

COLLECTIVE AGREEMENT

between



RED DEER & DISTRICT MUSEUM SOCIETY
(hereinafter called "the Employer")

and

CUPE / *Canadian Union
of Public Employees*

LOCAL 417
(hereinafter called "the Union")

JANUARY 1, 2023 TO DECEMBER 31, 2026

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ARTICLE 1 – PREAMBLE

- 1.01 The purpose of the Agreement is to maintain a harmonious and cooperative relationship between the Employer and the employees covered by the Union's certification.
- 1.02 To provide an amicable method of settling differences or grievances, which may arise between the Employer and the employees.
- 1.03 To promote the mutual interest of the Employer and the employees.

ARTICLE 2 – DEFINITIONS

- 2.01 The "Employer" means the Red Deer and District Museum Society acting on its own motion or through its management staff.
- 2.02 "Society" shall mean the Red Deer and District Museum Society.
- 2.03 "Demotion" means the movement of an employee for disciplinary reasons from one position to another position that has a lower classification, or one that has a lower base rate. The salary will be adjusted, as needed.
- 2.04 "Employee" means a person employed in the Bargaining Unit by the Employer and in one of the following categories:
 - (a) "Permanent Employee" means a Full-time or Part-time Employee, who is employed in a position established by the Employer as a permanent position, and who has successfully completed the required probationary period;
 - (b) "Probationary Employee" means a Full-time or Part-time Employee, who is employed in a position established by the Employer as a permanent position, and who is completing the probationary period;
 - (c) "Temporary Employee" means a Full-time or Part-time Employee who is employed for a specific length of time;
 - (d) "Casual Employee," means an employee that is employed on a call-in basis. Unless specifically outlined within the Collective Agreement the following Articles and Clauses do not apply to "Casual Employees" – 13, 17.01, 18, 19.02, 19.03, 9.04 and 25.
- 2.05 "Full-time" means regularly scheduled employment for the normal hours of work as set out in Article 8 of this Agreement.

- 2.06 "Part-time" means regularly scheduled employment for less than the normal hours of work as set out in Article 8, but with a minimum of ten (10) hours per week, averaged over the schedule.
- 2.07 "Promotion" means the movement of an employee to a posted different position, including a posted vacancy or a posted new position with a higher regular rate of pay than the employee's present position.
- 2.08 "Reclassification" means changes to an employee's current position and rate of pay in order to reflect changed and/or additional duties.
- 2.09 "Union" means the Canadian Union of Public Employees, Local 417-06.
- 2.10 "Week" means a period of seven (7) consecutive calendar days commencing at 0001 hours, each Monday morning.
- 2.11 "Workday" means any day on which the employee is normally expected to be at work.

ARTICLE 3 – APPLICATION

- 3.01 This Agreement applies to all employees of the Employer unless specifically excluded in this Agreement.

ARTICLE 4 – TERM OF AGREEMENT

- 4.01 This Agreement shall take effect on the first day of the month following the date upon which the Agreement is signed by the Parties hereto.
- 4.02 This Agreement shall continue in force and effect until December 31, 2026, and from year to year thereafter except as hereinafter provided.
- 4.03 Either Party may terminate this Agreement on its expiry date by notice in writing to the other Party not less than sixty (60) days or more than one hundred and twenty (120) days prior to its expiry date, or any subsequent anniversary thereof.
- 4.04 Where notice has been served by either Party pursuant to Clause 4.03, the Collective Agreement shall be deemed to continue to apply notwithstanding the termination date, until:
- (a) a new Collective Agreement is concluded;
 - (b) the right of the Union to represent the employees is terminated, or;

- (c) a strike or lockout commences in accordance with the *Labour Relations Code*.

ARTICLE 5 – MANAGEMENT RIGHTS

- 5.01 The Union recognizes and acknowledges that the management and direction of the workforce is exclusively fixed in the Employer and, without restricting the generality of the foregoing, the Union acknowledges that, except to the extent which these rights have specifically been abrogated by the terms of this Agreement, it is the exclusive function of the Employer to:
- (a) maintain order and efficiency;
 - (b) hire, promote, demote, classify, transfer and re-hire employees and to discipline or discharge any employee, provided that a claim by a Permanent Employee that they have been disciplined without just cause may be the subject of a Grievance and dealt with as provided for in this Agreement;
 - (c) make, enforce and alter, from time to time, policies, rules and regulations, provided that such policies, rules and regulations are not inconsistent with this Agreement.

ARTICLE 6 – UNION RECOGNITION

- 6.01 The Employer recognizes the Union as the sole and exclusive Bargaining Agent for employees employed within the scope of Alberta Labour Relations Board Certificate No. 154-2008, other than those excluded by the Alberta Labour Relations Board or by the mutual agreement of the Parties.
- 6.02 No employee covered by this Agreement shall be required to make a written or verbal agreement with the Employer which conflicts with the terms of this Collective Agreement.
- 6.03 The Employer will grant Union representatives access to its premises provided prior approval has been obtained from the Employer and provided such presence does not unduly interfere with the conduct of Museum's business.
- 6.04 The use of volunteers shall not lead to the replacement, transfer, or layoff of Bargaining Unit Employees, or to a reduction in their hours of work, or to the elimination of positions in the Bargaining Unit.
- 6.05 The Union shall be notified in writing, in advance of the following: reclassifications, permanent and temporary job postings, appointments.

6.06 The Employer shall:

- (a) Acquaint new employees with the fact that a Union Agreement is in effect; and
- (b) Notify the Union of the date and place of the commencement of work of each new employee; and
- (c) Give the Union the opportunity to meet for one (1) hour, during work hours, within the first thirty (30) days of the new employee being hired for the purpose of acquainting them with the benefits and duties of Union membership, and their responsibilities and obligations to the Employer and the Union. The Union will notify the Employer of the date and time of the meeting.

ARTICLE 7 – DISCRIMINATION

- 7.01 The Employer shall not discriminate against any employee on the basis of race, religious beliefs, gender, gender identity, gender expression, colour, mental disability, physical disability, marital status, age, family status, ancestry, place of origin, or sexual orientation of that person. The Employer shall not discriminate against any of its employees on account of political beliefs, nor by reason of their membership or activity in the Union.
- 7.02 The Employer shall provide a workplace free of harassment.

