

# **COLLECTIVE AGREEMENT**

**between**

**GLENBOW-ALBERTA INSTITUTE**

**and**



**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1645**

**July 1, 2025 to June 30, 2026**



Canadian Office &  
Professional Employees  
KW:kdb//cope 491

This Agreement supplements and is in compliance with the *Alberta Labour Relations Code* and the *Alberta Employment Standards Code*.

## TABLE OF CONTENTS

PREAMBLE .....	1
ARTICLE 1 - TERM OF COLLECTIVE AGREEMENT .....	1
ARTICLE 2 - GENERAL DEFINITIONS.....	2
ARTICLE 3 - MANAGEMENT RIGHTS .....	3
ARTICLE 4 - RECOGNITION .....	4
ARTICLE 5 - NO DISCRIMINATION, HARASSMENT OR VIOLENCE .....	4
ARTICLE 6 - TECHNOLOGICAL / ORGANIZATIONAL CHANGE .....	5
ARTICLE 7 - SENIORITY .....	6
ARTICLE 8 - LAYOFFS AND RECALL.....	6
ARTICLE 9 - SALARIES.....	9
ARTICLE 10 - JOB CLASSIFICATION .....	11
ARTICLE 11 - CHECK OFF .....	12
ARTICLE 12 - REGULAR HOURS OF WORK .....	12
ARTICLE 13 - MODIFIED WORK WEEK .....	13
ARTICLE 14 - BENEFITS AND SICK LEAVE .....	15
ARTICLE 15 - OVERTIME.....	17
ARTICLE 16 - MEAL ALLOWANCES.....	18
ARTICLE 17 - GENERAL HOLIDAYS .....	18
ARTICLE 18 - VACATIONS.....	19
ARTICLE 19 - LEAVES OF ABSENCE .....	20
ARTICLE 20 - PROMOTIONS, TRANSFERS, AND POSTINGS .....	27
ARTICLE 21 - DISCIPLINE, DISMISSAL AND RESIGNATION .....	29
ARTICLE 22 - GRIEVANCE PROCEDURE .....	30
ARTICLE 23 - HEALTH AND SAFETY.....	31
ARTICLE 24 - GRANTS .....	32
ARTICLE 25 - EMPLOYEE/EMPLOYER ADVISORY COMMITTEE .....	33
ARTICLE 26 - TERM EMPLOYEES .....	34
ARTICLE 27 - CASUAL EMPLOYEES .....	35
JOB TITLES AND SALARY GRADES.....	39
GLENBOW LIST OF POSITIONS (PROBATION PERIODS).....	41
LETTER OF UNDERSTANDING.....	42
RE: CLASSIFICATION AND COMPENSATION REVIEW COMMITTEE .....	42
LETTER OF UNDERSTANDING.....	44
RE: VOLUNTEERS .....	44
LETTER OF UNDERSTANDING.....	45
RE: CLASSIFICATIONS AND CURRENT GRID STRUCTURE .....	45

## **PREAMBLE**

We will be a sustainable organization where more people interact more often with art, culture and ideas.

We will have a healthy work environment which fosters organizational and individual achievement.

We will maintain harmonious relations between the Employer and the Union.

We will recognize the mutual value of joint discussions and negotiations in all matters of mutual concern to the Parties.

At Glenbow we celebrate art, stories and belongings on the ancestral Siksikaissksahkoyi (Blackfoot Land) of the Blackfoot Confederacy. Glenbow is situated where the Bow and Elbow Rivers meet in Calgary, on Treaty 7 territory. In the spirit of truth, respect and gratitude, we acknowledge the Treaty 7 signatories which includes the Blackfoot Confederacy, consisting of the Siksika, Piikani and Kainai Nations, the Iyârhe Stony Nakoda, consisting of the Chiniki, Bearspaw and Goodstoney Nations, and the Dene of the Tsuut'ina Nation.

The city of Calgary is also homeland to the historic Northwest Metis and to the Otipemisiwak Metis Government, Metis Nation Battle River Territory, Nose Hill Metis District 5 and Elbow Metis District 6.

We acknowledge the traditional names of Calgary, including Moh'kinstsis to the Blackfoot, Wicispa to the Stoney Nakota, Guts'ists'i to the Tsuut'ina, and Otos-kwunee to the Metis. These names describe the gathering place of the Bow and Elbow Rivers meet where stories, art and culture have been celebrated since time immemorial. We also acknowledge all Nations – Indigenous and non – who live, work and create art on this land.

Now therefore, the Employer and the Union hereto agree as follows:

## **ARTICLE 1 - TERM OF COLLECTIVE AGREEMENT**

- 1.01 Except where otherwise stated in this Collective Agreement, this Collective Agreement, including appendices hereto, unless altered by mutual consent of both Parties hereto; shall be in force and effect from July 1, 2025 up to and including June 30, 2026, and from year to year thereafter unless amended or terminated. Notification of desire to amend or terminate may be given in writing by either Party during the period between sixty (60) and one hundred and twenty (120) days prior to its expiration date.
- 1.02 When either Party serves notice of desire to amend the Collective Agreement under Article 1.01 above, the Negotiating Committees shall exchange any proposed amendments at commencement of negotiations.
- 1.03 This Collective Agreement will continue in force and effect until a new Collective Agreement has been executed or until strike or lockout commences.

- 1.04 Provided it is done by mutual agreement, the above does not preclude the Parties amending the terms and conditions of the Agreement during the term of this Agreement.

## **ARTICLE 2 - GENERAL DEFINITIONS**

- 2.01 Employee: an individual who belongs to the bargaining unit and who is employed in one (1) of the following categories:

- (a) Full-time Employee – an individual occupying a position and who works seven point five (7.5) hours a day, thirty-seven point five (37.5) hours per week. Compensation is salaried.
- (b) Part-time Employee – an individual who works on an established schedule less than thirty-seven point five (37.5) hours per week. Compensation is salaried.
- (c) Recurring Part-time Employee – an individual who works an irregular schedule with a guaranteed minimum number of hours worked per pay period, which is less than thirty-seven point five (37.5) hours per week. Compensation is hourly.
- (d) Casual Employee – an individual who is employed on the hourly basis; and,
  - (i) works on a sporadic basis and does not have a regularly scheduled minimum number of hours; or
  - (ii) is regularly scheduled either Full-time or Part-time for a period of three (3) months or less for a specified job,

AND; one (1) of the following position definitions (excluding Casual Employees):

- (e) Regular Employee – an individual occupying a position on either a Full-time or Part-time basis, and hereinafter referred to as “Regular Full-time Employee” or “Regular Part-time Employee”, or
- (f) Term Employee – an individual occupying a position on either a Full-time or Part-time basis temporarily for a period of three (3) to twenty-four (24) months.

### **2.02 Probationary Periods**

A new Employee shall serve only one (1) probationary period.

- (a) Employees listed in “Schedule A” will serve a twelve (12) month probationary period. During the probationary period, a written review will be conducted and discussed with the Employee at approximately six (6) and ten (10) months.
- (b) Employees listed in “Schedule B” will serve a six (6) month probationary period. During the probationary period, a written review will be conducted and discussed with the Employee at approximately three (3) months and five (5) months.

The probationary period will automatically be extended by the length of any authorized leave longer than one (1) month, not including vacation.

- (c) The probationary period for Employees listed in "Schedule B", may be extended by up to three (3) months provided the Employee and the Union are notified in writing prior to the completion of the initial probationary period. The Employee will be advised of the area(s) where improvement is required. The decision to extend the probationary period will be based on conversations among representatives of the Employer and the Union, and Human Resources.
- (d) If an Employee is unsatisfactory in the opinion of the Employer, such Employee may be terminated at any time during the probationary period by providing one (1) week's notice or pay in lieu of notice. If an Employee has been employed as a Casual or Term Employee for longer than twelve (12) consecutive months, the notice period or pay in lieu for termination of the probationary period will be two (2) weeks.
- (e) The Employer will provide written reasons to the Employee for their termination with a copy to the Union.
- (f) Any new position created during the term of the contract will be placed on the probationary "Schedule A" or "B" by the Employer and the Union shall be notified in writing. On request of the Union, the Parties will meet to discuss the appropriateness of the placement. In the event that agreement is not reached on the placement, the length of the probationary period shall be reviewed by the Job Evaluation Committee following the probationary period established by the Employer.

2.03 Where indicated by context or intent of this Collective Agreement, the singular shall be deemed to include the plural, and vice versa.

#### 2.04 Student Paid Internships

An individual who, while employed with Glenbow, is exempt from the bargaining unit. They must be engaged in a structured learning experience for the purpose of gaining practical skills and knowledge, where the primary role is educational rather than productive in nature. Generally, these positions will be conditionally funded, and the individual will receive academic credit and/or a stipend for their participation.

### **ARTICLE 3 - MANAGEMENT RIGHTS**

3.01 The Employer shall retain and exercise all management functions to direct the workforce, duties and responsibilities except as limited, restricted or precluded by the Agreement.

## **ARTICLE 4 - RECOGNITION**

- 4.01 The Employer recognizes the Canadian Union of Public Employees, Local 1645, as the sole and exclusive bargaining agent for the unit of Employees as described in Certificate #165-92 as issued by the Alberta Labour Relations Board.
- 4.02 The Employer shall recognize any Employee elected to the Executive of CUPE Local 1645, or to any joint committee mandated by the Union to meet with the Employer. The Union shall inform the Employer of current Executive and Committee appointments on a yearly basis, or whenever a change occurs.
- 4.03 No Employee shall be required or permitted to make any written or verbal agreement which may be in conflict with the terms of the Collective Agreement.
- 4.04 No Union activity shall take place during working hours without prior permission being granted in each case by the Employer. Such permission shall not be unreasonably withheld.
- 4.05 The Union and/or any Employee shall have the right to have the assistance of a representative of the Union when dealing or negotiating with the Employer.
- 4.06 Up to four (4) members of the Union may attend investigations, grievances, negotiations, and/or joint committee meetings without loss of pay. Full-time Employees shall do so without loss of regular pay. Part-time, Recurring Part-time, and Casual Employees shall be paid at their regular hourly rate for time spent attending such meetings outside of their scheduled working hours. If attendance is required on a day they are not otherwise scheduled to work, Employees shall be compensated at regular time for all time attended, with a minimum payment of three (3) hours.
- 4.07 In order that the Union can properly represent the Employees in labour-management relations, the Employer shall ensure meeting rooms are available when required.
- 4.08 The Union shall be notified in writing within approximately one (1) month but no less than two (2) weeks of Unionized staff changes including hirings, dismissals, layoffs, recalls, transfers, appointments, extensions, re-classifications, job descriptions requiring re-rating, and employment grants, subject to Article 6.02.

## **ARTICLE 5 - NO DISCRIMINATION, HARASSMENT OR VIOLENCE**

- 5.01 The Employer and the Union prohibits discrimination in employment based on the protected grounds of race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status and sexual orientation or because of membership or non-membership or activity in the Union or any other prohibition under the *Alberta Human Rights Act*.

