



COLLECTIVE AGREEMENT

BETWEEN

PNA PARTNERSHIP (POTTERS CANADA)

AND

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

FOR THE PERIOD OF

November 1, 2025 – October 31, 2028

Contents

PREAMBLE	1
ARTICLE 1 INTERPRETATION	1
ARTICLE 2 SCOPE	1
ARTICLE 3 RECOGNITION	2
3.01 Recognition of Management Rights	2
3.02 Recognition of Union Rights	2
3.03 Union Representation	2
3.04 No Individual Agreements.....	2
3.05 Work of the Bargaining Unit.....	3
ARTICLE 4 UNION SECURITY.....	3
4.01 Maintenance of Membership	3
4.02 Union Dues.....	3
4.03 Monthly statements.....	3
4.04 T-4 Slips.....	4
4.05 Member Information.....	4
4.06 New Employees.....	4
4.07 Union Bulletin Board.....	4
ARTICLE 5 DISCIPLINARY MEASURES	4
ARTICLE 6 GRIEVANCE PROCEDURE.....	6
ARTICLE 7 SENIORITY	7
ARTICLE 8 VACANCIES, LAY-OFFS, CHANGES OF CLASSIFICATION	8
ARTICLE 9 HOURS OF WORK.....	10
ARTICLE 10 OVERTIME	12
ARTICLE 11 STATUTORY HOLIDAYS	13
ARTICLE 12 VACATIONS	14
12.01 Vacation Entitlement.....	14
12.02 Vacation Pay	15
12.03.....	15
12.04 Vacation Schedules.....	15
ARTICLE 13 SICK LEAVE.....	15
ARTICLE 14 LEAVE OF ABSENCE.....	16
14.01 General Leave of Absence	16

14.02	Union Leave	16
14.03	Bereavement Leave	17
14.04	Maternity/Paternity/Adoption Leave	17
14.05	Compassionate Care Leave.....	17
14.06	Benefit Accrual	17
ARTICLE 15 SAFETY AND HEALTH		18
ARTICLE 16 GENERAL PROVISIONS		18
16.01	Shift Differential	18
ARTICLE 17 PAYMENT OF WAGES.....		18
ARTICLE 18 BENEFITS		19
ARTICLE 19 DURATION OF AGREEMENT		20
APPENDIX A		21
LOU # 1		20
LOU # 2		21
SIGNING PAGE		22

PREAMBLE

Whereas it is the desire of both parties to this Agreement:

- a) To maintain and improve harmonious relations between the Employer and members of the Union;
- b) To recognize the mutual value of joint process in the negotiation of all matters pertaining to working conditions, employment, hours of work, and rates of pay;
- c) To encourage efficiency and safety in operations;
- d) To promote the morale, well-being, and security of all the employees in the bargaining unit of the Union.

ARTICLE 1 INTERPRETATION

1.01 The following terms whenever used in this Agreement, unless the context otherwise requires, shall have the following meaning:

- a) "Employer" shall mean the "Potters Canada Partnership" of Moose Jaw.
- b) "Union" shall mean SEIU-West.
- c) **"Union Representative" shall mean an employee of SEIU-West.**
- d) **"Local Union representative" shall mean a Potters employee who has been assigned duties by SEIU-West.**

ARTICLE 2 SCOPE

2.01 This agreement will apply to all employees of Potters Canada Partnership (Moose Jaw), except: The Plant Manager, Operations Manager, Plant Foreman and **Office Administrator**, in addition to exempted employees listed. The contract will not apply to an Accountant as mutually agreed with the Union.

ARTICLE 3 RECOGNITION

3.01 Recognition of Management Rights

The Union acknowledges it is the right of the Management to:

- a) Maintain order, discipline and efficiency;
- b) To hire, discharge, lay-off or discipline its employees;
- c) To establish and enforce reasonable rules and regulations;
- d) To direct the working force;
- e) To operate and manage its business in all respects.

