

COLLECTIVE AGREEMENT

BETWEEN THE

UNIVERSITY OF ALBERTA NON-ACADEMIC STAFF ASSOCIATION

AND THE

GOVERNORS OF THE UNIVERSITY OF ALBERTA

APRIL 1, 2024 TO MARCH 31, 2028

NASA

THE UNIVERSITY OF ALBERTA NON-ACADEMIC STAFF ASSOCIATION

If you provide a support staff function at the University of Alberta, you work in a unionized environment.

NASA is the union which negotiates the terms and conditions of your employment. We also provide you with advice and assistance if you experience any difficulties in your work environment. This assistance includes giving advice and resolving issues regarding your rights under the contract, health and safety issues, WCB difficulties, benefit needs, etc.

NASA has qualified labour relations staff who are available to you by phone or by email to provide advice and representation when you need it. In a number of workplaces there are also NASA members who are Union Stewards. These individuals can also assist you when you need it.

As a support staff employee, you will be paying dues to NASA. Membership and its privileges, however, are not automatic. You can become a member by completing a membership application form and sending it to the NASA office. The membership form is available from the NASA office or from the NASA website. Your Union Steward or the office staff can assist you in learning more about NASA and how you can become an active member.

We encourage all support staff to become active in NASA. General meetings are held regularly in order to encourage and take direction from members. Meeting notices are sent to you directly or posted on the NASA bulletin boards in your workplace. NASA is a membership-driven organization that is only as good as the participation of its members.

Please feel free to contact the NASA office at:

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8215 – 112 Street
Edmonton, AB T6G 2E1

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COMMON PROVISIONS

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*Article amended

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*Appendix amended

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Preamble

The University of Alberta (the Employer) and the Support Staff of the university share a common interest in achieving the university's goal of excellence in teaching, research and service to the community. The university and the Non-Academic Staff Association (NASA) are committed to working together for common goals, recognizing that NASA's role is to represent the interests of its members and the Employer's role is to manage in the best interests of the university.

This Collective Agreement provides a foundation for achieving our common goals of:

- building positive working relationships at all levels of the organization, and
- creating safe, healthy, effective, innovative work environments in support of teaching, research and service excellence.

Support Employees make a vital contribution to the university's success. We are committed to creating a work environment that contributes to the overall well-being of staff and enables them to be the "best they can be". We will strive to ensure that all members of the university community achieve their full potential, contribute to the university's success, and are valued and recognized for their contributions. We will help build a sense of pride and community at the university by actively fostering the behaviours, principles and accountabilities that guide our relationship at all levels of the organization.

Our relationship must be based on a high level of trust between the Employer, NASA and Support Staff. In working to build and sustain trust, each party commits to and is entitled to expect frankness and honesty. We also recognize that:

- Mutual efforts at problem solving on issues that affect Employee interests can build trust when based on recognition of each party's legitimate role.
- Actions that disappoint reasonable expectations or place the other party in an untenable or embarrassing position can undermine trust and should be avoided.

A trusting, effective working relationship depends on the manner in which we share information and consult with each other on issues that significantly affect our interests. We recognize that:

- It is to our mutual advantage to notify each other in a timely way of issues that may have a significant impact on our respective responsibilities as Employer or bargaining agent.
- It is important that university decision makers consider the interests of Employees when deciding upon a course of action.
- There is value in consultation on matters that directly affect the interests of NASA and its members.
- Consultation, when engaged in, needs to be timely, meaningful and efficient.
- Some matters may, of necessity, need to be handled with discretion – we need to be clear with each other when the exercise of discretion is necessary.
- Breaches of confidence result in a breach of trust.
- Our interests may differ in particular circumstances, but failure to agree on an issue should not undermine our relationship or the integrity of the process used to discuss an issue.

We recognize that our working relationship relies on respectful behaviour, including:

- Behaving with honesty, consistency and integrity
- Listening to what others have to say, without interruption
- Being open-minded to other's feedback, ideas and suggestions
- Managing emotions
- Identifying and addressing differences quickly, encouraging people in conflict to try to resolve disagreements themselves through constructive, face-to-face dialogue before involving others
- Intervening when personal differences (or tests of will) are impairing ability to solve issues, taking steps to resolve such differences and to re-focus energies on problem solving
- Preventing personal attacks and behaviours that intentionally discredit or undermine others
- Following through on commitments
- Supporting people who work together and processes that promote cooperation, and working to correct disrespectful behaviour
- Making effective use of existing processes to resolve disagreements and overcome impasse

We will work to ensure that all members of the university community understand the importance and value of this Agreement and live up to their Collective Agreement responsibilities.

ARTICLE 1*

APPLICATION AND TERM OF AGREEMENT

1.01 Application of the Collective Agreement

Consolidated Collective Agreement including Common Provisions

Part A – General Support Operating Employees Agreement

Part B – General Support Trust Employees Agreement

Where Parts A or B have specific provisions which conflict with the language in the Common Provisions, the specific provision contained in the applicable Part will apply.

1.02 Term of the Collective Agreement

Unless otherwise expressly provided herein, all parts of the Consolidated Collective Agreement (consisting of this Part and Parts A and B) will take effect on the date of ratification by the parties until March 31, 2028.

The Consolidated Collective Agreement will remain in effect thereafter until:

- (a) a replacement Consolidated Collective Agreement comes into force; or
- (b) a strike or lockout commences under the Labour Relations Code.

1.03 Strike or Lockout

If a strike or lockout commences under the Labour Relations Code, the Consolidated Collective Agreement is deemed to continue to apply during that strike or lockout in respect of any designated essential services workers, subject to any changes or permitted changes described in the parties' essential services agreement.

1.04 Alignment to Minimum Standards Legislation

If any provision of the Consolidated Collective Agreement is agreed by the parties to not meet applicable minimum standards legislation, the language will be read to apply the applicable minimum standard, unless the parties agree to a higher standard.

ARTICLE 2*

DEFINITIONS

In this Agreement, the following definitions apply to Common, Part A and Part B, as may be applicable, whether capitalized or not:

- 2.01 **“AVP (HR)”** means the Associate Vice-President, Human Resources, Health, Safety and Environment of the University of Alberta or their designee (the parties recognize that the Associate Vice-President is the representative of the Governors of the University of Alberta).
- 2.02 **“Bargaining Unit”** means all Employees of the Board of Governors, University of Alberta, when employed in general support services, as described in the Alberta Labour Relations Board certificate #C2177-2023.
- 2.03 **“Base pay”** means the basic rate negotiated by the parties as outlined in Common Provisions, Appendix A or Appendix AA.
- 2.04 **“Continuous operation”** means a unit of a department which operates seven days a week and 24 hours a day.
- 2.05 **“Demotion”** means a move from one position to another position with a lower maximum base pay.
- 2.06 **“Department”** means a teaching department, a faculty office, an administrative office, or a service unit under the administrative authority of the Employer.

- 2.07** “**Department Head**” means a dean, Director, chair, or head of a teaching or non-teaching department so designated by the Employer, or other administrative authority, or their designee.
- 2.08** “**Designated Employer Representative**” (DER) means a senior administrative level representative with the authority to resolve a dispute under Common Provisions, Article 17 (Dispute Resolution Process).
- 2.09** “**Director**” means a senior level appointee of the Employer who has been assigned ongoing responsibility for specific activities under this Collective Agreement, and may include a senior level designee. The Union will be advised of these appointees pursuant to Common Provisions, clause 5.09.
- 2.10** “**Dismissal**” means the discharge of an Employee from employment.
- 2.11** “**Double time**” means two times the hourly pay.
- 2.12** “**Employee**” means a person in the Bargaining Unit.
- 2.13** “**Employer**” means the Governors of the University of Alberta.
- 2.14** “**Fiscal year**” means the period April 1 to March 31.
- 2.15** “**Illness**” means an Employee illness, injury, or quarantine including any illness-related portion of pregnancy or maternity leave.
- 2.16** “**Increment**” means the difference between one step and the next full step on a salary grade (e.g. Step 1 to Step 2 or Step 1.5 to Step 2.5) as set out in Common Provisions, Appendix A.
- 2.17** “**Lieu day**” means a day off with pay in place of a paid holiday or a previously mutually agreed-to lieu day on which the Employee is required to work.
- 2.18** “**NASA**” means the University of Alberta Non-Academic Staff Association.
- 2.19** The “**parties**” are the Employer and the Union.
- 2.20** “**Pay**” means the basic rate negotiated by the parties as

outlined in Common Provisions, Appendix A and Appendix AA plus, where applicable, the additional payments of language premium, responsibility premium, as well as any agreed-to retroactivity.

- 2.21** “**Position**” in Part A means a position expected to continue indefinitely or a position which ceases to exist after a defined term. In Part B it means a position that is contingent upon continuation of a Trustholder’s research/operation activities or the receipt, renewal, or continuance of a research grant, contract, or other source of funding.
- 2.22** “**Promotion**” means a move from one position to another position with a higher maximum base pay and with an increase in current base pay. It does not apply to Casual and Auxiliary Employees who are rehired by the Employer within four months as per Common Provisions, clause 20.13(c).
- 2.23** “**Seniority**” means length of service in the bargaining unit.
- 2.24** “**Seniority unit**” means a group of Employees for which Seniority is considered distinctly from other groups of Employees for particular purposes under this Collective Agreement. Seniority units are identified at Appendix AC. For Employees holding a trust position, their Seniority unit consists of all those Employees reporting to the same Trustholder.
- 2.25** “**Straight time**” means the hourly pay.
- 2.26** “**Supervisor**” means any person whose job function requires them to organize, direct, and control the work of Employees, so designated by the Employer. (A “manager” is not included in the bargaining unit.)
- 2.27** “**Time and one-half**” means 1 ½ times the hourly pay.
- 2.28** “**Transfer**” means a move from one position to another position with the same maximum base pay. It does not apply to Casual and Auxiliary Employees who are rehired by the Employer within four months as per Common Provisions, clause 20.13(c).
- 2.29** “**Trustholder**” is the recognized person(s) who holds research grants, contracts, or is responsible for some other form of

trust account at the University, and who is an authorized representative of the Employer or their designee.

2.30 “**Union**” means NASA.

2.31 “**Union Representative**” means a NASA Labour Relations Officer or designee.

ARTICLE 3*

UNION RECOGNITION

3.01 The Employer recognizes the University of Alberta Non-Academic Staff Association (NASA) as the exclusive bargaining agent for the unit of Employees described in the Alberta Labour Relations Board certificate #C2177-2023 as *“All Employees of the Board of Governors, the University of Alberta, when employed in general support services”*.

3.02 Concurrent with the review by Total Rewards, the Employer agrees to inform NASA of any designation decision being considered pursuant to their authority under the Post Secondary Learning Act and to provide a description of the position under consideration. If NASA so requests, the Employer will provide rationale for the intended designation, non-designation, or change in designation. Any further action will be taken pursuant to the appropriate policy, if any, or legislation.

3.03 No Employee will be required or permitted to enter into any written or verbal agreement, which violates the Collective Agreement, without the express written agreement of the Union.

3.04 The parties agree there will be no discrimination or coercion exercised or practiced with respect to any Employee for reason of membership or legitimate activity in the Union.

3.05 All Employees covered by this Agreement will either be members of NASA or be required to pay a service fee

equivalent to the membership fee.

- 3.06** Membership fees or service fees will be deducted from Employees' base pay and remitted to the Union on a semi-monthly basis in the month following the month in which such monies are deducted. The Employer further agrees to provide the Union with the full name, job title, department, Employee type, commencement date, seniority date, last known address, primary contact number, and amount of dues deducted for each Employee for whom service fees or dues have been deducted. It is the responsibility of Employees to maintain current and up-to-date personal contact information. In addition the Employer agrees to provide the Union with, for use in NASA business only, the rate of base pay for each Employee in the bargaining unit.
- 3.07** Subject to the technical capability to do so, the Employer agrees to provide the above information to the Union in machine readable form.
- 3.08** The Union will provide the Employer with as much written notice as feasible but at least one full calendar month prior to the effective date of a change in the amount of dues to be deducted.

ARTICLE 4**

EXCLUSIONS

- 4.01** This Agreement will not apply to persons who are:
- (a) excluded pursuant to statute;
 - (b) represented by another union/association at the University (e.g. The Postdoctoral Fellows Association (PDFA), The Graduate Students' Association (GSA), and The Association of the Academic Staff of the University of Alberta (AASUA), in respect of the work performed which is subject to those bargaining unit certifications;

- (c) excluded by virtue of the parties' agreement;
- (d) **"Post-doctoral Fellows"** who are (and should be) engaged in legitimate training and learning opportunities;
- (e) **Graduate/Undergraduate Students Paid from Trust;**
- (f) **"Research Associates"** who are (and should be) engaged in legitimate academic research, training, and/or learning opportunities;
- (g) **"Research Trust Managers"** who are (and should be) engaged in legitimate academic/management activities; or
- (h) **Trust Academics** (including Trust Professionals and Trust Administrators)

4.02 Out of Province Employees

Notwithstanding clause 4.01(a) above, the Employer will voluntarily recognize Employees who permanently reside and work within Canada but outside of the Province of Alberta as bargaining unit members where the Employee selects NASA as their official bargaining agent. In order to implement this provision, the Employer will provide the Employee with contact information at NASA to allow them the opportunity to contact NASA. Where the Employee selects representation, NASA will advise the Employer in a timely fashion to allow the Employer to confirm with the Employee that NASA is their bargaining agent. The terms of this Agreement will apply to those Employees who have elected NASA as their bargaining agent. NASA and the Employer will agree to any special terms and conditions required as a result of the Employee's place of employment.

4.03 Student Employees

The following principles will be applied to determine exclusion of Student Employees that are not already expressly excluded in accordance with this Agreement:

- (a) The work is directly related to the student's field of study and required in order to receive credits or graduate, e.g.,

Co-Op Students, Interns.

- (b) The work is specifically designed to meet a part of the student's program of study (e.g. some work experience projects which replace credit course work).
- (c) The work is typically performed by students as an adjunct to student life and may be paid on a per-event or non-cash basis, e.g. Art Model, Bartender at a student function, Soccer Referee, Mascots.

4.04 Exclusion Process

The process the parties will use to determine future exclusions under this Article is as follows:

- (a) Human Resources will advise NASA by providing the following information: job title, number of persons affected, how pay is rendered, and the principles that apply to the exclusion.
- (b) If it deems it necessary, NASA will arrange a meeting with the Department(s) and Human Resources within ten days of notification. The purpose of the meeting will be to seek clarification and resolution. In any event, NASA will respond in writing within 15 days of notification.
- (c) If an agreement cannot be reached, Human Resources will refer the matter for further discussion to the Director and the Union Designated Representative within ten days.
- (d) If agreement cannot be reached, NASA will refer the matter to the Alberta Labour Relations Board for a decision within ten days of the meeting held pursuant to clause (c) above.

4.05 General Provisions

Any of the above time limits may be extended or placed in abeyance upon mutual agreement in writing of the parties. All the above time limits referred to in this process are exclusive of Saturdays, Sundays, paid holidays, or official University-wide days off. If the initiating party fails to comply

with the time limits above, the process will be deemed to be at an end.

4.06 Guidelines

The following definitions are guidelines to be used to assist in determining the exclusion of a position/person pursuant to Common Provisions, clause 4.01:

1. Post-doctoral Fellows (PDFs) (excluded)

(a) Description:

PDFs are post-graduate trainees receiving independent research training and are paid an applicable stipend from funds provided by a research granting agency or contractor; movement into a tenure track position or a senior research associate position is a natural transition following completion of the PDF training.

(b) General Duties:

Duties are varied as directed by the Trustholder and will typically involve research training and assistance on specific research projects directly related to post graduate qualifications.

(c) Qualifications/Experience:

- i. holds a PhD or equivalent;
- ii. typically no more than five years of post-doctoral research training at a post-secondary institution.

2. Graduate/Undergraduate Students Paid from Trust (excluded)

(a) Description:

Individuals registered as graduate or undergraduate students involved in research work directly or indirectly related to the course of studies for which they are enrolled as a student; such positions are viewed as an apprenticeship for further academic or professional careers.

(b) **General Duties:**

Duties are varied as directed by the Trustholder and will typically involve research training and assistance on specific research projects directly related to their academic qualifications.

(c) **Qualifications/Experience:**

Undergraduate degree/enrollment in undergraduate program or equivalent related to the area in which they are training/performing work.

3. Research Associates (excluded)

(a) **Description:**

Individuals who are employed in high level research activities who hold the same academic qualifications as faculty members in the same discipline and have the potential opportunity to move into tenure track positions at a post-secondary educational institution.

(b) **General Duties:**

- (i) the Research Associate carries out high level complex research projects either as primary or co-investigator under the direction of the Trustholder;
- (ii) sets research objectives;
- (iii) independently, or at the direction of the Trustholder, develops experiments, research methods, and protocol;
- (iv) designs and develops instrumentation and equipment for research projects;
- (v) co-authors or independently publishes research results and participates in analysis and presentation of research results.

(c) **Qualifications/Experience:**

- (i) normally equivalent to faculty members within the same department/faculty;
- (ii) will normally have prior original research experience;
- (iii) for example:
 - a. Faculty of Medicine
 - 1. a PhD, MD, or equivalent to their area of research
 - 2. will normally have prior post-doctoral/ residency experience
 - b. Faculty of Law
 - 1. minimum requirement of a LLB usually with one or more undergraduate degrees

4. Trust Academics (including Trust Professionals and Trust Administrators) (excluded)

(a) **Description:**

Individuals appointed to senior management positions, ones which are similar to APOs in the Operating accounts.

(b) **General Duties:**

- (i) duties will vary with the particular position but, in general, these will be managerial, executive, or supervisory in nature, with significant decision-making requirements. Duties will not be clerical or routine.
- (ii) duties will involve intermediate and long-range planning.
- (iii) the incumbents will carry out their responsibilities with little or no supervision.

- (iv) responsible for selection, supervision, and evaluation of clerical and technical staff.
 - (v) responsible for budgeting and financial control of operation.
- (c) **Qualifications/Experience:**
 - (i) academic degree, professional qualifications and related experience in managerial positions
 - (ii) useful to have knowledge of the discipline associated with the trust/research grant as well as management skills

ARTICLE 5*

UNION REPRESENTATION

- 5.01** The Employer and the Union are committed to joint problem solving. As part of this commitment, the Union has established a Union Steward Program to facilitate Employees and Supervisors in reaching effective resolutions to problems within the workplace.

Union Steward Program

- 5.02** The parties recognize that when dealing with issues of labour relations, the most effective resolutions are made by those directly affected. The intent of the Union Steward Program is to allow for the representation of Employees to encourage resolution of concerns, complaints, or grievances at the earliest opportunity.

- 5.03** (a) The parties agree that it is desirable to have the broadest representation of Union Stewards across the University; and the Union will make their best efforts to ensure that the appointment of Union Stewards is compatible with operational needs so as to avoid over representation or over utilization in any particular work area. Should any Union Steward be over utilized, the parties will meet to review and resolve the matter.
- (b) The maximum number of Union Stewards elected will be three per cent of the total number of full-time Employees (calculated as at March 31 each year). The number or distribution of Union Stewards may be increased or changed by mutual agreement.
- 5.04** (a) The application of the Union Steward Program is intended to improve efficiency in dealing with issues with minimal interference with the operation of the workplace, recognizing that some communication may be made or received at the workplace for the purpose of arranging non-work time meetings.
- (b) A Union Steward will be recognized as an official representative of the Union. Decisions and resolutions reached with the involvement of a Union Steward will be treated in the same manner as decisions reached with any other authorized representative of the Union, provided that no agreements are reached that are inconsistent with the provisions of this Agreement.
- 5.05** Union activities during regular hours of work are subject to operational requirements. The primary function of an Employee is to perform the duties assigned to their position. Union Stewards will endeavour to submit requests for time to participate in Union activities at least one calendar week in advance. Approval will not be unreasonably withheld.

Time Off for Union Business

- 5.06** (a) Time off with pay will be granted to:
- (i) Employees to exercise specific rights under the Agreement;

- (ii) Union Stewards who require time off work to represent Employees in an effort to resolve an issue, including time immediately before and after any required meetings or where the situation is pressing and disrupting the workplace;
 - (iii) the Chief Union Steward to act in the absence of NASA staff, where an Employee is entitled to union representation;
 - (iv) a maximum of nine NASA Executive members to attend regular executive meetings, not more than once per week;
 - (v) a maximum of four Negotiating Committee members to attend negotiations and reasonable time for preparation;
 - (vi) Employees acting on behalf of the Union on mutually recognized committees;
 - (vii) Employees participating on recognized Employer committees;
 - (viii) Employees for other mutually agreed activities, such as participation on the two Public Service Pension governance boards.
- (b) Time off without pay will be granted to:
- (i) NASA Executive members to attend executive meetings in excess of one per week;
 - (ii) Negotiating Committee members in excess of four for members to attend negotiations and reasonable time for preparation;
 - (iii) Employees to attend to Union business, subject to operational requirements; the Employee must make the necessary arrangements with their Supervisor.

To administer the time off without pay provisions, the Employer will pay the affected Employees and invoice the Union the basic salary, and applicable premiums.

- 5.07** Subject to operational requirements, where Employees work shifts other than those in which meetings under clause 5.06 are being held their time will be dealt with as follows:
- (a) For meetings of less than one full shift, release time will be paid by the Union;
 - (b) For meetings of one full shift, release time will be paid either by the Employer or Union as identified in clause 5.06(a) or (b) above.
- 5.08** If, under this Article, it is necessary to request time off during regular hours of work, the Employee will:
- (a) Not be required to disclose the details of the Union business;
 - (b) Make arrangements for time off with their Supervisor to minimize the impact of their absence on operations; the Employee will endeavour to submit requests for time off at least one calendar week in advance; and
 - (c) Report to the Supervisor upon their return to work.
- 5.09** The Union will provide written notification to the Director of the names and departments of Union Stewards and Executive Committee members. The Employer will annually provide a list of Department Heads and designations required under the Agreement.
- 5.10** The Union and the Employer will provide the name of the person(s) or designee(s) acting as their “designated official” who will have the authority to act and resolve differences. It is further understood that these person(s) or designee(s) will have the authority for authorizing grievances under Common Provisions, Article 17 (Dispute Resolution Process).
- 5.11** The Employer agrees to provide bulletin board space in each department for the purpose of posting information relating to Union business.
- 5.12** Nothing in this Agreement will preclude an Employee from discussing problems personal or job related, with Supervisors or members of Human Resources or other representatives

of the Employer. Nothing in this Agreement will preclude a Supervisor, Department Head, Director, or Dean from meeting with a Union Steward, provided no agreements are reached which are inconsistent with the provisions of this Agreement.

ARTICLE 6

MANAGEMENT RIGHTS

- 6.01** All functions, rights, powers, and authority which the Employer has not specifically abridged, delegated, or modified by this Agreement are retained by the Employer and will be exercised in a reasonable manner.

ARTICLE 7*

SAFETY, WEARING APPAREL AND TOOLS

- 7.01** (a) The Employer and the Union are jointly committed to providing and maintaining healthy and safe working environments for all Employees. This is achieved by observing best practices which meet and comply with legislative requirements contained in the Alberta Occupational Health and Safety Act (OHSA), and other applicable statutes, their regulations, codes, and the policy and programs established by the Employer. To support this commitment, both the Employer and its Employees are responsible jointly to implement and maintain Employer initiatives directed at promoting health and safety, preventing incidents involving occupational injuries and illnesses or adverse effects upon the natural environment.
- (b) The Employer is responsible for the provision of information, training, equipment, and resources to ensure

compliance with all relevant statutes and internal health and safety programs.

- (c) Managers and Supervisors are accountable for the safety of workers within their area, for compliance with the statutory and Employer requirements, and are required to support Joint Health and Safety Committees.
- (d) Employees are required to work in compliance with statutory and Employer requirements, and to report injuries, incidents, and hazardous situations to their Supervisors.
- (e) The Parties shall comply in a timely manner with their respective obligations under the OHSA, its regulations, codes and guidelines, and all relevant environmental laws, regulations, codes of practice, and guidelines.

Safety

- 7.02**
- (a) Where an Employee has reasonable and probable grounds that lead them to believe their work or worksite is unsafe,
 - (i) they will have the right to refuse to enter or leave an area if their personal safety may be endangered,
 - (ii) they will immediately report the condition to their Supervisor,
 - (iii) the Supervisor will make all reasonable efforts to remedy the concern immediately, and
 - (iv) if the Employee's concern cannot be remedied, either the Supervisor or the Employee will report the concern to the Office of Health, Safety and Environment for resolution or remedy.
 - (v) the Employee will not be required to work on that particular job or worksite until the Employee has been formally notified that the unsafe condition has been resolved.
 - (b) As per clause 7.02(a), the Employee's failure to report

for duty or to carry out their duties will not be considered grounds for deducting their pay or disciplinary action.

- (c) Where an Employee or the Union considers that another person is performing their work in an unsafe manner or is working in an unsafe work environment, they will report the unsafe act or condition to the appropriate Supervisor immediately and the provisions of clause 7.02(a) will apply.
- (d) If in the opinion of the Director, or designee, an expert opinion is required, the Director will contact an expert authority, including Alberta Labour – Occupational Health and Safety.

7.03 The Director, or designee, will notify the Union Director of Operations, or designee, immediately upon becoming aware of a serious incident or accident which has caused or has the potential to cause injury to an Employee. When the incident involves exposure to a substance that has a potential to cause injury, written information including the date of exposure, identification of the substance, potential symptoms associated with the exposure, and potential short and long-term effects of such exposure will be provided to all affected Employees. Copies of this information and a list of affected Employees will be provided to the Union. The Director will maintain a record of the incident for future substantiation of Employee Workers' Compensation claims.

7.04 All Employees will be oriented to the University's established health and safety practices.

7.05 The Employer will ensure that all outside contractors, and any other external person who enters into an agreement with the University, are fully compliant with the University's established health and safety practices and will take all measures to minimize the risks to all Employees.

Protective Eyewear, Equipment, Clothing and Footwear

7.06 Where hazard assessments identify the need for special wearing apparel, protective eyewear, equipment, clothing, or footwear, the following will apply:

- (a) The Director, or designee, will determine the appropriate protective eyewear, equipment, clothing, or footwear for that activity/area.
- (b) Where protective eyewear, equipment, clothing, or footwear is required, Employees will be provided with the required items, including replacements, at no cost to the Employee.
- (c) Where the Employee requires prescription eyewear, the protective eyewear will be of a design that will fit over the Employee's prescription eyewear. Where the design of protective eyewear cannot accommodate the Employee's prescription eyewear, prescription protective eyewear will be provided as per clause 7.06(b).
- (d) Where Canadian Standards Association (CSA) approved protective footwear is required but not provided per clause 7.06(b), an Employee is entitled to:
 - (i) an allowance of \$12.00 per month of service in a position where this protective footwear is required, and
 - (ii) an initial payment of \$100.00 upon completion of the probationary period or trial period in a position where this protective footwear is required, and
 - (iii) where this footwear requires replacement, not resulting from normal wear and tear, the footwear will be replaced at no cost to the Employee.
- (e) Notwithstanding clause 7.06(d)(ii), Auxiliary Employees and Apprentices will receive the payment in clause 7.06(d)(ii) when their service exceeds 12 months.
- (f) An Employee or the Union may request an assessment of the need for protective eyewear, equipment, clothing, or footwear. The assessment will be done within 30 days of the request.
- (g) In the event of disagreement over the need for protective eyewear, equipment, clothing, or footwear, the Director, or designee, will make a final determination.

Tools

- 7.07** Where an Employee is required, as a condition of employment, to use their own hand tools and bench tools in the performance of their job, such tools will be replaced by the department when damaged or broken during the performance of their work. The department will supply special or unusual tools as required.

Wearing Apparel

- 7.08** Where Employees are required to wear special wearing apparel, including uniforms and coveralls, departments will supply this apparel including replacements at no cost to the Employee.

Casual Employees

- 7.09** The provisions of this Article apply to Casual Employees except:
- (a) clause 7.06(d) does not apply to Casual Level 1 Employees and
 - (b) clause 7.06(d)(ii) does not apply to Casual Level 2 Employees.
 - (c) Effective April 1, 2026, the provisions of this Article apply to Casual Employees except clause 7.06(d)(ii).

Supplemental Tradespersons

- 7.10** The provisions of this Article apply to Supplemental Tradespersons with the exception of clause 7.06(d)(ii). Further, clauses 7.06(d)(i) and (iii) will apply as follows:
- (a) For journeymen these clauses will apply upon completion of 12 continuous months of employment;
 - (b) For Apprentices who complete 12 continuous months of employment interrupted only by schooling for a period of not more than three months, these clauses will apply upon application by the Employee. The Employee will be required to provide proof of registration and completion of schooling. The three month interruption period excludes paid holidays, Winter Closure, or an approved leave

ARTICLE 8**

SALARIES

8.01 An Employee will be paid in accordance with the grade assigned to their position.

8.02 Rates of Pay

- (a) Casual Level 1 Employees will be paid no less than 75% of the rates of base pay.
- (b) Casual Level 2 and Auxiliary Employees will be paid no less than 100% of the rates of base pay.
- (c) Effective April 1, 2026, clause 8.02 no longer applies.

8.03 The rate of base pay set out in Common Provisions, Appendix A will not be reduced except with the concurrence of the Union.

8.04 Where the Employer increases the range of rates of base pay in Common Provisions, Appendix A, the Employees will be paid in the new scale of rates at the same step as they were being paid in the old scale of rates.

8.05 Compensation for Certified Trades Work

- (a) An Employee who is not employed under a trades job title referenced in Common Provisions, Appendix A, but is required to perform a trade task which is restricted by code and which they are certified to do, will receive the applicable trade rate of base pay for such work.
- (b) Where a trade task is restricted by code to those holding appropriate certification, only those with the appropriate certification will be required to perform the task described by the code, and paid accordingly.

8.06 Apprentices

An Apprentice will be paid in the appropriate percentage (as specified in the *Skilled Trades and Apprenticeship Education Act and Regulations*) of the hourly base pay given for their trade.

- 8.07** Employees will be paid in arrears on a semi-monthly basis.
- 8.08** Premium pay, other than overtime, will be paid no later than the pay period following the pay period in which it was earned.
- 8.09** The Employer is entitled to recover overpayment of salary (including reconciliation of entitlements) and the Employee is entitled to recover underpayment of salary (including reconciliation of entitlements) resulting from errors. Both the Employer and Employees are responsible for reporting overpayments or underpayments as soon as they become aware of the overpayment/underpayment. The Employer will correct underpayments of salary.
- Repayment schedules for Employees will be based on the magnitude of the overpayment, length of time over which the error occurred, length of work time remaining, the taxation year, and the impacts on the Employee such as pension. Schedules will be made by mutual agreement pursuant to a process agreed between the parties. Agreement will not be unreasonably withheld. The parties agree that this clause will constitute the written assignment required of the Employee for repayment.
- 8.10** Recovery of overpayments/underpayments will normally be to a maximum of 24 months. In situations where one party wishes to recover overpayments/underpayments which existed beyond 24 months the parties will meet to discuss the particulars of the situation and determine a mutually acceptable resolution. Failing any resolution, the parties agree the matter will be subject to Common Provisions, Article 17 (Dispute Resolution Process).

ARTICLE 9**

SECOND LANGUAGE PREMIUM

9.01 Second Language Premium

Where a second language is an integral component of the core job requirements, a five percent premium will be provided on appointment and will continue as long as the position includes the second language responsibility. Where the requirement is for more than one additional language and that/those language(s) are required to be used more than 25% of the time, an additional five percent premium will be provided.

ARTICLE 10*

PERFORMANCE REVIEWS AND INCREMENTS

10.01 The parties recognize that the University's success depends on the performance and contribution of every Employee. Effective performance management involves a continuous two-way process of communication between an Employee and their Supervisor focused on:

- (a) the direction and goals of the department and the Employee's contributions in the coming year,
- (b) clear, reasonable expectations for performance and accountability,
- (c) how performance will be evaluated,
- (d) learning and development needs,
- (e) recognition of Employee contributions, including contributions to the University community outside of the immediate work area or work assignment, and
- (f) guidance and support to enhance Employee performance.

Performance Reviews

10.02 The Supervisor and Employee will complete a written summary of the discussions outlined in clause 10.01 and an evaluation of the Employee's performance:

- (a) before the completion of their probation or trial period; and
- (b) on completion of 12 months and each subsequent 12 months worked in their position.

10.03 Employee Comments

An Employee is entitled to provide written comments to accompany any performance review on their personnel file within a reasonable time.

10.04 Performance Increments

- (a) Performance increment(s) are awarded for satisfactory or better performance, upon the recommendation of the Department Head/Trustholder, after each annual review period using the base pay grade assigned within the Salary Scales Appendix A for the Employee's present position.
- (b) Increments will not be awarded for performance that is less than satisfactory. Withholding an increment is a disciplinary action and Common Provisions, Article 21 (Discipline) applies. The Employee will be advised in writing by the Supervisor prior to the review date that the increment is in jeopardy. Barring unforeseen developments, this notice will normally occur a minimum of four months prior to their annual performance review date. The notice will include the areas requiring improvement. A follow-up meeting will normally occur approximately one month prior to the performance review date.

ARTICLE 11*

WORKERS' COMPENSATION SUPPLEMENT

- 11.01** When an Employee sustains an injury in the course of their duties and is eligible for Workers' Compensation, they will be paid that amount necessary to make up the difference in pay between what they receive from the Workers' Compensation Board and what they would have received had they been on leave because of General Illness as provided for in Article A10 or Article B4 (Illness and Proof of Illness). Payment under this provision will be made only for that period of time during which they would have received full base pay pursuant to the relevant article, but such payments will not reduce their General Illness entitlement for that year.
- 11.02** An Employee who sustains an injury while in the employ of another employer and who is eligible for Workers' Compensation will not be covered by the Workers' Compensation Supplement and General Illness provisions. Such absence will be considered authorized leave without pay.
- 11.03** In fulfilling its duty to accommodate, the Employer has a responsibility to make every reasonable effort to provide, at the appropriate time, suitable modified or alternate employment to Employees who are temporarily or permanently unable to return to their regular duties, as a result of an occupational or non-occupational injury or illness. In such circumstances, the Employee and the Union also have an obligation to participate meaningfully in the applicable return-to-work process, which includes the Employee performing the modified or alternate employment duties.

ARTICLE 12**

PROBATION AND TRIAL PERIODS

Probation Periods

12.01 After the initial commencement date of employment, the Probation Period of an Employee should not be more than:

- (a) six months of work for Employees in positions from Grades 1 to 10, or
- (b) twelve months of work for Employees in positions from Grade 11 to 15.

The Probation Period can be extended by the Employer for up to three additional months of work, for reasons that are outlined in writing to the Employee, the Union and Human Resources.

12.02 Supervisors and Employees are encouraged to share feedback at least midway through the Probation Period.

12.03 During the Probation Period, the Employer (in consultation with Human Resources) may dismiss a probationary Employee. The Employer will make every reasonable effort to arrange with the Union, in advance, the date/time and location of the meeting in which the Employee will be notified. The Union will make every reasonable effort to accommodate the scheduling of the meeting. The Employee has the right to union representation at the meeting. The Employee will receive five working days of written notice or, at the sole discretion of the Employer, pay in lieu thereof, if their period of employment is more than three months. An Employee dismissed for cause is not entitled to notice or pay in lieu of notice under this Article.

12.04 Except in extenuating circumstances no Employee should serve more than one Probation Period with the Employer.

12.05 Auxiliary and Casual Employees

- (a) For the purposes of a Probation Period as per clause 12.01 above, the initial commencement date of employment is deemed to be the first day of work when all of the following conditions are met:

- i. the work must not be intermittent in nature, and
 - ii. the Employee must work 40% or more of the regular hours of work specified for the job.
- (b) Further to clause 12.05(a), where such an Employee becomes a Regular Employee in the same position with no break in appointment and without completing a Probation Period, the Probation Period in the regular appointment will be reduced by the number of months of Probation already successfully completed, provided the Employee is performing the full range of duties that would normally be performed by a probationary Employee at that time.
- (c) An Employee who completes probation on an Auxiliary or Casual appointment but has not been performing the full range of duties that would normally be performed by a Regular Employee at that time will have a Trial Period applied upon appointment to full duties as per clause 12.06.
- (d) Clauses 12.02 and 12.03 apply as written.
- (e) An Employee who moves directly to a new job or who is rehired by the Employer within four months as per Common Provisions, clause 20.13(c) will be subject to the terms of a Probation Period if one has not already been successfully completed.

Trial Periods

12.06 An Employee who has completed their Probation Period and transfers, is promoted, or voluntarily demoted, will have a Trial Period of three months of work, which may be extended by the Employer for another three months of work for reasons that are outlined in writing to the Employee, the Union, and Human Resources.

12.07 Regular Operating Employees

- (a) During this Trial Period, if the Employee is deemed unable to perform the duties of the new position

satisfactorily, they will be returned to their previous position.

- (b) If another Employee is subsequently affected by such return, they will be returned to their previous position. Where that Employee has no previous position with the Employer, their employment shall be terminated subject to any rights upon termination as provided in this Agreement or by statute.
- (c) Upon return, the Employee will be treated in accordance with the rights they held immediately prior to the Trial Period.

12.08 Regular Trust Employees

- (a) During this Trial Period, if the Employee is deemed unable to perform the duties of the new position satisfactorily, they will be returned to their previous position if it is available and vacant. If not, the Employee will be:
 - i. laid off as per Article B6 (Position Disruption), if the previous position was a Regular Trust position, or
 - ii. terminated from the position and will retain service for another four months, unless Common Provisions, clause 20.13(b) applies.

12.09 Auxiliary and Casual Employees

- (a) When such an Employee is affected by a Trial Period reversion as per clause 12.07, they will be terminated from that position.
- (b) An Employee who moves directly to a new job or is rehired by the Employer within four months as per Common Provisions, clause 20.13(c) will be subject to the terms of a Trial Period if a Probation Period has been successfully completed.
- (c) If the Employee is deemed unable to perform the duties of the new job satisfactorily during the Trial Period, they

will be terminated from the position and will retain service for another four months, unless Common Provisions, clause 20.13(b) applies.

- 12.10** No Trial Period will be required on disciplinary or involuntary demotion.

ARTICLE 13**

POSTINGS, PROMOTIONS, TRANSFERS, AND RESPONSIBILITY PAY

13.01 Postings

- (a) Positions expected to be greater than 12 months in length will be posted. Where a position is expected to be less than 12 months, is filled without posting, and then is determined to be needed for an additional period of greater than 12 months, the Employer will either post the position or seek a waiver of posting in writing from the Union.
 - (i) Minimum qualifications will be stated in the posting. Internal applicants with the minimum qualifications, or a combination of experience, skills, and abilities to do the work must be given consideration in the filling of these vacancies. Internal applicants may request feedback on their application.
- (b) Positions posted under clause (a) above will be filled without posting if, in order of priority, one of the following conditions applies:
 - (i) an Employee with the skills and ability to fill the position is available and the position satisfies the duty to accommodate the Employee, or
 - (ii) an Employee with the skills and ability to fill the position (subject to the Position Disruption articles) is available and redeployment has been

offered, or

- (iii) an Employee with the skills and ability to fill the position (subject to the Position Disruption articles) is available and on active recall status.

13.02 Transfer

- (a) Where an Employee voluntarily moves from one position to another position with the same grade level, such a move will be considered a transfer and there will normally be no change to their performance review period.
- (b) The Employee's pay will be within the grade level range and will be no less than their current rate of pay.
- (c) Where the Employee's rate of pay is placed at a higher step (i.e., at least one increment) than the current rate of pay, the performance review period will be changed to the date of transfer. Performance increments will thereafter be granted, pursuant to Common Provisions, Article 10 (Performance Reviews and Increments), annually from the date of the transfer.
- (d) An Employee who voluntarily moves from a regular position to an Auxiliary position [as defined in clause Part A/B 1.02(b)] will be treated in accordance with the provisions of the Collective Agreement for Auxiliary Employees.
- (e) An Employee who voluntarily moves from a Regular or Auxiliary position to an appointment as a Supplemental Tradesperson [as defined in clause A1.02(d)] will be treated in accordance with the provisions of the Collective Agreement for Supplemental Tradespersons.
- (f) Where the Employer is required to provide an accommodation based on protected grounds, the Employee will be placed in the new scale:
 - (i) at the same grade level, they will retain their step level on that base pay grade;

- (ii) at a lower grade level and their base pay is within the base pay range for that grade, they will be placed on the step level nearest, but not lower than, their current base pay;
 - (iii) at a lower grade level and their base pay is above the base pay grade for the new position, they will be placed at step nine of the base pay grade for the new position.
- (g) No Employee will be unreasonably transferred.

13.03 Promotion

When an Employee is promoted from one position to another position with a higher-grade level, their new base pay will be within the range of the higher grade for their new position. The new base pay will be no less than one full increment above their current pay. Performance increments will thereafter be granted, pursuant to Common Provisions, Article 10 (Performance Reviews and Increments), annually from the date of promotion. If the Employee is within three months of their next increment on date of promotion, they will be granted an additional increment.

13.04 Responsibility Pay

Where an Employee is required to perform higher level duties, in addition to some of their own regular duties and responsibilities, for a cumulative qualifying period of five days per fiscal year, they will receive a premium of at least five percent of their base pay if they are at the top of the current scale, or be placed on a step that is at least five percent above their base pay if they are not at the top of current scale. The premium will apply for the period of temporary responsibility including the qualifying period.

A new Job Fact Sheet will be done and a job evaluation completed:

- (a) after a period of six continuous months, or
- (b) after a period of 12 continuous months where it is expected that the assignment will be more than six

months (i.e., maternity leaves, lengthy illness periods or specific projects).

These time frames may be extended with mutual agreement should extenuating circumstances arise.

13.05 Temporary Transfers and Promotions

When an Employee is transferred or promoted on a temporary basis, then the following will apply:

- (a) The term will not be more than 12 months or the specific term of the project. Extensions may be made and a copy of the revised terms is to be provided to the Union and Human Resources.
- (b) The Employee will be paid:
 - (i) in the case of a transfer, there will be no change to their base pay or performance review period; or
 - (ii) in the case of a promotion, they will be
 - (a) placed on a step of the higher grade that is at least five per cent above their base pay, or
 - (b) the minimum base pay for that higher level position, whichever is greater.
 - (iii) Where they are promoted to a position that is outside the scope of this Agreement, they will be paid at least ten per cent above their base pay.
- (c) The Employee will be eligible for increments, as per Common Provisions, Article 10 (Performance Reviews and Increments), for each year in the temporary transfer or promotion.
- (d) Seniority and service will continue to accrue normally and there is no change to the Employee's seniority unit.

- (e) During the term of the temporary transfer or promotion, either the Employer or Employee can end the assignment with 30 days written notice or less as mutually agreed.
- (f) At the end of the temporary transfer or promotion, the Employee will return to their original job.
- (g) Upon return to their original position, the Employee's pay will be adjusted to reflect all increments that would have been due had they remained in their original position. Any extra increments granted during the temporary transfer or promotion may be granted upon return to their original position, at the discretion of the Employer.
- (h) Where the temporary transfer or promotion is going to continue for less than six weeks then clause 13.05(e) above will not apply.
- (i) All terms and conditions, including defined duties and responsibilities, will be provided to the Employee in writing with copies to Human Resources.

ARTICLE 14

RESIGNATION/TRANSFER

14.01 Notice of Resignation

- (a) An Employee with two years or more of service, who is leaving the employment of the Employer, will provide ten working days notice of resignation not including earned but unused vacation or compensating time off.
- (b) An Employee, with less than two years of service, who is leaving the employment of the Employer, will provide five working days notice of resignation not including earned but unused vacation or compensating time off.

14.02 Notice of Transfer

An Employee who accepts another position with the Employer will provide as much notice as is reasonably possible of the transfer.

ARTICLE 15

POSITION ABANDONMENT

- 15.01** An Employee absent from employment without permission and without informing the Employer will, after three consecutive work days of such unauthorized absence, be considered to have abandoned their position and will be deemed to have resigned. The deemed resignation will be rescinded if the Employee demonstrates that circumstances beyond their control prevented them from reporting to their place of work and from contacting their Employer.

ARTICLE 16

LEAVE WITHOUT PAY

- 16.01** Where an Employee applies for a leave of absence without pay, it will be granted subject to approval of the Employer.
- 16.02** An Employee may be granted leave of absence without pay to seek election for political office at the local, provincial, or federal level. The leave period and other leave arrangements will be appropriate to the circumstances as approved by the Employer.
- 16.03** An Employee elected to a political office at the provincial or federal level may request a full time leave of absence without pay to fulfill their elected responsibilities.

- (a) Full time leave without pay or benefits will be granted for the first term of office.
- (b) Upon the end of the first term in office, the Employee will within one month notify the University of their desire to return to the University.
- (c) The Employee will be placed on the recall list in accordance with clause A13.05(c)(iv) or clause B6.06. No other terms of Article A13 will apply.

16.04 Upon written request, an elected Union official will be granted a leave of absence without pay. At the request of the Union, the Employer will continue all salary and benefits during the period of leave and invoice the Union, or place the Employee on a leave of absence without pay or benefits for the duration of the leave.

ARTICLE 17

DISPUTE RESOLUTION PROCESS

17.01 Recognition

The Employer and the Union will work together to foster a collegial and productive workplace. Working together requires a commitment to frequent and open communications and joint problem solving on matters affecting the Collective Agreement and/or the Union-Management relationship.

The purpose of the dispute resolution process is to resolve problems, complaints, and grievances, between the Union and the Employer, in a timely and effective fashion, and to maintain harmonious working relations.

Both parties recognize their collective duties and responsibilities in these matters.

17.02 General Principles

(a) Disclosure

The parties will disclose all information/documentation concerning the dispute at the earliest possible opportunity.

(b) Grievance Application

It is the intent of the parties that only one grievance type be dealt with on a particular matter and that said grievance be grieved under the appropriate defined grievance type. However, circumstances may arise where one or more individual grievances may more appropriately be addressed as a group or policy grievance, or vice-versa. The parties will attempt to reach mutual agreement on the appropriate means of processing such grievances.

Where a group or policy grievance is subsequently initiated, all related individual grievances may be placed in abeyance pending the final resolution of the group or policy grievance.

(c) Time Limits

Any of the time limits outlined in this Article may be extended or placed in abeyance upon mutual agreement in writing of the parties. All of the time limits referred to in this Article will be exclusive of Saturdays, Sundays, paid holidays, or official University-wide days off.

In the event that the initiating party fails to comply with the time limits herein, the grievance will be deemed to be at an end.

Notwithstanding any of the provisions in this Article, the initiating party may discontinue the grievance at any stage in writing and, therefore, such will be deemed wholly at an end.

(d) **Employee's Right to Representation**

An Employee's right to representation by the Union is recognized as identified in this Article, and will not be bypassed in this dispute resolution process.

(e) **Facilitation**

At any step in this procedure the Union and/or Human Resources may be asked to assist in achieving a resolution.

