

Collective Bargaining Agreement

between:

Prince Albert Co-operative Association Limited

(hereinafter referred to as the “Co-operative”)



Prince Albert

and

Grain and General Services Union

(hereinafter referred to as the “Union”)



Effective November 1, 2015 to October 31, 2018

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ARTICLE 1 – SCOPE & DEFINITION

Prince Albert Co-operative Association Ltd. (hereinafter referred to as “the Co-operative”) recognizes Grain and General Services Union (ILWU – Canada) (hereinafter referred to as “the Union”) for the duration of this agreement as the sole collective bargaining agent for the purposes of collective bargaining in respect of wages/salaries and other conditions of employment on behalf of employees of the Co-operative at the agricultural centres located at:

- a) Highway 2 North, Whitestar Road, Whitestar, Saskatchewan;
- b) Parcel D Plan 85PA22619, Canwood, Saskatchewan;
- c) Parcel D Plan 101815118 ext 278, Prince Albert;

except Operations Managers

DEFINITIONS:

- 1.1 Regular Full-Time employee - Regular full-time employee shall mean an employee employed to meet ongoing operational requirements on a year-round basis and is scheduled to work the full-time hours contained in Article 18. Regular full-time employees who are laid off shall retain their regular full-time status with the **Co-operative** while on layoff.
- 1.2 Regular Part-Time employee - Regular part-time employee shall mean an employee hired to work on a partial day or partial week basis generally consisting of fewer hours than defined in the Regular or Modified Work Schedule in Article 18.
- 1.3 Temporary employee - Temporary employee shall mean an employee employed to meet seasonal or temporary operating needs. The only provisions of this Agreement applying to the employment of temporary employees are contained in Schedule B.
- 1.4 Casual employee - Casual employee shall mean an individual who is hired on a job contract or on an hourly basis for unscheduled or irregular work. The only provisions of this Agreement applying to the employment of casual employees are contained in Schedule B.

1.5 Seniority - Seniority commences at date of hire with the **Co-operative** and is only interrupted in accordance with Article 12.14. In the event of a common seniority date occurring in any competition, the tie will be broken based on years of experience with relevant agricultural companies. In the event that the tie is not broken by applying the foregoing, the tie will be broken based on the reverse alphabet of the last name. A Board of Arbitration referred to in Article 7 hereof or such other appropriate authority shall have the power to reinstate service forfeited due to termination of employment.

For purposes of calculating seniority, the “**Co-operative**” includes all service earned with any predecessor company acquired or incorporated into **Prince Albert Co-operative Association Limited**.

1.6 Promotion - shall mean the movement of an employee from a position to a position with a higher salary range.

1.7 Demotion - shall mean the movement of an employee from a position to a position with a lower salary range.

1.8 Transfer - shall mean the movement of an employee from a position to another position with an identical salary range.

1.9 Job Family Level - shall mean one of the classes, levels or groups into which positions of the same or similar value are grouped for compensation purposes. Positions within a job family level have the same salary range.

1.10 Salary Range - shall mean the range of salaries established to pay employees performing a particular position. Each salary range has a minimum, mid-point or market rate, and maximum wage/salary.

ARTICLE 2 – SPIRIT & INTENT

The spirit and intention of this Agreement is to maintain good and amicable relations between the **Co-operative** and all of its employees covered by this Agreement, so that the solution of all matters pertaining to conditions of employment may be arrived at by consultation and agreement between the parties hereto, and this Agreement is in no sense to be taken as a

discouragement to direct negotiations where a solution can be reached by such means without having recourse to the bargaining procedure hereinafter provided.

The parties hereby accept the above language identified as agreed to for inclusion in the final Collective Agreement bargained between the parties.

ARTICLE 3 – MANAGEMENT RIGHTS

- 3.1 The Union recognizes that the **Co-operative** has sole authority to manage its affairs, to direct its working forces, including the right to hire, classify, reclassify, determine wages/salaries of employees within the terms of Schedule A hereinafter referred to, to transfer, promote, demote, and to suspend or discharge any employee for just cause, and to increase or decrease the working force of the **Co-operative**, to re-organize, close, disband any part of the operations or business as circumstances and necessity may require, subject to the right of any employee concerned to lodge a grievance in the manner and to the extent hereinafter provided.
- 3.2 The Union further recognizes the right of the **Co-operative** to operate and manage its business in all respects in accordance with its commitments and responsibilities, and to make and alter from time to time, the rules, regulations and policies to be observed by the employees, not inconsistent with the terms of this Agreement.

ARTICLE 4 – COMPANY RELATIONS

- 4.1 It is understood and agreed, inasmuch as the **Co-operative** recognizes the Union as the employees' bargaining agency, as evidence of good faith, the Union assumes responsibility for its members in their relations with the **Co-operative** and will use its best efforts to have the employees' responsibility under the contract carried out in letter and spirit and to have its members deliver a fair day's work as called for by the position involved and the reasonable orders of the **Co-operative**.
- 4.2 The **Co-operative** shall provide bulletin boards in their facilities for official and legitimate union use.