ARTICLE 8 – HOURS OF WORK

- 8.01 The normal hours of work described in this Article are intended to provide the basis for the payment of overtime, and are not to be construed as a guarantee of work, nor a guarantee of hours of work.
- 8.02 The normal hours of work for Full-time Employees shall be seven and a half (7½) hours per day and thirty-seven and a half (37½) hours per week, calculated over the duration of the seventy-five (75) hour pay period.
- 8.03 Work schedules may require an employee to work evenings, weekends, (including Sundays) and Paid Holidays. Work schedules shall be posted at least two (2) weeks in advance.
- 8.04 An employee shall be permitted a paid rest period of fifteen (15) minutes in each work period of three (3) hours, to be taken at the work site unless otherwise approved by the Employer.
- 8.05 An employee shall be allowed an unpaid meal break of one (1) hour during each work period of seven and a half (7½) hours away from their workstation.

- 8.06 Employees shall be paid for all hours worked whether in a singular or in multiple positions and overtime shall apply as per Article 9.
- 8.07 Employees may be permitted to work from home for a portion of the work week. Work from home plans must be requested by the employee in writing, specifying the times that the employee will be at their home office. All work from home plans must be approved by Employer. Work from home plans are dependent on the Employer's operational requirements and may be changed or terminated by the Employer on short notice.

ARTICLE 9 – OVERTIME

- 9.01 Where an employee is required, by the Employer, to work hours in excess of the normal hours of work for a Full-Time Employee as set out in Article 8, the employee shall be compensated for such hours as set out below. All overtime must have the prior approval of the Employer.
- 9.02 The threshold for regular hours shall be forty-four (44) hours per week, or nine (9) hours per day. Time worked in excess of the normal thirty-seven and a half (37½) hour work week, or the seven and a half (7½) hour day, but less than the threshold, will be compensated with equivalent time off in lieu, to be taken within eight (8) weeks of the date in which the time was worked.
- 9.03 Time worked in excess of the forty- four (44) hours/week; nine (9) hours/day threshold will be compensated at one and a half (1½) time off for one hour of overtime worked, and this time may be banked for up to six (6) months. The employee will work with their supervisor and the Employer to schedule the time off according to operational requirements.
- 9.04 Where compensating time off cannot be scheduled within two (2) months in the case of straight lieu time, or within six (6) months in the case of overtime, the employee shall work with their supervisor and the Employer to schedule the time off to be taken at a later date. Employees that resign or retire shall be paid out at the respective straight time or overtime rate for any unpaid time accrued.
- 9.05 A Part-time Employee may be required to work in excess of seven and a half (7½) hours per day at straight time rates. For Part-time Employees, overtime rates shall apply only to hours worked in excess of thirty-seven and a half (37½) in any one-week period.
- 9.06 Where an employee is called back to work after their regular hours of work, they shall be paid for a minimum of three (3) hours at one and one a half times (1½xs) their basic rate of pay or one and a half times (1½x) their basic rate of pay for all hours worked, whichever is greater.

ARTICLE 10 – REMUNERATION AND PREMIUMS

- 10.01 Employees shall be paid for time worked at the rates and classifications set out in Schedule "A".
- 10.02 If the Employer wishes to alter the existing biweekly pay system, the Union and each employee shall receive two (2) months written notice of the proposed changes, and the Employer agrees to consult with the Union prior to the implementation of any proposed changes.

ARTICLE 11 – PAY ON PROMOTION/DEMOTION/TEMPORARY ASSIGNMENT

- 11.01 An employee who is assigned temporarily (for five (5) days or more) to the principal duties and responsibilities of a higher rated classification in the Bargaining Unit shall be paid at the step for that classification that is the next higher than the employee's current rate of pay.
- 11.02 An employee who is promoted or reclassified to a higher rated classification shall be paid at the rate in the step applicable to the higher rated classification that is the next higher than the employee's former rate of pay. The employee's anniversary date for the purposes of advancement on the steps outlined in Schedule "A" will change to be effective on the date of the promotion or reclassification.
- 11.03 An employee who is assigned to a lower-rated classification, other than through disciplinary demotion, shall have their rate of pay and increment level maintained until it can be incorporated into the negotiated salary range for the lower-rated classification.
- 11.04 Temporary Employees who apply and are successful to a position shall be paid at the rate for that classification on the first step outlined in Schedule "A".
- 11.05 Anniversary date is defined as the first date of hire with the Employer which will include all time prior to certification as a Bargaining Unit, subject to Clause 11.02.

ARTICLE 12 – BENEFITS

12.01 Employee RRSP

Permanent Employees shall be eligible to participate in an RRSP program currently provided by the Employer.

12.02 Group Insurance and Benefits – Full-Time Employees

Employer shall contract for and provide the following group plans as outlined in this Article for eligible and participating Full-time and Part-time Employees in accordance with the provisions of the plans and as subject to the requirements of the Insurers.

The Employer shall pay the portion of the premium costs of the Plans as set out below, and the employee shall pay the remainder.

- (a) **Basic Life Insurance – 100% of the first \$85,000 of coverage and additional fees for Dependent life Insurance.**
- (b) **Accidental Death & Dismemberment Insurance – 100%.**
- (c) **Extended Health Care Insurance and Eye Exam – 100%.**
- (d) **Dental Insurance – 100%.**
- (e) **Short-Term Disability – 0%.**
- (f) **Long-Term Disability – 0%.**
- (g) **Critical Illness – 0%.**

Optional coverages shall be at the discretion of the employee.

12.03 The benefits of this section only apply to Permanent Employees who meet the criteria for coverage and shall be prorated for Permanent Employees working less than the normal hours of work.

12.04 The above benefits apply to Permanent Employees working a minimum of twenty (20) hours per week, who have successfully completed the probationary period as outlined in Article 22.

12.05 Group Insurance coverage is as per the Schedule of Benefits listed in the booklet which is supplied by the Benefits Provider.

