time employees (until these employees have reached the equivalent of full-time seniority).
  - (ii) Full-time employees and those employees who have reached the equivalent of full-time in the SIAST Academic Unit in 5 (i) above in the program and outside the program.
  - (iii) Employees from the SIAST Administrative Support Unit.
  - (iv) Non-SIAST or out-of-scope applicants (except employees in (iii) above).
- 5.1 An appointment for Extension programming/service will be considered to be final once the employee has accepted the offer. Employees will not have bumping rights to or from these assignments.
6. Employees working full-time hours may not provide more than six (6) hours a week of Extension programming/services without approval of the employee's out-of-scope manager.
7. Employees will accumulate seniority in these assignments subject to Article 5 (Seniority) and the provisions of Article 6 (Probation).
8. Extension employees hired under 5 (iv) above, shall be appointed pursuant to the appointment procedure contained in Article 4, and will be moved in-scope as stated under Article 2.
9. Rates of Pay
- 9.1 This Appendix is excluded from the Pay Administration and Hours of Work provisions of the Collective Agreement. The hourly rates of pay for these positions will be:
- |    |                                    |                |
|----|------------------------------------|----------------|
| 1. | Community Education                | <b>\$18-28</b> |
| 2. | Continuing Education               |                |
|    | a) Non-credit                      | <b>\$30-36</b> |
|    | b) Credit (and highly specialized) | <b>\$34-50</b> |
| 3. | Extension Service Categories       | <b>\$42-50</b> |
| 4. | Instructor <b>Aides</b>            | <b>\$14-17</b> |
- 9.2 A maximum of one (1) hour of preparation time will be credited to each course that is longer than twelve (12) hours.
- 9.3 Each **Campus** may negotiate the rates within the ranges to recognise market demands.
- 9.4 The Union and SIAST will review the rates annually.

- 10            Pay Periods
- 10.1        Employees performing this work shall be paid on the Monthly Contract Run which is paid monthly on the tenth (10th) of the month after the Monthly Run closes.
- 11.         Unusual Situations/Alternative Provisions
- 11.1        If unusual situations arise or alternative provisions are required in Extension programming or service categories the Employer will meet and consult with the Union and negotiate resolution as may be required.



APPENDIX L-1

PARTNERSHIP, BROKERAGE AND AFFILIATED ARRANGEMENTS

SIAST and the Union recognise the need to ensure responsiveness and flexibility for Extension programming. Nothing in these provisions will preclude SIAST from participating in partnership, brokerage and affiliated arrangements with Educational and Industry partners.

Wherever possible SIAST will utilize SIAST employees to deliver SIAST accredited programming.

SIAST agrees to continue utilizing SIAST employees in situations where they are currently delivering SIAST programming.

SIAST employees will be utilised to monitor the quality of SIAST accredited programming delivered by Educational and Industry partners.

SIAST will provide the Union with an annual summary of the status of all existing and impending brokerage, partnership and affiliated arrangements.

APPENDIX M  
LETTER OF UNDERSTANDING  
CLASSIFICATION REVIEW

PURPOSE:

The parties to this Letter of Understanding agree to work cooperatively to develop and implement a new classification plan for classification of jobs in the SIAST Administrative Support Bargaining Unit. The classification plan will address the unique needs of SIAST and will incorporate the principle of equal pay for work of equal value.

The purpose of the job evaluation process and of this classification plan is to evaluate jobs, not people

SIAS-T-WIDE COMMITTEE:

The parties agree to a SIAST-wide steering committee. Union and Management will each be responsible for selecting their own committee members with at least fifty (50%) percent of the representatives being female. The Committee shall operate by consensus. All communication from the Committee will be joint and release of information will be subject to the approval of the Committee.

SIAS-T will grant leave from regular duties for Committee representatives to serve on these Committees and will replace these employees in their positions as required for the duration of the classification review.

Committee Membership:

- 1) Total Committee Membership to be no more than eight (8), with an equal number of Union and management representatives. At least fifty (50%) percent of each representative group will be female.
- 2) Chair -an independent consultant mutually agreeable to the Union and SIAST.

The SIAST-wide Committee will:

1. Act in a leadership capacity with respect to their role as Committee members and NOT represent vested interests of specific groups of employees or occupations.
2. Establish the Campus teams and other sub committees of the SIAST-wide Committee, as required.
3. Establish the terms of reference for the Campus teams and sub committees.
4. Oversee the development and implementation of the class plan
5. Determine training needs and ensure the development of training programs for implementation by SIAST.
6. Develop classification specifications which accurately reflect the work of positions within SIAST.

