

Collective Agreement

between

THE TOWN OF LANGHAM

and

CUPE / *Canadian Union
of Public Employees*

LOCAL 5341

JANUARY 1, 2026 - DECEMBER 31, 2029

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THIS AGREEMENT entered into this 30th day of January, 2026

BETWEEN:

THE TOWN OF LANGHAM, Langham, Saskatchewan
hereinafter called the "Town"

OF THE FIRST PART

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5341
hereinafter called the "Union"

OF THE SECOND PART

PURPOSE

The purpose of this agreement is:

- a) to maintain and improve harmonious relations and settled conditions of employment between the Town and the Union;
- b) to promote cooperation and understanding between the Town and its staff;
- c) to recognize the mutual value of joint discussions and negotiations pertaining to working conditions, hours of work and scale of wages;
- d) to promote an amicable method of settling differences or grievances which may arise with respect to matters covered by this agreement; and,
- e) to encourage efficiency in operations, promote the morale, well-being and security of all employees in the bargaining unit of the Union.

To this end, both parties have drawn up a collective agreement which addresses the matters identified above.

ARTICLE 1 – SCOPE

- 1.01 This agreement shall cover all employees employed by the Town of Langham, except the Chief Administrative Officer, Chief Finance Officer/Assistant Administrator, Public Works Manager, Director of Economic Development, Supervisors, Wheatland Library staff (Langham branch), and seasonal Town workers.

- 1.02 The Town agrees to pay all employees covered by this agreement not less than the schedule of wages set out in Schedule 'A' attached to and made part of this agreement.

ARTICLE 2 – DEFINITIONS

- 2.01 "Permanent full-time" and "permanent part-time employee" means any employee who has been assigned a job which is recognized as a permanent position and who has successfully completed the probationary period as provided in Article 8.03 of this agreement.
- 2.02 "Temporary employee" means any person employed by the Town on a full-time basis, that is not seasonal in nature, for a period of more than sixty (60) days but not more than six (6) months, unless extended by mutual agreement, to relieve in the absence of a permanent employee or to fill a temporary requirement.
- 2.03 "Casual employee" means any person who is employed by the Town for casual work to augment the regular work force and who does not work a regular and recurring schedule or who is employed for sixty (60) days or less on any occasion.

ARTICLE 3 – NO DISCRIMINATION OR HARASSMENT

- 3.01 The parties agree that the following does not limit access to rights or provisions under *The Saskatchewan Employment Act; Occupational Health and Safety Regulations or The Saskatchewan Human Rights Code*.

3.02 Discrimination

The Town and Union agree that there shall be no discrimination, interference, restriction or coercion experienced or practiced with any employee by reason of race or perceived race, creed, religious or political affiliation, colour, sex, nationality, marital status, family status, sexual orientation, disability, **receipt of public assistance, gender identity**, age (as defined by *The Saskatchewan Human Rights Code*), ancestry, place of origin, or by reason of membership or activity in a trade union.

3.03 Harassment

- a) No form of sexual or personal harassment shall be allowed in the work place or in work related situations. The principles and values of the Town of Langham and its employees include the right of all employees to dignity and self-respect.

- b) Personal harassment is any objectionable behaviour, comment, or display directed at another based on, but not limited to gender, race or place of origin, physical appearance, age, sexual orientation, or disability. Examples of such harassment may include unwarranted physical contact inappropriate jokes or teasing, display of derogatory materials, or conduct which may reasonably cause hurt, humiliation, or awkwardness so as to negatively affect an individual's well-being, work relationships, or job performance.
- c) The Town recognizes its responsibility to maintain a policy on harassment that includes education, training and procedures for resolving situations that occur. The employees and the Union acknowledge that they shall not participate in any form of harassment and shall immediately report any occurrences of harassment to the employee's out-of-scope supervisor or Chief Administrative Officer and follow the procedures as required. This does not preclude the employee's ability to utilize the provision of *The Saskatchewan Human Rights Code, The Saskatchewan Employment Act, or The Occupational Health and Safety Regulations.*
- d) Grievances under this article shall be dealt with in a way that respects the confidentiality of all parties and recognizes the principles of fairness and justice.

ARTICLE 4 – UNION RECOGNITION

- 4.01 Every employee who is now or hereafter becomes a member of the Union shall maintain their membership in the Union as a condition of their employment, and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement in their employment, apply for and maintain membership in the Union, and maintain membership in the Union as a condition of their employment, provided that any employee in the appropriate bargaining unit who is not required to maintain their membership or apply for and maintain their membership in the Union shall, as a condition of their employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.
- 4.02 The Town agrees to acquaint new employees with the fact that the collective agreement is in effect and with the conditions of employment set out in the articles dealing with union security and dues check off.
- 4.03 Upon written authorization from the employee, the Town agrees to deduct from every employee any monthly dues as may be uniformly levied on all employees in accordance with the Union bylaws owing by them to the Union. Deduction will be made from each payroll period and shall be forwarded to the Secretary-Treasurer of the Union accompanied by a list of all employees from whose wages the deductions have been made.

- 4.04 The Town recognizes the Union's right to have representatives from the staff of the Canadian Union of Public Employees, and to elect or appoint union committees and stewards as required by the Union.
- 4.05 The Union agrees to provide the Town with a current list of duly authorized representatives including the executive and its committees. The Union agrees to advise the Town in writing immediately after any changes.
- 4.06 All correspondence between parties arising out of this agreement or incidental thereto, shall be copied to the Chief Administrative Officer and the President of the Union.

