



# COLLECTIVE AGREEMENT

**BETWEEN**

**CHINOOK SCHOOL DIVISION No. 211**

**AND**

**SERVICE EMPLOYEES INTERNATIONAL UNION WEST  
(SEIU-WEST)**

**FOR THE PERIOD OF**

**SEPTEMBER 1, 2025 TO AUGUST 31, 2029**

## Table of Contents

ARTICLE 1	PREAMBLE .....	1
1.01	.....	1
1.02	.....	1
ARTICLE 2	DEFINITIONS .....	1
2.01	ACADEMIC YEAR .....	1
2.02	ACTIVE EMPLOYMENT.....	2
2.03	ACADEMIC YEAR EMPLOYEE.....	2
2.04	BOARD.....	2
2.05	CALENDAR YEAR.....	2
2.06	CALENDAR YEAR EMPLOYEE.....	2
2.07	CASUAL EMPLOYEE .....	2
2.08	CONTINUOUS.....	2
2.09	PAID HOURS .....	2
2.10	PERMANENT EMPLOYEE.....	2
2.11	PROBATIONARY EMPLOYEE.....	2
2.12	SCHOOL YEAR .....	2
2.13	TEMPORARY EMPLOYEE.....	3
2.14	FULL-TIME HOURS.....	3
2.15	UNION .....	3
2.16	UNION REPRESENTATIVE.....	3
2.17	EMPLOYEE.....	3
2.18	SYSTEM .....	3
ARTICLE 3	SCOPE AND RECOGNITION .....	3
3.01	SCOPE .....	3
3.02	UNION RECOGNITION .....	4
3.03	.....	5
3.04	NO OTHER AGREEMENTS.....	5
3.05	NO CONTRACTING OUT .....	5
3.06	UNION REPRESENTATIVES.....	5
3.07	UNION MANAGEMENT COMMITTEE .....	6
3.08	NEW EMPLOYEES.....	6
3.09	UNION NOTIFICATION.....	6
3.10	ORGANIZATIONAL CHART .....	6
3.11	NO STRIKES OR LOCKOUTS .....	7
ARTICLE 4	MANAGEMENT RIGHTS .....	7
4.01	.....	7
ARTICLE 5	NO DISCRIMINATION AND HARASSMENT .....	7
5.01	EMPLOYMENT EQUITY .....	7
5.02	EQUAL PAY FOR EQUAL WORK.....	7
5.03	NO DISCRIMINATION .....	7
5.04	HARASSMENT.....	8

5.05	VIOLENCE IN THE WORKPLACE .....	9
ARTICLE 6	HEALTH AND SAFETY .....	9
6.01	CO-OPERATION ON SAFETY .....	9
6.02	OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS.....	9
6.03	OCCUPATIONAL HEALTH AND SAFETY COMMITTEE .....	10
6.04	SAFETY MEASURES .....	10
6.05	TRAINING OF WORKERS .....	10
6.06	WORKING ALONE OR ISOLATED PLACE OF EMPLOYMENT .....	10
ARTICLE 7	HOURS OF WORK .....	11
7.01	GENERAL.....	11
7.02	SCHEDULING.....	11
7.03	ACADEMIC YEAR EMPLOYEES.....	12
7.04	SPLIT SHIFTS .....	13
7.05	PAID REST .....	13
7.06	ADDITIONAL HOURS.....	13
7.07	SHIFT DIFFERENTIAL.....	14
7.08	CALL-OUT AND MINIMUM CALL-BACK.....	14
ARTICLE 8	OVERTIME.....	14
8.01	GENERAL.....	14
8.02	COMPENSATION OF OVERTIME.....	15
ARTICLE 9	DISCIPLINE AND DISCHARGE.....	15
9.01	DISCIPLINE AND DISCHARGE PROCEDURE .....	15
9.02	PROGRESSIVE DISCIPLINE.....	16
ARTICLE 10	GRIEVANCE PROCEDURE AND ARBITRATION .....	16
10.01	DEFINITION .....	17
10.02	SETTLEMENT OF A GRIEVANCE .....	17
10.03	POLICY, DISCIPLINE, HARASSMENT AND VIOLENCE GRIEVANCES .....	19
10.04	TIME LIMITS .....	19
10.05	DECISION AND GUIDELINE .....	19
10.06	ARBITRATION – TECHNICAL OBJECTIONS TO GRIEVANCES .....	19
10.07	EXPENSES OF THE ARBITRATION BOARD .....	20
10.08	LOGISTICS .....	20
ARTICLE 11	PUBLIC HOLIDAYS .....	20
11.01	PAID HOLIDAYS.....	20
11.02	PAID HOLIDAYS DURING VACATION.....	21
11.03	COMPENSATION FOR HOLIDAYS FALLING ON SATURDAY OR SUNDAY.	21
11.04	PAY FOR WORK ON SCHEDULED HOLIDAY .....	21
ARTICLE 12	ANNUAL VACATION .....	22
12.01	VACATION ENTITLEMENT – ACADEMIC YEAR EMPLOYEES, TEMPORARY EMPLOYEES AND CASUAL EMPLOYEES.....	22

12.02 VACATION ENTITLEMENT FOR PERMANENT CALENDAR YEAR EMPLOYEES.....	22
12.03 ANNUAL VACATION YEAR.....	24
12.04 CARRY-OVER OF VACATION FOR PERMANENT CALENDAR YEAR EMPLOYEES.....	24
12.05 APPROVED ABSENCE DURING ANNUAL VACATION .....	24
ARTICLE 13 SICK LEAVE .....	24
13.01 SICK LEAVE DEFINED.....	24
13.02 SICK LEAVE ACCRUAL .....	25
13.03 MAXIMUM ACCUMILATION OF SICK LEAVE .....	25
13.04 PROOF OF ILLNESS.....	25
13.05 COMPULSORY QUARATINE.....	26
ARTICLE 14 LEAVES OF ABSENCE .....	26
14.01 LEAVES OF ABSENCE WITHOUT PAY.....	26
14.02 LEAVES OF ABSENCE WITH PAY .....	28
14.03 LEAVE REQUESTS .....	32
ARTICLE 15 SENIORITY.....	32
15.01 SENIORITY ACCURAL.....	32
15.02 ACCRUAL AND MAINTENANCE OF SENIORITY .....	32
15.03 LOSS OF SENIORITY .....	33
15.04 SENIORITY LIST .....	33
ARTICLE 16 LAY-OFF AND RECALL .....	34
16.01 LAY-OFF DEFINITION .....	34
16.02 NOTIFICATION OF PENDING LAY-OFF .....	34
16.03 LAY-OFF NOTICE .....	34
16.04 LAY-OFF PROCEDURE .....	35
16.05 BUMPING PROCEDURES.....	36
16.06 RE-EMPLOYMENT AND RECALL.....	36
16.07 AUTOMATIC LAY-OFF.....	37
16.08 ORGANIZATIONAL CHANGE AND/OR REORGANIZATION OF WORK.....	37
ARTICLE 17 VACANCIES AND NEW POSITIONS.....	37
17.01 JOB POSTING .....	37
17.02 INFORMATION IN POSTINGS .....	38
17.03 APPOINTMENT OF APPLICANT.....	38
17.04 TRANSFERS.....	38
17.05 TEMPORARY VACANCIES.....	39
17.06 TEMPORARY ASSIGNMENT OF OTHER DUTIES.....	39
17.07 PROBATION.....	40
17.08 TRIAL PERIOD .....	40
ARTICLE 18 EMPLOYEE BENEFITS .....	40
18.01 PENSION .....	40

18.02	GROUP BENEFITS .....	41
18.03	WORKERS COMPENSATION PAY SUPPLEMENT .....	41
ARTICLE 19	PAYMENT OF WAGES AND ALLOWANCES .....	42
19.01	SALARY/WAGE SCALES .....	42
19.02	PAYMENT OF WAGES .....	42
19.03	INCREMENTS.....	43
19.04	RECONGITION OF JOURNEYPERSON EXPERIENCE.....	43
ARTICLE 20	CLASSIFICATIONS AND POSITION DESCRIPTION.....	43
20.01	POSITION DESCRIPTION .....	43
20.02	CHANGED CLASSIFICATIONS .....	44
20.03	.....	44
20.04	CASUALS.....	44
ARTICLE 21	DUTY TO ACCOMMODATE AND RETURN TO WORK.....	45
21.01	.....	45
ARTICLE 22	PERSONNEL FILE.....	46
22.01	.....	46
ARTICLE 23	TECHNOLOGICAL CHANGE.....	46
23.01	.....	46
ARTICLE 24	BUS DRIVERS.....	47
24.01	.....	47
24.02	.....	47
24.03	.....	47
24.04	.....	47
24.05	.....	47
ARTICLE 25	RETIREMENT.....	48
25.01	RETIREMENT.....	48
25.02	POST RETIREMENT BENEFIT BRIDGING .....	48
ARTICLE 26	MISCELLANEOUS .....	48
26.01	NOTICE BOARDS .....	48
26.02	.....	48
26.03	APPRENTICESHIP TO JOURNEY STATUS PLACEMENT ON SALARY GRID	49
26.04	EMPLOYEE MEETINGS.....	49
ARTICLE 27	TERM OF AGREEMENT .....	49
27.01	DURATION .....	49
27.02	WRITTEN NOTICE.....	50
SCHEDULE "A"	SALARY SCHEDULE .....	54

SCHEDULE "B" .....	55
SIGNING PAGE .....	56



ARTICLE 1 PREAMBLE

- 1.01 a) Whereas it is agreed that at all times and under all circumstances the first concern of both parties hereto is the welfare of the students and staff of the schools and the efficient and economical operation of the schools.
- b) Whereas in furtherance of these purposes it is the desire of both parties to maintain harmonious relations between the Chinook School Division No. 211 and SEIU-West:
- i) To maintain and improve harmonious relations between Chinook School Division No. 211 and members of the SEIU-West.
  - ii) To encourage efficiency and safety in operation.
  - iii) To jointly recognize that the exercise of rights and functions is to be carried out reasonably, fairly, and in a manner consistent with the Collective Agreement.
- 1.02 a) The general purpose of this Agreement is to establish and maintain collective bargaining relations between the Chinook School Division No. 211 and its employees and to provide orderly, prompt, and equitable disposition of grievances.
- b) The Chinook School Division No. 211 will treat all employees with courtesy and respect and in a professional manner. Employees and the SEIU-West Representatives will in turn observe these same principles in dealing with the Chinook School Division No. 211.
- c) Disciplinary actions shall be undertaken with consideration to the privacy of the concerned parties and in keeping with the provisions of the Collective Bargaining Agreement. Verbal abuse by the SEIU-West Representative, Chinook School Division No. 211 Representatives or the employee shall not be tolerated.

ARTICLE 2 DEFINITIONS

The following terms wherever used herein shall, unless the Agreement otherwise requires shall have the following meaning:

- 2.01 "Academic Year" as defined in *The Education Act, 1995*, means that portion of the school year commencing on the first school day and ending on the last school day of that school year as those dates are determined by the Employer;

- 2.02 "Active Employment" for the purposes of determining the probationary period, refers to a newly hired employee appointed to a position designated as a permanent position by the Employer and shall not include lay-off, unpaid leave of absence or time away from the workplace due to discipline.
- 2.03 "Academic Year Employee" shall mean an employee who is employed by the Employer in an academic year position that is normally ten (10) months in duration.
- 2.04 "Board" means the Employer which is the Board of Education of the Chinook School Division No. 211.
- 2.05 "Calendar Year" means January 1<sup>st</sup> to December 31<sup>st</sup> of any year.
- 2.06 "Calendar Year Employee" shall mean an employee who is employed by the Employer in a calendar year position that is normally twelve (12) months in duration.
- 2.07 "Casual Employee" means a person employed to perform work from time to time, where the duration of employment will not exceed a period of thirty (30) working days in any two (2) month period. **The time limit may be extended by agreement between the Union and Employer.**
- 2.08 "Continuous" shall mean an uninterrupted period of time that there has not been a break in service for the Employer except for an approved leave.
- 2.09 "Paid Hours" shall mean:
- i) Actual hours worked excluding overtime;
  - ii) Statutory holiday hours;
  - iii) Hours of vacation pay;
  - iv) All paid leaves,
- 2.10 "Permanent Employee" means one who has been appointed to a position designated as permanent by the Employer and who successfully passed the probationary period in accordance with Article 17.07 (Probation) herein.
- 2.11 "Probationary Employee" means a newly hired employee who is appointed to a position designated as a permanent position by the Employer, for a period of ninety (90) calendar days of active employment; or a newly hired casual or temporary employee, for a period of ninety (90) days worked.
- 2.12 "School Year" as defined in *The Education Act, 1995*, means the period commencing on September 1<sup>st</sup> in one (1) calendar year and ending August 31<sup>st</sup> in the next calendar year.

