



# **COLLECTIVE AGREEMENT**

between

**Edmonton Space & Science  
Foundation**

and

**Civic Service Union 52**

**DURATION:**

January 1, 2025 - December 31, 2028

# TABLE OF CONTENTS

1.	AMENDMENT AND TERMINATION .....	8
2.	SCOPE .....	8
3.	MEMORANDA OF UNDERSTANDING OR AGREEMENT.....	8
4.	DEFINITIONS .....	9
4.01	AVERAGE DAILY HOURS OF WORK .....	9
4.02	BANKED OVERTIME YEAR.....	9
4.03	BI-WEEKLY.....	9
4.04	CALENDAR YEAR .....	9
4.05	CLASS .....	9
4.06	DISPUTE.....	9
4.07	GRIEVANCE .....	9
4.08	POLICY GRIEVANCE .....	9
4.09	DISABILITY .....	9
4.10	EMPLOYEE .....	10
4.11	FULL-TIME EMPLOYEE .....	10
4.12	PART-TIME EMPLOYEE .....	10
4.13	PROBATIONARY EMPLOYEE .....	10
4.14	ONGOING EMPLOYEE .....	10
4.15	PERMANENT EMPLOYEE.....	10
4.16	TEMPORARY EMPLOYEE .....	10
4.17	FULL-TIME EQUIVALENT SERVICE.....	10
4.18	HOURS OF WORK SCHEDULE .....	10
4.19	IMMINENT DANGER .....	10
4.20	MONTHLY SALARY .....	10
4.21	OFF DAYS .....	11
4.23	PROMOTIONS .....	11
4.24	REGULAR HOURS OF WORK.....	11
4.25	REGULAR RATE OF PAY .....	11
4.26	STAND-BY SERVICE .....	11
4.27	STEP.....	11
4.28	VACATION CREDITS.....	11
4.29	VACATION YEAR.....	11
4.30	VOLUNTEER .....	11
5.	MANAGERIAL RESPONSIBILITIES.....	12
5.01	MANAGERIAL RIGHTS .....	12
5.02	DISCIPLINE .....	12
5.03	DRIVING ACCIDENT INVESTIGATION .....	12
5.04	ARBITRATION BOARD AUTHORITY .....	12
5.05	CASH SHORTAGES & OVERAGES .....	13
6.	UNION SECURITY.....	13

<b>6.01</b>	<b>UNION RECOGNITION .....</b>	<b>13</b>
<b>6.02</b>	<b>NEGOTIATIONS.....</b>	<b>13</b>
<b>6.03</b>	<b>NO DISCRIMINATION .....</b>	<b>13</b>
<b>6.04</b>	<b>FORWARDING OF UNION DUES.....</b>	<b>13</b>
<b>6.05</b>	<b>NAMES AND ADDRESSES OF REPRESENTATIVES.....</b>	<b>14</b>
<b>6.06</b>	<b>LEAVE OF ABSENCE FOR UNION AFFAIRS .....</b>	<b>14</b>
<b>6.07</b>	<b>LIST OF EMPLOYEE NAMES, TELEPHONE NUMBERS, AND ADDRESSES.....</b>	<b>14</b>
<b>7.</b>	<b>SAFETY.....</b>	<b>14</b>
<b>7.01</b>	<b>REPORTING UNSAFE WORK CONDITIONS .....</b>	<b>14</b>
<b>7.02</b>	<b>IMMINENT DANGER .....</b>	<b>15</b>
<b>7.03</b>	<b>OCCUPATIONAL SAFETY AND HEALTH COMMITTEE .....</b>	<b>15</b>
<b>8.</b>	<b>HOURS OF WORK.....</b>	<b>15</b>
<b>8.01</b>	<b>REGULAR HOURS OF WORK.....</b>	<b>15</b>
<b>8.01.01</b>	<b>Permanent Full-Time Employees.....</b>	<b>15</b>
<b>8.01.02</b>	<b>Permanent Part-Time Employees .....</b>	<b>15</b>
<b>8.01.03</b>	<b>Ongoing Part-Time Employee .....</b>	<b>15</b>
<b>8.02</b>	<b>BREAKS .....</b>	<b>16</b>
<b>8.03</b>	<b>BREAKS FOR HOUSE MANAGERS AND SLEEPOVER SUPERVISORS.....</b>	<b>16</b>
<b>8.04</b>	<b>CONSECUTIVE DAYS OFF (FOR PERMANENT FULL-TIME EMPLOYEES).....</b>	<b>16</b>
<b>9.</b>	<b>REPORTING FOR DUTY.....</b>	<b>16</b>
<b>10.</b>	<b>MEDICAL EVALUATIONS.....</b>	<b>16</b>
<b>11.</b>	<b>SCHEDULES .....</b>	<b>17</b>
<b>11.01</b>	<b>REGULAR SCHEDULES .....</b>	<b>17</b>
<b>11.02</b>	<b>CHANGES TO SCHEDULES.....</b>	<b>17</b>
<b>11.03</b>	<b>MINIMUM SCHEDULED SHIFT .....</b>	<b>17</b>
<b>12.</b>	<b>OVERTIME AND PREMIUM PAY.....</b>	<b>17</b>
<b>12.01</b>	<b>AUTHORIZATION.....</b>	<b>17</b>
<b>12.02</b>	<b>OVERTIME RATE OF PAY.....</b>	<b>17</b>
<b>12.03</b>	<b>ELIGIBILITY .....</b>	<b>18</b>
<b>12.04</b>	<b>BREAKS DURING OVERTIME HOURS .....</b>	<b>18</b>
<b>12.05</b>	<b>SCHEDULING OF OVERTIME .....</b>	<b>18</b>
<b>12.06</b>	<b>OVERTIME COMPENSATION .....</b>	<b>18</b>
<b>12.07</b>	<b>STAND-BY.....</b>	<b>19</b>
<b>12.08</b>	<b>TELEPHONE CALLS AND REMOTE ACCESS.....</b>	<b>19</b>
<b>12.09</b>	<b>CALL-OUT .....</b>	<b>19</b>
<b>12.10</b>	<b>WORK IN EXCESS OF FIVE CONSECUTIVE DAYS .....</b>	<b>19</b>
<b>13.</b>	<b>STATUTORY HOLIDAYS .....</b>	<b>20</b>
<b>13.01</b>	<b>PAY FOR WORK ON STATUTORY HOLIDAYS.....</b>	<b>20</b>

13.02	STATUTORY HOLIDAY PAY FOR ALL PART-TIME EMPLOYEES.....	20
13.03	STATUTORY HOLIDAY PAY FOR PERMANENT FULL-TIME EMPLOYEES.....	20
14.	REMUNERATION.....	21
14.01	WAGES .....	21
14.02	TEMPORARY CHANGE OF DUTIES .....	23
14.03	IMPLEMENTATION OF NEGOTIATED INCREASE .....	23
14.04	LONG SERVICE RECOGNITION .....	23
15.	SENIORITY .....	24
15.01	ACHIEVING PERMANENT STATUS .....	24
15.02	ONGOING AND PERMANENT PART-TIME EMPLOYEES.....	24
15.03	TEMPORARY EMPLOYEES .....	24
15.04	TEMPORARY MANAGERIAL POSITION .....	24
15.05	LOSS OF SENIORITY .....	24
15.06	SENIORITY LIST .....	24
16.	ANNUAL VACATION.....	25
16.01	PERMANENT FULL-TIME EMPLOYEES.....	25
16.02	PERMANENT PART-TIME EMPLOYEES.....	25
16.03	ONGOING PART-TIME EMPLOYEE .....	25
16.04	TEMPORARY EMPLOYEE .....	26
16.05	VACATION CONVERSION - ONGOING AND TEMPORARY PART-TIME TO PERMANENT.....	26
16.06	VACATION CONVERSION - TEMPORARY FULL-TIME TO PERMANENT FULL-TIME..	26
16.07	UNBROKEN VACATION PERIOD.....	26
16.08	CARRYING OVER VACATION DAYS.....	26
16.09	RECOGNIZED HOLIDAYS DURING VACATION PERIOD.....	26
16.10	VACATION CREDIT DURING LEAVE OF ABSENCE .....	26
16.11	VACATION ON STD/LTD/WCB .....	26
16.12	SICK DAYS WHILE ON VACATION.....	27
16.13	BEREAVEMENT WHILE ON VACATION.....	27
16.14	CHOOSING PERIOD OF VACATION.....	27
16.15	SCHEDULING OF VACATION .....	27
16.16	POSTING OF VACATION SCHEDULES.....	27
16.17	CASH SETTLEMENT.....	27
17.	LEAVE OF ABSENCE .....	27
17.01	LEAVE WITH PAY .....	28
17.02	LEAVE WITHOUT PAY .....	31
17.04	WORKERS' COMPENSATION SUPPLEMENTATION .....	32
18.	SUPPLEMENTARY BENEFITS.....	32
18.01	CLOTHING .....	32
18.02	SAFETY BOOT SUBSIDY.....	32
18.03	PRIVATE VEHICLE USE.....	33

18.04	EDUCATIONAL ALLOWANCE .....	33
18.05	HEALTH AND WELFARE BENEFITS .....	33
18.06	PENSIONS.....	33
18.07	HEALTH SPENDING ACCOUNT.....	33
19.	POSTING OF POSITIONS .....	35
19.01	POSTING OF POSITIONS .....	35
19.02	APPOINTMENT OF APPLICANT.....	35
19.03	TEMPORARY POSITIONS .....	36
19.04	TEMPORARY MANAGERIAL POSITIONS .....	36
20.	APPOINTMENTS .....	36
20.01	POSITIONS WITHIN UNION JURISDICTION .....	36
20.02	TRIAL PERIOD.....	36
20.03	POSITIONS OUTSIDE UNION JURISDICTION .....	36
21.	PROBATIONARY PERIOD .....	37
21.01	PERFORMANCE APPRAISAL .....	37
21.02	LENGTH OF PROBATIONARY PERIOD.....	37
21.03	SEPARATION FROM SERVICE.....	37
22.	POSITION REVIEW AND REVIEW OF EMPLOYEE STATUS .....	37
22.01	TEMPORARY POSITIONS AND TEMPORARY EMPLOYEES .....	37
22.02	ESTABLISHMENT OF PERMANENT PART-TIME POSITIONS AND ATTAINMENT OF PERMANENT PART-TIME STATUS.....	37
22.03	ESTABLISHMENT OF PERMANENT FULL-TIME POSITIONS AND ATTAINMENT OF PERMANENT FULL-TIME STATUS.....	38
22.04	EXTENDED TEMPORARY POSITIONS BASED ON APPROVED LEAVES .....	38
22.05	PERMANENT PART-TIME STATUS.....	38
23.	POSITION EVALUATION PROGRAM.....	39
24.	NEW POSITIONS .....	40
25.	CHALLENGE AND APPEAL PROCEDURE FOR POSITION ALLOCATION	40
26.	LAYOFFS AND TECHNOLOGICAL CHANGE .....	42
26.01	LAYOFF OR STAFF REDUCTION.....	42
26.02	RE-ENGAGEMENT AND RE-APPOINTMENT .....	42
26.03	TECHNOLOGICAL CHANGE .....	43
26.04	JOB SECURITY .....	43
26.05	SEVERANCE ALLOWANCE .....	43
27.	DISPUTE RESOLUTION PROCESS .....	44
27.01	STAGE ONE: PROBLEM SOLVING STAGE .....	44
27.02	STAGE TWO: THE CONSULTATION PHASE .....	45

<b>27.03</b>	<b>STAGE THREE: FORMAL REVIEW</b> .....	<b>45</b>
<b>27.04</b>	<b>STAGE FOUR: ARBITRATION</b> .....	<b>47</b>
<b>27.05</b>	<b>GENERAL</b> .....	<b>49</b>
<b>28.</b>	<b>NO STRIKE OR LOCKOUT</b> .....	<b>49</b>
<b>29.</b>	<b>WAGES/TERM</b> .....	<b>49</b>
	<b>BENEFITS &amp; RETIREMENT PLAN</b> .....	<b>62</b>
	<b>APPENDIX "A"</b> .....	<b>62</b>
	DEFINITIONS FOR HEALTH CARE PLANS .....	62
	<b>APPENDIX "B"</b> .....	<b>65</b>
	MAJOR MEDICAL INSURANCE .....	65
	<b>APPENDIX "C"</b> .....	<b>65</b>
	DENTAL PLAN .....	65
	<b>APPENDIX "D"</b> .....	<b>65</b>
	GROUP LIFE INSURANCE .....	65
	<b>APPENDIX "E"</b> .....	<b>66</b>
	SICK LEAVE.....	66
	WEEKLY INDEMNITY .....	66
	LONG TERM DISABILITY .....	66
	<b>APPENDIX "F"</b> .....	<b>68</b>
	TERMINATIONS.....	68
	SURVIVOR EXTENDED INSURANCE BENEFIT .....	69
	<b>APPENDIX "G"</b> .....	<b>70</b>
	PENSION PLAN .....	70
	<b>APPENDIX "H"</b> .....	<b>70</b>
	EMPLOYEE ASSISTANCE PLAN.....	70
	<b>LETTER OF UNDERSTANDING</b> .....	<b>71</b>
	LABOUR-MANAGEMENTADVISORY COMMITTEE.....	71

**\*\* NOTES**

1. An asterisk (\*) designates a clause that existed in the previous Agreement which has been reworded – words could be added or deleted from the Clause.
2. A double asterisk (\*\*) designates a new clause

**\*\* ERRORS and OMISSIONS**

The Foundation and the Union agree that this document will accurately reflect all items agreed to during collective bargaining. However, errors or omissions that may be found in this agreement will be rectified based on mutual agreement between the parties.

## **COLLECTIVE AGREEMENT**

**Between**

**THE EDMONTON SPACE &  
SCIENCE FOUNDATION  
(hereinafter called the "Foundation")**

### **OF THE FIRST PART**

**-- and --**

**CIVIC SERVICE UNION 52  
(hereinafter called the "Union")**

### **OF THE SECOND PART**

#### **1. AMENDMENT AND TERMINATION**

- \* The duration of this Agreement shall commence and be in effect for the period of **January 1, 2025, to December 31, 2028**. Article 30 of this Agreement shall become effective on the above specified commencement date unless otherwise specifically provided, all other negotiated changes become effective at time of ratification.

This Agreement shall take effect on the date of signing and shall continue in force and effect beyond the expiration date from year to year thereafter unless notification of desire to amend the Agreement is given in writing by either party to the other not more than one hundred and twenty (120) days nor less than sixty (60) days prior to the expiration date. If amendment is desired notice shall be transmitted to the other party within the time limit set out above and the existing Agreement shall remain in force in accordance with the provisions of the Labour Relations Code. Changes in this Agreement agreed upon by the parties hereto, however, may be made at any time provided that such changes are properly reduced to writing and executed by the signing officers of the parties to the Agreement.

#### **2. SCOPE**

This Agreement shall apply to all employees of the Foundation except employees exercising managerial functions or those employees employed in a confidential capacity in matters relating to labour relations.

- \* In this Agreement (unless otherwise indicated in the context), all words in the singular shall include the plural and all words in the plural shall include the singular.

#### **3. MEMORANDA OF UNDERSTANDING OR AGREEMENT**

During the process of collective bargaining for this Collective Agreement, Memoranda or Agreement of Letters of Understanding reduced to writing and executed by agents of the Foundation and the Union shall become part of the said Collective Agreement.

## 4. DEFINITIONS

### 4.01 Average Daily Hours of Work

The average scheduled hours of work assigned to an employee, exclusive of overtime, in a bi-weekly period divided by nine (9) or ten (10) as determined by the hours of work assigned to the position. The average scheduled hours of work shall be calculated over the employee's complete shift cycle. Where an employee is not subject to a regular bi-weekly schedule, the average scheduled hours of work shall be determined by dividing the total hours worked by the employee in the preceding eight (8) weeks by thirty six (36) days or forty (40) days.

### 4.02 Banked Overtime Year

The period of twelve (12) consecutive months commencing with the first day of January to December 31.

\*\*

### 4.03 Bi-weekly

Occurring once every two weeks.

### 4.04 Calendar Year

A period of twelve (12) calendar months, commencing with the first day of January to December 31.

### 4.05 Class

A group of positions having sufficiently similar duties, responsibilities, authority and required qualifications that a common descriptive title may be used.

## Dispute Resolution Definitions

### 4.06 Dispute

A Dispute is any problem, disagreement, or difference involving employees, representatives of the Foundation, or Union representatives.

### 4.07 Grievance

A Grievance is any Dispute:

- a. Concerning the interpretation, application, operation or alleged violation of the Collective Agreement including whether the Dispute is arbitrable, and
- b. Directly relating to or affecting the rights of a specific employee or group of employees.

### 4.08 Policy Grievance

A Policy Grievance is any Dispute:

- a. Concerning the interpretation, application, operation, or alleged violation of the Collective Agreement, including whether the Dispute is arbitrable, and
- b. Relating to a policy or general practice of the employer or the Union.