7. Develop job description formats which will collect the necessary information to assign jobs to the SIAST class plan.
8. Review and rule on appeals resulting from employee's assignment to the new SIAST Classification Plan.
9. Develop an appeal format to be distributed by Human Resource Managers and used by employees requesting a review of classification.

Ongoing requests for review of classifications after implementation of the new classification plan will be handled according to Article 14 of the Collective Agreement.

At least one (1) in-scope and one (1) out-of-scope employee from this Committee will serve on the reclassification council for the first year.

#### Campus Teams

##### Team Membership:

- two (2) in-scope employees at each Campus approved by the Bargaining Committee.
- two (2) out-of-scope employees at each Campus appointed by the Principal.
- one (1) of the above in-scope and one (1) of the above out-of-scope employees will act as co-chairs.
- the two (2) co-chairs will be the Campus representatives on the SIAST-wide committee.

##### The Campus Teams will:

1. Comply with the terms of reference established by the SIAST-wide Committee

##### Assumptions:

- a) Processes and forms used in collecting data shall be approved by the SIAST-wide Committee, and shall be evaluated to be free of gender bias.
- b) SIAST and the Union shall maintain open communication in their job and separate activities related to the implementation of the new in-scope classification plan.

##### IMPLEMENTATION:

1. The parties agree to start the process by July 1, 1995.
2. The parties agree that the new classification plan will be implemented

3. Assignment to the class plan will be made, and employee's notified of their assignment by December 31, 1996.
4. Employees may appeal their allocation to the plan, to the SIAST-wide steering committee. All appeals will be reviewed and employees notified of the ruling by March 31, 1997.
5. The effective date of implementation shall be April 1, 1997
6. Any negotiations required for allocation of new money shall be carried out when that money becomes available. Allocations will be retroactive to April 1, 1997.

The Committee's work will be concluded and the Committee dissolved, upon presentation of a final report to SIAST and the Union. The final report will contain allocation information and any subsequent appeal results and will be completed by April 30, 1997.

**COSTS:**

SIAST agrees to bear all costs associated with the development and implementation of the plan

## APPENDIX N

### 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:

- Saskatchewan Teachers' Superannuation Fund
- Saskatchewan Teachers' Group Life Insurance Plan
- Saskatchewan Teachers' Accidental Death and Dismemberment Benefit
- Saskatchewan Teachers' Annuity Plan
- London Life Pension Plan
- London Life Group Plan
- London Life Group Term Disability 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.

(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.

#### C O S T

The cost of the plan to each member is 1.05% (effective July 1, 1998) 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 (3) 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 (1) 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/Academic groups 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/Academic Units, 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 Resource 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 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 part-time employees are eligible for coverage:

- a) For employees who work regular hours for a certain period of the year (i.e. 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 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 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

### 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;
- 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?

Full-time, 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	Full-Time	<u>Part-time and Term</u>
<i>Basic Life</i>	Your annual salary rounded to the next highest multiple of \$500 (if it is not already a multiple of \$500), multiplied by two.	<b>\$20,000</b>
<i>Optional Life</i>	An additional one time annual salary increasing coverage to 3 or 4 times salary.	Not available
<i>Minimum</i>	<b>\$20,000</b>	<b>\$20,000</b>
Maximum	<b>\$200,000</b>	<b>\$20,000</b>
<i>Accidental Death or Dismemberment (AD&amp;D)</i>	Upon your accidental death or dismemberment, a <b>maximum</b> of \$50,000 will be paid for all losses you sustained in any one accident.	Not available
<i>Basic Spouse Life</i>	<b>\$10,000</b>	<b>\$3,000</b>
<i>Each Dependent Child</i>	<b>\$3,000</b>	\$1,000

<b>Retirement</b>	\$5,000 Retirement Death Benefit Certificate and the option to continue the balance of your coverage to age 65.	Not available
<b>Repatriation</b>	\$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
Band	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 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 M-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.

The premium for eligible plan members to increase their optional coverage to three or four times annual salary, is \$0.25 per \$1,000 of coverage.

**What If I Take A Leave Of Absence?**

If you take a leave of absence without pay or you are laid off you can continue your coverage for a maximum of one year.

You must complete a group life leave of absence/lay off form before you start your leave. Premiums are payable by:

- a) monthly post-dated cheques; or

- b) one lump sum prepayment by cheque; or
- c) prepayment by salary deduction.

SIAST continues the cost sharing of your premiums while you are on leave

To extend your coverage beyond one year, you must apply in writing (before your coverage terminates) to the Public Employees Benefits Agency stating the length and purpose of your leave. You must pay your premiums before your extended leave period starts.