- 2.13 "Temporary Employee" means an employee who is employed for a predetermined period of time not to exceed one (1) year. The time limit may be extended by agreement between the Union and the Employer.
- 2.14 "Full-Time Hours" means eight (8) hours per day or forty (40) hours per week, or as set out in an employee(s) letter of appointment.
- 2.15 "Union" means SEIU-West.
- 2.16 "Union Representative" means a paid employee of SEIU-West.
- 2.17 "Employee" where used herein does not include students hired on a temporary basis, not to exceed four (4) months.
- 2.18 **"Shop Steward" means a SEIU-West member employed by the Employer, who has been elected or selected by the Union to act in the role of a Shop Steward.**
- 2.19 **"Immediate Supervisor" shall mean the employee's direct supervisor, as outlined in an employee's respective role description.**

## ARTICLE 3 SCOPE AND RECOGNITION

### 3.01 Scope

- a) The Employer, approves and recognizes the Union is the sole bargaining agent for all its employees who are covered in the bargaining unit defined by the Saskatchewan Labour Relations Board No. 028-55; 036-55; 070-06; 095-06; 097-06; 098-06; 099-06 and hereby consents to negotiate with the Union or its designated Representatives in matters affecting the relationship between the parties to this Agreement.
- b) Should a dispute arise concerning whether a particular job comes within the bargaining unit covered by this Agreement, the matter may be submitted by either party to the Saskatchewan Labour Relations Board.
- c) **This Agreement shall apply to:**
- a. **LRB File No, 028-55 - Caretakers and maintenance staff, including engineer and cleaners, employed by the Swift Current Collegiate Institute;**
  - b. **LRB File Not 036-55 - Caretakers, cleaners, janitors, maintenance men, firemen and engineers, except**

**one (1) resident caretaker employed by the Swift Current School District No. 167;**

- c. LRB File No. 070-06 - Teacher assistants, clerical, custodians, librarians, caretakers, noon hour supervisors, bus drivers and substitutes in the said classifications in Val Marie School and Vanguard Community School;**
- d. LRB File No. 095-06 - Teacher assistants, clerical, custodians, librarians, caretakers, noon hour supervisors, bus drivers and substitutes in the said classifications at Shaunavon High School and Shaunavon Public School and mechanical and maintenance workers employed at the service centre in Shaunavon;**
- e. LRB File No. 097-06 - Teacher assistants, clerical, custodians, librarians, caretakers, noon hour supervisors, bus drivers and substitutes in the said classifications in Spring Lake School;**
- f. LRB File No. 098-06 - Teacher assistants, clerical, custodians, librarians, caretakers, noon hour supervisors, bus drivers and substitutes in the said classifications in Neville Elementary School;**
- g. LRB File No. 099-06 - Teacher assistants, clerical, custodians, librarians, caretakers, noon hour supervisors, bus drivers and substitutes in the said classifications in Bone Creek School.**

### 3.02 Union Recognition

- a) Union Security
  - i) Every employee who is now or later becomes a member of the Union shall maintain membership in the Union as a condition of the employee's employment.**
  - ii) Every new employee shall, within thirty (30) days after the commencement of the employee's employment, apply for and maintain membership in the Union, and maintain membership in the Union as a condition of the employee's employment.**
  - iii) Notwithstanding paragraphs i) and ii), any employee in the bargaining unit who is not required to maintain**

**membership or apply for and maintain membership in the Union shall, as a condition of the employee's employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.**

b) Union Dues Checkoff

The Employer agrees that monthly dues, assessments and initiation fees shall be deducted for and on behalf of all employees who are members of the Union, and such monies shall be paid to the Treasurer of the Union not later than the fifteenth (15<sup>th</sup>) calendar day of each month, accompanied by a list of the names of all employees for and on behalf of whom such deductions have been made. Monthly statements showing the names of all additions and deletions and the effective dates hereof, of staff shall also be forwarded to the Treasurer of the Union. The Union shall furnish the Employer with the Dues Authorization Cards. The Employer will record all Union dues deducted in the previous year on the employee's income tax (T-4) slips.

In the case of each new employee the list shall also show the employee's job classification, hours worked, hourly rate of pay, gross pay and said deductions in the pay period.

3.03 Should the SEIU-West certification extend to other employee groups as part of Chinook School Division No. 211, this Agreement shall be amended to cover those employee groups.

3.04 No Other Agreements

No employee(s) shall be required or permitted to make a written or verbal Agreement with the Employer which may conflict with the terms of this Collective Agreement.

3.05 No Contracting Out

There shall be no contracting out of work, which would result in a lay-off of present employees. The Employer agrees that no employee shall be laid off or have their hours of work reduced due to the utilization of volunteers or due to the Employer hiring summer student employees.

3.06 Union Representatives

The Union shall supply the Employer with an up-to-date list of its **Union Representatives, Shop Stewards and Occupational Health and Safety Committee members.**

### 3.07 Union Management Committee

- a) A Joint Union Management (JUM) Committee shall be established to discuss matters of mutual interest that may arise from time to time in the Employer's operations. The Union shall select up to two (2) employee members to sit on such committee along with the SEIU-West Union Representative. The Employer will select the Employer members of the committee.
- b) The parties shall meet no less than once per year, unless mutually agreed otherwise. Employees shall attend meetings without loss of pay.

### 3.08 New Employees

- a) The Employer agrees to acquaint new employees with the fact that a Union agreement is in effect and with the conditions of employment set out in the Articles dealing with Union Security and Union Dues Checkoff.
- b) The Employer agrees to provide each new employee with a copy of the Collective Agreement, relevant benefits plans and relevant pension plan in place at the time of hire.

### 3.09 Union Notification

The Employer agrees to notify the Union **Representative** of all new employees hired who fall within the scope of this Agreement, together with their home address and telephone number(s), the Employer will provide the same for employees terminated or laid off.

The Employer agrees to notify the Union **Representative** of any change in home address and/or telephone number(s) for any such employee. The onus shall be on the employee to advise the Employer of all such changes.

The above information shall be forwarded to the Union **Representative** together with all employee information required in accordance with Article 3.02 b) (**Union Dues Checkoff**).

### 3.10 Organizational Chart

The Employer agrees to **post on the division website:**

- i) A block organizational chart showing the administrative structure and the line of authority in the Chinook School Division No. 211 accompanied by an up-to-date list of persons in authority.
- ii) An up-to-date listing of cluster areas and the respective schools and/or geographic locations contained within the cluster areas, as defined by the Employer.

### 3.11 No Strikes or Lockouts

- a) The Union will not cause or permit its members to cause, nor with any member of the bargaining unit take part in, any strike either sit down or stay in, or any other kind of strike either total or partial, of any of the Employer's operations, during the term of this Agreement.
- b) The Employer will not cause, engage in or permit a lockout either total or partial of any of its operations during the term of this Agreement.

## ARTICLE 4 MANAGEMENT RIGHTS

4.01 The Union recognizes that it is the function of the Employer to manage, subject to the terms of this Agreement, the affairs of the School Division and that employees will perform work in accordance with Division policy. For the purposes of illustration only and not to limit the above, the Union acknowledges, that it is the function of the Employer to maintain order and efficiency, enforce reasonable rules and regulations governing the conduct of employees, hire, discipline, promote, demote, suspend or discharge employees for just cause.

## ARTICLE 5 NO DISCRIMINATION AND HARASSMENT

### 5.01 Employment Equity

The Employer and Union acknowledge that they will support Employment Equity plans that have been developed in consultation with the Union to address employment.

### 5.02 Equal Pay for Equal Work

Employees will be paid the rate of pay designated for the classification in which the employee is employed in accordance with Schedule 'A' – Salary Schedule, regardless of gender.

### 5.03 No Discrimination

The Employer and Union agree that there will be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer, lay-off, recall, discipline, classification, discharge or otherwise by reason of race, age (eighteen (18) years of age or older), national origin, gender, marital status, political or religious affiliation, nor by reason of membership or activity in the Union.

## 5.04 Harassment

The Employer and the Union agree that harassment in the workplace is not acceptable and agree to work in accordance with Part 3 (Occupational Health and Safety) of *The Saskatchewan Employment Act*, and together work towards elimination of the incidence and causal factors of harassment.

The Employer and Union recognize the right of employees to work in an environment free from harassment and will work jointly to achieve that goal. The Employer shall have in place a harassment policy which shall be reviewed regularly and revised as deemed appropriate.

### a) Definition of Harassment

Harassment means any inappropriate conduct, comment, display, action or gesture by a person:

#### i) That either:

- a. Is based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- b. Subject to b) and c) below, adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated; and

#### ii) That constitutes a threat to the health or safety of the worker.

### b) To constitute harassment for the purposes of this Article:

- i) Repeated conduct, comments, displays, actions or gestures must be established; or
- ii) A single, serious occurrence of conduct, a single, serious comment, display, action or gesture that has a lasting harmful effect on the worker must be established.

### c) Harassment does not include any reasonable action that is taken by the Employer relating to the management and direction of the Employer's workers or the place of employment.

- d) The Employer and the Union agree that an employee shall not be disciplined or suffer any adverse consequences as a result of having submitted either a verbal or written complaint in good faith.
- e) Where it has been determined that the complaint, either verbally or in writing, has been a wilful attempt to discriminate or injury the reputation of the alleged harasser the employee will be subject to the disciplinary process for those actions.

#### 5.05 Violence in the Workplace

- a) The Employer and the Union agree that violence against employees in the workplace is not acceptable and agree to work in accordance with Part III (Occupational Health and Safety) of *The Saskatchewan Employment Act*, and together work towards elimination of the incidence and causal factors of violence.
- b) Violence is defined as the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that the worker or others are at risk of injury.

### ARTICLE 6 HEALTH AND SAFETY

#### 6.01 Co-operation on Safety

The Union and the Employer recognize that occupational health and safety is a shared concern and they will cooperate in promoting and improving rules, training and practices that will enhance the work environment for all employees.

Notwithstanding the above, the parties recognize the Employer's responsibility to ensure, insofar as reasonably practicable, the health, safety and welfare at work of all the Employer's employees. Additionally, the parties recognize the employees' responsibility to take reasonable care to protect their health and safety and the health and safety of the students and of other employees who may be affected by their acts or omissions.

#### 6.02 Occupational Health and Safety Act and Regulations

Part III (Occupational Health and Safety) of *The Saskatchewan Employment Act* and regulations made there under, shall apply. The legislation allows every worker the right to know the hazards at work, participate in occupational health and safety and refuse work which the worker believes is unusually dangerous.

### 6.03 Occupational Health and Safety Committee

An Occupational Health and Safety Committee, as provided by Part III (Occupational Health and Safety) of *The Saskatchewan Employment Act* and regulations made there under, shall be implemented. The Occupational Health **and Safety** Committee shall hold regular meetings or as requested by the Union or the Employer to deal with all unsafe conditions. The Union shall select or elect the SEIU-West members of the local committee.

### 6.04 Safety Measures

Employees working in any unsanitary or dangerous jobs shall **receive training and** be supplied with all the necessary tools, safety equipment and protective clothing.

### 6.05 Training of Workers

- a) In accordance with Part III (Occupational Health and Safety) of *The Saskatchewan Employment Act* and Regulations, the Employer shall ensure that a worker is trained in matters that are necessary to protect the health and safety of the worker and others when a worker begins work at the place of employment and when a worker is moved from one (1) work activity or worksite to another that differs with respect to hazards, facilities or procedures.
- b) All Bus Drivers shall be required to attend a certified First Aid course at the Employer's expense and at a time in keeping with the authorities providing the training and place designated by the Employer. Renewal of the First Aid Certificate will be at the Employer's expense.

### 6.06 Working Alone or Isolated Place of Employment

The Employer will continue to review and monitor policies to reduce risks to employees working alone or at isolated places of employment or whose employment requires travel in the course of their employment.

Where an employee is authorized to use their personal cell phone for the purposes of maintaining emergency communication in the course of their employment, the Employer shall reimburse the employee thirty-five dollars (\$35.00) per calendar month to offset the cost of purchasing and maintaining the cell phone. In order to receive the thirty-five dollars (\$35.00) reimbursement, the employee must have worked at least one (1) day in that month. Employees eligible for this benefit are Maintenance, Facility Operators, Mechanics, Shop Supervisors, Mechanic's Helpers, and Bus Drivers.

## ARTICLE 7 HOURS OF WORK

### 7.01 General

- a) **Full-time** hours for Calendar Year classifications **including Custodian, Facility Operator, Facility Assistant, Field Maintenance Worker, Journeyperson, Journeyperson-Shop Supervisor, Mechanic's Helper and Non-Journeyperson** shall be eight (8) hours per day or forty (40) hours per week.
- b) **Full-time** hours for Bus Drivers shall be four (4) hours per day or twenty (20) hours per week.
- c) **Full-time** hours for Educational Assistants shall be six (6) hours per day or thirty (30) hours per week.
- d) **Full-time** hours for Office Managers, Library Supports, **Youth Workers** and Secretaries shall be seven (7) hours per day or thirty-five (35) hours per week.
- e) Noon period supervision is not part of an employee's regular assignment.
- f) The hours of work as stated in this Article are not to be construed as a guarantee of hours to be worked.

