

**COLLECTIVE AGREEMENT**

**BETWEEN**



**THE STUDENTS' UNION**

**UNIVERSITY OF ALBERTA**

**-AND-**

***CUPE*** / *Canadian Union  
of Public Employees*

**THE CANADIAN UNION OF PUBLIC EMPLOYEES**

**LOCAL 1368**

**January 1, 2025 – December 31, 2027**

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**THIS AGREEMENT made this \_\_\_ day of \_\_\_\_\_, AD. 2025.**

**BETWEEN:**

**THE STUDENTS' UNION  
THE UNIVERSITY OF ALBERTA**  
(hereinafter called "the Employer")

**PARTY OF THE FIRST PART**

**-and-**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 1368**  
(hereinafter called "the Union")

**PARTY OF THE SECOND PART**

## **ARTICLE 1 - PREAMBLE**

- 1.01 The purpose of this agreement is to:
- a) To maintain and improve the harmonious relations and settle conditions of employment between the Employer and the Employees;
  - b) To recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, employment, services, etc.;
  - c) To promote the well-being and security of the Employer including encouraging the efficiency in operation of the Employer;
  - d) To promote the morale, well-being and security of all Employees in the bargaining unit of the Union.
- 1.02 We would like to respectfully acknowledge that our work takes place on Treaty 6 Territory, a traditional gathering place for diverse Indigenous peoples including the Cree, Blackfoot, Métis, Nakota Sioux, Iroquois, Dene, Ojibway/ Sauteaux/Anishinaabe, Inuit, and many others whose histories, languages, and cultures continue to influence our vibrant community. We honour the nation-to-nation treaty relationship, and our work will reflect the intention of reconciliation, friendship and understanding.

## **ARTICLE 2 – RECOGNITION AND DEFINITIONS**

- 2.01 Bargaining Unit
- The Employer recognizes the Canadian Union of Public Employees and its Local 1368 as the sole and exclusive bargaining agency for Employees as defined hereunder, excluding those Employees as defined in Article 2.03 herein.
- 2.02 a) Employee status shall be either Full-time or Part-time
- i) Full-time Employee shall mean an Employee who is employed to work regularly scheduled shifts with a minimum credit of seven and one half (7.5) hours per tour of duty over five (5) days per week over a total of thirty-seven and one half (37.5) hours per week.

- ii) Part-time Employee shall mean an Employee who works scheduled shifts, provided that hours worked in any 8 week period shall average less than those established for full-time employment.
- b) Employee condition shall be Permanent, Term or Temporary
  - i) Permanent Employee shall mean an Employee with no fixed end date.
  - ii) A Term Employee is an Employee who works for a period of not more than nine (9) consecutive months and shall have all rights, benefits and seniority of a full-time or part-time Employee. Term Employees will be guaranteed a recall at the new term.
  - iii) A Temporary Employee is one hired for a specific purpose and for a limited time. Such Employee shall not be engaged for periods in excess of eighteen (18) months, except that this period may be extended with the Union's consent in writing (such consent shall not be unreasonably withheld). The intended duration of employment shall be given to the Employee in writing at the time they are hired, if said duration is to exceed one (1) month. The duration of the employment may be reduced or extended by the Employer with at least three (3) weeks written notice to the Employee.
- c) All Employees shall receive all rights, benefits and privileges as stipulated in this Collective Agreement unless otherwise specified. Certain Employees shall be exempt from this clause under special circumstances and as mutually agreed to by the Employer and the Union.
- d) Term and Temporary Employees shall not be used to avoid filling an existing full-time vacancy, nor shall they be used to avoid the filling of a newly created full-time position unless mutually agreed to by the Employer and the Union.

2.03

- a) The following positions shall be exempt from the bargaining unit:

All members of the Executive Committee

General Manager

All positions designated as Core Managers

Positions with access to sensitive business or political information including:

Governance Manager

Accounting Supervisor

Marketing and Communications Project Manager

Business Development Specialist

Communications and Marketing Advisor

Social Media and Communications Associate

Building Planner

All Employees of the Human Resources Department

All Employees of the Department of Research and Advocacy

All Employees of the Information Technology and Development Department

All Employees of the Elections Office

All members of the Coordination Team in Conferencing & Events

Speaker of Council

Positions where regular, direct supervision of Employees is an essential part of the job description including:

- All levels of Managers and Directors
- Team Leads
- Supervisors in the Conferencing & Events Department
- Technical Director
- All levels of Chefs

Positions which provide co-curricular, pedagogical and/or leadership development opportunities including:

- All positions designated as Coordinators, Program Leads, Specialists and Interns
- Employees of student-staffed services within the Student Life department

- b) Persons whose jobs are not in the Union shall not work on any jobs which are included in the Union under the scope of their principal job, except for the purposes of instruction, experimenting, or in emergencies when regular Employees are not available, and provided that the act of performing the aforementioned operations, in itself, does not reduce the hours of work or pay of an Employee. Employees may apply for and hold multiple positions in the Students' Union which are both in the Union and exempt from the Union.
- c) Supervising Manager means the out-of-scope Supervisor from whom an Employee normally (directly or indirectly) receives work assignments.

2.04

- a) The rules, regulations, and requirements of employment shall be limited to matters pertaining to the work requirements of each employee. Employees will not be asked or required to do personal services for a supervisor which are not connected with the operation of the Employer.
- b) No Employee shall be required or permitted to make any written or verbal agreement with the Employer or its representatives which conflicts with the terms of this Collective Agreement.

### **ARTICLE 3 - NO DISCRIMINATION**

3.01

Both parties agree that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any Employee in the matter of hiring, wage rates, training, up-grading, promotion, transfer, layoff, recall, discipline, discharge or otherwise by reason of political or religious affiliation, race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation nor by reason of their membership or non-membership in the Union, or for any reason that may be considered discriminatory. An Employee with a disability shall be assigned duties that are commensurate with their ability.

3.02

The Employer and the Union agree that all Employees are entitled to a work environment free from harassment, intimidation, bullying or violence of any form. This includes but is not limited to any physical or verbal conduct that assaults, threatens, demeans, belittles, humiliates or embarrasses bargaining unit Employees. Such incidents, when reported, shall be subject to appropriate

investigation and resolution consistent with this Collective Agreement and applicable legislation.

- 3.03
- a) For the purposes of this Agreement only, both parties agree that students of the University of Alberta who are employed in Union positions as per Article 2, may fully participate in any and all Students' Union activities, subject to the following conditions:
    - i) They shall not sit on any Board or body whose specific function is to negotiate any matter of contention between the Students' Union and the Union.
    - ii) No person shall vote on any matter, except in a Students' Union General Election, which affects in any way the area of the Students' Union in which the person is employed including that which affects wages, conditions, or other persons employed in that area.
    - iii) No person shall during their hours of employ engage in any political activity, as defined by the Students' Union Executive.
  - b) Employees who are not students at the University of Alberta shall in no way, shape or form engage in any activity, the purpose of which is to influence or alter Students' Union policy on any matter except as provided for elsewhere in the contract.
  - c) Employees may not work in potentially competing operations without prior written approval of their supervisor(s), and are responsible for notifying their supervisor(s). Such approval shall not be unreasonably withheld.
- 3.04
- a) Any claims by an Employee or the Union pertaining to a violation of any labour relations legislation may be the subject of a grievance which shall be processed in accordance with the Grievance Procedure.

#### **ARTICLE 4 - CHECK OFF OF UNION DUES**

- 4.01
- a) The Employer shall deduct from all Employees covered by this Agreement, any monthly dues, initiations, or assessments levied, in accordance with the Canadian Union of Public Employees Constitution and/or CUPE Local 1368's Bylaws that are owed by these Employees to the Union.
  - b) The Union will advise the Employer two (2) months in advance of any changes to said deductions.
  - c) The Employer will provide to the Union monthly electronic statements that include the following information for each member of the bargaining unit: full name, salary, classification, and if applicable, duration of employment of temporary employees. The Union will notify the Employer of the email address.
  - d) The Employer will enter on the T-4 slips, issued for income tax purposes the individual dues deducted.
  - e) With the check off of union dues noted in Article 4.01 a), the Employer will provide the Union with monthly electronic lists of the Employee's addresses and telephone numbers.

The total wages as paid out to Union Employees (full-time, term, part-time and temporary) will be provided electronically on a monthly basis to the Union Treasurer by the Employer.

- 4.02 Deductions shall be made from each payroll period and shall be forwarded to the CUPE National Secretary Treasurer no later than the 15<sup>th</sup> day of the month following, accompanied by a list of the names and addresses of all Employees from whose wages the deductions have been made.
- 4.03 All Employees of the Employer who are presently members of the Union shall, as a condition of continuing employment, remain members in good standing in the Union according to the Bylaws and Constitution of the Union. All other Employees shall, as a condition of continuing employment, become and remain members in good standing in the Union within thirty (30) days of commencement of employment with the Employer. Exceptions will be made for Employees who are hired into, choose to transfer to, or are promoted to non-Union positions, as set forth in Article 2.03. An Employee may be excluded from the provisions of this clause on the grounds of religious convictions, provided that they can produce evidence of same satisfactory to both parties.

#### **ARTICLE 5 - THE EMPLOYER AND THE UNION SHALL ACQUAINT NEW EMPLOYEES**

- 5.01 a) The Employer agrees to acquaint new Employees with the fact that a Collective Agreement is in effect and with the responsibilities and obligations of the Employer.
- b) The Employer will make available to all new Employees a copy of the current Collective Agreement at date of hiring and will provide copies to other Employees on request.
- 5.02 On commencing employment, the Human Resources Manager will inform the Union Secretary, in writing, that a new Employee has been hired.
- 5.03 A shop steward or other officer of the Union shall be given the opportunity to interview each new Employee within regular working hours and without loss of pay for a maximum of thirty (30) minutes within one (1) week of hire at a mutually agreeable time with the manager. This is done for the purpose of discussing with the new Employee the benefits of Union membership and their responsibilities and obligations to the Union and the Employer.

#### **ARTICLE 6 - CORRESPONDENCE**

- 6.01 All correspondence between the parties arising out of this Agreement or incidental thereto, shall pass to and from the General Manager, or their designee, and the President, Secretary, and the National Representative, as well as all regular members of the respective committees of the Union.
- 6.02 Copies of all non-confidential Students' Council agendas and minutes affecting the Union will be forwarded to the Union to be posted on staff bulletin boards.
- 6.03 The Union shall be provided additional access to the Human Resources Management Software, with notification of all hiring, layoffs, transfers between department, recalls and resignation of employment within the bargaining unit.

## **ARTICLE 7 - LABOUR MANAGEMENT CO-OPERATION COMMITTEE**

- 7.01 A Labour Management Co-operation Committee shall be established consisting of equal representation by each party with up to four (4) representatives from the Union and four (4) representatives of the Employer. The Committee shall enjoy the full support of both parties to this Agreement in the interest of maximum service to the Employer.
- 7.02 The scope of the Committee shall be limited to matters pertaining to working conditions, employment, well-being, and security of Employees. These matters include, but are not limited to, the following:
- a) Considering constructive criticisms and suggested solutions of all activities so that better relations shall exist between the Employer and the Employees.
  - b) Improving of service to the Employer.
  - c) Reviewing suggestions from Employees, questions of working conditions and service (but not grievances concerned with service).
  - d) Correcting of conditions making for grievances and misunderstanding.
  - e) Promoting education and training of the staff.
  - f) The Committee will evaluate the classification of new and existing jobs in the Collective Agreement. This evaluation will take into account how the classification relates to other similar classifications using appropriate criteria and standards as agreed to by the Committee to ensure equal pay for work of equal value regardless of gender. The Committee may also choose to use external benchmarking measures.
- 7.03
- a) The Committee shall not have jurisdiction over wages, or any other matter of collective bargaining, including the administration of this Collective Agreement.
  - b) The Committee shall not supersede the activities of any other committee of the Union or the Employer, and does not have the power to bind either the Union or its members or the Employer to any decisions or conclusions reached in its discussions. The Committee shall have the power to make recommendations to the Union and the Employer with respect to its discussions and conclusions.
  - c) In order to be binding on the parties, all agreements made at the Labour Management Co-operation Committee meetings must be ratified at the next meeting of the Union membership and the next meeting of the Executive Committee of Students' Council; confirmation in writing must be submitted to the respective parties.
- 7.04 The Committee shall meet when a meeting is required by either party, at a mutually agreeable time and place. Members shall receive a notice and agenda of the meeting at least five (5) working days wherever possible, but not less than forty-eight (48) hours in advance of the meeting.
- 7.05 A representative of the Employer and a representative of the Union shall be designated as joint Chairpersons and shall alternate in presiding over meetings.
- 7.06 Minutes of each meeting of the Committee shall be prepared and signed as promptly as possible after the close of the meeting by the joint Chairpersons. The

Union and the Employer shall each receive two (2) signed copies of the minutes within three (3) working days following the meeting.

- 7.07 The joint Chairpersons may invite supporting persons to meetings of the Committee as long as their expertise is relevant to the issues under discussion and the other committee members are notified at least 24 hours in advance.
- 7.08 The Committee may establish sub-committees to focus on specific areas within the mandate of the Labour Management Co-operation Committee.
- 7.09 Any representative of the Labour Management Co-operation Committee shall be able to attend committee meetings held within working hours without loss of remuneration. Employees shall be responsible for seeking prior approval from the supervisor(s). Any Employee attending meetings held outside of regular working hours shall be compensated with time off with pay equal to the time spent at the meetings only if such meetings are mutually agreed to by the Employer and the Union.

## **ARTICLE 8 - LABOUR MANAGEMENT NEGOTIATIONS**

- 8.01 No individual Employee or group of Employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. In order that this may be carried out, the Union will supply the Employer with the names of its officers. Similarly, the Employer will, if requested, supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.
- 8.02
- a) A Bargaining Committee shall be appointed and consist of not more than five (5) members of the Employer, as appointees of the Employer, and not more than five (5) members of the Union, in total, inclusive of any Canadian Union of Public Employees representative or designee, as appointees of the Union. The parties agree they will advise the other party of their nominees to their Committee.
  - b) The parties agree they will also advise the other party when alternates are replacing a committee member. Union committee members will advise their supervising Manager of their attendance at the joint meeting and its time, date and proposed duration.
  - c) Either party wishing to have up to three (3) non-participating observers may do so with the permission of the other party, and, unless attendance is during the Employee's own time or vacation time, their supervising Manager. There will be no cost to the Employer for Union observers. Union observers will normally be the alternate of the Union negotiating committee.
- 8.03 All matters of mutual concern, pertaining to performance of work operation problems, rates of pay, hours of work, collective bargaining, and other working conditions, etc., may be referred to the Bargaining Committee for discussion and settlement.
- 8.04 The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such representatives may have reasonable access to the Employer's premises in order to investigate and assist in the settlement of a grievance.

