

COLLECTIVE AGREEMENT



The Parkland Regional Library Board

and

The Canadian Union of Public Employees,
Local 1904

CUPE

January 1, 2023 – December 31, 2026

Table of Contents

ARTICLE 1 – PURPOSE.....	1
ARTICLE 2 – RECOGNITION AND NEGOTIATION.....	1
2.01 Bargaining Unit.....	1
2.02 No Other Agreements.....	1
2.03 Union Representation.....	1
2.04 Interpretation.....	2
ARTICLE 3 – MANAGEMENT RIGHTS.....	3
3.01 The Union Acknowledges that it is the function of the Employer.....	3
ARTICLE 4 – NO DISCRIMINATION.....	3
4.01 No Discrimination.....	3
ARTICLE 5 – UNION MEMBERSHIP REQUIREMENT.....	4
5.01 Union Membership.....	4
ARTICLE 6 – CHECK-OFF UNION DUES.....	4
6.01 Deduction from Employees.....	4
6.02 Dues Deduction.....	4
6.03 Report to Treasurer.....	4
ARTICLE 7 – THE EMPLOYER WILL ACQUAINT NEW EMPLOYEES.....	5
7.01 Collective Agreement Provisions.....	5
7.02 New Employees.....	5
ARTICLE 8 – CORRESPONDENCE.....	5
8.01 Correspondence.....	5
ARTICLE 9 – BARGAINING COMMITTEE.....	5
9.01 Union’s Bargaining Committee.....	5
9.02 Meetings with Employer.....	5
9.03 Representative of Canadian Union of Public Employees.....	5
9.04 Education on the Job Premises.....	6
9.05 Technical Information.....	6
ARTICLE 10 – EXECUTIVE BOARD RESOLUTIONS.....	6
10.01 Executive Board Resolutions.....	6
ARTICLE 11 – GRIEVANCE PROCEDURES.....	6
11.01 Definition.....	6
11.02 Grievance Committee.....	6
11.03 Grievance Procedure.....	6
11.04 Referral to Arbitration.....	7
11.05 Union Timelines.....	7
11.06 Union Grievance.....	8
11.07 Replies in Writing.....	8
11.08 Facilities for Grievance Meetings.....	8

11.09	Grievance Investigation	8
11.10	Extension of Timelines	8
11.11	Grievance Regarding Dismissal	8
11.12	Probationary Employee	8
11.13	Permission to Leave Work	8
ARTICLE 12 – ARBITRATION		9
12.01	Arbitral Issues	9
12.02	Selection of Arbitration	9
12.03	Costs	9
12.04	Witnesses	9
12.05	One Issue	9
12.06	Arbitrator’s Powers	9
12.07	<i>The Arbitration Act</i>	9
12.08	Remedy	10
ARTICLE 13 – SENIORITY		10
13.01	Seniority Defined and Accrued	10
13.02	Seniority List	11
13.03	Seniority After Probation	11
13.04	Seniority Lost	11
13.05	Seniority in a Temporary Position	12
ARTICLE 14 – PROMOTIONS		12
14.01	Vacancy Defined	12
14.02	Vacancy Posted	12
14.03	Successful Applicant	12
14.04	Grievance of Unsuccessful Application	12
14.05	Trial Period	13
14.06	Pay During Trial Period	13
14.07	Reversion to Previous Position	13
14.08	External Posting	13
14.09	Union Notification	13
14.10	Rate of Pay on Filling Temporary Vacancies	14
14.11	No Transfers	14
ARTICLE 15 – LAYOFFS AND RE-EMPLOYMENT		14
15.01	Discussion of Implementation	14
15.02	Recall	14
15.03	Layoff	15
15.04	Displacement	15
15.05	Notice of Resignation	16
15.06	Vacation Credits Upon Layoff	16
15.07	Trial Period Upon Displacement or Re-Employment	16
15.08	Benefits	16
15.09	Grievances	16
ARTICLE 16 – HOURS OF WORK AND OVERTIME		17
16.01	General	17

16.07	Hours of Work - Headquarters	18
16.03	Library Hours of Work	18
16.04	Casual Employees	18
16.05	Replacement of Yorkton and Melville Workers on Leave	19
16.06	Hours of Work After 6:00 p.m. and on Weekends	19
16.07	Attendance at Conferences, Seminars, etc.	20
ARTICLE 17 – HOLIDAYS		20
17.01	Days Off	20
ARTICLE 18 – VACATIONS		21
18.01	Vacation Accumulation	21
18.02	Statutory Holiday During Vacation	21
18.03	Vacation Schedules	22
18.04	Use of Vacation Credits	22
18.05	Vacation Carry Over	22
18.06	Approved Leave of Absence During Vacation	22
18.07	Vacation Leave Requests	22
ARTICLE 19 – SPECIAL LEAVE OF ABSENCE		23
19.01	General Leave	23
19.02	Maternity, Adoption, and Parental Leave	23
19.03	Accrual of Seniority/Benefits During Maternity, Adoption, and Parental Leaves	23
19.04	Pressing Necessity	23
19.05	Personal Leave	23
19.06	Intimate Partner Violence Leave	24
ARTICLE 20 – LEAVE FOR UNION BUSINESS		25
20.01	Union Leave	25
ARTICLE 21 – BEREAVEMENT LEAVE		25
21.01	Paid Bereavement Leave	25
21.02	Immediate Family Defined	25
21.03	Rate of Pay During Bereavement Leave	26
21.04	Pallbearer Leave	26
21.05	Travel Time for Funerals	26
21.06	Additional Bereavement Leave	26
ARTICLE 22 – JURY LEAVE AND WITNESS LEAVE		26
22.01	Jury Leave	26
ARTICLE 23 – SICK LEAVE		26
23.01	Sick Leave Credits	26
23.02	Medical Certificate	27
23.03	Sick Leave Accumulation	27
23.04	Sick Leave Record	27
23.05	Serious Illness in the Family	27
23.06	Sick Leave for Health Care Maintenance	27
23.07	Health Care Maintenance for Family Members	28

23.08	Illness in the Family.....	28
23.09	Sick Leave During Layoff.....	28
ARTICLE 24 – WORKLOAD.....		28
ARTICLE 25 – WORKERS’ COMPENSATION.....		28
25.01	Workers’ Compensation Benefits.....	28
25.02	Workers’ Compensation Payment for Treatment.....	29
25.03	Duty to Accommodate.....	29
ARTICLE 26 – MEDICAL LEAVE OF ABSENCE.....		29
26.01	Medical Leave Without Pay.....	29
ARTICLE 27 – JOB CLASSIFICATION/RECLASSIFICATION.....		30
27.01	Job Description.....	30
27.02	Present Classifications.....	30
27.03	Changes in Classification.....	31
ARTICLE 28 – EMPLOYEES’ BENEFITS.....		31
28.01	Group Insurance, Extended Health Care Plan.....	31
28.02	Municipal Employees Pension Plan.....	32
28.03	Education Grant.....	32
28.04	Optical.....	32
28.05	Dental.....	32
ARTICLE 29 – WAGES.....		32
29.01	Wage Rates.....	32
29.02	Automobile Allowance.....	33
29.03	Sustenance and Maintenance Allowance.....	33
29.04	Payment of Wages.....	33
ARTICLE 30 – GENERAL CONDITIONS.....		33
30.01	Facilities for Meals.....	33
30.02	Bulletin Boards.....	33
30.04	Boot Allowance.....	34
ARTICLE 31 – DISCIPLINE.....		34
31.01	Just Cause.....	34
31.02	Disciplinary Documents.....	34
31.03	Burden of Proof.....	34
31.04	Record of Discipline.....	34
31.05	Personnel Records.....	35
31.06	Disciplinary Meetings.....	35
ARTICLE 32 – LABOUR MANAGEMENT COMMITTEE.....		35
32.01	Committee Composition.....	35
32.02	Committee Jurisdiction.....	35
32.03	Minutes of Committee Meetings.....	35
32.04	Meeting Schedule.....	35
32.05	Items for Discussion.....	36

ARTICLE 33 – RETROACTIVE CONDITIONS	36
33.01 Retroactive Conditions	36
ARTICLE 34 – OCCUPATIONAL HEALTH AND SAFETY	36
34.01 Promoting Workplace Safety	36
34.02 Occupational Health and Safety Committee	36
ARTICLE 35 – TERM OF AGREEMENT	37
35.01 Term of the Agreement	37
ARTICLE 36 – SEVERANCE PAY	37
36.01 Sick Leave Pay Out	37
ARTICLE 37 – TECHNOLOGICAL CHANGE	37
37.01 Advance Notice	37
37.02 Negotiations	38
37.03 Attrition Arrangement	38
37.04 Income Protection	38
37.05 Transfer Arrangements	38
37.06 Training Benefits	39
37.07 No New Employees	39
ARTICLE 38 – HARASSMENT	39
SCHEDULE “A”	42
RELIEF WORK ELIGIBILITY FORM	44
LETTER OF UNDERSTANDING #1	45
LETTER OF UNDERSTANDING #2	46
LETTER OF UNDERSTANDING #3	48
LETTER OF UNDERSTANDING #4	50

THIS AGREEMENT MADE THIS 22 DAY OF November A.D. 2023.

BETWEEN: THE PARKLAND REGIONAL LIBRARY BOARD
hereinafter called the "employer."

AND: THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1904 CLC
hereinafter called the "union."

ARTICLE 1 – PURPOSE

In consideration of the mutual value of joint discussions on matters pertaining to employer-employee relations, the parties hereto agree that the purpose of this agreement shall be to set forth the terms and conditions of employment affecting the employees covered by this agreement and to provide for a means of settling disputes and grievances of employees and maintaining harmonious relations.

ARTICLE 2 – RECOGNITION AND NEGOTIATION

2.01 Bargaining Unit

The employer recognizes the Canadian Union of Public Employees, Local 1904 as the sole and exclusive collective bargaining agent for all full-time employees, temporary employees, and part-time clerical staff at headquarters, Yorkton Public Library, and all staff at Melville branch library, employed by the Parkland Regional Library Board in the operation of the Parkland Regional Library, except the director, the assistant director/branch supervisor, the business manager, the business office employees, the chief librarian (Yorkton Public Library), pages, and summer students.

Work within the bargaining unit shall be performed by employees covered by this collective agreement.

2.02 No Other Agreements

No employee shall be required or permitted to make a written or verbal agreement with the employer or representatives, which may conflict with the terms of this collective agreement.

2.03 Union Representation

The employer recognizes the employee's right to have representatives present at meetings with the employer.