### 4.09 Disability

Unless otherwise specified, the inability of members to perform all of the regular duties of

their occupation by reason of a non-compensable illness or injury.

#### **4.10 Employee**

A person assigned to a position coming within the scope of this Agreement.

### **Employment Status**

#### **4.11 Full-Time Employee**

\*\* Any employee who is employed a full-time position. Full-time Employees normally work thirty-seven and a half (37.5) hours per week.

#### **4.12 Part-Time Employee**

\* Any employee who is employed in a part-time position. Part-Time Employees normally work in a position up to twenty-eight (28) hours per week.

#### **4.13 Probationary Employee**

\* Any employee who is serving the required probationary period for their position.

### **Employment Term**

#### **\*\* 4.14 Ongoing Employee**

Any Part-Time Employee hired for a position with no specified end date, no minimum or maximum hours, and has successfully completed probation.

#### **4.15 Permanent Employee**

Any employee who is hired for a position that has no specified end date, has successfully completed probation, receives guaranteed hours, and is eligible for benefits as per the Appendices.

#### **4.16 Temporary Employee**

Any employee hired for a position that has a specified end date. This is usually less than 12 months, unless approved as per Article 22.04.

#### **\*\* 4.17 Full-Time Equivalent Service**

If a Part-Time Employee is hired into a Permanent Full-Time position, the Full-Time Equivalency (FTE) calculation converts their start date to a full-time equivalent date based on standard full-time hours of work (i.e. 75 hours biweekly). Once hired, the FTE date is used to calculate the Part-Time Employee's seniority, pay progression, and vacation credits as a Full-Time Employee.

#### **4.18 Hours of Work Schedule**

A timetable of the hours of work, exclusive of overtime, assigned to a position.

#### **4.19 Imminent Danger**

A danger which is not normal for that occupation or a danger under which person(s) engaged in that occupation would not normally carry out their work.

#### **4.20 Monthly Salary**

Annual salary at the regular rate of pay, divided by twelve (12).

#### **4.21 Off Days**

Those days of rest without pay which are regularly scheduled on a weekly or cyclical basis in conjunction with the employee's regularly scheduled hours of work.

#### **\*\* 4.22 Position**

A specific set of duties and conditions developed for the purpose of assignment to a single person.

#### **4.23 Promotions**

Normally means the advancement of employees to positions with higher pay ranges than their present positions.

#### **4.24 Regular Hours of Work**

The assigned daily hours of work, exclusive of overtime.

#### **4.25 Regular Rate of Pay**

The rate of pay assigned to an incumbent of a position within the pay range specified for the class of such position or such higher special rate which may be authorized.

#### **\*\* 4.26 Stand-By Service**

A state where an employee must be available to work outside of their regularly scheduled hours, to be paid in accordance with this Agreement.

#### **4.27 Step**

An established pay level (rate of pay) within the pay range assigned a position or classification.

#### **4.28 Vacation Credits**

Earned vacation hours based on service and accumulated on a monthly basis.

#### **4.29 Vacation Year**

Each period of twelve (12) consecutive months commencing with the employee's start date or full-time equivalent start date.

#### **4.30 Volunteer**

People who donate their time and services to the Foundation and will not directly or indirectly receive any remuneration.

It is agreed between the parties that any one person may not volunteer more than twenty (20) hours of time and services in any week, however volunteers within the Camp Program may volunteer up to forty (40) hours of time and services in any week. It is further agreed between the parties that no volunteer will perform the duties and responsibilities of a continuing position, currently occupied and covered by this Collective Agreement, on a continuing basis.

## **5. MANAGERIAL RESPONSIBILITIES**

### **5.01 Managerial Rights**

The Union recognizes that it is the function of the Foundation to exercise the regular and customary function of management and to direct the working forces of the Foundation, subject to the terms of this Agreement.

### **5.02 Discipline**

The Foundation reserves the right to discipline employees for just cause. Copies of all disciplinary reports and notices of investigation shall be provided to the Union, indicating clearly the exact nature of same. Should the Union or the employee be of the opinion that any discipline is unjust, then that disciplinary action may be the subject of a Grievance and processed in accordance with the Grievance procedure of this Agreement.

#### **5.02.01 Past Discipline**

Past disciplinary reports shall be deemed void after an employee has maintained a clear record with no infraction for a period of eighteen (18) months and shall be removed from the employee's personnel file at their request.

#### **5.02.02 Personnel File Access**

Employees shall be entitled to have access to their Personnel file, in compliance with the Personal Information Protection Act. They may reply in writing to any document contained in the files which reflects upon their work performance with the Foundation and such reply shall become part of their permanent records.

#### **5.02.03 Progressive Discipline**

Where a supervisor documents any performance issue through a progressive discipline process with an employee, the employee will be made aware of such documentation before it becomes part of their personnel file.

#### **5.02.04 Union Representation**

Where employees are required to meet with a representative of the Foundation for the purpose of applying discipline to said employees the employees shall, should they so desire, be entitled to have a Union representative present during such meeting.

### **5.03 Driving Accident Investigation**

It is agreed between the parties hereto that a Union representative may be present on request of either party, when a driver is to be questioned regarding an accident by other than Police.

### **5.04 Arbitration Board Authority**

The Foundation recognizes that an employee may be suspended, terminated or discharged for just cause only and, where an employee has been suspended, terminated or discharged, the Arbitrator or Arbitration Board, after finding there was insufficient cause for the suspension or dismissal or finding the penalty unfair or unreasonable, may:

- a. direct the employer to reinstate the employees and pay the employees a sum equal to their wage loss by reason of their suspension or dismissal or a lesser sum as, in the opinion of the Arbitrator or Arbitration Board, is fair and reasonable; or
- b. make any other remedial order or such other directive as it considers fair and reasonable.

#### **5.05 Cash Shortages & Overages**

Any employee handling cash coming within the scope of this Agreement shall not be required to make up any shortages in their daily cash balances. It is further agreed that such employees shall not receive any benefits from any cash overage.

Departments shall, however, maintain a record of each employee's overages and shortages and based on such results shall take whatever action is deemed appropriate by the Foundation.

### **6. UNION SECURITY**

#### **6.01 Union Recognition**

The Foundation recognizes the Union through its accredited officers or representatives as the exclusive agent for those employees covered by this Agreement for the purpose of collective bargaining in respect to wages, hours, fringe benefits and working conditions.

The Foundation shall not enter into any agreement with any individual employee or group of employees in the bargaining unit respecting the terms and conditions of employment contained herein unless any such agreement is first agreed to by the Union.

##### **6.01.01 Precedence of Collective Agreement**

Should the Foundation be found to enter into any agreement with any employee or group of employees without Union consent, the terms and conditions of this Agreement shall override any individual agreement.

#### **6.02 Negotiations**

The parties hereby agree to negotiate with each other concerning matters affecting the relationship between the parties, aiming toward a peaceful and amicable settlement of any differences that may arise between them.

#### **6.03 No Discrimination**

There shall be no discrimination against any employee by either party by virtue of that employee's sex, sexual preference, religion, race, age, marital status, union or political affiliation or place of residence or any other reason defined by the Alberta Human Rights Act.

#### **6.04 Forwarding of Union Dues**

- \* The Foundation agrees to deduct, from the wages of all employees covered by this Agreement, union dues as shall be decided by the Union. These deductions shall commence with the first pay period and shall be forwarded to the Union at the end of each month, together with a list of employees from whom deductions have been made. The Union shall give the Foundation

thirty (30) calendar days' notice as to any change in the deduction of Union dues.

The total deductions of dues shall be forwarded via cheque or electronic funds transfer to the Union within ten (10) days of the pay period ending and the cheque or electronic funds transfer shall be accompanied or immediately followed by a list of employees showing the amounts deducted.

#### **6.05 Names and Addresses of Representatives**

The Union shall inform the Foundation in writing as to the names and addresses of its officers, negotiating committee members, shop stewards and any other persons who are authorized representatives of the Union in matters which are appropriate under the provisions of this Agreement. The Union shall also inform the Foundation in writing of any changes to such list of names.

#### **6.06 Leave of Absence for Union Affairs**

The Foundation shall grant leave of absence to employees representing the Union in accordance with the provisions as outlined in Articles 17.01.01 and 17.02.01.

#### **6.07 List of Employee Names, Telephone Numbers, and Addresses**

\* The Foundation shall provide the Union with a list of employee names, telephone numbers, personal emails, and home addresses in April and October each year. This information is shared with the mutual understanding that the Union will use such personal information for purposes of fulfilling the Union's responsibilities as the exclusive agent of employees covered by this Agreement, as these responsibilities relate to their members' employment relationship with the Foundation.

The Union shall take all reasonable steps to store and manage this information to prevent its use in a way that is not authorized by the collective agreement and/or applicable privacy legislation.

### **7. SAFETY**

#### **7.01 Reporting Unsafe Work Conditions**

Employees are required to report any unsafe conditions to their supervisor or to the management representative as designated by the President. The management representative designated by the President will be posted in an accessible location for all employees. If the unsafe condition is not corrected, then the employee should bring the unsafe condition to the attention of the Occupational Safety and Health Committee and the Union.

##### **7.01.01 No Discrimination or Harassment**

There shall be no discrimination, harassment, restriction, or coercion, exercised or practiced against any employee by either party by virtue of that employees race, religious beliefs, colour, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sex, sexual orientation, union or political affiliation or place or residence or any other reason identified by the Alberta Human Rights Act.

### **7.02 Imminent Danger**

No employee shall operate or be directed to operate any tool, appliance or equipment that will cause to exist an imminent danger or carry out any work where there exists or will cause to exist an imminent danger to the health and safety of that employee or any other employee present at the work site.

### **7.03 Occupational Safety and Health Committee**

An Occupational Safety and Health Committee will be established consisting of equal membership from both Union employees and the employer, recognizing that preventing occupational illnesses, accidents and injuries is the responsibility of everyone in the work place. This Committee will be responsible for ensuring that the requirements of the Occupational Health and Safety Act and any other relevant legislation and codes are being followed.

## **8. HOURS OF WORK**

### **\* 8.01 Regular Hours of Work**

#### **8.01.01 Permanent Full-Time Employees**

The regular full-time hours of work shall not exceed eight (8) consecutive hours of work, excluding an unpaid lunch break, and shall not exceed 67.5 hours in nine (9) working days (as per Schedule of wages "A" hours) in a bi-weekly period or 75 hours in ten (10) working days (as per Schedule of wages "B" hours) in a bi-weekly period and shall include flexible hours per day/week to the maximum bi-weekly working hours as directed by the manager. Travel time for Outreach Coordinators is included unless otherwise agreed.

The regular full-time hours of work for a full-time position shall be determined by the Foundation at the time of establishing a new position or posting to fill a vacant position. The established regular full-time hours of work shall not be changed except by mutual consent between the incumbent employee and the Foundation.

If due to operational need a Full-Time Employee's hours of work need to be adjusted, the Foundation will make every effort to adjust the Full-Time Employee's hours of work schedule. However, in the event that this is not possible due to operational need, overtime pay will be applicable as per Article 12.

#### **8.01.02 Permanent Part-Time Employees**

Unless otherwise mutually agreed, **Permanent Part-Time Employees** will be guaranteed an average of twenty (20) hours in a weekly period, averaged over each quarter of a calendar year.

### **\* 8.01.03 Ongoing Part-Time Employee**

The regular part-time hours of work, with the exception of Camp Instructors and Junior Camp Instructors, shall not exceed seventy-five (75) hours bi-weekly scheduled in one or more positions. Camp Instructors and Junior Camp Instructors shall not exceed eighty

(80) hours bi-weekly. Employees working part-time hours shall work the assigned number of hours not to exceed ten (10) hours per day, excluding an unpaid break in any shift.

### **8.02 Breaks**

The normal unpaid lunch period shall be a minimum of one-half (1/2) hour to a maximum of one (1) hour by mutual agreement between the employee and the employer.

Where an employee is not allowed to take a break the employee will then be paid at overtime rates as per Article 12.04 for the break time.

### **8.03 Breaks for House Managers and Sleepover Supervisors**

In the event that a House Manager or Sleepover Supervisor is required to remain on premises during their unpaid lunch break, they shall be compensated at their regular hourly rate of pay for the time of the break.

Should an employee be required to remain on the premises during their unpaid lunch break while on shift during the overnight hours of Midnight to 8am, they will be compensated at overtime rates as per Article 12.04 for the break time.

### **8.04 Consecutive Days Off (for Permanent Full-Time Employees)**

#### **8.04.01 Permanent Employees Active on March 20, 2008**

All Permanent Full-Time Employees that were actively employed on March 20, 2008 shall be entitled to at least two (2) weekends off per month, which shall be mutually agreed upon between the employee and the employer.

#### **8.04.02 Employee Opt-out**

An employee covered under Article 8.04.01. may opt out of the provisions of that article and, by indicating their preference to the employer, they agree to be scheduled in accordance with Article 8.03.02.

#### **8.04.03 Permanent Employees Hired After March 20, 2008**

All Permanent Full-Time Employees hired after March 20, 2008 and those employees who have chosen to opt-out in accordance with Article 8.04.01.01., shall be entitled to two (2) consecutive days off per week which shall be scheduled adjacent to any day(s) off that result from participation in a compressed or flexible hours of work program.

## **9. REPORTING FOR DUTY**

An employee shall report for duty at the assigned place of work and shall go to and from their assigned place of work on their own time consistent with the Foundation's Travel Authority Policy.

## **10. MEDICAL EVALUATIONS**

Employees who are required by the Foundation to undergo regular medical examinations as a result of the nature of their employment with the Foundation shall have the cost of such medical evaluations borne by the Foundation.

## **11. SCHEDULES**

### **11.01 Regular Schedules**

Hours of work schedules shall be posted and maintained in a prominent place readily available to the employees concerned.

Hours of work schedules will extend for a period of at least thirty (30) calendar days and new schedules will be posted at least seven (7) days prior to implementation. In the Education department if it is not possible to confirm a thirty (30) day schedule, hours of work schedules will extend for a period of at least fourteen (14) calendar days and new schedules posted at least seven (7) days prior to implementation.

### **11.02 Changes to Schedules**

Employees will normally be given five (5) calendar days' notice of any changes to their scheduled shift(s). The first two (2) hours of each shift worked by the regularly scheduled employee without proper notice will be paid two (2) times their regular hourly rate of pay, to a maximum of five (5) shifts or a maximum of ten (10) hours in any one incident.

\*\* If required, due to unforeseen circumstances, or new emerging operational needs, Part-Time Employees may agree to:

- have an existing or scheduled shift extended to a maximum of two (2) hours when the extension occurs on the day of the shift and it will not be considered a shift change
- a schedule change with a minimum of two (2) days' notice and this will not be considered a shift change.

#### **\*\* 11.02.01 Shortening Shifts**

In circumstances where operational needs are reduced (e.g., due to low attendance or other business-related slow periods), the Foundation reserves the right to send employees home early from their scheduled shift. In such cases, employees will only be paid for the hours worked and the minimum scheduled shift as outlined in Article 11.03, and this will not be considered a shift change requiring advance notice.

### **11.03 Minimum Scheduled Shift**

Scheduled work shifts shall be a minimum of three (3) hours.

## **12. OVERTIME AND PREMIUM PAY**

### **12.01 Authorization**

All overtime must be pre-authorized.

### **12.02 Overtime Rate of Pay**

Overtime work shall be paid at two (2) times an employee's regular hourly rate of pay for each hour worked.

\*\* Full-Time Employees and Permanent Part-Time Employees are eligible to bank overtime as described in Article 12.06.

### **12.03 Eligibility**

Employees (except Outreach Coordinators) shall be paid the overtime rate for hours worked in excess of the regular daily or bi-weekly hours of work established in Article 8.01.

#### **12.03.01 Part-Time Employees**

All Part-Time Employees shall be paid the overtime rate for hours in excess of eight (8) hours per day.

### **12.04 Breaks During Overtime Hours**

Employees required to work two (2) hours or more of consecutive overtime shall be eligible for a paid meal break of one-half (1/2) hour. Employees shall be eligible for a paid meal break of one-half (1/2) hour for each additional consecutive four (4) hours of overtime.

### **12.05 Scheduling of Overtime**

When the Foundation requires overtime work, it shall first ascertain if its requirements can be met from those employees willing to work overtime and only in the event of insufficient qualified employees being available will the Foundation be able to direct employees to work overtime. All scheduled overtime shall be distributed as evenly as possible among employees concerned.

### **12.06 Overtime Compensation**

Employees shall be compensated by one of the following options upon mutual agreement between the employees and the employer:

- a. They shall be paid at two (2) times their regular hourly rate for each hour worked.
- b. They shall be paid at their regular rate of pay for each hour worked and credited an equal dollar amount to their overtime bank; or
- c. They shall credit the total dollar amount (two (2) times their regular rate) for each hour worked to their overtime bank.

#### **12.06.01 Banked Overtime**

Banked time shall be scheduled by mutual agreement between the employee and the employer. In the event that mutual agreement cannot be reached for scheduling such time, the employer may exercise their right to pay out an amount equal to fifty (50%) percent of the banked time entitlement on an annual basis and the balance to be scheduled immediately, wherever possible by mutual agreement.