- 8.05 In the event either party wishes to call a meeting of the Bargaining Committee, the meeting shall be held not later than seven (7) working days after the request has been given.
- 8.06 a) Negotiation time shall be defined as the time from the scheduled commencement to the scheduled closure of negotiations on each negotiating day. Requests for leave, and the authorization or refusal of such leave, shall be in writing. Permission to leave work to attend such meetings shall not be unreasonably withheld.
- Representatives of the Union shall not suffer any loss of pay when required to leave their employment for negotiating the Collective Agreement.
- Representatives of the Union attending negotiation meetings held outside of regular working hours shall be compensated with time off with pay equal to the time spent.
- i) The Employer shall cover the first forty (40) hours of staff time, per committee member, or one hundred and sixty (160) total staff hours of negotiating time, whichever is greater.
- ii) The Employer and the Union shall equally share the cost of any additional negotiating hours incurred by the Union's committee.
- b) The Local Union will reimburse the Employer for all time spent in preparation for negotiations by the Local's Negotiating Committee. Preparation time is defined as the time spent in meetings prior to the initial exchange of proposals, meetings between scheduled negotiation meetings, and meetings following the scheduled closure of the negotiation meetings.
- i) Representatives of the Union attending preparatory meetings held outside of their regular working hours shall be compensated with time off with pay equal to the time spent.
- ii) Representatives of the Union attending preparatory meetings held during their regular working hours shall suffer no loss of pay. The Employer must be aware of, and agree to, the date, time and duration of each such meeting.
- c) The Employer and Union shall jointly maintain a log of time spent in negotiations and preparation, and the identity of Employees involved.
- 8.07 The Employer shall make available to the Union, following a request, the following information: job descriptions, positions in the bargaining unit, job classifications, wage rates, a breakdown of point ratings and job evaluations, pension and welfare plans, manuals and directives as required for collective bargaining purposes.

## **ARTICLE 9 - GRIEVANCE PROCEDURE**

- 9.01 Any claims by an Employee or the Union pertaining to a violation of any labour relations legislation may be the subject of a grievance which shall be processed in accordance with the Grievance Procedure.
- 9.02 On an annual basis the Union will advise the Employer, in writing, of the names of all Shop Stewards and will advise the Employer of any changes to the Stewards as they occur.

- 9.03 The Union shall notify the Employer in writing of the name of each Steward, the department(s) they represent, and the Chief Steward, before the Employer will be required to recognize them.
- 9.04 The Stewards so elected shall constitute the Grievance Committee so long as they remain Employees or until their successors are chosen.
- 9.05 The Employer agrees that stewards shall not be hindered, coerced, restrained or interfered with in any way in the performance of their duties, while investigating disputes and presenting adjustments as provided in this Article. The Union understands and agrees that each Steward will not leave their work during working hours except to perform their duties under this Agreement. Therefore, no Steward shall leave their work without obtaining the permission of the General Manager or their designee, such permission to be granted at a mutually acceptable time.
- 9.06 A grievance under this Agreement shall be defined as any difference or dispute between the Employer and any Employee(s) or the Union.
- 9.07 An earnest effort shall be made to settle any grievance fairly and promptly in the following manner:
- a) At all levels of the grievance procedure:
    - i) a sincere attempt will be made by both parties to the Collective Agreement through discussion to resolve problems in the workplace; and
    - ii) meetings may be arranged to discuss the problem and exchange information.
  - b) The Union will have the right at any time to have the assistance of their CUPE Representative.
  - c) The Employer's Human Resources Manager, or designee, shall be entitled to be present at all meetings referred to in this Article.

#### STEP 1

An Employee who believes that there is a problem arising out of the interpretation, application or alleged violation of this Collective Agreement may first discuss the matter with the Union before meeting with the Employee's Supervising Manager within seven (7) calendar days of when the Employee first became aware of, or reasonably should have become aware of, the occurrence. The Employee will have the right to be accompanied by a Shop Steward or Union Officer while discussing the matter with the Employee's Supervising Manager. The Supervising Manager will advise the Employee of their decision within seven (7) calendar days of the date the matter was first discussed.

#### STEP 2

Failing settlement under Step 1, the Union will submit to the General Manager or their designate, within fourteen (14) calendar days, a written statement of the particulars of the complaint and the redress sought. The General Manager shall render their decision within fourteen (14) calendar days after receipt of such notice.

### STEP 3

Failing settlement being reached in Step 2, the Union shall submit the matter, within fourteen (14) calendar days to the Students' Union Executive Committee, who shall render their decision within fourteen (14) calendar days after receipt of such notice.

The Employer and the Union agree to consider grievance mediation as an alternative dispute mechanism before referring to Step 4. Grievance mediation shall be entered into only by mutual consent in writing and further, unless mutually agreed otherwise in writing, the results of such mediation shall not be binding or preclude continuation with the arbitration process. Selection of a mediator shall be completed by mutual agreement between the Employer and the Union. Each party shall bear in equal proportions the expense of the mediator.

### STEP 4

Failing a settlement being reached in Step 3, within twenty-eight (28) calendar days of receiving the Students' Union Executive Committee's decision, the Union may advise the Employer in writing of its intention to refer the dispute to arbitration.

- 9.08 Where a dispute involving a question of general application or interpretation occurs, or where a group of Employees or the Union has a grievance, Step 1 of this Article may be by-passed.
- 9.09 The Union and its representatives, shall have the right to originate a grievance for an Employee or group of employees, and to seek adjustment with the Employer in the manner provided in the Grievance Procedure. Such a grievance shall commence at Step 2.
- 9.10 Replies to grievances shall be in writing at all stages.
- 9.11 The Employer shall supply the necessary facilities for the grievance meetings.
- 9.12 Supplementary agreements, if any, shall form part of this Agreement and are subject to the grievance and arbitration procedure.
- 9.13 Should the Employer or the Union fail to comply with any time limit in the grievance procedure, the grievance will be considered conceded by the party failing to meet the time limit, unless the parties have mutually agreed, in writing to extend the time limit.
- 9.14 No grievance shall be defeated by any formal or technical objection except as allowed for in Article 9.13, and the Arbitration Board shall have the power to allow all necessary amendments to the grievance and the power to waive formal procedural irregularities in the processing of a grievance, in order to determine the real matter in dispute and the giving of a decision according to equitable principles and the justice of the case.

## ARTICLE 10 - ARBITRATION

- 10.01 Either party wishing to advance a grievance to arbitration in Step 4 shall notify the other party, in writing, of either the name of its nominee to a Board of Arbitration or its desire to consider the appointment of a single arbitrator. If the party wishes to utilize the Board of Arbitration, the written notification shall include the name and contact information of the nominee.

- 10.02 Within twenty-eight (28) calendar days of receipt of notification provided for, as outlined above, the party receiving notice shall:
- a) Inform the other party of the name and contact information of its nominee to the Board of Arbitration; or
  - b) Propose the name(s) of a single arbitrator to be considered.
- 10.03 Where nominees to a Board of Arbitration have been named by the parties, the nominees shall, within twenty-eight (28) calendar days, agree upon an impartial Chairperson for the Board. Should the nominees be unable to mutually agree to an impartial Chairperson within this time period, either party may make an application to the Director of Alberta Mediation Services to appoint an arbitrator, pursuant to the provisions of the Alberta Labour Relations Code.
- 10.04 Where a single arbitrator has been proposed, the parties must agree on the individual arbitrator within twenty-eight (28) calendar days from the date the proposal, as set out in 10.02(b), is received. Where the parties are unable to agree on the selection of a single arbitrator, either party may make an application to the Director of Alberta Mediation Services to appoint an arbitrator, pursuant to the provisions of the Alberta Labour Relations Code.
- 10.05 The Board of Arbitration or single arbitrator shall determine their own procedures but shall give full opportunity to both parties to present evidence. In the event of a Board of Arbitration, the Chairperson shall have the authority to render the decision with the concurrence of either of the nominees. The decision rendered by either a Board of Arbitration or a single arbitrator shall be final, binding, and enforceable on all parties. The Board of Arbitration or single arbitrator shall have the power to resolve a grievance by any arrangement that they deem just and equitable.
- 10.06 Should the parties disagree as to the meaning of the decision, either party may apply to the Chairperson of the Arbitration Board to re-convene the Board to clarify the decision, which it shall do within seven (7) calendar days.
- 10.07 Each party shall be responsible for:
- a) The fees and expenses of the nominee to the Board of Arbitration that it appoints (if applicable); and,
  - b) One half (1/2) of the fees and expenses of the Chairperson or the single arbitrator.
- 10.08 The time limits fixed in the grievance and / or arbitration procedure(s) may be extended by consent of the parties to this Agreement.
- 10.09 At any stage of the grievance or arbitration procedure, the parties may have the assistance of the Employee(s) concerned as witness(es). As well, all reasonable arrangements will be made to permit the conferring parties or the arbitrator(s), and any other witnesses to have access to the Employer's premises to view any working conditions, which may be relevant to the settlement of the grievance. Employees who appear as witnesses shall not suffer loss in wages or benefits.

## **ARTICLE 11 - DISCIPLINE, SUSPENSION, AND DISCHARGE**

- 11.01 When the Employer or its designee finds it necessary to censure or express dissatisfaction with an Employee's work, attitude, performance or conduct, which may lead to discipline, the following procedures will apply:

- a) There will be a full discussion between the Employee and their immediate supervisor within five (5) scheduled shifts from the supervisor becoming aware of the incident. The Employee will have a predetermined date by which to correct the reason for censure or expression of dissatisfaction.
- b) Within five (5) working days of this discussion the Employer shall provide the employee, in writing with a copy to the Union, a letter outlining the reasons for this censure or dissatisfaction, and the corrective measures required, and what disciplinary measures may follow if the corrective action is not taken.
- c) This Article shall be applicable to any complaint or accusation, which may be detrimental to an Employee's advancement or standing with the Employer. The Employee's reply to such complaint, accusation or expression of dissatisfaction shall become part of their personnel record.

The personnel record of an Employee shall not be used against them in the following instances:

- i) When eighteen (18) months have elapsed since a suspension, provided that there has been no recurrence of a similar and/or other infraction.
- ii) When eighteen (18) months have elapsed since the issuance of a letter of reprimand, provided that there has been no recurrence of a similar and/or other infraction.
- d) The Employee shall have the right to view their personnel record at any time during normal office hours.

The Employee shall have the right to make copies of any material contained in their personnel record, in the presence of the General Manager or their designee. At no time shall the Employee's personnel record or the original contents leave the security of the Employer's offices.

11.02 Where the Employer believes that there is a reasonable or just cause to discipline, suspend, or discharge an Employee for reasons other than addressed in Article 11.01, these other reasons shall include but not be limited to theft, fraud, or other criminal activities, imbibing or being under the influence of alcohol or impairing or illicit drugs while on duty, continual shortages of cash or materials in the Employee's control, failure to inform supervisor of non-attendance, insubordination, harassment and violence. The Employer has the right to immediately suspend or discharge the Employee. Whenever possible, the Employee shall be given the reason for their discipline or discharge in the presence of a Steward and/or other officer of the Union. If neither of the concerned parties are available, a meeting will be arranged at the earliest possible time. Such Employee and Union shall be advised promptly in writing by the Employer of the reason for such discharge or suspension. The Union has the right to investigate and/or grieve the decision as set forth in Articles 9, 10 and 11.

11.03 An Employee considered by the Union to be wrongfully or unjustly discharged or suspended shall be entitled to a hearing under Article 9, Grievance Procedure. Step 1 of the Grievance Procedure shall be omitted in such cases.

11.04 Should it be found upon investigation that an Employee has been unjustly suspended or discharged, such Employee shall be immediately reinstated in their former position, without loss of seniority, and shall be compensated for all time lost in an amount equal to their normal earnings during the pay period following such

discharge or suspension, or by any other arrangement as to compensation which is just and equitable in the opinion of the parties, or in the opinion of an Arbitration Board if the matter is referred to such a Board.

- 11.05 An Employee who is absent from employment and who has not obtained the approval of an individual designated to authorize absences at their place of work shall, after three (3) consecutive working days of such unauthorized absence, be considered to have abandoned their position and will be deemed to have resigned. The deemed resignation will be rescinded if the Employee demonstrates that special circumstances beyond the Employee's control prevented the Employee from reporting to their designated place of work and from obtaining authorization to miss work.
- 11.06 If work is made available but an Employee has not worked a shift in a three (3) month period the Employee will be considered to have abandoned their position and will be deemed to have resigned from that position. The deemed resignation will be rescinded if the Employee demonstrates that special circumstances beyond the Employee's control prevented the Employee from working during the three (3) month period. This article does not apply to Employees on layoff or on an approved leave of absence.

## **ARTICLE 12 - SENIORITY**

- 12.01 a) Seniority is defined as the length of service from the first date of hire. Seniority, degree of qualification, suitability and aptitude for the position in question shall be used in determining preference or priority for promotions, transfers, shift allocations, demotions, layoffs, and recall where the ability of affected individuals to perform the work in question is relatively equal. Seniority shall operate on a departmental basis with displacement privileges within the department only, unless otherwise mutually agreed. Mutual agreement shall not be unreasonably withheld.
- b) When mutually agreed, pursuant to 12.01(a), an Employee who has the required qualifications as outlined in the job description will be able to execute their seniority in another department. If possible and mutually agreed, the Employee will be given a reasonable amount of time (ninety [90] days) to obtain the required qualifications.
- c) Seniority for full-time permanent and term Employees shall be earned on a basis of months employed.
- d) Seniority for part-time permanent and term Employees shall only apply in relation to other part-time Employees in the department in which they are employed based on regular accumulated hours worked. Seniority of full-time Employees will take precedence over part-time employees. Temporary Employees shall not accumulate seniority.
- e) Seniority as defined in this Article shall apply to Article 15.
- f) An Employee who is on an approved leave of absence for a period which exceeds six (6) continuous months shall have their seniority frozen until such time as their return to work or they are terminated.
- 12.02 The Employer shall maintain a seniority list showing the date upon which each Employee's service commenced. A separate seniority list shall be maintained for

part-time employees. Up-to-date seniority lists shall be sent to the Union by the 31<sup>st</sup> of January of each year.

