

AGREEMENT

between

RED RIVER COLLEGE

and

**THE MANITOBA GOVERNMENT
AND GENERAL EMPLOYEES' UNION**

2003 - 2006

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RED RIVER COLLEGE EMPLOYEES'
2003 - 2006 COLLECTIVE AGREEMENT

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THIS AGREEMENT made this nineteenth day of May, 2004

BETWEEN

THE BOARD OF GOVERNORS OF RED RIVER COLLEGE
(hereinafter referred to as the "Employer"),

OF THE FIRST PART

- and -

THE MANITOBA GOVERNMENT AND GENERAL EMPLOYEES' UNION
(hereinafter referred to as the "Union"),

OF THE SECOND PART.

PURPOSE: The purpose of this agreement is to promote co-operation and understanding between the College and its Employees and to recognize the mutual value of joint discussions and negotiations with respect to compensation and working conditions for Employees. The parties hereto agree as follows:

ARTICLE 1 - INTERPRETATION

- 1:01 Wherever the singular and the masculine are used in this Agreement, the same shall be construed as meaning the plural, or the feminine or the neuter where the context so admits or requires and the converse shall hold as applicable.
- 1:02 In this Agreement, unless the context otherwise requires, the expression:
- a) "Agreement" means this Collective Agreement;
 - b) "Authorized Overtime" shall mean overtime authorized by the Employer and where the term "overtime" is used in this Agreement, it shall mean "Authorized Overtime";
 - c) "Casual Employee" means an Employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular, or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis;
 - d) "Class" **or** "Classification of Position" means a group of Positions involving duties and responsibilities so similar that the same or like qualifications may reasonably be required for, and the same schedule or grade of pay can be reasonably applied to, all Positions in the group;
 - e) "Continuous Service" **or** "Continuous Employment" means consecutive and contiguous days, weeks, months and/or years of employment with the Employer where there has been no break in service involving termination of the Employee. In the calculation of Continuous Service, any approved leave

of absence with pay shall not affect Continuous Service and any authorized leave of absence without pay or a temporary Lay-off, while not considered a break in service, shall not be counted in the total Continuous Service. (Example: ten (10) years consecutive and Continuous Service with six (6) months leave of absence without pay or six (6) months Lay-off = nine and one-half (9 1/2) years Continuous Service);

- f) "Dismissal" means the removal of an Employee for disciplinary reasons from employment for just cause;
- g) "Employee" means a person employed in a Position in the bargaining unit in accordance with Article 4 – Application of Agreement;
- h) "Increment" means the amount per annum provided as a rate of Increase in the applicable salary payable to any eligible Employee which, unless the context of the relevant approved pay range otherwise clearly indicates, may be granted annually on the applicable anniversary dates;
- i) "**Lay-off**" means to temporarily remove from a Position of employment subject to the Employee retaining such rights as set out under this Agreement;
- j) "Part-Time Employee" means an Employee who normally works less than the full normal daily, weekly or monthly hours, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis;
-
- k) "**Position**" means a Position of employment with the Employer as provided in Article 4 – Application of Agreement;
- l) "Promotion" means a change of employment from one Position to another having a higher maximum salary;
- m) "Regular Employee" means an Employee who carries out and occupies a continuing function with the Employer and who has all the rights and privileges of permanent status;

ARTICLE 2 - DURATION OF AGREEMENT

- 2:01 This Agreement shall become effective from and including the twenty-eighth (28) day of June, 2003 and shall continue in effect up to and including the twenty-third (23) day of June, 2006 and shall remain in force and effect from year to year thereafter unless written notice to negotiate a renewal, or revision and renewal is given by either party at least forty-five (45) days prior to but not more than one hundred and eighty (180) days prior to the expiry date hereof. During the period required to negotiate a renewal, or revision and renewal of this Agreement, this Agreement shall remain in full force and effect without change.

- 2:02 Where notice for revision of this Agreement is given under Section :01, the parties shall meet and exchange proposals at least 30 days prior to the expiry date of the Agreement and commence collective bargaining. These time limits may be changed by mutual agreement between the parties hereto.
- 2:03 All additions, deletions, amendments, and/or revisions from the 2000/2003 Agreement to the 2003/2006 Agreement shall be effective the date of signing of this Agreement unless otherwise specified.

ARTICLE 3 - AMENDMENT TO THE SALARY SCHEDULE

- 3:01 During the term of this Agreement, amendments to the Salary Schedule resulting from the introduction of a new classification, or amendments to Appendix "A" of the Agreement in respect of exclusions from the terms of this Agreement shall be determined through negotiation between the parties hereto.
- 3:02 If it is necessary for the purpose of recruitment or retention to effect an upward adjustment to the pay range of an established classification, the Employer shall consult with the Union and may amend the Salary Schedule to give effect to the required change. In no case shall such pay range be less than that already existing for the classification.

ARTICLE 4 - APPLICATION OF AGREEMENT

- 4:01 The Employer recognizes the Manitoba Government and General Employees' Union as the sole and exclusive bargaining agent for all Employees of the Employer save and except:
- a) those Employees employed in Positions listed in the Appendix on Exclusions attached to and forming part of this Agreement;
 - b) Casual Employees who have less than 160 hours of accumulated service in an eight (8) hour per day classification or less than 145 hours of accumulated service for Employees in a 7.25 hours per day classification. Casual Employees who have accumulated the required hours shall be included in the Agreement effective the start of the bi-weekly period following such accumulation. See Appendix ("D") – Casual Employees;
 - c) evening instructors and evening educational assistants employed by separate employment agreement in the College's continuing education division;
 - d) Part-Time Employees who have less than 336 hours of accumulated service for Employees in an 8 hour per day classification or less than 304.5 hours of accumulated service for Employees in a 7.25 hours per day classification. Part-Time Employees who have accumulated the required hours shall be included in the Agreement effective the start of the bi-weekly pay period following such accumulation. See Appendix ("C") – Application of Benefits to Part-Time Employees.

ARTICLE 5 - TERM EMPLOYEES

- 5:01 "Term Employee" means an Employee hired for a specific term of employment. The term of employment may be based on a specific period of time or the completion of a specific Job or until the occurrence of a specified event.
- 5:02 Where the employment of a Term Employee terminates at the end of a specific term of employment, then:
- a) the Employer shall not be required to give any notice or payment in lieu thereof;
 - b) the Employee shall not be required to give any notice of resignation.
- 5:03 Where a Term Employee is Laid-off, then the following shall apply:
- a) if the Lay-off is at the end of a specific term of employment, no notice of Lay-off is required;
 - b) if the Lay-off is prior to the end of a specific term of employment, an Employee will receive written notice prior to the Lay-off or granted payment in lieu thereof based on the following
 - i) four (4) weeks' notice to an Employee with one (1) or more years of full time Continuous-Service;
 - ii) two (2) weeks notice to an Employee with less than one (1) year of full-time Continuous Service.
- 5:04 Where a Term Employee is employed in the same Position performing the same function for a period of more than twenty-four (24) continuous months and where the need for the Position is expected to continue, the Employer will convert the Position and the Employee to regular status.
- 5:05 An Employee appointed on term shall be informed in writing as to the duration of the term. Where the term relates to the reason set out in Section :07, the Employee shall be so informed. Failure to comply with the foregoing shall not in itself negate the Employee's status as a Term Employee.
- 5:06 Where the Employee is not to be converted in accordance with Section :04, the Employee shall be notified in writing of the reasons prior to the completion of twenty-four (24) continuous months of service. Inadvertent failure to provide such notice shall not result in a right to conversion if the other conditions in Section :04 are not met. A meeting may be held with the Employee to discuss this matter. The Employee has the option to have a union representative present.
- 5:07 Section :06 does not apply where a Term Employee is replacing an Employee who is absent for any reason.
- 5:08 Where a Term Employee is re-employed within one-hundred and twenty (120) days of the expiration of their previous term of employment, service as of the end of the previous term of employment will be credited to the Employee as consecutive service. The foregoing does not apply to a term of employment where an Employee has resigned.

- 5:09 The Employer and the Union will meet in the month of April, or as otherwise mutually agreed, in each year to review the status of all Term Employees with more than twenty-four **(24)** continuous months of service.

ARTICLE 6 - PART-TIME EMPLOYEES

- 6:01 The calculation of benefits for Part-Time Employees covered by this Agreement will be as set out in Appendix "C" - Application of Benefits to Part-Time Employees.

ARTICLE 7 - NO DISCRIMINATION

- 7:01 The parties hereto agree that there shall be no discrimination, harassment, coercion or interference exercised or practiced with respect to any Employee by reason of age, sex, marital status, sexual orientation, race, creed, colour, ethnic or national origin, political or religious affiliation or membership in the Union or activities in the Union.

ARTICLE 8 - MANAGEMENT RIGHTS

- 8:01 All the functions, rights, personnel pay practices, powers and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the Employer.
- 8:02 In administering this Agreement, the Employer shall act reasonably, fairly, in good faith, and in a manner consistent with the Agreement as a whole.

ARTICLE 9 - PAY

- 9:01 An Employee, other than an Employee paid on an hourly or daily basis who does not work every working day in a bi-weekly pay period and by reason thereof is not entitled to be paid an amount equal to a bi-weekly salary is entitled to be paid an amount equal to the daily rate of pay for the Employee's Position at his or her step multiplied by a number comprising the number of days actually worked in that period plus any leaves with pay in that period for which the Employee is eligible. The daily rate of pay shall be calculated by multiplying the hourly rate of pay by the number of hours in a normal working day and rounding the result to the nearest cent. The bi-weekly salary shall be calculated by multiplying the hourly rate of pay by the normal number of hours in a bi-weekly pay period and rounding to the nearest cent.
- 9:02 Where an Employee is promoted to another Position, the Employee shall be paid at a rate of pay set out for that Position in the Salary Schedule that is, if possible, one full increment more than the rate of pay the Employee was being paid in the Employee's former Position.

- 9:03 Where, in special cases, the application of the general rules for placing an Employee on a step of a pay range works an injustice or does not make adequate provision, the Employer shall consult with the Union, and may make such provisions as may be necessary to maintain equity and parity among salaries of incumbents of such Positions within the pay range of the classification. Such provisions may take the form of salary rate assignment of incumbents to a proper and equitable step of the pay range of the classification of the Position or to such a step of the pay range of the incumbent in the event that the pay range of the incumbent is lower than the pay range of the classification of the Position.

ARTICLE 10 - RETROACTIVE WAGES

- 10:01 a) Retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of the signing of this Agreement shall apply to:
- i) Employees who are in the employ of the Employer on the date of the signing of this Agreement;
 - ii) Employees who have left the service during the above-mentioned period but who have retired in accordance with the provisions of The Civil Service Superannuation Act or who have died in service;
 - iii) Employees who have left the service during the above-mentioned period by reason of being laid-off by the Employer;
 - iv) term Employees terminated at the end of a specific term of employment or after the completion of the specific job for which they were employed.
- b) Upon written request to the Employer, within 60 (sixty) days of the date of the signing of this Agreement, retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of the signing of this Agreement shall be made to Employees who have voluntarily terminated their services (resigned).

ARTICLE 11 - RECRUITMENT SELECTION AND APPOINTMENT

- 11:01 If a vacant or new regular Position in the bargaining unit is to be filled, a competitive selection process will be used.
- 11:02 Notwithstanding Article 11:01, a competitive selection process may not be required where:
- a) a qualified person on the College's re-employment list is appointed to a Position without competition; or
 - b) a Regular Employee at risk of Lay-off is re-deployed to an alternate Position; or
 - c) a term Employee is converted to regular status in accordance with the provisions of Article 5 - Term Employees; or
 - d) an Acting Status appointment made through a competitive process is subsequently converted to regular status; or
 - e) a Regular Employee is re-deployed to an alternate Position due to health, reasonable accommodation, or human rights reasons.

- 11:03 Where a competitive process is used a competition bulletin shall be posted for a minimum of seven (7) working days unless mutually agreed between the parties otherwise, and shall state the closing date for applications, the location of the Position, the classification and salary range (if available), duties and qualifications. The Union will be provided with a copy of all bulletins as they are issued.
- 11:04 The selection of Employees for vacant or new Positions shall be on the **basis** of ability, prior work performance and seniority. Where ability and prior work performance are relatively equal, seniority shall be the determining factor.
- 11:05 Notwithstanding the provisions of Article 11:04, first consideration for filling vacancies or new Positions shall be given to persons on the College re-employment list.
- 11:06 Nothing **in** this article shall prevent the Employer from advertising outside the College for a Position, nor from selecting a person from **outside** the College to a Position subject to Article 11:04.
- 11:07 An Employee who is **notified that he/she** is an unsuccessful applicant for a Position shall be supplied with the reasons for non-acceptance within ten (10) days of making a written request to Human Resources. Such a request shall be made within ten (10) days of receipt of the notification that **he/she** was an unsuccessful applicant.

ARTICLE 12 - MEDICAL FITNESS

- 12:01 The Employer may require an Employee to have a psychiatric examination **and/or** a physical examination by a duly qualified medical practitioner acceptable to the Employer.
- 12:02 The cost of any examination **referred** to in Section :01 **will** be paid by the Employer.

ARTICLE 13 - PROBATION

- 13:01 Subject to Section :07, every person appointed to a Position shall be on probation for a period of Six (6) months or for such longer period as may be established by the Employer. Such period shall not exceed twelve (12) months in total. Where a period of probation in excess of six (6) months has been established, the Employee shall be notified of the length of the probation period. The Employer has established a probation period of twelve (12) months for appointments to the following Positions:
- a) Instructor
 - b) Curriculum Consultant
 - c) Chairperson

- 13:02 Where an Employee's probation period has been established for a period of less than twelve (12) months the Employer, may extend the Employee's probation period. Such extension when combined with the initial probation period shall not exceed twelve (12) months duration and the total shall be deemed to be the initial probation period.
- 13:03 An Employee shall be notified in writing of any extension of the probation period under Section :02 prior to the expiry of the probation period. A meeting may be held with the Employee to discuss the extension. The Employee has the option to have a representative present.
- 13:04 After consultation with the Union, the Employer may extend the probationary period for an instructor up to an additional twelve (12) months.
- 13:05 An Employee who is rejected during the initial probation period may grieve the rejection at Step 2 of the grievance procedure within fifteen (15) working days from the date the Employee received notice of the rejection. The College President or designate shall hold a hearing to discuss the grievance with the Employee and the Employee's representative. The decision at Step 2 shall be final for such grievances.
- 13:06 Where an Employee has been rejected during probation following a Promotion, upon such rejection the Employer will relocate the Employee to his or her former Position or to a Position comparable to the former Position.
- 13:07 An Employee shall not be required to serve a further probation period when:
- a) the Employee is promoted without competition as a result of reclassification of the Employee's Position;
 - b) the Employee initiates a transfer to a Position in the same classification involving similar duties and responsibilities;
 - c) the employer initiates the transfer, or demotion of an Employee from one Position to another for any reason.
- 13:08 The rejection of an Employee on probation is not arbitrable.
- 13:09 An Employee who is being rejected during the Employee's probation period shall be provided with two (2) weeks' notice or payment in lieu thereof.
- 13:10 An Employee who is temporarily appointed to another Position on an acting basis is not considered to be on probation. If the Employee is subsequently promoted to that Position, the period during which the Employee was in acting status does not count towards the Employee's probation period.

ARTICLE 14 - CONDUCT OF EMPLOYEES

- 14:01 Each Employee shall observe standards of behaviour consistent with the Employee's function and role as a College Employee and in compliance with the terms of this Agreement.

- 14:02 Where an Employee is absent without leave for a period of two (2) weeks, the Employee shall be considered to have abandoned her Position and shall be deemed to have been terminated on the last day on which the Employee was present at work and performed her regular duties.

ARTICLE 15 - PERFORMANCE APPRAISAL

- 15:01 Where a formal assessment of an Employee's performance is made, the Employee concerned shall be given **an opportunity to** sign the assessment form upon its completion to indicate that its contents have been read. Employees shall have the right to **place** their own comments on the form where such space is provided or to append their comments to the form where no space is provided. An Employee shall, upon request, receive a copy of the assessment.

ARTICLE 16 - MERIT INCREASES

- 16:01 "Merit increase" means an increase in the rate of pay of an Employee within the Employee's pay range which may be granted on the Employee's anniversary date in recognition of satisfactory service.
- 16:02 Subject to Section :03, the anniversary date of an Employee is the first of the month which follows the date on which the Employee is employed.
- 16:03 The anniversary date for an Employee who as a result of Promotion or transfer received an increase in rate of pay **equivalent** to two or more Merit Increases shall become the first day of the month that falls on or after the effective date of the Promotion or transfer and the Employee shall be eligible for **his/her** next Merit Increase twelve (12) months from the anniversary date established in accordance with this section.
- 16:04 Where the pay range for an Employee's classification permits, an Employee shall be eligible for a Merit Increase twelve (12) months from the Employee's anniversary date established in accordance with this Article provided the Employee has accumulated one thousand and eight (1008) regular hours of work during that twelve (12) month period. If an Employee has not accumulated one thousand and eight (1008) regular hours during that twelve (12) month period and as a result has not received a Merit Increase, the Employee is eligible for a Merit Increase at the Employee's next subsequent anniversary date twelve (12) months hence provided the Employee has accumulated one thousand and eight (1008) regular hours during the preceding twenty-four (24) month period. In a similar manner an Employee who has not accumulated one thousand and eight (1008) regular hours over the preceding twenty-four (24) month period is eligible for a Merit Increase at the Employee's next anniversary date following the accumulation of one thousand and eight (1008) regular hours.

- 16:05 Where an Employee has been on maternity leave and/or parental leave and as a result of such leave(s) fails to be eligible for a Merit Increase under Section :04, the Employee will be eligible for a Merit Increase on the first of the month following the date on which the Employee accumulates the necessary regular hours of work. The effective date of the increase shall be the first of the bi-weekly pay period which includes the first of the month.
- 16:06 Notwithstanding that an Employee Is appointed to a Position at a salary rate higher than the minimum salary applicable to the Position, the Employee is eligible for a Merit Increase on the Employee's anniversary date.
- 16:07 The effective date for an Employee's Merit Increase shall be the first day of the bi-weekly pay period which Includes the Employee's anniversary date.
- 16:08 Where a Merit Increase is not granted to an Employee on the Employee's anniversary date:
- a) the Employee shall be notified of the Merit Increase denial on or before the applicable anniversary date. The Employee shall be provided in writing with the reasons the Merit Increase was denied;
 - b) the Merit Increase may be granted to the Employee on any subsequent monthly anniversary date which is not less than three (3) months from the Employee's anniversary date. The effective date for such a Merit Increase shall be the first day of the bi-weekly pay period which includes the subsequent monthly anniversary date referred to. No grievance may be initiated where a Merit Increase is not granted to an Employee under this subsection:
 - c) the Employee is eligible for a Merit Increase at the Employee's next anniversary date notwithstanding that the Employee was granted a Merit Increase under subsection (b).

ARTICLE 17 - INSTRUCTOR CLASSIFICATION

- 17.01 Subject to Article 16 -- Merit Increases, Instructors shall be eligible to progress within the pay range as follows:
- a) up to and including Step 12 - All instructors;
 - b) up to and including Step 13 - Instructors with a recognized and relevant bachelor's degree;
 - c) up to and including Step 14 - Instructors with a recognized and relevant master's degree.
 - d) Up to and Including Step 15 - Instructors with a recognized and relevant Doctorate.
- Instructors shall be eligible for one Increment step increase upon attainment of a recognized and relevant degree effective the 1st by-weekly pay period of the month following attainment of the credential. Employee to supply proof of credential.
- 17:02 For purposes of administering Section :01 above, "relevant" means "academic preparation and attainment that is directly applicable and connected to the subject matter the Instructor is assigned to teach."

ARTICLE 18 • DISCIPLINARY ACTION

- 18:01 An Employee shall only be disciplined for just cause.
- 18:02 A hearing may be held with an Employee prior to making a determination to suspend or dismiss an Employee. The Employee has the option to have a representative present.
- 18:03 Where a written report recommending disciplinary action is to be placed on an Employee's file, the Employee shall be given an opportunity to sign the report indicating he or she has read it. Upon signing the Employee shall receive a copy of such a report.
- 18:04 Where disciplinary action has been taken the Employee shall be advised in writing of the disciplinary action and the circumstances and actions which made the disciplinary action necessary. The Employee shall sign a copy only to acknowledge its receipt and shall retain a copy.
- 18:05 An Employee may grieve any disciplinary action according to the Grievance Procedure. Grievances concerning demotion, suspension or Dismissal shall be initiated at Step 2 of the Grievance Procedure.
- 18:06 The person or board to whom a grievance is made may:
- a) uphold the disciplinary action; or
 - b) vary the disciplinary action; or
 - c) determine that no disciplinary action is warranted and remove any document - pertaining to the disciplinary action from the Employee's file(s).
- 18:07 No notice or payment in lieu thereof is required where an Employee is dismissed.

ARTICLE 19 • RESIGNATIONS

- 19:01 An Employee wishing to resign shall provide the Employer with a written notice of resignation which shall specify the last day upon which the Employee will perform his or her regular duties.
- 19:02 The effective date of a resignation shall be the last day upon which an Employee is present at work and performs his or her regular duties.
- 19:03 Subject to Sections :04, :05, and :06, where the last day on which an Employee who has submitted a notice of resignation performs his or her regular duties precedes a Friday which, but for the fact that a holiday falls thereon would be a regular working day, the Employee shall be deemed to have voluntarily terminated his or her service on that Friday and shall be eligible for holiday pay for that Friday.

- 19:04 a) Subject to Section :06 Employees shall give written notice of resignation at least two (2) weeks prior to the date on which the resignation is to be effective. Notice of resignation shorter than the required two (2) weeks may only be given with the approval of the Employer.
- b) An Instructor who gives at least 4 weeks notice of resignation shall be included under Article 26 –Vacation Section:11g):
- 19:05 An Employee may, with the approval of the Employer, withdraw the notice of resignation at any time before the resignation becomes effective.
- 19:06 Where the employment of an Employee terminates at the end of a specific term of employment, or on the completion of a job for which the Employee was specifically employed, no notice of resignation is required.

ARTICLE 20 - CONTRACTING OUT

- 20:01 The Employer will give all reasonable **consideration** to the continued employment of Employees who would become redundant because work is contracted out.
- 20:02 Where work is to be contracted out which would result in the redundancy of Employees in the bargaining unit, then the following procedure shall apply:
- a) the Employer will provide the Union with one hundred and twenty **(120)** days' notice;
- b) during the notice period the Union and the Employer shall meet to facilitate potential retraining and/or re-deployment opportunities.
- 20:03 Where an Employer contracts out work that was formerly performed by an Employee currently on the re-employment list, the Union and the Employer shall meet to facilitate potential re-training and/or redeployment opportunities.

ARTICLE 21 - TECHNOLOGICAL CHANGE

- 21:01 The Employer and the Union recognize that technological change can offer significant improvements in the quality and quantity of College services.
- 21:02 For purposes of this Article, technological change means the introduction of equipment or material into College operations which is likely to affect the security of employment of Regular Employees who are employed on a full-time, year-round basis.
- 21:03 The Employer agrees that it will endeavour to introduce technological change in a manner which, as much as is practicable, will minimize the disruptive effects on services to the public and Employees.

21:04 Where the Employer intends to introduce technological change, the following procedure will be followed:

- a) the Employer will provide the Union with one hundred and eighty (180) days' notice prior to the date the change is to be effective;
- b) during this period, the parties will meet to discuss the steps to be taken to assist the Employees who could be affected;
- c) ~~where retraining is~~ to be provided, it shall be provided during the Employees' normal working hours where possible;
- d) at the request of either party, an on-site technological change implementation committee shall be established at the work location(s) affected. The committee will consist of two (2) worker representatives and two (2) management representatives. The role of the committee will be to facilitate the implementation of the technological change in a manner consistent with this Article.

21:05 The provisions of this Article are intended to assist Employees affected by technological change and sections 83, 84 and 85 of The Labour Relations Act do not apply during the term of this Agreement.

ARTICLE 22 - CHANGE OF WORK HEADQUARTERS

22:01 Where, as a result of a reorganization an Employee's work headquarters is moved from one city or town to another city or town **requiring** a change of residence by the Employee, the Employee shall be given notice of the move ninety (90) days in advance of the date upon which the move of the Employee is to be effected. Such notice shall be provided in writing to the Employee by the Employer.

22:02 Where an Employee has accepted relocation involving a change in residence by the Employee, the Employee shall be reimbursed for expenses incurred due to the relocation in accordance with existing policy respecting "Expenses of Removal on Transfer".

22:03 Where such notice has been given to an Employee and the Employee **is** unable to relocate, every reasonable effort will be made to place the Employee in another suitable Position within the College.

22:04 Where an Employee with one ~~(1)~~ more years of **Continuous Service** **is** unable to relocate, the Employee shall be subject to Lay-off. If the Employee has not been offered another suitable Position within one (1) year from the date of Lay-off the Employee shall be permanently laid-off and shall be eligible for severance pay in accordance with Article 24 - Severance Pay.

22:05 For purposes of interpretation of this Article, where the term "suitable Position" is used it means a Position which the Employee is reasonably qualified for and able to perform and which is in a location that would not require a change of residence by the Employee.

ARTICLE 23 - LAY-OFF

- 23:01 Where by reason of a shortage of work or funds, or the abolition of a Position or material changes in duties or organization, the Employer determines that a Lay-off (~~is~~) necessary, the Employer shall determine the classification(s) from which the Lay-off(s) are to take place.
- 23:02 Subject to this Article, the Employer shall determine the group of Employees concerned within each classification from which Employees are to be laid-off.
- 23:03 The group of Employees concerned shall then be divided, where applicable, into three (3) subgroups as follows:
 Subgroup (1) - term Employees with two (2) or more years of Continuous Service;
 Subgroup (2) - Regular Employees with less than four (4) years of Continuous Service;
 Subgroup (3) - Regular Employees with four (4) or more years of Continuous Service.
- 23:04 Within the group of Employees concerned, Lay-offs shall take place in ascending subgroup order. In determining the order of Lay-off within a subgroup, seniority shall be the determining factor provided the qualifications of the Employees are relatively equal. This section is subject to the requirement that the Employees who are retained must have the qualifications and ability to perform the duties which the remaining Employees will be required to perform.
- 23:05 Procedure "A" - Within Classification
 a) An Employee in subgroup (3) shall not be laid-off while there are Employees in subgroups (1) and (2) in the same classification. This provision is subject to the Employee having the qualifications and ability to perform the duties which the remaining Employees will be required to perform.
 b) Subject to this Article, where there are no Employees in subgroups (1) and (2) within the same classification, Employees in subgroup (3) may be laid-off. In this case, the group of Employees concerned shall be all Employees in the same classification.
- 23:06 Procedure "B" - Within Classification Series
 a) Notwithstanding Section :05 b), where an Employee in subgroup (3) cannot be retained within his/her classification, the group of Employees concerned shall be within the same classification series. The group of Employees concerned shall include the affected Employee and Employees in subgroups (1), (2) and (3) in the same classification series in a classification with the same or lower maximum salary in relation to the maximum salary of the classification of the affected Employee.

- b) An Employee in subgroup (3) shall not be laid-off while there are Employees in subgroups (1) and (2) in the group of Employees concerned within the same classification series. This provision is subject to the Employee having the qualifications and ability to perform the duties which the remaining Employees will be required to perform.
- c) Subject to this Article, where there are no Employees in subgroups (1) and (2) within the same classification series in a classification that has the same or lower maximum salary in relation to the maximum salary of the classification of the affected Employee, Employees in subgroup (3) may be laid off.

23:07 Procedure "C" - Within all Classifications

- a) Notwithstanding Section :06 c), where an Employee in subgroup (3) cannot be retained within his/her classification series, the group of Employees concerned shall include the affected Employee and Employees in subgroups 1 and 2 within all classifications with the same or lower maximum salary in relation to the maximum salary of the classification of the affected Employee.
- b) An Employee in subgroup (3) shall not be laid-off while there are Employees in subgroups (1) and (2) in the group of Employees concerned. This provision is subject to the Employee having the qualifications and ability to perform the duties which the remaining Employees will be required to perform.
- c) Subject to this Article, where there are no Employees in subgroups (1) and (2) in a classification that has the same or lower maximum salary in relation to the maximum salary of the classification of the affected Employee, the affected Employee may be laid off.

23:08 Where the Lay-off(s) of Employee(s) in subgroup (3) is necessary, the Employer shall provide the Union with written notice not less than forty (40) days prior to the date of Lay-off(s). The parties shall then meet to discuss the steps to be taken to assist the Employees affected.

23:09 Except where specifically provided, this Article does not apply to the Lay-off of:

- a) term Employees at the end of a specific term of employment;
- b) term Employees with less than two (2) years of Continuous Service.

23:10 Where the Employer is laying off an Employee, notice of Lay-off or pay in lieu thereof will be given in accordance with the following:

- a) where a term Employee is being laid-off at the end of a specific term of employment or after completion of a job for which the Employee was specifically employed, no notice of Lay-off is required;
- b) four weeks' notice will be provided to
 - i) Regular Employees;
 - ii) term Employees with one (1) or more years of Continuous Service;
- c) two weeks' notice will be provided to term Employees with less than one (1) year of Continuous Service.

- 23:11 The Union will be provided a copy of Lay-off notices issued to:
- a) Regular Employees:
 - b) term Employees with two (2) or more years of Continuous Service.
- 23:12 For purposes of this Article, "Regular Employee(s)" refers to full-time and Part-Time Employee(s) and "term Employee(s)" refers to full-time and Part-Time Employee(s).
- 23:13 Term Employees with less than two (2) years of Continuous Service shall be considered for Lay-off prior to the Lay-off of Employees in Subgroup (1), (2) or (3).
- 23:14 Where Employees have been laid-off, the Employer shall not use Casual Employees to do the work of the laid-off Employees except:
- a) where the laid-off Employees are not available for work: or
 - b) in emergency situations.
- 23:15 Where an Employee, including a term Employee, alleges that his or her Lay-off has not been in accordance with this Agreement, the Grievance Procedure set forth in this Agreement shall apply except that the grievance shall be initiated at the second step of the procedure.
- 23:16 For purposes of this Article, "qualifications" refers to education, knowledge, training, skills, experience, aptitude, and competence. "Ability" refers to mental, and physical capability. The Employer, in making a decision with respect to determining which Employees are to be retained and which Employees are to be laid-off, shall determine qualifications, and the ability of Employees to perform the duties which the remaining Employees will be required to perform, in a fair, reasonable, and **non-discriminatory** manner. The onus of proof rests with the Employer in any dispute over the application of qualifications, and ability to perform the duties which the remaining Employees will be required to perform.
- 23:17 Where the temporary Lay-off of an Employee in subgroup (3) is necessary, Sections :05 to :08 inclusive do not apply. For purposes of this Section a temporary Lay-off is defined as less than three (3) months duration. Employees shall return to their Positions upon expiry of such Lay-off. This section applies only to situations identified in separate Memoranda of Agreement between the parties.
- 23:18 Employees who are laid-off shall be placed on a re-employment list for a period of twenty-four (24) months from the effective date of the Lay-off.
- 23:19 The Employer shall maintain a re-employment list for all Employees covered by this Article who are laid-off on other than a temporary basis. A copy will be provided to the Union on request.
- 23:20 Employees who are placed on a re-employment list shall be called back to their Positions in reverse order of Lay-off in the classification from which the Employee was laid-off.

- 23:21 An Employee who is on the re-employment list must:
- a) report any change of address to Human Resources without delay;
 - b) if called back, respond to the call-back within seven (7) days of receipt of notification of call-back. Notice of recall shall be made by registered mail to the last known address filed by the Employee;
 - c) return to work within fourteen (14) days of receipt of notification of Cali-back or such other date as may be agreed upon between the Employee and the Employer;
 - d) except for good and sufficient reasons, accept a call-back in accordance with this Section or be deemed to have resigned.
- 23:22 A term Employee who has been employed in the same Position for one (1) or more years of Continuous Service and who is laid off or whose term expires shall be placed on an employment availability list by the Employer for a period of one (1) year. During this period, the Employee shall be considered for re-employment to the Position if it is to be refilled.
- 23:23 Employees on a re-employment list may be offered re-employment to other Positions.
- 23:24 An Employee who accepts another Position may be placed on a trial period of not more than six (6) months duration. An Employee who is found to be unsuitable during this trial period will be returned to the appropriate re-employment list for the greater of six (6) months or the remainder of the Employee's twelve (12) month period on the re-employment list. An Employee found to be unsuitable may grieve the decision commencing at Step 2 of the Grievance Procedure.
- 23:25 if a Regular Employee accepts a term Position as a result of re-employment, the Employee's status as a Regular Employee shall be maintained. On the expiry of the term, the Employee will be permanently laid-off, or remain on the re-employment list for the remainder of the twelve (12) month period if applicable.

ARTICLE 24 - SEVERANCE PAY

- 24:01 Employees with nine (9) or more years of Continuous Employment whose services are terminated as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act, or death, shall be paid, or to the Employee's estate in the event of death, severance pay in the amount of one (1) week's pay for each complete year of Continuous Employment or portion thereof, but the total amount of severance pay shall not exceed fifteen (15) weeks' pay. (Example: 10 years, 8 complete months of Continuous Service equals 10 8/12 years of Continuous Service for purposes of calculation.)

- 24:02 Where an Employee in his or her ninth (9th) year of Continuous Service fails to complete nine (9) years' Continuous Service as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act or death, the Employee shall be paid, or to the Employee's estate in the event of death, severance pay on the basis of nine (9) weeks' pay multiplied by the factor of the number of complete months service completed in his or her ninth (9th) year divided by twelve (12) months.
- 24:03 In addition to the severance pay set out in Section 01, Employees who retire in accordance with the provisions of The Civil Service Superannuation Act will also be eligible for the following severance pay:
- a) for Employees with twenty (20) or more years of accumulated service, an additional two (2) weeks' pay;
 - b) for Employees with twenty-five (25) or more years of accumulated service, two (2) weeks' pay in addition to the amount in Subsection a);
 - c) for Employees with thirty (30) or more years of accumulated service, two (2) weeks' pay in addition to the amount in Subsections a) and b);
 - d) for Employees with thirty-five (35) or more years of accumulated service, two (2) weeks' pay in addition to the amounts in Subsections a), b) and c).
- 24:04 Employees with one (1) or more years of Continuous Employment whose services are terminated as a result of permanent Lay-off shall be paid severance pay in the amount of one (1) week's pay for each complete year of Continuous Employment or portion thereof, but the total amount of severance pay shall not exceed twenty-six (26) weeks' pay.
- 24:05 Where an Employee in his or her first (1st) year of Continuous Service fails to complete one (1) year Continuous Service as a result of permanent Lay-off, the Employee shall be paid severance pay on the basis of one (1) weeks' pay multiplied by the factor of the number of complete months of service completed in his or her first (1st) year divided by twelve (12) months.
- 24:06 The rate of pay referred to in this Article shall be determined on the basis of the last regular bi-weekly rate of pay, excluding allowances, which was in effect for the Employee at the time of retirement, permanent Lay-off, or death. Subject to Section 08, the rate of pay for hourly rated Employees shall be determined on the basis of the applicable work week, either thirty-six and one-quarter (36 1/4) or forty (40) hours per week.
- 24:07 In the case of Employees eligible for severance pay who are on stand-by or temporary Lay-off at the time of retirement, permanent Lay-off or death, the weekly hours shall be, subject to Section 08, the normal weekly hours of work in effect for the classification of the Employees at the time of the retirement, permanent Lay-off or death.
- 24:08 In the case of hourly paid Employees whose total weekly hours of work vary between summer and winter, the severance pay to be paid shall be based on an average of the normal hours of work over the fiscal year.

ARTICLE 25 - HOLIDAYS

- 25:01 a) The following holidays shall be observed in the College:
- | | |
|--------------------|--|
| i) New Year's Day | vii) Labour Day |
| ii) Good Friday | viii) Thanksgiving Day |
| iii) Easter Monday | ix) Remembrance Day |
| iv) Victoria Day | x) Christmas Day |
| v) Canada Day | xi) Boxing Day |
| vi) Civic Holiday | xii) Any other holiday proclaimed by Federal or Provincial Statute |
- b) For calculation purposes holidays shall be observed as indicated below:
- i) for all shift Employees, where any of the holidays fall on a Saturday or a Sunday they shall be observed on that day. For purposes of this Article, a shift Employee is one whose regular work week is not Monday to Friday inclusive;
 - ii) for all non-shift Employees, where any of the holidays fall on a Saturday or Sunday, the holiday shall be observed on the following Monday. Where holidays fall on both Saturday and Sunday, the holidays shall be observed on the following Monday and Tuesday.
- 25:02 a) All College offices shall be closed at one o'clock in the afternoon on December 24th when that day falls on Monday through Friday. This day shall be considered a full working day for purposes of calculation.
- b) Where the Employer requires an Employee to work a regular work day on December 24th when that day falls on Monday through Friday inclusive, such Employee shall be entitled to one-half (1/2) day of compensatory leave with pay to a maximum of four (4) hours.
- c) Where an Employee is on approved vacation on December 24, when that day falls on Monday through Friday, the Employee shall utilize 1/2 day of vacation credits and the day shall be considered a full day for purposes of all other calculations.
- 25:03 **An** Employee is entitled to his or her regular pay for a holiday on which the Employee does not work provided the Employee:
- a) did not fail to report for work after having been scheduled to work on the day of the holiday;
 - b) has not absented herself from work without the consent of the Employer on the regular working day immediately preceding or following the holiday unless the absence is by reason of established illness.
- 25:04 Notwithstanding Section :03 b) an Employee who is on an approved leave of absence without pay at the time of the holiday shall be entitled to receive his or her regular pay for the holiday provided that the Employee received pay for part or all of each day of at least fifteen (15) days during the thirty (30) calendar days immediately preceding the holiday.

- 25:05 If an Employee who is not entitled to pay for a holiday that falls on a regular working day for reasons as outlined in Section :03 does work on the holiday, the Employee shall be paid wages equivalent to one and one-half (1 1/2) times the Employee's regular rate for the time worked on that day.
- 25:06 Subject to Section :08, and subject to the call-out provisions as provided in this Agreement, an Employee who is required to work on the holiday when it is observed on the Employee's day of rest shall receive, in addition to the regular holiday pay to which the Employee may be entitled:
- a) if the Employee is eligible for premium overtime, overtime compensation based on double time (2x) the Employee's regular rate of pay for all overtime worked on the holiday. Such overtime compensation is in lieu of the overtime compensation to which the Employee would otherwise be eligible;
 - b) if the Employee is not eligible for premium overtime, compensation based on time and one half (1 1/2x) the Employee's regular rate of pay for all overtime worked on the holiday. Such compensation is in lieu of the compensation to which an Employee would otherwise be eligible.
- 25:07 Subject to Section :03, where the wages of an Employee vary from day to day, the pay for a holiday on which the Employee has not worked shall be equivalent to the Employee's average daily earnings exclusive of overtime for the days on which the Employee worked during the twenty (20) working days immediately preceding the holiday.
- 25:08
- a) An Employee who is entitled to pay for a holiday and who is required to work on the holiday, in addition to the regular pay, shall be compensated at the rate of time and one-half (1 1/2x) for all regular hours worked on the holiday, or be granted compensatory leave for such hours worked at the rate of one and one-half (1 1/2) hours for each additional hour worked. Any overtime hours worked on the holiday shall be compensated on the same basis as set out in Section:06 a) or b).
 - b) Subject to Section :08 c), the accumulated compensatory leave referred to in Section:08 a) above, shall be taken in the vacation year in which it is earned.
 - c) The Employer may allow accumulated compensatory leave in lieu of statutory holidays to be carried forward to the next vacation year.
 - d) In the event that an Employee is terminated, the accumulated compensatory leave in lieu of statutory holidays shall be paid out at the final rate in effect for the Employee during the year in which the statutory holidays were worked.
 - e) Shift Employees shall be entitled to add to their regular annual vacation a maximum of five (5) days accumulated compensatory leave, and any additional compensatory leave shall be granted at the discretion of the Employer.
- 25:09 An Employee who leaves the employment of the Employer, shall receive pay in lieu of the compensatory leave that has not been granted.
- 25:10 Where a holiday falls within the vacation period of an Employee, one (1) additional working day shall be added to the Employee's vacation entitlement in lieu of the holiday.

ARTICLE 26 - VACATION

- 26:01 A vacation year is the period beginning on the first day of April and ending on the thirty-first day of March next following.
- 26:02 Employees shall earn vacation leave credits on the following basis:
- (a) Employees who have completed less than two (2) years service, one and one-quarter (1 1/4) working days per complete month of service in each vacation year to be taken in the vacation year following the year in which the vacation is earned;
 - (b) commencing from the beginning of the vacation year in which two (2) years of service will be completed, one and two-thirds (1 2/3) working days per complete month of service in each vacation year to be taken in the year in which three (3) years of service are completed and yearly thereafter;
 - (c) commencing from the beginning of the vacation year in which nine (9) years of service will be completed, two and one-twelfth (2 1/12) working days per complete month of service in each vacation year to be taken in the year in which ten (10) years of service are completed and yearly thereafter;
 - (d) commencing from the beginning of the vacation year in which nineteen (19) years of service will be completed, two and one-half (2 1/2) working days per complete month of service in each vacation year to be taken in the year in which twenty (20) years of service are completed and yearly thereafter;
 - (e) notwithstanding subsections a), b), c) and d), Employees terminating in their second (2nd) year of service shall have their vacation leave credits cashed-out at the rate of one and one-quarter (1 1/4) days per complete month of service and Employees terminating in their ninth (9th) year of service shall have their vacation leave credits cashed-out at the rate of one and two-thirds (1 2/3) days per complete month of service, and Employees terminating in their nineteenth (19th) year of service shall have their vacation leave credits cashed-out at the rate of two and one-twelfth (2 1/12) days per complete month of service.
- 26:03 An Employee appointed on the first working day of the month shall accumulate vacation credits from that date. An Employee appointed on any working day other than the first working day of the month shall accumulate vacation credits from the first of the month following the date of employment.
- 26:04 When computing vacation leave:
- a) any fraction of a day equal to or greater than one-half (1/2) shall be computed as a half day, and
 - b) any fraction of a day less than one-half (1/2) shall be computed as nothing.
- 26:05 a) Vacation leave shall be taken in the vacation year following the vacation year in which it is earned.
- b) Where operational requirements permit, and subject to the approval of the Employer, vacation leave may be taken by an Employee.

- c) Vacation leave may not be taken in advance of when it is earned. However, notwithstanding Section :05 a), upon the request on an Employee, and upon the approval of the Employer, vacation leave up to a maximum of five (5) working days may be granted to an Employee in the year in which it is earned.
 - d) The Employer may authorize vacation to commence on any day.
 - e) The Employer may authorize that vacation leave be carried forward to the next following year to supplement the vacation period in that year, but in no case will a vacation carry-over be allowed which comprises more than one previous year's vacation entitlement.
 - f) The Employer may authorize or require an Employee to take vacation leave in two (2) or more periods.
- 26:06 Where the Employer has been unable to schedule part or all of an Employee's vacation within the vacation year and as a result finds it necessary to restrict the whole or part of the vacation leave of an Employee, the Employer may authorize payment in lieu of vacation. Such pay shall not be subject to deduction of pension fund contributions or life insurance contributions. An Employee whose vacation leave has been restricted may, in lieu of receiving such pay, elect to carry over such vacation leave to the following year.
- 26:07 Subject to the requirements of the Employer, vacation leave shall be rotated regardless of seniority.
- 26:08 Where for any reason other than death, an Employee leaves the employment of the Employer after having been granted more vacation leave than the Employee has earned in accordance with this Agreement, the Employee shall repay to the College all salary paid for such excess period of leave.
- 26:09 Where an Employee dies, the Employee's estate shall receive the Employee's accumulated vacation credits.
- 26:10 Where an Employee is absent on leave without pay for a period of one (1) month or a portion thereof greater than one-half (1/2), vacation leave credits shall no longer accumulate.
- 26:11 For instructors, all provisions of this Agreement respecting vacations shall apply with the exception of those provisions contrary to the specific provisions outlined in this section:
- a) instructors shall accumulate vacation credits at the rate of three and two-thirds (3 2/3) days for each full month of employment during the period August 1 to July 31;
 - b) subject to the applicable sections of this article, vacations shall be taken by an instructor during periods in which no instructional or teaching responsibilities with a class have been assigned;
 - c) where an instructor is transferred or promoted to a classification which does not qualify for vacation benefits specific to instructors, the Employee will be entitled to his or her unexpended vacation credits as of the date of transfer or Promotion:

- d) where a regular instructor resigns, his or her unexpended vacation credits shall be recalculated and paid out on the basis of the appropriate rate of accumulation as set out in Section :02;
- e) notwithstanding Section :11 d), where a regular instructor is laid off or retires or dies or gives at least four (4) weeks notice of resignation, his or her unexpended vacation credits shall be calculated and paid out at the rate of accumulation-specified in Section :11 a);
- f) where a term instructor who has-less than 22 consecutive months of service is terminated or resigns, his or her unexpended vacation credits shall be recalculated and paid out on the basis of the appropriate rate of accumulation as set out in Section :02;
- g) where a term instructor with 22 or more consecutive months of service is terminated or resigns in accordance with the provisions of Section :11 f) his or her unexpended vacation credits shall be calculated and paid out at the rate of accumulationspecified in Section :11 a).

26:12 **Christmas Break**

Employees shall receive time off with pay during that period between Boxing Day and New Year's Day designated by the Employer as Christmas break. This does not apply to Employees who are on leave of absence without pay. Where an Employee is required to work during any part of that period between Boxing Day and New Year's Day designated by the Employer as Christmas break, the Employee shall receive equivalent time off without loss of pay.

ARTICLE 27 - SICK LEAVE

- 27:01 It is agreed by both parties that earned sick leave entitlement shall be granted where an Employee is unable to be at work and perform his or her regular duties as a result of illness or injury.
- 27:02 The sick leave to which an Employee is entitled shall accumulate:
 - a) during the first four (4) years of service at the rate of one-half (112) working day per bi-weekly pay period: and
 - b) after the first four (4) years of service, at the rate of one (1) working day per bi-weekly pay period.
- 27:03 Sick leave shall be earned by daily and hourly paid Employees pro-rated on the basis of total accumulated service and regular hours worked, exclusive of overtime (i.e. 80 hours = 10 days = 1 bi-weekly pay period).
- 27:04 Sick leave with pay up to but not exceeding the net amount of entitlement will be paid to hourly paid Employees based on the number of hours they normally would have been scheduled to work on the day they were absent on sick leave.
- 27:05 Sick leave shall not accumulate beyond two hundred and eight (208) working days.

- 27:06 An Employee who has been absent on sick leave with pay, upon returning to work, shall continue to accumulate sick leave up to a maximum of two hundred and eight (208) working days in accordance with Sections :02 and :03.
- 27:07 **An** Employee appointed on the first working day of a **bi-weekly** pay period shall be eligible to accumulate sick leave credits from that date. An Employee appointed on any date other than the first working day of a **bi-weekly** pay period shall be eligible to accumulate sick leave credits from the first full **bi-weekly** pay period following the date of appointment.
- 27:08 A new Employee may be granted sick leave in advance of it being earned during the first six (**6**) months of service, provided that the amount advanced, when combined with credits already accumulated, does not exceed five (5) working days. **If** an Employee who has used more sick leave than has been earned has his or her services terminated for a reason other than Lay-off or death, the salary over-payment resulting from the use of unearned sick leave shall be recovered by the Employer.
- 27:09 Sick leave shall not accumulate during periods when an Employee is:
- a) absent on sick leave and/or absent on Workers' Compensation for a period of more than ten (**10**) consecutive working days; or
 - b) absent without leave; or
 - c) absent on leave of absence without pay.
- Subsections **b)** and **c)** to apply where the period of absence is greater than one-half (**1/2**) of the **bi-weekly** period.
- 27:10 Where an Employee is to be absent because of illness, the Employee shall endeavour to notify his or her immediate supervisor of the absence due to illness at least one hour (**1**) prior to and not more than thirty (30) minutes after the normal hour of beginning work, or as soon thereafter as the means of communication permit.
- 27:11 An Employee who has been absent because of sickness for a period of more than three (3) consecutive working days shall furnish, when requested by the Employer, at any time during or after this period of sickness, a medical certificate or sworn statutory declaration certifying that the Employee **is** or was unable to be present at work because of the illness. Where an Employee fails to produce a medical certificate or statutory declaration acceptable to the Employer, the Employee shall not be entitled to be paid for the period of absence.
- 27:12 **An** Employee who has been absent because of sickness for a period of three (3) working days or less may be required to furnish, when requested by the Employer, either a medical certificate or a sworn statutory declaration as required under Section :13. Failure to produce a certificate or statutory declaration acceptable to the Employer will result in a loss of pay for the period of absence.
- 27:13 Where an Employee has been absent for a period of three (3) working days or less because of sickness, the Employee shall complete and submit a return on a

form as required by the Employer. Where the Employer requires information other than a certificate of absence due to illness or injury, Article 12 shall apply.

- 27:14 Where an Employee becomes ill during the period of the Employee's scheduled annual vacation, the Employer may grant sick leave and credit the Employee with alternate days vacation equivalent to the number of days approved sick leave providing the illness is over three (3) days and may require hospitalization. The Employee will be responsible to provide proof of illness and/or hospitalization satisfactory to the Employer. The application of this clause to Employees subject to the "Instructor" vacation provisions outlined in Article 26:11, shall be to a maximum of ten (10) working days.

ARTICLE 28 -WORKERS' COMPENSATION

- 28:01 When an Employee is unable to work and is in receipt of Workers' Compensation allowance as a result of an injury incurred in the course of the Employee's duties, the Employee may elect to be paid an additional amount which, when combined with the compensation allowance, shall ensure the maintenance of net salary. Such additional amount shall be chargeable to the Employee's sick leave credits accrued at the time the Employee commenced receipt of Workers' Compensation allowances, and such additional payments shall be payable until the Employee's accrued sick leave credits have been exhausted. Net salary shall be as determined by the Workers' Compensation Board.
- 28:02 Notwithstanding Section :01, an Employee's pay may only be "topped up" by a maximum of 10% of the Employee's net salary at the time of the injury.
- 28:03 Where an Employee is absent due to injuries or disabilities for which compensation is paid under The Workers' Compensation Act, vacation leave shall accumulate as if the Employee were not absent, but the extent of such accumulation shall not continue beyond twelve (12) consecutive calendar months from the date the injury or disability occurred.
- 28:04 Where an Employee is injured on the job and is required to leave for medical treatment and/or is sent home by management due to the injury, the Employee shall incur no loss in regular pay and benefits for the day on which the accident occurs.
- 28:05 Transportation to the nearest physician or hospital for Employees requiring immediate medical care as a result of an on-the-job accident shall be provided by or at the expense of the Employer if it is not covered by a medical plan.

ARTICLE 29 - COMPASSIONATE LEAVE

- 29:01 An Employee shall be entitled to compassionate leave of five (5) working days without loss of salary in the event of the death of parent, spouse or child.
- 29:02 An Employee shall be entitled to compassionate leave of three (3) working days without loss of salary in the event of the death of a brother, sister, ward of the

Employee, grandchild, or relative permanently residing in the Employee's household or with whom the Employee permanently resides.

- 29:03 An Employee shall be entitled to compassionate leave of one (1) working day without loss of salary in the event of the death of an Employee's grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle, niece or nephew.
- 29:04 An Employee who is entitled to compassionate leave under Section :01, :02 and :03 during vacation leave shall receive vacation credits equal to the number of days of Compassionate Leave granted.
- 29:05 Provided an Employee has not received compassionate leave for the death in question, an Employee shall be entitled to compassionate leave up to a maximum of one (1) day without loss of salary for attending a funeral as a pallbearer.
- 29:06 An Employee shall be entitled to additional compassionate or special leave up to a maximum of two (2) days without loss of salary, requested for the purpose of attending a funeral at a distance of two-hundred (200) kilometres or further, accessible by all weather road.

ARTICLE 30 - FAMILY RELATED LEAVE

- 30:01 An Employee shall be entitled to up to five (5) days of leave with pay in each fiscal year to be granted on the recommendation of the Employer as follows and charged against the Employee's sick leave credits:
- a) the leave shall be for the purpose of attending to family responsibilities which are real, immediate and unavoidable and which necessitate the Employee's absence from work;
 - b) the family responsibilities of the Employee could not reasonably be accommodated by some other person or in some other way or at some other time;
 - c) the amount of leave is intended to cover the period until appropriate alternative arrangements can be made.
- 30:02 An Employee's sick leave accumulated under Article 27 -- Sick Leave will not be reduced to less than twelve (12) days per year as a result of the application of this provision.

ARTICLE 31 - PATERNITY LEAVE

- 31:01 A male Employee shall be granted one (1) day's leave with pay, to attend to needs directly related to the birth of his child. At the Employee's option, such leave shall be granted on the day of, or the day following the birth of his child, or the day of his wife's admission to, or discharge from hospital.

ARTICLE 32 - MATERNITY LEAVE

32:01 An Employee who qualifies for Maternity Leave may apply for such leave in accordance with either Plan A or Plan B but not both.

PLAN A

32:02 In order to qualify for Plan A, an Employee must:

- a) have completed seven (7) continuous months of employment for or with the Employer;
- b) submit to the Employer an application in writing for leave under Plan A at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave; and
- c) provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery.

32:03 An Employee who qualifies is entitled to and shall be granted Maternity Leave without pay consisting of:

- a) a period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Section:02 c); or
- b) a period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Section:02 c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;
- c) the Employer may vary the length of Maternity Leave upon proper certification by the attending physician.

- 32:04 a) An Employee who has been granted Maternity Leave shall be permitted to apply up to a maximum of ten (10) days of her accumulated sick leave against the Employment Insurance waiting period,
- b) Should the Employee not return to work following her Maternity Leave for a period of employment sufficient to allow for reaccumulation of the number of sick days granted under subsection a), the Employee shall compensate the Employer for the balance of the outstanding days at the time of termination. Approved sick leave with pay granted during the period of return shall be counted as days worked.

PLAN B

32:05 Effective the latter of:

- a) the bi-weekly pay period following the date of signing; or
- b) the date a Supplementary Unemployment Benefit Plan (SUB) is approved for implementation by Human Resource Development Canada (HRDC) and limited to Maternity Leaves commencing on or after that date, the provisions of Plan B will come into effect.

32:06 In order to qualify for Plan B an Employee must:

- a) have completed seven (7) continuous months of employment for or with the Employer;

- b) submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave;
- c) provide the Employer with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery;
- d) provide the Employer with proof that she has applied for Employment Insurance benefits and that HRDC has agreed that the Employee has qualified for and is entitled to such Employment Insurance benefits pursuant to Section 18, Employment Insurance Act.

32:07 An applicant for Maternity Leave under Plan B must sign an agreement with the Employer providing that:

- a) she will return to work and remain in the employ of the Employer on a full time basis for at least six (6) months following her return to work, or, in the case of a Part-Time Employee, she will return to work and remain in the employ of the Employer on a **part-time** basis for at least six (6) months following her return to work; and
- b) if she does not take Parental Leave as **provided** in Article 34 – Parental Leave, she will return to work on the date of the expiry of her Maternity Leave; and
- c) if she does take Parental Leave as provided in Article 34 – Parental Leave, she will return to work on the date of the expiry of her Parental Leave; and
- d) should she fail to **return** to work as provided above, she is indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during her entire period of Maternity Leave.

32:08 At the request of an Employee who is not a Part-Time Employee and who has received maternity leave under Plan B, the Employer may authorize the Employee to **return** to work on a part-time basis for a period of twelve (12) months.

32:09 An Employee who qualifies is entitled to a **Maternity** Leave consisting of:

- a) a period not exceeding seventeen (**17**) weeks **if** delivery occurs on or before the date of delivery specified in the certificate **mentioned in Section :06 c**); or
- b) a **period of** seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Section :06 c) and the actual date of delivery, **if** delivery occurs after the date mentioned in that certificate;
- c) the Employer may vary the length of Maternity Leave upon proper certification by the attending physician.

- 32:10 During the period of Maternity Leave, an Employee who qualifies is entitled to a Maternity Leave allowance in accordance with the SUB plan as follows:
- a) for the first two (2) weeks an Employee shall receive 93% of her weekly rate of pay;
 - b) for up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the Employment Insurance benefits the Employee is eligible to receive and 93% of her weekly rate of pay;
 - c) all other time as may be provided under Section :09 shall be on a leave without pay basis.
- 32:11 Plan B does not apply to term Employees.
- 32:12 During the period of Maternity Leave, benefits will not accrue. However, the period of Maternity Leave will count as service towards eligibility for long service vacation and long service sick leave entitlement.
- 32:13 Where an Employee's anniversary date falls during the period of Maternity Leave under Plan A or B, the Employee shall be eligible to receive a Merit Increase effective the date upon which she returns to her Position of employment.
- 32:14 The Employment Standards Act respecting Maternity Leave shall apply Mutatis Mutandis.

ARTICLE 33 - ADOPTIVE PARENT LEAVE

- 33:01 An Employee shall be granted one (1) day's leave with pay to attend to needs directly related to the adoption of the child. At the Employee's option such leave shall be granted on the day of, or the day following the adoption.
- 33:02 Where a female Employee who adopts an infant under the age of twenty-four (24) months, such Employee shall be eligible to receive maternity leave and the relevant provisions of Article 32 – Maternity Leave shall apply Mutatis Mutandis.

ARTICLE 34 - PARENTAL LEAVE

- 34:01 In order to qualify for parental leave, an Employee must:
- a) be the mother of a child; or
 - b) be the father of a child or he must assume actual care and custody of his newborn child; or
 - c) adopt a child under the law of a province.
- 34:02 An Employee who qualifies under Section :01 must:
- a) have completed seven (7) continuous months of employment; and
 - b) submit to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the Employee intends to commence the leave.

- 34:03 An Employee who qualifies in accordance with Section :01 and :02 is entitled to parental leave without pay for a continuous period of up to thirty-seven (37) weeks.
- 34:04 Subject to Section :05, parental leave must commence no later than the first anniversary date of the birth or adoption of the child or the date on which the child comes into the actual care and custody of the Employee.
- 34:05 Where an Employee takes parental leave in addition to maternity leave, the Employee must commence the parental leave immediately on expiry of the maternity leave without a return to work unless otherwise approved by the Employer.

ARTICLE 35 - BRIDGING OF SERVICE

- 35:01 A Regular Employee who resigns as a result of the Employee's decision to raise a dependent child or children, and is re-employed, upon written notification to the Employer shall be credited with the length of service accumulated up to the time of resignation for the purposes of sick leave and long service vacation entitlement benefits as defined in this Agreement and based on service seniority. The following conditions shall apply:
- a) the Employee must have accumulated at least **four (4)** years of Continuous Service at the time of resigning;
 - b) the resignation itself must indicate the reason for resigning;
 - c) the break in service shall be **for no** longer than six **(6)** years, and during that time the Employee **must** not have been engaged in remunerative employment for more than three (3) months;
 - d) the previous length of service shall not be reinstated until successful completion of the probationary period;
 - e) upon successful completion of the probationary period, the Employee will be credited with the accumulated sick leave credits at the time of the resignation up to a maximum of twenty-six (26) days of credits.

ARTICLE 36 - LOSS OF OR DAMAGE TO PERSONAL EFFECTS

- 36:01 Employees are responsible for any personal effects which are brought to their place of work and are not specifically required in the course of their employment; and no claim for compensation will be considered for loss or theft of or damage to personal effects or clothing other than damage to clothing that occurs as a result of an accident, normal wear and tear excepted.
- 36:02 Employees suffering loss of, theft of, or damage to tools, equipment, personal effects or clothing incurred when they are away from their normal place of work while on a business or field trip may **claim** compensation only for such items **as** are necessary **in** day-to-day living in the course of their employment away from their normal place of work.

- 36:03 Employees whose occupation requires them to provide and use their own tools, equipment or personal effects in the course of their employment, should safeguard such tools, equipment or personal effects against loss, theft or damage; and no claim for compensation for loss, theft or damage to such tools, equipment or personal effects may be made under this subsection except where such tools, equipment or personal effects are handed over or delivered to a supervisor where this is practical and the receipt thereof is acknowledged by the supervisor.
- 36:04 Where Employees are required to provide, —commandeer or “rent without fee” from any person or firm, tools, equipment or personal effects which are to be used in the course of their employment and which are not readily available from the Employer, claims for compensation may be made for the loss or theft or damage to such tools, equipment or personal effects.
- 36:05 No claims for compensation will be considered where an Employee has or will receive adequate compensation from insurance or otherwise for the loss or theft of or damage to the Employee’s tools, equipment or personal effects, or for luxury items.
- 36:06 Every claim for compensation made pursuant to Sections :01, :02, :03, and :04 will be considered by the Employer, and the claim shall indicate:
- a) the name of the claimant, Position classification, normal place of work and type of work the Position entails;
 - b) identification as to category - loss, theft, damage - and full particulars as to when, and how the loss, theft or damage took place, with any other relevant particulars;
 - c) justification for the claim in accordance with Section :01, :02, :03, or :04;
 - d) a certification by the claimant that all items lost, stolen or damaged are not covered by any form of insurance.
- 36:07 Payment of claims approved by the Employer shall be paid at full replacement cost provided that the item that is lost or damaged beyond repair has been purchased within three (3) months of the incident, and proof of purchase is submitted. In other cases reimbursement shall be limited to the cost of repair, or, on the basis of 75% of the replacement cost, including applicable Sales Taxes where necessary.

ARTICLE 37 - REMOTENESS ALLOWANCE

- 37:01 The Employer shall provide Remoteness Allowances as shown in Appendix “B” which is attached hereto and which forms part of this Agreement.

ARTICLE 38 - DENTAL PLAN

- 38:01 The Employer and the Union agree to the continuation of the Dental Services Plan with the following changes:
- a) The 2004, 2005 and 2006 applicable Manitoba Dental Association (MDA) Fee Guides will be implemented effective January 1 of each respective year;
 - b) dental coverage will continue for the first seventeen (17) weeks of Maternity Leave;
 - c) the annual maximum per claimant effective January 1, 2004 will be increased to one thousand four hundred and seventy-five dollars (\$1,475);
 - d) the orthodontic lifetime maximum effective January 1, 2004 will be Increased to one thousand six hundred and seventy five dollars (\$1,675);
 - e) effective January 1, 2001 Part-Time Employees will be eligible for family coverage based on fifty percent (50%) of the coverage amounts applicable for full time Employees up to fifty percent (50%) of the maximum.

ARTICLE 39 - VISION CARE PLAN

- 39:01 The Employer and the Union agree to the continuation of the Vision Care Plan as follows:
- a) eligibility requirement for Employees and dependents will be the same as those in effect for the Dental Care Plan;
 - b) co-insurance will be 80%/20%;
 - c) the maximum payment under the Plan effective January 1, 2004 will be up to two hundred and twenty five dollars (\$225) every twenty-four (24) months for an Employee or dependent;
 - d) coverage will include prescription lenses and eye examinations;
 - e) the fee guide will be the 2003 optometrist/ophthalmologist suggested fee guide and the 2004, 2005 and 2006 applicable optometrist/ophthalmologist suggested fee guide will be implemented effective January 1st of each year.
- 39:02 Changes to the dental Care Plan respecting eligibility during Maternity Leave and pro-rated family coverage for part-time employees will also apply to the Vision Care Plan.

ARTICLE 40 - DRUG CARE PLAN

- 40:01 The Employer and the Union agrees to the continuation of the Drug Care plan effective October 1, 2001 as follows:
- a) eligibility requirements for Employees and dependents will be the same as the Dental Services Plan;
 - b) co-insurance will be based on 80% reimbursement;
 - c) the maximum payment per contract (family) is five hundred dollars (\$500) per year increasing to six hundred and fifty dollars (\$650) effective July 1, 2004.
- 40:02 Other terms and conditions of the Drug Care Plan will be similar to those formerly in effect for the Drug coverage provisions of the Employee-paid Extended Health Benefit (EHB) plan.

ARTICLE 41 • EMPLOYEE ASSISTANCE PROGRAM

- 41:01 The Employer and the Union agree that the Employees will continue to have access to the Employee Assistance Program

ARTICLE 42 • HEALTH AND SAFETY

- 42:01 The Employer and the Union recognize that safety, accident prevention and the preservation of health are of primary importance in College operations and that these activities require the combined efforts of the Employer, Employees, and the Union.
- 42:02 The Employer will continue to provide its Employees with safe working conditions, equipment and materials, and will continue to ensure that all reasonable precautions are taken.
- 42:03 The Union will continue to make every effort to obtain the cooperation of each Employee within the bargaining unit in the observation of all reasonable safety rules, practices and procedures,
- 42:04 Every Employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect his or her safety and health and the safety and health of any other persons who may be affected by his or her acts or omissions at work.
- 42:05 The parties agree to the establishment of Workplace Health and Safety Committees in the College it is deemed necessary. Where it is deemed appropriate to establish a Workplace Health and Safety Committee in a workplace, the following shall apply.
- 42:06 Efforts should be made to schedule committee meetings, functions or duties during the Employees' work time but if this is not possible meetings may be held during an Employee's off duty hours. Employee representatives who are members of a Workplace Health and Safety Committee and who are scheduled to meet during off duty hours shall be compensated at straight time rates or at the Employee's option be granted time off in lieu for time spent in such meetings, functions or duties.
- 42:07 Minutes of all committee meetings are required. Minutes shall consist of matters relating to the receipt and disposition of safety and health concerns. The minutes shall be signed by both chairpersons. Where there is disagreement as to the accuracy or content, either party may so note the disagreement and place their comments on the minutes prior to signing. When the minutes are signed by both co-chairpersons, the management co-chairperson shall retain the original for the records of the committee, forward a copy to the Workplace Safety and Health Division, post a copy and forward a copy to members of the committee.

- 42:08 The objectives of Workplace Health and Safety Committees include:
- a) assisting Employees to identify, record, examine, evaluate and resolve health and safety concerns in the workplace;
 - b) developing practical procedures and conditions to help achieve health and safety in the workplace;
 - c) promoting education and training programs to develop detailed knowledge of health and safety concerns and responsibilities in each individual workplace.
- 42:09 Where a supervisor knows that any condition exists at a workplace that is unusually dangerous to the safety or health of an Employee, the supervisor shall not require or permit an Employee to engage in, carry on or continue to work in that workplace under that condition.
- 42:10
- a) Where an Employee has reason to believe, and does believe, that a condition exists that is dangerous to his or her safety or health in the performance of the Employee's work, the Employee shall report that condition to his or her supervisor.
 - b) The supervisor upon being notified under (a) above shall inspect the condition with the Employee and discuss the Employee's reasons for believing the condition to be dangerous. Where there is a health and safety committee at the workplace, the co-chairpersons may be asked to participate.
 - c) If the Employee is unsatisfied with the supervisor's decision or if the supervisor refuses to inspect the condition, the Employee shall contact, in writing or by telephone, the Workplace Health and Safety Division without delay.
 - d) If the Employee refuses to work because of his or her belief that the condition is dangerous, the Employee must be available to perform other work assigned.
- 42:11 Where an Employee has refused to perform work in accordance with Section :10, no other Employee shall be assigned the particular work unless such Employee is notified of the refusal and the reasons for the refusal, if known.
- 42:12 Nothing in this Article prevents the doing of any work or thing that may be necessary in order to remedy the dangerous condition described in Sections :09 and :10.
- 42:13 Disciplinary action shall not be taken against an Employee solely for the reason that the Employee:
- a) made a report under Section:10; and
 - b) refused to work or continue to work under the conditions described under Section :10 provided a safety and health officer has reported in writing that the Employee had reasonable and probable grounds for believing that those conditions were dangerous to his or her safety or health.
- 42:14 Where an Employee willfully takes unfair advantage of the provisions described in Section :10, the Employee may be subject to disciplinary action up to and including suspension or Dismissal.

ARTICLE 43 - UNIFORMS AND PROTECTIVE CLOTHING

- 43:01** Where the Employer determines that uniforms and protective clothing are required in the performance of the Employee's duties, such uniforms and protective clothing shall be provided to the Employee.
- 43:02** Where uniforms and protective clothing are supplied, the Employer agrees to furnish, replace or repair such clothing when damaged in the performance of the Employee's duties.
- 43:03** Where an Employee is required, as a condition of employment, to provide and wear approved safety footwear during the course of the Employee's regular duties the Employee will be eligible for an allowance once per fiscal year, to help offset the cost to the Employee of purchasing approved safety footwear. Effective June 30, 2003, the allowance shall be eighty dollars (\$80.00).
- 43:04** The allowance will be paid under the following conditions:
- a) the safety footwear purchased must be approved by the Canadian Standards Association (CSA); and
 - b) satisfactory proof of purchase must be provided by the Employee; and
 - c) the Employee must have purchased safety footwear specifically for employment with the Employer; and
 - d) to be eligible to receive the allowance an Employee must work five (5) consecutive work days.
- 43:05** Where an Employee who has worked for a fiscal year and has not claimed the allowance in that fiscal year, purchases safety footwear in the next fiscal year, the Employee is eligible to claim up to twice the maximum allowance in that fiscal year.
- 43:06** The College Health and Safety Committee shall develop a policy on Uniforms and Protective Clothing and said policy shall be applicable to this Agreement. Until such time as said policy is developed by the Committee and implemented by the College, the policy on Uniforms and Protective Clothing as specified in the Province of Manitoba General Manual of Administration shall be applicable to this Agreement. Where the provisions of the College policy on Uniforms and Protective Clothing, or the General Manual of Administration conflict with this Article, this Article shall prevail.
- 43:07** Notwithstanding any other provision of this Agreement, where an Employee disputes the provision of Protective clothing and footwear in accordance with this Article the Employee may file a grievance in accordance with the Grievance Procedure. The decision at Step 2 shall be final for such grievances.

ARTICLE 44 -VIDEO DISPLAY TERMINALS

- 44:01 A pregnant VDT Operator may request a job reassignment for the period of pregnancy by forwarding a written request to the Director of Human Resources. Upon receipt of the request, the Employer, where possible, will assign the VDT Operator to an alternate Position and/or classification or to alternate duties within five (5) working days of the request. Where the Employer is unable to accomplish this, the Employer will notify the Union and the parties will meet without delay in an effort to resolve the matter.
- 44:02 Where an Operator is of the opinion that the work results in undue eye fatigue, the Employee may request a review of the job duties. The Employer will endeavour to design the job of the Operator in a manner that will, wherever practicable, permit an Operator to be assigned at least ten (10) minutes of alternate duties during any two (2) hour period of continuous operation.

ARTICLE 45 - UNION BUSINESS

- 45:01 Leave of absence to attend to Union business may be granted to Employees under the following conditions:
- a) requests for leave shall be made in writing by the Union by providing the Employee with a letter of request. The Employee shall submit the letter to his or her immediate supervisor who shall forward the request to the Employer for approval. The Union will also provide a copy of the written request to the Director of Human Resources;
 - b) requests for leave shall be made with reasonable advance notice but not less than three (3) working days and shall be granted only where operational requirements permit. Where special or unusual circumstances prevent compliance with the three (3) working days notice, the request shall be considered and shall not be unreasonably denied;
 - c) where such leave of absence has been granted the Union shall reimburse the **College** one hundred percent (100%) of the wages paid to such Employees during the approved absence.
- 45:02
- a) For time spent with the Employer's representatives during negotiations of the Agreement, the Union will be allowed to have no more than two (2) Employees present at each bargaining session on a time-off with pay basis.
 - b) Prior to the commencement of negotiations, the Union shall supply the Employer with a list of Employee representatives. Dependent upon operational requirements, requested leave for such Employees shall not be unreasonably denied.
 - c) Subject to the mutual agreement of the parties, the total number of Employees referred to in both (a) and (b) above may be changed provided any additional Employees are on leave without pay or on wage recovery as per Section: 01 c).
- 45:03 Union staff members shall not visit Employees at their place of work unless prior approval has been obtained from the Employee's supervisor.

45:04 The Employer agrees to allow the Union use of space on existing bulletin boards for the purpose of posting official Union information relating to business affairs, meetings, and social events provided the information does not contain anything that is adverse to the interests of the Employer. The Employer shall have the right to refuse to post or remove the posting of any information.

ARTICLE 46 - RIGHTS OF UNION OFFICERS

46:01 "Union Officer" means an Employee elected or appointed by the Union who is authorized to represent the Union, an Employee or both.

46:02 The Employer recognizes the Union's right to select Union Officers to represent Employees.

46:03 The Union shall determine the number of Union Officers and the jurisdiction of each Union Officer having regard to the plan of organization, the distribution of Employees at the work place, and the administrative structure implied by the Grievance Procedure.

46:04 The Union agrees to provide the Employer with a list of Union Officers and any subsequent changes. The Union shall provide appropriate identification for Union Officers.

46:05 Union Officers and Employees shall not conduct Union business during their working time,

46:06 The duties of the Union Officers shall be to investigate complaints of an urgent nature and to investigate and present grievances in accordance with the Grievance Procedure.

46:07 For complaints of an urgent nature, a Union Officer shall first obtain the permission of his or her immediate supervisor before leaving work to investigate such complaint. Such permission shall not be unreasonably sought or withheld. On resuming his or her normal duties, the Union Officer shall notify his or her supervisor.

46:08 When it is necessary for a Union Officer to investigate a complaint or grievance during working hours, no deduction in salary shall be made from the Union Officer or Employee concerned, provided that each has obtained approval from their supervisor(s) for the time required to deal with the complaint or grievance. On resuming their duties, the Union Officer and Employee shall notify their supervisor(s).

46:09 Notwithstanding Section :05, upon request, a Union Representative shall be provided an opportunity to meet with newly hired Employees for up to fifteen (15) minutes during regular working hours. The time shall be established by agreement subject to operational requirements and may include a group orientation to facilitate this.

ARTICLE 47 - UNION SECURITY

- 47:01 Employees covered by this Agreement, whether members of the Union or not, shall pay to the Union, by payroll deduction, an amount equal to the bi-weekly membership dues determined by the Union. For new Employees, the payroll deduction of the amount as set out above shall become effective on the first day of the bi-weekly pay period, following the date the Employee is covered under the terms of this Agreement.
- 47:02 The Employer shall forward to the Union the amount of the dues deducted under Section :01 above on a bi-weekly basis per each applicable bi-weekly pay period system.
- 47:03 The Employer shall provide the Union on a bi-weekly basis per each applicable bi-weekly pay period system, the names of the Employee from whose wages dues have been deducted showing opposite each Employee's name, the amount of dues deducted for that Employee.
- 47:04 The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer.
- 47:05 **Notwithstanding** any other provision in this Agreement, the Employer shall not later than ninety (90) days preceding the expiry date of this Agreement, furnish in written form to the Union the following, by classification groupings:
- a) the name of each Employee;
 - b) the classification of each Employee:
 - c) the current rate of pay of each Employee.

ARTICLE 48 - LABOUR/MANAGEMENT COMMITTEE

- 48:01 A joint consultation committee will be established and maintained within the College. The committee shall consist of no more than three (3) representatives of the Employer and three (3) representatives of the Union. The committee shall meet at the request of either party for the purpose of discussing matters of mutual concern, and which either party considers appropriate for discussion by the committee.
- 48:02 The committee may make recommendations to the Union and the Employer with respect to its discussion and conclusions, but it shall not have jurisdiction over wages, or any matter of collective bargaining including the administration of this Agreement. The committee does not have the power to bind either the Union or its members or the Employer to its decisions or conclusions.

ARTICLE 49 - GRIEVANCE PROCEDURE

- 49:01 The parties to this Agreement recognize the desirability for prompt resolution of grievances through an orderly process without stoppage of work or refusal to perform work.

- 49:02 A grievance is defined as a complaint in writing concerning:
- a) the application, interpretation, or alleged violation of an Article of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties;
 - b) the Dismissal, suspension, demotion, or written reprimand of an Employee;
 - c) a dispute concerning the classification of an Employee.
- 49:03 Notwithstanding Section :02, an Employee may complain or grieve on any unsatisfactory working condition up to and including Step 2 of the Grievance Procedure. The decision at Step 2 shall be final for such grievances.
- 49:04
- a) Where a grievance has been initiated and the nature of the grievance is such that it has or potentially could have widespread application affecting a number of Employees: and where as a result the Union deems it impractical that each affected Employee grieve separately, the Union shall have the right to present a group grievance on those matters as defined in Section :02 a). A group grievance shall be presented directly to the College President within twenty (20) working days following the date upon which the Employee(s) were notified orally or in writing, or on which the Employee(s) first became aware of the action giving rise to the grievance.
 - b) Where either party to this Agreement disputes the general application, interpretation or alleged violation of an Article of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties, either party may initiate a policy grievance. Where such a grievance is initiated by the Union it shall be presented to the College President. Where such a grievance is initiated by the Employer it shall be presented to the President of the Manitoba Government and General Employees' Union. In all cases the grievance shall be presented within twenty (20) working days from the date of the action giving rise to the grievance.
 - c) Where the parties fail to resolve a grievance under Section :04 a) or :04 b), either party may refer the grievance to Arbitration. It is agreed and understood that grievances which have been submitted and dealt with as individual grievances may not subsequently be submitted as a policy grievance.
 - d) Notwithstanding Section :06 a grievance filed under Section :04 b) shall not require the signature of an Employee.
- 49:05 if an Employee or the Union fails to initiate or process a grievance within the prescribed time limits, the grievance will be deemed to be abandoned and all rights of recourse to the Grievance-Procedure for that particular grievance shall be at an end. If the Employer fails to reply to a grievance within the prescribed time limits, the Employee or the Union may process the grievance to the next step. Either party may request an extension of the time limits providing such extension is requested prior to the expiry of the time allowed. An extension, if requested, shall not be unreasonably withheld.

- 49:06 Wherever possible, the grievance shall be presented on the Union Grievance Form. A written description of the nature of the grievance and the redress requested shall be sufficiently clear and if the grievance relates to an Article of the Agreement, such Article shall be so stated in the grievance. The grievance shall be signed by the Employee and may be clarified at any step providing its substance is not changed. Except for failure to meet the time limits, a grievance shall not be deemed to be invalid if it is not written on the Union Grievance Form or for failure to quote the Article in dispute.
- 49:07 It is mutually agreed that an effort shall be made to resolve complaints through discussion before a written grievance is initiated. The aggrieved Employee shall have the right to have a representative present at such a discussion. When a grievance cannot be presented in person at any step, it may be transmitted by registered mail.
- 49:08 An Employee has the right to representation by a Union representative at any step of the Grievance Procedure.

Step 1:

- a) Within twenty (20) working days after the date upon which the Employee was notified orally or in writing, or on which the Employee first became aware of the action or circumstances giving rise to the grievance, the Employee shall present the grievance with the redress requested to the Employee's supervisor.
- b) The supervisor shall sign for receipt of the grievance and if the nature of the grievance is such that the supervisor is authorized to deal with it, the supervisor shall issue a decision in writing to the Employee and to the Union within fifteen (15) working days.
- c) The supervisor may discuss the grievance with the Employee and the Employee's representative before giving a decision on the grievance.
- d) If the nature of the grievance is such that a decision cannot be given below a particular level of authority, the supervisor shall forward the grievance to the College President at Step 2 of the Grievance Procedure and so inform the Employee and the Union. The time limits and the procedures of the appropriate step shall then apply.
- e) Where the immediate supervisor at Step 1 is a Union Officer or Officer of the Union, the grievance shall automatically be referred by the immediate supervisor to Step 2.
 - a) If the grievance is not resolved satisfactorily at Step 1, the Employee shall submit the same grievance and the redress requested to the College President or designate within fifteen (15) working days of the receipt of the decision at Step 1.
 - b) The College President or designate shall sign for receipt of the grievance and issue a decision in writing to the Employee and to the Union within 15 (fifteen) working days of receipt of the grievance.
 - c) For those grievances defined in accordance with Section :02, the College President or designate may hold a hearing to discuss the grievance with the

Employee and the Employee's representative before giving a decision on the grievance. For those grievances concerning unsatisfactory working conditions as defined in Section:03, the College President or designate shall hold a hearing to discuss the grievance with the Employee and the Employee's representative before giving a decision on the grievance.

49:09 Grievances concerning demotion, suspension or Dismissal shall be initiated at Step 2 of the grievance procedure within twenty (20) working days of the date that the Employee became aware of the action. --

49:10 An Employee or the Union may withdraw a grievance at any step of the grievance/arbitration procedure by giving written notice to the Employer. An Employee may abandon a grievance by not processing it within the prescribed time limits.

ARTICLE 50 - ARBITRATION PROCEDURE

50:01 Only those matters set forth below may be submitted to Arbitration by the Union or the Employer:

- a) grievances concerning the application, interpretation or alleged violation of an Article of this Agreement;
- b) grievances concerning the application, interpretation or alleged violation of a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties;
- c) grievances concerning Dismissal, suspension, demotion or a written reprimand of an Employee.

50:02 The procedure for arbitrating grievances shall be the procedure as set forth below:

- a) where a difference arises between the parties hereto relating to a subject matter as outlined in Section:01, either of the parties may, within twenty (20) working days from the receipt of the decision at Step 2, notify the other party in writing of its desire to submit the difference or allegation to arbitration. Such notification, when initiated by the Union, shall be made directly to the College President, and shall set forth the issue in dispute for referral to an arbitrator or Arbitration Board in accordance with Section:02 b) or c);
- b) where the party initiating the arbitration proceedings wishes to request a single arbitrator, the notice referred to in Section:02 a) shall so state:
 - i) the parties will attempt to reach agreement on the selection of a single arbitrator within ten (10) working days;
 - ii) where the party who receives the notice rejects the request for a single arbitrator or where the parties have failed to reach agreement on the selection of a single arbitrator within ten (10) working days, the party initiating the arbitration proceedings may submit the name of its appointee to the board in accordance with Section:02 c) within ten (10) working days;
 - iii) a single arbitrator shall be considered to be an Arbitration Board for purposes of this Article;

- c) where the party initiating the arbitration proceedings wishes to request arbitration by a three person board, the notice referred to in Section 02 a) shall contain the first party's appointee to the Arbitration Board. The following procedure will then apply:
- i) the party who receives the notice shall within ten (10) working days of receiving the notice, name an appointee to the Arbitration Board and notify the other party in writing of such appointee;
 - ii) the two (2) members of the Arbitration Board named by the parties shall, —within ten (10) working days of the appointment of the second of them, appoint a third member of the Arbitration Board who shall be the Chairperson thereof;
 - iii) if either party fails to appoint its member to the Board as provided above or where the two (2) appointees of the parties fail to agree on the appointment of a third member within the time specified, the Chief Justice for the Province of Manitoba, or in the Chief Justice's absence, the Chief Justice of the Court of Queen's Bench, upon the request of a party to the Agreement, shall nominate a member on behalf of the party failing to make an appointment or shall nominate the third member and Chairperson, —as—the case may be, and where the case requires, may nominate both, and where such nomination has been made, the Minister of Labour shall appoint that person as member or Chairperson or both, as the case may be;
 - iv) the Chairperson and one other member are a quorum; but, in the absence of a member, the other members shall not proceed unless the absent member has been given reasonable notice of sitting;
- d) where the matter is submitted to the Arbitration Board, the Arbitration Board shall commence hearings within thirty (30) days of the matter being submitted to the Board and shall hear evidence and argument submitted by or on behalf of the parties relevant to the matter submitted and shall make a decision thereon in the form of an award of the Arbitration Board;
- e) the Arbitration Board shall hear and determine the difference or allegations and shall issue a decision, which decision shall be final and binding and enforceable upon the parties and upon any Employee or Employees affected by it;
- f) the Arbitration Board may summon before it any witnesses and require them to give evidence on oath, orally or in writing, and to produce such documents and evidence as the Arbitration Board deems requisite to the full investigation and consideration of the matters referred to it;
- g) the Arbitration Board shall submit a report on the findings and the decision of the Board within fourteen (14) days following the completion of the hearing to the parties;
- h) any of the time limits referred to above may be extended by mutual agreement of the parties hereto;
- i) in the case of a three (3) person Arbitration Board the decision of the majority shall be the decision of the Arbitration Board. If there is no majority, the decision of the Chairperson shall be the decision of the Board;

- j) the Arbitration Board shall not have the power to add to, subtract from or modify or alter in any way the provisions of this agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties;
- k) the Arbitration Board shall expressly confine itself to the issue submitted to the Board, and shall have no authority to make a decision and/or recommendation on any other issue not so submitted to the Board;
- l) where the Arbitration Board determines that an Employee has been dismissed or otherwise disciplined by the Employer for just cause, the Arbitration Board may substitute such other penalty or remedy in lieu of Dismissal or the disciplinary action as the Board deems just and reasonable under the circumstances;
- m) the expenses incurred by and in respect of an Arbitration Board shall be paid as follows:
 - i) the parties to the arbitration shall each pay an equal portion of the remuneration and expenses of the chairperson of the Arbitration Board;
 - ii) each party to the arbitration shall pay the remuneration and expenses of the member of the Arbitration Board named or appointed by or on behalf of that party;
 - iii) each party to the arbitration shall pay the fees and expenses of witnesses called by that party to give evidence before the Arbitration Board;
 - iv) each party to the arbitration shall pay the fees and expenses of any counsel appearing before the Arbitration Board on behalf of that party;
 - v) the parties to the arbitration shall each pay an equal portion of other costs and expenses incurred by the Arbitration Board in conducting the arbitration.

ARTICLE 51 - STAFF DEVELOPMENT

- 51:01 The parties recognize the desirability of ongoing staff development, the purpose of which is to improve services to meet the needs of students and the community. Accordingly, upon the Employee's written request, the Employer will create a staff development plan for each Employee who requests same.
- 51:02 Educational leave policies and practices shall be as set forth from time to time in the College's Policies and Procedures Manual.

ARTICLE 52 - SEXUAL HARASSMENT

- 52:01 The parties recognize that the problem of sexual harassment may exist. However, the parties agree that sexual harassment will not be tolerated in the workplace or in connection with the workplace.
- 52:02 Where an Employee is of the opinion that the Employee has been or is being sexually harassed by another Employee, the Employee may forward a written complaint directly to the College President. The complaint shall be marked "Personal and Confidential".

- 52:03 The College President or designate will endeavour to resolve the matter in an expeditious and confidential manner.
- 52:04 The alleged offender shall be entitled to notice of the complaint and shall be given the opportunity to respond to the complaint.
- 52:05 The College President or designate, after investigating the complaint, shall have the authority to:
- a) dismiss the **complaint**; or
 - b) **determine** the appropriate discipline; and/or
 - c) take any action which in the College President's opinion may be necessary.
- 52:06 Where the College President or designate determines that a **complaint** has been made for frivolous, or vindictive reasons, the College President shall have the authority to:
- a) take disciplinary action **against** the complainant; and/or
 - b) take any action against the complainant which in the College President's opinion may be necessary.

ARTICLE 53 - CIVIL LIABILITY

- 53:01 If an action or proceeding is brought against any Employee covered by this Agreement for an alleged tort committed by the Employee in the performance of his or her duties, then:
- a) the Employee, upon being served with an legal process, or upon receipt of any action or proceeding as hereinbefore referred to, being commenced against the Employee shall advise the College President of any such notification or legal process;
 - b) the Employer shall pay any damages or costs awarded against any such Employee in any such action or proceedings and all legal fees; and/or
 - c) the Employer shall pay any sum required to be paid by such Employee in connection with the settlement of any claim made against such Employee if such settlement is approved by the Collage President before the same is finalized; provided the conduct of the Employee which gave rise to the action did not constitute gross negligence of the Employee's duty as an Employee;
 - d) upon the Employee notifying the Employer in accordance with paragraph a) above, the Employer and the Employee shall forthwith meet and appoint counsel that is mutually agreeable to both parties. Should the parties be unable to agree on counsel that is satisfactory to both, then the Employer shall unilaterally appoint counsel. The Employer accepts full responsibility for the conduct of the action and the Employee agrees to co-operate fully with appointed counsel.

ARTICLE 54 - EMPLOYEE FILES

- 54:01 Upon the written request of an Employee, the Employer's personnel file of that Employee shall be made available for the Employee's full examination. Such examination shall be in the presence of a representative of Human Resources. The Employee has the option to have a representative present.

54:02 An Employee may request a copy of specific documents on the Employer's personnel file of that Employee. This provision shall not be unreasonably requested or denied.

ARTICLE 55 - LONG TERM DISABILITY INCOME PLAN

55:01 The parties agree that the Employer shall provide an employer paid Long Term Disability Income Plan for eligible Employees. The regulations governing this plan will be agreed upon in a separate Memorandum of Agreement.

ARTICLE 56 - SENIORITY

56:01 a) "Seniority" means the length of service with the College as defined in this Article provided such service has not been broken by termination of the Employee.
b) "Seniority" shall also include service with the Province of Manitoba prior to April 1st, 1993 as reflected in the "Transition to Board Governance" Memorandum of Agreement signed by the parties, provided such service has not been broken by termination of the Employee.

56:02 Seniority for service shall include only the following:
a) regular paid time
b) periods of Workers' Compensation
c) periods of maternity leave
d) periods of adoptive parent leave
e) periods of parental leave
f) approved educational leave to a maximum of one year
g) any sick leave without pay necessary to satisfy the elimination period of the Long Term Disability Plan
h) leaves without pay to a maximum accumulation of twenty (20) working days in a calendar year.

56:03 An Employee will lose all seniority when the Employee:
a) resigns
b) retires
c) is dismissed and not reinstated
d) dies
e) is permanently laid-off
f) is terminated at the expiry of the Employee's term of employment. However, this subsection does not apply to a term Employee who has been employed on a full-time basis for twenty-four (24) continuous months and who is re-employed within twelve (12) months of the expiration of the Employee's term of employment.

56:04 A seniority list will be prepared by April 1 by the Employer based on service up to and including December 31 of the previous year. The list will be posted at work locations as determined by the Employer.

- 56:05 Seniority lists will be prepared for the following types of Employees by classification groupings in order of seniority:
- a) Regular
 - b) Term
- 56:06 Grievances concerning the calculation of seniority must be filed at Step 2 of the Grievance Procedure within twenty (20) working days of the date the Employee became aware of the seniority calculation. Such grievances shall be restricted to the calculation of seniority in the calendar year immediately prior to the year in which the seniority list is posted.

ARTICLE 57 –AMBULANCE AND HOSPITAL SEMI-PRIVATE AND HEALTH SPENDING ACCOUNT PLANS

- 57:01 The Employer will continue the Ambulance and Hospital Semi-Private Plan (AHSP) in accordance with the following:
- a) premiums will be paid by the Employer;
 - b) the plan benefits shall continue as currently provided to Employees and their dependants;
 - c) eligibility requirements will be the same as those in effect for the Dental Plan.
- 57:02 The Employer shall introduce a one hundred and twenty dollars (\$120) per annum health spending account administered by Blue Cross effective January 1, 2005 for Regular Employees and pro-rated for regular Part-Time Employees. Effective January 1, 2006, increase the amount to two hundred dollars (\$200) per annum and pro-rated for part-time.

ARTICLE 58 - INSTRUCTOR ACCREDITATION

- 58:01 Each Instructor shall be required to attain the certificate in Adult Education or an equivalent qualification acceptable to the Employer.
- 58:02 Instructors shall complete at least one (1) course toward accreditation each calendar year.
- a) Except where the Employee has been assigned instructional responsibilities. Instructors shall complete at least one (1) course toward accreditation each summer during periods of non-instructional assignment. The Employee's vacation period shall be reduced by the number of calendar days on which the course is scheduled. No Employee will be put in a deficit Position with respect to vacation credits as a result of taking these summer courses.
 - b) Subject to approval by the Employer, Instructors may complete one course toward accreditation at other times in the calendar year and such progress toward accreditation shall be deemed to satisfy the intent and requirements of this section.

ARTICLE 59 - OFF-CAMPUS ASSIGNMENTS

- 59:01 Where an Instructor is assigned instructional duties and responsibilities off-campus such that the Instructor is unable to return to his normal residence at the end of a work day and must therefore reside temporarily in another location, the Instructor shall be provided reasonable notice of such assignment.
- 59:02 An Employee who accepts relocation as a result of program decentralization shall be entitled to the following:
- a) Where the program is moved permanently to a location which requires relocation of the Employee, the College policy on Expenses of Removal of Transfer shall apply.
 - b) Where the location of the program is to be temporary (one full academic year or less), the Employee shall be deemed to be in travel status and the following conditions shall apply:
 - i) The Employee shall receive a disturbance allowance equivalent to *two (2)* weeks salary;
 - ii) The Employee shall be entitled to accommodations in accordance with Appendix "F";
 - iii) The Employee shall receive the applicable meal allowances and other expenses as per Appendix "F";
 - iv) Prior to being committed to accepting the assignments, the Employee shall be entitled to one (1) pre-location trip to the community, including transportation, meals and accommodation expenses, for the purpose of reviewing the accommodation and educational facilities;
 - v) Upon accepting the assignment, the Employee, in addition to the initial paid relocation trip and final return trip, shall be entitled to further paid return trips to his/her permanent residence a minimum of eight (8) weeks or major portion thereof. Where possible, the teaching assignments shall be scheduled in such a manner as to allow the paid travel to occur on normal working days;
 - vi) The Employee shall retain remoteness allowance applicable to the location of his/her permanent residence;
 - vii) Additional miscellaneous expenses may be claimed, with the approval of the College President or designate.

ARTICLE 60 - SHIFT PREMIUM

- 60:01 An Employee required to work a shift where half or more of the hours are worked between 6:00 p.m. and 6:00 a.m. shall receive a shift premium of one dollar (\$1.00) per hour or portion thereof.

- 60:02 An Employee required to work a full shift of overtime on his or her day of rest or as a result of a "call out" shall receive the shift premium if half or more of the hours worked are between 6:00 P.M. and 6:00 A.M. An Employee shall not receive shift premium for overtime shifts which are contiguous to his or her regular working hours.
- 60:03 The shift premium shall not be included in the calculation of overtime payments, superannuation, group insurance, sick leave payments, vacation pay, or any other Employee benefits.

ARTICLE 61 - STAND-BY

- 61:01 An Employee, who has been designated by the Employer or authorized supervisor to be available on stand-by during off duty hours on a regular working day, shall be entitled to payment for each eight (8) hour period of:
- a) effective January 1, 2003 - fifteen dollars (\$15.00).
- 61:02 For stand-by on a day of rest or on a paid holiday that is not a working day, the payment for each eight (8) hour period shall be:
- a) effective January 1, 2003 - eighteen dollars (\$18.00).
- 61:03 To be eligible for stand-by payment, an Employee designated for stand-by duty must be available during the period of stand-by at a known telephone number or by another method of communication as mutually agreed between the supervisor and the Employee, and must be available to return for duty as quickly as possible if called.
- 61:04 The stand-by payment includes the responsibility to respond to phone calls and other forms of electronic communication which do not include a return to work. If such calls individually or in total exceed one-half (1/2) hour, the Employee is entitled to claim overtime for the period beyond one-half (1/2) hour at the applicable overtime rate. The provisions respecting minimum call-out do not apply in these circumstances.
- 61:05 An Employee on stand-by who is called back to work shall be compensated in accordance with call-out provisions of the applicable overtime Article in addition to stand-by pay.

ARTICLE 62 - ACADEMIC CO-ORDINATORS' ALLOWANCE

- 62:01 "Academic Co-ordinators" means those instructors who are designated in writing by the Employer as Co-ordinators of academic programs and receive an allowance in recognition of duties that may include administration- and co-ordination of these programs.

- 62:02 Effective June 28, 2003, where an instructor is designated by the Employer as an Academic Co-ordinator, the Academic Co-ordinator shall be paid an allowance of \$2,000 per annum (**\$76.67 bi-weekly**); effective June 26, 2004 the Academic Co-ordinator shall be paid an allowance of \$2,300 per annum (**\$88.17 bi-weekly**); and effective June 25, 2005 the Academic Co-ordinator shall be paid an allowance of \$2,500 per annum (**\$95.83 bi-weekly**) in addition to his or her basic salary.
- 62:03 Where an instructor serves the Employer with written notice requesting that he/she not be designated as an "Academic Co-ordinator" the Employer shall make every reasonable effort to accommodate the request. Normally, the instructor will not be required to assume the responsibilities of "Academic Co-ordinator" for a period longer than ninety (90) days following the date the employer received such notice.
- 62:04 The Employer may designate an instructor as an "Academic Co-ordinator" where necessary due to operational requirements such as program accreditation standards.
- 62:05 Notwithstanding the provision of Article 66:05 e), an instructor who is designated as an Academic Co-ordinator for the full academic year will have an annual contact hour threshold of
- a) 480 hours effective July 1, 2004,
 - b) 460 hours effective July 1, 2005.

An instructor who is designated as an Academic Co-ordinator for part of the academic year will have an annual contact threshold that is pro-rated based on the period the instructor was designated as an Academic Co-ordinator and the period the instructor was not designated as an Academic Co-ordinator.

ARTICLE 63 -ACTING STATUS

- 63:01 Where the Employer directs an Employee employed in one Position to temporarily take over the duties and responsibilities of some other Position having a higher grade of pay, and provided the Employee takes over and continues to perform for ten (10) or more consecutive working days the duties and responsibilities of that other Position, the Employee shall be appointed temporarily to that other Position with acting status and shall be paid at the rate of pay for that other Position from the date of taking over the duties and responsibilities of that other Position until the temporary appointment is revoked; and upon the temporary appointment being revoked shall, unless the Employee is appointed or promoted to some other Position, revert to his or her original Position and be paid at the rate of pay for his or her original Position that the Employee would be paid if the Employee had never held the temporary appointment.

63:02 For purposes of interpretation of this article, “the duties and responsibilities” under this article means the duties and responsibilities that would have been performed by the Incumbent during the period in which the incumbent had been replaced.

63:03 Notwithstanding **63:01** where an Employee has already received acting status under **63:01**, the Employee shall be provided with acting pay at day six **(6)** for subsequent assignments to the same Position.

ARTICLE 64 - JOB SHARING

64:01 The Employer and the Union agree as follows:

- a) job sharing is an alternative work arrangement whereby the duties and responsibilities of a full time Position may be restructured in a manner that would accommodate the employment of two **(2)** or more Employees on a part-time basis;
- b) the Employer will endeavour to inform the Union of existing job share situations within the bargaining unit within sixty **(60)** days of the signing of this Agreement;
- c) the Employer will inform the Union of any new job share arrangements within the bargaining unit at the time the job share is initiated.

ARTICLE 65 - WEEKEND PREMIUM

65:01 An Employee shall receive fifty cents **(50¢)** per hour for all regular hours of work or portions thereof on a Saturday or Sunday.

65:02 An Employee who works overtime will only be eligible for weekend premium if the Employee is replacing another Employee who would have received the weekend premium if the Employee being replaced had worked.

65:03 The weekend premium shall not be included in the calculation of overtime payments, superannuation, group life insurance, sick leave payments, vacation pay, or any other Employee benefits.

ARTICLE 66 - HOURS OF WORK

66:01 All Employees shall come within one **(1)** of the following categories of hours of work:

- a) Thirty-six and one-quarter **(36 1/4)** hours of work, Category (A);
- b) Forty **(40)** hours of work, Category (B)
- c) Instructors, Category (C).

66:02 All Employees within this Agreement shall come within Category (A) except for Employees classified as Instructor Series, who shall be categorized as Category (C) Employees, and Employees in the following classifications who shall be categorized as Category (B) Employees:

- Building Service Supervisor
- Building Service Worker 1-3
- Cook 1-3
- Gardener 1-4
- Maintenance Tradesperson
- Nurse 1-3
- Security Officer 1-2
- Service Worker 1-4

66:03 **Category (A)**

- a) **Regular Work Day and Regular Work Week**
Employees shall work seven and one-quarter (7 1/4) consecutive hours per work day exclusive of meal periods and thirty-six and one-quarter (36 1/4) hours per work week. Alterations to the foregoing shall only be by written mutual consent of both parties to this Agreement. This provision does not relate to the times of work in Section:03 b), or the days of work in Section:03 c).
- b) **Times of Work**
Normal office hours shall be between 8:00 A.M. and 5:00 P.M. Where the necessity to provide service to the public creates a need to set different times of work, the Employer, after meaningful consultation with the M.G.E.U., may set different times of work. This provision does not relate to the work day and work week in Section:03 a), or the days of work in Section:03 c).
- c) **Days of Work**
The days of work shall be Monday to Friday Inclusive except where it is necessary to provide service to the public on Saturdays, when sufficient staff may be maintained at the discretion of the Employer.
- d) **Flexible Hours Guidelines**
The Flexible Hours Guidelines for 'office' Employees shall apply for the duration of this Agreement and are attached for informational purposes.

66:04 **Category (B)**

- a) **Regular Work Day and Regular Work Week**
Employees shall work eight (8) consecutive hours in each work day exclusive of meal periods and forty (40) hours in each week.
- b) **Times of Work**
 - i) The normal hours of work shall be from 8:00 A.M. to 5:00 P.M. Monday to Friday inclusive but where it is necessary to provide service on Saturday, Sunday or a holiday, sufficient staff for that purpose shall be maintained at the discretion of the Employer.
 - ii) Where the nature of the work, the exigencies of the service or existing regulations are such that it is not possible to observe the hours prescribed in Section:04 b) i), the Employer may set different hours of work.

- iii) Any variations to a work day or work week other than those described in Section :04 b) i) shall only be instituted with the mutual consent of both the parties hereto.

66:05 Category (C)

instructional staff are expected to perform the related professional responsibilities of preparation, evaluation, assessment, supervision, consultation, and vocational guidance connected with their instructional function.

- a) Instructors may be assigned contact hours during an eight (8) consecutive hour period Between 8:00 A.M. and 6:00 P.M. Monday through Friday. Instructors will be available to students one hour per day at a scheduled location and time. Upon written request, Instructors will be available during non-contact time for other activities related to their instructional function.
 - i) Where an instructor in a health care program is assigned to oversee student practicums, the instructor may work up to three (3) twelve (12) hour shifts during the course of a work week. Where the instructor has worked three (3) twelve (12) hour shifts the instructor will be considered to have met the requirements of 66:05 a).
 - ii) Where an instructor has worked two (2) twelve (12) hour shifts, the instructor will receive one day leave time. Where an instructor has worked one (1) twelve (12) hour shift, the Instructor will receive one (1) half (1/2) day compensation time. This compensation time will be taken with mutual agreement within two (2) weeks of the time worked. Where mutual agreement is not achieved, the Employer will schedule time.
- b) A contact hour is a period of sixty (60) minutes or less of assigned instructional responsibilities with a class. Contact hours will be assigned by College Management with the approved time table as authorized by the College President or designate as the official source document.
- c) Notwithstanding Section :05 a), the parties recognize that some instructional programs **must** be conducted after 6:00 P.M. The parties agree as follows:
 - i) For those instructional programs offered after 6:00 P.M. for which a new Instructor has been specifically hired, the Employer may assign the Instructor hours beyond 6:00 P.M. provided eight (8) consecutive hours is not exceeded.
 - ii) For those non-Evening School programs that traditionally have operated beyond 6:00 P.M., the Employer may assign the Instructor hours beyond 6:00 P.M. provided eight (8) consecutive hours is not exceeded.
 - iii) Where operational requirements require that an Instructor be temporarily assigned hours beyond 6:00 P.M., the Employer, after consultation with the Union, may assign such hours provided eight (8) consecutive hours is not exceeded.
- d) The academic year for Instructors shall be the period September 1 to August 31.

- e) An Instructor shall be eligible for payment at overtime rates for all annual contact hours in the current academic year which exceed the specific annual contact hour thresholds of the category of the program(s) to which the Employee is assigned:
- | | |
|----------------------------|---|
| <u>Category A Programs</u> | 800 annual contact hours, |
| <u>Category B Programs</u> | 865 annual contact hours effective September 1, 2004; 850 annual contact hours effective September 1, 2005. |
- f) Department Heads, Part-Time Employees, and Employees who are assigned duties in lieu of instruction due to their assignment to special projects, curriculum development or other non-instructional activities will not be included in the provisions specified in Section :05 e) nor will they be eligible for additional compensation as set out in Section :05 e) for increases to their work load.
- g) i) Determination of departments and calculation of totals of annual contact hours are the sole and exclusive responsibility of the Employer.
 ii) The Employer shall assign new programs to annual contact hour categories as per Section :05 e), however, prior to making final determination of the program category, the Employer will consult with the Union.
- h) Payment under Section :05 e) will be at a rate of one and one-half times (1 1/2x) the Instructor's hourly rate as set out in the Salary Schedule. Such pay shall not be subject to superannuation or group life Insurance deductions, nor will vacation credits accrue.

66:06 Employees will be entitled to two (2) rest periods of fifteen (15) minutes each per day at such time as may be specified by the Employee's Immediate supervisor.

ARTICLE 67 - OVERTIME

- 67:01 The Employer may require Employees to work overtime.
- 67:02 Notwithstanding 67:01, every reasonable effort shall be made to ensure that all overtime work is distributed equitably amongst Employees who volunteer for overtime work and are able to perform the required duties.
- 67:03 An Employee who is required to work overtime on his or her regular work day shall receive compensation at time and one-half (1 1/2x) for all overtime worked.
- 67:04 An Employee who is required to work on his or her first day of rest shall receive compensation at time and one-half (1 1/2x) for the first four (4) hours and double time (2x) thereafter.
- 67:05 An Employee who is required to work on his or her second day of rest shall receive compensation at double time (2x) for all time worked. Second in this context means the second day of rest in the Employee's work week.

- 67:06 An Employee in the classification of Duplicating Equipment Operator 1-4, or Environmental Officer 1, or Psychologist 1, or whose hours of work are determined in Category (B) of Article 66:02, and who is required to work on his or her day(s) of rest is entitled to compensation at double time (2X) for all time worked.
- 67:07 An Employee, if called out or scheduled to work additional hours, shall receive for the work a minimum payment equivalent to three (3) hours at the applicable overtime rate provided that the period of overtime worked by the Employee is not contiguous to his or her scheduled working hours. A meal break shall not be regarded as affecting contiguity.
- 67:08 At the Employee's option, overtime shall be compensated by paying the Employee for all time worked at the applicable rate or by granting the Employee equivalent time off in lieu thereof.
- 67:09 All time off in lieu thereof shall be granted at a time mutually agreeable to the Employee and the Employer.
- 67:10 Where an Employee has chosen to receive time off in lieu, arrangements in respect thereof shall be completed to the mutual satisfaction of the Employee and the Employer within sixty (60) calendar days following the end of the bi-weekly pay period in which the overtime was worked. Where mutual agreement has not been reached within this sixty (60) day period, the Employee shall receive payment based on the rate at which he was being paid when the overtime was worked.
- 67:11 Notwithstanding the foregoing provisions, Part-Time Employees will only be entitled to overtime compensation when they are required to work beyond the daily or weekly hours of work as prescribed in Article 66 -- Hours of Work.
- 67:12 Where, because of the nature of the course and/or at the discretion of the Employer, an Instructor is required to instruct beyond two hundred and ten (210) working days in any one academic year, such Instructor shall be granted equivalent compensatory time off in lieu, or shall be paid for such additional instructional time at his or her normal rate of pay. Such pay shall not be subject to superannuation or group life insurance deductions, nor will vacation credits accrue. An Instructor who is eligible for payment under Article 66 -- Hours of Work will not be eligible for compensation under this clause.

ARTICLE 68 - COURT LEAVE

- 68:01 An Employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the Employee's private affairs, shall be granted a leave of absence with pay for the required period of absence and all jury or witness fees received by the Employee shall be remitted to the Employer.

ARTICLE 69 - DEFERRED SALARY LEAVE PLAN

- 69:01 The terms and conditions of the Deferred Salary Leave Plan (DSLPL) will apply to all Employees. Employees may apply to the employer to elect to defer salary to be paid during a period of leave of absence, in accordance with the provisions outlined in the Deferred Salary Leave Plan.
- 69:02 The implementation of the DSLP will become effective the first bi-weekly pay period following the date of notice of a positive tax ruling from Canada Customs and Revenue Canada.

ARTICLE 70 - WORK AT HOME

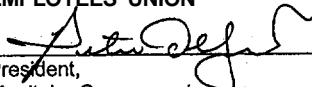
- 70:01 Work at home arrangements shall be voluntary and may be terminated by either party with thirty (30) days notice.
- 70:02 The Employer shall supply the necessary equipment and supplies to Employees working-at-home and shall be responsible for the insurance and maintenance costs of such equipment.
- 70:03 Working at home shall not affect the employment status of any Employee. A person who would not otherwise be an Employee will not become one because they are performing work from an off-site location. Similarly, it will not prevent a person from remaining or becoming an Employee if they otherwise would be an Employee.
- 70:04 All provisions of the Agreement apply to work at home arrangements except as otherwise agreed by the parties to the Collective Agreement.
- 70:05 Work at home arrangements refer to work performed at an Employee's home during regular work hours. The provisions of this Article refer to long term arrangements only.
- 70:06 The Employer reserves the right to attend at the Employee's home with reasonable notice to inspect and repair the Employer's equipment as necessary.

70:07 A joint committee will be established to review specific work at home issues not covered by these provisions.


The following representatives of the parties have signed this Agreement on behalf of Red River College and the Manitoba Government and General Employees' Union on this

12th day of July, 2004

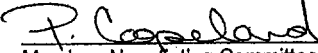
**ON BEHALF OF THE MANITOBA
GOVERNMENT AND GENERAL
EMPLOYEES' UNION**



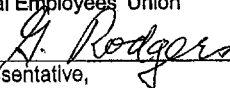
President,
Manitoba Government
and General Employees' Union



Member, Negotiating Committee,
Manitoba Government
and General Employees' Union




Member, Negotiating Committee,
Manitoba Government
and General Employees' Union

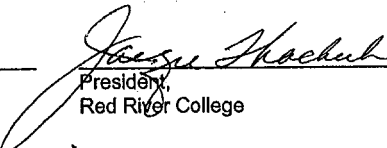


Staff Representative,
Manitoba Government
and General Employees' Union


**ON BEHALF OF THE BOARD OF
GOVERNORS OF
RED RIVER COLLEGE**



Chairperson, Board of Governors,
Red River College




President,
Red River College




Member, Negotiating Committee,
Red River College



Member, Negotiating Committee,
Red River College



Member, Negotiating Committee,
Red River College



Member, Negotiating Committee,
Red River College

APPENDIX "A"**EXCLUSIONS FROM THE TERMS OF THE AGREEMENT**

The bargaining unit shall comprise all Employees as defined in this Agreement except those Employees in Positions mutually agreed to between the parties as managerial and/or confidential exclusions.

Guidelines to be considered in negotiating exclusions shall be:

1. Positions and incumbents employed for the primary purpose of exercising executive management functions;
2. Positions and incumbents employed in a confidential capacity in matters relating to labour relations.

The exclusions of incumbents of new Positions established by the College shall be determined by mutual agreement unless the Position is excluded from the Agreement by a ruling of the Manitoba Labour Board.

POSITIONS EXCLUDED FROM THE AGREEMENT

President	Dean
Vice-president, Academic	Dean, Industrial Technologies
Vice-president, Partnership Development	Dean, Business and Applied Arts
Vice-president, Administrative Affairs	Dean, Applied Sciences
Chief Financial Officer	Dean, Aboriginal Access and Teacher Education
Chief Technology Officer	Dean, Student Services
Director of Applied Research	Controller
Director of Auxiliary Services	Manager, Security Services
Director of Campus Services	Manager, Corporate Legal Services
Director, Continuing Education	Human Resource Officers
Director, Contract Training Sales and Services	(four (4) Positions)
Director, Curriculum and Learning Resources	Employment Equity Coordinator
Director of Development	Staff Development Coordinator
Director of Facilities	Supervisor IT Security
Director, Human Resource Services	Executive Assistant to the President
Director, Marketing and Public Relations	Executive Assistant to the Board of Governors
Director, Research and Planning	Secretary to the Director of Human Resource Services

APPENDIX "B"
REMOTENESS ALLOWANCE

- 1:01 Remoteness Allowances shall be paid to Employees subject to the eligibility criteria and conditions laid down in this Article.
- 1:02 Eligibility Claim: A notarized eligibility claim, in a standard format to be determined by the Employer in accordance with the provisions of the Article for the payment of dependent's or single rate of allowances shall be submitted to the Employer when first requesting the allowance, and renewed not less frequently than annually thereafter, normally prior to the fiscal year or where any change in dependents claimed arises.
- 1:03 Single or Dependent's Allowance: Subject to section 1:05, the Single Allowance will be paid to Employees that have established a residence and maintain a home in a location designated as a Remote Location and who are eligible for the payment of a Remoteness Allowance. Claims for Dependent's Allowance will be subject to sections 1:04 and 1:05 and to the following criteria and conditions:
- The Employee shall be supporting one or more dependents where a dependent includes:
 - a marital partner living with and dependent on the Employee for main and continuing support;
 - an unmarried child under 18 years of age;
 - an unmarried child over 18 years but under 21 years if in full time attendance at school or university or similar educational Institution;
 - an unmarried child of any age if physically incapable or mentally disturbed, provided such a child is dependent on the Employee for support.
- 1:04 There is a presumption of marriage evidenced by co-habitation. If a marriage contract is not in existence, a common-law arrangement between the marital partners must have been in existence for at least one year prior to the application for Dependent's rate.
- 1:05 Where both marital partners are Employees of the College, Department, Board, Agency or Commission of the Government of Manitoba to which Remoteness Allowances apply, but subject to Section :06 that follows, the Dependent rate shall be paid to one partner only and the other partner will not receive either the Dependent or Single Rate of Remoteness Allowance. Such Remoteness Allowance will be pro-rated as per Section :09 for Part-Time Employees.

1:06 Where both marital partners are Employees of the Government of Manitoba in any Department, Board, Agency or Commission or College to which this Agreement or the Civil Service Regulations covering Remoteness Allowances apply, the Dependent rate will be paid to the permanent Employee, if the other partner is temporary or departmental, or the first Employee to be hired on a permanent basis, otherwise to the first Employee hired. Where specially requested by both Employees in writing, the Dependent's rate may be divided and equal amounts (to the nearest cent) paid to each Employee. Such Remoteness Allowance will be pro-rated as per Section :09 for Part-Time Employees.

1:07 Locations and Residence

The Remoteness Allowance applicable to the location at which the Employee has established his or her residence and maintains a family home is normally that which prevails: since the residence would be within normal daily travel distance to the Employee's headquarters. Where there is doubt as to whether the Employee's residence is established in relation to his or her headquarters the location for Remoteness Allowance shall be determined by the Employer.

Where there is no community in relation to which the Employee has a residence, for which an allowance can be established, the nearest community to the designated Employee's workplace shall be considered to be the location for the allowance.

1:08 Hourly Rated Person & Employees Hired on an "If, As and When" Basis Part-Time Employees

Remoteness allowances are to be determined separately from hourly wage rates. Except for employees hired on an "if, as and when" basis, Part-Time Employees remoteness allowances are to be considered on a daily basis, i.e. 1/24th of the hourly rate, up to the maximum rate for the bi-weekly period, for the following conditions:

- a) for each day the Employee is at work irrespective of the number of hours worked provided that the Employee worked 1/2 (1/2) or greater of the normal workday, i.e. seven and one-quarter (7 1/4) or eight (8) hours in any one day, or
- b) for each day the Employee is recognized as being on staff. In order to qualify for the full rate, an employee hired on an "if, as and when" basis is required to work 1/2 (1/2) or greater of the normal workday, i.e. seven and one-quarter (7 1/4) or eight (8) hours in any one day.

1:09 Part-Time Employees

Section :08 will apply to all Part-Time Employees on staff as of the date of signing of this Agreement. For all other Part-Time Employees, remoteness allowances will be pro-rated based on the number of hours an Employee works. Example: if an Employee works fifty percent (50%) of the hours of a full time

Employee, the Employee will receive fifty percent (50%) of the remoteness allowance.

1:10 Limitations

The Remoteness Allowances for the various communities, for Single or Dependent's as indicated, represent a maximum **bi-weekly** allowance relative to paid employment. They are payable during paid holidays and vacations taken during continued employment, during authorized paid sickness leave during continued employment, and as limited in Section :08 above for hourly-rated Employees. They are not payable during periods of absence without pay. They are not included as part of regular earnings.

1:11 Rates

The bi-weekly Remoteness Allowances relative to each location at Single and Dependent's rate are shown in Section :16 hereto. Communities in an eligible area for which no allowance has been established may be added to the list by mutual agreement of the parties.

1:12 Geographic Eligibility

No location will be included for Remoteness Allowance that is 250 Kilometres or less from the centre of the metropolitan area of the City of Winnipeg or the City of Brandon, unless that location is a distance of 65 Kilometres or more by the most direct road to a Provincial Trunk Highway or paved Provincial Road, and the aggregate distance to the highway or paved road and thence to Winnipeg or Brandon totals 200 or more Kilometres. No location having road access and situated south of the 53rd parallel of latitude will be included unless the criterion concerning off-highway access was met.

1:13 Bunk-houses or Similar Accommodations

a) In areas where a Remoteness Allowance has been established, or can be established in relation to a specific community, where Employees are provided with living quarters but are not provided board, such Employees shall receive twenty-five percent (25%) of the Remoteness Allowance applicable to that community. In lieu of the twenty-five percent (25%) of the Remoteness Allowance, Employees in the listed locations will receive the following:

	Effective July 1, 2003	Effective July 1, 2004	Effective June 25, 2005
Bissett	\$22.58	\$23.26	COLA % to be applied
God's Lake Narrows	\$48.12	\$49.56	COLA % to be applied
Island Lake	\$46.49	\$47.88	COLA % to be applied
Norway House	\$40.08	\$41.28	COLA % to be applied

b) Where such Employees are to be stationed under such conditions in a remote location on a semi-permanent basis (i.e. for a period of three (3) months or more), they shall receive in addition twenty-five percent (25%) of the Remoteness Allowance applicable to that community.

c) The rates shall be based on the community closest to the location where accommodation is supplied.

d) Employees stationed in a remote area who are provided with room and board shall not receive any form of living or Remoteness Allowance.

1:14 **No Duplication of Allowance by Reason of Retroactivity**

Any person hitherto entitled to receive an allowance under provisions replaced hereby, in respect of the period during which those provisions were in force and effect, shall be entitled to receive hereunder only the difference, if any, between what the Employee was entitled to receive under those provisions and what the Employee is entitled to receive hereunder.

1:15 A full time Employee eligible for Remoteness Allowance as provided in this appendix, shall be eligible, in each fiscal year to receive up to a maximum of 2 days travel time without loss of regular pay.

1:16

BI-WEEKLY REMOTENESS ALLOWANCES

LOCATION	Effective July 1, 2003		Effective July 1, 2004	
	Dependent	Single	Dependent	Single
Effective June 25, 2005 <i>COLA % to be applied</i>				
Berens River	220.86	126.63	227.49	130.43
Bissett1	146.51	86.63	150.91	89.23
Bloodvein River	224.16	128.75	230.88	132.61
Brochet	263.83	151.91	271.74	156.47
Churchill	213.27	129.42	219.67	133.30
Cormorant	124.52	79.41	128.26	81.79
Cranberry Portage	106.69	67.23	109.89	69.25
Crane River	131.46	95.52	135.40	98.39
Cross Lake	237.47	137.28	244.59	141.40
Dauphin River (Anama Bay)	147.32	104.53	151.74	107.67
Easterville	108.95	68.78	112.22	70.84
Flin Flon	92.32	57.44	95.09	59.16
Gillam	189.73	114.80	195.42	118.24
God's Lake Narrows	261.68	150.44	269.53	154.95
God's River	265.07	152.75	273.02	157.33
Grand Rapids	105.91	65.48	109.09	67.44
Ilford	283.46	162.26	291.96	167.13
Island Lake/Garden Hill	243.80	139.27	251.11	143.45
JenPeg	173.15	103.50	178.34	106.61
Lac Brochet	287.50	164.92	296.13	169.87
Leaf Rapids	146.46	90.89	150.85	93.62
Little Grand Rapids	234.96	133.24	242.01	137.24
Lynn Lake	151.23	91.57	155.77	94.32
Manitogotagan	146.51	86.63	150.91	89.23
Matheson Island	149.36	105.93	153.84	109.11
Moose Lake	158.17	97.78	162.92	100.71
Negginan/Poplar River	224.57	129.15	231.31	133.02
Nelson House	161.70	98.73	166.55	101.69
Norway House	211.23	120.78	217.57	124.40
Oxford House	256.69	146.85	264.39	151.26
Pikwitonie	207.09	124.02	213.30	127.74
Pukatawagan	170.65	104.81	175.77	107.95
Red Sucker Lake	260.33	149.31	268.14	153.79
St. Therese Point	243.80	139.27	251.11	143.45
Shamattawa	278.60	161.78	286.96	166.63
Sherridon	168.64	103.45	173.70	106.55
Snow Lake	126.70	78.75	130.50	81.11
Southern Indian Lake	268.34	154.78	276.39	159.42
Split Lake	279.18	159.35	287.56	164.13
Tadoule Lake	291.92	168.04	300.68	173.08
The Pas	86.65	52.95	89.25	54.54
Thicket Portage	206.64	123.71	212.84	127.42
Thompson	137.95	96.90	142.09	99.81
Wabowden	177.06	120.83	182.37	124.45
Waterhen	109.38	68.41	112.66	70.46
York Landing	281.62	164.03	290.07	168.95

APPENDIX "C"
APPLICATION OF BENEFITS TO
PART-TIME EMPLOYEES

DEFINITIONS

- 1:01 "Part-Time Employee" means an Employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.
- 1:02 "Casual Employee" means an Employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular, or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis.
- 1:03 "Accumulated service" means the equivalent length of service acquired by an Employee by virtue of his or her employment; eg. for an Employee in an 8 hour per day classification: (The figures for 7 1/4 hour per day classifications are shown in brackets.)
 8 (7 1/4) hours work equals one day of accumulated service;
 40 (36 1/4) hours work equals one week of accumulated service;
 80 (72 1/2) hours work equals one bi-weekly pay period of accumulated service;
 168 (152 1/4) hours work equals one month of accumulated service;
 2016 (1827) hours work equals one year of accumulated service.
 a) For purposes of accumulated service, overtime hours are not included.
 b) Accumulated service must be Continuous Service, i.e. there must have been no break in service involving termination of the Employee.
- 1:04 "Calendar service" is based on Continuous Service with the Employer. eg. one (1) year of Continuous Employment equals one (1) year of calendar service.

APPLICATION

- 2:01 The Agreement applies to Part-Time Employees effective the first of the bi-weekly pay period following the attainment of 336 (304 1/2) hours of accumulated service
- 2:02 This Appendix does not apply to Casual Employees.
- 2:03 The Employer will determine whether an Employee is part-time or casual in accordance with Sections :01 and :02. The parties agree to meet in an effort to resolve any problems which may occur as to whether an Employee is part-time or casual. The matter may be referred to Labour/Management Committee for resolution.

CONVERSIONS

- 3:01** A Part-Time Employee who is converted to casual is no longer covered by the collective agreement effective the date of the Employee's conversion.
- 3:02** A Casual Employee who is converted to part-time status must complete the service requirement set out in Section **2:01** of this Appendix but receives no credit for calendar or accumulated service as a Casual Employee.
- 3:03** Where a Part-Time Employee who has been covered by the collective agreement has been converted to casual employment and is subsequently reconverted to part-time employment with no break in service, the period of casual employment shall be treated as a period of leave of absence. While this does not affect the continuity of employment, the period of casual employment does not count as calendar or accumulated service for purposes of benefit determination.

GENERAL PRINCIPLES

- 4:01** Where a benefit is to be pro rated for a Part-Time Employee it will be calculated so that if two (2) Part-Time Employees were sharing a full time Position the total cost to the Employer of that benefit is no greater than the cost of having the Position filled by a full-time Employee.
- 4:02** The factor used in pro-rating a benefit shall be determined by totaling the number of regularly scheduled hours the Employee has worked in the preceding eight (8) weeks and dividing by 320 (290); i.e. 8 hours x 8 weeks x 5 days.

$$\text{Pro rating factor} = \frac{\text{number of regularly scheduled hours the Employee worked in the preceding eight weeks}}{320 (290)}$$

BENEFITS

- 5:01** Part-Time Employees will only be eligible for the benefits specifically identified in this section.
- 5:02** **Holidays**
- a) An Employee will be eligible for pay for a holiday on which the Employee does not work provided the Employee:
 - i) did not fail to report for work after having been scheduled to work on the day of the holiday; and
 - ii) has not absented himself from work without the consent of the Employer on his or her regular working day immediately preceding or following the holiday unless the Employee's absence is by reason of established illness.
 - b) Where an Employee is eligible for holiday pay or time in lieu the Employee shall receive an amount calculated by multiplying the regular daily working hours for the Employee's classification times the pro rating factor;

- c) Where the Employer requires an Employee to work a full shift (i.e. seven and one-quarter [7¼] or eight [8] hours) as a regular work day on December 24th when that day falls on Monday through Friday inclusive, such Employee shall be entitled to one-half (1/2) day of compensatory leave with pay to a maximum of four (4) hours.

5:03 Vacation

- a) Twenty-one (21) days of accumulated service equals one vacation credit. (i.e. 1 1/4, 1 2/3, 2 1/12, or 2 1/2 days).
- b) An Employee begins accumulating service on the first day of the month following the date of appointment unless the Employee has been appointed on the first of a month.
- c) Long service vacation eligibility is based on calendar service.

5:04 Sick Leave

- a) Ten (10) days of accumulated service equals one sick leave credit (i.e. 1/2 or 1 day)
- b) An Employee starts accumulating service on the bi-weekly pay period following the date of appointment unless the Employee has been appointed on the first day of a bi-weekly pay period.
- c) Calendar service is used to determine eligibility for receiving sick leave credits at a higher rate (i.e. one (1) day per bi-weekly pay period rather than one-half (1/2) day per bi-weekly pay period).

5:05 Compassionate Leave, Paternity Leave, Adoptive Parent Leave, Family Related Leave, Court Leave

- a) These types of paid leave will be pro rated by multiplying the number of days the Employee would qualify for by the pro rating factor.
- b) In the case of Adoptive Parent Leave and Parental Leave without pay, an Employee is eligible for the full calendar time benefit, i. e. seventeen (17) weeks.

5:06 Maternity Leave

- a) Part-Time Employees are eligible for Maternity Leave Plans " A and "B" as set out in this Agreement.
- b) To qualify for maternity leave, calendar service is used, i.e. seven (7) months.
- c) An Employee who qualifies is eligible for the full calendar time leave provided under the Agreement, i.e. twenty (20) weeks.
- d) The application of ten (10) days sick leave towards the E.I. waiting period will be calculated by multiplying the number of days accumulated sick leave the Employee has (up to ten [10] days) by the pro rating factor.

5:07 Workers' Compensation

An Employee who is eligible for Workers' Compensation may use accumulated sick leave to supplement Workers' Compensation in accordance with Article 28 - Workers' Compensation.

- 5:08 **Bridging of Service**
Calendar service shall be the basis for determining eligibility for this benefit, i.e. four (4) years.
- 5:09 **Severance Pay**
Accumulated service is the basis for meeting the minimum service requirement in accordance with Article 24 – Severance Pay of the Agreement, and for the calculation of severance pay eg. ten and one-half (10 1/2) years accumulated service multiplied by one (1) week's pay equals ten and one-half (10 1/2) weeks of severance pay.
- 5:10 **Remoteness Allowance**
Refer to the Agreement Appendix "B" Section 1:09.
- 5:11 **Notice of Lay-off, Resignation or Termination**
- a) The period of notice required to be given by the Employee or the Employer is the same as that applicable to full-time Employees.
 - b) Pay in lieu of notice shall be calculated by multiplying the number of weeks notice by the pro rating factor.
- 5:12 **Merit Increases**
Eligibility for Merit Increases will be based on calendar service provided the Employee has received pay for at least 416 (377) hours exclusive of overtime.
- 5:13 **Overtime**
- a) Daily overtime is only payable when the Employee has worked beyond the normal daily hours for that classification, i.e. 8 (or 7 1/4) hours.
 - b) Overtime on a day of rest is only payable when an Employee has worked at least five (5) days in a week, i.e. a Part-Time Employee only has two (2) 'days of rest' per week.
 - c) Certain shift configurations may require working more than five (5) days per week without payment of overtime.
- 5:14 **Probation**
- a) The period of probation is based on calendar service.
 - b) Notwithstanding any provision of the Agreement, this period may be extended by the Employer for any reason provided twelve (12) months probation is not exceeded.
- 5:15 **Seniority**
Seniority is based on accumulated service.
- 5:16 **Lay-off**
Accumulated service is used for purposes of Lay-off.

5:17 Dental Care Plan, Vision Care Plan and Drug Care Plan

- a) For the purposes of eligibility determination, accumulated hours are used.
 - i) A Regular Employee requires 1040 (942.5) hours.
 - ii) A term Employee requires 2080 (1885) hours.
- b) Effective February 1, 2001, Part-Time Employees will be eligible for family coverage based on fifty percent (50%) of the coverage amounts applicable for full time Employees up to fifty percent (50%) of the maximum;
- c) Prior to February 1, 2001, all Part-Time Employees on staff will be given the option to choose either:
 - i) to maintain their single coverage under the dental plan; or
 - ii) to elect family coverage on a pro-rated basis in accordance with Section b).

5:18 Christmas Break

Where an Employee is eligible for time off with pay during that period between Boxing Day and New Year's Day designated by the Employer as Christmas Break, or time off in lieu, the Employee shall receive an amount calculated by multiplying the regular daily working hours for the Employee's classification times the pro rating factor.

APPENDIX "D"

CASUAL EMPLOYEES

- 1.01 The only provisions of the Agreement which apply to Casual Employees who have attained service requirements stipulated in Article 4:01 b) of Article 4 – Application of Agreement are as follows:

Article 1 – Interpretation

Article 4 – Application

Article 7 – No Discrimination

Article 8 – Management Rights

Article 10 – Retroactive Wages

Article 14 – Conduct of Employees

Article 18 – Disciplinary Action

Article 25 – Holidays

- Provisions respecting 1½x for time worked on the listed holidays only
- All other provisions in accordance with Employment Standards Act

Article 36 – Loss of or Damage to Personal Effects

Article 43 – Uniforms and Protective Clothing

- Sections :01, :02 and :07 only

Article 47 – Union Security

Article 49 – Grievance Procedure – limited to the provisions of this Article

Article 50 – Arbitration Procedure – limited to the provisions of this Article

Article 52 – Sexual Harassment

Article 53 – Civil Liability

Article 54 – Employees Files

Article 60 – Shift Premium

Article 65 – Weekend Premium

1:02 **Overtime**

- a) Daily overtime is only payable when the Employee has worked beyond the normal daily hours for that classification, i.e. eight (8) or seven and one-quarter (7¼) hours.
- b) Overtime on a day of rest is only payable when an Employee has worked at least five (5) days in a week, i.e. a Casual Employee only has two (2) "days of rest" per week;
- c) Certain shift configurations may require working more than five (5) days per week without payment of overtime.

- 1:03 There is no obligation for the Employer to offer work to a Casual Employee or for a Casual Employee to accept work that is offered.

- 1:04 A Casual Employee who has not worked for a period of forty-five (45) calendar days may be terminated at the sole discretion of the Employer. If an Employee who has been terminated in accordance with this section is rehired as a Casual Employee within twelve (12) months, the Employee will receive credit for the Employee's previous casual service for purposes of the application of Section 4:01 b) of Article 4 – Application of Agreement.
- 1:05 A Casual Employee who is working in a second job with the Employer must meet the requirements of Section 4:01 b) of Article 4 – Application of Agreement with respect to accumulated service in the second job. The same requirements will also apply to any subsequent jobs.
- 1:06 The rate of pay shall not be less than the lowest rate of pay set out in the appropriate classification and salary schedule of the Agreement except as may be provided in a separate Memorandum of Agreement between the parties.

APPENDIX "E"**PRIVATELY-OWNEDVEHICLES****ARTICLE 1 - PRIVATELY-OWNEDVEHICLES****1:01 Reimbursement Rates**

An allowance for the use of a privately-owned vehicle, for travel on College business, when authorized by the Employer, shall be paid in accordance with the location of the Employee's residence as follows:

**For Employees Resident
South of 53 North of 53**

- | | |
|---|-----------------------|
| a) Effective October 1, 2003 | 35.9¢/km 40.0 ¢/km |
| b) The use of a privately-owned motorcycle, when authorized by the Employer, shall be reimbursed at the following rates:
Effective October 1, 2003 | 17.9¢/km 20 ¢/km |

1:02 The above allowance covers all costs relative to the operation of the vehicle except bridge, ferry or highway tolls and parking, as authorized, which may be claimed as incurred.

1:03 Residence to Work Location

Transportation of an Employee between his or her residence and headquarters may not be claimed except where the Employee has been called back to return to work:

- a) outside of his or her normal hours on his or her regular working day or shift, or
- b) on the Employee's day of rest.

1:04 Special Areas

a) When authorized by the Employer, the use of a privately-owned vehicle for travel on College business in the vicinity of towns which are in those areas covered by Remoteness Allowances and which also do not have road access to a Provincial Trunk Highway, will be paid for at the following rates:

Effective October 1, 2003 \$18.55/day plus 22.8 ¢/km

b) Where this rate has been authorized, it will be in lieu of the normal rate for use of privately-owned vehicles for travel on College business.

- 1:05 The official rates throughout this Article are those expressed in kilometres and cents per kilometre (¢/km). An Employee converting mileage to kilometres for the purpose of filing a claim should multiply the total number of miles at the end of the month or expense claim period by 1.6. The resultant figure should be rounded to the nearest kilometre.

ARTICLE 2 - PRIVATELY OWNED VEHICLES - BUSINESS INSURANCE

- 2:01 Employees shall be reimbursed for the additional cost of Business Rate insurance above that required for the All Purpose rate, or Pleasure Use rate for a truck, when use of the vehicle will exceed 1,609 kilometres on the Employer's business in the Insurance year.

ARTICLE 3 – INCREASES TO RATES

- 3.01 The rates in this Appendix will be increased October 1, 2003 in accordance with the following formula:

An amount calculated by measuring the average percentage increase in the Private Transportation component of the Manitoba Consumer Price Index from July 2002 to June 2003 as follows:

$$\frac{\text{July 2002}}{\text{July 2001}} + \frac{\text{Aug 2002}}{\text{Aug 2001}} + \frac{\text{May 2003}}{\text{May 2002}} + \frac{\text{June 2003}}{\text{June 2002}} = \text{Total Percentage Increase}$$

The Total Percentage Increase will be divided by twelve (12) to determine the Average Percentage Increase. This figure will be rounded to one (1) decimal place and used to calculate new rates for the applicable sections.

The rates in Articles 1 of this Appendix will be increased October 1, 2004 and October 1, 2005 by the same formula as in 3:01, reflecting the Increase in the index from July 2003 to June 2004 and July 2004 to June 2005.

APPENDIX "F"MEALS AND MISCELLANEOUS EXPENSESARTICLE 1 MEALS - ELIGIBILITY FOR CLAIMS

- 1:01 Breakfast - An Employee is expected to have had breakfast before the start of the day's work, even though some travel may be necessary before the recognized starting time. Exceptions occur to this pattern and cost of breakfast may be claimed when:
- the Employee is in travel status; or
 - the Employee has been traveling for more than one (1) hour on College business before the recognized time for the start of the Employee's day's work.
- 1:02 Luncheon - An Employee is expected to make arrangements to provide or purchase luncheon, or the mid-day or mid-shift meal. For many Employees, either because of lack of facilities in the area of work or for general convenience or economy, luncheon is carried to work rather than purchased. Exceptions to this pattern, when cost of luncheon may be claimed, occur when:
- the Employee is in travel status; or
 - the Employee is away from his or her normal place of work and outside the headquarter area which would cause the Employee to disrupt his or her normal mid-day or mid-shift meal arrangements.

The inability of the Employee to return to his or her home or residence does not constitute grounds for claim for the cost of a purchased meal.

- 1:03 Dinner - An Employee may only claim for the cost of a dinner meal when
- the Employee is in travel status; or
 - the Employee has been traveling on College business and not expected to arrive back to the Employee's residence before 7:30 p.m. were a meal break not taken.
- Any extension of working hours at the normal place of work is covered under Article 3 - Meal Allowances During Overtime Work. No other meal claims except as provided in this Article shall be paid.

ARTICLE 2 - MEAL EXPENSES - TRAVEL WITHIN THE PROVINCE

- 2:01 An Employee who is eligible may claim the actual cost of purchased meals up to the following maximum amounts:

		<u>Individual Meals</u>			
		<u>Breakfast</u>	<u>Lunch</u>	<u>Supper</u>	<u>Per Diem</u>
a)	in areas covered by remoteness allowance October 1, 2003	\$6.50	\$8.40	\$15.55	\$30.45
b)	in all other areas October 1, 2003	\$6.00	\$7.90	\$14.45	\$28.35

- 2:02 For each full day in travel status an eligible Employee may claim a Per Diem Allowance in lieu of individual meal claims to cover the cost of purchased meals.
- 2:03 Where no overnight accommodation is involved only the appropriate individual expenses under Section 2:01 may be claimed.
- 2:04 Where a single price or flat rate is charged for meals by the supplier or no other reasonable alternative in the location is available, actual meal expenses exceeding the above maximum may be claimed if supported by a receipt up to a maximum of \$45.00 per day including gratuities and taxes.

ARTICLE 3 - MEAL ALLOWANCES DURING OVERTIME WORK

3:01 Extension of Working Day

Where an Employee's working date has been extended beyond the standard working day or shift at the normal place of work by EITHER

- a) at least **two (2)** hours, exclusive of a dinner or supper break, a meal allowance shall be paid at \$4.10 per day effective October 1, 2003;
- b) at least three and a half (**3 ½**) hours, exclusive of a dinner or supper break, an allowance equivalent to that payable for "Lunch" in the appropriate areas as shown in Article 2 – Meal Expenses – Travel Within the Province, shall be paid."

3:02 To qualify for the above, Employees in the category of office personnel and instructors must have been at work for a total (exclusive of lunch or dinner/supper periods) of not less than:

- a) nine and one-quarter (**9 1/4**) hours; or
 - b) ten and three-quarters (**10 3/4**) hours;
- as applicable, on the day for which the allowance is claimed.

3:03 An Employee in travel status is not entitled to either of the above allowances.

3:04 Special Emergencies

Where special circumstances arise (e.g. **flood** control, fire duties, etc.) and an Employee is required to work extended hours in connection with that emergency, with the approval of the Employer, the Employee may claim the cost of purchased meals appropriate to the period worked, as provided for under Article 2 - Meals Expenses - Travel Within The Province.

ARTICLE 4 - INCIDENTALS ALLOWANCE

4:01 An Employee who is in travel status may claim an incidentals allowance for each night of:

- a) commercial accommodation – effective October 1, 2003 three dollars and eighty cents (\$3.80);
- b) non-commercial accommodation – two dollars and forty-five cents (\$2.45).

4:02 The incidentals allowance covers reimbursement for all incidental expenses except as provided in Article 5 - Miscellaneous Expenses During Travel.

ARTICLE 5 - MISCELLANEOUS EXPENSES DURING TRAVEL

5:01 **Gratuities**

No gratuities may be claimed. Allowance is made for these in either the individual meal allowances, the per diem allowances, or as part of the claim for meals during travel outside the province.

5:02 **Laundry**

- a) Laundry charges must be supported by receipts and may only be claimed where the Employee is traveling on College business and overnight away-from-home accommodation is involved for a period in excess of four consecutive nights.
- b) No claim may be made where special reimbursement arrangements have been made, such as a weekly or monthly allowance for living costs.

5:03 **Parking**

- a) An Employee may claim parking expenses as follows:
 - i) short-term parking, when an Employee is away from his or her workplace; and
 - ii) overnight parking where it is not provided with accommodation.
- b) Parking at an airport or other transportation terminal will only be allowed where the parking cost and the transportation costs to and from the terminal are less than the normal allowable transportation costs (i.e. limousine, taxi or bus, as available).

5:04 **Telephone and Telegram**

- a) Charges for telephone calls and telegrams necessary for business purposes may only be claimed when they are supported by a listing of the person telephoned or telegraphed and the city or town involved.
- b) An Employee is entitled to claim the cost of long distance telephone calls up to a maximum of four dollars and fifty cents (\$4.50) for each period of three (3) consecutive nights that the Employee is away from his or her residence on College business and overnight accommodation is involved.

ARTICLE 6 - TRAVEL STATUS - RETURN HOME OVER A WEEKEND

6:01 Provided that work schedules permit, an Employee in travel status may return home over a weekend and shall be reimbursed travel expenses in an amount not exceeding the cost of maintaining the Employee in travel status over the weekend.

6:02 If travel is by College vehicle this cost should be evaluated at the per kilometre rate applicable for personal distance traveled for that class of vehicle.

ARTICLE 7 - ACCOMMODATIONS

- 7:01 Employees traveling on College business are entitled to standard hotel room accommodation with a bath when available.
- 7:02 The type, standard and cost of accommodation, and the period for which such costs may be allowed shall, in the opinion of the Employer, be reasonable considering all relevant circumstances.
- 7:03 No accommodation expenses are claimable when the College provides a caboose, trailer or other suitable accommodation.

ARTICLE 8 - DEFINITIONS

- 8:01 "Travel Status"
Absence of the Employee from his or her headquarters area on College business involving travel and accommodation with the approval of the Employer.
- 8:02 "Headquarters Area"
A metropolitan or urban area of not less than twenty-four (24) kilometres (15 miles) in diameter;
A patrol area or territory of comparable size to a metropolitan area;
In all other cases:
An area twenty-four (24) kilometres (15 miles) around the Employee's headquarters.
- 8:03 "Employee's Headquarters"
The workplace where the Employee is normally stationed or required to use as his or her base of operations on a continuing basis in relation to which the Employee has established a residence.

ARTICLE 9 – INCREASES TO RATES

- 9:01 The rates in Article 2 – Meal Expenses – Travel Within the Province, Article 3 – Meal Allowances During Overtime Work and Article 4 – Incidentals Allowance will increase by the following formula:

- a) October 1, 2003 – an amount calculated by measuring the average percentage increase in the Food Purchased from Restaurants component of the Manitoba Consumer Price Index from July 2002 to June 2003. The amount shall be the average of the monthly percentage increases in the component as follows:

$$\frac{\text{July 2002}}{\text{July 2001}} + \frac{\text{Aug 2002}}{\text{Aug 2001}} + \frac{\text{May 2003}}{\text{May 2002}} + \frac{\text{June 2003}}{\text{June 2002}} = \text{Total Percentage Increase}$$

Total Percentage Increase divided by twelve (12) equals the Average Percentage Increase. The Average Percentage Increase rounded to one (1) decimal place will be applied to each rate and rounded to the nearest five cents (5¢). Per Diems represent the total of the individual meal rates.

- b) October 1, 2004 and October 1, 2005 – an adjustment calculated in the same manner reflecting the increase from July 2003 to June 2004 and July 2004 to June 2005.

APPENDIX 'G'
FLEXIBLE HOURS GUIDELINES

Red River College and the Manitoba Government and General Employees' Union agree that a division or branch within the College may, subject to the approval of the Employer, determine the most suitable arrangements of hours of work for "office" Employees in accordance with the following guidelines:

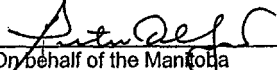

- 1) The **office** must remain open during the hours **8:30 a.m.** to **4:30 p.m.** with an extension to **5:00 p.m.** where it is deemed necessary to provide service to the public.
- 2) Variations in Employees' hours of work may occur as a result of staggered starting or finishing times or an alteration in the time allowed for lunch.
- 3) The earliest starting time is **7:30 a.m.**, the latest finishing time is **6:00 p.m.** and the minimum allowable lunch period is forty-five (45) minutes.
- 4) Varied starting or finishing times must comprise a **minimum** of thirty (30) **minutes** prior to or after established office hours.
- 5) Service to the public must not be downgraded by the change in hours.
- 6) Employees must **work** seven and one-quarter (7 $\frac{1}{4}$) hours per work day and **thirty-six and one-quarter** (36 $\frac{1}{4}$) hours per week exclusive of lunch periods.
- 7) **All** Employees must **be present** at work during a core period of **10:00 a.m.** to **3:00 p.m.**, less lunch periods.
- 8) The normal work week continues to be Monday to Friday inclusive.

MEMORANDUM OF AGREEMENT #1

**SUBJECT: ADDITIONAL OPP IES F EMPLOYEES
ON THE RE-EMPL LIST**

Red River College and the Manitoba Government and General Employees' Union agree that in the staffing of those Positions referenced in Article 4 – Application of Agreement Section 19.01 c), the College will also give first consideration to Employees on the College's re-employment list subject to the requirement that the Employee must have the qualifications and ability to perform the duties which the Employee will be required to perform.

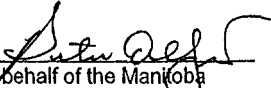
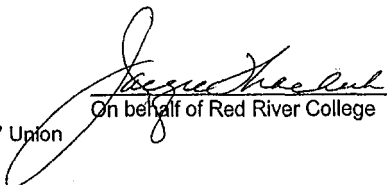
The acceptance or rejection of such Position by an Employee on the College's re-employment list will not affect that Employee's status on the re-employment list.

 <hr style="width: 100%;"/> On behalf of the Manitoba Government and General Employees' Union	 <hr style="width: 100%;"/> On behalf of Red River College
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MEMORANDUM OF AGREEMENT #2

SUBJECT ARTICLE 19:02

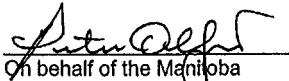
Red River College and the Manitoba Government and General Employees' Union agree that the requirement to be present at work on the effective date of resignation may be waived by the Employer in instances where an Instructor's notice of resignation period overlaps his or her annual scheduled vacation.

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MEMORANDUM OF AGREEMENT #3

SUBJECT: HARASSMENT

Red River College and the Manitoba Government and General Employees' Union agree that matters of general Employee harassment may be addressed in accordance with the college's policies and procedures not in accordance with Article 52 – Sexual Harassment.



On behalf of the Manitoba
Government and General Employees' Union

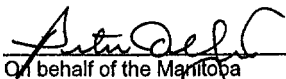


On behalf of Red River College

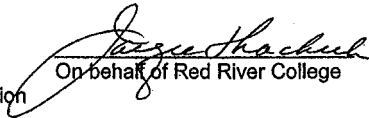
MEMORANDUM OF AGREEMENT #4

SUBJECT: MATERNITY LEAVE

Red River College and the Manitoba Government and General Employees' Union agree that for and In consideration of the Maternity Leave provisions negotiated into this Agreement, the Manitoba Government and General Employees' Union hereby agrees not to process to arbitration any grievances respecting the utilization of accumulated sick leave credits to cover part or all of an Employee's maternity leave.



On behalf of the Manitoba
Government and General Employees' Union

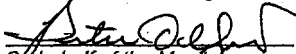


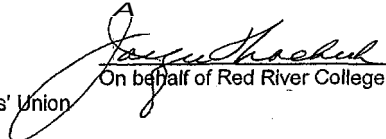
On behalf of Red River College

MEMORANDUM OF AGREEMENT #5**SUBJECT: OVERTIME LEAVE**

Red River College and the Manitoba Government and General Employees' Union agree as follows:

- 1) This Memorandum shall apply to all overtime worked by Employees save and except those Employees classified in the instructor series.
- 2) The existing provisions on overtime will apply to all overtime credits earned up to eighty (80) hours per fiscal year. (**Note:** Forty (40) hours overtime worked at double time (2X) equals eighty (80) overtime credits.
- 3) For any overtime credits earned beyond eighty (80) hours in the fiscal year the following provisions of this Memorandum will apply.
- 4) All overtime worked by Employees shall be banked.
- 5) The employer shall consult with the Employee in an effort to reach agreement on whether the Employee will be granted pay or time off in lieu for banked overtime.
- 6) Where agreement is not reached, the employer shall determine whether pay or time off will be granted.
- 7) Where banked time is to be taken, the employer shall consult with the Employee in an effort to reach agreement on when the time off is to be taken.
- 8) Where agreement is not reached, the employer shall determine when the time off is to be taken.
- 9) Where the employer determines when the time off is to be taken under Section:08, the Employee will receive forty-eight (**48**) hours notice of the time off and the following conditions shall apply:
 - a) the minimum period of time off will be five (5) days provided the Employee has sufficient banked time available. In order to meet the five (5) day requirement, time off in lieu of overtime may be combined with holiday and/or vacation time and/or reduced work week days:
 - b) where the Employee has **less** than five (5) days banked, then these days may be scheduled by the employer.
- 10) Nothing in Section :09 restricts the employer and Employee from agreeing to alternative arrangements.

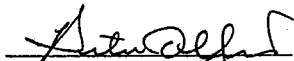

 On behalf of the Manitoba
 Government and General Employees' Union


 On behalf of Red River College

MEMORANDUM OF AGREEMENT #6

SUBJECT: PARKING RATES

Effective July 1, 2004 existing parking rates will be increased by GSI, effective July 1, 2005 rates will be increased a further amount equal to the GSI.



On behalf of the Mankota
Government and General Employees' Union



On behalf of Red River College

MEMORANDUM OF AGREEMENT #7

SUBJECT: PROGRAM CATEGORIES I PURPOSES OF ADMINISTERING ARTICLE 66:05 e)

Red River College and the Manitoba Government and General Employees' Union agree that the following lists identify those Programs, that are in Category A and those Programs that are in Category B for purposes of administering Article 66:05 e) of the collective agreement:

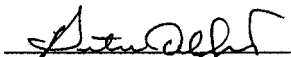
Category A


Aboriginal Self-Government Administration	Electronic Engineering Technology
Advanced Network Technology	Environmental Protection Technology
American Sign Language/English Interpretation Joint RRC/UofM	Geographic Information Systems
Animal Health Technology	Health Information Technology
Applied Biology Joint RRC/UofW	Geomatics Technology
Applied Chemistry Joint RRC/UofW	Hotel & Restaurant Administration
Applied Environmental Studies Joint RRC/UofW	Information Systems Technology
Aviation Management	Instrumentation Engineering Technology
Business Administration	International Business
Business Administration -- Integrated	Joint Baccalaureate Nursing
Business Teacher Education-- Accelerated	Library & Information Technology
Chemical and Biosciences Technology	Magnetic Resonance Imaging & Spectroscopy
Child & Youth Care	Mechanical Engineering Technology
Civil Technician (P/T)	Medical Laboratory Sciences
Commerce/Industry Sales & Marketing	Medical Radiological Technology
Communication Engineering Technology	Municipal Technology
Computer Accounting Technician	Nursing Diploma
Computer Analyst/Programmer	Power Engineering
Computer Engineering Technology	Radiation Therapy
Creative Communications	Related Subjects-- Math/Science, Math/Physics, Communications
Deaf Studies	Structural Technology
Dental Assisting	Teacher Education-- Business, Industrial Arts, Vocational -- Joint RRC/UofW
Design & Construction Technology	Teacher Education-- Certificate in Adult Education
Digital MultiMedia Technology	Technical Communication
Disability and Community Support	Technology Management
Early Childhood Education	Tourism
Electrical Engineering Technology	

Category B

Aboriginal Language Specialist
 Academic Development Programs
 Advanced Welding
 Aerospace Manufacturing Technician
 Aircraft Maintenance Engineer
 Aircraft Structural Repair Technician
 Apprenticeship
 Automotive Service Education Program
 (Apprenticeship)
 Automotive Technician – Certificate,
 Co-op, Diploma, Work Experience
 Building Design CAD Technology
 Carpentry & Woodworking
 College Preparation for Aboriginal
 Students
 College Preparation for Nursing
 Collision Refinishing
 Collision Repair & Refinishing
 Culinary Arts
 Electrical
 Electronic & Network Technician
 English as a Second Language
 Gas Turbine Engine Repair and
 Overhaul
 Graphic Design
 Graphic Design – Advanced Diploma
 General Studies (core course only)

Greenspace Management
 Health Care Aide
 Heavy Duty Equipment Mechanic
 Integrated Pre-Trades ACCESS
 Program
 Integrated Science and Technology
 ACCESS Program
 Introduction to Electrical
 Introduction to Computers
 Introduction to Aircraft Maintenance
 Manufacturing Electrical
 Technology
 Manufacturing Technology
 Manufacturing Process
 Outdoor Power Equipment Technician
 Introduction to
 Welding Cross-connection and
 Backflow Prevention
 Precision Machining
 Refrigeration & Air Conditioning
 Technology
 Skills
 Certificate
 Structures Manufacturing Diploma


 On behalf of the Manitoba
 Government and General Employees' Union

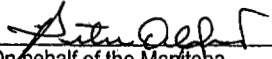

 On behalf of Red River College

MEMORANDUM OF AGREEMENT #8

SUBJECT: SHIFT SCHEDULES

Red River College and the Manitoba Government and General Employees' Union agree to the following terms and conditions with respect to the changing of a regularly scheduled Employee's posted shift by the employer.

- 1) Where changes are necessary in a regularly scheduled posted shift, every reasonable effort will be made to provide at least twenty-four (24) hours notice.
- 2) Except as set out in (1), where an Employee does not receive at least twenty-four (24) hours' notice of a change to the Employee's regularly scheduled posted shift, the Employee shall be paid at time and one-half (1 1/2x) for all hours worked for the first shift which varies from the Employee's posted schedule. Such payment shall apply only to the first shift which varies from the posted schedule.
- 3) This memorandum does not apply to Employees assigned to relief shift or changes to shift schedules due to:
 - a) sick leave:
 - b) emergency situations.


On behalf of the Manitoba
Government and General Employees' Union

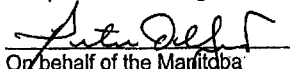

On behalf of Red River College

MEMORANDUM OF AGREEMENT #9

SUBJECT: FOOD SERVICES

Red River College and the Manitoba and General Employees' Union agree as follows:

1. In addition to the appropriate classifications within the Administrative Officer, Accounting Clerk and Clerk Series, it is understood that only the Service Worker 1, Cook 1 and Cook 3 classifications and pay ranges will be used for individuals employed in the College's Food Services operation.
2. Employees may be moved from one food service area to another food service area to allow them to receive as close to full time hours as possible.
3. Employees employed within the Service Worker 1 classification may be required to operate a cash register.



On behalf of the Manitoba
Government and General Employees' Union



On behalf of Red River College

MEMORANDUM OF AGREEMENT #10

SUBJECT PARKING RATES DOWNTOWN CAMPUS – 123 MAIN STREET

Red River College and the Manitoba Government and General Employees' Union agree that:

- 1) Notwithstanding the "Letter of Intent – Parking Rates" attached to the Collective Agreement, the parties hereby recognize that the monthly Employee parking rate for the Red River College – Downtown Campus at 123 Main Street is \$60.00 (including G.S.T.)
- 2) Subject to the availability of parking spaces, Employees may voluntarily opt to participate in this parking program.
- 3) This memorandum is in place to permit participating Employees to have the payment of the monthly rate processed through payroll deduction.
- 4) The above-noted rate will not be altered during the life of the current collective agreement unless changed by the mutual consent of the parties.


On behalf of the Manitoba
Government and General Employees' Union


On behalf of Red River College

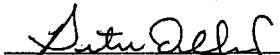
MEMORANDUM OF AGREEMENT #11**SUBJECT CALCULATION OF COLA – JUNE 25, 2005**

The parties agree that COLA will be calculated as follows:

Manitoba CPI increase times total 2004/05 unionized wages paid for regular hours (not including shift premiums, overtime, etc.), for all Colleges, becomes a salary increase pool. The amount in the pool is divided by regular unionized hours paid in the 2004/05 budget year, for all Colleges, and a flat hourly rate increase is obtained which is then applied to each classification.

Example:

Regular wages paid:	\$50,000,000
Manitoba CPI Increase	2.0%
Salary Increase Pool	<u>\$1,000,000</u>
Regular Hours Paid	2,000,000
Available Increase:	<u>\$.50 per hour</u>


 On behalf of the Manitoba
 Government and General Employees' Union


 On behalf of Red River College

CLASSIFICATION AND SALARY SCHEDULE
Effective June 28, 2003 to June 25, 2004

ACCOUNTING CLERK SERIES

ACCOUNTING CLERK 1	32,114	33,003	33,892	34,781	35,765	36,843
	1,231.05	1,265.13	1,299.20	1,333.28	1,370.98	1,412.30
	16.98	17.45	17.92	18.39	18.91	19.48
ACCOUNTING CLERK 2	36,900	37,902	38,923	39,963	41,079	42,309
	1,414.48	1,452.90	1,492.05	1,531.93	1,574.70	1,621.83
	19.51	20.04	20.58	21.13	21.72	22.37

ADMINISTRATIVE OFFICER SERIES

ADMINISTRATIVE OFFICER	36,937	37,940	39,074	40,266	41,514	42,781	
	1,415.93	1,454.35	1,497.85	1,543.53	1,591.38	1,639.95	
	19.53	20.06	20.66	21.29	21.95	22.62	
ADMINISTRATIVE OFFICER 1	38,223	39,510	40,871	42,252	43,765	45,316	
	1,465.23	1,514.53	1,566.73	1,619.65	1,677.65	1,737.10	
	20.21	20.89	21.61	22.34	23.14	23.96	
ADMINISTRATIVE OFFICER 2	41,060	42,611	44,105	45,732	47,453	49,193	
	1,573.98	1,633.43	1,690.70	1,753.05	1,819.03	1,885.73	
	21.71	22.53	23.32	24.18	25.09	26.01	
ADMINISTRATIVE OFFICER 3	43,349	44,919	46,564	48,285	50,195	52,106	54,110
	1,661.70	1,721.88	1,784.95	1,850.93	1,924.15	1,997.38	2,074.23
	22.92	23.75	24.62	25.53	26.54	27.55	28.61
ADMINISTRATIVE OFFICER 4	49,344	51,198	53,089	55,132	57,326	59,576	62,035
	1,891.53	1,962.58	2,035.08	2,113.38	2,197.48	2,283.75	2,378.00
	26.09	27.07	28.07	29.15	30.31	31.50	32.80

ADMINISTRATIVE SECRETARY SERIES

ADMINISTRATIVE SECRETARY 1	24,076	24,587	25,306	25,968	26,686	
	922.93	942.50	970.05	995.43	1,022.98	
	12.73	13.00	13.88	13.73	14.11	
ADMINISTRATIVE SECRETARY 2	27,216	27,821	28,540	29,259	30,091	30,885
	1,043.28	1,066.48	1,094.03	1,121.58	1,153.48	1,183.93
	14.39	14.71	15.09	15.47	15.91	16.33
ADMINISTRATIVE SECRETARY 3	31,093	31,906	32,814	33,665	34,592	35,557
	1,191.90	1,223.08	1,257.88	1,290.50	1,326.03	1,363.00
	16.44	16.87	17.35	17.80	18.29	18.80

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ADMINISTRATIVE SECRETARY 4	34,914 1,338.35 18.46	35,784 1,371.70 18.92	36,748 1,408.68 19.43	37,637 1,442.75 19.90	38,753 1,485.53 20.49	39,717 1,522.50 21.00	
AMERICAN SIGN LANGUAGE (ASL) GROUP							
ASL INTERPRETOR	30,507 1,169.43 16.13	31,415 1,204.23 16.61	32,474 1,244.83 17.17	33,533 1,285.43 17.73	34,630 1,327.48 18.31	35,803 1,372.43 18.93	
ASL INTERPRETOR/TUTOR	34,025 1,304.28 17.99	35,178 1,348.50 18.60	36,446 1,397.08 19.27	37,694 1,444.93 19.93	39,018 1,495.68 20.63	40,417 1,549.33 21.37	
ASL INTERPRETOR COOR./SUPER.	35,803 1,372.43 18.93	36,994 1,418.10 19.56	38,318 1,468.85 20.26	39,699 1,521.78 20.99	41,098 1,575.43 21.73	42,668 1,635.60 22.56	
ARCHITECT SERIES							
ARCHITECT 1	34,516 1,323.13 18.25	35,727 1,369.53 18.89	36,918 1,415.20 19.52	38,280 1,467.40 20.24	39,566 1,516.70 20.92	41,023 1,572.53 21.69	
	42,611 1,633.43 22.53	44,162 1,692.88 23.35	45,789 1,755.23 24.21	47,567 1,823.38 25.15			
ARCHITECT 2	44,900 1,721.15 23.74	46,810 1,794.38 24.75	48,607 1,863.25 25.70	50,422 1,932.85 26.66	52,333 2,006.08 27.67	54,451 2,087.28 28.79	56,531 2,167.03 29.89
ARCHITECT 3	51,198 1,962.58 27.07	53,108 2,035.80 28.08	55,151 2,114.10 29.16	57,344 2,198.20 30.32	59,576 2,283.75 31.50	62,054 2,378.73 32.81	64,664 2,478.78 34.19
ARCHITECT 4	55,151 2,114.10 29.16	57,344 2,198.20 30.32	59,576 2,283.75 31.50	62,054 2,378.73 32.81	64,664 2,478.78 34.19	67,387 2,583.18 35.63	70,281 2,694.10 37.16
ASSISTANT DIRECTOR INFORMATION SERVICES	57,326 2,197.48 30.31	59,576 2,283.75 31.50	62,035 2,378.00 32.80	64,664 2,478.78 34.19	67,387 2,583.18 35.63	70,243 2,692.65 37.14	

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ASSISTANT GUIDANCE COUNSELLOR	34,497 1,322.40 18.24	35,727 1,369.53 18.89	36,956 1,416.65 19.54	38,261 1,466.68 20.23	39,623 1,518.88 20.95	41,041 1,573.25 21.70	42,592 1,632.70 22.52
	44,200 1,694.33 23.37	45,789 1,755.23 24.21	47,567 1,823.38 25.15				
ASSISTANT PRINCIPAL EDUCATION	53,089 2,035.08 28.07	55,132 2,113.38 29.15	57,326 2,197.48 30.31	59,576 2,283.75 31.50	62,035 2,378.00 32.80	64,664 2,478.78 34.19	67,387 2,583.18 35.63
BUILDING SERVICE SUPERVISOR	32,285 1,237.60 15.47	33,370 1,279.20 15.99	34,539 1,324.00 16.55	35,666 1,367.20 17.09	36,856 1,412.80 17.66	38,233 1,465.60 18.32	
BUILDING SERVICE WORKER SERIES							
BUILDING SERVICE WORKER 1	23,562 903.20 11.29	24,271 930.40 11.63	24,856 952.80 11.91	25,670 984.00 12.30	26,463 1,014.40 12.68	27,214 1,043.20 13.04	28,111 1,077.60 13.47
	29,030 1,112.80 13.91	29,948 1,148.00 14.35					
BUILDING SERVICE WORKER 2	26,463 1,014.40 12.68	27,214 1,043.20 13.04	28,111 1,077.60 13.47	29,030 1,112.80 13.91	29,948 1,148.00 14.35	31,033 1,189.60 14.87	
BUILDING SERVICE WORKER 3	27,694 1,061.60 13.27	28,570 1,095.20 13.69	29,489 1,130.40 14.13	30,428 1,166.40 14.58	31,460 1,205.60 15.07	32,577 1,248.80 15.61	
CHAIRPERSON	57,534 2,205.45 30.42	59,860 2,294.63 31.65	62,357 2,390.33 32.97	64,985 2,491.10 34.36	67,841 2,600.58 35.87	69,922 2,680.33 36.97	71,964 2,758.63 38.05

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CLERK SERIES

CLERK 1	21,656	22,280	22,866	23,528		
	830.13	854.05	876.53	901.90		
	11.45	11.78	12.09	12.44		
CLERK 2	25,684	26,308	26,970	27,727	28,445	29,259
	984.55	1,008.48	1,033.85	1,062.85	1,090.40	1,121.58
	13.58	13.91	14.26	14.66	15.04	15.47
CLERK 3	31,169	31,963	32,852	33,722	34,649	35,727
	1,194.80	1,225.25	1,259.33	1,292.68	1,328.20	1,369.53
	16.48	16.90	17.37	17.83	18.32	18.89
CLERK 4	36,540	37,467	38,450	39,510	40,550	41,647
	1,400.70	1,436.23	1,473.93	1,514.53	1,554.40	1,596.45
	19.32	19.81	20.33	20.89	21.44	22.02
CLERK 5	36,937	37,940	39,074	40,266	41,514	42,781
	1,415.93	1,454.35	1,497.85	1,543.53	1,591.38	1,639.95
	19.53	20.06	20.66	21.29	21.95	22.62

CLERK-TYPIST SERIES

CLERK-TYPIST 1	23,301	23,906	24,455	25,154	25,835	
	893.20	916.40	937.43	964.25	990.35	
	12.32	12.64	12.93	13.30	13.66	
CLERK-TYPIST 2	25,684	26,308	26,970	27,727	28,445	29,259
	984.55	1,008.48	1,033.85	1,062.85	1,090.40	1,121.58
	13.58	13.91	14.26	14.66	15.04	15.47
CLERK-TYPIST 3	30,242	31,074	31,869	32,757	33,627	34,573
	1,159.28	1,191.18	1,221.63	1,255.70	1,289.05	1,325.30
	15.99	16.43	16.85	17.32	17.78	18.28

COMPUTER OPERATOR SERIES

COMPUTER OPERATOR 1	29,277	30,110	30,904	31,812	32,701	33,646
	1,122.30	1,154.20	1,184.65	1,219.45	1,253.53	1,289.78
	15.48	15.92	16.34	16.82	17.29	17.79
COMPUTER OPERATOR 2	36,010	36,975	37,959	39,074	40,171	41,401
	1,380.40	1,417.38	1,455.08	1,497.85	1,539.90	1,587.03
	19.04	19.55	20.07	20.66	21.24	21.89

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COMPUTER OPERATOR 3	36,162	37,240	38,488	39,699	40,985	42,347		
	1,386.20	1,427.53	1,475.38	1,521.78	1,571.08	1,623.28		
	19.12	19.69	20.35	20.99	21.67	22.39		
COMPUTER OPERATOR 4	36,275	37,561	38,923	40,304	41,817	43,368		
	1,390.55	1,439.85	1,492.05	1,544.98	1,602.98	1,662.43		
	19.18	19.86	20.58	21.31	22.11	22.93		
COMPUTER PROGRAMMER SERIES								
COMPUTER PROGRAMMER 1	37,959	39,301	40,625	42,082	43,557	45,146		
	1,455.08	1,506.55	1,557.30	1,613.13	1,669.68	1,730.58		
	20.07	20.78	21.48	22.25	23.03	23.87		
	46,848	48,626	50,366	52,314				
	1,795.83	1,863.98	1,930.68	2,005.35				
	24.77	25.71	26.63	27.66				
COMPUTER PROGRAMMER 2A	44,427	45,997	47,680	49,382	51,217	53,146	55,226	
	1,703.03	1,763.20	1,827.73	1,892.98	1,963.30	2,037.25	2,117.00	
	23.49	24.32	25.21	26.11	27.08	28.10	29.20	
	57,326	59,520						
	2,197.48	2,281.58						
	30.31	31.47						
COMPUTER PROGRAMMER 2B	51,463	53,448	55,472	57,553	59,879	62,205	64,702	
	1,972.73	2,048.85	2,126.43	2,206.18	2,295.35	2,384.53	2,480.23	
	27.21	28.26	29.33	30.43	31.66	32.89	34.21	
COMPUTER PROGRAMMER 3	54,300	56,342	58,385	60,635	63,075	65,553	68,238	
	2,081.48	2,159.78	2,238.08	2,324.35	2,417.88	2,512.85	2,615.80	
	28.71	29.79	30.87	32.06	33.35	34.66	36.08	
COMPUTER PROGRAMMER 4	56,342	58,385	60,635	63,075	65,553	68,238	71,075	
	2,159.78	2,238.08	2,324.35	2,417.88	2,512.85	2,615.80	2,724.55	
	29.79	30.87	32.06	33.35	34.66	36.08	37.58	
COMPUTER PROGRAMMER 5	60,635	63,075	65,553	68,238	71,075	74,139	77,298	
	2,324.35	2,417.88	2,512.85	2,615.80	2,724.55	2,842.00	2,963.08	
	32.06	33.35	34.66	36.08	37.58	39.20	40.87	

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COOK SERIES

COOK 1	24,605	25,544	26,379	27,214	28,111	28,967	
	943.20	979.20	1,011.20	1,043.20	1,077.60	1,110.40	
	11.79	12.24	12.64	13.04	13.47	13.88	
	29,823	30,637	31,409	32,285	33,224	34,247	
	1,143.20	1,174.40	1,204.00	1,237.60	1,273.60	1,312.80	
	14.29	14.68	15.05	15.47	15.92	16.41	
COOK 2	33,016	33,830	34,685	35,624	36,605	37,670	
	1,265.60	1,296.80	1,329.60	1,365.60	1,403.20	1,444.00	
	15.82	16.21	16.62	17.07	17.54	18.05	
COOK 3	29,217	30,261	31,304	32,306	33,350	34,372	
	1,120.00	1,160.00	1,200.00	1,238.40	1,278.40	1,317.60	
	14.00	14.50	15.00	15.48	15.98	16.47	
	35,395	36,292	37,210	38,212	39,214	40,257	
	1,356.80	1,391.20	1,426.40	1,464.80	1,503.20	1,543.20	
	16.96	17.39	17.83	18.31	18.79	19.29	
CURRICULUM CONSULTANT	53,089	55,132	57,326	59,576	62,035	64,664	67,387
	2,035.08	2,113.38	2,197.48	2,283.75	2,378.00	2,478.78	2,583.18
	28.07	29.15	30.31	31.50	32.80	34.19	35.63
DUPLICATING EQUIPMENT OPERATOR SERIES							
DUPLICATING EQUIPMENT OPERATOR 1	23,528	24,209	24,909	25,684	26,497	27,273	
	901.90	828.00	954.83	984.55	1,015.73	1,045.45	
	12.44	12.80	13.17	13.58	14.01	14.42	
DUPLICATING EQUIPMENT OPERATOR 2	26,819	27,708	28,540	29,486	30,526	31,528	
	1,028.05	1,062.13	1,094.03	1,130.28	1,170.15	1,208.58	
	14.18	14.65	15.09	15.59	16.14	16.67	
DUPLICATING EQUIPMENT OPERATOR 3	32,304	33,363	34,497	35,727	36,956	38,261	
	1,238.30	1,278.90	1,322.40	1,369.53	1,416.65	1,466.66	
	17.08	17.64	18.24	18.89	19.54	20.23	
DUPLICATING EQUIPMENT OPERATOR 4	35,103	36,275	37,561	38,923	40,304	41,817	
	1,345.60	1,390.55	1,439.85	1,492.05	1,544.98	1,602.98	
	18.56	19.18	19.86	20.58	21.31	22.11	

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**ECONOMIC DEVELOPMENT CONSULTANT
SERIES**

ECONOMIC DEVELOPMENT CONSULTANT 1	38,999 1,494.95 20.62	40,417 1,549.33 21.37	41,779 1,601.53 22.09	43,349 1,661.70 22.92	44,919 1,721.88 23.75	46,564 1,784.95 24.62	48,285 1,850.93 25.53
ECONOMIC DEVELOPMENT CONSULTANT 2	49,344 1,891.53 26.09	51,198 1,962.58 27.07	53,089 2,035.08 28.07	55,132 2,113.38 29.15	57,326 2,197.48 30.31	59,576 2,283.75 31.50	62,035 2,378.00 32.80
ECONOMIC DEVELOPMENT CONSULTANT 3	53,089 2,035.08 28.07	55,132 2,113.38 29.15	57,326 2,197.48 30.31	59,576 2,283.75 31.50	62,035 2,378.00 32.80	64,664 2,478.78 34.19	67,387 2,583.18 35.63
ECONOMIC DEVELOPMENT CONSULTANT 4	57,326 2,197.48 30.31	59,576 2,283.75 31.50	62,035 2,378.00 32.80	64,664 2,478.78 34.19	67,387 2,583.18 35.63	70,243 2,692.65 37.14	73,364 2,812.28 38.79
	76,484 2,931.90 40.44						
EDUCATION ADMIN. CONSULTANT	55,132 2,113.38 29.15	57,326 2,197.48 30.31	59,576 2,283.75 31.50	62,035 2,378.00 32.80	64,664 2,478.78 34.19	67,387 2,583.18 35.63	70,243 2,692.65 37.14

EDUCATIONAL ASSISTANT SERIES

EDUCATIONAL ASSISTANT 1	29,902 1,146.23 15.81	30,790 1,180.30 16.28	31,831 1,220.18 16.83	32,871 1,260.05 17.38	33,949 1,301.38 17.95	35,103 1,345.60 18.56
EDUCATIONAL ASSISTANT 2	33,363 1,278.90 17.64	34,497 1,322.40 18.24	35,727 1,369.53 18.89	36,956 1,416.65 19.54	38,261 1,466.68 20.23	39,623 1,518.88 20.95
EDUCATIONAL ASSISTANT 3	35,103 1,345.60 18.56	36,275 1,390.55 19.18	37,561 1,439.85 19.86	38,923 1,492.05 20.58	40,304 1,544.98 21.31	41,817 1,602.98 22.11

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EDUCATIONALDEVEL. OFFICER	46,810 1,794.38 24.75	48,626 1,863.98 25.71	50,422 1,932.85 26.66	52,333 2,006.08 27.67	54,432 2,086.55 28.78	56,531 2,167.03 29.89	58,820 2,254.75 31.10
EDUCATION CONSULTANT	44,919 1,721.88 23.75	46,810 1,794.38 24.75	48,626 1,863.98 25.71	50,422 1,932.85 26.66	52,333 2,006.08 27.67	54,432 2,086.55 28.78	56,531 2,167.03 29.89
FACILITIES TECHNICAL OFFICER SERIES							
FACILITIES TECHNICAL OFFICER 1	45,354 1,738.55 23.98	46,848 1,795.83 24.77	48,531 1,860.35 25.66	50,233 1,925.60 26.56	52,030 1,994.48 27.51	53,883 2,065.53 28.49	
FACILITIES TECHNICAL OFFICER 2	47,888 1,835.70 -25.32	49,571 1,900.23 26.21	51,330 1,967.65 27.14	53,203 2,039.43 28.13	55,170 2,114.83 29.17	57,174 2,191.68 30.23	
FINANCIAL OFFICER SERIES							
FINANCIAL OFFICER 1	36,275 1,390.55 19.18	37,561 1,439.85 19.86	38,923 1,492.05 20.58	40,304 1,544.98 21.31	41,817 1,602.98 22.11	43,368 1,662.43 22.93	
FINANCIAL OFFICER 2	37,561 1,439.85 19.86	38,923 1,492.05 20.58	40,304 1,544.98 21.31	41,817 1,602.98 22.11	43,368 1,662.43 22.93	45,013 1,725.50 23.80	
FINANCIAL OFFICER 3	42,611 1,633.43 22.53	44,105 1,690.70 23.32	45,732 1,753.05 24.18	47,453 1,819.03 25.09	49,193 1,885.73 26.01	51,141 1,960.40 27.04	
FINANCIAL OFFICER 4	46,810 1,794.38 24.75	48,626 1,863.98 25.71	50,422 1,932.85 26.66	52,333 2,006.08 27.67	54,432 2,086.55 28.78	56,531 2,167.03 29.89	
FINANCIAL OFFICER 5	48,739 1,868.33 25.77	50,574 1,938.65 26.74	52,560 2,014.78 27.79	54,621 2,093.80 28.88	56,796 2,177.18 30.03	59,084 2,264.90 31.24	62,357 2,390.33 32.97

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GARDENER SERIES

GARDENER 1	28,925	29,864	30,824	31,826	32,849	33,913
	1,108.80	1,144.80	1,181.60	1,220.00	1,259.20	1,300.00
	13.86	14.31	14.77	15.25	15.74	16.25
GARDENER 2	29,864	30,824	31,826	32,849	33,913	35,103
	1,144.80	1,181.60	1,220.00	1,259.20	1,300.00	1,345.60
	14.31	14.77	15.25	15.74	16.25	16.82
GARDENER 3	35,708	36,960	38,254	39,611	41,092	42,595
	1,368.80	1,416.80	1,466.40	1,518.40	1,575.20	1,632.80
	17.11	17.71	18.33	18.98	19.69	20.41
GARDENER 4	39,569	41,071	42,574	44,139	45,830	47,562
	1,516.80	1,574.40	1,632.00	1,692.00	1,756.80	1,823.20
	18.96	19.68	20.40	21.15	21.96	22.79

GUIDANCE OFFICER SERIES

GUIDANCE OFFICER 1	44,919	46,810	48,626	50,422	52,333	54,432	56,531
	1,721.88	1,794.38	1,863.98	1,932.85	2,006.08	2,086.55	2,167.03
	23.75	24.75	25.71	26.66	27.67	28.78	29.89
GUIDANCE OFFICER 2	48,626	50,422	52,333	54,432	56,531	58,441	60,768
	1,863.98	1,932.85	2,006.08	2,086.55	2,167.03	2,240.25	2,329.43
	25.71	26.66	27.67	28.78	29.89	30.90	32.13

ILLUSTRATOR SERIES

ILLUSTRATOR 1	29,902	30,790	31,831	32,871	33,949	35,103
	1,146.23	1,180.30	1,220.18	1,260.05	1,301.38	1,345.60
	15.81	16.28	16.83	17.38	17.95	18.56
ILLUSTRATOR 2	35,103	36,275	37,561	38,923	40,304	41,817
	1,345.60	1,390.55	1,439.85	1,492.05	1,544.98	1,602.98
	18.56	19.18	19.86	20.58	21.31	22.11
ILLUSTRATOR 3	37,561	38,923	40,304	41,817	43,368	45,013
	1,439.85	1,492.05	1,544.98	1,602.98	1,662.43	1,725.50
	19.86	20.58	21.31	22.11	22.93	23.80

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INSTRUCTOR	37,675	38,999	40,417	41,779	43,349	44,919	46,564
	1,444.20	1,494.95	1,549.33	1,601.53	1,661.70	1,721.88	1,784.95
	19.92	20.62	21.37	22.09	22.92	23.75	24.62
	48,285	50,195	52,106	54,110	56,229	58,441	60,768
	1,850.93	1,924.15	1,997.38	2,074.23	2,155.43	2,240.25	2,329.43
	25.53	26.54	27.55	28.61	29.73	30.90	32.13
	63,075						
	2,417.88						
	33.35						
LIBRARIAN SERIES							
LIBRARIAN 1	34,497	35,727	36,956	38,261	39,623	41,041	
	1,322.40	1,369.53	1,416.65	1,466.68	1,518.88	1,573.25	
	18.24	18.89	19.54	20.23	20.95	21.70	
LIBRARIAN 2	38,261	39,623	41,041	42,592	44,200	45,789	47,567
	1,466.68	1,518.88	1,573.25	1,632.70	1,694.33	1,755.23	1,823.38
	20.23	20.95	21.70	22.52	23.37	24.21	25.15
LIBRARIAN 3	42,592	44,200	45,789	47,567	49,893	52,200	
	1,632.70	1,694.33	1,755.23	1,823.38	1,912.55	2,001.00	
	22.52	23.37	24.21	25.15	26.38	27.60	
LIBRARIAN 4	44,919	46,810	48,626	50,422	52,333	54,432	56,531
	1,721.88	1,794.38	1,863.98	1,932.85	2,006.08	2,086.55	2,167.03
	23.75	24.75	25.71	26.66	27.67	28.78	29.89
LIBRARY DIRECTOR 1	51,198	53,089	55,132	57,326	59,576	62,035	
	1,962.58	2,035.08	2,113.38	2,197.48	2,283.75	2,378.00	
	27.07	28.07	29.15	30.31	31.50	32.80	
-LIBRARY TECHNICIAN SERIES							
LIBRARY TECHNICIAN 1	31,471	32,247	33,117	34,025	34,989	36,086	
	1,206.40	1,236.13	1,269.48	1,304.28	1,341.25	1,383.30	
	16.64	17.05	17.51	17.99	18.50	19.08	
LIBRARY TECHNICIAN 2	35,651	36,521	37,543	38,620	39,661	40,758	
	1,366.63	1,399.98	1,439.13	1,480.45	1,520.33	1,562.38	
	18.85	19.31	19.85	20.42	20.97	21.55	
LIBRARY TECHNICIAN 3	36,937	37,940	39,074	40,266	41,514	42,781	
	1,415.93	1,454.35	1,497.85	1,543.53	1,591.38	1,639.95	
	19.53	20.06	20.66	21.29	21.95	22.62	

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MAINT. TRADESPERSON	36,877	38,108	39,444	40,904		
	1,413.60	1,460.80	1,512.00	1,568.00		
	17.67	18.26	18.90	19.60		
MEDIA SPECIALIST SERIES						
MEDIA SPECIALIST1	46,810	48,626	50,422	52,333	54,432	56,531
	1,794.38	1,863.98	1,932.85	2,006.08	2,086.55	2,167.03
	24.75	25.71	26.66	27.67	28.78	29.89
MEDIA SPECIALIST2	49,344	51,198	53,089	55,132	57,326	59,576
	1,891.53	1,962.58	2,035.08	2,113.38	2,197.48	2,283.75
	26.09	27.07	28.07	29.15	30.31	31.50
						62,035
						2,378.00
						32.80
MEDIA TECHNICIAN SERIES						
MEDIA TECHNICIAN 1	30,261	31,301	32,304	33,363	34,497	35,727
	1,160.00	1,199.88	1,238.30	1,278.90	1,322.40	1,369.53
	16.00	16.55	17.08	17.64	18.24	18.89
MEDIA TECHNICIAN 2	33,363	34,497	35,727	36,956	38,261	39,623
	1,278.90	1,322.40	1,369.53	1,418.65	1,466.68	1,518.88
	17.64	18.24	18.89	19.54	20.23	20.95
MEDIA TECHNICIAN 3	36,275	37,561	38,923	40,304	41,817	43,368
	1,390.55	1,439.85	1,492.05	1,544.98	1,602.98	1,662.43
	19.18	19.86	20.58	21.31	22.11	22.93
NURSE SERIES						
NURSE 1	43,805	45,454	47,061	48,751	50,317	51,903
	1,679.20	1,742.40	1,804.00	1,868.80	1,928.80	1,989.60
	20.99	21.78	22.55	23.36	24.11	24.87
NURSE 2	44,390	46,017	47,624	49,273	51,026	52,884
	1,701.60	1,764.00	1,825.60	1,888.80	1,956.00	2,027.20
	21.27	22.05	22.82	23.61	24.45	25.34
NURSE 3	47,624	49,273	51,026	52,884	54,699	56,577
	1,825.60	1,888.80	1,956.00	2,027.20	2,096.80	2,168.80
	22.82	23.61	24.45	25.34	26.21	27.11

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**OPERATIONS MANAGEMENT
SERIES**

OPERATIONS MANAGER	41,113	42,574	44,181	45,913	47,270	48,689
	1,576.00	1,632.00	1,693.60	1,760.00	1,812.00	1,866.40
	19.70	20.40	21.17	22.00	22.65	23.33
ASSISTANT OPERATIONS MANAGER	36,355	37,628	38,880	40,320		
	1,393.60	1,442.40	1,490.40	1,545.60		
	17.42	18.03	18.63	19.32		

PLANNING AND PROGRAM ANALYST SERIES

PLANNING AND PROGRAM ANALYST 1	34,497	35,727	36,956	38,261	39,623	41,041	42,592
	1,322.40	1,369.53	1,416.65	1,466.68	1,518.88	1,573.25	1,632.70
	18.24	18.89	19.54	20.23	20.95	21.70	22.52
	44,200	45,789	47,567				
	1,694.33	1,755.23	1,823.38				
	23.37	24.21	25.15				
PLANNING AND PROGRAM ANALYST 2	44,919	46,810	48,626	50,422	52,333	54,432	56,531
	1,721.88	1,794.38	1,863.98	1,932.85	2,006.08	2,086.55	2,167.03
	23.75	24.75	25.71	26.66	27.67	28.78	29.89
PLANNING AND PROGRAM ANALYST 3	49,344	51,198	53,089	55,132	57,326	59,576	62,035
	1,891.53	1,962.58	2,035.08	2,113.38	2,197.48	2,283.75	2,378.00
	26.09	27.07	28.07	29.15	30.31	31.50	32.80
PLANNING AND PROGRAM ANALYST 4	55,132	57,326	59,576	62,035	64,664	67,387	70,243
	2,113.38	2,197.48	2,283.75	2,378.00	2,478.78	2,583.18	2,692.65
	29.15	30.31	31.50	32.80	34.19	35.63	37.14
PRODUCTION SUPERVISOR	44,919	46,810	48,626	50,422	52,333	54,432	56,531
	1,721.88	1,794.38	1,863.98	1,932.85	2,006.08	2,086.55	2,167.03
	23.75	24.75	25.71	26.66	27.67	28.78	29.89
PROGRAM COORDINATOR EDUCATION	57,326	59,576	62,035	64,664	67,387	70,243	73,364
	2,197.48	2,283.75	2,378.00	2,478.78	2,583.18	2,692.65	2,812.28
	30.31	31.50	32.80	34.19	35.63	37.14	38.79
	76,484						
	2,931.90						
	40.44						

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PROGRAM							
COORDINATOR	46,810	48,626	50,422	52,333	54,432	56,531	58,820
EXTENSIONSERVICES	1,794.38	1,863.98	1,932.85	2,006.08	2,086.55	2,167.03	2,254.75
	24.75	25.71	26.66	27.67	28.78	29.89	31.10
POSTAL CLERK	26,062	26,686	27,367	28,124	28,861	29,713	
	999.05	1,022.98	1,049.08	1,078.08	1,106.35	1,138.98	
	13.78	14.11	14.47	14.87	15.26	15.71	
PSYCHOLOGISTSERIES							
PSYCHOLOGIST I	34,497	35,727	36,956	38,261	39,623	41,041	42,592
	1,322.40	1,369.53	1,416.65	1,466.68	1,518.88	1,573.25	1,632.70
	18.24	18.89	19.54	20.23	20.95	21.70	22.52
	44,200	45,789	47,567				
	1,694.33	1,755.23	1,823.38				
	23.37	24.21	25.15				
PSYCHOLOGIST2	44,919	46,810	48,626	50,422	52,333	54,432	56,531
	1,721.88	1,794.38	1,863.98	1,932.85	2,006.08	2,086.55	2,167.03
	23.75	24.75	25.71	26.66	27.67	28.78	29.89
PSYCHOLOGIST3	51,198	53,089	55,132	57,326	59,576	62,035	64,664
	1,962.58	2,035.08	2,113.38	2,197.48	2,283.75	2,378.00	2,478.78
	27.07	28.07	29.15	30.31	31.50	32.80	34.19
PSYCHOLOGIST4	57,326	59,576	62,035	64,664	67,387	70,243	73,364
	2,197.48	2,283.75	2,378.00	2,478.78	2,583.18	2,692.65	2,812.28
	30.31	31.50	32.80	34.19	35.63	37.14	38.79
	76,484						
	2,931.90						
	40.44						
PURCHASINGAGENT SERIES							
PURCHASINGAGENT 1	34,497	35,727	36,956	38,261	39,623	41,041	
	1,322.40	1,369.53	1,416.65	1,466.68	1,518.88	1,573.25	
	18.24	18.89	19.54	20.23	20.95	21.70	
-PURCHASINGAGENT PIO	38,999	40,417	41,779	43,349	44,919	46,564	
	1,494.95	1,549.33	1,601.53	1,661.70	1,721.88	1,784.95	
	20.62	21.37	22.09	22.92	23.75	24.62	

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PURCHASINGAGENT 2	42,611	44,105	45,732	47,453	49,193	51,141
	1,633.43	1,690.70	1,753.05	1,819.03	1,885.73	1,960.40
	22.53	23.32	24.18	25.09	26.01	27.04
PURCHASINGAGENT 3	45,732	47,453	49,193	51,141	53,070	55,132
	1,753.05	1,819.03	1,885.73	1,960.40	2,034.35	2,113.38
	24.18	25.09	26.01	27.04	28.06	29.15
RECREATION CONSULTANT SERIES						
RECREATION CONSULTANT 1	32,398	33,363	34,497	35,727	36,956	38,261
	1,241.93	1,278.90	1,322.40	1,369.53	1,416.65	1,466.68
	17.13	17.64	18.24	18.89	19.54	20.23
RECREATION CONSULTANT 2	39,623	41,041	42,592	44,200	45,789	47,567
	1,518.88	1,573.25	1,632.70	1,694.33	1,755.23	1,823.38
	20.95	21.70	22.52	23.37	24.21	25.15
RECREATION CONSULTANT 3	44,919	46,564	48,285	50,195	52,106	54,110
	1,721.88	1,784.95	1,850.93	1,924.15	1,997.38	2,074.23
	23.75	24.62	25.53	26.54	27.55	28.61
RECREATION CONSULTANT SERIES						
RECREATION CONSULTANT 4	48,626	50,422	52,333	54,432	56,531	58,820
	1,863.98	1,932.85	2,006.08	2,086.55	2,167.03	2,254.75
	25.71	26.66	27.67	28.78	29.89	31.10
RESEARCH ASSISTANT SERIES						
RESEARCH ASSISTANT 1	29,334	30,261	31,301	32,304	33,363	34,497
	1,124.48	1,160.00	1,199.88	1,238.30	1,278.90	1,322.40
	15.51	16.00	16.55	17.08	17.64	18.24
RESEARCH ASSISTANT 2	33,363	34,497	35,727	36,956	38,261	39,623
	1,278.90	1,322.40	1,369.53	1,416.65	1,466.68	1,518.88
	17.64	18.24	18.89	19.54	20.23	20.95
RESIDENCE COUNSELLOR	36,067	37,013	38,015	39,112	40,209	41,457
	1,382.58	1,418.83	1,457.25	1,499.30	1,541.35	1,589.20
	19.07	19.57	20.10	20.68	21.26	21.92

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SECURITY OFFICER SERIES

SECURITY OFFICER 1	23,562	24,271	24,856	25,670	26,463	27,214	28,111
	903.20	930.40	952.80	984.00	1,014.40	1,043.20	1,077.60
	11.29	11.63	11.91	12.30	12.68	13.04	13.47
	29,030	29,948			—		
	1,112.80	1,148.00					
	13.91	14.35					
SECURITY OFFICER 2	26,838	27,694	28,570	29,489	30,428	31,450	32,348
	1,028.80	1,061.60	1,095.20	1,130.40	1,166.40	1,205.60	1,240.00
	12.66	13.27	13.69	14.13	14.58	15.07	15.50
	33,245						
	1,274.40						
	15.93						

SERVICEWORKER SERIES

SERVICE WORKER 1	20,870	21,558	22,164	22,769	23,416	24,042	
	800.00	826.40	849.60	872.80	897.60	921.60	
	10.00	10.33	10.62	10.91	11.22	11.52	
	24,668	25,294	25,983	26,692	27,423	28,216	
	945.60	969.60	996.00	1,023.20	1,051.20	1,081.60	
	11.82	12.12	12.45	12.79	13.14	13.52	
SERVICEWORKER 2	29,238	30,031	30,824	31,701	32,661	33,537	
	1,120.80	1,151.20	1,181.60	1,215.20	1,252.00	1,285.60	
	14.01	14.39	14.77	15.19	15.65	16.07	
SERVICEWORKER 3	29,197	29,948	30,845	31,805	32,828	33,809	
	1,119.20	1,148.00	1,182.40	1,219.20	1,258.40	1,296.00	
	13.99	14.35	14.78	15.24	15.73	16.20	
SERVICEWORKER 4	29,364	30,303	31,304	32,285	33,370	34,539	
	1,125.60	1,161.60	1,200.00	1,237.60	1,279.20	1,324.00	
	14.07	14.52	15.00	15.47	15.99	16.55	
SENIOR CONSULTING INSTRUCTOR P & E	51,198	53,089	55,132	57,326	59,576	62,035	64,664
	1,962.58	2,035.08	2,113.38	2,197.48	2,283.75	2,378.00	2,478.78
	27.07	28.07	29.15	30.31	31.50	32.80	34.19

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STATISTICAL ANALYST SERIES

STATISTICALANALYST 1	39,623 1,518.88 20.95	41,041 1,573.25 21.70	42,592 1,632.70 22.52	44,200 1,694.33 23.37	45,789 1,755.23 24.21	47,567 1,823.38 25.15
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STATISTICALANALYST 2	46,810 1,794.38 24.75	48,626 1,863.98 25.71	50,422 1,932.85 26.66	52,333 2,006.08 27.67	54,432 2,086.55 28.78	56,531 2,167.03 29.89	58,820 2,254.75 31.10
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STATISTICALANALYST 3	51,198 1,962.58 27.07	53,089 2,035.08 28.07	55,132 2,113.38 29.15	57,326 2,197.48 30.31	59,576 2,283.75 31.50	62,035 2,378.00 32.80
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STOREKEEPER SERIES

STOREKEEPER 1	27,689 1,061.40 14.64	28,521 1,093.30 15.08	29,486 1,130.28 15.59	30,526 1,170.15 16.14	31,528 1,208.58 16.67	32,568 1,248.45 17.22
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STOREKEEPER 2	30,261 1,160.00 16.00	31,301 1,199.88 16.55	32,285 1,237.58 17.07	33,363 1,278.90 17.64	34,497 1,322.40 18.24	35,727 1,369.53 18.89
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STOREKEEPER 3	32,285 1,237.58 17.07	33,363 1,278.90 17.64	34,497 1,322.40 18.24	35,727 1,369.53 18.89	36,937 1,415.93 19.53	38,261 1,466.68 20.23
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STOREKEEPER 4	34,497 1,322.40 18.24	35,727 1,369.53 18.89	36,937 1,415.93 19.53	38,261 1,466.68 20.23	39,623 1,518.88 20.95	41,060 1,573.98 21.71
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STORES CLERK SERIES

STORES CLERK 1	24,209 928.00 12.80	24,909 954.83 13.17	25,684 984.55 13.58	26,497 1,015.73 14.01	27,273 1,045.45 14.42	28,124 1,078.08 14.87
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STORES CLERK 2	26,497 1,015.73 14.01	27,273 1,045.45 14.42	28,124 1,078.08 14.87	29,013 1,112.15 15.34	29,958 1,148.40 15.84
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SYSTEMS ANALYST SERIES

SYSTEMS ANALYST 1	35,103	36,275	37,561	38,923	40,304	41,817
	1,345.60	1,390.55	1,439.85	1,492.05	1,544.98	1,602.98
	18.56	19.18	19.86	20.58	21.31	22.11
SYSTEMS ANALYST 2	37,561	38,923	40,304	41,817	43,368	45,013
	1,439.85	1,492.05	1,544.98	1,602.98	1,662.43	1,725.50
	19.86	20.58	21.31	22.11	22.93	23.80
SYSTEMS ANALYST 3	41,060	42,611	44,105	45,732	47,453	49,193
	1,573.98	1,633.43	1,690.70	1,753.05	1,819.03	1,885.73
	21.71	22.53	23.32	24.18	25.09	26.01

SYSTEMS COORDINATOR SERIES

SYSTEMS COORDINATOR 1	49,344	51,198	53,089	55,132	57,326	59,576	62,035
	1,891.53	1,962.58	2,035.08	2,113.38	2,197.48	2,283.75	2,378.00
	26.09	27.07	28.07	29.15	30.31	31.50	32.80
SYSTEMS COORDINATOR 2	53,089	55,132	57,326	59,576	62,035	64,664	67,387
	2,035.08	2,113.38	2,197.48	2,283.75	2,378.00	2,478.78	2,583.18
	28.07	29.15	30.31	31.50	32.80	34.19	35.63
SYSTEMS COORDINATOR 3	57,326	59,576	62,035	64,664	67,387	70,243	73,364
	2,197.48	2,283.75	2,378.00	2,478.78	2,583.18	2,692.65	2,812.28
	30.31	31.50	32.80	34.19	35.63	37.14	38.79
	76,484						
	2,931.90						
	40.44						

SWITCHBOARD OPERATOR SERIES

SWITCHBOARD OPERATOR 1	21,656	22,280	22,866	23,528	24,209		
	830.13	854.05	876.53	901.90	928.00		
	11.45	11.78	12.09	12.44	12.80		
SWITCHBOARD OPERATOR 2	25,684	26,308	26,970	27,727	28,445	29,259	
	984.55	1,008.48	1,033.85	1,062.85	1,090.40	1,121.58	
	13.58	13.91	14.26	14.66	15.04	15.47	
SWITCHBOARD OPERATOR 3	30,242	31,074	31,869	32,757	33,627	34,573	
	1,159.28	1,191.18	1,221.63	1,255.70	1,289.05	1,325.30	
	15.99	16.43	16.85	17.32	17.78	18.28	

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TRAINING CONSULTANT	46,810	48,626	50,422	52,333	54,432	56,531	58,820
	1,794.38	1,863.98	1,932.85	2,006.08	2,086.55	2,167.03	2,254.75
	24.75	25.71	26.66	27.67	28.78	29.89	31.10
WORD PROCESSOR SERIES							
WORD PROCESSOR 1	25,230	26,006					
	967.15	998.88					
	13.34	13.75					
WORD PROCESSOR 2	31,093	31,906	32,814	33,665	34,592	35,557	
	1,191.90	1,223.08	1,257.88	1,290.50	1,326.03	1,363.00	
	16.44	16.87	17.35	17.80	18.29	18.80	
WORD PROCESSOR 3	33,949	34,857	35,859	36,937	37,940	39,074	
	1,301.38	1,336.18	1,374.60	1,415.93	1,454.35	1,497.85	
	17.95	-18.43	18.96	19.53	20.06	20.66	
WORD PROCESSOR 4	34,857	35,859	36,937	37,940	39,074	40,266	
	1,336.18	1,374.60	1,415.93	1,454.35	1,497.85	1,543.53	
	18.43	18.96	19.53	20.06	20.66	21.29	
WORD PROCESSOR 5	36,937	37,940	39,074	40,266	41,514	42,781	
	1,415.93	1,454.35	1,497.85	1,543.53	1,591.38	1,639.95	
	19.53	20.06	20.66	21.29	21.95	22.62	
WORD PROCESSOR 6	41,098	42,384	43,670	45,146	46,621	48,134	
	1,575.43	1,624.73	1,674.03	1,730.58	1,787.13	1,845.13	
	21.73	22.41	23.09	23.87	24.65	25.45	

CLASSIFICATION AND SALARY SCHEDULE
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ACCOUNTING CLERK SERIES

ACCOUNTING CLERK 1	33,079	33,987	34,914	35,821	36,843	37,940
	1,268.03	1,302.83	1,338.35	1,373.15	1,412.30	1,454.35
	17.49	17.97	18.46	18.94	19.48	20.06
ACCOUNTING CLERK 2	38,015	39,037	40,096	41,155	42,309	43,576
	1,457.25	1,496.40	1,537.00	1,577.60	1,621.83	1,670.40
	20.10	20.64	21.20	21.76	22.37	23.04

ADMINISTRATIVE OFFICER SERIES

ADMINISTRATIVE OFFICER	38,053	39,074	40,247	41,477	42,763	44,067
	1,458.70	1,497.85	1,542.80	1,589.93	1,639.23	1,689.25
	20.12	20.66	21.28	21.93	22.61	23.30
ADMINISTRATIVE OFFICER1	39,377	40,701	42,101	43,519	45,070	46,677
	1,509.45	1,560.20	1,613.85	1,668.23	1,727.68	1,789.30
	20.82	21.52	22.26	23.01	23.83	24.68
ADMINISTRATIVE OFFICER2	42,290	43,897	45,429	47,113	48,871	50,668
	1,621.10	1,682.73	1,741.45	1,805.98	1,873.40	1,942.28
	22.36	23.21	24.02	24.91	25.84	26.79
ADMINISTRATIVE OFFICER3	44,654	46,261	47,964	49,741	51,708	53,675
	1,711.73	1,773.35	1,838.60	1,906.75	1,982.15	2,057.55
	23.61	24.46	25.36	26.30	27.34	28.38
ADMINISTRATIVE OFFICER4	50,820	52,730	54,678	56,777	59,047	61,373
	1,948.08	2,021.30	2,095.98	2,176.45	2,263.45	2,352.63
	26.87	27.88	28.91	30.02	31.22	32.45

ADMINISTRATIVE SECRETARY SERIES

ADMINISTRATIVE SECRETARY 1	24,795	25,325	26,062	26,743	27,481
	950.48	970.78	999.05	1,025.15	1,053.43
	13.11	13.39	13.78	14.14	14.53
ADMINISTRATIVE SECRETARY 2	28,029	28,653	29,391	30,129	30,999
	1,074.45	1,098.38	1,126.65	1,154.93	1,188.28
	14.82	15.15	15.54	15.93	16.39
ADMINISTRATIVE SECRETARY 3	32,020	32,871	33,798	34,668	35,632
	1,227.43	1,260.05	1,295.58	1,328.93	1,365.90
	16.93	17.38	17.87	18.33	18.84

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ADMINISTRATIVE	35,954	36,862	37,845	38,772	39,907	40,909	
SECRETARY 4	1,378.23	1,413.03	1,450.73	1,486.25	1,529.75	1,568.18	
	19.01	19.49	20.01	20.50	21.10	21.63	
AMERICAN SIGN LANGUAGE (ASL) GROUP							
ASL INTERPRETOR	31,415	32,360	33,457	34,535	35,670	36,880	
	1,204.23	1,240.48	1,282.53	1,323.85	1,367.35	1,413.75	
	16.61	17.11	17.69	18.26	18.86	19.50	
ASL							
INTERPRETOR/TUTOR	35,046	36,237	37,543	38,829	40,190	41,628	
	1,343.43	1,389.10	1,439.13	1,488.43	1,540.63	1,595.73	
	18.53	19.16	19.85	20.53	21.25	22.01	
ASL INTERPRETOR	36,880	38,110	39,472	40,890	42,327	43,954	
COOR./SUPER.	1,413.75	1,460.88	1,513.08	1,567.45	1,622.55	1,684.90	
	19.50	20.15	20.87	21.62	22.38	23.24	
ARCHITECT SERIES							
ARCHITECT 1	35,557	36,805	38,034	39,434	40,758	42,252	
	1,363.00	1,410.85	1,457.98	1,511.63	1,562.38	1,619.65	
	18.80	19.46	20.11	20.85	21.55	22.34	
	43,897	45,486	47,169	48,985			
	1,682.73	1,743.63	1,808.15	1,877.75			
	23.21	24.05	24.94	25.90			
ARCHITECT 2	46,243	48,210	50,063	51,935	53,902	56,077	58,233
	1,772.63	1,848.03	1,919.08	1,990.85	2,066.25	2,149.63	2,232.28
	24.45	25.49	26.47	27.46	28.50	29.65	30.79
ARCHITECT 3	52,730	54,697	56,796	59,066	61,373	63,907	66,612
	2,021.30	2,096.70	2,177.18	2,264.18	2,352.63	2,449.78	2,553.45
	27.88	28.92	30.03	31.23	32.45	33.79	35.22
ARCHITECT 4	56,796	59,066	61,373	63,907	66,612	69,411	72,380
	2,177.18	2,264.18	2,352.63	2,449.78	2,553.45	2,660.75	2,774.58
	30.03	31.23	32.45	33.79	35.22	36.70	38.27

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ASSISTANT DIRECTOR	59,047	61,373	63,888	66,612	69,411	72,343	
INFORMATION SERVICES	2,263.45	2,352.63	2,449.05	2,553.45	2,660.75	2,773.13	
	31.22	32.45	33.78	35.22	36.70	38.25	
ASSISTANT GUIDANCE	35,538	36,805	38,072	39,415	40,814	42,271	43,878
COUNSELLOR	1,362.28	1,410.85	1,459.43	1,510.90	1,564.55	1,620.38	1,682.00
	18.79	19.46	20.13	20.84	21.58	22.35	23.20
	45,524	47,169	48,985				
	1,745.08	1,808.15	1,877.75				
	24.07	24.94	25.90				
ASSISTANT PRINCIPAL	54,678	56,777	59,047	61,373	63,888	66,612	69,411
EDUCATION	2,095.98	2,176.45	2,263.45	2,352.63	2,449.05	2,553.45	2,660.75
	28.91	30.02	31.22	32.45	33.78	35.22	36.70
BUILDING SERVICE	33,245	34,372	35,583	36,730	37,962	39,381	
SUPERVISOR	1,274.40	1,317.60	1,364.00	1,408.00	1,455.20	1,509.60	
	15.93	16.47	17.05	17.60	18.19	18.87	
BUILDING SERVICE WORKER SERIES							
BUILDING SERVICE	24,271	25,002	25,607	26,442	27,256	28,028	28,946
WORKER 1	930.40	958.40	981.60	1,013.60	1,044.80	1,074.40	1,109.60
	11.63	11.98	12.27	12.67	13.06	13.43	13.87
	29,906	30,845					
	1,146.40	1,182.40					
	14.33	14.78					
BUILDING SERVICE	27,256	28,028	28,946	29,906	30,845	31,972	
WORKER 2	1,044.80	1,074.40	1,109.60	1,146.40	1,182.40	1,225.60	
	13.06	13.43	13.87	14.33	14.78	15.32	
BUILDING SERVICE	28,529	29,426	30,365	31,346	32,390	33,558	
WORKER 3	1,093.60	1,128.00	1,164.00	1,201.60	1,241.60	1,286.40	
	13.67	14.10	14.55	15.02	15.52	16.08	
CHAIRPERSON	59,255	61,657	64,229	66,934	69,884	72,021	74,120
	2,271.43	2,363.50	2,462.10	2,565.78	2,678.88	2,760.80	2,841.28
	31.33	32.60	33.96	35.39	36.95	38.08	39.19

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CLERK SERIES

CLERK 1	22,299 854.78 11.79	22,942 879.43 12.13	23,547 902.63 12.45	24,228 928.73 12.81		
CLERK 2	26,460 1,014.28 13.99	27,103 1,038.93 14.33	27,783 1,065.03 14.69	28,559 1,094.75 15.10	29,296 1,123.03 15.49	30,129 1,154.93 15.93
CLERK 3	32,096 1,230.33 16.97	32,928 1,262.23 17.41	33,836 1,297.03 17.89	34,724 1,331.10 18.36	35,689 1,368.08 18.87	36,805 1,410.85 19.46
CLERK 4	37,637 1,442.75 19.90	38,583 1,479.00 20.40	39,604 1,518.15 20.94	40,701 1,560.20 21.52	41,760 1,600.80 22.08	42,895 1,644.30 22.68
CLERK 5	38,053 1,458.70 20.12	39,074 1,497.85 20.66	40,247 1,542.80 21.28	41,477 1,589.93 21.93	42,763 1,639.23 22.61	44,067 1,689.25 23.30

CLERK-TYPIST SERIES

CLERK-TYPIST 1	24,001 920.03 12.69	24,625 943.95 13.02	25,192 965.70 13.32	25,911 993.25 13.70	26,611 1,020.08 14.07	
CLERK-TYPIST 2	26,460 1,014.28 13.99	27,103 1,038.93 14.33	27,783 1,065.03 14.69	28,559 1,094.75 15.10	29,296 1,123.03 15.49	30,129 1,154.93 15.93
CLERK-TYPIST 3	31,150 1,194.08 16.47	32,001 1,226.70 16.92	32,833 1,258.60 17.36	33,741 1,293.40 17.84	34,630 1,327.48 18.31	35,613 1,365.18 18.83

COMPUTER OPERATOR SERIES

COMPUTER OPERATOR 1	30,147 1,155.65 15.94	31,017 1,189.00 16.40	31,831 1,220.18 16.83	32,757 1,255.70 17.32	33,684 1,291.23 17.81	34,649 1,328.20 18.32
COMPUTER OPERATOR 2	37,089 1,421.73 19.61	38,091 1,460.15 20.14	39,093 1,498.58 20.67	40,247 1,542.80 21.28	41,382 1,586.30 21.88	42,649 1,634.88 22.55

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COMPUTER OPERATOR 3	37,240	38,356	39,642	40,890	42,214	43,614		
	1,427.53	1,470.30	1,519.60	1,567.45	1,618.20	1,671.85		
	19.69	20.28	20.96	21.62	22.32	23.06		
COMPUTER OPERATOR 4	37,372	38,696	40,096	41,514	43,065	44,673		
	1,432.60	1,483.35	1,537.00	1,591.38	1,650.83	1,712.45		
	19.76	20.46	21.20	21.95	22.77	23.62		
COMPUTER PROGRAMMER SERIES								
COMPUTER PROGRAMMER 1	39,093	40,474	41,836	43,349	44,862	46,507		
	1,498.58	1,551.50	1,603.70	1,661.70	1,719.70	1,782.78		
	20.67	21.40	22.12	22.92	23.72	24.59		
	48,247	50,082	51,879	53,883				
	1,849.48	1,919.80	1,988.68	2,065.53				
	25.51	26.48	27.43	28.49				
COMPUTER PROGRAMMER 2A	45,751	47,377	49,117	50,857	52,749	54,734	56,891	
	1,753.78	1,816.13	1,882.83	1,949.53	2,022.03	2,098.15	2,180.80	
	24.19	25.05	25.97	26.89	27.89	28.94	30.08	
	59,047	61,297						
COMPUTER PROGRAMMER 2	2,263.45	2,349.73						
	31.22	32.41						
COMPUTER PROGRAMMER 2B	53,013	55,056	57,137	59,274	61,676	64,077	66,650	
	2,032.18	2,110.48	2,190.23	2,272.15	2,364.23	2,456.30	2,554.90	
	28.03	29.11	30.21	31.34	32.61	33.88	35.24	
COMPUTER PROGRAMMER 3	55,926	58,025	60,144	62,451	64,967	67,520	70,281	
	2,143.83	2,224.30	2,305.50	2,393.95	2,490.38	2,588.25	2,694.10	
	29.57	30.68	31.80	33.02	34.35	35.70	37.16	
COMPUTER PROGRAMMER 4	58,025	60,144	62,451	64,967	67,520	70,281	73,213	
	2,224.30	2,305.50	2,393.95	2,490.38	2,588.25	2,694.10	2,806.48	
	30.68	31.80	33.02	34.35	35.70	37.16	38.71	
COMPUTER PROGRAMMER 5	62,451	64,967	67,520	70,281	73,213	76,371	79,624	
	2,393.95	2,490.38	2,588.25	2,694.10	2,806.48	2,927.55	3,052.25	
	33.02	34.35	35.70	37.16	38.71	40.38	42.10	

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COOK SERIES

COOK 1	25,336	26,317	27,172	28,028	28,946	29,844	
	971.20	1,008.80	1,041.60	1,074.40	1,109.60	1,144.00	
	12.14	12.61	13.02	13.43	13.87	14.30	
	30,720	31,555	32,348	33,245	34,226	35,270	
	1,177.60	1,209.60	1,240.00	1,274.40	1,312.00	1,352.00	
	14.72	15.12	15.50	15.93	16.40	16.90	
COOK 2	33,997	34,852	35,729	36,689	37,711	38,797	
	1,303.20	1,336.00	1,369.60	1,406.40	1,445.60	1,487.20	
	16.29	16.70	17.12	17.58	18.07	18.59	
COOK 3	30,094	31,179	32,244	33,266	34,351	35,395	
	1,153.60	1,195.20	1,236.00	1,275.20	1,316.80	1,356.80	
	14.42	14.94	15.45	15.94	16.46	16.96	
	36,459	37,377	38,317	39,360	40,383	41,468	
	1,397.60	1,432.80	1,468.80	1,508.80	1,548.00	1,589.60	
	17.47	17.91	18.36	18.86	19.35	19.87	
CURRICULUM	54,678	56,777	59,047	61,373	63,888	66,612	69,411
CONSULTANT	2,095.98	2,176.45	2,263.45	2,352.63	2,449.05	2,553.45	2,660.75
	28.91	30.02	31.22	32.45	33.78	35.22	36.70
DUPLICATING EQUIPMENT OPERATOR SERIES							
DUPLICATING EQUIPMENT OPERATOR 1	24,228	24,927	25,665	26,460	27,292	28,086	
	928.73	955.55	983.83	1,014.28	1,046.18	1,076.63	
	12.81	13.18	13.57	13.99	14.43	14.85	
DUPLICATING EQUIPMENT OPERATOR 2	27,632	28,540	29,391	30,374	31,434	32,474	
	1,059.23	1,094.03	1,126.65	1,164.35	1,204.95	1,244.83	
	14.61	15.09	15.54	16.06	16.62	17.17	
DUPLICATING EQUIPMENT OPERATOR 3	33,268	34,365	35,538	36,805	38,072	39,415	
	1,275.28	1,317.33	1,362.28	1,410.85	1,459.43	1,510.90	
	17.59	18.17	18.79	19.46	20.13	20.84	
DUPLICATING EQUIPMENT OPERATOR 4	36,162	37,372	38,696	40,096	41,514	43,065	
	1,386.20	1,432.60	1,483.35	1,537.00	1,591.38	1,650.83	
	19.12	19.76	20.46	21.20	21.95	22.77	

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**ECONOMIC DEVELOPMENT CONSULTANT
 SERIES**

ECONOMIC DEVELOPMENT CONSULTANT 1	40,171 1,539.90 21.24	41,628 1,595.73 22.01	43,027 1,649.38 22.75	44,654 1,711.73 23.61	46,261 1,773.35 24.46	47,964 1,838.60 25.36	49,741 1,906.75 26.30
ECONOMIC DEVELOPMENT CONSULTANT 2	50,820 1,948.08 26.87	52,730 2,021.30 27.88	54,678 2,095.98 28.91	56,777 2,176.45 30.02	59,047 2,263.45 31.22	61,373 2,352.63 32.45	63,888 2,449.05 33.78
ECONOMIC DEVELOPMENT CONSULTANT 3	54,678 2,095.98 28.91	56,777 2,176.45 30.02	59,047 2,263.45 31.22	61,373 2,352.63 32.45	63,888 2,449.05 33.78	66,612 2,553.45 35.22	69,411 2,660.75 36.70
ECONOMIC DEVELOPMENT CONSULTANT 4	59,047 2,263.45 -31.22	61,373 2,352.63 32.45	63,888 2,449.05 33.78	66,612 2,553.45 35.22	69,411 2,660.75 36.70	72,343 2,773.13 38.25	75,558 2,896.38 39.95
	78,773 3,019.63 41.65						

EDUCATION ADMIN. CONSULTANT	56,777 2,176.45 30.02	59,047 2,263.45 31.22	61,373 2,352.63 32.45	63,888 2,449.05 33.78	66,612 2,553.45 35.22	69,411 2,660.75 36.70	72,343 2,773.13 38.25
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EDUCATIONAL ASSISTANT SERIES

EDUCATIONAL ASSISTANT 1	30,790 1,180.30 16.28	31,717 1,215.83 16.77	32,776 1,256.43 17.33	33,854 1,297.75 17.90	34,970 1,340.53 18.49	36,162 1,386.20 19.12	
EDUCATIONAL ASSISTANT 2	34,365 1,317.33 18.17	35,538 1,362.28 18.79	36,805 1,410.85 19.46	38,072 1,459.43 20.13	39,415 1,510.90 20.84	40,814 1,564.55 21.58	
EDUCATIONAL ASSISTANT 3	36,162 1,386.20 19.12	37,372 1,432.60 19.76	38,696 1,483.35 20.46	40,096 1,537.00 21.20	41,514 1,591.38 21.95	43,065 1,650.83 22.77	
EDUCATIONAL DEVEL. OFFICER	48,210 1,848.03 25.49	50,082 1,919.80 26.48	51,935 1,990.85 27.46	53,902 2,066.25 28.50	56,058 2,148.90 29.64	58,233 2,232.28 30.79	60,579 2,322.18 32.03

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EDUCATION CONSULTANT	46,261 1,773.35 24.46	48,210 1,848.03 25.49	50,082 1,919.80 26.48	51,935 1,990.85 27.46	53,902 2,066.25 28.50	56,058 2,148.90 29.64	58,233 2,232.28 30.79
FACILITIES TECHNICAL OFFICER SERIES							
FACILITIES TECHNICAL OFFICER 1	46,715 1,790.75 24.70	48,247 1,849.48 25.51	49,987 1,916.18 26.43	51,746 1,983.60 27.36	53,600 2,054.65 28.34	55,491 2,127.15 29.34	
FACILITIES TECHNICAL OFFICER 2	49,325 1,890.80 26.08	51,065 1,957.50 27.00	52,862 2,028.38 27.95	54,791 2,100.33 28.97	56,834 2,178.63 30.05	58,895 2,257.65 31.14	
FINANCIAL OFFICER SERIES							
FINANCIAL OFFICER 1	37,372 1,432.60 19.76	38,696 1,483.35 20.46	40,096 1,537.00 21.20	41,514 1,591.38 21.95	43,065 1,650.83 22.77	44,673 1,712.45 23.62	
FINANCIAL OFFICER 2	38,696 1,483.35 20.46	40,096 1,537.00 21.20	41,514 1,591.38 21.95	43,065 1,650.83 22.77	44,673 1,712.45 23.62	46,356 1,776.98 24.51	
FINANCIAL OFFICER 3	43,897 1,682.73 23.21	45,429 1,741.45 24.02	47,113 1,805.98 24.91	48,871 1,873.40 25.84	50,668 1,942.28 26.79	52,673 2,019.13 27.85	
FINANCIAL OFFICER 4	48,210 1,848.03 25.49	50,082 1,919.80 26.48	51,935 1,990.85 27.46	53,902 2,066.25 28.50	56,058 2,148.90 29.64	58,233 2,232.28 30.79	
FINANCIAL OFFICER 5	50,195 1,924.15 26.54	52,087 1,996.65 27.54	54,129 2,074.95 28.62	56,267 2,156.88 29.75	58,498 2,242.43 30.93	60,862 2,333.05 32.18	64,229 2,462.10 33.96
GARDENER SERIES							
GARDENER 1	29,802 1,142.40 14.28	30,762 1,179.20 14.74	31,743 1,216.80 15.21	32,786 1,256.80 15.71	33,830 1,296.80 16.21	34,936 1,339.20 16.74	
GARDENER 2	30,762 1,179.20 14.74	31,743 1,216.80 15.21	32,786 1,256.80 15.71	33,830 1,296.80 16.21	34,936 1,339.20 16.74	36,146 1,385.60 17.32	

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GARDENER 3	36,772	38,066	39,402	40,800	42,324	43,868	
	1,409.60	1,459.20	1,510.40	1,564.00	1,622.40	1,681.60	
	17.62	18.24	18.88	19.55	20.28	21.02	
GARDENER 4	40,758	42,303	43,847	45,454	47,207	48,981	
	1,562.40	1,621.60	1,680.80	1,742.40	1,809.60	1,877.60	
	19.53	20.27	21.01	21.78	22.62	23.47	
GUIDANCE OFFICER SERIES							
GUIDANCE OFFICER 1	46,261	48,210	50,082	51,935	53,902	56,058	58,233
	1,773.35	1,848.03	1,919.80	1,990.85	2,066.25	2,148.90	2,232.28
	24.46	25.49	26.48	27.46	28.50	29.64	30.79
GUIDANCE OFFICER 2	50,082	51,935	53,902	56,058	58,233	60,200	62,583
	1,919.80	1,990.85	2,066.25	2,148.90	2,232.28	2,307.68	2,399.03
	26.48	27.46	28.50	29.64	30.79	31.83	33.09
ILLUSTRATOR SERIES							
ILLUSTRATOR1	30,790	31,717	32,776	33,854	34,970	36,162	
	1,180.30	1,215.83	1,256.43	1,297.75	1,340.53	1,386.20	
	16.28	16.77	17.33	17.90	18.49	19.12	
ILLUSTRATOR2	36,162	37,372	38,696	40,096	41,514	43,065	
	1,386.20	1,432.60	1,483.35	1,537.00	1,591.38	1,650.83	
	19.12	19.76	20.46	21.20	21.95	22.77	
ILLUSTRATOR3	38,696	40,096	41,514	43,065	44,673	46,356	
	1,483.35	1,537.00	1,591.38	1,650.83	1,712.45	1,776.98	
	20.46	21.20	21.95	22.77	23.62	24.51	
INSTRUCTOR	38,810	40,171	41,628	43,027	44,654	46,261	47,964
	1,487.70	1,539.90	1,595.73	1,649.38	1,711.73	1,773.35	1,838.60
	20.52	21.24	22.01	22.75	23.61	24.46	25.36
	49,741	51,708	53,675	55,737	57,912	60,200	62,583
	1,906.75	1,982.15	2,057.55	2,136.58	2,219.95	2,307.68	2,399.03
	26.30	27.34	28.38	29.47	30.62	31.83	33.09
	64,967						
	2,490.38						
	34.35						

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LIBRARIAN SERIES

LIBRARIAN1	35,538	36,805	38,072	39,415	40,814	42,271	
	1,362.28	1,410.85	1,459.43	1,510.90	1,564.55	1,620.38	
	18.79	19.46	20.13	20.84	21.58	22.35	
LIBRARIAN2	39,415	40,814	42,271	43,878	45,524	47,169	48,985
	1,510.90	1,564.55	1,620.38	1,682.00	1,745.08	1,808.15	1,877.75
	20.84	21.58	22.35	23.20	24.07	24.94	25.90
LIBRARIAN3	43,878	45,524	47,169	48,985	51,387	53,770	
	1,682.00	1,745.08	1,808.15	1,877.75	1,969.83	2,061.18	
	23.20	24.07	24.94	25.90	27.17	28.43	
LIBRARIAN4	46,261	48,210	50,082	51,935	53,902	56,058	58,233
	1,773.35	1,848.03	1,919.80	1,990.85	2,066.25	2,148.90	2,232.28
	24.46	25.49	-26.48	27.46	28.50	29.64	30.79
LIBRARY DIRECTOR1	52,730	54,678	56,777	59,047	61,373	63,888	
	2,021.30	2,095.98	2,176.45	2,263.45	2,352.63	2,449.05	
	27.88	28.91	30.02	31.22	32.45	33.78	

LIBRARY TECHNICIAN SERIES

LIBRARY TECHNICIAN1	32,417	33,211	34,119	35,046	36,048	37,164	
	1,242.65	1,273.10	1,307.90	1,343.43	1,381.85	1,424.63	
	17.14	17.56	18.04	18.53	19.06	19.65	
LIBRARY TECHNICIAN2	36,729	37,618	38,677	39,774	40,852	41,987	
	1,407.95	1,442.03	1,482.63	1,524.68	1,566.00	1,609.50	
	19.42	19.89	20.45	21.03	21.60	22.20	
LIBRARY TECHNICIAN3	38,053	39,074	40,247	41,477	42,763	44,067	
	1,458.70	1,497.85	1,542.80	1,589.93	1,639.23	1,689.25	
	20.12	20.66	21.28	21.93	22.61	23.30	
MAINT. TRADESPERSON	37,983	39,256	40,633	42,136			
	1,456.00	1,504.80	1,557.60	1,615.20			
	18.20	18.81	19.47	20.19			

MEDIA SPECIALIST SERIES

MEDIA SPECIALIST1	48,210	50,082	51,935	53,902	56,058	58,233	
	1,848.03	1,919.80	1,990.85	2,066.25	2,148.90	2,232.28	
	25.49	26.48	27.46	28.50	29.64	30.79	

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MEDIA SPECIALIST 2	50,820 1,948.08 26.87	52,730 2,021.30 27.88	54,678 2,095.98 28.91	56,777 2,176.45 30.02	59,047 2,263.45 31.22	61,373 2,352.63 32.45	63,888 2,449.05 33.78
MEDIA TECHNICIAN SERIES							
MEDIA TECHNICIAN 1	31,169 1,194.80 16.48	32,247 1,236.13 17.05	33,268 1,275.28 17.59	34,365 1,317.33 18.17	35,538 1,362.28 18.79	36,805 1,410.85 19.46	
MEDIA TECHNICIAN 2	34,365 1,317.33 18.17	35,538 1,362.28 18.79	36,805 1,410.85 19.46	38,072 1,459.43 20.13	39,415 1,510.90 20.84	40,814 1,564.55 21.58	
MEDIA TECHNICIAN-3	37,372 1,432.60 19.76	38,696 1,483.35 20.46	40,096 1,537.00 21.20	41,514 1,591.38 21.95	43,065 1,650.83 22.77	44,673 1,712.45 23.62	
NURSE SERIES							
NURSE 1	45,120 1,729.60 21.62	46,811 1,794.40 22.43	48,480 1,858.40 23.23	50,212 1,924.80 24.06	51,819 1,986.40 24.83	53,468 2,049.60 25.62	
NURSE 2	45,725 1,752.80 21.91	47,395 1,816.80 22.71	49,044 1,880.00 23.50	50,755 1,945.60 24.32	52,550 2,014.40 25.18	54,470 2,088.00 26.10	
NURSE 3	49,044 1,880.00 23.50	50,755 1,945.60 24.32	52,550 2,014.40 25.18	54,470 2,088.00 26.10	56,348 2,160.00 27.00	58,268 2,233.60 27.92	
OPERATIONSMANAGEMENT SERIES							
OPERATIONS MANAGER	42,344 1,623.20 20.29	43,847 1,680.80 21.01	45,517 1,744.80 21.81	47,291 1,812.80 22.66	48,889 1,866.40 23.33	50,150 1,922.40 24.03	
ASSISTANT OPERATIONS MANAGER	37,440 1,435.20 17.94	38,755 1,485.60 18.57	40,049 1,535.20 19.19	41,531 1,592.00 19.90			

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PLANNING AND PROGRAM ANALYST SERIES

PLANNING AND PROGRAM ANALYST 1	35,538 1,362.28 18.79	36,805 1,410.85 19.46	38,072 1,459.43 20.13	39,415 1,510.90 20.84	40,814 1,564.55 21.58	42,271 1,620.38 22.35	43,878 1,682.00 23.20
	45,524 1,745.08 24.07	47,169 1,808.15 24.94	48,985 1,877.75 25.90				
PLANNING AND PROGRAM ANALYST 2	46,261 1,773.35 24.46	48,210 1,848.03 25.49	50,082 1,919.80 26.48	51,935 1,990.85 27.46	53,902 2,066.25 28.50	56,058 2,148.90 29.64	58,233 2,232.28 30.79
PLANNING AND PROGRAM ANALYST 3	50,820 1,948.08 26.87	52,730 2,021.30 27.88	54,678 2,095.98 28.91	56,777 2,176.45 30.02	59,047 2,263.45 31.22	61,373 2,352.63 32.45	63,888 2,449.05 33.78
PLANNING AND PROGRAM ANALYST 4	56,777 2,176.45 30.02	59,047 2,263.45 31.22	61,373 2,352.63 32.45	63,888 2,449.05 33.78	66,612 2,553.45 35.22	69,411 2,660.75 36.70	72,343 2,773.13 38.25
PRODUCTION SUPERVISOR	46,261 1,773.35 24.46	48,210 1,848.03 25.49	50,082 1,919.80 26.48	51,935 1,990.85 27.46	53,902 2,066.25 28.50	56,058 2,148.90 29.64	58,233 2,232.28 30.79
PROGRAM COORDINATOR EDUCATION	59,047 2,263.45 31.22	61,373 2,352.63 32.45	63,888 2,449.05 33.78	66,612 2,553.45 35.22	69,411 2,660.75 36.70	72,343 2,773.13 38.25	75,558 2,896.38 39.95
	78,773 3,019.63 41.65						
PROGRAM COORDINATOR EXTENSION SERVICES	48,210 1,848.03 25.49	50,082 1,919.80 26.48	51,935 1,990.85 27.46	53,902 2,066.25 28.50	56,058 2,148.90 29.64	58,233 2,232.28 30.79	60,579 2,322.18 32.03
POSTAL CLERK	26,838 1,028.78 14.19	27,481 1,053.43 14.53	28,180 1,080.25 14.90	28,975 1,110.70 15.32	29,731 1,139.70 15.72	30,601 1,173.05 16.18	

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PSYCHOLOGISTSERIES

PSYCHOLOGIST1	35,538	36,805	38,072	39,415	40,814	42,271	43,878
	1,362.28	1,410.85	1,459.43	1,510.90	1,564.55	1,620.38	1,682.00
	18.79	19.46	20.13	20.84	21.58	22.35	23.20
	45,524	47,169	48,985				
	1,745.08	1,808.15	1,877.75				
	24.07	24.94	25.90				
PSYCHOLOGIST2	46,261	48,210	50,082	51,935	53,902	56,058	58,233
	1,773.35	1,848.03	1,919.80	1,990.85	2,066.25	2,148.90	2,232.28
	24.46	25.49	26.48	27.46	28.50	29.64	30.79
PSYCHOLOGIST3	52,730	54,678	56,777	59,047	61,373	63,888	66,612
	2,021.30	2,095.98	2,176.45	2,263.45	2,352.63	2,449.05	2,553.45
	27.88	28.91	30.02	31.22	32.45	33.78	35.22
PSYCHOLOGIST4	59,047	61,373	63,888	66,612	69,411	72,343	75,558
	2,263.45	2,352.63	2,449.05	2,553.45	2,660.75	2,773.13	2,896.38
	31.22	32.45	33.78	35.22	36.70	38.25	39.95
	78,773						
	3,019.63						
	41.65						

PURCHASINGAGENT SERIES

PURCHASINGAGENT 1	35,538	36,805	38,072	39,415	40,814	42,271
	1,362.28	1,410.85	1,459.43	1,510.90	1,564.55	1,620.38
	18.79	19.46	20.13	20.84	21.58	22.35
PURCHASINGAGENTPIO	40,171	41,628	43,027	44,654	46,261	47,964
	1,539.90	1,595.73	1,649.38	1,711.73	1,773.35	1,838.60
	21.24	22.01	22.75	23.61	24.46	25.36
PURCHASINGAGENT2	43,897	45,429	47,113	48,871	50,668	52,673
	1,682.73	1,741.45	1,805.98	1,873.40	1,942.28	2,019.13
	23.21	24.02	24.91	25.84	26.79	27.85
PURCHASINGAGENT3	47,113	48,871	50,668	52,673	54,659	56,777
	1,805.98	1,873.40	1,942.28	2,019.13	2,095.25	2,176.45
	24.91	25.84	26.79	27.85	28.90	30.02

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RECREATIONCONSULTANTSERIES

RECREATION CONSULTANT 1	33,363 1,278.90 17.64	34,365 1,317.33 18.17	35,538 1,362.28 18.79	36,805 1,410.85 19.46	38,072 1,459.43 20.13	39,415 1,510.90 20.84
RECREATION CONSULTANT 2	40,814 1,564.55 21.58	42,271 1,620.38 22.35	43,878 1,682.00 23.20	45,524 1,745.08 24.07	47,169 1,808.15 24.94	48,985 1,877.75 25.90
RECREATION CONSULTANT 3	46,261 1,773.35 24.46	47,964 1,838.60 25.36	49,741 1,906.75 26.30	51,708 1,982.15 27.34	53,675 2,057.55 28.38	55,737 2,136.58 29.47
RECREATION CONSULTANT 4	50,082 1,919.80 26.48	51,935 1,990.85 27.46	53,902 2,066.25 28.50	56,058 2,148.90 29.64	58,233 2,232.28 30.79	60,579 2,322.18 32.03

RESEARCHASSISTANT SERIES

RESEARCH ASSISTANT 1	30,223 - 1,158.55 15.98	31,169 1,194.80 16.48	32,247 1,236.13 17.05	33,268 1,275.28 17.59	34,365 1,317.33 18.17	35,538 1,362.28 18.79
RESEARCH ASSISTANT 2	34,365 1,317.33 18.17	35,538 1,362.28 18.79	36,805 1,410.85 19.46	38,072 1,459.43 20.13	39,415 1,510.90 20.84	40,814 1,564.55 21.58
RESIDENCE COUNSELLOR	37,145 1,423.90 19.64	38,129 1,461.60 20.16	39,150 1,500.75 20.70	40,285 1,544.25 21.30	41,420 1,587.75 21.90	42,706 1,637.05 22.58

SECURITY OFFICER SERIES

SECURITY OFFICER 1	24,271 930.40 11.63	25,002 958.40 11.98	25,607 981.60 12.27	26,442 1,013.60 12.67	27,256 1,044.80 13.06	28,028 1,074.40 13.43	28,946 1,109.60 13.87
	29,906 1,146.40 14.33	30,845 1,182.40 14.78					

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SECURITY OFFICER 2	27,652	28,529	29,426	30,365	31,346	32,390	33,329
	1,060.00	1,093.60	1,128.00	1,164.00	1,201.60	1,241.60	277.60
	13.25	13.67	14.10	14.55	15.02	15.52	15.97
	34,247						
	1,312.80						-
	16.41						
SERVICE WORKER SERIES							
SERVICE WORKER 1	21,496	22,205	22,831	23,457	24,125	24,772	
	824.00	851.20	875.20	899.20	924.80	949.60	
	10.30	10.64	10.94	11.24	11.56	11.87	
	25,398	26,045	26,755	27,485	28,237	29,071	
	973.60	998.40	1,025.60	1,053.60	1,082.40	1,114.40	
	12.17	12.48	12.82	13.17	13.53	13.93	
SERVICE WORKER 2	30,115	30,929	31,743	32,661	33,642	34,539	
	1,154.40	1,165.60	1,216.80	1,252.00	1,289.60	1,324.00	
	14.43	14.82	15.21	15.65	16.12	16.55	
SERVICE WORKER 3	30,073	30,845	31,764	32,765	33,809	34,831	
	1,152.80	1,182.40	1,217.60	1,256.00	1,296.00	1,335.20	
	14.41	14.78	15.22	15.70	16.20	16.69	
SERVICE WORKER 4	30,240	31,221	32,244	33,245	34,372	35,583	
	1,159.20	1,196.80	1,236.00	1,274.40	1,317.60	1,364.00	
	14.49	14.96	15.45	15.93	16.47	17.05	
SENIOR CONSULTING INSTRUCTOR P & E	52,730	54,678	56,777	59,047	61,373	63,888	66,612
	2,021.30	2,095.98	2,176.45	2,263.45	2,352.63	2,449.05	2,553.45
	27.88	28.91	30.02	31.22	32.45	33.78	35.22
STATISTICAL ANALYST SERIES							
STATISTICAL ANALYST 1	40,814	42,271	43,878	45,524	47,169	48,985	
	1,564.55	1,620.38	1,682.00	1,745.08	1,808.15	1,877.75	
	21.58	22.35	23.20	24.07	24.94	25.90	
STATISTICAL ANALYST 2	48,210	50,082	51,935	53,902	56,058	58,233	60,579
	1,848.03	1,919.80	1,990.85	2,066.25	2,148.90	2,232.28	2,322.18
	25.49	26.48	27.46	28.50	29.64	-30.79	32.03
STATISTICAL ANALYST 3	52,730	54,678	56,777	59,047	61,373	63,888	
	2,021.30	2,095.98	2,176.45	2,263.45	2,352.63	2,449.05	
	27.88	28.91	30.02	31.22	32.45	33.78	

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STOREKEEPER SERIES

STOREKEEPER 1	28,521 1,093.30 15.08	29,372 1,125.93 15.53	30,374 1,164.35 16.06	31,434 1,204.95 16.62	32,474 1,244.83 17.17	33,552 1,286.15 17.74
STOREKEEPER 2	31,169 1,194.80 16.48	32,247 1,236.13 17.05	33,249 1,274.55 17.58	34,365 1,317.33 18.17	35,538 1,362.28 18.79	36,805 1,410.85 19.46
STOREKEEPER 3	33,249 1,274.55 17.58	34,365 1,317.33 18.17	35,538 1,362.28 18.79	36,805 1,410.85 19.46	38,053 1,458.70 20.12	39,415 1,510.90 20.84
STOREKEEPER 4	35,538 1,362.28 18.79	36,805 1,410.85 19.46	38,053 1,458.70 20.12	39,415 1,510.90 20.84	40,814 1,564.55 21.58	42,290 1,621.10 22.36

STORES CLERK SERIES

STORES CLERK 1	24,927 955.55 13.18	25,665 983.83 13.57	26,460 1,014.28 13.99	27,292 1,046.18 14.43	28,086 1,076.63 14.85	28,975 1,110.70 15.32
STORES CLERK 2	27,292 1,046.18 14.43	28,086 1,076.63 14.85	28,975 1,110.70 15.32	29,883 1,145.50 15.80	30,866 1,183.20 16.32	

SYSTEMS ANALYST SERIES

SYSTEMS ANALYST 1	36,162 1,386.20 19.12	37,372 1,432.60 19.76	38,696 1,483.35 20.46	40,096 1,537.00 21.20	41,514 1,591.38 21.95	43,065 1,650.83 22.77
SYSTEMS ANALYST 2	38,696 1,483.35 20.46	40,096 1,537.00 21.20	41,514 1,591.38 21.95	43,065 1,650.83 22.77	44,673 1,712.45 23.62	46,356 1,776.98 24.51
SYSTEMS ANALYST 3	42,290 1,621.10 22.36	43,897 1,682.73 23.21	45,429 1,741.45 24.02	47,113 1,805.98 24.91	48,871 1,873.40 25.84	50,668 1,942.28 26.79

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SYSTEMS COORDINATOR SERIES

SYSTEMS	50,820	52,730	54,678	56,777	59,047	61,373	63,888
COORDINATOR 1	1,948.08 26.87	2,021.30 27.88	2,095.98 28.91	2,176.45 30.02	2,263.45 31.22	2,352.63 32.45	2,449.05 33.78
SYSTEMS	54,678	56,777	59,047	61,373	63,888	66,612	69,411
COORDINATOR 2	2,095.98 28.91	2,176.45 30.02	2,263.45 31.22	2,352.63 32.45	2,449.05 33.78	2,553.45 35.22	2,660.75 36.70
SYSTEMS	59,047	61,373	63,888	66,612	69,411	72,343	75,558
COORDINATOR 3	2,263.45 31.22	2,352.63 32.45	2,449.05 33.78	2,553.45 35.22	2,660.75 36.70	2,773.13 38.25	2,896.38 39.95
	78,773						
	3,019.63						
	41.65						

SWITCHBOARD OPERATOR SERIES

SWITCHBOARD	22,299	22,942	23,547	24,228	24,927		
OPERATOR 1	854.78 11.79	879.43 12.13	902.63 12.45	928.73 12.81	955.55 13.18		
SWITCHBOARD	26,460	27,103	27,783	28,559	29,296	30,129	
OPERATOR 2	1,014.28 13.99	1,038.93 14.33	1,065.03 14.69	1,094.75 15.10	1,123.03 15.49	1,154.93 15.93	
SWITCHBOARD	31,150	32,001	32,833	33,741	34,630	35,613	
OPERATOR 3	1,194.08 16.47	1,226.70 16.92	1,258.60 17.36	1,293.40 17.84	1,327.48 18.31	1,365.18 18.83	
TRAINING CONSULTANT	48,210	50,082	51,935	53,902	56,058	58,233	60,579
	1,848.03 25.49	1,919.80 26.48	1,990.85 27.46	2,066.25 28.50	2,148.90 29.64	2,232.28 30.79	2,322.18 32.03

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WORD PROCESSOR SERIES

WORD PROCESSOR1	25,987 996.15 13.74	26,781 1,026.60 14.16				
WORD PROCESSOR2	32,020 1,227.43 16.93	32,871 1,260.05 17.38	33,798 1,295.58 17.87	34,668 1,328.93 18.33	35,632 1,365.90 18.84	36,616 1,403.60 19.36
WORD PROCESSOR3	34,970 1,340.53 18.49	35,897 1,376.05 18.98	36,937 1,415.93 19.53	38,053 1,458.70 20.12	39,074 1,497.85 20.66	40,247 1,542.80 21.28
WORD PROCESSOR4	35,897 1,376.05 18.98	36,937 1,415.93 19.53	38,053 1,458.70 20.12	39,074 1,497.85 20.66	40,247 1,542.80 21.28	41,477 1,589.93 21.98
WORD PROCESSOR5	38,053 1,458.70 20.12	39,074 1,497.85 20.66	40,247 1,542.80 21.28	41,477 1,589.93 21.93	42,763 1,639.23 22.61	44,067 1,689.25 23.30
WORD PROCESSOR6	42,327 1,622.55 22.38	43,651 1,673.30 23.08	44,975 1,724.05 23.78	46,507 1,782.78 24.59	48,020 1,840.78 25.39	49,571 1,900.23 26.21

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