

**SaskEnergy**

**TransGas**

 **UNIFOR**  
Local 649

# **Collective Bargaining Agreement**

**February 1, 2013 - January 31, 2017**



This Collective Bargaining Agreement dated February 1, 2013 - January 31, 2017 was approved by SaskEnergy Incorporated on May 31, 2013 and ratified by Local 649 UNIFOR Union of Canada on August 26, 2013.

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**AGREEMENT**

**Between**

**SASKENERGY INCORPORATED**

**and**

**LOCAL 649  
UNIFOR UNION OF CANADA**

**February 1, 2013 to January 31, 2017**

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For the purpose of this Collective Bargaining Agreement, unless otherwise specified herein, the following terms shall, when used in this Agreement, have the following meanings:

- “Classification”            grouping of positions (i.e. Administrative Assistant);
- “Employee”                any person covered by this Agreement;
- “Extended Family”        brother, sister, grandchild(ren), grandparents, corresponding in-laws;
- “Immediate Family”      spouse, dependent child(ren), parents, or any relative residing in the employee’s household; and
- “Position”                one specific job within a classification (i.e. Administrative Assistant, Human Resources).
- "Management"            person is out-of-scope and not covered by this Agreement.

BETWEEN

SASKENERGY INCORPORATED, being a Corporation of the Province of Saskatchewan, hereinafter referred to as the “Company” of the First Part,

and

LOCAL 649, UNIFOR UNION OF CANADA, herein acting only in respect to employees employed by SaskEnergy Incorporated, hereinafter referred to as the “Union” of the Second Part;

The parties value the maintenance of harmonious relations and settled conditions of employment. The parties recognize the duty and obligation of the Company through its employees to promote and maintain excellent, economical and effective customer service to the general public.

Recognizing the mutual value of joint dialogue and negotiations on all matters pertaining to working conditions, hours of work and rates of pay, the parties hereto enter into, establish and agree to the following terms:

## Article 1 – SCOPE

### 1.01 Definition of Employee:

The words employee or employees shall mean any person or persons covered by this Agreement.

### 1.02 This Agreement shall not apply to:

1. Employees in titles defined by the order of the Labour Relations Board as being within other appropriate bargaining units; or
2. Employees in positions with titles listed below (unless otherwise specified in Appendix 1 Wage Schedules) as may be amended from time to time by agreement between the parties or by Order of the Labour Relations Board of Saskatchewan:

Administrator	General Counsel & Corporate Secretary
Advisor	Geologist
Agent	Integrator
Analyst	Legal Counsel
Assistant Corporate Secretary	Management Trainee
Assistant General Counsel	Manager
Assistant Manager	Officer
Assistant	Planner
Assistant Treasurer	President & CEO
Auditor	Leader
Consultant	Representative
Controller	Solicitor
Coordinator	Specialist
Director	Superintendent
Engineer	Supervisor
Executive Assistant	Treasurer
Executive Director	Vice-President
Executive Secretary	

3. Employees not included in the bargaining unit are those:
  - a. whose primary responsibility is to actually exercise authority and actually perform functions that are of a managerial character.
  - b. who are regularly acting in a confidential capacity in respect of the industrial relations of the Company.

## **Article 2 - DURATION**

### **2.01 Duration**

Unless otherwise specified herein, this Agreement shall be effective from 2013 – 02 – 01 and shall remain in force and effect up to 2017 – 01 – 31 and from year to year thereafter. Either party may, not less than 30 days nor more than 60 days prior to the termination date hereof, give notice in writing to the other party to terminate this Agreement or negotiate revision(s) thereof.

### **2.02 Commencement of Negotiations**

The party giving notice in accordance with this Article shall indicate a suggested date for negotiations to commence. The date for commencement of negotiations shall not be more than ten (10) days following receipt of the notice.

### **2.03 Proposals**

At the first meeting of the parties for the commencement of negotiations, each party shall submit to the other, proposals in writing for revisions to the Agreement. Only such items that are submitted in writing by either party to the other at the first meeting shall be subject to negotiations.

## **Article 3 – RECOGNITION**

### **3.01 Application or Interpretation of this Agreement**

When matters are submitted by either party to the other with respect to the application or interpretation of this Agreement, such submissions shall be the subject of negotiations between the parties and a supplementary document shall be executed by accredited representatives of the parties.

### **3.02 Union Recognition**

1. The Company recognizes the Union as the sole collective bargaining agent and representative of the employees of the Company.
2. The Company shall negotiate with the Union or its representatives in any and all matters affecting employees:
  - a. conditions of work,
  - b. hours of work,
  - c. rates of pay and
  - d. any other matters which may be mutually agreed upon as being proper subjects for negotiations.



3. The Union may have the assistance of representatives of the UNIFOR Union of Canada, in any negotiations or discussions between the parties.
4. Access to Company premises shall be allowed to any representative of the Union for the purpose of business connected with the Union, providing such privilege does not interfere with the operations of the department concerned.

### **3.03 Management Rights**

1. Except as specifically abridged, delegated, granted, or modified by this Agreement, or any supplementary Agreements that may hereafter be made, all of the rights, powers, and authority the Company had prior to the signing of the Agreement are retained by the Company and remain exclusively and without limitation with the rights of the Company.
2. The Company has the right to discipline, suspend, and dismiss employees for just cause; any such action taken may be subject to the Grievance and Arbitration Procedure provided herein.
3. The Company will discuss with the Union, any changes affecting the employees, prior to such changes taking place.

### **3.04 Notice Boards**

The Company will install notice boards, for the sole use of the Union, in suitable locations easily accessible to the employees.

### **3.05 Distribution of Collective Bargaining Agreement**

The Company will provide each permanent employee with one copy of this Agreement and any relevant supplementary Agreement. The Collective Bargaining Agreement can be found in the Employee Almanac section of the Human Resources database.

### **3.06 Contracting**

1. It is not the intent of the Company to layoff permanent employees for the sole purpose of replacing those employees with contract firms, and the Company will make every effort to minimize the contracting out of work, subject to cost concerns. The Company will meet at the Union's request to discuss contracting out.
2. The Company will include a Fair Wage Clause in conformity with the Fair Wage Resolution of the Saskatchewan Legislative Assembly in all contracts for work done by private contractors.

### **3.07 Representative Workforce**

The parties agree to the principle of a representative workforce and will strive to develop, support and implement proactive strategies designed to ensure the diversity of employees in the Company.

A representative workforce is one in which the working age population of Saskatchewan is represented through SaskEnergy/TransGas at all levels and classifications in the organization and includes Aboriginal people, people with disabilities, visible minorities and men and women in under-represented classifications.

The parties agree to work in cooperation to:

- a. develop strategic initiatives and programs that foster mutual respect, trust, fairness, open communication and understanding of diversity principles;

- b. develop programs to achieve a more diverse workforce through recruitment, selection, training and career development; and
- c. identify ways to eliminate barriers that may be discouraging or preventing people who are under-represented in the workforce from entering and remaining in the workforce.

### **3.08 External Labour Disputes**

In the event an external labour dispute disrupts any of SaskEnergy's operations, the Union and Company will meet to discuss the impact of the dispute on the employees and business. Either party will notify the other as soon as a dispute of this nature occurs, or if possible, prior to the dispute taking place. This dialogue process should help reduce the negative impact of such an event on all parties concerned.

### **3.09 Union - Management Administration Process**

1. A central filing system administered by Human Resources will be available for review by Management and Union officials and will contain the following categories:
  - a. amendments to the Collective Bargaining Agreement
  - b. Letters of Understanding
  - c. short-term agreements
  - d. joint policy letters and programs
  - e. agreed to letters
    - extensions
    - letters of offer
    - relocation at Company request
    - probation
    - appointment information sheets
    - reclassifications
    - miscellaneous
  - f. current job descriptions
  - g. job bulletins and announcements
  - h. redundant Letters of Understanding

### **3.10 New Employee Orientation**

New employees will participate in an *on-line* orientation *which includes Corporate and Union content* developed and presented by the parties. All expenses to be paid by the Company.

### **3.11 Training Funds**

1. The Company will participate in the UNIFOR National Health, Safety and Industrial Relations Training Fund by contributing \$60.00 per year for each permanent employee belonging to the Union as of December 31. Payments will be made to the fund in January of the following year.
2. The Company will participate in the UNIFOR Local 649 Education and Training Fund by contributing \$30.00 per year for each permanent employee belonging to the Union as of December 31. Payments will be made to the fund in January of the following year.
3. Monies contributed to these funds will be used primarily for SaskEnergy, Local 649 employees.
4. The Union will provide, on an annual basis, a listing of the courses supported by these funds.
5. The training supported by these funds shall be consistent with SaskEnergy's values.

6. The Union will provide an audit of the funds on request.

### **3.12 Job Security**

1. This Agreement shall be interpreted in accordance with the laws of the Province of Saskatchewan.
2. The Company agrees that if it shall sell, lease, transfer or otherwise dispose of any part of its business, the Company will cause the purchaser and/or lessee to voluntarily recognize the Union as the representative of any employees which transferred with the business for the purpose of bargaining collectively.

## **Article 4 – UNION SECURITY AND DUES**

### **4.01 Union Security**

As a condition of employment every employee who is now, or hereafter becomes, a member of the Union shall maintain membership in the Union.

### **4.02 Union Dues**

1. The Company shall deduct from the wages due to the employee and pay to the Union the amounts of Union dues, initiation fees / assessments as designated by the Union.
2. Deductions shall be made on behalf of permanent or temporary employees working in any classification under UNIFOR jurisdiction.
3. All monies deducted shall be paid to the Union on the 15th and the last day of each month.
4. The Company shall furnish to the Union, with each payment, a list of the names of those employees for, and on behalf of, whom deductions have been made.

### **4.03 Notice of In-Scope Changes**

The Company will furnish monthly, to the Union, names and locations in respect to new employees, transfers and separations from the Company.

## **Article 5 – SENIORITY**

### **5.01 Jurisdiction**

The jurisdiction of this Bargaining Unit shall be as referred to in the Certification Order of the Labour Relations Board of Saskatchewan dated 1948-10-26 and as amended or revised from time to time thereafter, subject to the exceptions and conditions in this Article.

### **5.02 Establishment of Seniority**

1. An employee's seniority shall be determined from the date when that employee last commenced service with the Company within the jurisdiction of this Bargaining Unit, but shall not be established until employed in either:
  - a. a permanent position for 180 calendar days or,

- b. a temporary position or positions for 180 continuous calendar days, after which, seniority shall be retroactive to the date the employee last entered the jurisdiction of this Bargaining Unit.
2. If an employee accumulates total absences in excess of ten (10) working days as a result of sickness, accident, or other approved leave, the Company may extend the 180 day period by the total number of working days lost as a result of such absences.

### **5.03 Probation for New Employees**

1. All new employees will be on probation until they have established seniority in accordance with the provisions in Article 5.02.
2. Upon mutual agreement between the Company and the Union, the probationary period may be extended.

### **5.04 Employees From Other Acquired Utilities**

Employees who enter the service of the Company from any utility acquired by the Company shall be credited with their length of seniority in the same acquired utility as though it had been calculated in accordance with the provisions of this Article.

### **5.05 Accumulation of Seniority**

1. An employee who has established seniority in accordance with this Article will thereafter accumulate seniority at the rate of one (1) day for each calendar day of continued employment with the Company. For the purposes of this Clause a calendar year is defined as 365 days.
2. An employee who is suspended will continue to accumulate seniority.

### **5.06 Loss of Seniority**

1. An employee's seniority shall be lost by reason of:
  - a. dismissal for just cause;
  - b. voluntary resignation;
  - c. leaving the Bargaining Unit except as provided for in Clause 5.07;
  - d. continuous layoff (not including seasonal layoff) due to lack of work for a period in excess of the seniority of the employee at the time of layoff;
  - e. failure to report for work after the termination of a leave of absence or failure to report for work within one (1) week after being notified in writing, at the employee's last known address to report following a layoff. This provision shall not apply if the employee can give a satisfactory reason, in writing, for such failure to report in the time prescribed;
  - f. being terminated with bidding rights and whose seniority has expired before obtaining a bid position or being rehired by the Company.

### **5.07 Seniority When Bidding or Substituting into Management**

1. Employees substituting into a management position, to a maximum of one (1) year, will accumulate seniority and continue to pay Union dues. If the employee continues in the management position at the end of the one (1) year, all seniority will be lost.

2. Employees appointed to a temporary management position, to a maximum of one (1) year, will accumulate seniority and continue to pay Union dues. If the employee continues in the management position at the end of the one (1) year, all seniority will be lost.
3. Employees appointed to a permanent management position shall maintain, but not accumulate seniority, and will not pay Union dues. The employee will have the option to bid back into an in-scope position for a maximum period of one (1) year. If the employee continues in the management position at the end of one (1) year, all seniority will be lost.

#### **5.08 Seniority Rosters**

1. In February of each year the Company will prepare and post rosters in places accessible to all employees showing seniority, location and classification titles of all employees as of December 31 of the previous year.
2. Any errors or omissions in the roster are to be brought to the attention of Human Resources for corrections and shall be shown on a supplementary sheet.
3. Copies of the roster shall be supplied to the Union.

## **Article 6 – PERMANENT VACANCIES**

#### **6.01 Job Bulletins**

1. Notice of all new positions or vacancies within the scope of this Agreement will be issued from Human Resources and posted in places accessible to all employees.
2. Copies of all bulletins will be supplied to the Union.
3. In the event the Company decides not to refill a vacated position within the scope of this Agreement, the Company and the Union will discuss the reasons for that decision prior to such announcement on a job bulletin.
4. All bulletins will:
  - a. be issued not later than five (5) working days after the position becomes vacant;
  - b. be open for a period of at least eight (8) working days, but not exceeding 20 working days;
  - c. set forth the exact title, department, location and rate or range of pay for the job;
  - d. include a description of the position and the minimum qualifications required for the position.

#### **6.02 Bid Procedure**

1. Employees may bid for new positions or vacancies by submitting an *on-line application to Human Resources through the Recruitment Management System*.
2. Applications for bulletined positions will only be considered when received in Human Resources by 5:00 p.m. on the closing date of the bulletin.
3. The Company will confirm receipt of applications to employees.
4. A summary sheet of the applicants will be sent to the Union office prior to the announcement or appointment.

5. The file for each bulletin will be maintained by the Company and made available upon request for review by the Union.

### **6.03 Bid Withdrawal**

Written requests from employees to withdraw their application from a bulletined position must be received by Human Resources - Staffing by 5:00 p.m. on the closing date.

### **6.04 Appointments**

1. All new positions or vacancies will be filled by the senior qualified applicant, provided the employee has the ability and merit required to satisfactorily perform the duties of the position, *except for apprentice and training positions.*
  - a. *Effective October 1, 2013, employees in apprentice and training positions (Controls Technician Apprentice, DMO Apprentice, Electrician Technician Apprentice, Instrument Technician Apprentice, Pipeline Welder Apprentice, Service Technician Qualifying Position (STQP)) are restricted from applying on positions outside of the classification grouping as follows:*
    - i. *Indentured Trades – 3 years (does not include training time)*
    - ii. *STQP – 2 years (does not include training time)*
2. Qualifications *and eligibility* of the applicants will be assessed from information verified by Human Resources on the job application, personnel file, and in the Human Resources Information System as of 5:00 p.m. on the closing date of the bulletin. Employees are responsible for ensuring the education and training information on their personnel file is current and correct. Applicants on bulletins requiring a 1A driver's license must submit a copy of their valid 1A license with their application.
3. When two or more qualified applicants have equal seniority, the applicant whose month of birth falls earlier in the calendar year will be given preference.
4. The name of the successful applicant will be posted within eight (8) working days following the closing date shown on the bulletin.
5. In the event a vacancy occurs within 28 calendar days from the date the successful applicant for the vacancy was announced, the vacancy may be filled from the applicants from the previous job bulletin.
6. The Relocation Policy, as agreed to between the parties, will apply to eligible employees as defined by the Policy.

### **6.05 Appointment Date**

An employee having been appointed to a promotion will be paid at the applicable rate for the higher position effective on the date of commencing work in this position. In no case will the effective date be more than 30 calendar days from the date of the announcement of the appointment, unless the starting date is otherwise defined on the job bulletin.

### **6.06 Lateral Bid**

1. A lateral bid is an application by a permanent employee for a position in the classification currently held.

2. An employee who obtains a permanent bid without possessing minimum qualifications is, upon completion of 60 calendar days satisfactory service, deemed to possess the minimum qualifications for that classification.
3. Qualifications gained in this manner will not give the employee priority over senior employees who possess the minimum qualifications, nor will such qualifications be transferable to other classifications.

#### **6.07 Probationary Period for Appointments**

1. An employee, having been appointed to a position within or beyond the scope of this Agreement, will be allowed a probationary period in which to prove capable of filling the position. Should incapability be apparent prior to the expiration of the probationary period, the employee may be reverted earlier. Probationary period as follows:
  - a. 60 calendar days when appointed to a position within the same classification provided the employee has at least three (3) years in the classification; or
  - b. 120 calendar days for all other appointments.
2. A permanent employee who does not pass the probationary period will revert to the last permanent position previously held in which they have passed probation without the loss of seniority.
3. A temporary employee who has established seniority and does not pass the probationary period will be terminated with bidding rights equal to the length of their seniority up to a maximum of three (3) years from date of termination.
4. A temporary employee who has not established seniority and does not pass the probationary period will be terminated.
5. If an employee accumulates total absences in excess of ten (10) working days as a result of sickness, accident or other approved leave, the Company may extend the probationary period by the total number of working days lost as a result of such absences. In these circumstances the employee and the Union will be notified.
6. Upon mutual agreement between the Company and the Union, the probationary period may be extended.

#### **6.08 No Qualified Applicants**

1. When there are no qualified applicants for a vacancy, the Company may choose to fill the position from the applicants or hire externally. If the Company intends to fill the position from the applicants, the most senior applicant possessing the minimum educational and recognized trade qualifications (including typing speed) as called for on the job description will be appointed.
2. A decision that the Company is unable to fill the position or vacancy from amongst its employees will be announced within eight (8) working days of the closing date on the bulletin.
3. When the Company has announced it is unable to fill the position or vacancy from amongst its employees, the Company will have a further 120 calendar days in which to make an appointment from persons outside the Company. If no appointment is made within this period and the necessity for filling the position or vacancy still exists, a new bulletin will be issued and posted.