- 12.03
- a) An Employee shall not lose seniority rights if they are absent from work because of sickness, accident, layoff, or leave of absence approved by the Employer.
  - b) An Employee shall only lose their seniority in the event:
    - i) they are discharged for just cause and are not reinstated.
    - ii) they resigned.
    - iii) they are absent from work in excess of two (2) working days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible.
    - iv) they fail to return to work within ten (10) working days after receipt of notice of recall from layoff.

### **ARTICLE 13 - PROBATION**

- 13.01
- a) A newly hired full-time Employee may be considered to be on probation for a period of no more than six (6) months from the start date.
    - i) The probation period may be extended by mutual agreement between the Employer and the Union for up to three (3) additional months, for reasons that are outlined in writing to the Employee and the Union.
  - b) A newly hired part-time Employee may be considered to be on probation for a period of 975 work hours from the start date or for twelve (12) months from the start date, whichever is less.
    - i) The probation period may be extended by 487 work hours or for six (6) months, whichever is less, in writing to the Employee and the Union.
  - c) An Employee hired in a second or subsequent position shall serve a probation period of three (3) months unless the Employee is taking on a second or additional position which is substantially identical in another area or department in which case Articles 14.05(a) and 14.05(c) shall apply.
  - d) During this probation, an Employee shall be entitled to all rights and privileges of this Agreement except with respect to discharge. The employment of an Employee may be terminated at any time during the probationary period without recourse to the Grievance Procedure by the Employer provided that the provisions of Articles 11.01 and 13.01 (e) are followed. After completion of the probationary period, seniority shall be effective from the last date of hire.
  - e) Employees shall be given regular, appropriate performance feedback throughout their probationary period by their supervisor.
    - i) Full-time Employees shall be evaluated mid-way through and just prior to the end of the probationary period.
    - ii) Part-time Employees shall be evaluated prior to the end of their probationary period.

- f) The Union and the Employee will be advised of the evaluation process three (3) days prior to such evaluation taking place. The Union and/or the Employee shall have the right to request to meet for thirty (30) minutes prior or following the evaluation, with no loss of pay.
- g) Should an Employee's probation period be interrupted by a compensable injury or other approved leave of absence, the probation period will recommence upon the Employee's return to work.

#### **ARTICLE 14 - PROMOTION AND STAFF CHANGES**

- 14.01
  - a) The Union shall be notified in writing of all appointments, hiring, layoffs, transfers, recalls and termination of employment within the bargaining unit.
  - b) The Employer shall notify the Union electronically by email and post in staff areas a list of current job openings, in order that all members will know about the positions and therefore be able to apply if interested. This list will be updated every seven (7) calendar days and postings will be open for at least seven (7) calendar days.
- 14.02 Job postings for positions within the bargaining unit shall contain the following information: nature of position, qualifications, required knowledge and education, skills, shift, wage or salary range or rate. Those qualifications shall not be established in an arbitrary or discriminatory manner.
- 14.03 An Employee who is on vacation, leave of absence, or layoff may request to be notified of any new or vacant position. These Employees shall provide the Human Resources Manager with a contact e-mail and will have seven (7) working days to apply.
- 14.04 Both parties recognize:
  - a) the principle of promotion within the services of the Employer.
  - b) that job opportunity should increase in proportion to length of service.
  - c) Therefore, in making staff changes, transfers or promotions, appointment shall be made of the applicant according to seniority, degree of qualification, suitability and aptitude for the position. Appointments from within the Union shall be made within three (3) weeks of the date of posting.
  - d) If no internal candidate is successful, positions shall be filled by undergraduate students enrolled at the University of Alberta, whenever reasonable.
- 14.05
  - a) The successful applicant shall be placed in a trial period of up to six (6) months. Conditional on satisfactory service, the position shall become permanent after the trial period.
  - b) In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the Employee finds themselves unable to perform the duties of the new job classification, they shall be returned to their former position without loss of seniority and to their previous salary. Dismissal of an Employee displaced as a result of this clause shall not be subject to the grievance procedure.

- c) If a part-time Employee proves unsatisfactory in a second or subsequent position, the loss of that position will not affect the Employee's status in other positions unless the loss of the position was due to one or more serious infractions as described in Article 11.02.
- 14.06 In cases of promotion requiring higher qualifications or certification, the Employer shall give consideration to the senior Employee who does not possess the required qualifications, but is preparing for qualification prior to filling of a vacancy. Such Employee will be given opportunity to qualify within a reasonably prescribed length of time (six [6] months).
- 14.07 No Employee shall be transferred to a position outside the Union without their consent. If the Employee returns to a Union position such return shall not result in the layoff or bumping of any other employee.
- 14.08 a) When the Employer wishes to transfer an Employee with the required qualifications, during slack periods, to a position within the Union, this will not result in the layoff or bumping of any other Employee. This shall be done for a period of no longer than three (3) months. Any transfer of longer than three (3) months shall require the consent of the Union.
- b) The Employer will have the right to terminate temporary Employees due to lack of work in this case. Such Employees will have no rights under the Collective Agreement on termination. For periods of less than two (2) weeks, temporary and relief Employees will be laid off, subject to recall as provided in Article 15.
- 14.09 Where feasible and with the express consent of the Employee, the Employer will inaugurate and maintain a system of "on the job" training so that every Employee will have the opportunity to receive training and qualifications for promotion, in the event of a vacancy arising, to the position next senior to their own. Accordingly, senior Employees shall be allowed regular opportunities to learn the work of such positions during the regular working hours by arranging with interested Employees to exchange positions for temporary periods, without affecting the rate of the Employees concerned.
- 14.10 Selection of applicants for new or vacant positions falling within the scope of the Union shall be made by the appropriate Area Manager and/or Supervisor concerned, subject to ratification by the General Manager.
- 14.11 When an Employee is promoted or transferred to a classification carrying a higher rate of pay, such Employee shall be placed in a pay rate in their new classification, which provides an immediate increase over their previous salary rate. Thereafter, their increment(s) shall be effective on the anniversary date of transfer or promotion.
- 14.12 a) Employees demoted or transferred to a classification carrying a lower rate of pay shall continue to receive all increments of their former classification, as well as any negotiated increases that may apply, for a period of one year from the date the Employee assumes the new classification.
- b) Once the year addressed in Article 14.12 a) has expired, the Employee's wage rate will be frozen until such time as the wage rate of the lower classification equals that of the affected Employee's wage rate.
- c) This clause will not apply to a lateral move to a position with the same salary grid.

## **ARTICLE 15 - LAYOFFS, SEVERANCE, AND RECALLS**

- 15.01
- a) Both parties recognize that job security should increase in proportion to the length of service. Therefore, in the event of layoff, Employees shall be laid off in the reverse order of their seniority provided that no Employee is to be displaced by a person with more seniority unless the latter possesses the occupational qualifications of the job filled by the Employee with less seniority. Employees shall be recalled in order of their seniority provided an Employee has the required minimum qualification as outlined in the job description to exercise this seniority. If possible, and mutually agreeable, the Employee will be given a reasonable amount of time (ninety [90] days) to obtain required qualifications.
  - b) Part-time Employees will be laid off before full-time employees. Full-time Employees will be recalled prior to part-time employees.
  - c) Part-time permanent and term employees, while on layoff, shall be given preference for employment over temporary employees, provided such Employees are qualified for the position.
- 15.02
- No new Employees will be hired until those laid off have been given an opportunity of re-employment, in writing, with a copy to the Union.
- a) When work becomes available, the Employer agrees to re-engage such Employees whose ability to perform the work in question is relatively equal in order of seniority. Notice of recall shall be by registered mail or by email. It shall be the responsibility of the Employee to keep the Employer informed of their contact information and to indicate their preferred method of communication.
  - b) An Employee will advise the Employer of their intention to return to work within five (5) working days of receiving notice of recall. An Employee who accepts recall must report for work within five (5) working days.
  - c) Failure to respond will be considered as resignation from the service of the Employer.
- 15.03
- a) If an Employee who has completed their required probation period is to be laid off, the company shall give notice of such layoff as follows:
    - i) two (2) weeks, if the Employee has been employed for more than six (6) months but less than two (2) years,
    - ii) three (3) weeks, if the Employee has been employed for two (2) years or more but less than four (4) years,
    - iii) five (5) weeks, if the Employee has been employed for four (4) years or more but less than six (6) years,
    - iv) six (6) weeks, if the Employee has been employed for six (6) years or more but less than eight (8) years,
    - v) seven (7) weeks, if the Employee has been employed for eight (8) years or more but less than ten (10) years,
    - vi) nine (9) weeks, if the Employee has been employed for ten (10) years or more but less than twelve (12) years,

- vii) eleven (11) weeks, if the Employee has been employed for twelve (12) years or more.
  - b) The Employee shall be paid in lieu of notice for that part of the notice period during which work was not available. An Employee who is on required layoff for a period of twelve (12) months will be declared redundant. When the Employee is declared redundant, Article 15.07 will apply.
- 15.04
- a) The Employer agrees to pay the premiums as addressed in Article 29.02 a) for the Employees laid off for periods of six (6) months or less. In the event of a longer layoff, Employees so affected will be given the right to continue this coverage through direct payments, if agreed to by the appropriate insurance carrier.
  - b) This clause will not include part-time or temporary employees.
- 15.05
- Grievances concerning layoffs shall be initiated at Step 2 of the Grievance Procedure.
- 15.06
- a) No permanent or term Employee, having occupied the same position for one year or more, will be laid off or suffer redundancy or a reduction in salary or hourly wage during the term of this Agreement because of the introduction of new or modified equipment, associated changes in methods of operation, and/or modification of the Employer's operation, in any way except as provided in the following.
  - b) The Employer shall advise and discuss such changes thoroughly with the Union, within a period of one hundred and eighty (180) days but not less than ninety (90) days prior to the introduction of new or modified equipment, associated changes in methods and/or the modification of the Employer's operation which may result in layoff of Employee(s). Wherever possible, this shall be avoided by retraining, relocation, or reassignment of the Employees affected.
  - c) The posting requirements of this Agreement shall not apply where Employee(s) is/are retrained, reassigned, and/or relocated under the terms of this Article. If an Employee refuses to be retrained, reassigned, and/or relocated, they may be subject to layoff, as provided in Article 15.01.
  - d) Employee(s) being retrained and/or reassigned will be subject to a trial period, up to a cumulative total of six (6) months, as determined and mutually agreed to by the Employer and the Union. If an Employee fails to successfully complete the trial period, they may be subject to layoff, as provided in Article 15.01.
- 15.07
- Provided that they have completed their probationary period and has an additional six (6) months of service with the Employer, the Employee subject to redundancy shall receive redundancy pay in a lump sum equal to one (1) week's pay for each six (6) months of service or major portion thereof up to a limit of twenty-six (26) weeks' salary. If the Employee would otherwise qualify for the retirement benefit, as laid out in Article 22, then those benefits will also be paid.
- 15.08
- Seasonal layoffs
- a) In recognition of the seasonal nature of the Students' Union's operations, the following terms will apply to departments which regularly scale back or close operations between May and August inclusive.

- i) Employees will be notified eight (8) weeks in advance that the department will close or reduce operations for the summer. This notification will include a layoff date, the recall date and all relevant deadlines.
- ii) Employees must notify the Employer of their preferred method of communication for the summer. Email is an acceptable means of communication for this purpose.
- iii) For operations which will close over the summer, Employees will be asked to indicate if they intend to return in the fall, resulting in a layoff, or if they are resigning. Employees must submit their response at least four (4) weeks in advance of the layoff date.
- iv) For operations which will continue over the summer in a reduced capacity, Employees will be asked to indicate their preference of working, taking a layoff or resigning. Employees must submit their response at least four (4) weeks in advance of the layoff date. All efforts will be made to accommodate all Employee preferences, however, when not all preferences can be accommodated, decisions will be made according to seniority.
- v) Employees must notify the Employer of their intent to return to work at least three (3) weeks prior to the provided recall date as per Article 15.08 a) i).
- vi) Failure to notify the Employer by the specified deadlines will be considered as resignation from the service of the Employer. The deemed resignation will be rescinded if the Employee demonstrates that special circumstances beyond the Employee's control prevented the Employee from responding prior to the specified deadlines.

## **ARTICLE 16 - HOURS OF WORK**

- 16.01 a) The Work Week will begin at 12:00 a.m. Sunday and conclude the following Sunday at 12:00 a.m.
- 16.02 Full-time Employees
  - a) The normal hours of work for full-time Employees, exclusive of meal periods, shall be seven and one half (7.5) hours per day. The normal meal period shall be one half (.5) hour. The normal work week shall be five (5) days. Modification of the meal period may be mutually agreed to by an Employee and the Employer. Such agreement shall not be unreasonably withheld.
  - b) The hours of work for full-time Employees shall be posted in an appropriate place and any variation to the normal hours of work must be mutually agreed to by the Employer and the Union, such mutual agreement will not be unreasonably withheld.
  - c) During the calendar year, the Employer will guarantee each full-time Employee with more than one (1) year seniority, a minimum of 1950 hours of work, less any time used for vacation, sick leave and other approved leave of absence. This guarantee shall include paid holidays as specified in Article 20. This clause will not apply if an Employee is laid off, terminated, or their position is made redundant, or if a department is sold to another owner. This clause will not include term or temporary Employees.

- d) Full-time Employees shall not be required to work on Saturdays and Sundays unless for necessary and urgent work that cannot be done during the regular week (Monday to Friday inclusive). This clause will not apply to areas where the normal hours of work include Saturday and/or Sunday.