- 4.3 The **Co-operative** shall provide all employees with copies of appraisals and evaluations. Further, employees shall be given access to their personnel file and/or give a union representative permission to access their file.
- 4.4 The **Co-operative** will not discriminate in its hiring and employment practices against persons by reason of age, race, creed, sex, religion, nationality, ancestry or place of origin, political affiliation, union activity, marital status, sexual orientation or physical disability.
- 4.5 The Union will not discriminate in its practices against persons by reason of age, race, creed, sex, religion, nationality, ancestry or place of origin, political affiliation, union activity, marital status, sexual orientation or physical disability.
- 4.6 The **Co-operative** and the Union are committed to the creation of a workplace free of discrimination and the promotion of equality of opportunity for all employees. As such, the parties agree to work together to identify and remove barriers to the full participation of women, people with disabilities, Aboriginal peoples, and visible minorities.

ARTICLE 5 – MAINTENANCE OF MEMBERSHIP

- 5.1 The **Co-operative** agrees that as a condition of employment, membership dues or sums in lieu will be deducted from the wages/salaries earned by employees in the following categories:
- a) All employees for whom the Union has bargaining authority under this collective agreement.
 - b) All new employees under this collective agreement, as of their first complete pay period following commencement of employment.
- 5.2 Membership dues or sums in lieu so deducted from salaries shall be paid monthly to the General Secretary of the Union within fifteen calendar days following completion of the last payroll period in the calendar month, remittance to be supported by information

with respect to each individual employee, including the period covered by the remittance for that employee.

- 5.3 The Co-operative shall provide the General Secretary of the Union with staff change lists following each monthly pay period, which shall include the name, location, job title, job family level, salary, and effective date of all staff changes, including new hires.

ARTICLE 6 – GRIEVANCES

- 6.1 The **Co-operative** and the Union agree that it is most desirable to resolve misunderstandings and disputes through discussions between the employee and the supervisor, and both the **Co-operative** and the Union shall encourage employees to discuss their complaints with their supervisors so as to resolve differences quickly and directly without necessarily having to resort to the following formal process.

Employees may have benefit of representation by union officials at any of the steps in the procedure, and similarly management representatives may have benefit of counsel.

Formal grievances, whether individual or executive, shall be raised within thirty (30) days of the date on which the grievance becomes apparent, or ought to have become apparent. Grievances shall be in writing on the approved grievance form, must identify the specific clauses in the Collective Agreement that are being violated and provide specific details in writing with respect to the individuals whose rights have been violated and/or damages resulting from the breach of the Collective Agreement and shall be dealt with in the following manner without stoppage of work.

- 6.2 **Step 1 - The grievance shall be taken up with the Human Resources Manager who shall render a decision within three (3) working days of the receipt of the grievance.**

Step 2 - Within seven (7) working days of the receipt of the decision in step 1 the grievance shall be taken up with the General Manager who shall render a decision within seven (7) working days. If settlement is not achieved within a further fourteen (14) working days it may be submitted to arbitration as hereinafter provided for.

Step 3 - A grievance is referred to arbitration by either party giving notice to the other in writing of their intention to do so. Such written notice shall be given within ten (10) working days of the receipt of decision at **step 2**, or from the expiry of the time limits at step 3, whichever is the earlier. Within seven (7) working days of receipt of such written notice, each party shall appoint a nominee. **Within seven (7) working days of receipt of such written notice the General Secretary of the Union, and the Vice President of Human Resources, or their designates, shall consult with regard to appointing an arbitrator.** If the Union and the **Co-operative** fail to agree on the appointment of a Chairperson, they shall request the **Provincial** Minister of Labour to appoint a Chairperson of the Arbitration Board and the person so appointed shall be duly empowered to act accordingly. Upon agreement between the **Co-operative** and the Union the Board may consist of a single arbitrator.

Either party may refer the matter to a mediator to assist in resolution of the matter. This process shall not replace or delay the arbitration process, however if the parties agree on the resolution in mediation, the arbitration shall not proceed.

- 6.3 **The grievor shall have the right to attend the arbitration of their grievance without the loss of wages, benefits, or service.**
- 6.4 Time limitations in the preceding process may be extended by mutual agreement between the parties, provided that requests for extension are made prior to the expiry of the time limitation.
- 6.5 In the event of a grievance, the **Co-operative** agrees, upon request, to provide the Union with copies of disciplinary and/or appraisal documents that have been served upon the employee which the **Co-operative** intends to use in regard to the specific grievance.
- 6.6 **References to disciplinary matters shall not be used against an employee after two (2) years providing there have been no further incidents of the same or substantially similar nature during that two year period.**
- 6.7 A grievance not initiated or advanced within the time limits shall be deemed abandoned, and all rights or recourse to the grievance and arbitration procedure shall be at an end.

ARTICLE 7 – ARBITRATION BOARD

- 7.1 The Arbitration Board under Article 6., (**Step 3**) shall not have authority to alter or change any of the provisions of the Agreement, or to insert any new provisions, or to give any decision contrary to the terms and provisions of the Agreement, but it is agreed that where disciplinary action is involved the Arbitration Board shall have the power to award a penalty or amend a penalty imposed by the **Co-operative**.
- 7.2 The decision of the Board or a majority of the arbitrators shall be final and binding upon the parties hereto and upon any employee or employees concerned. If there is no decision by a majority of the Board, then the decision of the Chairperson shall be similarly final and binding.
- 7.3 No costs of any arbitration shall be ordered to or against either party, but each party shall be responsible for the expenses and/or fees payable to its nominee and for one-half the expenses and/or fees payable to the Chairperson of the Board.