#### **12.06.02 Banked Overtime Payout**

Upon termination, resignation or retirement of an employee, all banked overtime credits shall be paid to the employee.

## **12.07 Stand-By**

### **12.07.01 – Stand-By Scheduling**

Should employees be required for Stand-by Service, those employees must meet the following conditions:

- Employees must be assigned to and notified of Stand-by Service in writing by their Manager.
- When an employee is on Stand-by Service as stated above, the employee on Stand-by Service must be available and able to perform the work.

### **12.07.02 – Assigned Cellphones**

The assigning of a cell phone to an employee is not an act that would result in an employee being automatically assigned to Stand-by Service. Consequently, an employee issued a paging device/cell phone would not be entitled to Stand-by pay unless that employee was assigned to Stand-by Service and was able to meet the other previously noted conditions.

### **12.07.03 – Stand-By Compensation**

Stand-by pay shall be paid on the following basis:

- Off shift - \$25.00 per 12 hour period
- Off days - \$50.00 per 24 hour period
- Statutory holidays - \$100.00 per 24 hour period

## **12.08 Telephone Calls and Remote Access**

Employees who are required to respond to inquiries while away from the workplace, outside of their regularly scheduled hours shall be compensated at the applicable overtime rate for all time in excess of fifteen (15) minutes or the equivalent time in lieu for all time engaged in such matters. All time in excess of fifteen (15) minutes will be rounded to the nearest fifteen (15) minute increment for the purpose of calculating the appropriate compensation.

## **12.09 Call-out**

A call-out is work performed at a time separate from an employee's regular hours of work. Employees on call-out shall receive not less than two (2) hours pay at the overtime rate of pay as defined in Article 12.02 for each call.

## **12.10 Work in Excess of Five Consecutive Days**

### **12.10.01 Permanent Employees (except Outreach Coordinators)**

Employees (except Outreach Coordinators) shall be paid at two (2) times their regular hourly rate of pay for each hour worked on their sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) consecutive day of work. This article does not apply to Part-Time employees who volunteer for additional hours.

\*\*

Employees who are selected to participate in voluntary professional development opportunities (conferences, training sessions, etc.) are not eligible for overtime on the sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) day of work and shall be paid at the employee's regular rate. If necessary, an employee's schedule can be adjusted within the biweekly period to remain within their regular hours of work as per Article 8.01.

### 13. STATUTORY HOLIDAYS

The following days shall be recognized as statutory holidays for the purpose of this Agreement:

<b>Statutory Holiday</b>	<b>Date</b>
New Year's Day	January 1
Family Day	Third (3 <sup>rd</sup> ) Monday in February
Good Friday	Friday before Easter
Easter Sunday	Sunday of Easter
Victoria Day	Monday before May 25
Canada Day	July 1
Civic Holiday	First (1 <sup>st</sup> ) Monday in August
Labour Day	First (1 <sup>st</sup> ) Monday in September
National Day for Truth and Reconciliation	September 30
Thanksgiving Day	Second Monday in October
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day	December 26

All employees shall be entitled to the holidays specified.

Eligibility will be determined according to Articles 13.02 through Article 13.05 and as per Alberta Employment Standards legislation.

The Parties agree that three (3) of the following Statutory Holidays: New Years Day, Family Day, Good Friday, Easter Sunday, Victoria Day, Canada Day, Heritage Day , Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, and Boxing Day may be exchanged to celebrate other holidays of cultural significance/importance.

#### **13.01 Pay for Work on Statutory Holidays**

Employees who are required to work on a Statutory Holiday, as defined in Article 13.01, shall be paid at two times (2X) their regular hourly rate of pay, in accordance with Article 12.02.

#### **13.02 Statutory Holiday Pay for All Part-Time Employees**

All Part-Time Employees shall be paid for the statutory holidays to which they are entitled at their regular rate of pay for hours which shall be determined in accordance with Alberta Employment Standards legislation.

#### **13.03 Statutory Holiday Pay for Permanent Full-Time Employees**

Permanent Full-Time Employees shall receive the recognized statutory holidays for which they are eligible in one of the following manners:

- a. with pay, or

- b. other days with pay in lieu of such statutory holiday, or
- c. pay in lieu of such statutory holiday

Provided they are available for work in accordance with their regular hours of work preceding, during and following the designated day for observance of the holiday or on approved leave for a period of thirty (30) working days or less duration, except when such leave is a result of a compensable accident as provided for in Article 17.04.

#### **13.04 Statutory Holiday During Sick Leave**

If during a period of sick leave of ten (10) working days or less, a work day is coincident with a statutory holiday or lieu day, the employee shall receive such day paid as a statutory holiday and the remaining days shall be paid from accumulated income replacement entitlement.

#### **13.05 Day in Lieu of Statutory Holiday Pay**

Where the Foundation designates a day off in lieu of the actual statutory holiday for the majority of its employees, the employees may be allowed off on such day. In the event that this is not possible, the employees may be allowed a day off in lieu of the statutory holiday at a time mutually agreed between the employees and their supervisor. If such a day cannot be provided, the employees shall receive a day's pay in lieu of the statutory holiday.

### **14. REMUNERATION**

#### **14.01 Wages**

##### **14.01.01 Rates of Pay**

The regular bi-weekly rates of pay established in the Schedule of Wages (Appendix I) shall apply during the term of this Agreement. Employees shall be paid bi-weekly.

##### **14.01.02 Step Adjustments**

###### **14.01.02.01 Permanent Full-Time Employees**

Permanent Full-Time Employees shall be eligible for a merit review and, if warranted due to satisfactory performance, a step adjustment following the completion of:

- Their probationary period while on Step A of their assigned pay range.
- Each separate 12 month period while on Step B of their assigned pay range.
- Each separate 12 month period while on Step C of their assigned pay range.
- Each separate 12 month period while on Step D of their assigned pay range.
- Each separate 12 month period while on Step E of their assigned pay range.

\*

#### **14.01.02.02 All Part-Time Employees**

All Part-Time Employees shall progress from one step of the pay range assigned to their position to the next assigned step upon a satisfactory performance review based on the following total hours of work cumulative from their original date of employment with the Foundation:

- Step A to Step B upon successful completion of probationary period or after five hundred forty (540) hours, whichever comes first, per Article 21.02.
- Step B to Step C after fifteen hundred forty (1540) hours.
- Step C to Step D after twenty-five hundred and forty (2540) hours.
- Step D to Step E after three thousand five hundred and forty (3540) hours.
- Step E to Step F after four thousand five hundred and forty (4540) hours.

#### **14.01.02.03 Employees Working Multiple Positions**

For employees in more than one assigned position, hours will be cumulative for positions within each applicable pay code. Once an employee reaches two thousand five hundred forty (2540) total cumulative hours, the employee will remain at a step no lower than Step D for any current or newly assigned position. The Foundation shall consider previous service with the Foundation when determining the appropriate starting rate for returning Camp Instructors and Junior Camp Instructors.

#### **14.01.02.04 Conversion to Permanent Part-Time**

Should an Ongoing or Temporary Part-Time Employee become a permanent Employee, the part-time hours shall be converted to a review date for the purpose of progression through the pay bands as per Article 14.01.02.02.

The calculations shall be based on full-time equivalent service of 75 hours bi-weekly rounded to the nearest day.

#### **14.01.03 Position Reclassification**

- \* Employees whose position is reclassified to a class having a higher pay range shall normally receive an increase to the first step above their present regular rate of pay in the pay range of the new class. The Foundation, however, shall review the circumstances pertinent to the reclassification and may award at least one additional step in a case which, if granted, would be effective on the date that the reclassification request was initiated. Eligibility for future salary adjustments shall be determined in accordance with Article 14.01.02 and/or Article 14.01.02.01 until the employees reach the maximum step in the range to which their position has been classified.

In the event the Union disagrees with the step assigned to an employee whose position has been reclassified to a class having a higher pay range, then such Dispute shall be referred to the Umpire as described in Article 26 for resolution, provided such reclassification was as a result of a decision made by the Umpire appointed in accordance with the procedures of Article 26.

#### **14.01.04 Promotions**

Employees receiving a promotion shall receive a minimum increase to the first step above their present regular rate of pay in the pay range of the new class or to the initial step in the pay range of a new class on appointment, to be rescinded if the employee is not confirmed in the new position or chooses to revert to their former position.

\*

Upon completion of the three (3) month period, the employees shall have a performance review and, dependent upon the result of this review, they shall either be reverted to their former position and former rate of pay or confirmed in the new position with at least one additional step increase, provided that such increase does not exceed the established range of the position.

Eligibility for future performance reviews and salary adjustments shall be determined in accordance with the schedule prescribed in Article 14.01.01 until the employee reaches the maximum step in the range assigned the position.

#### **14.02 Temporary Change of Duties**

When an employee is appointed, in writing, to act/relieve in a senior position for one (1) day or more (statutory holidays included) the employee shall be remunerated for the whole period with an increase to the first step above their present salary in the salary range of the relieved position or with a five (5%) percent adjustment to their present salary, whichever is greater.

#### **14.03 Implementation of Negotiated Increase**

All employees, other than over-ranged employees, shall have applied to the annual rate in Appendix I, for the class assigned to their position, the increase negotiated for such class. The result shall be rounded off to the nearest cent. The bi-weekly rate shall be determined by dividing the annual rate by 26. The hourly rate shall be determined by dividing the annual rate of the position concerned by its annual regular hours of work (either 1755 or 1950 hours) and rounding to the nearest cent.

##### **14.03.01 Over-ranged Employees**

Over-ranged employees shall have applied to their annual rate the percentage increase applied to Appendix I, Part I, of this Agreement. The result shall be rounded off to the nearest dollar. The bi-weekly rate shall be determined by dividing the annual rate by 26 (twenty-six). The hourly rate shall be determined by dividing the annual rate of the position concerned by its annual regular hours of work (either 1755 or 1950 hours) and rounding to the nearest cent.

#### **14.04 Long Service Recognition**

Permanent Full-Time Employees shall receive the equivalent of one (1) week of regular pay upon completion of each five (5) years of satisfactory continuous service with the Foundation.

Permanent Part-Time Employees shall receive the equivalent of one (1) week of average hours worked in the previous 12 (twelve) months upon completion of each five (5) years of satisfactory continuous service with the Foundation. The Long Service Recognition pay shall be received in the anniversary year only within two (2) pay periods following the anniversary

of their start date.

## **15. SENIORITY**

### **15.01 Achieving Permanent Status**

#### **15.01.01 Determining Seniority**

When employees achieve Permanent status, their seniority shall be determined by the length of their employment as a Temporary, Probationary, Ongoing Part-Time or Permanent Employee in any position coming within the jurisdiction of this Agreement.

### **15.02 Ongoing and Permanent Part-Time Employees**

Ongoing and Permanent Part-Time Employee seniority shall be determined based on actual hours worked in any position coming within the jurisdiction of this Agreement. Should an Ongoing Part-Time Employee become a Permanent Employee, the part-time seniority hours shall be converted to a seniority date based on full-time equivalent service.

The calculations shall be based on full-time equivalent service of 75 hours bi-weekly rounded to the nearest day.

### **15.03 Temporary Employees**

Temporary Employees shall have seniority standing relative to other Temporary Employees.

### **15.04 Temporary Managerial Position**

Employees who temporarily act in a managerial position shall accrue seniority for the duration of temporary relief unless they choose to opt out of paying Union Dues for the duration of the temporary relief.

### **15.05 Loss of Seniority**

An employee shall not lose seniority due to sickness, accident, layoff or leave of absence approved by the Foundation.

Employees shall only lose seniority in the event:

- a. They are discharged for just cause and not reinstated.
- b. They resign.
- c. They are laid off and fail to report to work within ten (10) days after being notified in writing to do so, unless through sickness or other just cause. It shall be the responsibility of the employees to keep the Foundation informed of their current address; or
- d. Upon the expiry of twelve (12) months following layoff during which time the employee has not been recalled to work.

### **15.06 Seniority List**

The Foundation shall supply a seniority list when requested by the Union.

## 16. ANNUAL VACATION

### 16.01 Permanent Full-Time Employees

- \* A Permanent Full-Time Employee shall earn vacation credits on the following basis:
- **Fifteen (15)** times the average daily hours of work of the employee, in each vacation year (0.575 times the average daily hours of work, per bi-weekly pay period).
  - **Twenty (20)** times the average daily hours of work of the employee, in each vacation year (0.770 times the average daily hours of work, per bi-weekly pay period) commencing with the pay period in which the **sixth (6<sup>th</sup>)** anniversary of continuous service occurs.
  - **Twenty-five (25)** times the average daily hours of work of the employee, in each vacation year (0.962 times the average daily hours of work, per bi-weekly pay period), commencing with the pay period in which the **fourteenth (14<sup>th</sup>)** anniversary of continuous service occurs.
  - **Thirty (30)** times the average daily hours of work, in each vacation year (1.154 times the average daily hours of work of the employee, per bi-weekly pay period), commencing with the pay period in which the **twenty-second (22<sup>nd</sup>)** anniversary of continuous service occurs.

### 16.02 Permanent Part-Time Employees

- \* A Permanent Part-Time Employee shall earn vacation pay on the following basis:
- Their current rate of pay times the total straight time hours worked times **6%**.
  - After **eight (8)** years of continuous service shall be entitled to vacation pay at their rate of pay times the total straight time hours worked in the current pay period times **7.69%**.
  - After **seventeen (17)** years of continuous service: their current rate of pay times the total straight time hours worked times **9.62%**.
  - After **twenty-three (23)** years of continuous service: their current rate of pay times the total straight time hours worked times **11.54%**.

### 16.03 Ongoing Part-Time Employee

- \* Part-Time Employees shall be entitled to vacation commensurate with their seniority, based on the following:
- The employee's rate of pay times the total straight time hours worked in the current pay period times **6%**.
  - After **eight (8)** years of continuous service shall be entitled to vacation pay at their rate of pay times the total straight time hours worked in the current pay period times **7.69%**.
  - After **seventeen (17)** years of continuous service shall be entitled to vacation pay at their rate of pay times the total straight time hours worked in the current pay period times **9.62%**.
  - After **twenty-three (23)** years of continuous service shall be entitled to vacation pay at their rate of pay times the total straight time hours worked in the current pay period times **11.54%**.

## **16.04 Temporary Employee**

### **16.04.01**

Temporary Employees shall be entitled to vacation pay as established by Provincial Legislation.

**16.04.02** Vacation pay for Temporary Full-Time, Temporary Part-Time, and Part-Time Employees will be included with every bi-weekly pay.

### **16.04.03**

Insofar as the efficient operation of the Foundation will permit, a Temporary Employee shall have the right to annually schedule a leave for vacation purposes.

## **16.05 Vacation Conversion - Ongoing and Temporary Part-Time to Permanent**

Should an Ongoing Part-Time or Temporary Part-Time Employee become a Permanent Employee, the part-time hours shall be converted to a vacation date based on full-time equivalent service rounded to the nearest day.

## **16.06 Vacation Conversion - Temporary Full-Time to Permanent Full-Time**

\* When a Temporary Employee attains permanent status their length of service for vacation credit purposes shall be established by adding together the total number of pay periods employed with the Foundation as a Temporary Employee and dividing by 26.1 (twenty-six and one tenth). The result thus obtained shall constitute the years of service and these, added to subsequent years of service, shall constitute the years of service for vacation credit purposes.

## **16.07 Unbroken Vacation Period**

Employees shall receive their annual vacation leave entitlement in any year, in an unbroken period, unless otherwise mutually agreed upon by the employees and the Foundation.

## **16.08 Carrying Over Vacation Days**

Subject to the Foundation regulations, an employee shall be permitted to carry over up to a maximum of ten (10) days' vacation to the next year.

## **16.09 Recognized Holidays During Vacation Period**

If a recognized holiday, for which employees are eligible, occurs during a period of annual vacation for that employee, they shall receive equal time off, with pay or in lieu thereof, at the discretion of the Foundation.

## **16.10 Vacation Credit During Leave of Absence**

Employees granted leave of absence without pay for a period in excess of two (2) consecutive pay periods shall cease to earn vacation credits commencing with the third (3<sup>rd</sup>) pay period and continuing until they return to work.

## **16.11 Vacation on STD/LTD/WCB**

\* Permanent Employees absent because of sickness and/or accident who are on short-term

disability (STD), long-term disability (LTD), or claiming Workers' Compensation Board (WCB) benefits for fourteen (14) consecutive pay periods shall cease to earn vacation credits commencing with the fifteenth (15<sup>th</sup>) pay period and continuing until they return to work.

#### **16.12 Sick Days while on Vacation**

If an employee is sick for three (3) days or more while on vacation, they may choose for those days to be considered sick hours instead of vacation hours.

#### **16.13 Bereavement while on Vacation**

A Permanent Employee or a probationary Permanent Employee shall be eligible for bereavement leave in accordance with Article 17.01.03 while on annual vacation leave.