#### 16.03 Part-time Employees

- a) Part-time Employees may be scheduled either by a system of shifts assigned by a supervisor (Assignment Shifting) or a system where Employees sign up for available shifts (Call-List Shifting). A work area may use either system or may use a combination. For example, the Assignment Shifting may be used on a regular basis and Call-List Shifting may be used for special events.
- b) For Employees scheduled using Assignment Shifting: Normal hours of work for part-time Employees will be in accordance with work schedules as drawn up two (2) weeks in advance with the Employer providing forty-eight (48) hours notice of any change of schedule. If the Employer increases the length of the shift with less than forty-eight (48) hours notice, the additional work hours shall be paid at one and one half (1.5) times the regular rate of pay. If the Employer reduces the length of the shift on less than forty-eight (48) hours notice, the Employee will be paid for the full hours scheduled at the forty-eight (48) hour mark. In the case of the cancellation of a shift in its entirety on less than forty-eight (48) hours notice, the employee will be paid for three (3) hours at the regular rate of pay.
- c) For Employees scheduled using Call-List Shifting:
  - i) Available shifts are posted in advance of the shift date. Employees are required to communicate interest in an available shift to their manager in writing and shifts will be assigned to the first Employee to communicate interest. Employees will receive confirmation of the shift assignment as soon as possible.
  - ii) Available shifts may require specific tasks or work conditions and by signing up for an available shift, the Employee agrees that they are capable of performing the tasks or working under the conditions listed. Employees who sign up for shifts and are not able to meet the specified work requirements will not be eligible to sign up for similar shifts until they have demonstrated the ability to do the specified work. Management may discuss with an Employee their ability to perform specific tasks or work under specific conditions.
  - iii) Changes to shift schedules may be made up to forty-eight (48) hours prior to the scheduled adjustment. If the Employer increases the length of the shift with less than forty-eight (48) hours notice, the additional work hours shall be paid at one and one half (1.5) times the regular rate of pay. If the Employer reduces the length of the shift on less than forty-eight (48) hours notice, the Employee will be paid for the full hours scheduled at the forty-eight (48) hour mark. In the case of the cancellation of a shift in its entirety on less than forty-eight (48) hours notice, the Employee will be paid for three (3) hours at the regular rate of pay.
  - iv) The maximum number of hours that an Employee may sign up for is seven and a half (7.5) work hours per day unless the Employee requests and signs the Individual Agreement for a Compressed Work Week, in which

case, the Employee may sign up for nine (9) hours per workday. Unpaid breaks are not included in the calculation of work hours.

- d) Part-time Employees reporting for work on their regular shift shall be paid their regular rate of pay for the entire period of work, with a minimum of three (3) hours pay. In the event part-time Employees are unable to fit the minimum three (3) hours into their schedule they will be paid their regular rate of pay for the actual number of hours worked.
- e) Employees are responsible for shifts once they have been assigned or the Employee has received confirmation of shift assignment they requested. Employees may change shifts with other Employees up to twenty-four (24) hours prior to the scheduled assignment and must communicate the changes in writing to their manager. All changes must be approved by a manager. Failure to cover a shift, except in documented cases of illness or emergency, may be subject to disciplinary action.
- f) Part-time Employees may request extra shifts or to extend their work hours at the regular rate of pay, provided that the Employer agrees. Daily and weekly overtime rates will apply according to Article 17.
- g) Part-time Employees shall have one or more day(s) off in a seven (7) calendar day period.

#### 16.04 Split Shifts

Management has the right to request that part-time Employees work split-shifts when necessary. A split shift is one in which the gap between the two shifts is greater than one hour. The Employee will be paid two (\$2.00) dollars extra per hour in the second portion of the split shift in the same department. The two (\$2.00) dollar per hour premium shall not apply to overtime hours worked. When a split shift is requested by the Employee, the premium shall not apply.

#### 16.05 Meetings

Staff required to attend staff meetings outside of a scheduled shift will be paid a minimum of three (3) hours at their regular wage.

#### 16.06 Work on Site

Employees must remain on site for all paid hours except with permission from the Manager. If an Employee requests to leave early and Management agrees, the Employee will not be paid for the unworked time.

#### 16.07 Breaks

- a) All full-time Employees shall be permitted a paid fifteen (15) minute rest period in the first half of their shift and also in the second half of their shift. The Employee may, with the approval of the supervisor, combine the breaks and the meal period.
- b) Part-time Employees shall be permitted one paid fifteen (15) minute rest period for shifts four (4) hours or more, and but less than five (5) hours, to be taken at a mutually convenient time.
- c) Part-time Employees shall be permitted one paid fifteen (15) minute rest period and one unpaid fifteen (15) minute rest period during shifts five (5) hours or

more but less than eight (8) hours, which may be combined if agreed by the supervisor, and taken at a mutually convenient time.

- d) Part-time Employees shall be permitted a total of two fifteen (15) minute paid breaks during shifts which are eight (8) hours or more but less than ten (10) hours, which may be combined if agreed by the supervisor, and taken at a mutually convenient time.
- e) Part-time Employees shall be permitted a total of three (3) fifteen (15) minute paid breaks during shifts which are ten (10) hours or more, which may be combined if agreed by the supervisor, and taken at a mutually convenient time.
- f) Employees may be required to take an additional thirty (30) minute unpaid break if the shift is greater than five (5) hours. The unpaid break may be combined with the paid breaks if agreed by the manager. Break times may be scheduled in advance.
- g) Every effort will be made by both Employees and Management to ensure that paid breaks are taken; however, if a paid break cannot be accommodated due to unforeseen circumstances the missed break time will be paid at two (2) times the regular rate of pay.

#### 16.08 Hours of Work and Conditions for SU Venues Technicians

- a) Work schedules for technicians shall be drawn up and posted two (2) weeks in advance. Changes to work schedules may be made up to forty-eight (48) hours prior to the scheduled adjustment. Changes made to work schedules subsequent to these limits, shall be paid at one and one half (1.5) times the regular rate of pay. The minimum call is four (4) hours. Technicians may be scheduled using the provisions for Call-List Shifting below:
  - i) Available shifts are posted in advance of the shift date. Employees are required to communicate interest in an available shift to their manager in writing and shifts will be assigned to the first Employee to communicate interest. Employees will receive confirmation of the shift assignment as soon as possible.
  - ii) Available shifts may require specific tasks or work conditions and by signing up for an available shift, the Employee agrees that they are capable of performing the tasks or working under the conditions listed. Employees who sign up for shifts and are not able to meet the specified work requirements will not be eligible to sign up for similar shifts until they have demonstrated the ability to do the specified work. Management may discuss with an Employee their ability to perform specific tasks or work under specific conditions.
  - iii) Changes to shift schedules may be made up to forty-eight (48) hours prior to the scheduled adjustment. If the Employer increases the length of the shift with less than forty-eight (48) hours notice, the additional work hours shall be paid at one and one half (1.5) times the regular rate of pay. If the Employer reduces the length of the shift on less than forty-eight (48) hours notice, the Employee will be paid for the full hours scheduled at the forty-eight (48) hour mark. In the case of the cancellation of a shift in its entirety on less than forty-eight (48) hours notice, the Employee will be paid for four (4) hours at the regular rate of pay.

- b) A rest period of twelve (12) hours between shifts shall be provided, if possible. This rest period is added to days off. Two (2) consecutive days off shall be equal to sixty (60) hours. A single day off shall be equal to thirty-two (32) hours.
  - i) For a single client, on a multi-day booking, hours worked during the rest period shall be paid at one and one half (1.5) times the regular rate of pay. If the shift is in excess of seven and a half (7.5) hours, worked after the rest period, the provisions of Article 17 will apply.
  - ii) For multiple clients on subsequent days, shifts may be scheduled within the rest period, at regular rates.
  - iii) For non-production days, the technical staff may return to work within the rest period, subject to the approval of the Manager-Programming and Venues or their designate.
- c) Days off will be calculated on the basis of four (4) days off per consecutive two (2) week period. Weekly overtime will be calculated on all scheduled and unscheduled hours worked beyond 75 hours per consecutive two (2) week period and will be paid at one and one-half (1.5) times the regular rate of pay. Employees shall work no more than ten (10) consecutive days without a scheduled day off.
- d) The overtime rate shall not be paid for hours scheduled during the rest period when it is part of the scheduled day(s) off – Article 16.08 c) will apply in lieu.
- e) Daily overtime rates shall apply for work as follows:
  - i) For all overtime worked over eight (8) hours, up to and including ten (10) hours per day, one and half (1.5) times regular rate of pay.
  - ii) For all overtime worked beyond ten (10) hours per day, two (2) times regular rate of pay.
  - iii) Unpaid meal periods will not count towards overtime hours.
- f) For full-time Employees, all overtime hours worked may be taken as time off in lieu at the applicable overtime rate at a time mutually agreeable between the Employee and the Employer. Failure to agree on when such time may be taken shall mean the overtime will be paid at the rate it was earned.
- g) Articles 17.01 and 17.02 shall not apply - Articles 16.08 c) through f) will apply in lieu.
- h) Employees working under the terms of Article 16.08 are not eligible for Article 19.
- i) All Employees working under the terms of Article 16.08 are eligible for the following breaks:
  - i) Employees shall be permitted a paid fifteen (15) minute rest period for every four (4) hours of scheduled work at a time to be agreed upon with the manager. The breaks may be combined if agreed by the manager.
  - ii) Employees may be required to take an additional thirty (30) minute unpaid break if the shift is greater than five (5) hours. The unpaid break may be

combined with the paid breaks if agreed by the manager. Break times may be scheduled in advance.

- iii) Every effort will be made by both Employees and Management to ensure that paid breaks are taken; however, if a paid break cannot be accommodated due to unforeseen circumstances the missed break time will be paid at two (2) times the regular rate of pay.
- j) Employees working under Article 16.08 are not covered under Articles 16.01, 16.02, 16.03 or 16.07.

## **ARTICLE 17 - OVERTIME**

- 17.01
  - a) All time worked beyond the normal work day, normal work week or on a paid holiday shall be considered as overtime. The normal work week will not apply to areas where the normal hours of work include Saturday and/or Sunday. Any overtime worked must be approved in advance by the area supervisor, with the exception of emergency situations.
  - b) For the purposes of Article 17, hours worked shall not include unpaid breaks.
- 17.02 Overtime rates shall apply for work as follows:
  - a) Overtime worked beyond seven and one half (7.5) hours, up to and including ten (10) hours per day, shall be paid at one and half (1.5) times regular rate of pay. All overtime worked beyond (10) hours per day shall be paid at two (2) times the regular rate of pay.
  - b) Overtime worked beyond thirty-seven and one half (37.5) hours up to and including fifty (50) hours per week, shall be paid at one and one-half (1.5) times the regular rate of pay. All overtime worked beyond fifty (50) hours per week shall be paid at two (2) times the regular rate of pay. Daily overtime rates continue to apply.
  - c) If a full-time Employee is not advised prior to the fifth hour of the shift on the day the overtime is to be worked, then all unscheduled overtime worked shall be paid at two (2) times the regular rate of pay.
  - d) If an Employee is called into work on a scheduled day off on less than twenty-four (24) hours notice, they shall be paid double (2) time or double (2) time off with pay at a time mutually agreeable between the Employer and the Employee. The minimum shift shall be three (3) hours.
  - e) An Employee who is called back after completing their regular shift shall be paid for a minimum of three (3) hours at overtime rates.
  - f) When an Employee requests to work in more than one department they will not be eligible for overtime as a result of combining the hours worked in more than one department. Overtime calculations shall be determined independently for each department, and shall be based upon hours worked within each individual department.
  - g) Article 17.02 does not apply to Employees who are covered under Article 16.08.
- 17.03
  - a) For full-time Employees, all overtime hours worked may be taken as time off in lieu at the applicable overtime rate at a time mutually agreeable between the

Employee and the Employer. Failure to agree on when such time may be taken shall mean the overtime will be paid at the rate it was earned.

- b) For the purpose of computing the hourly overtime rates for monthly rated employees, the annual salary rate shall be divided by 1950 and multiplied by the overtime rates. Payment for overtime shall be accompanied by an itemized statement.
- c) An Employee shall not be required by the Employer to layoff during regular hours to equalize overtime worked. An Employee and the Employer may mutually agree to the Employee receiving time off at the appropriate rate of overtime pay at the time mutually agreeable.

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

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

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

#### **ARTICLE 18 – COMPRESSED WORK WEEK**

18.01 In order to maximize access to additional hours of work, the parties agree to allow hourly Employees to work a compressed work week, subject to the following terms and conditions:

- a) The compressed work week hours require mutual agreement between the Employee and the Supervising Manager.
- b) All agreements must be in writing and copied to the Union and the Students' Union Human Resources Department.
- c) Agreements may be cancelled by either party upon fourteen (14) days written notice. A copy of the notice shall be sent to the Union and the Students' Union Human Resources Department.
- d) All provisions of Article 16 except articles that pertain to overtime shall apply.
- e) The maximum number of hours that an Employee may be scheduled to work in a workday is nine (9) hours.
- f) The maximum number of hours that an Employee may be scheduled to work is thirty-seven and one half (37.5) hours per work week, but less than three hundred (300) over an eight (8) week cycle.
- g) An Employee's hours of work shall be confined within a period of twelve (12) consecutive hours in any one workday.
- h) Any hours worked in excess of nine (9) hours per day, or thirty-seven and one half (37.5) hours per work week will be paid at the overtime rates of one and one half times (x 1.5) the Employee's basic rate of pay. Any hours worked in excess of ten (10) hours per day, or fifty (50) per week, shall be paid at double time (x2) as per Article 17.02.

- i) An Employee working a compressed work week agrees to waive Article 16.04 and 19.01.
- j) The Union shall be supplied with a report on an annual basis which summarizes the following items:
  - i) the names of the Employees who are working under this Agreement,
  - ii) the hours worked for each Employee
  - iii) the number of overtime hours worked

**ARTICLE 19 - SHIFT WORK**

- 19.01 a) In recognition of the inconvenient features of shift work Employees in the Facilities Department shall receive a shift differential premium for afternoon shifts of one dollar (\$1.00) per hour and the rate for night shifts will be one dollar and twenty cents (\$1.20) per hour.
- 19.01 b) Employees must be scheduled to work a full seven and one half (7.5) hour shift to be eligible for shift differential.
- 19.02 Inconvenient shifts shall be defined as those shifts which commence at 2:30 p.m. or later and conclude by 7:30 a.m. or earlier. Afternoon shifts shall be defined as those which begin after 2:30 p.m. and night shifts shall be defined as those which begin after 11:30 p.m.
- 19.03 Seniority shall determine shift preference subject only to ability to perform the job required.
- 19.04 Twenty-four (24) hours notice shall be given before the change of shift. Failure to provide at least twelve (12) hours rest between shifts which are being changed shall result in payment of overtime at the rate of one and half (1.5) times the regular rate of pay for any hours worked during any normal rest period. This twelve (12) hours rest period shall apply to days off.

