

# **Collective Agreement**

*between*

**Teranet Manitoba L.P.**

*and*

**Manitoba Government and General Employees' Union**

**Locals 397 & 399**

**March 25, 2022 to March 24, 2026**

## Table of Contents

Article 1	Interpretation.....	1
Article 2	Duration of Agreement .....	4
Article 3	Amendment to the Salary Schedule .....	5
Article 4	Application of Agreement .....	5
Article 5	Term Employees .....	6
Article 6	No Discrimination .....	8
Article 7	Management Rights.....	9
Article 8	Pay .....	9
Article 9	Retroactive Wages.....	11
Article 10	Recruitment and Appointment.....	11
Article 11	Medical Fitness .....	12
Article 12	Probation .....	13
Article 13	Conduct of Employees .....	15
Article 14	Performance Appraisal.....	15
Article 15	Merit Increases .....	16
Article 16	Disciplinary Action.....	18
Article 17	Resignations .....	19
Article 18	Contracting Out .....	20
Article 19	Devolution and Transfer of Services.....	20
Article 20	Technological Change .....	21
Article 21	Work at Home .....	22
Article 22	Change of Work Headquarters .....	23
Article 23	Lay-off.....	24
Article 24	Severance Pay .....	30
Article 25	Holidays.....	32
Article 26	Vacation.....	35
Article 27	Sick Leave.....	40

Article 28	Addictions.....	44
Article 29	Workers Compensation.....	44
Article 30	Bereavement Leave .....	45
Article 31	Family Related Leave.....	46
Article 32	Paternity Leave.....	47
Article 33	Maternity Leave.....	47
Article 34	Adoptive Parent Leave .....	52
Article 35	Parental Leave .....	52
Article 36	Bridging of Service .....	53
Article 37	Loss Of or Damage To Personal Effects.....	53
Article 38	Dental Plan.....	56
Article 39	Vision Care Plan.....	56
Article 40	Drug Plan.....	56
Article 41	Safety and Health .....	57
Article 42	Union Business .....	62
Article 43	Rights of Stewards.....	63
Article 44	Union Security.....	64
Article 45	Grievance Procedure .....	65
Article 46	Grievance Arbitration Procedure .....	70
Article 47	Respectful Workplace and Harassment Prevention .....	74
Article 48	Reclassification Procedure.....	74
Article 49	Civil Liability .....	75
Article 50	Employee Files.....	76
Article 51	Long Term Disability Income Plan.....	76
Article 52	Seniority .....	77
Article 53	Part-time Employees.....	78
Article 54	Ambulance and Hospital Semi-Private Plan.....	79
Article 55	Overtime and Compensatory Leave .....	79
Article 56	Stand-by.....	80
Article 57	Inclement Weather .....	81

Article 58	Court Leave .....	81
Article 59	Acting Status.....	82
Article 60	Hours of Work.....	82
Article 61	Labour Management Committee .....	84
Article 62	Benefit Vendor Review.....	85
Article 63	Volunteer Days .....	85
Article 64	Health Spending Account.....	86
Appendix “A”:	- Application of Benefits to Part-time Employees .....	87
Appendix “B”:	- Casual Employees .....	93
Appendix “C”:	- Privately Owned Vehicles.....	95
Appendix “D”:	- Meals and Miscellaneous Expenses .....	97
Memorandum of Intent.....		103
Re: Job Sharing		
Memorandum of Intent.....		104
Re: Employee Paid Parking		
Memorandum of Agreement.....		105
Re: Subject: Professional Fees		
Memorandum of Agreement.....		106
Re: Employment Equity		
Memorandum of Agreement.....		107
Re: Workplace Health and Wellness		
Memorandum of Agreement.....		107
Re: Workload Manageability		
Letter of Understanding.....		109
Re: Training Programs		
Letter of Understanding.....		110
Re: Transition of Vacation Year		
Salary Schedule.....		112

\*All changes appear in **bold**.

## Alphabetical Table of Contents

Article 59	Acting Status.....	82
Article 28	Additions.....	44
Article 34	Adoptive Parent Leave .....	52
Article 54	Ambulance and Hospital Semi-Private Plan.....	79
Article 3	Amendment to the Salary Schedule .....	5
Article 4	Application of Agreement .....	5
Article 62	Benefit Vendor Review.....	85
Article 30	Bereavement Leave .....	45
Article 36	Bridging of Service .....	53
Article 22	Change of Work Headquarters .....	23
Article 49	Civil Liability .....	75
Article 13	Conduct of Employees .....	15
Article 18	Contracting Out .....	20
Article 58	Court Leave .....	81
Article 38	Dental Plan.....	56
Article 19	Devolution and Transfer of Services.....	20
Article 16	Disciplinary Action.....	18
Article 40	Drug Plan.....	56
Article 2	Duration of Agreement .....	4
Article 50	Employee Files .....	76
Article 31	Family Related Leave.....	46
Article 46	Grievance Arbitration Procedure .....	70
Article 45	Grievance Procedure .....	65
Article 64	Health Spending Account.....	86
Article 25	Holidays.....	32
Article 60	Hours of Work.....	82
Article 57	Inclement Weather .....	81
Article 1	Interpretation.....	1

Article 61	Labour Management Committee .....	84
Article 23	Lay-off.....	24
Article 51	Long Term Disability Income Plan.....	76
Article 37	Loss Of or Damage To Personal Effects .....	53
Article 7	Management Rights.....	9
Article 33	Maternity Leave.....	47
Article 11	Medical Fitness .....	12
Article 15	Merit Increases .....	16
Article 6	No Discrimination .....	8
Article 55	Overtime and Compensatory Leave .....	79
Article 35	Parental Leave .....	52
Article 53	Part-time Employees.....	78
Article 32	Paternity Leave.....	47
Article 8	Pay .....	9
Article 14	Performance Appraisal.....	15
Article 12	Probation .....	13
Article 48	Reclassification Procedure.....	74
Article 10	Recruitment and Appointment.....	11
Article 17	Resignations .....	19
Article 47	Respectful Workplace and Harassment Prevention .....	74
Article 9	Retroactive Wages.....	11
Article 43	Rights of Stewards.....	63
Article 41	Safety and Health .....	57
Article 52	Seniority.....	77
Article 24	Severance Pay .....	30
Article 27	Sick Leave .....	40
Article 56	Stand-by.....	80
Article 20	Technological Change .....	21
Article 5	Term Employees .....	6
Article 42	Union Business .....	62

Article 44	Union Security.....	64
Article 26	Vacation.....	35
Article 39	Vision Care Plan.....	56
Article 63	Volunteer Days.....	85
Article 21	Work at Home.....	22
Article 29	Workers Compensation.....	44
Appendix “A”:	Application of Benefits to Part-time Employees.....	89
Appendix “B”:	Casual Employees.....	95
Appendix “C”:	Privately Owned Vehicles.....	97
Appendix “D”:	Meals and Miscellaneous Expenses.....	99
Memorandum of Intent.....		105
Re: Job Sharing		
Memorandum of Intent.....		106
Re: Employee Paid Parking		
Memorandum of Agreement.....		107
Re: Subject: Professional Fees		
Memorandum of Agreement.....		108
Re: Employment Equity		
Memorandum of Agreement.....		109
Re: Workplace Health and Wellness		
Memorandum of Agreement.....		110
Re: Workload Manageability		
Letter of Understanding.....		111
Re: Training Programs		
Letter of Understanding.....		112
Re: Transition of Vacation Year		
Salary Schedule.....		114

\*All changes appear in bold

This Agreement made this 18th day of January, 2024.

between

Teranet Manitoba L.P.

(hereinafter referred to as the “Employer”)

of the first part

and

Manitoba Government and General Employees’ Union

(hereinafter referred to as the “Union”)

of the second part.

## **Article 1 Interpretation**

**1:01** In this Agreement, unless the context otherwise requires, the expressions listed have the following meanings:

**1:02** “accumulated service” means the equivalent length of service with the Employer acquired by the employee in accordance with the following:

- (a) accumulated service is calculated based on all hours for which an employee has received regular pay. This includes regular hours worked and approved leaves of absence from the Employer where regular pay is maintained;
- (b) accumulated service does not include overtime hours or any leaves of absence without pay or with partial pay including but not limited to suspensions without pay, worker’s compensation and other leave situations;
- (c) accumulated service must be continuous service;
- (d) one (1) year of accumulated service equals 1,885 hours of accumulated service.

- (e) an employee can only receive a maximum of one (1) year of accumulated service in any twelve (12) month period.
- (f) for an employee who was employed by the Government of Manitoba and covered by the Government Employees' Master Collective Agreement between the Province of Manitoba and the Union, effective March 27, 2010 to March 21, 2014 as at March 28, 2014 and who became employed by the Employer effective March 29, 2014, accumulated service will include the employee's accumulated service with the Government of Manitoba as at March 29, 2014.

**1:03** "Agreement" means this agreement.

**1:04** "authorized overtime" shall mean overtime authorized by the Employer and where the term "overtime" is used in this Agreement, it shall mean "authorized overtime";

**1:05** "calendar service" means the length of continuous service from the employee's most recent date of hire to the present. Periods of layoff, while not affecting the continuity of service, are not included in the calculation of calendar service.

**1:06** "casual employee" means an employee who normally works less than the full normal daily, weekly or monthly hours of work, as the case may be, and whose work is irregular, or non-recurring or does not follow an ongoing predetermined schedule of work on a regular and recurring basis. Notwithstanding the foregoing, casual employees may be employed for a short duration to replace employees who are absent for any reason.

**1:07** "class" or "class of position" means a group of positions involving duties and responsibilities so similar that the same or like qualifications may reasonably be required for, and the same schedule or grade of pay can be reasonably applied to, all positions in the group.

- 1:08** “continuous service” means consecutive and contiguous days, weeks, months and/or years of employment with the Employer where there has been no break in service involving termination of the employee.
- 1:09** “dismissal” means the removal for disciplinary reasons from a position of employment for just cause.
- 1:10** “employee” means a person employed in a position in the bargaining unit.
- 1:11** “grade of pay”, “pay range” or “pay grade” means a series of rates of remuneration for a class that provides for a minimum rate, a maximum rate and such intermediate rates if any as may be considered necessary to permit periodic increases in remuneration and as set out in the salary schedule.
- 1:12** “increment” means the amount per annum provided as a rate of increase in the applicable salary payable to any eligible employee, which unless the context of the relevant approved pay range otherwise clearly indicates, may be granted annually on the applicable anniversary dates.
- 1:13** “lay-off” means to temporarily remove from a position of employment subject to the employee retaining such rights as set out under this Agreement.
- 1:14** “part-time employee” means an employee who normally works less than the full normal daily, weekly or monthly hours, as the case may be, and whose work follows an ongoing, predetermined schedule of work on a regular and recurring basis.
- 1:15** “position” means a position of employment with the Employer.
- 1:16** “promotion” means a change of employment from one (1) position to another having a higher maximum salary.
- 1:17** “regular employee” means an employee who carries out and occupies a continuing function with the Employer and who has all the rights and privileges of permanent status.

- 1:18** “transfer” means the removal of an employee from a position in one class and appointing the employee to another position in the same class or to another position in a different class having the same maximum rate of pay.
- 1:19** “Union” means the Manitoba Government and General Employees’ Union.
- 1:20** **The provisions of this Collective Agreement are intended to be gender neutral and gender inclusive. A word used in the singular also applies in the plural, unless the context otherwise requires.**

## **Article 2 Duration of Agreement**

- 2:01** This Agreement shall become effective from and including **March 25, 2022** and shall continue in effect up to and including **March 24, 2026** and shall remain in force and effect from year to year thereafter unless written notice to negotiate a renewal, or revision and renewal is given by either party at least forty-five (45) days prior to but not more than one hundred eighty (180) days prior to the expiry date hereof. During the period required to negotiate a renewal, or revision and renewal of this Agreement, this Agreement shall remain in full force and effect without change.
- 2:02** Where notice for revision of this Agreement is given under Article 2:01, the parties agree to exchange proposals for the revision of the Agreement no later than thirty (30) calendar days prior to the expiry date of the Agreement. The parties shall, within twenty (20) working days following receipt of the specific proposals for revision to the Agreement, commence collective bargaining.
- These time limits may be changed by mutual agreement between the parties hereto.
- 2:03** All additions, deletions, amendments and/or revisions from the previous Agreement to this Agreement shall be effective the first day of the bi-weekly pay period following the date of signing of this Agreement unless otherwise specified.

### **Article 3    Amendment to the Salary Schedule**

- 3:01**    During the term of this Agreement, amendments to the salary schedule resulting from the introduction of a new classification shall be determined through negotiation between the parties hereto.
- 3:02**    If it is necessary for the purpose of recruitment or retention to effect an upward adjustment to the pay range of an established classification, the Employer shall consult with the Union and may amend the salary schedule to give effect to the required change. In no case shall such pay range be less than that already existing for the classification.

### **Article 4    Application of Agreement**

- 4:01**    The terms of this Agreement shall apply to:
- (a) regular full-time employees;
  - (b) part-time employees - the Agreement shall be effective the start of the bi-weekly pay period following the attainment of three hundred four and one-half (304½) hours of accumulated service;
  - (c) term and temporary employees hired for a period of two (2) months or more;
  - (d) casual employees - the Agreement shall apply effective the start of the bi-weekly pay period following the attainment of one hundred sixty (160) hours of accumulated service. The only provisions of the Agreement which apply to casual employees are those listed in Appendix "B" - Casual Employees;
  - (e) students who are hired for a period of more than twelve (12) weeks.
- 4:02**    The terms of this Agreement shall not apply to:
- Human Resource Assistant
  - Director of Information Technology
  - **Senior Manager, Finance**

- Senior Data Analyst
- Examiner of Surveys
- Deputy Examiner of Surveys
- General Manager, **Teranet Manitoba**
- Human Resources Business Partner
- Human Resources Manager
- Senior Human Resources Manager
- **Director**, Operations
- Regional Manager
- Senior District Registrar
- District Registrar
- Deputy District Registrar
- Manager, Document Processing
- Manager Client Services
- Executive Assistant
- Project and Change Manager
- Registrar, Personal Property Registry
- **Director**, Product Management
- **Planning and Communications Manager**
- **IT Service Delivery Manager**
- **Manager, Survey Operations**

**4:03** The Employer recognizes the Union as the sole and exclusive bargaining agent for those employees within the bargaining unit as set out in Article 4:01 herein as well as such further classifications as may be agreed upon by the parties during the term of this Agreement.

## **Article 5    Term Employees**

- 5:01** “Term employee” means an employee hired for a specific term of employment. The term of employment may be based on a specific period of time or the completion of a specific job or until the occurrence of a specified event.
- 5:02** Where the employment of a term employee terminates at the end of a specific term of employment, then:

- (a) the Employer shall not be required to give any notice or payment in lieu thereof;
- (b) the employee shall not be required to give any notice of resignation.

**5:03** Where a term employee is laid off, then the following shall apply:

- (a) if the lay-off is at the end of a specific term of employment, no notice of lay-off is required;
- (b) if the lay-off is prior to the end of a specific term of employment, an employee will receive written notice prior to the lay-off or granted payment in lieu thereof based on the following:
  - (i) four (4) weeks' notice to an employee with one (1) or more years of seniority; or
  - (ii) two (2) weeks' notice to an employee with less than one (1) year of full-time seniority.

**5:04** Term employees who have worked for 24 consecutive months, excluding leaves, will be granted permanent status and the Union will be notified of this status change except where:

- (a) the original term was expected to be greater than 24 months; or
- (b) a term status extension beyond 24 months has been granted.

Employees may have their status converted earlier upon mutual agreement between the parties.

In cases where the Employer wishes to extend an employee's term status beyond 24 months, a request for concurrence shall be submitted to the Union including the rationale and justification. Only one request for extension of an employee's term status beyond 24 months may be granted for any specific term assignment.

Extension of an employee's term status will not be granted for more than 24 months beyond the original term of employment.

- 5:05** An employee appointed to a term position shall be informed in writing as to the duration of the term. Where the term relates to the reasons set out in Article 5:07, the employee shall be so informed. Failure to comply with the foregoing shall not in itself negate the employee's status as a term employee.
- 5:06** Where the employee is not to be converted in accordance with Article 5:04, the employee shall be notified in writing of the reasons prior to the completion of twenty-four (24) continuous months of service, or extended term as permitted under Article 5:04. Inadvertent failure to provide such notice shall not result in a right to conversion if the other conditions in Article 5:04 are not met. A meeting may be held with the employee to discuss the matter. The employee has the option to have a Union representative present.
- 5:07** Article 5:06 does not apply where a term employee is replacing an employee who is absent for any reason.
- 5:08** Employer representatives will meet with the Union between April 15 and May 31 in each year to review the status of all term employees with more than twenty-four (24) continuous months of service.

## **Article 6 No Discrimination**

- 6:01** The parties hereto agree that there shall be no discrimination, harassment, coercion or interference exercised or practiced with respect to any employee by reason of age, sex, marital status, sexual orientation, race, creed, colour, ethnic or national origin, physical disability, political or religious affiliation or membership in the Union or activities in the Union or any other applicable characteristic as set out in The Human Rights Code (Manitoba).

Further as set out in the Code, the parties agree that there shall be no discrimination with respect to any aspect of an employment or occupation, unless the discrimination is based upon bona fide and reasonable requirements or qualifications for the employment or occupation.

**6:02** All pay and benefit provisions in the Agreement have been negotiated with the specific understanding that the provisions are not discriminatory.

### **Article 7 Management Rights**

**7:01** All the functions, rights, personnel pay practices, powers and authority which the Employer has not specifically abridged, delegated or modified by this Agreement are recognized by the Union as being retained by the Employer.

**7:02** In administering this Agreement, the Employer shall act reasonably, fairly, in good faith, and in a manner consistent with the Agreement as a whole.

### **Article 8 Pay**

**8:01** An employee, other than an employee paid on an hourly or daily basis who does not work every working day in a bi-weekly pay period and by reason thereof is not entitled to be paid an amount equal to a bi-weekly salary, is entitled to be paid an amount equal to the daily rate of pay for the employee's position at the employee's step multiplied by a number comprising the number of days actually worked in that period plus any leaves with pay in that period for which the employee is eligible. The daily rate of pay shall be calculated by multiplying the hourly rate of pay by the number of hours in a normal working day and rounding the result to the nearest cent. The bi-weekly salary shall be calculated by multiplying the hourly rate of pay by the normal number of hours in a bi-weekly pay period and rounding to the nearest cent.

**8:02** Where an employee is promoted to another position, the employee shall be paid at a rate of pay set out for that position in the salary schedule that is, if possible, one (1) full increment more than the rate of pay the employee was being paid in the employee's former position.

**8:03** Where, in special cases, the application of the general rules for placing an employee on a step of a pay range works an injustice or does not make adequate provision, the Employer shall consult with the Union, and may

make such provisions as may be necessary to maintain equity and parity among salaries of incumbents of such positions within the pay range of the classification.

Such provisions may take the form of salary rate assignment of incumbents to a proper and equitable step of the pay range of the classification of the position or to such a step of the pay range of the incumbent in the event that the pay range of the incumbent is lower than the pay range of the classification of the position.

**8:04** Employees who meet the following criteria shall be eligible for the **1st Long Service Step** identified in the salary schedule for each classification:

- (a) **1st Long Service Step** - twenty (20) or more years of calendar service; and
- (b) the employee has been at the maximum step of their pay range for a minimum of twelve (12) consecutive months.
- (c) eligibility for the **1<sup>st</sup> Long Service Step** is subject to Article 15 - Merit Increases and Appendix "A" - Application of Benefits to Part-Time Employees, Article A5:11 - Merit Increases.

**8:05** **Effective the first day of the bi-weekly period following January 1, 2024, employees who meet the following criteria shall be eligible for the 2nd Long Service Step identified in the salary schedule for each classification:**

- (a) **2nd Long Service Step** after twenty-five (25) or more years of calendar service; and
- (b) the employee has been at the maximum step of their pay range for a minimum of twelve (12) consecutive months;
- (c) eligibility for the **2<sup>nd</sup> Long Service Step** is subject to Article 15 – Merit Increases and Appendix "A" – Application of Benefits to Part-Time Employees, Article A5:11 – Merit Increases.

**8:06** Employees who do not meet the above criteria on the first day of the bi-weekly pay period following January 1, 2024, shall be eligible for the 2<sup>nd</sup> Long Service Step on the employee's anniversary date in which the employee meets both conditions outlined in Article 8:05 above.

### **Article 9 Retroactive Wages**

**9:01** Retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of the signing of this Agreement shall apply to:

- (a) employees who are in the employ of the Employer on the date of the signing of this Agreement;
- (b) employees who have left the service during the above-mentioned period but who have retired in accordance with the provisions of The Civil Service Superannuation Act or who have died in service;
- (c) employees who have left the service during the above-mentioned period by reason of being laid-off by the Employer;
- (d) term employees terminated at the end of a specific term of employment or after the completion of the specific job for which they were employed.

**9:02** Retroactive pay adjustments for the period between the expiration of the previous Agreement and the date of signing of this Agreement shall be made to employees who have voluntarily terminated their services (resigned).

### **Article 10 Recruitment and Appointment**

**10:01** Vacant or new positions in the bargaining unit shall be filled, whenever reasonably practicable, by promotion of employees within the bargaining unit in accordance with Article 10:05.

- 10:02** Notwithstanding Article 10:01 and subject to Article 10:05, first consideration for filling vacancies or new positions shall be given to qualified employees on the Employer's re-employment list.
- 10:03** Where a vacant or new position is to be filled through competition, a bulletin shall be posted for a minimum of ten (10) calendar days.
- 10:04** The bulletin shall state the closing date for applications, the location of the position, the classification, the duties and responsibilities of the position, the qualifications required and the salary range. The Union will be provided with a copy of all bulletins as they are issued.
- 10:05** The selection of employees for vacant or new positions shall be on the basis of qualifications, ability, prior work performance and seniority. Where qualifications, ability and prior work performance are relatively equal, seniority shall be the determining factor.
- 10:06** An employee who is notified that **they are** an unsuccessful applicant for a vacant position shall be supplied with the reasons for non-acceptance within ten (10) days of making a written request to the Employer. Such a request shall be made within ten (10) days of receipt of the notification that the employee was an unsuccessful applicant. An employee who has been given the reasons for non-acceptance verbally, may then request that the reasons be provided in writing and the reasons shall be provided in writing by the Employer.
- 10:07** A regular employee may apply for and be appointed to a term position as a regular employee provided that the Employer has developed an employment plan which will return the employee to the employee's regular position or an acceptable alternate position.

## **Article 11 Medical Fitness**

- 11:01** The Employer may require any employee to undergo a psychiatric or physical examination by a duly qualified medical practitioner acceptable to the Employer.

- 11:02** A duly qualified medical practitioner giving a psychiatric or physical examination shall complete the forms required by the Employer.
- 11:03** The cost of any examination referred to in Articles 11:01 and 11:02 will be paid by the Employer.

## **Article 12 Probation**

- 12:01** Subject to Article 12:07, every person appointed to a position shall be on probation for a period of six (6) months.
- In the event of a lengthy absence due to illness or injury during the probation period, the Employer may, if it considers it necessary, extend the probation period for longer than twelve (12) consecutive months. Any extension of the probationary period beyond twelve (12) months is subject to the agreement of the Union. The total time spent on probation while at work, however, shall in no instance exceed twelve (12) months.**
- 12:02** An employee's probation period may be extended by the Employer. Such extension may be for a maximum period of six (6) months.
- 12:03** An employee shall be notified in writing of any extension of the probation period under Article 12:02 prior to the expiry of the probation period. A meeting may be held with the employee to discuss the extension. The employee has the option to have a representative present.
- 12:04** An employee's probation period of six (6) months plus any extension shall be considered the initial probation period. This initial probation period shall not exceed twelve (12) months **except as outlined in Article 12:02.**
- 12:05** An employee who is rejected during the initial probation period may grieve the rejection at Step 2 of the grievance procedure within fifteen (15) working days from the date the employee received notice of the rejection. The Employer shall hold a hearing to discuss the grievance with the employee and

the employee's representative. The decision at Step 2 shall be final for such grievances.

- 12:06** Where an employee has been rejected during probation following a promotion, upon such rejection the Employer will relocate the employee to the employee's former position or to a position comparable to the former position.
- 12:07** An employee shall not be required to serve a further probation period when:
- (a) the employee is promoted without competition as a result of reclassification of the employee's position;
  - (b) the employee initiates a transfer to a position in the same classification involving similar duties and responsibilities;
  - (c) the employer initiates the transfer or demotion of an employee from one (1) position to another for any reason.
- 12:08** The rejection of an employee on probation is neither appealable nor arbitrable. The employee may only grieve the rejection if the employee has been rejected during probation following a promotion to another position and has not been relocated to the former position or offered a comparable position prior to the effective date of rejection. The grievance shall be initiated at Step 2 of the grievance procedure within twenty-five (25) working days from the effective date of rejection.
- 12:09** An employee who is being rejected during the employee's probation period shall be provided with two (2) weeks' notice or payment in lieu thereof.
- 12:10** An employee who is temporarily appointed to another position on an acting basis is not considered to be on probation. If the employee is subsequently promoted to that position, the period during which the employee was in acting status does not count towards the employee's probation period.