4. If the Company is unable to fill the position or vacancy from amongst its employees or does not appoint the senior applicant, the Union or any senior applicant will, upon request within five (5) working days following the announcement, be given written reasons for that decision.

#### **6.09 Permanent Management Positions**

1. In the event the Company is seeking applicants for permanent management position(s) at the Managers level or below, from persons other than those already employed in management positions, such position(s) will be advertised in order that employees covered by this Agreement may be afforded full opportunity to make application.
2. Employees appointed to a permanent management position shall maintain, but not accumulate seniority and will not pay Union dues. The employee will have the option to bid back into an in-scope position for a maximum period of one (1) year. If the employee continues in the management position, all seniority will be lost.

## **Article 7 - SUBSTITUTION**

#### **7.01 General Provisions**

1. When the work or the responsibility of a temporarily vacated position cannot be held in abeyance until the regular incumbent returns to work, it is the responsibility of the management supervisor or designate to assign the work to another employee.
2. Where supervision of staff is involved and that function continues to be a requirement during the absence of the regular incumbent, someone, if available, should be assigned to substitute in place of the absent employee.
3. In all cases, management staff must refrain from doing the duties that are normally done only by in-scope employees, except where the training of employees requires demonstration of duties or when emergency conditions require immediate action.
4. Experience gained by substitution will not be considered as experience for qualifications on job bulletins.

#### **7.02 Substitution Limitations**

1. Substitution may be assigned for a maximum period of:
  - a. One (1) year if the vacancy is caused by a maternity leave, deferred salary leave or job share arrangement.
  - b. 180 calendar days if the vacancy is caused by illness, injury, vacation, a temporary bid, or leave of absence other than maternity.
  - c. 90 calendar days if the vacancy is caused by any other reason.
2. Extensions to the time limits above may be granted by mutual agreement.

#### **7.03 Assignment of Substitution**

1. Substitution occurs only by assignment and neither the employee nor the management supervisor or designate should assume that it takes place without such assignment.
2. The supervisor may assign the work to another employee of the same or higher classification.



3. When required, the senior permanent full-time employee in the lower classification who is able to perform the duties in the locality affected will be requested to relieve in the higher classification. If senior employee(s) decline, then the most junior permanent full-time employee who is able to perform the duties in the locality will be assigned.
4. If the Company decides not to assign the substitution to the junior permanent full-time employee, the Company may assign the substitution to the most senior permanent part-time employee.

#### **7.04 Payment for Substitution**

1. An employee temporarily assigned to perform the duties of a lower paid classification will maintain their regular rate of pay.
2. An employee temporarily assigned to perform the duties of a higher paid classification will be paid for all hours so worked at the rate for the higher classification.
3. Where the higher classification has a pay range, the employee will be paid at the step in the range which ensures a differential of not less than \$5.00/month.
4. An employee who has received differential pay for relieving in a higher classification for sufficient time to qualify for the next rate in the range of that classification, will be paid the applicable rate for subsequent periods of relief in that classification, unless there is a Letter of Understanding to the contrary.

#### **7.05 Substitution in Management Positions**

1. An employee designated by the Company to substitute in a position which is beyond the scope of this Agreement will, in addition to all other provisions of this Agreement, receive a differential of 6% above their regular wage for the period involved. If supervision of staff is involved, the employee will receive 6% above the highest rate of the employee(s) being supervised.
2. All overtime worked will be payable at the applicable overtime rate of the employee's permanent classification.

#### **7.06 Substitution - District Operations Supervisor, Operations Supervisor and Customer Service Supervisor**

1. The senior qualified employee, reporting directly to the in-scope supervisor and who is able to perform the duties may be requested to relieve in the in-scope supervisor classification. If the senior employee declines, then junior employee(s) reporting directly to the in-scope supervisor and who are able to perform the duties, will be requested to relieve in the in-scope supervisor classification.
2. For the purpose of this Clause, qualified for:
  - a. District Operations Supervisor and Operations Supervisor is defined as an employee who holds the applicable trade certificate.
  - b. Customer Service Supervisor is defined as an employee with four (4) years experience as a Customer Service Representative I or II utilizing customer information systems.

## **Article 8 – TEMPORARY VACANCIES**

### **8.01 Temporary Vacancies**

1. Vacancies which are expected to exceed the following time limits:
  - a. One (1) year if the vacancy is caused by a maternity leave, deferred salary leave or job share arrangement.
  - b. 180 calendar days if the vacancy is caused by any other reason.

will:

  - i. be posted and filled in accordance with Article 6
  - ii. state the position is of a temporary nature
  - iii. indicate the estimated term of the position
2. A permanent employee who bids and is appointed to a temporary position will return to the permanent position previously held at the expiration of the temporary position.
3. Employees who do not hold a permanent position or who have given up a permanent position, will assume the status of the position appointed or hired into. Benefits will reflect the appropriate status.
4. In instances where there are no suitable applicants for a position, the Company may request an employee to take the position and such employee will be permitted to return to their former position and location at the expiration of the temporary appointment.

### **8.02 Temporary Employees**

1. If a vacancy cannot be filled under the terms of this Article, the Company may hire temporary employees for a maximum period as defined in Clause 8.01.
2. Extensions to the time limits above may be granted by mutual agreement.
3. Employees who have not established seniority at the expiration of the defined time limit must be terminated and cannot be rehired into the same location and classification for a two (2) week period.
4. An employee who, at the expiration of the defined time limit has established seniority, will be terminated with bidding rights and maintain seniority for bidding purposes, for a period equal to the employee's seniority at time of termination up to a maximum of three (3) years from date of termination.

### **8.03 Job Share Vacancies**

1. A job share arrangement will be for a maximum of one (1) year renewable term. The initial vacancy which results from a job share arrangement will be bulletined.
2. At the conclusion of the term, the job share arrangement may be renewed for an additional one (1) year term as per the Policy.
3. At the conclusion of the job share arrangement, a permanent employee who is the "job sharer" in a job share arrangement will return to the permanent position previously held.

4. At the conclusion of the job share arrangement, a permanent employee who is appointed to a temporary vacancy as a result of a job share arrangement will return to the permanent position previously held.
5. The Policy outlining the eligibility and guidelines for job share arrangements can be found in the Policies section of the Intranet or by contacting Human Resources.

#### **8.04 Temporary Management Vacancies**

1. In the event the Company is seeking applicants for temporary management position(s) of a duration of six (6) months or more, at the Managers level or below, from persons other than those already employed in management positions, such position(s) will be advertised in order that employees covered by this Agreement may be afforded full opportunity to make application.
2. Employees appointed to a temporary management position (not including a job share arrangement vacancy) will:
  - a. Have the right to return to their in-scope position if the temporary period of management work is one (1) year or less.
  - b. Have the right to grieve discipline while in the management position.
  - c. Maintain bidding rights while in the management position.
3. Employees appointed to a temporary management position vacancy resulting from a job share arrangement will:
  - a. Have the right to return to their in-scope position at the end of the job share arrangement.
  - b. Have the right to grieve discipline while in the management position.
  - c. Maintain bidding rights while in the management position.
  - d. Extension to the job share arrangement may be granted by mutual agreement.

## **Article 9 – GAS CONSTRUCTION**

### **9.01 General Provisions**

The provisions of this Article apply only to Gas Construction North and Gas Construction South employees. The provisions of the Collective Bargaining Agreement apply unless otherwise specified in this Article.

### **9.02 Season Definition**

A “construction season” is defined as 180 consecutive days in a calendar year. One (1) season per calendar year will be recognized.

### **9.03 Seasonal Status**

1. Employees will achieve seasonal status:
  - a. When employed in Gas Construction on a temporary basis for three (3) consecutive construction seasons, as defined above, and have established seniority, (effective on commencement of the third construction season); or
  - b. When appointed to a seasonal bid position and have passed probation, and:

- i. are subject to layoff at the end of the construction season, and
  - ii. are subject to recall at the commencement of a new construction season.
2. An employee who has completed 48 months of work in Gas Construction in a seasonal position will be reclassified to permanent status.
  3. If a seasonal employee bids and is appointed to a temporary position, that employee will return to the position previously held at the expiration of the temporary position. If senior employees are on seasonal layoff, that employee will also be placed on seasonal layoff.

**9.04 Seniority**

1. Seasonal employees on layoff will continue to accumulate seniority but will not accumulate time for company service while on layoff.
2. Temporary employees who have been terminated with bidding rights and are subsequently rehired by the Company, prior to the expiration of their seniority, will have their seniority reinstated.

**9.05 Vacation**

1. Employees with less than five (5) years of service may not be permitted to take vacation during the construction season.
2. Employees with five (5) or more years of service and who, at the request of the Company, must take vacation outside of the May 01 to October 31 period shall be entitled to additional vacation of one-third (1/3) of whatever leave they take in accordance with such request, to a maximum of five (5) days. This additional vacation must also be taken outside of the May 01 to October 31 period.
3. Seasonal employees who have been issued a notice of layoff, upon notice of intent to the Company, will have the option to:
  - a. Extend the date of layoff equal to the number of unused vacation days, or
  - b. Have the unused vacation days paid out, or
  - c. Take vacation prior to date of recall equal to the number of unused vacation days.

**9.06 Layoff of Seasonal Employees**

1. Written notice of seasonal layoff will be issued as far as possible in advance of the effective date, but not less than:

<b>Employee Seniority</b>	<b>Minimum Notice</b>
Less than one (1) year	One (1) week
More than one (1), less than three (3) years	Two (2) weeks
More than three (3), less than five (5) years	Four (4) weeks
More than five (5), less than ten (10) years	Six (6) weeks
More than ten (10) years	Eight (8) weeks

2. Seasonal employees will be laid off, without regard to seniority, provided other seasonal employees, in the designated/bid headquarters, with less seniority, are scheduled to be laid off within seven (7) calendar days.

3. In the event all seasonal employees in the designated/bid headquarters are not scheduled to be laid off as above, then senior employees shall be retained, provided they have the merit and ability to do the work.
4. Employees on seasonal layoff shall be entitled to exercise their seniority in the same manner as provided for in Clause 10.04 if such seasonal layoff exists beyond 12 months from their last date of employment with the Company, and if they have not received notice of recall within that time.
5. If layoff of a seasonal employee is not in accordance with the provisions of this Article, the employee shall be returned to work and shall be compensated for net loss of earnings suffered by reason of layoff.

#### **9.07 Recall From Seasonal Layoff**

1. Seasonal employees may be recalled, to their designated/bid headquarters, without regard to seniority, provided all seasonal employees with more seniority are scheduled to be recalled within 21 calendar days.
2. Recalled seasonal employees shall return to work in their designated/bid headquarters, without the necessity of re-bidding.
3. Termination of employment shall result if an employee fails to report to work within seven (7) calendar days after being notified, in writing, at the employee's last known address, unless satisfactory reason, in writing, can be given for such failure to report within the time prescribed.

#### **9.08 Inclement Weather Conditions**

1. When inclement weather conditions result in it being impracticable for seasonal employees of Gas Construction to proceed with their normal occupations, other work for such employees shall be provided, if available.
2. In the event other work is not available for these employees, they may be required to remain available to deal with any emergency that may arise, or may be released, but nevertheless shall be paid at one-half (0.5) times their normal rate of pay for a period not exceeding three (3) consecutive days. During such time, employees may be instructed in safety methods and procedures, construction methods and standards, Company policies, etc.
3. For the time in excess of three (3) consecutive days, as defined in 9.08 (2), the Company will provide these employees away from their headquarters with meals and lodging, provided they remain at the working location.

#### **9.09 Short-Term Work Stoppages**

1. Notwithstanding the provisions of this Article, temporary layoffs of less than 15 calendar days due to emergency conditions, such as breakdown of equipment or shortage of material, may be made without retaining employees in order of seniority.
2. Employees laid off under these conditions shall continue to accumulate seniority for the period of such layoff.
3. Every effort shall be made to provide work for seasonal employees who would otherwise be laid off.

## **9.10 Seasonal Bid Positions**

1. Seasonal vacancies will be posted and filled in accordance with Article 6.
2. Employees appointed to seasonal construction positions will become seasonal employees. Status and benefits will be changed to reflect this status change.
3. Employees appointed to seasonal construction positions will not return to their previous position at the end of the construction season.
4. Successful applicants for Gas Construction job classifications are required to provide their most recent medical report (Department of Transportation Physical Examination Form) to Human Resources no later than 30 calendar days after being appointed to the position. Failure to provide the medical report will result in being removed from the position in accordance with 9.11.

## **9.11 Probation Period for Employees Appointed to a Seasonal Position**

1. An employee, having been appointed to a seasonal position will be allowed a 120 calendar days probationary period in which to prove capable of filling the position.
2. A permanent employee who is appointed to a seasonal construction bid position and does not pass the probationary period will revert to the position previously held without loss of seniority.
3. A seasonal employee who has achieved seasonal status in accordance with Article 9.03 (1a) and is appointed to a seasonal position or bid headquarters, and who does not pass the probationary period will revert to the seasonal position previously held without loss of seniority.
4. A temporary employee who has established seniority and does not pass the probationary period will be terminated with bidding rights equal to the length of their seniority up to a maximum of three (3) years from date of termination.
5. A temporary or seasonal employee who has not established seniority and does not pass the probationary period will be terminated.

## **9.12 1A Driver's License, Driver's Abstracts and Medical Report**

1. Employees in classifications requiring a 1A driver's license are required to provide their most recent medical report (Department of Transportation Physical Examination Form) to Human Resources prior to the expiration of it. The Company will reimburse the employee the cost of the medical. Failure to provide the medical report will result in being removed from the position in the same manner as indicated in 9.11 above.
2. Employees in classifications requiring a 1A driver's license, as defined on the job description, must forward a copy of their license and corresponding driver's abstract yearly.
3. Successful applicants on job bulletins will be required to provide a current driver's abstract within two (2) working days after being notified by the Company of being the successful applicant, unless mutually agreed otherwise. Failure to provide the current abstract will result in the employee being removed from the position. For purposes of this Article current is defined as a date subsequent to the vacancy being posted.

### 9.13 Substitution

When a member of an assigned work crew is absent the next senior crew member, who is able to perform the duties, may be assigned to substitute until the absent member returns or until the following Monday when crew reassignment occurs.

### 9.14 Travel Provisions

1. Construction crews working outside of their designated/bid headquarters city limits will be provided with a vehicle other than public transportation, for travel to and from the headquarters.
2. An employee who stays at a special work site or remote location during the week and who has not been returned to their designated/bid headquarters on a weekend or statutory holiday, is entitled to receive a \$40.00 per day check-out allowance. This allowance represents the value of board and lodging that the employee foregoes when checking out. No lodging allowance shall be paid.

## Article 10 – STAFF REDUCTION AND RECALL

### 10.01 General Provisions

1. In the event the Company must reduce staff, every attempt will be made through joint consultation to relocate the employee(s) affected prior to a layoff notice being issued.
2. If the layoff of an employee is not in accordance with the provisions of this Article, such employee shall be promptly returned to former status in all respects (or to such other position with the Company that seniority would entitle the employee to under the terms of the Agreement) and shall be compensated for net loss of earnings suffered by reason of layoff.

### 10.02 Notice of Layoff

Written notice of layoff will be issued as far as possible in advance of the effective date, but not less than:

Employee Seniority	Minimum Notice
Less than one (1) year	One (1) week
More than one (1), less than three (3) years	Two (2) weeks
More than three (3), less than five (5) years	Four (4) weeks
More than five (5), less than ten (10) years	Six (6) weeks
More than ten (10) years	Eight (8) weeks

### 10.03 Layoff of Permanent Employees

1. Employees who have not acquired seniority will be terminated.
2. If further reductions are required, employees with the least seniority in the classifications affected in the department, at the headquarters, will be given layoff notice.

### 10.04 Bumping Procedure

1. A permanent full-time employee who has received a notice of layoff and who has not obtained a position through the normal bidding procedure may, after providing seven (7) days notice to the Company, exercise one of the following options:



- a. displace the employee with the least seniority at the same headquarters in the same or equal or lower classification, providing the minimum qualifications for the position are met or;
  - b. displace the employee with the least seniority at the same TransGas District or SaskEnergy Area, (as applicable), in the same or equal or lower classification, providing the minimum qualifications for the position are met or;
  - c. displace the employee with the least seniority in the Bargaining Unit, in the same or equal or lower classification, providing the minimum qualifications for the position are met or;
  - d. go on layoff.
2. An employee will be able to access the bumping procedure, as outlined in 10.04(1), one time per layoff notice.
  3. An employee who elects to displace another employee who is in a formalized training classification must have more seniority and must possess the entrance qualifications for the step in the range which the junior employee occupies.
  4. Employees required to relocate as a result of exercising one of the above methods of retaining employment shall be paid established meals, lodging and transportation allowances as for a move at the Company's request.
  5. An employee exercising the bumping procedure will maintain their rate of pay for an 18 month period (red-circled). After the 18 month period, the employee will be placed into the top step of the current classification.
  6. An employee leaving the bumped into classification prior to the expiration of the 18 month red-circled period will be placed into the new classification as per Article 17 (Starting Pay Rates) of the Collective Bargaining Agreement using current classification maximum rate of pay to determine placement.

#### **10.05 Employees on Layoff**

1. An employee on layoff who does not obtain a position within a time period equal to the seniority possessed shall be terminated.
2. An employee on layoff may:
  - a. apply for vacant positions in accordance with Article 6;
  - b. indicate acceptable work and working location(s) on the layoff notice.
3. Termination of employment shall result if an employee fails to report to work within seven (7) calendar days after being notified, in writing at the employees last known address, unless satisfactory reason, in writing, can be given for such failure to report within the time prescribed.