(f) **Expectations**

The parties to this Agreement are committed to resolving problems informally and at the earliest possible step in the procedure.

17.03 Definition of Grievance Types

(a) **Dispute** - any problem, conflict, disagreement, or difference involving Employees and/or Supervisors/managers.

(b) **Grievance Types** - a formalized written difference regarding the interpretation, application, operation, administration, or alleged violation of the Collective Agreement and including any dispute as to whether the difference is arbitrable.

(i) Individual Grievance: An individual grievance will be defined as a grievance involving one individual.

If the individual grievance is discipline or termination related (e.g., dismissal, layoff, recall), such grievance will be initiated within 15 days of the date the action giving rise to the grievance occurred and will be initiated at the Grievance Process (Step Three).

(ii) Group Grievance: A group grievance will be defined as an issue concerning two or more Employees in the same department. Such grievance will be initiated within 15 days of the date the action giving

rise to the grievance occurred and will be initiated at the Grievance Process (Step Three).

- (iii) Policy Grievance: A policy grievance will be defined as an issue affecting either party and/or more than one Employee in more than one department. Such grievance will be initiated within 15 days of the date the action giving rise to the grievance occurred and will be initiated at the Grievance Process (Step Three).

(c) Written Grievance Information

A formal written grievance will include the following information:

- (i) the date of the grievance;
- (ii) the nature, type, and details of the grievance, for instance, the alleged occurrence said to have caused such grievance;
- (iii) where applicable, the name(s) of the grievor(s) and their department(s);
- (iv) the remedy sought;
- (v) the article(s) or clause(s) of the Agreement allegedly violated, being as specific as possible;
- (vi) signature of the initiating party's representative.

17.04 Problem Solving Level (Step One)

- (a) Employees and Supervisors/managers are encouraged to resolve any dispute through a face-to-face discussion. Employees who feel uncomfortable speaking alone with their Supervisor and/or manager may seek the assistance of a Union Steward to facilitate the discussion.
- (b) The discussion should take place within ten days of the time an Employee should reasonably have become aware of the action or matters giving rise to a dispute.
- (c) The discussion should be a respectful open exchange,

which clearly identifies and communicates the interests of the persons directly affected by the dispute, in an attempt to arrive at a mutually agreeable solution that is in accordance with the provisions of the Collective Agreement.

17.05 Consultation Stage (Step Two)

- (a) If a dispute is not resolved by problem solving, or is not believed to be suitable for problem solving, the affected Employee or Supervisor/manager will seek the counsel of a Union Representative or assigned Human Resources representative to move the matter to the consultation stage.
- (b) Within fifteen working days of the date of the incident that gave rise to the dispute or of the date the involved individuals acknowledge a lack of resolution at the problem solving stage (Step One), the consultation process will begin.
- (c) During this process, the involved parties together with the Union Representative and assigned Human Resources representative will work towards a mutually agreeable resolution of the dispute.
- (d) All discussions, proposed solutions, and notes taken during the consultation stage are confidential and without prejudice to the legal or contractual rights of the parties.
- (e) Consultation may continue for as long as progress is being made. If the matter is concluded in a mutually satisfactory manner, confirmation will be provided in writing.
- (f) At any time, either the Union Representative or assigned Human Resource representative can conclude consultation by providing written notice to the other. If the Union chooses to advance the dispute by grievance, notice will be filed within ten days of the date of written notice to cease the consultation stage was provided.

17.06 Grievance Process (Step Three)

- (a) The grievance will be submitted in writing to the Director, who will provide a copy to the DER.

The Union Representative and the assigned Human Resources representative will jointly prepare a Statement of Agreed Facts and identify the facts in dispute.

Each party will submit to the other a document outlining their respective points of view within 20 days of the submission of the grievance.

- (b) Within ten days of the provision of the documents referenced in clause 17.06(a) above, the Union Representative, the assigned Human Resources representative, the Director, the DER, and any affected person will meet in an initial attempt to problem solve the grievance. Further meetings and/or discussions may occur as the parties attempt to resolve the grievance.
- (c) Where a resolution has been reached, the agreement will be committed to writing.
- (d) If the grievance cannot be resolved through discussion, the initiating party will be provided reasons by the other party within five days of the date the parties acknowledge that resolution was not possible.
- (e) Policy grievances will be submitted to the Employer's Director or the NASA Director of Operations as appropriate. The matter will be processed in accordance with clauses (a), (b), (c), and (d) above.
- (f) Anything said, proposed, generated, or prepared for the purpose of trying to achieve a resolution to the grievance during this process is to be considered privileged and will not be used for any other purpose, including any subsequent arbitration proceeding.
- (g) Either party may submit a grievance to arbitration. The party advancing the grievance will advise the other party in writing within 30 days of receipt of the correspondence referenced in clause 17.06(d) above. After having

submitted the grievance to arbitration, the parties may agree to further attempts to resolve the issue through mediation and all expenses of the mediator will be borne equally by both parties.

17.07 Arbitration

- (a) The party advancing the grievance to arbitration, will notify the other party in writing, and
 - (i) name its nominee to the board of arbitration; or
 - (ii) state its desire to consider the appointment of a single arbitrator.
- (b) Within five days after receipt of notification provided for in clause 17.07(a), the party receiving such notice will
 - (i) inform the other party of the name of its nominee to a board of arbitration; or
 - (ii) arrange to discuss with the other party the selection of a single arbitrator.
- (c) The parties may select one person to act as a sole arbitrator to whom any such grievance may be submitted for arbitration and such person will have the same powers and be subject to the same restriction as a board of arbitration appointed under this Agreement.
- (d) Where agreement cannot be reached on a single arbitrator, a board of arbitration will be established.

Where the nominees to a board have been named by the parties, they will within ten days endeavour to select a mutually acceptable chairperson for the arbitration board. If they are unable to agree, an application will be made to the Labour Relations Board to appoint a chairperson.

- (e) The following conditions will apply to the powers of the arbitrator. The arbitrator may:
 - (i) require production, in advance of the hearing, of documents deemed relevant to the grievance;

- (ii) examine any witnesses deemed relevant to the grievance;
 - (iii) assist the parties in mediating a resolution of the grievance;
 - (iv) not change, amend, alter, or modify any of the terms of this Agreement;
 - (v) in matters relating to disciplinary action, reinstate an Employee with or without compensation for wages and/or benefits, and/or make any other award they may deem just and reasonable that would be consistent with the terms of the Agreement.
- (f) The arbitrator will have the responsibility to:
 - (i) arbitrate the matter and confine the decision to the issues in dispute;
 - (ii) determine their own procedure and give full opportunity to the parties to present evidence and to be heard;
 - (iii) subject to clause 17.07(f)(iv), hear and determine the merits of the grievance and issue an award in writing to the parties within 30 days of the conclusion of the hearing;
 - (iv) where requested, determine whether a particular matter is arbitrable under this Agreement.
- (g) Any arbitration decision will be final and binding upon the parties and upon any Employee affected by the decision.
- (h) The decision will be one reached by a majority of the members of the board of arbitration. However, if there is no majority decision, then the decision of the Chair will constitute the final binding decision.
- (i) Each party will bear the expenses and costs of their respective presentation and the parties will equally share the fees and expenses of the arbitrator.
- (j) The parties will be responsible for informing any third

party likely to be adversely affected:

- (i) of the time and place of the sitting of the board of arbitration;
- (ii) of the grievance to be placed before the board of arbitration; and
- (iii) of the right of that third party to be present and represented.

ARTICLE 18*

DISCRIMINATION AND HARASSMENT COMPLAINTS

Purpose

- 18.01** All members of the University community are responsible for creating and maintaining a respectful, productive work environment that is free of discrimination and harassment. Discrimination or harassment will not be tolerated.
- 18.02** This Article describes the process for initiating, investigating, and resolving discrimination and harassment complaints. It applies to any discrimination or harassment complaint in which the Union's members are involved as complainant, respondent, or witness. This Article does not confer any rights or entitlements upon complainants or respondents who are not covered by this Agreement (except as provided under "Appeal of Findings"). Other processes will apply to complainants, respondents, or witnesses who are not covered by this Agreement, and may require concurrent processes to address a single complaint.
- 18.03** Notwithstanding clause 18.02, where the Employer is aware of a situation that it believes could constitute either discrimination or harassment, the process outlined in Appendix G.1 will be implemented.

Guiding Principles

- 18.04** Any allegation of discrimination or harassment is a matter of serious concern. Discrimination and harassment complaints will be addressed and resolved quickly, wherever possible.
- 18.05** Where appropriate, complainants and respondents are encouraged to resolve their differences themselves or with the help of a third party.
- 18.06** Steps should be taken to minimize disruption to the workplace resulting from a complaint.
- 18.07** Disciplinary action will be taken if it is determined that deliberately false allegations of discrimination or harassment have been made.

Definitions

- 18.08** “**Discrimination**” is defined as follows:

A distinction, whether or not intentional, based on a characteristic or perceived characteristic referenced in the protected grounds including race, religious beliefs, colour, gender, mental or physical disability, marital status, age, ancestry, place of origin, family status, source of income, sexual orientation, gender identity, gender expression, or political belief, that has the effect of imposing on an individual or group of individuals:

- (a) burdens, obligations or disadvantages that are not imposed on others, or
- (b) of withholding or limiting access to opportunities, benefits and advantages available to other individuals in society, or
- (c) offends the dignity of the person.

Sexual harassment is a form of gender discrimination.

- 18.09** “**Harassment**” is defined as:

A single or repeated incident of objectionable or unwelcome conduct, comment, bullying, or action by a person that the

person knows or ought to reasonably know will or would cause offence or humiliation to a worker or adversely affects the worker's health and safety, and includes:

- (a) Conduct, comment, bullying, or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation.
- (b) A sexual solicitation or advance

but excludes any reasonable conduct of an Employer or Supervisor in respect of the management of workers or a work site.

18.10 “Complainant” is:

A person who believes they have been a victim of discrimination or harassment and initiates a complaint.

18.11 “Respondent” is:

A person who has been accused of discrimination or harassment by a complainant.

18.12 “Case Manager” is:

A person designated by the Employer to coordinate the processing of the complaint and to inform involved persons of their obligations.

18.13 “Intake Officer” is:

A person designated by the Employer, endorsed by the Union, and who is skilled in the assessment of discrimination and harassment complaints.

Rules of Application

18.14 Relationship to Other Processes and Articles

- (a) If a discrimination or harassment complaint is part of a broader dispute involving the alleged violation of other provisions of the Agreement (or emerges during

consideration of that broader dispute), then the portion relating to the discrimination or harassment complaint will be addressed under this Article. Discrimination and harassment complaints will not be addressed by the Dispute Resolution Process except where specifically provided by this Article.

(b) Order of Proceedings:

Except for a grievance under clause 18.35, any grievance under this Collective Agreement related to discrimination or harassment, whether in whole or in part, will proceed concurrently with this formal complaint process, unless the grievance or complaint is held in abeyance by agreement of the parties. However, a grievance will not proceed to Common Provisions, clause 17.07 (Arbitration) unless the Article 18 process is concluded or the parties have otherwise agreed.

18.15 Confidentiality

Respect for confidentiality is fundamental to the success of the process. All persons involved in a complaint will respect the confidentiality of the complaint and information exchanged through the complaint process. Information relating to the complaint will be disclosed only to the extent necessary to:

- (a) establish interim measures,
- (b) discuss, initiate, investigate, and resolve the complaint,
- (c) implement the resolution of the complaint,
- (d) conform to the principles of due process and natural justice,
- (e) satisfy legal requirements, and
- (f) ensure the health and safety of Employees in the workplace.

The Case Manager will be informed immediately of any breach of confidentiality. A breach of confidentiality may constitute misconduct and may result in discipline imposed by the Employer.

18.16 Role of the Union Representative

When representing Employees under this Article, the role of the Union Representative is to:

- (a) witness the undertakings,
- (b) advise the Employee of their rights and obligations,
- (c) facilitate the investigation and resolution of a complaint, and
- (d) act as advocate in appeals and adjudications.

The Union Representative will discharge these responsibilities without impeding the investigation and resolution of a complaint.

18.17 Due Process and Natural Justice

This Article will be interpreted and applied in conformity with the following principles of natural justice and due process:

- (a) the presumption of innocence,
- (b) all involved persons being advised of their rights under this Article,
- (c) Employees being entitled to representation by the Union, in accordance with clause 18.16,
- (d) the right to representation for complainants or respondents not represented by the Union,
- (e) the right of respondents to know the identity of the complainant and details of a complaint,
- (f) the timely and objective investigation of complaints,
- (g) protection of involved persons from reprisals or interference in the investigation of complaints for the individuals involved,
- (h) the right of complainants and respondents to be kept informed of the status of a complaint,

- (i) the opportunity for complainants and respondents to present information in support of their positions and to defend themselves against allegations,
- (j) the use of the Reasonable Person Standard,
- (k) the right of complainants and respondents to receive clarification of the investigator's findings, if needed.

Under this Article, the principles of natural justice and due process do not confer any rights upon complainants or respondents to examine or cross-examine witnesses, except at hearings under clauses 18.32 and 18.35.

18.18 Reasonable Person Standard

The Reasonable Person Standard will be applied in assessing the motivations, actions, and reactions of a complainant, respondent, or witness to a complaint. The standard refers to how others would reasonably and ordinarily think, feel, act, or react under the same conditions and circumstances.

18.19 Concerns with the Process

If a complainant, respondent, the Union, or the Employer has a concern with the application of this process, they will inform the Intake Officer or Case Manager of their concerns at the earliest opportunity. All persons are expected to attempt resolution of such concerns in ways that allow the process to move forward.

18.20 Witnesses

Witnesses are expected to cooperate with a formal investigation. Witnesses who are required to meet with the investigator are entitled to Union representation.

18.21 Withdrawing a Complaint

A complainant may withdraw their complaint at any stage of the process. If this occurs after a formal complaint is initiated, the Case Manager will:

- (a) explore and document the reasons for withdrawing the complaint with the complainant, and

- (b) refer the matter to the appropriate manager for consideration of remedies, corrective action, discipline, or other measures.

18.22 Time Limits

“Days” when used in this Article, Appendix G, and Appendix G.1 means working days. Time limits may be extended by agreement of the Union and Employer. Such extensions will be confirmed in writing.

18.23 Receipt of Documents

Any documents to be provided to the complainant or respondent under this Article will be deemed to have been received if personally delivered, electronically transmitted, couriered, or mailed in a pre-paid registered envelope. Where notice is couriered or mailed in a pre-paid registered envelope, it is deemed to have been received within two days of the date of sending.

18.24 Documentation

Except for remedies, discipline, and corrective action, there will be no reference to a discrimination or harassment complaint placed on the personnel files of a complainant, respondent, or witness.

Informal Resolution

- 18.25** Complainants are encouraged, as circumstances permit, to work out their differences with respondents in a fair and respectful manner without having to resort to the formal complaint process.

- 18.26** A complainant is encouraged to make it known at the earliest opportunity to the respondent that the respondent’s conduct or comments are unwelcome and not acceptable. The complainant should keep a record of the dates, times and nature of the unwelcome conduct or comments, and the names of any people who may have witnessed the incident(s). The complainant should also keep a record of any action they may have taken to stop the unwelcome conduct or comments.

- 18.27** A complainant who is uncomfortable about communicating directly with the respondent may seek the help of a trusted person or third party to facilitate discussions and assist with informal resolution.

Formal Complaints

- 18.28** Procedures for initiating, investigating and resolving formal complaints are described under Appendix G (Formal Complaints and Investigations).

Appeal of Findings

The following provisions apply to appeals of the findings of formal investigations:

- 18.29** Within ten days of receiving the investigator's report, the Employer or Union may appeal the investigator's findings to a mutually agreeable external adjudicator. If the parties are unable to agree on an adjudicator, an application will be made to the Minister of Labour to appoint an adjudicator. The cost of the adjudication will be shared equally by the parties.

- 18.30** The party initiating the appeal will include the following information in its notice of appeal:

- (a) the grounds for the appeal (as per clause 18.31),
- (b) the particulars in support of the appeal, and
- (c) whether it is believed a hearing is required.

The initiating party will provide its notice of appeal to the other party, the complainant, the respondent, and the adjudicator. The initiating party will provide a copy of the investigator's report to the adjudicator.

- 18.31** The role of the adjudicator is to determine if either or both of the following has occurred:

- (a) a substantial and fundamental error in process has been made that could not reasonably have been foreseen before the investigator's report was released or was raised but not addressed, or

- (b) the evidence before the investigator does not reasonably support their findings.

18.32 The adjudicator will be guided by the parties' desire to resolve inquiries under this Article in a timely, efficient, and effective manner, while reducing conflict and stress for those involved, and respecting the dignity of all individuals affected by the process. The adjudicator will:

- (a) review the investigator's final report and the notice of appeal;
- (b) conduct a case management meeting with the parties before proceeding;
- (c) at any time during or following the case management meeting as per clause 18.32(b), consider whether mediation is appropriate and suggest same to the parties;
- (d) determine if a complainant or respondent who is not covered by this Agreement should have standing in the adjudication process;
- (e) determine whether a hearing is required, and if so, whether new information will be received at the hearing and the nature and scope of that information;
- (f) only conduct a new hearing where the justice of the case may require it;
- (g) give full opportunity for the parties and those with standing to be heard;
- (h) normally only address those grounds expressly raised and particularized in the notice of appeal. Where the adjudicator feels duty-bound to expand beyond those grounds, a case management meeting with the parties must be held before proceeding.

18.33 The adjudicator may:

- (a) confirm the findings of the investigator in whole or in part, or
- (b) refer the matter back to the investigator with direction, or

- (c) make any finding that in their opinion ought to reasonably have been made by the investigator.

18.34 The Employer will determine the appropriate remedy(ies), discipline, or corrective action(s) no later than ten days after receiving the adjudicator's decision. Within this ten day period, the Employer will notify the Union of any remedy(ies), discipline, or corrective action(s) that applies to its members. Remedies will also be considered for members who are the victims of false allegations of discrimination or harassment. A breach of confidentiality may be taken into account by the Employer when determining the appropriate remedy(ies), discipline or corrective action(s).

Dispute Resolution Process

- 18.35** (a) Remedies, discipline, or corrective actions may be grieved under Common Provisions, Article 17 (Dispute Resolution Process) by the Union on behalf of a member. The dispute will commence at Step Three, and timelines for initiating the dispute will commence from the date the Employer informs the Union of the remedy(ies), discipline, or corrective action(s).
- (b) Where the investigator's findings have been the subject of an appeal pursuant to clause 18.29, the parties may mutually agree to appoint the same adjudicator to serve as arbitrator for any related grievance.

ARTICLE 19*

REDUCED HOURS LEADING TO RETIREMENT

- 19.01** For the period immediately preceding retirement, the Employee can apply for reduced hours of work (technically, a partial leave without pay (LWOP)). The reduced assignment of hours shall be one of the following options:

Option	Extent of Reduced Hours	Duration	Salary
A.	½ of regular hours (½ LWOP)	2 years	½ salary
B.	⅔ of regular hours (⅓ LWOP)	3 years	⅔ salary
C.	¾ of regular hours (¼ LWOP)	4 years	¾ salary

19.02 During the period of reduced hours of work the full Employer's share of required premium contributions will continue for the following benefit plans as if the Employee were on full pay:

- (a) Group Life,
- (b) Supplementary Health Care,
- (c) Dental Care.

19.03 Long Term Disability would be based on the reduced hours of work and the premiums paid accordingly. The provisions for part-time Employees under Article 30 will be applied to Employees electing this program.

19.04 Salary will be reduced commensurate with the reduction in hours of work.

Subject to the rules of the Public Service Pension Plan, the Employee and Employer are required to maintain their respective pension contributions during the period of reduced hours based on full salary. Full salary, as adjusted for negotiated salary increases, rather than the reduced salary would then be used in calculating the pension payable at the end of the partial leave when the Employee retires and begins to draw a pension.

19.05 Except as noted in clause 19.04 above or the provisions of Common Provisions, Article 16 (Leave Without Pay) respecting applications for leave will apply to arrangements for reduced hours of work pursuant to this Article. Once a leave agreement for reduced hours of work and election to retire is approved by the Employer pursuant to this Article, the agreement cannot be amended or rescinded except by mutual agreement between the parties.

- 19.06** The program is considered a leave, subject to the usual provisions. Each case will require approval by the Dean, Director, or Trustholder and Human Resources. Once a leave agreement is concluded it becomes binding on the Employee and the Employer.
- 19.07** In order to be eligible, the Employee must:
- (a) propose a retirement date within the term of the Collective Agreement or within the four year period beyond its expiry date, and
 - (b) be eligible to retire on the proposed date (i.e., be 55 years of age with a minimum of two years pensionable service), and
 - (c) have been employed by the Employer for a minimum of 36 consecutive months at the time that reduced hours commence, and
 - (d) meet any other restrictions imposed by the Public Service Pension Plan or Canada Revenue Agency.

ARTICLE 20

SERVICE

Regular and Auxiliary Salary Employees (Operating or Trust)

- 20.01** Service means cumulative employment of an Employee and will be established from the first day of hire and computed on the basis of calendar months of employment, subject to the provisions of this Article.
- 20.02** The change to service calculations for Auxiliary Salary Employees will be effective on June 29, 2016. There will be no retroactive application of this change.
- 20.03** Approved leave with pay, time on LTD, Common Provisions, Article 11 (Workers' Compensation Supplement), leaves as per

Common Provisions Article 29 (Maternity and Parental Leave), leave as per Common Provisions clause 16.04 (Leave Without Pay – Union Official) and any job-protected leave established under the Employment Standards Code for any duration will be counted as service.

- 20.04** Approved leave without pay and time on continuous layoff of more than one calendar month will not be counted as service; however, for the sole purpose of reinstatement of illness only (clause A10.08 or clause B4.08) approved leave without pay will count as service.
- 20.05** A recurring Employee who works during their inactive period will have their service adjusted in accordance with clauses 20.10(a) and 20.10(b).
- 20.06** A Regular Employee will forfeit their service when they:
- (a) voluntarily resign, including position abandonment;
 - (b) retire;
 - (c) are dismissed for just cause;
 - (d) fail to return to work within ten days of receipt of notice of recall;
 - (e) are laid off for a period of more than 24 consecutive calendar months; or
 - (f) are terminated on probation.
- 20.07** An Auxiliary Salary Employee will forfeit their service when they:
- (a) voluntarily resign, including position abandonment;
 - (b) retire;
 - (c) are dismissed for just cause;
 - (d) have a break in employment of more than four months; or
 - (e) are terminated on probation.

- 20.08** Where an Employee moves from a position under Part A or B of this Agreement to a position under Part A or B of this Agreement, they will bring their service with them, subject to clauses 20.06, 20.07, or 20.13 respectively.
- 20.09** Where an Apprentice (other than Supplemental Tradespersons), having completed their apprenticeship, becomes a regular journeyman or Regular Employee in another job title, their Apprentice employment time will count as service.

Casual and Auxiliary Hourly Employees (Operating or Trust)

20.10 Calculating Service

- (a) Hours worked are divided by 142 to arrive at the number of months. These hours will be used to establish a service date when needed.
- (b) Partial months are rounded to the nearest whole.
- (c) Casual and Auxiliary Hourly Employees earn service based on their hours worked (exclusive of the premium paid on overtime, vacation, and paid holidays).
- (d) When the status of a Casual or Auxiliary Hourly Employee changes to Regular or Auxiliary Salary, a service date is calculated based on hours worked, exclusive of overtime, the premium paid on overtime, vacation, and paid holidays.

20.11 No Employee may have a service date prior to their start date, or prior to any break of four months.

20.12 Hours worked as a Casual or student prior to July 1, 2006, do not contribute to hours worked.

20.13 A Casual or Auxiliary Hourly Employee will forfeit their service when they:

- (a) voluntarily resign, including position abandonment;
- (b) are dismissed for just cause;
- (c) have a break in employment of more than four months; or

- (d) are terminated on probation.

ARTICLE 21*

DISCIPLINE

- 21.01**
- (a) The Employer follows a progressive process of discipline. The Employer may discipline, demote, or dismiss an Employee for just cause.
 - (b) Discipline will be administered in a dignified, respectful, and timely manner. Discipline will not normally be imposed more than ten working days after the conclusion of the pre-disciplinary action(s) taken in accordance with clause 21.03. Therefore, managers and Supervisors should first meet with Employees to communicate concerns about an Employee's performance or conduct. Written correspondence in any form may be used as a follow up to an in-person meeting.

21.02 Non-Disciplinary Actions

The following do not constitute disciplinary actions:

(a) **Coaching**

When there are concerns about an Employee's performance or conduct, the in-scope Supervisor or manager will, as part of the ongoing process of performance management, meet with the Employee and make every reasonable effort to clarify expectations, address issues, or provide guidance to assist the Employee to correct the problem.

(b) **Letter of Expectations**

An in-scope Supervisor or a manager may give an Employee a letter of expectations designed to improve the Employee's performance or conduct, which outlines performance expectations.

Supervisors and Employees are encouraged to share feedback on progress towards meeting the expectations identified in the letter of expectations.

By Employee written request, letters of expectations more than two years old will be cleared from the Supervisor's Employee file if no further letters of expectations, or disciplinary actions have been submitted.

(c) Relief of Duty with Pay

An Employee may be relieved of duty with pay during an investigation that may lead to discipline and the attendance of the Employee at work would hinder the investigation.

21.03 Pre-Disciplinary Actions

(a) Consultation with Human Resources

Managers will consult with Human Resources prior to conducting any investigation or taking any disciplinary action.

(b) Investigation

If the Employer is considering disciplinary action, an investigation into the matter is necessary to ascertain all the relevant facts prior to making a final disciplinary determination. If an Employee is required to attend an investigation interview and it could potentially result in subsequent disciplinary action being taken against that Employee, they will be entitled to have a Union Representative in attendance and the Employer will inform the Employee of this right. The Employer will make every reasonable effort to arrange with the Union, in advance, the date/time and location of the meeting at which the investigation interview will occur. The Union will make every reasonable effort to accommodate the scheduling of the meeting. An Employee required to attend such a meeting will be provided with no less than five hours notice of the meeting and will be advised of the

nature of the investigation.

21.04 Employee Right to Representation

An Employee has the right to have a Union Representative present during any investigation interview or disciplinary meeting.

21.05 Disciplinary Actions and Due Process

The progressive discipline process outlined below provides for increasingly serious actions to be taken by the Employer if a problem with an Employee's conduct or performance is not resolved after using the appropriate non-disciplinary actions. The process is increasingly important as the Employee's service with the Employer lengthens. The Employer will follow this process in sequential order, except when the particular circumstances of a case justify moving immediately to a more serious action.

(a) Disciplinary Process

- (i) Prior to taking any disciplinary action, the Employer will discuss the planned action with the Union Representative. The Employer will make every reasonable effort to arrange with the Union, in advance, the date/time and location of the meeting at which the discipline will occur. The Union will make every reasonable effort to accommodate the scheduling of the meeting.
- (ii) When the Employer has made a determination that an Employee will be disciplined, the Employee will be notified that a meeting will be convened specifically for that purpose. The Employer will also advise the Employee of their right to Union representation.
- (iii) The Employer will hold a disciplinary meeting with the Employee.

(b) **Written Reprimand**

A written reprimand given to an Employee by the Employer will include reasons for the reprimand and expectations for future performance or conduct.

(c) **Suspension Without Pay**

Where a suspension without pay is given to an Employee, the Employer will provide written reasons to the Employee including the length and time of the suspension, and expectations for future performance or conduct.

(d) **Demotion**

Where an Employee is demoted, the Employer will provide written reasons to the Employee including expectations for future performance or conduct.

(e) **Dismissal**

Where an Employee is dismissed, the Employer will provide written reasons to the Employee.

21.06 Access to Dispute Resolution Process

The Employee will have the right to apply Common Provisions, Article 17 (Dispute Resolution Process) following any disciplinary action.

21.07 Notification If Employee Unavailable For Disciplinary Meeting

If the Employee is unavailable for a disciplinary meeting, the notification of discipline will be deemed received if sent by email, personally delivered, or mailed by prepaid registered mail. When the notice is mailed, it will be deemed received within five days of the date of mailing.

21.08 Employee Review of Personnel File

(a) By written request, an Employee will be entitled to

examine the contents of both their digital and non-digitized personnel file in Human Resources during regular hours of work. Access to review digital personnel files is provided through granting access to a secured folder.

- (b) By Employee written request, disciplinary actions more than two years old will be cleared from the Employee's personnel file if no further disciplinary actions have been submitted.

21.09 An Employee is entitled to provide written comments to accompany any material in their personnel file submitted in accordance with this Article.

21.10 Apprentices

For Apprentices this Article will not apply to the conclusion of the employment relationship which arises either by the conclusion of the apprenticeship program or the failure on the part of the Apprentice to meet the requirements of the *Skilled Trades and Apprenticeship Education Act* or *Regulations*, including but not limited to the requirements to attend trade school, and no grievance will be filed on account thereof.

ARTICLE 22

ACCOMMODATIONS

22.01 All Employees who are engaging in the accommodation process pursuant to a protected ground under the Human Rights Act (either medical or non-medical) shall first consult with a Union Representative. Employees have the right to Union representation, upon request, at any meeting scheduled with the Employer.

ARTICLE 23*

RELIGIOUS OBSERVANCE

- 23.01** Both parties recognize the need to accommodate time off for religious observance. Time off will be granted in accordance with the Employer's duty to accommodate and may include the use of vacation, or compensating time off, or the granting of leave with or without pay or another arrangement as mutually agreed by the Supervisor and Employee.

ARTICLE 24**

PAID HOLIDAYS

Regular and Auxiliary Salary Employees

- 24.01** The following will be paid holidays:

New Year's Day	Heritage Day (Civic Holiday)
Alberta Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	

- 24.02** Where a paid holiday under clause 24.01 falls on a Saturday or a Sunday, the paid holiday will be observed on the following Monday.
- 24.03** When an Employee is not required to work on a paid holiday, their pay for that holiday will be the pay that they regularly receive for their normal day's work.
- 24.04** To be eligible for paid holidays, an Employee must be at work (or on approved leave with pay) their last normal working day before the paid holiday or their first normal working day after.
- 24.05** When a paid holiday falls on one of an Employee's normal rest

days, they will be given some other day of paid leave in lieu of the day of rest. For purposes of clause 24.07, an Employee will only be considered to have worked on a paid holiday when they work on one of the specific days set out in clause 24.01.

24.06 When provision of a lieu day cannot be arranged due to operational requirements, the Employee will receive a day's pay not later than the pay period following the pay period in which the paid holiday occurs.

24.07 When an Employee is required to work on a paid holiday:

- (a) An Operating Employee will be paid at two times for all hours worked. A Trust Employee will receive time off or pay, calculated at the rate of two times for all hours worked. In addition, all Employees will be given some other day off with pay in lieu of the paid holiday at a mutually agreeable time. Where this provision applies, clause 24.03 will not apply.
- (b) When an Employee is required to work for less than their normal daily hours, they will be paid at straight time for the balance of those hours they were not required to work.
- (c) Where a minimum time payment applies, the straight time pay will be for the difference between that minimum and their regular hours.
- (d) The minimum time off or payment for working on a paid holiday is two hours at the applicable overtime rate.

24.08 Notwithstanding clause 24.06, an Employee working in continuous operations will have the opportunity to schedule the lieu day in conjunction with their normal rest days or with their next period of vacation leave. Not more than five of these days may be taken in conjunction with vacation leave. Where an Employee elects, in advance, to schedule the alternate day off, it will not be changed except by mutual agreement.

24.09 Part-time Regular and Auxiliary Salary Employees

- (a) If the paid holiday falls on a day when the Employee works or is normally scheduled to work, this Article will

apply as written.

- (b) If the paid holiday falls on a day when the Employee is normally scheduled not to work, this Article will not apply to that Employee.

24.10 Auxiliary Hourly Employees

These Employees are paid an additional 4.23% on hourly pay, exclusive of overtime and premiums. This percentage is to be applied in lieu of paid holidays. If they are required to work on such a holiday, they will be paid two times their normal rate for the hours worked.

24.11 Casual Employees

These Employees are paid an additional 3.46% on hourly pay, exclusive of overtime and premiums. This percentage is to be applied in lieu of paid holidays. If they are required to work on such a holiday, they will be paid 1½ times their normal rate for the hours worked.

24.12 Apprentices

This Article will not apply, however, the Apprentice will receive as holiday pay the sum equivalent to that which they receive for their normal day's work; or if they are required to work on such a holiday, they will receive pay for the said holiday, plus double time their normal rate for the hours worked.

ARTICLE 25**

WINTER CLOSURE

25.01 Regular and Auxiliary Employees

Employees will normally be entitled to four days off during the regular work week period, December 26 to December 31 inclusive, as follows:

- (a) The regularly scheduled work days will be designated as days off with pay (i.e., paid but not worked) and Employees will receive the base pay they regularly receive for their normal day's work.
- (b) Where an Employee is scheduled and required to work on one or more of these days off, they will receive straight time pay and an alternative day off with pay. This day will be scheduled for a mutually agreeable time within six months. Failing mutual agreement, the Employee's Supervisor/Trustholder may schedule the Employee off or pay the Employee for time off in lieu.
- (c) A Part A Employee on Standby and/or called back during a designated day off with pay will be treated as if they were on Standby or Call back on a day of rest and will also receive their regular day's pay.
- (d) To be eligible for these designated days off with pay, an eligible Employee must be at work (or be on approved leave with pay) their last normal working day before these designated paid days off and their first normal working day after.
- (e) Eligible Employees covered by either clause A2.06 or clause B2.03(e), as applicable, will be entitled, at a mutually agreeable time (no more than six months later), to equivalent time off to a maximum of 7, 7.5, or 8 hours, as appropriate, for each designated day off with pay scheduled and worked. Failing mutual agreement, the Employee's Supervisor/Trustholder may schedule the Employee off or pay the Employee for time off in lieu.
- (f) For Auxiliary Employees who are paid hourly and whose working hours vary from week to week, the hours paid for Winter Closure will be the average of the hours worked by that Employee the week before and the week after Winter Closure.

25.02 Apprentices

Upon completion of 12 months of service, Apprentices will be entitled to the provisions of this Article.

25.03 Casual Employees

- (a) The regular scheduled work days will be designated as days off without pay (i.e., unpaid and not worked).
- (b) Where an Employee is scheduled and required to work on one or more of these days off, they will receive straight time pay.

ARTICLE 26**

VACATION LEAVE AND ANNIVERSARY DAYS

26.01 Vacation Year

The vacation year is the calendar year (January 1 through December 31).

26.02 Earned Vacation Credits

Vacation credits for a full-time Employee will be earned for each hour of service and credited at the end of each pay period:

- (a) at commencement of appointment: 15 work days every 12 months of service;
- (b) upon completion of five years of service (60 months): 20 work days every 12 months of service;
- (c) upon completion of 15 years of service (180 months): 25 work days every 12 months of service;
- (d) upon completion of 20 years of service (240 months): 30 work days every 12 months of service.

Hourly calculations are shown in Appendix D.

26.03 Credits or Pay During Leaves

- (a) Whether full-time or part-time, an Employee will continue to earn vacation credits for the first two consecutive months of approved leave with pay, WCB leave, illness

leave, and maternity/parental leave. An Employee will not earn vacation credits for any other leaves of more than one month.

- (b) After the first two consecutive months of leave as above, an Employee working while on part-time illness leave or returning in a rehabilitation position, either full-time or part-time, will receive vacation pay at the appropriate level of entitlement, pro-rated based on the time at work.
- (c) Any payment of vacation pay during an Employee's LTD period will not be considered as a direct or indirect offset.

26.04 Part-time Regular Employees will earn vacation credits as per clause 26.02. However, the vacation credits will be pro-rated in accordance with their actual hours worked or paid for (exclusive of overtime and, for Part A Employees, Article A6 Call back).

26.05 When a part-time Employee becomes a full-time Employee, their former part-time service will, without pro-rating, be considered full-time service for the purpose of earning future vacation credits pursuant to clause 26.02. However, vacation pay for vacation credits, if any, while they were a part-time Employee will remain governed by clause 26.04.

26.06 Notwithstanding clause 26.01, but subject to clause 26.09, an Employee will have the right, in any vacation year, to use all vacation credits they have earned up to the commencement date of their scheduled vacation time.

26.07 Subject to clause 26.09, a full-time Employee may request to use up to 35 hours of vacation, prior to the vacation credits being earned. Part-time Employees may request to use up to an equivalent pro-rated amount. In the event an Employee has taken more vacation than accrued upon cessation of employment, the outstanding balance will be automatically recovered from any amounts owing to the Employee.

26.08 In each vacation year, an Employee will have the right to take their vacation in one unbroken period (for Trust Employees: of no more than 20 days) or to split their vacation subject to clause 26.09.

- 26.09** Vacation will be scheduled by mutual agreement between the Employee and their Supervisor/Trustholder.
- (a) The Supervisor/Trustholder will accommodate the Employee's choice of vacation time(s), subject to operational requirements.
 - (b) Where operational requirements prevent two or more Employees within the same seniority unit from taking their vacation at the same time, their-seniority will be the determinant.
 - (c) Vacations that are denied for operational requirements must identify the specific operational requirement that prevents the vacation from being approved. Such reasoning must be provided to the Employee in writing.
- 26.10** Once vacations are authorized they will not be changed except:
- (a) by the Employer in the event of an operational emergency, and in that case, any forfeited vacation expenditures incurred by the Employee will be reimbursed by the Employer upon submission of appropriate documentation, or
 - (b) by mutual agreement.
- 26.11** Where one or more paid holidays fall within an Employee's vacation, such paid holidays will not be counted as part of the Employee's vacation.
- 26.12** Where an Employee is hospitalized during their vacation, the duration of their hospitalization will be charged against their illness leave and will not be counted as part of their vacation, provided they can demonstrate their hospitalization to the satisfaction of the Supervisor/Trustholder.
- 26.13** Where an Employee has exhausted their illness leave, they will have the right to use their vacation credits, if any, to cover their absence due to illness.
- 26.14** The Supervisor/Trustholder may approve an Employee's request for unused vacation credits to be carried over to the

next vacation year. No Employee will lose any unused vacation credits under any circumstance.

26.15 Vacation Payout on Transfer or Promotion

Employees will receive a payout of all accrued vacation credits when they move to work under a different funding source (Trust or Operating). During their first twelve months in the new position, such Employees may choose to take unpaid time off equivalent to the payout or their previous annual vacation entitlement, whichever is less. Unpaid time off will be scheduled by mutual agreement.

- 26.16** Vacation credits, if any, will be paid out to an Employee on the date of their cessation of employment with the Employer or when the position is deemed vacant by the Employer as a result of long-term illness.

26.17 Auxiliary Employees and Apprentices

(a) Auxiliary Hourly Employees and Apprentices

This Article will not apply to Auxiliary Employees who are paid hourly or Apprentices. Instead, such Employees will receive vacation pay at the rate of six percent of the base rate, exclusive of overtime and premiums, for each pay period. In each 12 month period the Employee will be entitled to take three weeks time off without pay as vacation. This period will be approved as outlined in clause 26.09. It will not be considered a break in service, nor will it contribute to hours worked for the purposes of the accumulation of hours for the service formula.

(b) Auxiliary Salary Employees

- (i) These Employees will earn vacation at the rates outlined in clause 26.02.
- (ii) Clause 26.15 will not apply. Instead these Employees will normally be paid out their vacation credits at the end of their employment in any position. If they continue employment they will be entitled to take time off without pay equal to the time

paid out. It will be approved as outlined in clause 26.09. This time will not be considered a break in service, nor will it contribute to hours worked for the purposes of the accumulation of hours for the service formula.

- (iii) Vacation entitlement for part-time Employees will be pro-rated in accordance with the actual hours worked (exclusive of overtime and, for Part A Employees, Article A6 Call back).

26.18 Casual Employees

This Article will not apply to Casual Employees. Instead, such Employees will receive vacation pay at the rate of four percent of base rate, exclusive of overtime and premiums, for each pay period. If Casual Employees work more than 12 months they will be entitled to take up to three weeks time off without pay as vacation in each 12 month period. This period will be approved as outlined in clause 26.09. It will not be considered a break in service, nor will it contribute to hours worked for the purpose of the accumulation of hours for the service formula.

26.19 Anniversary Days Off

- (a) In recognition of service to the Employer, the parties agree that Employees will receive five days off with pay upon reaching their 25th anniversary with the Employer.
- (b) These days off will be scheduled by mutual agreement between the Supervisor/Trustholder and the Employee. This will be administered by the department in which the Employee works and may only be granted once.

ARTICLE 27**

SPECIAL LEAVE

27.01 This Article will have application only to days on which the Employee would otherwise normally be scheduled to work.

27.02 Upon receiving authorization from the Employer, an Employee will be granted leave with pay for the following reasons up to the maximum time indicated.

27.03 Bereavement Leave

- (a) In the event of death of the Employee's child, sibling, spouse (including common-law spouse), parent, grandparent, an Employee will be allowed leave with pay up to five working days.
- (b) The provision above also applies in the event of death of the Employee's spouse's child, sibling, parent, or grandparent, or the spouse of the Employee's child, sibling, parent, or grandparent.
- (c) An Employee will be allowed up to one day with pay for the death of a person significant to the Employee not listed in (a).
- (d) Should an Employee demonstrate to the satisfaction of the Employer that during a period of vacation a bereavement occurred, their vacation will be deemed a bereavement leave (up to the applicable number of working days) and their vacation will be credited accordingly.

27.04 Compassionate Care Leave

- (a) Leave with pay up to two working days will be allowed for sudden or serious illness within the immediate family (spouse, child, or parent):
 - (i) to make arrangements for the care of the person who is ill;

- (ii) to make arrangements for the care of the children of the person who is ill;
 - (iii) to care for the person who is ill; or
 - (iv) to care for the children of the person who is ill.
- (b) The Employer may authorize leave under warranted conditions on the same terms as provided above in the event of a sudden or serious illness of persons other than those specified above.
- (c) If an Employee is required to be absent from duty by reason of grave illness of a person listed in clause 27.03(a), they may be allowed compassionate care leave in respect of such absence, normally to the extent provided above, at the discretion of the Employer.

27.05 Family Medical Appointments

Leave of up to one working day will be allowed for attending a medical appointment for an immediate family member.

27.06 Emergency or Disaster Conditions

Leave with pay for up to one working day will be allowed for emergencies or disasters demanding the immediate personal attention of the Employee or preventing the Employee from attending their place of employment.

27.07 Birth or Adoption

Leave with pay for one working day or less will be allowed for attendance at birth or adoption proceedings of an Employee's child.

27.08 Moving

Leave with pay for up to one working day will be allowed for moving household effects when changing place of residence (not more than one working day per fiscal year). This provision will not apply to Employees who have formally submitted their resignations.

27.09 Domestic Violence Leave

In accordance with the Employment Standards Code, an Employee who is a victim of domestic violence is entitled to unpaid domestic violence leave up to 10 days in a calendar year. Up to five days of such leave will be granted as leave with pay and will be subject to the maximum entitlement in clause 27.12.

27.10 Citizenship Hearing

Leave with pay for up to one working day will be allowed for Employees to attend the formal Canadian Citizenship Hearing to become a Canadian citizen.

27.11 12 hour shift Employees

A total bank of 80 hours of leave will be available for Employees working 12 hour shifts. For each instance/shift that the Employee requests leave, a total of 12 hours paid leave will be deducted from the Employee's leave bank.

27.12 Maximum Entitlement

The maximum length specified for each circumstance requiring use of leave with pay will not be exceeded; however, such leave may be granted more than once for the same circumstances within a calendar year, provided the total leave is not more than ten working days per calendar year. Up to an additional 10 days of bereavement leave (clause 27.03) will be granted when ten days leave with pay has already been utilized within a calendar year. Additional compassionate care leave may be granted.

Eligibility for Trust Employees for leave pursuant to clauses 27.05 to 27.09 is subject to the expense being allowed by the particular funding source, as applicable.

27.13 Casual Level 2 Employees

A Casual Level 2 Employee will be entitled to the provisions of clause 27.03 and 27.04 only. The maximum length specified for each circumstance requiring use of leave with pay will not be exceeded; however, such leave may be

granted more than once for the same circumstances within a calendar year, provided the total leave is not more than 35.5 hours per calendar year.

Effective April 1, 2026, this clause will apply to all Casual Employees.

27.14 Part-time Regular and Auxiliary Employees

A part-time Regular or Auxiliary Employee will be entitled to all leaves under this Article. However, pay for such leaves will be pro-rated in accordance with their regularly scheduled hours of work relative to the daily hours of a full-time position in the same job title.

ARTICLE 28

WITNESS OR JURY DUTY

- 28.01** An Employee who is required by law to serve jury duty or act as a witness will be granted leave with pay. Any fee received by them for such duty will be remitted to the Employer. However, this Article will not apply to any personal action where the Employee is the plaintiff or defendant.
- 28.02** The Employee will submit to their Supervisor the document which requires them to appear as a witness or juror before being granted leave under this Article.
- 28.03** The Employee scheduled to work day shift will work during those working hours that they are not required to attend the court proceedings. However, an Employee, who is scheduled to work afternoon, evening or night shifts during this period of jury or witness duty, will be granted a leave with pay for an equivalent number of scheduled shifts during the period.

ARTICLE 29**

MATERNITY AND PARENTAL LEAVE

General Provisions

- 29.01** For the purpose of this Article, “employment” means the most recent period of continuous employment with the Employer without a four-month break. Employment is not continuous if an Employee resigns, is terminated for cause, or does not return from recall.
- 29.02** Where an Employee requires leave pursuant to this Article, written notification is to be provided to the Supervisor/ Trustholder and Human Resources* as follows:
- (a) For maternity leave, the Employee will apply for such leave a minimum of six weeks prior to the expected date of birth. Such leave can commence at any time during the 13 weeks immediately prior to the estimated date of delivery but no later than the date of delivery. Upon application, the Employee will advise of the anticipated return date.
 - (i) At the time of application, the Employee will provide written verification of pregnancy and anticipated date of delivery. This verification is normally provided by a physician; however, verification by a registered midwife or nurse practitioner is acceptable for a top up period of eight weeks. This is the only circumstance in which an absence can be verified by a paramedical practitioner.
 - (ii) If the pregnancy ends in a miscarriage or stillbirth within 16 weeks of the estimated due date, the Employee is still entitled to maternity leave but is not entitled to parental leave. The leave will end 16 weeks after.
 - (iii) The normal illness-related portion of a maternity leave is considered to be eight weeks to commence no later than the date of delivery. Maternity-related illness leave longer than eight weeks must be

supported by medical evidence from a physician.

- (b) For parental leave, an eligible Employee will apply for such leave a minimum of one month prior to the anticipated birth or adoption date, or provide as much notice as possible. Such leave will commence no sooner than the actual birth or adoption date. Such leave will end not later than 78 weeks after the actual birth or adoption date. Upon application, the Employee will advise of the anticipated return date.