3.02 Recognition of Union Rights

- a) Management acknowledges that the above rights are subject to the terms of this Agreement.
- b) When matters are submitted by either party to the other, with respect to disputes or matters not covered by this Agreement, such submission shall be subject to negotiation between the parties and a supplementary document executed by credited representatives of the **Employer** and the Union in respect thereof.
- c) Management acknowledges that an employee or the Union may be represented or assisted by **a Union Representative** of SEIU-West.

3.03 Union Representation

In all cases where the Employer contemplates that an employee's conduct may warrant disciplinary action (dismissal, suspension, verbal or written reprimand) no steps shall be taken other than in the presence of a Union **Representative**. The employee shall be afforded the opportunity to present his or her side of the case with the assistance of a Union Representative, in advance of discipline being imposed. If Union representation is refused, the Employer shall provide to the Union **Office in Moose Jaw** a written confirmation of such refusal, with a copy of the document being supplied to the employee.

3.04 No Individual Agreements

No employee shall be required or permitted to make a written or verbal agreement with the Employer or Employer representative, which may conflict with the terms of this Agreement.

No Employer representative shall request or counsel any employee to make a written or verbal agreement which may conflict with the terms of this Agreement.

3.05 Work of the Bargaining Unit

Persons whose jobs are not in the bargaining unit shall not work on any jobs which are included in the bargaining unit, except in cases of emergency or instruction or as mutually agreed between the Employer and the Local Union representatives.

ARTICLE 4 UNION SECURITY

4.01 Maintenance of Membership

- a) 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.**
- b) 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.**
- c) Notwithstanding paragraphs a) and b), 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.**

4.02 Union Dues

The Employer shall deduct initiation fees, assessments and dues from the wages of each in- scope employee, monthly, as instructed by the Union, and shall, prior to the fifteenth (15th) day of the following month, submit such money deducted to the Union, accompanied by a list of names of the employees whose dues were deducted for and the amount of deductions made. If no deductions are made, the reasons will be stated for failure to deduct.

4.03 Monthly statements will be submitted to the Union showing:

- a) New employees date of hiring;**

- b) terminated employees;
- c) date of termination, promotion or demotion;
- d) laid off employees;
- e) employees off sick or on compensation or leave of absence.

4.04 T-4 Slips

The Employer agrees to record all Union dues paid in the previous year on the employee's income tax T-4 slip.

4.05 Member Information

The Employer agrees to provide the Union with a list of all employees and their last known address by March 1st of each year.

4.06 New Employees

During the first (1st) month of employment and within regular working hours, the Employer agrees to provide **a Local Union representative** thirty (30) minutes to introduce all new employee(s) to their Union Steward and to provide the employee(s) with a copy of the Collective Agreement and any other pertinent information, and to familiarize the new employee(s) with the Collective Agreement.

4.07 Union Bulletin Board

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

ARTICLE 5 DISCIPLINARY MEASURES

5.01 No employee shall be disciplined or suspended without just cause and without being **notified** of the issue or concern prior to any discipline 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 **Local Union** representative when interviewed during the course of an investigation.

- a) A copy of a document placed on employees file which might at any time be the basis for disciplinary action shall be supplied to the employee, with a copy to the **Local Union Office in Moose Jaw**.
- b) The employee's reply to such document shall also become a part of the employee's file.
- c) Documents referred to in a) will become void after twelve (12) months unless there have been subsequent documented incidents of a similar nature.
- d) Suspension pending investigation is not considered discipline. Where investigations reveal that no discipline is warranted the employee shall be paid for the lost time due to suspension pending investigation.
- e) Any meetings relating to discipline shall be subject to Article 3.03 (Union Representation).
- f) The **E**mployer shall allow an employee to review their personnel file provided they **make** adequate prior arrangements.

The file will remain in the office. No copies shall be requested, other than copies requested for a legal proceeding or through the Union.