### Article 13 Conduct of Employees

- 13:01** Each employee shall observe standards of behaviour consistent with the employee's function and role as an employee and in compliance with the terms of this Agreement.
- 13:02** Where an employee is absent without leave for a period of **five (5) working days**, the employee shall be considered to have abandoned **their** position and shall be deemed to have been terminated on the last day on which the employee was present at work and performed the employee's regular duties.
- The deemed termination will not be applicable in circumstances where a failure to communicate with the Employer was the cause of the absence without leave and the employee demonstrates that exceptional circumstances existed so that it was not possible to communicate with the Employer regarding their absence within the five (5) working day period.**
- 13:03** Where an employee is habitually late or is absent during working hours without leave and fails to give satisfactory explanation for the lateness or absence, the Manager concerned shall make a report to the Employer who may take such disciplinary action, including suspension or dismissal, as is warranted.

### Article 14 Performance Appraisal

- 14:01** Where a formal assessment of an employee's performance is made, the employee concerned shall be given an opportunity to sign the assessment form upon its completion to indicate that its contents have been read. Employees shall have the right to place their own comments on the form where such space is provided or to append their comments to the form where no space is provided. An employee shall, upon request, receive a copy of the assessment.

**Article 15 Merit Increases**

- 15:01** “Merit increase” means an increase in the rate of pay of an employee within the employee’s pay range which may be granted in recognition of satisfactory service on the employee’s anniversary date.
- 15:02** Subject to Article 15:03, the anniversary date of an employee is the first of the month which follows:
- (a) the date of the employee’s most recent date of hire by the Employer;
  - (b) where the employee was employed by the Government of Manitoba and covered by the Government Employees’ Master Collective Agreement between the Province of Manitoba and the Union, effective March 27, 2010 to March 21, 2014 as at March 28, 2014 and became employed by the Employer effective March 29, 2014, the employee’s anniversary date with the Government of Manitoba as at March 29, 2014.
- 15:03** Where, on a promotion or transfer an employee receives an increase in rate of pay equivalent to two (2) or more merit increases, the anniversary date of the employee shall become the first day of the month that falls on or after the effective date of the promotion or transfer of the employee and the employee shall be eligible for the employee’s next merit increase twelve (12) months from the anniversary date established in accordance with this Article.
- 15:04** Where the pay range for an employee’s classification permits, an employee shall be eligible for a merit increase twelve (12) months from the employee’s anniversary date established in accordance with this Article provided the employee has accumulated 1,008 regular hours of work during that twelve (12) month period. If an employee has not accumulated 1,008 regular hours during that twelve (12) month period and as a result has not received a merit increase, the employee is eligible for a merit increase at the employee’s next subsequent anniversary date twelve (12) months hence provided the employee has accumulated 1,008 regular hours during the preceding twenty-four (24) month period. In a similar manner, an employee who has not accumulated 1,008 regular hours over the preceding twenty-four (24) month

period is eligible for a merit increase at the employee's next anniversary date following the accumulation of 1,008 regular hours.

- 15:05** Where an employee has been on maternity leave and/or parental leave and as a result of such leave(s) fails to be eligible for a merit increase under Article 15:04, the employee will be eligible for a merit increase on the first of the month following the date on which the employee accumulates the necessary regular hours of work. The effective date of the increase shall be the first day of the bi-weekly pay period which includes the first of the month.
- 15:06** Notwithstanding that an employee is appointed to a position at a salary rate higher than the minimum salary applicable to the position, the employee is eligible for a merit increase on the employee's anniversary date.
- 15:07** The effective date for an employee's merit increase shall be the first day of the bi-weekly pay period which includes the employee's anniversary date. An employee must be in the classification on the employee's anniversary date in order that the merit increase shall take effect at the beginning of the bi-weekly period that includes the said anniversary date.
- 15:08** Where a merit increase is not granted to an employee on the employee's anniversary date:
- (a) the employee shall be notified of the merit increase denial on or before the applicable anniversary date. The employee shall be provided in writing with the reasons the merit increase was denied;
  - (b) the merit increase may be granted to the employee on any subsequent monthly anniversary date which is not less than three (3) months from the employee's anniversary date. The effective date for such a merit increase shall be the first day of the bi-weekly pay period which includes the subsequent monthly anniversary date referred to;
  - (c) the employee may file a grievance at Step 1 of the grievance procedure. No grievance may be initiated where a merit increase is not granted to an employee under Article 15:08(b);

- (d) the employee is eligible for a merit increase at the employee's next anniversary date notwithstanding that the employee was granted a merit increase under Article 15:08(b).

## **Article 16 Disciplinary Action**

- 16:01** An employee shall only be disciplined for just cause.
- 16:02** Where the Employer schedules an investigatory meeting regarding an employee's conduct, the Employer shall advise the employee whether **their** conduct is the subject of the investigation. The employee will be provided with reasonable notice of the meeting and advised of **their** right to have a Union Representative attend the meeting. It is the employee's responsibility to arrange attendance by a representative of the Union.
- 16:03** Where a meeting is scheduled by the Employer to impose disciplinary action, the employee shall be advised that the meeting is a disciplinary meeting and shall be provided with reasonable notice of the meeting. The employee shall be advised that **the employee** has the right to have a Union Representative at the meeting. It is the employee's responsibility to arrange attendance by a representative of the Union.
- 16:04** Where the Employer issues disciplinary action in writing, the Employer shall normally meet with the employee to communicate the areas of concern and the remedial action expected. Where the written disciplinary action is provided to the employee in a meeting, the employee shall sign a copy of the document only to confirm receipt of the disciplinary action. All disciplinary actions which are confirmed in writing shall be placed on the employee's file. A copy of the disciplinary action shall also be provided to the employee.
- 16:05** An employee may grieve any disciplinary action according to the grievance procedure. Grievances concerning demotion, suspension or dismissal shall be initiated at Step 2 of the grievance procedure.
- 16:06** The person or board to whom a grievance is made may:

- (a) uphold the disciplinary action; or
- (b) vary the disciplinary action; or
- (c) determine that no disciplinary action is warranted and remove any document pertaining to the disciplinary action from the employee's file(s).

**16:07** No notice or payment in lieu thereof is required where an employee is dismissed.

### **Article 17 Resignations**

**17:01** An employee wishing to resign shall provide the Employer with a written notice of resignation which shall specify the last day upon which the employee will perform the employee's regular duties.

**17:02** The effective date of a resignation shall be the last day upon which an employee is present at work and performs the employee's regular duties.

**17:03** Notwithstanding Articles 17:01 and 17:02, an employee who is retiring in accordance with the provisions of The Civil Service Superannuation Act, may, with the approval of the Employer, be permitted to utilize paid leave in the form of vacation or banked time to be taken immediately prior to the employee's retirement date. In this circumstance, the effective date of resignation shall be deemed to be the last day of the employee's paid leave.

**17:04** Subject to Articles 17:05, 17:06 and 17:07, where the last day on which an employee who has submitted a notice of resignation performs the employee's regular duties precedes a Friday which, but for the fact that a holiday falls thereon would be a regular working day, the employee shall be deemed to have voluntarily terminated the employee's service on that Friday and shall be eligible for holiday pay for that Friday.

**17:05** Subject to Article 17:07 employees shall give written notice of resignation at least two (2) weeks prior to the date on which the resignation is to be

effective. Notice of resignation shorter than the required two (2) weeks may only be given with the approval of the Employer.

- 17:06** An employee may, with the approval of the Employer, withdraw the notice of resignation at any time before the resignation becomes effective.
- 17:07** Where the employment of an employee terminates at the end of a specific term of employment, or on the completion of a job for which the employee was specifically employed, no notice of resignation is required.
- 17:08** Employees are required to return all materials, equipment, keys etc. belonging to the Employer at or prior to the date of resignation.

### **Article 18 Contracting Out**

- 18:01** Where work is to be contracted out which would result in the redundancy of employees in the bargaining unit, then the Employer will provide the Union with four (4) months' notice.
- 18:02** During the notice period, the Joint Labour Management Consultation Committee shall meet to discuss the reasons and possible alternatives to the proposed contracting out as well as to facilitate potential retraining and/or redeployment opportunities.

### **Article 19 Devolution and Transfer of Services**

- 19:01** In the event of a sale of The Property Registry, the Union shall be notified no less than four (4) months prior to the transfer of employees. The parties will establish a joint committee to facilitate the orderly transfer of employees who are impacted.
- 19:02** Where the successorship provisions of The Labour Relations Act have been determined to apply, the provisions of the Agreement continue in effect for the affected employees until the expiry of the Agreement.
- 19:03** The Employer and the Union will work together with the successor employer to negotiate a transition agreement respecting the administration and

interpretation of the Agreement during the period required to negotiate a new collective agreement.

- 19:04** The Employer will make reasonable efforts and give priority consideration to obtaining employment opportunities:
- (a) with the new employer for employees who are not being transferred; and
  - (b) with the Employer for employees who do not wish to transfer to the new employer.

## **Article 20 Technological Change**

- 20:01** The Employer and the Union recognize that technological change can offer significant improvements in the quality and quantity of services provided by the Employer.
- 20:02** For purposes of this Article, “technological change” means the introduction of equipment or material into Employer operations which is likely to affect the security of employment of regular employees who are employed on a full-time, year-round basis.
- 20:03** The Employer agrees that it will endeavour to introduce technological change in a manner which, as much as is practicable, will minimize the disruptive effects on services to the public and employees.
- 20:04** Where the Employer intends to introduce technological change, the following procedure will be followed:
- (a) the Employer will provide the Union with six (6) months’ notice prior to the date the change is to be effective;
  - (b) during this period, the parties will meet to discuss the steps to be taken to assist the employees who could be affected;
  - (c) where retraining is to be provided, it shall be provided during the employees’ normal working hours except where the retraining is not available during the employee’s normal working hours. The retraining

shall be provided at the Employer's expense, and employees will maintain their salary and benefits during such retraining. The selection of employees for retraining opportunities shall be on the basis of qualifications, ability, prior work performance and seniority. Where qualifications, ability and prior work performance are relatively equal, seniority shall be the determining factor;

- (d) at the request of either party, an on-site technological change implementation committee shall be established at the work location(s) affected. The Committee will consist of two (2) worker representatives and two (2) management representatives. The role of the Committee will be to facilitate the implementation of the technological change in a manner consistent with this Article.

**20:05** The provisions of this Article are intended to assist employees affected by technological change and Sections 83, 84 and 85 of The Labour Relations Act do not apply during the term of this Agreement.

### **Article 21 Work at Home**

- 21:01** **Subject to operational requirements and scheduling as determined by the Employer, work at home arrangements may be made available to an employee.** Work at home arrangements shall be voluntary and may be terminated by **the Employer or the employee** with thirty (30) days' notice.
- 21:02** Employer shall supply the necessary equipment and supplies to employees working at home and shall be responsible for the insurance and maintenance costs of such equipment.
- 21:03** Working at home shall not affect the employment status of any employee. A person who would not otherwise be an employee will not become one because they are performing work from an off-site location. Similarly, it will not prevent a person from remaining or becoming an employee if they otherwise would be an employee.

- 21:04** All provisions of the Agreement apply to work at home arrangements except as otherwise agreed by the parties.
- 21:05** Work at home arrangements refers to work performed at an employee's home during regular work hours. The provisions of this Article refer to long term arrangements only.
- 21:06** Employer reserves the right to attend at the employee's home with reasonable notice to inspect and repair its equipment as necessary.
- 21:07** **The Labour Management Committee** may review specific work at home issues not covered by these provisions.

## **Article 22 Change of Work Headquarters**

- 22:01** Where, as a result of a reorganization, an employee's work headquarters is moved from one (1) city or town to another city or town requiring a change of residence by the employee, the employee shall be given notice in writing of the move three (3) months in advance of the date upon which the move of the employee is to be effected.
- 22:02** An employee must accept or reject relocation within two (2) weeks. Where an employee has accepted relocation, the employee may request that the effective date of the relocation be deferred by up to one (1) month for personal reasons such as the impact on school-age children.
- 22:03** The parties recognize that it may be necessary to relocate specific employees based on operational needs and the qualifications required at both locations. Where this is not a factor, the Employer will seek qualified volunteers at the transferring location. Where there are insufficient volunteers, the notice shall be provided to the most junior qualified employee within the classification and work location from which the relocation is to occur. Notwithstanding this process, the original relocation date as established in Article 22:01 remains unchanged.

- 22:04** Where an employee with one (1) or more years of continuous service is unable to relocate, the employee shall be subject to lay-off. If the employee has not been offered another suitable position within one (1) year from the date of lay-off the employee shall be permanently laid off and shall be eligible for severance pay in accordance with Article 24 - Severance Pay.
- 22:05** For purposes of interpretation of this Article, where the term “suitable position” is used it means a position which the employee is reasonably qualified for and able to perform and which is in a location that would not require a change of residence by the employee.
- 22:06** Where an employee has accepted relocation involving a change in residence by the employee, the employee shall be reimbursed for expenses incurred due to the relocation in accordance with existing policy.

### **Article 23 Lay-off**

- 23:01** Where by reason of a shortage of work or funds, or the abolition of a position or material changes in duties or organization, the Employer determines that a lay-off(s) is necessary, the Employer shall determine the classification(s) from which the lay-off(s) are to take place.
- 23:02** Subject to this Article, the Employer shall determine the group of employees concerned within each classification from which employees are to be laid-off.
- 23:03** The group of employees concerned shall then be divided, where applicable, into three (3) subgroups as follows:
- subgroup (1): term employees with two (2) or more years of seniority;
  - subgroup (2): regular employees with less than four (4) years of seniority;
  - subgroup (3): regular employees with four (4) or more years of seniority.
- 23:04** Within the group of employees concerned, lay-off of subgroup (1) and (2) employees shall take place in ascending subgroup order. In determining the order of lay-off within a subgroup, seniority shall be the determining factor

provided the qualifications of the employees are relatively equal. This Article is subject to the requirement that the employees who are retained must have the qualifications and ability to perform the duties which the remaining employees will be required to perform.

**23:05** A subgroup (3) employee who is to be laid-off and who elects to exercise the employee's displacement option may displace the most junior employee in the employee's current classification subject to the following:

- (a) the employee must have the qualifications and ability to perform the duties which the remaining employees will be required to perform;
- (b) the employee may only decline the displacement opportunity under Article 23:05(a) if the position is in a location which would require a change of residence of the employee;
- (c) if the employee cannot displace the most junior employee under Article 23:05(a) or declines the displacement opportunity under Article 23:05(b), the employee may then elect to displace the next most junior employee in the current classification;
- (d) the process will continue in this manner until the employee is able to displace an employee in the class or there are no displacement opportunities;
- (e) a subgroup (3) employee who is displaced and is to be laid-off and who elects to exercise the employee's displacement option may displace the most junior employee in the employee's current classification in accordance with the process in this Article.

**23:06** A subgroup (3) employee who is to be laid-off and who has no displacement option within the employee's current classification as a result of Article 23:05(a) or (b) may elect to displace the most junior employee in another classification which has the same or lower maximum rate of pay. For this purpose, the rate of pay will be based on the bi-weekly rate of pay in the pay

plan. The displacement process in that class will follow the provisions of Article 23:05.

- 23:07** Notwithstanding the process required in Articles 23:05 and 23:06, the effective date of the lay-off will not change from that initially provided to the subgroup (3) employee. The parties agree to take any steps necessary to expedite the process to ensure that an employee who is to be laid-off as a result of the displacement process, receives as much notice as possible. As a result, employees who elect to exercise their displacement rights must participate in and cooperate fully with the process or forfeit their displacement right.
- 23:08** Where the lay-off(s) of employee(s) in subgroup (3) is necessary, the Employer shall provide the Union with written notice not less than forty (40) days prior to the date of lay-off(s). The parties shall then meet to discuss the steps to be taken to assist the employees affected.
- 23:09** Except where specifically provided, this Article does not apply to the lay-off of:
- (a) term employees at the end of a specific term of employment;
  - (b) term employees with less than two (2) years of seniority.
- 23:10** Where the Employer is laying off an employee, notice of lay-off or pay in lieu thereof will be given in accordance with the following:
- (a) where a term employee is being laid-off at the end of a specific term of employment or after completion of a job for which the employee was specifically employed, no notice of lay-off is required;
  - (b) four (4) weeks' notice will be provided to:
    - (i) regular employees;
    - (ii) term employees with one (1) or more years of seniority;

- (c) two (2) weeks' notice will be provided to term employees with less than one (1) year of seniority.

**23:11** The Union will be provided a copy of lay-off notices issued to:

- (a) regular employees;
- (b) term employees with two (2) or more years of seniority.

**23:12** For purposes of this Article, “regular employee(s)” refers to full-time and part-time employee(s) and “term employee(s)” refers to full-time and part-time employee(s).

**23:13** Term employees with less than two (2) years of continuous service shall be considered for lay-off prior to the lay-off of employees in the subgroups specified in Article 23:03.

**23:14** Where employees have been laid-off, the Employer shall not use casual employees to do the work of the laid-off employees except:

- (a) where the laid-off employees are not available for work; or
- (b) in emergency situations.

**23:15** Where an employee, including a term employee, alleges that the employee's lay-off has not been in accordance with this Agreement, the grievance procedure set forth in this Agreement shall apply except that the grievance shall be initiated at the second step of the procedure.

**23:16** For purposes of this Article, “qualifications” refers to education, knowledge, training, skills, experience, aptitude, and competence. “Ability” refers to mental, and physical capability. The Employer, in making a decision with respect to determining which employees are to be retained and which employees are to be laid off, shall determine qualifications, and the ability of employees to perform the duties which the remaining employees will be required to perform, in a fair, reasonable, and non-discriminatory manner. The onus of proof rests with the Employer in any dispute over the

application of qualifications and ability to perform the duties which the remaining employees will be required to perform.

- 23:17** An employee who is entitled to displace another employee in accordance with the provisions of this Article may have a familiarization period in the new position. The purpose of the familiarization period is to allow the employee to become oriented to the specific duties of the position. The familiarization period is not intended to be a period during which an employee acquires the necessary qualifications and ability to enable the employee to displace another employee.
- 23:18** Where the temporary lay-off of an employee in subgroup (3) is necessary, Articles 23:05, 23:06 and 23:07 do not apply. For purposes of this Article a “temporary lay-off” is defined as less than three (3) months duration. Employees shall return to their positions upon expiry of such lay-off. This Article applies only to situations identified in separate Memorandum of Agreement between the parties.
- 23:19** Employees who are laid-off shall be placed on a re-employment list for a period of up to twenty-four (24) months from the effective date of the lay-off.
- 23:20** Employees who are placed on a re-employment list shall be called back to their positions in reverse order of lay-off in the classification from which the employee was laid-off.
- 23:21** An employee who is on the re-employment list must:
- (a) report any change of address to the Employer without delay;
  - (b) if called back or provided a reasonable re-employment opportunity, respond to the call-back or reasonable re-employment opportunity within seven (7) days of receipt of notification of call-back or reasonable re-employment opportunity. An employee accepting a reasonable re-employment opportunity at a lower rate of pay shall retain their recall

rights under Article 23:20 for the duration of the time they would have remained on the re-employment list;

- (c) return to work within fourteen (14) days of receipt of notification of call-back or reasonable re-employment opportunity or such other date as may be agreed upon between the employee and the Employer;
- (d) except for good and sufficient reasons, accept a call-back or reasonable re-employment opportunity in accordance with this Article or be deemed to have resigned.

**23:22** A “reasonable re-employment opportunity” is a position which the employee is reasonably qualified for and able to perform and which is in a location which would not require a change of residence by the employee.

**23:23** A term employee who has been employed in the same position for one (1) or more years of continuous service and who is laid-off or whose term expires shall be placed on an employment availability list by the Employer for a period of one (1) year. During this period, the employee shall be considered for re-employment to the position if it is to be refilled.

**23:24** Employees on a re-employment list may be offered re-employment to other positions with the Employer.

**23:25** An employee who accepts another position may be placed on a trial period of not more than six (6) months duration. An employee who is found to be unsuitable during this trial period will be returned to the appropriate re-employment list for the greater of six (6) months or the remainder of the employee’s twenty-four (24) month period on the re-employment list. An employee found to be unsuitable may grieve the decision commencing at Step 2 of the grievance procedure.

**23:26** If a regular employee accepts a term position as a result of re-employment, the employee’s status as a regular employee shall be maintained. On the expiry of the term, the employee will be permanently laid off, or remain on

the re-employment list for the remainder of the twenty-four (24) month period if applicable.

### **Article 24 Severance Pay**

- 24:01** Employees with nine (9) or more years of accumulated service whose services are terminated as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act, shall be paid severance pay in the amount of one (1) week's pay for each complete year of accumulated service or portion thereof, but the total amount of severance pay under this Article shall not exceed fifteen (15) weeks' pay. Example: ten (10) years, eight (8) complete months of accumulated service equals ten and eight-twelfths (108/12) years of accumulated service for purposes of calculation.
- 24:02** Where an employee in the employee's ninth (9th) year of accumulated service fails to complete nine (9) years' accumulated service as a result of retirement in accordance with the provisions of The Civil Service Superannuation Act, the employee shall be paid severance pay on the basis of nine (9) weeks' pay multiplied by the factor of the number of complete months service completed in the employee's ninth (9th) year divided by twelve (12) months.
- 24:03** In addition to the severance pay set out in Article 24:01, employees who retire in accordance with the provisions of The Civil Service Superannuation Act will also be eligible for the following severance pay:
- (a) for employees with twenty (20) or more years of accumulated service, an additional two (2) weeks' pay;
  - (b) for employees with twenty-five (25) or more years of accumulated service, two (2) weeks' pay in addition to the amount in Article 24:03(a);
  - (c) for employees with thirty (30) or more years of accumulated service, two (2) weeks' pay in addition to the amount in Article 24:03(a) and (b);

(d) for employees with thirty-five (35) or more years of accumulated service, two (2) weeks' pay in addition to the amounts in Articles 24:03(a), (b) and (c).

**24:04** In the case of employees with nine (9) or more years of accumulated service whose services are terminated as a result of death, the employee's estate shall be paid severance pay in the amount of one (1) week's pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed fifteen (15) weeks' pay. Example: ten (10) years, eight (8) complete months of accumulated service equals ten and eight-twelfths (108/12) years of continuous service for purposes of calculation.

**24:05** Where an employee in the employee's ninth (9th) year of accumulated service fails to complete nine (9) years' accumulated service as a result of death, the employee's estate shall be paid severance pay on the basis of nine (9) weeks' pay multiplied by the factor of the number of complete months service completed in the employee's ninth (9th) year divided by twelve (12) months.

**24:06** Employees with one (1) or more years of accumulated service whose services are terminated as a result of permanent lay-off, shall be paid severance pay in the amount of one (1) week's pay for each complete year of continuous employment or portion thereof, but the total amount of severance pay shall not exceed twenty-six (26) weeks' pay.

**24:07** Where an employee in the employee's first (1st) year of accumulated service fails to complete one (1) year's accumulated service as a result of permanent lay-off, the employee shall be paid severance pay on the basis of one (1) week's pay multiplied by the factor of the number of complete months service completed in the employee's first (1st) year divided by twelve (12) months.

**24:08** An employee who is eligible to receive severance pay in accordance with this Article may elect to receive the severance pay in two (2) equal payments provided both payments occur within the same fiscal year as the effective date of the retirement or permanent lay-off. In the case of severance payable

on permanent lay-off, this provision only applies if the employee immediately elects permanent lay-off upon receiving notice of lay-off and waives the right to be placed on the re-employment list.

- 24:09** The rate of pay referred to in this Article shall be determined on the basis of the last regular bi-weekly rate of pay, excluding allowances, which was in effect for the employee at the time of retirement, permanent lay-off, or death. Subject to Article 24:11, the rate of pay for hourly rated employees shall be determined on the basis of the applicable work week, thirty-six and one-quarter (36¼) hours per week.
- 24:10** In the case of employees eligible for severance pay who are on stand-by or temporary lay-off at the time of retirement, permanent lay-off or death, the weekly hours shall be, subject to Article 24:11, the normal weekly hours of work in effect for the classification of the employees at the time of the retirement, permanent lay-off or death.
- 24:11** In the case of hourly paid employees whose total weekly hours of work vary between summer and winter, the severance pay to be paid shall be based on an average of the normal hours of work over the fiscal year.

## **Article 25    Holidays**

- 25:01** The following holidays shall be observed:

New Year's Day	Civic Holiday
Louis Riel Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

### **National Day for Truth and Reconciliation**

Any other holiday proclaimed by federal or provincial statute.

For calculation purposes holidays shall be observed as indicated below:

- (a) for all shift employees, where any of the holidays fall on a Saturday or a Sunday they shall be observed on that day. For purposes of this Article, a shift employee is one whose regular work week is not Monday to Friday inclusive;
- (b) for all non-shift employees, where any of the holidays fall on a Saturday or Sunday, the holiday shall be observed on the following Monday. Where holidays fall on both Saturday and Sunday, the holidays shall be observed on the following Monday and Tuesday.

**25:02** When December 24th falls on a Monday through Friday, the following shall apply:

- (a) all Employer offices shall be closed at 1:00 p.m. in the afternoon;
- (b) where the Employer requires an employee to work a full shift, the employee shall be entitled to one-half ( $\frac{1}{2}$ ) day of compensatory leave to a maximum of four (4) hours;
- (c) the day shall be considered a full working day for calculation purposes. However, an employee on approved vacation or on approved use of banked time off will be deducted a partial day's vacation credit or banked time amount for the day based upon the actual number of hours the employee was scheduled to work prior to 1:00 pm.

**25:03** An employee is entitled to the employee's regular pay for a holiday on which the employee does not work provided the employee:

- (a) did not fail to report for work after having been scheduled to work on the day of the holiday;
- (b) has not absented **themselves** from work without the consent of the Employer on the regular working day immediately preceding or following the holiday unless the absence is by reason of established illness.

