

Collective Agreement

between

The Manitoba Public Insurance Corporation
(hereinafter called the “Corporation”)

and

The Manitoba Government and General Employees’ Union
(hereinafter called the “Union”)

September 28, 2008 - September 22, 2012

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Introduction

This contract constitutes the entire agreement between the parties and supercedes and replaces all previous agreements.

Article 1 - Interpretation

- 1:01 In this agreement, unless the context otherwise requires, the expression:
- 1:01:1 “*ANNIVERSARY DATE*” of an employee shall be the first day of the month following initial employment. Notwithstanding the foregoing, where an employee is initially employed on the first working day of the month the anniversary date shall be the first day of the month of employment. Employees transferred from the Motor Vehicle Branch on April 1, 1973 and April 1, 1987 shall retain their established anniversary dates and length of service.
- 1:01:2 “*CASUAL EMPLOYEE*” means an employee who is employed for irregular or regular hours on the basis of work being made available as a result of the temporary absence of an incumbent of a position or as a result of an irregular or intermittent work need of the Corporation.
- 1:01:3 “*CLASS*” means a group of positions which are sufficiently similar in duties, responsibilities, skill and knowledge required to be given the same job title, to have the same education and experience requirements and to receive the same rate of pay.
- 1:01:4 “*DEMOTION*” means the involuntary or voluntary movement of an employee from one class of position to another having a lower maximum salary.
- 1:01:5 “*EMPLOYEE*” means a person employed by the Corporation and who is not excluded as provided in Article 2.
- 1:01:6 “*INCREMENT*” means an increase in the rate of pay for an employee of one step in the salary range for the position of the employee concerned.
- 1:01:7 “*INCREMENT DATE*” - an employee’s increment date shall be the same date as the anniversary date unless modified by the provisions of this agreement.

- 1:01:8 *“PART-TIME EMPLOYEE”* means an employee employed in a position that requires less than full-time normal daily or biweekly hours of work.
- 1:01:9 *“FULL-TIME EMPLOYEE”* means an employee employed in a position that requires full-time normal daily and biweekly hours of work on a continuous year round basis.
- 1:01:10 *“PERMANENT EMPLOYEE”* means an employee employed in a position and who has successfully completed the probationary period as specified in Article 14. A permanent employee may be either full-time or part-time.
- 1:01:11 *“POSITION”* means a job within the staff establishment of the Corporation.
- 1:01:12 *“PROMOTION”* means a change of employment with the Corporation from one class of position to another having a higher maximum salary.
- 1:01:13 *“SENIORITY”* means the length of continuous service in the employ of the Corporation, calculated from the first day of employment, as a member (or eligible for membership) in the Union.
- 1:01:14 *“TERM EMPLOYEE”* A **“Term Employee” is defined as an external person who is hired to work full or part-time hours for a specific time period, or a specific job, or until the assignment is completed. Terms and conditions are found in Article 49.**
- 1:01:15 *“TRANSFER”* means a voluntary or involuntary change in employment within the same classification or from one position to another position where both positions have the same maximum salary. The Corporation agrees that it shall not transfer an employee for disciplinary reasons without the consent of the employee and the Union.
- 1:01:16 Wherever the singular or masculine are used in this agreement, the same shall be considered the plural or feminine gender where the context so admits or requires.
- 1:01:17 *“JOB SHARE EMPLOYEE”* means a permanent full-time employee who voluntarily agrees to a alternate work arrangement whereby the duties and responsibilities of a full-time position are restructured to accommodate two or more employees on a work-time sharing basis. Job

Share employees will be required to sign a Job Sharing Agreement letter as per Memorandum of Agreement #1.

Article 2 - Scope

- 2:01 This agreement shall apply to all employees of the Corporation except casual employees. Furthermore, the Corporation recognizes the Union as the sole and exclusive bargaining agent for all employees of the Corporation covered by the Manitoba Labour Board Certificate No. MLB 5757 and such further and other class or classes of employees as may be agreed upon by the parties during the currency of this agreement or any extension thereof.
- 2:02 **A listing of out-of-scope classifications will be maintained on the Intranet.**

Article 3 - Management Rights

- 3:01 The Union recognizes the responsibility of employees to perform their respective duties for the Corporation and to carry out their individual responsibilities according to the regulations, methods and procedures established by Management. The Union also recognizes that the Management of the Corporation and the direction of the working force, including the right to hire, assign duties, suspend, promote, demote for unsatisfactory performance, discharge or otherwise discipline an employee for just cause, to assign to jobs, to transfer employees within the same classification, or from one position to another position where both positions have the same maximum salary, to increase and decrease the working force, to make and alter rules and regulations to be observed by the employees, is vested in the Management of the Corporation, subject to the provisions of this agreement.
- 3:02 In exercising its management rights and in the administration of this agreement, the Corporation shall act reasonably, fairly, in good faith and in a manner consistent with the agreement as a whole.

Article 4 - Union Security

- 4:01 All employees who come under the scope of this agreement, whether or not they are members of the Union shall have an amount equal to the current Union dues deducted by the Corporation from each bi-weekly pay. Such dues shall be forwarded to the Union every four (4) weeks, together with a list of names of employees from whom deductions have been made, **including their position and work location.**
- 4:02 **The Union will be notified of the names, positions of and work locations of all new employees.** The parties hereto agree that the Corporation will provide all new employees, **including terms**, with an Application for Membership on the first day of employment. Upon the signing of the Application for Membership as provided, the Corporation shall mail the application to the Union's Central Office (601 - 275 Broadway, Winnipeg, Manitoba, R3C 4M6).
- 4:03 The Union shall notify the Corporation in writing of any changes in the amount of dues at least four (4) weeks prior to the end of the pay period in which the deductions are to be made.
- 4:04 For new employees, the payment of dues shall become effective on the first day of the bi-weekly pay period following the date of their employment.
- 4:05 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:
- (a) the name of each employee in the bargaining unit;
 - (b) the classification of each employee within the bargaining unit;
 - (c) the current bi-weekly rate of each employee within the bargaining unit.
- 4:06 No employee shall be required or permitted to make any written or verbal agreement with the Corporation or its representatives which may conflict with the terms of this agreement.

Article 5 - Duration of Agreement

- 5:01 This agreement shall become effective from and including the **28th day of September, 2008**, and shall continue in effect up to and including the **22nd day of September, 2012** and shall remain in full force and effect from year to year thereafter unless written notice of request to negotiate a revision is given under 5:03 and 6:01. During the period required to negotiate a renewal and/or revision of this agreement, the provisions of the agreement shall remain in full force and effect.
- 5:02 Any other agreement or letter of understanding which is not renewed or sustained by the terms of this agreement shall terminate effective the date of signing of this agreement.
- 5:03 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 6 - Notice for Collective Bargaining

- 6:01 Not more than one hundred and eighty (180) calendar days and not less than ninety (90) calendar days preceding the expiry date of this agreement either party to this agreement may, by written notice, inform the other party of its intention to enter into collective bargaining for a renewal or a revision and renewal of the collective agreement.
- 6:02 When a party to this agreement has given notice under 6:01 above, to the other party of this agreement, the parties shall, within fifteen (15) calendar days commencing from and including the first day after the day upon receipt of the notice, meet to exchange proposals and commence to bargain collectively, and make every reasonable effort to conclude a renewal or a revision and renewal of the collective agreement, or a new collective agreement.

Article 7 - Union Business

- 7:01 The Corporation recognizes the Union's right to select stewards to represent their membership within the Corporation. The Union agrees to provide the Corporation with the names of these stewards and the work area represented within fourteen (14) days of their appointments.
- 7:02 The duties and responsibilities of shop stewards shall include the following activities:
- (a) investigation of complaints, grievances and/or disputes including the making of presentations to the Corporation as required;
 - (b) the transmission of Union bulletins and/or notices by posting;
 - (c) participation in collective bargaining as a member of the Union's bargaining team;
 - (d) participation in arbitration proceedings when required by the Union;
 - (e) participation in the administration of the Union as may be required for The Manitoba Public Insurance Corporation Component Executive meetings and steward meetings.
- 7:03 The steward shall obtain permission of the office manager or designate before leaving work to perform duties as a steward. Such permission shall not be unreasonably sought or withheld.
- 7:04 A steward shall conduct duties as a steward within their own designated area, and providing the steward has received the proper authorization, such leave will be regarded as leave of absence with pay.
- 7:05 The Union agrees that the activities of its stewards will be strictly limited, during working hours while on Corporation premises, to representing their members on matters related to this agreement.
- 7:06 At the written request of the Union, the Corporation shall grant leave of absence with pay to Union officers who are employees of the Corporation, at the various levels, for the purpose of carrying on the necessary business of the Union, provided such leave does not place an undue load on the Corporation's routine activities. The Union will notify those Union officers requested to attend Union business to confirm approval with their department manager.

- 7:07 Where leave of absence has been granted under clause 7:06, the Union shall reimburse the Corporation one hundred percent (100%) of the wages paid to such employees for the period of absence. Such leave shall not normally exceed fifty (50) working days per year.
- 7:08 With respect to the collective bargaining process, the Corporation agrees to provide a leave of absence, during regular working hours, with pay, to members who are employees of the Corporation and who form part of the Union's bargaining team. This leave of absence will only cover up to three (3) members and will include any reasonable period required by them to cover travelling. The Corporation further agrees to allow employees, who are joint committee members, leave of absence with pay for MPIC/M.G.E.U. joint committees that may be established during the life of this agreement. The payment for leave of absence will not be applicable during any period of work stoppage by strike or similar action.
- 7:09 The Corporation and the Union agree that there shall be no discrimination, interference, restriction or coercion, exercised or practiced by reason of membership or activity in the Union.
- 7:10 It is agreed that the Corporation will provide notice boards for the use of the office Union members in suitable locations accessible to the employees for the purpose of posting notices of interest to the Union.
- 7:11 The Union agrees that any of their representatives, other than those with specific duties with respect to the administration of this agreement, will not engage in any Union activities on the premises of the Corporation without first having obtained the consent of the Corporation.
- 7:12 Employees elected or appointed to full-time Union positions shall be granted leave of absence without pay on request. Time spent with the Union will be considered as service with the Corporation and the employee will continue to accrue seniority with the Corporation during such periods. Employees on such leave will at their option continue to participate in all Corporation welfare and pension plans provided the Union reimburses the Corporation on a monthly basis for the cost of such premiums. Upon application to the Corporation such employees will be re-employed by the Corporation at the same position or like position at the same step in the pay range at which the employee left to work for the Union.

7:13 Upon twenty-four (24) hours notice, the Corporation will allow and provide a suitable area for employee information sessions at various work locations, as long as such sessions are not during hours of work, and not interfering with other work activities of the Corporation.

Article 8 - Safety and Health

- 8:01 The Corporation shall make all reasonable provisions for the Safety and Health of employees during working hours in accordance with the requirements of the Workplace Safety and Health Act.
- 8:02 The Corporation agrees to provide all available information required by the Union Health and Safety Committee in carrying out its duties.
- 8:03 The Union agrees to provide the Corporation with written notification of elected/appointed worker safety and health representatives within twenty (20) days of such election/appointment.

Article 9 - Seniority

- 9:01 Except as modified in this agreement, seniority shall be determined as length of continuous service with the Corporation provided the employee is eligible for membership in the Union.
- 9:02 Employees hired under the terms of this agreement will be on probation for six (6) months or one hundred and twenty (120) paid days of employment whichever shall last occur, and will not attain any seniority during this period. Upon completion of the probationary period, the employee will be credited with seniority back to the date of hire.
- 9:03 The Corporation will provide the Union with a seniority list in January of each year.
- 9:04 Employees shall lose their seniority only if they:
- (a) resign from the employ of the Corporation;
 - (b) are discharged for just cause or terminated pursuant to proper application of this agreement;
 - (c) are laid off for a period exceeding twenty-four (24) continuous months;
 - (d) accept a permanent position with the Corporation which is outside the bargaining unit. Should the employee return to a position in the bargaining unit, he/she shall be credited with such seniority as had previously been attained in the bargaining unit.
- 9:05 An employee who is temporarily assigned to a position which is outside the bargaining unit shall continue to accrue seniority and shall pay Union dues. Such assignments shall not exceed twenty-four (24) months without the consent of the Union.
- 9:06 Employees on Long Term Disability or Workers Compensation Benefits shall continue to accrue seniority during the qualifying period and for an additional period up to twenty-four (24) months following the date on which they became eligible for the benefit.
- 9:07 Employees on approved maternity leave, parental leave, **or** **compassionate** care leave shall continue to accrue seniority.

- 9:08 Part-time employees shall be credited with accumulated seniority in direct relation to their time worked on a prorated basis as outlined in the Letter of Understanding entitled “Job Sharing”.
- 9:09 Employees laid off and placed on the recall list shall continue to accrue seniority up to twenty-four (24) months during such period of layoff.

Article 10 - Educational Leave and Assistance

10:01 Definitions:

10:01:1 “*EDUCATIONAL LEAVE*” means leave of absence “with” or “without” pay for purposes of engaging in a course.

10:01:2 “*COURSE*” includes conferences, conventions, seminars, workshops, symposiums or any other type of learning session presented by the Corporation or government, technical or professional association or by any educational institutions.

10:01:3 “*COURSE COSTS*” means all expenses directly related to an employee’s involvement in a course such as tuition, books, registration fees, **membership dues, examination fees**, travelling and subsistence expenses.

10:01:4 “*EDUCATIONAL ASSISTANCE*” means financial assistance provided by the Corporation to an employee engaged in a course that does not require an absence from regular work duties.

10:02 Corporation Initiated Requests:

10:02:1 Where the Corporation requests that an employee engage in any course of study, the Corporation shall bear the full costs of such courses including tuition, registration fees, books, **membership dues, examination fees**, and necessary travelling and subsistence expenses. Fees are to be paid by the Corporation when due.

10:02:2 Where a Corporation requested course of study requires that the employee be absent from work (educational leave), the employee shall continue to receive full salary, as well as the payment of course costs.

10:03 Employee Originated Requests:

10:03:1 Where the employee requests educational leave and/or assistance, the costs shall be shared on a pro-rated basis by employee and Corporation, based on the relevancy of the course to the job, and on the degree of benefit which each party receives from the employee’s attendance at the learning session. The Corporation will determine the relevancy of any course or educational leave requested by an employee.

10:03:2 The criteria for determining the level of assistance to be granted are as follows:

- (a) Where educational leave is involved, a percentage of costs and salary are to be paid by the Corporation. Where no leave is involved, a proportion of course costs only are to be paid.
- (b) The cost of employee salary (if applicable), tuition and other fees, transportation, books, lodging, sustenance and any other cost directly related to the educational program shall be totalled.
- (c) The portion of cost (determined in [b]) to be paid by the Corporation shall be established as by point totals in accordance with the following formula:

<u>Points</u>	<u>Relation to Job</u>
0	- unrelated
1	- useful background but not directly related
2	- directly related

<u>Points</u>	<u>Benefit to</u>
0	- employee only
1	- primarily employee
2	- mutual advantage to Corporation and employee

<u>Points</u>	<u>% of Costs to be Paid</u>
<u>Total</u>	<u>by Corporation</u>
0	0%
1	20%
2	50%
3	80%
4	100%

- (d) On approval by the Corporation and subject to operational requirements and budgetary considerations, courses or educational leave and/or assistance shall be granted to employees who request it.

10:03:3 Employees shall submit requests for educational leave and/or assistance to the Organizational Development and Staff Training Department indicating the nature of the course or program and the amount of financial assistance requested. Where the request is denied, the Organizational Development and Staff Training Department shall provide the employee with the reason in writing.

- 10:03:4 Where the Corporation approves an employee's request for financial assistance to pursue the attainment of an advanced studies degree/diploma or professional/technical certification the employee will be required to sign a Return in Service Commitment letter outlining the conditions under which the financial assistance was granted.
- 10:03:5 The reimbursement of costs for Corporation approved courses will be made to the employee within thirty (30) days of receipt by the Organizational Development and Staff Training Department of evidence of successful completion of the particular course.
- 10:03:6 The Corporation will not be responsible for any costs incurred by the employee in relation to an examination re-write due to initial examination failure.
- 10:04 Leave Conditions:
- 10:04:1 Educational leave shall not be construed as a break in service. Annual vacation credits shall accrue and the employee shall be eligible for an increment on their anniversary date during the period of leave granted to a maximum of three (3) months.
- 10:04:2 Where educational leave and financial assistance is granted, the return in service commitment for the educational leave portion, shall be twice the length of leave granted times the percentage of financial assistance granted. Where an employee defaults on the return in service commitment the corporation may recover from the employee, from monies owed under the terms of this Agreement, the full amount of financial assistance granted
- 10:04:3 At the employee's option, up to one (1) full day leave of absence with pay shall be granted to allow employees to write examinations for Corporation approved courses.
- 10:05 The Union shall have the right to representation on any committee(s) which may be established during the life of this Agreement for the purpose of reviewing educational leave requests.
- 10:06 The Corporation recognizes the value of continuing education and shall at its sole discretion, allocate a minimum sum each year as part of their operating budget for this purpose.

10:07 The Corporation recognizes the value of retraining and agrees that where a particular job is changed or terminated, and where employees may not possess the necessary skills or qualifications to adapt to the change, the Corporation shall, where practical, offer the employees a chance to undergo retraining so that the necessary attributes may be obtained. The cost of this retraining shall be borne by the Corporation.

Article 11 - Staff Training

- 11:01 The Corporation agrees to provide adequate training facilities and adequate training for all employees to enable them to do satisfactorily a job to which they are assigned. The training classes may be on-the-job training, group training or training at locations outside the Corporation. Employees will be required to attend any and all sessions as designated by the Corporation, who will pay the cost therefore including the employee's salary, tuition, travelling and other related expenses.
- 11:02 The Corporation shall provide the opportunity for employees to train in positions that may subsequently lead to promotions. Selection for such training shall be on the basis of ability and job performance. In such cases where employees with equal abilities and job performance records are being considered, the senior employee in the location where the training opportunity exists shall be given preference.
- 11:03 The Union shall be notified when positions are created, designated, or eliminated as training positions.**

Article 12 - Recruitment and Promotion

- 12:01 Vacancies for permanent positions shall be filled with present qualified employees who make application. **The successful applicant would normally move to their new position within two (2) weeks.**
- 12:02 **All postings** shall be posted for a period of at least five (5) full working days **on electronic bulletin board.**
- 12:03 Late applications due to sickness, vacation, or other authorized leave of absence will be accepted, provided such application is received prior to the successful applicant being advised.
- 12:04 When the Corporation does not post a position which has become vacant within a reasonable time from the occurrence of the vacancy, the Corporation shall advise the Union of the reason therefore in writing.
- 12:05 The Corporation agrees to invite employees to apply for any vacancies not within the scope of this agreement.
- 12:06 No posting will be required when persons employed in trainee positions are qualified for advancement to the higher position, or for Clerk I vacancies.
- 12:07 The Corporation shall supply a copy of all postings to the Union.
- 12:08 Corporation employees employed in Thompson, Flin Flon or The Pas **for a minimum of three (3) years** shall be given preference, by way of a transfer to a position vacancy in the same classification. The most senior qualified aforementioned employee seeking transfer shall be selected. If there are no applicants seeking transfer then the Corporation shall fill the position vacancy from qualified applicants **in accordance with Article 12.09.**
- 12:08:1 Should position vacancies occur by the application of the provisions of Article 12:08 of the collective agreement and the Corporation is unsuccessful in filling the vacancy either by internal qualified applicants or external recruitment, then the Corporation may fill such vacancies by transfer.
- 12:09 The Corporation shall make selections from existing employees on the basis of work performance and ability in that order. Where applicants

have similar work performance and ability, the most senior applicant shall be selected. Where the employee who is junior in seniority is selected, their work performance or ability shall be shown to be greater than the candidates who have more seniority. **Term employees will be considered as outlined in Article 49 – Term Employees.**

- 12:10 To be considered qualified an applicant must meet the minimum requirements for the position as set out in the class specifications.
- 12:11 The Corporation shall have the right to ask for proof of medical fitness **(as provided for in Article 13)**, academic qualifications, and any other qualifications and/or certificates deemed advisable by the Corporation.
- 12:12 If a vacancy is not filled after the application of the above procedure, the Corporation may fill the vacancy by temporary appointment, may re-post the vacancy at some subsequent date, may hire qualified persons who are not presently employed by the Corporation, or may permanently appoint an internal applicant who is not fully qualified.
- 12:12:1 If the Corporation decides to make a permanent or temporary appointment in accordance with provisions of Article **12:12**, the selection of the employee shall be in accordance with the provisions of Article **12:09**.
- 12:13 Within twenty (20) working days of the closing date of the posting a general announcement shall be posted on the results, or where this is not practicable, applicants will be advised of the delay and the reason therefore in writing.
- 12:14 When an employee submits an application for a posting for which the employee was not successful, the Corporation shall give the full reasons therefore in writing upon request by the employee. An employee shall have the right to grieve the selection within 10 **working** days of receiving the full reasons from the Corporation provided that the request for written reasons was made within 5 **working** days from the date that the results of the competition were posted.

Article 13 - Medical Requirements

- 13:01 At the Corporations request, **for a bona fide occupational requirement**, an applicant or an employee seeking promotion or transfer, may be required to have a physical and medical examination from a duly qualified medical practitioner. A psychiatric examination may be initiated only upon the advice of the examining medical practitioner. If these examinations are requested by the Corporation, they shall be at the expense of the Corporation. When the examination is requested, appraisal of the applicant's or employee's health, in relation to the position applied for, will be based upon such examination and should the examination show that the employee is not medically fit to receive the promotion or transfer they shall no longer be considered eligible.
- 13:02 An employee who has been examined pursuant to the foregoing clause shall, if the employee requests same in writing, receive within twenty (20) days following the date of examination, a copy of the written opinion that was submitted to the Corporation.
- 13:03 If an employee questions the accuracy and/or disagrees with the written opinion, the employee may request that a second medical opinion be obtained and such request shall be granted by the Corporation. The second examination shall be conducted by a duly qualified medical practitioner or psychiatric specialist, as the case may be, agreed to by the Union and the Corporation. The employee being examined shall receive a copy of the second opinion within twenty (20) days following the date of the examination. Such examination shall be paid by the Corporation.
- 13:04 Unless the employee otherwise agrees, the medical opinion shall be submitted only to the party requesting the opinion and such opinion shall remain confidential.

Article 14 - Probation

- 14:01 Every person joining the Corporation shall be on probation for a period of six (6) months or one hundred and twenty (120) working days whichever last occurs at which time they shall obtain permanent status with the Corporation, **except as provided in Article 49 - Term Employees.**
- 14:02 At any time during the period that an employee is on probation, the Corporation may reject the employee and upon such rejection by the Corporation, the employee ceases to be an employee of the Corporation.
- 14:03 A probationary employee who is on leave of absence without pay in excess of five (5) working days shall have their probationary period extended by the total number of days they are absent on leave of absence without pay.

Article 15 - Class Certification

- 15:01 Each class within the Corporation job classification plan shall be assigned a period of formal assessment as specified in Section 15:09.
- 15:02 In order to attain certification in a class an employee promoted to the class, or a newly hired employee, must pass the period of assessment.
- 15:03 At any time during the assessment period, the performance of the employee may be reviewed for the purpose of counselling the employee. Final assessment will be made at least fifteen (15) days prior to completion of the assessment period.
- 15:04 Where an employee has been promoted and where the employee's performance has been unsatisfactory during the assessment period and the required improvement has not been demonstrated, the employee will revert to their former or similar position at a salary equivalent to that had they not been promoted.
- 15:04:1 Employees who are reverted per the provisions of 15:04 shall not be eligible for promotional consideration to the class from which reverted for a period of six (6) months.
- 15:05 Where a newly hired employee's performance has been unsatisfactory during the assessment period, the employee will not be certified in that class and the Corporation will, where practicable, offer the employee alternate employment for which a vacancy exists and the employee is qualified. If no vacancy exists for which the employee is qualified, the Corporation may terminate the employee upon proper notice.
- 15:05:1 Where a newly hired employee is not certified in their class and the Corporation finds alternate employment per the provisions of 15:05 the employee shall not be eligible for promotional consideration to the class from which reverted for a period of six (6) months.
- 15:06 An employee who is transferred by the Corporation, **or who voluntarily transfers either by personal request or in a vacancy competition** to another position in the same classification shall not be required to serve an additional assessment period, but where applicable, shall complete the assessment period while serving in the new position.

- 15:07 An employee who is **transferred by the Corporation**, or who voluntarily transfers either by personal request or in a vacancy competition while the employee is still under assessment, **to a position in a new classification** shall be required to pass a new period of assessment for the class as set out in 15:09.
- 15:08 An employee who has successfully completed the probationary period, as provided in Article 14:01 and 14:03 and who is absent from work for any reason for more than thirty (30) calendar days during the assessment period, may have the assessment period extended by the amount of time they are absent. Notice of extension of assessment under this section shall be given to the employee **and the Union** in writing.
- 15:09 Each class within the Corporation shall have an assessment period of twelve (12) months except that classifications in pay ranges 6 or below shall have an assessment period of six (6) months.
- 15:10 Notwithstanding the provisions of Clause 15:09 above, an employee who is recruited or selected in the Associate Adjuster class shall have a maximum assessment period of twenty-four (24) months. An Associate Adjuster who meets the requirements for the Adjuster earlier than twenty-four (24) months shall be reclassified to an Adjuster and the assessment period shall be deemed to be completed. Any period required in excess of twenty-four (24) months shall be in accordance with Clause 15:13.
- 15:11 An employee upon completion of the assessment period, shall be certified in that class.
- 15:12 Except as otherwise provided in this agreement, no employee shall be demoted without just cause.
- 15:13 Assessment periods may only be extended by agreement between the employee, the Corporation and the Union.

Article 16 - Layoff, Bumping, and Recall

- 16:01 Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of a layoff, permanent Corporation employees shall be laid off in the reverse order of their bargaining unit wide seniority.
- 16:02 If a reduction of permanent employees is necessary, the Corporation shall meet with and advise the Union of the proposed reduction and the jobs affected as soon as possible.

Layoff

- 16:03 The Corporation shall notify employees who are to be laid off thirty (30) days prior to the effective date of the layoff. The notice shall give the reasons for the layoff and its expected duration. If employees have not had the opportunity to work the days as provided in this Article, they shall be paid for the days for which work was not made available.
- 16:04 By written agreement employees permanently laid off may elect to terminate and receive severance pay to which they may be entitled. Employees shall automatically be terminated after twenty-four (24) months of continuous layoff at which time they will be paid severance pay.
- 16:05 Employees terminated under the provisions of 16:04 shall be entitled to severance pay of one (1) week's pay for each year of service or portion thereof, to a maximum of one (1) year's pay. The rate of pay shall be that in effect at the time of layoff. Employees shall not receive less than four (4) weeks severance pay.

Bumping

- 16:06 Permanent employees employed in Winnipeg will not be permitted to bump less senior employees in work locations outside of Winnipeg.
- 16:07 Subject to the provisions of 16:06 any permanent employee who receives a layoff notice may bump a less senior employee from the same or lower pay range in a location of their choice.

- 16:07:1 When bumping into locations where there are multi-departments employees will be provided with:
- (a) a choice of two departments in their present classification or the employee may bump the least senior employee in the classification and location chosen or, if this is not available then;
 - (b) a choice of two departments in a different classification but in the same pay range or the employee may bump the least senior employee in the classification and location chosen or, if this is not available then;
 - (c) a choice of two departments from a selected lower classification or the employee may bump the least senior employee in the classification and location chosen. Employees bumping into pay range #9 or lower will bump the least senior employee in the classification and location chosen.
- 16:07:2 Employees who bump must possess the minimum requirements and the ability to perform the job.
- 16:07:3 Subject to the provisions of 16:07 employees who do not exercise their right to bump will be laid off and subject to recall.
- 16:07:4 If employees reject the placement as outlined in 16:07:1 they will be laid off and subject to recall.
- 16:07:5 Employees who bump to a lower pay range, will be paid at the step in the new position which is closest but not greater than their current pay. They will retain eligibility for increases on their appropriate anniversary dates

Recall

- 16:08 Notice of re-employment to an employee who has been laid off shall be made by registered mail to the last known address of such employee. If an employee fails to reply within one (1) week of such recall and fails to report to work within two (2) weeks or on the date specified, whichever is the greater, the employee is deemed to have resigned.
- 16:09 Employees laid off shall be placed on a re-employment list for twenty-four (24) months. A copy will be furnished to the Union. Employees shall be called back to available work in their same classification or lower classification, beginning with the most senior employee and

descending from there subject to an employee having the qualifications and ability required to perform the work available.

16:10 Employees upon recall may refuse the recall to a lower classification; they will, however, retain their recall rights to their former classification.

16:11 Employees who accept the lower level position under Article 16, will be offered reinstatement into their former classification, if such becomes available within one (1) year from the date of accepting the lower level position. The job, in such instances, will not be posted. Employees shall be reinstated at the step they had attained in their former classification. Employees rejecting the offer will relinquish any further right to reinstatement in their former classification.

Article 17 - Compensation for Injury

17:01 When an employee is unable to work, and is in receipt of Workers Compensation allowance as a result of an injury incurred in the course of duties, the employee, if they so elect, shall be paid an additional amount, which when combined with the compensation allowance, shall ensure the maintenance of their regular salary less the usual deductions. Such additional amount shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced receipt of Workers Compensation allowance, and such additional payment shall be payable until the employee's accrued sick leave credits have been exhausted.

Article 18 – Termination, Dismissal or Resignation of Employment

18:01 Cessation of employment will occur in the event of retirement, resignation, non-disciplinary termination or dismissal for just cause.

18:01:1 In the event that an employee has been laid off under the provision of Article 16.08 and declines an offer of recall, the employee will be deemed to have resigned their employment with the Corporation.

18:02 No employee who has completed their probationary period shall be dismissed without just cause.

18:03 Notice or payment in lieu of notice shall not apply in the case of an employee who is dismissed for a **serious misconduct**, provided that the provisions of the Employment Standards Code shall not be contravened.

18:04 An employee who is dismissed from employment will be provided written notice stating the reason(s) for dismissal and will be subject to the provisions of the Employment Standards Code.

18:05 Notice of termination by the Corporation, subject to article 18.03, will be governed as follows:

<u>Period of Employment</u>	<u>Notice Period</u>
Term and probationary employees with less than three (3) years and employees dismissed under article 18.04	2 weeks
Term employees with at least three (3) years and less than five (5) years and all permanent employees with less than five (5) years	4 weeks
All employees with at least five (5) years and less than ten (10) years	6 weeks
All employees with at least ten (10) years	8 weeks

18:06 Notice of resignation shall be in writing and shall be forwarded to the Department Manager or person designated to accept such notice.

18:06:1 An employee may, with the approval of the Corporation, withdraw their notice of resignation at any time before the resignation becomes effective.

18:06:2 **An employee who has completed their probationary period and elects to resign from the Corporation will be required to provide the following notice:**

<u>Period of Employment</u>	<u>Notice Period</u>
Less than one (1) year	1 week
Greater than one (1) year	2 weeks

18:07 The Corporation shall not terminate an employee who is on Workers Compensation or Long Term Disability benefit unless a determination is made by the Corporation that the employee is unable to perform the duties of any occupation.

Article 19 – Bereavement Leave

- 19:01 An employee shall be granted **bereavement** leave for a period up to five (5) working days without loss of salary in the event of the death of a member of an employee’s immediate family.
- 19:02 For the purpose of granting **bereavement** leave, immediate family is defined as father, mother, brother, sister, spouse, child or ward of the employee, father-in-law, mother-in-law, son-in-law, daughter-in-law, or relative permanently residing at the employee’s household or with whom the employee is permanently residing.
- 19:03 Additional **bereavement** leave up to maximum of two (2) working days without loss of salary may be granted in the event of the death of an employee’s spouse or child.
- 19:04 An employee shall be granted special leave up to a maximum of one (1) working day without loss of salary in the event of the death of the employee’s grandparent, brother-in-law, sister-in-law, grandchild or great-grandchild.
- 19:05 An employee shall be granted additional **bereavement** leave or special leave up to a maximum of two (2) days without loss of salary, requested for purpose of attending a funeral at a distance in excess of two hundred and twenty-five (225) kilometers (one way) from the employees home.
- 19:06 Additional **bereavement** leave or special leave with pay may be granted at the discretion of the **Director of Human Resources in consultation** with the department manager.

Article 20 – Maternity, Parental and Adoptive Leave

20:01 Maternity Leave

- 20:01:1 A permanent full-time **or permanent part-time** employee who qualifies for Maternity Leave may apply for such leave in accordance with either Plan A or Plan B, but not both.
- 20:01:2 Plan B does not apply to term or casual employees.
- 20:01:3 During the period of maternity and parental leave, sick leave and benefits will not accrue.
- 20:01:4 Employees who return to work within the leave provisions of Article **20:01** and **20:02** shall be placed in the same or like position at the same rate of pay.
- 20:01:5 The Corporation shall have the right to terminate an employee who exceeds the leave granted by the Corporation under Article **20:01** or **20:02** unless an extension has been granted under **20:01:7(c)** or **20:01:11(c)**.

Plan A

- 20:01:6 In order to qualify for Plan A, a pregnant employee must:
- a. have completed twenty-six (26) full weeks of service 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 certificate of a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of delivery.
- 20:01:7 An employee who qualifies is entitled to and shall be granted maternity leave without pay consisting of:
- a. a period not exceeding twenty (20) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Article **20:01:6(c)**; or
 - b. a period of twenty (20) weeks plus an additional period equal to the period between the date of delivery specified in the certificate

- mentioned in Article **20:01:6(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.

Plan B

- 20:01:8 In order to qualify for Plan B a pregnant employee must:
- a. have completed twelve (12) continuous months of service 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 HRDC has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to Section 22, Employment Insurance Act.
- 20:01:9 An employee returning from maternity leave under Plan B may request to return to work to an available part-time position or, subject to the provisions of Memorandum of Agreement #1, on a job share basis.
- 20:01:10 An applicant for Maternity Leave under Plan B must sign an Agreement with the Corporation providing that she return to work and remain in the employ of the Corporation either on:
- a. (i) a full-time basis for at least six (6) months following her return to work; or
(ii) a part-time or job share basis subject to the provisions of **20:01:9**, for a period of time equal to six (6) months calculated at the applicable pro-rating factor following her return to work; and
 - b. if she does not take parental leave she will return to work on the date of the expiry of her maternity leave unless this date is modified by the Corporation; and
 - c. if she does take parental leave she will return to work on the date of 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.

- 20:01:11 An employee who qualifies is entitled to 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 Article **20:01:8(c)**;
 - 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 Article **20:01:8(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 and approved by the Corporation.

- 20:01:12 During the period of maternity leave, an employee who qualifies is entitled to a maternity leave allowance in accordance with the SUB plan as follows:
- a. the first two (2) weeks an employee shall receive 93% of her weekly rate of pay;
 - b. for up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between EI benefits the employee is eligible to receive and 93% of her weekly rate of pay;
 - c. all other time as may be provided under Article **20:01:10** shall be on a leave without pay basis;
 - d. An employee who receives a maternity leave benefit will not have severance pay reduced or increased as a result of sub-plan payments.

20:02 Parental Leave

- 20:02:1 In order to qualify for parental leave an employee must:
- a. be the natural mother of a child; or she must assume actual care and custody of her new born child; or
 - b. be the natural father of a child or he must assume actual care and custody of his new born child; or
 - c. adopt a child under the law of a province.
- 20:02:2 An employee who qualifies under Article **20:02:1** 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 4 weeks before the day specified in the application as the day on which the employee intends to commence the leave.

20:02:3 An employee who qualifies in accordance with Article **20:02:1** and Article **20:02:2** is entitled to parental leave without pay for a continuous period of up to thirty-seven (37) weeks.

20:02:4 Subject to Article **20:02:2**, parental leave must commence no later than the first anniversary date of the birth or adoption of the child or the date the child comes into the actual care and custody of the employee.

20:02:5 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.

20:03 Adoptive Leave

20:03:1 Where an employee is eligible for parental leave as outlined in article 20.02.1 c) they will be eligible for the SUB plan subject to all the terms and conditions of articles 20.01.8 a, b, d; 20.01.9; 20.01.10 a, b, d; 20.01.11 a, b; 20.01.12 a, b, c, d.

20:04 Parental/Maternal/Adoptive Leave

20:04:1 A manager shall grant up to two (2) days leave with pay to an employee to attend to the needs directly related to the birth or adoption of his/her child. Arrangements for such leave shall occur within thirty (30) days of the birth or adoption of the child.

20:04:2 Employees that qualify for maternity leave under **Article 20:01** are not eligible for the provisions of **Article 20.04**.

20:05 Benefit Coverage while on Maternity, Parental or Adoptive Leave

20:05:1 Employees on maternity, parental, or adoptive leave will be provided with Blue Cross coverage (excluding travel) and Long Term Disability Coverage.

20:05:2 Employees on maternity, parental, or adoptive leave will have the option to pre-pay coverage for CSSB Group Life, Manulife Optional Life Insurance and Blue Cross Travel Insurance.

Article 21 - Leave of Absence Without Pay

- 21:01** The Corporation may grant reasonable leave of absence without pay to an employee for valid reasons upon receipt of a written request submitted to the employee's immediate supervisor.
- 21:02** Leave of absence without pay will not be granted to an employee for the purposes of seeking alternative employment.
- 21:03** An employee may be granted a leave without pay for a maximum period of one (1) year. Leave of absence without pay must be recommended by a Divisional Director to the Director of Human Resources for approval.
- 21:03:1** An employee who is granted a leave of absence without pay for a period of six (6) months or less shall return to the position held immediately prior to going on leave. For leaves in excess of six (6) months the employee shall return to the position held immediately prior to going on leave or a like position and at the same step in the pay range they were at prior to taking their leave.
- 21:03:2** An employee will retain bidding rights on internal job postings for the length of this approved leave on the provision that the employee must be available for work within four (4) weeks of accepting the position.
- 21:04** Employees suffering from long illness shall be granted a leave of absence without pay to satisfy the long term disability waiting period, and any appeals, when all sick leave credits and vacation credits have been expended.
- 21:05** Except as otherwise provided in this agreement, when on leave without pay, employees shall not be entitled to earn vacation leave, sick leave, seniority, increments, or statutory holidays, but they will retain any vacation leave, sick leave, and credit toward increments which they had earned up to the time the leave of absence without pay was granted.
- 21:05:1** For calculation purposes those employees who receive authorized leaves of absence without pay shall have their increment date advanced on the following basis:

<u>Length of Absence</u>	<u>Amendments to Increment Date</u>
absences of one (1) to twenty-two (22) accumulated working days	no change
absences from twenty-three (23) to forty-four (44) accumulated working days	one (1) month advance
absences from forty-five (45) to sixty-six (66) accumulated working days	two (2) months advance
absences from sixty-seven (67) to eighty-eight (88) accumulated working days	three (3) months advance
employees away for more than eighty-eight (88) accumulated working days	annual increment date extended on a pro-rated basis as indicated above

21:05:2 The accumulation period for adjusting increment dates shall commence on the day following the employee's established increment date and terminate twelve (12) months following or on the new increment date, whichever is greater at which time the total accumulation be reduced to zero.

21:06 Employees shall be granted up to one (1) day leave without pay per year for the purpose of moving from one residence to another.

Leave of Absence Respecting Elections

21:07 The Corporation recognizes the right of an employee to participate in elections and therefore upon written request to the President and C.E.O. of the Corporation shall grant leave of absence without pay as follows:

- a. where an employee is nominated as a candidate in a Federal or Provincial general election or by-election, they shall be granted leave for the period commencing on the day on which the writ for the election is issued and ending ninety (90) calendar days after the day on which the results of the election are officially declared; and
- b. where an employee is a candidate in a Municipal election, they shall be granted leave for a period of not more than three (3) months.

Compassionate Care Leave

- 21:08** An employee shall receive compassionate care leave without pay to provide care or support to a seriously ill family member, subject to the following conditions:
- a.** An employee must have completed at least (30) days of employment as of the intended date of leave.
 - b.** An employee who wishes to take a leave under this section must give the Employer notice of at least one (1) pay period, unless circumstances necessitate a shorter period.
 - c.** An employee may take no more than two periods of leave, totaling no more than eight (8) weeks, which must end no later than twenty-six (26) weeks after the day the first period of leave began. No period of leave may be less than one (1) weeks duration.
 - d.** For an employee to be eligible for leave, a physician who provides care to the family member must issue a certificate stating that:
 - i.** a family member of the employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
 - 1.** the day the certificate is issued, or
 - 2.** if the leave was begun before the certificate was issued, the day the leave began; and
 - ii.** the family member requires the care or support of one or more family members.
 - iii.** The employee must give the Employer a copy of the physician's certificate as soon as possible.
 - e.** A family member for the purpose of this article shall be defined as:
 - i.** a spouse or common-law partner of the employee;
 - ii.** a child of the employee or a child of the employee's spouse or common-law partner;
 - iii.** a parent of the employee or a spouse or common-law partner of the parent.
 - iv.** any other person described as family in the applicable regulations of the Employment Standards Code.
 - f.** An employee may end their compassionate leave earlier than eight (8) weeks by giving the Employer at least forty-eight (48) hours notice. Where an employee has been provided necessary time off under this section, and where the employer has made arrangements for alternate staffing for covering the anticipated

absence, the employer shall have the right to cancel the relief shifts scheduled to cover the anticipated absence without additional cost.

- g. In the event that the death of a family member occurs during this period of leave, Compassionate care leave ceases immediately and the employee shall be eligible for Bereavement Leave as outlined in Article 19.**

21:08:01 Seniority will accrue as outlined in Article 9.07

Article 22 - Leave of Absence With Pay

- 22:01 Leave of absence with pay for the required period of absence shall be granted to 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. The employee shall turn over to the Corporation any jury or witness fees received.
- 22:02 An employee will be entitled to reasonable leave without loss of pay for the following:
- a. attend funeral as a pallbearer;
 - b. attend formal hearing to become a Canadian citizen;
 - c. full period of any quarantine provided the employee has not been infected by such illness that results in quarantine;
 - d. attending to serious family matters involving critical illness or injury to immediate family members requiring the immediate attention of the employee.

Family Leave

- 22:03 The Corporation recognizes that from time to time employees may be required to absent themselves from work because of family responsibilities, **including but not limited to family and household emergencies and family illness**, and therefore agrees to allow employees **to take paid leave without prior authorization in each fiscal year**, to attend to family related matters.
- 22:03:01 **If employees know they will be taking family leave in advance, they should notify their supervisor at the earliest opportunity**, otherwise within thirty (30) minutes after the normal hour of beginning work or as soon as possible thereafter indicating the reason therefore and the probable duration of absence. Family leave will not be unreasonably taken nor will it be unreasonably questioned **or denied**.
- 22:03:02 The maximum amount of family leave an employee may **take in any calendar year is five (5) working days and shall be charged to sick leave and vacation in that order. These days shall not be carried over.**

22:04 In the event of a disagreement with the department manager as to an employee's eligibility, the **Director** Human Resources shall deliver a ruling on behalf of the Corporation without delay.

Article 23 - Hours of Work

- 23:01 Normal hours of work in the Corporation shall be 8:30 a.m. to 5:00 p.m. with one and one-quarter (1¼) hours for lunch, Monday through Friday inclusive each week. Any deviation from these hours of work shall be subject to mutual agreement between the parties hereto unless otherwise specifically provided in this Agreement.
- 23:02 Employees in the following positions shall work five (5) consecutive days with two (2) consecutive days off or any other shift schedule mutually agreeable **to the parties**.
- Computer Operator, Senior Computer Operator
 - Receivers
 - Other employees or groups of employees mutually agreed upon **with the union**
- 23:02:1 Forty (40) hour per week shift employees in the above noted classifications shall be allowed a forty-five (45) minute meal period but shall remain in the general work area and be available for duty should the need arise.
- 23:03 All employees of the Corporation shall be entitled to one (1) rest period of fifteen (15) minutes each for three (3) hours of work during normal working hours. This does not apply during overtime.
- 23:04 Notwithstanding Article 23:01 normal hours of **work in the locations noted below, and for employees primarily performing those functions:**
- a) IT Services-Limited to positions within the CIT Support Centre **(Service Desk)**
 - b) Broker **Operations-Broker Enquiry Representatives**
 - c) Call Centre
 - d) **Driver Training and Improvement**
 - Driver Education Liaison Officers
 - e) Road Safety **and Auto Crime Prevention**
 - Road Safety Issues Specialists
 - f) **Licensing Services**
 - **Commercial Vehicle Registration**
 - g) **Basic Autopac Special Services**

- **Customer Service Operations**

Will be:

Monday through Friday: 7:00 a.m. - 10:00 p.m.

Saturday: 8:00 a.m. - 6:00 p.m.

Note: Sunday hours of 10:00AM to 6:00 PM may be implemented for Broker Operations in the event the Independent Brokers Association of Manitoba (IBAM) requests a Sunday Operation, to provide assistance for their operations.

23:04:1 The work week will be from Monday to Sunday.

23:04:2 Hours of work for full-time employees will be 72.5 hours bi-weekly with two consecutive days off per week except in the case where the shift schedule provides for six (6) days on, one (1) off; five (5) days on, two (2) off; and four (4) days on with three (3) off.

Hours of work for part-time employees will be up to 7.25 hours per day with a minimum of 7.25 hours per work week with a minimum of three hours per shift.

23:04:3 Employees will not be required to work more than seven (7) consecutive days.

23:04:4 Hours and days of work will be scheduled to meet the operational requirements. Employee preferences will be a consideration; where employee preferences cannot be accommodated, the hours will be scheduled as equitably as practical on a rotational basis.

23:04:5 Where the corporation finds it necessary to schedule employees to work on a holiday, such scheduling will be done on an equitable basis.

23:04:6 Full-time Call Centre employees, excluding supervisors, will not be required to work more than ten (10) weekends in any calendar year.

23:04:7 Employees who are not at work and who are requested to work hours that they were not scheduled to work and accept such work, will be paid a minimum of three (3) hours pay. Employees will be offered such additional hours on an equitable basis.

23:05 **Notwithstanding Article 23:01 normal hours of work for the employees working at the locations or providing services as noted below**

- **Winnipeg Claim/Service Centres # 2, 3, 4, 5, driver licensing & testing services**

Will be:

Effective from the first working day after the Labour Day long weekend to the last working day before the first Monday in June, the hours of operation are:

Monday through Thursday	7:30 a.m. to 6:00 p.m.
Friday	7:30 a.m. to 5:00 p.m.

Effective the first Monday in June to the last working day before the Labour Day long weekend, the hours of operation will be:

Monday through Friday	7:30 a.m. to 5:00 p.m.
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23:05:1 Hours of work for full-time employees will be thirty-six and one quarter (36 ¼) hours per week, seven and one-quarter (7 ¼) hours per day and forty-five (45) minutes for lunch.

23:05:2 Hours of work will be scheduled to meet the operational requirements of the Claims Centre. Employee preferences will be a consideration. Where employee preferences cannot be accommodated, the hours will be scheduled as equitably as practical on a rotational basis.

23:06 Notwithstanding Article 23:01 normal hours of work for the employees working in the Winnipeg Service Centres will be Monday to Saturday between the hours of 7:30- 6:00 PM.

Details of the shift operation, staffing, and the scheduling will be as described in Memorandum of Agreement #3.

23:07 Effective with the signing of this collective agreement all new employees hired in classifications associated with a Winnipeg Service Centre will be subject to the hours of work as identified in Article 23.06.

23:08 Employees will not be required to work split shifts.

23:09 Schedules for a period of not less than four weeks will be posted at least two weeks before the beginning of the period scheduled.

- 23:10 Except for emergencies, changes to the posted schedule may only be made by mutual agreement of affected employees and Manager or designate.
- 23:11 An employee who works a shift where one-half (½) or more of the hours are worked between 5:00 p.m. and 5:00 a.m. shall receive a shift premium for the shift of:
- | | | |
|-----|-------------------------------------|----------------|
| (a) | Effective December 21, 2008 | \$8.50 |
| (b) | Effective September 27, 2009 | \$9.00 |
| (c) | Effective September 26, 2010 | \$9.50 |
| (d) | Effective September 25, 2011 | \$10.00 |
- 23:11:1 An employee shall receive a weekend premium for all regular hours worked or portions thereof on a Saturday or Sunday. The weekend premium shall be **two dollars (\$2.00)** per hour.

Article 24 - Overtime

- 24:01 Every employee **who is authorized** to work beyond their normal hours on any scheduled day as outlined in Article 23 shall be paid for such additional hours of work at a rate of pay which is one and one-half times (1½ x) the regular hourly pay.
- 24:02 Every employee who works on their first scheduled day of rest shall be paid for the first four (4) hours of work at a rate of pay which is one and one-half times (1½ x) their regular hourly pay and for all hours in excess of four (4) hours they shall be paid at a rate of pay which is two times (2 x) their regular hourly pay.
- 24:03 Every employee who works on their second and/or third scheduled day of rest, shall be paid for such hours at a rate of pay which is two times (2 x) their regular hourly pay.
- 24:04 If employees work for any portion of a holiday, they shall, in addition to receiving two times (2 x) their regular pay for the time worked on the holiday, be granted the choice of a day's pay or a day off in lieu thereof, at a time mutually agreeable. If, within thirty (30) days of the holiday, a suitable date as to when the day off will be taken has not been agreed upon, the employee shall be paid for such day at the regular rate of pay. The day agreed upon may be beyond the thirty (30) days in which agreement must be reached as to when it will be taken.
- 24:05 An employee may with the approval of the Corporation, elect to receive time off in lieu of overtime pay, at a time that is mutually agreeable to the Corporation and the employee. Time in lieu will be taken at appropriate overtime rate.
- 24:06 If employees are called back to work, they will be reimbursed for a minimum of three (3) hours overtime at the applicable overtime rate.
- 24:07 Except in the case of emergency situations, an employee shall be given a minimum of twenty-four (24) hours notice of any overtime that may be available.
- 24:08 A meal allowance of **nine dollars (\$9.00)** shall be paid by the Corporation where employees are in attendance to their work position for three (3) or more hours immediately **before or** beyond **their** normal

work day. Overtime rates are not applicable to any meal break granted during this overtime period.

24:09 In the event of an emergency, employees may be required to work beyond normal hours only on the authorization of the President and C.E.O. or a designated Vice President. All other work beyond normal hours shall be on a voluntary basis.

Article 25 - Vacations

25:01 The vacation accrual and utilization year shall be from the beginning of the first day of April of one year to the thirty-first day of March of the following year.

25:01:1 An employee will accumulate vacation credits on regular (straight-time) hours paid in accordance with the following vacation credit schedule:

<u>Year of Service</u>	<u>Weeks</u>	<u>Vacation Days</u>	<u>Vacation Hours</u>		<u>Accrual Rate Per Hour</u>
			7.25 day	8.00 day	
0 - 4.999	3	15	108.75	120.00	0.0577
5 - 9.999	4	20	145.00	160.00	0.0769
10 - 19.999	5	25	181.25	200.00	0.0962
20+	6	30	217.50	240.00	0.1154

Each employee who completes one (1) year of service by March 31st shall be eligible for vacation leave for a period of three (3) weeks in the vacation year following.

25:01:2 An employee shall, in the vacation year in which they complete five (5) years of service, and in each succeeding vacation year, receive four (4) weeks vacation leave.

25:01:3 An employee shall in the vacation year in which they complete ten (10) years service, and in each succeeding vacation year, receive five (5) weeks vacation leave.

25:01:4 An employee shall, in the vacation year in which they complete twenty (20) years service, and in each succeeding vacation year, receive six (6) weeks vacation leave.

25:01:5 Employees who are granted vacation leave in accordance with 25:01:2, 25:01:3 or 25:01:4 but who terminate their employment prior to the completion of their fifth (5th), tenth (10th), twentieth (20th) year of service, will have such over-payment of vacation pay deducted from their final pay cheque.

25:02 An employee with less than one (1) year service by March 31st will be entitled to a vacation on a pro-rated basis in direct relation to the amount of time employed with the Corporation.

- 25:03 Vacation leave may not be taken without permission of the Corporation and it shall normally commence on a Monday.
- 25:03:1 At the request of the employee, two (2) weeks prior to commencement of such leave, the Corporation shall advance pay cheques falling due during the employee's vacation period.
- 25:03:2 With the approval of the Corporation, vacation credits may be carried forward to the next year.
- 25:04 Vacation credits earned will be increased to the next higher half ($\frac{1}{2}$) if odd fractions of vacation days are accumulated.
- 25:05 Pay will be granted in lieu of vacation on separation from the Corporation. The payment will be on a pro-rated basis and will reflect the unused vacation credits outstanding for the employee. Where for any reason other than death, an employee leaves the service after having been granted more vacation leave than they have earned in accordance with this agreement, they shall repay to the Corporation all salary paid for such excess period of leave.
- 25:06 Where the Corporation finds it necessary to restrict the whole or part of the vacation leave of an employee, it may authorize payment of salary in lieu of vacation, and in addition to all other amounts due such an employee, the salary is to be calculated at the daily rate for each day of vacation, such pay not to be subject to deduction of pension fund contribution or life insurance premiums.
- 25:07 Employees will submit for all or part of their vacation entitlement by May 1st of each vacation year.
- 25:07:1 Subject to operational requirements, employees in a work location and/or department will be granted preference for vacation leave based on seniority by classification.
- 25:07:2 The Corporation will advise employees within fifteen (15) working days of May 1st if their vacation is approved.
- 25:07:3 Where an employee has not submitted their full vacation entitlement by May 1st of the vacation year, any further vacation requested will be on a first come first served basis, subject to operational requirements.

- 25:08 Employees who are required to return to work while on vacation shall receive a premium of **twenty five dollars (\$25.00)** for each day or part of day they work as a result.
- 25:09 When an employee is absent due to injuries or disabilities for which compensation is paid under the Workers Compensation Act, they shall continue to earn vacation credits to the end of the vacation year in which the injury or disability occurred.

Article 26 - Holidays

26:01 Employees shall receive each year the following paid holidays:

(a) New Year's Day	(h) Thanksgiving Day
(b) Good Friday	(i) Remembrance Day
(c) Easter Monday	(j) After 4.5 hrs on December 24
(d) Victoria Day	(k) Christmas Day
(e) Canada Day	(l) Boxing Day
(f) Civic Holiday	(m) Louis Riel Day
(g) Labour Day	(n) Additional proclaimed Federal or Provincial holiday(s)

Employees whose religion recognizes a day or days other than those set out above may utilize vacation to observe such days.

26:02 To be eligible for such holidays, the employees must have worked the last working day before or the first working day after the holiday unless the employee is on authorized leave of absence with pay.

26:03 Where a holiday falls within an employee's period of vacation, an additional day vacation shall be granted.

26:04 Where the twenty-fourth (24th) of December falls on a day other than a Saturday or Sunday, the offices would normally be closed at one o'clock (1:00 p.m.) in the afternoon on that day and that day shall be considered a full working day for the purposes of calculations. There will be no lunch break taken prior to 1:00 p.m. Where the offices are closed at 1:00 p.m., the employees shall be permitted to leave at that time. For all hours worked in excess of four point five (4.5) hours, or beyond 1:00 p.m., the employee shall receive holiday pay.

26:04:1 When Christmas is observed on a Friday in accordance with 26:06 hereof, the time off provision for December 24th shall be observed on the afternoon of Thursday, December 23rd.

26:04:2 When December 24th falls on a Saturday or Sunday, there will be no provision for alternate time. The provisions of Articles 26:05 and 26:06 do not apply to December 24th.

- 26:05 When a holiday falls on a Saturday or Sunday, it shall be observed on the following Monday.
- 26:06 Where holidays fall on a Saturday and Sunday, the holidays will be observed on the Friday preceding and the Monday following.
- 26:07 Notwithstanding the previous provisions of this Article, employees working in provincial buildings may be required to observe the holidays on the same day as the Civil Servants.
- 26:08 Where a holiday falls on an employee's day of rest, the employee shall be granted a day off in lieu thereof, at a time mutually agreeable within thirty (30) days of the holiday. If a suitable day cannot be arranged within the thirty (30) day period, the employee shall be paid one and one-half times (1½ x) their regular daily pay in lieu of the holiday.

Article 27 - Sick Leave

- 27:01 The Corporation shall grant sick leave with pay to an employee.
- 27:02 The sick leave to which an employee is entitled shall accumulate at the rate of one and one-half (1½) days per month.
- 27:03 An employee shall accumulate sick leave credits from date of hire.
- 27:04 In this Article, a year means the period from and including April 1 to and including March 31, following.
- 27:05 Sick leave shall not accumulate during periods when an employee is absent on sick leave for a period more than twenty-two (22) consecutive working days.
- 27:06 Where employees are absent because of sickness or injury they shall endeavour to notify the manager or immediate supervisor of their absence within thirty (30) minutes after the normal hour of beginning work or as soon as possible thereafter indicating the reason therefore and the probable duration of absence.
- 27:07 Where an employee is absent because of illness for more than three (3) days, the Corporation may request a certificate from a qualified medical practitioner certifying that the employee was unable to work. If the certificate is not produced, the employee will not be entitled to pay other than for the first three (3) days. This certificate may be required at any time during or after the three (3) day period and if the illness is continuing, progressive reports may be required from the medical practitioner.
- 27:08 The Corporation will not require a medical certificate for the first three (3) occurrences of illness, provided each occurrence is for three (3) days or less. For the fourth and succeeding occurrences within a year, the employee may be required to produce a medical certificate regardless of the duration of the illness, and failure to produce the certificate when requested, shall result in the loss of pay for the full period of the absence. The cost of the certificate, if any, shall be paid by the Corporation.
- 27:09 Notwithstanding Article 27:08 the Corporation and the Union have agreed to cooperate in preventing abuse of the sick leave program.

Where the Corporation has reasonable grounds to believe that an employee is abusing the program, the employee may be required to undergo a medical examination and substantiate their absence with a medical report provided by a doctor selected jointly by the Corporation and the Union. Costs of such reports shall be borne by the Corporation.

- 27:10 Where an employee is returning to work after an extended medical absence, MPI may, with reasonable notice, request and pay for a medical certificate from a treating practitioner that confirms the employees ability to return to work in their previous or accommodated position.**
- 27:11 The Corporation sick leave plan does not include leave of absence for pregnancy. Absence due to pregnancy shall be subject to provisions of **Article 20:01.**
- 27:12 Periods of four (4) hours or less for medical and dental appointments will be considered sick leave but not subject to the requirement of the production of a medical certificate and will not be counted as an occurrence.
- 27:13 **When the corporation is satisfied that the employee is deemed to have a serious illness / injury while on vacation** by a duly qualified medical practitioner, in writing, for a period of five (5) or more consecutive days the corporation shall permit the period of serious illness /injury to be charged to sick leave. **The employee must notify the department manager of the serious illness / injury as soon as practicable after returning from vacation.** The corporation will arrange for re-scheduling of the number of days charged to unused sick leave as vacation entitlement at an alternate time.
- 27:14 Misuse of sick leave shall be regarded as a major misdemeanour.

Income Replacement Indemnity

- 27:15 When an employee is unable to work and is in receipt of an income replacement indemnity (I.R.I.) from the Corporation 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 I.R.I. benefit, shall ensure the maintenance of net salary. Such additional amount shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced receipt of the I.R.I. and such additional payment

shall be payable until the employee's accrued sick leave credits have been exhausted.

Article 28 - Pay Plan

- 28:01 The provisions of any pay plan insofar as it applies to employees covered by this agreement, after being mutually agreed upon by both parties hereto, shall be incorporated into and form part of this agreement and will be known as Appendix "A".
- 28:02 Where the Corporation deems it necessary to adjust the rate(s) of pay for an existing class of employee(s) or to establish a rate(s) of pay for a new class of employee(s), the procedure for any such amendment or any alteration of the pay plan shall be by joint negotiations between the parties hereto.

Article 29 - Pay Administration

- 29:01 The Corporation shall pay its employees on a bi-weekly basis in accordance with Appendix "A".
- 29:02 In the event that an employee does not work a full pay period, the calculations of earnings shall be based on the two-week rate divided by ten (10) and multiplied by the number of days worked. Employees shall also be paid for any statutory holiday falling within the period for which they are eligible.
- 29:03 An employee's salary effective the date of promotion, shall be increased to the step in the new pay range which is two (2) steps higher than their current rate of pay.
- 29:04 Except as provided in 29:04:1 an employee shall be entitled to an increment on their increment date.
- 29:04:1 Annual increments as set out in Article 29:04 may be withheld for adequate reasons provided the employee is notified in writing of such intention to withhold at least fourteen (14) calendar days prior to the date of increase. Such notice will itemize the reasons in writing. When the employee has restored their performance at some subsequent date, they will regain their position within the salary scale on a non-retroactive basis. The employee's established increment date shall be adjusted forward by the length of time the increment is to be withheld. The employee's increment date will be re-established as the first of the month in which the increment is to be granted.
- 29:05 The granting of an increment between an employee's increment date does not preclude the possibility of a further increment at the next increment date.
- 29:06 Notwithstanding that an employee is appointed to a position at a salary rate higher than the minimum salary applicable to the position, the employee is entitled to an increment on their increment date, provided their performance is satisfactory to the Corporation.
- 29:07 At the option of the Corporation, it will have the prerogative to grant to an employee at any time designated by the Management of the Corporation an increase in the rate of pay within the pay range of the

employee receiving the increase, and shall be granted only once each year.

- 29:08 Upon promotion where an employee receives more than two (2) steps an employee's increment date shall become the first day of the month following such promotion.
- 29:09 An employee who voluntarily or involuntarily demotes to a lower level position for which they are qualified shall be placed at the step in the salary range of the lower level position equivalent to that which they would have attained had they not been promoted. The increment, upon demotion, will be re-established to the date prior to promotion.
- 29:10 Employees appointed to a permanent vacancy as per **Article 12:12** and who are not fully qualified, shall have their salary increased as per Article 29:03. This salary will remain in effect until such time the employee is certified in the class as per the provisions of Article 15:02. Upon becoming certified, the employee will be eligible for increments on their established increment date.

Article 30 - Temporary Assignments

General Provisions

- 30:01** The Corporation and the Union recognize that for business reasons it is necessary to temporarily assign staff for operational requirements.
- 30:02** If the assignment is for 2 years or less the individual's position will be held for them.
- 30:03** If the assignment is for 2 years or greater, the individual's position may, dependent upon the operational requirements, be posted on a permanent basis. If that occurs, the selected individual will be apprised of that and given the option to remain in their base position, or be offered a similar position in the same geographical area at the end of the assignment, at a salary equivalent to that had they not accepted the assignment.
- 30:04** If an employee accumulates temporary assignments greater than two years consecutively, their base position may be posted as a permanent vacancy. If that occurs, the individual will be apprised of this at that time, and given the option to return to their base position, or be offered the option of returning to a similar position in the same geographical area, at a salary equivalent to that had they not accepted the assignment.
- 30:05** Applicants who are currently in a temporary assignment, and who apply on another posted temporary assignment may be considered at Management discretion.

Project Appointments

- 30:06** A Project Position is defined as a non-routine, non-recurring requirement, to perform a specific task or work assignment for an estimated time frame that requires the best mix of qualifications, experience, and fit for the assignment.
- 30:06:01** Project Positions may be posted by an expression of interest or filled by temporary appointment without posting.

30:06:02 The resulting vacancy and the first consequential vacancy if greater than 12 months, and if required to be filled, will be posted in accordance with Article 12. All other consequential vacancies may be filled by appointment or posted by expression of interest if necessary.

General Appointments

30:07 Where a permanent position is temporarily vacant for 12 months or greater and is required to be filled, it will be posted under the provisions of Article 12 as a temporary assignment. The first consequential vacancy if greater than 12 months, and if required to be filled, will be posted in accordance with Article 12. All consequential vacancies may be filled by appointment or posted by expression of interest if necessary.

30:07:01 Permanent positions which are temporarily vacant for a period of less than 12 months may be filled by appointment.

30:07:02 If an employee is successful to a posting, and the first and second temporary assignments exceed 2 years, Article 30:03 will apply.

30:08 Where an employee in one class is required by management to fill a position of a higher class for a cumulative period exceeding ten (10) working days in any calendar year, they shall be paid at the rate of pay in the higher class for the entire period. This rate shall exceed their present salary by at least one full increment. Such temporary appointments must be for a minimum of one (1) day per occurrence.

30:09 When an employee is temporarily appointed to a higher class by a Manager, in writing, the employee shall be paid the rate of pay of the higher class from the date of such appointment, which is a minimum of one full increment greater than their rate of pay in the lower class.

30:10 An employee on temporary appointment will receive increments on the basis of their pay in the higher classification provided they meet the minimum requirements. Employees temporarily assigned who do not meet the minimum requirements will receive increments in their lower classification; however, upon attaining minimum requirements, employees will receive increments in the higher classification.

30:11 No employee shall receive a reduction in salary as a result of a temporary appointment to the duties or responsibilities of a lower paid position.

Article 31 - Retiring Allowance

- 31:01 Employees with ten (10) or more years of continuous employment who retire or die shall be entitled to a retiring allowance in the amount of one weeks pay for each complete year of service or prorated portion thereof. In the event of the death of an employee, retiring allowance shall be paid to the employee's beneficiary or otherwise to the employee's estate.
- 31:02 Employees with ten (10) or more years of continuous employment, who are terminated due to a permanent disability as deemed by Workers Compensation Board, shall be eligible to receive this allowance.**
- 31:03 The rate of pay referred to in this section shall be that in effect at the time of retirement or death.
- 31:04 Employees who resign or retire shall be deemed to have terminated their service with the Corporation for the purpose of fulfilling the requirements under the Civil Service Superannuation Act.**

Article 32 - Northern Allowance and Transportation

32:01 Employees required to reside in Thompson, Flin Flon or The Pas, shall receive a Northern Living Allowance of:

(i) **Effective January 4, 2009**

Personnel with Dependents: **\$325.00** per four weeks

Single Personnel: **\$275.00** per four weeks

(ii) **Effective September 27, 2009**

Personnel with Dependents: **\$350.00** per four weeks

Single Personnel: **\$300.00** per four weeks

(iii) **Effective September 26, 2010**

Personnel with Dependents: **\$375.00** per four weeks

Single Personnel: **\$325.00** per four weeks

(iv) **Effective September 25, 2011**

Personnel with Dependents: **\$400.00** per four weeks

Single Personnel: **\$350.00** per four weeks

32:02 Eligibility for the above allowances shall be based on the employee's claim for personal exemptions as certified in the employee Tax Deduction Return (TD1) and filed with the Corporation.

32:03 An employee who retires after ten (10) years of continuous employment in Thompson, Flin Flon or The Pas, will upon retirement be entitled to have their possessions moved anywhere south of the 53rd parallel within Manitoba in accordance with the Corporation's Moving Policy, P11. The employee must advise the Corporation within sixty (60) days of their intention to exercise the provision of this clause. The move must occur within twelve (12) months of such retirement.

32:04 **Northern Transportation**

32:04:1 When an employee is residing in Thompson, Flin Flon or The Pas and has earned eight (8) or more days of vacation credits in a vacation year, they shall be eligible for the following travel days:

- less than 5 years Northern service - two (2) days per vacation year;
- more than 5 years Northern service - four (4) days per vacation year;

- employees will remain eligible to utilize travel days until the completion of the vacation year.

32:04:2 Each eligible employee who actually travels by vehicle in conjunction with their vacation shall be eligible for a northern transportation mileage reimbursement which is the lesser of:

- (a) actual kilometres return by the most direct highway route from the northern location to a location south of the 53rd parallel; or
- (b) actual kilometres return by the most direct highway route from the northern location to Winnipeg;

times the prevailing Corporate northern mileage rate for distances up to 10,000 kilometres.

32:04:3 Each eligible employee who actually travels in conjunction with their vacation by some other means of transportation shall be eligible for a Northern Transportation Reimbursement for actual expenses incurred which is the lesser of 32:04:2 (a) or 32:04:2 (b) above.

32:04:4 Employees will be eligible for the mileage or reimbursement above to a maximum of two (2) times per vacation year.

32:05 Northern Sick Leave Travel

32:05:1 Employees required to reside in Thompson, Flin Flon or The Pas, are eligible for two (2) travel days with pay, in each calendar year, to attend non-critical medical appointments not available in that work location.

32:05:2 Employees required to reside in Thompson, Flin Flon or The Pas, are eligible for unlimited travel days with pay to attend medical appointments not available in that work location for life threatening illness or injury.

32:05:3 Travel time with pay does not include fares, lodging, mileage or other expenses incurred.

32:05:4 In order to be eligible for the unlimited travel time, employees must be available to work in the location where the appointment is scheduled or alternatively be off on sick leave.

Article 33 - Class Specifications

- 33:01 The Corporation shall establish and maintain a position reclassification plan in which positions of a similar nature, difficulty, and responsibility are included in the same class. Amendments to the classification plan shall be made by the Corporation from time to time as changes in the organization and work assignments require. Written class specifications **and position description forms** for each class of position shall be provided **to the union upon request**.
- 33:02 The statement of qualification requirements for each class shall constitute the basis for evaluating qualifications of applicants for entrance into the class.
- 33:03 “*POSITION*” is defined as a group of duties and responsibilities assigned by the Corporation which require the full or part-time employment of one person.
- 33:04 “*CLASS SPECIFICATIONS*” is a written description of the typical principle duties of a class, the significant knowledge, abilities, level of responsibility, degree of complexity and skills and qualifications required to perform the duties of the position.
- 33:05 Each employee shall, upon request to their supervisor, receive a class specification **and position description form** for their position.
- 33:06 Where the Corporation wishes to establish a new class or amend an existing class, the Corporation shall submit to the Union a written proposal which includes the amended or new class specification **and position description form** and a proposed rate of pay.
- 33:06:1 The Corporation and Union shall meet within twenty (20) calendar days of receipt of the proposal to negotiate the rate of pay for the class in question.
- 33:06:2 Where the Union and the Corporation are unable to agree on a rate of pay within five (5) calendar days, the matter shall be referred to the Vice President of **Human Resources**, within that time frame.
- 33:06:3 Within ten (10) calendar days of receiving the proposal, the Vice President of **Human Resources** shall chair a meeting to review the full

reasons of the dispute and provide a written decision within five (5) calendar days.

- 33:07 The Corporation agrees to allow the Union to submit proposals with respect to the establishment of a new class or an amendment of an existing class. The Union shall submit to the Corporation a written proposal which includes the amended or new class specification and the proposed rate of pay.
- 33:07:1 The Corporation and Union shall meet within forty-five (45) calendar days of receipt of the proposal to negotiate the rate of pay for the class in question.
- 33:07:2 Where the Union and the Corporation are unable to agree on a suitable rate of pay within five (5) calendar days the matter shall be referred to the Vice President of **Human Resources** per article 33.06.3.

Article 34 - Reclassification

- 34:01 Where an employee feels that their position is improperly classified, they may apply to the Human Resources Department for an audit of their position.
- 34:02 The Human Resources Department will audit the position and shall within forty-five (45) calendar days of application, notify the applicant in writing of the results. Time limits may be extended by agreement between the employee, the Corporation and the Union.
- 34:03 Where, as a result of a review of duties, a position is reclassified to a class having a higher maximum salary, and in the opinion of the Corporation, the incumbent of the position has the necessary qualifications and is satisfactorily performing the duties of the position, the Corporation shall promote the incumbent without competition, to the classification.
- 34:04 If upon review, the Human Resources Department confirms an employee's existing classification, the employee may within ten (10) calendar days of receipt of notice, appeal for a review by a committee consisting of one (1) representative from the Union and one (1) representative from the Corporation. . If this committee is unable to reach an acceptable decision, the matter will be referred to a neutral third party for a decision. The neutral third party shall be an individual or individuals who are qualified to deal with classification. The decision of the neutral third party shall be binding. If the parties fail to agree on the appointment of the third party, the Minister of Labour will be requested to make the appointment. The costs of the neutral third party will be shared equally by both parties.
- 34:05 If upon review or appeal an employee's classification is found to be lower than the employee's existing classification, the employee will retain his existing classification with no loss of salary or eligibility for increments. When the position is vacated, it will be posted at the lower classification level for competition.
- 34:06 Should an employee's classification be found to be higher than their present classification, and they are placed in that higher classification, then their rate of pay for that higher classification shall become effective on the date on which they first submitted their request.

Article 35 - Disciplinary and Employee Reports

- 35:01 An employee or any staff member of the Union, with the written consent of an employee, shall have the right to examine their **Corporate** personnel file. This will be by appointment during working hours.
- 35:02 Disciplinary Reports
Any written report concerning disciplinary action shall be shown to the employee concerned and they shall be requested to sign the report indicating they have read it. Refusal to sign shall be signified on the report and the absence of the employee's signature in this circumstance will not render the report invalid. The employee will be given an exact copy of the disciplinary report for their own records and **a copy of the disciplinary report shall be forwarded to the Union Office. If the employee has declined union representation their name will be removed from the report.**
- 35:02:1 Prior to any disciplinary action being taken, the Corporation will advise the employee of their right to have Union representation. If the employee chooses not to be represented, disciplinary action shall proceed. If the employee chooses representation, such representation will be provided within four (4) hours. Where representation is not available within four (4) hours, a longer period of time may be mutually agreed upon by the Corporation and the employee. The Corporation shall proceed with disciplinary action should the employee fail to provide representation within the time limit specified or mutually agreed upon.
- 35:02:2 An employee shall have the right to grieve for the removal from their Corporate personnel file any disciplinary report within **ten (10)** working days of becoming aware of such report.
- 35:02:3 Any disciplinary report which may have been placed on the **Corporate** personnel file of an employee shall be removed from the file and destroyed after five (5) years has elapsed since the disciplinary action was taken, provided there has been no recurrence of a similar nature.
- 35:02:4 Notwithstanding the provisions of Article 35:**02:3** an employee may request a review of the disciplinary report prior to five (5) years elapsing and management may, at its sole discretion, remove and destroy the disciplinary report prior to five (5) years elapsing from the date the disciplinary action was taken.

35:03 Performance Appraisal Reports

Where a formal appraisal of the employee's performance is made, the employee concerned shall be given the opportunity to review and sign the performance appraisal form upon its completion to indicate that its contents have been read. The employee shall have the right to place their own comments on the form or to append their comments to the form.

Refusal to sign shall be signified on the performance appraisal form and the absence of the employee's signature will not render the performance appraisal invalid. The employee will be given an exact copy of the performance appraisal for their own records on request.

35:03:1 Where an employee feels that the appraisal of performance is unfair, the employee shall have the right to grieve for an amendment to the performance appraisal. The grievance shall be presented to Step 2 within ten (10) **working days of receiving a copy of the appraisal.**

Article 36 - Dispute Settlements

36:01 During the period that this agreement remains in effect, the Corporation agrees that it will not cause or engage in any lock-out of its employees, and the Union agrees that it will not call or authorize a strike, sit-down, stay-in, walk-out, work stoppage, curtailment, interference with the operation, picketing or other collective action that will stop or interfere with the activities of the Corporation until all procedures in this agreement or in the Labour Relations Act, for the Province of Manitoba, for the adjustment and settlement of disputes or for avoidance or interruption of work shall have been exhausted.

Article 37 - Grievance Procedure

- 37:01 The parties to this agreement emphasize the necessity of a satisfactory grievance procedure, the purpose of which is to provide an orderly and effective process for the consideration and prompt resolution of the grievance of employees within the bargaining unit.
- 37:02 An employee has the right to representation by a Union representative at any stage of the grievance procedure.
- 37:03 “*GRIEVANCE*” means a complaint in writing in respect to an alleged violation or misinterpretation of an Article under this agreement, or a violation or misinterpretation of a policy respecting conditions of employment in the Corporation or a violation of Manitoba Law relating to an employee’s employment with the Corporation.
- 37:04 A grievance must be in writing and may be presented by an employee on their own behalf or by a steward on behalf of a group of employees.
- 37:05 The written description of the grievance shall clearly indicate the nature of the grievance and the redress sought by the employee or by a steward on behalf of a group of employees.
- 37:06 At any stage of the grievance procedure, the grievor or the Union representative may clarify the written description of the grievance without changing its substance.
- 37:07 In the case of a dismissal or suspension the employee shall present their grievance in writing within five (5) working days to Step 2 of the grievance procedure.
- In the case of a grievance pursuant to **Article 12:14** (selection) or **35:03:1** (performance appraisal) the employee shall present their grievance in writing to Step 2 within ten (10) working days of the employee being made aware of the results of the posting or performance appraisal.
- 37.08 “*POLICY GRIEVANCE*” means a grievance presented by the Union. Such grievances shall be instituted at Step 2 **to the Director of Human Resources.**

37:09:1 Step 1

Within ten (10) working days after the date of being notified orally or in writing, or on first becoming aware of the action or circumstances giving rise to the grievance, the employee, or Union steward shall present the grievance to the Manager or the person authorized, to accept a grievance. The Manager or person authorized shall forthwith **acknowledge** receipt for same and shall discuss the matter with a view to resolving the issue. The Manager or person authorized shall issue a decision in writing and shall forward this decision to the employee, or the steward, within ten (10) working days.

37:09:2 Step 2

Where the decision in Step 1 is unsatisfactory to the aggrieved employee, the employee or steward, shall within ten (10) working days of the receipt of the decision in Step 1, or if no decision is received within the time limit specified, present the grievance to the **Director** Human Resources or the person authorized, **through electronic means**, who shall **acknowledge** receipt for same. From the date of such issue of the receipt the **Director** of Human Resources **or the Human Resource person designated by the Director of Human Resources** shall within ten (10) working days, hold a hearing and discuss the matter with the employee and/or union steward and/or Union representative, and issue a decision in writing within 5 days to the employee, with copies to the Union steward and Union representative. In the case of a Policy Grievance presented by the Union under 37:08 the **Director of Human Resources** or the person designated by the **Director of Human Resources** shall hold a hearing and issue a decision in writing to the Union within five (5) working days.

37:09:3 Step 3

Where the decision of the **Director** of Human Resources or the **Human Resource** person designated by the Director is unsatisfactory to the aggrieved employee, the employee and/or Union representative shall within ten (10) working days of the receipt of the decision in Step 2, or if no decision is received within the time limits specified, present the grievance by **electronic means** to the **appropriate Vice-President** who shall **acknowledge** receipt for same. From the date of issue of the receipt, the appropriate **Vice-President or a person designated by them** shall within ten (10) working days hold a hearing and discuss the matter with the employee and/or Union representative and issue a decision in writing within five (5) working days of the hearing to the employee with a copy to the Union representative. In the case of a Policy Grievance

presented by the Union under Article 37:08, the **Vice-President** Human Resources shall hold a hearing and issue a decision in writing to the Union within five (5) working days.

37:09:4 Step 4

If the decision of the **Vice-President or person designated** is not acceptable, the dispute may be referred to Arbitration within ten (10) working days of the decision in Step 3.

37:10 All time limits set out above may, by agreement, be extended.

Article 38 - Arbitration Procedure

- 38:01 In the event that a grievance is not settled through the grievance procedure to the satisfaction of both parties, such matter shall be the subject of Arbitration in accordance with the provisions set out hereunder.
- 38:02 The procedure for arbitrating grievance shall be the procedure as set forth below:
- (a) Either party, within ten (10) working days of receipt of a final decision by the other party, may give notice of its intention to refer the dispute to arbitration.
 - (b) Where the party initiating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to in (a) above shall so state.
 - (i) 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.
 - (ii) 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 in accordance with 38:02(c) within ten (10) working days.
 - (iii) 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.
 - (c) Where the party initiating the arbitration proceedings wishes to request arbitration by a three (3) person board, the notice referred to in sub-section (a) above shall contain the name of the first party's appointee to the Arbitration Board.
- 38:03 The party receiving such notice shall within ten (10) working days notify the other party of its appointee to the Arbitration Board.
- 38:04 The two appointees so selected shall within fifteen (15) working days meet and name the neutral third member who shall be the Chairman of the Board.

- 38:05 In the event the Corporation fails to name an appointee, or if the two appointees fail to agree upon a Chairman within the applicable time limits, then at the request of either party, the appointment(s) shall be made by the Minister of Labour.
- 38:06 After the Arbitration Board has been formed by the foregoing procedure, it shall meet and hear the evidence of both sides, and render a decision after completion of the hearing. The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the Chairman shall be the decision of the Board. The decision of the Board shall be final, binding and enforceable on all parties.
- 38:07 The Arbitration Board shall not be empowered to change by its decision any provisions of this agreement or to set provisions of a new agreement.
- 38:08 The parties shall each be responsible for the fees and expenses of their appointee. The fees and expenses of the Chairman shall be shared equally by the parties.

Article 39 - Conduct of Employees

- 39:01 Personnel shall not be allowed to engage in any undertaking or to become obligated by the acceptance of gifts, or entertainment, which adversely affects the interest of the Corporation.
- 39:02 Each person must observe certain basic rules and regulations with regard to conduct and self-discipline. The areas to be considered would be:
- Modesty of Dress
 - Good Deportment
 - Punctuality and Attendance
 - Ethical Behaviour
 - Satisfactory Office Behaviour
 - Satisfactory Response to Authority
 - Civil Response to the Public
 - Satisfactory Staff Relationships
 - **Code of Conduct and Business Ethics**
 - **Appropriate Internet Technology Usage**
- 39:03 Corporation rules and regulations shall be subject to the following limitations:
- a. it must not be inconsistent with the terms of this agreement;
 - b. it must not be unreasonable;
 - c. it must be brought to the attention of the employee affected before the Corporation can act on it;
 - d. the employee concerned must have been notified that a breach of such rule could result in their discharge if the rule is used as a foundation for discharge;
 - e. such rule should have been consistently enforced by the Corporation from the time the rule was introduced;
 - f. subject to the foregoing, employees will be required to follow the rules and regulations of the Corporation;
 - g. the Corporation shall forward to the Union a copy of all rules, regulations and policies concerning employees' employment with the Corporation.

Article 40 - Uniforms and Protective Clothing

- 40:01 When required by the Corporation, uniforms and protective clothing such as smocks, safety hats, coveralls, safety footwear, etc., will be supplied by the Corporation at no cost to the employee. The Corporation shall clean and maintain all such clothing.
- 40:02 After consultation with the Union, the Corporation shall specify the type, quality, style and quantity of uniforms or protective clothing to be provided.

Article 41 - Labour/Management Committee

- 41:01 The Corporation and the Union agree to the formation of a Labour/Management Committee in order that matters of mutual concern can be discussed and recommendations made.
- 41:02 The Committee shall meet at the call of either party at a mutually agreeable time. The party requesting the meeting shall forward an agenda with each request.
- 41:03 The Union shall appoint three (3) members (one of whom shall be the **Chairperson** of the MPIC Component Executive) who are employees of the Corporation and who will not suffer any loss of pay for attendance at Labour/Management Committee meetings. At least one (1) member of the Union staff will be in attendance at all meetings of the Committee.
- 41:04 Each party shall appoint a spokesperson who shall co-chair the Committee.
- 41:05 The Committee shall not have jurisdiction over wages or any other matters of collective bargaining including the administration of this agreement. The Committee shall not have the power to bind either the Union or its members or the Corporation to any decisions or conclusions reached in their discussions. The co-chair will be directly responsible for ensuring that the minutes of the meetings are distributed to both parties and that matters of concern are presented to the respective bargaining principals.

Article 42 - Diversity

- 42:01 The Corporation **and Union** agree that all persons are entitled to **equitable treatment** and shall not discriminate against **the individuals in accordance with Manitoba Human Rights Code.**
- 42:02 **Both parties recognize the diversity of individuals in the workplace and will work collectively to remove barriers that individuals may face in the employment process and to foster an inclusive workplace.**

Article 43 - Contracting Out

43:01 No work performed by employees of the Corporation shall be transferred to another agency or contracted out which will result in a decrease in the work force of the Corporation.

Article 44 - Technological, Procedural or Operational Changes

- 44:01 The Corporation shall provide the Union with as much notice as possible of changes in equipment, automation procedures or operations which may have substantial effect on employees within the bargaining unit.
- 44:02 The notice referred to in 44:01 shall be in writing and shall state:
- (a) the nature of the change;
 - (b) the approximate day on which the Corporation proposes to effect the change;
 - (c) the approximate number and type of employees likely to be affected by the change; and
 - (d) the effect that the change is likely to have on the terms and conditions or security of employment of the employees affected or the alteration that is likely to be made to the basis upon which the collective agreement was negotiated.
- 44:03 Where such notice is given, the Union may meet with the Corporation to review and/or negotiate provisions into the agreement which are related to the effects of the technological, operational or procedural change.
- 44:04 Either party, within ten (10) working days of failure to resolve such dispute by negotiation, may give notice of its intention to submit the dispute to Arbitration. Such notice shall include the name of that party's appointee to the Arbitration Board.
- 44:05 The party receiving such notice shall within ten (10) working days notify the other party of its appointee to the Arbitration Board.
- 44:06 The two appointees so selected shall within fifteen (15) working days meet and name the neutral third member who shall be the **Chairperson** of the Board.
- 44:07 In the event the Corporation or Union fails to name an appointee or if the two appointees fail to agree upon a **Chairperson** within the applicable time limits, then at the request of either party, the appointment(s) shall be made by the Chief Justice for the Province of Manitoba.
- 44:08 After the Arbitration Board has been formed by the foregoing procedure, it shall meet and hear the evidence of both sides, and render a decision

after completion of the hearing. The decision of the majority shall be the decision of the Board. The decision of the Board shall be final, binding and enforceable on all parties.

44:09 The Arbitration Board shall be empowered to set provisions on only those matters in dispute which have been referred to the Board.

44:10 The parties shall each be responsible for the fees and expenses of their appointee. The fees and expenses of the **Chairperson** shall be shared equally by the parties.

Article 45 – Respectful Workplace

- 45:01 The Corporation and Union agree that **every employee shall be entitled to a respectful, healthy, and safe workplace, and are entitled to equal employment opportunity**; no form of harassment or **disrespectful behavior** shall be **tolerated** or condoned in the workplace. **It is agreed that both parties will work together to recognize and deal with any issues when they arise.**
- 45:02 “Harassment” as defined **by the Manitoba Human Rights Code** is a course of abusive or unwelcome conduct or comment undertaken or made on the basis of ancestry, national origin, ethnic origin, religious belief, age, colour, sex, including pregnancy, gender-determined characteristics, sexual orientation, political belief, marital or family status, source of income or physical or mental disability.
- 45:03 **“Disrespectful behaviour” is defined as objectionable and unwelcome comments or conduct directed at a person which serve no legitimate work purpose and have the effect of interfering with work performance or creating an intimidating, humiliating or hostile environment.**
- 45:04 All complaints, investigations, hearings and information about the case shall be treated with the utmost confidence, and in an expeditious manner. Any breach of confidentiality may be subject to disciplinary proceedings.
- 45:05 **Any retaliation, retribution whether it be overt, covert, or physical, towards any employee who has filed a complaint or is acting as a witness, shall be considered to have committed harassment and be subjected to disciplinary action.**
- 45:06 A complaint which is shown to have been made for frivolous, malicious, or **vexatious** reasons may result in disciplinary action being taken against the complainant.

Article 46 - Bridging of Service

- 46:01 An employee who resigns from the Corporation as a result of the employee's decision to raise a dependent child or children and is considered by the Corporation for re-employment, shall be credited with sick leave and long service vacation entitlement benefits subject to the following conditions:
- (a) the decision to re-employ shall be at the sole discretion of the Corporation;
 - (b) the employee must have accumulated at least five (5) years of continuous service at the time of resigning;
 - (c) the resignation itself must indicate the reasons for resigning and must specify the employee's intent to seek consideration for re-employment under the provisions of this Article;
 - (d) the break in service shall be for no more than five (5) years, and during that time the employee must not have engaged in remunerative employment for more than three (3) months in any one year;
 - (e) employees who are re-employed shall be required to serve the normal probationary period;
 - (f) upon successful completion of the probationary period the employee will be credited with their accumulated sick leave at the time of resignation to a maximum of twenty-six (26) days and with their long service vacation entitlement.
- 46:02 It is agreed by the parties that the provisions of 46:01 do not restrict, prohibit, limit or in any other way encumber the Corporation from re-employing any former employee who the Corporation may wish to re-employ.

Article 47 - Supplemental Health Plans

47:01 **The Corporation shall provide the following Flex Benefits Plan for full-time permanent employees.**

	<i>Option 1</i>	<i>Option 2</i>	<i>Option 3</i>	<i>Option 4</i>	<i>Option 5</i>
Health	100% Ambulance/ Semi-Private Hospital	100% Ambulance/ Semi-Private Hospital 50% Drugs 50% Other* \$5 dispensing fee cap \$350/yr. max paramedical treatments \$5,000 Private Duty Nursing Hearing Aids \$500/5 yrs. \$25,000 Travel Health	100% Ambulance/ Semi-Private Hospital 80% Drugs 80% Other* \$5 dispensing fee cap \$350/yr. max paramedical treatments \$3,000 Private Duty Nursing Hearing Aids \$500/5 yrs. \$25,000 Travel Health	100% Ambulance/ Semi-Private Hospital 80% Drugs 90% Other* \$5 dispensing fee cap \$450/yr. max paramedical treatments \$10,000 Private Duty Nursing Hearing Aids \$500/5 yrs. \$25,000 Travel Health	100% Ambulance/ Semi-Private Hospital 90% Drugs 70% Other* disp. fee deductible \$350/yr. max paramedical treatments \$3,000 Private Duty Nursing Hearing Aids \$500/5 yrs. \$25,000 Travel Health
Dental	No Coverage	50% Basic 50% Major 50% Ortho \$1,750/yr. max for Basic/Major/Patient \$2,000 lifetime max Ortho/Patient Current Fee Guide	80% Basic 70% Major 50% Ortho \$1,750/yr. max for Basic/Major/Patient \$2,000 lifetime max Ortho/Patient Current Fee Guide	90% Basic 60% Major No Ortho \$1,750/yr. max for Basic/Major/Patient Current Fee Guide	80% Basic 60% Major No Ortho \$1,750/yr. max for Basic/Major/Patient Current Fee Guide
Vision	No Coverage	\$375/person/24 months	\$400/person/24 months	\$400/person/24 months	\$350/person/24 months
HSA	\$1,075 Single \$2,125 Family	\$675 Single \$1,015 Family	\$550 Single \$550 Family	\$400 Single \$425 Family	\$500 Single \$600 Family

*Other Medical includes hard durable medical equipment, such as wheelchairs, and oxygen equipment; wigs, etc., to varying maximums depending on benefit.

47:02 The Corporation shall provide the following benefit plan for term employees:

	Full –Time Term	Part-Time Term
Healthcare		
Ambulance/ Semi-Private Hospital	100%	100%
Drugs	70%, \$5 dispensing fee cap	70%, \$5 dispensing fee cap
Physiotherapy	70% to \$300/yr	70% to \$300/yr
Chiropractic	70% to \$300/yr	70% to \$300/yr
Psychologist	70% to \$300/yr	70% to \$300/yr
Other*	70%	70%
Vision	\$150/person/24 months	\$100/person/24 months
Dental		
Basic	70%	60%
Major	50%	Nil
B/M Maximum	\$1,000/yr/patient	\$1,000/yr/patient
Health Spending Account	\$200	\$125

*Other Medical includes hard durable medical equipment, such as wheelchairs, and oxygen equipment; wigs, etc., to varying maximums depending on benefit.

47:03 The Corporation agrees to provide a Health Spending Account of \$200 per calendar year for those employees retiring after September 27, 2008.

47:04 The Corporation will administer and finance the Long Term Disability Plan. Any changes to the plan will only be implemented by mutual agreement by the parties hereto.

47:04:1 Those employees who are on involuntary leave of absence due to illness or disability and have expended their sick leave will continue to have their L.T.D. premiums paid by the Corporation until such time they are eligible to commence receipt of benefits from the plan.

- 47:04:2 Employees on voluntary leave of absence without pay, where eligible, will be allowed to continue payment of premiums for L.T.D. provisions at their own cost.
- 47:04:3 Notwithstanding the provisions of 47:04:2 the Corporation will continue to pay premiums on behalf of an employee who is on leave of absence without pay to a maximum of twenty-two (22) consecutive working days for each leave taken, **except as provided in Article 20:05.**
- 47:05:1 Employees who are on involuntary leave of absence due to illness or disability will continue to have their **flexible benefit plan coverage under their existing option of the time of leave**, paid by the Corporation.
- 47:05:2 Employees on voluntary leave of absence without pay, where eligible, will be allowed to continue payment of **their flexible benefit plan coverage under their existing option of the time of leave** at their own cost.
- 47:05:3 Notwithstanding the provisions of **47:05:2** the Corporation will continue to pay **for flexible benefit plan coverage** on behalf of an employee who is on leave of absence without pay to a maximum of twenty-two (22) consecutive working days for each leave taken, **except as provided in Article 20:05.**

Article 48 - Standby

- 48:01 An employee who has been designated by the Corporation to be available on standby during off duty hours, shall be entitled to payment of twenty dollars (\$20.00) for each twenty-four (24) hour period or less of standby on a regular working day.
- 48:01:1 For standby on a day of rest or on a paid holiday that is not a working day, the payment shall be thirty-five dollars (35) for each twenty-four (24) hour period or less.
- 48:02 To be eligible for standby payment, an employee designated for standby duty must be available during the period of standby at a known telephone number or location in the headquarters area at which they may be reached and must be available to return for duty as quickly as possible, normally within thirty (30) minutes, if called or contacted.
- 48:03 An employee on standby who is entitled to overtime compensation and who is called back to work shall be compensated in accordance with call-out provisions in addition to standby pay.
- 48:04 For the purpose of this Article, a twenty-four (24) hour period shall be defined as the period from 8:00 a.m. of one day to 8:00 a.m. of the following day.
- 48:05 An employee on standby who has the use of a portable computer terminal and is required to perform work without reporting to a work location shall receive (1 ½ x) the regular hourly rate of pay for all time so worked but no overtime payment shall be made for periods of work that are thirty (30) minutes or less. Minimum call back Article 24:06 would not apply.
- 48:06 Standby duty will normally be scheduled on a rotational basis for a minimum of one (1) full week with at least two (2) full weeks notice of such schedule.

Article 49 – Term Employees

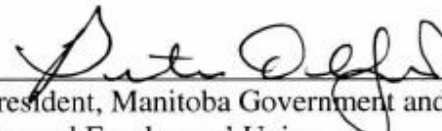
- 49:01** A “Term Employee” is defined as an external person who is hired to work full or part-time hours for a specific time period, or a specific job, or until the assignment is completed.
- 49:02** Term employees hired under the terms of this agreement will be on probation for six (6) months or one hundred and twenty (120) paid days of employment whichever shall last occur, and will not attain any seniority during this period. Upon completion of the probationary period, the employee will be credited with seniority back to the date of hire.
- 49:03** The payment of union dues will start at the date of hire.
- 49:04** Term employees are eligible to apply for posted vacancies and will only be considered if there are no qualified permanent employees. Following twelve (12) months of employment they will be considered on the same basis as permanent employees.
- 49:05** Term employees will be eligible for the term benefit package as found in Article 47.02.
- 49:06** Term employees with 24 consecutive months of employment excluding leaves will be granted permanent status and the union will be notified of this status change.
- 49:07** Term employees hired for a specific project will be allowed to apply on permanent positions as outlined in 49.04 above, however they may be held in their project position until completion of their assignment.
- 49:08** Term Employees have no rights of layoff, bumping, or recall nor are they subject to being displaced or bumped during their term of employment except under the following circumstance:
- 49:08:01** A term employee may be terminated earlier than their end date to accommodate a permanent employee who is being laid off providing that there is greater than six (6) months remaining in the term and the permanent employee qualifies under Article 16.07.02.

IN WITNESS WHEREOF **M. McLaren**, President and Chief Executive Officer, has hereunto set her hand for and on behalf of The Manitoba Public Insurance Corporation and **M. Kempe**, Vice President **Human Resources**, has hereunto set **her** hand for and on behalf of The Manitoba Public Insurance Corporation, and **P. Olfert**, President, has hereunto set his hand for and on behalf of The Manitoba Government and General Employees' Union, and **V. Doherty** of the MPIC Component Negotiating Committee, has hereunto set **her** hand for and on behalf of the MPIC Component of the M.G.E.U.

Signed this 8th day of January, 2009.



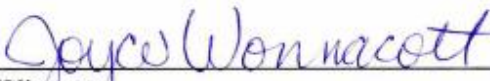
President and Chief Executive Officer
Manitoba Public Insurance Corporation



President, Manitoba Government and
General Employees' Union



Witness




Witness




On Behalf of the Manitoba Public
Insurance Corporation



On Behalf of the Manitoba Government
and General Employees' Union



Witness



Witness

Appendix "A"

Pay Plan

The Pay Plan shall form a part of the collective agreement between Manitoba Public Insurance and Manitoba Government and General Employees' Union.

Effective September 28, 2008 the Corporation shall increase all points in the pay plan by a general wage increase of **two point nine percent (2.9%)**.

Retroactive Wages

Retroactive **wage** adjustments for the period **September 28, 2008 to January 3, 2009** shall apply to:

- (a) employees who are in the employ of the Corporation on **January 3, 2009**.
- (b) employees who left the Corporation during the above period by reason of retirement under the provision of the Civil Service Superannuation Act, voluntary termination (resignation) or completion of a specific job for which they were employed, (temporary employees) and provide a written request to the Corporation within 60 days of the effective date of this agreement.

Effective **September 27, 2009**, the Corporation shall increase all points in the pay plan by a general wage increase of **two point nine percent (2.9%)**.

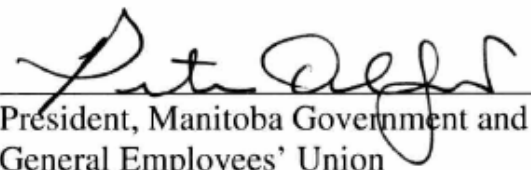
Effective **September 26, 2010** the Corporation shall increase all points in the pay plan by a general wage increase of **two point nine percent (2.9%)**.

Effective **September 25, 2011** the Corporation shall increase all points in the pay plan by a general wage increase of **two point nine percent (2.9%)**.

Signed this 8th day of January 2009.



President and Chief Executive Officer,
Manitoba Public Insurance Corporation



President, Manitoba Government and
General Employees' Union

Memorandum of Agreement #1

Re: Job Share Employees

Job Sharing is a voluntary alternative work arrangement whereby the duties and responsibilities of a full-time position may be restructured in a manner that would accommodate the employment of two permanent employees on a work-time sharing basis.

The Corporation will inform the Union of new Job Sharing arrangements in the bargaining unit as they are approved.

Job Sharing employees shall sign a Job Sharing Agreement letter which outlines the agreed schedule of work and the conditions under which the Job Share will operate.

General Conditions

The total employment cost to the Corporation for a job-share arrangement shall be no greater than the cost of having the position filled by a full-time employee.

Benefits will accrue and be expended on a prorated basis as established in the Job Share Agreement letter as signed by the employees.

Eligibility

All employees in permanent full-time positions are eligible to request a job share arrangement for their position providing they have satisfactory job performance.

Employees may voluntarily demote to a job share arrangement.

Initiation and Approval

A request to establish a Job Share arrangement should be forwarded to the department manager.

Employees who do not have a partner should contact Human Resources for a list of interested and eligible employees.

Job Share partnerships must be mutually agreed to by the partners and the department manager.

SUMMARY OF BENEFITS AND CONDITIONS

Job Share employees and part-time employees will only be eligible for the benefits specifically identified in this section.

Prorating

For the purpose of calculating benefits, the prorating factor shall be as described in the Job Share Arrangement letter signed by the partners.

Notice

Employees who are working in a Job Share position shall receive calendar day notice as **noted in Article 18**.

Seniority - Article 9

Job Share and part-time employees will accrue seniority by accumulative service. Days worked in addition to those stipulated in the agreement, will accrue towards seniority. Overtime hours are not included.

Recruitment and Promotion - Article 12

Vacant full-time positions may be filled by two suitable internal applicants following posting and selection, subject to the provision of Article 12 and sub-articles of the Collective Agreement. All successful applicants to the full-time permanent position who sign a Job Sharing Agreement letter shall be referred to as Job Share employees.

In the event that one of the employees in a Job Sharing arrangement can no longer fulfil their obligation as described in the Job Sharing agreement letter the position would be dealt with in the following manner:

- (a) the remaining employee in the Job Share position would have the option of filling the position without posting on a full-time basis;
- (b) the position would be posted in accordance with Article 12 with the following words stated on the job posting:
“This full-time position is currently being filled by two employees working part-time on a 50/50 time-shared basis. If you wish to apply for this on a part-time basis, please apply in the normal manner.”
- (c) if no suitable internal applicant is willing to share the full-time position as per Article 12, the remaining employee under (a) above would have a final option to fill the position full-time;
- (d) if the remaining employee refuses the full-time position, the remaining employee would be deemed to have voluntarily resigned;
- (e) the job vacancy will be posted and filled as a full-time position as per Article 12.

Employees entering into a job sharing/part-time arrangement will not retain any rights to any previous position held.

Job Sharing employees must have completed their assessment period in the job sharing classification before they will be considered suitable for a Job Sharing employment arrangement.

Layoff, Bumping, Recall - Article 16

Accumulated service seniority is to be used for the purpose of this Article.

Compensation for Injury - Article 17

A Job Share employee who is eligible for Workers Compensation may use accumulated sick leave credits to supplement Workers Compensation to ensure the maintenance of their regular salary. Salary should be based on the prorated factor.

Leave of Absence Without Pay - Article 21

If an employee in a Job Sharing arrangement must be absent from work for an extended period due to long term illness, the remaining employee may be required to fill the job on a full-time basis until the other employee returns to work. The remaining employee's benefits will not change during the temporary period of full-time employment.

Leave With Pay - Article 19, 20 and 22

Job Share employees will be eligible for leave with pay as set out in Articles **19.01, 19.02, 19.04, 19.05, 19.06, 20.04**, 22:01 and 22:02. Such leave will be on a prorata basis calculated by multiplying the number of days the employee would qualify for by the prorating factor.

A permanent Job-Share employee who qualifies for maternity leave may apply for such leave in accordance with either Plan A or Plan B, but not both. The amount of leave granted under this provision is not prorated.

Hours of Work - Article 23

The daily hours of work will remain unchanged. The normal number of days worked bi-weekly will be as agreed to in the employee's individual employment agreement. Any deviations from the agreed number of days to be worked should be the exception, for example when employees are required to work during periods of high vacation usage or extended sick leave.

Job Share employees must work an entire eight (8) hour shift to be eligible for shift differential as set out in Article **23:11**.

Overtime - Article 24

Job Share employees must work beyond the normal daily hours of work (i.e. 7¼, [8] hours) per that classification before they are eligible for overtime pay rates as set in Article 24:01. Job share employees will be paid overtime rates as set out in Articles 24:02 and 24:03 only when they have worked at least five (5) days in a week.

Vacation - Article 25

For the purpose of accruing vacation credits in accordance with Articles:

25:01:1	.58 days per bi-weekly period
25:01:2	.77 days per bi-weekly period
25:01:3	.96 days per bi-weekly period
25:01:4	1.15 days per bi-weekly period of accumulated service seniority

Holidays - Article 26

An employee will be eligible for pay for a holiday on which they do not work, provided:

They have not been absent from work without the consent of the Corporation authority on their regular working days immediately preceding or following the holiday unless their absence is by reason of established illness. When an employee is eligible for holiday pay or time in lieu they shall receive an amount calculated **by averaging the hours worked in the 4 week period prior to the holiday multiplied by their regular hourly rate.**

Sick Leave - Article 27

For the purpose of accumulating sick leave in accordance with 27:02, one month accumulated service equals one and one-half (1½) days sick leave entitlement.

Retiring Allowance - Article 31

Accumulated service seniority is the basis for meeting the ten (10) year minimum service requirement for the calculation of retiring allowance (i.e.: an employee who

works 10 years on a Job Share basis would receive 10 weeks severance pay). Subject to attaining the service required as set out in Article 31:01, the employee shall receive retiring allowance based on their pro rata factor.

Northern Allowance - Article 32

Job Sharing employees who work 50% or more of a normal pay period shall receive the single Northern living allowance rate.

Bridging of Service - Article 47

Five (5) years calendar service will be used in Article 47:01(b) to determine eligibility for Bridging of Service.

Probation, Assessment and Increment Dates

These dates will be established by applying the relevant prorating factor. Should a Job Sharing employee be required to work days in addition to those specified in the individual employment agreement, adjustments to the above dates will be affected to reflect the additional service.

Pay Administration

Job Sharing employees shall be paid on the same days as other employees, with the rate of pay being adjusted by the applicable prorating factor.


SUPPLEMENTARY HEALTH BENEFITS

EXTENDED HEALTH	same as full-time employee package, only adding a \$25 single/\$50 family deductible
VISION CARE	\$320 inclusive of eye examination
AMBULANCE/HOSPITAL	same coverage as full-time employees
DENTAL	80% basic plan only; (no major and orthodontic); \$1,750 annual maximum based on the current Dental Fee Guide
LONG TERM DISABILITY	coverage will be based on the employee's prorated salary
HEALTH SPENDING ACCOUNT	\$330.00

Signed this 8th day of January 2009.



President and Chief Executive Officer,
Manitoba Public Insurance Corporation



President, Manitoba Government and
General Employees' Union

Memorandum of Agreement #2

Re: Part-Time Employees

SUMMARY OF BENEFITS AND CONDITIONS

Part-time employees will only be eligible for the benefits specifically identified in this section.

Prorating

For the purpose of calculating benefits, the prorating factor shall be as described in the offer of employment letter.

Notice

Part-time employees shall receive calendar day notice as **noted in Article 18**.

Seniority - Article 9

Part-time employees will accrue seniority by accumulative service. Days worked in addition to those stipulated in the agreement, will accrue towards seniority. Overtime hours are not included.

Layoff, Bumping, Recall - Article 16

Accumulated service seniority is to be used for the purpose of this Article.

Compensation for Injury - Article 17

A part-time employee who is eligible for Workers Compensation may use accumulated sick leave credits to supplement Workers Compensation to ensure the maintenance of their regular salary. Salary should be based on the prorated factor.

Leave With Pay - **Article 19, 20** and 22

Job Share employees will be eligible for leave with pay as set out in Articles **19.01, 19.02, 19.04, 19.05, 19.06, 20.04**, 22:01 and 22:02. Such leave will be on a prorata basis calculated by multiplying the number of days the employee would qualify for by the prorating factor.

A permanent part-time employee who qualifies for maternity leave may apply for such leave in accordance with either Plan A or Plan B, but not both. The amount of leave granted under this provision is not prorated.

Hours of Work - Article 23

The daily hours of work will remain unchanged. The normal number of days worked bi-weekly will be as agreed to in the employee's individual employment agreement. Any deviations from the agreed number of days to be worked should

be the exception, for example when employees are required to work during periods of high vacation usage or extended sick leave.

Part-time employees must work an entire eight (8) hour shift to be eligible for shift differential as set out in Article **23:11**.

Overtime - Article 24

Part-time employees must work beyond the normal daily hours of work (i.e. 7¼, [8] hours) per that classification before they are eligible for overtime pay rates as set in Article 24:01. Part-time employees will be paid overtime rates as set out in Articles 24:02 and 24:03 only when they have worked at least five (5) days in a week.

Vacation - Article 25

For the purpose of accruing vacation credits in accordance with Articles:

25:01:1	.58 days per bi-weekly period
25:01:2	.77 days per bi-weekly period
25:01:3	.96 days per bi-weekly period
25:01:4	1.15 days per bi-weekly period of accumulated service seniority

Holidays - Article 26

An employee will be eligible for pay for a holiday on which they do not work, provided:

They have not been absent from work without the consent of the Corporation authority on their regular working days immediately preceding or following the holiday unless their absence is by reason of established illness. When an employee is eligible for holiday pay or time in lieu they shall receive an amount calculated **by averaging the hours worked in the 4 week period prior to the holiday multiplied by their regular hourly rate.**

Sick Leave - Article 27

For the purpose of accumulating sick leave in accordance with 27:02, one month accumulated service equals one and one-half (1½) days sick leave entitlement.

Retiring Allowance - Article 31

Subject to attaining the service requirement as set out in Article 31:01, the employee shall receive retiring allowance based on their pro rata factor.

Northern Allowance - Article 32

Part-time employees who work 50% or more of a normal pay period shall receive the single Northern living allowance rate.

Bridging of Service - Article 47

Five (5) years calendar service will be used in Article 47:01(b) to determine eligibility for Bridging of Service.

Probation, Assessment and Increment Dates

These dates will be established by applying the relevant prorating factor. Should a Part-time employee be required to work days in addition to those specified in the individual employment agreement, adjustments to the above dates will be affected to reflect the additional service.

Pay Administration

Part-time employees shall be paid on the same days as other employees, with the rate of pay being adjusted by the applicable prorating factor.

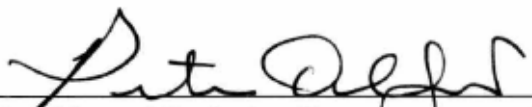
SUPPLEMENTARY HEALTH BENEFITS

EXTENDED HEALTH	same as full-time employee package, only adding a \$25 single/\$50 family deductible
VISION CARE	\$320 inclusive of eye examination
AMBULANCE/HOSPITAL	same coverage as full-time employees
DENTAL	80% basic plan only; (no major and orthodontic); \$1,750 annual maximum based on the current Dental Fee Guide
LONG TERM DISABILITY	coverage will be based on the employee's prorated salary
HEALTH SPENDING ACCOUNT	\$330.00

Signed this 8th day of January 2009.



President and Chief Executive Officer,
Manitoba Public Insurance Corporation



President, Manitoba Government and
General Employees' Union

Memorandum of Agreement #3

Re: Article 23.06 – Hours of Work City of Winnipeg Service Centres 1, 6, & 7

This letter confirms the agreement reached between Manitoba Public Insurance and Manitoba Government and General Employees' Union with respect to the Hours of Work for Service Centres (1, 6 and 7) in Winnipeg.

The shift schedule is expected to be no greater than four (4) ten and a half (10 1/2) hour workdays between the hours of 7:30 AM to 6 PM not to exceed thirty six and a quarter (36 1/4) hours per week.

The schedule will be posted in accordance with article 23.09 and will consist of one shift working Monday to Thursday and the second shift working Wednesday to Saturday with a rotation occurring every fourth week. Changes to the posted schedule may only be made by mutual agreement of the affected employees and the Department Manager or designate.

Weekend premium will apply for all Saturday hours worked in accordance with Article 23: 11:1.

It is anticipated that the Clerical and Estimating Supervisors and the Estimating Systems Clerk will be scheduled for 7.25 hours per day, Monday to Friday between the hours of 7:30 AM and 6:00 PM.

For Service Centre #1 the opportunities will be filled in the following manner:

- 1. Staff at the current Claim Centre #1 will be offered the first opportunity within their current classification for the new Service Centre #1 positions through a transfer without posting. Transfers will be on a seniority basis. Employees declining the opportunity will be redeployed following completion of item # 3, on a preferred location and seniority basis.**
- 2. The remaining opportunities will be offered to all other staff on a transfer basis within their own classification.**
- 3. Any remaining opportunities will be posted and filled through internal competition in accordance with Article 12.**
- 4. Remaining opportunities will be filled through external hiring.**

For Service Centres # 6 and 7 the opportunities will be filled as follows:

- 1. The opportunities will be offered to all staff on a transfer basis by seniority, within their own classification.**
- 2. Any remaining opportunities will be posted and filled through internal competition in accordance with Article 12.**
- 3. Remaining opportunities will be filled through external hiring.**

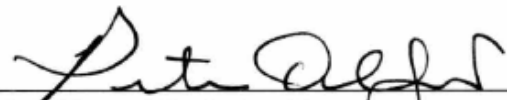
The Corporation undertakes to establish an ongoing Working Group which will include subject matter experts to assist in developing operational requirements for the Service Centres. Topics may include but is not limited to the following:

- Work flow procedures**
- File handling**
- Vacation scheduling**
- Shift Scheduling**
- Claims processing**

Signed this 8th day of January 2009.



President and Chief Executive Officer,
Manitoba Public Insurance Corporation



President, Manitoba Government and
General Employees' Union

Memorandum of Agreement #4

Re: Hours of Work - Physical Damage Centre

This Memorandum of Agreement sets forth the understanding reached between Manitoba Public Insurance and the Manitoba Government Employees Union with respect to employees required to provide estimating services at the Physical Damage Centre.

Employees in the classifications of Estimator, Commercial Estimator, Reinspection Estimators, Estimating Supervisor, Estimating Clerk, Yardman, Tow Truck Operator, Clerk and Vehicle Control Supervisor required to provide estimating services at the Physical Damage Centre who:

- have a hire date after November 1, 2001; or
- are successful applicants to posted vacancies at the Physical Damage Centre after date of signing of this Memorandum; or
- are granted voluntary transfers to the Physical Damage Centre after date of signing of this Memorandum,

are subject to the following conditions effective the signing date of this Memorandum:

- Hours of operation will be 8:30 a.m. to 5:00 p.m. Monday to Saturday.
- Daily hours of work will be 7.25 hours.
- Hours of work for full-time employees will be 36.25 hours per week with 2 days off per week, one of which shall be Sunday.
- The two days off per week need not be consecutive. The Corporation will strive to give consecutive days off where operationally feasible. The day off other than Sunday shall be designated by the Corporation, subject to the notice provisions contained herein.
- The initial Saturday schedule will include a minimum of 3 term estimators. Subsequent schedules will be subject to operational needs as determined by the Corporation.
- Where the Corporation finds it necessary to schedule employees on a holiday, such scheduling will be done on an equitable basis.
- Sunday will be considered the second day of rest for overtime purposes.
- Employees will not be required to work split shifts.
- Schedules for a period of not less than four (4) weeks will be posted at least two (2) weeks before the beginning of the period scheduled.

- Except for emergencies, changes to the posted schedule may only be made by mutual agreement of affected employees and department manager or designate.
- Affected employees will be provided thirty (30) days notice prior to their assignment to any hours schedule established pursuant to this Memorandum.
- Where the terms of the memorandum of agreement conflict with any provisions of the Collective Agreement these specific provisions shall prevail.
- Incumbents in the above captioned classifications hired prior to November 1, 2001 will not be involuntarily transferred into positions subject to the above conditions.
- Incumbents in the above captioned classifications hired prior to November 1, 2001, located at the Physical Damage Centre as at the date of signing of this memorandum will not be involuntarily transferred to other work locations in order to create a position subject to Saturday scheduling.
- Successful applicants to posted vacancies at the Physical Damage Centre after signing date of this Memorandum are subject to subsequent transfers in accordance with the terms of the Collective Agreement.

This Memorandum shall be attached to and form part of the Collective Agreement.

Signed this 8th day of January 2009.



President and Chief Executive Officer,
Manitoba Public Insurance Corporation



President, Manitoba Government and
General Employees' Union

Memorandum of Agreement #5

Re: Information Technology

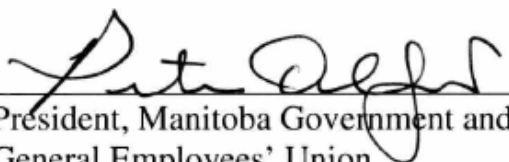
This letter confirms the agreement reached between Manitoba Public Insurance and Manitoba Government and General Employees' Union with respect to the following:

- 1. The Corporation agrees to extend the IT Market Supplement to September 28, 2009. During the period between the signing of the collective agreement and September 28, 2009 the Corporation will conduct a full and comprehensive audit of positions receiving the IT Market Supplement as they relate to similar positions and functions in the Winnipeg community.**
- 2. This review includes but is not limited to a review of hours of work, overtime allocation, operational workflow, job classification positioning and regular and weekend standby pay.**
- 3. The results of this review will be formally reviewed with the union.**

Signed this 8th day of January 2009.



President and Chief Executive Officer,
Manitoba Public Insurance Corporation



President, Manitoba Government and
General Employees' Union

Memorandum of Agreement #6

Re: Temporary Assignments - Call Centre, Broker Operations, and Cityplace Front Counter

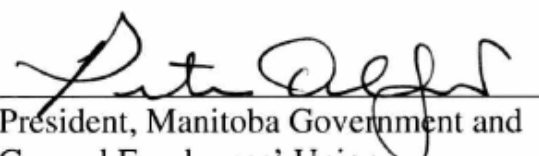
This letter confirms the agreement reached between Manitoba Public Insurance and Manitoba Government and General Employees' Union with respect to the limit of the number of employees who can be released on temporary assignments at any one time from the Call Centre, Broker Operations, and Cityplace Front Counter.

- 1. The Call Centre, Broker Operations, and Cityplace Front Counter will allow 10% of the staff from each Department to be on a temporary assignment at one time. Any further requests for temporary assignments may be restricted.**
- 2. If an employee is requested to return from their temporary assignment before their end date due to operational requirements, and had received a promotional increase, they shall continue to be paid at the higher rate of pay until the end date of the original temporary assignment.**
- 3. This restriction will be formally reviewed with the union in eighteen (18) months following the signing of the collective agreement.**

Signed this 8th day of January 2009.



President and Chief Executive Officer,
Manitoba Public Insurance Corporation



President, Manitoba Government and
General Employees' Union

Memorandum of Agreement #7

Re: Medical Fitness Administrator & Medical Assessment Supervisor

This letter confirms the agreement reached between Manitoba Public Insurance and Manitoba Government and General Employees' Union with respect to the Medical Fitness Administrator and Medical Assessment Supervisor Classifications

The Corporation agrees to conduct a formal audit on the above classifications by September 29, 2009. This audit will compare related positions and functions to Manitoba positions only.

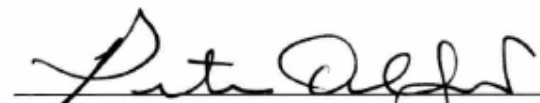
Manitoba Public Insurance rates of pay are intended to be no greater than 95% of the Manitoba Nurses Union rates of pay for similar positions and functions.

Any changes to the rates of pay for these classifications will be retroactive to October 26, 2008.

Signed this 8th day of January 2009.



President and Chief Executive Officer,
Manitoba Public Insurance Corporation



President, Manitoba Government and
General Employees' Union

In Scope Pay Plan - Alphabetical Listing

Description	Range
Accountant 1	10
Accountant 2	13
Accounting Clerk 1	6
Accounting Clerk 2	8
Accounts Payable Clerk	5
Accounts Receivable PC End User Clerk	8
Accounts Receivable Representative	8
Adjuster	9
Agency Auditor	8
Analyst (*52)	12
Analyst-Rate Groups	8
Associate Adjuster	8
Associate Business Analyst	8
Associate Driver Examiner	8
Associate Underwriter	8
Asst Estimating Systems Administrator	7
Audit Clerk	7
Auditor 1	10
Auditor 2	13
Autopac Program Coordinator	11
Broker Enquiry Representative	8
Broker Enquiry Supervisor	10
Broker Funds Administrator	8
Broker Information Coordinator	8
Broker Services Administrator	11
Broker Training Coordinator	13
Business Analyst	13
Business Development and Support Specialist	14
Buyer	8
Call Centre Representative	7
Call Centre Supervisor	10
Call Centre Training Coordinator	11
Caretaker	4
Case Management Supervisor	15
Case Manager	12
Claims Processor	6
Claims Service Representative	6

Description	Range
Claims Supervisor	14
Claims System Analyst	9
Clerical Supervisor	10
Clerk 1	1
Clerk 2	4
Clerk 2 - Garage	4
Clerk 2 Receiver	4
Clerk 3	6
Clerk 4	8
Clerk Typist 1	3
Clerk Typist 2	4
Clerk Typist 3	6
Clerk Typist 4	8
Collection Officer	8
Collection Supervisor	13
Commercial Estimator	11
Commercial Registrations Representative	8
Commercial Registrations Supervisor	10
Communications Officer 1	9
Communications Officer 2	11
Community Programming Coordinator	10
Community Relations Specialist	12
Contracts Administrator	13
Co-op Programmer	6
Coordinator Audit Projects	14
Corporate Application Architect (*59)	14
Court Information Clerk	5
Court Information Supervisor	9
Customer Account Representative	8
Customer Account Supervisor	10
Customer Relations Coordinator	14
Customer Relations Officer	12
Customer Service Representative	8
Data Architect (*47)	14
Data Entry Supervisor	8
Data Processing Coordinator	12
Dealer Inspector	10
Document Analyst	8
Driver Ed Curriculum Dev & Trn'g Sup Spec	12
Driver Ed Liaison Officer	10
Driver Examiner	9

Description	Range
Driver Improvement Clerk	5
Driver Improvement Supervisor	12
Driver Licencing Coordinator	14
Driver Licencing Liaison Officer	10
Driver Records Clerk	5
Driver Records Coordinator	14
Driver Records Processing Supervisor	9
Driver Testing Clerk	5
Driver Testing Office Supervisor	12
Driver Testing Regional Coordinator	13
Driver Training Administrator	9
Driver Training Supervisor	12
Economist	14
Editor, Technical Content	8
Education Assistance Coordinator	8
Electronic Media Coordinator	14
Electronic Media Publisher I	7
Electronic Media Publisher II	9
Enhanced Identity Interview Clerk	5
Estimating Supervisor	13
Estimating Systems Administrator	13
Estimating Systems Clerk	5
Estimator - City	11
Estimator - Rural	11
Facial Recognition Analyst	8
Facilities Design Administrator	12
Facilities Service Technician	12
Facilities/Premises Administrator	14
Fair Practices Analyst	13
Financial Services Supervisor	9
Fleet Safety Services Representative	9
Fleet Vehicle Administrator	8
Fleets Administrator	8
Glass Audit Clerk	6
Glass Audit Supervisor	10
Graphic Designer	9
Heavy Vehicle Service Representative	9
I.T. Administrator	6
I.T. Analyst (*52)	12
I.T. Support Analyst	9
Identity Case Administrator	7

Description	Range
Identity Coordinator	14
Identity Interview Coordinator	10
Identity Verification Administrator	8
Identity Verification Supervisor	10
Information Services Coordinator	14
Information Systems Auditor (*47)	14
Insurance Operations Trainer	10
Insurance Operations Training Coordinator	14
Inventory Control Supervisor	11
Investment Analyst	12
Investment Associate	8
IRI Analyst	12
IRI Calculator	8
IRI Supervisor	13
Legal Assistant	7
Legal Processor	10
Legal Processor II	12
Legal Secretary	6
Medex Case Manager	9
Medex Clerk	5
Medex Supervisor	14
Medical Assessment Administrator	9
Medical Assessment Clerk	6
Medical Assessment Supervisor	14
Medical Fitness Administrator	12
Medical Records Coordinator	14
Multimedia Application Developer	10
Order Clerk	5
Out of Province Claims Supervisor	14
Policy/Procedure Manuals Analyst	8
Premises Assistant	8
Premises Coordinator	11
Professional Intern	8
Program Evaluation Analyst	10
Programmer	8
Programmer/Analyst	10
Project Coordinator (*47)	14
Project Management Support Clerk	7
Purchasing Agent	10
Purchasing Supervisor	13
Rates Appeal Board Secretary	6

Description	Range
Rates Appeal Officer	6
Registration Information Clerk	5
Rehab Special Services Supervisor	15
Rehabilitation Services Specialist	14
Reinspection Estimator	12
Research & Training Supervisor	13
Reviewing Officer	9
Road Safety Issues Specialist	12
Salvage Supervisor	11
Schedule Administration Coordinator	6
Senior Adjuster	11
Senior Adjuster - Commercial Claims	12
Senior Business Analyst	14
Senior Graphics Designer	11
Senior Systems User Analyst	12
Skip Tracer	6
Special Accounts Administrator	7
Special Accounts Investigator	9
Special Accounts Supervisor	14
Special Investigations Representative	5
Sr. Adjuster Sub-Office	14
Sr. Advertising Specialist (Public Materials)	11
Sr. Analyst (*47)	14
Sr. Case Manager	14
Sr. Collection Officer	9
Sr. Forecasting Analyst	13
Sr. I.T. Administrator	7
Sr. I.T. Analyst (*47)	14
Sr. I.T. Support Analyst (*51)	11
Sr. Investment Analyst	14
Sr. IRI Calculator	10
Sr. Multi Media Application Developer	11
Sr. Out of Province Specialist-Commercial	12
Sr. Program Delivery Coordinator	13
Sr. Subrogation Specialist	13
Sr. Test Administrator	10
Sr. Underwriter	13
Statistical Research Analyst	14
Strategic Communications Coordinator	13
Subrogation Specialist	10
Supervisor, Broker Communications	11

Description	Range
Supervisor, Customer Service Centre	10
Supervisor, I.T. Services (*57)	15
Supervisor, Program Support Unit	14
Systems Management Coordinator	14
Systems Support Clerk	6
Systems User Analyst	10
Team Leader-Bodily Injury Payment Unit	13
Team Leader-Broker Services Administration	13
Test Administrator	9
Tow Truck Operator	6
Training & Development Support Clerk	5
Training & Research Tech (Mech/Autobody)	12
Underwriter 1	9
Underwriter 2	11
Underwriting Clerk	6
Underwriting Supervisor	15
Underwriting Support Clerk	7
Vehicle Control Supervisor	10
Vehicle Registrations Coordinator	14
Vehicle Standards Officer	9
Vehicle Standards Supervisor	11
Yardman	6

In Scope Pay Plan

Effective September 28, 2008 to September 26, 2009 (2.9% economic increase)

Range	Description	Position Code	1	2	3	4	5	6
1	Clerk I	000101	24,470	25,325	26,211	27,131	28,078	29,063
			937.55	970.31	1004.25	1039.50	1075.79	1113.52
			12.9317	13.3835	13.8518	14.3380	14.8384	15.3590
2			26,211	27,131	28,078	29,063	30,080	31,133
			1004.25	1039.50	1075.79	1113.52	1152.49	1192.84
			13.8518	14.3380	14.8384	15.3590	15.8964	16.4529
3	Clerk Typist 1	000301	28,078	29,063	30,080	31,133	32,222	33,352
			1075.79	1113.52	1152.49	1192.84	1234.56	1277.85
			14.8384	15.3590	15.8964	16.4529	17.0284	17.6256
4	Caretaker	000407	30,080	31,133	32,222	33,352	34,517	35,725
	Clerk 2	000403	1152.49	1192.84	1234.56	1277.85	1322.49	1368.77
	Clerk 2 - Garage	000405	15.8964	16.4529	17.0284	17.6256	18.2412	18.8796
	Clerk 2 Receiver	000406						
	Clerk Typist 2	000404						
5	Accounts Payable Clerk	000513	32,222	33,352	34,517	35,725	36,975	38,269
	Court Information Clerk	000516	1234.56	1277.85	1322.49	1368.77	1416.67	1466.25
	Driver Improvement Clerk	000518	17.0284	17.6256	18.2412	18.8796	19.5402	20.2241
	Driver Records Clerk	000515						
	Driver Testing Clerk	000517						
	Enhanced Identity Interview Clerk	000521						
	Estimating Systems Clerk	000508						
	Medex Clerk	000514						
	Order Clerk	000507						
	Registration Information Clerk	000519						
	Special Investigations Representative	000520						
	Training & Development Support Clerk	000511						
6	Accounting Clerk I	000605	34,517	35,725	36,975	38,269	39,609	40,995
	Claims Processor	000623	1322.49	1368.77	1416.67	1466.25	1517.59	1570.69
	Claims Service Representative	000608	18.2412	18.8796	19.5402	20.2241	20.9322	21.6647
	Clerk 3	000603						
	Clerk Typist 3	000604						
	Co-op Programmer	000606						
	Glass Audit Clerk	000624						
	I.T. Administrator	000620						
	Legal Secretary	000614						
	Medical Assessment Clerk	000625						
	Rates Appeal Board Secretary	000611						
	Rates Appeal Officer	000610						
	Schedule Administration Coordinator	000619						
	Skip Tracer	000621						

Range	Description	Position Code	1	2	3	4	5	6
6	<i>Continued...</i>							
	Systems Support Clerk	000616						
	Tow Truck Operator	000602						
	Underwriting Clerk	000622						
	Yardman	000601						
7	Asst Estimating Systems Administrator	000721	36,975	38,269	39,609	40,995	42,431	43,915
	Audit Clerk	000715	1416.67	1466.25	1517.59	1570.69	1625.71	1682.57
	Call Centre Representative	000712	19.5402	20.2241	20.9322	21.6647	22.4236	23.2078
	Electronic Media Publisher I	000720						
	Identity Case Administrator	000727						
	Legal Assistant	000723						
	Project Management Support Clerk	000725						
	Special Accounts Administrator	000726						
	Sr. I.T. Administrator	000719						
	Underwriting Support Clerk	000722						
8	Accounting Clerk 2	000826	39,609	40,995	42,431	43,915	45,451	47,042
	Accounts Receivable PC End User Clerk	000807	1517.59	1570.69	1625.71	1682.57	1741.42	1802.38
	Accounts Receivable Rep	000829	20.9322	21.6647	22.4236	23.2078	24.0196	24.8604
	Agency Auditor	000805						
	Analyst-Rate Groups	000815						
	Associate Adjuster	000819						
	Associate Business Analyst	000832						
	Associate Driver Examiner	000835						
	Associate Underwriter	000827						
	Broker Enquiry Representative	000810						
	Broker Funds Administrator	000817						
	Broker Information Coordinator	000837						
	Buyer	000824						
	Clerk 4	000801						
	Clerk Typist 4	000804						
	Collection Officer	000825						
	Commercial Registrations Representative	000834						
	Customer Account Representative	000830						
	Customer Service Representative	000802						
	Data Entry Supervisor	000833						
	Document Analyst	000840						
	Editor, Technical Content	000821						
	Education Assistance Coordinator	000838						
	Facial Recognition Analyst	000839						
	Fleet Vehicle Administrator	000806						
	Fleets Administrator	000811						
	Identity Verification Administrator	000836						
	Investment Associate	000831						
	IRI Calculator	000809						
	Policy/Procedure Manuals Analyst	000812						
	Premises Assistant	000816						
	Professional Intern	000828						
	Programmer	000814						

Range	Description	Position	1	2	3	4	5	6
		Code						
9	Adjuster	000911	42,431	43,915	45,451	47,042	48,688	50,393
	Claims System Analyst	000908	1625.71	1682.57	1741.42	1802.38	1865.44	1930.77
	Communications Officer 1	000901	22.4236	23.2078	24.0196	24.8604	25.7302	26.6313
	Court Information Supervisor	000925						
	Driver Examiner	000927						
	Driver Records Processing Supervisor	000930						
	Driver Training Administrator	000929						
	Electronic Media Publisher II	000923						
	Financial Services Supervisor	000931						
	Fleet Safety Services Rep	000922						
	Graphic Designer	000905						
	Heavy Vehicle Service Representative	000915						
	I.T. Support Analyst	000920						
	Medex Case Manager	000917						
	Medical Assessment Administrator	000928						
	Reviewing Officer	000924						
	Special Accounts Investigator	000913						
	Sr. Collection Officer	000921						
	Test Administrator	000916						
	Underwriter 1	000903						
Vehicle Standards Officer	000926							
10	Accountant 1	001033	45,451	47,042	48,688	50,393	52,157	53,984
	Auditor 1	001028	1741.42	1802.38	1865.44	1930.77	1998.35	2068.35
	Broker Enquiry Supervisor	001043	24.0196	24.8604	25.7302	26.6313	27.5635	28.5290
	Call Centre Supervisor	001029						
	Clerical Supervisor	001026						
	Commercial Registrations Supervisor	001050						
	Community Programming Coordinator	001035						
	Customer Account Supervisor	001048						
	Dealer Inspector	001051						
	Driver Ed Liaison Officer	001049						
	Driver Licencing Liaison Officer	001052						
	Glass Audit Supervisor	001055						
	Identity Interview Coordinator	001057						
	Identity Verification Supervisor	001056						
	Insurance Operations Trainer	001054						
	Legal Processor	001046						
	Multimedia Application Developer	001032						
	Program Evaluation Analyst	001040						
	Programmer/Analyst	001030						
	Purchasing Agent	001027						
	Sr. IRI Calculator	001034						
	Sr. Test Administrator	001044						
	Subrogation Specialist	001045						
	Supervisor, Customer Service Centre	001038						
	Systems User Analyst	001039						
	Vehicle Control Supervisor	001031						

Range	Description	Position	1	2	3	4	5	6
		Code						
11	Autopac Program Coordinator	001111	48,688	50,393	52,157	53,984	55,873	57,829
	Broker Services Administrator	001118	1865.44	1930.77	1998.35	2068.35	2140.73	2215.67
	Call Centre Training Coordinator	001124	25.7302	26.6313	27.5635	28.5290	29.5273	30.5610
	Commercial Estimator	001122						
	Communications Officer 2	001125						
	Estimator - City	001102						
	Estimator - Rural	001121						
	Inventory Control Supervisor	001106						
	Premises Coordinator	001133						
	Salvage Supervisor	001103						
	Senior Adjuster	001105						
	Senior Graphics Designer	001112						
	Sr. Advertising Specialist (Public Materials)	001120						
	Sr. I.T. Support Analyst (*51)	001129						
	Sr. Multi Media Application Developer	001130						
	Supervisor, Broker Communications	001128						
	Underwriter 2	001101						
	Vehicle Standards Supervisor	001132						
12	Analyst (*52)	001217	52,157	53,984	55,873	57,829	59,852	61,945
	Case Manager	001221	1998.35	2068.35	2140.73	2215.67	2293.18	2373.37
	Community Relations Specialist	001226	27.5635	28.5290	29.5273	30.5610	31.6301	32.7362
	Customer Relations Officer	001225						
	Data Processing Coordinator	001230						
	Driver Ed Curriculum Dev & Trn'g Sup Spec	001237						
	Driver Improvement Supervisor	001228						
	Driver Testing Office Supervisor	001227						
	Driver Training Supervisor	001232						
	Facilities Design Administrator	001236						
	Facilities Service Technician	001234						
	I.T. Analyst (*52)	001222						
	Investment Analyst	001238						
	IRI Analyst	001233						
	Legal Processor II	001231						
	Medical Fitness Administrator	001235						
	Reinspection Estimator	001212						
	Road Safety Issues Specialist	001214						
	Senior Adjuster - Commercial Claims	001224						
	Senior Systems User Analyst	001215						
	Sr. Out of Province Specialist-Commercial	001213						
	Training & Research Tech (Mech/Autobody)	001211						
	13	Accountant 2	001307	55,873	57,829	59,852	61,945	64,117
Auditor 2		001308	2140.73	2215.67	2293.18	2373.37	2456.59	2542.49
Broker Training Coordinator		001310	29.5273	30.5610	31.6301	32.7362	33.8840	35.0688
Business Analyst		001305						
Collection Supervisor		001331						
Contracts Administrator		001311						
Driver Testing Regional Coordinator		001326						
Estimating Supervisor		001318						
Estimating Systems Administrator		001315						

Range	Description	Position Code	1	2	3	4	5	6
13	<i>Continued...</i>							
	Fair Practices Analyst	001316						
	IRI Supervisor	001313						
	Purchasing Supervisor	001309						
	Research & Training Supervisor	001320						
	Sr. Forecasting Analyst	001322						
	Sr. Program Delivery Coordinator	001324						
	Sr. Subrogation Specialist	001323						
	Sr. Underwriter	001317						
	Strategic Communications Coordinator	001329						
	Team Leader-Bodily Injury Payment Unit	001332						
	Team Leader-Broker Services Administration	001314						
14	Business Development and Support Specialist	001410	59,852	61,945	64,117	66,359	68,684	71,086
	Claims Supervisor	001401	2293.18	2373.37	2456.59	2542.49	2631.57	2723.60
	Coordinator Audit Projects	001440	31.6301	32.7362	33.8840	35.0688	36.2975	37.5669
	Corporate Application Architect (*59)	001443						
	Customer Relations Coordinator	001427						
	Data Architect (*47)	001442						
	Driver Licencing Coordinator	001446						
	Driver Records Coordinator	001445						
	Economist	001418						
	Electronic Media Coordinator	001431						
	Facilities/Premises Administrator	001408						
	Identity Coordinator	001451						
	Information Services Coordinator	001420						
	Information Systems Auditor (*47)	001415						
	Insurance Operations Training Coordinator	001448						
	Medex Supervisor	001437						
	Medical Assessment Supervisor	001449						
	Medical Records Coordinator	001444						
	Out of Province Claims Supervisor	001438						
	Project Coordinator (*47)	001436						
	Rehabilitation Services Specialist	001412						
	Senior Business Analyst	001417						
	Special Accounts Supervisor	001409						
	Sr. Adjuster Sub-Office	001414						
	Sr. Analyst (*47)	001424						
	Sr. Case Manager	001413						
	Sr. I.T. Analyst (*47)	001439						
	Sr. Investment Analyst	001450						
	Statistical Research Analyst	001403						
	Supervisor, Program Support Unit	001441						
	Systems Management Coordinator	001421						
	Vehicle Registrations Coordinator	001447						
15	Case Management Supervisor	001534	64,117	66,359	68,684	71,086	73,572	76,149
	Rehab Special Services Supervisor	001537	2456.59	2542.49	2631.57	2723.60	2818.85	2917.59
	Supervisor, I.T. Services (*57)	001535	33.8840	35.0688	36.2975	37.5669	38.8807	40.2426
	Underwriting Supervisor	001536						

In Scope Pay Plan

Effective September 27, 2009 to September 25, 2010 (2.9% economic increase)

Range	Description	Position Code	1	2	3	4	5	6
1	Clerk I	000101	25,180	26,059	26,971	27,918	28,892	29,906
			964.75	998.43	1033.37	1069.66	1106.97	1145.82
			13.3069	13.7714	14.2534	14.7539	15.2686	15.8045
2			26,971	27,918	28,892	29,906	30,952	32,036
			1033.37	1069.66	1106.97	1145.82	1185.90	1227.43
			14.2534	14.7539	15.2686	15.8045	16.3572	16.9301
3	Clerk Typist 1	000301	28,892	29,906	30,952	32,036	33,156	34,319
			1106.97	1145.82	1185.90	1227.43	1270.34	1314.90
			15.2686	15.8045	16.3572	16.9301	17.5220	18.1366
4	Caretaker	000407	30,952	32,036	33,156	34,319	35,518	36,761
	Clerk 2	000403	1185.90	1227.43	1270.34	1314.90	1360.84	1408.47
	Clerk 2 - Garage	000405	16.3572	16.9301	17.5220	18.1366	18.7702	19.4271
	Clerk 2 Receiver	000406						
	Clerk Typist 2	000404						
5	Accounts Payable Clerk	000513	33,156	34,319	35,518	36,761	38,047	39,379
	Court Information Clerk	000516	1270.34	1314.90	1360.84	1408.47	1457.74	1508.77
	Driver Improvement Clerk	000518	17.5220	18.1366	18.7702	19.4271	20.1068	20.8107
	Driver Records Clerk	000515						
	Driver Testing Clerk	000517						
	Enhanced Identity Interview Clerk	000521						
	Estimating Systems Clerk	000508						
	Medex Clerk	000514						
	Order Clerk	000507						
	Registration Information Clerk	000519						
	Special Investigations Representative	000520						
	Training & Development Support Clerk	000511						
6	Accounting Clerk I	000605	35,518	36,761	38,047	39,379	40,758	42,184
	Claims Processor	000623	1360.84	1408.47	1457.74	1508.77	1561.61	1616.25
	Claims Service Representative	000608	18.7702	19.4271	20.1068	20.8107	21.5394	22.2930
	Clerk 3	000603						
	Clerk Typist 3	000604						
	Co-op Programmer	000606						
	Glass Audit Clerk	000624						
	I.T. Administrator	000620						
	Legal Secretary	000614						
	Medical Assessment Clerk	000625						
	Rates Appeal Board Secretary	000611						
	Rates Appeal Officer	000610						
	Schedule Administration Coordinator	000619						
	Skip Tracer	000621						

Range	Description	Position Code	1	2	3	4	5	6
6	<i>Continued...</i>							
	Systems Support Clerk	000616						
	Tow Truck Operator	000602						
	Underwriting Clerk	000622						
	Yardman	000601						
7	Asst Estimating Systems Administrator	000721	38,047	39,379	40,758	42,184	43,661	45,189
	Audit Clerk	000715	1457.74	1508.77	1561.61	1616.25	1672.84	1731.38
	Call Centre Representative	000712	20.1068	20.8107	21.5394	22.2930	23.0736	23.8811
	Electronic Media Publisher I	000720						
	Identity Case Administrator	000727						
	Legal Assistant	000723						
	Project Management Support Clerk	000725						
	Special Accounts Administrator	000726						
	Sr. I.T. Administrator	000719						
	Underwriting Support Clerk	000722						
8	Accounting Clerk 2	000826	40,758	42,184	43,661	45,189	46,769	48,406
	Accounts Receivable PC End User Clerk	000807	1561.61	1616.25	1672.84	1731.38	1791.92	1854.64
	Accounts Receivable Rep	000829	21.5394	22.2930	23.0736	23.8811	24.7161	25.5812
	Agency Auditor	000805						
	Analyst-Rate Groups	000815						
	Associate Adjuster	000819						
	Associate Business Analyst	000832						
	Associate Driver Examiner	000835						
	Associate Underwriter	000827						
	Broker Enquiry Representative	000810						
	Broker Funds Administrator	000817						
	Broker Information Coordinator	000837						
	Buyer	000824						
	Clerk 4	000801						
	Clerk Typist 4	000804						
	Collection Officer	000825						
	Commercial Registrations Representative	000834						
	Customer Account Representative	000830						
	Customer Service Representative	000802						
	Data Entry Supervisor	000833						
	Document Analyst	000840						
	Editor, Technical Content	000821						
	Education Assistance Coordinator	000838						
	Facial Recognition Analyst	000839						
	Fleet Vehicle Administrator	000806						
	Fleets Administrator	000811						
	Identity Verification Administrator	000836						
	Investment Associate	000831						
	IRI Calculator	000809						
	Policy/Procedure Manuals Analyst	000812						
	Premises Assistant	000816						
	Professional Intern	000828						
	Programmer	000814						

Range	Description	Position Code	Position					
			1	2	3	4	5	6
9	Adjuster	000911	43,661	45,189	46,769	48,406	50,100	51,854
	Claims System Analyst	000908	1672.84	1731.38	1791.92	1854.64	1919.54	1986.74
	Communications Officer 1	000901	23.0736	23.8811	24.7161	25.5812	26.4764	27.4034
	Court Information Supervisor	000925						
	Driver Examiner	000927						
	Driver Records Processing Supervisor	000930						
	Driver Training Administrator	000929						
	Electronic Media Publisher II	000923						
	Financial Services Supervisor	000931						
	Fleet Safety Services Rep	000922						
	Graphic Designer	000905						
	Heavy Vehicle Service Representative	000915						
	I.T. Support Analyst	000920						
	Medex Case Manager	000917						
	Medical Assessment Administrator	000928						
	Reviewing Officer	000924						
	Special Accounts Investigator	000913						
	Sr. Collection Officer	000921						
	Test Administrator	000916						
	Underwriter 1	000903						
Vehicle Standards Officer	000926							
10	Accountant 1	001033	46,769	48,406	50,100	51,854	53,670	55,550
	Auditor 1	001028	1791.92	1854.64	1919.54	1986.74	2056.32	2128.35
	Broker Enquiry Supervisor	001043	24.7161	25.5812	26.4764	27.4034	28.3631	29.3566
	Call Centre Supervisor	001029						
	Clerical Supervisor	001026						
	Commercial Registrations Supervisor	001050						
	Community Programming Coordinator	001035						
	Customer Account Supervisor	001048						
	Dealer Inspector	001051						
	Driver Ed Liaison Officer	001049						
	Driver Licencing Liaison Officer	001052						
	Glass Audit Supervisor	001055						
	Identity Interview Coordinator	001057						
	Identity Verification Supervisor	001056						
	Insurance Operations Trainer	001054						
	Legal Processor	001046						
	Multimedia Application Developer	001032						
	Program Evaluation Analyst	001040						
	Programmer/Analyst	001030						
	Purchasing Agent	001027						
	Sr. IRI Calculator	001034						
	Sr. Test Administrator	001044						
	Subrogation Specialist	001045						
	Supervisor, Customer Service Centre	001038						
	Systems User Analyst	001039						
	Vehicle Control Supervisor	001031						

Range	Description	Position						
		Code	1	2	3	4	5	6
11	Autopac Program Coordinator	001111	50,100	51,854	53,670	55,550	57,493	59,506
	Broker Services Administrator	001118	1919.54	1986.74	2056.32	2128.35	2202.80	2279.92
	Call Centre Training Coordinator	001124	26.4764	27.4034	28.3631	29.3566	30.3834	31.4472
	Commercial Estimator	001122						
	Communications Officer 2	001125						
	Estimator - City	001102						
	Estimator - Rural	001121						
	Inventory Control Supervisor	001106						
	Premises Coordinator	001133						
	Salvage Supervisor	001103						
	Senior Adjuster	001105						
	Senior Graphics Designer	001112						
	Sr. Advertising Specialist (Public Materials)	001120						
	Sr. I.T. Support Analyst (*51)	001129						
	Sr. Multi Media Application Developer	001130						
	Supervisor, Broker Communications	001128						
	Underwriter 2	001101						
Vehicle Standards Supervisor	001132							
12	Analyst (*52)	001217	53,670	55,550	57,493	59,506	61,588	63,741
	Case Manager	001221	2056.32	2128.35	2202.80	2279.92	2359.69	2442.18
	Community Relations Specialist	001226	28.3631	29.3566	30.3834	31.4472	32.5475	33.6853
	Customer Relations Officer	001225						
	Data Processing Coordinator	001230						
	Driver Ed Curriculum Dev & Trn'g Sup Spec	001237						
	Driver Improvement Supervisor	001228						
	Driver Testing Office Supervisor	001227						
	Driver Training Supervisor	001232						
	Facilities Design Administrator	001236						
	Facilities Service Technician	001234						
	I.T. Analyst (*52)	001222						
	Investment Analyst	001238						
	IRI Analyst	001233						
	Legal Processor II	001231						
	Medical Fitness Administrator	001235						
	Reinspection Estimator	001212						
	Road Safety Issues Specialist	001214						
	Senior Adjuster - Commercial Claims	001224						
	Senior Systems User Analyst	001215						
	Sr. Out of Province Specialist-Commercial	001213						
Training & Research Tech (Mech/Autobody)	001211							
13	Accountant 2	001307	57,493	59,506	61,588	63,741	65,976	68,283
	Auditor 2	001308	2202.80	2279.92	2359.69	2442.18	2527.82	2616.21
	Broker Training Coordinator	001310	30.3834	31.4472	32.5475	33.6853	34.8664	36.0856
	Business Analyst	001305						
	Collection Supervisor	001331						
	Contracts Administrator	001311						
	Driver Testing Regional Coordinator	001326						
	Estimating Supervisor	001318						
	Estimating Systems Administrator	001315						

Range	Description	Position Code	1	2	3	4	5	6
13	<i>Continued...</i>							
	Fair Practices Analyst	001316						
	IRI Supervisor	001313						
	Purchasing Supervisor	001309						
	Research & Training Supervisor	001320						
	Sr. Forecasting Analyst	001322						
	Sr. Program Delivery Coordinator	001324						
	Sr. Subrogation Specialist	001323						
	Sr. Underwriter	001317						
	Strategic Communications Coordinator	001329						
	Team Leader-Bodily Injury Payment Unit	001332						
	Team Leader-Broker Services Administration	001314						
14	Business Development and Support Specialist	001410	61,588	63,741	65,976	68,283	70,676	73,147
	Claims Supervisor	001401	2359.69	2442.18	2527.82	2616.21	2707.89	2802.57
	Coordinator Audit Projects	001440	32.5475	33.6853	34.8664	36.0856	37.3502	38.6561
	Corporate Application Architect (*59)	001443						
	Customer Relations Coordinator	001427						
	Data Architect (*47)	001442						
	Driver Licencing Coordinator	001446						
	Driver Records Coordinator	001445						
	Economist	001418						
	Electronic Media Coordinator	001431						
	Facilities/Premises Administrator	001408						
	Identity Coordinator	001451						
	Information Services Coordinator	001420						
	Information Systems Auditor (*47)	001415						
	Insurance Operations Training Coordinator	001448						
	Medex Supervisor	001437						
	Medical Assessment Supervisor	001449						
	Medical Records Coordinator	001444						
	Out of Province Claims Supervisor	001438						
	Project Coordinator (*47)	001436						
	Rehabilitation Services Specialist	001412						
	Senior Business Analyst	001417						
	Special Accounts Supervisor	001409						
	Sr. Adjuster Sub-Office	001414						
	Sr. Analyst (*47)	001424						
	Sr. Case Manager	001413						
	Sr. I.T. Analyst (*47)	001439						
	Sr. Investment Analyst	001450						
	Statistical Research Analyst	001403						
	Supervisor, Program Support Unit	001441						
	Systems Management Coordinator	001421						
	Vehicle Registrations Coordinator	001447						
15	Case Management Supervisor	001534	65,976	68,283	70,676	73,147	75,706	78,357
	Rehab Special Services Supervisor	001537	2527.82	2616.21	2707.89	2802.57	2900.61	3002.18
	Supervisor, I.T. Services (*57)	001535	34.8664	36.0856	37.3502	38.6561	40.0085	41.4094
	Underwriting Supervisor	001536						

In Scope Pay Plan

Effective September 26, 2010 to September 24, 2011 (2.9% economic increase)

Range	Description	Position Code	1	2	3	4	5	6
1	Clerk I	000101	25,910	26,815	27,753	28,728	29,730	30,773
			992.72	1027.39	1063.33	1100.69	1139.08	1179.04
			13.6927	14.1710	14.6667	15.1819	15.7115	16.2627
2			27,753	28,728	29,730	30,773	31,850	32,965
			1063.33	1100.69	1139.08	1179.04	1220.31	1263.03
			14.6667	15.1819	15.7115	16.2627	16.8318	17.4211
3	Clerk Typist 1	000301	29,730	30,773	31,850	32,965	34,118	35,314
			1139.08	1179.04	1220.31	1263.03	1307.20	1353.03
			15.7115	16.2627	16.8318	17.4211	18.0304	18.6624
4	Caretaker	000407	31,850	32,965	34,118	35,314	36,548	37,827
	Clerk 2	000403	1220.31	1263.03	1307.20	1353.03	1400.31	1449.31
	Clerk 2 - Garage	000405	16.8318	17.4211	18.0304	18.6624	19.3146	19.9905
	Clerk 2 Receiver	000406						
	Clerk Typist 2	000404						
5	Accounts Payable Clerk	000513	34,118	35,314	36,548	37,827	39,150	40,521
	Court Information Clerk	000516	1307.20	1353.03	1400.31	1449.31	1500.00	1552.53
	Driver Improvement Clerk	000518	18.0304	18.6624	19.3146	19.9905	20.6897	21.4142
	Driver Records Clerk	000515						
	Driver Testing Clerk	000517						
	Enhanced Identity Interview Clerk	000521						
	Estimating Systems Clerk	000508						
	Medex Clerk	000514						
	Order Clerk	000507						
	Registration Information Clerk	000519						
	Special Investigations Representative	000520						
	Training & Development Support Clerk	000511						
6	Accounting Clerk I	000605	36,548	37,827	39,150	40,521	41,940	43,407
	Claims Processor	000623	1400.31	1449.31	1500.00	1552.53	1606.90	1663.10
	Claims Service Representative	000608	19.3146	19.9905	20.6897	21.4142	22.1641	22.9394
	Clerk 3	000603						
	Clerk Typist 3	000604						
	Co-op Programmer	000606						
	Glass Audit Clerk	000624						
	I.T. Administrator	000620						
	Legal Secretary	000614						
	Medical Assessment Clerk	000625						
	Rates Appeal Board Secretary	000611						
	Rates Appeal Officer	000610						
	Schedule Administration Coordinator	000619						
	Skip Tracer	000621						

Range	Description	Position Code	1	2	3	4	5	6
6	<i>Continued...</i>							
	Systems Support Clerk	000616						
	Tow Truck Operator	000602						
	Underwriting Clerk	000622						
	Yardman	000601						
7	Asst Estimating Systems Administrator	000721	39,150	40,521	41,940	43,407	44,927	46,499
	Audit Clerk	000715	1500.00	1552.53	1606.90	1663.10	1721.34	1781.57
	Call Centre Representative	000712	20.6897	21.4142	22.1641	22.9394	23.7426	24.5734
	Electronic Media Publisher I	000720						
	Identity Case Administrator	000727						
	Legal Assistant	000723						
	Project Management Support Clerk	000725						
	Special Accounts Administrator	000726						
	Sr. I.T. Administrator	000719						
	Underwriting Support Clerk	000722						
8	Accounting Clerk 2	000826	41,940	43,407	44,927	46,499	48,125	49,810
	Accounts Receivable PC End User Clerk	000807	1606.90	1663.10	1721.34	1781.57	1843.87	1908.43
	Accounts Receivable Rep	000829	22.1641	22.9394	23.7426	24.5734	25.4327	26.3232
	Agency Auditor	000805						
	Analyst-Rate Groups	000815						
	Associate Adjuster	000819						
	Associate Business Analyst	000832						
	Associate Driver Examiner	000835						
	Associate Underwriter	000827						
	Broker Enquiry Representative	000810						
	Broker Funds Administrator	000817						
	Broker Information Coordinator	000837						
	Buyer	000824						
	Clerk 4	000801						
	Clerk Typist 4	000804						
	Collection Officer	000825						
	Commercial Registrations Representative	000834						
	Customer Account Representative	000830						
	Customer Service Representative	000802						
	Data Entry Supervisor	000833						
	Document Analyst	000840						
	Editor, Technical Content	000821						
	Education Assistance Coordinator	000838						
	Facial Recognition Analyst	000839						
	Fleet Vehicle Administrator	000806						
	Fleets Administrator	000811						
	Identity Verification Administrator	000836						
	Investment Associate	000831						
	IRI Calculator	000809						
	Policy/Procedure Manuals Analyst	000812						
	Premises Assistant	000816						
	Professional Intern	000828						
	Programmer	000814						

Range	Description	Position Code	Position					
			1	2	3	4	5	6
9	Adjuster	000911	44,927	46,499	48,125	49,810	51,553	53,358
	Claims System Analyst	000908	1721.34	1781.57	1843.87	1908.43	1975.21	2044.37
	Communications Officer 1	000901	23.7426	24.5734	25.4327	26.3232	27.2443	28.1982
	Court Information Supervisor	000925						
	Driver Examiner	000927						
	Driver Records Processing Supervisor	000930						
	Driver Training Administrator	000929						
	Electronic Media Publisher II	000923						
	Financial Services Supervisor	000931						
	Fleet Safety Services Rep	000922						
	Graphic Designer	000905						
	Heavy Vehicle Service Representative	000915						
	I.T. Support Analyst	000920						
	Medex Case Manager	000917						
	Medical Assessment Administrator	000928						
	Reviewing Officer	000924						
	Special Accounts Investigator	000913						
	Sr. Collection Officer	000921						
	Test Administrator	000916						
	Underwriter 1	000903						
Vehicle Standards Officer	000926							
10	Accountant 1	001033	48,125	49,810	51,553	53,358	55,226	57,161
	Auditor 1	001028	1843.87	1908.43	1975.21	2044.37	2115.94	2190.08
	Broker Enquiry Supervisor	001043	25.4327	26.3232	27.2443	28.1982	29.1854	30.2080
	Call Centre Supervisor	001029						
	Clerical Supervisor	001026						
	Commercial Registrations Supervisor	001050						
	Community Programming Coordinator	001035						
	Customer Account Supervisor	001048						
	Dealer Inspector	001051						
	Driver Ed Liaison Officer	001049						
	Driver Licensing Liaison Officer	001052						
	Glass Audit Supervisor	001055						
	Identity Interview Coordinator	001057						
	Identity Verification Supervisor	001056						
	Insurance Operations Trainer	001054						
	Legal Processor	001046						
	Multimedia Application Developer	001032						
	Program Evaluation Analyst	001040						
	Programmer/Analyst	001030						
	Purchasing Agent	001027						
	Sr. IRI Calculator	001034						
	Sr. Test Administrator	001044						
	Subrogation Specialist	001045						
	Supervisor, Customer Service Centre	001038						
	Systems User Analyst	001039						
	Vehicle Control Supervisor	001031						

Range	Description	Position						
		Code	1	2	3	4	5	6
11	Autopac Program Coordinator	001111	51,553	53,358	55,226	57,161	59,160	61,232
	Broker Services Administrator	001118	1975.21	2044.37	2115.94	2190.08	2266.67	2346.05
	Call Centre Training Coordinator	001124	27.2443	28.1982	29.1854	30.2080	31.2644	32.3594
	Commercial Estimator	001122						
	Communications Officer 2	001125						
	Estimator - City	001102						
	Estimator - Rural	001121						
	Inventory Control Supervisor	001106						
	Premises Coordinator	001133						
	Salvage Supervisor	001103						
	Senior Adjuster	001105						
	Senior Graphics Designer	001112						
	Sr. Advertising Specialist (Public Materials)	001120						
	Sr. I.T. Support Analyst (*51)	001129						
	Sr. Multi Media Application Developer	001130						
	Supervisor, Broker Communications	001128						
	Underwriter 2	001101						
Vehicle Standards Supervisor	001132							
12	Analyst (*52)	001217	55,226	57,161	59,160	61,232	63,374	65,589
	Case Manager	001221	2115.94	2190.08	2266.67	2346.05	2428.12	2512.99
	Community Relations Specialist	001226	29.1854	30.2080	31.2644	32.3594	33.4913	34.6619
	Customer Relations Officer	001225						
	Data Processing Coordinator	001230						
	Driver Ed Curriculum Dev & Trn'g Sup Spec	001237						
	Driver Improvement Supervisor	001228						
	Driver Testing Office Supervisor	001227						
	Driver Training Supervisor	001232						
	Facilities Design Administrator	001236						
	Facilities Service Technician	001234						
	I.T. Analyst (*52)	001222						
	Investment Analyst	001238						
	IRI Analyst	001233						
	Legal Processor II	001231						
	Medical Fitness Administrator	001235						
	Reinspection Estimator	001212						
	Road Safety Issues Specialist	001214						
	Senior Adjuster - Commercial Claims	001224						
	Senior Systems User Analyst	001215						
	Sr. Out of Province Specialist-Commercial	001213						
Training & Research Tech (Mech/Autobody)	001211							
13	Accountant 2	001307	59,160	61,232	63,374	65,589	67,889	70,263
	Auditor 2	001308	2266.67	2346.05	2428.12	2512.99	2601.11	2692.07
	Broker Training Coordinator	001310	31.2644	32.3594	33.4913	34.6619	35.8774	37.1320
	Business Analyst	001305						
	Collection Supervisor	001331						
	Contracts Administrator	001311						
	Driver Testing Regional Coordinator	001326						
	Estimating Supervisor	001318						
	Estimating Systems Administrator	001315						

Range	Description	Position Code	1	2	3	4	5	6
13	<i>Continued...</i>							
	Fair Practices Analyst	001316						
	IRI Supervisor	001313						
	Purchasing Supervisor	001309						
	Research & Training Supervisor	001320						
	Sr. Forecasting Analyst	001322						
	Sr. Program Delivery Coordinator	001324						
	Sr. Subrogation Specialist	001323						
	Sr. Underwriter	001317						
	Strategic Communications Coordinator	001329						
	Team Leader-Bodily Injury Payment Unit	001332						
	Team Leader-Broker Services Administration	001314						
14	Business Development and Support Specialist	001410	63,374	65,589	67,889	70,263	72,726	75,268
	Claims Supervisor	001401	2428.12	2512.99	2601.11	2692.07	2786.44	2883.83
	Coordinator Audit Projects	001440	33.4913	34.6619	35.8774	37.1320	38.4336	39.7770
	Corporate Application Architect (*59)	001443						
	Customer Relations Coordinator	001427						
	Data Architect (*47)	001442						
	Driver Licensing Coordinator	001446						
	Driver Records Coordinator	001445						
	Economist	001418						
	Electronic Media Coordinator	001431						
	Facilities/Premises Administrator	001408						
	Identity Coordinator	001451						
	Information Services Coordinator	001420						
	Information Systems Auditor (*47)	001415						
	Insurance Operations Training Coordinator	001448						
	Medex Supervisor	001437						
	Medical Assessment Supervisor	001449						
	Medical Records Coordinator	001444						
	Out of Province Claims Supervisor	001438						
	Project Coordinator (*47)	001436						
	Rehabilitation Services Specialist	001412						
	Senior Business Analyst	001417						
	Special Accounts Supervisor	001409						
	Sr. Adjuster Sub-Office	001414						
	Sr. Analyst (*47)	001424						
	Sr. Case Manager	001413						
	Sr. I.T. Analyst (*47)	001439						
	Sr. Investment Analyst	001450						
	Statistical Research Analyst	001403						
	Supervisor, Program Support Unit	001441						
	Systems Management Coordinator	001421						
	Vehicle Registrations Coordinator	001447						
15	Case Management Supervisor	001534	67,889	70,263	72,726	75,268	77,901	80,629
	Rehab Special Services Supervisor	001537	2601.11	2692.07	2786.44	2883.83	2984.71	3089.23
	Supervisor, I.T. Services (*57)	001535	35.8774	37.1320	38.4336	39.7770	41.1685	42.6101
	Underwriting Supervisor	001536						

In Scope Pay Plan

Effective September 25, 2011 to September 22, 2012 (2.9% economic increase)

Range	Description	Position Code	1	2	3	4	5	6
1	Clerk I	000101	26,661	27,593	28,558	29,561	30,592	31,665
			1021.49	1057.20	1094.18	1132.61	1172.11	1213.22
			14.0896	14.5821	15.0921	15.6221	16.1670	16.7340
2			28,558	29,561	30,592	31,665	32,774	33,921
			1094.18	1132.61	1172.11	1213.22	1255.71	1299.66
			15.0921	15.6221	16.1670	16.7340	17.3201	17.9263
3	Clerk Typist 1	000301	30,592	31,665	32,774	33,921	35,107	36,338
			1172.11	1213.22	1255.71	1299.66	1345.10	1392.26
			16.1670	16.7340	17.3201	17.9263	18.5530	19.2036
4	Caretaker	000407	32,774	33,921	35,107	36,338	37,608	38,924
	Clerk 2	000403	1255.71	1299.66	1345.10	1392.26	1440.92	1491.34
	Clerk 2 - Garage	000405	17.3201	17.9263	18.5530	19.2036	19.8748	20.5702
	Clerk 2 Receiver	000406						
	Clerk Typist 2	000404						
5	Accounts Payable Clerk	000513	35,107	36,338	37,608	38,924	40,285	41,696
	Court Information Clerk	000516	1345.10	1392.26	1440.92	1491.34	1543.49	1597.55
	Driver Improvement Clerk	000518	18.5530	19.2036	19.8748	20.5702	21.2895	22.0351
	Driver Records Clerk	000515						
	Driver Testing Clerk	000517						
	Enhanced Identity Interview Clerk	000521						
	Estimating Systems Clerk	000508						
	Medex Clerk	000514						
	Order Clerk	000507						
	Registration Information Clerk	000519						
	Special Investigations Representative	000520						
	Training & Development Support Clerk	000511						
6	Accounting Clerk I	000605	37,608	38,924	40,285	41,696	43,156	44,666
	Claims Processor	000623	1440.92	1491.34	1543.49	1597.55	1653.49	1711.34
	Claims Service Representative	000608	19.8748	20.5702	21.2895	22.0351	22.8067	23.6047
	Clerk 3	000603						
	Clerk Typist 3	000604						
	Co-op Programmer	000606						
	Glass Audit Clerk	000624						
	I.T. Administrator	000620						
	Legal Secretary	000614						
	Medical Assessment Clerk	000625						
	Rates Appeal Board Secretary	000611						
	Rates Appeal Officer	000610						
	Schedule Administration Coordinator	000619						
	Skip Tracer	000621						

Range	Description	Position Code	1	2	3	4	5	6
6	<i>Continued...</i>							
	Systems Support Clerk	000616						
	Tow Truck Operator	000602						
	Underwriting Clerk	000622						
	Yardman	000601						
7	Asst Estimating Systems Administrator	000721	40,285	41,696	43,156	44,666	46,230	47,847
	Audit Clerk	000715	1543.49	1597.55	1653.49	1711.34	1771.26	1833.22
	Call Centre Representative	000712	21.2895	22.0351	22.8067	23.6047	24.4312	25.2858
	Electronic Media Publisher I	000720						
	Identity Case Administrator	000727						
	Legal Assistant	000723						
	Project Management Support Clerk	000725						
	Special Accounts Administrator	000726						
	Sr. I.T. Administrator	000719						
	Underwriting Support Clerk	000722						
8	Accounting Clerk 2	000826	43,156	44,666	46,230	47,847	49,521	51,254
	Accounts Receivable PC End User Clerk	000807	1653.49	1711.34	1771.26	1833.22	1897.36	1963.75
	Accounts Receivable Rep	000829	22.8067	23.6047	24.4312	25.2858	26.1704	27.0863
	Agency Auditor	000805						
	Analyst-Rate Groups	000815						
	Associate Adjuster	000819						
	Associate Business Analyst	000832						
	Associate Driver Examiner	000835						
	Associate Underwriter	000827						
	Broker Enquiry Representative	000810						
	Broker Funds Administrator	000817						
	Broker Information Coordinator	000837						
	Buyer	000824						
	Clerk 4	000801						
	Clerk Typist 4	000804						
	Collection Officer	000825						
	Commercial Registrations Representative	000834						
	Customer Account Representative	000830						
	Customer Service Representative	000802						
	Data Entry Supervisor	000833						
	Document Analyst	000840						
	Editor, Technical Content	000821						
	Education Assistance Coordinator	000838						
	Facial Recognition Analyst	000839						
	Fleet Vehicle Administrator	000806						
	Fleets Administrator	000811						
	Identity Verification Administrator	000836						
	Investment Associate	000831						
	IRI Calculator	000809						
	Policy/Procedure Manuals Analyst	000812						
	Premises Assistant	000816						
	Professional Intern	000828						
	Programmer	000814						

Range	Description	Position Code	Position					
			1	2	3	4	5	6
9	Adjuster	000911	46,230	47,847	49,521	51,254	53,048	54,905
	Claims System Analyst	000908	1771.26	1833.22	1897.36	1963.75	2032.49	2103.64
	Communications Officer 1	000901	24.4312	25.2858	26.1704	27.0863	28.0344	29.0157
	Court Information Supervisor	000925						
	Driver Examiner	000927						
	Driver Records Processing Supervisor	000930						
	Driver Training Administrator	000929						
	Electronic Media Publisher II	000923						
	Financial Services Supervisor	000931						
	Fleet Safety Services Rep	000922						
	Graphic Designer	000905						
	Heavy Vehicle Service Representative	000915						
	I.T. Support Analyst	000920						
	Medex Case Manager	000917						
	Medical Assessment Administrator	000928						
	Reviewing Officer	000924						
	Special Accounts Investigator	000913						
	Sr. Collection Officer	000921						
	Test Administrator	000916						
	Underwriter 1	000903						
Vehicle Standards Officer	000926							
10	Accountant 1	001033	49,521	51,254	53,048	54,905	56,828	58,819
	Auditor 1	001028	1897.36	1963.75	2032.49	2103.64	2177.32	2253.60
	Broker Enquiry Supervisor	001043	26.1704	27.0863	28.0344	29.0157	30.0320	31.0842
	Call Centre Supervisor	001029						
	Clerical Supervisor	001026						
	Commercial Registrations Supervisor	001050						
	Community Programming Coordinator	001035						
	Customer Account Supervisor	001048						
	Dealer Inspector	001051						
	Driver Ed Liaison Officer	001049						
	Driver Licencing Liaison Officer	001052						
	Glass Audit Supervisor	001055						
	Identity Interview Coordinator	001057						
	Identity Verification Supervisor	001056						
	Insurance Operations Trainer	001054						
	Legal Processor	001046						
	Multimedia Application Developer	001032						
	Program Evaluation Analyst	001040						
	Programmer/Analyst	001030						
	Purchasing Agent	001027						
	Sr. IRI Calculator	001034						
	Sr. Test Administrator	001044						
	Subrogation Specialist	001045						
Supervisor, Customer Service Centre	001038							
Systems User Analyst	001039							
Vehicle Control Supervisor	001031							

Range	Description	Position						
		Code	1	2	3	4	5	6
11	Autopac Program Coordinator	001111	53,048	54,905	56,828	58,819	60,876	63,008
	Broker Services Administrator	001118	2032.49	2103.64	2177.32	2253.60	2332.41	2414.10
	Call Centre Training Coordinator	001124	28.0344	29.0157	30.0320	31.0842	32.1712	33.2979
	Commercial Estimator	001122						
	Communications Officer 2	001125						
	Estimator - City	001102						
	Estimator - Rural	001121						
	Inventory Control Supervisor	001106						
	Premises Coordinator	001133						
	Salvage Supervisor	001103						
	Senior Adjuster	001105						
	Senior Graphics Designer	001112						
	Sr. Advertising Specialist (Public Materials)	001120						
	Sr. I.T. Support Analyst (*51)	001129						
	Sr. Multi Media Application Developer	001130						
	Supervisor, Broker Communications	001128						
	Underwriter 2	001101						
Vehicle Standards Supervisor	001132							
12	Analyst (*52)	001217	56,828	58,819	60,876	63,008	65,212	67,491
	Case Manager	001221	2177.32	2253.60	2332.41	2414.10	2498.54	2585.86
	Community Relations Specialist	001226	30.0320	31.0842	32.1712	33.2979	34.4627	35.6671
	Customer Relations Officer	001225						
	Data Processing Coordinator	001230						
	Driver Ed Curriculum Dev & Trn'g Sup Spec	001237						
	Driver Improvement Supervisor	001228						
	Driver Testing Office Supervisor	001227						
	Driver Training Supervisor	001232						
	Facilities Design Administrator	001236						
	Facilities Service Technician	001234						
	I.T. Analyst (*52)	001222						
	Investment Analyst	001238						
	IRI Analyst	001233						
	Legal Processor II	001231						
	Medical Fitness Administrator	001235						
	Reinspection Estimator	001212						
	Road Safety Issues Specialist	001214						
	Senior Adjuster - Commercial Claims	001224						
	Senior Systems User Analyst	001215						
	Sr. Out of Province Specialist-Commercial	001213						
	Training & Research Tech (Mech/Autobody)	001211						
13	Accountant 2	001307	60,876	63,008	65,212	67,491	69,858	72,301
	Auditor 2	001308	2332.41	2414.10	2498.54	2585.86	2676.55	2770.15
	Broker Training Coordinator	001310	32.1712	33.2979	34.4627	35.6671	36.9180	38.2090
	Business Analyst	001305						
	Collection Supervisor	001331						
	Contracts Administrator	001311						
	Driver Testing Regional Coordinator	001326						
	Estimating Supervisor	001318						
	Estimating Systems Administrator	001315						

Range	Description	Position Code	1	2	3	4	5	6
13	Continued...							
	Fair Practices Analyst	001316						
	IRI Supervisor	001313						
	Purchasing Supervisor	001309						
	Research & Training Supervisor	001320						
	Sr. Forecasting Analyst	001322						
	Sr. Program Delivery Coordinator	001324						
	Sr. Subrogation Specialist	001323						
	Sr. Underwriter	001317						
	Strategic Communications Coordinator	001329						
	Team Leader-Bodily Injury Payment Unit	001332						
	Team Leader-Broker Services Administration	001314						
14	Business Development and Support Specialist	001410	65,212	67,491	69,858	72,301	74,835	77,451
	Claims Supervisor	001401	2498.54	2585.86	2676.55	2770.15	2867.24	2967.47
	Coordinator Audit Projects	001440	34.4627	35.6671	36.9180	38.2090	39.5482	40.9306
	Corporate Application Architect (*59)	001443						
	Customer Relations Coordinator	001427						
	Data Architect (*47)	001442						
	Driver Licencing Coordinator	001446						
	Driver Records Coordinator	001445						
	Economist	001418						
	Electronic Media Coordinator	001431						
	Facilities/Premises Administrator	001408						
	Identity Coordinator	001451						
	Information Services Coordinator	001420						
	Information Systems Auditor (*47)	001415						
	Insurance Operations Training Coordinator	001448						
	Medex Supervisor	001437						
	Medical Assessment Supervisor	001449						
	Medical Records Coordinator	001444						
	Out of Province Claims Supervisor	001438						
	Project Coordinator (*47)	001436						
	Rehabilitation Services Specialist	001412						
	Senior Business Analyst	001417						
	Special Accounts Supervisor	001409						
	Sr. Adjuster Sub-Office	001414						
	Sr. Analyst (*47)	001424						
	Sr. Case Manager	001413						
	Sr. I.T. Analyst (*47)	001439						
	Sr. Investment Analyst	001450						
	Statistical Research Analyst	001403						
	Supervisor, Program Support Unit	001441						
	Systems Management Coordinator	001421						
	Vehicle Registrations Coordinator	001447						
15	Case Management Supervisor	001534	69,858	72,301	74,835	77,451	80,160	82,967
	Rehab Special Services Supervisor	001537	2676.55	2770.15	2867.24	2967.47	3071.26	3178.81
	Supervisor, I.T. Services (*57)	001535	36.9180	38.2090	39.5482	40.9306	42.3623	43.8457
	Underwriting Supervisor	001536						