The Employer and the Union will work together to ensure Diversity and Inclusion is embraced within Glenbow, to create an environment in which people feel involved, respected, valued and connected, and to which individuals bring their ideas, backgrounds and perspectives to their work with colleagues and customers.

## 5.02 Harassment and Violence

The Employer and the Union are committed to a working environment which is free of harassment, abuse, violence and discrimination and permits all Employees to work in an atmosphere of mutual respect, tolerance, trust and good will in accordance with the Employer's policies on Harassment and Violence Prevention.

## **ARTICLE 6 - TECHNOLOGICAL / ORGANIZATIONAL CHANGE**

6.01 Where possible, the Employer will provide and implement retraining, educational courses, and/or refresher programs for Employees affected by technological or organizational change.

6.02 The Employer shall notify the Union approximately one (1) month but no less than two (2) weeks in advance of any technological or organizational change that will cause a loss of employment or a reduction of any Employee's hours of work covered by the Collective Agreement. Such notice shall include name(s) of the Employee(s), work unit(s), and classification(s) affected by the change.

The Union will respect the confidentiality of any information provided by the Employer with respect to finances or reorganization.

6.03 In the event an Employee affected by organizational or technological change is required to transfer to a lower classification within a lower pay grade allocation, the Employee will continue to receive the pay rate of the former classification until such time as the pay rate of the new classification is equal to that of the former at the time of their transfer.

6.04 The Employer agrees that if Employees in the Bargaining Unit would lose employment as a result of contracting out services which would normally be provided by members of the bargaining unit:

- (a) it would use its best efforts to encourage the contract service to give priority to hiring affected Employees;
- (b) Employees laid off as a result of contracting out will be entitled to the severance described herein;
- (c) the Employer agrees to provide the Union at least three (3) weeks in order to provide a counterbid for the services designated to be contracted out.

## **ARTICLE 7 - SENIORITY**

- 7.01 Seniority shall be calculated as years of continuous service in the Bargaining Unit and shall only be used for layoff, recall, displacement, promotions, transfers, postings but not for severance calculation purposes.
- 7.02 Job security shall increase in proportion to length of service. Seniority shall operate on a Bargaining Unit-wide basis.
- 7.03 Casual and Term Employees shall not accrue seniority, however, upon successfully achieving the status of Regular Employee shall have all hours of work from date of hire recognized for seniority purposes.
- 7.04 Regular Employees (see definition of “Regular Employee” in Article 2 General Definitions) shall accrue seniority on the basis of years of service including time away from work while on Vacation, Holiday, Parental Leave, approved Professional Development, Deferred Salary Leave, Juror Duty, Paid Personal Leave, Military Service Leave, Bereavement Leave, or Union Leave.
- 7.05 Seniority shall be retained and continue to accrue for Employees on Short-term Disability and Long-term Disability up to a consecutive thirty-six (36) month period.
- 7.06 The Employer shall maintain a seniority list showing the date upon which each Employee’s service commenced. An up-to-date seniority list will be sent to the Union and membership on the second Monday of May of each year.
- 7.07 Seniority shall be forfeited, and employment terminated after:
- (a) A period of continuous layoff exceeding twelve (12) months;
  - (b) Dismissal of employment for just cause;
  - (c) Resignation of the Employee; and/or
  - (d) An Employee who is on Long-term Disability reaches their Maximum Benefit Period as determined by the Group Long-term Disability policy in effect.
- 7.08 For seniority purposes, one (1) year shall mean one thousand nine hundred and fifty (1,950) hours worked, exclusive of overtime hours worked.

## **ARTICLE 8 - LAYOFFS AND RECALL**

- 8.01 A layoff shall be defined as a reduction in the workforce and includes a reduction in regular hours of work.
- 8.02 Subject to the provisions of Article 6 and 7.02, the Employer shall be able to affect layoffs in a manner which meets its needs.



An Employee receiving layoff notice will be permitted to displace an Employee with less seniority, providing the Employee exercising the right is qualified to perform the work of the less senior Employee. The right to displace shall include the right to displace upwards.

- 8.03 Unless legislation is more favourable to the Employee, the Employer shall notify Employees in writing who are to be laid off two (2) weeks prior to the effective date of layoff. The notice of layoff will advise the Employee of their right to displace in accordance with clause 8.02 of the Collective Agreement. If the Employee is not given the opportunity to work during the two (2) week period of the layoff notice, the Employee shall be paid for the days for which work is not available.
- 8.04 An Employee shall have the right to meet with a Union representative immediately following notification of layoff. Written notification of such layoff shall be concurrent with the Employee's written notification.
- 8.05 Where possible, the Employer will seek to affect a reduction in workforce through attrition.
- 8.06 In the event an Employee receives a layoff notice, the Employer and the Union will negotiate a layoff package in consultation with the Employee(s).

#### Recall List Provisions

- (a) Employees that are subject to lay-off shall be placed on a recall list and be retained therein for a period of twelve (12) months.
- (b) It shall be the responsibility of the Employees who are on the recall list to keep the Employer advised of their current address and telephone number.
- (c) In the event that a position in the bargaining unit is laid off and the former Employee is subsequently rehired by the Glenbow within the equivalent number of weeks of the severance pay received, the Employee shall be required to repay the amount equivalent to the remaining weeks in the severance period.

An Employee may request to meet with the Employer to negotiate an appropriate schedule of recovery.

- (d) Regular Employees on layoff may accept temporary work as Casual Employee without affecting their recall status and seniority standing upon recall. Such Employees shall be governed by Article 27 of the Collective Agreement.
- (e) If an Employee on layoff accepts temporary work as a casual at a lower classification, the Employee shall receive the rate of pay applicable to the lower-rated classification for the duration of the assignment.
- (f) If an Employee on layoff accepts temporary work as a casual, the Employee shall not be required to pay back any severance pay received.

### Severance Formula for Full-time and Part-time Employees

In the event of a layoff, the severance package for Full-time and Part-time Employees will be calculated as follows:

(a) Combined Notice and Severance:

- 2 weeks' current salary, and
- 1 week's current salary for every Full-time equivalent year of service (maximum 26 weeks), and
- an additional 1 week's current salary for Employees aged 50 and over.

AND

(b) Payment in Lieu of Outplacement Services:

- \$2,500 for Employees under age 50
- \$3,500 for Employees aged 50 and over

### Termination Pay for Casual Employees

In the event of a layoff, Casual Employees will receive two (2) weeks' current pay in lieu of notice (based on the average weekly hours worked over the past year).

- 8.07 When an Employee is recalled to their former position or classification, they shall be placed at the same step of the salary grade from which the Employee was laid off.

When an Employee is recalled to or achieves a position in a classification in a lower pay level, the Employee shall be placed at a step in the pay grid level that causes the least amount of reduction from the former rate of pay.

When an Employee is recalled to or achieves a position in a classification in a higher level of pay grid, the Employee shall be assigned to a pay step that provides an increase from the former rate of pay.

- 8.08 No new Employees shall be hired until those laid off have been given an opportunity for recall.

- 8.09 Grievances concerning layoffs and recall shall be initiated at Step 3 of the Grievance Procedure.

8.10 Severance

- (a) Severance shall be provided to those Employees who are laid off.

(b) Severance shall be provided at the request of the Employee as:

- a lump sum;
- contribution to an RRSP of the Employee's choice;
- any combination of the above, or
- other provisions as agreed by the Employer and Employee.

## **ARTICLE 9 - SALARIES**

9.01 All Employees covered by this Agreement shall be paid salaries at the rate specified in the attached pay scales for their applicable positions.

### **9.02 Pay Periods and Hours**

There are twenty-six (26) bi-weekly pay periods in a calendar year, with each pay period comprising of ten (10) working days.

Rates of pay shall be calculated as follows:

Full-time Employees:

- Full-time Employees work 75 hours per pay period (1.0 Full-time Equivalent).
- Bi-weekly salary = Hourly Rate × 75 hours.

Part-time and Recurring Part-time Employees:

- Part-time and Recurring Part-time Employees work a fixed number of hours per pay period, which is less than a Full-time equivalent of 75 hours.
- Bi-weekly salary = Hourly Rate × (fixed hours worked per pay period).

Casual Employees:

- Casual Employees work fewer than 75 hours per pay period.
- Bi-weekly salary = Hourly Rate × hours worked (may vary)

9.03 Salary increments shall be granted to Employees on their anniversary date of employment in accordance with attached job titles, salary grades and pay scales up to the job rate provided for each specified position. Increments for Casual Employees will be granted on their accumulation of nine hundred seventy-nine (979) hours.

9.04 Increment qualifying periods will be extended in the case of leaves of absence which are not job related or sick leaves exceeding thirty (30) consecutive calendar days, by the duration of the leave.

- 9.05 Any Employee who is employed or who has retired during the term of the Agreement shall receive payments or salaries retroactively to the effective date of this Agreement. Employees who have terminated during the term of the Agreement shall receive retroactive payments provided these Employees apply for the same within thirty (30) days of the date of signing of this Agreement.
- 9.06 All Employees shall be paid on a bi-weekly basis.
- 9.07 Pay for Relieving
- (a) An Employee who agrees to assume the major duties of a higher rated position shall be paid that rate in the salary range of the class to which they are assigned, which is the next higher than their present rate.
  - (b) Upon returning to their regular position, the relieving Employee shall be entitled to any accrued increments which they would have received had they remained in that position.
  - (c) An Employee upon being requested to assume responsibility of a non-Union position shall be paid at the rate of twelve percent (12%) above their present rate for the first six (6) months, and an additional two percent (2%) after six (6) months in the non-Union position, for a maximum of fourteen percent (14%) above their present rate. The Employee shall have access to Union Grievance Procedures with respect to warnings or dismissals.
- 9.08 The Employer will make a reasonable attempt to notify the Employees of any increase in deductions in their pay package at least two (2) weeks before such a deduction is made.
- 9.09 Where recruitment or retention challenges are identified due to labour market conditions, the Employer will determine fair and reasonable Market Value Adjustments (MVAs) for affected positions. Such adjustment shall be the new position rate. The salary rates shall be updated in the active Collective Agreement through a Letter of Understanding.
- (a) A Market Value Pay Review may be initiated by either the Employer or an Employee, in accordance with the Employer's process on Market Value Pay Adjustments as mutually agreed with the Union.
  - (b) Any MVA implemented will be clearly documented in writing, with a copy provided to the Union, and will apply equally to all Employees in that position.
  - (c) Should a labour market survey conducted during the term of the Agreement suggest a lower MVA, incumbents will not experience any reduction in pay.

## ARTICLE 10 - JOB CLASSIFICATION

- 10.01 The Employer and Employees agree to having a Job Evaluation Committee comprised of three (3) Management appointed members and three (3) Union elected members (who are active Employees of the Glenbow), Human Resources and a Chairperson appointed by the Job Evaluation Committee. Each Party may appoint alternate representatives to serve as replacements for absent members.

