



COLLECTIVE AGREEMENT

BETWEEN

**THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD
PRINCE ALBERT, SASKATCHEWAN**

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 1788**

JANUARY 1, 2023 TO DECEMBER 31, 2026

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ARTICLE 1 – PREAMBLE

WHEREAS it is the desire of both parties:

- a) To maintain the existing harmonious relations between the Employer and members of the Union;
- b) To promote co-operation and to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work and scales of wages;
- c) To encourage economy of operation and elimination of waste;
- d) To promote the morale, well-being, and security of all employees included in the bargaining unit represented by the Union;

It is now desirable that methods of bargaining and all matters pertaining to the working conditions of the employees be drawn up in a collective agreement.

ARTICLE 2 – RECOGNITION AND NEGOTIATION

2.01 Bargaining Unit

The Employer recognizes the Canadian Union of Public Employees, Local 1788, as the sole and exclusive collective bargaining agent for all of its employees save and except:

Director
Deputy Director
Business Administrator
Collections and Readers Advisory Librarian
Administrative Assistant
Network Specialist

and hereby agrees to negotiate with the Union or any of its authorized committees concerning all matters affecting the relationship between the parties, aiming toward a peaceful and amicable settlement of any differences that may arise between them.

2.02 Part-time and Temporary Employees

This Collective Agreement is fully applicable to all part-time and temporary employees unless otherwise specified.

2.03 No Other Agreement

- a) No employee covered by the Agreement shall be required or permitted to make a written or verbal agreement with the Employer or its representative which may conflict with the terms of this Collective Agreement, other than those sanctioned by the Union.
- b) The Union will supply the Employer with the names of its officers, shop stewards and committee members, in writing, on an annual basis.

At the same time, the Employer shall provide to the Union a list of all the employees in the Bargaining Unit. The list will include each person's name, job title/classification, home mailing address, home telephone number (and other available personal telephone numbers, such as cellular numbers), work e-mail and, if available, personal e-mail address.

The list will also indicate the employee's work site and employment status (such as full-time, part-time, temporary), and, if the employee is on a leave of absence, the nature of the leave.

2.04 Management Rights

Subject to the right of the employee to lodge a grievance in the manner and to the extent provided for in this Agreement, the Union recognizes the right of the Employer to operate and manage its business functions in all respects in accordance with its responsibilities. Such functions include the direction of the work force, the right to hire, fire, promote, lay off, or discipline employees.

2.05 Definitions

In this Agreement, the expression:

- a) "Employer" means **The City of Prince Albert Public Library (PAPL)**.
- b) "Union" means the Canadian Union of Public Employees, Local 1788.
- c) "Employee" means a person who is employed by the Employer and who is a member of the Union.
- d) "Classification" means the classification for the various jobs to which employees may be assigned as listed in Schedule "A" of this Agreement.

- e) "Permanent Employee" means an employee who has been hired to fill a position designated as a permanent position and who has satisfied the probationary requirements.
- f) "Temporary Employee" means an employee hired for a fixed term.
 - i. No position shall be designated as temporary for a period longer than one and one-half (1½) years (18 months). After this time period, such positions shall be dissolved or made permanent. This time period may be extended by mutual agreement between the Union and the Employer.
- g) **"Permanent Part-time Employee"** means any employee who has been hired to fill a designated part-time position for which the regular working hours would be less than the fully prescribed daily or weekly hours.
- h) "Page" means an employee who has been hired to fill a Page position.
- i) "Grant Employee" means an employee partly or completely funded by grants and hired for a fixed term.
- j) **"Permanent Full-time Employee"** means an employee who has been hired to fill a designated full-time position of a minimum of seventy-five (75) hours every two (2) weeks and has satisfied their probationary requirements.
- k) **"Temporary Part-time Employee"** means any employee who has been hired to fill a designated part-time position for a fixed term. The employee shall work less than the fully prescribed daily or weekly hours and will be scheduled as per the temporary posting.
- l) **"Temporary Full-Time Employee"** means an employee who has been hired to fill a designated full-time position for a fixed term. The employee shall be scheduled as per the temporary posting.

ARTICLE 3 – NO DISCRIMINATION

3.01 No Discrimination

The Employer and the Union agree that there shall be no discrimination, restriction or coercion exercised or **practiced** with respect to hiring or terms and conditions of employment because of age, race, creed, colour, national origin, political or religious affiliation, sex, **sexual orientation, gender identity, disability**, marital status, place of residence, nor by reason of membership or activity in the Union.

3.02 Harassment/Discrimination

- a) The Employer and Union recognize that every employee has the right to be treated with dignity and respect and to work in a workplace free of harassment.
- b) It is understood that it is the responsibility of the Employer to create and maintain a workplace free from harassment and discrimination. Employees shall not discriminate against or harass other employees.
- c) The policy and procedures for dealing with harassment and discrimination developed by the parties **do** not restrict or void an employee's right to the grievance procedure. Refer to the **PAPL Policy Manual** for the most current version.

ARTICLE 4 – UNION MEMBERSHIP

4.01 Union Membership Requirements

Every employee who is now or hereafter becomes a member of the Union shall maintain membership in the Union as a condition of employment, and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement in employment, apply for and maintain membership in the Union, and maintain membership in the Union as a condition of employment, provided that any employee in the appropriate bargaining unit who is not required to maintain membership or apply for and maintain membership in the Union shall, as a condition of employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.

ARTICLE 5 – UNION DUES

5.01 Union Deductions

The Employer shall deduct from every employee, upon written request of the employee and the Union, any monthly dues, initiation fees, or assessments levied in accordance with the Union constitution and **bylaws**.

5.02 Payroll Deductions

Deductions shall be made from the **bi-weekly payroll**. A list of the names of employees from whose wages deductions have been made along with the actual deductions shall be forwarded to the Secretary-Treasurer of the Union **every second pay period**.

ARTICLE 6 – THE UNION SHALL ACQUAINT THE EMPLOYEE

6.01 Interviewing Opportunity

A representative of the Union shall be given an opportunity to interview each new employee within regular working hours, without loss of pay, for a maximum of fifteen (15) minutes during the first month of employment for the purpose of acquainting the new employee with the benefits and duties of union membership and the employee's responsibilities and obligations to the Employer and the Union.

6.02 Copies of Agreement

The Union shall supply each new employee with an electronic PDF copy of the Collective Agreement when the employee first starts employment.

ARTICLE 7 – LABOUR-MANAGEMENT RELATIONS

7.01 Representative of Canadian Union of Public Employees

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer.

7.02 Time Off for Meetings

The Employer recognizes that the Union shall form committees for bargaining, grievance, occupational health and safety, or other mutually agreed upon committees; each committee to consist of not more than three (3) members of the Union, and members of such committees shall not suffer any loss of pay while participating in discussions or negotiations with the Employer during their normal working hours. This provision shall also apply to arbitration hearings.

ARTICLE 8 – EMPLOYER SHALL NOTIFY UNION

8.01 Employer Shall Notify Union

The Employer agrees to continue the existing practice of open dialogue with employees in all matters of mutual interest and concern. Matters of policy affecting conditions of employment which may affect employees within this bargaining unit shall be communicated to the Union in time to afford the Union a reasonable opportunity to consider them and, if deemed necessary, to meet with the Employer regarding these policies.

8.02 Copies of Resolutions

Copies of all motions or resolutions adopted by the Employer which affect the conditions of employment of the members of the Union shall be forwarded to the Union.

ARTICLE 9 – GRIEVANCE PROCEDURE

9.01 Definition of Grievance

A grievance means any dispute or difference between the Employer and one or more of its employees or the Union with respect to:

- a) matters or things affecting or relating to work done or to be done by the employee or employees or the Union; or
- b) the privileges, rights, duties, terms and conditions or tenure of employment or working conditions of the employee or employees or the Union.

9.02 Settling of Grievances

An earnest effort shall be made to settle grievances fairly and promptly in the following manner. At each step of the grievance procedure, the grievor(s) shall have the right to be present.

Step 1

The aggrieved employee(s) or the Union may initiate and submit the grievance to the Grievance Committee within thirty (30) working days of the date on which the grievor became aware or ought to have been aware of the event causing the grievance.