#### **16.14 Choosing Period of Vacation**

Insofar as the efficient operation of the Foundation will permit, an employee shall have the right to choose the period of vacation according to seniority standing.

#### **16.15 Scheduling of Vacation**

Employees may be allowed to take vacation leave to the maximum of their earned vacation. However, the Foundation shall establish **January 1<sup>st</sup> to December 31<sup>st</sup>** for the purpose of scheduling vacation leave.

#### **16.16 Posting of Vacation Schedules**

Employees shall submit their request for vacation no later than **October 15<sup>th</sup>** of each calendar year. Employees who fail to indicate a choice of vacation leave by **this same date** will have waived whatever rights they may have had to choose their vacation leave period. A completed vacation leave schedule for all employees shall be posted in an electronic format accessible to all applicable employees by **November 15<sup>th</sup>** of that same calendar year. Seniority for additional choices of vacation leave shall not apply until each employee on such schedule has had the opportunity of indicating their first choice or has been assigned vacation as the case may be.

#### **16.17 Cash Settlement**

It is understood that no cash settlement will be made for vacation credits, except as may be mutually agreed between the Foundation and the employee.

### **17. LEAVE OF ABSENCE**

Leaves without pay are unpaid leaves of absence as set out in Alberta Employment Standards legislation. The Foundation shall allow employees to take time off work for personal reasons without having to be worried about having a job when they return. Job protected leaves are defined in Alberta Employment Standards legislation as short term and long-term leaves and have different notice requirements for each. However, written notice shall be provided to the Foundation as soon as reasonable.

Employees are eligible for job protected leave after being employed with the Foundation for 90 days.

<b>Short-term leaves</b>	<b>Collective Agreement or Alberta Employment Standards</b>
Bereavement leave	Defined under Article 17.01.03 Leave with Pay
Citizenship ceremony leave	Defined under Article 17.01.06 Leave with Pay
Domestic violence leave	Alberta Employment Standards
Personal and family responsibility leave	Alberta Employment Standards
Personal emergencies leave	Defined under Article 17.01.02 Leave with Pay

<b>Long-term leaves</b>	<b>Collective Agreement or Alberta Employment Standards</b>
Compassionate care leave	Alberta Employment Standards
Critical illness leave	Alberta Employment Standards
Death or disappearance of child leave	Alberta Employment Standards
Long term illness and injury leave	Alberta Employment Standards
Maternity and parental leave	Alberta Employment Standards
Reservist leave	Alberta Employment Standards

Pending the situation for Permanent Employees, Personal Emergency leave, Article 17.01.02, may be applicable to job protected leaves listed above, excluding Bereavement and Citizenship Ceremony Leave. Job protected leaves for non-permanent employees follows Alberta Employment Standards Legislation.

## **17.01 Leave with Pay**

### **17.01.01 Union Affairs**

The Foundation shall grant leave of absence to employees representing the Union in accordance with the following provisions:

- a) In the event that employees are elected to the negotiating committee for the Union, they shall be granted leave, at their regular rate of pay, for the purpose of attending joint collective bargaining, conciliation or mediation meetings in the establishment of a new Collective Agreement. It is understood that no more than three (3) employees from the Union will be granted leave with pay for the purpose of attending said meetings on behalf of the Union and that Management will be advised in writing of the names of the elected employees at least thirty (30) calendar days prior to the earliest opening date of the Collective Agreement.
- b) If accredited representatives of the Union are required to investigate or meet with Foundation representatives or attend a hearing to discuss a Grievance during working hours, they shall be granted leave with pay subject to suitable arrangements with their immediate supervisor concerning their own work responsibilities. If the employees who are grieving are required to attend a hearing, they shall be granted leave with pay.

- c) Leave of absence with pay shall be for those hours the employees normally would have worked had they not been required to meet with representatives of the Foundation.

#### **17.01.02 Personal Emergencies**

Permanent Employees may be eligible for a leave of absence with pay for personal emergencies so long as the employee informs People & Culture and/or their direct manager that they must leave due to a situation. This communication may happen via email, in person or by phone.

Personal emergency leaves can be accommodated for a maximum of five (5) working days, such leave of absence for a personal emergency may be granted by the President and CEO or their designate and at the discretion of the Foundation President and CEO, leave may be extended to a maximum of ten (10) working days pending the individual situation.

Within ten (10) calendar days of completing the leave of absence, in order for the employee to receive the leave with pay, the employee shall, in writing, provide a claim explaining the nature of the emergency situation which must be deemed reasonable to have prevented the employee from performing their duties, to the Foundation in order to confirm the leave will be granted with pay.

The party requesting the leave will remain on the payroll roster without interruption, and in good faith, until the claim has been approved by the Foundation. Any monies paid out under this provision that prove to have been paid in error and/or without reasonable explanation will be recovered in subsequent pay periods from the claimant's entitlement.

#### **17.01.03 Bereavement Leave**

A Permanent Employee or a probationary Permanent Employee shall be granted time off with pay, at the regular rate of pay, for the position to which such employee is permanently appointed or serving a required trial term thereof, for the purpose of making arrangements for, or attending, a memorial service in accordance with the following:

- a. When death occurs in the employee's immediate family, that is, current spouse, adult interdependent partner or common law partner, guardian, parent, step-parent, child, step-child or ward. The employee on request shall be excused for any five (5) regularly scheduled consecutive working days without loss of pay at their regular rate of pay. Such leave shall extend past the day of the funeral if there are extenuating circumstances for the leave. However, in no event shall such leave exceed five (5) working days.
- b. For other members of the employee's immediate family (see list below), the employee, on request, shall be excused for any three (3) regularly scheduled working days without loss of pay at their regular rate of pay, such leave shall be

extended past the day of the funeral if there are extenuating circumstances for the leave. However, in no event shall such leave exceed three (3) working days.

Immediate family members include:

- Sibling or step-sibling
  - Grandparent
  - Grandchild
  - Guardian
  - Parent-in-law or sibling-in-law
  - Child-in-law
  - Nibling (child of a sibling)
  - Grandparent of current spouse
  - Related dependent of employee
- c. One-half (1/2) day's leave with pay to attend funeral services of co-workers and persons related more distantly than those listed in Article 17.01.03 (a) and (b) shall be granted upon request. Upon demonstrating the need for additional time due to extenuating circumstances, this leave shall be extended up to one (1) day.
- d. The term "extenuating circumstances" may include traveling time or other reasons which may be applicable to the individual circumstances. The Foundation will review on a case by case basis to determine additional approved leave.
- e. A Permanent or probationary Permanent Employee on leave of absence, other than annual vacation leave, shall not be eligible for bereavement leave.

#### **17.01.04 Compensation for Witness and Jury Duty**

Employees who have been subpoenaed to appear in court or before an administrative tribunal as a witness or juror on a working day, during their regular hours of work, shall be allowed the required time off without loss of pay, at their regular rate of pay, provided that any wage replacement to the employee for this appearance is given to the Foundation.

#### **17.01.05 Leave for Medical and Dental Appointments**

An employee who is compelled to arrange a medical or dental appointment during scheduled work hours shall be allowed to meet such appointments. The employee shall not be paid for medical or dental absences but may be able to use the necessary portion of sick leave as described in Article 17.01.07 or may use "Banked Overtime", vacation pay or by mutual agreement may adjust their schedule to prevent loss of pay for attending medical and dental appointments.

#### **17.01.06 Citizenship Court**

Employees shall be granted one (1) day leave with pay to attend the Citizenship Court of Canada on the day the employee is to become a Canadian citizen, provided such appearance at Citizenship Court is on their working day during their regular hours of work.

### **17.01.07 Sick Leave**

Permanent Full-Time Employees who are unable to work due to illness, shall be paid at their regular rate of pay for up to the first **75** hours of illness in a calendar year. Absence due to illness in excess of the foregoing shall, if eligible, be addressed by the weekly indemnity plan or long-term disability plan.

**Permanent Part-Time Employees** shall be eligible for sick leave of up to six (6) times their average daily hours of work in a calendar year. Such sick leave shall not be used in less than three (3) hour increments.

## **17.02 Leave without Pay**

### **17.02.01 Union Affairs**

Employees elected as representatives of the Union or as members of a negotiating committee shall be granted leaves of absence without pay upon request by the Union. The Union agrees to advise Management in writing at least seven (7) calendar days prior to the request for leave. Where the leave is required and the Union is unable to provide seven days' notice, management agrees to consider such requests on an emergency basis. The Foundation agrees to continue to pay the employees at their regular rate of pay and to bill the Union accordingly. Where more than two Full-Time Employees on leave creates a staffing problem within an operating unit, the Foundation and Union will discuss the matter.

#### **17.02.01.01 Full-Time Position with CSU 52**

Leave of absence without pay for full-time employment with CSU 52 shall be granted under the following conditions:

aIn the event that an employee becomes a full-time official of the Union, they shall be granted leave of absence for the purpose of carrying out the duties of their office and shall retain their seniority in the Foundation as if they had remained in continuous employment therein. They shall have the right, at anytime, upon giving one (1) month's notice, to return to the same position, if available, or to a comparable position or to such other position to which they may be promoted by reason of seniority and ability.

bSuch employees shall make regular contributions to pension funds, and all employee benefits, participating the same as would Permanent Employees of the Foundation. Their contributions to these benefits shall be based on their earnings during their full-time employment with the Union, who shall pay the Foundation's portion, making due allowance for changes in their marital status and number of dependents.

### **17.03 Other Employment While on Leave**

Employees shall not engage in other employment for gain while on leave of absence without the express written consent of the Foundation.

#### **17.04 Workers' Compensation Supplementation**

If employees are prevented from performing their regular work with the Foundation on account of an occupational accident that is recognized by the Workers' Compensation Board as compensable within the meaning of the Workers' Compensation Act, the Foundation will supplement the award made by the Workers' Compensation Board for loss of wages to the employee by such an amount that the award of the Workers' Compensation Board for loss of wages, together with the supplementation by the Foundation, will equal one hundred (100%) percent of the employee's regular wage.

The said supplementation shall not be payable to any employee entitled to compensation after pension age if such an employee is entitled to an unreduced pension or after the full age of sixty-five (65) years if such an employee is not entitled to a pension. Subject to the foregoing limitation, the procedure to be followed in operating this policy shall be as follows:

Any Permanent Employee, on completion of the necessary assignment to the Foundation of their compensation payments for loss of wages, will be carried on the payroll of the Foundation at one hundred (100%) percent of their regular wages until the Workers' Compensation Board certifies that they are able to return to work or until granted an Economic Loss Payment by the Workers' Compensation Board for either partial or total disability, whichever may be the sooner.

The cases of compensation to Temporary Employees shall be referred to the President for authority to supplement the Workers' Compensation Board Award and, if such supplementation is approved, it will be made from time to time as the advances of compensation payments are received from the Workers' Compensation Board. In no event, however, shall the period of supplementation for Temporary Employees exceed three (3) months without the approval of the President.

### **18. SUPPLEMENTARY BENEFITS**

#### **18.01 Clothing**

Uniforms and/or lab coats where required by the Foundation will be supplied and paid for by the Foundation.

#### **18.02 Safety Boot Subsidy**

Where the conditions of employment demand or require the use of safety boots or shoes, the Foundation will subsidize the purchase by an employee of safety boots or shoes approved by CSA and the Foundation in the amount of seventy-five (75%) percent of the cost of such safety boots or one hundred and twenty-five (\$125.00) dollars whichever is the lesser in any two-year period. Employees who have received a safety boot subsidy and who request a subsequent subsidy shall show just cause why they should receive a subsequent subsidy. Employees who do not complete thirty (30) days continuous employment with the Foundation shall not be eligible for a safety boot subsidy.

### **18.03 Private Vehicle Use**

#### **18.03.01 Parking**

The Foundation shall supply parking near the Centre, on a year- round basis, with plug-ins during those months normally requiring them.

#### **18.03.02 Mileage Reimbursement**

Employees who use their private motor vehicle to perform business for the Foundation shall receive the appropriate car allowance established by the Foundation.

### **18.04 Educational Allowance**

#### **18.04.01 Education Directed by the Foundation**

Employees shall be governed by Foundation policy on educational allowances. Where the Foundation directs an employee to enroll in job-related courses the Foundation shall be responsible for tuition fees and other applicable costs.

#### **18.04.02 Voluntary Position-Related Coursework**

With the prior approval of the Foundation, where an employee enrolls in a course that is not directed by the Foundation, but that is related to their position, the Foundation shall, upon successful completion of the course, reimburse the employee for the amount agreed upon by the Foundation and the employee.

### **18.05 Health and Welfare Benefits**

Attached hereto is a summary of the Foundation's Major Medical Plan and Cost (Appendix B), Dental Plan and Cost (Appendix C), Group Life Insurance Plan and Cost (Appendix D), and Disability Insurance Plan and Cost (Appendix E). It is understood and agreed that the Foundation is not an insurer and that the benefits set out in each appendix shall be governed by the contract with the insurer.

### **18.06 Pensions**

Employees shall be members of the Pension Plan as provided by the Foundation in accordance with the provisions of said Plan.

### **18.07 Health Spending Account**

The Foundation shall provide a Health Care Spending Account as follows:

#### **Eligibility – Permanent Employees**

- A Permanent Employee who has completed three (3) months of continuous employment with the Foundation or a Permanent Employee who has achieved benefit status.
- Be actively at work during the first pay period of each year and/or the pay period in which July 1 occurs.
- Actively at work means those employees who are at work for all or a portion of the first pay period of the year or the pay period in which July 1 occurs and includes those employees who are on maternity or parental leave, short-term disability (STD), long-

term disability (LTD), claiming Workers' Compensation Board (WCB) benefits, vacation or other paid leave until such time as they are no longer an employee of the Foundation.

### **Health Care Spending Account Credit Deposits**

- Health Care Spending Credits shall be deposited to the employee Health Care Spending Account at 2 instances within the policy year, pending the employee's eligibility at each instance.
- These instances shall be: the first pay period of the year and/or the pay period in which July 1 occurs.

### **Health Care Spending Account Credit Amounts**

The amount deposited into the employee's Health Care Spending account is determined by the employee's dependant status at the time of each Health Care Spending Account Deposit instance.

#### **Class A Employees with dependants**

Account credit of **\$300.00** shall be deposited at each eligible instance. The annual maximum credit per eligible employee shall be **\$600.00**.

#### **Class B Employees without dependants**

Account credit of **\$150.00** shall be deposited at each eligible instance. The annual maximum credit per eligible employee shall be **\$300.00**.

### **Health Care Spending Claims**

- a) To qualify for reimbursement from the Health Spending Account, the expense must be (i) a qualifying expense under the Income Tax Act (Canada); (ii) incurred after the date the Health Spending Account credits were deposited to the eligible employee's account; and (iii) all other sources of reimbursement must have been accessed first.
- b) Expenses may be submitted on behalf of eligible dependents as outlined by Appendix A of the collective agreement.
- c) All expenses incurred during a Policy Year must be submitted no later than 90 days after the end of the plan year in which the expenses are incurred.
- d) At the end of the Policy Year, unused Health Spending Account credits may be carried forward to the next Policy Year. Credits that have been carried forward must be used within the following Policy Year to avoid forfeiture.
- e) Within 90 days of termination, employees must submit final reimbursements to the plan administrator for expenses incurred prior to their termination date. Any unused Health Care Spending Account credits will be forfeited.
- f) Any forms required in order to submit a claim under the Health Spending Account will be provided by the Foundation to eligible employees upon request.

- g) A Policy Year is defined as the period between January 1 and December 31 of each year.

## **19. POSTING OF POSITIONS**

### **19.01 Posting of Positions**

#### **19.01.01 Location, Duration and Format**

Positions to be filled will be posted immediately and shall be conspicuously posted, for a minimum of seven (7) days, in location(s) readily accessible at all times to all staff, on a standard form provided by the Foundation.

#### **19.01.02 Modifying Permanent Full-Time Positions**

Should it be desirable not to fill a Permanent Full-Time position with a single employee working full-time hours, the matter will be reviewed by the parties to the Agreement.

#### **19.01.03 Immediate Service Requirement**

Where the conditions of the service indicate that the position is required to be filled immediately, a temporary appointment may be made for the duration of the posting procedure which shall in no instance exceed ninety (90) calendar days. The Union shall be notified of the appointee and position.

#### **19.01.04 Notification**

A copy of all postings shall be sent to the Union at the time of posting. The Foundation shall notify the Union, in writing, of all CSU 52 applicants including the proposed appointee upon completion of the selection process. The Foundation shall also notify each employee, in writing, that they were unsuccessful as well as the name of the successful applicant.

#### **19.01.05 Grievances**

Grievances arising out of postings shall be initiated and processed in accordance with the Grievance Procedure.

### **19.02 Appointment of Applicant**

The Foundation shall appoint the selected applicant if no Grievance has been initiated following the expiry of seven (7) calendar days from the date the last employee received notification, in writing, from the Foundation, and that appointment shall be final, subject to satisfactory completion of the required probationary or trial period.

#### **19.02.01 Posting Waivers**

Appointments may be made by mutual agreement between the Union and the Foundation without posting.

