

COLLECTIVE AGREEMENT

BETWEEN

THE SASKATOON PUBLIC LIBRARY BOARD

AND

**THE CANADIAN UNION OF PUBLIC EMPLOYEES,
LOCAL NO. 2669**

CUPE·SCFP / *Canadian Union of Public Employees*
Syndicat canadien de la fonction publique

COVERING THE PERIOD FROM JANUARY 1, 2021 TO JUNE 30, 2023

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Definitions

Bumping

Is a procedure by which a permanent employee with greater seniority who has been laid off may displace an employee with less seniority from a position unaffected by the layoff. The bumping employee must be qualified for the position.

Casual Employee

A casual employee is an employee who is not regularly scheduled to work. Subject to the provisions of Article 6.2 b. such an employee is under no obligation to work unless the employee agrees to do so in response to an incidental call or invitation made by SPL. The terms of this agreement apply to casual employees as stated and as specified in Appendix A.

Circulation Associate (formerly Page)

An employee performing paging duties who is assigned a regular **Schedule Assignment**. The terms of this agreement apply to Circulation Associates as stated and as specified in Appendix A, and the MOA for Circulation Associate Sick Leave.

Duty to Accommodate

The legal duty of the Employer, the Union and the employee to work together to modify the employee's duties or reassign the employee to another job where the employee will not suffer discrimination by reason of a disability or other protected grounds. The duty to accommodate is to the point of undue hardship.

Employee

Is as defined by the *Saskatchewan Employment Act*, is employed by SPL and is a member of CUPE Local 2669.

Employer

Is the Saskatoon Public Library Board.

Pay in Lieu of Notice

Is the dollar amount equivalent to the notice period required to be provided by Article 27.2.

Permanent Employee

Is an employee who has successfully completed a probationary period at SPL and holds a permanent, salaried position.

Circulation Associates, temporary and casual employees are not permanent employees.

Permanent Position

Is a salaried position with a defined number of guaranteed hours over a four-week period and with no defined end date. A permanent position may be full-time or part-time.

Protected Leave

Is a leave of absence provided for reasons protected by the *Saskatchewan Human Rights Code* or other legislation.

Seniority

The number assigned to an employee in fixed order in accordance with Article 6.1.

Term Position

Is a position of predetermined duration exceeding three (3) months and up to one (1) year. Such a position may be full-time or part-time and may be held by either a permanent or temporary employee.

Temporary Employee

Is an employee in a term position who does not hold a permanent position.

Union

Is CUPE Local 2669, the labour organization and certified bargaining agent for employees of the Saskatoon Public Library Board.

Preamble

Agreement made on the 20th day of September, 2021

BETWEEN:

**The Saskatoon Public Library (SPL) Board
hereinafter referred to as the "Employer"**
- and -
**The Canadian Union of Public Employees (CUPE), Local
No. 2669
hereinafter referred to as the "Union"**

The purpose of this Agreement is to provide harmonious relationships, encourage efficiency and effectiveness in library operations,

And to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions and employment,

And to promote the morale, well-being and security of all employees in the bargaining unit of the Union.

The parties therefore agree to the following:

Articles

Article 1. Term of Agreement

This agreement shall come into force and take effect on and from the first (1st) day of **January, 2021**, and shall continue in force until the **thirtieth (30th)** day of **June, 2023**, and from year to year thereafter unless either party gives written notice to renegotiate the Agreement, such written notice to be given not less than sixty (60) days nor more than one hundred and twenty (120) days before the expiry date of this collective agreement.

Article 2. Scope

CUPE 2669 is the certified bargaining agent for all employees employed by the Saskatoon Public Library Board, except:

Director of Libraries and CEO
Director, Public Services
Director, Collections and Service Infrastructure

Director, Strategy and Communication
 Director, Finance and Administrative Services
Director, Human Resources
 Director, Reconciliation
 Senior Manager, Central Access
Senior Manager, Collections
 Senior Manager, Community Education and Partnerships
Senior Manager, Facilities
Senior Manager, Finance
Senior Manager, Human Resources
Senior Manager, Information Technology Services
 Senior Manager, Neighbourhood Services
 Senior Manager, Planning and Assessment
 Senior Manager, Programming and Creative Spaces
 Senior Manager, Welcoming Initiatives
 Manager, Branches
Manager, Community Giving
 Administrative Assistant
Assessment and Continuous Improvement Analyst
 Executive Assistant
 Financial Analyst
 Human Resources Administrative Assistant
 Human Resources Consultant
 Human Resources Coordinator
 Pay and Benefits Coordinator
 Payroll/Accounting Assistant
 Senior Marketing and Communications Specialist
Service Enhancement and Project Analyst
Systems Engineer
 Building Superintendent
 Maintenance Staff

Article 3. Recognition

- 3.1 The Saskatoon Public Library Board recognizes CUPE Local No. 2669 as the sole Union representing the employees covered by this Agreement, and through which it will deal in matters related to working conditions and wages. No employee shall be required or be permitted to make a written or verbal agreement with Management that will conflict with the terms of this Collective Agreement.
- 3.2 Every employee who is now or hereafter becomes a member of the bargaining unit, shall maintain their 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 their employment, apply for and maintain membership in the Union as a condition of their employment, provided

that any employee in the appropriate bargaining unit who is not required to maintain their membership or apply for and maintain their membership in the Union, shall as a condition of their employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.

- 3.3 The Employer shall deduct initiation fees, assessment and monthly dues from the earnings of each employee. Such funds deducted from an employee's earnings on behalf of the Union, shall be remitted to the person designated by the Union twice (2X) monthly.

The Union shall furnish the Employer with dues authorization cards. The Employer agrees to have all new employees sign the dues authorization cards within thirty (30) days of commencement of employment.

- 3.4 A representative of the Union will be given a private opportunity to speak to new employees as a group at new employee orientation sessions.

Article 4. Resolutions

All non-confidential reports of the Board, which affect the employees covered by this Agreement shall be forwarded to the Secretary of the Union.

Article 5. Fair Employment Practices

5.1 No Discrimination

The Employer and the Union will continue to abide by the duty to accommodate, which applies to the Employer, the Union and the employees.

The Employer and the Union will continue their present policy of no discrimination, with respect to any person in regard to employment, or any term or condition of employment because of age, race, or perceived race, creed, sex, sexual preference, nationality, ancestry, place of origin, disability, marital status, political affiliation or membership in the Union, religion, family status, colour, receipt of public assistance or gender identity.

5.2 Intellectual Freedom

The Employer and the Union agree to be governed by the Intellectual Freedom statement of the Canadian Federation of Library Associations in their provision of library services to the community. Internally, matters of professional discussion should be governed by the same principles.

Employees have the right to express their views whether or not they differ from those of management or fellow employees provided they are not presented as the views of the Saskatoon Public Library.

Article 6. Seniority

6.1 Use of Seniority

Employees hired previous to midnight on December 31, 2007, shall hold their seniority as previously determined by accumulated hours worked; after December 31, 2007, this seniority shall be considered fixed by numerical ranking and in lieu of the date of hire.

For employees hired after midnight December 31, 2007, seniority shall be determined by the date the employee was last hired by the Employer. The order of seniority will be determined by the date and time of the offer of employment made by the Employer.

Provided Circulation Associates have completed their probationary period as set out in Article 7.3 they may exercise seniority when applying for any vacancies for which they have the qualifications.

Newly hired casuals shall work four hundred and thirty-five (435) hours or six (6) months, whichever is greater, to exercise seniority as outlined in this article.

Seniority cannot be exercised during a probationary period. During an assessment period, seniority rights may only be exercised when applying for a permanent position.

6.2 Cessation of Seniority

An employee's seniority shall cease if:

- a. The employee voluntarily leaves the employment of the Library;
- b. The employee is dismissed and such dismissal is not revised through the grievance procedure;
- c. The employee is absent without leave without reasonable cause;
- d. After having been provided Notice of Layoff as set out in Article 28.2 a., the employee fails to meet any one of the requirements set out in Article 28, or for a Circulation Associate, the provisions of **Article 30**;
- e. The employee overstays vacation leave or an approved leave of absence without reasonable cause;

- f. The employee accepts a permanent out-of-scope position and remains in it for longer than sixty (60) days, as described in subsection **6.3** except where the employee is in the position as a workplace accommodation;
- g. The employee is a temporary employee in a term position whose term position has ended.

The seniority of casual employees shall cease and is deemed terminated if the casual has not worked a shift within six (6) months, except where the casual has been on an approved or protected leave.

6.3 Appointment to an out-of-scope position

Except where the employee is in the position as a workplace accommodation, an employee who is appointed to an out-of-scope position, and who remains in the position for sixty (60) days or less, shall retain their seniority and shall have the right to return to their former position.

6.4 Seniority List

Annually on July 1, the Employer shall provide the employees and the Union with a seniority list which shall include all employees, Circulation Associates and casuals, and their ranking and date the employee was last hired by the Employer. The list shall be deemed to be accurate as of May 31.

Employees shall be allowed a period of six (6) weeks from the date of posting in which to bring forward any errors appearing on the list. Upon proof of error, the Employer shall revise the list.

Article 7. Appointments

7.1 Postings

Where permanent, term or Circulation Associate vacancies occur exceeding three (3) months' duration, notice thereof outlining the position, duties, pay grade and qualifications required shall be posted internally for seven (7) calendar days so that employees may apply.

The Union shall receive notification of all vacancies and of the successful applicant to any vacancy so posted.

7.2 Selection Factors

- a. Seniority in accordance with Article 6.1 shall be the determining factor in selecting the successful applicant provided the applicant possesses the required qualifications for the position vacancy.
- b. **For the purposes of this clause, “designated positions” will refer to those positions that have been negotiated by the Union and the Employer for applicants with First Nations, Métis, and Inuit heritage.**

For appointment to designated positions, seniority in accordance with Article 6.1 shall be the determining factor in selecting the successful applicant among internal-applicants with First Nations, Métis, and/or Inuit heritage provided the applicant possesses the required qualifications for the position vacancy.

7.3 Probationary Period

Newly hired employees who are appointed as a Circulation Associate, or to a term or a permanent position are subject to a probationary period of four hundred and thirty-five (435) hours or six (6) months, whichever is greater.

A casual employee who is appointed as a Circulation Associate, or to a term or permanent position shall be considered a newly hired employee and is subject to the same probationary period outlined above.

An evaluation shall be conducted at the mid-point and at the end of the probationary period by the manager. A copy of the evaluation shall be provided to the employee and the Director of Libraries and CEO.

The probationary period of a newly hired employee may be extended. The length of time by which the probationary period may be extended shall not exceed 218 hours or three (3) months, whichever is greater. The Employer shall provide a letter to the employee and the Union indicating the length of the extension, the reasons for the extension and the performance expectations to be achieved.

The probationary period may also be extended by the amount of time the employee does not work because of a paid or unpaid absence exceeding five (5) consecutive workdays occurring during the probationary period.

During the probationary period, the employee is responsible for establishing their suitability for continuing employment, failing which their employment will cease.

As provided for by Article 6.1, seniority may not be exercised during a probationary period.

7.4 Appointments to Casual Positions

Appointees to casual positions are not subject to a probationary period and will instead be provided with ongoing performance feedback.

7.5 Assessment Period

Permanent and temporary employees and Circulation Associates who have passed a probationary period and who are appointed to another position are subject to an assessment period of two hundred and eighteen (218) hours or three (3) months, whichever is greater.

An evaluation shall be conducted at the mid-point and at the end of the assessment period by the manager. A copy of the evaluation shall be provided to the employee and the Director of Libraries and CEO.

The assessment period may be extended. The length of time by which the assessment period may be extended shall not exceed two hundred and eighteen (218) hours or three (3) months, whichever is greater. The Employer shall provide a letter to the employee and the Union indicating the length of the extension, the reasons for the extension and the performance expectations to be achieved.

The assessment period may also be extended by the amount of time the employee does not work because of a paid or unpaid absence exceeding five (5) consecutive workdays occurring during the assessment period.

During the assessment period, an employee who is not considered capable of fulfilling the duties of the new position, may be reverted to their former permanent position or **Schedule Assignment**, without loss of seniority. Where the former permanent position or former **Schedule Assignment** no longer exists, **Article 28** will apply for permanent employees, and **Article 30** for Circulation Associates.

During the assessment period, an employee may request to be reverted to their former permanent position or former **Schedule Assignment**, without loss of seniority.

Other employees who have been appointed to other positions as a consequence of the original appointment shall also be returned to their former permanent positions or **Schedule Assignment**. Where the former permanent position or former **Schedule Assignment** no longer exist, **Article 28** will apply for permanent employees and **Article 30** for Circulation Associates.

While in an assessment period, an employee may only exercise their seniority to apply for permanent positions, as outlined in Article 6.

7.6 Probationary and Assessment Periods in Term Positions

An employee in a term position who has successfully completed either:

- a. The probationary period, if newly-hired; or
- b. The assessment period, if a permanent employee, shall be deemed to have completed an assessment period for that position if:
 - i. The position is posted as a permanent position during the employee's term or within thirty (30) calendar days of the end of the employee's term; and
 - ii. The employee is the successful applicant for that position.

7.7 Term Position Beyond Twelve Months

Upon approval of the Union, an employee may be appointed to a term position which exceeds, or is extended beyond, twelve (12) months with the exception of term positions required as a result of Article 14 and Article 21 where Union approval is not required. The employee shall be informed in writing, with a copy to the Union, of the anticipated duration of the term position.

7.8 Where No Employees with Permanent Status

If no employee with permanent status is appointed to a vacancy in accordance with Article 7 then newly hired employees or temporary employees may apply during their probationary period. Such employees shall have the same status as external candidates.

7.9 No employee shall be subject to transfer from one work unit to another or from one branch to another without prior consultation except in the case of emergency.

7.10 The foregoing shall in no way compel the Employer to fill any position which the Employer desires to discontinue.

7.11 The Union shall be informed in writing when a position is to be discontinued or transferred to another work unit or branch. The anticipated duration of a transferred position shall be given.

Article 8. Superior Duty

When management requires an employee to replace and substantially perform the duties of a higher-paid employee for a period of three (3) consecutive days or more, the employee shall receive the minimum step of the higher-paid position or

a rate of pay equivalent to one (1) step higher than their present rate of pay – whichever is greater – for the entire period.

When there is more than one (1) qualified employee, seniority will apply.

To ensure an equitable distribution of superior duty opportunities amongst qualified employees, a qualified employee who formally exercises their seniority and receives the superior duty appointment shall not be permitted to again exercise their seniority rights for the next superior duty pay opportunity for which the employee is qualified.

Superior duty pay opportunities shall be granted to employees within the work unit where the opportunity exists. If no qualified employee is present, consideration will be given to other qualified employees in the bargaining unit.

Article 9. Hours of Work for Permanent and Temporary Employees

9.1 a. The Normal Work Week

The normal work week is five (5) days, thirty-six and one quarter (36¼) hours or seven and a quarter (7¼) hours per day. It is understood that employees shall not require sixteen (16) hour rest periods between shifts however, this shall not occur more than two (2) evenings per week.

b. The Alternate Work Week

Notwithstanding the above, subject to the needs, and the agreement of affected individual employees, work schedules may be implemented whereby employees will be allowed to work six (6) days in one (1) week followed by four (4) days in the second week without two (2) consecutive days off and without overtime compensation.

Either party, upon giving sixty (60) days' written notice to the other party, may withdraw from this provision.

9.2 Meal Breaks and Rest Periods

- a. Two (2) fifteen (15) minute **paid** rest periods per seven and one quarter (7¼) hour day are allowed for all employees. **These paid rest periods are** to occur approximately midway through each half of the shift.
- b. One fifteen (15) minute **paid** rest period will be allowed during a five (5) hour shift. **In this case a thirty (30) minute unpaid meal break will not be required.**

9.3 Regular Days Off

Except in the case where an employee working an Alternate Work Week elects otherwise, all employees shall have at least two (2) consecutive days off scheduled in each seven (7) day period. Every reasonable effort shall be made to ensure that these days off are consistent on a week-to-week basis.

9.4 Schedule Type

All full- and part-time employees shall be assigned to work one of the following Schedule Types: Daytime Schedule Type, Evening Schedule Type, or Mixed Schedule Type.

Scheduling will be done according to operational need. Every reasonable effort shall be made to ensure that scheduled hours fall on consistent days and evenings on a week-to-week basis.