Step 2

If the Grievance Committee considers the grievance to be justified, they will first seek to settle the grievance with the employee's immediate management supervisor within four (4) working days of the grievance being submitted. The management supervisor shall reply, in writing, within four (4) working days of the grievance being submitted. If the Director is the immediate supervisor, the grievance shall be submitted at Step 3.

Step 3

Failing satisfactory settlement under Step 2, the Union Grievance Committee may submit the grievance to the Director within seven (7) working days of the immediate management supervisor's reply, accompanied by a written statement of the particulars of the grievance and the redress sought. The Director shall render her decision, in writing, within seven (7) working days after receipt of such notice.

Step 4

Failing settlement being reached in Step 3, the Grievance Committee may, within ten (10) working days, submit the written grievance to the Library Board who shall hear the grievance at the next scheduled meeting. The Director will attempt to schedule special meetings as required. The Library Board will render its decision, in writing, within ten (10) working days after hearing the grievance.

Step 5

Failing satisfactory settlement being reached in Step 4, the grievance may be referred to arbitration within sixty (60) calendar days.

9.03 Failure to Act Within Time Limits

If a grievance fails to be processed to the next step in the grievance procedure within the time limits specified, it shall not prejudice the position of either party in arbitration. The time limits as specified throughout the grievance procedure may be extended by mutual agreement.

9.04 Union Stewards

- a) The Employer agrees that stewards shall not be hindered, coerced, restrained or interfered with in any way in the performance of their duties while investigating disputes and presenting adjustments as provided in this article.
- b) The Union shall notify the Employer in writing of the name of each steward and the department(s) the steward represents before the Employer shall be required to recognize them.
- c) The Union recognizes that each steward is employed full-time by the Employer and that the steward will not leave work during working hours except to perform duties under this Agreement. Therefore, no steward shall leave work without obtaining the permission of the supervisor, which permission shall be given as soon as possible.

9.05 Starting Grievance at Step 3

Where a dispute involving a question of safety, disciplinary action, or general application or interpretation of the Agreement occurs, the Union or an employee may initiate the grievance at Step 3.

ARTICLE 10 – ARBITRATION

10.01 Arbitration Procedures

When either party requests that a grievance be submitted to arbitration, the request shall be made by registered mail addressed to the other party of the Agreement, indicating the name and address of its nominee on the Arbitration Board. Within ten (10) working days thereafter, the other party shall answer by registered mail, indicating the name and address of its nominee to the Arbitration Board. The two arbitrators will then select a **chair**.

10.02 Appointment of Arbitrators

If the party receiving notice fails to appoint an arbitrator, or if the two appointees fail to agree upon a chairperson, the appointment shall be according to *The Saskatchewan Employment Act*.

10.03 Arbitration Board Procedures

The Arbitration Board shall determine its own procedures, but shall give full opportunity to all parties to present evidence and make representations. In its attempts at justice, the Board shall, as much as possible, follow a layman's procedure and shall avoid legalistic or formal procedures.

10.04 Decision of Board

The decision of the majority shall be the decision of the Board. Where there is no majority decision, the decision of the chairperson shall be the decision of the Board. The decision of the Board of Arbitration shall be final, binding, and enforceable on all parties, and may not be changed. The Board of Arbitration shall not have the power to change this Agreement or to alter, modify, or amend any of its provisions. However, the Board shall have the power to dispose of a grievance by any arrangement which it deems just and equitable.

10.05 Clarification of Board's Decision

Should the parties disagree as to the meaning of the Board's decision, either party may, within ten (10) days of the receipt of the decision, apply to the chairperson of the Board of Arbitration for clarification of the decision.

10.06 Payment of Arbitrators

Each party shall pay:

- a) the fees and expenses of the arbitrator it appoints;
- b) one-half (½) of the fees and expenses of the chairperson.

10.07 Extension of Time Limits

The time limits fixed in **the arbitration procedure** may be extended by consent of both parties.

ARTICLE 11 – DISCHARGE, SUSPENSION AND DISCIPLINE

11.01 Burden of Proof

Both parties agree that an employee is considered innocent until proven guilty, and in cases of discharge, suspension, or discipline, the burden of proof of just cause shall rest with the Employer.

11.02 Progressive Discipline

Progressive discipline will be used in dealing with employees whose job performance and/or conduct is not satisfactory.

11.03 Written Notification

The employee shall be notified in writing of the disciplinary action within ten (10) days of the occurrence with a copy to the Secretary of the Union. The employee's reply to such action shall become part of the employee's record. Failure of the employee to reply within thirty (30) days of such notification shall be deemed an acceptance of the action.

11.04 Record of Employee

The record of an employee shall not be used against the employee at any time after twenty-four (24) months following a suspension or disciplinary action, including letters of reprimand or any adverse report.

11.05 Crossing of Picket Line

An employee covered by this Agreement may refuse to cross a picket line established at another place of employment if:

- a) there is reasonable concern regarding safety, or
- b) if the task can be done at another location, or
- c) if the task can be done by another method, or
- d) if the task can be done by an out-of-scope person.

ARTICLE 12 – PROBATIONARY PERIOD

12.01 Probationary Period for New Employees

An employee newly hired for a permanent position shall be on probation for a period not exceeding six (6) months from the date of hiring. During the probationary period, the employee shall be entitled to all the rights and benefits of the Agreement except with respect to discharge for reasons of general unsuitability based upon work performance.

12.02 Trial Period

- a) An employee promoted within the bargaining unit shall enter into a trial period which shall not exceed six (6) months from the date of promotion in which to prove the employee capable to fill the position.
- b) If before expiry of this time it appears to the Employer that such employee is not capable of doing the job, the employee may be required to revert back to the employee's former position.
- c) If so desired, an employee may choose to revert back to the employee's former position within the trial period.
- d) If an employee is required or chooses to revert back to the employee's former position, a later promotion will require a trial period being served as specified in a).

ARTICLE 13 – SENIORITY

13.01 Seniority Defined

- a) Seniority shall be on a bargaining-unit-wide basis and shall date from the time the employee last entered the service of the Employer, provided that layoff for lack of work shall not constitute a break in seniority.**
- b) Seniority will continue to accrue during any unpaid leaves of absence approved by the Employer for a cumulative period of twenty-four (24) months. This will not apply to Articles 21.04 and 22.02.**
- c) Part-time employees, except Pages, shall accumulate seniority on a pro-rated basis, based upon hours worked from date of hire.**
- d) For the purpose of this Article, thirty-seven and one-half (37½) hours worked will constitute a week's seniority and forty-nine (49) weeks will constitute a year.**
- e) Temporary employees and Pages who successfully apply for a permanent position shall receive seniority on a pro-rated basis retroactive to date of hire, provided there has been no break in service longer than two (2) years. Seniority shall not accumulate between the date of termination and any subsequent rehiring.**
- f) For the purposes of awarding promotions for part-time positions, the seniority of part-time candidates excluding Pages shall be calculated up to the end of the last pay period prior to the date of the job posting.**

13.02 Loss of Seniority

An employee shall not lose seniority rights as a result of absence from work because of sickness, accident, lay-off, or leave of absence approved by the Employer. An employee shall only lose seniority in the event:

- a) that the employee is discharged for just cause and is not reinstated;**
- b) the employee resigns in writing and is not reinstated within thirty (30) days by the Employer;**
- c) the employee is absent from work in excess of five (5) working days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible;**

- d) the employee fails to return to work within seven (7) calendar days following a lay-off and after being notified by registered mail to do so, unless such failure is due to sickness or other just cause. It shall be the responsibility of the employee to keep the Employer informed of the employee's current address;
- e) the employee is laid off for a period longer than two (2) years.

13.03 Seniority List

The Employer shall maintain a seniority list showing the date upon which each employee's service commenced and the amount of service accumulated. An up-to-date seniority list shall be posted by the end of February of each year on each bulletin board. On the presentation by a union steward of proof of error, a correction shall be made immediately. A copy of the seniority list, along with any corrections, shall be sent to the Union's Recording Secretary.

