



COLLECTIVE AGREEMENT

BETWEEN

WEST CENTRAL ABILITIES INC.

AND

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

FOR THE PERIOD OF

FEBRUARY 1, 2022 - MARCH 31, 2025

How to Handle a Question or Complaint

If you have a question or complaint about the application or interpretation of the Collective Agreement as it applies to you, do not delay and

- Review the facts.
- Read the Collective Agreement.
- Check on the existence of any locally negotiated terms which may modify the basic agreement.

If you continue to have a question or complaint, speak to your local Unit Executive or Steward about the problem.

If you do not get a satisfactory answer to your problem, or need help in resolving your problem, you should call the SEIU-West **Member Resource Centre (MRC)**.

A Member Resource Centre Officer will answer your questions and help deal with your issue. They can also refer your concerns to the Union Representative assigned to your workplace, if necessary.

The SEIU-West MRC can be reached toll free by calling:

**1-888-999-SEIU (7348) press 1
(or enter ext. 2298)**

Emailing:

MRCinfo@seiuwest.ca

Or clicking 'Contact' on:

SEIUWEST.ca

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PREAMBLE

The purpose of this Agreement is to establish and maintain collective bargaining relations between the Employer and its employees; to provide for the orderly, prompt and equitable disposition of grievances, without slowdowns, strikes or lockouts; and to establish the wages and other working conditions as outlined in this Agreement while providing a consistent and caring environment for clients with physical and mental disabilities; maximizing their independence, respecting their dignity, enhancing their quality of life, promoting the development of each such individual's potential to their highest level of ability; and promoting the reputation of the agency.

ARTICLE 1 – DEFINITIONS

1.01 Definitions

For the purposes of this Agreement, the following definitions shall apply:

1. A full-time employee is an employee who is appointed to a full-time position and is regularly scheduled to work at least thirty-five (35) hours per week averaged over a four week period.
2. A part-time employee is an employee who is appointed to a part-time position and is regularly scheduled to work less than thirty-five (35) hours per week averaged over a four week period.
3. A casual employee is an employee who does not work a regular schedule but is scheduled for a specific purpose, or on a call-in basis for the relief of full-time or part-time employees.
4. Summer student employees are those who are hired by the Employer to work in a term position anytime between May 1 and September 10. Summer student employees do not become members of the Union and are not covered by any of the provisions of this Agreement, unless their employment extends beyond September 10 in which case they are considered probationary employees from the last date of employment in a position in the bargaining unit.

The Union agrees to not unreasonably withhold support of the Employer's application for funding for the employment of summer student employees.

5. Client/employees are those who work for the organization where the work is done predominantly for the benefit of the individual rather than predominantly for the benefit of the organization, and where the support

provided by the Employer is a component of the Employer's mandated services provided for the individual. Client/employees shall not be considered "employees" as defined in *The Saskatchewan Employment Act* or this Agreement and they shall not become members of the Union, nor are they covered by any of the provisions of this Agreement. If the parties are unable to agree upon whether a particular individual is a client/employee, they shall refer the matter to the Saskatchewan Labour Relations Board for determination in accordance with this clause. Client/employees shall not be used to replace permanent staff.

All current SARCAN employees, as at the date of ratification of this Agreement, are not considered client/employees.

Prior to implementing any new and unrelated client/employee program, the Employer will notify the Union and meet with the Union to discuss positions if the Employer will hire any clients to work in the program without the support of a job coach.

ARTICLE 2 - SCOPE AND RECOGNITION

2.01 Scope

This Agreement shall cover all employees of West Central Abilities Inc. in Kindersley, Saskatchewan, except the Executive Director, Administrator, Program Co-ordinator, Resident Managers, SARCAN Supervisor, casual office worker, summer student employees, and client/employees.

2.02 Recognition

The Employer agrees to recognize the Union as the sole and exclusive bargaining agent for the employees covered by this Agreement and to discuss with the Union matters affecting the collective bargaining relationship where required by the terms of this Agreement.

2.03 No Other Agreements

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

ARTICLE 3 - MANAGEMENT RIGHTS

3.01 Management Rights

The Union acknowledges that it is the right of the Employer to manage its operations and to direct the work force except as specifically limited by the terms of this Agreement. The Employer therefore retains all management rights not otherwise expressly abridged by a specific provision of this Agreement. Without limiting or restricting the foregoing, the Employer's management rights include, but are not limited to the following functions:

- a) direct the working force;
- b) operate and manage its business in all respects;
- c) hire, select, transfer and lay-off employees;
- d) maintain order, discipline and efficiency and establish, amend and enforce policies, rules and regulations governing the conduct of employees;
- e) promote, demote, discipline, suspend without pay and discharge any employee, provided however that such action may be subject to the grievance procedure for employees who have completed their probationary periods.

ARTICLE 4 - UNION SECURITY

4.01 Union Membership

Every employee who is now or hereafter becomes a member of the Union shall maintain her membership in the Union as a condition of her employment, and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement of her employment, apply for and maintain membership in the Union, and maintain membership in the Union as a condition of her employment, provided that any employee in the appropriate bargaining unit who is not required to maintain her membership or apply for and maintain her membership in the Union shall, as a condition of her employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.

4.02 Dues Check-Off

The Employer shall deduct monthly union dues, initiation fees and assessments from the earnings of each employee in accordance with the procedure designated by the Union. Such funds deducted from an employee's earnings on behalf of the Union shall be remitted to the Union within thirty (30) days of the said deductions, accompanied by a list of the names and the amounts deducted in the said deduction period.

4.03 Dues Authorization

The Union shall furnish the Employer with application for membership and dues authorization cards. The Employer agrees to have all new employees fill out the application for membership and dues authorization cards within thirty (30) days of commencement of employment. The Employer will return the application for membership and dues authorization cards to the Union office at the same time as the next Union dues check-off report.

4.04 Dues Receipts

The Employer agrees to record all Union dues paid in the previous year on the employee's income tax (T4) slips.

4.05 New Employees

The Employer agrees to distribute a copy of this Agreement and a list of current Union officers, both of which shall be supplied to the Employer by the Union, to new employees and to advise new employees of Article 4 regarding Union Security.

4.06 Organizational Structure

The Employer agrees to place on the bulletin boards a block organizational chart showing the management structure and the line of authority within the organization.

The Union shall supply the Employer with an up-to-date list of its representatives, officers, stewards and members of the Union grievance committee. Changes shall be communicated by the Union to the Employer as soon as possible.

