

COLLECTIVE AGREEMENT

BETWEEN

THE SASKATOON PUBLIC LIBRARY BOARD

AND

**THE CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL NO. 2669**

CUPE·SCFP / *Canadian Union of Public Employees*
Syndicat canadien de la fonction publique

COVERING THE PERIOD FROM JANUARY 1, 2017 TO DECEMBER 31, 2020

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Definitions

Bumping

Is a procedure by which a permanent employee with greater seniority who has been laid off may displace an employee with less seniority from a position unaffected by the layoff. The bumping employee must be qualified for the position.

Casual Employee

A casual employee is an employee who is not regularly scheduled to work. Subject to the provisions of Article 6.2 b) such an employee is under no obligation to work unless the employee agrees to do so in response to an incidental call or invitation made by SPL. The terms of this agreement apply to casual employees as stated and as specified in Appendix A and B.

Circulation Associate (formerly Page)

An employee performing paging duties who is assigned a regular block or blocks of hours of work. The terms of this agreement apply to Circulation Associates as stated and as specified in Appendix B and the MOAs for Circulation Associate Sick Leave and for Hours of Work for Circulation Associates.

Duty to Accommodate

The legal duty of the Employer, the Union and the employee to work together to modify the employee's duties or reassign the employee to another job where the employee will not suffer discrimination by reason of a disability or other protected grounds. The duty to accommodate is to the point of undue hardship.

Employee

Is as defined by the *Saskatchewan Employment Act*, is employed by SPL and is a member of CUPE Local 2669.

Employer

Is the Saskatoon Public Library Board.

Pay in Lieu of Notice

Is the dollar amount equivalent to the notice period required to be provided by Article 24.2 and Appendix B.

Permanent Employee

Is an employee who has successfully completed a probationary period at SPL and holds a permanent, salaried position.

Circulation Associates, temporary and casual employees are not permanent employees.

Permanent Position

Is a salaried position with a defined number of guaranteed hours over a four-week period and with no defined end date. A permanent position may be full-time or part-time.

Protected Leave

Is a leave of absence provided for reasons protected by the *Saskatchewan Human Rights Code* or other legislation.

Seniority

The number assigned to an employee in fixed order in accordance with Article 6.1.

Term Position

Is a position of predetermined duration exceeding three (3) months and up to one (1) year. Such a position may be full-time or part-time and may be held by either a permanent or temporary employee.

Temporary Employee

Is an employee in a term position who does not hold a permanent position.

Union

Is CUPE Local 2669, the labour organization and certified bargaining agent for employees of the Saskatoon Public Library Board.

Preamble

Agreement made on the 25 day of March, 2020

BETWEEN:

**The Saskatoon Public Library (SPL) Board
hereinafter referred to as the "Employer"**

- and -

**The Canadian Union of Public Employees (CUPE),
Local No. 2669
hereinafter referred to as the "Union"**

The purpose of this Agreement is to provide harmonious relationships, encourage efficiency and effectiveness in library operations,

And to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions and employment,

And to promote the morale, well-being and security of all employees in the bargaining unit of the Union.

The parties therefore agree to the following:

Articles

Article 1. Term of Agreement

This agreement shall come into force and take effect on and from the first (1st) day of **January, 2017**, and shall continue in force until the thirty-first (31st) day of **December, 2020**, and from year to year thereafter unless either party gives written notice to renegotiate the Agreement, such written notice to be given **not less than sixty (60) days nor more than one hundred and twenty (120) days before the expiry date of this collective agreement.**

Article 2. Scope

CUPE 2669 is the certified bargaining agent for all employees employed by the Saskatoon Public Library Board, except:

Director of Libraries and CEO
Director, Public Services
Director, Corporate Services and Facilities
Director, Strategy and Communication

Director, Finance and Administrative Services
Director, Reconciliation
Senior Manager, Central Access
Senior Manager, Community Education and Partnerships
Senior Manager, Neighbourhood Services
Senior Manager, Planning and Assessment
Senior Manager, Programming and Creative Spaces
Senior Manager, Welcoming Initiatives
Manager, Branches
Manager, Collections
Manager, Facilities
Manager, Finance
Manager, Human Resources
Manager, Information Technology Services
Administrative Assistant
Executive Assistant
Financial Analyst
Human Resources **Administrative** Assistant
Human Resources Consultant
Human Resources Coordinator
Pay and Benefits Coordinator
Payroll/Accounting Assistant
Senior Marketing and Communications Specialist
Building Superintendent
Maintenance Staff

Article 3. Recognition

- 3.1 The Saskatoon Public Library Board recognizes CUPE Local No. 2669 as the sole Union representing the employees covered by this Agreement, and through which it will deal in matters related to working conditions and wages. No employee shall be required or be permitted to make a written or verbal agreement with Management that will conflict with the terms of this Collective Agreement.
- 3.2 Every employee who is now or hereafter becomes a member of the bargaining unit, shall maintain **their** membership in the Union as a condition of employment, and every new employee whose employment commences hereafter, shall, within thirty (30) days after the commencement in **their** employment, apply for and maintain membership in the Union as a condition of **their** employment, provided that any employee in the appropriate bargaining unit who is not required to maintain **their** membership or apply for and maintain **their** membership in the Union, shall as a condition of **their** employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.

- 3.3 The Employer shall deduct initiation fees, assessment and monthly dues from the earnings of each employee. Such funds deducted from an employee's earnings on behalf of the Union, shall be remitted to the person designated by the Union twice (2X) monthly.

The Union shall furnish the Employer with dues authorization cards. The Employer agrees to have all new employees sign the dues authorization cards within thirty (30) days of commencement of employment.

- 3.4 A representative of the Union will be given a private opportunity to speak to new employees as a group at new employee orientation sessions.

Article 4. Resolutions

All non-confidential reports of the Board, which affect the employees covered by this Agreement shall be forwarded to the Secretary of the Union.

Article 5. Fair Employment Practices

5.1 No Discrimination

The Employer and the Union will continue to abide by the duty to accommodate, which applies to the Employer, the Union and the employees.

The **Employer** and the Union will continue their present policy of no discrimination, with respect to any person in regard to employment, or any term or condition of employment because of age, race, **or perceived race**, creed, sex, sexual preference, nationality, ancestry, place of origin, disability, marital status, political affiliation or membership in the Union, **religion, family status, colour, receipt of public assistance or gender identity.**

5.2 Intellectual Freedom

The **Employer** and the **Union** agree to be governed by the Intellectual Freedom statement of the Canadian **Federation of Library Associations** in their provision of library services to the community. Internally, matters of professional discussion should be governed by the same principles.

Employees have the right to express their views whether or not they differ from those of management or fellow employees provided they are not presented as the views of the Saskatoon Public Library.

Article 6. Seniority

6.1 Use of Seniority

Employees hired previous to midnight on December 31, 2007, shall hold their seniority as previously determined by accumulated hours worked; after December 31, 2007, this seniority shall be considered fixed by numerical ranking and in lieu of the date of hire.

For employees hired after midnight December 31, 2007, seniority shall be determined by the date the employee **was last hired by** the Employer. The order of seniority will be determined by the **date and** time of the offer of employment **made** by the Employer.

Provided **Circulation Associates** have completed their probationary period **as set out in Article 7.3** they may exercise seniority when applying for any vacancies for which they have the qualifications.

Newly hired casuals shall work four hundred and thirty-five (435) hours or six (6) months, whichever is greater, to exercise seniority as outlined in this article.

Seniority cannot be exercised during a probationary period. **During an assessment period**, seniority rights **may only** be exercised when applying for a permanent position.

6.2 Cessation of Seniority

An employee's seniority shall cease if:

- a) **The employee** voluntarily leaves the **employment** of the Library;
- b) **The employee** is **dismissed** and such **dismissal** is not revised through the grievance procedure;
- c) **The employee** is absent without leave without reasonable cause;
- d) **After having been provided Notice of Layoff as set out in Article 25.2 a), the employee fails to meet any one of the requirements set out in Article 25, or for a Circulation Associate, the provisions of Appendix B;**
- e) **The employee** overstays vacation leave or an approved leave of absence without reasonable cause;
- f) **The employee** accepts a permanent out-of-scope position and remains in it for longer than sixty (60) days, **as described in subsection (c), except**

where the employee is in the position as a workplace accommodation;

- g) The employee is a temporary employee in a term position whose term position has ended.

The seniority of casual employees shall cease and is deemed terminated if **the casual has not worked a shift within six (6) months, except where the casual has been on an approved or protected leave.**

6.3 Appointment to an out-of-scope position

Except where the employee is in the position as a workplace accommodation, an employee who is appointed to an out-of-scope position, and who remains in the position for sixty (60) days or less, shall retain their seniority and shall have the right to return to their former position.

6.4 Seniority List

Annually on July 1, the Employer shall provide the employees and the Union with a seniority list which shall include all employees, Circulation Associates and casuals, and their ranking and date the employee was last hired by the Employer. The list shall be deemed to be accurate as of May 31.

Employees shall be allowed a period of six (6) weeks from the date of posting in which to bring forward any errors appearing on the list. Upon proof of error, the Employer shall revise the list.

Article 7. Appointments

7.1 Postings

Where permanent, **term or Circulation Associate** vacancies occur exceeding three (3) months' duration, notice thereof outlining the position, **duties, pay** grade and qualifications required shall be posted **internally** for seven (7) calendar days so that **employees** may apply.

The Union shall receive notification of all vacancies and of the successful applicant to any vacancy so posted.

7.2 Selection Factors

Seniority in accordance with Article 6.1 shall be the determining factor in selecting the successful applicant provided the applicant possesses the required qualifications for the position vacancy.

7.3 Probationary Period

Newly hired employees who are appointed as a Circulation Associate, or to a term or a permanent position are subject to a probationary period of four hundred and thirty-five (435) hours or six (6) months, whichever is greater.

A casual employee who is appointed as a Circulation Associate, or to a term or permanent position shall be considered a newly hired employee and is subject to the same probationary period outlined above.

An evaluation shall be conducted at the mid-point and at the end of the probationary period by the manager. A copy of the evaluation shall be provided to the employee and the Director of Libraries and CEO.

The probationary period of a newly hired employee may be extended. The length of time by which the probationary period may be extended shall not exceed 218 hours or three (3) months, whichever is greater. The Employer shall provide a letter to the employee and the Union indicating the length of the extension, the reasons for the extension and the performance expectations to be achieved.

The probationary period may **also** be extended by the amount of time the employee does not work because of a paid or unpaid absence exceeding five (5) consecutive workdays occurring during the probationary period.

During the probationary period, the employee is responsible for establishing their suitability for continuing employment, failing which their employment will cease.

As provided for by Article 6.1, seniority may not be exercised during a probationary period.

7.4 Appointments to Casual Positions

Appointees to casual positions are not subject to a probationary period and will instead be provided with ongoing performance feedback.

7.5 Assessment Period

Permanent and temporary employees and Circulation Associates who have passed a probationary period and who are appointed to another position are subject to an assessment period of two hundred and eighteen (218) hours or three (3) months, whichever is greater.

An evaluation shall be conducted at the mid-point and at the end of the assessment period by the manager. A copy of the evaluation shall be provided to the employee and the Director of Libraries and CEO.

The assessment period may be extended. The length of time by which the assessment period may be extended shall not exceed two hundred and eighteen (218) hours or three (3) months, whichever is greater. The Employer shall provide a letter to the employee and the Union indicating the length of the extension, the reasons for the extension and the performance expectations to be achieved.

The assessment period may also be extended by the amount of time the employee does not work because of a paid or unpaid absence exceeding five (5) consecutive workdays occurring during the assessment period.

During the assessment period, an employee who is not considered capable of fulfilling the duties of the new position, may be reverted to their former permanent position or former block of hours, without loss of seniority. Where the former permanent position or former block of hours no longer exists, Article 25 will apply for permanent employees, and Appendix B for Circulation Associates.

During the assessment period, an employee may request to be reverted to their former permanent position or former block of hours, without loss of seniority.

Other employees who have been appointed to other positions as a consequence of the original appointment shall also be returned to their former permanent positions or former block of hours. Where the former permanent position or former block of hours no longer exist, Article 25 will apply for permanent employees and Appendix B for Circulation Associates.

While in an assessment period, an employee may only exercise their seniority to apply for permanent positions, as outlined in Article 6.

7.6 Probationary and Assessment Periods in Term Positions

An employee in a term position who has successfully completed either:
a) The probationary period, if newly-hired; or

b) **The assessment period, if a permanent employee,**

shall be deemed to have completed an assessment period for that position if:

i) **The position is posted as a permanent position during the employee's term or within thirty (30) calendar days of the end of the employee's term; and**

ii) **The employee is the successful applicant for that position.**

7.7 Term Position Beyond Twelve Months

Upon approval of the Union, an employee may be appointed to a term position which exceeds, or is extended beyond, twelve (12) months with the exception of term positions required as a result of Article 13 and Article 19 where Union approval is not required. The employee shall be informed in writing, with a copy to the Union, of the anticipated duration of the term position.

7.8 Where No Employees with Permanent Status

If no employee with permanent status is appointed to a vacancy in accordance with Article 7 then newly hired employees or temporary employees may apply during their probationary period. Such employees shall have the same status as external candidates.

7.9 No **employee** shall be subject to transfer from one **work unit** to another or from one **branch** to another without prior consultation except in the case of emergency.

7.10 The foregoing shall in no way compel the **Employer** to fill any position which the **Employer** desires to discontinue.

7.11 The Union shall be informed in writing when a position is to be discontinued or transferred to another **work unit or branch**. The anticipated duration of a transferred position shall be given.

Article 8. Superior Duty

When management requires an employee to replace and substantially perform the duties of a higher-paid employee for a period of three (3) consecutive days or more, the employee shall receive the minimum step of the higher-paid position or a rate of pay equivalent to one (1) step higher than **their** present rate of pay – whichever is greater – for the entire period.

When there is more than one (1) qualified employee, seniority will apply.

To ensure an equitable distribution of superior duty opportunities amongst qualified employees, a qualified employee who formally exercises **their** seniority and receives the superior duty appointment shall not be permitted to again exercise **their** seniority rights for the next superior duty pay opportunity for which **the employee** is qualified.

Superior duty pay opportunities shall be granted to employees within the **work unit** where the opportunity exists. If no qualified employee is present, consideration will be given to other qualified employees in the bargaining unit.

Article 9. Hours of Work

9.1 a) The normal work week is five (5) days, thirty-six and one quarter (36 $\frac{1}{4}$) hours or **seven and a quarter (7 $\frac{1}{4}$)** hours per day. It is understood that employees shall not require sixteen (16) hour rest periods between shifts however, this shall not occur more than two (2) evenings per week.

b) Notwithstanding the above, subject to the needs, and the agreement of affected individual employees, work schedules may be implemented whereby employees will be allowed to work six (6) days in one (1) week followed by four (4) days in the second week without two (2) consecutive days off and without overtime compensation.

Either party, upon giving **sixty** (60) days' written notice to the other party, may withdraw from this provision.

9.2 a) All full-time and part-time employees shall work not more than one (1) Sunday in four (4) and no more than one (1) Saturday in four (4). These employees may notify the Employer in writing that they waive this provision and are available to be scheduled more Sundays and Saturdays.

Employees may withdraw from this availability provision by providing sixty (60) days' written notice to the Employer.

Where requirements of a **branch and/or work unit** deem it necessary, full-time and part-time employees may work two (2) Saturdays in four (4). In such cases, employees will not be required to work one (1) Sunday in four (4);

b) Part-time employees scheduled for booktrailer and Mayfair Branch may be required to work Saturdays as required.

- 9.3 a) All full-time and part-time employees shall not be required to work more than two (2) evenings per week;
- b) Part-time employees scheduled for booktrailer and Mayfair Branch may be required to work evenings as required;
- c) Notwithstanding **9.3 a)** above, employees may request to work more evenings per week provided that the total hours of work do not exceed their posted permanent hours.
- 9.4 a) During those months of the year that the **Employer** deems it necessary that the Library remain open on Sunday, all full-time employees who are regularly scheduled to work Sundays shall work an additional fifteen (15) minutes per seven and one quarter ($7\frac{1}{4}$) hour shift as outlined in **9.1** above.

This time shall be accumulated and credited along with the Sunday hours credit earned in **9.4 b)** towards an Earned Day Off (EDO) for every four (4) weeks.

Scheduling of the additional fifteen (15) minutes shall be determined by:

- operational requirements; and,
 - mutually within each **branch and/or work unit** between the Employer and employee;
- b) All full-time employees who work Sunday will work five (5) hours, however, they will receive their regular rate of pay for seven and one-quarter ($7\frac{1}{4}$) hours; and in addition will be credited two and three-quarter ($2\frac{3}{4}$) hours towards an **EDO**. The credited hours in conjunction with the hours earned in **9.4 a)** shall be credited towards an EDO;
- c) The **EDO** shall be regularly scheduled within the four (4) week rotation in which it is earned. When changes to rotations occur, pay adjustments shall be made to reflect the new schedule;
- d) Employees who earn an **EDO** shall be paid for the earned day taken off as if they worked the normal hours as outlined in **9.1**;
- e) Whenever possible, the EDOs shall be scheduled adjacent to the regular days off including Public Holidays or as otherwise mutually agreed between the Employer and employee;
- f) Employees shall accumulate credit for the EDO during any period of sick leave, vacation, Public Holiday, Compassionate Leave, Jury and Witness Leave, Union Leave and any other authorized paid leaves (e.g. committee work) except Staff Development Leave;

- g) Where an EDO falls on a Public Holiday, it will be rescheduled in accordance with **9.4 e)**.
- 9.5 Wherever possible, every employee shall have two (2) consecutive regularly scheduled days off each week.
- 9.6 Other than full-time, employees who work on a Sunday shall be paid at the rate of one and one-half times ($1\frac{1}{2}X$) their regular rate of pay for all hours worked.
- 9.7 a) Full-time employees who are regularly scheduled to work a Sunday in their rotation will receive pay at the rate of time and one-half ($1\frac{1}{2}X$) for all time worked beyond seven and one half ($7\frac{1}{2}$) hours in a day other than a Sunday where overtime will be paid at the rate of double time ($2X$) for all time worked beyond five (5) hours;
- b) Full-time employees who are not regularly scheduled to work a Sunday in their rotation will receive pay at the rate of time and one-half ($1\frac{1}{2}X$) for all time worked beyond seven and one quarter ($7\frac{1}{4}$) hours per day or thirty-six and one quarter ($36\frac{1}{4}$) hours per week;
- 9.8 Other than full-time, employees will be paid at the rate of time and one half ($1\frac{1}{2}X$) for all time worked beyond seven and one-quarter ($7\frac{1}{4}$) hours per day and thirty-six and one quarter ($36\frac{1}{4}$) hours in a week.
- 9.9 a) All overtime will be on a voluntary basis;
- b) Any employee who works overtime will do so at the request, discretion and approval of their **manager**;
- c) The Employer and the Union agree that the employee may take time off in lieu of overtime pay.
- 9.10 Any changes in hours of Library opening will be made by the **Saskatoon Public Library Board** after consultation with the Union.
- 9.11 Employees shall receive a shift differential of one dollar (\$1.00) per hour for all hours worked between 5:00 p.m. and 8:00 a.m.
- 9.12 Two (2) fifteen (15) minute rest periods per seven and one quarter ($7\frac{1}{4}$) hour day are allowed for all employees, these to occur approximately midway through each half of the shift. One fifteen (15) minute rest period will be allowed during a five (5) hour Sunday shift.
- 9.13 Opportunity for additional hours of work may be made available:

a) First to the available, qualified and trained part-time employees in the **branch or work unit**;

b) Second to any available, qualified and trained casual employees.