### 7.02 Scheduling

- a) The Union recognizes the right of the Employer to schedule the hours of operation of its facilities and the hours of work of employees as is necessary to provide coverage for the determined hours of operation.
- b) **The employee's immediate supervisor will set out a work schedule for each employee.**
  - i) **Permanent and temporary employees shall receive a minimum of fourteen (14) days notice of any change to their confirmed schedule.**
  - ii) A regular schedule for permanent and temporary employees shall be Monday to Friday between the hours of 07:00 and 17:00, except for the Bus Drivers whose hours all shall be undefined and Facility Staff whose hours shall be contained between the hours of 07:00 and 23:30 as scheduled by the Employer.
  - iii) Employees may, by mutual agreement between the Employer and

the Union, work in excess of eight (8) hours per day without receiving overtime pay, provided that the average number of hours worked shall not exceed eight (8) hours per day or forty (40) hours per week as per the averaging agreement.

- 1) Notwithstanding Article 8.02 b) (**Banked** Time in Lieu of Overtime Pay) overtime shall **be** paid when an employee works in excess of **twelve (12)** hours in any one (1) day.
  - 2) All time worked in the averaging period beyond forty (40) hours per week **less any public holiday entitlements in pay periods where** a public holiday is observed, shall be considered as overtime and will be compensated in accordance with Article 8 (Overtime).
  - 3) Either party may provide ninety (90) days notice to terminate an alternate work schedule.
- c) Where an employee is not required to work on the public holiday, the employee will be entitled to pay for the holiday, in accordance with *Part II (Employment Standards)* of *The Saskatchewan Employment Act*, to a maximum of eight (8) hours.

**d) Summer Schedule**

During the summer school vacation period employees shall have the option of working a four (4) day, ten (10) hour day work week.

During the summer school vacation period, employees shall further have the option of altering their scheduled hours of work upon mutual agreement with their **immediate supervisor** June 1<sup>st</sup> each year. If chosen, employees shall work consecutive eight (8) hour or ten (10) hour days provided no employee commences work prior to 5:00 am and finishes work no later than 12:00 midnight on any day. The hours worked in any given week, Sunday to Saturday, shall not exceed forty (40) hours.

### 7.03 Academic Year Employees

The Employer shall notify all permanent Office Managers, Educational Assistants, Library Personnel and any other permanent academic year employees of changes to the number of days and the employee's schedule of hours and employment status for the upcoming year. Such notice shall occur, in writing, by June 10<sup>th</sup> of each year with the exception of unforeseen circumstances.

#### 7.04 Split Shifts

- a) Split shifts will be implemented in rare and extreme cases by mutual consent between the Employer and the Union.
- b) Where the Employer determines that it is necessary to schedule Facilities Staff on a split shift, no more than one (1) split will be allowed in any twenty-four (24) hour period and the eight (8) hours scheduled must be contained within a twelve (12) hour period.
- c) Where the total hours worked within a twelve (12) hour period exceeds eight (8) hours, overtime will be paid in accordance with Article **8.01 a) (General)**.
- d) Where initiated by the employee and mutually agreed between the parties, in writing, the eight (8) hours worked may be scheduled within a period greater than twelve (12) hours.

#### 7.05 Paid Rest Periods and Meal Periods

- a) Paid Rest Periods
  - i) Employees who work more than three (3) hours but not more than six (6) hours shall receive one (1) fifteen (15) minute paid rest period (exclusive of meal period).
  - ii) Two (2) paid rest periods of fifteen (15) minutes each shall be allocated by the Employer for each employee working a shift of more than six (6) hours (exclusive of meal period).

- b) Unpaid Meal Period

Except where mutually agreed between the Employer and the employee, one (1) unpaid meal period of thirty (30) minutes shall be scheduled for each employee working a shift of at least five (5) hours.

#### 7.06 Additional Hours

Where additional work becomes available, part-time employees within the classification and school or facility, in order of seniority, shall be given the option of increasing their daily hours to full-time hours providing the employee(s) has the qualifications, knowledge, education, skills and abilities to perform the work. Any available hours remaining shall then be offered to casual employees within the classification and school or facility.

In exceptional situations, in recognition of student special needs, the Union and the Employer shall meet at the commencement of each school year, or as

required, to identify such needs and to establish exceptions to the above provision as it may apply to specific Educational Assistants.

#### 7.07 Shift Differential

- a) Calendar Year employees shall receive a shift differential of one dollar (\$1.00) per hour for all hours **worked**, exclusive of meal breaks, scheduled by the Employer to be worked between 16:00 and 07:00.
- b) Calendar Year employees required to work more than fifty percent (50%) of their hours during the afternoon shift (16:00 to 23:59) shall receive a shift differential of one dollar (\$1.00) per hour for all scheduled hours;
- c) Shift differential shall not apply to overtime hours worked.
- d) Shift differential shall not apply to alternate work schedules mutually agreed to between the Employer and the employee.**

#### 7.08 Call-Out and Minimum Call-Back

The following call-out and minimum call-back provisions shall not apply to noon period supervisors or in the case of pre-arranged, mutually agreed substitutions of hours or scheduled overtime:

- a) No employee shall be called in, or scheduled to work, for less than three (3) hours.
- b) Overtime on call-out shall mean time during which an employee is called back to work after leaving the place of employment and after completing the normal daily or weekly hours. Payment for overtime on call-out shall be a minimum of three (3) hours at one and one-half times (1½X) the regular rate of pay. All call-outs must receive prior authorization from the appropriate manager as designated by the Employer.
- c) For any call between 23:00 and 07:00 two times (2X) the regular rate of pay for three (3) hours shall apply.

### ARTICLE 8 OVERTIME

#### 8.01 General

- a) Where an employee works in excess of an average of eight (8) hours per day or forty (40) hours per week, overtime shall be paid for all time worked in excess of those hours.

- b) All overtime shall be distributed among the employees as equally as possible within the classification **and** facility.
- c) Employees working in more than one (1) position shall not exceed forty (40) hours per week. The employee is responsible to inform the Immediate Supervisor that acceptance of additional hours will result in overtime. Authorization from Human Resources will be required for the assignment of overtime hours.

## 8.02 Compensation for Overtime

- a) **Where the Employer requests the employee work additional hours, these hours will be overtime and will be paid to the employee at the rate of one and one-half times (1½X) their rate of pay** for the first four (4) hours and ~~double~~ **two times (2X)** for any hours thereafter for a period of twenty-four (24) hours. The twenty-four (24) hour period being the start of the first shift on any given day.
- b) **Banked** Time in Lieu of Overtime Pay

Bus Mechanics, Mechanic's Helpers, Facilities and Maintenance Personnel: Plumbers, Electricians, Carpenters, Painters, and other trades persons by mutual agreement of the parties may make arrangements with their **Immediate Supervisor to work additional hours** in order to facilitate the completion of jobs. **These** hours shall be banked at straight time.

Banked hours cannot exceed forty (40) hours at any one (1) time. Employees may request to use banked time at any time during the calendar year. Subject to the provisions of Article 14.01 (**Leaves of Absence Without Pay**), scheduling of banked time taken shall be mutually agreed to by the Employer and the employee.

## ARTICLE 9 DISCIPLINE AND DISCHARGE

### 9.01 Discipline and Discharge Procedure

- a) In all cases where the Employer contemplates that an employee's conduct may warrant disciplinary action (dismissal, suspension, written reprimand) no steps shall be taken other than in the presence of a Union Representative **or a Shop Steward** of the employee's choosing.
- b) Employees shall be afforded the opportunity to state their side of the case in advance of discipline being imposed.

- c) If the employee refuses Union **Representation**, the **Employer** shall ensure the refusal is confirmed in writing and shall provide a copy to the Union **Representative** and the employee.
- d) Any employee requested to meet with Human Resources with respect to work performance shall be informed of the nature of the discussion prior to the meeting, and if the employee so wishes, such employee will have a Union Representative **or a Shop Steward of the employee's** choosing at the meeting.

#### 9.02 Progressive Discipline

- a) No employee shall be disciplined or suspended without just cause and without being **informed** of the issue or concern prior to any disciplinary action being taken. The Employer agrees to use a process of Progressive Discipline in a timely and reasonable manner. An employee is entitled to be accompanied by a Union Representative when interviewed during the course of an investigation.
- b) A copy of a document placed on an employee's file which might at any time be the basis for disciplinary action shall be supplied to the employee, with a copy to the Union **Representative**. The employee's reply to such **a** document shall also become a part of the employee's file.
- c) Documentation on an employee's personnel file referred to in b) that is not related to a disciplinary suspension shall become void and be removed from the file after two (2) years, or when the voided documentation is discovered, unless, there have been subsequent documented incidents of a similar nature.
- d) Documentation on an employee's personnel file referred to in b) that is related to a disciplinary suspension shall become void and be removed from the file after three (3) years, or when the voided documentation is discovered, unless, there have been subsequent documented incidents of a similar nature.
- e) Suspension pending investigation is not considered discipline. If an employee is suspended pending investigation, the Board shall render its decision regarding discipline no later than fourteen (14) calendar days from the date of the suspension, except as otherwise agreed between the Employer and the Union. Where the suspension is without pay and investigations reveal that no discipline is warranted or that the discipline is less than the time spent on suspension, the employee shall be paid for time lost and be made whole in all respects.

## ARTICLE 10 GRIEVANCE PROCEDURE AND ARBITRATION

### 10.01 Definition

- a) A grievance shall be defined as any difference or dispute between the Employer and the Union or any member(s) of the Union regarding the interpretation, meaning, operation, application or alleged violation of this Agreement.
- b) Any grievance submitted shall specify the nature of the difference or dispute and the redress or adjustment requested.
- c) The "Date of Cause of Grievance" shall be defined as the date that the employee(s) should have become aware of or came to the attention of an employee(s) of an event or circumstance or a violation of the Collective Agreement that would have given rise to the complaint.

### 10.02 Settlement of a Grievance

The Employer and the Union agree that the following procedure is to be followed in order to resolve disputes. The Employer agrees that a **Shop Steward** may leave their assigned duties temporarily (with no loss of pay) in order to discuss matters covered by the grievance procedures. However, prior to doing so, the **Shop Steward** will make suitable arrangements with their Immediate Supervisor and with the supervisor of the department affected to ensure that there is no disruption of services and that the operational needs of the Employer are given first priority.

- a) Prior to formally submitting grievances, employees are encouraged to first discuss their complaint with their immediate supervisor. The Union and the Employer shall endeavour to resolve issues prior to commencing the formal grievance procedure.
- b) An effort shall be made to settle any grievance fairly and promptly in the following manner:

#### **Step 1**

- a) The Union shall first present the grievance in writing to the Principal or Immediate Supervisor within ten (10) working days of the event giving rise to the grievance or of the date when the employee first became aware of the grievable matter.
- b) The employee concerned, a Union Representative and the Immediate Supervisor shall meet to discuss the grievance within ten (10) working days of its receipt.

- c) The Immediate Supervisor shall render a written decision to the employee, with a copy to the Union **Representative** within ten (10) working days of such discussion.

### **Step 2**

- a) Failing satisfactory settlement at Step 1, if the Union decides to proceed with the grievance, it shall present the grievance, in writing, to the Superintendent of Human Resources within ten (10) working days of the receipt of the decision under Step 1.
- b) The employee concerned, a Union Representative and the Superintendent of Human Resources shall meet to discuss the grievance within ten (10) working days of its receipt.
- c) The Superintendent of Human Resources shall give a decision in writing to the Union **Representative** within ten (10) working days of such discussion.

### **Step 3**

- a) Failing satisfactory settlement at Step 2, if the Union decides to proceed with the grievance, it shall present the grievance, in writing, to the Director of Education within ten (10) working days of the receipt of the decision under Step 2.
- b) The employee concerned, a Union Representative and the Director of Education shall meet to discuss the grievance within ten (10) working days of its receipt.
- c) The Director of Education shall send the decision, in writing, to the Union **Representative** within ten (10) working days of such discussion.

### **Step 4**

- a) Failing satisfactory settlement being reached in Step 3, the Union may refer the grievance to arbitration within thirty (30) working days of receipt of the written decision at Step 3.
- b) Where a grievance has been referred to arbitration, the parties may agree to attempt to resolve the grievance through an alternate dispute resolution process.
- c) **By mutual agreement, parties may agree to a sole arbitrator, who shall be deemed the chairperson, or a Board of Arbitration, which shall consist of one (1) member appointed by the Union, one**

(1) member appointed by the Employer, and a chairperson, jointly named by the two (2) members so appointed.

- d) Where, within ten (10) working days of their appointment, the Employer and Union appointees fail to agree on the selection of a chairperson, either party may request the Chairperson of the Labour Relations Board to appoint a chairperson to the Board of Arbitration.