#### **19.02.02**

Appointments from within the bargaining unit shall be made within three (3) weeks of the selection of a candidate unless a Grievance is filed.

### **19.03 Temporary Positions**

#### **19.03.01 Terms for Position Posting**

Where the estimated duration of a temporary position is ninety (90) days or less, no posting will be required. Where the estimated duration of the temporary position exceeds ninety (90) days, the temporary position shall be posted.

#### **19.03.02 Duration of Position for Posting**

Where a temporary position is required for more than ninety (90) days, the estimated duration shall be stipulated in the posting.

#### **19.03.03 Reversion for Employees**

\* When employees are selected to fill positions on a temporary basis, they shall be allowed to revert to their previous positions after the completion of the temporary assignment.

### **19.04 Temporary Managerial Positions**

In instances where employees volunteer to temporarily act in a managerial position for a period of twelve (12) months or less and such employees revert or are reverted to their former position within the scope of this Agreement, then no posting shall be required.

## **20. APPOINTMENTS**

### **20.01 Positions Within Union Jurisdiction**

In making appointments to positions coming within the jurisdiction of the Union, the qualifications contained in the job posting shall be the primary consideration. Where two or more applicants are equally qualified to fulfill the duties of the position, seniority shall be the determining factor.

A Permanent Part-Time Employee shall be given priority if applying for a promotion to a Permanent Full-Time position at the same classification and pay range, provided they meet the qualifications required for the position available. Where two or more applicants are qualified to fulfill the duties of the position, seniority shall be the determining factor.

### **20.02 Trial Period**

An existing employee who has been selected to fill another position shall have a trial period equal to either three (3) months at full-time hours of work or six (6) months, whichever occurs first. During the trial period, an employee may elect to revert to their former position or may be reverted by the Foundation.

The Foundation shall issue an employee with a written performance appraisal upon completion of each three (3) months of that employee's trial period.

### **20.03 Positions Outside Union Jurisdiction**

Employees shall be eligible to apply for positions not coming within the Scope of this Agreement and shall receive consideration in accordance with their qualifications, experience and seniority.

## **21. PROBATIONARY PERIOD**

### **21.01 Performance Appraisal**

The Foundation shall issue an employee with a written performance appraisal upon the completion of each three (3) months of that employee's probationary period.

### **21.02 Length of Probationary Period**

At the time of posting, where the Foundation provides the operational rationale, the Union may agree to establish a probationary or trial period to a maximum of one (1) year.

A Permanent Employee shall serve the equivalent of a three (3) month probationary period based on full-time hours of work. An Ongoing or Temporary Part-Time Employee shall serve a six (6) month probationary period.

The Foundation reserves the right, in certain instances, to extend this probationary period to double the length of the standard probationary period for the employment status, to a maximum of one (1) year. In the event that the normal probationary period is extended, the employee and the Union will be advised of the Foundation's reasons. Affected employees shall receive a copy of their written performance appraisal.

### **21.03 Separation from Service**

- \* New employees who, at the sole discretion of management do not meet the requirements of the position during the probation period shall be separated from service. The Union shall be provided notice in advance, in writing, of any such separation.

## **22. POSITION REVIEW AND REVIEW OF EMPLOYEE STATUS**

### **22.01 Temporary Positions and Temporary Employees**

A temporary position shall not exceed twelve (12) months, except where a vacancy is posted in accordance with Article 22.04. Should it be desired to extend said period beyond twelve (12) months, the matter must be agreed to by the parties to this Agreement.

A Temporary Employee shall be granted permanent status if they have worked full-time hours in excess of twelve (12) months, unless the term is extended with concurrence of the Union or posted in accordance with Article 22.04.

### **22.02 Establishment of Permanent Part-Time Positions and Attainment of Permanent Part-Time Status**

- \* When an Ongoing Part-Time position is performed by an employee for a minimum average of twenty-eight (28) hours per week for a period of twelve (12) months, it shall be established as a Permanent Part-Time position. The Foundation will perform these calculations in April and October of each year.
- \* When an employee works in any two (2) or more Ongoing Part-Time positions for a minimum average of twenty-eight (28) hours per week for a period of twelve (12) months the situation shall be reviewed by all parties.

\*\* Hours worked under a temporary contract will not count towards an employee's average hour calculation.

Where an employee's hours worked have resulted in the establishment of a Permanent Part-Time position, the employee shall attain Permanent status upon the successful completion of a merit review. If the employee's performance is not deemed sufficient, the position shall be posted. At any step during this process, an employee is entitled to union representation.

#### **22.02.01 Option to Waive Entitlement**

\*\* An employee may choose to waive their entitlement to Permanent Part-Time status under Article 22.02 for a period of twelve (12) months. To waive this entitlement, the employee must provide a written statement to People & Culture which will be kept in their personnel file. This waiver can be renewed for an additional twelve (12) months if the employee so chooses. After the second twelve (12) month period expires, the situation will be reviewed by all parties.

The Foundation has the right to convert an Ongoing Part-Time Employee to Permanent Part-Time status, when there is mutual agreement with the employee, at any time.

#### **22.03 Establishment of Permanent Full-Time Positions and Attainment of Permanent Full-Time Status**

When a Permanent Part-Time Employee works an average of thirty-three (33) hours per week for a period of nine (9) months in a single position, the position shall automatically be reviewed by the Foundation to determine if the position should be established as a full-time position subject to the Foundation's operational considerations. If the Foundation fails to initiate review of the position within 30 days of the end of the nine (9) month period, the position shall be automatically declared as a Permanent Full-Time position. Any position established or declared a Permanent Full-Time position shall be posted and filled according to the provisions of this Agreement.

#### **22.04 Extended Temporary Positions based on Approved Leaves**

Where a temporary posting must exceed twelve (12) months in order to replace a Permanent Employee who is on an approved:

- Maternity leave of absence; and/or
- Parental leave of absence; or
- Extended leave due to illness or injury;

It may be posted for a period of up to eighteen (18) months. In these instances, the Temporary Employee hired to fill the position shall retain their temporary status for a period of up to eighteen (18) months.

#### **22.05 Permanent Part-Time Status.**

\* A Permanent Part-Time Employee may work less than twenty (20) hours and not cease to be a Permanent Employee merely by virtue of occasionally working less than twenty (20) hours in a weekly period. If a Permanent Part-Time Employee's average hours worked drops below twenty (20) hours as a result of an approved leave, they will not lose their Permanent Part-Time status. A Permanent Part-Time Employee who works less than an average of twenty

(20) hours per week over any four (4) consecutive weeks will cease to be a Permanent Employee. At a minimum a yearly review will be conducted to confirm their Permanent Part-Time status.

## **23. POSITION EVALUATION PROGRAM**

### **23.01**

Positions evaluation is the systematic determination of position allocations to the appropriate class as set out in the current Collective Agreement.

### **23.02**

The establishment and maintenance of a position evaluation program covering employees within the jurisdiction of the Union shall, with the exception of the appeal procedure, be the sole responsibility of the Foundation.

### **23.03**

The Union shall have the right to present modifications to the position evaluation program and these will be considered by the Foundation.

### **23.04**

The Union shall be provided with the policy, regulations and procedures pertaining to the class allocations of positions coming within the scope of this Agreement.

### **23.05**

The Foundation shall make available to the Union on request all reasonable information used in the position evaluation program procedures to evaluate and allocate positions to the appropriate established class.

### **23.06**

New classes, for which the rates have been negotiated and agreed to in accordance with Article 25 shall be reduced to writing and executed by authorized representatives of the parties to this Agreement.

### **23.07**

Employees shall be paid the rates provided in the current wage schedule or those established by the Foundation for classes, for which the rates are under negotiation in accordance with the provisions of this Agreement.

### **23.08**

\* Where a Foundation representative is in attendance at a position evaluation interview, the Union shall be advised and may attend the interview.

### **23.09**

The Foundation shall, upon request, provide the Union and the Employees with a copy of the position description for their position.

## **24. NEW POSITIONS**

\*\* When the Foundation creates a new position, its rate of wages and working conditions shall be negotiated by the Foundation with the Union before the position is advertised in accordance with the posting procedures set forth in this Collective Agreement. If a satisfactory conclusion to negotiations has not been reached within seven (7) calendar days of the date of the notice by the Foundation to the Union, the posting of the vacancy shall be made according to the rate of wages and working conditions set out by the Foundation. The rate of wages and working conditions shall still be the subject of negotiation between the Union and the Foundation, and the notice of the posting shall contain the following statement: "This is a new position. The Foundation and the Union are currently discussing the classification and working conditions. In the event of a change to the recommended classification level, the resulting rate of wages shall be retroactive to the date of the appointment."

### **24.01 Classification Dispute**

If an agreement as to the wages and working conditions cannot be reached within sixty (60) days, the matter will be referred to the classification Umpire. The Umpire shall determine the wage rates. The decision of the Umpire will be binding on the parties to this Agreement.

## **25. CHALLENGE AND APPEAL PROCEDURE FOR POSITION ALLOCATION**

### **25.01 Requesting a Review**

Employees who consider that the duties or responsibilities of their position have been significantly changed since the last evaluation review may request a review of the allocation of their position.

### **25.02 Initiation of Review**

To initiate a request, the employees will obtain from their supervisor a job evaluation questionnaire and complete it according to the prescribed instructions. On completion, the job evaluation questionnaire is to be forwarded by the employee to the Foundation and the Union and shall be supplemented with a written statement, signed and dated by the employee, as to why a change to the current allocations should be considered.

### **25.03 Foundation Decision**

On receipt of the information specified in Article 25.02, the Foundation will make such arrangements as are necessary to properly review the position and will provide a decision in writing, within ninety (90) calendar days of receipt of the completed Job Evaluation Questionnaire to the employee, the Union and the Foundation.

### **25.04 Initiation of Challenge**

An employee who disagrees with the description rendered by the Foundation shall, within seven (7) calendar days from the date of receipt of the decision, initiate a challenge; otherwise the request is considered resolved and further action cannot be initiated for a period of at least one (1) year from the date of the Foundation's decision.

### **25.05 Notification of Challenge**

Employees wishing to challenge a decision may do so using the prescribed form and subject to the time frames specified in Article 25.04 and will notify their Department Head, the Foundation and the Union of their intentions to challenge the decision.

### **25.06 Union Decision**

If the Union decides that the employee's challenge is valid, the Union shall, within seven (7) calendar days of receiving the employee's written intent to challenge the Foundation's decision, submit in writing to the Foundation their position on, and justification of the employee's challenge.

### **25.07 Hearing**

Where a challenge is processed in accordance with Articles 25.05 and 25.06 to the Foundation, the Foundation shall hold a hearing within seven (7) calendar days of the day that the Foundation received the Union's position on the challenge, and written decision on the challenge together with the reasons therefore shall be given to the Union, the employee and the department concerned within seven (7) calendar days of the hearing.

### **25.08 Challenge Resolution**

Should the decision of the Foundation fail to resolve the challenge, then the Union shall, within fourteen (14) calendar days of receipt of the Foundation's decision, advance the matter to the Umpire, provided such challenge has been properly processed in accordance with the time periods specified in this section.

### **25.09 Umpire Selection**

The procedure to be used in the selection of an Umpire shall be as follows:

- a. The Foundation and the Union shall exchange lists of persons knowledgeable in position evaluation.
- b. In the event that one (1) or more persons are named on both lists, the selection shall be made from those persons.
- c. In the event that the Foundation and the Union cannot agree on an Umpire, the matter shall be referred to the Executive Committee of the Labour Relations Board who shall appoint a qualified person to act as an Umpire.
- d. The Umpire shall act on all appeals submitted to them for a period of one (1) year commencing from the date of their appointment. After such period, the Foundation and the Union shall review the performance of the Umpire upon mutual agreement, appoint them for an additional term of one (1) year or, where no agreement exists, shall initiate the aforesaid procedure of the selection of a new Umpire.
- e. The Foundation and the Union shall share equally the Umpire's fees and other expenses of the hearings.
- f. The Foundation and the Union shall appoint one (1) representative to assist the Umpire in their review of matters brought before them under the provisions of this section.

### **25.10 Umpire Role and Responsibilities**

The Umpire shall, within twenty-eight (28) calendar days of the Union advancing the challenge to the Umpire, hold a hearing on any appeal and:

- May request the testimony of any persons who have knowledge of the duties and responsibilities of the position and such written or other evidence as they may require.

- Shall determine the allocation of the position to a class within the same occupational series or if such series is inappropriate they shall direct the Foundation to allocate that position to an appropriate existing class or to establish a new class. Such decision shall be implemented by the Foundation within ninety (90) consecutive days from the date that the Foundation received the Umpire's written decision.
- Provided a reclassification of a position to a class having a higher pay range is the outcome of the Umpire's decision, the Umpire may, provided such request is in accordance with Article 14.01.04, determine the appropriate step to be assigned the employee in the higher pay range.
- Shall communicate their decision and reasons thereto, in writing to the employees initiating the challenge, the Union and the Foundation and such decisions shall be final and binding upon the parties.
- Shall not alter, amend, or vary any term or condition of this Agreement.
- Shall set their own procedure with respect to any hearing.

### **25.11 Implementation Date**

At the final disposition of a position evaluation review and any subsequent challenges, any change in position allocation shall be implemented retroactive to the date the employee requested the review under these procedures.

Note: The mandatory time limits specified in this section may be waived with the mutual consent of both parties.

## **26. LAYOFFS AND TECHNOLOGICAL CHANGE**

### **26.01 Layoff or Staff Reduction**

In the event of a layoff, employees within the affected position shall be laid off in reverse order of their Bargaining Unit seniority. An employee to be laid off will be eligible to displace the employee with the least seniority in an equal or next lower paid pay code provided they are senior to the incumbent and qualified to fill the position of the displaced employee.

#### **26.01.01 Layoff Priority Based on Employment Status – Temporary Employees**

It is understood that no employee in a position shall be affected unless Temporary Employees within the classification are first removed.

#### **26.01.02 Layoff Priority Based on Employment Status – Ongoing Part-Time Employees**

No Permanent Employees shall be affected by reason of staff reduction unless the Ongoing Part-Time Employees within the affected levels are first reduced in hours or removed in reverse order of seniority.

### **26.02 Re-engagement and Re-appointment**

All employees affected by reason of layoff or staff reduction are to be given preference throughout the Foundation for any vacancy within the bargaining unit for which they are qualified. Such preference shall be for twelve (12) months from the date of layoff. At any time when layoffs have taken place, all laid-off employees shall be given a seniority list,

updated if and when re-appointments take place.

**26.02.01 Re-engagement Priority Based on Employment Status**

If the staff of the Foundation is increased, Permanent Employees and employees formerly belonging to the classification to be so increased who have been laid off within the previous twelve (12) months shall, if available, be re-engaged according to the previous seniority standing held by them in preference to other applicants. If re-engaged within twelve (12) months employees shall retain the privileges enjoyed before layoff.

**26.03 Technological Change**

**26.03.01 Displacement Due to Technological Change**

Permanent Employees shall be considered displaced by technological change when their services shall no longer be required as a result of a change in plant or equipment or a change in a process or method of operation diminishing the total number of employees required to operate the department in which they are employed.

**26.03.02 Notice for Permanent Employees**

Permanent Employees so affected will be given reasonable advance notice in order that they may take advantage of all available opportunities commensurate with their abilities.

**26.03.03 Layoffs Due to Technological Change**

The Foundation agrees that, wherever possible, no employee shall lose employment because of technological change; however, whenever it is necessary to reduce staff, it will be done in accordance with the layoff procedures outlined in this Agreement.

**26.03.04 Retraining Due to Technological Change**

The Foundation and the Union, in cooperation with Government, agree to participate in every way possible in training and retraining employees.

**26.04 Job Security**

The Foundation prefers to have work done by its employees, although at times it may be necessary to have work performed by outside contractors. Without restricting its right to determine the methods by which services are to be provided, the Foundation will endeavour to ensure that, wherever possible, no present employees will be laid off or have their employment terminated as a result of contracting out work or services of a kind performed by such employees. The relevant factors the Foundation will consider before contracting out such work will include any adverse effect on employees, availability of required skills, duration and frequency of the jobs and relative cost comparisons.

**26.05 Severance Allowance**

When a Permanent Employee is displaced by reason of the abolishment of a position and cannot be placed in another position pursuant to the provisions of Articles 26.01 and 26.02 respectively, as applicable, the employee shall receive a severance allowance which is not less than the following:

- i. one (1) week's pay for each completed year of full-time equivalent service up to the first four (4) completed years; or
- ii. eight (8) week's pay upon completion of five (5) years of service; and an additional one (1) week of pay for each additional completed six (6) months of service.

The above provisions are subject to a maximum severance pay amount of 52 weeks of salary.

#### **26.05.01 Severance Allowance and Recall Provisions**

An employee who received a severance allowance shall not be entitled to the recall provisions of Article 26.01 and Article 26.02.

#### **26.05.02 Severance Allowance and Reversion Rights**

The Foundation may provide the severance allowance to displaced employees in situations where it is determined that the process of reversion to a previous position or where mutually agreed that retraining/redeployment would be excessively costly or disruptive.