ARTICLE 8 – BENEFIT PLANS

- 8.1 All eligible employees who have completed ninety (90) days service with **the Co-operative** shall be entitled to participate in the **Co-operative's** benefit plans and shall be enrolled on the first of the month following the completion of the ninety (90) day service period.

The **Co-operative** shall give the Union sixty (60) days calendar notice of any change to the insurers or rearrangement of the benefit plans coverage and shall consult the Union prior to implementing any changes to the benefit plans.

- 8.2 Sick Leave

In the case of sickness or disability, all employees shall be entitled to benefits as follows:

- a) Employees shall earn and accumulate sick leave credits on the basis of one and one-quarter (1 1/4) days per month of continuous service from commencement of

employment. Maximum accumulative sick leave credits shall be two hundred and fifty (250) working days.

- b) **Employees who are entitled to payment of wages/salaries during sick leave shall be paid at the rate of pay that would apply if the employee were not absent on sick leave to the limit of his/her accumulated sick leave credits and to a maximum of sixty (60) sick leave credit days in any one illness. The employee can opt to transfer to the Long Term Disability Plan at any time between fourteen (14) calendar days and the limit of their accumulated sick leave credits, or the maximum of sixty (60) sick leave credit days, in any one illness.**
- c) All sick leave usage under this Plan shall be deducted from accumulated sick leave credits.
- d) Sick leave allowance payments shall not extend beyond normal retirement age.
- e) When sick leave allowance payments have expired, an employee may be granted leave of absence without pay as provided for in Article 13.
- f) Sick leave allowance payments for the first day of any sickness may be withheld at the discretion of the **Co-operative**.
- g) All recipients of sickness and disability allowance payments must provide on request of the **Co-operative**, medical reports of their condition.
- h) An employee on sick leave shall only accumulate vacation credits for the first two (2) months of sick leave.
- i) Sickness and disability allowance payments under this Plan will not apply to any employees receiving compensation under The Workers' Compensation Act, 1979.

8.3 Extended Sick Leave

- a) Employees shall be eligible for extended sick leave benefits so as to provide benefits in the amount of 66% of regular earnings to a maximum earnings ceiling

of the Employment Insurance Act at the time of disability, for (a) the period of absence due to sickness in excess of a two week waiting period in any one illness, or (b) where sick leave credits in Plan A exceed two (2) weeks, benefits from this plan shall commence at the expiration of sick leave credits in Plan A.

- b) Maximum benefit payable in any one illness shall be for fifteen (15) weeks or for one hundred and five (105) calendar days.
- c) Benefits under this plan shall be reinstated immediately on return of an employee to work following an illness.
- d) Benefits under this plan shall not extend beyond normal retirement age.
- e) The regular rate of pay, which an employee is receiving at time of illness, shall be used in determining benefits under this Plan.
- f) All recipients of benefits under this Plan must provide, on request of the **Co-operative**, medical reports on their condition.
- g) An employee on sick and/or extended sick leave shall only accumulate vacation credits for the first two (2) months of sick leave.
- h) Benefits under this Plan shall not apply to any employee receiving compensation under The Workers' Compensation Act, 1979.
- i) **This Article shall not be applicable if the eligibility of the Long Term Disability Plan is fourteen (14) calendar days.**

ARTICLE 9 – PENSION PLAN

- 9.1 All Regular Full-time and Regular Part-time employees shall, as a condition of employment, participate in a defined contribution pension plan maintained by the Co-operative, in accordance with the bylaws of that plan. These eligible employees shall be enrolled in the plan on the first day of the month following completion of the ninety (90) day service period.

Participating employees will each contribute **six percent (6%)** of earnings to the plan. The **Co-operative** will contribute six percent (6%) of an employees earnings to the plan.

“Earnings” as used in this clause shall mean the regular remuneration paid by the **Co-operative**, excluding overtime, shift differential, pay in lieu of vacation and bonus or incentive pay. **Earnings shall include time taken off as banked time under Article 18.4.**

ARTICLE 10 – HEALTH & SAFETY

- 10.1 The **Co-operative** and the Union recognize an employee’s right to working conditions which show respect for his/her health, safety, and physical wellbeing.
- 10.2 The parties recognize that the maintenance and development of the employees’ general wellbeing constitute a common objective. Consequently, all efforts shall be deployed to prevent and correct any situation and any conduct liable to compromise the health and safety of employees or deteriorate the work environment.
- 10.3 The Co-operative and the Union recognize the need for constructive and meaningful consultations on health and safety matters. To this end, joint safety committees shall be maintained.
- 10.4 Boot Allowance - It shall be a condition of employment that appropriate safety footwear be worn where designated by the Co-operative. **Regular employees at these worksites who are required to wear safety footwear shall be reimbursed for the purchase of safety footwear to a maximum of one hundred and seventy-five dollars (\$175.00), upon providing a receipt. For new employees, reimbursement will not be made until the employee passes probation.**

ARTICLE 11 – WORKERS’ COMPENSATION

- 11.1 In all cases of temporary total disability, as defined by the Worker’s Compensation Board in its administration of the *Workers’ Compensation Act, 1979*, sustained by an employee as a result of an occupational injury covered by the Act, the **Co-operative**

agrees to continue to pay the employee an amount equal to his/her net earnings (after income tax) prior to injury during the period of such disability and negotiated increases whilst he/she is receiving full compensation from the Workers' Compensation Board and retain the compensation received from the Board.