2.04 Interpretation

- a) **Board** – shall mean the official representatives appointed by the municipalities participating in the Parkland Regional Library.
- b) **Executive Board** shall mean those members of the board elected by the board and delegated to act on its behalf in the management of the Parkland Regional Library.
- c) **Employer** – includes the board, the executive board, the director, or other person(s) authorized by the executive board to act on its behalf.
- d) **Secretary of the Employer** shall mean the director, unless otherwise designated.
- e) **Probationary Employee** – shall mean a newly hired employee who shall be on probation for a period of six (6) months, one hundred twenty (120) working days. Upon completion of the probationary period, seniority shall be effective from the original date of hire. Such an employee shall be entitled to all rights and benefits except where limited by the collective agreement.
- f) **Permanent Full-time** – shall mean an employee who has been appointed to a permanent full-time position and who has successfully completed the probationary period. Such an employee shall be scheduled an average of thirty-seven and one-half (37½) hours of work per week.
- g) **Permanent Part-time** – shall mean an employee who has been appointed to a permanent part-time position and who has successfully completed the probationary period **and is scheduled for less than full-time hours on a regular basis.**
- h) **Temporary Employee** – shall mean an employee who is employed to augment or replace permanent full-time and part-time staff for a defined term in excess of six (6) weeks. Such an employee works for a specific project as additional staff for a limited period of time or replaces permanent full-time or part-time employees for an extended period such as replacement of an employee on leave or disability. Such an employee will be entitled to all rights and benefits of the collective agreement where applicable.
- i) **Casual Employee** shall mean an employee who has been hired or works on an as needed basis to augment the regular staff or who is employed on a special project.

- j) **Grant Employee** – shall mean any person employed by the library for a specific purpose for a specified time period and funded by special payments, provided always that no bargaining unit employee will be laid off or have a reduction in salary as a result of a grant employee performing work usually performed by a bargaining unit employee.
- k) **Volunteers** – the board of the Parkland Regional Library recognizes the value of volunteers in the operation of the region. It is the intention of the board to encourage volunteers to assist the board in carrying out its mission and purpose. No volunteer shall perform work normally performed by members of the bargaining unit.
- l) **Summer Student** – program staff that, due to funding/grant monies, work between May 1 and September 1. The programs are not the work of the local and do not cause a reduction of hours.

ARTICLE 3 – MANAGEMENT RIGHTS

3.01 The Union Acknowledges that it is the function of the Employer:

- a) To operate and manage as effectively and economically as possible its operations in accordance with the terms of this agreement. The enumeration of management rights set out in the agreement shall not exclude other management functions not specifically set forth in this agreement;
- b) To maintain order, discipline, and efficiency, and to establish and enforce rules of discipline; **and**
- c) To hire, classify, transfer, promote, suspend, layoff, and discharge for just cause, provided that the acts performed by the employer shall not be contrary to the provisions contained in this agreement; provided also that an employee discharged or disciplined without just cause shall be the subject of a grievance and shall be dealt with as hereinafter provided.

ARTICLE 4 – NO DISCRIMINATION

4.01 No Discrimination

The employer and the union agree that there shall be no discrimination, interference, restriction, or coercion exercised or practised with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, layoff, recall, discipline, classification, discharge or otherwise by reason of age, race, creed, colour, national origin, political or religious affiliation, sex or marital status, sexual orientation, family

relationship, place of residence, educational or employment status nor by reason of membership or activity in the union.

ARTICLE 5 – UNION MEMBERSHIP REQUIREMENT

5.01 Union Membership

Every employee who is now or hereinafter 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 the commencement of employment, apply for and maintain membership in the union, 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 periodic dues uniformly required to be paid by the members of the union.

ARTICLE 6 – CHECK-OFF UNION DUES

6.01 Deduction from Employees

The employer agrees to deduct from every employee, upon written request of the employee and the union, any monthly union dues, initiations, fees, assessments, or levies in accordance with the union constitution and bylaws.

6.02 Dues Deduction

Deductions shall be made from the payroll period at the end of each month and shall be forwarded to the secretary-treasurer of the union not later than the fifteenth (15th) day of the following month in respect of which deductions have been made, accompanied by a list of all employees from whose wage the deductions have been made.

6.03 Report to Treasurer

A monthly statement shall be forwarded to the secretary-treasurer of the union showing the names of all new employees, the employees who have left the employ of the employer during the month, and the date of hiring or severance.

ARTICLE 7 – THE EMPLOYER WILL ACQUAINT NEW EMPLOYEES

7.01 Collective Agreement Provisions

The employer, through the director, or in the event of the absence of the director, a designate, agrees to inform 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 membership requirements and dues check-off.

7.02 New Employees

On commencing employment, the director or designate shall introduce the new employee to a union steward or representative. The union steward or representative will be given **thirty (30)** minutes to provide the employee with a copy of the collective agreement and to explain the provisions of the collective agreement to the new employee.

ARTICLE 8 – CORRESPONDENCE

8.01 Correspondence

All correspondence between the parties arising out of the agreement or incidentals thereto, shall pass to and from the secretary of the employer and the secretary of the union.

ARTICLE 9 – BARGAINING COMMITTEE

9.01 Union's Bargaining Committee

A union bargaining committee of not more than three (3) members of the union shall be elected and appointed.

9.02 Meetings with Employer

Any representative of the union of the bargaining committee, who is in the employ of the employer, shall have the right to attend meetings held with the employer within working hours without loss of remuneration.

9.03 Representative of Canadian Union of Public Employees

The union shall have the right at any time to have the assistance of a representative of the Canadian Union of Public Employees or such other persons as it may deem advisable when bargaining with the employer.

9.04 Education on the Job Premises

The employer will allow the union to sponsor education functions such as seminars, workshops, lectures, etc., to be held on the employer's premises during the employees' lunch period or following the regular working day subject to the union obtaining approval prior to scheduling such events.

9.05 Technical Information

The employer shall make available to the union, on request, information concerning job descriptions, positions in the bargaining unit, job classifications, and wage rates which may pertain to collective bargaining.

ARTICLE 10 – EXECUTIVE BOARD RESOLUTIONS

10.01 Executive Board Resolutions

Upon request, a copy of each resolution of the executive board of the employer which affects employees shall be forwarded to the secretary of the union by the secretary of the employer.

ARTICLE 11 – GRIEVANCE PROCEDURES

11.01 Definition

A grievance shall be defined as any difference arising out of interpretation, application, or alleged violation of the collective agreement.

11.02 Grievance Committee

The employer acknowledges the right of the union to appoint or otherwise select a grievance committee of three (3) members who shall be employees of the employer. The personnel of such committee shall be communicated to the employer.

11.03 Grievance Procedure

If an employee or a group of employees or the union has a grievance, then an earnest effort shall be made to settle the grievance without delay. **All grievance meetings between the union and the employer shall be scheduled at a mutually agreed date and time held for the sole purpose of the grievance.** The grievance shall be taken up in the following manner:

STEP 1

An aggrieved employee(s) shall submit the grievance, in writing, to the chairperson of the union grievance committee within a period of fourteen (14) working days of the occurrence of the alleged grievance.

STEP 2

If the grievance committee of the union considers the grievance to be justified, the employee(s) concerned, together with a steward or a member of the grievance committee, shall first seek to settle the dispute with the employee's immediate supervisor **at a mutually agreed time** within five (5) working days after receipt of the grievance.

STEP 3

If no settlement is reached in Step 2 within ten (10) working days, the union will take the matter up with the director **at a mutually agreed time and date for the sole purpose of the grievance**, who shall render a decision within five (5) working days.

STEP 4

If no settlement is reached in Step 3 within fifteen (15) working days, the union will take the matter up with the executive board who shall **render** a decision within fifteen (15) working days.

STEP 5

If settlement of a grievance is **not** reached at Step 4, then the grievance may be referred to arbitration. The union shall notify the executive board of its intention to seek **arbitration** by written notice served by registered mail within thirty (30) calendar days.

11.04 Referral to Arbitration

If the director does not comply with the time limit set out in Step 5 above, then the grievance may, at the option of the union, be referred to arbitration by service of written notice within thirty (30) days of the director's default. The other provisions of Step 5 shall apply.

11.05 Union Timelines

If a grievance is not processed by the union in the manner above provided, the grievance shall be considered settled on the basis of the employer's last decision.

11.06 Union Grievance

When a grievance is filed by the union, such grievance will be dealt with beginning at Step 3 of the grievance procedure.

11.07 Replies in Writing

Replies to grievances shall be in writing at all stages.

11.08 Facilities for Grievance Meetings

The employer will supply the necessary facilities for grievance meetings.

11.09 Grievance Investigation

Subject to obtaining prior written approval, a national representative of the Canadian Union of Public Employees shall have access to the employer's premises in order to investigate and assist in the settlement of grievances during regular working hours.

11.10 Extension of Timelines

The time limits fixed in the grievance procedure, Article 11.03 above, may be extended by the consent of the employer and the union.

11.11 Grievance Regarding Dismissal

A grievance in respect to a dismissal may be initiated at Step 3 of the grievance procedure within a period of fifteen (15) days from the date written notice of dismissal is given to an employee.

11.12 Probationary Employee

Notwithstanding any provision of this article to the contrary, the union or a group of employees may not grieve the termination of employment of a probationary employee as referred to in Article 13.03.

11.13 Permission to Leave Work

The employer agrees that stewards or members of the grievance committee shall not be hindered in any way in the performance of their duties while investigating disputes and presenting adjustments as provided in this article. No stewards shall leave their work without obtaining the permission of their supervisor, which permission shall not be unreasonably withheld.

ARTICLE 12 – ARBITRATION

12.01 Arbitral Issues

The arbitration procedures shall extend only to those grievances which were properly and timely filed, and which meet the requirements set out in Article 11.

12.02 Selection of Arbitration

A representative of the union and the director shall meet for the purpose of selecting an arbitrator, and if they are unable to select an arbitrator, then a request may be made by either party hereto to the chairperson of the labour relations board for Saskatchewan to name a qualified arbitrator.

The arbitrator chosen by the forgoing procedure shall meet and hear the evidence of both parties as soon as possible. The decision of the arbitrator shall be final and binding on the parties and upon any employee affected by it.

12.03 Costs

The union and the employer will equally share the cost of the arbitrator.

12.04 Witnesses

Each party shall be responsible for the costs of its witnesses in accordance with the arrangements made with its witnesses.

12.05 One Issue

The arbitrator shall not deal with more than one (1) grievance without the mutual consent of the employer and the union unless all grievances concern the same issue.