The Job Evaluation Committee reports regularly to the Joint Employee/Employer Advisory Committee.

- 10.02 Whenever the duties and responsibilities of a job have changed, or the job description does not reflect the duties and responsibilities of the job, the following procedures shall be followed:

- (a) The Employee or Employer may request a job evaluation review by completing and submitting a request in writing to Human Resources.
- (b) Human Resources shall not be required to accept more than one (1) request for review of the same position within any twelve (12) month period if the job description has not changed in that same twelve (12) month period.
- (c) Upon approval of a request, the Job Evaluation Committee shall proceed to follow the established process for job evaluations per the procedures within the Job Evaluation Tool and the Terms of Reference of the Job Evaluation Committee.
- (d) Retroactivity shall be determined by the date of the Employee's written request for review.

- 10.03 New positions with terms more than six (6) months duration will be rated by the Job Evaluation Committee using the established procedures within the Job Evaluation Tool and the Terms of Reference of the Job Evaluation Committee.

- (a) The Employer will establish a temporary pay grade for the position. Formal evaluation of the position will occur six (6) months following appointment.
- (b) Retroactivity shall be determined by the date of the Employee's appointment to the job.

### 10.04 Appeal Procedure

- (a) All Employees shall have the right to appeal the Job Evaluation Committee's rating within thirty (30) days of receiving written notification of the decided salary grade. The following procedure shall apply:
  - (i) The Employee or the Employer may request reconsideration of the job rating by completing and submitting a request in writing stating the reason(s) for disagreeing with the rating of the job.

- (ii) The Job Evaluation Committee shall consider the reconsideration request and make a decision which shall be final and binding upon the Parties and all incumbents affected.
- (iii) The committee shall inform both the incumbent(s) and the supervisor of its decision.
- (b) In the event the Job Evaluation Committee is unable to reach agreement within ten (10) working days, the matter shall be referred to Step 3 of the Grievance Procedure as defined in Article 22.05, Step 3. Through mutual agreement between the Parties, the Step at which the matter is filed may be altered.

10.05 No Employees shall have their wages reduced because of any job evaluation.

10.06 The terms of reference for the Job Evaluation Committee shall be established by the Job Evaluation Committee.

## **ARTICLE 11 - CHECK OFF**

- 11.01 The Employer agrees that all Employees covered by this Agreement shall be deducted Union dues on a bi-weekly basis and such dues shall be remitted to the Treasurer of the Union by the 15<sup>th</sup> of the month, or sooner if possible, following deductions, accompanied with a list that shall include each Employee's full name, personal address, personal telephone number(s), personal email address (if provided or collected), position, location, hire date, gross earnings, and dues charged to the Employee. The amount of such dues shall be set by the Union. Should the Union change the dues deducted, the Union will inform the Employer of the change as soon as is practicable. All Employees who work less than the standard pay period shall be deducted Union dues on a pro rata basis.
- 11.02 The Employer agrees to provide the Union time to meet with newly hired Employees to provide them with a copy of the Collective Agreement and to inform them of the Union dues check-off provisions. It is further agreed that the Employer and the Union will equally share in the cost of printing this Collective Agreement.

## **ARTICLE 12 - REGULAR HOURS OF WORK**

- 12.01 Full-time Employees: The regular Full-time hours of work are seven-and-a-half (7 ½) hours per day, thirty-seven-and-a-half (37 ½) hours per week, with two (2) days off per week. Wherever possible, these days will be consecutive.

Part-time Employees: The hours of work for a Part-time or a Recurring Part-time Employee will be up to seven and one half (7 ½) hours per day but less than thirty-seven and one-half (37 ½) hours per week. The work schedule for a Part-time Employee will be based on work unit needs, and the Employee will have an opportunity to devise a suitable schedule.

- 12.02 Employees will have at least twelve (12) hours between the finish of one (1) day's work and start of the next day's work.
- 12.03 All Regular Full-time Employees are entitled to one (1) paid day off per month, called an Earned Day Off (EDO). Regular Part-time and Recurring Part-time Employees will be entitled to paid days off proportionate to their Full-time Equivalency based on the terms and conditions of the employment contract.
- This time off will be taken at a time convenient to work unit needs. Unused EDO time may be carried into the following month. Exceptions for additional entitled day off carry over may be approved on a case-by-case basis by the work unit Vice President/Director.
- 12.04 All Employees are entitled to one (1) hour non-paid break and one-half (½) hour paid break during a seven and a half (7 ½) hour working day. Upon mutual agreement between the Employer and the Employee, the non-paid break may be reduced to one-half (½) hour, with corresponding adjustments to the start and stop times.
- Employees working less than a seven and a half (7 ½) hour shift shall be allowed a one (1) hour non-paid break during shifts lasting longer than five (5) hours and a fifteen (15) minute paid break per every three and one-half (3 ½) hours.
- Employees working less than a five (5) hour shift shall be allowed a one (1) fifteen (15) minute paid break per every three and one-half (3 ½) hours worked.
- 12.05 All variations from the regular work schedules, in accordance with the Modified Work Week Guidelines, must be agreed upon between the staff member and the work unit Vice President/Director and must be in writing and signed by both Parties. Where a variable work schedule cannot be agreed to, the Employer and the Union shall meet to discuss possible alternatives.
- 12.06 If the Employer amends a Part-time Employee's schedule with less than five (5) calendar days written notice, the Employee shall be paid a premium of three dollars (\$3.00) per hour for the amended hours.

## **ARTICLE 13 - MODIFIED WORK WEEK**

- 13.01 Modified work weeks are defined as an ongoing work schedule where an Employee fulfills their standard full-time hours in a way other than the traditional five (5) days per week. This may involve working four (4) days instead of five (5) with longer hours per day, or modifying the days of the week worked.

An ad-hoc or temporary schedule adjustment requested by either the Employee or the Employer is precluded from this Article.

- 13.02 Employees within the Visitor Experience, Programming, Museum Shop, Events, Production, and AV/IT departments, Part-time or Recurring Part-time Employees, and Employees on job share are exempted from this Article.
- 13.03 Employees who wish to work a modified work week must submit their request in writing to their Vice President/Director with thirty (30) days working notice in advance of the proposed start to the modified work schedule. Approval will be based on the following factors:
- (a) Impact of the change on the organizational and departmental business needs.
  - (b) Ability to fulfill the requirements of the position under a modified work week.
  - (c) Impact on external relationships or customer service.
- 13.04 The Union will be notified of all Employees on an approved modified work week and their work schedule.
- 13.05 The Employee will be expected to reasonably accommodate emergencies or non-scheduled events when they arise.
- 13.06 Each case of a modified work week will be reviewed after an initial three (3) months.

If it is determined that the modified work week is an effective arrangement for the Employee and the Employer, the arrangement will be extended for an additional three (3) months.

After two (2) initial reviews, the modified work week will continue until either the Employer or the Employee determines that a change is necessary. The Employer will retain the right to have the Employee return to a regular work schedule (5 days at 7.5 hours per day per week) if it is determined that the working arrangement is an impediment to the organizational and departmental business requirements. The arrangement may be cancelled by the Employee or Employer with advance written notice of thirty (30) working days.

- 13.07 In months where there is a General Holiday, in order to balance hours of work as a result of conversion from a seven-point five (7.5) hour day, the Employee will work three (3) ten (10) hour days, or four (4) seven-point five (7.5) hour days in the week of the General Holiday. In those cases where there is more than one General Holiday in the same work week, the additional one-point five (1.5) hours will be worked by the Employee at a time mutually agreed between the Employer and the Employee. No working day shall exceed twelve (12) hours.
- 13.08 Employees on a modified work week are entitled to a one (1) hour non-paid break and two (2) twenty (20) minute paid breaks each day where the hours of work are more than seven point five (7.5) hours per day. Breaks during working days of seven point five (7.5) hours or less will follow Article 12.04. Upon mutual agreement between the Employer and the Employee, the non-paid break may be reduced to one-half ( $\frac{1}{2}$ ) hour, with corresponding adjustments to the start and stop times.



- 13.09 Overtime will be calculated on the basis of any hours worked over the weekly total of thirty-seven point five (37.5) or over the scheduled hours for the applicable workday.
- 13.10 There will be no reduction of Sick, Vacation, or EDO entitlements as a result of a modified work week.

## **ARTICLE 14 - BENEFITS AND SICK LEAVE**

14.01 The following Employee types are eligible for Employee shared benefits:

- (a) Regular Full-time, Regular Part-time, and Recurring Part-time Employees who work thirty-seven point five (37.5) hours or more bi-weekly.
- (b) Term Full-time, Term Part-time, or Term Recurring Part-time Employees who work thirty-seven point five (37.5) hours or more bi-weekly, and who have a term of six (6) months, or more, are eligible to participate in all benefits, noting that Long-term Disability eligibility will be limited to five (5) years, per the carrier requirements.

The Employer shall contribute eighty percent (80%), and the Employee shall contribute twenty percent (20%), towards the total cost of premiums of:

- Alberta Health Care Insurance
- Extended Health and Dental
- Health Care Spending Account
- Group Life Insurance
- Long-term Disability \*(limited to 5 years for Term Employees)
- Short-term Sickness Plan
- Accidental Death and Dismemberment Insurance
- Employee and Family Assistance Program

With specified exceptions, participation in all benefit plans is compulsory for all eligible Employees.

- 14.02 The Employer will contribute a match of up to five percent (5%) gross earnings for Employees eligible under 14.01 to a Registered Retirement Savings Plan held in the Employer's name. Employee contributions will be made by bi-weekly payroll deduction.
- 14.03 Where the Term Employees, who work thirty-seven point five (37.5) hours or more bi-weekly, will be engaged for periods in excess of three (3) months, to a maximum of six (6) months, the Employer and Employees shall contribute as outlined in Article 14.01 towards the total cost of premiums of: Alberta Health Care Insurance, Accidental Death and Dismemberment Insurance, and pro-rated Short-term Sickness Plan.
- 14.04 Duty to Accommodate

It is the Employer's duty to accommodate Employees with disabilities to the point of undue hardship in the manner and to the extent required by the *Alberta Human Rights Act*.

- (a) It is the Union's duty to cooperate and assist the Employer in developing accommodation options for an Employee. On written request by the Employer, the Union will consider waiving the posting requirements of the Collective Agreement to provide accommodation for an Employee.
- (b) The disabled Employee has a duty to cooperate and assist the Employer in developing an accommodation.

#### 14.05 Occupational Illness or Injury

Any Employee who, due to exposure to chemicals or materials regularly used or handled during the course of their regular duties, develops an adverse health effect as a result may seek an alternate assignment or position with the Employer.

#### 14.06 Short-term Sickness Plan

Sick Leave at one hundred percent (100%) pay shall be accumulated at the rate of one-and-one-quarter (1  $\frac{1}{4}$ ) working days for each full month of employment to an allowance of fifteen (15) working days per year.

