

# **Collective Agreement**

*between*

**The Manitoba Agricultural Services Corporation  
Administration**

*and*

**The Manitoba Government and General Employees' Union**

**March 27, 2010 to March 21, 2014**

## Table of Contents

Article 1	Interpretation.....	1
Article 2	Recognition .....	4
Article 3	No Discrimination .....	5
Article 4	Duration of Agreement .....	5
Article 5	Application of Agreement .....	6
Article 6	Term Employees .....	6
Article 7	Management Rights.....	7
Article 8	Union Security.....	8
Article 9	Amendment to the Salary Schedule .....	9
Article 10	Medical Fitness .....	9
Article 11	Recruitment and Appointment .....	9
Article 12	Probation .....	10
Article 13	Acting Status.....	11
Article 14	Merit Increases .....	12
Article 15	Lay-Off.....	13
Article 16	Resignations .....	17
Article 17	Conduct of Employees .....	18
Article 18	Disciplinary Action.....	19
Article 19	Grievance Procedure .....	20
Article 20	Arbitration Procedure.....	24
Article 21	Hours of Work.....	27
Article 22	Overtime .....	28
Article 23	Holidays.....	30
Article 24	Vacation.....	32

Article 25	Sick Leave .....	35
Article 26	Maternity Leave.....	38
Article 27	Paternity Leave .....	42
Article 28	Adoptive Parent Leave .....	42
Article 29	Parental Leave .....	42
Article 30	Compassionate Leave .....	43
Article 31	Family Related Leave.....	44
Article 32	Court Leave .....	44
Article 33	Educational Leave.....	45
Article 34	Workers Compensation.....	45
Article 35	Severance Pay .....	46
Article 36	Rights of Stewards.....	48
Article 37	Union Business .....	49
Article 38	Technological Change .....	50
Article 39	Change of Work Headquarters .....	51
Article 40	Reclassification.....	52
Article 41	Employee Files .....	53
Article 42	Performance Appraisal.....	53
Article 43	Transfer of Benefits.....	54
Article 44	Retroactive Wages .....	54
Article 45	Disposable Income Policies and Benefit Plans.....	55
Article 46	Bridging of Service .....	55
Article 47	Video Display Terminals .....	56
Article 48	Sexual Harassment.....	56
Article 49	Loss Of or Damage To Personal Effects .....	57
Article 50	Civil Liability .....	59

<b>Article 51 Contracting Out .....</b>	<b>60</b>
<b>Article 52 Workplace Safety and Health.....</b>	<b>60</b>
<b>Article 53 Seniority .....</b>	<b>62</b>
<b>Article 54 Pay .....</b>	<b>64</b>
<b>Article 55 Labour Management Committee .....</b>	<b>64</b>
<b>Article 56 Part-Time Employees .....</b>	<b>65</b>
<b>Schedule “A” - Exclusions from the Terms of the Agreement.....</b>	<b>67</b>
<b>Appendix “A” - Application of Benefits to Part-Time Employees.....</b>	<b>68</b>
<b>Flexible Hours Guidelines .....</b>	<b>74</b>
<b>Letter of Intent #1 .....</b>	<b>76</b>
Re: Civil Liability Coverage for Individuals Formerly Employed Under the Manitoba Agricultural Services Corporation Administration Agreement Who Have Resigned or Retired	
<b>Letter of Intent #2.....</b>	<b>77</b>
Re: Agency Operations Fleet Vehicles	
<b>Memorandum of Agreement #1.....</b>	<b>78</b>
Re: General Pay Increases	
<b>Memorandum of Agreement #2 .....</b>	<b>80</b>
Re: Parking	
<b>Memorandum of Agreement #3 .....</b>	<b>81</b>
Re: Employment Security	
<b>Salary Schedule.....</b>	<b>82</b>

\*All changes appear in **bold**.

## Alphabetical Table of Contents

Article 13	Acting Status.....	11
Article 28	Adoptive Parent Leave .....	42
Article 9	Amendment to the Salary Schedule .....	9
Article 5	Application of Agreement .....	6
Article 20	Arbitration Procedure.....	24
Article 46	Bridging of Service .....	55
Article 39	Change of Work Headquarters .....	51
Article 50	Civil Liability .....	59
Article 30	Compassionate Leave .....	43
Article 17	Conduct of Employees .....	18
Article 51	Contracting Out .....	60
Article 32	Court Leave .....	44
Article 18	Disciplinary Action.....	19
Article 45	Disposable Income Policies and Benefit Plans.....	55
Article 4	Duration of Agreement .....	5
Article 33	Educational Leave.....	45
Article 41	Employee Files .....	53
Article 31	Family Related Leave.....	44
Article 19	Grievance Procedure .....	20
Article 23	Holidays.....	30
Article 21	Hours of Work.....	27
Article 1	Interpretation.....	1
Article 55	Labour Management Committee .....	64
Article 15	Lay-Off.....	13

Article 49	Loss Of or Damage To Personal Effects .....	57
Article 7	Management Rights.....	7
Article 26	Maternity Leave.....	38
Article 10	Medical Fitness .....	9
Article 14	Merit Increases .....	12
Article 3	No Discrimination .....	5
Article 22	Overtime .....	28
Article 29	Parental Leave .....	42
Article 56	Part-Time Employees .....	65
Article 27	Paternity Leave .....	42
Article 54	Pay .....	64
Article 42	Performance Appraisal.....	53
Article 12	Probation .....	10
Article 40	Reclassification.....	52
Article 2	Recognition .....	4
Article 11	Recruitment and Appointment.....	9
Article 16	Resignations .....	17
Article 44	Retroactive Wages.....	54
Article 36	Rights of Stewards.....	48
Article 53	Seniority .....	62
Article 35	Severance Pay .....	46
Article 48	Sexual Harassment.....	56
Article 25	Sick Leave .....	35
Article 38	Technological Change .....	50
Article 6	Term Employees .....	6
Article 43	Transfer of Benefits.....	54

<b>Article 37</b>	<b>Union Business .....</b>	<b>49</b>
<b>Article 8</b>	<b>Union Security .....</b>	<b>8</b>
<b>Article 24</b>	<b>Vacation.....</b>	<b>32</b>
<b>Article 47</b>	<b>Video Display Terminals .....</b>	<b>56</b>
<b>Article 34</b>	<b>Workers Compensation.....</b>	<b>45</b>
<b>Article 52</b>	<b>Workplace Safety and Health.....</b>	<b>60</b>
	<b>Schedule “A” - Exclusions from the Terms of the Agreement.....</b>	<b>67</b>
	<b>Appendix “A” - Application of Benefits to Part-Time Employees.....</b>	<b>68</b>
	<b>Flexible Hours Guidelines .....</b>	<b>74</b>
	<b>Letter of Intent #1 .....</b>	<b>76</b>
	Re: Civil Liability Coverage for Individuals Formerly Employed Under the Manitoba Agricultural Services Corporation Administration Agreement Who Have Resigned or Retired	
	<b>Letter of Intent #2 .....</b>	<b>77</b>
	Re: Agency Operations Fleet Vehicles	
	<b>Memorandum of Agreement #1.....</b>	<b>78</b>
	Re: General Pay Increases	
	<b>Memorandum of Agreement #2 .....</b>	<b>80</b>
	Re: Parking	
	<b>Memorandum of Agreement #3 .....</b>	<b>81</b>
	Re: Employment Security	
	<b>Salary Schedule.....</b>	<b>82</b>

\*All changes appear in **bold**.

THE AGREEMENT made this 17 day of NOVEMBER 2011

*between*

**the Manitoba Agricultural Services Corporation**

of the first part

*and*

**the Manitoba Government and General Employees' Union**

of the second part.

WITNESSETH: That for the purpose of promoting co-operation and understanding between the Corporation and its employees affected hereby, and to recognize the mutual value of joint discussion and negotiations with respect to compensation for employees, including the establishment of pay ranges for new classes of employees and the adjustment from time to time of pay ranges for existing classes of employees and working conditions of employees, the parties to this Agreement hereby agree as follows:

### **Article 1 Interpretation**

**1:01** In this Agreement, unless the context otherwise requires, the expressions listed have the following meanings:

- (a) "Accumulated Service" means the equivalent length of service acquired by the employee in accordance with the following:
  - (i) accumulated service is calculated based on all hours for which an employee has received regular pay. This includes regular hours worked and approved leaves of absence from the Corporation where regular pay is maintained;
  - (ii) accumulated service does not include overtime hours or any leaves of absence without pay or with partial pay including but not limited

to suspensions without pay, workers compensation and other leave situations;

- (iii) accumulated service must be continuous service;
  - (iv) one (1) year of accumulated service for employees in seven and one-quarter ( $7\frac{1}{4}$ ) hour day positions equals 1,885 hours of accumulated service;
  - (v) an employee can only receive a maximum of one (1) year of accumulated service in any twelve (12) month period.
- (b) “Anniversary Date” means the first day of the month which follows the date on which the employee is employed in a position with the Corporation. The anniversary date for an employee following a promotion or transfer where the employee receives two (2) or more increments shall become the first of the month (or the first day of the bi-weekly pay period that includes the first of the month) that falls on or after the effective date of the promotion or transfer of the employee and the employee shall be eligible for the employee’s next annual increment twelve (12) months from the anniversary date established in accordance with this section.
- (c) “Agreement” means this Agreement which may be referred to as the Manitoba Agricultural Services Corporation Administration Agreement.
- (d) “Calendar Service” means the length of continuous service from the employee’s most recent date of hire to the present. Periods of lay-off, while not affecting the continuity of service, are not included in the calculation of calendar service.
- (e) “Casual Employee” means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular, or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis. Notwithstanding the foregoing, casual employees may be

employed for a short duration to replace employees who are absent for any reason.

- (f) “Classification” or “Class of Position” means a group of positions involving duties and responsibilities so similar that the same or like qualifications may reasonably be required for, and the same schedule or grade of pay can be reasonably applied to, all positions in the group.
- (g) “Continuous Service” means consecutive and contiguous days, weeks, months and/or years of employment with the Corporation where there has been no break in service involving termination of the employee.
- (h) “Corporation” means the Manitoba Agricultural Services Corporation or any person designated to act on its behalf.
- (i) “Dismissal” means the removal for disciplinary reasons from a position of employment for just cause.
- (j) “Employee” means a person employed in a position in the bargaining unit;
- (k) “Part-time Employee” means an employee who normally works less than the full normal daily, weekly or monthly hours, as the case may be and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.
- (l) “Regular Employee” means an employee who carries out and occupies a continuing function in the Corporation and who has all the rights and privileges of permanent status.
- (m) “Term Employee” means an employee hired for a specific term of employment.

The term of employment may be based on a specific period of time or completion of a specific job or until the occurrence of a specific event.

- (n) “Increment” means the amount per annum provided as a rate of increase in the applicable salary range and which may be granted in recognition of satisfactory service on the employee’s anniversary date and with the approval of the Corporation.

- (o) “Layoff” means to temporarily remove from a position of employment subject to the employee retaining such rights as set out under this Agreement.
- (p) “Merit Increase” means an increase in the rate of pay of an employee within the employee’s pay range which may be granted in recognition of satisfactory service on the employee’s anniversary date and with the approval of the Corporation.
- (q) “Overtime” shall mean overtime authorized by the Corporation and where the term “overtime” is used in this Agreement, it shall mean “authorized overtime”.
- (r) “Position” means a position of employment in the bargaining unit with the Corporation.
- (s) “Promotion” means a change of employment from one (1) position to another having a higher maximum salary.
- (t) “Steward” means an employee elected or appointed by the Union who is authorized to represent the employee(s) and/or the Union.
- (u) “Transfer” means the removal of an employee from a position in a classification and appointing the employee to another position in the same classification or to another position in a different classification having the same maximum rate of pay.
- (v) “Union” means the Manitoba Government and General Employees’ Union.

**1:02** Where the singular and masculine expressions are used in this Agreement, the same shall be construed as meaning the plural, or feminine or neuter gender where the context so admits or requires and the converse shall hold as applicable.

## **Article 2 Recognition**

**2:01** The Corporation recognizes the Manitoba Government and General Employees’ Union as the sole and exclusive bargaining agent for all

employees covered under Certificate No. M.L.B. 2824 and Certificate No. M.L.B. 2831 issued under The Labour Relations Act by the Manitoba Labour Board, except those listed under Article 5:02.

### **Article 3 No Discrimination**

- 3:01** The parties hereto agree that there shall be no discrimination, harassment, coercion or interference exercised or practiced with respect to any employee by reason of age, sex, marital status, sexual orientation, race, creed, colour, ethnic or national origin, political or religious affiliation or membership in the Union or activities in the Union.
- 3:02** All pay and benefit provisions have been negotiated with the specific understanding that the provisions and their administration contain no elements of discrimination. In the event that any provisions are deemed to be discriminatory, the parties will negotiate necessary adjustments to ensure there is no increased cost to the Corporation.

### **Article 4 Duration of Agreement**

- 4:01** This Agreement shall become effective from and including **March 27, 2010** and shall continue in effect up to and including **March 21, 2014** and shall remain in force and effect from year to year thereafter unless written notice to negotiate a renewal, or revision and renewal is given by either party at least forty-five (45) days prior to but not more than one hundred and eighty (180) days prior to the expiry date hereof. During the period required to negotiate a renewal, or revision and renewal of this Agreement, the Agreement shall remain in full force and effect without change.
- 4:02** Where notice for revision of this Agreement is given under Subsection :01, the party giving notice agrees to deliver to the other their written proposals for the revision of the Collective Agreement at least thirty (30) days prior to the expiry date of the Agreement. The parties shall, within twenty (20) working days following receipt of the specific proposals for revision to the

Agreement, commence collective bargaining. These time limits may be changed by mutual agreement between the parties hereto.

- 4:03** All additions, deletions, amendments and/or revisions from the previous Agreement to this Agreement shall be effective from the first day of the bi-weekly pay period following the date of signing of this Collective Agreement unless otherwise specified.

### **Article 5 Application of Agreement**

**5:01** The terms of this Agreement shall apply as herein stated to:

- (a) regular employees of the Corporation;
- (b) term employees to whom Subsection 2 (5) of The Civil Service Superannuation Act applies;
- (c) full-time term employees hired under the authority of the Corporation for a period in excess of two (2) months service;
- (d) part-time employees upon the start of the bi-weekly pay period following the attainment of three hundred four and one-half (304½) hours of accumulated service.

**5:02** The terms of this Agreement shall not apply to:

- (a) incumbents of the positions and/or classifications set forth in Schedule "A" attached hereto; and
- (b) casual employees.

### **Article 6 Term Employees**

**6:01** Where the employment of a term employee terminates at the end of a specific term of employment, then:

- (a) the Corporation shall not be required to give any notice or payment in lieu thereof;
- (b) the employee shall not be required to give any notice of resignation.

**6:02** Where a term employee is laid-off, then the following shall apply:

- (a) if the lay-off is at the end of a specific term of employment, no notice of lay-off is required;
- (b) if the lay-off is prior to the end of a specific term of employment, an employee will receive written notice prior to the lay-off or granted payment in lieu thereof based on the following:
  - (i) four (4) weeks' notice to an employee with one (1) or more years of full-time seniority; or
  - (ii) two (2) weeks' notice to an employee with less than one (1) year of full-time seniority.

**6:03** An employee appointed to a term position shall be informed in writing as to the duration of the term. Failure to comply with the foregoing shall not in itself negate the employee's status as a term employee.

**6:04** The Corporation will enter into meaningful discussion with the Union regarding the conversion of a term employee where:

- (a) a regular staff year becomes available for consideration for conversion; and
- (b) the employee has been employed in the same position, performing the same function for a period of more than twenty-four (24) months and where the need for the position is expected to continue.

**6:05** A regular employee may apply for and be appointed to a term position as a regular employee provided that the Corporation has developed an employment plan which will return the employee to the employee's regular position or an acceptable alternate position.

## **Article 7 Management Rights**

**7:01** All the functions, rights, personnel pay practices, powers and authority which the Corporation has not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the Corporation.

**7:02** In administering this Agreement, the Corporation shall act reasonably, fairly, in good faith, and in a manner consistent with the Agreement as a whole.

### **Article 8 Union Security**

**8:01** (a) Employees covered by this Agreement whether a member of the Union or not, shall pay to the Union, by payroll deduction, an amount equal to the bi-weekly membership dues determined by the Union.

(b) For new employees, the payroll deduction of the amount as set out above shall become effective on the first day of the bi-weekly pay period, following the date the employee is covered under the terms of this Agreement.

**8:02** The Union shall notify the Corporation in writing of any changes in the amount of dues at least two (2) weeks prior to the end of the pay period in which the deductions are to be made.

**8:03** The Corporation shall forward to the Union the amount of the dues deducted under Section 8:01 on a bi-weekly basis.

**8:04** The Corporation shall provide the Union on a bi-weekly basis per each applicable bi-weekly pay period system, the name of the employees from whose wages dues have been deducted showing opposite each employee's name, the amount of dues deducted for that employee.

**8:05** (a) The Union agrees to indemnify and save the Corporation harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Corporation.

(b) Notwithstanding any other provision in this Agreement, the Corporation shall not later than ninety (90) days preceding the expiry date of this Agreement, furnish in written form to the Union the following:

- (i) the name of each employee;
- (ii) the classification of each employee;

(iii) the current rate of pay of each employee.

**8:06** The Corporation agrees to allow the Union use of space on existing bulletin boards for the purpose of posting official Union information relating to business affairs, meetings, and social events, provided the information does not contain anything that is adverse to the interest of the employer. The Corporation or designate has the right to refuse to post or remove the posting of any information.

### **Article 9 Amendment to the Salary Schedule**

**9:01** During the term of this Agreement, amendments to the Salary Schedule in this Agreement resulting from the introduction of a new classification, or amendments in respect of exclusions from the terms of the Agreement shall be determined through negotiation between the parties hereto.

**9:02** If it is necessary for the purpose of recruitment or retention to effect an upward adjustment to the pay range of an established classification, the Corporation shall consult with the Union in writing and may amend the Salary Schedule to give effect to the required change. In no case shall such pay range be less than that already existing for the classification.

### **Article 10 Medical Fitness**

**10:01** At the Corporation's request, an employee may be required to have a physical and/or psychiatric examination from a duly qualified medical practitioner acceptable to the Corporation.

**10:02** The cost of an examination referred to in Section :01 will be paid by the Corporation.

### **Article 11 Recruitment and Appointment**

**11:01** The Corporation shall, whenever possible, fill vacancies by promotion from within its present staff on the basis of ability, prior work performance, qualifications and seniority. Where ability, prior work performance and qualifications are relatively equal, seniority shall be the determining factor.

- 11:02** Where a vacant or new position is to be filled through competition, a bulletin shall be posted for a minimum of ten (10) working days.
- 11:03** Where, in the opinion of the Corporation, response to a vacancy that has been posted, fails to provide a suitable qualified candidate from within its present staff, the Corporation shall be at liberty to fill the vacancy in any manner it chooses.
- 11:04** Wherever possible, the Corporation shall endeavour to fill any vacancy within a reasonable period following the time after such vacancy has been posted.
- 11:05** An employee who is notified that they are an unsuccessful applicant for a vacant position shall be supplied with the reasons for non-acceptance, within ten (10) working days of making a written request to the Corporation. Such a request shall be made within ten (10) working days of receipt of the notification that the employee was an unsuccessful applicant.
- 11:06** Where an employee is promoted to another position, the employee shall be paid at a rate of pay set out for that position that is, if possible, at least one (1) increment more than the rate of pay that was being paid in the former position.
- 11:07** Where, on a promotion or transfer, an employee receives an increase in rate of pay equivalent to two (2) or more merit increases, the anniversary date on which the employee may be granted the next merit increase shall be determined in accordance with Article 1:01 (b).
- 11:08** Notwithstanding Section :01, first consideration for filling vacancies or new positions shall be given to persons on the Corporation's re-employment list.

## **Article 12 Probation**

- 12:01** Every person appointed to a position shall be on probation for a period of six (6) months.
- 12:02** An employee's probation period may be extended by the Corporation or its' designate. Such extension may be for a maximum period of six (6) months.

- 12:03** An employee shall be notified in writing of any extension of the probation period under Section :02 prior to the expiry of the probation period. A meeting may be held with the employee to discuss the extension. The employee has the option to have a representative present.
- 12:04** An employee's probation period of six (6) months plus any extension shall be considered the initial probation period. This initial probation period shall not exceed twelve (12) months.
- 12:05** An employee who is rejected during the probationary period may grieve the rejection at Step 2 of the grievance procedure within ten (10) working days from the date the employee received notice of the rejection. The Chief Executive Officer or designate shall hold a hearing to discuss the grievance with the employee. The decision at Step 2 shall be final for such grievances.
- 12:06** Where an employee has been rejected during probation following a promotion, every reasonable effort will be made to relocate the employee to a position similar to the employee's former classification.
- 12:07** An employee who is rejected during the probationary period shall be provided with two (2) weeks' notice or payment in lieu thereof.
- 12:08** Subject to Section :05 the rejection on probation is not subject to arbitration.

