

TENTATIVE AGREEMENT

BETWEEN

COVENANT HEALTH – BONNYVILLE HEALTH CENTRE

AND

HEALTH SCIENCES ASSOCIATION OF ALBERTA

NOTE #1: This document addresses amendments, additions and deletions to the current collective agreement language **ONLY**. Any/all current language not specifically addressed in this document is to be considered unchanged.

~~RED~~ deleted language
BLUE new language

FOR RATIFICATION

COLLECTIVE AGREEMENT

BETWEEN

**COVENANT HEALTH –
BONNYVILLE HEALTH CENTRE**

AND

**THE HEALTH SCIENCES ASSOCIATION OF ALBERTA
(Covering all Employees When Employed
in a General Support Services Capacity)**

APRIL 1, 2024 TO MARCH 31, 2028

Land Acknowledgment

We acknowledge that Bonnyville Health Centre is located on both Treaty 6 territory, the traditional homeland of First Nations including the Cree Nehiyawak and Denesuline, and District 12 of the Métis Nation representing the Otipemisiwak. We recognize the opportunity for us to work together on this land where Indigenous people have lived since time immemorial, and we are committed to walking the path of reconciliation. Together we consider how our actions and words fulfill the spirit of these connections.

FOR RATIFICATION

ARTICLE 1: TERM OF COLLECTIVE AGREEMENT

- 1.01 This Collective Agreement, including appendices hereto, unless altered by mutual consent of both parties hereto, shall be in force and effect from April 1, **2024**, up to and including March 31, **2028**, and from year to year thereafter unless amended or terminated. Notification of desire to amend or terminate may be given in writing by either party during the period between sixty (60) calendar days and one hundred and twenty (120) calendar days prior to its expiration date.
- 1.02 When either party serves notice of desire to amend the Collective Agreement under Article 1.01 above, the negotiating committees shall exchange any proposed amendments at commencement of negotiations.
- 1.03 Where notice is served by either party under the Labour Relations Code, provisions of the Collective Agreement shall continue until either:
- (a) a settlement is agreed upon and a new Collective Agreement is ratified; or
 - (b) if a settlement is not agreed upon by the parties, a new Collective Agreement is executed as provided in the Labour Relations Code; or
 - (c) a strike or lockout commences.
- 1.04 An Employee whose employment has terminated prior to the signing of this Collective Agreement is eligible to receive retroactively any increase(s) to basic hourly salary schedules that they would have received but for the termination of employment, upon the submission of a written application to the Employer within sixty (60) calendar days of the ratification of the Collective Agreement.

ARTICLE 2: DEFINITIONS

- 2.01 An "Employee" shall mean any Employee of the Employer for whom the Union has been certified as bargaining agent, and whose employment is designated as:
- (a) "Regular Employee" is one who works on a full-time or part-time basis:
 - (i) "Full-Time Employee" shall mean an Employee who is scheduled to work the hours specified in Article 14 - Hours of Work.
 - (ii) "Part-Time Employee" shall mean an Employee who works scheduled shifts pursuant to Article 14.08 provided however that such hours worked in any fourteen (14) calendar day period shall be less than those established for full-time Employees.
 - (b) "Temporary Employee" is one who is hired on a temporary basis for a full-time or part-time position:

- (i) for a specific job of more than three (3) months but less than ~~twelve (12)~~ **eighteen (18)** months; or
- (ii) to replace a Full-Time or Part-Time Employee who is on approved leave of absence for a period in excess of ninety (90) calendar days; or
- (iii) to replace a Full-Time or Part-Time Employee who is on leave due to illness or injury, where the Employee has indicated that the duration of such leave will be in excess of ninety (90) calendar days.

When a Temporary Employee is hired for a specific job in accordance with Article 2.01(b)(i), the Employer shall advise the Union in writing of the Temporary Employee's name, classification, department and nature of the temporary assignment. The term of employment of such Temporary Employee may be extended only by mutual agreement in writing between the Employer and the Union.

- (c) "Casual Employee" is one who:
 - (i) works on a call-in basis and is not regularly scheduled; or
 - (ii) is scheduled for a period of ninety (90) calendar days or less for a specific job; or
 - (iii) relieves for absences the duration of which is ninety (90) calendar days or less.

When a Casual Employee is hired for a specific job in accordance with Article 2.01(c)(ii) or (iii), the Employer shall advise the Union in writing of the Casual Employee's name, classification, department and nature of the casual assignment. **A request by the Employer to extend the term of temporary employment shall not be unreasonably denied.**

2.02 (a) Except as specifically stated otherwise, the provisions of this Collective Agreement shall apply to Part-Time Employees.

(b) Temporary and Casual Employees do not have a continuing employment relationship with the Employer.

2.03 "Vacation" means annual vacation with pay.

2.04 "Continuous Service" shall mean the period of employment commencing on the latest date of employment within the bargaining unit that is not interrupted by termination or dismissal.

- 2.05 Where indicated by context or intent of this Collective Agreement, the singular shall be deemed to include the plural, and vice versa.
- 2.06 “Chair” means a local representative of the Health Sciences Association of Alberta (HSAA) referenced in the agreement strictly for the purpose of communication within the bargaining unit.
- 2.07 “Job Steward” means an Employee of Covenant Health who has been appointed by the Union to represent and advocate for fellow Employees at the worksite.
- 2.08 “Union” means the Health Sciences Association of Alberta (HSAA).
- 2.09 “Shift” means a daily tour of duty exclusive of overtime hours. The first (1st) shift of the day shall be that shift in which the majority of hours fall between midnight and zero eight hundred (0800) hours.
- 2.10 “Basic Rate of Pay” shall mean the applicable step in the pay range of the Employee’s classification as set out in the Salaries Schedule.
- 2.11 For the purpose of applying the terms of this Collective Agreement, time worked shall be deemed to have been worked on the day on which the majority of hours of the shift falls.
- 2.12 “Pyramiding” means the payment of two (2) or more premiums under different provisions of this Collective Agreement for the same hours worked.
- 2.13 “Code” means the *Labour Relations Code* as amended from time to time.
- 2.14 “Arbitration” shall take the meaning from the section of the *Code* dealing with the resolution of a difference.

ARTICLE 7: OCCUPATIONAL HEALTH AND SAFETY

- 7.01 The parties to this Collective Agreement will co-operate to the fullest extent in the matter of occupational health, safety and accident prevention. The Employer agrees to provide safety equipment when required and to install devices where necessary.
- 7.02 An Occupational Health and Safety Committee will be established at the worksite. The Union will have the right to designate two (2) members of the bargaining unit as members of this Committee. This Committee may include representatives from other Employee groups. The number of Employer representatives on the Committee shall not exceed the number of representatives from the Union and other Employee groups.
- 7.03 The applicable rate of pay will be paid to such Employee for time spent in attendance at a meeting of this Committee.

7.04 The Committee shall meet at least quarterly at a mutually acceptable hour and date. Either Co-Chair may call a special meeting of this Committee to deal with urgent matters. The Employee Co-chair shall be selected by the Employee members of the committee. Co-chairs shall alternate chairing of meetings. The terms of reference to the Committee shall be agreed upon by the Union, Employer, and other Employee groups. Members of the Committee may request the attendance of subject matter experts to assist with addressing issues before the Committee and these requests shall not be unreasonably denied.

7.05 Whenever permissible the Employer shall notify the Committee as soon as reasonably possible of all serious incidents, potentially serious incidents, and dangerous work refusals. When appropriate, the Committee may participate in investigations of serious incidents, potentially serious incidents, and dangerous work refusals.

7.06 The Employer will co-operate with the Committee by providing:

- (a) materials and equipment necessary to carry out its functions in accordance with its terms of reference;
- (b) data pertaining to workplace health and safety conditions;
- (c) access to information pertaining to accidents, incidents or occupational diseases that occur at the worksite;
- (d) access to the worksite to conduct safety inspections that shall not be unreasonably denied.

7.07 The parties will provide available relevant information to all applicable parties at least five (5) days prior to any discussions or meetings to ensure meaningful discussion of safety concerns, incidents, and issues. Relevant information that is being referred to in this article may include, but is not limited to:

- Incident reports,
- Employer policies and procedures,
- Assessment reports (e.g. hygiene, environmental, etc.),
- OHS Officer reports.

7.08 The Committee shall assist the Employer:

- (a) by identifying situations which may be unhealthy or unsafe in respect of the work site and make appropriate recommendations;
- (b) in the development and promotion of measures to protect the safety, security and health of Employees in the work site and to check the effectiveness of such

measures.

- 7.09 (a) If an issue arises regarding occupational health or safety, the Employee shall first seek to resolve the issue through discussion with their Manager. **Should a health and safety issue be formally reported using the Employer's incident reporting system, upon request, the Manager will respond in writing to the Employee within seven (7) calendar days after the report is made, outlining the steps that will be taken to address the issue.** If the issue is not resolved satisfactorily, it may then be forwarded, in writing, to the Committee.
- (b) Should an issue not be resolved by the Committee; the issue shall be referred to the Chief Executive Officer (CEO) or designate. A resolution meeting between the Union and the CEO or designate shall take place within twenty-eight (28) calendar days of the issue being referred to the CEO. The CEO or designate shall reply in writing to the Union within fourteen (14) calendar days.
- (c) Should the issue remain unresolved following the CEO's written response, the Union may request and shall have the right to present its recommendation(s) to the governing Board. A resolution meeting shall be held as soon as reasonably possible. The governing Board shall reply in writing to the Union within twenty-eight (28) calendar days of the presentation by the Union.
- 7.10 Where the Employer requires that the Employee receive specific immunization and titre, as a result of or related to their work, it shall be provided at no cost.
- 7.11 An Employee's rights shall be respected in accordance with the *Occupational Health and Safety Act*.
- 7.12 Employer policies, plans and procedures related to Occupational Health and Safety shall be reviewed by the Committee at the Committee's discretion.
- 7.13 The Employer shall have a workplace abuse and harassment policy. Aspects of this policy may be reviewed annually by the Committee.
- 7.14 The Employer shall implement a psychological health and safety plan consistent with the current CSA psychological health and safety standard in the workplace. The Union understands that the Employer needs a significant amount of time to develop and implement the plan. Aspects of this plan relevant to a particular workplace may be reviewed annually by the Committee.
- 7.15 (a) OHS education, training and instruction shall be provided to Employees, at the applicable rate of pay, to fulfill the requirements for training, instruction or education set out in the Occupational Health and Safety Act, Regulations or Code.

- (b) The Employer shall provide training at no cost to all Employees on the Committee to assist them in performing their duties on the Committee. Such training shall be provided at the Employee's applicable rate of pay.