### **27. DISPUTE RESOLUTION PROCESS**

The Dispute Resolution process:

- a) Encourages open, face to face dialogue by people affected by a Dispute;
- b) Achieves fair, wise and sustainable solutions that are possible to implement;
- c) Achieves solutions that contribute to positive, collaborative working relationships;
- d) Achieves solutions that are consistent with the Collective Agreement;
- e) Minimizes the time and cost involved in resolving Disputes.

#### **27.01 Stage One: Problem Solving Stage**

##### **27.01.01 Timelines**

Employee(s), Foundation representative(s) or Union representative(s) are encouraged to resolve any Dispute through face-to-face dialogue with the persons with whom there is a Dispute. Problem solving shall commence within fourteen (14) calendar days of the incident giving rise to the Dispute. If a party directly related to the Grievance or Dispute is absent from the workplace during this fourteen (14) day period, the Union and Foundation will establish an alternate period that is reasonably equivalent.

##### **27.01.02 Information Sharing**

The discussion should include sharing information relevant to the Dispute to the fullest extent possible, at the earliest opportunity. The discussion should include an open, respectful exchange of information of the interests of the persons directly affected by the Dispute and an exploration of options to satisfy these interests.

##### **27.01.03 Confidentiality**

Agreements reached at this stage are confidential and without prejudice to the legal or contractual rights of the parties.

## **27.02 Stage Two: The Consultation Phase**

### **27.02.01 Initiation of Consultation Phase**

An employee, representative of the Foundation or Union representative may initiate consultation if a Dispute is not resolved through problem solving, or an employee or representative believes problem-solving will not resolve the Dispute.

### **27.02.02 Timelines**

A request for consultation must be submitted in writing within fourteen (14) calendar days of the date the incident that gave rise to the Dispute reasonably came to the attention of the person initiating consultation. The request shall include details of the Dispute.

- a. If a Dispute is related to a specific employee or group of employees, a request for consultation by the employee or Union shall be submitted to People & Culture with a copy to the appropriate manager.
- b. If a Dispute relates to a policy or general practice, a request for consultation by the Union should be forwarded to People & Culture with a copy sent to the President & CEO of the Foundation.
- c. A request for consultation by the Foundation shall be submitted to the Director, Labour Relations, CSU 52.

### **27.02.03 Consultation Meeting Attendees**

Once initiated, People & Culture shall schedule a meeting of the people directly affected by the Dispute (as determined by the parties). The meeting shall be facilitated jointly by a member of the People & Culture team or designate, department Manager and the Union.

### **27.02.04 Consultation Meeting**

The facilitators will encourage respectful dialogue, information sharing, and help the participants define issues, explore interests and options, and achieve mutually acceptable solutions. The consultation process shall take place as quickly as possible. The participants may continue to consult for as long as they are mutually satisfied that progress is being made. The employee, Union or the Foundation may conclude consultation at any time by written notice to the other parties.

### **27.02.05 Confidentiality**

Agreements made at this stage are confidential and without prejudice to the legal or contractual rights of the parties and shall be confirmed in writing.

## **27.03 Stage Three: Formal Review**

### **27.03.01 Grievance Initiation**

The employee, Foundation representative or Union may initiate a Grievance or Policy Grievance as appropriate if a Dispute is not resolved by consultation.

### **27.03.02 Dispute Format**

A Grievance or Policy Grievance shall specify the details of the Dispute, including the issues, the interests of the grieving party, the article or articles of the Collective

Agreement that are alleged to have been violated, and the desired resolution.

### **27.03.03 Timelines**

A Grievance or Policy Grievance must be initiated in writing as set out in a, b, or c below, within thirty (30) calendar days of the date the notice is received of the conclusion of consultation or, if no timely request for consultation is received in accordance with Article 27.03.02, within thirty (30) days of the date of which the incident arose

- a. Grievances initiated by the employee or the Union shall be submitted to People & Culture with a copy sent to the President & CEO of the Foundation.
- b. Policy Grievances initiated by the Union shall be submitted to People & Culture with a copy to the President & CEO of the Foundation.
- c. Grievances or Policy Grievances initiated by the Foundation shall be submitted to the Director, Labour Relations, CSU 52.

### **27.03.04 Grievance Process**

Following receipt of the Grievance or Policy Grievance, a designate from People & Culture, President & CEO of the Foundation or designate, Director, Labour Relations, CSU 52 or designate shall convene a meeting as quickly as possible involving representatives of the Union, People & Culture, and the people directly affected by the Dispute (as determined by the participants).

### **27.03.05 Grievance Resolution**

The participants will seek mutually acceptable resolution to the Grievance or Policy Grievance. They will engage in open, fair and balanced discussion of the issues, interests, options and potential solutions.

### **27.03.06 Formal Review**

The formal review stage shall begin to take place within thirty (30) calendar days of receipt of the Grievance or Policy Grievance, and may be extended by written agreement of the parties. The participants may continue the formal review stage for as long as they are mutually satisfied that progress is being made or may mutually agree to refer the matter back for further consultation.

### **27.03.07 Conclusion of Formal Review**

The employee, Union, or Foundation may conclude a formal review with final submissions at any time by written notice to the other parties.

## **18.01.1 Confidentiality**

Agreements reached at this stage are confidential and without prejudice to the legal or contractual rights of the parties and shall be confirmed in writing.

## **27.04 Stage Four: Arbitration**

### **27.04.01**

The Union, or the Foundation may refer any Grievance (including Policy Grievances) to arbitration if it has not been resolved by formal review. A Grievance may only be referred to arbitration if it has been properly processed in accordance with the procedures, time limits and restrictions contained in the Dispute Resolution process.

### **27.04.02**

A referral to arbitration must be initiated no later than thirty (30) calendar days after the conclusion of the formal review stage.

### **27.04.03**

Grievances referred to arbitration by the Union shall be submitted to People & Culture, with a copy to the President & CEO of the Foundation.

### **27.04.04**

Grievances referred to arbitration by the Foundation shall be submitted to the Director, Labour Relations, CSU 52.

### **27.04.05**

The parties may mutually agree to refer a Grievance to a one (1) person arbitration board. If the parties fail to agree the Grievance shall be referred to a three (3) person arbitration board.

### **27.04.06**

The party referring a Grievance to arbitration shall notify the other party of:

- a. Its willingness to use a one (1) person arbitration board; or
- b. Its appointee to a three (3) person arbitration board, and
- c. The details of the Grievance, including the issues in the Dispute, the interests of the grieving party, the article or articles in the Collective Agreement that are alleged to have been violated, and the remedy requested.

### **27.04.07**

The responding party shall notify the other party within fourteen (14) calendar days of its willingness to use a one (1) person arbitration board or its appointee to a three (3) person arbitration board.

### **27.04.08**

The Union and Foundation will attempt to agree on an arbitrator and if the parties do not agree, then both parties will seek assistance from the Director of Mediation Services.

### **27.04.09**

No person shall be appointed as a member or chairperson of an arbitration board if the person is directly affected by the Grievance or if the person has been involved in an attempt to negotiate or settle the Dispute.

**27.04.10**

Each party shall bear the expense of its respective member and shall bear one-half of the expenses of the chairperson of the arbitration board.

**27.04.11**

Arbitration hearing dates shall be agreed to by the parties within thirty (30) calendar days of the appointment of the arbitration board.

**27.04.12**

Prior to the arbitration hearing, the parties shall attempt to prepare an agreed statement of facts and issues for submission to the arbitration board.

**27.04.13**

The final submissions exchanged by the parties at the end of the formal review stage shall not be entered as evidence at arbitration, but may form the basis of an agreed statement of facts.

**27.04.14**

The parties shall make every reasonable effort to ensure that presentations to the arbitration board are short and concise.

**27.04.15**

The arbitration board shall hear the Grievance and render a decision within thirty (30) calendar days of the hearing. Written reasons for the decision shall be provided within sixty (60) calendar days, unless the parties mutually agree that written reasons are not required.

**27.04.16**

The decision of the majority is the award of the arbitration board, but if there is no majority, the decision of the chairperson shall be the award of the arbitration board. The decision of the arbitration board is final and binding upon the parties and any person affected by it.

**27.04.17**

The arbitration board may quash, confirm, or vary any action taken respecting the suspension, discipline, or discharge of an employee.

**27.04.18**

The arbitration board by its decision shall not alter, amend or change the terms of the Collective Agreement.

## **27.05 General**

### **27.05.01**

The parties may mutually agree to involve a mediator at any stage of the Dispute Resolution Process.

### **27.05.02**

The parties may mutually agree to bypass stages, return to previous stages, and/or extend time limits contained in the Dispute Resolution Process. Such agreements shall be confirmed in writing.

### **27.05.03**

If the Union and the Foundation have concerns regarding the application of the Dispute Resolution Process they will meet in an attempt to resolve these concerns.

### **27.05.04**

No employee shall suffer any form of discipline, discrimination or intimidation by the Foundation as a result of having filed a Grievance or having taken part in any proceedings under this article.

### **27.05.05 Extended Time Limits**

Where both parties agree, the time limits contained herein may be extended.

## **28. NO STRIKE OR LOCKOUT**

The parties agree that there shall be no strike or lockout while this Agreement is in force.

## **29. WAGES/TERM**

\*\* 4-year contract expiring December 31, 2028

- 1% retroactive to January 1, 2025, affecting all current positions under CSU 52 jurisdiction
- 1.25% starting January 1, 2026, affecting all positions under CSU 52
- 1.5% starting January 1, 2027, affecting all positions under CSU 52
- 2% starting January 1, 2028, affecting all positions under CSU 52

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2025**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
70	Custodian I Guest Service Representative I Special Exhibit Attendant Costume Character/Handler Building Maintenance Assistant I		H	17.41	18.00	18.61	19.43	20.28	21.46
75	Café Supervisor I Food Experience Lead Jr. Camp Instructor Line Cook I Sleepover Supervisor		H	17.96	18.56	19.20	20.04	20.92	22.14
80	Assistant House Manager Assistant Gift Shop Manager Science Presenter Indigenous Cultural Intern Indigenous Cultural Helper Observatory Attendant		H	18.50	19.13	19.78	20.64	21.55	22.82
110	Bookings Coordinator Café Supervisor II Custodian II Guest Service Representative II Line Cook II	A	Y	32,951.70	33,908.88	35,220.57	36,780.41	38,747.94	41,016.81
			B	1,267.37	1,304.19	1,354.64	1,414.63	1,490.31	1,577.57
			H	18.78	19.32	20.07	20.96	22.08	23.37
		B	Y	36,613.01	37,676.54	39,133.97	40,867.13	43,053.27	45,574.23
			B	1,408.19	1,449.10	1,505.15	1,571.81	1,655.90	1,752.86
			H	18.78	19.32	20.07	20.96	22.08	23.37
115	Catering Server		H	20.41	21.11	21.83	22.79	23.79	25.18
120	Instructor, Summer Camp Sleepover Presenter Community Program Presenter		H	20.90	21.61	22.35	23.33	24.36	25.80
125	House Manager I Assistant Volunteer Coordinator Receptionist I		H	22.70	23.48	24.29	25.36	26.48	28.04

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2025**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
130	Administrative Support I House Manager II Receptionist II	A	Y	39,971.00	41,140.89	42,753.91	44,632.81	47,043.48	49,808.66
			B	1,537.35	1,582.34	1,644.38	1,716.65	1,809.36	1,915.72
			H	22.78	23.44	24.36	25.43	26.81	28.38
	Assistant Manager, Food Services Building Maintenance Assistant II Bookings and Rentals Facilitator Events and Rentals Coordinator	B	Y	44,412.23	45,712.10	47,504.34	49,592.01	52,270.53	55,342.95
			B	1,708.16	1,758.16	1,827.09	1,907.39	2,010.41	2,128.58
			H	22.78	23.44	24.36	25.43	26.81	28.38
140	Administrative Assistant II Receptionist Science Communication Specialist Financial Assistant I	A	Y	43,285.67	44,544.18	46,299.01	48,337.44	50,943.09	53,956.42
			B	1,664.83	1,713.24	1,780.73	1,859.13	1,959.35	2,075.25
			H	24.66	25.38	26.38	27.54	29.03	30.74
	Assistant Manager, Visitor Services Lead Science Presenter Sous Chef	B	Y	48,095.19	49,493.54	51,443.34	53,708.27	56,603.43	59,951.58
			B	1,849.82	1,903.60	1,978.59	2,065.70	2,177.06	2,305.83
			H	24.66	25.38	26.38	27.54	29.03	30.74
145	Instructor - Science Education		H	26.81	27.73	28.68	29.95	31.28	33.12
150	Administrative Assistant III Financial Assistant II Marketing & Communications Coordinator Marketing & Membership Coordinator	A	Y	49,507.32	50,960.81	52,963.79	55,303.56	58,299.17	61,737.92
			B	1,904.13	1,960.03	2,037.07	2,127.06	2,242.28	2,374.54
			H	28.21	29.04	30.18	31.51	33.22	35.18
		B	Y	55,008.14	56,623.13	58,848.66	61,448.40	64,776.86	68,597.69
			B	2,115.70	2,177.81	2,263.41	2,363.40	2,491.42	2,638.37
			H	28.21	29.04	30.18	31.51	33.22	35.18
160	Volunteer Services Coordinator Visitor Services Manager Program Specialist - Education Outreach Coordinator	A	Y	51,510.30	53,034.70	55,108.58	57,554.70	60,674.39	64,254.94
			B	1,981.17	2,039.80	2,119.56	2,213.64	2,333.63	2,471.34
			H	29.35	30.22	31.40	32.79	34.57	36.61
	Camps and Community Programs Specialist Foundation and Membership Coordinator Science Presentation Specialist	B	Y	57,233.67	58,927.44	61,231.76	63,949.67	67,415.99	71,394.38
			B	2,201.30	2,266.44	2,355.07	2,459.60	2,592.92	2,745.94
			H	29.35	30.22	31.40	32.79	34.57	36.61

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2025**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
180	Exhibit Maintenance Technician Building Maintenance Technician	A	Y	53,619.64	55,197.21	57,377.44	59,912.19	63,155.96	66,896.04
			B	2,062.29	2,122.97	2,206.82	2,304.32	2,429.08	2,572.92
			H	30.55	31.45	32.69	34.14	35.99	38.12
		B	Y	59,577.38	61,330.23	63,752.72	66,569.10	70,173.29	74,328.93
			B	2,291.44	2,358.86	2,452.03	2,560.35	2,698.97	2,858.81
			H	30.55	31.45	32.69	34.14	35.99	38.12
182	Exhibit Maintenance Technician II Lead Exhibit Technician Information Technology Specialist Digital Marketing Specialist I	A	Y	58,990.46	60,727.56	63,138.23	65,938.86	69,501.69	73,631.73
			B	2,268.86	2,335.68	2,428.39	2,536.11	2,673.14	2,831.99
			H	33.61	34.60	35.98	37.57	39.60	41.96
		B	Y	65,544.96	67,475.07	70,153.59	73,265.40	77,224.10	81,813.03
			B	2,520.96	2,595.20	2,698.22	2,817.90	2,970.16	3,146.66
			H	33.61	34.60	35.98	37.57	39.60	41.96
185	Digital Marketing Specialist II	A	Y	62,039.25	63,864.98	66,382.00	69,342.16	73,099.96	77,442.71
			B	2,386.13	2,456.35	2,553.15	2,667.01	2,811.54	2,978.57
			H	35.35	36.39	37.82	39.51	41.65	44.13
		B	Y	68,932.50	70,961.09	73,757.78	77,046.84	81,222.18	86,047.46
			B	2,651.25	2,729.27	2,836.84	2,963.34	3,123.93	3,309.52
			H	35.35	36.39	37.82	39.51	41.65	44.13
200	Staff Scientist Technology Specialist	A	Y	62,624.19	64,485.37	67,020.12	69,998.00	73,808.98	78,187.18
			B	2,408.62	2,480.21	2,577.70	2,692.23	2,838.81	3,007.20
			H	35.68	36.74	38.19	39.88	42.06	44.55
		B	Y	69,582.44	71,650.41	74,466.80	77,775.56	82,009.98	86,874.65
			B	2,676.25	2,755.79	2,864.11	2,991.37	3,154.23	3,341.33
			H	35.68	36.74	38.19	39.88	42.06	44.55