Schedules shall be prepared within the restrictions set out in the employee's Schedule Type as follows:

a. Daytime Schedule Type

The Daytime Schedule Type shall consist of scheduled hours between 8 a.m. and 6:30 p.m.

b. Evening Schedule Type

The Evening Schedule Type shall consist of scheduled hours between 12 p.m. and 9:30 p.m.

c. Mixed Schedule Type

The Mixed Schedule Type shall consist of scheduled hours from both the Daytime and Evening Assignments.

9.5 Ending or Changing Schedule Type

In the event that the Employer needs to change an employee's Schedule Type, written notification in advance of such change shall be given to the employee and the Union as follows:

- a. Where the employee has passed probation and worked less than five (5) years, four (4) weeks' notification;**
- b. Where the employee's length of service exceeds five (5) years but is less than ten (10) years, six (6) weeks' notification; or**

- c. **Where the employee's length of service exceeds ten (10) years, eight (8) weeks' notification.**

9.6 Overtime

- a. **Overtime is defined as additional time worked beyond seven and a quarter (7 ¼) hours in a day or beyond thirty-six and a quarter (36 ¼) hours in a week. Overtime does not refer to hours worked as part of the Alternate Work Week as described in 9.1 b.**
- b. All overtime **shall** be on a voluntary basis;
- c. **All overtime shall be approved by a manager in advance;**
- d. **Employees shall be paid at the rate of time and one half (1½X) overtime worked;**
- e. The Employer and the Union agree that the employee may take time off in lieu of overtime pay.

9.7 Any changes in hours of Library opening will be made by the Saskatoon Public Library Board after consultation with the Union.

9.8 Opportunity for additional hours of work may be made available:

- a. First to the available, qualified and trained part-time employees in the branch or work unit;
- b. Second to any available, qualified, and trained casual employees.

9.9 Information Technology Services employees who are specifically designated to stand-by will receive one (1) hours' pay at their regular rate of pay for each eight (8) hour period or portion thereof. Should an Information Technology employee who is on stand-by be called and fails to respond or report, the stand-by premium will not be paid.

Article 10. Hours of Work for Circulation Associates

10.1 Schedule Assignments for Circulation Associates

- a. **Regular Permanent or Term Schedule Assignments for Circulation Associates**

When the Employer chooses to divide available work into schedule assignments, notice of available schedule assignments shall be posted pursuant to Article 7.1.

Each schedule assignment will clearly indicate:

- i. The location of the work;**
- ii. The number of hours per week;**
- iii. The days and times in which scheduled hours can fall.**

Seniority in accordance with Article 6.1 shall be the determining factor in selecting the successful **applicant**.

b. If the Employer wishes to change any of the following:

- i. The location, or**
- ii. Number of hours per week, or**
- iii. The day(s) of work, or**
- iv. The time(s) in which hours can be scheduled of a position occupied by an incumbent,**

the Employer will give eight (8) weeks of written notice to all affected Circulation Associate(s) and to the Union.

Should the Circulation Associate be unable to accommodate this change, they will notify the Employer in writing within four (4) weeks of the original notice of the change, and Article 30 Layoff for Circulation Associates shall apply.

- c. Any Circulation Associate who has passed probation may express interest in an available schedule assignment(s) provided the schedule assignment does not conflict with their ability to work their current schedule assignment(s), and that the combined number of hours of schedule assignments do not exceed seven and a quarter (7.25) hours per day and/or thirty-six and a quarter (36.25) hours per week.**
- d. A Circulation Associate may request to their manager, in writing, a reduction or change to their scheduled hours of work. Where operational needs allow, the reduction or change will be made.**

10.2 Overtime

- a. Overtime is defined as additional time worked beyond seven and a quarter (7 ¼) hours in a day or beyond thirty-six and a quarter (36 ¼) hours in a week.**
- b. All overtime shall be on a voluntary basis;**
- c. All overtime shall be approved by a manager in advance;**

- d. **Circulation Associates shall be paid at the rate of time and one half (1½X) for overtime worked.**

10.3 Additional Hours for Circulation Associates

The Employer may divide available work as it determines necessary and may offer the work as call-in hours, as a new term or permanent schedule assignment(s), or as other hours offered as additional to a permanent schedule assignment(s).

Circulation Associates are responsible for ensuring they do not accept additional hours or schedule assignment(s) that will cause their daily hours to exceed seven and a quarter (7.25) hours per day and/or thirty-six and a quarter (36.25) hours per week.

Circulation Associates may only accept additional schedule hours or call-in hours that do not conflict with their ability to work their current schedule assignment(s).

- a. **Master Circulation Associate Call-in List**

When a Circulation Associate(s) has successfully completed their probation period, the Circulation Associate(s) may be added to the Master Call-in List for Circulation Associates. The Circulation Associate(s) must indicate the branches they wish to be added to for call-in, and the hours they are available to work for call-in hours. Any changes to the requested branches or available hours must be submitted, in writing by the Circulation Associate(s), to the Employer.

- b. **Hours Offered as Additional to an existing Schedule Assignment(s)**

When the Employer chooses to offer available temporary or permanent work as additional schedule hours, rather than dividing the available hours into a schedule assignment, such available schedule hours shall be made available in the following order:

- i. **To existing available Circulation Associates who have passed probation in the branch in order of seniority, and then**
- ii. **To Circulation Associates who are on the master call-in list in order of seniority, and then**
- iii. **To any existing and interested Circulation Associates.**

c. Circulation Associate Call-In

Opportunity for additional Circulation Associate call-in hours of work **shall** be made in the following order:

- i. To the existing available Circulation Associates in the branch in order of seniority,
- ii. To those Circulation Associates who are on the master call-in list, in order of seniority, **and then**
- iii. **To any employee as per Article 9.8.**

Circulation Associates shall not take additional Call-in Hours that result in overtime hours. All overtime must be approved in advance by a manager as overtime.

10.4 Circulation Associates Trading Individual Shifts for a Specified Temporary Period

- a. The Circulation Associate requesting a trade will be responsible for finding a Circulation Associate within their branch interested in a trade of hours. The Circulation Associates must complete the appropriate forms and submit it to their manager. If unable to find someone interested in trading, the Circulation Associate is required to report to work for all hours of their block, or may apply for leave.
- b. If a temporary trade is in effect and one of the two Circulation Associates resign, the remaining Circulation Associate is required to revert to their original **schedule assignment** and may attempt to find another trade or request leave.

10.5 Circulation Associates Applying for Casual Postings

Circulation Associates **may apply for Casual Employee postings as outlined in Article 7. Circulation Associates who are appointed as Casual Employees may retain their regular Circulation Associate schedule assignment provided the Circulation Associate ensures their casual hours do not conflict with their ability to work their regular schedule assignment hours and do not result in working more than seven and a quarter (7.25) in a day and/or thirty-six and a quarter (36.25) hours in a week.**

Article 11. Vacations

- 11.1 Subject to clause 11.5, vacation leave is granted on the basis of seniority and efficient functioning of each branch. Employees may take their earned vacation leave upon completion of their probationary period.
- 11.2 Vacation Entitlement
- a. Professional Librarians are entitled to four (4) weeks' vacation after one (1) year accumulated service. All other employees are entitled to three (3) weeks' vacation after one (1) year's accumulated service.
 - b. All other staff are entitled to four (4) weeks' vacation after three (3) years accumulated service.
 - c. All staff are entitled to five (5) weeks' vacation after fifteen (15) years accumulated service.
 - d. All staff are entitled to six (6) weeks' vacation after twenty-four (24) years accumulated service.
- 11.3 If an employee should experience illness or injury of a serious nature during vacation leave or immediately prior to vacation leave, provided the illness or injury is documented by a physician, time off for these reasons will be charged against the employee's sick leave and not vacation leave.
- 11.4 After completion of two (2) years' service following the actual date of employment, employees may accumulate up to two (2) years vacation credits, subject to the approval of the Director of Libraries and CEO, whose decision shall be final and not subject to appeal.
- 11.5 If conflicts arise in the selection of vacation dates, the most senior employee within the branch or work unit concerned shall be granted first selection of vacation dates, subject to the operational requirements of the branch and/or work unit as determined by the manager, and provided vacation requests are received at least one hundred and twenty (120) calendar days in advance. An employee who exercises their seniority in this regard may not again exercise their privilege under this Clause in the subsequent year.
- 11.6 Casual and temporary employees **and Circulation Associates shall receive vacation pay in accordance with the *Saskatchewan Employment Act*. Upon approval from their manager, Casuals and Circulation Associates are entitled to unpaid vacation leave in accordance with the *Saskatchewan Employment Act*.**

Article 12. Public, **Personal, Religious, and Cultural** Holidays

Statutory Public Holidays

- 12.1 For the purpose of this Agreement, the following **statutory public holidays** are considered public holidays with pay: (1) New Year's Day (2) Family Day (3) Good Friday (4) Victoria Day (5) Canada Day (6) Saskatchewan Day (7) Labour Day (8) Thanksgiving Day (9) Remembrance Day (10) Christmas Day.
- 12.2 If an applicable municipal, provincial or federal legislative authority should declare a **statutory** public holiday, other than those in Article 12.1, the Employer recognizes the right of the employee to have such holiday as a paid day **off**.
- 12.3 When a **statutory** public holiday falls on an employee's regular day off or part of a day off the employee shall receive an extra day's pay or time off in lieu of such holiday. For full-time employees accumulating hours for purposes of earning an EDO, hours of work in excess of thirty (30) and for all other employees, hours of work in excess of twenty-nine (29) hours in the week in which the **statutory** public holiday occurs, shall be paid for at time and one-half (1½X) their regular rate of pay. The foregoing shall not apply where an alternative **statutory** public holiday is declared, (i.e.) where Christmas falls on a Sunday and Monday is declared a legal holiday.
- 12.4 Employees required to work on statutory **public** holidays shall be paid at time and one half (1½X) for all hours worked and an additional day off in lieu to be taken at a time mutually agreed upon between the manager and the employee.
- 12.5 Full-time temporary employees shall receive statutory holiday pay if the holiday occurs during the term of their employment.

Personal, Religious, or Cultural Holidays

- 12.6 **With at least four (4) weeks' notice and subject to operational needs, employees are entitled to take up to two (2) days of paid leave. These days are intended to allow employees to observe days in the calendar year that are important to them, personally, religiously, or culturally. Every reasonable effort will be made to ensure employees can take these days on their selected dates. If conflict arises in the selection of these dates, the process in Article 11.5 will apply.**

Article 13. Sick Leave

- 13.1 Permanent employees working greater than eighteen (18) hours per week will be eligible for sick leave after completion of three (3) months service.

- 13.2 The sick leave plan will consist of short-term disability coverage of up to one hundred and twenty (120) working days, the cost of which will be borne by the Employer. Part-time employee benefits will be prorated.
- 13.3 If an employee who has been absent on sick leave returns to work for a period of thirty (30) calendar days, that employee will requalify for the full benefit provided in (b) above. Employees, as described in (a), who exhaust the benefit provided in (b) will be eligible for long-term disability as described in (d) below.
- 13.4 An insured long-term disability plan, funded by equal contributions from permanent employees as described in (a) above and the Employer will be implemented. After exhausting short-term disability benefits as described in (b) and (c) and/or failing to requalify for short-term disability benefits in the manner specified in (c), permanent employees may acquire benefits from a long-term disability plan, the nature of which will be as per agreement between management and the Union, subject to carrier approval.
- 13.5 All other employees will be eligible for sick leave after completion of three (3) months accumulated service. Employees shall accumulate sick leave credits at a rate of one and one-quarter (1 1/4) working days per month of accumulated work time (pro-rated). Employees who have a break in service in excess of three (3) months will not be eligible for sick leave until completion of a further three (3) months accumulated work time.

13.6 Sick Leave for Casuals who have been appointed to Temporary Positions

When a Casual employee has been appointed to a temporary position, Article 13.5 shall apply. The sick leave credits acquired under Article 13.5 will not be carried over for Casual status use. The acquired credits, however, will be retained for use in another temporary position, if the Casual is appointed to such a position within twelve (12) months.

Article 14. Maternity, Adoption, and Parental Leave

14.1 Leave without Pay

An employee who has completed thirteen (13) continuous weeks of employment with the Employer, shall be entitled to maternity, adoption, parental, **or permanent or long-term primary legal guardianship of a minor** leave without pay. The request for leave shall be submitted not later than four (4) weeks prior to the leave date except in the case of adoption **or primary legal guardianship of a minor** where such leave will commence on the date requested. The maximum leave to be granted shall be in accordance with *The Employment Insurance Act (Canada)* and may be apportioned in any combination prior to and after date of confinement, but may not commence more than twenty-six (26) weeks before the

estimated date of birth **or the date the child comes into the care of the employee.** Employees shall give a minimum four (4) weeks' notice of their intent to return to work.

14.2 Paid Leave

Permanent employees working greater than eighteen (18) hours per week, except casual employees and Circulation Associates, shall be eligible for paid leave, provided the employee has completed at least twenty (20) weeks within the fifty-two (52) weeks of employment with the Library immediately preceding the day on which the requested leave is to commence and is in receipt and provides proof of Employment Insurance benefits pursuant to *The Employment Insurance Act (Canada)*:

- a. The Employer shall pay ninety-five percent (95%) of the employee's regular salary for the Employment Insurance waiting period.
- b. The Employer shall pay the difference between the Employment Insurance benefits and ninety-five percent (95%) of the employee's regular salary for fifteen (15) additional weeks.
- c. Any permanent employee who works less than full-time but works greater than eighteen (18) hours per week, shall receive this benefit on a pro-rated basis.

14.3 Notwithstanding anything contained elsewhere in this Agreement, an employee on maternity, adoption or parental leave shall not accumulate sick, study leave or vacation credits during the period of maternity, adoption or parental leave, nor shall they be entitled to pay for sick leave or any public or special holiday that may occur during a period of maternity, adoption or parental leave.

14.4 Employees returning from maternity, adoption, parental, or **permanent or long-term primary legal guardianship of a minor** leave shall return to their former position provided no unforeseen organizational change occurs affecting the position and be paid at the same step of the same salary range as in effect at the time of proceeding on said leave, and with no loss of seniority or benefits accrued to the commencement of the maternity, adoption, parental, **or permanent or long-term primary legal guardianship of a minor** leave.

14.5 The parties acknowledge that individual circumstances may justify a variance of the time limits as set out above.

Article 15. Compassionate and Bereavement Leave

15.1 Immediate Family

For the purposes of this Article Immediate Family means:

- a. The employee's spouse, parent, grandparent, child, grandchild, sibling, or sibling's spouse; or
- b. The employee's spouse's parent, grandparent, child, grandchild, sibling, or sibling's spouse;

15.2 Compassionate Leave

Upon notice to their manager, employees will be entitled to compassionate leave with pay of up to five (5) days for each occurrence, to attend to the emergent and/or life-threatening accident or illness of a member of their immediate family.

15.3 Bereavement Leave

Upon notice to their manager, employees will be entitled to bereavement leave with pay of up to five (5) days for each occurrence, which may be taken non-consecutively, to attend to the death of a member of their immediate family.

15.4 Special Circumstances

Employees may apply to the Director of Libraries and CEO for:

- a. Additional days' leave, with or without pay, where the circumstances of the accident, illness or death of the member of the immediate family require more days than those provided for in subsections 15.2 and 15.3; and/or
- b. Leave, with or without pay where the individual involved is not a member of the employee's immediate family, but the employee has a close personal, **cultural, and/or religious** relationship with that individual.

Article 16. Victims of Interpersonal Violence Leave

The Employer shall provide leave in accordance with *The Saskatchewan Employment Act* and *The Victims of Interpersonal Violence Act and Regulations*.

Article 17. Jury and Witness Duty

An employee who is:

- a. Required for jury duty; or
- b. Subpoenaed as a witness in a court action except for an appearance arising from an alleged criminal or other statutory offence or a personal civil action; or
- c. Required to be interviewed at or away from their place of work, during their work hours, by an Officer of the Court or an Occupational Health and Safety investigator regarding events occurring in the workplace; **or**
- d. Required to attend or participate in a sentencing circle or other restorative justice processes**

shall be granted leave of absence with regular pay. Any monies received by the employee from such attendance, from sources other than the Employer, shall be paid to the Employer.