9.14 Information Technology **Services** employees who are specifically designated to stand-by will receive one (1) hours' pay at their regular rate of pay for each eight (8) hour period or portion thereof. Should an Information Technology employee who is on stand-by be called and fails to respond or report, the stand-by premium will not be paid.

Article 10. Vacations

10.1 Subject to clause **10.5**, vacation leave is granted on the basis of seniority and efficient functioning of each **branch**. Employees may take their earned vacation leave upon completion of their probationary period.

10.2 Vacation Entitlement

a) Professional Librarians are entitled to four (4) weeks' vacation after one (1) year accumulated service. All other employees are entitled to three (3) weeks' vacation after one (1) year's accumulated service.

b) All other staff are entitled to four (4) weeks' vacation after three (3) years accumulated service.

c) All staff are entitled to five (5) weeks' vacation after fifteen (15) years accumulated service.

d) All staff are entitled to six (6) weeks' vacation after twenty-four (24) years accumulated service.

10.3 If an employee should experience illness or injury of a serious nature during vacation leave or immediately prior to vacation leave, provided the illness or injury is documented by a physician, time off for these reasons will be charged against the employee's sick leave and not vacation leave.

10.4 After completion of two (2) years' service following the actual date of employment, employees may accumulate up to two (2) years vacation credits, subject to the approval of the Director of Libraries **and CEO**, whose decision shall be final and not subject to appeal.

10.5 If conflicts arise in the selection of vacation dates, the most senior employee within the **branch or work unit** concerned shall be granted first selection of vacation dates, subject to the operational requirements of the **branch and/or**

work unit as determined by the manager, and provided vacation requests are received at least one hundred and twenty (120) calendar days in advance. An employee who exercises **their** seniority in this regard may not again exercise **their** privilege under this Clause in the subsequent year.

10.6 Casual and temporary employees will receive vacation pay each pay period.

Article 11. Public Holidays

11.1 For the purpose of this Agreement, the following are considered public holidays with pay: (1) New Year's Day (2) Family Day (3) Good Friday (4) Easter Monday (5) Victoria Day (6) Canada Day (7) Saskatchewan Day (8) Labour Day (9) Thanksgiving Day (10) Remembrance Day (11) Christmas Day (12) Boxing Day.

11.2 If an applicable municipal, provincial or federal legislative authority should declare a public holiday, other than those in Article **11.1**, the Employer recognizes the right of the employee to have such holiday as a paid day of rest.

11.3 When a public holiday falls on an employee's regular day off or part of a day off **the employee** shall receive an extra day's pay or time off in lieu of such holiday. For full-time employees accumulating hours for purposes of earning an **EDO**, hours of work in excess of thirty (30) and for all other employees, hours of work in excess of twenty-nine (29) hours in the week in which the public holiday occurs, shall be paid for at time and one-half (1½X) their regular rate of pay. The foregoing shall not apply where an alternative public holiday is declared, (i.e.) where Christmas falls on a Sunday and Monday is declared a legal holiday.

11.4 Employees required to work on statutory or proclaimed holidays shall be paid at time and one half (1½X) for all hours worked and an additional day off in lieu to be taken at a time mutually agreed upon between the manager and the employee.

11.5 Full-time temporary employees shall receive statutory holiday pay if the holiday occurs during the term of their employment.

Article 12. Sick Leave

12.1 Permanent employees working greater than eighteen (18) hours per week will be eligible for sick leave after completion of three (3) months service.

12.2 The sick leave plan will consist of short-term disability coverage of up to one hundred and twenty (120) working days, the cost of which will be borne by the **Employer**. Part-time employee benefits will be prorated.

- 12.3 If an employee who has been absent on sick leave returns to work for a period of thirty (30) calendar days, that employee will requalify for the full benefit provided in (b) above. Employees, as described in (a), who exhaust the benefit provided in (b) will be eligible for long-term disability as described in (d) below.
- 12.4 An insured long-term disability plan, funded by equal contributions from permanent employees as described in (a) above and the **Employer** will be implemented. After exhausting short-term disability benefits as described in (b) and (c) and/or failing to requalify for short-term disability benefits in the manner specified in (c), permanent employees may acquire benefits from a long-term disability plan, the nature of which will be as per agreement between management and the Union, subject to carrier approval.
- 12.5 All other employees will be eligible for sick leave after completion of three (3) months accumulated service. Employees shall accumulate sick leave credits at a rate of one and one-quarter (1 1/4) working days per month of accumulated work time (pro-rated). Employees who have a break in service in excess of three (3) months will not be eligible for sick leave until completion of a further three (3) months accumulated work time.

Article 13. Maternity, Adoption, and Parental Leave

13.1 Leave without Pay

An employee who has completed **thirteen (13) continuous weeks** of employment with the Employer, shall be entitled to maternity, adoption or parental leave without pay. The request for leave **shall be** submitted not later than four (4) weeks prior to the leave date except in the case of adoption where such leave will commence on the date requested. The maximum leave to be granted **shall be in accordance with *The Employment Insurance Act (Canada)*** and may be apportioned in any combination prior to and after date of confinement, but may not commence more than twenty-six (26) weeks before the estimated date of birth. **Employees shall give a minimum four (4) weeks' notice of their intent to return to work.**

13.2 Paid Leave

Permanent employees working greater than eighteen (18) hours per week, except casual employees and **Circulation Associates**, shall be eligible for **paid leave**, provided **the employee** has completed at least twenty (20) weeks within the fifty-two (52) weeks of employment with the Library immediately preceding the day on which the requested leave is to commence **and is in receipt and provides proof of** Employment Insurance benefits pursuant to *The Employment Insurance Act (Canada)*:

- a) The Employer shall pay ninety-five percent (95%) of the employee's regular salary **for the Employment Insurance waiting period.**
 - b) The Employer shall pay the difference between the Employment Insurance benefits and ninety-five percent (95%) of the employee's regular salary for **fifteen (15)** additional weeks.
 - c) Any permanent employee who works less than full-time but works greater than eighteen (18) hours per week, shall receive this benefit on a pro-rated basis.
- 13.3 Notwithstanding anything contained elsewhere in this Agreement, an employee on maternity, adoption or **parental** leave shall not accumulate sick, **study leave** or vacation credits during the period of maternity, adoption or **parental** leave, nor shall they be entitled to pay for sick leave or any public or special holiday that may occur during a period of maternity, adoption or **parental** leave.
- 13.4 Employees returning from maternity, adoption or **parental** leave shall return to their former position provided no unforeseen organizational change occurs affecting the position and be paid at the same step of the same salary range as in effect at the time of proceeding on said leave, and with no loss of seniority or benefits accrued to the commencement of the maternity, adoption or **parental** leave.
- 13.5 The parties acknowledge that individual circumstances may justify a variance of the time limits as set out above.

Article 14. Compassionate Leave and Bereavement Leave

14.1 Immediate Family

For the purposes of this Article Immediate Family means:

- a) **The employee's spouse, parent, grandparent, child, grandchild, sibling, or sibling's spouse; or**
- b) **The employee's spouse's parent, grandparent, child, grandchild, sibling, or sibling's spouse;**

14.2 Compassionate Leave

Upon notice to their manager, employees will be entitled to compassionate leave with pay of up to five (5) days for each occurrence, to attend to the emergent and/or life-threatening accident or illness of a member of their immediate family.

14.3 Bereavement Leave

Upon notice to their manager, employees will be entitled to bereavement leave with pay of up to five (5) days for each occurrence, which may be taken non-consecutively, to attend to the death of a member of their immediate family.

14.4 Special Circumstances

Employees may apply to the Director of Libraries and CEO for:

- a) Additional days' leave, with or without pay, where the circumstances of the accident, illness or death of the member of the immediate family require more days than those provided for in subsections 14.2 and 14.3; and/or**
- b) Leave, with or without pay where the individual involved is not a member of the employee's immediate family, but the employee has a close personal relationship with that individual.**

Article 15. Jury and Witness Duty

An employee who is:

- a) Required for jury duty; or**
- b) Subpoenaed as a witness in a court action except for an appearance arising from an alleged criminal or other statutory offence or a personal civil action; or**
- c) Required to be interviewed at or away from their place of work, during their work hours, by an Officer of the Court or an Occupational Health and Safety investigator regarding events occurring in the workplace**

shall be granted leave of absence with regular pay. Any monies received by the employee from such attendance, from sources other than the Employer, shall be paid to the Employer.

Article 16. Employee Development

- 16.1 The Union and the Employer jointly agree that employee development and orientation ensures that the employee gains the necessary skills to perform the best possible job and is instrumental in providing for a more fulfilling work**

situation. All employees within the bargaining unit will be eligible for **employee** development privileges.

16.2 An employee attending **training** approved by the Employer on regularly scheduled days off, shall be compensated with equal time off **during the same pay period** or at a time mutually agreed upon with the **manager**.

16.3 After **forty-eight (48) months** of **accumulated** service, and where operations permit, an employee may be eligible for **paid** study leave for the purpose of:

- a) participating in approved courses directly related to the employee's position;
- b) completing course work while enrolled in either the Library Technician Program or the Master of Library Science Program.

Potential study leave time will be earned at a rate of **zero point five (0.5)** days per month of accumulated **full-time** service **prorated for part-time**. At the conclusion of any study leave, time credits will again begin to accrue to the employee.

If an employee has more than **one hundred and twenty (120) months of accumulated** service, potential study leave time will be earned at a rate of **zero point seven five (0.75)** days per month of accumulated **full-time** service **prorated for part-time**.

In any event, the potential maximum that may be accumulated will not exceed ninety-seven (97) days.

16.4 Study leave may be combined with an extended leave as provided in Article 17. An employee may apply to the Employer to have all or a portion of the tuition paid. In order to qualify for payment of tuition, approval must be obtained prior to commencement of the course, such payment to be made only upon successful completion of the course and upon providing satisfactory receipts and proof of passing.

16.5 Employees shall **be paid regular wages**, maintain all rights, and accumulate normal benefits while on paid study leave.

Article 17. Leave Without Pay

17.1 General Leave without Pay

Leave of absence without pay not in excess of five (5) working days shall be granted, with accumulation of benefits, by the **manager** to any employee desiring such leave, provided reasonable notice is given to the **manager** and the

operational needs of the **library** permit. Granting of leave in excess of five (5) working days shall be at the discretion of the Director of Libraries and CEO.

17.2 The **Employer** recognizes the right of an employee to participate in public office.

An employee who seeks the nomination as a candidate for an elective public office, such as a Member of the Saskatchewan Legislative Assembly or a Member of Parliament, shall, upon written request, be granted partial or full leave of absence to seek such nomination. Should an employee become a candidate for elective office, the **Employer** shall grant, upon written request, partial or full leave of absence for the duration of the campaign or earlier if requested.

Should an employee be elected to public office, the **Employer** shall grant partial or full leave upon written request for the term of that office. Seniority shall be retained but not accumulated during any such absence.

Article 18. Union Leave – Employer Paid

The parties recognize the importance of resolving difficulties and promoting harmonious relationships. For those purposes, the Employer agrees to provide leave with pay for the following:

18.1 Joint Union-Management Meetings

The parties agree to hold, at a minimum, monthly joint union-management meetings. The purpose of such meetings shall be to discuss and settle, if possible, matters of mutual concern. In matters which are personal or particularly sensitive, strict confidentiality shall be maintained.

Such discussions shall not include grievances and changes to the Collective Agreement.

The President of the local and one other employee representing the Union will be granted leave with pay to attend the joint union-management meetings.

18.2 Leave for Other Meetings

One employee representing the Union will be granted leave with pay to attend the following meetings:

- a) Pre-grievance problem solving pursuant to Article 22;**
- b) Grievance;**

- c) Discipline;
- d) Investigation; and
- e) Any other meeting or process where the Union representative request is initiated by the Employer.

8.3 Leave for Bargaining

The Employer will provide leave with pay for the three members of the Union's bargaining team who are the highest wage earners.

Article 19. Union Leave – Unpaid

Union leave without pay will be provided insofar as the normal operations of the Library permit, as determined by the Director of Libraries and **CEO**.

19.1 Union Education Leave

An employee who is appointed as a delegate to attend a conference, convention, **educational workshop or school** in connection with **CUPE Saskatchewan or CUPE National**, shall, **upon providing two weeks' notice**, be granted leave of absence without pay to attend the same.

Where the union has approved such education leave during scheduled work hours, the **wages** and benefits of an employee on **union leave** will continue uninterrupted during the **union leave**. Such salary and prorated benefit costs will be recovered by the Employer from the Union.

19.2 Other Leave for Union Business

Upon providing one week's notice, an employee who is appointed by the Union to assist with preparation for investigations, grievances, arbitrations, negotiations, and hearings, shall be granted leave of absence, for a maximum of one day, to attend the same.

Where the union has approved such leave for union business during scheduled work hours, the salary and prorated benefits of an employee on union leave will continue uninterrupted during the union leave. Such salary and prorated benefit costs will be recovered by the Employer from the Union.

Upon application to the Director of Libraries and CEO, other leave for Union business may be granted:

- a) Where, in emergent circumstances, it is not possible to provide one week's notice; or
- b) Where leave is required for longer durations; or
- c) Where the union deems it reasonable to have other union representatives attend meetings.

19.3 Selected for CUPE Saskatchewan or CUPE National Leave

Upon no less than two weeks' notice, and having informed the Employer of the duration of the leave, an employee, who has completed one (1) year of service and who is selected for a position with **CUPE Saskatchewan or CUPE National, for short-term coverage, shall be granted leave of absence without pay.**

Upon no less than two (2) weeks' notice, an extension of the leave may be granted.

Such leave, including extensions, shall be to a maximum of twelve (12) months.

An employee may only be granted two (2) such leaves, including extensions, within a five (5) year period.

No claim shall be entertained for any promotion effected during the employee's absence on leave. During the absence, the employee shall retain and accrue seniority.

19.4 Elected for CUPE Saskatchewan or CUPE National Leave

An employee, who has completed one (1) year of service and who is elected to a full-time position with CUPE Saskatchewan or CUPE National, shall provide as much written notice as possible and shall be granted leave of absence without pay for a maximum of two (2) consecutive years. No extension will be granted.

An employee may only be granted one such leave within a five (5) year period.

No claim shall be entertained for any promotion effected during the employee's absence on leave. During the absence, the employee shall retain and accrue seniority.

Notwithstanding the definition of a term position in Definitions where an employee who has been elected to a full-time position under this article,

the Employer may post a term replacement for the duration of any such leave.

Article 20. Technological Change

20.1 In this section Technological Change means:

- a) The introduction by the Public Library into its work, undertaking or business, of equipment or material of a different nature or kind than that previously utilized by the Library in the operation of the work, undertaking or business;
- b) A change in the manner in which the Employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material; or,
- c) The removal by an Employer of any part of **their** work, undertaking or business.

20.2 Information Exchange

A joint committee formed of five (5) Union and five (5) **Employer** representatives will meet three times (3X) per year and upon request of either party to discuss **Employer's** plans with regards to new technology and to consider the possible effects of the change.

20.3 The parties acknowledge that after having discussed possible proposals regarding the introduction of technological change, that the Union may submit views regarding such change to the **Employer** within six (6) weeks of having been advised of the potential change as provided for in the Information Exchange Committee as described in **20.2** above.

20.4 The Employer shall notify the employees affected and the Union as soon as possible before the introduction of any technological change in the workplace, with written notice of such change to be given three (3) months in advance.

20.5 The Employer shall give notice in writing as provided for in part (d) when it proposes to effect a technological change. Such notice shall state:

- a) The nature of the technological change;
- b) The date upon which the Employer proposes to effect the technological change;
- c) The number and type of employees likely to be affected by the technological change; and,

- d) The effect that the technological change is likely to have on the terms and conditions or tenure of employment of the employees affected.
- 20.6 The parties shall negotiate the impact of the technological change as per ***The Saskatchewan Employment Act***.
- 20.7 No permanent employee shall be dismissed or have **their** regular hours reduced by the Employer because of technological change. An employee displaced by such change will be guaranteed employment in the system at no reduction in salary. If the employee refuses such transfer **the employee** shall be subject to layoff.
- 20.8 Employees whose jobs are affected by the introduction of technological change and who require special training to retain 'their' current position shall be allowed the necessary time to receive such training during their normal working hours.
- 20.9 Electronic Monitoring

The parties recognize that volume measurement may be necessary to obtain an objective evaluation of the level of production of a group, a section or an office. However, there shall be no electronic monitoring of an individual's work output for the purpose of evaluating performance.

Article 21. Occupational Health and Safety

- 21.1 Occupational Health Committees will be established to appropriately represent the places of work of employees. The Committees will consist of equal numbers of employee and management representatives.
- 21.2 The Committee shall have a continuing concern with respect to the health and safety of the employees of the Library as herein represented. Meetings shall take place at a minimum of once quarterly and a maximum of once monthly or more frequently if the Committee as a whole decides, and minutes of the same made available to the Employer and the Union.
- 21.3 The Employer Chairperson shall cause the names of the Committee members to be posted on the Employer's bulletin board.
- 21.4 The duties of the Committee include:
 - a) The receipt, consideration and disposition of complaints respecting the health and safety of the employees.
 - b) The participation in the identification and control of health and safety hazards within the place of employment.

- c) Cooperation with the Occupational Health Services of the Province.
 - d) The maintenance of records in connection with the receipt and disposition of complaints and the attendance to other matters relating to the duties of the Committee as may be contained in *The Occupational Health Act*.
 - e) The setting up of emergency meetings of the Committee to deal with an emergency problem.
- 21.5 Time spent by the employees in performance of their duties as members of the Occupational Health Committee shall be considered as time worked and payment made on the basis of straight-time earnings only.
- 21.6 Such Committee shall not deal with matters which ordinarily are or become a subject for negotiations between the Employer and the Union.

Article 22. Grievance Procedure

- 22.1 A grievance shall be defined as any difference or dispute between the Employer and any employee, group of employees or the Union arising out of an alleged violation of this Collective Agreement **or legislation**.
- 22.2 **The parties agree that it is important to address issues in a timely manner. However, should one of the parties be unable to meet a timeline as prescribed in this article, they will, within the timeline prescribed, notify the other party in writing of the need for an extension.**

22.3 Problem-Solving

Upon becoming aware of a potential grievance, the Union shall first discuss the matter with the employee's manager or Human Resources to attempt to resolve the concern.

22.4 Step 1 – Manager Hearing

If the discussions with the manager or Human Resources do not resolve the concern, and within four (4) calendar weeks of becoming aware of the potential grievance, the Union Grievance Committee may provide a grievance in writing to the manager, with a copy to Human Resources.

The grievance document shall state the nature of the alleged violation and where applicable, the specific Articles or legislation allegedly violated.

The manager shall convene a hearing within two (2) **calendar** weeks of receipt of the grievance.

The manager shall give a decision, in writing, within two (2) **calendar** weeks of the hearing of the grievance. Failing a satisfactory solution, the Union may proceed to Step 2 – **Director of Libraries and CEO Hearing**.

22.5 Step 2 – **Director of Libraries and CEO Hearing**

Within two (2) **calendar** weeks of receipt of the decision of the manager, the Union may submit the grievance in writing to the **Director of Libraries and CEO**. Within two (2) **calendar** weeks of the receipt of the grievance, the **Director of Libraries and CEO** shall convene a hearing. The **Director of Libraries and CEO** shall notify the Union of the decision in writing within two (2) **calendar** weeks. Failing a satisfactory solution, the Union may proceed to Step 3 – **Arbitration**.

Prior to the submission to arbitration either party has the right to submit the grievance to the Saskatoon Public Library Board for their review. Notice of intention to proceed to the Saskatoon Public Library Board must be given within one (1) **calendar** week of receipt of the **Director of Libraries and CEO's** decision. The Union will be advised of the date upon which the grievance will be heard and shall have the right to appear before the Saskatoon Public Library Board at that time.

The decision of the **Employer** will be conveyed to the Union within one (1) **calendar** week of the hearing.

22.6 Step 3 – **Arbitration**

Within four (4) **calendar** weeks of the receipt of the decision of the **Director of Libraries and CEO**, the Union may refer the matter to a Board of Arbitration. If such referral is not made within four (4) **calendar** weeks, the grievance is considered abandoned.

If a grievance is referred to a Board of Arbitration, each party shall nominate one (1) member to such Board within seven (7) days following notice by either party to the other that the grievance is being referred to a Board of Arbitration, and the third (3rd) member and **Chairperson** of the Board of Arbitration shall be appointed by the parties. If the **parties** cannot agree upon the appointment of the **Chairperson** within seven (7) calendar days after the parties have informed each other of their respective nominees, the Minister of Labour shall be requested to appoint the third (3rd) member and **Chairperson** of the Board. Each party shall pay its own costs and expenses in connection with the Board and shall share equally the costs and expenses of the **Chairperson**.

The decision reached by the Arbitrator shall deal with all aspects of the matter or matters in dispute and shall be final and binding on **the** parties. The Arbitrator shall not amend, modify or otherwise change this Collective Agreement.

Should an employee be penalized, **disciplined**, laid off, demoted or **terminated** and it is later established by proceedings under this section that such **discipline** penalty, layoff, demotion or **termination** was unjust or not in accordance with the provisions of this Agreement, **the employee** shall be immediately returned to **their** former status in all respects and shall be compensated for all monetary loss suffered by reason of such penalty, **discipline**, layoff, demotion or **termination** provided. If an employee has been penalized in any way and the parties agree, or the Board of Arbitration decides that such penalty was excessive, but that some penalty ought to be imposed, the parties may agree, or the Board of Arbitration may decide, to impose a lesser penalty on such employee.

The Employer agrees to cooperate with the stewards in the performance of their duties as provided in this **Article**. The Union recognizes that each steward is employed to perform work for the Employer and that **the Employee** will not leave their work **without permission from their manager** to perform their duties as **stewards** under the Agreement. **Such permission will be given in a timely manner and not be unduly withheld.** The Union shall advise the Employer as to the names of stewards or acting stewards.

Article 23. Discipline

The provisions outlined in this Article shall apply to all forms of discipline, unless otherwise stated.

23.1 Process

The Employer shall advise the employee and the Union when a meeting is disciplinary.

Employees will have the protection of due process. In all cases of discipline, the burden of proof of just cause shall rest with the Employer. Evidence presented shall pertain only to the reasons stated in the letter of discipline to the employee.

When the Employer deems it necessary to have an investigation of a formal written complaint conducted by an external investigator, a confidential executive summary of the investigation report, insofar as it relates to those employees in scope of the Union, will be provided to the President of the Union.

When the Employer requires an employee to take a leave from work during an investigatory process such leave will be with full pay and benefits and will not be considered disciplinary in nature.

An employee or Union official authorized by that employee may submit a written request to either the Director of Libraries and CEO or Human Resources to have access to the employee's file. Such access will be granted within three (3) working days of the request.

23.2 Disciplinary Actions and Process

When the Employer requires an employee to attend a meeting that is disciplinary in nature, the employee shall have the right to union representation as determined by the Union. Should the Employer deny union representation, the outcome of such meetings will not become part of the employee's file.

Discipline shall be administered in a timely and respectful fashion.

With the exception of Articles 23.3 a) Verbal Warning and 23.3 d) Dismissal, written discipline given to an employee will include reasons for the discipline, expectations for future performance and consequences of progressive discipline, with copies forwarded to the Union and Human Resources within three (3) working days.

Should the employee be unavailable to attend the disciplinary meeting, the Employer will notify the employee and the Union of the discipline in writing.

An employee may respond in writing to the discipline within four (4) calendar weeks from the date the discipline is given, and such response will become part of the employee's file.

If the Union considers the action unjustified, it shall have, from the date the discipline is given, four (4) calendar weeks in which to file a grievance.

23.3 Progressive Discipline

The Employer endorses the concept of progressive discipline in situations of poor performance. However, the Employer reserves the right to use any disciplinary action deemed appropriate, regardless of the order of the following clauses:

a) Verbal Warning

Should the employee be unavailable to attend the meeting at which the verbal warning is conveyed, the verbal warning may be forwarded to the

employee in writing with a copy to the Union but shall not form part of the employee's file.

Should the employee choose to respond to a verbal warning in writing, such response will become part of the employee's file.

b) Written Reprimand

A written reprimand will be removed from the employee's file after two (2) years of subsequent active employment during which no disciplinary action is taken.

After one (1) year, an employee and/or the Union may request in writing that a reprimand be removed from the employee's file before the expiration of the two (2) calendar year period. The outcome of the review will be relayed to the employee and the Union in writing.

c) Suspension

The Employer reserves the right to suspend an employee for a period of up to two (2) weeks.

A letter of suspension will be removed from the employee's file after three (3) years of subsequent active employment during which no disciplinary action is taken.

After two (2) years, an employee and/or the Union may request in writing that a suspension be removed from the employee's file before the expiration of the two (2) year period. The outcome of the review will be relayed to the employee and the Union in writing.

d) Dismissal

Where an employee is dismissed the Employer will provide written reasons to the employee, with copies forwarded to the Union and Human Resources within three (3) working days.

Article 24. Resignations and Terminations

24.1 Resignations

Where possible, all employees resigning from their employment will give **four (4) weeks'** notice in writing to their **manager**.

24.2 Notice for Termination and Layoff

Except in cases of dismissal for just cause, notice of layoff pursuant to Article 25, or notice where a permanent employee's employment is terminated, shall be given as follows:

- a) Where the employee has passed probation and worked less than five (5) years, four (4) weeks' notice;**
- b) Where the employee's length of service exceeds five (5) years but is less than ten (10) years, six (6) weeks' notice; or**
- c) Where the employee's length of service exceeds ten (10) years, eight (8) weeks' notice.**

Article 25. Layoff

25.1 Layoff Principle

The principle of last-on-first-off according to seniority applies within a position title across the bargaining unit whenever a reduction in permanent full-time or part-time positions become necessary.

25.2 Notice of Layoff

- a) Should any permanent position be eliminated or undergo a reduction in hours for any reason, the affected permanent incumbent will receive a written Notice of Layoff, the length of which notice will be in accordance with Article 24.2 or as required by law, whichever is greater.**
- b) The Employer shall determine whether the employee will work during the notice period set out in Article 24.2 or will receive pay in lieu of notice. Where the Employer determines the employee is to receive pay in lieu of notice, the Employer will determine whether such pay will be as a lump sum or by salary continuance.**
- c) A permanent employee who is in a term position and who receives Notice of Layoff that their permanent position is eliminated, or their hours of work are reduced, will be subject to Article 25. Other affected permanent employees shall be subject to the provisions of Article 25.**
- d) A permanent employee under assessment as set out in Article 7 who receives Notice of Layoff will retain the ability to revert to their**

previous position and any affected permanent employees shall be subject to the provisions of Article 25.

- e) Upon providing Notice of Layoff, the Employer will suspend any recruitment processes for positions in scope of the bargaining unit and will repost all vacant positions internally for one (1) week.
- f) The Notice of Layoff will refer to Articles 24 and 25, and will specifically include:
 - i) The length of notice to which the employee is entitled, per Article 24.2;
 - ii) Whether the employee is being provided working notice or pay in lieu of notice, per Article 25.2 b);
 - iii) If pay in lieu of notice, then whether they will receive salary continuance or a lump sum payment, per Article 25.2 b);
 - iv) The available Layoff Options, per Article 25.4;
 - v) Direction to contact Human Resources in writing to schedule a Layoff Meeting as per Article 25.3, to discuss their Layoff Options, per Article 25.4.
- g) Where an employee has received pay in lieu of notice in a lump sum, and is subsequently selected for, or bumps into, a position during the time that would have been their notice period, an adjustment will be made so that the employee does not receive both regular wages and the lump sum.
- h) A copy of all Notices of Layoff will be sent to the Union.

25.3 Layoff Meeting with Human Resources

- a) Employees who receive Notice of Layoff shall contact Human Resources in writing within seventy-two (72) hours of receiving the Notice of Layoff to schedule a Layoff Meeting to discuss the Layoff Options set out in Article 25.4.
- b) If the employee fails without good and sufficient reason within seventy-two (72) hours following the receipt of Notice of Layoff to contact Human Resources to schedule a Layoff Meeting, the Employer reserves the right to provide the employee with pay in lieu of notice in

accordance with Article 24.2, and notice that their employment and seniority rights have ceased.

- c) **At the Layoff Meeting, Human Resources will inform the employee of the following:**
 - i) **The Layoff Options available to the employee as set out in Article 25.4;**
 - ii) **Any vacant positions to which the employee may apply;**
 - iii) **Possible positions for bumping, in the order as laid out in Article 25.5;**
 - iv) **Pension and benefits information.**
 - v) **The date and time by which the employee must contact Human Resources and the appropriate contact information.**
- d) **Following the Layoff Meeting, the employee shall, within seventy-two (72) hours, advise Human Resources in writing, of their choice from the list of Layoff Options available to them as set out in Article 25.4.**
- e) **If the employee fails without good and sufficient reason within seventy-two (72) hours following the Layoff Meeting to inform Human Resources of the Layoff Option they have elected, the Employer reserves the right to provide the employee with pay in lieu of notice in accordance with Article 24.2, and notice that their employment and seniority rights have ceased.**

25.4 Layoff Options

An employee who has been provided with Notice of Layoff shall elect one of the following:

- a) **Layoff and Pay in lieu of Notice**

An employee who elects in writing to accept layoff and to receive pay in lieu of notice, shall sign an agreement acknowledging their election, and their employment and seniority rights will cease effective the date of their election.

OR

- b) **Layoff and Seniority Rights for Eighteen (18) months**

Where an employee elects in writing to retain seniority rights as defined in Article 6.1, they shall be provided pay in lieu of notice, if applicable, and shall retain and accrue seniority for a maximum period of eighteen (18) months. The eighteen (18) month period begins the date the election is made.

Other than maintaining and accruing seniority as set out above, an employee who elects this option will be considered to be laid off.

During the eighteen (18) month period the individual may apply for internal vacant permanent positions and will be considered for positions according to the provisions of Article 7.

Seniority rights cease after eighteen (18) months unless the individual has been appointed to a permanent position.

OR

c) Bumping

Where an employee advises Human Resources in writing of their election to bump, Article 25.5 will apply.

25.5 Bumping

a) Bumping Principles

The following principles apply to bumping:

- i) The principle of last-on-first-off according to seniority applies within a pay band;
- ii) The bumping employee will be offered positions in the order outlined in Article 25.5 b) for which they have the qualifications;
- iii) Qualifications for a position will be as indicated in the most recent job description for that position except where the Employer can demonstrate there has been a valid change in the qualifications required for the position;
- iv) An employee who has opted to bump will be offered positions at a wage step closest to but not exceeding the employees' former salary;
- v) Assessment periods shall be waived for permanent employees who choose bumping;

- vi) **Employees who have been bumped will have access to the provisions of this article in order of seniority, as soon as is reasonable;**
- vii) **The Employer will notify the Union on a weekly basis of the status of all employees who have chosen to bump or have been bumped. b)**

Bumping Process

- i) **For full-time permanent employees**

If the employee is laid off from a full-time permanent position:

- 1) **Human Resources will within forty-eight (48) hours of receiving notice of the employee's election to bump, arrange a Qualification Meeting to determine the employee's current qualifications.**
- 2) **Once qualifications have been determined, the full-time employee will choose whether they want to be offered only full-time positions or a combination of full-time and part-time positions. Human Resources will use this choice to offer positions to the laid off employee.**
- 3) **Of the position titles for which the laid-off employee is deemed to be qualified, two offers will be made.**
- 4) **Each offer will be from a distinct position title selected through the following process:**
 - A) **First, the position title held by the least senior employee in the same pay band;**
 - B) **Then the position title held by the next least senior employee in a distinct position title in the same pay band until two distinct position titles can be offered;**
 - C) **If two distinct position titles cannot be found in the same pay band, then the process will move to the next pay band down, for one or both positions.**
 - D) **Then the position title held by the employee with the least seniority in the next pay band down;**
 - E) **Then the position title held by the next least senior person in a distinct position title in that same next pay band down until two distinct position titles can be offered;**

F) If two distinct position titles cannot be found in this pay band, for one or both positions, then the process will repeat from C) (above) until two distinct position titles can be offered.

- 5) If the laid-off employee chooses not to take either of the offered positions, they will be subject to Article 25.4 a).**
- 6) If no position can be found for which the employee is qualified, then the employee will be given the option of either Article 25.4 a) or Article 25.4 b).**

ii) For part-time permanent employees

If the employee was laid off from a permanent part-time position:

- 1) Human Resources will within forty-eight (48) hours of receiving notice of the employee's election to bump, arrange a Qualification Meeting to determine the employee's current qualifications.**
- 2) Once qualifications have been determined, the part-time employee will only be offered part-time positions provided that the number of hours is equal to or less than their former permanent position.**
- 3) Of the position titles for which the laid-off employee is deemed to be qualified, two offers will be made.**
- 4) Each offer will be from a distinct position title selected through the following process:**
 - A) First, the position title held by the least senior employee in the same pay band;**
 - B) Then the position title held by the next least senior person in a distinct position title in the same pay band until two distinct position titles can be offered;**
 - C) If two distinct position titles cannot be found in the same pay band, then the process will move to the next pay band down, for one or both positions.**
 - D) Then the position title held by the employee with the least seniority in the next pay band down;**
 - E) Then the position title held by the next least senior person in a distinct position title in that same next pay band down until two**

distinct position titles can be offered;

F) If two distinct position titles cannot be found in this pay band, for one or both positions, then the process will repeat from C) (above) until two distinct position titles can be offered.

5) If the laid-off employee chooses not to take either of the offered positions, they will be subject to Article 25.4 a).

6) If no positions can be found for which the employee is qualified, then the employee will be given the option of either Article 25.4 a) or Article 25.4 b).

iii) Notice to Human Resources

Within forty-eight (48) hours of the Qualifications Meeting, the employee who is subject to layoff shall inform Human Resources in writing of the position title into which they have chosen to bump.

If the employee fails without good and sufficient reason within forty-eight (48) hours following the Qualifications Meeting to inform Human Resources of their decision that they will or will not accept the position offered, the Employer reserves the right to provide the employee with pay in lieu of notice as laid out in Article 24.2, and notice that their employment and seniority rights have ceased.

25.6 Failure to Report to Work

Except for good and sufficient reason, an employee will be deemed to have voluntarily left the service of the Employer and their employment and seniority rights shall cease where the employee has accepted an offer of a position and then fails to report to work on the date and time specified.