12.06 Arbitrator's Powers

The arbitrator shall not have the power to add to, subtract from, or modify in any way, the terms of this agreement. The arbitrator may consider only the particular issue or issues presented to the arbitration, and the decision must be based solely on the interpretation of the provisions of this agreement.

12.07 *The Arbitration Act*

The Arbitration Act does not apply to any arbitration under this agreement, except for any items that may not be excluded (*The Arbitration Act, 1992, Section 4*).

12.08 Remedy

The arbitrator may, in the case of a dismissal grievance, make any arrangement which, in their opinion, is just and equitable in the circumstances.

ARTICLE 13 – SENIORITY

13.01 Seniority Defined and Accrued

Seniority shall be defined as the length of an employee's service in the bargaining unit. Seniority shall be accumulated in hours calculated from the date the employee last entered the service of the employer. Beginning July 1, 1997, an employee shall earn seniority for:

- a) all actual hours worked, excluding overtime;
- b) vacation (or vacation payout converted to hours);
- c) statutory holidays (or statutory hours converted to hours);
- d) all paid leaves;
- e) any authorized unpaid leave up to six (6) months at one time;
- f) consecutive time off while receiving benefits under the *Workers' Compensation Act* to a maximum of two (2) years;
- g) leave granted under Article 20.01 - Union Leave;
- h) maternity leave;
- i) parental leave;
- j) adoption leave;
- k) consecutive time off while receiving benefits under long-term disability for a maximum of two (2) years; and
- l) working in a temporary out-of-scope position with the employer, not to exceed twelve (12) months unless extended by mutual agreement between the union and the employer.

In the case of part-time and casual employees on maternity, adoption, parental leave, Workers' Compensation, or long-term disability leave, seniority shall accrue based on the following formula:

$$\frac{\text{Hours of seniority accumulated the previous 52 weeks}}{52} - \text{seniority hours week of leave}$$

13.02 Seniority List

The employer shall maintain a seniority list, and it shall be posted on the bulletin board and emailed to all employees within fifteen (15) days following the signing of this agreement and in January of each year thereafter. This list shall be open for protest for a period of one (1) month from the date of posting. Necessary corrections to this list shall only be made within fifteen (15) days following the lapse of the above-mentioned month. The seniority list shall show names in seniority order, date of seniority, and occupational classification of each employee.

13.03 Seniority After Probation

Employees shall begin to accumulate seniority as soon as they have completed their probationary period, at which time the seniority shall be made retroactive to their last date of hire. All newly hired employees shall be considered probationary for a period of six (6) months following the date of hire, and employees shall have the benefit of all the provisions of this agreement, except the right to grieve termination of employment during the probationary period.

13.04 Seniority Lost

An employee's seniority and present employment rights shall be considered lost by reason of:

- a) Dismissal for just cause;
- b) Voluntary resignation;
- c) Failure to report to work on recall from layoff within seven (7) working days of being notified in writing by registered mail at their last known address to report for work; such notice shall be deemed to be served twenty-four (24) hours after it is postmarked, and it is the responsibility of the employee to provide up-to-date contact information to the employer;
- d) Absence of the employee for three (3) consecutive working days without notifying the immediate supervisor, barring extenuating circumstances acceptable to the director;

- e) Layoff of an employee for a continuous period of twelve (12) months; and
- f) Casual employees who have had the opportunity but have not worked for six (6) consecutive months.

13.05 Seniority in a Temporary Position

An employee hired to fill a permanent vacancy within twelve (12) months of previous temporary employment shall be granted seniority rights from the first date of hiring in that previous position.

ARTICLE 14 – PROMOTIONS

14.01 Vacancy Defined

For the purpose of this article, a temporary position or temporary vacancy within the bargaining unit shall be a temporary position or vacancy in excess of six (6) weeks duration.

14.02 Vacancy Posted

When vacancies and new positions of a permanent or temporary nature occur or are created within the scope of this agreement, a bulletin shall be emailed to all employees and posted for a period of seven (7) calendar days. The posting shall outline the position, grade, rate of pay to apply, and the qualifications necessary for the job. The bulletin shall be posted in places readily accessible to all employees within the bargaining unit, and a copy shall be forwarded to the secretary of the union as of the date of the posting.

14.03 Successful Applicant

When there are two (2) or more applicants for a vacant position, the senior applicant shall be appointed to the position, provided they have the qualifications necessary for the position as determined by the employer.

14.04 Grievance of Unsuccessful Application

In the event that an employee who has unsuccessfully applied for a permanent or temporary position created within the scope of this agreement is dissatisfied with any such appointment, then such employee may take the matter up through the grievance procedure.

14.05 Trial Period

Any employee who fills a permanent or temporary vacancy or fills a newly created permanent or temporary position within the scope of this agreement shall be on a qualifying period of three (3) months, **with performance review(s) held during this time to monitor progress.** Such qualifying period may be extended by the employer **for one time. The circumstances warranting the extension, the improvement expected by the employer, and the duration of the trial period extension must be communicated to the employee and the local in writing.**

14.06 Pay During Trial Period

An employee who is promoted to a higher job level will receive the new rate of pay for such job level during the qualifying period referred to above, provided that the receipt of the higher rate of pay shall not be considered by an arbitrator to be any indication as to whether such employee has successfully completed the qualifying period.

14.07 Reversion to Previous Position

If employees fail to qualify at any time during the period referred to in Article 14.05 above, or if employees desire within such period to return to their former position, then in either such case, the employee shall be returned to their former position and if any other employees are affected because of the rearrangement of positions, such employees shall also be returned to their former positions, provided that **in the case of where an employee has been newly hired to fill a vacancy and such vacancy is refilled as above provided,** then in such case the newly hired employee may be **terminated or reverted to casual.**

14.08 External Posting

Where the employer has deemed that no employee has the necessary qualifications to fill a permanent or temporary vacancy or a new position, the employer may fill such a vacancy or position from outside the bargaining unit with a person who has the necessary qualifications.

14.09 Union Notification

The union shall be notified in writing of all appointments, hirings, layoffs, transfers, recalls, terminations, and all leaves that result in hirings.

14.10 Rate of Pay on Filling Temporary Vacancies

a) Temporary Transfer to a Higher Rated Position

When employees are requested or assigned by the employer or the employer's representative to relieve in a higher-rated position in a temporary assignment of three (3) hours or more, they shall be advanced to that step in the scale of the higher paid classification that is closest to but higher than their current salary rate.

b) Temporary Transfer to a Lower Rated Position

Employees who are requested to relieve in a lower-rated position shall remain at their present pay rate and increment level.

14.11 No Transfers

No employee shall be subject to transfer from one location to another without consultation between the parties to this agreement.

ARTICLE 15 – LAYOFFS AND RE-EMPLOYMENT

15.01 Discussion of Implementation

In the event the employer is considering changes which will result in the layoff of employees, the employer will notify the union at least fourteen (14) calendar days in advance of issuing layoff notices to employees.

The employer and the union shall meet to discuss measures to minimize the impact of displacement, discuss particular operational considerations, and the seniority rights of the employees.

15.02 Recall

Employees will be recalled in order of seniority to **any** classification, provided they have the qualifications necessary to perform the duties of the position to which they are being recalled, as **determined by the employer to perform the duties of such classification.** **An employee shall remain on the recall list as long as there is no period of time an employee has been on the recall list without working for a twelve (12) month continuous period.**

15.03 Layoff

a) Layoff Defined

A layoff shall be defined as an employer-initiated reduction in the workforce or a reduction in the hours of work of a full-time or part-time employee.

b) Role of Seniority in Layoffs

Seniority will be the determining factor in the event of a reduction in the workforce. The most junior employee in the classification will be laid off, unless otherwise mutually agreed to by the parties. Notice of layoff shall be in accordance with the provision of *The Saskatchewan Employment Act*.

No new employee shall be hired until those laid off have been given the opportunity of recall. A laid-off employee may apply for a posted position.

If the employee laid off has not had the opportunity to work their scheduled shifts during the notice period, they shall be paid in lieu of those scheduled shifts not worked. If regular duties are unavailable the employer may assign duties other than those normally connected with the classification in question.

15.04 Displacement

- a) A laid-off employee may displace an employee with less seniority in any classification, provided the employee has the necessary qualifications as determined by the employer to perform the duties of such classification. Such qualifications are to be determined by the employer in a consistent manner that is not discriminatory and reasonably relates to the duties of the classification. There shall be no trial period; however, a reasonable familiarization period will be provided.
- b) After the employee has received layoff or the displacement notice, the employer shall, in order of seniority, arrange a private interview with each employee to explain the various alternatives and the employee shall elect one of the following:
- i) to exercise their seniority rights in accordance with Article 15.04(a);
 - ii) to accept the reduced hours of work (if applicable);
 - iii) to accept layoff and be placed on recall;
 - iv) to resign employment with the employer; or
 - v) to retire (if applicable).

The employee will be provided with reasonable and sufficient information which will include work schedules in effect at that time, job descriptions, worksite tours, and meetings with the department head or designate if required. The employee may elect to have a union representative present during the interview process. The union shall be notified of all layoffs. The employee will have up to five (5) working days from the conclusion of the meeting (exclusive of weekends and statutory holidays) to make an election. At the request of the employee, this period may be extended by the employer if it does not impact operational needs.

Employees who do not elect one of the above options within five (5) working days, will be automatically laid off and placed on recall in accordance with Article 15.02.

15.05 Notice of Resignation

An employee wishing to terminate employment will give at least fourteen (14) days written notice thereof to the employer.

15.06 Vacation Credits Upon Layoff

Laid-off or displaced employees shall have the option of taking or being paid out for any accumulated vacation credits.

15.07 Trial Period Upon Displacement or Re-Employment

Employees who are displaced, or who are re-employed from layoff, shall be considered on trial in accordance with Article 14.05. If they are deemed to be unsatisfactory within this period of time, or so requested, they will be returned to lay off without further recourse to the bumping procedures. If employees are returned to layoff, they shall retain their seniority for a period of twelve (12) months beginning the date they are returned to layoff.

15.08 Benefits

When an employee is re-employed after layoff, the employee will retain their accumulated sick leave credits, if any, and service toward calculation of vacation existing at such time of layoff, if recalled within twelve (12) months.

15.09 Grievances

Grievances concerning layoff and recall shall be initiated at Step 1 of the grievance procedure but shall bypass Step 2.

ARTICLE 16 – HOURS OF WORK AND OVERTIME

16.01 General

The director or designate shall have the right to schedule the hours of work of each employee subject to the limitations provided for in this article.