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2026**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
70	Custodian I Guest Service Representative I Special Exhibit Attendant Costume Character/Handler Building Maintenance Assistant I		H	17.63	18.22	18.85	19.68	20.53	21.73
75	Café Supervisor I Food Experience Lead Jr. Camp Instructor Line Cook I Sleepover Supervisor		H	18.18	18.80	19.44	20.29	21.18	22.42
80	Assistant House Manager Assistant Gift Shop Manager Science Presenter Indigenous Cultural Intern Indigenous Cultural Helper Observatory Attendant		H	18.73	19.37	20.02	20.90	21.82	23.10
110	Bookings Coordinator Café Supervisor II Custodian II Guest Service Representative II Line Cook II	A	Y	33,363.60	34,332.74	35,660.83	37,240.17	39,232.29	41,529.52
			B	1,283.22	1,320.49	1,371.57	1,432.31	1,508.93	1,597.29
			H	19.01	19.56	20.32	21.22	22.35	23.66
		B	Y	37,070.67	38,147.49	39,623.14	41,377.96	43,591.44	46,143.91
			B	1,425.79	1,467.21	1,523.97	1,591.46	1,676.59	1,774.77
			H	19.01	19.56	20.32	21.22	22.35	23.66
115	Catering Server		H	20.67	21.37	22.10	23.07	24.08	25.49
120	Instructor, Summer Camp Sleepover Presenter Community Program Presenter		H	21.16	21.88	22.63	23.62	24.67	26.12
125	House Manager I Assistant Volunteer Coordinator Receptionist I		H	22.99	23.78	24.59	25.68	26.81	28.39

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2026**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
130	Administrative Support I House Manager II Receptionist II	A	Y	40,470.64	41,655.15	43,288.33	45,190.72	47,631.52	50,431.26
			B	1,556.56	1,602.12	1,664.94	1,738.10	1,831.98	1,939.66
			H	23.06	23.74	24.67	25.75	27.14	28.74
	Assistant Manager, Food Services Building Maintenance Assistant II Bookings and Rentals Facilitator Events and Rentals Coordinator	B	Y	44,967.38	46,283.50	48,098.14	50,211.91	52,923.91	56,034.74
			B	1,729.51	1,780.13	1,849.93	1,931.23	2,035.54	2,155.18
			H	23.06	23.74	24.67	25.75	27.14	28.74
140	Administrative Assistant II Receptionist Science Communication Specialist Financial Assistant I	A	Y	43,826.74	45,100.98	46,877.74	48,941.66	51,579.88	54,630.88
			B	1,685.64	1,734.65	1,802.99	1,882.37	1,983.84	2,101.19
			H	24.97	25.70	26.71	27.89	29.39	31.13
	Assistant Manager, Visitor Services Lead Science Presenter Sous Chef	B	Y	48,696.38	50,112.20	52,086.38	54,379.62	57,310.97	60,700.97
			B	1,872.94	1,927.39	2,003.32	2,091.52	2,204.27	2,334.65
			H	24.97	25.70	26.71	27.89	29.39	31.13
145	Instructor - Science Education		H	27.14	28.08	29.04	30.32	31.67	33.53
150	Administrative Assistant III Financial Assistant II Marketing & Communications Coordinator Marketing & Membership Coordinator	A	Y	50,126.16	51,597.82	53,625.84	55,994.85	59,027.91	62,509.64
			B	1,927.93	1,984.53	2,062.53	2,153.65	2,270.30	2,404.22
			H	28.56	29.40	30.56	31.91	33.63	35.62
		B	Y	55,695.74	57,330.91	59,584.27	62,216.51	65,586.57	69,455.16
			B	2,142.14	2,205.04	2,291.70	2,392.94	2,522.56	2,671.35
			H	28.56	29.40	30.56	31.91	33.63	35.62
160	Volunteer Services Coordinator Visitor Services Manager Program Specialist - Education Outreach Coordinator	A	Y	52,154.18	53,697.63	55,797.44	58,274.13	61,432.82	65,058.12
			B	2,005.93	2,065.29	2,146.06	2,241.31	2,362.80	2,502.24
			H	29.72	30.60	31.79	33.20	35.00	37.07
	Camps and Community Programs Specialist Foundation and Membership Coordinator Science Presentation Specialist	B	Y	57,949.09	59,664.03	61,997.15	64,749.04	68,258.68	72,286.80
			B	2,228.81	2,294.77	2,384.51	2,490.35	2,625.33	2,780.26
			H	29.72	30.60	31.79	33.20	35.00	37.07

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2026**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
180	Exhibit Maintenance Technician Building Maintenance Technician	A	Y	54,289.88	55,887.17	58,094.66	60,661.09	63,945.41	67,732.24
			B	2,088.07	2,149.51	2,234.41	2,333.12	2,459.44	2,605.09
			H	30.93	31.84	33.10	34.56	36.44	38.59
		B	Y	60,322.09	62,096.86	64,549.62	67,401.21	71,050.45	75,258.04
			B	2,320.08	2,388.34	2,482.68	2,592.35	2,732.71	2,894.54
			H	30.93	31.84	33.10	34.56	36.44	38.59
182	Exhibit Maintenance Technician II Lead Exhibit Technician Information Technology Specialist Digital Marketing Specialist I	A	Y	59,727.84	61,486.66	63,927.46	66,763.10	70,370.46	74,552.12
			B	2,297.22	2,364.87	2,458.75	2,567.81	2,706.56	2,867.39
			H	34.03	35.04	36.43	38.04	40.10	42.48
		B	Y	66,364.27	68,318.51	71,030.51	74,181.22	78,189.40	82,835.69
			B	2,552.47	2,627.63	2,731.94	2,853.12	3,007.28	3,185.99
			H	34.03	35.04	36.43	38.04	40.10	42.48
185	Digital Marketing Specialist II	A	Y	62,814.74	64,663.29	67,211.77	70,208.93	74,013.71	78,410.74
			B	2,415.95	2,487.05	2,585.07	2,700.34	2,846.68	3,015.80
			H	35.79	36.85	38.30	40.01	42.17	44.68
		B	Y	69,794.16	71,848.10	74,679.75	78,009.93	82,237.46	87,123.05
			B	2,684.39	2,763.39	2,872.30	3,000.38	3,162.98	3,350.89
			H	35.79	36.85	38.30	40.01	42.17	44.68
200	Staff Scientist Technology Specialist	A	Y	63,406.99	65,291.44	67,857.87	70,872.97	74,731.59	79,164.52
			B	2,438.73	2,511.21	2,609.92	2,725.88	2,874.29	3,044.79
			H	36.13	37.20	38.67	40.38	42.58	45.11
		B	Y	70,452.22	72,546.04	75,397.63	78,747.75	83,035.10	87,960.58
			B	2,709.70	2,790.23	2,899.91	3,028.76	3,193.66	3,383.10
			H	36.13	37.20	38.67	40.38	42.58	45.11

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2027**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
70	Custodian I Guest Service Representative I Special Exhibit Attendant Costume Character/Handler Building Maintenance Assistant I		H	17.89	18.50	19.13	19.97	20.84	22.06
75	Café Supervisor I Food Experience Lead Jr. Camp Instructor Line Cook I Sleepover Supervisor		H	18.46	19.08	19.73	20.59	21.50	22.75
80	Assistant House Manager Assistant Gift Shop Manager Science Presenter Indigenous Cultural Intern Indigenous Cultural Helper Observatory Attendant		H	19.02	19.66	20.32	21.22	22.15	23.45
110	Bookings Coordinator Café Supervisor II Custodian II Guest Service Representative II Line Cook II	A	Y	33,864.05	34,847.73	36,195.74	37,798.77	39,820.78	42,152.46
			B	1,302.46	1,340.30	1,392.14	1,453.80	1,531.57	1,621.25
			H	19.30	19.86	20.62	21.54	22.69	24.02
		B	Y	37,626.73	38,719.70	40,217.49	41,998.63	44,245.31	46,836.07
			B	1,447.18	1,489.22	1,546.83	1,615.33	1,701.74	1,801.39
			H	19.30	19.86	20.62	21.54	22.69	24.02
115	Catering Server		H	20.98	21.69	22.43	23.42	24.44	25.88
120	Instructor, Summer Camp Sleepover Presenter Community Program Presenter		H	21.48	22.21	22.97	23.98	25.04	26.51
125	House Manager I Assistant Volunteer Coordinator Receptionist I		H	23.33	24.13	24.96	26.06	27.22	28.81

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2027**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
130	Administrative Support I House Manager II Receptionist II	A	Y	41,077.70	42,279.97	43,937.65	45,868.58	48,345.99	51,187.73
			B	1,579.91	1,626.15	1,689.91	1,764.18	1,859.46	1,968.76
			H	23.41	24.09	25.04	26.14	27.55	29.17
	Assistant Manager, Food Services Building Maintenance Assistant II Bookings and Rentals Facilitator Events and Rentals Coordinator	B	Y	45,641.89	46,977.75	48,819.62	50,965.09	53,717.77	56,875.26
			B	1,755.46	1,806.84	1,877.68	1,960.20	2,066.07	2,187.51
			H	23.41	24.09	25.04	26.14	27.55	29.17
140	Administrative Assistant II Receptionist Science Communication Specialist Financial Assistant I	A	Y	44,484.14	45,777.50	47,580.91	49,675.78	52,353.57	55,450.34
			B	1,710.93	1,760.67	1,830.03	1,910.61	2,013.60	2,132.71
			H	25.35	26.08	27.11	28.31	29.83	31.60
	Assistant Manager, Visitor Services Lead Science Presenter Sous Chef	B	Y	49,426.83	50,863.89	52,867.68	55,195.31	58,170.64	61,611.49
			B	1,901.03	1,956.30	2,033.37	2,122.90	2,237.33	2,369.67
			H	25.35	26.08	27.11	28.31	29.83	31.60
145	Instructor - Science Education		H	27.55	28.50	29.48	30.78	32.15	34.03
150	Administrative Assistant III Financial Assistant II Marketing & Communications Coordinator Marketing & Membership Coordinator	A	Y	50,878.06	52,371.79	54,430.23	56,834.78	59,913.33	63,447.29
			B	1,956.85	2,014.30	2,093.47	2,185.95	2,304.36	2,440.28
			H	28.99	29.84	31.01	32.38	34.14	36.15
		B	Y	56,531.17	58,190.88	60,478.03	63,149.75	66,570.36	70,496.98
			B	2,174.28	2,238.11	2,326.08	2,428.84	2,560.40	2,711.42
			H	28.99	29.84	31.01	32.38	34.14	36.15
160	Volunteer Services Coordinator Visitor Services Manager Program Specialist - Education Outreach Coordinator	A	Y	52,936.49	54,503.09	56,634.40	59,148.24	62,354.31	66,034.00
			B	2,036.02	2,096.27	2,178.25	2,274.93	2,398.24	2,539.77
			H	30.16	31.06	32.27	33.70	35.53	37.63
	Camps and Community Programs Specialist Foundation and Membership Coordinator Science Presentation Specialist	B	Y	58,818.33	60,558.99	62,927.11	65,720.27	69,282.57	73,371.11
			B	2,262.24	2,329.19	2,420.27	2,527.70	2,664.71	2,821.97
			H	30.16	31.06	32.27	33.70	35.53	37.63

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2027**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
180	Exhibit Maintenance Technician Building Maintenance Technician	A	Y	55,104.23	56,725.48	58,966.08	61,571.01	64,904.59	68,748.22
			B	2,119.39	2,181.75	2,267.93	2,368.12	2,496.33	2,644.16
			H	31.40	32.32	33.60	35.08	36.98	39.17
		B	Y	61,226.92	63,028.31	65,517.87	68,412.23	72,116.21	76,386.91
			B	2,354.88	2,424.17	2,519.92	2,631.24	2,773.70	2,937.96
			H	31.40	32.32	33.60	35.08	36.98	39.17
182	Exhibit Maintenance Technician II Lead Exhibit Technician Information Technology Specialist Digital Marketing Specialist I	A	Y	60,623.76	62,408.96	64,886.37	67,764.54	71,426.01	75,670.41
			B	2,331.68	2,400.34	2,495.63	2,606.33	2,747.15	2,910.40
			H	34.54	35.56	36.97	38.61	40.70	43.12
		B	Y	67,359.74	69,343.29	72,095.97	75,293.94	79,362.24	84,078.23
			B	2,590.76	2,667.05	2,772.92	2,895.92	3,052.39	3,233.78
			H	34.54	35.56	36.97	38.61	40.70	43.12
185	Digital Marketing Specialist II	A	Y	63,756.96	65,633.24	68,219.95	71,262.07	75,123.92	79,586.90
			B	2,452.19	2,524.36	2,623.84	2,740.85	2,889.38	3,061.03
			H	36.33	37.40	38.87	40.61	42.81	45.35
		B	Y	70,841.07	72,925.82	75,799.94	79,180.07	83,471.02	88,429.89
			B	2,724.66	2,804.84	2,915.38	3,045.39	3,210.42	3,401.15
			H	36.33	37.40	38.87	40.61	42.81	45.35
200	Staff Scientist Technology Specialist	A	Y	64,358.10	66,270.81	68,875.73	71,936.07	75,852.57	80,351.99
			B	2,475.31	2,548.88	2,649.07	2,766.77	2,917.41	3,090.46
			H	36.67	37.76	39.25	40.99	43.22	45.78
		B	Y	71,509.00	73,634.23	76,528.59	79,928.97	84,280.63	89,279.99
			B	2,750.35	2,832.09	2,943.41	3,074.19	3,241.56	3,433.85
			H	36.67	37.76	39.25	40.99	43.22	45.78

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2028**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
70	Custodian I Guest Service Representative I Special Exhibit Attendant Costume Character/Handler Building Maintenance Assistant I		H	18.25	18.87	19.51	20.37	21.26	22.50
75	Café Supervisor I Food Experience Lead Jr. Camp Instructor Line Cook I Sleepover Supervisor		H	18.82	19.46	20.13	21.01	21.93	23.21
80	Assistant House Manager Assistant Gift Shop Manager Science Presenter Indigenous Cultural Intern Indigenous Cultural Helper Observatory Attendant		H	19.40	20.05	20.73	21.64	22.59	23.92
110	Bookings Coordinator Café Supervisor II Custodian II Guest Service Representative II Line Cook II	A	Y	34,541.34	35,544.69	36,919.65	38,554.75	40,617.19	42,995.51
			B	1,328.51	1,367.10	1,419.99	1,482.87	1,562.20	1,653.67
			H	19.68	20.25	21.04	21.97	23.14	24.50
		B	Y	38,379.26	39,494.10	41,021.84	42,838.61	45,130.21	47,772.79
			B	1,476.13	1,519.00	1,577.76	1,647.64	1,735.78	1,837.41
			H	19.68	20.25	21.04	21.97	23.14	24.50
115	Catering Server		H	21.40	22.13	22.88	23.88	24.93	26.39
120	Instructor, Summer Camp Sleepover Presenter Community Program Presenter		H	21.90	22.66	23.43	24.46	25.54	27.04
125	House Manager I Assistant Volunteer Coordinator Receptionist I		H	23.80	24.62	25.46	26.58	27.76	29.39

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2028**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
130	Administrative Support I House Manager II Receptionist II	A	Y	41,899.25	43,125.57	44,816.41	46,785.95	49,312.91	52,211.49
			B	1,611.51	1,658.68	1,723.71	1,799.46	1,896.65	2,008.13
			H	23.87	24.57	25.54	26.66	28.10	29.75
	Assistant Manager, Food Services Building Maintenance Assistant II Bookings and Rentals Facilitator Events and Rentals Coordinator	B	Y	46,554.73	47,917.30	49,796.01	51,984.39	54,792.13	58,012.76
			B	1,790.57	1,842.97	1,915.23	1,999.40	2,107.39	2,231.26
			H	23.87	24.57	25.54	26.66	28.10	29.75
140	Administrative Assistant II Receptionist Science Communication Specialist Financial Assistant I	A	Y	45,373.83	46,693.05	48,532.53	50,669.30	53,400.65	56,559.35
			B	1,745.15	1,795.89	1,866.64	1,948.82	2,053.87	2,175.36
			H	25.85	26.61	27.65	28.87	30.43	32.23
	Assistant Manager, Visitor Services Lead Science Presenter Sous Chef	B	Y	50,415.36	51,881.16	53,925.03	56,299.22	59,334.05	62,843.72
			B	1,939.05	1,995.43	2,074.04	2,165.35	2,282.08	2,417.07
			H	25.85	26.61	27.65	28.87	30.43	32.23
145	Instructor - Science Education		H	28.10	29.07	30.07	31.39	32.79	34.72
150	Administrative Assistant III Financial Assistant II Marketing & Communications Coordinator Marketing & Membership Coordinator	A	Y	51,895.62	53,419.23	55,518.83	57,971.47	61,111.59	64,716.23
			B	1,995.99	2,054.59	2,135.34	2,229.67	2,350.45	2,489.09
			H	29.57	30.44	31.63	33.03	34.82	36.88
		B	Y	57,661.80	59,354.70	61,687.59	64,412.75	67,901.77	71,906.92
			B	2,217.76	2,282.87	2,372.60	2,477.41	2,611.61	2,765.65
			H	29.57	30.44	31.63	33.03	34.82	36.88
160	Volunteer Services Coordinator Visitor Services Manager Program Specialist - Education Outreach Coordinator	A	Y	53,995.22	55,593.16	57,767.09	60,331.21	63,601.39	67,354.68
			B	2,076.74	2,138.20	2,221.81	2,320.43	2,446.21	2,590.56
			H	30.77	31.68	32.92	34.38	36.24	38.38
	Camps and Community Programs Specialist Foundation and Membership Coordinator Science Presentation Specialist	B	Y	59,994.69	61,770.17	64,185.65	67,034.68	70,668.22	74,838.53
			B	2,307.49	2,375.78	2,468.68	2,578.26	2,718.01	2,878.40
			H	30.77	31.68	32.92	34.38	36.24	38.38

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

**APPENDIX I  
SCHEDULE OF WAGES**

**Effective January 1, 2028**

Code	Position	Hours		Step A	Step B	Step C	Step D	Step E	Step F
180	Exhibit Maintenance Technician Building Maintenance Technician	A	Y	56,206.32	57,859.99	60,145.40	62,802.43	66,202.68	70,123.19
			B	2,161.78	2,225.38	2,313.28	2,415.48	2,546.26	2,697.05
			H	32.03	32.97	34.27	35.78	37.72	39.96
		B	Y	62,451.46	64,288.88	66,828.23	69,780.48	73,558.53	77,914.65
			B	2,401.98	2,472.65	2,570.32	2,683.86	2,829.17	2,996.72
			H	32.03	32.97	34.27	35.78	37.72	39.96
182	Exhibit Maintenance Technician II Lead Exhibit Technician Information Technology Specialist Digital Marketing Specialist I	A	Y	61,836.24	63,657.14	66,184.10	69,119.83	72,854.53	77,183.81
			B	2,378.32	2,448.35	2,545.54	2,658.46	2,802.10	2,968.61
			H	35.23	36.27	37.71	39.38	41.51	43.98
		B	Y	68,706.93	70,730.15	73,537.89	76,799.81	80,949.48	85,759.79
			B	2,642.57	2,720.39	2,828.38	2,953.84	3,113.44	3,298.45
			H	35.23	36.27	37.71	39.38	41.51	43.98
185	Digital Marketing Specialist II	A	Y	65,032.10	66,945.90	69,584.35	72,687.31	76,626.40	81,178.64
			B	2,501.23	2,574.84	2,676.32	2,795.67	2,947.17	3,122.26
			H	37.06	38.15	39.65	41.42	43.66	46.26
		B	Y	72,257.89	74,384.34	77,315.94	80,763.68	85,140.44	90,198.49
			B	2,779.15	2,860.94	2,973.69	3,106.30	3,274.63	3,469.17
			H	37.06	38.15	39.65	41.42	43.66	46.26
200	Staff Scientist Technology Specialist	A	Y	65,645.26	67,596.22	70,253.25	73,374.79	77,369.62	81,959.03
			B	2,524.82	2,599.85	2,702.05	2,822.11	2,975.75	3,152.27
			H	37.40	38.52	40.03	41.81	44.09	46.70
		B	Y	72,939.18	75,106.92	78,059.17	81,527.54	85,966.24	91,065.59
			B	2,805.35	2,888.73	3,002.28	3,135.67	3,306.39	3,502.52
			H	37.40	38.52	40.03	41.81	44.09	46.70

A = 67.5 hours biweekly | B = 75 hours biweekly | Y = annually | B = biweekly | H = hourly

# Appendices “A” to “G”

## Benefits & Retirement Plan

IMPORTANT NOTE: For further information regarding benefits and/or retirement plan, please refer to the plan information available on-line through the appropriate service provider or through the Foundation Administration office.

1. These Appendices relate to outsourced service providers delivering programs of benefit(s) and retirement planning to Permanent Employees at the Foundation;
2. During the term of this Agreement, awards of service may be extended to alternative service providers; therefore, Appendices A to G may be altered according to the final award of service and the terms and conditions of that service provider;
3. The Edmonton Space & Science Foundation will be the sole negotiator of any changes to the service providers associated with these contracts of benefits and will be solely responsible for the retention of their expertise and assistance.
4. The Foundation will make the best effort to maintain or exceed previous plan features should the plan providers change.
5. The following terms and conditions will remain intact:

### APPENDIX "A"

#### DEFINITIONS FOR HEALTH CARE PLANS

The group policy contains a number of definitions not listed here. The following definitions will be of greatest interest to employees.

**Employee** - a Permanent Employee who has achieved benefit status.

*For the Weekly Indemnity Insurance* - A person who is scheduled to work for the employer less than the minimum work week specified in the Unemployment Insurance Act is considered a Part-Time Employee.

*For other benefits* - A person who is scheduled to work for the employer less than twenty (20) hours a week is considered a Part-Time Employee.

**Dependant** - a spouse or a child who is a resident of Canada.

**Spouse** – Legal spouse or person continuously living with you in a role like that of a marriage partner for at least one (1) year.

**Child** - you or your spouse's unmarried child, excluding a foster child or a child who has attained age 21 (age 25 in the case of a full-time student wholly dependent on you for support).

A handicapped child who attains the limiting age may continue coverage as a Dependant if certain requirements are met. The employer can supply precise details.

**Illness** - bodily injury, disease, mental infirmity or sickness.

**Hospital** - an institution designated as such by law for the care and treatment of sick and injured persons, primarily in the acute phase of illness, which has organized facilities for diagnostic treatment and major surgery and which provides 24 hour nursing services.

It does not include a nursing home, rest home, home for custodial care of the aged or chronically ill, a sanatorium, a convalescent hospital or a detoxification facility for the treatment of substance abuse or beds set aside for any of these purposes in an institution which otherwise qualifies as a hospital.

**Convalescent Hospital** - an institution designated as such by law for the convalescent care and treatment, on an in-patient basis, of sick and injured persons, which provides 24 hour nursing services and regular medical supervision.

It does not include a nursing home, rest home, home for custodial care of the aged or chronically ill, a sanatorium or a detoxification facility for the treatment of substance abuse.

**Totally Disabled** - For the Weekly Indemnity Insurance, you are totally disabled if you are prevented by illness from performing the duties of your own occupation and do not engage in any occupation or employment for wage or profit.

For other benefits, you are Totally Disabled if you are in a state of incapacity due to illness which:

1. while it continues during the elimination period and the following 24 months, prevents you from performing the essential duties of your own occupation at the onset of disability, and
2. while it continues after such period, prevents you from engaging in any occupation for which you are or may become reasonably qualified by education, training or experience.

Dependants are totally disabled if they are prevented by illness from performing their normal duties.

**Accident** - bodily injury occurring as a direct result of a violent, sudden and unexpected action originating from an outside source.

**Appropriate Treatment** - treatment which meets all the following conditions:

1. it is performed and prescribed by a Doctor, or when deemed necessary by the health plan provider, by a medical specialist;
2. it is of a reasonable and customary nature and treatment is provided with a frequency usually required for the condition;
3. it is not limited to solely examinations and/or testing.

**Deemed Date of Retirement** - if you become totally disabled, your date of retirement is deemed to be on your 65th birthday unless you actually retire earlier.

**Waiting Period** - 3 months of continuous employment.

### **Changes in Amounts**

Your insurance may change if your status affecting the insurance changes. Such change is made on the day your status changes. If you are required to submit evidence of insurability to the health plan provider (i) on the date an increase would otherwise take effect, or (ii) on the date the group policy is amended to provide additional or increased benefits, any increase will only take effect on the first day you are actively at work.

If you are not Actively At Work:

1. on the date an increase would otherwise take effect, or
2. on the date the group policy is amended to provide additional or increased benefits, any increase will only take effect on the first day you are Actively At Work.

Similarly, any increase in dependants insurance are delayed for dependants who are confined in a hospital or similar institution until the day they first cease to be confined and are actively pursuing their normal activities.

## **APPENDIX "B"**

### **MAJOR MEDICAL INSURANCE**

Permanent Full-Time Employees who have completed three (3) months of continuous employment with the Foundation as a probationary employee, or a Permanent Employee who has achieved benefit status shall be a member of the Extended Health Care plan, unless they are covered by a similar plan. The Foundation shall pay sixty (60%) percent of the premium of this plan and the member shall pay forty (40%) percent of the premium of the plan by payroll deduction.

## **APPENDIX "C"**

### **DENTAL PLAN**

A Permanent Full-Time Employee who has completed three (3) months of continuous employment with the Foundation or a Permanent Employee who has achieved benefit status shall be a member of the Dental Plan, unless such employee provides satisfactory proof of membership in another Dental Plan.

Member contributions shall be deducted bi-weekly such that the dollar amount of the member's contribution equals thirty (30%) percent of the premium cost. The Foundation shall pay seventy (70%) percent of the premium cost of the Plan.

## **APPENDIX "D"**

### **GROUP LIFE INSURANCE**

A Permanent Employee working full-time hours who has completed three (3) months of continuous employment with the Foundation shall be a member of the Group Life Insurance Plan. The Foundation shall pay fifty (50%) percent of the premium and the member shall pay fifty (50%) percent of the premium through payroll deduction.

## **APPENDIX "E"**

### **SICK LEAVE**

Permanent Full-Time Employees who are unable to work due to illness, shall be paid at their regular rate of pay for the first ten (10) days of illness in a calendar year. Absence due to illness in excess of the foregoing shall, if eligible, be addressed by the weekly indemnity plan or long-term disability plan.

A Permanent Part-time Employee shall be eligible for sick leave of up to six (6) days in a calendar year.

### **WEEKLY INDEMNITY**

All Permanent Full-Time Employees shall be a member of the Weekly Indemnity Plan. The Foundation will pay one hundred (100%) percent of the cost of such a Plan.

When illness persists beyond the ten (10) days covered under the Foundation's Sick Leave provisions, the employees shall receive seventy-five (75%) percent of their regular weekly earnings to a maximum of one thousand dollars (\$1,000) per week commencing on

- a) the eleventh (11<sup>th</sup>) day of illness OR
- b) immediately for accident

and extending to seventeen (17) weeks. Benefit payments are taxable.

### **LONG TERM DISABILITY**

Permanent Full-Time Employees shall be a member of the Long Term Disability Plan. The member shall pay one hundred (100%) percent of the cost of such Plan through bi-weekly payroll deductions. Benefit payments are non-taxable.

When illness persists beyond the one hundred and nineteen (119) days covered under the provisions of the Weekly Indemnity Plan, the employee will receive the following:

#### **Amount**

The amount determined in (a) reduced by the amounts in (b) and (c) below.

- a) 66.7% of monthly basic earnings up to a maximum benefit of \$4,000.
- b) All direct offsets.
- c) The amount, if any, by which the sum of (a) above and all indirect offsets, exceeds 85% of the employee's monthly net income.

The direct offsets and indirect offsets are specified under Long-Term Disability.

1/30 of the monthly benefit is payable for each day of total disability during a period of less

than a full month.

**Elimination Period**

17 weeks or the last day weekly indemnity is payable to the employee, whichever is later.

If the employee becomes totally disabled during maternity/ parental leave, that employee may be entitled to benefit payments commencing on the date of the scheduled return to active full-time work with the employer, provided:

1. the employee is then totally disabled, and
2. the employee has completed the elimination period by that date.

**Maximum Benefit Period**

To the last day of the month coincident with or next following age 65, the date the employee retires on pension with the employer or is eligible for an unreduced full pension with the employer, the date of death or the date the employee is no longer totally disabled, whichever is the earliest.

This benefit ends on the date the employee retires or attains age 65, if earlier.

## APPENDIX "F"

### TERMINATIONS

#### **Individual Terminations**

##### **Employee Insurance**

All employee insurance ends on the earliest of:

1. termination of employment,
2. the end of the period for which premiums are paid to the health plan provider for the employee's insurance, and
3. termination of this policy.

Employee's medicare supplement and/or dental insurance also ends on the date the employee elects to terminate such insurance, if they are insured as a dependant for comparable insurance under this or another group insurance policy.

In addition, any benefit may end on an earlier date specified in any such benefit provision.

##### **Termination of Employment**

Termination occurs on the date a person ceases to qualify as an employee or the date they cease to be actively at work, whichever is earlier.

However, the employer, acting in accordance with rules which apply equally to all employees within the same classification, may deem that employment continues:

1. for any life insurance benefit, for a period ending not later than 12 months (unless a longer period is approved by the health plan provider) during which the employee is absent from work due to illness,
2. for any other benefit, for any period the employee is absent from work due to illness,
3. for the period of the employee's scheduled paid vacation, but not exceeding 3 months,
4. for any period the employee is on maternity/parental leave, but not exceeding the period required under the relevant legislation,
5. for such period of notice as required on termination of employment under the relevant legislation, or
6. for a period ending not later than the last day of the calendar month following the month in which the employee is temporarily laid off or is granted a leave of absence for any reason other than illness, paid vacation or maternity/paternity leave.

##### **Dependant Insurance**

All dependant insurance ends on the earliest of:

termination of the employee's insurance,

1. the date a person ceases to be a dependant, and
2. the end of the period for which premiums are paid to the health plan provider for the dependant insurance.

A dependant's medicare supplement and/or dental insurance also ends on the date the employee elects to terminate such insurance, if the dependant is insured for comparable

insurance under this or another group insurance policy.

In addition, any benefit may end on an earlier date specified in any such benefit provision.

### **Surviving Dependant Insurance**

A dependant, whose insurance under this policy would otherwise end because of the employee's death, continued to be insured without further payment of premiums, subject to all other terms of this policy. Such insurance ends on the earliest of:

1. 24 months after the date of the employee's death,
2. the date a person ceases to be a dependant other than as a result of the employee's death,
3. the date the benefit provision for which the dependant is insured terminates, and
4. the date of termination of the policy.

### **Survivor Extended Insurance Benefit**

#### **The Benefit**

If an employee dies while insured for the benefit and while their Dependents are covered under this policy, the health plan provider will continue the Dependent coverage for a period of up to 2 years. The Benefit Schedule shows which Dependent coverage will be continued under this benefit. Premium payments will be waived for this continued coverage.

#### **Insurance Coverage Continued**

The coverage continued on a Dependent will be the same as that which was in effect on the date of the Employee's death. This insurance will be subject to any age reduction or termination shown in the policy at that time.

#### **Termination of Insurance**

The maximum period for extended coverage is 2 years. Coverage on any Dependent ceases prior to this:

1. if the Dependent would cease to qualify as a Dependent, even if the Employee were still alive;
2. if the Dependent obtains similar coverage elsewhere; or
3. if this policy terminates.

## **APPENDIX "G"**

### **PENSION PLAN**

*The Edmonton Space & Science Foundation will provide a retirement plan for the employees of the Foundation.*

#### Eligible Employees

All Permanent Full-Time Employees, following completion of a three (3) month probationary period (unless it is waived), and Permanent Employees who have achieved benefit status are eligible to join the Plan and contributions can commence at any time during the first (1<sup>st</sup>) year of service. After completion of one (1) year of service, participation in the Plan is compulsory.

#### Contributions:

- a) Employee Contributions  
Employees will contribute 3.5% of their salary up to the YMPE under the Canada Pension Plan and 5% of that portion of their salary which is over the YMPE.
- b) Foundation's Contributions  
The employer will contribute 4.5% of the employee's salary up to YMPE under the Canada Pension Plan and 6% of that portion of the employee's salary in excess of the YMPE.
- c) Calculations for Permanent Employees  
Calculations for Permanent Employees who have achieved benefit status will be based on the last calendar year earnings.
- d) Employee Voluntary Additional Contributions  
Employees may also make voluntary contributions to their current year of service provided that the total of the employees required and voluntary contributions does not exceed the Income Tax Act limits.

#### Administration Plan

*The plan will be administered as per Alberta Provincial Legislation as applicable.*

## **APPENDIX "H"**

### **EMPLOYEE ASSISTANCE PLAN**

A Full-Time Employee who has completed three (3) months of continuous employment with the Foundation or a Part-Time Employee who has completed six (6) months of continuous employment with the Foundation shall have access to an Employee Assistance Plan funded by the Foundation. This plan is not available for Temporary Employees.

**LETTER OF UNDERSTANDING  
Between**

**The Edmonton Space and Science Foundation**

**-and-**

**Civic Service Union 52  
(hereinafter referred to as the Union)**

**LABOUR-MANAGEMENT ADVISORY COMMITTEE**

A Labour Management Advisory Committee (LMAC) shall be established. The LMAC shall meet at least every six (6) months.

The desired functions of the LMAC are to examine and make recommendations regarding the concerns of Employees or the Employer.

The Union shall provide the names of up to three (3) appointed employee representatives and the Employer shall provide the names of up to three (3) appointed representatives to sit on the LMAC. Upon request by either party, a representative from CSU 52 shall be permitted to attend.

Employees shall be paid at their regular rate of pay for attendance at LMAC meetings.

**THE EDMONTON SPACE & SCIENCE  
FOUNDATION**

OF THE FIRST PART

– and –

**CIVIC SERVICE UNION 52**

OF THE SECOND PART

**IN WITNESS WHEREOF THE PARTIES HERETO  
HAVE CAUSED THESE PRESENTS TO BE  
EXECUTED.**

SIGNED this \_\_\_22\_\_\_ day of \_October\_\_\_ A.D. 2025

**The Edmonton Space &  
Science Foundation**

Per: \_\_\_\_\_

ent & CEO

**Civic Service Union 52**

Per: \_\_\_\_\_

Bryce Jowett, President