- 11.2 In the event the Workers' Compensation Board reduces compensation payments below one hundred percent (100%), salary payments will be adjusted to the percentage of compensation as determined by the Board.
- 11.3 An employee on Workers' Compensation shall only accumulate vacation credits for the first two (2) months.
- 11.4 The **Co-operative** and the Union agree it is in the best interests of employees to return to work as soon as reasonably possible following compensable illness or injury. Employees will be offered and are expected to participate in a return to work plan when appropriate to do so. The return to work plan will be designed in conjunction with the employee, the supervisor, the employee's physician and the employee's union representative. The employee will continue to receive benefits of the Article during the return to work plan.
- 11.5 An employee's participation in a return to work plan will not result in the layoff of other **Co-operative** employees.

ARTICLE 12 – SENIORITY

Vacancies

- 12.1 When the **Co-operative** determines it necessary to fill a vacant position within the scope of this Agreement, the position shall be posted. Vacancies will be open to applicants for **five (5)** days. It will be the policy of the **Co-operative** that in filling posted positions, employees of the **Co-operative** shall be given first consideration.
- 12.2 Notices of such vacancies shall be provided to all work locations and the Union office.

- 12.3 Notices of vacancies will contain information pertinent to the position being posted such as wage/salary and location.
- 12.4 The Co-operative, in its sole discretion, may elect to fill a vacancy to a position by transfer. The Union may make representation to the Co-operative where the circumstances of the transfer warrant such representation.
- 12.5 When filling vacancies, ability, qualifications and merit as determined by the Co-operative shall be the governing factors.

Layoffs

- 12.6 In the event of a layoff, the Co-operative shall, generally on a location basis, retain the employees who, based on ability, qualifications and merit are determined by the Co-operative to be best suited for the positions and in the event two or more candidates are relatively equal, the Co-operative will retain the employee with the greater seniority. Recall from layoff will be done on the same basis.
- 12.7 **The Co-operative will provide written notice of layoff as set out below**
- a) **After three (3) months' services and up to one year's service – one week's written notice or pay in lieu.**
 - b) **After one year of service and up to three years' service – two weeks' written notice or pay in lieu.**
 - c) **After three years' service and up to five years' service – four weeks' written notice or pay in lieu.**
 - d) **After five years' service and up to 10 years' service – six weeks' written notice or pay in lieu.**
 - e) **After 10 years' service - eight weeks' written notice or pay in lieu.**

For the purpose of this section, pay in lieu of notice shall be at regular rates, exclusive of overtime.

- 12.8 An employee who is laid off shall endeavor to obtain an alternate position by bidding on vacancies in accordance with Article 12.5. Bumping shall not be permitted.

- 12.9 An employee who obtains an alternative position in accordance with Article 12.8 shall have his/her wage/salary maintained in accordance with Article 16.
- 12.10 **The Co-operative will make benefit plans available to employees on layoff (except for seasonal layoffs) up to a maximum of one year, provided the employee pays the full premium for the plan.**

Recall

- 12.11 In the event that an employee is recalled to work while on layoff, the date of layoff will remain until such time as an employee works a minimum of forty (40) consecutive regular hours after the recall.
- 12.12 Regular employees on layoff will maintain their official employment start date and have recall rights for twelve (12) months after which their employment will be deemed to be terminated and they will receive a **Co-operative** paid severance allowance calculated on the basis of two (2) week's pay per year of service, prorated for partial years and part-time service.
- 12.13 When an employee is to be recalled to work, the **Co-operative** will attempt to contact the employee by telephone. If telephone contact is not made then a recall notice will be sent by registered mail to the employee's last known address. If the employee does not respond in person or by telephone or email to the appropriate Manager within seven (7) calendar days of the recall notice being mailed, the employee will lose his/her recall rights and employment will terminate.
- 12.14 An employee shall lose his/her seniority if he:
- a) Retires;
 - b) Resigns;
 - c) Is terminated in accordance with Articles 12.12 and/or 12.13;
 - d) Is dismissed for just cause; or

- e) Fails to report for three (3) consecutive shifts except for circumstances beyond the employee's control. Nothing in this clause shall restrict the right of the Co-operative to dismiss an employee who is AWOL.

ARTICLE 13 – LEAVES OF ABSENCE

13.1 General Leave of Absence

- a) Leave of absence without pay may be granted to employees for valid reasons as set out by Co-operative policy.
- b) An employee on general leave of absence shall not accumulate sick leave credits, or earn vacation but shall retain the seniority, sick leave credits, and vacation credits earned prior to commencing leave of absence.
- c) Employees do not have the option of continuing their benefit coverage during the leave.
- d) Employees on leave of absence shall be required to apply for any extension.

13.2 Maternity/Adoption/Child Care Leave

- a) In accordance with the **Saskatchewan Employment Act** an employee shall be granted maternity, adoption, and/or parental leave of absence without pay.
- b) Employees on maternity leave will continue to accrue annual vacation credits for up to two (2) months of the health related portion of their maternity leave and all of the voluntary portion of their maternity leave.
- c) Employees on maternity leave will continue to accrue sick leave credits while on the voluntary portion of their maternity leave.

13.3 Family Leave

Employees shall be allowed to take up to three (3) days paid leave per year, chargeable to earned sick leave credits, to attend to family matters, including but not

limited to parental/school requirements, medical, dental and other healthcare appointments of the employee or members of her/his immediate family.