ARTICLE 5 – NO OTHER AGREEMENTS

- 5.01 No employee shall be required or permitted to make a written or verbal agreement with the Town or its representatives that may conflict with the terms of this agreement.

ARTICLE 6 – CONTRACTING OUT

- 6.01 No employee shall be laid off or have **their** hours of work or pay reduced due to the Town contracting out work or services, without prior consultation with the Union.

ARTICLE 7 – MANAGEMENT RIGHTS

- 7.01 The Union acknowledges that it is the exclusive right of the Town to manage the affairs and operations of the Town in all respects and to plan, and direct the workforce subject to the terms of this agreement.

ARTICLE 8 – PROMOTION AND VACANCIES

- 8.01 Permanent full-time and permanent part-time vacancies and new positions, within the scope of this agreement, shall be posted on the Town website and Union bulletin boards. Employees shall be allowed seven (7) working days in which to make written application for such vacancies or new positions. Job posting shall include the nature of the position, wage rate and qualifications required. The position may be posted externally at the same time.
- 8.02 In selecting an applicant, appointment will be made to the applicant possessing the required qualifications and ability to perform the duties of the position. Where two or more applicants possess the required qualifications and ability to perform the duties of the position, seniority shall be the determining factor.

8.03 Probation

The probationary period shall be six (6) months of continuous service since the last date of hire by the Town. Upon successful completion of probation, seniority shall be established retroactive to the date on which the employee last entered the service of the Town. The Town may release a probationary employee at any time during the probationary period for general unsuitability.

8.04 Trial Period

If an employee is promoted within the scope of this agreement, that employee shall be on a trial period in the new position for a period of three (3) months of employment. If the Town determines that the employee is not qualified to fill the position adequately or if the employee is unable or unwilling to perform the duties of the new classification, the employee shall revert to their former classification and former rate of pay. Any other employee promoted because of the rearrangement of positions shall also be reverted to their former classification and former rate of pay. The trial period specified above shall be exclusive of any time absent from work in excess of a cumulative total of five (5) working days during the trial period. The trial period set out above may be extended for a maximum of one (1) month by the Town upon giving written notice to the employee and the Union setting out the reasons for the extension.

8.05 Temporary Work of a Higher Rated Position

When an employee is required to perform the majority of duties or assume full responsibilities for those of a higher classification for one (1) day or more, provided such responsibilities have been authorized in writing by the Town, the employee shall receive the rate of pay in the category they are filling.

ARTICLE 9 – SENIORITY

9.01 For permanent employees, seniority shall be based on an employee's start date with the Town. Seniority shall continue to accrue for the duration of all approved legislative leaves, approved paid or unpaid education leaves and union leave for a maximum of twelve (12) months. Temporary and casual employees will have their seniority calculated and credited for all hours worked. Seniority will not accrue where an employee accesses a voluntary general leave in excess of five (5) days.

9.02 A seniority list will be issued and posted by the Town by January 31. The list will include all employees in order of their seniority.

9.03 Loss of Seniority

An employee's seniority shall be considered broken and all rights under this agreement shall be forfeited by reasons of:

- a) Dismissal for just cause;
- b) Resignation from the employee where not rescinded within forty-eight (48) hours, provided the Town accepts the rescission;
- c) A continuous layoff for a period of more than twelve (12) months;
- d) Failure to report for work within seven (7) days after being notified to report following a layoff, unless the employee gives a reason satisfactory to the Town for such failure to report within the time prescribed;
- e) Failure to report to work for three (3) consecutive business days without notifying the Town of the absence unless a valid reason is provided for such failure to notify.

ARTICLE 10 – LAYOFF AND RECALL

10.01 When reducing staff or recalling laid off employees, seniority shall prevail, provided, however, the senior employee has the qualifications and ability to perform the duties.

10.02 Recall

- a) Laid off employees shall retain their seniority for twelve (12) months.
- b) No new employees shall be hired until those employees on layoff who have the necessary qualifications and ability, have been recalled.
- c) All employees on lay off shall be notified of any open positions through public posting on the Town website and Union bulletin boards.

10.03 Notice of layoff or termination of employment shall be in accordance with the provisions of *The Saskatchewan Employment Act and Regulations* thereto.

ARTICLE 11 – GRIEVANCE PROCEDURE

11.01 Definition of a Grievance

A grievance shall be defined as any complaint, dispute or disagreement between the Town and the Union or any member(s) of the Union regarding the interpretation, application or alleged violation of this agreement.

11.02 Informal Step

It is understood that before the submission of any grievance that the employee and/or Union shall attempt to resolve the issue through discussion with the immediate supervisor as designated by the Town.

11.03 Settlement of a Grievance

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

STEP 1

- a) The grievance shall first be presented in writing to the immediate supervisor within fifteen (15) working days of the event giving rise to the grievance or of the date when the employee or the Union first became aware, or should have become aware, of the grievable matter.

- b) The immediate supervisor shall give a decision in writing to the Union within ten (10) working days of receipt of the grievance.

STEP 2

- a) Failing satisfactory settlement at Step 1, if the Union decides to proceed with the grievance, it shall present the grievance, in writing, to the Chief Administrative Officer within ten (10) working days of receipt of the decision under Step 1.

- b) The Chief Administrative Officer shall arrange for a hearing within ten (10) days of receipt of the request for a hearing.

- c) The Chief Administrative Officer shall give a decision in writing to the Union within fifteen (15) working days of the hearing.

