

# **COLLECTIVE AGREEMENT**

*The Students' Union of the University of  
Regina Inc.*

*and*

*The Canadian Union of Public Employees*

*Local 1486*

*January 1, 2021 to December 31, 2023*

<b>PREAMBLE</b>	<b>6</b>
Plural or Feminine Terms May Apply:	6
<b>RECOGNITION AND NEGOTIATIONS</b>	<b>6</b>
Bargaining Unit:	6
Work of the Bargaining Unit:	6
Supplementary Agreements:	7
No Other Agreements:	7
Management Rights	7
No Contracting Out:	7
Term of Agreement:	7
Notification of Employee Changes	7
<b>DEFINITIONS</b>	<b>7</b>
<b>RESPECTFUL WORKPLACE</b>	<b>8</b>
Discrimination:	8
Harassment Leave:	8
<b>CHECK OFF OF UNION DUES</b>	<b>8</b>
Check-off Payments:	8
Check-off of Union Dues:	8
<b>THE EMPLOYER AND THE UNION SHALL ACQUAINT NEW EMPLOYEES</b>	<b>9</b>
New Employees:	9
Interviewing Opportunity:	9
<b>UNION SECURITY</b>	<b>9</b>
Employees to be a Member:	9
When Employees Cease to be a Member:	9
Employees not to be a Member:	10
<b>LABOUR MANAGEMENT COOPERATION COMMITTEE</b>	<b>10</b>
Establishment of Committee:	10
Function of Committee:	10
Meetings of Committee:	10
Co-Chairpersons of the Meeting:	10
Minutes of the Meeting:	11
Jurisdiction of Committee:	11
<b>LABOUR MANAGEMENT RELATIONS</b>	<b>11</b>
Representation:	11

Union Bargaining Committee:	11
Representative of the Canadian Union of Public Employees:	11
Meeting of the Committee:	11
Time Off for Meeting:	11
Technical Information:	12
<b>RESOLUTIONS AND REPORTS OF THE STUDENTS' UNION</b>	<b>12</b>
Copies of Resolutions:	12
<b>DISCIPLINE AND DISCHARGE</b>	<b>12</b>
Just Cause:	12
Progressive Discipline:	12
<b>GRIEVANCE PROCEDURE</b>	<b>13</b>
Definition of a Grievance:	13
Recognition of Union Stewards:	13
Permission to Leave Work:	13
Settling of Grievances:	14
Facilities for Grievances:	14
Failure to Act within Time Limits:	14
<b>ARBITRATION</b>	<b>14</b>
Time Limit:	14
Selection of Arbitrator:	15
Arbitration Procedure:	15
Decision of the Arbitrator:	15
Disagreement on Decision:	15
Expenses of the Arbitrator:	15
Amending of Time Limits:	15
<b>SENIORITY</b>	<b>15</b>
Seniority Defined:	15
Seniority List:	15
Probation of newly Hired Employees:	15
Loss of Seniority:	16
Transfers and Seniority Outside Bargaining Unit:	16
<b>PROMOTING AND STAFF CHANGES</b>	<b>16</b>
New Positions:	16
Job Postings:	16
Information Postings:	16
Hiring Procedure:	17

Outside Advertising:	17
Role of Seniority in Promotions and Transfers:	17
Trial Period:	17
Promotions Requiring Higher Qualifications:	17
Handicapped and Older Worker Provisions:	17
On the Job Training:	18
Hiring of Students:	18
Affirmative Action:	18
Rate of Pay Upon Promotion:	18
<b>LAYOFFS AND RECALLS</b>	<b>18</b>
Role of Seniority in Lay-offs:	18
No New Employees:	18
Advance Notice of Lay-off:	18
Notice of Recall	18
Grievance on Lay-Offs and Recalls:	19
Regular Lay-offs for Part-Time Positions:	19
Benefits of Laid-off Full-time Employees:	19
<b>HOURS OF WORK &amp; SCHEDULING</b>	<b>19</b>
Full Time Employees:	19
Part Time Employees:	19
Unforeseen Circumstances:	19
No Split Shifts:	19
Posting of Part-time Work Schedule:	19
Reporting Pay:	20
Rest Periods:	20
Lunch Breaks:	20
Role of Seniority Concerning Shifts:	20
Notice of Shift Changes:	20
<b>OVERTIME</b>	<b>20</b>
Full Time Positions	20
Overtime Defined:	20
Overtime Rates:	21
No Lay-off Because of Overtime:	21
Part Time Positions	21
Overtime Defined:	21
Overtime Rates:	21
No Lay-off Because of Overtime:	21

Equalization of Overtime:	21
Voluntary Overtime:	21
No Overtime When Employees Laid Off:	22
Call Back:	22
<b>HOLIDAYS</b>	<b>22</b>
Paid Holidays:	22
Holidays Falling on Employee's Days Off:	22
University Shut-down:	22
<b>VACATION</b>	<b>22</b>
Vacation Entitlement:	22
Vacation Pay upon Termination:	23
Approved Leave During Vacation Period:	23
Usage of Vacation Entitlement:	23
<b>LEAVE PROVISIONS</b>	<b>23</b>
<b>PAID TIME OFF (PTO)</b>	23
Continuation of PTO Leave During Leave of Absence:	24
Negotiation, Grievance and Arbitration Pay Provision:	24
Leave of Absence for Union Functions:	24
Leave of Absence for Full-Time Union or Public Duties:	24
Maternity/Parental/Adoption Leave:	25
Time Off for Elections:	25
Paid Jury or Court Witness Leave:	25
Leave for Court Appearance or Incarceration:	25
Time Off to Take Classes:	25
Time Off to Write Examinations	26
General Leave:	26
Temporary Employees:	26
Returning from Leave of Absence:	26
<b>PAYMENT OF WAGES AND ALLOWANCES</b>	<b>26</b>
Payment of Wages:	26
Equal Pay:	26
Substitution Pay:	26
Multiple Work Assignments	27
Car Allowance:	27
Payment of Earnings at the Termination of Employment:	27
Stand-by Pay:	27
Supplying of Meals:	27

Payment of Telecommunication Expenses:	27
Educational, Tuition, or Course Fee:	28
Payment of Professional Fees:	28
Part-time Employees Health Plan:	28
Premiums for Benefits Package of Full-time salaried Employees:	28
Supplementation of Workers' Compensation:	28
Registered Retirement Savings Plan:	28
<b>SEPARATION</b>	<b>28</b>
Notice of Changes to Employment	29
Notice of Separation:	29
Separation Pay:	29
<b>JOB CLASSIFICATION AND RECLASSIFICATION</b>	<b>29</b>
Job Descriptions:	29
No Elimination of Existing Classifications:	29
Changes in Duties:	29
<b>GENERAL CONDITIONS</b>	<b>30</b>
Introduction of Methods or Machines:	30
Training for New Skills:	30
Bulletin Boards:	30
Tools and Equipment to be Supplied:	30
Supplying of Legal Counsel:	30
Present Conditions to Continue:	30
Continuation of Acquired Rights:	30
Employee Contact Information:	31
<b>OCCUPATIONAL HEALTH AND SAFETY</b>	<b>31</b>
Co-operation on Safety:	31
Occupational Health and Safety Committee:	31
Safety Committee Pay Provisions:	31
Safety Measures:	31
Educational and Training Programs:	32
Safety and Health Reports, Records and Data:	32
Right to Refuse Unsafe Work:	32
Workplace Accommodations:	32
Pregnancy:	33
Noise:	33
Employees Working Late Evenings:	33

<b>Appendix A – Full Time Employees Wage Schedule</b>	<b>35</b>
<b>Appendix B – Part Time Employees Wage Schedule</b>	<b>36</b>

THIS AGREEMENT MADE THIS \_\_\_<sup>TH</sup> DAY OF \_\_\_\_\_, 2021;  
BETWEEN:

THE STUDENTS' UNION OF THE UNIVERSITY OF REGINA INC.

Hereinafter called the "Employer", PARTY OF THE FIRST PART,

AND:

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL # 1486

Hereinafter called the "Union", PARTY OF THE SECOND PART.

## **1. PREAMBLE**

WHEREAS it is the desire of both parties to this Agreement to maintain and improve the harmonious relations and settled conditions of employment between the Employer and the Employees; and, WHEREAS it is now desirable that methods of bargaining and all matters pertaining to the working conditions of employees be drawn up in an Agreement,  
NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

### **1.1. Plural or Feminine Terms May Apply:**

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

## **2. RECOGNITION AND NEGOTIATIONS**

### **2.1. Bargaining Unit:**

The Employer recognizes the Canadian Union of Public Employees and its Local 1486 as the sole and exclusive bargaining agent for Union employees in positions identified in Schedules A & B and hereby agrees to negotiate with the Union or any of its authorized committees, concerning all matters affecting the relationship between the parties.

### **2.2. Work of the Bargaining Unit:**

Persons whose jobs are not in the bargaining unit shall not work on any jobs, which are included in the bargaining unit, except for the purposes of instruction, experimenting, or in emergencies when regular Employees are not available and provided that the act of performing the aforementioned operations in it does not affect the pay of any Employee. The Union recognizes that emergency situations may arise which may require the use of non-bargaining unit Employees. In such situations, where mutual agreement is not possible in advance, the Union shall be informed of the nature of the emergency, the name of the replacement and remuneration paid to the replacement. No Employee shall suffer a reduction in hours as a result of an emergency replacement.

### **2.3. Supplementary Agreements:**

Supplementary Agreements, if any, shall form part of this agreement and are subject to the Grievance and Arbitration procedure.

### **2.4. No Other Agreements:**

No Employee shall be required or permitted to make any written or verbal agreement with the Employer or its representative, which may conflict with the terms of this Collective Agreement.

## **2.5. Management Rights**

The Union acknowledges that it is the right of the Employer to manage its business and to direct the working force except as limited by the terms of this agreement. This includes any policies, procedures and bylaws that the Employer may institute. The Union shall be advised to any changes to the Employer's policies or procedures and have an opportunity to respond.

## **2.6. No Contracting Out:**

In order to provide job security for the members of the bargaining unit, the Employer agrees that work or services presently performed or hereafter assigned to the collective bargaining unit, shall not be subcontracted, transferred, leased, assigned or conveyed, in whole or in part, to any other plant, person, company, or non-union Employee. Exception may be made based on mutual consent.