#### 10.03 Policy, Discipline, Harassment and Violence Grievances

- a) When the Union has reason to believe the Employer has erred in the general application or interpretation of the Agreement that has implications for more than one (1) worksite, the Union shall have the right to initiate a grievance at Step 2 of the Grievance Procedure.
- b) When an employee is suspended or dismissed, the Union shall have the right to initiate a grievance at Step 2 of the Grievance Procedure.
- c) When a grievance cites harassment or violence, the Union shall have the right to initiate a grievance at Step 2 of the Grievance Procedure. Grievances related to harassment or violence shall be dealt with in a way that respects the confidentiality of all parties but recognizes the principles of fairness and justice.

#### 10.04 Time Limits

Any time limits expressed in the grievance procedure may be extended by mutual agreement between the parties. Such agreement to extend time limits shall not be unreasonably withheld.

#### 10.05 Decision and Guideline

- a) The decision of the Arbitration Board shall be final and binding on the parties. The Arbitration Board in reaching its decision shall not have the power to add to, subtract from, alter or amend the Agreement.
- b) The Arbitration Board shall be limited to dealing with the issues which are submitted to it for arbitration.
- c) The Arbitration Board shall make every effort to render a final and binding decision within sixty (60) working days of the Arbitration Hearing.

#### 10.06 Arbitration - Technical Objections to Grievances

No grievance shall be defeated or denied by any formal or technical objection. A Board of Arbitration shall have the power to waive formal procedural

irregularities in the processing of a grievance, in order to determine the real matter in dispute and to render a decision, which it deems just and equitable.

#### 10.07 Expenses of the Arbitration Board

The Union and the Employer shall bear the expense of the respective nominees to the Arbitration Board and the two (2) parties shall bear equally the expense of the Chairperson.

#### 10.08 Logistics

- a) The Employer agrees to provide all relevant payroll information concerning any grievance to the appropriate Union Representative upon request with the written consent of the employee or the employees concerned.
- b) A local **Shop Steward** and grievor(s), where applicable, shall not suffer any loss of regular straight time pay to attend grievance meetings with the Employer or designate at any step of the grievance procedure.
- c) The Union recognizes that a local **Shop Steward** is employed to perform full-time work for the Employer and shall not leave work during working hours to perform Union duties without first notifying the Immediate Supervisor.
- d) The Employer recognizes that a local **Shop Steward** has a responsibility to negotiate the settlement of grievances in such a way as to not disrupt the activities of the school.
- e) The **Shop Steward** shall have the right to have the assistance of a **Union Representative**, when meeting with the Employer or designate with respect to the grievance procedure.

### ARTICLE 11 PUBLIC HOLIDAYS

#### 11.01 Paid Holidays

- a) All calendar year employees shall receive the following holidays with pay, other than full-time employees prorated in relation to hours paid in the previous four (4) week period:

New Year's Day  
Family Day  
Good Friday  
Easter Monday  
Victoria Day  
Canada Day

Saskatchewan Day  
Labour Day  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

National Day for Truth  
and Reconciliation

and all other statutory holidays proclaimed by the federal **and**  
provincial government.

- b) All academic year employees shall receive the following holidays with pay,  
other than full-time employees prorated in relation to hours paid in the  
previous four (4) week period:

New Year's Day  
Family Day  
Good Friday  
Easter Monday  
Victoria Day  
National Day for Truth  
and Reconciliation

Labour Day  
Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

and all other statutory holidays proclaimed by the federal **and**  
provincial government.

#### 11.02 Paid Holiday During Vacation

If a paid holiday falls or is observed during a calendar year employee's vacation  
period the employee shall be allowed an additional vacation day with pay at a  
time mutually agreed to between the Employer and the employee.

#### 11.03 Compensation for Holidays Falling on Saturday or Sunday

When a paid holiday falls on a Saturday or Sunday and an employee is not  
scheduled to work, the employee shall be granted an additional day off as  
scheduled by the Employer.

#### 11.04 Pay for Work on Scheduled Holiday

- a) Employees who are required to work on a paid holiday or a day  
designated as a paid holiday shall receive holiday pay in accordance with  
Article 11.01 a) or b) **(Paid Holidays)** plus **one and one-half times**  
**(1½X)** the employees' regular rate of pay for all hours worked.
- b) Special arrangements may be entered into by agreement between the  
Employer and the Union to substitute day(s) for any of the public  
holiday(s) specified in 11.01 a) or b) **(Paid Holidays)**. Where this  
arrangement is entered into by mutual agreement, overtime will not be  
paid to employees who work on the proper date of the designated public  
statutory holiday(s).

## ARTICLE 12 ANNUAL VACATION

### 12.01 Vacation Entitlement – Academic Year Employees, Temporary Employees and Casual Employees

- a) The Employer recognizes the following as the annual vacation entitlement:
  - i) At commencement of employment, which includes employees with less than one (1) full year of continuous employment, and up to and including eight (8) years of continuous employment, <sup>3</sup>/<sub>52nds</sub> of earnings;
  - ii) At commencement of nine (9) years of continuous employment and up to and including fifteen (15) years of continuous employment, <sup>4</sup>/<sub>52nds</sub> of earnings;
  - iii) At commencement of sixteen (16) years of continuous employment and up to and including twenty-one (21) years of continuous employment, <sup>5</sup>/<sub>52nds</sub> of earnings;
  - iv) At commencement of twenty-two (22) years of continuous employment and every year thereafter, <sup>6</sup>/<sub>52nds</sub> of earnings.
- b) Vacation pay will be calculated monthly and paid on each cheque.
- c) In accordance with *The Saskatchewan Employment Act*, Academic Year Employees, Temporary Employees and Casual Employees are entitled to annual vacation time off without pay.

### 12.02 Vacation Entitlement for Permanent Calendar Year Employees

With the exception of the maintenance person classification, annual vacations shall be taken during the period from the beginning of the school summer vacations to the week before school opens for the next term. Employees who have earned four (4), five (5) **or six (6)** weeks of vacation shall be entitled to take one (1) week during Christmas, February or Easter Breaks.

Employees, who have earned five (5) weeks of vacation, are entitled to take two (2) weeks of vacation outside of the above stated holiday periods. This shall be in consultation with the **employee's Immediate** Supervisor and considering the appropriate relief is available.

Employees, who have earned six (6) weeks of vacation, are entitled to take three (3) weeks of vacation outside of the above stated holiday periods. This shall be in

consultation with the **employee's Immediate** Supervisor and considering the appropriate relief is available.

Under extenuating circumstances, calendar year employees may be permitted to take paid vacation leave at any time during the Annual Vacation Year subject to approval of their Immediate Supervisor and considering the appropriate relief is available.

Annual vacation time shall be regulated on a mutually agreed basis. However, employees who do not book their annual vacation leave for the next school year between April 1<sup>st</sup> and June 1<sup>st</sup> of each year shall forfeit their right to use seniority. Vacation requests after this date shall be governed on a first-come, first-served basis and the Employer shall provide a response in writing within seven (7) days. The Employer agrees to give reasonable consideration to all requests submitted with less than seven (7) days notice.

- i) For vacation dates or periods during the months of April, May, June, such requests must be made by March 1<sup>st</sup> and confirmation must be given by March 15<sup>th</sup>;
- ii) Vacation schedules shall be posted by the start of the last week of school of each year. Once posted, these dates cannot be changed without mutual consent of the employee and the Employer, except in extenuating circumstances.
  - a. The Employer recognizes the following as the annual vacation entitlement:
    - i. At commencement of employment, which includes employees with less than one (1) full year of continuous employment, and up to and including eight (8) years of continuous employment, three (3) weeks;
    - ii. At commencement of nine (9) years of continuous employment and up to and including fifteen (15) years of continuous employment, four (4) weeks;
    - iii. At commencement of sixteen (16) years of continuous employment and up to and including twenty-one (21) years of continuous employment, five (5) weeks;
    - iv. At commencement of twenty-two (22) years of continuous employment and every year thereafter, six (6) weeks.
  - b. Permanent calendar year employees shall be entitled to take annual vacation time off with pay in accordance with Article 12.02

**(Vacation Entitlement for Permanent Calendar Year Employees).**

12.03 Annual Vacation Year

"Annual Vacation Year" means the twelve (12) month period commencing on September 1<sup>st</sup> of each calendar year and concluding on August 31<sup>st</sup> of the ensuing calendar year.

12.04 Carry-Over of Vacation for Permanent Calendar Year Employees

Permanent calendar year employees may be allowed a carry-over of a maximum of **forty (40) hours**.

12.05 Approved Absence During Annual Vacation

- a) Where, in respect of any period of annual vacation leave, an employee:
  - i) Is granted bereavement leave; or
  - ii) Suffers from an illness or injury that requires hospitalization or confinement to bed under a doctor's care for a period of three (3) consecutive working days or more, such hospitalization or confinement time shall be considered as sick leave. Satisfactory evidence of such hospitalization or confinement shall be provided to the Employer.

The period of annual vacation so displaced shall either be added to the annual vacation period requested by the employee and approved by the Employer or reinstated for use at a later date.

ARTICLE 13 SICK LEAVE

13.01 Sick Leave Defined

- a) Sick Leave means the period of time an employee is absent from work by virtue of being sick or disabled or because of an accident for which compensation is not payable under *The Workers' Compensation Act* or *The Automobile Accident Insurance Act*. **Employees shall also be entitled to access unused sick leave credits for the employee's medical, paramedical, optical or dental appointments that cannot be made outside of their daily hours of work.**
- b) An employee absent from duty on account of sickness, shall inform the Immediate Supervisor as soon as possible prior to the commencement of the scheduled shift, indicating expected duration of the illness and any

anticipated limitations. No employee shall be entitled to benefits for time previous to such notification unless the delay shall be shown to have been unavoidable.

- c) Deductions from accumulated sick leave - employees on sick leave shall first draw from the current year's sick leave credit and then from their accumulated sick leave account until such credits are exhausted or until the employee has drawn sick leave credits to a maximum of seventy-five (75) working days whichever occurs first.
- d) Where an employee has drawn sick leave credits to seventy-five (75) working days, and where an employee receives long-term disability benefits, any sick leave credits remaining may be drawn on at the option of the employee, to provide a total monthly benefit that does not exceed eighty-five percent (85%) of the employee's regular monthly earnings at the time the employee became disabled.

### 13.02 Sick Leave Accrual

- a) All permanent employees shall earn sick leave credits equivalent to one and one-half (1½) days of the employee's regularly scheduled hours of each month of employment. Employees who work an academic year will not earn sick leave credits for the months of July and August. All other than full-time employees shall earn a prorated amount.
- b) When an employee is granted a leave of absence for a period greater than thirty (30) consecutive calendar days, without pay for any reason, or is laid off on account of lack of work and returns to work upon the expiration of such leave of absence, they shall not earn sick leave credits after thirty (30) consecutive days of an unpaid Leave of Absence or a period of lay-off, and shall retain their sick leave cumulative credit, if any, existing at the time of such leave or while laid off and subject to re-employment rights.

### 13.03 Maximum Accumulation of Sick Leave

As of December 31<sup>st</sup> of each year the unused portion of each employee's sick leave shall be accumulated to maximum of one hundred and eighty (180) days. Unused sick leave credits will be included with the last pay period of the year. Employees have until March 1<sup>st</sup> of the following year to correct errors.

### 13.04 Proof of Illness

An employee who is ill may be required to furnish the Employer with a certificate from a health care professional. Where such is required, the employee shall be notified during the illness that such verification is required prior to the employee's return to work. Where a health care professional charges for the

cost of obtaining the certificate the Employer will reimburse the employee upon submission of a receipt.

"Health Care Professional" means a physician, dentist, chiropractor, optometrist, psychologist, occupational therapist, physical therapist, nurse, or any other person who is registered or licensed pursuant to any Act to practice any of the healing arts.

In the event an employee requires a Return to Work or Duty to Accommodate they shall notify their Immediate Supervisor or designate in writing and the Employer, Union and employee shall meet to implement an appropriate Return to Work or Duty to Accommodate in accordance with Article 21 (**Duty to Accommodate and Return to Work**).

### 13.05 Compulsory Quarantine

Employees who are quarantined or prohibited from working by the Medical Health Officer or the Employer shall not suffer any loss of pay or reduction in sick leave credits.

## ARTICLE 14 LEAVES OF ABSENCE

### 14.01 Leaves of Absence Without Pay

#### a) General Leave

- i) General leave of absence without pay may be granted by the Employer to any employee insofar as the regular and efficient operations will permit, provided five (5) days written application prior to the leave, has been given by the applicant to the Employer.
- ii) In exceptional circumstances the written notice period may be waived by the Employer.

#### b) Leave for Public Office

Leave of absence without pay shall be granted to an employee to seek nomination as a candidate in a municipal, provincial or federal election and if elected to act as a representative in such office, except where prohibited by law.