ARTICLE 14 – PROMOTIONS AND STAFF CHANGES

14.01 Posting and Filling of Vacancies

- a) When a vacancy occurs or a new position is created inside of the bargaining unit, the Employer shall notify the Union in writing and post notice of the position on all staff bulletin boards for a minimum of seven (7) days so that all members will know about the vacancy or new position. Such notice shall contain the following information: nature of position, qualifications, required knowledge and education, skills, shift, wage or salary rate or range. The Employer may post concurrently to external candidates at its discretion.
- b) The Employer is not required to post notice of vacant Page positions.
- c) The Employer shall provide the Union in writing with the name of the successful applicant filling a vacancy or new position, along with the date of commencement in the position, and post the same within ten (10) days following selection for the information of the employees.
- d) Extension of a Temporary Vacancy

Subject to mutual agreement **between the Union and the Employer**, when an extension of a temporary vacancy in a permanent or a temporary position is required, the vacancy will not be reposted.

14.02 Application and Selection Procedures

- a) Employees shall be entitled to bid to fill any posted positions by means of a written application within seven (7) days of the date the vacancy is posted. An employee absent for any reason which does not constitute a break in service shall have the right to bid for the position preserved until the end of the employee's first day back at work, except if the employee has been notified and has acknowledged notification of the posting. Such employees shall have seven (7) days following notification to submit application to the posting.
- b) No outside applications for any posted positions shall be considered until the applications of present employees have been fully processed.
- c) New positions or vacancies shall be awarded to the applicant with the greatest seniority having the qualifications and abilities sufficient to perform the duties required. Nothing shall prevent the Employer from temporarily filling a new position or vacancy pending the selection of a successful applicant. If no applicant has the qualifications and abilities sufficient to perform the duties required, the Employer may hire a new employee.
- d) Providing no internal applicant has the required qualifications, the Employer may award a new position or vacancy to the senior applicant:
 - who possesses the necessary experience; and subject to the following:
 - i) if a non-qualified applicant is successful, there may be situations where the successful candidate is required to pursue and complete required qualifications in a timely manner. The timeline to complete any requirements may be extended for good reason at the discretion of the Employer;
 - ii) the promotion of such an employee will not be deemed to reduce the minimum required qualifications for the position; and
 - iii) if the employee does not complete the training the employee will revert back to the employee's prior position.

14.03 Job Descriptions

- a) The Employer agrees to draw up job descriptions for all positions for which the Union is the bargaining agent. These descriptions and any changes shall be presented and reviewed with the Union and thereafter shall become the recognized job descriptions.

- b) The classification and job description of a new position not presently in the Agreement shall be presented to the Union as per a) above.
- c) A Job Description Committee consisting of one (1) management and one (1) Union representative shall consider referrals of a position for reclassification. The Committee will review the position and make a recommendation within ninety (90) days of the referral. In the event a reclassification is granted any increase in pay shall be effective thirty (30) calendar days after application to the Committee.

14.04 Grant Employees

The Employer wishes to take advantage of external funding.

When an opportunity to do so arises, the Employer and the Union will meet to set out the terms and conditions under which such an employee will be hired. Under no circumstances will a grant employee be used to replace any employee or fill any vacancy. A Grant employee will only be hired by mutual agreement between the Employer and the Union.

ARTICLE 15 – LAYOFFS AND RECALLS

15.01 Role of Seniority in Layoffs

Both parties recognize that job security shall increase in proportion to length of service. In the event of a layoff, employees shall be laid off in the reverse order of their seniority, provided that those employees retained shall have the necessary abilities and qualifications to do the work required.

15.02 Recall Procedure

Employees shall be recalled in order of their seniority, provided they have the necessary abilities and qualifications to do the work required. Notice to the employee shall be by Registered Mail addressed to the employee's last known address. The employee concerned must notify the Employer within seven (7) days from the date that the letter was registered. If the employee fails to report for work within seven (7) days from the date of registration of the said letter, the employee shall be deemed to have forfeited seniority.

15.03 No New Employees

No new employees shall be hired until those laid off have been given an opportunity of recall as provided in Article 13.02 e).

15.04 Notice of Layoff

Permanent employees who are to be laid off will be given written notice prior to the effective date of the layoff in accordance with their seniority with the Employer. The notice period shall be as follows:

- a) Two (2) weeks if the period of employment is less than one (1) year;
- b) Four (4) weeks if the period of employment is at least one (1) year but less than five (5) years;
- c) Six (6) weeks if the period of employment is at least five (5) years but less than ten (10) years;
- d) Eight (8) weeks if the period of employment is at least ten (10) years.

15.05 Reduction in Staff and Services

Prior to making reductions in staff or services that affect the staffing, the Employer will contact the Union to consult and review the most efficient methods of operation and other alternative ways to avoid layoffs.

ARTICLE 16 – HOURS OF WORK

16.01 Hours of Work

The normal hours of work for the **Prince Albert** Public Library employees shall fall between 8:30 a.m. and 9:00 p.m., Monday to Friday, 8:30 a.m. to 5:30 p.m. on Saturday and 12:45 p.m. to 5:00 p.m. on Sunday.

16.02 Time Off

Each employee may, with the approval of the appropriate Building Administrator, take time off during shift hours due to immediate pressing necessity without loss of pay to the employee, provided that the employee undertakes to make up such time granted, at the discretion of management, within a one (1) month period. Pressing necessity shall be defined as any circumstance of a sudden or unusual occurrence that could not, by the exercise of reasonable judgment, been foreseen by the Employee and which required the immediate attention of the Employee.

16.03 Shifts

- a) A **full-time shift shall be a** seven and one-half (7½) hour straight shift **and shall be spread over a period not exceeding eight and one-half (8½) hours with one (1) hour off for lunch.**
- b) A **part-time shift shall be a minimum of three (3) hours and a maximum of seven and a half (7 ½) hours.**
- c) Shifts shall be set as the best interests of library service require but, in all matters, affecting shifts, the Employer shall consult with the Union and shall make every effort to see that workloads, weekend shifts and evening shifts are distributed equitably.
- d) Once the weekly schedule is posted employees shall use the following process before requesting time off:
 - i) Employees shall check the posted schedule to determine availability of coverage.
 - ii) Employees shall propose a reassignment of assigned duties if necessary and communicate such to the Director **or designate.**

16.04 Work Weeks

- a) **Full-time**
 - i. The work week shall be arranged in one of two ways for each **full-time** employee:
 - 1) A five (5) day week totaling thirty-seven and one-half (37½) hours;
 - 2) An alternate four-day/six-day schedule totaling seventy-five (75) hours.
 - ii. Each **full-time** permanent employee shall be entitled to:
 - 1) two (2) Saturdays off in four (4); **and**
 - 2) shall not work more than two (2) nights per week; and
 - 3) shall work only one (1) Sunday in four (4) except due to unforeseen circumstances.

This clause does not apply to part-time and temporary staff.

b) **Part-time**

- i. The work schedule for part-time employees will be posted at the work site at least one **(1)** week prior to the effective date of the schedule.
- ii. It will be the responsibility of every part-time employee to inform **the Employer** in writing of the employee's availability for work.
- iii. For the purpose of developing the work schedule, the distribution of hours shall be done with consideration given to qualifications, availability, and program requirements.
- iv. **The work week for temporary part-time employees shall be as required.**
- v. **Employees shall not be required to work:**
 - 1) **on the Sunday which falls closest to a public holiday falling on a Saturday or Monday; or**
 - 2) **on the Sundays falling closest to Christmas and New Year's Day when those days fall on a Friday, Saturday or Monday; or**
 - 3) **on the Sunday between Christmas and New Year's Day when those days fall on a Tuesday, Wednesday or Thursday.**
- vi) **The present practice of considering staff preferences for shifts as much as is practical shall be continued.**

16.05 Trading Shifts

- a) Employees may trade shifts if they so desire, provided that all persons involved are capable of doing the necessary work. Employees may switch a Sunday for another Sunday but cannot switch a Sunday for another workday.
- b) Employees may trade any seven and one-half (7½) hour shift for another seven and one-half (7½) hour shift by mutual agreement between the employees.
- c) When a Sunday shift is switched with another employee, the employee working the Sunday will be entitled to take the time off in accordance with the terms of **Sunday Shifts a) below**. Any trade in shifts must be approved in advance by the Director or designate.