## **2.7. Term of Agreement:**

This agreement shall be binding and remain in force from January 1, 2021 to December 31, 2023 inclusive. Whereas the Employer and the Union are backdating this collective agreement to January 1, 2021, the Employer and Union shall only be liable for changes to the collective agreement on the date it is signed by both parties, on a go-forward basis, with the sole exception of retroactive pay increases as per Schedules A & B.

## **2.8. Notification of Employee Changes**

The Union shall be notified of all in-scope appointments, hirings, lay-offs, recalls and termination of employment.

The Employer shall provide the Union with the monthly payroll report listing all new employees, including name, position and contact information, upon completion of the first payroll cycle for which the employee(s) is active.

## **3. DEFINITIONS**

### **Full-time Employee:**

Shall mean an employee in the bargaining unit who is scheduled to work normal hours of work of seven (7) hours of work per day, or thirty-five (35) hours of work per week as defined in Article 17.

### **Part Time Employee:**

Shall mean an employee in the bargaining unit who works less than the normal hours of a full-time Employee, not to exceed eight (8) hours per day or seventy (70) hours in a two-week pay period.

### **Permanent Employee:**

Shall mean any employee in the bargaining unit who has successfully completed their probationary period as per Article 14.3.

### **Term Employee:**

An employee that is replacing a permanent employee for a limited or undetermined period of time. These employees enjoy all rights and protections provided by this Collective Agreement throughout their term.

### **Temporary Employee:**

Such employees are considered out of scope and as such are not subject to the terms and conditions of this Collective Agreement.

1. An employee hired for occasional but specific temporary contract assignments, full or part time for a period of no more than five (5) months.
2. An employee hired for a temporary position where that position is supported by a municipal, provincial, federal or charitable job-funding grant.
3. An employee hired for an emergency situation as defined in 2.2

## **4. RESPECTFUL WORKPLACE**

### **4.1. Discrimination:**

There shall be no discrimination with respect to any employee by reason of age, race or perceived race, creed, colour, place of origin, ancestry, political orientation, religion, gender identity, marital status, sex, sexual orientation, place of residence, disability, family status, receipt of public assistance, nor by reason of membership or activity in the Union.

There shall be no discrimination with respect to any employee as provided in *The Saskatchewan Human Rights Code* or *The Saskatchewan Employment Act*.

All Harassment related issues should be dealt with according to the Employer's Harassment Policy and Procedure that can be found at [ursu.ca](http://ursu.ca).

### **4.2. Harassment Leave:**

Where an Employee files a formal complaint, which alleges that they have been harassed, they shall be entitled to up to five days paid leave. Such leave shall be deducted from an Employee's accumulated Paid Time Off bank.

## **5. CHECK OFF OF UNION DUES**

### **5.1. Check-off Payments:**

The Employer shall deduct from every Employee any monthly dues, initiations, or assessments levied in accordance with the Union Constitution and/or By-laws and owing by the Employee to the Union.

### **5.2. Check-off of Union Dues:**

Deductions shall be forwarded in one cheque to the Secretary-Treasurer of the Union not later than the fifteenth (15th) day of the month for which the dues were levied. The cheque shall be accompanied by a list of names and classifications of Employees from whose wages the deductions have been made. This list shall include promotions, demotions, hirings, lay-offs, transfers, recalls, resignations, retirements, deaths and other terminations of employment. The Employer shall forward a copy of this list to the Local Union and the National Headquarters of the Canadian Union of Public Employees. The Union shall have the option of requesting the Employer to remit dues directly to the National Office of the Canadian Union of Public Employees. Such requests shall be in writing at least one month in advance.

## **6. THE EMPLOYER AND THE UNION SHALL ACQUAINT NEW EMPLOYEES**

### **6.1. New Employees:**

The Union agrees to acquaint new Employees with the fact that a Union Agreement is in effect, and with the conditions of employment set out in the Articles dealing with Union Security and Dues Check-Off. On commencing employment, the Employee's immediate supervisor shall introduce the new Employee to the Employee's Union Steward and Representative. The Union shall provide him/her with a copy of the Collective Agreement. The Employer agrees to acquaint new Employees with all benefits available to them and how to utilize said benefits. The employer will also acquaint new Employees with relevant policies and procedures, including but not limited to the Standards of Conduct Policy and the Harassment Policy and Procedure.

### **6.2. Interviewing Opportunity:**

A representative of the Union shall be given an opportunity to interview each new Employee within regular working hours and without loss of pay for two periods of fifteen (15) minutes each during the first month of employment for the purposes of discussing with the new Employee the benefits and duties of Union membership and the Employee's responsibilities and obligations to the Employer and the Union.

## **7. UNION SECURITY**

### **7.1. Employees to be a Member:**

Every Employee, except for those listed in 7.2, who is now or hereafter becomes a member of the Union, shall maintain membership in the Union as a condition of employment and every new Employee whose employment commences hereafter shall, within thirty (30) days after commencement of employment, apply for and maintain membership in the Union as a condition of employment, provided that any Employee in the appropriate bargaining unit who is not required to maintain membership or apply for and maintain membership in the Union shall, as a condition of employment, tender to the Union the periodic dues uniformly required to be paid by the Members of the Union.

### **7.2. When Employees Cease to be a Member:**

Membership in the Union shall cease upon;

- a) Fails to return to work within six (6) months following a lay-off recall, or;
- b) Fails to notify the Employer within fourteen (14) calendar days following a lay-off recall, of their inability to do so due to reasonable cause.

### **7.3. Employees not to be a Member:**

All positions with the Employer shall be within the scope of the Union, excluding:

- The General Manager;
- The Accounting Manager;
- The Operations Manager;
- The Hospitality and Events Manager;
- The Marketing and Communications Manager;
- The Student Support Services Manager;
- The Human Resources Manager;
- The Bar Manager;
- The Kitchen Manager;

- Employees hired for occasional but specific temporary contract assignments, full or part time for a period of no more than five (5) months;
- Employees of the Board; and,
- Grant based term Employees

## **8. LABOUR MANAGEMENT CO-OPERATION COMMITTEE**

### **8.1. Establishment of Committee:**

A Labour Management Co-operation Committee shall be established of two (2) representatives of the Union and two (2) representatives of the Employer. The Committee shall enjoy the full support of both parties to this Agreement in the interests of maximum service to the Employer.

### **8.2. Function of Committee:**

The Committee is intended to provide a forum for staff input with respect to matters to the following general nature:

1. Suggestions for improvement of activities so that better relations shall exist between the Employer and the Employees;
2. Increasing overall operating efficiency;
3. Improving service to the Employer;
4. Promoting safety and sanitary practices and the observance of safety rules;
5. Reviewing suggestions from Employees, questions of working conditions and service (but not grievance concerned with service);
6. Correcting conditions making for grievances and misunderstandings;
7. Promoting education and training of the staff.

### **8.3. Meetings of Committee:**

The Committee shall meet on four (4) working days' notice by any two (2) members of the Committee at a mutually agreeable time and place. Members shall receive a notice and agenda of the meeting at least four (4) days in advance of the meeting.

### **8.4. Co-Chairpersons of the Meeting:**

An Employer and a Union representative shall be designated as joint chairpersons and shall alternate in presiding over the meetings.

### **8.5. Minutes of the Meeting:**

Minutes of the meeting of the Committee shall be prepared and signed as promptly as possible after the close of the meeting by the Co-chairpersons. The Union and the Employer shall each receive two (2) signed copies of the minutes within four (4) working days following the meeting.

### **8.6. Jurisdiction of Committee:**

The Committee shall not have jurisdiction over wages, or any other matter of collective bargaining, including the administration of this Collective Agreement. Nor does the Committee have any jurisdiction regarding operational or administrative functions of the Employer.

## **9. LABOUR MANAGEMENT RELATIONS**

### **9.1. Representation:**

No individual or group of Employees shall undertake to represent the Union at meeting with the Employer without proper authorization of the Union. The Union shall supply the Employer with the names of its officers. The Employer shall supply the Union with the names of those whom the Union may be required to conduct business.

**9.2. Union Bargaining Committee:**

A Bargaining committee shall be appointed and consist of not more than five (5) members of the Union, as appointees of the Union. The Union will advise the Employer of the Union nominees to the committee, for purposes of collective bargaining.

**9.3. Representative of the Canadian Union of Public Employees:**

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing with or negotiating on the Employer's premise in order to investigate and assist in the settlement of a grievance or any other Union matter. The General Manager or designate shall be advised of the presence of the Union Representative at least two days prior to any meetings.

**9.4. Meeting of the Committee:**

In the event that either party wishes to call a meeting of the Bargaining Committee, the meeting shall be held at a time and place fixed by mutual agreement. However, such meeting must be held not later than ten (10) business days after the request has been given.

**9.5. Time Off for Meeting:**

Any representative of the Union on the Bargaining Committee, or the Labour Management Co-operation Committee, who is in the employ of the Employer, shall have the privilege of attending these Committee meetings with management held within working hours without loss of remuneration, and any Employee attending meetings with management held outside of regular working hours shall be compensated with time off with pay equal to that time spent in meetings. A maximum of six employees can attend such a meeting at any one time and must inform the General Manager, in writing of the intention to attend such a meeting at least one week prior to the meeting.

**9.6. Technical Information:**

The Employer shall make available to the Union such information as job descriptions, positions in the Bargaining Unit, job classifications, wage rates, a breakdown of point ratings in job evaluation, insurance and benefit plans and all other technical information and reports, records, studies, surveys, manuals, directives, or documents required for collective bargaining purposes.

**10. RESOLUTIONS AND REPORTS OF THE STUDENTS' UNION**

**10.1. Copies of Resolutions:**

Copies of all motions, resolutions and by-laws or rules and regulations adopted by the Students' Union that affect the members of CUPE 1486 are to be forwarded to the CUPE 1486. The Union President shall be included on the distribution list for Board of Directors' public meeting minutes (not including in-camera sessions). All public meeting minutes of the Students' Union Board of Directors shall be published on the URSU website, within 28 calendar days of approval of said minutes by the URSU Board of Directors.

## **11. DISCIPLINE AND DISCHARGE**

### **11.1. Just Cause:**

Both parties agree that an Employee is considered innocent until proven guilty. The Employer shall not discipline or discharge an employee unless there is just cause. In any grievance over disciplinary action, the burden of proof of just cause lies with the Employer.

### **11.2. Progressive Discipline:**

The Employer accepts and gives effect to the principle of progressive discipline. The Employer recognizes that, prior to imposing disciplinary action in the case of work performance matters, an Employee shall be given a reasonable opportunity to correct the situation complained of. The Employer will provide instruction and/or reasonable on job-training to assist the Employee in correcting the work deficiency that is at issue.