5.02 Progressive Discipline

The Employer agrees to use a process of progressive discipline as set out below, except in cases where an employee's actions warrant immediate suspension without pay or dismissal.

a) Verbal Reprimand

The Employer will verbally outline to the employee any reasons for the reprimand, how the employee should correct their work and what will happen if the misconduct continues. A record of the date and general nature of the verbal reprimand shall be placed on the employee's file.

b) Written Reprimand

If an employee displays no positive response to a verbal reprimand, the Employer may reprimand that employee by means of a written reprimand to the employee within thirty (30) calendar days of the event leading to the reprimand. Such written reprimands shall be placed on

the employee's file. The employee shall be entitled to make written reply to the specific complaints, accusations, or expressions of dissatisfaction and the reply shall also be placed on the employee's file.

c) Suspension without Pay

If an employee displays no positive response to a written reprimand, the employee may be suspended without pay. The employee shall be given notice of the suspension, which shall include the length of the suspension, in writing.

d) Dismissal

If an employee displays no positive response to a suspension without pay, the Employer may proceed to dismiss the employee. Notice of dismissal, which shall include the reasons for dismissal, shall be provided to the employee in writing.

ARTICLE 6 GRIEVANCE PROCEDURE

6.01 A grievance for the purpose of this Agreement is defined as any dispute or disagreement between the **Employer** and an employee and the Union.

6.02 The Union shall notify the Employer of their **Local Union** representative.

6.03 In the discussion of a grievance with a representative of the **Employer**, the **Local Union** representative may at any time be accompanied by a **Union Representative** of SEIU-West.

6.04 Saturdays, Sunday and Statutory Holidays shall be excluded in computing any or all time limits in the grievance procedure. Such time limits may be extended by mutual agreement between the parties.

6.05 Alleged violations or disputes involving a group of employees shall be taken up by the Union with management in Step Two of the grievance procedures.

6.06 In the event of any grievance arising, the employee, accompanied by a **Local Union representative**, shall take the matter up with the Plant Manager or his designate within ten (10) working days after its occurrence. If no settlement is reached, the employee will present the grievance in writing at Step One.

6.07 Grievance Procedure

STEP ONE:

A designated **Local Union** representative shall, with or without the aggrieved, take the matter up in writing with the Plant Manager or his designate within ten (10) working days of having received the decision of the Plant Manager, or his designate. The Plant Manager or his designate shall render a written decision within five days.

STEP TWO:

Failing settlement in Step One, the Union may request a meeting in writing with the Human Resources Manager within a ten (10) working day period. A Step **Two** meeting shall be held within fifteen (15) working days of the date of the request. The Human Resources Manager shall submit **their** decision in writing to the Union **Representative** within ten (10) working days of the date of the meeting.

STEP THREE:

Failing a satisfactory resolution of the grievance at Step **Two**, either party may refer the matter to arbitration within fourteen (14) calendar days of receipt of the Human Resource Manager's written decision.

- 6.08** It is not the intention of either the Employer or the Union to evade the settlement of disputes on a procedural technicality. However, notwithstanding the foregoing, it is clearly understood that time limits established herein are for the sake of procedural orderliness and are to be adhered to. Should either party fail to adhere to the time limits, the onus is on that party to show a justifiable reason for its failure to adhere to such limits.

ARTICLE 7 SENIORITY

- 7.01** New employees will be on a trial basis for the first ninety (90) days. If the employee's service has been satisfactory during this period, the employee's seniority will be dated from the date the employee last entered the service of the **Employer**.

- 7.02** Seniority will date from the time an employee entered the service of the **Employer** and shall be determined by date of hire.

- 7.03 Seniority Accumulation**

- a) Employees shall earn seniority **from their date of hire**, including any paid leaves of absence.
- b) Employees shall earn seniority for all unpaid leaves of absence, as provided under Article 14 (Leave of Absence).
- c) Employees shall earn seniority for all unpaid leaves of absence up to the first thirty (30) calendar days of such leave unless provided for otherwise by law.