- 25:04** If an employee who is not entitled to pay for a holiday that falls on a regular working day for reasons as outlined in Article 25:03(b) does work on the holiday, the employee shall be paid wages equivalent to one and one-half times ( $1\frac{1}{2}x$ ) the employee's regular rate for the time worked on that day.
- 25:05** Subject to the call-out provisions in Article 55:06, an employee who is required to work on the holiday when it is observed on the employee's day of rest shall receive, in addition to the regular holiday pay to which the employee may be entitled:
- (a) if the employee is eligible for premium overtime, overtime compensation based on double time ( $2x$ ) the employee's regular rate of pay for all overtime worked on the holiday. Such overtime compensation is in lieu of the overtime compensation to which the employee would otherwise be eligible;
  - (b) if the employee is not eligible for premium overtime, compensation based on one and one-half times ( $1\frac{1}{2}x$ ) the employee's regular rate of pay for all overtime worked on the holiday. Such compensation is in lieu of the compensation to which an employee would otherwise be eligible.
- 25:06** Subject to Article 25:03, where the wages of an employee vary from day to day, the pay for a holiday on which the employee has not worked shall be equivalent to the employee's average daily earnings exclusive of overtime for the days on which the employee worked during the twenty (20) working days immediately preceding the holiday.
- 25:07** A shift employee who is entitled to pay for a holiday and who works on a holiday when it is the employee's regularly scheduled working day shall, in addition to the regular pay, be compensated at the rate of time and one-half ( $1\frac{1}{2}x$ ) for all regular hours worked on the holiday, or be granted compensatory leave for such hours worked at the rate of one and one-half ( $1\frac{1}{2}x$ ) hours for each additional hour worked. Shift employees shall be entitled to add to their regular annual vacation a maximum of five (5) days accumulated compensatory leave, and any additional compensatory leave shall

be granted at the discretion of the employing authority. Any overtime hours worked on the holiday shall be compensated on the same basis as set out in Articles 25:05(a) and 25:05(b).

- 25:08** Subject to Article 25:09, the accumulated compensatory leave shall be taken in the vacation year in which it is earned.
- 25:09** The Employer may allow accumulated compensatory leave in lieu of statutory holidays to be carried forward to the next vacation year.
- 25:10** In the event that an employee is terminated, the accumulated compensatory leave in lieu of statutory holidays shall be paid out at the final rate in effect for the employee during the year in which the statutory holidays were worked.
- 25:11** An employee who leaves **their** employment with the Employer, shall receive pay in lieu of the compensatory leave that has not been granted.
- 25:12** Where a holiday falls within the vacation period of an employee, one (1) additional working day shall be added to the employee's vacation entitlement in lieu of the statutory holiday.

## **Article 26 Vacation**

- 26:01** For purposes of this Agreement, a vacation year is the period beginning on April 1st and ending on March 31st of the next **calendar** year. **Effective January 1, 2025, the vacation year is the period beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup> of the same calendar year.**
- 26:02** Vacation leave credits are calculated based on accumulated service. In addition, for purposes of calculation of vacation credits only, an employee shall be considered to have earned accumulated service in accordance with the following:
- (a) where an employee is absent due to injuries or disabilities for which compensation is paid under The Workers Compensation Act, vacation leave shall accumulate as if the employee were not absent, but the extent

of such accumulation shall not continue beyond twelve (12) consecutive calendar months from the date the injury or disability occurred;

- (b) full-time employees will receive vacation credits during approved leaves of absence without pay up to a maximum of forty (40) hours in a vacation year.

**26:03** Under no circumstances can an employee earn more than the maximum vacation credits that can be accumulated in any vacation year; i.e. fifteen (15), twenty (20), twenty-five (25) or thirty (30) vacation credits per vacation year.

**26:04** Employees shall earn vacation leave credits during each vacation year on the following basis:

- (a) employees who have completed less than two (2) calendar years of service, shall earn vacation credits at the rate of a maximum of fifteen (15) credits for 1,885 hours of accumulated service to be taken in the vacation year following the vacation year in which the vacation is earned;
- (b) commencing from the beginning of the vacation year in which two (2) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of twenty (20) credits for 1,885 hours of accumulated service to be taken in the vacation year in which three (3) calendar years of service are completed and yearly thereafter;
- (c) commencing from the beginning of the vacation year in which nine (9) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of twenty-five (25) credits for 1,885 hours of accumulated service to be taken in the vacation year in which ten (10) calendar years of service are completed and yearly thereafter;
- (d) commencing from the beginning of the vacation year in which nineteen (19) calendar years of service will be completed, employees shall earn vacation credits at the rate of a maximum of thirty (30) credits for 1,885

hours of accumulated service to be taken in the vacation year in which twenty (20) calendar years of service are completed and yearly thereafter;

Notwithstanding (a), (b), (c) and (d) above, employees terminating in their second (2nd) calendar year of service shall have their vacation leave credits cashed out at the rate of a maximum of fifteen (15) credits for 1,885 hours of accumulated service.

Employees terminating in their ninth (9th) calendar year of service shall have their vacation leave credits cashed out at the rate of a maximum of twenty (20) credits for 1,885 hours of accumulated service.

Employees terminating in their nineteenth (19th) calendar year of service shall have their vacation leave credits cashed out at the rate of a maximum of twenty-five (25) credits for 1,885 hours of accumulated service.

**26:05** To calculate the number of vacation hours an employee has earned in a vacation year:

- (a) determine the number of hours of accumulated service as determined in Article 26:02 that the employee has earned in a vacation year to a maximum of 1,885 hours;
- (b) divide by 1,885;
- (c) multiply by the employee's vacation leave credit accrual rate, i.e. fifteen (15), twenty (20), twenty-five (25), or thirty (30);
- (d) multiply by the daily hours for the employee's classification, i.e. seven and one-quarter ( $7\frac{1}{4}$ ) and round down to the nearest quarter ( $\frac{1}{4}$ ) hour.

Example 1: An employee has 1,885 hours of accumulated service in the vacation year, the employee's credit rate is fifteen (15) and the employee's classification is a seven and one-quarter ( $7\frac{1}{4}$ ) hour day classification.  $1,885 \div 1,885 \times 15 = 15 \times 7\frac{1}{4} = 108.75$  vacation hours eligible to be taken in the following vacation year.

Example 2: An employee has 1,624 hours of accumulated service in the vacation year, the employee's credit rate is fifteen (15) and the employee's classification is a seven and one-quarter ( $7\frac{1}{4}$ ) hour day classification.  $1,624 \div 1,885 \times 15 = 12.923 \times 7\frac{1}{4} = 93.692$  rounded down to 93.50 vacation hours eligible to be taken in the following vacation year.

- 26:06** Vacation credits do not accrue when an employee receives a vacation pay cash out in lieu of vacation time taken.
- 26:07** An employee shall accumulate vacation credits from the date of commencement of employment.
- 26:08** (a) subject to Article 26:08(d), vacation leave shall be taken in the vacation year following the vacation year in which it is earned. However, with the approval of the Employer, vacation that is earned in a vacation year may be taken in that vacation year **and may be taken prior to it having been earned;**
- (b) where operational requirements permit, vacation leave may be taken subject to the approval of the Employer;
- (c) the Employer may authorize vacation to commence on any day;
- (d) An employee's request to carry-over up to five (5) days' vacation leave to the following year to supplement the vacation period in that year shall not be unreasonably denied by the Employer.

An employee's request to carry-over more than five (5) days' vacation leave to the following year to supplement the vacation period in that year may be authorized by the Employer in exceptional circumstances, but in no case will a vacation carry-over be allowed which comprises more than one (1) previous year's vacation entitlement;

- (e) the Employer may authorize an employee to take vacation leave in two (2) or more periods;

- (f) the Employer, if it finds it necessary, may require an employee to take vacation leave in two (2) or more periods. Normally any such periods shall not be less than one (1) week in length.

**26:09** Where an employee dies, the employee's estate shall receive the employee's accumulated vacation credits.

**26:10** Where an Employer has been unable to schedule part or all of an employee's vacation within the vacation year and as a result finds it necessary to restrict the whole or part of the vacation leave of an employee, the Employer may authorize payment in lieu of vacation.

Such pay shall not be subject to deduction of pension fund contributions or life insurance contributions. An employee whose vacation leave has been restricted may, in lieu of receiving such pay, elect to carry-over such vacation leave to the following year.

**26:11** Subject to the requirements of personnel, vacation leave shall be rotated regardless of seniority of employment.

**26:12** **Subject to the following conditions, an employee who will be eligible for a retirement benefit in accordance with *The Civil Service Superannuation Act (CSSA)* may accumulate vacation credits for payout upon the employee's retirement. The accumulation may commence up to five (5) years prior to the employee's retirement date.**

**The following conditions apply:**

- (a) **To be eligible to commence the accumulation of vacation days pursuant to this Article, the employee must provide the Employer with a retirement date in writing and submit the applicable vacation carryover form.**
- (b) **A maximum of one (1) year's vacation entitlement may be carried forward from one (1) vacation year to the next.**

- (c) **The payout of accumulated vacation days upon retirement is limited to the amount of vacation credits earned in the final two (2) years of employment prior to retirement and an overall maximum of fifty (50) vacation days.**
- (d) **The payout of vacation credits pursuant to this Article must be compliant with *The Civil Service Superannuation Act and Regulations* thereunder, as amended from time to time.**

### **Article 27 Sick Leave**

- 27:01** It is agreed by both parties that earned sick leave entitlement shall be granted by the Employer where an employee is unable to be at work and perform the employee's regular duties as a result of illness or injury.
- 27:02** The sick leave to which an employee is entitled shall accumulate:
- (a) during the first four (4) years of calendar service at the rate of three and six hundred twenty-five thousandths (3.625) hours for each seventy-two and one-half (72½) hours of accumulated service; and
  - (b) after the first four (4) years of calendar service, at the rate of seven and one-quarter (7¼) hours for each seventy-two and one-half (72½) hours of accumulated service.
- 27:03** Sick leave with pay up to but not exceeding the net amount of entitlement will be paid to hourly paid employees based on the number of hours they normally would have been scheduled to work on the day they were absent on sick leave.
- 27:04** Subject to Articles 27:05 and 27:06, sick leave shall not accumulate beyond two hundred eight (208) working days (1,508 hours).
- 27:05** The Employer may grant, in addition to the sick leave accumulated under this Agreement:

- (a) to an employee who has been employed for not less than ten (10) calendar years but less than fifteen (15) calendar years, and who has been granted not more than two hundred eight (208) working days (1,508 hours) of sick leave with pay during the employee's years of service, an additional period of sick leave with pay, which additional sick leave will increase the total sick leave for all the employee's years of service to not more than two hundred twenty eight (228) working days (1,653 hours);
- (b) to an employee who has been employed for not less than fifteen (15) calendar years but less than twenty (20) calendar years, and who has been granted not more than two hundred twenty eight (228) working days (1,653 hours) of sick leave during the employee's years of service, an additional period of sick leave with pay which additional sick leave will increase the total sick leave for all the employee's years of service to not more than two hundred fifty-six (256) working days (1,856 hours); and
- (c) to an employee who has been employed for not less twenty (20) calendar years and who has been granted not more than two hundred fifty-six (256) working days (1,856 hours) of sick leave during the employee's years of service, an additional period of sick leave with pay which additional leave will increase the total sick leave for all the employee's years of service to not more than two hundred ninety-six (296) working days (2,146 hours).

**27:06** With the approval of the Employer, additional sick leave with pay may be granted over and above an employee's accumulated sick leave and additional sick leave granted under Article 27:05.

**27:07** An employee who has been absent on sick leave with pay, upon returning to work, shall continue to accumulate sick leave up to a maximum of two hundred eight (208) working days (1,508 hours) in accordance with Article 27:02.

- 27:08** An employee shall accumulate sick leave credits from the date of commencement of employment.
- 27:09** Sick leave shall not be taken in advance of when it is earned.
- 27:10** Sick leave shall not accumulate during periods when an employee is absent on sick leave and/or absent on Workers Compensation for a period of more than ten (10) consecutive working days.
- 27:11** Where an employee is to be absent because of illness, the employee shall notify the employee's immediate supervisor of the absence due to illness at least one hour (1) prior to the normal hour of beginning work. **If it is not possible for the employee to notify the Employer at least one (1) hour prior to the normal hour of beginning work, the employee must notify the Employer as soon as it is possible to do so.**
- 27:12** An employee who has been absent because of sickness for a period of more than three (3) consecutive working days shall furnish, when requested by the Employer, at any time during or after this period of sickness, a medical certificate or sworn statutory declaration certifying that the employee is or was unable to be present at work because of the illness. Where an employee fails to produce a medical certificate or statutory declaration acceptable to the Employer, the employee shall not be entitled to be paid for the period of absence.
- 27:13** An employee who has been absent because of sickness for a period of three (3) working days or less may be required to furnish, when requested by the Employer, either a medical certificate or a sworn statutory declaration as required under Article 27:12. Failure to produce a certificate or statutory declaration acceptable to the Employer will result in a loss of pay for the period of absence.
- 27:14** Where an employee becomes ill during the period of the employee's scheduled annual vacation, the Employer may grant sick leave and credit the employee with alternate days vacation equivalent to the number of days approved sick leave providing the illness is over three (3) days and may

require hospitalization. The employee will be responsible to provide proof of illness and/or hospitalization satisfactory to the Employer.

- 27:15** When an employee is unable to work and is in receipt of an income replacement indemnity (IRI) from The Manitoba Public Insurance Corporation (MPIC) as a result of an injury incurred in a vehicle accident, the employee may elect to be paid an additional amount, which when combined with the IRI benefit, shall ensure the maintenance of net salary consistent as if they were in receipt of regular sick leave. Such additional amount shall be chargeable to the employee's sick leave credits accrued at the time the employee commenced receipt of the IRI and such additional payment shall be payable until the employee's accrued sick leave credits have been exhausted.
- 27:16** Time off for medical and dental examinations or treatments, **or to donate blood or plasma with Canadian Blood Services**, including reasonable travel time, shall be granted to employees and such time off shall be chargeable against the employees accumulated sick leave credits.

**For appointments to donate blood or plasma, such time off with pay will be granted to a maximum of three (3) hours per appointment and up to four (4) appointments per year.**

Whenever possible, **such medical, dental and blood/plasma donation** appointments are to be made on the employee's day off or at a time when the employee is not on duty. If the above is not possible, the employee will endeavour to make the appointment at a time which is least disruptive to the area. **Verification of the appointment must be provided to the Employer upon request.**

If the employee chooses a doctor or dentist outside of their community, such time off with pay will be granted to a maximum of three (3) hours. Increased time may be considered by the Employer in extenuating circumstances on an individual basis.

Should it be necessary for an employee to attend a doctor or dentist outside of their community by reason of non-availability of service in their

community, the employee shall be allowed up to one (1) shift off with pay, to the extent that sick leave credits have been accumulated, for the time necessary to attend such appointment to the nearest point of available service. Employees residing north of the 53rd parallel shall be allowed up to two (2) shifts off with pay.

### **Article 28 Addictions**

**28:01** The parties recognize that alcohol, **gambling**, and drug misuse does occur and that such misuse has the potential to adversely affect an employee's work performance. Subject to Employer approval, an employee will be granted sick leave to pursue treatment that involves time away from work for participation in residential, in-patient or out-patient services.

### **Article 29 Workers Compensation**

**29:01** If an employee is absent from work as a result of an injury for which a Workers Compensation claim has been filed and provided the employee has sufficient sick leave credits, the following shall apply:

- (a) for the first fifteen (15) working days of the employee's absence, the employee will be placed on sick leave;
- (b) any amounts payable to the employee from Workers Compensation shall be remitted directly to the Employer;
- (c) if the employee's Workers Compensation claim is approved the employee will be re-credited with ninety percent (90%) of the sick leave granted during the fifteen (15) day period.

**29:02** Those employees who are on Workers Compensation beyond the fifteen (15) day period in Article 29:01 and who have sufficient sick leave, it is the intention of the parties that the employee's net salary will be maintained consistent as if they were in receipt of regular sick leave having regard for the non-taxable status of Workers Compensation allowances. Any additional

payment amount required to maintain net salary will be chargeable to the employee's sick leave credits.

The parties agree to establish a joint committee to review current administrative procedures to ensure that this principle is maintained.

- 29:03** Where an employee is absent due to injuries or disabilities for which compensation is paid under The Workers Compensation Act, vacation leave shall accumulate as if the employee were not absent, but the extent of such accumulation shall not continue beyond twelve (12) consecutive calendar months from the date the absence, related to the injury or disability, commenced.
- 29:04** Where an employee is injured on the job and is required to leave for medical treatment and/or is sent home by management due to the injury, the employee shall incur no loss in regular pay and benefits for the day on which the accident occurs.
- 29:05** Transportation to the nearest physician or hospital for employees requiring immediate medical care as a result of an on-the-job accident shall be provided by or at the expense of the Employer if it is not covered by a medical plan.
- 29:06** Where an employee is in receipt of Workers Compensation as a result of an injury incurred in the course of the performance of the employee's duties and is absent from work as a result, such absence shall not be considered to be part of the employee's personal absenteeism record.

### **Article 30 Bereavement Leave**

- 30:01** An employee shall be entitled to **bereavement** leave of five (5) working days without loss of salary in the event of the death of a parent, step-parent, spouse, child or step-child, **sibling, step-sibling**, ward of the employee, or relative permanently residing in the employee's household or with whom the employee permanently resides.

- 30:02** An employee shall be entitled to **bereavement** leave of three (3) working days without loss of salary in the event of the death of the employee's parent-in-law, grandparent, or grandchild.
- 30:03** An employee shall be entitled to **bereavement** leave of one (1) working day without loss of salary in the event of the death of the employee's **sibling-in-law, child-in-law, niece, nephew**, aunt or uncle.
- 30:04** An employee who is entitled to **bereavement** leave under Articles 30:01, 30:02 **and 30:03** during vacation leave shall receive vacation credits equal to the number of days of **bereavement** leave granted.
- 30:05** Provided an employee has not received **bereavement** leave for the death in question, the employee shall be entitled to **bereavement** leave up to a maximum of one (1) day without loss of salary for attending a funeral as a pallbearer or to perform a eulogy.
- 30:06** An employee shall be entitled to additional **bereavement** or special leave up to a maximum of two (2) days without loss of salary, requested for the purpose of attending a funeral at a distance in excess of two hundred twenty-five (225) kilometres from the employee's home.
- 30:07** If an employee qualifies for **bereavement** leave without loss of pay pursuant to the foregoing provisions, the employee may request additional days of leave without pay for the purposes of attending a funeral and that request cannot be unreasonably denied by the Employer.

### **Article 31 Family Related Leave**

- 31:01** An employee shall be entitled to up to seven (7) days of leave with pay in each fiscal year to be granted on the recommendation of the Employer as follows and charged against the employee's sick leave credits:
- (a) the leave shall be for the purpose of attending to family responsibilities which are real, immediate and unavoidable and which necessitate the employee's absence from work;

- (b) the family responsibilities of the employee could not reasonably be accommodated by some other person or in some other way or at some other time;
- (c) the amount of leave is intended to cover the period until appropriate alternative arrangements can be made.

**31:02** An employee's sick leave accumulation under Article 27 - Sick Leave will not be reduced to less than twelve (12) days per year as a result of the application of this provision.

### **Article 32 Paternity Leave**

**32:01** An employee shall be granted two (2) day's leave with pay, to attend to needs directly related to the birth of **their** child. At the employee's option, such leave shall be granted on the day of, or the day following the birth of **the employee's** child or the day of the birth mother's admission to or discharge from hospital or such other day as may be mutually agreed.

**32:02** Employees who qualify for paternity leave, as per Article 32:01, are not eligible for maternity leave under Article 33 and/or adoptive parent leave under Article 34.

### **Article 33 Maternity Leave**

**33:01** An employee who qualifies for maternity leave may apply for such leave in accordance with either Plan A or Plan B but not both.

**33:02** **Plan A**

In order to qualify for Plan A, a pregnant employee must:

- (a) have completed seven (7) continuous months of employment for or with the Employer;
- (b) submit to the Employer an application in writing for leave under Plan A at least four (4) weeks before the day specified by **the employee** in the

application as the day on which **the employee** intends to commence such leave; and

- (c) provide the Employer with a certificate of a duly qualified medical practitioner certifying that **the employee** is pregnant and specifying the estimated date of **their** delivery.

**33:03** An employee who qualifies is entitled to and shall be granted maternity leave without pay consisting of:

- (a) a period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Article 33:02(c); or
- (b) a period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Article 33:02(c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;
- (c) the Employer may vary the length of maternity leave upon proper certification by the attending physician.

**33:04** An employee who has been granted maternity leave shall be permitted to apply up to a maximum of five (5) days of **their** accumulated sick leave against the Employment Insurance (EI) waiting period.

An employee who has been granted maternity leave shall also be permitted to apply a maximum of five (5) days of **their** accumulated sick leave:

- (a) in the week immediately following the discontinuation of payments of Employment Insurance Maternity benefits if the employee does not receive Employment Insurance Parental benefits; or
- (b) in the week immediately following the discontinuation of payments of Employment Insurance Parental benefits, if the employee receives Employment Insurance Parental benefits immediately following the discontinuation of Employment Insurance Maternity benefits.

Should the employee not return to work following **their** maternity leave for a period of employment sufficient to allow for re-accumulation of the number of sick days granted, the employee shall compensate the Employer for the balance of the outstanding days at the time of termination.

Approved sick leave with pay granted during the period of return shall be counted as days worked.

**33:05 Plan B**

In order to qualify for Plan B a pregnant employee must:

- (a) have completed seven (7) continuous months of employment for or with the Employer;
- (b) submit to the Employer an application in writing, for leave under Plan B at least four (4) weeks before the day specified by **the employee** in the application as the day on which **they** intend to commence such leave;
- (c) provide the Employer with a certificate of a duly qualified medical practitioner certifying that **the employee** is pregnant and specifying the estimated date of **their** delivery;
- (d) provide the Employer with proof that **they have** applied for Employment Insurance benefits and that Employment and Social Development Canada (ESDC) has agreed that the employee has qualified for and is entitled to such Employment Insurance benefits pursuant to Section 22, Employment Insurance Act.

**33:06** An applicant for maternity leave under Plan B must sign an agreement with the Employer providing that:

- (a) **they** will return to work and remain in the employ of the Employer on a full time basis for at least six (6) months following **their** return to work; and

- (b) if **they do** not take parental leave as provided in Article 35 - Parental Leave, **they** will return to work on the date of the expiry of **their** maternity leave; and
- (c) if **they do** take parental leave as provided in Article 35 - Parental Leave, **the employee** will return to work on the date of the expiry of **their** parental leave; and
- (d) should **the employee** fail to return to work as provided above, **they are** indebted to the Employer for the full amount of pay received from the Employer as a maternity allowance during **their** entire period of maternity leave.
- (e) should **the employee** return to work as provided above but fail to complete **their** return service commitment, **they are** indebted to the Employer for a pro-rated amount based on the number of months **they have** remaining on **their** return service commitment, rounded to the nearest full week.

**33:07** At the employee's request the Employer may authorize an employee who has received maternity leave under Plan B to return to work on a part-time basis for a period of twelve (12) months.

**33:08** An employee who qualifies is entitled to a maternity leave consisting of:

- (a) a period not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate mentioned in Article 33:05(c); or
- (b) a period of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate mentioned in Article 33:05(c) and the actual date of delivery, if delivery occurs after the date mentioned in that certificate;
- (c) the Employer may vary the length of maternity leave upon proper certification by the attending physician.

**33:09** During the period of maternity leave, an employee who qualifies is entitled to a Supplement to Employment Insurance (EI) Maternity Benefits as follows:

- (a) for the first week an employee shall receive ninety-three percent (93%) of **their** weekly rate of pay;
- (b) for up to a maximum of fifteen (15) additional weeks, payments equivalent to the difference between the Employment Insurance benefits the employee is eligible to receive and ninety-three percent (93%) of **their** weekly rate of pay;
- (c) for the week immediately following the discontinuation of payments of Employment Insurance Maternity benefits an employee shall receive ninety-three percent (93%) of **their** weekly rate of pay provided the employee does not receive Employment Insurance Parental Benefits immediately following the exhaustion of the Employment Insurance Maternity Benefits.

If the employee receives Employment Insurance Parental Benefits immediately following the exhaustion of Employment Insurance Maternity Benefits, the employee shall receive ninety-three percent (93%) of **their** weekly rate of pay for the week immediately following the discontinuation of payments of Employment Insurance Parental benefits;

- (d) all other time as may be provided under Article 33:08 shall be on a leave without pay basis.

**33:10** Plan B does not apply to term employees or employees who normally are subject to seasonal lay-off.

**33:11** During the period of maternity leave, benefits will not accrue. However, the period of maternity leave will count as service towards eligibility for long service vacation and long service sick leave entitlement.

**33:12** Where an employee's anniversary date falls during the period of maternity leave under Plan A or B, the employee shall be eligible to receive a merit

increase effective the date upon which **they** return to **their** position of employment.

- 33:13** Section 57 and Sections 60(1) through 60(4) inclusive of The Employment Standards Code respecting maternity leave shall apply “mutatis mutandis”.

#### **Article 34 Adoptive Parent Leave**

- 34:01** An employee shall be granted one (1) day’s leave with pay to attend to needs directly related to the adoption of the child. At the employee’s option such leave shall be granted on the day of or the day following the adoption or such other day as may be mutually agreed.

#### **Article 35 Parental Leave**

- 35:01** In order to qualify for parental leave, an employee must:
- (a) be the natural mother of a child; or
  - (b) be the natural father of a child; or
  - (c) adopt a child under the law of a province.
- 35:02** An employee who qualifies under Article 35:01 must:
- (a) have completed seven (7) continuous months of employment; and
  - (b) submit to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the employee intends to commence the leave.
- 35:03** An employee who qualifies in accordance with Articles 35:01 and 35:02 is entitled to parental leave without pay for a continuous period of up to sixty-three (63) weeks.
- 35:04** Subject to Article 35:05, parental leave must commence no later than eighteen (18) months after the date of the birth or adoption of the child or the date on which the child comes into the actual care and custody of the employee.

**35:05** Where an employee takes parental leave in addition to maternity leave, the employee must commence the parental leave immediately on expiry of the maternity leave without a return to work unless otherwise approved by the Employer.

### **Article 36 Bridging of Service**

**36:01** A regular employee who resigns as a result of the employee's decision to raise a dependent child or children, and is re-employed, upon written notification to the Employer shall be credited with the length of service accumulated up to the time of resignation for the purposes of sick leave and long service vacation entitlement benefits as defined in this Agreement and based on service seniority. The following conditions shall apply:

- (a) the employee must have accumulated at least four (4) years of calendar service at the time of resigning;
- (b) the resignation itself must indicate the reason for resigning;
- (c) the break in service shall be for no longer than six (6) years, and during that time the employee must not have been engaged in remunerative employment for more than three (3) months;
- (d) the previous length of service shall not be reinstated until successful completion of the probationary period;
- (e) upon successful completion of the probationary period, the employee will be credited with the accumulated sick leave credits at the time of the resignation up to a maximum of twenty-six (26) days of credits.

### **Article 37 Loss Of or Damage To Personal Effects**

**37:01** Where an employee, because of the action of a client of the Employer, suffers damage to, or loss of, eye-glasses, false teeth, a watch or other personal effects usually carried to work by the employee in the performance of the

employee's duties including clothing but not including underwear, the employee shall be reimbursed at:

- (a) full replacement cost provided that the item that is lost or damaged beyond repair has been purchased within six (6) months of the incident;
- (b) if the item has been purchased within six (6) months to two (2) years of the incident, at eighty-five percent (85%) of the replacement cost;
- (c) at seventy-five percent (75%) of the replacement cost in all other cases.

In calculating replacement cost, proof of purchase must be submitted and Provincial Sales Tax (PST) and Goods and Services Tax (GST) are included.

- 37:02** All incidents of loss of, or damage to personal effects as mentioned in Article 37:01, shall be reported in writing by the employee whose personal effects are lost or damaged to the Employer within twenty-four (24) hours of the incident.
- 37:03** Each incident respecting loss of, or damage to, personal effects as mentioned in Article 37:01 shall be assessed separately, and the Employer shall recommend the amount of compensation that should, in the Employer's opinion, be paid in respect of each incident.
- 37:04** Employees are responsible for any personal effects which are brought to their place of work and are not specifically required in the course of their employment; and no claim for compensation will be considered for loss or theft of or damage to personal effects or clothing other than damage to clothing that occurs as a result of an accident, normal wear and tear excepted.
- 37:05** Employees suffering loss of, theft of, or damage to tools, equipment, personal effects or clothing incurred when they are away from their normal place of work while on a business trip may claim compensation only for such items as are necessary in day-to-day living in the course of their employment away from their normal place of work.

- 37:06** Employees whose occupation requires them to provide and use their own tools, equipment or personal effects in the course of their employment, should safeguard such tools, equipment or personal effects against loss, theft or damage; and no claim for compensation for loss, theft or damage to such tools, equipment or personal effects may be made under this Article except where such tools, equipment or personal effects are handed over or delivered to a supervisor or responsible officer where this is practical and the receipt thereof is acknowledged by the officer.
- 37:07** Where compensation is available from an employee's personal insurance or otherwise for the loss or theft of or damage to the employee's tools, equipment or personal effects or for luxury items, the deductible portion may be claimed.
- 37:08** Every claim for compensation made pursuant to Articles 37:04, 37:05 and 37:06 will be determined by the Employer, and the claim shall indicate:
- (a) the name of the claimant, position classification, normal place of work and type of work the position entails;
  - (b) identification as to category - loss, theft, damage - and full particulars as to when, and how the loss, theft or damage took place, with any other relevant particulars;
  - (c) justification for the claim in accordance with Articles 37:04, 37:05 and 37:06 ;
  - (d) a certification by the claimant that all items lost, stolen or damaged are not covered by any form of insurance, or if they are covered, the amount of the deductible for which reimbursement is being claimed under this Article.
- 37:09** Claims approved by the Employer shall be paid in accordance with Article 37:01.

### **Article 38 Dental Plan**

- 38:01** The parties agree to the continuation of the Dental Services Plan with the following changes:
- (a) the basis for payment for covered services shall be the current Manitoba Dental Association (MDA) Fee Guide;
  - (b) dental coverage will continue for the first seventeen (17) weeks of maternity leave effective the first of the month following the date of signing and limited to maternity leaves commencing on and after that date;
  - (c) part-time employees are eligible for family coverage based on fifty percent (50%) of the annual maximum per claimant.

### **Article 39 Vision Care Plan**

- 39:01** The parties agree to the continuation of the Vision Care Plan with the following changes:
- (a) the basis for payment for covered services shall be the current Optometric or Ophthalmological Fee Guide;
  - (b) changes to the Dental Plan respecting eligibility during maternity leave and pro-rated family coverage for part-time employees will also apply to the Vision Care Plan;
  - (c) part-time employees are eligible for family coverage based on fifty percent (50%) of the annual maximum per claimant.

### **Article 40 Drug Plan**

- 40:01** 40:01 The parties agree to the continuation of the Drug Care plan as follows:
- (a) eligibility requirements for employees and dependents are the same as the Dental Services Plan;

- (b) co-insurance based on eighty percent (80%) reimbursement;
- (c) the maximum payment per contract (family) is nine hundred dollars (\$900) per year;
- (d) part-time employees are eligible for family coverage based on fifty percent (50%) of the annual maximum per claimant.

The Employer will provide each employee with a pay direct prescription drug card, timing subject to benefit vendor set-up.

### **Article 41 Safety and Health**

- 41:01** The Employer and the Union recognize that safety, accident prevention and the preservation of health are of primary importance and that these activities require the combined efforts of the Employer, employees and the Union.
- 41:02** The Employer will continue to provide its employees with safe working conditions, equipment and materials, and will continue to ensure that all reasonable precautions are taken.
- 41:03** The Union will continue to make every effort to obtain the cooperation of each employee within the bargaining unit in the observation of all reasonable safety rules, practices and procedures.
- 41:04** Every employee shall take all reasonable precautions and follow all reasonable safety rules, practices and procedures in order to protect the employee's safety and health and the safety and health of any other persons who may be affected by the employee's acts or omissions at work.
- 41:05** The parties recognize the importance of establishing a Workplace Safety and Health Committee to enhance the ability of employees and managers to resolve safety and health concerns. It is recognized that the initiative in requesting the establishment of a Workplace Safety and Health Committee may come from management and/or the employees in the workplace and/or the Union.

- 41:06** The parties agree to the establishment of a Workplace Safety and Health Committee having regard for:
- (a) the number of employees in the workplace;
  - (b) the type of work performed in the workplace and the degree of hazard involved;
  - (c) the complexity of the workplace operations, and the size, location and nature of the workplace.
- 41:07** Where it is not deemed appropriate to establish a Workplace Safety and Health Committee in a workplace the parties may agree to the designation of a Workplace Safety and Health representative who may, in conjunction with a management representative, perform the duties of a committee.
- 41:08** Where it is deemed appropriate to establish a Workplace Safety and Health Committee in a workplace, the following shall apply:
- (a) the size of the committee shall be determined taking into account the factors listed in Article 41:06. The number of employee representatives should not be less than two (2) or more than six (6). The number of management representatives may be less than or equal to the number of employee representatives on a committee;
  - (b) each party shall elect or appoint its representatives to a committee freely and without interference;
  - (c) committee members shall have a term of office of one (1) year and members are eligible for re-election or re-appointment;
  - (d) committees shall have two (2) co-chairpersons, one (1) chosen by and from the management representatives and one (1) chosen by and from the employee representatives. The co-chairpersons shall alternate the function of chairing the meetings of the committee and may participate fully in the deliberations and discussions of the committee;

- (e) committees shall meet regularly at intervals to be determined by the committee but normally not less than once in each calendar quarter;
- (f) except for the calling of special meetings, there shall be at least seventy-two (72) hours prior notice of the calling of committee meetings;
- (g) efforts should be made to schedule committee meetings, functions or duties during the employees' work time but if this is not possible meetings may be held during an employee's off duty hours. Employee representatives who are members of a Workplace Safety and Health Committee and who are scheduled to meet during off duty hours shall be compensated at straight time rates or at the employee's option be granted time off in lieu for time spent in such meetings, functions or duties;
- (h) the quorum for meetings shall consist of one-half ( $\frac{1}{2}$ ) of the management members and one-half ( $\frac{1}{2}$ ) of the employee members;
- (i) the Employer shall provide a prominent place where information relating to health and safety subjects may be posted. Information posted shall include:
  - (i) the names of all committee members and their terms of office;
  - (ii) the scheduled meeting dates of the committee;
  - (iii) the agenda for each meeting;
  - (iv) the minutes of the previous meeting;
  - (v) informational and educational materials which have specific relevance to the safety and health of employees in that workplace;
- (j) minutes of all committee meetings are required. Minutes shall consist of matters relating to the receipt and disposition of safety and health concerns. The minutes shall be signed by both chairpersons. Where there is disagreement as to the accuracy or content, either party may so

note the disagreement and place their comments on the minutes prior to signing.

When the minutes are signed by both co-chairpersons, the management co-chairperson shall retain the original for the records of the committee, **which are to be kept at the workplace for a period of at least ten (10) years from the date of the meeting**, post a copy as provided in Article 41:08(i) and forward a copy to members of the committee;

- (k) any material addressed to the committee shall be distributed as soon as practicable by the person receiving same to the other committee members.

**41:09** The objectives of the Workplace Safety and Health Committee include:

- (a) assisting employees to identify, record, examine, evaluate and resolve safety and health concerns in the workplace;
- (b) developing practical procedures and conditions to help achieve safety and health in the workplace;
- (c) promoting education and training programs to develop detailed knowledge of safety and health concerns and responsibilities in each individual workplace.

**41:10** Where a supervisor knows that any condition exists at a workplace that is unusually dangerous to the safety or health of an employee, the supervisor shall not require or permit an employee to engage in, carry on or continue to work in that workplace under that condition.

**41:11** (a) Where an employee has reason to believe, and does believe, that a condition exists that is dangerous to the employee's safety or health in the performance of the employee's work, the employee shall report that condition to the employee's supervisor;

- (b) the supervisor upon being notified under Article 41:11(a) shall inspect the condition with the employee and discuss the employee's reasons for believing the condition to be dangerous.

Where there is a safety and health committee at the workplace, the co-chairpersons may be asked to participate;

- (c) if the employee is unsatisfied with the supervisor's decision or if the supervisor refuses to inspect the condition, the employee shall contact, in writing or by telephone, the Workplace Safety and Health Branch without delay;
- (d) if the employee refuses to work because of the employee's belief that the condition is dangerous, the employee must be available to perform other work assigned.

**41:12** Where an employee has refused to perform work in accordance with Article 41:11, no other employee shall be assigned the particular work unless such employee is notified of the refusal and the reasons for the refusal, if known.

**41:13** Nothing in this Article prevents the doing of any work or thing that may be necessary in order to remedy the dangerous condition described in Article 41:10 and 41:11.

**41:14** Disciplinary action shall not be taken against an employee solely for the reason that the employee:

- (a) made a report under Article 41:11; and
- (b) refused to work or continue to work under the conditions described under Article 41:11 provided a safety and health officer has reported in writing that the employee had reasonable and probable grounds for believing that those conditions were dangerous to the employee's safety or health.

**41:15** Where an employee wilfully takes unfair advantage of the provisions described in Article 41:11, the employee may be subject to disciplinary action up to and including suspension or dismissal.

## **Article 42 Union Business**

**42:01** Leave of absence to attend to Union business may be granted to employees under the following conditions:

- (a) requests for leave shall be made in writing by the Union by providing the employee with a letter of request. The employee shall submit the letter to the employee's immediate supervisor who shall forward the request to the Employer for approval. The Union will also provide a copy of the written request to the Human Resources Manager;
- (b) requests for leave shall be made with reasonable advance notice and shall be granted where operational requirements permit. Where special or unusual circumstances prevent three (3) working days' notice being given, the request will be considered. No request will be unreasonably denied;
- (c) where such leave of absence has been granted the Union shall reimburse the Employer one hundred percent (100%) of the wages paid to such employees during the approved absence.

**42:02** For time spent with representatives of the Employer during negotiations of the Agreement, the Union will be allowed to have no more than four (4) employees present at each bargaining session on a time-off with pay basis.

**42:03** Prior to the commencement of negotiations, the Union shall supply the Employer with a list of employee representatives for the Agreement. Dependent upon operational requirements, requested leave for such employees shall not be unreasonably denied.

**42:04** Subject to the mutual agreement of the parties, the total number of employees referred to in Article 42:02 may be changed provided any

additional employees are on leave without pay or on wage recovery as per Article 42:01(c).

- 42:05** Union staff members shall not visit employees at their place of work unless prior approval has been obtained from the employee's supervisor.
- 42:06** The Employer agrees to allow the Union use of space on existing bulletin boards for the purpose of posting official Union information relating to business affairs, meetings, and social events provided the information does not contain anything that is adverse to the interests of the Employer. The Employer or designate shall have the right to refuse to post or remove the posting of any information.
- 42:07** Upon request, a Union representative shall be provided with the opportunity to meet with newly hired employees for up to twenty (20) minutes during regular working hours. The time shall be established by agreement subject to operational requirements.

### **Article 43 Rights of Stewards**

- 43:01** "Steward" means an employee elected or appointed by the Union who is authorized to represent the Union, an employee or both.
- 43:02** The Employer recognizes the Union's right to select stewards to represent employees.
- 43:03** The Union shall determine the number of stewards and the jurisdiction of each steward having regard to the organizational structure and size of the Employer, the distribution of employees at the workplace, and the administrative structure implied by the grievance procedure.
- 43:04** The Union agrees to provide the Employer with a list of stewards and any subsequent changes to the list. The Union shall provide appropriate identification for stewards.
- 43:05** Stewards and employees shall not conduct Union business during their working time except as provided in Article 42:07.

- 43:06** The duties of the stewards shall be to investigate complaints of an urgent nature and to investigate and present grievances in accordance with the grievance procedure.
- 43:07** For complaints of an urgent nature, a steward shall first obtain the permission of the steward's immediate supervisor or, if the immediate supervisor is not reasonably available, the Human Resource Manager before leaving work to investigate such complaint with the employee and supervisor concerned. Such permission shall not be unreasonably sought or withheld. On resuming the steward's normal duties, the steward shall notify the steward's supervisor.
- 43:08** When it is necessary for a steward to investigate a complaint or grievance during working hours, no deduction in salary shall be made from the steward or employee concerned, provided that each has obtained approval from their supervisor(s) or, if the immediate supervisor is not reasonably available, the Human Resource Manager for the time required to deal with the complaint or grievance. On resuming their duties, the steward and employee shall notify their supervisor(s).

#### **Article 44 Union Security**

- 44:01** During the term of this Agreement, employees covered by this Agreement, whether members of the Union or not, shall pay to the Union, by payroll deduction, an amount equal to the bi-weekly membership dues determined by the Union. For new employees, the payroll deduction of the amount as set out above shall become effective on the first day of the bi-weekly pay period, following the date the employee is covered under the terms of this Agreement.
- 44:02** The Employer shall forward to the Union the amount of the dues deducted under Article 44:01 on a bi-weekly basis per each applicable bi-weekly pay period system.
- 44:03** The Employer shall provide the Union on a bi-weekly basis per each applicable bi-weekly pay period system, the names of the employee from

whose wages dues have been deducted showing opposite each employee's name, the amount of dues deducted for that employee.

- 44:04** The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer.
- 44:05** Notwithstanding any other provision in this Agreement, the Employer shall not later than ninety (90) days preceding the expiry date of this Agreement, furnish in written form to the Union the following, shown by classification groupings:
- (a) the name of each employee;
  - (b) the classification of each employee;
  - (c) the current rate of pay of each employee.
- 44:06** The Employer agrees to provide the Union with a copy of the most recent position description of a position within the bargaining unit upon request.

#### **Article 45 Grievance Procedure**

- 45:01** The parties to this Agreement recognize the desirability for prompt resolution of grievances through an orderly process without stoppage of work or refusal to perform work.
- 45:02** A "grievance" is defined as a complaint in writing concerning:
- (a) the application, interpretation, or alleged violation of an Article of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties;
  - (b) the dismissal, suspension, demotion, or written reprimand of an employee.

The above categories of grievances can be processed up to and including Step 3 of the grievance procedure.

- 45:03** Notwithstanding Article 45:02, an employee may complain or grieve on any unsatisfactory working condition up to and including Step 2 of the grievance procedure. The decision at Step 2 shall be final for such grievances.
- 45:04** Where a grievance has been initiated and the nature of the grievance is such that it has or potentially could have widespread application affecting a number of employees; and where as a result the Union deems it impractical that each affected employee grieve separately, the Union shall have the right to present a group grievance on those matters as defined in Article 45:02(a). A group grievance shall be presented directly to the Human Resources Manager within twenty (20) working days following the date upon which the employee(s) were notified orally or in writing, or on which the employee(s) first became aware of the action giving rise to the grievance.
- 45:05** Where either party to this Agreement disputes the general application, interpretation or alleged violation of an Article of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties, either party may initiate a policy grievance. Where such a grievance is initiated by the Union, it shall be presented to the Chief Human Resources Officer. Where such a grievance is initiated by the Employer it shall be presented to the President of the Manitoba Employer and General Employees' Union. In all cases the grievance shall be presented within twenty (20) working days from the date of the action giving rise to the grievance.
- 45:06** Where the parties fail to resolve a grievance under Article 45:04 or 45:05, either party may refer the grievance to Step 3 of the grievance procedure. It is agreed and understood that grievances which have been submitted and dealt with as individual grievances may not subsequently be submitted as a policy grievance.
- 45:07** Notwithstanding Article 45:09, a grievance filed under Article 45:05 shall not require the signature of an employee.
- 45:08** If an employee or the Union fails to initiate or process a grievance within the prescribed time limits, the grievance will be deemed to be abandoned and all

rights of recourse to the grievance procedure for that particular grievance shall be at an end. If management fails to reply to a grievance within the prescribed time limits, the employee or the Union may process the grievance to the next step. Either party may request an extension of the time limits providing such extension is requested prior to the expiry of the time allowed. An extension, if requested, shall not be unreasonably withheld.

**45:09** Wherever possible, the grievance shall be presented on the Official Grievance Form. A written description of the nature of the grievance and the redress requested shall be sufficiently clear and if the grievance relates to an Article of the Agreement, such Article shall be so stated in the grievance. The grievance shall be signed by the employee and may be clarified at any step providing its substance is not changed. Except for failure to meet the time limits, a grievance shall not be deemed to be invalid if it is not written on the Official Grievance Form or for failure to quote the Article in dispute.

**45:10** It is mutually agreed that an effort shall be made to resolve complaints through discussion before a written grievance is initiated. The aggrieved employee shall have the right to have a representative present at such a discussion. When a grievance cannot be presented in person at any step, it may be transmitted by registered mail.

**45:11** An employee has the right to representation by a Union representative at any step of the grievance procedure.

**45:12** **Step 1**

- (a) Within twenty (20) working days after the date upon which the employee was notified orally or in writing, or on which the employee first became aware of the action or circumstances giving rise to the grievance, the employee shall present the grievance with the redress requested to the Human Resources Manager or designate;
- (b) the Human Resources Manager or designate shall sign for receipt of the grievance and if the nature of the grievance is such that the Human Resources Manager or designate is authorized to deal with it, the Human

Resources Manager or designate shall issue a decision in writing to the employee and to the Union within fifteen (15) working days;

- (c) the Human Resources Manager or designate may hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance;
- (d) if the nature of the grievance is such that a decision cannot be given below a particular level of authority, the Human Resources Manager or designate shall forward the grievance to the appropriate authority at the appropriate step of the grievance procedure and so inform the employee and the Union. The time limits and the procedures of the appropriate step shall then apply;
- (e) where the Human Resources Manager or designate at Step 1 is a steward or officer of the Union, the grievance shall automatically be referred by the Human Resources Manager or designate to Step 2.

**45:13 Step 2**

- (a) If the grievance is not resolved satisfactorily at Step 1, the employee shall submit the same grievance and the redress requested to the Chief Human Resources Officer or designate within fifteen (15) working days of the receipt of the decision at Step 1;
- (b) the General Manager or designate shall sign for receipt of the grievance and issue a decision in writing to the employee and to the Union within fifteen (15) working days of receipt of the grievance;
- (c) for those grievances defined in accordance with Article 45:02, the General Manager or designate may hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance. For those grievances concerning unsatisfactory working conditions as defined in Article 45:03, the General Manager or designate shall hold a hearing to discuss the grievance with the employee and the employee's representative before giving a decision on the grievance.

**45:14** Step 3

A decision of the General Manager or designate may be submitted to arbitration by the Union in accordance with Article 46 - Grievance Arbitration Procedure, providing the category of the grievance is such as is defined in Article 45:02. The decision of the single arbitrator shall be final and binding for all such grievances.

**45:15** Grievances concerning demotion, suspension or dismissal shall be initiated at Step 2 of the grievance procedure within twenty (20) working days of the date that the employee became aware of the action.

**45:16** Subject to Article 12:08, the rejection of an employee on probation is not appealable or arbitrable.

**45:17** Subject to Article 45:13 - Step 2, an employee or the Union may withdraw a grievance at any step of the grievance/arbitration procedure by giving written notice to the Employer. An employee may abandon a grievance by not processing it within the prescribed time limits.

**45:18** Disputes concerning the selection of an employee for a position within the bargaining unit may be grieved at Step 2 to the General Manager or designate in accordance with the following:

- (a) within twenty (20) working days after the date upon which the employee was notified orally or in writing, or on which the employee first became aware of the action or circumstances giving rise to the selection dispute, the employee shall present the grievance with the redress requested to the General Manager or designate;
- (b) the General Manager or designate shall sign for receipt of the grievance and if the nature of the grievance is such that the General Manager or designate is authorized to deal with it, the General Manager or designate shall issue a decision in writing to the employee and to the Union within fifteen (15) working days;

- (c) the General Manager or designate may discuss the grievance with the employee and the employee's representative before giving a decision on the grievance;
- (d) all time limits referred to in this Article may be extended by mutual agreement;
- (e) a decision of the General Manager or designate may be submitted to arbitration by the Union in accordance with Article 46 - Grievance Arbitration Procedure. The decision of the arbitrator shall be final and binding for all such grievances.

### **Article 46 Grievance Arbitration Procedure**

- 46:01** Unresolved grievances or disputes concerning only those matters set forth below shall be submitted to arbitration in accordance with the procedure set forth in this Article:
- (a) grievances concerning the application, interpretation or alleged violation of an Article of this Agreement;
  - (b) grievances concerning the application, interpretation or alleged violation of a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties;
  - (c) grievances concerning dismissal, suspension, demotion or a written reprimand of an employee.
- 46:02** The procedure for arbitrating grievances shall be the procedure as set forth in this Article.
- 46:03** Where a difference arises between the parties hereto relating to a subject matter as outlined in Article 46:01, either of the parties may, within twenty (20) working days from the receipt of the decision at Step 2, notify the other party in writing of its desire to submit the difference or allegation to arbitration. Such notification, when initiated by the Union, shall be made

directly to the Chief Human Resources Officer, and shall set forth the issue in dispute for referral to a single arbitrator.

**46:04** Where the party initiating the arbitration proceedings wishes to request arbitration by a single arbitrator, the notice referred to in Article 46:03 shall so state:

- (a) the parties will attempt to reach agreement on the selection of a single arbitrator within ten (10) working days;
- (b) where the party who receives the notice rejects the request for a single arbitrator or where the parties have failed to reach agreement on the selection of a single arbitrator within ten (10) working days, the party initiating the arbitration proceedings may submit the name of its appointee to the board in accordance with Article 46:05 within ten (10) working days;
- (c) a single arbitrator shall be considered to be an Arbitration Board for purposes of this Article.

**46:05** By mutual agreement between the parties, the grievance matter may be referred to a mediator chosen by the parties or the parties may appoint the single arbitrator, chosen in accordance with Article 46:04 as a mediator/arbitrator.

If referred to a mediator, the arbitration hearing date shall be established independent of the mediation process. The mediation must be completed prior to the commencement of the arbitration.

If the single arbitrator is appointed as a mediator/arbitrator, the matter shall be heard as a mediation/arbitration.

**46:06** Where the party initiating the arbitration proceedings wishes to request arbitration by a three (3) person board, the notice referred to in Article 46:03 shall contain the first party's appointee to the Arbitration Board. The following procedure will then apply:

- (a) the party who receives the notice shall within ten (10) working days of receiving the notice, name an appointee to the Arbitration Board and notify the other party in writing of such appointee;
- (b) the two (2) members of the Arbitration Board named by the parties shall, within ten (10) working days of the appointment of the second of them, appoint a third member of the Arbitration Board who shall be the Chairperson thereof;
- (c) if either party fails to appoint its member to the Board as provided above or where the two (2) appointees of the parties fail to agree on the appointment of a third member within the time specified, the Minister of Labour for Manitoba may be requested by a party to the Agreement to select the member(s); and
- (d) the Chairperson and one (1) other member are a quorum; but, in the absence of a member, the other members shall not proceed unless the absent member has been given reasonable notice of sitting.