STEP 3

- a) Failing agreement under Step 2, a written application for a hearing with the Town Council may be made by the Union through the Chief Administrative Officer within ten (10) working days of receipt of the decision at Step 2.
- b) A hearing shall occur at the next regular meeting of the Council, where at least five (5) complete working days exist, following receipt of the application. Upon receipt of the application, the Chief Administrative Officer shall advise the Union President of the date of the next Council meeting.
- c) The Town Council shall send its decision, in writing, to the Union within ten (10) working days of the hearing.

STEP 4

- a) Failing satisfactory settlement being reached in Step 3, the Union may refer the grievance to arbitration within twenty (20) working days of receipt of the written decision at Step 3.
- b) Where a grievance has been referred to arbitration, the parties may agree to attempt to resolve the grievance through an alternate dispute resolution process.
- c) The Board of Arbitration shall consist of one (1) member appointed by the Union, one (1) member appointed by the Town, and a chairperson, jointly named by the two (2) members so appointed. Alternatively, the parties may agree to appoint a single arbitrator to hear the matter.
- d) Where the appointees of the parties fail to agree, within ten (10) working days of their appointment, on the appointment of a chairperson either party may request the Minister of Labour appoint a chairperson.

11.04 Policy, Discipline and Harassment Grievances

- a) When the Union has reason to believe the Town has erred in the general application or interpretation of the agreement, the Union shall have the right to initiate a grievance at Step 2 of the grievance procedure.
- b) When a grievance cites harassment, the Union shall have the right to initiate a grievance at Step 2 of the grievance procedure.

11.05 Time Limits

Any time limits expressed in the grievance procedure may be extended by mutual agreement between the parties.

11.06 Grievance and Arbitration Provisions

The parties shall have the assistance of any employee concerned as a witness and any other witnesses that may be required in the grievance or arbitration procedures as set out in Article 11. These members shall suffer no loss in pay or benefits in attending the discussions and hearings, which may occur during their hours of work.

11.07 Expenses of the Arbitration Board

The Union and the Town shall each pay one-half (.5) of the remuneration and expenses of the Chairperson of the Board of Arbitration. Each party will pay all expenses for their own nominees.

ARTICLE 12 – HOURS OF WORK AND OVERTIME

12.01 Employees shall be paid on an hourly basis, depending upon actual hours worked per day. A regular day shall normally consist of eight (8) hours. A regular week shall normally consist of forty (40) hours and thirty-five (35) hours for Administrative staff.

The regular scheduled hours of work shall typically be as follows:

Public Works and Facility Coordinator: 8:00 a.m. - 5:00 p.m.

Administrative Staff: 9:00 a.m. - 5:00 p.m.

12.02 **Overtime must be approved in advance of being worked except in cases of an emergency such as, but not limited to, a weather event, and water breaks.** All authorized hours worked in excess of eight (8) hours in a day or forty (40) hours in a week, for all employees, shall be considered as overtime hours and shall be paid at the rate of one and one-half times (1-1/2X) the regular rate of pay.

12.03 Time Off In Lieu Of Overtime

Employees may be allowed to bank their overtime at the appropriate overtime rate, to a maximum of forty (40) hours at one time, to take time off work instead of receiving overtime pay. The employee will make this selection at the time of reporting overtime hours worked. Time taken will be mutually agreed upon between the employee and the Town. An employee's time in lieu bank may be paid out at the employee's request once per year. Any outstanding amounts as of December 1 shall be paid out by December 31 each year.

12.04 Averaging Hours of Work/Flex Time

The parties, where mutually agreed to by the Town, Union and affected employee(s), may agree to alternate work arrangements that provide for the averaging hours of work not to exceed eighty (80) hours over a two (2) week period or one-hundred and twenty (120) hours over a three (3) week period. In such instances, overtime rates of pay would not apply.

12.05 Every employee who is called out after having left work, and is required to work overtime hours, shall be paid at overtime rates for a minimum of three (3) hours.

12.06 Public works employees shall be on a weekend standby on a rotational basis. On each of the standby days, Employees shall perform the necessary plant and security checks, such as: check pumps, the reservoir and lagoon, test the water and read meters and any other work assigned or required as a result of the check. If the employees are called out other than these duties and the total hours worked, including those to perform the duties specified above, is greater than four (4) **or outside the normal hours of work (8 am to 5 pm)**, then overtime rates shall apply.

Public works employees will receive one (1) day in lieu for the eight (8) hours worked on weekend rotation.

12.07 All employees will be granted a fifteen (15) minute rest period in each half of the full regular day. Employees must remain at the work site unless permission is obtained by the supervisor or the charge hand to have a scheduled rest period at a designated site.

12.08 The Town will pay wages on a bi-monthly basis by direct deposit. Each employee will be provided with an itemized statement of their wages and deductions on each pay period.

12.09 The Town shall provide a minimum of seven (7) days' notice of any change to an employee's work hours or daily schedule except in extenuating or emergent situations.

ARTICLE 13 – DISCIPLINE AND DISCHARGE

13.01 Non-Disciplinary Verbal Warnings

The Town recognizes that it is desirable to advise the employee of their conduct and professional performance as soon as possible and informally. The Town agrees to consider these warnings in a spirit of cooperation and correction, rather than in a spirit of punishment, and shall endeavour to assist the employee in improving their work file.