Article 26. Superannuation and Retirement

Permanent employees are included in the City of Saskatoon General Superannuation Plan and contributions to the General Superannuation Plan fund are deducted from salary as per the General Superannuation Plan scheme.

Article 27. Group Life Insurance

27.1 Participation in the Group Life Plan, in accordance with its provisions shall be a condition of employment for all employees appointed to permanent positions in

excess of eighteen (18) hours per week. Temporary and part-time employees working in excess of eighteen (18) hours per week shall have the option of joining the Group Insurance Plan.

27.2 The following coverage shall apply to employees enrolled in the group insurance program:

- a) Basic Coverage - Two times (2X) annual salary for all employees, the cost of such insurance shall be shared equally by the employee and Employer.
- b) Optional Coverage - Three times (3X) annual salary, the cost of such insurance shall be shared equally by the employee and the Employer.
- c) Optional Coverage - Four times (4X) annual salary, the cost of such insurance in excess of b) above shall be paid by the employee.
- d) Optional Dependent Coverage - Coverage of three thousand dollars (\$3,000) for the employee's spouse, and coverage of fifteen hundred dollars (\$1,500) for each dependent shall be paid by the employee.
- e) Optional Retirement Coverage – Effective April 28, 2005, upon early retirement, the employee has the option of a fifty thousand dollar (\$50,000) life insurance policy to age sixty-five (65) by paying both employee and Employer premiums. Application must be made at the time of retirement.

Article 28. Car Allowance

Employees authorized and required to use their vehicles for the **business of the Employer** shall receive **the per kilometer rate set by the Canada Revenue Agency**.

Article 29. Dental and Medical/Vision Care Plan

29.1 Dental Plan – The Employer shall provide payment capped at the amount of 1% of payroll for a dental benefit plan.

29.2 Medical/Vision Plan – the Employer shall provide payment capped at the amount of 1% of payroll for a medical/vision plan.

Article 30. Wages

Wages for employees covered by this Agreement shall be as per Wage Schedule. Part-time and casual employees accepting additional hours shall be paid at the rate of pay of the classification level in which they are working.

The rates of pay in the Wage Schedules shall be adjusted as follows:

December 01, 2017	1.5%
July 01, 2018	0.5%
January 01, 2019	1.75%
January 01, 2020	1.75%

Wage Tables

Effective January 1, 2017 to November 30, 2017

Pay band 1

Step	Hourly	Pay Period	Monthly	Annual
1	\$13.2456	\$1,040.31	\$2,080.62	\$24,967.44
2	\$13.5217	\$1,061.99	\$2,123.98	\$25,487.76
3	\$13.7976	\$1,083.66	\$2,167.32	\$26,007.84
maximum	\$14.0735	\$1,105.33	\$2,210.66	\$26,527.92

Circulation Associate

Pay band 2

Step	Hourly	Pay Period	Monthly	Annual
1	\$17.6672	\$1,387.58	\$2,775.16	\$33,301.92
2	\$18.4849	\$1,451.80	\$2,903.60	\$34,843.20
3	\$19.3693	\$1,521.26	\$3,042.52	\$36,510.24
4	\$20.2703	\$1,592.03	\$3,184.06	\$38,208.72
maximum	\$21.0535	\$1,653.54	\$3,307.08	\$39,684.96

No Current Positions

Pay band 3

Step	Hourly	Pay Period	Monthly	Annual
1	\$18.4849	\$1,451.80	\$2,903.60	\$34,843.20
2	\$19.3693	\$1,521.26	\$3,042.52	\$36,510.24
3	\$20.2703	\$1,592.03	\$3,184.06	\$38,208.72
4	\$21.0535	\$1,653.54	\$3,307.08	\$39,684.96
maximum	\$22.2056	\$1,744.03	\$3,488.06	\$41,856.72

Serials Acquisitions Clerk

Processing Clerk

Pay band 4

Step	Hourly	Pay Period	Monthly	Annual
1	\$19.3693	\$1,521.26	\$3,042.52	\$36,510.24
2	\$20.2703	\$1,592.03	\$3,184.06	\$38,208.72
3	\$21.2211	\$1,666.71	\$3,333.42	\$40,001.04
4	\$22.2056	\$1,744.03	\$3,488.06	\$41,856.72
maximum	\$23.0670	\$1,811.68	\$3,623.36	\$43,480.32

Acquisitions/Cataloguer

Effective January 1, 2017 to November 30, 2017

Pay band 5

Step	Hourly	Pay Period	Monthly	Annual
1	\$20.2703	\$1,592.03	\$3,184.06	\$38,208.72
2	\$21.2211	\$1,666.71	\$3,333.42	\$40,001.04
3	\$22.2056	\$1,744.03	\$3,488.06	\$41,856.72
4	\$23.0670	\$1,811.68	\$3,623.36	\$43,480.32
maximum	\$24.3577	\$1,913.05	\$3,826.10	\$45,913.20

Interlibrary Loan Assistant

Pay band 6

Step	Hourly	Pay Period	Monthly	Annual
1	\$21.2211	\$1,666.71	\$3,333.42	\$40,001.04
2	\$22.2056	\$1,744.03	\$3,488.06	\$41,856.72
3	\$23.2566	\$1,826.57	\$3,653.14	\$43,837.68
4	\$24.3577	\$1,913.05	\$3,826.10	\$45,913.20
maximum	\$25.3050	\$1,987.45	\$3,974.90	\$47,698.80

Facility Support Assistant

Library Service Associate

Pay band 7

Step	Hourly	Pay Period	Monthly	Annual
1	\$22.2056	\$1,744.03	\$3,488.06	\$41,856.72
2	\$23.2566	\$1,826.57	\$3,653.14	\$43,837.68
3	\$24.3577	\$1,913.05	\$3,826.10	\$45,913.20
4	\$25.3050	\$1,987.45	\$3,974.90	\$47,698.80
maximum	\$26.7273	\$2,099.16	\$4,198.32	\$50,379.84

Central Service Associate
Special Collections Assistant

Programming Associate

Pay band 8

Step	Hourly	Pay Period	Monthly	Annual
1	\$23.2566	\$1,826.57	\$3,653.14	\$43,837.68
2	\$24.3577	\$1,913.05	\$3,826.10	\$45,913.20
3	\$25.5092	\$2,003.49	\$4,006.98	\$48,083.76
4	\$26.7273	\$2,099.16	\$4,198.32	\$50,379.84
maximum	\$27.7691	\$2,180.99	\$4,361.98	\$52,343.76

No Current Positions

Effective January 1, 2017 to November 30, 2017

Pay Band 9

Step	Hourly	Pay Period	Monthly	Annual
1	\$24.3577	\$1,913.05	\$3,826.10	\$45,913.20
2	\$25.5092	\$2,003.49	\$4,006.98	\$48,083.76
3	\$26.7273	\$2,099.16	\$4,198.32	\$50,379.84
4	\$27.7691	\$2,180.99	\$4,361.98	\$52,343.76
maximum	\$29.3137	\$2,302.30	\$4,604.60	\$55,255.20

No Current Positions

Pay band 10

Step	Hourly	Pay Period	Monthly	Annual
1	\$25.5092	\$2,003.49	\$4,006.98	\$48,083.76
2	\$26.7273	\$2,099.16	\$4,198.32	\$50,379.84
3	\$27.9955	\$2,198.77	\$4,397.54	\$52,770.48
4	\$29.3137	\$2,302.30	\$4,604.60	\$55,255.20
maximum	\$30.7318	\$2,413.68	\$4,827.36	\$57,928.32

Information Technology Support Technician

Pay band 11

Step	Hourly	Pay Period	Monthly	Annual
1	\$27.9955	\$2,198.77	\$4,397.54	\$52,770.48
2	\$29.3137	\$2,302.30	\$4,604.60	\$55,255.20
3	\$30.7318	\$2,413.68	\$4,827.36	\$57,928.32
4	\$32.2169	\$2,530.32	\$5,060.64	\$60,727.68
maximum	\$33.4782	\$2,629.38	\$5,258.76	\$63,105.12

Collections Supervisor
Neighbourhood Librarian

Reference Librarian
Senior Library Service Associate

Pay band 12

Step	Hourly	Pay Period	Monthly	Annual
1	\$29.3137	\$2,302.30	\$4,604.60	\$55,255.20
2	\$30.7318	\$2,413.68	\$4,827.36	\$57,928.32
3	\$32.2169	\$2,530.32	\$5,060.64	\$60,727.68
4	\$33.4782	\$2,629.38	\$5,258.76	\$63,105.12
maximum	\$35.3864	\$2,779.25	\$5,558.50	\$66,702.00

Community Librarian
Graphic Designer
Marketing and Communications Assistant
Outreach Worker

Programming Librarian
Selection Librarian
Special Collections Librarian
Welcoming Initiatives Librarian

Effective January 1, 2017 to November 30, 2017

Pay band 13

Step	Hourly	Pay Period	Monthly	Annual
2	\$32.2169	\$2,530.32	\$5,060.64	\$60,727.68
3	\$33.7514	\$2,650.83	\$5,301.66	\$63,619.92
4	\$35.3864	\$2,779.25	\$5,558.50	\$66,702.00
maximum	\$36.7752	\$2,888.32	\$5,776.64	\$69,319.68

Information Technology Systems Administrator Marketing and Communications Coordinator

Pay band 14

Step	Hourly	Pay Period	Monthly	Annual
1	\$32.2169	\$2,530.32	\$5,060.64	\$60,727.68
2	\$33.7514	\$2,650.83	\$5,301.66	\$63,619.92
3	\$35.3864	\$2,779.25	\$5,558.50	\$66,702.00
4	\$36.7752	\$2,888.32	\$5,776.64	\$69,319.68
maximum	\$38.8741	\$3,053.17	\$6,106.34	\$73,276.08

Online Brand Coordinator

Pay band 15

Step	Hourly	Pay Period	Monthly	Annual
1	\$33.7514	\$2,650.83	\$5,301.66	\$63,619.92
2	\$35.3864	\$2,779.25	\$5,558.50	\$66,702.00
3	\$37.0888	\$2,912.95	\$5,825.90	\$69,910.80
4	\$38.8741	\$3,053.17	\$6,106.34	\$73,276.08
maximum	\$40.4016	\$3,173.14	\$6,346.28	\$76,155.36

No Current Positions

Effective December 1, 2017 to June 30, 2018

Pay band 1

Step	Hourly	Pay Period	Monthly	Annual
1	\$13.4443	\$1,055.92	\$2,111.84	\$25,342.08
2	\$13.7245	\$1,077.92	\$2,155.84	\$25,870.08
3	\$14.0045	\$1,099.91	\$2,199.82	\$26,397.84
maximum	\$14.2845	\$1,121.90	\$2,243.80	\$26,925.60

Circulation Associate

Pay band 2

Step	Hourly	Pay Period	Monthly	Annual
1	\$17.9322	\$1,408.39	\$2,816.78	\$33,801.36
2	\$18.7622	\$1,473.58	\$2,947.16	\$35,365.92
3	\$19.6599	\$1,544.09	\$3,088.18	\$37,058.16
4	\$20.5744	\$1,615.91	\$3,231.82	\$38,781.84
maximum	\$21.3693	\$1,678.34	\$3,356.68	\$40,280.16

No Current Positions

Pay band 3

Step	Hourly	Pay Period	Monthly	Annual
1	\$18.7622	\$1,473.58	\$2,947.16	\$35,365.92
2	\$19.6599	\$1,544.09	\$3,088.18	\$37,058.16
3	\$20.5744	\$1,615.91	\$3,231.82	\$38,781.84
4	\$21.3693	\$1,678.34	\$3,356.68	\$40,280.16
maximum	\$22.5387	\$1,770.19	\$3,540.38	\$42,484.56

Serials Acquisitions Clerk

Processing Clerk

Pay band 4

Step	Hourly	Pay Period	Monthly	Annual
1	\$19.6598	\$1,544.08	\$3,088.16	\$37,057.92
2	\$20.5743	\$1,615.91	\$3,231.82	\$38,781.84
3	\$21.5394	\$1,691.70	\$3,383.40	\$40,600.80
4	\$22.5387	\$1,770.19	\$3,540.38	\$42,484.56
maximum	\$23.4130	\$1,838.86	\$3,677.72	\$44,132.64

Acquisitions/Cataloguer

Effective December 1, 2017 to June 30, 2018

Pay band 5

Step	Hourly	Pay Period	Monthly	Annual
1	\$20.5744	\$1,615.91	\$3,231.82	\$38,781.84
2	\$21.5395	\$1,691.71	\$3,383.42	\$40,601.04
3	\$22.5388	\$1,770.20	\$3,540.40	\$42,484.80
4	\$23.4131	\$1,838.86	\$3,677.72	\$44,132.64
maximum	\$24.7232	\$1,941.76	\$3,883.52	\$46,602.24

Interlibrary Loan Assistant

Pay band 6

Step	Hourly	Pay Period	Monthly	Annual
1	\$21.5394	\$1,691.70	\$3,383.40	\$40,600.80
2	\$22.5387	\$1,770.19	\$3,540.38	\$42,484.56
3	\$23.6055	\$1,853.98	\$3,707.96	\$44,495.52
4	\$24.7231	\$1,941.75	\$3,883.50	\$46,602.00
maximum	\$25.6846	\$2,017.27	\$4,034.54	\$48,414.48

Facility Support Assistant

Library Service Associate

Pay band 7

Step	Hourly	Pay Period	Monthly	Annual
1	\$22.5387	\$1,770.19	\$3,540.38	\$42,484.56
2	\$23.6055	\$1,853.98	\$3,707.96	\$44,495.52
3	\$24.7231	\$1,941.75	\$3,883.50	\$46,602.00
4	\$25.6846	\$2,017.27	\$4,034.54	\$48,414.48
maximum	\$27.1282	\$2,130.65	\$4,261.30	\$51,135.60

Central Service Associate
Special Collections Assistant

Programming Associate

Pay band 8

Step	Hourly	Pay Period	Monthly	Annual
1	\$23.6054	\$1,853.97	\$3,707.94	\$44,495.28
2	\$24.7230	\$1,941.74	\$3,883.48	\$46,601.76
3	\$25.8918	\$2,033.54	\$4,067.08	\$48,804.96
4	\$27.1282	\$2,130.65	\$4,261.30	\$51,135.60
maximum	\$28.1856	\$2,213.70	\$4,427.40	\$53,128.80

No Current Positions

Effective December 1, 2017 to June 30, 2018

Pay band 9

Step	Hourly	Pay Period	Monthly	Annual
1	\$24.7231	\$1,941.75	\$3,883.50	\$46,602.00
2	\$25.8919	\$2,033.55	\$4,067.10	\$48,805.20
3	\$27.1283	\$2,130.66	\$4,261.32	\$51,135.84
4	\$28.1857	\$2,213.70	\$4,427.40	\$53,128.80
maximum	\$29.7535	\$2,336.84	\$4,673.68	\$56,084.16

No Current Positions

Pay band 10

Step	Hourly	Pay Period	Monthly	Annual
1	\$25.8918	\$2,033.54	\$4,067.08	\$48,804.96
2	\$27.1282	\$2,130.65	\$4,261.30	\$51,135.60
3	\$28.4154	\$2,231.75	\$4,463.50	\$53,562.00
4	\$29.7534	\$2,336.83	\$4,673.66	\$56,083.92
maximum	\$31.1928	\$2,449.88	\$4,899.76	\$58,797.12

Information Technology Support Technician

Pay band 11

Step	Hourly	Pay Period	Monthly	Annual
1	\$28.4154	\$2,231.75	\$4,463.50	\$53,562.00
2	\$29.7534	\$2,336.83	\$4,673.66	\$56,083.92
3	\$31.1928	\$2,449.88	\$4,899.76	\$58,797.12
4	\$32.7002	\$2,568.27	\$5,136.54	\$61,638.48
maximum	\$33.9804	\$2,668.82	\$5,337.64	\$64,051.68

Collections Supervisor
Neighbourhood Librarian

Reference Librarian
Senior Library Service Associate

Pay band 12

Step	Hourly	Pay Period	Monthly	Annual
1	\$29.7534	\$2,336.83	\$4,673.66	\$56,083.92
2	\$31.1928	\$2,449.88	\$4,899.76	\$58,797.12
3	\$32.7002	\$2,568.27	\$5,136.54	\$61,638.48
4	\$33.9804	\$2,668.82	\$5,337.64	\$64,051.68
maximum	\$35.9172	\$2,820.94	\$5,641.88	\$67,702.56

Community Librarian
Graphic Designer
Marketing and Communications Assistant
Outreach Worker

Programming Librarian
Selection Librarian
Special Collections Librarian
Welcoming Initiatives Librarian

Effective December 1, 2017 to June 30, 2018

Pay band 13

Step	Hourly	Pay Period	Monthly	Annual
1	\$31.1928	\$2,449.88	\$4,899.76	\$58,797.12
2	\$32.7002	\$2,568.27	\$5,136.54	\$61,638.48
3	\$34.2577	\$2,690.60	\$5,381.20	\$64,574.40
4	\$35.9172	\$2,820.94	\$5,641.88	\$67,702.56
maximum	\$37.3268	\$2,931.65	\$5,863.30	\$70,359.60

Information Technology Systems Administrator

Marketing and Communications Coordinator

Pay band 14

Step	Hourly	Pay Period	Monthly	Annual
1	\$32.7002	\$2,568.27	\$5,136.54	\$61,638.48
2	\$34.2577	\$2,690.60	\$5,381.20	\$64,574.40
3	\$35.9172	\$2,820.94	\$5,641.88	\$67,702.56
4	\$37.3268	\$2,931.65	\$5,863.30	\$70,359.60
maximum	\$39.4572	\$3,098.97	\$6,197.94	\$74,375.28

Online Brand Coordinator

Pay band 15

Step	Hourly	Pay Period	Monthly	Annual
1	\$34.2577	\$2,690.60	\$5,381.20	\$64,574.40
2	\$35.9172	\$2,820.94	\$5,641.88	\$67,702.56
3	\$37.6451	\$2,956.65	\$5,913.30	\$70,959.60
4	\$39.4572	\$3,098.97	\$6,197.94	\$74,375.28
maximum	\$41.0076	\$3,220.74	\$6,441.48	\$77,297.76