ARTICLE 5 - NO STRIKE - NO LOCKOUT

5.01 No Strike - No Lockout

During the term hereof there shall be no strikes, slowdowns or work stoppages on the part of any employee bound by this collective agreement or the Union nor shall there be any form of lockout on the part of the Employer.

ARTICLE 6 - GRIEVANCE AND ARBITRATION PROCEDURE

6.01 Definition

A grievance shall be defined as any difference or dispute between the Employer, Union and employee or group of employees pertaining to a matter arising out of or involving the interpretation, application, administration or alleged violation of any provision(s) of this Agreement.

6.02 Grievance Procedure

Informal Stage:

It is jointly understood that before a formal grievance is submitted at Step 1 the parties will **meet and** discuss the situation. **Accordingly, the shop steward who has received a report of a matter for grievance shall, within ten (10) days of the incident discuss the issue with the Executive Director or designate, identifying the matter as a possible grievance. The Union will indicate which provision of the Agreement is alleged to have been violated, and what restitution and settlement is requested. The Employer will provide a response to the Union within ten (10) days of the discussion.**

a) Grievance Steps

Any resolution to a grievance or dispute that is agreed to at any stage of the grievance process shall be without prejudice or precedence to any future grievance, dispute, or negotiation between the parties.

Step 1

If the grievance is not satisfactorily resolved **at the informal stage**, the Union shall submit the grievance, in writing, to the Program Co-ordinator or designate. The written grievance shall state the facts and circumstances giving rise to the grievance, which provision of the Agreement **is** alleged to have been violated, and what restitution and settlement is requested. The Program Co-ordinator or designate shall discuss the grievance with the Union and the grievor within seven (7) calendar days of the receipt of the grievance and shall reply in writing within seven (7) calendar days of the discussion.

Step 2

If the grievance is not satisfactorily resolved, **the SEIU-West Union Representative shall submit** the grievance, **in writing**, to the Executive Director or designate within ten (10) calendar days of **receipt of the Program Co-ordinator's decision at Step One.** The Executive

Director or designate shall discuss the grievance with the Union and the grievor within seven (7) calendar days of the receipt of the grievance. **The aggrieved member may attend such discussions. The Executive Director or designate and shall respond to the grievance,** in writing, within seven (7) calendar days of the discussion.

Step 3

If the grievance is not satisfactorily resolved, the Union may refer the grievance to arbitration in writing within ten (10) calendar days of the response of the Executive Director or designate.

6.03 Extension of Time Limits

Time limits set out in this article may be extended by **mutual** agreement **and** confirmed in writing.

6.04 Initiation of Special Meetings

Either party may initiate a meeting for the purpose of attempting to resolve the dispute(s) at any time prior to or during the grievance or arbitration procedure.

6.05 Time Limits to Submit Grievance

No grievance shall be considered which is not submitted to the Employer within ten (10) calendar days after the event or circumstances giving rise to the complaint occurred, unless it can be shown that the delay was unavoidable due to the employee's absence from the workplace during the ten (10) calendar days.

6.06 Procedure when Time Limits Expire

Failure on the part of the Program Co-ordinator or Executive Director or their designates to reply to the Union within the time limits above shall give the Union the right to proceed to the next step.

6.07 Company Grievance

The Employer may submit a grievance to **the SEIU-West Union Representative. The SEIU-West Union Representative shall meet to discuss the grievance. The SEIU-West Union Representative shall respond to the grievance** within ten (10) calendar days **of the meeting of the parties.** If the grievance is not resolved, the Employer may refer the grievance to arbitration.

6.08 Investigations

At any stage of the grievance procedure, the parties may agree that employees with information relevant to the grievance may participate in a grievance discussion between the parties.

The **SEIU-West Union Representative** may request access to the Employer's premises to view working conditions relevant to a grievance. Access will be granted to one (1) representative of the Union in the presence of one (1) representative of the Employer at a mutually acceptable time that respects clients' privacy and shall be conducted as unobtrusively as possible. Nothing in this Article shall limit either party's right to bring forward witnesses at arbitration.

The Employer shall provide to the Union any documentation relevant to the grievance upon the request of the SEIU-West Union Representative. The Union will be required to obtain permission from employees before confidential documents will be shared.

6.09 Handling Grievances During Working Hours

Where normal operations permit, an employee who is the grievor in a filed grievance and/or their shop steward may leave their assigned duties temporarily without loss of pay in order to discuss their grievance with the Employer at a time and location designated by the Employer.

ARTICLE 7 - ARBITRATION

7.01 Single Arbitrator

Where a grievance has been referred to arbitration in accordance with Article 6.02, the parties shall, within thirty (30) calendar days, attempt to agree to appoint a single arbitrator.

Where thirty (30) calendar days have expired without agreement on a single arbitrator, either party shall have the right, within five (5) calendar days, to refer the grievance to a Board of Arbitration.

Where thirty (30) calendar days have expired without agreement on a single arbitrator and neither party refers the grievance to a Board of Arbitration, **an arbitrator may be selected according to the terms of *The Saskatchewan Employment Act 6-46(6)*** unless the grievance has been withdrawn.

7.02 Board of Arbitration

a) Appointees

Where a grievance has been referred to a Board of Arbitration under

Article 7.01, the party making the referral shall name an appointee to the Board of Arbitration.

Within ten (10) calendar days of receiving notice that the grievance has been referred to a Board of Arbitration, the party receiving the notice shall name an appointee to the Board of Arbitration.

Where a party receiving the notice fails to name an appointee within the prescribed time limit, the Chief Justice of the Court of Queen's Bench shall appoint a person to the Board of Arbitration on behalf of that party.

b) Chairperson

Within ten (10) calendar days of the second party's appointment the two (2) appointees shall appoint a third (3rd) member to the Board of Arbitration who shall act as Chairperson.

Where the parties fail to agree on the appointment of an Arbitrator, **a Chairperson shall be selected according to the terms of *The Saskatchewan Employment Act 6-47(7)*.**

7.03 Decision of the Board

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chairperson shall be the decision of the Board. The decision of the Board of Arbitration shall be final, binding, and enforceable on all parties.

7.04 Decision

A written decision of the Arbitrator or Arbitration Board as the case may be, shall be made within sixty (60) days from the date of the arbitration, and shall be final and binding on the parties.

The Arbitrator or Arbitration Board as the case may be, shall not have the power to change this Agreement or to alter, modify or amend any of its provisions.

7.05 Expenses of the Board or Single Arbitrator

Each party shall pay:

- a) the fees and expenses of the nominee it appoints; and
- b) one-half (½) the fees and expenses of the Chairperson or single arbitrator.

7.06 Amending of Time Limits

The time limits in the arbitration procedure may only be extended by mutual consent of the parties in writing.

7.07 Conflict on Board of Arbitration

No person shall serve on the Board of Arbitration, either as appointee, nominee or Chairperson, if directly involved in the grievance under consideration.

ARTICLE 8 - SENIORITY

8.01 Seniority

Seniority shall be defined as the length of an employee's service calculated in accordance with Article 8.02 from the last date on which the employee commenced continuous employment in a position with the Employer. Seniority shall not apply during the probation period, however, once the probation period has been completed, seniority shall be credited from the last date of employment in a position in the bargaining unit.

8.02 Accumulation of Seniority

Seniority shall be accumulated in the number of hours actually worked, excluding overtime. An employee shall earn seniority for:

- a) all paid hours of work exclusive of overtime;
- b) all leaves paid by the Employer;
- c) any authorized paid leave up to thirty (30) days per year;
- d) time off while in receipt of benefits under *The Workers' Compensation Act*, Disability Income Plan or Income Replacement under *The Automobile Accident Insurance Act*;
- e) Union leave;
- f) Maternity, parental and adoption leave; and
- g) Compassionate care leave; and
- h) Temporary out-of-scope positions of less than or equal to one year.**

8.03 Maintenance of Seniority

Subject to Articles 8.02 and 8.05 of this Agreement, an employee shall maintain accumulated seniority.

8.04 Seniority List

The Employer agrees to post a seniority list showing the name, classification and accrued seniority in the months of January and July of each year. The Employer agrees to provide a copy to the Union. Upon proof of error, the Employer shall revise the seniority list.

8.05 Loss of Seniority

An employee shall lose all entitled seniority and shall be deemed to have terminated employment if the employee:

- a) is discharged for just cause and is not reinstated;
- b) resigns in writing;
- c) fails to report for three (3) consecutive scheduled shifts without an explanation satisfactory to the Employer;
- d) fails to report to work after conclusion of a leave of absence;
- e) fails to notify the Employer of the employee's intention to return to work within five (5) days following a recall from lay-off and after being notified by registered mail to do so;
- f) is continuously laid off in excess of twelve (12) months;
- g) retires from the employ of the Employer;
- h) is a casual employee and has not worked a shift for a period of three (3) consecutive months, provided they have been offered at least two (2) shifts in those three (3) consecutive months, exclusive of an approved leave of absence;
- i) accepts a permanent position with the Employer that is outside of the bargaining unit.

ARTICLE 9 - VACANCIES AND NEW POSITIONS

9.01 Job Posting

When a position is created or when the Employer decides to fill a vacancy, the Employer shall post notice of the position on the bulletin boards and, at the Employer's discretion, advertise to the public, with a copy to the Local Union office.

All vacancies shall be posted for at least seven (7) calendar days to allow employees to apply. Applications must be made in writing to the Executive Director by the specified closing date.

Qualifications, experience and ability being equal between applicants, as determined by the Employer, seniority shall be the factor that determines which applicant shall be hired to fill the vacancy. The Employer shall not act in an arbitrary manner.

9.02 Information in Postings

Job postings will include the following information:

- a) nature of position;
- b) required qualifications;
- c) hours of work, which are subject to change;
- d) wages, salary rate or the range;
- e) number of shifts per rotation (if any), which are subject to change;
- f) expected date of commencement of the position;
- g) whether the position is full-time, part-time or casual;
- h) location of position.

The name of the successful applicant will be posted on the bulletin boards for a minimum of seven (7) calendar days and unsuccessful applicants within the bargaining unit will be notified in writing that their application was not successful.

9.03 Letter of Appointment

New employees and successful internal applicants shall be provided a letter of appointment which shall, at a minimum, contain the information outlined in 9.02 above. A copy shall be forwarded to the SEIU-West Saskatoon Office.

9.04 Relief Assignments

Relief assignments shall be defined as shifts or hours that the Employer, in its sole discretion, decides necessary to fill either as relief of part-time or full-time employees or for a specific purpose.

- a) Subject to the subparagraphs below, relief assignments that the Employer decides to offer shall be offered by the Employer as follows:
 - 1. first offered to the absent employee's co-partner, if any;
 - 2. if not accepted, then offered to part-time employees regularly scheduled to work in that facility, in order of seniority;
 - 3. if not accepted, then offered to casual employees who have completed orientation to that facility, based on seniority;
 - 4. if not accepted, then offered to part-time employees who are regularly scheduled to work elsewhere provided they have completed orientation to that facility, based on seniority.
- b) Employees shall complete a preference sheet stating those shifts and locations they are willing to consider, and those they are not. The Employer shall not be required to offer a relief assignment to an employee who has stated on their preference sheet that they will not consider it.
- c) Employees are required to refuse a relief assignment if it would put them in an overtime situation, unless the relief assignment has been offered by the Employer on an overtime basis.
- d) The Employer is not required to offer a relief assignment to a particular employee if it may result in a serious behaviour incident for a particular client in the facility, based on past experience between them. **The previous experience must have been** discussed with the employee. This clause shall not apply to employees who are regularly scheduled to work at that facility.
- e) The Employer shall allow all employees who are willing to accept relief assignments an opportunity to orientate at all facilities based on the Employer's need for additional casual employees prior to hiring new casual employees.
- f) Should the Employer determine to offer a relief assignment at overtime rates, then the Employer will offer the assignment to full-time employees and to part-time and casual employees who were initially required to refuse the assignment on the basis that it would put them in an overtime

situation in the same order as stated above.

- g) If the relief assignment is still not accepted after being offered as per paragraph f) above, then an out of scope employee may perform the work if deemed necessary by the Employer.
- h) Casual employees who do not hold a regular position and who accept relief assignments under this Article shall be paid at the casual rate of pay. Part-time and full-time employees who accept a relief assignment under this Article shall be paid the rate of pay for the position they have accepted as a relief assignment at the same step in the salary scale as they are currently on.

9.05 Relief Assignments for Prolonged Durations

When the Employer determines that a relief assignment of ninety (90) calendar days or longer exists, the relief assignment shall be posted and filled subject to the posting provisions identified in Article 9.01.