#### c) Pressing Necessity

An employee shall be granted leave without pay for pressing necessities dealing with personal matters not relating to other work commitments. Pressing necessity shall be defined as any circumstance of a sudden or

unusual occurrence that could not by the exercise of reasonable judgement have been foreseen by the employee and which requires the immediate attention of the employee.

This shall be limited to the following and/or similar situations and taken in hourly increments to a maximum of one (1) day per occurrence.

Example:

- Unexpected death of a friend's child or mate;
- Child behaviour at school unruly, teachers calls, had to leave work;
- No day care, had to stay home.

i) Employees may elect to use annual vacation, or time-in-lieu, which have not yet been scheduled for the purpose of such leave.

d) Maternity, Parental and Adoption Leave

i) Maternity, parental and adoption leave will be provided in accordance with *The Saskatchewan Employment Act*.

ii) General Provisions for Maternity, Parental and Adoption Leave

a. For purposes of eligibility, lay-offs during the months of July and August of ten (10) month employees shall not be considered service or as a break in service.

b. While on maternity, parental or adoption leave, an employee shall accrue service for purposes of vacation entitlements, but no vacation credits will accumulate during the leave.

c. While on maternity, parental or adoption leave, sick leave benefits will not accumulate.

d. Subject to the qualifying provisions of the pension plan, an employee on leave under this Article may elect to maintain pension contributions for the period in which they normally would have been employed, by paying both the employee's and the Employer's share of the contributions.

e. Additional leave may be granted by mutual agreement of the Employer and the employee under Article 14.01 a) (General Leave).

f. Notice of intention to return to work or a request for change in the length of the maternity, parental or adoption leave must

be forwarded to Human Resources, in writing, at least four (4) weeks prior to the expiration of such leave.

- g. On return from maternity, parental or adoption leave, an employee shall, if possible, be placed in the employee's former position at the current rate of pay, or in a comparable position with no reduction in wages.

e) Citizenship Leave

An employee shall be allowed the necessary time off to process the employee's Canadian Citizenship Application. The Employer will collaborate with the employee to determine if their schedule can be rearranged so that no loss in pay will result because of the leave.

#### 14.02 Leaves of Absence With Pay

a) Leave to Attend Birth or Adoption

Leave of up to two (2) days with pay shall be granted to a parent at the birth or adoption of their child.

b) Negotiation Leave

- i) The Union shall give advance notice to the Employer as to the members of its bargaining committee or any changes made thereto. **The Union will make every reasonable effort to ensure that no more than one (1) employee from each school or work facility serves on the negotiation committee at the same time. Where this is not possible, the Employer reserves the right to approve the participation of more than one (1) employee from a school or work facility.**
- ii) Should negotiation sessions between the Employer and the Union be held at a time when a Union Representative is scheduled to work, the Employer shall approve a leave of absence without loss of pay or benefits for a maximum of six (6) members of the Union's bargaining committee for the time spent in negotiations.
- iii) In the event a substitute employee is assigned by the Employer to replace a Union Representative for the time spent in negotiations, the Union shall reimburse the Employer all costs in accordance with Article 14.02 c) **(Union Leave)**. The Employer shall provide written proof of such needed substitution.

c) Union Leave

Insofar as the regular operations permit designated employees shall be granted leaves of absence without pay to attend to Union business:

- i) Such request must be submitted in writing to the Employer at least five (5) working days in advance except in cases where it is mutually agreed otherwise.
  - ii) Not more than one (1) employee from each school or work facility shall be granted leave at the same time. This limitation shall not apply to Negotiation Leave as per a) above. For the purposes of this clause, the Chinook Education Centre and the Shaunavon Maintenance Facility shall be considered one (1) location.
  - iii) The Employer agrees to continue to pay normal salary and benefits to employees allocated on a short-term basis of one (1) month or less to attend to Union business as referred to in Article 14.02 c) **(Union Leave)** and that the Employer is to charge the Local Union for reimbursement of the cost. Such costs shall only include:
    - a) Actual lost wages;
    - b) Employer's share of Canada Pension contributions;
    - c) Employer's share of Employment Insurance premiums;
    - d) Employer's share of MEPP contributions or equivalent;
    - e) Employer's share of Group Insurance premiums;
    - f) Employer's share of Disability Income contributions;
    - g) Workers' Compensation premiums; and
    - h) Extended Health and Enhanced Dental premiums.
  - iv) On leaves of absence of more than one (1) continuous month, and at the request of the Union, the Employer agrees to pay normal salary and benefits to an employee, and will charge the Union, in addition to those costs set forth in Article 14.02 c) iii) **(Union Leave)** an appropriate amount for the following benefits:
    - a) Annual vacation;
    - b) Sick leave; and
    - c) Statutory Holiday.
- On leaves of absence of more than one (1) continuous month, the Union shall provide the Employer with a report of the Employee's sick leave used, statutory holiday observance(s) and vacation usage for those employees.
- v) An employee who is elected or selected for an Executive position with the Union or any labour body with which the Union is affiliated, shall be granted Union leave for the term of office.

d) Witness or Jury Duty

An employee shall be allowed a leave of absence without loss of pay when subpoenaed to appear as a witness in a court case or for jury duty. Any remuneration by the court above actual expenses shall be repaid to the Employer up to a maximum of the salary involved for the period of absence.

e) Bereavement Leave

- i) The purpose of bereavement leave is to provide a period of absence from the workplace from the date of the death up to and including two (2) days after the funeral.
- ii) An employee shall be granted up to five (5) days leave of absence with pay upon the death of a member of the immediate family. Members of the immediate family shall include parent, spouse, brother, sister, child, common-law spouse, former guardian, fiancée or someone with whom the employee has had a similar relationship, father-in-law, mother-in-law.
- iii) An employee shall be granted up to three (3) days leave of absence with pay upon the death of a member of their extended family which will include sister-in-law, brother-in-law, son-in-law, or daughter-in-law, grandparents, grandparents-in-law, grandchild, aunt, uncle, niece or nephew, great grandparents, great grandparents in law, great grandchildren.
- iv) An employee shall be granted leave with pay for one-half (1/2) day to attend the funeral of a close friend or relative. If the funeral is outside of your home community time may be extended to a full day.
- v) Additional leave may be granted at the discretion of the Employer upon a request from the employee. Such reasonable requests will not be unduly denied.
- vi) Upon written application to Superintendent of Human Resources or designate, where an employee is required to travel over five hundred (500) kilometres, one (1) way, to attend a funeral as outlined in Article **14.02 e)** ii) and iii), the employee shall receive a maximum of two (2) additional days leave without loss of pay and benefit based on their scheduled shifts.

f) Mourners' Leave

Compassionate leave of up to two (2) days with full pay shall be granted to an employee to be a pallbearer at the funeral of a family member or a friend as defined within this Collective Agreement.

g) Emergency Leave

Employees shall be allowed leave of absence with pay for occasions where it is necessary to effect emergency repairs or to protect personal property from natural phenomenon (examples include, but are not limited to, extreme weather, floods).

h) Family Health Leave

- i) All employees shall be entitled to access up to five (5) days per school year with pay for family sickness, medical, optical, or for dental appointments for the employee's immediate family members that cannot be made outside of the daily hours or work.
- ii) This benefit shall not accumulate from year to year.
- iii) Employees shall be eligible for this benefit upon successful completion of the probationary period.

i) Educational Leave

- i) Where the Superintendent of Human Resources or designate requires an employee attend a workshop, conference or educational program, such attendance shall be with pay, exclusive of overtime and shift differential. The Employer shall pay the cost of the workshop, conference or educational program and any directly related and approved expenses.
- ii) Where an employee makes written application to attend a workshop, conference, or educational program the Employer may grant the necessary time off with pay, exclusive of overtime and shift differential. The Employer may also elect to reimburse any directly related costs and approved expenses.
- iii) Where the employee does not successfully complete the educational program, or leaves the employ of the Employer before successfully completing the educational program, the Employer may ask to be reimbursed the cost of the course and directly related and approved expenses.

j) Serious Illness Leave

In addition to any benefit the employee has in 14.02 h) (Family Health Leave), an employee shall be granted leave with pay for the serious illness of a member of the immediate family as defined in Article 14.02 e) ii) (Bereavement Leave). A maximum of two (2) days per year shall be allowed within this subsection. Serious illness shall be determined as a potentially life-threatening situation. Should an employee require further leave under this clause they shall be granted leave without pay, maintain benefits, and accrue seniority in order to access Federal Compassionate Care Leave Program.

#### 14.03 Leave Requests

All requests for leave of absence shall be considered as requested by the employee. Upon submission of leave request, in the event a determination is required as to whether the leave is to be with or without pay, the Employer shall provide a written response to the employee requesting the leave within seven (7) working days of receipt of the request.

Employees shall be advised in writing of the rationale for any leave request that has been denied.

### ARTICLE 15 SENIORITY

#### 15.01 Seniority Accrual

- a) Seniority shall apply to permanent employees and shall be calculated from the date of hire with the Employer.

Should a temporary or casual employee be appointed to a permanent position without a break in service, all SEIU-West position hours worked since January 1<sup>st</sup>, 2010 shall be credited to their most recent date of hire. The number of days credited shall be calculated by dividing the number of accumulated hours by eight (8). The resulting number of days shall be added to date of appointment to the permanent position to establish the employee's 'date of hire'.

- b) Seniority shall not apply during the probationary period. Once the probationary period has been successfully completed seniority shall be credited from the established date of hire.
- c) Employees entering employment on the same date shall be placed on the seniority list in alphabetical order.

#### 15.02 Accrual and Maintenance of Seniority

Seniority shall be accrued and maintained for all Employer approved leaves of absence.

### 15.03 Loss of Seniority

An employee shall only lose seniority rights and all rights and benefits shall cease in the event of:

- a) Absent without authorized leave;
- b) Is discharged for just cause unless reinstated;
- c) Failure to notify the Employer of the employee's intention to return to work within seven (7) calendar days following a lay-off and after being notified by registered mail to do so, unless through sickness or other just cause. It shall be the responsibility of the employee to keep the Employer informed of the employee's current address. If the employee fails to do this, the Employer will not be responsible for failure of a Notice sent by registered mail to reach such employee;
- d) Is laid off from a permanent position for a continuous period in excess of twenty-four (24) months;
- e) Resignation in writing to the Employer;
- f) Retirement from the employ of the Employer;
- g) Employees taking an out-of-scope position with the Employer shall maintain full seniority rights for a period of twelve (12) months, after which the said employee will lose all seniority rights under the Agreement.

### 15.04 Seniority List

- a) The Employer agrees to prepare a list of names of all employees showing their seniority standing. This list shall be kept by the Employer, accessible to all employees and a copy supplied to the Union on or before September 30<sup>th</sup> of each year.
- b) Upon proof of error being provided by the employee, in writing, to Human Resources with a copy to the Union thirty (30) calendar days from September 30<sup>th</sup>, corrections shall be made to the September 30<sup>th</sup> seniority list.
- c) The finalized list shall be kept by the Employer, accessible to all employees and a copy supplied to the Union by October 1<sup>st</sup> of each year.

## ARTICLE 16 LAY-OFF AND RECALL

### 16.01 Lay-Off Definition

A lay-off shall be defined as a reduction in the permanent workforce, or a minimum reduction of ten percent (10%) of a permanent employee's regularly scheduled hours for a period exceeding six (6) consecutive days.

### 16.02 Notification of Pending Lay-Off

Prior to any public discussion, the Employer, insofar as is reasonably possible, will advise the Union where lay-offs may be contemplated which will affect the bargaining unit. With the notification to the Union, the Employer shall provide all relevant information including but not limited to:

- a) The work area where initial notices of lay-off will be issued;
- b) The number of FTE's affected;
- c) The number of actual positions affected;
- d) The job classifications of employees to be laid off; and
- e) As soon as the information is available, the names of the affected employees.

### 16.03 Lay-off Notice

- a) Except for just cause, after three (3) months of continuous employment, the Employer shall notify employees who are to be laid off with the following written notice:
  - i) Less than one (1) year of employment - one (1) week notice
  - ii) After one (1) year or more, but less than three (3) years of employment - two (2) weeks' notice
  - iii) After three (3) years or more, but less than five (5) years of employment - four (4) weeks' notice
  - iv) After five (5) years or more, but less than ten (10) years of employment - six (6) weeks' notice
  - v) After ten (10) years or more - eight (8) weeks' notice

If notice is not given as above, then the employee shall be paid for the part of the notice period not received in lieu of notice.

Where the wages of an employee, exclusive of overtime, may vary from week to week, the employee's normal wages for one (1) week shall be deemed to be the equivalent to the average weekly wage of the employee, exclusive of overtime, to a maximum of the fifty-two (52) weeks the employee worked immediately preceding the date on which notice of termination of employment or lay-off was given or, where such notice was not given, the date on which the employee was discharged or laid off.

- b) An employee shall, during a lay-off, maintain but not accrue all previously earned benefits and rates of pay, subject to the specific terms of the Collective Agreement.