29.03 An Auxiliary Employee on an appointment with an end date occurring during the course the leave will not be eligible for any further entitlements under the Collective Agreement beyond the appointment's original end date, unless the appointment period has been extended. This does not affect the four-month service break period referenced in clause 29.12.

29.04 A pregnant Employee who provides medical evidence from a physician, nurse practitioner, or midwife that continued employment in their present position may be hazardous to their health or to their unborn child may request a transfer to a more suitable position if one is available. The Employee will be paid within the range for the new position. If no suitable position is available and/or the Employee is not transferred, they may request maternity leave, if eligible, under this Article. In the event that such leave commences within the first four months of pregnancy, which necessitates an absence of longer than 18 months, the Employee may request further leave without pay.

29.05 (a) Where an Employee is entitled to benefits, the Employee is required to advise Human Resources prior to the commencement of maternity or parental leave regarding the continuation of benefit coverage for the duration of the leave. Benefit coverage will be provided for the illness-related portion of a maternity leave as per clause 29.02(a). If an Employee opts to continue benefit coverage with the Employer beyond the illness-related portion of maternity leave and/or for the full duration of parental leave, they must prepay the premiums.

- (b) If an Employee decides not to return to work and so advises the Supervisor and Human Resources, benefit

coverage as above will be maintained for the duration of the approved leave.

- 29.06** An Employee who wishes to resume employment on expiration of approved maternity or parental leave will provide at least four weeks notice in writing of the day they intend to resume employment.

In the event the Employee on maternity leave wishes to resume employment earlier than their intended date of return, they may do so under the following conditions:

- (a) one month following the birth of their baby if a medical certificate is provided; or
- (b) six weeks following the birth of their baby if a medical certificate is not provided.

Maternity Leave

Regular and Auxiliary Employees with at least 90 days of Employment

- 29.07** Upon application in accordance with the provisions of clause 29.02(a), leave to a maximum of 16 weeks for maternity reasons will be granted by the Employer.
- 29.08** An Employee on approved maternity leave is entitled to return to the position they held immediately prior to going on leave. If their position no longer exists, they will be placed in alternate work of a comparable nature at the same rate of pay and benefits.
- 29.09** The Employer will provide top up benefits to eligible Employees on maternity leave in accordance with the Employment Insurance Regulations and subject to the following conditions:
- (a) An Employee may apply for top up benefits during the illness-related portion of their maternity leave provided:
 - (i) they are receiving employment insurance maternity benefits,

- (ii) they have sufficient illness leave in accordance with, clause A10.07 or clause B4.07, as applicable, and
- (iii) they provide medical verification as per clause 29.02(a) specifying the portion of their maternity leave attributable to any illness-related absence.

For Auxiliary Hourly Employees whose wages vary from one pay period to another, the average of the Employee's wages for the three-month period preceding the commencement of the leave will be used to determine top up benefits.

- (b) Evidence of payment of Employment Insurance maternity benefits must be presented to Human Resources in order to receive the maternity top up benefit.
- (c) The maternity top up benefit will provide the Employee with 100% of gross earnings less deductions.
- (d) An Employee who wishes to receive top up benefits will apply for Employment Insurance maternity benefits as soon as eligible.

Regular and Auxiliary Employees with Less than 90 days of Employment and Apprentices

- 29.10** Upon application in accordance with the provisions of clause 29.02(a), leave to a maximum of 16 weeks for maternity reasons will be granted by the Employer.
- 29.11** An Operating Employee is entitled to top up benefits as outlined in clause 29.09 for the illness-related portion of the leave. A Trust Employee is entitled to apply illness leave for any period of the leave that is supported by medical evidence.
- 29.12** There is no guarantee of a position being available for the Employee at the end of a leave for maternity reasons; however, an Employee who has completed their probation period will be offered their former position if it continues to exist. The Employee will maintain their service provided they work within four months following the end of the leave period and contact

Human Resources to request a service adjustment. If this request is not made within four months following the return date, there will be no retroactive service adjustment.

For a Regular Employee, this is the only circumstance where the Employee can retain previous service for any time without occupying a position or without Position Disruption provisions applying.

Casual Employees with at least 90 days of Employment

29.13 Upon application in accordance with the provisions of clause 29.02(a), leave to a maximum of 16 weeks for maternity reasons will be granted by the Employer.

29.14 Casual Level 2 Employees with any accrued sick leave remaining will be paid out when the Employee commences their leave for maternity reasons.

Effective April 1, 2026, this clause will apply to all Casual Employees.

29.15 There is no guarantee of a position being available for the Employee at the end of a leave for maternity reasons; however, an Employee who has completed their probation period will be offered their former position if it continues to exist. The Employee will maintain their service provided they work within four months following the end of the leave period and contact Human Resources to request a service adjustment. If this request is not made within four months following the return date, there will be no retroactive service adjustment.

Casual Level 1 Employees with Less Than 90 days of Employment (Effective April 1, 2026, the below clauses will apply to all Casual Employees.)

29.16 Upon application in accordance with the provisions of clause 29.02(a), leave for medical reasons may be granted. The duration of such leave will normally be between six and eight weeks; however, each request will be individually considered by the Employer.

29.17 There is no guarantee of a position being available for the

Employee at the end of such a leave; however, the Employee will maintain their service provided they work within four months following the end of the leave period and contact Human Resources to request a service adjustment. If this request is not made within four months following the return date, there will be no retroactive service adjustment.

Parental Leave

Regular Employees with at least 90 days of Employment

- 29.18** Upon application in accordance with the provisions of clause 29.02(b), leave to a maximum of 62 weeks will be granted to an Employee for parental leave for their newborn or adopted child.
- 29.19** An Employee on approved parental leave is entitled to return to the position they held immediately prior to going on leave. If their position no longer exists, they will be placed in alternate work of a comparable nature at the same rate of pay and benefits.

Auxiliary and Casual Employees and Apprentices with at least 90 days of Employment

- 29.20** Upon application in accordance with the provisions of clause 29.02(b), leave to a maximum of 62 weeks will be granted to an Employee for parental leave for their newborn or adopted child.
- 29.21** There is no guarantee of a position being available for the Employee at the end of a leave for parental reasons; however, an Employee who has completed their probation period will be offered their former position if it continues to exist. The Employee will maintain their service provided they work within four months following the end of the leave period and contact Human Resources to request a service adjustment. If this request is not made within four months following the return date, there will be no retroactive service adjustment.

Regular, Auxiliary and Casual Employees and Apprentices with Less Than 90 days of Employment

29.22 Such Employees are not entitled to parental leave.

ARTICLE 30**

BENEFIT PLANS

30.01 Except as expressly noted, the following clauses apply to Regular and Auxiliary Salary Employees appointed to positions of more than 12 months. The details of benefits and eligibility will be governed by the applicable Master Policy.

30.02 Benefits Guide and Consultation

The Employer and the Union have, through negotiations, provided various benefit programs for Employees. A Benefits Guide will be published from time to time by the Employer and the Union to provide detailed information about these programs. Insured benefit programs are subject to the contracts between the Employer and the carriers, and self-insured programs are subject to the Employer's plan documents. Both contracts and plan documents are referred to as the Master Policy in this Agreement. The Union will, however, be consulted on changes to the carriers of such contracts and plan documents. There must be mutual agreement to changes to the level of benefits contained in the plan documents.

30.03 Supplementary Health Care

The Employer will pay 100% of the premium cost of a Supplementary Health Care Plan.

30.04 Dental Insurance

The Employer will pay 100% of the premium cost of a dental insurance plan.

30.05 Basic Group Life Insurance

The Employer will pay 100% of the premium cost of a Basic Group Life Insurance Plan.

30.06 Long Term Disability (LTD)

- (a) The Employer will pay 100% of the premium cost of a Long Term Disability Plan.
- (b) The Plan will provide for benefits of 70% of the Employee's pre-disability gross salary. It will have an elimination period of 26 weeks, i.e., 130 working days.
- (c) While an Employee is receiving LTD benefits, the Plan will pay, on behalf of the Employee, the Employer's and the Employee's pension contributions directly to the Public Service Pension Plan.
- (d) Where the Employee receives LTD benefits, the following conditions will apply regarding return to work:
 - (i) The Employee will be returned to the same or a similar position (job title) provided they are medically certified as capable of performing the normal job functions of the position (job title) within a 24-month period from the date the Employee started receiving LTD benefits.
 - (ii) Consistent with the rehabilitative employment provisions of the LTD Plan, the Employer will provide rehabilitative employment, wherever possible. An Employee offered such rehabilitative employment will have an obligation to accept it.
 - (iii) After the 24-month period, the Employer will consider the likelihood of the Employee being able to return to work within the foreseeable future. If it is likely the Employee will be capable of returning to work, the Employer will endeavour to return the Employee to their former position or to a

position they are medically certified as capable of performing.

- (e) Participating Employees are eligible for coverage on their date of hire. No benefit is payable for disabilities arising from a condition which existed prior to the effective date of the Employee's coverage and for which they received treatment during the six-month period prior to such date. This limitation of coverage no longer applies after the Employee has been actively at work and continuously covered for a period of 12 consecutive months.
- (f) The parties agree that recipients of long term disability insurance benefits will receive an increase in such benefits equivalent to any negotiated general salary increase and effective on the same date as that of the general salary increase.

30.07 Occupational Accidental Death and Dismemberment Insurance

- (a) The Employer will pay 100% of the premium cost of an Occupational Accidental Death and Dismemberment Insurance Plan for all Employees. The amount of coverage will be \$25,000 for accidental death and various percentages of that amount for dismemberment as follows:

Loss of, or permanent and total loss of use of:

Both hands	100%
Both feet	100%
Sight of both eyes	100%
One foot and sight of one eye	100%
One hand and one foot	100%
One hand and sight of one eye	100%
Speech and hearing	100%
Use of both arms	100%
Paralysis	100%
One arm or one leg	75%
One hand or one foot	66 ² / ₃ %
Sight of one eye	66 ² / ₃ %

Speech or hearing	50%
Thumb and index finger of either hand	33 $\frac{1}{3}$ %
Hearing in one ear	16 $\frac{2}{3}$ %

- (b) The Plan under clause 30.07(a) will cover death or dismemberment sustained by an Employee while performing Employer business. The coverage is in effect from the time the Employee arrives at work until they leave work.
- (c) The amount of coverage under clause 30.07(a) will be increased to \$100,000 where death or dismemberment is sustained by an Employee who is away from their normal place(s) of business and is traveling on Employer business. Such coverage is in effect 24 hours a day during the duration of travel.
- (d) The existing Employer regulations relating to reimbursement of expenses incurred while traveling on Employer business will remain in force for the duration of this Agreement.

30.08 Employee and Family Assistance Program (EFAP)

All Employees have access to EFAP as set out on the University's website.

30.09 Optional Group Life Insurance

The Employer will provide an Optional Group Life Insurance Plan, of which 100% of the premium cost will be paid by each participating Employee.

30.10 Optional Group Dependent Life Insurance

The Employer will provide an Optional Group Dependent Life Insurance Plan of which 100% of the premium cost will be paid by each participating Employee.

30.11 Optional Accidental Death and Dismemberment Insurance

The Employer will provide an Optional Accidental Death and Dismemberment Insurance Plan of which 100% of the premium cost will be paid by each participating Employee.

30.12 Recurring Employees

This Article will apply to recurring Employees during the inactive period provided they prepay the premiums as indicated below. Failure to prepay premiums will result in a loss of coverage.

- (a) A full-time recurring Employee will, prior to the inactive period, prepay the following premiums:

100% of the premium costs under:

- (i) clause 30.03 – Supplementary Health Care
- (ii) clause 30.09 – Optional Group Life Insurance
- (iii) clause 30.10 – Optional Group Dependent Life Insurance
- (iv) clause 30.11 – Optional Accidental Death and Dismemberment Insurance

For full-time Operating Employees only, the Employer will continue to pay 100% of the premiums for the following benefits:

- (i) clause 30.04 – Dental Insurance
- (ii) clause 30.05 – Basic Group Life Insurance
- (iii) clause 30.06 – Long Term Disability

- (b) A part-time recurring Employee will, prior to the inactive period, prepay the following premiums:

100% of the premium costs under:

- (i) clause 30.03 – Supplementary Health Care
- (ii) clause 30.04 – Dental Insurance
- (iii) clause 30.05 – Basic Group Life Insurance
- (iv) clause 30.06 – Long Term Disability
- (v) clause 30.09 – Optional Group Life Insurance
- (vi) clause 30.10 – Optional Group Dependent Life Insurance
- (vii) clause 30.11 – Optional Accidental Death and Dismemberment Insurance

30.13 Auxiliary Hourly or Salary Employees Appointed to Positions of 12 Months or Less

- (a) Clauses 30.01 to 30.12 do not apply.
- (b) Notwithstanding clause 30.13(a), clauses 30.07 and 30.08 will apply. These Employees are eligible for Occupational Accidental Death and Dismemberment Insurance and the Employee and Family Assistance Program.
- (c) In lieu of all other benefits under this Article, these Employees receive 10% of salary, exclusive of premiums and overtime. However, if they are already enrolled in benefits and there is no break between the benefited position and the new position of 12 months or less, the Employee will remain on the benefits plan and the ten percent will not be paid.
- (d) The percentage of salary paid in lieu of benefits will be reviewed periodically to ensure that it reflects the cost to the Employer of benefits coverage, and if necessary, adjusted.
- (e) An Employee with more than one position cannot receive a percentage in lieu of benefits and be enrolled in benefits (other than Occupational Accidental Death and Dismemberment and Employee Family Assistance Program) during the same pay period.

30.14 Casual Level 2 Employees

This Article does not apply, except for clause 30.07 and 30.08.

Effective April 1, 2026, this clause will apply to all Casual Employees.

30.15 Employment Insurance Rebate

The Union agrees that the Employer will retain the Employees' portion of the Employment Insurance Rebate to be used for benefit purposes.

ARTICLE 31

UNIVERSITY CREDIT COURSES

- 31.01** After one year of service, and on the recommendation of the Department Head/Trustholder, full-time Employees will have tuition fees remitted for University of Alberta credit courses on the following basis:
- (a) The Employer will remit fees to a maximum of 18 units of course weight in an academic calendar year of which up to 12 units of course weight can be taken in the Fall and Winter terms.
 - (b) Remission of fees will include only instructional fees and will not cover books, supplies, and other costs. An Employee approved for tuition fees is not required to prepay the fees.
 - (c) A maximum of three units of course weight per term (Fall, Winter, Spring, Summer) may be taken during the Employee's regular hours of work on the recommendation of the Department Head/Trustholder and on the mutual understanding that the Employee's job requirements are fully met. Make up time arrangements between the Department Head/Trustholder and the Employee will be finalized before approval will be granted. An Employee on approved absence during regular hours of work to attend a course is not eligible for overtime compensation until the equivalent of working time missed has been made up.
 - (d) A separate request for remission must be provided for each academic session.
 - (e) Employees are responsible for registration and providing proof of registration.
 - (f) Approval of subsequent credit courses is contingent upon evidence of completion being submitted to the Department Head/Trustholder.

31.02 Part-time Employees

The provisions of this Article will apply; however, clauses 31.01(a) and (c) will be amended as follows:

- (a) a part-time Employee will have tuition fees remitted for three units of course weight in an academic calendar year, and
- (b) course(s) will be taken outside a part-time Employee's normally scheduled hours of work.

31.03 This Article will also apply to Employees at locations other than Edmonton.

- 31.04**
- (a) When tuition remission has been approved and the Employee is then advised that they are to be laid off, they will have the right to proceed with the learning opportunity regardless of its commencement date and the Employer will honour all approved reimbursement.
 - (b) Subject to mutual agreement between the parties, individual limits for tuition remission may be waived for Employees on layoff status or about to be laid off.

- 31.05**
- (a) No Employee will have access to tuition remission once they have left the employ of the Employer, subject to clause 31.04.
 - (b) When a credit course has commenced prior to the effective date of an Employee's resignation or dismissal, the Employee will not be required to repay any portion of the approved tuition remission to the Employer.
 - (c) When the credit course is to commence on or after the effective date of an Employee's resignation or dismissal, the Employee will either drop the course or assume full responsibility for the tuition.

ARTICLE 32*

HUMAN RESOURCES DEVELOPMENT FUND

- 32.01** The Employer and the Union are committed to learning and development for Support Staff. As part of this commitment, the Employer has established a Human Resources Development Fund (the Fund). As of April 1st of each year, the Fund will be allocated \$400,000 to be administered by the Director.
- 32.02** The primary purpose of the Fund is to enable Employees to access learning opportunities (courses, workshops, seminars, in-school apprenticeship training, or programs).
- (a) The Fund does support opportunities that will:
 - (i) enhance their capacity to perform work, or
 - (ii) prepare for an expanded or different role.
 - (b) The Fund does not support:
 - (i) general interest courses (e.g., hobbies, crafts, recreational memberships),
 - (ii) job-specific training required for the Employee's current role,
 - (iii) training required by legislation for the Employee's current role,
 - (iv) University of Alberta credit courses (Common Provisions, Article 31).
- 32.03** The parties encourage discussion between the Employee and their Supervisor, as part of the on-going performance management process, to identify learning and development plans and potential learning opportunities where the Fund may apply.
- 32.04** (a) A Regular or Auxiliary Employee will be entitled to a maximum of \$1000 per fiscal year to fund learning

opportunities which meet the criteria outlined in clause 32.02.

- (b) A Casual Level 2 Employee will be entitled to a maximum of \$500 per fiscal year to fund learning opportunities which meet the criteria outlined in clause 32.02.

Effective April 1, 2026, this clause will apply to all Casual Employees.

- (c) Funding will include reimbursement for registration and course fees, course materials, examination fees and, where applicable, reasonable out-of-town expenses for travel, meals, and accommodation, but will not normally cover membership fees.
- (d) There will be no carry over of any unused portion of an Employee's maximum entitlement to a subsequent fiscal year.

32.05 A Regular Employee may request permission to use their future annual entitlements to a maximum of \$1,500 for:

- (a) A specific program of studies offered by an approved post-secondary institution where the program is part of a long term learning plan that, in the judgment of the Employee in consultation with their Supervisor, meets the criteria outlined in clause 32.02.

Where the identical program of studies is available at the University of Alberta, the Employee will access that program.

- (b) Attendance at a major international conference that, in the judgment of the Employee in consultation with their Supervisor, is of mutual benefit to the Employee and the work unit.

Where such a program or conference is approved under this Article, the Employee will not be eligible for funding in the following fiscal year.

32.06 Learning opportunities under this Article may be accessed during an Employee's regular hours of work, subject to the approval of their Supervisor. Where the learning opportunity is of mutual benefit to the Employee and the department, the time off will be with pay. In other cases, make up time arrangements between the Employee and the department will be finalized prior to approval being granted. An Employee on an approved absence during regular hours of work is not eligible for overtime compensation until the equivalent of working hours missed have been made up.

32.07 (a) The Employee will pay course fees directly to the applicable institution or University of Alberta department concerned and be reimbursed through the Fund upon providing proof of payment. Where a department pays on behalf of an Employee, the department will be reimbursed through the Fund.

(b) When an Employee cancels, fails to attend or complete an approved learning opportunity without legitimate reasons, they will be fully responsible to reimburse the Fund for all costs associated with the cancellation.

(c) All receipts for reimbursement must be submitted no later than 45 calendar days after the scheduled learning event. If receipts are not received in this time frame reimbursement will not be made. The previously approved funds will be made available to other applicants.

32.08 (a) When funding has been approved and the Employee is then advised that they are to be laid off, they will have the right to proceed with the learning opportunity regardless of its commencement date and the Employer will honour all approved reimbursement.

(b) Subject to mutual agreement between the parties, individual limits for this funding may be waived for Employees on layoff status or about to be laid off.

32.09 (a) No Employee will have access to the Fund once they

have left the employ of the Employer, subject to clause 32.08.

- (b) When an approved learning opportunity has commenced prior to the effective date of an Employee's resignation or dismissal, the Employee will not be required to repay any portion of the approved reimbursement to the Employer.
- (c) When an approved learning opportunity is to commence on or after the effective date of an Employee's resignation or dismissal, the Employee will either cancel the training or fully repay to the Employer all monies already paid on their behalf. The Employee will be fully responsible for all costs associated with the cancellation.

32.10 Where, by June 30, utilization figures indicate that there is an unused portion of the Fund, the Learning and Development Committee (HRDF) will jointly agree to use the unused portion to fund the development of learning opportunities for Employees during the next fiscal year.

- (a) The Terms of Reference for the Learning and Development Committee (HRDF) are described in Common Provisions, Appendix E.
- (b) The committee has the authority to make decisions regarding strategic disbursements of the funds.

ARTICLE 33*

JOB EVALUATION

33.01 Preamble

The parties acknowledge that the job evaluation system is a critical component of ensuring appropriate compensation and internal equity of positions. Human Resources will facilitate

ongoing education regarding job evaluation, designed to advise Employees on their role in the process and to assist Department Heads in meeting their obligations under this Article.

33.02 Employer's Right to Determine the Job to be Performed

It is the Employer's right to determine the job that is to be performed and the performance expectations/standards relating to the job.

33.03 Job Documentation

- (a) “**Job Fact Sheet**” is the document used by the Employer for the purposes of job evaluation which must include details of the duties of the position, comparator roles, and required minimum qualifications.
- (b) The Employer will strive to ensure that a Job Fact Sheet exists for each position of greater than 12 months duration. Upon request, Human Resources will provide copies of these documents to the Union, along with the assigned grade level. Departments are encouraged to prepare a Job Fact Sheet for positions that exist for less than 12 months duration.
- (c) The Department Head will provide a copy of the current Job Fact Sheet to an incumbent upon date of hire. The Department Head will also ensure that the Job Fact Sheets are kept current and will provide the incumbent with a copy.

33.04 Job Documentation Process

- (a) Where there is an incumbent, every effort will be made to ensure that Job Fact Sheets are written jointly by the Supervisor and the incumbent and upon completion signed by each; however, the incumbent's signature is not a requirement.
- (b) Completed Job Fact Sheets will be reviewed and approved by the Department Head prior to forwarding to

Human Resources. The Department Head may revise the Job Fact Sheet. Where this is done, the revisions will be reviewed with the incumbent and the incumbent will be provided a copy of the revised Job Fact Sheet.

- (c) The process of writing, signing and forwarding Job Fact Sheets to Human Resources noted under clauses 33.04(a) and (b) should not exceed three months from initiation by the Employee under clause 33.06.
- (d) If any difficulties arise in completing the Job Fact Sheet or in agreeing on its contents, the incumbent, Supervisor or Department Head may request the assistance of Human Resources to mediate and resolve the difficulties. The incumbent may be accompanied by a Union Representative to assist the incumbent in presenting their concerns. Failing agreement, the Department Head will determine the appropriate content of the Job Fact Sheet.

33.05 Position Evaluation Process

- (a) Positions will be evaluated in accordance with the Employer's Job Evaluation Plan.
- (b) Requests for position evaluation are to be submitted in writing to Human Resources. Human Resources will acknowledge receipt of the request to the Department Head and incumbent within ten working days, and provide a time for the completion of the evaluation/ audit. Requests for evaluation must be accompanied by a current Job Fact Sheet which includes the Job Description and an organizational chart.
- (c) Human Resources will review the Job Fact Sheet, evaluate the job (including determining the base pay grade level), and communicate the results to the Department Head and the incumbent. On a monthly basis, Human Resources will provide the Union with a report that details the positions evaluated during the course of the previous month. If during the evaluation process Human Resources has questions or requires further information regarding the Job Fact Sheet, they will enter into discussions with the Department Head, the

Supervisor, or the incumbent, as appropriate.

- (d) Unless a job has significantly changed, Human Resources will not normally re-evaluate a position if an evaluation and/or appeal has been concluded within the preceding 36 months. Disagreements between Human Resources and the incumbent and/or the Department regarding whether or not a job has significantly changed will be forwarded to the JEAC Chair. The JEAC Chair together with one Employer appointee and one Union appointee will review the relevant information and make a final and binding decision.
- (e) Where a vacant position has been re-evaluated and results in a change in grade, the Union may notify Human Resources of any concerns it has respecting the re-evaluation and grade change.

33.06 Requests By Incumbents for a Review of Job Duties/ Evaluation

- (a) An incumbent may initiate a formal review of their Job Fact Sheet or its evaluation in writing to the Department Head commencing with the process described under clause 33.04.
- (b) The effective date of Employee requests will normally be the date the Department Head signed off the Job Fact Sheet under clause 33.04(b).

33.07 Requests By Department Heads for a Review of Job Duties/Evaluation

- (a) A Department Head may initiate a review of a Job Fact Sheet or its evaluation commencing with the process described under clause 33.04.
- (b) The effective date of Department Head requests will normally be the date the Department Head signed off the Job Fact Sheet under clause 33.04(b).

33.08 New Jobs

New jobs may be created during the term of this Agreement. The Employer will evaluate new jobs and notify the Union of the results of the evaluation, as per clause 33.05(c). In the event that the Union disagrees with the evaluation decision an appeal may be initiated by the Union in accordance with Common Provisions, Article 34 (Job Evaluation Appeals).

33.09 Appeals

An incumbent or Department Head may appeal an evaluation in accordance with Common Provisions, Article 34 (Job Evaluation Appeals). It is not the intent of the appeals process to address minor changes to job duties or concerns relating to job content. Such an appeal will not be considered a grievance under Common Provisions, Article 17 (Dispute Resolution Process) of this Agreement.

33.10 Re-evaluation to a Higher Grade

- (a) When a position is re-evaluated to a higher grade level, the incumbent will be entitled to a pay increase. The new base pay will be no less than one full increment above their current pay or the minimum of the new grade level, whichever is greater.
- (b) The effective date of the increase will be the date the Department Head signed off the Job Fact Sheet. The incumbent's performance review period and future increments will not be affected.

33.11 Re-evaluation to a Lower Grade

- (a) When a position is re-evaluated to a lower grade level and the incumbent's base pay is below the maximum for the new pay grade, they will be placed on the step level nearest but not lower than their current base pay. The incumbent will be eligible for performance increments on the new pay grade, as appropriate, and the performance review period will remain unchanged.

- (b) If their base pay is at or above the maximum for the re-evaluated position, the base pay will remain unchanged (red-circled), and they will not be eligible for increments until such time that their base pay falls within the salary range of the grade of the re-evaluated position.

ARTICLE 34*

JOB EVALUATION APPEALS

34.01 Purpose

The purpose of the Job Evaluation Appeals process is to provide a method of challenging the evaluation results of positions evaluated under Common Provisions, Article 33 (Job Evaluation). An appeal may be submitted by an incumbent or a Department Head. All of the time limits referred to in this Article will be exclusive of Saturdays, Sundays, paid holidays, or official University-wide days off.

34.02 Job Evaluation Appeals Procedure

- (a) An incumbent or Department Head may appeal within 60 days from the date a job evaluation decision is confirmed in writing. The appeal document must include the reasons for the appeal and any other information that the appellant feels is relevant. Appeals will be submitted to the Director, with copies to the immediate Supervisor, incumbent, and the Department Head (as applicable).
- (b) Within 20 days from the date of receipt of the appeal, the Director or designee, will reply in writing to the appellant stating one of the following:
 - (i) the reason for the success of the appeal,
 - (ii) the reason for the failure/denial of the appeal, or
 - (iii) notification of the Consultant assigned to conduct a

second evaluation.

- (c) Where another Consultant is assigned to conduct a second evaluation, the process including the Director's decision will be finalized and confirmed in writing to the incumbent, where there is one, and the Department Head within 65 days of the Director's first response under clause 34.02(b). The Director's decision will include the outcome of the appeal including rationale for the decision.

34.03 Advancement of Appeals

If the appellant is dissatisfied with the response from the Director, the appellant has 20 days from the date of notification to advance the appeal. The appellant will provide notification of the advancement of the appeal to the Chair of the JEAC with a copy to the Director, which includes:

- (a) the original documentation submitted under clause 34.02, and
- (b) the response by the Director, and
- (c) additional relevant information the appellant may wish to provide.

If the incumbent chooses they may request the assistance of the Union.

34.04 The Job Evaluation Appeals Committee (JEAC)

- (a) Composition – The JEAC will consist of the following:
 - (i) five members appointed by the Employer,
 - (ii) five members appointed by the Union, and
 - (iii) a Chair mutually agreed to by the Employer and the Union.

For appeal hearings, the panel will consist of five members, two Employer appointees, two Union appointees, and the Chair.

- (b) Terms for Committee members – the terms of appointment for the JEAC will be as follows:
 - (i) The Chair will be appointed for a term of five years. The Chair will be an Employer member or a Union member, on a rotational basis.
 - (ii) Terms for all other Committee members will be for three years.
 - (iii) Committee members may be re-appointed for a maximum of one additional term, subject to mutual agreement of the parties.
- (c) Terms of Reference – The JEAC will operate within the following terms of reference:
 - (i) The Committee will consider all appeals. It has the power to amend the evaluation of a position.
 - (ii) The Committee will have the power to:
 - (a) set its own procedure,
 - (b) determine the admissibility of any information brought before it, and
 - (c) seek whatever necessary information or clarification from involved persons, including, but not limited to:
 1. the Department Head or designee,
 2. the incumbent,
 3. the incumbent's Supervisor(s), or
 4. Human Resources.
 - (iii) The Committee will hold a hearing within 20 working days from the date of receipt of the appellant's written appeal under clause 34.03.
 - (iv) The Committee will give all involved persons full opportunity to present and rebut information at the

appeal hearing.

- (v) The decision of the majority of the Committee members will be the decision of the Committee. Where there is no majority decision, the decision of the Chair will be the decision of the Committee.
 - (vi) Within ten days from the date of the hearing, the Chair will issue the written decision of the Committee. A copy will be forwarded to the incumbent, the Department Head, the Director, and the Union (if applicable). The Chair's response will include detailed rationale for the Committee's decision. The decision will be final and binding on the position under appeal and be without prejudice to any other positions.
- (d) Training – All members will be trained in the Employer's Job Evaluation Plan.

34.04 Modification of Time Limits

The time limits fixed in this Article may be altered by mutual consent of the applicable parties. Such consent will not be unreasonably withheld.

ARTICLE 35

JOINT COMMITTEE ON JOB EVALUATION SYSTEM

- 35.01** The purpose of the Committee is to monitor and review the effectiveness of the job evaluation system and its pay structure and, by consensus, make recommendations to the parties on changes.
- 35.02** The Committee will comprise an equal number of Employer and Union representatives, with each appointing a minimum of two and a maximum of four Committee members. The Committee may call upon additional persons as resource

experts.

- 35.03** The Committee will meet at the request of either party, but no less than twice per year. The Committee will be co-chaired.

ARTICLE 36

LABOUR/MANAGEMENT COMMITTEE

- 36.01** The parties recognize the importance of harmonious relationships achieved through joint problem solving and ensuring a safe, healthy work environment. To that end, the Labour/Management Committee has been established.
- 36.02** The mandate of the Labour/Management Committee is to:
- (a) review matters relating to the maintenance of good relations between the parties,
 - (b) investigate conditions causing grievances and misunderstandings and recommend appropriate resolution,
 - (c) annually approve the roster of mediators and investigators to be used in the formal resolution of discrimination and harassment complaints,
 - (d) make recommendations on educational programs, including health and safety programs,
 - (e) resolve problems pertaining to the interpretation and administration of this Agreement,
 - (f) discuss matters of mutual interest or concern,
 - (g) review and resolve environmental health and safety issues that have not been resolved at the worksite level,
 - (h) make recommendations on changes to the Agreement, to

their respective principals, and

- (i) exchange relevant information.

36.03 The Committee will:

- (a) establish sub-committees as it deems necessary and will set their terms of reference,
- (b) apply the relevant health and safety legislation and regulations when making decisions or recommendations of a health and safety nature,
- (c) ensure proper training of Committee members, and
- (d) take minutes, distribute copies to Committee members, and distribute decisions in an appropriate manner.

36.04 The Committee will comprise an equal number of Employer and Union representatives, with each appointing a minimum of two and a maximum of four Committee members. The Committee may call upon additional persons as resource experts.

36.05 The Committee will meet monthly, with the exception of the summer months, and additional meetings may be held by mutual agreement between the parties. The Employer representative, or designee, and the Union representative, or designee, will alternate in chairing the meetings of the committee.

36.06 Employees will not suffer any loss of pay for time spent on this Committee or its ad hoc sub-committees.

ARTICLE 37

COLLECTIVE BARGAINING

37.01 Notice to Commence Collective Bargaining

- (a) Either party may give the other notice in writing of its intention to commence bargaining with a view to negotiating a renewal Agreement, not less than 60 nor more than 120 days prior to the expiry date of this Agreement.
- (b) Any notice required to be given will be deemed to have been significantly given or served if personally delivered or electronically delivered.
- (c) Notice for the purpose of this Agreement will be addressed in the case of the Employer, to the AVP (HR), or in the case of the Union to the Director of Operations, Non-Academic Staff Association.

37.02 Composition and Mandate of the Negotiating Committee

- (a) Where notice to commence collective bargaining has been served by either party, a negotiating committee will be appointed normally consisting of four persons appointed by the Employer and four persons appointed by the Union.
- (b) The negotiating committees will be appointed for the purpose of negotiating terms and conditions of employment for the Consolidated Collective Agreement (i.e., Common Provisions, Part A, and Part B).

37.03 Collective Bargaining Process

- (a) The specific bargaining process undertaken and any issues of procedure will be determined prior to the formal commencement of negotiations.
- (b) Collective bargaining and disputes will be governed in accordance with the provisions of the *Alberta Labour*

Relations Code or as otherwise may be agreed to between the parties.

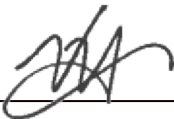
- (c) The Employer agrees to provide to the Union such available statistical information relating to Employees in the bargaining unit and pertaining to the provisions of the Consolidated Collective Agreement, provided the release of the information is not in violation of any legislation and provided the cost involved is borne by the Union, at the option of the Employer.

THE GOVERNORS OF THE UNIVERSITY OF ALBERTA
AND
THE UNIVERSITY OF ALBERTA NON-ACADEMIC STAFF
ASSOCIATION

SIGNING PAGE

This Consolidated Collective Agreement is signed on this 30th day of October, 2025, in Edmonton, Alberta.

On Behalf of the Governors
of the University of Alberta



Verna Yiu
Provost and Vice-President
(Academic)

On Behalf of the University
of Alberta Non-Academic
Staff Association



Quinn Benders
President



Todd Gilchrist
Vice-President, University
Services, Operations and
Finance



Joy Correia
Director of Operations

Annual/Monthly/Hourly Salaries (35 Hrs)
(Effective April 1, 2024)

GRADE	STEP									
	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5
1	29,279.28	29,891.52	30,241.80	30,932.32	31,462.56	32,033.76	32,543.76	33,133.72	33,727.32	34,294.64
1	24,639.94	24,939.96	25,333.12	25,973.36	26,221.86	26,694.46	27,111.86	27,613.36	28,010.86	28,522.22
2	31,664.04	32,131.36	32,748.12	33,360.12	33,972.12	34,584.12	35,196.36	35,798.36	36,400.36	37,002.36
2	26,877.12	27,684.72	28,391.12	29,001.12	29,611.12	30,221.12	30,831.12	31,441.12	32,051.12	32,661.12
3	34,883.44	35,401.36	35,919.28	36,524.60	37,129.32	37,734.04	38,338.76	38,943.48	39,548.20	40,152.92
3	29,912.12	30,595.44	31,278.76	32,045.12	32,811.48	33,577.84	34,344.20	35,110.56	35,876.92	36,643.28
4	37,992.32	38,692.88	39,393.44	40,093.92	40,794.40	41,494.88	42,195.36	42,895.84	43,596.32	44,296.80
4	31,603.68	32,499.36	33,395.04	34,290.72	35,186.40	36,082.08	36,977.76	37,873.44	38,769.12	39,664.80
5	41,399.04	42,154.40	42,909.76	43,745.44	44,581.12	45,416.80	46,252.48	47,088.16	47,923.84	48,759.52
5	34,492.92	35,519.92	36,546.92	37,573.92	38,600.92	39,627.92	40,654.92	41,681.92	42,708.92	43,735.92
6	45,356.56	46,173.60	46,990.64	47,968.92	48,947.20	49,925.48	50,903.76	51,882.04	52,860.32	53,838.60
6	37,778.08	38,847.60	39,917.12	40,986.64	42,056.16	43,125.68	44,195.20	45,264.72	46,334.24	47,403.76
7	49,356.48	50,315.28	51,274.08	52,192.44	53,151.24	54,110.04	55,068.84	56,027.64	56,986.44	57,945.24
7	41,133.04	41,994.96	42,856.88	43,718.80	44,580.72	45,442.64	46,304.56	47,166.48	48,028.40	48,890.32
8	53,376.12	54,416.52	55,456.92	56,538.48	57,619.92	58,701.36	59,782.80	60,864.24	61,945.68	63,027.12
8	44,481.01	45,347.44	46,213.87	47,154.30	48,094.73	49,035.16	49,975.59	50,916.02	51,856.45	52,796.88
9	57,722.04	58,844.28	60,048.00	61,251.72	62,516.88	63,781.92	65,046.96	66,312.00	67,577.04	68,842.08
9	48,810.17	49,638.39	50,466.61	51,341.54	52,216.47	53,091.40	53,966.33	54,841.26	55,716.19	56,591.12
10	62,108.76	63,455.40	64,802.04	66,258.68	67,734.00	69,209.32	70,684.64	72,159.96	73,635.28	75,110.60
10	51,753.73	52,875.95	53,998.17	55,207.92	56,417.67	57,627.42	58,837.17	59,996.92	61,156.67	62,316.42
11	66,556.92	67,944.52	69,332.12	70,912.72	72,551.48	73,861.44	75,171.40	76,481.36	77,791.32	79,101.28
11	55,461.41	56,683.39	57,905.37	59,286.56	60,667.75	62,048.94	63,430.13	64,811.32	66,192.51	67,573.70
12	70,923.00	72,473.88	73,924.76	75,577.16	77,268.84	78,960.52	80,652.20	82,343.88	84,035.56	85,727.24
12	59,120.25	60,349.41	61,578.57	62,807.73	64,036.89	65,266.05	66,495.21	67,724.37	68,953.53	70,182.69
13	78,146.16	79,900.68	81,655.20	83,451.76	85,248.32	87,044.88	88,841.44	90,638.00	92,434.56	94,231.12
13	65,118.39	66,588.39	68,058.39	69,528.39	71,058.39	72,588.39	74,118.39	75,648.39	77,178.39	78,708.39
14	84,777.24	86,736.12	88,695.00	90,653.88	92,612.76	94,571.64	96,530.52	98,489.40	100,448.28	102,407.16
14	70,647.72	72,221.01	73,794.30	75,367.59	76,940.88	78,514.17	80,087.46	81,660.75	83,234.04	84,807.33
15	91,612.44	93,815.88	95,897.28	98,203.08	100,429.92	102,703.92	105,028.92	107,353.92	109,678.92	112,003.92
15	75,847.37	78,171.99	80,496.61	82,821.23	85,145.85	87,470.47	89,795.09	92,119.71	94,444.33	96,768.95

NOTE: Provide the trade certification is required in the job fact sheet, tradespersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades

will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant and the Cooling Plant (Operator IIs), see Part A Appendix AE for applicable salary treatment.

APPENDIX A*
SCHEDULE I – BASE PAY

Annual/Monthly/Hourly Salaries (37.5 Hrs)
(Effective April 1, 2024)

GRADE	STEP															
	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	9
1	31,370.64	32,026.44	32,594.88	33,183.08	33,793.80	34,432.04	35,108.88	35,826.36	36,584.64	37,384.84	38,229.08	39,120.36	39,094.12	39,371.88	40,027.44	41,488.72
1	2,814.42	2,668.67	2,716.24	2,763.60	2,809.15	2,850.17	2,905.69	2,958.53	3,011.36	3,062.57	3,118.84	3,179.33	3,224.31	3,260.99	3,353.62	3,593.54
2	33,960.60	34,518.60	35,086.80	35,742.88	36,398.04	37,054.44	37,710.24	38,378.68	39,718.28	39,721.44	40,396.32	41,186.16	41,754.72	42,335.68	43,219.92	44,103.76
2	2,625.35	2,676.55	2,723.90	2,778.36	2,830.22	2,878.87	3,142.32	3,169.69	3,246.19	3,310.12	3,390.51	3,432.18	3,473.36	3,515.08	3,601.61	3,663.55
3	37,244.32	37,923.96	38,511.75	39,210.00	39,938.30	40,638.36	41,393.28	42,104.00	42,857.72	43,612.80	44,370.72	45,071.72	45,883.42	46,716.82	47,584.64	48,379.74
3	3,107.91	3,160.93	3,211.75	3,270.05	3,328.38	3,386.83	3,445.70	3,504.90	3,564.53	3,624.67	3,685.39	3,746.70	3,808.68	3,871.33	3,934.84	4,001.54
4	40,639.56	41,361.12	42,104.40	42,857.72	43,638.36	44,459.96	45,099.24	45,888.32	46,747.84	47,577.44	48,378.72	49,251.28	50,105.08	50,936.28	51,767.04	52,598.80
4	3,906.63	3,946.76	3,996.70	4,046.11	4,095.84	4,145.11	4,193.85	4,242.00	4,289.56	4,336.52	4,382.91	4,428.74	4,474.01	4,518.74	4,562.95	4,606.54
5	44,155.96	45,200.40	45,993.52	46,870.08	47,739.20	48,552.32	49,406.16	50,207.28	51,154.92	52,169.52	53,100.48	54,040.56	54,958.96	55,929.80	56,920.80	57,997.20
5	3,996.33	3,769.20	3,832.94	3,905.84	3,973.25	4,045.11	4,117.18	4,191.85	4,269.91	4,346.71	4,425.04	4,503.38	4,579.90	4,660.15	4,733.85	4,813.20
6	48,575.28	49,471.56	50,346.00	51,395.52	52,291.64	53,231.64	54,215.40	55,264.92	56,288.08	57,297.96	58,360.08	59,484.00	60,511.44	61,691.88	62,850.60	65,068.48
6	4,027.04	4,172.63	4,195.50	4,282.92	4,357.64	4,435.97	4,517.95	4,605.41	4,697.38	4,774.83	4,864.09	4,957.00	5,002.52	5,140.95	5,227.55	5,329.63
7	52,881.84	53,909.40	54,871.32	55,920.72	56,948.04	58,126.48	59,199.84	60,273.36	61,723.36	62,675.76	63,854.08	65,036.64	66,282.84	67,572.48	68,840.40	70,130.16
7	4,068.82	4,492.45	4,576.61	4,660.06	4,745.67	4,844.04	4,933.32	5,036.33	5,122.78	5,222.98	5,321.34	5,419.72	5,529.57	5,631.04	5,736.70	5,844.18
8	57,188.64	58,303.44	59,484.00	60,576.96	61,713.72	62,937.96	64,074.00	65,430.12	66,654.36	68,099.76	69,777.56	70,633.08	72,097.80	73,475.04	74,824.00	76,229.52
8	4,765.72	4,858.62	4,957.00	5,048.08	5,142.51	5,244.83	5,339.55	5,452.51	5,554.53	5,667.48	5,773.13	5,886.09	6,008.15	6,122.92	6,239.50	6,352.46
9	61,844.88	63,047.28	64,337.16	65,626.92	66,982.44	68,294.04	69,627.60	71,070.48	72,381.84	73,868.40	75,355.08	76,885.44	78,393.96	79,989.92	81,519.72	83,093.76
9	5,153.74	5,253.94	5,361.43	5,468.91	5,581.87	5,691.17	5,802.30	5,922.54	6,031.82	6,155.70	6,275.59	6,407.12	6,532.83	6,665.81	6,793.31	6,924.48
10	66,545.28	67,988.04	69,299.76	70,742.64	72,250.32	73,811.16	75,202.32	76,797.84	78,284.52	79,967.76	81,541.80	83,268.72	84,886.68	86,744.76	88,471.68	90,264.48
10	5,545.44	5,665.67	5,774.98	5,895.22	6,020.91	6,148.43	6,266.86	6,399.82	6,523.71	6,663.98	6,795.15	6,939.06	7,073.89	7,228.73	7,372.64	7,524.04
11	71,310.84	72,819.24	74,393.28	75,967.20	77,519.52	79,137.12	80,798.52	82,591.20	84,257.72	86,023.20	87,674.20	89,674.20	91,523.40	93,455.88	95,423.52	97,325.64
11	5,942.57	6,088.27	6,199.44	6,300.60	6,439.96	6,594.76	6,733.21	6,882.60	7,021.06	7,168.60	7,314.35	7,472.85	7,627.70	7,787.99	7,951.96	8,110.47
12	75,989.16	77,650.44	79,268.40	81,082.68	82,787.88	84,580.44	86,373.00	88,255.12	90,067.64	92,100.60	94,046.40	96,013.80	98,068.92	100,180.20	102,288.00	104,495.68
12	6,332.43	6,470.82	6,605.70	6,756.89	6,898.99	7,048.37	7,197.75	7,354.43	7,505.63	7,675.05	7,837.20	8,001.15	8,172.41	8,349.10	8,524.00	8,707.99
13	83,727.96	85,608.12	87,427.28	89,411.76	91,357.32	93,434.40	95,532.84	97,565.88	99,637.52	101,916.36	104,102.52	106,383.96	108,715.08	111,098.16	113,502.72	116,016.60
13	6,977.33	7,134.01	7,285.19	7,450.98	7,613.11	7,786.20	7,961.07	8,130.49	8,307.11	8,483.03	8,675.21	8,862.83	9,059.99	9,258.18	9,458.56	9,668.05
14	90,832.68	92,931.24	94,843.80	96,972.64	99,380.64	101,654.04	103,840.20	106,266.84	108,627.60	111,075.96	113,546.40	116,126.16	118,749.48	121,394.64	124,017.72	126,794.16
14	7,549.39	7,744.27	7,910.06	8,097.72	8,291.72	8,471.17	8,653.35	8,855.57	9,052.30	9,256.33	9,462.20	9,671.97	9,895.79	10,116.22	10,334.81	10,597.55
15	98,156.16	100,517.16	102,747.12	105,217.20	107,600.28	110,136.12	112,628.28	115,229.76	117,896.72	120,556.72	123,361.92	126,203.88	129,111.48	132,041.04	134,970.24	138,096.48
15	8,179.68	8,376.43	8,562.26	8,768.10	8,966.69	9,178.01	9,393.69	9,600.48	9,824.73	10,048.81	10,280.16	10,516.99	10,759.29	11,003.42	11,247.52	11,508.04
	50.34	51.55	52.69	53.96	55.18	56.48	57.76	59.09	60.46	61.84	63.26	64.72	66.21	67.71	69.22	70.82

NOTE: Provided the trade certification is required in the job pay sheet, tradespersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant and the Cooling Plant (Operator I/As), see Part A Appendix AE for applicable salary treatment.