12.06 The coverage described in Article 12 is currently provided by a third party insurer. The Employer reserves the right to change plan(s) and insurer(s), acting reasonably and providing as much notice to employees where possible.

12.07 Health Spending Account (HSA) and Wellness account is seven hundred dollars (\$700.00) per Permanent Employee regularly scheduled to work a minimum of twenty (20) hours per week, who have successfully completed the probationary period as outlined in Article 22. Employees must allocate amounts for health spending and wellness at the beginning of the calendar year, and this amount may not be changed. Employees should note that funds used for health spending are not taxable, but amounts spent for wellness are considered to be a taxable benefit. The HSA and Wellness account for Permanent Part-time Employees will be pro-rated, based on their hours of work.

ARTICLE 13 – PAID HOLIDAYS

13.01 As per Alberta *Employment Standards Code* Division 5, Section 25, holidays shall be defined as:

- (a) New Year's Day
- (b) Alberta Family Day
- (c) Good Friday
- (d) Victoria Day
- (e) Canada Day
- (f) Labour Day
- (g) Thanksgiving Day
- (h) Remembrance Day
- (i) Christmas Day

Any other day designated, by regulation, as a general holiday by the Lieutenant Governor in Council.

In addition, Red Deer Museum Art Gallery (RDMAG) will also recognize the following non-designated days as holidays:

- (j) Easter Sunday
- (k) Easter Monday
- (l) Heritage Day
- (m) Boxing Day

Employees who are regularly scheduled to work on both the last working day before Christmas and the last working day before New Year's Day will be given the afternoon off on one of these days. The choice will be made by the employee in conjunction with the Employer subject to operational requirements, to avoid disruption of operations.

- 13.02 When a Paid Holiday falls on a Full-time or Part-time Employee's regular workday, and the employee is not required to work, the employee will receive a regular day's pay.
- 13.03 Where a Paid Holiday falls on a Full-time Employee's regularly scheduled day off, and such day is not worked by the employee, the employee shall be entitled to take a regular working day off with pay in lieu of such holiday.
- 13.04 Where a Paid Holiday falls on the regularly scheduled workday of the employee, and that employee is required to work, the employee shall be paid at overtime rates for all hours worked on that day, and shall receive a regular working day off with pay in lieu. Where a lieu day off is granted, it shall be scheduled by agreement between the employee and the Employer, or, failing agreement, shall be taken in conjunction with the employee's annual vacation period next following.
- 13.05 No benefits shall be granted to an employee for a Paid Holiday if the employee is absent the working day immediately before or following the holiday, unless the Employer has granted prior permission. In the case of absence due to illness, substantiation of the illness may be required in the form of a medical certificate.
- 13.06 Where a Paid Holiday falls on a Part-time Employee's regularly scheduled day off, and such day is not worked by the employee, the Part-time Employee shall be entitled to take a regular working day off with pay in lieu or pay in lieu of such holiday. A Part-time Employee will receive the day off with pay (or pay in lieu) based upon the normal hours worked per week divided by five (5).

ARTICLE 14 – ANNUAL VACATION

- 14.01 Employees shall be entitled to annual vacation pay as set out in this Article. The vacation entitlement is earned and taken on a calendar year basis.
- 14.02 Annual vacation shall be earned in accordance with the employee's years of service as set out below and shall be taken in the subsequent calendar year.
- 14.03 Permanent, Temporary and Probationary Employees shall earn annual vacation credits on the following basis:
- (a) during the first (1st) to fifth (5th) calendar year of service, inclusive, at the rate of three (3) weeks per year six percent (6%);

- (b) during the sixth (6th) to tenth (10th) calendar year of service; inclusive, at the rate of four (4) weeks per year eight percent (8%);
- (c) during the eleventh (11th) to fifteenth (15th) calendar year of service; inclusive, at the rate of five (5) weeks per year ten percent (10%).
- (d) during the sixteenth (16th) and subsequent calendar years of service; inclusive, at the rate of six (6) weeks per year twelve percent (12%).
- (e) Permanent Part-time and Temporary Employees shall be paid the above percentages for all hours worked outside their established (core) hours of work. Core hours are defined in each employee's Letter of Offer of Employment when awarded their position.
- (f) Permanent Part-time and Temporary Employees shall receive their normal weekly pay while on annual vacation.

14.04 Periods of annual vacation shall be scheduled by mutual agreement between the employee and the Employer.

14.05 Where a Paid Holiday falls during the period of an employee's annual vacation, the employee's scheduled vacation shall be extended accordingly.

14.06 In lieu of the foregoing provisions of this Article, Casual Employees shall receive pay in lieu of annual vacation, calculated on their normal pay, on the following basis:

- (a) Six percent (6%) during the first (1st) through the fifth (5th) calendar years of service;
- (b) Eight percent (8%) during the sixth (6th) and subsequent years of service;
- (c) Vacation pay will be paid out on biweekly pay periods. (Casual Employees cannot bank vacation or lieu time).

14.07 Employees are discouraged from carrying over annual vacation; however, carryover of vacation can be brought forward with the written approval of the Employer as follows:

- (a) up to eight (8) years of service – five (5) days of vacation can be brought forward,
- (b) Eight (8) or more years of service – ten (10) days of vacation can be brought forward,
- (c) In both (a) and (b) the carryover must be used in the following year,

- (d) or, alternative arrangements at the discretion of the Employer can be made and such agreements shall be in writing.