Article 18. Employee Development

- 18.1 The Union and the Employer jointly agree that employee development and orientation ensures that the employee gains the necessary skills to perform the best possible job and is instrumental in providing for a more fulfilling work situation. All employees within the bargaining unit will be eligible for employee development privileges.
- 18.2 An employee attending training approved by the Employer on regularly scheduled days off, shall be compensated with equal time off during the same pay period or at a time mutually agreed upon with the manager.
- 18.3 After forty-eight (48) months of accumulated service, and where operations permit, an employee may be eligible for paid study leave for the purpose of:
 - a. participating in approved courses directly related to the employee's position;
 - b. completing course work while enrolled in either the Library Technician Program or the Master of Library Science Program.

Potential study leave time will be earned at a rate of zero point five (0.5) days per month of accumulated full-time service prorated for part-time. At the conclusion of any study leave, time credits will again begin to accrue to the employee.

If an employee has more than one hundred and twenty (120) months of accumulated service, potential study leave time will be earned at a rate of zero point seven five (0.75) days per month of accumulated full-time service prorated for part-time.

In any event, the potential maximum that may be accumulated will not exceed ninety-seven (97) days.

- 18.4 Study leave may be combined with an extended leave as provided in Article 19. An employee may apply to the Employer to have all or a portion of the tuition paid. In order to qualify for payment of tuition, approval must be obtained prior to commencement of the course, such payment to be made only upon successful completion of the course and upon providing satisfactory receipts and proof of passing.
- 18.5 Employees shall be paid regular wages, maintain all rights, and accumulate normal benefits while on paid study leave.

Article 19. Leave Without Pay

19.1 General Leave without Pay

Leave of absence without pay not in excess of five (5) working days shall be granted, with accumulation of benefits, by the manager to any employee desiring such leave, provided reasonable notice is given to the manager and the operational needs of the library permit. Granting of leave in excess of five (5) working days shall be at the discretion of the Director of Libraries and CEO.

19.2 The Employer recognizes the right of an employee to participate in public office.

An employee who seeks the nomination as a candidate for an elective public office, such as a Member of the Saskatchewan Legislative Assembly or a Member of Parliament, **an elected position representing First Nation, Métis, or Inuit communities, or an elected position on a Tribal Council**, shall, upon written request, be granted partial or full leave of absence to seek such nomination. Should an employee become a candidate for elective office, the Employer shall grant, upon written request, partial or full leave of absence for the duration of the campaign or earlier if requested.

Should an employee be elected to public office, the Employer shall grant partial or full leave upon written request for the term of that office. Seniority shall be retained but not accumulated during any such absence.

19.3 Approved Leave for Casuals

Casual employees may be granted leave of absence without pay and without the accumulation of any benefit. Such leave request must be made at least two (2) weeks in advance.

Article 20. Union Leave – Employer Paid

The parties recognize the importance of resolving difficulties and promoting harmonious relationships. For those purposes, the Employer agrees to provide leave with pay for the following:

20.1 Joint Union-Management Meetings

The parties agree to hold, at a minimum, monthly joint union-management meetings. The purpose of such meetings shall be to discuss and settle, if possible, matters of mutual concern. In matters which are personal or particularly sensitive, strict confidentiality shall be maintained.

Such discussions shall not include grievances and changes to the Collective Agreement.

The President of the local and one other employee representing the Union will be granted leave with pay to attend the joint union-management meetings. **The President's delegate will be granted leave with pay if the President is unable to attend to ensure two members attend.**

20.2 Leave for Other Meetings

One employee representing the Union will be granted leave with pay to attend the following meetings:

- a. Pre-grievance problem solving pursuant to Article 25;
- b. Grievance;
- c. Discipline;
- d. Investigation; and
- e. Any other meeting or process where the Union representative request is initiated by the Employer.

20.3 Leave for Bargaining

The Employer will provide leave with pay for the three members of the Union's bargaining team who are the highest wage earners.

Article 21. Union Leave – Unpaid

Union leave without pay will be provided insofar as the normal operations of the Library permit, as determined by the Director of Libraries and CEO.

21.1 Union Education Leave

An employee who is appointed as a delegate to attend a conference, convention, educational workshop or school in connection with CUPE Saskatchewan or CUPE National, shall, upon providing two weeks' notice, be granted leave of absence without pay to attend the same.

Where the union has approved such education leave during scheduled work hours, the wages and benefits of an employee on union leave will continue uninterrupted during the union leave. Such salary and prorated benefit costs will be recovered by the Employer from the Union.

21.2 Other Leave for Union Business

Upon providing one week's notice, an employee who is appointed by the Union to assist with preparation for investigations, grievances, arbitrations, negotiations, and hearings, shall be granted leave of absence, for a maximum of one day, to attend the same.

Where the union has approved such leave for union business during scheduled work hours, the salary and prorated benefits of an employee on union leave will continue uninterrupted during the union leave. Such salary and prorated benefit costs will be recovered by the Employer from the Union.

Upon application to the Director of Libraries and CEO, other leave for Union business may be granted:

- a. Where, in emergent circumstances, it is not possible to provide one week's notice; or
- b. Where leave is required for longer durations; or
- c. Where the union deems it reasonable to have other union representatives attend meetings.

21.3 Selected for CUPE Saskatchewan or CUPE National Leave

Upon no less than two weeks' notice, and having informed the Employer of the duration of the leave, an employee, who has completed one (1) year of service and who is selected for a position with CUPE Saskatchewan or CUPE National, for short-term coverage, shall be granted leave of absence without pay.

Upon no less than two (2) weeks' notice, an extension of the leave may be granted.

Such leave, including extensions, shall be to a maximum of twelve (12) months.

An employee may only be granted two (2) such leaves, including extensions, within a five (5) year period.

No claim shall be entertained for any promotion effected during the employee's absence on leave. During the absence, the employee shall retain and accrue seniority.

21.4 Elected for CUPE Saskatchewan or CUPE National Leave

An employee, who has completed one (1) year of service and who is elected to a full-time position with CUPE Saskatchewan or CUPE National, shall provide as much written notice as possible and shall be granted leave of absence without pay for a maximum of two (2) consecutive years. No extension will be granted.

An employee may only be granted one such leave within a five (5) year period.

No claim shall be entertained for any promotion effected during the employee's absence on leave. During the absence, the employee shall retain and accrue seniority.

Notwithstanding the definition of a term position in Definitions where an employee who has been elected to a full-time position under this article, the Employer may post a term replacement for the duration of any such leave.

Article 22. Self-Funded Leave

22.1 In this section, Self-Funded Leave means:

- a. The system where a permanent employee in a full- or part-time position may be permitted to fund a paid leave for an extended period by means of an adjustment to normal income over several years.**

- b. The leave is established in accordance with a defined formula of income adjustment and paid leave.
 - c. The leave shall not result in any increase in costs to the Employer and the Employer assumes no responsibilities for any consequences arising from the leave.
- 22.2** Upon application to the Director of Libraries and CEO, and after twenty-four (24) months accumulated service, and subject to operational requirements, a permanent employee in a full- or part-time position will be considered for a self-funded leave plan. Approval of such leave shall not be unreasonably withheld.
- 22.3** The leave shall be arranged a minimum of twenty-four (24) months two in advance of the start of the leave and shall provide for a self-funded continuous leave of a minimum of six (6) months to a maximum of twelve (12) months in a six (6) year period.
- 22.4** During the period during which the funds are being accumulated, the Employer shall maintain benefits as if the employee were being paid full salary. The employee and the Employer shall share premium costs. During the leave period, the employee is responsible for both employee and employer portions of the premium costs.
- 22.5** Upon return from the leave, the employee shall be returned to their former position provided no unforeseen organizational change has occurred affecting their position, in which case the provisions of Article 28 shall apply. Upon return from the leave, the employee shall remain in the employ of the Employer for a period equal to the length of the leave.
- 22.6** The employee shall notify the Union of their application for leave. The Employer shall continue to deduct monthly dues from the earnings of the employee.
- 22.7** An employee may request a change of dates up to six (6) months before commencement of leave, and may only do so once.

Article 23. Technological Change

- 23.1** In this section Technological Change means:
- a. The introduction by the Public Library into its work, undertaking or business, of equipment or material of a different nature or kind than that previously utilized by the Library 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; or,
- c. The removal by an Employer of any part of their work, undertaking or business.

23.2 Information Exchange

A joint committee formed of five (5) Union and five (5) Employer representatives will meet three times (3X) per year and upon request of either party to discuss Employer's plans with regards to new technology and to consider the possible effects of the change.

23.3 The parties acknowledge that after having discussed possible proposals regarding the introduction of technological change, that the Union may submit views regarding such change to the Employer within six (6) weeks of having been advised of the potential change as provided for in the Information Exchange Committee as described in 23.2 above.

23.4 The Employer shall notify the employees affected and the Union as soon as possible before the introduction of any technological change in the workplace, with written notice of such change to be given three (3) months in advance.

23.5 The Employer shall give notice in writing as provided for in part (d) when it proposes to effect a technological change. Such notice shall state:

- a. The nature of the technological change;
- b. The date upon which the Employer proposes to effect the technological change;
- c. The number and type of employees likely to be affected by the technological change; and,
- d. The effect that the technological change is likely to have on the terms and conditions or tenure of employment of the employees affected.

23.6 The parties shall negotiate the impact of the technological change as per *The Saskatchewan Employment Act*.

23.7 No permanent employee shall be dismissed or have their regular hours reduced by the Employer because of technological change. An employee displaced by such change will be guaranteed employment in the system at no reduction in salary. If the employee refuses such transfer the employee shall be subject to layoff.

23.8 Employees whose jobs are affected by the introduction of technological change and who require special training to retain 'their' current position shall be allowed the necessary time to receive such training during their normal working hours.

23.9 Electronic Monitoring

The parties recognize that volume measurement may be necessary to obtain an objective evaluation of the level of production of a group, a section or an office. However, there shall be no electronic monitoring of an individual's work output for the purpose of evaluating performance.

Article 24. Occupational Health and Safety

24.1 Occupational Health Committees will be established to appropriately represent the places of work of employees. The Committees will consist of equal numbers of employee and management representatives.

24.2 The Committee shall have a continuing concern with respect to the health and safety of the employees of the Library as herein represented. Meetings shall take place at a minimum of once quarterly and a maximum of once monthly or more frequently if the Committee as a whole decides, and minutes of the same made available to the Employer and the Union.

24.3 The Employer Chairperson shall cause the names of the Committee members to be posted on the Employer's bulletin board.

24.4 The duties of the Committee include:

- a. The receipt, consideration and disposition of complaints respecting the health and safety of the employees.
- b. The participation in the identification and control of health and safety hazards within the place of employment.
- c. Cooperation with the Occupational Health Services of the Province.
- d. The maintenance of records in connection with the receipt and disposition of complaints and the attendance to other matters relating to the duties of the Committee as may be contained in *The Occupational Health Act*.
- e. The setting up of emergency meetings of the Committee to deal with an emergency problem.

24.5 Time spent by the employees in performance of their duties as members of the Occupational Health Committee shall be considered as time worked and payment made on the basis of straight-time earnings only.

24.6 Such Committee shall not deal with matters which ordinarily are or become a subject for negotiations between the Employer and the Union.

Article 25. Grievance Procedure

25.1 A grievance shall be defined as any difference or dispute between the Employer and any employee, group of employees or the Union arising out of an alleged violation of this Collective Agreement or legislation.

25.2 The parties agree that it is important to address issues in a timely manner. However, should one of the parties be unable to meet a timeline as prescribed in this article, they will, within the timeline prescribed, notify the other party in writing of the need for an extension.

25.3 Problem-Solving

Upon becoming aware of a potential grievance, the Union shall first discuss the matter with the employee's manager or Human Resources to attempt to resolve the concern.

25.4 Step 1 – Manager Hearing

If the discussions with the manager or Human Resources do not resolve the concern, and within four (4) calendar weeks of becoming aware of the potential grievance, the Union Grievance Committee may provide a grievance in writing to the manager, with a copy to Human Resources.

The grievance document shall state the nature of the alleged violation and where applicable, the specific Articles or legislation allegedly violated.

The manager shall convene a hearing within two (2) calendar weeks of receipt of the grievance.

The manager shall give a decision, in writing, within two (2) calendar weeks of the hearing of the grievance. Failing a satisfactory solution, the Union may proceed to Step 2 – Director of Libraries and CEO Hearing.

25.5 Step 2 – Director of Libraries and CEO Hearing

Within two (2) calendar weeks of receipt of the decision of the manager, the Union may submit the grievance in writing to the Director of Libraries and CEO.

Within two (2) calendar weeks of the receipt of the grievance, the Director of Libraries and CEO shall convene a hearing. The Director of Libraries and CEO shall notify the Union of the decision in writing within two (2) calendar weeks. Failing a satisfactory solution, the Union may proceed to Step 3 – Arbitration.

Prior to the submission to arbitration either party has the right to submit the grievance to the Saskatoon Public Library Board for their review. Notice of intention to proceed to the Saskatoon Public Library Board must be given within one (1) calendar week of receipt of the Director of Libraries and CEO's decision. The Union will be advised of the date upon which the grievance will be heard and shall have the right to appear before the Saskatoon Public Library Board at that time.

The decision of the Employer will be conveyed to the Union within one (1) calendar week of the hearing.

25.6 Step 3 – Arbitration

Within four (4) calendar weeks of the receipt of the decision of the Director of Libraries and CEO, the Union may refer the matter to a Board of Arbitration. If such referral is not made within four (4) calendar weeks, the grievance is considered abandoned.

If a grievance is referred to a Board of Arbitration, each party shall nominate one (1) member to such Board within seven (7) days following notice by either party to the other that the grievance is being referred to a Board of Arbitration, and the third (3rd) member and Chairperson of the Board of Arbitration shall be appointed by the parties. If the parties cannot agree upon the appointment of the Chairperson within seven (7) calendar days after the parties have informed each other of their respective nominees, the Minister of Labour shall be requested to appoint the third (3rd) member and Chairperson of the Board.

Each party shall pay its own costs and expenses in connection with the Board and shall share equally the costs and expenses of the Chairperson.

The decision reached by the Arbitrator shall deal with all aspects of the matter or matters in dispute and shall be final and binding on the parties. The Arbitrator shall not amend, modify or otherwise change this Collective Agreement.

Should an employee be penalized, disciplined, laid off, demoted or terminated and it is later established by proceedings under this section that such discipline penalty, layoff, demotion or termination was unjust or not in accordance with the provisions of this Agreement, the employee shall be immediately returned to their former status in all respects and shall be compensated for all monetary loss suffered by reason of such penalty, discipline, layoff, demotion or termination provided. If an employee has been penalized in any way and the parties agree, or

the Board of Arbitration decides that such penalty was excessive, but that some penalty ought to be imposed, the parties may agree, or the Board of Arbitration may decide, to impose a lesser penalty on such employee.

The Employer agrees to cooperate with the stewards in the performance of their duties as provided in this Article. The Union recognizes that each steward is employed to perform work for the Employer and that the Employee will not leave their work without permission from their manager to perform their duties as stewards under the Agreement. Such permission will be given in a timely manner and not be unduly withheld. The Union shall advise the Employer as to the names of stewards or acting stewards.

Article 26. Discipline

The provisions outlined in this Article shall apply to all forms of discipline, unless otherwise stated.

26.1 Process

The Employer shall advise the employee and the Union when a meeting is disciplinary.

Employees will have the protection of due process. In all cases of discipline, the burden of proof of just cause shall rest with the Employer. Evidence presented shall pertain only to the reasons stated in the letter of discipline to the employee.

When the Employer deems it necessary to have an investigation of a formal written complaint conducted by an external investigator, a confidential executive summary of the investigation report, insofar as it relates to those employees in scope of the Union, will be provided to the President of the Union.

When the Employer requires an employee to take a leave from work during an investigatory process such leave will be with full pay and benefits and will not be considered disciplinary in nature.

An employee or Union official authorized by that employee may submit a written request to either the Director of Libraries and CEO or Human Resources to have access to the employee's file. Such access will be granted within three (3) working days of the request.

26.2 Disciplinary Actions and Process

When the Employer requires an employee to attend a meeting that is disciplinary in nature, the employee shall have the right to union representation as determined by the Union, **as well as support of a First Nation, Métis, or Inuit**

Knowledge Keeper if the employee chooses. Should the Employer deny union representation, the outcome of such meetings will not become part of the employee's file.

Discipline shall be administered in a timely and respectful fashion.

With the exception of Articles 26.3 a. Verbal Warning and 26.3 d. Dismissal, written discipline given to an employee will include reasons for the discipline, expectations for future performance and consequences of progressive discipline, with copies forwarded to the Union and Human Resources within three (3) working days.