13.4 Compassionate Leave

Leave of absence with pay up to five (5) days shall be granted to employees for the purpose of arranging or attending the funeral, or dealing with a serious illness, injury, or physical or mental condition that requires medical care for members of his or her immediate family. Immediate family shall be defined to include only the employee's mother, father, mother-in law, father-in-law, spouse (including common-law relationships), daughter, son, sister, brother, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, grandmother, grandfather, grandchild, and spouse's grandparents, or equivalent relationship.

13.5 Jury Leave

In keeping with the policy that an employee not suffer a loss of pay while serving as a juror, the remuneration to be received by the employee on any work \ng day the employee reports for or serves on jury duty shall be regular rate of pay for the day less jury duty fees receivable for that day.

13.6 Union Leave

- a) The **Co-operative** shall provide leave of absence with pay for three (3) bargaining unit employees (**maximum one per location**) to a maximum of eight (8) days each for attending negotiations.
- b) Subject to operational requirements, additional leave shall be granted as requested by the Union. No employee shall experience any loss or interruption in pay, benefits, service or seniority while on such a leave. The **Co-operative** shall bill the Union for the cost of such additional leave within thirty (30) calendar days of its occurrence.
- c) Subject to operational requirements, leaves of absence shall also be granted to elected officers and delegates to attend to the business of the Union. No elected officer or delegate shall suffer any loss or interruption of pay, benefits, service or

seniority while on such a leave. The **Co-operative** shall bill the Union for the cost of such additional leave within thirty (30) calendar days of its occurrence.

- d) No employee representative appointed or elected by the Union's members for the purpose of attending grievance or disciplinary meetings or other meetings provided for under this agreement shall suffer any loss or interruption of pay, benefits, service or seniority while attending such meetings.

13.7 Military Leave

Employees who have at least one (1) year of service with the **Co-operative** shall be entitled to up to two (2) weeks leave of absence without pay per year for the purpose of serving as a member of the Canadian Armed Forces. Leaves beyond two (2) weeks in any year may be granted at the discretion of the **Co-operative**. Upon return from Military Leave, the employee shall be placed in the same or similar position with the same rate of pay as they occupied prior to the leave.

ARTICLE 14 – SUPPLEMENTAL EMPLOYMENT BENEFIT (SEB)

- 14.1 During the term of the Collective Agreement, employees who are laid off work shall receive a Supplemental Employment Benefit allowance from the **Co-operative**, which altogether with Employment Insurance benefits shall equal seventy-five percent (75%) of the employee's normal weekly earnings, less overtime and other premium payments.

The terms governing payment of the SEB shall conform to the requirements of the Canada Employment Insurance Commission (C.E.I.C.) and shall include the following provisions:

- a) An employee must have completed a minimum of five-hundred and twenty (520) working days of service with the **Co-operative** at date of layoff in order to qualify for SEB benefits. Eligibility is as follows:

Working days with the Co-operative	Eligible weeks of SEB
Less than 520	0 weeks
520-779	13 weeks
780-1039	20 weeks
1040 or more	26 weeks

- b) SEB benefits will be payable only to those employees on layoff who are eligible for and where applicable, have received Employment Insurance benefits in each week of layoff. A week of layoff shall mean a period of seven (7) consecutive days commencing on and including Sunday.
- c) An employee must apply to the **Co-operative** and provide the necessary proof of eligibility for SEB in a manner acceptable to the **Co-operative**.
- d) An employee shall not be entitled to SEB after:
 - i) He/she has refused a call back to work in accordance with the provisions of the Collective Agreement; or
 - ii) He/she is receiving sickness and accident indemnity payments under the **Co-operative** plan, Workers' Compensation or severance pay in any week of layoff.
- e) The benefit level paid under this plan is set at seventy-five percent (75%) of the employee's normal weekly salary. It is understood that in any one week the total amount of SEB, Employment insurance gross benefits and any other earnings received by the employees will not exceed ninety-five percent (95%) of the employee's normal weekly earnings.
- f) No employee shall be paid SEB for more than twenty-six (26) weeks.
- g) The payment of benefits to employees on layoff will be made by the **Co-operative** on a "pay-as-you-go" basis separate from the regular payroll.

- h) Employees who are laid off shall have the right to defer receipt of vacation pay until a time subsequent to recall to work. This does not imply they have right to take vacation time after they return to work.
- i) Service Canada will be advised in writing of any change to the plan within thirty (30) days of the effective date of the change. Payments of guaranteed annual remuneration, deferred remuneration, or severance pay will not be reduced or increased by payments received under the SEB plan.

ARTICLE 15 – PROBATION & TERMINATION OF EMPLOYMENT

- 15.1 A newly hired employee shall be on probation for the employee's first ninety (90) days worked. The probationary period may be extended by agreement between the Union and the **Co-operative**.
- 15.2 A probationary employee may grieve a dismissal but the answer provided at **step 2** of Article 6 shall be final and binding upon the parties hereto and upon any employee concerned.

ARTICLE 16 – DEMOTION FORMULA

- 16.1 When an employee is involuntarily demoted and/or, their position is eliminated and they bid on and accept a demotion, the following shall apply:
 - a) The employee shall continue to receive the wage/salary being received prior to demotion for a period not to exceed eleven (11) months.
 - b) Upon commencement of the twelfth (12th) month, the employee's wage/salary shall be reduced to an appropriate rate within the range of the new position.