**ARTICLE 20 - HOLIDAYS**

- 20.01 a) The Employer recognizes the following as paid holidays:
 

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

and any other day proclaimed as a paid holiday by the Federal, Provincial or the Municipal governments.
- b) The Employer will schedule the Winter Break from Christmas Eve to New Year's Day inclusive. If departments or areas are shut down for the Winter Break, then all regularly scheduled working days during the Winter Break will be time off with pay.

- c) Part-time Employees will receive an allowance each pay period of five (5%) percent of their basic pay (in lieu of paid holiday addressed in Article 20.01) as pay for the above noted holidays.

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

20.03 Working on a Paid Holiday

- a) On a paid holiday when the full-time Employee was scheduled to work, they shall be paid at time and one half (1.5) plus another day off with pay at a time mutually agreeable between the Employer and the Employee.
- b) On a paid holiday when the full-time Employee was not scheduled to work, they shall be paid at double (2) time plus another day off with pay at a time mutually agreeable between the Employer and the Employee.
- c) Part-time Employees scheduled to work on a paid holiday will be paid at time and one half (1.5) plus the allowance specified in Article 20.01 c).

**ARTICLE 21 - VACATIONS**

- 21.01 a) The vacation year shall be May 1 to April 30.
- b) Vacation entitlement shall be taken on the basis of entitlement in the previous vacation year and must be taken in its entirety by December 31<sup>st</sup> of the year following the vacation year in which the entitlement was earned; that is to say vacation earned from May of year one (1) to April of year two (2) shall be taken by December 31<sup>st</sup> of year three (3). Requests for carry forward must be made by June 30<sup>th</sup> of year three (3) and approved in writing by the Employee's supervisor and the General Manager. Such approval will not be unreasonably withheld.

- c) Each Employee shall receive an annual paid vacation in accordance with vacation entitlement as follows:

|  |                              |
|--|------------------------------|
| Less than one (1) year:                              | 1-1/4 working days per month |
| One (1) year - two (2) years:                        | 15 working days              |
| Two (2) years - seven (7) years:                     | 20 working days              |
| Seven (7) years - ten (10) years:                    | 25 working days              |
| Tenth (10) year only:                                | 40 working days              |
| Eleventh (11) and subsequent years:                  | 25 working days              |
| Twentieth (20) year and every tenth year thereafter: | 40 working days              |

21.02 If a paid holiday falls or is observed during an Employee's vacation period, they shall be granted an additional day's vacation for each holiday, in addition to their regular vacation time.

21.03 Vacation pay shall be at the Employee's regular rate of pay effective immediately prior to the vacation period.

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

- 21.05 a) Vacation time must be approved in writing, in advance, by the employer.
- b) When a conflict exists, management shall be required to grant vacation on the basis of seniority, subject to the following:
- requests for summer vacation must be submitted to the Employer on or by March 31 of the year in question
  - requests for winter vacation must be submitted to the Employer on or by September 30 of the year in question.
- 21.06 An Employee shall be entitled to receive their vacation in an unbroken period unless otherwise mutually agreed upon between the Employee and the Employer. Exceptions will be made to comply with Article 20.01 b).
- 21.07 Where an Employee qualifies for bereavement, or any other approved leave during their period of vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date by mutual agreement.
- 21.08 When an Employee can prove with proper documentation that they have been seriously ill during their scheduled vacation period, then the Employer agrees to reinstate one half (1/2) of the vacation period lost due to such sick leave. If reinstatement is requested by the Employee, said reinstatement credit of vacation period shall be used at a mutually agreeable time.
- 21.09 The provisions of Article 21 shall apply to full-time term Employees on a pro-rated basis.
- 21.10 a) Articles 21.01 through 21.09 are not applicable to temporary employees.
- b) Articles 21.02 through 21.09 are applicable to part-time employees.
- c) Part-time and temporary Employees shall receive their vacation entitlement and vacation pay pursuant to the Employment Standards Code.
- 21.11 An Employee on approved leave, including short-term disability, long-term disability and Worker's Compensation will cease to accrue holiday entitlement after thirty (30) calendar days and until such time as they are able to return to work.

## **ARTICLE 22 - RETIREMENT BENEFITS**

- 22.01 a) A full-time Employee with fifteen (15) years or equivalent hours of service shall receive a retirement benefit of Five Thousand two hundred and fifty (\$5250.00) dollars, providing that the Employee is fifty-five (55) years of age or older.
- b) In the event of death before retirement, the Retirement Benefit as addressed in Article 22.01 a) shall be paid to the beneficiary(ies) named under the Group Medical Insurance Plan.
- c) Retirement benefits will be paid by direct deposit with tax deducted as required by Canada Revenue Agency, and included on the T4.
- d) Retirement shall be defined as an Employee fifty-five (55) years of age or older who terminates their employment and indicates their intention to retire from the Students' Union.

## **ARTICLE 23 - SICK LEAVE**

- 23.01 Sick leave is defined as the period of time an Employee is absent from work, as addressed in this Article, by reason of being sick or disabled either physically or mentally, exposed to contagious disease, because of an accident for which compensation is not payable under the Workers' Compensation Act, or during the waiting period prior to receiving coverage under the Comprehensive Insurance Medical Plan.
- 23.02 The abuse of sick leave occurs when the Employee stays away from work under the guise of being sick or injured when in fact they could have worked even though they:
- a) were a little under the weather but not really debilitated that much that they could not have worked;
  - b) were not feeling well enough to work because of personal activity the previous day or night that caused them to become ill;
  - c) had personal errands or activities that could not be accommodated unless a half (.5) or full day was taken; or,
  - d) did not feel like it that day.
- 23.03
- a) In recognition of the fact that absence on account of illness is disruptive to the normal operation of any area, an Employee will endeavour to notify the area manager as far as possible in advance of the start of the shift of such absence.
  - b) The Employee shall provide the Employer with their expected return to work date.
  - c) The Employee shall immediately inform the Employer of any change in their expected return to work date.
  - d) The Employee shall provide a medical certificate for absences exceeding three (3) consecutive working days. An Employee may be required to produce a medical certificate for any absences of three (3) days or less at the discretion of the Employer. Any cost of an Employer requested medical certificate will be paid by the Employer.
  - e) If the Employee is absent from work beyond seven (7) days, the Employee may apply for short-term disability if they have such coverage.
  - f) If the Employee is absent from work beyond thirty (30) calendar days, they shall advise the Employer seven (7) calendar days prior to returning to work if required by the Employer.
- 23.04 In instances where the Employee appears to be unfit to do their job due to illness or injury, the Employer may request that the employee produce a medical certificate indicating their ability to work. Any cost of an Employer requested medical certificate will be paid by the Employer.
- 23.05 Employees will receive pay for sick leave from their banked sick leave credits. An Employee's sick leave shall be paid at their basic rate of pay for each regular day of work absence.

- a) Full-time Employees shall earn sick leave credits at the rate of one and half (1.5) days per month of employment.
- b) Part-time Employees shall earn sick leave credits at the rate of one and half (1.5) hours for every twenty (20) hours worked or portion thereof.
- c) The unused portion of an Employee's sick leave credit shall accrue to a maximum of ninety (90) days.

23.06 Sick leave shall not accrue during:

- a) any period of sick leave in excess of thirty (30) calendar days, or;
- b) a layoff, or;
- c) a leave of absence which exceeds thirty (30) calendar days, or;
- d) an absence while in receipt of disability insurance as provided under the Comprehensive Insurance Medical Plan or Workers' Compensation Benefits.

23.07 Absence on account of illness for two (2) hours or less may be deducted from the Employee's sick leave credits.

- 23.08
- a) The Employer and the Union recognize the duty to accommodate Employees in the workplace in accordance with the Alberta Human Rights Act. Where necessary, the Employer and Union may, by mutual agreement, waive or amend relevant provisions of the Collective Agreement to allow for reasonable steps, in policies or conditions of work, to accommodate an Employee's individual needs.
  - b) Subject to appropriate documentation from a physician or licensed practitioner, an Employee who, due to disability, injury or illness, is unable to perform their regular duties, shall be accommodated for such other work as may be available and for which they are able to perform except that such Employee may not displace any other Employee.
  - c) Such accommodation shall be reasonable and shall be provided unless there is undue hardship to the Employer or the Union.
  - d) The parties agree that modified/rehabilitation programs make a valuable contribution to a rapid safe recovery after an illness or injury has occurred. The parties agree to take a collaborative approach to supporting ill or injured workers.

23.09 If an Employee is medically able to return prior to twelve (12) months elapsing from the time that the Employee started to receive sick, disability or Workers' Compensation payments, that Employee may be returned to their position or a comparable position if available, provided it is determined they are capable and qualified to perform the required duties. The Employee or their designee will advise the Employer of their status and medical prognosis on a monthly basis or as mutually agreed by the Employee and Employer and as required by the Workers' Compensation Board or insurance carrier's policy.

- 23.10
- a) An Employee who is receiving sick leave, disability or Workers' Compensation Benefits recognizes that they are being paid for time off work to recover and return to the work place.

- b) The Employee will work towards recovery and return to work.
- c) The Employee will not knowingly perform any activities, either paid or unpaid, which could hinder their recovery.
- d) A failure to observe this clause will be dealt with in accordance with Article 11.

#### **ARTICLE 24 - UNION LEAVE**

- 24.01 Employees shall be allowed time off with pay to attend Union meetings on the Employer's premises for a maximum of one (1) meeting a month for one and a half (1.5) hours unless otherwise agreed. The Union shall provide the Employer with one (1) week's notice of any time required under this Article, with the exception of special meetings called to deal with negotiations for which the Union will provide as much notice as possible.
- 24.02 Leave of absence without pay and without loss of seniority shall be granted, upon written request to the Area Manager or Designate, to Employees elected or appointed to represent the Union at Union Conventions. Leave of absence without pay shall be granted to Employees to attend Executive and Committee meetings of the Union, its affiliated or chartered bodies. Requests shall be made two (2) weeks in advance. This leave will not exceed two (2) weeks unless otherwise agreed by the Employer.
- 24.03
- a) An Employee who is elected or selected for a full-time position with the Union, or anybody with which the Union is affiliated, may be granted leave of absence without loss of seniority and without pay for a period up to one (1) year. Such request shall not be unreasonably denied. Such leave may be renewed each year thereafter on request during their term of office, as mutually agreed between the Employer, the Employee and the Union.
  - b) Such leaves of absence as addressed in Articles 24.01, 24.02, 24.03 may be limited to a maximum of one (1) Employee from any one (1) department unless otherwise agreed by the Employer.

#### **ARTICLE 25 – LEAVES OF ABSENCE**

- 25.01 The Employer recognizes all job protected leaves as specified in the Alberta Employment Standards Code and Regulation. The following articles will apply in addition to the legislated leaves of absence.
- a) "Year" for the purpose of this agreement shall be defined as May 1 – April 30.
- 25.02 Participation in public affairs
- a) The Employer recognizes the rights of Employees to participate in public affairs. Therefore, upon written request, the Employer shall grant leave of absence without loss of seniority and without pay to a maximum of one (1) month so that Employees may participate as candidates in Federal, Provincial, Municipal, School Board elections and Aboriginal Executive Council, Chief and Band elections. Leave in excess of one (1) month to participate as a candidate in the above mentioned elections shall be dealt with on an individual basis by the Employer.

- b) Successful candidates shall be given leave of absence without loss of seniority and without pay for one (1) year.
- c) Leave in excess of one (1) year shall be dealt with on an individual basis by the Employer.

25.03 Voting

Employees shall be allowed three (3) consecutive hours off before the closing of polls in any Federal, Provincial, or Municipal election or referendum without deduction from normal daily pay.

25.04 Veterans Affairs

When an Employee is absent when required by Veterans Affairs or while detained at a military hospital for observation, examination, or treatment in connection with a disability sustained as a result of military service, the Employer shall continue to pay the Employee's normal salary or wage for such period of absence, less any allowance or gratuity received by the Employee from the Department of Veterans Affairs, other than for transportation and meals.

25.05 Jury or Witness Duty

The Employer shall grant leave of absence without loss of seniority to an Employee who serves as a juror or witness in any Court. The Employer shall pay the Employee the difference between their normal earning and the payment they receive for jury service or Court witness, excluding payment for traveling, meals and other expenses. The Employee will present proof of service and the amount of pay received.

25.06 Bereavement

- a) An Employee shall be granted a maximum of four (4) regularly scheduled consecutive work days' leave without loss of salary or wages in the case of death or serious illness of a parent, spouse, sibling, child, parent-in-law, grandparent, grandchild, former guardian, co-habitant, fiancé, fiancée, or any second degree relative who has been residing in the same household. Where the burial or illness takes place outside the province, such leave shall include, as well, reasonable traveling time, the combination of both not to exceed six (6) days.
- b) An Employee shall be granted up to one (1) day per year without loss of salary, wages or seniority to act as a pallbearer and up to one (1) day per year to attend the funeral of a close friend and / or relative not included in Article 25.06 a).
- c) This Article does not apply to temporary Employees.

25.07 Appointment Leave

Employees shall be allowed paid leave of absence up to twenty-one (21) working hours per annum in order to engage in personal preventative medical, dental care, or related professional services, appointment-based financial, legal and veterinary services or where it is necessary that the Employee as spouse, parent or guardian accompany an immediate family member to engage such services. Written verification from the professional involved may be requested. This leave applies

where an Employee cannot schedule appointments outside their regular work hours. This clause does not apply to temporary Employees.