Should the employee be unavailable to attend the disciplinary meeting, the Employer will notify the employee and the Union of the discipline in writing.

An employee may respond in writing to the discipline within four (4) calendar weeks from the date the discipline is given, and such response will become part of the employee's file.

If the Union considers the action unjustified, it shall have, from the date the discipline is given, four (4) calendar weeks in which to file a grievance.

26.3 Progressive Discipline

The Employer endorses the concept of progressive discipline in situations of poor performance. However, the Employer reserves the right to use any disciplinary action deemed appropriate, regardless of the order of the following clauses:

a. Verbal Warning

Should the employee be unavailable to attend the meeting at which the verbal warning is conveyed, the verbal warning may be forwarded to the employee in writing with a copy to the Union but shall not form part of the employee's file.

Should the employee choose to respond to a verbal warning in writing, such response will become part of the employee's file.

b. Written Reprimand

A written reprimand will be removed from the employee's file after two (2) years of subsequent active employment during which no disciplinary action is taken.

After one (1) year, an employee and/or the Union may request in writing that a reprimand be removed from the employee's file before the expiration of the two (2) calendar year period. The outcome of the review will be relayed to the employee and the Union in writing.

c. Suspension

The Employer reserves the right to suspend an employee for a period of up to two (2) weeks.

A letter of suspension will be removed from the employee's file after three (3) years of subsequent active employment during which no disciplinary action is taken.

After two (2) years, an employee and/or the Union may request in writing that a suspension be removed from the employee's file before the expiration of the two (2) year period. The outcome of the review will be relayed to the employee and the Union in writing.

d. Dismissal

Where an employee is dismissed the Employer will provide written reasons to the employee, with copies forwarded to the Union and Human Resources within three (3) working days.

Article 27. Resignations and Terminations for Permanent and Temporary Employees

27.1 Resignations

Where possible, all employees resigning from their employment will give four (4) weeks' notice in writing to their manager.

27.2 Notice for Termination and Layoff

Except in cases of dismissal for just cause, notice of layoff pursuant to Article 28, or notice where a permanent employee's employment is terminated, shall be given as follows:

- a. Where the employee has passed probation and worked less than five (5) years, four (4) weeks' notice;
- b. Where the employee's length of service exceeds five (5) years but is less than ten (10) years, six (6) weeks' notice; or
- c. Where the employee's length of service exceeds ten (10) years, eight (8) weeks' notice.

Article 28. Layoff for Permanent and Temporary Employees

28.1 Layoff Principle

The principle of last-on-first-off according to seniority applies within a position title across the bargaining unit whenever a reduction in permanent full-time or part-time positions become necessary.

28.2 Notice of Layoff

- a. Should any permanent position be eliminated or undergo a reduction in hours for any reason, the affected permanent incumbent will receive a written Notice of Layoff, the length of which notice will be in accordance with Article 27.2 or as required by law, whichever is greater.
- b. The Employer shall determine whether the employee will work during the notice period set out in Article 27.2 or will receive pay in lieu of notice. Where the Employer determines the employee is to receive pay in lieu of notice, the Employer will determine whether such pay will be as a lump sum or by salary continuance.
- c. A permanent employee who is in a term position and who receives Notice of Layoff that their permanent position is eliminated, or their hours of work are reduced, will be subject to Article 28. Other affected permanent employees shall be subject to the provisions of Article 28.
- d. A permanent employee under assessment as set out in Article 7 who receives Notice of Layoff will retain the ability to revert to their previous position and any affected permanent employees shall be subject to the provisions of Article 28.
- e. Upon providing Notice of Layoff, the Employer will suspend any recruitment processes for positions in scope of the bargaining unit and will repost all vacant positions internally for one (1) week.
- f. The Notice of Layoff will refer to Articles 27 and 28, and will specifically include:
 - i. The length of notice to which the employee is entitled, per Article 27.2;
 - ii. Whether the employee is being provided working notice or pay in lieu of notice, per Article 28.2 b.;
 - iii. If pay in lieu of notice, then whether they will receive salary continuance or a lump sum payment, per Article 28.2 b.;

- iv. The available Layoff Options, per Article 28.4;
 - v. Direction to contact Human Resources in writing to schedule a Layoff Meeting as per Article 28.3, to discuss their Layoff Options, per Article 28.4.
- g. Where an employee has received pay in lieu of notice in a lump sum, and is subsequently selected for, or bumps into, a position during the time that would have been their notice period, an adjustment will be made so that the employee does not receive both regular wages and the lump sum.
- h. A copy of all Notices of Layoff will be sent to the Union.

28.3 Layoff Meeting with Human Resources

- a. Employees who receive Notice of Layoff shall contact Human Resources in writing within seventy-two (72) hours of receiving the Notice of Layoff to schedule a Layoff Meeting to discuss the Layoff Options set out in Article 28.4.
- b. If the employee fails without good and sufficient reason within seventy-two (72) hours following the receipt of Notice of Layoff to contact Human Resources to schedule a Layoff Meeting, the Employer reserves the right to provide the employee with pay in lieu of notice in accordance with Article 27.2, and notice that their employment and seniority rights have ceased.
- c. At the Layoff Meeting, Human Resources will inform the employee of the following:
 - i. The Layoff Options available to the employee as set out in Article 28.4;
 - ii. Any vacant positions to which the employee may apply;
 - iii. Possible positions for bumping, in the order as laid out in Article 28.5;
 - iv. Pension and benefits information;
 - v. The date and time by which the employee must contact Human Resources and the appropriate contact information.
- d. Following the Layoff Meeting, the employee shall, within seventy-two (72) hours, advise Human Resources in writing, of their choice from the list of Layoff Options available to them as set out in Article 28.4.
- e. If the employee fails without good and sufficient reason within seventy-two (72) hours following the Layoff Meeting to inform Human Resources of the

Layoff Option they have elected, the Employer reserves the right to provide the employee with pay in lieu of notice in accordance with Article 27.2, and notice that their employment and seniority rights have ceased.

28.4 Layoff Options

An employee who has been provided with Notice of Layoff shall elect one of the following:

a. Layoff and Pay in lieu of Notice

An employee who elects in writing to accept layoff and to receive pay in lieu of notice, shall sign an agreement acknowledging their election, and their employment and seniority rights will cease effective the date of their election.

OR

b. Layoff and Seniority Rights for Eighteen (18) months

Where an employee elects in writing to retain seniority rights as defined in Article 6.1, they shall be provided pay in lieu of notice, if applicable, and shall retain and accrue seniority for a maximum period of eighteen (18) months. The eighteen (18) month period begins the date the election is made.

Other than maintaining and accruing seniority as set out above, an employee who elects this option will be considered to be laid off.

During the eighteen (18) month period the individual may apply for internal vacant permanent positions and will be considered for positions according to the provisions of Article 7.

Seniority rights cease after eighteen (18) months unless the individual has been appointed to a permanent position.

OR

c) Bumping

Where an employee advises Human Resources in writing of their election to bump, Article 28.5 will apply.

28.5 Bumping

a. Bumping Principles

The following principles apply to bumping:

- i. The principle of last-on-first-off according to seniority applies within a pay band;
- ii. The bumping employee will be offered positions in the order outlined in Article 28.5 b. for which they have the qualifications;
- iii. Qualifications for a position will be as indicated in the most recent job description for that position except where the Employer can demonstrate there has been a valid change in the qualifications required for the position;
- iv. An employee who has opted to bump will be offered positions at a wage step closest to but not exceeding the employees' former salary;
- v. Assessment periods shall be waived for permanent employees who choose bumping;
- vi. Employees who have been bumped will have access to the provisions of this article in order of seniority, as soon as is reasonable;
- vii. The Employer will notify the Union on a weekly basis of the status of all employees who have chosen to bump or have been bumped.

b. Bumping Process

- i. For full-time permanent employees

If the employee is laid off from a full-time permanent position:

1. Human Resources will within forty-eight (48) hours of receiving notice of the employee's election to bump, arrange a Qualification Meeting to determine the employee's current qualifications.
2. Once qualifications have been determined, the full-time employee will choose whether they want to be offered only full-time positions or a combination of full-time and part-time positions. Human Resources will use this choice to offer positions to the laid off employee.
3. Of the position titles for which the laid-off employee is deemed to be qualified, two offers will be made.
4. Each offer will be from a distinct position title selected through the following process:

- A. First, the position title held by the least senior employee in the same pay band;
 - B. Then the position title held by the next least senior employee in a distinct position title in the same pay band until two distinct position titles can be offered;
 - C. If two distinct position titles cannot be found in the same pay band, then the process will move to the next pay band down, for one or both positions.
 - D. Then the position title held by the employee with the least seniority in the next pay band down;
 - E. Then the position title held by the next least senior person in a distinct position title in that same next pay band down until two distinct position titles can be offered;
 - F. If two distinct position titles cannot be found in this pay band, for one or both positions, then the process will repeat from C) (above) until two distinct position titles can be offered.
- 5. If the laid-off employee chooses not to take either of the offered positions, they will be subject to Article 28.4 a.
 - 6. If no position can be found for which the employee is qualified, then the employee will be given the option of either Article 28.4 a. or Article 28.4 b.
- ii. For part-time permanent employees

If the employee was laid off from a permanent part-time position:

- 1. Human Resources will within forty-eight (48) hours of receiving notice of the employee's election to bump, arrange a Qualification Meeting to determine the employee's current qualifications.
- 2. Once qualifications have been determined, the part-time employee will only be offered part-time positions provided that the number of hours is equal to or less than their former permanent position.
- 3. Of the position titles for which the laid-off employee is deemed to be qualified, two offers will be made.

4. Each offer will be from a distinct position title selected through the following process:
 - A. First, the position title held by the least senior employee in the same pay band;
 - B. Then the position title held by the next least senior person in a distinct position title in the same pay band until two distinct position titles can be offered;
 - C. If two distinct position titles cannot be found in the same pay and, then the process will move to the next pay band down, for one or both positions.
 - D. Then the position title held by the employee with the least seniority in the next pay band down;
 - E. Then the position title held by the next least senior person in a distinct position title in that same next pay band down until two distinct position titles can be offered;
 - F. If two distinct position titles cannot be found in this pay band, for one or both positions, then the process will repeat from C. (above) until two distinct position titles can be offered.
5. If the laid-off employee chooses not to take either of the offered positions, they will be subject to Article 28.4 a.
6. If no positions can be found for which the employee is qualified, then the employee will be given the option of either Article 28.4 a. or Article 28.4 b.

iii) Notice to Human Resources

Within forty-eight (48) hours of the Qualifications Meeting, the employee who is subject to layoff shall inform Human Resources in writing of the position title into which they have chosen to bump.

If the employee fails without good and sufficient reason within forty-eight (48) hours following the Qualifications Meeting to inform Human Resources of their decision that they will or will not accept the position offered, the Employer reserves the right to provide the employee with pay in lieu of notice as laid out in Article 27.2, and notice that their employment and seniority rights have ceased.

28.6 Failure to Report to Work

Except for good and sufficient reason, an employee will be deemed to have voluntarily left the service of the Employer and their employment and seniority rights shall cease where the employee has accepted an offer of a position and then fails to report to work on the date and time specified.

Article 29. Resignations and Terminations for Circulation Associates

29.1 Resignation

Where possible, a **Circulation Associate** will provide **four (4) weeks'** notice in writing to their **manager**.

29.2 Notice and Termination

Except in cases of dismissal for just cause, **where a Circulation Associate's service has been terminated, the Employer shall provide the following written notice, in accordance with *The Saskatchewan Employment Act*, or equivalent pay in lieu of notice:**

- a. **Where the Circulation Associate has been employed for greater than thirteen (13) weeks but one (1) year or less, then one (1) week of notice;**
- b. **Where the Circulation Associate has been employed for more than one (1) year but three (3) years or less, then two (2) weeks of notice;**
- c. **Where employment has been more than three (3) years but five (5) years or less, then four (4) weeks of notice;**
- d. **Where employment has been more than five (5) years but is less than ten (10) years, then six (6) weeks of notice;**
- e. **Where the employment has been ten (10) years or more and whose service, then eight (8) weeks of notice.**

Article 30. Layoffs for Circulation Associates

Layoff

Where a change in schedule or a reduction of hours for Circulation Associates is required by the Employer, the following will apply:

i. Problem-solving

The manager will inform those Circulation Associates affected by the change or reduction and will undertake a problem-solving process to determine if the changes may be implemented without having to proceed to layoff.

Affected Circulation Associates may choose to accept the new schedules, by seniority.

Those Circulation Associates affected by a schedule change who are unable to accept a new schedule will be subject to layoff with Layoff Options as outlined in Article 30 b.

The Union will be informed of the problem-solving process and its outcomes.

ii. Layoff Process

When a reduction of hours occurs at a branch or system wide and layoff is required, the least senior Circulation Associates in the branch, where the reduction occurs at a branch, or the least senior Circulation Associates in the system, where the reduction is system wide, will be provided with written Notice of Layoff, the length of which notice will be in accordance with Article 29.2.

The Notice of Layoff will include the length of notice to which the Circulation Associate is entitled, the Layoff Options available to them and direction to contact Human Resources within seventy-two (72) hours following the receipt of their Notice of Layoff to schedule a Layoff Meeting to discuss their layoff options.

If the Circulation Associate fails without good and sufficient reason within seventy-two (72) hours following the receipt of their Notice of Layoff to contact Human Resources to schedule a meeting, the Employer reserves the right to provide the Circulation Associate with pay in lieu of notice in accordance with Article 29.2 and notice that their employment and seniority rights have ceased.

a. Layoff Meeting

At the Layoff Meeting, Human Resources will inform the Circulation Associate of the following:

- 1. Their available layoff options;**

2. Any vacant Schedule Assignments to which the Circulation Associates may apply;
3. Their possible bumping options;
4. Pension and benefits information;
5. The date and time by which the Circulation Associate must contact Human Resources of their choice and the appropriate contact information.

If the Circulation Associate fails without good and sufficient reason to inform Human Resources of the layoff option the laid off Circulation Associate has chosen by the stated date, the Employer reserves the right to provide the Circulation Associate with pay in lieu of notice in accordance with Article 29.2 and notice that their employment and seniority rights have ceased.

b. Layoff Options

A Circulation Associate who has been provided with Notice of Layoff shall elect one of the following:

- i. Layoff and pay in lieu of notice as per Article 29.2

A Circulation Associate who elects in writing to accept layoff and to receive pay in lieu of notice, shall sign an agreement acknowledging their election, and their employment and seniority rights will cease effective the date of their election;

- ii. Layoff and retain seniority rights for eighteen (18) months

Where a Circulation Associate elects in writing to retain seniority rights as defined in Article 6.1, they shall be provided pay in lieu of notice, if applicable, and shall retain and accrue seniority for a maximum period of eighteen (18) months. The eighteen (18) month period begins the date the election is made.

Other than maintaining and accruing seniority as set out above, a Circulation Associate who elects this option will be considered to be laid off.

During the eighteen (18) month period the individual may apply for vacant Schedule Assignments or other positions and will be considered according to the provisions of Article 7. Seniority rights cease after eighteen (18) months unless the individual has been appointed to a vacant Schedule Assignment or other position within SPL;

Or

iii. Bumping according to subsection c. below.

c. Bumping

Where a Circulation Associate has elected in writing to bump, the laid off Circulation Associate will be provided with two positions from which to choose. The Circulation Associate will be offered Schedule Assignments of equal or fewer hours than the Schedule Assignment the laid off Circulation Associate held before layoff, starting with the Schedule Assignments with the closest as possible number of hours to the Schedule Assignment they held before layoff. The laid off Circulation Associate will only be offered Schedule Assignments held by less senior Circulation Associates.

Should the Circulation Associate choose not to bump into either Schedule Assignment the laid off Circulation Associate is offered or fails to advise Human Resources in writing of which Schedule Assignment they wish to bump within forty-eight (48) hours of offer, the laid off Circulation Associate will be provided with pay in lieu of notice as per Article 29.2 and notice that their employment and seniority rights have ceased.

d. Miscellaneous

- i. **Assessment periods shall be waived for Circulation Associates who have chosen to bump or who are placed in a vacant Schedule Assignment.**
- ii. **Circulation Associates who have been bumped will have access to their options under Article 29.2, in order of seniority, as soon as is reasonable.**
- iii. **The Employer will notify the Union on a weekly basis of the status of those Circulation Associates who have chosen to bump, who have been bumped or who have been placed in a vacant Schedule Assignment.**

Article 31. Superannuation and Retirement

Permanent employees are included in the City of Saskatoon General Superannuation Plan and contributions to the General Superannuation Plan fund are deducted from salary as per the General Superannuation Plan scheme.