The scheduling of hours for all employees is based on an average of one hundred fifty (150) hours in a four (4) week period.

Employees shall be eligible for a rest period of fifteen (15) consecutive minutes during both the first and the second half of a shift after having worked three (3) consecutive hours and an unpaid one-half (1 2) hour or one (1) hour lunch break when scheduled for a shift in excess of five (5) hours.

All overtime must be approved in advance by the director or designate.

Scheduled days off shall be consecutive, wherever possible.

Time worked in excess of one hundred sixty (160) hours in four (4) weeks will be paid at overtime rates or with prior approval from the employer permitted to be banked as time-in-lieu at the rate of **one and one-half** (1½) times the number of overtime hours worked. Employees shall be allowed to bank time up to one (1) full week (37½ hours). All requests to use banked time shall be submitted to the employer in writing at least three (3) days in advance. All time taken off in lieu of one hundred fifty (150) hours in four (4) weeks must be approved in advance by the director or designate. Time worked will be measured in fifteen (15) minute intervals.

Designated employees may be allowed to use flex time within a one hundred fifty (150) hour, four (4) week period, as follows:

- a) Four (4) hours is the maximum length of flex time allowed to accumulate.
- b) Time required to make up the flex time used will be made up between 7:00 a.m. and 9:00 p.m.
- c) Flex time will be worked off after it has been taken.
- d) Flex time can be taken during a short week and worked off during a short week.
- e) All time taken must be worked off within the one hundred fifty (150) hour schedule.

16.02 Hours of Work – Headquarters

a) Regular-Scheduled Employees

The normal daily hours of work shall fall between 7:00 a.m. and 6:00 p.m., Monday through Friday.

b) Flexibility-Scheduled Employees

The classifications of flexibly scheduled employees are clerk driver and database/network administrator.

The normal daily hours of work shall fall between 6:00 a.m. and 10:00 p.m., Monday through Friday.

Flexible work schedules may be approved for additional employees who are regularly required to work outside the normal hours of operation or where efficiencies can be achieved by a flexible work schedule. The work week shall be scheduled with an average of one hundred fifty (150) hours in a four (4) week period. A timesheet shall be submitted to the director on a monthly basis.

16.03 Library Hours of Work

The normal daily hours of work shall fall between 8:00 a.m. and 9:00 p.m.

The work week shall be scheduled with an average of one hundred fifty (150) hours in a four (4) week period.

Employees shall not be required to work more than six (6) days per week.

Work cycles shall be scheduled by the employer. A time sheet shall be submitted to the chief librarian for approval on a monthly basis.

Whenever possible, employees shall not be required to work more than six (6) evening shifts in any four (4) week averaging period.

When Yorkton Public Library is open to the public on Sundays, the shift for staff scheduled to work will begin one half (½) hour before the scheduled opening of the library.

16.04 Casual Employees

a) Shall be scheduled as far as possible in advance.

b) The following provisions of this agreement shall not apply or be amended to apply as indicated to casual staff:

Article 2.04 e) Probation shall be pro-rated on an hourly basis.

Article 13 Seniority shall be pro-rated on an hourly basis and shall be accumulated from year to year.

Article 15 Layoff and recall applies per labour standards.

Article 17 Holidays apply as per labour standards.

Article 18 Vacations applies as per labour standards.

Article 20 Leave for union business not applicable.

Article 23 Sick leave shall be pro-rated on an hourly basis.

Article 26 Medical leave of absence not applicable.

Article 28 Employees' benefits not applicable.

16.05 Replacement of Yorkton and Melville Workers on Leave

It is the major purpose of the Yorkton and Melville Public Library to provide service to the public and to endeavour to ensure that neither the quantity nor the quality of such service is reduced. Therefore, employees who are scheduled to work when the library is open and who are on authorized leave of absence, including sick or vacation leave, shall, when deemed necessary, be replaced by individuals who have indicated an interest in additional hours by use of the relief work eligibility form. Casual staff shall be classified as public service clerks and shall be paid accordingly.

Full relief shifts shall be offered in order of seniority when deemed necessary. If no employee is available to work a full shift, then partial shifts shall be offered in order of seniority.

16.06 Hours of Work After 6:00 p.m. and on Weekends

Any employee of Yorkton or Melville Branches who performs scheduled work after 6:00 p.m. on Monday through Friday shall be paid an additional eighty cents (80¢) per hour for such work; provided, no such amount shall be paid where an employee is entitled to receive overtime pay.

Any employee of the Yorkton Public Library, and any employee at the Melville Public Library, who performs scheduled work at any time on Saturday and Sunday, shall be paid an additional eighty cents (80¢) per hour for such work; provided, no such amount shall be paid where an employee is entitled to receive overtime pay.

16.07 Attendance at Conferences, Seminars, etc.

Employees attending conventions, conferences, workshops, seminars, or similar training, at their own request with pay, shall not be eligible to receive overtime.

Employees attending conventions, conferences, workshops, seminars, or similar training courses at the employer's request with pay shall be eligible to receive the equivalent of one and one-half (1½) hours off for each hour of overtime worked at a time mutually agreed to by the employee and the employer.

Employees must provide a written report to the director within one (1) week of completion of the course.

Requests to attend any of the above functions shall be communicated in writing by the party initiating the request. Approval of an employee-initiated request will be at the discretion of the director. Any overtime shall be subject to prior approval.

ARTICLE 17 – HOLIDAYS

17.01 Days Off

All employees shall have the following holidays off with pay at the regular rates of pay:

- | | |
|------------------|--|
| New Year's Day | National Day for Truth and Reconciliation |
| Family Day | Thanksgiving Day |
| Good Friday | Remembrance Day |
| Victoria Day | Christmas Eve |
| Canada Day | Christmas Day |
| Saskatchewan Day | Boxing Day |
| Labour Day | New Year's Eve |

All employees shall be granted one (1) floating holiday to be taken at their discretion each contract year. The floating day shall be pro-rated according to hours worked.

In addition to the above, employees shall receive any other holiday proclaimed by the federal **and** provincial governments and all special holidays declared by the employer. For headquarters employees, where any such date falls on the regular day of rest or earned day off, the next working day following shall, in each case, be observed as such holiday. If any two (2) consecutive holidays fall on an employee's day of rest, the next two (2) working days shall be observed as such holidays.

For Yorkton Public Library and Melville Public Library employees, where any such date falls on the regular day of rest or earned day off, the next working day following shall be observed as such holiday unless an alternate day is mutually agreed upon by the employee and the employer. If any two (2) consecutive holidays fall on an employee's day of rest, the next two (2) working days shall be observed as such holidays unless alternate days are mutually agreed upon.

ARTICLE 18 – VACATIONS

18.01 Vacation Accumulation

A full-time employee shall receive an annual vacation, with pay, in accordance with the employee's years of employment, as follows:

Part-time employees or full-time employees with fewer than full-time hours eligible for entitlement in the period shall receive vacation leave according to the above schedule with vacation pay pro-rated.

3/52 as earned days	> less than one (1) year of employment
Three (3) weeks	> after one (1) year of employment
Four (4) weeks	> after four (4) years of employment
Four (4) weeks and one (1) day	> after ten (10) years of employment
Four (4) weeks and two (2) days	> after eleven (11) years of employment
Four (4) weeks and three (3) days	> after twelve (12) years of employment
Four (4) weeks and four (4) days	> after thirteen (13) years of employment
Five (5) weeks	> after fourteen (14) years of employment
Five (5) weeks and one (1) day	> after fifteen (15) years of employment
Five (5) weeks and two (2) days	> after sixteen (16) years of employment
Five (5) weeks and three (3) days	> after seventeen (17) years of employment
Five (5) weeks and four (4) days	> after eighteen (18) years of employment

Employees hired subsequent to November 1, 2012, shall be eligible for a maximum of five (5) weeks' vacation accumulation.

Six (6) weeks	> after nineteen (19) years of employment if hired prior to November 1, 2012.
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18.02 Statutory Holiday During Vacation

If a statutory holiday falls on or is observed during an employee's vacation period, the employee will be granted an additional day's vacation for each such holiday in addition to their regular vacation time.

18.03 Vacation Schedules

Vacation schedules shall be posted in accordance with *The Saskatchewan Employment Act*.

18.04 Use of Vacation Credits

- a) Employees shall be entitled to receive their vacation in an unbroken period unless otherwise mutually agreed upon between the employee and the employer.
- b) Employees shall be entitled to use accumulated vacation credits one-half (1/2) day at a time approved by the employer.

18.05 Vacation Carry Over

- a) Vacation entitlement contained herein shall be taken by all employees annually. Employees may, however, opt to carry one (1) week (7 days or 52.5 hours) of vacation time to be added to the vacation period to which the employee is ordinarily entitled during the following year. Upon receiving a request in writing, the director may grant an additional seven (7) days of vacation carry-over for extenuating circumstances. All vacation carry-over must be used in full the following year.

All vacation carryover requests must be submitted by December 1.

- b) Any unused vacation hours that have not been carried over shall be paid out at the end of the year.

18.06 Approved Leave of Absence During Vacation

When employees qualify for sick leave with a medical certificate satisfactory to the employer or qualify for bereavement leave during their period of vacation, there shall be no deduction from vacation credits for such absence.

18.07 Vacation Leave Requests

Employees shall submit a written request for vacation leave at least one (1) month in advance if requesting more than five (5) consecutive days off. Employees shall submit a written request for vacation leave one (1) week in advance if requesting five (5) or less consecutive days off. All employees shall, whenever conveniently possible, be granted the vacation period preferred by the employee or at such time as may be mutually agreed by the employer and the employee. Preference on choice of vacation dates shall be determined by seniority.

ARTICLE 19 -- SPECIAL LEAVE OF ABSENCE

19.01 General Leave

Any employee desiring a leave of absence shall be granted such leave, without pay, insofar as regular operations of the employer will permit, provided sufficient and reasonable notice is given to the employer. Such leave of absence may be denied with sufficient reason in writing to the employee.

19.02 Maternity, Adoption, and Parental Leave

- a) Subject to the applicable legislation, an employee submitting four (4) weeks' written request, where possible, shall be granted maternity, parental, or adoption leave.
- b) Maternity, parental, and adoption leaves shall be without pay and benefits.
- c) Any employee on such leave shall provide the employer with at least four (4) weeks' written notice of readiness to return to work. The employer shall reinstate the employee in the position held immediately prior to taking leave or provide the employee with alternate work of a comparable nature.