7.04 Loss of Seniority

An employee shall lose all seniority if the employee:

- a) Is dismissed for cause and such dismissal is not reversed by the grievance procedure;
- b) Terminates employment and a separation slip certificate is issued to the employee;
- c) Is absent without leave and not subject to Article 14 (Leave of Absence);
- d) Is on lay-off for a period of one (1) year or more;
- e) Fails to advise the employer in writing of intention to return to work within four (4) days of recall to the last known address of the employee. The employee shall be notified by registered mail.

7.05 Seniority List

The Employer agrees to post a seniority list on the Union Bulletin Board by January 1st of each year.

Such list will include: **name of employee, date of hire** and current Classification.

ARTICLE 8 VACANCIES, LAY-OFFS, CHANGES OF CLASSIFICATION

- 8.01** When a vacancy occurs or a new position is created, such vacancy or new position shall be posted for seven (7) days on a bulletin board accessible to all employees.

While the vacancy or new position is posted and until such time as a successful applicant has been appointed, Management may perform the work of the position.

The Union will be notified of all such action. Copies of the **bid award** shall be forwarded to **the Union Office in Moose Jaw**.

8.02 From the applicants received, the most senior employee with sufficient qualifications to perform the work shall be awarded the position and shall commence in the position within fourteen (14) calendar days of the closing of the posting.

8.03 New Classifications

When the Employer intends to introduce a new job not previously classified, they shall advise the Union **Office in Moose Jaw** of their intent in writing. Salary rates for such positions will be negotiated with the Union.

The Employer agrees to provide job qualifications of each classification to the Union **Office in Moose Jaw** with the understanding that qualifications may change due to process modifications and technology advancements. If this occurs the **Employer** will revise the qualifications and send it to the Union **Office in Moose Jaw**.

8.04 Lay-off and Re-employment

In case of lay-off, the most senior employee will be retained, provided they have sufficient qualifications to do the work. Recall of employees will be in accordance with their seniority providing they have sufficient qualifications to perform the work.

8.05 Displacement of Employee

If an employee's job is abolished, or the employee is displaced, the employee may exercise seniority in any position in which the employee has the necessary qualifications to displace an employee with less seniority.

8.06 Probationary Period

Newly hired employee(s) shall be on probation for a period of ninety (90) days from their date of hire. By mutual agreement of the parties, an extension may be granted. During the probationary period, employees shall be entitled to all rights and benefits of this Agreement. The Local Union **Office in Moose Jaw** shall be notified, in writing, of discharge within seven (7) calendar days. After

completion of the probationary period, seniority shall be effective from the last date of employment.

8.07 Trial Period

Employees who are reclassified, transferred or promoted shall be considered on trial in the new position for thirty (30) working days following the date of appointment. During this trial period, the employee may be returned to the former position if not considered capable or may request to be returned to the position formerly held without loss of seniority and at their former rate of pay.

8.08 Temporary Performance of Higher Duties

When an employee performs the duties of a higher paid position for a period of one **(1)** whole shift, either eight (8) hours or twelve (12) hours, they shall be paid at the higher rate of pay for that shift.

ARTICLE 9 HOURS OF WORK

9.01 A day will be defined as a twenty-four **(24)** hour period beginning when the employee is scheduled to report to work.

9.02 The hours of work will be eight (8) hours of work per day, forty **(40)** hours per week of five (5) days with two (2) consecutive days off.

9.03 The hours of work will be twelve (12) hours per day, eighty-four (84) hours over two (2) weeks. Employees will be scheduled for two **(2)** sets of two (2) twelve (12) hour shifts and one **(1)** set of **(3)** three twelve (12) **hour** shifts. Should customer requirements or unforeseen circumstances require a different shift schedule than those described in this Article, the **Employer** will meet with the Union **Representative** and discuss scheduling.

9.04 Plant Shut Down

When the plant is shut down due to mechanical failure, all employees on shift at the time of the shutdown shall be paid for all hours of their regular shift.

9.05 Work Schedules

Work schedules for all employees shall be posted in the workplace at least fourteen (14) days in advance of the week being worked.

Employees shall be provided a minimum of seven (7) days' notice of any change to the posted work schedule.

Every effort will be made to adhere to the above, but does not apply where any sudden or unusual occurrence or condition arises that could not, by the exercise of reasonable judgement have been foreseen by the Employer.

9.06 Rest Periods

- a) Employees will be given two (2) fifteen (15) minute coffee breaks in an eight (8) hour shift.
- b) An eight (8) hour shift shall be inclusive of a one-half (½) hour meal period.
- c) Employees will be given three (3) fifteen (**15**)minute coffee breaks in a twelve (12) hour shift.
- d) A twelve (12) hour shift shall be inclusive of a one-half (½) hour meal period.

9.07 Call-In Hours

a) Call-in List – General Provision

- i) **The Employer shall develop a call-in list for each classification of employees. Employees may be on a list for more than one classification, dependent on current qualifications.**
- ii) **The call-in list shall be maintained in order of seniority.**
- iii) **Call-in hours, once accepted, represent a commitment by the employee to be at work.**

b) Call-in Procedure

Vacancies, as determined by the Employer, shall be filed by the call-in procedure.

Employees will be notified of call-in opportunities via text or a direct telephone call based on their qualifications, availability and response time.

Call-in hours are offered to employees in order of seniority as follows:

- i) Hours are first offered to the qualified senior employee,**
- ii) The Employer will make a reasonable attempt to contact the employee.**
- iii) Should the senior employee not respond, the hours will be offered to the next qualified senior employee.**
- iv) Continue the call-in until the vacancy period is filled, or as determined by the Employer.**

An employee reporting to work shall be paid a minimum of three (3) hours at the appropriate rate of pay.

All call-ins will cover the entire vacancy period. If no employees are able to work the full vacancy period, the period will be split up and offered in parts.

ARTICLE 10 OVERTIME

10.01 Employees required to work more than eight (8) hours per day will be paid at the rate of one and one-half **times** (**1 ½X**) for all time worked up to the end of the first (**1st**) four (4) hours **of** overtime, after which the rate of pay will be **two times** (**2X**) the employee's rate of pay for all time worked.

10.02 Employees on twelve (12) hour shifts will receive straight time pay for the first (**1st**) twelve (12) hours of their shift and the first two (2) hours after shall be paid at one and one-half **times** (**1 ½X**) the regular rate of pay and two **times** (**2X**) the regular rate of pay for all additional hours.

10.03 All overtime hours will be distributed in order of seniority provided the employee possesses the necessary qualifications.

In the event that the overtime being worked is a duration that is less than or equal to four hours it shall be offered to the senior employee already working the same hourly shift.

10.04 Overtime on Days Offs

Employees who work overtime on their scheduled day(s) off, including vacation, time off in lieu and stat off days, shall be paid at the rate of **one and one half** (1 ½ **X**) for all hours so worked.

10.05 Minimum Report Pay

Employees who are called back to work after completing their regular shift shall be paid a minimum of three (3) hours at the rate of one and one-half times (1 ½ X) their regular rate of pay. Should the employee work past the three (3) hours, the fourth (4th) hour will be paid at the rate of one and one half **times** (1 ½ X) their regular rate of pay. If an employee works more than four (4) hours, such employees shall be paid two times (2 **X**) their regular rate of pay.

ARTICLE 11 STATUTORY HOLIDAYS

11.01 The following days will be recognized as paid **statutory** holidays:

New Year's Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Labour Day	Saskatchewan Day (1 st Monday in Aug.)
Family Day	

**National Day For Truth and
Reconciliation**

There shall be no more than twelve (12) paid holidays per calendar year for the duration of this agreement.

One (1) floating holiday is to be taken at a time convenient to the employee, subject to the approval of the Employer, which approval shall not be unreasonably withheld.

The floating holiday will be designated as a Safety Recognition Day each year.

The Union will select two (2) members to form a committee, with Management, to develop the safety criteria that will be applied to the Safety Recognition Day.

The committee will meet annually to develop the safety criteria for the Safety Recognition Day. The Employer maintains the right to develop the criteria.

11.02 Working on a Statutory Holiday

- a) Employees required to work on a **statutory** holiday will be paid **one** and one-half **times** (1 ½~~X~~) for all hours worked in addition to their regular pay.
- b) Employees working a twelve (12) hour shift shall be paid time and one-half (1 ½) for all hours worked and in addition shall receive twelve (12) hours statutory holiday pay at their regular rate of pay.

11.03 Statutory Holidays on Days Off

If a **statutory** holiday falls on an employee's day of rest, the employee will be entitled to an additional day off (of equal hours) with pay to be taken by arrangement with the Management. If no day off can be arranged, the employee will receive a regular day's pay in lieu thereof.

- 11.04** If a paid **statutory** holiday falls in an employee's vacation period, the employee will be given an additional days' vacation with pay or pay in lieu thereof. If the observance of a holiday results in less than **forty (40)** straight time hours in a work week, the Employer may authorize payment of the appropriate number of hours to reach **forty (40)** hours. The intent of this payment is to provide an employee with a full **forty (40)**-hour week of pay. It is not intended to provide for scheduled overtime that was not worked because of a **statutory** holiday, nor is it meant to guarantee a **forty (40)**hour week.

ARTICLE 12 VACATIONS

12.01 Vacation Entitlement

Employees shall be allowed vacation for service on the following basis:

- a) Three (3) weeks after one (1) year of service (3/52nds);
- b) Four (4) weeks after eight (8) years of service (4/52nds);
- c) Five (5) weeks after nineteen (19) years of service (5/52nds).

Effective January 1st, 2019, the vacation calculation for the year will begin on January 1st.

12.02 Vacation Pay

- a) The employees will be paid their regular rate of earnings for annual vacation.
- b) Employees shall receive vacation pay on regular pay days while on vacation unless otherwise requested. Where an employee requests vacation pay in advance, vacation pay shall be paid in the fourteen (14) days period immediately preceding the vacation period.
- c) Employees shall receive vacation pay at the appropriate rate for all earned premiums (e.g. Overtime, Shift Differential) on each paycheque.

12.03 Wherever possible, vacations will be granted for the time requested by the employee. Employees shall be entitled to take their vacation leave in a broken or unbroken period.

12.04 Vacation Schedules

Employees will indicate their choice of vacation dates by **January 31st**. Vacation schedules shall be posted by **February 28th**. Once posted, these dates cannot change without mutual consent of the employee and the Employer, except in extenuating circumstances. Where two **(2)** employees request the same dates, seniority will be the determining factor. Vacation requests submitted after **March 31st** shall be granted on a first come, first served basis.

ARTICLE 13 SICK LEAVE

13.01 Effective November 1 2026, all employees on staff shall be credited with **fifty-six (56)** hours. Employees shall be eligible to access sick leave credits and Short Term Disability Benefits as provided by the Plan.

13.02 Any unused sick leave credits shall be paid out to all employees, on the pay period prior to December 25th. **Employees who have been paid out their sick leave during the year will not be eligible for additional sick pay until the following calendar year.** On January 1st of each year eligible employees will be credited with another **fifty-six (56)** of sick leave.

13.03 New employees will be credited with a prorated amount calculated from their date of hire for the period January 1st to December 31st upon completion of the ninety (90) day trial period.

Employees whose employment is terminated will be credited with a prorated amount calculated from January 1st to the date of termination for the applicable year.

- 13.04** Whenever possible, an employee claiming sick leave under the provision of Article 13 (**Sick Leave**) shall notify the Employer at least one (1) hour before the employee would normally report for work.

An employee who is ill for more than five (5) consecutive days or has been ill for more than two (2) or more days twice in the preceding 12 months, 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 upon the employee's return to work.

13.05 Return to Work/Duty to Accommodate

The Employer agrees that it will comply with its legal duty to reasonably accommodate disabled employees in accordance with *The Saskatchewan Human Rights Code*, *The Saskatchewan Employment Act* and any other applicable employment standards and human rights legislation.

ARTICLE 14 LEAVE OF ABSENCE

14.01 General Leave of Absence

Leave of absence without pay shall be granted to any employee for good and sufficient reason but a written request must be submitted one (1) week in advance.

14.02 Union Leave

Members of the Union appointed to do Union business shall be granted leave without pay to attend.

- a) Notice for Union leave must be submitted in writing at least seventy-two (72) hours in advance except in cases where it is mutually agreed otherwise.

- b) The Employer agrees to continue to pay normal salary and benefits to the employee(s) to attend Union business and that the Employer is to charge the Union for reimbursement of the cost. Such cost shall only include:
 - i) Actual lost wages;
 - ii) Employer's share of Canada Pension contributions;
 - iii) Employer's share of Employment Insurance premiums;
 - iv) Workers' Compensation premiums;
 - v) Extended Health and Dental Plan premiums.
- c) 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) Employees granted Union Leave shall earn seniority for the full period of any such leave.

14.03 Bereavement Leave

The employer shall grant to employees, three (3) days with pay and without loss of benefits for death in the immediate family. Immediate family shall mean: Parent, wife, husband, common-in-law spouse, brother, sister, child, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law and grandchild. Such leave shall be extended by an additional two (2) days, with pay, if traveling out of the province.

14.04 Maternity/Paternity/Adoption Leave

Employees shall be entitled to an unpaid leave of absence in accordance with, and subject to, the restrictions contained in applicable Federal and Provincial Legislation.

14.05 Compassionate Care Leave

Employees shall be entitled to an unpaid leave of absence in accordance with, and subject to, the restriction contained in applicable Federal and Provincial legislation.

14.06 Interpersonal and Sexual Violence Leave

The Employer will comply with the requirements of *The Saskatchewan Employment Act* and/or per the benefit provided under *The*

***Employment Insurance Act* with respect to Interpersonal Violence Leave.**

ARTICLE 15 SAFETY AND HEALTH

- 15.01** The Employer and the Union are committed to the promotion of a safe and healthy workplace and agree to comply with the provisions of *Part III of The Saskatchewan Employment Act and Regulations* relating to Occupational Health and Safety.
- 15.02** An Occupational Health and Safety Committee, as provided for under *The Saskatchewan Employment Act*, shall be implemented within the operations of the Employer. The Union shall elect or select the Employee Representatives to the Committee.
- 15.03** In accordance with *Part III of The Saskatchewan Employment Act and Regulations* made thereunder, 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 and when a worker is moved from one classification to another.

ARTICLE 16 GENERAL PROVISIONS

16.01 Shift Differential

A shift differential of one dollar and fifty cents (\$1.50) per hour shall be paid to employees for all hours worked between 1900 and 0700.

The shift differential shall not apply to any overtime hours.

16.02 Travel Allowance

Employer will pay travel allowance to employees covered by the collective agreement, per Employer policy.

ARTICLE 17 PAYMENT OF WAGES

- 17.01** Employees will be paid by 1 p.m., on the following Friday after the end of the

pay period. Management reserves the right to change this pay period following one (1) month's written notice to the employees and the Union **Office in Moose Jaw.**

17.02 Rates of Pay

The Employer agrees to pay all Employees covered by this Agreement not less than the Schedule of Wages as set out in Appendix "A" attached and made part of this Agreement. No employee shall be paid above the maximum rate of pay established for their classification unless agreed to between the Employer and the Union. New Employees start at Step 1. However, the employer reserves the right to recognize previous related experience.