**46:07** Where the matter is submitted to the Arbitration Board, the Arbitration Board shall commence hearings within ten (10) working days of the matter being submitted to the Board and shall hear evidence and argument submitted by or on behalf of the parties relevant to the matter submitted and shall make a decision thereon in the form of an award of the Arbitration Board.

**46:08** The Arbitration Board shall hear and determine the difference or allegations and shall issue a decision, which decision shall be final and binding and enforceable upon the parties and upon any employee or employees affected by it.

**46:09** The Arbitration Board may summon before it any witnesses and require them to give evidence on oath, orally or in writing, and to produce such documents and evidence as the Arbitration Board deems requisite to the full investigation and consideration of the matters referred to it.

- 46:10** The Arbitration Board shall submit a report on the findings and the decision of the Board within fourteen (14) days following the completion of the hearing to the parties.
- 46:11** Any of the time limits referred to above may be extended by mutual agreement of the parties hereto.
- 46:12** In the case of a three (3) person Arbitration Board the decision of the majority shall be the decision of the Arbitration Board. If there is no majority, the decision of the Chairperson shall be the decision of the Board.
- 46:13** The Arbitration Board shall not have the power to add to, subtract from or modify or alter in any way the provisions of this Agreement or a signed Memorandum of Understanding or a signed Memorandum of Agreement between the parties.
- 46:14** The Arbitration Board shall expressly confine itself to the issue submitted to the Board, and shall have no authority to make a decision and/or recommendation on any other issue not so submitted to the Board.
- 46:15** Where the Arbitration Board determines that an employee has been dismissed or otherwise disciplined by the Employer for cause, and provided the Agreement does not provide a specific remedy or penalty for the cause of the dismissal or disciplinary action, the Arbitration Board may substitute such other penalty or remedy in lieu of dismissal or the disciplinary action as the Board deems just and reasonable under the circumstances.
- 46:16** The expenses incurred by and in respect of an Arbitration Board shall be paid as follows:
- (a) the parties to the arbitration shall each pay an equal portion of the remuneration and expenses of the chairperson of the Arbitration Board;
  - (b) each party to the arbitration shall pay the remuneration and expenses of the member of the Arbitration Board named or appointed by or on behalf of that party;

- (c) each party to the arbitration shall pay the fees and expenses of witnesses called by that party to give evidence before the Arbitration Board;
- (d) each party to the arbitration shall pay the fees and expenses of any counsel appearing before the Arbitration Board on behalf of that party;
- (e) the parties to the arbitration shall each pay an equal portion of other costs and expenses incurred by the Arbitration Board in conducting the arbitration.

**46:17** The parties hereto agree that an employee of the Employer and a staff member of the Manitoba Employer and General Employees' Union shall not be eligible for appointment as a member of the Arbitration Board or to act as a member of the Arbitration Board.

#### **Article 47 Respectful Workplace and Harassment Prevention**

**47:01** The Employer and Union agree that every employee shall be entitled to a respectful, healthy, and safe workplace, and are entitled to equal employment opportunity; no form of harassment, disrespectful behaviour, discrimination or workplace violence shall be tolerated or condoned in the workplace. It is agreed that both parties will work together to recognize and deal with any issues when they arise. Rules and procedures concerning respectful workplace are as per the Employer's Respectful Workplace and Harassment Prevention Policy, as it may be amended from time to time. Any revisions to the Respectful Workplace and Harassment Prevention Policy will be developed in consultation with the Workplace Safety and Health Committee.

#### **Article 48 Reclassification Procedure**

**48:01** An employee who is of the opinion that their position is improperly classified may submit an "Employee Originated Request for Reclassification" on a form designated by the Employer for such purposes.

**48:02 Step 1**

The employee will submit the request to the Human Resources Manager together with the following:

- (a) a current position description approved by the direct manager;
- (b) the job classification being requested and reasons why that classification is appropriate;
- (c) any other information in support of the request.

The Human Resources Manager will respond to the employee within sixty (60) working days following receipt of the request. Should the request be denied, reasons will be provided.

**48:03 Step 2**

Where no reply is received or where the employee considers the response unsatisfactory, the employee may file a grievance at Step 2 of the grievance procedure within (20) working days upon expiry of the time limits prescribed or on receipt of the decision from Human Resources Manager.

**48:04** The time limits prescribed in this Article may be extended by mutual agreement of the employee and the Human Resources Manager.

### **Article 49 Civil Liability**

**49:01** If an action or proceeding is brought against any employee covered by this Agreement for an alleged tort committed by the employee in the performance of the employee's duties, then:

- (a) the employee, upon being served with any legal process, or upon receipt of any action or proceeding as hereinbefore referred to, being commenced against the employee shall advise the Employer through the Human Resources Manager of any such notification or legal process;
- (b) the Employer shall pay any damages or costs awarded against any such employee in any such action or proceedings and all legal fees; and/or

- (c) the Employer shall pay any sum required to be paid by such employee in connection with the settlement of any claim made against such employee if such settlement is approved by the Employer through the Human Resources Manager before the same is finalized; provided the conduct of the employee which gave rise to the action did not constitute gross negligence of the employee's duty as an employee;
- (d) upon the employee notifying the Employer in accordance with Article 49:01(a), the Employer and the employee shall forthwith meet and appoint counsel that is mutually agreeable to both parties. Should the parties be unable to agree on counsel that is satisfactory to both, then the Employer shall unilaterally appoint counsel. The Employer accepts full responsibility for the conduct of the action and the employee agrees to co-operate fully with appointed counsel.

#### **Article 50 Employee Files**

- 50:01** Upon the written request of an employee, the file of that employee shall be made available for the employee's full examination. Such examination shall be in the presence of a representative of the Employer. The employee has the option to have a representative present.
- 50:02** An employee may request a copy of specific documents on the employee's file. This provision shall not be unreasonably requested or denied.
- 50:03** Upon written request of an employee, an employee shall have the right to examine and request a copy of the content of any file, held by the employee's supervisor, which contains personal information regarding the employee, except for material which contains personal information about any other person.

#### **Article 51 Long Term Disability Income Plan**

- 51:01** The parties agree that the Employer shall provide an employer paid Long Term Disability Income Plan for eligible employees.

The Employer will provide the Union at least thirty (30) days' advance notice of a change in plan provisions(s) and/or plan provider, and will provide members with copies of plan booklets and revised booklets in the event of a change in plan provision(s) and/or plan providers. Plan booklets may be provided in electronic or printed format.

- 51:02** Coverage under the Dental Plan, Drug Plan, Vision Care Plan and Health Spending Account shall be maintained during any unpaid leave required to satisfy the one-hundred twenty (120) day elimination period or date of initial decision, whichever is later, for the LTD plan.

### **Article 52 Seniority**

- 52:01** "Seniority" means the length of service with the Employer as defined in this Article provided such service has not been broken by termination of the employee.

- 52:02** Seniority shall include only the following:

- (a) accumulated service;
- (b) periods of workers compensation;
- (c) periods of maternity leave and/or parental leave and/or compassionate care leave;
- (d) periods of adoptive parent leave;
- (e) approved educational leave to a maximum of one (1) year;
- (f) any sick leave without pay necessary to satisfy the elimination period of the Long Term Disability Plan;
- (g) any other approved leaves without pay to a maximum accumulation of one hundred forty-five (145) hours in a calendar year
- (h) periods of leave while on the Long Term Disability Plan.

- 52:03** An employee will lose all seniority when the employee:

- (a) resigns;
- (b) retires;
- (c) is dismissed and not reinstated;
- (d) dies;
- (e) is permanently laid-off;
- (f) is terminated at the expiry of the employee's term of employment.  
However, this Sub-article does not apply to a term employee who has been employed on a full-time basis for twenty-four (24) continuous months and who is re-employed within twelve (12) months of the expiration of the employee's term of employment.

**52:04** A seniority list will be prepared by April 1 by the Employer based on service up to and including December 31 of the previous year. The list will be posted **electronically** as determined by the Employer.

**52:05** Seniority lists will be prepared for the following types of employees by classification groupings in order of seniority:

- (a) regular;
- (b) term.

**52:06** Grievances concerning the calculation of seniority must be filed at Step 2 of the Grievance Procedure within twenty (20) working days of the date the employee became aware of the seniority calculation. Such grievances shall be restricted to the calculation of seniority in the calendar year immediately prior to the year in which the seniority list is posted.

### **Article 53 Part-time Employees**

**53:01** The calculation of benefits for part-time employees covered by this Agreement will be as set out in Appendix "A" - Application of Benefits to Part-time Employees.

**Article 54 Ambulance and Hospital Semi-Private Plan**

**54:01** The Employer agrees to the continuation of the Ambulance and Hospital Semi-Private Plan (AHSP).

**Article 55 Overtime and Compensatory Leave**

**55:01** The parties recognize the desirability of providing employees who work overtime the option of being compensated by pay or time off in lieu. However, the parties also recognize that there are circumstances in which this may not be appropriate due to factors such as budgetary restrictions or fluctuations in workload. In these situations the provisions of this Article may apply.

**55:02** The Employer may require employees to work overtime.

**55:03** Every reasonable effort will be made to ensure that all overtime work is distributed equitably amongst employees who are able to perform the required duties.

**55:04** An employee who is required to work on the employee's regular work day will receive compensation at one and one-half times (1½x) for all overtime worked.

**55:05** An employee who is required to work on the employee's day of rest will receive compensation at double time (2x) for all time worked.

**55:06** (a) An employee, if called out or scheduled to work additional hours, shall receive for the work a minimum payment equivalent to three (3) hours at the applicable overtime rate provided that the period of overtime worked by the employee is not contiguous to the employee's scheduled working hours. A meal break shall not be regarded as affecting contiguity.

(b) An employee shall receive one (1) hour of pay at the applicable overtime rate if the employee was scheduled to work additional hours that are contiguous to the employee's scheduled working hours and the

additional hours of work are cancelled by the Employer with less than a full shift's notice.

- 55:07** At the employee's option and subject to the conditions herein, overtime shall be compensated by paying the employee for all the time worked at the applicable rate or by granting the employee equivalent time off in lieu thereof. A maximum of thirty-six and one-quarter ( $36\frac{1}{4}$ ) straight time hours may be banked at any time at the applicable overtime rate (e.g. one (1) overtime hour worked at the rate of one and one-half times (1.5x) the basic hourly rate shall be banked as one and one-half (1.5) straight time hours). Banked overtime that is not used or scheduled to be used prior to March 15 will be paid out.
- 55:08** All time off in lieu thereof shall be granted at a time mutually agreeable to the employee and the Employer. In the absence of an agreement regarding the time for any banked hours to be taken as time off, banked overtime will be paid out.

#### **Article 56 Stand-by**

- 56:01** An employee, who has been designated by the Employer or authorized supervisor to be available on stand-by during off duty hours on a regular working day, shall be entitled to payment for each seven and one-quarter ( $7\frac{1}{4}$ ) hour period of twenty dollars (\$20).
- 56:02** For stand-by on a day of rest or on a paid holiday that is not a working day, the payment for each seven and one-quarter ( $7\frac{1}{4}$ ) hour period shall be twenty-three dollars (\$23).
- 56:03** To be eligible for stand-by payment, an employee designated for stand-by duty must be available during the period of stand-by at a known telephone number or by another method of communication as mutually agreed between the supervisor and the employee, and must be available to return for duty as quickly as possible if called.
- 56:04** The stand-by payment includes the responsibility to respond to phone calls and other forms of electronic communications which do not involve a return

to work. If such calls individually or in total exceed one-half ( $\frac{1}{2}$ ) hour, the employee is entitled to claim overtime for the period beyond one-half ( $\frac{1}{2}$ ) hour at the applicable overtime rate. The provisions respecting minimum call-out do not apply in these circumstances.

- 56:05** An employee on stand-by who is called back to work shall be compensated in accordance with call-out provisions of the applicable overtime Article in addition to stand-by pay.

### **Article 57 Inclement Weather**

- 57:01** If during inclement weather the applicable Teranet Office remains open and an employee is unable to attend the Office due to severe weather conditions, such as blizzard conditions causing road closures or travel not recommended by the Department of Highway, the Employer will permit the impacted employee to work from home where operational requirements permit.

If operational requirements do not permit such employee to work from home, the employee will not be paid for work missed. However, upon written request an employee may be permitted to utilize paid leave in the form of vacation or banked overtime to offset the lost wages to the employee.

### **Article 58 Court Leave**

- 58:01** An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private affairs, shall be granted a leave of absence with pay for the required period of absence and all witness fees received by the employee shall be remitted to the Employer.

### **Article 59 Acting Status**

- 59:01** Where the Employer directs an employee employed in one (1) position to temporarily take over the duties and responsibilities of some other position having a higher grade of pay, and provided the employee takes over and continues to perform for five (5) or more consecutive working days the duties and responsibilities of that other position, the employee shall be appointed temporarily to that other position with acting status and shall be paid at the rate of pay for that other position from the date of taking over the duties and responsibilities of that other position until the temporary appointment is revoked; and upon the temporary appointment being revoked the employee shall, unless appointed or promoted to some other position, revert to the employee's original position and be paid at the rate of pay for the employee's original position that the employee would be paid if the employee had never held the temporary appointment.
- 59:02** For purposes of interpretation of this Article, "duties and responsibilities" means the duties and responsibilities that would have been performed by the incumbent during the period in which the incumbent had been replaced.
- 59:03** Where an acting status appointment to a position within the bargaining unit will exceed twelve (12) continuous months, the Employer will notify the Union of the reasons. A meeting may be held to discuss the matter at the request of the Union. The employee who is in acting status may attend at the request of either party.
- 59:04** Article 59:03 does not apply where an employee is replacing an employee who is absent for any reason.

### **Article 60 Hours of Work**

- 60:01** All employees shall work seven and one-quarter ( $7 \frac{1}{4}$ ) consecutive hours per work day exclusive of meal periods and thirty-six and one-quarter ( $36 \frac{1}{4}$ ) hours per week. Normal office hours shall be 8:30 a.m. to 5:00 p.m., from Monday to Friday inclusive; but where it is necessary to provide service to the

public on Saturday sufficient staff for that purpose shall be maintained at the discretion of the Employer.

- 60:02** Where the nature of the work, the exigencies of the service or the existing regulations are such that it is not possible to observe the hours prescribed in Article 60:01 the Employer may set different hours.
- 60:03** The number of daily and weekly hours as prescribed in Article 60:01 may only be varied by mutual consent of the parties hereto.
- 60:04** Employees will be entitled to two (2) rest periods of fifteen (15) minutes each per day at such time as may be specified by the head of the Employer.
- 60:05** **Flexible Hours**
- (a) Offices must remain open during the hours of 8:30 a.m. to 4:30 p.m. with an extension to 5:00 p.m. where it is deemed necessary to provide service to the public.
  - (b) Variations in employees' hours of work may occur as a result of staggered starting or finishing times or an alteration in the time allowed for lunch.
  - (c) The earliest starting time is 7:00 a.m. and the latest finishing time is 6:00 p.m. and the minimum allowable lunch period is forty-five (45) minutes.
  - (d) Varied starting or finishing times must comprise a minimum of thirty (30) minutes prior to or after established office hours.
  - (e) Service to the public must not be downgraded by the change in hours.
  - (f) Employees' regular work day and week will be seven and one-quarter (7<sup>1</sup>/<sub>4</sub>) hours per work day and thirty-six and one-quarter (36<sup>1</sup>/<sub>4</sub>) hours per week exclusive of lunch periods.
  - (g) All employees must be present at work during the core period of 10:00 a.m. to 3:00 p.m., less lunch periods.
  - (h) The normal work week will be Monday to Friday inclusive.

## **Article 61 Labour Management Committee**

**61:01** The Employer and the Union acknowledges the importance of a positive working relationship.

They will continue to work towards establishing and maintaining such a relationship and to solve jointly identified problems during the term of the Agreement. It is recognized that while not all problems may be satisfactorily resolved, the parties will seek resolution in good faith.

**61:02** The parties are committed to the maintenance and enhancement of high quality public services that improve the quality of life of Manitobans and to provide these services in an efficient, effective and affordable manner. The Employer recognizes that employees and their union have a significant role to play in this process.

**61:03** In order to meet these objectives, the parties agree to establish a joint Labour Management Committee (LMC) for consultation on issues as they arise from time to time.

**61:04** The following guidelines will apply to the LMC unless otherwise agreed:

- (a) representation of the Union and management;
- (b) the Union and the Employer will each select up to four (4) representatives. The method of selection of their representatives shall be solely determined by the respective parties; and
- (c) meetings are to be co-chaired.

**61:05** The LMC will refer any issues which would involve changes to the Agreement to the Union and the Employer.

**61:06** LMC members shall be granted time off work without loss of pay to attend LMC meetings and to attend to LMC mandated business.

**61:07** Where an LMC meeting is scheduled on an employee's day of rest, the employee will be granted compensatory time off at straight time rates for time spent attending the meeting up to a maximum of one (1) day.

### **Article 62 Benefit Vendor Review**

**62:01** The Employer may conduct a benefit vendor review in order to ensure competitive rates, service and administration. In the event that a review is to be conducted, the Employer will notify the Union that a review is to be conducted, and will provide the Union with information on the review, as well as the results of the review.

**62:02** Should the Employer determine that a benefit vendor change is to occur; the Union will be notified of the change, and the reason for the change.

**62:03** In making a benefit vendor change, the Employer agrees that there will be no reduction in benefit levels, and there will be no immediate increase to the employee premiums as a result of the change to a new vendor.

### **Article 63 Volunteer Days**

**63:01** Effective January 1, 2024, eligible full-time employee may be approved to take up to one (1) day of paid time off per calendar year to participate in volunteer activities with a registered charity. The request for such paid time off must be made at least fourteen (14) days in advance and approved by the employee's manager. Approval will be subject to operational requirements, and the paid time off must not create a need for overtime or conflict with other approved time off and scheduling of other employees. The volunteer activities must be in association with a registered charity that is either of a personal interest to the employee or a registered charity that forms part of the Employer's corporate-sponsored initiatives.

**Article 64 Health Spending Account**

**64:01** The parties agree to the continuation of the Health Spending Account for permanent full and part-time employees within the following parameters:

- (a) effective April 1, 2019, and applicable to permanent full and part-time employees on staff as of April 1, 2019, maximum claims shall be increased to nine hundred dollars (\$900)/year per full-time employee and four hundred and fifty dollars (\$450)/year per part-time employee.
- (b) Effective January 1, 2024, and applicable to permanent full and part-time employees on staff as of January 1, 2024, maximum claims shall be increased to one thousand dollars (\$1,000)/year per full-time employee and five hundred dollars (\$500)/year per part-time employee.
- (c) There is no carry-over of HSA dollars from one year to the next, but an employee can carry forward claims for up to one year, i.e.: a full-time employee had one hundred fifty dollars (\$150) in claims in the first year. The employee can claim one hundred twenty dollars (\$120) and carry forward the additional thirty dollars (\$30) in claims for up to one (1) year.
- (d) Employees can apply for reimbursement once claims total one hundred dollars (\$100) (i.e.: the “trigger point”).
- (e) Reimbursement for claims is once every two (2) months.
- (f) An employee must file a claim.
- (g) Employees to receive annual statements.
- (h) The plan shall use Revenue Canada’s definition of dependent (i.e. an employee can pay HSA eligible expenses for anyone for whom they can claim a tax deduction).

**(i) Plan coverage and administration is to be determined by the Employer.**

IN WITNESS WHEREOF representatives have hereunto set their hand for, and on behalf of Teranet Manitoba L.P. and representatives of Manitoba Government and General Employees' Union have hereunto set their hand for, and on behalf of Manitoba Government and General Employees' Union.

Signed this 18th day of January, 2024.

*Sudha Dwivedi*

On behalf of Teranet Manitoba LP

**Wesley Whiteside**

On behalf of Manitoba Government and General Employees' Union

*Dana Cioffi*

On behalf of Teranet Manitoba LP

*Pierre Kralun*

On behalf of Manitoba Government and General Employees' Union

*Claire Alford*

On behalf of Teranet Manitoba LP

*Curtis Christianson*

On behalf of Manitoba Government and General Employees' Union

*Michelle Di Donato*

On behalf of Teranet Manitoba LP

*Sherlyn Weselak*

On behalf of Manitoba Government and General Employees' Union

*Tetyana Walker*

On behalf of Teranet Manitoba LP

On behalf of Manitoba Government and General Employees' Union

## **Appendix “A”: - Application of Benefits to Part-time Employees**

### **Article A1 Definitions**

**A1:01** The terms “accumulated service”, “calendar service”, “casual employee” and “part-time employee” shall have the meaning attributed to them in Article 1 of the Agreement.

### **Article A2 Application**

**A2:01** This Agreement applies only to part-time employees who:

- (a) have attained three hundred four and one-half (304½) hours of accumulated service, effective the first of the bi-weekly pay period following such attainment by the employee; or
- (b) are term employees hired for a period of two (2) months or more.

**A2:02** Management will determine whether an employee is part-time or casual in accordance with the definitions set out in Article A1 - Definitions. The parties agree to meet in an effort to resolve any problems which may occur as to whether an employee is part-time or casual.

### **Article A3 Conversions**

**A3:01** A part-time employee who is converted to casual is no longer covered by the provisions of the Agreement except for those relating to casual employees.

**A3:02** A casual employee who is converted to part-time status must complete the service requirement set out in Article A2 - Application but receives no credit for calendar or accumulated service as a casual employee.

**A3:03** Where a part-time employee who has been covered by the Agreement has been converted to casual employment and is subsequently reconverted to part-time employment with no break in service, the period of casual employment shall be treated as a period of leave of absence. While this does not affect the continuity of employment, the period of casual employment

does not count as calendar or accumulated service for purposes of benefit determination.

#### **Article A4 General Principles**

**A4:01** Where a benefit is to be pro-rated for a part-time employee it will be calculated so that if two (2) part-time employees were sharing a full-time position the total cost to the Employer of that benefit is no greater than the cost of having the position filled by a full-time employee.

**A4:02** In prorating a benefit, the factor used shall be determined by totalling the number of regularly scheduled hours the employee has worked in the preceding eight (8) weeks and dividing by two hundred ninety (290), i.e. seven and one-quarter (7<sup>1</sup>/<sub>4</sub>) hours x eight (8) weeks x five (5) days:

$$\text{pro-rating factor} = \frac{\text{number of regularly scheduled hours the employee worked in the preceding 8 weeks}}{290}$$

#### **Article A5 Benefits**

**A5:01** Part-time employees will only be eligible for the benefits specifically identified in this Article A5 - Benefits.

**A5:02** Holidays

- (a) An employee will be eligible for pay for a holiday on which the employee does not work provided the employee:
- (i) did not fail to report for work after having been scheduled to work on the day of the holiday; and
  - (ii) has not absented **themselves** from work without the consent of the Employer on the employee's regular working day immediately preceding or following the holiday unless the employee's absence is by reason of established illness.

- (b) Where an employee is eligible for holiday pay or time in lieu the employee shall receive an amount calculated by multiplying the regular daily working hours for the employee's classification times the pro-rating factor.
- (c) Where the Employer requires an employee to work a full shift (i.e. seven and one-quarter [7<sup>1</sup>/<sub>4</sub>] hours) as a regular work day on December 24 when that day falls on Monday through Friday inclusive, such employee shall be entitled to one-half (<sup>1</sup>/<sub>2</sub>) day of compensatory leave with pay to a maximum of four (4) hours.

**A5:03** Vacation

Vacation shall be calculated in accordance with Article 26 - Vacation.

**A5:04** Sick Leave

- (a) Sick leave shall be calculated in accordance with Article 27 - Sick Leave.
- (b) Part-time employees are not eligible for additional sick leave extensions as provided under Article 27:06.

**A5:05** Bereavement, Court, Paternity, Adoptive Parent, Parental and Family Related Leaves

- (a) These types of paid leave will be prorated by multiplying the number of days the employee would qualify for by the prorating factor;
- (b) In the case of adoptive parent leave and parental leave without pay, an employee is eligible for the full calendar time benefit, i.e. sixty-three (63) weeks.

**A5:06** Maternity Leave

- (a) Regular part-time employees are eligible for maternity leave Plan A or Plan B;
- (b) To qualify for maternity leave, calendar service is used, i.e. seven (7) months;

- (c) An employee who qualifies is eligible for the full calendar time leave provided under the Agreement, i.e. seventeen (17) weeks;
- (d) For Plan A, the application of ten (10) days sick leave towards the Employment Insurance (EI) waiting period will be calculated by multiplying the number of days accumulated sick leave the employee has (up to ten [10] days) by the prorating factor;
- (e) For Plan B, Employer payments will be based on the difference between the percentage of weekly earnings covered by EI and ninety-three percent (93%) of the weekly earnings. Weekly earnings will be as determined by Employment and Social Development Canada (ESDC) and will be subject to the EI maximum.

**A5:07** Workers Compensation

An employee who is eligible for Workers Compensation may use accumulated sick leave to supplement Workers Compensation in accordance with Article 29 - Workers Compensation.

**A5:08** Bridging of Service

Calendar service shall be the basis for determining eligibility for this benefit, i.e. four (4) years.

**A5:09** Severance Pay

Severance pay shall be calculated in accordance with Article 24 - Severance Pay.

**A5:10** Notice of Lay-off, Resignation or Termination

- (a) The period of notice required to be given by the employee or the Employer is the same as that applicable to full-time employees;
- (b) Pay in lieu of notice shall be calculated by multiplying the number of weeks' notice by the pro-rating factor.

**A5:11** Merit Increases

Eligibility for merit increases will be based on calendar service provided the employee has received pay for at least three hundred seventy-seven (377) hours exclusive of overtime.