Annual/Monthly/Hourly Salaries (40 Hrs)
(Effective April 1, 2024)

STEP															GRADE
1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	7	7.5	8	8.5	9
1	33,462.00	34,161.72	34,761.84	35,374.20	35,996.92	36,609.96	37,193.04	37,869.24	38,545.56	39,198.36	39,921.36	40,620.72	41,273.76	41,966.32	42,696.12
1	27,888.90	28,668.81	28,997.32	29,447.85	29,941.21	30,480.83	3,099.42	3,155.77	3,212.13	3,268.33	3,323.65	3,383.56	3,449.71	3,538.01	3,624.13
2	36,169.92	36,819.72	37,420.08	38,125.48	38,825.28	39,524.88	40,224.36	40,923.60	41,576.04	42,309.64	43,092.36	43,932.00	44,358.56	45,307.92	46,307.92
2	30,133.91	30,683.12	31,168.84	31,775.15	32,325.44	32,928.48	3,352.03	3,400.60	3,464.72	3,530.82	3,591.03	3,661.00	3,711.53	3,841.72	3,997.76
3	39,781.36	40,427.40	41,144.48	41,866.00	42,604.48	43,349.16	44,093.08	44,844.44	45,680.88	46,320.40	47,206.48	48,022.80	48,951.36	50,171.76	51,003.84
3	33,513.13	33,714.45	34,259.87	34,865.31	35,500.48	36,174.48	36,749.36	37,412.59	38,074.48	38,736.72	39,590.40	40,000.92	40,536.16	41,326.88	42,151.84
4	43,301.44	44,118.48	44,911.44	45,690.08	46,520.40	47,313.24	48,108.48	48,945.48	49,715.04	50,716.76	51,693.84	53,445.84	54,321.84	55,343.84	57,238.44
4	3,302.48	3,616.34	3,742.62	3,866.74	3,976.70	4,042.72	4,088.48	4,079.79	4,142.02	4,226.88	4,300.40	4,351.35	4,452.82	4,527.16	4,681.62
5	47,324.44	48,246.40	49,052.00	49,955.80	50,857.68	51,709.32	52,608.96	53,557.72	54,545.20	55,537.76	56,640.72	57,643.82	58,672.64	59,745.76	61,854.08
5	3,942.74	4,009.50	4,088.50	4,166.55	4,263.15	4,315.86	4,391.64	4,471.31	4,537.10	4,636.48	4,720.06	4,886.72	4,980.43	5,060.09	5,155.34
6	51,813.72	52,769.64	53,702.64	54,821.88	55,777.68	56,780.64	57,890.40	58,940.40	59,988.56	61,171.80	62,760.32	63,440.40	64,545.84	65,804.88	67,000.52
6	4,317.81	4,392.47	4,475.22	4,568.49	4,649.14	4,731.72	4,819.15	4,912.42	4,998.88	5,093.15	5,188.36	5,287.45	5,483.74	5,586.71	5,693.89
7	56,407.20	57,503.40	58,529.52	59,648.88	60,744.60	62,044.00	63,146.52	64,542.24	65,571.48	66,954.16	68,113.32	69,372.72	70,701.96	72,077.40	73,430.04
7	4,700.60	4,797.95	4,877.46	4,970.74	5,062.05	5,167.00	5,262.21	5,371.02	5,464.29	5,571.18	5,676.11	5,781.06	5,891.83	6,006.45	6,119.17
8	61,001.16	62,190.48	63,449.40	64,615.56	65,828.16	67,134.12	68,346.60	69,792.24	71,098.08	72,545.84	73,896.12	75,342.00	76,904.28	78,373.44	79,865.88
8	5,083.43	5,182.54	5,287.45	5,384.63	5,485.68	5,594.51	5,695.55	5,816.02	5,924.84	6,045.32	6,158.01	6,278.50	6,408.69	6,531.12	6,655.49
9	65,968.08	67,250.40	68,626.20	70,002.24	71,447.88	72,946.96	74,269.44	75,698.32	77,207.52	78,793.20	80,278.76	82,011.24	83,610.96	85,322.28	86,954.76
9	5,497.34	5,604.20	5,718.83	5,833.52	5,953.99	6,070.58	6,189.12	6,317.36	6,433.96	6,566.10	6,698.23	6,834.37	6,968.33	7,110.19	7,246.23
10	70,981.56	72,520.56	73,919.64	75,458.64	77,067.60	78,700.08	80,215.68	81,917.88	83,503.56	85,299.00	86,977.92	88,820.16	90,545.52	92,527.68	94,369.68
10	5,915.13	6,043.38	6,159.97	6,288.22	6,422.30	6,558.34	6,694.64	6,826.49	6,958.63	7,108.25	7,248.16	7,401.68	7,545.46	7,710.64	7,864.14
11	76,064.76	77,613.96	79,252.76	81,031.56	82,687.44	84,413.04	86,185.20	88,097.04	89,869.32	91,758.24	93,623.52	95,652.48	97,634.52	99,658.52	101,755.08
11	6,338.73	6,472.83	6,612.73	6,752.63	6,890.62	7,034.42	7,182.10	7,341.42	7,489.11	7,646.52	7,801.96	7,971.04	8,136.21	8,307.21	8,482.09
12	81,054.96	82,872.74	84,552.84	86,488.20	88,307.16	90,219.24	92,131.32	94,136.88	96,072.00	98,240.16	100,316.16	102,414.60	104,608.64	106,868.64	109,107.12
12	6,754.58	6,902.77	7,046.05	7,207.35	7,358.93	7,518.27	7,677.61	7,844.74	8,006.00	8,186.73	8,359.69	8,534.55	8,717.22	8,905.72	9,098.53
13	89,309.88	91,315.20	93,250.80	95,372.40	97,442.92	99,663.24	101,901.72	104,070.36	106,332.36	108,710.64	111,042.48	113,444.40	115,902.84	118,504.56	121,069.56
13	7,402.49	7,609.60	7,770.90	7,947.70	8,127.66	8,305.27	8,491.81	8,673.57	8,861.03	9,059.72	9,253.54	9,443.70	9,663.57	9,975.38	10,312.59
14	96,888.36	99,126.84	101,248.80	103,650.72	106,005.96	108,430.80	110,762.64	113,351.52	115,869.48	118,481.28	121,116.12	123,867.12	126,669.12	129,487.68	132,285.72
14	8,074.03	8,260.57	8,437.40	8,637.56	8,833.83	9,035.93	9,230.22	9,445.92	9,655.79	9,873.44	10,093.01	10,322.32	10,555.51	10,790.64	11,023.81
15	104,700.00	107,218.44	109,596.84	112,231.80	114,773.64	117,478.64	120,136.68	122,911.84	125,756.40	128,624.88	131,586.12	134,617.96	137,718.96	140,843.40	143,968.44
15	8,725.00	8,948.87	9,135.07	9,352.65	9,564.47	9,799.87	10,011.39	10,242.65	10,479.70	10,718.74	10,965.51	11,218.13	11,476.58	11,736.95	11,997.37
	50.34	51.55	52.69	53.96	55.18	56.48	57.76	59.09	60.46	61.84	63.26	64.72	66.21	67.71	70.82

NOTE: Provided the trade certification is required in the job pay sheet, tradespersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant and the Cooling Plant (Operator IIs), see Part A Appendix AE for applicable salary treatment.

Annual/Monthly/Hourly Salaries (35 Hrs)
(Effective April 1, 2025)

STEP																	GRADE
1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	
1	30,157.68	30,788.28	31,334.40	31,860.88	32,406.48	32,934.72	33,520.08	34,123.80	34,739.16	35,372.64	36,009.48	37,198.08	37,849.44	38,480.04	39,173.52	39,845.88	
1	2,913.14	2,963.69	2,991.20	2,986.74	2,993.34	2,998.94	2,993.94	2,998.94	2,993.94	2,998.94	2,993.94	2,998.94	2,993.94	2,998.94	2,993.94	2,998.94	
2	32,594.36	33,183.94	33,760.36	34,300.92	34,918.76	35,521.76	36,232.24	36,984.72	37,474.32	38,183.36	38,937.28	39,593.76	40,140.24	41,548.32	42,260.92	42,977.28	
2	2,716.29	2,763.32	2,800.88	2,863.92	2,916.94	2,963.46	3,021.02	3,066.36	3,122.61	3,182.13	3,236.44	3,299.46	3,349.02	3,402.79	3,462.36	3,521.91	
3	35,852.88	36,458.36	37,050.32	37,732.32	38,348.88	39,038.28	39,719.92	40,376.32	41,119.36	41,938.56	42,594.32	43,334.32	44,117.24	44,937.72	45,709.20	46,507.80	
3	2,987.24	3,038.36	3,089.57	3,141.11	3,193.68	3,245.69	3,297.33	3,349.82	3,403.67	3,458.92	3,509.60	3,567.00	3,612.56	3,660.16	3,709.56	3,759.92	
4	39,088.28	39,762.00	40,476.36	41,169.84	41,926.44	42,641.04	43,355.68	44,117.24	44,885.48	45,709.20	46,507.80	47,327.64	48,169.24	49,765.44	50,711.28	51,572.64	
4	3,255.69	3,313.95	3,372.03	3,430.82	3,489.87	3,553.42	3,612.96	3,676.02	3,733.70	3,809.10	3,875.65	3,943.97	4,010.07	4,080.56	4,147.12	4,225.94	
5	35,534.42	36,134.52	36,741.24	37,357.72	37,985.44	38,624.48	39,274.08	39,934.72	40,606.88	41,291.92	41,980.40	42,682.88	43,399.84	44,142.88	44,864.24	45,564.48	
5	3,253.42	3,293.46	3,334.72	3,376.88	3,419.92	3,463.96	3,507.92	3,551.84	3,595.76	3,639.68	3,683.60	3,727.52	3,771.44	3,815.36	3,859.28	3,903.20	
6	46,697.04	47,588.76	48,390.12	49,407.96	50,269.68	51,173.40	52,119.12	53,127.84	54,073.56	55,062.40	56,112.24	57,183.84	58,171.68	59,366.52	60,470.48	61,471.32	
6	3,891.42	3,963.23	4,033.26	4,117.33	4,189.14	4,264.45	4,343.26	4,427.32	4,506.13	4,590.20	4,676.02	4,765.32	4,847.64	4,942.21	5,035.04	5,127.61	
7	50,837.16	51,824.76	52,749.48	53,758.20	54,746.28	55,881.00	56,910.60	58,037.68	59,066.40	60,252.12	61,387.08	62,519.52	63,720.00	64,959.84	66,178.56	67,418.52	
7	4,236.43	4,318.73	4,405.79	4,479.85	4,562.19	4,656.75	4,742.55	4,840.64	4,924.70	5,021.01	5,115.59	5,210.16	5,310.00	5,413.32	5,514.88	5,618.21	
8	54,977.40	56,009.04	57,083.84	58,234.68	59,327.52	60,504.60	61,597.20	62,900.28	64,077.12	65,360.25	66,599.04	67,902.00	69,334.16	71,970.12	73,281.96	74,669.16	
8	4,591.45	4,670.75	4,755.32	4,852.89	4,943.96	5,042.05	5,133.40	5,241.69	5,339.76	5,448.35	5,549.92	5,658.50	5,778.84	5,886.18	5,998.76	6,106.83	
9	59,453.76	60,609.60	61,849.44	63,089.28	64,392.36	65,653.32	66,935.04	68,327.36	69,833.08	71,012.28	72,441.36	73,912.56	75,362.52	76,867.72	78,367.80	79,881.12	
9	4,954.48	5,050.80	5,154.12	5,257.44	5,366.03	5,471.11	5,577.92	5,693.53	5,798.59	5,917.69	6,036.78	6,159.38	6,280.21	6,408.06	6,530.65	6,656.76	
10	63,972.00	65,359.08	66,620.04	68,007.12	69,457.08	70,928.40	72,294.24	73,828.44	75,257.28	76,875.72	78,388.68	80,048.88	81,684.44	83,390.52	85,050.84	86,774.28	
10	5,331.00	5,446.59	5,551.67	5,667.26	5,788.09	5,910.70	6,024.52	6,152.37	6,271.44	6,406.31	6,532.39	6,670.74	6,800.37	6,949.21	7,087.57	7,231.19	
11	68,533.60	70,033.44	71,516.76	73,029.84	74,522.04	76,077.24	77,674.32	79,372.64	80,994.72	82,697.04	84,378.48	86,206.80	87,932.12	89,842.44	91,733.76	93,562.20	
11	5,712.80	5,843.62	5,959.73	6,085.82	6,210.17	6,339.77	6,472.86	6,616.67	6,749.56	6,891.42	7,031.54	7,183.90	7,332.76	7,486.87	7,644.48	7,796.85	
12	73,150.72	74,448.04	76,035.24	77,947.44	79,886.88	81,310.08	83,033.44	84,840.72	86,984.96	88,539.48	90,400.80	92,301.36	94,276.68	96,315.36	98,332.68	100,455.36	
12	6,087.56	6,220.67	6,350.27	6,495.62	6,632.24	6,775.84	6,919.45	7,070.06	7,215.41	7,378.79	7,534.15	7,691.78	7,854.39	8,026.28	8,194.39	8,371.28	
13	80,490.60	82,297.68	84,042.12	85,954.56	87,825.12	89,821.44	91,838.88	93,932.32	96,031.76	98,183.96	100,077.36	102,241.80	104,511.36	106,802.78	109,113.84	111,530.88	
13	6,707.55	6,858.14	7,003.51	7,162.88	7,318.76	7,485.12	7,653.24	7,816.11	7,985.94	8,164.63	8,339.78	8,520.15	8,709.28	8,900.19	9,092.82	9,294.24	
14	87,520.52	89,338.20	91,250.52	93,415.20	95,537.60	97,723.44	99,875.84	102,157.80	104,427.84	106,741.04	109,155.94	111,655.76	114,157.80	116,700.60	119,222.76	121,891.68	
14	7,276.71	7,444.85	7,604.21	7,774.60	7,947.47	8,143.62	8,318.75	8,512.15	8,702.28	8,898.42	9,097.98	9,302.98	9,513.15	9,725.05	9,935.23	10,157.64	
15	94,560.80	96,630.36	98,774.16	101,149.20	103,439.76	105,877.60	108,273.60	110,774.28	113,388.48	115,932.32	121,394.32	124,119.36	126,935.52	129,751.44	132,756.60	135,719.88	
15	7,863.40	8,052.53	8,231.18	8,429.10	8,619.98	8,823.14	9,022.80	9,231.19	9,444.85	9,660.27	9,882.69	10,110.36	10,343.28	10,577.96	10,812.62	11,063.05	
	51.85	53.09	54.27	55.58	56.84	58.17	59.49	60.86	62.27	63.69	65.16	66.66	68.20	69.74	71.29	72.94	

NOTE: Provided the trade certification is required in the job fact sheet, tradespersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant and the Cooling Plant (Operator IIs), see Part A Appendix AE for applicable salary treatment.

Annual/Monthly/Hourly Salaries (37.5 Hrs)
(Effective April 1, 2025)

STEP																	
	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9
1	32,311.80	32,987.28	33,572.76	34,158.12	34,721.04	35,351.76	35,914.32	36,567.48	37,220.40	37,850.88	38,548.92	39,222.52	39,855.00	40,553.04	41,228.28	41,971.44	42,692.16
2	2,692.65	2,748.94	2,797.73	2,846.51	2,893.42	2,945.98	2,992.86	3,047.29	3,101.70	3,154.24	3,212.41	3,268.71	3,321.25	3,379.42	3,438.69	3,497.62	3,557.68
3	16.57	16.92	17.22	17.52	17.81	18.13	18.42	18.75	19.09	19.41	19.77	20.12	20.44	20.80	21.14	21.52	21.89
4	32,922.84	33,554.20	36,139.44	36,815.04	37,490.64	38,166.12	38,841.60	39,427.08	40,147.68	40,814.04	41,611.32	42,421.80	43,007.40	43,747.04	44,515.84	45,366.92	46,064.88
5	2,910.32	2,962.85	3,011.62	3,067.92	3,124.22	3,180.51	3,236.80	3,295.94	3,345.64	3,409.42	3,471.61	3,545.87	3,633.95	3,646.87	3,709.66	3,773.46	3,838.24
6	17.91	18.23	18.53	18.88	19.23	19.57	19.92	20.22	20.59	20.98	21.34	21.75	22.06	22.44	22.83	23.22	23.61
7	38,413.80	39,066.84	39,697.20	40,417.80	41,138.16	41,858.76	42,579.48	43,367.52	44,110.44	44,921.16	45,641.76	46,429.72	47,262.96	48,118.44	48,974.28	49,829.98	50,685.48
8	3,201.15	3,255.57	3,308.10	3,368.15	3,428.23	3,488.23	3,548.29	3,613.96	3,675.87	3,743.43	3,803.48	3,869.16	3,938.98	4,009.87	4,081.19	4,152.49	4,223.79
9	19.70	20.03	20.36	20.73	21.10	21.47	21.84	22.24	22.62	23.04	23.41	23.81	24.24	24.68	25.12	25.55	25.99
10	41,858.76	42,601.92	43,367.52	44,110.44	44,921.16	45,686.64	46,452.24	47,262.96	48,006.12	48,747.28	49,492.88	50,708.04	51,608.76	52,464.36	53,320.08	54,336.36	55,256.40
11	3,488.23	3,550.16	3,613.96	3,675.87	3,743.43	3,807.22	3,872.04	3,938.38	4,006.12	4,075.51	4,152.49	4,230.73	4,300.73	4,372.03	4,443.34	4,527.78	4,604.70
12	21.47	21.85	22.24	22.62	23.04	23.43	23.82	24.24	24.62	25.12	25.45	25.80	26.47	26.90	27.34	27.86	28.34
13	45,686.64	46,387.36	47,375.40	48,276.24	49,109.40	50,004.88	50,888.40	51,811.32	52,699.60	53,725.32	54,693.48	55,661.76	56,607.60	57,106.64	58,634.04	59,737.08	60,795.60
14	3,807.22	3,882.28	3,947.95	4,023.02	4,092.45	4,167.49	4,240.70	4,317.61	4,390.80	4,477.11	4,557.79	4,638.48	4,717.30	4,809.22	4,886.17	4,978.09	5,066.30
15	23.43	23.89	24.30	24.76	25.18	25.65	26.10	26.57	27.02	27.55	28.05	28.54	29.03	29.60	30.07	30.63	31.18
16	50,032.56	50,852.72	51,865.44	52,937.40	53,860.44	54,856.04	55,841.88	56,922.84	57,936.00	59,016.84	61,201.12	61,268.52	62,326.80	63,542.64	64,736.16	65,861.88	67,010.28
17	4,169.38	4,246.31	4,321.37	4,411.45	4,488.37	4,569.05	4,653.49	4,743.57	4,828.00	4,918.07	5,010.11	5,105.71	5,193.90	5,295.22	5,394.68	5,488.49	5,584.19
18	25.66	26.13	26.59	27.15	27.62	28.12	28.64	29.19	29.71	30.27	30.83	31.42	31.96	32.59	33.20	33.78	34.36
19	54,468.24	55,526.64	56,517.48	57,598.32	58,656.48	59,872.32	60,975.84	62,236.64	63,311.52	64,536.04	65,771.76	66,987.72	68,271.36	69,599.64	70,953.60	72,234.72	73,540.32
20	4,539.02	4,627.22	4,709.79	4,799.86	4,888.04	4,969.36	5,081.32	5,186.39	5,276.46	5,379.67	5,480.98	5,582.31	5,689.28	5,799.97	5,908.80	6,019.51	6,128.36
21	30.21	30.80	31.42	32.00	32.60	33.24	33.84	34.56	35.21	35.92	36.59	37.31	38.08	38.81	39.55	40.26	41.03
22	58,948.28	60,032.36	61,268.52	62,394.24	63,565.08	64,826.04	65,996.88	67,393.08	68,654.04	70,030.00	71,333.84	72,752.04	74,260.68	75,712.28	78,516.36	80,002.96	82,002.55
23	4,908.69	5,004.38	5,105.71	5,199.52	5,297.09	5,402.17	5,495.74	5,616.09	5,721.17	5,837.30	5,946.32	6,062.67	6,188.39	6,306.61	6,426.69	6,543.03	6,668.88
24	30.21	30.720	30.627	31.42	32.00	32.60	33.24	33.84	34.56	35.21	35.92	36.59	37.31	38.08	38.81	39.55	40.26
25	63,100.20	64,338.72	65,267.74	67,055.76	68,991.96	70,343.92	71,716.44	73,202.64	74,553.24	76,044.44	77,615.76	79,191.96	80,743.72	82,389.36	83,965.32	85,586.32	87,320.52
26	5,308.55	5,411.36	5,522.27	5,632.98	5,749.33	5,861.91	5,976.37	6,100.22	6,212.77	6,340.37	6,467.98	6,599.33	6,728.61	6,865.78	6,997.11	7,132.21	7,276.71
27	32.67	33.30	33.96	34.66	35.38	36.07	36.78	37.54	38.23	39.02	39.80	40.61	41.41	42.23	43.06	43.89	44.78
28	68,941.60	70,027.68	71,378.76	72,955.76	74,418.48	75,934.36	77,438.44	79,101.72	80,633.04	82,268.80	83,988.00	85,700.76	87,433.32	89,347.68	91,238.84	92,972.40	94,853.60
29	6,811.80	7,033.64	7,267.08	7,501.54	7,748.86	7,991.42	8,248.30	8,506.36	8,763.90	9,031.90	9,294.72	9,561.12	9,831.92	10,104.88	10,379.60	10,656.56	10,933.60
30	35.15	35.84	36.60	37.34	38.16	38.97	39.77	40.56	41.35	42.16	43.07	43.86	44.64	45.42	46.23	47.08	48.65
31	73,450.20	75,354.84	76,623.04	78,244.32	79,834.76	81,519.28	83,227.52	85,068.80	86,707.28	88,424.72	90,433.36	92,564.48	94,738.64	96,959.36	98,307.84	100,245.36	102,624.16
32	6,120.65	6,250.92	6,382.64	6,508.36	6,633.76	6,762.60	6,935.21	7,098.66	7,229.16	7,383.66	7,538.36	7,692.72	7,848.56	8,005.52	8,160.52	8,324.16	8,496.80
33	37.67	38.46	39.29	40.13	41.00	41.80	42.68	43.63	44.50	45.44	46.34	47.27	48.35	49.34	50.40	51.41	52.49
34	78,254.80	79,980.80	81,642.44	83,515.20	85,217.84	88,954.16	89,954.16	90,900.96	92,697.60	94,833.60	96,867.84	98,824.16	101,010.88	103,194.84	105,356.64	107,630.72	109,889.88
35	6,572.40	6,645.00	6,803.97	6,959.60	7,105.96	7,259.82	7,413.68	7,575.06	7,705.30	8,072.92	8,241.16	8,417.58	8,599.57	8,792.72	8,969.20	9,154.48	9,349.60
36	40.14	41.00	41.97	42.80	43.73	44.68	45.62	46.69	47.57	48.65	49.68	50.71	51.80	52.92	54.03	55.20	56.34
37	86,230.80	88,175.36	90,045.00	92,044.12	94,098.00	96,237.48	98,293.80	100,497.36	102,671.16	104,973.84	107,235.64	109,544.52	111,976.56	114,431.16	116,907.84	119,497.08	122,086.68
38	7,186.65	7,348.03	7,503.25	7,674.57	7,941.50	8,010.79	8,190.90	8,374.40	8,556.43	8,747.82	8,935.47	9,128.71	9,318.38	9,535.93	9,742.20	9,958.00	10,173.90
39	44.23	45.22	46.18	47.23	48.26	49.25	50.46	51.53	52.65	53.83	54.99	56.18	57.42	58.69	59.95	61.28	62.61
40	93,557.64	95,719.20	97,768.92	100,087.80	102,362.04	104,703.72	106,955.40	109,900.96	111,886.64	114,068.24	116,952.84	119,618.20	122,311.00	125,036.52	127,788.20	130,588.04	133,457.76
41	7,796.47	7,976.60	8,127.36	8,240.65	8,520.17	8,725.31	8,912.95	9,121.24	9,222.87	9,534.02	9,746.07	9,967.50	10,149.71	10,444.85	10,774.85	11,121.47	11,481.44
42	47.98	49.09	50.14	51.33	52.40	53.69	54.85	56.13	57.38	58.67	59.98	61.34	62.72	64.12	65.51	66.97	68.44
43	101,800.84	103,532.64	105,829.56	108,373.68	110,828.28	113,440.20	116,007.12	118,666.60	121,433.24	124,303.24	127,062.72	129,900.50	132,984.84	136,009.24	139,019.40	142,239.36	145,414.32
44	8,425.07	8,627.72	8,819.13	9,031.14	9,255.69	9,455.35	9,667.26	9,900.55	10,119.47	10,350.20	10,588.56	10,832.50	11,082.07	11,338.52	11,584.95	11,853.28	12,117.86
45	51.85	53.09	54.27	55.58	56.84	58.17	59.49	60.86	62.27	63.69	65.16	66.66	68.20	69.74	71.29	72.94	74.61

NOTE: Provided the trade certification is required in the job fact sheet, tradespersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant (Operator IIs), see Part A Appendix AE for applicable salary treatment.

Annual/Monthly/Hourly Salaries (40 Hrs)
(Effective April 1, 2025)

GRADE	STEP															8	8.5	9
	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8			
34	46,932	35,186.32	35,810.88	36,435.48	37,060.08	37,684.68	38,309.28	38,933.88	39,558.48	40,183.08	40,807.68	41,432.28	42,056.88	42,681.48	43,306.08	44,769.48	45,393.20	
35	2,872.16	2,532.21	2,994.24	3,056.29	3,118.34	3,180.39	3,242.44	3,304.49	3,366.54	3,428.59	3,490.64	3,552.69	3,614.74	3,676.79	3,738.84	3,800.89	3,730.79	3,794.85
36	1,637	1,617.22	1,712.22	1,732.22	1,827.22	1,847.22	1,942.22	1,962.22	2,057.22	2,077.22	2,172.22	2,192.22	2,287.22	2,307.22	2,402.22	2,422.22	2,352.22	2,416.22
37	2,251.96	3,792.94	38,548.32	39,369.32	39,990.32	40,710.32	41,430.32	42,150.32	42,870.32	43,590.32	44,310.32	45,030.32	45,750.32	46,470.32	47,190.32	47,880.32	48,300.12	49,170.88
38	3,104.36	3,160.36	3,216.36	3,272.36	3,328.36	3,384.36	3,440.36	3,496.36	3,552.36	3,608.36	3,664.36	3,720.36	3,776.36	3,832.36	3,888.36	3,950.36	4,023.01	4,095.09
39	1,791	1,833	1,875	1,917	1,959	2,001	2,043	2,085	2,127	2,169	2,211	2,253	2,295	2,337	2,379	2,421	2,361	2,403
40	4,071.96	41,163.86	42,343.86	43,523.86	44,703.86	45,883.86	47,063.86	48,243.86	49,423.86	50,603.86	51,783.86	52,963.86	54,143.86	55,323.86	56,503.86	57,683.86	58,863.86	59,461.86
33	3,414.56	3,472.56	3,530.56	3,588.56	3,646.56	3,704.56	3,762.56	3,820.56	3,878.56	3,936.56	3,994.56	4,052.56	4,110.56	4,168.56	4,226.56	4,284.56	4,342.56	4,400.56
41	4,649.60	47,229.60	48,409.60	49,589.60	50,769.60	51,949.60	53,129.60	54,309.60	55,489.60	56,669.60	57,849.60	59,029.60	60,209.60	61,389.60	62,569.60	63,749.60	64,929.60	65,509.60
42	3,770.80	3,768.80	3,864.80	3,920.80	3,976.80	4,032.80	4,088.80	4,144.80	4,200.80	4,256.80	4,312.80	4,368.80	4,424.80	4,480.80	4,536.80	4,592.80	4,648.80	4,704.80
43	4,732.60	4,993.44	5,053.92	5,114.40	5,174.88	5,235.36	5,295.84	5,356.32	5,416.80	5,477.28	5,537.76	5,598.24	5,658.72	5,719.20	5,779.68	5,839.60	5,899.52	5,959.44
44	4,601.05	4,141.12	4,211.16	4,281.20	4,351.24	4,421.28	4,491.32	4,561.36	4,631.40	4,701.44	4,771.48	4,841.52	4,911.56	4,981.60	5,051.64	5,121.68	5,191.72	5,261.76
5	58,099.44	59,285.36	60,471.28	61,657.20	62,843.12	64,029.04	65,214.96	66,400.88	67,586.80	68,772.72	69,958.64	71,144.56	72,330.48	73,516.40	74,702.32	75,888.24	77,074.16	78,260.08
6	4,437.34	4,529.39	4,621.44	4,713.49	4,805.54	4,897.59	4,989.64	5,081.69	5,173.74	5,265.79	5,357.84	5,449.89	5,541.94	5,633.99	5,726.04	5,818.09	5,910.14	6,002.19
7	58,099.44	59,285.36	60,471.28	61,657.20	62,843.12	64,029.04	65,214.96	66,400.88	67,586.80	68,772.72	69,958.64	71,144.56	72,330.48	73,516.40	74,702.32	75,888.24	77,074.16	78,260.08
8	5,235.93	5,338.02	5,440.11	5,542.20	5,644.29	5,746.38	5,848.47	5,950.56	6,052.65	6,154.74	6,256.83	6,358.92	6,461.01	6,563.10	6,665.19	6,767.28	6,869.37	6,971.46
9	6,747.12	6,967.96	7,065.04	7,210.36	7,355.68	7,500.96	7,646.24	7,791.52	7,936.80	8,082.08	8,227.36	8,372.64	8,517.92	8,663.20	8,808.48	8,953.76	9,099.04	9,244.32
10	6,092.58	6,244.68	6,347.71	6,476.87	6,614.97	6,753.07	6,891.17	7,029.27	7,167.37	7,305.47	7,443.57	7,581.67	7,719.77	7,857.87	7,995.97	8,134.07	8,272.17	8,410.27
11	7,834.68	8,004.12	8,173.56	8,342.52	8,511.96	8,681.40	8,850.84	9,020.28	9,189.72	9,359.16	9,528.60	9,698.04	9,867.48	10,036.92	10,206.36	10,375.80	10,545.24	10,714.68
12	6,957.22	7,109.34	7,257.45	7,423.57	7,579.69	7,735.81	7,891.93	8,048.05	8,204.17	8,360.29	8,516.41	8,672.53	8,828.65	8,984.77	9,140.89	9,296.96	9,453.04	9,609.12
13	8,486.64	8,512.08	8,709.40	8,892.84	9,076.28	9,259.72	9,443.16	9,626.60	9,810.04	9,993.48	10,176.92	10,360.36	10,543.80	10,727.24	10,910.68	11,094.12	11,277.56	11,461.00
14	9,795.00	102,100.04	104,286.04	106,472.04	108,658.04	110,844.04	113,030.04	115,216.04	117,402.04	119,588.04	121,774.04	123,960.04	126,146.04	128,332.04	130,518.04	132,704.04	134,890.04	137,076.04
15	8,986.75	9,202.92	9,407.06	9,633.23	9,851.40	10,083.57	10,315.74	10,547.91	10,780.08	11,012.25	11,244.42	11,476.59	11,708.76	11,940.93	12,173.10	12,405.27	12,637.44	12,869.61
	51.85	53.09	54.27	55.58	56.84	58.17	59.49	60.86	62.27	63.69	65.16	66.66	68.20	69.74	71.29	72.94	74.57	

NOTE: Provided the trade certification is required in the job fact sheet, tradespersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant and the Cooling Plant (Operator IIs), see Part A Appendix AE for applicable salary treatment.

Annual/Monthly/Hourly Salaries (35 Hrs)
(Effective April 1, 2026)

STEP

	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9
1	31,062.36	31,717.92	32,274.48	32,837.28	33,394.60	33,946.60	34,453.68	35,133.04	35,781.36	36,387.48	37,038.28	37,707.72	38,314.08	38,944.88	39,534.44	40,348.68	41,041.20
2	2,986.33	2,642.66	2,689.54	2,736.44	2,781.34	2,832.06	2,877.14	2,929.47	2,981.78	3,032.29	3,088.19	3,142.31	3,192.64	3,246.74	3,302.37	3,362.99	3,420.10
3	33,573.36	34,179.36	34,735.92	35,291.72	35,849.36	36,409.36	37,239.36	37,929.72	38,599.56	39,331.08	40,036.36	40,781.92	41,345.44	42,088.44	42,744.76	43,500.94	44,068.36
4	2,747.76	2,848.28	2,893.52	2,949.31	3,003.42	3,057.33	3,111.65	3,168.36	3,216.29	3,277.99	3,333.53	3,393.46	3,445.37	3,504.87	3,562.23	3,627.37	3,688.36
5	36,029.43	36,781.60	37,533.76	38,285.94	39,038.12	39,790.30	40,542.48	41,294.66	42,046.84	43,148.28	43,899.92	44,651.64	45,403.36	46,255.08	47,006.84	47,858.56	48,710.32
6	3,077.31	3,159.00	3,240.69	3,322.92	3,395.31	3,467.84	3,540.38	3,612.92	3,685.46	3,758.36	3,831.31	3,904.31	3,977.31	4,050.31	4,123.31	4,196.31	4,269.31
7	20.20	70.64	20.97	71.35	72.02	72.40	72.79	73.18	73.57	73.96	74.35	74.74	75.13	75.52	75.91	76.30	76.69
8	40,240.22	40,954.92	41,690.64	42,404.88	43,184.78	43,920.24	44,656.20	45,455.60	46,149.60	47,080.44	47,905.04	48,747.48	49,613.36	50,452.72	51,248.36	52,222.44	53,119.80
9	3,253.36	3,412.01	3,474.22	3,533.74	3,598.69	3,660.02	3,721.35	3,786.30	3,845.80	3,923.37	3,991.92	4,062.29	4,134.44	4,202.96	4,271.53	4,352.72	4,435.76
10	3,660.02	3,732.16	3,795.31	3,867.45	3,934.21	4,006.37	4,076.71	4,150.65	4,225.11	4,304.00	4,381.56	4,469.12	4,534.88	4,629.29	4,697.25	4,785.64	4,870.40
11	48,097.92	48,955.56	49,851.12	50,800.20	51,777.72	52,708.56	53,696.72	54,771.36	55,695.72	56,734.92	57,989.36	58,899.36	59,916.84	61,085.76	62,233.08	63,315.48	64,419.00
12	4,008.16	4,082.13	4,154.26	4,240.85	4,314.91	4,392.38	4,473.56	4,560.14	4,641.31	4,727.91	4,813.30	4,908.28	4,993.07	5,090.48	5,186.09	5,276.79	5,369.25
13	26.43	76.92	27.39	77.96	78.50	78.90	79.30	79.70	80.10	80.50	80.90	81.30	81.70	82.10	82.50	82.90	83.30
14	52,362.24	53,331.24	54,331.24	55,371.00	56,398.72	57,557.40	58,671.96	59,850.32	60,899.28	62,059.68	63,278.72	64,397.52	65,631.60	66,905.64	68,163.96	69,441.12	70,696.68
15	4,363.52	4,448.29	4,527.66	4,614.25	4,699.06	4,796.45	4,884.83	4,985.96	5,072.44	5,171.64	5,268.96	5,366.06	5,469.30	5,575.72	5,680.33	5,786.16	5,891.39
16	28.77	79.33	29.85	80.42	81.08	81.62	82.21	82.77	83.44	84.10	84.78	85.38	86.06	86.76	87.45	88.15	88.84
17	56,626.68	57,730.44	58,899.36	59,981.76	61,107.36	62,319.72	63,445.08	64,787.28	65,999.40	67,341.60	68,597.04	69,939.12	71,389.44	72,553.24	74,138.52	75,480.36	76,909.20
18	4,718.89	4,810.87	4,908.28	4,998.48	5,092.28	5,193.31	5,287.09	5,398.94	5,499.95	5,611.80	5,716.42	5,828.26	5,949.12	6,062.72	6,178.21	6,290.03	6,409.10
19	6,237.32	6,297.42	6,370.88	6,481.92	6,632.12	6,762.88	6,943.12	7,032.08	7,167.60	7,312.64	7,461.56	7,629.92	7,762.44	7,920.60	8,071.84	8,277.52	8,394.20
20	5,103.11	5,202.32	5,308.74	5,415.16	5,527.01	5,635.24	5,745.26	5,864.94	5,972.55	6,095.22	6,217.88	6,344.16	6,488.62	6,600.30	6,726.57	6,856.46	6,995.35
21	65,891.16	67,319.88	68,618.64	70,047.36	71,540.76	73,056.24	74,633.12	76,043.28	77,514.96	79,182.00	80,740.32	82,459.32	84,052.56	85,892.28	87,602.40	89,377.56	91,195.68
22	5,490.93	5,609.99	5,718.22	5,837.28	5,961.73	6,098.02	6,205.26	6,336.94	6,459.58	6,598.50	6,738.36	6,870.86	7,004.38	7,157.69	7,300.20	7,448.13	7,599.64
23	70,610.16	72,103.56	73,662.24	75,207.68	76,757.76	78,359.52	80,004.60	81,779.52	83,424.64	85,177.92	86,909.88	88,793.04	90,632.88	92,537.76	94,485.72	96,399.12	98,403.72
24	5,884.18	6,008.63	6,138.52	6,268.39	6,396.48	6,529.96	6,667.05	6,814.96	6,952.05	7,088.16	7,242.49	7,399.42	7,552.74	7,711.48	7,873.81	8,039.76	8,200.31
25	75,242.28	76,887.48	78,489.36	80,285.88	82,174.52	83,749.44	85,043.36	86,403.92	87,385.92	89,187.44	91,195.68	93,124.64	95,070.32	97,104.96	99,204.84	101,282.64	103,448.96
26	6,270.19	6,407.29	6,540.78	6,690.49	6,831.21	6,970.12	7,127.03	7,282.16	7,431.87	7,599.64	7,760.17	7,922.13	8,092.08	8,267.07	8,440.22	8,622.42	8,801.01
27	82,905.36	84,766.56	86,563.44	88,533.24	90,459.84	92,516.04	94,948.08	96,607.08	98,766.56	101,419.52	103,079.64	105,309.00	107,646.72	110,006.40	112,387.60	114,876.84	117,366.56
28	6,908.78	7,063.88	7,213.62	7,377.77	7,538.32	7,709.67	7,894.08	8,050.59	8,225.57	8,409.54	8,597.92	8,775.75	8,970.56	9,167.20	9,365.60	9,573.07	9,780.50
29	89,940.12	92,018.40	93,988.08	96,217.68	98,403.72	100,553.16	102,819.52	105,222.48	107,568.32	109,944.44	112,430.52	114,984.84	117,584.60	120,209.48	122,799.48	125,548.44	128,997.28
30	7,495.01	7,668.20	7,832.34	8,018.14	8,200.31	8,387.93	8,568.31	8,768.54	8,963.35	9,165.37	9,369.21	9,582.07	9,798.54	10,016.80	10,233.29	10,462.37	10,691.44
31	97,191.60	99,529.32	101,737.44	104,183.64	106,542.96	109,053.96	111,521.76	114,079.68	116,738.20	119,400.40	122,150.04	124,964.04	127,842.60	130,743.60	133,644.00	136,759.28	139,791.48
32	8,099.30	8,294.11	8,478.12	8,681.97	8,878.58	9,087.83	9,293.48	9,508.13	9,728.20	9,950.08	10,179.17	10,413.67	10,653.58	10,895.30	11,137.00	11,394.94	11,649.29
33	53.40	54.69	55.90	57.24	58.54	59.92	61.28	62.69	64.14	65.60	67.12	68.66	70.24	71.84	73.43	75.13	76.81

NOTE: Provided the trade certification is required in the job fact sheet, tradepersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant and the Cooling Plant (Operator IIs), see Part A Appendix AE for applicable salary treatment.

GRADE

Annual/Monthly/Hourly Salaries (37.5 Hrs)
(Effective April 1, 2026)

	STEP																
	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9
1	33,281.16	33,376.92	34,579.92	35,182.92	35,762.64	36,412.32	36,991.80	37,654.52	38,337.00	38,966.44	39,705.36	40,401.24	41,050.68	41,769.60	42,463.12	43,200.60	43,972.92
2	27,743.41	28,117.41	2,881.66	2,931.91	2,980.22	3,028.36	3,082.65	3,138.71	3,194.75	3,248.87	3,308.77	3,366.77	3,420.89	3,480.88	3,538.76	3,602.55	3,664.41
3	35,971.56	36,620.88	37,223.64	37,919.52	38,615.92	39,311.36	40,006.80	40,699.92	41,352.12	42,140.40	42,859.68	43,694.40	44,297.64	45,053.00	45,851.40	46,639.92	47,428.32
4	38,041.45	40,238.68	40,833.08	41,630.28	42,372.08	43,115.56	43,858.88	44,603.36	45,348.36	46,093.36	46,838.36	47,583.36	48,328.36	49,073.36	49,818.36	50,563.36	51,308.36
5	39,561.16	40,238.68	40,833.08	41,630.28	42,372.08	43,115.56	43,858.88	44,603.36	45,348.36	46,093.36	46,838.36	47,583.36	48,328.36	49,073.36	49,818.36	50,563.36	51,308.36
6	40,238.68	40,833.08	41,630.28	42,372.08	43,115.56	43,858.88	44,603.36	45,348.36	46,093.36	46,838.36	47,583.36	48,328.36	49,073.36	49,818.36	50,563.36	51,308.36	52,053.36
7	41,630.28	42,372.08	43,115.56	43,858.88	44,603.36	45,348.36	46,093.36	46,838.36	47,583.36	48,328.36	49,073.36	49,818.36	50,563.36	51,308.36	52,053.36	52,798.36	53,543.36
8	43,115.56	43,858.88	44,603.36	45,348.36	46,093.36	46,838.36	47,583.36	48,328.36	49,073.36	49,818.36	50,563.36	51,308.36	52,053.36	52,798.36	53,543.36	54,288.36	55,033.36
9	44,603.36	45,348.36	46,093.36	46,838.36	47,583.36	48,328.36	49,073.36	49,818.36	50,563.36	51,308.36	52,053.36	52,798.36	53,543.36	54,288.36	55,033.36	55,778.36	56,523.36
10	46,093.36	46,838.36	47,583.36	48,328.36	49,073.36	49,818.36	50,563.36	51,308.36	52,053.36	52,798.36	53,543.36	54,288.36	55,033.36	55,778.36	56,523.36	57,268.36	58,013.36
11	47,583.36	48,328.36	49,073.36	49,818.36	50,563.36	51,308.36	52,053.36	52,798.36	53,543.36	54,288.36	55,033.36	55,778.36	56,523.36	57,268.36	58,013.36	58,758.36	59,503.36
12	49,073.36	49,818.36	50,563.36	51,308.36	52,053.36	52,798.36	53,543.36	54,288.36	55,033.36	55,778.36	56,523.36	57,268.36	58,013.36	58,758.36	59,503.36	60,248.36	60,993.36
13	50,563.36	51,308.36	52,053.36	52,798.36	53,543.36	54,288.36	55,033.36	55,778.36	56,523.36	57,268.36	58,013.36	58,758.36	59,503.36	60,248.36	60,993.36	61,738.36	62,483.36
14	52,053.36	52,798.36	53,543.36	54,288.36	55,033.36	55,778.36	56,523.36	57,268.36	58,013.36	58,758.36	59,503.36	60,248.36	60,993.36	61,738.36	62,483.36	63,228.36	63,973.36
15	53,543.36	54,288.36	55,033.36	55,778.36	56,523.36	57,268.36	58,013.36	58,758.36	59,503.36	60,248.36	60,993.36	61,738.36	62,483.36	63,228.36	63,973.36	64,718.36	65,463.36

NOTE: Provided the trade certification is required in the job fact sheet, tradespersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant and the Cooling Plant (Operator IIs), see Part A Appendix AE for applicable salary treatment.