#### **10.06 Technological Change**

1. For the purpose of this agreement the term "technological change" shall be understood to mean:
  - a. the introduction by the Company, into the workplace, equipment, material or process of a different nature or kind than that previously used in the workplace;
  - b. a change in manner in which the Company carries on the work, undertaking or business that is directly related to the introduction of new or improved equipment, material or process; or



- c. the removal or relocation outside of the appropriate unit, by the Company of any part of the work, undertaking or business, that is directly related to the introduction of technological change.
2. The Company will notify the Union of technological change at least ninety days prior to the date on which such change is to be effected. Such notice shall be in writing and shall state:
    - a. the nature of the technological change;
    - b. the date upon which the Company proposes to effect the technological change;
    - c. the name, seniority dates and classifications of the employees affected;
    - d. the effect that the technological change is likely to have on the working conditions/job security of the employees affected; and
    - e. the changes to the job and work processes as a result of the technological change.
  3. Following notice to the Union, the parties will meet to discuss options to make every reasonable effort to prevent layoff, as a result of technological change, to permanent employees within the bargaining unit.
  4. The identified changes to job/work process, due to technological change, will be discussed between the parties to identify training opportunities that may be available, to allow the affected employees to retain their position.
  5. If it becomes necessary to relocate an employee due to technological change, the provisions of the Relocation Policy, as agreed to between the parties will apply.
  6. Employees not able to accept a relocation to a different geographical location or where there is no position available, may opt to sever their employment with the Company within 12 months from the date of layoff and receive severance as negotiated between the Company and the Union. The effective date of termination will be the date the Company receives the employee's notice to sever employment.

## **Article 11 – VACATION**

### **11.01 Vacation Service Time**

1. Service for permanent employees referred to in this Article means accumulated recognized service time with the Company and its predecessors.
2. Applications for recognition of accumulated service time may be submitted to Human Resources for review and, if approved, will be retroactive to the date of application.

### **11.02 Earning Vacation**

<b>Length of Service - Each full month of service from</b>	<b>Hours Earned / Month 35 hour work week (7.78 hour day)</b>	<b>Hours Earned / Month 37.33 hour work week (8 hour day)</b>	<b>Equivalent / year</b>
0 – the completion of 7 years	09.73 hours	10.00 hours	15 days / year
8 to the completion of 14 years	12.97 hours	13.33 hours	20 days / year
15 to the completion of 24 years	16.21 hours	16.67 hours	25 days/ year
25 <sup>th</sup> year and thereafter	19.45 hours	20.00 hours	30 days / year

Note: At age 58, permanent full-time employees shall be entitled to additional vacation hours equal to five (5) vacation days each year until retirement, provided the employee is not earning vacation leave under the 25 year provision above. If the compulsory retirement age is lowered from 65, the age at which an employee becomes eligible for this provision shall be reduced by the same number of years.

2. Accrued vacation credits shall be reported to each permanent employee on the annual Statement of Benefits.

### **11.03 Scheduling of Vacation**

1. Vacation may be taken each year as requested by the employee, availability of staff permitting.
2. For purposes of this Clause, "scheduled" is defined as having asked for and received approval from the management supervisor or designate.
3. Vacation shall be regulated by mutually agreed rotation schedules.
4. Vacation desired during the prime vacation period of June 01 to September 30, shall be scheduled by May 01.
5. Employees with three (3) or more years service and who, at the request of the Company, must take vacation at a time outside of the May 01 to October 31 period shall be entitled to additional vacation of one-third (1/3) of whatever vacation they take in accordance with such request, to a maximum of five (5) days. This additional vacation must also be taken outside of the May 01 to October 31 period.
6. The Company shall give an employee as much notice as is reasonably practicable of approval or denial of a request for vacation.

### **11.04 Vacation Carryover**

1. Employees will not be permitted to carry more vacation credits than can be accumulated over a period of 18 months, unless such carryover is approved by the employee's management supervisor.
2. Vacation credits in excess of the amount accumulated over an 18 month period will be scheduled at the discretion of the Company.

### **11.05 Statutory Holidays and Vacations**

When a holiday falls within the employee's annual vacation, the employee may:

- a. take an additional day off at a time mutually acceptable to the employee and the management supervisor or,
- b. take an additional days pay.

### **11.06 Illness or Injury Before or During Vacation**

1. An employee who becomes ill or injured immediately prior to the period which had been scheduled as vacation shall be allowed to reschedule the vacation.

2. Vacation interrupted for four (4) or more working days by employee illness or injury shall be considered as sick leave *provided that* the employee *supplies* medical confirmation of illness or injury to Employee Health Services *for the period of illness/injury*. The employee *is required to* obtain medical confirmation at the time and in the location of the occurrence of the illness or injury.

Employee Health Services will advise the management supervisor *of the employee's illness/injury* and the employee will then be permitted to take the *displaced vacation equal to the number of working days that the employee had been ill or injured* at a later date as arranged by mutual agreement.

#### **11.07 Vacation Credits Upon Termination**

Upon termination of employment, an employee shall receive pay in lieu of all unused vacation credits, calculated and accrued in accordance with the provisions of this Article, to the employee's last day of work.

#### **11.08 Vacation Pay Adjustment**

Vacation pay adjustments will be paid out yearly on the February month-end pay, based on the earnings for the previous calendar year and will be calculated as per the vacation earned in 11.02.

## **Article 12 – STATUTORY HOLIDAYS**

#### **12.01 Observance**

1. The following days, and any nationally or provincially proclaimed holidays shall be observed as paid holidays:

New Years Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	Saskatchewan Day	Christmas Day
Easter Monday	Labour Day	Boxing Day

2. Statutory holidays may be observed on days other than the calendar date when so proclaimed by Provincial or Civic Authority or upon mutual agreement between the Company and the Union.

#### **12.02 Statutory Holiday on Shift Employees Day Off**

If a statutory holiday falls on a shift employees assigned day of rest, such employee shall receive two (2) days pay (i.e., one (1) day pay for the holiday and one (1) day pay because the holiday fell on a day off). By agreement between the employee and the supervisor, another day off with pay on a mutually agreed date may be taken by the employee in lieu of the additional day's wages.

#### **12.03 Statutory Holiday on Non-Shift Employees Day Off**

If a statutory holiday falls on a non-shift employees scheduled day off and the employee does not work on that day, such employee will be entitled to an additional days pay or, upon request, be allowed an additional day off in lieu of the day's pay. The additional day off may be in conjunction with other days off or at a time mutually acceptable to the employee and the supervisor.

#### 12.04 Employees Required to Work on a Holiday

Employees required to work on a holiday will receive pay at double their regular rate of pay for all hours worked, in addition to all other regular and/or premium pay that they are entitled to under the provisions of this Article.

### Article 13 – LEAVE OF ABSENCE

#### 13.01 General Provisions

1. The Request for Leave of Absence form shall be completed for each leave required, unless the leave is of an emergency nature. In such case the leave shall be confirmed in writing by the employee upon returning to work.
2. Shift employees shall give adequate notice for rearranging of shifts before returning from a leave.

#### 13.02 Leave for Union Business

1. Unpaid leave for Union business shall be granted to designated employees.
2. Seniority, service time and superannuation rights and credits shall be maintained and accumulated.
3. Employees will give the management supervisor as much notification as possible, but in any case the minimum requirement shall be:

For Periods of:	Minimum Notice
Two (2) weeks or less	Two (2) working days
More than two (2) weeks, less than eight (8) weeks	Five (5) working days
Two (2) months to 36 months	30 calendar days

Note: No more than two (2) employees at any given time will be permitted leave of two (2) months to 36 months.

4. The Company and the Union shall negotiate the terms and conditions for Union leave in other specific instances as may be required.

#### 13.03 Negotiation Leaves

1. The minimum notice requirements of 13.02 may be waived in respect to leave required by the Negotiating Committee.
2. The Company shall maintain the regular rate of pay for three (3) days, for each of three (3) employee members of the Union Negotiating Committee while negotiating with the Company.

#### 13.04 Maternity/Adoption/Parental Leave

1. An employee entitled to take a maternity, adoption or parental leave should apply for the required leave as soon as possible, indicating commencement date and duration of the leave. At any one time, an employee is eligible for a maximum of 52 weeks (12 months) of combined available maternity/adoption and parental leave.

2. Seniority, service time and superannuation rights and credits for an employee on an approved maternity, adoption or parental leave will be maintained and accumulated for the period of the leave(s). Employee progression date will be retained for pay increments.
3. An employee will return to their former position at the expiration of the leave.
4. Failure to return to work at the expiration of the leave will result in automatic termination of employment.
5. In extenuating circumstances, and with adequate notice, an extension or reduction of an approved leave will be considered. In the case of an extension, the term of the leave will not exceed the legal entitlement for such leave.
6. Plans to supplement Employment Insurance (EI) Benefits are available for permanent employees on an approved maternity, adoption or parental leave and who meet the eligibility requirements of such plans. Plan terms and conditions are outlined in the following policy documents available in the policy section of the Intranet or by contacting Human Resources:
  - a. Compensation and Benefits - In-Scope Supplementary Maternity Benefits Plan Policy
  - b. Compensation and Benefits - In-Scope Supplementary Adoption Benefits Plan Policy
  - c. Compensation and Benefits - In-Scope Supplementary Parental Benefits Plan Policy
7. For temporary employees on an approved maternity leave and who meet eligibility requirements, a supplement to Employment Insurance (EI) Benefits is available to a maximum of 17 weeks postpartum for a medically substantiated health-related inability to perform the duties of their job due to childbirth and related complications. Employees must consult Human Resources for applicable eligibility requirements and other terms and conditions to this supplement.
8. A personal leave of absence in excess of:
  - a. an approved maternity, adoption or parental leave; or
  - b. an approved consecutive maternity/adoption leave and parental leave

will be granted under the following provisions:

- a. Leave shall be granted for a period not to exceed the total accumulated seniority of the employee, up to a maximum of 12 months.
- b. The employee must apply for the leave at least one (1) month prior to the expiry of their current leave, and the leave must commence the day following the expiry of the approved maternity, adoption or parental leave.
- c. The employee's vacated position will not be held. The Company will discuss with the Union its intent with respect to the vacated position.
- d. During the period of leave, the employee's seniority, service time and superannuation rights and credits will be maintained, but will not accumulate.
- e. If available, an employee returning from such leave will be given employment within their capabilities. If no such work is available, the employee will be terminated with bidding rights for a period equal to the employee's seniority at the time of leave up to a maximum of three (3) years from date of expiration of leave.

### **13.05 Educational Leave**

1. The Request for Leave of Absence form shall be completed detailing the length of leave and courses enrolled in. Leave may be taken for any period up to a maximum of 12 months.

2. An employee who supplies sufficient notice and has at least one (1) year continuous service, shall be granted unpaid Educational Leave provided reasonable staff levels are available and provided courses help the employee in their current position or prepare them for other positions within the Company.
3. Seniority and superannuation rights and credits shall be maintained and accumulated.
4. Leave of absence in excess of 180 days shall be granted under the following provisions.
  - a. The approval of the Union must be obtained.
  - b. The Company and the Union may agree to bulletin the vacated position on a permanent basis.
  - c. An employee returning from such leave will be given employment within their capabilities. If no such work is available, the employee will be terminated with bidding rights, for a period equal to the employee's seniority up to a maximum of three (3) years from date of expiration of leave.

### **13.06 Personal Leave**

1. The request for Leave of Absence form shall be completed, detailing the length of and reason for leave.
2. Personal Leave of Absence is not to be used:
  - a. For employment outside of the Company, including self-employment;
  - b. As an early retirement vehicle.
3. An employee who supplies notice of two (2) weeks for leaves less than six (6) months and one (1) month notice for leaves greater than six (6) months shall be granted unpaid personal leave of absence on the following basis:
  - a. Operations permitting;
  - b. No undue financial strain is placed on the Company;
  - c. No undue strain is placed on employees in the area.

In an unforeseen emergency situation the notice period may be waived by management.

4. Leave shall be granted for periods not to exceed the total accumulated seniority of the employee, for a minimum of 30 days up to a maximum of 12 months.
5. Seniority and superannuation rights and credits shall be maintained and accumulated.
6. Positions will not be held when a leave of absence in excess of 180 days is granted. The Company will discuss with the Union its intent with respect to the vacated position.
7. If available, an employee returning from such leave will be given employment within their capabilities. If no such work is available, the employee will be terminated with bidding rights for a period equal to the employee's seniority at the time of leave up to a maximum of three (3) years from date of expiration of leave.

### **13.07 Family Leave**

1. Family Leave shall be deducted from the employee's sick leave provided the employee has a minimum of 10 sick leave days. Employees not eligible to use sick leave may use available vacation or if possible, reschedule an additional day off.

2. Leave granted under this Clause shall be in accordance with the Family Leave Guidelines found in the *Human Resources section of the Intranet*.
3. Family Leave shall relate to family responsibilities associated with the employee's immediate family as defined below:
  - a. spouse,
  - b. dependent child(ren):
    - i. child(ren) living at home 18 years of age or younger (*effective October 1, 2013*)
    - ii. 19 years of age, or older (*effective October 1, 2013*), who is solely dependent upon the employee due to a mental or physical disability,
  - c. parents, or
  - d. any relative residing in the employee's household:
    - i. Elder care
    - ii. Who is solely dependent upon the employee due to a mental or physical disability.
4. The employee is expected to make every reasonable effort to arrange immediate family appointments to preclude or minimize an absence from work. For purposes of this Clause "scheduled" is defined as having asked for and received approval from the management supervisor or designate. Employees scheduled for leave under this Clause shall be granted leave as listed below:
  - a. medical/dental appointments shall be granted for the actual time required, to a maximum of one-half (½) day unless travel is required then, a maximum of one (1) day shall be granted when the appointment is not in the employee's home or bid location.
  - b. appointments with appropriate school authorities shall be granted for the actual time required, to a maximum of one-half (½) day.
5. An employee shall be granted leave to a maximum of one (1) day, to provide for the care of a sick member of the employee's immediate family.
6. An employee shall be granted a one (1) day leave in the event of the:
  - a. employee's spouse giving birth to their child,
  - b. employee's adoption of a child.

### **13.08 Emergency Leave**

1. The reason for which Emergency Leave is requested must be a sudden, unexpected or unforeseen critical situation which could not have been predicted in advance and which demands the employee's immediate action; and

The immediate action demanded necessitates the employee's absence from work to deal with the situation, otherwise risk or danger of serious damage to the employee's residence and/or risk or danger to the physical safety of the employee's family members may result; and

The situation must have occurred on the day for which the Emergency Leave is requested.

2. Leave granted under this Clause shall be deducted from the employee's sick leave credits.
3. Employees shall be granted leave for the actual time required (to a maximum of one (1) day).



### **13.09 Bereavement Leave**

1. A maximum of five (5) days leave with pay, shall be granted in the event of a death of an immediate family member as defined below:
  - a. spouse,
  - b. child, *corresponding step (effective October 1, 2013)*,
  - c. parent, *corresponding step (effective October 1, 2013)*,
  - d. or any relative residing in the employee's household.
2. A maximum of five (5) days leave, three (3) days with pay, shall be granted in the event of a death of an extended family member as defined below:
  - a. brother, sister,
  - b. grandson, granddaughter,
  - c. grandparent, great grandparent,
  - d. corresponding in-laws.
3. A maximum of three (3) days leave with pay shall be granted in the case of a serious illness, where death of a family member, as defined in either 13.09(1 or 2) is imminent or expected (supported by a medical certificate).
4. Should a death occur in the family as defined in 13.09(1 or 2) while the employee is on vacation, up to a maximum of one (1) additional day with pay will be granted if travel is required to return from vacation. The employee must supply suitable notification of death to the management supervisor and must request bereavement leave. The scheduled vacation days will then be credited and must be rescheduled.
5. A maximum one (1) day leave with pay may be granted to attend the funeral of a close friend, relative or fellow employee.

### **13.10 Leave for Public Office Election**

1. Employees who give reasonable notice shall be granted unpaid leave for the purpose of campaigning for and filling of elected Public Office in:
  - a. Municipal,
  - b. Provincial or,
  - c. Federal level of Government.
2. Seniority and superannuation rights and credits shall be maintained and accumulated.

### **13.11 Leave for Court Duty**

The regular wages of an employee subpoenaed as a witness or called to serve on a jury panel shall be kept whole by the Company.

### **13.12 Deferred Salary Leave Program (DSLPL)**

*Non-probationary* permanent full-time employees, not in a training or apprentice position with a minimum of three (3) years continuous Company Service *will be eligible to apply for a deferred salary leave once every eight (8) years*. Details outlining the Deferred Salary Leave Program (DSLPL) are found in the Policy document in the Policy section of the Intranet or by contacting Human Resources.



### **13.13 Compassionate Care**

Employees who meet the eligibility requirements of Human Resources Development Canada (HRDC) Employment Insurance Compassionate Care Benefit Program will be eligible to receive Compassionate Care Leave. Details on the Leave are found in the Policy section of the Intranet or by contacting Human Resources.

## **Article 14 – HOURS OF WORK**

### **14.01 General Provisions**

1. The hours of work for employees may need to vary within the parameters of the regular starting and quitting times as agreed upon locally to meet the normal requirements of a position.
2. During Daylight Savings Time the hours of work in TransGas Customer Service will be adjusted to accommodate the time change.
3. Any changes required to schedules will be subject to agreement between the local management supervisor and the shop steward concerned.
4. Saturday and Sunday will be regular days of rest for non-shift employees. The additional day off referred to in this Article shall be taken in conjunction with these days.
5. The additional day off may be rescheduled as mutually agreed at the time the change is requested, on these occasions overtime would not apply. If agreement is not reached the employee will receive overtime for working the additional day off.
6. All permanent full-time, non-shift employees are eligible to apply for flextime hours. Employees affected by “weekday” shift are not eligible for Flex-Time. Employees subject to standby arrangements are eligible to participate in flex-time on days not actively on standby, and provided operations are not adversely affected. Such employees will perform duties during their flex-time work hours before the employee on standby is called. The Policy outlining eligibility and guidelines can be found in the Policy section of the Intranet or by contacting Human Resources.
7. All employees covered by this Agreement, excluding Dispatchers, shall be entitled to a 15 minute rest period in the morning and afternoon of each day.

### **14.02 35-Hour Work Week (Two week average)**

1. The regular hours of work shall be from 08:00 to 16:47, Monday through Friday *with a one (1) hour lunch break (effective October 1, 2013 lunch break may be staggered between 11:00 and 14:00 to cover operational and business requirements)*.
2. Extended hours of work for Regina and Saskatoon provincial customer service shall be from 10:13 until 19:00. Employees subject to these hours are in specific bid positions or are part-time employees hired after September 27, 2007.
3. For each two (2) weeks work, an employee will be required to work nine (9) days and will receive one (1) additional day off in conjunction with the regular days of rest.
4. An employee who is required to take their additional day off at the end of the first week for ease of scheduling, will be given a half day, either Friday afternoon or Monday morning.