## 25.08 Maternity and Parental Leave

Leave of absence without loss of seniority shall be given to Employees in accordance with the provisions listed below:

- a) A pregnant Employee who has been employed by the Employer for at least ninety (90) days is entitled to sixteen (16) weeks of maternity leave without pay.
  - i) A pregnant Employee must give their Employer at least 6 weeks written notice of the date they will start their maternity leave.
  - ii) An Employee who does not give their Employer prior notice of maternity leave before starting it is still entitled to maternity leave if, within 2 weeks after they cease to work, they provide their Employer with a medical certificate:
    - indicating that they are not able to work because of a medical condition arising from their pregnancy, and
    - giving the estimated or actual date of delivery.
- b) An Employee who has been employed by the Employer for at least ninety (90) days is entitled to parental leave without pay as follows:
  - i) Sixty-two (62) consecutive weeks, within seventy-eight (78) weeks after the child's birth or adoption;
  - ii) An Employee must give the Employer at least 6 weeks written notice of the date the Employee will start parental leave unless
    - the medical condition of the birth mother or child makes it impossible to comply with this requirement;
    - the date of the child's placement with the adoptive parent was not foreseeable.
  - iii) If the Employee cannot comply with the written notice requirement for any of the reasons stated in Article 25.08(b)(ii) the Employee must give the Employer written notice at the earliest possible time of the date the Employee will start or has started parental leave.
- c) A pregnant Employee who has not been employed by the Employer for at least ninety (90) days is entitled to a health-related leave without pay.
  - i) An Employee must give the Employer reasonable notice in advance of the health-related leave unless the medical condition of the birth mother or child makes it impossible to comply with this requirement.
  - ii) The Employee may be required to provide a doctor's note that indicates when the Employee is expected to be able to return to work or when the Employee is next expected to see the doctor for an assessment.
- d) The Employer will not terminate the employment of or lay off an Employee who has started maternity or parental leave.

- e) An Employee must give the Employer written notice of intent to return at least four (4) weeks before the end of the leave period to which the Employee is entitled or four (4) weeks before the date on which the Employee has specified as the end of the Employee's leave period, whichever is earlier.
  - i) Where an Employee is entitled to resume work under this section, the Employer must:
    - reinstate the Employee in the position occupied when maternity or parental leave started, or
    - provide the Employee with alternative work of a comparable nature at not less than the earnings and other benefits that had accrued to the Employee when the maternity or parental leave started.
- f) An Employee who does not wish to resume employment after maternity or parental leave must give the Employer at least four (4) weeks written notice of intention to terminate employment. Omission of notice of intent to return to work will be considered a resignation of employment.
- g) The Employer agrees to pay the Employee's salary and benefits for the waiting period for Maternity Leave prior to employment insurance taking effect provided that the Employee has completed their probationary period.
- h) An Employee who is not on a leave of absence shall be given up to two (2) days leave with pay for attendance at the birth or adoption proceedings of their own children.
- i) This clause shall apply to either parent, but only one Employee of the Employer.

#### 25.09 Special Leave

Special Leave is designated to assist an Employee in coping with domestic contingencies or unforeseen emergencies including but not limited to the day of court appearance for separation proceedings, personal divorce, serious illness of an Employee's immediate family or for domestic violence leave. Special Leave upon request may be granted up to a maximum of five (5) days per year. However, Special Leave may be extended beyond the five (5) days maximum at the Employer's discretion. Requests for special leave shall not be unreasonably withheld. When denied, the reason shall be given in writing. Special Leave is not cumulative. Special Leave may or may not be with pay at the Employer's discretion.

#### 25.10 Household Leave

Employees shall be allowed leave of absence with pay and without loss of seniority of one (1) day per year to move one's household and up to three (3) days per year due to a natural disaster (i.e. fire or flood) which affects their home.

#### 25.11 Exam Leave

Leave of absence with pay and without loss of seniority may be granted to allow Employees time to write examinations to improve qualifications if related to the position occupied or improve qualifications for promotion. The Employer must approve of such examinations or courses in advance. This clause does not apply to part-time and temporary Employees.

#### 25.12 Other Leave

The Employer may grant leave of absence without pay and without loss of seniority to a maximum of one (1) year to any Employee requesting such leave for good and sufficient cause, such request to be in writing and approved by the Employer. A further extension of six (6) months may be granted by the Employer.

25.13 Marriage Leave

An Employee can take up to one (1) day per year to prepare for one's marriage or to get married.

25.14 Citizenship Leave

- a) An Employee shall be granted leave with pay to attend their citizenship exam. Employees shall provide a copy of the "Notice to Appear" for the exam to the Employer.
- b) Upon acquiring Canadian citizenship, an Employee shall be granted one (1) day without pay to attend their Canadian Citizenship ceremony.
- c) This leave is once per lifetime.

**ARTICLE 26 - PAYMENTS OF WAGES, ALLOWANCES, AND BONUSES**

26.01

| POSITION                    | PAY GRADE |
|-----------------------------|-----------|
| Accounting Clerk            | VI        |
| Administrative Assistant    | V         |
| Administrative Clerk        | II        |
| Bartender                   | I         |
| Caretaker                   | IV        |
| Cook                        | VI        |
| Custodial Chargehand        | VIII      |
| Custodial Worker            | VI        |
| Event Operations Shift Lead | V         |
| Event Operations Staff 1    | II        |
| Event Operations Staff 2    | III       |
| Event Technician 1          | IV        |
| Event Technician 2          | VI        |
| Event Technician 3          | VIII      |
| Food Court Attendant        | II        |
| Food Service Worker 1       | II        |
| Food Service Worker 2       | III       |
| Graphic Designer            | VII       |
| House Attendant             | II        |
| Housekeeper                 | IV        |
| Maintenance Chargehand      | IX        |
| Maintenance Worker          | VIII      |
| Marketing Assistant         | VII       |
| Operating Assistant         | V         |
| Principal Technician        | IX        |
| Production Attendant 1      | II        |
| Production Attendant 2      | IV        |
| Retail Attendant            | II        |
| Server                      | I         |
| Utility Worker              | VI        |

Effective February 1, 2025 to  
April 30, 2025

Increase 3.50%

**Hourly Rate**

| Pay Grade |         | Step 2  | Step 3  | Step 4  | Step 5  |
|-----------|---------|---------|---------|---------|---------|
| I         | \$16.52 | N/A     | N/A     | N/A     | N/A     |
| II        | \$16.68 | \$17.35 | \$18.04 | N/A     | N/A     |
| III       | \$17.64 | \$18.35 | \$19.08 | N/A     | N/A     |
| IV        | \$18.44 | \$19.18 | \$19.95 | \$20.75 | \$21.58 |
| V         | \$19.65 | \$20.44 | \$21.26 | \$22.11 | \$22.99 |
| VI        | \$21.07 | \$21.91 | \$22.79 | \$23.70 | \$24.65 |
| VII       | \$22.45 | \$23.35 | \$24.28 | \$25.25 | \$26.26 |
| VIII      | \$23.77 | \$24.72 | \$25.71 | \$26.74 | \$27.81 |
| IX        | \$25.05 | \$26.05 | \$27.09 | \$28.17 | \$29.30 |

**Monthly Rate (based on 37.5 hour week)**

| Pay Grade | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  |
|-----------|---------|---------|---------|---------|---------|
| I         | \$2,685 | N/A     | N/A     | N/A     | N/A     |
| II        | \$2,711 | \$2,819 | \$2,932 | N/A     | N/A     |
| III       | \$2,867 | \$2,982 | \$3,101 | N/A     | N/A     |
| IV        | \$2,997 | \$3,117 | \$3,242 | \$3,372 | \$3,507 |
| V         | \$3,193 | \$3,322 | \$3,455 | \$3,593 | \$3,736 |
| VI        | \$3,424 | \$3,560 | \$3,703 | \$3,851 | \$4,006 |
| VII       | \$3,648 | \$3,794 | \$3,946 | \$4,103 | \$4,267 |
| VIII      | \$3,863 | \$4,017 | \$4,178 | \$4,345 | \$4,519 |
| IX        | \$4,071 | \$4,233 | \$4,402 | \$4,578 | \$4,761 |

Effective May 1, 2025 to  
April 30, 2026

Increase 2.00%

**Hourly Rate**

| Pay Grade | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  |
|-----------|---------|---------|---------|---------|---------|
| I         | \$16.85 | N/A     | N/A     | N/A     | N/A     |
| II        | \$17.01 | \$17.69 | \$18.40 | N/A     | N/A     |
| III       | \$17.99 | \$18.71 | \$19.46 | N/A     | N/A     |
| IV        | \$18.81 | \$19.56 | \$20.34 | \$21.15 | \$22.00 |
| V         | \$20.04 | \$20.84 | \$21.67 | \$22.54 | \$23.44 |
| VI        | \$21.49 | \$22.35 | \$23.24 | \$24.17 | \$25.14 |
| VII       | \$22.90 | \$23.82 | \$24.77 | \$25.76 | \$26.79 |
| VIII      | \$24.25 | \$25.22 | \$26.23 | \$27.28 | \$28.37 |
| IX        | \$25.55 | \$26.57 | \$27.63 | \$28.74 | \$29.89 |

**Monthly Rate (based on 37.5 hour week)**

| Pay Grade | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  |
|-----------|---------|---------|---------|---------|---------|
| I         | \$2,738 | N/A     | N/A     | N/A     | N/A     |
| II        | \$2,764 | \$2,875 | \$2,990 | N/A     | N/A     |
| III       | \$2,923 | \$3,040 | \$3,162 | N/A     | N/A     |
| IV        | \$3,057 | \$3,179 | \$3,305 | \$3,437 | \$3,575 |
| V         | \$3,257 | \$3,387 | \$3,521 | \$3,663 | \$3,809 |
| VI        | \$3,492 | \$3,632 | \$3,777 | \$3,928 | \$4,085 |
| VII       | \$3,721 | \$3,871 | \$4,025 | \$4,186 | \$4,353 |
| VIII      | \$3,941 | \$4,098 | \$4,262 | \$4,433 | \$4,610 |
| IX        | \$4,152 | \$4,318 | \$4,490 | \$4,670 | \$4,857 |

Effective May 1, 2026 to  
April 30, 2027

Increase 2.00%

**Hourly Rate**

| Pay Grade | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  |
|-----------|---------|---------|---------|---------|---------|
| I         | \$17.19 | N/A     | N/A     | N/A     | N/A     |
| II        | \$17.35 | \$18.04 | \$18.76 | N/A     | N/A     |
| III       | \$18.35 | \$19.08 | \$19.84 | N/A     | N/A     |
| IV        | \$19.19 | \$19.96 | \$20.76 | \$21.59 | \$22.45 |
| V         | \$20.44 | \$21.26 | \$22.11 | \$22.99 | \$23.91 |
| VI        | \$21.92 | \$22.80 | \$23.71 | \$24.66 | \$25.65 |
| VII       | \$23.36 | \$24.29 | \$25.26 | \$26.27 | \$27.32 |
| VIII      | \$24.74 | \$25.73 | \$26.76 | \$27.83 | \$28.94 |
| IX        | \$26.06 | \$27.10 | \$28.18 | \$29.31 | \$30.48 |

**Monthly Rate (based on 37.5 hour week)**

| Pay Grade | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  |
|-----------|---------|---------|---------|---------|---------|
| I         | \$2,793 | N/A     | N/A     | N/A     | N/A     |
| II        | \$2,819 | \$2,932 | \$3,049 | N/A     | N/A     |
| III       | \$2,982 | \$3,101 | \$3,224 | N/A     | N/A     |
| IV        | \$3,118 | \$3,244 | \$3,374 | \$3,508 | \$3,648 |
| V         | \$3,322 | \$3,455 | \$3,593 | \$3,736 | \$3,885 |
| VI        | \$3,562 | \$3,705 | \$3,853 | \$4,007 | \$4,168 |
| VII       | \$3,796 | \$3,947 | \$4,105 | \$4,269 | \$4,440 |
| VIII      | \$4,020 | \$4,181 | \$4,349 | \$4,522 | \$4,703 |
| IX        | \$4,235 | \$4,404 | \$4,579 | \$4,763 | \$4,953 |

Effective May 1, 2027 to  
April 30, 2028

Increase 3.00%

**Hourly Rate**

| Pay Grade | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  |
|-----------|---------|---------|---------|---------|---------|
| I         | \$17.71 | N/A     | N/A     | N/A     | N/A     |
| II        | \$17.87 | \$18.58 | \$19.32 | N/A     | N/A     |
| III       | \$18.90 | \$19.66 | \$20.45 | N/A     | N/A     |
| IV        | \$19.77 | \$20.56 | \$21.38 | \$22.24 | \$23.13 |
| V         | \$21.05 | \$21.89 | \$22.77 | \$23.68 | \$24.63 |
| VI        | \$22.58 | \$23.48 | \$24.42 | \$25.40 | \$26.42 |
| VII       | \$24.06 | \$25.02 | \$26.02 | \$27.06 | \$28.14 |
| VIII      | \$25.48 | \$26.50 | \$27.56 | \$28.66 | \$29.81 |
| IX        | \$26.84 | \$27.91 | \$29.03 | \$30.19 | \$31.40 |

**Monthly Rate (based on 37.5 hour week)**

| Pay Grade | Step 1  | Step 2  | Step 3  | Step 4  | Step 5  |
|-----------|---------|---------|---------|---------|---------|
| I         | \$2,878 | N/A     | N/A     | N/A     | N/A     |
| II        | \$2,904 | \$3,019 | \$3,140 | N/A     | N/A     |
| III       | \$3,071 | \$3,195 | \$3,323 | N/A     | N/A     |
| IV        | \$3,213 | \$3,341 | \$3,474 | \$3,614 | \$3,759 |
| V         | \$3,421 | \$3,557 | \$3,700 | \$3,848 | \$4,002 |
| VI        | \$3,669 | \$3,816 | \$3,968 | \$4,128 | \$4,293 |
| VII       | \$3,910 | \$4,066 | \$4,228 | \$4,397 | \$4,573 |
| VIII      | \$4,141 | \$4,306 | \$4,479 | \$4,657 | \$4,844 |
| IX        | \$4,362 | \$4,535 | \$4,717 | \$4,906 | \$5,103 |

4% increase between Steps except as indicated for Pay Grades I to III

Progression from Step 1 to Step 2 shall be after 975 hours of service with the Employer and in 975 hour increments thereafter, subject to the condition that only one progression per 12 month period shall be permitted, regardless of total hours worked in that 12 month period.

Incumbents in positions whose pay is not aligned with a Pay Grade will receive 3.5% on February 1, 2025, 2% on May 1, 2025, 2% on May 1, 2026 and 3% on May 1, 2027. The affected incumbent holds the position of Administrative Assistant.