The maximum Sick Leave days that an Employee can accumulate is twenty-five (25) days. Accumulated Sick Leave days will carry forward from one (1) year to the next.

- (a) Any Sick Leave taken which exceeds the amount of an Employee's accumulated days, up to a maximum of one hundred and eighty-two (182) days will be paid at the rate of eighty percent (80%) of the regular pay.
- (b) A medical certificate may be required with respect to any sickness-related absence exceeding three (3) consecutive working days. Where a pattern of sickness-related absence is documented, an Employee may be requested by the Employer to provide a medical certificate for an absence of less than three (3) consecutive working days. The Employer will reimburse full cost of any requested medical certificate.
- (c) The Employer reserves the right to use the services of a third-party disability manager of their own choosing for Short-term Sickness cases filed by the Employee for their own sickness that exceeds five (5) consecutive working days. All medical information collected from the Employee pertaining to the Employee's medical condition will only be seen by the third-party adjudicator and will not be used for any purpose other than determining whether benefits are to be paid and for how long, as well as any potential for return-to-work initiatives, and rehabilitation opportunities. Human Resources will inform the Union when they are referring a Short-term Sickness case to a third-party disability manager.

#### 14.07 The Employer recognizes that an Employee may use their own accumulated short term Sick Leave to attend to the sickness of a family member.

- (a) An Employee shall be allowed up to fifteen (15) hours with pay per calendar year to attend medical or personal appointments. Medical or personal appointment time is not cumulative and does not carry forward from one (1) year to the next.

Where possible advance notice of such appointments will be given to the Employee's Supervisor.

**14.08 Long-term Disability**

Those Employees eligible under 14.01 shall be entitled to sixty-five (65%) percent of their regular pay to a maximum benefit of five thousand dollars (\$5,000) per month, subject to the conditions of the carrier following one hundred and eighty-two (182) days elimination under the Short-term Sickness Plan. The Employer will remit the required premiums paid by the Regular Employees to arrange for Group Long-term Disability coverage. Eligibility for claims will be governed by the Group Long-term Disability policy in effect and will be administered by the group insurance carrier.

14.09 The Employer and the Union agree to maintain a joint committee to review benefit plans at Glenbow.

**ARTICLE 15 - OVERTIME**

15.01 All overtime must be approved in advance by the Employer in writing. At the time overtime is pre-approved, the Employee must state their choice to take paid overtime, or to bank overtime hours.

Should an exceptional situation arise where the Employee is not able to have overtime approved in advance, payment in accordance with this Article shall not be unreasonably denied. Should overtime not be approved in advance, the Employee must detail the reason for overtime in writing immediately following the occurrence.

Participation in overtime work shall be voluntary. Employees have the right to decline overtime hours without penalty.

15.02 Employees shall be paid overtime at the rate of one and one-half times ( $1\frac{1}{2}x$ ) their basic rate of pay for hours worked in excess of thirty-seven and one half ( $37\frac{1}{2}$ ) hours of work per week or seven and one-half ( $7\frac{1}{2}$ ) hours per day, whichever is greater.

15.03 A maximum of thirty-seven and one-half ( $37\frac{1}{2}$ ) hours overtime worked by a Full-time Employee may be banked to be taken at a time mutually agreed upon by the Employee and the Employer. The maximum equivalent of the total work hours, as stated in the employment contract, by Part-time and Recurring Part-time Employees may be banked to be taken at a mutually agreed upon time by the Employee and Employer. Banked overtime in excess of an Employee's hours as stated in the employment contract will be automatically paid out in the next applicable pay period.

Banked overtime accumulated between April 01 and September 30 must be taken no later than March 31 of the following year. Banked overtime accumulated between October 01 and March 31 must be taken no later than the following September 30.

15.04 Call-in: An Employee who is called in and requested to work outside the regular scheduled hours of work shall be paid for a minimum of three (3) hours at overtime rates or the actual hours worked at overtime rates, whichever is greater.

- 15.05 Regular Employees required to start a new shift within twelve (12) hours of completing their previous shift, shall be paid one and one-half times (1 ½x) for all their hours which fall within the twelve (12) hour turn-around time.
- 15.06 Equitable Distribution of Available Overtime: Overtime and call-back time shall be divided equitably whenever possible among Regular Full-time Employees who are in the work unit and qualified to perform the available work.
- 15.07 The Employer will allow Employees who participate in the Registered Retirement Savings Plan held in the Employer's name to contribute to this plan, overtime earned in accordance with Article 14 of the Collective Agreement. There will be no matching contribution to these payments by the Employer. The Employer will make all reasonable efforts to transfer the Employee's contribution of overtime payments to the plan within the same pay period as overtime would normally have been paid, or at the latest, the pay period following.

## **ARTICLE 16 - MEAL ALLOWANCES**

- 16.01 Employees required to work overtime in excess of three (3) hours shall, when the overtime is an extension of the day's work, be paid a meal allowance of up to twenty-five dollars (\$25.00); receipts must be supplied, if food is not supplied. An additional meal allowance shall be paid for each additional three (3) hour period.

## **ARTICLE 17 - GENERAL HOLIDAYS**

- 17.01 General holidays shall be those proclaimed by the Province of Alberta and/or the Government of Canada.
- 17.02 The following shall be defined as general holidays:
- |                |                              |
|----------------|------------------------------|
| New Year's Day | Alberta Heritage Day         |
| Family Day     | Labour Day                   |
| Good Friday    | Truth and Reconciliation Day |
| Easter Monday  | Thanksgiving Day             |
| Victoria Day   | Remembrance Day              |
| Canada Day     | Christmas Day                |
|                | Boxing Day                   |
- 17.03 All Full and Part-time Employees who works on a General Holiday will be paid for all hours worked on the holiday at time and one-half (1 ½x) the basic rate of pay plus:
- (a) a mutually agreeable day off with pay in lieu of the General Holiday, or
  - (b) one (1) regular day's pay.
- 17.04 When a General Holiday falls on a Full-time Employee's regularly scheduled day off, the Employee will receive:
- (a) a mutually agreeable day off with pay in lieu of the General Holiday, or

(b) one (1) regular day's pay.

- 17.05 When a General Holiday falls on a Saturday or Sunday, the Employer may designate the Friday prior or the Monday after the General Holiday as the day off in lieu of the General Holiday. If such designated day off is a Full-time Employee's regularly scheduled day off, the Employee shall be entitled to the provisions of Article 17.04.
- 17.06 Part-time Employees will receive General Holiday Pay if the Employee has worked on the same day of the week on which the General Holiday falls on at least five (5) of the nine (9) weeks preceding the work week in which the General Holiday occurs.
- 17.07 Where applicable, time in lieu must be taken at a mutually agreeable time.
- 17.08 All Employees, except Casual Employees, shall be entitled to one (1) paid day off between December 26 and December 31. If due to work requirements an Employee is unable to take this day during this period, with the prior approval of a supervisor an alternative day off with pay may be taken within the following three (3) months.

## **ARTICLE 18 - VACATIONS**

- 18.01 An Employee advances to the next higher vacation accrual based on their anniversary date.
- 18.02 Vacation Time Entitlement for Regular and Term Employee shall be accrued on the following basis:
- (a) In the 1<sup>st</sup> through 5<sup>th</sup> year of service an Employee accrues vacation at the rate of 1.25 days per month for a total of 15 working days per year;
  - (b) In the 6<sup>th</sup> through 15<sup>th</sup> year of service an Employee accrues vacation at the rate of 1.67 days per month for a total of 20 working days per year;
  - (c) In the 16<sup>th</sup> year of service, an Employee accrues vacation at the rate of 2.08 days per month for a total of 25 working days per year;
  - (d) In the 24<sup>th</sup> year of service and for every year of service thereafter, an Employee accrues vacation at the rate of 2.50 days per month for a total of 30 working days per year.
- 18.03 Vacation Pay shall be calculated on the following basis:
- (a) 6% in the 1<sup>st</sup> through 5<sup>th</sup> year of service;
  - (b) 8% in the 6<sup>th</sup> through 15<sup>th</sup> year of service;
  - (c) 10% in the 16<sup>th</sup> year of service;
  - (d) 12% in the 24<sup>th</sup> year of service and every year thereafter.

For anyone working less than regular Full-time hours, vacation entitlement will be pro-rated according to hours defined by terms of employment.

- 18.04 After the first four (4) months of employment, Employees are entitled to take accrued vacation. Vacation shall be paid at the Employee's prevailing salary when taken.
- 18.05 (a) An Employee may carry forward vacation time until their accrued vacation reaches five (5) days more than their annual vacation entitlement.
- (b) When an Employee's accrued vacation exceeds their annual vacation entitlement by more than five (5) days, the Employee will be required to schedule sufficient vacation time off within the following three (3) months to reduce their accrued vacation balance to their annual vacation entitlement.
- (c) An Employee may request, in writing, to defer their vacation to a later date and shall provide to the Employer the vacation dates requested.
- (d) A deferred vacation request requires written approval of the Employee's Vice President/Director and the President, with regard to the needs of the department. Such approval shall not be unreasonably denied.
- 18.06 General Holidays occurring during a vacation period shall be given in addition to the vacation. Entitled days off occurring during a vacation period shall be given in addition to the vacation.
- 18.07 An Employee with less than fifteen (15) working days' vacation may request sufficient Leave of Absence without pay to allow up to fifteen (15) working days' vacation. Such request will not be unreasonably withheld.
- 18.08 Employees will be provided with a statement of their vacation accrual and current vacation balance in January and July of each year.

## **ARTICLE 19 - LEAVES OF ABSENCE**

19.01 The leave periods indicated within this article are job protected leaves.

19.02 Discretionary Leave is defined as:

An unpaid leave of twelve (12) months or less requested by an Employee and granted by the Employer, for reasons not detailed within the Leaves of Absence Article. All other leaves shall abide by the parameters within Article 19.

19.03 An Employee desiring a Leave of Absence of up to twelve (12) months will apply to their Vice-President/Director. If the application is refused, the Employee will have the right to appeal to the President and CEO through the proper officials of the Union. The decision of the President and CEO will be final and will be communicated to the Union in writing.

- 19.04 Upon return from an approved Discretionary Leave of absence, the Employee shall be placed into their previously held position or a comparable position.
- 19.05 When it is necessary for an Employee to make application for Leave of Absence to perform duties of any office in their Local Union or the parent Union, such request shall have priority over all other applications. During the absence of any Employee on special leave of this nature, such Employee shall retain their original seniority rights, with no decrease in status, but without claim to any promotions effected during their absence on leave.
- 19.06 When an Employee has been granted a Discretionary Leave of Absence for a period of more than thirty (30) consecutive days, the Employee will be required to pay both the Employee's and the Employer's share of the premiums for applicable benefits and any other levies normally in force had such Leave of Absence not been granted.