All URSU Employees are expected to conduct themselves in a professional manner and to not breach Employer policies, provided such policies do not contravene the terms of this collective agreement or the Saskatchewan Employment Act. It is the responsibility of the Employer to properly inform employees of workplace policies and to notify employees of any changes to workplace policies. Disciplinary action may result from a breach in workplace policies at the discretion of the URSU Management.

#### **Step 1: Notice of Meeting**

Prior to any consideration of discipline/reprimand, the Employer shall notify the Employee and the Union, in writing, not later than thirty (30) calendar days from the event of the complaint. The Employer will schedule a meeting to be held not later than five working days from the delivery of such letter. A Shop Steward shall be present at this meeting. The purpose of the meeting is for the Employee to make representation to the issue at hand.

#### **Step 2: Letter of Warning**

Not later than seven (7) calendar days after the meeting, the Employer may issue a letter of warning or reprimand to the Employee. The letter shall state that further disciplinary action may be imposed, and what that disciplinary action will be. The letter will also give the Employee a reasonable time limit by which to correct the problem referred to in the original notice.

#### **Step 3: Disciplinary Action**

If the problem(s) addressed in Step 2: Letter of Warning have not been corrected the Employer may implement disciplinary action as outlined in the letter of warning/reprimand. The Employer shall advise the Employee and the Union, in writing, of the disciplinary action to be taken.

#### **Step 4: Suspension or Discharge**

In the event the action of the Employee requires immediate action, the Employer may suspend the Employee for up to one month or discharge the Employee. Within seven (7) calendar days of the suspension or dismissal, the Employer will convene a meeting with the Employee and a Shop Steward or other Union Representative at which time the Employee and Steward will be provided with a written notice of the discipline imposed. This meeting shall be considered to be Step 1 in article 12.4 should the employee and/or union consider the discipline imposed a justifiable grievance.

## **12. GRIEVANCE PROCEDURE**

### **12.1. Definition of a Grievance:**

A grievance shall be defined as any difference arising out of the interpretation, application, administration or alleged violation of the Collective Agreement or any other relevant laws, legislation or acts or a case where the Union feels the Employer has acted unjustly, improperly or unreasonably. The grievance shall contain a summary of the issue in dispute including the steps already taken to rectify the situation, reference to relevant articles of the collective agreement or URSU policy/procedure manuals and a statement of the remedy sought. Grievances and replies to grievances shall be in writing at all stages. Delivery of grievances may be mail or email. Acknowledgement of receipt does not constitute agreement with the contents of the correspondence nor is it a waiver of an objection to timeliness or other procedural defects of the correspondence.

#### **12.2. Recognition of Union Stewards:**

In order to provide an orderly and speedy procedure for the setting of grievances, the Employer acknowledges the right of the Union to appoint or elect Stewards, whose duties shall be to assist any Employee that the Steward represents, in preparing and presenting their grievance in accordance with the Grievance Procedure. The Union shall notify the Employer in writing of the name of each Steward and the department(s) the Steward represents, and the Chief Steward.

#### **12.3. Permission to Leave Work:**

The Union recognizes that each Steward or designated Union Representative is employed by the Employer and that such a person will not leave work during working hours without permission in order to perform duties under this agreement. Such permission will not be unduly withheld, and the Steward or designated Union Representative will not be hindered, coerced, restrained or interfered with while investigating a grievance.

Permission to leave work will only be granted by:

- a) For Staff of The Owl: either the Hospitality and Events Manager, or the General Manager;
- b) For all other staff: the General Manager.

Permission will be confirmed by written notice within one (1) working day.

#### **12.4. Settling of Grievances:**

An earnest effort shall be made to settle any grievance fairly and promptly in the following manner:

##### **Step 1:**

An Employee, or the Union in matters of general application, before initiating a grievance, shall first refer the matter to their immediate supervisor, who shall arrange a meeting within 3 days. The Employee shall be accompanied to the meeting by their Shop Steward or Union Representative. If the matter is not settled satisfactorily, the Employee may file an official grievance as per the following procedure steps 2 to 4.

##### **Step 2:**

If no resolution has been reached in Step 1, and the Union considers the grievance to be justified, it shall refer the written grievance, signed by a duly recognized Union Official and/or the Employee(s) concerned, to the General Manager within seven (7) calendar days of the incident or the discovery of the incident which is the subject of the grievance. Within fourteen (14) calendar days of receiving the grievance, the General Manager shall render a decision in writing.

##### **Step 3:**

If a satisfactory decision is not reached in Step 2 of the grievance procedure either party may request the assistance of the Department of Labour Mediation Services within seven (7) calendar days from the receipt of the decision in Step 3. This Step may be omitted by mutual consent in writing between the Union and the Employer.

**Step 4:**

If a satisfactory decision is not reached in Step 3 of the grievance procedure the Union will have seven (7) calendar days from the receipt of the decision/recommendation of Mediation Services to refer the matter to Arbitration.

**12.5. Facilities for Grievances:**

The Employer shall supply the necessary facilities for the grievance meetings. Any cost associated with the facilities will be shared equally by the Union and the Employer. The Union shall have the option to choose an alternate location on campus.

**12.6. Failure to Act within Time Limits:**

Failure of the grievor or the Union to process a grievance to the next step in the Grievance Procedure within the time limits specified shall not be deemed to have prejudiced the Union on any future identical grievance. However, failure of the grievor or the Union to process a grievance to the next step in the Grievance Procedure within the time limits specified shall render the grievance null and void.

**13. ARBITRATION****13.1. Time Limit:**

In the event that any grievance has not been settled through the procedure outlined in Article 12, either party may within thirty (30) calendar days, of the Union receipt of the decision of the Mediation Services submit the grievance to Arbitration in accordance with this Article.

**13.2. Selection of Arbitrator:**

When either party requests that a grievance be submitted to arbitration, the request shall be made by registered mail addressed to the other party of the Agreement, indicating the name(s) of acceptable arbitrator(s). Within five (5) working days thereafter, the other party shall answer by registered mail indicating the acceptance of a proposed arbitrator or the name(s) of arbitrator(s) acceptable to that party. If the recipient of the notice fails to appoint an arbitrator, or if the two appointees fail to agree to an Arbitrator within ten (10) working days of the submission of the notice to proceed to arbitration, the appointment shall be made by the Minister of Labour Relations and Workplace Safety.

**13.3. Arbitration Procedure:**

The Arbitrator may determine the procedure for the hearing but shall give full opportunity to all parties to present evidence and make representation to it and shall render a written decision within thirty (30) days from the time of the hearing ending.

**13.4. Decision of the Arbitrator:**

The decision of the Arbitrator shall be final and binding and enforceable on all parties, but in no event shall the Arbitrator have the power to add to, subtract from, alter or amend the Collective Agreement.

**13.5. Disagreement on Decision:**

Should the parties disagree as to the meaning of the decision, either party may apply to the Arbitrator to reconvene the hearing to clarify the decision, which it shall do within five (5) working days of receipt of the decision.

**13.6. Expenses of the Arbitrator:**

The fees and expenses of the Arbitrator shall be shared equally between the parties. Each party shall be responsible for its costs, fees and expenses of witnesses.

**13.7. Amending of Time Limits:**

The time limits fixed in both the Grievance and Arbitration procedure may be extended by the mutual agreement of the parties to this Agreement.

**14. SENIORITY**

**14.1. Seniority Defined:**

Seniority is defined as the length of service in the bargaining unit and shall be a factor in determining preference or priority for promotions, transfers, layoffs and recalls. With respect to remuneration and bumping rights, seniority shall operate on a department wide basis only.

**14.2. Seniority List:**

The Employer shall maintain a seniority list showing the date upon which each Employee's service commenced. An up-to-date seniority list shall be sent electronically to the Union and posted on all bulletin boards no later than the 15th of December, March and August and upon the Union's request. The list will include both bargaining wide seniority and department wide seniority.

**14.3. Probation of newly Hired Employees:**

Newly hired Full-time Employees shall be considered to be on a probationary basis for a period of four (4) months from the date of hiring, and Part-time Staff shall be on a probationary time period of two hundred and fifty (250) hours of working time from the date of hiring. During the probationary period, Employees shall be entitled to all rights and privileges of this Agreement, except with respect to discharge and lay off. Such Employees may be terminated or laid off at any time during the probationary period without recourse to Article 12 - Grievance Procedure, unless the Union claims discrimination, as noted in Article 4, as the basis of termination. After completion of the probationary period, seniority shall be effective from the original date of employment.

**14.4. Loss of Seniority:**

An Employee shall not lose seniority rights if they are absent from work because of sickness, accident, lay-off or leave of absence approved by the Employer. An Employee shall only lose seniority in the event the Employee:

- 1) Is discharged for just cause and not reinstated; or
- 2) Resigns; or
- 3) Is absent from work in excess of five (5) calendar days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible; or
- 4) After being notified by email to do so, fails to return to work within seven (7) calendar days following a lay-off recall, unless unable to do so due to sickness or other just cause. It shall be the responsibility of the Employee to keep the Employer informed of their current email address.

**14.5. Transfers and Seniority Outside Bargaining Unit:**

No Employee shall be transferred to a position outside the bargaining unit without the Employee's consent. If an Employee is transferred to a position outside of the bargaining unit, they shall retain their seniority acquired at the date of leaving the unit but will not accumulate any further seniority. If such an

Employee later wishes to return to the bargaining unit, the Employer shall, where feasible, make every effort to place the Employee in their previous position or a similar position in which the Employee has the ability to perform the job.

## **15. PROMOTING AND STAFF CHANGES**

### **15.1. New Positions:**

Prior to the establishment of new positions, the classification and salary shall be negotiated with the Union.

### **15.2. Job Postings:**

When a vacancy occurs, or a new position is created in the bargaining unit, the Employer shall notify the Union in writing and post notice of the position on all bulletin boards and the URSU website for a minimum of one (1) week in order that all members will know about the position and be able to make written application thereto. The Union may agree to forego the requirement of posting a position.

### **15.3. Information Postings:**

Such notice shall contain the following information: nature of the position, qualifications, shift hours, required knowledge and education, skills, wage or salary range or rate.

### **15.4. Hiring Procedure:**

The URSU Management will inform the Union of the internal candidates that were interviewed for a job posting and who the successful candidate is.

### **15.5. Outside Advertising:**

All job postings may be posted internally and externally simultaneously. URSU Management will post such postings on dedicated job postings bulletin boards within the URSU main office facility (on the second floor) as well as within The Owl, and as well on the URSU website. Any Internal applications will be considered prior to consideration being given to External candidates. Positions outside the bargaining unit will be advertised simultaneously with internal posting. Copies of job postings will be sent to the union at the time of posting.