Annual/Monthly/Hourly Salaries (40 Hrs)
(Effective April 1, 2026)

STEP

	1	1.5	2	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9
	35,499.84	36,242.16	36,885.24	37,528.56	38,166.88	39,438.04	40,175.40	40,892.88	41,585.64	42,352.56	43,094.52	43,787.28	44,554.08	45,296.28	46,112.52	46,904.40
1	2,958.32	3,020.18	3,073.77	3,127.38	3,178.89	3,236.62	3,288.17	3,347.74	3,465.47	3,529.38	3,591.21	3,648.94	3,712.84	3,774.69	3,842.71	3,908.70
	17.07	17.42	17.73	18.04	18.34	18.67	18.97	19.32	19.66	20.36	20.72	21.05	21.42	21.78	22.17	22.55
2	38,369.52	39,062.04	39,705.36	40,407.56	41,189.76	41,991.96	42,674.04	44,108.64	44,950.08	45,716.64	46,607.40	47,250.84	48,008.16	48,798.16	49,749.12	50,990.56
	3,191.46	3,255.17	3,308.78	3,370.63	3,432.48	3,494.33	3,556.17	3,609.77	3,765.72	3,745.84	3,809.72	3,883.95	4,007.20	4,075.68	4,145.76	4,215.88
	18.45	18.85	19.09	19.49	19.80	20.16	20.52	20.83	21.21	21.61	21.98	22.41	22.72	23.11	23.52	24.32
3	42,204.24	42,921.24	43,614.12	44,405.64	45,197.16	45,989.04	46,780.48	47,646.60	48,533.48	50,145.00	51,011.04	51,976.16	52,866.36	53,806.44	54,746.52	55,686.36
	3,517.02	3,576.77	3,624.51	3,700.47	3,766.43	3,832.42	3,908.37	3,970.55	4,038.57	4,112.79	4,178.75	4,250.92	4,327.18	4,405.53	4,483.87	4,562.21
	20.29	20.64	20.97	21.35	21.73	22.11	22.49	22.91	23.30	23.73	24.12	24.52	24.96	25.42	25.87	26.32
4	45,989.04	46,805.40	47,646.60	48,462.84	49,353.48	50,194.36	51,055.76	51,926.76	52,746.52	53,746.52	55,117.32	56,700.00	57,641.04	58,800.88	59,694.12	60,708.36
	3,832.42	3,900.45	3,970.35	4,038.57	4,112.79	4,182.88	4,252.98	4,327.18	4,395.23	4,483.87	4,562.21	4,642.61	4,725.05	4,803.44	4,881.74	4,974.51
	22.11	22.50	22.91	23.30	23.73	24.13	24.54	24.96	25.38	25.87	26.32	26.78	27.26	27.71	28.16	28.70
5	50,194.56	51,184.20	52,093.88	53,039.76	53,954.88	54,944.40	55,909.08	56,923.32	57,889.24	59,026.08	60,090.12	61,153.80	62,192.76	63,404.88	64,419.00	65,631.60
	4,182.88	4,263.35	4,337.49	4,419.98	4,496.24	4,578.70	4,659.09	4,743.61	4,818.84	4,918.84	5,007.51	5,096.15	5,182.73	5,283.74	5,368.25	5,469.30
	24.13	24.61	25.02	25.50	25.94	26.42	26.88	27.33	27.83	28.38	28.89	29.40	29.90	30.48	30.97	31.55
6	54,969.12	55,983.24	56,973.12	58,160.32	59,174.52	60,288.56	61,351.56	62,538.96	63,652.56	64,839.84	66,051.96	67,313.40	68,476.20	69,812.40	71,123.28	72,360.48
	4,380.76	4,465.27	4,474.76	4,496.71	4,531.21	5,019.88	5,112.63	5,211.38	5,304.38	5,403.32	5,504.33	5,609.45	5,706.35	5,817.70	5,926.94	6,030.04
	26.43	26.92	27.39	27.96	28.45	28.96	29.50	30.07	30.60	31.17	31.76	32.36	32.92	33.56	34.19	35.40
7	59,842.44	61,005.36	62,093.88	63,281.52	64,443.36	65,800.44	66,992.16	68,377.12	69,844.72	70,925.64	72,261.36	73,597.44	75,007.68	76,466.88	77,901.96	79,301.96
	4,968.67	5,083.78	5,174.49	5,278.46	5,370.33	5,461.67	5,582.68	5,698.11	5,797.07	5,910.47	6,021.78	6,133.12	6,250.64	6,372.24	6,491.83	6,613.43
	28.77	29.33	29.85	30.42	30.98	31.63	32.21	32.87	33.44	34.10	34.74	35.38	36.06	36.76	37.45	38.84
8	67,161.12	69,977.32	71,733.40	73,530.72	75,387.12	77,222.64	79,068.92	80,942.64	82,848.04	84,839.04	86,914.76	88,986.36	91,058.32	93,126.32	94,729.60	96,896.16
	5,393.01	5,598.16	5,609.45	5,712.56	5,819.76	5,935.22	6,047.41	6,170.22	6,283.67	6,413.46	6,533.03	6,660.87	6,798.98	6,928.86	7,060.80	7,188.62
	31.11	31.72	32.36	33.04	33.58	34.24	34.86	35.60	36.26	37.00	37.69	38.43	39.22	39.97	40.74	42.26
9	69,983.56	71,346.00	72,803.36	74,268.48	75,799.08	77,283.36	78,792.36	80,423.08	81,949.48	83,591.04	85,273.92	87,005.76	88,712.40	90,518.32	92,230.36	93,931.28
	5,652.13	5,945.30	6,067.13	6,188.79	6,316.59	6,440.28	6,560.03	6,676.09	6,823.79	6,965.97	7,106.16	7,230.48	7,392.70	7,543.21	7,687.33	7,835.94
	33.65	34.30	35.00	35.70	36.41	37.16	37.86	38.67	39.58	40.49	41.00	41.88	42.63	43.52	44.35	46.12
10	75,342.32	76,974.32	78,421.32	80,054.16	81,761.04	83,492.88	85,100.88	86,906.64	88,589.92	90,493.12	92,274.64	94,270.28	96,059.04	98,160.94	100,116.72	102,145.68
	6,278.36	6,411.42	6,535.11	6,671.18	6,813.42	6,957.74	7,091.74	7,242.72	7,387.91	7,541.15	7,693.57	7,852.44	8,004.84	8,180.22	8,343.16	8,685.30
	36.72	37.42	38.19	38.95	39.72	40.53	41.38	42.19	43.05	43.96	44.80	45.70	46.58	47.48	48.38	50.16
11	80,697.12	82,047.24	84,159.28	85,965.44	87,723.31	89,539.72	91,433.89	93,452.12	95,342.76	97,246.30	99,235.70	101,471.36	103,580.52	105,757.14	107,983.80	110,136.36
	6,724.76	6,867.02	7,015.24	7,163.87	7,326.73	7,493.81	7,691.40	7,798.51	7,945.18	8,126.20	8,277.12	8,454.48	8,631.71	8,813.12	8,998.65	9,178.03
	38.89	39.62	40.47	41.33	42.17	43.05	43.96	44.80	45.84	46.80	47.76	48.70	49.50	50.84	51.92	52.95
12	85,901.28	87,671.44	89,702.04	91,755.36	93,685.08	95,713.56	97,742.16	99,849.76	101,927.84	104,273.60	106,475.56	108,651.72	110,977.20	113,376.96	115,751.76	118,250.52
	7,165.04	7,322.62	7,475.17	7,646.28	7,807.09	7,976.13	8,145.18	8,322.48	8,493.57	8,685.30	8,868.78	9,054.31	9,248.10	9,448.08	9,645.98	9,854.21
	41.34	42.22	43.15	44.11	45.02	45.98	46.92	47.80	48.81	49.00	50.11	51.17	52.34	53.35	54.51	55.65
13	94,749.76	96,976.56	99,299.00	101,190.52	103,382.52	105,729.72	108,107.52	110,489.28	112,904.04	115,331.64	117,804.96	120,353.16	123,024.96	125,721.48	128,442.60	131,297.56
	7,895.72	8,073.03	8,244.51	8,431.71	8,615.21	8,811.06	9,008.96	9,200.69	9,400.67	9,610.93	9,817.08	10,029.43	10,259.08	10,476.79	10,703.55	10,940.63
	45.55	46.58	47.56	48.64	49.70	50.83	51.97	53.08	54.23	55.45	56.64	57.86	59.15	60.44	61.75	64.49
14	102,783.88	105,163.68	107,414.88	109,963.08	112,461.72	115,034.28	117,598.08	120,254.56	122,958.84	125,666.76	128,492.64	131,411.40	134,380.20	137,373.96	140,341.92	143,483.76
	8,565.74	8,763.64	8,951.24	9,163.59	9,371.81	9,586.19	9,792.34	10,021.18	10,243.72	10,474.73	10,707.67	10,959.95	11,198.25	11,447.79	11,695.16	11,956.98
	46.42	47.56	48.64	49.70	50.83	51.97	53.08	54.23	55.45	56.64	57.86	59.15	60.44	61.75	63.12	64.49
15	111,076.20	113,481.32	116,271.24	119,066.76	121,763.28	124,632.96	127,452.96	130,397.16	133,414.92	136,458.12	139,599.72	142,815.72	146,106.12	149,420.76	152,756.12	156,273.88
	9,525.35	9,797.01	9,969.77	10,222.23	10,466.94	10,688.08	10,921.08	11,171.91	11,371.51	11,633.31	11,901.31	12,175.51	12,451.73	12,780.01	13,022.81	13,313.49
	53.40	54.69	55.90	57.24	58.54	59.92	61.28	62.69	64.14	65.60	67.12	68.66	70.24	71.84	73.43	75.13

NOTE: Provided the trade certification is required in the job pay sheet, tradespersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant (Operator IIs), see Part A Appendix AE for applicable salary treatment.

Annual/Monthly/Hourly Salaries (35 Hrs)

(Effective April 1, 2027)

GRADE	STEP																
	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9
1	31,994.28	32,663.28	33,242.76	33,822.36	34,380.12	35,004.12	35,561.40	36,208.20	36,854.76	37,479.12	38,170.08	38,838.96	39,483.36	40,154.40	40,823.52	41,559.12	42,272.40
1	2,666.19	2,721.94	2,770.23	2,818.58	2,865.01	2,917.01	2,963.45	3,017.35	3,071.23	3,123.26	3,180.84	3,236.38	3,288.63	3,346.20	3,401.96	3,463.26	3,522.70
2	17.58	17.95	18.27	18.58	18.89	19.19	19.54	19.89	20.25	20.59	20.97	21.34	21.68	22.06	22.43	22.83	23.23
3	34,880.52	35,204.76	35,784.84	36,453.48	37,122.24	37,791.12	38,460.00	39,033.84	39,752.36	40,511.04	41,202.48	42,004.92	42,584.76	43,202.24	43,778.64	44,836.80	45,594.60
2	2,880.17	2,933.73	2,982.07	3,037.79	3,093.52	3,149.26	3,205.00	3,259.84	3,313.84	3,367.52	3,421.36	3,483.54	3,500.41	3,548.76	3,610.02	3,673.24	3,739.55
1	19.00	19.34	19.66	20.03	20.40	20.76	21.13	21.49	21.84	22.26	22.64	23.08	23.40	23.80	24.22	24.64	25.05
3	38,036.28	38,682.96	39,307.32	40,020.72	40,734.12	41,447.52	42,161.04	42,941.40	43,677.00	44,479.92	45,193.20	45,733.68	46,798.68	47,645.88	48,492.84	49,340.16	50,187.36
3	3,169.69	3,223.38	3,275.61	3,335.06	3,394.51	3,453.96	3,513.42	3,578.45	3,639.75	3,706.65	3,766.10	3,831.14	3,899.99	3,970.49	4,041.07	4,111.68	4,182.30
4	1,447.52	1,483.60	1,519.44	1,555.98	1,592.84	1,629.96	1,667.36	1,705.04	1,743.00	1,781.24	1,819.76	1,858.56	1,897.68	1,937.04	1,976.64	2,016.48	2,056.56
4	23.77	23.18	23.59	24.00	24.44	24.86	25.27	25.71	26.12	26.64	27.11	27.59	28.08	28.54	29.01	29.56	30.06
5	45,237.84	46,129.44	46,910.04	47,801.64	48,626.88	49,518.12	50,388.12	51,302.04	52,171.68	53,197.44	54,156.12	55,114.68	56,051.16	57,143.88	58,058.04	59,150.32	60,198.12
5	3,769.82	3,844.12	3,909.17	3,983.47	4,052.24	4,126.56	4,199.01	4,273.12	4,347.64	4,433.12	4,492.89	4,570.93	4,670.93	4,761.99	4,838.17	4,929.21	5,016.91
6	4,494.43	4,581.74	4,663.49	4,749.68	4,840.03	4,940.34	5,031.37	5,135.44	5,242.61	5,326.79	5,427.13	5,527.45	5,633.38	5,742.99	5,850.74	5,960.36	6,068.13
6	53,633.16	54,980.88	55,961.88	57,032.16	58,080.36	59,284.08	60,376.44	61,625.28	62,693.32	63,921.48	65,125.36	66,329.40	67,600.36	68,915.88	70,208.88	71,524.32	72,817.36
7	4,722.72	4,821.72	4,918.89	5,018.96	5,131.00	5,245.15	5,345.70	5,500.91	5,604.95	5,760.15	5,887.91	6,003.11	6,127.99	6,244.65	6,363.36	6,478.38	6,593.30
7	29.63	30.21	30.75	31.34	31.91	32.57	33.17	33.91	34.45	35.12	35.78	36.44	37.14	37.87	38.58	39.30	40.01
8	58,325.32	59,462.40	60,666.36	61,781.16	62,940.60	64,189.32	65,348.40	66,730.32	67,934.40	69,361.60	70,684.92	72,037.32	73,531.08	75,535.60	76,862.72	77,944.76	79,216.44
8	4,690.46	4,955.20	5,053.53	5,146.43	5,245.05	5,349.11	5,457.00	5,569.94	5,694.95	5,811.36	5,931.82	6,053.33	6,174.86	6,298.31	6,423.56	6,543.38	6,668.13
9	3,536.20	3,586.59	3,640.00	3,697.01	3,759.82	3,828.34	3,901.37	3,969.27	4,042.71	4,117.13	4,198.04	4,274.82	4,358.04	4,438.32	4,515.36	4,593.36	4,673.36
9	63,074.40	64,300.68	65,616.00	66,931.32	68,313.64	69,651.60	71,011.44	72,463.24	73,624.60	74,940.44	76,537.32	78,162.52	84,723.88	85,574.12	88,459.04	90,230.69	92,058.84
9	3,205	3,267	3,333	3,395	3,458	3,527	3,591	3,657	3,735	3,811	3,882	3,956	4,040	4,117	4,196	4,272	4,353
10	67,861.92	69,359.48	70,877.24	72,145.80	73,686.96	75,279.92	76,697.04	78,224.60	79,490.44	81,557.32	83,162.52	84,723.88	86,574.12	88,459.04	90,230.69	92,058.84	93,931.36
10	5,655.66	5,778.29	5,888.82	6,012.40	6,140.38	6,270.66	6,391.42	6,527.05	6,653.37	6,796.46	6,930.21	7,076.99	7,214.51	7,372.42	7,519.21	7,671.97	7,827.63
11	72,752.52	74,218.96	75,767.28	77,177.28	78,048.44	80,104.32	82,044.72	84,229.04	85,927.12	87,733.20	89,517.84	91,456.80	93,351.84	95,313.84	97,320.24	99,240.16	101,355.84
11	6,160.71	6,188.89	6,216.87	6,245.44	6,283.92	6,330.40	6,387.06	6,457.06	6,538.97	6,619.41	6,702.81	6,789.24	6,879.92	6,970.84	7,062.15	7,153.84	7,252.21
11	30.96	30.81	30.67	30.53	30.44	30.35	30.28	30.20	30.14	30.07	30.01	29.95	29.89	29.83	29.77	29.71	29.65
12	77,699.60	79,134.12	80,844.00	82,694.40	84,433.80	86,291.88	88,090.08	90,077.44	91,857.96	93,931.56	95,915.76	97,922.52	100,018.08	102,180.96	104,321.16	106,573.08	108,780.48
12	6,459.30	6,509.51	6,572.00	6,601.20	6,706.15	6,789.40	6,874.80	6,960.44	7,046.44	7,132.96	7,219.92	7,292.96	7,384.84	7,476.56	7,568.08	7,659.36	7,750.44
12	43.58	43.51	43.42	43.40	43.36	43.33	43.30	43.26	43.23	43.19	43.16	43.13	43.10	43.07	43.04	43.01	42.98
13	85,392.48	87,309.60	89,150.36	91,190.36	93,173.64	95,291.52	97,431.96	99,555.52	101,669.08	103,942.32	106,172.04	108,468.24	110,975.16	113,206.54	115,759.84	118,323.12	120,987.24
13	7,716.04	7,725.80	7,740.03	7,799.10	7,764.47	7,704.96	8,119.33	8,292.11	8,427.34	8,651.86	8,946.67	9,098.07	9,299.68	9,447.22	9,646.57	9,860.26	10,079.92
13	46.92	47.07	48.09	50.10	51.19	52.36	53.53	55.86	58.70	61.57	64.47	67.37	70.27	73.17	76.07	78.97	81.87
14	92,638.32	94,100.72	96,807.12	99,104.16	101,355.84	103,674.84	105,904.32	108,379.20	110,749.44	113,283.36	115,803.48	118,334.36	121,110.00	123,807.60	126,483.48	129,314.88	132,146.16
14	7,719.86	7,988.25	8,067.31	8,259.68	8,446.92	8,639.57	8,852.36	9,031.60	9,222.25	9,440.33	9,650.29	9,969.53	10,297.30	10,540.20	10,772.24	11,012.18	11,272.61
15	50.00	52.08	53.19	54.45	55.69	56.96	58.25	59.55	60.84	62.14	63.43	64.73	66.03	67.33	68.63	69.93	71.23
15	100,107.36	102,515.16	104,789.52	107,909.16	109,759.28	112,325.52	114,867.92	117,520.44	120,240.60	122,982.96	125,814.60	128,712.96	131,678.78	134,665.92	137,653.32	140,841.48	143,954.24
15	8,342.28	8,542.83	8,729.46	8,942.43	9,144.94	9,360.46	9,572.28	9,793.37	10,020.05	10,248.58	10,484.55	10,726.08	10,973.19	11,222.16	11,471.11	11,736.79	11,998.77
15	55.00	56.33	57.58	58.96	60.30	61.72	63.11	64.57	66.07	67.57	69.13	70.72	72.35	73.99	75.63	77.29	78.11

NOTE: Provided the trade certification is required in the job fact sheet, tradespersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades

will be paid in accordance with the appropriate grade of base pay beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant and the Cooling Plant (Operator IIs), see Part A Appendix AE for applicable salary treatment.

Annual/Monthly/Hourly Salaries (37.5 Hrs)
(Effective April 1, 2027)

	STEP																
	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9
1	34,279.56	34,996.20	35,617.32	36,238.44	36,855.56	37,504.68	38,101.56	38,794.44	39,487.08	40,156.08	40,896.48	41,613.24	42,382.24	43,022.64	43,739.04	44,527.56	45,292.08
2	2,856.63	2,916.38	2,968.11	3,019.87	3,069.63	3,125.39	3,175.13	3,232.87	3,290.59	3,346.34	3,408.04	3,467.71	3,523.32	3,585.22	3,649.42	3,710.63	3,774.34
3	1,087.56	1,143.29	1,193.03	1,245.76	1,293.49	1,340.32	1,387.24	1,434.36	1,481.68	1,529.20	1,576.91	1,624.81	1,672.91	1,721.20	1,769.68	1,818.36	1,867.16
4	3,051.20	3,143.29	3,235.76	3,327.76	3,419.32	3,510.44	3,601.13	3,691.40	3,781.36	3,871.03	3,960.40	4,049.48	4,138.24	4,226.68	4,314.80	4,402.60	4,490.08
5	40,755.00	41,116.38	42,114.72	43,679.24	44,633.52	44,809.04	45,711.13	46,083.60	46,796.76	47,656.80	48,421.28	49,257.48	50,128.51	51,048.96	51,956.88	52,864.38	53,774.94
6	3,926.10	3,453.84	3,551.36	3,573.27	3,683.06	3,700.67	3,764.38	3,834.05	3,899.73	3,971.40	4,035.11	4,104.79	4,178.44	4,254.08	4,329.74	4,405.37	4,481.02
7	20.90	21.25	21.56	22.28	22.77	23.17	23.17	23.59	24.00	24.44	24.43	24.93	25.26	25.71	26.18	26.64	27.11
8	44,038.00	47,166.32	48,009.60	47,766.76	47,655.80	48,659.06	49,961.12	50,143.32	50,929.80	51,955.88	52,864.36	53,766.12	54,751.68	55,659.48	56,567.28	57,640.74	58,632.56
9	48,465.96	49,124.52	50,264.56	51,716.24	52,100.16	53,055.48	53,987.52	54,965.60	55,992.12	56,997.12	58,024.32	59,051.52	60,054.56	61,235.32	62,048.88	63,215.00	64,490.88
10	4,039.08	4,118.71	4,198.38	4,268.04	4,341.68	4,409.68	4,498.96	4,580.55	4,658.20	4,749.76	4,855.36	4,920.96	5,004.58	5,102.11	5,183.74	5,281.35	5,374.84
11	24.86	25.55	25.77	26.26	26.72	27.21	27.69	28.19	28.67	29.23	29.76	30.28	30.80	31.40	31.90	32.50	33.08
12	4,707.67	3,166.36	3,334.05	3,399.23	3,471.40	4,039.08	4,106.76	4,178.44	4,244.15	4,329.74	4,405.37	4,483.01	4,582.64	4,638.29	4,713.94	4,803.52	4,885.13
13	49,464.96	49,424.52	50,264.56	51,716.24	52,100.16	53,055.48	53,987.52	54,965.60	55,992.12	56,997.12	58,024.32	59,051.52	60,054.56	61,235.32	62,048.88	63,215.00	64,490.88
14	4,039.08	4,118.71	4,198.38	4,268.04	4,341.68	4,409.68	4,498.96	4,580.55	4,658.20	4,749.76	4,855.36	4,920.96	5,004.58	5,102.11	5,183.74	5,281.35	5,374.84
15	57,885.40	58,008.24	59,959.32	61,106.16	62,228.64	63,518.52	64,899.24	66,026.96	67,147.48	68,487.48	69,777.74	71,067.24	72,429.12	73,838.28	75,233.68	76,533.20	78,015.96
16	4,429.29	4,504.91	4,584.54	4,680.10	4,761.71	4,847.30	4,936.88	5,032.46	5,122.03	5,217.58	5,315.12	5,416.65	5,510.21	5,617.70	5,723.22	5,827.73	5,924.27
17	29.63	30.21	30.75	31.34	31.91	32.51	33.17	33.66	34.45	35.12	35.78	36.44	37.14	37.87	38.58	39.30	40.01
18	62,491.56	63,709.80	64,999.80	66,194.16	67,486.16	68,774.04	70,016.04	71,497.32	72,835.08	74,316.12	75,701.40	77,182.68	78,783.12	80,288.16	81,816.84	83,298.00	84,874.80
19	5,207.63	5,309.15	5,416.65	5,516.18	5,619.68	5,731.17	5,834.67	5,958.11	6,069.59	6,193.01	6,308.45	6,431.89	6,565.26	6,690.68	6,818.07	6,941.50	7,077.90
20	5,631.63	5,741.13	5,858.88	5,976.03	6,099.46	6,218.90	6,340.33	6,471.73	6,591.12	6,726.50	6,861.88	7,001.23	7,138.59	7,283.90	7,423.23	7,566.57	7,719.86
21	72,715.68	74,292.36	75,725.76	77,302.44	78,950.64	80,622.72	82,175.76	83,919.00	85,545.56	87,382.92	89,102.88	90,990.00	92,757.96	94,788.36	96,675.36	98,634.36	100,640.76
22	6,059.64	6,191.03	6,310.48	6,441.87	6,579.22	6,718.56	6,847.98	6,993.25	7,128.63	7,281.91	7,425.24	7,582.50	7,729.83	7,899.03	8,056.28	8,219.53	8,386.73
23	71,923.32	79,571.52	81,291.48	83,011.44	84,707.64	86,475.24	88,290.84	90,249.60	92,065.20	93,999.96	95,910.96	97,989.48	100,020.00	102,121.80	104,271.96	106,350.24	108,595.92
24	6,493.61	6,630.96	6,774.29	6,917.62	7,058.97	7,206.27	7,357.57	7,500.80	7,672.10	7,833.33	7,992.58	8,165.79	8,335.00	8,510.15	8,689.33	8,862.52	9,048.66
25	39.96	40.81	41.69	42.57	43.45	44.35	45.28	46.26	47.21	48.21	49.19	50.25	51.29	52.37	53.47	54.54	55.69
26	6,916.61	7,070.90	7,218.23	7,383.44	7,558.71	7,701.94	7,865.14	8,036.38	8,201.67	8,386.73	8,563.92	8,745.07	8,930.21	9,123.29	9,314.40	9,515.46	9,717.53
27	42.58	43.51	44.42	45.44	46.39	47.30	48.40	49.45	50.47	51.61	52.70	53.80	54.96	56.14	57.32	58.56	59.77
28	91,491.84	93,246.74	95,528.76	97,702.68	99,828.60	102,098.38	104,931.36	106,882.40	109,980.28	111,366.72	113,566.72	116,215.84	118,950.92	121,400.04	124,027.56	126,774.36	129,521.88
29	7,624.32	7,795.52	7,960.73	8,141.89	8,319.05	8,508.19	8,699.28	8,884.40	9,077.51	9,280.56	9,479.64	9,684.65	9,899.66	10,116.67	10,385.63	10,645.33	10,949.49
30	46.92	47.97	48.99	50.10	51.19	52.36	53.53	54.70	55.86	57.11	58.34	59.60	60.92	62.26	63.60	65.01	66.42
31	99,255.24	101,548.56	103,722.36	106,183.20	108,956.92	111,080.16	113,469.00	116,120.76	118,740.00	121,375.68	124,075.20	126,894.36	129,760.68	132,651.24	135,517.24	138,551.52	141,585.24
32	8,271.27	8,462.38	8,643.53	8,849.60	9,049.66	9,256.68	9,455.79	9,676.73	9,891.70	10,114.64	10,339.60	10,574.53	10,813.39	11,054.27	11,293.13	11,545.96	11,798.77
33	107,257.80	109,837.60	112,274.52	114,973.68	117,577.68	120,348.72	123,072.00	125,914.08	128,828.88	131,767.40	134,800.92	137,906.40	141,083.64	144,284.88	147,485.76	150,901.80	154,270.80
34	8,838.15	9,153.15	9,356.21	9,581.13	9,798.14	10,029.06	10,256.00	10,492.89	10,735.74	10,980.60	11,234.41	11,492.20	11,756.97	12,023.74	12,293.51	12,575.15	12,855.84
35	55.00	56.33	57.58	58.96	60.30	61.72	63.11	64.57	66.07	67.57	69.13	70.72	72.35	73.99	75.63	77.39	79.11

NOTE: Provided the trade certification is required in the job pay sheet, tradespersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant and the Cooling Plant (Operator IIs), see Part A Appendix AE for applicable salary treatment.

Annual/Monthly/Hourly Salaries (40 Hrs)
(Effective April 1, 2027)

STEP																
	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	7	7.5	8	8.5	9
1	36,564.84	37,929.48	37,991.76	38,654.40	39,291.24	40,004.64	40,641.84	41,380.68	42,119.64	42,833.16	43,623.12	44,387.40	45,100.92	45,890.76	46,655.16	47,495.88
1	3,047.07	3,110.79	3,165.98	3,221.20	3,274.26	3,333.72	3,386.82	3,448.39	3,509.97	3,569.43	3,635.26	3,698.95	3,768.41	3,824.23	3,887.93	3,957.99
2	17.58	17.95	18.27	18.58	18.88	19.23	19.54	19.89	20.25	20.59	20.97	21.34	21.68	22.06	22.43	23.23
3	39,520.56	40,233.96	40,896.48	41,661.00	42,425.40	43,199.92	43,954.32	44,616.72	45,431.88	46,368.64	47,088.12	48,005.40	48,640.40	49,509.24	50,751.36	52,103.32
3	3,293.38	3,352.83	3,408.04	3,461.75	3,535.45	3,599.16	3,662.86	3,718.06	3,785.99	3,858.22	3,924.01	4,000.47	4,055.70	4,125.77	4,197.95	4,342.36
4	19.00	19.34	19.66	20.03	20.40	20.76	21.13	21.50	21.84	22.26	22.64	23.08	23.40	23.80	24.22	24.64
4	43,470.36	44,208.84	44,922.60	45,737.76	46,553.04	47,368.68	48,183.84	49,074.04	49,916.76	50,834.04	51,649.32	52,541.40	53,484.00	54,452.40	55,420.68	57,357.00
3	3,622.53	3,684.07	3,743.58	3,811.48	3,879.42	3,947.39	4,015.32	4,089.67	4,159.73	4,236.17	4,304.11	4,378.45	4,457.00	4,537.70	4,618.39	4,779.55
4	47,368.68	48,209.52	49,076.04	49,916.76	50,834.04	51,700.44	52,566.84	53,484.00	54,352.08	55,420.68	56,388.96	57,382.68	58,401.60	59,374.20	60,338.28	62,520.60
4	3,947.39	4,017.46	4,089.67	4,159.73	4,236.17	4,308.37	4,380.56	4,452.79	4,525.09	4,618.39	4,699.08	4,781.89	4,866.80	4,947.52	5,028.19	5,173.55
5	51,700.44	52,719.12	53,611.52	54,630.96	55,573.36	56,927.72	57,386.32	58,631.04	59,624.88	60,766.92	61,892.88	63,008.32	64,038.52	65,307.00	67,001.36	69,806.40
5	4,308.37	4,393.31	4,467.61	4,552.58	4,631.13	4,716.06	4,798.86	4,885.92	4,968.74	5,066.41	5,157.74	5,249.03	5,338.21	5,442.25	5,529.30	5,633.38
6	24.86	25.35	25.77	26.26	26.72	27.21	27.69	28.17	28.67	29.23	29.73	30.28	30.80	31.40	32.50	33.08
6	56,618.16	57,662.76	58,682.28	59,965.32	60,949.80	62,045.67	63,192.12	64,415.16	65,562.12	66,785.04	68,033.52	69,332.76	70,580.48	71,906.76	73,257.00	75,830.52
7	4,718.18	4,805.23	4,890.19	4,952.11	5,015.14	5,170.48	5,266.01	5,367.93	5,463.51	5,565.42	5,669.46	5,771.73	5,877.54	5,992.23	6,104.75	6,310.94
7	27.22	27.72	28.21	28.68	29.30	29.83	30.38	30.97	31.52	32.11	32.71	33.33	33.91	34.52	35.83	36.46
8	61,637.76	62,335.48	63,966.04	65,179.92	66,377.28	67,533.44	69,001.92	70,428.60	71,651.76	73,053.36	74,429.32	75,805.32	77,257.92	78,760.92	80,238.96	83,226.36
7	5,136.48	5,239.72	5,329.72	5,431.66	5,531.44	5,646.12	5,750.16	5,869.05	5,979.08	6,087.78	6,202.43	6,317.11	6,438.16	6,563.41	6,686.58	6,811.83
8	66,697.60	67,397.20	69,332.76	70,607.28	71,932.20	73,399.36	74,684.16	76,233.96	77,690.88	79,703.36	80,748.24	82,328.40	84,035.40	85,640.76	87,271.44	90,330.04
8	6,007.09	6,128.87	6,249.17	6,366.09	6,483.49	6,603.15	6,724.45	6,845.33	6,966.96	7,174.96	7,319.94	7,467.99	7,614.48	7,769.51	7,918.16	8,244.52
9	72,063.08	73,466.44	74,989.68	76,493.40	78,073.08	79,601.88	81,156.12	82,837.60	84,366.72	86,099.40	87,832.08	89,615.88	91,373.76	93,234.12	95,017.92	98,524.32
9	34.06	35.35	36.05	37.34	38.27	39.63	40.56	41.39	42.23	43.55	44.82	46.16	47.52	48.84	50.16	53,456.48
10	77,363.44	79,245.12	80,773.92	82,435.84	84,213.64	85,997.04	87,653.88	89,513.88	91,246.36	93,208.36	95,043.12	97,088.12	98,934.44	101,107.36	103,120.20	107,350.32
10	4,463.62	4,603.76	4,731.62	4,871.32	4,971.82	5,106.47	5,244.44	5,384.84	5,526.84	5,669.36	5,813.36	5,958.84	6,105.84	6,254.32	6,403.36	6,554.88
11	83,118.00	84,876.36	86,710.88	88,545.48	90,354.84	92,240.28	94,176.84	96,266.04	98,207.60	100,266.84	102,304.92	104,522.04	106,887.92	108,930.12	111,223.32	113,444.40
12	9,379.20	9,540.32	9,700.40	9,854.48	10,013.60	10,176.84	10,344.32	10,511.36	10,678.00	10,844.32	11,010.40	11,176.24	11,341.84	11,507.12	11,672.08	11,836.72
12	42.58	43.51	44.42	45.34	46.34	47.40	48.40	49.40	50.47	51.61	52.70	53.86	54.96	56.14	57.32	58.56
13	97,591.20	99,162.64	101,907.64	104,715.92	106,484.04	108,004.68	109,044.68	110,720.92	112,397.92	114,917.12	117,320.08	119,632.08	122,063.72	124,715.68	127,493.08	131,566.48
13	8,132.60	8,315.22	8,491.47	8,684.66	8,872.67	9,075.99	9,279.22	9,476.71	9,689.69	9,899.26	10,111.99	10,320.37	10,535.64	10,791.09	11,024.66	11,268.85
14	105,872.52	108,318.32	110,637.60	113,262.00	115,895.36	121,633.32	123,864.64	126,618.56	129,667.16	132,346.80	135,263.76	138,411.04	141,494.64	144,582.12	147,788.28	151,024.32
14	8,827.71	9,025.55	9,219.78	9,438.50	9,652.96	9,873.78	10,098.11	10,321.82	10,551.13	10,788.97	11,078.90	11,279.48	11,524.30	11,791.22	12,046.01	12,285.36
15	50.00	50.08	50.16	50.24	50.32	50.40	50.48	50.56	50.64	50.72	50.80	50.88	50.96	51.04	51.12	51.20
15	114,438.04	117,160.56	119,759.40	122,638.80	125,416.20	128,371.02	131,276.52	134,300.47	140,551.20	145,787.72	147,100.20	150,489.36	153,903.36	157,318.20	160,941.68	164,554.68
15	9,538.04	9,763.38	9,979.95	10,219.90	10,451.35	10,697.66	10,939.71	11,192.42	11,451.45	11,712.66	11,982.31	12,258.35	12,540.78	12,825.28	13,099.85	13,413.49
	55.00	56.33	57.58	58.96	60.30	61.72	63.11	64.57	66.07	67.57	69.13	70.72	72.35	73.99	75.63	77.29

NOTE: Provided the trade certification is required in the job fact sheet, tradespersons recognized on the Government of Alberta's list of Compulsory and Optional Certification of Trades will be paid in accordance with the appropriate grade of base pay, beginning at Step 7.

NOTE: For Class III Steam Engineers employed in the Power Plant and the Cooling Plant (Operator IIs), see Part A Appendix AE for applicable salary treatment.

MONETARY SETTLEMENT

The parties agree that there will be changes to the pay scales as follows:

Year 1: (Apr 1, 2024 - Mar 31, 2025): 3%

Year 2: (Apr 1, 2025 - Mar 31, 2026): 3%

Year 3: (Apr 1, 2026 - Mar 31, 2027): 3%

Year 4: (Apr 1, 2027 - Mar 31, 2028): 3%

And applied to all salary minima, maxima, and steps on a grid.

Recognizing this settlement has been reached prior to any other agreement among Alberta universities and their corresponding unions/associations for the 2024 cycle, the parties agree that if the Association of Academic Staff of the University of Alberta ("AASUA") bargains an agreement with the Board of Governors for the nominal term July 1, 2024 to June 30, 2028 that includes a General Wage Increase/Across the Board increase to their wage scales or schedules that are greater than the General Wage Increase/Across the Board as referred to in Appendix A of this Agreement, that the University shall replicate such increase to the wages scales contained in Appendix A of the Collective Agreement.

The Parties specifically agree that if AASUA achieves greater benefits, targeted compensation adjustments, or market modifiers to specific wage scales or schedules only, these shall not be replicated into the NASA Agreement.

APPENDIX B

Letter of Understanding Support Staff Benefits Committee

Terms of Reference and Agreement Respecting Benefits Cost Management

Section 1 – Core Philosophy

1. NASA and the University of Alberta have a common objective of supporting both individual and organizational health at the University of Alberta. Benefit plans play an important role in the objective.
2. The benefit plans for NASA members are an important component of their total compensation. The objectives are to ensure comprehensive protection arising from loss of life, disability and loss of health, proactive support to achieve health, valued benefit coverage, tax effective delivery, and financial sustainability of the benefit plans.
3. The University and NASA recognize that the cost of benefit plans for support staff and their dependants is an important investment in health and productivity. Both parties are committed to developing strategies for effective joint management of the benefit plans so that they continue to be financially sustainable over the longer term.
4. The support staff benefit plans are a strategic component of the University's health and wellness strategy (including "Becoming the Healthiest University in Canada", as recommended by the Senate in 2003), which is designed to support achievement of the University's mission.
5. The benefit plans are important resources for non-academic staff in the attainment of their personal health and welfare.
6. The benefit plans will continue to evolve and be responsive to the changing needs of the members. The following will be key factors for consideration of the direction of the benefit

coverage:

- (a) The benefit plan design will reflect the importance of providing sufficient member coverage for catastrophic events. Catastrophic coverage includes coverage to protect against infrequent events which can occur suddenly and can dramatically affect the support staff member and/or family's financial independence and quality of life.

Some examples of this include life insurance protection in the event of a death, long term disability insurance in the event of extended illness, coverage for prescription drugs not provided under provincial medicare or other agencies such as the Alberta Cancer Board, financial assistance for medical aids and home adaptation expenses required as a result of permanent disability, and out-of-country emergency medical and hospital benefits in the event of an accident or illness.

- (b) In addition, the benefit plan design will provide suitable coverage for medically necessary health related supplies and services which are prescribed and delivered by a medical professional in support of a medical condition or disease.

Some examples of medically necessary supplies and services include drugs requiring a prescription, physiotherapy services in response to an acute condition, and inside Canada hospital and ambulance benefits.

- (c) Once catastrophic and medically necessary coverages have been considered, the plan may then focus on the funding of incidental and discretionary supplies and services. This includes health related supplies and services chosen by an individual for supportive or proactive care which do not present a high level of financial risk to the support staff member and/or family and may assist the maintenance of the quality of life.

Some examples of these discretionary expenses include laser eye surgery, private hospital rooms, smoking cessation products, paramedical services for proactive

health care, such as massage therapy, and dental veneers.

- (d) The plan design would strive to meet the diverse needs of the benefit plan participants over time, and could result in consideration of some flexibility and individual choice for certain benefits. This could also include the introduction of and pricing partnerships with specific health service providers (for example, frames and lenses providers).
- (e) There will be complete cost/benefit analysis of the short and long term financial, administrative and Employee and organizational health implications of any benefit plan changes.
- (f) The benefit plans should deliver tax effective value for cost to the participants of the plan, and maintain a reasonable level of administrative costs.

Section 2 – Guiding Principles

- 1. The parties acknowledge a shared responsibility between NASA, the University, and individual staff members (including their families) for financial sustainability and judicious use of the benefit plans.
- 2. The University and NASA acknowledge responsibility to provide opportunities for non-academic staff to better understand the complex and interrelated issues which impact Employee benefit plan costs and their effective management.
- 3. The University and NASA acknowledge responsibility to educate and support non-academic staff in taking actions to improve their health and well-being thereby impacting both the benefit plans and the overall health care system.
- 4. NASA and its members acknowledge that there is a degree of individual accountability to become more knowledgeable and responsible as health care and benefit plan consumers, as benefit plan costs are directly linked to negotiations regarding future total compensation levels.
- 5. The University and NASA recognize that benefit plans are

supportive in nature, and need to continue to evolve to be more preventative and responsive by adapting to the changing needs of our Employees/members, as they move through their respective work and life cycles.

Section 3 – The Support Staff Benefits Committee

1. The committee will consist of three representatives (and one alternate) from each of the parties. The committee will have two alternating chairs with one representing each party. The parties may, by mutual agreement, incorporate additional parties into the committee (e.g., tripartite or as a resource).
2. The committee will meet at least once every three months, or more if deemed necessary.
3. The committee will have the ability to create ad-hoc sub-committees to deal with specific issues or concerns and will provide the appropriate terms of reference for the sub-committees. The members of these sub-committees may or may not be members of the committee.
4. The committee will review all statutory and non-statutory benefit plans to monitor the continued effectiveness of the plans and associated policies and procedures to ensure that reasonable and necessary coverage will be provided.
5. The committee will review aggregate financial and claims data related to the plans. If deemed appropriate by the committee, it may also seek other relevant data; however, the committee will not be privy to information at the individual level.
6. The committee may make recommendations to the University and NASA regarding amendments to the benefit plans that will make them more effective or result in greater efficiencies.
7. The committee can determine and resolve and/or adjudicate claim disputes with respect to whether the claim has been adjudicated in accordance with the master policy agreements. The committee may adjudicate LTDI policy claims but not medical claims, which are determined by a medical review board. The committee's jurisdiction is restricted to the master policy agreement and the Collective Agreement. Any information that is provided to or shared by any committee

member will be maintained in the strictest of confidence and will not be disclosed without mutual agreement.

Section 4 – Benefit Cost Management Principles

The following benefit cost management principles form the basis upon which the Support Staff Benefits Committee will jointly manage the NASA group benefits program for the term of the Collective Agreement:

1. While the parties need to acknowledge and work to address short term benefits cost management issues, long term cost management strategies are vital to achieving true sustainability of the benefit plans.
2. The Benefit Cost Management Model used by the parties must provide a transparent and credible method for tracking benefits costs, which allows for meaningful comparisons between NASA and other staff groups. The model must also enable the parties to appropriately take account of inherent differences between the groups.
3. The cost management target must be rigorous and defensible and allow for effective cost management within the total compensation framework. The parties acknowledge that benefit cost increases must be “paid for” out of the negotiated total compensation framework.

Section 5 – Benefit Cost Management Model

1. The Benefit Cost Management Model (including defined statutory benefits) will be employed, with cost management targets established by the University and NASA Bargaining Teams, based on the total compensation framework agreed to by the parties (with equity adjustments, outlined below).
2. The committee will jointly manage the benefits program to achieve the cost management target at the end of the term of the Collective Agreement.
3. If adjustments are indicated throughout the term of the Collective Agreement due to unforeseen fluctuations in claims (higher than expected utilization, government cutbacks, changes to statutory benefits, etc.), the committee will conduct research on the short and long term financial, administrative

and Employee and organizational health implications, develop and review options and provide recommendations to the University of Alberta and NASA.

4. Following the end of the term of the Collective Agreement, any positive or negative variance to the total allowable benefit allocation will flow through to be the joint responsibility of both parties for the subsequent bargaining period.
5. The Benefit Cost Management Model for the term of the Collective Agreement will include the following benefits:
 - (a) Employment Insurance
 - (b) Workers Compensation
 - (c) Canada Pension Plan
 - (d) Long Term Disability
 - (e) Life Insurance
 - (f) Bridge Benefits
 - (g) Supplementary Health Care
 - (h) Employee and Family Assistance Program
 - (i) Dental Care
 - (j) Remission of Tuition
 - (k) Other benefits agreed to by the parties
6. The committee will evaluate the Benefit Cost Management Model results on an annual basis and report to the parties at the end of the term of the Collective Agreement.

Section 6 – Equity Adjustment

1. It is understood there are inherent differences between support staff and academic staff groups, related to demographics and salary.
 - (a) With lower incomes (i.e., lower disposable income), NASA members place great value on health care benefits which are not related to salary. The flat dollar amount per month for benefits for NASA members represents a more significant percentage of the total compensation package than for academic staff.
 - (b) The annual salaries for a significant percentage of NASA members are below the maximum insurable earnings for statutory benefits (i.e., EI, CPP, and WCB). It is

recognized that the cost of these benefits will increase with salary increases, in addition to changes in rates and maximum insurable earnings. This means there is more of an increase for NASA members than for academic staff for these statutory benefits.

2. An equity adjustment will be included within the Benefit Cost Management Model. Inherent differences between support staff and other staff groups will be appropriately taken into account with the equity adjustment.

Section 7 – Sustainability Target

1. A dynamic sustainability target of 7.5% of annual benefit cash flow will be established.
2. The plan should be regularly monitored with the objective of accruing the sustainability target at the end of term of the Collective Agreement. The parties will agree on methods to reduce any cumulative variance using realistic cost and inflationary assumptions and allowing for adequate notice of any plan changes. It is acknowledged that each party will have their own internal processes that may be required to authorize any particular changes to the plan.
3. The plan will be credited with any excess revenues in years where spending is below the agreed upon rate of increase and hence provide supplementary revenues in following years where spending is above the agreed upon rate of increase. If the cumulative variance accumulates to an amount well in excess of the sustainability target, the parties will agree to distribute or redirect these cost savings in a reasonable way.

APPENDIX C*

Letter of Understanding

Recreation Facilities

The Employer agrees to provide eligible Employees with full access to physical education and recreation facilities within the Van Vliet Centre – including services from the Customer Service Centre and access to the locker rooms. Eligible Employees also have access to the fitness and lifestyle centre, aquatic centre, ice arena, running track, as well as court and field facilities during recreational hours – at no charge.

The Employer agrees to provide eligible Employees' immediate family members (spouse and children under the age of 18) with the same full access to physical education and recreation facilities on campus as listed above. Family members will pay a fee.

To determine eligibility, please refer to Article A/B 1 (Employee Types and Application) as applicable.

APPENDIX D**

Vacation Hourly Formula Rates

$$\text{Formula} = \frac{\text{Vacation Day per Year} \times \text{Job Hours per Day}}{260 \text{ day per Year} \times \text{Job Hours per Day}}$$

Vacation Days per Year

Hours per Day	15	20	25	30
7	0.057692	0.076923	0.096154	0.115385
7.5	0.057692	0.076923	0.096154	0.115385
8	0.057692	0.076923	0.096154	0.115385

Yearly Entitlements Calculated from Hourly Accrual Rate

Hourly Accrual Rate

Hours per Day	Hours per Year	0.057692	0.076923	0.096154	0.115385
7	1820	15.00	20.00	25.00	30.00
7.5	1950	15.00	20.00	25.00	30.00
8	2080	15.00	20.00	25.00	30.00

Example: Employee earning 15 days vacation per year in month of July

Hours per Day

	# Working Days	7	7.5	8
July 1-15	11	4.442284	4.759590	5.076896
July 16-31	12	4.846128	5.192280	5.538432
	Hours Earned	9.288412	9.951870	10.615328
	Days Earned	1.33	1.33	1.33

APPENDIX E

Letter of Understanding

Terms of Reference

Learning and Development Committee (HRDF)

Purpose:

The joint Learning and Development Committee (HRDF) provides leadership to the administration of the Human Resource Development Fund for the purpose of increasing access to learning and development opportunities and maximizing the use of allocated resources.

This committee has the authority to strategically disburse funds to ensure maximum utilization as described above.

Objectives:

The Learning and Development Committee (HRDF) provides oversight to the use of HRDF resources. This may include but is not limited to:

1. Reviewing and anticipating Support Staff learning needs based on multiple inputs including changing priorities of the University, and formal needs assessments and monitoring of workplace trends such as Employee demographics (local, national, and global), lifestyles, and diversity.
2. Enhancing awareness and communication of learning and development opportunities and communicating learning needs to various learning service providers.
3. Examining how HRDF systems and processes can be integrated to streamline Support Staff development.
4. Prioritizing organizational learning needs related to Support Staff professional development.
5. Assisting in removing barriers limiting Support Staff professional development such as workload, time, and finances to the degree possible.

6. Allocating surplus HRDF funds to targeted programs and projects based on identified needs.
7. Investigating and resolving and/or adjudicating situations arising from HRDF applications or approvals that may not be in the best interest of Support Staff or the University.
8. Acting as a communication conduit to senior advisory councils, committees, or users of the Fund.
9. The committee may make recommendations to the University and NASA regarding changes to the HRDF including funding changes, the size of the fund and allocations as well as its processes and/or procedures. An activity report will be provided to the parties on an annual basis.

Membership

Joint Chairs	A senior representative from the learning and development unit (appointed by the Director) President or designated member, NASA
Members	Two representatives appointed by NASA One additional representative from the learning and development unit (appointed by the Director) One non-NASA UofA staff member who acts as a Supervisor (appointed by the Director)

Meetings

At the call of the Chair(s), but normally the Committee meets three times a year: September, January, and June.

APPENDIX F**

Letter of Understanding

Employment History Recognition - Auxiliary Employees

In each instance where an Employee's Auxiliary appointment will be ended, a review of the Employee's employment history will be conducted. If it is determined that the Employee commenced as a Casual Employee in an identical role to the one that is now being terminated, their total number of months in that role will be calculated and included in the total months of service for consideration of Position Disruption entitlements below. In addition, a review will be conducted of those occupying identical roles within the same seniority unit.

If there are Regular Employees with less seniority occupying identical roles within the same seniority unit, the situations will be reviewed on a case by case basis to determine if the appropriate individual is being terminated.

If the Auxiliary Employee is identified as the correct individual and has accumulated 48 months of employment in a single role, the Employee will be provided the position disruption entitlements associated with a regular appointment.