- 1. Additional postings shall not be required for the position of the employee transferred as a result of the original posting.
- 2. An employee shall not be eligible for any other relief assignment of prolonged duration while filling a relief assignment of prolonged duration.
- 3. When the relief assignment of a prolonged duration becomes redundant the employee shall be returned to her former position.
- 4. Employees filling relief assignments of a prolonged duration shall be eligible to apply for any permanent position that is posted during the term of the relief assignment.
- 5. No temporary vacancy shall exceed two (2) years unless agreed upon by the Employer and the Union.

9.06 Probationary Period

Newly hired employees shall be on probation for four hundred eighty (480) hours worked or six (6) months, whichever comes first. **By mutual agreement with the Union** the probationary period may be extended for an additional three hundred twenty (320) hours worked or four (4) months, whichever comes first, at the discretion of the Employer. **The Employer shall provide notice to the SEIU-West Saskatoon Office of such extension.**

During the probationary period, employees shall be entitled to all rights and benefits of this Agreement, except **with respect to discharge for reasons of**

unsuitability. The SEIU-West Union Representative shall be notified of all such dismissals. After **successful** completion of the probationary period, seniority shall be effective from the last date they commenced continuous employment.

9.07 Trial Period

Employees who transfer or are promoted shall be considered on trial in their new position for the period of three hundred and twenty (320) hours worked or four (4) calendar months, whichever occurs first, following the date of appointment to the new position. During this trial period, the employee shall prove herself capable of filling the position concerned. If such employee does not perform the duties satisfactorily within that time, or the employee decides not to continue in the new position, the employee shall be returned to the position held just prior to the promotion or transfer at the former rate of pay and without loss of seniority.

If, during the trial period, either the Employer or employee decide that the employee will not continue in the position, they will give the other party two (2) weeks notice of intent to return to the former position. Any other employee promoted or transferred because of the rearrangement of positions shall also be returned to their former position, and former rate of pay and without loss of seniority.

ARTICLE 10 - LAY-OFFS AND RECALLS

10.01 Definition

A lay-off shall be defined as per *The Saskatchewan Employment Act*.

10.02 Senior Employees Retained

In the event of a lay-off of full-time or part-time employee(s), senior employees shall be retained provided they possess the qualifications, experience and demonstrated ability to do the work.

When the Employer initiates a lay-off, the Employer shall serve notice of lay-off to the most junior employee in the affected position(s) where the reduction is required with a copy to the Union office.

10.03 Notice of Lay-Off of Employee(s)

Notice of lay-off of employee(s) shall be as provided in *The Saskatchewan Employment Act*.

10.04 Role of Seniority in Lay-Offs

An employee who is laid off may bump the least senior part-time or the least senior full-time employee provided the employee exercising the right to bump has the qualifications, experience and demonstrated ability to do the work.

An employee may only exercise the right to bump if they have more seniority than the least senior part-time or least senior full-time employee they have chosen to bump.

An employee who has elected to bump shall record their election in writing to the Employer and, if that election meets the requirements of this Article, the Employer will confirm that election in writing to the employee with a copy to the Union. Employees with a confirmed election shall be relieved of notice of lay-off and will move to their new position as soon as possible, as determined by the Employer.

10.05 Competition for Vacant Positions

Employees who have received notice of lay-off and elected not to bump shall have their names placed on the recall list in order of seniority. The Union shall be provided with a copy of the recall list. Such employees may request to work in relief or extended relief positions, if available, without prejudicing their right of recall to a permanent part-time or permanent full-time position.

10.06 Recall of Employees

Employees laid off in accordance with Article 10.02 and 10.03 shall be returned to work in order of their seniority in positions for which they have the qualifications, experience, and demonstrated ability to do the work to be performed.

10.07 Notice of Recall

In the event of recall of a full-time or part-time employee, for normal duties, the Employer shall forward a registered letter to the employee who has been laid off, addressed to the employee's last known address. The employee concerned must notify the Employer by registered letter within **ten (10)** days of the mailing of such letter, stating his acceptance or refusal of the employment offered and his intention of reporting for work within the time limits specified in Article 8.05 e). In the event that the Employer does not receive such registered letter from the employee within the stated **ten (10)** day period accepting employment, or the employee fails to report within the required time limits the said employee shall be deemed to be terminated.

10.08 Continuation of Benefits

When an employee is recalled from lay-off, the employee shall be paid at the

same step which was being paid at the time of lay-off. The employee will retain their accumulated sick leave credits, if any, if recalled within twelve (12) calendar months. An employee who is laid off may choose to be paid out for accumulated vacation credits that exist, if any, at the time of lay-off.

10.09 Notice of Resignation

Employees shall provide the Employer with two (2) weeks' written notice of resignation. The Employer may waive all or part of this notice. An employee is only entitled to be paid for hours actually worked following notice of resignation.

10.10 No New Employees Hired

No new employees will be hired until those on lay-off have been given an opportunity for recall to positions for which they possess the qualifications, experience and demonstrated ability to perform the work.

ARTICLE 11 – DISCIPLINE AND DISCHARGE

11.01 Discipline and Discharge

Employees who have completed their probationary periods shall be disciplined or discharged only for just cause.

11.02 Union Representation

An employee **and the SEIU-West Union Representative** shall be advised in advance of the general nature, date, time and location of a disciplinary meeting.

The employee shall have the right to have Union representation attend the scheduled meeting, either in person or by phone, and may waive that right in writing. **The Employer shall give consideration to the schedules of all concerned when scheduling the meeting.**

11.03 Disciplinary Progression

No employee shall be disciplined or suspended without just cause and without being apprised of the issue or concern prior to any disciplinary action being taken. The Employer agrees that the norm of progressive discipline is as follows:

- Verbal warning
- Written warning
- Suspension
- Termination

It is understood that normal progression may be altered by the severity of the offence.

Documentation related to discipline shall be placed in the employee's personnel file. Such documentation shall become void after two (2) years unless there has been a subsequent documented incident of a similar nature that has resulted in formal discipline.

The Employer agrees to follow the principles of progressive discipline.

11.04 Personnel File

An employee shall have the right to access her personnel file, excluding employment references, in the presence of the Executive Director at a time mutually agreed upon between the employee and the Executive Director.

11.05 Job Abandonment

An employee who is absent without leave shall, after three (3) consecutive scheduled shifts of such unauthorized absence, be considered to have abandoned their position and will be deemed to have resigned unless it can be shown by the employee that special circumstances prevented the employee from reporting to work or from seeking authorization to miss work.

ARTICLE 12 – EMPLOYEE PERFORMANCE REVIEW

12.01 Employee Performance Review

When a formal evaluation of an employee's work performance is done, the employee shall be given an opportunity to read the evaluation. The employee shall sign an acknowledgment that they have been given an opportunity to read the evaluation. The employee has the right to respond to the evaluation in writing within five (5) calendar days and such response shall be placed on their personnel file with the evaluation.

ARTICLE 13 - HOURS OF WORK

13.01 Hours of Work

- a) The Employer retains the right to schedule hours of work of employees as is necessary to ensure efficient operations and to provide coverage for the determined hours of operation.
- b) The Employer agrees to post monthly schedules of work **ten (10)** days in advance. Employees required to change their schedule will be given at least **ninety-six (96)** hours notice of change, except in cases of emergency or extenuating circumstances. Employees who are given less

than **ninety-six (96)** hours notice of change shall be paid at time and one-half (1½) their regular rate of pay **for all shifts so changed** employees shall only be entitled to their regular rate of pay where a change occurs due to cases of emergency or extenuating circumstances that were not reasonably foreseeable by the Employer.

Where part or all of an employee's shift is cancelled outside the **ninety-six (96)** hour period and rescheduled within a two (2) week period such that the employee will not lose any hours of work, this article shall not apply.

This article shall not apply to casual shifts scheduled with less than forty-eight (48) hours notice, but shall apply to casual shifts that are scheduled with more than forty-eight (48) hours notice if they are subsequently changed within the forty-eight (48) hour period prior to commencement of the casual shift.

- c) Deviation from the posted schedule which results from employees exchanging shifts is subject to approval of the Employer and shall not **be subject to the overtime provisions of this Agreement** unless overtime was payable prior to the change.

13.02 Scheduling

It is agreed and understood that hours of work are flexible and are subject to change. Deviation from regular scheduled hours of work is at the discretion of the Employer, subject to Article 13.01 b).

13.03 Staff Meetings

Employees required to attend scheduled staff meetings or program meetings outside of regularly scheduled work hours shall be paid for a minimum of three (3) hours at **their regular rate of pay. Employees shall be provided a minimum of one week's notice of required staff meetings.**

13.04 Overtime

Group Home Workers/Care Workers

- a) **All** hours worked by a group home worker/care worker in a group home in excess of one hundred and sixty (160) hours averaged over a four week period shall be paid at time and one-half the employee's regular rate of pay. All overtime must have been authorized in advance by the Employer.

All Classifications other than Group Home Workers/Care Workers

- b) For all employees other than group home workers/care workers, overtime

shall be paid for all hours worked in excess of eight (8) hours per day or forty (40) hours per week.

13.05 Time Off in Lieu of Overtime

The Employer may, in its discretion, grant employees time off in lieu of overtime hours already worked at the appropriate overtime rate, provided that such time must be taken at a time mutually agreed by the Employer.

13.06 No Maximum or Minimum

The hours of work as stated in this Article are not to be construed as a guarantee.

13.07 Minimum Reporting

Employees who are required to report to work outside of their regularly scheduled hours of work for reasons other than scheduled staff meetings or program meetings shall receive a minimum of three (3) hours at the applicable rate of pay.

13.08 Shifts

- a) Employees may be temporarily transferred between homes and shifts to meet the immediate needs of the clients and the organization by mutual agreement between the employee and the Employer.
- b) Employees may be scheduled to work split shifts only by mutual agreement between the Employer **and the Union**. The Employer will make reasonable efforts to avoid scheduling split shifts where possible. Employees who work their regular shift and agree to accept a casual shift on the same day are not covered by this Article.
- c) Employees shall not exchange scheduled shifts unless they have obtained the prior written approval of the Employer.

13.09 Days Off

Part-time and full-time employees scheduled to work five (5) or more consecutive days shall receive at least two (2) scheduled days off. Employees shall not be scheduled to work more than seven (7) consecutive days, except in cases of emergency where the Employer's attempts to fill the shift under Article 9.03 Relief Assignments have not been successful. This article does not prevent an employee from accepting casual shifts or overtime assignments.

13.10 Weekends Off

Insofar as regular staffing patterns permit, employees will be scheduled for weekends off on an equitable basis, except where mutually agreed otherwise between the Employer and the employee. Positions that are posted as including predominantly weekend work are exempt from this Article.

13.11 Rest Periods and Meal Breaks

- a) Employees who work a shift of more than four (4) hours but less than six (6) hours shall be entitled to one fifteen (15) minute rest period per shift. Employees who work a shift of six (6) hours or more shall be entitled to two (2) fifteen (15) minute rest periods per shift.
- b) Group home employees who work a shift of six (6) hours shall be entitled to a paid meal break of one-half (1/2) hour. Activity Centre and SARCAN employees who work a shift of more than six (6) hours shall be entitled to an unpaid meal break of one hour.
- c) All paid rest periods and paid meal breaks shall be taken with the clients. Employees are required to assist the clients during their paid rest periods and meal breaks. SARCAN employees are required to interrupt their rest periods to service customers and may resume the balance of their rest period at a later time.
- d) Every effort shall be made to grant rest periods midway through each half shift and meal periods midway through each shift, subject to Article 13.11 c).

ARTICLE 14 - PAID HOLIDAYS

14.01 Public Holidays

Designated public holidays are:

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

Public Holidays shall be administered according to the terms of *The Saskatchewan Employment Act*.

ARTICLE 15 - VACATIONS

15.01 Vacation Year

Vacation year means the twelve (12) month period commencing on the first (1st) day of January in each calendar year and concluding on the thirty-first (31st) day of December of that year.

15.02 Vacation Accrual

- a) Each employee who completes one (1) year of service with the Employer shall be entitled to three (3) weeks annual vacation and 3/52nds of their **previous year's** total **gross** wage for the year as annual vacation pay, pro-rated for employees who commence employment during the vacation year.
- b) After ten (10) years of service, employees shall be entitled to four (4) weeks annual vacation and 4/52nds of their **previous year's** total **gross** wage for the year as annual vacation pay.
- c) **After fifteen (15) years of service, employees shall be entitled to five (5) weeks annual vacation and 5/52nds of their previous year's total gross wage for the year as annual vacation pay.**
- d) In the event of termination prior to one (1) year's service, the employee shall be entitled to 3/52nds of total wages earned to the date of termination, less any vacation pay received for vacation leave taken.

15.03 Vacation Requests

Vacation requests must be submitted in writing to the employee's immediate out of scope supervisor. Vacation requests received prior to December 15th for the following year will be granted based on seniority, subject to operational requirements and management approval. Vacation requests received after December 15th will be granted on a first come, first served basis, subject to operational requirements and management approval. Such vacation requests must be submitted at least two (2) weeks before the requested period of leave is to commence.

Earned vacation leave may only be taken at a time approved by the employee's immediate out of scope supervisor.

15.04 Vacation During Facility Shutdown

The Employer reserves the right to schedule employees' vacation during facility shutdown.

Employees who are subject to facility shutdown will be permitted to accept relief assignments at other facilities, in accordance with Article 9.03, and shall not be required to use vacation days during any days on which they accept a relief assignment.

15.05 Vacation Pay

Vacation pay shall be paid to employees through the regular payroll process. Vacation pay for casual employees shall be included in each paycheck. Vacation pay for part-time and full-time employees shall be paid when vacation leave is taken.

15.06 Vacation Pay on Termination

Employees whose employment is terminated prior to taking earned vacation leave shall receive pay in lieu of vacation.

15.07 Carry Over

An employee may carry over from one calendar year to the next a maximum of five (5) days vacation, provided that the employee's vacation pay will be based on their hourly wage at the time when the vacation accrued.

15.08 Additional Funding for Vacation

In the event that the Employer receives additional funding for the purpose of providing employees with additional paid vacation during facility shutdown over the Christmas season, the Employer will make such funding available to the employees so affected in accordance with the terms and conditions of the funding agent.

ARTICLE 16 – LEAVE OF ABSENCE

16.01 Union Leave

Based on operational requirements the Employer will permit **an** employee, upon giving not less than two (2) weeks written notice, a leave of absence without pay to attend Union conventions, business meetings, schools, seminars and conferences.

16.02 Leave for a Union Position

An employee who has been elected or appointed to a full-time position with the Union shall be entitled to leave without pay for a maximum of one (1) year provided they give at least four (4) weeks advance written notice. Should an

employee be elected to the position of President of SEIU-West, a leave shall be granted in order for that employee to fulfill that obligation. An employee granted leave under this Article shall not earn vacation credits, sick leave credits or statutory holiday pay for the entire period of leave so granted.

16.03 Maternity, Parental and Adoption Leave

Maternity, parental and adoption leave without pay shall be granted in accordance with the provisions of *The Saskatchewan Employment Act*. An employee granted leave under this Article shall not earn vacation credits, sick leave credits, statutory holiday pay or other credits for the entire period of leave so granted.

16.04 General Leave of Absence

An unpaid leave of absence may be granted to an employee insofar as regular operations of the Employer will permit. All requests for a general leave of absence must be submitted at least two (2) weeks in advance except in extenuating circumstances. The Employer may grant leave of two (2) days or less within the two (2) week period insofar as regular operations permit.

An employee granted leave under this Article shall not earn vacation credits, sick leave credits, statutory holiday pay, seniority or other credits for the entire period of leave so granted.

16.05 Compassionate Care Leave

The purpose of compassionate care leave is for the employee to access time away from work without pay, up to a maximum of eight (8) weeks, to provide care or support to a gravely ill family member with a significant risk of death within twenty-six (26) weeks. Compassionate care leave without pay shall be granted in accordance with the requirements of Employment Insurance (EI) Compassionate Care Benefit provisions in effect in 2010.

An employee granted leave under this Article shall not earn vacation credits, sick leave credits, statutory holiday pay or other credits for the entire period of leave so granted.

16.06 Bereavement Leave

- a) Bereavement leave with pay of up to **five (5)** working days in duration shall be granted to full-time or part-time employees upon the death of their spouse, parent **or** child. **Bereavement leave with pay of up to three (3) working days in duration shall be granted to full-time or part-time employees upon the death of their** sister, brother, grandparent, grandchild, parent-in-law, sister-in-law, brother-in-law,

daughter-in-law, son-in-law or fiancée. These shall include common law and same sex relationships. Upon request, the Employer may grant additional unpaid bereavement leave.

- b) Employees who are required to travel five hundred (500) kilometres one way to attend a funeral for a family member identified in a) above shall be granted an additional two (2) days without pay.**

16.07 Pressing Necessity

An employee may be granted leave without pay for pressing necessities. Pressing necessity shall be defined as any circumstance of a sudden or unusual occurrence which could not reasonably have been foreseen by the employee through the exercise of ordinary judgement and which requires the immediate attention of the employee. Employees may be required to provide proof of the pressing circumstance.

ARTICLE 17 – SICK LEAVE

17.01 Sick Leave Defined

An employee having accumulated an entitlement to sick leave may claim pay against such accumulation with respect to periods during which:

- a) the employee was unable to 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
- b) in the opinion of the Employer, the employee's presence at work constituted a health hazard for any clients or other employees, and the employee was instructed by the Employer to leave the employee's place of duty.
- c) the employee is unable to schedule specialist appointments outside of scheduled work hours. Such time off shall include actual time required and will not exceed twenty-four (24) working hours per calendar year. For other than full-time employees this shall be pro-rated. This benefit shall not apply to casuals, except where a casual is working in a temporary part-time or full-time position.

On request employees may be required to show proof of such care.

- d) a family member, as defined in Article 16.06, is ill and requires the attention of the employee. When accessing sick leave for this purpose, the employee will be expected to; identify the relationship to the family member who is ill, be the family member's primary caregiver, indicate the amount of time required and indicate the general nature of the employee's involvement. Employees are eligible to access up to twenty-four (24) hours of sick leave for this purpose. This benefit shall not apply to casuals, except where a casual is working in a temporary part-time or full-time position. On request, employees may be required to show proof of such care.

17.02 Accumulation of Sick Leave

All full-time employees and any part-time employees in positions working thirty (30) hours or more per week shall earn sick leave credits at the rate of one (1) day per month of service, to a maximum of eighteen (18) days. Such employees shall not be permitted to take more than eighteen (18) paid sick days in any calendar year.

Part-time employees in positions working less than thirty (30) hours per week shall earn sick leave credits at a rate of one-half (0.5) day per month of service, to a maximum of nine (9) days. Such employees shall not be permitted to take more than nine (9) paid sick days in any calendar year.

Casual employees shall not be entitled to earn sick leave credits, but are entitled to access unpaid sick leave in the event of their own illness.

17.03 Deduction from Sick Leave

A deduction shall be made from sick leave credits for all normal working hours, exclusive of paid holidays, absent for sick time.