19.07 Maternity Leave and Parental Leave

An Employee who has completed ninety (90) days of continuous service with Glenbow may apply for a Maternity Leave and/or Parental Leave in accordance with the provisions of the *Employment Standards Code and Regulations* except as otherwise provided below.

Maternity Leave is available only to an Employee who is a birthing parent.

Parental Leave may be accessed by:

- Employees who are the biological or adoptive parents of the child, or
- Employees who are in a relationship of some permanence with the child's parent and are primarily responsible for the care and upbringing of the child.

19.08 Duration of Maternity and Parental Leave

Unless legislation is more favourable, combined Maternity Leave and Parental Leave shall be available up to a seventy-eight (78) week period for a birthing parent, including not more than sixteen (16) weeks Maternity Leave and sixty-two (62) weeks of Parental Leave.

Parental Leave for those who are not the birth mother are eligible for a total of sixty-two (62) weeks of leave, to be completed by the seventy-eighth (78<sup>th</sup>) week of the birth or adoption of the child. This is inclusive of both unpaid leave and supplemental leave.

Eligibility for Maternity Leave

Eligibility for Maternity Leave is in accordance with provincial employment standards.

- (i) The Employee who intends to take Maternity Leave shall provide their Manager at least six (6) weeks' notice in writing of the expected date of delivery of the child, specifying the proposed duration of leave.

- (ii) The Maternity Leave may commence up to thirteen (13) weeks immediately before the estimated date of delivery but not exceed sixteen (16) weeks in total.
- (iii) The Employee may be required to submit a medical certificate, confirming pregnancy and estimated delivery date. A medical certificate may be issued by a nurse practitioner, midwife, or physician.
- (iv) The birthing parent must take at least six (6) weeks of leave after delivering their baby unless their request for an early return is approved. The Employee may be asked to provide a medical certificate stating the early return will not endanger their health.

### Pregnancy Loss

A pregnancy loss is any situation where a pregnancy ends other than in a live birth.

In the event a pregnancy loss occurs within sixteen (16) weeks of the estimated date of birth, the birth mother is still entitled to Maternity Leave under the provisions of *Alberta Employment Standards* but is not entitled to Parental Leave.

The individual may also be entitled to Employee Insurance (EI) Benefits as determined by Service Canada.

Employees personally impacted by pregnancy loss who are not eligible for Maternity Leave may access Bereavement Leave.

### Eligibility for Parental Leave

Eligibility for Parental Leave is in accordance with provincial employment standards and may be taken by:

- The birthing parent, immediately following Maternity Leave,
- the other parent or eligible partner,
- adoptive parents,
- both parents, shared between them.

Leave can start any time after the birth or adoption of a child but must be completed within seventy-eight (78) weeks of the date the baby is born or placed with the parents.

- (i) The Employee who intends to take Parental Leave shall provide their Manager at least six (6) weeks' notice in writing of the expected date of leave, specifying the proposed duration of leave.
- (ii) Parents who intend to share Parental Leave must advise their manager of their intention to do so.



- (iii) When two (2) parents are employed by Glenbow and intend to share Parental Leave to care for the same child, the combined Parental Leave will be for a maximum of sixty-two (62) weeks.
- (iv) Parental Leave ends sixty-one (61) weeks after it begins if the Employee also took Maternity Leave, and sixty-three (63) weeks after it began otherwise.
- (v) Employees on Parental Leave will be offered the right to continue in the benefits program.

#### 19.09 Supplementary Unemployment Benefit (SUB) Plan for Maternity Leave

A Supplementary Unemployment Benefit (SUB) Plan for Maternity Leave is a program designed to provide additional financial support to Employees during Maternity Leave.

This plan allows Glenbow to “top up” the Employment Insurance (EI) Benefits received by an Employee during Maternity Leave, ensuring that the Employee receives a higher income replacement rate while on leave. To be eligible to receive benefits under the Glenbow SUB Plan for Maternity Leave, and Employee must:

- (i) be eligible for a Maternity Leave in accordance with *Alberta Employment Standards*; and
- (ii) be a Regular Full-time, Part-time, or Recurring Part-time Employee; and,
- (iii) have completed twelve (12) months of continuous service with Glenbow prior to commencing leave,
- (iv) commence Maternity Leave prior to or on the date of delivery; and
- (v) apply for and be eligible for Employment Insurance (EI) Benefits.

#### 19.10 The period of eligibility for the SUB Maternity Plan is sixteen (16) weeks, and is paid as follows:

- (i) one (1) week of salary at ninety-five percent (95%) during EI waiting period, and
- (ii) fifteen (15) weeks of salary at ninety-five percent (95%) of the Employee’s regular salary
- (iii) minus any EI Benefits.

The total amount of the SUB Plan payments for Maternity Leave will be divided evenly over the pay periods during the sixteen (16) week period.

#### 19.11 An Employee who commences Maternity Leave may continue all benefits they are enrolled in prior to the leave subject to the provisions of the carrier during Maternity Leave. The payment of benefit premiums during Maternity Leave shall continue to be shared between the Glenbow and the Employee as per Article 14.01.

This will end at the end of the month that SUB Maternity Plan payments end unless the Employee makes arrangements to continue to pay both the Employer and Employee portion of benefit premiums.

19.12 Contributions to the GRRSP and the accrual of vacation time are suspended during the Maternity Leave.

19.13 If the Employee presents medical evidence supporting their inability to continue work, the Employee will be eligible for illness benefits in accordance with Article 14.07 of this Agreement, up to the date of delivery. This leave does not form part of the Maternity Leave.

19.14 If the pregnancy interferes with the Employee's job performance during the twelve weeks before the estimated date of delivery, the Employer can require the Employee to start Maternity Leave. The Employee must be notified in writing.

19.15 Adoption Leave

An Employee shall advise the Employer of the intent to adopt a child and from time to time will advise of the progress of the application and will have the right to apply for Parental Leave without pay for a specified period not to exceed sixty-two (62) weeks. The Employee will inform the Employer at least one (1) month prior to the desired Leave of Absence and the length of the requested leave.

19.16 On request an Employee will be granted one (1) day of paid leave and up to four (4) working days Leave of Absence without pay at the time of the legal adoption of the Employee's child when they are not also taking Parental Leave.

19.17 Return to Work

An Employee shall provide at least one (1) month's written notice of the date the Employee will be returning to work. An Employee returning to work from Maternity/Parental Leave will be reinstated to the same or equivalent position at the time of commencement of leave without loss of seniority. For the purpose of accommodating Employees who have been granted Maternity/Parental Leave, the Union agrees to waive all posting and recall requirements related to the temporary reassignment of personnel caused by an Employee taking Parental Leave.

19.18 On request, an Employee will be granted one (1) day Leave of Absence with pay and up to four (4) working days Leave of Absence without pay to attend the birth of their child or at the discharge from hospital of the mother and child.

19.19 Witness or Jury Duty

Any Employee who serves as a juror or witness in any court of hearing, will suffer no loss of pay, entitlements or seniority during such Leave of Absence. The Employee will provide proof of service.

19.20 Bereavement Leave is defined as:

A leave granted by the Employer for the Employee's attendance to matters with regard to a death in the family. Employees shall be granted up to but not exceeding five (5) days leave with pay in the case of a death in the family. Where travel of three hundred kilometers (300 km) or more is required, an additional two (2) days leave with pay will be granted.

Additional leave may be granted at the discretion of the Vice-President/Director where, in their opinion, an extension is warranted by the circumstances. For purposes of this clause, family shall be defined as:

- Spouse, common-law or same sex partner;
- Children (and their partner/spouse);
- Mother-in-law, father-in-law, siblings-in-law;
- Current or former foster children and their partner/spouse;
- Current or former wards;
- Parents, step-parents and/or current or former guardians and their partner/spouse;
- Current or former foster parents;
- Siblings, half siblings, stepsiblings and their partner/spouse;
- Grandchildren, step-grandparents, aunts, uncles, step-aunts, step-uncles, nieces, nephews, or;
- A person the Employee isn't related to but considers to be like a close relative.

19.21 Professional Development

As a learning organization, Glenbow recognizes that professional development is an integral component of continuous learning and is committed to providing opportunities for personal and professional growth in support of the Employer's overall mission. The Employer and the Union shall each contribute a minimum of five thousand dollars (\$5000.00) annually each to separately administered Professional Development funds. These separate funds are administered in accordance with their respective policies.

19.22 Professional Development Leave is defined as:

A leave granted by the Employer for the purposes of upgrading current skills or acquiring new skills which relate to the Employee's position with the Employer.

19.23 The Vice-President/Director's approval is required for all major professional development activities.

- 19.24 Support may vary from time off to fully paid leave with tuition and some other expenses, depending on the following factors:
- (a) Department workload - whether the Department can carry on properly with the individual absent and not replaced;
  - (b) Relevance of development activity to specific work being done or likely to be done in the near future by the Employee;
  - (c) Length of Employee's service and contribution to the Employer to date;
  - (d) Availability of funds - also included will be the consideration of the number of requests likely to be received, the amount available for these requests, and the amount of funds required for the development activity as opposed to the benefit received from the activity.
- 19.25 It is expected that the Employee will accept some responsibility for remaining with the Employer long enough to give the organization benefit from the Professional Development Leave, when such leave is initiated by the Employee.

While there is no requirement that the Employee stay with the Employer for a specified period of time after the Employer has made a significant investment in the professional development of the Employee, Employees who leave within eighteen (18) months of the investment being made, and on whose behalf over twenty-five hundred dollars (\$2,500.00) in net costs associated with professional development has been spent within the previous twelve (12) months, will be required to reimburse the Employer on the following basis:

- (a) within nine (9) months, - sixty percent (60%) of the total costs paid by the Employer;
  - (b) after more than nine (9) months but less than eighteen (18) months – thirty percent (30%) of the total costs paid by the Employer.
- 19.26 Application must be made in advance of the professional activity requested and, where appropriate, reimbursement will be made after successful completion of activity. Agreement will be reached before approval regarding any additional requirements such as reports related to the activity.

19.27 Compassionate Leave

An Employee will be entitled to up to twenty-seven (27) weeks compassionate leave without pay to provide care or support to a gravely ill family member with a significant risk of death within twenty-six (26) weeks in accordance with EI Regulations.

19.28 Deferred Salary Leave

The Employer will consider an Employee's request for a Deferred Salary Leave without stated purpose, based on operational requirements and will grant this leave under the following conditions:

- (a) Leave granted under this clause shall be a minimum of six (6) months and a maximum of twelve (12) months; and will occur once every five (5) years of continuous employment;
  - (b) Leave will be granted at the discretion of the work unit Vice President or Director and will not be unreasonably denied;
  - (c) A portion of the Employee's salary up to twenty percent (20%) will be deferred to fund the period of Leave of Absence;
  - (d) The amounts deferred for the Employee under this arrangement will be held in trust by the Employer;
  - (e) The Employee agrees to return to their position after the Deferred Salary Leave for a period that is not less than the period of their leave;
  - (f) The Employee is required to pre-pay both the Employee and the Employer share of benefit premiums;
  - (g) Contributions to the GRRSP and the accrual of vacation time are suspended during the Employee's leave.
- 19.29 Regardless of their recognized faith or cultural practices, Employees shall be entitled to request a Leave of Absence without pay on the day of the observance associated with their recognized faith or practices provided the Employer has approved in writing at least thirty (30) working days in advance. Such requests will not be unreasonably denied.