16.06 Sunday Shifts

For four and one-quarter (4¼) hours worked on Sunday, **full-time** employees shall be entitled up to seven and one-half (7½) hours off in lieu of overtime. Employees may

accumulate up to five (5) days to be taken with the approval of the Director or designate of the **Prince Albert** Public Library. These days must be taken by September 30 of each year. This clause does not apply to part-time staff and Pages.

16.07 Notice of Change

It is mutually agreed that as a basic management right, the Board shall establish the hours of operation of the **Prince Albert** Public Library to service the public and fulfill their operational mandate defined in *The Public Libraries Act*. The Board shall provide sixty (60) days' notice of any proposed change in hours to the Union and shall negotiate with the Union implementation and working conditions of the Collective Bargaining Agreement within those hours of work. This shall include negotiations of shifts and schedules, including review of alternatives, and all other working conditions. In the event that satisfactory arrangements for implementation of revised working hours and working conditions within the Collective Bargaining Agreement cannot be established within the sixty (60) days, the time period may be extended by mutual consent or either party may submit the matter to arbitration as provided in the Collective Bargaining Agreement. The Union or any employee may also exercise the grievance procedure.

16.08 Job Share

Job share agreements may be entered into on a case-by-case basis by mutual agreement between the Board, Union, and employees involved.

16.09 Additional Hours for Part-time Employees

- a) The Deputy Director will allocate additional hours as they become available up to a maximum of thirty-seven and one-half (37.5) hours per week per part-time employee.
- b) Employees will provide the Employer with up-to-date availability information in writing.
- c) **When the Employer is required to fill a vacant shift, they shall offer the work to part-time employees on a rotational basis, based on their availability.**
- d) For the purpose of adjusting the call list, a separate seniority list for part-time employees will be sent to the Union on March 31 (up to and including the end of February) and September 30 (up to and including the end of August) of each year for posting on bulletin boards.
- e) The Employer's representative will make one (1) call to the available part-time employee starting with the most senior.

- f) When additional hours need to be offered, whenever possible, an employee will be given forty-eight (48) **hours** advance notice.

ARTICLE 17 – OVERTIME

17.01 Overtime Defined

All time worked before or after the regular work day and the regular work week or on a holiday shall be considered overtime. All overtime must be approved by the Employer before it is worked.

17.02 Compensation for Work Before or After Scheduled Hours

Overtime worked before and after the employee's regular scheduled hours of work shall be paid for at the rate of time and one-half (1½ X) for the first two (2) hours and double time (2 X) after two (2) hours in any one (1) day or week.

17.03 Compensation for Paid Holidays

- a) When the employee is not normally scheduled but is required to work, the employee shall be paid for all hours worked at the rate of two times (2 X) the basic wage, plus another mutually agreed day off to be approved by the Employer.
- b) When an employee is scheduled and works, the employee shall be paid at the rate of one and one-half times (1½ X) the basic wage, plus receive another day off at a time to be approved by the Employer.

17.04 Time Off in Lieu of Overtime

Instead of cash payment for overtime, an employee may choose to receive time off at the appropriate overtime rate at a time mutually agreed upon by the employee and the Employer.

17.05 Call Back Pay Guarantee

A **full-time** employee who is called back to work outside the employee's regular scheduled working hours shall be paid for a minimum of three (3) hours at overtime rates.

ARTICLE 18 – PAID HOLIDAYS

18.01 Paid Holidays

The Employer recognizes the following as paid holidays:

New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Saskatchewan Day
Labour Day
National Day for Truth and Reconciliation
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

and any other day proclaimed as a holiday by the municipal government.

18.02 Compensation for Paid Holidays

When a paid holiday is observed on a day which is a regular day off or a vacation day for a permanent employee, the employee shall be scheduled another day off **within one (1) calendar year** at a time mutually agreed upon by the employee and the Employer.

Part-time employees and pages shall receive holiday pay in lieu of paid holidays based on the following:

The amount A calculated in accordance with the following formula:

$$A = \frac{W}{20}$$

where W is the total of the wages earned by the employee during the four **(4)** weeks immediately preceding the public holiday, exclusive of overtime.

ARTICLE 19 – ANNUAL VACATIONS

19.01 Annual Vacations

Annual vacations for permanent full-time employees shall be:

DAYS WITH PAY	AFTER
fifteen (15) working days	the first year of employment
twenty-two (22) working days	five (5) years of employment
twenty-five (25) working days	ten (10) years of employment
twenty-eight (28) working days	fifteen (15) years of employment
thirty-two (32) working days	twenty (20) years of employment

- a) In the event that the above employee works on the paid holiday, the employee shall receive the above pay plus time and one-half (1½ X) for all hours worked.
- b) When a paid holiday is observed on a day which is a regular day off or a vacation day for a temporary employee, the temporary employee shall be scheduled another day off at a time mutually agreed upon by the employee and the Employer.
- c) Employees **other than permanent full-time** shall earn annual vacation as specified in *The Saskatchewan Employment Act*.
- d) Upon appointment to a permanent, full-time position, the employee's part-time and temporary continuous employment will be recognized in the determination of vacation entitlements.

19.02 Vacation Pay

Vacation pay for permanent employees shall be at the rate effective during the vacation period.

19.03 Unbroken Vacation Period

Employees shall be entitled to receive their vacation in an unbroken period unless otherwise mutually agreed upon between the employee and the Employer.

19.04 Approved Leave of Absence During Vacation

Where an employee qualifies for sick or bereavement leave as stated in Article 20.01 and Article 21.03, and provided that an employee has been sick for a minimum of three (3) days during the employee's vacation period, there shall be no deduction from vacation credits for such leave, provided the employee presents a medical certificate confirming that the employee was ill or injured and unable to work.

19.05 Vacation Schedule

Vacations shall be arranged by the Director or designate with due consideration being given to the requests and seniority of employees and the efficient operation of the Library.

Employees may submit vacation requests for the period June to October by April 15. **Employees may submit their vacation requests for the period November to May by September 15.** Employees shall indicate their top choice and an alternate choice in writing.

Vacation schedules shall be posted and confirmed no later than May 15 **for the June to October period, and by October 15 for the November to May period.** This shall not preclude employees from requesting vacation throughout the vacation year, providing they give two (2) weeks' notice and the dates do not interfere with predetermined vacations based on seniority.

The Employer shall provide confirmation of its decision, in writing, within fourteen (14) calendar days.

19.06 Vacation Carry Over

A maximum of five (5) unused vacation credits may be carried over into the following calendar year and must be used by May 31 of that year. Subject to the approval of the Director, the unused portion may be taken after that date.

ARTICLE 20 – SICK LEAVE

20.01 Sick Leave Defined

Sick leave is an approved absence from regularly scheduled work caused by illness or injury. This shall exclude illness or injuries compensable by *The Workers' Compensation Act*.

20.02 Sick Leave Credits

Eighteen (18) days' sick leave per year shall be earned by a permanent employee at the rate of one and one-half (1½) days for every month employed.

20.03 Accumulation of Sick Leave

- a) The unused portion of an employee's sick leave shall accumulate to a maximum of one hundred and seventy-five (175) days.
- b) A deduction shall be made from accumulated sick leave of all regularly scheduled work days (exclusive of vacation) absent for sick leave. Absence on account of illness shall be deducted for all times absent.
- c) When an employee is ill, the employee must inform the immediate supervisor by telephone as soon as possible. The Employer may request any employee claiming sick pay to produce a duly signed medical certificate or to produce a statutory declaration to the effect that the employee was unable to perform duties due to sickness or injury.
- d) For any abuse of the foregoing provisions, an employee shall be subject to disciplinary action.

20.04 Lack of Sick Leave Credits

Sick or disabled employees with no sick leave credits left who are not receiving Workers' Compensation benefits shall be granted a leave of absence without pay for up to six (6) months, provided that such an employee furnishes the Employer with a doctor's certificate verifying that the employee is unable to carry out regular duties. After such leave, the employee may request a further leave of absence.

