

COLLECTIVE AGREEMENT

- between -



Red Deer Polytechnic

- and -



Local 1445

July 1, 2019 – June 30, 2024

Ratification Date: May 18, 2022



Canadian Office & Professional Employees #491

SL-DT:jf/cope491

Table of Contents

PREAMBLE	1
ARTICLE 1 – TERMS OF AGREEMENT	2
ARTICLE 2 – RETROACTIVITY.....	2
ARTICLE 3 – NO DISCRIMINATION OR HARASSMENT.....	2
ARTICLE 4 – UNION RECOGNITION AND SECURITY	3
ARTICLE 5 – MANAGEMENT RIGHTS	4
ARTICLE 6 – REPRESENTATION AND COMMITTEES.....	4
ARTICLE 7 – GRIEVANCE PROCEDURE.....	5
ARTICLE 8 – PERSONNEL FILES	9
ARTICLE 9 – EMPLOYEE CATEGORIES AND DEFINITIONS.....	9
ARTICLE 10 – CONVERSION OF TERM-CERTAIN POSITIONS AND TERM-CERTAIN STATUS	10
ARTICLE 11 – POSTINGS, APPOINTMENTS, PROMOTIONS AND TRANSFERS	11
ARTICLE 12 – DISCIPLINE & DISMISSAL	14
ARTICLE 13 – STUDENT PRACTICUM NON-PAID WORK EXPERIENCE.....	15
ARTICLE 14 – PROBATIONARY PERIOD	15
ARTICLE 15 – TRIAL PERIOD	16
ARTICLE 16 – SENIORITY	16
ARTICLE 17 – HOURS OF WORK AND REST BREAKS	17
ARTICLE 18 – OVERTIME.....	20
ARTICLE 19 – HOLIDAYS	21
ARTICLE 20 – VACATION	22
ARTICLE 21 – LAY-OFFS AND RECALLS	24
ARTICLE 22 – JOB SECURITY AND CONTRACTING OUT.....	28
ARTICLE 23 – JOB INFORMATION QUESTIONNAIRES, JOB CLASSIFICATION AND RECLASSIFICATION	29
ARTICLE 24 – DETERMINATION PROCESS.....	30
ARTICLE 25 – LEAVE OF ABSENCE	33
ARTICLE 26 – SICK LEAVE	37
ARTICLE 27 – MATERNITY LEAVE/PARENTAL LEAVE	40
ARTICLE 28 – WAGES AND CLASSIFICATIONS	42
ARTICLE 29 – PAYMENT OF WAGES AND ALLOWANCES	42

ARTICLE 30 – HEALTH BENEFITS, COMPENSATION AND PENSION PLAN	43
ARTICLE 31 – TUITION WAIVER	45
ARTICLE 32 – PROFESSIONAL DEVELOPMENT	46
ARTICLE 33 – ATTENDANCE AT COURSES, SEMINARS AND	46
CONFERENCES.....	46
ARTICLE 34 – PARKING	47
ARTICLE 35 – PRO-RATING FOR PERMANENT PART-TIME AND	47
TERM-CERTAIN EMPLOYEES	47
APPENDIX ‘A’	49
Salary Scale	49
APPENDIX ‘A-1’	54
CUPE Schedule of Classifications	54
APPENDIX ‘B’	56
Supplemental Unemployment Benefit (Sub) Plan	56
APPENDIX ‘C’	57
Re: Letters of Understanding	57
Re: Alberta Health Care Premiums/Health Spending	58
APPENDIX ‘D’	59
Seniority Determination Guide for CUPE Members.....	59

ALPHABETICAL INDEX

Appendixes:	
Salary Scale – Appendix ‘A’	49
Schedule of Classifications Appendix ‘A-1’	54
Supplemental Unemployment Benefit (SUB) Plan Appendix ‘B’	56
Letters of Understanding - Appendix ‘C’	58
Seniority Determination Guide for CUPE Members Appendix ‘D’	60
Attendance at Courses, Seminars and Conferences - Article 33	46
Conversion of Term-Certain Positions and Employee	
Term-Certain Status – Article 10	10
Conversion of Term-Certain Positions.....	10
Conversion of Term-Certain Employee Status.....	11
Determination Process Article - 24	30
Discipline & Dismissal Article - 12	14
Employee Categories and Definitions – Article 9	9
Employee Categories	9
Definitions	10
Grievance Procedure – Article 7	5
Grievance Steps.....	6
May Omit Grievance Steps.....	6
Time Limits.....	7
Burden of Proof.....	7
Unjust Suspension or Discharge	7
Arbitration.....	7
Health Benefits, Compensation and Pension Plan – Article 30	43
Health Benefits.....	43
Supplementation of Workers’ Compensation Award.....	44
Pension Plan.....	45
Holidays – Article 19	21
Hours of Work and Rest Breaks – Article 17	17
Hours of Work	17
Shift Differential.....	18
Flex Time	19
Meal Breaks	19
Rest Break	19
Job Information Questionnaires, Job Classification and	
Reclassification – Article 23	29
Job Information Questionnaires.....	29
No Elimination of Present Classification	29
Change in Classification	29
Job Security and Contracting Out – Article 22	28
Lay-Offs and Recalls – Article 21	24
Lay-Off	24
Notice of Redundancy	24
Notice of Lay-off	26
Recall Rights	28
Leave of Absence – Article 25	33
Leave for Union Functions.....	33

Leave for Full-Time Union Duties	33
Workplace Leave.....	34
Compassionate Leave.....	34
Leave for Attendance at Funeral	34
Compassionate Care Leave	34
Leave for Court Appearances.....	35
Personal Leave	35
Deferred Salary Leave	35
Flexible Leave.....	36
Other Unpaid Leaves of Absence.....	37
Management Rights – Article 5	4
Maternity Leave/Parental Leave – Article 27	40
No Discrimination or Harassment – Article 3	2
Overtime – Article 18.....	20
Combined Hours of Work	20
Parking – Article 34.....	47
Payment of Wages and Allowances – Article 29.....	42
Long Service Allowance	43
Long Service Increment.....	43
Personnel Files – Article 8.....	9
Postings, Appointments, Promotions and Transfers – Article 11	11
Contracted Employment for Clerical Duties	13
Preamble.....	1
Probationary Period – Article 14	15
Professional Development – Article 32.....	46
Pro-Rating for Permanent Part-Time and Term-Certain Employees – Article 35	47
Representation and Committees – Article 6.....	4
Bargaining Committee.....	5
Retroactivity – Article 2	2
Salary Scale – July 1, 2019-June 30, 2024 – Appendix ‘A’.....	49
Schedule of Classifications – Appendix ‘A-1’	54
Seniority – Article 16.....	16
Definition of Seniority	16
Seniority List.....	16
Effective Date of Seniority	17
Loss of Seniority.....	17
Application of Seniority	17
Seniority Determination Guide for CUPE Members – Appendix ‘D’.....	60
Sick Leave – Article 26.....	37
Casual Sickness.....	37
General Sickness and Short-Term Disability	38
Long-Term Disability	39
Medical Certificate Requirement.....	39
Appointments	40
Student Practicum Non-Paid Work Experience – Article 13.....	15
Supplemental Unemployment Benefit (Sub) Plan – Appendix ‘B’	56
Terms of Agreement – Article 1.....	2
Trial Period – Article 15	16

Tuition Waiver – Article 31	45
Union Recognition and Security – Article 4	3
Vacation – Article 20	22
Vacation Pay on Termination	23
Wages and Classifications – Article 28	42

THIS AGREEMENT MADE THIS 18th DAY OF MAY 2022.

BETWEEN:

**RED DEER POLYTECHNIC
RED DEER, ALBERTA
(hereinafter called the “Polytechnic”)**

PARTY OF THE FIRST PART

AND:

**THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 1445
(hereinafter called the “Union”)**

PARTY OF THE SECOND PART

PREAMBLE

The purpose and object of the Agreement is to:

- (a) Maintain a harmonious and cooperative relationship between the Polytechnic and the Employees covered by this Agreement.
- (b) Recognize the mutual value of joint discussions and negotiations in matters relating to the conditions of employment.
- (c) Promote the morale, well-being and security of all Employees in the Bargaining Unit of the Union and work towards a peaceful and amicable settlement of any differences that may arise to allow Bargaining Unit members to provide the best service to students.
- (d) Promote the quality of work life, health and wellness as an integral part of the student focused service culture.
- (e) Promote an environment of diversity, exploration, transparency and dialogue in our service to students.

In this Collective Agreement:

- (a) The word Agreement shall refer to the Collective Agreement between the parties.

- (b) Words importing the singular shall be deemed to include the plural.
- (c) Job Information Questionnaire shall have the same meaning as position Job Information Questionnaire.
- (d) Chief Human Resources Officer means the Head of the Human Resources function of Red Deer Polytechnic.

ARTICLE 1 – TERMS OF AGREEMENT

- 1.01 This Agreement shall be binding and remain in effect from the 1st day of July 2019 to the 30th day of June 2024 and shall continue from year to year thereafter unless either party gives to the other party notice of its amendment or termination.
- 1.02 Either party may give notice of amendment to or termination of this Agreement in writing to the other party not less than sixty (60) calendar days, or more than one hundred and twenty (120) calendar days, prior to the expiry date.
- 1.03 Where notice to amend has been served, the Collective Agreement shall remain in effect during the resultant negotiation process.

ARTICLE 2 – RETROACTIVITY

- 2.01 All changes in the new Agreement shall be adjusted retroactively to the commencement date of this Agreement, unless otherwise specified in the Memorandum of Agreement outlining the clauses in the new Collective Agreement.

ARTICLE 3 – NO DISCRIMINATION OR HARASSMENT

- 3.01 The Union and the Employer agree that the workplace should be a respectful environment and free of discrimination, harassment, violence, sexual violence, and bullying. The Employer and the Union agree to co-operate with each other in preventing and eliminating these behaviours. This obligation extends to the Employer, the Union and all Employees covered by this Collective Agreement.

- 3.02 The Polytechnic shall provide a workplace free of discrimination and harassment:

Discrimination, interference, restriction, or coercion exercised or practiced in the matter of hiring, wage rates, training, upgrading, promotion, transfer, lay-off, recall, discipline, discharge, or otherwise by reason of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation or of any other provision covered by the *Human Rights Act*, nor by reason of membership or activity in the Union.

- 3.03 In cases of harassment, discrimination, or disputes, either party may request an external mediator or disputes resolution counsellor agreeable to both parties, and the Polytechnic shall cover all costs associated with the services of this person(s).

ARTICLE 4 – UNION RECOGNITION AND SECURITY

- 4.01 The Polytechnic agrees to deduct Union dues from the wages of each Employee, as a condition of employment, each pay period. Such Union dues deductions shall be forwarded to the Secretary-Treasurer of the Union together with a list of Employees from whom the deductions have been made, not later than fifteen (15) days after the last day of each month. The Union shall advise the Polytechnic, in writing, thirty (30) days before changes are to take effect for the establishment of, or changing, membership dues structure and/or amounts. The Polytechnic shall deduct the initiation fee of two dollars (\$2.00) from the Employee's first cheque and provide the new Employee with a Union application card. These cards shall be supplied to the Polytechnic at no cost.

- 4.02 The Polytechnic agrees to provide all Employees access to an electronic copy of the Collective Agreement. Executive members of the Union shall receive a printed copy of this Collective Agreement.

Employment offer letters provide new Employees with the location of the electronic copy of the Collective Agreement.