ARTICLE 8: JOB CLASSIFICATION

8.01 New Classifications

If the Employer creates a new classification which belongs in the bargaining unit and which is not now designated in this Collective Agreement, or if a new classification is included in the bargaining unit by the Labour Relations Board, the following provisions shall apply:

- (a) The Employer shall establish a classification and a salary scale and give written notice of same to the Union.
- (b) If the Union does not agree with the classification **title** and/or the salary scale, representatives of the Employer and the Union shall meet within thirty (30) **calendar** days of the creation of the new classification or the inclusion of a new classification in the bargaining unit, **meet for the purpose of establishing a classification title and salary scale for the new classification.**
- (c) Should the Parties, through discussion and negotiation, agree in regard to a salary scale for the new classification, the salary scale shall be retroactive to the date that the new classification was implemented.
- (d) Should the Parties, through discussion and negotiation, not be able to agree to a classification **title**, it is understood that the Employer's decision in respect to the classification **title** shall not be subject to the Grievance and Arbitration procedure contained in this Collective Agreement or in the *Alberta Labour Relations Code*.
- (e) Should the Parties not be able to agree to the salary scale, the Union may, within sixty (60) **calendar** days of the date the new classification was created or included in the bargaining unit, refer the salary scale to Arbitration **or by mutual agreement between the Employer and the Union a single external classification consultant (Appeal Chair).** Should the Union not refer the matter to Arbitration **or by mutual agreement a single external classification consultant (Appeal Chair)** within the stated time limit, the final position of the Employer, as stated in negotiations, shall be implemented.

8.02 (A) Classification Review

- (a) An Employee who has good reason to believe that they are improperly classified may apply, in writing by electronic mail, to their immediate out-

of-scope Manager to have their classification reviewed. **This may occur when there has been a substantive change to the primary duties and responsibilities of a job, when there has been a change in organizational structure that significantly impacts roles, or when a classification specification has been amended in a manner that alters the basis on which classification levels are differentiated. The Employee's submission will indicate the reason(s) why they believe their job is inappropriately classified, including the changes that have occurred to the job, organization, or classification specification(s).**

Within seven (7) days of receipt of the request, the immediate out-of-scope Manager shall send a copy of the Employee's request along with a copy of the current job description to the classification department who shall confirm in writing to the Employee and to the union classification LRO that the Employees request has been received.

The Employer will give consideration to such application and shall notify the Employee of the results of the Classification Review within sixty (60) ~~calendar~~ days of receiving the request. The notification shall be in writing and include detailed rationale for the decision.

- (b) An Employee may only request one review of their ~~position~~ **job** during the term of the Collective Agreement unless a substantive change to the duties or responsibilities **as described above in 8.02(a)** has occurred.
- (c) Should the Employee feel that they have not received proper consideration in regard to a classification review, they may request that the matter be referred to the Internal Appeal Process.

8.03 (B) Internal Appeal Process

- (a) When an Employee wishes to have a classification decision further reviewed, the Employee, in consultation with the Union, shall submit a written request to the Classification and Compensation department, with a copy to the Employee's Manager, within thirty (30) ~~calendar~~ days of the date the Employee became reasonably aware of the classification decision. The written request ~~should~~ **shall**:
 - (i) confirm their desire ~~for an Internal Appeal of~~ **to appeal** the classification decision,
 - (ii) ~~outline the reason the Employee believes the classification decision is not appropriate;~~ **identify an existing classification within the Collective Agreement the Employee believes is**

appropriate and provide details on how their current job duties fit within the proposed classification specification, and

- (iii) include any additional information **and/or supporting documentation** that the Employee believes is necessary **or relevant** to evaluate the request.
- (b) Upon receipt of the request for an internal **review appeal** the Classification and Compensation department will conduct an internal review, which **may will** include discussions with the Employee, the Employee's Manager and/or Director and the Union. The Classification and Compensation Department shall provide a written response to the Employee and to the Union within sixty (60) ~~calendar~~ days of receipt of the request for an Internal Appeal and provide detailed rationale for their decision, **including addressing the reason(s) for the review request provided by the Employee.**
- (c) Should the Union determine, based on the outcome of the Internal Appeal, that the classification review requires further consideration the matter may be referred to the External Appeal Process.

8.04 (C) External Appeal Process

- (a) When the Union determines that the decision of the Internal Appeal is not satisfactory, they may request an External Appeal within sixty (60) ~~calendar~~ days of the date they received the written response to the Internal Appeal. The Union's request shall be in writing and sent to Classification and Compensation Department and to the Employee.
- (b) Upon receipt of the External Appeal request, an operations Manager, an Analyst from the Classification and Compensation Department, or designate, and the Union's Classification Analyst or designate will meet within sixty (60) ~~calendar~~ days to review all relevant documents from the Employee and the Employer to assist in the External Appeal. The documents would normally include, though not limited to, the following:
 - (i) a copy of the reclassification request, an approved job description with all corresponding rationale and documents used in support of the reclassification request; and
 - (ii) copies of all the Employer and Union responses, including all corresponding rationale and documents used in making the Internal decision of the Employer.

(c) Once the representatives, outlined in 8.04 (b), have received all of the necessary documentation, they may take one (1) of the five (5) following approaches:

1. If necessary, request further information or documentation. This could include interviewing or asking questions of the Employee or representatives of the Employer. However, if information is received from the Employee or the Employer, it should be validated by the respective Parties.
2. The representatives may, by consensus, concur with the decision of the Employer, and recommend that no further reconsideration occur.
3. The representatives may, by consensus, concur with the Employee request, and make a recommendation to the Employer that they grant the reclassification request. The review would be conducted on the basis of the classification specifications and the guidelines included in the Classification Specification User Manual.
4. The representatives may, by consensus, agree that a new classification be created if none of the existing classifications are appropriate for the ~~position~~ job and direct the Employer to draft a new classification per Article 8.01.
5. Should the representatives be unable to render a recommendation by consensus within the timelines specified in 8.04(b), either Party may refer the matter to Arbitration **or by mutual agreement between the Employer and the Union, to a single external classification consultant (Appeal Chair).**

(d) Where the decision of the Employer relates to an Employer-initiated down-grading in classification, the affected Employee shall be entitled to use the Grievance Procedure and Arbitration.

8.05

(a) Where a decision from a classification review results in an increase in pay for the affected Employee, such pay increase will be effective the date the Employee submitted the request for review in writing to the immediate out-of-scope Manager.

(b) Where a decision from a classification review results in a decrease in pay for the affected Employee, they shall be red circled and continue to receive their previous Basic Rate of Pay until such time as the Basic Rate of Pay in the new classification meets or exceeds the Employee's red circled rate, or for a period of twenty-four (24) months, whichever is

earlier, at which time they will receive the Basic Rate of Pay in accordance with the wage grid for their revised classification.

8.06 Definition of Time Periods

- (a) For the purpose of this Article, periods of time referred to in days shall be deemed to mean such periods of time calculated on consecutive calendar days exclusive of Saturdays, Sundays and Named Holidays.
- (b) Time limits may be extended by mutual agreement, in writing, between the Union and the Employer.

8.07 Position Job Descriptions

- (a) Copies of **position job** descriptions shall ~~be on hand within the appropriate department(s) and shall~~ be available to each Employee upon request.
- (b) Upon request, the Employer will provide the Union with a copy of a **position job** description for any classification in the bargaining unit provided that a request for a particular **position job** description is not made more than once in a calendar year. If it is determined that a **position job** description does not exist, the Employer shall provide the **position job** description within sixty (60) days of the initial request. The sixty (60) day timeline may be extended by mutual agreement.

ARTICLE 10: GRIEVANCE PROCEDURE

10.01 Definition of a Grievance

- (a) A grievance shall be defined as any difference arising out of **the** interpretation, application, administration or alleged violation of this Collective Agreement.
- (b) An Employee shall have the right at any time to have the assistance of an Union Representative. A Management Officer shall have the right at any time to have the assistance of Human Resources Personnel or a designate.

10.02 Definition of Time Periods

- (a) For the purpose of this Article, periods of time referred to in days shall be deemed to mean such periods of time calculated on consecutive calendar days exclusive of Saturdays, Sundays and Named Holidays specified in Article 23.
- (b) Time limits may be extended by mutual agreement, in writing, between the Union and the Employer.

10.03 Resolution of a Difference between an Employee and the Employer

(a) Initial Discussion

- (i) If a difference arises between one or more Employees and the Employer regarding the interpretation, application, operation or alleged contravention of this Collective Agreement, the Employee(s) shall first seek to settle the difference through discussion with their immediate Supervisor. "Immediate Supervisor" means that person from whom an Employee normally receives their work assignments. A sincere attempt shall be made by both parties through discussion to resolve the problem at this level. The immediate Supervisor shall advise the Employee of their decision within ten (10) days of the date the matter was first discussed. In the event that it is not resolved satisfactorily within ten (10) days of its being discussed with the immediate Supervisor, it may then become a grievance and may be **advanced to submitted at** Step 1.
- (ii) The mandatory initial discussion set out in Article 10.03(a)(i) may be bypassed when the Employee has been given a letter of discipline pursuant to Article 33.
- (iii) In the event that the difference is of a general nature affecting two or more Employees, the Union may elect to file the grievance as a group grievance. A group grievance shall be commenced at Step 1.

(b) Step 1 – Program Manager – Submission of Grievance

If the **grievance difference** is not resolved during the Initial Discussion, ~~the~~ **a** grievance shall within ten (10) days be submitted, in writing, and signed by the Employee, indicating the nature of the grievance, the clause or clauses claimed to have been violated, and the redress sought to the Program Manager or designate. The decision of the Program Manager or designate shall be made known to the Employee and the Union within ten (10) days of receipt of the written statement of grievance.

The parties shall meet and agree to share information relevant to the dispute with one another on a without prejudice basis and to engage in meaningful discussion.

(c) Step 2 – Senior Leader

Within ten (10) days of receipt of the decision of the Program Manager or designate, the grievance may be advanced to Step 2 by submitting to the Senior Leader **or designate**, a copy of the original grievance with a letter indicating that the grievance has not been resolved.

Upon receipt of the grievance, a meeting which may be arranged by either party shall occur.

The parties shall meet and agree to share information relevant to the dispute with one another on a without prejudice basis and to engage in meaningful discussion.

The Senior Leader **or designate** shall render a decision, in writing, to be forwarded to the Union and the grievor within ten (10) days of the date of the meeting.

(d) Optional Mediation

The parties may mutually agree to non-binding mediation:

- (i) After receipt of the decision from the Employer under Step 2 above, either party may request that a Mediator be appointed to meet with the parties, to investigate and define the issues in dispute and facilitate a resolution.
- (ii) The Mediator shall be appointed by mutual agreement between the parties.
- (iii) The purpose of the Mediator's involvement in the grievance process is to assist the parties in reaching a resolution of the dispute, and anything said, proposed, generated or prepared for the purpose of trying to achieve a settlement is to be considered privileged and will not be used for any other purpose.
- (iv) The expenses of the Mediator shall be equally borne by both parties.
- (v) The grievance may be resolved by mutual agreement between the parties.

(e) Step 3 - Arbitration

Should the grievance not be resolved at Step 2, the Union may elect to submit the grievance to Arbitration. In this case, the Union shall notify the Employer, in writing, within ~~ten (10)~~ **thirty (30)** days of the receipt of the Step 2 decision of the Senior Leader or designate, that the Union wishes to proceed to Arbitration. ~~and at the same time, the Union shall name its appointee to the Arbitration Board. By mutual agreement between the parties, in writing, a single Arbitrator may be appointed.~~ **A single Arbitrator shall be appointed to hear any Grievance advanced to Arbitration. Where one (1) of the parties determine that they need to have the issue heard by an Arbitration Board rather than a sole arbitrator, they shall advise the other party of this prior to the**

selection of the arbitrator. Both parties shall advise one another the name of their appointee to the Arbitration Board prior to the selection of the arbitrator.

- 10.04 Neither the Employee nor a representative of the local unit of the Union who may attend a meeting with the Employer respecting a grievance shall suffer any loss of regular earnings calculated at the Basic Rate of Pay for the time spent at such a meeting.

An Employee shall be entitled to have a Labour Relations Officer or designate of the Union present during any meeting pursuant to this grievance procedure.

- 10.05 A dismissal or suspension grievance may commence at Step 2. The grievance shall be filed within ten (10) days of the discipline.

10.06 **Resolution of a Difference between the Union and the Employer**

(a) **Initial Discussion**

In the event that a difference of a general nature arises regarding the interpretation, application, operation or alleged contravention of this Collective Agreement, the Union shall first attempt to resolve the difference through discussion with the Program Manager or designate, as appropriate. If the difference is not resolved in this manner, it may become a policy grievance and may be submitted at Step 1.

(b) **Step 1 – Submission of Grievance**

A policy grievance shall be submitted, in writing, to the Employer and shall indicate the nature of the grievance, the clause or clauses claimed to have been violated, and the redress sought. Such grievance shall be submitted to the Employer within twenty (20) days of the occurrence of the act causing the grievance or within twenty (20) days of the time that the Union could reasonably have become aware that a violation of this Collective Agreement had occurred.

The parties shall meet and agree to share information relevant to the dispute with one another on a without prejudice basis and to engage in meaningful discussion.

The decision of the Employer shall be made known to the Union, in writing, within twenty (20) days of the receipt of the written statement of the grievance.

(c) **Step 2 - Arbitration**

Should the Union elect to submit a policy grievance as defined herein for Arbitration, it shall notify the Employer, in writing, within ten (10) days of the receipt of the Step 1 decision and name its appointee to an Arbitration Board at the same time. By mutual agreement, in writing, between the parties, a single Arbitrator may be appointed.

10.07 **Default Time Limits**

- (a) Should the grievor fail to comply with any time limit in this Grievance Procedure, the grievance will be considered conceded and shall be abandoned unless the parties to the difference have mutually agreed, in writing, to extend the time limit.
- (b) Should the Employer fail to respond within the time limit set out in this Grievance Procedure, the grievance shall automatically move to the next step or be advanced to Arbitration on the day following the expiry of the particular time limit unless the parties have mutually agreed, in writing, to extend the time limit.

10.08 **Disclosure**

Upon request, the Employer will disclose particulars of the concern or complaint against the Employee, unless it jeopardizes the integrity of the investigation or the process.

When circumstances allow, the Employer will provide further details in advance of the grievance hearings, or arbitration.

ARTICLE 12: PROBATIONARY PERIOD

12.01 **Dismissal**

A newly hired Employee shall serve a probationary period. Such Employee, if determined by the Employer to be unsatisfactory, may be dismissed at any time during the probationary period without notice. Such termination may be subject to the grievance procedure at Step 2 only.

12.02 **Transfers to Another Classification**

If a probationary Employee is transferred to another classification, the Employee will be required to complete the probationary period. ~~Employer requests to extend the probationary period shall not be unreasonably denied.~~

12.03 **Feedback on Progress**

An Employee will be kept advised of progress during the probationary period.

12.04 Length of Probationary Period

- (a) The probationary period for ~~an~~ a **Regular or Temporary** Employee consists of five hundred and three and three-quarters (503 3/4) hours worked or six (6) months, whichever is less exclusive of overtime, from the date the last period of continuous employment commenced.
- (b) **The probationary period for a Casual Employee consists of five hundred and three and three-quarters (503 3/4) hours worked exclusive of overtime, from the date the last period of continuous employment commenced.**
- (c) The probationary period may be extended by up to five hundred and three and three-quarters (503 3/4) hours worked or less by mutual agreement in writing between the Employer and the Union. **Employer requests to extend the probationary period shall not be unreasonably denied.** Prior to the extension of a probationary period, the Employer shall complete a performance appraisal, outlining areas where the Employee must demonstrate improved performance.

ARTICLE 15: OVERTIME

- 15.01 The Employer shall determine when overtime is necessary and for what period of time it is required. All authorized overtime worked in excess of and in conjunction with seven and three-quarter (7 3/4) hours per day shall be paid at the rate of two times (2X) the Basic Rate of Pay. Authorization for overtime after the fact by the Employer shall not be unreasonably denied where overtime arises as a result of unforeseeable circumstances in which it is impossible to obtain prior authorization.
- 15.02 Employees shall not be required to layoff during their regular scheduled shifts to equalize any overtime worked previously.
- 15.03
 - (a) **A Full-Time Employee may request time off in lieu of overtime worked, to be taken at a time mutually agreed between the Employer and Employee.**
 - (b) **In the event mutual agreement between the Full-Time Employee and the Employer is not reached, time off in lieu of overtime may be taken at another mutually agreeable time within three (3) months of the pay period in which the overtime was worked.**
 - (c) **Time off in lieu of overtime shall be paid out by March 31st of each year.**

Full-Time Employees

- 15.04 Overtime shall be shared as equally as possible amongst Full-Time Employees who perform the work involved.

15.05 Full-time Employees required to work by the Employer on their scheduled days off shall be paid two times (2X) the Basic Rate of Pay for hours worked on each such day.

~~15.05 (a) A Full-Time Employee may request time off in lieu of overtime worked, to be taken at a time mutually agreed between the Employer and Employee.~~

~~(b) In the event mutual agreement between the Full-Time Employee and the Employer is not reached, time off in lieu of overtime may be taken at another mutually agreeable time within three (3) months of the pay period in which the overtime was worked.~~

~~(c) Time off in lieu of overtime shall be paid out by March 31st of each year.~~

Part-Time Employees

15.06 Overtime shall be shared as equally as possible amongst Part-Time Employees who perform the work involved.

~~15.07 Where mutually agreed by the Employer and the Part-Time Employee, the Employee may receive time off in lieu of overtime. Such time off shall be equivalent to the actual time worked adjusted by the applicable overtime rate and taken at a time mutually agreed by the Employer and the Employee.~~

15.07 Part-Time Employees must work greater than seven and three-quarter (7 ³/₄) hours in a shift or greater than thirty-eight and three quarter (38 ³/₄) hours in a week averaged over a four (4) week period, before overtime is paid.

ARTICLE 23: NAMED HOLIDAYS

23.01 Any reference to Named Holidays in this Collective Agreement applies to the following days:

New Year's Day	Labour Day
Alberta Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
August Civic Holiday	

and all general holidays proclaimed to be a statutory holiday by any of the following levels of Governmental authority:

(a) the Municipal Government in which the work site is located;

(b) the Province of Alberta; or

(c) the Government of Canada,

~~provided that the August Civic Holiday shall be considered a Named Holiday only if the Municipality declares it to be so.~~

23.02 No payment shall be due for the Named Holiday which occurs during:

- (a) a layoff; or
- (b) all forms of leave during which an Employee is not paid; or
- (c) an absence while in receipt of disability insurance or Workers' Compensation Benefits.

23.03 **"Floater" Holiday**

In addition to the foregoing Named Holidays, Full-time Employees who are in the employ of the Employer on January 1st, shall be granted one (1) additional holiday as a 'floater' holiday. The floater holiday will be scheduled by mutual agreement between the Employer and the Employee.

23.04 **"Lieu" Day**

A Full-Time Employee shall be entitled to a day off with pay on or for a Named Holiday provided the Employee:

- (a) works their scheduled shift immediately prior to and immediately following the Holiday except where the Employee is absent due to illness or other reasons acceptable to the Employer;
- (b) works on the Named Holiday when scheduled or required to do so.

23.05 **Named Holiday Pay**

- (a) A Full-Time Employee who works on a Named Holiday shall be paid for all regularly scheduled hours worked on the Named Holiday at one and one-half times (1 1/2X) the Basic Rate of Pay plus:
 - (i) by mutual agreement, a day added to the Full-Time Employee's next annual vacation; or
 - (ii) a mutually agreeable day off with pay in conjunction with the Full-Time Employee's regular days off within thirty (30) days either before or after the Named Holiday; or

- (iii) one (1) regular day's pay.
- (b) A Full-Time Employee who works on Christmas Day and the August Civic Holiday shall be paid for all regularly scheduled hours worked on the Named Holiday at two times (2X) the Basic Rate of Pay plus:
 - (i) by mutual agreement, a day added to their next annual vacation: or
 - (ii) a mutually agreeable day off with pay in conjunction with the Employee's regular days off within thirty (30) days after the named holiday: or
 - (iii) one (1) regular day's pay.
- (c) All accumulated time in lieu of a Named Holiday not taken as of the first (1st) pay period after March 1st shall be paid out prior to March 31st of every year.
- (d) **Overtime on Named Holiday**

Where a Full-time Employee works overtime on a Named Holiday, Named Holiday pay shall not apply for overtime hours worked.

 - (i) For all overtime hours worked on a Named Holiday, the Employee shall be paid at two point five times (2.5X) the applicable Basic Rate of Pay.
 - (ii) For all overtime hours worked on Christmas Day and August Civic Holiday the Employee shall be paid at three times (3X) the applicable Basic Rate of Pay.

23.06 **Named Holiday While on Vacation**

Subject to Article 23.04, when a Named Holiday falls during a Full-Time Employee's annual vacation, the Employee shall receive:

- (a) by mutual agreement, a day off with pay added to the Full-Time Employee's annual vacation; or
- (b) a mutually agreeable day off with pay in conjunction with the Full-Time Employee's regular days off within thirty (30) calendar days of the Full-Time Employee's return from annual vacation; or
- (c) one (1) day's regular pay in lieu of the Named Holiday.

23.07 **Named Holiday on Day Off**

When a Named Holiday falls on a Full-Time Employee's regularly scheduled day off, the Full-Time Employee shall receive:

- (a) by mutual agreement a day off with pay added to the Full-Time Employee's next annual vacation; or
- (b) a mutually agreeable day off with pay in conjunction with the Full-Time Employee's regular days off within thirty (30) calendar days, either before or after the Named Holiday; or
- (c) one (1) regular day's pay in lieu of the Named Holiday.

23.08 Named Holiday on a Saturday or Sunday

When a Named Holiday falls on a Saturday or Sunday, the Employer may designate the Friday prior or the Monday after the Named Holiday as the day off in lieu of the Named Holiday. If such designated day off is a Full-Time Employee's regularly scheduled day off, such Employee shall then be entitled to the provisions of Article 23.07.

23.09 Part-Time Employees

- (a) A Part-Time Employee who works on a Named Holiday shall be paid at the rate of one and one-half times (1 1/2X) the Part-Time Employee's Basic Rate of Pay for all hours worked up to seven and three-quarter (7 3/4) hours.
- (b) Part-Time Employee who works on Christmas Day and on August Civic Holiday shall be paid the rate of two times (2X) their Basic Rate of Pay for all hours worked up to seven and three-quarter (7 3/4) hours.
- (c) Part-time Employees shall be paid five percent (5%) of their earnings paid at the Basic Rate of Pay and of their vacation pay, in lieu of Named Holiday pay.
- (d) Where a Part-time Employee works overtime on a Named Holiday, Named Holiday pay shall not apply for overtime hours worked.
 - (i) For all overtime hours worked on a Named Holiday the Employee shall be paid at two point five times (2.5X) the applicable Basic Rate of Pay.
 - (ii) For all overtime hours worked on Christmas Day and August Civic Holiday the Employee shall be paid at three times (3X) the applicable Basic Rate of Pay.

23.10 If a Part-time Employee's regularly scheduled day of work falls on a Named Holiday, resulting in that Employee having less than their full FTE scheduled for that week, the Employer shall, at the request of the Employee, schedule another day of work at the Basic Rate of Pay to make up for the day of work lost due to the Named Holiday, when the Employer has an available shift.

- 23.11 (a) An Employee shall be scheduled as to provide them with days off on at least three (3) of the actual Named Holidays. In addition, they shall be given either Christmas or New Year's Day off unless otherwise requested by the Employee.
- (b) (i) An Employee granted Christmas Day off in accordance with Article 23.11 shall be scheduled such that they shall have two (2) consecutive days where they will not be obliged to work (i.e., December 24th and 25th or December 25th and 26th); and
- (ii) An Employee granted New Year's Day off in accordance with Article 23.11 shall be scheduled such that they shall have two (2) consecutive days where they shall not be obliged to work (i.e., December 31st and January 1st or January 1st and 2nd).

ARTICLE 26: EMPLOYEE BENEFITS

26.01 Employee Benefits Plans

When the enrolment and other requirements of the insurer(s) have been met, the Employer shall take steps to contract for and implement the following group plans:

- (a) Supplementary Health Benefits Plan;
- (b) Dental Plan, which provides for the reimbursement of eighty percent (80%) of eligible Basic Services; fifty percent (50%) of all eligible Extensive Services; and fifty percent (50%) of eligible Orthodontic Services, in accordance with the Usual and Customary Dental Fee Schedule as established by the Provider. A maximum annual reimbursement of three thousand (\$3,000) per insured person per benefit year shall apply to Extensive Services. Orthodontic Services shall be subject to a lifetime maximum reimbursement of three thousand (\$3,000) per insured person;
- (c) The Employee Benefits Plan, or equivalent, inclusive of:
- (i) Group Life Insurance;
- (ii) Accidental Death and Dismemberment;
- (iii) Short Term Disability equal to sixty-six and two-thirds percent (66 2/3%) of basic weekly earnings; and
- (iv) Long Term Disability (income replacement during a qualifying disability equal to sixty-six and two-thirds percent (66 2/3%) of basic monthly earnings at the Basic Rate of Pay to the established maximum following a one hundred and twenty (120) working day elimination period);

- (d) At the Employer's option, an "EI SUB Plan" to supplement an eligible Employee's Employment Insurance to meet the Employer's obligation to provide benefit payments to an Employee during the valid health-related period for being absent from work due to pregnancy for which they have provided satisfactory medical proof.

26.02 **Plan Information**

- (a) Where the benefits specified in Article 26.01 are provided through insurance obtained by the Employer, the administration of such plans shall be subject to and governed by the terms and conditions of the applicable benefits policies or contracts.
- (b) The Employer shall make available to all Employees participating in these Plans copies of information booklets of these Plans.

26.03 **Benefit Plan Premiums**

Benefit premiums shall be cost-shared with Employees paying twenty-five percent (25%) of the cost and the Employer paying seventy-five percent (75%) of the cost for benefits listed in Article 26.01.

26.04 **Part-Time Employees**

Subject to the preceding provisions, where it is anticipated that a Part-Time Employee will work a minimum of fifteen (15) hours per week, averaged over one (1) complete shift cycle, the Part-Time Employee shall participate in the Employee Benefits Plans. The shift cycle shall be defined as that period of time which is required for a shift schedule to repeat itself or two (2) weeks, whichever is greater.

26.05 The Employee Benefits Plans, excluding the Flexible Spending Account shall be provided to a Temporary Employee who has completed their probationary period and who is hired to work for a period of six (6) months' duration or longer and whose hours of work are equal to or greater than fifteen (15) hours per week averaged over one (1) complete cycle of the shift schedule.

26.06 A Regular Employee filling a Temporary vacancy shall continue to receive benefits in accordance with Article 26, provided they received benefits in their regular position.

26.07 **Flexible Spending Account (FSA) – Regular Employees**

- (a) **Eligibility**

- (i) An FSA shall be implemented for all Regular Full-time Employees and Employees eligible for benefits in accordance with Article 26.04.
- (ii) A Regular Employee who is employed in more than one (1) position with the Employer will receive one (1) FSA based upon the combined total of their full-time equivalencies (FTEs).

(b) **Calculation**

The FSA will be calculated as follows:

- (i) Eight hundred and fifty dollars (\$850.00) to be allocated to each eligible Full-time Employee and prorated for each eligible Part-time Employee based on their FTE as of December 1st (eligibility date) of each year.

Effective January 1, ~~2023~~ **2026**

~~Nine hundred dollars (\$900.00)~~ **Twelve hundred dollars (\$1200)** to be allocated to each eligible Full-time Employee and prorated for each eligible Part-time Employee based on their FTE as of December 1st (eligibility date) of each year.

(ii) **For the purpose of implementation at the time of ratification:**

Effective the first (1st) of the month following ninety (90) days after the date of ratification, up to three hundred dollars (\$300.00), depending on an Employee's FTE as of the eligibility date, will be deposited into the Employee's Health Spending Account and the Employee will not have the ability to allocate those funds into any other accounts.

(c) The FSA may be used for the following purposes:

- (i) Reimbursement for expenses associated with professional development including:
 - tuition costs or course registration fees;
 - travel costs associated with course attendance;
 - professional journals;
 - books or publications;
 - computer hardware; and
 - software.

- (ii) Reimbursement for the cost of professional registration or voluntary association fees related to the Employee's discipline.
- (iii) Reimbursement for health and dental expenses that are eligible medical expenses in accordance with the Income Tax Act and are not covered by the benefit plans specified in Article 26.01(a) and (b) of the Collective Agreement.
- (iv) Contribution to a Registered Retirement Savings Plan administered by the Employer.
- (v) Wellness expenses which may include, but are not limited to, such expenditures such as fitness centre memberships and fitness equipment.
- (vi) Family care including day care and elder care.
- (vii) Contributions to a Tax-Free Savings Account, in accordance with CRA guidelines.

(d) **Allocation**

- (i) In December of each calendar year (allocation period), Employees who are eligible for the FSA will make an allocation for utilization of their FSA for the subsequent calendar year.
- (ii) Any unused allocation in an Employee's FSA as of December 31st of each calendar year may be carried forward for a maximum of one (1) calendar year.
- (iii) Employees who are laid off after January 1st in the year in which the funds are available, shall maintain access to the fund for the balance of that calendar year while on layoff.

(e) **Implementation**

- (i) Where the Employer is the administrator of the account, it shall determine the terms and conditions governing the FSA. A copy of these terms and conditions shall be provided to the Union.
- (ii) Where the Employer chooses to contract with an insurer for the administration of the FSA, the administration of the Account shall be subject to and governed by the terms and conditions of the applicable contract. A copy of this contract shall be provided to the Union.

- (iii) The FSA shall be implemented and administered in accordance with the Income Tax Act and applicable Regulations in effect at the time of implementation and during the course of operation of the FSA.
- (f) An Employee who terminates employment voluntarily and who within the same calendar year of termination commences employment with the same Employer or with another Employer signatory to this collective Agreement, shall have their FSA maintained. It is understood that an Employee is only entitled to one (1) FSA within a calendar year.

ARTICLE 28: LEAVES OF ABSENCE

28.01 General Policies Covering Leaves of Absence

- (a) Employees are eligible for the job protected leaves as set out in the *Alberta Employment Standards Code*. Employees are eligible for these leaves after ninety (90) days of employment. These Leaves of Absence are without pay. The Employer may require proof of eligibility for the leaves.
- (b) Requests for a leave of absence, without pay, where possible, will be made in writing to the Employer with as much advanced notice as possible, or as outlined in this Article. The granting of a leave of absence is subject to the approval of the Employer. **The Employer shall indicate approval or disapproval in writing within ten (10) days.** Requests for a leave of absence will not be unreasonably denied and where such request is denied, reasons will be provided.
- (c) The Employee shall not work for gain during the period of leave of absence except with the express written consent of the Employer.
- (d) An Employee who has been granted leave of absence of any kind and who overstays their leave without permission of the Employer shall be deemed to have terminated their employment, except in extenuating circumstances acceptable to the Employer.

28.02 Accrual of Benefits While on Leave

- (a) Benefits, including vacation, sick leave and Named Holidays do not accrue during any leave of absence without pay in excess of thirty (30) consecutive calendar days.
- (b) When an Employee is on leave of absence without pay and is receiving STD, LTD or EI Sick Leave Benefit, the Employer will continue to pay the Employer's share of all pre-paid premiums for a period not exceeding twenty-four (24) months from the beginning of STD or LTD provided that the Employee makes prior arrangements with the Employer for the pre-payment of the Employee's

share of all paid premiums. Failure by an Employee to submit the Employee's portion will result in the Employer discontinuing premium payments for that Employee.

- (c) Where an Employee is granted a leave of absence of more than thirty (30) days' duration, and that Employee is covered by any or all of the plans specified in Article 26, that Employee may, subject to the Insurer's requirements, make prior arrangement for the prepayment of the full premiums, inclusive of the Employer premiums, for the applicable plans at least one (1) pay period in advance.

28.03 Leave for Union Business

- (a) Provided the efficiency of the Employer shall not in any case be disrupted, a leave of absence with pay and without loss of seniority shall be granted by the Employer to Employees elected or appointed to represent the Union at Union Conventions, Workshops, Seminars, Schools, or to attend Union Business. The Union agrees to reimburse the Employer for actual salary paid to the Employee while on leave plus an amount determined by the Employer to cover the cost of benefits plus fifteen percent (15%) for administrative charges.
- (b) Representatives of the Union shall be granted time off with pay and without loss of seniority in order to participate in collective bargaining and Essential Services negotiations with the Employer. The Union agrees to reimburse the Employer for actual salary paid to the Employee while on leave plus an amount determined by the Employer to cover the cost of benefits plus fifteen percent (15%) for administrative charges. Requests for such leave will be made with as much notice as possible.
- (c) Regular Employees who are elected or selected for a full-time position with the Union, or anybody with which the Union is affiliated, shall be granted leave of absence without pay but with no loss of seniority for a period of one (1) year. Such leave shall be renewed each year, on request during their term of office.

28.04 Leave for Public Office

- (a) The Employer recognizes the right of a Regular Employee to participate in public affairs. Therefore, upon written request, the Employer shall allow leave of absence without pay so that a Regular Employee may be a candidate in federal, provincial or municipal elections.
- (b) Regular Employees who are elected to public office shall be allowed leave of absence without pay but with no loss of seniority during their term of office.

28.05 (a) **Maternity Leave**

- (i) An Employee who has completed ninety (90) days of continuous employment shall, upon their written request at least two (2) weeks in advance, be granted Maternity Leave to become effective thirteen (13) weeks immediately preceding the expected date of delivery or such shorter period as may be requested by the Employee, provided that they commence Maternity Leave no later than the date of delivery.
- (ii) Maternity Leave shall be without pay and benefits except for the portion of Maternity Leave during which the Employee has a valid health-related reason for being absent from work and is also in receipt of sick leave, ~~EL~~ ~~SUB-Plan~~ **Supplemental Unemployment Benefits Plan (SUB)** benefits, STD or LTD.
- (iii) Maternity Leave shall not exceed sixteen (16) consecutive weeks.
- (iv) A pregnant Employee whose continued employment in their position may be hazardous to themselves or to their unborn child, in the written opinion of their physician or a registered midwife, request a modification to their job duties. Where a modification to the job duties is not possible, the Employee may request, a transfer to a more suitable position if one is available. Where no suitable position is available, the Employee may request Maternity Leave as provided by Article 28.05(a) if the Employee is eligible for such leave. In the event that such Maternity Leave must commence in the early stages of pregnancy which results in the need for an absence from work longer than eighteen (18) months, the Employee may request further leave without pay as provided by Article 28.01.
- (v) A pregnant Employee whose pregnancy ends other than as a result of a live birth within sixteen (16) weeks of the estimated due is entitled to Maternity Leave.

(b) **Parental Leave**

Upon their written request, providing at least two (2) weeks advance notice, an Employee shall be granted parental leave without pay and benefits. Such leave shall be taken as follows:

- (i) For an Employee entitled to Maternity Leave, other than an Employee described in 28.05(a)(v), immediately following the last day of Maternity Leave, a period not exceeding sixty-two (62) weeks; or
- (ii) In the case of a parent who has completed ninety (90) days of continuous employment, a period not exceeding sixty-two (62) weeks within seventy-eight (78) weeks after the child's birth; or

- (iii) In the case of an adoptive parent who has completed ninety (90) days of continuous employment, a period not exceeding sixty-two (62) weeks within seventy-eight (78) weeks after the child is placed with the adoptive parent.
- (c) The total period of Maternity and Parental Leave shall not exceed seventy- eight (78) weeks unless mutually agreed between the Employer and Employee.
- (d) Maternity and Parental Leaves shall be without loss of seniority.
- (e) An Employee on Maternity or Parental Leave shall endeavor to provide the Employer with at least twelve (12) weeks' written notice of readiness to return to work, but in any event shall provide four (4) weeks' written notice, at which time the Employer will reinstate the Employee in the same classification held by them immediately prior to taking Maternity or Parental Leave and at the same Basic Rate of Pay.

28.06 **Court Appearance**

An Employee required by law to appear before a court of law as a witness in matters arising out of their employment with the Employer, as a witness subpoenaed by a court of law to appear in any court, or as a member of a jury, shall be paid the difference between the pay received for such court service and the pay the Employee would have normally received if they have been working, based on the Basic Rate of Pay. The Employee will report to work during those hours that they are not required to attend court. For the purpose of the Employee reporting to work, travel time shall be considered as time required to attend court.

28.07 **Education Leave**

- (a) Should the Employer require an Employee to participate in a compulsory educational program, such Employee shall be compensated in accordance with the following:
 - (i) For program attendance on regularly scheduled working days, the Employee shall suffer no loss of regular earnings.
 - (ii) On regularly scheduled days off, the Employee shall be paid at the applicable rate of pay for actual time in attendance at such program, or, if mutually agreed upon, shall be granted equivalent time off.
 - (iii) The Employer will pay the cost of the course including tuition fees, travel and subsistence expenses according to Employer policy.

- (b) In accordance with the Employer's policy, a leave of absence and/or reasonable expenses may be granted to an Employee at the discretion of the Employer to enable the Employees to participate in education or exchange programs.

28.08 **Compassionate Care Leave**

- (a) An Employee shall be entitled to leave of absence without pay but with benefits at the normal cost sharing, for a period of twenty-seven (27) weeks to care for a qualified relative with a serious medical condition with a significant risk of death within twenty-six (26) weeks from the commencement of the leave.
- (b) "Qualified relative" for compassionate care leave means a person in a relationship to the Employee as designated in the *Alberta Employment Standards Code* regulations.
- (c) An Employee shall apply for compassionate care leave at least two (2) weeks, or as soon as reasonably possible, in advance of the commencement of the leave.

28.09 **Personal Leave**

- (a) Benefit eligible Regular Employees shall be entitled to Personal Leave days each year, from April 1st through March 31st. Employees shall request Personal Leave as far in advance as possible. Personal Leave is for the purpose of attending to personal matters and family responsibilities, including, but not limited to attending appointments with family members. Requests for Personal Leave shall be granted where operationally acceptable and shall not be unreasonably denied.
- (b) The number of Personal Leave days are determined by the Employee's FTE as of April 1 of each year.
 - (i) Employees with an FTE of zero point eight (0.80) or greater shall be entitled to three (3) days of seven point seven five (7.75) hours each;
 - (ii) Employees with an FTE between zero point six (0.60) and zero point seven nine (0.79) FTE shall be entitled to two (2) days of seven point seven five (7.75) hours each;
 - (iii) Employees with an FTE between zero point three eight (0.38) and zero point five nine (0.59) FTE shall be entitled one (1) day of seven point seven five (7.75) hours.
- (c) Personal Leave days are granted per incident as a full day.

- (d) Any Personal Leave days not used by March 31st of each year shall not be carried over or paid out. Any Personal Leave Days not used upon termination of employment shall not be paid out.
- (e) New Employees hired after January 1 of each year shall not receive Personal Leave days until April 1st of the same year.

28.10 Domestic Violence Leave

- (a) An Employee who has been subjected to domestic violence may require time off from work ~~for to~~ address the situation and shall be entitled to a leave of absence with ~~out~~ pay ~~for up to ten (10) days per calendar year.~~ **for up to five (5) shifts in a calendar year.**
- (b) An Employee may access applicable leaves of absence or banks such as sick leave, personal leave, court appearance leave or general leave without pay.
- (c) The Employee and Employer will only disclose relevant information on a “need to know” basis to protect confidentiality while ensuring workplace safety.
- (d) When an Employee reports that they are experiencing domestic violence, the Employer and Employee shall complete a hazard assessment and, where appropriate, the Employer may facilitate alternate work arrangements.**

28.11 Notice of Return to Work

An Employee off work for ninety (90) calendar days or more shall give the Employer at least fourteen (14) days’ notice of their intent to return to work.

ARTICLE 32: APPOINTMENTS, PROMOTIONS, TRANSFERS AND VACANCIES

32.01 Postings

- (a) Vacancies for Regular and Temporary positions shall be posted for seven (7) calendar days. The posting shall contain the following information:
 - i) Classification,
 - ii) responsibilities and qualifications,
 - iii) Department,
 - iv) the existing shift pattern,
 - v) full time equivalency,
 - vi) Basic Rate of Pay for the position; and
 - vii) status of position, and expected term if a temporary position.

- (b) A copy of all postings shall be sent electronically to the person designated by the Union to receive it. Once the appointment has been made, the appointee's name will be sent to the person designated by the Union to receive it.

32.02 Applications

Requests for transfer or applications for vacancies shall be ~~in writing~~ submitted to the Employer according to the procedures established.

32.03 Appointments

- (a) In making promotions and transfers, experience, performance and qualifications applicable to the position shall be the primary consideration. Where these factors are judged by the Employer to be relatively equal, seniority shall be the deciding factor.
- (b) Subject to Article 32.03(a), where vacancies are filled, first consideration shall be given to Employees who are already members of the bargaining unit.

32.04 Interim Appointments

When a vacancy is posted and circumstances require the Employer to fill a vacancy before the expiration of the seven (7) calendar day posting period, or prior to the availability of a qualified applicant, the appointment shall be made on a temporary basis only. The Employer shall fill such vacant position on a permanent basis as soon as a qualified applicant becomes available.

32.05 Notification to Applicants

The name of the successful applicant shall be communicated in writing to the applicants from within the bargaining unit, within seven (7) calendar days of the successful applicant's acceptance.

32.06 Trial Periods

- (a) A Regular Employee who is the successful applicant of a posting shall be considered on a trial period in the new position for three hundred and ten (310) hours worked following the date of appointment. During this trial period the Employee may choose to return or the Employer may direct the Regular Employee to return to the Regular Employee's former position and Basic Rate of Pay without loss of seniority.
- (b) If reinstatement to their former position is not possible, the Employer shall place the Employee to a similar position consistent with their abilities and/or qualifications, which may not be in the specific area occupied prior to the transfer. The Basic Rate of Pay for such position shall be at a rate of pay

equivalent to that of the Employee's former position. Such reinstatement shall be without loss of seniority.

32.07 Regular Employee in a Temporary Position

A Regular Employee achieving a temporary position shall maintain their status as a Regular Employee. Upon completion of the temporary term the Employee shall return to their former position. If such reinstatement is not possible, such Employee shall be placed in another suitable position. Such reinstatement or placement shall be at not less than the same rate of pay to which the Employee would be entitled had they remained in their former position.

32.08 A temporary position shall be posted for all vacations, sick leave or leave of absence greater than three (3) months' duration. For those absences of less than three (3) months' duration, the shifts will be divided equitably among eligible Casual and Part-time Employees who wish to work additional shifts.

LETTER OF UNDERSTANDING #6

BETWEEN

COVENANT HEALTH, BONNYVILLE HEALTH CENTRE

AND

THE HEALTH SCIENCES ASSOCIATION OF ALBERTA

MUTUAL AGREEMENT TO ADJUST FTES

WHEREAS the Parties see the mutual value in:

- providing Employees with confirmation of their full-time equivalent (FTE);
- defining approaches to enable the adjustment of FTEs for Employees where mutually agreed;
- **Promoting a better work/life balance for Regular Employees by allowing them the opportunity to adjust their FTE as their lifestyle or personal circumstances change; and**
- developing larger FTEs and more full-time positions.

The Parties agree as follows:

1. At the time of hire or transfer, the Employer shall state, in writing to the Employee, the Employee's current FTE. Pursuant to this Letter of Understanding, such FTE may be amended by mutual agreement between the Employer and the Employee.

(a) The process for requesting a change to FTEs shall be as follows:

- (i) Employees may request to increase or decrease the Employee's FTE. Such changes in FTE shall not exceed 0.3 FTE.
 - (ii) The Employer shall advise the Union of all such requests within seven (7) days of the request being made.
 - (iii) The Employer shall indicate approval or disapproval in writing within twenty (20) working days of the request and such request shall not be unreasonably denied subject to operational requirements.
 - (iv) The Employer may offer to increase an Employee's FTE following consultation with the Union.
 - (v) Seniority shall be considered in determining which Employees are eligible to have their FTEs adjusted in accordance with this Letter of Understanding.
- (b) Where mutual agreement is reached in accordance with paragraph 1(a) above:
- (i) Regular hours of work for that classification within the bargaining unit shall not be reduced.
 - (ii) Amendments to FTEs will be limited to the work area from which the original request was received.
 - (iii) Such changes shall be confirmed in writing to the Employee, and a copy shall be provided to the Union.
 - (iv) When an Employee(s) decreases their FTE, the resultant FTE shall first be offered to other Employees in the same department and classification. Seniority shall be used to determine who will receive the additional FTE.
 - (v) If the changes, after application of (iv) above result in FTE in excess of 0.4 FTE in any one classification, a new position of the FTE shall be posted.
2. Mutual agreement to amend FTEs shall not be considered a violation of the posting provisions of Article 32: Appointments and Transfers, or the provisions of Article 35: Layoff and Recall.
3. Where mutual agreement is not reached to amend FTEs, the strict provisions of this Collective Agreement shall apply.

FOR RATIFICATION

LETTER OF UNDERSTANDING #8

BETWEEN

COVENANT HEALTH, BONNYVILLE HEALTH CENTRE

- AND -

HEALTH SCIENCES ASSOCIATION OF ALBERTA

ALTERNATE SCHEDULING OPTION TRIAL FOR FULL-TIME AND PART-TIME EMPLOYEES

~~Whereas the Employer has advised that the current provisions in Article 14 prevent the Employer from developing contract compliant shift schedules in certain departments, and~~

~~Whereas the Parties agree that it may be mutually beneficial to make available a secondary option for shift schedules;~~

~~Therefore, the Parties agree:~~

- ~~On a trial basis, for the term of this Collective Agreement,~~ Optional scheduling provisions will be available which may be applied with written agreement between the Employer and the Union.

Where this option is applied, the relevant provisions of Article 14.07(c) or Article 14.08(c) shall be amended as follows:

- (i) not more than two (2) different shift starting times between scheduled days off;
- (ii) at least two (2) of the scheduled days off to be consecutive in each two (2) week period;
- (iii) excepting Part-Time Employees who are employed specifically for weekend work, where possible one (1) weekend off in each two (2) week period but, in any event, two (2) weekends off in each five (5) week period;
- (iv) at least fifteen and one-half (15 1/2) hours between scheduled shifts;
- (v) no split shifts; and
- (vi) not more than seven (7) consecutive scheduled days of work.

Clause 14.08(e)(iv) shall be amended as follows:

- (iv) The Part-Time Employee does not work in excess of seven (7) consecutive days, without days off.

All other provisions of Article 14 remain in full effect. The written agreement shall include the shift schedule to which the agreement applies. Any agreement made pursuant to this Letter of Understanding ~~shall be on a trial basis for a period of six (6) months and~~ may be terminated by either party with eight (8) weeks' written notice. ~~The trial period may be extended by mutual agreement.~~ When the agreement has been terminated the shift schedules shall revert back to **compliance with Article 14.07(c) or Article 14.08(c), as applicable.** ~~the schedule in place prior to the trial and the Parties shall sign an agreement for optional scheduling as per Article 14.10, where required.~~

~~2. The Parties will meet within sixty (60) days of the date of ratification to begin discussions to review the current scheduling provisions and look for possible solutions and/or alternative(s) to the current provisions that will result in compliant shift schedules.~~

This Letter of Understanding will expire March 31, 2028, or upon the date of ratification of the next Collective Agreement, whichever is later.

FOR RATIFICATION

LETTER OF UNDERSTANDING #10

BETWEEN

COVENANT HEALTH, BONNYVILLE HEALTH CENTRE

- AND -

HEALTH SCIENCES ASSOCIATION OF ALBERTA

EXTENDED WORKDAY - Community Peace Officers (CPO)

~~WHEREAS: the Employer has created a new classification – Community Peace Officer (CPO); and~~

~~WHEREAS: the Union has reviewed the position title and salary scale and does not object to the Employer's position title or salary scale; and~~

~~WHEREAS: the Employer has identified a potential need to implement an extended workday for the CPO classification; and~~

~~WHEREAS: that would require an amendment to the collective agreement;~~

~~THEREFORE, the Parties agree, as follows:~~

The Employer and the Union acknowledge and confirm that all provisions of the Collective Agreement shall remain in full force and effect for Community Peace Officers (CPO) at the Bonnyville Health Centre working an extended workday, except as modified by this Letter of Understanding.

Amendments to Collective Agreement Articles:

1. Hours of Work

- (a) Regular hours of work exclusive of meal periods for Full-time Community Peace Officers (CPO) working extended workdays shall:
 - (i) not exceed eleven and one half (11 1/2) consecutive hours per day; not exceed seventy-eight point seven five (78.75) hours in a fourteen (14) calendar day period over one (1) complete cycle of the schedule rotation; and
 - (iv) Except where overtime is necessitated, maximum on duty hours shall not exceed twelve (12) hours per day as determined by the start and finish times of the shift.

- (v) Provide for at least twelve (12) hours between regularly scheduled shifts;
 - (vi) No more than four (4) consecutive extended shifts without receiving days off unless otherwise mutually agreed by the Parties.
- (b) Regular hours of work for Part-time (CPO) Employees, working extended workdays shall, inclusive of meal breaks:
- (i) not exceed twelve (12) consecutive hours per day;
 - (ii) Be less than seventy-eight point seven five (78.75) hours in a fourteen (14) calendar day period over one (1) complete cycle of the schedule rotation; and
 - (iii) Except where overtime is necessitated, maximum on duty hours shall not exceed twelve (12) hours per day as determined by the start and finish times of the shift.
 - (iv) Provide for at least twelve (12) hours between regularly scheduled shifts;
 - (v) No more than four (4) consecutive extended shifts without receiving days off unless otherwise mutually agreed by the Parties.
- (c) Meal Periods and Rest Periods
- (i) Regular hours of work shall include paid rest periods as scheduled by the Employer and shall exclude at least one (1) and not more than two (2) unpaid meal periods of up to thirty-five (35) minutes each.
 - (ii) Total time in minutes of paid rest periods shall be calculated in the following manner:

$$\text{Length of Shift} \times 0.5 \times 60 = 7.75$$
- (d) Failure to provide at least twelve (12) hours rest between regularly scheduled shifts shall result in payment of overtime at established rates for any hours worked during normal rest periods unless the Employer and the Union have mutually agreed to optional scheduling provisions that provide for less than twelve (12) hours rest between regularly scheduled shifts.
- (e) Shift Exchanges
- (i) Employees may exchange shifts amongst themselves provided that the exchange is agreed to in writing between the affected Employees; and prior approval of such an exchange has been given by the

Employees immediate supervisor.

- (ii) Such exchange shall be recorded on the shift schedule for payroll recording and will not be deemed a violation of the scheduling provisions of this Article, nor shall it result in any extra cost for the Employer.

2. Overtime

- (a) When authorized by the Employer, any time in excess of the regularly daily hours specified in Clause 1 (a) and (b), or on scheduled days of rest shall be paid at the rate of two times (2X) the Basic rate of Pay.
- (b) An Employee who is required to perform overtime following and in conjunction with their regular shift of a duration greater than two (2) hours shall be allowed an additional one-half ($\frac{1}{2}$) hour meal break and will be reimbursed for the meal purchased by the Employee in accordance with the Covenant Health Travel Policy.
- (c) No Employee shall be required or permitted to work more than a total of fourteen (14) hours (inclusive of regular and overtime hours) in a twenty- four (24) hour period beginning at the first (1st) hour the Employee reports for work.

3. Vacation with Pay

- (a) For the purposes of this LOU, "Day" means an eleven and one-half hour (11.5 Hr) shift.
- (b) During each year of continuous service in the employ of the Employer, a Regular Full-time Employee shall earn entitlement to a vacation with pay. The rate of earning entitlement shall be as follows:
 - (i) During the first (1st) and second (2nd) years of such employment a Full-time Employee earns a vacation time of ten days.
 - (ii) During the third (3rd) to ninth (9th) years of such employment a Full-time Employee earns a vacation time of 14 days;
 - (iii) During the tenth to nineteenth (19th) years of such employment a Full-time Employee earns vacation time of 17 days;
 - (iv) During the twentieth (20th) and subsequent years of such employment a Full-time Employee earns a vacation time of 21 days.

- (c) Supplementary Vacation shall be earned in accordance with Article 22.01 (b) of the Collective Agreement.
- (d) Part-time Employees shall earn vacation in accordance with Article 22.02 (a) of the collective agreement and supplementary vacation in accordance with 22.02 (c) of the collective agreement.

4. Sick Leave

- (a) Full Time Employees:

Sick leave credits for a Full Time Employee shall be earned and credited at the rate of eleven point six two five (11.625) hours per month to a maximum of nine hundred and thirty (930) hours.

- (b) Part-Time Employees:

Sick leave credits for a Part Time Employee shall be earned and credited at the rate of eleven point six two five (11.625) hours per month, to a maximum of nine hundred and thirty (930) hours, pro- rated on the basis of the hours worked by the Part-time Employee in relation to the regularly scheduled hours for a Full-time Employee.

5. Court Appearance

- (a) In the event an Employee is summoned to serve jury duty or is served with a subpoena to appear as a witness in a court of law, and provided that such court service does not exceed one-half ($\frac{1}{2}$) the Employee's scheduled hours of work for that day, the Employee will work the difference in scheduled hours and the time spent in court service. For the purpose of the Employee reporting to work, travel time shall be considered as time required to attend court.
- (b) In the event that such court service exceeds one-half ($\frac{1}{2}$) of the Employees scheduled hours of work for that day the Employee will be paid for all scheduled hours as if worked at the basic rate of pay.
- (c) An Employee called to testify on behalf of the Employer on their day off shall have the time spent testifying considered time worked and shall be paid at two times (2X) their basic rate of pay.
- (d) An Employee called to testify on behalf of the Employer on the day of a scheduled evening shall be granted a leave of absence for those scheduled shift(s) so missed and suffer no loss of earnings.
- (e) An Employee called to testify on behalf of the Employer between night shifts or

after the last night shift in their rotation shall be granted a leave of absence with pay commencing eight (8) hours prior to the court start time. The Employee will be given eight (8) hours of rest prior to attending their regularly scheduled night shift provided the Employer is notified prior to fourteen hundred (1400) hours. The Employee shall suffer no loss of regular pay when this occurs.

(f) An Employee required to so serve will notify their Department Head as soon as possible following receipt of the summons or subpoena

6. The Employer has the obligation to maintain records under the Peace Officer Program. Those documents cannot be used in assessing a disciplinary penalty where it would otherwise be removed under Article 33.06 (b).

FOR RATIFICATION

LETTER OF UNDERSTANDING #12

BETWEEN

COVENANT HEALTH, BONNYVILLE HEALTH CENTRE

AND

THE HEALTH SCIENCES ASSOCIATION OF ALBERTA

EMPLOYEE BENEFIT PLAN IMPROVEMENTS

Further to Article 26: Employee Benefits, effective on the first day of the month following ninety (90) days from ratification, the coverage provided under the Employee Benefits Plan shall be amended as follows:

- ~~• Increase coverage Chartered Psychologist/Master of Social Work/Addictions Counsellor to a combined maximum of three thousand dollars (\$3000.00) per participant per benefit year.~~
- ~~• Increase coverage for Massage Therapy to fifty dollars (\$50.00) per visit to a maximum of one thousand dollars (\$1000.00) per benefit year.~~
- ~~• Add Naturopath and Acupuncturist to existing Physiotherapy coverage: \$35 per visit to a combined maximum of \$700.00 per benefit year.~~
- ~~• Increase coverage for Hearing Aides to five hundred dollars (\$500.00) every two (2) years.~~
- ~~• One hundred percent 100% coverage for usual and customary eye examination every twenty-four (24) months.~~
- **Move the existing blood glucose meter 100% coverage, \$175/participant/5 years from extended health coverage to prescription drug coverage.**
- **Move the existing insulin pump (one (1) pump up to \$7,000/five (5) years) & supplies 100% coverage from extended health coverage to prescription drug coverage.**
- **Addition of coverage for a Flash Glucose Monitoring System;**
 - **Flash Glucose Monitoring System Reader (Intermittent) — 1/participant/24 months — 100% coverage.**
 - **Flash Glucose Monitoring System Sensor (Intermittent) — 30 sensors/participant/12 months — 100% coverage.**
- **Addition of coverage for a Continuous Glucose Monitoring System.**

LETTER OF UNDERSTANDING #13

BETWEEN

COVENANT HEALTH, BONNYVILLE HEALTH CENTRE

AND

THE HEALTH SCIENCES ASSOCIATION OF ALBERTA

NO CONTRACTING OUT

- ~~1. Article 41, Contracting Out notwithstanding, the Employer shall not contract out to an external Employer, any service currently provided by Employees of the Employer, unless:
 - ~~(a) the Employer has already issued a request for proposals (RFP) from external providers prior to January 17, 2023, (date of tentative agreement); or~~
 - ~~(b) the service is already being provided by an external provider.~~~~
- ~~2. This does not prevent the Employer from utilizing contracted service providers for temporary projects, where there are insufficient available internal Employees to complete the required work at the Basic Rate of Pay, or in cases of emergency.~~
- ~~3. Other Organizational Changes - This does not prevent the Employer from making other organizational changes through attrition or through utilization of the provisions of Article 35, Layoff/Displacement/Recall Procedure.~~
- ~~4. This Letter of Understanding becomes effective on the date of ratification of this Agreement and shall expire on March 30, 2024.~~

~~LETTER OF UNDERSTANDING #14~~

~~BETWEEN~~

~~COVENANT HEALTH, BONNYVILLE HEALTH CENTRE~~

~~-AND-~~

~~HEALTH SCIENCES ASSOCIATION OF ALBERTA~~

~~LUMP SUM PAYMENTS – RECOGNITION FOR SERVICES RENDERED DURING THE COVID-19 RESPONSE~~

- ~~1. On the pay period following the date of ratification, each Employee shall be issued a onetime premium payment of 1% of the Basic Rate of Pay for all hours worked between January 1, 2021 and December 31, 2021.~~
- ~~2. For the purposes of this one-time lump sum payment “hours worked” includes:~~
 - ~~(a) Leaves of absence for Union business;~~
 - ~~(b) Other leaves of absence of one (1) month or less;~~
 - ~~(c) Time on sick leave with pay;~~
 - ~~(d) Absences while receiving Workers’ Compensation;~~
 - ~~(e) Educational leave up to 24 months; and~~
 - ~~(f) Maternity, Parental, Compassionate/Terminal Care, parents of Critically Ill Child and Death or Disappearance of Child Leaves.~~
- ~~3. This payment will be paid within ninety (90) calendar days after the ratification of this Collective Agreement.~~

~~LETTER OF UNDERSTANDING #15~~

~~BETWEEN~~

~~COVENANT HEALTH, BONNYVILLE HEALTH CENTRE~~

~~--AND--~~

~~HEALTH SCIENCES ASSOCIATION OF ALBERTA~~

~~ONE TIME LUMP SUM PAYMENT~~

~~Employees employed with the Employer on the date of ratification shall be issued a one-time premium payment as follows:~~

- ~~(a) For Regular and Temporary Full-time Employees, a payment of \$1,400.00;~~
- ~~(b) For Regular and Temporary Part-time and Casual Employees, a payment of \$1,400.00 prorated to all regular hours actually worked and paid at the Basic Rate of Pay between April 1, 2021, and March 31, 2022, to a maximum of 1.0 FTE.~~

~~This payment will be paid within ninety (90) calendar days following the Date of Ratification.~~

LETTER OF UNDERSTANDING #(NEW)

BETWEEN

COVENANT HEALTH, BONNYVILLE HEALTH CENTRE

- AND -

HEALTH SCIENCES ASSOCIATION OF ALBERTA

RETENTION OF EXPERIENCED EMPLOYEES (LONG SERVICE PAY ADJUSTMENT)

The Parties recognize the contribution of long service Employees.

In addition to the rates of pay specified in the HSAA GSS Wage Grid, an Employee who has completed twenty (20) or more consecutive and continuous calendar years of service with the Employer working at Bonnyville Health Centre in general support services, shall receive a 2% Long Service Pay Adjustment (LSPA). This shall form part of the Employee's Basic Rate of Pay.

This Letter of Understanding shall remain in force and effect in accordance with Article 1: Term of Collective Agreement.

HSAA GSS Wage Grid

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Program Assistant I								
Current	\$19.89	\$20.69	\$21.54	\$22.38	\$23.31	\$24.19		
April 1, 2024 - 3%	\$20.49	\$21.31	\$22.19	\$23.05	\$24.01	\$24.92		
April 1, 2025 - 3%	\$21.10	\$21.95	\$22.86	\$23.74	\$24.73	\$25.67		
April 1, 2026 - 3%	\$21.73	\$22.61	\$23.55	\$24.45	\$25.47	\$26.44		
Date of Ratification (DOR)								
2% LSPA Rate	\$22.16	\$23.06	\$24.02	\$24.94	\$25.98	\$26.97		
April 1, 2027 - 3%								
2% LSPA Rate	\$22.83	\$23.76	\$24.75	\$25.68	\$26.75	\$27.77		
Program Assistant II								
Current	\$21.30	\$22.13	\$23.02	\$23.94	\$24.89	\$25.88		
April 1, 2024 - 3%	\$21.94	\$22.79	\$23.71	\$24.66	\$25.64	\$26.66		
April 1, 2025 - 3%	\$22.60	\$23.47	\$24.42	\$25.40	\$26.41	\$27.46		
April 1, 2026 - 3%	\$23.28	\$24.17	\$25.15	\$26.16	\$27.20	\$28.28		
Date of Ratification (DOR)								
2% LSPA Rate	\$23.75	\$24.65	\$25.65	\$26.68	\$27.74	\$28.85		
April 1, 2027 - 3%								
2% LSPA Rate	\$24.46	\$25.40	\$26.42	\$27.48	\$28.58	\$29.71		
Program Assistant III								
Current	\$23.53	\$24.45	\$25.45	\$26.44	\$27.49	\$28.61		
April 1, 2024 - 3%	\$24.24	\$25.18	\$26.21	\$27.23	\$28.31	\$29.47		
April 1, 2025 - 3%	\$24.97	\$25.94	\$27.00	\$28.05	\$29.16	\$30.35		
April 1, 2026 - 3%	\$25.72	\$26.72	\$27.81	\$28.89	\$30.03	\$31.26		
Date of Ratification (DOR)								
2% LSPA Rate	\$26.23	\$27.25	\$28.37	\$29.47	\$30.63	\$31.89		
April 1, 2027 - 3%								
2% LSPA Rate	\$27.02	\$28.07	\$29.21	\$30.36	\$31.55	\$32.84		
Unit Clerk								
Current	\$26.06	\$27.11	\$28.19	\$29.30	\$30.47	\$31.68		
April 1, 2024 - 3%	\$26.84	\$27.92	\$29.04	\$30.18	\$31.38	\$32.63		
April 1, 2025 - 3%	\$27.65	\$28.76	\$29.91	\$31.09	\$32.32	\$33.61		
April 1, 2026 - 3%	\$28.48	\$29.62	\$30.81	\$32.02	\$33.29	\$34.62		
Date of Ratification (DOR)								

2% LSPA Rate	\$29.05	\$30.21	\$31.43	\$32.66	\$33.96	\$35.31		
April 1, 2027 - 3%	\$29.33	\$30.51	\$31.73	\$32.98	\$34.29	\$35.66		
2% LSPA Rate	\$29.92	\$31.12	\$32.36	\$33.64	\$34.98	\$36.37		
Program Assistant IV								
Current	\$26.06	\$27.11	\$28.19	\$29.30	\$30.47	\$31.68		
April 1, 2024 - 3%	\$26.84	\$27.92	\$29.04	\$30.18	\$31.38	\$32.63		
April 1, 2025 - 3%	\$27.65	\$28.76	\$29.91	\$31.09	\$32.32	\$33.61		
April 1, 2026 - 3%	\$28.48	\$29.62	\$30.81	\$32.02	\$33.29	\$34.62		
Date of Ratification (DOR)								
2% LSPA Rate	\$29.05	\$30.21	\$31.43	\$32.66	\$33.96	\$35.31		
April 1, 2027 - 3%	\$29.33	\$30.51	\$31.73	\$32.98	\$34.29	\$35.66		
2% LSPA Rate	\$29.92	\$31.12	\$32.36	\$33.64	\$34.98	\$36.37		
Food Service Worker I								
Current	\$18.36	\$20.02						
April 1, 2024 - 3%	\$18.91	\$20.62						
April 1, 2025 - 3%	\$19.48	\$21.24						
April 1, 2026 - 3%	\$20.06	\$21.88						
Date of Ratification (DOR)								
Market Adjustment - 8.3% +\$0.33 added to Step 1. 8.25% added to Step 2	\$22.05	\$23.69						
2% LSPA Rate	\$22.49	\$24.16						
April 1, 2027 - 3%	\$22.71	\$24.40						
2% LSPA Rate	\$23.16	\$24.89						
Cook I								
Current	\$23.55	\$25.90						
April 1, 2024 - 3%	\$24.26	\$26.68						
April 1, 2025 - 3%	\$24.99	\$27.48						
April 1, 2026 - 3%	\$25.74	\$28.30						
Date of Ratification (DOR)								
Market Adjustment - 3.2%	\$26.56	\$29.21						
2% LSPA Rate	\$27.09	\$29.79						
April 1, 2027 - 3%	\$27.36	\$30.09						
2% LSPA Rate	\$27.91	\$30.69						
Laundry Worker I								
Current	\$18.36	\$20.02						