20.05 Family-Related Medical Leaves

Permanent employees may use a maximum of five (5) days per year from their total yearly sick leave entitlement to accommodate medical leaves (illness, injury, accident and medical appointments) for the purposes of assisting or providing care for family members. Absence on account of family-related medical leaves will be deducted from the employee's yearly sick leave entitlement.

For the purposes of Article 20.05, family members include:

- Spouse, common-law partner, or fiancé(e)
- Father or mother, or their common-law partner or spouse
- Children, or children of the employee's spouse or common-law partner

- Grandchildren
- Brothers and sisters
- Grandparents
- The father or mother of your spouse or common-law partner, as well as their spouses or common-law partner
- Relatives who live with the employee permanently or with whom the employee permanently resides

20.06 Sick Leave

Full-time temporary employees shall earn and accumulate sick leave as per Article 20.02 a) and shall be eligible to use such earned sick time after three (3) months of continuous employment.

ARTICLE 21 – LEAVE OF ABSENCE

21.01 Leave of Absence for Union Functions

- a) Upon written request to the Employer at least five (5) days in advance, an employee elected or appointed to represent the Union at conventions or executive and committee meetings of CUPE, its affiliated or chartered bodies, or requiring leave for other official Union business, shall be allowed leave of absence without loss of benefits, provided that the library services will not be affected. The Employer may waive any portion of the notice period.
- b) The Employer agrees to continue to pay normal salary, supplementary earnings and benefits to employees delegated on a short term basis to attend to Union Business, and the Union agrees to reimburse the Employer for all costs borne by the Employer related to such leave.
- c) A permanent employee who is elected or selected for a full-time position with the Union or anybody with which the Union is affiliated shall be granted leave of absence for a period of one (1) year, without pay. During such leave, benefits shall not be earned.

21.02 Leave of Absence for Full-Time Public Duties

- a) The Employer recognizes the right of a permanent employee to participate in public affairs. Therefore, upon written request, the Employer shall allow leave of absence without pay so that the employee may be a candidate in federal, provincial or municipal elections.

- b) A permanent employee who is elected to public office requiring time off shall be allowed leave of absence without pay during the employee's term of office.
- c) During such periods of leave, benefits shall not be earned.

21.03 Bereavement Leave

Full-time employees shall be granted a maximum of five (5) regularly scheduled consecutive days' leave without loss of pay and benefits in the case of **the** death of a family member.

Part-time employees shall be granted a maximum of five (5) consecutive days' leave without loss of pay or benefits in the case of the death of a family member.

For this Article, family member is defined as a parent, spouse, brother, sister, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, former guardian, fiancé, any relative who has been residing in the same household, and any other relative for whom an employee is required to administer bereavement responsibilities.

- a) One (1) additional day shall be granted when travel beyond one thousand (1000) kilometers round trip is required.
- b) In the event of an employee requesting to attend a funeral of someone other than relatives listed in Article 21.03, the Director or designate may grant leave without pay up to one (1) day.

21.04 Paid Jury or Court Witness Duty Leave

The Employer shall grant leave of absence to an employee who serves as a juror or subpoenaed witness in any court. The Employer shall pay such an employee the difference between the normal earnings and the payment received for jury service or court witness, excluding payment for traveling, meals, or other expenses. The employee will present proof of service and the amount of pay received. Time spent by an employee required to serve as a court witness in any matter arising out of employment with the Library shall be considered as time worked at the appropriate rate of pay.

21.05 General Leave

An employee may be granted a leave of absence without pay on request when such leave is for good and sufficient cause. Such request shall be in writing and approved by the Employer.

21.06 Interpersonal Violence Leave

The parties recognize that employees may face situations of interpersonal violence in their personal lives and may be eligible for Interpersonal Violence Leave as outlined in *The Saskatchewan Employment Act (SEA)*.

21.07 Education Leave

- a) Upon written approval of the Employer, a permanent employee shall be entitled to leave of absence with pay to write examinations for courses which upgrade the employee's qualifications that are related to the employee's employment in the **Prince Albert** Public Library.
- b) Subject to the Employer's prior approval, permanent employees may be granted leave of absence without pay to obtain further education that is related to employment in the **Prince Albert** Public Library. During such leave, benefits shall not be earned.
- c) While permission for permanent employees to attend such courses shall not be reasonably withheld, the Employer reserves the right to limit attendance at such courses to one (1) employee.
- d) The Employer shall pay, upon successful completion of the course by the employee, the agreed cost of an academic or technical course approved by the Employer. Anyone leaving the employment of the Employer within twelve (12) months of the successful completion of the approved course for which the Employer has paid, shall reimburse the Employer on a pro-rated basis the costs paid by the Employer in the twelve (12) month period preceding the date of termination. If an employee's application for approval is denied, the employee shall be given a reason.

ARTICLE 22 – MATERNITY, ADOPTION AND PARENTAL LEAVE

22.01 Service Requirements for Maternity/Adoption/Parental Leave

- a) A permanent employee shall qualify for maternity/adoption/parental leave without pay after **thirteen (13)** weeks of employment. The Employer shall not deny the pregnant employee the right to continue employment during the period of pregnancy, unless the pregnancy unreasonably interferes with the performance of **the employee's** duties.

- b) A permanent employee who has not completed a probationary period prior to taking a leave will be required to complete the probationary period following return from leave.
- c) **Temporary** employees shall be allowed maternity/adoption/parental leave in accordance with the relevant statutes of Saskatchewan.

22.02 Length of Maternity/Adoption/Parental Leave

- a) Maternity/adoption/parental leave shall be in accordance with the relevant statutes of Saskatchewan.
- b) While on maternity/adoption/parental leave, an employee shall retain and continue to add to **their** seniority.

22.03 Procedure Upon Return from Maternity/Adoption/Parental Leave

When an employee decides to return to work after maternity/adoption/parental leave, the employee shall provide the Employer with at least two (2) weeks' notice. On return from leave, the employee shall be placed in the employee's former position. If the former position no longer exists, the employee shall be placed in a comparable position in the same classification.

22.04 Access to Sick Leave During Maternity Leave

Employees who have a medically substantiated need to be absent from work either before, on, or following the date of delivery have the right to use accumulated sick leave credits. Employees may also be allowed to utilize their sick leave credits during the two (2) week E.I. waiting period.

ARTICLE 23 – BENEFITS

23.01 Rest Periods

Each employee shall be entitled to a rest break of fifteen (15) minutes approximately midway during each half shift worked, but at a time and place to be determined by an appropriate Building Administrator. A shift is seven and one-half (7½) hours for full-time employees.

Part-time employees must work a minimum of three (3) consecutive hours to earn one (1) rest period.

23.02 Pension Plan

It shall be a condition of employment that all eligible employees shall be required to join the Pension Plan in accordance with *The Municipal Employees' Pension Act*.

23.03 Group Benefits

Group Benefit Premiums are shared between the Employer and the employee as follows:

Benefit	Employer Pays	Employee Pays
Life & ADD	50%	50%
Dependent Life	50%	50%
Dental Plan	100%	0%
Extended Health Plan	50%	50%
Employee Assistance Plan (EAP)	50%	50%

If there is a change to the group benefits provider, the coverage shall not be less than currently offered. If that is not feasible due to cost, the Employer shall consult with the Union to determine possible options.

Life Insurance

It is a condition of employment that every permanent employee shall be required to apply for life insurance under the **plan provided by PAPL** and authorize the monthly deductions from the employee's salary of the required premiums, which shall be one-half (½) of the total premium; the remainder is to be paid by the Employer.

Dental Plan

Permanent full-time employees shall be eligible for benefits under the dental plan **provided by PAPL**. The Employer and/or insurer shall be responsible for the cost of such benefits, subject to general guidelines as follows:

- a) Basic dental expenses shall be reimbursed at the rate of 100% of eligible costs;
- b) Restorative dental expenses shall be reimbursed at the rate of 50% of eligible costs;
- c) Orthodontic dental expenses shall be reimbursed at the rate of 50% of eligible costs, subject to a \$2,000.00 lifetime limit per family member.