### **Article 13 Acting Status**

- 13:01** Where the Corporation directs an employee employed in one (1) position to temporarily take over the duties and responsibilities of some other position having a higher rate of pay, and provided the employee takes over and continues to perform for **ten (10)** or more consecutive working days the duties and responsibilities of that other position, the employee shall be appointed temporarily to that other position with acting status and shall be paid at the rate of pay for that other position from the date of taking over the duties and responsibilities of that other position until the temporary appointment is revoked; and upon the temporary appointment being revoked the employee shall, unless appointed or promoted to some other position,

revert to the employee's original position and be paid the rate of pay for the original position that the employee would be paid if the employee had never held the temporary appointment.

- 13:02** For purposes of interpretation of this article, "the duties and responsibilities" under this article mean the duties and responsibilities that would have been performed by the incumbent during the period in which the employee had been replaced.

#### **Article 14 Merit Increases**

- 14:01** Where the pay range for an employee's classification permits, and an employee's work performance is considered satisfactory by the supervisor and is approved by the Corporation, an employee shall be eligible for a merit increase twelve (12) months from the employee's anniversary date provided the employee has accumulated 1,008 regular hours of work during that twelve (12) month period. If an employee has not accumulated 1,008 regular hours during that twelve (12) month period and as a result has not received a merit increase, the hours accumulated are carried forward and the employee is eligible for a merit increase at the employee's next anniversary date following the accumulation of 1,008 regular hours.
- 14:02** (a) Where, for any reason(s), the Corporation withholds an employee's merit increase on the date the employee becomes eligible, the employee shall be given written notice stating the reason(s) for which the merit increase is being withheld.
- (b) Where an employee considers that their merit increase has been unjustly denied the employee may file a grievance at Step 2 of the grievance procedure.
- 14:03** Where for any reason, a merit increase is not granted to an employee on the date the employee becomes eligible thereof, a merit increase may be granted to the employee at any subsequent anniversary date which is at least three (3) months from the anniversary date upon which the increase was withheld

provided the reason for refusing the merit increase or any other reason for refusing the merit increase is remedied and ceases to exist.

- 14:04** Where an employee has been on maternity leave and/or parental leave and as a result of such leave(s) fails to be eligible for a merit increase under Section :01, the employee will be eligible for a merit increase on the first of the month following the date on which the employee accumulates the necessary regular hours of work. The effective date of the increase shall be the first of the bi-weekly pay period, which includes the first of the month.

### **Article 15 Lay-Off**

- 15:01** Where by reason of a shortage of work or funds, or the abolition of a position or material changes in duties or organization, the Corporation determines that a lay-off(s) is necessary, the Corporation, shall determine the classification(s) from which the lay-off(s) are to take place.
- 15:02** Subject to this Article, the Corporation shall determine the group of employees concerned within each classification from which employees are to be laid-off.
- 15:03** The group of employees concerned shall then be divided, where applicable, into three (3) subgroups as follows:
- Subgroup (1) - term employees with two (2) or more years of seniority.
  - Subgroup (2) - regular employees, with less than four (4) years of seniority.
  - Subgroup (3) - regular employees, with four (4) or more years of seniority.
- 15:04** Within the group of employees concerned, lay-offs shall take place in descending subgroup order. In determining the order of lay-off within a subgroup, seniority shall be the determining factor provided the qualifications of the employees are relatively equal. This section is subject to the requirement that the employees who are retained must have the qualifications and ability to perform the duties, which the remaining employees will be required to perform.

- 15:05** An employee in subgroup (3) shall not be laid-off while there are employees in subgroups (1) and (2) in the same classification within the Corporation. This provision is subject to the employee having the qualifications and ability to perform the duties which the remaining employees will be required to perform.
- 15:06** When there are no employees in subgroups (1) and (2), employees in subgroup (3) may be laid-off. In this case, the group of employees concerned shall be all employees in the same classification.
- 15:07** Where the lay-off(s) of employee(s) in subgroup (3) is necessary, the Corporation shall provide the Union with written notice not less than forty (40) days prior to the date of lay-off(s). The parties shall then meet to discuss the steps to be taken to assist the employees affected.
- 15:08** Except where specifically provided, this article does not apply to the lay-off of:
- (a) term employees at the end of a specific term of employment;
  - (b) term employees with less than two (2) years of seniority.
- 15:09** Where the Corporation is laying off an employee, notice of lay-off or pay in lieu thereof will be given in accordance with the following:
- (a) Where a term employee is being laid-off at the end of a specific term of employment or after completion of a job for which the employee was specifically employed, no notice of lay-off is required.
  - (b) Four (4) weeks' notice will be provided to:
    - (i) regular employees;
    - (ii) term employees with one (1) or more years of seniority.
  - (c) Two (2) weeks' notice will be provided to term employees with less than one (1) year of seniority.
- 15:10** The Union will be provided a copy of lay-off notices issued to:
- (a) regular employees;

(b) term employees with two (2) or more years of seniority.

**15:11** For purposes of this Article, “regular employee(s)” refers to full-time and part-time employee(s) and “term employee(s)” refers to full-time and part-time employee(s).

**15:12** Term employees with less than two (2) years of continuous service shall be considered for lay-off prior to lay-off of employees in the subgroups specified in Section :03.

**15:13** Where employees have been laid-off, the Corporation shall not use casual employees to do the work of the laid-off employees except:

(a) where the laid-off employees are not available for work; or (b) in emergency situations.

**15:14** Where an employee, including a term employee, alleges that their lay-off has not been in accordance with this Agreement, the Grievance Procedure set forth in this Agreement shall apply except that the grievance shall be initiated at the second step of the procedure.

**15:15** For purposes of this Article, “qualification” refers to education, knowledge, training, skills, experience, aptitude, and competence. “Ability” refers to mental and physical capability.

The Corporation, in making a decision with respect to determine which employees are to be retained and which employees are to be laid-off, shall determine qualifications, and the ability of employees to perform the duties which the remaining employees will be required to perform, in a fair, reasonable, and non-discriminatory manner. The onus of proof rests with the Corporation in any dispute over the application of qualifications, and ability to perform the duties which the remaining employees will be required to perform.

**15:16** Where the temporary lay-off of an employee in subgroup (3) is necessary, Sections :05, :06, and :07 do not apply. For purposes of this section a temporary lay-off is defined as less than three (3) months duration.

Employees shall return to their positions upon expiry of such lay-off. This section applies only to situations identified in a separate Memorandum of Agreement between the parties.

- 15:17** Employees who are laid-off shall be placed on a re-employment list for a period of twelve (12) months from the effective date of the lay-off.
- 15:18** The Corporation shall maintain a re-employment list for all employees covered by this article who are laid-off on other than a temporary basis. A copy will be provided to the Union on request.
- 15:19** Employees who are placed on a re-employment list shall be called back to their positions in reverse order of lay-off in the classification from which the employee was laid-off.
- 15:20** An employee who is on the re-employment list must:
- (a) report any change of address to the Corporation without delay;
  - (b) if called back, respond to the call-back within seven (7) days of receipt of notification of call-back. Notice of recall shall be made by registered mail to the last known address filed by the employee;
  - (c) return to work within fourteen (14) days of receipt of notification of call-back or such other date as may be agreed upon between the employee and the Corporation;
  - (d) except for good and sufficient reasons, accept a call-back in accordance with this section or be deemed to have resigned.
- 15:21** A term employee who has been employed in the same position for one (1) or more years of continuous service and who is laid-off or whose term expires shall be placed on an employment availability list for a period of one (1) year. During this period, the employee shall be considered for re-employment to the position if it is to be refilled.
- 15:22** Employees on a re-employment list may be offered re-employment to other positions within the Corporation.

- 15:23** An employee who accepts another position may be placed on a trial period of not more than six (6) months duration. An employee who is found to be unsuitable during this trial period will be returned to the appropriate re-employment list for the greater of six (6) months or the remainder of the employee's twelve (12) month period on the re-employment list. An employee found to be unsuitable may grieve the decision commencing at Step 2 of the Grievance Procedure. The decision of the Chief Executive Officer or designate is final for such grievances.
- 15:24** If a regular employee accepts a term position as a result of re-employment, the employee's status as a regular employee shall be maintained. On the expiry of the term, the employee will be permanently laid-off, or remain on the re-employment list for the remainder of the twelve (12) month period if applicable.

#### **Article 16 Resignations**

- 16:01** An employee who wishes to resign shall provide the Corporation with a written notice of resignation which shall specify the last day upon which an employee will perform the employee's regular duties.
- 16:02** The effective date of a resignation shall be the last day upon which an employee is present at work and performs the employee's regular duties.
- 16:03** Where the last day on which an employee who has submitted their notice of resignation performs their regular duties precedes a Friday which, but for the fact that a holiday falls thereon would be a regular working day, the employee shall be deemed to have voluntarily terminated their services on that Friday, and in accordance with Article 23:05 respecting Holidays, shall not be eligible for pay for that Friday.
- 16:04** Subject to Section :06 employees shall give written notice of resignation at least two (2) weeks prior to the date on which the resignation is to be effective. Notice of resignation shorter than the required two (2) weeks may only be given with the approval of the Corporation.

- 16:05** An employee may, with the approval of the Corporation, withdraw the notice of resignation at any time before the resignation becomes effective.
- 16:06** Where an employee fails to give notice of resignation in compliance with Section :04, there shall be deducted from any moneys due or accruing to the employee, the amount of money that the employee would have earned in the regular hours in the period in respect of which notice should have been given.
- 16:07** All materials, equipment, keys, etc. belonging to the Corporation are to be returned by the employee at the time of resignation.
- 16:08** Where the employment of an employee terminates at the end of a specific term of employment, or on the completion of a job for which the employee was specifically employed, no notice of resignation is required.
- 16:09** Notwithstanding :01 and :02, an employee who is retiring in accordance with the provisions of The Civil Service Superannuation Act, may, with the approval of the Corporation, be permitted to utilize paid leave in the form of vacation or banked time to be taken immediately prior to the employee's retirement date. In this circumstance, the effective date of resignation shall be deemed to be the last day of the employee's paid leave.

### **Article 17 Conduct of Employees**

- 17:01** Each employee shall observe standards of behaviour consistent with their function and role as a public servant and an employee of the Corporation in compliance with the terms of this Agreement.
- 17:02** Where an employee is absent without leave for a period of two (2) weeks, the employee shall be considered to have abandoned their position and shall be deemed to have been terminated on the last day on which the employee was present at work and performed their regular duties.
- 17:03** Where an employee is habitually late or is absent during working hours without leave and fails to give satisfactory explanation for the lateness or

absence, the Corporation may take such disciplinary action, including suspension or dismissal, as is warranted.

### **Article 18 Disciplinary Action**

- 18:01** An employee shall only be disciplined for just cause.
- 18:02** Where disciplinary action has been taken the employee shall be advised in writing of the disciplinary action and the circumstances and actions which made the disciplinary action necessary. The employee shall sign a copy only to acknowledge its receipt and shall retain a copy.
- 18:03** Where a written report recommending disciplinary action is to be placed on an employee's file, the employee shall be given an opportunity to sign the report indicating that it has been read. Upon signing, the employee shall receive a copy of such a report.
- 18:04** An employee may grieve any disciplinary action according to the Grievance Procedure. Grievances concerning demotion, suspension or dismissal shall be initiated at Step 2 of the Grievance Procedure.
- 18:05** The person or board to whom a grievance is made may:
- (a) uphold the disciplinary action; or
  - (b) vary the disciplinary action; or
  - (c) determine that no disciplinary action is warranted and remove any document pertaining to the disciplinary action from the employee's file(s).
- 18:06** No notice or payment in lieu thereof is required where an employee is dismissed.
- 18:07** A hearing may be held with an employee prior to making a determination to suspend or dismiss an employee. The employee has the option to have a Union representative present.

## Article 19 Grievance Procedure

**19:01** The parties to this Agreement recognize the desirability for prompt resolution of grievances through an orderly process without stoppage of work or refusal to perform work.

**19:02** A grievance is defined as a complaint in writing concerning:

- (a) the application, interpretation, or alleged violation of an article of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties;
- (b) the dismissal, suspension, demotion or written reprimand of an employee.

The above categories of grievances can be processed up to and including Step 3 of the Grievance Procedure.

**19:03** Notwithstanding Section :02, an employee may complain or grieve on any unsatisfactory working condition up to and including Step 2 of the Grievance Procedure. The decision at Step 2 shall be final for such grievances.

**19:04** Where a grievance has been initiated and the nature of the grievance is such that it has or potentially could have widespread application affecting a number of employees; and where as a result the Union deems it impractical that each affected employee grieve separately the Union shall have the right to present a group grievance on those matters as defined in Section :02 (a). A group grievance shall be presented directly to the Chief Executive Officer of the Corporation within twenty (20) working days following the date upon which the employee(s) were notified orally or in writing, or on which the employee(s) first became aware of the action giving rise to the grievance.

**19:05** (a) Where either party to this Agreement disputes the general application, interpretation or alleged violation of an article of this Agreement or an approved written policy respecting conditions of employment, either party may initiate a policy grievance.

Such grievances initiated by the Union shall be made to the Chief Executive Officer of the Corporation and such grievances initiated by the Corporation shall be made to an Executive Officer of the Union, and in either case shall be within twenty (20) working days from the date either party became aware of the action giving rise to the grievance.

- (b) Where the parties fail to resolve a grievance under Subsection :04 or :05 (a), either party may refer the grievance to Step 3 of the Grievance Procedure. It is agreed and understood that grievances which have been submitted and dealt with as individual grievances may not subsequently be submitted as a policy grievance.
- (c) Notwithstanding Section :07 a grievance filed under Subsection :05 (a) shall not require the signature of an employee.

**19:06** If an employee or the Union fails to initiate or process a grievance within the prescribed time limits, the grievance will be deemed to be abandoned and all rights of recourse to the Grievance Procedure for that particular grievance shall be at an end. If management fails to reply to a grievance within the prescribed time limits, the employee or the Union may process the grievance to the next step. Either party may request an extension of the time limits providing such extension is requested prior to the expiry of the time allowed.

An extension, if requested, shall not be unreasonably withheld.

**19:07** Wherever possible, the grievance shall be presented on the Official Grievance Form. A written description of the nature of the grievance and the redress requested shall be sufficiently clear and if the grievance relates to an article of the Agreement, such article shall be so stated in the grievance. The Grievance shall be signed by the employee and may be clarified at any step providing its substance is not changed. Except for failure to meet the time limits, a grievance shall not be deemed to be invalid if it is not written on the Official Grievance Form or for failure to quote the Article in dispute.

**19:08** It is mutually agreed that an effort shall be made to resolve complaints through discussion before a written grievance is initiated. The aggrieved

employee shall have the right to have a representative present at such a discussion. When a grievance cannot be presented in person at any step, it may be transmitted by registered mail.

**19:09** An employee has the right to representation by a Union steward and/or Union representative at any step of the Grievance Procedure.

Step 1

- (a) Within twenty (20) working days after the date upon which the employee was notified orally or in writing, or on which the employee first became aware of the action or circumstances giving rise to the grievance, the employee shall present the grievance with the redress requested to the Vice President or designate.
- (b) The Vice President or designate shall sign for receipt of the grievance and if the nature of the grievance is such that they are authorized to deal with it, they shall issue a decision in writing to the employee and to the Union within fifteen (15) working days.
- (c) The Vice President or designate may hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance.
- (d) If the nature of the grievance is such that a decision cannot be given below a particular level of authority, the Vice President or designate shall forward the grievance to the appropriate authority at the appropriate step of the Grievance Procedure and so inform the employee and the Union. The time limits and the procedures of the appropriate step shall then apply.
- (e) The Corporation official may discuss the grievance with the employee and their Union representative before giving a decision of the grievance.

Step 2

- (a) If the grievance is not resolved satisfactorily at Step 1, the employee shall have the right to submit the same grievance and the redress requested to

the Chief Executive Officer of the Corporation or designate within fifteen (15) working days of the receipt of the decision at Step 1.

- (b) The Chief Executive Officer or designate shall sign for receipt of the grievance and issue a decision in writing to the employee and to the Union within fifteen (15) working days of receipt of the grievance.
- (c) The Chief Executive Officer or designate may hold a hearing to discuss the grievance with the employee and the Union representative before giving a decision on the grievance.

### Step 3

Where the decision of the Chief Executive Officer or designate at Step 2 does not satisfactorily resolve the grievance, the same grievance and redress requested may be submitted to arbitration in accordance with Article 20:01, providing the category of grievance is such as is defined in Section :02 of this Article. The decision of the Arbitration Board shall be final and binding for all such grievances. All grievances require approval of the Union prior to being processed to arbitration.

- 19:10** Subject to Section :09 Step 3, an employee or the Union may withdraw a grievance at any step of the grievance/arbitration procedure by giving written notice to the Corporation. An employee may abandon a grievance by not processing it within the prescribed time limits.
- 19:11** A grievance arising from a selection dispute or from the demotion, suspension or dismissal of an employee shall be initially presented at Step 2 of the Grievance Procedure.
- 19:12** The rejection of a new employee on probation is not arbitrable.
- 19:13** Classification disputes shall not be channelled through Step 1 and 2 of the Grievance Procedure.

**Article 20 Arbitration Procedure**

- 20:01** (a) No matter may be submitted to arbitration until all the applicable provisions in this Agreement for the settlement of disputes have been exhausted.
- (b) Where a difference arises between the parties hereto relating to a matter which is identified in Article 19:02, as being arbitrable, either of the parties may, within fifteen (15) working days, from the receipt of the decision at Step 2, notify the other party in writing of its desire to submit the matter to arbitration.
- (c) Where the party initiating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to in Subsection :01 (b) shall so state.
- (d) Where the party who receives the notice accepts the request for a single arbitrator the parties will attempt to reach agreement on the selection of a single arbitrator within ten (10) working days.
- (e) Where the party who receives the notice rejects the request for a single arbitrator or where the parties have failed to reach agreement on the selection of a single arbitrator within ten (10) working days, the party initiating the arbitration proceedings may submit the name of its appointee to the board within ten (10) working days.
- (f) Where the parties have agreed to a single arbitrator, the single arbitrator shall be considered to be an Arbitration Board for purposes of this article.
- (g) By mutual agreement between the parties, the grievance matter may be referred to a mediator chosen by the parties or the parties may appoint the single arbitrator, chosen in accordance with Subsection :01 (f) as a mediator/arbitrator. If referred to a mediator, the arbitration hearing date shall be established independent of the mediation process. The mediation must be completed prior to the commencement of the

arbitration. If the single arbitrator is appointed as a mediator/arbitrator, the matter shall be heard as a mediation/arbitration.

- (h) Where the party initiating the arbitration proceedings wishes to request arbitration by a three (3) person board, the notice referred to in Subsection :01 (b) shall contain the first party's appointee to the Arbitration Board. The following procedure will then apply:
  - (i) The party who receives the notice shall within ten (10) working days of receiving the notice, name an appointee to the Arbitration Board and notify the other party in writing of such appointee.
  - (ii) The two (2) members of the Arbitration Board named by the parties shall, within ten (10) working days of the appointment of the second party, appoint a third member of the Arbitration Board who shall be the Chairperson thereof.
  - (iii) If either fails to appoint its member to the Board as provided above or where the two (2) appointees of the parties fail to agree on the appointment of a third member within the time specified, the Minister of Labour shall appoint a member to the Board on behalf of the party failing to make the appointment of the third member or the Chairperson of the Board as the case requires.
- (i) Where the matter is submitted to the Arbitration Board the Arbitration Board shall commence hearings within ten (10) working days of the matter being submitted to the Board or as soon thereafter as reasonably possible and shall hear evidence and argument submitted by or on behalf of the parties relevant to the matter submitted and shall make a decision thereon in the form of an award of the Arbitration Board.
- (j) The Chairperson and one (1) other member are a quorum: but, in the absence of a member, the other members shall not proceed unless the absent member has been given reasonable notice of sitting.
- (k) The Arbitration Board shall hear and determine the difference or allegations and shall issue a decision, which decision shall be final and

binding and enforceable upon the parties and upon any employee or employees affected by it.

- (l) The Arbitration Board may summon before it any witnesses and require them to give evidence on oath, orally or in writing, and to produce such documents and evidence as the Arbitration Board deems requisite to the full investigation and consideration of the matters referred to it.
- (m) The Chairperson shall submit a report on the findings and the decision of the Board within fourteen (14) days or as soon thereafter as reasonably possible following the completion of the hearing to:
  - (i) The Chief Executive Officer of the Manitoba Agricultural Services Corporation;
  - (ii) The grievor;
  - (iii) The Manitoba Government and General Employees' Union.
- (n) Any of the time limits referred to above may be extended by mutual agreement of the parties hereto.
- (o) The decision of the majority shall be the decision of the Arbitration Board, but if there is no majority, the decision of the Chairperson shall be the decision of the Board.
- (p) The Arbitration Board shall not have the power to add to, subtract from or modify or alter in any way the provisions of the Agreement or any approved written policy respecting conditions of employment.
- (q) The Chairperson shall expressly confine himself to the precise issue submitted to the Arbitration Board, and shall have no authority to make a decision and/or recommendation on any other issue not so submitted to the Board.
- (r) Where the Arbitration Board determines that an employee has been dismissed or otherwise disciplined by the Corporation for just cause, and provided the Collective Agreement does not provide a specific remedy or penalty for the cause of the dismissal or disciplinary action, the Arbitration Board may substitute such other penalty or remedy in lieu of

dismissal or the disciplinary action as the Board deems just and reasonable under the circumstances.

- (s) The expenses incurred by and in respect of an Arbitration Board shall be paid as follows:
- (i) The parties to the arbitration shall each pay an equal portion of the remuneration and expenses of the Chairperson of the Arbitration Board.
  - (ii) Each party to the arbitration shall pay the remuneration and expenses of the member of the Arbitration Board named or appointed by or on behalf of that party.
  - (iii) Each party to the arbitration shall pay the fees and expenses of witnesses called by that party to give evidence before the Arbitration Board.
  - (iv) Each party to the arbitration shall pay the fees and expenses of any counsel appearing before the Arbitration Board on behalf of that party.
  - (v) The parties to the arbitration shall pay an equal portion of other costs and expenses incurred by the Arbitration Board in conducting the arbitration.

### **Article 21 Hours of Work**

**21:01** All employees shall work seven and one-quarter ( $7\frac{1}{4}$ ) consecutive hours per work day exclusive of meal periods and thirty-six and one-quarter ( $36\frac{1}{4}$ ) hours per work week.

Normal office hours shall be 8:30 a.m. to 4:30 p.m. from Monday to Friday, inclusive; but where it is necessary to provide service to the public on Saturday, sufficient staff for that purpose shall be maintained on Saturday at the discretion of the Corporation.

**21:02** The number of daily and weekly hours as described in Section :01 may only be varied by the mutual consent of the parties hereto.

**21:03** Employees will be entitled to two (2) rest periods of fifteen (15) minutes each per day at such time as may be specified by the Corporation.

## **Article 22 Overtime**

**22:01** For purposes of this Article, overtime shall mean authorized work performed in excess of seven and one-quarter ( $7\frac{1}{4}$ ) consecutive hours per day.

**22:02** The Corporation may require employees to work overtime.

**22:03** An employee who is required to work overtime on the employee's regular work day is entitled to compensation at time and one-half ( $1\frac{1}{2}x$ ) for all overtime worked.

**22:04** An employee who is required to work on the employee's first day of rest is entitled to compensation at time and one-half ( $1\frac{1}{2}x$ ) for the first four (4) hours worked and double time ( $2x$ ) for all time worked thereafter.

**22:05** An employee who is required to work on their second day of rest is entitled to compensation at double time ( $2x$ ) for all time worked. Second in this context means the second in an unbroken series of consecutive and contiguous calendar days of rest.

**22:06** An employee, if called out or scheduled to work additional hours, shall receive for the work a minimum payment equivalent to three (3) hours at the applicable overtime rate provided that the period of overtime worked by the employee is not contiguous to the employee's scheduled working hours. A meal break shall not be regarded as affecting contiguity.

**22:07** At the employee's option, overtime shall be compensated by paying the employee for all hours worked at the applicable overtime rate or by granting the employee equivalent time off in lieu of payment.

**22:08** Where an employee has chosen to receive time off in lieu of payment for overtime, arrangements in respect thereof shall be completed to the mutual satisfaction of the employee and the Corporation within sixty (60) calendar days following the end of the bi-weekly pay period in which the overtime was

worked. Where mutual agreement has not been reached within the sixty (60) calendar day period, the employee shall receive payment. When such payment is made, it shall be at the rate of pay in effect for the employee at the time when the overtime was worked.

- 22:09** Sections :07 and :08 will apply to all overtime credits earned up to seventy-two and one-half (72½) hours per fiscal year. (NOTE: thirty-six and one-quarter [36¼] hours of overtime worked at double time [2x] equals seventy-two and one-half [72½] overtime credits.)
- 22:10** For any overtime credits earned beyond seventy-two and one-half (72½) hours in the fiscal year the following provisions of this article will apply.
- 22:11** All overtime worked by employees shall be banked.
- 22:12** The Corporation shall consult with the employee in an effort to reach agreement on whether the employee will be granted pay or time off in lieu of banked overtime.
- 22:13** Where agreement is not reached, the Corporation shall determine whether pay or time off will be granted.
- 22:14** Where banked time is to be taken, the Corporation shall consult with the employee in an effort to reach agreement on when the time off is to be taken.
- 22:15** Where agreement is not reached, the Corporation shall determine when the time off is to be taken.
- 22:16** Where the Corporation determines when the time off is to be taken under Section :15, the employee will receive forty-eight (48) hours notice of the time off and the following conditions shall apply:
- (a) The minimum period of time off will be five (5) days provided the employee has sufficient banked time available. In order to meet the five (5) days requirement, time off in lieu of overtime may be combined with holiday and/or vacation time and/or reduced work week days;

(b) Where the employee has less than five (5) days banked, then those days may be scheduled by the Corporation.

**22:17** Nothing in Section :16 restricts the Corporation and employee from agreeing to alternative arrangements.

**22:18** This Article is effective April 1, 1995 and applies to all overtime worked on and after that date. No recovery will be made for any overtime cashed out prior to the date of signing of the Agreement or where an agreement has been reached as of that date between an employee and the Corporation on cashing out the overtime.

### **Article 23 Holidays**

**23:01** The following holidays shall be observed by the Corporation:

New Year's Day	Civic Holiday
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

Any other holiday proclaimed by Federal or Provincial Statute.

**23:02** For all employees, where any of the holidays fall on a Saturday or Sunday, the holiday shall be observed on the following Monday. Where holidays fall on both Saturday and Sunday, the holidays shall be observed on the following Monday and Tuesday.

**23:03** Corporation offices shall be closed at one o'clock (1:00) in the afternoon on December 24 when that day is a normal working day and this day shall be considered as a full working day for purposes of calculation.

**23:04** An employee is entitled to pay for a holiday on which the employee does not work provided:

- (a) the employee did not fail to report for work after having been called to work on the day of the holiday;
- (b) the employee does not absent himself from work without the Corporation's consent either on the regular working day immediately preceding or following the holiday, unless the absence is by reason of established illness.
- (c) Notwithstanding Section: 04 (b) of this article, an employee who is on an approved leave of absence without pay at the time of the holiday shall be entitled to receive the employee's regular pay for the holiday provided that the employee received pay based on the Employment Standards Code.

**23:05** An employee who is otherwise entitled under this Article to pay for a holiday on which the employee has not worked shall receive pay whether or not the employee is on the payroll of the Corporation at the time of the holiday, unless the employee has, prior to or on the day of the holiday, voluntarily terminated employment.

**23:06** If an employee who is not entitled to pay for holiday for reasons as outlined in Section :04 does work on the holiday, the employee shall be paid wages equivalent to one and one-half times ( $1\frac{1}{2}x$ ) the normal rate of pay for the time worked on that day.

**23:07** An employee who is entitled to pay for a holiday and is required to work on the holiday, shall, in addition to the regular holiday pay, be compensated for such time worked at one and one-half times ( $1\frac{1}{2}x$ ) the normal rate of pay or shall be allowed equivalent compensatory leave at a time mutually agreeable to the employee and the Corporation.

If suitable compensatory leave cannot be agreed upon within thirty (30) days of the holiday, the employee shall receive payment.

**23:08** Where a holiday falls within the vacation period of an employee, one (1) additional working day shall be added to the employee's vacation entitlement in lieu of the holiday.

## Article 24 Vacation

- 24:01** For purposes of this Agreement, a vacation year is the period beginning on April 1 and ending on March 31 of the next year.
- 24:02** Vacation leave credits are calculated based on accumulated service. In addition, for purposes of calculation of vacation credits only, an employee shall be considered to have earned accumulated service in accordance with the following:
- (a) where an employee is absent due to injuries or disabilities for which compensation is paid under The Workers Compensation Act, vacation leave shall accumulate as if the employee were not absent, but the extent of such accumulation shall not continue beyond twelve (12) consecutive calendar months from the date the injury or disability occurred;
  - (b) full-time employees will receive vacation credits during approved leaves of absence without pay up to a maximum of thirty-six and one-quarter (36 $\frac{1}{4}$ ) hours in a vacation year.
- 24:03** Under no circumstances can an employee earn more than the maximum vacation credits that can be accumulated in any vacation year; i.e. fifteen (15), twenty (20), twenty-five (25) or thirty (30) vacation credits per vacation year.
- 24:04** Employees shall earn vacation leave credits during each vacation year on the following basis:
- (a) employees who have completed less than two (2) calendar years of service, shall earn vacation credits at the rate of a maximum of fifteen (15) credits for 1,885 hours of accumulated service to be taken in the vacation year following the vacation year in which the vacation is earned;
  - (b) commencing from the beginning of the vacation year in which two (2) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of twenty (20) credits for 1,885 hours of accumulated service to be taken in the vacation year in which three (3) calendar years of service are completed and yearly thereafter;

- (c) commencing from the beginning of the vacation year in which nine (9) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of twenty-five (25) credits for 1,885 hours of accumulated service to be taken in the vacation year in which ten (10) calendar years of service are completed and yearly thereafter;
- (d) commencing from the beginning of the vacation year in which nineteen (19) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of thirty (30) credits for 1,885 hours of accumulated service to be taken in the vacation year in which twenty (20) calendar years of service are completed and yearly thereafter;
- (e) Notwithstanding Subsections (a), (b), (c) and (d), employees terminating in their second calendar year of service shall have their vacation leave credits cashed out at the rate of a maximum of fifteen (15) credits for 1,885 hours of accumulated service. Employees terminating in their ninth calendar year of service shall have their vacation leave credits cashed out at the rate of a maximum of twenty (20) credits for 1,885 hours of accumulated service.

Employees terminating in their nineteenth calendar year of service shall have their vacation leave credits cashed out at the rate of a maximum of twenty-five (25) credits for 1,885 hours of accumulated service.

**24:05** To calculate the number of vacation hours an employee has earned in a vacation year:

- (a) determine the number of hours of accumulated service as determined in Section :02 that the employee has earned in a vacation year to a maximum of 1,885 hours;
- (b) divide by 1,885;
- (c) multiply by the employee's vacation leave credit accrual rate, i.e. fifteen (15), twenty (20), twenty-five (25), or thirty (30);

- (d) multiply by the daily hours for the employee's classification, i.e. seven and one-quarter ( $7\frac{1}{4}$ ) and round down to the nearest quarter ( $\frac{1}{4}$ ) hour.

Example: An employee has 1,740 hours of accumulated service in the vacation year, the employee's credit rate is fifteen (15) and the employee's classification is a seven and one-quarter ( $7\frac{1}{4}$ ) hour day classification.

$1,740 \div 1,885 \times 15 = 13.846 \times 7.25 = 100.383$  rounded down to 100.25  
vacation hours eligible to be taken in the following vacation year.

- 24:06** Vacation credits do not accrue when an employee receives a vacation pay cash out in lieu of vacation time taken.
- 24:07** An employee shall accumulate vacation credits from the date of commencement of employment.
- 24:08** Employees shall take vacation leave credits as follows:
- (a) Subject to Section :08 (b), (c) and (g), and Section :10 (b), vacation leave shall be taken in the vacation year following the vacation year in which it is earned;
  - (b) With the approval of the Corporation, vacation that has been earned in a vacation year may be taken in that vacation year;
  - (c) With the approval of the Corporation, vacation leave up to a maximum of five (5) working days may be granted in advance of being earned to an employee in their first twelve (12) months of service;
  - (d) If an employee has used more vacation leave than the employee has earned and the employee's services are terminated for reasons other than death, the salary overpayment resulting from the use of unearned vacation shall be recovered by the Corporation;
  - (e) Where operational requirements permit, vacation leave may be taken subject to the approval of the Corporation;
  - (f) The Corporation may authorize vacation to commence on any day;

- (g) The Corporation may authorize the vacation leave be carried forward to the next following year to supplement the vacation period in that year, but in no case will a vacation carry-over be allowed which comprises more than one (1) previous year's vacation entitlement;
- (h) The Corporation may authorize an employee to take vacation leave in two (2) or more periods;
- (i) The Corporation, if it finds it necessary, may require an employee to take vacation leave in two (2) or more periods. Normally any such periods shall not be less than one (1) week in length.

**24:09** Where an employee dies, the employee's estate shall receive the employee's accumulated vacation credits.

**24:10** (a) Where the Corporation finds it necessary to restrict the whole or part of the vacation leave of an employee, payment of salary in lieu of vacation may be authorized. Such pay shall not be subject to deduction of pension or group life insurance.

(b) Where the Corporation has been unable to schedule part or all of an employee's vacation within the vacation year and as a result finds it necessary to restrict the whole or part of the vacation leave of an employee, the employee may elect to postpone the unexpended vacation leave until the next following year.

**24:11** Subject to the requirements of personnel in the Corporation, vacation leave shall be rotated regardless of seniority of employment.

## **Article 25 Sick Leave**

**25:01** It is agreed by both parties that earned sick leave entitlement shall be granted by the Corporation where an employee is unable to be at work and perform their regular duties as a result of illness or injury.

**25:02** The sick leave to which an employee is entitled shall accumulate:

- (a) during the first four (4) years of calendar service at the rate three point six two five (3.625) hours for each seventy-two and one-half ( $72\frac{1}{2}$ ) hours of accumulated service; and
- (b) after the first four (4) years of calendar service, at the rate of seven and one-quarter ( $7\frac{1}{4}$ ) hours for each seventy-two and one-half ( $72\frac{1}{2}$ ) hours of accumulated service.

**25:03** Subject to Sections :04 and :05, sick leave shall not accumulate beyond two hundred eight (208) working days (1,508 hours).

**25:04** The Corporation may grant, in addition to the sick leave accumulated under this Agreement:

- (a) to an employee who has been employed for not less than ten (10) calendar years but less than fifteen (15) calendar years, and who has been granted not more than two hundred eight (208) working days (1,508 hours) of sick leave with pay during the employee's years of service, an additional period of sick leave with pay, which additional sick leave will increase the total sick leave for all the employee's years of service to not more than two hundred twenty-eight (228) working days (1,653 hours);
- (b) to an employee who has been employed for not less than fifteen (15) calendar years but less than twenty (20) calendar years, and who has been granted not more than two hundred twenty-eight (228) working days (1,653 hours) of sick leave with pay, which additional sick leave will increase the total sick leave for all the employee's years of service to not more than two hundred fifty-six (256) working days (1,856 hours); and
- (c) to an employee who has been employed for not less than twenty (20) calendar years and who has been granted not more than two hundred fifty-six (256) working days (1,856 hours) of sick leave during the employee's years of service, an additional period of sick leave with pay, which additional sick leave will increase the total sick leave for all the employee's years of service to not more than two hundred ninety-six (296) working days (2,146 hours).

**25:05** An employee who has been absent on sick leave with pay, upon returning to work, shall continue to accumulate sick leave up to a maximum of two hundred eight (208) working days (1,508 hours) in accordance with Sections :02 and :03.

**25:06** An employee shall accumulate sick leave credits from the date of commencement of employment.

**25:07** Sick leave shall not be taken in advance of when it is earned.

**25:08** Sick leave shall not accumulate during periods which an employee is:

- (a) absent on sick leave and/or absent on Workers Compensation for a period of more than ten (10) consecutive working days; or
- (b) absent without leave; or
- (c) absent on leave of absence without pay.

Subsections (b) and (c) to apply where the period of absence is greater than one-half ( $\frac{1}{2}$ ) of the bi-weekly period.

**25:09** Where an employee is absent because of illness, the employee shall endeavour to notify their immediate supervisor of the absence due to illness at least one (1) hour prior to and not more than thirty (30) minutes after the normal hour of beginning work, or as soon thereafter as the means of communication permit.

**25:10** An employee who has been absent because of sickness for a period of more than three (3) consecutive working days shall furnish, when requested by the Corporation, at any time during or after this period of sickness, a medical certificate or sworn statutory declaration certifying that the employee is or was unable to be present at work because of illness. Where an employee fails to produce a medical certificate or statutory declaration acceptable to the Corporation, the employee shall not be entitled to be paid for the period of absence.

**25:11** An employee who has been absent because of sickness for a period of three (3) working days or less may be required to furnish, when requested by the

Corporation, either a medical certificate or a sworn statutory declaration as required under Section :10. Failure to produce a certificate or statutory declaration acceptable to the Corporation will result in a loss of pay for the period of absence.

- 25:12** Where an employee becomes ill during the period of scheduled annual vacation, the Corporation may grant sick leave and credit the employee with alternate days' vacation equivalent to the number of days' approved sick leave, providing the illness is over three (3) days and may require hospitalization. The employee will be responsible to provide proof of hospitalization satisfactory to the Corporation.
- 25:13** When an employee is unable to work and is in receipt of an Income Replacement Indemnity (IRI) from Manitoba Public Insurance (MPI) as a result of an injury incurred in a vehicle accident, the employee may elect to be paid an additional amount, which when combined with the IRI benefit, shall ensure the maintenance of net salary consistent as if they were in receipt of regular sick leave. Such additional amount shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced receipt of the IRI and such additional payment shall be payable until the employee's accrued sick leave credits have been exhausted.

## **Article 26 Maternity Leave**

- 26:01** An employee who qualifies for Maternity Leave may apply for such leave in accordance with either Plan A or Plan B but not both.

### Plan A

- 26:02** In order to qualify for Plan A, a pregnant employee must:
- (a) have completed seven (7) continuous months of employment for or with the Corporation;
  - (b) submit to the Corporation an application in writing for leave under Plan A at least four (4) weeks before the day specified by her in the

application as the day on which she intends to commence such leave;  
and

- (c) provide the Corporation with a certification of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery.

**26:03** An employee who qualifies is entitled to and shall be granted Maternity Leave without pay consisting of:

- (a) a period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Subsection :02 (c); or
- (b) a period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Subsection :02 (c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate.
- (c) The Corporation may vary the length of Maternity Leave upon proper certification by the attending physician.

**26:04** (a) An employee who has been granted Maternity Leave shall be permitted to apply up to a maximum of ten (10) days of her accumulated sick leave against the Employment Insurance waiting period.

- (b) Should the employee not return to work following her Maternity Leave for a period of employment sufficient to allow for re-accumulation of the number of sick days granted under Subsection :04 (a), the employee shall compensate the Corporation for the balance of the outstanding days at the time of termination. Approved sick leave with pay granted during the period of return shall be counted as days worked.

#### Plan B

**26:05** In order to qualify for Plan B a pregnant employee must:

- (a) have completed seven (7) continuous months of employment for or with the Corporation;

- (b) submit to the Corporation an application in writing for leave under Plan B at least four (4) weeks before the day specified by her in the application as the day on which she intends to commence such leave;
- (c) provide the Corporation with a certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery;
- (d) provide the Corporation with proof that she has applied for Employment Insurance benefits and that Human Resources and Skills Development (HRSD) has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to Section 22, Employment Insurance Act.

**26:06** An applicant for Maternity Leave under Plan B must sign an agreement with the Corporation providing that:

- (a) she will return to work and remain in the employ of the Corporation on a full-time basis for at least six (6) months following her return to work; and
- (b) if she does not take Parental Leave as provided in Article 29, she will return to work on the date of the expiry of her Maternity Leave; and
- (c) if she does take Parental Leave as provided in Article 29, she will return to work on the date of the expiry of her parental leave; and
- (d) should she fail to return to work as provided above, she is indebted to the Corporation for the full amount of pay received from the Corporation as a maternity allowance during her entire period of Maternity Leave.
- (e) should she return to work as provided above, but fail to complete her return to service commitment, she is indebted to the Corporation for a pro-rated amount based on the number of months she has remaining on her return service commitment, rounded to the nearest full week.

- 26:07** At the employee's request, the Corporation may authorize an employee who has received maternity leave under Plan B to return to work on a part-time basis for a period of twelve (12) months.
- 26:08** An employee who qualifies is entitled to a Maternity Leave consisting of:
- (a) a period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Subsection :05 (c); or
  - (b) a period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Subsection :05 (c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate.
  - (c) The Corporation may vary the length of Maternity Leave upon proper certification by the attending physician.
- 26:09** During the period of Maternity Leave, an employee who qualifies is entitled to a Supplement to Employment Insurance (EI) Maternity Benefits as follows:
- (a) for the first two (2) weeks an employee shall receive ninety-three percent (93%) of her weekly rate of pay;
  - (b) for up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the Employment Insurance benefits the employee is eligible to receive and ninety-three percent (93%) of her weekly rate of pay;
  - (c) all other time as may be provided under Section :08 shall be on a leave without pay basis.
- 26:10** Plan B does not apply to term employees or employees who normally are subject to seasonal lay-off.

Plan A & B

- 26:11** During the period of Maternity Leave, benefits will not accrue. However, the period of Maternity Leave will count as service towards eligibility for long service vacation and long service sick leave entitlement.
- 26:12** Where an employee's anniversary date falls during the period of Maternity Leave under Plan A or B, the employee shall be eligible to receive a merit increase effective the date upon which she returns to her position of employment.
- 26:13** Section 57 and Sections 60 (1) through 60 (4) inclusive of the Employment Standards Code respecting Maternity Leave shall apply "mutatis mutandis".

**Article 27 Paternity Leave**

- 27:01** A male employee shall be granted one (1) day leave with pay, to attend to needs directly related to the birth of his child. At the employee's option, such leave shall be granted on the day of, or the day following the birth of his child, or the day of his partner's admission to, or discharge from the hospital.

**Article 28 Adoptive Parent Leave**

- 28:01** An employee shall be granted one (1) day leave with pay to attend to needs directly related to the adoption of a child. At the employee's option, such leave shall be granted on the day of, or the day following the adoption.

**Article 29 Parental Leave**

- 29:01** In order to qualify for Parental Leave, an employee must:
- (a) be the natural mother of a child; or
  - (b) be the natural father of a child; or
  - (c) adopt a child under the law of a province.
- 29:02** An employee who qualifies under Section :01 must:
- (a) have completed seven (7) continuous months of employment; and

(b) submit to the Corporation an application in writing for Parental Leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave.

- 29:03** An employee who qualifies in accordance with Section :01 and Section :02 is entitled to Parental Leave without pay for a continuous period of up to thirty-seven (37) weeks.
- 29:04** Subject to Section :05, Parental Leave must commence no later than the first anniversary date of the birth or adoption of the child or the date on which the child comes into the actual care and custody of the employee.
- 29:05** Where an employee takes Parental Leave in addition to Maternity Leave, the employee must commence the Parental Leave immediately on expiry of the Maternity Leave without a return to work unless otherwise approved by the Corporation.

### **Article 30 Compassionate Leave**

- 30:01** An employee shall be entitled to compassionate leave of four (4) working days without loss of salary in the event of the death of a parent, step-parent, spouse, child or step-child.
- 30:02** An employee shall be entitled to compassionate leave of three (3) working days without loss of salary in the event of the death of a brother, step-brother, sister, step-sister, ward of the employee, or relative permanently residing in the employee's household or with whom the employee permanently resides.
- 30:03** An employee shall be entitled to compassionate leave of one (1) working day without loss of salary in the event of the death of the employee's grandparent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, aunt, uncle or grandchild.
- 30:04** Provided an employee has not received compassionate leave for the death in question, an employee shall be entitled to compassionate leave up to a

maximum of one (1) day without loss of salary for attending a funeral as a pallbearer.

- 30:05** An employee shall be entitled to additional compassionate or special leave up to a maximum of two (2) days without loss of salary, requested for the purpose of attending a funeral at a distance in excess of two hundred twenty-five (225) kilometres from the employee's home.
- 30:06** An employee who is entitled to compassionate leave under Sections :01, :02, or :03 during their vacation leave shall receive vacation credits equal to the number of days of compassionate leave granted.

### **Article 31 Family Related Leave**

- 31:01** An employee shall be entitled to up to five (5) days of leave with pay in each fiscal year to be granted on the recommendation of the Corporation as follows and charged against the employee's sick leave credits:
- (a) the leave shall be for the purpose of attending to family responsibilities which are real, immediate and unavoidable and which necessitate the employee's absence from work;
  - (b) the family responsibilities of the employee could not reasonably be accommodated by some other person or in some other way or at some other time;
  - (c) the amount of leave is intended to cover the period until appropriate alternative arrangements can be made.
- 31:02** An employee's sick leave accumulation under Article 25 will not be reduced to less than twelve (12) days per year as a result of the application of this provision.

### **Article 32 Court Leave**

- 32:01** An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private affairs, shall be granted a

leave of absence with pay for the required period of absence and all jury or witness fees received by the employee shall be remitted to the Corporation.

### **Article 33 Educational Leave**

**33:01** All requests for educational leave shall be submitted to the Chief Executive Officer of the Corporation who shall determine the assistance, if applicable, to be provided.

### **Article 34 Workers Compensation**

**34:01** If an employee is absent from work as a result of an injury for which a Workers Compensation claim has been filed and provided the employee has sufficient sick leave credits, the following shall apply:

- (a) for the first fifteen (15) working days of the employee's absence, the employee will be placed on sick leave;
- (b) any amounts payable to the employee from Workers Compensation for this fifteen (15) day period shall be remitted directly to the Corporation;
- (c) if the employee's Workers Compensation claim is approved the employee will be re-credited with ninety percent (90%) of the sick leave granted during the fifteen (15) day period.

**34:02** Those employees who are on Workers Compensation beyond the fifteen (15) day period in Section :01 and who have sufficient sick leave, it is the intention of the parties that the employee's net salary will be maintained consistent as if they were in receipt of regular sick leave having regard for the non-taxable status of Workers Compensation allowances. Any additional payment amount required to maintain net salary will be chargeable to the employee's sick leave credits.

**34:03** Where an employee is in receipt of Workers Compensation as a result of an injury incurred in the course of the performance of the employee's duties and is absent from work as a result, such absence shall not be considered to be part of the employee's personal absenteeism record.

- 34:04** Where an employee is absent due to injuries or disabilities for which compensation is paid under The Workers Compensation Act, vacation leave shall accumulate as if the employee was not absent, but the extent of such accumulation shall not continue beyond twelve (12) consecutive calendar months from the date **when the employee is absent from work due to compensated injury.**
- 34:05** Where an employee is injured on the job and is required to leave for medical treatment and/or is sent home by the Corporation due to the injury, the employee shall incur no loss in regular pay and benefits for the day on which the accident occurs.
- 34:06** Transportation to the nearest physician or hospital for employees requiring immediate medical care as a result of an on-the-job accident shall be provided by or at the expense of the Corporation if it is not covered by a medical plan.

### **Article 35 Severance Pay**

- 35:01** Employees with nine (9) or more years of accumulated service whose services are terminated as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act, shall be paid severance pay in the amount of one (1) week's pay for each complete year of accumulated service or portion thereof, but the total amount of severance pay under this Section shall not exceed fifteen (15) weeks pay.

Example: Ten (10) years, eight (8) complete months of accumulated service equals ten and eight-twelfths ( $10\frac{8}{12}$ ) years of accumulated service for purposes of calculation.

- 35:02** Where an employee in the employee's ninth year of accumulated service fails to complete nine (9) years accumulated service as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act, the employee shall be paid severance pay on the basis of nine (9) weeks pay multiplied by the factor of the number of complete months' service completed in the employee's ninth year divided by twelve (12) months.

- 35:03** In addition to the severance pay set out in Section :01, employees who retire in accordance with the provisions of The Civil Service Superannuation Act will also be eligible for the following severance pay:
- (a) for employees with twenty (20) or more years of accumulated service, an additional two (2) weeks pay;
  - (b) for employees with twenty-five (25) or more years of accumulated service, two (2) weeks pay in addition to the amount in Subsection :03 (a);
  - (c) for employees with thirty (30) or more years of accumulated service, two (2) weeks pay in addition to the amount in Subsections :03 (a) and (b);
  - (d) for employees with thirty-five (35) or more years of accumulated service, two (2) weeks pay in addition to the amounts in Subsections :03 (a), (b) and (c).
- 35:04** In the case of employees with nine (9) or more years of accumulated service and whose services are terminated as a result of death, the employee's estate shall be paid severance pay in the amount of one (1) week's pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed fifteen (15) weeks pay.
- Example: Ten (10) years, eight (8) complete months of accumulated service equals ten and eight-twelfths ( $10\frac{8}{12}$ ) years of continuous service for purposes of calculation.
- 35:05** Where an employee in the employee's ninth year of accumulated service fails to complete nine (9) years accumulated service as a result of death, the employee's estate shall be paid severance pay on the basis of nine (9) weeks' pay multiplied by the factor of the number of complete months' service completed in the employee's ninth year divided by twelve (12) months.
- 35:06** Employees with one (1) or more years of accumulated service, whose services are terminated as a result of permanent lay-off, shall be paid severance pay in the amount of one (1) week's pay for each complete year of continuous

employment or portion thereof, but the total amount of severance pay shall not exceed twenty-six (26) weeks pay.

- 35:07** Where an employee in the employee's first year of accumulated service fails to complete one (1) years accumulated service as a result of permanent lay-off, the employee shall be paid severance pay on the basis of one (1) week's pay multiplied by the factor of the number of complete months' service completed in the employee's first year divided by twelve (12) months.
- 35:08** An employee who is eligible to receive severance pay in accordance with this article may elect to receive the severance pay in two (2) equal payments provided both payments occur within the same fiscal year as the effective date of the retirement or permanent lay-off. In the case of severance payable on permanent lay-off, this provision only applies if the employee immediately elects permanent lay-off upon receiving notice of lay-off and waives the right to be placed on the re-employment list.
- 35:09** The rate of pay referred to in this article shall be determined on the basis of the last regular bi-weekly rate of pay, excluding allowances, which was in effect for the employee at the time of retirement, permanent lay-off, or death.
- 35:10** In the case of employees eligible for severance pay who are on temporary lay-off at the time of retirement, permanent lay-off or death, the weekly hours shall be, the normal weekly hours of work in effect for the classification of the employees at the time of the retirement, permanent lay-off or death.

### **Article 36 Rights of Stewards**

- 36:01** The Corporation recognizes the Union's right to select stewards to represent employees.
- 36:02** The Union shall determine the number of stewards and the jurisdiction of each steward having regard to the plan of organization, the distribution of employees at the work place, and the administrative structure implied by the Grievance Procedure.

- 36:03** The Union agrees to provide the Corporation with a list of stewards and any subsequent changes for each work location. The Union shall provide appropriate identification for stewards.
- 36:04** Stewards and employees shall not conduct Union business during their working time, except where permission to do so is obtained in accordance with Section :06.
- 36:05** The duties of stewards shall be to investigate complaints of an urgent nature and to investigate and present grievances in accordance with the Grievance Procedure.
- 36:06** For complaints of an urgent nature, a steward shall first obtain the permission of their immediate supervisor before leaving work to investigate such complaint with the employee and supervisor or Corporation official concerned. Such permission shall not be unreasonably sought or withheld. On resuming the employee's normal duties, the steward shall notify their supervisor.
- 36:07** When it is necessary for a steward to investigate a complaint or grievance during working hours, no deduction in salary shall be made from the steward or the employee concerned, provided that each has obtained approval from the employee's supervisor(s) for the time required to deal with the complaint or grievance. On resuming their duties, the steward and employee shall notify their supervisor(s).

### **Article 37 Union Business**

- 37:01** Leave of absence to attend to Union business may be granted to employees based on the following conditions:
- (a) requests for such leave shall be made in writing by the Union to the Corporation with reasonable advance notice and shall be granted only where operational requirements permit and pursuant to the foregoing, such requests will not be unreasonably denied; and

(b) where such leave of absence has been granted under Subsection :01 (a), the Union shall reimburse the Corporation one hundred percent (100%) of the wages paid to such employees during the approved absence.

- 37:02** Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the employee's supervisor.
- 37:03** For the purpose of negotiations for this Agreement, the Corporation agrees that at each bargaining session, there may be two (2) employees present on a time-off with pay basis. It is also understood that there may be an additional two (2) employees present at each bargaining session on a time-off without pay or wage recovery basis. Subject to the mutual agreement of the parties, the total number of employees may be changed provided any additional employees are on leave without pay or on wage recovery basis as per Subsection :01 (b).
- 37:04** Upon request, a Union representative shall be provided with the opportunity to meet with newly hired employees for up to twenty (20) minutes during regular working hours.

The time shall be established by agreement subject to operational requirements.

### **Article 38 Technological Change**

- 38:01** The Corporation and the Union recognize that technological change can offer significant improvements in the quality and quantity of services provided to the public.
- 38:02** For purposes of this Article, technological change means the introduction by the Corporation of equipment or material which is likely to affect the security of employment of regular employees.
- 38:03** The Corporation agrees that it will endeavour to introduce technological change in a manner which, as much as is practicable, will minimize the disruptive effects on services to the public and employees.

- 38:04** Where the Corporation intends to introduce technological change, the following procedure will be followed:
- (a) The Corporation will provide the Union written notice of technological change at least one hundred eighty (180) days prior to the date the change is to be effective;
  - (b) During this period, the parties will meet to discuss the steps to be taken to assist the employees who could be affected;
  - (c) If required by either party, establish an on-site technological change committee. The role of the committee will be to facilitate the implementation of the technological change in a manner consistent with this article;
  - (d) Where retraining of employees is to be provided, it shall be provided during normal working hours where possible.
- 38:05** The provisions of this article are intended to assist employees affected by technological change and Sections 83, 84 and 85 of The Labour Relations Act do not apply during the term of this agreement.

### **Article 39 Change of Work Headquarters**

- 39:01** Where, as a result of a re-organization, an employee's work headquarters is moved from one city or town to another city or town requiring a change of residence by the employee, the employee shall be given notice of the move ninety (90) days in advance of the date upon which the move of the employee is to be affected. Such notice shall be provided in writing to the employee by the Corporation.
- 39:02** An employee must accept or reject relocation within two (2) weeks. Where an employee has accepted relocation, the employee may request that the effective date of the relocation be deferred by up to one (1) month for personal reasons such as the impact on school-age children.
- 39:03** The parties recognize that it may be necessary to relocate specific employees based on operational needs and the qualifications required at both locations.

Where this is not a factor, the Corporation will seek qualified volunteers at the transferring location. Where there are insufficient volunteers, the notice shall be provided to the most junior qualified employee within the classification and work location from which the relocation is to occur. Notwithstanding this process, the original relocation date as established in Section :01 remains unchanged.

- 39:04** Where such notice has been given to an employee and the employee is unable to relocate, every reasonable effort will be made to place the employee in another suitable position within the Corporation.
- 39:05** Where an employee has accepted relocation involving a change in residence by the employee, the employee shall be reimbursed for expenses incurred due to the relocation in accordance with existing policy respecting “Relocation Expenses” as per the General Manual of Administration for the Province of Manitoba.
- 39:06** Where an employee with one (1) or more years of continuous service is unable to relocate, the employee shall be subject to lay-off. If the employee has not been offered another suitable position within one (1) year from the date of lay-off the employee shall be permanently laid-off and shall be eligible for severance pay in accordance with Article 35.
- 39:07** For purpose of interpretation of this article, where the term “suitable position” is used it means a position which the employee is reasonably qualified for and able to perform and which is in a location that would not require a change of residence by the employee.

#### **Article 40    Reclassification**

- 40:01** Where an employee believes they are improperly classified with respect to the employee’s own position classification, the employee will submit a reclassification request to the Manager, Human Resources, together with the following:
- (a) a current position description;

(b) the classification being requested and reasons why that classification is appropriate; (c) any other information in support of the request.

**40:02** Within thirty (30) working days of receipt of the reclassification request, the Chief Executive Officer or designate shall issue a decision to the employee.

**40:03** The Union, after discussion with the Chief Executive Officer, shall have the right to refer the decision of the Chief Executive Officer or designate to an Arbitration Board within ten (10) working days of receipt of the decision in accordance with the procedures specified in this Agreement.

**40:04** The time frames in this Article may be waived by mutual agreement of the parties hereto.

**40:05** The effective day of a reclassification will be determined by the date the request is formally brought to the attention of the Manager of Human Resources. The effective date will be the first day of the bi-weekly pay period, which contains the first day of the month following the receipt of the request by the Manager of Human Resources.

#### **Article 41 Employee Files**

**41:01** Upon written request to the Manager, Human Resources, an employee's employee file shall be made available to the employee for full examination in the presence of an authorized representative of the Corporation. The employee has the option to have a Union representative present.

**41:02** An employee may request a copy of specific documents on their employee file. This provision shall not be unreasonably requested or denied.

#### **Article 42 Performance Appraisal**

**42:01** Where a formal assessment of an employee's performance is made, the written report shall be shown to the employee who shall be given an opportunity to sign the report indicating its contents have been read. Employees shall have the right to place their own comments on the report or append their comments to the report.

**42:02** An employee shall, upon request, receive a copy of the assessment. Refusal to sign the appraisal by the employee shall not render it invalid.

### **Article 43 Transfer of Benefits**

**43:01** The Corporation agrees to transfer accrued sick leave credits, severance pay credits and vacation credits and all years of service used for the purpose of calculating long service benefits upon recruitment of an employee directly from the Civil Service of the Province of Manitoba to the Corporation providing there is no break in employment.

### **Article 44 Retroactive Wages**

- 44:01** (a) Retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of the signing of this Agreement shall apply to:
- (i) employees who are in the employ of the Corporation on the date of the signing of this Agreement;
  - (ii) employees who have left the Corporation during the above mentioned period but who have retired in accordance with the provisions of The Civil Service Superannuation Act or who have died in service;
  - (iii) employees who have left the Corporation during the interim period by reason of being laid-off;
  - (iv) term employees terminated at the end of a specific term of employment or after the completion of the specific job for which they were employed.
- (b) Retroactive pay adjustments for the period between the expiration of the old Agreement and the date of the signing of this Agreement shall be made to employees who have terminated their services (resigned).

### **Article 45 Disposable Income Policies and Benefit Plans**

**45:01** The Corporation agrees to recognize, within the terms of this Agreement, the policies and/or plans relating to:

- (a) Travel and Related Expenses;
- (b) Remoteness Allowance;
- (c) Personal Use of Government Vehicles;
- (d) Blue Cross Dental, Vision, Drug, Extended Health Plans and Health Spending Account;
- (e) Long Term Disability; and
- (f) Employee Assistance Program;

as set forth in the Collective Agreement between the Province of Manitoba and the Manitoba Government and General Employees' Union.

### **Article 46 Bridging of Service**

**46:01** A regular employee who resigns as a result of the employee's decision to raise a dependent child or children, and who is subsequently re-employed, upon written notification to the Manager of Human Resources, shall be credited with the length of service accumulated up to the time of resignation for the purposes of sick leave and long service vacation entitlement benefits as defined in this agreement and based on seniority with the Corporation. The following conditions shall apply:

- (a) the employee must have accumulated at least four (4) years of calendar service at the time of resignation;
- (b) the resignation notice must indicate the reason for resigning;
- (c) the break in service shall be for no longer than six (6) years and during that time the employee must not have been engaged in remuneration employment for more than three (3) months;
- (d) the previous length of service shall not be reinstated until successful completion of the probationary period;

- (e) upon successful completion of the probationary period, the employee will be credited with the accumulated sick leave credits at the time of the resignation up to a maximum of twenty-six (26) days of credits.

#### **Article 47 Video Display Terminals**

- 47:01** A pregnant VDT operator may request a job reassignment for the period of pregnancy by forwarding a written request to the Manager of Human Resources along with a certificate from a duly qualified medical practitioner certifying she is pregnant. Upon receipt of the request, the Corporation, where possible, will assign the VDT operator to an alternate position and/or classification or to alternate duties within five (5) working days of the request. Where the Corporation is unable to accomplish this, the Manager of Human Resources or designate will meet with the employee in an effort to resolve the matter.
- 47:02** Where an operator is of the opinion that the work results in undue eye fatigue, the employee may request a review of the job duties. The Corporation will endeavour to design the job of the operator in a manner that will, wherever practicable, permit an operator to be assigned at least ten (10) minutes of alternate duties during any two (2) hour period of continuous operation.

#### **Article 48 Sexual Harassment**

- 48:01** The parties recognize that the problem of sexual harassment may exist. However, the parties agree that sexual harassment will not be tolerated in the workplace or in connection with the workplace.
- 48:02** Where an employee is of the opinion that the employee has been or is being sexually harassed by another employee, the employee may forward a written complaint directly to the Chief Executive Officer of the Corporation. The complaint shall be marked "Personal and Confidential".
- 48:03** The Chief Executive Officer or designate will endeavour to resolve the matter in an expeditious and confidential manner.

- 48:04** The alleged offender shall be entitled to notice of the complaint and shall be given the opportunity to respond to the complaint.
- 48:05** The Chief Executive Officer or designate, after investigating the complaint, shall have the authority to:
- (a) dismiss the complaint; or
  - (b) determine the appropriate discipline; and/or
  - (c) take any action which, in their opinion, may be necessary.
- 48:06** Where the Chief Executive Officer or designate determines that a complaint has been made for frivolous or vindictive reasons, the Chief Executive Officer shall have the authority to:
- (a) take disciplinary action against the complainant; and/or
  - (b) take any action against the complainant which, in their opinion, may be necessary.

#### **Article 49 Loss Of or Damage To Personal Effects**

- 49:01** (a) Employees are responsible for any personal effects which are brought to their place of work and are not specifically required in the course of their employment; and no claim for compensation will be considered for loss or theft of or damage to personal effects or clothing other than damage to clothing that occurs as a result of an accident, normal wear and tear excepted.
- (b) Employees suffering loss of, theft of, or damage to tools, equipment, personal effects or clothing incurred when they are away from their normal place of work while on a business or field trip may claim compensation only for such items as are necessary in day-to-day living in the course of their employment away from their normal place of work.
- (c) Employees whose occupation requires them to provide and use their own tools, equipment or personal effects in the course of their employment, should safeguard such tools, equipment or personal effects

against loss, theft or damages; and no claim for compensation for loss, theft or damage to such tools, equipment or personal effects may be made under this subsection except where such tools, equipment or personal effects are handed over or delivered to a supervisor or responsible officer where this is practical and the receipt thereof is acknowledged by the officer.

- (d) No claims for compensation will be considered where an employee has or will receive adequate compensation from insurance or otherwise for the loss or theft of or damage to the employee's tools, equipment or personal effects, or for luxury items.
- (e) Every claim for compensation made pursuant to Subsections :01 (a), (b) and (c) will be considered by the Corporation for approval, and the claim shall indicate:
  - (i) the name of the claimant, position classification, normal place of work and type of work the position entails;
  - (ii) identification as to category - loss, theft, damage - and full particulars as to when and how the loss, theft or damage took place, with any other relevant particulars;
  - (iii) justification for the claim in accordance with Subsection (a), (b) or (c) of this Section;
  - (iv) a certification by the claimant that all items lost, stolen or damaged are not covered by any form of insurance, or if they are covered, the amount of the deductible for which reimbursement is being claimed under this Article.
- (f) Payment of claims approved by the Corporation shall be paid at full replacement cost provided that the item that is lost or damaged beyond repair has been purchased within six (6) months of the incident, and proof of purchase is submitted.

Where the item lost or damaged was purchased between six (6) months and two (2) years of the incident, reimbursement shall be at eight-five percent (85%) of the replacement cost.

In other cases reimbursement shall be limited to the cost of repair, or, on the basis of seventy-five percent (75%) of the replacement cost, including Provincial Sales Tax where necessary.

### **Article 50 Civil Liability**

**50:01** If an action or proceeding is brought against any employee covered by this Agreement for an alleged tort committed by an employee in the performance of their duties, then:

- (a) the employee, upon being served with any legal process or upon receipt of any action or proceeding as herein before referred to being commenced against them, shall advise the Corporation through the Chief Executive Officer of any such notification or legal process;
- (b) the Corporation shall pay any damages or costs awarded against any such employee in any such action or proceedings and all legal fees, and/or;
- (c) the Corporation shall pay any sum required to be paid by such employee in connection with the settlement of any claim made against such employee if such settlement is approved by the Corporation through the Chief Executive Officer or designate before the same is finalized; provided the conduct of the employee which gave rise to the action did not constitute gross negligence of their duty as an employee;
- (d) upon the employee notifying the Corporation in accordance with Subsection :01 (a) above, the Corporation and the employee shall forthwith meet and appoint counsel that is mutually agreeable to both parties. Should the parties be unable to agree on counsel that is satisfactory to both, then the Corporation shall unilaterally appoint counsel. The Corporation accepts full responsibility for the conduct of the action and the employee agrees to co-operate fully with appointed counsel.

### **Article 51 Contracting Out**

- 51:01** The Corporation will give all reasonable consideration to continued employment of employees who would otherwise become redundant because work is contracted out.
- 51:02** Where work is to be contracted out which would result in the redundancy of employees in the bargaining unit, then the following procedure shall apply:
- (a) the Corporation will provide the Union with one hundred twenty (120) days notice;
  - (b) during the notice period the parties shall meet to facilitate potential retraining and/or re-deployment opportunities.

### **Article 52 Workplace Safety and Health**

- 52:01** The Corporation and the Union recognize that safety, accident prevention and the preservation of health are of primary importance in all Corporation operations and that these activities require the combined efforts of the Corporation, employees, and the Union.
- 52:02** The Corporation will continue to provide its employees with safe working conditions, equipment and materials, and will continue to ensure that all reasonable precautions are taken.
- 52:03** The Union will continue to make every effort to obtain the co-operation of each employee within the bargaining unit in the observation of all reasonable safety rules, practices and procedures.
- 52:04** Every employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect their safety and health, and the safety and health of any other persons who may be affected by their acts or omissions at work.
- 52:05** The parties recognize the importance of establishing Workplace Safety and Health Committees to enhance the ability of employees and managers to resolve health and safety concerns.

It is recognized that the initiative in requesting the establishment of a Workplace Safety and Health Committee may come from management of the Corporation and/or the employees in the workplace and/or the Union.

- 52:06** The parties agree to the establishment of Workplace Safety and Health Committees in workplaces when it is deemed necessary under the Workplace Safety and Health Act.
- Each party should elect or appoint its representatives and the committee will be co-chaired in accordance with the standards agreed to by the parties.
- 52:07** Where it is not deemed necessary or appropriate to establish a Workplace Safety and Health Committee in a workplace, the parties agree to selecting equal representation of rural and corporate office employee representatives to be elected to the Safety and Health Committee.
- 52:08** Employee representatives who are members of a Safety and Health committee and who are scheduled to meet during off duty hours shall be compensated at straight time rates or at the employee's option be granted time off in lieu for time spent in such meetings, functions and duties.
- 52:09** Where a supervisor knows that any condition exists at a workplace that is unusually dangerous to the safety or health of an employee, the supervisor shall not require or permit an employee to engage in, carry on or continue to work in that workplace under that condition.
- 52:10** (a) Where an employee has reason to believe, and does believe, that a condition exists that is dangerous to their safety or health in the performance of their work, the employee shall report that condition to their supervisor.
- (b) The supervisor, upon being notified under Subsection :10 (a) above, shall inspect the condition with the employee and discuss the employee's reasons for believing the condition to be dangerous. Where there is a health and safety committee at the workplace, the co-chairpersons may be asked to participate.

- (c) If the employee is unsatisfied with the supervisor's decision or if the supervisor refuses to inspect the condition, the employee shall contact, in writing or by telephone, the Workplace Safety and Health Division without delay.
- (d) If the employee refuses to work because of their belief that the condition is dangerous, the employee must be available to perform other work assigned.

**52:11** Where an employee has refused to perform work in accordance with Section :10, no other employees shall be assigned the particular work unless such employee is notified of the refusal and the reasons for the refusal, if known.

**52:12** Nothing in this article prevents the doing of any work or thing that may be necessary in order to remedy the dangerous condition described in Sections :09 and :10.

**52:13** Disciplinary action shall not be taken against an employee solely for the reason that the employee:

- (a) made a report under Section :10; and
- (b) refused to work or continue to work under the conditions described under Section :10, provided a safety and health officer has reported in writing that the employee had reasonable and probable grounds for believing that those conditions were dangerous to their safety or health.

**52:14** Where an employee wilfully takes unfair advantage of the provisions described in Section :10, the employee may be subject to disciplinary action up to and including suspension or dismissal.

### **Article 53 Seniority**

**53:01** "Seniority" means the length of service with the Corporation as defined in this article provided such service has not been broken by termination of the employee.

**53:02** Seniority for service after December 31, 1984 shall include only the following:

- (a) regular paid time;
- (b) periods of Workers Compensation;
- (c) periods of maternity leave and/or parental leave and/or compassionate care leave;
- (d) periods of adoptive parent leave;
- (e) approved educational leave to a maximum of one year;
- (f) any sick leave without pay necessary to satisfy the elimination period of the Long Term Disability Plan;
- (g) leaves without pay to a maximum accumulation of twenty (20) working days in a calendar year.

**53:03** An employee will lose all seniority when the employee:

- (a) resigns;
- (b) retires;
- (c) is dismissed and not reinstated;
- (d) dies;
- (e) is permanently laid-off;
- (f) is terminated at the expiry of their term of employment. However, this subsection does not apply to a term employee who has been employed on a full-time basis for twenty-four (24) continuous months and who is re-employed within twelve (12) months of the expiration of their term of employment.

**53:04** The Corporation will prepare seniority lists by April 1 based on service up to and including December 31 of the previous year. The lists will be posted at all work locations and will list seniority for employees.

**53:05** Seniority lists will be prepared by classification groupings in order of seniority.

**53:06** Grievances concerning the calculation of seniority must be filed at Step 2 of the Grievance Procedure within twenty (20) working days of the date the employee became aware of the seniority calculation. Such grievances shall be restricted to the calculation of seniority in the calendar year immediately prior to the year in which the seniority is posted.

#### **Article 54 Pay**

**54:01** An employee, other than an employee paid on an hourly or daily basis, who does not work every working day in a bi-weekly pay period and by reason thereof is not entitled to be paid an amount equal to a bi-weekly salary, is entitled to be paid an amount equal to the daily rate of pay for the employee's position at the employee's step multiplied by a number comprising the number of days actually worked in that period, plus any leaves with pay in that period for which the employee is eligible. The daily rate of pay shall be calculated by multiplying the hourly rate of pay by the number of hours in a normal working day as indicated in Article 21 of this Agreement and rounding the result to the nearest cent. The bi-weekly salary shall be calculated by multiplying the hourly rate of pay by the normal number of hours in a bi-weekly pay period as indicated in Article 21 of this Agreement and rounding to the nearest cent.

**54:02** Where an employee is promoted to another position, the employee shall be paid at a rate of pay set out for that position in the Salary Schedule that is, if possible, one (1) full increment more than the rate of pay the employee was being paid in the employee's former position.

#### **Article 55 Labour Management Committee**

**55:01** The parties hereto agree to establish a Labour/Management Committee to deal with such matters of mutual concern that arise from time to time.

**55:02** The Committee shall be composed of equal representation from the Employer and the bargaining unit.

**55:03** The Committee shall not have jurisdiction over wages or any matter of collective bargaining, including the administration of the Collective Agreement. The Committee does not have the authority to bind either the Union or its members or the Employer to any decisions or conclusions reached in their discussions. The Committee may take recommendations to the Union and the Employer with respect to its discussions.

#### **Article 56 Part-Time Employees**

**56:01** The calculation of benefits for part-time employees covered by this Agreement will be as set out in Appendix "A".

IN WITNESS WHEREOF, John Plohman, Chairperson of the Board of Directors has hereunto set his hand for, and on behalf of, the Manitoba Agricultural Services Corporation and Randy Porter, Staff Representative of the Manitoba Government and General Employees' Union, has hereunto set his hand for, and on behalf of, the Manitoba Government and General Employees' Union.

Signed this 14 day of DECEMBER, 2011.

  
\_\_\_\_\_  
On Behalf of Manitoba Agricultural  
Services Corporation

  
\_\_\_\_\_  
On Behalf of Manitoba Government  
and General Employees' Union

## Schedule "A" - Exclusions from the Terms of the Agreement

The incumbents in the following positions within the Corporation shall be excluded from the terms of the Agreement:

- Chief Executive Officer
- Senior Vice President, Planning and Lending Programs
- Vice President, Lending Operations
- **Vice President, Corporate Services and General Counsel**
- Manager, Program Development - Insurance
- Manager, Finance - Lending
- **Supervisor, Investigations**
- Internal Audit Officer
- Human Resources Consultant
- Administrative Assistant to the Chief Executive Officer
- **Administrative Assistant to the Vice President, Corporate Services and General Counsel**
- Administrative Assistant to the Vice President, Finance and Administration

In addition, incumbents in positions, which fall within the following classifications, will be excluded:

- Director
- Executive Officer 1, 2
- Information Technologist 5
- Professional Officer 8, 9, 10
- **Credit Manager**

## Appendix “A” - Application of Benefits to Part-Time Employees

### Definitions

- 1:01 “Part-time Employee” means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.
- 1:02 “Casual Employee” means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular, or non-recurring, or does not follow an ongoing predetermined schedule of work on a regular and recurring basis. Notwithstanding the foregoing, casual employees may be employed for a short duration to replace employees who are absent for any reason.
- 1:03 “Accumulated Service” means the equivalent length of service acquired by the employee in accordance with the following:
- (a) accumulated service is calculated based on all hours for which an employee has received regular pay. This includes regular hours worked and approved leaves of absence from the Corporation where regular pay is maintained;
  - (b) accumulated service does not include overtime hours or any leaves of absence without pay or with partial pay including but not limited to suspensions without pay, workers compensation and other leave situations;
  - (c) accumulated service must be continuous service;
  - (d) one (1) year of accumulated service equals 1,885 hours of accumulated service;
  - (e) an employee can only receive a maximum of one (1) year of accumulated service in any twelve (12) month period.
- 1:04 “Calendar Service” means the length of continuous service from the employee’s most recent date of hire to the present. Periods of lay-off, while

not affecting the continuity of service, are not included in the calculation of calendar service.

### **Application**

- 2:01 This Appendix applies only to part-time employees who:
- (a) have been appointed in virtue of and under Section 24 of The Manitoba Agricultural Services Corporation Act; or
  - (b) are term employees hired under the authority of The Manitoba Agricultural Services Corporation Act.
- 2:02 This Appendix applies to part-time employees effective the first day of the bi-weekly pay period following the attainment of three hundred four and one-half (304½) hours of accumulated service.
- 2:03 This Appendix does not apply to casual employees.
- 2:04 The determination as to whether an employee is part-time or casual is the sole and exclusive right of management. The parties agree to meet in an effort to resolve any problems which may occur as to whether an employee is part-time or casual.

### **Conversions**

- 3:01 A part-time employee who is converted to casual is no longer covered by the provisions of the Collective Agreement effective the date of the employee's conversion.
- 3:02 A casual employee who is converted to part-time status must complete the service requirement set out in Article 5, but receives no credit for calendar or accumulated service as a casual employee.
- 3:03 Where a part-time employee who has been covered by the Collective Agreement has been converted to casual employment and is subsequently reconverted to part-time employment with no break in service, the period of casual employment shall be treated as a period of leave of absence. While this does not affect the continuity of employment, the period of casual employment

does not count as calendar or accumulated service for purposes of benefit determination.

### **General Principles**

- 4:01 Where a benefit is to be pro-rated for a part-time employee it will be calculated so that if two (2) part-time employees were sharing a full-time position the total cost to the Corporation of that benefit is no greater than the cost of having the position filled by a full-time employee.
- 4:02 In pro-rating a benefit, the factor used shall be determined by totalling the number of regularly scheduled hours the employee has worked in the preceding eight (8) weeks and dividing by two hundred ninety (290); i.e. 7¼ hours x 8 weeks x 5 days.

$$\text{Pro-rating factor} = \frac{\text{Number of regularly scheduled hours the employee worked in the preceding eight (8) weeks}}{290}$$

### **Benefits**

- 5:01 Part-time employees will only be eligible for the benefits specifically identified in this section.
- 5:02 Holidays
- (a) An employee will be eligible for pay for a holiday on which the employee does not work provided the employee:
- (i) did not fail to report for work after having been scheduled to work on the day of the holiday; and
  - (ii) has not absented himself from work without the consent of the Corporation on the employee's regular working day immediately preceding or following the holiday unless the employee's absence is by reason of established illness.
- (b) Where an employee is eligible for holiday pay or time in lieu, the employee shall receive an amount calculated in accordance with the Employment Standards Code.

- (c) Where the Corporation requires an employee to work a full shift, i.e. seven and one-quarter ( $7\frac{1}{4}$ ) hours as a regular work day on December 24 when that day falls on Monday through Friday inclusive, such employee shall be entitled to one-half ( $\frac{1}{2}$ ) day of compensatory leave with pay to a maximum of four (4) hours.

5:03 Vacation

Vacation shall be calculated in accordance with Article 24.

5:04 Sick Leave

- (a) Sick leave shall be calculated in accordance with Article 25.
- (b) Part-time employees are not eligible for additional sick leave extensions as provided under Section :04 of Article 25.

5:05 Compassionate, Court, Paternity, Adoptive Parent, Parental and Family Related Leaves

- (a) These types of paid leave will be pro-rated by multiplying the number of days the employee would qualify for by the pro-rating factor;
- (b) In the case of adoptive parent leave and parental leave without pay, an employee is eligible for the full calendar time benefit, i.e. thirty-seven (37) weeks;
- (c) Compassionate Care Leave will be calculated in accordance with the Employment Standards Code.

5:06 Maternity Leave

- (a) Regular part-time employees are eligible for maternity leave Plan A or Plan B.
- (b) To qualify for maternity leave, calendar service is used, i.e. seven (7) months.
- (c) An employee who qualifies is eligible for the full calendar time leave provided under the Agreement, i.e. seventeen (17) weeks.
- (d) For Plan A, the application of ten (10) days' sick leave towards the Employment Insurance waiting period will be calculated by multiplying

the number of days accumulated sick leave the employee has (up to ten [10] days) by the pro-rating factor.

- (e) For Plan B, the Corporation's payments will be based on the difference between the percentage of weekly earnings covered by Employment Insurance and ninety-three percent (93%) of the weekly earnings. Weekly earnings will be as determined by Human Resources and Skills Development (HRSD) and will be subject to the Employment Insurance maximum.

5:07 Workers Compensation

An employee who is eligible for Workers Compensation may use accumulated sick leave to supplement Workers Compensation in accordance with Article 34.

5:08 Bridging of Service

Calendar service shall be the basis for determining eligibility for this benefit, i.e. four (4) years.

5:09 Severance Pay

Accumulated service is the basis for meeting the minimum service requirement, i.e. one (1) year for lay-off or nine (9) years for retirement or death for the calculation of severance pay.

Example: Ten and one-half (10½) years accumulated service multiplied by one (1) weeks pay equals ten and one-half (10½) weeks of severance pay.

5:10 Remoteness Allowance

Refer to Article 45:01 (b).

5:11 Notice of Lay-Off, Resignation or Termination

- (a) The period of notice required to be given by the employee or the employer is the same as that applicable to full-time employees.
- (b) Pay in lieu of notice shall be calculated by multiplying the number of weeks notice by the pro-rating factor.

5:12 Merit Increases

Eligibility for merit increases will be based on calendar service provided the employee has received pay for at least three hundred seventy-seven (377) hours exclusive of overtime.

5:13 Overtime

(a) Daily overtime is only payable when the employee has worked beyond the normal daily hours for that classification, i.e. seven and one-quarter (7 $\frac{1}{4}$ ) hours.

(b) Overtime on a day of rest is only payable when an employee has worked at least five (5) days in a week, i.e. a part-time employee only has two (2) “days of rest” per week.

5:14 Probation

The period of probation is based on calendar service. Notwithstanding any provision of the Collective Agreement, this period may be extended by the Corporation for any reason, provided twelve (12) months probation is not exceeded.

5:15 Seniority

Seniority shall be calculated in accordance with Article 53.

5:16 Lay-Off

Seniority is used for purposes of lay-off.

5:17 Dental Plan, Vision Care and Drug Plan

For purposes of eligibility determination, accumulated hours are used:

(a) A regular employee requires nine hundred forty-two and one-half (942 $\frac{1}{2}$ ) hours.

(b) A term employee requires 1,885 hours.

Part-time employees will be eligible for family coverage for dental, vision care, drug and health spending account expenses incurred based on fifty percent (50%) of the annual maximum per claimant as identified in Article 45.

## Flexible Hours Guidelines

These guidelines shall apply for the duration of this Agreement and are attached for informational purposes only.

For all employees, regardless of the extent of the responsibility for the handling of inquiries by the public and/or other staff members, an extended lunch period of one (1) hour from 12:00 p.m. (noon) to 1:00 p.m. is available. All offices must remain open during the hours 8:30 a.m. to 12:00 p.m. (noon) and 1:00 p.m. to 4:30 p.m. An employee who selects a one (1) hour lunch period may determine whether they will add the fifteen (15) minutes to be made up prior to or after the established work hours (8:30 a.m. to 4:30 p.m.). Employees will advise their supervisors of their schedule.

- All offices must remain open during the hours 8:30 a.m. to 12:00 p.m. (noon) and 1:00 p.m. to 4:30 p.m.
- Service to the public must not be downgraded by the change in hours.
- Employees must work seven and one-quarter ( $7\frac{1}{4}$ ) hours per work day and thirty-six and one-quarter ( $36\frac{1}{4}$ ) hours per week exclusive of lunch periods.
- The normal work week continues to be Monday to Friday inclusive.
- Normal coffee breaks apply; employees choosing not to take a regularly scheduled coffee break cannot use this time to reduce the hours of work.

Flexible work week arrangements are available to staff whose work does not involve responsibility for the handling of inquiries from the public and/or other staff members:

1. all requests will be subject to the discretion of the appropriate Vice President;
2. variations in employees' hours of work may occur as a result of staggered starting or finishing times or an alteration in the time allowed for lunch;
3. the earliest starting time is **7:30 a.m.**, the latest finishing time is **6:00 p.m.** and the minimum allowable lunch period is forty-five (45) minutes to a maximum of one (1) hour and fifteen (15) minutes;

4. all employees must be present at work during a core period of **9:30 a.m.** to **3:30 p.m.**, less lunch periods; and
5. varied starting or finishing times must comprise a minimum of fifteen (15) minutes prior to or after established office hours.
6. **If required for workplace activities, the employer, with a minimum of twenty-four (24) hours notice, can vary the flexible hours agreement to reflect normal work hours (8:30 a.m. to 4:30 p.m.) to allow the employee's attendance on that date.**

Employees who select a longer lunch period and/or who select a flexible work week arrangement shall maintain the same daily schedule, without alteration, except with the approval of the employee's Vice President.

**Letter of Intent #1**

*between*

**Manitoba Agriculture Services Corporation  
Administration**

*and*

**Manitoba Government and General Employees' Union**

**Re: Civil Liability Coverage for Individuals Formerly Employed Under the  
Manitoba Agricultural Services Corporation Administration Agreement  
Who Have Resigned or Retired**

---

The following shall be applicable to individuals formerly employed under the Manitoba Agricultural Services Corporation Administration Agreement who have resigned or retired:

If an action or proceeding is brought against the employee for an alleged tort committed by that employee in the performance of their duties during the term of employment with the Corporation, the Civil Liability provisions of the Manitoba Agricultural Services Corporation Administration Agreement apply. The process set out in those provisions shall apply.

Signed this 14 day of DECEMBER, 2011.

  
\_\_\_\_\_  
On Behalf of Manitoba Agricultural  
Services Corporation

  
\_\_\_\_\_  
On Behalf of Manitoba Government  
and General Employees' Union

**Letter of Intent #2**

*between*

**Manitoba Agriculture Services Corporation  
Administration**

*and*

**Manitoba Government and General Employees' Union**

**Re: Agency Operations Fleet Vehicles**

---

The Corporation intends to offer the use of a fleet vehicle to an Insurance Agent for Corporation business use for the remainder of the current fiscal year under the following conditions:

- (a) the Insurance Agent must be temporarily covering two (2) agency areas;
- (b) the Insurance Agent must have travelled a minimum of 10,000 kilometres in one (1) fiscal year on Corporation business using their own personal vehicle;
- (c) the Insurance Agent must give the Corporation at least one (1) month advance notice prior to the date the Insurance Agent requires the vehicle.

Signed this 14 day of DECEMBER, 2011.

  
\_\_\_\_\_  
On Behalf of Manitoba Agricultural  
Services Corporation

  
\_\_\_\_\_  
On Behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #1**

*between*

**Manitoba Agriculture Services Corporation  
Administration**

*and*

**Manitoba Government and General Employees' Union**

**Re: General Pay Increases**

---

The hourly rates of pay in the Salary Schedule for this Agreement will be increased by a General Pay Increase as follows:

Effective **March 24, 2012 - 2.75%**

Effective **October 1, 2012 - 2% Long Service Step**

**Effective the first day of the bi-weekly pay period following October 1, 2012, employees who meet the following criteria shall be eligible for the Long Service Step identified in the pay plan for each classification:**

- (i) twenty (20) or more years of calendar service;**
- (ii) the employee has been at the maximum step of their pay range for a minimum of twelve (12) consecutive months; and**
- (iii) eligibility for the Long Service Step is subject to Article 14 - Merit Increases and Appendix "A" - Part-time Employees, and Section 5:12 - Merit Increases.**

**Employees who do not meet the above criteria on the first day of the bi-weekly pay period following October 1, 2012, shall be eligible for the Long Service Step on the employee's anniversary date in which the employee meets both conditions outlined above.**

Effective **March 23, 2013 - 2.75%**

Signed this 14 day of DECEMBER, 2011.

  
\_\_\_\_\_  
On Behalf of Manitoba Agricultural  
Services Corporation

  
\_\_\_\_\_  
On Behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #2**

*between*

**Manitoba Agriculture Services Corporation  
Administration**

*and*

**Manitoba Government and General Employees' Union**

**Re: Parking**

---

The parties recognize that the Province of Manitoba administers parking arrangements for the Corporation. The parties agree that parking policy and rates for the Corporation will be as set out in the Government Employees' Master Agreement and the Province of Manitoba's General Manual of Administration.

Signed this 14 day of DECEMBER, 2011.

  
\_\_\_\_\_  
On Behalf of Manitoba Agricultural  
Services Corporation

  
\_\_\_\_\_  
On Behalf of Manitoba Government  
and General Employees' Union

**Memorandum of Agreement #3**

*between*

**Manitoba Agriculture Services Corporation  
Administration**

*and*

**Manitoba Government and General Employees' Union**

**Re: Employment Security**

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The parties hereto agree as follows:

1. This Memorandum is effective from the first day of the bi-weekly pay period following the date of signing of the Collective Agreement to March 21, 2014 inclusive and shall expire on that date.
2. During the term of this Memorandum, there will be no lay-offs of regular employees who were hired on or before March 26, 2010.
3. This lay-off protection does not apply to any regular employee laid-off prior to this Memorandum coming into effect.
4. In the event that issues arise with respect to the spirit and intent of this Memorandum of Agreement, the parties agree to meet to discuss such issues.

Signed this 14 day of DECEMBER, 2011.

  
\_\_\_\_\_  
On Behalf of Manitoba Agricultural  
Services Corporation

  
\_\_\_\_\_  
On Behalf of Manitoba Government  
and General Employees' Union

## Salary Schedule

**Effective March 27, 2010 to March 25, 2011**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
Accounting Clerk 1	37,183	38,223	39,245	40,247	41,401	42,536				
2K1	1,425.35	1,465.23	1,504.38	1,542.80	1,587.03	1,630.53				
	19.66	20.21	20.75	21.28	21.89	22.49				
Accounting Clerk 2	42,592	43,878	45,032	46,243	47,547	48,966				
2K2	1,632.70	1,682.00	1,726.23	1,772.63	1,822.65	1,877.03				
	22.52	23.20	23.81	24.45	25.14	25.89				
Administrative Officer 1	42,725	43,935	45,240	46,697	48,417	50,195				
2X1	1,637.78	1,684.18	1,734.20	1,790.03	1,856.00	1,924.15				
	22.59	23.23	23.92	24.69	25.60	26.54				
Administrative Officer 2	47,529	49,307	51,009	52,919	54,886	56,966				
2X2	1,821.93	1,890.08	1,955.33	2,028.55	2,103.95	2,183.70				
	25.13	26.07	26.97	27.98	29.02	30.12				
Administrative Officer 3	51,009	52,919	54,886	56,966	59,179	61,430				
2X3	1,955.33	2,028.55	2,103.95	2,183.70	2,268.53	2,354.80				
	26.97	27.98	29.02	30.12	31.29	32.48				
Administrative Officer 4	54,186	56,229	58,347	60,560	63,000	65,420				
2X4	2,077.13	2,155.43	2,236.63	2,321.45	2,414.98	2,507.78				
	28.65	29.73	30.85	32.02	33.31	34.59				
Administrative Officer 5	57,137	59,236	61,449	63,832	66,366	68,919	71,813			
2X5	2,190.23	2,270.70	2,355.53	2,446.88	2,544.03	2,641.90	2,752.83			
	30.21	31.32	32.49	33.75	35.09	36.44	37.97			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Administrative Secretary 1 2S1	27,840 1,067.20 14.72	28,464 1,091.13 15.05	29,296 1,123.03 15.49	30,072 1,152.75 15.90	30,885 1,183.93 16.33					
Administrative Secretary 2 2S2	31,528 1,208.58 16.67	32,209 1,234.68 17.03	33,003 1,265.13 17.45	33,836 1,297.03 17.89	34,876 1,336.90 18.44	35,746 1,370.25 18.90				
Administrative Secretary 3 2S3	35,992 1,379.68 19.03	36,937 1,415.93 19.53	37,977 1,455.80 20.08	39,018 1,495.68 20.63	40,058 1,535.55 21.18	41,136 1,576.88 21.75				
Administrative Secretary 4 2S4	40,380 1,547.88 21.35	41,457 1,589.20 21.92	42,479 1,628.35 22.46	43,557 1,669.68 23.03	44,805 1,717.53 23.69	45,997 1,763.20 24.32				
Administrative Services Officer 2AS	54,186 2,077.13 28.65	56,229 2,155.43 29.73	58,347 2,236.63 30.85	60,560 2,321.45 32.02	63,000 2,414.98 33.31	65,420 2,507.78 34.59				
Audit Accountant 1 2U1	45,032 1,726.23 23.81	46,697 1,790.03 24.69	48,417 1,856.00 25.60	50,195 1,924.15 26.54	52,106 1,997.38 27.55	53,978 2,069.15 28.54				
Audit Accountant 2 2U2	52,919 2,028.55 27.98	54,886 2,103.95 29.02	56,966 2,183.70 30.12	59,179 2,268.53 31.29	61,430 2,354.80 32.48	63,832 2,446.88 33.75				
Clerk 1 2C1	25,060 960.63 13.25	25,779 988.18 13.63	26,460 1,014.28 13.99	27,216 1,043.28 14.39						

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Clerk 2	29,675	30,431	31,188	32,077	32,909	33,836				
2C2	1,137.53	1,166.53	1,195.53	1,229.60	1,261.50	1,297.03				
	15.69	16.09	16.49	16.96	17.40	17.89				
Clerk 3	36,067	36,994	38,015	39,074	40,115	41,363				
2C3	1,382.58	1,418.10	1,457.25	1,497.85	1,537.73	1,585.58				
	19.07	19.56	20.10	20.66	21.21	21.87				
Clerk 4	42,347	43,368	44,521	45,656	46,961	48,228				
2C4	1,623.28	1,662.43	1,706.65	1,750.15	1,800.18	1,848.75				
	22.39	22.93	23.54	24.14	24.83	25.50				
Clerk 5	42,725	43,935	45,240	46,621	48,077	49,552				
2C5	1,637.78	1,684.18	1,734.20	1,787.13	1,842.95	1,899.50				
	22.59	23.23	23.92	24.65	25.42	26.20				
Clerk Typist 1	26,989	27,670	28,275	29,164	29,958					
2T1	1,034.58	1,060.68	1,083.88	1,117.95	1,148.40					
	14.27	14.63	14.95	15.42	15.84					
Clerk Typist 2	29,675	30,431	31,188	32,077	32,909	33,836				
2T2	1,137.53	1,166.53	1,195.53	1,229.60	1,261.50	1,297.03				
	15.69	16.09	16.49	16.96	17.40	17.89				
Clerk Typist 3	35,008	35,973	36,900	37,940	38,942	40,039				
2T3	1,341.98	1,378.95	1,414.48	1,454.35	1,492.78	1,534.83				
	18.51	19.02	19.51	20.06	20.59	21.17				
Compliance Officer 1	38,564	39,963	41,363	42,744	44,294	45,789				
2M 1	1,478.28	1,531.93	1,585.58	1,638.50	1,697.95	1,755.23				
	20.39	21.13	21.87	22.60	23.42	24.21				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Compliance Officer 2 2M2	42,006 1,610.23 22.21	43,500 1,667.50 23.00	45,032 1,726.23 23.81	46,697 1,790.03 24.69	48,417 1,856.00 25.60	50,195 1,924.15 26.54				
Computer Operator 2CO	41,666 1,597.18 22.03	42,763 1,639.23 22.61	43,973 1,685.63 23.25	45,240 1,734.20 23.92	46,488 1,782.05 24.58	47,850 1,834.25 25.30				
Computer Programmer 1 (PIO) 2PP	43,973 1,685.63 23.25	45,486 1,743.63 24.05	47,037 1,803.08 24.87	48,607 1,863.25 25.70	50,422 1,932.85 26.66	52,238 2,002.45 27.62	54,224 2,078.58 28.67	56,267 2,156.88 29.75	58,271 2,233.73 30.81	60,541 2,320.73 32.01
Computer Specialist/Trainer 2CS	39,963 1,531.93 21.13	41,363 1,585.58 21.87	42,744 1,638.50 22.60	44,257 1,696.50 23.40	45,789 1,755.23 24.21	47,510 1,821.20 25.12	49,287 1,889.35 26.06			
Credit Manager 2CM	63,832 2,446.88 33.75	66,366 2,544.03 35.09	68,919 2,641.90 36.44	71,813 2,752.83 37.97	74,801 2,867.38 39.55	77,960 2,988.45 41.22				
Field Officer 1 2O1	43,387 1,663.15 22.94	44,937 1,722.60 23.76	46,545 1,784.23 24.61	48,191 1,847.30 25.48	49,968 1,915.45 26.42	51,803 1,985.78 27.39				
Field Officer 2 2O2	52,749 2,022.03 27.89	54,583 2,092.35 28.86	56,626 2,170.65 29.94	58,725 2,251.13 31.05	60,957 2,336.68 32.23	63,321 2,427.30 33.48				
Field Representative 1 2F1	42,271 1,620.38 22.35	43,576 1,670.40 23.04	45,146 1,730.58 23.87	46,772 1,792.93 24.73	48,380 1,854.55 25.58	50,177 1,923.43 26.53	51,973 1,992.30 27.48	53,259 2,041.60 28.16	55,869 2,141.65 29.54	58,101 2,227.20 30.72

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Field Representative 2	50,177	51,973	53,259	55,869	58,101	60,352	62,640	65,118	67,047	69,033
2F2	1,923.43	1,992.30	2,041.60	2,141.65	2,227.20	2,313.48	2,401.20	2,496.18	2,570.13	2,646.25
	26.53	27.48	28.16	29.54	30.72	31.91	33.12	34.43	35.45	36.50
Field Representative 3	56,229	58,347	60,560	63,000	65,420	68,068	70,565			
2F3	2,155.43	2,236.63	2,321.45	2,414.98	2,507.78	2,609.28	2,704.98			
	29.73	30.85	32.02	33.31	34.59	35.99	37.31			
Field Representative 4	59,236	61,449	63,832	66,366	68,919	71,813	74,801			
2F4	2,270.70	2,355.53	2,446.88	2,544.03	2,641.90	2,752.83	2,867.38			
	31.32	32.49	33.75	35.09	36.44	37.97	39.55			
Financial Officer 1	42,006	43,500	45,032	46,697	48,417	50,195				
2E1	1,610.23	1,667.50	1,726.23	1,790.03	1,856.00	1,924.15				
	22.21	23.00	23.81	24.69	25.60	26.54				
Financial Officer 2	43,500	45,032	46,697	48,417	50,195	52,106				
2E2	1,667.50	1,726.23	1,790.03	1,856.00	1,924.15	1,997.38				
	23.00	23.81	24.69	25.60	26.54	27.55				
Financial Officer 3	49,307	51,009	52,919	54,886	56,966	59,179				
2E3	1,890.08	1,955.33	2,028.55	2,103.95	2,183.70	2,268.53				
	26.07	26.97	27.98	29.02	30.12	31.29				
Financial Officer 4	54,186	56,267	58,347	60,560	63,000	65,420				
2E4	2,077.13	2,156.88	2,236.63	2,321.45	2,414.98	2,507.78				
	28.65	29.75	30.85	32.02	33.31	34.59				
Financial Officer 4 (PIO)	56,229	58,347	60,560	63,000	65,420	68,068				
2FP	2,155.43	2,236.63	2,321.45	2,414.98	2,507.78	2,609.28				
	29.73	30.85	32.02	33.31	34.59	35.99				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Financial Officer 5	56,418	58,498	60,824	63,189	65,704	68,390	72,154			
2E5	2,162.68	2,242.43	2,331.60	2,422.23	2,518.65	2,621.60	2,765.88			
	29.83	30.93	32.16	33.41	34.74	36.16	38.15			
Information Tech 1	42,971	44,143	46,564	47,699	49,004	50,328	51,633	52,994		
2B1	1,647.20	1,692.15	1,784.95	1,828.45	1,878.48	1,929.23	1,979.25	2,031.45		
	22.72	23.34	24.62	25.22	25.91	26.61	27.30	28.02		
Information Tech 2	53,203	55,170	57,174	59,311	61,505	63,926	66,366	68,881		
2B2	2,039.43	2,114.83	2,191.68	2,273.60	2,357.70	2,450.50	2,544.03	2,640.45		
	28.13	29.17	30.23	31.36	32.52	33.80	35.09	36.42		
Information Tech 3	58,196	60,408	62,867	65,194	67,595	70,205	72,986	75,804		
2B3	2,230.83	2,315.65	2,409.90	2,499.08	2,591.15	2,691.20	2,797.78	2,905.80		
	30.77	31.94	33.24	34.47	35.74	37.12	38.59	40.08		
Information Tech 4	62,867	65,194	67,595	70,205	72,986	75,804	79,000	82,310		
2B4	2,409.90	2,499.08	2,591.15	2,691.20	2,797.78	2,905.80	3,028.33	3,155.20		
	33.24	34.47	35.74	37.12	38.59	40.08	41.77	43.52		
Informational Writer	49,307	51,009	52,919	54,886	56,966	59,179				
2W2	1,890.08	1,955.33	2,028.55	2,103.95	2,183.70	2,268.53				
	26.07	26.97	27.98	29.02	30.12	31.29				
Planning & Program Analyst 1	39,963	41,363	42,744	44,294	45,789	47,510	49,287	51,122	52,957	55,056
2H1	1,531.93	1,585.58	1,638.50	1,697.95	1,755.23	1,821.20	1,889.35	1,959.68	2,030.00	2,110.48
	21.13	21.87	22.60	23.42	24.21	25.12	26.06	27.03	28.00	29.11
Planning & Program Analyst 2	51,973	54,186	56,267	58,347	60,560	63,000	65,420			
2H2	1,992.30	2,077.13	2,156.88	2,236.63	2,321.45	2,414.98	2,507.78			
	27.48	28.65	29.75	30.85	32.02	33.31	34.59			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Planning & Program Analyst 3 2H3	57,137 2,190.23 30.21	59,236 2,270.70 31.32	61,449 2,355.53 32.49	63,832 2,446.88 33.75	66,366 2,544.03 35.09	68,919 2,641.90 36.44	71,813 2,752.83 37.97			
Research Assistant 1 (PIO) 2RA	36,067 1,382.58 19.07	36,994 1,418.10 19.56	38,015 1,457.25 20.10	39,074 1,497.85 20.66	40,115 1,537.73 21.21	41,363 1,585.58 21.87				
Research Officer 1 2R1	54,186 2,077.13 28.65	56,229 2,155.43 29.73	58,347 2,236.63 30.85	60,560 2,321.45 32.02	63,000 2,414.98 33.31	65,420 2,507.78 34.59				
Research Officer 2 2R2	59,236 2,270.70 31.32	61,449 2,355.53 32.49	63,832 2,446.88 33.75	66,366 2,544.03 35.09	68,919 2,641.90 36.44	71,813 2,752.83 37.97	73,950 2,834.75 39.10			
Research Officer 3 2R3	61,505 2,357.70 32.52	64,210 2,461.38 33.95	66,877 2,563.60 35.36	64,544 2,665.83 36.77	72,191 2,767.33 38.17	74,915 2,871.73 39.61	77,165 2,958.00 40.80			
Research Officer 4 2R4	63,775 2,444.70 33.72	66,385 2,544.75 35.10	68,900 2,641.18 36.43	71,832 2,753.55 37.98	74,707 2,863.75 39.50	77,979 2,989.18 41.23	80,362 3,080.53 42.49			

**Effective March 26, 2011 to March 23, 2012**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
Accounting Clerk 1	37,183	38,223	39,245	40,247	41,401	42,536				
2K1	1,425.35	1,465.23	1,504.38	1,542.80	1,587.03	1,630.53				
	19.66	20.21	20.75	21.28	21.89	22.49				
Accounting Clerk 2	42,592	43,878	45,032	46,243	47,547	48,966				
2K2	1,632.70	1,682.00	1,726.23	1,772.63	1,822.65	1,877.03				
	22.52	23.20	23.81	24.45	25.14	25.89				
Administrative Officer 1	42,725	43,935	45,240	46,697	48,417	50,195				
2X1	1,637.78	1,684.18	1,734.20	1,790.03	1,856.00	1,924.15				
	22.59	23.23	23.92	24.69	25.60	26.54				
Administrative Officer 2	47,529	49,307	51,009	52,919	54,886	56,966				
2X2	1,821.93	1,890.08	1,955.33	2,028.55	2,103.95	2,183.70				
	25.13	26.07	26.97	27.98	29.02	30.12				
Administrative Officer 3	51,009	52,919	54,886	56,966	59,179	61,430				
2X3	1,955.33	2,028.55	2,103.95	2,183.70	2,268.53	2,354.80				
	26.97	27.98	29.02	30.12	31.29	32.48				
Administrative Officer 4	54,186	56,229	58,347	60,560	63,000	65,420				
2X4	2,077.13	2,155.43	2,236.63	2,321.45	2,414.98	2,507.78				
	28.65	29.73	30.85	32.02	33.31	34.59				
Administrative Officer 5	57,137	59,236	61,449	63,832	66,366	68,919	71,813			
2X5	2,190.23	2,270.70	2,355.53	2,446.88	2,544.03	2,641.90	2,752.83			
	30.21	31.32	32.49	33.75	35.09	36.44	37.97			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Administrative Secretary 1 2S1	27,840 1,067.20 14.72	28,464 1,091.13 15.05	29,296 1,123.03 15.49	30,072 1,152.75 15.90	30,885 1,183.93 16.33					
Administrative Secretary 2 2S2	31,528 1,208.58 16.67	32,209 1,234.68 17.03	33,003 1,265.13 17.45	33,836 1,297.03 17.89	34,876 1,336.90 18.44	35,746 1,370.25 18.90				
Administrative Secretary 3 2S3	35,992 1,379.68 19.03	36,937 1,415.93 19.53	37,977 1,455.80 20.08	39,018 1,495.68 20.63	40,058 1,535.55 21.18	41,136 1,576.88 21.75				
Administrative Secretary 4 2S4	40,380 1,547.88 21.35	41,457 1,589.20 21.92	42,479 1,628.35 22.46	43,557 1,669.68 23.03	44,805 1,717.53 23.69	45,997 1,763.20 24.32				
Administrative Services Officer 2AS	54,186 2,077.13 28.65	56,229 2,155.43 29.73	58,347 2,236.63 30.85	60,560 2,321.45 32.02	63,000 2,414.98 33.31	65,420 2,507.78 34.59				
Audit Accountant 1 2U1	45,032 1,726.23 23.81	46,697 1,790.03 24.69	48,417 1,856.00 25.60	50,195 1,924.15 26.54	52,106 1,997.38 27.55	53,978 2,069.15 28.54				
Audit Accountant 2 2U2	52,919 2,028.55 27.98	54,886 2,103.95 29.02	56,966 2,183.70 30.12	59,179 2,268.53 31.29	61,430 2,354.80 32.48	63,832 2,446.88 33.75				
Clerk 1 2C1	25,060 960.63 13.25	25,779 988.18 13.63	26,460 1,014.28 13.99	27,216 1,043.28 14.39						

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Clerk 2	29,675	30,431	31,188	32,077	32,909	33,836				
2C2	1,137.53	1,166.53	1,195.53	1,229.60	1,261.50	1,297.03				
	15.69	16.09	16.49	16.96	17.40	17.89				
Clerk 3	36,067	36,994	38,015	39,074	40,115	41,363				
2C3	1,382.58	1,418.10	1,457.25	1,497.85	1,537.73	1,585.58				
	19.07	19.56	20.10	20.66	21.21	21.87				
Clerk 4	42,347	43,368	44,521	45,656	46,961	48,228				
2C4	1,623.28	1,662.43	1,706.65	1,750.15	1,800.18	1,848.75				
	22.39	22.93	23.54	24.14	24.83	25.50				
Clerk 5	42,725	43,935	45,240	46,621	48,077	49,552				
2C5	1,637.78	1,684.18	1,734.20	1,787.13	1,842.95	1,899.50				
	22.59	23.23	23.92	24.65	25.42	26.20				
Clerk Typist 1	26,989	27,670	28,275	29,164	29,958					
2T1	1,034.58	1,060.68	1,083.88	1,117.95	1,148.40					
	14.27	14.63	14.95	15.42	15.84					
Clerk Typist 2	29,675	30,431	31,188	32,077	32,909	33,836				
2T2	1,137.53	1,166.53	1,195.53	1,229.60	1,261.50	1,297.03				
	15.69	16.09	16.49	16.96	17.40	17.89				
Clerk Typist 3	35,008	35,973	36,900	37,940	38,942	40,039				
2T3	1,341.98	1,378.95	1,414.48	1,454.35	1,492.78	1,534.83				
	18.51	19.02	19.51	20.06	20.59	21.17				
Compliance Officer 1	38,564	39,963	41,363	42,744	44,294	45,789				
2M 1	1,478.28	1,531.93	1,585.58	1,638.50	1,697.95	1,755.23				
	20.39	21.13	21.87	22.60	23.42	24.21				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Compliance Officer 2 2M2	42,006 1,610.23 22.21	43,500 1,667.50 23.00	45,032 1,726.23 23.81	46,697 1,790.03 24.69	48,417 1,856.00 25.60	50,195 1,924.15 26.54				
Computer Operator 2CO	41,666 1,597.18 22.03	42,763 1,639.23 22.61	43,973 1,685.63 23.25	45,240 1,734.20 23.92	46,488 1,782.05 24.58	47,850 1,834.25 25.30				
Computer Programmer 1 (PIO) 2PP	43,973 1,685.63 23.25	45,486 1,743.63 24.05	47,037 1,803.08 24.87	48,607 1,863.25 25.70	50,422 1,932.85 26.66	52,238 2,002.45 27.62	54,224 2,078.58 28.67	56,267 2,156.88 29.75	58,271 2,233.73 30.81	60,541 2,320.73 32.01
Computer Specialist/Trainer 2CS	39,963 1,531.93 21.13	41,363 1,585.58 21.87	42,744 1,638.50 22.60	44,257 1,696.50 23.40	45,789 1,755.23 24.21	47,510 1,821.20 25.12	49,287 1,889.35 26.06			
Credit Manager 2CM	63,832 2,446.88 33.75	66,366 2,544.03 35.09	68,919 2,641.90 36.44	71,813 2,752.83 37.97	74,801 2,867.38 39.55	77,960 2,988.45 41.22				
Field Officer 1 2O1	43,387 1,663.15 22.94	44,937 1,722.60 23.76	46,545 1,784.23 24.61	48,191 1,847.30 25.48	49,968 1,915.45 26.42	51,803 1,985.78 27.39				
Field Officer 2 2O2	52,749 2,022.03 27.89	54,583 2,092.35 28.86	56,626 2,170.65 29.94	58,725 2,251.13 31.05	60,957 2,336.68 32.23	63,321 2,427.30 33.48				
Field Representative 1 2F1	42,271 1,620.38 22.35	43,576 1,670.40 23.04	45,146 1,730.58 23.87	46,772 1,792.93 24.73	48,380 1,854.55 25.58	50,177 1,923.43 26.53	51,973 1,992.30 27.48	53,259 2,041.60 28.16	55,869 2,141.65 29.54	58,101 2,227.20 30.72

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Field Representative 2	50,177	51,973	53,259	55,869	58,101	60,352	62,640	65,118	67,047	69,033
2F2	1,923.43	1,992.30	2,041.60	2,141.65	2,227.20	2,313.48	2,401.20	2,496.18	2,570.13	2,646.25
	26.53	27.48	28.16	29.54	30.72	31.91	33.12	34.43	35.45	36.50
Field Representative 3	56,229	58,347	60,560	63,000	65,420	68,068	70,565			
2F3	2,155.43	2,236.63	2,321.45	2,414.98	2,507.78	2,609.28	2,704.98			
	29.73	30.85	32.02	33.31	34.59	35.99	37.31			
Field Representative 4	59,236	61,449	63,832	66,366	68,919	71,813	74,801			
2F4	2,270.70	2,355.53	2,446.88	2,544.03	2,641.90	2,752.83	2,867.38			
	31.32	32.49	33.75	35.09	36.44	37.97	39.55			
Financial Officer 1	42,006	43,500	45,032	46,697	48,417	50,195				
2E1	1,610.23	1,667.50	1,726.23	1,790.03	1,856.00	1,924.15				
	22.21	23.00	23.81	24.69	25.60	26.54				
Financial Officer 2	43,500	45,032	46,697	48,417	50,195	52,106				
2E2	1,667.50	1,726.23	1,790.03	1,856.00	1,924.15	1,997.38				
	23.00	23.81	24.69	25.60	26.54	27.55				
Financial Officer 3	49,307	51,009	52,919	54,886	56,966	59,179				
2E3	1,890.08	1,955.33	2,028.55	2,103.95	2,183.70	2,268.53				
	26.07	26.97	27.98	29.02	30.12	31.29				
Financial Officer 4	54,186	56,267	58,347	60,560	63,000	65,420				
2E4	2,077.13	2,156.88	2,236.63	2,321.45	2,414.98	2,507.78				
	28.65	29.75	30.85	32.02	33.31	34.59				
Financial Officer 4 (PIO)	56,229	58,347	60,560	63,000	65,420	68,068				
2FP	2,155.43	2,236.63	2,321.45	2,414.98	2,507.78	2,609.28				
	29.73	30.85	32.02	33.31	34.59	35.99				

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Financial Officer 5 2E5	56,418 2,162.68 29.83	58,498 2,242.43 30.93	60,824 2,331.60 32.16	63,189 2,422.23 33.41	65,704 2,518.65 34.74	68,390 2,621.60 36.16	72,154 2,765.88 38.15			
Information Tech 1 2B1	42,971 1,647.20 22.72	44,143 1,692.15 23.34	46,564 1,784.95 24.62	47,699 1,828.45 25.22	49,004 1,878.48 25.91	50,328 1,929.23 26.61	51,633 1,979.25 27.30	52,994 2,031.45 28.02		
Information Tech 2 2B2	53,203 2,039.43 28.13	55,170 2,114.83 29.17	57,174 2,191.68 30.23	59,311 2,273.60 31.36	61,505 2,357.70 32.52	63,926 2,450.50 33.80	66,366 2,544.03 35.09	68,881 2,640.45 36.42		
Information Tech 3 2B3	58,196 2,230.83 30.77	60,408 2,315.65 31.94	62,867 2,409.90 33.24	65,194 2,499.08 34.47	67,595 2,591.15 35.74	70,205 2,691.20 37.12	72,986 2,797.78 38.59	75,804 2,905.80 40.08		
Information Tech 4 2B4	62,867 2,409.90 33.24	65,194 2,499.08 34.47	67,595 2,591.15 35.74	70,205 2,691.20 37.12	72,986 2,797.78 38.59	75,804 2,905.80 40.08	79,000 3,028.33 41.77	82,310 3,155.20 43.52		
Informational Writer 2W2	49,307 1,890.08 26.07	51,009 1,955.33 26.97	52,919 2,028.55 27.98	54,886 2,103.95 29.02	56,966 2,183.70 30.12	59,179 2,268.53 31.29				
Planning & Program Analyst 1 2H1	39,963 1,531.93 21.13	41,363 1,585.58 21.87	42,744 1,638.50 22.60	44,294 1,697.95 23.42	45,789 1,755.23 24.21	47,510 1,821.20 25.12	49,287 1,889.35 26.06	51,122 1,959.68 27.03	52,957 2,030.00 28.00	55,056 2,110.48 29.11
Planning & Program Analyst 2 2H2	51,973 1,992.30 27.48	54,186 2,077.13 28.65	56,267 2,156.88 29.75	58,347 2,236.63 30.85	60,560 2,321.45 32.02	63,000 2,414.98 33.31	65,420 2,507.78 34.59			

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Planning & Program Analyst 3 2H3	57,137 2,190.23 30.21	59,236 2,270.70 31.32	61,449 2,355.53 32.49	63,832 2,446.88 33.75	66,366 2,544.03 35.09	68,919 2,641.90 36.44	71,813 2,752.83 37.97			
Research Assistant 1 (PIO) 2RA	36,067 1,382.58 19.07	36,994 1,418.10 19.56	38,015 1,457.25 20.10	39,074 1,497.85 20.66	40,115 1,537.73 21.21	41,363 1,585.58 21.87				
Research Officer 1 2R1	54,186 2,077.13 28.65	56,229 2,155.43 29.73	58,347 2,236.63 30.85	60,560 2,321.45 32.02	63,000 2,414.98 33.31	65,420 2,507.78 34.59				
Research Officer 2 2R2	59,236 2,270.70 31.32	61,449 2,355.53 32.49	63,832 2,446.88 33.75	66,366 2,544.03 35.09	68,919 2,641.90 36.44	71,813 2,752.83 37.97	73,950 2,834.75 39.10			
Research Officer 3 2R3	61,505 2,357.70 32.52	64,210 2,461.38 33.95	66,877 2,563.60 35.36	64,544 2,665.83 36.77	72,191 2,767.33 38.17	74,915 2,871.73 39.61	77,165 2,958.00 40.80			
Research Officer 4 2R4	63,775 2,444.70 33.72	66,385 2,544.75 35.10	68,900 2,641.18 36.43	71,832 2,753.55 37.98	74,707 2,863.75 39.50	77,979 2,989.18 41.23	80,362 3,080.53 42.49			

**Effective March 24, 2012 to March 22, 2013**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<i>Long Service Step Effective Oct 6, 2012 through Mar 22, 2013</i>
Accounting Clerk 1	38,204	39,283	40,323	41,363	42,536	43,708					44,578
2K1	1,464.50	1,505.83	1,545.70	1,585.58	1,630.53	1,675.48					1,708.83
	20.20	20.77	21.32	21.87	22.49	23.11					23.57
Accounting Clerk 2	43,765	45,089	46,261	47,510	48,853	50,309					51,311
2K2	1,677.65	1,728.40	1,773.35	1,821.20	1,872.68	1,928.50					1,966.93
	23.14	23.84	24.46	25.12	25.83	26.60					27.13
Administrative Officer 1	43,897	45,146	46,488	47,983	49,741	51,576					52,616
2X1	1,682.73	1,730.58	1,782.05	1,839.33	1,906.75	1,977.08					2,016.95
	23.21	23.87	24.58	25.37	26.30	27.27					27.82
Administrative Officer 2	48,834	50,668	52,408	54,375	56,399	58,536					59,709
2X2	1,871.95	1,942.28	2,008.98	2,084.38	2,161.95	2,243.88					2,288.83
	25.82	26.79	27.71	28.75	29.82	30.95					31.57
Administrative Officer 3	52,408	54,375	56,399	58,536	60,806	63,113					64,380
2X3	2,008.98	2,084.38	2,161.95	2,243.88	2,330.88	2,419.33					2,467.90
	27.71	28.75	29.82	30.95	32.15	33.37					34.04
Administrative Officer 4	55,680	57,780	59,954	62,224	64,740	67,217					68,560
2X4	2,134.40	2,214.88	2,298.25	2,385.25	2,481.68	2,576.65					2,628.13
	29.44	30.55	31.70	32.90	34.23	35.54					36.25
Administrative Officer 5	58,706	60,862	63,132	65,591	68,182	70,811	73,780				75,255
2X5	2,250.40	2,333.05	2,420.05	2,514.30	2,613.63	2,714.40	2,828.23				2,884.78
	31.04	32.18	33.38	34.68	36.05	37.44	39.01				39.79



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	<i>Long Service Step Effective Oct 6, 2012 through Mar 22, 2013</i>
Clerk 2	30,488	31,263	32,039	32,966	33,817	34,762					35,462
2C2	1,168.70	1,198.43	1,228.15	1,263.68	1,296.30	1,332.55					1,359.38
	16.12	16.53	16.94	17.43	17.88	18.38					18.75
Clerk 3	37,051	38,015	39,056	40,153	41,212	42,498					43,349
2C3	1,420.28	1,457.25	1,497.13	1,539.18	1,579.78	1,629.08					1,661.70
	19.59	20.10	20.65	21.23	21.79	22.47					22.92
Clerk 4	43,519	44,559	45,751	46,904	48,247	49,552					50,536
2C4	1,668.23	1,708.10	1,753.78	1,798.00	1,849.48	1,899.50					1,937.20
	23.01	23.56	24.19	24.80	25.51	26.20					26.72
Clerk 5	43,897	45,146	46,488	47,907	49,401	50,914					51,935
2C5	1,682.73	1,730.58	1,782.05	1,836.43	1,893.70	1,951.70					1,990.85
	23.21	23.87	24.58	25.33	26.12	26.92					27.46
Clerk Typist 1	27,727	28,426	29,050	29,958	30,790						31,415
2T1	1,062.85	1,089.68	1,113.60	1,148.40	1,180.30						1,204.23
	14.66	15.03	15.36	15.84	16.28						16.61
Clerk Typist 2	30,488	31,263	32,039	32,966	33,817	34,762					35,462
2T2	1,168.70	1,198.43	1,228.15	1,263.68	1,296.30	1,332.55					1,359.38
	16.12	16.53	16.94	17.43	17.88	18.38					18.75
Clerk Typist 3	35,973	36,956	37,921	38,980	40,020	41,136					41,968
2T3	1,378.95	1,416.65	1,453.63	1,494.23	1,534.10	1,576.88					1,608.78
	19.02	19.54	20.05	20.61	21.16	21.75					22.19
Compliance Officer 1	39,623	41,060	42,498	43,916	45,505	47,056					48,001
2M1	1,518.88	1,573.98	1,629.08	1,683.45	1,744.35	1,803.80					1,840.05
	20.95	21.71	22.47	23.22	24.06	24.88					25.38

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Long Service Step Effective Oct 6, 2012 through Mar 22, 2013
Compliance Officer 2	43,160	44,692	46,261	47,983	49,741	51,576					52,616
2M2	1,654.45	1,713.18	1,773.35	1,839.33	1,906.75	1,977.08					2,016.95
	22.82	23.63	24.46	25.37	26.30	27.27					27.82
Computer Operator	42,819	43,935	45,183	46,488	47,774	49,174					50,157
2CO	1,641.40	1,684.18	1,732.03	1,782.05	1,831.35	1,885.00					1,922.70
	22.64	23.23	23.89	24.58	25.26	26.00					26.52
Computer Programmer 1 (PIO)	45,183	46,734	48,323	49,950	51,803	53,675	55,718	57,817	59,879	62,205	63,453
2PP	1,732.03	1,791.48	1,852.38	1,914.73	1,985.78	2,057.55	2,135.85	2,216.33	2,295.35	2,384.53	2,432.38
	23.89	24.71	25.55	26.41	27.39	28.38	29.46	30.57	31.66	32.89	33.55
Computer Specialist/Trainer	41,060	42,498	43,916	45,467	47,056	48,815	50,649				51,671
2CS	1,573.98	1,629.08	1,683.45	1,742.90	1,803.80	1,871.23	1,941.55				1,980.70
	21.71	22.47	23.22	24.04	24.88	25.81	26.78				27.32
Credit Manager	65,591	68,182	70,811	73,780	76,863	80,097					81,704
2CM	2,514.30	2,613.63	2,714.40	2,828.23	2,946.40	3,070.38					3,132.00
	34.68	36.05	37.44	39.01	40.64	42.35					43.20
Field Officer 1	44,578	46,167	47,831	49,514	51,349	53,221					54,281
2O1	1,708.83	1,769.73	1,833.53	1,898.05	1,968.38	2,040.15					2,080.75
	23.57	24.41	25.29	26.18	27.15	28.14					28.70
Field Officer 2	54,205	56,077	58,177	60,333	62,640	65,061					66,366
2O2	2,077.85	2,149.63	2,230.10	2,312.75	2,401.20	2,494.00					2,544.03
	28.66	29.65	30.76	31.90	33.12	34.40					35.09
Field Representative 1	43,424	44,767	46,394	48,058	49,704	51,557	53,411	54,716	57,401	59,690	60,881
2F1	1,664.60	1,716.08	1,778.43	1,842.23	1,905.30	1,976.35	2,047.40	2,097.43	2,200.38	2,288.10	2,333.78
	22.96	23.67	24.53	25.41	26.28	27.26	28.24	28.93	30.35	31.56	32.19

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	<i>Long Service Step Effective Oct 6, 2012 through Mar 22, 2013</i>
Field Representative 2	51,557	53,411	54,716	57,401	59,690	62,016	64,361	66,914	68,881	70,924	72,343
2F2	1,976.35	2,047.40	2,097.43	2,200.38	2,288.10	2,377.28	2,467.18	2,565.05	2,640.45	2,718.75	2,773.13
	27.26	28.24	28.93	30.35	31.56	32.79	34.03	35.38	36.42	37.50	38.25
Field Representative 3	57,780	59,954	62,224	64,740	67,217	69,941	72,513				73,969
2F3	2,214.88	2,298.25	2,385.25	2,481.68	2,576.65	2,681.05	2,779.65				2,835.48
	30.55	31.70	32.90	34.23	35.54	36.98	38.34				39.11
Field Representative 4	60,862	63,132	65,591	68,182	70,811	73,780	76,863				78,395
2F4	2,333.05	2,420.05	2,514.30	2,613.63	2,714.40	2,828.23	2,946.40				3,005.13
	32.18	33.38	34.68	36.05	37.44	39.01	40.64				41.45
Financial Officer 1	43,160	44,692	46,261	47,983	49,741	51,576					52,616
2E1	1,654.45	1,713.18	1,773.35	1,839.33	1,906.75	1,977.08					2,016.95
	22.82	23.63	24.46	25.37	26.30	27.27					27.82
Financial Officer 2	44,692	46,261	47,983	49,741	51,576	53,543					54,621
2E2	1,713.18	1,773.35	1,839.33	1,906.75	1,977.08	2,052.48					2,093.80
	23.63	24.46	25.37	26.30	27.27	28.31					28.88
Financial Officer 3	50,668	52,408	54,375	56,399	58,536	60,806					62,016
2E3	1,942.28	2,008.98	2,084.38	2,161.95	2,243.88	2,330.88					2,377.28
	26.79	27.71	28.75	29.82	30.95	32.15					32.79
Financial Officer 4	55,680	57,817	59,954	62,224	64,740	67,217					68,560
2E4	2,134.40	2,216.33	2,298.25	2,385.25	2,481.68	2,576.65					2,628.13
	29.44	30.57	31.70	32.90	34.23	35.54					36.25
Financial Officer 4 (PIO)	57,780	59,954	62,224	64,740	67,217	69,941					71,340
2FP	2,214.88	2,298.25	2,385.25	2,481.68	2,576.65	2,681.05					2,734.70
	30.55	31.70	32.90	34.23	35.54	36.98					37.72

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Long Service Step Effective Oct 6, 2012 through Mar 22, 2013
Financial Officer 5	57,969	60,106	62,489	64,929	67,520	70,262	74,139				75,614
2E5	2,222.13	2,304.05	2,395.40	2,488.93	2,588.25	2,693.38	2,842.00				2,898.55
	30.65	31.78	33.04	34.33	35.70	37.15	39.20				39.98
Information Tech 1	44,143	45,354	47,850	49,004	50,347	51,708	53,051	54,451			55,548
2B1	1,692.15	1,738.55	1,834.25	1,878.48	1,929.95	1,982.15	2,033.63	2,087.28			2,129.33
	23.34	23.98	25.30	25.91	26.62	27.34	28.05	28.79			29.37
Information Tech 2	54,659	56,683	58,744	60,938	63,189	65,685	68,182	70,773			72,191
2B2	2,095.25	2,172.83	2,251.85	2,335.95	2,422.23	2,517.93	2,613.63	2,712.95			2,767.33
	28.90	29.97	31.06	32.22	33.41	34.73	36.05	37.42			38.17
Information Tech 3	59,803	62,073	64,588	66,990	69,449	72,134	74,990	77,884			79,435
2B3	2,292.45	2,379.45	2,475.88	2,567.95	2,662.20	2,765.15	2,874.63	2,985.55			3,045.00
	31.62	32.82	34.15	35.42	36.72	38.14	39.65	41.18			42.00
Information Tech 4	64,588	66,990	69,449	72,134	74,990	77,884	81,175	84,579			86,263
2B4	2,475.88	2,567.95	2,662.20	2,765.15	2,874.63	2,985.55	3,111.70	3,242.20			3,306.73
	34.15	35.42	36.72	38.14	39.65	41.18	42.92	44.72			45.61
Informational Writer	50,668	52,408	54,375	56,399	58,536	60,806					62,016
2W2	1,942.28	2,008.98	2,084.38	2,161.95	2,243.88	2,330.88					2,377.28
	26.79	27.71	28.75	29.82	30.95	32.15					32.79
Planning & Program Analyst 1	41,060	42,498	43,916	45,505	47,056	48,815	50,649	52,522	54,413	56,569	57,704
2H1	1,573.98	1,629.08	1,683.45	1,744.35	1,803.80	1,871.23	1,941.55	2,013.33	2,085.83	2,168.48	2,211.98
	21.71	22.47	23.22	24.06	24.88	25.81	26.78	27.77	28.77	29.91	30.51
Planning & Program Analyst 2	53,411	55,680	57,817	59,954	62,224	64,740	67,217				68,560
2H2	2,047.40	2,134.40	2,216.33	2,298.25	2,385.25	2,481.68	2,576.65				2,628.13
	28.24	29.44	30.57	31.70	32.90	34.23	35.54				36.25

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	<i>Long Service Step Effective Oct 6, 2012 through Mar 22, 2013</i>
Planning & Program Analyst 3	58,706	60,862	63,132	65,591	68,182	70,811	73,780				75,255
2H3	2,250.40	2,333.05	2,420.05	2,514.30	2,613.63	2,714.40	2,828.23				2,884.78
	31.04	32.18	33.38	34.68	36.05	37.44	39.01				39.79
Research Assistant 1 (PIO)	37,051	38,015	39,056	40,153	41,212	42,498					43,349
2RA	1,420.28	1,457.25	1,497.13	1,539.18	1,579.78	1,629.08					1,661.70
	19.59	20.10	20.65	21.23	21.79	22.47					22.92
Research Officer 1	55,680	57,780	59,954	62,224	64,740	67,217					68,560
2R1	2,134.40	2,214.88	2,298.25	2,385.25	2,481.68	2,576.65					2,628.13
	29.44	30.55	31.70	32.90	34.23	35.54					36.25
Research Officer 2	60,862	63,132	65,591	68,182	70,811	73,780	75,993				77,506
2R2	2,333.05	2,420.05	2,514.30	2,613.63	2,714.40	2,828.23	2,913.05				2,971.05
	32.18	33.38	34.68	36.05	37.44	39.01	40.18				40.98
Research Officer 3	63,189	65,969	68,711	71,454	74,177	76,976	79,284				80,872
2R3	2,422.23	2,528.80	2,633.93	2,739.05	2,843.45	2,950.75	3,039.20				3,100.10
	33.41	34.88	36.33	37.78	39.22	40.70	41.92				42.76
Research Officer 4	65,534	68,220	70,792	73,799	76,768	80,116	82,574				84,220
2R4	2,512.13	2,615.08	2,713.68	2,828.95	2,942.78	3,071.10	3,165.35				3,228.43
	34.65	36.07	37.43	39.02	40.59	42.36	43.66				44.53

**Effective March 23, 2013 to March 21, 2014**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Long Service Step</b>
Accounting Clerk 1	39,264	40,361	41,439	42,498	43,708	44,919					45,807
2K1	1,505.10	1,547.15	1,588.48	1,629.08	1,675.48	1,721.88					1,755.95
	20.76	21.34	21.91	22.47	23.11	23.75					24.22
Accounting Clerk 2	44,975	46,337	47,529	48,815	50,195	51,690					52,730
2K2	1,724.05	1,776.25	1,821.93	1,871.23	1,924.15	1,981.43					2,021.30
	23.78	24.50	25.13	25.81	26.54	27.33					27.88
Administrative Officer 1	45,108	46,394	47,774	49,307	51,103	52,994					54,073
2X1	1,729.13	1,778.43	1,831.35	1,890.08	1,958.95	2,031.45					2,072.78
	23.85	24.53	25.26	26.07	27.02	28.02					28.59
Administrative Officer 2	50,177	52,068	53,846	55,869	57,950	60,144					61,354
2X2	1,923.43	1,995.93	2,064.08	2,141.65	2,221.40	2,305.50					2,351.90
	26.53	27.53	28.47	29.54	30.64	31.80					32.44
Administrative Officer 3	53,846	55,869	57,950	60,144	62,470	64,853					66,158
2X3	2,064.08	2,141.65	2,221.40	2,305.50	2,394.68	2,486.03					2,536.05
	28.47	29.54	30.64	31.80	33.03	34.29					34.98
Administrative Officer 4	57,212	59,368	61,600	63,926	66,517	69,071					70,451
2X4	2,193.13	2,275.78	2,361.33	2,450.50	2,549.83	2,647.70					2,700.63
	30.25	31.39	32.57	33.80	35.17	36.52					37.25
Administrative Officer 5	60,314	62,527	64,872	67,387	70,054	72,759	75,804				77,317
2X5	2,312.03	2,396.85	2,486.75	2,583.18	2,685.40	2,789.08	2,905.80				2,963.80
	31.89	33.06	34.30	35.63	37.04	38.47	40.08				40.88



	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Long Service Step
Clerk 2	31,320	32,114	32,928	33,873	34,743	35,727					36,446
2C2	1,200.60	1,231.05	1,262.23	1,298.48	1,331.83	1,369.53					1,397.08
	16.56	16.98	17.41	17.91	18.37	18.89					19.27
Clerk 3	38,072	39,056	40,134	41,250	42,347	43,670					44,540
2C3	1,459.43	1,497.13	1,538.45	1,581.23	1,623.28	1,674.03					1,707.38
	20.13	20.65	21.22	21.81	22.39	23.09					23.55
Clerk 4	44,711	45,789	47,018	48,191	49,571	50,914					51,917
2C4	1,713.90	1,755.23	1,802.35	1,847.30	1,900.23	1,951.70					1,990.13
	23.64	24.21	24.86	25.48	26.21	26.92					27.45
Clerk 5	45,108	46,394	47,774	49,231	50,763	52,314					53,373
2C5	1,729.13	1,778.43	1,831.35	1,887.18	1,945.90	2,005.35					2,045.95
	23.85	24.53	25.26	26.03	26.84	27.66					28.22
Clerk Typist 1	28,483	29,202	29,845	30,790	31,642						32,285
2T1	1,091.85	1,119.40	1,144.05	1,180.30	1,212.93						1,237.58
	15.06	15.44	15.78	16.28	16.73						17.07
Clerk Typist 2	31,320	32,114	32,928	33,873	34,743	35,727					36,446
2T2	1,200.60	1,231.05	1,262.23	1,298.48	1,331.83	1,369.53					1,397.08
	16.56	16.98	17.41	17.91	18.37	18.89					19.27
Clerk Typist 3	36,956	37,977	38,961	40,058	41,117	42,271					43,122
2T3	1,416.65	1,455.80	1,493.50	1,535.55	1,576.15	1,620.38					1,653.00
	19.54	20.08	20.60	21.18	21.74	22.35					22.80
Compliance Officer 1	40,720	42,195	43,670	45,127	46,753	48,342					49,325
2M1	1,560.93	1,617.48	1,674.03	1,729.85	1,792.20	1,853.10					1,890.80
	21.53	22.31	23.09	23.86	24.72	25.56					26.08

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Long Service Step
Compliance Officer 2	44,351	45,921	47,529	49,307	51,103	52,994					54,073
2M2	1,700.13	1,760.30	1,821.93	1,890.08	1,958.95	2,031.45					2,072.78
	23.45	24.28	25.13	26.07	27.02	28.02					28.59
Computer Operator	43,992	45,146	46,432	47,774	49,080	50,536					51,538
2CO	1,686.35	1,730.58	1,779.88	1,831.35	1,881.38	1,937.20					1,975.63
	23.26	23.87	24.55	25.26	25.95	26.72					27.25
Computer Programmer 1 (PIO)	46,432	48,020	49,647	51,330	53,221	55,151	57,250	59,406	61,524	63,907	65,193
2PP	1,779.88	1,840.78	1,903.13	1,967.65	2,040.15	2,114.10	2,194.58	2,277.23	2,358.43	2,449.78	2,499.08
	24.55	25.39	26.25	27.14	28.14	29.16	30.27	31.41	32.53	33.79	34.47
Computer Specialist/Trainer	42,195	43,670	45,127	46,715	48,342	50,157	52,049				53,089
2CS	1,617.48	1,674.03	1,729.85	1,790.75	1,853.10	1,922.70	1,995.20				2,035.08
	22.31	23.09	23.86	24.70	25.56	26.52	27.52				28.07
Credit Manager	67,387	70,054	72,759	75,804	78,981	82,291					83,936
2CM	2,583.18	2,685.40	2,789.08	2,905.80	3,027.60	3,154.48					3,217.55
	35.63	37.04	38.47	40.08	41.76	43.51					44.38
Field Officer 1	45,807	47,434	49,155	50,876	52,767	54,678					55,775
2O1	1,755.95	1,818.30	1,884.28	1,950.25	2,022.75	2,095.98					2,138.03
	24.22	25.08	25.99	26.90	27.90	28.91					29.49
Field Officer 2	55,699	57,628	59,784	61,997	64,361	66,858					68,201
2O2	2,135.13	2,209.08	2,291.73	2,376.55	2,467.18	2,562.88					2,614.35
	29.45	30.47	31.61	32.78	34.03	35.35					36.06
Field Representative 1	44,616	45,997	47,661	49,382	51,065	52,976	54,886	56,229	58,971	61,335	62,564
2F1	1,710.28	1,763.20	1,827.00	1,892.98	1,957.50	2,030.73	2,103.95	2,155.43	2,260.55	2,351.18	2,398.30
	23.59	24.32	25.20	26.11	27.00	28.01	29.02	29.73	31.18	32.43	33.08

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Long Service Step
Field Representative 2	52,976	54,886	56,229	58,971	61,335	63,718	66,139	68,749	70,773	72,872	74,328
2F2	2,030.73	2,103.95	2,155.43	2,260.55	2,351.18	2,442.53	2,535.33	2,635.38	2,712.95	2,793.43	2,849.25
	28.01	29.02	29.73	31.18	32.43	33.69	34.97	36.35	37.42	38.53	39.30
Field Representative 3	59,368	61,600	63,926	66,517	69,071	71,870	74,499				75,993
2F3	2,275.78	2,361.33	2,450.50	2,549.83	2,647.70	2,755.00	2,855.78				2,913.05
	31.39	32.57	33.80	35.17	36.52	38.00	39.39				40.18
Field Representative 4	62,527	64,872	67,387	70,054	72,759	75,804	78,981				80,570
2F4	2,396.85	2,486.75	2,583.18	2,685.40	2,789.08	2,905.80	3,027.60				3,088.50
	33.06	34.30	35.63	37.04	38.47	40.08	41.76				42.60
Financial Officer 1	44,351	45,921	47,529	49,307	51,103	52,994					54,073
2E1	1,700.13	1,760.30	1,821.93	1,890.08	1,958.95	2,031.45					2,072.78
	23.45	24.28	25.13	26.07	27.02	28.02					28.59
Financial Officer 2	45,921	47,529	49,307	51,103	52,994	55,018					56,115
2E2	1,760.30	1,821.93	1,890.08	1,958.95	2,031.45	2,109.03					2,151.08
	24.28	25.13	26.07	27.02	28.02	29.09					29.67
Financial Officer 3	52,068	53,846	55,869	57,950	60,144	62,470					63,718
2E3	1,995.93	2,064.08	2,141.65	2,221.40	2,305.50	2,394.68					2,442.53
	27.53	28.47	29.54	30.64	31.80	33.03					33.69
Financial Officer 4	57,212	59,406	61,600	63,926	66,517	69,071					70,451
2E4	2,193.13	2,277.23	2,361.33	2,450.50	2,549.83	2,647.70					2,700.63
	30.25	31.41	32.57	33.80	35.17	36.52					37.25
Financial Officer 4 (PIO)	59,368	61,600	63,926	66,517	69,071	71,870					73,307
2FP	2,275.78	2,361.33	2,450.50	2,549.83	2,647.70	2,755.00					2,810.10
	31.39	32.57	33.80	35.17	36.52	38.00					38.76

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Long Service Step
Financial Officer 5	59,557	61,751	64,210	66,707	69,373	72,191	76,182				77,695
2E5	2,283.03	2,367.13	2,461.38	2,557.08	2,659.30	2,767.33	2,920.30				2,978.30
	31.49	32.65	33.95	35.27	36.68	38.17	40.28				41.08
Information Tech 1	45,354	46,602	49,174	50,347	51,727	53,127	54,507	55,945			57,080
2B1	1,738.55	1,786.40	1,885.00	1,929.95	1,982.88	2,036.53	2,089.45	2,144.55			2,188.05
	23.98	24.64	26.00	26.62	27.35	28.09	28.82	29.58			30.18
Information Tech 2	56,153	58,233	60,352	62,621	64,929	67,501	70,054	72,721			74,177
2B2	2,152.53	2,232.28	2,313.48	2,400.48	2,488.93	2,587.53	2,685.40	2,787.63			2,843.45
	29.69	30.79	31.91	33.11	34.33	35.69	37.04	38.45			39.22
Information Tech 3	61,449	63,775	66,366	68,825	71,359	74,120	77,052	80,021			81,629
2B3	2,355.53	2,444.70	2,544.03	2,638.28	2,735.43	2,841.28	2,953.65	3,067.48			3,129.10
	32.49	33.72	35.09	36.39	37.73	39.19	40.74	42.31			43.16
Information Tech 4	66,366	68,825	71,359	74,120	77,052	80,021	83,407	86,906			88,627
2B4	2,544.03	2,638.28	2,735.43	2,841.28	2,953.65	3,067.48	3,197.25	3,331.38			3,397.35
	35.09	36.39	37.73	39.19	40.74	42.31	44.10	45.95			46.86
Informational Writer	52,068	53,846	55,869	57,950	60,144	62,470					63,718
2W2	1,995.93	2,064.08	2,141.65	2,221.40	2,305.50	2,394.68					2,442.53
	27.53	28.47	29.54	30.64	31.80	33.03					33.69
Planning & Program Analyst 1	42,195	43,670	45,127	46,753	48,342	50,157	52,049	53,959	55,907	58,120	59,293
2H1	1,617.48	1,674.03	1,729.85	1,792.20	1,853.10	1,922.70	1,995.20	2,068.43	2,143.10	2,227.93	2,272.88
	22.31	23.09	23.86	24.72	25.56	26.52	27.52	28.53	29.56	30.73	31.35
Planning & Program Analyst 2	54,886	57,212	59,406	61,600	63,926	66,517	69,071				70,451
2H2	2,103.95	2,193.13	2,277.23	2,361.33	2,450.50	2,549.83	2,647.70				2,700.63
	29.02	30.25	31.41	32.57	33.80	35.17	36.52				37.25

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Long Service Step</b>
Planning & Program Analyst 3 2H3	60,314 2,312.03 31.89	62,527 2,396.85 33.06	64,872 2,486.75 34.30	67,387 2,583.18 35.63	70,054 2,685.40 37.04	72,759 2,789.08 38.47	75,804 2,905.80 40.08				77,317 2,963.80 40.88
Research Assistant 1 (PIO) 2RA	38,072 1,459.43 20.13	39,056 1,497.13 20.65	40,134 1,538.45 21.22	41,250 1,581.23 21.81	42,347 1,623.28 22.39	43,670 1,674.03 23.09					44,540 1,707.38 23.55
Research Officer 1 2R1	57,212 2,193.13 30.25	59,368 2,275.78 31.39	61,600 2,361.33 32.57	63,926 2,450.50 33.80	66,517 2,549.83 35.17	69,071 2,647.70 36.52					70,451 2,700.63 37.25
Research Officer 2 2R2	62,527 2,396.85 33.06	64,872 2,486.75 34.30	67,387 2,583.18 35.63	70,054 2,685.40 37.04	72,759 2,789.08 38.47	75,804 2,905.80 40.08	78,073 2,992.80 41.28				79,643 3,052.98 42.11
Research Officer 3 2R3	64,929 2,488.93 34.33	67,784 2,598.40 35.84	70,603 2,706.43 37.33	73,421 2,814.45 38.82	76,220 2,921.75 40.30	79,094 3,031.95 41.82	81,459 3,122.58 43.07				83,085 3,184.93 43.93
Research Officer 4 2R4	67,331 2,581.00 35.60	70,092 2,686.85 37.06	72,740 2,788.35 38.46	75,823 2,906.53 40.09	78,887 3,023.98 41.71	82,310 3,155.20 43.52	84,844 3,252.35 44.86				86,546 3,317.60 45.76