Laundry Worker II - Linen Service Worker								
Current	\$20.06	\$21.93						
April 1, 2024 - 3%	\$20.66	\$22.59						
April 1, 2025 - 3%	\$21.28	\$23.27						
April 1, 2026 - 3%	\$21.92	\$23.97						
Date of Ratification (DOR)								
2% LSPA Rate	\$22.36	\$24.45						
April 1, 2027 - 3% plus added \$0.12 to Step 1								
2% LSPA Rate	\$22.70	\$24.69						
2% LSPA Rate								
Environmental Services Worker I								
Current	\$18.36	\$20.02						
April 1, 2024 - 3%	\$18.91	\$20.62						
April 1, 2025 - 3%	\$19.48	\$21.24						
April 1, 2026 - 3%	\$20.06	\$21.88						
Date of Ratification (DOR)								
Market Adjustment - 12.55% to Step 1 and 12.80% to Step 2	\$22.58	\$24.68						
2% LSPA Rate	\$23.03	\$25.17						
April 1, 2027 - 3%								
2% LSPA Rate	\$23.26	\$25.42						
2% LSPA Rate	\$23.73	\$25.93						
Environmental Services Worker II								
Current	\$20.06	\$21.93						
April 1, 2024 - 3%	\$20.66	\$22.59						
April 1, 2025 - 3%	\$21.28	\$23.27						
April 1, 2026 - 3%	\$21.92	\$23.97						
Date of Ratification (DOR)								
2% LSPA Rate	\$22.36	\$24.45						
April 1, 2027 - 3%								
2% LSPA Rate	\$22.58	\$24.69						
2% LSPA Rate	\$23.03	\$25.18						
Working Lead, Cleaning & Linen Services								
Current	\$23.50	\$26.19						
April 1, 2024 - 3%	\$24.21	\$26.98						
April 1, 2025 - 3%	\$24.94	\$27.79						
April 1, 2026 - 3%	\$25.69	\$28.62						
Date of Ratification (DOR)								
2% LSPA Rate	\$26.20	\$29.19						

April 1, 2027 - 3%	\$26.46	\$29.48					
2% LSPA Rate	\$26.99	\$30.07					
Stores Worker							
Current	\$22.41	\$25.04					
April 1, 2024 - 3%	\$23.08	\$25.79					
April 1, 2025 - 3%	\$23.77	\$26.56					
April 1, 2026 - 3%	\$24.48	\$27.36					
Date of Ratification (DOR)							
Market Adjustment - 3.09%	\$25.24	\$28.21					
2% LSPA Rate	\$25.74	\$28.77					
April 1, 2027 - 3%							
2% LSPA Rate	\$26.00	\$29.06					
2% LSPA Rate							
\$26.52	\$29.64						
Service Worker							
Current	\$20.45	\$22.30					
April 1, 2024 - 3%	\$21.06	\$22.97					
April 1, 2025 - 3%	\$21.69	\$23.66					
April 1, 2026 - 3%	\$22.34	\$24.37					
Date of Ratification (DOR)							
2% LSPA Rate	\$22.79	\$24.86					
April 1, 2027 - 3%							
2% LSPA Rate	\$23.01	\$25.10					
\$23.47	\$25.60						
Pharmacy Assistant							
Current	\$22.55	\$23.38	\$24.23	\$25.05	\$25.90		
April 1, 2024 - 3%	\$23.23	\$24.08	\$24.96	\$25.80	\$26.68		
April 1, 2025 - 3%	\$23.93	\$24.80	\$25.71	\$26.57	\$27.48		
April 1, 2026 - 3%	\$24.65	\$25.54	\$26.48	\$27.37	\$28.30		
Date of Ratification (DOR)							
2% LSPA Rate	\$25.14	\$26.05	\$27.01	\$27.92	\$28.87		
April 1, 2027 - 3%							
2% LSPA Rate	\$25.39	\$26.31	\$27.27	\$28.19	\$29.15		
\$25.90	\$26.84	\$27.82	\$28.75	\$29.73			
Therapy Attendant							
Current	\$21.11	\$21.73	\$22.34	\$22.94	\$23.57		
April 1, 2024 - 3%	\$21.74	\$22.38	\$23.01	\$23.63	\$24.28		
April 1, 2025 - 3%	\$22.39	\$23.05	\$23.70	\$24.34	\$25.01		
April 1, 2026 - 3%	\$23.06	\$23.74	\$24.41	\$25.07	\$25.76		

Date of Ratification (DOR)								
2% LSPA Rate	\$23.52	\$24.21	\$24.90	\$25.57	\$26.28			
April 1, 2027 - 3%	\$23.75	\$24.45	\$25.14	\$25.82	\$26.53			
2% LSPA Rate	\$24.23	\$24.94	\$25.64	\$26.34	\$27.06			
Therapy Assistant								
Current	\$24.58	\$25.64	\$26.66	\$27.74	\$28.76	\$29.76		
April 1, 2024 - 3%	\$25.32	\$26.41	\$27.46	\$28.57	\$29.62	\$30.65		
April 1, 2025 - 3%	\$26.08	\$27.20	\$28.28	\$29.43	\$30.51	\$31.57		
April 1, 2026 - 3%	\$26.86	\$28.02	\$29.13	\$30.31	\$31.43	\$32.52		
Date of Ratification (DOR)								
2% LSPA Rate	\$27.40	\$28.58	\$29.71	\$30.92	\$32.06	\$33.17		
April 1, 2027 - 3%	\$27.67	\$28.86	\$30.00	\$31.22	\$32.37	\$33.50		
2% LSPA Rate	\$28.22	\$29.44	\$30.60	\$31.84	\$33.02	\$34.17		
Recreation Assistant								
Current	\$23.12	\$24.11	\$25.09	\$26.08	\$27.09	\$28.00		
April 1, 2024 - 3%	\$23.81	\$24.83	\$25.84	\$26.86	\$27.90	\$28.84		
April 1, 2025 - 3%	\$24.52	\$25.57	\$26.62	\$27.67	\$28.74	\$29.71		
April 1, 2026 - 3%	\$25.26	\$26.34	\$27.42	\$28.50	\$29.60	\$30.60		
Date of Ratification (DOR)								
2% LSPA Rate	\$25.77	\$26.87	\$27.97	\$29.07	\$30.19	\$31.21		
April 1, 2027 - 3%	\$26.02	\$27.13	\$28.24	\$29.36	\$30.49	\$31.52		
2% LSPA Rate	\$26.54	\$27.67	\$28.80	\$29.95	\$31.10	\$32.15		
Medical Device Reprocessing Technician								
Current	\$22.34							
April 1, 2024 - 3%	\$23.01							
April 1, 2025 - 3%	\$23.70							
April 1, 2026 - 3%	\$24.41							
Date of Ratification (DOR)								
2% LSPA Rate	\$24.90							
April 1, 2027 - 3%	\$25.14							
2% LSPA Rate	\$25.64							
Certified Medical Device Reprocessing Technician								
Current	\$23.52	\$24.39	\$25.16	\$25.95	\$26.79			
April 1, 2024 - 3%	\$24.23	\$25.12	\$25.91	\$26.73	\$27.59			

April 1, 2025 - 3%	\$24.96	\$25.87	\$26.69	\$27.53	\$28.42			
April 1, 2026 - 3%	\$25.71	\$26.65	\$27.49	\$28.36	\$29.27			
Date of Ratification (DOR)								
2% LSPA Rate	\$26.22	\$27.18	\$28.04	\$28.93	\$29.86			
April 1, 2027 - 3%	\$26.48	\$27.45	\$28.31	\$29.21	\$30.15			
2% LSPA Rate	\$27.01	\$28.00	\$28.88	\$29.79	\$30.75			
Working Lead, Medical Device Reprocessing								
Current	\$27.43	\$28.11	\$28.83	\$29.53	\$30.17			
April 1, 2024 - 3%	\$28.25	\$28.95	\$29.69	\$30.42	\$31.08			
April 1, 2025 - 3%	\$29.10	\$29.82	\$30.58	\$31.33	\$32.01			
April 1, 2026 - 3%	\$29.97	\$30.71	\$31.50	\$32.27	\$32.97			
Date of Ratification (DOR)								
2% LSPA Rate	\$30.57	\$31.32	\$32.13	\$32.92	\$33.63			
April 1, 2027 - 3%	\$30.87	\$31.63	\$32.45	\$33.24	\$33.96			
2% LSPA Rate	\$31.49	\$32.26	\$33.10	\$33.90	\$34.64			
Maintenance Worker I								
Current	\$23.86	\$25.96						
April 1, 2024 - 3%	\$24.58	\$26.74						
April 1, 2025 - 3%	\$25.32	\$27.54						
April 1, 2026 - 3%	\$26.08	\$28.37						
Date of Ratification (DOR)								
2% LSPA Rate	\$26.60	\$28.94						
April 1, 2027 - 3%	\$26.86	\$29.22						
2% LSPA Rate	\$27.40	\$29.80						
Maintenance Worker II								
Current	\$27.00	\$29.47						
April 1, 2024 - 3%	\$27.81	\$30.35						
April 1, 2025 - 3%	\$28.64	\$31.26						
April 1, 2026 - 3%	\$29.50	\$32.20						
Date of Ratification (DOR)								
2% LSPA Rate	\$30.09	\$32.84						
April 1, 2027 - 3%	\$30.39	\$33.17						
2% LSPA Rate	\$31.00	\$33.83						

Maintenance Worker III									
Current	\$31.22	\$34.03							
April 1, 2024 - 3%	\$32.16	\$35.05							
April 1, 2025 - 3%	\$33.12	\$36.10							
April 1, 2026 - 3%	\$34.11	\$37.18							
Date of Ratification (DOR)									
2% LSPA Rate	\$34.79	\$37.92							
April 1, 2027 - 3%									
2% LSPA Rate	\$35.13	\$38.30							
	\$35.83	\$39.07							
Electrician									
Current	\$42.95	\$46.37							
April 1, 2024 - 3%	\$44.24	\$47.76							
April 1, 2025 - 3%	\$45.57	\$49.19							
April 1, 2026 - 3%	\$46.94	\$50.67							
Date of Ratification (DOR)									
2% LSPA Rate	\$47.88	\$51.68							
April 1, 2027 - 3%									
2% LSPA Rate	\$48.35	\$52.19							
	\$49.32	\$53.23							
Community Peace Officer									
Current	\$29.99	\$31.15	\$32.45	\$33.93	\$34.52	\$35.72	\$36.96	\$38.27	
April 1, 2024 - 3%	\$30.89	\$32.08	\$33.42	\$34.95	\$35.56	\$36.79	\$38.07	\$39.42	
April 1, 2025 - 3%	\$31.82	\$33.04	\$34.42	\$36.00	\$36.63	\$37.89	\$39.21	\$40.60	
April 1, 2026 - 3%	\$32.77	\$34.03	\$35.45	\$37.08	\$37.73	\$39.03	\$40.39	\$41.82	
Date of Ratification (DOR)									
2% LSPA Rate	\$40.15	\$41.49	\$42.91	\$44.41	\$45.99				
	\$40.95	\$42.32	\$43.77	\$45.30	\$46.91				
April 1, 2027 - 3%									
2% LSPA Rate	\$41.35	\$42.73	\$44.20	\$45.74	\$47.37				
	\$42.18	\$43.58	\$45.08	\$46.65	\$48.32				