APPENDIX G*

Letter of Understanding

Discrimination and Harassment Complaints

Formal Complaints and Investigations

Initiating a Formal Complaint

1. Formal complaints will be submitted in writing to the Intake Officer, normally within six weeks of the events giving rise to the complaint. It is recognized that the more time that elapses, the more difficult it is to investigate, respond to, and substantiate the complaint.
 - (a) A discrimination complaint must be submitted within one year after the alleged contravention occurs.
 - (b) A harassment complaint must be submitted within six months after the alleged conduct or comment occurs. The time period for filing such a complaint may be extended to one year after the alleged conduct or comment occurs, provided the complainant produces medical evidence demonstrating that they were medically unable to file the complaint within six months.
2. Formal complaints will contain the name of the complainant, the name of the respondent, the nature of the complaint, the precise details of the alleged conduct, and the remedy requested. Formal complaints will not proceed in the absence of these particulars.
3. The Intake Officer will provide the Union with a copy of each formal complaint if the complainant or respondent is a member of the Union.
4. The Intake Officer will review the formal complaint and make a determination on whether or not the complaint:
 - (a) is timely
 - (b) is complete as per #2 above

(c) falls within the definition of discrimination or harassment.

5. The Intake Officer will assume the statements contained in the formal complaint are accurate solely for the purpose of determining whether the complaint falls within the definition and whether it should proceed through the process. A decision to proceed with the complaint does not mean that discrimination or harassment has occurred.
6. The Intake Officer may seek clarification of the details of the formal complaint from the complainant.
7. Within ten days of receiving the complaint, the officer will inform the complainant of whether the complaint, based on their review, meets the requirements as per #4 above. If so, the Intake Officer will refer the complaint, stipulating any portions that do not fall within the definition, if any, to a Case Manager within the ten day period.
8. If the Intake Officer determines the complaint, in whole or in part, does not meet the requirements of #4 above, the officer may recommend other measures to address the concerns that fall outside the scope of Common Provisions, Article 18 (Discrimination and Harassment Complaints).
9. If the Union on behalf of the complainant disagrees with the decision of the Intake Officer, the Union may appeal the decision to an external adjudicator. If the parties are unable to agree on an adjudicator, an application will be made to the Minister of Labour to appoint an adjudicator. The cost of the adjudication will be shared equally by the parties.
10. Appeals will be initiated within five days of receiving the officer's decision. The adjudicator will assume the statements contained in the formal complaint are accurate solely for the purpose of determining whether the complaint falls within the definition and should proceed through the process. The adjudicator will respond in writing to the complainant and Intake Officer within five days of receiving the appeal. The decision of the adjudicator is final and binding on the parties. If the adjudicator decides in favour of the complainant, the Intake Officer will immediately refer the complaint to a Case Manager.

Case Management

11. Within five days of receiving the referral from the Intake Officer, the Case Manager will:
 - (a) inform the appropriate manager of the formal complaint,
 - (b) provide a copy of the formal complaint to the respondent,
 - (c) inform the complainant, respondent, and appropriate manager (separately) of the rules of application governing confidentiality, disclosure of the information, the right to representation, and prohibitions on retaliation or reprisal,
 - (d) review and confirm interim working arrangements,
 - (e) instruct the respondent to provide an initial written response to the complaint within five days of the respondent receiving the formal complaint,
 - (f) advise the complainant and respondent that they will have an opportunity to provide additional information during the process, and
 - (g) inform the Union that a complaint involving one of their members has been received.
12. Methods for addressing a formal complaint include:
 - (a) affirmation of the complaint by the respondent,
 - (b) withdrawal of the complaint by the complainant,
 - (c) voluntary mediation,
 - (d) other alternative dispute resolution methods agreed by the parties, and/or,
 - (e) formal investigation and binding resolution.
13. The Case Manager will confirm the appropriate method for addressing the formal complaint within five days of receiving the response from the respondent.

14. Throughout the process, complainants, respondents, and witnesses are expected to make themselves available in a timely manner, so as not to delay the process. The Union Representative's role, as outlined in Common Provisions, clause 18.16, is to facilitate the investigation and resolution of a complaint. Any excessive delay may result in the investigator changing the order of interviews, conducting interviews by phone, requesting responses to questions in writing, or concluding the investigation without the participation of that individual. The investigator is authorized to instruct Employees of the Employer to participate in the process and to impose reasonable time limits for their participation. A failure to comply with the investigator's directions may constitute misconduct and subject the Employee to discipline.

Interim Working Arrangements

15. The Case Manager in consultation with the Union, complainant, respondent, and manager will consider interim working arrangements to:
- (a) reduce the potential for escalation of the complaint,
 - (b) ensure safety at the workplace,
 - (c) protect the confidentiality of the complaint,
 - (d) avoid the appearance of bias or the presumption of guilt,
 - (e) reduce the potential for retaliation or reprisals arising from the formal complaint, and
 - (f) minimize disruption to the workplace.
16. Interim working arrangements may include:
- (a) steps to restrict or prevent contact between the complainant and respondent,
 - (b) temporary modification of work duties, including reassignment or transfer,
 - (c) temporary changes in reporting relationships,
 - (d) temporary paid or unpaid leaves of absence, and

- (e) any other steps that may be appropriate under the circumstances.
17. The Employer is responsible for establishing interim working arrangements and will ensure that they are communicated to the minimal number of people who need to implement or be aware of the arrangements.

Affirmation of a Formal Complaint

18. If the respondent affirms the complainant's description of events relating to the formal complaint, the Case Manager will:
- (a) ensure all relevant details relating to the complaint have been documented and confirmed by the complainant and respondent, and
 - (b) refer the matter to the appropriate manager for consideration of remedies, corrective action, discipline, or other measures.

Voluntary Mediation

19. The purpose of voluntary mediation is to allow the complainant and respondent to fully explore the issues raised by the complaint and to achieve resolution by mutual agreement. For mediation to be successful, both parties to the complaint must be willing to enter into free and respectful discussion of the issues and be open to solutions that consider the needs of each other.
20. Participation in mediation is voluntary. A complainant or respondent will not be prejudiced by their decision to decline voluntary mediation. Throughout mediation, discussions are considered off the record and only resolutions reached by mutual agreement and confirmed in writing are binding.
21. Where the complainant and respondent have agreed to voluntary mediation, the Case Manager will choose a mediator from the list agreed to by the Union and Employer pursuant to Common Provisions, Article 36 (Labour/Management Committee), taking into consideration the nature of the complaint and the availability of the mediator. The Case Manager will be responsible for communication with the

mediator and will ensure that the mediator has all necessary background information.

22. The mediator will arrange a meeting as soon as possible but in any case not later than ten days from the date the complainant and respondent agree to mediate.
23. The mediator will provide the complainant and respondent with a list of expectations of behaviour for the meeting and will help create a safe environment for the mediation to proceed. The mediator and participants will control the process in determining whether resolution is possible or mediation is unsuccessful. The complainant or respondent may withdraw from mediation at any stage of the mediation process.
24. The mediator will keep the Case Manager informed of the status of the mediation.
25. Agreements reached through mediation will be documented and approved by the complainant and respondent. Agreements that affect other Employees or require special arrangements at the workplace also require the approval of the Employer. Where the complainant and respondent agree that all issues have been resolved through mediation, approved agreements will constitute a final and binding resolution of the complaint.
26. The Case Manager will inform the Union and the appropriate manager of the outcome of the voluntary mediation process.

Formal Investigation

27. A formal investigation will be initiated if the complainant and respondent are unable to resolve the complaint, and/or the Employer determines that a formal investigation is required.
28. The Employer will assign an investigator from a list agreed by the Union and the Employer pursuant to Common Provisions, Article 36 (Labour/Management Committee).
 - (a) On a trial basis for the life of the Agreement, paragraph 28 shall be replaced by this paragraph 28(a). Subject to approval from NASA, the Employer will assign an investigator from the agreed to list pursuant to Common Provisions, Article 36 (Labour/Management Committee).

The list shall include both external and internal investigators, appointed in accordance with the Appendix G.3 Investigator Roster Selection Process. The parties may agree to add investigators to the list without going through that process.

29. Before commencing an investigation, the investigator will be briefed jointly by the parties. The investigator will be guided by principles set out in the guidelines developed by the parties, and may also ask for advice and directions from the parties at any time during the process.
30. The investigator will follow the principles of due process and natural justice as described under the Rules of Application.
 - (a) the investigator will interview the complainant, the respondent, and anyone else the investigator determines has information relevant to the complaint.
 - (b) the investigator will review pertinent documentation. All those involved will make reasonable efforts to cooperate with the investigation.
31. The Employer may request the investigator to provide recommendations as part of the report of their findings. The investigator may provide recommendations for managing current situations or preventing similar circumstances from recurring, but will not recommend remedies, discipline, or corrective action.
32. The investigator may assist the parties in achieving resolution of the complaint through voluntary mediation at any time prior to finalizing the report of their findings. Agreements reached through mediation will be documented and approved by the complainant and respondent. Agreements that affect other Employees or require special arrangements at the workplace also require the approval of the Employer. Where the complainant and respondent agree that all issues have been resolved through mediation, approved agreements will constitute a final and binding resolution of the complaint.
33. If resolution is not achieved through voluntary mediation, the investigator will complete the investigation and prepare a draft

report of their findings. The draft written report will be provided to the complainant and respondent.

34. Upon receipt of the draft report, the complainant and respondent will be given a one-time opportunity to comment on, confirm, or provide additional information based on their understanding of the events. Any responses from the complainant and respondent must be submitted in writing to the investigator within five days of receiving the draft report.
35. The investigator will submit the entire final report to the Case Manager and the Union. The Case Manager will provide copies of the investigator's final report to the complainant and respondent if the complainant or respondent is a member of the Union.
36. Where there is no appeal of the investigator's findings, the Employer will determine the appropriate remedy(ies), discipline, or corrective action(s) no earlier than ten days and no later than twenty days after receiving the investigator's findings. Within this period, the Employer will notify the Union of any remedy(ies), discipline, or corrective action(s) that applies to its members. Remedies will also be considered for respondents who are the victims of false allegations of discrimination or harassment.

It is the intent of the parties that an agreed-upon tripartite Unified Procedure will be used in place of this procedure and portions of Common Provisions, Article 18 in cases where the Union represents only the complainant or respondent and another association represents the complainant or respondent.

APPENDIX G.1*

Discrimination and Harassment Complaints

Employer Initiated Process

1. Where, in accordance with Common Provisions, clause 18.03, the Employer has reason to believe a situation of potential harassment or discrimination exists, the Employer will advise the Union of the situation and their intention to implement this process.
2. As there is no “complainant” only an “event” that has been disclosed, the Employer proceeds without a complainant.

Disclaimer: If the Office of Safe Disclosure and Human Rights (OSDHR) becomes aware of a potential allegation, under a veil of confidentiality, they are exempt from being defined as the “Employer” (this includes any committee or working group working directly with the OSDHR).

3. Definitions

For the definition of Discrimination and Harassment see Common Provisions, clauses 18.08/18.09

- (a) Accused: A person(s) against whom allegations have been made of having discriminated against or harassed another person(s).
- (b) Case Manager: A person(s) designated by the Employer to coordinate the investigation process.
- (c) Direct knowledge: First hand experience or first hand knowledge of the event. Recounted information on events/incidents in which someone was not a first hand observer will not be accepted as an event disclosure.
- (d) Employer: Governors of the University of Alberta
- (e) Event Disclosure: A verbal or written direct knowledge report of an event by any person indicating that they have experienced or have first hand knowledge of an event of discrimination or harassment and the Employer has

reason to believe a situation of potential harassment or discrimination exists.

- (i) a discrimination event must be reported within one year after the alleged contravention occurs.
 - (ii) a harassment event must be reported within six months after the alleged conduct or comment occurs. Reporting or recounting timelines may be extended to one year after the alleged conduct or comment provided the witness produces medical evidence demonstrating that they were medically unable to file the event disclosure within six months.
- (f) NASA: NASA's Labour Relations Officers
- (g) Parties: The Employer and NASA
- (h) Witness:
 - (i) A person who believes they have been a victim of discrimination or harassment and initiates a disclosure of the event; or
 - (ii) A person who has first hand knowledge of a potential event of discrimination or harassment.
 - (iii) This or these individual(s) could be identified through the initial investigative stages or could be the reporter of the event.

4. Confidentiality

Confidentiality is as outlined in Common Provisions clause, 18.15. Confidentiality does not equate to anonymity and anonymity is not guaranteed through the Appendix G.1 process and all involved persons in the process may be known or spoken of by name.

5. Due Process and Natural Justice (adapted from Common Provisions, clause 18.17)

- (a) The presumption of innocence;
- (b) All involved persons being advised of their rights under

Common Provisions, Article 18 (as applicable) and Appendix G.1;

- (c) Employees being entitled to representation by the Union, in accordance with Common Provisions, clause 18.16;
- (d) The right of the accused to know details of the event(s) and as needed, the identity of the witnesses;
- (e) The timely and objective investigation of event(s);
- (f) Protection from reprisal or interference in the investigation of the event(s) for the individuals involved;
- (g) The opportunity to present information in support of their testimony and to defend themselves against allegations;
- (h) The use of The Reasonable Person Standard (Common Provisions, clause 18.18);
- (i) If needed, the right to receive clarification of the investigator's findings.

6. Process

Once the Employer has reason to believe a situation of potential harassment or discrimination exists the following will occur:

- (a) If the Witness is a NASA member, the Employer advises them to reach out to NASA for support and counsel.
- (b) The Employer will advise NASA of the situation and of their intention to implement this process.
- (c) The Employer and NASA will review the event disclosure against the definitions of Discrimination (Common Provisions, clause 18.08) and/or Harassment (Common Provisions, clause 18.09) and will discuss if interim working arrangements are required.
- (d) If the parties agree this is a situation of potential harassment or discrimination, Common Provisions, Article 18 and Appendix G.1 are followed. If not, a determination will be made if a workplace investigation

should be initiated. If applicable, the Employer will commence a workplace investigation. The event disclosure may not require any investigation - depending on the circumstances (e.g. performance management or interpersonal conflict between Employee and manager).

7. Interim Working Arrangements

- (a) Where necessary and in consultation with the Union, the Employer will consider interim working arrangements in order to:
 - (i) reduce the potential for escalation of the situation,
 - (ii) ensure safety at the workplace,
 - (iii) protect the confidentiality of all involved parties,
 - (iv) avoid the appearance of bias or the presumption of guilt,
 - (v) reduce the potential for retaliation or reprisals arising from the investigation, and
 - (vi) minimize disruption to the workplace.
- (b) Interim working arrangements may include:
 - (i) steps to restrict or prevent contact between specific Employees,
 - (ii) temporary modification of work duties, including reassignment or transfer,
 - (iii) temporary changes in reporting relationships,
 - (iv) temporary paid or unpaid leaves of absence, and
 - (v) any other steps that may be appropriate under the circumstances.
- (c) The Employer is responsible for establishing interim working arrangements, if any, and will ensure that they are communicated to the minimal number of people who need to implement or be aware of the arrangements.

- (d) The Employer implements interim working arrangements (if any are required).

8. Formal Investigation

- (a) Subject to approval from NASA, the Employer will assign an investigator from the agreed to list. If there are no available investigators on the agreed to list, NASA and the Employer will agree on a suitable investigator.
- (b) The Employer will coordinate a pre-investigation meeting with the investigator and NASA.
- (c) The investigator will be guided by principles set out in the guidelines developed by the Union and the Employer.
- (d) The investigator will follow the principles of due process and natural justice as described in Common Provisions, clause 18.17.
 - (i) The investigator will interview all Employees identified as having knowledge of the situation, and anyone else the investigator determines has information relevant to the situation under investigation.
 - (ii) The investigator will review pertinent documentation. All those involved will make reasonable efforts to cooperate with the investigation.
- (e) Throughout the investigation process all Employees identified as having knowledge of the situation are expected to make themselves available in a timely manner, so as not to delay the process.
- (f) The Employer may request the investigator to provide recommendations as part of the report of their findings. The investigator may provide recommendations for managing current situations or preventing similar circumstances from recurring, but will not recommend remedies, discipline or corrective action.

- (g) The investigator will submit their report to the Employer with a copy to the Union. Upon receipt of the report, Common Provisions, clauses 18.29 – 18.35 (Discrimination and Harassment Complaints), will apply.
- (h) Where there is no appeal of the investigator's findings, the Employer will determine the appropriate remedy(ies), discipline, or corrective action(s) no earlier than ten days and no later than twenty days after receiving the investigator's findings. Within this period, the Employer will notify the Union of any remedy(ies), discipline, or corrective action(s) that applies to its members.

APPENDIX G.2**

Letter of Understanding

Discrimination and Harassment

In the event of a complaint involving complainant(s) and/or respondent(s) from both (i.) NASA and (ii.) another bargaining unit or excluded group at the University; and which gives rise to a multiplicity or duplication of process by virtue of applicable Collective Agreements and/or Policy, the Union agrees to meet with the Employer and other non-NASA bargaining unit representative(s) to discuss process, and shall endeavour to agree upon one singular process that is acceptable to all stakeholders.

APPENDIX G.3**

Letter of Understanding

Article 18 Investigator Roster

Selection Process

The parties recognize and support that Article 18 Complaints require competent Investigators to perform investigations in a timely manner. The parties agree to the following process to expand the Investigator Roster:

- When the parties agree to expand the Investigator Roster, both parties will solicit resumes from individuals interested in being an Investigator. The Labour Management Committee will review the resumes and jointly determine whether the individual will be appointed to the Investigator Roster on an interim basis.
- Investigators placed on the Investigator Roster (on an interim basis) will receive an evaluation following each of their initial two investigations. The LRO and Case Manager involved in the complaint will conduct the evaluations.
- Evaluations will focus on the timeliness of the investigation, technical expertise, adherence to process, quality of the report, interaction with the parties, impartiality, and efficiency.
- The Labour Management Committee will review the Investigator's two evaluations and determine whether the individual is formally added to the Investigator Roster. The Investigator Roster is subject to annual review by the Labour Management Committee.

The parties agree to continue to trial this process for the life of the Agreement.

APPENDIX H*

Letter of Understanding

Voluntary Personal Leave Plan

The parties agree to the establishment of a Voluntary Personal Leave Plan (PLP). The PLP will offer the opportunity for eligible Employees to request leave without pay up to a pre-determined maximum number of days. The eligibility parameters and other considerations for the PLP will be established annually by the parties and require mutual agreement, including whether or not the PLP is implemented in any given year.

APPENDIX I*

Letter of Understanding

Consultation Guidelines - Article A13 and Article B6 (Position Disruption)

The purpose of consultation within the context of the above articles is:

- (a) To enable the Employer and the Union to engage in open, constructive, and respectful dialogue about impending changes or decisions by the Employer that may significantly and substantially impact the terms and conditions of employment for Employees.
- (b) To give the Union an opportunity to provide informed input into the impending changes or decisions as they relate to Employees, and to enable the Employer and the Union to explore a range of viable alternatives.

The benefits of consultation include:

- (a) Assisting the Union in understanding the potential effects of Position Disruption so that it may advise Employees in such a way as to allow them to make decisions in the best interests of their careers.
- (b) Enabling managers to meet organizational needs or requirements.
- (c) Assisting in maintaining respectful relationships.

Consultation is expected to take place when the impact on Employees of impending changes or decisions is probable but not certain.

For consultation to be effective, participants need:

- (a) To share information about impending changes or decisions, including factors that will be taken into consideration when a final decision is made. Such information needs to be timely, accurate, and relevant.
- (b) To place a priority on the consultation process, to avoid unnecessary delays, and to remain focused on meeting

the purpose of consultation.

- (c) To have a genuine opportunity to provide informed input and suggest alternatives.
- (d) To be able to respectfully voice their concerns, to share information, and to offer alternatives without being bound by them.
- (e) To behave with discretion and respect confidentiality.
- (f) To recognize the sensitivity of discussions, and to behave in accordance with the Collective Agreement Preamble, during and following consultation.
- (g) To respect the outcomes of the process, recognizing that other actions (e.g., Dispute Resolution) may be appropriate.

Consultation is not:

- (a) Limited to “informing” or “advising”. Consultation involves sharing relevant information and allowing a reasonable opportunity to provide input before a final decision is made.
- (b) Joint decision-making. Although there is value in dialogue and achieving solutions that all will support, the final decision on when and how to proceed rests with the University in accordance with the Collective Agreement.
- (c) Open-ended. Consultation needs to begin at the appropriate time and proceed quickly, within clearly defined time frames.

APPENDIX J*

Letter of Understanding

Recognition of University Service From Outside the NASA Bargaining Unit

Further to the issue as to whether or not University of Alberta employment from outside of the bargaining unit would count toward NASA service, the parties agree to the following on a 'go forward' basis only.

1. Transferring From AASUA

- (a) Time worked will be considered service when the Employee transfers directly to a NASA position from work where the Employee is earning service, under the AASUA Collective Agreement.
 - (i) if the Employee transfers directly to a Regular NASA appointment, AASUA service shall be applied immediately.
 - (ii) if the Employee's NASA appointment is not Regular, but the Employee subsequently becomes Regular with no break in NASA service, the AASUA service will be applied provided the Employee submits a request in writing to Human Resources. If there is a delay between the commencement of the Regular appointment and the Employee request,
 - a. the change in service shall be applied as of the date the request was received by Human Resources.
 - b. there shall be no retroactive change in entitlement (e.g., vacation time).
- (b) Time worked will not be considered service in the following circumstances:
 - (i) the Employee does not transfer directly from the AASUA appointment to the NASA appointment.

- (ii) the Employee worked under the AASUA Collective Agreement where the Employee was not earning service.
 - (iii) the work was concurrent with a NASA position.
- (c) For the purpose of this Agreement, “transfers directly” means that there are no working days between the end of the previous appointment and the beginning of the new appointment. For example, the Employee transfers directly if the AASUA appointment ends on the Friday and the NASA appointment begins on the Monday.

2. Transferring From An Excluded Position

- (a) Time worked will be considered service when the Employee transfers within four months to a NASA position from a non-casual appointment in one of the excluded support staff positions.
 - (i) If the Employee’s NASA appointment is Regular, this excluded service shall be applied immediately.
 - (ii) If the Employee’s NASA appointment is not Regular, but the Employee subsequently becomes Regular with no break in NASA service, this excluded service will be applied provided the Employee submits a request in writing to Human Resources. If there is a delay between the commencement of the Regular appointment and the Employee request,
 - a. the change in service shall be applied as of the date the request was received by Human Resources.
 - b. there shall be no retroactive change in entitlements (e.g., vacation time).
- (b) Time worked will not be considered service in the following circumstances:
 - (i) Service has been forfeited because the Employee voluntarily resigned from, abandoned, or was

dismissed for just cause from the excluded position.

- (ii) The Employee worked in an excluded position in accordance with Common Provisions, Article 4
- (iii) The work was concurrent with a NASA position.

3. Transfers From Other Areas

Time worked will not be considered service if the work was as a Graduate/Undergraduate Student, Post-Doctoral Fellow, Visitor, Casual Academic or like appointment.

APPENDIX K

Payment of Professional Accreditation for Support Staff

This Letter of Understanding applies to support staff (Operating or Trust) who are required by their department or faculty to have professional accreditation, certification, or designation as a requirement of their job.

To be eligible an Employee must have professional accreditation, certification, or designation listed as a requirement in the knowledge section on the Job Fact Sheet for the position they hold. The professional accreditation, certification, or designation is usually for a Regulated Occupation recognized by the Government of Alberta or otherwise required by legislation to complete the duties of a job. Human Resources will make a determination when there is doubt as to whether a professional designation is, in fact, a requirement of the job.

First Aid, WHMIS, and drivers' licences are not eligible for reimbursement under this Letter of Understanding.

The Employer will provide a yearly maximum reimbursement or payment of \$500, which can include a combination of:

- (a) Specific fees related directly to eligible accreditation, certification, or designation; and
- (b) Professional association dues where an Employee is required to be a member in order to maintain the eligible accreditation, certification, or designation.

Eligible reimbursements or payments will be made based on the fees or dues payment schedule. For example:

- (a) If such fees or dues are payable annually, an Employee can claim up to \$500 annually.
- (b) If such fees or dues are payable every two years, an Employee can claim up to \$500 once every two years.
- (c) If fees or dues are payable semi-annually, an Employee can claim up to \$500 annually.

Eligible reimbursements would not normally be reimbursed if they

occurred in a previous fiscal year. Employees are strongly encouraged to submit for reimbursement in the current fiscal year.

The responsibility for the cost resides with the authorizing department or Trustholder.

Note: Trust Employees will not be eligible for reimbursement under this Letter of Understanding if such payment is prohibited by the funding agency.

APPENDIX L**

Letter of Understanding

Work Scheduling Flexibility

The parties recognize flexible work arrangements and schedules, beyond those prescribed by the Collective Agreement or the Working from Home Program, may be of interest to Employees or Managers. While an Employee or Manager may request a flexible work arrangement, such requests are subject to mutual agreement.

Any arrangement must be captured by written agreement, signed by the Manager, Employee, Union, and Human Resources representative. The reasons for a denied request shall be provided in writing.

The Manager or Employee may end a flexible work arrangement with 30 days' notice or as contemplated by the written agreement.

This Appendix L, or any alleged violation thereof, may not be the subject of a grievance.

This Appendix L may be modified by agreement of the parties at the Labour/Management Committee.

This Appendix L shall be effective on the date of ratification and expire one day prior to the expiry of the Collective Agreement; subject only to renewal by agreement of the parties.

APPENDIX M*

Letter of Understanding

Acct/Clerk Positions (Grade 6)

The parties agree that the individuals assigned to the following positions will have their salary green-circled, which means that this letter of understanding will have no impact on them.

14672	14251	7060	16137
15205	13235	15974	18880
20204	18852	21546	21547

With effect from March 1, 2024, any new person filling one of the above-noted positions will remain on the Grade 6 pay grid, except the maximum rate will be capped at an amount that [is] a 2% reduction from the current maximum rate, in accordance with the following Grids.

In the event that the Employer creates a new position in the accounting clerk field whose point rating is identical in each factor to the positions above, this limit will apply to that position unless the Union successfully appeals the point rating in accordance with the provisions of Common Provisions, clause 33.08.

To ensure the Union is able to exercise its rights under this Letter of Understanding, the Employer will specifically provide the union with the Job Fact Sheets and rating sheets for any Grade 6 positions proposed to be added or changed.

APPENDIX M

Letter of Understanding

Acct/Clerk Positions (Grade 6)

35 Hours per week	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8 (Capitol)
March 1, 2024	3,668.03	3,735.73	3,801.74	3,880.98	3,948.67	4,019.66	4,093.94	4,173.17	4,247.46	4,326.70	4,407.60	4,491.78	4,569.37	4,658.51		4,684.75
April 1, 2024	3,778.07	3,847.80	3,915.79	3,997.41	4,067.13	4,140.25	4,216.76	4,298.37	4,374.88	4,456.30	4,539.83	4,626.53	4,706.45	4,794.27	4,728.79	4,728.79
April 1, 2025	3,891.41	3,963.24	4,033.27	4,117.33	4,189.14	4,264.36	4,343.26	4,427.32	4,506.13	4,590.20	4,676.02	4,765.33	4,847.64	4,944.22	4,870.65	4,870.65
April 1, 2026	4,008.16	4,082.13	4,154.26	4,240.85	4,314.82	4,392.94	4,473.56	4,560.14	4,641.31	4,727.90	4,816.30	4,908.29	4,993.07	5,099.48	5,016.77	5,016.77
April 1, 2027	4,128.40	4,204.60	4,278.89	4,368.08	4,444.26	4,524.16	4,607.77	4,696.04	4,780.55	4,869.74	4,960.79	5,055.54	5,142.87	5,244.19	5,167.27	5,167.27

37.5 Hours per week	STEP																
	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	7.5 (Clipped)	8	8 (Clipped)
March 1, 2024	3,930.04	4,073.30	4,073.30	4,158.21	4,230.72	4,306.77	4,386.37	4,471.26	4,550.86	4,635.75	4,722.42	4,812.62	4,895.75	4,991.25		5,019.38	
April 1, 2024	4,047.94	4,195.50	4,195.50	4,282.95	4,357.64	4,435.97	4,517.96	4,605.40	4,687.38	4,774.83	4,864.09	4,957.00	5,042.62	5,148.99	5,066.56	5,169.96	5,066.56
April 1, 2025	4,169.38	4,321.37	4,321.37	4,411.44	4,488.37	4,569.05	4,653.50	4,743.56	4,828.00	4,918.07	5,010.01	5,105.71	5,193.90	5,295.22	5,218.56	5,325.56	5,218.56
April 1, 2026	4,294.46	4,451.01	4,451.01	4,543.79	4,623.02	4,706.13	4,793.10	4,885.87	4,972.84	5,065.61	5,160.32	5,258.88	5,349.72	5,454.08	5,375.12	5,484.81	5,375.12
April 1, 2027	4,423.30	4,584.54	4,584.54	4,680.10	4,761.72	4,847.31	4,936.89	5,032.45	5,122.03	5,217.58	5,315.12	5,416.65	5,510.21	5,617.78	5,536.37	5,649.36	5,536.37

40 Hours per week	STEP									
	1	1.5	2	2.5	3	3.5	4	4.5	5.5	8
March 1, 2024	4,192.05	4,344.87	4,344.87	4,435.43	4,512.76	4,593.90	4,678.79	4,769.34	4,854.25	5,344.01
April 1, 2024	4,317.81	4,475.21	4,475.21	4,568.49	4,648.14	4,731.71	4,819.16	4,912.42	4,999.88	5,484.34
April 1, 2025	4,447.35	4,609.47	4,609.47	4,705.54	4,787.59	4,873.67	4,963.73	5,059.80	5,149.87	5,669.07
April 1, 2026	4,580.77	4,747.75	4,747.75	4,846.71	4,931.22	5,019.87	5,112.64	5,211.59	5,304.37	5,859.47
April 1, 2027	4,718.19	4,890.19	4,890.19	4,992.11	5,079.15	5,170.47	5,266.02	5,367.94	5,463.50	6,026.99

Hourly (35 hours/wk base)	STEP																
	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	7.5 (Capped)	8	8 (Capped)
March 1, 2024	24.18	25.07	25.07	25.59	26.04	26.50	26.99	27.52	28.01	28.53	29.06	29.62	30.13	30.72			30.89
April 1, 2024	24.91	25.37	25.82	26.36	26.82	27.30	27.80	28.34	28.85	29.38	29.93	30.50	31.03	31.64	31.18	31#42	31.18
April 1, 2025	25.66	26.13	26.59	27.15	27.62	28.12	28.64	29.19	29.71	30.27	30.83	31.42	31.96	32.59	32.11	32.77	32.11
April 1, 2026	26.43	26.92	27.39	27.96	28.45	28.96	29.50	30.07	30.60	31.17	31.76	32.36	32.92	33.56	33.08	33.76	33.08
April 1, 2027	27.22	27.72	28.21	28.80	29.30	29.83	30.38	30.97	31.52	32.11	32.71	33.33	33.91	34.57	34.07	34.77	34.07

APPENDIX N**

Letter of Understanding

Transition of Auxiliary Hourly Employees to Auxiliary Salary or Regular

The University will ensure it will hire into the appropriate Employee types at the inception of the Employee's contract and will educate departments to support this. The parties agree that the following process will be adhered to accordingly.

Terms as agreed to

1. If an Auxiliary Hourly Employee works irregular, intermittent, or less than 0.4 FTE in one position they will remain Auxiliary Hourly Employees and receive benefits under Common Provisions, clause 30.13 of the current Collective Agreement.
2. If an Auxiliary Hourly Employee works irregular, intermittent (i.e. not regular) hours, but the combination of total hours is greater than 0.4 FTE but not more than 0.4 in one position then they will be eligible for benefits under Common Provisions, clause 30.13.
3. Auxiliary Salary Employees must maintain a minimum threshold of 0.4 FTE scheduled regular hours every pay period. Hours in excess of the regularly scheduled 0.4 FTE would be reported each pay period and are able to fluctuate. Benefits under Common Provisions, clause 30.13 will be based on the regular scheduled hours only.

To determine the FTE when an Employee has fluctuating hours in excess of their regular scheduled hours, a review of the hours worked in the last 12 months needs to be conducted. The regular part time FTE will be established based upon the minimum regular hours worked (i.e. if an Employee never works less than a 0.5 FTE on a regular basis the FTE will be established as 0.5). This review should be made whenever an extension to employment decision is made, or if requested by the Employee or the Union - to a maximum of once per year.

Agreed Process

Departments will be encouraged to closely scrutinize their hiring of

Casuals.

Review of Casual Employee contract history at 1000 hours or 7 months of employment

When a Casual Employee, working the hours of a Regular Employee as defined in Common Provisions, clause 2.02 of the Collective Agreement, i.e. 0.4 FTE or more in one position, accumulates 1000 hours of service in one or more concurrent positions or 7 months of employment, an audit will be conducted by Human Resources.

Department Actions at 1000 hours or 7 months

1. Current Contract will not be extended:

Should it be determined that the work will not continue past the current contract end date the Employee will remain Casual or move to Auxiliary Hourly if during the current contract they accrue 1707 hours.

2. Current Contract will be extended:

Current contract and extension is 16 months or more

Should it be determined that the work will continue for 12 months or longer the following will be enacted

- a. At the time of the review the position type will move to Auxiliary Salary or Regular depending on the circumstances
- b. The Job Fact Sheet will be created
- c. The position will be evaluated
- d. The position will be posted
- e. The incumbent will be notified that they will be required to apply for the position to remain in it beyond the end of the contract. Note: If the Employee is in the position by way of a competition, there is no requirement to post.

Current contract and extension is less than 16 months

If the current contract and the extension together will be more than 12 months but less than 16 months, the incumbent will move to Auxiliary Salary immediately for the remainder of the contract. Items b) - e) above are not applicable in this situation.

APPENDIX O**

Letter of Understanding

Regular Employees with Concurrent Non-Regular Employment

Regular Employees may from time to time, in addition to their regular work, be employed in other non-regular positions where the work is casual or temporary in nature. In situations where a Regular Employee has concurrent non-regular work, i.e., work that does not meet the definition of regular employment as defined in Part A and Part B 1.02(a), the Employee will be treated as an Auxiliary Employee for this concurrent work.

APPENDIX P**

Letter of Understanding

Picket Lines

Employees who are able to work from home during a lawful work stoppage at the university may request approval from a Vice President, or designate, for a temporary work-from-home arrangement to avoid having to physically cross a picket line. If denied, the Employee will be provided reasons in writing.

APPENDIX Q**

Letter of Understanding

Job Evaluation

The Parties agree that they will jointly examine the Hay System of job evaluation. Within six months following the date of ratification of this Agreement, the Parties agree to meet to discuss:

- i. the potential date of the transition;
- ii. any necessary changes to the Collective Agreement language; and,
- iii. any other transitional issues of concern to either party.

The Parties will endeavour to resolve any matters in dispute to enable a timely transition.

PART A – OPERATING AGREEMENT

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ARTICLE A1*

EMPLOYEE TYPES AND APPLICATION

A1.01 This Agreement (Common Provisions and Part A) will apply to all Employees of the University of Alberta when employed in general support services as stated in this Article.

A1.02 Employee Types - Definitions

(a) **“Regular Employee”:**

- (i) **“Full-time Regular Employee”** means a person who is appointed to a position of 35, 37.5 or 40 hours per week either on:
 - a. a continuing basis; or
 - b. for recurring specified periods of more than six months per year.

- (ii) **“Part-time Regular Employee”** means a person who is appointed to a part-time position and works regular hours that are 40% or more (but less than 100%) of the hours of work specified for the job either on:

- a. a continuing basis; or
- b. for recurring specified periods of more than six months per year.

(b) **“Auxiliary Employee”** means a person who does not fall within the definition of Regular Employee and:

- (i) is Auxiliary Hourly if they have accumulated more than 1707 hours (exclusive of the premium portion of overtime) by working in one or more positions, or
- (ii) is Auxiliary Salary if they have been appointed to work the hours of a Regular Employee in one position for a specific period of more than 12 months but not more than 48 months.

- (c) **“Casual Employee”** means a person who does not fall within the definition of a Regular or Auxiliary Employee and who works in one or more positions on a supplementary, irregular, or intermittent basis. Such an appointment may be ended upon providing notice in accordance with the provisions of the Alberta Employment Standards Code.
- (d) **“Supplemental Tradesperson”** means a person hired by University Services, Operations and Finance as a journeyman or Apprentice and recruited by a requested referral from their respective outside trade union to be employed in one of the trade job titles referenced in Common Provisions, Appendix A.
- (e) **“Apprentice”** means a person who has signed a contract of apprenticeship with the Employer as provided for under the Skilled Trades and Apprenticeship Education Act but does not include a Supplemental Tradesperson Apprentice as defined in clause A1.02(d) above.

A1.03 Application for Regular Employees

(a) Full-time Regular Employees

The provisions of this Agreement will apply to full-time Regular Employees except where specifically excluded or modified.

The following article(s) will not apply to full-time Regular Employees:

- (i) Article A11 Supplemental Tradespersons – University Services, Operations and Finance

When a full-time Regular Employee is employed for recurring specified periods of more than six months each year, the terms and conditions of this Agreement will not apply during the inactive period, except as specified in Common Provisions, clause 30.12 (Benefits - Recurring Employees).

(b) **Part-time Regular Employees**

The provisions of this Agreement will apply to part-time Regular Employees except where specifically excluded or modified.

The following article(s) will not apply to part-time Regular Employees:

- (i) Article A11 Supplemental Tradespersons –
University Services, Operations and Finance

When a part-time Regular Employee is employed for a recurring specified period of more than six months each year, the terms and conditions of this Agreement will not apply during the inactive period, except as specified in Common Provisions, clause 30.12 (Benefits – Recurring Employees).

A1.04 Application for Auxiliary Employees

- (a) The provisions of this Agreement will apply to Auxiliary Employees except where specifically excluded or modified.

The following article(s) will not apply to Auxiliary Employees:

- (i) Article A11 Supplemental Tradespersons –
University Services, Operations and Finance
- (b) Hours paid as vacation, paid holidays, and the premium portion of overtime will not count toward the accumulation of 1707 hours under clause A1.02(b)(i).
- (c) Employees who have accumulated more than 1707 hours in accordance with clause A1.02(b)(i) will be entitled to the provisions of clause A1.04(a) commencing the first pay period following such accumulation.
- (d) Auxiliary Employees who work in excess of the limit described under clause A1.02(b)(ii) in one position will become Regular Employees.

- (e) An Employee will cease to be an Auxiliary Employee if they do not work for a period of four months. The Employer will not separate an Auxiliary Employee or fail to assign them hours for the sole purpose of preventing the Employee from maintaining their status as an Auxiliary Employee or from becoming a Regular Employee.

A1.05 Application for Casual Employees

Casual Employees will commence employment at Level 1.

Effective April 1, 2026, A1.05(a) and Student Employee provisions no longer apply.

- (a) **Level 1** – The provisions of this Agreement will apply to Casual Employees at Level 1 except where specifically excluded or modified.

The following articles will not apply to Casual Employees at Level 1:

- (1) Common Provisions Article 10 – Performance Reviews and Increments
- (2) Common Provisions Article 11 – Workers' Compensation Supplement
- (3) Common Provisions Article 13 – Postings, Transfers, Promotions, and Responsibility Pay
- (4) Common Provisions Article 14 – Resignation/ Transfer
- (5) Common Provisions Article 16 – Leave Without Pay
- (6) Common Provisions Article 19 – Reduced Hours Leading to Retirement
- (7) Common Provisions Article 21 – Discipline
- (8) Common Provisions Article 25 – Winter Closure
- (9) Common Provisions Article 27 – Special Leave

- (10) Common Provisions Article 28 – Witness or Jury Duty
- (11) Common Provisions Article 30 – Benefit Plans
- (12) Common Provisions Article 31 – University Credit Courses
- (13) Common Provisions Article 32 – Human Resources Development Fund
- (14) Common Provisions Article 33 – Job Evaluation
- (15) Common Provisions Article 34 – Job Evaluation Appeals
- (16) Common Provisions Article 35 – Joint Committee on Job Evaluation System
- (17) Article A4 – Shift and Weekend Differential
- (18) Article A6 – Call Back
- (19) Article A7 – Standby
- (20) Article A8 – Market Supplements
- (21) Article A9 – Retirement Bonus
- (22) Article A10 – Illness and Proof of Illness
- (23) Article A11 – Supplemental Tradespersons – University Services, Operations and Finance
- (24) Article A12 – Seniority and Seniority Units
- (25) Article A13 – Position Disruption

The following appendices will not apply to Casual Employees at Level 1:

- (1) Common Provisions Appendix B – Terms of Reference and Agreement Respecting Benefit Cost Management

- (2) Common Provisions Appendix C – Recreation Facilities
- (3) Common Provisions Appendix D – Vacation Hourly Formula Rates
- (4) Common Provisions Appendix E – Terms of Reference Learning and Development Committee (HRDF)
- (5) Common Provisions Appendix I – Consultation Guidelines – Position Disruption
- (6) Common Provisions Appendix K – Payment of Professional Accreditation for Support Staff
- (7) Appendix AA – Legacied Employee Base Pay Grid
- (8) Appendix AC – Seniority Units
- (9) Appendix AD – Contracting Out
- (10) Appendix AE – Salary Treatment – Class III Steam Engineers
- (11) Appendix AF – Continuous Operations – Pay on December 26
- (12) Appendix AG – Trade Employees – University Services, Operations and Finance

Student Employees – Students attending the University of Alberta on a full-time basis (as defined by the University calendar) who are covered by this Agreement and are employed as Casual Employees will be entitled to the same provisions as Casual Employees at Level 1, subject to the following:

- (i) Student Employees will not accumulate hours toward Level 2 or status as an Auxiliary Employee, except where the Student Employee has been employed on a Casual basis for a cumulative period of four years. Student Employees will

receive a 1.5% increase to their rate of pay in recognition of their ineligibility to progress beyond Level 1.

- (ii) Hours worked by Student Employees at Level 1 will count toward progression to Level 2 and status as an Auxiliary Employee if the Employee ceases to be a full-time student and continues to work without a four-month break or works beyond four cumulative years.
 - (iii) Hours worked as a Student Employee will be considered service if the Employee is appointed from Casual employment to a regular position without a break in employment.
 - (iv) A Student Employee will not be able to complete a probation period and Common Provisions, Article 12 (Probation and Trial Periods) will not apply.
- (b) **Level 2** – Casual Employees will progress from Level 1 to Level 2 when they have worked more than 1000 hours in one or more positions. Hours paid as vacation, paid holidays, and the premium portion of overtime will not count toward the accumulation of the 1000 hours. Effective April 1, 2026, this clause no longer applies.

The provisions of this Agreement will apply to Casual Employees at Level 2 except where specifically excluded or modified. Effective April 1, 2026, the below provisions apply to all Casual Employees.

The following articles will not apply to Casual Employees at Level 2:

- (1) Common Provisions Article 10 – Performance Reviews and Increments
- (2) Common Provisions Article 11 – Workers' Compensation Supplement
- (3) Common Provisions Article 14 – Resignation Transfer

- (4) Common Provisions Article 19 – Reduced Hours Leading to Retirement
- (5) Common Provisions Article 25 – Winter Closure
- (6) Common Provisions Article 28 – Witness or Jury Duty
- (7) Common Provisions Article 31 – University Credit Courses
- (8) Common Provisions Article 33 – Job Evaluation
- (9) Common Provisions Article 34 – Job Evaluation Appeals
- (10) Common Provisions Article 35 – Joint Committee on Job Evaluation System
- (11) Article A4 – Shift and Weekend Differential
- (12) Article A6 – Call Back
- (13) Article A7 – Standby
- (14) Article A8 – Market Supplements
- (15) Article A9 – Retirement Bonus
- (16) Article A11 – Supplemental Tradespersons – University Services, Operations and Finance
- (17) Article A13 – Position Disruption

The following appendices will not apply to Casual Employees at Level 2:

- (1) Common Provisions Appendix B – Terms of Reference and Agreement Respecting Benefits Cost Management
- (2) Common Provisions Appendix D – Vacation Hourly Formula Rates
- (3) Common Provisions Appendix I – Consultation Guidelines - Position Disruption

- (4) Common Provisions Appendix K – Payment of Professional Accreditation for Support Staff
 - (5) Appendix AA – Legacied Employee Base Pay Grid
 - (6) Appendix AC – Seniority Units
 - (7) Appendix AE – Salary Treatment – Class III Steam Engineers
 - (8) Appendix AF – Continuous Operations – Pay on December 26
 - (9) Appendix AG – Trade Employees – University Services, Operations and Finance
- (c) Hours worked by a Casual Employee will not count towards progression to higher levels if the Employee does not work for a period of four months. The Employer will not separate a Casual Employee or fail to assign them hours for the sole purpose of breaking their accumulation of hours.

A1.06 Application for Supplemental Tradespersons – University Services, Operations and Finance

The provisions of this Agreement will apply to Supplemental Tradespersons except where specifically excluded or modified.

The following articles will not apply to Supplemental Tradespersons:

- (1) Common Provisions Article 4 – Exclusions
- (2) Common Provisions Article 10 – Performance Reviews and Increments
- (3) Common Provisions Article 11 – Workers’ Compensation Supplement
- (4) Common Provisions Article 12 – Probation and Trial Period

- (5) Common Provisions Article 14 – Resignation/ Transfer
- (6) Common Provisions Article 15 – Position Abandonment
- (7) Common Provisions Article 16 – Leave Without Pay
- (8) Common Provisions Article 19 – Reduced Hours Leading to Retirement
- (9) Common Provisions Article 21 – Discipline
- (10) Common Provisions Article 23 – Religious Observance
- (11) Common Provisions Article 24 – Paid Holidays
- (12) Common Provisions Article 25 – Winter Closure
- (13) Common Provisions Article 26 – Vacation Leave and Anniversary Days Off
- (14) Common Provisions Article 27 – Special Leave
- (15) Common Provisions Article 28 – Witness or Jury Duty
- (16) Common Provisions Article 29 – Maternity and Parental Leave
- (17) Common Provisions Article 30 – Benefit Plans
- (18) Common Provisions Article 31 – University Credit Courses
- (19) Common Provisions Article 33 – Job Evaluation
- (20) Common Provisions Article 34 – Job Evaluation Appeals
- (21) Common Provisions Article 35 – Joint Committee on Job Evaluation System
- (22) Article A7 – Standby

- (23) Article A8 – Market Supplements
- (24) Article A9 – Retirement Bonus
- (25) Article A12 – Seniority and Seniority Units
- (26) Article A13 – Position Disruption

Except for Common Provisions, Appendix A, Appendix C, and Appendix I, the appendices will not apply to Supplemental Tradespersons.

A1.07 Application for Apprentices

- (a) The provisions of this Agreement will apply to Apprentices except where specifically excluded or modified.

The following articles will not apply to Apprentices:

- (1) Common Provisions Article 4 – Exclusions
- (2) Common Provisions Article 10 – Performance Reviews and Increments
- (3) Common Provisions Article 12 – Probation and Trial Periods
- (4) Common Provisions Article 13 – Postings, Transfers, Promotions and Responsibility Pay
- (5) Common Provisions Article 14 – Resignation/ Transfer
- (6) Common Provisions Article 31 – University Credit Courses
- (7) Common Provisions Article 34 – Job Evaluation Appeals
- (8) Article A9 – Retirement Bonus
- (9) Article A11 – Supplemental Tradespersons – University Services, Operations and Finance
- (10) Article A13 – Position Disruption

- (b) An Apprentice who completes their apprenticeship and continues to be employed will become an Auxiliary Employee.