ARTICLE 17 – TEMPORARY PERFORMANCE OF HIGHER DUTY (TPHD)

- 17.1 An employee assigned to temporarily relieve in a higher paid position shall be paid as if he/she had been promoted to same. The employee must be required to perform the majority of the duties of the higher position.
- 17.2 There shall be a three (3) day waiting period. When an employee has worked three (3) or more days in the higher paid position they shall be paid at the higher rate for all time worked in the position.
- 17.3 After ninety (90) days of relief assignment, if the position is still vacant or the incumbent has not returned, it shall be posted as a temporary position unless otherwise agreed to by the **Co-operative** and the Union. Selection shall be subject to Article 12 - Seniority.
- 17.4 Experience obtained by an employee during temporary performance of higher duty shall not qualify the employee for promotion to a vacancy unless the temporary vacancy has been posted.

ARTICLE 18 – HOURS OF WORK AND OVERTIME

18.1 Hours of Work

The **Co-operative** retains the right to schedule hours of work of employees as is necessary to ensure efficient operations and to provide coverage for the determined hours of operation.

18.2 Regular Work Schedules and Modified Work Week Schedules

Regular work schedules for employees shall be defined as five (5) days per week consisting of eight (8) hours per day and forty (40) hours per week.

The Co-operative may implement modified or variable hours of work schedules provided the Union is notified and the affected employees agree to vary or modify their hours of work.

Subject to section 18.6 below, the typical workweek shall consist of 40 hours of work paid at the employee's straight hourly rate and the work day shall normally consist of eight (8) hours work paid at the straight time hourly rate.

18.3 Scheduled Days of Rest

As a norm, employees shall be entitled to two (2) consecutive days of rest each week except where schedule changes or shift rotation occur resulting in one (1) day of rest at the time of the change.

18.4 Overtime

Overtime is defined as time worked in excess of an employee's regularly scheduled hours of work. When employees are required to work in excess of their regular scheduled hours of work they shall be paid at the rate of one and one half times (1.5 X) their regular straight time hourly rate for the first four (4) hours of overtime worked beyond the regular hours of their shift. For overtime hours worked beyond four (4) hours, employees shall be paid two times (2 X) their regular straight time hourly rate of pay.

When the needs of the operation require it, employees may be required to work overtime. However, all overtime is voluntary after an employee has worked twelve (12) hours in any shift or forty-eight (48) hours in any week.

Employees shall be paid for all overtime worked at the appropriate overtime rate of pay as described in this Article. **However, with agreement of the Co-operative, employees may bank their overtime worked, at the appropriate overtime rate, to be taken as paid time off work at a time mutually agreed between the Co-operative and the employee.**

18.5 Averaging

The hours worked by employees may be averaged over four (4) weeks or a longer period provided the Union and affected employees are informed of the circumstances and terms of the proposed averaging; and, provided the affected employees approve of the averaging.

The hours worked by employees in the Assistant Manager or higher positions may be averaged over an eight (8) week period. All hours worked in excess of 320 hours in the eight (8) week period shall be deemed to be overtime work and shall be paid for or banked at the rate of one and one half times (1.5 X) the employee's regular rate of pay as directed by the employee

18.6 Maximum and Minimum

The hours of work as stated in this Article are not to be construed as a guaranteed minimum of hours to be worked.

ARTICLE 19 – SHIFT DIFFERENTIAL, CALL OUT AND STANDBY PAY

19.1 Shift Differential

A shift differential of one dollar and fifty cents (\$1.50) per hour shall be paid on all hours worked between 1800 hours and 0600 hours.

19.2 Weekend Differential

A weekend differential of eighty cents (80) per hour shall be paid on all hours worked between 00:01 on Saturday to 24:00 on Sunday.

19.3 **There shall only be one premium paid per hour worked, and where two may be applicable, it will be the larger of the two that will be paid. Where overtime is worked there will be no premiums paid on the same hour.**

19.4 Call-Out Guarantee

A minimum of four (4) hours pay will be paid to an employee who is called out for duty by management after the employee has left the **Co-operative** premises. The **Co-operative** and the employee may agree to a lesser amount for less than four hours worked.

19.5 Standby Pay

Standby duty shall mean any period of not more than eight (8) hours during which time an employee is not on regular duty but has been assigned standby duty and must be available to respond to any request to return to duty. This shall include, but not be limited to, those employees scheduled to be on call the manager or supervisor and assigned to carry a pager, cellular phone, or laptop computer as a result of the standby duty assignment.

Employees who are assigned to standby shall be credited with one (1) hour to their averaging total for each period of assigned standby. Eg: For each eight hour period, or portion thereof, on standby: 1 hour credited to their averaging total.

ARTICLE 20 – ABSENCE FROM DUTY

20.1 No employee shall absent himself/herself from the **Co-operative's** premises during their scheduled hours of work except with the consent of supervisory personnel.

ARTICLE 21 – VACATIONS

21.1 Vacation is to be taken at times mutually agreed upon between the **Co-operative** and the employee. **Vacation will be paid on the basis of 1/52 gross pay in the previous year per week of vacation entitlement, or on current earnings, whichever is greater.**

21.2 Vacation Entitlement

- a) Employees who have not completed at least seven (7) years of service shall earn vacation at the rate of three (3) weeks per each full year of service.
- b) Employees who have completed seven (7) years of service shall in the years of service subsequent to the seventh (7th) anniversary date of employment earn vacation at the rate of four (4) weeks per year.