ARTICLE 15 – SICK LEAVE

- 15.01 The Parties agree that Sick Leave benefits are intended solely for the purpose of protecting an employee from loss of income when the employee is unable to work due to illness or non-compensable injury.
- 15.02 A Full-time Employee shall earn Sick Leave benefits at the rate of one and a half (1½) workdays or eleven and a quarter (11¼) hours per month, to a maximum entitlement of eighteen (18) workdays (one hundred and thirty-five (135) hours).
- 15.03 A Part-time Employee shall earn Sick Leave benefits based on their full-time equivalency of hours worked, to a maximum benefit of one hundred and thirty-five (135) hours.
- 15.04 Sick leave benefits shall not accrue during any leave of absence including sick leave in excess of thirty (30) days.
- 15.05 An employee who is unable to work due to illness or non-compensable injury shall be paid Sick Leave from the employee's earned entitlements.
- 15.06 Notwithstanding Clause 15.01, an employee may use Sick Leave benefits for the purpose of attending medical, dental, or other approved health related appointments subject to approval by the Employer. Such request shall not be unreasonably denied.
- 15.07 All absences to be compensated under this Article must be reported on the weekly timesheet report, and employees are required to inform their immediate supervisor and the Director of Operations of their absence as soon as practicable.
- 15.08 Payment of benefits under this Article are subject to the provisions of Article 16 (Proof of Illness).
- 15.09 Each employee's timesheet report shows the accumulation of lieu time, vacation time, and sick leave. Leave balances are updated bi-weekly.
- 15.10 Employees shall be permitted to use their Sick Leave benefits, upon approval of the Employer, to care for the needs of a family member for illness, medical and dental appointments and caring for a sick family member. A "family member" for the purposes of this Article is a spouse, child, parent, or an individual for whom the Employee is the primary caregiver.
- 15.11 Sick Leave will be paid only for absences during the employee's regular hours of work.

15.12 The employee is required to access the Short-Term Disability Plan if the employee is unable to work due to illness or injury for a period longer than eight (8) consecutive working days, as outlined in the plan text.

ARTICLE 16 – PROOF OF ILLNESS

16.01 An employee may be required to produce a certificate from a medical practitioner, certifying that the employee was unable to work due to illness or injury, in order to obtain Sick Leave benefits as described in Article 15. The Employer shall pay for direct medical costs associated with such an examination up to a maximum cost of fifty dollars (\$50.00).

16.02 An employee may be required by the Employer to provide proof satisfactory to the Employer of attendance at medical, dental, or other.

16.03 Where an employee is required, pursuant to this clause, to provide a medical certificate or proof of attendance at an appointment, the employee shall be advised prior to their return to work.

16.04 The Employer may require that an employee be examined by a physician selected by the Employer.

(a) in the case of prolonged or frequent absence from work, or,

(b) when it is considered that the employee is unable to work satisfactorily due to disability or illness.

The Employer shall pay for reasonable direct medical costs associated with such an examination with the Employer's prior approval.

16.05 An employee who has been absent from work due to illness or disability may be required by the Employer to provide medical certification that the employee is able to return to work on a regular basis. Where such certification is required, the employee shall be advised by the Employer of such a requirement prior to return to work. The Employer shall pay for reasonable direct medical costs associated with such an examination up to a maximum cost of fifty dollars (\$50.00).

16.06 Long-Term Disability

The employee and the Employer will continue to pay their portions of the benefits for one year for an employee on Long-term Disability. For an employee that continues on Long-term Disability for the second and subsequent years they will be responsible to pay both the employee and the Employer portions of the benefit costs.

ARTICLE 17 – COURT LEAVE

17.01 When an employee is summoned or subpoenaed:

- (a) as a witness to give evidence, or
- (b) to serve as a juror under the *Jury Act*,

They shall be allowed leave with pay, but any jury service or witness fee receivable by them shall be paid to the Employer. Travel, subsistence, and other expense payments from the Crown shall be retained by the employee.

This Article pertains to Permanent or Temporary Full-time and Part-time Employees only.

17.02 This Article does not apply to attendance in an action in which the employee is a party.

ARTICLE 18 – BEREAVEMENT AND CRITICAL ILLNESS LEAVE

18.01 An employee may take up to twenty-seven (27) weeks of unpaid, job-protected leave to give care or support to a seriously ill family member (as defined in the *Employment Standards Code and regulations*), who is at risk of death within twenty-six (26) weeks. The employee must give the Employer at least two (2) weeks' written notice of the date on which the leave will start, unless circumstances dictate a shorter period. The employee must provide the Employer with a medical certificate issued by a physician or nurse practitioner who is caring for the family member. The employee must give the Employer at least one week's written notice of the date they will return to work.

18.02 Where a member of an employee's immediate family is critically ill, and the employee is required to make arrangements for the care of the family member, leave shall be granted under the provision of Clause 18.01.

18.03 At the time of death of an employee's Family Member the employee shall be granted up to five (5) scheduled workdays with pay. Additional time off without pay may be granted in conjunction with this leave, upon approval of the Employer. Family Member for the purposes of this Article shall be the employee's spouse, child, parent (including step and in-law), sibling (including step and in-law), grandparent, grandchild, or an individual for whom the employee is the primary caregiver.

18.04 If a Paid Holiday falls during a Bereavement Leave, the day shall be treated as a Paid Holiday and will not extend the length of the Bereavement Leave.

18.05 A Casual Employee shall be granted three (3) scheduled shifts absence from work, with no loss of pay, in the event of the death of a Family Member (as defined in this Article that occurs when the employee is scheduled to work. On request, the employee may be granted up to a further two (2) days leave without pay.

18.06 When an employee qualifies for Bereavement Leave during their period of vacation, there shall be no deduction from vacation credits for such absence. The vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, at the employee's option.

ARTICLE 19 – MATERNITY LEAVE AND PARENTAL LEAVE

19.01 Employees shall be entitled to Maternity / Parental / Adoption Leave in accordance with the *Employment Standards Code of Alberta*.

19.02 Benefits While on Leave

- (a) During the health-related portion of leave and the voluntary portion of leave, the employee's benefit coverages will continue with the Employer and employee each contributing their portion.
- (b) Paid Holidays annual vacation, and/or Sick Leave benefits will not accrue during Maternity or Parental Leave.

19.03 Returning to Work

- (a) Employees must give the Employer at least four (4) weeks of written notice before the date they intend to return to work.
- (b) Four (4) weeks written notice must also be given if employees intend to change their return date or decide not to return to work.

19.04 An employee shall be entitled to one (1) scheduled workday off with pay to support their child, on or following the birth of a grandchild.