ARTICLE A2*

HOURS OF WORK

A2.01 Regular Work Days and Work Weeks for Full-time Employees

- (a) The regular work day will be:
 - (i) 7 hours, or
 - (ii) 7.5 hours, or
 - (iii) 8 hours.
- (b) The regular work week will be:
 - (i) 35 hours, or
 - (ii) 37.5 hours, or
 - (iii) 40 hours.
- (c) The regular work week will normally consist of five consecutive work days immediately followed by two consecutive rest days.
- (d) The regular work day for all Employees covered by this Agreement will not be increased, except by mutual agreement. If clause A2.06 applies, mutual agreement of the parties is required.
- (e) An Employee will not be required to work a split shift except by mutual agreement.

A2.02 (a) Where the Employer requires that an Employee's starting time, work pattern (i.e. shift type), regular work day, or

regular work week be changed on an ongoing basis, it will provide them with 30 calendar days of written notice of the change.

- (b) Where the Employer requires that an Employee's regular rest days be changed in a given work week, it will provide them with 30 calendar days of written notice of the change and alternate rest days will be scheduled by mutual agreement of the Employee and Supervisor. In no case shall an Employee be required to work for 10 consecutive days.
- (c) Where an emergency arises, the Employer may make temporary changes as required without notice to the Employee. Such changes will not remain in effect for more than two weeks. This provision will not be used repeatedly so as to circumvent the requirement for notice given above.

A2.03 Training Time

All Employer directed and required training time will be considered as working time. Where such working time is overtime, Article A5 shall apply.

A2.04 Notification of Absence

- (a) A day worker who is going to be absent from work will ensure that their Supervisor or designee is informed of the reasons for and expected duration of the absence prior to the start of their shift.
- (b) A shift worker who is going to be absent from work will ensure that their Supervisor or designee is informed of the reasons for and expected duration of the absence according to the following:
 - (i) a day shift, one hour prior to the start of their shift;
 - (ii) an afternoon or night shift (where the majority of the shift falls between 1500 and 0700 hours) four hours prior to the start of their shift.

- (c) Should an Employee fail to comply with clause A2.04(a) or (b), as the case may be, their absence may be considered as unauthorized leave without pay unless they had legitimate reasons for the non-compliance.
- (d) The Department Head will designate a person in each department to be personally contacted in the event an Employee's Supervisor cannot be reached.

A2.05 Rest Periods

- (a) Full-time Employees will be entitled to a paid rest period of 15 minutes during each ½ working day.
- (b) Part-time Employees will be entitled to a paid rest period of 15 minutes during the first 3 ½ hours, and an additional rest period of 15 minutes during the rest of their work day if more than two hours.
- (c) Employees scheduled to work for more than four hours are entitled to at least ½ hour of unpaid time at approximately the mid-point of their working day.

A2.06 Modified Hours

- (a) Where shifts and/or hours of work, different from those contemplated in clause A2.01, are initially proposed, the following terms will apply:
 - (i) The proposed terms must not result in a gain or loss in benefits or rights under this Agreement.
 - (ii) The proposal will not negate any terms in the Agreement; and any modifications must be specified in writing, including the positions or individuals to whom it will apply.
 - (iii) Such a proposal may only be implemented where the Union and the Employer have agreed, in writing, to the required modifications of the terms of this Collective Agreement, and the majority of the Employees affected have approved.

- (b) Once a modified hours of work agreement is in place, it may only be changed by the Employer to revert back to the provisions of clause A2.01 unless the parties agree to a different modified hours of work agreement.
- (c) The Employees affected by the provisions of (b) above will be provided with written notice of the new modified hours agreement a minimum of 45 calendar days prior to the implementation of the new agreement.
- (d) A signed copy of a modified hours of work agreement in accordance with clause (a) or (b) above will be provided to each affected Employee and each new hired Employee.

A2.07 Casual Level 1 Employees

Only clauses A2.04 and A2.05 apply to this Employee group. Otherwise, the hours of work are as per Employment Standards. Effective April 1, 2026, this clause no longer applies.

ARTICLE A3**

12 HOUR SHIFTS

All provisions of the Collective Agreement will be applied as written except as modified in this Article. Where continuous operations require 12 hour shifts, the following terms will apply:

A3.01 Hours of work alteration shall result in no loss or gain in Employee benefits or entitlements.

A3.02 Where an Employee's hours of work are modified by this clause, such Employees will have benefits and entitlements which are expressed in terms of daily or weekly entitlements, converted to produce the equivalent hours of benefits and entitlements as they would have had if the hours of work had not been modified.

A3.03 Shifts

- (a) Employees may be required to work a combination of day and night shifts over the averaging period rotation.
- (b) Employees will be compensated for all 12 hours within the scheduled shift in recognition of the operational requirement to remain on site, or work through rest periods when relief is not available. Posted shift schedules shall be deemed to satisfy the hours of work requirements in each averaging period.
- (c) The schedule averaging period will not exceed 26 weeks. Each operational unit will post the schedule averaging period along with the shift schedules.
- (d) Within the averaging period the average weekly hours will be equivalent to the regular work week hours set out in clause A2.01(b)(iii) as if the shift schedule had not been modified.
- (e) A scheduled shift will not normally be less than eight hours in length. When a shift of less than eight hours is required to fulfill the minimum hours within the averaging period, the Employee may elect to fulfill the required hours by either attending the shift or utilizing banked time or vacation in place of the shift. If an Employee elects not to attend the shift and utilizes banked time or vacation, they will notify their Supervisor of their election no later than 14 days prior to the shift.
- (f) Unless mutually agreed to or in the event of an emergency, an Employee will not be required to work more than four consecutive 12 hour shifts.
- (g) Shift schedules will be posted a minimum of two months in advance of the start of the schedule.
- (h) Subject to clause A2.02, when a change is made to an Employee's schedule without the Employee's agreement and with less than 14 calendar days' notice, the Employee will be paid at overtime rates for all hours worked on the first shift only of the changed schedule.

- (i) Employee leave requests will normally be submitted to the Supervisor a minimum of 14 calendar days prior to the leave date requested.
- (j) Shift exchanges between individual Employees shall require prior approval from the Supervisor. Mutually agreed exchanges of regular scheduled shifts shall not be considered overtime.

A3.04 Rest periods

- (a) Rest periods are included and paid as part of the 12 hour shift schedule.
- (b) There will be no accumulation of time in lieu or pay for rest breaks not taken unless an emergency or operational requirements prevent the Employee from taking their breaks. In such cases, the Employee is to inform their Supervisor at the end of their shift of the reason they were unable to take their break(s) at any point during the shift and how much rest time was missed. If approved, the time will be paid at straight time or added to a subsequent break, at the election of the Supervisor.

A3.05 Overtime

- (a) Where the Employer requires an Employee to work additional time adjoining a regular shift, clause A5.03 will apply.
- (b) Where the Employer requires an Employee to work on one or more of the Employee's regular rest days, overtime provisions shall apply.

A3.06 Standby

Where Employees are required to be on Standby on a regularly scheduled basis, Standby periods will be specified on the posted schedule. Article A7 will apply to such Standby shifts.

A3.07 Paid Holidays

- (a) For each paid holiday, the Employer shall identify two consecutive shifts (one night shift and one day shift)

which shall be deemed to be a paid holiday for purposes of applying Common Provisions, Article 24. All hours worked on those shifts shall be considered hours worked on the paid holiday irrespective of the calendar day.

- (b) Where Common Provisions, Article 24 and Article A7 reference a lieu day, the lieu day shall equate to eight hours of time off with pay.

A3.08 Winter Closure

- (a) To equate to the four days off afforded to Employees by Common Provisions, Article 25, Employees who work 12 hour shift schedules will be granted 32 hours of time off in lieu to be taken at a mutually agreeable time within the first six months of each calendar year.
- (b) No other time off with pay referenced in Common Provisions, Article 25 shall apply in addition to the 32 hours referenced in this clause.
- (c) Pay on December 26 will be applied as per Appendix AF.

A3.09 Any authorized requirement for an Employee to attend a court of law as a result of their job duties will be compensated as follows:

- (a) Requirement to attend court on non-scheduled work time will be considered overtime and will be compensated in accordance with Article A5.

A3.10 Illness Leave

- (a) Notwithstanding clause A10.03, there shall be no requirement for a medical certificate for an illness resulting in absence from work for a period of three consecutive scheduled shifts or less. All other terms of clause A10.03 will apply.
- (b) For the purposes of clause A10.04 only, work days shall be interpreted as scheduled shifts.
- (c) Employees will utilize Casual Illness leave equal to their scheduled shift hours.

- (d) Clause A10.07 shall be converted to hours where Regular Employees will have 1040 hours of illness leave available to them, of which 84 hours may be used as Casual Illness.
- (e) Where an Employee is on General Illness leave with a duration, or anticipated duration, less than four weeks, General Illness leave will be administered to utilize hours equal to the Employee's scheduled shifts.
- (f) Where an Employee is on General Illness leave in excess of four weeks, General Illness leave will be administered to utilize 40 hours per week, as if the hours of work had not been modified.
- (g) Upon the exhaustion of General Illness leave, vacation credits may be used to cover the absence due to illness. This will be administered in the same manner as outlined in clauses A3.10(e) and A3.10(f).

A3.11 Leave without pay

- (a) Where an Employee is on a leave without pay, pay suspension shall be administered to equal the hours the Employee would have been scheduled to work if not on leave.
- (b) Notwithstanding clause A3.10(a), if the leave without pay is due to medical absence, pay suspension shall be administered as per clauses A3.10(e) and A3.10(f).

A3.12 Responsibility pay

Pursuant to Common Provisions, clause 13.04, the cumulative qualifying period for 12 hour shift Employees shall be 40 hours per fiscal year.

A3.13 Position Disruption

For the purposes of Article A13, "days" shall equate to calendar days, exclusive of Saturdays, Sundays, paid holidays, or official University-wide days off.

A3.14 Special Terms and Conditions

Departments using 12 hour shifts will identify and document any specific terms and conditions that apply to their unit (e.g. shift scheduling, balancing period, etc.). This will be reduced to writing and, where it requires modification of the terms of the Collective Agreement, require approval from the Employer and the Union.

ARTICLE A4*

SHIFT AND WEEKEND DIFFERENTIAL

- A4.01** Shift differential will apply when an Employee is required to work a shift where at least 60% of the shift falls between 1500 hours and 0700 hours.
- A4.02** For Heating and Cooling Plant, Control Centre, and University Protective Services, shift differential will be paid for all hours worked between 1500 and 0700 hours.
- A4.03** Shift differential will be paid at a rate of \$2.00 per hour for all hours worked on the applicable shift.
- A4.04** Where an Employee is required to work on a weekend (12:01 am Saturday to 11:59 pm Sunday) they will be paid a weekend premium of \$2.00 per hour for each hour worked on the weekend. If the Employee is also entitled to overtime, the overtime calculation will apply before the weekend premium.

ARTICLE A5*

OVERTIME

- A5.01** “**Overtime**” means work required to be performed by an Employee outside of their regular shift, including:

- (a) work on a regular work day which adjoins the end of their regular shift; or
- (b) work on their regular day of rest or on a previously mutually agreed-to lieu day, where they have been notified of such requirement before the end of their last shift.

A5.02 Authorization

Overtime will be authorized by the Employer before it is worked and, except in cases of emergency, must be mutually agreeable to both Employer and Employee.

Regular, Auxiliary, Casual Level 2, and Supplemental Trades Employees

Effective April 1, 2026, the below will apply to all Casual Employees.

A5.03 Rates and Calculation

A full-time Employee required to work overtime will be paid at:

- (a) time and one-half for the first two hours worked, and
- (b) double time for all hours worked thereafter.

A5.04 A part-time Employee whose regularly scheduled daily hours are less than those for a full-time Employee in the same job title who is required to work overtime will be paid at:

- (a) straight time for hours worked up to the scheduled daily hours for said full-time Employee,
- (b) time and one-half for the first two hours worked more than specified in clause A5.04(a), and
- (c) double time for all hours worked thereafter.

A5.05 Notwithstanding clauses A5.03 and A5.04, where an Employee is required to work overtime on both of their regular consecutive days of rest, they will be paid at two times for all hours worked on the second day of rest.

- A5.06** (a) Where an Employee is required to work overtime which adjoins their regular shift, they will receive a minimum compensation of one hour at the applicable overtime rate.
- (b) Where an Employee is required to work overtime and the overtime period does not adjoin their regular shift, they will receive a minimum compensation of two hours at the applicable overtime rate.

A5.07 Overtime pay will be:

- (a) calculated to the nearest quarter of an hour, subject to clause A5.06,
- (b) calculated on the basis of the Employee's pay in effect at the time the overtime occurred, and
- (c) paid no later than the pay period following the pay period in which it was reported.

A5.08 Compensating Time Off

Notwithstanding clause A5.07, an Employee may elect to take compensatory time off in lieu of overtime pay. Such compensatory time will be calculated in the same manner as overtime pay.

By mutual agreement of the Employee and their Department Head, the compensatory time off will normally be taken within six months from the time when the overtime was earned.

Requests for time off will not be unreasonably denied.

Requests denied for operational requirements must identify the specific operational requirement that prevents the time off from being approved. Such reasoning must be provided to the Employee in writing. Any unscheduled banked hours as of October 1 may be paid out by the Employer. Once hours are scheduled, they will not be changed except by mutual agreement.

A5.09 Meal Breaks

Where an Employee is required to work more than two hours of overtime on their regular work day, they will:

- (a) upon completion of the first two hours:
 - (i) be provided with a meal or be paid a meal allowance of whichever is greater:
 - a. that amount provided per the university's policy; or
 - b. \$15.00 for breakfast, \$15.00 for lunch, or \$30.00 for dinner; and
 - (ii) be allowed a meal break of ½ hour at straight time
- (b) upon completion of every four hours thereafter, have clause A5.09(a) apply to them.

A5.10 Where an Employee is required to work more than four hours of overtime on their regular day of rest or on a previously mutually agreed-to lieu day, they will, upon completion of every four hours:

- (a) be provided with a meal or be paid a meal allowance of whichever is greater:
 - (i) that amount provided per the university's policy; or
 - (ii) \$15.00 for breakfast, \$15.00 for lunch, or \$30.00 for dinner; and,
- (b) be allowed a meal break of ½ hour at straight time.

A5.11 An Employee will be entitled to at least eight consecutive clear hours between the end of the overtime work and the start of their next shift. It will be the responsibility of the Employer to ensure that an Employee required to work overtime will be provided with the eight consecutive clear hours. To this end, the Employer may instruct the Employee to leave before the usual quitting time of their regular shift and/or to report after the usual starting time of their next regular shift. Where such instruction is given, the Employee's pay will not be docked nor will they be required to make up for such regular hours not worked. Where such instruction is not given for whatever reason, the Employee will be paid at two times for all hours worked on their next regular shift which fall within the eight

consecutive clear hours.

Casual Level 1 Employees

A5.12 Clauses A5.03 to A5.11 will not apply to Casual Level 1 Employees; however, such Employees are entitled to pay at time and one-half the Employee's wage rate for any hours worked more than eight hours per day or 40 hours per week.

Effective April 1, 2026, this clause no longer applies.

ARTICLE A6*

CALL BACK

A6.01 “**Call back**” means an unexpected requirement to return to work, including:

- (a) Work on a regular work day:
 - (i) which does not adjoin the end of their regular shift; or
 - (ii) which does or does not adjoin the beginning of their regular shift;
- (b) work on their regular day of rest or on a previously mutually agreed-to lieu day, where they have not been notified of such requirement before the end of their last regular shift; or
- (c) work on a paid holiday.
- (d) It is understood, however, that where an Employee is required to work overtime as defined in clause A5.01 and where they, of their own volition, choose to perform such work at another time, such work will be considered as overtime and not as Call back

A6.02 Where an Employee is called back on their regular work day or day of rest, they will:

- (a) be paid \$30.00 as travel compensation (not applicable where work is performed remotely and no travel by the Employee is required);
- (b) be paid at the applicable overtime rates for hours worked with a minimum compensation of two hours at the applicable overtime rate; and
- (c) if required to work more than four hours, upon completion of every four hours:
 - (i) be provided with a meal or be paid a meal allowance of whichever is greater:
 - a. that amount provided per the university's policy; or
 - b. \$15.00 for breakfast, \$15.00 for lunch, or \$30.00 for dinner; and,
 - (ii) be allowed a meal break of ½ hour at straight time.

A6.03 Where an Employee is called back on a paid holiday, a vacation day, or a previously agreed-to lieu day, they will:

- (a) be paid \$30.00 as travel compensation (not applicable where work is performed remotely and no travel by the Employee is required);
- (b) receive their regular work day's pay;
- (c) be paid at straight time for hours worked up to their regularly scheduled daily hours, with a minimum compensation of two hours at straight time;
- (d) be paid at double time for all hours worked in excess of their regularly scheduled daily hours;
- (e) if required to work more than four hours, upon completion of every four hours:

- (i) be provided with a meal or be paid a meal allowance of whichever is greater:
 - a. that amount provided per the university's policy; or
 - b. \$15.00 for breakfast, \$15.00 for lunch, or \$30.00 for dinner; and,
 - (ii) be allowed a meal break of ½ hour at straight time; and
- (f) be given an alternate vacation or lieu day, as appropriate.

A6.04 Where an Employee is called back more than once on the same day, clauses A6.02 or A6.03 as the case may be, will apply to every one of such Call backs, except that, in the case of clause A6.03, clauses A6.03(b) and (f) will apply only once.

A6.05 Call back pay under clauses A6.02(b) and A6.03(c) and (d) will be:

- (a) calculated to the nearest quarter of an hour, subject to the relevant minimum compensation;
- (b) calculated on the basis of the Employee's pay in effect at the time the Call back occurred;
- (c) paid no later than the pay period following the pay period in which it was reported.

A6.06 Notwithstanding clause A6.05, a Regular Employee may elect to take compensatory time off in lieu of Call back pay. Such compensatory time off will be calculated in the same manner as Call back pay. In the event that any compensatory time cannot be taken at a time mutually agreeable to the Employee and their Department Head within a period of six months immediately following the month in which the Call back occurred, the Employee will, instead, receive the Call back pay in the month immediately following the expiration of the six month period.

A6.07 An Employee will be entitled to at least eight consecutive clear hours between the end of the Call back work and the start of

their next shift. It will be the responsibility of the Employer to ensure that an Employee called back will be provided with the eight consecutive clear hours. To this end, the Employer may instruct the Employee to leave before the usual quitting time of their regular shift and/or to report after the usual starting time of their next regular shift. Where such instruction is given, the Employee's pay will not be docked nor will they be required to make up for such regular hours not worked. Where such instruction is not given for whatever reason, the Employee will be paid at two times for all hours worked on their next regular shift which falls within the eight consecutive clear hours.

ARTICLE A7*

STANDBY

- A7.01** “**Standby**” means being required, during a specified period of time when the Employee is not at work, to be available to return to work.
- A7.02** Where an Employee is required to stand by, they will, for each Standby period of 24 hours or a portion thereof:
- (a) be paid \$50.00, if the Standby is on their regular work day (\$55.00 effective April 1, 2027);
 - (b) be paid \$65.00, if the Standby is on their regular day of rest (\$70.00 effective April 1, 2027); or
 - (c) be paid \$65.00, receive their regular work day's pay, and be given a lieu day, if the Standby is on a paid holiday or a previously mutually agreed-to lieu day (\$70.00 effective April 1, 2027).
- A7.03** Where an Employee on Standby is called back, they will be covered, as the case may be, by:
- (a) both clauses A6.02 and A7.02(a),
 - (b) both clauses A6.02 and A7.02(b), or

- (c) both clauses A6.03 and A7.02(c), except that they will receive only once their regular work day's pay and be given only one lieu day.

A7.04 Where an Employee is required to stand by on a regular basis, they will be made aware of such requirement in writing at the commencement of their employment. Where a change in an Employee's duties and responsibilities entails a requirement for them to Standby on a regular basis, they will be made aware of such requirement in writing by their Department Head prior to the implementation of the requirement. This clause will not negate the payment of Standby compensation.

ARTICLE A8*

MARKET SUPPLEMENTS

A8.01 There may be occasions when it is necessary to differentially compensate Employee(s) in a select job category in order to attract and/or retain Employees with critical skills in key areas of the Employer. On such occasions the Employer will determine when critical skills may be extraordinarily compensated. The Employer agrees to notify the Union of any proposed market supplement and the reasons for the extraordinary remuneration when the adjusted salary falls outside the normal base pay range for that Employee's position. The Union will respond within ten days of such notification to provide any additional comments or feedback. The parties will mutually agree to the appropriate rate of pay, method of market supplement, and the specific time period for such extraordinary remuneration. Failing any final agreement, the parties agree to arbitrate the matter pursuant to Common Provisions, Article 17 (Dispute Resolution Process). Each application of a market supplement is independent of any existing or future market supplement for the same or different jobs and skills. The market supplement is a fixed term premium, subject to review, and as such is not subject to Common Provisions, clause 2.20 (Definitions – Pay) of the Agreement. Market supplements will be reviewed annually

thereafter by the Joint Committee established under Common Provisions, Article 36 (Labour/Management Committee). The Employer and the Union may waive the time limits noted in this clause by mutual agreement.

ARTICLE A9

RETIREMENT BONUS

- A9.01** An eligible full-time Employee will receive, as a retirement bonus, 25 days base pay. Eligible part-time Employees will receive a pro-rated amount in accordance with the Employee's full time equivalent status.
- A9.02** Eligible Employees must have completed a minimum of 20 years of service at date of:
- (a) Normal retirement – where an Employee retires at age 65 or at the point when the sum of their age and their length of service equals 85 years;
 - (b) Deferred retirement – where an Employee withdraws from service after having worked, with the consent of the Employer, a period beyond their normal retirement;
 - (c) Early retirement (other than an incentive early retirement program) – where an Employee, with the consent of the Employer, withdraws from service prior to their normal retirement; or
 - (d) Disability retirement – where an Employee is not qualified to receive long term disability benefits but has been medically certified that they should immediately withdraw from service in order to prevent further deterioration of their medical condition.
- A9.03** A person is eligible for only one retirement bonus from the Employer.

ARTICLE A10*

ILLNESS AND PROOF OF ILLNESS

The definition of Illness can be found in Common Provisions, clause 2.15.

A10.01 The Employer and the Union jointly acknowledge their commitment to promoting wellness. Both parties recognize the value of Employees maintaining their overall wellness and ensuring that they can attend work on a regular basis and perform meaningful work. Both parties also recognize the Employer's responsibility to accommodate individuals should illness or injury require such accommodation and to ensure the Employee can safely work. Further, the Employee is responsible for providing appropriate medical documentation as required.

A10.02 This Article will have application only to days on which the Employee would otherwise normally be scheduled to work.

A10.03 “**Casual Illness**” means an Employee illness resulting in absence from work for a period of three consecutive work days or less for which no medical certificate is required, and for appointments as per clause A10.06 and subject to clause A10.07. Where an Employee has used their Casual Illness leave in any one calendar year, they may provide a medical certificate for additional absences of three work days or less, and the absence will be considered as General Illness.

A10.04 “**General Illness**” means a medically documented Employee illness resulting in an absence from work for a period of more than three consecutive work days.

A10.05 “**Calendar Year**” means January 1 to December 31.

A10.06 Medical and Dental Appointments

Time off to attend the Employee's medical and dental appointments requires authorization of the Department Head in advance and will be scheduled to least interfere with the Employee's regular hours of work. Time off during scheduled hours of work will be charged against Casual Illness leave.

A10.07 Illness Leave

- (a) For a Regular Employee, leave of absence with pay is allowable on account of illness from the initial date of service for 26 weeks, i.e., 130 work days, per calendar year, of which ten work days may be used as Casual Illness. This leave is reinstated in accordance with clause A10.08.
- (b) For an Auxiliary Employee, leave of absence with pay is allowable on account of illness from the date the Employee becomes Auxiliary. The Employee has 921 hours available for illness leave, of which 71 hours may be used as Casual Illness and 850 hours may be used for General Illness. The maximum duration of illness leave following the onset of an illness is 26 weeks. This leave is reinstated in accordance with clause A10.08.
- (c) For Part-Time Employees, this Article will apply except that the pay for absence due to illness will be pro-rated based on the Employee's normally scheduled work hours.

A10.08 Reinstatement of Illness Leave

Illness leave is reinstated at the beginning of each calendar year, subject to the following provisions:

- (a) When an absence on account of illness continues from one calendar year to the next, the period of leave with pay allowable in respect of that absence is determined according to the calendar year in which the absence commenced. The portion of such period of leave which is taken in the succeeding year does not reduce the Employee's illness leave for that year.
- (b) After an Employee uses all their illness leave in any one calendar year, they are not entitled to further illness leave in the next calendar year until they have completed ten consecutive days of work from the date of their return to work.

A10.09 Hospitalization/Illness during Annual Vacation Leave

Should an Employee demonstrate, to the satisfaction of the

Department Head, that they were admitted to a hospital as an in-patient during the course of their vacation, they will be considered to be on illness leave for the period of stay in hospital subject to the other provisions of this Article. Vacation time not taken as a result of such stay in hospital will be taken at a mutually agreeable later date.

A10.10 Proof of Illness

- (a) For any absence due to illness of more than three work days but not more than ten work days, an Employee will provide a medical certificate to their manager. The medical certificate will specify:
 - (i) that the Employee is unable to attend work and perform their regular duties due to illness, and
 - (ii) the duration of illness.
- (b) For an absence due to illness of three work days or less, medical certificates will not be required except where the Employee has had a maximum of ten work days of uncertified absence due to illness in a calendar year.
- (c) Medical certificates may be required for any absence due to illness immediately preceding or following a vacation period or a paid holiday.
- (d) The Employee will be required to submit medical documentation to the University Disability Provider and also keep their manager advised of the duration of the illness when:
 - (i) the illness is known initially to be for more than ten working days, or
 - (ii) the illness continues for more than ten working days, or
 - (iii) where there is a discernable pattern of shorter duration absences as determined by the Employer.
- (e) Absences as per clause A10.10(d) must be supported by

medical documentation which includes the following:

- (i) that the Employee is unable to attend work and perform their regular duties due to illness or injury, and
- (ii) the prognosis for full recovery, including the expected duration of the illness or injury, and
- (iii) the limitations and medical restrictions to be accommodated in order for the Employee to attend work and perform meaningful work, and
- (iv) the expected duration of each limitation or restriction, and
- (v) the date the Employee will be reassessed.

As the illness progresses, continued objective medical information is required.

- (f) Where a chronic medical condition has been established with appropriate medical documentation, any absences as a result of that condition will be considered General Illness without the need for medical documentation for each absence, provided the duration and frequency of absences are not inconsistent with the expected duration and frequency of absences as set out in the medical documentation.
- (g) Where medical certificate(s) or documentation is required but not provided, the absence is considered unauthorized.
- (h) Medical documentation provided in accordance with clause A10.10(a) may be obtained from a treating nurse practitioner or treating physician. Medical documentation provided in accordance with clauses A10.10(d) or (f) must be obtained from a treating physician. Any costs associated with providing required medical certificate(s) or documentation will be paid for by the Employer. If the Employee does not return to work on the specified return date(s), further medical documentation is required.

A10.11 Independent Medical Examination

- (a) In the absence of objective medical information from the treating physician(s), the Director (or designee), upon recommendation from the University Disability Provider, may require that the Employee undergo an Independent Medical Exam (IME) in one or both of the following circumstances:
 - (i) in cases of prolonged absence caused by illness; or
 - (ii) where a medical condition is believed to be adversely affecting an Employee's work.
- (b) The physician will submit a medical report to the University Disability Provider as to the condition of the Employee and the amount of time considered necessary for their complete recovery, an opinion on the Employee's ability to continue in their present position, with or without modification, treatment recommendations, and whether or not their condition can be improved through treatment.
- (c) Should the opinions of the treating physician and the physician performing the IME differ regarding the status of the Employee's health, the dispute will be settled by a third physician. This physician will be selected by the mutual agreement of the parties.

A10.12 Return-to-Work from Illness Leave

The Employee has an obligation to accept a Return-to-Work plan that is based on consistent, objective medical information to either full or modified duties or hours as follows:

- (a) first to the pre-illness position, or
- (b) second to another position with the Employer if the pre-illness position cannot be adapted to the limitations and restrictions.

A10.13 Long Term Disability (LTD)

If the illness leave is expected to exceed 26 weeks, an eligible Employee may apply for LTD pursuant to Common

Provisions, clause 30.06 (Long Term Disability). Where medical documentation indicates the Employee may need to apply for LTD, the Employee will be provided with LTD application forms no later than the 20th week of illness leave. Notwithstanding the Employer's and Employee's obligations under clause A10.12, if the Employee's application is approved, the Employee will be placed on LTD. If the Employee's application is denied, the Employee may appeal the decision in accordance with the appeal provisions of the LTD Plan.

A10.15 Casual Level 2 Employees

In lieu of the provisions of clause A10.07, these employees will earn illness entitlement at the rate of 0.049296 hours per hour worked, exclusive of overtime and premiums (which is the equivalent of seven hours for each 142 hours worked) up to a maximum of 12 days per calendar year.

Effective April 1, 2026, this clause will apply to all Casual employees.

A10.16 Supplemental Trades

In lieu of the provision of clause A10.07, these Employees will earn illness entitlement at the rate of 0.049296 hours per hour worked, exclusive of overtime and premiums (which is the equivalent of seven hours for each 142 hours worked) up to a maximum of 12 days per calendar year.

ARTICLE A11*

SUPPLEMENTAL TRADESPERSONS – University Services, Operations and Finance

A11.01 This Article applies to journeymen or Apprentices recruited by a requested referral from their respective outside trade unions to be employed by University Services, Operations and Finance in one of the trade job titles referenced in Common Provisions, Appendix A of this Agreement.

A11.02 An Employee hired under this Article may work for a maximum of 48 continuous months. Breaks in employment of four months or less are not counted towards the 48 continuous months nor do they break service.

Supplemental Tradespersons, employed as of June 29, 2016, will have their most recent date of hire used to establish the start date of their current 48 month period. Supplemental Tradespersons returning with a four month or less break in employment will have their last date of rehire used to establish the start of the 48 months.

A11.03 In the event of downsizing of the current complement of trades Employees, this category of Employee will not be used to replace members of the trades group affected by Position Disruption.

A11.04 The Department will determine the duration of the employment period; and there is no obligation to hire or to provide a guarantee of employment at any time prior to, during, or at the end of the appointment period.

A11.05 At the time of their appointment, an Employee will receive a written statement of their terms and conditions of employment, which will include:

- (a) the provision for payment of health and welfare benefits to the respective trade union, if applicable;
- (b) vacation and holiday pay as specified in the respective trade union contract.

A11.06 An Employee will be paid at least the rate of pay specified at Step 7 of the grade level for the appropriate trade job title, as referenced in Common Provisions, Appendix A.

A11.07 An Employee will be considered an internal applicant for the purpose of Common Provisions, clause 13.01.

A11.08 If an Employee is appointed to an Auxiliary or Regular position during their appointment or within four months of the end of their appointment, or if they return to the University within four months of the end of an absence for maternity/parental purposes, all of the continuous time served with the

Department as a journeyman or Apprentice immediately prior to the appointment will:

- (a) count as service and all respective articles of this Agreement will then apply. In the case of service for an Apprentice, continuous time means time worked at the University or time spent at school as part of the required apprenticeship training.
- (b) be applied toward their probation period.

To qualify for the provisions of this clause, the absence for maternity/parental purposes must directly follow 90 days or more of employment at the University of Alberta.

A11.09 Where an Employee applies for a leave of absence without pay, it will be granted subject to approval of the Employer.

A11.10 After 12 continuous months of employment, an Employee may have access to HRDF funds as per Common Provisions, Article 32 up to a maximum of \$500, providing the Employee does not have access to funding for the same purpose elsewhere.

A11.11 Common Provisions, Article 17 (Dispute Resolution) will apply to an Employee up to and including Step Three of the Grievance Procedure. An Employee may only grieve the articles of this Agreement which apply to this Employee category as specified in clause A1.06 and this Article.

A11.12 An Employee will be provided with the following working notice in the event of layoff:

- (a) one week working notice for more than three months but less than two years of service; or
- (b) two weeks working notice for more than two years of service.

ARTICLE A12*

SENIORITY AND SENIORITY UNITS

- A12.01** “**Seniority**” means the length of service in the bargaining unit. It will apply within a Seniority Unit (Appendix AC).
- A12.02** Notwithstanding clause A12.01, all Apprentices in Trades, Infrastructure and Maintenance will be considered to be in one seniority unit and their seniority will apply by year of apprenticeship within their specific trade.
- A12.03** Seniority for part-time Employees will only apply with respect to other part-time Employees.
- A12.04 Seniority Units**
- (a) The Union and the Employer agree to the Seniority Units in Appendix AC.
 - (b) The Employer will consult with the Union on the Seniority Units including any planned changes (amendments, alterations, additions, or deletions). Human Resources will provide the reasons that have led to the planned changes to the Union.
 - (c) If the Union believes that the planned changes are significantly detrimental to its members, the Union will provide to Human Resources the reasons for their belief and present alternatives without unreasonable delay. Human Resources will then convene a meeting with the Union prior to implementing any such planned changes in order to discuss the impact, ramifications, and effect upon Employee(s). The parties will attempt to reach mutual agreement upon the planned changes without unreasonable delay.
 - (d) Failing mutual agreement, the Employer may implement any planned changes (or otherwise modified planned changes), as it believes that such planned changes do not undermine the integrity of the bargaining unit. Subsequently, the Union may submit a policy grievance under Common Provisions, Article 17 (Dispute Resolution Process).

- (e) The Employer agrees to notify affected Employees of any planned change to Seniority Units.

ARTICLE A13*

POSITION DISRUPTION

A13.01 This Article establishes a process to assist an Employee whose position is disrupted, which may occur, for instance, as a result of technological change. In these situations the parties are committed to consultation prior to the implementation of clause A13.04 and ensuring that Employees are treated with care, understanding, and respect throughout the process. The Employer is committed to reasonable readjustments that assist affected Employees and minimize negative impact on those Employees.

Auxiliary Employees impacted by Position Disruption, as defined by clause A13.02(i), are entitled only to the provisions of clause A13.08; no other provisions of this Article A13 shall apply.

A13.02 Definitions: For the purpose of this Article, the following definitions will apply:

- (a) **Adjustment:** Agreed changes to an Employee's current position and/or terms and conditions of employment pursuant to the exploration of alternatives [clause A13.04(c)].
- (b) **Available Position:** A position that has no incumbent and the Employer deems should be filled.
- (c) **Decision Date:** The final date on which an Employee must advise Human Resources of their chosen option and, unless otherwise agreed, is normally ten days following the Notification Date.
- (d) **End Date:** The Employee's last day of work in their current position.

- (e) **Human Resources:** The University's centralized Human Resources Department.
- (f) **Layoff:** The discontinuance of work as a result of:
 - (i) the abolishment of a position,
 - (ii) a permanent or temporary stoppage of work in a position.
- (g) **Location:** The normal current site of an Employee's work including 50 km surrounding that site and any travel required by the position.
- (h) **Notification Date:** The date that formal written notice is provided.
- (i) **Position Disruption:** A significant and substantial change to an Employee's terms and conditions of employment. It means that a position will be eliminated on a temporary or permanent basis (layoff) or substantially modified (for example, reduction in pay, change from full-time to part-time, reassignment to a position with a lower grade, change in location, change from part-time to full-time). Position Disruption is not normally the reassignment of tasks, duties, work schedule, etc.
- (j) **Recall:** The placement of an Employee on the recall list into an available position of more than 12 months' duration with the same or lower maximum rate of base pay.
- (k) **Redeployment:** The placement of an Employee into a position with the same or lower maximum rate of base pay, as a result of reasonable action by the Employer and as identified in the Employee's formal notice.
- (l) **Status:** The terms and conditions of employment as they relate to:
 - (i) Hours of work (e.g., full-time, part-time);
 - (ii) Type of employment (e.g., continuing, recurring,

temporary);

(iii) The applicable parts (i.e., Operating, Trust).

- (m) **Time Limits:** All of the time limits referred to in this Article are exclusive of Saturdays, Sundays, paid holidays, official University-wide days off, and the date the notice is delivered.

A13.03 Rules of Application

- (a) Departments considering a Position Disruption will consult with Human Resources.
- (b) When two or more Employees are performing work in identical positions within the same seniority unit, Position Disruption will be applied in reverse order of seniority.
- (c) After being advised of an informal notice meeting [clause A13.04(b)], an Employee who makes a claim under Article A10 (Illness and Proof of Illness) will have no extraordinary rights under this Article and may expressly authorize a Union representative to communicate on their behalf, otherwise clause A13.03(f) will prevail.
- (d) Where appropriate, an Employee on any leave of absence may be contacted regarding Position Disruption for the purpose of discussing the planned disruption. However, pursuant to clause A13.04 (b), notice to that Employee will be the date of their return to work, unless the parties agree otherwise.
- (e) An Employee should be provided with pay equivalent to that received prior to disruption provided it is not above the maximum of the range for the grade level of their new position. Where an Employee is redeployed or recalled into a position:
- (i) at the same grade level, they will retain their step level on that base pay grade;
 - (ii) at a lower grade level and their base pay is within the base pay range for that grade, they will be placed on the step level nearest, but not lower than,

their current base pay;

- (iii) at a lower grade level and their base pay is above the base pay grade for the new position, they will be placed at step nine of the base pay grade for the new position.
- (f) If Human Resources does not receive the Employee's response to the options by the Decision Date, one of the following will result:
 - (i) Immediate termination without recall rights, if redeployment to a position at the same status, grade, and location was offered, or
 - (ii) Immediate layoff with recall rights, if redeployment to a lower grade, different status or location; layoff and recall; or severance were offered.

This default termination action will be rescinded if it is subsequently determined that the circumstances were beyond the control of the Employee and prevented them from reporting or replying. These default provisions will be outlined in the formal written notice [clause A13.04(d) (iii)].

A13.04 Process

(a) Voluntary Severance

If a department is considering reorganization or restructuring, which may or may not lead to Position Disruption, the Employer may offer a voluntary severance arrangement with the same provisions outlined in clause A13.05(d). The parameters under which voluntary severance are offered will be defined by the department and communicated to all staff, copying Human Resources, and the Union. Where an Employee expresses an interest in pursuing a voluntary severance arrangement under this specific clause, Human Resources and the Union will assist the department and the Employee in finalizing the arrangement.

(b) Informal Notice

At least ten days prior to the planned formal notice of Position Disruption, Human Resources will arrange a joint meeting with the department, the Union, and affected Employees to discuss the details and anticipated impact on Employees. At this meeting, a package of information about Position Disruption (agreed to by the Union and the Employer) will be made available to the Employee(s).

(c) Exploration of Alternatives

- (i) Within the period prior to the formal written notice to the affected Employees, the Union, the department, Human Resources, and the Employees will explore methods and alternatives for managing Position Disruption in a manner which minimizes negative impact on Employees.
- (ii) In advance of formal notice being served, every effort will be made by the parties to agree on adjustments, preferably without loss of pay.
- (iii) Adjustments
 - a. If agreement on adjustment(s) can be reached, the adjustment(s) will be reduced to writing, will be signed off by the Employer, the Union, and the agreeing Employee(s) and will be implemented.
 - b. If agreement on adjustments(s) can be reached, but some Employee(s) affected by Position Disruption are not willing to accept them, the Employer will determine Position Disruption options in accordance with clause A13.05 for those Employees.
 - c. If agreement on adjustment(s) cannot be reached, the Employer will determine Position Disruption options in accordance with clause A13.05 for all affected Employees.

(d) Formal Notice

- (i) The department, the Union, Human Resources, and the affected Employee(s) will meet as soon as possible, to provide and discuss formal written notice and available options. This meeting may be waived by mutual agreement, and notice served by other means.
- (ii) The date of this meeting is normally the Notification Date; however, if notice is served by other means, the Notification Date will be the date the Employee is deemed to have received written notice. Notice will be deemed to have been received if personally delivered or mailed in a prepaid registered envelope. Where notice is mailed in a prepaid registered envelope, it is deemed to have been received within two days of the date of the mailing.
- (iii) The formal written notice will include the Notification Date, the Decision Date, the applicable End Dates for options offered, reference to clause A13.03(f), and which of the following options are offered to the Employee under clause A13.05.
 - a. Redeployment to an Available Position
 - b. Redeployment to an Occupied Position
 - c. Layoff and Recall
 - d. Severance
- (iv) An Employee who has not been offered redeployment to an available position at their same status, grade and location, will always be entitled to choose between layoff and recall, and severance

(e) Employee Response

No later than the Decision Date, the Employee will respond in writing to the Human Resources representative as to which of the identified option(s) offered the Employee chooses.

- (f) The Employer may offer severance to an Employee at any stage during the Position Disruption process.

A13.05 Options

As part of the formal notice, the Employer will offer one or more of the following options to the Employee for their selection:

(a) Redeployment to an Available Position

- (i) An Employee taking a redeployment option has placement priority over those on the recall list.
- (ii) If the Employee meets the requirements and is qualified to fulfill the duties and/or could do so through job familiarization, with reasonable on-the-job training, within a training period not to exceed two months, as determined by the Employer, then the Employee will be informed of the duties and any retraining required.
- (iii) An Employee redeployed to a position at a lower grade, different status, or location, will retain recall rights to a position at their former status, grade, and location. They will have recall rights for period of:
 - a. two years from the Decision Date, if they have at least five years of seniority as of the Notification Date; or
 - b. one year from the Decision Date, if they have less than five years of seniority as of the Notification Date.
- (iv) If the Employer identifies more than one redeployment option, the Employee may choose one.
- (v) Once one or more redeployment options have been offered, further redeployment options normally will not be pursued.

(b) Redeployment to an Occupied Position

- (i) This occurs when a disrupted Employee exercises their seniority by being redeployed to a position that is:
 - a. Currently occupied by the least senior Employee, and
 - b. Within their same seniority unit, and
 - c. Such that they are qualified and able to fulfill the duties, or could do so within two months of job familiarization, with reasonable on-the-job training, as determined by the Employer.
- (ii) The junior disrupted (i.e., bumped) Employee will be eligible for one or more options under clause A13.05, but not redeployment to an occupied position.
- (iii) An Employee redeployed to a position at a lower grade, different status or location, will retain recall rights to a position at their former status, grade and location. They will have recall rights for a period of:
 - a. two years from the Decision Date, if they have at least five years seniority as of the Notification Date; or
 - b. one year from the Decision Date, if they have less than five years of seniority as of the Notification Date.

(c) Layoff and Recall

- (i) Before the End Date, the Employee must advise Human Resources of their choice between:
 - a. Layoff, Recall, and Severance Payment: A recall period of six months from the Decision Date, and if not recalled within that period, receive the balance of the severance payment in clause A13.05(d), less the notice received, or

- b. Layoff and Recall Only: A recall period of 24 months from the Decision Date, and if not recalled within that period, receive no other rights or benefits.

(ii) Layoff

- a. Notice period is deemed to have commenced on the day following the Decision Date.
- b. The Employer will make every reasonable effort to avoid layoff of Employees while employing temporary Employees performing work within the same seniority unit.

(iii) Notice Period

- a. Except in circumstances beyond the reasonable control of the Employer, the notice period for layoffs of less than three months will be 14 calendar days.
- b. In the event of layoff in excess of three months, a Regular Employee will receive the following notice period in writing (service to be computed to the Notification Date):
 - 1. Two weeks, if they have completed the probation period but has less than 12 months (one year) service;
 - 2. One month, if they have at least 12 months (one year) but less than 48 months (four years) service;
 - 3. Two months, if they have at least 48 months (four years) but less than 84 months (seven years) service;
 - 4. Three months, if they have at least 84 months (seven years) but less than 144 months (12 years) service; or
 - 5. Four months, if they have at least 144 months (12 years) service.

(iv) **Recall**

- a. There will be two recall lists for laid-off Employees covered by Part A and Part B of this Agreement. Human Resources will maintain the following lists:

1. One recall list consisting of names of all laid-off, full-time Employees,
2. One recall list consisting of the names of all laid-off, part-time Employees.

The Union will be provided with these lists on a monthly basis. Full-time Employees will be recalled to full-time positions and part-time Employees will be recalled to part-time positions.

- b. An Employee on layoff status will be recalled in the order of their seniority, subject to being qualified for the job and being able to fulfill the duties, or being qualified and able to fulfill the duties through job familiarization with reasonable on-the-job training, within a training period not to exceed two months, as determined by the Employer.
- c. An Employee on layoff status will be recalled, in the following order, to any one of the following available positions, subject to clause A13.05(c)(iv)b. above, whichever becomes available first:
1. The Employee's former position, if re-established, in this case clause A13.05(c)(iv)b. does not apply;
 2. Another position within the Employee's seniority unit;
 3. Another position outside the Employee's seniority unit, provided there is no prior claim.

- d. An Employee is removed from the recall list when:
1. they are recalled to a position at their former status, grade, and location;
 2. they decline one offer of recall to a position at their former status and grade and location (does not include Casuals, Auxiliary, or Trust positions);
 3. they forgo recall pursuant to the Position Disruption Training Benefits provision [clause A13.06(e)];
 4. they voluntarily withdraw from the recall list;
 5. they are dismissed for just cause;
 6. they fail to return to work within ten days of receipt of a notice of recall;
 7. they voluntarily resign;
 8. the recall period expires.

(d) **Severance**

- (i) An Employee who chooses severance payment is deemed to have resigned effective on the Decision Date. They relinquish their rights to recall and their employment is terminated.
- (ii) Severance is calculated as of the Notification Date. The severance payment formula is three weeks' pay per year of service, to a maximum of 12 months' pay [pay is defined by Common Provisions, clause 2.20 (Definitions); however, for purposes of this clause, "pay" will not include any responsibility premiums or market supplements]. Severance will be pro-rated for partial years of service on the basis of one week for each four completed months of service.

- (iii) An Employee who is eligible to retire from the Employer and immediately receives a pension will be eligible to bridge their benefits premiums, subject to the continuing availability and eligibility requirements determined by the Employer's Bridged Benefits Policy and any amendments made from time to time, and in accordance with Common Provisions, Article 30 (Benefit Plans). Where an eligible Employee has chosen Layoff, Recall, and Severance in accordance with clause A13.05(c)(i) a., they will be eligible to receive bridge benefits if pension is received immediately following payment of severance.
- (iv) An Employee accepting this severance option and retiring from their employment is not entitled to the retirement bonus under Article A9 (Retirement Bonus).