Article 32. Group Life Insurance

- 32.1** Participation in the Group Life Plan, in accordance with its provisions shall be a condition of employment for all employees appointed to permanent positions in excess of eighteen (18) hours per week. Temporary and part-time employees working in excess of eighteen (18) hours per week shall have the option of joining the Group Insurance Plan.
- 32.2** The following coverage shall apply to employees enrolled in the group insurance program:
- a. Basic Coverage - Two times (2X) annual salary for all employees, the cost of such insurance shall be shared equally by the employee and Employer.
 - b. Optional Coverage - Three times (3X) annual salary, the cost of such insurance shall be shared equally by the employee and the Employer.
 - c. Optional Coverage - Four times (4X) annual salary, the cost of such insurance in excess of b. above shall be paid by the employee.
 - d. Optional Dependent Coverage - Coverage of three thousand dollars (\$3,000) for the employee's spouse, and coverage of fifteen hundred dollars (\$1,500) for each dependent shall be paid by the employee.
 - e. Optional Retirement Coverage – Effective April 28, 2005, upon early retirement, the employee has the option of a fifty thousand dollar (\$50,000) life insurance policy to age sixty-five (65) by paying both employee and Employer premiums. Application must be made at the time of retirement.

Article 33. Car Allowance

Employees authorized and required to use their vehicles for the business of the Employer shall receive the per kilometer rate set by the Canada Revenue Agency.

Article 34. Dental and Medical/Vision Care Plan

- 34.1** Dental Plan – The Employer shall provide payment capped at the amount of 1% of payroll for a dental benefit plan.
- 34.2** Medical/Vision Plan – the Employer shall provide payment capped at the amount of 1% of payroll for a medical/vision plan.

Article 35. Wages

Wages for employees covered by this Agreement shall be as per Wage Schedule. Part-time and casual employees accepting additional hours shall be paid at the rate of pay of the classification level in which they are working.

The rates of pay in the Wage Schedules shall be adjusted as follows:

January 01, 2021 **1.6%**
January 01, 2022 **1.95%**

Wage Steps for Casuals

0 to 1885 hours	Step 1
1886 to 3770 hours	Step 2
3771 to 5655 hours	Step 3
Maximum (5656 plus) hours	Step 4

Wage Tables

CUPE 2669

Effective: January 01, 2021 to December 31, 2021

Pay band 1

	Step	Hourly	Pay Period	Monthly	Annual
1st 1,885 hours	1	\$14.2124	\$1,116.24	\$2,232.48	\$26,789.76
2nd 1,885 hours	2	\$14.5087	\$1,139.51	\$2,279.02	\$27,348.24
3rd 1,885 hours	3	\$14.8047	\$1,162.76	\$2,325.52	\$27,906.24
	maximum	\$15.1007	\$1,186.01	\$2,372.02	\$28,464.24

Circulation Associate

Pay band 2

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$18.9567	\$1,488.86	\$2,977.72	\$35,732.64
2nd 12 months	2	\$19.8341	\$1,557.77	\$3,115.54	\$37,386.48
3rd 12 months	3	\$20.7831	\$1,632.30	\$3,264.60	\$39,175.20
4th 12 months	4	\$21.7499	\$1,708.24	\$3,416.48	\$40,997.76
	maximum	\$22.5903	\$1,774.24	\$3,548.48	\$42,581.76

No Current Positions

Pay band 3

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$19.8341	\$1,557.77	\$3,115.54	\$37,386.48
2nd 12 months	2	\$20.7831	\$1,632.30	\$3,264.60	\$39,175.20
3rd 12 months	3	\$21.7499	\$1,708.24	\$3,416.48	\$40,997.76
4th 12 months	4	\$22.5903	\$1,774.24	\$3,548.48	\$42,581.76
	maximum	\$23.8265	\$1,871.33	\$3,742.66	\$44,911.92

No Current Positions

Pay band 4

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$20.7830	\$1,632.30	\$3,264.60	\$39,175.20
2nd 12 months	2	\$21.7498	\$1,708.23	\$3,416.46	\$40,997.52
3rd 12 months	3	\$22.7700	\$1,788.36	\$3,576.72	\$42,920.64
4th 12 months	4	\$23.8264	\$1,871.33	\$3,742.66	\$44,911.92
	maximum	\$24.7507	\$1,943.92	\$3,887.84	\$46,654.08

Acquisitions/Cataloguer

CUPE 2669

Effective: January 01, 2021 to December 31, 2021

Pay band 5

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$21.7499	\$1,708.24	\$3,416.48	\$40,997.76
2nd 12 months	2	\$22.7701	\$1,788.36	\$3,576.72	\$42,920.64
3rd 12 months	3	\$23.8265	\$1,871.33	\$3,742.66	\$44,911.92
4th 12 months	4	\$24.7508	\$1,943.93	\$3,887.86	\$46,654.32
	maximum	\$26.1357	\$2,052.70	\$4,105.40	\$49,264.80

Collections Service Assistant

Pay band 6

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$22.7700	\$1,788.36	\$3,576.72	\$42,920.64
2nd 12 months	2	\$23.8264	\$1,871.33	\$3,742.66	\$44,911.92
3rd 12 months	3	\$24.9541	\$1,959.90	\$3,919.80	\$47,037.60
4th 12 months	4	\$26.1356	\$2,052.69	\$4,105.38	\$49,264.56
	maximum	\$27.1520	\$2,132.52	\$4,265.04	\$51,180.48

Library Service Associate

Pay band 7

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$23.8263	\$1,871.32	\$3,742.64	\$44,911.68
2nd 12 months	2	\$24.9540	\$1,959.89	\$3,919.78	\$47,037.36
3rd 12 months	3	\$26.1355	\$2,052.68	\$4,105.36	\$49,264.32
4th 12 months	4	\$27.1519	\$2,132.51	\$4,265.02	\$51,180.24
	maximum	\$28.6780	\$2,252.37	\$4,504.74	\$54,056.88

Programming Associate

Central Service Associate

Pay band 8

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$24.9540	\$1,959.89	\$3,919.78	\$47,037.36
2nd 12 months	2	\$26.1355	\$2,052.68	\$4,105.36	\$49,264.32
3rd 12 months	3	\$27.3710	\$2,149.72	\$4,299.44	\$51,593.28
4th 12 months	4	\$28.6780	\$2,252.37	\$4,504.74	\$54,056.88
	maximum	\$29.7958	\$2,340.16	\$4,680.32	\$56,163.84

Special Collections Assistant

No Current Positions

CUPE 2669

Effective: January 01, 2021 to December 31, 2021

Pay band 9

Step		Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$26.1355	\$2,052.68	\$4,105.36	\$49,264.32
2nd 12 months	2	\$27.3710	\$2,149.72	\$4,299.44	\$51,593.28
3rd 12 months	3	\$28.6780	\$2,252.37	\$4,504.74	\$54,056.88
4th 12 months	4	\$29.7958	\$2,340.16	\$4,680.32	\$56,163.84
	maximum	\$31.4531	\$2,470.33	\$4,940.66	\$59,287.92

No Current Positions

Pay band 10

Step		Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$27.3710	\$2,149.72	\$4,299.44	\$51,593.28
2nd 12 months	2	\$28.6780	\$2,252.37	\$4,504.74	\$54,056.88
3rd 12 months	3	\$30.0388	\$2,359.25	\$4,718.50	\$56,622.00
4th 12 months	4	\$31.4532	\$2,470.33	\$4,940.66	\$59,287.92
	maximum	\$32.9748	\$2,589.84	\$5,179.68	\$62,156.16

Information Technology Support Technician

Pay band 11

Step		Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$30.0389	\$2,359.26	\$4,718.52	\$56,622.24
2nd 12 months	2	\$31.4533	\$2,470.34	\$4,940.68	\$59,288.16
3rd 12 months	3	\$32.9749	\$2,589.85	\$5,179.70	\$62,156.40
4th 12 months	4	\$34.5684	\$2,715.00	\$5,430.00	\$65,160.00
	maximum	\$35.9218	\$2,821.30	\$5,642.60	\$67,711.20

Collections Supervisor
Facility Support Assistant
Neighbourhood Librarian

Reference Librarian
Senior Library Service Associate

CUPE 2669

Effective: January 01, 2021 to December 31, 2021

Pay band 12

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$31.4532	\$2,470.33	\$4,940.66	\$59,287.92
2nd 12 months	2	\$32.9748	\$2,589.84	\$5,179.68	\$62,156.16
3rd 12 months	3	\$34.5683	\$2,714.99	\$5,429.98	\$65,159.76
4th 12 months	4	\$35.9217	\$2,821.29	\$5,642.58	\$67,710.96
	maximum	\$37.9692	\$2,982.10	\$5,964.20	\$71,570.40

Graphic Designer

Marketing and Communications Assistant

Marketing and Communications Coordinator

Senior Library Service Associate (DFA/MF ONLY)

Programming Librarian

Selection Librarian

Outreach Worker

Pay band 13

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$32.9749	\$2,589.85	\$5,179.70	\$62,156.40
2nd 12 months	2	\$34.5684	\$2,715.00	\$5,430.00	\$65,160.00
3rd 12 months	3	\$36.2149	\$2,844.32	\$5,688.64	\$68,263.68
4th 12 months	4	\$37.9692	\$2,982.10	\$5,964.20	\$71,570.40
	maximum	\$39.4594	\$3,099.14	\$6,198.28	\$74,379.36

Community Librarian

Information Technology Systems Administrator

Special Collections Librarian

Welcoming Initiatives Librarian

Pay band 14

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$34.5684	\$2,715.00	\$5,430.00	\$65,160.00
2nd 12 months	2	\$36.2149	\$2,844.32	\$5,688.64	\$68,263.68
3rd 12 months	3	\$37.9692	\$2,982.10	\$5,964.20	\$71,570.40
4th 12 months	4	\$39.4594	\$3,099.14	\$6,198.28	\$74,379.36
	maximum	\$41.7115	\$3,276.02	\$6,552.04	\$78,624.48

Online Brand Coordinator

Pay band 15

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$36.2149	\$2,844.32	\$5,688.64	\$68,263.68
2nd 12 months	2	\$37.9692	\$2,982.10	\$5,964.20	\$71,570.40
3rd 12 months	3	\$39.7959	\$3,125.57	\$6,251.14	\$75,013.68
4th 12 months	4	\$41.7115	\$3,276.02	\$6,552.04	\$78,624.48
	maximum	\$43.3505	\$3,404.75	\$6,809.50	\$81,714.00

CUPE 2669

Effective: January 01, 2022 to June 30, 2023

Pay band 1

	Step	Hourly	Pay Period	Monthly	Annual
1st 1,885 hours	1	\$14.4895	\$1,138.01	\$2,276.02	\$27,312.24
2nd 1,885 hours	2	\$14.7915	\$1,161.72	\$2,323.44	\$27,881.28
3rd 1,885 hours	3	\$15.0933	\$1,185.43	\$2,370.86	\$28,450.32
	maximum	\$15.3951	\$1,209.13	\$2,418.26	\$29,019.12

Circulation Associate

Pay band 2

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$19.3264	\$1,517.90	\$3,035.80	\$36,429.60
2nd 12 months	2	\$20.2209	\$1,588.15	\$3,176.30	\$38,115.60
3rd 12 months	3	\$21.1884	\$1,664.14	\$3,328.28	\$39,939.36
4th 12 months	4	\$22.1740	\$1,741.55	\$3,483.10	\$41,797.20
	maximum	\$23.0308	\$1,808.84	\$3,617.68	\$43,412.16

No Current Positions

Pay band 3

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$20.2209	\$1,588.15	\$3,176.30	\$38,115.60
2nd 12 months	2	\$21.1884	\$1,664.14	\$3,328.28	\$39,939.36
3rd 12 months	3	\$22.1740	\$1,741.55	\$3,483.10	\$41,797.20
4th 12 months	4	\$23.0308	\$1,808.84	\$3,617.68	\$43,412.16
	maximum	\$24.2911	\$1,907.82	\$3,815.64	\$45,787.68

No Current Positions

Pay band 4

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$21.1883	\$1,664.13	\$3,328.26	\$39,939.12
2nd 12 months	2	\$22.1739	\$1,741.54	\$3,483.08	\$41,796.96
3rd 12 months	3	\$23.2140	\$1,823.23	\$3,646.46	\$43,757.52
4th 12 months	4	\$24.2910	\$1,907.82	\$3,815.64	\$45,787.68
	maximum	\$25.2333	\$1,981.82	\$3,963.64	\$47,563.68

Acquisitions/Cataloguer

CUPE 2669

Effective: January 01, 2022 to June 30, 2023

Pay band 5

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$22.1740	\$1,741.55	\$3,483.10	\$41,797.20
2nd 12 months	2	\$23.2141	\$1,823.24	\$3,646.48	\$43,757.76
3rd 12 months	3	\$24.2911	\$1,907.82	\$3,815.64	\$45,787.68
4th 12 months	4	\$25.2334	\$1,981.83	\$3,963.66	\$47,563.92
	maximum	\$26.6453	\$2,092.72	\$4,185.44	\$50,225.28

Collections Service Assistant

Pay band 6

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$23.2140	\$1,823.23	\$3,646.46	\$43,757.52
2nd 12 months	2	\$24.2910	\$1,907.82	\$3,815.64	\$45,787.68
3rd 12 months	3	\$25.4407	\$1,998.11	\$3,996.22	\$47,954.64
4th 12 months	4	\$26.6452	\$2,092.71	\$4,185.42	\$50,225.04
	maximum	\$27.6815	\$2,174.11	\$4,348.22	\$52,178.64

Library Service Associate

Programming Associate

Pay band 7

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$24.2909	\$1,907.81	\$3,815.62	\$45,787.44
2nd 12 months	2	\$25.4406	\$1,998.10	\$3,996.20	\$47,954.40
3rd 12 months	3	\$26.6451	\$2,092.71	\$4,185.42	\$50,225.04
4th 12 months	4	\$27.6814	\$2,174.10	\$4,348.20	\$52,178.40
	maximum	\$29.2373	\$2,296.30	\$4,592.60	\$55,111.20

Central Service Associate

Special Collections Assistant

Pay band 8

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$25.4406	\$1,998.10	\$3,996.20	\$47,954.40
2nd 12 months	2	\$26.6451	\$2,092.71	\$4,185.42	\$50,225.04
3rd 12 months	3	\$27.9047	\$2,191.64	\$4,383.28	\$52,599.36
4th 12 months	4	\$29.2372	\$2,296.29	\$4,592.58	\$55,110.96
	maximum	\$30.3768	\$2,385.79	\$4,771.58	\$57,258.96

No Current Positions

CUPE 2669

Effective: January 01, 2022 to June 30, 2023

Pay band 9

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$26.6451	\$2,092.71	\$4,185.42	\$50,225.04
2nd 12 months	2	\$27.9047	\$2,191.64	\$4,383.28	\$52,599.36
3rd 12 months	3	\$29.2372	\$2,296.29	\$4,592.58	\$55,110.96
4th 12 months	4	\$30.3768	\$2,385.79	\$4,771.58	\$57,258.96
	maximum	\$32.0664	\$2,518.50	\$5,037.00	\$60,444.00

No Current Positions

Pay band 10

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$27.9047	\$2,191.64	\$4,383.28	\$52,599.36
2nd 12 months	2	\$29.2372	\$2,296.29	\$4,592.58	\$55,110.96
3rd 12 months	3	\$30.6245	\$2,405.25	\$4,810.50	\$57,726.00
4th 12 months	4	\$32.0665	\$2,518.50	\$5,037.00	\$60,444.00
	maximum	\$33.6178	\$2,640.34	\$5,280.68	\$63,368.16

Information Technology Support Technician

Pay band 11

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$30.6247	\$2,405.26	\$4,810.52	\$57,726.24
2nd 12 months	2	\$32.0667	\$2,518.52	\$5,037.04	\$60,444.48
3rd 12 months	3	\$33.6180	\$2,640.36	\$5,280.72	\$63,368.64
4th 12 months	4	\$35.2426	\$2,767.95	\$5,535.90	\$66,430.80
	maximum	\$36.6224	\$2,876.32	\$5,752.64	\$69,031.68