ARTICLE 20 – LEAVE WITHOUT PAY

20.01 Leave of Absence without pay may be granted to an employee where, in the opinion of the Employer, such Leave will not adversely affect the operational efficiency of the Employer. Leaves of absence may include leaves for the purpose of furthering an employee's education.

- 20.02 A request for Leave of Absence without pay shall be made in writing to the Employer and shall state the proposed length and purpose of the Leave.
- 20.03 Where an application for Leave of Absence without pay is denied, the employee shall be advised of the reason(s) for the denial.
- 20.04 Additional leave without pay may be granted in accordance with job protected leaves provided in the *Employment Standards Code* of Alberta.

ARTICLE 21 – HIRING AND PROMOTIONS

- 21.01 Where the Employer chooses to fill a vacancy, a new position, or new classification which is covered by this Agreement, such vacancy shall be posted for a minimum period of seven (7) calendar days. The notice shall set out the nature of the position, the qualifications, knowledge and education required the wage rate(s), and the normal hours of work. Reclassifications will not be posted.
- 21.02 In hiring or promoting employees to a position covered by the terms of this Agreement, ability, qualifications, knowledge and education shall be the primary considerations.
- 21.03 The qualifications, knowledge and education required for a position shall be job-related and established in good faith.
- 21.04 Where two (2) or more applicants for a position covered by this Agreement are considered relatively equal, the most senior of them shall be given preference in hiring.
- 21.05 Where an internal applicant does not receive the position applied for, the employee will, upon request, be notified in writing within one (1) week with the reasons why the employee's application was unsuccessful.
- 21.06 The Union will be provided with the names of applicants appointed under the provisions of this Article.

ARTICLE 22 – PROBATIONARY PERIOD

- 22.01 The probationary period for an employee employed in a permanent position shall be the satisfactory completion of three (3) calendar months or four hundred and forty (440) hours of work, whichever occurs first.
- 22.02 The probationary period set out in Clause 22.01 may be extended for a maximum of an additional one (1) calendar month, at the Employer's discretion. The Union shall be provided notice of and reasons for any such extension and shall be subject to the Grievance procedure.

22.03 An employee who is dismissed during the probationary period shall have access to the Grievance procedure up to but not including the Arbitration process.

ARTICLE 23 – TRIAL PERIOD

23.01 A Permanent Employee who is promoted or transferred to another permanent position shall be in a trial period for one (1) calendar month. If required, the employee's trial period may be extended up to an additional twenty (20) working days providing the reasons for an extension are documented in writing to the employee and the Union. Upon satisfactory completion of the trial period the employee shall be declared permanent in the position. If the employee proves unsatisfactory during the trial period as determined by the Employer, the employee will be reverted to their former position and wage rate. Any other employee affected by this reversion may also be similarly reverted.

ARTICLE 24 – NEW EMPLOYEES

24.01 The Employer will provide new employees in the Bargaining Unit with a copy of the Collective Agreement in electronic form.

ARTICLE 25 – SENIORITY

25.01 Seniority shall be the length of the employee's continuous service from the original date of hire with the Employer and all service/seniority shall apply prior to certification by the Union.

25.02 An employee shall lose seniority, and employment rights shall be extinguished in the event the employee:

- (a) is discharged and not reinstated, or;
- (b) resigns, or;
- (c) is laid off and fails to report to work within seven (7) calendar days of receipt of notice of recall, or;
- (d) is laid off for a period exceeding twelve (12) months; or
- (e) fails to report to work for a period of five (5) days or more and fails to notify their supervisor as to the absence and the reasons for it.

25.03 The Employer shall maintain and update annually a seniority list showing the most recent date of hire of each Part-time and Full-time Permanent Employee. The Union shall be provided with a copy of the current seniority list on an annual basis.

ARTICLE 26 – LAYOFF

26.01 Layoff means a reduction in the workforce other than a reduction through attrition.

26.02 Layoffs may be from the Full-time Employee complement, or the Part-time Employee complement, or from both groups simultaneously.

26.03 Within an employee classification group subject to layoff, the least senior employee shall be the first laid off, provided that the remaining employees are qualified to perform the remaining work

26.04 In recalling laid off employees, the most senior employee shall be recalled first, provided the employee is qualified to do the work. In the operation of this clause, Part-time Employees shall not be recalled to full-time vacancies.

26.05 A new employee shall not be hired into a position in this Bargaining Unit if within twelve (12) months a laid off employee is willing, able, and qualified to fill the position.

26.06 An employee shall receive thirty (30) days written notice of layoff, or pay in lieu thereof, except where layoff is due to closure of part or all of the workplace for reasons beyond the Employer's control.

26.07 A laid off employee is responsible for keeping the Employer informed of their current address.

ARTICLE 27 – TERMINATION

27.01 Except for just cause, when a Permanent Employee is terminated the employee shall be given written notice, or pay in lieu thereof, in accordance with the following schedule:

Years of Employment

Notice Period

More than three (3) months but less than two (2) years

One (1) week

Two (2) years or more but less than four (4) years

Two (2) weeks

Four years (4) or more but less than six (6) years

Four (4) weeks

Six (6) years or more but less than eight (8) years

Five (5) weeks

Eight (8) years or more but less than ten (10) years

Six (6) weeks

Ten (10) years or more

Eight (8) weeks

27.02 An employee shall give the Employer a minimum of two (2) weeks' written notice of resignation.

ARTICLE 28 – HEALTH AND SAFETY

28.01 The Parties recognize that the maintenance of health and safety in the workplace is the responsibility of the Employer, the Union, and each employee.

28.02 The Parties recognize the need for constructive and meaningful consultations on health and safety matters through the Joint Health and Safety Committee.

28.03 The functions of the Joint Health and Safety Committee shall include but not be limited to:

- (a) hold meetings as required, but at least quarterly;
- (b) receive and work towards resolving concerns and complaints;
- (c) maintain records of concerns and complaints brought forward, including accurate records of work accidents;
- (d) establish and support educational programs dealing with health and safety;
- (e) participate in investigations and inspections relating to health and safety;
- (f) deal with concerns regarding ergonomics, video display terminals and any other computer concerns.