A13.06 Position Disruption Training Benefits

- (a) The Employer agrees to provide reasonable funding to continue a Staff Retraining Fund for persons affected by Position Disruption.
- (b) Where required, the Employer will offer training to Employees affected by Position Disruption or eligible for recall. Once the Employee has selected an option, the Employer agrees to provide the affected Employee relocation counselling and training assistance.
- (c) Where an Employee requires training in order to effect redeployment and/or be recalled, the hiring department in conjunction with Human Resources will determine the training required, develop a formal training plan, and consult with the Employee. Human Resources will provide reasonable funding for the training [see also clauses A13.05(a)(ii) and A13.05(c)(iv)b].
- (d) The Employer will provide training assistance in order to enhance the employment opportunities of Employees on the recall list. The onus is on the Employee to submit proposals for specific training to Human Resources

for approval. Should an Employee's training proposal be denied, the Employee may request a meeting with Human Resources and the Union.

- (e) Where the Employee requests training that is unlikely to enhance reemployment opportunities to the Employer, and if the Employer approves the training, then the affected Employee will forego their right of recall.
- (f) The terms of all training provided will be subject to mutual agreement between the Employee and the Employer.
- (g) Where training is required to take place during an Employee's regular hours of work, such time off will be with pay. The scheduling of such training during an Employee's normal working hours is subject to operational requirements of the department.

A13.07 Trial Periods on Redeployment or Recall

- (a) An Employee redeployed or recalled will have a trial period of three months. The trial period may be extended by the Employer for another three months for reasons outlined in writing to the Employee, the Union, and Human Resources.
- (b) If during the trial period, the Employee is determined unable to fulfill the duties of the position, the Employee will be removed from that position and the following will apply:
 - (i) If the Employee was redeployed to a position at the same status, grade, and location, the Employee may choose to:
 - a. return to layoff, with a recall period extended by the period in redeployment, or
 - b. take severance less the time worked in the redeployment position.
 - (ii) If the Employee was recalled to a position at their former status, grade, and location, the Employee will return to layoff and for one time only, the recall

period will be extended by the time spent in the recalled position.

- (iii) The Employee was redeployed or recalled to a position at a lower grade, different status, or location, the Employee will remain on the recall list if eligible, but the recall period will not be extended by the time spent in such a position.
- (iv) If the Employee is returned to layoff, the notice and recall period are deemed to have commenced as of the original Decision Date.

A13.08 Auxiliary Employees

Auxiliary Employees in an appointment with a defined end date will receive the following notice period in writing, with a copy to the Union and Human Resources, in the event of early termination of the appointment.

- (a) Three weeks if they have completed three months of service but less than 12 months (one year) service.
- (b) Six weeks if they have completed 12 months (one year) service but less than 72 months (six years) service.
- (c) Nine weeks if they have completed 72 months (six years) service but less than 96 months (eight years) service.
- (d) Twelve weeks if they have completed 96 months (eight years) service but less than 120 months (ten years) service.
- (e) Fifteen weeks if they have completed 120 months (ten years) service or more.

APPENDIX AA*

Schedule I – Legacied Employees Base Pay Grid
Monthly Salaries

(Effective April 1, 2024)

**These grids do not apply to new employees hired
or new appointments made after April 1, 1989*

GRADE	35 Hr Work Week	37.5 Hr Work Week	40 Hr Work Week
8		3,524.38	
10		3,826.03	
14	4,531.61		
17	5,157.08		
19			5,627.42
24	7,023.22		7,024.94
27	8,044.06		

Schedule I – Legacied Employees Base Pay Grid

Monthly Salaries

(Effective April 1, 2025)

**These grids do not apply to new employees hired or new appointments made after April 1, 1989*

GRADE	35 Hr Work Week	37.5 Hr Work Week	40 Hr Work Week
8		3,630.11	
10		3,940.81	
14	4,667.56		
17	5,311.79		
19			5,796.24
24	7,233.92		7,235.69
27	8,285.38		

Schedule I – Legacied Employees Base Pay Grid

Monthly Salaries

(Effective April 1, 2026)

**These grids do not apply to new employees hired or new appointments made after April 1, 1989*

GRADE	35 Hr Work Week	37.5 Hr Work Week	40 Hr Work Week
8		3,739.01	
10		4,059.03	
14	4,807.59		
17	5,471.14		
19			5,970.13
24	7,450.94		7,452.76
27	8533.94		

Schedule I – Legacied Employees Base Pay Grid

Monthly Salaries

(Effective April 1, 2027)

**These grids do not apply to new employees hired
or new appointments made after April 1, 1989*

GRADE	35 Hr Work Week	37.5 Hr Work Week	40 Hr Work Week
8		3,851.18	
10		4,180.80	
14	4,951.82		
17	5,635.27		
19			6,149.23
24	7,674.47		7,676.34
27	8,789.96		

APPENDIX AB**

Second Class Premium Program

Heating Plant, Utilities Department - University Services, Operations and Finance

Purpose

The purpose of this program is to encourage Utilities department Employees to pursue and obtain Second Class Steam Certification.

Scope

This program applies to the Plant Operator II job classification in the Heating Plant operation of the Utilities Department of the University of Alberta North Campus. To be eligible to participate in this program, Plant Operator IIs must be assigned to the Heating Plant operation as their primary work area and be actively working toward Second Class Steam Certification or have achieved a Second Class Steam Certificate. There is no maximum number of participants in this program. All Plant Operator IIs assigned to the Heating Plant as their primary work area can participate in this program, should they so choose.

Criteria

Plant Operator IIs who have obtained a Second Class Steam Certificate or have achieved at least three papers toward Second Class Certification can qualify to receive a Steam Certificate premium, provided that they meet and maintain the following criteria:

1. Have obtained either a full Second Class Steam Certificate issued by Alberta Boilers Safety Association (ABSA) or at least successfully passed three papers toward Second Class Certification;
2. Must also maintain a valid steam certificate renewal card as issued by ABSA;

3. Must obtain a minimum of two years University of Alberta Heating Plant operating experience;
4. Must demonstrate advanced knowledge and understanding of all systems and equipment within the Heating Plant as demonstrated through the application of a standardized written and practical exam;
5. Must maintain at least a “satisfactory” rating as of the last annual performance review completed in all performance categories;
6. Must agree when requested to temporarily assume the role of Shift Supervisor/Shift Engineer; and,
7. Must be assigned to the Heating Plant as their primary work area.

Once the premium payment has commenced on a monthly basis, it will be discontinued effective the beginning of the month immediately following the occurrence of one or more of the following circumstances:

- A. The Employee is appointed to the position of Shift Supervisor;
- B. The Employee is no longer employed with the Utilities Department as a Plant Operator;
- C. The Employee is on an approved leave of absence without pay;
- D. The Employee has chosen to voluntarily withdraw from the program;
- E. The Employer has decided to suspend, modify or terminate the program by way of notice;
- F. The Employee fails to maintain the requirements of criteria #4, #5, #6, or #7 above.

Notes:

- Knowledge and understanding level of incumbents will be validated through a standardized written and practical exam, administered in the form of an annual checklist.
- Assessment and validation of incumbents will be conducted by the Heating Plant Supervisor.
- Agreement to assume the role of Shift Supervisor/Shift Engineer means the Employee has agreed to temporarily fulfill the role of Shift Supervisor/Shift Engineer on an emergency or as needed basis.

In addition to receiving the second class steam certificate premium such an Employee will be eligible, depending on the circumstances, to receive either Common Provisions, clause 13.04 Responsibility Pay or Common Provisions, clause 13.05 Temporary Transfers and Promotions.

- Employees will be evaluated on an annual basis through the performance appraisal process and application of a standardized written and practical exam.
- Heating Plant management will provide a list of Employees to NASA who are actively participating in this program.
- For those Employees participating in this program and those wishing to participate in the future, studying while at work is permitted provided that all work related duties, assigned tasks, training requirements and clean up items are taken care of as required.

Application Process:

Eligible Plant Operators who are interested and believe they meet the criteria must apply to the Heating Plant Supervisor via email or in writing indicating their desire to be evaluated for the Second Class Certificate premium.

Unsuccessful incumbents may appeal their rating to the Heating Plant Manager who will make the final determination.

Note: Cooling Plant operators currently possessing a third class certificate and interested in participating in this program can apply to be considered for a transfer to the Heating Plant to obtain the necessary firing time and operating experience.

Premium Rate

Provided all stated criteria have been met and validated by the Heating Plant Supervisor, Employees will receive an annual full year premium of \$4,160.00 for a full Second Class Certificate or \$2,080.00 for achieving at least three papers toward a Second Class Certificate.

The premium will be paid out monthly coinciding with the Employee's

normal monthly pay period. The monthly premium will be paid out as \$346.66/month for a full Second Class Certificate or \$173.33/month for three papers toward a Second Class Certificate, less the required statutory deductions.

Should the candidate be successful in satisfying all required criteria, the premium will be added to the Employee's monthly pay commencing the first of the month in which the Employee provided written notice to be evaluated.

Example:

If an Employee supplied written notice to the Heating Plant Supervisor to be evaluated for the Second Class Premium on July 21, the Employee would begin receiving the premium effective July 1, provided they have successfully met all criteria.

Failure to Maintain Criteria

If at any time following the award of a Second Class Certificate premium, an Employee fails to meet criteria #4, #5, #6 or #7 outlined in this program, the Employee's premium pay will be cancelled for all subsequent months until such time as the Employee meets the required criteria.

Any cancellation of premium payment by the Employer will commence the beginning of the month immediately following the month where the Employee failed to meet the required criteria.

APPENDIX AC*

Seniority Units

Updated Seniority units will be maintained on the University's Human Resources website (www.hrs.ualberta.ca) and the NASA website (www.nasaunion.ca).

APPENDIX AD*

Letter of Understanding

Contracting Out

The Employer is committed to the integrity of the planning process and continuing responsible fiscal management, consistent with Government of Alberta policies/guidelines, the Post-Secondary Learning Act, Board of Governor's directives, and the current funding base.

The parties acknowledge that Employees are committed to providing a quality service.

During the life of this Agreement, the Employer agrees to consult with the Union during the planning stages of any business consideration to contract out work currently performed by NASA members which the Employer expects will result in layoffs under Article A13 (Position Disruption). The Union will be given the opportunity to propose alternative solutions, without unreasonable delay, prior to any determination by the Employer.

APPENDIX AE*

Letter of Understanding

Salary Treatment – Class III Steam Engineers

This Letter will apply to Class III Steam Engineers employed in the Power Plant and the Cooling Plant (Operator IIs).

In addition to the regular performance increments outlined in Common Provisions, Article 10 (Performance Reviews and Increments), Employees are entitled to an additional single increment six months after each performance review is due.

APPENDIX AF*

Letter of Understanding

Continuous Operations – Pay on December 26

Employees working in a continuous operation (i.e., 24 hours a day/ seven days a week) and who work on December 26 will be paid double time (two times their regular rate of pay) and a lieu day as provided for in Common Provisions, clause 25.01(e) (Winter Closure).

APPENDIX AG*

Letter of Understanding

Trades Employees – University Services, Operations and Finance

The parties agree that there will be an annual review of the number of tradespeople employed as Regular Employees and the number of tradespeople employed as Supplemental Tradespersons with University Services, Operations and Finance. In addition, the dollar value and number of projects that occurred in the previous year as well as the known projected value and number of projects for the coming year(s) will be reviewed.

This review will be conducted at Labour/Management in accordance with the terms of Common Provisions, Article 36.

APPENDIX AH**

Letter of Understanding

Shift Handover

The parties agree that all 12-hour shift employees who are required by their supervisor to stay 5 minutes beyond the end of their shift for the purpose of shift handover will be compensated for their required shift handover. Employees will receive 5 minutes straight time for each shift handover; method of administration outlined below (**Method to Administer 5 Minutes of Straight Time**). Conditions are as follows:

- The shift handover pay will not be applied to a shift where Overtime (OT) adjoins a shift (unscheduled OT where an employee is required to stay beyond their shift and remain actively working).
- The shift handover pay will apply when an Employee is scheduled to come in and work an OT shift.
- This LOU will not prevent employees from submitting OT for additional time worked. OT will be authorized by the Employer.

Method to Administer 5 Minutes of Straight Time:

- To administer this, shift handover time will be reconciled each pay period;
- To offset the PeopleSoft/HCM system limitation of time entry being required in 15 minute periods 3 shifts will be batched or added together (5 mins + 5 mins + 5 mins = 15 mins) equaling 0.25 hours straight time for time entry;
- For every third shift worked per pay period, an Employee will receive 0.25 hours straight time;
- If an Employee works only 2 shifts in a pay period, the entry is rounded up to receive 0.25 hours straight time; and
- If an Employee works only 1 shift in a pay period, the entry is rounded down to 0.00 hours.

- The intent is for shift handover compensation to equal out between some pay periods rounding up and some rounding down.

PART B – TRUST AGREEMENT

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ARTICLE B1*

EMPLOYEE TYPES AND APPLICATION

B1.01 This Agreement (Common Provisions and Part B) will apply to all Employees who provide general support assistance to a Trustholder as stated in this Article.

B1.02 Employee Types - Definitions

(a) Regular Trust Employees

- (i) **“Full-time Regular Trust Employee”** means a person who is hired for a position of 35, 37.5, or 40 hours per week either on:
 - a. a continuing basis; or
 - b. for recurring specified periods of more than six months per year.

- (ii) **“Part-time Regular Trust Employee”** means a person who is appointed to a part-time position and works regular hours that are 40% or more (but less than 100%) of the hours of work specified for the job either on:

- a. a continuing basis; or
- b. for recurring specified periods of more than six months per year.

- (b) **“Auxiliary Trust Employee”** means a person who does not fall within the definition of Regular Employee and:

- (i) is Auxiliary Hourly Trust if they have accumulated more than 1707 hours (exclusive of the premium portion of overtime) by working in one or more positions, or
- (ii) is Auxiliary Salary Trust if they have been appointed to work the hours of a Regular Employee in one position for a specific period of more than 12 months but not more than 48 months.

- (c) **“Casual Trust Employee”** means a person who does not fall within the definition of a Regular or Auxiliary Employee and who works in one or more positions on a supplementary, irregular or intermittent basis.

B1.03 Application for Regular Employees

(a) Full-time Regular Employees

The provisions of this Agreement will apply to Full-time Regular Trust Employees.

When a full-time Regular Trust Employee is employed for recurring specified periods of more than six months each year, the terms and conditions of this Agreement will not apply during the inactive period, except as specified in Common Provisions, clause 30.12 (Benefit Plans – Recurring Employees).

(b) Part-time Regular Trust Employees

The provisions of this Agreement will apply to Part-time Regular Trust Employees except where modified by the specific article.

When a Part-time Regular Trust Employee is employed for a recurring specified period of more than six months each year, the terms and conditions of this Agreement will not apply during the inactive period, except as specified in Common Provisions, clause 30.12 (Benefit Plans – Recurring Employees).

B1.04 Application for Auxiliary Employees

- (a) The provisions of this Agreement will apply to Auxiliary Trust Employees except where modified by the specific article.
- (b) Hours paid as vacation, paid holidays, and the premium portion of overtime will not count toward the accumulation of 1707 hours under clause B1.02(b)(i).
- (c) Employees who have accumulated more than 1707 hours in accordance with clause B1.02(b)(i) will be entitled to

the provisions of clause B1.04(a) commencing the first pay period following such accumulation.

- (d) Auxiliary Trust Employees who work more than 48 months under clause B1.02(b)(ii) in one position will become Regular Trust Employees.
- (e) An Employee will cease to be an Auxiliary Trust Employee if they do not work for a period of four months. A Trustholder will not separate an Auxiliary Trust Employee or fail to assign them hours for the sole purpose of preventing the Employee from maintaining their status as an Auxiliary Trust Employee or from becoming a Regular Trust Employee.

B1.05 Application for Casual Trust Employees

Casual Trust Employees will commence employment at Level 1.

Effective April 1, 2026, clause B1.05(a) and Student Trust Employee provisions no longer apply.

- (a) **Level 1** – The provisions of this Agreement will apply to Casual Trust Employees at Level 1 except where specifically excluded or modified.

The following articles will not apply to Casual Trust Employees at Level 1:

- (1) Common Provisions Article 9 – Second Language Premium
- (2) Common Provisions Article 10 – Performance Reviews and Increments
- (3) Common Provisions Article 11 – Workers' Compensation Supplement
- (4) Common Provisions Article 13 – Postings, Transfers, Promotions, and Responsibility Pay
- (5) Common Provisions Article 14 – Resignation/ Transfer

- (6) Common Provisions Article 16 – Leave Without Pay
- (7) Common Provisions Article 19 – Reduced Hours Leading to Retirement
- (8) Common Provisions Article 21 – Discipline
- (9) Common Provisions Article 25 – Winter Closure
- (10) Common Provisions Article 27 – Special Leave
- (11) Common Provisions Article 28 – Witness or Jury Duty
- (12) Common Provisions Article 30 – Benefit Plans
- (13) Common Provisions Article 31 – University Credit Courses
- (14) Common Provisions Article 32 – Human Resources Development Fund
- (15) Common Provisions Article 33 – Job Evaluation
- (16) Common Provisions Article 34 – Job Evaluation Appeals
- (17) Common Provisions Article 35 – Joint Committee on Job Evaluation System
- (18) Article B4 – Illness and Proof of Illness
- (19) Article B6 – Position Disruption

The following appendices will not apply to Casual Employees at Level 1:

- (1) Common Provisions Appendix B – Terms of Reference and Agreement Respecting Benefit Cost Management
- (2) Common Provisions Appendix C – Recreation Facilities

- (3) Common Provisions Appendix D – Vacation Hourly Formula Rates
- (4) Common Provisions Appendix E – Terms of Reference Learning and Development Committee (HRDF)
- (5) Common Provisions Appendix I – Consultation Guidelines – Position Disruption
- (6) Common Provisions Appendix K – Payment of Professional Accreditation for Support Staff

Student Trust Employees – Students attending the University of Alberta on a full-time basis (as defined by the University calendar) who are covered by this Agreement and are employed as Casual Trust Employees will be entitled to the same provisions as Casual Trust Employees at Level 1, subject to the following:

- (i) Student Trust Employees will not accumulate hours toward Level 2 or status as an Auxiliary Trust Employee, except where the Student Trust Employee has been employed on a casual basis for a cumulative period of four years. Student Trust Employees will receive a 1.5% increase to their rate of pay in recognition of their ineligibility to progress beyond Level 1.
- (ii) Hours worked by Student Trust Employees at Level 1 will count toward progression to Level 2 and status as an Auxiliary Trust Employee if the Employee ceases to be a full-time student and continues to work as a Casual Trust Employee or works beyond four cumulative years.
- (iii) Hours worked as a Student Trust Employee will be considered service if the Employee is appointed from Casual employment to a Regular position without a break in employment.
- (iv) A Student Trust Employee will not be able to complete a probation period and Common Provisions, Article 12 (Probation and Trial Periods)

will not apply.

- (b) **Level 2** – Casual Trust Employees will progress from Level 1 to Level 2 when they have worked more than 1000 hours in one or more positions. Hours paid as vacation, paid holidays, and the premium portion of overtime will not count toward the accumulation of the 1000 hours. Effective April 1, 2026, this clause no longer applies.

The provisions of this Agreement will apply to Casual Employees at Level 2 except where specifically excluded or modified. Effective April 1, 2026, the below provisions apply to all Casual Employees.

The following articles will not apply to Casual Employees at Level 2:

- (1) Common Provisions Article 9 – Second Language Premium
- (2) Common Provisions Article 10 – Performance Reviews and Increments
- (3) Common Provisions Article 11 – Workers' Compensation Supplement
- (4) Common Provisions Article 14 – Resignation/ Transfer
- (5) Common Provisions Article 19 – Reduced Hours Leading to Retirement
- (6) Common Provisions Article 25 – Winter Closure
- (7) Common Provisions Article 28 – Witness or Jury Duty
- (8) Common Provisions Article 31 – University Credit Courses
- (9) Common Provisions Article 33 – Job Evaluation
- (10) Common Provisions Article 34 – Job Evaluation Appeals

- (11) Common Provisions Article 35 – Joint Committee on Job Evaluation System
- (12) Article B6 – Position Disruption

The following Appendices will not apply to Casual Trust Employees at Level 2:

- (1) Common Provisions Appendix B – Terms of Reference and Agreement Respecting Benefits Cost Management
 - (2) Common Provisions Appendix D – Vacation Hourly Formula Rates
 - (3) Common Provisions Appendix I – Consultation Guidelines Position Disruption
 - (4) Common Provisions Appendix K – Payment of Professional Accreditation for Support Staff
- (c) Hours worked by a Casual Trust Employee will not count towards progression to higher levels if the Employee does not work for a period of four months. The Employer will not separate a Casual Trust Employee or fail to assign them hours for the sole purpose of breaking their accumulation of hours.

ARTICLE B2*

HOURS OF WORK

- B2.01** The intent of this Article is to ensure Employees and Trustholders understand the expectations for hours of work. Employees and Trustholders will ensure that the Employee's hours of work, as per the letter of appointment and provisions provided below, are adhered to.
- B2.02** New Employees will receive a letter of appointment outlining their hours of work (i.e., regular work day and regular work week).

B2.03 Regular Work Day and Work Week for Full-time Employees

- (a) The regular work day will be:
 - (i) 7 hours, or
 - (ii) 7.5 hours, or
 - (iii) 8 consecutive hours.
- (b) The regular work week will be:
 - (i) 35 hours, or
 - (ii) 37.5 hours, or
 - (iii) 40 hours.
- (c) A regular work week will consist of five days with two consecutive days off. Normally, the two consecutive days off will immediately follow the five work days.
- (d) Temporary changes to an Employee's start time, work day, or work week are permitted for research or operational requirements. Unless mutually agreed to, a permanent change to an Employee's regular start time requires that the Employee be provided with 30 calendar days of written notice of the change.
- (e) Modified work days (e.g., split shifts) or work weeks are acceptable by agreement between the Employee and the Trustholder provided that the hours worked will be, on average, equivalent to that which the Employee would have worked under clauses B2.03(a), (b), and (c). Except for clauses B2.03(a), (b), and (c), an Employee working pursuant to a modified work day or work week agreement retains access to the provisions of this Agreement and there will be no loss or gain of any provision of this Agreement when a modified work day or work week is in use.
- (f) When, on an ongoing basis, operational requirements necessitate irregular hours outside of the provisions of clauses B2.03(a), (b), and (c), and the Employee and

Trustholder agree, the Trustholder will submit the agreed work schedule to the Director for approval. The Director will provide a copy of the agreed work schedule to the Union for approval. Approval will not be unreasonably withheld. A Trustholder and Employee who fails to receive approval within ten working days may implement the agreed upon schedule. Except for clauses B2.03(a), (b), and (c), an Employee working pursuant to an irregular hours of work arrangement retains access to the provisions of this Agreement, except as modified by the irregular work schedule and providing there will be no loss or gain of any provision of this Agreement when an Employee works an irregular work schedule.

- (g) Where an urgent circumstance or emergency arises, the Trustholder may make temporary changes as required with as much notice as possible to the Employee. Such changes will not remain in effect for more than two weeks. This provision will not be used repeatedly so as to circumvent the requirement for the notice given above.

B2.04 Rest Periods

- (a) Full-time Employees will be entitled to a paid rest period of 15 minutes during each $\frac{1}{2}$ working day.
- (b) Part-time Employees will be entitled to a paid rest period of 15 minutes during the first $3\frac{1}{2}$ hours, and an additional rest period of 15 minutes during the rest of their work day if more than two hours.
- (c) Employees scheduled to work for more than four hours are entitled to at least $\frac{1}{2}$ hour of unpaid time at approximately the mid-point of their working day.

B2.05 Training Time

All Employer directed and required training time will be considered as working time. Where such working time is overtime, Article B3 shall apply.

B2.06 Notification of Absence

- (a) An Employee who is going to be absent from work will ensure that their Trustholder is informed of the reasons for and expected duration of the absence prior to the start of their shift.
- (b) A Trustholder will designate a person to be contacted in the event that an Employee is unable to contact their Trustholder.
- (c) Should an Employee fail to comply with clause B2.06(a), their absence may be considered as unauthorized leave without pay unless they can demonstrate legitimate reasons for the non-compliance.

B2.07 Casual Level 1 Trust Employees

Only clauses B2.04 and B2.06 apply to this Employee group. Otherwise, the hours of work are as per Employment Standards. Effective April 1, 2026, this clause no longer applies.

ARTICLE B3*

OVERTIME

B3.01 “**Overtime**” means approved work required to be performed by an Employee outside of their regular hours of work.

B3.02 Trustholders and Employees will monitor approved overtime worked to ensure that compensating time off in lieu occurs or, if approved, is paid.

B3.03 Authorization

Overtime will be authorized in writing by the Trustholder before it is worked and must be mutually agreeable to both Trustholder and Employee.

Regular Trust, Auxiliary Trust and Casual Level 2 Trust Employees

Effective April 1, 2026, the provisions below will apply to all Casual Trust Employees.

B3.04 Compensating Time Off and Rate

- (a) A full-time Employee required and approved to work overtime will be compensated with time off at the rate of 1½ times their base pay for the first two hours and double time for all hours worked thereafter.
- (b) A part-time Employee whose regularly scheduled daily hours are less than those of a full-time Employee in the same job, who is required to work overtime, will be compensated at straight time for hours up to the scheduled regular daily hours for said full-time Employee and thereafter will be compensated pursuant to clause B3.04(a).

B3.05 Compensating Paid Overtime

- (a) An Employee may elect to take compensating time off as pay, subject to the prior approval of their Trustholder. Such pay will be calculated per clause B3.04.
- (b) By mutual agreement of the Employee and their Trustholder, the compensatory time off will normally be taken within six months from the time when the overtime was earned. Compensatory time off that cannot be mutually scheduled as time off will be paid out. Requests for time off will not be unreasonably denied. Requests denied for operational requirements must identify the specific operational requirement that prevents the time off from being approved. Such reasoning must be provided to the Employee in writing. Any unscheduled banked hours as of October 1 may be paid out by the Employer. Once hours are scheduled, they will not be changed except by mutual agreement. Any approved overtime will be paid out to an Employee when they cease working for their Trustholder.

B3.06 Overtime will be:

- (a) calculated to the nearest ¼ of an hour;
- (b) calculated on the basis of the Employee's base pay in effect at the time the overtime occurred; and
- (c) for a minimum of one hour of compensation at the appropriate rate.

B3.07 When clauses B2.03(e) or (f) apply to an Employee, this Article will apply only after the Employee has worked their hours for that modified work day, work week or irregular hours of work.

Casual Level 1 Trust Employees

B3.08 Clauses B3.04 – B3.08 will not apply to Casual Level 1 Employees; however, such Employees are entitled to pay at 1.5 times the Employee's wage rate for any hours worked more than eight hours per day or 40 hours per week.

Effective April 1, 2026, this clause no longer applies.

ARTICLE B4*

ILLNESS AND PROOF OF ILLNESS

The definition of Illness can be found in Common Provisions, clause 2.15.

B4.01 The Employer and the Union jointly acknowledge their commitment to promoting wellness. Both parties recognize the value of Employees maintaining their overall wellness and ensuring that they can attend work on a regular basis and perform meaningful work. Both parties also recognize the Employer's responsibility to accommodate individuals should illness or injury require such accommodation and ensure the Employee can safely work. Further, the Employee is responsible for providing appropriate medical documentation as required.

B4.02 This Article will have application only to days on which the Employee would otherwise normally be scheduled to work.

B4.03 “**Casual Illness**” means an Employee illness resulting in absence from work for a period of three consecutive work days or less for which no medical certificate is required, and for appointments as per clause B4.06 and subject to clause B4.07. Where an Employee has used their Casual Illness leave in any one calendar year, they may provide a medical certificate for additional absences of three work days or less, and the absence will be considered as General Illness.

B4.04 “**General Illness**” means a medically documented Employee illness resulting in an absence from work for a period of more than three consecutive work days.

B4.05 “**Calendar Year**” means January 1 to December 31.

B4.06 Medical and Dental Appointments

Time off to attend the Employee’s medical and dental appointments requires authorization of the Trustholder in advance and will be scheduled to least interfere with the Employee’s regular hours of work. Time off during scheduled hours of work will be charged against Casual Illness leave.

B4.07 Illness Leave

(a) **Regular Trust Employees**

Commencing on employment, illness leave is earned at the rate of 0.049296 hours per hour of employment to the Employee’s hourly maximum equivalent of 12 days. Leave of absence with pay is allowable on account of illness effective the 13th month of employment for 26 weeks, i.e., 130 days per calendar year of which ten days may be used as Casual Illness. This leave is reinstated in accordance with clause B4.08.

For part-time Employees this leave will be pro-rated based on the Employee’s normally scheduled work hours.

(b) **Auxiliary Salary Trust Employees appointed to positions of more than 12 months**

- (i) Illness leave is earned at the rate of 0.049296 for every hour worked, exclusive of overtime and premiums, up to a maximum accumulation of 84 hours.
 - (ii) When one of the following occurs:
 - a) they have completed 1707 hours of work, or
 - b) they are in the 13th month of employment in the position, a leave of absence with pay is allowable on account of illness. There are 921 hours available for illness leave, of which 71 hours may be used as Casual Illness and 850 hours may be used for General Illness. This leave is reinstated in accordance with clause B4.08.
 - (iii) The maximum duration of illness leave following the onset of an illness is 26 weeks.
- (c) **All Auxiliary Trust Employees appointed to positions of 12 months or less**

Illness leave is earned at the rate of 0.049296 per hour worked, exclusive of overtime and premiums, up to a maximum accumulation of 84 hours. Once an Employee has worked more than 1707 hours, illness leave of 921 hours will be available, of which 71 hours may be used for Casual Illness and 850 hours may be used for General Illness. The maximum duration of illness leave following the onset of an illness is 26 weeks. This leave is reinstated in accordance with clause B4.08.

(d) **Casual Level 2 Trust Employees**

Illness leave is earned at the rate of 0.049296 per hour worked, exclusive of overtime and premiums.

Effective April 1, 2026, this clause applies to all Casual Trust Employees.

B4.08 Reinstatement of Illness Leave

Illness leave is reinstated at the beginning of each calendar year, subject to the following provisions:

- (a) When an absence on account of illness continues from one calendar year to the next, the period of leave with pay allowable in respect of that absence is determined according to the calendar year in which the absence commenced. The portion of such period of leave which is taken in the succeeding year does not reduce the Employee's illness leave for that year.
- (b) After an Employee uses all their illness leave in any one calendar year, they are not entitled to further illness leave in the next calendar year until they have completed ten consecutive days of work from the date of their return to work.

B4.09 Hospitalization/Illness during Annual Vacation Leave

Should an Employee demonstrate, to the satisfaction of the Trustholder, that they were admitted to a hospital as an in-patient during the course of their vacation, they will be considered to be on illness leave for the period of stay in hospital subject to the other provisions of this Article. Vacation time not taken as a result of such stay in hospital will be taken at a mutually agreeable later date.

B4.10 Proof of Illness

- (a) For any absence due to illness of more than three work days but not more than ten work days, an Employee will provide a medical certificate to their Trustholder. The medical certificate will specify:
 - (i) that the Employee is unable to attend work and perform their regular duties due to illness, and
 - (ii) the duration of illness.
- (b) For an absence due to illness of three work days or less, medical certificates will not be required except where the Employee has had a maximum of ten work days of

uncertified absence due to illness in a calendar year.

- (c) Medical certificates may be required for any absence due to illness immediately preceding or following a vacation period or a paid holiday.
- (d) The Employee will be required to submit medical documentation to the University Disability Provider, maintain regular contact with the University Disability Provider, and also keep their Trustholder advised of the duration of the illness when:
 - (i) the illness is known initially to be for more than ten working days, or
 - (ii) the illness continues for more than ten working days, or
 - (iii) where there is a discernable pattern of shorter duration absences as determined by the Employer.
- (e) Absences as per clause B4.10(d) must be supported by medical documentation which includes the following:
 - (i) that the Employee is unable to attend work and perform their regular duties due to illness or injury, and
 - (ii) the prognosis for full recovery, including the expected duration of the illness or injury, and
 - (iii) the limitations and medical restrictions to be accommodated in order for the Employee to attend work and perform meaningful work, and
 - (iv) the expected duration of each limitation or restriction, and
 - (v) the date the Employee will be reassessed.

As the illness progresses, continued objective medical information is required

- (f) Where a chronic medical condition has been established with appropriate medical documentation, any absences

as a result of that condition will be considered General Illness without the need for medical documentation for each absence, provided the duration and frequency of absences are not inconsistent with the expected duration and frequency of absences as set out in the medical documentation.

- (g) Where medical certificate(s) or documentation is required but not provided, the absence is considered unauthorized.
- (h) Medical documentation provided in accordance with clause B4.10(a) may be obtained from a treating nurse practitioner or treating physician. Medical documentation provided in accordance with clauses B4.10(d) or (f) must be obtained from a treating physician. Any costs associated with providing required medical certificate(s) or documentation will be paid for by the Employer. If the Employee does not return to work on the specified return date(s), further medical documentation is required.

B4.11 Independent Medical Examination

- (a) In the absence of objective medical information from the treating physician(s), the Director (or designee), upon recommendation from the University Disability Provider, may require that the Employee undergo an Independent Medical Exam (IME) in one or both of the following circumstances:
 - (i) in cases of prolonged absence caused by illness; or
 - (ii) where a medical condition is believed to be adversely affecting an Employee's work.
- (b) The physician will submit a medical report to the University Disability Provider as to the condition of the Employee and the amount of time considered necessary for their complete recovery, an opinion on the Employee's ability to continue in their present position, with or without modification, treatment recommendations, and whether or not their condition can be improved through treatment.

- (c) Should the opinions of the treating physician and the physician performing the IME differ regarding the status of the Employee's health, the dispute will be settled by a third physician. This physician will be selected by the mutual agreement of the parties.

B4.12 Return-to-Work from Illness Leave

The Employee has an obligation to accept a Return-to-Work plan that is based on consistent, objective medical information to either full or modified duties or hours as follows:

- (a) first to the pre-illness position, or
- (b) second to another position with the Employer if the pre-illness position cannot be adapted to the limitations and restrictions.

B4.13 Long Term Disability (LTD)

If the illness leave is expected to be more than 26 weeks, an eligible Employee may apply for LTD pursuant to Common Provisions, clause 30.06 (Long Term Disability). Where medical documentation indicates the Employee may need to apply for LTD, the Employee will be provided with LTD application forms no later than the 20th week of illness leave. Notwithstanding the Employer's and Employee's obligations under clause B4.12, if the Employee's application is approved, the Employee will be placed on LTD. If the Employee's application is denied, the Employee may appeal the decision in accordance with the appeal provisions of the LTD Plan.

ARTICLE B5

EXCEPTIONS TO TERMS AND CONDITIONS OF EMPLOYMENT

- B5.01** Notwithstanding any term or condition of employment, the provisions of this Article may be applied.
- B5.02** If a Trustholder determines an inability to meet or will be

exceeding any term or condition of employment pursuant to this Agreement, then:

- (a) As soon as possible, the Trustholder will notify Human Resources and provide the following particulars:
 - (i) what special term(s) and condition(s) are requested;
 - (ii) when the term(s) or condition(s) are expected to commence;
 - (iii) how long the term(s) or condition(s) are expected to be required; and
 - (iv) what alternatives have been considered.
- (b) Human Resources and the Trustholder will jointly review the request, along with all relevant information, and consider alternatives.
- (c) Human Resources will notify the Union of the request, providing the particulars including the alternatives considered, with a stated reasonable response time.
- (d) The Union will review the particulars, consider any other possible alternatives, and respond within the stated response time. If unable to reply within the stated time, then the Union and Human Resources will mutually agree upon a new response time.
- (e) The Union and Human Resources (and, if needed, the Trustholder) will discuss the request and reach written agreement.
- (f) Failing agreement, the parties will continue to discuss bona fide alternatives and in the interim the provisional terms and conditions of employment may commence.
- (g) If the Employer determines that all alternatives have been exhausted, Human Resources will notify the Union and the Employee that the provisional terms and conditions of employment will continue. The notification will include a date on which the provisions will be reviewed; this does not preclude an earlier review if circumstances change.

B5.03 The parties agree that the provisions of the Article will be applied in a timely fashion.

ARTICLE B6*

POSITION DISRUPTION

B6.01 This Article establishes a process to assist an Employee whose position is disrupted, which may occur, for instance, as a result of technological change. The parties are committed to consultation prior to the implementation of clause B6.04 and ensuring that Employees are treated with care, understanding, and respect throughout the process. The Employer is committed to reasonable readjustments that assist affected Employees and minimize negative impact on those Employees.

Auxiliary Employees impacted by Position Disruption, as defined by clause B6.02(h), are entitled only to the provisions of clause B6.09; no other provisions of this Article B6 shall apply.

B6.02 Definitions: For the purpose of this Article, the following definitions will apply:

- (a) **Adjustment:** Agreed changes to an Employee's current position and/or terms and conditions of employment pursuant to the exploration of alternatives.
- (b) **Available Position:** A position that has no incumbent and the Employer deems should be filled.
- (c) **End Date:** The Employee's last day of work in their current position.
- (d) **Human Resources:** The University's centralized Human Resources Department.
- (e) **Layoff:** The permanent or temporary cessation of an Employee's employment; however, it does not include provisions pursuant to Common Provisions, Article 12

(Probation and Trial Periods), or Common Provisions, Article 21 (Discipline).

- (f) **Location:** The normal current site of an Employee's work including 50 km surrounding that site and any travel required by the position.
- (g) **Notification Date:** The date that formal written notice is provided.
- (h) **Position Disruption:** A significant and substantial change to an Employee's terms and conditions of employment. It means that a position will be eliminated on a temporary or permanent basis (layoff) or substantially modified (for example, reduction in pay, change from full-time to part-time, reassignment to a position with a lower grade, change in location, change from part-time to full-time). Position Disruption is not normally the reassignment of tasks, duties, work schedule, etc.
- (i) **Recall:** The placement of an Employee on the recall list into an available position of more than 12 months' duration with the same or lower maximum rate of base pay.
- (j) **Status:** The terms and conditions of employment as they relate to:
 - (i) Hours of work (e.g., full-time, part-time);
 - (ii) Type of employment (e.g., Auxiliary Trust or Regular Trust);
 - (iii) The applicable parts (i.e., Operating, Trust).
- (k) **Time Limits:** All of the time limits referred to in this Article are exclusive of Saturdays, Sundays, paid holidays, official University-wide days off, and the date the notice is delivered.

B6.03 Rules of Application

- (a) A Trustholder considering a Position Disruption of a Regular Trust Employee will consult with Human Resources.
- (b) A Trustholder will provide an Employee with as much unofficial notice as reasonably possible of the effective date of Position Disruption. Such unofficial notice will not negate any other notice provision contained within this Article.
- (c) When two or more Employees are performing work in identical positions within the same seniority unit, seniority will be applied (i.e., reverse order of seniority) unless it can be demonstrated that the research will be compromised by this application.
- (d) After notice of the meeting, an Employee who makes a claim under Article B4 (Illness and Proof of Illness) will have no extraordinary rights under this Article and may expressly authorize a Union representative to communicate on their behalf.
- (e) Where appropriate, an Employee on any leave of absence may be contacted regarding Position Disruption for the purpose of discussing the planned disruption. However, pursuant to clause B4.04(a), notice to that Employee will be the date of their return to work, unless the parties agree otherwise.
- (f) No Employee will be laid off:
 - (i) and subsequently rehired by the same Trustholder solely to prevent them from being continuously employed and then entitled to application of this Article;
 - (ii) solely because of unsatisfactory performance [issues of unsatisfactory performance will be dealt with pursuant to Common Provisions, Article 21 (Discipline)]; or
 - (iii) solely to prevent them from having their

employment extend beyond 12 months and thus be eligible to receive benefits.

- (g) No students (including Post-doctoral Fellows) will perform the regular work of Employees where in doing so such action results in the layoff of an Employee; however, nothing precludes the Employer from engaging students in legitimate training and learning opportunities.

B6.04 Process

- (a) **Informal Notice:** At least ten days prior to the Notification Date, Human Resources will arrange a joint meeting with the Trustholder, the Union and affected Employee(s). The purpose of the meeting is to discuss the details and anticipated impact on the Employee(s). At this meeting, a package of information about Position Disruption (agreed to by the Union and the Employer) will be made available to the Employee(s).
- (b) **Exploration of Alternatives:**
 - (i) Within the period prior to the formal written notice to the affected Employees, the Union, the Trustholder, Human Resources, and the Employee(s) will explore methods and alternatives for managing Position Disruption in a manner which minimizes negative impact on Employees.
 - (ii) In advance of formal notice being served, every effort will be made by the parties to agree on adjustments, preferably without loss of pay.
 - (iii) Adjustments
 - a. If agreement on adjustment(s) can be reached, the adjustment(s) will be reduced to writing, will be signed off by the Employer, the Union, and the agreeing Employee(s) and will be implemented.
 - b. If agreement on adjustment(s) can be reached, but some Employee(s) affected by Position

Disruption are not willing to accept them, the Employer will lay off those Employees pursuant to this Article.

- c. If agreement on adjustment(s) cannot be reached, the Employer will lay off pursuant to this Article.

- (c) **Formal Notice:** Formal notice is provided in writing to the Employee by the Trustholder and recall starts on the Notification Date.

B6.05 Layoff

- (a) In the event of a layoff, if an Employee is to or opts to receive payment in lieu of notice, they can choose either a lump sum payment or the continuance of their base pay for the period of notice not worked. An Employee receiving three months or more of notice may be required by the Trustholder to work up to one month of the notice period. There will be no other term or condition of employment, including benefits, applicable during the continuance period.

If an Employee, subsequent to receipt of pay in lieu of notice, is employed at the University elsewhere, within their notice period, they will be required to repay an amount calculated on the basis of the following formula:

$$\text{Repayment} = \frac{\text{number of months of payment in lieu}}{\text{number of months not working at the University}} \times \text{the lesser pay of the two positions}$$

No Employee will receive remuneration twice for the same period of time.

(b) Notice Periods

- (i) Notice period is deemed to have commenced on the Notification Date.
- (ii) For Employees temporarily laid off for less than three months' duration, clauses B6.03(b) and B6.04(b)

will apply. Except in circumstances beyond the reasonable control of the Trustholder, the notice for such layoffs will be ten days and will include the return-to-work date.

- (iii) Regular Trust Employees will receive the following written notice of Position Disruption or base pay-in-lieu of notice. Service to be computed to the Notification Date:
 - a. two weeks, if the Employee has completed the probation period but has less than 24 months (two years) of service; or
 - b. four weeks, if the Employee has 24 months (two years) of service and less than 60 months (five years) of service; or
 - c. three months, if the Employee has at least 60 months (five years) of service but less than 120 months (ten years) of service; or
 - d. five months, if the Employee has at least 120 months (ten years) of service but less than 180 months (15 years) of service; or
 - e. seven months, if the Employee has at least 180 months (15 years) of service.

B6.06 Recall

- (a) There will be two recall lists for laid-off Employees covered by Part A and Part B of this Collective Agreement. Human Resources will maintain the following lists:
 - (i) one recall list consisting of the names of all laid-off, full-time Employees,
 - (ii) one recall list consisting of the names of all laid-off, part-time Employees.

The Union will be provided with these lists on a monthly

basis. Full-time Employees will be recalled to full-time positions and part-time Employees will be recalled to part-time positions.

- (b) Employees affected by Position Disruption will be placed on a recall list for a period of up to 24 months from the Notification Date.
- (c) Trustholders will consider any Employee on a recall list prior to filling any general support Trust Employee position that is of more than 12 months duration.
- (d) Subject to Article B5 (Exceptions to Terms and Conditions of Employment), an Employee recalled will be paid as per the appropriate grade for the new position.
- (e) An Employee on layoff status (i.e., given notice of layoff or laid off) will be recalled in the order of their seniority, subject to being qualified for the job and being able to fulfil the duties, or being qualified and able to fulfil the duties through job familiarization with reasonable on-the-job training, within a training period not to exceed one month. The determination of the above will be made by the Trustholder.
- (f) An Employee is removed from the recall list when:
 - (i) they are recalled to a position at their former status, grade, and location;
 - (ii) they decline one offer of recall to a position which is at least at their former status and grade and location (does not include Casual or Auxiliary positions);
 - (iii) they forgo recall pursuant to the Position Disruption Training Benefits provision [clause B6.07(e)];
 - (iv) they voluntarily withdraw from the recall list;
 - (v) they are dismissed for just cause;
 - (vi) they fail to return to work within ten days of receipt

of notice of recall;

(vii) they voluntarily resign;

(viii) the recall period expires.

B6.07 Position Disruption Training Benefits

- (a) The Employer agrees to provide reasonable funding to continue a Staff Retraining Fund for persons affected by Position Disruption.
- (b) Where required, the Employer will offer training to Employees affected by Position Disruption or eligible for recall. The Employer agrees to provide the affected Employee relocation counselling and training assistance.
- (c) Where an Employee requires training in order to effect recall, the hiring department in conjunction with Human Resources will determine the training required, develop a formal training plan, and consult with the Employee. Human Resources will provide reasonable funding for the training [see also clause B6.06(e)].
- (d) The Employer will provide training assistance in order to enhance the employment opportunities of Employees on the recall list. The onus is on the Employee to submit proposals for specific training to Human Resources for approval. Should an Employee's training proposal be denied, the Employee may request a meeting with Human Resources and the Union.
- (e) Where the Employee requests training that is unlikely to enhance reemployment opportunities to the Employer, and if the Employer approves the training, then the affected Employee will forego their right of recall.
- (f) The terms of all training provided will be subject to mutual agreement between the Employee and the Employer.

B6.08 Trial Periods on Recall

- (a) A recalled Employee will have a trial period of three months. The trial period may be extended by the

Employer for another three months for reasons outlined in writing to the Employee, the Union, and Human Resources.

- (b) If during the trial period, the Employee is determined unable to fulfil the duties of the position, the Employee will be removed from that position and the following will apply:
 - (i) If the Employee was recalled to a position at their former status, grade, and location, the Employee will return to layoff and for one time only, the recall period will be extended by the time spent in the recalled position.
 - (ii) If the Employee was disrupted or recalled to a position at a lower grade, different status, or location, the Employee will remain on the recall list if eligible, but the recall period will not be extended by the period of time spent in such a position.
 - (iii) If the Employee is returned to layoff, the notice and recall period are deemed to have commenced as of the original Notification Date.

B6.09 Auxiliary Trust Employees

Auxiliary Trust Employees in an appointment with a defined end date will receive the following notice period in writing, with a copy to the Union and Human Resources, in the event of early termination of the appointment.

- (a) Three weeks if they have completed three months of service but less than 12 months (one year) service.
- (b) Six weeks if they have completed 12 months (one year) service but less than 72 months (six years) service.
- (c) Nine weeks if they have completed 72 months (six years) service but less than 96 months (eight years) service.
- (d) Twelve weeks if they have completed 96 months (eight years) service but less than 120 months (ten years) service.

- (e) Fifteen weeks if they have completed 120 months (ten years) service or more.