13.02 Progressive Discipline

Except in cases of gross misconduct, the Town agrees that progressive discipline will be used in dealing with employees whose job performance and/or conduct is not satisfactory. The Town and the Union recognize that any disciplinary measure shall be imposed only for valid reasons.

The Town and Union agree that disciplinary action will follow a progressive fashion with the exception of gross misconduct (i.e. theft):

- Verbal warning
- Written warning
- Progressive Suspension
- Termination

13.03 Presence of a Union Representative

In cases where the Town considers an employee's conduct to warrant disciplinary action (dismissal, suspension, verbal or written reprimand) no step shall be taken other than in the presence of a Union representative, unless the member has waived their right to Union representation. The employee shall have an opportunity to state their side of the case in advance of discipline being imposed.

13.04 Documentation

It is agreed that in cases of discipline, in subsequent proceedings or arbitration hearings, evidence shall be limited to the grounds stated in the written discharge or discipline notice(s) to the employee and the Union.

Disciplinary letters and related documents shall be removed from an employee's personnel file after a period of two (2) years, at the request of the employee, provided the employee has a clear disciplinary record during that period.

ARTICLE 14 – LEAVE OF ABSENCE

14.01 Union Leave

- a) An employee who is elected or selected for a full-time position with the Union shall be granted leave of absence for a period of up to one (1) calendar year. Upon the request of the Union, such leave shall be renewed or extended by the Town for a period of time not exceeding one (1) additional calendar year.

The employee shall receive pay and benefits as provided in this agreement, but the Union shall reimburse the Town for all pay and benefits during the period of absence.

- b) Except by mutual agreement, no more than one employee from the Town shall be on leave of absence for a full-time Union position.
- c) Upon request in writing to the Chief Administrative Officer, employees appointed or elected by the Union to participate at Union conventions or workshops shall be permitted, after receiving authorization from the Chief Administrative Officer, to attend such convention or workshop. This authorization shall not be arbitrarily withheld. The Union shall reimburse the Town for all wages and benefits paid to the employee by the Town during such leave.

14.02 Pressing Emergency /Inclement Weather Leave

- a) Special leave with pay shall be granted to employees for the purposes of responding to an event outside the control of the employee. This unexpected event requires an immediate response so as to ensure the safety of family, community members and/or property.
- b) When accessing the above leave, credits shall be deducted from the employee's accumulated sick leave.

14.03 Compassionate Leave

The Town shall grant leave with pay to provide emergency care for the employee's child, spouse, grandchild or parent. When accessing this leave, credits shall be deducted from the employee's accumulated sick leave.

14.04 Serious Illness/Bereavement Leave

- a) In the event of life threatening illness or death of a family member as defined to include a legal or common-law spouse, a child of the employee or the employee's spouse, a parent, a spouse of a parent, a sibling, grandparent, grandchild, in-law, aunt, uncle, niece, nephew, foster parent, guardian leave with pay shall be granted up to a maximum of five (5) working days.
- b) The Town may require an employee to provide, as soon as reasonably possible, a medical certificate verifying a life-threatening illness.
- c) In the event of an employee attending a funeral of someone other than relatives listed in 14.04 a), the immediate supervisor shall grant leave with pay up to one (1) day.
- d) One additional day shall be granted when travel beyond eight hundred (800) kilometers round trip is required.

- e) The Chief Administrative Officer may, upon written request, grant additional compassionate leave with or without pay.
- f) **Bereavement leave will be granted to the birth mother and/or father in the case of a loss of pregnancy, five (5) regularly scheduled, consecutive work days without loss of pay and benefits, and subject to prior written approval from the Chief Administrative Officer, two (2) additional days may be granted where travel outside the province is necessary or for other extenuating circumstances.**

14.05 Jury or Witness Leave

An employee shall be allowed leave of absence without loss of salary, benefits or seniority, when subpoenaed to appear as a witness in a court case, or to serve as a member of a jury. Any remuneration awarded by the Court above actual expenses shall be repaid to the Town up to the maximum of salary involved for the period of absence.

14.06 Maternity/Parental/Adoption Leave

a) Service Requirements for Maternity Leave

An employee shall qualify for maternity leave after completion of her probationary period. The Town shall not deny the pregnant employee the right to continue employment during the period of pregnancy.

b) Length of Maternity/Parental/Adoption Leave

Maternity, parental, and adoption leave shall be granted without pay for up to nineteen (19) weeks for maternity leave. The employee must give the employer four (4) weeks notice or this may be reduced to fifteen (15) weeks, and up to fifty-nine (59) weeks for parental (taken consecutively after maternity leave) or adoption leave, as provided under *The Saskatchewan Employment Act*, or any greater period as may be required by amendments to the Act, ensuring employees receive the full extent of leave entitlements with job protection and continuation of benefits as mandated by law.

Employees will have the ability to extend the time for medical leave up to six (6) additional weeks, for a potential total of twenty-five (25) weeks.