### **15.6. Role of Seniority in Promotions and Transfers:**

Both parties recognize:

- 1) the principle of promotion within the service of the Employer
- 2) the job opportunity should increase in proportion to length of service with a given department.

Any posted vacancy for a full-time or permanent part-time position shall be filled on the basis of seniority, required qualifications, demonstrated efficiency in the applicant's current or previous position(s), knowledge, skills and ability to do the job. Where candidates' qualifications are considered equivalent, seniority will be the determining factor.

### **15.7. Trial Period:**

The successful applicant shall be placed on trial for a period of four (4) months for Full time staff and two hundred and fifty (250) hours for Part-time staff. Conditional on satisfactory service, such trial promotion shall become permanent. In the event that the successful applicant proves unsatisfactory in the position during the aforementioned trial period, or if the Employee feels unable to perform the

duties of the new job classification, the Employee shall be returned to their former position without loss of seniority and wage or salary if possible (refer to 14.5).

**15.8. Promotions Requiring Higher Qualifications:**

In case of promotions requiring higher qualifications or certification, the Employer shall give consideration to the senior Employee who may not possess the formal qualifications but has performed the work or has demonstrated the ability sufficient to perform the work, prior to filling of a vacancy. Where certification or licensing is deemed necessary, the Employee, once hired, will need to show they have embarked on or are enrolled in a program or process that will result in their attaining the qualifications within a reasonable, mutually agreed upon prescribed length of time.

**15.9. Handicapped and Older Worker Provisions:**

When an Employee who has been incapacitated by injury or compensable occupational disease, or who, through advancing years or temporary disablement is unable to perform their regular duties, every effort will be made to employ the Employee in other work which the Employee can do, without regard to other seniority provisions of this Agreement, except that such employee may not displace any Employee.

**15.10. On the Job Training:**

Where feasible and with the expressed consent of the Employee, the Employer will inaugurate and maintain a system of “on the job” training so that every Employee will have the opportunity of receiving training and qualifying for promotion or in the event of a vacancy arising, to the position next senior to the employee’s own. Accordingly, Employees shall be allowed regular opportunities to learn the work of such positions during the regular working hours by arranging with interested Employees to exchange positions for temporary periods, without affecting the rate of remuneration of the Employees concerned.

**15.11. Hiring of Students:**

The hiring of students is preferred for part-time positions. Management shall show good cause for hiring non-students. All employees will be members of CUPE 1486 upon hiring (refer to Article 7.2).

**15.12. Affirmative Action:**

The Employer is committed to equal opportunity hiring.

**15.13. Rate of Pay Upon Promotion:**

The salary of an Employee promoted to a position with a higher rate of pay shall be placed in the new scale at the hourly rate next higher to the rate the Employee held prior to the promotion.

**16. LAYOFFS AND RECALLS**

**16.1. Role of Seniority in Lay-offs:**

Both parties recognize that job security would increase in proportion to length of service. Therefore, in the event of a lay-off, Employees shall be laid off in the reverse order of their seniority and recalled in order of seniority, provided they are qualified to perform the work.

**16.2. No New Employees:**

No new Employees will be hired until those laid off have been given an opportunity of re-employment, in writing, with a copy to the Union. Recall of laid off Employees takes into consideration availability of Employees and number of available shifts and is subject to Seniority provisions as outlined in Article 14 and Recall provisions as outlined in Article 16.

### **16.3. Advance Notice of Lay-off:**

Notwithstanding clause 16.6 except for just cause other than shortage of work, the Employer shall not lay off an employee without giving that employee at least:

- a) One (1) week's written notice, where the period of employment is at least three (3) consecutive months, but less than one (1) year;
- b) Two (2) week's written notice, where the period of employment is one (1) year or more, but less than three (3) years;
- c) Four (4) week's written notice, where the period of employment is three (3) years or more.

The Union shall receive a copy of all notices.

### **16.4. Notice of Recall**

Notice of recall will be forwarded via e-mail to the last known e-mail address of the employee, with a copy to the Union. It shall be the responsibility of the employee to keep the Employer informed of the employee's current contact information. The employee will be given seven (7) calendar days in which to respond.

### **16.5. Grievance on Lay-Offs and Recalls:**

Grievances concerning lay-offs due to a reduction in the working force shall be initiated in accordance with Article 12- Grievance Procedure.

### **16.6. Regular Lay-offs for Part-Time Positions:**

The following shall be considered automatic lay-off notice for all Part-time Employees and is not subject to the lay-off notice provisions in 16.3:

- Last day of classes prior to the reading week until the first day of classes following reading week
- Last day of classes in the winter semester to the first day of classes in fall semester
- Last day of classes in the fall semester until the first day of classes in the winter.

### **16.7. Benefits of Laid-off Full-time Employees:**

In the event a Full-time Employee is laid-off, the Employer will continue to make premium payments for all Employee benefits (excluding STD & LTD benefits) for a period of four months after the lay-off date. The Employee may arrange to continue STD & LTD benefits by paying the premiums to the Employer during the period of the lay-off.

## **17. HOURS OF WORK & SCHEDULING**

### **17.1. Full Time Employees:**

The parties recognize that because of the nature of duties and responsibilities of some Full-time staff positions, a precise schedule of daily hours may be inappropriate for some Employees. The particular duties and responsibilities of positions may have an influence on the hours of work. The work schedule will be determined by mutual agreement between the Employee and their supervisor in writing with a copy to the Union.

**17.2. Part Time Employees:**

Hours of work for Part-time employees shall be scheduled as required but not to exceed eight (8) hours per day or seventy (70) hours per two-week pay period.

**17.3. Unforeseen Circumstances:**

Variations of the schedule by the Employee due to work requirements or unforeseen personal requirements shall also be reported to the General Manager. Approval of such variations shall not be withheld unless such variations can be shown to cause unreasonable disruption to the Employer.

**17.4. No Split Shifts:**

There shall be no split shifts or split days off except where agreed between the Employer and Employee.

**17.5. Posting of Part-time Work Schedule:**

All work schedules and shifts available will be posted electronically using a digital scheduling platform used by the Employer for such purposes. The Employer will post core basic minimum schedules of work and shifts available at minimum on a bi-weekly basis. Additional ad hoc shifts available beyond the core schedules will be posted on an as required basis.

Employees are responsible for providing and maintaining their availability at minimum on a weekly basis using the electronic scheduling platform.

All core shifts will be filled according to department seniority contingent on availability provided. All additional ad-hoc shifts will be filled on a first come – first served basis using seniority where possible. Part time employees who are unavailable for hours during a semester, but who anticipate returning in the semester following their leave, shall provide management with notice, in writing, of their intent to return before their leave begins.

**17.6. Reporting Pay:**

An Employee reporting for work on the Employee's regular shift shall be paid their regular rate of pay for the entire period worked, with a minimum of three (3) hours pay. The lone exception to this article shall be the Visual Advertising Assistant.

**17.7. Rest Periods:**

All Employees shall be permitted one (1) twenty (20) minute rest period for each three and one half (3 ½) hour period worked.

**17.8. Lunch Breaks:**

Full time Employees are entitled to a minimum half (½) hour or maximum one (1) hour unpaid lunch break at their choosing.

Part time Employees are entitled to a half (½) hour unpaid lunch break for shifts worked in excess of five (5) hours. All Employees are encouraged to take the breaks assigned.

**17.9. Role of Seniority Concerning Shifts:**

Seniority as defined in article 14.1 and within individual departments shall determine shift preference, access to On-The-Job-Training Opportunities (Article 15.10) and job assignment, subject only to the ability of the Employee to perform the job required and their availability to perform the work required on the specific date and time of the available shifts.

**17.10. Notice of Shift Changes:**

Twenty-four (24) hours notice shall be given before change of shift. Failure to provide at least eight (8) hours rest between shifts which are being changed shall result in payment of overtime at established rates for any hours worked during any normal rest period unless caused by voluntary change or trade of shift.

**18. OVERTIME**

**18.1. Full Time Positions**

**18.1.1 Overtime Defined:**

All time worked beyond the seven (7) hour workday, the thirty-five (35) hour work week, or on a holiday, shall be considered as overtime. All overtime shall be pre-approved by the General Manager or designate.

**18.1.2 Overtime Rates:**

Overtime rates shall apply for work as follows:

Shift	Rate	Note
Beyond a regular work day	Time in Lieu at 1:1	Commencing after the first half-hour as an extension of the normal working day. Banked as Earned Day Off.
Working on a regularly scheduled day off	Time in Lieu at 1:1	Banked as Earned Day Off.
Working on a holiday.	Time in Lieu at 1:1	In addition to Stat Holiday Pay. Banked as Earned Day Off.

**18.1.3 No Lay-off Because of Overtime:**

Employees shall not be required to lay-off during regular working hours to equalize any overtime worked.

**18.2. Part Time Positions**

**18.2.1 Overtime Defined:**

All time worked beyond an eight (8) hour workday or a seventy (70) hour in a two week pay period or on a holiday, shall be considered as overtime. All overtime shall be pre-approved by the General Manager or designate.

**18.2.2 Overtime Rates:**

Rate for all hours or part thereof classified as overtime shall be 1.5 X the regular rate of pay and shall be in addition to Statutory Holiday Pay when applicable.

### **18.3. No Lay-off Because of Overtime:**

Employees shall not be required to lay-off during regular working hours to equalize any overtime worked.

### **18.4. Equalization of Overtime:**

Overtime and call back time shall be divided equally among the Employees who are willing and qualified to perform the work that is available.

### **18.5. Voluntary Overtime:**

Overtime work shall be done on a voluntary basis. The Employer shall endeavour to keep overtime to a minimum and shall, accordingly, supply the Union with a list of all Employees who have worked more than twelve (12) hours a week at overtime rates, and an explanation of the circumstances.

### **18.6. No Overtime When Employees Laid Off:**

There shall be no extensive overtime worked in any operation while there are Employees on layoffs that are able to perform the available work.

### **18.7. Call Back:**

If an Employee who is called back to work in the same day outside of the Employee's regular working hours shall be paid a minimum of three hours of their regular working salary and over-time based on provincial labour standards guidelines. No Employee may agree to cover a shift that will put them into overtime for a day totalling more than eight hours or a week totalling more than forty hours without permission of Management.