#### **14.03 37.33-Hour Work Week (Three week average)**

1. *The hours of work for employees in positions directly associated with system operations, as agreed between the Company and the Union, shall be 08:00 to 17:00, Monday through Friday with a one (1) hour lunch break (effective October 1, 2013 lunch break may be staggered between 11:00 and 14:00 to cover operational and business requirements).*
2. For each three (3) weeks work, an employee will be required to work 14 days and will receive one (1) additional day off in conjunction with the regular days of rest.
3. An employee who is required to take their additional day off at the end of the first or second week would ordinarily be entitled to 0.33 or 0.66 of a day; however, for ease of scheduling, it is agreed that one-half (1/2) day will apply in either case (the one-half) day to be given either Friday afternoon or Monday morning.

#### **14.04 Shift Schedules**

1. Regular shift schedules shall be agreed upon between the local management supervisor and shop steward concerned, and shall be posted at least two (2) days before the effective starting date for each shift period.
2. Employees who report to work and, through no fault of their own, have their shift(s) changed shall suffer no loss of pay.

#### **14.05 Compressor Station Maintenance Work**

The following shall apply to all compressor station employees who may be assigned to assist in maintenance work in compressor stations:

- a. The above-named employees may be required, upon 24 hours notice, to work on shift, in which case, the hours of work and assigned days of rest will be as agreed upon locally.
- b. Rescheduling of such employees is not to be considered for performing ordinary routine maintenance, but is to be instituted only in the case of abnormal or emergency conditions.
- c. Where at least 24 hours notice has been given, employees required to work shifts other than the day shift shall be paid at the rate of 1.5 times their regular rate of pay for the first shift so worked in respect of maintenance operation, and regular pay thereafter for regularly scheduled and agreed shifts.
- d. Where at least 24 hours notice has not been given, employees required to work shifts other than the day shift shall be paid at applicable overtime rates for the first shift so worked in respect of the maintenance operation, and regular pay thereafter for regularly scheduled and agreed shifts.
- e. All overtime worked shall be paid at applicable overtime rates.

## **Article 15 – OVERTIME**

#### **15.01 Application of Overtime**

All time worked in excess of the hours stated or agreed upon locally in Article 14 shall be defined as overtime and paid for at the rate of double the employee's regular rate of pay.

## **15.02 Rest Period**

1. Employees required to commence work more than four (4) hours before their regular starting time shall be paid double their regular rate of pay for all hours worked until relieved from duty for at least eight (8) hours rest (excluding lunch break).
2. Any portion or all of this rest period falling within the employee's normal hours of work shall be paid at the employee's regular pay rate for all such hours.
3. If the eight (8) hour rest period expires within two (2) hours of the employee's regular quitting time, the employee will not be required to return to work to qualify for regular pay for the remainder of the regular shift.

## **15.03 Call-Out**

1. a. Employees required to work overtime, which is not continuous with their regular hours of work and requires travel to a job site, shall be free when their duties in respect to the call-out are completed, but shall, nevertheless, be guaranteed a minimum payment of two (2) hours at the overtime rate for such two (2) hour period.  
b. Employees required to work overtime, which is not continuous with their regular hours of work and does not require travel to a job site, shall be free when their duties in respect to the call-out are completed, but shall, nevertheless, be guaranteed a minimum payment of one-half (½) hour at the overtime rate for such one-half (½) hour period.
2. Employees called out in the one (1) hour period immediately preceding their normal starting time shall be paid a minimum of one (1) hour only at the overtime rate.
3. Employees called out more than once during the specified call-out period shall not receive further overtime until the specified call-out period has elapsed.

## **15.04 Banked Overtime effective August 28, 2013**

1. *A permanent full-time employee entitled to overtime pay will elect to be compensated for such as follows:*
  - a. *paid at the overtime rate; or*
  - b. *bank double time off in lieu of payment.*
2. *The Banked Overtime year is defined as January 1 – December 31.*
3. *48 hours may be allocated into the overtime bank in a given year (prorated for 2013).*
4. *Banked overtime will be taken in no less than one (1) day increments at a time mutually agreeable to the employee and the employee's management supervisor. Requests to use banked overtime hours must be submitted to the management supervisor as soon as reasonably practicable, but in any case, no later than two weeks prior to taking the time. Scheduled banked overtime may be cancelled at the discretion of the management supervisor due to unforeseen circumstances.*
5. *Time off will not be granted if it will result in more overtime or other additional costs to the Company.*

6. *Time off will not be granted during prime vacation season which will be defined as June 1 – October 31.*
7. *Banked overtime earned in any year must be used in the year in which it was earned. Remaining banked overtime will be paid out on January 15 each year at the hourly rate in effect when the overtime was worked.*
8. *Banked overtime taken as time off will be paid at the rate in effect at the time.*
9. *If an employee elects a payout, the banked overtime will be paid out at the hourly rate in effect when the overtime was worked.*
10. *All banked overtime will be paid out at such time as the employee bids to another position based on the hourly rate in effect when the overtime was worked.*

#### **15.05 Trade Shows and Fairs**

An employee who works overtime for trade shows or fairs will have the option of remuneration for overtime hours as follows:

- a. two (2) times the hourly rate for each hour worked, or
- b. equal hours off work for each hour worked (hour for hour).

#### **15.06 Conventions and Conferences**

An employee's regular wages will be maintained while attending approved conferences or conventions (no overtime or travel time will be paid). If the conference or convention is on an employee's day off, equal hours off work with pay (maximum eight (8) hours per day) may be scheduled between the employee and their supervisor at a mutually agreeable time.

## **Article 16 – PAYMENT OF WAGES AND EXPENSES**

#### **16.01 Automatic Deposit**

1. All employees, shall have their earnings and expenses transferred to the financial institution of their choice, provided that the institution selected is able to process electronic transfers.
2. Earnings, calculated as 50% of the monthly rate of pay, shall be deposited prior to noon on the 15th and the last day of the month.
3. Changes made by employees to their financial institution, account number, branch, etc., that affect the Company's ability to transfer their earnings and expenses to them, will require seven (7) working days notice to the Payroll Department.
4. All financial institution information supplied by employees will be kept confidential and will be used only for the purpose of paying and reimbursing employees.

#### **16.02 Temporary Employee Wages**

Temporary employees shall be paid wages due them:

- a. for the 1st to the 15th of the month - at the end of the month;
- b. for the 16th to the end of the month - on the 15th of the following month.

### **16.03 Extra-Item Pay**

Payments to employees for extra-item pay shall be made within 15 calendar days of receipt of time sheets in Payroll.

### **16.04 Itemized Statements**

The Company will provide each employee, on each pay day, an itemized statement indicating total earnings, the amount and nature of all deductions and other information as may be agreed upon by the parties.

## **Article 17 – STARTING PAY RATES**

### **17.01 General Provision**

When employees are appointed to new positions, their placement in the steps of the pay ranges for those positions will recognize and provide credit for experience acquired in their current term of employment with the Company. No credit will be provided for external experience.

### **17.02 Appointments**

Unless otherwise provided for in this Agreement, employees appointed to new positions shall be placed at the step of the pay range for those positions as follows:

1. An employee who is successful in a promotional bid shall be placed at the step of the pay range which provides a salary increase on the hourly rate. Such employee shall not be red-circled.
2. An employee who is successful in a lateral bid or bids to a classification with the same maximum hourly pay rate shall be placed at the same step of the pay range as was previously held. Such employee shall not be red-circled.
3. An employee who bids to a lower level position shall be placed at the step of the pay range which equals their years of service to the maximum step in the pay range.
4. An employee who is successful in a promotional bid to a classification in which they have been substituting, shall be placed at the step of the pay range earned in accordance with 7.04(4) provided the substitution occurred within the last two (2) years.
5. An employee who has been terminated with bidding rights, or who is on layoff and is appointed to a bulletined position, will be placed at the step of the pay range for the new position in accordance with 17.02(1), 17.02(2) or 17.02(3) using the hourly rate of pay at the time of termination with bidding rights or layoff.
6. Employees shall not be placed in any step of a pay range specifically designated for optional educational or optional trade requirements unless they hold such requirements.
7. Employees must successfully complete non-optional training courses in order to remain in a new position. Employees who do not successfully complete the non-optional training courses are subject to the Supplementary Agreement: "Training Provisions".
8. An employee who bids out of a classification, and within 18 months, bids back into the same classification, shall be credited with time, for pay purposes only in such classification provided that the employee accrued six (6) consecutive months in that classification prior to bidding out.

9. To determine whether a bid is promotional, lateral, equal or lower, the maximum hourly rates for the positions will be compared. When a rate is specifically designated for optional education or optional trade requirements, it will not be used in the comparison unless the employee has the requirements.

### **17.03 New Employees (External Hires)**

New employees shall be placed at the first step in the pay range for the positions hired into and under no circumstances will any credit for experience be considered, except as follows:

1. An employee who terminated employment and within 12 months of such termination is re-hired into the same classification, shall be credited with time, for pay purposes only, in such classification provided that the employee accrued six (6) consecutive months' experience in that classification prior to termination. For the purpose of this Clause, six (6) consecutive months is equal to 180 consecutive calendar days.
2. If satisfactory evidence of previous related experience appears to warrant the hiring of any person at higher than the minimum for the applicable position, the hiring rate and conditions shall be determined by mutual agreement between the Company and the Union.

### **17.04 Step Progression**

Step progression date for salary increase will be the date that an employee reports to the new position, as indicated by the effective date of appointment specified on the employee's Appointment Information Sheet retained in Human Resources.

## **Article 18 – POSITION AND CLASSIFICATION EVALUATION**

### **18.01 General Provisions**

1. Position refers to one (1) specific position in the Company (i.e. Administrative Assistant, Human Resources).
2. Classification refers to a grouping of positions in the Company (i.e. Administrative Assistant).
3. Evaluation or re-evaluation, refers to the process of analyzing job duties and responsibilities for the purpose of systematically ranking jobs in relation to other jobs in the Company.
4. Reclassification refers to the process of a position moving from one evaluation pay band to another evaluation pay band.
5. The Joint Job Evaluation Committee (JJEC) will be made up of equal representation from the Company and the Union, number of Committee to be mutually agreed upon by both parties.
6. The Company shall discuss changes to existing positions, jobs or classifications including titles, rates of pay and qualifications, with the Union at the earliest possible opportunity.
7. In the event of a dispute, the Company may establish a new position, job or classification or make changes to an existing position, job or classification and the Union may lodge a grievance.
8. In the event the Company intends to abolish an existing position, job or classification, the Company shall consult with the Union prior to undertaking any action on such matter.

## **18.02 Maintenance for Job Descriptions and Job Evaluations**

1. The parties agree to maintain accurate job descriptions and job description detail information which reflect current work assignments.
2. In situations where the current duties and/or responsibilities have changed significantly since the last evaluation (must be at least 12 months prior), the following procedures shall be followed:
  - a. The incumbent(s) and/or the management supervisor may request changes to the job description, job description detail information and request an evaluation by completing and submitting a Job Maintenance Request Form to Human Resources.
  - b. Upon receipt, Human Resources will date the documents and will schedule a meeting to review the job changes within 30 calendar days of the receipt date.
  - c. The JJEC co-chairs will assess the changes to determine the impact to the evaluation. If it is determined that the changes do not impact the position the changes will be processed without re-evaluation. If it is determined the changes impact the evaluation, the position will be re-evaluated with the JJEC within 30 calendar days of the latter of: the JJEC co-chairs meeting; or the date the Company and Union reach agreement on the job description.
  - d. If a re-evaluation results in a change to the position, the changes will be effective the day the documents were date stamped in Human Resources.
  - e. The management supervisor and incumbent(s) will be notified of the evaluation results.

## **18.03 New Positions**

1. In the event that a new position is created, the following procedures shall be followed:
  - a. The management supervisor will complete and submit a Job Maintenance Request Form to Human Resources.
  - b. Upon receipt Human Resources will date the documents, and the new job description will be sent for Union approval. Upon receipt of the approved job description a meeting will be scheduled within 30 calendar days with the JJEC.
  - c. The management supervisor will be notified of the evaluation results.

## **18.04 Results Implementation**

1. If a reclassification results in a position moving to a higher pay band, the incumbent(s) shall be placed at the step of the pay band which provides a salary increase on the hourly rate.
2. If a reclassification results in a position moving to a lower pay band, the incumbent(s) will retain the pay rate in effect prior to reclassification, continue through pay steps until obtaining the top step and continue to receive all negotiated contract increases, while remaining in the classification. Employees bidding out of their classification on a permanent basis will lose their circling provisions.
3. If a reclassification results in no changes to the position, the incumbent(s) remain at the same step of the pay range as was previously held.



## Article 19 – SICK LEAVE

### 19.01 Accumulation

1. Employees accumulate sick leave credits for each calendar month (prorated for partial months) spent in the service of the Company.

Work Week	Sick Leave / month
35 hour	9.73 hours (1.25 days)
37.33 hour	10.00 hours (1.25 days)

2. Credits will accumulate from commencement of employment but may not be utilized until three (3) months of service with the Company have been completed.
3. Time away from work during regular working hours for sickness or injury as defined in this Article shall be deducted from employee's accumulated sick leave credits.
4. No employee shall accumulate sick leave credits during any period of layoff or leave of absence (other than negotiations) in excess of 30 consecutive calendar days.
5. In the event that an employee has an illness or injury which does not qualify for coverage under the Disability Income Plan and does not have sufficient regular sick leave credits to cover the period they are absent from work, the Company will provide Plan B benefits as per the eligibility guidelines. For information regarding eligibility criteria contact Employee Health Services, Human Resources.

### 19.02 Sickness and/or Injury--Definition

Sickness and injury in this Article shall include:

- a. Onset of acute (severe but of short duration) illness,
- b. Chronic (continuing or prolonged) illness requiring medical attention or treatment,
- c. Medical/dental/optometrist treatments or examinations by a physician, specialist, or any service/treatment referred by a physician,
- d. Injury requiring medical attention or treatment other than injury covered under Workers' Compensation.

### 19.03 Notification to Supervisor

1. An employee who is absent from work due to sickness or injury shall notify the immediate management supervisor or designate at once. An employee shall not be entitled to benefits for time previous to such notification unless the delay is shown to have been unavoidable and satisfactory evidence of the inability to notify is furnished.
2. Shift employees shall give adequate notice for rearranging of shifts before returning from sick leave.
3. An employee is expected to make every reasonable effort to arrange medical appointments to preclude or minimize an absence from work. For purposes of this Clause, "scheduled" is defined as having asked for and received approval from the management supervisor or designate. Employees scheduled for leave under this Clause shall be granted leave for the actual time required.



#### **19.04 Medical Absence Confirmation**

1. For sick leave of three (3) or less consecutive working days, a doctor's sick slip may be required at the discretion of the management supervisor or designate; such confirmation must indicate day(s) the employee was unfit for work.
2. For sick leave of more than three (3) consecutive working days, a doctor's sick slip must be obtained and returned to the management supervisor or designate.
3. If required, the doctor's sick slip must be provided to the management supervisor in order for the employee to receive payment under the sick leave benefit plan.
4. The Company will reimburse the employee for the cost of required doctor's sick slip.

#### **19.05 Medical Examinations and Detailed Medical Reports**

1. A detailed medical report prepared by a duly licensed medical practitioner may be required by the Company at any time and shall be furnished before payment is made under the sick leave benefits plan.
2. Detailed medical reports will be forwarded directly to SaskEnergy's Employee Health Services Department in a confidential envelope.
3. The detailed medical report form required under this Clause shall be on the approved form supplied by the Company. A copy of the form can be found in the Forms section of the Human Resources database or can be obtained by contacting Employee Health Services.
4. The Company will reimburse the employee for the cost of required detailed medical report.
5. The Company reserves the right to call for an examination of an employee on sick leave at any time by a physician designated by the Company.
6. The Company does not have the right to call for an examination of an employee not on sick leave except as per the terms and conditions agreed to in the Letter of Understanding "Medical Examinations and Detailed Medical Reports for CEP Members Not on Sick Leave", dated October 31, 1996.

#### **19.06 Integration of Benefits**

**Canada Pension Plan Disability Benefits** – The sick leave credits of an employee receiving disability benefits under the Canada Pension Plan shall be prorated to supplement those benefits up to the amount of entitlement under regular sick leave credits. This supplement shall continue until accrued sick leave credits are exhausted or until the employee returns to work, whichever occurs first.

#### **19.07 Benefit Statement**

The Company shall furnish a statement of sick leave credits to each permanent employee on an annual Statement of Benefits.

#### **19.08 Companies Acquired by SaskEnergy**

Employees who are on the staff of other companies taken over by SaskEnergy, shall be entitled to have their service with such companies, up to a period of ten (10) years, calculated as if it had

been service with SaskEnergy, unless undertakings more favorable to the employees had been agreed to by their previous employer. Employees so entitled by virtue of this Article shall be credited with two (2) weeks sick leave for each year of service with such companies.

## **Article 20 – WORKERS' COMPENSATION**

### **20.01 Payment of Wages**

1. If an employee is injured while working for the Company and, as a result, qualifies for full compensation under the provisions of the Workers' Compensation Act, the Company shall pay such employee for a period not exceeding one (1) year, the employee's regular basic wage, less all normal deductions. *During the one (1) year timeframe, WCB will pay directly to the Company the employee's portion of WCB payments.* At the end of the one (1) year, the employee *may be eligible to receive WCB compensation.*
2. An employee who is off work because of an injury, which is the result of a compensable accident that occurred when the employee was not in the employment of the Company, will be on leave of absence without pay if the employee is receiving compensation payments.
3. Any negotiated wage increase or salary increment the employee would have normally been entitled to, while in the classification held prior to the injury, shall be included as part of the regular basic wage.
4. If Workers' Compensation Board payments are reduced within the year and the employee refuses to accept light duties as recommended by the Board, the Company's payment will be proportionately reduced.
5. Pending acceptance from the Workers' Compensation Board of a claim, an employee shall receive regular basic wage less all normal deductions. The Company may limit such pay to the amount of sick leave benefits held by the employee at the commencement of the injury. Proof of injury, as per sick leave regulations, will be required before payment is made. If claim is denied by the Workers' Compensation Board, the payment will be applied against the employee's sick leave.

### **20.02 Sick Leave**

An employee on Workers' Compensation shall continue to accumulate sick leave credits for a maximum period of one (1) year.

### **20.03 Vacation**

An employee's vacation credits shall not be reduced as a result of being a victim of a compensable accident.

## **Article 21 – DISABILITY INCOME PLAN**

### **21.01 Public Employees Benefits Agency Plan**

1. Employees with three (3) continuous months of service will participate in the Disability Income Plan available to all employees of the Government of Saskatchewan.

2. Premium(s) for employees at work or on leave of absence under the provisions of Article 13.04, Maternity, Adoption/Parental Leave, excluding 13.04 (4), will be paid by the Company. In all other instances, including 13.04 (4), the premiums shall be shared between the employee and the Company as described in Plan documents.
3. The required waiting period before receiving benefits under this Plan is 119 calendar days.
4. Employees approved for disability benefits will be required to apply for the disability benefit under the Canada Pension Plan (CPP). Benefits received from CPP or other sources, during the time you are receiving benefits under the Plan, may be taken away from disability payments. Complete details can be found in the Disability Income Plan booklet or contact Compensation and Benefits Department, Human Resources.

### 21.02 Plan B

1. An employee who is eligible for coverage under the Disability Income Plan but does not have sufficient regular sick leave credits to cover the waiting period will receive 75% of their basic wage from the Company (less standard deductions) for that portion of the waiting period not covered by regular sick leave credits.
2. The Company will retain benefits resulting from the employee's share of reduced Employment Insurance premiums.

### 21.03 Ineligibility or Expiration of Benefits

1. Employees who have used up their benefits, or are otherwise not eligible for payments under the Disability Income Plan and who are unable to return to their former classification, or modified work, will be placed on layoff. These employees will lose their seniority by reason of continuous layoff for a period in excess of their seniority at the time of layoff. When the seniority of the employee is depleted, the employee will be terminated.
2. During the time the employee still has seniority, the employee would be referred to the Rehabilitation Committee who would, if possible, pursue an acceptable placement of the employee.

## Article 22 – ALLOWANCES AND REIMBURSEMENTS

### 22.01 Meals

If meals are not provided for employees when they are required to be away from their designated/bid headquarters, meal per diems as follows will be paid:

	<b>Breakfast</b>	<b>Dinner</b>	<b>Supper</b>
April 2, 2013	\$11.65	\$18.05	\$23.15
Feb. 1, 2014	\$12.00	\$18.55	\$23.80

The above-listed meal amounts will be adjusted annually on February 1, to reflect the percentage increase in the Consumer Price Index – Saskatchewan – Food – Food Purchased from Restaurants Food Index, from January 1 to December 31 of the previous one (1) year period.

## **22.02 Lodging**

Employees required to stay away from their designated/bid headquarters for an overnight period, shall be reimbursed actual lodging costs, within reason; all claims in excess of \$6.00 per day to be supported by receipts.

## **22.03 Out-of-Province Travel**

Employees required to be out-of-province on behalf of the Company will be reimbursed actual and reasonable expenses supported by receipts. Prior to departure, employees and their management supervisor will meet to discuss Corporate guidelines on allowable expenses.

## **22.04 Overnight Allowance**

1. Employees required to work and stay overnight away from their designated/bid headquarters will be eligible for an Overnight Allowance of \$12.00 per night.
2. Overnight Allowance will only be paid upon submission of hotel, motel, or lodging receipt other than a private residence.

## **22.05 Overtime Meals**

1. When meals are not provided by the Company, employees in overtime situations, as described below, shall receive the applicable meal per diem:
  - a. Employees working overtime which is continuous with the employee's regular workday after two and one-half (2½) hours continuous work and every four (4) hours continuous thereafter.
  - b. Employees on sustenance under Clause 22.01 working away from their designated/bid headquarters, after four (4) hours of overtime that is continuous with the employee's regular workday and every four (4) hours continuous thereafter.
  - c. Employees working overtime which is not continuous with the employee's regular workday without twelve hours prior notice after five (5) hours continuous work and every four (4) hours continuous thereafter.
2. Overtime meal per diems shall be in the rotation of dinner, supper with the supper meal being specified at the end of the employee's regular work day.

## **22.06 Telephone Allowance - *This allowance will be eliminated January 1, 2014***

1. The Company will pay eligible employees a quarterly telephone allowance of \$100. This allowance will be paid March 31, June 30, September 30 and December 31 of each year. Employees must incur the cost of a telephone or cellular to be eligible for the allowance. Employees are responsible for retaining their receipts for verification purposes for one (1) year after the applicable quarter.
2. Eligible employees are:
  - a. any employee required to be on active standby,
  - b. any employee subject to frequent call-outs whose name is on a call-out roster which has been approved by the appropriate Vice-President or designate.

## 22.07 Transportation Allowance

The Company will provide adequate transportation, or pay employees a travel allowance (equal to the compensation paid by the Company for the use of private vehicles on Corporation business) for travel between the employees designated town(s) of residence and:

- a. Gas Compressor Stations,
- b. Gas Cavern Pumping Stations or,
- c. Natural Gas Fields.

## 22.08 Excess Travel Time & Dinner Allowances

1. An excess travel time allowance will be paid for each regular shift worked to each employee traveling between the following residence and work location.

	<i>Oct. 1, 2013</i>	<i>Feb. 1, 2014</i>	<i>Feb. 1, 2015</i>	<i>Feb. 1, 2016</i>	<b>% of Senior Accountant</b>
Maple Creek to Hatton	\$10.10	\$10.28	\$10.48	\$10.65	25.58%
Saskatoon to Prud'homme	\$10.10	\$10.28	\$10.48	\$10.65	25.58%
<i>Kindersley to Bayhurst</i>	\$10.10	\$10.28	\$10.48	\$10.65	25.58%
Saskatoon to Asquith	\$5.84	\$5.95	\$6.06	\$6.16	14.79%
Swift Current to Success	\$5.84	\$5.95	\$6.06	\$6.16	14.79%
Kindersley to Coleville	\$5.84	\$5.95	\$6.06	\$6.16	14.79%
St. Louis to Prince Albert	\$5.84	\$5.95	\$6.06	\$6.16	14.79%

2. In cases where an employee works scheduled overtime, these excess travel time allowances will be doubled.
3. When an employee is called out for work at a Compressor Station without having received at least eight (8) hours prior notice of the necessity to work, the call-out will commence from time of leaving the designated town of residence and the excess travel time allowance will not be paid.
4. District Operations Supervisors, District Mechanic Operators I, II, and Apprentice, Control Technicians, Instrument Technicians and Office Administrators, Transmission Operations who travel to pre-scheduled work locations will not receive meals while working at these locations unless one or more of the following conditions apply:
  - a. The work location does not have a proper eating facility (a proper eating facility will consist of a refrigerator, microwave, cupboards, dishes, proper sink to wash dishes separate from washroom, drinking water, towels, soap, table separate from work station).
  - b. An employee is assigned to a different work location than previously scheduled and was unable to take a previously prepared meal.
  - c. An employee is working unscheduled overtime.

## 22.09 Child Care Reimbursement Program

Employees required to be away from their designated/bid headquarters overnight to participate in approved training, meetings or joint committee work are eligible for the Child Care Reimbursement Program. The guidelines can be found in the Policies section of the Intranet or by contacting Human Resources.

## 22.10 Northern Allowance

Employees who live, on a permanent basis, in the community of La Ronge, or in a location that is in accordance with the Corporate Response Time Location Policy will receive the Northern Allowance. A Northern Allowance of \$300.00 per month will be paid to permanent employees (pro-rated for part-time employees) headquartered at La Ronge.

Employees who are assigned to work in the Community of La Ronge on a temporary basis and who are receiving expenses are not eligible to receive the Northern Allowance.

## Article 23 – DIFFERENTIALS

### 23.01 Shift Differential

1. Shift differentials shall be paid in addition to regular or overtime rates, shall not form part of the basic wage, and shall not be subject to overtime rates.
2. An hourly differential of 3% of the Operations Supervisor hourly rate shall be paid to shift employees who work Monday to Friday - evening or night shift

<i>Oct. 1, 2013</i>	<i>Feb. 1, 2014</i>	<i>Feb. 1, 2015</i>	<i>Feb. 1, 2016</i>
\$1.28	\$1.30	\$1.33	\$1.35

3. An hourly differential of 5% of the Operations Supervisor hourly rate shall be paid to shift employees who work Saturday or Sunday - day, evening or night shift.

<i>Oct. 1, 2013</i>	<i>Feb. 1, 2014</i>	<i>Feb. 1, 2015</i>	<i>Feb. 1, 2016</i>
\$2.13	\$2.17	\$2.21	\$2.25

### 23.02 Standby Differential

1. Standby premium shall be paid to employees scheduled to be available at their designated headquarters for call-out duty on assigned days of rest, statutory holidays, or outside of regular working hours.
2. Standby premium shall be based on the higher of the employee's regular or applicable substitution rate of pay and shall be paid as follows:
  - a. 24 hour period - four (4) hours shall be paid to an employee who is scheduled to be available for a 24 hour period, commencing at the time corresponding with the employees regular starting time on the most recent regular working day.
  - b. 15 or 15.5 hour period - two (2) hours shall be paid to an employee scheduled to be available for the 15 or 15.5 hour period immediately following the employee's regular working hours.
  - c. Eight (8) hour period - one (1) hour shall be paid to an employee scheduled to be available for any 8 hour period.
3. Standby is paid for availability. An employee on standby who receives a call-out will be paid in accordance with Article 15 of this Agreement.

### 23.03 Charge Hand Differential

An employee who does not normally have supervisory responsibilities and who is placed temporarily in charge of two (2) or more employees shall be paid a differential of 2.5% of the Operations Supervisor hourly rate for all hours worked.

<b>Oct. 1, 2013</b>	<b>Feb. 1, 2014</b>	<b>Feb. 1, 2015</b>	<b>Feb. 1, 2016</b>
\$1.07	\$1.09	\$1.11	\$1.12

### 23.04 Instructor Differential

1. An employee who is selected by Human Resources, in accordance with the agreed to Guidelines: Instructor Qualifications, as agreed to between the parties, to temporarily instruct formal training courses and seminars shall be paid a differential of 25% of the Senior Accountant hourly rate of pay for all hours of such instruction, preparation time and instructor's meetings.
2. Instructor differentials shall be paid in addition to regular or overtime rates, shall not form part of the basic wage, and shall not be subject to overtime rates.

<b>Oct. 1, 2013</b>	<b>Feb. 1, 2014</b>	<b>Feb. 1, 2015</b>	<b>Feb. 1, 2016</b>
\$9.87	\$10.05	\$10.24	\$10.41

## Article 24 – GROUP INSURANCE

1. Participation in the Group Insurance Plan is compulsory. The Company will pay premiums for the first \$25,000 coverage. Employees shall pay the premiums for coverage above \$25,000. Basic coverage (two (2) times) is mandatory, however employees may elect three (3), four (4), five (5) or six (6) times their annual salary to a maximum of \$500,000.

For Group Insurance purposes, seasonal, temporary, temporary part-time and permanent part-time employees have a deemed annual salary of \$30,000.

2. Upon retirement, permanent employees currently insured under the Government of Saskatchewan Group Life Insurance Plan will receive a \$10,000 Death Benefit Certificate (paid-up life insurance policy).

## Article 25 – DENTAL PLAN

Dental benefits shall be in accordance with the provisions of the Public Employees Dental Plan, including regulations issued under authority of the Plan.

## Article 26 – PENSION PLANS

### 26.01 General Provisions

1. Coverage under either the *Power Corporation Superannuation Plan (PCSP)* or the *Public Employees Pension Plan (PEPP)* is not to be construed as providing permanency of employment.



2. PCSP pension benefits shall be in accordance with provisions of *The Power Corporation Superannuation Act, The Superannuation (Supplementary Provisions) Act* and related regulations.
3. PEPP pension benefits shall be in accordance with provisions of The Public Employees Pension Plan Regulations and amendments thereto.

*Contributions as follows:*

<b>Effective Date</b>	<b>Employee Contribution</b>	<b>Company Contribution</b>
<i>February 1, 2014</i>	<i>6.0%</i>	<i>6.5%</i>
<i>February 1, 2016</i>	<i>6.25%</i>	<i>7.0%</i>
<i>January 31, 2017</i>	<i>6.5%</i>	<i>7.0%</i>

4. Whenever possible, the Company shall notify the Union of any and all proposed amendments to either pension plan.

## **Article 27 – RETIRING PROGRAMS**

### **27.01 Horizon In-Scope Plan – Registered Retirement Savings Plan (RRSP)**

1. Effective July 14, 2005, a Registered Retirement Savings Plan (RRSP) will be available to all eligible permanent employees. Employees with less than 35 years of Company Service will receive five (5) days pay per year. Employees with more than 35 years of Company Service will receive two (2) days pay per year.
  - a. The Plan Year for permanent full-time employees is January 1 to December 31. The RRSP contribution for permanent full-time employees will be based on Company Service earned in the Plan Year and will be contributed to the RRSP yearly in January of the following year.
  - b. The Plan Year for permanent part-time employees is December 1 to November 30. The RRSP contribution for part-time employees will be based on Company Service earned in the Plan Year and will be contributed to the RRSP yearly in January of the following year.
2. Details regarding the Horizon In-Scope Plan can be found in the Policy document or by contacting Human Resources or the Plan Administrator.

### **27.02 Retiring Allowance**

1. Effective July 14, 2005 the Retiring Allowance was converted to an annual contribution to the Horizon In-Scope Plan, as set out in Clause 27.01. For employees with Company Service earned prior to January 1, 2005, the days accumulated up to December 31, 2004 will be retained in an individual Retiring Allowance Bank.
2. Effective January 2008, on an annual basis, permanent full-time employees will receive a payment into the Horizon In-Scope Plan from the employee's Retiring Allowance Bank equivalent to the lesser of 2.5 days or the remainder of the employee's bank. Permanent part-time employees will receive a prorated amount calculated based on the Company Service earned during the Plan year.
3. Effective January 2008, on an annual basis, permanent full-time employees with 30 or more years Company Service will receive an additional payment into the Flexible Spending Account



from the employee's Retiring Allowance Bank equivalent to the lesser of 10 days or the remainder of the employee's bank.

4. Employees who retire under the Power Corporation Superannuation Plan or the Public Employees Pension Plan will receive a payout of the balance of the employee's Retiring Allowance Bank, calculated at the employee's regular rate of pay and regular working hours at date of retirement as follows:
  - a. employees who had 35 or more years of Company Service on January 31, 2000 will receive a retiring allowance of four (4) days per year of Company Service for 35 years and two (2) days per year of Company Service for service over 35 years less amounts previously paid out per this Article;
  - b. employees, excluding those employees in 27.02(4a), will receive a retiring allowance of five (5) days per year of Company Service up to 35 years and two (2) days per year of Company Service for service over 35 years less amounts previously paid out per this Article.
5. The Retiring Allowance shall be paid as a Death Benefit, to the survivors or the estate of a deceased employee.

## **Article 28 – EXTENDED HEALTH CARE PLAN**

Eligible employees will participate in the Extended Health Care Plan.

Specifics regarding eligibility and coverage can be found in the Plan document(s) issued by the carrier. The Plan document(s) are the final determinant of entitlement to coverage.

The funding for the Extended Health Care Plan will be shared between the Company and employees (Company 1.5% of base payroll, employees 0.5% of base payroll). At such time as the premium exceeds 2% of base payroll, employees will be responsible to make up the difference through a payroll deducted premium. Premiums will be reviewed and established annually.

The Company and the Union, through the Extended Health Care Committee, will monitor and recommend changes to the Plan as required.

For more information, contact Compensation and Benefits, Human Resources.

## **Article 29 – FLEXIBLE SPENDING ACCOUNT**

Eligible permanent employees will participate in a Flexible Spending Account. Specifics regarding the Flexible Spending Account can be found in the Policy document. For more information please call Compensation and Benefits, Human Resources.

## **Article 30 – EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)**

### **30.01 General Provisions**

1. The Company will provide for, and maintain, a confidential Employee and Family Assistance Program (EFAP). Information on the specifics of the Program can be found on the Intranet under Human Resources. The EFAP provider can be accessed via their website on the Internet at [www.homewoodhumansolutions.com](http://www.homewoodhumansolutions.com).

2. The EFAP provides all employees and their family members, with confidential access to professional services for assistance to overcome a wide range of personal problems, which may adversely affect work performance and/or personal quality of life.
4. The Company shall designate one employee to be the Program Coordinator for the EFAP. This individual, in consultation with the Union, will assume full responsibility for the overall management and direction of the EFAP.

## **Article 31 – SAFETY AND HEALTH**

### **31.01 General Provisions**

1. The Company shall make reasonable provision for the safety and health of the employees during the hours of their employment and shall provide for protective devices and equipment necessary to protect employees from injury.
2. The Union may bring to the attention of the Company recommended suggestions in this regard. Such matters shall be subject to negotiation between the Company and the Union.
3. The Company shall provide and maintain, as far as practicable, suitable first-aid equipment and facilities, lunchroom, locker, washroom, shower and sanitary facilities, and the Union shall cooperate fully with the Company in the maintenance of this service.
4. In cooperation with the Union, a set of safety rules shall be set up which will cover all hazardous phases of the Company's operation. Such rules, prepared in booklet form, shall be mandatory on all parties affected.
5. An educational program shall be instituted and maintained to ensure that such safety rules be understood and adhered to by all members of the staff.
6. Designated employees as determined by the Joint SHE Committee shall be paid an allowance in April of each year for the purchase of approved safety footwear.

## **Article 32 – GRIEVANCES AND DISPUTES**

### **32.01 General Provisions**

1. The purpose of this Article is to establish a procedure which will quickly and equitably resolve a dispute regarding the application or interpretation of the provisions of this Agreement.
2. Neither party to this Agreement shall cause a suspension of work because of a dispute or grievance until an earnest effort has been made to settle such issue in accordance with this Article.
3. Steps of the grievance procedure may be bypassed under the following conditions:
  - a. In the absence of designated Company officials, it shall be permissible to immediately proceed with the next higher step.
  - b. In a grievance involving a group of employees, the procedure may be commenced at the step involving the first designated official of the Company having jurisdiction over the employees affected or the subject matter concerned.