- 4.03 The Polytechnic recognizes the Union as the sole and exclusive bargaining agent for all Employees whose bargaining rights are granted under Certificate #E-6, issued pursuant to Section 99 of the

Public Service Employee Relations Act, and as amended from time to time.

- 4.04 The CUPE Local 1445 President or designate shall be provided with paid time off, upon notification to the supervisor, to acquaint new Employees with the Union and terms and conditions of employment as per the Collective Agreement.

ARTICLE 5 – MANAGEMENT RIGHTS

- 5.01 The Polytechnic reserves all rights not specifically restricted by this Agreement.

ARTICLE 6 – REPRESENTATION AND COMMITTEES

- 6.01 The Union shall have the right to have the assistance of its National Representative(s) when dealing or negotiating with the Polytechnic. If the Union Representative wishes to include the National Representative(s) in a meeting, they will advise the Polytechnic prior to the meeting.

- 6.02 No individual Employee, or group of Employees, shall undertake to represent the Union at meetings with the Polytechnic without proper authorization of the Union. In order that this may be carried out, the Union will supply the Polytechnic with the names of its officers, shop stewards and committee members. Similarly, the Polytechnic will, if requested, supply the Union with a list of its supervisory or other personnel with whom the Union may be required to deal with regarding matters related to this Agreement.

- 6.03 Representatives of the Union, after notifying their immediate supervisor, shall not suffer any loss of pay when required to leave their employment temporarily, during the day, in order to meet with representatives of the Polytechnic with respect to grievances or the operations of the Collective Agreement.

All Employees shall have the right to Union representation. Where possible notice will be provided in advance.

- 6.04 An Employee appointed by CUPE to the above noted committee(s), shall not make any written or verbal agreement with the Polytechnic which will conflict with the terms of this Agreement.

6.05 Bargaining Committee

- (a) A Bargaining Committee shall be appointed by both parties to this Agreement. CUPE Local 1445 appointments shall consist of not more than four (4) Employees. Red Deer Polytechnic appointments shall consist of not more than four (4) members of Polytechnic Administration. Each party shall advise the other of its members. Every effort will be made to schedule negotiation meetings during working hours.
- (b) Either party may appoint up to two (2) advisors to the Bargaining Committee.

6.06 The Union shall have representation on constituency-based joint Polytechnic/Employee committees, including but not limited to the following:

- (a) Benefits Advisory Committee
- (b) Joint Classification Committee
- (c) Health & Safety Committee
- (d) CUPE Professional Development Committee

The Union shall supply the Polytechnic with the names of the elected Union committee representatives.

The Polytechnic shall contact the Union President regarding committee representation.

ARTICLE 7 – GRIEVANCE PROCEDURE

7.01 A grievance under this Agreement shall be defined as any difference concerning the interpretation, application or operation of any alleged violation of this Agreement.

7.02 In the event of any difference arising from the interpretation, application, alleged violation, or contravention of any terms of this Agreement it shall be settled in the following manner:

7.03 Grievance Steps

(a) Informal Discussion

The Employee(s) concerned with or without the Union shall first seek to settle the dispute through discussion with the immediate supervisor.

(b) Step I

If the dispute is not resolved satisfactorily through informal discussion, the Employee and/or Union shall submit the grievance in writing to the Chief Human Resources Officer within fifteen (15) working days of the incident occurring or when it first came to the Employee's attention. The Chief Human Resources Officer may consult with the Divisional Vice President, respective Leadership Team member and Union Representative before making their decision. The decision shall be made known to the grievor and Union within ten (10) working days of receipt of the grievance.

(c) Step II

If the grievance is not satisfactorily resolved in Step I, the Union then may submit the grievance to the Polytechnic President (or designate) within ten (10) working days of receipt of the decision of the Chief Human Resources Officer. The Polytechnic President (or designate) shall hold a hearing with the Union and Employee(s) within seven (7) working days and shall render a decision in writing to the Union within five (5) working days of the hearing.

(d) Step III

On failing to reach a satisfactory settlement under Step II, the grievance shall, within fifteen (15) working days of the Polytechnic President's (or designate's) decision, then be submitted to arbitration, and proceedings shall be followed as stipulated in Article 7.08 and under the provisions of the *Public Service Employee Relations Act*.

7.04 May Omit Grievance Steps

- (a) In the event of policy grievances, the grievance shall be submitted in writing to the Polytechnic President (or

designate) within fifteen (15) working days and the grievance shall be dealt with as stipulated in Step II and subsequent clauses.

- (b) An Employee considered by the Union to be wrongfully or unjustly discharged or suspended may, within ten (10) working days of the disciplinary action, initiate a grievance in accordance with Step II of the Article.
- (c) A grievance concerning either lay-offs or recalls shall be submitted in writing to the Polytechnic President (or designate) within fifteen (15) working days and the grievance shall be dealt with as stipulated in Step II and subsequent clauses.

7.05 Time Limits

- (a) The time limits expressed in the foregoing shall be exclusive of Saturdays, Sundays, Statutory Holidays and normal time off.
- (b) The time limits fixed in both the grievance and adjudication procedure may be extended by consent of the parties.

7.06 Burden of Proof

In cases of discharge, suspension and discipline, the burden of proof of just cause shall rest with the Polytechnic.

7.07 Unjust Suspension or Discharge

If, in the opinion of the parties, an Employee has been unjustly suspended or discharged, the Employee shall be immediately reinstated in their former position or in an equivalent position without loss of seniority. The Employee shall be compensated in such a manner as is judged equitable in the opinion of the parties or in the opinion of the Board of Arbitration, if the matter is referred to such a Board.

7.08 Arbitration

Failing settlement at Step II, either party may refer the grievance to arbitration by providing written notice to the other party within fifteen (15) working days of the reply at Step II. The notice of referral shall:

- (a) be sent electronically, or delivered by hand, mail or facsimile,
- (b) contain a statement of the grievance.

When a grievance is referred to arbitration under this Agreement, the notice referring the matter to arbitration shall state the name and address of the nominee. Within fifteen (15) working days thereafter, the party shall advise the other, in writing, of the name and address of its nominee to the Arbitration Board. The two nominees shall then select a third person who shall be the Chairperson of the Arbitration Board.

If both parties agree, the grievance may be referred to a single arbitrator.

If the parties to the Agreement cannot agree on an arbitrator, or the Employer or the Union fail to appoint its member to an Arbitration Board, or if the two (2) nominees fail to agree upon a Chairperson within fifteen (15) calendar days of appointment or notice as provided, the required appointment or appointments shall be made by the appropriate government body.

The Arbitration Board shall hear and determine the grievance and shall issue an Award in writing, and the decision is final and binding upon all parties. The decision of the majority of the Board is the Award of the Arbitration Board. When there is no majority decision, the decision of the Chairperson shall be the decision of the Board.

Each party to the grievance shall bear the expense of its respective appointee to the Arbitration Board and the parties shall bear equally the expense of the Chairperson.

The Arbitration Board:

- (a) Shall have jurisdiction to determine whether the grievance presents an arbitrable issue.
- (b) Is limited in its jurisdiction to dealing only with the matters specifically raised in the grievance.
- (c) Shall not have power to alter or amend any provisions of the Collective Agreement, or to substitute any provision or give any decision inconsistent with the terms of the Agreement.
- (d) The Arbitration Board shall conduct its hearings within ninety (90) calendar days of the appointment of the Chairperson.

- (e) The written Award of the Arbitration Board shall be given to the parties within ninety (90) calendar days following completion of the hearing.

ARTICLE 8 – PERSONNEL FILES

- 8.01 Upon request to Human Resources, access to an Employee's personnel file will be provided to the Employee. The Employee may authorize, in writing, that the Employee's representative can have access to their personnel file. The Employee has the right to make copies of material contained in the Employee's personnel file.
- 8.02 The Employee will be copied on any written document placed in the Employee's personnel file following the discussion with the Supervisor.

ARTICLE 9 – EMPLOYEE CATEGORIES AND DEFINITIONS

9.01 Employee Categories

- (a) Permanent

Shall mean any Employee who is filling a permanent position and has successfully completed the required probation period as per Article 14. A permanent Employee may be either full-time or part-time.

- (b) Casual

Shall mean an Employee who is:

- Filling a position for sixty (60) working days or less for a specific job or project; or
- Filling a position that does not have regularly scheduled hours of work or shifts; or
- Replacing permanent or term-certain Employees while those Employees are on sick leave, compassionate care leave or leave of absence of not more than sixty (60) working days.

Casual Employees shall be paid at the rate of pay as specified in the Collective Agreement plus 8% vacation pay; however, no other conditions, except those specifically outlined in the Agreement, shall apply. A casual Employee may be either full-time or part-time.

(c) Term-Certain

Shall mean an Employee who is appointed to a position that is greater than sixty (60) working days and has a definite time period of appointment not to exceed twenty (20) months. A term-certain Employee may be either full-time or part-time.

9.02 Definitions

(a) Full-time

Shall mean an Employee who works 35 hours per week as per Article 17.01.

(b) Part-time

Shall mean an Employee who works less than the regular hours per month of a full-time Employee or less than the total number of months per year of a full-time Employee.

(c) Term of Employment

Shall mean the start and end date of employment.

ARTICLE 10 – CONVERSION OF TERM-CERTAIN POSITIONS AND TERM-CERTAIN STATUS

10.01 Conversion of Term-Certain Positions

A position originally created as part-time or full-time term-certain shall become a part-time or full-time permanent position should the position extend beyond twenty (20) months or an accumulation of twenty (20) months has occurred, within a thirty-six (36) month period, provided there is no break in excess of four (4) months. This does not apply to positions that are supported through conditional funding (such as research grants, Enrolment Planning Envelope, campaign fund raising, and/or other ad hoc external contracts) or term-certain positions created specifically for backfill for a leave of

absence. The Union shall be notified in writing of all conditionally funded positions.

If a position is supported by conditional funding, this information shall be stated as "contingent on conditional funding" on the job posting.

The Union and the Polytechnic may agree to extend the end date of a term-certain position in specific cases.

10.02 Conversion of Term-Certain Employee Status

The status of a term-certain Employee shall be converted to permanent as follows:

- (a) the Employee must be in a term-certain position that is converted to a permanent position as outlined in 10.01, and,
- (b) the Employee has occupied the position for a period of twenty (20) accumulated months within a thirty-six (36) month period, provided there is no break in service in excess of four (4) months.

Articles 14.01 and 15.01 shall not apply.

As of the date of ratification, current and future Employees and positions that have achieved the above requirements shall be made permanent.

ARTICLE 11 – POSTINGS, APPOINTMENTS, PROMOTIONS AND TRANSFERS

11.01 When a new position is created or when a vacancy occurs in the Bargaining Unit of a term-certain or permanent status, such vacancies or new positions, along with relevant information about the status of the position, qualifications, required knowledge and wages, shall be sent to the Union for information and posted for a minimum of five (5) working days. Such vacancies or new positions shall be posted within ten (10) working days. In arranging the posting and filling of vacancies, every reasonable effort will be made to utilize the services of the outgoing Employee to train the new Employee.

Internal postings shall be done only with the agreement of the Union and shall include the words "internal posting only".