19.03 Accrual of Seniority/Benefits During Maternity, Adoption, and Parental Leaves

While on the above leave(s), an employee shall accumulate seniority, accumulate service toward increments, and accumulate all other benefits.

19.04 Pressing Necessity

The employer shall grant leave of absence without pay for up to four (4) days for pressing necessities or on compassionate grounds. Employees may elect to have such leave deducted from accumulated sick leave or vacation credits. The four (4) days leave will not be cumulative from year to year. Leave under this clause shall not be granted where such granting is provided for under other clauses of this agreement.

19.05 Personal Leave

Employees may use three (3) days per year personal leave to be deducted from accumulated sick leave.

19.06 Intimate Partner Violence Leave

As related to *The Victims of Interpersonal Violence Act* Protocol 2-56.1 in *The Saskatchewan Employment Act* (numbering subject to change).

The employer recognizes that employees sometimes face situations of violence or abuse in their personal lives that may affect their attendance or performance at work. For that reason, the employer agrees that an employee who is in an abusive or violent situation will not be subject to discipline if the absence or performance issue can be linked to the abusive or violent situation.

An employee dealing with domestic violence or abuse in their personal life is entitled up to ten (10) days of leave consecutively or intermittently in a fifty-two (52) week period, as needed by the employee if they or their children are victims of interpersonal violence or are the perpetrator seeking treatment. An employee is entitled to be paid for up to five (5) days of this leave in a fifty-two (52) week period as sick leave.

All parties must disclose information when there is a clear threat to safety. The union and employer should not disclose more personal information than is reasonably necessary to protect workers from injury.

Information should be shared:

- a) In emergency situations
- b) For threat assessment
- c) For safety planning
- d) For the effective implementation of protective orders

In these cases, privacy and confidentiality should be maintained to the extent possible. This means sharing only reasonably necessary information and only with those who need to know. All personal information concerning domestic violence should be kept confidential, and no information should be kept on the employee's personnel file without their express written permission.

The parties understand domestic violence can affect all workers in a workplace and will work together to ensure all workers' safety should a disclosure occur. The parties agree to meet to discuss safety planning at the workplace for the individual staff as a whole. The parties agree a support or resource person may be present at such meetings.

ARTICLE 20 – LEAVE FOR UNION BUSINESS

20.01 Union Leave

- a) One (1) member of the union appointed as a delegate to attend a convention or conference in connection with union affairs shall, on reasonable notice, be granted leave of absence without pay to attend such meeting. If operational needs can be met, a second member of the union may be permitted to attend such meeting upon reasonable notice being provided.
- b) The employer agrees to continue to pay wages and benefits to any employee on leave of absence in accordance with Article 20.01 a) and will invoice the union. The union agrees to reimburse the employer upon receipt of invoice for any such wages and benefits paid by the employer.
- c) Any representative of the union appointed to a committee established under the terms of this collective agreement or to a committee required by law shall receive full pay for time spent preparing for meetings of the committee(s) and attending the meetings with the employer within working hours.
- d) The employer agrees to continue to pay wages and benefits to members of CUPE Local 1904 to allow them to meet during work hours to consider any special request by the employer, such as a letter of understanding.

ARTICLE 21 – BEREAVEMENT LEAVE

21.01 Paid Bereavement Leave

In the case of the death of a member of an employee's immediate family, the employer will grant, upon request, up to four (4) consecutive days paid bereavement leave. The employee will not be entitled to bereavement leave pay for any day falling within the bereavement leave period which is not the scheduled workday for such employee. If Saturday and/or Sunday is not a scheduled workday for that employee, the Saturday and/or Sunday shall not be counted as a bereavement leave day(s).

21.02 Immediate Family Defined

Members of employees' immediate family are defined as spouse, common-law spouse, fiancé, parents, children, brothers, sisters, aunts, uncles, nieces, nephews, grandchildren, grandparents, or any other person with whom the employees have had a similar relationship, or any other person for whom an employee is required to administer bereavement responsibilities. These shall include persons related by marriage, adoption, common-law, or through same-sex or step relationships.

21.03 Rate of Pay During Bereavement Leave

For each day of approved bereavement leave, any such employee shall be entitled to receive normal scheduled straight time pay at the rate of their job classification.

21.04 Pallbearer Leave

Any employee who wishes to act as a pallbearer shall be granted a leave of absence with pay up to one (1) full day.

21.05 Travel Time for Funerals

Reasonable travel time required by an employee, coming within Article 21.01 above, in order to attend a funeral outside of the Province of Saskatchewan will be granted without pay.

21.06 Additional Bereavement Leave

An employee wishing to attend a funeral of a person who does not come within the definition of immediate family shall be granted up to one (1) full day's leave of absence to attend such without pay.

ARTICLE 22 – JURY LEAVE AND WITNESS LEAVE

22.01 Jury Leave

An employee who is required to perform jury duty on a day on which they would normally have worked will be reimbursed by the employer for the difference between the pay received for jury duty and their regular straight-time rate of pay for their regularly scheduled hours of work.

ARTICLE 23 – SICK LEAVE

23.01 Sick Leave Credits

Sick pay shall be accumulated at a rate of one and one-quarter (1¹/₄) days per month. Such accumulation is not to exceed fifteen (15) days in any given year.

23.02 Medical Certificate

For purposes of this article, the employer may, if it so desires, at the time an employee claims sick leave benefits under this article, request such employee to supply to the employer a certificate/form signed by a duly qualified medical practitioner certifying that the said employee was unable, by reason of illness or accident, to perform their duties up to three (3) consecutive days, during the period for which the claim was made, and if such employee is unable to supply such certificate within seven (7) days, then such employee will not be entitled to the benefits of this article for the period being claimed for. The employer shall pay the cost of the requested certificate if any cost is incurred.

23.03 Sick Leave Accumulation

Any employee who, under the terms of the above clauses, is entitled to pay during present incapacitation due to illness not exceeding fifteen (15) days in a year shall also be entitled to accumulate sick pay credit on the following condition:

At the end of each year, employees shall receive sick pay credits for fifteen (15) days less the actual number of days during such year with respect to which they received full pay while absent from duty through illness. Such pay credits shall be accumulated to a maximum of two hundred (200) days. Employees who become incapacitated for work through illness or accident shall, after having exhausted their rights under the above clause and upon submitting medical evidence to support their illness/disability satisfactory to the employer, be entitled to receive full pay for such time to the extent that they may have established such sick pay credit. Their account for sick pay credit will be debited accordingly.

23.04 Sick Leave Record

Within the first three (3) months of each calendar year, the employer shall advise employees in writing of the amount of sick leave accrued to their credit.

23.05 Serious Illness in the Family

Upon proof satisfactory to the employer, employees shall be allowed to use their accumulated sick leave for the purpose of attending to a spouse, child, or parents, or any other person with whom the employees have a similar relationship, any of whom are suffering from a serious illness, for a period not exceeding five (5) working days. For the purpose of this clause, serious illness shall be an illness termed critical or terminal by the attending physician.

23.06 Sick Leave for Health Care Maintenance

An employee shall draw from accumulated sick leave credit for the purpose of attending to medical check-ups and other preventive health care as well as specialist referrals if they are unable to schedule such appointments on their regular day(s) off.

23.07 Health Care Maintenance for Family Members

An employee shall draw from accumulated sick leave credits for the purpose of attending to medical check-ups, medical emergencies **with health care providers**, and specialist referrals for the employee's immediate family (defined as spouse, parents, children -- including adopted, foster children, common-law spouse, and common-law children), to a maximum of **three (3)** working days. The **three (3)** days shall not be cumulative from year to year.

23.08 Illness in the Family

Where the employee is required to provide care during illness of an employee's family, an employee shall draw from accumulated sick leave credits for the use of four (4) paid days during the period of a calendar year. Family shall mean son, daughter, foster child, dependent family member, spouse, or parent of an employee.

23.09 Sick Leave During Layoff

When employees are laid off because of lack of work, they shall not receive sick leave credits for the period of such layoff but shall retain their accumulated credit, if any, existing at the time of layoff.

ARTICLE 24 – WORKLOAD

The employer and the union agree that employees need to have their time off. Wherever an employee takes any leave of three (3) weeks or more with sufficient notice, the employee shall be replaced to ensure there is no additional workload upon their return to work.

ARTICLE 25 – WORKERS' COMPENSATION

25.01 Workers' Compensation Benefits

All employees shall be covered by the *Workers' Compensation Act*.

Employees prevented from performing their regular work with the employer on account of an occupational accident that is covered by the *Workers' Compensation Act* shall receive from the employer the difference between the amount payable by the Workers' Compensation Board and the rate of pay of their classification for a period of four (4) months. If for any reason the employees' classification is eliminated, the difference paid shall be in comparison to an equal classification. Pending a settlement of the insurance claim, the employee shall continue to receive the full pay and benefits of this agreement, subject to regular deductions. If the WCB claim is denied, the employer will deduct from the employee's pay a mutually agreed-upon amount until the overpayment is paid back in full.

In order to continue receiving their regular salary, the employee shall assign their compensation cheque to the employer. In return, the employer shall indicate the amount received from the compensation as a deduction from gross income on the employees' income tax (T-4) form.

25.02 Workers' Compensation Payment for Treatment

Employees who are injured during working hours and are required to leave for treatment or are sent home as a result of such injury shall receive payment for the remainder of the shift at their regular rate of pay, without deduction from sick leave, unless a doctor or nurse states that the employees are fit for further work on that shift. Employees who have received payment under this article shall receive pay for the time necessarily spent for further medical treatment of the injury during regularly scheduled working hours subsequent to the day of the accident, as per Article 25.01. If the Workers' Compensation Board denies the claim for benefits, time spent for further medical treatment of the injury shall be deducted retroactively from any accumulated sick leave. The employer may request a medical certificate certifying the extent of the injury, the time required for treatment, and upon request, a medical certificate verifying the employee's ability to return to work. The employer may also request, at its own cost, the employee to obtain a second opinion.

25.03 Duty to Accommodate

Accommodation of employees within the workplace is a shared responsibility. Where an employee, because of a bona fide disability, cannot perform their regular work and has submitted medical evidence specifying limitations by a qualified medical professional, the employer, the union, and the employee will participate, cooperate, and collaboratively attempt to find suitable work for such employee up to the point of undue hardship. Failure on the part of an employee to provide the required limitations or participate in a cooperative manner shall be just cause for disciplinary action and/or termination.

