

**Collective Agreement – P.S.A.C. Local Y023
2006 – 2009**

TABLE OF CONTENTS

ARTICLE 1: PURPOSE.....	1
ARTICLE 2: DEFINITIONS	1
Interpretations.....	1
Employee Status.....	2
Employee Hours	3
ARTICLE 3: MANAGEMENT RIGHTS	3
ARTICLE 4: UNION RECOGNITION	3
ARTICLE 5: UNION MEMBERSHIP.....	3
ARTICLE 6: DUES CHECK-OFF	4
ARTICLE 7: HOURS OF WORK	4
Change in Schedule	5
Meetings.....	5
Training, Conferences, or Professional Development.....	5
Meal Breaks.....	5
Rest Breaks	6
Bylaw Services Staff	6
Public Works Staff	6
Parks and Aquatic Centre Staff	7
ARTICLE 8: OVERTIME	7
Compensatory Leave.....	7
Compensation.....	8
Break Between Overtime and Regular Schedule.....	9
Call Out.....	9
Standby	10
Meal Breaks on Overtime	11
ARTICLE 9: SALARIES, WAGES, CLASSIFICATIONS.....	11
Job Evaluation Plan	12
Acting Manager Pay	13
Pay on Layoff.....	13
Retroactive Pay	13
Step 1-4 Employees – Hiring Salary	13
Step 1-4 Employees – Under-fill	13
Step 1-4 Employees – Promotion	14
Step 1-4 Employees – Position Reclassification	14
Step 1-4 Employees – Acting Pay Including Statutory Holidays	15
Step 1-4 Employees – Withholding Increment.....	15
Step 1-4 Employees – Leave of Absence and Increment Date	15
Step 4 Only Employees – Acting Pay	16
Step 4 Only Employees – Acting Statutory Holiday Pay	16
Step 4 Only Employees – Acting Standby Pay	16

**Collective Agreement – P.S.A.C. Local Y023
2006 – 2009**

ARTICLE 10: GENERAL HOLIDAYS	16
Holiday on Day of Rest	17
Holiday Pay on Worker’s Compensation	17
Holiday Pay on Vacation.....	17
Holiday Pay Qualification.....	17
Time Off In Lieu of Statutory Holidays	17
Statutory Holiday Equalization Payments	18
ARTICLE 11: ANNUAL VACATIONS	18
Approval	19
Vacation Pay Advance.....	19
Continuous Service Date	19
Carryover.....	20
ARTICLE 12: ILLNESS	20
Notification.....	20
Sick Leave vs WI or LT D	20
Independent Medical	21
Medical, Dental, Optical Appointments, and to Attend Funerals.....	21
Sick Penalty Pay.....	21
Wage Indemnity.....	21
Long Term Disability	22
Attendance Bonus	23
ARTICLE 13: LEAVE OF ABSENCE.....	23
Bereavement	23
Marriage	24
Birth/Adoption	24
Court Leave	24
Injury on Duty Leave.....	24
Maternity Leave	24
Parental/Adoption Leave	26
Leave Without Pay.....	26
Unspecified Leave	26
Illness in the Immediate Family	27
ARTICLE 14: MEDICAL AND GROUP INSURANCE.....	27
Basic Medical Insurance.....	27
Extended Health, Life, and AD&D.....	27
Dental	28
ARTICLE 15: REGISTERED RETIREMENT SAVINGS PLAN.....	28
Withdrawal Restrictions	28
ARTICLE 16: YUKON BONUS.....	28
Application	29
Layoff/Termination	29
ARTICLE 17: LONG SERVICE BONUS.....	29
ARTICLE 18: SHOP STEWARD	29
Discipline Meetings.....	30

**Collective Agreement – P.S.A.C. Local Y023
2006 – 2009**

Union Training/Conventions.....	30
Contract Negotiations	30
Payment for Union Leave	30
Leave of Absence for Elected Union Position.....	30
Access to Establishment.....	31
ARTICLE 19: GENERAL PROVISIONS.....	31
Injury on Job Procedure.....	31
Bulletin Boards.....	31
Driver’s Examination/Doctor’s Examination Pay.....	31
Transfers	31
Employment Beyond Age 65	31
Bus Pass	32
Canada Games Centre Pass.....	32
Orientation Program	32
ARTICLE 20: WORK EQUIPMENT AND CLOTHING.....	32
Lockers	32
Dress Standards.....	33
Safety Boot Allowance.....	33
Uniforms for Bylaw Services.....	33
Tool Allowance	34
Clothing Allowance	34
Vision Care Allowance.....	34
ARTICLE 21: SENIORITY.....	34
Seniority Groups.....	34
Seniority List.....	35
Transfer Outside the Bargaining Unit.....	35
Loss of Seniority	35
Layoff and Recall.....	36
ARTICLE 22: SEVERANCE	37
ARTICLE 23: JOB POSTING	38
ARTICLE 24: GOVERNMENT FUNDED WORK PROJECTS.....	38
ARTICLE 25: PROBATION PERIOD	39
Probation on Transfer.....	39
ARTICLE 26: DISCIPLINE	40
ARTICLE 27: SAFETY PROVISIONS.....	40
Safety Committee	40
First Aid Kits	41
Safety and Protective Equipment.....	41
ARTICLE 28: GRIEVANCE PROCEDURE	41
Pre-Grievance Meeting.....	41
Policy Grievance.....	42
Step 1	42
Step 2.....	42
Step 3 – Arbitration	42

**Collective Agreement – P.S.A.C. Local Y023
2006 – 2009**

ARTICLE 29: HARASSMENT	43
ARTICLE 30: TECHNOLOGICAL CHANGE	43
ARTICLE 31: JOB SECURITY	44
Contracting Out	44
ARTICLE 32: PERFORMANCE EVALUATION.....	45
ARTICLE 33: SHIFT DIFFERENTIAL	45
Shift Differential for Aquatic Centre Employees.....	45
ARTICLE 34: LABOUR/MANAGEMENT COMMITTEE	45
Attendance Pay	46
ARTICLE 35: SAVINGS CLAUSE	46
ARTICLE 36: DISCRIMINATION.....	46
ARTICLE 37: APPRENTICESHIP AND CERTIFICATION PROGRAMS.....	47
Apprenticeship Program	47
Certification Program.....	48
Probation	50
Legal Obligation Certification Program	50
Voluntary Certification Program.....	50
ARTICLE 38: JOB SHARE	51
ARTICLE 39: DURATION	51
APPENDIX A	
Seasonal Employees	
Temporary Employees	
Casual Employees	
Part-Time Employees	
SCHEDULE A	
Pay Schedules	
SCHEDULE B	
LETTERS OF UNDERSTANDING	