- 11.02 When filling the vacancies referred to in 11.01, applicants who are Employees currently within the Bargaining Unit who have been laid off and who have chosen recall in accordance with Article 21.07 shall be given first consideration; however, the Polytechnic may advertise outside, simultaneously with the job posting, for prospective Employees.
- 11.03 (a) Where two or more interviewed Permanent candidates are judged to be relatively equal in having the best combination of qualifications, ability and performance as compared with the Job Information Questionnaire and supported by performance documentation, the applicant among them having the most seniority shall be offered the position.
- (b) Where the selected applicant is a term-certain or casual Employee, the Employee with the greatest number of hours worked since the commencement within the Bargaining Unit shall be offered the position.
- (c) Where internal candidates are not short-listed for an interview or are not selected for the position, the hiring supervisor will provide them with an explanation in writing.
- 11.04 Where the Polytechnic selects and appoints from within the Bargaining Unit such appointments shall be made within the four (4) weeks following the expiry of the posting period.
- 11.05 Should the Polytechnic decide not to fill an advertised vacant position, the internal applicants and the Union shall be informed in writing of the reasons within five (5) working days.
- 11.06 No Employee shall be transferred to a position outside the Bargaining Unit without their consent.
- 11.07 Employees shall receive a letter of employment which will include the Employee's:
- (a) Job title, School/Division and Employee category
- (b) Rate of pay including level and step
- (c) Term of employment (if applicable)

- (d) Hours of work
- (e) Date of hire
- (f) Union affiliation
- (g) Competition number

All letters of employment shall include a copy of the relevant Job Information Questionnaire (JIQ) and specify the location of an electronic copy of the Collective Agreement.

- 11.08 The Polytechnic will provide CUPE with electronic reports that include the same information as provided in job postings, letters of employment and term-certain or casual extensions.

The Polytechnic will consult with CUPE on all term-certain or casual duration extensions.

- 11.09 Where an Employee is the successful applicant for a position in the Bargaining Unit at a higher Level, the Employee shall be placed at a Step which gives them at least a four percent (4%) salary increase.

- 11.10 A Permanent Employee who applies for and is awarded a Term-Certain or Casual position shall take a leave of absence from their permanent position. Their status and the entitlements on their permanent position will be maintained, including eligibility for professional development for the duration of the Term-Certain or Casual assignment provided the Employee's hours of work (FTE) meet or exceed those required to maintain benefit eligibility. They shall revert to their previous permanent position once the Term-Certain or Casual position ends.

- 11.11 Contracted Employment for Clerical Duties

Departments will plan ahead for known or expected vacancies to ensure whenever possible that the use of an external agency is not required to fill vacant positions.

Positions will be posted in accordance with Article 11.

Departments will notify Human Resources as soon as possible after they become aware of a short-term clerical vacancy for which a replacement is required. Human Resources will attempt to fill the

short-term vacancy through normal recruiting procedures or direct placement from an employment agency within 24 hours of notification. If the latter occurs, the Employee will immediately become a Red Deer Polytechnic Employee in the CUPE Bargaining Unit. Usually, these positions will be filled on a casual term of employment. CUPE will be notified by Human Resources that this situation has occurred.

ARTICLE 12 – DISCIPLINE & DISMISSAL

- 12.01 The value of progressive discipline with the aim of being corrective in application is recognized by both parties. Therefore, except in extreme cases, discipline or discharge for cause should be preceded by a documented record of counselling, warnings (written or oral) and/or suspensions.
- 12.02 Discipline shall be issued in a timely manner. Depending on the nature and circumstances of an incident, discipline will normally be progressive and bear a reasonable relationship to the violation.
- 12.03 It is further recognized the Employee is entitled to have a Union Representative present during any discussions of a disciplinary nature.
- 12.04 An Employee shall be given written particulars of a written warning, suspension or dismissal. No letter of discipline may be placed on an Employee's personnel file without the Employee's knowledge. Copies of all discipline shall be provided to the Union.
- 12.05 If an Employee grieves a disciplinary action, as provided in Article 7, and as a result of such grievance, the disciplinary action is disallowed or the penalty is reduced or amended, either by the Polytechnic, Arbitrator or Arbitration Board, the Employee's personnel file shall be amended to reflect the award.
- 12.06 There shall be no discipline, suspension, or dismissal except for just cause.
- 12.07 All documents and correspondence related to any disciplinary action against the Employee shall be destroyed eighteen (18) months after the original document is dated.

ARTICLE 13 – STUDENT PRACTICUM NON-PAID WORK EXPERIENCE

- 13.01 Red Deer Polytechnic may provide non-paid work experience for practicum students, office experience students, and job shadowing students, provided the hours of work do not exceed 140 hours for practicum students, 20 hours for office experience students, and one day for job-shadowing students, and provided that the Polytechnic informs CUPE of such placements.
- 13.02 No positions will be abolished nor will any Bargaining Unit Employee be displaced or suffer a loss of hours of work and/or pay and benefits due to the placement of practicum/office experience or job-shadowing students.

ARTICLE 14 – PROBATIONARY PERIOD

- 14.01 The probationary period for a new Employee engaged in a permanent or term-certain position shall be six (6) months.
- 14.02 A performance evaluation shall take place mid-way through the Employee's probationary period.
- 14.03 In the event that the normal probationary period is extended, the Employee and the Union shall be advised of the Polytechnic's reasons, in writing.
- 14.04 Employees, upon successful completion of the probationary period, shall achieve permanent Employee status. Term-Certain Employees shall achieve permanent status as outlined in Article 10. This status shall be confirmed in writing with a copy to the Union.
- 14.05 An Employee who works a Term-Certain term of employment that runs less than six (6) months and returns to the same position after a break of four (4) months or less, shall have time served under the previous term(s) of employment credited towards the completion of a probationary period.
- 14.06 The Polytechnic has the ability to discharge a probationary employee if in the opinion of the Polytechnic the Employee does not meet the requirements as outlined in the Job Information Questionnaire and performance expectations as documented. The decision to discharge a probationary Employee, may not be arbitrary, capricious, discriminatory or in bad faith. Individuals

discharged within their probationary period shall receive pay in lieu of notice in accordance with *Alberta Employment Standards Code*.

- 14.07 Probationary Employees discharged during their probationary period shall have access to the grievance procedure commencing at Step I, but are exempt from the ability to proceed to Arbitration.

ARTICLE 15 – TRIAL PERIOD

- 15.01 When a permanent Employee accepts a different position, the Employee shall be placed on trial for a period of ten (10) working days. If required, the Employer may extend the trial period for up to an additional twenty-five (25) working days providing the reasons for an extension are documented in writing to the Employee and the Union. In the event the Employee proves unsatisfactory in the position during the aforementioned trial period, or the Employee determines the position is unsatisfactory, the Employee shall return to their former position or equivalent position at the previous wage or salary and without loss of seniority. Any other Employee transferred because of the rearrangement of positions shall also be returned to their former position, or equivalent position, at the previous wage or salary without loss of seniority.

ARTICLE 16 – SENIORITY

- 16.01 Definition of Seniority

Seniority is defined as the length of service in the Bargaining Unit. Seniority shall operate on a Bargaining Unit-wide basis. Employees shall have their seniority effective from the original date of employment.

Employees within the Bargaining Unit that are promoted to a position outside the Bargaining Unit and subsequently are recruited to a position within the Bargaining Unit, shall maintain their previous seniority.

- 16.02 Seniority List

The Polytechnic shall maintain a seniority list showing the date upon which each Employee's service commenced. An up-to-date seniority list shall be sent to the Union quarterly.

16.03 Effective Date of Seniority

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

16.04 Loss of Seniority

An Employee shall not lose seniority rights if absent from work because of sickness, accident, or leave of absence approved by the Polytechnic.

An Employee shall only lose seniority in the event:

- (a) An Employee is discharged for just cause and is not reinstated.
- (b) An Employee resigns in writing and does not withdraw such resignation within two (2) working days thereafter.
- (c) An Employee is absent from work in excess of five (5) working days without sufficient cause or without notifying the Polytechnic, unless such notice was not reasonably possible.
- (d) An Employee is laid off for a period longer than one (1) year.

16.05 Application of Seniority

Seniority shall be the factor used in determining preference or priority for transfers, demotions, vacation scheduling, lay-offs, and recall.

ARTICLE 17 – HOURS OF WORK AND REST BREAKS

17.01 Hours of Work

Normal hours of work for full time Employees shall be thirty-five (35) hours per week and seven (7) hours per day. In addition, these hours shall, normally, be worked between 7:30 a.m. and 5:00 p.m. each day, and between Monday and Friday, inclusive.

Split-shift shall only occur in emergency conditions and shall not be scheduled into the normal work pattern.

Existing Employees, who are on staff as of June 30, 2012 or earlier, and who are not presently working evenings, will not be required to move to evening positions without prior consent, except in emergency conditions.

At the time of hire, new Employees with regularly scheduled hours will be provided with a letter of employment which specifies their scheduled hours of work.

Where the Polytechnic requires an Employee to change their schedule and work outside of normal hours of work, the Employee will be provided thirty (30) calendar days of written notice, except in the case of an emergency.

17.02 Where the Polytechnic requires an Employee to change their start and finish times and/or scheduled days of work, the Employee will be provided thirty (30) calendar days of written notice, except in the case of an emergency. By mutual agreement, less notice may be provided. No requests will contravene Article 17.01.

The notice requirements outlined in 17.01 and 17.02 above are not intended to apply to single or occasional instances.

17.03 Shift Differential

All Employees shall be paid a premium of one dollar and ten cents (\$1.10) for every hour worked after 5:00 p.m. and before 07:30 a.m., except for the following positions:

- (a) Library Information Common Assistant
- (b) Library Information Common (LIC) Reference Assistant
- (c) Classroom Monitor
- (d) Telephone Interviewer
- (e) Telephone Interviewer Supervisor
- (f) Testing Services Assistant
- (g) Student Feedback Assistant

17.04 Flex-Time

Normal hours of work for those Employees working flex-time shall be no more than forty (40) hours per week or eight (8) hours per day. In addition, these hours shall normally be worked between 7:30 a.m. and 6:00 p.m. each day, and between Monday and Friday, inclusive. The hours of those working flex-time may be scheduled on a six-month basis beginning July 1st and January 1st of each year. Normally, the total hours worked for each six-month period shall be 910 hours. This schedule is to be determined, in advance of each six-month period, by the supervisor in consultation with the Employee. It is to be noted that a holiday, or other day not worked during the schedule, is to be counted as the equivalent of a seven-hour working day for the purposes of calculating the total number of hours for the period.

17.05 Meal Breaks

Unpaid time off for a meal break will be provided to employees working seven (7) or more hours per day and will consist of not less than one-half (1/2) hour, nor more than one (1) hour daily, to be generally taken midway through the normal work period or at such other period as may be mutually agreed upon by the immediate supervisor and the Employee(s) affected.

Employees working less than seven (7) hours per day are not entitled to a meal break, however are entitled to a rest break(s) as outlined in Article 17.06.

17.06 Rest Break

Paid rest breaks shall be accorded as follows:

- (a) Employees working less than five hours in a day shall be provided with one fifteen (15) minute break;
- (b) Employees working five hours or more in a day shall be provided with two fifteen (15) minute breaks.

Rest breaks shall be scheduled by the immediate supervisor in consultation with the Employee. Employee requests to change scheduled rest breaks must be approved by the immediate supervisor in advance. Rest breaks will not normally be used to leave early. Unused rest breaks may not be banked for future use.

ARTICLE 18 – OVERTIME

18.01 All overtime worked requires the prior approval of the immediate supervisor. All Employees, excepting those on flex-time, shall be compensated for all time worked beyond seven (7) hours per day and thirty-five (35) hours per week at 1.5 times their hourly rate for the first two hours of overtime and double their hourly rate after that time. Those Employees on flex-time shall be compensated for all time worked beyond eight (8) hours per day and forty (40) hours per week at 1.5 times their hourly rate for the first two hours and double their hourly rate after that time.