- c. In the case of an indefinite suspension where a grievance is filed, the grievance procedure shall commence at Step 3.

### **32.02 Displacement by Grievance**

If an appointee is displaced as a result of a grievance on an appointment, the Company will pay all expenses incurred by the appointee as a result.

### **32.03 Time Limits for Filing**

Grievances must be submitted as soon as possible, but in any case not later than 28 days from the occurrence of the event, or from the date the Union realized it had occurred. In the event of an indefinite suspension, a grievance must be filed within seven (7) days or the indefinite suspension shall become a dismissal.

### **32.04 Grievance Committee**

1. At any step of the grievance procedure, members of the Grievance Committee may be accompanied by representatives of the Union.
2. Employee representatives of the Union shall not exceed three (3) in number, except by mutual consent.
3. The Union shall supply Human Resources with a current list of the name, work location, and classification of the Grievance Committee and Union Stewards.

### **32.05 Salary and Expenses of Committee**

1. Whenever possible, all grievances will be dealt with on Company time.
2. No employee or member of the Grievance Committee will suffer loss of pay by reason of time spent in discussing grievances with the representatives of the Company.
3. The Company will pay all necessary and reasonable expenses when the Grievance Committee, or a member thereof, is required to attend a meeting which has been called by the Company outside such members headquarters.

### **32.06 Grievance Procedure**

#### **Step 1:**

1. In the event of a dispute, the employee(s) concerned and the shop steward or union representative will take the matter to the employee's immediate supervisor and attempt to resolve the dispute through dialogue.
2. If the parties fail to resolve the dispute through dialogue, the shop steward may then file a formal grievance by submitting the matter, in writing, to the designated supervisor.
3. The supervisor shall hear the grievance (the employee or employees concerned may be present) and shall render a written decision within two (2) working days.
4. The shop steward shall advise the supervisor, in writing, within seven (7) working days, whether or not the Union intends to process the grievance any further.

**Step 2:**

1. If the Union intends to process the grievance further, the Grievance Committee shall refer the grievance, in writing, to Human Resources.
2. Human Resources shall hold a hearing with a higher level of supervision and the Union within 14 working days from the date the Union's response was received.
3. The supervisor shall render a written decision to the Grievance Committee within five (5) working days from the hearing.
4. Within seven (7) working days from the date the reply is received, the Grievance Committee shall notify in writing, the supervisor who rendered the decision and the Human Resources Department, whether or not the Union intends to process the grievance any further.

**Step 3:**

1. Human Resources shall hold a hearing with the Vice-President and the Union within 14 working days from the date the Union's response was received.
2. The Vice-President shall render a written decision to the Grievance Committee within five (5) working days of hearing the grievance.
3. Within seven (7) working days from the date the reply is received, the Grievance Committee shall notify, in writing, the Vice-President who rendered the decision and the Human Resources Department whether or not the Union intends to process the grievance any further.

**Step 4:**

1. Human Resources shall hold a hearing with the President and the Union within 14 working days from the date the Union's response was received.
2. Within ten (10) working days of having heard the grievance, the President shall render a written decision to the Grievance Committee.
3. Failing a resolution at this step, either party may notify the other, within five (5) working days, of intent to submit the alleged violation or difference to arbitration.

**32.07 Arbitration**

1. The parties will meet within ten (10) working days from the date the notice to proceed to arbitration was received, to select an arbitrator. If mutual agreement cannot be reached in the selection of an arbitrator the matter will be referred to the Minister of Labour for appointment.
2. When the arbitrator has been selected, a meeting shall be arranged, to hear the evidence of both parties as soon as possible.
3. The arbitrator shall not deal with more than one (1) grievance, except by mutual agreement between the Union and the Company.
4. The arbitrator shall not have the power to add to, subtract from, or modify in any way, the terms of this Agreement.

5. The arbitrator may consider only the particular issue or issues presented and the decision must be based solely on interpretation of this Agreement.
6. The decision of the arbitrator shall be final and binding on all parties.
7. Each party shall be responsible for the cost of its witness(es).
8. The expenses of the arbitrator and for the place of arbitration hearing shall be shared equally by the two parties.

## **Article 33 – DISCIPLINE**

### **33.01 Documentation**

1. The parties recognize the positive aspects of a non-punitive discipline philosophy.
2. Any disciplinary action taken by the Company and the reasons for such action will be recorded with copies given to the employee, local shop steward, Grievance Chairperson c/o the Union Office, Human Resources and the employee's personnel file.
3. The Discipline Policy can be found in the Policies section of the Intranet or by contacting Human Resources.

### **33.02 Discipline**

If the Company considers an employee's conduct warrants discipline, the practice shall be to discipline the employee in the presence of the shop steward or grievance representative, at which time the employee will be given an opportunity to be heard.

### **33.03 Dismissal**

1. If the Company considers an employee's conduct warrants an indefinite suspension, such employee shall be suspended until the matter has been investigated and an agreement or settlement reached between the parties.
2. In the case of an indefinite suspension, a grievance must be filed within seven (7) days or the indefinite suspension shall become a dismissal.

### **33.04 Rescinded Discipline**

Should an employee be dismissed, suspended, or demoted and it is later established that such dismissal, suspension, or demotion was not in accordance with the provisions of this Agreement, the employee shall be promptly returned to former status in all respects and shall be compensated for net loss of earnings suffered by reasons of such dismissal, suspension, or demotion.

### **33.05 Personnel File**

1. An employee may write to the Human Resources Department in order to make arrangements to view the Corporate personnel file maintained under the employee's name.
2. At the employee's request, any disciplinary document which has been on an employee's file for two (2) years, will be removed, provided there have been no further instances of disciplinary documents within that time period.

3. Notice will be given to the Union upon removal of information from employee files.

## **Article 34 – JOINT COMMITTEES**

### **34.01 General Provisions**

1. Each Committee will be comprised of equal representation from the Company and the Union, such numbers to be mutually agreed upon by both parties.
2. The Company and the Union shall each select one person from amongst their representatives to serve as co-chairs of the Committee.
3. Each Committee will annually propose objectives and goals to be mutually agreed upon by the Company and the Union. *The Committees will meet as required.*
4. Recommendations of Joint Committees will be subject to the approval of the Company and the Union.
5. Members of Joint Committees shall be allowed reasonable time during working hours for the purpose of attending to business arising out of the Joint Committee work.
6. Joint Committee work outside of regular work hours, or required travel outside of regular work hours, to perform Joint Committee work will, at the employees option, be remunerated as follows:
  - a. payment at the employee's regular rate of pay, or
  - b. equal time off at a time mutually agreeable between the employee and their supervisor. If agreement is not reached, the employee will receive the pay outlined in "a" above.

### **34.02 Technological Change Committee**

To support the implementation of technological change by providing a change model so that present and future changes at SaskEnergy are successful. The Committee's mandate is twofold:

1. To be proactively involved in the human aspects of technological change when it affects the terms, conditions or tenures of employment; and
2. To promote and encourage a change in the Corporate culture through education and general awareness of the "guiding principles" of change.

### **34.03 Diversity Committee**

The Committee will promote the integration of designated groups throughout the Company and strive to ensure that all employees of the Company are treated in a fair, respectful and equitable manner.

### **34.04 Safety, Health and Environment Committee**

The Committee will ensure employees are afforded a workplace that is safe, healthy and environmentally secure.

#### **34.05 Training Committee**

The Committee will advise the Company with respect to training to ensure all employees have the necessary skills to perform their jobs.

#### **34.06 Job Evaluation Committee**

The Committee's mandate is to provide guidance and assistance to the Job Evaluation process for in-scope jobs by striving for consensus on the evaluation of jobs, while ensuring the integrity and consistency of the process is maintained.

#### **34.07 Extended Health Care Plan Committee**

The Committee will monitor usage, trends and costs of the elements within the Plan, be advocates for and make recommendations on changes to Plan coverage.

### **Article 35 – WORKPLACE CONFLICT COMMITTEE**

The Committee shall be composed of the Vice-President, Human Resources as well as one management and one Union co-chair, and shall be responsible for the administration of a joint written policy regarding harassment.

Employees should consult the current written policy for more information as it is subject to amendment. The Policy can be found in the policies section of the Intranet as well as posted on department bulletin boards or are available from a supervisor, shop steward or Committee member.







# CLC h B&B

132	228S	Land Assistant	1st Year	\$25.71	\$3,910.49	\$26.18	\$3,981.98	\$26.68	\$4,058.03	\$27.11	\$4,123.43
			2nd Year	\$27.17	\$4,132.56	\$27.66	\$4,207.09	\$28.19	\$4,287.70	\$28.65	\$4,357.67
			3rd Year	\$28.48	\$4,331.81	\$29.00	\$4,410.90	\$29.56	\$4,496.08	\$30.04	\$4,569.08
			After 3 Years	\$29.34	\$4,462.61	\$29.87	\$4,543.23	\$30.44	\$4,629.92	\$30.93	\$4,704.45
065	174S	Financial Administrator	1st 6 Months	\$26.57	\$4,041.30	\$27.05	\$4,114.31	\$27.57	\$4,193.40	\$28.02	\$4,261.84
065	175S	Senior Payroll Administrator	2nd 6 Months	\$27.27	\$4,147.77	\$27.77	\$4,223.82	\$28.30	\$4,304.43	\$28.76	\$4,374.40
065	176S	Senior Accounts Payable Administrator	2nd Year	\$28.22	\$4,292.26	\$28.73	\$4,369.83	\$29.28	\$4,453.49	\$29.75	\$4,524.98
065	158S	Billing Services Representative II	After 2 Years	\$29.34	\$4,462.61	\$29.87	\$4,543.23	\$30.44	\$4,629.92	\$30.93	\$4,704.45
065	092S	Collector II									
065	031S	Customer Service Representative I									
065	096S	Payment Services Representative II									
065	035S	Planning & Dispatch Representative I									
152	177S	Computer Aided Drafting (CAD) Technician	1st Year	\$24.64	\$3,747.74	\$25.09	\$3,816.19	\$25.57	\$3,889.20	\$25.98	\$3,951.56
			2nd Year	\$25.81	\$3,925.70	\$26.28	\$3,997.19	\$26.78	\$4,073.24	\$27.21	\$4,138.64
			3rd Year	\$26.96	\$4,100.62	\$27.45	\$4,175.15	\$27.98	\$4,255.76	\$28.43	\$4,324.20
			4th Year	\$28.15	\$4,281.62	\$28.66	\$4,359.19	\$29.21	\$4,442.84	\$29.68	\$4,514.33
			After 4 Years	\$29.34	\$4,462.61	\$29.87	\$4,543.23	\$30.44	\$4,629.92	\$30.93	\$4,704.45
Band 5											
212	346S	Analyst (Note 2)	1st Year	\$24.53	\$3,731.01	\$24.98	\$3,799.46	\$25.46	\$3,872.47	\$25.87	\$3,934.83
212	337S	Analyst, Health Safety & Well-being (Note 2)	2nd Year	\$26.73	\$4,065.63	\$27.22	\$4,140.16	\$27.74	\$4,219.25	\$28.19	\$4,287.70
			3rd Year	\$28.96	\$4,404.82	\$29.49	\$4,485.43	\$30.06	\$4,572.13	\$30.55	\$4,646.66
			After 3 Years	\$31.17	\$4,740.96	\$31.74	\$4,827.65	\$32.35	\$4,920.44	\$32.87	\$4,999.53
185	517S	Buyer	1st Year	\$27.30	\$4,152.33	\$27.80	\$4,228.38	\$28.33	\$4,308.99	\$28.79	\$4,378.96
			2nd Year	\$28.81	\$4,382.00	\$29.33	\$4,461.09	\$29.89	\$4,546.27	\$30.37	\$4,619.28
			3rd Year	\$30.19	\$4,591.90	\$30.74	\$4,675.55	\$31.33	\$4,765.29	\$31.84	\$4,842.86
			After 3 Years	\$31.17	\$4,740.96	\$31.74	\$4,827.65	\$32.35	\$4,920.44	\$32.87	\$4,999.53
150	150S	Customer Service Collections Agent	1st 6 Months	\$28.23	\$4,293.78	\$28.74	\$4,371.35	\$29.29	\$4,455.01	\$29.76	\$4,526.50
150	014S	CIS Support Representative	2nd 6 Months	\$28.95	\$4,403.30	\$29.48	\$4,483.91	\$30.05	\$4,570.61	\$30.54	\$4,645.13
			2nd Year	\$29.97	\$4,568.44	\$30.51	\$4,640.57	\$31.09	\$4,728.79	\$31.59	\$4,804.84
			After 2 Years	\$31.17	\$4,740.96	\$31.74	\$4,827.65	\$32.35	\$4,920.44	\$32.87	\$4,999.53
140	032S	Customer Service Representative II	1st Year	\$28.89	\$4,394.17	\$29.42	\$4,474.78	\$29.98	\$4,559.96	\$30.46	\$4,632.97
140	323S	Senior Technical Assistant, Pipeline & Measurement	2nd Year	\$30.02	\$4,566.04	\$30.57	\$4,649.70	\$31.16	\$4,739.44	\$31.66	\$4,815.49
140	036S	Planning & Dispatch Representative II	After 2 years	\$31.17	\$4,740.96	\$31.74	\$4,827.65	\$32.35	\$4,920.44	\$32.87	\$4,999.53
Band 6											
214	338S	Analyst, Gas Supply (Note 2)	1st Year	\$26.41	\$4,016.96	\$26.89	\$4,089.97	\$27.41	\$4,169.06	\$27.85	\$4,235.99
214	331S	Analyst, Policy Rates & Regulations (Note 2)	2nd Year	\$28.79	\$4,378.96	\$29.31	\$4,458.05	\$29.87	\$4,543.23	\$30.35	\$4,616.24
214	320S	Analyst, Rates (Note 2)	3rd Year	\$31.20	\$4,745.52	\$31.77	\$4,832.22	\$32.38	\$4,925.00	\$32.90	\$5,004.09
214	319S	Analyst, Organizational Development (Note 2)	After 3 Years	\$33.56	\$5,104.48	\$34.17	\$5,197.26	\$34.82	\$5,296.12	\$35.38	\$5,381.30
214	361S	Analyst, Environment & Sustainability (Note 2)									
Band 7											
216	339S	Analyst, Accounting (Note 2)	1st Year	\$28.53	\$4,339.41	\$29.05	\$4,418.51	\$29.61	\$4,503.68	\$30.09	\$4,576.69
216	325S	Analyst, Business Development (Note 2)	2nd Year	\$31.10	\$4,730.31	\$31.66	\$4,815.49	\$32.27	\$4,908.27	\$32.79	\$4,987.36
216	335S	Analyst, Financial Planning (Note 2)	3rd Year	\$33.72	\$5,128.81	\$34.33	\$5,221.59	\$34.99	\$5,321.98	\$35.55	\$5,407.16
216	327S	Analyst, Treasury (Note 2)	After 3 Years	\$36.27	\$5,516.67	\$36.93	\$5,617.05	\$37.64	\$5,725.04	\$38.25	\$5,817.83
216	326S	Analyst, Systems Support (Note 2)									
202	342S	Computer Aided Drafting (CAD) Technologist	1st Year	\$29.41	\$4,473.26	\$29.94	\$4,553.87	\$30.51	\$4,640.57	\$31.00	\$4,715.10
			2nd Year	\$32.83	\$4,993.44	\$33.43	\$5,084.70	\$34.07	\$5,182.05	\$34.62	\$5,265.70
			After 2 Years	\$36.27	\$5,516.67	\$36.93	\$5,617.05	\$37.64	\$5,725.04	\$38.25	\$5,817.83

# City of Berkeley

205	033S Customer Service Supervisor	1st Year 2nd Year After 2 Years	\$32.57 \$34.38 \$36.27	\$4,953.90 \$5,229.20 \$5,516.67	\$33.16 \$35.00 \$36.93	\$5,043.64 \$5,323.50 \$5,617.05	\$33.80 \$35.67 \$37.64	\$5,140.98 \$5,425.41 \$5,725.04	\$34.35 \$36.25 \$38.25	\$5,224.64 \$5,513.63 \$5,817.83
<b>Band 8</b>										
204	344S Engineering Technologist, Distribution	1st Year 2nd Year After 2 Years	\$31.78 \$35.44 \$39.12	\$4,833.74 \$5,390.42 \$5,950.15	\$32.36 \$36.08 \$39.83	\$4,921.96 \$5,487.77 \$6,058.14	\$32.98 \$36.77 \$40.59	\$5,016.26 \$5,592.72 \$6,173.74	\$33.51 \$37.36 \$41.24	\$5,096.87 \$5,682.46 \$6,272.60
215	365S Analyst II (Note 2)	1st 6 Months 2nd 12 Months 3rd 18 Months 4th 24 Months Completion	\$31.67 \$33.74 \$35.94 \$38.28 \$40.75	\$4,817.01 \$5,131.85 \$5,466.47 \$5,822.39 \$6,198.08	\$32.25 \$34.35 \$36.59 \$38.97 \$41.49	\$4,905.23 \$5,224.64 \$5,565.34 \$5,927.34 \$6,310.63	\$32.87 \$35.01 \$37.29 \$39.72 \$42.28	\$4,999.53 \$5,325.02 \$5,671.81 \$6,041.41 \$6,430.79	\$33.40 \$35.58 \$37.89 \$40.36 \$42.96	\$5,080.14 \$5,411.72 \$5,763.07 \$6,136.76 \$6,534.22
	Senior Accountant (Note 3)		\$39.48	\$6,004.91	\$40.20	\$6,114.42	\$40.97	\$6,231.54	\$41.63	\$6,331.92

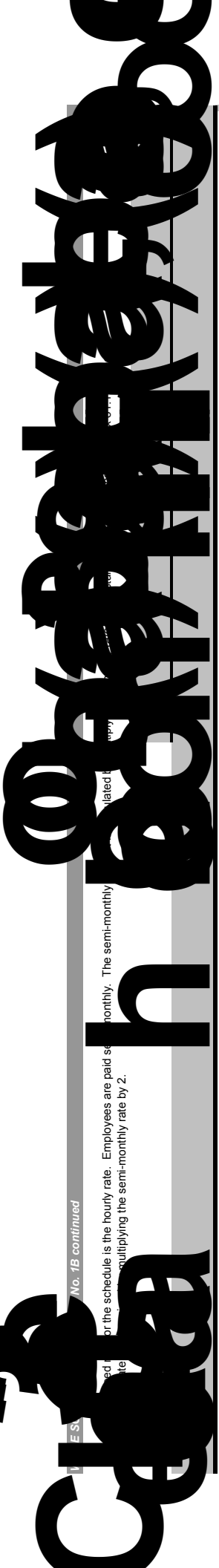
1 Automatic progression will apply from the Administrative Assistant to the Senior Administrative Assistant after three (3) years in the Administrative Assistant classification.

2 As per the Agreed To Letter dated May 8, 2008, employees who obtain a professional accounting or finance designation advance to the Analyst II pay grade. Step advancement is contingent upon successful participation in the professional designation program. The external educational institution governing body determines continued eligibility.

3 The Senior Accountant rate has been indexed annually based on general wage increases.

4 The rates shown were effective December 4, 2013 through January 31, 2014. Rates from February 1, 2013 through December 3, 2014 were as follows: 1st Year \$20.74; 2nd Year \$22.88; 3rd Year \$25.04; 4th Year \$27.17; After 4 Years \$29.34

5 The rates shown were effective December 4, 2013 through January 31, 2014. Rates from February 1, 2013 through December 3, 2014 were as follows: 1st Year \$25.04; 2nd Year \$27.17; 3rd Year \$29.34



For the schedule is the hourly rate. Employees are paid semi-monthly. The semi-monthly rate is calculated by multiplying the hourly rate by 2.

In

502	100L Summer Student	1st Summer	\$18.20	\$2,952.40	\$18.53	\$3,005.94	\$18.89	\$3,064.34	\$19.20	\$3,114.62	
		2nd Summer	\$18.67	\$3,028.65	\$19.01	\$3,083.80	\$19.38	\$3,143.82	\$19.70	\$3,195.73	
		3rd Summer	\$19.65	\$3,187.62	\$20.01	\$3,246.02	\$20.40	\$3,309.29	\$20.73	\$3,362.82	
522	199L Co-op / Engineering Student	1st Year Student	\$19.03	\$3,087.05	\$19.38	\$3,143.82	\$19.75	\$3,203.85	\$20.07	\$3,255.76	
		2nd Year Student	\$20.16	\$3,270.36	\$20.53	\$3,330.38	\$20.93	\$3,395.26	\$21.27	\$3,450.42	
		3rd Year Student	\$20.70	\$3,357.95	\$21.08	\$3,419.60	\$21.49	\$3,486.11	\$21.84	\$3,542.88	
		4th Year Student	\$21.31	\$3,456.91	\$21.70	\$3,520.17	\$22.12	\$3,588.31	\$22.48	\$3,646.71	
<b>Band 2</b>											
512	004L Clerk II	1st 6 Months	\$19.11	\$3,100.02	\$19.46	\$3,156.80	\$19.83	\$3,216.82	\$20.15	\$3,268.73	
		2nd 6 Months	\$19.62	\$3,182.76	\$19.98	\$3,241.16	\$20.36	\$3,302.80	\$20.69	\$3,356.33	
		2nd Year	\$20.16	\$3,270.36	\$20.53	\$3,330.38	\$20.93	\$3,395.26	\$21.27	\$3,450.42	
		After 2 Years	\$21.31	\$3,456.91	\$21.70	\$3,520.17	\$22.12	\$3,588.31	\$22.48	\$3,646.71	
594	415L Shipper / Receiver II	1st Year	\$19.72	\$3,198.98	\$20.08	\$3,257.38	\$20.47	\$3,320.64	\$20.80	\$3,374.18	
		2nd Year	\$20.54	\$3,332.00	\$20.91	\$3,392.02	\$21.31	\$3,456.91	\$21.66	\$3,513.69	
		After 2 Years	\$21.31	\$3,456.91	\$21.70	\$3,520.17	\$22.12	\$3,588.31	\$22.48	\$3,646.71	
518	003L Operations Assistant	1st Term	\$20.57	\$3,336.87	\$20.95	\$3,398.51	\$21.35	\$3,463.40	\$21.70	\$3,520.17	
		2nd Term	\$21.31	\$3,456.91	\$21.70	\$3,520.17	\$22.12	\$3,588.31	\$22.48	\$3,646.71	
520	351L Labourer	1st Year	\$20.57	\$3,336.87	\$20.95	\$3,398.51	\$21.35	\$3,463.40	\$21.70	\$3,520.17	
520	350L Labourer, Meter Shop	After 1 Year	\$21.31	\$3,456.91	\$21.70	\$3,520.17	\$22.12	\$3,588.31	\$22.48	\$3,646.71	
520	375L Mail Room Attendant		\$21.31	\$3,456.91	\$21.70	\$3,520.17	\$22.12	\$3,588.31	\$22.48	\$3,646.71	
<b>Band 3</b>											
562	030L Administrative Assistant (Note 1)	1st 6 Months	\$22.08	\$3,581.82	\$22.48	\$3,646.71	\$22.91	\$3,716.46	\$23.28	\$3,776.48	
		2nd 6 Months	\$22.63	\$3,671.04	\$23.04	\$3,737.55	\$23.48	\$3,808.93	\$23.86	\$3,870.57	
		2nd Year	\$23.31	\$3,781.35	\$23.73	\$3,849.48	\$24.19	\$3,924.10	\$24.58	\$3,987.37	
		3rd Year	\$24.59	\$3,988.99	\$25.04	\$4,061.99	\$25.52	\$4,139.85	\$25.93	\$4,206.36	
572	153L Senior Administrative Assistant (Note 1)	After 3 Years	\$26.14	\$4,240.43	\$26.62	\$4,318.30	\$27.13	\$4,401.03	\$27.57	\$4,472.41	
602	110L Office Administrator, Transmission Operations	1st Year	\$23.53	\$3,817.04	\$23.96	\$3,886.79	\$24.42	\$3,961.41	\$24.82	\$4,026.30	
		2nd Year	\$24.26	\$3,935.46	\$24.70	\$4,006.83	\$25.17	\$4,083.08	\$25.58	\$4,149.59	
		3rd Year	\$25.18	\$4,084.70	\$25.64	\$4,159.32	\$26.13	\$4,238.81	\$26.55	\$4,306.94	
		After 3 Years	\$26.14	\$4,240.43	\$26.62	\$4,318.30	\$27.13	\$4,401.03	\$27.57	\$4,472.41	
710	440L Inventory Systems Operator	1st 6 Months	\$23.68	\$3,841.37	\$24.11	\$3,911.12	\$24.57	\$3,985.75	\$24.97	\$4,050.63	
710	045L Office Administrator, Construction	2nd 6 Months	\$24.27	\$3,937.08	\$24.71	\$4,008.46	\$25.18	\$4,084.70	\$25.59	\$4,151.21	
710	046L Office Administrator, Distribution Engineering	2nd Year	\$24.83	\$4,027.92	\$25.28	\$4,100.92	\$25.77	\$4,180.41	\$26.19	\$4,248.54	
		After 2 Years	\$26.14	\$4,240.43	\$26.62	\$4,318.30	\$27.13	\$4,401.03	\$27.57	\$4,472.41	
592	384L Salvage Technician	1st Year	\$24.19	\$3,924.10	\$24.63	\$3,995.48	\$25.10	\$4,071.72	\$25.51	\$4,138.23	
592	353L Utility Operator	2nd Year	\$25.21	\$4,089.57	\$25.67	\$4,164.19	\$26.16	\$4,243.68	\$26.58	\$4,311.81	
		After 2 Years	\$26.14	\$4,240.43	\$26.62	\$4,318.30	\$27.13	\$4,401.03	\$27.57	\$4,472.41	
662	438L Senior Shipper / Receiver	1st Year	\$24.99	\$4,053.88	\$25.44	\$4,126.88	\$25.93	\$4,206.36	\$26.35	\$4,274.50	
		After 1 Year	\$26.14	\$4,240.43	\$26.62	\$4,318.30	\$27.13	\$4,401.03	\$27.57	\$4,472.41	

# CSC In Bobcat

637	444L	Meter Technician - In Training (Note 2)	1st 6 Months 2nd 6 Months 2nd Year & Primary Course After 2 Years & Intermediate Course With Certificate of Qualification	\$21.36 \$3,465.02 \$23.45 \$3,804.06 \$25.06 \$4,065.23 \$26.86 \$4,357.23 \$29.34 \$4,759.53	\$21.75 \$3,528.29 \$3,873.81 \$4,139.85 \$4,436.72 \$4,845.51	\$22.17 \$3,596.42 \$24.34 \$3,948.43 \$4,219.34 \$4,521.07 \$4,937.98	\$22.53 \$3,654.82 \$24.73 \$4,011.70 \$26.43 \$4,287.47 \$28.32 \$4,594.07 \$30.93 \$5,017.46	
625	445L	Meter Technician (Note 2)	1st 6 Months & 1A Driver's License 2nd 6 Months 2nd Year & Certification Class B 3rd Year & Construction & Maintenance Course After 3 Years & Supervisory Tools & Techniques	\$23.05 \$3,739.17 \$24.28 \$3,938.70 \$25.85 \$4,193.39 \$27.58 \$4,474.03 \$29.34 \$4,759.53	\$23.47 \$3,807.30 \$24.72 \$4,010.08 \$26.32 \$4,269.63 \$28.08 \$4,555.14 \$29.87 \$4,845.51	\$23.92 \$3,880.30 \$25.19 \$4,086.32 \$26.83 \$4,352.36 \$28.62 \$4,642.74 \$30.44 \$4,937.98	\$24.31 \$3,943.57 \$25.60 \$4,152.83 \$27.26 \$4,422.12 \$29.08 \$4,717.36 \$30.93 \$5,017.46	
735	451L	Planning & Dispatch Representative I (24/7)	1st Year 2nd Year After 2 Years	\$26.99 \$4,378.32 \$28.27 \$4,585.96 \$29.34 \$4,759.53	\$27.48 \$4,457.81 \$28.78 \$4,668.69 \$29.87 \$4,845.51	\$28.01 \$4,543.78 \$29.33 \$4,757.91 \$30.44 \$4,937.98	\$28.46 \$4,616.78 \$29.80 \$4,834.16 \$30.93 \$5,017.46	
702	309L	Computer Aided Drafting (CAD) Technician	1st Year 2nd Year 3rd Year 4th Year After 4 Years	\$24.64 \$3,997.10 \$25.81 \$4,186.90 \$26.96 \$4,373.45 \$28.15 \$4,566.49 \$29.34 \$4,759.53	\$25.09 \$4,070.10 \$26.28 \$4,263.14 \$27.45 \$4,452.94 \$28.66 \$4,649.23 \$29.87 \$4,845.51	\$25.57 \$4,147.97 \$26.78 \$4,344.25 \$27.98 \$4,538.92 \$29.21 \$4,738.45 \$30.44 \$4,937.98	\$25.98 \$4,214.48 \$27.21 \$4,414.01 \$28.43 \$4,611.91 \$29.68 \$4,814.69 \$30.93 \$5,017.46	
716	047L	Labour & Materials Administrator	1st 6 Months 2nd 6 Months 2nd Year After 2 Years	\$26.57 \$4,310.19 \$27.73 \$4,417.25 \$27.87 \$4,521.07 \$29.34 \$4,759.53	\$27.05 \$4,388.05 \$27.73 \$4,498.36 \$28.38 \$4,603.80 \$29.87 \$4,845.51	\$27.57 \$4,472.41 \$28.26 \$4,584.34 \$28.92 \$4,691.40 \$30.44 \$4,937.98	\$28.02 \$4,545.40 \$28.72 \$4,658.96 \$29.39 \$4,767.65 \$30.93 \$5,017.46	
Band 5	612	416L	Survey Technician	1st Year 2nd Year After 2 Years	\$28.69 \$4,664.09 \$29.78 \$4,830.91 \$31.17 \$5,056.40	\$29.21 \$4,738.45 \$30.32 \$4,918.51 \$31.74 \$5,148.86	\$29.77 \$4,829.29 \$30.90 \$5,012.60 \$32.35 \$5,247.82	\$30.25 \$4,907.16 \$31.40 \$5,093.71 \$32.87 \$5,332.17
Band 6	822	480L	Gas Controller	1st Year 2nd Year & Gas Controller Certification After 2 Years	\$28.34 \$4,597.31 \$31.23 \$5,066.13 \$33.56 \$5,444.10	\$28.86 \$4,681.67 \$31.80 \$5,158.60 \$34.17 \$5,543.06	\$29.41 \$4,770.89 \$32.41 \$5,257.55 \$34.82 \$5,648.50	\$29.89 \$4,848.76 \$32.93 \$5,341.90 \$35.38 \$5,739.34
912	262L	Communications Officer	1st Year After 1 Year	\$31.18 \$5,058.02 \$33.56 \$5,444.10	\$31.75 \$5,150.49 \$34.17 \$5,543.06	\$32.36 \$5,249.44 \$34.82 \$5,648.50	\$32.88 \$5,333.79 \$35.38 \$5,739.34	
782	487L	Meter Shop Supervisor		\$33.56 \$5,444.10	\$34.17 \$5,543.06	\$34.82 \$5,648.50	\$35.38 \$5,739.34	
Band 6A	673	461L	Service Technician (GP)	1st 6 Months 2nd 6 Months With Certificate of Qualification	\$25.10 \$4,071.72 \$26.74 \$4,337.76 \$28.49 \$4,621.65	\$25.56 \$4,146.34 \$27.23 \$4,417.25 \$29.01 \$4,706.00	\$26.05 \$4,225.83 \$27.75 \$4,501.61 \$29.57 \$4,796.85	\$26.47 \$4,293.96 \$28.20 \$4,574.60 \$30.05 \$4,874.71
745	503L	Service Technician I (Note 11,12)	Prior to Certificate of Qualification	\$30.55 \$4,955.82	\$31.10 \$5,045.04	\$31.70 \$5,142.37	\$32.21 \$5,225.11	
745	506L	Maintenance/Service Technician (Note 11,12)	With Certificate of Qualification After 1 Year with Certification After 2 Years with Certification	\$34.17 \$5,543.06 \$35.20 \$5,710.14 \$36.34 \$5,895.07	\$34.79 \$5,643.63 \$35.84 \$5,813.96 \$37.00 \$6,002.14	\$35.46 \$5,752.32 \$36.53 \$5,925.90 \$37.71 \$6,117.32	\$36.03 \$5,844.79 \$37.12 \$6,021.61 \$38.32 \$6,216.27	
743	485L	Maintenance Technician I (Note 11)	1st 6 mos 2nd 6 mos 2nd Year 3rd Year 4th Year After 4 Years	\$26.78 \$4,344.25 \$28.14 \$4,564.87 \$30.55 \$4,955.82 \$34.17 \$5,543.06 \$35.20 \$5,710.14 \$36.34 \$5,895.07	\$27.27 \$4,423.74 \$28.65 \$4,647.60 \$31.10 \$5,045.04 \$34.79 \$5,643.63 \$35.84 \$5,813.96 \$37.00 \$6,002.14	\$27.79 \$4,508.09 \$29.20 \$4,736.82 \$31.70 \$5,142.37 \$35.46 \$5,752.32 \$36.53 \$5,925.90 \$37.71 \$6,117.32	\$28.24 \$4,581.09 \$29.67 \$4,813.07 \$32.21 \$5,225.11 \$36.03 \$5,844.79 \$37.12 \$6,021.61 \$38.32 \$6,216.27	