## **ARTICLE 20 - PROMOTIONS, TRANSFERS, AND POSTINGS**

- 20.01 When a new position or a permanent or temporary vacancy occurs the job opportunity shall be posted so that all Employees shall have an opportunity to make an application. The posting shall be displayed for a period of seven (7) calendar days. The posting shall indicate the salary, nature of the duties, and necessary qualifications. When a vacancy is not posted in accordance with this Article within forty-five (45) days of the vacancy, the Union will be notified in writing by the Employer why the vacancy is not being filled and who has been assigned the work of the position.
- 20.02 When an Employee is on leave for less than six (6) months, a job posting for the temporary replacement in that job shall not be required. When an Employee is on leave for more than six (6) months, such vacancy shall be posted.
- 20.03 Temporary positions lasting six (6) months or less will not require posting. The Union will be given notification of such positions prior to the position being filled.
- 20.04 Employees' applications will be processed as soon as possible. Employees and the Union will be advised if the posting is withdrawn or if there is a delay in filling the position.

- 20.05 A copy of all job postings and the names of successful applicants shall be sent to the Secretary of the Union, within three (3) working days.
- 20.06 In making promotions, filling a new position or vacancy, such appointments shall be made from the Employees, providing that the applicant can qualify. Education, training, and experience shall be taken into account, with primary reference to the position posting. When these factors are judged to be equal, seniority shall be the determining factor.
- 20.07 All Bargaining Unit Employees who are applicants for a posting shall be notified in writing of their success or failure in securing the position within five (5) days of the successful candidate's decision. Discussions will take place with the unsuccessful applicant(s) as to the reason(s) why they were not appointed.
- 20.08 In consultation with the Union, the Employer may post a Unionized vacancy internally and externally at the same time where need arises. In no case will any external applicants be considered or hired when a Bargaining Unit Employee qualifies in accordance with Article 20.06.
- 20.09 Trial Period: An Employee who is the successful applicant of a posting will be considered on a trial period of six (6) months. During the trial period either the Employer may direct the Employee, or the Employee may choose to return to their former position and rate of pay without loss of seniority. There will be an Employee review after approximately three (3) and five (5) months during the trial period.
- 20.10 An Employee transferred or promoted shall retain their seniority in their former position for the trial period.
- Should an Employee be required to reassume their former position, any Employees who were promoted or transferred as a result of this promotion or transfer, will be similarly returned to their former positions.
- 20.11 An Employee, upon being promoted to a higher salary grade, shall receive the salary increment step in the salary grade to which they are promoted that has a monetary value one clear step higher than their current salary, or the first step in the new salary grade to which they are promoted to if the salary grade is higher than their present salary grade by one clear step or more.
- 20.12 If a Term Employee achieves Regular status in a position for which they have not completed a probationary period, the Employee will start the normal probationary period in accordance with Schedules A and B. The Employee's anniversary for increment steps will be the date of commencement of Regular status.
- 20.13 Newly hired Employees will be placed at Step 1 of the applicable Grade of which they have been hired into. Upon mutual agreement between the Employer and the Union, Employees may be placed at a higher Step, but only for reasons of recruitment and retention.

## 20.14 Long Service Recognition

- (a) Employees will be acknowledged for every five (5) year milestone of service.
- (b) The Employer will establish a comprehensive Long Service Recognition policy, outlining procedures for acknowledging Employees' dedication. The President and CEO of Glenbow will have the authority to establish and amend this policy as needed. The Union will be consulted during the creation of the policy for feedback.
- (c) The Employer will ensure clear communication of the Long Service Recognition policy.

## **ARTICLE 21 - DISCIPLINE, DISMISSAL AND RESIGNATION**

- 21.01 There shall be no dismissal except for just cause. The Employer will practice the principle of progressive discipline with a remedial approach.
- 21.02 The Employer shall notify an Employee, in advance, of their right to have a Union representative present when disciplinary warning or notice is issued verbally or in writing. The Union will be copied on all letters of termination.
- 21.03 Copies of all disciplinary notices shall be forwarded to the Union President. Employees shall sign to acknowledge receipt of disciplinary notices. Acknowledgement of receipt does not constitute an admission of responsibility.
- 21.04 Disciplinary notices or letters will be removed from the Employee's file after eighteen (18) months from the date of issue, with the exception that discipline which includes a suspension will be removed from the Employee's file after twenty-four (24) months from the date of issue. In the event the Employee receives further discipline during that eighteen (18) month period, all notices or letters will be removed when the Employee achieves eighteen (18) months with no further discipline.
- 21.05 None of the provisions of this Article shall prevent immediate suspension or dismissal for just cause, subject to the Grievance Procedure.
- 21.06 An Employee who is dismissed or disciplined may grieve as follows:
  - (a) An Employee who is dismissed may commence a grievance at Step 3 of the Grievance Procedure;
  - (b) An Employee who is disciplined may commence a grievance at Step 1 of the Grievance Procedure.
- 21.07 Abandonment is defined as:

A Regular Employee, absent for five (5) consecutive workdays without notifying the Employer, shall be considered to have vacated their position, unless such notification was not possible.

- 21.08 Fourteen (14) calendar days notice shall be given by an Employee resigning from the employ of the Employer.
- 21.09 Any bargaining unit Employee who is requested to assume responsibility of a non-Union position shall not be responsible for any formal disciplinary action towards another bargaining unit member.

## **ARTICLE 22 - GRIEVANCE PROCEDURE**

- 22.01 A grievance may be filed by the Employer or by an Employee/Union. No grievance shall be considered where circumstances giving rise to such grievance could reasonably have been known to the Employer or Employee more than ten (10) working days prior to the filing of any grievance. A grievance shall be defined as any dispute or difference arising from the interpretation, application, operation or alleged violation of the Collective Agreement. Employee/Union grievances will begin at Step 1 and Employer Grievances will begin at Step 3.
- 22.02 In the event of a disciplinary or other action which may be grieved under the terms of the Agreement, personnel records used as evidence shall be limited to the issues currently being grieved.
- 22.03 A Policy/Union grievance is a grievance involving questions of general application of this Agreement and may be commenced at Step 3 of the Grievance Procedure.
- 22.04 (a) Time limits at any step in the Grievance Procedure may be extended upon mutual agreement, in writing, between the Parties.
- (b) (i) Should the Union fail to comply with any time limit in the Grievance Procedure, the grievance will be considered abandoned.
- (ii) Should the Employer fail to comply with any time limit in the Grievance Procedure, the grievance will be considered conceded by the Employer.
- (iii) For the purpose of this Article, the time limits shall be working days Monday to Friday, exclusive of General Holidays, as defined in Article 17 of this Agreement.
- 22.05 The Grievance Procedure shall be as follows:

Any Employee who has a dispute shall first discuss the matter with their immediate Supervisor with a view to prompt settlement thereof. The Employee may have Human Resources and their Union Representative present at such discussions.

Step 1 - Failing settlement in a discussion with their immediate Supervisor, a grievance shall be presented in writing to Human Resources within five (5) working days from the date of the incident-giving rise to the grievance. Written response shall be provided to the Union no later than ten (10) working days after the Step 1 meeting;



Step 2 - Failing resolution at Step 1, the matter is referred to the department VP and a meeting shall be scheduled for the Union to present the Grievance. Written response shall be provided to the Union no later than ten (10) working days after the Step 2 meeting;

Step 3 - Failing resolution and having received written response at Step 2, the Union shall refer the matter, in writing, to the President and CEO and a meeting shall be scheduled at a mutually agreeable time for the Union to present the grievance. The President and CEO shall have ten (10) working days to respond, in writing, to the Union.

In the event the Employer files a grievance, a meeting shall be held with the Union for the Employer to present the grievance. The Union shall have ten (10) working days to respond, in writing, to the Employer.

Step 4 – Failing satisfactory settlement at Step 3, the Grievance may be referred to Arbitration pursuant to Alberta Labour Relations Code within thirty (30) days of receipt of the Step 3 decision.

Written notice of a grievance to arbitration shall include the name, email address and business phone number of the referring Parties' appointed member to the Arbitration Board. The recipient of the notice shall, within seven (7) working days, advise the other Party of the name, email address and business phone number of its appointed member to the Arbitration Board. The two (2) appointees shall, within seven (7) working days of the appointment of the second of them appoint a third person who shall be the Chairperson. If the appointees fail to agree upon a Chairperson within the time limit (or such longer period of time as may be mutually agreed) then the Director of Mediation Services may be requested by either Party to appoint a qualified person to act as a Chairperson.

The Arbitration Board shall hear and determine the difference and shall issue a decision in writing. The decision is final and binding upon the Parties and upon the Employee(s) affected by it. 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 shall bear the expenses of their appointee to the Board. The expenses of the Chair shall be shared equally by the Parties.

## **ARTICLE 23 - HEALTH AND SAFETY**

- 23.01 There shall be a Health and Safety Committee established. The Committee will monitor health and safety issues and share relevant information with Employees and Management.
- 23.02 The Health and Safety Committee is comprised of no less than four (4) and a maximum of six (6) members. The Committee shall consist of equal members of Management and Union members. The Committee meets on a monthly basis. Terms of reference shall be determined by the Committee and will be reviewed annually.

Minutes of meetings will be sent to the Union Secretary and Senior Leadership Team and be posted.

23.03 Health and Safety Purpose

The Health and Safety Committee will promote and improve rules and practices to provide an occupational environment which will, as much as practicable, enhance the workplace and provide protection from factors adverse to Employee health and safety.

23.04 Safety is Everyone's Responsibility

Staff are responsible for working and operating in a safe and conscientious manner, using appropriate safety equipment and protective clothing, and safety precautions.

23.05 New staff must receive basic training on fire procedures, fire exits, first aid stations and emergency procedures as part of their orientation to Glenbow.

23.06 The Health and Safety Committee may make recommendations to the Senior Leadership Team regarding additional safety training.

23.07 Should an Employee have any concern about the impact of their work environment on their health and safety, they may have the matter reviewed by the Health and Safety Committee. The Committee will explore possible alternatives to ensure a safe and healthy environment and minimize adverse effects in a timely manner. Should the Employer contemplate physical changes to an Employee's work environment, i.e., space allocation, work location or equipment, the affected Employee will have an opportunity for input.