The Polytechnic shall not give preference to casual Employees in the allocation of overtime. Overtime shall normally be first offered to the Employee filling the position that requires the overtime.

Part-time Employees will be paid overtime if they work in excess of seven (7) hours per day or thirty-five (35) hours per week. Additionally, Part-time Employees shall be compensated at 1.5 times their hourly rate for the first two hours of overtime and double their hourly rate after that time.

18.02 Combined Hours of Work

Where an Employee applies for and accepts an additional position at the Polytechnic which would cause the Employee's combined hours of work to exceed seven (7) hours per day and thirty-five (35) hours per week, the Employee may work up to twelve (12) hours per day and forty-four (44) hours per week without incurring overtime. Additionally, the Employee must have at least one day of rest each work week.

18.03 On a holiday Employees shall be paid double their hourly rate, plus an additional day off with pay at a time mutually agreeable between the Employee and the immediate supervisor.

18.04 Instead of a cash payment for overtime, an Employee may request to receive time off at the appropriate overtime rate, at a time mutually agreed to by the Employee and immediate supervisor. Such overtime will normally be taken within six (6) months.

18.05 Overtime shall be paid out if not taken as lieu time within six (6) months of the overtime worked.

ARTICLE 19 – HOLIDAYS

- 19.01 (a) The Polytechnic recognizes that all Employees covered by this Agreement will have the following paid holidays:
- | | |
|-------------------------|------------------|
| New Year's Day | Victoria Day |
| Good Friday | Labour Day |
| Canada Day | Thanksgiving Day |
| Civic Holiday in August | Remembrance Day |
| Christmas Day | Boxing Day |
| Family Day | |
- (b) In addition to the foregoing, the Polytechnic Staff covered by this Collective Agreement shall receive paid time off commensurate with their normal hours of work between Boxing Day and New Year's Day.
- (c) In addition to the above holidays, any other day proclaimed as a holiday by the Federal, Provincial, or Municipal Government.
- (d) In addition to the provisions of Article 19.01 (a) Employees shall receive one-half (1/2) day off with pay on the working day prior to Christmas Day. All Employees who are regularly scheduled to work the afternoon of the working day prior to Christmas Day shall receive the noted one-half (1/2) day off on the afternoon of the workday prior to Christmas Day.
- 19.02 No Employee, covered by this Agreement, shall suffer a reduction from salary or wages as a result of the occurrence of any of the above-named holidays provided that the Employee works their scheduled workday immediately prior to and following such holiday, except if the Employee is on authorized leave of absence or in case of illness covered by medical certificate.
- 19.03 In the event the above-named holidays mentioned in 19.01 (a) (except Christmas Day and Boxing Day) and 19.01 (c) may fall on a Saturday or Sunday or on an Employee's regularly scheduled day off, then another day shall be observed as that holiday, such day off to be mutually agreed upon between the Employee and their immediate supervisor, and shall be taken not later than the end of the subsequent year's vacation.

ARTICLE 20 – VACATION

- 20.01 All vacation leaves require the prior approval of the immediate supervisor. Salaried Employees shall make their requests for vacation in writing and using On-line Services. In the event that the deadline for making a request online is missed, the Salaried Employee shall make their request in writing (email communication is acceptable), and then record the vacation leave on their Absence and/or Vacation Entry Sheet, using On-line Services. Hourly Employees are required to make their requests in writing (email communication is acceptable).
- 20.02 Vacation is accrued each pay in accordance with hours worked in that pay period and the Employee's length of service at the Polytechnic. Paid vacation time is taken in accordance with the Employee's normal hours of work.
- Effective July 1, 2015, an Employee's length of service shall be calculated in accordance with the Employee's original hire date at the Polytechnic. For those employees with a break in service of more than 4 months, the length of service will be calculated using the date of their return to employment at the Polytechnic. (Prior to July 1, 2015, in determining vacation entitlement an Employee's service was calculated as at July 1st in each year.)
- Employees shall accrue twenty (20) working days' vacation per year worked during the first five (5) years of employment pro-rated based upon the date of commencement compared to the start of the fiscal year, and the Employee's full-time equivalency.
- Employees shall accrue twenty (20) working days plus one (1) additional day for each year worked beyond five (5) years to a maximum of thirty (30) working days' vacation pro-rated based upon their full-time equivalency.
- 20.03 The Polytechnic encourages Employees to use, in the current fiscal year, their entire vacation entitlement accrued in the previous fiscal year, or to use their vacation as it is accrued. An Employee may, subject to supervisory approval, carry over up to ten (10) days of their vacation entitlement from one vacation year to the next. Carryover days should be managed within the following fiscal year.
- 20.04 Other than in cases of emergency, once vacations are approved, they shall not be changed, except by mutual consent. If an Employee is required to work during their previously approved

vacation period, they will be paid at one and one-half (1.5) times their regular rate of pay for all hours worked during this period. Then their vacation will be rescheduled at a mutually agreeable time.

If an Employee incurs out of pocket expenses (e.g., non-refundable deposits, rebooking fees for accommodation or flights), they will be reimbursed upon submission of receipts.

20.05 Vacation Pay on Termination

Employees terminating employment before having used their accrued vacation shall be entitled to a proportionate payment of salary or wages in lieu of such vacation accrued under Article 20.02.

20.06 When a term-certain Employee achieves permanent status the Polytechnic will recognize the Employee's prior service when calculating vacation entitlement provided there is no break in service in excess of four months.

20.07 Employees within the Bargaining Unit who are promoted to a position outside the Bargaining Unit and subsequently are recruited to a position within the Bargaining Unit shall have their vacation entitlement based on their length of service in the Polytechnic.

20.08 Normally, seniority will be the primary factor when determining department vacation schedules.

20.09 An Employee shall receive an unbroken period of vacation of no less than fifteen (15) days unless mutually agreed upon in writing between the Employee and the Polytechnic.

20.10 Where an Employee on vacation:

- (a) verifies a period of hospitalization for themselves, or
- (b) qualifies for Compassionate Leave

the period of vacation that has been displaced shall be added to the vacation period or reinstated for use at a later date.

ARTICLE 21 – LAY-OFFS AND RECALLS

21.01 Lay-Off

A lay-off is defined as a reduction of the permanent workforce resulting from a lack of work, economic reasons or due to organizational change that causes a position to become redundant.

21.02 Both parties recognize that when a lay-off or redundancy is identified that the incumbent in the position needs to be notified that their position has been identified for lay-off or redundancy. By virtue of their seniority, as outlined in Article 16, the incumbent has options available to them as described in Articles 21.05 or 21.07.

Notice of layoff will be made on the basis of seniority and with regard to special qualifications or requirements, those with the least seniority being laid off first within the Bargaining Unit.

21.03 When a position is identified for lay-off or as redundant, the Polytechnic will:

- (a) Meet with the Union to inform them of the affected position and Member.
- (b) Identify current vacancies within the Bargaining Unit and provide copies of the relevant position Job Information Questionnaires to the Union. This is done to discuss whether any of the directly affected employees may be qualified for appointment to the existing vacancies.
- (c) Meet with the Employee and their Union Representative to provide notice and to discuss options as outlined in Article 21.

21.04 Notice of Redundancy

Notice of redundancy is provided to an Employee when the position that they occupy has been identified to become redundant. The Employer shall provide the Employee with at least thirty (30) calendar day's written notice of the redundancy, with a copy to the Union.

21.05 When an Employee has been given notice of redundancy they will be provided in writing, with the options available to them. This notice will be provided within ten (10) working days of the Employee

receiving the notice of redundancy with a copy to the Union. The Employee will notify the Polytechnic in writing of the option they have chosen within six (6) working days of receiving the options available to them.

The options are:

- (a) Accept a vacant position, if available, provided the Employee meets the minimum requirements to perform the position including special qualifications or requirements. The Union will be requested to waive a posting, if required.

An Employee who has been given notice of redundancy and who accepts a position with the same status (i.e., Permanent Full-time, benefit eligible Permanent Part-time, non-benefit eligible Permanent Part-time etc.) and with the same full-time equivalency cannot change their decision if another vacancy subsequently becomes available.

- (b) Displace the least senior Employee in the Bargaining Unit, provided there are no vacant positions with the same employment status (i.e., Permanent Full-time, benefit eligible Permanent Part-time, non-benefit eligible Permanent Part-time etc.) and with the same full-time equivalency.

Displacement is defined as an Employee's right of using greater seniority to displace the least senior Employee in the Bargaining Unit. The Employee will assume the displaced Employee's position and work assignment. The senior Employee must possess the requirements to perform the duties of the position they are moving into including special qualifications or requirements.

It is agreed that a benefit eligible Employee shall be eligible to displace the least senior Employee in the Bargaining Unit provided they have the requirements to perform the duties of the position they are moving into including special qualifications or requirements.

- (c) Accept severance, as outlined in Article 21.11. An Employee affected by a notice of redundancy may elect to not displace the least senior Employee in the Bargaining Unit and instead elect to be provided with notice of lay-off.

21.06 Notice of Lay-Off

Notice of lay-off is provided to the least senior Employee who, by virtue of their seniority, has no option to displace another Employee. The Employer shall provide the Employee with at least thirty (30) calendar day's written notice of the lay-off, with a copy to the Union.

21.07 When an Employee has been given notice of lay-off, they have the following options:

- (a) Accept a vacant position, if available, provided the Employee meets the requirements to perform the duties of the position they are moving into including special qualifications or requirements. The Union will be requested to waive a posting, if required.

An Employee who has been given notice of lay-off who accepts a position with the same status (i.e., Permanent Full-time, benefit eligible Permanent Part-time, non-benefit eligible Permanent Part-time etc.) and with the same full-time equivalency cannot change their decision if another vacancy subsequently becomes available;

- (b) Recall;
- (c) Accept severance, as outlined in Article 21.11.

These options will be provided in writing to the Employee with a copy provided to the Union within ten (10) working days of the Employee receiving the notice of lay-off. The Employee will notify the Polytechnic of their choice in writing within six (6) working days of receiving the options available to them.

21.08 At the discretion of the Employee who has received lay-off or position redundancy notice, they may elect to a payment in lieu of the period of notice as outlined in Article 21.04 or Article 21.06. Such payment shall not impact the Employee's eligibility for, or the value of, the severance package.

21.09 During the period of notice of lay-off or position redundancy, the Polytechnic shall allow the affected Employee a reasonable amount of time off with pay for interviews at the Polytechnic and with prospective employers other than the Polytechnic.

21.10 If a position with the same classification is not available, and the Employee accepts a position with a lower classification, the Employee will not suffer any loss of pay or reduction in classification level or step in their new position. The Employee will advance through the steps of their classification level and will be eligible for future general salary increases negotiated.

If the Employee accepts a position with a higher classification the rate of pay will be administered as per Article 11.09.

If they accept a term-certain position with a term of employment that is less than their entitled duration of severance, the individual will be paid out the difference between their entitled duration of severance and the term of the employment in the term-certain position, upon expiry of the term-certain position.

21.11 Upon accepting the option of severance, employment will be terminated and the Employee shall receive a severance payment based on length of service at the Polytechnic. The amount of the severance payment shall be as follows:

- (a) twelve (12) months or less of employment = one (1) month's pay
- (b) thirteen (13) – forty-eight (48) months of employment = two (2) month's pay
- (c) more than forty-nine (49) months of employment = one-half (1/2) a month's pay for each full and partial year to a maximum of eight (8) month's pay.

21.12 An Employee who is being laid off shall be provided with up to five hundred dollars (\$500.00) for career transition assistance to be reimbursed upon submission of receipts. The Polytechnic may agree to provide these funds directly to a service provider.

21.13 An Employee laid off for periods greater than one (1) month who has accepted a vacancy shall be entitled to benefits contained in Article 30, provided they pay 100% of the premium costs until they occupy the vacant position.

A laid off Employee who accepts a term-certain position working 17 ½ hours or more per week and with a duration of less than six (6) months shall be entitled to benefits contained in Article 30 for the duration of the term-certain appointment. Premium costs will be

shared between the Employee and Employer as per Article 30 for the duration of the term-certain appointment.

A laid off Employee who accepts recall shall be entitled to benefits contained in Article 30 provided they pay 100% of the premium costs during the recall period.

21.14 Recall Rights

- (a) Laid-off Employees shall have the right to be recalled by seniority into a vacant permanent position based on their ability to perform the requirements of the position.
- (b) Employees will lose their recall rights if, after a lay-off, they fail to return to work within seven (7) calendar days following notification by registered mail to do so, unless failure to return to work is due to sickness or other just cause, as documented appropriately.
- (c) It shall be the responsibility of the Employee to keep the Polytechnic informed of their current address.
- (d) A laid-off Employee recalled for casual work or a term-certain position shall not lose their recall rights for refusal to return to work.
- (e) A laid-off Employee shall have recall rights for a period of one (1) year from the date of lay-off.

ARTICLE 22 – JOB SECURITY AND CONTRACTING OUT

- 22.01 The Polytechnic agrees that in the event it becomes necessary to contract out any of the work or services presently performed by an Employee covered by this Agreement, the Polytechnic shall notify the Union at least ninety (90) calendar days in advance of such change and every effort will be made to absorb affected Employees into other jobs within the Bargaining Unit.
- 22.02 Employees who are transferred by the Polytechnic to a lower paid position shall continue to receive their previous rate of pay as per Article 29.04.
- 22.03 Employees who are not absorbed into other jobs within the Bargaining Unit shall be subject to lay-off as per Article 21.

The operation of the Article shall not be construed as a violation of Article 11.

ARTICLE 23 – JOB INFORMATION QUESTIONNAIRES, JOB CLASSIFICATION AND RECLASSIFICATION

23.01 Job Information Questionnaires

The Polytechnic agrees to draw up Job Information Questionnaires (JIQs) for all positions for which the Union is the bargaining agent. The Polytechnic shall supply JIQs to the Union and the Union shall be notified of and provided all revised JIQs.

The Polytechnic agrees to provide to all Employees the most recent and finalized JIQ for the position they occupy or to which they are appointed, upon request or at the time of appointment to a position.

23.02 No Elimination of Present Classification

Existing classifications shall not be eliminated without prior notification to the Union.

23.03 Change in Classification

Where the duties of a position have changed or if an Employee believes their classification requires review because the job duties of a position have changed, the Employee shall be entitled to a review of their classification by the Joint Classification Committee. The Employee shall send a written request for review to Human Resources with a copy to the supervisor and the Union. The Employee and supervisor will update the Job Information Questionnaire (JIQ) in consultation with Human Resources, normally within ninety (90) days of the date of the request. The classification decision will normally be provided within thirty (30) calendar days of receipt of the revised and signed Job Information Questionnaire. The Joint Classification Committee may request the attendance of the Employee (who may be supported by a Union representative) and/or supervisor to present their request and to respond to the Committee's questions.

- (a) The Committee will consider any issues or requests relevant to its function and will, where changes in salaries or classifications are involved, recommend the approval of such changes to Human Resources.

- (b) In situations where the Committee is evenly split in voting on issues before it, the existing status quo will remain.
 - (c) Should the Employee feel they have not received proper consideration in regard to a classification review, they may appeal to the Joint Classification Committee for further review of the matter.
 - (d) The Committee may make recommendations for interim classifications in situations where job changes could be temporary or being made on a trial basis.
 - (e) New ranges will be added to the schedule of classifications in Appendix 'A' if a job scores outside any of the existing ranges.
- 23.04 Where an Employee's position is reclassified to a higher level, they shall be placed at a Step which gives them at least a four percent (4%) salary increase.
- 23.05 If an Employee's job is re-classified to a lower level, the incumbent(s) will not suffer any loss of pay or reduction in classification level or step. The incumbent(s) will advance through the steps of their former classification level and will be eligible for any future general salary increases negotiated as long as they continue to occupy the position.
- 23.06 The effective date of the change in classification including appeals, shall be the date the new incumbent commenced in the position or the first day of the pay period in which the Employee's written request for review was received by Human Resources. Human Resources shall confirm receipt of the application for review via email. Should the classification change, the notice of reclassification shall clearly state the effective date as well as the effective date of the next step advance (if applicable).

ARTICLE 24 – DETERMINATION PROCESS

- 24.01 The process used by the Polytechnic to determine appropriate Bargaining Unit placement shall be as follows:

- (a) Job Information Questionnaires shall be compared with all non-faculty jobs at the Polytechnic. The comparison is to determine:
 - (i) The best match with existing Job Information Questionnaires elements (primary criteria);
 - (ii) Consideration of factors outlined in the current Joint Classification tool.

For jobs with elements common to the Union and other Bargaining Units or employee groups at the Polytechnic, the determining factor shall be the primary focus of the position. Primary focus factors include percentage of time spent on the main functions of the job.

- (b) A newly created job, or a current job whose primary focus has changed, shall be assessed by the Polytechnic to determine Bargaining Unit placement, before the position is submitted to the Joint Classification Committee. Should the primary focus of newly created jobs change, they will be re-determined.
- (c) The Polytechnic shall notify the Union in writing (email is acceptable) of all non-faculty jobs that have been determined within ten (10) working days of the review. The notification shall include the rationale and supporting documentation.
- (d) Within ten (10) working days of receipt of the determination notification, rationale and supporting documentation from the Polytechnic, the Union may request a meeting to discuss the determination report. This request should be in writing (email is acceptable) identifying questions or concerns about the content of the report. At the conclusion of the meeting the Polytechnic will indicate whether the determination report will be amended, or some other action is required, and if so, will make revisions or take other appropriate action and re-issue the report within ten (10) working days of the meeting date.
- (e) Within ten (10) working days of receiving a revised report the Union may appeal the Polytechnic's decision. An Adjudicator appointed pursuant to this Article within thirty (30) calendar days of the request for appeal will conduct a hearing.
 - (i) The parties must agree on an Adjudicator.

- (ii) Where the parties are unable to agree on an Adjudicator, either party may apply to the Chair of the Labour Relations Board to appoint an Adjudicator, with notice to the other party. The Chair of the Labour Relations Board is hereby requested and empowered to make such an appointment.
- (f) Prior to the hearing, each party shall provide written statements to the Adjudicator and to the other party.
 - (i) The decision of the Adjudicator is restricted to a determination of which Bargaining Unit the job in question shall be placed. The Adjudicator shall provide written reasons and shall issue their decision in writing to the parties within thirty (30) calendar days.
 - (ii) The Polytechnic shall implement the Adjudicator's decision upon receipt.
- (g) Under extenuating circumstances, timelines may be extended, if the parties are in agreement.
- (h) When the determination results in a change in bargaining unit, the job and the incumbent who occupies it will be moved to the appropriate Bargaining Unit on the first of the pay period in which the determination is finalized by Human Resources and the relevant Bargaining Units.
- (i) When the position submitted for determination is also identified as requiring classification or reclassification, the effective date shall also be the first day of the pay period in which the determination was finalized by Human Resources and the relevant Bargaining Units, as in Article 24.01 (h).
- (j) The Polytechnic and the Union shall equally share the cost of the Adjudicator.
- (k) The *Arbitration Act* does not apply to the Adjudicator's decision. All parties reserve the right to apply for a determination to the Labour Relations Board if they dispute the finding of the Adjudicator. The decision of the Adjudicator is not binding on the Labour Relations Board.

ARTICLE 25 – LEAVE OF ABSENCE

25.01 Leave for Union Functions

- (a) Representatives of the Union, after notifying their immediate supervisor, shall not suffer any loss of pay when required to leave their employment temporarily, during the day, in order to meet with representatives of the Polytechnic with respect to grievances or the operation of the Collective Agreement. In the case of interest arbitration or rights arbitration, the maximum number of representatives of the Union that shall request a leave from their employment, shall be three (3) representatives.
- (b) Leave with pay shall be provided to the President (or their designate) to conduct Union business for a total of seven (7) hours per month (to be taken in whole or in part).
- (c) Leave with pay shall be provided to delegates representing the Union at the annual meeting of the CUPE Alberta Division Convention. The number of delegates shall not exceed the number allowable under the CUPE Alberta Division constitution which is two (2) delegates.

25.02 Leave of absence with pay and without loss of seniority shall be granted, upon request to the Polytechnic, to Employees elected, or appointed to represent the Union at Union Conventions, or to attend Executive Committee meetings of CUPE, or its affiliated or chartered bodies, provided such leaves of absence, if they involve more than one person, will not, in the opinion of the Polytechnic, interfere with the schedule of work or place undue hardship on other Employees. CUPE agrees to reimburse the Polytechnic for the actual salary paid to the employee while on leave plus an amount determined by the Polytechnic to cover the cost of benefits.

25.03 Leave for Full-Time Union Duties

An Employee who is elected or selected for a full-time position with the Union or any body, with which the Union is affiliated, shall be granted leave of absence without pay and without loss of seniority for a period of up to one year. Such leave shall be renewed each year, on request, during the Employee's term of office. Such leave shall require at least one (1) month's notice prior to commencement of leave and prior to return to the Polytechnic. The Polytechnic will consider requests with less than one (1) months' notice upon consideration of, extenuating circumstances presented by the Union, and operational impact on the Employee's work

unit. Such Employee shall receive benefits as provided by the Collective Agreement, subject to the provisions of the contract with the benefit carrier(s). The Union shall reimburse the Polytechnic for all benefit premiums during the period of absence.

25.04 Workplace Leave

An Employee requested by the Polytechnic to carry out Polytechnic duties, related to Polytechnic extra-curricular programs, shall be provided necessary time off, without loss of regular earning, to discharge such duties.

25.05 Compassionate Leave

An Employee shall be granted five (5) regularly scheduled workdays leave, inclusive of any required travel time, without loss of salary or wages, in the case of death of a parent, spouse, (including common-law and same gender partner), sibling, child, in-law, fiancée, grandparent or grandchild. In recognition that compassionate leave is based on individual circumstances, the Polytechnic may, upon request, grant additional compassionate leave with pay or without pay. Leave may be granted in the case of the death of other close relatives, but without pay, and for such period of time as in the discretion of the Polytechnic may be deemed proper. Requests are to be made in writing to the Chief Human Resources Officer or designate.

25.06 Leave for Attendance at Funeral

The Polytechnic, may, in its discretion, grant one (1) day leave of absence, without loss of salary, to an Employee to attend at a funeral as a pallbearer or mourner.

25.07 Compassionate Care Leave

An Employee shall be granted an unpaid leave for up to twenty-seven (27) weeks to care for a family member who has a serious medical condition with a significant risk of death, in accordance with the provisions of the Employment Insurance Compassionate Care Benefit. During such leave, the Employee will continue to accumulate all benefits and seniority under the Collective Agreement. If the leave commences on the second calendar day of the month, the Employee's benefit premiums will continue to be cost shared with the Polytechnic for the balance of that month. Thereafter, if the Employee wishes to maintain benefit coverage, they will be responsible for paying one hundred percent (100%) of the premium costs.

On return from leave the Employee shall be placed in their former position.

25.08 Leave for Court Appearances

- (a) The Polytechnic shall grant paid leave to Employees, other than Employees on leave without pay, who serve as jurors or witnesses in a court action, provided such court action is not occasioned by the Employee's private affairs.
- (b) In cases where an Employee's private affairs have occasioned a court appearance, such leave to attend at court shall be without pay.
- (c) An Employee in receipt of regular earnings while serving at court shall remit to the Polytechnic all moneys paid to them by the court, except travelling and meal allowances.

25.09 Personal Leave

An Employee may be granted a leave of absence without pay and loss of seniority for good and sufficient reason. Request for such leave must be made in writing to the Chief Human Resources Officer or designate. Such leave shall require at least two (2) months' notice prior to commencement of leave. The Polytechnic will consider requests with less than two (2) months' notice upon consideration of, extenuating circumstances presented by the Employee, and operational impact on the Employee's work unit.

25.10 Deferred Salary Leave

- (a) Subject to the approval of the Polytechnic, Permanent CUPE Union members may participate in a Deferred Salary Leave Plan for a minimum of six (6) months. The Polytechnic shall administer the plan in accordance to the plan document dated December 1986 and revised from time to time.
- (b) The number of CUPE members approved by the Polytechnic to go on deferred salary leave in a given academic year shall be a maximum of ten percent (10%) of the total permanent full-time appointed CUPE members on staff at that time.
- (c) Provisions of the Collective Agreement shall not apply during deferred salary leave, except that the member may choose to pay one hundred percent (100%) of the premium costs to continue the health care insurance and other benefits(s) that are applicable subject to the provisions of the contract(s) with the benefit carrier(s).

- (d) The member granted deferred salary leave shall obtain a position upon their return. The period during which a person is on deferred salary leave shall not count towards their service time under the Collective Agreement or towards their earning of an increment.

25.11 Flexible Leave

An Employee who requires time off from work may be granted Flexible Leave without loss of pay upon approval by the immediate supervisor to a maximum of two (2) working days per fiscal year or the equivalent in hours. Time off may be requested in one-half (1/2) hour increments. For Part-time members, this entitlement shall be pro-rated based upon their normal or scheduled hours of work.

- (a) The parties recognize that an Employee may be unable to report to work for their regularly scheduled shifts, due to circumstances of pressing necessity which requires the Employee's personal attention and cannot be served by others or attended to by the Employee at a time when the Employee is normally off duty. The circumstances under which Flexible Leave may be approved are as follows:
 - (i) Moving the Employee's household effects
 - (ii) Administration of an estate
 - (iii) Attend formal hearings to become a Canadian Citizen
 - (iv) Attend to a household emergency at the Employee's place of residence and requires the Employee's personal attention (e.g., natural disaster, flooded basement, furnace/heating outage, plumbing issues, etc.)
 - (v) Breakdown of the Employee's vehicle which impacts the Employee's ability to attend work
 - (vi) Employee's involvement in a minor vehicular accident which impacts the Employee's ability to attend work
 - (vii) Weather or road conditions such as when roads are closed by emergency personnel and make it unsafe for the Employee to attend work

- (b) An Employee shall be entitled to one (1) working day with pay to support their spouse or child on or following the birth or adoption of a child or grandchild.

An Employee may be required to submit satisfactory proof to the Employer demonstrating the need for Flexible Leave.

25.12 Other Unpaid Leaves of Absence

An Employee shall be granted other unpaid leaves of absence with job protection in accordance with *Bill 17: The Fair and Family-Friendly Workplaces Act*, Alberta.

Requests for such leave(s) must be made in writing to the Chief of Human Resources or designate.

ARTICLE 26 – SICK LEAVE

26.01 Casual Sickness

- (a) “Casual Sickness” means an illness which causes an Employee to be absent from duty for five (5) consecutive working days or less.
- (b) Employees shall be entitled to twenty (20) working days of short periods of sickness each fiscal year pro-rated based upon commencement date and hours worked in a fiscal year. Each day or portion of a day of casual sickness used within a fiscal year shall be deducted from the remaining sick leave entitlement for that year. Casual Sickness Leave does not carry over to ensuing fiscal years.
- (c) Up to five (5) of the twenty (20) working days an Employee is entitled to for casual sickness may be granted for the purpose of providing personal care to an Employee’s immediate family member including parent, spouse (including common-law and same gender partner), fiancée, child or others when arrangements or care cannot be provided by another family member, and the Employee becomes the primary care giver [these days are in addition to the entitlement outlined in Article 26.01 – (d)].

These Casual Sick Days are not intended to be used for attendance at medical appointments where the Employee is not deemed to be the primary care giver.

- (d) An Employee shall be granted three (3) working days (these days are exclusive of Casual Sick Days) in any one July 1 to June 30 period without loss of pay or benefits, in the event of an emergency, illness or hospitalization pertaining to an immediate family member including parent, spouse (including common-law and same gender partner), fiancée, child or others when arrangements or care cannot be provided by another family member or attended to by the Employee at a time when the Employee is normally off duty.
- (e) If an Employee's casual sick days have been fully utilized, additional casual sick episodes will be on a basis of leave of absence without pay.

26.02 General Sickness and Short-Term Disability

- (a) General sickness or short-term disability is defined as a sickness or disability which causes an Employee to be absent from service for six (6) or more working days. The Polytechnic shall self-insure this benefit for a maximum period of ninety (90) calendar days for each discrete incident, provided the Employee has successfully completed their probationary period with the Polytechnic. In cases where an Employee resigns, is terminated or their term of employment ends before the expiry of the ninety (90) calendar days of coverage, coverage will not continue beyond the last date of employment. If the sickness or disability exceeds ninety (90) calendar days, then the Employee may be eligible for coverage under the Long-Term Disability Plan pursuant to the terms of that Plan.
- (b) The Employee and the Health and Wellness Centre have joint responsibility to maintain contact during the leave to facilitate the assessment of compliance with and the progress on the treatment plan prescribed by the Employee's duly qualified practitioner and to keep the Polytechnic current on any developments impacting the Employee's expected date of return to the Polytechnic. The Polytechnic reserves the right to acquire additional medical information to support the short-term disability claim.

26.03 Long-Term Disability

- (a) The Polytechnic will effect and maintain a Long-Term Disability Plan.
- (b) Membership in the Polytechnic administered Long-Term Disability Plan is a condition of employment for all Employees working greater than half-time. There is a waiting period of twelve (12) months from the commencement of employment before new Employees shall be eligible to join the Long-Term Disability Plan. Coverage shall commence immediately following completion of the waiting period.
- (c) The Employee shall pay the total premium costs of providing benefits pursuant to Long-Term Disability insurance.
- (d) An Employee off on long-term disability leave will be required to pay 100% of their benefit premium costs for the duration of their absence or the maximum timeframe of two years, whichever is the lesser amount of time. For pension benefits, payment is required for the duration the Employee is receiving long-term disability benefits as per the contribution rates set by the Local Authorities Pension Plan. Payment will be due in Human Resources on the last working day of the month for the preceding month's coverage and pension contributions.

26.04 Medical Certificate Requirement

The Polytechnic may, require a certificate from a duly qualified practitioner certifying that a member's absence was necessitated by illness if any such absence exceeds five (5) consecutive workdays. The cost, if any, for this certificate shall be reimbursed to the Employee by Human Resources.

Appointments

Employees requiring time off for the purpose of attending appointments, in consultation with the supervisor may either make up the scheduled time within five (5) working days or take their casual sickness leave in one-half (1/2) hour increments. Employees should be making every effort to schedule appointments outside of normal work hours.

For the purpose of this Article, appointments are those that involve services from certified medical practitioners as defined under the schedule of expenses eligible for reimbursement under the extended health benefit coverage.

ARTICLE 27 – MATERNITY LEAVE/PARENTAL LEAVE

27.01 Maternity and Parental Leave shall be granted by the Polytechnic, upon application to the Chief Human Resources Officer or designate, to all Employees eligible under the provisions of the *Alberta Employment Standards Code* in effect at the time of application.

Parental leave can be taken by:

- (a) the birth mother, immediately following maternity leave,
- (b) the other parent,
- (c) adoptive parents, or
- (d) both parents, shared between them.

27.02 Such leave shall be applied for, in writing, not less than three (3) months prior to the estimated confinement date.

- 27.03
- (a) An Employee shall be eligible for maternity and parental leave in accordance with the legislation. The leave may commence at any time during the twelve weeks prior to the estimated date of delivery. Any changes to approved leaves under this Article shall be in accordance with the provisions of the *Alberta Employment Standards Code*.
 - (b) During the period of the leave in which the Employee is medically unable to work, the Polytechnic will provide Supplemental Unemployment Benefits (as per the SUB plan contained in Appendix 'B') and pay the Polytechnic portion of benefit premiums, providing that the Employee submits a medical certificate acceptable to the Polytechnic supporting the absence on medical grounds. The Employee will continue to accrue vacation entitlement during the SUB portion of their leave.

- 27.04 (a) Employees on Maternity and Parental Leave shall continue to accrue seniority and shall normally be returned to their same position and rate of pay upon their return to the Polytechnic. If a position with the same classification is not available, and the Employee accepts a position with a lower classification, the Employee will not suffer any loss of pay or reduction in classification level or step in their new position. The Employee will advance through the steps of their classification level and will be eligible for any future general salary increases negotiated. Further, should such a change occur, the Polytechnic would provide the Employee with one (1) month's written notice, with a copy to the Union.
- (b) Term-Certain Employees while on maternity leave shall be entitled to apply for any term-certain or permanent positions that are posted while they are on leave. If the term-certain Employee is the successful candidate for the position, the Polytechnic may approve a leave of absence for the remainder of the maternity leave or appoint the Employee at the conclusion of their maternity leave.
- 27.05 If a medical certificate is required for the Employee to return from leave to regular employment, it will be at the expense of the Polytechnic.
- 27.06 Where a medical certificate is provided, stating that a longer period of leave is required due to complications related to pregnancy, the Chief Human Resources Officer or designate shall extend the leave up to a maximum of six (6) months longer than the maximum allowable leave.
- 27.07 Whenever an Employee is absent past the maximum leave allowable under the *Alberta Employment Standards Code* on Maternity and/or Parental Leave and where the Chief Human Resources Officer or designate has not extended the leave period, the Employee shall automatically be deemed to have terminated employment when the maximum period expires.
- 27.08 An Employee who wishes to return to work from Maternity and Parental Leave, or wishes to resign while on leave, shall provide the Polytechnic one (1) month's written notice of such intention.
- 27.09 An Employee may, subject to supervisory approval, carry over up to one-half (1/2) of their outstanding vacation entitlement to be utilized following their return from Maternity and Parental Leave.

ARTICLE 28 – WAGES AND CLASSIFICATIONS

- 28.01 Salaries and wages for all Employees, or classification of Employees covered by this Agreement, shall be prescribed in Appendix 'A' and Appendix 'A-1' attached hereto.

ARTICLE 29 – PAYMENT OF WAGES AND ALLOWANCES

- 29.01 Employees shall be paid twice a month, on or before the 10th and 25th day of the month.
- 29.02 All Employees shall automatically advance on the Salary Grid on each anniversary date at their current Classification Level.
- 29.03 Employees who leave the Polytechnic for a period of four (4) months or less will have their previous experience at the Polytechnic recognized with regards to their salary placement. Employees will be rehired at their same step upon their return to the same or lower classification level. Employees will advance through the steps of their classification level and will be eligible for any future general salary increases negotiated.
- 29.04 If the Polytechnic requests an Employee covered by the CUPE Collective Agreement to transfer to a lower paying position, that Employee shall not suffer any loss of pay or reduction in classification level or step in their new position. The Employee will advance through the steps of their classification level and will be eligible for any future general salary increases negotiated.
- 29.05 When an Employee is required to use their automobile on Polytechnic business, they shall be reimbursed in accordance with the Polytechnic Travel and Related Expenses Policy.
- 29.06 Long Service Allowance
- Upon voluntary separation of employment, if an Employee has twenty (20) or more years of service, the Employee shall receive a one-time payment of five hundred dollars (\$500.00) in recognition of service to Red Deer Polytechnic.