## **19. HOLIDAYS**

### **19.1. Paid Holidays:**

The Employer shall recognize the following as paid holidays:  
New Year's Day, Family Day (February), Good Friday, Victoria Day, Canada Day, Civic Holiday (August), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day.  
And any other day proclaimed as a holiday by the Federal, Provincial or Municipal Government.

### **19.2. Holidays Falling on Employee's Days Off:**

When any of the above-noted holidays fall on an Employee's scheduled day off, the Employee shall receive another day off with pay at a time mutually agreed upon between the Employee and the Employer.

### **19.3. University Shut-down:**

All Full-time Employees shall have Christmas Day to New Year's Day off with pay. Any paid holidays due to Employees during this period shall be deemed to be included.

## **20. VACATION**

### **20.1. Vacation Entitlement:**

All Full-time Employees shall receive, and be encouraged to take, an annual vacation with pay in accordance with credited service during the vacation period as follows:

- The vacation year shall be May 1st to April 30th.

<b>Period of Employment</b>	<b># of Weeks</b>
First 5 years of service	3
Years 6 -17	4
Years 18 - 24	5
Year 25 and after	6

- Beginning in Year 6, employees will be entitled to sell back 1 week of holidays in exchange for increased salary. Arrangements must be agreed to in writing, within the first month of the vacation year. All arrangements will be reviewed annually at the beginning of each vacation year.

**20.2. Vacation Pay upon Termination:**

An Employee terminating their employment at any time in the vacation year before the Employee has taken vacation shall be entitled to a proportionate payment of salary or wages in lieu of such vacation.

**20.3. Approved Leave During Vacation Period:**

Where an Employee, out of necessity elects to request Paid Time Off as per 21.1, during the Employee’s period of vacation, there shall be no deduction from vacation credits for such absence, provided that notice is provided on or before the requested PTO period. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date upon mutual agreement between the Employee and the Employer.

**20.4. Usage of Vacation Entitlement:**

Employees are required to take their vacation entitlement within the year earned. Vacation entitlement not utilized by August 31st the vacation year will be scheduled by the Employer in consultation with the Employee. However, if the Employer and the Employee agree, in writing, not to take vacation in the year earned, the Employee may carry forward part of the vacation entitlement as follows:

- With prior approval of the General Manager, an Employee may carry over five (5) days which must be used in the following vacation year. In the event an Employee does carry over five (5) days, they will be considered to be the first five (5) days to be used.

Employee may take vacation in advance of such entitlement being earned (to a maximum of that year’s possible entitlement). In the event that an Employee leaves the employ of the Employer, for whatever reason, it is agreed the Employer will be entitled to deduct the value of any unearned vacation, which has been advanced from any monies owing to the Employee. Employees with less than 1820 cumulative hours will be entitled to take vacation in advance of such entitlement being earned at the discretion of the General Manager.

**21. LEAVE PROVISIONS**

**21.1. Paid Time Off (PTO)**

Employees shall accrue Paid Time Off (PTO) according to the actual number of hours worked within a week. PTO may be used at any time at the Employee’s discretion for reasons of sickness or illness or to

tend to such matters as, but not limited to, personal appointments, pressing necessity, mental health care, attend a funeral, or bereavement leave.

Employees shall accrue PTO:

1. Accrual shall commence at the beginning of each fiscal year
2. Hours accrued per pay period = actual hours worked X 245 / 1820
3. The maximum accrual within a fiscal year shall be 245 hours
4. Any PTO hours unused at the end of a fiscal year shall be carried forward to the next fiscal year. However accrual will not exceed the maximum allowable of 245 hours.
5. Employees will continue to accrue PTO while on vacation.

Requests for PTO shall be submitted through the Employer's human resources platform, in advance, with as much notice if and when possible. Requests for PTO shall be in ½ day increments with a minimum of ½ day.

Employees need not provide any reasoning or documentation with respect to a PTO request except in the case of time away from work due to sickness or illness of three (3) or more consecutive days.

Requests for PTO greater than what an Employee may have available in their PTO bank shall be reviewed on a case-by-case basis. Such requests shall not be unreasonably denied.

Upon termination of employment, Employees shall not be entitled to remuneration of any remaining PTO hours accrued.

#### **21.2. Continuation of PTO Leave During Leave of Absence:**

When an Employee is given leave of absence without pay for any reason or is laid off on account of lack of work and returns to work upon expiration of such leave of absence, etc., the Employee shall not accrue PTO hours for the period of such absence, but shall retain their cumulative credit, if any, existing at the time of such leave or layoff.

#### **21.3. Negotiation, Grievance and Arbitration Pay Provision:**

Representatives of the Union shall not suffer any loss of pay when required to leave their employment temporarily in order to carry on negotiations with the Employer or with respect to a grievance.

#### **21.4. Leave of Absence for Union Functions:**

Leave of absence without pay and without loss of seniority shall be granted, upon request to the Employer, to Employees elected or appointed to represent the Union at Union conventions, conferences and educationals.

#### **21.5. Leave of Absence for Full-Time Union or Public Duties:**

The Employer recognizes the right of an Employee to participate in public affairs. Therefore, upon written request, the Employer shall allow leave of absence without loss of seniority and without pay so that the employee may:

- a) Be a candidate in a Federal, Provincial or Municipal election.
- b) Serve in public office during their term of office.

- c) Serve a Full-time position with CUPE or anybody with which CUPE is affiliated, for a period of up to one (1) year. Such leave shall be renewed each year, on request, during the term of office.
- d) Participate in political activity providing such activity is not racist or sexist in any manner, to a maximum of one (1) month.
- e) Be a candidate in a Student's Union election. The candidate/employee must apply for an unpaid leave of absence for the period of campaigning. Such a request will not be unreasonable denied by the Employer. If the Employee is elected the Employee must resign employment with the Employer by no later than April 15 of the current year.

**21.6. Maternity/Parental/Adoption Leave:**

Upon written request, leave of absence without loss of seniority shall be granted for pregnancy, parental or adoption under the provisions of the Employment Insurance Act. The Employee may supplement Employment Insurance by using accumulated PTO, if the Employee is required to be off work due to medical reasons prior to taking leave. The Employee returning from leave shall provide the Employer with at least four (4) weeks written notice. On return from leave the Employee will be placed in the same position or where that is not possible in a comparable position at the Employee's former rate of pay.

**21.7. Time Off for Elections:**

Employees shall be allowed four (4) consecutive hours after the opening or before the closing of polls in any Federal, Provincial or Municipal election or referendums without deduction from normal daily pay.

**21.8. Paid Jury or Court Witness Leave:**

The Employer shall grant leave of absence without loss of seniority to an Employee who serves as a juror or witness in any court proceeding, except in situations where the Employee is testifying or attending on their own behalf. The Employer shall pay such an Employee the difference between the Employee's normal earnings and the payment they received for jury services or court witness, excluding payment for travelling, meals or other expenses. The Employee will present proof of service and the amount of pay received.

**21.9. Leave for Court Appearance or Incarceration:**

In the event that an employee is accused of an offence which requires a court appearance, the Employee shall be entitled to leave of absence without loss of seniority or benefits, but without pay. An accused Employee, who is jailed awaiting a court appearance, shall be entitled to an automatic leave of absence without loss of seniority and benefits, but without pay. In such a case, the Employee may elect to use vacation time in lieu of time off without pay. In the event that the accused Employee is found guilty and sentenced to incarceration the employee shall be indefinitely laid off. Rehiring of the Employee is subject to the approval of the General Manager and the Union. However, the Employee may revert to the Grievance Procedure outlined in Article 12.

**21.10. Time Off to Take Classes:**

The Employer shall agree to allow time off without pay for Full Time Employees to take one (1) university class per semester provided that the class is not scheduled during peak work periods. The Employee shall make a written request for time off for classes, which the Employer may grant or

refuse. For time off to be granted, the class shall pertain to improvement of the Employee's qualifications or a degree requirement.

#### **21.11. Time Off to Write Examinations**

Leave of absence with pay and without loss of seniority shall be granted to allow Employees time to write examinations to improve qualifications if related to the position occupied or improving qualifications for promotion. Eligible leave of absence shall be a maximum of one half-day per exam.

If the examination is not to improve qualifications related to the position occupied or for promotion, leave of absence *without* pay may be granted at a maximum of one half-day per exam.

#### **21.12. General Leave:**

The Employer shall grant leave of absence without pay and without loss of seniority to any Employee requesting such leave for good and sufficient cause. Such request to be in writing and approved by their direct Manager in consultation with the Employee.

#### **21.13. Temporary Employees:**

Those Employees hired to replace Employees on leave of absence shall be informed that the job is temporary. The Employer shall inform the said Employee(s) four (4) weeks prior to the end of the leave replacement position as to the availability of further work. If the permanent Employee does not return, the normal hiring procedure shall be followed.

#### **21.14. Returning from Leave of Absence:**

Any Employee on leave of absence shall notify the Employer not later than four (4) weeks prior to the termination of such leave whether they will be returning. If this is not done, the Employee shall forfeit rights to do the job. The Employer shall notify every employee on leave of absence of this responsibility and of the dates involved.

### **22. PAYMENT OF WAGES AND ALLOWANCES**

#### **22.1. Payment of Wages:**

The Employer shall pay salaries and wages bi-weekly in accordance with the monthly and hourly wage rates as defined in Schedules A & B attached hereto and forming part of this Agreement. On each payday, each Employee shall be provided with an itemized statement of their wages and deductions. Upon written submission of the Employee, the Employer shall pay the Employee any outstanding amount(s) within three days once Management duly verifies such amounts.

#### **22.2. Equal Pay:**

The principle of equal pay for relatively equal work shall apply.

#### **22.3. Substitution Pay:**

When an Employee temporarily substitutes in, or performs the principal duties of, a higher paying position for which a salary range has been established, the Employee shall receive the rate for equivalent hours in that salary range. When an Employee is assigned to a position paying a lower rate the Employee's rate shall not be reduced.

When an Employee temporarily substitutes in or performs the principal duties of a position that is not in scope of the Agreement (i.e. out of scope), the Employee, the Union and the Employer will enter into a temporary work arrangement (TWA) that is bound by this agreement. The term is not to exceed twenty-four (24) months. The Employee shall continue to pay union dues to the Union during this period based on their new rate of pay. The Employee shall retain all seniority rights and will continue to accumulate seniority during the term of the TWA.

**22.4. Multiple Work Assignments**

At their discretion, Part-time Employees are eligible to work a shift temporarily and on occasion in positions or job classifications other than those originally hired for. In such instances the Employee shall be paid the base rate associated with that shift.

**22.5. Car Allowance:**

Car allowances paid to Employees using their own automobiles for the Employer’s business shall be paid at a rate as stipulated in the Employer’s Travel Policy. As a condition of employment, the Employer does not require anyone to own a car. When transportation for business purposes is required, the Employee may, with the approval of the Employer, elect to use their own vehicle at the approved rate. If an Employee does not elect to use their own car, or if they do not own a car, the Employer will, if necessary, provide alternative transportation appropriate to the occasion.

**22.6. Payment of Earnings at the Termination of Employment:**

When an Employee voluntarily leaves or is terminated from the employ of the Employer they shall receive the following within 14 calendar days:

- all wages earned including banked time and time in lieu;
  
- all holiday pay owing; and
- any pay in lieu of notice.

**22.7. Stand-by Pay:**

When an employee is advised to be “on call”, that is, immediately available by direct telephone contact, the Employee shall be paid straight time wages in accordance with the following schedule:

Monday to Friday inclusive	2 hours per day
Saturdays and Sundays	3 hours per day
Holidays listed in Article 19	4 hours per day

All hours actually worked by an “on call” Employee for purposes of this paragraph are if the Employee is authorized by the General Manager of the Employer to be “on call”.

**22.8. Supplying of Meals:**

Employees required to work overtime in any day or shift shall be provided with a meal by the Employer if such time covers a normal mealtime or period. “Normal mealtime” shall be waived for supervisors working shifts exceeding eight (8) hours.

**22.9. Payment of Telecommunication Expenses:**

Employees, who are required to have a cellular phone, shall be given an allowance of \$70.00 per month. Employees eligible for this benefit is at the discretion of the General Manager.

**22.10. Educational, Tuition, or Course Fee:**

The Employer encourages and supports professional development of its Employees. The Employer shall provide reimbursement for all or a portion of the fee of any approved course of instruction for full-time employees to better themselves to perform their job. Employees wishing to enrol in such professional development courses should submit a request for financial assistance in advance and in writing to their Supervisor. The Employer will assess the relationship of the training program to job function, and on this basis approve partial or total reimbursement of eligible costs. If approved, previously agreed to reimbursement shall be issued on successful completion of the course.

**22.11. Payment of Professional Fees:**

The Employer shall pay professional fees for any employee who is required to be a member of a professional association, and professional license for any Employee who is required to be licensed.

**22.12. Part-time Employees Health Plan:**

Part-time employees who have successfully completed their probationary period shall be entitled to coverage through the URSU Health and Dental Program. Employees must opt in within thirty (30) days after their probation period has ended and continue coverage until August 31st of the year of enrolment. Employees will be automatically renewed in the Program unless notified in writing. Regardless of plan coverage selected by the Employee (i.e. single, family) the Employer shall be responsible for submitting the entire plan fee to the program provider. The Employer shall be responsible for fifty (50) percent of the plan fee. The balance of the plan fee is the responsibility of the employee, which shall be submitted via payroll deductions balanced through the next eight (8) pay periods following enrolment.

**22.13. Premiums for Benefits Package of Full-time salaried Employees:**

The Employer shall pay one hundred (100%) of the cost of Group Insurance for all Fulltime salaried Employees with exception of STD Premiums which will be paid by the Employee. In the case of absence for illness, the Employer's contribution shall be paid for a maximum of one (1) year from commencement of illness. Thereafter, the Employee may pay the full premium cost through the Employer, if the Employee so permits. Life insurance premiums paid by the Employer shall constitute a taxable benefit to the Employee.

**22.14. Supplementation of Workers' Compensation:**

Employees prevented from performing their regular work with the Employer as a result of an occupational accident recognized by the Workers' Compensation Board as compensable within the meaning of the Compensation Act shall receive from the Employer the net difference between the amount payable by the Workers' Compensation Board and their short-term disability (STD) coverage payments until their long-term disability (LTD) begins.

**22.15. Registered Retirement Savings Plan:**

For Full-time permanent Employees only, the Employer will deposit directly to the RRSP account of the Employees' choice an amount equal to 6% of the Employees' earnings as per URSU's RRSP Employer Contribution Policy. Should an employee's employment cease, they will receive their contribution adjusted to their last pay cut off that falls on or before their employment ceased.

**23. SEPARATION**

### **23.1. Notice of Changes to Employment**

The Union shall be notified of all in-scope lay-offs, transfers, recalls, promotions and terminations of employment

### **23.2. Notice of Separation:**

- 1) If terminal action is taken during the probationary period, notice or pay in lieu of notice is not required.
- 2) If terminal action is taken after the completion of the probationary period, two (2) weeks' notice or pay in lieu of such notice shall be provided.
- 3) In addition to the above (24.2 part 2), for each year (or part year) of employment an additional one (1) month of notice or pay in lieu of notice shall be provided. The maximum of both parts 2 and 3 shall be 3 months in total.
- 4) An employee taking terminal action shall give a minimum of two (2) weeks' notice.

### **23.3. Separation Pay:**

In addition to termination pay, if as a result of the Employer ceasing all or part of the operation, or merging with another Employer, or if by reason of any changes in operating methods the Employer is unable to provide work for a displaced Employee at the same rate of pay in a comparable class of work, the Employee shall receive the following;

- For employees with up to three (3) years of service: 3 month's salary
- For employees with over three (3) years of service: one (1) month's salary for every year of service to a maximum of twelve (12) months' salary.

The sum shall be paid after the date of position redundancy at the regular rate of the position last occupied.

## **24. JOB CLASSIFICATION AND RECLASSIFICATION**

### **24.1. Job Descriptions:**

The employer agrees to draw up job descriptions, from time to time, for all positions and classifications for which the Union is the bargaining agent. These descriptions shall be presented to the Union and shall become the recognized job descriptions unless the Union presents written objections within thirty (30) days of receipt. The Employer encourages Employees to be part of the job description process. Once approved, job descriptions shall form part of the Operations and Procedures Manual.

### **24.2. No Elimination of Existing Classifications:**

Existing classifications as listed in Schedules A & B, and as stated in 25.1, shall not be eliminated without prior agreement with the Union.

### **24.3. Changes in Duties:**

When the duties or volume of work in any classification are changed or increased, or where the Union and/or Employee feels the position is unfairly or incorrectly classified, or when any position not covered by Schedules A and/or B is established during the term of this Agreement, the rate of pay shall be subject to negotiations between the Employer and the Union. If the parties are unable to agree on the reclassification and/or rate of pay of the job in question, such dispute(s) shall be subject to Article 12-

Grievance Procedure. The newly determined rate of pay shall become retroactive to the time the position was reclassified.

## **25. GENERAL CONDITIONS**

### **25.1. Introduction of Methods or Machines:**

In the event that the Employer should introduce new methods or machines which require new or greater skills than are possessed by Employees under the present methods of operation, such Employees shall, at the expense of the Employer, be given a maximum of one (1) year during which they may perfect or acquire the skills necessitated by the new methods of operation. There shall be no change in wage or salary rates during the training period of any such Employee and no reduction in pay upon being reclassified in the new position. Employees shall be consulted on the introduction of new machines and methods.

### **25.2. Training for New Skills:**

Should the introduction of new methods of operation create a need for the perfection or acquisition of skills requiring a training period longer than one (1) year, the additional training time shall be a subject of discussion between the Employer and the Union.

### **25.3. Bulletin Boards:**

The Employer shall provide bulletin boards which shall be placed so that all Employees will have access to them 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. Such notices shall not infract the guidelines as set forth in the Employer's Poster Policy.

### **25.4. Tools and Equipment to be Supplied:**

The Employer shall supply all tools and equipment required by the employees in the performance of their duties. Replacements will be made by producing the worn or broken tool.

### **25.5. Supplying of Legal Counsel:**

Where coverage supplied through its comprehensive liability policy does not apply, the Employer shall supply the legal counsel necessary for any action initiated against any Employee by virtue of performance of the Employee's assigned duties. Legal counsel shall only be paid for by The Employer if the Employee acted at all times in accordance with the Employers Policies and Procedures.

### **25.6. Present Conditions to Continue:**

All rights, benefits, privileges and working conditions which Employees now enjoy, receive or possess as Employees of the Employer shall continue to be enjoyed and possessed insofar as they are consistent with this Agreement, but may be modified by mutual agreement between the Employer and the Union.

### **25.7. Continuation of Acquired Rights:**

All provisions of this Agreement are subject to applicable laws now or hereafter in effect. If any law now existing or hereafter enacted, or proclamation or regulation shall invalidate any portion of this Agreement, or if there is an amalgamation, annexation, merger or other structural change of the Employer, the entire Agreement shall not be invalidated, and the existing tights, privileges and obligations of the Employees shall remain in existence.

### **25.8. Employee Contact Information:**

It shall be the responsibility of the Employee to ensure that their contact information is current at all times. Employees are to update their contact information via the Employer's online human resources platform or by emailing admin@ursu.ca.

## **26. OCCUPATIONAL HEALTH AND SAFETY**

### **26.1. Co-operation on Safety:**

It is agreed that the Employer, the Union and the Employees will cooperate fully to promote healthy and safe work practices and working conditions, in accordance with the Saskatchewan Employment Act and Occupational Health and Safety Regulations.

### **26.2. Occupational Health and Safety Committee:**

The Joint Health and Safety Committee shall be members of the Employer and Union. There will be representation of all areas (bar/kitchen, security and office staff). At least one-half (½) of the members shall be Union members. The Employer shall post the names of the members of the committee and co-chairs in conspicuous locations throughout the workplace. The Committee's responsibilities shall include:

- a) Participate in the identification and control of health and safety hazards in or at the place of employment;
- b) Provide the names of the co-chairs of the Committee – one representing the Employer, and other the Union;
- c) Establish, promote, and recommend the means of delivery of occupational health and safety programs for the education and information of workers;
- d) Maintain records with respect to the duties of the committee;
- e) Investigate any matter with respect to a work refusal;
- f) Receive, consider, and resolve matters respecting the health and safety of workers;
- g) Record minutes of each meeting and keep the minutes on file with the committee after being signed off by the co-chairs. The minutes shall be posted at a location that is readily accessible to workers at the place of employment until all concerns recorded in the minutes are resolved. The Employer shall maintain a copy of the minutes and have them readily available for inspection.

### **26.3. Safety Committee Pay Provisions:**

The Occupational Health and Safety Committees shall hold meetings and regular inspections to deal with all unsafe, hazardous or dangerous conditions. Representatives of the Union shall suffer no loss of pay for attending such meetings or inspections. Minutes of all committee meetings and inspection reports shall be provided to the Union.

### **26.4. Safety Measures:**

All Employees either working with or in close proximity to any hazardous product or dangerous material will be supplied with adequate and sufficient training, education, tools, and safety equipment so as not to be exposed to unacceptable risks of the hazardous product or dangerous material. The training, tools, and equipment to be used will be determined by the Occupational Health and Safety Department Representative in consultation with the relevant Occupational Health and Safety Committee consistent with pertinent legislation and accepted protocols.

## **26.5. Educational and Training Programs:**

The Employer, in consultation with the appropriate Occupational Health and Safety Committee, will develop and implement educational and training Programs relating to the health and safety of workers, at no cost to the Employees, and to be conducted during normal work time.

With reasonable notice, Union members of the Health and Safety Committee shall be entitled to time off from work with no loss of seniority or earnings to attend educational courses and seminars sponsored by government agencies or the University for instruction and upgrading on health and safety matters.

Employees who feel they have not had opportunity for training on new equipment which they are required to operate as part of their normal duties should first discuss the issue with their supervisor head, and then, if necessary, with the Occupational Health and Safety Committee.

### **26.5.1 Safety and Health Reports, Records and Data:**

Reports of every accident or occurrence of an occupational injury at the work site will be provided to the appropriate Occupational Health and Safety Committee. The Committee members may request any pertinent health and safety records held by the Employer, which are not confidential.

## **26.6. Right to Refuse Unsafe Work:**

A worker may refuse to perform any particular act or series of acts at a place of employment where the worker has reasonable grounds to believe that the act or series of acts is unusually dangerous to the worker's health or safety or the health or safety of any other person at the place of employment until:

- a) Sufficient steps have been taken to satisfy the worker otherwise; or
- b) The Occupational Health and Safety Committee has investigated the matter and advised the worker otherwise. Where a worker has refused to perform dangerous work, the employer shall not request or assign another worker to perform that work. The employer shall not take discriminatory action against the worker because the worker has refused to perform dangerous work.

## **26.7. Workplace Accommodations:**

Employees are entitled to any reasonable workplace accommodations that ensure their health and safety in the performance of their duties at no additional cost to the employee. Typical entitlements include but are not limited to:

- Personal Protective Equipment such as gloves, masks, steel toe boots, hearing protection and specialty eyewear
- Ergonomic workspace furniture and equipment
- Regular breaks from activities prone to repetitive stress injuries

If any employee feels they need accommodation, they are encouraged to report it to both the OH&S Committee and their manager. The employee understands that there may be budgetary or operational constraints on the accommodation, but the employer commits to finding a reasonable accommodation.

## **26.8. Pregnancy:**

A pregnant employee whose pregnancy is at risk will have the following options:

1. to be temporarily assigned other duties if this is possible without disruption to the department;

2. to commence her maternity leave after presenting a medical certificate attesting to her pregnancy, and to maintain the right for up to six weeks after date of delivery to return to her former position, classification, and salary subject to any general increases;
3. to relinquish her position and elect to exercise her rights under Article 16, Layoffs and Recalls.

**26.9. Noise:**

The Employer shall ensure that all reasonably practicable means are used to reduce noise levels in all areas where workers may be required to work.

The Employer shall provide suitable ear protection devices at the request of any worker or groups of workers regularly exposed to noise that is considered irritating or annoying or to add to the risk of accident.

The Employer shall ensure that any ear protection device which depends for effectiveness on close approximation of size or shape to the auditory canal is fitted to the worker by a competent person.

Where ear protection devices are provided, the selection of the type of ear protection devices provided by the Employer is a matter to be jointly decided by the Occupational Health and Safety Committee.

**26.10. Employees Working Late Evenings:**

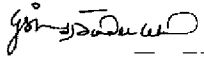
An Employee who works a shift that ends between the hours of 12:30 am and 7:30 am, may be entitled to reimbursement for parking in an agreed upon area or reimbursement of taxi transportation home. Reimbursement of parking and taxi fees will be granted upon presentation of receipts with proof of date in relation to shift worked.

IN WITNESS WHEREOF, the parties hereto have hereunder affixed their seal by their proper signing officers both the day and year first above written.

DATED this 27<sup>th</sup> day of April 2021.

SIGNED ON BEHALF OF:

The Students' Union of the University of Regina Inc.



---

Gurjinder Singh Lehal  
President



Gurkirat Singh (Apr 27, 2021 10:55 MDT)

---

Gurkirat Singh  
Vice President Operations and Finance

SIGNED ON BEHALF OF:

The Canadian Union of Public Employees  
Local # 1486



Neil Petrich (Apr 27, 2021 10:55 MDT)

---

Neil Petrich  
President



William Michael John Spencer (Apr 29, 2021 10:39 MDT)

---

William J. Spencer  
Recording Secretary

# Appendix A – Full Time Employees Wage Schedule

Position	Months	Annual Increase		1.00%	1.00%	2.00%
		Increment	As of Jan 1, 2021	Effective May 1, 2021	Effective May 1, 2022	Effective May 1, 2023
Administrative Coordinator	Start		\$ 3,636.11	\$ 3,672.47	\$ 3,709.20	\$ 3,783.38
Administrative Coordinator	After 6	0.95%	\$ 3,670.65	\$ 3,707.36	\$ 3,744.43	\$ 3,819.32
Administrative Coordinator	After 12	1.60%	\$ 3,729.38	\$ 3,766.68	\$ 3,804.35	\$ 3,880.43
Administrative Coordinator	After 24	1.70%	\$ 3,792.78	\$ 3,830.71	\$ 3,869.02	\$ 3,946.40
Administrative Coordinator	After 36	1.70%	\$ 3,857.26	\$ 3,895.83	\$ 3,934.79	\$ 4,013.49
Administrative Coordinator	After 48	1.70%	\$ 3,922.83	\$ 3,962.06	\$ 4,001.68	\$ 4,081.72
Administrative Coordinator	After 60	1.70%	\$ 3,989.52	\$ 4,029.42	\$ 4,069.71	\$ 4,151.11
Public Relations and Social Media Coordinator	Start		\$ 3,636.11	\$ 3,672.47	\$ 3,709.20	\$ 3,783.38
Public Relations and Social Media Coordinator	After 6	0.95%	\$ 3,670.65	\$ 3,707.36	\$ 3,744.43	\$ 3,819.32
Public Relations and Social Media Coordinator	After 12	1.60%	\$ 3,729.38	\$ 3,766.68	\$ 3,804.35	\$ 3,880.43
Public Relations and Social Media Coordinator	After 24	1.70%	\$ 3,792.78	\$ 3,830.71	\$ 3,869.02	\$ 3,946.40
Public Relations and Social Media Coordinator	After 36	1.70%	\$ 3,857.26	\$ 3,895.83	\$ 3,934.79	\$ 4,013.49
Public Relations and Social Media Coordinator	After 48	1.70%	\$ 3,922.83	\$ 3,962.06	\$ 4,001.68	\$ 4,081.72
Public Relations and Social Media Coordinator	After 60	1.70%	\$ 3,989.52	\$ 4,029.42	\$ 4,069.71	\$ 4,151.11
Maintenance and Cleaning Team Coordinator	Start		\$ 3,038.69	\$ 3,069.08	\$ 3,099.77	\$ 3,161.76
Maintenance and Cleaning Team Coordinator	After 6	0.95%	\$ 3,067.56	\$ 3,098.23	\$ 3,129.21	\$ 3,191.80
Maintenance and Cleaning Team Coordinator	After 12	1.60%	\$ 3,116.64	\$ 3,147.80	\$ 3,179.28	\$ 3,242.87
Maintenance and Cleaning Team Coordinator	After 24	1.70%	\$ 3,169.62	\$ 3,201.32	\$ 3,233.33	\$ 3,298.00
Maintenance and Cleaning Team Coordinator	After 36	1.70%	\$ 3,223.50	\$ 3,255.74	\$ 3,288.30	\$ 3,354.06
Maintenance and Cleaning Team Coordinator	After 48	1.70%	\$ 3,278.30	\$ 3,311.09	\$ 3,344.20	\$ 3,411.08
Maintenance and Cleaning Team Coordinator	After 60	1.70%	\$ 3,334.03	\$ 3,367.37	\$ 3,401.05	\$ 3,469.07
Accountant Assistant	Start		\$ 3,899.84	\$ 3,938.84	\$ 3,978.23	\$ 4,057.79
Accountant Assistant	After 6	0.95%	\$ 3,936.89	\$ 3,976.26	\$ 4,016.02	\$ 4,096.34
Accountant Assistant	After 12	1.60%	\$ 3,999.88	\$ 4,039.88	\$ 4,080.28	\$ 4,161.88
Accountant Assistant	After 24	1.70%	\$ 4,067.88	\$ 4,108.55	\$ 4,149.64	\$ 4,232.63
Accountant Assistant	After 36	1.70%	\$ 4,137.03	\$ 4,178.40	\$ 4,220.18	\$ 4,304.59
Accountant Assistant	After 48	1.70%	\$ 4,207.36	\$ 4,249.43	\$ 4,291.93	\$ 4,377.77
Accountant Assistant	After 60	1.70%	\$ 4,278.88	\$ 4,321.67	\$ 4,364.89	\$ 4,452.19
Graphic Designer	Start		\$ 3,050.00	\$ 3,080.50	\$ 3,111.31	\$ 3,173.53
Graphic Designer	After 6	0.95%	\$ 3,078.98	\$ 3,109.76	\$ 3,140.86	\$ 3,203.68
Graphic Designer	After 12	1.60%	\$ 3,128.24	\$ 3,159.52	\$ 3,191.12	\$ 3,254.94
Graphic Designer	After 24	1.70%	\$ 3,181.42	\$ 3,213.23	\$ 3,245.37	\$ 3,310.27
Graphic Designer	After 36	1.70%	\$ 3,235.50	\$ 3,267.86	\$ 3,300.54	\$ 3,366.55
Graphic Designer	After 48	1.70%	\$ 3,290.51	\$ 3,323.41	\$ 3,356.65	\$ 3,423.78
Graphic Designer	After 60	1.70%	\$ 3,346.44	\$ 3,379.91	\$ 3,413.71	\$ 3,481.98
Sexual Health Outreach Coordinator	Start		\$ 3,400.00	\$ 3,434.00	\$ 3,468.34	\$ 3,537.71
Sexual Health Outreach Coordinator	After 6	0.95%	\$ 3,432.30	\$ 3,466.62	\$ 3,501.29	\$ 3,571.32
Sexual Health Outreach Coordinator	After 12	1.60%	\$ 3,487.22	\$ 3,522.09	\$ 3,557.31	\$ 3,628.46
Sexual Health Outreach Coordinator	After 24	1.70%	\$ 3,546.50	\$ 3,581.96	\$ 3,617.78	\$ 3,690.14
Sexual Health Outreach Coordinator	After 36	1.70%	\$ 3,606.79	\$ 3,642.86	\$ 3,679.29	\$ 3,752.87
Sexual Health Outreach Coordinator	After 48	1.70%	\$ 3,668.11	\$ 3,704.79	\$ 3,741.83	\$ 3,816.67
Sexual Health Outreach Coordinator	After 60	1.70%	\$ 3,730.46	\$ 3,767.77	\$ 3,805.45	\$ 3,881.55
Food Security Coordinator	Start		\$ 4,019.17	\$ 4,059.36	\$ 4,099.96	\$ 4,181.95
Food Security Coordinator	After 6	0.95%	\$ 4,057.35	\$ 4,097.93	\$ 4,138.90	\$ 4,221.68
Food Security Coordinator	After 12	1.60%	\$ 4,122.27	\$ 4,163.49	\$ 4,205.13	\$ 4,289.23
Food Security Coordinator	After 24	1.70%	\$ 4,192.35	\$ 4,234.27	\$ 4,276.61	\$ 4,362.15
Food Security Coordinator	After 36	1.70%	\$ 4,263.62	\$ 4,306.25	\$ 4,349.32	\$ 4,436.30
Food Security Coordinator	After 48	1.70%	\$ 4,336.10	\$ 4,379.46	\$ 4,423.26	\$ 4,511.72
Food Security Coordinator	After 60	1.70%	\$ 4,409.81	\$ 4,453.91	\$ 4,498.45	\$ 4,588.42
Governance and Corporate Administration Coordinator	Start		\$ 3,300.00	\$ 3,333.00	\$ 3,366.33	\$ 3,433.66
Governance and Corporate Administration Coordinator	After 6	0.95%	\$ 3,331.35	\$ 3,364.66	\$ 3,398.31	\$ 3,466.28
Governance and Corporate Administration Coordinator	After 12	1.60%	\$ 3,384.65	\$ 3,418.50	\$ 3,452.68	\$ 3,521.74
Governance and Corporate Administration Coordinator	After 24	1.70%	\$ 3,442.19	\$ 3,476.61	\$ 3,511.38	\$ 3,581.61
Governance and Corporate Administration Coordinator	After 36	1.70%	\$ 3,500.71	\$ 3,535.71	\$ 3,571.07	\$ 3,642.49
Governance and Corporate Administration Coordinator	After 48	1.70%	\$ 3,560.22	\$ 3,595.82	\$ 3,631.78	\$ 3,704.42
Governance and Corporate Administration Coordinator	After 60	1.70%	\$ 3,620.74	\$ 3,656.95	\$ 3,693.52	\$ 3,767.39
IT Support Specialist	Start		\$ 3,875.00	\$ 3,913.75	\$ 3,952.89	\$ 4,031.95
IT Support Specialist	After 6	0.95%	\$ 3,911.81	\$ 3,950.93	\$ 3,990.44	\$ 4,070.25
IT Support Specialist	After 12	1.60%	\$ 3,974.40	\$ 4,014.15	\$ 4,054.29	\$ 4,135.37
IT Support Specialist	After 24	1.70%	\$ 4,041.97	\$ 4,082.39	\$ 4,123.21	\$ 4,205.67
IT Support Specialist	After 36	1.70%	\$ 4,110.68	\$ 4,151.79	\$ 4,193.30	\$ 4,277.17
IT Support Specialist	After 48	1.70%	\$ 4,180.56	\$ 4,222.37	\$ 4,264.59	\$ 4,349.88
IT Support Specialist	After 60	1.70%	\$ 4,251.63	\$ 4,294.15	\$ 4,337.09	\$ 4,423.83