**A5:12** Overtime

- (a) Daily overtime is only payable when the employee has worked beyond the normal daily hours of work;
- (b) Overtime on a day of rest is only payable when an employee has worked at least five (5) days in a week, i.e. a part-time employee only has two (2) “days of rest” per week.

**A5:13** Qualification Pay

Qualification pay shall be calculated by multiplying the pay an employee is eligible for by the pro-rating factor.

**A5:14** Probation

The period of probation is based on calendar service. Notwithstanding any provision of the Agreement, this period may be extended by the Employer for any reason provided twelve (12) months’ probation is not exceeded.

**A5:15** Seniority

Seniority shall be calculated in accordance with Article 52 - Seniority.

**A5:16** Lay-off

Seniority is used for purposes of lay-off.

**A5:17** Dental Plan, Vision Care & Drug Plan

Part-time employees are eligible for family coverage based on fifty percent (50%) of the annual maximum per claimant as identified in Articles 38:01(c), 39:01(c) and 40:01(d).

## Appendix “B”: - Casual Employees

**B1:01** The only provisions of this Agreement which apply to casual employees are as follows:

Article 1 - Interpretation

Article 4 - Application of Agreement

Article 6 - No Discrimination

Article 7 - Management Rights

Article 9 - Retroactive Wages

Article 13 - Conduct of Employees

Article 16 - Disciplinary Action

Article 25 - Holidays:

- provisions respecting 1½x for time worked on the listed holidays only.
- all other provisions in accordance with The Employment Standards Code.

Article 37 - Loss Of or Damage To Personal Effects

Article 44 - Union Security

Article 45 - Grievance Procedure - limited to the provisions in this Article.

Article 46 - Grievance-Arbitration Procedure - limited to the provisions of this Article.

Article 47 – Respectful Workplace and Harassment Prevention

Article 49 - Civil Liability

Article 50 - Employee Files

The above provisions apply only to casual employees who have attained one hundred sixty (160) hours of accumulated service, effective the first of the bi-weekly pay period following such attainment by the employee.

**B1:02** Overtime

- (a) daily overtime is only payable when the employee has worked beyond the normal daily hours for that classification, i.e. seven and one-quarter (7 ¼) hours;
- (b) overtime on a day of rest is only payable when an employee has worked at least five (5) days in a week, i.e. a casual employee only has two (2) “days of rest” per week.

**B1:03** There is no obligation for the Employer to offer work to a casual employee or for a casual employee to accept work that is offered.

**B1:04** A casual employee who has not worked for a period of forty-five (45) calendar days may be terminated at the sole discretion of the Employer. If an employee who has been terminated in accordance with this Article is rehired as a casual employee within twelve (12) months, the employee will receive credit for the employee’s previous casual service for purposes of the one hundred sixty (160) hour period set out in Article 4:01 **(d)**.

**B1:05** Where casual employees are employed within positions for which there is no appropriate classification, the classes and pay ranges of the employees will be deemed to be part of the Agreement pay plan and the employees will be paid at those rates plus any general pay increases until revised classes and pay ranges are negotiated by the parties. There shall be no retroactivity with respect to such revised classes and ranges. The rate of pay shall not be less than the lowest rate of pay set out in the pay plan except as may be provided in a separate Memorandum of Agreement between the parties.

## Appendix “C”: - Privately Owned Vehicles

### **C1:01** Reimbursement Rates

An allowance for the use of a privately owned vehicle, for travel on Employer business, when authorized by the Employer, shall be paid in accordance with the location of the employee’s residence as follows:

**Effective March 25, 2022: \$0.61/km using the higher Canada Revenue Agency posted 2022 rate for automobile allowance.**

**Effective January 1, 2023: \$0.68/km using the higher Canada Revenue Agency posted 2022 rate for automobile allowance.**

**If the higher Canada Revenue Agency posted rate for automobile allowance changes prior to December 31 of any year, the new rate will be used effective January 1 of the following year.**

**C1:02** The above allowance covers all costs relative to the operation of the vehicle except bridge, ferry or highway tolls and parking, as authorized, which may be claimed as incurred.

### **C1:03** Residence to Work Location

- (a) Transportation of an employee between the employee’s residence and headquarters may not be claimed except where the employee has been called back to return to work:
  - (i) outside of the employee’s normal hours on the employee’s regular working day or shift; or
  - (ii) on the employee’s day of rest;
- (b) where an employee is assigned to a beat, patrol area, territory or work location which is outside the headquarters area to which the employee would otherwise relate, the additional distance to travel to that beat, patrol area, territory or work location over that which would otherwise be incurred in travel from the employee’s residence to the employee’s headquarters may be claimed.

**C1:04** The official rates throughout these Articles are those expressed in kilometres and cents per kilometre (¢/km). An employee converting mileage to kilometres for the purpose of filing a claim should multiply the total number of miles at the end of the month or expense claim period by one and six-tenths ( $1\frac{6}{10}$ ). The resultant figure should be rounded to the nearest kilometre.

### **Article C2 Vehicles Required as a Condition of Employment**

**C2:01** Where an employee is required as a condition of employment to provide a personal vehicle for use in carrying out the employee's duties on behalf of the Employer, then the provisions of this Article shall apply.

**C2:02** By March 1 of each year, the employee shall select one (1) of the following methods of compensation of vehicle expenses which will apply to the employee for the following fiscal year from April 1 to March 31.

- (a) Option A: Compensation in accordance with Article C1:01 - Rates;
- (b) Option B: When authorized by the Employer, an employee required to provide a vehicle as a condition of employment will be paid for each day of use of the vehicle at the following rates based on the type of vehicle supplied:
  - (i) Automobiles - seven dollars and fourteen cents (\$7.14) plus the current mileage rate.
  - (ii) Trucks - seven dollars and sixty-nine cents (\$7.69) plus the current mileage rate.

The truck rate will only apply when a truck is specifically required for the work.

## Appendix “D”: - Meals and Miscellaneous Expenses

### Article D1 Meals - Eligibility for Claims

**D1:01** Breakfast - an employee is expected to have had breakfast before the start of the day’s work, even though some travel may be necessary before the recognized starting time. Exceptions occur to this pattern and cost of breakfast may be claimed when:

- (a) the employee is in travel status; or
- (b) the employee has been travelling for more than one (1) hour on Employer business before the recognized time for the start of the employee’s day’s work.

**D1:02** Lunch - an employee is expected to make arrangements to provide or purchase lunch, or the mid-day or mid-shift meal. For many employees, either because of lack of facilities in the area of work or for general convenience or economy, lunch is carried to work rather than purchased. Exceptions to this pattern, when cost of lunch may be claimed, occur when:

- (a) the employee is in travel status; or
- (b) the employee is away from the employee’s normal place of work which would cause the employee to disrupt the employee’s normal mid-day or mid-shift meal arrangements.

The inability of the employee to return to the employee’s home or residence does not constitute grounds for claim for the cost of a purchased meal.

**D1:03** Dinner - an employee may only claim for the cost of a dinner meal when:

- (a) the employee is in travel status; or
- (b) the employee has been travelling on Employer business and not expected to arrive back to the employee’s residence before 7:30 p.m. were a meal break not taken.

Any extension of working hours at the normal place of work is covered under Article D3 - Meal Allowances During Overtime Work. No other meal claims except as provided in this Article shall be paid.

## **Article D2 Meal Expenses - Travel Within and Outside the Province**

**D2:01** An employee who is eligible may claim the actual cost of purchased meals up to the following maximum amounts:

- (a) For travel while on Employer business within the Province of Manitoba

Breakfast	\$12.00
Lunch	\$16.00
<u>Supper</u>	<u>\$24.00</u>
Per Diem	\$52.00

- (b) For travel while on Employer business outside the Province of Manitoba

Breakfast	\$15.00
Lunch	\$20.00
<u>Supper</u>	<u>\$30.00</u>
Per Diem	\$65.00

**D2:02** For each full day in travel status an eligible employee may claim the Per Diem Allowance in lieu of individual meal claims to cover the cost of purchased meals.

**D2:03** Where no overnight accommodation is involved only the appropriate individual expenses under Article D2:01 may be claimed.

**D2:04** Where a single price or flat rate is charged for meals by the supplier and no other reasonable alternative in the location is available (which may occur in some remote or isolated communities), actual meal expenses exceeding the above maxima may be claimed if supported by a receipt.

### Article D3 Meal Allowances During Overtime Work

#### D3:01 Extension of Working Day

Where an employee's working day has been extended beyond the standard working day or shift at the normal place of work by either:

- (a) at least two (2) hours, exclusive of a dinner or supper break, a meal allowance shall be paid at:
  - **effective March 26, 2022 - \$12.00**
- (b) at least three and one-half (3½) hours, exclusive of a dinner or supper break, an allowance shall be paid at:
  - **effective March 26, 2022 - \$16.00**

**D3:02** To qualify for the above, employees in the category of office personnel must have been at work on the day for which the allowance is claimed for a total (exclusive of lunch or dinner/supper periods) of not less than:

- (a) nine and one-quarter (9¼) hours; or
- (b) ten and three-quarters (10¾) hours.

**D3:03** An employee in travel status is not entitled to either of the above allowances.

#### D3:04 Special Emergencies

Where special circumstances arise, i.e. flood control, fire duties, etc. and an employee is required to work extended hours in connection with that emergency, with the authority of the Employer, the employee may claim the cost of purchased meals appropriate to the period worked, as provided for under Article D2 - Meals Expenses - Travel Within **and Outside** the Province.

### Article D4 Incidentals Allowance

**D4:01** An employee who is in travel status may claim an incidentals allowance for each night of commercial or non-commercial accommodation:

- **Effective March 25, 2022 - \$10.00**

**D4:02** The incidentals allowance covers reimbursement for all incidental expenses except as provided in Article D5 - Miscellaneous Expenses During Travel.

### **Article D5 Miscellaneous Expenses During Travel**

**D5:01** Gratuities

No gratuities may be claimed. Allowance is made for these in either the individual meal allowances, the per diem allowances, or as part of the claim for meals during travel outside the province.

**D5:02** Laundry

- (a) Laundry charges must be supported by receipts and may only be claimed where the employee is travelling on Employer business and overnight away-from-home accommodation is involved for a period in excess of four (4) consecutive nights;
- (b) No claim may be made where special reimbursement arrangements have been made, such as a weekly or monthly allowance for living costs.

**D5:03** Parking

- (a) An employee may claim parking expenses as follows:
  - (i) short-term parking, when the employee is away from the workplace; and
  - (ii) overnight parking where it is not provided with accommodation; **or**
  - (iii) short-term parking when the employee is at the workplace and required to provide a personal vehicle for use in carrying out the employee's duties on behalf of the Employer.
- (b) Parking at an airport or other transportation terminal will only be allowed where the parking cost and the transportation costs to and from the terminal are less than the normal allowable transportation costs, i.e. limousine, taxi or bus, as available.

**D5:04** Telephone

- (a) Charges for telephone calls necessary for business purposes may only be claimed when they are supported by a listing of the person telephoned and the city or town involved;
- (b) An employee is entitled to claim the cost of long distance telephone calls up to a maximum of four dollars and seventy-eight cents (\$4.78) for each period of three (3) consecutive nights away from the employee's residence on Employer business and overnight accommodation is involved.

**Article D6 Travel Status - Return Home Over a Weekend**

- D6:01** Provided that work schedules permit, an employee in travel status may return home over a weekend and shall be reimbursed travel expenses in an amount not exceeding the cost of maintaining the employee in travel status over the weekend.
- D6:02** If travel is by a vehicle owned by the Employer this cost should be evaluated at the per kilometre rate applicable for personal distance travelled for that class of vehicle.

**Article D7 Accommodations**

- D7:01** Employees travelling on Employer business are entitled to standard hotel room accommodation with a bath when available.
- D7:02** The type, standard and cost of accommodation, and the period for which such costs may be allowed shall, in the opinion of the general manager, be reasonable considering all relevant circumstances.
- D7:03** No accommodation expenses are claimable when the Employer provides a caboose, trailer or other suitable accommodation.

**Article D8 Definitions**

- D8:01** “travel status” means absence of the employee from the employee’s headquarters area on Employer business involving travel and accommodation with the approval of the general manager.
- D8:02** “headquarters area” means:
- (a) a metropolitan or urban area of not less than twenty-four (24) kilometres (15 miles) in diameter;
  - (b) in all other cases, an area twenty-four (24) kilometres (15 miles) around the employee’s headquarters.
- D8:03** “employee’s headquarters” means the workplace where the employee is normally stationed or required to use as the employee’s base of operations on a continuing basis in relation to which the employee has established a residence.
- D8:04** “field operations” means activities carried out away from a permanent work location.

**Memorandum of Intent**

**between**

**Teranet Manitoba L.P.**

**and**

**Manitoba Government and General Employees' Union**

**Re: Job Sharing**

---

Job sharing is an alternative work arrangement whereby the duties and responsibilities of a full-time position may be restructured in a manner that would accommodate the employment of two (2) or more employees on a part-time basis.

The Employer will endeavour to inform the Union of existing job share situations within the bargaining unit within sixty (60) days of the signing of this Agreement.

The Employer will inform the Union of new job share arrangements within the bargaining unit as they are brought to its attention.

It is also agreed that the Employer will consult with the Union during the life of this Agreement on the subject of job sharing and its impact on the bargaining unit.

Signed this 18th day of January, 2024.

*Sudha Dwivedi*

On behalf of Teranet Manitoba LP

**Wesley Whiteside**

On behalf of Manitoba Government  
and General Employees' Union

*Dana Cioffi*

On behalf of Teranet Manitoba LP

*Pierre Kralin*

On behalf of Manitoba Government  
and General Employees' Union

*Claire Alford*

On behalf of Teranet Manitoba LP

**Memorandum of Intent**

**between**

**Teranet Manitoba L.P.**

**and**

**Manitoba Government and General Employees' Union**

**Re: Employee Paid Parking**

---

The Employer commits that during the life of the Agreement there will be no rate adjustments to the parking rates currently in effect in locations where parking spaces are made available to employees.

Signed this 18th day of January, 2024.

*Sudha Dwivedi*

\_\_\_\_\_  
On behalf of Teranet Manitoba LP

**Wesley Whiteside**

\_\_\_\_\_  
On behalf of Manitoba Government  
and General Employees' Union

*Dana Cioffi*

\_\_\_\_\_  
On behalf of Teranet Manitoba LP

*Pierre Kraken*

\_\_\_\_\_  
On behalf of Manitoba Government  
and General Employees' Union

*Claire Alford*

\_\_\_\_\_  
On behalf of Teranet Manitoba LP

**Memorandum of Agreement**

**between**

**Teranet Manitoba L.P.**

**and**

**Manitoba Government and General Employees' Union**

**Re: Subject: Professional Fees**

---

The parties agree that the Employer will reimburse professional fees up to five hundred dollars (\$500) per year based on statute, class specification and position requirement, as approved by the Employer.

Signed this 18th day of January, 2024.

*Sudha Dwivedi*

On behalf of Teranet Manitoba LP

**Wesley Whiteside**

On behalf of Manitoba Government  
and General Employees' Union

*Dana Cioffi*

On behalf of Teranet Manitoba LP

*Pierre Kralun*

On behalf of Manitoba Government  
and General Employees' Union

*Claire Alford*

On behalf of Teranet Manitoba LP

**Memorandum of Agreement**

**between**

**Teranet Manitoba L.P.**

**and**

**Manitoba Government and General Employees' Union**

**Re: Employment Equity**

---

The parties acknowledge and endorse the principle of employment equity and the goal of creating and fostering a supportive and understanding environment in which all individuals can realize their maximum potential within the company, regardless of their differences.

The parties are committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected, and supported, and share the common goal of building a workforce that reflects the diversity of our customers and the communities in which we live and serve. The commitment to inclusion and diversity supports inclusion across race, gender, age, religion, identity, backgrounds, culture and experience and a recognition that reasonable accommodations may be required in the recruitment and selection process.

Signed this 18th day of January, 2024.

*Sudha Dwivedi*

On behalf of Teranet Manitoba LP

**Wesley Whiteside**

On behalf of Manitoba Government and General Employees' Union

*Dana Cioffi*

On behalf of Teranet Manitoba LP

*Pierre Kralun*

On behalf of Manitoba Government and General Employees' Union

*Clair Alford*

On behalf of Teranet Manitoba LP

## Memorandum of Agreement

between

**Teranet Manitoba L.P.**

and

**Manitoba Government and General Employees' Union**

**Re: Workplace Health and Wellness**

---

The parties recognize that the health of a person affects how they perform at work, at home and in the community. Health is much more than the absence of disease, it is a combination of physical, mental and social well-being. It is believed that workplace practices and policies could be beneficial to the Employer and employees by having:

- employees who become sick less often;
- employees who work more effectively and efficiently;
- employees who are less prone to accidents;
- employees who are better able to manage stress.

The Employer and the Union agree to establish a committee with **proportionate** representation to examine health and wellness initiatives that could be undertaken in the workplace. **Unless otherwise agreed the Employer will select two (2) representatives and the Union will select up to four (4) members and the method of selection of their representatives shall be solely determined by the respective parties. The committee will meet once per quarter unless otherwise agreed by the parties. The committee may take recommendations to the Union and the Employer regarding initiatives.**

Signed this 18<sup>th</sup> day of January, 2024.

*Sudha Dwivedi*

On behalf of Teranet Manitoba LP

**Wesley Whiteside**

On behalf of Manitoba Government  
and General Employees' Union

*Dana Cioffi*

On behalf of Teranet Manitoba LP

*Pierre Kralun*

On behalf of Manitoba Government  
and General Employees' Union

*Clair Alford*

On behalf of Teranet Manitoba LP

**Memorandum of Agreement**

**between**

**Teranet Manitoba L.P.**

**and**

**Manitoba Government and General Employees' Union**

**Re: Workload Manageability**

---

It is acknowledged that, in some areas of the Employer, the manageability of excessive workload may be of concern to a group of employees, the Union and the Employer.

In situations where both the Union and the Employer are in agreement that discussions may be beneficial to resolving workload concerns, the two parties agree to discuss possible areas of concern and options for consideration to try and resolve these concerns.

By mutual agreement, the Union and the Employer may include employee representatives in these discussions.

Signed this 18th day of January, 2024.

*Sudha Dwivedi*

On behalf of Teranet Manitoba LP

**Wesley Whiteside**

On behalf of Manitoba Government  
and General Employees' Union

*Dana Gioffi*

On behalf of Teranet Manitoba LP

*Pierre Kralun*

On behalf of Manitoba Government  
and General Employees' Union

*Clair Alford*

On behalf of Teranet Manitoba LP

**Letter of Understanding**

**between**

**Teranet Manitoba L.P.**

**and**

**Manitoba Government and General Employees' Union**

**Re: Training Programs**

---

The Union and the Employer recognize that there have been advances in technology that allow work to move more freely between locations. The Union and the Employer agree to open discussions at the LMC about how training programs could be updated to take advantage of available technology.

Opportunities to participate in training programs may be posted. If training opportunities are posted, the selection of employees for such training opportunities shall be on the basis of qualifications, ability, prior work performance and seniority. Where qualifications, ability and prior work performance are relatively equal, seniority shall be the determining factor. The Employer is not required to post for all training opportunities, and the Employer retains discretion to determine whether training opportunities will be posted.

Any suggestions for process or program improvements agreed upon at the LMC will be brought forward to the General Manager or designate to consider for implementation.

Signed this 18th day of January, 2024.

*Sudha Dwivedi*

On behalf of Teranet Manitoba LP

**Wesley Whiteside**

On behalf of Manitoba Government and General Employees' Union

*Dana Cioffi*

On behalf of Teranet Manitoba LP

*Pierre Krahn*

On behalf of Manitoba Government and General Employees' Union

*Claire Alford*

On behalf of Teranet Manitoba LP

**Letter of Understanding**

between

**Teranet Manitoba L.P.**

and

**Manitoba Government and General Employees' Union**

**Re: Transition of Vacation Year**

---

In the 2022 round of collective bargaining negotiations, the parties agreed to transition from an April 1 to March 31 vacation year to a January 1 to December 31 vacation year. The transition will be effective January 1, 2025, and Article 26:01 will be revised accordingly.

To provide assistance to employees with the transition the parties have agreed upon a one-time exceptional vacation carry over. Employees will be permitted to carry over up to ten (10) days vacation leave to off-set the transition period. The one-time carry over will be applicable to the vacation earned in the April 1, 2023 to March 31, 2024 vacation year to be taken in the April 1, 2024 to December 31, 2024 vacation year. For clarity, the vacation earning and vacation taking periods through the transition are as follows:

Vacation Earning Year	Vacation Taking Year	Implication
Apr 1, 2022 to Mar 31, 2023	Apr 1, 2023 to Mar 31, 2024	12 months earned and 12 months to take
Apr 1, 2023 to Mar 31, 2024	Apr 1, 2024 to Dec 31, 2024	12 months earned and 9 months to take carryover possible to following year
Apr 1, 2024 to Dec 31, 2024	Jan 1, 2025 to Dec 31, 2025	9 months earned and 12 months to take
Jan 1 to Dec 31, 2025	Jan 1, 2026 to Dec 31, 2026	12 months earned and 12 months to take

Signed this 18th day of January, 2024.

*Sudha Dwivedi*

On behalf of Teranet Manitoba LP

**Wesley Whiteside**

On behalf of Manitoba Government  
and General Employees' Union

*Dana Cioffi*

On behalf of Teranet Manitoba LP

*Pierre Kralin*

On behalf of Manitoba Government  
and General Employees' Union

*Claire Alford*

On behalf of Teranet Manitoba LP

## Salary Schedule

**March 25, 2022 to March 24, 2023 (2.75% GWI, addition of 25 Year LSS)**

CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	20 Year LSS	25 Year LSS
<b>Administrative Secretary Series</b>										
Admin Secretary 1	35,075	35,853	36,922	37,875	38,905	-	-	-	39,683	40,477
AY1	1,343.87	1,373.66	1,414.64	1,451.14	1,490.63		-	-	-	1,520.42
	18.54	18.95	19.51	20.02	20.56	-	-	-	20.97	21.39
Admin Secretary 2	39,702	40,558	41,569	42,599	43,922	45,010	-	-	45,905	46,823
AY2	1,521.16	1,553.94	1,592.68	1,632.16	1,682.82	1,724.54		-	-	1,758.80
	20.98	21.43	21.97	22.51	23.21	23.79	-	-	24.26	24.74
Admin Secretary <sup>3</sup>	45,302	46,507	47,791	49,113	50,454	51,776	-	-	52,865	53,923
AY3	1,735.70	1,781.89	1,831.06	1,881.71	1,933.12	1,983.77		-	-	2,025.49
	23.94	24.58	25.26	25.95	26.66	27.36	-	-	27.94	28.50
Admin Secretary 4	50,843	52,165	53,507	54,848	56,404	57,940	-	-	59,087	60,269
AY4	1,948.02	1,998.67	2,050.07	2,101.47	2,161.07	2,219.91		-	-	2,263.87
	26.87	27.57	28.28	28.99	29.81	30.62	-	-	31.23	31.85

**Accounting Clerk Series**

Accounting Clerk 1	46,838	48,160	49,443	50,688	52,107	53,604	-	-	54,673	55,767
AK1	1,794.56	1,845.22	1,894.38	1,942.06	1,996.43	2,053.80	-	-	2,094.76	2,136.66
	24.75	25.45	26.13	26.79	27.54	28.33	-	-	28.89	29.47
Accounting Clerk 2	53,662	55,237	56,715	58,231	59,845	61,615	-	-	62,878	64,136
AK2	2,056.03	2,116.37	2,172.99	2,231.09	2,292.92	2,360.71	-	-	2,409.13	2,457.31
	28.36	29.19	29.97	30.77	31.63	32.56	-	-	33.23	33.89

**Administrative Officer Series**

Admin Officer 1	53,818	55,295	56,987	58,815	60,973	63,209	-	-	64,492	65,782
AO1	2,061.99	2,118.60	2,183.42	2,253.44	2,336.12	2,421.80	-	-	2,470.96	2,520.38
	28.44	29.22	30.12	31.08	32.22	33.40	-	-	34.08	34.76
Admin Officer 2	59,826	62,120	64,220	66,650	69,139	71,764	-	-	73,202	74,666
AO2	2,292.18	2,380.08	2,460.53	2,553.65	2,649.00	2,749.57	-	-	2,804.69	2,860.78
	31.62	32.83	33.94	35.22	36.54	37.93	-	-	38.69	39.46
Admin Officer 3	63,189	65,484	67,817	70,344	73,164	75,983	78,880	-	80,435	82,044
XO3	2,421.05	2,508.95	2,598.34	2,695.18	2,803.20	2,911.22	3,022.22	-	3,081.81	3,143.45
	33.39	34.61	35.84	37.17	38.66	40.15	41.69	-	42.51	43.36