28.04 One (1) Union representative selected by the Union shall be appointed to the Joint Health and Safety Committee.

28.05 The Employer shall have in place a harassment policy which shall be reviewed by the Joint Health and Safety Committee every two (2) years.

ARTICLE 29 – PERSONNEL RECORDS

29.01 Employees shall be permitted to view their personnel files, Monday to Friday during office hours, with one (1) day's written notice to the Employer. Copies of the file shall be provided, if so requested.

29.02 The Employer and Union agree to retain in confidence the age, sex, family circumstances, health, address and phone number of employees, except where disclosure is required by law or is required for the maintenance of insurance and pension benefits contemplated by this Agreement.

ARTICLE 30 – BULLETIN BOARDS

30.01 The Employer shall provide a bulletin board for the purpose of posting job vacancies within the Bargaining Unit, Employer communications to employees, notices of Union meetings, and other items which may be of interest to employees.

ARTICLE 31 – CLASSIFICATIONS

31.01 Where the Employer creates a new classification or makes significant changes to an existing classification during the term of this Agreement and the classification is included in the Bargaining Unit, the Employer shall advise the Union of the nature of the new or changed classification and the proposed rates of pay.

31.02 Within thirty (30) calendar days of the notice provided in Clause 31.01, the Union shall confirm its agreement to the proposed rates of pay or enter into discussions with the Employer to conclude an agreed rate of pay. If the rates of pay are agreed between the Parties, Schedule "A" of this Agreement shall forthwith be amended to include the new classification and pay rates.

31.03 If there is no agreement on rates of pay, the Union may initiate a Policy Grievance at Step 3 and the Arbitration Board shall set the pay rates.

31.04 During the negotiation/arbitration of pay rates for a new classification, the Employer may employ persons in the new classification at the rates proposed by the Employer which shall remain in effect until such time as it is amended by negotiation/arbitration.

31.05 The Union shall receive sixty (60) days written notice of the Employer's intent to eliminate an existing classification covered by this Agreement.

31.06 If an employee believes that the duties of their position have changed to the extent that it has become incorrectly classified or qualifies for reclassification, the matter may be referred to:

- Employer

This process will not exceed ninety (90) days.

If the challenge is successful, the new classification and rate of pay will become effective from the date of the initial challenge.

Throughout this procedure the employee is entitled to be represented by the Union.

ARTICLE 32 – DISCIPLINE

- 32.01 An employee who has completed three (3) months of continuous employment may be disciplined for just cause only.
- 32.02 An employee shall be provided with a copy of any documentation regarding work performance or discipline which is to become part of the employee's personnel record.
- 32.03 An employee is entitled to have a Steward or a Union Representative present at any meeting in which the Employer wishes to discipline the employee.
- 32.04 Any documentation that has been used for the basis for disciplinary action shall be removed from the employee's file and destroyed after twenty-four (24) months.

ARTICLE 33 – GRIEVANCE PROCEDURE

- 33.01 A Grievance is a difference regarding the interpretation, application, operation or alleged violation of the Collective Agreement. A Grievance shall state the facts upon which the Grievance is based, the particular clause or clauses of the Collective Agreement that are the subject of the Grievance, and the remedy requested.
- 33.02 An Individual Grievance is a difference affecting one (1) employee.
- 33.03 A Group Grievance is a difference affecting two (2) or more employees.
- 33.04 A Policy Grievance is a difference which seeks to enforce an obligation of the Employer to the Union. A Policy Grievance shall not be an obligation that may or could have been the subject of a Grievance by an employee. Policy Grievances may be initiated at Step 2 of the Grievance procedure.
- 33.05 Grievances arising under this Agreement shall be administered as follows:

An employee who has a Grievance is encouraged to resolve the matter by first discussing it informally with the employee's immediate supervisor, if a resolution cannot be agreed upon between the Parties the employee may proceed as follows:

STEP 1:

If a Grievance is not resolved through informal discussion, the aggrieved employee shall, with Union representation, table in writing the full particulars of the Grievance at a meeting with the Director of Operations/Employer's management designate. The Grievance shall be presented within ten (10) business days of the time at which the circumstances giving rise to the Grievance should reasonably have been known to the employee.

Within a further ten (10) business days, the Director of Operations/Employer's management designate shall provide the employee and Union with a written response to the Grievance.

STEP 2:

If the Director of Operations/Employer's management designate response is not satisfactory to the Union and the employee, the matter may be referred in writing to the Employer's Executive Committee within a further ten (10) business days.

The Grievance shall be presented within ten (10) business days of the referral to the Employer's Executive Committee, who shall consider the Grievance and provide the Union with a written response to the Grievance within ten (10) business days of its submission at Step 2.

STEP 3:

If the Employer's Executive Committee response is not satisfactory to the Union, the Union may, within a further ten (10) business days, refer the matter in writing to a Board of Arbitration constituted under the terms of the *Alberta Labour Relations Code*. Upon agreement between the Employer and the Union, a single Arbitrator may be used.

- 33.06 The decision of the Board of Arbitration or single Arbitrator shall be final and binding on all Parties and shall be handed down as expeditiously as possible.
- 33.07 Each Party to the difference shall bear the expenses of its respective nominee to the Arbitration Board. The fees and expenses, if any, of the chair of the Arbitration Board shall be borne by the Parties to the dispute in equal shares.
- 33.08 Where the Parties agree to a single Arbitrator to hear the Grievance, each Party shall pay one-half (½) of the Arbitrator's fees and related expenses.
- 33.09 Where an employee or the Union fail to advance a Grievance within the time limits set out herein, the Grievance shall be deemed to be abandoned.

- 33.10 Where the Employer fails to respond to a Grievance within the time limits set out herein, the Grievor may advance the Grievance to the next step in the Grievance procedure.
- 33.11 The time limits set out in this Article may be extended by written agreement between the Parties.
- 33.12 A Union steward shall not leave their place of work to discuss a Grievance with the Employer or an employee during working hours without the prior consent of the Employer. Such consent will not be unreasonably withheld.

ARTICLE 34 – UNION MEMBERSHIP

- 34.01 Membership in the Union shall be mandatory.