Any dental costs in excess of rates stated in the College of Dental Surgeons of Saskatchewan suggested fee guide shall be the responsibility of the employee.

Extended Health Plan

All permanent full-time employees shall be eligible for extended health benefits under the extended health plan provided by PAPL.

Part-time and temporary employees shall receive the benefits as per Article **23.04**, except that the difference between the employee's salary and the payment from the Workers' Compensation Board shall only be paid after the Workers' Compensation Board has approved the claim.

23.04 Return to Work Program Following an Employee's Medically-Related Absence

The Employer shall not be required to assume cumulative costs beyond that of one (1) full-time permanent position (excluding benefits). Pay shall be calculated on a pro-rated basis. The rate of pay for an employee in a progressive return to work program will be the rate and range of **the employee's** position as provided for in the Collective Agreement. Remuneration and benefits will be in accordance with the appropriate permanent and non-permanent contract articles.

Where an employee is in such a program, the employee will earn, where applicable, vacation, sick leave days and statutory holiday entitlement on a pro-rated basis.

Workers' Compensation pay supplement will be paid to the pro-rated salary level only.

Increments will be earned on a pro-rated basis, and the anniversary date will change as a result.

While in an approved return-to-work program, a permanent employee shall retain and continue to add to **their** seniority as though **they** were working **their** full-time schedule.

Seniority of a non-permanent employee shall accrue in accordance with Article **13.01** of the Collective Agreement.

A permanent employee in a progressive return to work program shall receive the following benefits: life insurance, dental, medical plan, accidental death and dismemberment and pension plan (subject to eligibility terms and conditions of the Collective Agreement and the Plans).

Here are examples of the principles:

If an employee is working 70% of the time and drawing 30% from the sick credits (therefore receiving full pay), then the employee should earn benefits at 100%. But, if the employee works 70% and gets paid at 70% of full hours (i.e. no sick benefits), then the employee's benefits should accrue at the rate of 70%.

23.05 Workers' Compensation

All employees prevented from performing regular work as a result of an occupational accident or occupational disease that is covered by *The Workers' Compensation Act* and incurred in the performance of the employee's duties shall continue to receive full pay and benefits until settlement of the case is made by the Workers' Compensation Board. All remittances from the Workers' Compensation Board shall be paid to the Employer.

Provisions of this Article shall apply for a period not in excess of eighteen (18) months for each claim. For periods of time during which benefits are being paid under the provisions of *The Workers' Compensation Act*, an employee shall be entitled to earn benefits under this Agreement as follows:

All benefits for periods less than sixty (60) calendar days; however, sick leave, vacation leave and bereavement leave shall not be earned during periods in excess of sixty (60) calendar days.

ARTICLE 24 – PAYMENT OF WAGES AND ALLOWANCES

24.01 Pay Days

The Employer shall pay salaries and wages every two (2) weeks in accordance with Schedules "A", "B" and "C" attached hereto and forming part of this Agreement. Each employee shall be provided with an itemized statement of the employee's wages, overtime and other supplementary pay and deductions.

24.02 Equal Pay for Equal Work

Employees shall receive equal pay for work of equal value, regardless of sex.

24.03 Rate of Pay on Promotion

- a) When an employee is promoted to another classification on a temporary or permanent basis, such employee shall be placed in an increment in the new classification which will provide an immediate increase of at least four percent (4%) over the employee's previous salary. If an employee's promotion results in

at least an eight percent (8%) adjustment in pay, that employee's increment date shall change to the effective date of promotion.

- b) If an employee is at the top of the employee's increment scale when the employee is promoted, and the promotion is less than an eight percent (8%) increase, the employee will be entitled to an increment in the new scale based on the employee's previous increment date.
- c) In the event an employee returns to the employee's former position, the employee shall be returned to the employee's former wage rate and increment date. If the employee became eligible for an increment in the employee's former position while the employee was in the higher classification, the employee will receive that increment when the employee returns to the employee's former position.

24.04 Temporary Performance of Other Duties of a Higher Classification

An employee assigned by the Employer to temporarily perform the duties of a higher classification for a period in excess of two (2) consecutive working days to a maximum of twenty-five (25) or fewer consecutive working days shall receive the initial rate of pay of the higher classification the employee has assumed, or the rate of pay within that classification that provides a minimum increase of four percent (4%) above the employee's regular classification rate, whichever is greater, for each and every work day that the employee actively performs those duties.

The assignment may include some, but not all of the duties and responsibilities of the higher position in addition to the duties and responsibilities of the employee's own position; or, the employee may be required to assume the full duties and responsibilities of the higher position.

The assignment may be extended beyond the twenty-five (25) days by mutual agreement between the Union and the Employer.

24.05 Pay on Temporary Transfer, Lower Rated Job

When an employee is assigned to a position paying a lower rate, the employee's rates shall not be reduced.

24.06 Increments

When an employee is hired into a permanent full-time position, their increment date shall be the anniversary of their start date. This anniversary date will change only upon promotion to another classification as per Article 24.03 or due to an approved leave of absence as per Articles 21.01, 21.02, 21.03, 21.05 of more than thirty (30) working days.

Increments for temporary employees or for employees who work less than full-time shall be on a pro-rated basis; for the purposes of increments, each 1950 hours worked or on an approved leave of absence shall equal one (1) year of service, subject to Article 24.06.

24.07 Shift Differential

All Employees shall be paid a standard shift differential of two dollars (\$2.00) per hour for all regular hours worked after 6:00 p.m.

ARTICLE 25 – OCCUPATIONAL HEALTH AND SAFETY

The Union and the Employer shall work together to uphold the basic rights and responsibilities as laid out in *The Saskatchewan Employment Act* and succeeding Legislation.

ARTICLE 26 – TECHNOLOGICAL CHANGE

26.01 Advance Notice

The Employer has the right to determine if a technological change will take place and that change will be in the best interest of the efficient operation of the library workplace. The Employer shall give the Union ninety (90) days' notice when the Employer proposes to effect a technological change that is likely to affect the terms, conditions or tenure of employment of employees. In this section, "technological change" means:

- a) the introduction by the Employer into the work, undertaking or business of equipment or material of a different nature or kind than that previously utilized in the operation of the work, undertaking or business;
- 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;
- c) the removal by an Employer of any part of this work, undertaking or business.

26.02 Negotiations

Within ninety (90) days from the date on which the trade union received the notice, collective bargaining shall, upon advisement in writing from the Union, commence for the purpose of revising the Collective Agreement that relates to terms and conditions or tenure of employment which will be affected by the technological change.

26.03 Attrition Arrangement

No permanent employee shall be dismissed by the Employer because of mechanization, technological change, contracting out of any service, or new methods of operation.

26.04 Income Protection

An employee who is displaced from a job by virtue of technological change, contracting out of any service, methods of operation, or improvements will suffer no reduction in normal earnings.

26.05 Transfer Arrangements

Employees who are displaced from their jobs by virtue of technological change, contracting out of any service, methods of operation, or improvements will be given the opportunity to fill other vacancies according to seniority, provided they have the qualifications required for the position.

26.06 Training Benefits

In the event that the Employer should introduce new methods or machines which require new or greater skills than are possessed by employees under the present method of operation, such employees shall, at the expense of the Employer, be given a period of time, not to exceed one (1) year, during which they may perfect or acquire the skills necessitated by the new method of operation. There shall be no change in wage or salary rates during the training period of any such employee and no reduction in pay upon being reclassified in the new position, provided that this period may be extended by the agreement of the parties.

26.07 No New Employees

No additional employees shall be hired by the Employer until the employees already working have been notified of the proposed technological change, contracting out of any service, methods of operation, and allowed a training period to acquire the necessary knowledge or skill for the trainees to retain their employment, provided that the Employer may hire temporary employees while those employees are being trained to do the job.

ARTICLE 27 – PRESENT CONDITIONS

27.01 Present Conditions

All rights, benefits, privileges, and working conditions which employees now enjoy, receive or possess shall continue to be enjoyed and possessed insofar as they are consistent with this Agreement, but may be modified by mutual agreement between the Employer and the Union.

27.02 Continuation of Acquired Rights

All provisions of this Agreement are subject to applicable laws now or hereafter in effect. If any law now existing or hereafter enacted or proclamation or regulation shall invalidate any portion of this Agreement, the entire Agreement shall not be invalidated and shall remain in existence. Either party, upon notice to the other, may reopen the pertinent parts of the Agreement for negotiation.

ARTICLE 28 – TERM OF AGREEMENT

28.01 Term of Agreement

This Agreement shall come into force and take effect on and from the 1st day of January **2023**, and shall continue in force until the 31st day of December **2026**, and from year to year thereafter unless either party gives the other party notice in writing requesting changes or amendments to the Agreement. **Such** written notice to be given not more than **one hundred and twenty (120)** days nor less than **sixty (60)** days prior to the **expiration of the Agreement**.

28.02 Changes in Agreement

Any changes deemed necessary in this Agreement may be made by mutual agreement at any time during the existence of this Agreement.

28.03 Retroactivity

Any employee whose employment at the **Prince Albert** Public Library ends between the termination date of the last agreement and the effective date of a new agreement shall receive the full retroactivity of any increase in wages, salaries or other perquisites.

WAGE SCHEDULE "A" – 2023

January 1, 2023 to December 31, 2023				
2.0%				
		STEP 1	STEP 2	STEP 3
Clerk I	Year	\$32,235.46	\$35,211.23	\$36,795.91
	Bi-weekly	\$1,239.81	\$1,354.28	\$1,415.22
	Hour	\$16.53	\$18.06	\$18.87
Clerk II	Year	\$33,646.05	\$36,833.34	\$40,207.68
	Bi-weekly	\$1,294.07	\$1,416.67	\$1,546.45
	Hour	\$17.26	\$18.89	\$20.62
Clerk III*	Year	\$36,963.47	\$40,435.45	\$44,278.40
	Bi-weekly	\$1,421.67	\$1,555.21	\$1,703.02
	Hour	\$18.96	\$20.74	\$22.71
Library Technician*	Year	\$39,028.13	\$42,735.21	\$46,761.99
	Bi-weekly	\$1,501.08	\$1,643.66	\$1,798.54
	Hour	\$20.01	\$21.92	\$23.98
Library Assistant I	Year	\$41,092.79	\$45,034.96	\$49,245.58
	Bi-weekly	\$1,580.49	\$1,732.11	\$1,894.06
	Hour	\$21.07	\$23.09	\$25.25
Library Assistant II	Year	\$44,217.66	\$48,432.10	\$52,901.43
	Bi-weekly	\$1,700.68	\$1,862.77	\$2,034.67
	Hour	\$22.68	\$24.84	\$27.13
Community Librarian	Year	\$56,451.50	\$62,012.55	\$67,973.83
	Bi-weekly	\$2,171.21	\$2,385.10	\$2,614.38
	Hour	\$28.95	\$31.80	\$34.86
Page	Start	After 700 Hrs.	After 1050 Hrs.	
	SK Minimum Wage	SK Minimum wage plus \$0.15	SK Minimum wage plus \$0.30	

* Building Administrator duties will be assigned to individuals in the Clerk III and/or Library Technician classifications and will be compensated by an additional \$1.00 per hour.

WAGE SCHEDULE "B" – 2024

January 1, 2024 to December 31, 2024				
3.0%				
		STEP 1	STEP 2	STEP 3
Clerk I	Year	\$33,202.52	\$36,267.56	\$37,899.79
	Bi-weekly	\$1,277.02	\$1,394.91	\$1,457.68
	Hour	\$17.03	\$18.60	\$19.44
Clerk II	Year	\$34,655.43	\$37,938.34	\$41,413.91
	Bi-weekly	\$1,332.90	\$1,459.17	\$1,592.84
	Hour	\$17.77	\$19.46	\$21.24
Clerk III*	Year	\$38,072.37	\$41,648.52	\$45,606.76
	Bi-weekly	\$1,464.32	\$1,601.87	\$1,754.11
	Hour	\$19.52	\$21.36	\$23.39
Library Technician*	Year	\$40,198.97	\$44,017.26	\$48,164.85
	Bi-weekly	\$1,546.11	\$1,692.97	\$1,852.49
	Hour	\$20.61	\$22.57	\$24.70
Library Assistant I	Year	\$42,325.55	\$46,386.01	\$50,772.95
	Bi-weekly	\$1,627.91	\$1,784.08	\$1,950.88
	Hour	\$21.71	\$23.79	\$26.01
Library Assistant II	Year	\$45,544.19	\$49,885.06	\$54,488.48
	Bi-weekly	\$1,751.17	\$1,918.66	\$2,095.71
	Hour	\$23.36	\$25.58	\$27.94
Community Librarian	Year	\$58,145.05	\$63,827.93	\$70,013.05
	Bi-weekly	\$2,236.35	\$2,456.65	\$2,692.81
	Hour	\$29.82	\$32.76	\$35.90
Page	Start	After 700 Hrs.	After 1050 Hrs.	
	SK Minimum Wage	SK Minimum wage plus \$0.15	SK Minimum wage plus \$0.30	

* Building Administrator duties will be assigned to individuals in the Clerk III and/or Library Technician classifications and will be compensated by an additional \$1.00 per hour.

PERMANENT PART-TIME STAFF RECEIVE A ONE-TIME PAYMENT OF \$500 EACH.

WAGE SCHEDULE "C" – 2025

January 1, 2025 to December 31, 2025				
\$0.50				
		STEP 1	STEP 2	STEP 3
Clerk I	Year	\$34,177.52	\$37,242.56	\$38,874.79
	Bi-weekly	\$1,314.52	\$1,432.41	\$1,495.18
	Hour	\$17.53	\$19.10	\$19.94
Clerk II	Year	\$35,630.43	\$38,913.34	\$42,388.91
	Bi-weekly	\$1,370.40	\$1,496.67	\$1,630.34
	Hour	\$18.27	\$19.96	\$21.74
Clerk III*	Year	\$39,047.37	\$42,623.52	\$46,581.76
	Bi-weekly	\$1,501.82	\$1,639.37	\$1,791.61
	Hour	\$20.02	\$21.86	\$23.89
Library Technician*	Year	\$41,173.97	\$44,992.26	\$49,139.85
	Bi-weekly	\$1,583.61	\$1,730.47	\$1,889.99
	Hour	\$21.11	\$23.07	\$25.20
Library Assistant I	Year	\$43,300.55	\$47,361.01	\$51,697.95
	Bi-weekly	\$1,655.41	\$1,821.58	\$1,988.38
	Hour	\$22.21	\$24.29	\$26.51
Library Assistant II	Year	\$46,519.19	\$50,860.06	\$55,463.48
	Bi-weekly	\$1,789.20	\$1,956.16	\$2,133.21
	Hour	\$23.86	\$26.08	\$28.44
Community Librarian	Year	\$59,120.05	\$64,802.93	\$70,998.05
	Bi-weekly	\$2,273.85	\$2,492.42	\$2,730.31
	Hour	\$30.32	\$33.23	\$36.40
Page	Start	After 700 Hrs.	After 1050 Hrs.	
	SK Minimum Wage	SK Minimum wage plus \$0.15	SK Minimum wage plus \$0.30	
* Building Administrator duties will be assigned to individuals in the Clerk III and/or Library Technician classifications and will be compensated by an additional \$1.00 per hour.				

PERMANENT PART-TIME STAFF RECEIVE A ONE-TIME PAYMENT OF \$500 EACH.