#### 16.04 Lay-Off Procedures

- a) Lay-offs shall first be determined on the basis of seniority amongst those employees assigned to a classification first within the workplace then within the bargaining unit subject to the following:
  - i) Within a classification and given that the particular educational or developmental needs of any directly affected pupil, if applicable, as determined by the Superintendent of Human Resources or designate, are met to the satisfaction of the Superintendent of Human Resources or designate, a lay-off notice will be served to the employee with the least applicable seniority in that classification within the workplace.
- b) Where a lay-off notice has been issued, the Employer shall meet with the Union and affected employee(s), in order of seniority, to determine options. The employee shall be provided with sufficient information regarding each option. The employee will have five (5) working days from the conclusion of the meeting to make a selection from one (1) of the following options:
  - i) The Employer shall identify all available vacant SEIU-West positions which have not been posted by classification and location. The employee may select a vacant position to bump into based upon their qualifications.
  - ii) To exercise bumping rights in accordance with Article 16.04 (**Lay-Off Procedures**);
  - iii) Where applicable, to accept reduced work hours within their position;
  - iv) Where applicable, to accept lay-off and be placed on a casual/substitute list subject to required qualifications and ability;

v) To Accept Lay-Off.

The time period may be extended by mutual agreement between the parties. If the employee fails to indicate such intentions within the specified time period, the employee will be deemed to have accepted lay-off.

#### 16.05 Bumping Procedures

- a) If an employee receives a lay-off notice and chooses to bump, providing they have the required qualifications and ability for the position, the procedure shall be as follows:
- i) The least senior person in the same classification within the workplace;
  - ii) The least senior person in the same classification within a fifty (50) kilometre radius of the workplace;
  - iv) The least senior person in any classification within the workplace;
  - iv) The least senior person in any classification within the bargaining unit.
- b) Where an employee exercises their option to bump into a lower classification, providing the employee has the qualifications and ability to perform the work required by the classification, they shall be paid at the step in the new classification which is next lower than their current rate.

#### 16.06 Re-Employment and Recall

Laid off employees will be recalled in order of seniority by a registered letter to the employee's last known address. Such employees, within ten (10) days of receipt of such letter, shall notify the Employer as to the intended return date, which shall be no later than twenty-one (21) days from the date of the notice, unless extenuating circumstances prevail. An employee will maintain seniority rights for twenty-four (24) months from the date of lay-off, and shall maintain the increment position on return to work.

- a) No new employees will be hired in a classification covered by this Agreement until laid off employees, with the qualifications to perform the work of that classification have been given the opportunity to apply for positions posted in accordance with Article 17.01 (**Job Posting**).

- b) It shall be the responsibility of the laid-off employee to review postings and submit applications as required.
- c) Any time worked in a temporary position will extend the time limit for maintenance of seniority identified in Article 15.02 (**Accrual and Maintenance of Seniority**) by the actual time worked in a temporary position.
- d) On a temporary basis, the Employer can staff the position they are recalling to until it is filled from the list of laid off employees.

#### 16.07 Automatic Lay-Off

Employees, who work on the basis of the academic year, shall be laid off for the school vacation periods, in accordance with *The Education Act, 1995*. The lay-off will be deemed to be effective following the last paid holiday as prescribed by Article 11 (Public Holidays) during the vacation period. Recall following the school vacation periods shall be automatic unless the Employer has served notice of lay-off in accordance with Article **16.03** (Lay-Off Notice). This Article will serve as notice of lay-off and recall for the school vacation periods.

#### 16.08 Organizational Change and/or Reorganization of Work

The parties agree that where there is pending organizational change and/or the reorganization of work, the Employer shall engage in meaningful consultation with the Union in advance of the decision-making stage. The reorganization of work shall include but not be limited to the merger, transfer, consolidation of work from one (1) or more locations.

### ARTICLE 17 VACANCIES AND NEW POSITIONS

#### 17.01 Job Posting

- a) Transfers, in accordance with Article 17.04 (Transfers) shall be made prior to posting position vacancies.
- b) When a vacancy in a permanent position or a newly created position, or a temporary position of a duration of two (2) months or more, is to be filled, the Employer shall **email a notification of the job posting to employees and the Union Representative. The Employer shall post the job** on the Chinook School Division No. 211 website for a minimum of seven (7) calendar days so that all employees will have the opportunity to make application. For the purpose of administrative ease, the position can be posted externally at the same time.

- c) Employees shall be entitled to apply for advertised vacant positions by means of written application, which shall be submitted to the School Division Office. No application need be considered if received later than the closing date prescribed.
- d) Prior to going on vacation, an employee may apply by means of written application for any posted vacancy or new position that may occur during the employee's absence.

#### 17.02 Information in Postings

Such notice shall contain the following information:

- a) Nature of position;
- b) Current school or work location of position;
- c) Required qualifications;
- d) Shift including normal hours, which may be subject to change;
- e) Wages or salary rate or the range;
- f) Date of commencement of the position;
- g) Closing date of posting;
- h) An SEIU-West position represented by SEIU-West.

#### 17.03 Appointment of Applicant

- a) Appointments shall be made of the applicant having the greatest seniority and the necessary qualifications and ability.
- b) The successful applicant shall be notified by Letter of Appointment, with a copy forwarded to the Union **Representative**.
- c) An employee selected from the posting procedure shall commence the job within four (4) weeks after the closing date of the posting unless mutually agreed otherwise.

#### 17.04 Transfers

- a) Should the Employer wish to transfer an employee(s) from one (1) facility to another, within the same classification and the same number of hours, the Employer shall meet with the employee and the Union to discuss the reasons for the transfer, prior to any movement. The decision and reasons of the Employer to transfer may be the proper matter of a grievance, should the Union be so inclined.
- b) Employees may request to transfer to a vacant position, within the same classification and the same number of hours, within the bargaining unit. Where two (2) or more permanent employees request such transfer, the

position shall be awarded on the basis of seniority and the necessary qualifications and ability.

#### 17.05 Temporary Vacancies

- a) Temporary Vacancies of two (2) months or more shall be posted and filled in accordance with the provisions of Article 17 (**Vacancies and New Positions**) subject to the following:
  - i) First preference shall be given to the applicant from the facility where the vacancy occurred;
  - ii) Where such temporary vacancies are not filled within the facility, the vacancy shall be awarded on a bargaining unit basis.
- b) Subsequent temporary vacancies created by the appointment of a permanent employee to fill a temporary position shall not be subject to Article 17 (**Vacancies and New Positions**) and shall be filled with a casual employee in accordance with Article 7.02 (Scheduling).
- c) Permanent employees appointed to temporary positions shall be returned to the employee's former position upon the return of the employee who created the original vacancy or upon termination of the temporary appointment.
- d) An employee currently working in a temporary position, shall not be considered for another temporary position until having served three (3) months in the current temporary position.
- e) No temporary jobs which exceed one (1) year in duration unless agreed to between the Employer and the Union.
- f) The Employer agrees to review, with the Union, all temporary jobs one (1) year in duration on a semi-annual basis to determine if the position should be reclassified to a permanent position.

#### 17.06 Temporary Assignment of Other Duties

- a)
  - i) If an employee is temporarily assigned by the Employer to do the duties of a higher paid position the employee shall receive the higher rate of pay for all hours worked in the higher paid position.
  - ii) If appointed to temporarily assume the duties of a lower classification or position, the employee shall continue to receive the rate payable at the employee's regular position.
- b) When an employee is promoted or demoted into a new classification, all

experience previously credited to the employee will be credited in the new classification to determine the rate of pay.

#### 17.07 Probation

- a) Newly hired employee(s) appointed to a position designated as permanent by the Employer shall be on probation for a period of ninety (90) **working** days from their date of hire. By mutual agreement of the Employer and the Union, an extension may be granted for up to ninety (90) **working** days.
- b) During the probationary period, employees appointed to a position designated as permanent by the Employer shall be entitled to all rights and benefits of this Agreement, except with respect to discharge only for reasons of unsuitability.
- c) Newly hired casual or temporary employees shall be on probation for a period of ninety (90) working days from their date of hire. During the probationary period, casual and temporary employees shall be entitled to the specific terms of the Collective Agreement as specified, except with respect to discharge only for reasons of unsuitability.
- d) At the start and during an employee's probationary period, employees will be advised of expectations regarding standards of performance.
- e) The Union shall be notified, in writing, of discharge within seven (7) calendar days.

#### 17.08 Trial Period

An employee who is reclassified, promoted or demoted to a position designated as permanent by the Employer shall serve a trial period of three (3) months worked from the date of appointment. In the event the successful applicant is determined to be unsatisfactory in the position during the trial period or if the employee so wishes, the employee shall be returned to the employee's former position and wage or salary rate. Any other employee affected by the reversion shall also be returned to the employee's former position and wage or salary rate.

### ARTICLE 18 EMPLOYEE BENEFITS

#### 18.01 Pension

Every eligible employee shall join the plan under *The Municipal Employees' Pension Act*. The Employer and the employee shall participate and make contributions in accordance with the provisions of the Act.

## 18.02 Group Benefits

- a) All eligible employees shall participate in the benefits plan. The Employer agrees to share the costs associated with implementing the Saskatchewan School Boards Association Group Benefit Plan as follows:

i) Life Insurance	- Employer 100%
ii) Accidental, Death and Dismemberment (A.D. & D)	- Employer 100%
iii) Long-Term Disability	- Employee 100%
iv) Extended Health Benefits	- Employer 60%, Employee 40%
v) Dental Care Plan C	- Employer 60%, Employee 40%
vi) Employee Family Assistance Program	- Employer 100%

### Contributions During Leaves of Absence

- i) The Employer will continue to pay their share of the cost for the benefits when the employee is on an approved leave of absence with pay.
- ii) If the employee chooses to retain benefits while on an approved leave of absence without pay for a period of thirty (30) consecutive calendar days or longer, the employee will be responsible for the Employer's share of the cost of the benefit plan(s).
- b) The parties acknowledge that present level of hundred percent (100%) Employer paid benefits (Extended Health Benefits and Dental Care) will be maintained by those SEIU-West employees employed in the city of Swift Current as of September 1<sup>st</sup>, 2011, will be grandfathered until such time that the aforementioned employees retire or leave the Chinook School Division.

Following is the list of all grandfather employees:

Clifton, Laird	Maintenance
Fehr, James	Custodian
Forde, Lawrence	Facility Assistant
Maclachlan, Keith	Custodian
Olfert, Cory	Facility Operator
Penner, Doug	Facility Operator
Scheetz, Kevin	Custodian
Stark, Kurt	Custodian

## 18.03 Workers' Compensation Pay Supplement

When an employee is absent as a result of an accident or illness in connection with the employee's employment, and benefits are being paid by Workers'

Compensation Board, the difference between the employee's regular net pay and the Workers' Compensation payment will be paid by the Chinook School Division No. 211 for a period not to exceed one (1) year and shall not reduce the employee's accumulated sick leave credits. In no event will the amount paid to the employee be less than the amount the Chinook School Division No. 211 receives from Workers' Compensation Board (**WCB**).

#### Employee Status During and After **WCB**

1. While an employee is receiving Workers' Compensation benefits, the employee's position will be posted and filled on a temporary basis.
2. During an established **WCB** claim the employee will be required to contact the Employer at least every six (**6**) months in order to enable the Employer to update the status of the claim as well as discussing items of mutual concern.
3. When an employee's **WCB** benefits are discontinued and the employee is unable to return to the employee's own job the first consideration will be a review of the file to determine whether application should be made for Long-Term Disability benefits.

## ARTICLE 19 PAYMENT OF WAGES AND ALLOWANCES

### 19.01 Salary/Wage Scales

The Chinook School Division No. 211 agrees to pay all employees covered by this Agreement in accordance with the Schedule of Wages as set out in Schedule "A" Salary Schedule of this Agreement.

### 19.02 Payment of Wages

- a)
  - i) Employees shall be paid actual earnings on a biweekly basis with pay days on alternate Fridays.
  - ii) Employee Savings

All salary payments will be direct deposited to a primary bank account of the employee's choosing. Employees shall have the option of redirecting a portion of their net pay (a flat amount or a percentage) into a secondary account of their choosing. This account may be used for personal savings, RRSP contributions or to cover monthly bill payments.

To set up a secondary account, employees will need to complete a direct deposit form with secondary bank information. Employees

will also need to indicate what percentage or amount of net pay they would like deposited into the secondary account. Employees requiring changes shall submit an updated direct deposit form noting the change(s) to the payroll department a minimum of two (2) weeks prior to the change taking effect.

- b) Upon termination of employment or when taking a long-term leave of absence, employees shall be paid all salary owing on their final pay voucher.
- c) Chinook School Division No. 211 provides a Direct Deposit system of payroll, the Employer shall within one **(1)** week of each pay day, provide each employee with an itemized statement of all earnings and deductions with a present and Year-to-Date (YTD) record of deductions. An itemized electronic statement shall show each hourly rate worked, the hours worked in each classification, the employee benefits plans and the amount paid for each benefit on a present and Year-to-Date totals.