If you take a leave of absence from a full-time position to work in a part-time or term position within SIAST, you may continue your coverage at the permanent full-time amount for a maximum of two years.

You can be covered as a permanent or non-permanent employee, but not both

Your coverage will terminate if you do not pay your premiums on time. Premiums must be paid in advance to continue your coverage while you are on leave.

#### **What If I Become Disabled?**

If you cannot work at your own occupation because of a disability, you may apply for a waiver of your premiums (i.e. you will not be required to pay premiums while you are disabled).

The same provisions used for deciding claim eligibility under the Government of Saskatchewan Disability Income Plan are used for the Life Insurance Plan.

You will not have to pay premiums as long as you are disabled under the terms and conditions of the Government of Saskatchewan Disability Income Plan.

If your claim for premium waiver is not accepted or turned down you must apply and pay the required premiums under the leave of absence provisions.

If you retire early because of ill health under the Public Service Superannuation Plan, you may apply for both the opportunity to continue group life until age 65 and a waiver of your group life premiums. If your claim for premium waiver is turned down or terminated before age 65, your group life premiums may be taken from your pension allowance.

#### **What If I Terminate Employment?**

Your group life insurance coverage ends when you terminate your employment. (Refer to the section on Conversion Option.)

Except in the case of resignation or dismissal, a non-permanent employee of SIAST may continue group life coverage for any period of non-employment up to 180 calendar days. Premiums must be prepaid.

#### **What Is A Conversion Option?**

You may convert any amount of coverage in effect upon your termination of coverage (e.g., termination of employment) to an individual policy with the plan's **insurance** carrier. If you retire, the maximum coverage you can convert is reduced by the face value of the Retirement Death Benefit Certificate. The insurance carrier will identify the options that are available to you.

Upon the termination of coverage or upon your death, your spouse may convert the basic coverage under the plan to an individual policy with the insurance carrier.

Should you **or** your spouse die within 31 days of the termination of coverage, the basic or basic plus optional coverage in effect upon the termination of coverage will be paid.

To convert your insurance, you must apply in writing and send in premiums to the plan's insurance carrier within 31 days of your coverage terminating.

**Who Administers My Group Life Plan?**

The Public Employees Benefits Agency administers the plan.

An insurance carrier is hired to determine the eligibility of claims and to underwrite certain provisions of the Plan.

**If You Have Any Questions Or Concerns?**

If you have questions about your insurance coverage or your beneficiary designation, contact your Human Resource Branch. General questions can be directed to either your Human Resource Branch or:

Public Employees Benefits Agency  
Saskatchewan Finance  
Suite 400A, 2350 Albert Street  
REGINA Saskatchewan S4P 4A6  
Phone: (306) 787-6770  
Fax: (306) 787-0244

This summary **does** not replace or supersede the contract of insurance between SIAST and the **insurance** carrier for the plan.

### 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 and General 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 and General 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.



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

- b) you became a permanent or labour service employee prior to October 1, 1977; and
- 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:

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

Your Age When You Started in The Plan	Contribution Rate Effective January 1, 1978
Under 30 years	7%
30 to under 40 years	8%
40 to under 60 years	9%

For example, if your salary is \$40,000 in 1994, and your contribution rate is 8%, your contributions to the pension plan would be:

8% x \$40,000	=	\$3,200.00
Less 1.8% of your salary between \$3,300 (YBE) and \$33,400 (YMPE)	=	558.00
Your annual contributions	=	<u>\$2,642.00</u>

Revenue Canada has placed a maximum on the amount that a member can contribute to their pension plan in any calendar year. For this plan, the maximum salary upon which a member can contribute is \$98,151. Contributions in excess of this salary are not permitted. The maximum changes annually.

You are required to contribute to the plan until you reach age 65 or you accumulate 35 years of service, whichever comes first.

The payment of your pension is guaranteed by the Government of Saskatchewan

The Public Service Superannuation Plan is known as an "integrated pension plan". Your contributions to this plan are reduced because you also contribute to the Canada Pension Plan. As well, because you may receive a pension under the Canada Pension Plan your pension under this plan is reduced on the month following your 65th birthday.

#### WHEN CAN I RETIRE?

The normal age of retirement is age 65. A pension, however, is payable at:

- 87  
a - 65  
b - 35  
c - 65
- a) age 65 with a minimum of 5 years of service;
  - b) age 60 with a minimum of 20 years of service without any reduction;
  - c) age 60 with a minimum of 15 and less than 20 years of service with a reduced allowance;
  - d) age 55 with a minimum of 30 years of service with a reduced allowance;
  - e) at any age with 35 years of contributory and credited service without any reduction; and
  - f) at any age with a minimum of 15 years of service if incapacitated for all employment purposes because of ill health or other disability, without any reduction (employees with credited war service require a minimum of 10 years of service).