- c) Employees who have completed fifteen (15) years of service shall in the years of service subsequent to the fifteenth (15th) anniversary date of employment earn vacation at the rate of five (5) weeks per year.
- d) Any employee who was earning six (6) weeks of vacation per year as of the commencement of this agreement will continue to earn six (6) weeks of vacation per year.

21.3 Payout of Vacation Earnings upon Termination of Employment

In the case of termination of employment, the **Co-operative** shall pay to the employee any vacation pay owing to him/her in respect of any prior completed year of employment plus the vacation pay owing to him/her for the current year.

If an employee’s vacation is in a negative balance at the date of termination they will be required to repay amounts owing.

- 21.4 When vacation pay is paid out rather than being taken as vacation, the payout shall be based on the employee’s accrual rate at their rate of pay at the time of payout.

ARTICLE 22 – GENERAL HOLIDAYS

- 22.1 The following shall be recognized as statutory holidays with pay at regular straight time hourly rates:

New Year’s Day	Canada Day	Remembrance Day
Family Day	Saskatchewan Day	Christmas Day
Good Friday	Labour Day	Boxing Day
Victoria Day	Thanksgiving Day	

- 22.2 In addition to pay for the holiday, an employee required to work on the statutory holiday will be paid not less than one and one-half times his/her regular hourly rate of pay for all hours worked on that day.

ARTICLE 23 – POSITION ELIMINATION

23.1 In the event the **Co-operative** plans to eliminate positions, the **Co-operative** shall give the Union and the affected employees a minimum of one-hundred and twenty (120) calendar days' notice or pay in lieu of a portion thereof or the entirety of such to the employee. When the notice referred to above indicates that ten percent (10%) or more of the employees are negatively affected, the **Co-operative** and the Union agree to meet within thirty (30) days to review the opportunities and options available to employees notwithstanding that a collective agreement is in place.

For clarity, this article is intended to apply to internal **Co-operative** reorganizations that result in the elimination of positions and is not applicable in the case of successorship, which shall be administered pursuant to the **Saskatchewan Employment Act**.

23.2 Position elimination will not become effective until after the notice period is complete.

23.3 An employee who receives notice of position elimination or layoff in accordance with this Article shall have the right to receive **Co-operative**-paid severance pay which shall be two (2) weeks' pay for each year of service, pro-rated for partial years. For the purposes of severance, service shall include all continuous service with the **Co-operative**

23.4 An employee who receives notice of position elimination may endeavor to obtain an alternate position by bidding on vacancies in accordance with Article 12.

23.5 An employee who receives notice of position elimination in accordance with this Article who does not obtain another permanent position with the **Co-operative** prior to their employment termination date shall have the right to receive severance pay. Employees shall have the option of:

- a) Receiving severance and terminating employment upon completion of the notice period; or
- b) Deferring the employment termination date and receipt of severance for six (6) months and receiving Supplemental Employment Benefits (SEB) in accordance with Article 14.

- i) This option shall not extend the period of employment for purposes of severance calculation.
- ii) Employees who choose this option and accept a permanent position with the Co-operative prior to their employment termination date will not be eligible to receive severance.

23.6 The Co-operative shall notify employees on lay-off of any vacancies occurring in the bargaining unit subject to the employee ensuring the Co-operative is provided with a current telephone number and mailing address, including an email address.

23.7 Technological change shall be defined as:

- a) the introduction of equipment or material of a different nature or kind than that previously utilized by the employer in the operation of the work, undertaking or business; and
- b) a change in the manner in which the employer carries on the work, undertaking or business that is directly related to the introduction of that equipment or material.

23.8 This Article is intended to assist employees affected by technological change and accordingly **the Saskatchewan Employment Act** with respect to Technological Change do not apply during the term of the Agreement.

23.9 The **Saskatchewan Employment Act provisions** with respect to Group Terminations do not apply during the term of the Agreement.

ARTICLE 24 – SCALE OF WAGES/SALARIES, JOB TITLES, SALARY RANGES AND JOB FAMILY LEVELS

24.1 The Scale of Wages/Salaries, Job Titles, Salary Ranges and Job Family Levels for employees covered by this agreement shall be set forth in Schedule A which shall form part of this Agreement.

24.2 General wage increases and Signing Bonus

Effective November 1, 2015 all rates of pay for all employees shall increase by 2%.

All employees on staff on May 7, 2016 shall receive a signing bonus of \$1,200.

Effective November 1, 2016 all rates of pay for all employees shall increase by 2%.

Effective November 1, 2017 all rates of pay for all employees shall increase by 2%.

24.3 The **Co-operative** shall notify the Union of any new job titles being introduced to the bargaining unit and any substantially changed job descriptions. The salary range for new or revised positions shall be subject to negotiations between the parties and negotiations shall commence respecting the new position within ten (10) calendar days.

24.4 Implementation of Salary Schedule A

The job titles, job family levels and annual salary/wage ranges in Schedule A shall apply on the effective date as indicated in Schedule A or as otherwise agreed.

ARTICLE 25 – PART-TIME EMPLOYEES

25.1 Seniority for part-time employees will be calculated on the basis of eight (8) hours of work equaling one day service and shall, on completion of the probationary period, be counted from date of commencement.

25.2 Sick-leave entitlement for part-time employees will be earned on the basis of one and one-quarter (1 ¼) day's entitlement (10 hours) for each one hundred and seventy-three (173) hours worked after achieving part-time status and will be available to the employee to maintain income for any scheduled work lost due to illness or injury.