29.07 Long Service Increment

The Polytechnic will provide a long service increment for active permanent Employees according to the following schedule:

- (a) \$ 0/month for Employees with 0 – 9 years of completed service
- (b) \$20/month (\$240/year) for Employees with 10 – 14 years of completed service
- (c) \$30/month (\$360/year) for Employees with 15 – 19 years of completed service
- (d) \$40/month (\$480/year) for Employees with 20 – 24 years of completed service
- (e) \$50/month (\$600/year) for Employees with 25 or more years of completed service.

Service will be based on cumulative months of employment with the Polytechnic calculated as of June 30th of each year and paid in the following year.

Should the eligible Employee terminate their employment they will receive a pro-rated amount from July 1st to their date of termination.

ARTICLE 30 – HEALTH BENEFITS, COMPENSATION AND PENSION PLAN

30.01 Health Benefits

Eligible Employees will be entitled to health benefits named in this Article with no waiting period.

30.02 The Polytechnic will contribute seventy-five percent (75%) of the cost of premiums for Alberta Health Care Insurance Plan, the Supplementary Health Care Plan and a Dental Plan. The Polytechnic will contribute seventy-five percent (75%) of the premium for Life Insurance and Accidental Death and Dismemberment on an amount equal to two times (2X) the Employee's annual salary. Premiums for enhanced coverage shall be paid fifty percent (50%) by the Polytechnic and fifty percent (50%) by the Employee.

30.03 An Employee who works full-time for eight (8) months or more, shall have the employer portion of their health benefits paid by the Polytechnic, for the interim period between terms of employment, after they have completed two (2) consecutive terms of eight (8) months or more.

30.04 Supplementation of Workers' Compensation Award

The Polytechnic shall continue to pay an Employee approved by WCB for receipt of Workers' Compensation payments as a result of an illness or injury occurring in the course of their work duties for the Polytechnic at one hundred percent (100%) of their regular pay until the earliest of the following:

- (a) The Workers' Compensation Board certifies that the Employee is able to return to work, or
- (b) The Workers' Compensation Board grants the Employee a disability pension as a result of the Employee not being able to return to work, or
- (c) The Employee is eligible for an unreduced Local Authorities Pension, or
- (d) The Employee's term of appointment expires.

30.05 During the period when the Workers' Compensation Board is reviewing the documentation on the injury or illness to determine if it is compensable within the *Workers' Compensation Act*, the Employee's lost time from work will be designated against their casual sick days and STD and LTD. If the compensation payments are subsequently received by the Polytechnic from the Workers' Compensation Board, the Employee's casual sick days will be restored.

If the Workers' Compensation Board denies the Claim, the Employee will be entitled to casual sick days, STD and LTD as long as such absence is medically substantiated.

30.06 Pension Plan

Participation in the Local Authorities Pension Plan (LAPP) is mandatory for all Permanent Full-time Employees after a one (1) year waiting period.

Participation in the Local Authorities Pension Plan (LAPP) is optional for Permanent Part-time Employees provided the Employee is hired to work at least seventeen and one-half (17 ½) hours per week (910 hours per year).

The one (1) year waiting period for LAPP will be waived if the Employee is coming from another LAPP employer and there is less than a six (6) month break in service.

ARTICLE 31 – TUITION WAIVER

31.01 An Employee, their children, and spouse shall be entitled to enroll in Polytechnic courses without payment of tuition fees, subject to the following conditions:

- (a) the Employee is a Permanent Employee who works seventeen and one-half (17 ½) hours or more per week (910 hours per year), or the Employee is a Term-certain Employee who works nine hundred ten (910) hours or more during the term of their employment;
- (b) a maximum of twelve (12) billing credits for Employees in any fiscal year. Of these 12 billing credits a maximum of nine (9) billing credits can be used for the Employee's children and/or spouse in any fiscal year;
- (c) the maximum entitlement shall be two (2) courses per term for an Employee and one (1) course per term for their children or spouse. The maximum combined entitlement will not exceed two (2) courses per term, and;
- (d) the eligible person shall be responsible for all costs of supplies, materials or other direct costs, if any, that are required for the Course.

31.02 In circumstances where an Employee is on an unpaid leave of absence of greater than thirty (30) consecutive days from the Polytechnic, the Employee and their children, and spouse shall not be entitled to the tuition waiver as outlined in Article 31.01 above.

ARTICLE 32 – PROFESSIONAL DEVELOPMENT

- 32.01 The Polytechnic and Union recognize the value of maintaining a proactive, knowledgeable and innovative workforce. As such, the Polytechnic encourages and supports Employees to pursue professional development activities.
- (a) Each fiscal year, the Polytechnic shall make provisions in its budget for a professional development fund for the purpose of providing Employees with professional development opportunities.
 - (b) Decisions regarding changes to the professional development fund shall be made by the Polytechnic, in consultation with the CUPE Professional Development Committee.
- 32.01 Employees on an unpaid leave of absence of greater than thirty (30) consecutive days from the Polytechnic are not eligible to access the professional development fund during their leave of absence.

ARTICLE 33 – ATTENDANCE AT COURSES, SEMINARS AND CONFERENCES

- 33.01 Employees who have been approved by their supervisor to attend a course, seminar, workshop, conference or equivalent during regularly scheduled hours of work shall be allowed time off with pay to attend.
- 33.02 An Employee who is required, by the Polytechnic, to attend a course, seminar, workshop, conference or equivalent outside regularly scheduled hours of work or on a regularly scheduled day off shall be granted equivalent time off in lieu at straight time rates.
- 33.03 An Employee who is required, by the Polytechnic, to attend a course, seminar, workshop, conference or equivalent which necessitates travel outside the urban area in which they are employed shall be compensated at straight time for the actual hours spent in travel provided such travel time is in excess of the regularly scheduled workday or the regularly scheduled work week.

ARTICLE 34 – PARKING

34.01 The same regulations governing parking facilities that apply to the other Polytechnic staff members will apply to Employees covered by this Agreement.

ARTICLE 35 – PRO-RATING FOR PERMANENT PART-TIME AND TERM-CERTAIN EMPLOYEES

35.01 Permanent part-time and term-certain Employees shall be entitled to the terms and conditions of this Collective Agreement, with the following exceptions:

- (a) Article 20 – Vacation
 - (i) pro-rated on hours worked for permanent part-time Employees who work less than the total number of hours per year of a full-time Employee.
 - (ii) eight percent (8%) vacation pay for term-certain Employees and those permanent part-time Employees who work less than the total number of months per year.
- (b) Article 26 – Sick Leave
 - (i) pro-rated based on hours worked.
- (c) Article 30 – Health Benefits, Compensation and Pension Plan
 - (i) does not apply to Employees working less than nine hundred ten (910) hours in a year.

In the event that a term-certain Employee's term of employment is extended by a minimum of one (1) month and as a result the Employee will be working longer than a six (6) month term of employment, the Employee will be eligible for benefits effective the date of extension and for the remainder of the term of employment.

NOTE: The availability of medical benefits for part-time and term-certain Employees shall be subject to the contract between the Polytechnic and the carrier of

such benefits with regards to the inclusion of part-time and term-certain Employees for coverage of medical benefits.

- d) Article 31 – Tuition Waiver
 - (i) does not apply to Permanent Employees working less than seventeen and one-half (17 ½) hours per week (910) hours per year).
 - (ii) does not apply to Term-certain Employees working less than nine hundred ten (910) hours during the term of their employment.

For the Polytechnic

DocuSigned by:

FF898C4D6R0645A

For the Union

DocuSigned by:

70BE136C9ADB471...

Date _____

Date _____

APPENDIX 'A'

Salary Scale

Effective July 1, 2019	0%
Effective July 1, 2020	0%
Effective July 1, 2021	0%
Effective July 1, 2022	0%
Effective April 1, 2023	1.25%
Effective Dec. 1, 2023	1.5%
Plus an additional 0.5% subject to Gain Sharing Formula*	

*Gain Sharing Formula:

Alberta's 20-year average (2000-2019) of Real Gross Domestic Product (GDP) is 2.7%. Provided that the "Average of All Private Forecasts for Alberta's Real GDP" for 2023 calendar year is at or above 2.7% as of February of 2024, then an additional 0.5% will be added to wages retroactively effective December 1, 2023.

"Average of All Private Forecasts for Alberta's Real GDP" for 2023 Calendar Year would be a simple average of Alberta's Real GDP for 2023 across the following independent forecasting institutions:

- Conference Board of Canada
- Stokes Economics
- BMO Capital markets
- CIBC World Markets
- Laurentian Bank
- National Bank
- RBC Royal Bank
- Scotiabank
- TD Bank

The most recent publicly available forecast for Alberta's Real GDP for 2023 would be sourced from each institution at the time the pay-out determination would be made in February 2024.

The "Average of All Private Forecasts for Alberta's Real GDP" for 2023 will be published in Alberta Budget 2024.

July 1, 2019 – March 31, 2023

Initial placement on the Salary Scale may be up to step 2 of the salary grid. If placement is made at Step 2, People & Culture and CUPE must be notified in writing at the time of hire.

Level	Step 1	Step 2	Step 3	Step 4	Step 5
A	27,300 * 15.00 *	27,797 15.27	28,911 15.88	30,068 16.51	31,269 17.18
B	30,934 16.99	32,171 17.67	33,456 18.38	34,796 19.11	36,187 19.88
C	35,137 19.30	36,543 20.07	38,005 20.88	39,526 21.71	41,106 22.58
D	38,629 21.22	40,174 22.07	41,779 22.95	43,452 23.87	45,190 24.82
E	42,598 23.40	44,303 24.34	46,073 25.31	47,916 26.32	49,833 27.38
F	48,097 26.42	50,021 27.48	52,020 28.58	54,102 29.72	56,266 30.91
G	51,590 28.34	53,651 29.47	55,798 30.65	58,029 31.88	60,350 33.15
H	55,079 30.26	57,280 31.47	59,572 32.73	61,956 34.04	64,435 35.40
I	61,301 33.68	63,754 35.02	66,304 36.43	68,958 37.88	71,715 39.40

* Until such time as the rate of pay for Level A Step 1 exceeds the Alberta *Employment Standards* minimum wage the hourly rate of \$14.68 and annual rate of \$26,729 has been adjusted to meet the October 1, 2018, legislated hourly minimum wage rate of \$15.00.

April 1, 2023 – November 30, 2023

Initial placement on the Salary Scale may be up to step 2 of the salary grid. If placement is made at Step 2, People & Culture and CUPE must be notified in writing at the time of hire.