Employees shall be entitled to draw on sick leave credits only to the extent earned. In the event that an employee is permitted to draw on sick leave credits not yet earned and the employee's employment subsequently terminates for any reason, the Employer shall be allowed to deduct from the employee's pay an amount equivalent to any sick leave credits taken that were not subsequently earned by the employee prior to termination.

17.04 Reimbursement of Sick Leave Pay

In the event that an employee qualifies for and receives workers' compensation benefits or other disability benefits covering the same period of time for which the employee has received sick leave pay from the Employer, the employee shall repay to the Employer all such sick leave pay received by the employee from the Employer for the period.

17.05 Proof of Illness

An employee who is absent from work due to sickness, illness or injury may be required to provide the Employer with a medical certificate upon the employee's return to work verifying the illness or injury. **Such certificate shall be requested during the period of illness.**

Any costs incurred for such documentation shall be covered by Employer.

17.06 Notification

An employee seeking approved sick leave shall, where possible, provide the Employer with notice at least two (2) hours before they are scheduled to report for work. The employee must speak to a Residence Manager or other manager regarding their absence and may not leave a message with another employee or on an answering machine or voicemail. If the employee is unable to contact a Manager, then the employee may leave a message on the "on call" cell phone.

17.07 Return to Work After a Prolonged Illness or Disability

In the case of an illness or disability that lasts four (4) weeks or longer, when the employee's medical documentation does not provide the employer with an expected return to work, the employee is required to provide the employer seventy-two hours notice of return to work. The employee may also be required to provide medical documentation indicating they have been approved to return to work **and any restrictions or limitations.**

ARTICLE 18 – OCCUPATIONAL HEALTH AND SAFETY

18.01 Occupational Health and Safety

The Union and the Employer agree that the provisions for an Occupational Health and Safety Committee, as provided for under *The **Saskatchewan Employment Act***, shall be carried out.

18.02 Safety Concern

An employee or group of employees who have a workplace health or safety concern shall endeavour to resolve that concern by first referring the concern to the immediate Supervisor, who will investigate immediately, **and to the Occupational Health and Safety Committee.**

ARTICLE 19 - BENEFITS

19.01 Benefits

With the exception of SARCAN employees, the Employer agrees to make available the following benefits to employees who are eligible under the terms of the plans, subject to the receipt of government funding for this purpose and subject to the terms of the plans:

- a) Dental, Group Life, Accidental Death and Dismemberment and Healthcare

These individual premiums are paid by the Employer. Any additional cost for family coverage is paid by the employee.

- b) Long Term Disability

Long Term Disability (LTD) is paid by the employee.

- c) Pension Plan

The Employer agrees to make available to all eligible employees a pension plan that is or is similar to the SARC plan, provided government funding is available.

In the event that the Employer decides not to use the plan available to SARC members and decides to pursue coverage that is not similar to the types of benefits listed above, then the Employer will discuss those changes with the Union in advance.

19.02 SARCAN Employees

Subject to the receipt of government funding for this purpose, the Employer agrees to make available benefits to eligible employees employed at SARCAN subject to the terms of the SARCAN plan and subject at all times to changes made or directed by SARCAN Recycling (Provincial). Premiums are currently paid by the Employer.

19.03 Vehicle Expenses

Employees who agree to use and who are authorized by the Employer to use their own vehicle for work-related purposes shall receive payment per kilometre at a rate of \$0.32 per kilometre.

ARTICLE 20 - PAYMENT OF WAGES

20.01 Salary Scales

The salary scale applicable to all employees shall be as set out hereinafter in Schedule "A" of this Agreement.

20.02 Payment of Wages

Employees shall be paid earnings on a monthly basis: on the fifteenth (15th) day of each month and on the last day of each month. Payment shall be made via direct deposit to the employee's bank account.

20.03 Pay for Time Spent in Orientation, Training and Courses

a) Orientation for New Employees

"Orientation" means the period of training for a position where the employee who is new to the position is paired with another staff or manager to learn the duties of the position and the policies and procedures affecting that position. The orientation period will be complete when the Manager responsible to supervise the employee who is new to the position determines that the new employee is capable of fulfilling the duties of the position independently. The orientation period will not exceed forty (40) hours.

Employees are paid minimum wage for their time spent in orientation.

The starting rate commences after the completion of orientation.

- b) For recertification first aid and/or CPR training, employees will be paid **their regular rate of pay** for their time spent attending the course if the course is available outside of the employee's regularly scheduled hours of work. If first aid and/or CPR recertification courses are not available outside the employee's regularly scheduled hours of work within the time limits for completing the course, then the employee will be paid at their regular rate of pay for time spent attending the course.

20.04 Night Shift

For the purpose of applying the night shift premium, "night shift" shall mean the shift, or part-shift if a call-in occurs, which is regularly scheduled to begin at 10:00 p.m. or 11:00 p.m. and end between 7:00 a.m. to 9:00 a.m.

ARTICLE 21 - GENERAL PROVISIONS

21.01 Confidentiality

All employees are expected to maintain strict confidentiality with respect to the names and any other information they may obtain regarding clients, client/employees and operations of the Employer. Employees will not be disciplined for, in good faith, advising the Employer and any lawful authority of criminal activity or violations of the law.

21.02 Plural, Singular, Feminine or Masculine Terms May Apply

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

21.03 Bulletin Board

The Employer agrees to provide a bulletin board in the activity centre, SARCAN and each group home which shall be placed so that employees may have access to them and upon which the Union shall have the right to post notices and information pertaining to Union business as may be of interest to employees.

ARTICLE 22 - NO DISCRIMINATION

22.01 No Discrimination

There shall be no discrimination by the Employer or the Union with respect to any employee by reason of religion, creed, marital status, family status, sex, sexual orientation, disability, age, colour, ancestry, nationality, place of origin, race, political activity, physical size, participation in the armed forces, or receipt of public assistance, except in accordance with the Saskatchewan Human Rights Code. It is further understood there shall be no discrimination by reason of membership or activity in a union.

ARTICLE 23 – PERFORMANCE OF OTHER DUTIES

23.01 Temporary Performance of Higher Duties

Where the Employer assigns a full-time or part-time employee to temporarily perform a shift of a higher paid classification within the bargaining unit, the employee shall be paid at the same step of the range for that classification for all hours worked in the higher paid classification calculated to the nearest half hour.

23.02 Temporary Performance of Lower Duties

Where the Employer assigns a full-time or part-time employee to temporarily perform a shift of a lower paid classification within the bargaining unit, the employee shall suffer no reduction in earnings. This Article does not apply to casual shifts that the employee agrees to accept.