No Current Positions

Effective July 1, 2018 to December 31, 2018

Pay band 1

Step	Hourly	Pay Period	Monthly	Annual
1	\$13.5115	\$1,061.19	\$2,122.38	\$25,468.56
2	\$13.7931	\$1,083.31	\$2,166.62	\$25,999.44
3	\$14.0745	\$1,105.41	\$2,210.82	\$26,529.84
maximum	\$14.3559	\$1,127.51	\$2,255.02	\$27,060.24

Circulation Associate

Pay band 2

Step	Hourly	Pay Period	Monthly	Annual
1	\$18.0219	\$1,415.44	\$2,830.88	\$33,970.56
2	\$18.8560	\$1,480.95	\$2,961.90	\$35,542.80
3	\$19.7582	\$1,551.81	\$3,103.62	\$37,243.44
4	\$20.6773	\$1,624.00	\$3,248.00	\$38,976.00
maximum	\$21.4762	\$1,686.74	\$3,373.48	\$40,481.76

No Current Positions

Pay band 3

Step	Hourly	Pay Period	Monthly	Annual
1	\$18.8560	\$1,480.95	\$2,961.90	\$35,542.80
2	\$19.7582	\$1,551.81	\$3,103.62	\$37,243.44
3	\$20.6773	\$1,624.00	\$3,248.00	\$38,976.00
4	\$21.4762	\$1,686.74	\$3,373.48	\$40,481.76
maximum	\$22.6514	\$1,779.04	\$3,558.08	\$42,696.96

Serials Acquisitions Clerk

Processing Clerk

Pay band 4

Step	Hourly	Pay Period	Monthly	Annual
1	\$19.7581	\$1,551.80	\$3,103.60	\$37,243.20
2	\$20.6772	\$1,623.99	\$3,247.98	\$38,975.76
3	\$21.6471	\$1,700.16	\$3,400.32	\$40,803.84
4	\$22.6514	\$1,779.04	\$3,558.08	\$42,696.96
maximum	\$23.5301	\$1,848.05	\$3,696.10	\$44,353.20

Acquisitions/Cataloguer

Effective July 1, 2018 to December 31, 2018

Pay band 5

Step	Hourly	Pay Period	Monthly	Annual
1	\$20.6773	\$1,624.00	\$3,248.00	\$38,976.00
2	\$21.6472	\$1,700.17	\$3,400.34	\$40,804.08
3	\$22.6515	\$1,779.05	\$3,558.10	\$42,697.20
4	\$23.5302	\$1,848.06	\$3,696.12	\$44,353.44
maximum	\$24.8468	\$1,951.47	\$3,902.94	\$46,835.28

Interlibrary Loan Assistant

Pay band 6

Step	Hourly	Pay Period	Monthly	Annual
1	\$21.6471	\$1,700.16	\$3,400.32	\$40,803.84
2	\$22.6514	\$1,779.04	\$3,558.08	\$42,696.96
3	\$23.7235	\$1,863.24	\$3,726.48	\$44,717.76
4	\$24.8467	\$1,951.46	\$3,902.92	\$46,835.04
maximum	\$25.8130	\$2,027.35	\$4,054.70	\$48,656.40

Facility Support Assistant

Library Service Associate

Pay band 7

Step	Hourly	Pay Period	Monthly	Annual
1	\$22.6514	\$1,779.04	\$3,558.08	\$42,696.96
2	\$23.7235	\$1,863.24	\$3,726.48	\$44,717.76
3	\$24.8467	\$1,951.46	\$3,902.92	\$46,835.04
4	\$25.8130	\$2,027.35	\$4,054.70	\$48,656.40
maximum	\$27.2639	\$2,141.31	\$4,282.62	\$51,391.44

Central Service Associate
Special Collections Assistant

Programming Associate

Pay band 8

Step	Hourly	Pay Period	Monthly	Annual
1	\$23.7234	\$1,863.24	\$3,726.48	\$44,717.76
2	\$24.8466	\$1,951.45	\$3,902.90	\$46,834.80
3	\$26.0212	\$2,043.71	\$4,087.42	\$49,049.04
4	\$27.2637	\$2,141.29	\$4,282.58	\$51,390.96
maximum	\$28.3264	\$2,224.76	\$4,449.52	\$53,394.24

No Current Positions

Effective July 1, 2018 to December 31, 2018

Pay band 9

Step	Hourly	Pay Period	Monthly	Annual
1	\$24.8467	\$1,951.46	\$3,902.92	\$46,835.04
2	\$26.0213	\$2,043.71	\$4,087.42	\$49,049.04
3	\$27.2639	\$2,141.31	\$4,282.62	\$51,391.44
4	\$28.3266	\$2,224.77	\$4,449.54	\$53,394.48
maximum	\$29.9022	\$2,348.52	\$4,697.04	\$56,364.48

No Current Positions

Pay band 10

Step	Hourly	Pay Period	Monthly	Annual
1	\$26.0213	\$2,043.71	\$4,087.42	\$49,049.04
2	\$27.2639	\$2,141.31	\$4,282.62	\$51,391.44
3	\$28.5576	\$2,242.91	\$4,485.82	\$53,829.84
4	\$29.9023	\$2,348.53	\$4,697.06	\$56,364.72
maximum	\$31.3489	\$2,462.14	\$4,924.28	\$59,091.36

Information Technology Support Technician

Pay band 11

Step	Hourly	Pay Period	Monthly	Annual
1	\$28.5575	\$2,242.91	\$4,485.82	\$53,829.84
2	\$29.9022	\$2,348.52	\$4,697.04	\$56,364.48
3	\$31.3488	\$2,462.13	\$4,924.26	\$59,091.12
4	\$32.8637	\$2,581.11	\$5,162.22	\$61,946.64
maximum	\$34.1503	\$2,682.16	\$5,364.32	\$64,371.84

Collections Supervisor
Neighbourhood Librarian

Reference Librarian
Senior Library Service Associate

Pay band 12

Step	Hourly	Pay Period	Monthly	Annual
1	\$29.9022	\$2,348.52	\$4,697.04	\$56,364.48
2	\$31.3488	\$2,462.13	\$4,924.26	\$59,091.12
3	\$32.8637	\$2,581.11	\$5,162.22	\$61,946.64
4	\$34.1503	\$2,682.16	\$5,364.32	\$64,371.84
maximum	\$36.0968	\$2,835.04	\$5,670.08	\$68,040.96

Community Librarian
Graphic Designer
Marketing and Communications Assistant
Outreach Worker

Programming Librarian
Selection Librarian
Special Collections Librarian
Welcoming Initiatives Librarian

Effective July 1, 2018 to December 31, 2018

Pay band 13

Monthly	Annual	Monthly	Annual	Monthly
1	\$31.3488	\$2,462.13	\$4,924.26	\$59,091.12
2	\$32.8637	\$2,581.11	\$5,162.22	\$61,946.64
3	\$34.4290	\$2,704.05	\$5,408.10	\$64,897.20
4	\$36.0968	\$2,835.04	\$5,670.08	\$68,040.96
maximum	\$37.5135	\$2,946.31	\$5,892.62	\$70,711.44

Information Technology Systems Administrator Marketing and Communications Coordinator

Pay band 14

Step	Hourly	Pay Period	Monthly	Annual
1	\$32.8637	\$2,581.11	\$5,162.22	\$61,946.64
2	\$34.4290	\$2,704.05	\$5,408.10	\$64,897.20
3	\$36.0968	\$2,835.04	\$5,670.08	\$68,040.96
4	\$37.5135	\$2,946.31	\$5,892.62	\$70,711.44
maximum	\$39.6545	\$3,114.46	\$6,228.92	\$74,747.04

Online Brand Coordinator

Pay band 15

Step	Hourly	Pay Period	Monthly	Annual
1	\$34.4290	\$2,704.05	\$5,408.10	\$64,897.20
2	\$36.0968	\$2,835.04	\$5,670.08	\$68,040.96
3	\$37.8334	\$2,971.44	\$5,942.88	\$71,314.56
4	\$39.6545	\$3,114.46	\$6,228.92	\$74,747.04
maximum	\$41.2127	\$3,236.85	\$6,473.70	\$77,684.40

Effective January 1, 2019 to December 31, 2019

Pay band 1

Step	Hourly	Pay Period	Monthly	Annual
1	\$13.7480	\$1,079.77	\$2,159.54	\$25,914.48
2	\$14.0346	\$1,102.28	\$2,204.56	\$26,454.72
3	\$14.3210	\$1,124.77	\$2,249.54	\$26,994.48
maximum	\$14.6074	\$1,147.27	\$2,294.54	\$27,534.48

Circulation Associate

Pay band 2

Step	Hourly	Pay Period	Monthly	Annual
1	\$18.3373	\$1,440.21	\$2,880.42	\$34,565.04
2	\$19.1860	\$1,506.87	\$3,013.74	\$36,164.88
3	\$20.1039	\$1,578.96	\$3,157.92	\$37,895.04
4	\$21.0391	\$1,652.41	\$3,304.82	\$39,657.84
maximum	\$21.8520	\$1,716.26	\$3,432.52	\$41,190.24

No Current Positions

Pay band 3

Step	Hourly	Pay Period	Monthly	Annual
1	\$19.1860	\$1,506.87	\$3,013.74	\$36,164.88
2	\$20.1039	\$1,578.96	\$3,157.92	\$37,895.04
3	\$21.0391	\$1,652.41	\$3,304.82	\$39,657.84
4	\$21.8520	\$1,716.26	\$3,432.52	\$41,190.24
maximum	\$23.0478	\$1,810.17	\$3,620.34	\$43,444.08

Serials Acquisitions Clerk

Processing Clerk

Pay band 4

Step	Hourly	Pay Period	Monthly	Annual
1	\$20.1039	\$1,578.96	\$3,157.92	\$37,895.04
2	\$21.0391	\$1,652.41	\$3,304.82	\$39,657.84
3	\$22.0260	\$1,729.92	\$3,459.84	\$41,518.08
4	\$23.0478	\$1,810.17	\$3,620.34	\$43,444.08
maximum	\$23.9419	\$1,880.40	\$3,760.80	\$45,129.60

Acquisitions/Cataloguer

Effective January 1, 2019 to December 31, 2019

Pay band 5

Step	Hourly	Pay Period	Monthly	Annual
1	\$21.0392	\$1,652.42	\$3,304.84	\$39,658.08
2	\$22.0261	\$1,729.93	\$3,459.86	\$41,518.32
3	\$23.0479	\$1,810.18	\$3,620.36	\$43,444.32
4	\$23.9420	\$1,880.40	\$3,760.80	\$45,129.60
maximum	\$25.2817	\$1,985.62	\$3,971.24	\$47,654.88

Interlibrary Loan Assistant

Pay band 6

Step	Hourly	Pay Period	Monthly	Annual
1	\$22.0259	\$1,729.91	\$3,459.82	\$41,517.84
2	\$23.0477	\$1,810.17	\$3,620.34	\$43,444.08
3	\$24.1386	\$1,895.85	\$3,791.70	\$45,500.40
4	\$25.2815	\$1,985.61	\$3,971.22	\$47,654.64
maximum	\$26.2647	\$2,062.83	\$4,125.66	\$49,507.92

Facility SupportAssistant

Library Service Associate

Pay band 7

Step	Hourly	Pay Period	Monthly	Annual
1	\$23.0478	\$1,810.17	\$3,620.34	\$43,444.08
2	\$24.1387	\$1,895.85	\$3,791.70	\$45,500.40
3	\$25.2816	\$1,985.62	\$3,971.24	\$47,654.88
4	\$26.2648	\$2,062.84	\$4,125.68	\$49,508.16
maximum	\$27.7410	\$2,178.78	\$4,357.56	\$52,290.72

Central Service Associate
Special Collections Assistant

Programming Associate

Pay band 8

Step	Hourly	Pay Period	Monthly	Annual
1	\$24.1386	\$1,895.85	\$3,791.70	\$45,500.40
2	\$25.2815	\$1,985.61	\$3,971.22	\$47,654.64
3	\$26.4767	\$2,079.48	\$4,158.96	\$49,907.52
4	\$27.7410	\$2,178.78	\$4,357.56	\$52,290.72
maximum	\$28.8223	\$2,263.70	\$4,527.40	\$54,328.80

No Current Positions

Effective January 1, 2019 to December 31, 2019

Pay band 9

Step	Hourly	Pay Period	Monthly	Annual
1	\$25.2815	\$1,985.61	\$3,971.22	\$47,654.64
2	\$26.4767	\$2,079.48	\$4,158.96	\$49,907.52
3	\$27.7410	\$2,178.78	\$4,357.56	\$52,290.72
4	\$28.8223	\$2,263.70	\$4,527.40	\$54,328.80
maximum	\$30.4255	\$2,389.62	\$4,779.24	\$57,350.88

No Current Positions

Pay band 10

Step	Hourly	Pay Period	Monthly	Annual
1	\$26.4767	\$2,079.48	\$4,158.96	\$49,907.52
2	\$27.7410	\$2,178.78	\$4,357.56	\$52,290.72
3	\$29.0573	\$2,282.16	\$4,564.32	\$54,771.84
4	\$30.4255	\$2,389.62	\$4,779.24	\$57,350.88
maximum	\$31.8974	\$2,505.22	\$5,010.44	\$60,125.28

Information Technology Support Technician

Pay band 11

Step	Hourly	Pay Period	Monthly	Annual
1	\$29.0573	\$2,282.16	\$4,564.32	\$54,771.84
2	\$30.4255	\$2,389.62	\$4,779.24	\$57,350.88
3	\$31.8974	\$2,505.22	\$5,010.44	\$60,125.28
4	\$33.4388	\$2,626.28	\$5,252.56	\$63,030.72
maximum	\$34.7479	\$2,729.10	\$5,458.20	\$65,498.40

Collections Supervisor
Neighbourhood Librarian

Reference Librarian
Senior Library Service Associate

Pay band 12

Step	Hourly	Pay Period	Monthly	Annual
1	\$30.4255	\$2,389.62	\$4,779.24	\$57,350.88
2	\$31.8974	\$2,505.22	\$5,010.44	\$60,125.28
3	\$33.4388	\$2,626.28	\$5,252.56	\$63,030.72
4	\$34.7479	\$2,729.10	\$5,458.20	\$65,498.40
maximum	\$36.7285	\$2,884.66	\$5,769.32	\$69,231.84

Community Librarian
Graphic Designer
Marketing and Communications Assistant
Outreach Worker

Programming Librarian
Selection Librarian
Special Collections Librarian
Welcoming Initiatives Librarian

Effective January 1, 2019 to December 31, 2019

Pay band 13

Step	Hourly	Pay Period	Monthly	Annual
1	\$31.8974	\$2,505.22	\$5,010.44	\$60,125.28
2	\$33.4388	\$2,626.28	\$5,252.56	\$63,030.72
3	\$35.0315	\$2,751.37	\$5,502.74	\$66,032.88
4	\$36.7285	\$2,884.66	\$5,769.32	\$69,231.84
maximum	\$38.1700	\$2,997.87	\$5,995.74	\$71,948.88

Information Technology Systems Administrator

Marketing and Communications Coordinator

Pay band 14

Step	Hourly	Pay Period	Monthly	Annual
1	\$33.4388	\$2,626.28	\$5,252.56	\$63,030.72
2	\$35.0315	\$2,751.37	\$5,502.74	\$66,032.88
3	\$36.7285	\$2,884.66	\$5,769.32	\$69,231.84
4	\$38.1700	\$2,997.87	\$5,995.74	\$71,948.88
maximum	\$40.3485	\$3,168.97	\$6,337.94	\$76,055.28

Online Brand Coordinator

Pay band 15

Step	Hourly	Pay Period	Monthly	Annual
1	\$35.0315	\$2,751.37	\$5,502.74	\$66,032.88
2	\$36.7285	\$2,884.66	\$5,769.32	\$69,231.84
3	\$38.4955	\$3,023.44	\$6,046.88	\$72,562.56
4	\$40.3485	\$3,168.97	\$6,337.94	\$76,055.28
maximum	\$41.9339	\$3,293.49	\$6,586.98	\$79,043.76

No Current Positions

Effective January 1, 2020 to December 31, 2020

Pay band 1

Step	Hourly	Pay Period	Monthly	Annual
1	\$13.9886	\$1,098.66	\$2,197.32	\$26,367.84
2	\$14.2802	\$1,121.57	\$2,243.14	\$26,917.68
3	\$14.5716	\$1,144.45	\$2,288.90	\$27,466.80
maximum	\$14.8630	\$1,167.34	\$2,334.68	\$28,016.16

Circulation Associate

Pay band 2

Step	Hourly	Pay Period	Monthly	Annual
1	\$18.6582	\$1,465.42	\$2,930.84	\$35,170.08
2	\$19.5218	\$1,533.24	\$3,066.48	\$36,797.76
3	\$20.4558	\$1,606.60	\$3,213.20	\$38,558.40
4	\$21.4073	\$1,681.33	\$3,362.66	\$40,351.92
maximum	\$22.2344	\$1,746.29	\$3,492.58	\$41,910.96

No Current Positions

Pay band 3

Step	Hourly	Pay Period	Monthly	Annual
1	\$19.5218	\$1,533.24	\$3,066.48	\$36,797.76
2	\$20.4558	\$1,606.60	\$3,213.20	\$38,558.40
3	\$21.4073	\$1,681.33	\$3,362.66	\$40,351.92
4	\$22.2344	\$1,746.29	\$3,492.58	\$41,910.96
maximum	\$23.4511	\$1,841.85	\$3,683.70	\$44,204.40

Serials Acquisitions Clerk

Processing Clerk

Pay band 4

Step	Hourly	Pay Period	Monthly	Annual
1	\$20.4557	\$1,606.59	\$3,213.18	\$38,558.16
2	\$21.4072	\$1,681.32	\$3,362.64	\$40,351.68
3	\$22.4113	\$1,760.18	\$3,520.36	\$42,244.32
4	\$23.4510	\$1,841.84	\$3,683.68	\$44,204.16
maximum	\$24.3607	\$1,913.29	\$3,826.58	\$45,918.96

Acquisitions/Cataloguer

Effective January 1, 2020 to December 31, 2020

Pay band 5

Step	Hourly	Pay Period	Monthly	Annual
1	\$21.4074	\$1,681.34	\$3,362.68	\$40,352.16
2	\$22.4115	\$1,760.20	\$3,520.40	\$42,244.80
3	\$23.4512	\$1,841.86	\$3,683.72	\$44,204.64
4	\$24.3609	\$1,913.31	\$3,826.62	\$45,919.44
maximum	\$25.7240	\$2,020.36	\$4,040.72	\$48,488.64

Interlibrary Loan Assistant

Pay band 6

Step	Hourly	Pay Period	Monthly	Annual
1	\$22.4114	\$1,760.19	\$3,520.38	\$42,244.56
2	\$23.4511	\$1,841.85	\$3,683.70	\$44,204.40
3	\$24.5611	\$1,929.03	\$3,858.06	\$46,296.72
4	\$25.7240	\$2,020.36	\$4,040.72	\$48,488.64
maximum	\$26.7244	\$2,098.93	\$4,197.86	\$50,374.32

Facility Support Assistant

Library Service Associate

Pay band 7

Step	Hourly	Pay Period	Monthly	Annual
1	\$23.4511	\$1,841.85	\$3,683.70	\$44,204.40
2	\$24.5611	\$1,929.03	\$3,858.06	\$46,296.72
3	\$25.7240	\$2,020.36	\$4,040.72	\$48,488.64
4	\$26.7244	\$2,098.93	\$4,197.86	\$50,374.32
maximum	\$28.2265	\$2,216.91	\$4,433.82	\$53,205.84

Central Service Associate
Special Collections Assistant

Programming Associate

Pay band 8

Step	Hourly	Pay Period	Monthly	Annual
1	\$24.5610	\$1,929.02	\$3,858.04	\$46,296.48
2	\$25.7239	\$2,020.36	\$4,040.72	\$48,488.64
3	\$26.9400	\$2,115.87	\$4,231.74	\$50,780.88
4	\$28.2264	\$2,216.90	\$4,433.80	\$53,205.60
maximum	\$29.3266	\$2,303.31	\$4,606.62	\$55,279.44

No Current Positions

Effective January 1, 2020 to December 31, 2020

Pay band 9

Step	Hourly	Pay Period	Monthly	Annual
1	\$25.7239	\$2,020.36	\$4,040.72	\$48,488.64
2	\$26.9400	\$2,115.87	\$4,231.74	\$50,780.88
3	\$28.2264	\$2,216.90	\$4,433.80	\$53,205.60
4	\$29.3266	\$2,303.31	\$4,606.62	\$55,279.44
maximum	\$30.9578	\$2,431.43	\$4,862.86	\$58,354.32

No Current Positions

Pay band 10

Step	Hourly	Pay Period	Monthly	Annual
1	\$26.9400	\$2,115.87	\$4,231.74	\$50,780.88
2	\$28.2264	\$2,216.90	\$4,433.80	\$53,205.60
3	\$29.5657	\$2,322.09	\$4,644.18	\$55,730.16
4	\$30.9578	\$2,431.43	\$4,862.86	\$58,354.32
maximum	\$32.4554	\$2,549.05	\$5,098.10	\$61,177.20

Information Technology Support Technician

Pay band 11

Step	Hourly	Pay Period	Monthly	Annual
1	\$29.5658	\$2,322.10	\$4,644.20	\$55,730.40
2	\$30.9579	\$2,431.43	\$4,862.86	\$58,354.32
3	\$32.4555	\$2,549.05	\$5,098.10	\$61,177.20
4	\$34.0239	\$2,672.24	\$5,344.48	\$64,133.76
maximum	\$35.3559	\$2,776.85	\$5,553.70	\$66,644.40

Collections Supervisor
Neighbourhood Librarian

Reference Librarian
Senior Library Service Associate

Pay band 12

Step	Hourly	Pay Period	Monthly	Annual
1	\$30.9579	\$2,431.43	\$4,862.86	\$58,354.32
2	\$32.4555	\$2,549.05	\$5,098.10	\$61,177.20
3	\$34.0239	\$2,672.24	\$5,344.48	\$64,133.76
4	\$35.3559	\$2,776.85	\$5,553.70	\$66,644.40
maximum	\$37.3711	\$2,935.13	\$5,870.26	\$70,443.12

Community Librarian Graphic Designer
Marketing and Communications Assistant
Outreach Worker

Programming Librarian
Selection Librarian
Special Collections Librarian
Welcoming Initiatives Librarian

Effective January 1, 2020 to December 31, 2020

Pay band 13

Step	Hourly	Pay Period	Monthly	Annual
1	\$32.4556	\$2,549.06	\$5,098.12	\$61,177.44
2	\$34.0240	\$2,672.24	\$5,344.48	\$64,133.76
3	\$35.6446	\$2,799.53	\$5,599.06	\$67,188.72
4	\$37.3713	\$2,935.14	\$5,870.28	\$70,443.36
maximum	\$38.8380	\$3,050.34	\$6,100.68	\$73,208.16

Information Technology Systems Administrator

Marketing and Communications Coordinator

Pay band 14

Step	Hourly	Pay Period	Monthly	Annual
1	\$34.0240	\$2,672.24	\$5,344.48	\$64,133.76
2	\$35.6446	\$2,799.53	\$5,599.06	\$67,188.72
3	\$37.3713	\$2,935.14	\$5,870.28	\$70,443.36
4	\$38.8380	\$3,050.34	\$6,100.68	\$73,208.16
maximum	\$41.0546	\$3,224.43	\$6,448.86	\$77,386.32

Online Brand Coordinator

Pay band 15

Step	Hourly	Pay Period	Monthly	Annual
1	\$35.6446	\$2,799.53	\$5,599.06	\$67,188.72
2	\$37.3713	\$2,935.14	\$5,870.28	\$70,443.36
3	\$39.1692	\$3,076.35	\$6,152.70	\$73,832.40
4	\$41.0546	\$3,224.43	\$6,448.86	\$77,386.32
maximum	\$42.6678	\$3,351.13	\$6,702.26	\$80,427.12

No Current Positions

Appendix A

Casual and Circulation Associate Table of Application

Article or Section	Circulation Associates	Casuals
Preamble	Applies	Applies
Definitions	Applies	Applies
Article 1: Term of Agreement	Applies	Applies
Article 2: Scope	Applies	Applies
Article 3: Recognition	Applies	Applies
Article 4: Resolutions	Applies	Applies
Article 5: Fair Employment Practices	Applies	Applies
Article 6: Seniority	Applies	6.1; 6.2 a); 6.2 b); 6.2 c); 6.2 e) only applies with respect to an approved leave of absence; 6.2 f); 6.2 g); 6.3; 6.4 apply;
Article 7: Appointments	Applies, except 7.4	7.4 applies
Article 8: Superior Duty	Applies	Does not apply
Article 9: Hours of Work	Does not apply	9.6; 9.8; 9.9; 9.11; 9.12; 9.13; Apply; see Appendix C – MOA Re: Casual Employee Hired Prior to December 5, 1990
Article 10: Vacations	10.6 applies ; see Appendix B – Vacations for Circulation Associates and Casuals	10.6 applies ; see Appendix B – Vacations for Circulation Associates and Casuals
Article 11: Public Holidays	Does not apply; Holiday pay according to the <i>Saskatchewan Employment Act</i> for holidays listed in 11.1	Does not apply; Holiday pay according to the <i>Saskatchewan Employment Act</i> for holidays listed in 11.1
Article 12: Sick Leave	Does not apply; see MOA Re: Sick Leave for Circulation Associates	Does not apply; see Appendix B – Sick Leave for Casuals
Article 13: Maternity, Adoption, and Parental Leave	Does not apply; Circulation Associates receive Maternity, Adoption, and Parental Leave according to the <i>Saskatchewan Employment Act</i>	Does not apply; Casuals receive Maternity, Adoption, and Parental Leave according to the <i>Saskatchewan Employment Act</i>

Article 14: Compassionate Leave and Bereavement Leave	Applies	Does not apply
Article 15: Jury and Witness Duty	Applies	Applies
Article 16: Employee Development	Applies effective the date of signing of this Collective Agreement dated January 1, 2018 to December 31, 2020	Does not apply
Article 17: Leave Without Pay	Applies	Applies; see Appendix B – Leave Without Pay for Casuals
Article 18: Union Leave – Employer Paid	Applies	Does not apply
Article 19: Union Leave – Unpaid	Applies	Does not apply
Article 20: Technological Change	Does not apply	Does not apply
Article 21: Occupational Health and Safety	Applies	Applies
Article 22: Grievance Procedure	Applies	Applies
Article 23: Discipline	Applies	Applies
Article 24: Resignations and Terminations	Does not apply; see Appendix B – Resignations, Terminations and Layoffs for Circulation Associates	Does not apply
Article 25: Layoff	Does not apply; see Appendix B – Resignations, Terminations and Layoffs for Circulation Associates	Does not apply
Article 26: Superannuation and Retirement	Does not apply	Does not apply
Article 27: Group Life Insurance	Does not apply	Does not apply
Article 28: Car Allowance	Applies	Applies
Article 29: Dental and Medical/Vision Care Plan	Does not apply	Does not apply
Article 30: Wages	Applies	Applies
Wage Tables	Applies with steps as stated in Appendix B – Wage Steps for Circulation Associates	Applies with steps as stated in Appendix B – Wage Steps for Casuals

Appendix B

Casual and Circulation Associate Details Notes and Memoranda

Vacations for Circulation Associates and Casuals

Casual employees and **Circulation Associates** shall receive vacation pay in accordance with the *Saskatchewan Employment Act*. **Upon approval from their manager, Casuals and Circulation Associates are entitled to unpaid vacation leave in accordance with the *Saskatchewan Employment Act*.**

Sick Leave for Casuals

While Casuals are appointed to temporary positions, Article **12.5** shall apply and these Article **12.5** acquired credits will not be carried over for Casual status use. These acquired credits, however, will be retained for use in another temporary position, if the Casual is appointed to such a position within twelve (12) months.

Leave Without Pay for Casuals

Casual employees may be granted leave of absence without pay and without the accumulation of any benefit. Such leave request must be made at least two (2) weeks in advance.

Resignations, Terminations and Layoffs for Circulation Associates

a) Resignation

Where possible, a **Circulation Associate** will provide **four (4) weeks'** notice in writing to their **manager**.

b) Notice and Termination

Except in cases of dismissal for just cause, **where a Circulation Associate's service has been terminated, the Employer shall provide the following written notice, in accordance with *The Saskatchewan Employment Act*, or equivalent pay in lieu of notice:**

- i) **Where the Circulation Associate has been employed for greater than thirteen (13) weeks but one (1) year or less, then one (1) week of notice;**
- ii) **Where the Circulation Associate has been employed for more than one (1) year but three (3) years or less, then two (2) weeks of notice;**

- iii) **Where employment has been more than three (3) years but five (5) years or less, then four (4) weeks of notice;**
- iv) **Where employment has been more than five (5) years but is less than ten (10) years, then six (6) weeks of notice;**
- v) **Where the employment has been ten (10) years or more and whose service, then eight (8) weeks of notice.**

c) **Change in Hours Initiated by a Circulation Associate**

A Circulation Associate may request to their manager, in writing, a reduction or change to their scheduled hours of work. Where operational needs allow, the reduction or change will be made.

d) **Layoff**

Where a change in schedule or a reduction of hours for Circulation Associates is required by the Employer, the following will apply:

i) **Problem-solving**

The manager will inform those Circulation Associates affected by the change or reduction and will undertake a problem-solving process to determine if the changes may be implemented without having to proceed to layoff.

Affected Circulation Associates may choose to accept the new schedules, by seniority.

Those Circulation Associates affected by a schedule change who are unable to accept a new schedule will be subject to layoff with Layoff Options as outlined in d) iv) (below).

The Union will be informed of the problem-solving process and its outcomes.

ii) **Layoff Process**

When a reduction of hours occurs at a branch or system wide and layoff is required, the least senior Circulation Associates in the branch, where the reduction occurs at a branch, or the least senior Circulation Associates in the system, where the reduction is system wide, will be provided with written Notice of Layoff, the length of which notice will be in accordance with this Appendix.

The Notice of Layoff will include the length of notice to which the Circulation Associates is entitled, the Layoff Options available to them and direction to contact Human Resources within seventy-two (72) hours following the receipt of their Notice of Layoff to schedule a Layoff Meeting to discuss their layoff options.

If the Circulation Associates fails without good and sufficient reason within seventy-two (72) hours following the receipt of their Notice of Layoff to contact Human Resources to schedule a meeting, the Employer reserves the right to provide the Circulation Associates with pay in lieu of notice in accordance with this Appendix and notice that their employment and seniority rights have ceased.

iii) Layoff Meeting

At the Layoff Meeting, Human Resources will inform the Circulation Associates of the following:

- (1) Their available layoff options;**
- (2) Any vacant blocks of hours to which the Circulation Associates may apply;**
- (3) Their possible bumping options;**
- (4) Pension and benefits information;**
- (5) The date and time by which the Circulation Associates must contact Human Resources of their choice and the appropriate contact information. If the Circulation Associates fails without good and sufficient reason to inform Human Resources of the layoff option the laid off Circulation Associates has chosen by the stated date, the Employer reserves the right to provide the Circulation Associates with pay in lieu of notice in accordance with this Appendix and notice that their employment and seniority rights have ceased.**

iv) Layoff Options

A Circulation Associates who has been provided with Notice of Layoff shall elect one of the following:

- (1) Layoff and pay in lieu of notice as per this Appendix**

A Circulation Associate who elects in writing to accept layoff and to receive pay in lieu of notice, shall sign an agreement acknowledging their election, and their employment and seniority rights will cease effective the date of their election;

(2) Layoff and retain seniority rights for eighteen (18) months

Where a Circulation Associate elects in writing to retain seniority rights as defined in Article 6.1, they shall be provided pay in lieu of notice, if applicable, and shall retain and accrue seniority for a maximum period of eighteen (18) months. The eighteen (18) month period begins the date the election is made.

Other than maintaining and accruing seniority as set out above, a Circulation Associate who elects this options will be considered to be laid off.

During the eighteen (18) month period the individual may apply for vacant blocks of hours or other positions and will be considered according to the provisions of Article 7. Seniority rights cease after eighteen (18) months unless the individual has been appointed to a vacant block of hours or other position within SPL;

Or

(3) Bumping according to subsection (v) below.

v) Bumping

Where a Circulation Associate has elected in writing to bump, the laid off Circulation Associate will be provided with two positions from which to choose. The Circulation Associate will be offered blocks of hours of equal or fewer hours than the block the laid off Circulation Associate held before layoff, starting with the blocks with the closest as possible number of hours to the block they held before layoff. The laid off Circulation Associate will only be offered blocks of hours held by less senior Circulation Associates.

Should the Circulation Associate choose not to bump into either block of hours the laid off Circulation Associate is offered or fails to advise Human Resources in writing of which block of hours they wish to bump within forty-eight (48) hours of offer, the laid off Circulation Associate will be provided with pay in lieu of notice as per this Appendix and notice that their employment and seniority rights have ceased.

vi) Miscellaneous

(1) Assessment periods shall be waived for Circulation

Associates who have chosen to bump or who are placed in a vacant block of hours.

- (2) Circulation Associates who have been bumped will have access to their options under this Appendix, in order of seniority, as soon as is reasonable.**
- (3) The Employer will notify the Union on a weekly basis of the status of those Circulation Associates who have chosen to bump, who have been bumped or who have been placed in a vacant block of hours.**

Wage Steps for Casuals

0 to 1885 hours	Step 1
1886 to 3770 hours	Step 2
3771 to 5655 hours	Step 3
Maximum (5656 plus) hours	Step 4

Wage Steps for Circulation Associates

0 to 1885 hours	Step 1
1886 to 3770 hours	Step 2
3771 to 5655 hours	Step 3
Maximum (5656 plus) hours	Step 4

Appendix C

MEMORANDUM OF AGREEMENT

between

The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669

Re: Hours of Work for Circulation Associates (2019)

This Memorandum of Agreement replaces the Memorandum of Agreement dated February 25, 2015.

The parties have agreed that Article 9 (Hours of Work) will be discussed in the next round of bargaining for the Collective Agreement for the period beginning January 1, 2021. Hours of work for Circulation Associates as set out in this memorandum will be included in those discussions.

The parties also acknowledge that while this memorandum has been revised to align with the concepts of probation and assessment for Circulation Associates as agreed to in Article 7 of the Collective Agreement dated January 1, 2017 to December 31, 2020, and to make minor housekeeping changes, the memorandum has not been revised in its entirety, and agree that the remaining provisions will be addressed during the next round of negotiations.

1. Regular Blocks of Hours

Circulation Associates shall only have regular scheduled hours of work in one Branch. Should it be determined that vacant hours will be filled, **the Employer** may divide available work into blocks, and notice of such work shall be **posted pursuant to Article 7.1.**

Seniority in accordance with Article **6.1** shall be the determining factor in selecting the successful **Circulation Associate.**

The probationary period for a Circulation Associate is as set out in Article 7.3.

The assessment period for a Circulation Associate is as set out in Article 7.5.

2. Additional Call-In Hours

- a) Opportunity for additional **Circulation Associate** call-in hours of work may be made in the following order:
 - i) To the exiting available **Circulation Associates** in the branch in order of seniority, and then
 - ii) To those **Circulation Associates** who are on the master call-in list, in order of seniority.

The Employer may divide available work into blocks as it determines necessary.

In the event that call-in hours accepted by **Circulation Associates** result in unauthorized overtime, these overtime hours shall be balanced over a period of three **(3)** weeks.

- b) When a **Circulation Associates** has successfully completed **their** probation period, **the Circulation Associates** may be added to the master call-in list for **Circulation Associates**. The **Circulation Associates** must indicate the **branches they wish** to be added to for call in, and the hours **they are** available to work for call-in hours. Any changes to the requested **branches** or available hours must be submitted, in writing by the **Circulation Associates**, to **the Employer**.

3. Applying for Temporary Blocks of Hours

- a) Exceeding Three **(3)** Months Duration:
 - i) A notice outlining the block of hours, shall be posted **pursuant to Article 7.1**.
 - ii) The successful applicant to a temporary block of hours **shall** give up **their** regular block of hours for the duration of the term if the temporary block is in a different **branch** than the regular block of hours held by the applicant. A **Circulation Associate** who holds a regular block of hours may be awarded a temporary block of hours in addition to **their** regular hours provided each block of hours is in the same **branch** and the hours do not conflict.
- b) Less Than Three **(3)** Months Duration:

The Employer may divide available work into blocks and offer as follows:

- i) To existing available **Circulation Associates** in the Branch, in order of seniority.
- ii) To **Circulation Associates** who are on the master call-in list, in order of seniority.

4. Trading Individual Shifts for a Specified Temporary Period

- a) The **Circulation Associate** requesting a trade will be responsible for finding a **Circulation Associate** within **their** branch interested in a trade of hours. The **Circulation Associates** must complete the appropriate forms and submit it to their **manager**. If unable to find someone interested in trading, the **Circulation Associate** is required to report to work for all hours of their block, **or may apply for leave as set out in subsection 5 below.**
- b) If a temporary trade is in effect and one of the two **Circulation Associates** resign, the remaining **Circulation Associate** is required to revert to their original block of hours and may attempt to find another trade or request leave **as set out in subsection 5 below.**

5. Leave of Absence and Vacation

- a) **A Circulation Associate may take vacation leave without pay upon approval of their manager, provided reasonable notice is given and operational needs are met.**
- b) **A Circulation Associate may apply for a leave of absence without pay provided reasonable notice is given and operational needs can be met. Request for leave of absence without pay in excess of five (5) working days shall be at the discretion of the Director of Libraries and CEO.**

6. Casual Employees

- a) It is understood that casual employees may apply for regular blocks of **Circulation Associate** hours, as per **subsection 1 (Regular Blocks of Hours)**, provided that upon receiving the **Circulation Associate** hours, they will relinquish all rights to casual work.
- b) A casual employee who has been successful pursuant to a) above shall not be eligible to return to casual status for a period of at least six (6) months.

7. **Casual Call-In List**

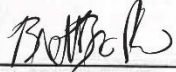
When the Employer requires casual staff added to the "call-in" list, **Article 7.1** will apply.

Circulation Associates who possess the required qualifications and accept casual hours may retain their regular **Circulation Associate** hours but shall not be allowed to accept either **additional call-in hours** or **temporary blocks of hours less than three (3) months' duration**.

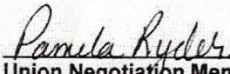
Signed this 25 day of MARCH, 2020.

SASKATOON PUBLIC LIBRARY BOARD

CUPE LOCAL NO. 2669



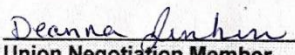
Chairperson



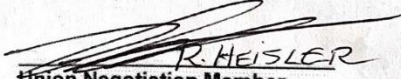
Union Negotiation Member



Director of Libraries and CEO



Union Negotiation Member



R. HEISLER
Union Negotiation Member
CUPE REPRESENTATIVE

MEMORANDUM OF AGREEMENT

between

**The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669**

Re: Circulation Associate Sick Leave (2019)

The parties have agreed to discuss sick leave for Circulation Associates (formerly referred to as pages) in the round of bargaining for the collective agreement for the period January 01, 2017 to December 31, 2020.

The parties also acknowledge they have agreed to discuss Article 12 (Sick Leave) of the collective agreement as part of the negotiations for the collective agreement beginning January 01, 2021.

The parties desire to ensure equity between Circulation Associates and those employees covered by Article 12 (Sick Leave), and therefore wish to address sick leave for Circulation Associates by this Memorandum of Agreement (MOA), pending negotiations for the agreement effective January 1, 2021.

The parties therefore agree to the following:

1. For the purpose of this MOA, the definition of a shift shall be the regularly scheduled hours of the Circulation Associate in a calendar day.
2. Circulation Associates who work an average of the following hours per week, over the course of the previous twelve (12) month period, and who have completed at least three months' employment, will acquire sick leave credits at the following rates of paid sick leave in a calendar year:

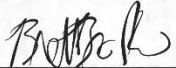
Average of less than ten (10) hours	2 shifts
Average of ten (10) and less than twenty (20) hours	5 shifts
Average of twenty (20) or more hours	8 shifts
3. Credits for new Circulation Associates or Circulation Associates who qualify during the year as per 2 above, will be pro-rated in the initial calendar year, following the completion of three (3) months employment at SPL.
4. Credits will be applied on January 1 of each year.
5. A Circulation Associate's total unused sick credits shall not exceed thirty (30) shifts.

6. Circulation Associate sick leave credits are only available for use during the Circulation Associate's regularly scheduled shifts.
7. Circulation Associates appointed to term salaried positions shall retain their Circulation Associate sick leave credits, for the duration of the temporary appointment, but shall not continue to acquire or use these credits until they return to their Circulation Associate status. For the duration of the appointment to a term salaried position, Article 12.5 shall apply and the credits acquired under Article 12.5 shall not be carried over for Circulation Associate use. Effective November 27, 2002, these acquired credits under Article 12.5 shall be retained for use in another term salaried position, if the Circulation Associate is appointed to such a position within twelve (12) months.
8. Average scheduled hours are calculated depending on the rotation of schedules in the branch which are in effect on January 1 of the calendar year. For new Circulation Associates or Circulation Associates changing permanent regular scheduled hours during the calendar year, an average of the rotation schedule will be determined at the time of appointment and sick leave credits will be pro-rated accordingly in that calendar year.
9. This MOA will substitute for the provisions under the title SICK LEAVE in "Appendix B for Circulation Associates."
10. This agreement will expire upon the date of signing of a new Collective Agreement for the term beginning January 1, 2021.

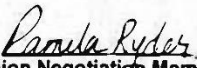
Signed this 25 day of MARCH 2020.

SASKATOON PUBLIC LIBRARY BOARD

CUPE LOCAL NO. 2669



 Chairperson



 Union Negotiation Member



 Director of Libraries and CEO



 Union Negotiation Member



 Union Negotiation Member
 CUPE REPRESENTATIVE

MEMORANDUM OF AGREEMENT

between

**The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669**

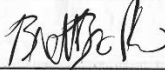
Re: Casual Employee Hired Prior to December 5, 1990 (2019)

CUPE 2669 and SPL agree to the following:

1. That Clause 1 under the title "Miscellaneous" in the collective agreement for the period April 1, 2013 to December 31, 2016 will be deleted from the collective agreement and will be the subject of this Memorandum of Agreement; and
2. That where a casual employee hired prior to December 5, 1990 has an established schedule with respect to hours of work, that schedule may remain in effect until they leave or move to a different position.

Signed this 25 day of MARCH, 2020.

SASKATOON PUBLIC LIBRARY BOARD

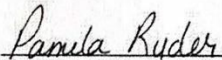


Chairperson

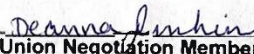


Director of Libraries and CEO


CUPE LOCAL NO. 2669



Union Negotiation Member



Union Negotiation Member



Union Negotiation Member
CUPE REPRESENTATIVE

MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT

between

The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669

Re: Self-Funded Leave Plan

Preamble

The Self-Funded Leave Plan is a system wherein employees of the Saskatoon Public Library Board may be permitted to fund a paid leave for an extended period by means of an adjustment to normal income over several years. The plan is voluntary and is established in accordance with a defined formula of income adjustment and paid leave but in any case shall not result in any increase in costs to the Saskatoon Public Library Board. Similarly, the Saskatoon Public Library Board assumes no responsibilities for any consequences arising out of the plan related to effects on pension income through the Civic Employees Superannuation Plan or the Canada Pension Plan, or income tax arrangements, or Unemployment Insurance or any other liability arising from participation in the plan it being noted the period of the paid leave will be earned credited service for pension purposes (subject to Pension Board approval).

The duration of the paid leave shall be arranged a minimum of two (2) years in advance of the commencement of same and for a mutually-agreeable period of time. The plan is designed to allow an employee a self-funded continuous leave of a minimum of six (6) months to a maximum of one (1) year in a six (6) year period. An employee may make a contribution based on multiples of 5% up to 30% of gross earnings.

An employee may enroll in the plan in order to accommodate any undertaking such as an educational program, travel or other personal endeavor. The plan permits such activities as would generally be impossible in the traditional employment situation.

Description of the Plan

1. The Self-Funded Leave shall afford an employee the opportunity to enter into an agreement with the **Employer** to take a paid leave to the extent that funds have accrued during the funding period as a result of salary deductions to the Plan.
2. During the funding period of the plan, all benefits shall be maintained at a level

as if the employee were being paid at 100% of salary. During the funding period, premium costs are shared by the employee and the **Employer**. During the leave period, premium costs are born by the employee.

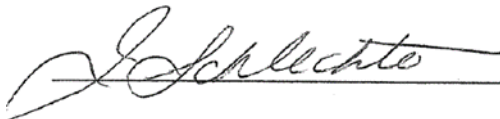
3. Upon return from paid leave, an employee will be returned to **their** former position provided no unforeseen organizational change occurs affecting the position and remain in the employ of the **Employer** for a period of time equal to the leave.
4. Vacation credits and increments will not accumulate during the self-funded period.
5. In exceptional circumstances, such as financial hardship or resignation, and with the approval of the **Employer**, an employee may withdraw from the plan and receive accrued funds and interest as soon as possible, but no later than the end of the first taxation year that commences after the end of the funding period.
6. In the event of the death of an employee in the plan, accrued funds and interest will be paid to the employee's estate.
7. Deductions shall be made as required by **Canada Revenue Agency**.
8. Employees in the bargaining unit will continue to contribute the amount specified by the Union as the monthly dues.
9. Application for leave is made to the Director of Libraries & **CEO**, through the employee's **manager**.
10. The decision to grant or withhold permission to join the plan will depend on the effect of such leave on the operation of the Library. Such leave shall not be unreasonably withheld.
11. Interest is credited at the rate of a one-year Guaranteed Investment Certificate at the bank utilized by the **Employer** and is credited on salary deductions made to the Plan and shall be paid to the employee as employment income in the year such as interest is earned.
12. Throughout the period of the self-funded leave, the employee will not be allowed to receive any salary or wages from the **Employer** or any other person or partnership with whom the Board does not deal with at arm's length other than amounts of the employee's salary or wages that were deferred during the funding period.
13. An employee must be employed by the **Employer** for a minimum of two (2) calendar years before making application for Self-Funded Leave Plan.

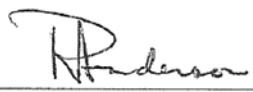
14. An employee enrolling in the plan shall contribute to the plan in multiples of 5% of gross salary up to 30% of salary. There shall be a minimum savings period of two (2) years.
15. The employee's leave shall be no less than six (6) continuous months and no greater than one (1) year. Such leave shall commence immediately following completion of the funding period and in no event later than six (6) years after enrollment in the plan.
16. Participation in the Plan including dates of the leave period and rate of deductions shall be set to the mutual satisfaction of the **Employer** and the employee applying for Self-Funded Leave. Such shall be set in a Memorandum of Agreement.
17. An employee may request a change of dates up to six (6) months before commencement of leave, and may only do so once.

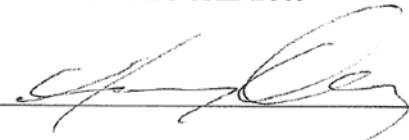
Signed this day 30th of November, 2007.

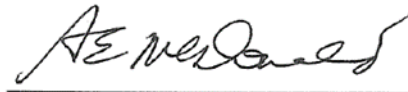
SASKATOON PUBLIC LIBRARY BOARD

CUPE LOCAL 2669









MEMORANDUM OF AGREEMENT

between

**The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669**

Re: Self-Funded Leave Plan (Employee Form)

I have read and agree to the terms and conditions of the Saskatoon Public Library Board Self-Funded Leave Plan attached hereto. I also agree to the following additional conditions.

1. The period of my plan shall commence _____ and terminate _____
2. I agree to take my self-funded leave commencing _____ and terminating _____.
3. During the funding period of the plan I agree to be paid at a rate of _____ of my salary. I accept responsibility for any financial indemnity arising out of participation in this plan.
4. I agree during my self-funded leave to be paid in total the amount withheld during the funding period of the plan in which I participated plus any accumulated interest.
5. I agree during the self-funded leave period to be responsible for one hundred percent (100%) of the premium costs resulting from my participation in employee benefit plans. I agree that the Saskatoon Public Library Board shall deduct such funds from each pay during my leave of absence.

Date

Employee

JOB SHARING AGREEMENT

between

The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669

Re: Job Sharing Agreement

1. The position to be shared is a full-time permanent position being shared by two (2) employees who are coordinating their activities as if they were one. Usually this will be equal splitting of a position, and any other arrangements must be specifically approved by both the Union and the **Employer**.

The employee who originally filled the permanent full-time position is referred to as the incumbent and the person entering that position is the job sharer.

2. At the request of the incumbent, or a **manager**, the **Employer** will consider job-sharing; and if the decision is favourable, the possibility will be discussed with the Union and the applicable employee(s). If the arrangement is Employer-initiated, both employees filling the position are referred to as job sharers.
3. If job-sharing is to take place, only the vacant portion(s) will be posted.
4. Rates of Pay and Benefits:

The following shall be pro-rated based on time worked:

- Salary;
- Cost-shared benefit contributions;
- Vacation pay, sick leave, compassionate leave and other approved leaves of absence;
- Annual increments and other benefits based on service.

The Library will not be required to assume cumulative costs beyond that of one full-time regular position (C.P.P and U.I.C premiums excepted). No overtime premiums shall be paid for the period when the two (2) job-sharing partners engage in the natural exchange of work information to facilitate the job-sharing arrangement.

Vacation leave and public holiday entitlement will be determined at the outset of any job-sharing arrangement and must be planned in advance for ongoing job-sharing. This entitlement shall be fairly administered.

5. If long-term absence occurs due to an approved leave of absence, it is understood that the other employee will cover the period of absence whenever

possible, should the library deem it necessary. In these instances, the regular rate of pay shall be paid as though the position were full-time permanent. Should it not be possible for the other employee to cover the extended period of absence, then the vacancy may be filled.

6. If either employee wishes to return to full-time employment at a time when the other portion of their job-sharing position is not vacant, the individual must apply for a posted position.
7. If either one of the employees sharing a position resigns or transfers, the position reverts to a full-time position. The remaining partner would then assume the responsibilities of the position on a full-time basis. If the remaining partner wishes to continue job sharing, the shareability of the position would be reviewed. If the review deems the position shareable, then one half of the position will be posted.
8. The continuation of the arrangement depends on a level of service satisfactory to the Director of Libraries & CEO, who shall have the discretion to terminate the arrangement with ninety (90) days' notice.

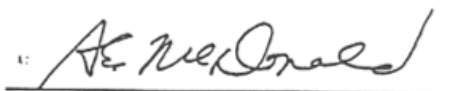

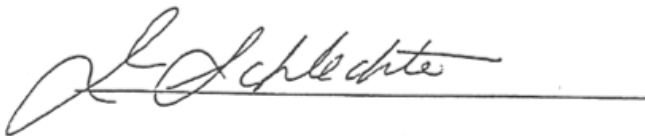
In the event this happens and the position reverts to its former complement of duties, the incumbent whose job was being shared shall have first priority to it. If the arrangement was Employer initiated, the most senior job sharer will have first priority to the position. Employees who are not placed will be subject to conditions of the respective layoff article. In this situation, the Library is not obligated to special considerations such as an employee's interest in part-time work.

9. Either party to this Agreement may request a review of the Agreement at any time to address any concerns and/or changes to this Agreement.
10. Either party may terminate this Agreement by giving six (6) months' notice in writing to the other party.

Signed this day 30th of November, 2007.

SASKATOON PUBLIC LIBRARY BOARD

CUPE LOCAL 2669



between

**The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669**

Re: Job Evaluation (2002)

The parties hereto commit to adopting the City of Saskatoon and CUPE Local No. 59 joint Job Evaluation Plan (hereinafter referred to as the "Plan") as soon as possible following the completion of the Plan. All jobs represented by CUPE Local 2669 at the Saskatoon Public Library shall be processed through the Plan (i.e. Saskatoon Public Library and CUPE Local 2669 will use the Plan to conduct internal Job Evaluation at Saskatoon Public Library. Utilizing the Plan does not result in adoption of the CUPE Local 59 wage line). Article 16 shall be suspended effective the date of signing of this Agreement, and will be voided upon implementation of the Plan. **[This is a reference to a past article number that is no longer accurate.]** The parties are committed to gender-neutral job evaluation to achieve internal equity among Union jobs with respect to equal pay for work of equal value in the Saskatoon Public Library.

The Saskatoon Public Library Board commits to set aside funding totaling \$92,000 which is approximately 2% of the bargaining unit payroll for the year 2001. The parties agree that this will be expended to fund negotiated bargaining unit salary adjustments that result from the implementation of the Plan.

Any employees in a classification which decreases in pay grade as a result of job evaluation will continue to receive general economic increases negotiated, for as long as they continue to hold that position or for the first three years after the implementation of the job evaluation plan, whichever occurs first. After three years, no general economic increases are to be applied to downward classification decisions.

No classification reviews or appeals shall be dealt with during the job evaluation plan development through to the implementation date of the new Plan for the Saskatoon Public Library and CUPE 2669. All outstanding grievances relating to job classification are considered withdrawn and the Union agrees to not file any further grievances related to classification review.

