

COLLECTIVE AGREEMENT

BETWEEN

THE TOWN OF WADENA

AND

**THE CANADIAN UNION OF PUBLIC EMPLOYEES,
Local 4335**

CUPE / *Canadian Union
of Public Employees*

January 1, 2025 to December 31, 2027

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THIS AGREEMENT entered into this 2nd, of April, 2026

BETWEEN:

THE TOWN OF WADENA, Wadena, Saskatchewan
hereinafter called the "employer" or the "town"

OF THE FIRST PART

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4335
hereinafter called the "union"

OF THE SECOND PART

PURPOSE

It is the intent and purpose of the employer and the union that this agreement shall:

- 1) outline the basic conditions of work and rates of pay which have been agreed to through negotiation.
- 2) establish procedures for the equitable settlement of grievances which may arise.

To these ends, this agreement is signed in good faith by the two parties.

ARTICLE 1 – SCOPE

- 1.01 This agreement shall cover all employees employed by the Town of Wadena, except the chief administrative officer, **director of operations, manager of parks and recreation,** and manager of **public works**.
- 1.02 The employer 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.
- 1.03 The union and the employer agree to **the flexibility** of job classifications requiring employees to perform services outside of their job classification in order to ensure the efficient operation of the employer.

ARTICLE 2 – NO DISCRIMINATION

- 2.01 The **employer** and the union agree that they will comply with all of the applicable provisions of *The Saskatchewan Human Rights Code*.

ARTICLE 3 – UNION RECOGNITION

- 3.01** 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.
- 3.02** The employer 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.
- 3.03** Upon written authorization from the employee, the **employer** 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 the payroll period at the end of each month 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.
- 3.04** The employer 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. The union agrees that no more than one (1) steward shall be recognized by the employer for purposes of meetings or processing grievances. The union agrees that no grievance handling or union activities shall take place on employer property, at **the** worksite, or during regular working hours, except upon request of the employer or with specific permission of the chief administrative officer.
- 3.05** The union agrees to provide the employer with a current list of duly authorized representatives, including the executive, committees, and shop stewards. The union agrees to advise the employer in writing immediately after any changes.
- 3.06** All correspondence between parties arising out of this agreement or incidental thereto shall be copied to the chief administrative officer and the recording secretary of the union.
- 3.07** The employer agrees to allow the union to hold meetings on the employer's premises at no cost, subject to prior approval of the **chief administrative officer** or designate and provided such space is available at no cost or loss of income to the employer.
- 3.08** Subject to prior approval of the **chief administrative officer** or designate, the representative designated by the union may be given access to the worksite to meet with employees during their unpaid meal break. No union business will be conducted during scheduled work hours, except as provided for in Article 10.

3.09 Employee Contact Information

The employer will provide the union a list of all the employees in the bargaining unit and all employees who have left the bargaining unit.

The list will include the following:

- **Each employee's name.**
- **Home mailing address.**
- **Home and/or mobile telephone number.**
- **Work email (if applicable) and personal email.**
- **Job title/classification.**
- **Department/worksites.**
- **Employment status (e.g., full-time, part-time, etc.).**
- **Date of hire.**
- **If the employee is on a leave of absence, the nature of the leave will be included.**
- **If the employee has left the bargaining unit, the employment end date and reason for leaving will be included (e.g., dismissal, resignation, retirement, etc.).**

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

3.10 Crossing of Picket Lines During a Strike

An employee covered by this agreement will have the right to refuse to cross a picket line, refuse to do the work of striking or locked-out employees, or refuse to handle goods from an employer where a strike or lockout is in effect.

Failure to cross such a picket line or to perform the work of striking or locked-out employees or to handle goods from an employer where a strike or lockout is in effect by a member of this union will not be considered a violation of this agreement, nor will it be grounds for disciplinary action, other than loss of wages for the period involved. Any employee who exercises their right under this article will notify the employer immediately.