25.3 Part-time employees will pay Union dues in accordance with the provisions herein.

25.4 Upon completion of ninety (90) working days, a part-time employee working at least fifteen (15) hours per week (averaged over the shift cycle), shall have access to the **Plan B benefits**.

25.5 **Part-time employees will take part in the pension plan once qualified under the bylaws of the plan.** Part-time employees will not contribute to the pension plan until completion of ninety (90) days of service and shall be enrolled on the first of the month following the completion of the ninety (90) day service period referenced in Article 9 - Pension Plan.

ARTICLE 26 – EFFECTIVE DATE AND DURATION OF AGREEMENT

This Agreement shall be effective from the 1st day of **November, 2015 and shall be valid until the 31st day of October, 2018**, and thereafter from year to year unless a written notice is given by either party within the period **of 120 to 60 days** immediately preceding the date of expiration of the term of the Collective Agreement, of their desire to terminate this Agreement or negotiate a revision thereof, in which case this Agreement shall remain in effect without prejudice to any retroactive clause of a new Agreement until negotiations for revision or amendments hereto have been concluded and a new Agreement superseding this Agreement has been duly executed.

The amendments to the Collective Agreement, unless otherwise agreed, are effective upon the date of ratification by the parties.

Signed the day of May, 2016

Prince Albert Co-operative Association Limited

Grain and General Services Union

SCHEDULE A

Employees shall be paid in the following salary ranges according to their job family level. An employee's pay level within the range for the employee's job family level will be determined based on the employee's demonstrated performance. The parties recognize the salary ranges and the salary paid to individual employees are minimums.

In the event of job reclassification, employees will be moved into the appropriate job family and will be paid in accordance with the corresponding salary range. In cases where employees are being paid a wage/salary below that of the new salary range, they shall be brought up to the minimum of the new salary range. In cases where employees are being paid a wage/salary above that of the new salary range, their salary shall be red circled until such time as their wage/salary is within the salary range, however, they will be provided with a lump sum payment in lieu of their annual wage/salary increase.

The **Co-operative** reserves the right to implement employee retention programs, share purchase programs, incentive plans and market supplement programs in its sole and absolute discretion.

Classifications	Effective Nov. 1, 2015		Effective Nov. 1, 2016		Effective Nov. 1, 2017	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Facility Assistant I	\$ 35,305	\$ 55,165	\$ 36,011	\$ 56,268	\$ 36,731	\$ 57,393
Facility Assistant II	\$ 49,625	\$ 77,538	\$ 50,618	\$ 79,089	\$ 51,630	\$ 80,671
Facility Sales and Admin	\$ 35,305	\$ 55,165	\$ 36,011	\$ 56,268	\$ 36,731	\$ 57,393
Sales Representative	\$ 55,636	\$ 86,932	\$ 56,749	\$ 88,671	\$ 57,884	\$ 90,444
Sales Representative Trainee	\$ 49,625	\$ 77,538	\$ 50,618	\$ 79,089	\$ 51,630	\$ 80,671
Sales Agronomist	\$ 49,625	\$ 77,538	\$ 50,618	\$ 79,089	\$ 51,630	\$ 80,671
NH3 Driver	\$ 35,305	\$ 55,165	\$ 36,011	\$ 56,268	\$ 36,731	\$ 57,393
NH3 Technician	\$ 49,625	\$ 77,538	\$ 50,618	\$ 79,089	\$ 51,630	\$ 80,671
NH3 Technician Trainee	\$ 35,305	\$ 55,165	\$ 36,011	\$ 56,268	\$ 36,731	\$ 57,393
NH3 Supervisor	\$ 55,636	\$ 86,932	\$ 56,749	\$ 88,671	\$ 57,884	\$ 90,444
Seasonal Operations Worker	\$ 35,305	\$ 55,165	\$ 36,011	\$ 56,268	\$ 36,731	\$ 57,393
Agronomy Summer Student	\$ 35,305	\$ 55,165	\$ 36,011	\$ 56,268	\$ 36,731	\$ 57,393
Assistant Manger	\$ 55,636	\$ 86,932	\$ 56,749	\$ 88,671	\$ 57,884	\$ 90,444
Ag Retail Manager	\$ 62,304	\$ 112,892	\$ 63,550	\$ 115,150	\$ 64,821	\$ 117,453

The following adjustments will be made to compensation:

1. **The Co-operative shall pay increases to individual employees based on each employee's demonstrated performance for the previous fiscal year. The increase shall be payable to employees covered by this agreement and shall be added to the recipient employees' rates of pay. These increases shall be over and above the general wage increases set out in Article 25.2.**

SCHEDULE B

The only provisions of this Agreement applying to temporary and casual employees are outlined in this Schedule B.

1. Article 5 - Maintenance of Membership
2. Temporary employees shall be paid within the range according to their classification. Payment above these minimums shall be at the discretion of the **Co-operative**.
3. A temporary employee as defined in Article 1.3 who is appointed to a Regular Full-Time or Part-Time position as defined in Articles 1.1 and 1.2 shall have his/her seniority recognized from the date the employee was first hired provided that there is no interruption of service.
4. Temporary employees shall be eligible to participate in the **Co-operative's** benefit and pension plans provided their term is expected to exceed or exceeds one year.
5. All other entitlements will be in accordance with the **Saskatchewan Employment Act**.