Level	Step 1	Step 2	Step 3	Step 4	Step 5
A	27,300 * 15.00 *	28,146 15.46	29,272 16.08	30,443 16.72	31,661 17.39
B	31,321 17.20	32,574 17.90	33,877 18.61	35,232 19.35	36,641 20.13
C	35,576 19.54	36,999 20.33	38,479 21.14	40,018 21.98	41,619 22.86
D	39,112 21.48	40,676 22.34	42,303 23.24	43,995 24.17	45,755 25.13
E	43,130 23.69	44,855 24.64	46,649 25.62	48,515 26.65	50,456 27.72
F	48,698 26.75	50,646 27.82	52,672 28.94	54,779 30.10	56,970 31.30
G	52,235 28.69	54,324 29.84	56,497 31.04	58,757 32.28	61,107 33.57
H	55,767 30.63	57,998 31.86	60,318 33.14	62,731 34.46	65,240 35.84
I	62,067 34.09	64,550 35.46	67,132 36.88	69,817 38.36	72,610 39.89

* Until such time as the rate of pay for Level A Step 1 exceeds the Alberta *Employment Standards* minimum wage the hourly rate of \$14.86 and annual rate of \$27,063 has been adjusted to meet the October 1, 2018, legislated hourly minimum wage rate of \$15.00.

April 1, 2023 – November 30, 2023

- 1.25% general increase to all classification levels and steps on the salary grid

December 1, 2023 – June 30, 2024

Initial placement on the Salary Scale may be up to step 2 of the salary grid. If placement is made at Step 2, People & Culture and CUPE must be notified in writing at the time of hire.

Level	Step 1	Step 2	Step 3	Step 4	Step 5
A	27,469 15.09	28,568 15.69	29,711 16.32	30,901 16.97	32,135 17.65
B	31,791 17.46	33,063 18.16	34,386 18.89	35,761 19.65	37,191 20.43
C	36,110 19.83	37,554 20.63	39,056 21.46	40,618 22.32	42,243 23.21
D	39,699 21.81	41,287 22.68	42,938 23.59	44,656 24.53	46,442 25.51
E	43,777 24.05	45,528 25.01	47,349 26.01	49,243 27.05	51,213 28.13
F	49,428 27.15	51,405 28.24	53,461 29.37	55,599 30.54	57,823 31.76
G	53,019 29.13	55,140 30.29	57,346 31.51	59,640 32.77	62,026 34.08
H	56,604 31.10	58,868 32.34	61,223 33.63	63,672 34.98	66,219 36.38
I	62,998 34.61	65,518 35.99	68,139 37.43	70,865 38.93	73,700 40.49

December 1, 2023 – June 30, 2024

1.5% general increase to all classification levels and steps on the salary grid

December 1, 2023 – June 30, 2024

***Provided that the “Average of All Private Forecasts for Alberta’s Real GDP” for 2023 calendar year is at or above 2.7% as of February of 2024, then an additional 0.5% will be added to wages retroactively effective December 1, 2023.**

The most recent publicly available forecast for Alberta’s Real GP for 2023 would be sourced by the institution at the time the pay-out determination would be made in February 2024.

Initial placement on the Salary Scale may be up to step 2 of the salary grid. If placement is made at Step 2, People & Culture and CUPE must be notified in writing at the time of hire.

Level	Step 1	Step 2	Step 3	Step 4	Step 5
A	27,606 15.16	28,710 15.77	29,858 16.40	31,052 17.06	32,294 17.74
B	31,950 17.55	33,228 18.25	34,557 18.98	35,939 19.74	37,377 20.53
C	36,291 19.93	37,743 20.73	39,253 21.56	40,823 22.42	42,456 23.32
D	39,897 21.91	41,493 22.79	43,153 23.70	44,879 24.65	46,674 25.64
E	43,996 24.17	45,756 25.14	47,586 26.15	49,489 27.19	51,469 28.28
F	49,675 27.29	51,662 28.38	53,728 29.52	55,877 30.70	58,112 31.93
G	53,284 29.27	55,415 30.44	57,632 31.66	59,937 32.93	62,334 34.25
H	56,887 31.25	59,162 32.50	61,528 33.80	63,989 35.15	66,549 36.56
I	63,313 34.78	65,846 36.17	68,480 37.62	71,219 39.12	74,068 40.69

December 1, 2023 – June 30, 2024

0.5% general increase to all classification levels and steps on the salary grid, subject to Gain Sharing Formula* if applicable, as described above

APPENDIX 'A-1'

CUPE Schedule of Classifications

Updated August 30, 2022

Level	Position Title
Level A	Administrative Assistant (STEP), School of Arts and Sciences Filing Assistant, People and Culture Student Life Assistant Telephone Interviewer I
Level B	Administrative Assistant, School of Arts & Sciences (Relief) Exam Invigilator Guest Services Assistant Library Assistant I, Confluence Campus Program Assistant, (STEP), School of Health Sciences Telephone Interviewer II
Level C	Accommodation Services Assistant Administrative Assistant, Relief Classroom Monitor Research Assistant, Strategic Planning & Analysis
Level D	Administrative Assistant, Career Education and Experience Development Administrative Assistant, Children's Programs Administrative Assistant, Information Administrative Assistant, Student Affairs Administrative Assistant, Teaching, Learning & Research Administrative Assistant, VP Office, Academic (Relief) Administrative Recruitment Assistant Data Assistant, Vaccination Program Operations Assistant (Cook Apprentice Program) Records Information Management Assistant Student Ambassador Assistant, Student Services Testing Services Assistant
Level E	Accounting Assistant, Accounts Payable Accounting Assistant, Fee's Office Administrative Assistant, Applied Research for Industry Administrative Assistant, Conference & Event Services Administrative Assistant, Counselling and Career Centre Administrative Assistant, External Relations Administrative Assistant, Faculty Professional Development Administrative Assistant, People and Culture Administrative Assistant, President's Office (Relief) Administrative Assistant, Residence Athletics Administrative Assistant

International Admissions Assistant
Lead Data Assistant, Vaccination Program
Program Assistant, Operations, Continuing Education
Program Assistant, Systems
Residence Assistant, Conference Coordination

Level F Administrative Assistant, Ancillary & Sport Services
Administrative Assistant, Health, Safety, and Wellness
Administrative Assistant, President's Office
Administrative Assistant, Student Success
Administrative Officer, Accommodation Services
Campus Management Assistant
Library Assistant, Service Desk
Operations Assistant, International
Payroll & Benefits Assistant
Program Assistant
Research Assistant, Evaluation
Work Integrated Learning Administrative Officer

Level G Accounting Assistant, Accounts Receivable
Administrative Officer, Academic
Administrative Officer, Arts Facility Bookings
Administrative Officer, Fitness & Sport Services
Administrative Officer, Software and Reporting
Administrative Officer, Sport Facilities Bookings
Administrative Officer, Teaching, Learning and Research
Admission and Registration Officer
Dean's Assistant - School of Continuing Education
Library Assistant, Electronic Resources and Serials
Library Assistant, Print and Multimedia Resources
Student Records Officer

Level H Accounting Assistant, Revenue Services
Administrative Officer, Benefits
Administrative Officer, Payroll
Administrative Officer, Registrar
Senior Accounting Assistant, Accounts Payable

APPENDIX 'B'

Supplemental Unemployment Benefit (Sub) Plan

- A. All eligible Red Deer Polytechnic Employees who have been employed by the Polytechnic for a continuous period of at least twelve (12) months are covered by the plan.
- B. The plan is to supplement the employment insurance benefits received by eligible Employees for temporary unemployment caused by health related reasons during pregnancy and the immediate post-pregnancy period.
- C.
 - (1) Employees must prove that they have applied for, and are in receipt of, employment insurance benefits under the plan.
 - (2) SUB is payable for a period during which an Employee is not in receipt of EI if the only reason for non-receipt is that the claimant is serving the two week EI waiting period.
- D.
 - (1) The benefit level paid under this plan is set at 95% of the Employee's regular weekly earnings.
 - (2) The combined weekly rate of the EI benefit and SUB payments will not exceed 95% of Employees' normal weekly earnings.
- E. This SUB benefit will be paid for a maximum of fifteen (15) weeks.
- F.
 - (1) The plan is financed by Red Deer Polytechnic's general revenues.
 - (2) SUB payment information and records will be kept separate from payroll records.
- G. Red Deer Polytechnic will inform the Canada Employment & Immigration Commission in writing of any changes to the plan within thirty (30) days of the effective date of the change.
- H. Employees do not have a right to SUB payments except for supplementation of EI benefits for the unemployment period as specified in the plan.
- I. Payments in respect of a guaranteed annual remuneration or in respect of defined remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.

Dated October 30, 1992
Revised September 21, 2012

APPENDIX 'C'

Re: Letters of Understanding

Letters of Understanding will be provided between the parties under the following circumstances:

When it is agreed

- to modify/amend the Collective Agreement
- to add, create or delete new provisions/clauses in the Collective Agreement

To define the terms and conditions when

- an Employee has been granted a leave of absence for a defined period of time to work in an out-of-scope position
- an Employee participates in job sharing arrangements
- an Employee works from home
- the Polytechnic's duty to accommodate necessitates temporary reassignment as part of a modified work or alternate work plan

For the Polytechnic

DocuSigned by:

FF899C4D6R0645A

For the Union

DocuSigned by:

70BE136C9ADB471...

Date _____

Date _____

LETTER OF UNDERSTANDING #1

Between

The Red Deer Polytechnic

And

The Canadian Union of Public Employees
Local 1445

Re: Alberta Health Care Premiums/Health Spending

With respect to Article 30.02 of the CUPE Local 1445 Collective Agreement, it is hereby agreed between the parties that the Polytechnic’s Share of the Alberta Health Care premiums for CUPE members shall be invested in a Health Spending Account.

Effective the date of ratification of this Collective Agreement, the Health Spending Account will be seven hundred fifty dollars (\$750.00) per year per benefit eligible CUPE member (pro-rated from the date of commencement).

Should Alberta Health Care premiums or any other form of premium, program or tax be introduced by the Government of Alberta [(“new premium”)] that creates a cost for health care to CUPE members, then the language and intent of Article 30.02 will apply. [If the amount of the new premium is less than the old premium, the Health Spending Account payment by the Polytechnic shall continue, but with the payment lowered to the difference between the old premium and the new premium.] The ongoing existence of the Health Spending Account may be discussed in future Collective Agreement negotiations.

For the Polytechnic

DocuSigned by:

FF898C4D680645A

For the Union

DocuSigned by:

70BE136C9ADB471...

Date _____

Date _____

APPENDIX 'D'

Seniority Determination Guide for CUPE Members

It is understood and agreed between the parties that the following guidelines will be used in determining the seniority of CUPE members.

- 1) In the event that a CUPE member leaves their employment at the Polytechnic and returns to a position within the CUPE Bargaining Unit resulting in a break of employment in the CUPE Bargaining Unit of less than four (4) months, the member will not lose their seniority upon return. Leaves of Absence (LOA's) not protected by the Collective Agreement will be looked at on a case by case basis.
- 2) In the event that a CUPE member leaves their employment at the Polytechnic due to a resignation or layoff and the member accepted severance due as a result of the layoff, and returns to a position within the CUPE Bargaining Unit, the member will experience a loss of seniority. Seniority will start again at first day of re-employment to a position in the CUPE Bargaining Unit. *Refer to Article 16.04 in the Collective Agreement.*
- 3) In the event that a CUPE member moves to a position within the Polytechnic but outside the CUPE Bargaining Unit and returns to CUPE, the member will experience a loss of seniority for the time spent outside of CUPE's Bargaining Unit.
- 4) In the event that a CUPE member's position is re-determined to another Bargaining Unit within the Polytechnic and then re-determined back to CUPE:
 - Within one year time limit, the member will not experience a loss of seniority
 - Outside of one year, the member will experience a loss of seniority for the time spent outside of CUPE's Bargaining Unit, but not the seniority accumulated within CUPE previously.