ARTICLE 26 – MEDICAL LEAVE OF ABSENCE

26.01 Medical Leave Without Pay

An employee, after having exhausted sick leave credits, shall be granted a medical leave of absence for up to eighteen (18) months without pay on the following conditions:

- a) The leave is for personal illness, and the employee is certified as physically unable to report for regular work.
- b) The employee will provide the employer with indication from their physician that they are fit to return to work. Should the physician charge a fee for providing such indication, the employer shall pay it.

- c) When employees on medical leave return to work within two (2) years and one hundred nineteen days (119), the employer shall reinstate the employee in the former job, if the job is still in existence, provided the employee is still medically qualified to perform the work. If the classification has been abolished, the employee may displace the junior employee in any classification, provided the employee has the necessary qualifications and seniority to perform the duties of such classification.
- d) When employees have been on medical leave for a period approaching two (2) years and one hundred nineteen (119) days, their circumstances will be reviewed both medically and by the union and the employer.
 - i) If the review indicates that the employee will be capable of returning to their position within one hundred twenty (120) working days, the employee's leave will be extended, their position will continue to be filled on a temporary basis, and the employee will be returned to work per Article 26.01 c) at the conclusion of the leave.
 - ii) If the review indicates that the employee will not be capable of returning to their position in the near future, the employee's position will be posted and filled permanently.
 - iii) The employee's name shall be placed on a re-employment list, and the employee shall be eligible to apply for vacancies when they are fit to return to work. The employee shall retain their seniority until they request that their name be removed from the re-employment list.

ARTICLE 27 – JOB CLASSIFICATION/RECLASSIFICATION

27.01 Job Description

The employer agrees to draw up job descriptions for all positions for which the union is the bargaining agent. **Job descriptions shall show the qualifications and rates of pay for each new permanent or temporary position.** These descriptions shall be presented and discussed with the union and shall become the recognized job descriptions. Qualifications for classifications shall be established in a fair and reasonable manner.

27.02 Present Classifications

Existing classifications shall not be eliminated or changed without prior notification and consultation with the union.

27.03 Changes in Classification

The employer shall prepare a new job description whenever a job is created or whenever the duties of a job change. When the duties of any job are changed or increased, or where the union and/or an employee feels a job is unfairly or incorrectly classified, or when a new job is created or established, 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 for the job in question, such dispute shall be submitted to grievance and arbitration for determination. The new rate shall become retroactive to the time the new position was first filled by the employee or the date of change in job duties.

ARTICLE 28 – EMPLOYEES’ BENEFITS

28.01 Group Insurance, Extended Health Care Plan

After three (3) months of continuous employment, all employees shall join the benefit plan as mutually agreed to by the parties. There shall be no changes to either the carrier or the plan without mutual agreement between the parties.

a) **Group Life Insurance**

The employer shall pay one-half (1/2) the cost of the premium for the group life insurance plan, and the employee shall pay one-half (1/2) the cost of the premium of the life insurance plan.

b) **Accidental Death and Dismemberment**

The employer shall pay one-half (1/2) the cost of the premium for the accidental death and dismemberment plan, and the employee shall pay one-half (1/2) the cost of the premium of the accidental death and dismemberment plan.

c) **Long-term Disability**

Each employee shall pay the full cost of the premium for the long-term disability insurance plan.

The employer agrees to deduct from every employee the applicable premiums from their monthly paycheque.

d) **Extended Health Care Plan**

The employer agrees to continue providing the extended health care benefits to eligible employees as outlined in the bylaw of plans which were in effect on the date of signing of this agreement. The employer will pay fifty percent (50%) of the cost of the extended health care benefits of the group benefits plan, and

employees will pay fifty percent (50%) of the cost of extended health care benefits as outlined in the group benefits plan.

Benefits available to eligible employees and eligibility for coverage shall be as set forth in the respective contracts and bylaws of plans between the employer and the carrier at the time of signing this agreement.

28.02 Municipal Employees Pension Plan

All current and new employees, upon date of hire, subject to eligibility as defined in the pension plan, shall join the Municipal Employees' Pension Plan.

28.03 Education Grant

The employer shall pay up to \$250.00 per employee per year towards tuition for approved library-related night school or library-related community college or university classes. Application for and approval of the grant must be obtained in advance of course registration. Payment will be made upon presentation of evidence indicating successful completion of the course.

28.04 Optical

The employer shall reimburse employees who have passed their probationary period, up to \$450.00 each per two (2) year period, for corrective lenses **and frames**.

28.05 Dental

The employer agrees to continue providing the dental benefits to eligible employees as outlined in the bylaws of plans which were in effect on the date of signing of this agreement.

Benefits available to eligible employees and eligibility for coverage shall be as set forth in the respective contracts and bylaws of plans between the employer and the carrier at the time of signing this agreement.

ARTICLE 29 – WAGES

29.01 Wage Rates

The wage rates and job classifications are set forth in Schedule "A" and shall form part of this agreement. Such wage rates shall be effective commencing at 12:01 a.m. on the date indicated in Schedule "A".

29.02 Automobile Allowance

This article does not apply to travel to and from work.

- a) Mileage allowance will be at the Saskatchewan government rate.
- b) As a condition of employment, the employer does not require anyone to own an automobile. When transportation is required, the employer will provide transportation appropriate to the occasion. Where no other transportation is provided, the employee may elect to use their own vehicle at the approved Saskatchewan government rate.
- c) The employer shall also pay the difference in premiums between the rate for liability insurance on the employee's automobile if used for pleasure only, and the rate required to insure such automobile if used as well for the purpose of the employer, providing the employee has committed the use of their own automobile on other than a casual basis and in no way relies on (b).

29.03 Sustenance and Maintenance Allowance

Sustenance and maintenance allowances shall be paid to employees at the Saskatchewan government employee's allowance rate.

29.04 Payment of Wages

Pay shall be by direct deposit to the employee's bank account bi-weekly as per *The Saskatchewan Employment Act*.

ARTICLE 30 – GENERAL CONDITIONS

30.01 Facilities for Meals

Accommodation will be provided in the headquarters building for employees to have their meals.

30.02 Bulletin Boards

The employer shall provide bulletin boards which shall be so placed 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.

30.03 Contact Information

The employer will provide to the union a list of all the employees in the bargaining unit. The list will include each person's name, job title/classification, personal telephone numbers, and home mailing address.

The list will also indicate the employee's work site and employment status.

The employee contact list will be provided in an electronic spreadsheet to the union contact on a quarterly basis.

30.04 Boot Allowance

The employer agrees to pay a \$200.00 allowance (upon receipt of employees' proof of purchase) every two (2) years, starting in 2024, for safety boots to all permanent employees required to wear safety boots on a daily basis.

ARTICLE 31 – DISCIPLINE

31.01 Just Cause

No employee shall be disciplined or dismissed except for just cause.

31.02 Disciplinary Documents

A copy of any document or other information placed on any employee's file, which might at any time be the basis for disciplinary action, shall be supplied concurrently to the employee.

31.03 Burden of Proof

Both parties agree that an employee is considered innocent until proven guilty, and in cases of discharge, suspension, or discipline of non-probationary employees, the burden of proof of just cause shall rest with the employer. The reasons for discharge, suspension, or discipline shall be stated in writing.

31.04 Record of Discipline

Any indication in an employee's record of a disciplinary nature shall be removed from the employee's record thirty-six (36) months after the occurrence of the incident which gave rise to such indication.

31.05 Personnel Records

Subject to an appointment, employees shall have the right to have access to and review their personnel records and to make copies of any material contained in it. No evidence from employees' records may be introduced as evidence in any hearing unless the employees were aware that the material was in their file at the time it was placed there.

31.06 Disciplinary Meetings

Any employee who is asked to attend a disciplinary or potentially disciplinary meeting with a representative of the employer shall, in all cases, be advised that they have the right to be accompanied by a union executive member of their choice.

The notice of the meeting shall be provided to the employee and shall set out the purpose of the meeting.

ARTICLE 32 – LABOUR MANAGEMENT COMMITTEE

32.01 Committee Composition

A labour management relations committee shall be established to which an equal number of employer and union members shall be appointed, being not less than two (2) members from each side.

32.02 Committee Jurisdiction

The jurisdiction of this committee shall be to maintain positive working relationships by focusing on continuous improvements and constructive solutions to issues and concerns that do not come within the scope of the collective bargaining agreement.

32.03 Minutes of Committee Meetings

Minutes of all labour management relations committee meetings shall be kept, and copies of such minutes shall be sent both to the board and the union.

32.04 Meeting Schedule

In the event either the employer or the union wishes to call a meeting of the labour management committee, such meeting shall be held at a time and place fixed by mutual agreement.

32.05 Items for Discussion

It is understood between the union and the employer that the labour management committee is only to be used as a forum for discussion of those issues referred to it under Article 32.02.

ARTICLE 33 – RETROACTIVE CONDITIONS

33.01 Retroactive Conditions

All salary, including overtime worked, shift premium, and benefits in the new agreement shall be adjusted retroactively to January 1, 2023.

Any employee who has retired or who has been laid off prior to the signing of this agreement shall be entitled to retroactive conditions.

It is understood and agreed that any employee who has terminated services with the employer prior to the signing of this agreement shall not be entitled to retroactive conditions of this agreement.

ARTICLE 34 – OCCUPATIONAL HEALTH AND SAFETY

34.01 Promoting Workplace Safety

The union and the employer shall cooperate in promoting and improving rules and practices, which promote an occupational environment which will provide protection from factors adverse to employee health and safety.

34.02 Occupational Health and Safety Committee

An ongoing **occupational health and safety** committee shall be established to review and resolve any issues relating to occupational health and safety. The committee shall consist of two (2) representatives of the union and two (2) representatives of the employer.

The committee shall hold meetings every three (3) months, or more if requested by the union or the employer, for the considering, monitoring, inspecting, investigating, reviewing, and improving of health and safety conditions and practices.

ARTICLE 35 TERM OF AGREEMENT

35.01 Term of the Agreement

Unless otherwise noted and subject to Article 33.01, all articles of this agreement shall become effective from the date of execution of this agreement, and Article 29.01 shall become effective from January 1, 2023, and all articles shall remain in full force and effect until December 31, 2026. This agreement shall renew itself from year to year without change until revised. Notice in writing from either party must be given not less than sixty (60) days or not more than one hundred twenty (120) days before the expiration date hereof or any renewal hereof. In the event of the notice of revision, this agreement shall remain in full force and effect while negotiations are being carried on for arrangements of further agreement.