3.11 Political Action

No employee will be disciplined for participating in action(s) called for or endorsed by the Canadian Labour Congress, its affiliates, or subordinate bodies. Such employees will be deemed to have applied for a leave of absence without pay for the duration of such political action(s).

ARTICLE 4 – MANAGEMENT RIGHTS

4.01 The union acknowledges and agrees that it is the exclusive right of the employer to manage the affairs of the town and to direct the workforce, except as may be limited or abridged by a specific provision of this agreement.

ARTICLE 5 – DEFINITIONS

5.01 “Permanent” full-time or 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 6.04 of this agreement.

Full-time employees shall normally work the full daily and weekly hours, as provided in Article 14.01, and part-time shall normally work less than the full daily and weekly hours, as provided in Article 14.01.

5.02 “Seasonal employee” means any person who is employed by the **employer** in a position which is seasonal in nature and is subject to layoff and recall.

5.03 “Casual employee” means any person who is employed by the **employer** for casual work to augment the regular workforce and who does not work a regular and recurring schedule or who is employed for thirty (30) days or less on any occasion.

5.04 “Temporary employee” means any person employed by the **employer** for a period of more than thirty (30) days to relieve in the absence of a permanent employee or to fill a temporary requirement.

5.05 The term “agreement” shall mean this collective agreement.

5.06 The terms “qualifications” or “qualified” shall include knowledge, experience, skill, ability, training, and/or education.

5.07 “Union” means the Canadian Union of Public Employees, Local 4335.

5.08 “Town” means the corporation of the Town of Wadena.

5.09 “Council” or “Town Council” means the council of the Town of Wadena.

ARTICLE 6 – SENIORITY

6.01 Seniority shall be based on an employee’s continuous service with the **employer** since the last date of hire.

6.02 Employees shall accumulate seniority, in accordance with the provisions in this article, on the basis of the number of hours worked. An employee shall earn seniority for:

- 1) all regular hours worked
- 2) statutory holiday hours
- 3) hours of vacation pay
- 4) all paid leave
- 5) authorized unpaid leaves **unless explicitly stated as per Article 11**

6.03 A seniority list will be issued and posted by the **employer** on the first working day following January 1. The list will include all employees in order of their seniority.

6.04 The probationary period shall be **one hundred eighty (180) calendar days** or nine hundred sixty (960) hours, whichever is less, of continuous service since the last date of hire by the employer. A new employee shall not accumulate seniority or acquire any seniority rights while on probation. However, upon successful completion of probation, seniority shall be established retroactive to the date on which the employee last entered the service of the employer. The probationary period set out above may be extended for a maximum of **ninety (90) calendar days** by the employer upon giving written notice to the employee and the union setting out the reasons for the extension.

6.05 An employee who is discharged during their probationary period shall have no recourse to the grievance and arbitration procedure and the dismissal shall be deemed to be for general unsuitability.

6.06 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 or voluntary quit.
- c) A continuous layoff for a period longer than which has been continuously worked or for more than six (6) months, whichever is less. Employees laid off but reinstated within the time herein described shall have the seniority rights earned at the time of the layoff.
- d) Failure to report for work within fourteen (14) days after being notified to report following a layoff, unless the employee gives a reason satisfactory to the employer for such failure to report within the time prescribed.
- e) Being absent from work without authorization or without good and sufficient reason that is acceptable to the employer.

Where an employee leaves the employer's service or is dismissed and later rehired, their seniority shall date only from the time of their re-engagement.

ARTICLE 7 – LAYOFF AND RECALL

7.01 When reducing staff or recalling laid-off employees, seniority shall prevail, provided, however, the senior employee has the qualifications and ability to competently handle the work to be performed as determined by the employer. If the senior employee does not have the required qualifications and ability to perform the work being done by a less senior employee, they shall not claim seniority over the less senior employee.