### 19.03 Increments

- a) Based on equivalent to full-time paid hours in the employee's respective classification, all employees shall be entitled to salary increments in accordance with Schedule "A" (**Salary Schedule**).
- b) Increments shall be effective the first **pay period** following the date in which the employee works equivalent to full-time paid hours in the employee's respective classification.
- c) Temporary and casual/substitute employees will begin to accrue hours towards increments, as of January 1<sup>st</sup>, 2010.

### 19.04 Recognition of Journeyperson Experience

An employee with a Journeyperson certification shall be placed in the respective wage scale as set out in Schedule 'A' (Salary Schedule) based upon their years of previous experience since obtaining the Journeyperson certification.

## ARTICLE 20 CLASSIFICATIONS AND POSITION DESCRIPTION

### 20.01 Position Description

All position descriptions shall be maintained in **accordance with** the Chinook School Division No. 211's **AP 470 – Role Descriptions** and **shall be publicly available** on the Division Website under Human Resources.

## 20.02 Changed Classifications

- a) When the Employer creates a new classification or makes changes to existing classification(s) during the term of this Agreement, the rate of pay shall be subject to negotiations between the Employer and the Union.
- b) The Employer shall provide the Union with job descriptions, and with copies of any changes made thereto, for classifications within the scope of this Agreement.

20.03 Should the parties not be able to agree on the provisions shown in Article 20.01 (**Position Description**) and Article 19.01 (**Salary/Wage Scales**), they shall seek the advice from the Saskatchewan Labour Relations Board.

## 20.04 Casuals

- a) An updated casual substitute list will be sent to the Union **Representative** on an annual basis - October 1<sup>st</sup> - of each year. Those casual employees who have not worked any hours in the last six (6) months shall be removed from the list unless they are on an approved leave of absence or have not been offered work in that time period. The Employer shall advise such employees in writing at their last known mailing address prior to striking their name from the list. An employee who can demonstrate sufficient reason, shall retain their place on the list.
- b) Newly hired casual employees shall be placed at Step **One (1)** in the employee's respective classification **in Schedule "A" (Salary Schedule)**. Any employee that is defined as laid off shall retain their rate of pay in their respective classification if working as casual.
- c) **A casual availability list will be completed by all casual staff unable to work all available hours.** Casuals shall be called in based on **suitability** and availability. **Casuals must accept shifts as offered. In circumstances where all casuals on the list have been exhausted and no casual can fill the shift as offered, a supervisor may approve a reduction of hours or an altered work schedule.**
- d) The terms of the sick leave provisions and leave of absence clauses excluding maternity, paternity and adoption leaves do not apply to casuals.
- e) Should two (2) or more casual employees apply for the same permanent position, after due consideration to qualifications and ability to do the job, actual hours worked shall be used as a final determination.

- f) Casuals shall be considered for training and upgrading classes (e.g. fireman's certificate, refrigeration certificate) to enable them to qualify for permanent employment with the Employer.
- g) A casual employee who refuses a shift on a given day is ineligible for all other shifts for that day.

## ARTICLE 21 DUTY TO ACCOMMODATE AND RETURN TO WORK

21.01 The parties are jointly committed to re-integrating employees back into the workplace who have suffered an occupational or non-occupational illness or injury. In circumstances where a member of the bargaining unit may be unable to perform the regular duties of the employee's position due to a medically-documented mental or physical disability, the parties agree to work together to consider how the employee's disability can be accommodated and the affected employee shall participate and cooperate fully in the process.

Accommodation of employees within the workplace is a shared responsibility between the Employer, the Union and the employee. All parties shall work co-operatively to foster an atmosphere conducive to accommodation.

### a) Medical Information

It will be the responsibility of the employee returning to work to provide the Employer with initial medical evidence of the limitations or restrictions associated with the disability, injury or illness. Further information, if required, shall be provided to the Employer. The assessment requested by the Employer must be specific to the disability, injury or illness giving rise to the accommodation process and shall include the following:

1. A prognosis for recovery, with or without limitations;
2. Objective medical evidence as provided by the employee's medical practitioner as to the employee's fitness to perform the specific duties of the employee's current job, or the accommodation being considered;
3. How long any limitations or restrictions may last.

The Employer's request for the above medical information shall be reduced to writing, given to the employee, and the employee shall provide the request to the employee's medical practitioner. The Employer shall not contact the employee's physician and/or medical practitioner(s) without the employee's written consent.

b) Confidentiality of Employee Medical Information

The procedure for assessment of the capacity of an employee to perform the duties of the employee's job or modified work must be made in such a way as to protect the confidentiality of the employee's medical information.

c) Modified Position

Any position with modified and/or bundled duties, as part of a Return to Work/Duty to Accommodate process, that is subsequently vacated, shall not be posted with the modified and/or bundled duties. Should the Employer choose to fill the vacated position, the position shall be posted as per the terms of Article 17 (Vacancies and New Positions).

d) Waiver of Posting Provisions

The Union acknowledges that, with due regard to the seniority and posting provisions in the Collective Agreement, a job vacancy may also be considered to facilitate an employee's Return to Work/Accommodation.

## ARTICLE 22 PERSONNEL FILE

22.01 The Employer shall allow an employee to review their personnel file (excluding employment references) provided they make prior arrangements with the Superintendent of Human Resources.

## ARTICLE 23 TECHNOLOGICAL CHANGE

23.01 The Employer and the Union agree that the provisions of *The Saskatchewan Employment Act* will apply with respect to dealing with technological change.

If, as a result of the Employer introducing new equipment or changes in operating methods or dissolution of department or school closure, certain job classifications will no longer be required, the Employer shall notify the Union ninety (90) days in advance of instituting such changes which will cause dislocation, reduction or demotion of the existing workforce.

- i) By mutual agreement of the Employer and the Union, the above time limits may be adjusted to suit individual circumstances.
- ii) Upon notification as above, the Employer and the Union will commence discussion as to the effect on personnel and application of this Article.

- iii) During the above-mentioned implementation and transitional period, affected employees will maintain their wage level. This transition period will be negotiated between the Employer and the Union.
- iv) All new job titles and rates of pay shall be negotiated in accordance with Article **20 (Classifications and Position Description)**.
- v) All new positions created as a result of technological change will be posted under the terms of the current Agreement. Any training or retraining required to fill the new positions shall be provided by the Employer at the employee's regular rate of pay.
- vi) If application of this Article requires a reduction in the workforce, such a reduction will be carried out under the terms of this Agreement.

## ARTICLE 24 BUS DRIVERS

24.01 A regular day for Bus Drivers shall be the equivalent of two (2) round trips.

24.02 Prior to the beginning of each school year the Employer shall provide the driver and SEIU-West with a copy of the physical layout of the driver's route, noting any changes in the assigned route from the previous year's bus route.

24.03 If there is a change of ten percent (10%) or more to **a driver's overall salary**, at the start of the school year, and after consultation with the Bus Driver, the Employer and the Union, Bus Drivers shall have the ability to exercise their rights as provided for in Article 16 (**Lay-Off** and Recall).

24.04 The **biweekly** salary paid to Bus Drivers shall be deemed to include compensation in full for all regular trips transporting students to and from school.

- 24.05 i) Where a Bus Driver is required to work in excess of the provisions of Article 24 (**Bus Drivers**), all time so occupied will be paid at **the** hourly rate of pay **as indicated in Schedule "A" (Salary Schedule)**.
- ii) Where a Bus Driver is required to be available to transport students, teachers, educational aides or other individuals associated with the above or with the School Division, these trips shall be considered outside of the Bus Driver's normal work scheduled route(s) and shall be paid as per Article 24.05 i).
- iii) Where the transportation noted in this Article is scheduled from 17:00 Friday until 23:59 Sunday, the Employer shall be required to provide suitable rest accommodations for these driver(s) and meals at the applicable Employer rates.

## ARTICLE 25 RETIREMENT

### 25.01 Retirement

- a) **Subject to eligibility requirements of the Municipal Employees' Pension Plan, an employee may retire at any time by providing written notice of their intention to the Employer.**
- b) **Entitlement to pension or group benefits shall be governed by the terms of the applicable plans or policies as they exist at the time of retirement.**

Further to such employee request, the Employer shall provide to the employee any or all relevant information (which may be contact information for the appropriate organization) regarding their continued coverage and/or access to all Collective Agreement benefits or entitlements, including **WCB**, Disability Income Plan, Group Life Insurance, Extended Health and Dental Benefits and Pension Plan.

### 25.02 Post Retirement Benefit Bridging

When retiring, an employee may extend all benefits (except disability) **subject to the benefit bridging restrictions of the Plan Provider.** -The cost shall be fully funded by the employee and there shall be no cost incurred by the Employer for this benefit.

## ARTICLE 26 MISCELLANEOUS

### 26.01 Notice Boards

Suitable notice boards for the use of the Union will be provided by the Employer, located in sufficient and appropriate places in each school and/or work location easily accessible and conspicuous to the employees concerned. Recognizing the restrictions of the Hutterian schools, the parties agree this Article shall not apply in those sites.

26.02 The parties acknowledge that Facilities, Maintenance and Garage Personnel by the very nature of their work and work environments, require additional safety and clothing recognition.

- a) Chinook, and its managers, will ensure that all Facilities, Maintenance and Garage personnel have the necessary tools and safety equipment to perform the employee's job requirements.

- b) Chinook will provide to its Maintenance, Mechanics, Shop Supervisor and Mechanic's Helpers, up to three (3) work shirts per year free of charge.
- c) Chinook will provide a three hundred dollars (\$300) per year clothing allowance (to be used for coveralls, overalls, or boots) to each of its Maintenance, Mechanics, Shop Supervisors and Mechanic's Helpers without receipts.
- d) Each employee in the classification of Facility Operator, Facility Assistant, or Custodian, shall receive an annual clothing allowance of one hundred and fifty dollars (\$150.00) without receipts.
- e) Each employee of the Facility Operator, Facility Assistant, Custodian or Maintenance classifications with 5<sup>th</sup> class or better power engineer certification shall receive a premium of fifty cents (50¢) per hour for all such hours worked.

#### 26.03 Apprenticeship to Journey Status Placement on Salary Grid

The parties acknowledge that a field maintenance worker enrolled in the apprenticeship program while working for Chinook will gain valuable experience specific to Chinook.

- 1) The Chinook School Division values its apprentices and is committed to recognizing the experience gained by those apprentices in the workplace.
- 2) Chinook will recognize fifty percent (50%) of the hours worked by an apprentice within Chinook towards the Step Placement on the Journey person salary grid upon the attainment of Journey person status by the apprentice.

#### 26.04 Employee Meetings

**Where an employee requires representation at a meeting with the Employer, the meeting shall commence within forty-eight (48) hours of the request.**

### ARTICLE 27 TERM OF AGREEMENT

#### 27.01 Duration

- a) This Agreement shall be effective from September 1<sup>st</sup>, **2025** and shall remain in force up to and including August 31<sup>st</sup>, **2029** and from year to year thereafter unless written notice is given pursuant to Article **27.02** ("Written Notice).

- b) This Agreement provides for its continuation during any negotiating period and all terms and conditions shall apply, unless otherwise **contained, unless otherwise contained**, retroactive to the date of signing.

It being understood and agreed, however, any employee having terminated employment with the Employer prior to **signing this Agreement** except for reasons of superannuation on or after September 1<sup>st</sup>, 2017, fails to apply within two (2) months **from the date of signing of this Agreement** for any of the benefits herein contained shall forfeit any claim for such benefits.

#### 27.02 Written Notice

Either party may, not less than sixty (60) days or more than one hundred twenty (120) days before the expiry date hereof, give notice in writing to the other party to negotiate a revision thereof.