ARTICLE 36 – SEVERANCE PAY

36.01 Sick Leave Pay Out

Employees hired prior to July 1, 2012, who retire or resign after ten (10) or more years of service, shall receive a pay-out of $\frac{1}{4}$ of their accumulated sick leave. The rate at which the sick leave is paid out will be calculated on the average of the employee's salary for the five (5) years immediately preceding their resignation or retirement. This payout shall not apply in cases of dismissal for just cause.

Employees hired subsequent to November 1, 2012, shall not be eligible for a sick leave payout as provided herein.

ARTICLE 37 – TECHNOLOGICAL CHANGE

37.01 Advance Notice

The employer has the right to determine if a technological change will take place and that change will be in the best interest of the efficient operation of the library workplace. The employer shall give the union ninety (90) days' notice when the employer proposes to effect a technological change that is likely to affect the terms, conditions, or tenure of employment of employees. Such notice shall state:

- a) The nature of the technological change;
- b) The approximate date upon which the employer will affect the technological change;
- c) The number and type of employees likely to be affected by the technological change; and,

- d) The effect that the technological change is likely to have on the terms and conditions or tenure of employment of the employees affected.

In this section, “technological change” means:

- i) The introduction by the employer into the work, undertaking, or business of equipment or material of a different nature or kind than that previously utilized in the operation of the work, undertaking, or business;
- ii) A change in the manner in which the employer carries on the work, undertaking, or business that is directly related to the introduction of that equipment or material; or
- iii) The removal by an employer of any part of this work, undertaking, or business.

37.02 Negotiations

The parties shall meet prior to and/or during the introduction of any technological change in order for collective bargaining to commence for the purpose of revising the collective agreement that relates to terms and conditions or tenure of employment which will be affected by the technological change.

37.03 Attrition Arrangement

No employee who is willing to accept training or has acquired the required skills of the new position after a three (3) month training period shall be laid off by the employer because of mechanization, technological change, contracting out of any service, or new methods of operation.

37.04 Income Protection

An employee who is displaced or whose job classification is lowered by virtue of mechanization, technological change, contracting out of any service, or new methods of operation, shall remain at their pay level until such time as the rates for the new classification reach that level.

37.05 Transfer Arrangements

Employees who are displaced from their job by virtue of mechanization, technological change, contracting out of any service, or new methods of operation will be given the opportunity to fill other vacancies according to seniority, providing their qualifications, as determined by the employer, before or after the training period, are sufficient to perform the duties of the job required to be filled.

37.06 Training Benefits

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 method of operation, such employees shall, at the expense of the employer, be provided with the training required to satisfy the tasks for their position. The training provided for in this article shall be given during work hours whenever possible. Such training time shall be considered as time worked. There shall be no change in wage or salary rates during the training period of any such employee. If an employee is unable to obtain the skills necessary to meet the requirements for their position within three (3) months, they shall be reclassified to an alternate position providing they have the knowledge, skill, and ability to effectively and efficiently perform the work that is available.

37.07 No New Employees

No employee shall be displaced or laid off by the hiring of additional employees until the employees already working have been notified of the proposed technological change, contracting out of any service, or methods of operation and allowed a three (3) month training period to acquire the necessary knowledge or skill for the trainees to retain their employment, provided the employer may hire temporary employees while those employees are being trained to do the job. All temporary employees utilized will earn all benefits of the collective agreement. All temporary vacancies created will be posted in accordance with Article 14. The employer may extend the training period.

ARTICLE 38 – HARASSMENT

All employees are entitled to an environment that is free of harassment. The employer and the union will ensure that such an environment is maintained.

Harassment is defined as any objectionable conduct, comment, or display by a person that is made on the basis of race, creed, religion, colour, sex, sexual orientation, gender identity, mental status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin or which constitutes a threat to the health, safety, or employment status of the employee.

Sexual harassment is harassment involving unsolicited and unwelcome sexual comments, actions, or behaviour.

The employer is to ensure that the working environment is conducive to the performance of the work and is such that employees are not hindered for carrying out their responsibilities. The employer considers harassment in the workforce to be a totally unacceptable form of intimidation and will not tolerate its occurrence. The employer will ensure that victims of harassment are able to register complaints without reprisal.

Harassment is a form of discrimination and includes personal harassment. Harassment shall be defined as improper behaviour by a person which is offensive to any employee and which that person knows or ought reasonably to have known would be inappropriate or unwelcome. It comprises objectionable conduct, comment, or display made on either a one-time or continuous basis that demeans, belittles, or causes humiliation or embarrassment to an employee.

The parties to this agreement will work together to ensure that all employees understand their personal responsibility to promote a harassment-free working environment.

IN WITNESS WHEREOF the parties hereto have caused these presents to be executed this

22 day of November, A.D. 2023.

On behalf of the Parkland Regional Library Board

Janita Brown
Sandy Weeging
Mathya Foley

On behalf of Canadian Union of Public Employees, Local 1904

Stewart P. ...
Melody ...

SCHEDULE "A"

January 1, 2023 - 2%				
CLASSIFICATION	1-Hourly	1-Monthly	2-Hourly	2-Monthly
Technical Services I	\$17.98	\$2,923.19	\$18.53	\$3,011.84
Technical Services II	\$18.46	\$3,000.51	\$19.02	\$3,091.04
Public Services Clerk	\$18.46	\$3,000.51	\$19.02	\$3,091.04
Technical Services III	\$19.01	\$3,089.15	\$19.58	\$3,181.56
Clerk Driver	\$19.01	\$3,089.15	\$19.58	\$3,181.56
Melville Librarian	\$19.19	\$3,116.57	\$19.76	\$3,211.75
Library Technician	\$20.60	\$3,347.52	\$21.22	\$3,447.47
Library Technician II	\$21.73	\$3,530.45	\$22.34	\$3,630.41
Database Administrator	\$23.14	\$3,760.54	\$23.84	\$3,873.69

January 1, 2024 - 2%				
CLASSIFICATION	1-Hourly	1-Monthly	2-Hourly	2-Monthly
Technical Services I	\$18.34	\$2,981.65	\$18.90	\$3,072.07
Technical Services II	\$18.83	\$3,060.52	\$19.40	\$3,152.86
Public Services Clerk	\$18.83	\$3,060.52	\$19.40	\$3,152.86
Technical Services III	\$19.39	\$3,150.93	\$19.98	\$3,245.19
Clerk Driver	\$19.39	\$3,150.93	\$19.98	\$3,245.19
Melville Librarian	\$19.57	\$3,178.90	\$20.15	\$3,275.98
Library Technician	\$21.02	\$3,414.47	\$21.64	\$3,516.42
Library Technician II	\$22.16	\$3,601.06	\$22.78	\$3,703.02
Database Administrator	\$23.61	\$3,835.75	\$24.31	\$3,951.17

January 1, 2025 - 2.5%				
CLASSIFICATION	1-Hourly	1-Monthly	2-Hourly	2-Monthly
Technical Services I	\$18.80	\$3,056.19	\$19.38	\$3,148.87
Technical Services II	\$19.30	\$3,137.04	\$19.89	\$3,231.68
Public Services Clerk	\$19.30	\$3,137.04	\$19.89	\$3,231.68
Technical Services III	\$19.88	\$3,229.71	\$20.48	\$3,326.32
Clerk Driver	\$19.88	\$3,229.71	\$20.48	\$3,326.32
Melville Librarian	\$20.06	\$3,258.37	\$20.66	\$3,357.88
Library Technician	\$21.54	\$3,499.83	\$22.18	\$3,604.33
Library Technician II	\$22.71	\$3,691.09	\$23.35	\$3,795.60
Database Administrator	\$24.20	\$3,931.64	\$24.92	\$4,049.95

January 1, 2026 - 3%				
CLASSIFICATION	1-Hourly	1-Monthly	2-Hourly	2-Monthly
Technical Services I	\$19.36	\$3,147.88	\$19.96	\$3,243.34
Technical Services II	\$19.88	\$3,231.15	\$20.49	\$3,328.63
Public Services Clerk	\$19.88	\$3,231.15	\$20.49	\$3,328.63
Technical Services III	\$20.47	\$3,326.60	\$21.09	\$3,426.11
Clerk Driver	\$20.47	\$3,326.60	\$21.09	\$3,426.11
Melville Librarian	\$20.66	\$3,356.12	\$21.28	\$3,458.62
Library Technician	\$22.19	\$3,604.82	\$22.85	\$3,712.46
Library Technician II	\$23.40	\$3,801.82	\$24.06	\$3,909.47
Database Administrator	\$24.92	\$4,049.59	\$25.67	\$4,171.45

It is understood that employees who apply for and are awarded a position at a higher-rated classification shall be placed at the same increment step in the new position as they were in their former position.

RELIEF WORK ELIGIBILITY FORM

I would like my name placed on the eligibility list for available relief work of less than six (6) weeks in length.

It is understood that I will be offered any available relief work in order of seniority, providing I am sufficiently qualified to perform the duties of the job required to be filled.

It is also understood that I will update my eligibility on this form every two (2) months.

Signed:

DATE:

LETTER OF UNDERSTANDING #1

BETWEEN

PARKLAND REGIONAL LIBRARY BOARD

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1904

The parties to the agreement agree to the following:

That available relief work of less than six (6) weeks in length, either of an emergent or anticipated nature, shall be offered to those "other than full-time" employees who have indicated a desire on the attached prescribed form. Any available relief work shall be offered in order of seniority, providing qualifications are sufficient to perform the duties of the job required to be filled. Employees shall update their eligibility on the prescribed form every two (2) months.

This letter of understanding shall remain in force and effect during the term of the current agreement and from year to year thereafter unless notification of desire to amend or terminate be given in writing not more than sixty (60) days nor less than one hundred twenty (120) days before the expiration of the agreement.

Signed this 23 day of November, A.D. 2023.

On behalf of the **Parkland Regional Library Board**

Janet Brown
Shandy Weising
Kathryn Foley

On behalf of **Canadian Union of Public Employees, Local 1904**

Shirley Fisher
Melody Wood

LETTER OF UNDERSTANDING #2

BETWEEN

PARKLAND REGIONAL LIBRARY BOARD

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1904

The parties to the agreement agree to the following:

That a letter of understanding be re-signed granting permanent full-time employees, hired prior to January 1, 2014, a continuation of the previous EDO provisions as follows:

Permanent full-time employees hired prior to September 1, 2015, shall be scheduled as outlined below:

The work week shall be scheduled as follows:

- Regular weekday staff working at the Yorkton Public Library shall not be required to work on Saturday or Sunday.
- Three (3) weeks of eight (8) hours per day, five (5) days per week and one (1) week of seven and one-half (7 ½) hours per day, four (4) days a week.
- The schedule must be set such that one (1) **seven and one-half (7½)** hour day is earned and taken in each four (4) week period. Earned days off shall be scheduled on Monday or Friday and predetermined annually wherever possible. Earned days off shall not be banked except under special circumstances and with the approval of the director or designate.