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

ARTICLE 8 – PROMOTION AND VACANCIES

- 8.01** All vacancies and new positions within the scope of this agreement shall be posted on the bulletin board, and employees shall be allowed seven (7) working days in which to make written application for such vacancies or new positions. When the employer determines the vacancy will be filled, it shall be posted as soon as reasonably possible. Job postings 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, seniority shall be the governing factor, providing the applicant possesses the required qualifications to perform the duties of the position.
- 8.03** 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 **ninety (90) calendar days** of employment. If the employer 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 **ninety (90) calendar days** by the employer upon giving written notice to the employee and the union setting out the reasons for the extension.

8.04 Temporary Performance of an Out-of-Scope Position

- a) If the employer determines that work in an out-of-scope position is necessary, the employer shall make every reasonable effort to offer that position to existing employees in that department or classification based on seniority, qualifications, and ability sufficient to perform the job.
- b) An employee temporarily offered to perform duties in accordance with a) above, shall receive their hourly rate of pay with an increase of five dollars (\$5.00) per hour for all hours worked.
- c) The employee shall maintain their bargaining unit seniority unless they relieve in an out-of-scope position for more than twelve (12) consecutive months.
- d) The local of the union and the employer will mutually agree to the anticipated start and end date of the position. The end date can be extended with mutual agreement between the parties.
- e) The incumbent of the position will have no ability to discipline, hire, or terminate any employees of the Town of Wadena.

No employee shall be required to perform the duties of an out-of-scope position against their wishes when other employees are available to perform the required work.

ARTICLE 9 – SAFETY AND HEALTH

9.01 The employer agrees to comply with *The Saskatchewan Employment Act*.

An employee who is required by the employer to wear or use any personal protective equipment shall have the equipment supplied at no cost to the employee. Employees shall be instructed and trained in its care, use, and limitations before wearing or using it for the first time and at regular intervals thereafter, and the employee will participate in such instruction and training.

9.02 An Occupational Health and Safety Committee shall be established, which is composed of an equal number of union and employer representatives, but with a minimum of two (2) union and two (2) employer members. The Occupational Health and Safety Committee shall hold meetings as required by provincial legislation or as requested by the union or by the employer for jointly considering, monitoring, inspecting, investigating, and reviewing health and safety conditions and practices. Minutes shall be taken of all meetings, and copies shall be sent to the employer, the union, and the provincial government, with a copy posted at the town hall and workshop.

The union co-chair and their alternate will be trained to be a certified member as defined under *The Saskatchewan Employment Act* and its regulations. Training will be provided by a workplace health and safety agency approved by the committee, with all wages and costs paid by the employer.

9.03 Union Notification

A union member of the health and safety committee shall be notified, as promptly as possible, of any reported accident(s), incident(s), or illness(s) that are work-related and require a committee investigation. The purpose of this investigation is to find the causal and contributing factors of the accident, incident, or disease and to develop corrective actions using the hierarchy of controls and written procedures to prevent it from happening again. The member will be a part of all aspects of the investigation. Where there is a disagreement over the causal and contributing factors of an incident or the recommendations, both views will be recorded in the written report. For further clarity, incidents that did or could have led to lost time injuries, fatalities, or illness will be investigated by the committee.

9.04 Facilities

The employer will continue to provide and maintain suitable first aid equipment and facilities, including lunchrooms, locker rooms, and washrooms.

ARTICLE 10 – GRIEVANCE PROCEDURE

10.01 A grievance shall be defined as any dispute between the employer and any employee and/or the union regarding the interpretation, meaning, operation, or application of this agreement. No grievance shall be considered which is not presented within ten (10) working days after the event or circumstances giving rise to the complaint came to the attention of, or should have come to the attention of, the employee or employees

concerned. Where a grievance does arise, the parties to this agreement shall make an earnest effort to resolve such differences through the following procedure:

Step 1

The aggrieved employee and/or the union, with the steward present, if the employee desires, shall present a grievance to the immediate out-of-scope supervisor of the employee. If an adjustment satisfactory to the employee concerned is not made within five (5) working days of the time it is brought to the attention of the immediate supervisor of the department, the grievance shall be processed as follows or considered settled.

Step 2

Failing satisfactory adjustment within the time limit of Step 1, the employee(s) and/or the union may, within ten (10) working days, but not thereafter, from the time the immediate supervisor of the employee gave their answer or refused to give an answer, submit the written grievance to the chief administrative officer. The written grievance shall specify the article and section of the agreement alleged to have been violated, the circumstances and occurrence leading to the alleged violation, and the redress or adjustment requested. It shall not be acceptable to only allege the violation of the agreement as a whole. The chief administrative officer shall investigate the circumstances, consider the grievance, and give the employee and/or the union a decision within ten (10) working days from the receipt of the grievance. The decision shall be in writing.

Step 3

If the employee(s) or the union are not satisfied with the chief administrative officer's decision or refusal to decide, they may appeal within, but not later than ten (10) working days from the date of the decision or failure to decide in Step 2 above, to the Town Council. Upon such appeal, the grievance shall be considered by council at the next regular meeting of council or within ten (10) working days of the receipt of the appeal, whichever is earlier. Council shall hear evidence and render a written decision within ten (10) working days of the hearing.

Step 4

If satisfactory settlement is not reached in Step 3 above, either party may request arbitration, providing the request is made in writing within, but not later than ten (10) working days of the decision in Step 3. The party requesting arbitration will notify the other party of their appointee to an arbitration board. Within ten (10) working days of receipt of such notice, the party so notified will notify the other party of its appointee to the arbitration board.

The parties shall unless otherwise agreed between the employer and the union, within a period of ten (10) working days, jointly select a chairperson. If the parties cannot agree upon a chairperson or fail to do so, either party may request the Minister of Labour of Saskatchewan to appoint a qualified person to act as chairperson of the arbitration board.

The arbitration board shall not have jurisdiction to alter, add to, subtract from this agreement, or substitute any new provisions in lieu thereof, or give any decision inconsistent with the terms of this agreement or to deal with any matter not covered by this agreement. The decision of the arbitration board shall be final and binding upon both parties.

Each party shall bear the expenses of its appointee and their own respective witnesses, and the employer and the union shall equally bear the fee and expenses of the chairperson.

- 10.02** Notwithstanding the above, the parties to this agreement may, by mutual consent, agree to the appointment of a single arbitrator who shall act in the place of the arbitration board as provided above.
- 10.03** Failure of the chief administrative officer or other representative of the employer to reply within the prescribed time limits shall give the union the right to proceed to the next grievance procedure step.
- 10.04** The time limits in this article may only be changed by mutual agreement, in writing, between the parties.

ARTICLE 11 – LEAVE OF ABSENCE

- 11.01** An employee may request leave of absence without pay for good and sufficient cause up to a maximum of six (6) months. Such request shall be in writing. Seniority shall not accumulate for employees during periods of unpaid leave of absence of over ten (10) calendar days, nor will any illness leave, vacation pay, holiday pay, or other benefits be payable. The employee will pay one hundred percent (100%) of premiums for the continuation of any group benefits during the leave of absence, subject to the administrative policies of the insurance carrier.
- 11.02** Leaves of absence without pay but with the maintenance and accumulation of seniority may be granted to employees for periods of not more than five (5) working days on any one occasion for the purpose of attending official union conventions, conferences, or educational sessions for no more than one (1) person at any one time. The union agrees that at least fourteen (14) days' notice in writing to satisfy the employer's operating conditions must first be given before such leaves will be approved. At the discretion of the employer, in extenuating circumstances, consideration may be given to extending the limits outlined above. During such leave, the employee shall remain on the **employer's** payroll. However, the union will reimburse the **employer** for all wages and benefits paid by the **employer** during the period of absence.
- 11.03** The employer shall grant leave of absence without loss of wages, benefits, and seniority to an employee who is required to serve as a juror. The employer shall pay for such an employee the difference between their normal earnings and the payment the employee receives for jury service. The employee shall present proof of service and the amount of pay received.
- 11.04** The employer shall grant maternity, parental, and adoption leaves in compliance with *The Saskatchewan Employment Act*.

11.05 Interpersonal Violence Leave

An employee shall be entitled to ten (10) days of interpersonal violence leave, five (5) days paid by the employer and five (5) unpaid days in a fifty-two (52) week period.

Eligibility applies to an employee who is a victim of interpersonal or sexual violence, or an employee who is a parent of a child who is a victim, or an employee who is a caregiver of a victim of interpersonal or sexual violence, and the employee requires time off work to:

- a) seek medical attention for a victim with respect to a physical or psychological injury or disability caused by interpersonal or sexual violence;**
- b) obtain services from a victim services organization;**
- c) obtain psychological or other professional counselling;**
- d) relocate temporarily or permanently; or**
- e) seek legal or law enforcement assistance, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from interpersonal or sexual violence.**

The employer is required to ensure that personal information about employees accessing the leave is kept confidential.

ARTICLE 12 – DISCIPLINE AND DISCHARGE

12.01 Employees shall have the right to review, on their own time, their personnel/payroll file kept in the Town Office by making arrangements through their supervisor.

12.02 An employee shall be advised in advance of disciplinary meetings and shall have the right to have their steward present where the disciplinary action taken involves a written warning, disciplinary suspension, or discharge.

12.03 Disciplinary letters and related documents shall be removed from an employee's personnel file after a period of four (4) years, provided the employee has a clear disciplinary record during that period.

ARTICLE 13 – BEREAVEMENT LEAVE

13.01 The employer shall grant full-time employees the necessary time, up to a maximum of five (5) consecutive days (40 hours), with pay upon request to attend the funeral of a spouse (including common-law), child, father, mother, sister, or brother, the necessary time up to a maximum of three (3) consecutive days (24 hours) with pay upon request to attend the funeral of a grandparent, grandchild, mother-in-law, or father-in-law **and the necessary time up to a maximum of one (1) day (8 hours) with pay upon request to attend the funeral of an aunt or uncle.** Permanent part-time employees shall receive a prorated benefit based on hours scheduled to be worked.

Subject to prior written approval from the chief administrative officer, up to two (2) additional days (16 hours) may be granted where travel outside of the province is necessary or for other extenuating circumstances.

One-half (1/2) day (up to 4 hours) will be granted without loss of pay to attend a funeral as a pallbearer or mourner, provided that such employee has the approval of their supervisor.

ARTICLE 14 – HOURS OF WORK AND OVERTIME

14.01 Employees shall be paid on an hourly basis, depending upon actual hours worked per day. A regular day shall consist of **up to eight (8) hours** for office workers and **up to ten (10) hours** for all other employees.

14.02 All authorized hours worked in excess of **the assigned schedule of up to eight (8) or up to ten (10) hours** in a day or **forty (40) hours** in a week for all employees shall be considered overtime hours and shall be paid at the rate of one and one-half times (1.5X) the regular rate of pay.

14.03 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 two (2) hours.

14.04 On-Call/Standby and Facility Checks

Employees assigned on-call/standby on evenings, weekends, or holidays outside their regularly scheduled hours shall be paid thirty-two dollars (\$32.00) per day for weekdays and seventy-two dollars (\$72.00) each weekend day (Saturday and/or Sunday) they are required to be on standby.

In addition to the standby pay, if an employee is called out and required to attend the worksite, they shall receive a minimum of two (2) hours at the applicable overtime rate or the applicable overtime rate for hours actually worked, whichever is the greater, or receive the equivalent time off in lieu of overtime to be scheduled within thirty (30) days of being earned.

Employees so assigned will be required to remain available and in condition to respond to any call out without delay [minimum fifteen (15) minutes].

Employees assigned to standby and called out may be required to perform additional duties to complete two (2) hours of work (facility/security checks, snow removal, sanding, read meters, cleaning, inventory, or any other work assigned). Should the employee be authorized to leave prior to completing two (2) hours of work and subsequently called back within the two (2) hour period, they shall not receive any further payment until the two (2) hour period has elapsed.

14.05 An employee temporarily assigned to perform the duties of a higher-paid classification shall be advanced to that rate of pay in the higher classification that results in an increase for all such hours worked in the higher classification.

- 14.06** All employees will be granted a fifteen (15) minute rest period in each half of the full regular day, giving consideration to the efficient operation of the **employer**. Employees must remain at the worksite unless permission is obtained by the supervisor or the charge hand to have a scheduled rest period at a designated site.
- 14.07** The **employer** will pay salaries and wages on a bi-weekly basis by direct deposit. Each employee will be provided with an itemized statement of their wages and deductions on each pay period. In the event that the last day of the month falls on a Saturday, Sunday, or statutory holiday, payday shall be the last full banking day prior to these dates.
- 14.08** The employer 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 15 – SICK LEAVE

- 15.01** Sick leave is defined as the period of time an employee is absent from work with pay by virtue of being sick, disabled, **attending medical-related appointments**, or because of an accident for which compensation is not payable under the *Workers' Compensation Act* or by any group benefit plan.
- 15.02** All permanent full-time employees shall earn sick leave credits at the rate of **ten (10) hours** per month **or prorated for all permanent employees working less than full-time hours** and shall continue to accumulate credits from year to year to a maximum of thirty (30) days (240 hours). Accumulated sick leave credits will be used to cover any absence from work due to illness or injury which is not covered by other benefit plans.
- 15.03** A deduction shall be made from accumulated sick leave credits for any day or portion thereof that an employee is absent from work due to sick leave.
- 15.04** The employer reserves the right to require a doctor's certificate to validate any claim for sick leave **for any period of sick leave in excess of five (5) consecutive working days**. The employer will pay any direct charges by the doctor for the certificate. Permanent employees shall be entitled to use their earned sick leave credits to a maximum of three (3) days (24 hours) per year to attend medical or dental appointments for a spouse, child, or parent who is unable, because of age or medical condition, to attend such appointments alone, provided such appointments cannot be scheduled during non-working hours.
- 15.05** Accommodation of employees within the workplace is a shared responsibility. Where an employee, because of a bona fide disability, cannot perform their regular work, and has submitted medical evidence specifying limitations by a qualified medical professional, the employer, the union, and the employee will participate, cooperate, and collaboratively attempt to find suitable work for such employee up to the point of undue hardship. Failure on the part of an employee to provide the required limitations or participate in a cooperative manner shall be just cause for disciplinary action and/or termination.
- 15.06** **All permanent employees shall be entitled to three (3) personal days per calendar year, paid for by the employer. Personal time entitlement for part-time employees shall be calculated on a prorated basis.**

ARTICLE 16 – STATUTORY HOLIDAYS

16.01 The following days shall be observed as paid holidays:

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

and any other day duly legislated as a statutory holiday by the Province of Saskatchewan.

16.02 When a statutory holiday occurs, the work week shall be reduced by eight (8) hours. Employees working in excess of the reduced hours of work for that week shall be paid overtime rates for all such hours worked.

16.03 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 (1.5X) their regular rate of pay for each hour or part thereof worked.

16.04 Employees shall be paid in accordance with the relevant provisions of *The Saskatchewan Employment Act*.

ARTICLE 17 – VACATIONS

17.01 All permanent employees shall receive an annual vacation with pay in accordance with their continuous length of service with the **employer** as follows:

Less than one (1) year	Ten (10) hours for each month worked
After one (1) year	One hundred twenty (120) hours
After eight (8) years	One hundred sixty (160) hours
After fifteen (15) years	Two hundred (200) hours
After twenty (20) years	Two hundred forty (240) hours

17.02 Vacation pay shall be calculated from the date of hire, on the basis of one fifty-second (1/52) of gross annual earnings in the vacation year in which the vacation entitlement was earned for each five (5) working days of vacation. Seasonal, casual, temporary employees, and students shall be paid vacation pay on each regular monthly pay cheque.

17.03 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.

17.04 Employees may receive on the last office day preceding commencement of their vacation, any pay cheques which may fall due during the period of their vacation.

17.05 The period of years of employment with the employer necessary for an employee to qualify for a three, four, five, or six week vacation may be made up of accumulated years, provided that no break in employment exceeds **one hundred eighty-two (182) days [about six (6) months]**.

ARTICLE 18 – BENEFITS

18.01 The employer agrees to continue to provide permanent employees with the SUMA Group Benefits Plan and MEPP. Effective May 1, 2009, the employer shall pay 100% of the premiums for full-time employees for the existing SUMA Group Benefit Plan and add the Employee and Family Assistance Program (EFAP) to the benefit plan. The employer will continue to pay the employer's share of SUMA's Group Benefit Program premiums for up to six (6) months from the date of disability.

18.02 After six months of employment, full-time permanent employees required to wear safety footwear as a requirement of their position shall be provided with up to two hundred **fifty** dollars (\$250.00) **and permanent part-time employees shall be provided with up to one hundred seventy-five dollars (\$175.00)** as an allowance per calendar year to purchase CSA-approved footwear. **The employer will supply coveralls, suitable work gloves, and necessary personal protective equipment, which will be labelled "Town of Wadena."** Full-time permanent administrative assistant employees shall be provided with up to two hundred **fifty** dollars (\$250.00) **and permanent part-time employees shall be provided with up to one hundred seventy-five dollars (\$175.00)** as an office attire allowance per calendar year **as deemed appropriate for the workplace by the employer.**

Returning Seasonal Employees Incentive:

If a seasonal employee returns to work for the employer, they shall receive the following clothing allowance:

- Second year – up to fifty dollars (\$50.00)
- Third year – up to seventy-five dollars (\$75.00)
- Fourth year – up to one hundred dollars (\$100.00)

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

The **employer** and the union agree that any employee reporting to work without CSA-approved footwear, as required by the **employer**, and gloves will be sent home without pay, and this action shall not be subject to grievance.

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

ARTICLE 19 – WORKERS’ COMPENSATION

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

ARTICLE 20 – GENERAL

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

20.02 This agreement constitutes the total agreement reached between the parties and supersedes any and all previous agreements, either oral or written.

20.03 Employees who are required to operate vehicles shall be responsible for maintaining a valid operator’s license and immediately advising the employer of any restrictions placed on their operator’s license. Failure to do so will be deemed just cause for disciplinary action.

20.04 All employees who are required to operate vehicles shall be required to provide the employer 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 employer’s cost, if so requested by the employer.

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

20.06 Employees shall not use employer premises, equipment, or supplies for other than the business of the employer.

20.07 The employer shall provide a bulletin board which shall be placed so that all employees will have access to it and upon which the union shall have the right to post notices of meetings and such other notices as may be of interest to the employees.

ARTICLE 21 – NO STRIKE OR LOCK OUT

21.01 The union agrees that during the term of this agreement, there will be no strike, slowdown, stoppage of work, or any withdrawal of normally provided services, and the employer agrees that during the term of this agreement, there will be no lockouts.

ARTICLE 22 – TERM OF AGREEMENT

22.01 This agreement will become effective January 1, 2025, and shall continue in effect until December 31, 2027, 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 twenty (120) days prior to the expiry date of this agreement.

Signed this _____ day of _____, 2026.

On behalf of the Town of Wadena

On behalf of The Canadian Union of Public
Employees, Local 4335

/bs:cope491

LETTER OF UNDERSTANDING #1

BETWEEN

THE TOWN OF WADENA

AND

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 4335

Re: Wage Adjustment (J. Simpson)

The parties agree that a wage adjustment be provided for Joel Simpson at the rate of **Public Works II (Equipment Operator) with 3+ years** in recognition of Joel's qualifications, skills, and abilities in competently performing dual roles of operator and mechanic.

It is understood that for the duration of this agreement, Joel Simpson shall be qualified and continue to competently and efficiently perform the duties and responsibilities of operator and mechanic and will receive no further adjustment to his rate of pay for the duration of the agreement; however, his rate and classification will be reviewed at the end of the contract term.

There shall be no further retroactive provisions for Joel Simpson.

The letter of understanding pertaining to a wage adjustment for Joel Simpson shall expire on December 31, 2027, unless extended or renegotiated by mutual agreement of the parties.

Signed this _____ **day of** _____, 2026.

On behalf of the Town of Wadena

**On behalf of The Canadian Union of Public
Employees, Local 4335**

**SCHEDULE 'A'
WAGES**

CLASSIFICATION		1-Jan-25 10%	1-Jan-26 7%	1-Jan-27 3%
Public Works I	Start	\$20.54	\$21.97	\$22.63
Parks/Rec I	6 Months	\$21.95	\$23.48	\$24.19
	1 Year	\$23.35	\$24.99	\$25.74
	2 Years	\$24.77	\$26.51	\$27.30
	3+ Years	\$25.48	\$27.26	\$28.08
Public Works II	1 st Year	\$26.90	\$28.78	\$29.64
(Equipment Operator)	2 nd Year	\$28.31	\$30.30	\$31.20
Parks/Rec II	3+ Years	\$29.72	\$31.80	\$32.76
Certified PWI				
WT1, WD1, WWC1, WWT1 (Water Treatment Plant)	1 st Year	\$27.60	\$29.53	\$30.42
Certified PWII	1 st Year	\$30.94	\$33.11	\$34.10
PW II WT2, WD2, WWC2, WWT1	2 nd Year	\$31.66	\$33.87	\$34.89
(Water Treatment Plant)	3+ Years	\$32.31	\$34.57	\$35.61
Administrative Assistant I	Start	\$18.76	\$20.07	\$20.67
	6 Months	\$20.17	\$21.59	\$22.23
	1 Year	\$21.58	\$23.09	\$23.79
	2 Years	\$23.00	\$24.61	\$25.35
	3+ Years	\$24.06	\$25.74	\$26.51
Administrative Assistant II	Start	\$26.53	\$28.39	\$29.24
SEASONAL				
Parks/Museum Labourer I	1 st Year	\$15.57	\$18.00*	\$18.54
Parks/Rec I	2 nd Year	\$16.28	\$18.50*	\$19.06
	3rd Year+	\$16.98	\$19.00*	\$19.57
Parks/Rec Labourer II	1 st Year	\$17.70	\$18.94	\$19.51
	2 nd Year	\$19.12	\$20.46	\$21.07
	3rd Year	\$20.54	\$21.97	\$22.63
	4 th Year+	\$21.95	\$23.48	\$24.19
Museum Curator	1 st Year	\$17.70	\$22.00*	\$22.66
	2 nd Year	\$18.39	\$23.00*	\$23.69
	3rd Year+	\$19.12	\$24.00*	\$24.72

Lifeguard	1 st Year	\$19.00*	\$19.00*	\$19.57
	2 nd Year	\$20.00*	\$20.00*	\$20.60
	3 rd Year+	\$21.00*	\$21.00*	\$21.63
Lifeguard/Instructor	1 st Year	\$21.00*	\$21.00*	\$21.63
	2 nd Year	\$21.50*	\$21.50*	\$22.15
	3 rd Year+	\$22.00*	\$22.00*	\$22.66
Pool Supervision Manager	1 st Year	\$19.80	\$22.00*	\$22.66
	2 nd Year	\$21.24	\$23.00*	\$23.69
	3 rd Year+	\$22.64	\$24.00*	\$24.72

Note: All wage rates marked by a * are subject to separate market adjustments from the above-specified general wage increase.

Note: Where an out-of-scope supervisor chooses to appoint a charge-hand in their absence, that individual shall receive \$3.00 per hour, in addition to their wage set out above, while acting in the capacity of charge-hand. In such cases, overtime must be authorized by the administrator. Any new employee hired by the town may be given credit for their previous experience and qualifications for determining their starting wage rate.