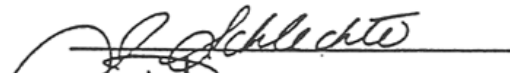
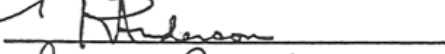
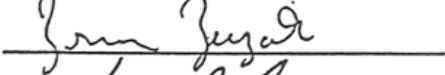
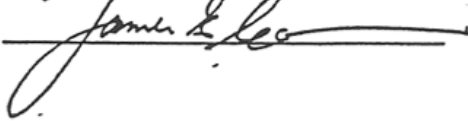
The general terms of the Job Evaluation are as follows:

- a) The parties will establish a six member Joint Job Evaluation Steering Committee (hereinafter referred to as "the Committee") made up of equal representation from the Employer and the Union. Committee members shall suffer no loss of pay, or benefits of the Collective Agreement, for attendance at meetings and work time allocated by the Committee for related work.

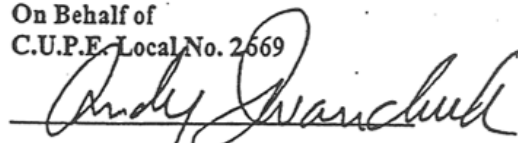

- b) The Committee will operate on the basis of consensus and refer any disagreements back to their principals.
- c) If the Committee accepts that there is a problem, it shall have the authority to modify the Plan as needed.
- d) The Committee will oversee evaluation and rating of all jobs using the Plan.
- e) Job evaluation will be completed as soon as possible following the completion of the City of Saskatoon and CUPE Local No. 59 Joint Evaluation Plan.
- f) Salary adjustments, as a result of implementing the Plan, shall be effective midnight March 31, 2004. The \$92,000 to be expended for salary adjustments will be implemented upon completion of all job evaluations and in accordance with instructions of the Union.
- g) All existing jobs within the classifications of Schedule 1, and any new positions will be processed through the Job Evaluation Plan.
- h) The Committee shall deal with appeals arising out of Job Evaluation Assessments by following the process outlined for appeals established by the City of Saskatoon and CUPE Local 59 Job Evaluation Plan.
- i) Any additional salary adjustments are subject to negotiation between the parties during the collective bargaining following March 31, 2004.

Signed this 26th day of November, 2002

On Behalf of
The Saskatoon Public Library Board

On Behalf of
C.U.P.E. Local No. 2569

LETTER OF UNDERSTANDING

between

The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669

Re: Job Evaluation (2007)

This Letter of Understanding is further to the Letter of Understanding between the parties, relating to Job Evaluation, dated November 26, 2002.

Whereas the parties have adopted a joint Job Evaluation Plan (hereinafter referred to as the "Plan"); and,

Whereas all jobs represented by CUPE Local 2669 have been processed through the Plan, and the Joint Job Evaluation Committee has established a fifteen pay band structure; and,

Whereas the **Employer** has set aside funding totalling \$92,000 in accordance with the Letter of Understanding, dated November 26, 2002, to fund retroactive salary adjustments that result from implementation of the Plan; and,

Whereas implementation of the Plan would increase the current annual cost of salaries, by up to \$112,604 (based on 2006 salary costs);

The Union and the **Employer** agree to the following:

1. The **Employer** will implement the Plan and provide funding, based on 2006 salaries, to a maximum of \$112,604, which sum will be pro-rated for a partial year (ie.2007). The Plan shall be deemed to be implemented on March 16, 2007, but resulting salary adjustments will not be paid until ratification of the 2007-2010 Collective Agreement. The salary adjustments, referred to in this paragraph, will only apply and be paid to staff actually employed by the **Employer** on March 16, 2007.
2. The \$92,000 referenced in the Letter of Understanding dated November 26, 2002, will be expended for retroactive salary adjustments, from midnight March 31, 2004 to midnight March 15, 2007, in accordance with instructions from the Union.
3. Article 16 [**this reference is to a former article that is no longer accurate**] is voided and will no longer form part of the Collective Agreement.
4. This Letter of Understanding includes the 'Terms of Reference for the Joint Job

Evaluation Plan' between the parties, dated December 2003 (attached).

Signed this 12 day of March, 2007.

On Behalf of
The Saskatoon Public Library Board

Jeani M. Miller
Zoran Zuzak

On Behalf of
C.U.P.E. Local No. 2669

[Signature]
[Signature]

TERMS OF REFERENCE

between

The Saskatoon Public Library Board

and

The Canadian Union of Public Employees Local No. 2669

Re: Joint Job Evaluation Plan - Terms of Reference (2003)

1. Policy Framework

The Saskatoon Public Library Board (the Employer) and the Canadian Union of Public Employees Local No. 2669 (the Union) are committed to equity, fairness and an investment in employees. This guideline document provides an overall policy framework to achieve equal pay for work of equal value. The objective of this process is to achieve internal equity through a method that respects pay equity principles.

The parties are committed to gender neutral job evaluation to achieve internal equity among Union jobs with respect to equal pay for work of equal value in the Saskatoon Public Library, within the following framework:

- That a process for implementation include:
 - A joint gender-neutral job evaluation Plan consistent with the principles of equal pay for work of equal value.
 - A joint Employer-employee representative committee.
 - Separate funding for salary adjustments resulting from implementation of the job evaluation Letter of Understanding signed November 26th, 2002 of the Collective Agreement ratified on November 27, 2002.
- There shall be no loss or reduction of employment as a result of this job evaluation process.
- The Employer will provide required consultant services at no cost to the Plan.
- When the Plan is complete, salary adjustments will be implemented as per the Union's instructions (as per article f) in the Job Evaluation Letter of Understanding signed November 26th, 2002).
- The parties shall ensure the integrity of the process by maintaining confidentiality during and after the project.

2. Goals

The goals of the joint, gender-neutral job evaluation process are as follows:

- a) To rectify any potential inequalities based on the principle of equal pay for work of equal value as it applies to the jobs within CUPE Local 2669.
- b) To ensure that any outcomes of an equal pay for work of equal value compensation structure are maintained.
- c) To establish the essential components of a process for implementation.
- d) To establish a joint job evaluation maintenance process.
- e) To revise job descriptions, where required, as a result of this process.

3. Equal Value Objectives

Gender-neutral job evaluation impacting CUPE 2669 positions within the Saskatoon Public Library will be conducted on the basis of equal pay for work of equal value principles that shall be consistent with the objective of achieving internal equity.

- a) “Equal pay for work of equal value” is a principle whereby jobs which are of the same value should be paid the same, even if those jobs are much different from one another. All jobs in an organization are measured against a common set of criteria to identify their relative worth in the organization. The criteria are as follows: skill, effort, responsibility and working conditions. Jobs, which are deemed of equal or comparable value, shall be paid the same rates of pay regardless of job title.

“Equal pay for work of equal value” is deemed to be achieved when the Employer adjusts its compensation practices so that all employees are assigned to a schedule of pay with the same maximum hourly rate of pay as other employees performing work of equal or comparable value.

- b) “Internal equity” applies the principle of equal pay for work of equal value to all jobs (both male and female jobs) within CUPE Local 2669 positions. Once the principle of equal pay for work of equal value has been applied to CUPE Local 2669’s compensation structure, all jobs are paid fairly as compared to one to another, thereby achieving the goal of internal equity.

Regression analysis will serve as a tool to compensate the process to determine the appropriate value of the jobs.

4. Timelines for Implementation

The parties undertake to complete each stage of implementation in good faith, on the basis of fair and reasonable timelines. The need to create a properly developed and comprehensive plan of job evaluation that addresses both the immediate and long-term needs of the parties is paramount.

- Salary adjustments as a result of implementing the Plan shall be effective midnight March 31, 2004. The \$92,000 to be expended for salary adjustments will be implemented upon completion of all job evaluations and in accordance with instructions of the Union.
- Any additional salary adjustments are subject to negotiation between the parties during collective bargaining following March 31, 2004.

5. Joint Job Evaluation Steering Committee (hereinafter called the Committee)

The parties will establish a six member Joint Job Evaluation Steering Committee made up of equal representation from the Employer and the Union. Committee members shall suffer no loss of pay or benefits of the Collective Agreement for attendance at meetings and work time allocated by the Committee for related work.

Either party to the agreement may contact consultants to assist its representatives of the Committee. Any such consultant shall not be entitled to vote and shall not be considered to be a member of the Committee.

The Committee will include representation from a cross-section of job classes and will be gender balanced to the extent possible. The Employer will appoint Employer representatives. The Union will appoint Union representatives.

To ensure consistency in implementing equal pay for work of equal value principles, membership on the Committee shall not vary, wherever reasonably possible and practical. But if a member leaves the Committee for any reason, the respective party may appoint an appropriate replacement member. Members of the Committee shall be consistent wherever possible with minimal use of alternatives, but shall not be unduly restrictive.

The Committee shall meet as necessary at a mutually agreed upon time and place. For the purpose of conducting business, a quorum will be a minimum of two Employer representatives and two Union representatives.

The Committee will appoint a chairperson on a rotating basis. The chairperson will prepare the agenda and chair the meeting.

The decisions of the Committee will be unanimous for evaluations and on any policy or overall matter relating to the development and implementation of the Plan. Should the Committee fail to reach unanimity, it will request the assistance of a mutually agreed upon facilitator in order to reach a decision. The facilitator will be cost-shared between the parties. Should the Committee still fail to reach a unanimous decision, the issue(s) will be referred back to the principals for assistance in resolution. Should this fail, the process shall be abandoned. The decision for abandonment rests with the principals. Evaluation decisions of the Committee will be final and binding upon the parties.

6. Committee Responsibilities

The Committee shall oversee the development and implementation of the Joint Job Evaluation Plan. The parties commit to adopting the City of Saskatoon and CUPE Local 59 Joint Job Evaluation Plan as soon as possible following the completion of that Plan. The Committee has the following responsibilities.

- Develop a disclosure and communication strategy regarding the job evaluation program.
- Ensure training as required for the Committee.
- If the Committee accepts and agrees that there is a problem, it shall have the authority to modify the Plan as needed.
- Determine the data that will be used to develop a representative wage line through regression analysis.
- Review and use the regression analysis results.
- Finalize banding of the point ranges.
- Record rating results and rationale for all decisions and maintain recorded documentation for future reference.
- Maintain integrity of the Plan.

7. Administrative Support Services

The Employer will provide administrative support services to the Committee, as needed. The person(s) performing these functions shall not be a member of the Committee. These services shall be under the direction of the chairperson(s) and shall include:

- the distribution of all Committee correspondence to the Committee chairperson(s)
- meeting coordination, preparation and distribution of meeting agendas
- the preparation and distribution of minutes and Committee documents
- data entry, as directed, from the questionnaires and evaluation results.

The administrative support person will have no voice or decision-making role, but will attend meetings as required.

8. Job Evaluation Procedures

The following general procedures shall be used to evaluate jobs:

- a) All incumbents shall complete the Job Summary and the Job Evaluation Questionnaire (JEQ). Both will be forwarded to the manager. The manager's comments will be documented and included as part of the Job Evaluation Questionnaire. The manager may not unilaterally alter any of the incumbent's responses. The completed Summary and Questionnaire will be submitted to the Committee. The employee may request a copy of the completed Summary.
- b) Where further information is required, the Committee will determine how the information should be obtained. Additional information shall be gathered in such a manner as to minimize any disruption to the workplace.
- c) The Committee shall rate the position using all the information gathered. The Plan evaluates at minimum skill, effort, responsibility and working conditions. Each factor is divided into sub-factors to provide a standard against which each job is evaluated to determine its relative worth.

9. Job Ratings Serve To:

- a) Group jobs have relatively similar point values (commonly referred to as banding).
- b) Provide a basis upon which wage rate relationships between jobs are established.
- c) Measure changes in job content.

10. Application of the Plan

The following general rules shall apply:

- a) It is job content and not incumbent performance that is being evaluated.
- b) Jobs are evaluated without regard to existing wage rates.
- c) Jobs are placed at an appropriate degree level in each sub-factor by comparing the specific requirements of the job to the sub-factor definition and the description of each degree level: no interpolation of degrees (i.e. midpoints) is permitted.

- d) The job analysis and rating of each job shall be relative to and consistent with the Job Evaluation Questionnaire responses and rating of all other jobs under the Plan:
 - i) Ratings shall include 'sore-thumbing' for consistency.
 - ii) The sub-factors must have an impact on all jobs being evaluated.
 - iii) Committee members shall not evaluate their own job or the job of any family.

11. Appeals Process

- a) Only employees or groups of employees who have completed a Job Evaluation Questionnaire will be eligible to appeal the decisions of the Committee.
- b) The incumbent may, within 30 calendar days of receiving the evaluation results, request reconsideration using the appropriate form. New supporting evidence must be provided for the appeal to be heard. The request must be submitted to the Committee stating the reasons for disagreement with specific degree level(s), and providing examples. Positions under appeal shall be completely open to review within the terms of the Job Evaluation Plan.
- c) If an employee had been part of a group that submitted a Group Job Evaluation Questionnaire, the rating decision is binding on all positions represented. Any appeal of such a rating must be submitted as a group and will require a simple majority of all the employees who signed the original JEQ.
- d) Employees cannot appeal the salary or schedule or placement in the salary schedule. They cannot request a review of another job.
- e) Written appeals shall be made to the Committee. The Committee will verify the information received and, where further information is required, will determine how the information should be obtained. Additional information shall be gathered in such a manner as to minimize any disruption to the workplace. The incumbent may request to make a presentation before the Committee. However, the Committee shall determine whether a presentation will be heard. In the case where the Committee is tied, the appellant will be allowed to proceed with the presentation.
- f) The decisions of the Committee will be unanimous. Note: refer to #5

- g) The Committee shall inform the incumbent and the manager of its decision using the appropriate form. Decisions shall be final and binding on all parties.
- h) Article **22** of the Collective Agreement (Grievance Procedure does not apply to the Job Evaluation process).

12. Procedures for Evaluating Changed Jobs

Whenever the incumbent or Employer identifies that the duties, responsibilities, educational or experience qualifications of the existing position have changed:

- a) The incumbent or Employer may request a job evaluation review by completing and submitting the appropriate form to the Committee.
- b) The Committee shall meet to rate each sub-factor, establish an appropriate evaluation and advise the incumbent and manager of the results of the re-evaluation using the appropriate form. The rating of the job shall determine the pay grade for the job.
- c) Where the incumbent disagrees with the Committee's decision, an appeal may be filed as per outlined appeals process.
- d) No reviews of changes to jobs will be considered until six (6) months following the implementation of this Plan.

13. Procedures for Evaluating New Positions

When the Employers establishes a new position of a nature not already classified, the following shall apply:

- a) The Employer shall complete an interim Job Evaluation Questionnaire.
- b) The Committee shall meet and establish a temporary pay grade for the job, based on the draft Job Evaluation Questionnaire.
- c) The job shall be posted as 'Under Review' and the appointee shall be paid the temporary grade.
- d) Twelve (12) months after appointment, the incumbent and manager shall complete a JEQ, which shall be submitted to the Committee. The Committee will evaluate the position as per the procedures outlined above. The pay grade shall be assigned to the position effective 12 months after the appointment of the incumbent. In the event that the pay rate of the job decreases as a result of the twelve-month review, the incumbent shall continue to receive general economic increases

negotiated, for as long as they continue to that position or for the first three years after the date of the Committee's final decision, whichever occurs first.

LETTER OF UNDERSTANDING

between

**The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669**

Re: Joint Job Evaluation Plan (2014)

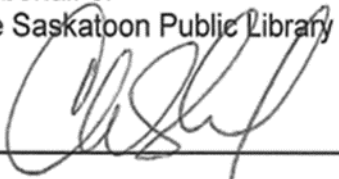
The Employer and Union have established a Joint Job Evaluation Plan and Terms of Reference (December 2003) which will continue to be used to rate all new and changed jobs. *The parties are committed to the principle of pay equity.*

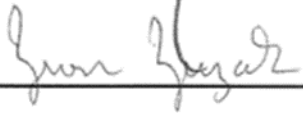
The parties recognize the value, objectives and principles as set out in the December 2003 Joint Job Evaluation Plan. In order to improve the effectiveness, efficiency, and integrity of the plan and process the Joint Job Evaluation Committee will update the Terms of Reference accordingly.

This Letter of Understanding shall be effective for the term of the current collective bargaining agreement between the parties.

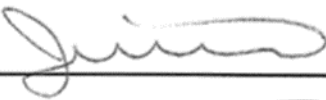
Signed this 4th day of December, 2014.


On behalf of
The Saskatoon Public Library Board





On behalf of
C.U.P.E. Local No. 2669




_____ RHEISLER

LETTER OF UNDERSTANDING

between

**The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669**

Re: Pay Equity (2002)


The parties are committed to the concept of pay equity that is based on the principle of equal pay for work of equal value.


Considering the Board's affiliation with the City of Saskatoon, and that there are not enough male comparators within the Saskatoon Public Library to generate an appropriate comparison, the parties agree to a joint study of pay equity disparities between the Saskatoon Public Library and the City of Saskatoon, in the following manner:

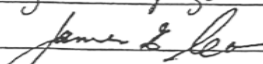
The study will compare pay equity disparities between CUPE Local No 59 and CUPE Local 2669. This will occur as soon as possible following the completion and implementation of the City of Saskatoon and CUPE Local No. 59 joint Job Evaluation Plan, and the processing of CUPE Local No. 2669 classifications through the City of Saskatoon and CUPE Local No. 59 joint Job Evaluation Plan (as per Job Evaluation Letter of Understanding, dated November 26, 2002). Any salary adjustments are subject to negotiation between the parties during collective bargaining following March 31, 2004.


Signed this 26th day of November, 2002

On Behalf of
The Saskatoon Public Library Board

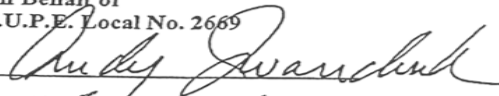









On Behalf of
C.U.P.E. Local No. 2669





Signing Page

Signing Page

All other amendments to the Collective Agreement, unless otherwise stated, will become effective the date of signing the Collective Agreement.

Signed this 25 day of MARCH, 2020.

SASKATOON PUBLIC LIBRARY BOARD

Brett Bell

Chairperson

Carol Galley

Director of Libraries and CEO

CUPE LOCAL NO. 2669

Parula Ryder

Union Negotiation Member

Deanna Ambrose

Union Negotiation Member

Kyle Sler

Union Negotiation Member

CUPE REPRESENTATIVE