## Appendix B – Part Time Employees Wage Schedule

Position	Annual Increase		0.00%	1.00%	1.00%	
	Seniority	Increment	As of Jan 1, 2021	Effective May 1, 2021	Effective May 1, 2022	Effective May 1, 2023
Bartender	0 - 250		\$11.99	\$11.99	\$12.10	\$12.23
Bartender	250 - 600	8.0%	\$12.94	\$12.94	\$13.07	\$13.20
Bartender	601 - 1000	8.0%	\$13.98	\$13.98	\$14.12	\$14.26
Bartender	1001 - 1500	6.0%	\$14.82	\$14.82	\$14.97	\$15.12
Bartender	1501 - 2000	6.0%	\$15.71	\$15.71	\$15.86	\$16.02
Bartender	>2000	6.0%	\$16.65	\$16.65	\$16.82	\$16.98
Food and Beverage Server	0 - 250		\$11.99	\$11.99	\$12.10	\$12.23
Food and Beverage Server	250 - 600	8.0%	\$12.94	\$12.94	\$13.07	\$13.20
Food and Beverage Server	601 - 1000	8.0%	\$13.98	\$13.98	\$14.12	\$14.26
Food and Beverage Server	1001 - 1500	6.0%	\$14.82	\$14.82	\$14.97	\$15.12
Food and Beverage Server	1501 - 2000	6.0%	\$15.71	\$15.71	\$15.86	\$16.02
Food and Beverage Server	>2000	6.0%	\$16.65	\$16.65	\$16.82	\$16.98
FOH Supervisor			\$18.06	\$18.06	\$18.24	\$18.42
Security Team Member	0-150		\$13.72	\$13.72	\$13.86	\$14.00
Security Team Member	> 150	15.0%	\$15.78	\$15.78	\$15.94	\$16.10
Security Team Supervisor			\$15.78	\$15.78	\$15.94	\$16.10
Kitchen Supervisor	0 - 250		\$16.07	\$16.07	\$16.23	\$16.39
Kitchen Supervisor	250 - 600	8.0%	\$17.35	\$17.35	\$17.52	\$17.70
Kitchen Supervisor	601 - 1000	8.0%	\$18.74	\$18.74	\$18.93	\$19.11
Kitchen Supervisor	1001 - 1500	6.0%	\$19.86	\$19.86	\$20.06	\$20.26
Kitchen Supervisor	1501 - 2000	6.0%	\$21.05	\$21.05	\$21.26	\$21.48
Kitchen Supervisor	>2000	6.0%	\$22.32	\$22.32	\$22.54	\$22.77
Kitchen Team Member	0 - 250		\$12.59	\$12.59	\$12.72	\$12.84
Kitchen Team Member	250 - 600	8.0%	\$13.60	\$13.60	\$13.73	\$13.87
Kitchen Team Member	601 - 1000	8.0%	\$14.68	\$14.68	\$14.83	\$14.98
Kitchen Team Member	1001 - 1500	6.0%	\$15.57	\$15.57	\$15.72	\$15.88
Kitchen Team Member	1501 - 2000	6.0%	\$16.50	\$16.50	\$16.66	\$16.83
Kitchen Team Member	>2000	6.0%	\$17.49	\$17.49	\$17.66	\$17.84
Maintenance & Cleaner Team Member	0 - 250		\$12.59	\$12.59	\$12.72	\$12.84
Maintenance & Cleaner Team Member	250 - 600	8.0%	\$13.60	\$13.60	\$13.73	\$13.87
Maintenance & Cleaner Team Member	601 - 1000	8.0%	\$14.68	\$14.68	\$14.83	\$14.98
Maintenance & Cleaner Team Member	1001 - 1500	6.0%	\$15.57	\$15.57	\$15.72	\$15.88
Maintenance & Cleaner Team Member	1501 - 2000	6.0%	\$16.50	\$16.50	\$16.66	\$16.83
Maintenance & Cleaner Team Member	>2000	6.0%	\$17.49	\$17.49	\$17.66	\$17.84
Visual Advertising Assistant	0 - 250		\$12.59	\$12.59	\$12.72	\$12.84
Visual Advertising Assistant	250 - 600	8.0%	\$13.60	\$13.60	\$13.73	\$13.87
Visual Advertising Assistant	601 - 1000	8.0%	\$14.68	\$14.68	\$14.83	\$14.98
Visual Advertising Assistant	1001 - 1500	6.0%	\$15.57	\$15.57	\$15.72	\$15.88
Visual Advertising Assistant	1501 - 2000	6.0%	\$16.50	\$16.50	\$16.66	\$16.83
Visual Advertising Assistant	>2000	6.0%	\$17.49	\$17.49	\$17.66	\$17.84
Accounting Clerk	0 - 250		\$16.48	\$16.48	\$16.64	\$16.81
Accounting Clerk	250 - 600	8.0%	\$17.80	\$17.80	\$17.97	\$18.15
Accounting Clerk	601 - 1000	8.0%	\$19.22	\$19.22	\$19.41	\$19.61
Accounting Clerk	1001 - 1500	6.0%	\$20.37	\$20.37	\$20.58	\$20.78
Accounting Clerk	1501 - 2000	6.0%	\$21.60	\$21.60	\$21.81	\$22.03
Accounting Clerk	>2000	6.0%	\$22.89	\$22.89	\$23.12	\$23.35
Customer Service Representative	0 - 250		\$12.59	\$12.59	\$12.72	\$12.84
Customer Service Representative	250 - 600	8.0%	\$13.60	\$13.60	\$13.73	\$13.87
Customer Service Representative	601 - 1000	8.0%	\$14.68	\$14.68	\$14.83	\$14.98
Customer Service Representative	1001 - 1500	6.0%	\$15.57	\$15.57	\$15.72	\$15.88
Customer Service Representative	1501 - 2000	6.0%	\$16.50	\$16.50	\$16.66	\$16.83
Customer Service Representative	>2000	6.0%	\$17.49	\$17.49	\$17.66	\$17.84
Junior Developer	0 - 250		\$14.50	\$14.50	\$14.65	\$14.79
Junior Developer	250 - 600	8.0%	\$15.66	\$15.66	\$15.82	\$15.97
Junior Developer	601 - 1000	8.0%	\$16.91	\$16.91	\$17.08	\$17.25
Junior Developer	1001 - 1500	6.0%	\$17.93	\$17.93	\$18.11	\$18.29
Junior Developer	1501 - 2000	6.0%	\$19.00	\$19.00	\$19.19	\$19.39
Junior Developer	>2000	6.0%	\$20.14	\$20.14	\$20.34	\$20.55