23.08 The Parties agree to abide by the *Alberta Occupational Health and Safety Act* and Regulations.

## **ARTICLE 24 - GRANTS**

24.01 When Union approval is required as specified within the grant requirements for an employment grant application, the Union will be advised by Human Resources ten (10) working days prior to the submission deadline.

In exceptional situations where an application is submitted to Human Resources less than ten (10) days before the application deadline, the Employer and the Union will make reasonable attempts to review and evaluate the application in the limited time available. If an application is rejected by the Union, Human Resources will be given written notice of this rejection at least three (3) days before the application deadline.

24.02 An "employment" grant is understood to include only those grants which result in the hiring of an Employee. This Employee may or may not be a member of the Bargaining Unit and will perform tasks specifically related to the completion of a discrete project which meets the criteria outlined in 24.05.

Where an employment grant makes it possible for a Union member to be temporarily reassigned to participate in other projects, the Term Employee(s) hired to carry out some or all of the duties and responsibilities of a Union member will not be considered an employment grant hiring.

- 24.03 No employment grant shall be applied for which involves duties which can reasonably be considered to be regular duties set out in a Union Employee's job description or which would result in layoff or demotion of a Union member.
- 24.04 In the event of the layoff of Union Employees, the Employer agrees that no new employment grant applications will be made for projects within the affected departments until a call-back of laid off Employees is announced or a period of sixty (60) days has passed.
- 24.05 All employment grant projects must be of a set and reasonable duration and shall be a specific and identifiable project. These projects will be undertaken only if one or more of the following conditions applies:
- (a) to meet a specific deadline; or
  - (b) must be completed in order to protect or maintain the collections of the museum; or
  - (c) must be completed to make a portion of the collection available to meet a specific or pressing public need.

## **ARTICLE 25 - EMPLOYEE/EMPLOYER ADVISORY COMMITTEE**

- 25.01 The Union and the Employer will meet quarterly in an Employee/Employer Advisory capacity to discuss and resolve workplace issues in accordance with Terms of Reference and Guidelines as established by the Committee.

The Committee will have the following as permanent discussion items:

- (a) The financial situation of the Glenbow Museum.
- (b) Any organizational or technological change contemplated by the Employer that may affect Bargaining Unit Employees.

The Employer will discuss with the Union, options and alternatives to the possible impact to Bargaining Unit Employees.

- 25.02 The Committee will consist of three (3) elected members from the Union (who are active Employees of the Glenbow), a CUPE Representative and three (3) members from the Management Team.

## ARTICLE 26 - TERM EMPLOYEES

- 26.01 The provisions of this Collective Agreement shall apply to Term Employees except as provided by this Article.
- 26.02 The following criteria shall apply to Term positions:
- (a) Where sufficient funding is available and the scope of the duties or project requires it, Term positions will normally be a minimum of three (3) months and no more than twenty-four (24) months.
  - (b) Term positions funded partly or entirely by grants or other restricted funds will not become regular.
  - (c) Term positions that have been created entirely or substantially in support of our temporary program and exhibit strategy will not become Regular where flexibility or the need for a fresh perspective is a key component of the position.
  - (d) Part-time Term positions must be at least .50 FTE to be eligible for consideration for Regular status.
  - (e) Newly created Term positions will remain Term for a period of up to twenty-four (24) months to allow full evaluation of the long-term potential and significance of the position. These Term positions will be reviewed for Regular status by a Sub-Committee of the Employee/Employer Advisory Committee prior to the end of the twenty-four (24) month period provided the position meets the above criteria.
- 26.03 Term Employees will be provided with a letter of hire which will specify the expected start and end date of the position, an outline of the duties of the Term position and that the position will be reviewed for Regular status at the end of a twenty-four (24) month period in accordance with the criteria established for Term positions.
- 26.04 The Employer may release a Term Employee with two (2) weeks' notice for non-disciplinary reasons (or the minimum notice provided under the *Employment Standards Code* if it provides for a longer period of notice).
- Where a Term Employee has been hired for a term of three (3) months or more, a minimum of two (2) weeks advance notice of termination or extension in writing, shall be provided to the Term Employee, prior to the completion of the expected term of the position. Where proper notice has not been provided to extend the term of employment, the Term Employee will automatically be extended for thirty (30) calendar days.
- 26.05 The Union will be copied on all letters related to the term of a Term Employee.
- 26.06 Term Employees do not accumulate seniority, however, if a Term Employee achieves a Regular position, the Employee will have all hours worked from date of hire recognized for seniority purposes. No seniority will be credited for time prior to a break in active employment of ninety (90) calendar days or more.

## ARTICLE 27 - CASUAL EMPLOYEES

27.01 The provisions of this Collective Agreement will not apply to Casual Employees except as specifically provided in this Article.

27.02 The provisions of the Preamble, Articles 1, 2, 3, 4, 5, 9, 10, 11, 16, 21.06a, 22, 23, 24 and 27 will apply to Casual Employees.

### 27.03 Seniority

Casual Employees do not accumulate seniority, however, if a Casual Employee achieves a Full-time, Part-time, or Recurring Part-time position, the Employee will have all hours worked from date of hire recognized for seniority purposes. No seniority will be credited for time prior to a break in active employment of ninety (90) calendar days or more.

### 27.04 Hours of Work

- (a) The provisions of clauses 12.01, 12.02, 12.04, 12.05, and 12.06 apply to Casual Employees employed in a regularly scheduled Full-time or Part-time capacity.
- (b) In the event that a Casual Employee is required by the Employer to report to work and is then not permitted to commence work or is required to return to duty at a later hour, they will be compensated by receiving three (3) hours pay at the basic rate of pay.

### 27.05 Overtime

- (a) All overtime must be approved in advance by the Employer in writing.

Should an exceptional situation arise where the Employee is not able to have overtime approved in advance, payment in accordance with this Article shall not be unreasonably denied. Should overtime not be approved in advance, the Employee must detail the reason for overtime in writing immediately following the occurrence.

Participation in overtime work shall be voluntary. Employees have the right to decline overtime hours without penalty.

- (b) Overtime will be paid on the basis of one and one-half times ( $1 \frac{1}{2}x$ ) for hours worked in excess of seven and one-half ( $7 \frac{1}{2}$ ) hours per day or thirty-seven and one-half ( $37 \frac{1}{2}$ ) hours of work per week.
- (c) Casual Employees required to start a new shift within twelve (12) hours of completing their previous shift in the same department, will be paid one and one-half times ( $1 \frac{1}{2}x$ ) for all their hours which fall within the twelve (12) hour turn-around.

#### 27.06 General Holidays

- (a) Casual Employees will receive General Holiday Pay if the Employee has worked on the same day of the week on which the General Holiday falls on at least five (5) of the nine (9) weeks preceding the work week in which the General Holiday occurs.
- (b) Casual Employees required to work on a General Holiday will be paid at time and one-half (1 ½) their basic rate of pay for all hours worked on the General Holiday.

#### 27.07 Vacations

Casual Employees shall be paid six percent (6%) in addition to their earnings at the basic rate of pay in lieu of paid vacation.

#### 27.08 Leaves of Absence

Casual Employees will be entitled to leaves concurrent with *Alberta Employment Standards*.

#### 27.09 Discipline, Dismissal and Resignation

- (a) When the Employer terminates the services of a Casual Employee in a department, the Employee will be notified in writing by the Employer. The Employer may terminate the services of a Casual Employee by providing notice or pay in lieu of notice pursuant to the *Employment Standards Code*.
- (b) At the request of the Casual Employee, the Employer will meet with the Casual Employee and a Union representative to discuss the reasons for termination.
- (c) A Casual Employee will be deemed to have abandoned their job after failing to report for a scheduled shift on three (3) occasions within a twelve (12) month period without reasonable explanation.

A failure to report to work will only apply to shifts where the Casual Employee has confirmed acceptance of the scheduled or changed shift.

The undersigned hereby certify that the foregoing Collective Agreement sets forth properly the terms and conditions agreed upon in negotiations.

**FOR THE GLENBOW - ALBERTA INSTITUTE**

*Nicholas Bell*

Nicholas Bell (Sep 15, 2025 16:22:28 MDT)

**PRESIDENT & CEO**

*Melanie Kjorlien*

Melanie Kjorlien (Sep 15, 2025 16:50:23 MDT)

**VP, ENGAGEMENT & COO**

Sep 15, 2025

**DATE**

**FOR THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1645**

*Jimena Guerra*

Jimena Guerra (Sep 16, 2025 00:09:12 MDT)

**LOCAL 1645 PRESIDENT**

*Calista Burnett*

**LOCAL 1645**

*Kimberley Wentzell*

Kimberley Wentzell (Sep 16, 2025 11:06:30 MDT)

**NATIONAL REPRESENTATIVE**

Sep 16, 2025

**DATE**

## PAY SCALES

**JULY 1, 2025, to JUNE 30, 2026**

**(0%)**

Note: "Hourly" is the official rate of pay. "Bi-weekly" is provided for information purposes only and based on 75 hours worked in the pay period. There are 26 pay-periods per year.

<b>Salary Grade</b>	<b>Rate</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>SG1</b>	<b>Hourly</b>	<b>16.5608</b>	<b>17.4070</b>	<b>18.2332</b>	<b>19.0600</b>
Pts 0-125	<b>Bi-Weekly</b>	<b>1,242.07</b>	<b>1,305.53</b>	<b>1,367.49</b>	<b>1,429.50</b>
<b>SG2</b>	<b>Hourly</b>	<b>19.2572</b>	<b>20.3700</b>	<b>21.4816</b>	<b>22.5944</b>
Pts 126-135	<b>Bi-Weekly</b>	<b>1,444.29</b>	<b>1,527.76</b>	<b>1,611.12</b>	<b>1,694.58</b>
<b>SG3</b>	<b>Hourly</b>	<b>19.3772</b>	<b>21.2641</b>	<b>23.1505</b>	<b>25.0368</b>
Pts 136-150	<b>Bi-Weekly</b>	<b>1,453.29</b>	<b>1,594.81</b>	<b>1,736.29</b>	<b>1,877.76</b>
<b>SG4</b>	<b>Hourly</b>	<b>21.2641</b>	<b>23.1427</b>	<b>25.0438</b>	<b>26.9225</b>
Pts 151-190	<b>Bi-Weekly</b>	<b>1,594.81</b>	<b>1,735.70</b>	<b>1,878.29</b>	<b>2,019.19</b>
<b>Visitor Experience and Engagement Hosts</b>	<b>Hourly</b>	<b>22.7829</b>	<b>24.7957</b>	<b>26.8326</b>	<b>28.8455</b>
Pts 151-190	<b>Bi-Weekly</b>	<b>1,708.72</b>	<b>1,859.68</b>	<b>2,012.45</b>	<b>2,163.41</b>
<b>SG5</b>	<b>Hourly</b>	<b>25.1491</b>	<b>27.4927</b>	<b>29.7100</b>	<b>31.9491</b>
Pts 191 - 240	<b>Bi-Weekly</b>	<b>1,886.19</b>	<b>2,061.95</b>	<b>2,228.25</b>	<b>2,396.18</b>
<b>SG6</b>	<b>Hourly</b>	<b>29.6054</b>	<b>32.2382</b>	<b>34.8834</b>	<b>37.5029</b>
Pts 241-310	<b>Bi-Weekly</b>	<b>2,220.40</b>	<b>2,417.87</b>	<b>2,616.25</b>	<b>2,812.72</b>
<b>SG7</b>	<b>Hourly</b>	<b>32.6353</b>	<b>35.5390</b>	<b>38.4425</b>	<b>41.3460</b>
Pts 311-360	<b>Bi-Weekly</b>	<b>2,447.65</b>	<b>2,665.43</b>	<b>2,883.19</b>	<b>3,100.96</b>
<b>SG8</b>	<b>Hourly</b>	<b>35.6647</b>	<b>38.8742</b>	<b>42.0208</b>	<b>45.1887</b>
Pts 361+	<b>Bi-Weekly</b>	<b>2,674.85</b>	<b>2,915.57</b>	<b>3,151.56</b>	<b>3,389.16</b>

One-time lump sum payment of \$1000.00 paid based on FTE, with a minimum "floor" payment of \$350.00 should the FTE be less than 0.35.



## GLENBOW-ALBERTA INSTITUTE JOB TITLES AND SALARY GRADES

Number of FTEs	Job Title	
<b>SG8 400-361</b>		
1	Senior Curator, History	Vacant
1	Senior Curator, Art	Vacant
<b>SG7 360-311</b>		
1	Conservator, Objects	
1	Conservator, Paintings & Sculptures	
0.5	Conservator, Paper	
	Conservator, Textiles	Casual
1	Curator, Art	
1	Curator, History	Vacant
1	Curator, Indigenous Studies and World Culture	
1	Digital Content Specialist	
1	Exhibit Designer	
1	Graphic Design Coordinator	
1	Membership & Giving Officer	
<b>SG6 310-241</b>		
1	Admissions System Administrator	
1	Adult Education Coordinator	
1	Collections Coordinator, Art	
1	Collections Registrar	
1	Communications Specialist	
1	Computer Support/Collections Specialist	
1	Coordinator, Special Events & Museum Rentals	
0.5	Curatorial Assistant, Art	
1	Database & Prospect Management Coordinator	
1	Desktop Systems Administrator	
0.5	Digitization, Publishing and Rights Coordinator	
1	Discovery Education Coordinator	
1	Graphic Designer - Marketing	
1	Data Administrator	
1	Marketing Specialist	
1	Museum School Coordinator	
1	Network Administrator	Vacant
0.5	New Media Coordinator	
1	School Education Coordinator	

Number of Positions	Job Title		
<b>SG5 240-191</b>			
1	Accountant		
1	Accounts Payable, Accounting Assistant		
1	Administrative Assistant, ACE		
0.5	Audio Visual Operator		
	Audio Visual Operator		Casual
0.5	Audio Visual Technician		
1	Collections Technician, Art - copyright		Vacant
0.5	Collections Technician, Cultural History		
0.5	Collections Technician, Indigenous Studies		
0.5	Collections Technician, Military History		
0.5	Collections & Pest Control		
	Coordinator, Special Events & Museum Rentals		Casual
1	Development Coordinator		
1	Exhibits Coordinator		
0.5	Graphic Design Technician		
1	Membership Coordinator		
0.6	Photographer		
2.6	Production Technician		
	Production Technician		Casual
<b>SG4 190-156</b>			
1.5	Bookings Coordinator		
3	Museum Educator		
	Museum Educator		Casual
1	Museum Educator – Distance Learning		Vacant
1	Museum Shop Associate		
3	Visitor Experience and Engagement Hosts		
	Visitor Experience and Engagement Hosts		Casual
<b>SG3 155-141</b>			
1	Online Store Fulfillment Coordinator		
<b>SG2 140-126</b>			
0.6	Receiving Assistant		
<b>SG1 125-000</b>			
	Cashier, Museum Shop		Casual

## GLENBOW LIST OF POSITIONS (PROBATION PERIODS)

A - 12 MONTH PROBATION PERIOD	B - 6 MONTH PROBATION PERIOD	
<b>SG8 440-361</b>	<b>SG7 360-311</b>	<b>SG5 240-191</b>
Senior Curator, Art	Graphic Design Coordinator	Accountant
Senior Curator, History	Membership & Giving Officer	Accounts Payable, Accounting Assistant
<b>SG7 360-311</b>	Digital Content Specialist	Administrative Assistant, ACE
Conservator, Objects	<b>SG6 310-241</b>	Audio Visual Operator
Conservator, Painting & Sculpture	Admissions System Administrator	Audio Visual Operator (casual)
Conservator, Paper	Adult Education Coordinator	Audio Visual Technician
Conservator, Textiles (casual)	Collections Coordinator, Art	Collection Technician, Art - copyright
Curator, Art	Collections Registrar	Collection Technician, Cultural History
Curator, History	Communications Specialist	Collection Technician, Indigenous Studies
Curator, Indigenous Studies	Computer Support/Collections Specialist	Collection Technician, Military History
Exhibit Designer	Coordinator, Special Events & Museum Rentals	Collections & Pest Control
<b>SG6 310-241</b>	Curatorial Assistant, Art	Development Coordinator
	Data Administrator	Exhibits Coordinator
	Database & Prospect Management Coordinator	Graphic Design Technician
	Desktop Systems Administrator	Library & Archives Digital Access Technician
	Digitization, Publishing and Rights Coordinator	Membership Coordinator
	Discovery Education Coordinator	Photographer
	Graphic Design, Marketing	Production Technician
	Marketing Specialist	<b>SG3 155-141</b>
	Museum School Coordinator	Online Store Fulfillment Coordinator
	Network Administrator	<b>SG4 190-156</b>
	New Media Coordinator	Bookings Coordinator
	School Education Coordinator	Museum Educator
		Museum Educator - Distance Learning
		Museum Shop Associate
		Visitor Experience and Engagement Hosts
		<b>SG2 140-126</b>
		Receiving Assistant
		<b>SG1 125-000</b>
		Cashier, Museum Shop

**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**GLENBOW-ALBERTA INSTITUTE**  
**AND**  
**CUPE LOCAL 1645**

**RE: CLASSIFICATION AND COMPENSATION REVIEW COMMITTEE**

This Letter of Understanding (LOU) outlines our mutual agreement to undertake a thorough and collaborative review of our current classification and compensation structure, with the objective of ensuring fairness, equity, and sustainability. Such review will be executed in concurrence with the Collective Agreement between the Parties.

**Establishment of an Oversight Committee:**

The Parties will establish an Oversight Committee (the “Committee”) within thirty (30) days following the signing of this Collective Agreement as a sub-Committee of the Employer Employee Advisory Committee with a purpose of making recommendations on a redesigned classification system.

The Oversight Committee will be comprised of two (2) Union representatives, two (2) Employer representatives, and People & Culture professionals. CUPE National Staff may attend meetings as support to the Bargaining Agent CUPE 1645.

**Work of Committee:**

In a collaborative manner, the Committee will discuss and review the current classification system, to identify deficiencies. Using that information, the Committee will then develop a competency model including core competencies and functional competencies to inform the requirements of a new classification system and methodologies.

The Committee will also review current compensation trends and benchmarks for similar roles.

The Committee will then identify or develop job evaluation tools and revise the Job Evaluation Committee Terms of Reference, including recommendations for a phased plan to implement any adjustments needed.

The Committee will provide their recommendation to the Employer Employee Advisory Committee (EEAC) as each phase is completed. The report will identify any joint recommendations of the Committee and any areas where the Committee did not reach consensus. Recommendations will then be considered for approval by the Senior Leadership Team.

Until such time as the Parties have agreed to a redesigned classification system to be incorporated into a new collective agreement, the current classification system will be used for any positions that require classification.

The program shall be completed no later than October 31, 2025, and the Committee will reconvene quarterly. Based on mutual agreement of all members of the Committee, meeting frequency may be adjusted.



Jimena Guerra (Sep 16, 2025 00:09:12 MDT)

**ON BEHALF OF CUPE LOCAL 1645**



Nicholas Bell (Sep 15, 2025 16:22:28 MDT)

**ON BEHALF OF THE GLENBOW-  
ALBERTA INSTITUTE**

Sep 15, 2025

**DATE**

**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**GLENBOW-ALBERTA INSTITUTE**  
**AND**  
**CUPE LOCAL 1645**

**RE: VOLUNTEERS**

A volunteer is defined as any individual who offers their services to the Employer without monetary compensation.

Glenbow has a long-standing history of engaging volunteers to support its operations and strengthen ties with the community. Volunteers have historically contributed to the organization in areas that do not fall within the scope of work covered by this Collective Agreement.

Both Parties recognize that, as a not-for-profit organization, the use of volunteers supports the Employer's charitable objectives and mission-related activities.

The Parties agree as follows:

- (1) Volunteers shall not be used to displace or reduce the number of Employees in the Bargaining Unit, nor shall they perform work covered by this Collective Agreement.
- (2) The purpose of engaging volunteers includes:
  - (i) Fostering community involvement and participation;
  - (ii) Providing training opportunities for emerging professionals;
  - (iii) Increasing accessibility to Glenbow's programs and services;
  - (iv) Enhancing public engagement; and
  - (v) Supplementing, not replacing, services delivered by Employees.
- (3) Volunteers shall not supervise Employees within the Bargaining Unit.
- (4) Volunteers shall not be used to replace Employees who have been laid off.
- (5) Any supervision or training of volunteers carried out by Employees is considered work time and will be compensated accordingly.



Jimena Guerra (Sep 16, 2025 00:09:12 MDT)

**ON BEHALF OF CUPE LOCAL 1645**



Nicholas Bell (Sep 15, 2025 16:22:28 MDT)

**ON BEHALF OF THE GLENBOW-  
ALBERTA INSTITUTE**

Sep 15, 2025

**DATE**

**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**GLENBOW-ALBERTA INSTITUTE**  
**AND**  
**CUPE LOCAL 1645**

**RE: CLASSIFICATIONS AND CURRENT GRID STRUCTURE**

The Parties agree:

To review the current grid structure and job titles following the completion of the current Compensation and Classification Committee review.

- Any determination to alter the grid structure shall be mutually agreed upon between the Parties.
- Work of the Bargaining Unit shall not be compromised through this process.

This process shall be completed by May 31, 2026, unless mutually extended by the Parties.

  
Jimena Guerra (Sep 16, 2025 00:09:12 MDT)

**ON BEHALF OF CUPE LOCAL 1645**

  
Nicholas Bell (Sep 15, 2025 16:22:28 MDT)

**ON BEHALF OF THE GLENBOW-  
ALBERTA INSTITUTE**

Sep 15, 2025

**DATE**