WAGE SCHEDULE "D" – 2026

January 1, 2026 to December 31, 2026

\$0.50

		STEP 1	STEP 2	STEP 3
Clerk I	Year	\$35,152.52	\$38,217.56	\$39,849.79
	Bi-weekly	\$1,352.02	\$1,469.91	\$1,532.68
	Hour	\$18.03	\$19.60	\$20.44
Clerk II	Year	\$36,605.43	\$39,888.34	\$43,363.91
	Bi-weekly	\$1,407.90	\$1,534.17	\$1,667.84
	Hour	\$18.77	\$20.46	\$22.24
Clerk III*	Year	\$40,022.37	\$43,598.52	\$47,556.76
	Bi-weekly	\$1,539.32	\$1,676.87	\$1,829.11
	Hour	\$20.52	\$22.36	\$24.39
Library Technician*	Year	\$42,148.97	\$45,967.26	\$50,114.85
	Bi-weekly	\$1,621.11	\$1,767.97	\$1,927.49
	Hour	\$21.61	\$23.57	\$25.70
Library Assistant I	Year	\$44,275.55	\$48,336.01	\$52,672.95
	Bi-weekly	\$1,702.91	\$1,859.08	\$2,025.88
	Hour	\$22.71	\$24.79	\$27.01
Library Assistant II	Year	\$47,494.19	\$51,835.06	\$56,438.48
	Bi-weekly	\$1,826.70	\$1,993.66	\$2,170.71
	Hour	\$24.36	\$26.58	\$28.94
Community Librarian	Year	\$60,095.05	\$65,777.93	\$71,963.05
	Bi-weekly	\$2,311.35	\$2,529.92	\$2,767.81
	Hour	\$30.82	\$33.73	\$36.90
Page	Start SK Minimum Wage	After 700 Hrs. SK Minimum wage plus \$0.15	After 1050 Hrs. SK Minimum wage plus \$0.30	

* Building Administrator duties will be assigned to individuals in the Clerk III and/or Library Technician classifications and will be compensated by an additional \$1.00 per hour.

PERMANENT PART-TIME STAFF RECEIVE A ONE-TIME PAYMENT OF \$500 EACH.

Amend the rates of pay for Library Technician as follows (December 31, 2022, rates, subject to any negotiated general wage adjustments):

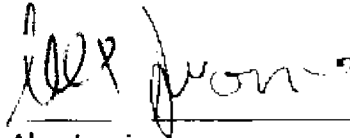
Library Technician	Year	\$38,262.87	\$41,897.26	\$45,845.09
	Bi-Weekly	\$1,471.65	\$1,611.43	\$1,763.27
	Hour	\$19.62	\$21.49	\$23.51

SIGNING PAGE

Dated this 14th day of February, 2024

On behalf of the:
City of Prince Albert Public Library Board


On behalf of the:
Canadian Union of Public Employees
Local 1788



Alex Juorio
Director



Amanda Topping
L1788 Bargaining Committee



Tracey Smith
Board Chair

Elle Roy
L1788 Bargaining Committee

Karen Price-Jones
L1788 Bargaining Committee

LETTER OF UNDERSTANDING #01-2011

between

THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1788

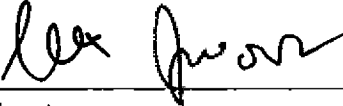
RE: SUNDAYS

It is acknowledged by the parties that part-time staff are utilized to work Sunday shifts, allowing a flexibility in scheduling full-time staff to work fewer Sundays, usually one in six or greater except for unforeseen circumstances. The Union has requested written acknowledgement from the Board about this scheduling benefit. The Board and the Union agree the Union will receive sixty (60) days' notice of any Board intent or requirement to change from the present scheduling as per Article 16.04.

Dated this 14th day of February, 2024

On behalf of the:

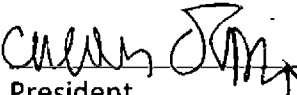
City of Prince Albert Public Library Board



Director

On behalf of the:

**Canadian Union of Public Employees
Local 1788**



President



Board Bargaining Committee



Union Bargaining Committee

LETTER OF INTENT #02-2023

between

**THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD
(Hereinafter referred to as "PAPL")**

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1788
(Hereinafter referred to as the "Union")**

RE: JOB SHARES

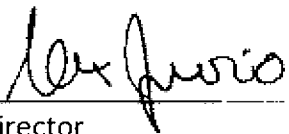
This letter of intent outlines the agreement reached during collective bargaining and relates to Job Shares.

It is acknowledged by the parties that there are job shares currently in place at PAPL. It is the intent of the parties to work on creating language around how current job shares will continue and how future job shares will be handled.

Dated this 14 day of February, 2024.

On behalf of the:


City of Prince Albert Public Library Board




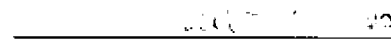
Director

On behalf of the:

Canadian Union of Public Employees
Local 1788


Union Bargaining Committee


Board Bargaining Committee


Union Bargaining Committee

LETTER OF INTENT #03-2023

**THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD
(Hereinafter referred to as "PAPL")**

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1788
(Hereinafter referred to as the "Union")**

RE: MODIFIED WORK ARRANGEMENT (AVERAGING OF HOURS)

It is acknowledged by the parties that PAPL currently uses an averaging model for scheduling the hours of permanent full-time employees. The model averages hours over a two-week period to a maximum of seventy-five (75) hours.

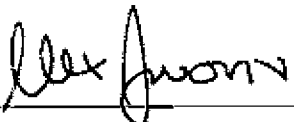
The parties agree that the averaging model will continue for permanent full-time employees until such time adequate notice is given by PAPL regarding a possible change. At that time, negotiations will occur between the parties to create a new scheduling model.

The parties agree to create a Modified Work Arrangement that complies with *The Saskatchewan Employment Act*.

Dated this 14th day of February, 2024.

On behalf of the:

City of Prince Albert Public Library Board



Director

On behalf of the:

Canadian Union of Public Employees
Local 1788



Union Bargaining Committee



Board Bargaining Committee



Union Bargaining Committee

LETTER OF UNDERSTANDING #04-2023

between

THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD
(hereinafter referred to as "PAPL")

and

THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1788
(hereinafter referred to as the "Union")

RE: HEALTH SPENDING ACCOUNT FOR PART-TIME EMPLOYEES

This letter of **understanding** outlines the agreement reached during collective bargaining and relates to the Health Spending Account for part-time employees who have completed their probation (excluding pages).

The Health Spending Account shall be \$500 per member per year and shall be administered by the Employer. Members shall submit invoices for reimbursement. Eligible expenses shall be the same as those for full-time employees (covered under the group benefits plan provided by the Employer).

Details of services available for reimbursement are outlined in the Income Tax Act under medical expense tax credit (<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/lines-33099-33199-eligible-medical-expenses-you-claim-on-your-tax-return.html>).

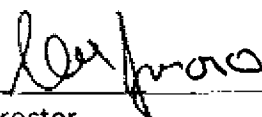
Dated this 14th day of February, 2024

On behalf of the:

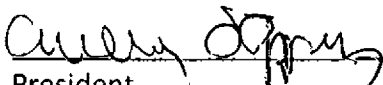
On behalf of the:

City of Prince Albert Public Library Board

**Canadian Union of Public Employees
Local 1788**



Director



President



Board Bargaining Committee



Union Bargaining Committee

LETTER OF UNDERSTANDING #01-2024

between

**THE CITY OF PRINCE ALBERT PUBLIC LIBRARY BOARD
(hereinafter referred to as "PAPL")**

and

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1788
(hereinafter referred to as the "Union")**

RE: MODIFIED WORK AGREEMENT LETTER OF INTENT

This letter of understanding outlines the agreement reached after the collective bargaining process and relates to the Letter of Intent that was bargained re: Modified Work Arrangement.

For the term of this Agreement, the following shall be added as a preface to the language of Article 16 – Hours of Work:

ARTICLE 16 – HOURS OF WORK

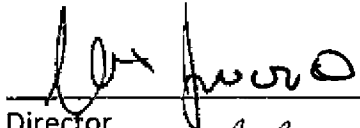
The parties agree that the hours of work clause in the Collective Agreement constitutes a Modified Work Arrangement allowing employees of the Prince Albert Public Library to enjoy such shift changes as are now used in respect to public services of the Library without overtime pay.

For the purpose of this Article, a day shall be defined as any twenty-four (24) hour period beginning at 12:01 a.m. and ending at midnight.

Dated this 14th day of February, 2024.

On behalf of the:

City of Prince Albert Public Library Board



Director



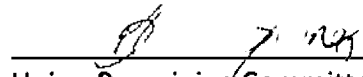
Board Bargaining Committee

On behalf of the:

Canadian Union of Public Employees
Local 1788



Union Bargaining Committee



Union Bargaining Committee