17.03 All new employees shall start at thirty (30) cents per hour less than the regular rate of pay for the first **(1st)** ninety (90) days probationary period.

17.04 In the event an employee classified as Furnace Operator bids a Labourer position the parties agree that their rate of pay shall be the Utility rate of pay.

ARTICLE 18 BENEFITS

18.01 Effective on or about July 1st, 1995, employees will receive the following benefits at the same level and under the same terms and conditions as provided other employees of the **Employer's** Canadian operations:

- Life Insurance
- Accidental Death and Dismemberment
- Disability (Short Term and Long Term)
- Dental
- Supplemental Health
- Pension Plan

The Employer shall pay all premiums for the Disability, Dental and Supplemental Health Plans.

In addition, the Employer shall pay one hundred and **fifty dollars (\$150)** towards eye examinations for each employee, employee's spouse, and employee's children; provided however that the Employer shall not be required to pay for more than one **(1)** eye examination for any one **(1)** person in any twenty-four (24) month period.

ARTICLE 19 DURATION OF AGREEMENT

19.01 This Agreement shall remain in force from November 1st, 2025 to October 31st, 2028 inclusive and from year to year thereafter.

19.02 Notice of Intent

Either party may, not less than sixty (60) days nor more than one hundred and twenty (120) days serve notice in writing to the other party of their intent to negotiate revisions to this Agreement in accordance with the provisions of *The Saskatchewan Employment Act*.

If such notice is given to either party and no agreement is reached, the provision of this Agreement shall continue to be observed by both parties until a new Agreement is reached.

19.03 This Agreement represents all agreements, whether written or oral, between the parties. Any agreements not contained in the Collective Agreement are null and void. Employees pay under previous agreements shall be grandfathered.

APPENDIX A

Potters Canada – Salary Schedule – Hourly Rates

Classifications	Current Rates Oct 31, 2025	Nov. 1, 2025 +3.50%	Nov. 1, 2026 +2.75%	Nov. 1, 2027 +2.25%
Maintenance Lead	\$46.68	\$48.31	\$49.64	\$50.76
Certified Mechanic	\$44.24	\$45.79	\$47.05	\$48.11
Certified Electrician	\$44.24	\$45.79	\$47.05	\$48.11
Operations Lead	\$33.25	\$34.41	\$35.36	\$36.16
Operations Assistant	\$30.34	\$31.40	\$32.27	\$32.99
Shipping Operator	\$28.48	\$29.48	\$30.29	\$30.97
Blender Operator	\$28.48	\$29.48	\$30.29	\$30.97
Furnace Operator	\$26.68	\$27.61	\$28.37	\$29.01
Maintenance	\$25.87	\$26.78	\$27.51	\$28.13
Utility	\$24.60	\$25.46	\$26.16	\$26.75
Labourer	\$21.03	\$21.77	\$22.36	\$22.87

SIGNING PAGE

All of which has been agreed to between the parties at Moose Jaw, Saskatchewan,
this 6 day of July, 2026.

Signed on behalf of
PNA Partnership (Potters Canada)



Maria Zahan
Human Resources and Payroll Generalist

Signed on behalf of
Service Employees International
Union – West



Tyler Dick
Unit Chair



Glenn Amundson
North American Bead Plant Operations Manager



Josh Lind
Unit Co-Chair



Gilles Lajoie
Plant Manager

Chris Valness
Bargaining Committee Member



Lynette Pinfold
Union Representative



Larry Buchinski
Negotiations Officer

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.seiurwest.ca.

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

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	2	3	4	5		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
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	
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
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	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	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

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
					1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6
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
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
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
					1	2		1	2	3	4	5	6				1	2	3	4						1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
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
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
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	2	3	4					1	2	3				1	2	3	4						1	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
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		

Calendar for Year 2027 (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
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	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				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
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	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	2	3	4						1	2	1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
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
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 2028 (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					1
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
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		1	2	3	4	5	6					1	2	
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						

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).