Total maternity/parental leave combination can be up to seventy-eight (78) weeks; however, maternity leave can be extended by mutual agreement between the employee and employer.

c) Seniority Status During Maternity/Parental Leave

While on such leave an employee shall retain their full employment status and shall not lose any accumulated benefits that were accrued prior to going on leave.

d) Town Payment of Employee Benefits During Maternity/Parental Leave

During the period of maternity/parental leave the Town shall continue to pay the Group Life Insurance, Long Term Disability, Dental Plan, Extended Health Plan, Vision Plan and EFAP premiums for the employee.

e) Procedure Upon Return from Maternity/Parental Leave

When an employee decides to return to work after maternity leave, she shall provide the Town with at least two (2) weeks' notice. On return from maternity leave, the employee shall be placed in her former position. If the former position no longer exists, she shall be placed in an equivalent position.

f) **Maternity leave shall be granted to employees who experience a loss of pregnancy up to nineteen (19) weeks.**

g) Supplemental Employment Benefits (SEB) Plan

An employee, who is in receipt of Employment Insurance (EI) maternity, parental or adoption benefits pursuant to The Employment Insurance Act, shall be paid a SEB that is equivalent to the difference between the gross weekly EI benefit the employee is eligible to receive and one hundred percent (100%) of the employee's regular weekly rate of pay. This SEB payment shall commence following completion of the one-week EI waiting period and upon submitted proof of receipt of EI benefits. The SEB payment shall continue while the employee is in receipt of the EI maternity benefits for a maximum of fifteen (15) weeks.

The employer will pay one hundred percent (100%) of the employee's regular weekly rate of pay for the one-week waiting period required for maternity, parental or adoption benefits under the *Employment Insurance Act*.

h) **No discrimination will occur due to pregnancy or related illness.**

14.07 Time Off for Elections

Employees shall be allowed three (3) consecutive hours before the closing of the polls for any federal election, or that time required by law for provincial or municipal elections.

14.08 General Leave

An employee may be entitled to a leave of absence without pay when they request such leave in writing for good and sufficient cause.

14.09 Educational Leave

a) Required Courses or Meetings

Where an employee is required by the Town or by legal requirement to take a course or workshop, the employee shall not have any loss of pay, and where the course or workshop is on a day not normally worked by the employee, the employee shall be paid their regular or average day's pay or by mutual agreement receive time off in lieu.

b) The employee will be paid for any travel time in addition to the employee's workday. The Town shall pay all costs of instruction and instructional material, and any additional expenses incurred by the employee. Except where transportation is provided by the Town.

- i) **\$0.55/km**
- ii) **\$45/day** (receipted, excluding alcohol) for meals
- iii) Cost of hotel room if course or meeting would require a travel start time prior to 6:30 a.m. or a return time of 11:00 p.m. or later.

c) Employee Requested Courses

Where an employee requests attendance at a course or workshop, the Town may grant leave with pay for such purpose. The Town may pay the cost of instruction and instructional material. The Town may also grant additional expenses incurred by the employee.

d) The Town will pay the cost of any recertification that is required, unless such costs are due to the negligence of the employee.

14.10 Compassionate Care Family Leave

a) Upon request, employees shall be granted a leave of absence without pay of up to eight (8) weeks to care for a family member who is gravely ill and at risk of dying. The employee is not required to take the benefit weeks consecutively.

b) During the leave, the employee shall continue to accumulate all benefits and seniority. The Town will maintain all contributions for the period of leave.

- c) Family member is defined to include a legal or common-law spouse, a child of the employee or the employee's spouse, a parent, a spouse of a parent, a sibling, grandparent, grandchild, in-law, foster parent, ward or guardian.
- d) Employees applying for compassionate care family leave must provide a doctor's certificate stating that a family member suffers from a serious medical condition; and that the family member requires the care or support of one or more other family members.
- e) An employee may request an extension without pay to the compassionate care family leave. Approval of an extension shall not be unreasonably denied. During an extended leave, the employee shall continue to accrue all benefits and seniority.

14.11 Negotiation Leave

If the negotiating committees agree to meet to conduct negotiations during working hours, the Town will provide leave with pay for a maximum of three (3) employees for the time spent in negotiations.

14.12 Personal Leave

Permanent full-time employees are entitled to three (3) personal days off with pay per calendar year. Permanent part-time and temporary employees shall have their personal leave prorated based on hours worked. Any unused days may be carried over to the next year, for a maximum accumulation of six (6) days. Except in the case of an emergency, employees shall prearrange this day off with their supervisor.

14.13 Interpersonal Violence Leave

Employees who have worked for the employer for at least thirteen (13) weeks and are survivors of interpersonal or sexual violence, or are parents or caregivers of a victim, shall be entitled to a job-protected leave of up to ten (10) days within a fifty-two (52) week period, comprising five (5) employer-paid days and five (5) unpaid days, which may be taken in days or hours as needed. The leave may be used to seek medical attention, obtain victim services, access psychological or professional counseling, relocate temporarily or permanently, or seek legal or law enforcement assistance related to the violence. Employees may be required to provide evidence of services received, such as written confirmation from a social worker, qualified psychologist, medical practitioner, registered nurse, police officer, or another approved professional. The employer shall maintain benefit participation, seniority accrual, and wage protection during the leave, with reinstatement to the same job if the leave is sixty (60) days or less, or to a comparable job if

exceeding sixty (60) days, in accordance with *The Saskatchewan Employment Act*.

ARTICLE 15 – SICK LEAVE

15.01 Sick Leave Defined

Sick leave means the period of time an employee is absent from work with full pay by virtue of personal illness, or personal disability.

15.02 Annual Paid Sick Leave

Permanent full-time employees are entitled to twelve (12) days' sick leave with pay per calendar year. Permanent part-time and temporary employees shall have their sick leave prorated based on hours worked.

15.03 Accumulation of Sick Leave

Any unused days **will accumulate up to a maximum of ninety (90) working days.**

Employees on a part-time basis shall have such credit pro-rated with a maximum accumulation of ninety (90) pro-rated days.

15.04 Deductions from Sick Leave

A deduction shall be made from accumulated sick leave credits for all time absent from work due to sick leave. Deductions from sick leave credits shall be made for any hour or portion thereof.

15.05 Proof of Illness

An employee may be required to produce a certificate from a medical practitioner for an extended absence or any illness when there are bona fide attendance concerns, certifying that they were unable to carry out their duties due to illness. The Town will reimburse the employee for all costs associated with the production of such certificates.

15.06 Sick Leave Records

Upon request the Town shall provide an employee in writing the amount of sick leave accrued to their credit.

15.07 Family Illness

An employee may use up to twenty-four (24) hours of accumulated sick leave per calendar year sick to attend to the sickness of the employee's spouse or child.

15.08 Appointment Leave

It is recognized that it is not always possible to establish medical appointments outside working hours. If an employee or their spouse/child, has an appointment with a medical practitioner that cannot be made outside working hours, that employee shall be eligible to use their accumulated sick leave.

The Town reserves the right to request a proof of appointment. The Town shall reimburse the employee for any cost incurred for obtaining proof of appointment. It is the employee's responsibility to return to work as soon as possible after the appointment is fulfilled.

15.09 Workplace Accommodation

Where an employee, because of a disability, cannot perform their regular work, and has submitted medical evidence specifying limitations by a qualified medical professional, The town, the Union and the employee will participate, co-operate and collaboratively attempt to find suitable work for such employee up to the point of undue hardship.

ARTICLE 16 – SAFETY AND HEALTH

16.01 The Town and the employees in the Union agree to comply with *The Saskatchewan Employment Act and Regulations*. The Town shall make reasonable provision for the safety and health of employees during hours of their employment and shall provide protective devices or safety equipment deemed necessary by the Town to properly protect employees from injury. The Union has the right to bring to Town management's attention, from time to time, any recommendations or suggestions for improving health and safety standards and eliminating hazards.

It is the responsibility of each and every employee to wear or use safety equipment and to comply with all safety regulations and policies as directed by management.

16.02 An Occupational Health and Safety Committee will be established as per *The Saskatchewan Employment Act*.

16.03 Health and Safety Training

The Town shall provide mandatory annual health and safety training to all employees, tailored to their specific roles and potential hazards, including but not limited to hazard identification, emergency response procedures, and safe use of equipment. This training shall be conducted during regular working hours with no loss of pay, and the Town shall cover all associated costs. The Union shall have the opportunity to collaborate with the Town on the development and review of training programs to ensure they address emerging risks and employee feedback.

16.04 Mental Health Support

In recognition of the impact of workplace stress and mental health on overall safety, the Town shall provide access to confidential mental health resources beyond any existing supports in place, including up to three (3) paid mental health days per calendar year for permanent employees (prorated for part-time and temporary employees based on hours worked). These days may be used for mental health recovery or preventive care and will be taken from accumulated sick leave. The Occupational Health and Safety Committee shall annually review and recommend improvements to mental health initiatives, incorporating input from employees and the Union.

ARTICLE 17 – STATUTORY HOLIDAYS

17.01 The following days shall be observed as paid holidays:

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

and any other day duly legislated as a Statutory Holiday by the Province of Saskatchewan.

The parties agree to observe the end of the work day for Christmas Eve shall be December 24 at 12:00 p.m. and New Year's Eve shall be December 31 at 3:00 p.m.

17.02 Employees required to work on any holiday shall be paid in addition to their Statutory Holiday pay entitlement, an amount equal to one and one-half times (1-1/2 X) their regular rate of pay for each hour or part thereof worked.

ARTICLE 18 – VACATIONS

18.01 All permanent full-time employees shall receive an annual vacation with pay in accordance with their continuous length of service with the Town as follows:

Less than one (1) year	1 1/4 working days for each month worked
After one (1) year	15 working days
After ten (10) years	20 working days
After fifteen (15) years	25 working days
After twenty (20) years	30 working days

18.02 All non full-time permanent employees will be paid holiday pay in accordance with their seniority and the formula as applied under Article 18.01.

18.03 If a Statutory Holiday falls during an employee's vacation period, the employee will be granted an additional day of vacation for each such holiday.

18.04 An employee may carry over a maximum of five (5) days' vacation to be used the following year (unless the Town approves a greater amount at their discretion).

ARTICLE 19 – BENEFITS

19.01 Group Benefits

The Town agrees to continue to provide permanent employees with the SUMA Group Benefits Plan and MEPP. The Town shall pay one hundred percent (100%) of the premiums for full-time employees for SUMA Group Benefit Plan A including the Employee and Family Assistance Program (EFAP); however the employee will pay 100% of the Long Term Disability premiums. The Town will continue to pay the Town's share of SUMA's Group Benefit Program premiums for up to three (3) months from the date of disability. Effective October 1, 2023 vision care shall be added to the benefit plan.

19.02 Immunizations

The Town will pay the cost of the following immunizations for public works employees who may be at risk:

- Hepatitis B
- Hepatitis A
- Tetanus

19.03 Municipal Employees' Pension Plan

The Town shall provide the Municipal Employees' Pension Plan (MEPP) for all permanent employees. The employees and the Town will share equally the pension contributions to MEPP in accordance with the plan text.

19.04 Boot Allowance

After six (6) months of employment, employees **who are required to wear CSA approved footwear** shall be provided with up to two hundred **and fifty** dollars **(\$250.00)** as a boot allowance per calendar year to purchase CSA approved footwear.

Eligible employees shall be paid such allowance upon receipt of proof of purchase.

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

ARTICLE 20 – WORKERS' COMPENSATION

20.01 In the event an employee goes on Workers' Compensation, the Town agrees to provide the employee with their full regular pay for up to three (3) months, on regularly scheduled paydays, and the Town will accept monies paid from Workers' Compensation on the employees' behalf.

ARTICLE 21 – GENERAL

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

21.02 Classifications/Job Descriptions

Classifications or job descriptions for all positions for which the Union is the bargaining unit shall be prepared by the Town to be reviewed with the Union and any changes shall similarly be reviewed with the Union.

New job descriptions or changes made to a current job description by the Town that add additional duties or tasks that change the qualifications shall be reviewed with the Union. How these changes affect the rates of pay or hours of work shall be through consultation with the Union. Copies of the job descriptions shall be made available to the Union.

When the Town desires to include a classification or job description not presently included in this agreement, the rate for the classification shall be negotiated with the Union prior to a vacancy being posted.

- 21.03 This agreement constitutes the total agreement reached between the parties and supersedes any and all previous agreements either oral or written.
- 21.04 Employees who are required to operate vehicles shall be responsible for maintaining a valid operator's license and immediately advising the Town of any restrictions placed on their operator's license. Failure to do so will be deemed just cause for disciplinary action.
- 21.05 All employees who are required to operate vehicles shall be required to provide the Town with a true copy of their Driver's Abstract, at the employee's cost, before selection for the position and on an annual basis thereafter, at the Town's cost, if so requested by the Town.
- 21.06 Employees shall take all necessary and reasonable care and precaution so as to ensure against loss, damage or destruction of Town premises and equipment. The employee must report any loss or damage to premises or equipment, in writing, immediately to their supervisor.
- 21.07 The Town shall provide a bulletin board which shall be placed so that all employees will have access to it and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

ARTICLE 22 – LABOUR-MANAGEMENT COMMITTEE

- 22.01 An advisory committee shall be established and shall be composed of up to three (3) representatives appointed by the Town and up to three (3) representatives appointed by the Union, with equal representation between the parties. The committee shall meet to discuss questions affecting work and general efficiency.

Minutes of all committee meetings shall be kept, and copies of such minutes shall be sent to the Town and the Union.

ARTICLE 23 – NO STRIKE OR LOCK OUT

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

ARTICLE 24 – TERM OF AGREEMENT

24.01 This agreement will become effective January 1, **2026** and shall continue in effect until December 31, **2029** and automatically from year to year thereafter unless either party gives written notice of its desire to negotiate revisions thereof. Such notice shall be given not less than sixty (60) days and not more than one-hundred and twenty (120) days prior to the expiry date of this agreement.

ARTICLE 25 – COST OF LIVING ALLOWANCE

To protect the living standards of employees, the employer agrees that if the Consumer Price Index (CPI) for Saskatchewan, as published by Statistics Canada, exceeds the general wage increase contained in Schedule “A” for that year, the wage increase shall be adjusted to match CPI. There shall be no decreases.

CPI rates are posted from the previous year in January of the following year. The CPI rate published in January will be used to determine whether an adjustment is required for that year. COLA adjustments are not retroactive to the previous year.

SCHEDULE "A" – WAGES

	January 1, 2026 2.75%	January 1, 2027 2.75%	January 1, 2028 2.75%	January 1, 2029 2.75%
Public Works Co-ordinator				
Start	\$27.24	\$27.99	\$28.76	\$29.55
Step 1 – 2080 hours	\$28.08	\$28.85	\$29.65	\$30.46
Step 2 – 4680 hours	\$28.92	\$29.72	\$30.54	\$31.38
Step 3 – 6240 hours	\$29.77	\$30.59	\$31.43	\$32.29
Plus 0.50/hr for each certification achieved from Saskatchewan Operators Certification Board.				
Utilities Operator 2 (level 1 in 4 classes plus)				
Level 2 Certification in 1 class category	\$30.37	\$31.20	\$32.06	\$32.94
Level 2 Certification in 2 class categories	\$30.96	\$31.81	\$32.68	\$33.58
Level 2 Certification in 3 class categories	\$31.53	\$32.40	\$33.29	\$34.21
Level 2 Certification in 4 class categories	\$32.71	\$33.61	\$34.53	\$35.48
<i>*Based on and subject to certification achieved from Saskatchewan Operators Certification Board.</i>				
Utilities Operator 1				
Level 1 Certification in 1 class category	\$28.03	\$28.80	\$29.59	\$30.41
Level 1 Certification in 2 class categories	\$28.62	\$29.40	\$30.21	\$31.04
Level 1 Certification in 3 class categories	\$29.20	\$30.01	\$30.83	\$31.68
Level 1 Certification in 4 class categories	\$29.78	\$30.60	\$31.44	\$32.31
<i>*Based on and subject to certification achieved from Saskatchewan Operators Certification Board.</i>				
Labourer				
Start	\$25.27	\$25.96	\$26.67	\$27.41
Step 1 – 2080 hours	\$25.83	\$26.54	\$27.27	\$28.02
Step 2 – 4160 hours	\$26.40	\$27.12	\$27.87	\$28.63
Step 3 – 6240 hours	\$26.95	\$27.69	\$28.45	\$29.24
Plus 0.50/hr for each certification achieved from Saskatchewan Operators Certification Board.				
Facilities Operator				
Start	\$21.40	\$21.99	\$22.59	\$23.21
Step 1 – 2080 hours	\$21.98	\$22.59	\$23.21	\$23.85
Step 2 – 4160 hours	\$22.55	\$23.17	\$23.81	\$24.47
Step 3 – 6240 hours	\$23.13	\$23.77	\$24.42	\$25.10

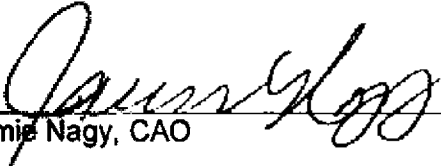
	January 1, 2026	January 1, 2027	January 1, 2028	January 1, 2029
	2.75%	2.75%	2.75%	2.75%
Facilities Co-ordinator				
Start	\$26.40	\$27.12	\$27.87	\$28.63
Step 1 – 2080 hours	\$26.95	\$27.69	\$28.45	\$29.24
Step 2 – 4160 hours	\$27.52	\$28.27	\$29.05	\$29.85
Step 3 – 6240 hours	\$28.08	\$28.85	\$29.65	\$30.46
Administrative Assistant Level 1				
Start	\$23.03	\$23.66	\$24.31	\$24.98
Step 1 – 1820 hours	\$23.94	\$24.60	\$25.28	\$25.97
Step 2 – 3640 hours	\$24.91	\$25.59	\$26.30	\$27.02
Step 3 – 5460 hours	\$25.90	\$26.62	\$27.35	\$28.10
<p>Notes:</p> <p>The increment step and class at which a new employee starts will be at the discretion of the Chief Administrative Officer depending on the employee's relevant experience/qualifications.</p> <p>The Chief Administrative Officer may move any employee to a higher level based on information, evidence and documentation received from the employee's direct supervisor.</p> <p>An employee moving from one classification to another shall receive an increase in pay at a rate higher than their current rate of pay.</p> <p>Utilities Operators 1 and 2 – 4% market supplement increase as at January 1, 2026. Facilities Operator – 3% market supplement increase as at January 1, 2026.</p>				

SIGNING PAGE

Dated this 30th day of January, 2026

On Behalf Of:

The Town of Langham




Jamie Nagy, CAO

On Behalf Of:

**The Canadian Union of Public
Employees, Local 5341**



Dyson Fuchs, President



RANDALL KARY - MAYOR



Graham Unger, Vice-President

Letter of Understanding

Between

The Town of Langham

and

The Canadian Union of Public Employees, Local 5341

RE: Facilities Co-ordinator – On-call Assignment and Remuneration

This Letter of Understanding is made without prejudice and without precedent to the interpretation or application of the collective agreement or any other agreements between the parties, or to any similar dispute between the parties.

The parties agree that:

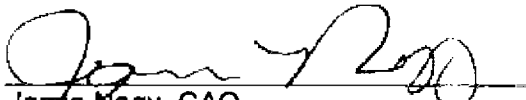
- The Town may assign the Facilities Co-ordinator or designate to be on-call and carry the Facilities on-call cell phone during winter arena operations and in summer for hall rental events or based on operational needs.
- When the employee is assigned and in possession of the Facilities on-call phone they must be available to immediately respond and if necessary report for duty at the Town's facilities.
- When the Facilities Co-ordinator or designate is assigned to be on-call outside their regular scheduled hours, they shall be compensated \$20.00 a day and will record hours worked if they are called to duty in while on-call and compensated in accordance with the provisions of the collective agreement.
- The Facilities Co-ordinator or designate that are assigned on-call are required keep the phone fully charged and on them at all times while assigned.
- The Facilities Co-ordinator or designate that are assigned on-call are required and to comply with the Town's policies and procedures and are not permitted to consume any alcoholic beverages and may not be impaired in any manner when holding the phone.

This Letter of Understanding shall be effective from the date of signing of a new collective agreement and for the term of the collective bargaining agreement between the parties and shall expire at the end of the term. Either party may provide sixty (60) days notice to amend or renegotiate this letter of understanding.

SIGNED this 30th day of January, 2026

On Behalf Of:

The Town of Langham



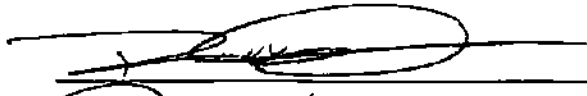
Jamie Nagy, CAO

On Behalf Of:

**The Canadian Union of Public
Employees, Local 5341**



Dyson Fuchs, President



Randall Kay-Mandor



Graham Unger, Vice-President

Letter of Understanding

Between

The Town of Langham

and

The Canadian Union of Public Employees, Local 5341

RE: Retroactive Pay

The Town and CUPE Local 5341 agree that retroactive pay will be provided to **current members and those who have retired for all paid hours worked in all classifications from January 1, 2026 to the date of ratification.**

The retroactive pay will be paid on a separate cheque within 45 days following the **date of ratification by both parties.**

This Letter of Understanding shall expire upon the payment of the retroactive pay to current **members** as provided herein.

SIGNED this 30th day of January, 2026

On Behalf Of:

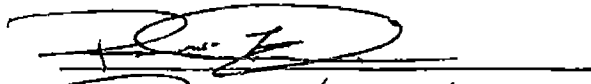
The Town of Langham


Jamie Nagy, CAO

On Behalf Of:

**The Canadian Union of Public
Employees, Local 5341**


Dyson Fuchs, President


Randall Gray - Mayor


Graham Unger, Vice-President