ARTICLE 35 – UNION DUES

- 35.01 The Employer shall deduct from each regular pay cheque of each employee covered by this Agreement the amount of regular Union Dues as set out by the Union from time to time.
- 35.02 The Employer shall remit Union Dues deducted pursuant to Clause 36.01 forthwith by the fifteenth (15th) day of each month for the previous month. The deductions remitted shall be accompanied by a list of the names, addresses, and classifications of the employees from whom deductions have been made.
- 35.03 The Employer shall indicate on the annual T-4 slip the amount of Union Dues paid by each employee in the previous year.
- 35.04 The Employer shall notify the local Union of new hires, terminations, layoffs, and changes in classifications, affecting employees in the Bargaining Unit as changes occur.

ARTICLE 36 – UNION BARGAINING COMMITTEE

- 36.01 The Union bargaining committee shall consist of not more than two (2) employees. The Union bargaining committee shall have the right to the assistance of a representative of the Canadian Union of Public Employees, in negotiating the Collective Agreement.
- 36.02 Members of the Union bargaining committee shall be eligible for leave without pay to participate in collective bargaining with the Employer. Permission to leave work during work hours for such purposes shall be obtained from the Employer. Such permission shall not be unreasonably withheld.

36.03 To facilitate the administration of this provision, when leave to attend business for the purposes of the Union bargaining committee has been approved, it is granted with pay. The Union agrees to reimburse the Employer for actual salary paid to the employee when on leave plus actual cost of fringe benefits.

ARTICLE 37 – CORRESPONDENCE

37.01 All correspondence between the Parties shall pass:

- (a) From the Employer, or its designates, to the CUPE National Representative, CUPE Local 417 President and**
- (b) From the Union to the Employer through the Director of Operations/Employer's management designate.**

ARTICLE 38 – OTHER COMMITTEES

38.01 An employee who is a member of the Health and Safety, the Labour Management, or future joint committees requiring Union representation, as a Representative of the Union will be elected or appointed by the Union.

38.02 Labour Management Committee

- (a) A Labour Management Committee shall be established for the purpose of an interchange of ideas and information on matters of mutual interest and concern. The Committee will not discuss Grievances, nor is it intended to replace or avoid existing channels of communication and problem resolution.**
- (b) Meetings shall be held on an as-required basis, with time, date and location to be jointly agreed. Any meeting may be cancelled or deferred by mutual agreement. Membership for each of the Employer and the Union is not to exceed three (3).**
- (c) Minutes shall be recorded and approved by the Employer and the Union. Copies of the minutes shall be sent to the Parties within fifteen (15) working days of the meeting.**

38.03 Members of the Committees referred to in this Article shall be granted time off without loss of regular earnings to attend Committee meetings. Lieu time shall be provided if working overtime or called in when not scheduled to work.

ARTICLE 39 – TECHNOLOGICAL CHANGE

39.01 Technological change means the introduction of new methods or machines which lead to a substantive difference in job content requiring new or greater skills than are currently used by present employees.

39.02 The Employer or its representative shall give the Union written notice of any proposed technological change which is likely to cause layoffs and/or reduced hours of work and meaningful consultation shall occur between the Employer and the Union. Such consultation may include discussion of employee transfers and retraining which may flow from such change.

39.03 Changes in the Agreement

Where legislative changes have become a higher standard than the current Collective Agreement, the higher standard will be recognized.

ARTICLE 40 – CONTRACTING OUT

40.01 For the Life of the contract, work presently performed by employees who are subject to the provisions of this Collective Agreement will not be contracted out, if the contracting out would result in the termination or reduction in hours of the current employees.

ARTICLE 41 – PROFESSIONAL SERVICE LEAVE and CONTINUING PROFESSIONAL EDUCATION AND DEVELOPMENT

41.01 The Union supports the Employer's Professional Development policy.

41.02 Professional development initiatives may be requested by an employee or recommended by an employee's supervisor. An employee may apply for Employer assistance under the policy.

41.03 All professional development requests must be approved by the Employer.

41.04 Time spent for professional development at any time is not eligible for overtime.

41.05 The Employer recognizes the several mutual benefits of employees serving on various relevant local, provincial and national organizations.

41.06 The Employer is prepared to grant time with pay to its employees to attend meetings and events of relevant organizations, provided that the Employer is apprised of commitments

and grants such leave in advance, and such leave does not interfere with operations.

41.07 Employees are expected to be current in their fields; therefore, upon approval of the Employer, the Employer may provide time with pay for employees to take advantage of identified and relevant educational opportunities.

41.08 The Employer may provide financial assistance for tuition, travel, accommodation and other expenses for employees to take advantage of identified and relevant educational opportunities. Such requests must be submitted to the Employer.

ARTICLE 42 – LONG SERVICE RECOGNITION

42.01 Recognition of service will fairly recognize full-time, part-time and temporary categories of employment, by recognizing total, rather than continuous service.

42.02 Recognition of service will reflect employment by the predecessor organizations (Museum management board and Normandeau Cultural and Natural History Society).

42.03 The employee will be eligible for an award to recognize service in the following categories of recognition:

- Twenty-five dollars (\$25.00) value after five (5) years of continuous service
- Fifty dollars (\$50.00) value after ten (10) years of continuous service
- Seventy-five dollars (\$75.00) value after fifteen (15) years of continuous service
- One hundred dollars (\$100.00) value after twenty (20) years of continuous service
- One hundred and twenty-five dollars (\$125.00) value after twenty-five (25) years of continuous service

ARTICLE 43 – CONVERSION OF TEMPORARY POSITIONS AND TEMPORARY STATUS

43.01 Conversion of Temporary Positions

A position originally created as Part-time or Full-time Temporary shall become a Part-time or Full-time Permanent position should the position extend beyond twenty (20) months or an accumulation of twenty (20) months has occurred, within a twenty-four (24) month period, provided there is no break in excess of four (4) months.

If a position is supported by conditional funding, this information shall be stated as "contingent on conditional funding" on the job posting.