Collections Supervisor

Facility Support Assistant

Neighbourhood Librarian

Reference Librarian

Senior Library Service Associate

CUPE 2669

Effective: January 01, 2022 to June 30, 2023

Pay band 12

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$32.0665	\$2,518.50	\$5,037.00	\$60,444.00
2nd 12 months	2	\$33.6178	\$2,640.34	\$5,280.68	\$63,368.16
3rd 12 months	3	\$35.2424	\$2,767.94	\$5,535.88	\$66,430.56
4th 12 months	4	\$36.6221	\$2,876.30	\$5,752.60	\$69,031.20
	maximum	\$38.7095	\$3,040.24	\$6,080.48	\$72,965.76

Graphic Designer
 Marketing and Communications Assistant
Marketing and Communications Coordinator
Senior Library Service Associate (DFA/MF ONLY)

Programming Librarian
 Selection Librarian
 Outreach Worker

Pay band 13

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$33.6179	\$2,640.35	\$5,280.70	\$63,368.40
2nd 12 months	2	\$35.2425	\$2,767.95	\$5,535.90	\$66,430.80
3rd 12 months	3	\$36.9211	\$2,899.78	\$5,799.56	\$69,594.72
4th 12 months	4	\$38.7096	\$3,040.25	\$6,080.50	\$72,966.00
	maximum	\$40.2288	\$3,159.57	\$6,319.14	\$75,829.68

Community Librarian
 Information Technology Systems Administrator

Special Collections Librarian
Welcoming Initiatives Librarian

Pay band 14

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$35.2425	\$2,767.95	\$5,535.90	\$66,430.80
2nd 12 months	2	\$36.9211	\$2,899.78	\$5,799.56	\$69,594.72
3rd 12 months	3	\$38.7096	\$3,040.25	\$6,080.50	\$72,966.00
4th 12 months	4	\$40.2288	\$3,159.57	\$6,319.14	\$75,829.68
	maximum	\$42.5248	\$3,339.90	\$6,679.80	\$80,157.60

Online Brand Coordinator

Pay band 15

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$36.9211	\$2,899.78	\$5,799.56	\$69,594.72
2nd 12 months	2	\$38.7096	\$3,040.25	\$6,080.50	\$72,966.00
3rd 12 months	3	\$40.5719	\$3,186.52	\$6,373.04	\$76,476.48
4th 12 months	4	\$42.5249	\$3,339.91	\$6,679.82	\$80,157.84
	maximum	\$44.1959	\$3,471.15	\$6,942.30	\$83,307.60

CUPE 2669

Effective: TBD to June 30, 2023

Pay band 1

	Step	Hourly	Pay Period	Monthly	Annual
1st 1,885 hours	1	\$14.4895	\$1,138.01	\$2,276.02	\$27,312.24
2nd 1,885 hours	2	\$14.7915	\$1,161.72	\$2,323.44	\$27,881.28
3rd 1,885 hours	3	\$15.0933	\$1,185.43	\$2,370.86	\$28,450.32
	maximum	\$15.3951	\$1,209.13	\$2,418.26	\$29,019.12

Circulation Associate

Pay band 2

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months					
2nd 12 months	1	\$19.8064	\$1,555.59	\$3,111.18	\$37,334.16
3rd 12 months	2	\$20.7009	\$1,625.85	\$3,251.70	\$39,020.40
4th 12 months	3	\$21.6684	\$1,701.84	\$3,403.68	\$40,844.16
	4	\$22.6540	\$1,779.25	\$3,558.50	\$42,702.00
	maximum	\$23.5108	\$1,846.54	\$3,693.08	\$44,316.96

No Current Positions

Pay band 3

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months					
2nd 12 months	1	\$20.7009	\$1,625.85	\$3,251.70	\$39,020.40
3rd 12 months	2	\$21.6684	\$1,701.84	\$3,403.68	\$40,844.16
4th 12 months	3	\$22.6540	\$1,779.25	\$3,558.50	\$42,702.00
	4	\$23.5108	\$1,846.54	\$3,693.08	\$44,316.96
	maximum	\$24.7711	\$1,945.52	\$3,891.04	\$46,692.48

No Current Positions

Pay band 4

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$21.6683	\$1,701.83	\$3,403.66	\$40,843.92
2nd 12 months	2	\$22.6539	\$1,779.24	\$3,558.48	\$42,701.76
3rd 12 months	3	\$23.6940	\$1,860.93	\$3,721.86	\$44,662.32
4th 12 months	4	\$24.7710	\$1,945.51	\$3,891.02	\$46,692.24
	maximum	\$25.7133	\$2,019.52	\$4,039.04	\$48,468.48

Acquisitions/Cataloguer

CUPE 2669

Effective: TBD to June 30, 2023

Pay band 5

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$22.6540	\$1,779.25	\$3,558.50	\$42,702.00
2nd 12 months	2	\$23.6941	\$1,860.93	\$3,721.86	\$44,662.32
3rd 12 months	3	\$24.7711	\$1,945.52	\$3,891.04	\$46,692.48
4th 12 months	4	\$25.7134	\$2,019.53	\$4,039.06	\$48,468.72
	maximum	\$27.1253	\$2,130.42	\$4,260.84	\$51,130.08

Collections Service Assistant

Pay band 6

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$23.6940	\$1,860.93	\$3,721.86	\$44,662.32
2nd 12 months	2	\$24.7710	\$1,945.51	\$3,891.02	\$46,692.24
3rd 12 months	3	\$25.9207	\$2,035.81	\$4,071.62	\$48,859.44
4th 12 months	4	\$27.1252	\$2,130.41	\$4,260.82	\$51,129.84
	maximum	\$28.1615	\$2,211.80	\$4,423.60	\$53,083.20

Library Service Associate

Programming Associate

Pay band 7

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$24.7709	\$1,945.51	\$3,891.02	\$46,692.24
2nd 12 months	2	\$25.9206	\$2,035.80	\$4,071.60	\$48,859.20
3rd 12 months	3	\$27.1251	\$2,130.41	\$4,260.82	\$51,129.84
4th 12 months	4	\$28.1614	\$2,211.80	\$4,423.60	\$53,083.20
	maximum	\$29.7173	\$2,334.00	\$4,668.00	\$56,016.00

Central Service Associate

Special Collections Assistant

Pay band 8

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$25.9206	\$2,035.80	\$4,071.60	\$48,859.20
2nd 12 months	2	\$27.1251	\$2,130.41	\$4,260.82	\$51,129.84
3rd 12 months	3	\$28.3847	\$2,229.33	\$4,458.66	\$53,503.92
4th 12 months	4	\$29.7172	\$2,333.99	\$4,667.98	\$56,015.76
	maximum	\$30.8568	\$2,423.49	\$4,846.98	\$58,163.76

No Current Positions

CUPE 2669

Effective: TBD to June 30, 2023

Pay band 9

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$27.1251	\$2,130.41	\$4,260.82	\$51,129.84
2nd 12 months	2	\$28.3847	\$2,229.33	\$4,458.66	\$53,503.92
3rd 12 months	3	\$29.7172	\$2,333.99	\$4,667.98	\$56,015.76
4th 12 months	4	\$30.8568	\$2,423.49	\$4,846.98	\$58,163.76
	maximum	\$32.5464	\$2,556.19	\$5,112.38	\$61,348.56

No Current Positions

Pay band 10

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$28.3847	\$2,229.33	\$4,458.66	\$53,503.92
2nd 12 months	2	\$29.7172	\$2,333.99	\$4,667.98	\$56,015.76
3rd 12 months	3	\$31.1045	\$2,442.95	\$4,885.90	\$58,630.80
4th 12 months	4	\$32.5465	\$2,556.20	\$5,112.40	\$61,348.80
	maximum	\$34.0978	\$2,678.04	\$5,356.08	\$64,272.96

Information Technology Support Technician

Pay band 11

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$31.1047	\$2,442.96	\$4,885.92	\$58,631.04
2nd 12 months	2	\$32.5467	\$2,556.22	\$5,112.44	\$61,349.28
3rd 12 months	3	\$34.0980	\$2,678.06	\$5,356.12	\$64,273.44
4th 12 months	4	\$35.7226	\$2,805.65	\$5,611.30	\$67,335.60
	maximum	\$37.1024	\$2,914.02	\$5,828.04	\$69,936.48

Collections Supervisor
Facility Support Assistant
Neighbourhood Librarian

Reference Librarian
Senior Library Service Associate

CUPE 2669

Effective: TBD to June 30, 2023

Pay band 12

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$32.5465	\$2,556.20	\$5,112.40	\$61,348.80
2nd 12 months	2	\$34.0978	\$2,678.04	\$5,356.08	\$64,272.96
3rd 12 months	3	\$35.7224	\$2,805.64	\$5,611.28	\$67,335.36
4th 12 months	4	\$37.1021	\$2,914.00	\$5,828.00	\$69,936.00
	maximum	\$39.1895	\$3,077.94	\$6,155.88	\$73,870.56

Graphic Designer
Marketing and Communications Assistant
Marketing and Communications Coordinator
Senior Library Service Associate (DFA/MF ONLY)

Programming Librarian
Selection Librarian
Outreach Worker

Pay band 13

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$34.0979	\$2,678.05	\$5,356.10	\$64,273.20
2nd 12 months	2	\$35.7225	\$2,805.65	\$5,611.30	\$67,335.60
3rd 12 months	3	\$37.4011	\$2,937.48	\$5,874.96	\$70,499.52
4th 12 months	4	\$39.1896	\$3,077.95	\$6,155.90	\$73,870.80
	maximum	\$40.7088	\$3,197.27	\$6,394.54	\$76,734.48

Community Librarian
Information Technology Systems Administrator

Special Collections Librarian
Welcoming Initiatives

Pay band 14

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$35.7225	\$2,805.65	\$5,611.30	\$67,335.60
2nd 12 months	2	\$37.4011	\$2,937.48	\$5,874.96	\$70,499.52
3rd 12 months	3	\$39.1896	\$3,077.95	\$6,155.90	\$73,870.80
4th 12 months	4	\$40.7088	\$3,197.27	\$6,394.54	\$76,734.48
	maximum	\$43.0048	\$3,377.60	\$6,755.20	\$81,062.40

Online Brand Coordinator

Pay band 15

	Step	Hourly	Pay Period	Monthly	Annual
1st 12 months	1	\$37.4011	\$2,937.48	\$5,874.96	\$70,499.52
2nd 12 months	2	\$39.1896	\$3,077.95	\$6,155.90	\$73,870.80
3rd 12 months	3	\$41.0519	\$3,224.22	\$6,448.44	\$77,381.28
4th 12 months	4	\$43.0049	\$3,377.60	\$6,755.20	\$81,062.40
	maximum	\$44.6759	\$3,508.85	\$7,017.70	\$84,212.40

Appendix A

Casual and Circulation Associate Table of Application

Article or Section	Circulation Associates	Casuals
Preamble	Applies	Applies
Definitions	Applies	Applies
Article 1: Term of Agreement	Applies	Applies
Article 2: Scope	Applies	Applies
Article 3: Recognition	Applies	Applies
Article 4: Resolutions	Applies	Applies
Article 5: Fair Employment Practices	Applies	Applies
Article 6: Seniority	Applies	Does not apply except for 6.1; 6.2 a.; 6.2 b.; 6.2 c.; 6.2 e. only applies with respect to an approved leave of absence; 6.2 f.; 6.2 g.; 6.3; 6.4
Article 7: Appointments	Applies except for 7.4	Does not apply except for 7.2; 7.4
Article 8: Superior Duty	Applies	Does not apply
Article 9: Hours of Work	Does not apply	Does not apply except for 9.2; 9.6; 9.8; see Appendix B – MOA: Casual Employee Hired Prior to December 5, 1990
Article 10: Hours of Work for Circulation Associates	Applies	Does not apply
Article 11: Vacations	Does not apply except for 11.6	Does not apply except for 11.6
Article 12: Public Holidays	Does not apply except for 12.6	Does not apply
Article 13: Sick Leave	Does not apply; see MOA: Sick Leave for circulation associates	Does not apply except for 13.6
Article 14: Maternity, Adoption, and Parental Leave	Does not apply; Circulation Associates receive Maternity, Adoption, and Parental Leave according to the <i>Saskatchewan Employment Act</i>	Does not apply; Casuals receive Maternity, Adoption, and Parental Leave according to the <i>Saskatchewan Employment Act</i>
Article 15: Compassionate Leave and Bereavement Leave	Applies	Does not apply
Article 16: Victims of Interpersonal Violence Leave	Applies	Applies

Article 17: Jury and Witness Duty	Applies	Applies
Article 18: Employee Development	Applies except for 18.3 for which service shall accumulate from March 25, 2020.	Does not apply
Article 19: Leave Without Pay	Applies	Applies
Article 20: Union Leave – Employer Paid	Applies	Does not apply
Article 21: Union Leave – Unpaid	Applies	Does not apply
Article 22: Self-funded Leave	Does not apply	Does not apply
Article 23: Technological Change	Does not apply	Does not apply
Article 24: Occupational Health and Safety	Applies	Applies
Article 25: Grievance Procedure	Applies	Applies
Article 26: Discipline	Applies	Applies
Article 27: Resignations and Terminations for Permanent and Temporary Employees	Does not apply	Does not apply
Article 28: Layoff for Permanent and Temporary Employees	Does not apply	Does not apply
Article 29: Resignations and Terminations for Circulation Associates	Applies	Does not apply
Article 30: Layoff for Circulation Associates	Applies	Does not apply
Article 31: Superannuation and Retirement	Does not apply	Does not apply
Article 32: Group Life Insurance	Does not apply	Does not apply
Article 33: Car Allowance	Applies	Applies
Article 34: Dental and Medical/Vision Care Plan	Does not apply	Does not apply
Article 35: Wages	Applies	Applies
Wage Tables	Applies	Applies

Appendix B

MEMORANDUM OF AGREEMENT

between

The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669

Re: Circulation Associate Sick Leave (2019)

The parties have agreed to discuss sick leave for Circulation Associates (formerly referred to as pages) in the round of bargaining for the collective agreement for the period January 01, 2017 to December 31, 2020.

The parties also acknowledge they have agreed to discuss Article 13 (Sick Leave) of the collective agreement as part of the negotiations for the collective agreement beginning January 01, 2021.

The parties desire to ensure equity between Circulation Associates and those employees covered by Article 13 (Sick Leave), and therefore wish to address sick leave for Circulation Associates by this Memorandum of Agreement (MOA), pending negotiations for the agreement effective January 1, 2021.

The parties acknowledge that in the round of bargaining for the Collective Agreement beginning January 1, 2021, no changes were made to Article 13 (Sick Leave). Therefore, the parties agree this MCA will remain in effect until such time as agreement has been reached on revisions to Article 13 (Sick Leave).

The parties therefore agree to the following:

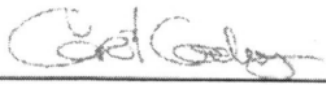
1. For the purpose of this MOA, the definition of a shift shall be the regularly scheduled hours of the Circulation Associate in a calendar day.
2. Circulation Associates who work an average of the following hours per week, over the course of the previous twelve (12) month period, and who have completed at least three months' employment, will acquire sick leave credits at the following rates of paid sick leave in a calendar year:


Average of less than ten (10) hours	2 shifts
Average of ten (10) and less than twenty (20) hours	5 shifts
Average of twenty (20) or more hours	8 shifts

3. Credits for new Circulation Associates or Circulation Associates who qualify during the year as per 2 above, will be pro-rated in the initial calendar year, following the completion of three (3) months employment at SPL.
4. Credits will be applied on January 1 of each year.
5. A Circulation Associate's total unused sick credits shall not exceed thirty (30) shifts.
6. Circulation Associate sick leave credits are only available for use during the Circulation Associate's regularly scheduled shifts.
7. Circulation Associates appointed to term salaried positions shall retain their Circulation Associate sick leave credits, for the duration of the temporary appointment, but shall not continue to acquire or use these credits until they return to their Circulation Associate status. For the duration of the appointment to a term salaried position, Article 13.5 shall apply and the credits acquired under Article 13.5 shall not be carried over for Circulation Associate use. Effective November 27, 2020, these acquired credits under Article 13.5 shall be retained for use in another term salaried position, if the Circulation Associate is appointed to such a position within twelve (12 months).
8. Average scheduled hours are calculated depending on the rotation of schedules in the branch which are in effect on January 1 of the calendar year. For new Circulation Associates or Circulation Associates changing permanent regular scheduled hours during the calendar year, an average of the rotation schedule will be determined at the time of appointment and sick leave credits will be pro-rated accordingly in that calendar year.

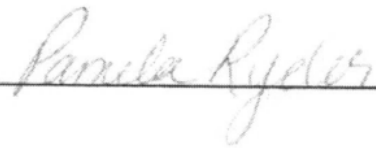
Signed this 15th day of April, 2021


SASKATOON PUBLIC LIBRARY BOARD





CUPE LOCAL NO. 2669





MEMORANDUM OF AGREEMENT

between

The Saskatoon Public Library Board
and

The Canadian Union of Public Employees Local No. 2669

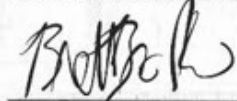
Re: Casual Employee Hired Prior to December 5, 1990 (2019)

CUPE 2669 and SPL agree to the following:


1. That Clause 1 under the title "Miscellaneous" in the collective agreement for the period April 1, 2013 to December 31, 2016 will be deleted from the collective agreement and will be the subject of this Memorandum of Agreement; and
2. That where a casual employee hired prior to December 5, 1990 has an established schedule with respect to hours of work, that schedule may remain in effect until **they** leave or move to a different position.

Signed this 25 day of MARCH, 2020.

SASKATOON PUBLIC LIBRARY BOARD

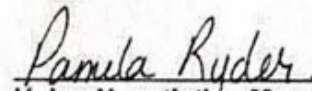


Chairperson

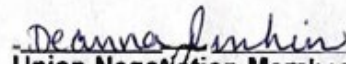


Director of Libraries and CEO

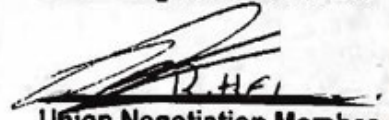
CUPE LOCAL NO. 2669



Union Negotiation Member



Union Negotiation Member



Union Negotiation Member
CUPE REPRESENTATIVE

MEMORANDUM OF AGREEMENT

Between

CUPE LOCAL 2669

(hereinafter referred to as the "Union")

And

SASKATOON PUBLIC LIBRARY

(hereinafter referred to as the "Employer")

Re: Indigenous Hiring

The Union and the Employer recognize the importance of a representative workforce which includes First Nation, Métis, and/or Inuit people; and

In recognition of the importance of a representative workforce, the Union and the Employer have agreed to changes to Article 7.2 b. of the Collective Agreement to provide applicants with First Nations, Métis, and/or Inuit heritage with opportunity for appointment to certain designated positions.

The Union and the Employer therefore agree to the following:

1. The following designated positions will be distributed as evenly as possible across SPL locations.
 - a. Reference Librarian (1 position)
 - b. Neighbourhood Librarian (2 positions)
 - c. Senior Library Service Associate (2 positions)
 - d. Library Service Associate (12 part-time positions)
 - e. Central Service Associate (4 part-time positions and 1 full-time position)
 - f. Programming Associate (2 part-time positions)
2. The order in which an applicant to a designated position shall be considered shall be the following:
 - a. First, qualified internal self-declared First Nation, Métis, and/or Inuit employees,

- b. Next, internal self-declared First Nation, Métis, and/or Inuit employees who qualify for the position as an underfill; and
 - c. Next, qualified external applicants who self-declare First Nation, Metis, and/or Inuit heritage.
3. Where the process in Point 2 has not resulted in the appointment of a qualified external applicant, the designated position will be reposted according to the terms of Article 7.2 b. of the collective agreement.
 4. The parties agree that the Union will be provided with an annual report indicating the location of each of the designated positions and whether the position is encumbered or vacant.
 5. The parties agree that this Memorandum of Agreement shall apply for a minimum of one year. After one year, either party may provide sixty (60) days' notice of their desire to revisit its terms. This MOA expires upon the signing of the new Collective Agreement for the period beginning July 1, 2023.

Signed this 22nd day of March, 2021

SASKATOON PUBLIC LIBRARY BOARD

Cord Cooley

SPL

[Signature]

SPL

CUPE LOCAL NO. 2669

Meredith Mills

CUPE

Steve Pomroy

CUPE

Memorandum of Agreement

Between

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2669
(hereinafter referred to as the "Union")

And

SASKATOON PUBLIC LIBRARY BOARD

(hereinafter referred to as "SPL")

Re: Job Sharing Agreement

The Union and SPL agree there may be instances where employees may wish to job-share a position; and

The Union and SPL also agree that arrangements for job-sharing may be unique in each instance;

The Union and SPL agree as follows:

1. Where a full-time employee would like to consider a job sharing arrangement the employee shall notify the applicable Manager(s) and the Union.
2. The proposed job-sharing arrangement shall be provided to the Director of Libraries and CEO for approval.
3. If approved, one-half of the job to be shared will be posted pursuant to Article 7.1.
4. The Union and SPL shall meet with the successful job-share applicant and the incumbent to ensure they are fully informed of the consequences of a job-sharing arrangement.

5. The Union and SPL will negotiate the terms of the job-sharing arrangement including, but not limited to, the division of duties, the application of the relevant terms of the collective agreement, and the terms of the dissolution of the arrangement.
6. Should the two employees agree to proceed with a job-sharing arrangement, the successful job-share applicant will be offered the shared half of the position.
7. Should the job-sharing arrangement be approved by the Director of Libraries and CEO, the arrangement may be terminated by the Director of Libraries and CEO upon ninety (90) days' notice.

Signed this 22nd day of March, 2021

SASKATOON PUBLIC LIBRARY BOARD

CUPE LOCAL NO. 2669

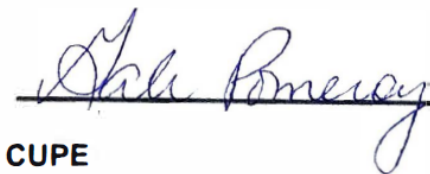




SPL

CUPE





SPL

CUPE

MEMORANDUM OF AGREEMENT

Between

CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 2669
(hereinafter referred to as the "Union")

And

SASKATOON PUBLIC LIBRARY
(hereinafter referred to as the "Employer")

Re: Sunday Premiums, Shift Differential and EDOs

For the purposes of this MOA, the Collective Agreement refers to the Collective Agreement beginning January 1, 2021.

And whereas the parties acknowledge that Sunday Premiums, Shift Differential and Earned Days Off (EDOs) will be eliminated from the Collective Agreement over a period of time.

And for the purposes of this MOA:

- a. Sunday Premium is paid at the rate of one and one-half times (1½X) the regular rate of pay for all hours worked on a Sunday.
- b. Shift Differential is paid at the rate of one dollar (\$1.00) per hour for all hours worked between 5:00 p.m. and 8:00 a.m.
- c. EDOs are earned as outlined in the Collective Agreement covering the period January 1, 2017 to December 31, 2020.

The parties agree the changes will be as follows:

For Circulation Associates

1. Sunday Premiums and Shift Differential will continue to apply to Circulation Associates for two years from the date of signing the Collective Agreement at which time these payments will cease.
2. Upon the cessation of Sunday Premiums and Shift Differential, Circulation Associates will receive the higher of:
 - a. An increase of \$0.48 added to the hourly rate in the wage table for pay band 1;Or
 - b. The dollar value of the Sunday Premiums and Shift Differential paid to Circulation

Associates in the final 12 months of this MOA, less payroll costs, divided by the total number of Circulation Associate hours, converted into FTEs, as of the final day of the 12 months.

3. The increase will take effect immediately upon cessation of the Sunday Premium and Differential.

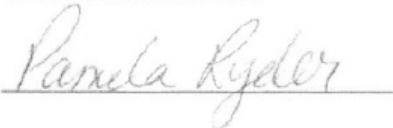
For All Other Employees

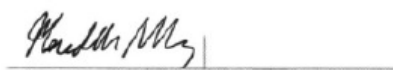
4. Sunday Premiums, Shift Differential and EDOs will continue to apply to all other employees for the duration of the transition period, as outlined in the Transition Period Letter of Understanding.
5. Upon completion of the transition period, Sunday Premiums, Shift Differential and EDOs will cease and in lieu of these premiums, \$0.48 will be added to the hourly rate in the wage table for each of pay bands 2 through 15.

This agreement is without prejudice or precedent and will not be used, produced or referred to by either party on behalf of any other employee in any future grievance, arbitration or any other matters undertaken by the parties subsequent to this date, except for the purposes of enforcing this agreement.

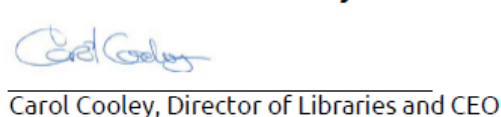
Dated this 30th day of April, 2021.

CUPE LOCAL NO. 2668

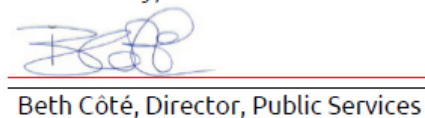




For Saskatoon Public Library



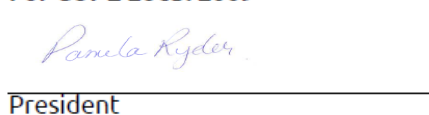
Carol Cooley, Director of Libraries and CEO



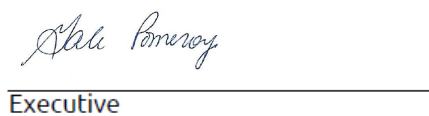
Beth Côté, Director, Public Services

The Collective Agreement was signed on the 20th of Sept., 2021.
Therefore, this Memorandum of Agreement expires two years after this signing, on the 19th of Sept., 2023.

For CUPE Local 2669

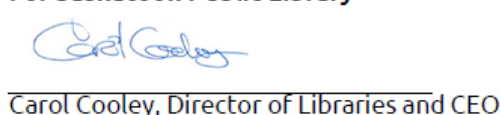


President

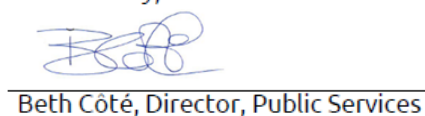


Executive

For Saskatoon Public Library



Carol Cooley, Director of Libraries and CEO



Beth Côté, Director, Public Services

**WITHOUT PREJUDICE AND
PRECEDENT**
Re: Letter of Understanding - Hours of Work Transition

A transition plan is required to allow for the change from current Hours of Work (Article 9, Collective Agreement Jan. 1 2017- Dec. 31, 2020) to new Hours of Work for Permanent and Temporary Employees (Article 9, Collective Agreement Date Jan. 1 2021 - June 30, 2023).

1. The transition plan will address the identification, selection and movement of all impacted employees to new schedule types.
2. All impacted SPL employees will be informed of the planned timeframe for moving to the new schedule types.
3. Subject to unforeseen circumstances the transition plan will be completed within one (1) year of signing of the 2021 Collective Agreement (specific dates to be added at time of signing).
4. All impacted SPL employees will move to a new schedule type and a confirmed schedule of hours for each employee ('employee schedule').
5. Managers will determine the schedule types and employee schedules required for their work unit (branch).
6. Schedule types and employee schedules will be offered concurrently. Schedule types and employee schedules will be awarded by seniority within the work unit (branch) for each permanent position.
7. Full-time permanent employees will be offered full-time schedule types and part-time permanent employees will be offered part-time schedule types.
8. Once an employee has been advised in writing of their schedule type and employee schedule options they will be given forty-eight (48) hours to inform their manager of their selection, excluding days on which the library is closed. Employees who may be unavailable during the period of schedule change are responsible for making arrangements with their manager to be contacted. Employees who do not respond within the 48 hour period without good and sufficient reason may not receive their preferred schedule type regardless of seniority.
9. Where possible, and based on operational need, Managers will consider an employee's preferred schedule of hours within their schedule type.
10. If more than one employee within a work unit (branch) and position type request the same employee schedule, and that schedule only requires one employee, the request will go to the most senior employee.
11. Employee schedules are subject to change due to operational needs with a minimum of one (1) week's written notice.
12. Employees will receive confirmation in writing of their schedule types. Employee schedules will be entered into Fusion.
13. Once all eligible employees have received written confirmation of their schedule types, a sixteen (16) week notification period begins before the date in which the employee

schedules take effect. Article 9: Hours of Work from the Collective Agreement dated Jan.1 2017- Dec. 31, 2020 will be in effect until the notification period ends.

This letter of understanding is in effect for the duration of the transition period, ending no later than one (1) year after initiation of the transition plan or at the time of completion of moving all impacted employees to new schedule types.

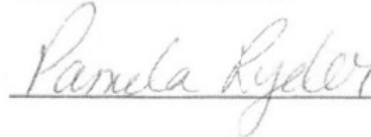
Signed this 30th day of April, 2021

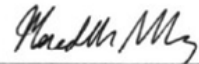
Saskatoon Public Library





CUPE LOCAL NO. 2669





LETTER OF UNDERSTANDING

between

The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669

Re: Job Evaluation (2002)

The parties hereto commit to adopting the City of Saskatoon and CUPE Local No. 59 joint Job Evaluation Plan (hereinafter referred to as the "Plan") as soon as possible following the completion of the Plan. All jobs represented by CUPE Local 2669 at the Saskatoon Public Library shall be processed through the Plan (i.e. Saskatoon Public Library and CUPE Local 2669 will use the Plan to conduct internal Job Evaluation at Saskatoon Public Library. Utilizing the Plan does not result in adoption of the CUPE Local 59 wage line). Article 16 shall be suspended effective the date of signing of this Agreement, and will be voided upon implementation of the Plan. **[This is a reference to a past article number that is no longer accurate.]** The parties are committed to gender-neutral job evaluation to achieve internal equity among Union jobs with respect to equal pay for work of equal value in the Saskatoon Public Library.

The Saskatoon Public Library Board commits to set aside funding totaling \$92,000 which is approximately 2% of the bargaining unit payroll for the year 2001. The parties agree that this will be expended to fund negotiated bargaining unit salary adjustments that result from the implementation of the Plan.

Any employees in a classification which decreases in pay grade as a result of job evaluation will continue to receive general economic increases negotiated, for as long as they continue to hold that position or for the first three years after the implementation of the job evaluation plan, whichever occurs first. After three years, no general economic increases are to be applied to downward classification decisions. No classification reviews or appeals shall be dealt with during the job evaluation plan development through to the implementation date of the new Plan for the Saskatoon Public Library and CUPE 2669. All outstanding grievances relating to job classification are considered withdrawn and the Union agrees to not file any further grievances related to classification review.

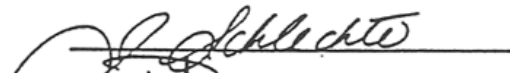
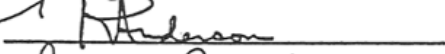
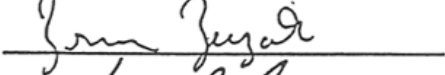
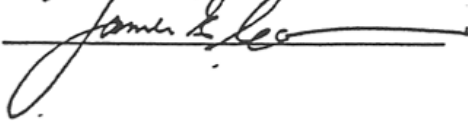
The general terms of the Job Evaluation are as follows:

- a) The parties will establish a six member Joint Job Evaluation Steering Committee (hereinafter referred to as "the Committee") made up of equal representation from the Employer and the Union. Committee members shall suffer no loss of pay, or benefits of the Collective Agreement, for attendance at meetings and work time allocated by the Committee for related work.

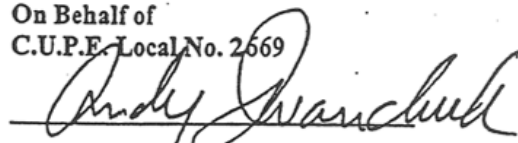

- b) The Committee will operate on the basis of consensus and refer any disagreements back to their principals.
- c) If the Committee accepts that there is a problem, it shall have the authority to modify the Plan as needed.
- d) The Committee will oversee evaluation and rating of all jobs using the Plan.
- e) Job evaluation will be completed as soon as possible following the completion of the City of Saskatoon and CUPE Local No. 59 Joint Evaluation Plan.
- f) Salary adjustments, as a result of implementing the Plan, shall be effective midnight March 31, 2004. The \$92,000 to be expended for salary adjustments will be implemented upon completion of all job evaluations and in accordance with instructions of the Union.
- g) All existing jobs within the classifications of Schedule 1, and any new positions will be processed through the Job Evaluation Plan.
- h) The Committee shall deal with appeals arising out of Job Evaluation Assessments by following the process outlined for appeals established by the City of Saskatoon and CUPE Local 59 Job Evaluation Plan.
- i) Any additional salary adjustments are subject to negotiation between the parties during the collective bargaining following March 31, 2004.

Signed this 26th day of November, 2002

On Behalf of
The Saskatoon Public Library Board

On Behalf of
C.U.P.E. Local No. 2569

LETTER OF UNDERSTANDING

between

The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669

Re: Job Evaluation (2007)

This Letter of Understanding is further to the Letter of Understanding between the parties, relating to Job Evaluation, dated November 26, 2002.

Whereas the parties have adopted a joint Job Evaluation Plan (hereinafter referred to as the "Plan"); and,

Whereas all jobs represented by CUPE Local 2669 have been processed through the Plan, and the Joint Job Evaluation Committee has established a fifteen pay band structure; and,

Whereas the **Employer** has set aside funding totalling \$92,000 in accordance with the Letter of Understanding, dated November 26, 2002, to fund retroactive salary adjustments that result from implementation of the Plan; and,

Whereas implementation of the Plan would increase the current annual cost of salaries, by up to \$112,604 (based on 2006 salary costs);

The Union and the **Employer** agree to the following:

1. The **Employer** will implement the Plan and provide funding, based on 2006 salaries, to a maximum of \$112,604, which sum will be pro-rated for a partial year (ie.2007). The Plan shall be deemed to be implemented on March 16, 2007, but resulting salary adjustments will not be paid until ratification of the 2007-2010 Collective Agreement. The salary adjustments, referred to in this paragraph, will only apply and be paid to staff actually employed by the **Employer** on March 16, 2007.
2. The \$92,000 referenced in the Letter of Understanding dated November 26, 2002, will be expended for retroactive salary adjustments, from midnight March 31, 2004 to midnight March 15, 2007, in accordance with instructions from the Union.
3. Article 16 [**this reference is to a former article that is no longer accurate**] is voided and will no longer form part of the Collective Agreement.
4. This Letter of Understanding includes the 'Terms of Reference for the Joint Job

Evaluation Plan' between the parties, dated December 2003 (attached).

Signed this 12 day of March, 2007.

On Behalf of
The Saskatoon Public Library Board

Jamie M. Miller
Zoran Zuzak

On Behalf of
C.U.P.E. Local No. 2669

[Signature]
[Signature]

TERMS OF REFERENCE

between

The Saskatoon Public Library Board
and

The Canadian Union of Public Employees Local No. 2669

Re: Joint Job Evaluation Plan - Terms of Reference (2003)

1. Policy Framework

The Saskatoon Public Library Board (the Employer) and the Canadian Union of Public Employees Local No. 2669 (the Union) are committed to equity, fairness and an investment in employees. This guideline document provides an overall policy framework to achieve equal pay for work of equal value. The objective of this process is to achieve internal equity through a method that respects pay equity principles.

The parties are committed to gender neutral job evaluation to achieve internal equity among Union jobs with respect to equal pay for work of equal value in the Saskatoon Public Library, within the following framework:

- That a process for implementation include:
 - A joint gender-neutral job evaluation Plan consistent with the principles of equal pay for work of equal value.
 - A joint Employer-employee representative committee.
 - Separate funding for salary adjustments resulting from implementation of the job evaluation Letter of Understanding signed November 26th, 2002 of the Collective Agreement ratified on November 27, 2002.
- There shall be no loss or reduction of employment as a result of this job evaluation process.
- The Employer will provide required consultant services at no cost to the Plan.
- When the Plan is complete, salary adjustments will be implemented as per the Union's instructions (as per article f) in the Job Evaluation Letter of Understanding signed November 26th, 2002).
- The parties shall ensure the integrity of the process by maintaining confidentiality during and after the project.

2. Goals

The goals of the joint, gender-neutral job evaluation process are as follows:

- a) To rectify any potential inequalities based on the principle of equal pay for work of equal value as it applies to the jobs within CUPE Local 2669.
- b) To ensure that any outcomes of an equal pay for work of equal value compensation structure are maintained.
- c) To establish the essential components of a process for implementation.
- d) To establish a joint job evaluation maintenance process.
- e) To revise job descriptions, where required, as a result of this process.

3. Equal Value Objectives

Gender-neutral job evaluation impacting CUPE 2669 positions within the Saskatoon Public Library will be conducted on the basis of equal pay for work of equal value principles that shall be consistent with the objective of achieving internal equity.

- a) "Equal pay for work of equal value" is a principle whereby jobs which are of the same value should be paid the same, even if those jobs are much different from one another. All jobs in an organization are measured against a common set of criteria to identify their relative worth in the organization. The criteria are as follows: skill, effort, responsibility and working conditions. Jobs, which are deemed of equal or comparable value, shall be paid the same rates of pay regardless of job title.

"Equal pay for work of equal value" is deemed to be achieved when the Employer adjusts its compensation practices so that all employees are assigned to a schedule of pay with the same maximum hourly rate of pay as other employees performing work of equal or comparable value.

- b) "Internal equity" applies the principle of equal pay for work of equal value to all jobs (both male and female jobs) within CUPE Local 2669 positions. Once the principle of equal pay for work of equal value has been applied to CUPE Local 2669's compensation structure, all jobs are paid fairly as compared to one to another, thereby achieving the goal of internal equity.

Regression analysis will serve as a tool to compensate the process to determine the appropriate value of the jobs.

4. Timelines for Implementation

The parties undertake to complete each stage of implementation in good faith, on the basis of fair and reasonable timelines. The need to create a properly developed and comprehensive plan of job evaluation that addresses both the immediate and long-term needs of the parties is paramount.

- Salary adjustments as a result of implementing the Plan shall be effective midnight March 31, 2004. The \$92,000 to be expended for salary adjustments will be implemented upon completion of all job evaluations and in accordance with instructions of the Union.
- Any additional salary adjustments are subject to negotiation between the parties during collective bargaining following March 31, 2004.

5. Joint Job Evaluation Steering Committee (hereinafter called the Committee)

The parties will establish a six member Joint Job Evaluation Steering Committee made up of equal representation from the Employer and the Union. Committee members shall suffer no loss of pay or benefits of the Collective Agreement for attendance at meetings and work time allocated by the Committee for related work.

Either party to the agreement may contact consultants to assist its representatives of the Committee. Any such consultant shall not be entitled to vote and shall not be considered to be a member of the Committee.

The Committee will include representation from a cross-section of job classes and will be gender balanced to the extent possible. The Employer will appoint Employer representatives. The Union will appoint Union representatives.

To ensure consistency in implementing equal pay for work of equal value principles, membership on the Committee shall not vary, wherever reasonably possible and practical. But if a member leaves the Committee for any reason, the respective party may appoint an appropriate replacement member. Members of the Committee shall be consistent wherever possible with minimal use of alternatives, but shall not be unduly restrictive.

The Committee shall meet as necessary at a mutually agreed upon time and place. For the purpose of conducting business, a quorum will be a minimum of two Employer representatives and two Union representatives.

The Committee will appoint a chairperson on a rotating basis. The chairperson will prepare the agenda and chair the meeting.

The decisions of the Committee will be unanimous for evaluations and on any policy or overall matter relating to the development and implementation of the Plan. Should the Committee fail to reach unanimity, it will request the assistance of a mutually agreed upon facilitator in order to reach a decision. The facilitator will be cost-shared between the parties. Should the Committee still fail to reach a unanimous decision, the issue(s) will be referred back to the principals for assistance in resolution. Should this fail, the process shall be abandoned. The decision for abandonment rests with the principals. Evaluation decisions of the Committee will be final and binding upon the parties.

6. Committee Responsibilities

The Committee shall oversee the development and implementation of the Joint Job Evaluation Plan. The parties commit to adopting the City of Saskatoon and CUPE Local 59 Joint Job Evaluation Plan as soon as possible following the completion of that Plan. The Committee has the following responsibilities.

- Develop a disclosure and communication strategy regarding the job evaluation program.
- Ensure training as required for the Committee.
- If the Committee accepts and agrees that there is a problem, it shall have the authority to modify the Plan as needed.
- Determine the data that will be used to develop a representative wage line through regression analysis.
- Review and use the regression analysis results.
- Finalize banding of the point ranges.
- Record rating results and rationale for all decisions and maintain recorded documentation for future reference.
- Maintain integrity of the Plan.

7. Administrative Support Services

The Employer will provide administrative support services to the Committee, as needed. The person(s) performing these functions shall not be a member of the Committee. These services shall be under the direction of the chairperson(s) and shall include:

- the distribution of all Committee correspondence to the Committee chairperson(s)
- meeting coordination, preparation and distribution of meeting agendas
- the preparation and distribution of minutes and Committee documents
- data entry, as directed, from the questionnaires and evaluation results.

The administrative support person will have no voice or decision-making role, but will attend meetings as required.

8. Job Evaluation Procedures

The following general procedures shall be used to evaluate jobs:

- a. All incumbents shall complete the Job Summary and the Job Evaluation Questionnaire (JEQ). Both will be forwarded to the manager. The manager's comments will be documented and included as part of the Job Evaluation Questionnaire. The manager may not unilaterally alter any of the incumbent's responses. The completed Summary and Questionnaire will be submitted to the Committee. The employee may request a copy of the completed Summary.
- b. Where further information is required, the Committee will determine how the information should be obtained. Additional information shall be gathered in such a manner as to minimize any disruption to the workplace.
- c. The Committee shall rate the position using all the information gathered. The Plan evaluates at minimum skill, effort, responsibility and working conditions. Each factor is divided into sub-factors to provide a standard against which each job is evaluated to determine its relative worth.

9. Job Ratings Serve To:

- a. Group jobs have relatively similar point values (commonly referred to as banding).
- b. Provide a basis upon which wage rate relationships between jobs are established.
- c. Measure changes in job content.

10. Application of the Plan

The following general rules shall apply:

- a. It is job content and not incumbent performance that is being evaluated.
- b. Jobs are evaluated without regard to existing wage rates.
- c. Jobs are placed at an appropriate degree level in each sub-factor by comparing the specific requirements of the job to the sub-factor definition and the description of each degree level: no interpolation of degrees (i.e. midpoints) is permitted.

- d. The job analysis and rating of each job shall be relative to and consistent with the Job Evaluation Questionnaire responses and rating of all other jobs under the Plan:
 - i. Ratings shall include 'sore-thumbing' for consistency.
 - ii. The sub-factors must have an impact on all jobs being evaluated.
 - iii. Committee members shall not evaluate their own job or the job of any family.

11. Appeals Process

- a. Only employees or groups of employees who have completed a Job Evaluation Questionnaire will be eligible to appeal the decisions of the Committee.
- b. The incumbent may, within 30 calendar days of receiving the evaluation results, request reconsideration using the appropriate form. New supporting evidence must be provided for the appeal to be heard. The request must be submitted to the Committee stating the reasons for disagreement with specific degree level(s), and providing examples. Positions under appeal shall be completely open to review within the terms of the Job Evaluation Plan.
- c. If an employee had been part of a group that submitted a Group Job Evaluation Questionnaire, the rating decision is binding on all positions represented. Any appeal of such a rating must be submitted as a group and will require a simple majority of all the employees who signed the original JEQ.
- d. Employees cannot appeal the salary or schedule or placement in the salary schedule. They cannot request a review of another job.
- e. Written appeals shall be made to the Committee. The Committee will verify the information received and, where further information is required, will determine how the information should be obtained. Additional information shall be gathered in such a manner as to minimize any disruption to the workplace. The incumbent may request to make a presentation before the Committee. However, the Committee shall determine whether a presentation will be heard. In the case where the Committee is tied, the appellant will be allowed to proceed with the presentation.
- f. The decisions of the Committee will be unanimous. Note: refer to #5

- g. The Committee shall inform the incumbent and the manager of its decision using the appropriate form. Decisions shall be final and binding on all parties.
- h. Article **22** of the Collective Agreement (Grievance Procedure does not apply to the Job Evaluation process).

12. Procedures for Evaluating Changed Jobs

Whenever the incumbent or Employer identifies that the duties, responsibilities, educational or experience qualifications of the existing position have changed:

- a. The incumbent or Employer may request a job evaluation review by completing and submitting the appropriate form to the Committee.
- b. The Committee shall meet to rate each sub-factor, establish an appropriate evaluation and advise the incumbent and manager of the results of the re-evaluation using the appropriate form. The rating of the job shall determine the pay grade for the job.
- c. Where the incumbent disagrees with the Committee's decision, an appeal may be filed as per outlined appeals process.
- d. No reviews of changes to jobs will be considered until six (6) months following the implementation of this Plan.

13. Procedures for Evaluating New Positions

When the Employers establishes a new position of a nature not already classified, the following shall apply:

- a. The Employer shall complete an interim Job Evaluation Questionnaire.
- b. The Committee shall meet and establish a temporary pay grade for the job, based on the draft Job Evaluation Questionnaire.
- c. The job shall be posted as 'Under Review' and the appointee shall be paid the temporary grade.
- d. Twelve (12) months after appointment, the incumbent and manager shall complete a JEQ, which shall be submitted to the Committee. The Committee will evaluate the position as per the procedures outlined above. The pay grade shall be assigned to the position effective 12 months after the appointment of the incumbent. In the event that the pay rate of the job decreases as a result of the twelve-month review, the incumbent shall continue to receive general economic increases

negotiated, for as long as they continue to that position or for the first three years after the date of the Committee's final decision, whichever occurs first.

LETTER OF UNDERSTANDING

between

**The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669**

Re: Joint Job Evaluation Plan (2014)

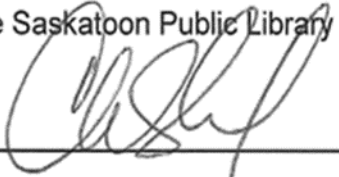
The Employer and Union have established a Joint Job Evaluation Plan and Terms of Reference (December 2003) which will continue to be used to rate all new and changed jobs. *The parties are committed to the principle of pay equity.*

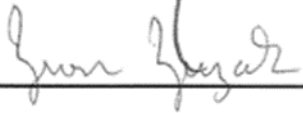
The parties recognize the value, objectives and principles as set out in the December 2003 Joint Job Evaluation Plan. In order to improve the effectiveness, efficiency, and integrity of the plan and process the Joint Job Evaluation Committee will update the Terms of Reference accordingly.

This Letter of Understanding shall be effective for the term of the current collective bargaining agreement between the parties.

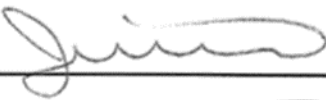
Signed this 4th day of December, 2014.


On behalf of
The Saskatoon Public Library Board





On behalf of
C.U.P.E. Local No. 2669




_____ RHEISLER

LETTER OF UNDERSTANDING

between

**The Saskatoon Public Library Board
and
The Canadian Union of Public Employees Local No. 2669**

Re: Pay Equity (2002)


The parties are committed to the concept of pay equity that is based on the principle of equal pay for work of equal value.


Considering the Board's affiliation with the City of Saskatoon, and that there are not enough male comparators within the Saskatoon Public Library to generate an appropriate comparison, the parties agree to a joint study of pay equity disparities between the Saskatoon Public Library and the City of Saskatoon, in the following manner:

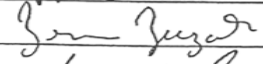
The study will compare pay equity disparities between CUPE Local No 59 and CUPE Local 2669. This will occur as soon as possible following the completion and implementation of the City of Saskatoon and CUPE Local No. 59 joint Job Evaluation Plan, and the processing of CUPE Local No. 2669 classifications through the City of Saskatoon and CUPE Local No. 59 joint Job Evaluation Plan (as per Job Evaluation Letter of Understanding, dated November 26, 2002). Any salary adjustments are subject to negotiation between the parties during collective bargaining following March 31, 2004.

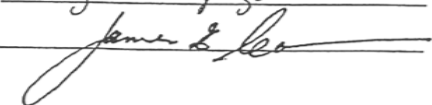
Signed this 26th day of November, 2002

On Behalf of
The Saskatoon Public Library Board

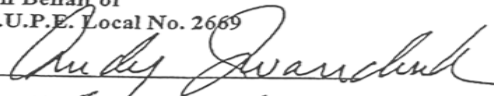









On Behalf of
C.U.P.E. Local No. 2669





Signing Page

All other amendments to the Collective Agreement, unless otherwise stated, will become effective the date of signing the Collective Agreement.


Signed this 20th day of September, 2021.

SASKATOON PUBLIC LIBRARY BOARD

CUPE LOCAL NO. 2669



Chairperson



Union Negotiation Member



Director of Libraries and CEO



Union Negotiation Member