- 26.02 The principle of equal pay for relatively equal work shall apply regardless of gender.
- 26.03
- a) When an Employee temporarily substitutes in, or performs the principle duties of a higher paying position, within the bargaining unit, the Employee shall receive the wage rate of the higher paying position, at the next step that gives an immediate pay increase for all hours worked in that position.
  - b) When an Employee other than an Operating Assistant substitutes in or performs a significant portion of the principle duties of a higher paying position outside of the bargaining unit for more than two (2) weeks they shall receive an additional twenty (20) % of their present rate for all hours worked in that position.
  - c) When an Employee is permanently assigned to a position by the Employer to a position paying a lower rate, their rate of pay shall not be reduced except as outlined in Article 14.12.
    - i) This clause shall not apply to Employees who are displaced by another Employee under the provisions of Articles 12, 14 and 15.
- 26.04 All Employees are required to supply banking information for automatic deposit immediately upon commencement of employment.
- a) Full-time Employees shall be paid on the 2<sup>nd</sup> last banking day of the month.
  - b) Part-time Employees shall be paid on the 10<sup>th</sup> and the 25<sup>th</sup> of the month. Should either day fall on a non-working day, the payday shall be moved to the nearest banking day.
- 26.05
- a) As a condition of employment, the Employer does not require anyone to own a car. When transportation is required, the Employee may, with the approval of the Employer, elect to use their own car, or if they do not own a car, the Employer will, if necessary provide alternative transportation appropriate for the occasion.
  - b) Any Employee whose shift begins or ends between the hours of 12:01 a.m. and 6:01 a.m. shall be provided with transportation or taxi fare, if required provided the Employee gives the supervisor one (1) hour notice prior to the end of the shift. In the event that alternative transportation cannot be provided within fifteen (15) minutes of the end of the shift, the Employer will reimburse the most economical taxi cost, if required.
- 26.06
- a) When an Employee is advised that they are "on call", that is, immediately available by direct telephone contact, they shall be paid straight time wages in accordance with the following schedule:

|                                |                             |
|--------------------------------|-----------------------------|
| Monday to Friday, inclusive:   | four (4) hours per day      |
| Saturday and Sunday:           | six (6) hours per day       |
| Holidays listed in Article 20: | eight (8) hours pay per day |
  - b) All hours actually worked by an "on call" Employee shall be paid at overtime rates in accordance with Article 17, Overtime, of this Collective Agreement. On call duty shall be equally divided among the qualified Employees.
  - c) An Employee shall only be judged to be "on call" for the purpose of this Article if they are authorized by the General Manager or their designee to be "on call".

d) This clause shall not apply to part-time temporary Employees.

26.07 Employees required to work unscheduled overtime shall be provided with either a meal or a meal reimbursement allowance, at the mutual agreement of the Employer and the Employee, if such time covers a normal mealtime period to a maximum of:

Fifteen dollars (\$15.00) for Breakfast

Twenty dollars (\$20.00) for Lunch

Thirty dollars (\$30.00) for Dinner

26.08 The Employer may pay the full cost of any course of instruction for any Employee to better qualify the Employee to perform their job due to any technological changes in the workplace. The Employer may pay up to one hundred (100%) per cent of any course of instruction for any full-time Employee which directly relates to that Employee's job. This does not include cost of materials. Written requests must be directed to the Employer prior to enrollment in order to assess the relationship to job function and to obtain approval. Payment will be made upon successful completion of the course and submission of marks. In the event that the Employee leaves the Students' Union within twelve (12) months upon completion of the course(s), the Employer shall be entitled to deduct the sum expended by the Employer on that Employee's behalf from the Employee's final pay.

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

26.10 In the event that the Employer identifies that the rate for a position has fallen below the market rate for that position, for reasons other than short-term cyclical reasons, and that this situation is creating difficulty in hiring and/or retaining staff for that position, the Employer may propose a Market Rate Adjustment for that position. The following conditions shall apply:

- a) The Employer shall provide the Union with the following information:
  - the position identified
  - the proposed rate of pay
  - the proposed start date of the new wage
  - the reasoning for the request
- b) Within five (5) days of receipt of the information, the Union shall provide the Employer with a written response. The Employer acknowledges and agrees that the Union may wish to meet with the Employer prior to providing such response.
- c) Agreement to Market Rate Adjustments shall not be unreasonably withheld.
- d) If agreed, the Market Rate Adjustment shall be applied to all Employees in the position from the agreed implementation date.
- e) Market Rate Adjustments, when agreed to, shall replace the affected position wage rates in Article 26, for the balance of the term of the Collective Agreement.

- 26.11 An Employee designated as Shift Leader according to the terms outlined in Appendix 1 will receive responsibility pay of \$1.00 per hour in addition to their regular wage for all hours that they serve as a Shift Leader.
- 26.12 With the agreement of the Union, the Employer may elect to fill a position at Level Two in order to hire a suitable candidate. This starting pay shall be based on market value, skills, and relevant experience. Agreement from the Union shall not be unreasonably denied.

#### **ARTICLE 27 - TERMINATION PAY**

- 27.01 a) If the Employer terminates an Employee without just cause the Employer will provide notice or payment in lieu of notice on the following basis:
- i) two (2) weeks, if the Employee has been employed for more than six (6) months but less than two (2) years,
  - ii) three (3) weeks, if the Employee has been employed for two (2) years or more but less than four (4) years,
  - iii) five (5) weeks, if the Employee has been employed for four (4) years or more but less than six (6) years,
  - iv) six (6) weeks, if the Employee has been employed for six (6) years or more but less than eight (8) years,
  - v) seven (7) weeks, if the Employee has been employed for eight (8) years or more but less than ten (10) years,
  - vi) nine (9) weeks, if the Employee has been employed for ten (10) years or more.
- b) The Employee must give the Employer at least three (3) weeks notice in writing to the appropriate Area Manager of their intent to terminate employment.
- c) This clause does not apply to temporary Employees. Part-time Employees shall give notice subject to the Provisions of the Employment Standards Code.

#### **ARTICLE 28 - JOB CLASSIFICATION, RECLASSIFICATION & DESCRIPTIONS**

- 28.01 a) The Employer agrees to draw up job descriptions for all positions and classifications for which the Union is the bargaining agent. These descriptions shall be presented to the Union and shall become the recognized job descriptions unless the Union presents written objection within thirty (30) days.
- b) Each newly hired Employee will be provided with a copy of their job description.
- 28.02 Existing classifications shall not be eliminated without prior agreement with the Union.
- 28.03 When the duties or volume of work in any classification are changed or increased, or where the Union and/or Employee feels they are unfairly or incorrectly classified, or when any position not covered by Article 26.01 is established during the term of this Agreement, the rate of pay shall be subject to negotiations between the Employer and the Union. If the parties are unable to agree on the reclassification and/or rate of

pay or the job in question, such dispute shall be submitted to grievance and arbitration. The new rate shall become retroactive to the time the position was assumed by the employee.

- 28.04 Copies of all job descriptions shall be available for inspection in the Human Resources Manager's office and in the Lunch Room (Room 138). No copies of job descriptions shall be removed from these locations other than by the Human Resources Manager. An Employee may obtain a copy of the individual job description by requesting it from the Human Resources Manager.

## **ARTICLE 29 - BENEFITS**

- 29.01 a) The parties agree to participate and contribute to a Group Registered Retirement Savings Plan under the following provisions:
- b) The Employer and the Employee will contribute, on a monthly basis, 7% of the Employee's total gross salary.
- c) The group retirement savings plan has a vesting period of three years, however there will be no accrual of vesting during periods in which there are no contributions made in accordance with the provisions of the plan.
- d) The Employee will direct their own personal investment options in the plan.
- e) A new Employee is required to set up their Group RRSP account as soon as possible after hiring. If an Employee does not set up an account within one (1) month after their hire date, the start of their vesting period will be extended until the account is set up.
- f) The Employer and Union will not make changes to its provisions without mutual agreement.
- g) This clause does not apply to part time or temporary Employees.
- 29.02 a) The Employer shall pay the premiums of the present comprehensive insurance medical plan for all Employees and their dependents who qualify as defined by the rules of the plan and who have worked a minimum of six (6) months with an average of thirty (30) hours or more per week. Once the average of thirty (30) hours or more per week is not maintained over a six (6) month period, the coverage will be discontinued and replaced with an allowance of three (3)% of their basic pay each pay period, until such time as the average of thirty (30) hours or more per week over the previous six (6) months is again attained, at which time coverage will be reinstated and the three (3)% allowance discontinued.
- b) In the event that a part-time Employee requests that the Employer allows them to work more than 30 hours per week and that they do not wish to participate in the comprehensive medical plan, the Employee will be allowed to work the number of hours they request, if the Employer is agreeable, and if the hours are available, without receiving benefits, but receiving the three (3)% allowance once one thousand four hundred sixty two and one half (1462.5) hours are reached. An agreement will be signed by the Employee waiving these insurance benefits, agreeing that they will not attempt to get retroactive benefits in the future and that they will not attempt to circumvent the collective intent of Articles 29.02 a) and b). The waiver will include the option to instate benefits due to the

unforeseen family status or employment changes, as permitted under the insurance policy.

- c) The present comprehensive insurance medical plan includes healthguard, visioncare, dental and life insurance coverage. Employees will pay ten percent (10%) towards their health, vision and dental premiums. The Employees will also pay the full premium cost of the weekly indemnity and long-term disability portion of the medical plan.
- d) In the event that Alberta Health Care premiums are reinstated, the Employer shall contribute, beginning the first full calendar month, fifty percent (50%) of the premium cost of the Alberta Health Care Group Plan for all Employees and their dependents who qualify as defined by the rules of the plan and who are scheduled to work the hours referred to in Article 29.02 a).
- e) Employees who do not qualify for the comprehensive insurance medical plan referred to in Article 29.02 a) but have accumulated one thousand four hundred sixty-two and one half (1462.5) hours worked, shall receive an allowance of three percent (3%) of their basic pay each pay period.
- f) An Employee who is on sick leave or receiving disability payment or Worker's Compensation Benefits shall continue to receive those benefits described in Articles 29.01 a) and 29.02 a), b), c), d) and e) until the Employer/Employee relationship as addressed in Article 23.10 is broken.
- g) All Employees shall pay 0.4 percent (0.4%) of their salary to a maximum of \$1.76 per month for an Employee Assistance Program.

29.03 An Employee who is on maternity or parental or other leave of absence has the option of continuing their present comprehensive insurance medical plan during the leave if they pay 100% of their premiums.

29.04 The Employer recognizes that Employee health and wellness is central to a healthy organization and offers a Wellness Spending Account to reimburse expenses that promote the health of the Employee through sport, physical fitness and recreation. The maximum amount of the reimbursement is three hundred dollars (\$300.00), effective January 1, 2020.

- a) Eligible employees must hold a permanent full-time position and have completed their probation. Part-time, Term, and Temporary employees are not eligible for the Wellness Spending Account.
- b) The benefit year is January 1 to December 31.
- c) Employees who become eligible after the start of the benefit year, Employees who terminate their employment before the end of the benefit year, or Employees who are on an unpaid leave of absence will have their Wellness Spending Account pro-rated to the number of months for which they are eligible for the account. Employees will be required to pay overpayments or may have overpayments deducted from their pay.
- d) The Wellness Spending Account is for expenses incurred by and for the benefit of the Employee only. Costs incurred by family members or others are not claimable. A list of eligible expenses may be obtained from the program Administrator.

- e) The Wellness Spending Account is considered a taxable benefit by the Canada Revenue Agency.
  - f) Employees are responsible for adhering to the policy and submitting receipts for eligible items within the timeframe stipulated by the program Administrator.
- 29.05 The Employer agrees there will be no reduction in benefits due to premium reductions in Employee benefit plans.
- 29.06 During the life of this Agreement, the Employer and the Union shall jointly review the benefits of the existing Comprehensive Insurance Medical Plan.
- 29.07 a) Long-Term Service Benefit
- In recognition of the loyalty and service of long-time Employees, a Long-Term Service Benefit shall be provided to Employees after ten (10) years of service. The benefit payable shall be paid out on an annual basis on the Employee's first pay in December.
- b) The Long-Term Service Benefit shall be calculated as follows:
    - i) After ten (10) years of service, \$15 per month worked in the current calendar year, to be paid out annually;
    - ii) After fifteen (15) years of service, the benefit rises to \$20 per month and continues to rise \$5 per month after every additional five (5) years;
  - c) In situations where the Employee ceases employment prior to December, any accumulated Long-Term Service Benefit due shall be paid out on the Employee's last pay cheque.

### **ARTICLE 30 - TECHNOLOGICAL AND OTHER CHANGES**

- 30.01 a) In the event that the Employer should introduce new methods or machines which require new or greater skills than are possessed by Employees under the present methods of operation, such Employees shall, at the expense of the Employer, be given a minimum period, not to exceed three (3) months, during which they may perfect or acquire the skills necessitated by the new methods of operation. There shall be no change in wage or salary rates during the training period of any such Employee and no reduction in pay upon being reclassified in the new position. A three (3) month extension may be granted with the Employer's agreement.
- b) This clause may apply to part-time, or temporary Employees, at the discretion of the Employer.
- 30.02 Should the introduction of new methods of operation create a need for the perfection or acquisition of skills requiring a training period longer than three (3) months, the additional training time shall be subject to discussion between the Employer and the Union. A three (3) month extension may be granted with the Employer's approval.
- 30.03 No additional Employees shall be hired by the Employer until the Employees already working are notified of the proposed technological changes and allowed a training period to acquire the necessary knowledge or skill for retraining their employment, unless an Employee is hired to train Employees that are already working.

## **ARTICLE 31 - JOB SECURITY**

- 31.01
- a) In order to provide job security for members of the Union, the Employer agrees that work or services presently performed or hereafter assigned to the Union shall not be subcontracted, transferred, leased, assigned or conveyed, in whole or in part, to any other plant, person, company, or non-Union Employees. An exception may be made to this Clause, provided management can prove to the Union that a retail operation is no longer viable or that by a requirement(s) of the University of Alberta the retail operation cannot continue.
  - b) Should it become necessary to sell a retail department to another Employer, every effort will be made to find the affected Employees alternate employment within the Union or the relevant provisions of Articles 14 and 15 shall apply.