# City of Boulder

742	512L District Operator (Note 11)	1st Year 2nd Year 3rd Year 4th Year 5th Year After 5 Years	\$26.78 \$4,344.25 \$28.82 \$4,675.18 \$30.55 \$4,955.82 \$34.17 \$5,543.06 \$35.20 \$5,710.14 \$36.34 \$5,895.07	\$27.27 \$4,423.74 \$29.34 \$4,759.53 \$31.10 \$5,045.04 \$34.79 \$5,643.63 \$35.84 \$5,813.96 \$37.00 \$6,002.14	\$27.79 \$4,508.09 \$29.90 \$4,850.38 \$31.70 \$5,142.37 \$35.46 \$5,752.32 \$36.53 \$5,925.90 \$37.71 \$6,117.32	\$28.24 \$4,581.09 \$30.38 \$4,928.24 \$32.21 \$5,225.11 \$36.03 \$5,844.79 \$37.12 \$6,021.61 \$38.32 \$6,216.27	
<b>Band 7</b>							
770	352L Computer Aided Drafting (CAD) Technologist	1st Year	\$29.41	\$29.94	\$30.51	\$4,949.33	\$5,026.82
770	354L Engineering Technologist	2nd Year	\$32.83	\$33.43	\$34.07	\$5,526.84	\$5,616.06
770	356L Facilities Technologist	After 2 Years	\$36.27	\$36.93	\$37.64	\$6,105.96	\$6,204.92
772	355L Fleet Technologist	1st Year	\$33.38	\$33.99	\$34.64	\$5,619.30	\$5,710.14
		2nd Year	\$34.94	\$35.57	\$36.25	\$5,880.48	\$5,974.56
		After 2 Years	\$36.27	\$36.93	\$37.64	\$6,105.96	\$6,204.92
772	449L Quality Assurance Technologist	1st Year	\$34.90	\$35.53	\$36.21	\$5,873.99	\$5,968.07
		After 1 Year	\$36.27	\$36.93	\$37.64	\$6,105.96	\$6,204.92
<b>Band 7A</b>							
771	516L District Mechanic Operator Apprentice	1st Year Apprentice	\$24.22	\$24.66	\$25.13	\$4,076.59	\$4,143.10
771	501L Instrument Technician Apprentice	2nd Year Apprentice	\$27.57	\$28.07	\$28.61	\$4,641.11	\$4,715.74
		3rd Year Apprentice	\$31.24	\$31.81	\$32.42	\$5,259.17	\$5,343.53
		4th Year Apprentice	\$34.90	\$35.53	\$36.21	\$5,873.99	\$5,968.07
772	515L District Mechanic Operator I	1st Year	\$24.22	\$24.66	\$25.13	\$4,076.59	\$4,143.10
		2nd Year	\$27.57	\$28.07	\$28.61	\$4,641.11	\$4,715.74
		3rd Year	\$31.24	\$31.81	\$32.42	\$5,259.17	\$5,343.53
		4th Year	\$34.90	\$35.53	\$36.21	\$5,873.99	\$5,968.07
842	514L District Mechanic Operator II (Note 4, 5, 6)	Prior to Certificate of Qualification With Certificate of Qualification	\$36.27 \$39.53	\$36.93 \$40.25	\$37.64 \$41.02	\$6,105.96 \$6,654.26	\$6,204.92 \$6,761.33
812	502L Instrument Technician	Instrumentation Journeyperson Certificate	\$39.53	\$40.25	\$41.02	\$6,654.26	\$6,761.33
789	535L Pipeline Welder Apprentice	1st Year Apprentice	\$24.22	\$24.66	\$25.13	\$4,076.59	\$4,143.10
		2nd Year Apprentice	\$27.57	\$28.07	\$28.61	\$4,641.11	\$4,715.74
		3rd Year Apprentice	\$31.24	\$31.81	\$32.42	\$5,259.17	\$5,343.53
		4th Year Apprentice	\$34.90	\$35.53	\$36.21	\$5,873.99	\$5,968.07
802	530L Pipeline Welder (Note 7, 8)		\$39.53	\$40.25	\$41.02	\$6,654.26	\$6,761.33
802EPW	Pipeline Welder EPW (Note 7)		\$40.03	\$40.76	\$41.54	\$6,738.62	\$6,847.31
<b>Band 8</b>							
821	531L Compression Analysis Technician	1st Year	\$31.78	\$32.36	\$32.98	\$5,350.02	\$5,435.99
821	341L Engineering Technologist, Distribution	2nd Year	\$35.44	\$36.08	\$36.77	\$5,964.83	\$6,060.54
821	343L Engineering Technologist, Measurement Support	After 2 Years	\$39.12	\$39.83	\$40.59	\$6,584.51	\$6,689.95
821	357L Engineering Technologist, Support Services						
821	347L Engineering Technologist, Compression						
821	360L Measurement Technology Supervisor						
920	525L Crew Supervisor (Note 9)	1st Year	\$36.27	\$36.93	\$37.64	\$6,105.96	\$6,204.92
		2nd Year	\$37.67	\$38.35	\$39.08	\$6,339.56	\$6,441.76
		After 2 Years & Supervisory Tools & Techniques After 2 Years & Crew Supervisor Certificate	\$39.12	\$39.83	\$40.59	\$6,584.51	\$6,689.95
		1st Year	\$38.25	\$38.94	\$39.68	\$6,436.89	\$6,540.71
872	263L Senior Communications Officer	After 1 Year	\$39.12	\$39.83	\$40.59	\$6,584.51	\$6,689.95
872	505L Support Services Technologist/IC						
872	527L Technical Support Supervisor						

# Swan Valley Gas

893	532L Controls Technician Apprentice	1st Year Apprentice	\$35.89	\$5,822.08	\$36.54	\$5,927.52	\$37.24	\$6,041.07	\$37.84	\$6,138.40	
		2nd Year Apprentice	\$36.61	\$5,938.87	\$37.27	\$6,045.94	\$37.98	\$6,161.12	\$38.59	\$6,260.07	
		3rd Year Apprentice	\$37.49	\$6,081.63	\$38.17	\$6,191.94	\$38.90	\$6,310.36	\$39.53	\$6,412.56	
		4th Year Apprentice	\$38.32	\$6,216.27	\$39.01	\$6,328.20	\$39.76	\$6,449.87	\$40.40	\$6,553.69	
894	533L Controls Technician	Electrical & Instrumentation Journeyman Certificates	\$42.64	\$6,917.06	\$43.41	\$7,041.97	\$44.24	\$7,176.61	\$44.95	\$7,291.79	
<b>Band 9</b>											
922	550L District Operations Supervisor	1st Year	\$41.65	\$6,756.46	\$42.40	\$6,878.13	\$43.21	\$7,009.53	\$43.91	\$7,123.08	
	529L Engineering Services Supervisor	After 1 Year	\$43.96	\$7,131.19	\$44.76	\$7,260.97	\$45.62	\$7,400.48	\$46.35	\$7,518.90	
	549L Operations Supervisor										
<b>Other</b>											
923	456L Inspector (Note 10)		\$27.39	\$4,443.21	\$27.89	\$4,524.32	\$28.42	\$4,610.29	\$28.88	\$4,684.91	
924	518L Swan Valley Gas Technician (Note 13)		\$37.80	\$6,131.92	\$38.49	\$6,243.85	\$39.23	\$6,363.89	\$39.86	\$6,466.09	
925	539L Senior Inspector (Note 10)	1st Year	\$35.44	\$5,749.08	\$36.08	\$5,852.90	\$36.77	\$5,964.83	\$37.36	\$6,060.54	
		After 1 Year	\$36.27	\$5,883.72	\$36.93	\$5,990.78	\$37.64	\$6,105.96	\$38.25	\$6,204.92	

- Automatic progression will apply from the Administrative Assistant to the Senior Administrative Assistant after three (3) years in the Administrative Assistant classification.
- Automatic progression will apply from the Meter Technician - In Training to the Meter Technician after successful completion of non-optional training and three (3) years work experience as a Meter Technician - In Training.
- As per the Letter of Understanding, dated March 18, 2010, Equipment Operators who have successfully completed the required assessments will be eligible for a premium of \$2.50 per hour when operating the equipment.
- District Mechanic Operators assigned responsibility for the operation and servicing of the major gas processing facilities at the Coleville Compressor Station, in addition to the operation of the compression facilities, shall be paid at a rate \$1.20/hour above the District Mechanic Operator rates set out in this Schedule.
- Applicants obtaining a District Mechanic Operator I position who possess an Industrial Mechanic Journeyman Certificate will be granted 33 months credit as a District Mechanic Operator I.
- As per the District Mechanic Operator (DMO) Classifications Letter of Understanding dated July 22, 1997, employees appointed as a District Mechanic Operator I (DMO I), into a District Mechanic Operator II (DMO II) vacancy will only advance to the top rate of the DMO II after four (4) years work experience and successful completion of the required courses to obtain the Certificate of Qualification as a DMO II.
- Employees in the Pipeline Welder classification who hold a valid Elevated Welding Procedure Certificate will receive a \$.50 per hour differential on their base pay.
- Automatic progression will apply from the Pipeline Welder Apprentice to the Pipeline Welder after successful completion of the Welder Journeyman Certificate, the technical non-optional training and four (4) years natural gas construction experience.
- Employees are not eligible to progress to, be placed in, or be paid substitution at the Crew Supervisor Certificate until completion of the Crew Supervisor Certificate and two (2) years experience in the position.
  - In the event any employee is at a higher rate before assigned to do inspection work, such employee will maintain that higher rate.
  - The number of employees required to work as Senior Inspectors and Inspectors for any given construction year or program will be estimated by the Company at the beginning of the year and will not be bid. Instead, they shall be filled on a seniority basis by means of temporary assignments of Gas Construction crew employees who have the required minimum qualifications and are headquartered at Saskatoon or Regina. At the expiration of these temporary positions, the employee(s) will be returned to their former positions within the Gas Construction Crew complement. An employee who is offered the opportunity to accept a Senior Inspector or Inspector position may refuse such opportunity, in which case, such employee will not be given the opportunity again for that same construction period or program. Employees assigned to these positions will not necessarily be able to choose the particular project(s) that they may prefer. Once assigned to an inspection position, they will then be dispatched to the particular project(s), they do not have the prerogative of displacing any other employee on a different project(s).
  - Generally, those required for work in the Northern Division will be from the Saskatoon complement and those in the Southern Division will be from Regina. Some exceptions may exist where a project overlaps the two Divisions or where it is necessary to evenly divide between the two Divisions the total number of employees to be assigned to Senior Inspector positions.
  - Some temporary assignments, as referred to above, may exceed a period of 90 days. In this event, the 90 day period referred to in Article 7.02 (1)(c), will be waived for purposes of filling Senior Inspector or Inspector positions as well as for purposes of filling vacancies, when required, which are created as a result of assignments to the inspection positions.
- Effective November 14, 2013, retroactive to August 28, 2013 the wage structure for these classifications changed with the addition of two steps.
- The After 1 Year With Certificate of Qualification and the After 2 Years with Certificate of Qualification rates of pay are for incumbents in the Service Technician and Maintenance/Service Technician classifications. These rates are not to be used for substitution pay.
- Effective December 31, 2013 4% was added to rate of pay to maintain differential between Swan Valley Gas Technician and Service Technician classifications. From February 1, 2013 to August 27, 2013 rate of pay was \$35.54.





## **Appendix No. 2 – PART-TIME EMPLOYEES**

### **2.01 General Provisions**

The provisions of the Collective Bargaining Agreement apply unless otherwise specified in this Appendix.

### **2.02 Definition**

A part-time employee is employed to provide coverage during the temporary absence of a full-time employee and for temporary periods of peak workload.

### **2.03 Hiring**

1. If the Company is unable to hire staff with the minimum qualifications for a part-time position, unqualified individuals may be hired upon approval of Human Resources and the Union. The provisions of the lateral bid Clause 6.06 do not apply in this instance.
2. All new employees will be on probation until they have established seniority in accordance with the formula described in Clause 2.06 of this Appendix.
3. Upon mutual agreement between the Company and the Union, the probationary period may be extended.

### **2.04 Permanent Part-Time Vacancies**

1. *Permanent part-time vacancies will be posted and filled in accordance with Article 6.*
2. An employee appointed to a permanent part-time position will become a permanent part-time employee. Status and benefits will be changed accordingly.
3. *The probationary period for an employee having been appointed to a permanent part-time position will be calculated using the formula described in Clause 2.06 of this Appendix.*

### **2.05 Scheduling**

1. Schedules will be posted for a two (2) week period by the Wednesday prior.
2. When the schedule is being developed, available hours for the upcoming schedule period will be scheduled as equitably as possible.
3. After the schedule has been posted, if the Company determines that additional coverage is needed for the upcoming schedule period, the additional hours will be offered to part-time employees, who are able to perform the duties and to work the additional hours, in order of seniority subject to sub-clause 5.
4. At any time the Company determines that coverage is needed temporarily for a full-time vacancy of two (2) weeks or longer, the required hours will be offered to part-time employees, who are able to perform the duties and to work the hours, in order of seniority, provided that a part-time employee who accepts such hours will not be eligible for hours related to any subsequent vacancies which occur during this time period, and also provided that the Company reserves the right to reassign the employee to alternative work as required.

- Regarding sub-clauses 3 and 4 above, if overtime will be incurred, the next senior employee may be contacted. In cases of equal seniority, the employee whose month of birth falls earlier in the calendar year will be offered the hours first.

## 2.06 Seniority and Service Time

- Seniority and service time accumulates as per the formulas:

$$\begin{array}{l} \text{35 Hour Work Week} \\ \frac{\text{regular hours paid} \times 365}{1825} = \text{number of days} \end{array}$$

$$\begin{array}{l} \text{37.33 Hour Work Week} \\ \frac{\text{regular hours paid} \times 365}{1947} = \text{number of days} \end{array}$$

- This formula will be revised to reflect increased vacation credits for service time as applicable.
- Under no circumstances will an employee accumulate in excess of 365 days seniority in a calendar year.

## 2.07 Step Progression Increases

When determining eligibility for step progression increases, experience time will be calculated by means of the seniority and service time formula.

## 2.08 Staff Reduction and Recall

Following a notice of layoff, a part-time employee may exercise bumping rights, but will only be entitled to displace another part-time employee. The provisions of Clause 10.04 shall not apply in this case.

## 2.09 Leave of Absence

Employees entitled to accumulate seniority and/or service time will be credited with the amount of seniority and/or service time accumulated during the equivalent period preceding the leave upon return from leave. In the case of an application for a bulletined position, seniority will be calculated to the closing date on the bulletin.

## 2.10 Sick Leave

- Sick leave credits accumulate as per the formula:  
6.39% x regular hours paid = hours credit
- Sick leave for employees requiring sick leave past the established communicated work schedule will be determined based on the previous 24 pay periods. This sick leave will be deducted from available sick leave credits.

## 2.11 Vacation

- Part-time employees earn vacation on a prorated basis for all regular hours worked in accordance with the vacation entitlement detailed in Article 11 – Vacation.
- Vacation may be scheduled as requested by the employee, subject to the availability of staff permitting and the approval by the management supervisor or designate.*

3. *For purposes of this Clause “scheduled” is defined as having asked for, and received approval, from the management supervisor or designate.*
4. *Vacation will be regulated by a departmental part-time employee rotation schedule.*
5. *Vacation desired during the prime vacation period of June 01 to September 30, will be scheduled by May 01.*
6. *The company will give an employee as much notice as is reasonable practicable of approval or denial of a vacation request.*
7. Part-time employees will not be allowed to carry more vacation credits than can be accumulated over a period of 12 months. Vacation credits in excess of the annual vacation amount accumulated over a twelve month period will be paid out at year end.

## **2.12 Hours of Work**

1. The hours of work for part-time employees, excluding employees in job sharing arrangements, will be in accordance with the regular hours of work for the position – work week of 35 or 37.33 hours and work day of 7.78 or 8 hours, except that a part-time employee may work less than the basic daily or weekly hours.
2. When a part-time employee is scheduled to work less than four (4) hours in any one work day, the employee shall nevertheless be paid a minimum of four (4) hours. Partial days will be used in determining the scheduled day off referenced below.
3. For each two (2) weeks worked a part-time employee, in the 35 hour work week, who works nine (9) consecutive work days will be scheduled for one (1) day off. This scheduled day off may or may not be in conjunction with the regular days of rest.
4. For each three (3) weeks worked a part-time employee, in the 37.33 hour work week, who works fourteen consecutive work days will be scheduled for one (1) day off. This scheduled day off may or may not be in conjunction with the regular days of rest.
5. Employees participating in a job sharing arrangement will work hours in accordance with the Job Sharing Arrangements Policy.
6. Part-time employees, excluding employees in job share arrangements, will be paid at regular pay rates for all hours worked in accordance with the regular hours of work for the position – work week 35 or 37.33 hours and work day 7.78 or 8 hours. Hours worked in excess of the regular hours of work for the position will be paid at applicable overtime rates.
7. Employees participating in a job sharing arrangement will be paid overtime in accordance with the Job Sharing Arrangements Policy.

## **2.13 Statutory Holiday Pay**

In specific instances part-time employees will be able to receive 7.78 hours (35 hour work week) or 8.0 hours (37.33 hour work week) pay for Statutory Holidays as follows:

1. The part-time employee, permanent or temporary, must be working full-time hours for the previous four (4) week time period.
2. The part-time employee, permanent or temporary, working less than full-time hours will be paid as per the Labour Standards Act.

## **Appendix No. 3 – LETTERS OF UNDERSTANDING**

All letters of understanding are being reviewed. Once the review is completed a revised compilation of letters of understandings will be made available on the Intranet.

## **Appendix No. 4 – REHABILITATION RETROGRESSION POLICY**

### **4.01 Purpose**

When eligible permanent employees are unable to fulfill all, or a significant portion of their present job requirements, as result of a medically substantiated accident, illness or advancing age, the Rehabilitation Retrogression Policy will be used to facilitate their placement into an alternate position.

### **4.02 Guiding Principles**

The Company will endeavor to provide employees with work they are capable of performing subject to medical confirmation. Factors to consider when assigning an employee work include:

- a. level of responsibility
- b. skills and education
- c. meaningful work

Employees will be expected to improve themselves through training and/or study to bid into other positions for which they are qualified.

### **4.03 Eligibility**

Permanent full-time and permanent part-time employees are eligible for the Rehabilitation Retrogression Policy in accordance with the following criteria:

- a. minimum five (5) years of Company Service;
- b. require placement into an alternate, lower paying position due to a medically substantiated accident, illness, or advancing age.

### **4.04 Retrogression Not Applicable**

Retrogression shall not apply when:

- a. an employee has less than five (5) years established Company Service;
- b. the change to the lower-rated job is made at the request of the employee to escape heavy work or responsibility for personal reasons;
- c. the change to the lower-rated job is made necessary for unsatisfactory job performance due to causes other than in Clause 4.03 of this Policy.

### **4.05 Administration**

The Rehabilitation Retrogression Policy will be administered by Human Resources, in consultation with the Rehabilitation Committee and management staff concerned, in accordance with the eligibility guidelines listed below.

### **4.06 Position Control**

1. An employee's position will only be bulletined by agreement between the Company and the Union, upon receipt of written medical confirmation from the employee's doctor, stating they are unable to return to work or unable to return to their position.

2. Agreement to bid the employee's position, prior to the receipt of such written medical confirmation referred to in (1) above, will only occur if the Company agrees to maintain the employee excess to staff complement in their position within the department until a vacancy occurs in the same classification.
3. The employee excess to complement will fill the next vacancy in the same classification that occurs in the department without the need to bid on or advertise the vacancy.
4. An employee who is unable to perform their present job requirements as a result of a medically substantiated accident, illness or advancing age will be subject to Clause 4.07 of this Policy, Pay Rates Retrogression.

#### **4.07 Pay Rates Retrogression**

1. Months 1 – 3 inclusive (Regular Pay) – Pay to remain at rate paid to an employee in the position previously held prior to accident, illness or advancing age.
2. After 3 Months (Retrogressed Rate) — After three (3) months the employee's monthly rate will be reduced, or "retrogressed", by 3% and the employee shall continue to receive this reduced rate until it is exceeded by the rate normally paid for the position held.
3. Employee will continue to receive the retrogressed monthly rate until the rate for the position exceeds the retrogressed rate.
4. An employee receiving a promotion after rehabilitation will continue to receive the retrogressed hourly rate until it is exceeded by the rate normally paid for the promotional position.
5. If an employee is placed in a classification whereby the retrogressed rate exceeds the previous rate, the rates will be calculated on the hourly rate versus the monthly rate.

#### **4.08 Collective Bargaining & Economic Increments**

Employees who are red-circled as a result of this Clause shall receive negotiated general wage increases equal to the amount applicable to the wage step for which the employee qualifies in the classification currently held. The calculated amount shall be added to the employee's red-circled rate of pay.