Admin Officer 4	71,939	74,602	77,383	80,377	83,585	86,774	90,409	-	92,198	94,042
X04	2,756.27	2,858.33	2,964.85	3,079.57	3,202.49	3,324.66	3,463.96	-	3,532.49	3,603.14
	38.02	39.43	40.89	42.48	44.17	45.86	47.78	-	48.72	49.70
<b>Assistant District Registrar</b>										
Asst Dist Registrar 1	55,782	57,667	59,806	62,101	64,337	66,689	-	-	68,031	69,391
ADR1	2,137.23	2,209.48	2,291.43	2,379.33	2,465.00	2,555.14	-	-	2,606.54	2,658.67
	29.48	30.48	31.61	32.82	34.00	35.24	-	-	35.95	36.67
Asst Dist Registrar 2	57,667	59,806	62,101	64,337	66,689	69,139	-	-	70,519	71,930
AOOADR2	2,209.48	2,291.43	2,379.33	2,465.00	2,555.14	2,649.00	-	-	2,701.89	2,755.93
	30.48	31.61	32.82	34.00	35.24	36.54	-	-	37.27	38.01
Asst Dist Registrar 3	59,826	62,120	64,220	66,650	69,139	71,764	-	-	73,202	74,666
ADR3	2,292.18	2,380.08	2,460.53	2,553.65	2,649.00	2,749.57	-	-	2,804.69	2,860.78
	31.62	32.83	33.94	35.22	36.54	37.93	-	-	38.69	39.46
Document Examiner	52,068	53,838	55,782	57,667	59,806	62,101	-	-	63,326	64,592
DEX	1,994.94	2,062.74	2,137.23	2,209.48	2,291.43	2,379.33	-	-	2,426.27	2,474.80
	27.52	28.45	29.48	30.48	31.61	32.82	-	-	33.47	34.14

**Land Title Clerk Series**

Land Title Clerk 1	37,350	38,653	39,780	41,005	42,269	43,630	-	-	44,505	45,395
LT1	1,431.03	1,480.94	1,524.14	1,571.08	1,619.49	1,671.64	-	-	1,705.17	1,739.27
	19.74	20.43	21.02	21.67	22.34	23.06	-	-	23.52	23.99
Land Title Clerk 2	40,383	41,569	43,046	44,466	45,885	47,480	-	-	48,432	49,401
LT2	1,547.24	1,592.68	1,649.29	1,703.68	1,758.05	1,819.14	-	-	1,855.64	1,892.75
	21.34	21.97	22.75	23.50	24.25	25.09	-	-	25.60	26.11
Land Title Clerk 3	45,594	47,110	48,568	50,357	52,068	53,838	-	-	54,907	56,005
LT3	1,746.88	1,804.99	1,860.85	1,929.39	1,994.94	2,062.74	-	-	2,103.70	2,145.77
	24.09	24.90	25.67	26.61	27.52	28.45	-	-	29.02	29.60
Land Title Clerk 4	48,568	50,357	52,068	53,838	55,782	57,667	-	-	58,834	60,011
LT4	1,860.85	1,929.39	1,994.94	2,062.74	2,137.23	2,209.48	-	-	2,254.18	2,299.26
	25.67	26.61	27.52	28.45	29.48	30.48	-	-	31.09	31.71
Land Title Clerk 5	52,068	53,838	55,782	57,667	59,806	62,101	-	-	63,343	64,609
LT5	1,994.94	2,062.74	2,137.23	2,209.48	2,291.43	2,379.33	-	-	2,426.92	2,475.45
	27.52	28.45	29.48	30.48	31.61	32.82	-	-	33.47	34.14

**Survey Examiner Series**

Survey Examiner 1	45,594	47,110	48,568	50,357	52,068	53,838	-	-	54,907	56,005
SE1	1,746.88	1,804.99	1,860.85	1,929.39	1,994.94	2,062.74	-	-	2,103.70	2,145.77
	24.09	24.90	25.67	26.61	27.52	28.45	-	-	29.02	29.60
Survey Examiner 2	52,068	53,838	55,782	57,667	59,806	62,101	-	-	63,326	64,592
SE2	1,994.94	2,062.74	2,137.23	2,209.48	2,291.43	2,379.33	-	-	2,426.27	2,474.80
	27.52	28.45	29.48	30.48	31.61	32.82	-	-	33.47	34.14
Survey Examiner 3	55,782	57,667	59,806	62,101	64,337	66,689	-	-	68,031	69,391
SE3	2,137.23	2,209.48	2,291.43	2,379.33	2,465.00	2,555.14	-	-	2,606.54	2,658.67
	29.48	30.48	31.61	32.82	34.00	35.24	-	-	35.95	36.67
Survey Examiner 4	62,742	65,075	67,389	69,839	72,464	75,341	-	-	76,858	78,395
SE4	2,403.92	2,493.31	2,581.95	2,675.82	2,776.39	2,886.64	-	-	2,944.74	3,003.63
	33.16	34.39	35.61	36.91	38.30	39.82	-	-	40.62	41.43
<b>Finance Officer Series</b>										
Financial Officer 1	55,548	57,473	59,515	61,731	64,025	66,378	-	-	67,681	69,034
FI1	2,128.29	2,202.04	2,280.26	2,365.18	2,453.08	2,543.22	-	-	2,593.13	2,644.99
	29.36	30.37	31.45	32.62	33.84	35.08	-	-	35.77	36.48

Financial Officer 2	57,473	59,515	61,731	64,025	66,378	68,906	-	-	70,266	71,672
F12	2,202.04	2,280.26	2,365.18	2,453.08	2,543.22	2,640.06	-	-	2,692.20	2,746.04
	30.37	31.45	32.62	33.84	35.08	36.41	-	-	37.13	37.88
Financial Officer 3	65,192	67,467	69,994	72,561	75,302	78,258	-	-	79,832	81,429
F13	2,497.78	2,584.93	2,681.78	2,780.11	2,885.15	2,998.38	-	-	3,058.71	3,119.88
	34.45	35.65	36.99	38.35	39.80	41.36	-	-	42.19	43.03
Financial Officer 4	71,628	74,408	77,188	80,085	83,274	86,521	-	-	88,232	89,996
F14	2,744.35	2,850.88	2,957.40	3,068.40	3,190.57	3,314.97	-	-	3,380.53	3,448.14
	37.85	39.32	40.79	42.32	44.01	45.72	-	-	46.63	47.56
Financial Officer 5	74,602	77,363	80,396	83,585	86,890	90,409	95,367	-	97,292	99,238
F15	2,858.33	2,964.11	3,080.32	3,202.49	3,329.13	3,463.96	3,653.92	-	3,727.67	3,802.22
	39.43	40.88	42.49	44.17	45.92	47.78	50.40	-	51.42	52.44
<b>Business Analyst Series</b>										
Business Analyst 1	65,484	68,244	70,850	73,455	76,255	79,347	82,380	-	84,013	85,693
BA1	2,508.95	2,614.73	2,714.55	2,814.37	2,921.64	3,040.10	3,156.31	-	3,218.88	3,283.26
	34.61	36.07	37.44	38.82	40.30	41.93	43.54	-	44.40	45.29

Business Analyst 2	68,361	71,044	73,650	76,585	79,560	82,749	86,074	-	87,824	89,580
BA2	2,619.20	2,722.00	2,821.82	2,934.31	3,048.28	3,170.45	3,297.84	-	3,364.89	3,432.19
	36.13	37.54	38.92	40.47	42.05	43.73	45.49	-	46.41	47.34
Business Analyst 3	77,752	80,746	83,838	87,279	90,876	94,726	98,828	-	100,792	102,808
BA3	2,979.01	3,093.73	3,212.17	3,344.03	3,481.84	3,629.34	3,786.52	-	3,861.76	3,939.00
	41.09	42.67	44.31	46.12	48.03	50.06	52.23	-	53.27	54.33
Business Analyst 4	90,876	94,726	98,828	103,106	107,636	112,341	-	-	114,616	116,908
BA4	3,481.84	3,629.34	3,786.52	3,950.41	4,123.97	4,304.25	-	-	4,391.41	4,479.24
	48.03	50.06	52.23	54.49	56.88	59.37	-	-	60.57	61.78
<b>Information Technologist Specialist Series</b>										
Info Technologist 1	54,090	55,626	58,640	60,079	61,653	63,365	64,998	66,728	68,070	69,431
IS1	2,072.42	2,131.27	2,246.73	2,301.86	2,362.20	2,427.76	2,490.33	2,556.63	2,608.03	2,660.19
	28.59	29.40	30.99	31.75	32.58	33.49	34.35	35.26	35.97	36.69
Info Technologist 2	66,961	69,450	71,978	74,700	77,441	80,493	83,585	86,735	88,446	90,215
IS2	2,565.56	2,660.92	2,757.76	2,862.05	2,967.09	3,084.04	3,202.49	3,323.17	3,388.73	3,456.50
	35.39	36.70	38.04	39.48	40.93	42.54	44.17	45.84	46.74	47.68

Info Technologist 3	73,300	76,061	79,133	82,088	85,102	88,387	91,926	95,426	97,351	99,298
IS3	2,808.41	2,914.20	3,031.90	3,145.13	3,260.60	3,386.49	3,522.06	3,656.15	3,729.91	3,804.51
	38.74	40.20	41.82	43.38	44.97	46.71	48.58	50.43	51.45	52.48
Info Technologist 4	79,133	82,088	85,102	88,387	91,926	95,426	99,450	103,650	105,691	107,805
IS4	3,031.90	3,145.13	3,260.60	3,386.49	3,522.06	3,656.15	3,810.36	3,971.27	4,049.48	4,130.47
	41.82	43.38	44.97	46.71	48.58	50.43	52.56	54.78	55.85	56.97
<b>Systems Analyst Series</b>										
Systems Analyst 1	51,096	52,904	54,790	56,715	58,815	60,973	-	-	62,217	63,462
SL1	1,957.70	2,026.98	2,099.23	2,172.99	2,253.44	2,336.12	-	-	2,383.80	2,431.48
	27.00	27.96	28.95	29.97	31.08	32.22	-	-	32.88	33.54
Systems Analyst 2	54,790	56,715	58,815	60,973	63,209	65,620	-	-	66,922	68,261
SL2	2,099.23	2,172.99	2,253.44	2,336.12	2,421.80	2,514.17	-	-	2,564.07	2,615.35
	28.95	29.97	31.08	32.22	33.40	34.68	-	-	35.37	36.07
Systems Analyst 3	59,826	62,120	64,220	66,650	69,139	71,764	-	-	73,202	74,666
SL3	2,292.18	2,380.08	2,460.53	2,553.65	2,649.00	2,749.57	-	-	2,804.69	2,860.78
	31.62	32.83	33.94	35.22	36.54	37.93	-	-	38.69	39.46

**Clerical Series**

Clerk 1	31,536	32,470	33,325	34,278	-	-	-	-	34,978	35,677
CL1	1,208.29	1,244.05	1,276.82	1,313.33	-	-	-	-	1,340.15	1,366.95
	16.67	17.16	17.61	18.11	-	-	-	-	18.48	18.85
Clerk 2	37,350	38,303	39,274	40,402	41,452	42,599	-	-	43,474	44,344
CL2	1,431.03	1,467.53	1,504.77	1,547.98	1,588.21	1,632.16	-	-	1,665.68	1,698.99
	19.74	20.24	20.76	21.35	21.91	22.51	-	-	22.97	23.43
Clerk 3	45,399	46,566	47,849	49,210	50,513	52,068	-	-	53,099	54,161
CL3	1,739.43	1,784.13	1,833.30	1,885.44	1,935.35	1,994.94	-	-	2,034.43	2,075.12
	23.99	24.61	25.29	26.01	26.69	27.52	-	-	28.06	28.62
Clerk 4	53,293	54,654	56,073	57,454	59,145	60,701	-	-	61,926	63,164
CL4	2,041.88	2,094.02	2,148.40	2,201.30	2,266.10	2,325.69	-	-	2,372.63	2,420.08
	28.16	28.88	29.63	30.36	31.26	32.08	-	-	32.73	33.38
Clerk 5	53,818	55,295	56,987	58,717	60,526	62,392	-	-	63,656	64,929
CL5	2,061.99	2,118.60	2,183.42	2,249.71	2,319.00	2,390.51	-	-	2,438.93	2,487.71
	28.44	29.22	30.12	31.03	31.99	32.97	-	-	33.64	34.31

**Plan Registration Series**

Plan Registration 1	55,790	57,664	59,815	62,104	64,334	66,683	-	-	68,025	69,386
PR1	2,137.53	2,209.36	2,291.78	2,379.48	2,464.92	2,554.91	-	-	2,606.33	2,658.46
	29.48	30.47	31.61	32.82	34.00	35.24	-	-	35.95	36.67
Plan Registration 2	57,664	59,815	62,104	64,334	66,683	69,130	-	-	70,512	71,922
PR2	2,209.36	2,291.78	2,379.48	2,464.92	2,554.91	2,648.67	-	-	2,701.60	2,755.63
	30.47	31.61	32.82	34.00	35.24	36.53	-	-	37.26	38.01
Plan Registration 3	59,835	62,124	64,216	66,643	69,130	71,755	-	-	73,196	74,660
PR3	2,292.53	2,380.23	2,460.39	2,553.39	2,648.67	2,749.22	-	-	2,804.43	2,860.52
	31.62	32.83	33.94	35.22	36.53	37.92	-	-	38.68	39.46

**Organization and Staff Development Specialist**

Org & Staff Development Specialist	66,592	69,139	71,725	74,408	77,421	80,396	83,663	85,335	87,042	88,783
TDO	2,551.42	2,649.00	2,748.08	2,850.88	2,966.34	3,080.32	3,205.47	3,269.54	3,334.93	3,401.63
	35.19	36.54	37.90	39.32	40.92	42.49	44.21	45.10	46.00	46.92

## March 25, 2023 to March 24, 2024 (3.25% GWI)

CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	20 Year LSS	25 Year LSS
<b>Administrative Secretary Series</b>										
Admin Secretary 1	36,215	37,018	38,122	39,106	40,170	-	-	-	40,973	41,792
AY1	1,387.55	1,418.30	1,460.62	1,498.30	1,539.08	-	-	-	1,569.83	1,601.23
	19.14	19.56	20.15	20.67	21.23	-	-	-	21.65	22.09
Admin Secretary 2	40,993	41,876	42,920	43,984	45,349	46,473	-	-	47,397	48,345
AY2	1,570.60	1,604.44	1,644.44	1,685.21	1,737.51	1,780.59	-	-	1,815.96	1,852.28
	21.66	22.13	22.68	23.24	23.97	24.56	-	-	25.05	25.55
Admin Secretary 3	46,774	48,019	49,344	50,709	52,094	53,459	-	-	54,583	55,675
AY3	1,792.11	1,839.80	1,890.57	1,942.87	1,995.95	2,048.24	-	-	2,091.32	2,133.15
	24.72	25.38	26.08	26.80	27.53	28.25	-	-	28.85	29.42
Admin Secretary 4	52,496	53,861	55,246	56,631	58,237	59,823	-	-	61,007	62,228
AY4	2,011.33	2,063.63	2,116.70	2,169.77	2,231.30	2,292.06	-	-	2,337.45	2,384.20
	27.74	28.46	29.20	29.93	30.78	31.61	-	-	32.24	32.89

**Accounting Clerk Series**

Accounting Clerk 1	48,360	49,725	51,050	52,335	53,800	55,346	-	-	56,450	57,579
AK1	1,852.88	1,905.19	1,955.95	2,005.18	2,061.31	2,120.55	-	-	2,162.84	2,206.10
	25.56	26.28	26.98	27.66	28.43	29.25	-	-	29.83	30.43
Accounting Clerk 2	55,406	57,032	58,558	60,124	61,790	63,617	-	-	64,922	66,220
AK2	2,122.85	2,185.15	2,243.61	2,303.60	2,367.44	2,437.43	-	-	2,487.43	2,537.18
	29.28	30.14	30.95	31.77	32.65	33.62	-	-	34.31	35.00

**Administrative Officer Series**

Admin Officer 1	55,567	57,092	58,839	60,726	62,954	65,263	-	-	66,588	67,920
AO1	2,129.00	2,187.45	2,254.38	2,326.68	2,412.04	2,500.51	-	-	2,551.27	2,602.30
	29.37	30.17	31.09	32.09	33.27	34.49	-	-	35.19	35.89
Admin Officer 2	61,770	64,139	66,307	68,816	71,386	74,096	-	-	75,581	77,093
AO2	2,366.68	2,457.43	2,540.50	2,636.64	2,735.09	2,838.93	-	-	2,895.84	2,953.76
	32.64	33.90	35.04	36.37	37.73	39.16	-	-	39.94	40.74
Admin Officer 3	65,243	67,612	70,021	72,630	75,541	78,452	81,443	-	83,049	84,710
XO3	2,499.73	2,590.49	2,682.79	2,782.77	2,894.30	3,005.83	3,120.44	-	3,181.97	3,245.61
	34.48	35.73	37.00	38.38	39.92	41.46	43.04	-	43.89	44.77

Admin Officer 4	74,277	77,027	79,898	82,989	86,301	89,594	93,348	-	95,195	97,099
X04	2,845.85	2,951.23	3,061.21	3,179.66	3,306.57	3,432.71	3,576.54	-	3,647.30	3,720.25
	39.25	40.71	42.22	43.86	45.61	47.35	49.33	-	50.31	51.31
<b>Assistant District Registrar</b>										
Asst Dist Registrar 1	57,595	59,542	61,750	64,119	66,427	68,856	-	-	70,242	71,647
ADR1	2,206.69	2,281.29	2,365.90	2,456.66	2,545.11	2,638.18	-	-	2,691.25	2,745.08
	30.44	31.47	32.63	33.88	35.10	36.39	-	-	37.12	37.86
Asst Dist Registrar 2	59,542	61,750	64,119	66,427	68,856	71,386	-	-	72,811	74,267
AOOADR2	2,281.29	2,365.90	2,456.66	2,545.11	2,638.18	2,735.09	-	-	2,789.70	2,845.49
	31.47	32.63	33.88	35.10	36.39	37.73	-	-	38.48	39.25
Asst Dist Registrar 3	61,770	64,139	66,307	68,816	71,386	74,096	-	-	75,581	77,093
ADR3	2,366.68	2,457.43	2,540.50	2,636.64	2,735.09	2,838.93	-	-	2,895.84	2,953.76
	32.64	33.90	35.04	36.37	37.73	39.16	-	-	39.94	40.74
Document Examiner	53,760	55,587	57,595	59,542	61,750	64,119	-	-	65,384	66,691
DEX	2,059.78	2,129.78	2,206.69	2,281.29	2,365.90	2,456.66	-	-	2,505.12	2,555.22
	28.41	29.38	30.44	31.47	32.63	33.88	-	-	34.55	35.24

**Land Title Clerk Series**

Land Title Clerk 1	38,564	39,909	41,073	42,338	43,642	45,048	-	-	45,951	46,870
LT1	1,477.54	1,529.07	1,573.67	1,622.14	1,672.12	1,725.97	-	-	1,760.59	1,795.80
	20.38	21.09	21.71	22.37	23.06	23.81	-	-	24.28	24.77
Land Title Clerk 2	41,696	42,920	44,445	45,911	47,376	49,023	-	-	50,006	51,006
LT2	1,597.53	1,644.44	1,702.89	1,759.05	1,815.19	1,878.26	-	-	1,915.95	1,954.27
	22.03	22.68	23.49	24.26	25.04	25.91	-	-	26.43	26.96
Land Title Clerk 3	47,075	48,641	50,147	51,994	53,760	55,587	-	-	56,691	57,825
LT3	1,803.65	1,863.65	1,921.33	1,992.10	2,059.78	2,129.78	-	-	2,172.07	2,215.51
	24.88	25.71	26.50	27.48	28.41	29.38	-	-	29.96	30.56
Land Title Clerk 4	50,147	51,994	53,760	55,587	57,595	59,542	-	-	60,746	61,961
LT4	1,921.33	1,992.10	2,059.78	2,129.78	2,206.69	2,281.29	-	-	2,327.44	2,373.99
	26.50	27.48	28.41	29.38	30.44	31.47	-	-	32.10	32.74
Land Title Clerk 5	53,760	55,587	57,595	59,542	61,750	64,119	-	-	65,401	66,709
LT5	2,059.78	2,129.78	2,206.69	2,281.29	2,365.90	2,456.66	-	-	2,505.79	2,555.91
	28.41	29.38	30.44	31.47	32.63	33.88	-	-	34.56	35.25

**Survey Examiner Series**

Survey Examiner 1	47,075	48,641	50,147	51,994	53,760	55,587	-	-	56,691	57,825
SE1	1,803.65	1,863.65	1,921.33	1,992.10	2,059.78	2,129.78	-	-	2,172.07	2,215.51
	24.88	25.71	26.50	27.48	28.41	29.38	-	-	29.96	30.56
Survey Examiner 2	53,760	55,587	57,595	59,542	61,750	64,119	-	-	65,384	66,691
SE2	2,059.78	2,129.78	2,206.69	2,281.29	2,365.90	2,456.66	-	-	2,505.12	2,555.22
	28.41	29.38	30.44	31.47	32.63	33.88	-	-	34.55	35.24
Survey Examiner 3	57,595	59,542	61,750	64,119	66,427	68,856	-	-	70,242	71,647
SE3	2,206.69	2,281.29	2,365.90	2,456.66	2,545.11	2,638.18	-	-	2,691.25	2,745.08
	30.44	31.47	32.63	33.88	35.10	36.39	-	-	37.12	37.86
Survey Examiner 4	64,782	67,190	69,579	72,109	74,819	77,790	-	-	79,355	80,943
SE4	2,482.05	2,574.34	2,665.86	2,762.78	2,866.62	2,980.46	-	-	3,040.44	3,101.25
	34.24	35.51	36.77	38.11	39.54	41.11	-	-	41.94	42.78

**Finance Officer Series**

Financial Officer 1	57,354	59,341	61,449	63,738	66,106	68,535	-	-	69,880	71,278
F11	2,197.46	2,273.61	2,354.37	2,442.05	2,532.81	2,625.87	-	-	2,677.41	2,730.96
	30.31	31.36	32.47	33.68	34.94	36.22	-	-	36.93	37.67

Financial Officer 2	59,341	61,449	63,738	66,106	68,535	71,145	-	-	72,550	74,001
F12	2,273.61	2,354.37	2,442.05	2,532.81	2,625.87	2,725.86	-	-	2,779.70	2,835.29
	31.36	32.47	33.68	34.94	36.22	37.60	-	-	38.34	39.11
Financial Officer 3	67,311	69,659	72,269	74,919	77,750	80,801	-	-	82,427	84,075
F13	2,578.96	2,668.94	2,768.94	2,870.46	2,978.92	3,095.83	-	-	3,158.12	3,221.28
	35.57	36.81	38.19	39.59	41.09	42.70	-	-	43.56	44.43
Financial Officer 4	73,955	76,826	79,697	82,688	85,980	89,333	-	-	91,099	92,921
F14	2,833.54	2,943.53	3,053.52	3,168.12	3,294.26	3,422.71	-	-	3,490.40	3,560.21
	39.08	40.60	42.12	43.70	45.44	47.21	-	-	48.14	49.11
Financial Officer 5	77,027	79,877	83,009	86,301	89,714	93,348	98,467	-	100,454	102,463
F15	2,951.23	3,060.44	3,180.43	3,306.57	3,437.33	3,576.54	3,772.67	-	3,848.82	3,925.80
	40.71	42.21	43.87	45.61	47.41	49.33	52.04	-	53.09	54.15
<b>Business Analyst Series</b>										
Business Analyst 1	67,612	70,462	73,152	75,842	78,733	81,925	85,057	-	86,743	88,478
BA1	2,590.49	2,699.71	2,802.77	2,905.84	3,016.59	3,138.90	3,258.89	-	3,323.49	3,389.96
	35.73	37.24	38.66	40.08	41.61	43.30	44.95	-	45.84	46.76

Business Analyst 2	70,583	73,353	76,043	79,075	82,146	85,438	88,871	-	90,678	92,492
BA2	2,704.32	2,810.47	2,913.53	3,029.68	3,147.35	3,273.49	3,405.02	-	3,474.25	3,543.74
	37.30	38.77	40.19	41.79	43.41	45.15	46.97	-	47.92	48.88
Business Analyst 3	80,279	83,371	86,562	90,116	93,830	97,804	102,040	-	104,068	106,149
BA3	3,075.83	3,194.28	3,316.57	3,452.71	3,595.00	3,747.29	3,909.58	-	3,987.27	4,067.02
	42.43	44.06	45.75	47.62	49.59	51.69	53.93	-	55.00	56.10
Business Analyst 4	93,830	97,804	102,040	106,457	111,134	115,992	-	-	118,341	120,708
BA4	3,595.00	3,747.29	3,909.58	4,078.80	4,258.00	4,444.14	-	-	4,534.13	4,624.81
	49.59	51.69	53.93	56.26	58.73	61.30	-	-	62.54	63.79
<b>Information Technologist Specialist Series</b>										
Info Technologist 1	55,848	57,434	60,545	62,031	63,657	65,424	67,110	68,897	70,282	71,688
IS1	2,139.77	2,200.54	2,319.75	2,376.67	2,438.97	2,506.66	2,571.27	2,639.72	2,692.79	2,746.65
	29.51	30.35	32.00	32.78	33.64	34.57	35.47	36.41	37.14	37.88
Info Technologist 2	69,137	71,707	74,317	77,127	79,958	83,109	86,301	89,554	91,320	93,147
IS2	2,648.94	2,747.40	2,847.39	2,955.07	3,063.52	3,184.27	3,306.57	3,431.17	3,498.86	3,568.84
	36.54	37.90	39.27	40.76	42.26	43.92	45.61	47.33	48.26	49.23