23.03 Lower Paid Classification

Where an employee is successfully awarded a lower paid classification, the employee's anniversary date shall not change and their rate of pay shall be reduced to the same step of the lower paid classification.

23.04 New Classifications

The wage rates of new classifications that the parties agree are within the bargain unit shall be negotiated by both parties. If the parties cannot agree on the rate of pay for the new classification, the Employer reserves the right to establish a rate of pay at the rate of the position most similar in accordance with Schedule "A", which rate shall be in place until the expiry of the current term of this Agreement.

ARTICLE 24 – REIMBURSEMENT FOR COST OF COURSE

24.01 Reimbursement for Cost of Course

Where the Employer requires a current employee to take a specified course, the employee will be reimbursed the cost of the course after receiving proof of successful completion. **If necessary, alternative arrangements can be made by applying to the Executive Director.** For employees with less than one year of service, the Employer shall reimburse within six months after receiving proof of successful completion of the course by the employee.

Employees who do not complete their first aid and/or CPR recertification within the required time limits will be reimbursed only for an amount equivalent to the costs of recertification, and not for the cost of retaking the entire first aid and/or CPR course, unless it can be shown that the required recertification course was not available within a reasonable period prior to the expiration. In the event that the cost of retaking the entire first aid and/or CPR course is less than the cost of the recertification course, the employee will be reimbursed for the actual out of pocket cost.

The Employer shall notify employees of expiration dates of required certifications.

ARTICLE 25 - TERM OF AGREEMENT

25.01 Term of Agreement

This Agreement, unless changed by mutual consent of both parties hereto, shall be in force and effect from February 1, 2022 up to and including **March 31, 2025**, and from year to year thereafter unless notification of desire to amend is given in writing.

25.02 Open Period

Either party may, not less than sixty (60), days nor more than one hundred and twenty (120) days before the expiry date hereof, give notice in writing to the other party to negotiate a revision of this agreement.

25.03 Funding Increase

Notwithstanding the provisions of Article 25.01 above, this Agreement will be opened, in the event the funding agency grants an increase in funding for wages, benefits and relief or discretionary funding that the Employer intends to apply to monetary items. The Employer will serve notice of such funding increase once the Employer confirms the funding increase and negotiations will commence at a mutually agreed date. It is understood and agreed that in such event all other provisions of this agreement shall remain in force and effect. The negotiations shall be limited to monetary items or such areas that are targeted by the funding agency and shall not exceed the funding increase.

SCHEDULE "A"

Schedule of Wages Hourly Rate of Pay

Effective **April 1, 2022**

2% increase to Group Home Worker/Care Worker, Activity Centre Program Staff, Client Development Worker and casual wage rates effective the 1st of April 2022.

Increase night shift premium to \$0.70/hour.

	Starting	6 months	1 year	2 years
Group Home Worker/ Care Worker	\$16.96/hr	\$17.36/hr	\$17.76/hr	\$18.58/hr
Activity Centre Program Staff and Client Development Worker	\$18.80/hr	\$19.18/hr	\$19.56/hr	\$20.37/hr
Orientation	Minimum wage			
Night Shift Premium – Applies as in Article 20.04	\$0.70/hr	\$0.70/hr	\$0.70/hr	\$0.70/hr

Starting rate commences after the completion of orientation.

Night shift premium will apply as per Article 20.04 Night Shift.

The steps in the above pay scale are reached as follows:

6 months = 910 hours

1 year = 1820 hours

2 years = 3640 hours

SCHEDULE "A" CONTINUED

SARCAN Salary Grid

Effective April 1, 2022

Position	Step 1	Step 2	Step 3	Step 4
Recycling Tech #2	\$13.87/hr	\$14.28/hr	\$14.71/hr	\$15.15/hr
Cashier	\$15.15/hr	\$15.60/hr	\$16.07/hr	\$16.55/hr
Assistant Supervisor	\$18.63/hr	\$19.19/hr	\$19.77/hr	\$20.36/hr
Casual	\$13.87/hr	\$14.28/hr	\$14.71/hr	\$15.15/hr

The parties agree that employees shall progress through the steps in the wage scale in accordance with the terms set by the funding agency. Employees not yet in the fourth step will be advanced a step.

Signing Page

IN WITNESS WHEREOF WEST CENTRAL ABILITIES INC. has caused its seal to be hereto affixed, attested to by the hands of its proper officers in that behalf, at the Town of Kindersley, in the Province of Saskatchewan, this 31 day of May, 2023.

IN WITNESS WHEREOF SEIU-West has caused its seal to be hereto affixed, attested to by the hands of its proper Officers in that behalf, in the Province of Saskatchewan, this 31 day of May, 2023.

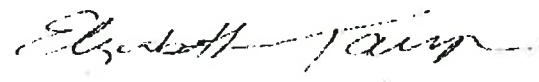
**On behalf of
West Central Abilities Inc.**


**Kim Edmunds
(Executive Director)**

**On behalf of
SEIU-West**


**Maypole Joy ALBERTO
(bargaining committee)**


**Colette Pelletier
(Program Coordinator)**


**Liz Tawpisin
Union Representative, SEIU-West**


**Leanne Boychuk
(Office Administrator)**


**Cam McConnell
Northern Negotiations Officer, SEIU-West**

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Union contacts:

	Name	Phone	Email
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.sejuwest.ca.**

Calendar for Year 2021 (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		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
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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	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
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23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				
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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						1	2		1	2	3	4	5	6				1	2	3	4
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26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
							31																				

Calendar for Year 2022 (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			1	2	3	4	5			1	2	3	4	5					1	2	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
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23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30
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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	6	7				1	2	3	4						1	2			1	2	3	4	5	6
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29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				
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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						1			1	2	3	4	5					1	2	3
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Calendar for Year 2023 (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
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29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
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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	6	7					1	2	3						1				1	2	3	4	5
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														30	31												

September							October							November							December						
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						1							1			1	2	3	4							1	2
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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 2024 (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						1	2		1	2	3	4	5	6
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28	29	30	31				25	26	27	28	29			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
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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
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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				

Calendar for Year 2025 (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							1							1			1	2	3	4	5
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26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														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	1	2	3	4	5	6	7			1	2	3	4	5					1	2	
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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				1	2	3	4							1			1	2	3	4	5	6
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28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				
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Calendar for Year 2026 (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
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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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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		1	2	3	4	5	6				1	2	3	4							1
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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					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5
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20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	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).