Overtime rates shall be applied to hours worked in excess of scheduled hours. A timesheet shall be submitted to the director on a monthly basis.

Eligible employees to be identified as follows:

- Danyluk, Coralee
- Hollinger, Keith
- Kornaik-Petkau, Savannah

This letter of understanding shall remain in force and effect during the term of the current agreement and from year to year thereafter unless notification of desire to amend or terminate be given in writing not more than sixty (60) days nor less than one hundred twenty (120) days before the expiration of the agreement.

Signed this 22 day of November, A.D. 2023.

On behalf of the Parkland Regional Library Board

Janet Brown
Gandy Weigand
Kathryn Foley

On behalf of Canadian Union of Public Employees, Local 1904

[Signature]
Melody Wood

LETTER OF UNDERSTANDING #3

BETWEEN

PARKLAND REGIONAL LIBRARY BOARD

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1904

The parties to the agreement agree to the following:

The employer, in consultation with employees in various positions, will develop job descriptions that better describe the actual work being done or new jobs to address needed changes within the workplace.

The parties agree to establish a working committee to review job descriptions and update position titles and classifications. The goal will be to complete the work of the committee within the first year of signing the agreement.

The committee will consist of the employer and two (2) members appointed by the local from the executive. Meetings will be mutually scheduled and for this sole purpose.

The committee will meet during normal working hours, and members will not lose regular pay from the employer for work performed for/on the committee.

This work may include new job titles and pay grids under Schedule "A," and this may result in new pay levels. The process will be determined by the committee on how it will be implemented.

Any dispute in process and application shall be resolved through mediation and/or the grievance process as per the collective agreement.

The local/committee may have CUPE national staff or specialists attend for assistance in the process.

Signed this 22 day of November, A.D. 2023.

On behalf of the Parkland Regional Library Board

Janet Brown
Freddie Weeping
Kathryn Foley

On behalf of Canadian Union of Public Employees, Local 1904

Marlene Fella
Melody Wood

LETTER OF UNDERSTANDING #4

between

PARKLAND REGIONAL LIBRARY BOARD

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1904

Re: Article 16 – Hours of Work and Overtime

The parties to the agreement agree to the following:

That hours of work are to be further clarified for the duration of the collective agreement until a new collective agreement can be bargained and signed.

The following will help clarify the language in Article 16 and Letter of Understanding #2.

ARTICLE 16 — HOURS OF WORK AND OVERTIME

16.01 General

The director or designate shall have the right to schedule the hours of work of each employee subject to the limitations provided for in this article.

The scheduling of hours for all employees is based on an average of one hundred fifty (150) hours in a four (4) week period unless other language specifies differently in Letter of Understanding #2

Employees shall be eligible for a rest period of fifteen (15) consecutive minutes during both the first and the second half of a shift after having worked three (3) consecutive hours and an unpaid one-half (1/2) hour or one (1) hour lunch break when scheduled for a shift more than five (5) hours.

All overtime must have prior approval by the director or designate. Overtime will be based on daily scheduled hours and the four (4) week period unless otherwise addressed, specifically in the following:

- a) Overtime will be paid for all hours scheduled/directed and/or picked up as casual hours worked in excess of eight (8) hours daily or one hundred fifty (150) hours in a four (4) week period.**

- b) The employee shall be permitted to choose either time in lieu or be paid at the rate of one and one-half (1 ½) times the number of all overtime hours worked. Employees shall have the choice to bank time up to one (1) full week (37 ½ hours). All requests to use banked time shall be submitted to the employer in writing at least three (3) days in advance. All time taken off in lieu of one hundred fifty (150) hours in four (4) weeks must be approved in advance by the director or designate. Time worked will be measured in fifteen (15) minute intervals.**

All employees may be allowed to use flex time within a one hundred fifty (150) hour, four (4) week period, as follows:

- a) Four (4) hours is the maximum length of flex time allowed to accumulate.**
- b) Time required to make up the flex time used will be made up between 7:00 a.m. and 9:00 p.m.**
- c) Flex time will be worked off after it has been taken.**
- d) Flex time can be taken during a short week and worked off during a short week.**
- e) All time taken must be worked off within the one hundred fifty (150) hour schedule.**

Regularly Scheduled Employees

Regularly scheduled employees in headquarters will have normal daily hours of work as scheduled that shall fall between 7:00 a.m. and 6:00 p.m., Monday through Friday.

Flexibility Scheduled Employees

- a) The classifications of flexibility scheduled employees are clerk driver and database/network administrator.**
- b) Flexibility scheduled employees will have an averaging period that is a four (4) week averaging period that will allow for daily adjusted hours within the four (4) week averaging period to meet client and community needs and are not to meet personal needs. The director or designate shall be informed when employees make adjustments.**

The director or designate shall identify the four (4) week averaging period for employees. Both employees and the director or designate shall confirm in the third week of the averaging period where the hours are and if adjustments are required to meet the four (4) week period. The employer and employee shall mutually agree when hours may be reduced

to avoid overtime prior to the end of the four (4) week period. The director or designate can direct hours if no mutual agreement is reached.

The normal daily hours of work shall fall between 6:00 a.m. and 8:00 p.m., Monday through Friday. All hours worked after 8:00 p.m. will be paid a premium of one and one-half (1 ½) times the regular rate of pay. Previous permission shall be needed unless conditions or unforeseen conditions occur which will not allow it.

Part-time and casual employees in the clerk driver position shall not have an averaging period. Employees in another designation shall have their hours of work applied when directed and/or scheduled to cover a driver clerk position.

Signed this 22 day of November, 2023.

On behalf of the Parkland Regional Library Board

Janet Brown
Gandy Weigelt
Heather T. Long

On behalf of Canadian Union of Public Employees, Local 1904

Donald J. Miller
Principal

LETTER OF UNDERSTANDING #5

between

The Parkland Regional Library Board

and

The Canadian Union of Public Employees, Local 1904

WHEREAS the Employer and the Union have met under the terms of Article 27 -Job Classification/Reclassification and Letter of Understanding #3, and have agreed to revise the existing job classification structure in Schedule "A";

THEREFORE, the parties to the agreement agree to the following:

1. Effective Date

The below changes to Schedule "A" shall take effect immediately.

2. Job Reclassification

a) The following existing classifications will be eliminated:

- Technical Services I
- Technical Services II
- Technical Services III
- Melville Librarian
- Library Technician II

b) The following new classifications will replace the listed classifications:

- Library Specialist will replace Library Technician and Melville Librarian
- Library Clerk will replace Public Services Clerk
- Clerk Driver will continue as a classification
- IT Technician will replace Database Administrator

c) Schedule "A" will be modified in accordance with the above changes to the following:

January 1, 2025 - 2.5%				
Classification	1-Hourly	1-Monthly	2-Hourly	2-Monthly
Library Clerk	\$19.30	\$3,137.04	\$19.89	\$3,231.68
Clerk Driver	\$19.88	\$3,229.71	\$20.48	\$3,326.32
Library Specialist	\$21.54	\$3,499.83	\$22.18	\$3,604.33
IT Technician	\$24.20	\$3,931.64	\$24.92	\$4,049.95

January 1, 2026 - 3%				
Classification	1-Hourly	1-Monthly	2-Hourly	2-Monthly
Library Clerk	\$19.88	\$3,231.15	\$20.49	\$3,328.63
Clerk Driver	\$20.47	\$3,326.60	\$21.09	\$3,426.11
Library Specialist	\$22.19	\$3,604.82	\$22.85	\$3,712.46
IT Technician	\$24.92	\$4,049.59	\$25.67	\$4,171.45

d) The Reader Advisory/Reference Librarian (full-time, 37.5 hours/week) and Blocks Processing Clerk (full-time, 37.5 hours/week) positions will be eliminated, effective June 1, 2025.

e) Three new positions, Library Clerk (Classification: Library Clerk. Full-time, 37.5 hours/week), Processing Clerk (Classification: Library Clerk. Part-time 22.5 hours/week), and Processing Clerk/Clerk Driver (Classification: Library Clerk. Part-time 22.5 hours/week) will be created, within the Library Clerk classification, effective June 1, 2025.

3. Wage Adjustments & Retroactivity

a) Any employees who will be reclassified will have their wages adjusted to reflect the new classification immediately.

b) There are no further wage adjustments or retroactive pay entitlements resulting from this agreement.

4. Dispute Resolution

Any disputes regarding an employee's placement in the new classification grid shall be resolved through mediation and/or the Grievance Procedure (Article 11) of the collective agreement.


5. General Provisions

a) That Letter of Understanding #3 shall be deemed to be expired as this Letter of Understanding #5 meets the terms and conditions as set out therein. This Letter of Understanding shall become effective on March 1, 2025.

b) This Letter of Understanding shall remain in effect until all reclassifications as outlined herein are completed and shall expire on June 2, 2025 and shall not set a precedent for future reclassification processes. The Schedule "A" revision agreed to in 2.c will remain in effect until a new Collective Agreement is signed.


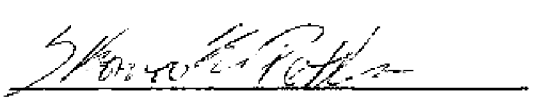
LETTER OF UNDERSTANDING signed this 1 day of March A.D., 2025.

ON BEHALF OF PARKLAND
REGIONAL LIBRARY BOARD



Lani Best

ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES,
LOCAL 1904

LETTER OF UNDERSTANDING# 6

BETWEEN

PARKLAND REGIONAL LIBRARY BOARD

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1904

RE: WAGE RATE FOR RONG LU

The parties to this agreement agree to the following:


The employer will maintain Ms. Rong Lu's current wage under this agreement should she move to a lower-paid classification or position under the new reclassification agreement #5.

For clarity, Ms. Lu's current wage is \$22.18.

This wage shall be maintained for the foreseeable future or until the original wage of the new position catches up with Ms. Lu's wage through collective bargaining

LETTER OF UNDERSTANDING signed this 1 day of March A.D., 2025.

ON BEHALF OF PARKLAND
REGIONAL LIBRARY BOARD



Lani Best

ON BEHALF OF THE CANADIAN
UNION OF PUBLIC EMPLOYEES,
LOCAL 1904