If you have between 10 and 15 years of service and you are incapacitated for employment purposes, you may apply to the Public Service Superannuation Board for a refund of your contributions and interest plus a matching amount.

#### 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 x 2% x 35 years	\$19,390	\$1,615.84
\$27,700	30 years	\$27,700 x 2% x 30 years	\$16,620	\$1,385.00
\$27,700	25 years	\$27,700 x 2% x 25 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:**

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

**Less Age Reduction:\***

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

**Less Service Reduction: \*\***

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

**Annual Pension** **\$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:

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

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
	<b>Annual Allowance</b>	<b>Monthly Allowance</b>
Allowance payable to age 65		
2% x \$35,500 x 35 years	\$24,850.00	\$2,070.84
Less CPP integration reduction:		
.7% x 29 years x \$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**

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

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

	<b>Monthly Allowance</b>
<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.**

	<b>Monthly Allowance</b>
<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:

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

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 3 1, 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) **Recipocal 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 and General 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 (3) member Board consisting of a Chairperson, an Employer representative and a member who represents the Saskatchewan Government and General 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 4004 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 full-time employee on or after October 1, 1977;
- b) you are a 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.

#### **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.

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:

- b) 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:

<b>Your Age</b>	<b>Age of Joint-Annuitant</b>	<b>Monthly Payment</b>
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:

<b>Annuity Interest Rate*</b>	<b>Monthly Payment</b>
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**

<b>Account Balance</b>	<b>Monthly Payment</b>
\$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:

<b>Type of Annuity</b>	<b>Monthly Payment</b>	<b>Monthly Payment to Joint-Annuitant on Your Death</b>
<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 (3) employee Representatives; and
- c) three (3) 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-to-day 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.

***If 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  
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This document does not replace or supersede The *Superannuation (Supplementary Provisions) Act*, related regulations or amendments thereto.



APPENDIX 0

LETTER OF UNDERSTANDING

RE: BENEFITS PLANS COMMITTEE

The parties agree to strike a Joint Committee comprising of four (4) people, two (2) SIAST representatives and two (2) Union representatives. The Committee may utilize outside expertise as consultants as they determine appropriate, subject to the approval of the Chief Human Resource Officer.

The mandate of the Committee will be to make recommendations to the Bargaining Committees regarding the most efficient use of current premiums.

The Committee will make recommendations regarding:

- 1) consistent premium rates for all employees.
- 2) how to integrate the monies SIAST receives from the Employment Insurance rebate into this process.
- 3) the most efficient use of all included funds including new monies that may be negotiated.
- 4) the deletion of former benefit plans or the creation of new benefit plans to ensure there is one benefit package for all SIAST employees. All new plans shall be administered by PEBA.
- 5) an ongoing process to deal with benefit levels based on premium levels.

The Committee referred to in Appendix "O" will investigate the feasibility of implementing an Extended Health Plan or enhancing the existing benefits plans, effective July 1, 1999.

On July 1, 1999, SIAST will contribute a maximum of \$1,236,918 (one million, two hundred and thirty-six thousand, nine hundred and eighteen dollars) for this purpose. (One percent (1%) of straight time payroll costs). If any costs commencing July 1, 1999 exceed \$1,236,918 (one million, two hundred and thirty-six thousand, nine hundred and eighteen dollars), (one percent (1%) of straight time payroll), then these costs will be paid through employee premiums.

Subsequent annual SIAST contributions will be one percent (1%) of straight time payroll costs at July 1, 1999.

APPENDIX P  
LETTER OF UNDERSTANDING  
RF: PENSION PLANS

The parties agree that effective \_\_\_\_\_, 19\_\_\_\_\_ all employees not enrolled in the Public Service Superannuation Plan, Public Employees' Superannuation Plan, Saskatchewan Teachers' Superannuation Fund or the Saskatchewan Teachers' Group Life Insurance Plan will cease paying premiums into their current pension plan and enroll into the Public Employees' Superannuation Plan.

Employees will have the option of rolling their accruals from their current plan into the Public Employees' Superannuation Plan.

This Letter of Understanding will form part of the review being undertaken in Appendix "O".

**SIAST (ACADEMIC AND ADMINISTRATIVE SUPPORT UNITS)**

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SIAST Woodland Campus  
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HR: 953-7094

SIAST Palliser Campus  
Saskatchewan St. & 6th Avenue N.W.  
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