SCHEDULE 'A' – SALARY SCHEDULE  
 Chinook School Division No. 211  
 Employee Rates of pay – Per hour

	Step	Expired August 31, 2025 School Year	3.00% First Pay Period of 2025/2026 School Year	3.00% First Pay Period of 2026/2027 School Year	2.00% First Pay Period of 2027/2028 School Year	2.00% First Pay Period of 2028/2029 School Year
<b>NON CERTIFIED</b>						
Secretaries	1	19.00	<b>19.57</b>	<b>20.16</b>	<b>20.56</b>	<b>20.97</b>
Educational Assistants	2	20.48	<b>21.09</b>	<b>21.72</b>	<b>22.15</b>	<b>22.59</b>
Library Technicians	3	21.94	<b>22.60</b>	<b>23.28</b>	<b>23.75</b>	<b>24.23</b>
Youth Workers	4	23.37	<b>24.07</b>	<b>24.79</b>	<b>25.29</b>	<b>25.80</b>
Noon Hour Supervisor		22.05	<b>22.71</b>	<b>23.39</b>	<b>23.86</b>	<b>24.34</b>
<b>CERTIFIED</b>						
Secretaries	1	20.48	<b>21.09</b>	<b>21.72</b>	<b>22.15</b>	<b>22.59</b>
Educational Assistants	2	21.94	<b>22.60</b>	<b>23.28</b>	<b>23.75</b>	<b>24.23</b>
Library Technician - Tech 1	3	23.37	<b>24.07</b>	<b>24.79</b>	<b>25.29</b>	<b>25.80</b>
Youth Workers	4	24.83	<b>25.57</b>	<b>26.34</b>	<b>26.87</b>	<b>27.41</b>
<b>and NON CERTIFIED</b>						
Office Managers						
<b>DIPLOMA</b>						
Library Technician - Tech 2	1	21.94	<b>22.60</b>	<b>23.28</b>	<b>23.75</b>	<b>24.23</b>
Youth Workers	2	23.37	<b>24.07</b>	<b>24.79</b>	<b>25.29</b>	<b>25.80</b>
<b>and CERTIFIED</b>	3	24.83	<b>25.57</b>	<b>26.34</b>	<b>26.87</b>	<b>27.41</b>
Office Managers	4	26.25	<b>27.04</b>	<b>27.85</b>	<b>28.41</b>	<b>28.98</b>
<b>Custodians</b>						
	1	21.34	<b>21.98</b>	<b>22.64</b>	<b>23.09</b>	<b>23.55</b>
	2	21.82	<b>22.47</b>	<b>23.14</b>	<b>23.60</b>	<b>24.07</b>
	3	22.31	<b>22.98</b>	<b>23.67</b>	<b>24.14</b>	<b>24.62</b>
	4	22.93	<b>23.62</b>	<b>24.33</b>	<b>24.82</b>	<b>25.32</b>
<b>Facility Assistants</b>						
	1	21.62	<b>22.27</b>	<b>22.94</b>	<b>23.40</b>	<b>23.87</b>
	2	22.26	<b>22.93</b>	<b>23.62</b>	<b>24.09</b>	<b>24.57</b>
	3	22.86	<b>23.55</b>	<b>24.26</b>	<b>24.75</b>	<b>25.25</b>
	4	23.44	<b>24.14</b>	<b>24.86</b>	<b>25.36</b>	<b>25.87</b>

SCHEDULE 'A' – SALARY SCHEDULE (Continued)  
 Chinook School Division No. 211  
 Employee Rates of pay – Per hour

	Step	Expired August 31, 2025 School Year	3.00% First Pay Period of 2025/2026 School Year	3.00% First Pay Period of 2026/2027 School Year	2.00% First Pay Period of 2027/2028 School Year	2.00% First Pay Period of 2028/2029 School Year
Facility Operators	1	23.64	<b>24.35</b>	<b>25.08</b>	<b>25.58</b>	<b>26.09</b>
	2	24.23	<b>24.96</b>	<b>25.71</b>	<b>26.22</b>	<b>26.74</b>
	3	24.83	<b>25.57</b>	<b>26.34</b>	<b>26.87</b>	<b>27.41</b>
	4	25.42	<b>26.18</b>	<b>26.97</b>	<b>27.51</b>	<b>28.06</b>
Supervisor Allowance (per supervised FTE)	Monthly	73.45	<b>75.65</b>	<b>77.92</b>	<b>79.48</b>	<b>81.07</b>
<b>Non-Journeyperson</b> Field Maintenance Worker	<b>Step</b>					
	1	25.33	<b>26.09</b>	<b>26.87</b>	<b>27.41</b>	<b>27.96</b>
	2	25.83	<b>26.60</b>	<b>27.40</b>	<b>27.95</b>	<b>28.51</b>
	3	26.30	<b>27.09</b>	<b>27.90</b>	<b>28.46</b>	<b>29.03</b>
	4	26.78	<b>27.58</b>	<b>28.41</b>	<b>28.99</b>	<b>29.56</b>
<b>Non-Journeyperson</b> Mechanics	<b>Step</b>					
	1	27.47	<b>28.29</b>	<b>29.14</b>	<b>29.72</b>	<b>30.31</b>
	2	28.77	<b>29.63</b>	<b>30.52</b>	<b>31.13</b>	<b>31.75</b>
	3	30.10	<b>31.00</b>	<b>31.93</b>	<b>32.57</b>	<b>33.22</b>
	4	31.43	<b>32.37</b>	<b>33.34</b>	<b>34.00</b>	<b>34.68</b>
<b>Journeyperson</b> Carpenters Mechanics Electricians Plumbers Painters	<b>Step</b>					
	1	33.22	<b>34.22</b>	<b>35.25</b>	<b>35.96</b>	<b>36.68</b>
	2	34.57	<b>35.61</b>	<b>36.68</b>	<b>37.41</b>	<b>38.16</b>
	3	35.96	<b>37.04</b>	<b>38.15</b>	<b>38.91</b>	<b>39.69</b>
	4	37.30	<b>38.42</b>	<b>39.57</b>	<b>40.36</b>	<b>41.17</b>
Shop Supervisor Allowance (per supervised FTE)	Monthly	98.44	<b>101.39</b>	<b>104.43</b>	<b>106.52</b>	<b>108.65</b>
Mechanics Helper		19.53	<b>20.12</b>	<b>20.72</b>	<b>21.13</b>	<b>21.55</b>

SCHEDULE 'A' – SALARY SCHEDULE (Continued)  
 Chinook School Division No. 211  
 Employee Rates of pay – Per hour

	Step	Expired August 31, 2025 School Year	3.00% First Pay Period of 2025/2026 School Year	3.00% First Pay Period of 2026/2027 School Year	2.00% First Pay Period of 2027/2028 School Year	2.00% First Pay Period of 2028/2029 School Year
<b>Bus Driver</b>	1	14,692.70	<b>15,133.48</b>	<b>15,587.48</b>	<b>15,899.23</b>	<b>16,217.21</b>
Base Annual Rate	2	15,084.51	<b>15,537.05</b>	<b>16,003.16</b>	<b>16,323.22</b>	<b>16,649.68</b>
	3	15,486.62	<b>15,951.22</b>	<b>16,429.76</b>	<b>16,758.36</b>	<b>17,093.53</b>
	4	15,909.36	<b>16,386.64</b>	<b>16,878.24</b>	<b>17,215.80</b>	<b>17,560.12</b>
Travel Per KMs over 80 kms		0.22	<b>0.31</b>	<b>0.31</b>	<b>0.31</b>	<b>0.31</b>

**Bus Driver Conversion to hourly rates**

	Step	Expired August 31, 2025 School Year	3.00% First Pay Period of 2025/2026 School Year	3.00% First Pay Period of 2026/2027 School Year	2.00% First Pay Period of 2027/2028 School Year	2.00% First Pay Period of 2028/2029 School Year
<b>Bus Driver</b>	1	19.96	<b>20.56</b>	<b>21.18</b>	<b>21.60</b>	<b>22.03</b>
Base Hourly Rate	2	20.50	<b>21.11</b>	<b>21.74</b>	<b>22.18</b>	<b>22.62</b>
	3	21.04	<b>21.67</b>	<b>22.32</b>	<b>22.77</b>	<b>23.22</b>
	4	21.62	<b>22.26</b>	<b>22.93</b>	<b>23.39</b>	<b>23.86</b>
Travel Per KMs over 80 kms		0.22	<b>0.31*</b>	<b>0.31</b>	<b>0.31</b>	<b>0.31</b>

The following Bus Driver Allowances will be paid in accordance with **Chinook School Division's Schedule of Compensation Related Fees** and shall include any increases that may be implemented from time to time.

(This is now covered under 24.05 i)

(This is also now covered under 24.05 i)

- i) Extra Curricular Trip meal Allowance per trip
- ii) Plug in Allowance

Supervisory Allowances

Supervisory allowances shall be included as salary for all paid leaves and shall be included when calculating base salary for income replacement plans (i.e., W.C.B., D.I.P., SGI, etc.).

**\* Note: Elimination of wash allowance with increase in KM rate of \$0.09 per km in 2025-2026**

SCHEDULE 'B'  
EMPLOYEE STATUS DESIGNATION  
By Classification

Academic Year Classifications

Bus Driver  
Education Assistant  
Library Technician  
Library Technician – Tech 2  
Noon Hour Supervisor  
Office Manager  
Secretary  
Youth Worker

Calendar Year Classifications

Custodian  
Facility Assistant  
Facility Operator  
Field Maintenance Worker  
Journeyman  
Journeyman – Shop Supervisor  
Mechanics Helper  
Non-Journeyman



SIGNING PAGE

IN WITNESS whereof the Board of Education of the Chinook School Division No. 211 has caused their corporate seal to be hereunder affixed, attested by the duly authorized signing officers of the Chinook School Division No. 211, and SEIU-West, has caused these presents to be executed on its behalf as well as on behalf of all persons who are or may become members thereof:

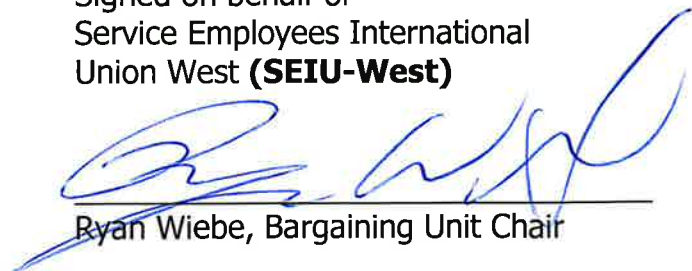
Dated this 15 day of APRIL, 2026

Signed on behalf of  
The Board of Education of the  
Chinook School Division No. 211



Shauna Lacher  
Manager of Human Resources

Signed on behalf of  
Service Employees International  
Union West (**SEIU-West**)



Ryan Wiebe, Bargaining Unit Chair



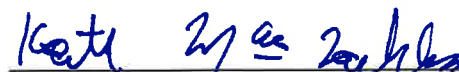
Ken Garinger  
Superintendent of Human Resources



Cory Olfert, Bargaining Committee



Sharie Sloman, Chief Financial Officer  
Committee



Keith MacLachlan, Bargaining



Angela Hermanson, Deputy Director



Andrew Davey, Bargaining Committee



Brenda Kreitzer SEIUWEST  
Brenda Kreitzer, Union Representative



Larry Buchinski  
Southern Negotiations Officer



**Union contacts:**

	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Unit Chairperson	_____		
Unit Vice-Chairperson	_____		
Workplace Communicator	_____		
Shop Stewards	_____		
	_____		
	_____		
Union Representative:	_____		

**The Member Resource Centre (MRC) is normally staffed from 9 am to 5 pm Monday to Friday. You can reach an MRC Officer by phone (1-888-999-7348 and press 1) or you can use the 'Contact Us' form on the website: [www.seiuwest.ca](http://www.seiuwest.ca).**

**Calendar for Year 2024 (Canada)**

<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>																																																																																																																																																																																						
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## Calendar for Year 2025 (Canada)

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			1	2	3	4							1								1								1	2	3	4	5
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May							June							July							August						
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				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
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## Calendar for Year 2026 (Canada)

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4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
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25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		

May							June							July							August						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
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## Calendar for Year 2027 (Canada)

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					1	2	1	2	3	4	5	6	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
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						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
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19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
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## Calendar for Year 2028 (Canada)

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2	3	4	5	6	7	8	6	7	8	9	10	11	12	5	6	7	8	9	10	11	2	3	4	5	6	7	8
9	10	11	12	13	14	15	13	14	15	16	17	18	19	12	13	14	15	16	17	18	9	10	11	12	13	14	15
16	17	18	19	20	21	22	20	21	22	23	24	25	26	19	20	21	22	23	24	25	16	17	18	19	20	21	22
23	24	25	26	27	28	29	27	28	29					26	27	28	29	30	31		23	24	25	26	27	28	29
30	31																				30						

May							June							July							August							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1						1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			
														30	31													

September							October							November							December							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1						1	2			1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
																					31							

## Calendar for Year 2029 (Canada)

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	11	12	13	14	15	16	17	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	18	19	20	21	22	23	24	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	25	26	27	28	29	30	31	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28											29	30					

May							June							July							August						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1		1	2	3	4	5	6					1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
30																					30	31					

## Calendar for Year 2030 (Canada)

January							February							March							April							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5						1	2						1	2			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					
														31														

May							June							July							August						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1	1	2	3	4	5	6				1	2	3		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7		1	2	3	4	5						1	2	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

**SEIU-West represents working people across Saskatchewan who work in Health Care, Education, Municipalities, Community Based-Organizations and Private Sector industries. We work to improve the lives of working people and their families and lead the way to a more just and humane society.**



**The gains and protections contained in this document are the result of you and your co-workers coming together to negotiate a Collective Agreement with your Employer. If you know of someone who needs this kind of agreement and Union protections in their workplace, please contact the SEIU-West Organizing Department today at 1-888-999-SEIU (7348).**