## **ARTICLE 32 - UNIFORM AND CLOTHING ALLOWANCE**

- 32.01
- Work uniforms may be required to be worn by the Employees and shall be supplied by the Employer. Employees are required to wear uniforms while on duty and may be sent home without pay for failing to bring and wear their uniform. Employees are responsible for care and upkeep of assigned uniforms. Uniforms may be replaced more often based on demonstrated need.
- a) Full-time Employees will be provided with two (2) of any required uniform clothing each year, based on need and condition of apparel provided in previous years.
  - b) Part-time Employees will be provided with one (1) of any required uniform clothing each year, based on need and condition of apparel provided in previous years. Part-time Employees who are regularly scheduled to work over fifteen (15) hours per week may request a second article of the uniform.
  - c) It is understood that only uniforms or aprons will be provided; personal clothing will not be supplied.
- 32.02
- Where the conditions of employment require the use of safety footwear, the Employer will reimburse the purchase of C.S.A. approved safety footwear.
- a) Evaluation of job duties to determine if safety footwear is required will be done by the Joint Health and Safety Committee.
  - b) Required safety footwear will be reimbursed to a maximum of two hundred dollars (\$200.00) for Full-time and one hundred and fifty dollars (\$150.00) for Part-time Employees.
  - c) A new Part-time or Temporary worker who is required to purchase safety footwear prior to commencing their employment will be eligible to receive reimbursement once they have completed five hundred (500) hours of service.
  - d) This subsidy will be regularly available once for every 2 years of employment or once they have completed an additional five hundred (500) hours of service, whichever is greater. Footwear may be replaced more often on demonstrated need.
  - e) An original receipt detailing the safety boot purchase must be provided for reimbursement.

- f) If the Joint Health and Safety Committee has determined that safety footwear is required based on the conditions of employment, Employees are required to wear the safety footwear while on shift. Failure to do so will result in the Employee being sent home immediately without pay.

### **ARTICLE 33 - GENERAL CONDITIONS**

- 33.01 Wherever possible, proper accommodations shall be provided to Employees for meals, as well as facilities to store their coats.
- 33.02 The Employer shall provide bulletin boards which shall be placed so that all Employees will have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the Employees.
- 33.03 a) All Employees required by the Employer to hold valid ProServe and/or ProTect certification from the Alberta Gaming and Liquor Commission shall have thirty (30) days from notice of hire to complete the training at no cost to the Employee. Once the Employee has obtained their certificate, they are required to maintain and carry proof of valid certification while on shift. Employees may be sent home without pay if they do not have proof of valid certification while on shift.
- b) The Employer shall supply the necessary tools and equipment required by Employees in the performance of their duties.
- 33.04 a) A new Employee or other Employee who is required to handle cash as a cashier shall receive two (2) days of on the job training. During this period, the Employee shall not be subject to penalty for any shortage.
- b) An Employee handling cash normally will be responsible for repaying shortages if they had sole access to that cash and were responsible to maintain that sole access.
- c) Should there be an error, the cashier shall have the right to view the cash register tape in the presence of their supervisor. Payment of shortages shall be determined by the manager.
- 33.05 Where coverage supplied through its comprehensive liability policy does not apply, the Employer shall supply the legal counsel where necessary for any action initiated against any Employee by virtue of performance of their assigned duties unless the action results from negligence by the Employee as determined by the Employer.
- 33.06 It is agreed by the parties concerned that every effort will be made to prevent pollution. It will be the objective that Employees will not be required to work in areas or under conditions in which pollution or harmful conditions exist.
- 33.07 Subject to the prerogative of the elected representatives of the Students' Union and the duties of those representatives of the General Manager and their staff through the Constitution and Bylaws or contract, no policy shall be considered to be in effect unless contained in or authorized by this Agreement, unless approved in writing by the Union.
- 33.08 Union representatives will not discuss Union issues during working hours with other Employees without seeking prior permission from the Employee's Supervising Manager.

## **ARTICLE 34 - PRESENT CONDITIONS AND BENEFITS**

- 34.01 All rights, benefits, privileges and working conditions which Employees now enjoy, receive or possess as Employees of the Employer shall continue to be enjoyed and possessed insofar as they are consistent with this Agreement, but may be modified by mutual agreement between the Employer and the Union subject to the provisions of this Agreement.
- 34.02 All provisions of this Agreement are subject to applicable laws now or hereafter in effect. If any law now existing or hereafter enacted, or proclamation or regulations shall invalidate any portion of this Agreement, or if there is an amalgamation, annexation, merger or other structural change of the Employer, the entire Agreement shall not be invalidated and the existing rights, privileges and obligations of the Employees and the Employer shall remain in existence.

## **ARTICLE 35 - COPIES OF AGREEMENT**

- 35.01 a) The Union and the Employer desire every Employee to be familiar with the provisions of this Agreement and their rights and duties under it.
- b) Upon completion of negotiations the amended agreement shall be signed within one month of ratification by both parties. It is further agreed that one month following the signing the Employer shall print and distribute copies to each Employee with copies provided to other Employees who so request. Copies will be placed in each work area. The Union and the Employer will equally share the cost of producing the amended agreement.

## **ARTICLE 36 - GENERAL**

- 36.01 Wherever the singular is used in this Agreement, it shall be considered as if the plural has been used where the context of the parties or party hereto so require.
- 36.02 An Employee covered by this Agreement shall have the right to refuse to cross any legal picket line established at the Employer's premises or perform the work of striking or locked out Employees. Failure to cross such a picket line or refusal to perform the work of striking or locked out Employees by the members of this Union shall not be considered a violation of this Agreement, nor shall it be grounds for disciplinary action, but the Employee shall not be paid for the period of such refusal.

## **ARTICLE 37 - HEALTH, SAFETY AND ENVIRONMENT**

- 37.01 The Employer and the Union acknowledge their common concern for maintaining a safe and healthy working environment to prevent occupational injury and illness. A Joint Health and Safety Committee shall consist of at least four (4) persons, of whom at least one-half (½) represent Union workers. The names and contact information of the Committee members shall be posted conspicuously on a bulletin board.
- a) Work areas in which all Employees are exempt from the bargaining unit shall have a separate Health and Safety Committee.
- 37.02 The Joint Health and Safety Committee shall have two (2) Co-Chairs, one chosen by the Employer and the other chosen by the Union. Co-chairs should serve a term of not less than two (2) years on the Committee. The Co-Chairs must ensure that:

- a) Minutes of each meeting of the Committee are recorded;
- b) Copies of the minutes approved by the Committee are given to the Employer within seven (7) days after the day the meeting was held, and
- c) Copies of the minutes approved by the Committee are posted or provided by electronic means within seven (7) days after the day the meeting was held.

37.03 The Committee shall meet at least quarterly or as requested by any member of the Committee to deal with urgent concerns, with at least one (1) week's notice. The meetings shall be held during daytime office hours and the Co-Chairs shall alternate presiding over meetings. The Co-Chairs shall receive training respecting the duties and functions of a committee.

The duties of the Committee include, but are not limited to, the following:

- a) Review matters of health and safety as brought forward by Employees;
- b) Participation in the identification of hazards and the development and promotion of measures to protect the health and safety of workers;
- c) Inspection of in-scope and common areas twice yearly;
- d) Development and promotion of programs for education and information concerning health and safety, including matters of violence and harassment prevention, and other occupational health and safety policies or procedures in the workplace;
- e) Incident investigations with a focus on identification of the factors that lead to the incident;
- f) Making recommendations to the Employer.

37.04 A member of a Joint Health and Safety Committee is entitled to take the following time away from the member's regular duties without loss of pay or benefits, and providing three (3) weeks' notice to their supervisor, except in emergency situations:

- a) the period of time that the Committee determines is necessary to prepare for each Committee meeting or other meeting as applicable;
- b) the time required to attend each meeting of the Committee, or with the Employer;
- c) the time required to attend health and safety training, a minimum of two (2) days per year and,
- d) such time as the Committee determines is necessary to carry out the member's duties as a Committee member as above and under the Occupational Health and Safety (OHS) Act, the regulations and the OHS code.

## **ARTICLE 38 - TERM OF AGREEMENT**

38.01 This Agreement shall be binding and remain in effect from January 1, 2025 to December 31<sup>st</sup>, 2027 and shall continue from year to year thereafter. Either party may serve notice in writing not less than sixty (60) nor more than one hundred and twenty (120) days prior to the 31<sup>st</sup> day of December in any year that it desires the termination or amendment of this Agreement.

38.02 Within thirty (30) calendar days of receipt of notice both parties are required to meet and commence to bargain collectively in good faith for a renewal or revisions of the

Agreement and make every reasonable effort to consummate a revised or new Agreement. At the first meeting of the parties, the parties shall exchange proposals or amendments.

- 38.03 Both parties shall adhere fully to the terms of this Agreement during the period of bona fide Collective Bargaining, until such time as a new Collective Agreement is reached or a strike or lockout occurs. If the negotiations extend beyond the anniversary date of the Agreement, any revisions and terms, mutually agreed upon shall, unless otherwise specified, apply retroactively to that date.
- 38.04 Should a new Agreement not be concluded within three (3) months of the termination date of this Agreement, the Employer agrees to pay interest at prevailing bank interest rates paid for monies on deposit on the retroactive pay settlement to each Employee.
- 38.05 Any changes deemed necessary in this Agreement may be made by mutual agreement between the Union and the Employer at any time during the existence of this Agreement.

IN WITNESS WHEREOF the parties have hereunto affixed their seals by the proper signing officers on the day and year herein above written.

THE STUDENTS' UNION  
THE UNIVERSITY OF ALBERTA

THE CANADIAN UNION OF PUBLIC  
EMPLOYEES, LOCAL 1368



General Manager  
Marc Dumouchel

Local 1368 President  
Victor Sieniewicz



Vice-President (Operations & Finance)  
Nathan Thiessen

Local 1368 Recording Secretary  
Noralee Hartwell

Date signed: May 28th, 2025

Date signed: May 22, 2025

## **INDIVIDUAL AGREEMENT FOR A COMPRESSED WORK WEEK**

In order to maximize access to additional hours of work, the parties agree to allow hourly Employees to work a compressed work week, subject to the following terms and conditions:

- a) The compressed work week hours require mutual agreement between the Employee and the Supervising Manager.
- b) All agreements must be in writing and copied to the Union and the Students' Union Human Resources Manager.
- c) Agreements may be cancelled by either party upon fourteen (14) days written notice. A copy of the notice shall be sent to the Union and the Students' Union Human Resources Manager.
- d) All provisions of Article 16 except articles that pertain to overtime shall apply.
- e) The maximum number of hours that an Employee may be scheduled to work in a workday is nine (9) hours.
- f) The maximum number of hours that an Employee may be scheduled to work is thirty-seven and one half (37.5) hours per work week, but less than three hundred (300) over an eight (8) week cycle.
- g) An Employee's hours of work shall be confined within a period of twelve (12) consecutive hours in any one workday.
- h) Any hours worked in excess of nine (9) hours per day, or thirty-seven and one half (37.5) hours per work week will be paid at the overtime rates of one and one half times (x 1.5) the Employee's basic rate of pay. Any hours worked in excess of ten (10) hours per day, or fifty (50) per week, shall be paid at double time (x2) as per 17.02.
- i) An Employee working a compressed work week agrees to waive Article 16.04 and 19.01.
- j) The Union shall be supplied with a report on an annual basis which summarizes the following items:
  - i) the names of the Employees who are working under this Agreement,
  - ii) the hours worked for each Employee
  - iii) the number of overtime hours worked

I have read this Letter of Understanding and agree that I am signing this Letter voluntarily. I am aware that I am waiving some of my rights under the Collective Agreement in place between CUPE Local 1368 and The Students' Union. Further, I have been provided the opportunity to seek input from CUPE Local 1368 prior to signing this letter.

Agreed to: \_\_\_\_\_, 20\_\_\_\_

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Employee Name Printed

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Employee Signature

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Manager Signature

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Witness Signature

**AGREEMENT TO WAIVE COMPREHENSIVE MEDICAL BENEFITS**

As an hourly paid University of Alberta Students' Union Employee, and CUPE member, I understand as per Article 29.02 a) of the Collective Agreement that by having worked one thousand four hundred and sixty two and one half (1,462.5) total hours with an average of thirty (30) hours or more per week over six months, I would qualify for the comprehensive medical benefits including extended health, vision, and dental coverage and \$5000 life insurance.

I would like to waive my right to the comprehensive medical benefits in the event that my hours of work are increased to thirty (30) hours per week or more. I make this request because I wish to be considered for additional hours if they are available, but fully understand that the Students' Union is making no commitment to or guarantee of such additional hours.

I understand that I may cancel this waiver of benefits by providing the Employer with fourteen (14) days written notice of cancellation of this Letter of Agreement. Accrual of hours as defined in Article 29.02 b) shall start from the date of such cancellation.

Further, I understand that participation in the comprehensive medical plan will be determined by the policies of the Students' Union's current medical benefit provider.

I have read and understood this letter of Agreement, and I agree that I am signing this Waiver voluntarily.

Agreed to: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Employee Name Printed

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

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Witness Signature

## APPENDIX 1

### SHIFT LEADER

The Shift Leader role is an expanded set of responsibilities assigned for specific shifts to a Union staff member of an operating unit. The Shift Leader will serve as a representative of management (particularly when management is absent) and will make the necessary operational decisions that come up in the course of the unit's day-to-day operations.

As the Shift Leader role is a position supplement, applications will only be open to current Union staff members of the particular operating unit.

Employees shall receive responsibility pay as identified in Article 26.11 in addition to their regular wage for all hours that they serve as a Shift Leader.

Implementation and continuance of the Shift Leader role in each of the operating units shall be at the discretion of the Employer.

Article 26.03 shall not apply to the Shift Leader role.

#### Primary Duties and Responsibilities:

1. Interact with staff members and customers to maintain a positive environment and resolve any issues that arise.
2. Ensure staff are following all service standards, policies and regulations.
3. Assist, support and guide other staff members as required.
4. Make necessary operational decisions on behalf of management.
5. Assume overall responsibility for the effective operation of the operating unit(s) in the absence of a manager.

#### Qualifications:

1. Superior customer service, communication and conflict resolution skills.
2. Ability to supervise, organize and train.
3. Decision-making and problem-solving skills, and ability to work very independently.
4. Supervisory experience is an asset.