

COLLECTIVE AGREEMENT

between

THE UNIVERSITY OF SASKATCHEWAN

(hereinafter referred to as the Employer)

OF THE FIRST PART

and

**THE UNIVERSITY EMPLOYEES' UNION
LOCAL 1975, CUPE**

**Being a chartered local union of the
Canadian Union of Public Employees,**

(hereinafter referred to as the Union or CUPE 1975)

OF THE SECOND PART

JANUARY 1, 2021 TO DECEMBER 31, 2024

In consideration of the maintenance of harmonious relations and settled conditions of employment, and recognizing the mutual value of joint discussions and negotiations on all matters pertaining to working conditions, hours of work and scales of wages and the need for the successful operation of the University as a public institution designated to promote higher education, the parties to this agreement do hereby enter into, ordain, establish and agree to the following terms:

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DEFINITIONS

Academic Year is defined as the period July 1 to June 30.

Administrative Head refers to the head of an administrative department or unit.

Agreement refers to the Collective Agreement between the University of Saskatchewan and the CUPE 1975.

College means an academic unit of the University headed by a Dean or Executive Director of a School as established by the University Council and Senate.

Department refers to an academic department or division, the Library and an administrative department or unit.

Employees are those persons whose engagements, terms of employment, promotions and dismissals are set, determined and governed by the Employer. The word "employee" or "employees" where used hereafter shall mean any person or persons defined and covered by this Collective Agreement. Employees are entitled to all rights and benefits of this Collective Agreement unless otherwise limited. For "Types of Employees" see Article 1.4.

Employer refers to the University of Saskatchewan.

Fiscal Year is defined as the period May 1 to April 30.

FTE refers to full-time equivalent.

Human Resources refers to an administrative unit, within the Vice-President, Finance and Resources Office, representing the University in matters related to human resource management.

Member refers to an employee appointed to a CUPE 1975 position as defined by the Labour Relations Board Order and in Article 1.1.

Service is defined as being actively at work or on approved leave of absence with pay (including sick leave and vacation) or on maternity leave, but does not include leave of absence without pay in excess of thirty-one (31) calendar days.

Supervisor refers to the person who directs the work of a member and to whom the member reports.

Union Representative refers to a person who has been designated by the CUPE Executive to represent the union in a specific capacity (see Article 3.4).

University refers to the University of Saskatchewan.

ARTICLE 1 – SCOPE

1.1 Scope

The University of Saskatchewan recognizes CUPE 1975 as the exclusive bargaining agent of the members of the bargaining unit as defined by order of the Saskatchewan Labour Relations Board or as may be amended from time to time by the said Board or by mutual agreement of the parties to this Collective Agreement.

1.2 Definition of Employee

Employees are hereby defined as those persons whose engagements, terms of employment, promotions and dismissals are set, determined and governed by the Employer. The word "employee" or "employees" where used hereafter shall mean any person or persons defined and covered by this Collective Agreement. Employees are entitled to all rights and benefits of this Collective Agreement unless otherwise limited.

1.3 Plural Terms and Gender

Whenever the singular masculine or feminine is used in this Collective Agreement, it shall be considered as if the plural, feminine or masculine has been used where the context so requires.

1.4 Types of Employees

1.4.1 Permanent Employees:

- (a) A permanent full-time employee is any employee who is appointed to a permanent position and works the regular hours of work as per Article 23.1 and who has successfully completed the required probation period.
- (b) A permanent part-time employee is any employee who is appointed to a permanent position and works less than the regular hours of work as per Article 23.1 and who has successfully completed the required probation period.
- (c) A seasonal employee is any employee who is appointed to a permanent position subject to layoff and suspension of benefits because it is seasonal or cyclical in nature and who has successfully completed the required probationary period.

1.4.2 Non-Permanent Employees:

- (a) A term employee is an employee who works on a full-time or part-time basis for a specific period of time or replaces a permanent employee who is absent for an extended but limited period such as a leave of absence or disability.

When an employee (except an apprentice under Article 15.4.5) has been in **the same** term position continuously for more than thirty (30) months (forty (40) months in the case of an employee replacing an absent employee due to disability, or subsequent employees due to backfilling), that employee's status will be changed to permanent.

- (b) A recurring relief employee is an employee who is appointed to work that is anticipated or projected to be indefinite in duration, with hours of work that may be scheduled or flexible. Payment for recurring relief employees will be on an hourly basis.

Recurring relief employees may remain active for a twelve (12) month period and will be able to bid on internal competitions throughout that duration. If a recurring relief employee is inactive for a period of six (6) months for any reason, they will no longer hold recurring relief status.

A former recurring relief employee may be rehired at any time.

- (c) A casual employee is an employee who is appointed to work that, due to its nature, cannot be scheduled, anticipated or projected, or is work of a limited duration. Payment of casual employees will be on an hourly basis.

Casual employees shall not work more than five (5) consecutive work days (full or partial) and cannot work more than thirty (30) work days (full or partial) per year.

1.4.3 Student Employees:

A student employee is a non-permanent employee, who is a student at the University, hired to work scheduled or unscheduled hours (including Casual Facilities and Program Assistants (FAPA) as per Appendix 3). Hours of work may vary from day to day or week to week. Payment for student employees will be on an hourly or **semi-monthly** basis.

The following Collective Agreement provisions are applicable to student employees:

- Article 1 – Scope
- Article 2 – Management
- Article 3 – Union Recognition
- Article 4 – Union Security
- Article 5 – Joint Consultation
- Article 6 – Use of Employer Premises
- Article 7 – No Discrimination
- Article 8.11 – Coaching**
- Article 11 – Compensation (excluding FAPA, see Appendix 3)
- Article 13 – Discipline
- Article 14 – Grievance Procedure
- Article 15 – Leave of Absence (Casual Union Leave only)
- Article 18 – Sick Leave (18.9 and 18.10 only)
- Article 20 – Occupational Health and Safety
- Article 21 – Respectful Workplace
- Article 22 – Miscellaneous (excluding 22.4, 22.8, and 22.11)
- Article 25 – The Agreement

* for all other terms and conditions of employment the provisions of *The Saskatchewan Employment Act* shall apply.

ARTICLE 2 – MANAGEMENT

- 2.1 The management of the University and the direction of the working force is vested exclusively in the University except as limited by the terms of this Collective Agreement.
- 2.2 The question of whether any of these rights is limited by this Collective Agreement shall be decided through the grievance and arbitration procedure.

ARTICLE 3 – UNION RECOGNITION

3.1 **Bargaining Agent**

The Employer recognizes, for all of its employees covered by this Collective Agreement, CUPE 1975 as the sole and exclusive collective bargaining agent and hereby agrees to negotiate with the Union, or any of its authorized committees, concerning all matters affecting the relationship between the parties to this Collective Agreement, aiming toward a peaceful and amicable settlement of any difference that may arise between the parties to this Collective Agreement.

3.2 **Work of the Bargaining Unit**

Employees of the University whose jobs are not in the bargaining unit shall not **be assigned**, on **a regular basis**, any jobs which are included in the bargaining unit **or work that would cause members of the bargaining unit to be displaced**, unless mutually agreed upon by the parties to this Collective Agreement.

3.3 **No Other Agreements**

No employee(s) shall be required or permitted to make a written or verbal agreement with the Employer or the Employer's representatives which may conflict with the terms of this Collective Agreement. In order that this may be carried out, the Union will supply the Employer with the names of its officers and stewards, and the Employer will supply at any time it is requested in regard to any employee, or group of employees, the names of the supervisory personnel and their functional responsibilities.

3.4 **Representatives of CUPE**

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. Such representative(s) shall have access to the Employer's premises in order to investigate and assist in the settlement of grievances. Arrangement for such access will be made through Human Resources.

ARTICLE 4 – UNION SECURITY

4.1 **Union Membership**

All employees who are now, or hereafter become, members of the Union shall maintain their membership in the Union as a condition of their employment, and all new employees whose employment commences hereafter shall, within twenty (20) calendar days after the commencement of their employment, apply for and maintain membership in the Union as a condition of their employment.

The Employer will direct all new employees to the Union Office as part of the normal enrollment procedure.

4.2 **Deduction of Union Dues**

The Employer shall deduct, as a condition of employment of the employees who are members or who become members of the Union, initiation fees, dues, and such other assessments as the Union may direct in writing through its Secretary-Treasurer, from the first pay cheque due in each month from each such employee and remit the same prior to the tenth day of the month following the calendar month in which such deduction is made, to the Secretary-Treasurer of the Union, accompanied by a list of names of all employees for and on behalf of whom such deductions, whether initiation fees, dues or assessments were made, and for what months the individual deductions were made.

4.3 **Access to Member Information**

Access to member information shall be **provided** to the Union showing the names of all new employees covered by this Collective Agreement, and the date they were employed; also the names of all employees covered by this Collective Agreement who have left the Employer during the month, and the date of **separation**.

The Employer agrees to provide the Union with **access to employment information for all** employees in the bargaining unit **which include their** names, classifications, **employment status** and departments.

4.4 **New Employees**

The Employer agrees to acquaint new employees with the fact that a Collective Agreement is in effect, and with the conditions of employment set out in the Articles dealing with Union security and dues checkoff.

4.5 **Interviewing Opportunity**

Each new employee will be given the opportunity during the first month of employment, within regular working hours, of visiting the Union Office or meeting with the Steward **or designated Union representative** for the purpose of joining the Union and becoming acquainted with the rights and responsibilities of membership. Such absence **shall not exceed one hour and will be** taken at a time **agreeable to the Union and the employee's designated supervisor**.

4.6 **Dues Receipts**

At the time that Income Tax (T4) slips are made available, the Employer shall include information on the amount of Union dues paid by each Union member in the previous year that is deductible for income tax purposes, subject to receipt of certification satisfactory to Canada Revenue Agency.

4.7 **Time Off for Union Meetings**

The Employer agrees to hold discussions with the Union concerning time off for employees to attend Union meetings.

4.8 **Contracting Out**

In order to provide job security for the members of the bargaining unit, the Employer agrees that it will not reduce pay or benefits or layoff any employees (during the usual period of active employment) or permanent employees in order to contract out the duties normally performed by members of the bargaining unit; nor will the Employer replace laid off permanent employees by contracting out the work which they would normally perform. Employees that are laid off will be subject to layoff provisions in Article 12.

At the request of either party, the Employer will convene a special meeting of the Union-Management Committee, in accordance with Article 5, to discuss issues of mutual concern related to contracting out.

4.9 **Crossing Picket Lines During a Strike and Handling Goods**

An employee covered by this Collective Agreement shall have the right to refuse to cross a picket line arising out of a labour dispute or to refuse to handle goods, commodities or products of another employer who is involved in a labour dispute with that employer's employees, providing by so doing, it does not result in property damage to the University.

This refusal shall not be grounds for disciplinary action, but if the refusal results in the employee(s) not being able to perform their normal duties and other work is not available, the employee(s) may immediately be taken off payroll until once again able to perform their normal duties.

ARTICLE 5 – JOINT CONSULTATION

5.1 Union Management Committee

There shall be an Employer Union Management Committee, consisting of representatives from the Union and representatives from management, for the purpose of resolving difficulties and promoting harmonious relationships.

5.2 Purpose of Meetings

5.2.1 The purpose of such meetings shall be to discuss and settle, if possible, matters of mutual concern. In matters which are personal or particularly sensitive, strict confidentiality shall be maintained.

Such discussions shall not include grievances and changes to the Collective Agreement.

5.2.2 In addition to the foregoing, implementation of arbitration awards and court decisions relating thereto will be discussed at the request of either party.

5.3 Meetings

In the event either party wishes to call a committee meeting, the meeting shall be held at a time and place fixed by mutual agreement. All items proposed by either party shall be included in the agenda.

5.4 Exchange of Information

The Employer and the Union agree to exchange at the request of either party, information which is not confidential, is readily available and pertains to a subject under discussion between the parties. The parties agree that information exchanged under this Article will be used for purposes consistent with the administration of the Collective Agreement and that appropriate measures will be taken to ensure that confidentiality is maintained.

ARTICLE 6 – USE OF EMPLOYER'S PREMISES

6.1 Union Office Space

The Employer agrees to provide the Union with reasonable office space on the premises. However, the Employer reserves the right, in the event of a work stoppage, to require the Union to vacate such premises on campus within twenty-four (24) hours. In that event, the Employer agrees to provide the Union with reasonable access to the University premises to provide appropriate representation to those working pursuant to the Essential Services Agreement. The Union shall return to its former premises immediately after the work stoppage is over. The privacy of Union information will be closely maintained and the Union will be able to arrange access to its former premises for the purpose of removing its property by contacting Human Resources.

6.2 Space for Meetings

The Employer agrees to allow the Union to hold meetings and educational functions and to conduct Union business at the Employer's premises. The Employer will make space available for such functions subject to normal scheduling restrictions.

6.3 **Bulletin Boards**

The Employer shall provide Union bulletin boards as follows:

- Administration Building
- Marquis Hall
- Arts Building
- University Services Building
- Physical Activity Complex (PAC)**
- Williams Building
- Health Sciences Building (2)
- Science Complex
- Veterinary Medicine
- Engineering Building
- Education Building

The Union shall have the right to post notices of meetings and such other notices as may be of interest to its members. The Union will not otherwise post any notices on the Employer's premises without prior written permission from the Dean, Administrative Head or designate.

6.4 **Electronic Mail**

The Employer agrees to facilitate communication by the Union with its members using the University electronic mail system. The use of this service will be subject to the applicable University policies and guidelines and the Employer reserves the right to withhold or withdraw this entitlement in cases of non-compliance or inappropriate use by the Union.

The Union shall provide Human Resources with a copy of any communication to be distributed using the University electronic mail system with at least 48 hours in advance of the communication being sent.

In the event of a work stoppage, the Employer reserves the right to withhold access to the University electronic mail system and will require the Union to immediately cease any communication with its members using the University electronic mail system.

ARTICLE 7 – NO DISCRIMINATION

7.1 There shall be no discrimination with respect to any employee as provided in *The Saskatchewan Human Rights Code* (including gender identity) or *The Saskatchewan Employment Act*.

ARTICLE 8 – VACANCIES AND PROMOTION

The parties to this Collective Agreement are committed to the principles of diversity and agree to advocate for employment opportunities consistent with the representative workforce strategies of the parties.

8.1 Posting

All vacant positions, excluding positions defined under Articles 1.4.2(b), 1.4.2(c), 1.4.3 or terms of four (4) months **or less**, will be posted weekly on the University job posting website. **Unposted terms shall not be extended beyond four (4) months without posting the position, unless otherwise agreed to by the parties. The Union will be provided access to unposted term reports.**

Such posting shall contain the following information: nature of position, qualifications, shift, **department/unit** and wage or salary rate or range. Such qualifications shall not be established or amended in an unreasonable manner.

Vacancies in Phase 1 of all Job Families, apprenticeship positions and vacancies in the entry level Phase 2 positions identified in Article 8.4 will be posted as open positions available for public competition.

8.2 Bidding on Vacant Positions

Permanent, term and recurring relief employees (see Article 1.4) have bidding rights.

Such employees may bid on posted positions by completing the application and/or submitting their resumes on the University job posting website within seven (7) days of the date the position is posted.

The Union will be provided with copies of all applicants and their seniority.

Restricted competitions will not be advertised off campus until after the expiration of the seven (7) day period. By mutual agreement, positions may be advertised externally simultaneously with internal postings, however, internal applicants will be given first consideration.

8.3 Notice of Results

The Employer agrees to make every effort to fill positions and notify applicants as expeditiously as possible following the posting period.

Employees applying for transfer will be advised in writing of the result of their applications by the Employer, within seven (7) days after the vacancy is filled, or the competition cancelled.

Unsuccessful **internal** applicants **shall be notified in writing and** may contact the hiring manager to receive feedback on their non-selection.

8.4 Basis for Selection

Vacancies in Phase 1 of all Job Families and apprenticeship positions and vacancies in the following entry level Phase 2 positions will be filled on the basis of the skill, ability and qualifications of the applicants: Technician, Labourer, Facilities Attendant, Library Assistant, Storekeeper, and **Culinary Lead**. Where these factors are relatively equal, the Employer will select the most senior applicant.

All other vacancies shall be filled through appointment on the basis of greatest seniority, required qualifications and efficiency demonstrated in the applicant's current or previous position(s) with the Employer. Efficiency demonstrated shall be as documented in the employee's file. An employee shall be deemed as demonstrating satisfactory performance if there is no documentation to indicate otherwise.

If there is not a qualified internal applicant, the Employer will consider, on the same basis as outlined above, the applications of employees who are close to possessing the required qualifications before considering any external candidate. If an appointment is made of an applicant who does not possess the required qualification(s) of the position, the Employer may, as a condition of appointment, require that the applicant obtain the qualification(s) within a specific time limit.

Selection decisions will be in compliance with the Federal immigration legislation and in accordance with Article 25 of this Agreement.

8.5 **Reversion Rights in a Term Position**

An employee, except casual or student employees, may bid on a posted term position and will be given preference in accordance with Article 8.4. A permanent employee filling a posted term position will continue to be a permanent employee and will be entitled to all contract rights and benefits, including benefit plans. A permanent employee shall maintain reversion rights to their prior permanent position for up to six (6) months in the term position. Reversion rights may be extended by mutual agreement. Beyond that period, when the posted term position **ends either automatically or prior to its stated expiration date**, a permanent employee holding the position will have the protection of **Article 12.1.6**.

Reversion rights for employees under a formal Secondment arrangement are as per Article 8.9.

8.6 If the Employer reasonably expects the term position may become permanent, it shall be posted as "Term, possibly becoming permanent." If this phrase appears on the original posting, the Employer shall not be required to repost the position if it subsequently becomes permanent.

8.7 **On-the-Job Training**

At the request of an employee and with the agreement of the Dean, Administrative Head or designate, arrangements may be made for on-the-job training conditional on no disruption of the performance of the duties of any positions affected. Length of service in the work unit will be one of the factors considered in scheduling the training. This may be on the Employer's time or arrangements can be made to allow access to the facilities of the workplace on the employee's time. (Written permission for this must be secured.)

8.8 **Job-Sharing**

8.8.1 The position to be shared is a full-time permanent position being shared equally by two (2) employees.

8.8.2 If agreement is reached between the parties that job-sharing will take place, only the vacant portion of the position to be shared will be posted.

8.8.3 All employee benefit plans will be available to the incumbents of job-sharing positions who meet the eligibility requirements. These will be pro-rated for the portion of employment with the exception of the Dental Plan and the Extended Health Care Plan. Holiday benefits will be determined at the outset of any job-sharing arrangement and must be planned in advance for ongoing job-sharing. Participants in job-sharing arrangements will not be eligible for alternate hours of work arrangements unless agreed to by the parties.

- 8.8.4 If a long-term absence occurs due to illness, maternity leave, or other approved leave of absence, the other employee may cover the period of absence. If this is not acceptable to the other employee, then the vacancy may be filled on a term basis.
- 8.8.5 If either employee wishes to return to full-time employment at a time when the other portion of the job-sharing position is not vacant, the individual must apply for and be the successful applicant for a posted position.
- 8.8.6 If the original incumbent vacates the position, it will be posted as a full-time position. This shall not preclude the successful applicant from requesting a job-share agreement. If the other job-sharing employee vacates the position, it may revert to full-time or may be posted for another job sharer as requested by the original incumbent. The foregoing shall not preclude the Employer from deciding that part or all of the position will not be filled.

The Dean, Administrative Head or designate may terminate the job-sharing arrangement with sixty (60) days' notice, within the first year of the job-share between any two (2) employees. In the event an employee is displaced by changes in a job-share, seniority will be a factor in determining the priority or placement in any available position in the department. Employees who are not placed will be subject to the conditions of a layoff. In this situation, the Employer is not obligated to extend special considerations such as an employee's interest in part-time work.

The above provisions apply to all job-sharing commencing after the effective date of this Collective Agreement. Job-sharing agreements in effect prior to this date will be subject to the Collective Agreement that prevailed at that time.

8.9 **Secondment**

Definition: A temporary transfer or assignment to another area of the Institution with a guarantee of return to the employee's former position upon completion of the Secondment. Secondments may be lateral or promotional in nature and may be within CUPE 1975 or another bargaining unit or to a role that is exempt from a bargaining unit.

In an effort to support career development and advancement as well as the promotion of employment stability and minimizing disruption to the workplace, whenever possible, secondment agreements should be utilized to fill term positions.

A secondment agreement must be in writing, signed off by both unit leaders and the employee. The agreement will be for a specified period of time and the employee's permanent position will be protected for the duration of the assignment. A copy of the secondment agreement shall be provided to the Union. Secondment agreements may be for a period of three (3) to twenty-four (24) months.

Should any party wish to extend or terminate the agreement prior to its original end date, discussions shall occur between all parties. Subsequent agreement to extend or terminate must be mutually agreed upon by all parties. Early termination of the secondment agreement will include no less than fourteen (14) calendar days and no more than thirty (30) calendar days' notice to allow for the parties to prepare for any workplace implications. The provisions of Article 9.3 Assessment Period shall also apply.

Should the seconded employee be successful in acquiring an alternate permanent position during the life of the secondment agreement, the employee will notify their home department, as well as the department in which they are serving the secondment of their acceptance of a new position.

Should the seconded employee's home position become redundant during the life of the secondment agreement, the provisions of Article 12.1 shall apply.

8.10 Lateral Transfers

When a vacant position in the same family and phase becomes available, an employee may make application. The criteria for selection will follow the provisions of Article 8.4.

8.11 Coaching

The Employer encourages the concept of coaching. Coaching will be given in a supportive manner, **normally in a one-on-one setting, unless otherwise warranted**, to clarify expectations and provide guidance to assist the employee in addressing performance concerns. **Coaching is intended to be used to support performance improvement and/or development and is not considered disciplinary.** A reasonable timeframe will be given to the employee to correct poor performance and appropriate follow up on progress will be provided. **A copy of written coaching letters will be provided to the Union.** Coaching provided in writing will be removed from the employee's file after one (1) year.

ARTICLE 9 – PROBATIONARY AND ASSESSMENT PERIOD

9.1 Probationary Period

All new appointees (except for casual and student employees) shall be on probation for a period of six (6) months from the date of commencing duties in a position. During the probationary period, an appointee shall be entitled to all applicable rights and benefits of this Collective Agreement, except a probationary employee may be discharged for unsuitability.

9.1.1 Assessment of Performance While on Probation

An employee must be evaluated during their probationary period. Throughout the probationary period, management will provide timely and constructive feedback to the employee no later than the mid-point (3 months) of the probationary period that is relevant to meeting the requirements of the position. Performance must be discussed with the employee and necessary improvements will be provided to the employee in writing.

9.1.2 Term employees, who successfully bid into the same position on a permanent basis, must complete the balance of their probationary period.

9.1.3 At the discretion of the Employer, the probationary period may be extended by the cumulative length of any period(s) of absence from work for more than five (5) consecutive days. In the event this happens, the employee and the Union will be notified prior to the extension.

9.1.4 When employees are reappointed to the same position after a break in service of sixty (60) days or less, the Employer may agree to waive some or all of the probationary period.

9.2 Transfer During Probationary Period

An Application to Transfer during a probationary period will be allowed in accordance with Article 8, but the right of making such application will be subject to the following conditions:

- 9.2.1 A probationary employee can be terminated at any time during the probationary period regardless of whether the employee has made Application to Transfer.
- 9.2.2 Effective the date of transfer a new probationary period will commence.
- 9.2.3 If the employee is not successful in the new probationary period there will be no reversion rights to the original position.

9.3 Assessment Period

A permanent employee who is **appointed into a vacant position (under Article 12.1.5)**, bumps, recalled or accepts a transfer or promotion shall be subject to an assessment period of three (3) months, during which time performance will be appraised. Such appraisals will be discussed with the employee.

A recurring relief or term employee who accepts a transfer or promotion and who has previously completed a probationary period shall be subject to an assessment period of three (3) months, during which time performance will be appraised. Such appraisals will be discussed with the employee.

At the discretion of the Employer, the assessment period may be extended by the cumulative length of any period(s) of absence from work for more than five (5) consecutive days. The assessment period may be extended for a period up to three (3) months by mutual agreement of the Employer and the Union. The employee will be notified of any extension(s).

In the case of a permanent employee **who accepts a transfer or promotion**, at the end of the assessment period, if the employee has not performed satisfactorily, or at any time during the period when it becomes clearly evident that the employee does not meet performance expectations, the employee shall be returned to their former **position**, subject to any increment which normally would have been received had the employee remained in that position. During the assessment period, an employee may return voluntarily to the employee's former **position** without penalty.

Notwithstanding the above, an employee who **accepts a transfer or promotion and who** reverts during an assessment period shall always have the right to revert to their former **position** which may, in turn, displace an employee who has completed a probationary or assessment period, and this displaced employee also shall have the right to revert or to be laid off as appropriate. In the event **the** former position has **since** been eliminated, **the employee shall be entitled to the applicable rights** under Article 12.

A permanent employee appointed into a vacant position or bumped into an encumbered position as a result of a layoff (under Article 12.1), and who does not successfully complete the assessment period, will be provided termination and severance as outlined in Article 12.1.4. However, if the permanent employee's prior position was a term position, the permanent employee shall receive pay in lieu of notice as per *The Saskatchewan Employment Act*.

In the case of a non-permanent employee, at the end of the assessment period, if the employee has not performed satisfactorily, or at any time during the period when it becomes clearly evident that the employee does not meet performance expectations, employment will be terminated.

9.3.1 Appraisals During Assessment Period

Throughout the Assessment Period, management will provide timely and constructive feedback that is relevant to meeting the requirements of the position. At a minimum, this will occur at the mid-point (1.5 months) of the Assessment Period and necessary improvements will be provided, in writing, to the employee.

ARTICLE 10 – SENIORITY

10.1 Seniority Defined

Seniority is defined as the length of employment from the last date of hire into the bargaining unit, subject to Article 10.3.

Seniority shall operate on a bargaining unit wide basis. Seniority is a factor in determining promotions, transfers, demotions, layoffs and recall except as otherwise noted.

10.2 Loss of Seniority

An employee shall not lose seniority rights if absent from work because of sickness, accident, or leave of absence approved by the Employer.

An employee shall lose seniority rights in the event of:

10.2.1 Discharge without reinstatement;

10.2.2 Resignation from the University effective from the date of termination.;

10.2.3 Failure to respond within **seven (7)** calendar days following receipt of notification of an **appointment into a vacant position** (Article 12.1.5) or bumping (Article 12.1.6), or response to seasonal recall (Article 12.2.3) except when prevented from informing the Employer due to illness or other just cause.

An employee who is offered casual work or employment of short duration during the layoff period when the employee is employed elsewhere shall not lose seasonal recall, **appointment into a vacant position** or bumping (if elected) rights for refusal to return to work, and the refusal will not count as the employee's **opportunity to bump** (if elected). If an employee is not returning to work that employee shall so notify the Employer and the Union in writing as soon as possible.

It shall be the responsibility of the employee to keep the Employer informed of the employee's current address and contact information.

10.2.4 Failure to report to work on the date and at the time specified in an accepted offer of **appointment into a vacant position** per Article 12.1.5 or bumping per Article 12.1.6, except when prevented from informing the Employer due to illness or other just cause;

10.2.5 Retirement effective the date of retirement;

10.2.6 Layoff for a period exceeding twelve (12) months;

10.2.7 A break in employment in excess of sixty (60) days for non-permanent employees.

10.3 Seniority Adjustment

If leave is taken to accept other gainful employment, the Union reserves the right to adjust the employee's seniority date.

10.4 **Correction of Seniority Roster**

On presentation by an employee or the Union of proof of error in the roster a correction shall be made immediately and recorded on a supplementary sheet.

10.5 **Seniority Roster to Union**

One copy of the roster shall be forwarded to the Union on **February 1 of each year.**

ARTICLE 11 – COMPENSATION

11.1 **Wage Ranges**

All positions within the Union are compensated within the wage ranges attached in Appendix 1. The establishment of wage ranges shall be the subject of negotiation and agreement between the Employer and the Union.

11.2 **Placement and Review of Positions**

Placement and review of positions will be determined according to the following procedure:

11.2.1 New Positions

New positions within the scope of CUPE 1975 will be placed in a Family and Phase by Human Resources based on the criteria set out in the job placement manual. Any employee who believes the position has been inappropriately placed may request a review in accordance with Article 11.2.2.

11.2.2 Review of Position Job Family and/or Phase

Any employee and/or supervisor/manager, Dean, Administrative Head or designate, who believes a position has significantly changed and the current placement no longer accurately reflects the position, may request a review, **in writing**. The review can occur only once per twelve (12) month period and will be conducted by Human Resources.

Human Resources will conduct its review and provide a written decision and reasons within sixty (60) days of receipt of the application in Human Resources. Where circumstances warrant, the parties may mutually agree to extend the sixty (60) day timeline.

11.2.3 Salary Adjustments through Transfer, Promotion or Review

If an employee transfers into a different position, their wage will be placed within the salary range for the new position.

If an employee's position is promoted or reclassified into a different family and/or higher phase, their wage will be placed within the salary range for the new position. If a position is placed in a higher phase, a minimum increase of **four percent (4%)** will be realized.

If an employee's current wage is above the wage range, the wage will remain red-circled.

Employees will be informed of any change by Human Resources.

The effective date for any wage adjustments shall be the pay period following the date the application was submitted by the applicant to their reporting manager. Wage adjustments will be processed after the thirty (30) day appeal period, under Article 11.2.4, has lapsed.

11.2.4 Appeal of Position Review Decisions

Either party may request an appeal within thirty (30) calendar days of receipt of the written decision by Human Resources. The Joint Appeal Committee (consisting of two (2) CUPE and two (2) management representatives appointed by the parties) will review these requests and render a decision. All appeal decisions are final and not subject to the grievance procedure. In the event the Joint Appeal Committee does not reach consensus, the parties will seek the assistance of a mutually agreed-to and paid for third party expert whose decision shall be final and binding. A position which has been the subject of an appeal may not be the subject of another review (and appeal) until twelve (12) months have elapsed since the appeal decision was rendered.

The effective date for any wage adjustments shall be the pay period following the date the application was submitted by the applicant to their reporting manager. Wage adjustments will be at a minimum of **four percent (4%)**. Notwithstanding the above, no employee will have a reduction in base wage as a result of this process. **Wage adjustments will be processed after the appeal decision is rendered.**

11.3 Regular Increment

11.3.1 Two percent (2%) increments up to the maximum of the wage range are provided annually (commencing January 1, 2007 and each January 1 thereafter) to recognize growth in proficiency from experience and a satisfactory level of performance to employees with greater than one (1) year of continuous service. Employees with less than one (1) year of continuous service will be eligible for a pro-rated increment on the basis of the number of days by which their employment precedes January 1.

11.3.2 If an employee's performance is rated unsatisfactory the two percent (2%) increment may be withheld. An employee's performance may only be rated as unsatisfactory if the employee fails to meet communicated performance expectations. A disciplinary record, where a penalty has already been imposed, will not itself be a basis for an unsatisfactory performance rating.

11.3.3 Where an employee has had an increment withheld in the preceding year for unsatisfactory performance and where the employee is eligible for and receives an increment in the following year, then the withheld two percent (2%) increment will be added to the following year's increment and paid from the date of that following year's increment forward, but not paid retroactively for the year it was withheld, subject to the range maximums.

11.3.4 An employee, within thirty (30) days of being notified by Human Resources that their increment is being withheld, may appeal the withholding of their increment on the basis of unsatisfactory performance. The Joint Appeal Committee (consisting of two (2) CUPE and two (2) management representatives appointed by the parties) will review these appeals and render a decision within sixty (60) days or such longer time as the committee may agree. All appeal decisions are final and not subject to the grievance procedure. In the event the Joint Appeal Committee does not reach consensus, the parties will seek the assistance of a mutually agreed to and paid for third party expert who, if unable to bring about a consensus, may render a final and binding decisions.

11.4 **Market Adjustments**

The determination and payment of market adjustments is the sole responsibility of the Employer. On July 1 of each year the Employer will provide to the Union a list of those employees who are receiving market adjustments. In the event a new market adjustment is warranted or the Employer has reason to change or eliminate an existing market adjustment the Employer will notify the Union one (1) month in advance of this change being implemented.

After a market adjustment has been in place for three (3) consecutive years, this adjustment shall be incorporated into the base wage for that position.

11.5 **Temporary Performance of Duties**

Where possible, the Employer shall distribute opportunities as identified in Article 11.5.1 and Article 11.5.2 to all interested and qualified staff within the unit for employee engagement and career developmental purposes. **On a quarterly basis, the Union shall be advised, in writing, of any appointments made under this Article.**

11.5.1 Temporary Performance of Duties of a Higher Phase

An employee expected to perform the duties of a job in a higher Phase will be assigned those duties in writing by the Dean, Administrative Head or designate and additional compensation will be provided. When such an appointment is for a period in excess of three (3) consecutive days, a total of seven (7) non-consecutive days in a pay period, or at the discretion of management for anything of a lesser period, the employee will be paid a premium of ten percent (10%) on the employee's current salary for the assigned period. Should the additional premium result in a monthly salary exceeding the highest salary of the Phase of the new work they are performing, the maximum of the range of the new Phase will apply.

11.5.2 Temporary Performance of Supervisory Duties

An employee expected to perform temporarily the duties of their supervisor will be assigned those duties in writing by the Dean, Administrative Head or designate and additional compensation may be provided up to a maximum of ten percent (10%) of the employee's current salary for the assigned period.

11.6 **Student Compensation**

11.6.1 Students (who are primarily University of Saskatchewan students) employed to perform the full scope of duties within an existing Family and Phase of the CUPE 1975 bargaining unit shall be paid in accordance with the respective salary range.

11.6.2 Notwithstanding Article 11.6.1, the Employer may establish new student positions within the Scope of CUPE 1975. Accordingly, new positions will be placed within the current range of established FAPA rates **by mutual agreement between** Human Resources and CUPE 1975 based on a review of the position profile developed by the Employer.

ARTICLE 12 – LAYOFF

12.1 Layoff Due to Change in or Reduction of Programs or Services

12.1.1 General

Should any permanent position be eliminated because of financial reasons or because of the amalgamation, consolidation or elimination of departments or work units, the affected permanent incumbent will be dealt with in the following manner.

12.1.2 Notice of Layoff

Permanent employees, if their positions are to be eliminated, will be given as much written notice as possible and as required by law, but in no case less than thirty (30) calendar days, with a copy to the Union. If notice is not given as required, employees will receive pay in lieu, pro-rated.

The employment of an employee with term status, in a term position, ends automatically upon the expiration of the stated term date, without notice.

An employee with term status whose term position ends prior to its stated expiration date shall be provided notice or pay in lieu of notice in accordance with the provisions of the *Saskatchewan Employment Act* except that the minimum amount of notice or pay instead of notice shall be two (2) weeks.

A permanent employee in a term position (excluding secondment agreements and those on leave of absence from a permanent position) has reversion rights under Article 8.5.

Beyond the reversion period under Article 8.5, when the posted term position ends either automatically or prior to its stated expiration date, a permanent employee holding the position will have the protection of Article 12.1.6.

12.1.3 Options Available to Laid Off Employees

A permanent employee who has received notice that their permanent position has been eliminated shall have the right to elect, within fourteen (14) calendar days of a written notice of a position being eliminated, one of the following options:

- (a) Termination and Severance, **per** Article 12.1.4; or
- (b) **Continued Employment at the University through appointment into a vacant position within the bargaining unit per Article 12.1.5; or**
- (c) Continue Employment at the University with Bumping Options, **per** Article 12.1.6; or
- (d) **Any other option to which the parties might agree.**

This fourteen (14) calendar day period may be extended by the Employer for good and sufficient reason. If the employee fails to provide Human Resources with the election of one of the options available under this Article within the fourteen (14) calendar day period, the Employer reserves the right to proceed with termination and severance as outlined by Article 12.1.4.

12.1.4 Termination and Severance

Within fourteen (14) calendar days of a written notice of a permanent (not term) position being eliminated, a permanent employee who signs an agreement to terminate employment as per Article 12.1.3 will be entitled to severance pay. The severance amount will be based on length of service as follows:

Length of Service	Severance Pay Entitlement
0 up to 20 years	2 weeks' pay
20 years or over	3 weeks' pay

The employee may elect to have the severance amount issued as two (2) separate lump-sum payments over the current calendar year and following calendar year.

Severance will be calculated at the employee's current rate of pay for every year or partial year of service to a maximum of fifteen (15) months' pay. The payment will be calculated to the date the employee leaves the position.

In all cases, upon receipt of the severance pay, an employee will be terminated and will forgo any further rights under the Collective Agreement. Severance pay is provided on the condition that the employee will not seek or gain further employment at the University, nor will accept funds from the University for any services provided during the period covered by the severance pay and pay received in lieu of notice. **However, should employment with the University recommence prior to the conclusion of the period covered by the severance pay, the employee will be required to repay the remaining severance amount prior to recommencing employment.**

12.1.5 Continue Employment at the University through Appointment into a Vacant Position

Within twenty-one (21) calendar days, a permanent employee laid off from a permanent position, who chooses to continue employment as per Article 12.1.3 (a), will be eligible to be appointed into a vacant permanent position at the University and in accordance with Article 8.4 and Article 9.3. The twenty-one (21) calendar day period may be extended by the parties through mutual agreement.

The appointment will be into a permanent vacant position. Positions will be considered in the following order:

- (i) First, vacancies in the employee's own Job Family and Phase;**
- (ii) Second, vacancies in any position in the same Phase; or**
- (iii) Third, any other position, in any Phase, with mutual agreement by the parties.**

An employee appointed into a vacant position, other than the employee's former position, will be offered the salary closest to the employee's former salary.

Where an appointment to a vacant permanent position is not possible within twenty-one (21) calendar days, the permanent employee will be terminated with severance pay per Article 12.1.4.

Severance pay is provided on the condition that the employee will not seek or gain further employment at the University, nor will accept funds from the University for any services provided during the period covered by the severance pay and pay received in lieu of notice (if applicable). **However, should employment with the University recommence prior to the conclusion of the period covered by the severance pay, the employee will be required to repay the remaining severance amount prior to recommencing employment.**

Permanent employees impacted by layoff maintain seniority (as provided under Article 10.3.6), which is applicable for bidding on vacant positions.

12.1.6 Continue Employment at the University with Bumping Options

Vacancies at the time of **electing bumping** will be reviewed for **continued employment** first, and if no suitable positions are identified, the bumping process will proceed.

Permanent positions will be considered for bumping on a campus-wide basis.

A permanent employee in a permanent or term position, who elects the option to continue employment at the University with bumping options, will not have access to severance pay at any time **unless the employee fails the assessment period as described in Articles 9.3 and 12.1.8.**

All bumps are made according to the following provisions:

- (a) Within twenty-one (21) calendar days of choosing the bumping option, the Employer will identify the position options to be bumped.
- (b) Positions will be considered in the following order for the bumping employee:
 - (i) First, into the employee's own position title (same Job Family and Phase)
 - (ii) Second, into any position title (same Job Family and Phase)
 - (iii) Third, any other position title in the same or lower Phase
- (c) The bumping employee must possess the requirements for the position into which the employee is bumping, as indicated on the immediately prior posting **or existing job description/profile** for the position, except where the Employer can demonstrate that there has been a bona fide change in the requirements for the position.
- (d) The bumping employee starts at 2(b)(i) above, with the position occupied by the employee with the least bargaining unit wide seniority, then the position occupied by the employee with the second least bargaining unit wide seniority and so on. When the bumping employee does not have the required qualifications for any positions in 2(b)(i), the bumping employee moves on to consider positions in 2(b)(ii), again beginning with the position occupied by the person with the least bargaining unit wide seniority, and continuing in a similar way to 2(b)(iii). This consideration continues until the bumping employee can be bumped into a position.
- (e) The bumping employee will be provided with two options as per Article 12.1.6 (b), (c) and (d). These two options will be presented to the employee at the same time. This will then constitute the employee's bumping options.
- (f) Should the bumping period extend beyond an employee's notice period, current salary and benefits (as per the terms and conditions of the respective benefits plan) will remain intact until the bumping process has concluded.

An employee who is bumped shall immediately have access to the provisions of this article except that the requirement for notice (Article 12.1.2) will not apply. If there is advance notice of a bump occurring, the affected employee shall be dealt with in accordance with Article 12.1.3, to the extent that time and opportunity permit, and all subsequent clauses in this Article shall apply.

Notwithstanding all of the provisions of Article 12.1.6, the Employer and the Union may agree on another arrangement for a bumping situation.

12.1.7 Terms of Bumping as per Article 12.1.6

(a) An employee **bumped into an encumbered position**, other than the employee's former position, will be offered the salary closest to the employee's former salary. An employee cannot bump into a position in a higher Phase.

(b) Upon receipt of notification **from Human Resources**, the employee will be given **seven (7)** calendar days in which to respond to an opportunity **to** bump.

The Union will be **updated on the status of the bumping process and will be** notified of formal offers of positions to employees pursuant to this Article.

(c) Except when prevented from informing the Employer, due to illness or other just cause, an employee will be deemed to have voluntarily left the service of the Employer and their employment shall be terminated if:

(i) The employee is offered a position under bumping (Article 12.1.6) and fails to respond within **seven (7)** calendar days indicating intention to accept or not to accept the position offered; or

(ii) The employee has agreed to accept an offer of a position under bumping (Article 12.1.6) and then fails to report to work on the date and at the time specified.

12.1.8 A permanent employee appointed into a vacant position or bumped into an encumbered position is subject to an assessment period as per Article 9.3. Should an employee fail the assessment period in the vacant position they are appointed into or encumbered position they bump into, employees will be terminated and provided severance as per Article 12.1.4. However, if the permanent employee's prior position was a term position, the permanent employee shall receive pay in lieu of notice as per *The Saskatchewan Employment Act*.

12.1.9 Benefits During the Notice Period under Article 12.1.2

Benefits coverage and pension contributions will continue uninterrupted during this notice period. If notice is not given as required, employees receive pay in lieu, prorated, and benefits coverage and pension contributions will immediately cease upon election of termination and severance under 12.1.3 (a).

12.1.10 Training

The Union and Employer will discuss training needs on a case by case basis.

12.2 Normal Seasonal Layoff and Recall

12.2.1 Layoff

An employee, as defined in Article 1.4.1(c), may be laid off from time to time in accordance with fluctuations in the work requirements with an expectation of recall. Such employees will be given ten (10) days' notice in writing, and will be retained in order of seniority in their department, within the same job title, within the same Job Family and the same or lower Phase, provided they have the required qualifications. Employees may be retained on a day to day basis beyond the notice period, depending upon the work available. Such further employment shall continue to be on a seasonal basis for purposes of benefits, provided there is no break in service. However, work provided to an employee beyond the layoff date indicated in the layoff notice may be refused by the employee until such time as formal notice of recall has been issued.

It is hereby agreed that the application of this clause is not intended to allow employees in seasonal summer positions to take jobs of employees in seasonal winter positions and vice versa. In a similar manner, an employee cannot take the job of a term employee hired specifically to replace a seasonal employee who normally works the opposite season.

12.2.2 Recall

Seasonal employees will be recalled to work in order of seniority provided they have the required qualifications for the work that is available within the department. Seasonal employees while on normal layoff may exercise their seniority for any casual and term employment within the same job title and within the same department, within the same Job Family and Phase, for which they have the required qualifications. A written notice to return to work will be forwarded via registered mail to the last known address of the employee or given directly to the employee. A copy of the notice will be given to the Union.

12.2.3 Response to Recall

Except when prevented due to illness or other just cause, an employee, following a recall, who fails to inform the Employer within eight (8) days of notice of return to work of the employee's intention to return to work, or fails to report for work on the date and at the time specified in the notice to return, the employee shall be deemed to have voluntarily left the service of the Employer and employment shall be terminated.

12.3 Technological Change

The parties recognize that the University and its employees are affected by the rapid expansion of knowledge and the constant modification of technology. This may require employees to modify their job knowledge and skills from time to time.

12.3.1 Reduction in Work Force

If the work force is reduced due to technological change and employees whose jobs are being eliminated are not entitled to the rights and benefits conferred by Saskatchewan legislation, they will be entitled to the benefits outlined in Article 12.1 and Article 12.3.3.

If any permanent employee's job is eliminated because of technological change, the affected employee will be given three (3) months' notice in writing. In addition, Human Resources, when it becomes aware that any employee's position will be eliminated because of technological change, will notify the Union and consultation will be initiated. (See Article 12.3.2).

12.3.2 Consultation

In an attempt to keep employees apprised of current and anticipated modifications to the day to day work techniques of various occupations of employees, the Employer and the Union agree to meet from time to time as necessary. In addition, when Human Resources becomes aware of impending significant technological change at the Employer, it will undertake to call such a meeting.

In cases of technological change which directly affects conditions of employment, the Employer and the Union agree to enter into consultation at the request of either party.

Consultation may include such things as: the nature of change to be introduced, timing of such changes, reassignment of duties, effects on terms and conditions of employment, plans for retraining relative to existing employees adapting to new equipment or work methods, establishment of a rate of pay to be provided during training and arrangements for the costs of materials and/or tuition, arrangements for assessment of an employee's suitability for training and arrangements for periodic assessment of an employee's progress while in training.

Where permanent positions are being abolished, such consultation may be to consider training and/or redeployment.

Such training may be for an existing position on campus or may only be intended to supplement an employee's skills. Where retraining and/or redeployment does not take place, then the provisions of Article 12 will apply.

12.3.3 Severance Pay

An employee who loses seniority rights (Article 10.3.6) or who terminates employment will receive pay on the basis of two (2) weeks' pay at the employee's current salary for every year or portion of a year's service.

12.3.4 Other Applicable Clauses

In the event that a permanent employee's position is eliminated due to technological change all the provisions of the clauses in Article 12.1 apply.

12.4 **Grievances Concerning this Article**

Grievances concerning this Article shall be initiated within thirty (30) days of the commencement of a layoff or the notice of recall, at the first stage of the grievance procedure, and directed to Human Resources.

ARTICLE 13 – DISCIPLINE

13.1 **Due Process**

An employee will have the protection of due process provided in this Collective Agreement. **Employees are entitled to Union representation at any meetings related to employment investigations and/or disciplinary action. Prior to the commencement of such meeting, the Union and the employee shall be informed of the nature of the discussions. The Employer will also allow the Union representative time and space to meet with the employee immediately following the meeting.**

In all cases of discipline, the burden of proof of just cause shall rest with the Employer. Evidence presented shall pertain only to the grounds stated in the letter of discipline to the employee.

13.2 **Disciplinary Actions and Process**

Discipline shall be administered in a timely and respectful fashion. **If disciplinary action occurs, an employee may respond in writing to the discipline, and such response will become part of the employee's record.**

13.3 **Progressive Discipline**

The Employer endorses the concept of progressive discipline in situations of poor performance. However, the Employer reserves the right to use any disciplinary action deemed appropriate, regardless of the order of the following clauses.

13.4 **Written Warning**

A **written** warning given to an employee by the Employer will include reasons for the warning, expectations for future performance and consequences of progressive discipline **with copies forwarded to the Union and Human Resources within ten (10) working days.**

Warnings issued in accordance with Article 13.4 will be in writing and removed from the employee's file after one (1) year of subsequent active employment during which no disciplinary action is taken.

13.5 **Written Reprimand**

A written reprimand given to an employee by the Employer will include reasons for the reprimand, expectations for future performance and consequences of progressive discipline, with copies forwarded to the Union and Human Resources within ten (10) working days. If the employee is unavailable for the disciplinary meeting, the Employer will notify the employee and the Union of the reprimand in writing.

Reprimands issued in accordance with Article 13.5 will be removed from the employee's file after two (2) years of subsequent active employment during which no disciplinary action is taken.

After one (1) year, an employee and/or the Union may request in writing that a reprimand be removed from the employee's file before the expiration of the two (2) year period. The outcome of the review will be relayed to the employee in writing.

13.6 **Suspension**

The Employer reserves the right to suspend an employee for a period of up to two (2) weeks. A suspension given to an employee by the Employer will include reasons for the suspension, expectations for future performance and consequences of progressive discipline, with copies forwarded to the Union and Human Resources within ten (10) working days.

If the employee is unavailable for this disciplinary meeting, the Employer will notify the employee and the Union of the suspension in writing.

Suspensions issued in accordance with Article 13.6 will be removed from the employee's file after three (3) years of subsequent active employment during which no disciplinary action is taken. After two (2) years, an employee and/or the Union may request in writing that a suspension be removed from the employee's file before the expiration of the three (3) year period. The outcome of the review will be relayed to the employee in writing.

13.7 Suspension Pending Investigation

In instances of serious allegations of misconduct or negligence, employees may be suspended pending investigation where the Employer deems it necessary to remove the employee from the workplace to investigate the specific allegations. Suspensions pending investigation are not considered discipline and will not result in a loss of regular wages for the employee.

13.8 Dismissal

Where an employee is dismissed the Employer will provide written reasons to the employee, with copies forwarded to the Union and Human Resources within ten (10) working days.

If the employee is unavailable for this disciplinary meeting, the Employer will notify the employee and the Union of the dismissal in writing.

ARTICLE 14 – GRIEVANCE PROCEDURE

14.1 Definition

A grievance is a difference between the parties or any person bound by this Collective Agreement concerning its application, interpretation, operation or alleged violation. It is understood that the parties may have the assistance of Human Resources or the Canadian Union of Public Employees, as the case may be, at any point in this procedure.

14.2 Administrative Grievance

Grievances involving interpretation or administration of the Collective Agreement signed by a duly authorized Union official and not involving a specific individual, and grievances by a group of employees shall be taken directly to Stage 2 of the following procedure.

14.3 Employer Initiated Grievance

All efforts will be made between the parties to resolve grievances filed by the Employer. Failing these problem-solving efforts, the parties shall convey the matter to arbitration as per Article 14.8.

14.4 Representation

The Steward or Union Representative shall assist any employee(s) in preparing and presenting a grievance pursuant to the procedure set forth herein. When presenting grievances at Stage 1 or 2, two (2) members of its Grievance Committee and the grievor, if the grievor chooses to attend, shall suffer no loss of pay for attendance at such meeting with the Employer.

14.5 Permission to Leave Work

The Union recognizes that each Steward or a designated Union Representative is employed full-time by the Employer and that such a person will not leave work during working hours without permission in order to perform duties under this Collective Agreement. Such permission will not be unduly withheld and the Steward or designated Union Representative will not be hindered, coerced, restrained or interfered with while investigating a grievance or presenting an adjustment as provided in this Collective Agreement.

14.6 **Grievance Timing and Procedure**

Every effort should be made to resolve problems through dialogue at the departmental level prior to filing a grievance.

Should parties be unable to resolve problems at the departmental level, the Union shall refer written grievances to the appropriate Dean, Administrative Head or designate with a copy to Human Resources within thirty (30) calendar days of when the grievor or the Union knew or reasonably ought to have known of the alleged infraction, except as provided for in Article 13.

14.6.1 Stage 1

Upon receipt of a formal grievance, the department or unit shall within ten (10) business days, meet to conduct a formal problem-solving meeting in an effort to resolve the matter. The Employer will provide the written results of this meeting to both parties within three (3) business days.

Should it be determined that further problem-solving efforts as identified in Article 14.6.3 and/or Stage 1 will not resolve the matter, either party may choose to proceed directly to Stage 2.

14.6.2 Stage 2

Failing resolution at Stage 1, the Union may, within thirty (30) calendar days of **receipt of the Employer's response** at Stage 1, refer the written grievance to the senior University HR Officer or designate.

The parties shall meet to discuss the grievance at Stage 2 within thirty (30) calendar days of the referral and the Employer shall render a written decision within thirty (30) calendar days of the Stage 2 meeting.

14.6.3 Stage 3 – Arbitration

14.6.3.1 Time Limit

In the event that any grievance or matter in dispute has not been settled through the procedure outlined above, either party may, within fifteen (15) calendar days, submit the grievance or matter in dispute to binding arbitration in accordance with this Article.

It is agreed that time is of the essence in reaching a just conclusion to the grievance and arbitration process and, therefore, both parties agree that they will do everything possible to ensure that the arbitration proceeds as quickly as possible.

14.6.3.2 Composition of the Board

The Arbitration Board shall consist of three (3) members. One shall be named by the Employer and one named by the Union. The parties to the agreement shall endeavour to agree on a third member who shall act as Chair of the Board. Each of the parties to this Collective Agreement shall have their respective Board member selected and made known to each other within fifteen (15) calendar days of notice being given by either party for the establishment of the Board. Upon mutual agreement, the parties may select a single arbitrator to hear the grievance.

14.6.3.3 Selection of the Chair

The two (2) parties shall endeavour to agree on the selection of a Chair within thirty (30) calendar days of the notification of the grievance being submitted for arbitration. In the event of their failure to agree on a Chair within the time prescribed, they shall notify the Minister of Labour for the Province of Saskatchewan, who shall be asked to name a Chair.

14.6.3.4 Hearing

The Board, having been formed by the above procedure, shall meet, hear the evidence of both parties, and render a decision within sixty (60) days from the completion of taking evidence. The decision of the majority of the Board on the matter at issue shall be final and binding on both parties, but the board shall not be empowered to add to, subtract from, alter or amend the Collective Agreement in any way.

14.6.3.5 Time Deficiencies

Any Board of Arbitration established pursuant to the grievance procedure shall have the power to hear any arguments as to whether, in order to avoid consideration of substantive issues, time limits set forth in the grievance procedure have been unreasonably enforced. The Board may decide to deal with the case placed before it, despite such minor time deficiencies.

14.6.3.6 Disciplinary Action

The Board shall have the power to dispose of any grievance involving dismissal or disciplinary action by any arrangement which it deems just and equitable.

14.6.3.7 Expenses

The fees and expenses of the arbitrator shall be shared equally between the parties. Each party shall be responsible for their costs, fees and expenses of witnesses and those of its Board member.

14.7 **General**

14.7.1 Union May Institute Grievances

The Union and its representative have the right to originate a grievance on behalf of an employee or group of employees and to seek adjustment with the Employer in the manner provided in the grievance procedure. Such a grievance shall commence at Stage 1.

14.7.2 Facilities for Grievances

The Employer shall provide appropriate space for grievance meetings.

14.7.3 Grievances Dealt with During Working Hours

As far as practicable, all grievances will be dealt with during working hours, and no employee or employees, who are representatives of the Union, will suffer loss of pay by reason of time spent in discussing grievances with the representatives of the Employer.

14.7.4 Copies of Documents

In the event of disciplinary action or a grievance, and in an effort to be fair, transparent and timely, the Employer agrees (upon request) to provide to the Union all documentation and information pertinent to the specific action or grievance within ten (10) business days of the request.

14.7.5 Amended Time Limits

Any of the time limits specified for the grievance or arbitration procedure may be amended or waived by mutual agreement of the parties.

14.8 Alternate Dispute Resolution Option

Prior to the referral to arbitration, and by mutual agreement between the Employer and the Union, the parties may identify and apply alternate options to resolve grievances.

ARTICLE 15 – LEAVES OF ABSENCE

15.1 Union Leave

15.1.1 Leave for Joint Union-Management Meetings

The Employer agrees that members representing CUPE 1975 will be granted leave with pay for attending meetings of the following joint committees where applicable:

- Joint Consultative Committee
- Grievance meetings with Employer representatives (includes Union Representatives and grievor pursuant to Article 14)
- Joint Occupational Health and Safety meetings
- **Employee Well-being & Benefit Plans** Committee
- Negotiating Committee Meeting with Employer representatives
- Employee Assistance Board & Committee and other joint union-management committees

Such leaves may affect Employer operations and, therefore, the participant will notify the supervisor or director in advance.

The Union will advise the Employer, in writing, of the amount of leave hours and the departments to which those leave hours occurred, for the purpose of the Employer providing reimbursement to those departments.

15.1.2 Casual Union Leave

The Employer agrees that leave of absence with pay and benefits (subject to the Union providing full funding to the Employer) shall be given to any designated employee(s) for Union business, such leave of absence to be granted for a period not exceeding six (6) months as the Union requests in writing. Requests for such leave shall be made in writing. A response to the request will be conveyed within forty-eight (48) hours of receipt, except in the case of leave for one (1) week or longer, in which case a response will be conveyed within seven (7) working days of when the written request has been received by the head of the department.

An employee on such leave shall return to the former position and salary, subject to any general increases.

15.1.3 Leave to Hold Full-Time Union Position

15.1.3.1 Elected Position

An employee shall, upon application at least thirty (30) days in advance (more where possible), be granted leave of absence without pay to hold a full-time elected Union office. The leave may be extended as long as the employee holds that position, and with the provision that the employee gives thirty (30) days' notice of return to work.

15.1.3.2 Selected Position

An employee who is selected for a full-time Union position shall, upon application at least thirty (30) days in advance (more where possible), be granted leave of absence without pay for a period of up to one (1) year. With the mutual agreement of the Union and the Employer, the leave may be extended by giving at least thirty (30) days' notice.

15.1.4 Leave for CUPE 1975 Officer(s)

The Employer will grant leave with pay for up to one (1) FTE for an officer(s) who has been elected or appointed by CUPE 1975 for the purposes of resolving difficulties and promoting harmonious relationships, including activities outlined in Article 15.1.1. The leave may be allocated at the discretion of the Union at either two (2) one-half (1/2) FTEs, or one (1) FTE. The Union will notify the Employer not later than December 1 in each year with the details of the allocation of the leave(s) as specified above. There shall not be any loss of salary or benefits to the officer(s). The Union shall advise the Employer of the time and the amount to be charged to the Union for duties performed solely for the purpose of Union business.

15.2 **Compassionate Care and Special Leave of Absence**

15.2.1 Compassionate Care Leave

Where an employee requires leave as defined under the Employment Insurance (EI) compassionate care benefit, the employee shall apply to their Dean, Administrative Head or designate, indicating the requested date of commencement of the unpaid leave. The Employer agrees to approve such leave as soon as reasonably possible.

15.2.2 Special Leave of Absence

Notwithstanding Article 15.2.1, special leave of absence without pay shall be granted to an employee for good and sufficient reason. Application must be made to their Dean, Administrative Head or designate, indicating the reason for such leave.

15.2.3 An employee on leave per Article 15.2.1 or Article 15.2.2 shall return to their former job title and salary in the same Job Family and Phase, subject to any general increases, except where the position has been eliminated in accordance with Article 12. In that circumstance, the employee will have the protection of Article 12.1.

15.3 **Leave for Jury Duty**

When a permanent or term employee is summoned for jury duty or as a court witness the employee shall not suffer any loss of salary or wages while so serving, except in situations where testifying on the employee's own behalf. Remuneration paid to the employee by the court must be turned over to the Employer. However, this will not include expenses paid by the court.

15.4 **Education Leave**

15.4.1 Writing Examinations

An employee will be entitled to leave of absence with pay, and without loss of seniority and benefits to write examinations which are relevant to the employee's occupation, providing it is the first time of taking leave to sit for this particular examination, or portion of an examination.

15.4.2 Employee Development

To assist and encourage employees to increase or upgrade their skills, thereby increasing their career options, the Employer will provide an Employee Development Fund capped at sixty thousand **dollars** (\$60,000) per fiscal year. The fund will be released in two allocations of thirty thousand **dollars** (\$30,000) each, effective May 1 and November 1 of each fiscal year (May 1 to April 30). Permanent employees with more than one (1) year of continuous service will be eligible to apply to the fund for career development employment related opportunities:

- Tuition refund for courses at a recognized technical institute or via correspondence
- Refund of actual expenses for course materials and textbooks

Career related approvals of applications will be made by the employee's Dean, Administrative Head or designate. Employees may submit pre-approved applications in advance of the course(s) being completed; however, all reimbursements/waivers will be conditional upon successful completion of the course(s) undertaken.

The Employer reserves the right to suspend applications once the Fund is fully subscribed.

15.4.2.1 Tuition Waiver for University of Saskatchewan Credit Courses

Employees will have the opportunity to have tuition fees waived for a maximum of six (6) credit units per fiscal year (May 1 to April 30) for courses taken at the University of Saskatchewan. The funds available for tuition waiver will be capped at twenty thousand dollars (\$20,000) per fiscal year (May 1 to April 30).

Registration should be completed through the normal class registration procedure and will be accessed through Staff and Students Accounts, Financial Services Division.

The Employer reserves the right to suspend tuition waivers once the fund available is fully subscribed.

15.4.2.2 Additionally, an employee may apply to their Dean, Administrative Head or designate for paid leave to attend certain courses at the University of Saskatchewan, a recognized technical institute or by correspondence. Approval will be at the discretion of the Dean, Administrative Head or designate and will be subject to the operational requirements of the college, department or unit.

For any courses taken during normal working hours, approval must be obtained in advance from their Dean, Administrative Head or designate.

15.4.3 Leave for Seminars and Conferences

The Dean, Administrative Head or designate may grant leave with pay and benefits to attend conferences, seminars, etc., in job related areas. Assistance with tuition fees, registration fees and expenses may be paid by the department concerned or from the Employee Development Fund outlined above.

Where the University hosts events or learning opportunities in support of or alignment with our strategic priorities, managers will make reasonable efforts to support the attendance of interested employees without loss of pay or benefits, where work will not be unreasonably disrupted.

15.4.4 Required Courses and Certification

Where, as a condition of employment, the Employer requires an employee to take a specified course, acquire or maintain a certification, registration or membership, the Employer will pay the required costs. When time off is necessary, the Employer shall allow such time off without loss of pay. In respect to a required course, where classes are taken outside normal working hours, an equivalent number of hours off work will be granted.

15.4.5 Apprenticeship

15.4.5.1 The Employer will participate in the training of apprentices under the terms of *The Apprenticeship and Trade Certification Act, 2019* of the Province of Saskatchewan. To participate the apprentice must retain standing and status with the provincial apprenticeship program throughout their employment. In general terms, the program will operate as follows:

15.4.5.2 The Employer will designate apprenticeship positions in certain trades according to requirements and within the limits of **available personnel and resources to support** training. Positions will be posted as up to one (1) year term positions **and will be filled per Article 8. Positions shall be extended for the duration of the apprenticeship program provided the employee continues to meet the requirements of the provincial apprenticeship program and/or personnel and resources continue to be available to support the training.**

An employee who transfers to or obtains an apprenticeship position will be appointed subject to an assessment period of six (6) months.

A permanent employee who **enters an apprenticeship program and transfers to an apprenticeship position with the Employer will be placed on an approved leave of absence from their permanent position.**

Positions may be filled at different levels of experience within a trade and will be compensated at a commensurate salary.

15.4.5.3 Apprentices will receive the same rights and benefits as other term employees, and in addition, a permanent employee filling an apprentice position will be entitled to all contract rights and benefits for the length of the apprenticeship appointment. Apprentices will be given leave without pay to attend courses required by the Apprenticeship Branch.

15.4.5.4 At the expiry of an apprenticeship position, the incumbent will maintain the opportunity to bid on other positions in accordance with Article 8. If a permanent employee in an apprentice position is unable to bid into a **related journey person** position, the employee will **revert to their previous permanent position from the approved leave of absence. If their previous permanent position has been eliminated, the permanent employee will have all the rights of Article 12.1.**

If the permanent employee's prior position was a term position, and the term position no longer exists, the permanent employee will be provided with the bumping option under Article 12.1.6.

15.4.5.5 Supplementary Employment Benefits (SEB)

Provided they are in receipt of federal Employment Insurance (EI) benefits, apprentices on education leave to attend necessary training will receive payments from a Supplementary Employment Benefit (SEB) Plan established by the Employer such that the gross amount of the employee's EI benefit from this employment plus the SEB payment will equal ninety-five percent (95%) of the employee's normal weekly earnings. This SEB payment will be made for a maximum of twelve (12) weeks per session.

The employee's accumulated sick leave and vacation leave at the time the leave commences shall be retained to the employee's credit. Benefits during the leave period will be in accordance with Article 19.

15.5 **Compassionate and/or Bereavement Leave**

If required by the circumstances from one-half (1/2) to three (3) days of regularly scheduled work days leave shall be granted by the Dean, Administrative Head or designate because of the death or life-threatening illness of a spouse, parent, child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild, brother-in-law, sister-in-law, or other person who would ordinarily be considered a member of the employee's immediate family. The meaning of spouse in this paragraph shall be defined as Section 2-1 of *The Saskatchewan Employment Act*.

The request is made to the Dean, Administrative Head or designate as soon as possible and confirmed in writing. The time off will be granted as requested. However, the question of whether any of the time granted or how much of the time granted is with loss of pay or benefits may have to await determination until the request in writing has been reviewed and will depend upon the circumstances of the request.

The Dean, Administrative Head or designate may, at its discretion, under certain circumstances and after the receipt of an application in writing:

- grant additional time off with or without pay;
- give consideration for leave to attend the funeral of other close relations.

15.6 **Leave for Shift Workers**

Permanent employees with one (1) or more years' service whose shifts are subject to frequent change will be granted five (5) days unconditional leave of absence without pay per year. Such leave will not be used in conjunction with annual vacation as in Article 17 or in conjunction with statutory holidays. Application must be made in writing at least three (3) week days (Monday to Friday inclusive) prior to the starting time of such leave. This leave is applicable to all eligible employees except in the Steam Plant and Security groups.

15.7 **Leave for Court Appearance or Incarceration**

In the event that an employee is accused of an offense which requires a court appearance, the employee shall be entitled to leave of absence without pay and without loss of seniority or accrued benefits, such leave to cover time required for pre-trial legal consultation, court appearance and pre-trial legal custody.

In the event of being found guilty of an offense not involving the Employer, the employee may be granted leave of absence to cover the period of incarceration.

15.8 **Maternity/Adoption/Parental Leave**

15.8.1 Service Requirements for Maternity/Adoption/Parental Leave

An employee shall qualify for maternity/adoption/parental leave (leave of absence without pay) after thirteen (13) consecutive weeks with the Employer. The Employer shall not deny a pregnant employee the right to continue employment during her pregnancy provided she can supply a medical certificate as to her fitness to do so, if so requested.

15.8.2 Length of Maternity/Adoption/Parental Leave

Maternity/adoption/parental leave shall be taken at the employee's discretion before and/or after the birth or adoption of a child. Length and timing of the leave shall be consistent with the provisions in *The Saskatchewan Employment Act*.

15.8.3 Supplementary Employment Benefits (SEB)

After successful completion of the probationary period and provided they are in receipt of federal Employment Insurance (EI) benefits, women on maternity leave, or an employee who has declared to Human Resources that the employee is the primary caregiver of the child, will receive the difference between EI benefits received from Human Resources Development Canada and ninety-five percent (95%) of the employee's salary while on leave for a maximum of fifteen (15) weeks, or the equivalent amount prorated to accommodate an extended leave as per the provisions in *The Saskatchewan Employment Act*, subject to the condition that the employee's earnings (from EI, earnings, and any other source) cannot exceed one-hundred percent (100%) of pre-leave earnings.

The employee's accumulated sick leave and vacation leave at the time the leave commences shall be retained to the employee's credit. Benefits will be in accordance with Article 19.

15.8.4 Seniority Status During Maternity/Adoption/Parental Leave

The employee shall continue to earn seniority during the leave.

15.8.5 Procedures Upon Return from Maternity/Adoption/Parental Leave

When an employee decides to return to work after maternity/adoption/parental leave, the employee shall provide the Employer with at least four (4) weeks' notice. On return from maternity/adoption/parental leave, the employee shall be placed in the employee's former position and salary, subject to any general increases.

15.9 **Upon request, the employer will provide an appropriate space within the work premises to accommodate breastfeeding practices.** The employee shall be allowed time off with pay for up to one (1) hour per day **to support breastfeeding practices. Managers will work with employees to determine suitable times.** This time off shall be inclusive of paid coffee breaks.

15.10 **Deferred Salary Leave**

Employees who have a minimum of one (1) year continuous service in the bargaining unit, and are not currently serving an assessment period, may apply to Human Resources for approval of a Deferred Salary Leave.

15.11 **Leave for Victims of Domestic Violence**

The Employer agrees to recognize that employees sometimes face situations of violence or abuse in their personal lives that may affect their attendance or performance at work. Related absences not covered by sick leave or disability insurance will be granted as per the respective provisions of *The Saskatchewan Employment Act*.

ARTICLE 16 – HOLIDAYS

16.1 **Named Holidays**

The Employer recognizes the following as paid holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, **The National Day for Truth and Reconciliation**, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day. Any date proclaimed as a public holiday by the provincial or federal government will be deemed to be a holiday for employees providing this does not duplicate holiday provisions above.

The Employer will attempt to accommodate the interests of employees in their religious **or cultural observances**. Accommodation of religious **or cultural observances** which are in addition to the holidays provided for in the Collective Agreement will be taken as vacation leave, **earned time off**, or leave without pay.

16.2 **Holidays Falling on Saturday or Sunday**

When any of the above-noted holidays falls on a Saturday **or Sunday** and is not proclaimed as being observed on some other day, the Associate Vice-President, **People and Resources**, shall **notify the Union, in advance of the applicable calendar year of what day** will be deemed the holiday for the purposes of this Collective Agreement.

16.3 **Compensation for Holiday Falling on an Employee's Regular Working Day**

When the actual day of any of the above holidays falls on an **Employee's** regularly scheduled day of work, the employee shall:

16.3.1 be given the day off without loss of pay; or

16.3.2 if the employee works, be paid at the rate of double time in addition to regular **semi-monthly** salary. If it is mutually agreed, the employee may choose to take a portion (up to one (1) day) of the above compensation in time off.

16.4 **Compensation for Holiday Falling on an Employee's Regular Day Off**

When the actual day of any of the above holidays falls on an **Employee's** regularly scheduled day of rest, the employee shall:

16.4.1 be given an additional day off or, if this is not possible, one (1) additional day's pay; or

16.4.2 if the employee works, the employee will be paid at the rate of double time in addition to regular **semi-monthly** salary. In addition, the employee's day off will be rescheduled to another day by mutual agreement; however, if this is not possible the employee shall be given one (1) additional day's pay.

16.5 **Casual, Recurring Relief and Student Employees**

Payment of holiday pay to casual, recurring relief and student employees in respect of University holidays will be in accordance with *The Saskatchewan Employment Act*.

ARTICLE 17 – VACATION

17.1 Rate of Accumulation

For the purposes of vacation accumulation only, service is defined as all employment with the University. During the first five (5) years of service, an employee will accumulate fifteen (15) days' vacation for every year of service. At the end of five (5) years of service, an employee will commence earning vacation leave at the rate of twenty (20) days per year. At the end of fourteen (14) years of service, an employee will commence earning vacation at the rate of twenty-five (25) days per year. At the end of twenty-two (22) years of service, an employee will commence earning vacation at the rate of thirty (30) days per year.

Full-time employees will accumulate vacation semi-monthly and accrual amounts will vary based on the hours worked within the pay period.

Part-time employees will accumulate vacation on a pro-rata basis.

17.2 Vacation Year

All annual vacations accrued by April 30 of any year shall be taken by April 30 of the succeeding year. (For special circumstances, see Article 17.3.)

17.3 Special Circumstances

In special circumstances (such as a planned extended vacation) employees may have consideration given to vacation arrangements outside of Article 17.2 by submitting a written application to the employee's Dean, Administrative Head or designate at least thirty (30) days in advance of the year end.

17.4 Time of Vacation

Employees, insofar as the regular operation of their departments permit, will be allowed to take their vacations at the time they request.

17.5 Holiday During Vacation

When a holiday falls within an employee's annual vacation, such employee shall be granted one additional day's vacation.

17.6 Equal Opportunities

As far as possible, annual vacation shall be arranged to secure equal opportunities of advantageous periods to all employees without regard to seniority.

17.7 Shift Workers

Shift workers' annual vacation shall commence the day following an employee's weekly day or days off, unless otherwise mutually agreed.

17.8 Additional Time

An employee, who in the opinion of a qualified expert chosen jointly by the Employer and the Union, is subject to exposure of radiation in dangerous amounts shall be entitled to one (1) additional week of annual vacation.

17.9 Approved Absence During Vacation

Where in respect of any period of vacation leave, an employee:

- (a) is granted bereavement leave, or
- (b) is granted sick leave as a result of being seriously ill, seriously injured, or hospitalized, provided this is verified by a medical certificate, or
- (c) is granted other approved leave of absence,

the period of vacation so displaced shall, if requested by the employee and approved by Human Resources, be either added to the vacation period or reinstated for use at a later date. Leave granted in (a), (b), or (c) above shall not be unjustly withheld.

17.10 Deductions from Vacation Accumulation

Vacation will be deducted from vacation accumulations based on actual hours absent to the maximum hours of work for the position.

ARTICLE 18 – SICK LEAVE

18.1 Sick Leave Defined

Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick or disabled, under quarantine or under examination or treatment by a physician or other licensed medical practitioner including donation of organs, chiropractor, dentist, donating blood, or because of an accident for which compensation is not payable under *The Workers' Compensation Act*.

18.1.1 Two-Week Waiting Period

Subject to the availability of sick leave credits, sick leave may be used to offset the two (2) week waiting period for eligibility of receipt of federal Employment Insurance (EI) maternity leave benefits for the birth mother or primary caregiver (see Article 15.8.3)

18.2 Rate of Accumulation

Full-time employees, other than casual, recurring relief and students, will accumulate sick leave up to a maximum of one hundred and twenty (120) days on the regular hours stated for that classification on an hours per month basis as follows:

Where regular weekly hours are:	Hours per month accumulated:
35	8.75
38	9.50

Part-time employees will accumulate credits on a pro-rata basis.

Where an employee commences employment on other than the first day of the month, sick leave accrual shall be pro-rated based upon the hours worked in the month.

18.3 Accumulation of Sick Leave

All unused portions of sick leave will be cumulative to a maximum of one hundred and twenty (120) days. No further accumulation will occur until an employee falls below the cap.

18.4 **Personal Leave/Family Leave**

18.4.1 Upon approval of the Dean, Administrative Head or designate, an employee shall be granted up to two (2) days personal leave per year (to be deducted from the employee's sick leave accrual). This leave is intended for situations that need to be attended to but may or may not normally be scheduled in advance. In emergent situations, the employee will inform their supervisor as soon as possible regarding the need to take such a leave. In non-emergent situations, the employee shall consult in advance with their supervisor to obtain approval.

18.4.2 Where no one other than the employee can provide for the needs of a member of the employee's immediate family during a serious illness, the employee may apply (by telephone, confirmed later in writing) to their Dean, Administrative Head or designate for permission to have up to five (5) days of accumulated sick leave per illness for this purpose. Serious illness need not mean life threatening and it is understood the seriousness of the illness may be related to the age of the family member. The employee may be required to provide medical evidence of the serious illness.

18.5 **Deduction from Sick Leave Accumulation**

Deduction from Sick Leave Accumulation Absence on account of illness will be deducted from sick leave accumulation based on actual hours absent to the maximum hours of work for that position. Usage of paid sick leave on each occasion of disability is limited to a period of **one-hundred and twelve (112)** calendar days.

18.6 **Proof of Illness**

The Employer, and/or third party designate, reserves the right at any time during an illness to request the employee to submit a medical certificate signed by a medical doctor certifying that the employee was unable to carry out duties due to illness, or that the employee undergo at the earliest opportunity a medical examination conducted by a doctor specified by the Employer and at the Employer's expense. The Employer will not unreasonably request a proof of illness from the employee.

18.7 **Accumulation of Sick Leave During Leave of Absence and Layoff**

When an employee is granted leave of absence without pay or receives layoff, and such absence exceeds thirty-one (31) days, the employee shall maintain but not accrue sick leave credits.

18.8 **Notification of Sickness or Injury**

Every employee who is absent from duty on account of injury or sickness shall notify the immediate supervisor as soon as possible indicating the probable length of absence. If the supervisor is unavailable, notification should be made to the appropriate person in the department.

18.9 **Compensation from a Third Party**

When an employee is involved in an accident away from work or any other action that involves the possibility of reimbursement for lost wages or damages from a third party (including no fault, package policy, tort, etc.) the employee shall, as soon as possible, notify the Health and Wellness Resource Centre to advise of the injury.

The employee shall provide documentation outlining the amount of compensation received from a third party and shall turn over, or cause to be turned over to the Employer, any monies paid to them by any third party as a result of a claim for lost wages and Employer benefit plan costs. A percentage of sick leave will be reinstated upon payment of these monies to the Employer.

It is understood and agreed that the amount an employee is required to repay to the Employer for a claim of lost wages shall be net of verified expenses incurred by the employee to recover that claim.

If an employee does not comply with the provisions of this Article, the Employer will cease payment of any further sick leave benefits. Further, the Employer will recover the repayment of lost wages from the employee's salary upon the employee's return to work or, if the employee does not or is unable to return to work under any circumstances, the Employer will recover the repayment of lost wages from any monies owing to the employee for salary, vacation, overtime, or unused Earned Days Off (EDOs).

18.10 **Workplace Injury**

Where an employee is injured **or becomes injured** at work, the employee shall, as soon as **reasonably** possible, notify their supervisor and **Safety Resources** to advise of the injury.

18.10.1 Workers' Compensation

Where an employee is injured at work the provisions of *The Workers' Compensation Act, 2013* will apply.

18.10.2 Injury Pay Provisions

An employee who is injured at work and is **unable to fulfill their regular work duties, should seek medical attention as soon as possible, where required. The employee will have the medical provider complete the Employer Injured Worker Assessment (IWA) and return to their supervisor. The employee** shall receive payment for the remainder of the shift. An employee who has received payment under this section shall receive pay for time necessarily spent for further medical treatment of the injury during regularly scheduled working hours, subsequent to the day of the **injury**.

18.10.3 Transportation

Transportation to the nearest **medical provider**, or to hospital or home will be provided at the expense of the Employer for employees incapable of using their normal form of transportation except when compensated for transportation by a third party.

ARTICLE 19 – EMPLOYEE BENEFIT PLANS

19.1 Employee **Well-being &** Benefit Plans Committee

There shall be a Joint Union-Management Committee on Employee **Well-being &** Benefit Plans (EWBP) with equal representation for the Employer and the Union to study, review and make recommendations concerning the group insurance, long-term disability, dental and extended health care plans. Recommendations to make any substantive change to any EBP provision shall be subject to negotiation by the parties to this Collective Agreement and documented in a memorandum of agreement.

19.2 The Employer shall make available a detailed statement which outlines in clear terms each of the benefit plans under which the employee is covered, and the benefits which the employee derives from the plan.

19.3 **Benefit Plans**

Where a benefit plan provides for a benefit to a spouse that benefit shall be available or payable to a same sex spouse and where the plan provides for benefit to a child that benefit shall be available to the child of a same sex spouse.

The meaning of spouse for benefit plan purposes shall be as defined in Section 2-1 of *The Saskatchewan Employment Act*. A child shall mean a child of an employee or spouse.

All employees shall enroll in EBPs for which they are eligible according to the terms of those plans. Detailed information concerning the following benefit plans will be provided by Human Resources and updated regularly;

- Group Life Insurance Plan
- Extended Health Care Plan
- Dental Plan
- Flexible Spending Program (Effective January 1 following the date of ratification, increase the annual allocation **to five-hundred dollars (\$500)** in accordance with the terms of the plan.)
- Short-Term Disability Plan
- Colleges of Applied Arts & Technology (CAAT) (effective September 1, 2019)

19.3.1 Long-Term Disability Plan

Each full-time or part-time permanent employee, working at least half the normal working hours, shall be covered by a Long-Term Disability Plan which makes payments to employees after one-hundred and twelve (112) days of approved disability or illness. The plan is paid for by the employees. It is agreed and understood that adjudication decisions made by the Long-Term Disability Plan insurance carrier(s), their agents or assigns shall not be subject to the grievance and arbitration provisions contained in this Collective Agreement.

This plan is administered according to the terms of the policy.

19.3.2 Pension Plan (closed to new entrants as of August 31, 2019)

(a) Non-Academic Pension Plan (closed to new entrants as of August 31, 2019)

The plan is administered in accordance with the terms of the plan and the Memorandum of Agreement dated June 28, 2019 and benefits are in accordance with the terms of the plan and the Memorandum of Agreement dated June 28, 2019.

The Employer shall make contributions to the plan in accordance with the terms of the plan.

The parties agree that the pension plan defines a form of deferred compensation which exists for the sole benefit of the members of the pension plan and their beneficiaries. On the advice of the actuary, after having established adequate reserves, any remaining surplus will be used for the benefit of members and beneficiaries.

(b) Colleges of Applied Arts & Technology (CAAT) DBplus

Each full-time or part-time permanent employee shall enroll in the Colleges of Applied Arts & Technology "CAAT" DBplus Plan in accordance with the Memorandum of Agreement dated June 28, 2019.

The Employer and employees shall each make contributions to the plan in accordance with the terms of the plan and the Memorandum of Agreement dated June 28, 2019.

19.4 **Employee Status While on Disability Plan**

An employee drawing benefits from either the Short-Term Disability Plan or the Long-Term Disability Plan will retain seniority rights in the same manner as if at work. The employee will retain coverage in the benefit plans, for which he/she was enrolled in prior to going on disability. **Pension contributions are per Article 19.6.3.**

19.5 Return to Work

An employee who returns to work after being on the Short-Term Disability Plan or the Long-Term Disability Plan and who is able to satisfactorily carry out the duties of the position which was held immediately prior to the commencement of the disability will be placed in the position the employee left or, if that is not possible, in one with the same job title, salary, Job Family and Phase.

An employee whose position has been declared redundant will be provided with **options** as per Article 12.1 provided thirty (30) days' notice has been given by the employee prior to returning to work.

19.6 Benefits During Leave of Absence

19.6.1 An employee who is on the Short-Term Disability Plan or the Long-Term Disability Plan will be considered to be on leave of absence for application of Article 19.6.2 and Articles 17.1 and 18.2.

19.6.2 Sick Leave, Vacation Leave and Increment Date

If leave of absence (except as provided in Articles 15.1 and 15.3) exceeds thirty-one (31) calendar days, credits for sick leave and vacation leave will not be accumulated during the period of absence. If the leave of absence is for less than thirty-one (31) calendar days, the employee will continue to accumulate sick leave credits and vacation credits in the normal fashion.

An employee will continue to accumulate sick leave credits and vacation credits in the normal fashion during the fifteen (15) weeks of Supplementary Employment Benefits (Article 15.8.3) or during the twelve (12) weeks of Supplementary Employment Benefits (Article 15.4.5.6). Sick leave credits and vacation credits will not accumulate during any other period of maternity/adoption/parental leave.

19.6.3 Pension Plan

If the leave of absence (except as provided in Article 15.1 and 15.3) is less than fifteen (15) calendar days, contributions to the pension plan will not be affected.

If the leave is for greater than fifteen (15) days in any one (1) month, contributions to the pension plan will be discontinued unless prior arrangements are made **with** the Employer.

When an employee is on Short-Term Disability or Long-Term Disability, the employer agrees to maintain both employee and employer contributions.

When an employee is receiving fifteen (15) weeks of Supplementary Employment Benefits (Article 15.8.3) or during the twelve (12) weeks of Supplementary Employment Benefits (Article 15.4.5.6), **regular** contributions will be made to the pension plan **and matched by the employer**. At the completion of the fifteen (15) weeks of Supplementary Employment Benefits (Article 15.8.3) **contributions to the pension plan will be discontinued unless prior arrangements are made with the Employer**. After the twelve (12) weeks of Supplementary Employment Benefits (Article 15.4.5.6) contributions to the pension plan will be discontinued unless prior arrangements are made **with the pension plan**.

19.6.4 Group Life Insurance, Dental Plan, Long-Term Disability Plan, Short-Term Disability Plan, Extended Health Plan.

If the leave is for less than thirty-one (31) days, the employee will continue to be covered. An employee receiving the fifteen (15) weeks of Supplementary Employment Benefits (Article 15.8.3) or during the twelve (12) weeks of Supplementary Employment Benefits (Article 15.4.5.6) will also be covered and normal Employer/employee deductions apply.

For other leaves in excess of thirty (30) calendar days, an employee may elect to continue group life insurance coverage, dental plan coverage, long-term disability plan coverage, short-term disability plan coverage and extended health care plan coverage providing they make prior arrangements to pay the premiums required for continuance of the plans.

If an employee is on leave without pay and is covered by the Long-Term Disability Plan, the employee is insured, but no benefit is payable until the employee is scheduled to return from leave.

19.7 **Assisted Early Retirement**

The Employer may, without prejudice, propose to an employee an early retirement package which may include a financial settlement. The Union will be informed of such an arrangement.

19.8 **Employee Assistance Program**

The Employer shall make available an Employee Assistance Program (EAP) that will provide referral and counseling services for any employee and employee family member.

EAP staff will accept self-referrals from employees and recommended referrals from employee's representatives, including the Union. When considered appropriate, the Employer and the Union may recommend a referral to EAP services to address an issue that is impacting upon an employee's work. In the event that an employee is referred by the Employer or the Union, there is no requirement that the employee follow-up the referral. In these cases, the Employer and the Union may contact the EAP to let the staff know that the referral was made. In the case of a referral, contact between the EAP provider and the referral source will only be permitted by expressed written consent of the employee.

All EAP records shall be treated as confidential, and shall be distinct from and not to be placed in the employee's personal file held by the Employer. No party to this agreement shall have access to any information in an EAP file or subpoena any service provider to give evidence in any arbitration proceeding concerning an individual client's participation in the program.

Employees are entitled to consent to the use of client information in an EAP file or the testimony of a service provider if such information is relevant in any proceedings taken under the Collective Agreement or in any legal action external to the University. Reports prepared for circulation external to the EAP shall consist only of information in aggregated form so that no information could be used to identify a single client of the EAP service.

Notification to the Employer and/or the Union that an employee is utilizing the EAP services will only be provided if the client so requests in writing.

ARTICLE 20 – OCCUPATIONAL HEALTH AND SAFETY

20.1 Co-operation on Safety

It is agreed that the Employer, the Union, the employees and all levels of supervision will co-operate fully to promote safe work practices, healthy working conditions and compliance with *The Saskatchewan Employment Act*, *The Occupational Health & Safety Act, 1993* and its regulations.

The Union, through the participation of its members in the Joint Occupational Health and Safety Committee(s), will provide input into issues of occupational health and safety on campus and will assist wherever possible in the furtherance of safe conditions and practices. The Employer will keep under review the use or presence, at the place of employment, of chemical or biological substances which may be hazardous to the health or safety of workers. Any employee may request that the Dean, Administrative Head or designate substitute a safe or less hazardous substance for any chemical or biological substance currently in use. The Occupational Health Committee will co-operate in advising the employees through their Dean, Administrative Head or designate on the possibility of using suitable substitutions.

20.2 Safety Committee Pay Provisions

The Occupational Health Committees shall hold meetings and regular inspections to deal with all unsafe, hazardous or dangerous conditions. Representatives of the Union shall suffer no loss of pay for attending such meetings or inspections. Minutes of all committee meetings and inspection reports shall be provided to the Union.

20.3 Safety Measures

All employees either working with or in close proximity to any hazardous product or dangerous material will be supplied with adequate and sufficient training, education, tools, and safety equipment so as not to be exposed to unacceptable risks of the hazardous product or dangerous material. The training, tools and equipment to be used will be determined by **Safety Resources** in consultation with the relevant Occupational Health Committee consistent with pertinent legislation and accepted protocols.

20.4 Educational and Training Programs

20.4.1 The Employer, in consultation with the appropriate Occupational Health Committee, will develop and implement educational and training programs relating to the health and safety of workers, at no cost to the employees, and to be conducted during normal work time.

20.4.2 Upon giving reasonable notice (generally of not less than forty-eight (48) hours), Union members of the health committees shall be entitled to take time off work not exceeding five (5) days per year to attend educational courses and seminars for the instruction and upgrading on health and safety matters. Where these courses are given by the Occupational Health Division of Saskatchewan Labour, a training agency approved by the division, or occupational health training given or approved by the Employer, this time will be taken with no loss of earnings or other benefits. Management reserves the right to postpone this training if necessary to meet urgent operational requirements or emergencies.

20.4.3 Employees who feel they have not had opportunity for training on new equipment which they are required to operate as part of their normal duties should first discuss the issue with their Dean, Administrative Head or designate and then, if necessary, with Human Resources.

20.5 **Safety and Health Reports, Records and Data**

The Occupational Health Committee members shall be notified of serious accidents or injuries and the scene shall be investigated as soon as possible. Reports of every accident or occurrence of an occupational disease at the work site will be provided to the appropriate Occupational Health and Safety Committee. The Committee members may request any pertinent health and safety records held by the Employer, which are not confidential.

20.6 **No Disciplinary Action**

No employee shall be disciplined for refusal to work on a job or operate any equipment which, in the opinion of the employee(s) or any member of the Safety Committee, is unsafe, until an Occupational Health Officer or an Occupational Health Committee established under Part III – Occupational Health and Safety, of *The Saskatchewan Employment Act*, has investigated the matter or situation, or until sufficient steps have been taken so that the employee has reasonable grounds for believing that the duty or duties are not longer unusually dangerous.

ARTICLE 21 – RESPECTFUL WORKPLACE

21.1 The Union and the Employer are committed to a respectful workplace, free of harassment.

21.2 Harassment is defined consistent with Section 3-1(1)(l) of *The Saskatchewan Employment Act*.

21.3 An employee who believes he or she has been harassed shall have access to the Employer's respectful workplace/discrimination and harassment policy and the grievance procedure. The following protocol shall apply:

- (a) The employee making a complaint may choose to register it under the Employer's policy and/or via the grievance procedure. However, the policy process will proceed first.
- (b) In the event the policy process does not address the complaint to the employee's satisfaction, the grievance will be heard at Stage 2 with no issue of timeliness under Article 14.7 provided it was filed pursuant to Article 14.6.1.
- (c) An employee making such complaint shall have the right to have a Union Representative present at any related meeting with the Employer.
- (d) The Employer, the employee making such complaint and the Union agree that they will protect the confidentiality of all persons involved to the greatest extent possible in the circumstances.

ARTICLE 22 – MISCELLANEOUS

22.1 **Itemized Statement**

The Employer will provide, on each pay day, to each employee an itemized statement of wages showing the month, hours, rates, deductions, etc. Personal material will be provided **confidentially through the Personal Access to Website Services (PAWS) program**.

22.2 **Administrative Errors**

Administrative errors relative to an employee's salary or fringe benefits will be adjusted, but in such a way as to not prejudice the rights of the employee.

22.3 **Notice of Resignation and Retirement**

An employee is expected to give as much notice as possible when terminating employment or retiring, but in any event will be required to provide not less than fourteen (14) days' notice when terminating and ninety (90) days when retiring.

An employee may withdraw a resignation up to the end of the working day following the day the resignation is submitted.

The Employer agrees to waive some or all required notice of retirement in extenuating circumstances.

22.4 Provision of Tools

The Employer shall supply all tools and equipment required by the employee in the performance of the employee's duties. Replacement will be made by producing the worn or broken tool. The employee shall return all tools and equipment upon termination.

22.5 Rules and Regulations

When the Employer introduces new rules or regulations concerning employees' conduct on Employer premises or during working hours, copies will be posted and also forwarded to the Union office. Such rules and regulations will be reasonable and will not be inconsistent with any article in the Collective Agreement.

22.6 Uniforms and Protective Clothing

22.6.1 Adequate uniforms will be provided to employees in Security, Caretaking and Culinary Services. All articles of the uniform shall be returned to the Employer when no longer required in the performance of duties.

22.6.2 Adequate protective clothing will be provided by the departments when the duties performed by an employee are abnormal or which will result in the employee's clothing being destroyed or rendered unfit for further use. This does not include normal wear. The type and article of clothing provided will be determined by the department. Upon presentation of proof of need, parkas shall be provided.

22.7 Transportation

If an employee's shift normally starts or ends when public transportation is not available, and they are having difficulty getting to/from work due to the fact they normally rely on public transportation, they will contact their Dean, Administrative Head or designate or supervisor so that special arrangements/accommodations can be considered with reimbursement of taxi costs as appropriate.

22.8 Access to Personnel File

Each employee will, after having made an appointment with Human Resources, have reasonable access to the contents of their file. The review will be conducted in the presence of a Human Resources representative. The employee may assign in writing the right to review their file to their Union representative. Upon request the employee shall be provided with copies of documents in the file at the employee's expense. The employee may add a signed and dated response to any material in the file. Material not present in the file may not be used in any decision under Articles 8, 9, 12, or 13 without that information being made available to the employee.

22.9 Special Circumstances Severance

In unusual or extenuating circumstances, as determined by the Employer and with the agreement of the Union, a permanent employee who signs an agreement to terminate employment will be entitled to severance pay of two (2) weeks' pay at the employee's current rate of pay for every year or partial year of service to a maximum of fifteen (15) months' pay. The payment will be calculated to the date the employee leaves the permanent position or a succeeding term position, whichever is later.

ARTICLE 23 – HOURS OF WORK

23.1 The following regular hours of work are in effect:

- Group A Clerical and Library Group: thirty-five (35) hours paid per week, seven (7) hours paid per day.
- Group B Animal and Poultry Science (Farm): thirty-eight (38) hours paid per week which may be balanced over a two (2) week period with a maximum of forty-five (45) hours paid in any one week.
- Horticulture: thirty-eight (38) hours paid per week, 7.6 hours paid per day.
- Culinary Services, Maintenance and Trades, Caretakers, Technical: thirty-eight (38) hours paid per week, 7.6 hours paid per day, five (5) consecutive days unless otherwise mutually agreed. Technician IV working hours by mutual agreement with Dean, Administrative Head or designate.
- Group C Steam Plant and Security: thirty-eight (38) hours paid per week, 7.6 hours paid per day. Alternatively, employees in Group C may be required to work modified schedules (10 or 12 hours).

23.2 Earned Days Off

- a) Employees will have the right to earned days off (EDO) provided levels of service and productivity can be maintained without additional costs. Employees who disagree with their EDO schedule may appeal in writing to the next appropriate level of authority.

Group A

Eligible employees currently working a thirty-five (35) hour paid work week will be required to work fourteen (14) days at seven and a half (7.5) hours per day to earn one (1) day off. After completing fourteen (14) work days at seven and a half (7.5) hours per day, employees will accumulate an earned day off (EDO) at seven (7) hours paid as designated by a rotational schedule established by the department. However, this may not be suitable in every work area in which case alternative work schedules may be developed.

Group B and C

Eligible employees currently working a thirty-eight (38) hour paid work week will be required to work nineteen (19) days at eight (8) hours per day to earn one (1) day off. After completing nineteen (19) work days at eight (8) hours per day, employees will be eligible for an earned day off (EDO) at 7.6 hours paid as designated by a rotational schedule established by the department. However, this may not be suitable in every work area in which case alternative EDO schedules may be developed.

- b) Part-time employees may be considered for Earned Day Off (EDO) eligibility on a case by case basis where in the opinion of the Employer it would be operationally feasible to do so.
- c) General Provisions Regarding Earned Days Off
1. Schedules under this alternative may vary, but as general principles:
 - (i) Hours of work will be altered in a way which will permit those participating to take full days off.
 - (ii) Wherever possible, time off will be given in conjunction with normal days of rest, vacation, or in blocks of time.

- (iii) Schedules may be modified from time to time to meet special needs of work units, but schedules will not be altered unreasonably.
 - (iv) Accumulated time will be taken within a year of being earned.
2. Unless otherwise indicated, days off are treated as normal days of rest.
 3. Sick leave and vacation utilization is recorded consistent with Article 17 and Article 18 and is based on actual hours absent to the maximum hours of work for the position.
 4. Additional time worked in order to accumulate time off shall not constitute overtime, nor shall it result in any additional premium pay.
 5. For the purpose of accumulating the earned day off, sick, vacation and banked time will be counted based on the appropriate longer working day.

23.3 **Hours of Work Over Christmas Season**

Given that the University is closed from December 25 to January 1 inclusive, there will be no option for employees to work during this time except where the Employer declares it is not possible to allow certain employees the time off during this period.

Full-time permanent, term, active seasonal and part-time employees shall receive time off with pay consistent with their regular scheduled hours of work during this period in which the University is closed.

Where the Employer declares it is not possible to allow certain employees time off during this period in which the University is closed, employees will be granted time off in lieu of the equivalent time worked. This time in lieu will be determined by mutual agreement between the employee and Dean, Administrative Head or designate.

23.4 Employees who work full days will be permitted two (2) fifteen (15) minute coffee breaks or one (1) half (1/2) hour coffee break per **shift**, as distances warrant. Employees who work half days (**minimum four (4) hours**) are entitled to one (1) fifteen (15) minute coffee break. Unused coffee breaks may not be used to alter hours of work in any day. Breaks will be arranged to maintain at least minimal service in any area.

23.5 The Employer agrees that where possible and subject to the safe and efficient operation of the Employer, shift scheduling will be kept to a minimum of persons required on holidays, Saturdays and Sundays.

ARTICLE 24 – OVERTIME AND SPECIAL PAY

24.1 **Overtime**

24.1.1 Employees shall be paid double time for all time worked in excess of the stated regular or altered hours of work for their classification, as stipulated in Article 23.1. Employees who work less than full days will not receive overtime until their work exceeds the stated regular hours of work.

24.1.2 All overtime which is paid by the Employer must be authorized by the Dean, Administrative Head or designate. Except in emergency situations, such overtime must be authorized in advance.

24.1.3 Employees shall notify Human Resources within sixty (60) days if their overtime has not been paid.

24.1.4 If an employee has left the place of work and is not aware of being required to work overtime and is called back for overtime work, the employee shall be paid a minimum of two (2) hours at overtime rates. An employee required to return to work for brief periods of previously scheduled overtime work will be compensated on the basis of a minimum of one (1) hour's work at overtime rates. Where a call back occurs after 2:30 a.m., that employee will have the option of either reporting for work as scheduled, utilizing accumulated banked time, or deferring the start and end times of the immediate following shift, creating no eligibility for overtime as a result thereof. Where a call back occurs after 4:30 a.m. the employee will have the option of starting their regular shift immediately following completion of the call out work.

24.1.5 Time Off in Lieu

24.1.5.1 Any employee required to work overtime shall receive pay for this time unless time off at the appropriate overtime rate in lieu of pay is mutually agreed to by the employee and the Employer and the agreement is recorded in writing.

24.1.5.2 Accumulation of Time Off

When it is mutually agreed between the Dean, Administrative Head or designate and the employee, and providing it does not require additional extra help or cause overtime costs, the employee may accumulate overtime compensation from each incidence of overtime for up to one (1) year in order to provide time off with pay. Scheduling of time off is by mutual agreement between the employee and the Dean, Administrative Head or designate.

24.1.6 Where an employee is required to work continuously beyond normal quitting time in excess of two (2) hours, or is required to return to work for overtime purposes for a period in excess of four (4) hours, the Employer agrees to provide a suitable meal.

24.1.7 Overtime shall be voluntary except in emergencies. In the event there is a difference in opinion as to what constitutes an emergency, the final decision shall be that of Human Resources.

24.1.8 Part-Time Employees

Employees who are employed to work fewer than the stated regular hours of work may not be required to work additional hours without mutual agreement.

24.2 Calculation of Overtime

Overtime paid to an employee on a monthly rate shall be computed on the value of one (1) hour, the regular yearly salary and the regular yearly working hours used as a basis.

24.3 Shift Premium

24.3.1 For time actually worked, a permanent, term, recurring relief or casual employee will receive an additional one dollar **and twenty-five cents** (\$1.25) per hour for each hour or part of an hour of regularly scheduled work outside the hours of 8:00 am to 6:00 pm Monday through Friday. If the majority of an employee's hours of work on a shift fall outside the hours specified above, the premium will be paid for the entire shift.

24.3.2 When an employee chooses to work outside the hours of 8:00 am to 6:00 pm Monday to Friday, the premium will not be paid.

24.3.3 The premium will not be paid on overtime.

24.3.4 The premium will not be paid in addition to the differentials specified in Article 24.6.

24.4 **Calculation of Part Month's Salary**

When it is necessary to calculate a part of a month's salary, or in any case concerning pay due or deducted from an employee working on a monthly rate, such pay shall be computed by computing the actual weekly regular hours to an average monthly hours, multiplying by the number of days worked in the month, dividing by the total number of working days in the month inclusive of holidays, then multiplying by the hourly rate.

For employees employed on an hourly basis, the hourly rate will be computed by multiplying the regular monthly rate by twelve (12) months, dividing by fifty-two (52) weeks, then dividing by the normal hours of work per week.

24.5 **Bilingual Bonus**

An employee shall receive a bilingual bonus of seven percent (7%) per month, providing the job requires on a continuing basis, fluency in speaking, reading or writing in a language other than English and it is specified as 'bilingual' by Human Resources. Employees may apply in writing to Human Resources.

24.6 **Shift Differentials**

The following differentials will receive an amount of one-hundred dollars (\$100.00) per month:

24.6.1 Steam Plants Rotating Shift Differential

24.6.2 Security/Campus Safety

Employees who regularly work on either a rotating shift or a non-day shift.

24.6.3 Animal Care Personnel

Under the Technical Group, employees required to work weekends on a regular basis. For employees not required to work every weekend the differential will be pro-rated.

24.6.4 Steam Plant Refrigeration Papers

Steam Plant employees required to hold a valid Saskatchewan Refrigeration Certificate.

24.7 **Hazardous Work Pay Premium**

24.7.1 Radiation Pay Premium

An employee trained in radiation disposal techniques and assigned to radiation disposal service under the direction of the Radiation Safety Officer shall receive a differential of eighty dollars (\$80.00) per month.

24.7.2 Asbestos Pay Premium

An employee trained in asbestos disposal techniques and assigned to asbestos removal and/or anyone required to wear asbestos PPE in the performance of their regular duties will receive an additional one dollar and fifty cents (\$1.50) per hour for all assigned hours worked.

24.7.3 Rescue Team Premium

Employees who are members of the Rescue Team shall be provided with a premium of one-hundred and twenty dollars (\$120.00) per month where assigned. Confined space team captains will receive an additional eighty (\$80.00) dollars per month.

24.7.4 High Voltage Arc Flash Premium

One-hundred and twenty dollars (\$120.00) per month where assigned for high voltage certified electricians, effective the first of the month following the date of signing.

24.7.5 Blaster Certificate Premium

Employees required to hold a blaster certificate will be paid a premium of one-hundred and twenty dollars (\$120.00) per month where assigned.

24.8 **Standby Premium**

Standby duty shall mean a period where an employee is not on regular duty, but during which the employee is assigned to be on call and shall be immediately available to return to work outside of the employee's regular scheduled hours.

Employees who are designated by the Employer to standby will receive one (1) hour's pay at their regular rate of pay for each eight (8) hour period or portion thereof. Where an employee on standby is called back to work the employee shall be compensated pursuant to this Article in addition to Article 23 for the actual hours worked.

24.9 Spray Painting Differential (for Painters only)

One dollar (\$1.00) per hour.

ARTICLE 25 – THE AGREEMENT

25.1 **Duration**

This Collective Agreement shall be effective from January 1, 2021 and shall remain in force and effect up to December 31, 2024 and from year to year thereafter, but either party may, not less than thirty (30) days nor more than sixty (60) days prior to the expiry date hereof, give notice in writing to the other party to negotiate a revision thereof.

Notwithstanding the above, with consent of the parties, negotiations for a new Collective Agreement may commence six (6) months prior to the expiration of the current contract.

25.2 **Previous Agreements**

This Collective Agreement, and the addenda thereto, supersedes all previous agreements and letters of intent.

25.3 **Previous Provisions**

Nothing in this Collective Agreement shall affect any provisions or concessions already in existence which are more favorable to any employee than those contained in this Collective Agreement.

25.4 **Conflicting Laws**

If any provision of this Collective Agreement or of any collective agreement made in pursuance thereof is found to be contrary to the provisions of any law, now or hereafter enacted, this Collective Agreement will not be abrogated but it is subject to such amendments as may be necessary to bring it into conformity with the law. However, any contraventions will be addressed immediately by the parties.

25.5 **Officers of the Employers – Titles**

Throughout this Collective Agreement, titles of Officers of the Employer are interchangeable as deemed appropriate.

SIGNING PAGE

IN WITNESS THEREOF, the parties hereto have caused these presents to be executed this 17 day of November, 2022.

The University of Saskatchewan,
represented by:

The Canadian Union of Public Employees
and its Local 1975 (The University's
Employees' Union), represented by:

Colin Weimer

Bob Jones

Troy Linsley

Ryan Klassen

George Foufas

Erwin Marbella

Brandy Halter

Jeff Theis

Meagan Ernst

Sherri Duggan

With respect to the signatory on behalf of
the University of Saskatchewan:

Wade Epp
on behalf of the Chair, Board of Governors

Timothy Beke
on behalf of the Secretary, Board of Governors

MEMORANDUM OF AGREEMENT No. 1

Utilization of Earned Days Off

During the life of this Collective Agreement, the University of Saskatchewan and CUPE 1975 will, on a case by case basis, determine methods by which earned days off (EDO) can be provided in work units while not compromising operational efficiency or increasing loss of productivity or service to the public.

This protocol is agreed notwithstanding previous arbitral or court decisions regarding the interpretation or application of Article 23.1 of this Collective Agreement. The parties consider this protocol to indicate a return to the original spirit and intent of Article 23.1.

Should a dispute occur pursuant to this MOU, the parties agree to submit same to mediation by a mutually agreed to and paid for neutral third party. Should no agreement result, Article 23.1 shall govern.

MEMORANDUM OF AGREEMENT No. 2

May 7, 2014

Hours of Work

Whereas the University indicates that the altered hours of work schedule is compromising operational efficiency and customer service in certain areas in the organization;

And whereas, the "Utilization of Earned Days Off" MOU in the collective agreement provides that the parties will, on a case by case basis, determine methods by which EDOs can be provided in work units while not compromising operational efficiency or increasing loss of productivity or service to the public;

And whereas, the Union expressed a willingness to discuss hours of work and recognizes that a different practice may be necessary to meet the operational needs of certain units;

Now therefore, in consideration of these facts, the parties agree to following process:

- Where a unit identifies a concern that is compromising the operational efficiency, productivity or service, the parties agree to discuss alternatives to an EDO schedule on a case by case basis.
- If the parties are unable to agree on alternate arrangement, the parties shall submit the matter to mediation in accordance with the Memorandum of Understanding "Utilization of Earned Days Off".
- Should no agreement be reached through mediation, the matter will be referred to arbitration.

MEMORANDUM OF AGREEMENT No. 3

Scope

The parties agree that they will review the scope of the CUPE 1975 bargaining unit and the applicable certification orders. The Union shall have ninety (90) days following the signing of the Collective Agreement to identify positions which it believes should fall within its scope. A process will be developed to review the scope of these positions and determine if they fall within the appropriate bargaining unit. The parties agree that they will submit a joint application to the Labour Relations Board to amend the applicable certification orders in accordance with the review.

MEMORANDUM OF AGREEMENT No. 4

Scope

The parties agree to await the outcome of the current jurisdictional review mediation process or 6 months before the end of the 2 year grace period as outlined by the legislation, whichever comes first, prior to enacting any options available under Section 6–11(3) to (6), inclusive, of The Saskatchewan Employment Act.

MEMORANDUM OF AGREEMENT No. 5

April 11, 2018

CUPE Local 1975 President Compensation

The University agrees to facilitate the full payment of salary and benefits to the President of CUPE Local 1975 via the regular payment service process. This will include any top-up of salary covered by CUPE Local 1975. Effective April 15, 2018, the pay rate for the CUPE Local 1975 President will be the equivalent of the top of the current Phase VI salary band under the Collective Agreement between the University of Saskatchewan and CUPE Local 1975. Should the compensation structure change as a result of collective bargaining, the compensation rate will remain consistent with the top of the new compensation grid (consistent with trades supervisory staff).

MEMORANDUM OF AGREEMENT No. 6

Pension

1. Participation in the Colleges of Applied Arts & Technology (CAAT) DBplus pension plan comes into effect on September 1, 2019, or such other date established between the University and CAAT. This will include the following:
 - Active members of the current plan and all new eligible entrants, in-scope of CUPE 1975, on or after the effective date will enroll in the CAAT DBplus pension plan for future service;
 - For the purposes of participation in the CAAT DBplus pension plan, both parties understand the definition of 'regular full time' in the CAAT plan will be consistent with the definition of 'employee' in the current plan;
 - University contributions to the CAAT DBplus will be fixed at **7.5%** of pensionable earnings;
 - Member contributions to the CAAT DBplus will be fixed at **7.5%** of pensionable earnings;
 - Subject to the approval of CAAT, the Employer agrees to maintain contributions for employees who are on Long-Term Disability;
 - Member benefits will be in accordance with the CAAT DBplus pension plan; and
 - Governance and administration will be in accordance with the CAAT DBplus pension plan.
2. The University will enter into a participation agreement with CAAT for the purpose of participating as an employer in the DBplus component of the CAAT Plan in respect of those employees in-scope of CUPE Local 1975 who are enrolled in the current plan, and which permits the enrollment of similarly-situated employees in the future. The University's participation agreement with CAAT is not subject to negotiation with CUPE 1975, however it must reflect the terms of the Tentative Agreement between the parties. Should either party have concerns regarding the DBplus pension plan, these concerns may be brought forward for discussion at the Joint Consultative Committee (JCC).
3. There will be a "Soft Freeze" on the current plan, effective August 31, 2019, or such other date established by the University and coinciding with the effective date of the DBplus pension plan implementation. This will include the following:
 - Subject to the provisions below, benefits on accrued service will be frozen on the effective date of change;
 - Future salary increases (the calculation of benefits) and future service for early retirement eligibility and vesting will continue to be recognized until members leave the current plan (termination, retirement or death);
 - The soft freeze will not constitute a break in continuous service;
 - Retired members and deferred members continue to receive benefits from the current plan;
 - The University guarantees the maintenance of accrued benefits, including pensions in pay, deferred pensions and past service benefits for active members;
 - The University assumes full responsibility for the funding requirements of the current plan, including all investment and funding risks in the future;
 - The University assumes full control of the governance of the current plan, which shall include full compliance with the Tentative Agreement between the parties;
 - The University will provide CUPE with the draft amendments to the current plan required for this implementation;
 - The enrollment of CUPE members in the DBplus component of the CAAT Plan shall not prejudice the University's rights as both sponsor and administrator of the current plan to unilaterally address past service assets and liabilities, as deemed appropriate by the University, consistent with the terms of the Agreement between the parties.

4. In the unlikely event it is impossible to fully satisfy and implement the terms agreed herein, the University will maintain its unilateral authority over the current pension plan and this Tentative Agreement is null and void requiring the parties to resume negotiations for a new Tentative Agreement.

MEMORANDUM OF AGREEMENT No. 7

Pandemics

The Employer and Union agree that the COVID-19 Pandemic caused significant disruption to the Employer's operations and its workforce and to the community they serve. Through the appropriate joint forums, the parties will commit to discussing strategies that encourage all employees to adhere to public health orders and guidance and that minimize the impact of this and any future pandemic in the workplace and in the greater community.

APPENDIX 1 – WAGES

University of Saskatchewan

CUPE 1975 Wage Ranges

Effective January 1, 2021 to August 1, 2022

	Minimum Hourly	Midpoint	Maximum Hourly
Phase 1	\$15.87	\$17.46	\$19.04
Phase 2	\$19.40	\$21.34	\$23.28
Phase 3	\$20.52	\$22.58	\$24.63
Phase 4	\$22.23	\$26.12	\$30.01
Phase 5	\$27.35	\$32.11	\$36.86
Phase 6	\$32.23	\$37.87	\$43.51

Effective August 1, 2022 – December 31, 2022

Differential increases to salary range minimums and maximums

Family	Phase	Minimum	Maximum
Ancillary Services	1	\$16.19	\$19.42
	2	\$20.18	\$23.51
	3	\$21.34	\$24.88
	4	\$23.12	\$30.31
	5	\$28.44	\$37.23
	6	\$33.52	\$43.95
Applied Scientific Services	1	\$16.19	\$19.42
	2	\$20.18	\$23.51
	3	\$21.34	\$24.88
	4	\$23.12	\$30.31
	5	\$28.44	\$37.23
	6	\$33.52	\$43.95
Facility Services	1	\$16.19	\$19.42
	2	\$20.18	\$23.51
	3	\$21.34	\$24.88
	4	\$23.12	\$30.31
	5	\$28.44	\$37.23
	6	\$33.52	\$43.95

Family	Phase	Minimum	Maximum
Operational Services	1	\$16.19	\$19.42
	2	\$20.18	\$23.51
	3	\$21.34	\$24.88
	4	\$23.12	\$30.31
	5	\$28.44	\$37.23
	6	\$33.52	\$43.95
Security Services	1	\$16.19	\$19.42
	2	\$20.18	\$23.51
	3	\$21.34	\$24.88
	4	\$23.12	\$30.31
	5	\$28.44	\$37.23
	6	\$33.52	\$43.95
Trade Services		\$28.44	\$43.95

January 1, 2023 to December 31, 2024
 Salary range minimums and maximums increase by 1%

Family	Phase	Minimum	Maximum
Ancillary Services	1	\$16.35	\$19.61
	2	\$20.38	\$23.75
	3	\$21.55	\$25.13
	4	\$23.35	\$30.61
	5	\$28.72	\$37.60
	6	\$33.86	\$44.39
Applied Scientific Services	1	\$16.35	\$19.61
	2	\$20.38	\$23.75
	3	\$21.55	\$25.13
	4	\$23.35	\$30.61
	5	\$28.72	\$37.60
	6	\$33.86	\$44.39
Facility Services	1	\$16.35	\$19.61
	2	\$20.38	\$23.75
	3	\$21.55	\$25.13
	4	\$23.35	\$30.61
	5	\$28.72	\$37.60
	6	\$33.86	\$44.39

Family	Phase	Minimum	Maximum
Operational Services	1	\$16.35	\$19.61
	2	\$20.38	\$23.75
	3	\$21.55	\$25.13
	4	\$23.35	\$30.61
	5	\$28.72	\$37.60
	6	\$33.86	\$44.39
Security Services	1	\$16.35	\$19.61
	2	\$20.38	\$23.75
	3	\$21.55	\$25.13
	4	\$23.35	\$30.61
	5	\$28.72	\$37.60
	6	\$33.86	\$44.39
Trade Services		\$28.72	\$44.39

Lump-sum Payments in lieu of Negotiated Salary Increases

- 2022 = Lump-sum bonus payment of \$1600 (prorated based on FTE) to be paid to eligible active members in the first payroll cycle of the month on the second month following ratification (e.g. if ratified anytime in June, lump-sum payments issued in the first payroll cycle of August)
- 2023 = Lump-sum payment equivalent to 2% of one’s annual salary to be paid to eligible active members in the first payroll cycle of January
- 2024 = Lump-sum payment equivalent to 2% of one’s annual salary to be paid to eligible active members in the first payroll cycle of January
- All eligible active members are defined as permanent employees actively working in a permanent or term position, or a term employee actively working in a term position of equal to or greater than 1 year (excluding casuals, recurring relief, and student employees) at the time of signing a tentative agreement and still actively working in the pay period immediately prior to the pay period in which these payments will be issued. Those inactive members on leave or temporary layoff would receive their respective payments upon their return to active status.

APPENDIX 2

University of Saskatchewan Position Placement Table For Incumbents as of January 1, 2013

The parties agree that housekeeping to Appendix 2 to include potential revisions will form part of the parties' joint review of the current compensation model.

	Applied Scientific Services (AP)	Trade Services (TS)	Facility Services (FS)	Operational Services (OS)	Ancillary Services (AN)	Security Services (SS)
Phase 1	Technical Assistant Caretaker		Caretaker Grounds Worker Labourer Parking Enforcement Officer Truck Driver	Bindery Worker Library Assistant Clerical Assistant Cultural Attendant Postal Clerk	Culinary Services Worker Cook Culinary Services Porter Truck Driver	
Phase 2	Technician Technical Assistant		Caretaker Labourer Grounds Worker Parking Enforcement Officer** Truck Driver Utility Labourer Facilities Attendant	Bindery Worker Clerical Assistant Library Assistant Storekeeper	Cashier (Culinary Services) Cook Culinary Services Worker	
Phase 3	Animal Attendant Animal Technician Technician		Caretaker Facilities Attendant General Maintenance Worker Grounds Worker Mechanical Maintenance Technician Parking Enforcement Officer Stockperson Utility Labourer Utility Vehicle Operator Truck Driver Gardener Horticulture	Clerical Assistant Digital Press Operator Library Assistant Photoprinter Storekeeper	Senior Cashier (Culinary Services) Banquet Supervisor	

APPENDIX 2

University of Saskatchewan Position Placement Table For Incumbents as of January 1, 2013

	Applied Scientific Services (AP)	Trade Services (TS)	Facility Services (FS)	Operational Services (OS)	Ancillary Services (AN)	Security Services (SS)
Phase 4	Animal Technician Dental Assistant Graphic Designer Medical Lab Tech Nurse Technician Feedmill Operator	Auto Mechanic Boiler Operator, 3rd Class Boiler Operator, 4th Class Locksmith	Feedmill Operator Labour Asst Supervisor Parking Enforcement Officer** Animal Technician Caretaker Grounds Asst Supervisor Grounds Maintenance Worker Horticulture Asst Supervisor Mechanical Maintenance Technician Stockperson General Maintenance Worker	Clerical Assistant Library Assistant Storekeeper Draftsperson Digital Press Operator		Community Peace Officer
Phase 5	Animal Technician Dental Assistant Instrument Maker Med Lab Technologist Technician Animal Technician Supervisor Feedmill Supervisor	Carpenter Electrician Locksmith Painter Plumber Millwright Refrigeration Mechanic Shift Engineer, 2nd Class Steamfitter Tinsmith Welder Masonry Maintenance Worker Auto Mechanic	Caretaker Supervisor Grounds Worker Horticulture Supervisor Labour Supervisor Utility Supervisor Herdsperson Animal Technician Animal Technician Supervisor Caretaker General Maintenance Worker	Clerical Assistant Library Assistant Storekeeper Technician		Community Peace Officer

APPENDIX 2

**University of Saskatchewan
Position Placement Table
For Incumbents as of January 1, 2013**

	Applied Scientific Services (AP)	Trade Services (TS)	Facility Services (FS)	Operational Services (OS)	Ancillary Services (AN)	Security Services (SS)
Phase 6	Dental Assistant	Carpenter Supervisor	Caretaker Supervisor (as per email May 22/08)	Clerical Assistant		Community Peace Officer
	Instrument Maker	Electrician	General Maintenance Supervisor	Library Assistant		
	Senior Glassblower	Electrical Supervisor		Printing Services Supervisor		
	Technician	Senior Electrical Supervisor				
	Technician Supervisor	Controls Operator				
		Millwright Supervisor				
		Refrigeration Supervisor				
		Painter Supervisor				
		Plumber Supervisor				
		Senior Engineer, 1st Class				
		Steamfitter Supervisor				
		Tinsmith Supervisor				
		Instrumentation and Control Technician				
	Locksmith					

APPENDIX 3

MEMORANDUM OF AGREEMENT Between The University of Saskatchewan And CUPE Local 1975

Re: Casual Facilities & Program Assistants (FAPA), College of Kinesiology

In consideration of the changes brought about by the opening of the Physical Activity Complex (PAC), College of Kinesiology, and the interests of the parties to address those changes in an amicable manner, and the Employer's agreement to voluntarily recognize certain casual employees being within the scope of the CUPE Local 1975 bargaining unit, and the College's desire to maintain levels of service in the PAC, the parties hereby agree to the following:

1. Those casual employees of the College of Kinesiology who are primarily University of Saskatchewan students and who are performing work of the CUPE Local 1975 bargaining unit shall be members of the said bargaining unit.
2. These employees shall be known collectively as Casual Facility and Program Assistants, hereinafter referred to as Casual FAPA.
3. All Casual FAPA will be considered to be student employees as per Article 1.4.3.
4. In this MOA, the word 'term' shall refer to the three (3) academic terms which comprise an academic year at the University of Saskatchewan.
5. Casual FAPA will include the **classifications** listed in Schedule 'B' and any other job titles as may be agreed to by the parties in the future.
6. When Aquatics Instructors have completed three (3) terms in which they work at least thirty-five (35) hours per term they will be eligible to receive a swimsuit allowance.

The allowance will be paid once per eligible employee per calendar year provided that the requirement for minimum hours worked per term is met. The three (3) qualifying terms need not be consecutive.

Swimsuits must meet [reasonable] criteria established by the College. **Aquatics employees that meet the criteria above will be reimbursed to a maximum of \$80 per calendar year.** Proof of purchase, **including the original detailed receipt**, must accompany all requests for payment of the allowance.

7. Hours of work for FAPA aquatic staff in the job titles of Leadership Class Instructor and Instructor will be scheduled such that one hundred and sixty (160) hours will be averaged over four (4) weeks. Overtime will not apply until such time as the hours worked exceed this amount over the four (4) week period. This provision applies only to those persons noted above and only in the delivery of the following Royal Lifesaving Society or Red Cross programs:

- **Red Cross** Water Safety Instruction
- National Lifeguard Service
- **CPR/First Aid Instruction**
- **Red Cross Assistant Lifeguard and Lifeguard**
- **Red Cross Lifeguard Transfer**
- Life Saving Instructor
- Other programs as mutually agreed

Although time off is provided for breaks, lunch and dinner, staff will continue to receive regular pay through any break time as well.

Paragraph 7 will be considered to comply with *The Saskatchewan Employment Act*.

8. See salary ranges per Schedule B.

SCHEDULE "A"

Casual Facilities and Program Assistants

Applicable Provisions of the U of S – CUPE Local 1975 Collective Agreement

For a list of applicable provisions see Article 1.4.3, Student Employees.

SCHEDULE "B"

Rates of Pay – Facilities and Program Assistants (FAPA)

Casual Facilities and Program Assistants

Classification	Hourly Rate*
USask Rec/Huskies Programming and Services USask Rec Student Assistant Huskie Athletics Student Assistant	\$13.00
USask Rec/Huskie Athletics Programming and Services USask Rec Fit Centre Assistant USask Rec Climbing Wall Assistant	\$13.75
USask Rec/Huskie Athletics Programming and Services USask Rec Student Coordinator Huskie Athletics Student Coordinator	\$15.25
USask Rec/Huskie Athletics Programming and Services USask Rec Student Specialist	\$21.00
Aquatics Guard	\$15.50
Aquatics/PAAL Instructor	\$16.75

Effective the first of the month on the second month following ratification.

Wage increases shall be subject to negotiation between the parties.

* Notwithstanding the minimum hourly rates above, the Employer may pay FAPA student employees above the minimum where qualifications, market, or other business reasons warrant a higher hourly rate of pay. Once per academic term, the Employer will provide the Union with a list of FAPA student employees whose rates of pay are above the minimum hourly rate.

Employees will receive the hourly rate of pay for all hours worked within the assigned classification, which includes attending in-services, teaching/instruction, training and any other meetings with the Employer.

Should any hourly rate listed in Schedule "B" fall below the provincially legislated minimum hourly wage, the latter shall be applied.