43.02 Conversion of Temporary Employee Status

The status of a Temporary Employee shall be converted to Permanent as follows:

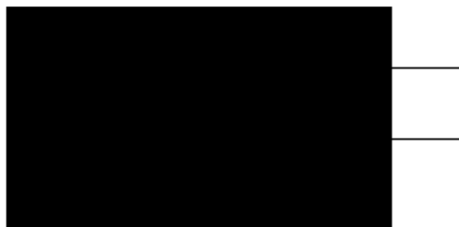
- (a) the employee must be in a Temporary position that is converted to a Permanent position as outlined in **Clause 45.01**, and,
- (b) the employee has occupied the position for a period of twenty (20) accumulated months within a twenty-four (24) month period, provided there is no break in service in excess of four (4) months.

SIGNED THIS 25 DAY OF April, 2024

ON BEHALF OF THE EMPLOYER:



ON BEHALF OF THE UNION:



SCHEDULE "A"

Red Deer Museum + Art Gallery

POSITIONS

GROUP 1	GROUP 2	GROUP 3
Coordinator of Collections Management	Marketing Associate	Receptionist (Call-in)
Exhibitions Coordinator	Artist/ Educator	Custodian
Educational Programs Coordinator	Visitor Services Associate	Program Assistant (call-in)
Marketing Coordinator	Administrative Associate	
Curator of Art	Executive Assistant	

Advancement on the grid from one step to the next shall be on the employee's Seniority Date as established in Article 25 unless stated otherwise in this Agreement and provided the employee receives an annual performance review indicating satisfactory performance. It is understood that the annual performance reviews shall be completed prior to the employee's anniversary date.

Pay Grid Effective January 1, 2023 (0.50%)

Union Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Group 1	25.70	26.28	26.84	27.42	27.99	28.55	29.12	29.70	30.27
	50,115.00	51,246.00	52,338.00	53,469.00	54,580.50	55,672.50	56,784.00	57,915.00	59,026.50
Group 2	22.30	22.79	23.30	23.80	24.29	24.78	25.28	25.77	26.26
	43,485.00	44,440.50	45,435.00	46,410.00	47,365.50	48,321.00	49,296.00	50,251.50	51,207.00
Group 3	17.04	17.44	17.82	18.19	18.57	18.95	19.34	19.72	20.10
	33,237.36	34,001.66	34,746.37	35,471.48	36,216.18	36,960.89	37,705.59	38,450.30	39,195.00

Pay Grid Effective January 1, 2024 (2.00%)

Union Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Group 1	26.21 51,109.50	26.81 52,279.50	27.38 53,391.00	27.97 54,541.50	28.55 55,672.50	29.12 56,784.00	29.70 57,915.00	30.29 59,065.50	30.88 60,216.00
Group 2	22.75 44,362.50	23.25 45,337.50	23.77 46,351.50	24.28 47,346.00	24.78 48,321.00	25.28 49,296.00	25.79 50,290.50	26.29 51,265.50	26.79 52,240.50
Group 3	17.38 33,891.00	17.79 34,690.50	18.18 35,451.00	18.55 36,172.50	18.94 36,933.00	19.33 37,693.50	19.73 38,473.50	20.11 39,214.50	20.50 39,975.00

Pay Grid Effective January 1, 2025 (2.50%)

Union Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Group 1	26.87 52,396.50	27.48 53,586.00	28.06 54,717.00	28.67 55,906.50	29.26 57,057.00	29.85 58,207.50	30.44 59,358.00	31.05 60,547.50	31.65 61,717.50
Group 2	23.32 45,474.00	23.83 46,468.50	24.36 47,502.00	24.89 48,535.50	25.40 49,530.00	25.91 50,524.50	26.43 51,538.50	26.95 52,552.50	27.46 53,547.00
Group 3	17.81 34,729.50	18.23 35,548.50	18.63 36,328.50	19.01 37,069.50	19.41 37,849.50	19.81 38,629.50	20.22 39,429.00	20.61 40,189.50	21.01 40,969.50

Pay Grid Effective January 1, 2026 (2.00%)

Union Positions	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Group 1	27.41 53,449.50	28.03 54,658.50	28.62 55,809.00	29.24 57,018.00	29.85 58,207.50	30.45 59,377.50	31.05 60,547.50	31.67 61,756.50	32.28 62,946.00
Group 2	23.79 46,390.50	24.31 47,404.50	24.85 48,457.50	25.39 49,510.50	25.91 50,524.50	26.43 51,538.50	26.96 52,572.00	27.49 53,605.50	28.01 54,619.50
Group 3	18.17 35,431.50	18.59 36,250.50	19.00 37,050.00	19.39 37,810.50	19.80 38,610.00	20.21 39,409.50	20.62 40,209.00	21.02 40,989.00	21.43 41,788.50

LETTER OF UNDERSTANDING

BETWEEN

**THE RED DEER & DISTRICT MUSEUM SOCIETY
(The "Employer")**

And

**THE CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 417-06
(The "Union")**

Re: Scheduling

As per the effects *Fair and Family Friendly Workplaces Act* and changes to the *Alberta Employment Labour Standards Code* it is now legislation that employees shall have a period of 6 months to accrue and use lieu time. Given the operational stresses this would place on RDMAG it is the intention of RDMAG to:

- Create and enter into Hours Worked Averaging Agreements (HWAA) with all Permanent Employees less than thirty-five (< 35) hours weekly, and
- Create and enter into Flexible Averaging Agreements (FAA) with all Permanent Employees greater than thirty-five (> 35) hours weekly.
- Both as referenced in the 2018 Alberta *Employment Labour Standards Code*, Division 4.
- Introduce and implement set hour schedules in line with the RDMAG's operational requirements. These will be four (4) week schedules and be the basis of the averaging agreements.
- This schedule will be created and implemented as required. Employees shall be provided no less than two (2) weeks' notice of any schedule change.

SIGNED THIS 25 DAY OF April, 2024

IN WITNESS WHEREOF the Parties have executed this Agreement by affixing hereto the signatures of their proper Officers in that behalf.

ON BEHALF OF THE EMPLOYER:



ON BEHALF OF THE UNION:

