

MEMORANDUM OF AGREEMENT

BETWEEN

**Town of Grenfell
(The “Employer”)**

AND

**Canadian Union of Public
Employees Local 5340
(The “Union”)**

April 30 2020

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ARTICLE 1 – PURPOSE

1:01 The general purpose of this Agreement is to establish the terms and conditions of employment between the **Employer** and the employees who come within scope of this agreement, to provide for the prompt and equitable disposition of grievances **and** to settle all differences pertaining to matters within the confines of this agreement.

1:02 The **Employer** will treat all employees with courtesy and respect and in a professional manner. Employees and Representatives of the Union will in turn observe these same principles in dealing with the **Employer**. Disciplinary actions shall be undertaken with consideration of the privacy of the concerned parties. Verbal abuse, by either the Union Representative, **Employer**, or the Employee shall not be tolerated by either party.

1:03 It is a further purpose to prevent waste, unnecessary expense and avoidable delays in carrying on the work of the **Employer**. Both parties agree to cooperate to insure the satisfactory service to the residents of Grenfell. Recognizing the principle that the residents come first.

In interpreting this agreement or any provisions thereof, it is agreed that the fundamental consideration shall be the harmonious relationship which must prevail between the Town and its employees, always keeping in mind that the Town Council is operating a non-profit organization with public funds,

ARTICLE 2 – DEFINITIONS

2:01 Definition of Employer, Employee and Union

The term **Employer** shall mean Town of Grenfell. The terms "employee" or "all employees" shall mean those employees of the Town of Grenfell, Saskatchewan, represented by the Union pursuant to the Order by the Labour Relations Board. The term Union shall mean Canadian Union of Public Employees (CUPE)

2:02 Definitions

For the purpose of this Agreement the following definitions shall apply:

(a) **Employee**
A member of the bargaining unit

(b) **Paid Hours**

Paid hours are:

- (1) actual hours worked excluding overtime;
- (2) statutory holiday hours;
- (3) hours of vacation pay; and
- (4) all paid leaves.

- (c) Day
A day shall be the twenty-four (24) hour period calculated from the time that the employee commenced the scheduled shift.
- (d) Work week or week
A week shall mean that period between 12:01 AM Sunday through to 12:00 midnight the immediately following Saturday.
- (e) Weekend
A weekend shall mean 0001 hours Saturday to 2400 hours Sunday.
- (f) Full time employee is an employee who regularly works full time hours as per the Saskatchewan Employment Act;
- (g) Part time employee is an employee who regularly works less than full time hours as per the Saskatchewan Employment Act .
- (h) Casual employees are those who work on a call-in basis and who do not work on a regular and recurring schedule.
- (j) Probationary employees are newly hired employees who have not completed the initial continuous working period of six (6) months or one hundred and twenty (120) working days, whichever occurs first, from date of hiring.
- (k) Agreement – this term shall mean the current Collective Agreement.
- (l) Qualifications or qualified – the terms shall include knowledge, experience, certification, skill, ability, training and/or education as determined for the needs of the **Employer** by the **Employer**.
- (m) Promotion – shall mean the movement of an employee.
- (n) Letter of appointment – the term shall mean a letter in writing to the successful applicant of a vacancy, stating the status (Full Time/Part Time/Casual)and pay range.
- (o) Experience shall mean two (2) or more years experience in the last four (4) years
- (p) Union member shall be any person who has signed a consent for Union fee deduction after thirty (30) consecutive days of work.
- (q) CAO shall mean Chief Administrative Officer

2.03 “Seasonal Employee” means any Employee employed by the **Employer** in a position which has a definite start and end date

ARTICLE 3 - MANAGEMENT RIGHTS

3:01 The Union acknowledges that it is the right of the **Employer** to manage the operation and workforce in all respects unless specifically limited by the terms of this Agreement, in a manner that is consistent with the terms of this Agreement.

3.02 The **Employer** reserves all rights and prerogatives in the management of the operation, unless clearly and explicitly granted to the Union by this Agreement, and the Union shall not in

any way interfere with these rights. These rights and prerogatives so reserved include, but are not limited to, the right to hire, the right to discharge for just cause, the right to determine the methods and means by which operations are to be conducted, including specifically, the right to direct the work force and the right to exclusively manage the operation.

Subject to the terms of this Agreement, it is the function of the **Employer** to:

- a) Direct the working force;
- b) Operate and manage its business in all respects;
- c) Hire, select, transfer and layoff employees;
- d) Maintain order, discipline and efficiency and establish and enforce reasonable rules and regulations governing the conduct of employees. These rules and regulations shall primarily be designed to safeguard the interests of the **Employer** and the efficiency in operations of the **Employer**;
- e) Promote, demote, discipline, suspend and discharge any employee, provided, however, that any such action may be subject to the grievance procedure provided herein and the grievance procedure has been followed as agreed.

ARTICLE 4 - TERM OF AGREEMENT

4:01 This Agreement, unless changed by mutual consent of both parties hereto, shall be in force and effect from **May 1 2020** and shall remain in force until **April 30 2025** and from year to year thereafter unless notification of desire to amend or terminate be given in writing.

4:02 Either party may, not less than 60 days not more than 120 days before the expiry date hereof, give notice in writing to the other party to terminate this Agreement or to negotiate a revision to this Agreement.

ARTICLE 5 - SCOPE

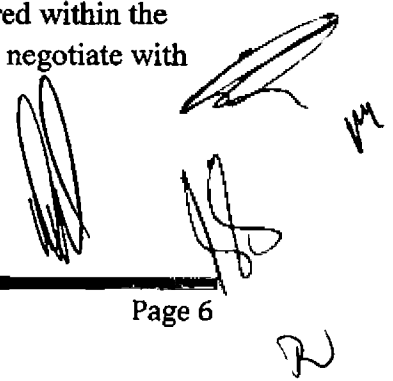
5:01 Both parties mutually agree that this Agreement shall cover all employees employed by the Town of Grenfell except the following classifications:
Chief Administration Officer
Community Development Coordinator
Finance Officer
Superintendent of Public works

ARTICLE 6 - RECOGNITION

6:01 Bargaining Unit

The **Employer** recognizes the Canadian Union of Public Employees and its Local 5340 as the sole and exclusive collective bargaining agent for all persons covered within the Saskatchewan Labour Relations Board Certification and hereby agrees to negotiate with the Union,

6:02 No Other Agreements

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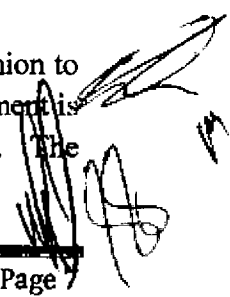
No employee(s) shall be required or permitted to make a written or verbal Agreement with the **Employer** or Representatives, which may conflict with the terms of this Collective Agreement.

6:03 Union Representation

The **Employer** agrees to recognize one (1) President or designate, provided the Union has advised the CAO, in writing, of the name of the President so appointed.

The President or designates first obligation is the fulfilment of his responsibilities as an employee during his working activities other than the necessary involvement in the reporting and resolution of grievances which fall within the terms of this Agreement.

- a) The President or designate must not leave his assigned work area on Union business without prior permission. Such permission will not be unreasonably withheld.
- b) Under no circumstances shall a President or designate take any action or issue any instruction which will interfere with the operation or affairs of the **Employer**, or with the management of or direction of the work force.
- c) The President or designate shall not be discriminated against or disciplined for the performance of his duties on behalf of the Union.
- d) Employees will discuss grievances or possible grievances in the staff room, never in a location where the residents of Grenfell may over hear **or while being paid to work by the town**. The **Employer** will always discipline and discuss employee misconduct in private. President or designates will not discuss Union business while the employee is being paid to work for the **Employer** other than breaks.
- e) The Union agrees that no Union member will conduct Union activities on the **Employer** premises during working hours or in public areas or in any location or manner that would cause residents to overhear the conversation except as specifically permitted by this agreement or with the written permission of the **Employer**.
- f) The authorized business agent or representative of the Union shall be permitted after receiving prior permission from the Chief Administrative Officer (CAO); such permission will not be unreasonably withheld, to talk with any employee regarding Union matters during regular breaks.
 - i) All interviews of employees by the Union Representative shall be carried on in a place designated by the **Employer**. The time taken shall not be on the **Employer's** time **and** extra time beyond the employees break shall only be with the **Employer's** permission.
 - ii) The **Employer** shall allow the properly authorized representative of the Union to investigate the standing of all employees' conditions, to see that this agreement is being enforced provided that such meeting is booked through the CAO. The



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Employer is entitled to require an individual to substantiate that the person is an authorized representative of the Union.

- iii) When access is required for purposes of such investigation, the Union Representative will notify the **Employer** at least **forty-eight (48)** hours in advance to ensure the availability of the CAO.
- iv) Access will be restricted to the "public" portions of all buildings during working hours unless prior permission is granted by the **Employer**.

6.04 Right to Have Union Present

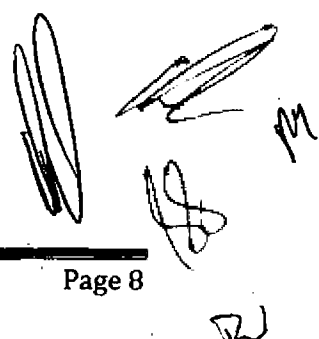
The **Employer** shall inform the employee that **they** have the right to Union representation prior to the imposition of any discipline which will become a matter of written record. Union to supply letter for employee to sign should they not wish representation from the Union.

6.05 Discipline

When discipline (written warning, suspension and discharge) is to be imposed by the **Employer**, said discipline shall be imposed within three (3) work days of the CAO or **manager** becoming aware of the infraction or within three (3) work days of the date that the CAO or **manager** completes his investigation into the infraction. Should the situation require more extensive investigation the CAO can extend the investigation period.

Except in cases where the employee has violated the "Employee code of Conduct." and after the **Employer** has completed a fair investigation and given the employee the opportunity to justify his actions and the **Employer** considers that an employee's conduct warrants immediate dismissal. The practice shall be to utilize the principals of progressive discipline, further instances of misconduct by the employee shall be, if the employee requests, discussed with the employee only in the presence of a President or designate

Employees' have the right to Union representation at each stage of the discipline process. Should the employee feel uncomfortable with the representation of the workplace President or designate, the employee shall immediately notify the **Employer** of **their** desire for alternate representation, and the employee shall immediately contact the Union Office so that the Union may arrange alternate representation as soon as possible. As well, when the **Employer** wishes to discuss unsatisfactory work habits as discipline with an employee, if an employee refuses to have a President or designate present, the refusal must be in writing on a form provided by the Union. Should the Union not provide sufficient copies of this document the **Employer** can move forward as if it has been signed. The Union will ensure that the **Employer** has sufficient copies of the proper document. It is understood that coaching is not discipline.

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ARTICLE 7 - UNION SECURITY

7:01 Union Membership

Every employee who is or hereinafter becomes a member of the Union shall maintain membership in the Union as a condition of their employment, and every new employee whose employment commences hereinafter shall, within thirty (30) work days after commencement of their employment, apply for and maintain membership in the Union as a condition of their employment,

7:02 Dues Check-Off

The **Employer** shall deduct initiation fees, assessment and monthly dues from the earnings of each employee in accordance with the procedure designated by the Union. Such dues deducted from an employee's earnings on behalf of the Union shall be remitted to the CUPE National Office in Envelopes provided by the Union within two (2) weeks of month end that the said deductions were made. The **Employer** shall provide to the Union or Union local the names of the employees who have given their authority to have the dues, assessments and initiation fees mentioned in subsection (1) paid to the Union or Union local.

7:03 Dues Authorization

The Union shall furnish the **Employer** with "Dues Authorization" cards and "Application for Membership" cards. The **Employer** agrees to have all new employees sign the "Dues Authorization" and "Application for Membership" cards within thirty (30) working days of commencement of employment.

7:04 Dues Receipts

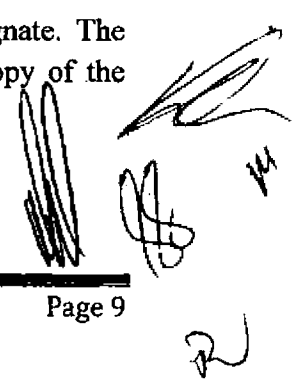
The **Employer** agrees to record all Union dues paid in the previous year on the employee's Income Tax (T4) slips.

7:05 Union Representatives

The Union, shall supply the **Employer** with an up-to-date list of their representatives, officers and President or designates, The **Employer** shall not be obligated to meet with or allow any person not so listed on the **Employer** premises or to meet with any employee.

7:07 New Employees -Introduction to President or designate

Within thirty (30) days of commencement of employment the employee's immediate Supervisor shall introduce the new employee to a Union President or designate. The President or designate or representative will provide the employee with a copy of the Collective Agreement so provided by the Union.



7.08 Negotiation

The **Employer** and the Union agree to negotiate in good faith revisions to the collective agreement.

7.09 Work of the Bargaining Unit

- a) It is agreed that excluded employees will replace in scope employees shifts only in the case of emergency or unforeseen circumstances or training.
- b) The managers may continue to perform the same work as they have historically performed prior to the certification.

8:01 No Discrimination

- a) The **Employer** and the Union agree that there shall be no discrimination by reason of age, colour, race, creed, national ancestry, physical ability, physical size, sex, political activity, religious affiliation, marital status or sexual orientation nor by reason of membership or activity or non-activity in the Union, place of origin, place of residence or with respect to any employee's relationship with the **Employer**.
- b) The parties recognize the Duty to Accommodate in accordance with the Human Rights Code and Regulations and agree to accommodate workers in accordance with the Code.

8:02 Harassment

The Union and the **Employer** recognize the right of **Employer** and employees to work in an environment free of harassment and will work jointly to achieve that goal.

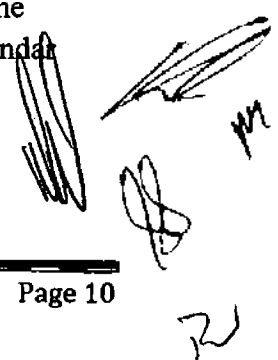
ARTICLE 9 - GRIEVANCE PROCEDURE

Principal

The purpose of this Article is to provide the sole method for the settlement of a grievance alleging the violation of a specific provision of this Agreement. Such a grievance shall be presented and processed in accordance with the steps, time limits and conditions herein set forth.

It is the mutual desire of the parties that complaints of employees shall be addressed as quickly as possible, and it is understood that an employee has no grievance until the employee first discusses the complaint with the responsible Manager. The complaint must be discussed with the Manager within seven (7) calendar days after the circumstances giving rise to it have occurred.

Any complaint not presented within these seven (7) calendar days shall be forfeited by the aggrieved employee. The Manager shall give his response verbally within seven (7) calendar days of receiving the employee's complaint.

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Definition And Recognition Of A Grievance

9.01 A grievance shall be defined as any difference or dispute between the **Employer** and an employee pertaining to any of the following:

- a) Any matter relating to the terms of employment, rates of pay **and/or** hours of work, of any employee or employees provided the employee has full filled the requirements of the provisions of the grievance procedure;
- b) Any matter involving the interpretation or alleged violation of a specific provision of this Agreement;
- c) The appropriateness of a discharge, suspension, warning, demotion, or other form of discipline provided the employee files the grievance.

Where there is any dispute or grievance as defined in this Agreement, by the **Employer**, notice in writing thereof must be given within seven (7) calendar days of the occurrence. The agreed procedure for adjusting all grievances of disputes should be as follows.

Step 1

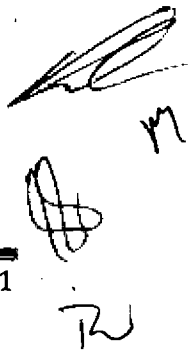
If the employee has first given the Manager the opportunity to resolve the complaint and the complaint is not settled as provided for above, the union may submit a written grievance to the Manager within seven (7) calendar days of receiving the Manager's verbal response to the complaint or the date that the Manager should have responded as provided under the Principal above. The grievance shall be signed by the employee and shall identify the nature of the grievance, the specific provisions of the Agreement which are alleged to have been violated and the remedy sought. The Manager will give a written response to the grievance within seven (7) calendar days following the day on which the grievance was presented by the employee. If the Union does not receive a decision within the time limits specified and the employee wishes to proceed with the grievance, he or she may submit the grievance at the next step.

Step 2

If the grievance is not settled, the Union must forward the grievance to the Town Council within seven (7) calendar days of the date of the Manager's Step 1 response or the date the Manager's Step 1 response should have been provided. A meeting or conference call will then be held between the Town Council and a Local Union Officer and/or National Representative of the Union. The employee and a Union Steward may also attend this meeting. If the grievance is not resolved at this step, the Union must notify the **Employer** in writing within seven (7) calendar days of its' intention to proceed to mediation prior to arbitration as outlined in 10.01.

Initiation of Special Meetings

Either party may initiate a meeting for the purpose of resolving the grievance prior to the arbitration proceedings

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ARTICLE 10 - ARBITRATION

Referral to Arbitration

Failing satisfactory settlement of the grievance in Step Two, the matter may be referred to arbitration by either party within **seven (7)** calendar days, provided that if it is not so referred the grievance shall be deemed to have been settled.

The Arbitrator shall be entitled to exercise the power conferred by Section 6-45 of the Saskatchewan Employment Act to fashion a remedy which it determines to be just and equitable in the circumstances.

However, the Arbitrator may not add to, subtract from, alter, modify or amend any provision of this agreement **nor make any decision which maybe contrary to the specific language and or intent of the parties.**

- 10.01 The parties agree to mediate all grievances prior to moving to arbitration using the mediators from the Ministry of Labour Relations and Workplace Safety **provided** notice to arbitrate has been served.
- 10.02 For the purpose of this Article of time referred to in days shall be deemed to mean such period of time calculated on consecutive calendar days. Time limits can be extended by mutual consent of the parties.
- 10.03 No person shall be appointed as an arbitrator who has been involved previously in an attempt to negotiate or settle the grievance.
- 10.04 Grievances shall be heard by a single Arbitrator with a notice of intention to proceed to arbitration within seven (7) calendar days of receiving the **Employer's** or the Union's reply in Step Two, the party serving notice shall suggest a person to serve as arbitrator. The other party shall respond within seven (7) calendar days, either agreeing to the person proposed or suggesting alternative arbitrators. If the parties cannot agree on an Arbitrator within fourteen (14) days, either party may request the Minister of Labour Relations Workplace Safety for Province of Saskatchewan to appoint a single Arbitrator. In the event that notice to move to arbitration is not given within the time lines after Step 2 by either party, the matter will be deemed to be resolved by both parties.
- 10.05 Each party shall bear the expenses of its representatives, participants, and witnesses and of the preparation and presentation of its own case. The fees and expenses of the single Arbitrator, the hearing room and other expenses incidental to the Arbitration hearing shall be borne equally by the parties.
- 10.06 The proceedings and the decision of the arbitrator shall be expedited by the **Employer** and the Union. The decision of the arbitrator shall be final and binding upon the parties hereto, but the arbitrator shall not be authorized to make changes. The arbitrator shall not make any decisions or recommendations, inconsistent with the provisions of this agreement, alter, add to, modify, or amend any part of the agreement, make any general changes such as changes in wage rates, or deal with any matter not covered by this agreement.

10.07 In all cases of interpretation or arbitration of the terms of this agreement, the text of the original signed copies and notes shall govern.

10.08 Should the parties disagree as to the meaning of the Arbitrator's decision, either party may apply to the Arbitrator to reconvene to clarify the decision, which he shall do within a reasonable period .

10.09 Permission to Leave Work

The Union President or designate and the grieving employee shall suffer no loss of pay as a result of attending a scheduled grievance meeting with the **Employer**.

ARTICLE 11 – SENIORITY

11.01 Seniority Defined

Seniority for full time permanent employees is defined as the length of continuous service in the bargaining unit since their last date of hire.

Seniority for casual, seasonal, student and temporary employees who are not designated to full-time permanent positions shall have their seniority calculated on the basis of hours worked.

Employees shall not acquire any seniority rights until after successful completion of the probation provided in 11.03 below and subject to 11.05. Seniority shall then be established from the date an employee last entered the service of the **Employer**.

Employees shall not accumulate seniority for any unpaid leaves in excess of thirty (30) working days.

11.02 Seniority List

The **Employer** shall maintain a seniority list showing the date upon which each employee's service commenced. Where two (2) or more employees commenced work on the same day, preference shall be in accordance with the date of application for employment. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January of each year.

11.03 Probation for Seasonal Hired Employees

Probation for employees working in seasonal or part-time positions shall be based on actual hours worked. The probation period is to be **seven hundred and twenty (720) hours**. During the probationary period for new hires, employment may be terminated at the sole discretion of the **Employer** and such termination of employment shall be deemed to be for just cause.

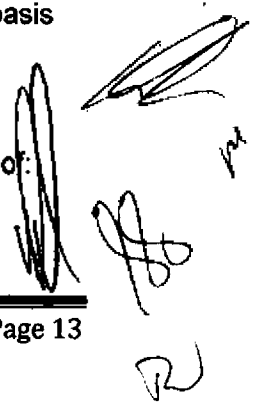
11.04 Seniority for Non-Permanent Employees

Seniority for employees working less than the prescribed hours of work – for all employees who work less than the normal hours of work as defined in Article 14.01, or employees who work less than twelve (12) months in any one year, shall have their seniority calculated on the basis of hours worked.

11.05 Loss of Seniority

An employee shall lose seniority rights and all rights and benefits shall cease in the event of:

1. Discharge for just cause unless reinstated;
2. Resignation or voluntarily leaving the service of the **Employer**;



3. Failure to return to work on recall after lay-off unless through sickness or other just cause;
4. A continuous lay-off in excess of twelve (12) months;
5. Retirement from the employ of the **Employer**.
6. A continuous lay-off in excess of eight (8) months for seasonal or temporary employees;

11.06 Layoff and Recall Procedure

Subject to the **Employer** being allowed to retain in all positions, employees of sufficient skill, qualifications, and ability as determined by the **Employer**, the **Employer** recognizes that job security should increase in proportion to length of service. Therefore, in the event of layoff, employees shall be laid off in the inverse order of their bargaining unit seniority. Notice of layoff shall be in accordance with the provisions of section 43 of *The Saskatchewan Employment Act*. No new employees shall be hired in same classification as those laid off until those laid off have been given an opportunity of recall. Where it is necessary to rehire employees, laid off employees shall be recalled in the inverse order in which they were laid off. A laid off employee may apply for a posted position providing they have the qualifications for that position.

ARTICLE 12 - VACANCIES AND NEW POSITIONS

12:01 Job Posting

- a) When a vacancy occurs within the bargaining unit and the decision to fill the position is made or a new position is created inside the bargaining unit, the **Employer** shall notify the Union in writing and post notice of the position on all bulletin boards for a minimum of one (1) calendar week from the date of posting so that all employees will be allowed the opportunity to make application. The position can be posted external at the same time. First preference is to be given to the employees in the bargaining unit who in the sole judgement of the **Employer** have the qualifications.
- b) Commencement of Job
An employee selected from the posting procedure shall commence the job within four (4) weeks after the closing date of the posting unless mutually agreed otherwise

12:02 Information in Postings

Such notice shall contain the following information:

- a) nature of position;
- b) required qualifications;
- c) shift including normal hours, which may be subject to change;
- d) wages or salary rate or the range;
- e) date of commencement of the position.

12:03 Filling of Vacancies

a) New positions or vacancies

Shall be filled on the basis of seniority when promoted or filled from within provided that the applicant possesses the qualifications as determined by the **Employer** required to fill the position and ability to perform the work.

b) Appointment of Applicant

Within five (5) days of awarding the position, the name of the selected applicant will be posted on designated bulletin boards for a minimum of five (5) calendar days.

12:04 Probation Period for New Hires

Newly hired employees shall be on a probation basis for a period of six (6) months from date of hiring. This period may be extended by mutual agreement up to an additional four (4) months or eighty (80) working days.

During the probation period employees shall be entitled to all rights and benefits of this Agreement except with respect to discharge for reasons of unsuitability. After completion of the probation period seniority shall be effective from the date of hire.

Probation for employees working in seasonal or part-time positions shall be based on actual hours worked. The probation period for seasonal workers is to be **seven hundred and twenty (720) hours**. During the probationary period for new hires, employment may be terminated at the sole discretion of the **Employer** and such termination of employment shall be deemed to be for just cause

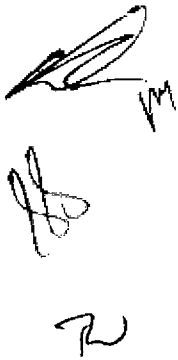
If an Employee should go on any type of leave during probation, the said probation that the employee was on shall be extended by the time the /employee was on the leave.

12.05 Probation New position

The successful applicant shall be notified within one (1) week following the end of the posting period. They shall be placed on probation for a period of ninety (90) calendar days. Conditional on satisfactory performance, the employee shall be declared permanent after the period of ninety (90) calendar days. During the probationary period, in the event the successful applicant proves unsatisfactory, is unable to perform the duties of the new job classification, or if the employee elects to return to their former position they shall be returned to **their** former position, wage or salary rate, without loss of seniority. Any other employee promoted or transferred because of the re-arrangement of positions shall also be returned to **their** former position, wage or salary rate, without loss of seniority.

12.06 Handicapped and Older Worker Provision

Conditional on a medical certificate the **Employer** shall provide suitable alternate employment when, through advancing years, injury, illness or handicap, an employee is unable to perform his/her normal duties providing there is a position available. Such employee shall not displace an employee with more seniority. This procedure will be conducted through consultation and negotiation between the Union and the **Employer**



ARTICLE 13 - GENERAL AGREEMENTS

13.01 Access to Personnel File

Employees shall, upon making suitable arrangements with the **Employer**, have access to any record or appraisals contained in their personnel file.

Following two (2) years, of receiving no other discipline, the **discipline** of an employee, shall, upon written request, be removed from their personnel file.

13.02 Water checks

When an employee is directed to conduct the water check on the weekends **they** shall be paid two (2) hours of over time provided **they have** worked 40 hours that week or two (2) hours straight time should **they not** have forty (40) hours worked that week and are not being paid for doing something else for the **Employer**.

13.03 The **Employer** agrees that no permanent full-time employee on staff shall lose **their** employment as a result of contracting out.

13.04 No New Employees

New employees shall not be hired until those permanent full time employees laid off who have the required qualifications have been given an opportunity of recall.

ARTICLE 14 - HOURS OF WORK

14.01 Hours of Work

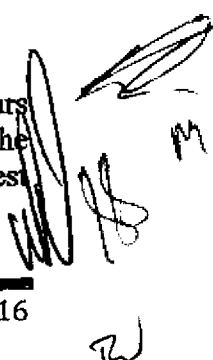
- a. Regular hours of work shall be eight (8) hours per day (forty [40] hours per week), with two (2) consecutive days off; however, to create operational efficiencies or in the interests of the public the **Employer** may alter the work schedule.
- b. The normal hours of work shall be for Public works employees 7:30 a.m. to 4:30 p.m. with a one (1) hour unpaid break for the luncheon period.
- c. For office employees, normal hours of work shall be 8 a.m. to 5 p.m. with a one (1) hour unpaid break for a luncheon period.

14.02 Overtime Offered

Overtime shall be Offered on a Rotating Basis Insofar as it is operationally efficient to do so, overtime shall be offered on a rotating basis to employees who are qualified to perform the required work and have the least amount of accrued banked time accrued

14.03 Authorized Hours

- a. All authorized hours worked in excess of the number of daily or weekly hours provided in 14.01 above shall be considered overtime. Overtime shall be paid at the rate of one and one-half times (1.5 X) the employees regular rate of pay to the nearest quarter (1/4) hour.



14.04 Stand-by

- a. It shall be the exclusive right of the **Employer** to determine, from time to time, the number of employees, if any, that are designated on stand-by and the work to be performed.
- b. Those employees designated on stand-by shall respond to all call outs no later than forty five (45) minutes of receiving such call and shall not intake alcohol or illegal drugs while on stand-by.
- c. Employees shall be paid \$25 per day, when designated on stand-by plus two (2) hours pay per call. However, in the event that a call lasts more than the two (2) hours, that employee shall be paid at their overtime rate for time worked past the two (2) hours.
- d. In the event a second employee is required as decided by management, the second employee shall be paid two (2) hours at their overtime rate or overtime rate for hours worked, whichever is greater.
- e. It is understood and agreed between the parties that **time in lieu** when taken is not worked hours.

14.05 Reporting Pay Guarantees

An Seasonal Employee reporting for a scheduled shift and finding that there is no work shall be paid for three(3) hours work. The **Employer** shall have the option of finding any work for the employee in order to fill the three hours of pay. The employee shall have the right to chose not to work that day and not be paid the three(3) hours.

14.06 Paid Rest Period

All employees working the following shifts shall be allowed rest periods each day aside from mealtime;

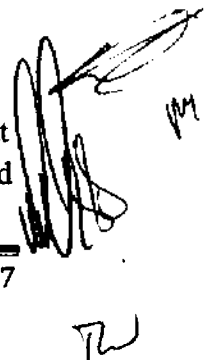
- a) seven (7) to eight (8) hours – two (2) fifteen (15) minute breaks and one (1) to be taken midway between the start of the shift and the lunch break, and the other to be taken midway between the lunch break and the end of the shift.
- b) less than seven (7) hours but more than 4 hours – one (1) fifteen (15) minute break taken midway between the start of the shift and the lunch break.

Such rest periods shall be taken on the **Employer's** time

14.07 Pool staff shall work flexible hours of work which may exceed eight (8) hours per day or forty (40) hours per calendar week but shall not exceed the total number of working hours in any given month based on eight (8) hours per day without receiving overtime

14.08 Recall Procedure

Permanent full time Employees shall be recalled in the order of their seniority, provided that they have the required qualifications and ability to perform the available work as determined by the **Employer**

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14.09 **Dirty Pay**

Any employee required to work with raw sewage in an open excavation on the broken main or lateral sewer line shall receive an additional fifty cents (\$0.50) per hour.

14.10 **Banked Time**

With the mutual agreement of the **Employer** an employee may request that their overtime be banked rather than be paid out, **they** may not accrue anymore than **twenty (20)** hours banked at any time. When taking banked time the CAO must be notified in writing at least **one (1) day** in advance of the need.

All banked time must be used or booked prior to December 31st of each year or it shall be paid out on the last pay cheque of the year.

All banked time when used must be paid at the wage rate that it had been accrued at.

14.11 **Pay on Transfer, Lower Rated Job**

When an employee is temporarily assigned to a position paying a lower rate, their rate shall not be reduced subject to the transfer not being related to disciplinary action, accommodation or other transfer arrangement mutually agreeable to both parties.

ARTICLE 15 - STATUTORY HOLIDAYS

15:01 Statutory Holidays

The **Employer** recognizes the following as paid holidays:

- | | |
|------------------|------------------|
| New Year's Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Victoria Day | Remembrance Day |
| Christmas Day | Canada Day |
| Saskatchewan Day | Family Day |
| Boxing Day | |

and any other proclaimed as a holiday by the Federal or Provincial Government. A civically declared holiday in lieu of any of the above-named holidays shall not be considered a holiday.

15:02 Statutory Holiday Compensation

All employees:

- a) Who do not work on a Statutory Holiday shall receive Statutory Holiday pay in accordance with the formula:

**Wages Earned less overtime
in previous Four (4) Weeks Preceding the Holiday x 5% = Statutory Holiday Pay**

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- b) Employees who work on a Statutory Holiday shall be paid at the rate of one and one-half (1 1/2) the regular rate plus Statutory Holiday pay in accordance with the formula above.

ARTICLE 16 – VACATION

16:01 Length of Vacation

All employees, except as otherwise stated in this Agreement, shall earn vacation leave credits as per the Saskatchewan Employment Act Subdivision 6. Vacation is on an earned basis and will be pro-rated for employees who have not worked for the full fifty-two (52) weeks of the calendar year. The calendar year being the vacation year for the **Employer**.

16:02 Statutory Holidays Falling Within Vacation Schedule

If a Statutory Holiday falls or is observed during an employee's vacation period one day shall be added to the employees vacation.

16:03 Vacation Pay

All employees will accrue vacation pay as follows:

- a) Less than 10 years of service 3/52 of gross earnings
- b) More than 10 years of service 4/52 of gross earnings

Employees on vacation leave shall receive vacation pay based on their accrued vacation pay as outlined above.

16:04 Vacation Pay on Termination or Retirement

- a) Any employee whose employment is terminated for any reason shall have any vacation pay owed paid on their final pay.
- b) Any employee whose employment is terminated for any reason shall have any vacation overpayment recovered from their final pay.

16:05 Choice of Vacation Dates

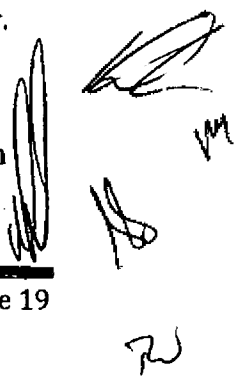
Annual vacation time shall be regulated on a mutually agreed basis. In case of disagreement seniority shall govern. Employees who do not request vacation time before March 15th of each year shall forfeit their right to use seniority. Disputes after this date shall be governed on a first-come, first-serve basis.

16:06 Posting of Vacation Schedules

Projected vacation entitlement will be posted January 31 of each year. The projected vacation entitlement list shall be left open for alteration until February 15 of each year.

16:07 Vacation Pay

Upon written request of one pay period in advance, employee(s) shall receive vacation pay in advance of taking approved vacation.



16:08 Vacation Carry-Over

The vacation entitlement contained herein shall be taken prior to December 31st, however, employees if they choose, shall be allowed to carry over a maximum of 5 (five) days from one year to the next. Employees who wish to carry over more than the five days vacation as outlined herein may make application to the **Employer** for the carry over.

16:09 Work Requirements During Vacation

No employee shall be required to work during the employee's scheduled vacation period, except in extenuating circumstances.

In addition, their vacation leave credit will be reinstated for use at a mutually agreeable time.

16:10 Vacation Year

"Vacation Year" means the twelve (12) month period commencing on the first (1st) day of January in each calendar year and concluding on the 31st day of December of the same calendar year.

16.11 Illness or Injury During Annual Vacation

In the event that an employee is hospitalised or confined under medical care due to illness or injury during their annual vacation period, their vacation time may be credited for such time subject to the employee providing notification as soon as reasonably possible and submitting supporting medical documentation to their immediate supervisor for the time spent in hospital or confinement to a maximum of ten (10) working days. Upon submission of medical documentation, such time shall be deemed to be sick leave and shall be charged against the employee's sick leave credit providing the employee has sick leave credits to cover the specific time. The additional days required to complete the vacation entitlement shall be provided at a mutually agreed time during the year of entitlement

ARTICLE 17 - LEAVE OF ABSENCE

17:01 General Leave of Absence

It is understood between the parties that an employee who works for another Company/ organization or personal business venture while on leave of absence, as herein provided, shall be deemed to have terminated **their** employment with the **Employer** unless such permission has been granted explicitly in writing by the Town Council in advance of commencement of said leave.

An unpaid leave of absence may be granted for up to one(1) month upon request provided the employee submits a request in writing at least fourteen (14) calendar days in advance.

The **Employer** will notify the employee as soon as possible of the disposition of the request.



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An employee granted leave shall not earn any benefits for the entire period granted but shall earn seniority for leaves of less than thirty (30) calendar days at one time.

17:02 Union Leave

If possible, insofar as the regular operation of the **Employer** permits, an employee will, upon **two (2)** weeks written notice, be granted a leave of absence with pay to attend business meetings, workshops, seminars, and conventions in connection with Union affairs. The **Employer** shall submit an invoice to the Union for all pay costs with respect to the hours the employee is on said leave. The Union shall pay said invoice in full within thirty (30) days of the invoice date.

17:03 Maternity Leave

- a) Maternity leave shall be granted in compliance with The Saskatchewan Employment Act.
- b) The employee must provide the **Employer** with all proper notices and certificates

17:04 Parental Leave

- a) Parental leave shall be granted in compliance with The Saskatchewan Employment Act, Section 2.51.
- b) Adoption Leave

17.05 Bereavement Leave

- a. A special leave of absence with pay shall be granted in case of a death, in immediate family for periods not exceeding three (3) days based on the following guidelines.
- b. For the purposes of this clause, immediate family members shall mean spouse, parent, child, sister, brother, mother-in-law, father-in-law, grandparents, common-law spouse, grandchild, brother-in-law, sister-in-law.
For bereavement in the immediate family, leave may be granted on the basis of **one(1)** day for travelling, **one(1)** day to make arrangements and **one(1)** day to attend the funeral. Additional time off may be granted due to extenuating circumstances (at Council's discretion).

17.06 Compassionate Leave

Leave of absence with pay for reasons of pressing necessity will be given when absence from work is necessary due to an emergency in an employee's immediate family (husband, wife, with the family, parent, brother, sister, daughter and son, and in-laws).

Leave for pressing necessity may be granted as follows:

- a) For sickness in the immediate family up to one (1) day may be given to make arrangements for the required care.
- b) Following the Saskatchewan Employment Act Section 2-56 as to limitations and frequency.
- c) In other situations of pressing necessity leave may be granted at the discretion of Council.



17.07 Negotiation Leave

- a. An employee certified as a representative of the Union – Local 5340 shall have said leave with pay, provided the Union meets the requirements of 17.09 (b)
- b. The **Employer** shall submit an invoice to the Union for all pay costs with respect to the hours the employee is on said leave. The Union shall pay said invoice in full within thirty (30) days of the invoice date.
- c. When in participation in negotiations with the **Employer** or its representatives. The number of employee representatives shall not exceed two (2);

17.8 Public Duty Leave

- a. Upon written request of the employee, the **Employer** shall allow leave of absence without pay so that an employee may be a candidate in a Federal or Provincial Election.
- b. An employee who is elected to public office shall be granted leave of absence without pay or benefits or accumulation of seniority during the term of public office, not to exceed five (5) years.

ARTICLE 18 - PAYMENT OF WAGES

18:01 Salary Scales

The salary scale applicable to all employees of this agreement shall be as set out hereinafter in Schedule "A" of this Agreement based on classification

ARTICLE 19 - JOB SECURITY

19:01 Work of the Bargaining Unit

- a) It is agreed that excluded employees will replace in scope employees shifts only in the case of emergency or unforeseen circumstances or training.
- b) The managers may continue to perform the same work as they have historically performed prior to the certification.

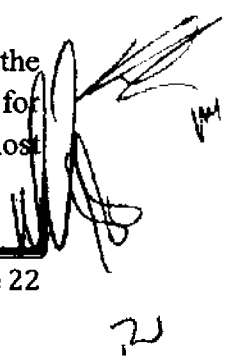
ARTICLE 20 - GENERAL PROVISIONS

20:01 Personal Property Damage or Loss

NO personal items of employees should be brought to or stored on **Employer** property. An employee's personal property **that is lost or damaged** shall not be the liability of the **Employer**.

20:02 Joint Committees

- a) Occupational Health and Safety Committee
 - i) The Union and the **Employer** shall continue to co-operate in perfecting the safety measures now in effect, and further agree that the provisions for Occupational Health and Safety Committees, as provided for under the most recent Occupational Health and Safety Act, shall be carried out.



- ii) An employee or a group of employees who have an occupational health and safety concern should endeavour to resolve that concern by first referring the concern to the Manager and/or Occupational Health and Safety Committee, who will investigate, and make recommendations for corrective action.

20:03 Plural, Singular, Feminine or Masculine Terms May Apply

Whenever the singular, plural, masculine or feminine is used in this Agreement it shall be considered as if the plural, singular, masculine or feminine has been used where the context of the party or parties hereto so require.

20.04 All employees, who are required to operate vehicles, shall be required to provide the **Employer** with a true copy of their Drivers Abstract, at the employee's cost, before selection for the position, and on an annual basis thereafter, at the **Employer's** cost, if so requested by the **Employer**

20.05 Employees shall take all necessary and reasonable care and precaution so as to ensure against loss, damage, or destruction of **Employer** premises and equipment. The employee must report any loss or damage to premises or equipment in writing, immediately to the CAO.

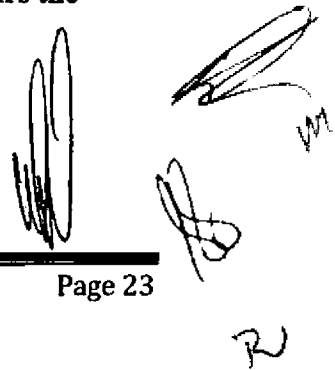
20.06 Employees shall not use **Employer** premises, equipment, or supplies for anything other than the business of the **Employer**

20.07 The **Employer** shall provide a bulletin board which shall be placed so that all employees will have access to it and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees but will not provide negative information regarding the **Employer** or the Town.

20.08 It shall be the employees responsibility to track and know when specific operator certifications are due to be renewed.

20:09 When a review of an employee's work performance is made, the employee concerned shall be given the opportunity to read such review while attending a meeting with the appropriate manager. The employee shall be required to sign an acknowledgement that they have been given an opportunity to read the performance review and shall be provided with a copy. It is agreed and understood that Coaching is not discipline and therefore is not to be grieved by the Union.

20.10 When the **Employer** has supplied an employee with any product such as hip waders, rain suits, coverall or any other item. They may only be used during the hours the employee is being paid to work by the Town.



ARTICLE 21 – SICK LEAVE PROVISIONS

Définition

Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick or disabled, exposed to a contagious disease, or because of an accident for which compensation is not payable under the Workers Compensation Act.

21.01 Credited Sick Leave

All full-time employees shall be credited with one and one-quarter (1 1/4) days per month from the date of hiring, with the unused portion of this sickness allowance to accumulate up to a maximum fourteen (14) days. Employees on a permanent part-time basis will have such monthly credit pro-rated with a maximum accumulation of fourteen (14) days.

Employees who have accrued more than fourteen (14) sick days prior to ratification may not accrue any more days until those accrued over the fourteen (14) sick days have been used. All sick days are terminated upon termination of employment.

ARTICLE 22 - BENEFITS

22.01 Insurance

a. SUMAGROUP INSURANCE:

All employees of the **Employer** shall join Saskatchewan Urban Municipalities Association Group Benefit Plan consisting of Basic Life Insurance, Accidental Death and Dismemberment, Short Term Salary continuation and Long Term Disability. The **Employer** agrees to pay the permanent employees' premium. The benefits will then be taxable to the employee.

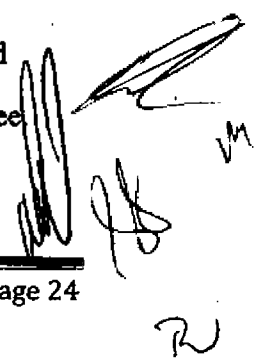
b. SUMAGROUP BENEFITS HEALTH, DENTAL, AND VISION:

All employees shall enrol in the SUMA Group Benefit Plan C. The premium will be paid by the **Employer** at the cost of the single coverage premium. Any cost for spouse and dependent coverage will be the responsibility of the employee. The **Employer** will cover the cost of the employee's single person coverage for Extended Health Benefits for the first 3 months of an extended illness.

c. Employee and Family Assistance Plan:

All employees shall enrol in the Employee and Family Assistance Plan offered through SUMA. The premium will be paid by the **Employer** for each employee.

d. MUNICIPAL EMPLOYEE SPENSION PLAN:



All employees shall enrol in the Municipal Employees Pension Plan. Rates are set by MEPP and remittance is a percentage of the employee's monthly salary. The **Employer** will match this amount and remit both to MEPP on a monthly basis.

22.02 Retirement

Retirement Bonus for the retirement of present and future employees.

- a. Employees retiring after 3 continuous full years of employment with the Employer ? \$100.00
- b. Employees retiring after 5 continuous full years of employment with the Employer \$300.00
- c. Employees retiring after 8 continuous full years of employment with the Employer \$400.00
- d. Employees retiring after 10 continuous full years or more of employment with the Employer \$1000.00

ARTICLE 23 - NO STRIKE OR LOCK OUT

- 23.01 The Union agrees that during the term of this agreement, there will be no strike, slowdown, stoppage of work, or any withdrawal of normally provided services and the **Employer** agrees that during the term of this agreement there will be no lockouts.

ARTICLE 24- CONTROL OF ABSENTEEISM

- 24.01 Recognizing that the absenteeism by employees creates staffing and scheduling problems, disruption of the work place to the detriment of other employees and increased cost to the detriment of all parties, the **Employer** is entitled to use any or all of the following measures in the control of absenteeism. The CAO will make the final decision before termination.
- 24.02 The CAO may require an employee to provide a medical certificate as evidence of the employee's illness or injury as a cause for the employee's absence from work after second day of illness. **Employer** shall pay the doctor fee to write the certificate of illness.
- 24.03 Every employee who is unable to report for work due to illness or injury shall make every reasonable effort to notify the CAO, or to have someone else notify the CAO on their behalf, prior to the employee's normal reporting time, or as soon after that time as is possible in the circumstances, and in the event that the CAO is not satisfied by objective evidence that there is proper justification or reason for an employee's absence, such absence will be just and reasonable cause for discipline.

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- 24.04 Where the CAO is satisfied by the objective evidence that an employee is unable or unwilling to maintain a satisfactory attendance record in fulfillment of the employment relationship with the **Employer**, the CAO may terminate the services of the employees.
- 24.05 In relation to any provision in this collective agreement where the CAO is entitled to require medical evidence of an employee's ability to return to work or to continue to work, the CAO may require that the employee be examined by and present a medical certificate from a physician.

ARTICLE 25 - EFFECT OF LEGISLATION AND THE AGREEMENT

25.01 Wherever the interpretation of this Agreement would provide less favourable provisions to an employee in any cases than that provided by Provincial Legislation, said Legislation shall govern and be part of this Agreement.

- a) The Parties recognize and agree that they cannot be obligated or bound by any term, condition, or provision, which would be inferior to any existing federal or provincial legislation or regulations passed pursuant thereto.

In the event that any term, condition, or provision, or part thereof, which is incorporated into the Agreement, whether by inadvertence, error or misunderstanding, is in fact or in law contrary to such federal or provincial legislation or regulation, then such term, condition, or provision, or part thereof, is void and of no effect.

- b) In the event that existing federal or provincial legislation makes invalid any provisions of this Agreement, the remaining provisions shall remain in effect for the term of the Agreement. The **Employer** and the Union shall confer to settle upon a mutually agreeable provision to be substituted for the provisions(s) so altered or invalidated.

ARTICLE 26 – EMPLOYEE ASSISTANCE PROGRAM

26.01 Employee Assistance Program

The **Employer** and the Union recognize that mental illness and chemical addictions are medical disorders that can create social, personal, and economic problems for those suffering from those health problems. The parties also recognize that such illnesses can lead to deterioration of work performance and standards. The **Employer** agrees to provide employees suffering from such problems access to an Employee Assistance Program when work performance is negatively affected.

26.02 Acceptance of Treatment

It is recognized by both the **Employer** and the Union that it is the personal responsibility of the individual to accept treatment. The acknowledgement of the above is not to be interpreted as constituting a waiver of management's responsibility to maintain discipline, or the right to take disciplinary measures within the framework of this Collective Agreement.



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ARTICLE 27 - OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

An Occupational Health and Safety Committee shall be established which is composed of an equal number of Union and **Employer** representatives, but with a maximum of two (2) Union and two (2) **Employer** members. The Occupational Health and Safety Committee shall hold meetings as required by Provincial legislation or as requested by the Union or by the **Employer** for jointly considering, monitoring, inspecting, investigating and reviewing health and safety conditions and practices and to improve existing health and safety conditions and practices. Minutes shall be taken of all meetings and copies shall be sent to the **Employer**, the Union and the Provincial Government with a copy posted at the Town Office

ARTICLE 28 - SAFETY WORK BOOTS

Public works employees will be given a one hundred and fifty dollar (\$150.00) allowance annually for the purchase of CSA approved work boots.

- a) This allowance may be used annually or combined and used every two (2) years. The **Employer** and the Union agree that any employee reporting to work without CSA approved footwear as required by the **Employer**, and gloves will be sent home without pay and this action shall not be subject to grievance.

Coveralls will be repaired or replaced by the **Employer** and cleaned by the **Employer**. Other necessary items such as proper rubber gloves, rubber boots, hip waders and rain suits shall be provided in a quantity deemed to be sufficient by the **Employer** and paid for by the **Employer**.

- c). SAFETY PRESCRIPTION GLASSES:

Public works employees will be given a one hundred dollar (\$100.00) allowance bi-annually for the purchase of approved side-shield safety prescription glasses.

Employees shall submit a copy of the purchase invoice

28.01 COVERALLS:

Public Works employees will be provided with coveralls at no cost to the employee. These coveralls shall remain the property of the **Employer**. Employees shall ensure that they are not damaged through negligence and are only to be used while doing **Employer** work

ARTICLE 29- JURY DUTY

- 29.01 Employees who serve on a jury or are subpoenaed as a witness (excluding Arbitration under this Agreement), shall be granted leave of absence for this purpose and the **Employer** shall make up the difference in pay from that paid and the amount of pay lost for the hours they were scheduled to work, but could not work because they were required to attend court. However, the **Employer** will only be required to provide this compensation if the employee:

- a) notifies the CAO as soon as they become aware of the requirement to serve as a juror or subpoenaed witness, and provides the Jury Notice/Subpoena; and

- b) returns to work within a reasonable period of time. Should total hours on jury duty or as a witness exceed **their** normal work day or schedule **they** missed, **they** shall only be reimbursed for actual scheduled hours missed. Should he be required to attend court during a normal day off **their** pay will not be increased to compensate.
- c) presents the cheque paid to **them** with an itemized statement from the appropriate court official indicating the dates, times of service, and fees paid on each date or attendance at a legal process due to subpoena, if applicable.

ARTICLE 30 – DISCHARGE, SUSPENSION AND DISCIPLINE

30.01 Discipline Procedures

Except for cases warranting immediate dismissal, and cases involving probationary employees as defined in **Article** 11.03, the parties agree to the principle of progressive discipline. The Union shall be advised in writing when disciplinary action has been imposed on a member of the bargaining unit.

The parties to this agreement recognize and agree the usual steps of corrective/progressive discipline:

Formal coaching

- a. Verbal reprimand
- b. Written reprimand
- c. Suspension
- d. Dismissal

Employees shall be permitted to provide in writing within one (1) working day, a reply to any complaint, accusation or expression of dissatisfaction of any kind of discipline. Any such reply shall be placed in the employees' personnel file.



Schedule "A"
2020

Labourer/Maintenance 1	Start	6 Months	1 year	2 years	3 years
Level 1	16.45	17.40	17.73	18.56	19.80
Level 2	17.28	18.27	18.62	19.49	20.79
Level 3	18.14	19.18	19.55	20.47	21.83
Level 4	19.05	20.14	20.53	21.49	22.92
Level 5	20.00	21.15	21.56	22.56	24.07

Labourer/Maintenance 2	Start	6 Months	1 year	2 years	3 years
Level 1	21.00	22.21	22.63	23.69	25.27
Level 2	22.05	23.32	23.77	24.88	26.54
Level 3	23.15	24.48	24.95	26.12	27.86
Level 4	24.31	25.71	26.20	27.43	29.26
Level 5	25.52	26.99	27.51	28.80	30.72

Casual	Start	6 Months	1 year	2 years	3 years
Level 1	14.70	14.92	15.07	15.37	15.68
Level 2	15.44	15.67	15.82	16.14	16.46
Level 3	16.21	16.45	16.61	16.95	17.28
Level 4	17.02	17.27	17.44	17.80	18.15
Level 5	17.87	18.14	18.31	18.68	19.05




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Temporary	Start	6 Months	1 year	2 years	3 years
Level 1	14.70	14.92	15.14	15.45	15.76
Level 2	15.44	15.67	15.90	16.22	16.55
Level 3	16.21	16.45	16.69	17.03	17.38
Level 4	17.02	17.27	17.53	17.88	18.24
Level 5	17.87	18.14	18.40	18.77	19.16

Seasonal 1	Start	6 Months	1 year	2 years	3 years
Level 1	11.81	11.99	12.17	12.41	12.66
Level 2	12.40	12.59	12.78	13.03	13.30
Level 3	13.02	13.22	13.42	13.68	13.96
Level 4	13.67	13.88	14.09	14.37	14.66
Level 5	14.36	14.58	14.79	15.09	15.39

Seasonal 2	Start	6 Months	1 year	2 years	3 years
Level 1	14.70	14.92	15.14	15.45	15.76
Level 2	15.44	15.67	15.90	16.22	16.55
Level 3	16.21	16.45	16.69	17.03	17.38
Level 4	17.02	17.27	17.53	17.88	18.24
Level 5	17.87	18.14	18.40	18.77	19.16

Seasonal 3	Start	6 Months	1 year	2 years	3 years
Level 1	15.75	15.99	16.22	16.55	16.88
Level 2	16.54	16.79	17.03	17.38	17.73
Level 3	17.36	17.63	17.89	18.24	18.61
Level 4	18.23	18.51	18.78	19.16	19.55
Level 5	19.14	19.44	19.72	20.11	20.52

Office Worker	Start	6 Months	1 year	2 years	3 years
Level 1	16.07	16.61	17.39	18.97	20.49
Level 2	16.92	17.48	18.31	19.97	21.57
Level 3	17.77	18.35	19.23	20.97	22.65
Level 4	18.65	19.27	20.19	22.02	23.78
Level 5	19.59	20.24	21.2	23.12	24.97

	year 1	year 2	year 3	year 4	year 5	year 6
Lifeguard	14.15	14.72	15.30	15.92	16.55	17.22
Lifeguard Instructor	15.35	15.96	16.60	17.27	17.96	18.68
Pool Supervisor	15.91	16.55	17.21	17.90	18.61	19.36

Acting Foreperson Pay 2.65

The increment step at which a new employee starts will be at the discretion of the Chief Administrative Officer depending on the employee's relevant experience /qualifications

The Chief Administrative Officer may move any employee to a higher level based on information, evidence and documentation received from the employee's direct supervisor that the employee has improved to a higher qualification and or experience

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2021

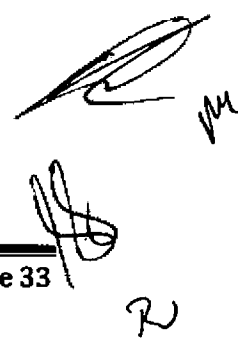
Labourer/Maintenance 1	Start	6 Months	1 year	2 years	3 years
Level 1	16.45	17.40	17.73	18.56	19.80
Level 2	17.28	18.27	18.62	19.49	20.79
Level 3	18.14	19.18	19.55	20.47	21.83
Level 4	19.05	20.14	20.53	21.49	22.92
Level 5	20.00	21.15	21.56	22.56	24.07
Labourer/Maintenance 2	Start	6 Months	1 year	2 years	3 years
Level 1	21.00	22.21	22.63	23.69	25.27
Level 2	22.05	23.32	23.77	24.88	26.54
Level 3	23.15	24.48	24.95	26.12	27.86
Level 4	24.31	25.71	26.20	27.43	29.26
Level 5	25.52	26.99	27.51	28.80	30.72
Casual	Start	6 Months	1 year	2 years	3 years
Level 1	14.70	14.92	15.07	15.37	15.68
Level 2	15.44	15.67	15.82	16.14	16.46
Level 3	16.21	16.45	16.61	16.95	17.28
Level 4	17.02	17.27	17.44	17.80	18.15
Level 5	17.87	18.14	18.31	18.68	19.05

20

Temporary	Start	6 Months	1 year	2 years	3 years
Level 1	14.00	14.21	14.42	14.71	15.01
Level 2	14.70	14.92	15.14	15.45	15.76
Level 3	15.44	15.67	15.90	16.22	16.55
Level 4	16.21	16.45	16.69	17.03	17.38
Level 5	17.02	17.27	17.53	17.88	18.24

Seasonal 1	Start	6 Months	1 year	2 years	3 years
Level 1	11.81	11.99	12.17	12.41	12.66
Level 2	12.40	12.59	12.78	13.03	13.30
Level 3	13.02	13.22	13.42	13.68	13.96
Level 4	13.67	13.88	14.09	14.37	14.66
Level 5	14.36	14.58	14.79	15.09	15.39

Seasonal 2	Start	6 Months	1 year	2 years	3 years
Level 1	14.70	14.92	15.14	15.45	15.76
Level 2	15.44	15.67	15.90	16.22	16.55
Level 3	16.21	16.45	16.69	17.03	17.38
Level 4	17.02	17.27	17.53	17.88	18.24
Level 5	17.87	18.14	18.40	18.77	19.16




Seasonal 3	Start	6 Months	1 year	2 years	3 years
Level 1	15.75	15.99	16.22	16.55	16.88
Level 2	16.54	16.79	17.03	17.38	17.73
Level 3	17.36	17.63	17.89	18.24	18.61
Level 4	18.23	18.51	18.78	19.16	19.55
Level 5	19.14	19.44	19.72	20.11	20.52

Office Worker	Start	6 Months	1 year	2 years	3 years
Level 1	16.07	16.61	17.39	18.97	20.49
Level 2	16.92	17.48	18.31	19.97	21.57
Level 3	17.77	18.35	19.23	20.97	22.65
Level 4	18.65	19.27	20.19	22.02	23.78
Level 5	19.59	20.24	21.20	23.12	24.97

	1st year	2nd Year	3rd year	4th year	5th Year	6th year
Lifeguard	14.15	14.72	15.30	15.92	16.55	17.22
Lifeguard Instructor	15.35	15.96	16.60	17.27	17.96	18.68
Facility Supervisor	15.91	16.55	17.21	17.90	18.61	19.36

Acting Foreperson Pay

2.65 

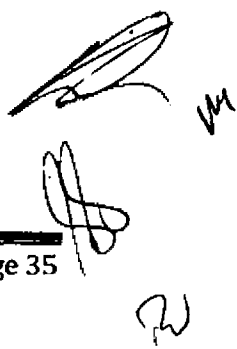




2022

Labourer/Maintenance 1	Start	6 Months	1 year	2 years	3 years
Level 1	16.45	17.40	17.73	18.56	19.80
Level 2	17.28	18.27	18.62	19.49	20.79
Level 3	18.14	19.18	19.55	20.47	21.83
Level 4	19.05	20.14	20.53	21.49	22.92
Level 5	20.00	21.15	21.56	22.56	24.07

Labourer/Maintenance 2	Start	6 Months	1 year	2 years	3 years
Level 1	21.00	22.21	22.63	23.69	25.27
Level 2	22.05	23.32	23.77	24.88	26.54
Level 3	23.15	24.48	24.95	26.12	27.86
Level 4	24.31	25.71	26.20	27.43	29.26
Level 5	25.52	26.99	27.51	28.80	30.72

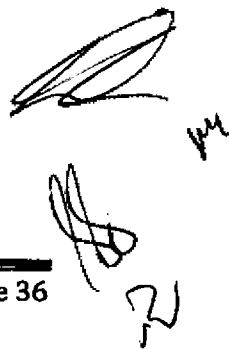
Casual	Start	6 Months	1 year	2 years	3 years
Level 1	14.70	14.92	15.07	15.37	15.68
Level 2	15.44	15.67	15.82	16.14	16.46
Level 3	16.21	16.45	16.61	16.95	17.28
Level 4	17.02	17.27	17.44	17.80	18.15
Level 5	17.87	18.14	18.31	18.68	19.05



Temporary	Start	6 Months	1 year	2 years	3 years
Level 1	14.00	14.21	14.42	14.71	15.01
Level 2	14.70	14.92	15.14	15.45	15.76
Level 3	15.44	15.67	15.90	16.22	16.55
Level 4	16.21	16.45	16.69	17.03	17.38
Level 5	17.02	17.27	17.53	17.88	18.24

Seasonal 1	Start	6 Months	1 year	2 years	3 years
Level 1	11.81	11.99	12.17	12.41	12.66
Level 2	12.40	12.59	12.78	13.03	13.30
Level 3	13.02	13.22	13.42	13.68	13.96
Level 4	13.67	13.88	14.09	14.37	14.66
Level 5	14.36	14.58	14.79	15.09	15.39

Seasonal 2	Start	6 Months	1 year	2 years	3 years
Level 1	14.70	14.92	15.14	15.45	15.76
Level 2	15.44	15.67	15.90	16.22	16.55
Level 3	16.21	16.45	16.69	17.03	17.38
Level 4	17.02	17.27	17.53	17.88	18.24
Level 5	17.87	18.14	18.40	18.77	19.16

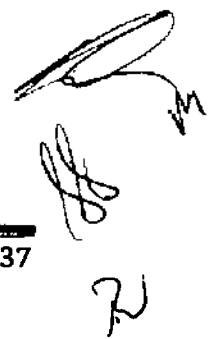



Seasonal 3	Start	6 Months	1 year	2 years	3 years
Level 1	15.75	15.99	16.22	16.55	16.88
Level 2	16.54	16.79	17.03	17.38	17.73
Level 3	17.36	17.63	17.89	18.24	18.61
Level 4	18.23	18.51	18.78	19.16	19.55
Level 5	19.14	19.44	19.72	20.11	20.52

Office Worker	Start	6 Months	1 year	2 years	3 years
Level 1	16.07	16.61	17.39	18.97	20.49
Level 2	16.92	17.48	18.31	19.97	21.57
Level 3	17.77	18.35	19.23	20.97	22.65
Level 4	18.65	19.27	20.19	22.02	23.78
Level 5	19.59	20.24	21.20	23.12	24.97

	1st year	2nd Year	3rd year	4th year	5th Year	6th year
Lifeguard	14.15	14.72	15.30	15.92	16.55	17.22
Lifeguard Instructor	15.35	15.96	16.60	17.27	17.96	18.68
Facility Supervisor	15.91	16.55	17.21	17.90	18.61	19.36

Acting Foreperson Pay 2.65 

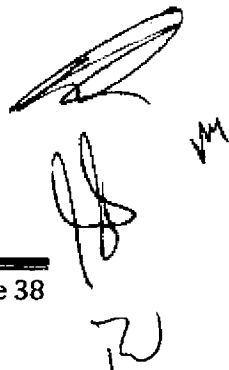


2023

Labourer/Maintenance 1	Start	6 Months	1 year	2 years	3 years
Level 1	16.45	17.40	17.73	18.56	19.80
Level 2	17.28	18.27	18.62	19.49	20.79
Level 3	18.14	19.18	19.55	20.47	21.83
Level 4	19.05	20.14	20.53	21.49	22.92
Level 5	20.00	21.15	21.56	22.56	24.07

Labourer/Maintenance 2	Start	6 Months	1 year	2 years	3 years
Level 1	21.00	22.21	22.63	23.69	25.27
Level 2	22.05	23.32	23.77	24.88	26.54
Level 3	23.15	24.48	24.95	26.12	27.86
Level 4	24.31	25.71	26.20	27.43	29.26
Level 5	25.52	26.99	27.51	28.80	30.72

Casual	Start	6 Months	1 year	2 years	3 years
Level 1	14.70	14.92	15.07	15.37	15.68
Level 2	15.44	15.67	15.82	16.14	16.46
Level 3	16.21	16.45	16.61	16.95	17.28
Level 4	17.02	17.27	17.44	17.80	18.15
Level 5	17.87	18.14	18.31	18.68	19.05



Handwritten signatures and initials are present in the bottom right corner of the page, including a large signature and the initials 'VM' and 'RU'.

Temporary	Start	6 Months	1 year	2 years	3 years
Level 1	14.00	14.21	14.42	14.71	15.01
Level 2	14.70	14.92	15.14	15.45	15.76
Level 3	15.44	15.67	15.90	16.22	16.55
Level 4	16.21	16.45	16.69	17.03	17.38
Level 5	17.02	17.27	17.53	17.88	18.24

Seasonal 1	Start	6 Months	1 year	2 years	3 years
Level 1	11.81	11.99	12.17	12.41	12.66
Level 2	12.40	12.59	12.78	13.03	13.30
Level 3	13.02	13.22	13.42	13.68	13.96
Level 4	13.67	13.88	14.09	14.37	14.66
Level 5	14.36	14.58	14.79	15.09	15.39

Seasonal 2	Start	6 Months	1 year	2 years	3 years
Level 1	14.70	14.92	15.14	15.45	15.76
Level 2	15.44	15.67	15.90	16.22	16.55
Level 3	16.21	16.45	16.69	17.03	17.38
Level 4	17.02	17.27	17.53	17.88	18.24
Level 5	17.87	18.14	18.40	18.77	19.16

Handwritten signatures and initials, including a large signature and the number '14' and '2'.

Seasonal 3	Start	6 Months	1 year	2 years	3 years
Level 1	15.75	15.99	16.22	16.55	16.88
Level 2	16.54	16.79	17.03	17.38	17.73
Level 3	17.36	17.63	17.89	18.24	18.61
Level 4	18.23	18.51	18.78	19.16	19.55
Level 5	19.14	19.44	19.72	20.11	20.52

Office Worker	Start	6 Months	1 year	2 years	3 years
Level 1	16.07	16.61	17.39	18.97	20.49
Level 2	16.92	17.48	18.31	19.97	21.57
Level 3	17.77	18.35	19.23	20.97	22.65
Level 4	18.65	19.27	20.19	22.02	23.78
Level 5	19.59	20.24	21.20	23.12	24.97

	1st year	2nd Year	3rd year	4th year	5th Year	6th year
Lifeguard	14.15	14.72	15.30	15.92	16.55	17.22
Lifeguard Instructor	15.35	15.96	16.60	17.27	17.96	18.68
Facility Supervisor	15.91	16.55	17.21	17.90	18.61	19.36
Acting Foreman Pay	2.65					

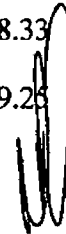
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2024

Labourer/Maintenance 1	Start	6 Months	1 year	2 years	3 years
Level 1	16.62	17.57	17.91	18.75	20.00
Level 2	17.45	18.45	18.81	19.69	21.00
Level 3	18.32	19.37	19.75	20.67	22.05
Level 4	19.24	20.34	20.74	21.71	23.15
Level 5	20.20	21.36	21.77	22.79	24.31

Labourer/Maintenance 2	Start	6 Months	1 year	2 years	3 years
Level 1	21.21	22.43	22.86	23.93	25.53
Level 2	22.27	23.55	24.00	25.13	26.80
Level 3	23.38	24.73	25.20	26.38	28.14
Level 4	24.55	25.96	26.46	27.70	29.55
Level 5	25.78	27.26	27.79	29.09	31.03

Casual	Start	6 Months	1 year	2 years	3 years
Level 1	14.85	15.07	15.22	15.53	15.83
Level 2	15.59	15.82	15.98	16.30	16.62
Level 3	16.37	16.61	16.78	17.12	17.46
Level 4	17.19	17.45	17.62	17.97	18.33
Level 5	18.05	18.32	18.50	18.87	19.25



Temporary	Start	6 Months	1 year	2 years	3 years
Level 1	14.14	14.35	14.56	14.86	15.16
Level 2	14.85	15.07	15.29	15.60	15.92
Level 3	15.59	15.82	16.06	16.38	16.71
Level 4	16.37	16.61	16.86	17.20	17.55
Level 5	17.19	17.45	17.70	18.06	18.43

Seasonal 1	Start	6 Months	1 year	2 years	3 years
Level 1	11.93	12.11	12.29	12.54	12.79
Level 2	12.53	12.72	12.91	13.16	13.43
Level 3	13.15	13.35	13.55	13.82	14.10
Level 4	13.81	14.02	14.23	14.51	14.81
Level 5	14.50	14.72	14.94	15.24	15.55

Seasonal 2	Start	6 Months	1 year	2 years	3 years
Level 1	14.85	15.07	15.29	15.60	15.92
Level 2	15.59	15.82	16.06	16.38	16.71
Level 3	16.37	16.61	16.86	17.20	17.55
Level 4	17.19	17.45	17.70	18.06	18.43
Level 5	18.05	18.32	18.59	18.96	19.35

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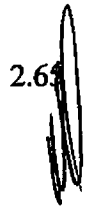
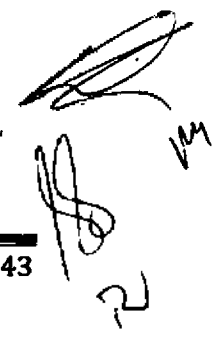
Seasonal 3	Start	6 Months	1 year	2 years	3 years
Level 1	15.91	16.15	16.38	16.71	17.05
Level 2	16.70	16.96	17.20	17.55	17.91
Level 3	17.54	17.81	18.06	18.43	18.80
Level 4	18.41	18.70	18.97	19.35	19.74
Level 5	19.34	19.63	19.92	20.32	20.73

Office Worker	Start	6 Months	1 year	2 years	3 years
Level 1	16.23	16.78	17.56	19.16	20.69
Level 2	17.09	17.65	18.49	20.17	21.79
Level 3	17.95	18.53	19.42	21.18	22.88
Level 4	18.84	19.46	20.39	22.24	24.02
Level 5	19.79	20.44	21.41	23.35	25.22

	1st year	2nd Year	3rd year	4th year	5th Year	6th year
Lifeguard	14.29	14.86	15.46	16.08	16.72	17.39
Lifeguard Instructor	15.50	16.12	16.77	17.44	18.14	18.86
Facility Supervisor	16.07	16.71	17.38	18.08	18.80	19.55

Acting Foreperson Pay

2.61

Letter of Understanding 1

Between

Employer

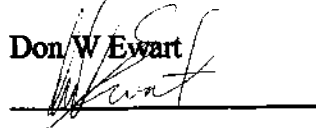
and

Canadian Union of Public Employees Local 5340

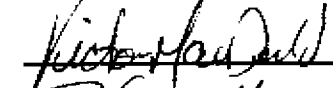
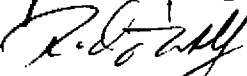
The parties agree that should the Employer find that the market for life guards exceeds the rates as presented in appendix "A", the Employer shall notify the Union as to the increase required prior to making the increase.

Town of Grenfell

Don W Ewart



Victoria MacDonald

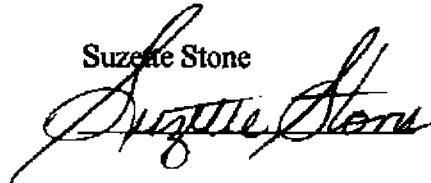


Rod Wolfe CMRGR

CUPE 5340

Dale Lalonde



Suzette Stone



Letter of Understanding 2

Between

Employer

and

Canadian Union of Public Employees Local 5340

The parties agree that a person shall only be an acting foreperson after receiving written authorization designating him as an acting foreperson. He will then be authorized to receive the additional pay as Acting foreperson.

Town of Grenfell

CUPE 5340

Don W Ewart

Dale Lalonde

Dale Lalonde

Victoria MacDonald

Suzette Stone

~~*Victoria MacDonald*~~
Rod Wolfe
Rod Wolfe Mayor

Suzette Stone

[Handwritten marks]

IN WITNESS WHEREOF each of the parties hereto have entered into this Agreement and caused it to be signed by its duly authorized representatives as of the day and year set fourth herein below.

Date

Signed on behalf of the Town of
Grenfell Saskatchewan

Richard D. ...
Mayor

Signed on Behalf of the Canadian Union of
Public Employees Local 5340

Suzette Stone
...