Info Technologist 3	75,682	78,533	81,704	84,756	87,867	91,260	94,913	98,527	100,514	102,525
IS3	2,899.68	3,008.91	3,130.44	3,247.35	3,366.57	3,496.55	3,636.53	3,774.97	3,851.13	3,928.15
	40.00	41.50	43.18	44.79	46.44	48.23	50.16	52.07	53.12	54.18
Info Technologist 4	81,704	84,756	87,867	91,260	94,913	98,527	102,683	107,019	109,126	111,309
IS4	3,130.44	3,247.35	3,366.57	3,496.55	3,636.53	3,774.97	3,934.20	4,100.34	4,181.09	4,264.71
	43.18	44.79	46.44	48.23	50.16	52.07	54.26	56.56	57.67	58.82
<b>Systems Analyst Series</b>										
Systems Analyst 1	52,757	54,624	56,570	58,558	60,726	62,954	-	-	64,239	65,524
SL1	2,021.33	2,092.86	2,167.45	2,243.61	2,326.68	2,412.04	-	-	2,461.27	2,510.50
	27.88	28.87	29.90	30.95	32.09	33.27	-	-	33.95	34.63
Systems Analyst 2	56,570	58,558	60,726	62,954	65,263	67,752	-	-	69,097	70,479
SL2	2,167.45	2,243.61	2,326.68	2,412.04	2,500.51	2,595.88	-	-	2,647.40	2,700.35
	29.90	30.95	32.09	33.27	34.49	35.81	-	-	36.52	37.25
Systems Analyst 3	61,770	64,139	66,307	68,816	71,386	74,096	-	-	75,581	77,093
SL3	2,366.68	2,457.43	2,540.50	2,636.64	2,735.09	2,838.93	-	-	2,895.84	2,953.76
	32.64	33.90	35.04	36.37	37.73	39.16	-	-	39.94	40.74

**Clerical Series**

Clerk 1	32,561	33,525	34,408	35,392	-	-	-	-	36,115	36,837
CL1	1,247.56	1,284.48	1,318.32	1,356.01	-	-	-	-	1,383.70	1,411.37
	17.21	17.72	18.18	18.70	-	-	-	-	19.09	19.47
Clerk 2	38,564	39,547	40,551	41,715	42,800	43,984	-	-	44,887	45,785
CL2	1,477.54	1,515.22	1,553.68	1,598.29	1,639.83	1,685.21	-	-	1,719.81	1,754.21
	20.38	20.90	21.43	22.05	22.62	23.24	-	-	23.72	24.20
Clerk 3	46,875	48,079	49,404	50,809	52,154	53,760	-	-	54,824	55,921
CL3	1,795.96	1,842.11	1,892.88	1,946.72	1,998.25	2,059.78	-	-	2,100.55	2,142.56
	24.77	25.41	26.11	26.85	27.56	28.41	-	-	28.97	29.55
Clerk 4	55,025	56,430	57,896	59,321	61,067	62,673	-	-	63,938	65,217
CL4	2,108.24	2,162.08	2,218.22	2,272.84	2,339.75	2,401.27	-	-	2,449.74	2,498.73
	29.08	29.82	30.60	31.35	32.27	33.12	-	-	33.79	34.47
Clerk 5	55,567	57,092	58,839	60,626	62,493	64,420	-	-	65,725	67,039
CL5	2,129.00	2,187.45	2,254.38	2,322.83	2,394.37	2,468.20	-	-	2,518.20	2,568.56
	29.37	30.17	31.09	32.04	33.03	34.04	-	-	34.73	35.43

**Plan Registration Series**

Plan Registration 1	57,603	59,538	61,759	64,123	66,425	68,850	-	-	70,236	71,641
PR1	2,207.00	2,281.16	2,366.26	2,456.81	2,545.03	2,637.94	-	-	2,691.04	2,744.86
	30.44	31.46	32.64	33.89	35.10	36.39	-	-	37.12	37.86
Plan Registration 2	59,538	61,759	64,123	66,425	68,850	71,377	-	-	72,803	74,259
PR2	2,281.16	2,366.26	2,456.81	2,545.03	2,637.94	2,734.75	-	-	2,789.40	2,845.19
	31.46	32.64	33.89	35.10	36.39	37.72	-	-	38.47	39.24
Plan Registration 3	61,780	64,143	66,303	68,810	71,377	74,087	-	-	75,574	77,086
PR3	2,367.04	2,457.59	2,540.35	2,636.38	2,734.75	2,838.57	-	-	2,895.57	2,953.48
	32.65	33.90	35.04	36.36	37.72	39.15	-	-	39.94	40.74

**Organization and Staff Development Specialist**

Org & Staff Development Specialist	68,756	71,386	74,056	76,826	79,938	83,009	86,382	88,108	89,871	91,668
TDO	2,634.34	2,735.09	2,837.39	2,943.53	3,062.75	3,180.43	3,309.65	3,375.80	3,443.32	3,512.18
	36.34	37.73	39.14	40.60	42.24	43.87	45.65	46.56	47.49	48.44

**March 25, 2024 to March 24, 2025 (3.25% GWI)**

CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	20 Year LSS	25 Year LSS
<b>Administrative Secretary Series</b>										
Admin Secretary 1	37,392	38,221	39,361	40,376	41,476	-	-	-	42,304	43,150
AY1	1,432.65	1,464.39	1,508.09	1,546.99	1,589.10		-	-	-	1,620.85
	19.76	20.20	20.80	21.34	21.92	-	-	-	22.36	22.80
Admin Secretary 2	42,325	43,237	44,315	45,413	46,823	47,984	-	-	48,937	49,916
AY2	1,621.64	1,656.58	1,697.88	1,739.98	1,793.98	1,838.46		-	-	1,874.98
	22.37	22.85	23.42	24.00	24.74	25.36	-	-	25.86	26.38
Admin Secretary 3	48,294	49,579	50,947	52,357	53,787	55,197	-	-	56,357	57,485
AY3	1,850.35	1,899.59	1,952.01	2,006.01	2,060.82	2,114.81		-	-	2,159.29
	25.52	26.20	26.92	27.67	28.43	29.17	-	-	29.78	30.38
Admin Secretary 4	54,202	55,611	57,041	58,472	60,130	61,767	-	-	62,990	64,250
AY4	2,076.70	2,130.70	2,185.49	2,240.29	2,303.82	2,366.55		-	-	2,413.42
	28.64	29.39	30.14	30.90	31.78	32.64	-	-	33.29	33.95

**Accounting Clerk Series**

Accounting Clerk 1	49,932	51,342	52,709	54,036	55,549	57,145	-	-	58,285	59,450
AK1	1,913.10	1,967.11	2,019.52	2,070.35	2,128.30	2,189.47	-	-	2,233.13	2,277.79
	26.39	27.13	27.86	28.56	29.36	30.20	-	-	30.80	31.42
Accounting Clerk 2	57,207	58,886	60,461	62,078	63,798	65,685	-	-	67,032	68,373
AK2	2,191.84	2,256.17	2,316.53	2,378.47	2,444.38	2,516.65	-	-	2,568.27	2,619.64
	30.23	31.12	31.95	32.81	33.72	34.71	-	-	35.42	36.13

**Administrative Officer Series**

Admin Officer 1	57,373	58,948	60,752	62,700	65,000	67,384	-	-	68,752	70,127
AO1	2,198.19	2,258.54	2,327.65	2,402.30	2,490.43	2,581.78	-	-	2,634.19	2,686.87
	30.32	31.15	32.11	33.14	34.35	35.61	-	-	36.33	37.06
Admin Officer 2	63,778	66,224	68,462	71,053	73,706	76,504	-	-	78,038	79,598
AO2	2,443.60	2,537.30	2,623.07	2,722.33	2,823.98	2,931.20	-	-	2,989.95	3,049.75
	33.70	35.00	36.18	37.55	38.95	40.43	-	-	41.24	42.07
Admin Officer 3	67,363	69,809	72,296	74,991	77,996	81,002	84,090	-	85,748	87,463
XO3	2,580.97	2,674.68	2,769.98	2,873.21	2,988.36	3,103.52	3,221.85	-	3,285.38	3,351.09
	35.60	36.89	38.21	39.63	41.22	42.81	44.44	-	45.32	46.22

Admin Officer 4	76,691	79,530	82,494	85,686	89,106	92,505	96,382	-	98,288	100,254
X04	2,938.34	3,047.14	3,160.70	3,283.00	3,414.03	3,544.27	3,692.78	-	3,765.84	3,841.16
	40.53	42.03	43.60	45.28	47.09	48.89	50.93	-	51.94	52.98
<b>Assistant District Registrar</b>										
Asst Dist Registrar 1	59,467	61,477	63,757	66,203	68,586	71,094	-	-	72,525	73,975
ADR1	2,278.41	2,355.43	2,442.79	2,536.50	2,627.83	2,723.92	-	-	2,778.72	2,834.29
	31.43	32.49	33.69	34.99	36.25	37.57	-	-	38.33	39.09
Asst Dist Registrar 2	61,477	63,757	66,203	68,586	71,094	73,706	-	-	75,178	76,681
AOOADR2	2,355.43	2,442.79	2,536.50	2,627.83	2,723.92	2,823.98	-	-	2,880.37	2,937.98
	32.49	33.69	34.99	36.25	37.57	38.95	-	-	39.73	40.52
Asst Dist Registrar 3	63,778	66,224	68,462	71,053	73,706	76,504	-	-	78,038	79,598
ADR3	2,443.60	2,537.30	2,623.07	2,722.33	2,823.98	2,931.20	-	-	2,989.95	3,049.75
	33.70	35.00	36.18	37.55	38.95	40.43	-	-	41.24	42.07
Document Examiner	55,507	57,394	59,467	61,477	63,757	66,203	-	-	67,509	68,859
DEX	2,126.72	2,199.00	2,278.41	2,355.43	2,442.79	2,536.50	-	-	2,586.54	2,638.27
	29.33	30.33	31.43	32.49	33.69	34.99	-	-	35.68	36.39

**Land Title Clerk Series**

Land Title Clerk 1	39,817	41,206	42,408	43,714	45,061	46,512	-	-	47,445	48,394
LT1	1,525.56	1,578.76	1,624.81	1,674.86	1,726.46	1,782.06	-	-	1,817.81	1,854.17
	21.04	21.78	22.41	23.10	23.81	24.58	-	-	25.07	25.57
Land Title Clerk 2	43,051	44,315	45,890	47,403	48,916	50,616	-	-	51,632	52,664
LT2	1,649.45	1,697.88	1,758.23	1,816.22	1,874.18	1,939.30	-	-	1,978.22	2,017.78
	22.75	23.42	24.25	25.05	25.85	26.75	-	-	27.29	27.83
Land Title Clerk 3	48,605	50,222	51,776	53,684	55,507	57,394	-	-	58,533	59,704
LT3	1,862.27	1,924.22	1,983.77	2,056.84	2,126.72	2,199.00	-	-	2,242.66	2,287.51
	25.69	26.54	27.36	28.37	29.33	30.33	-	-	30.93	31.55
Land Title Clerk 4	51,776	53,684	55,507	57,394	59,467	61,477	-	-	62,720	63,975
LT4	1,983.77	2,056.84	2,126.72	2,199.00	2,278.41	2,355.43	-	-	2,403.08	2,451.14
	27.36	28.37	29.33	30.33	31.43	32.49	-	-	33.15	33.81
Land Title Clerk 5	55,507	57,394	59,467	61,477	63,757	66,203	-	-	67,527	68,877
LT5	2,126.72	2,199.00	2,278.41	2,355.43	2,442.79	2,536.50	-	-	2,587.23	2,638.97
	29.33	30.33	31.43	32.49	33.69	34.99	-	-	35.69	36.40

**Survey Examiner Series**

Survey Examiner 1	48,605	50,222	51,776	53,684	55,507	57,394	-	-	58,533	59,704
SE1	1,862.27	1,924.22	1,983.77	2,056.84	2,126.72	2,199.00	-	-	2,242.66	2,287.51
	25.69	26.54	27.36	28.37	29.33	30.33	-	-	30.93	31.55
Survey Examiner 2	55,507	57,394	59,467	61,477	63,757	66,203	-	-	67,509	68,859
SE2	2,126.72	2,199.00	2,278.41	2,355.43	2,442.79	2,536.50	-	-	2,586.54	2,638.27
	29.33	30.33	31.43	32.49	33.69	34.99	-	-	35.68	36.39
Survey Examiner 3	59,467	61,477	63,757	66,203	68,586	71,094	-	-	72,525	73,975
SE3	2,278.41	2,355.43	2,442.79	2,536.50	2,627.83	2,723.92	-	-	2,778.72	2,834.29
	31.43	32.49	33.69	34.99	36.25	37.57	-	-	38.33	39.09
Survey Examiner 4	66,887	69,374	71,840	74,452	77,251	80,318	-	-	81,934	83,573
SE4	2,562.72	2,658.01	2,752.50	2,852.57	2,959.79	3,077.32	-	-	3,139.25	3,202.04
	35.35	36.66	37.97	39.35	40.82	42.45	-	-	43.30	44.17

**Finance Officer Series**

Financial Officer 1	59,218	61,270	63,446	65,809	68,255	70,763	-	-	72,152	73,595
F11	2,268.88	2,347.50	2,430.89	2,521.42	2,615.13	2,711.21	-	-	2,764.43	2,819.72
	31.29	32.38	33.53	34.78	36.07	37.40	-	-	38.13	38.89

Financial Officer 2	61,270	63,446	65,809	68,255	70,763	73,457	-	-	74,908	76,406
F12	2,347.50	2,430.89	2,521.42	2,615.13	2,711.21	2,814.45	-	-	2,870.04	2,927.44
	32.38	33.53	34.78	36.07	37.40	38.82	-	-	39.59	40.38
Financial Officer 3	69,499	71,923	74,618	77,354	80,277	83,427	-	-	85,106	86,808
F13	2,662.78	2,755.68	2,858.93	2,963.75	3,075.73	3,196.44	-	-	3,260.76	3,325.98
	36.73	38.01	39.43	40.88	42.42	44.09	-	-	44.98	45.88
Financial Officer 4	76,359	79,323	82,287	85,375	88,774	92,236	-	-	94,060	95,942
F14	2,925.63	3,039.19	3,152.76	3,271.08	3,401.32	3,533.95	-	-	3,603.84	3,675.92
	40.35	41.92	43.49	45.12	46.91	48.74	-	-	49.71	50.70
Financial Officer 5	79,530	82,473	85,707	89,106	92,630	96,382	101,667	-	103,719	105,793
F15	3,047.14	3,159.90	3,283.79	3,414.03	3,549.04	3,692.78	3,895.28	-	3,973.91	4,053.39
	42.03	43.58	45.29	47.09	48.95	50.93	53.73	-	54.81	55.91
<b>Business Analyst Series</b>										
Business Analyst 1	69,809	72,752	75,530	78,307	81,292	84,588	87,821	-	89,562	91,353
BA1	2,674.68	2,787.45	2,893.86	3,000.28	3,114.63	3,240.91	3,364.80	-	3,431.50	3,500.13
	36.89	38.45	39.92	41.38	42.96	44.70	46.41	-	47.33	48.28

Business Analyst 2	72,877	75,737	78,515	81,644	84,816	88,215	91,759	-	93,625	95,497
BA2	2,792.21	2,901.81	3,008.22	3,128.14	3,249.64	3,379.88	3,515.68	-	3,587.16	3,658.90
	38.51	40.02	41.49	43.15	44.82	46.62	48.49	-	49.48	50.47
Business Analyst 3	82,888	86,080	89,376	93,044	96,879	100,983	105,356	-	107,450	109,599
BA3	3,175.79	3,298.09	3,424.36	3,564.92	3,711.84	3,869.08	4,036.64	-	4,116.86	4,199.20
	43.80	45.49	47.23	49.17	51.20	53.37	55.68	-	56.78	57.92
Business Analyst 4	96,879	100,983	105,356	109,916	114,746	119,762	-	-	122,187	124,631
BA4	3,711.84	3,869.08	4,036.64	4,211.36	4,396.39	4,588.57	-	-	4,681.49	4,775.12
	51.20	53.37	55.68	58.09	60.64	63.29	-	-	64.57	65.86
<b>Information Technologist Specialist Series</b>										
Info Technologist 1	57,663	59,301	62,513	64,047	65,726	67,550	69,291	71,136	72,566	74,018
IS1	2,209.31	2,272.06	2,395.14	2,453.91	2,518.24	2,588.13	2,654.84	2,725.51	2,780.31	2,835.92
	30.47	31.34	33.04	33.85	34.73	35.70	36.62	37.59	38.35	39.12
Info Technologist 2	71,384	74,038	76,732	79,634	82,556	85,811	89,106	92,464	94,288	96,174
IS2	2,735.03	2,836.69	2,939.93	3,051.11	3,163.08	3,287.76	3,414.03	3,542.68	3,612.57	3,684.82
	37.72	39.13	40.55	42.08	43.63	45.35	47.09	48.86	49.83	50.83

Info Technologist 3	78,141	81,085	84,360	87,510	90,723	94,226	97,998	101,729	103,781	105,857
IS3	2,993.92	3,106.70	3,232.18	3,352.89	3,475.98	3,610.19	3,754.72	3,897.66	3,976.29	4,055.82
	41.30	42.85	44.58	46.25	47.94	49.80	51.79	53.76	54.85	55.94
Info Technologist 4	84,360	87,510	90,723	94,226	97,998	101,729	106,020	110,497	112,673	114,927
IS4	3,232.18	3,352.89	3,475.98	3,610.19	3,754.72	3,897.66	4,062.06	4,233.60	4,316.98	4,403.32
	44.58	46.25	47.94	49.80	51.79	53.76	56.03	58.39	59.54	60.74
<b>Systems Analyst Series</b>										
Systems Analyst 1	54,471	56,399	58,409	60,461	62,700	65,000	-	-	66,327	67,654
SL1	2,087.02	2,160.88	2,237.89	2,316.53	2,402.30	2,490.43	-	-	2,541.26	2,592.09
	28.79	29.81	30.87	31.95	33.14	34.35	-	-	35.05	35.75
Systems Analyst 2	58,409	60,461	62,700	65,000	67,384	69,955	-	-	71,343	72,770
SL2	2,237.89	2,316.53	2,402.30	2,490.43	2,581.78	2,680.25	-	-	2,733.44	2,788.11
	30.87	31.95	33.14	34.35	35.61	36.97	-	-	37.70	38.46
Systems Analyst 3	63,778	66,224	68,462	71,053	73,706	76,504	-	-	78,038	79,598
SL3	2,443.60	2,537.30	2,623.07	2,722.33	2,823.98	2,931.20	-	-	2,989.95	3,049.75
	33.70	35.00	36.18	37.55	38.95	40.43	-	-	41.24	42.07

**Clerical Series**

Clerk 1	33,620	34,615	35,527	36,542	-	-	-	-	37,288	38,034
CL1	1,288.11	1,326.23	1,361.17	1,400.08	-	-	-	-	1,428.67	1,457.24
	17.77	18.29	18.77	19.31	-	-	-	-	19.71	20.10
Clerk 2	39,817	40,832	41,869	43,071	44,190	45,413	-	-	46,346	47,273
CL2	1,525.56	1,564.46	1,604.17	1,650.23	1,693.12	1,739.98	-	-	1,775.70	1,811.21
	21.04	21.58	22.13	22.76	23.35	24.00	-	-	24.49	24.98
Clerk 3	48,398	49,642	51,010	52,461	53,849	55,507	-	-	56,606	57,738
CL3	1,854.33	1,901.98	1,954.40	2,009.99	2,063.19	2,126.72	-	-	2,168.82	2,212.20
	25.58	26.23	26.96	27.72	28.46	29.33	-	-	29.91	30.51
Clerk 4	56,813	58,264	59,777	61,249	63,052	64,710	-	-	66,016	67,337
CL4	2,176.76	2,232.35	2,290.31	2,346.71	2,415.79	2,479.31	-	-	2,529.36	2,579.95
	30.02	30.79	31.59	32.37	33.32	34.20	-	-	34.89	35.59
Clerk 5	57,373	58,948	60,752	62,596	64,524	66,514	-	-	67,861	69,218
CL5	2,198.19	2,258.54	2,327.65	2,398.32	2,472.19	2,548.42	-	-	2,600.04	2,652.04
	30.32	31.15	32.11	33.08	34.10	35.15	-	-	35.86	36.58

**Plan Registration Series**

Plan Registration 1	59,475	61,473	63,766	66,207	68,584	71,088	-	-	72,519	73,969
PR1	2,278.73	2,355.30	2,443.16	2,536.66	2,627.74	2,723.67	-	-	2,778.50	2,834.07
	31.43	32.49	33.70	34.99	36.24	37.57	-	-	38.32	39.09
Plan Registration 2	61,473	63,766	66,207	68,584	71,088	73,697	-	-	75,170	76,673
PR2	2,355.30	2,443.16	2,536.66	2,627.74	2,723.67	2,823.63	-	-	2,880.06	2,937.66
	32.49	33.70	34.99	36.24	37.57	38.95	-	-	39.72	40.52
Plan Registration 3	63,788	66,228	68,458	71,046	73,697	76,494	-	-	78,031	79,591
PR3	2,443.97	2,537.46	2,622.91	2,722.06	2,823.63	2,930.82	-	-	2,989.68	3,049.47
	33.71	35.00	36.18	37.55	38.95	40.43	-	-	41.24	42.06

**Organization and Staff Development Specialist**

Org & Staff Development Specialist	70,991	73,706	76,463	79,323	82,536	85,707	89,189	90,972	92,792	94,647
TDO	2,719.96	2,823.98	2,929.61	3,039.19	3,162.29	3,283.79	3,417.21	3,485.51	3,555.23	3,626.33
	37.52	38.95	40.41	41.92	43.62	45.29	47.13	48.08	49.04	50.02

## March 25, 2025 to March 24, 2026 (2.75% GWI)

CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	20 Year LSS	25 Year LSS
<b>Administrative Secretary Series</b>										
Admin Secretary 1	38,421	39,272	40,444	41,487	42,616	-	-	-	43,467	44,337
AY1	1,472.05	1,504.66	1,549.56	1,589.53	1,632.80	-	-	-	1,665.42	1,698.73
	20.30	20.75	21.37	21.92	22.52	-	-	-	22.97	23.43
Admin Secretary 2	43,489	44,426	45,533	46,662	48,110	49,303	-	-	50,283	51,288
AY2	1,666.24	1,702.14	1,744.57	1,787.83	1,843.31	1,889.02	-	-	1,926.54	1,965.07
	22.98	23.48	24.06	24.66	25.42	26.06	-	-	26.57	27.10
Admin Secretary 3	49,622	50,943	52,349	53,797	55,266	56,715	-	-	57,907	59,065
AY3	1,901.23	1,951.83	2,005.69	2,061.18	2,117.49	2,172.97	-	-	2,218.67	2,263.04
	26.22	26.92	27.66	28.43	29.21	29.97	-	-	30.60	31.21
Admin Secretary 4	55,692	57,140	58,610	60,080	61,783	63,466	-	-	64,723	66,017
AY4	2,133.81	2,189.29	2,245.59	2,301.90	2,367.18	2,431.63	-	-	2,479.79	2,529.39
	29.43	30.20	30.97	31.75	32.65	33.54	-	-	34.20	34.89

**Accounting Clerk Series**

Accounting Clerk 1	51,305	52,754	54,159	55,522	57,076	58,717	-	-	59,887	61,085
AK1	1,965.71	2,021.21	2,075.06	2,127.28	2,186.83	2,249.68	-	-	2,294.54	2,340.43
	27.11	27.88	28.62	29.34	30.16	31.03	-	-	31.65	32.28
Accounting Clerk 2	58,780	60,505	62,124	63,785	65,553	67,491	-	-	68,875	70,253
AK2	2,252.12	2,318.21	2,380.23	2,443.88	2,511.60	2,585.86	-	-	2,638.90	2,691.68
	31.06	31.98	32.83	33.71	34.64	35.67	-	-	36.40	37.13

**Administrative Officer Series**

Admin Officer 1	58,951	60,569	62,422	64,424	66,788	69,238	-	-	70,643	72,056
AO1	2,258.64	2,320.65	2,391.66	2,468.36	2,558.92	2,652.78	-	-	2,706.63	2,760.76
	31.15	32.01	32.99	34.05	35.30	36.59	-	-	37.33	38.08
Admin Officer 2	65,532	68,045	70,345	73,007	75,733	78,608	-	-	80,184	81,787
AO2	2,510.80	2,607.08	2,695.20	2,797.19	2,901.64	3,011.81	-	-	3,072.17	3,133.61
	34.63	35.96	37.18	38.58	40.02	41.54	-	-	42.37	43.22
Admin Officer 3	69,216	71,729	74,285	77,053	80,141	83,230	86,403	-	88,107	89,869
XO3	2,651.95	2,748.23	2,846.15	2,952.22	3,070.54	3,188.87	3,310.45	-	3,375.73	3,443.24
	36.58	37.91	39.26	40.72	42.35	43.98	45.66	-	46.56	47.49

Admin Officer 4	78,800	81,718	84,763	88,043	91,557	95,049	99,032	-	100,991	103,011
X04	3,019.14	3,130.94	3,247.62	3,373.28	3,507.92	3,641.74	3,794.33	-	3,869.40	3,946.79
	41.64	43.19	44.79	46.53	48.39	50.23	52.34	-	53.37	54.44
<b>Assistant District Registrar</b>										
Asst Dist Registrar 1	61,102	63,167	65,510	68,023	70,473	73,049	-	-	74,519	76,009
ADR1	2,341.07	2,420.20	2,509.97	2,606.25	2,700.10	2,798.83	-	-	2,855.13	2,912.23
	32.29	33.38	34.62	35.95	37.24	38.60	-	-	39.38	40.17
Asst Dist Registrar 2	63,167	65,510	68,023	70,473	73,049	75,733	-	-	77,245	78,790
AOOADR2	2,420.20	2,509.97	2,606.25	2,700.10	2,798.83	2,901.64	-	-	2,959.58	3,018.77
	33.38	34.62	35.95	37.24	38.60	40.02	-	-	40.82	41.64
Asst Dist Registrar 3	65,532	68,045	70,345	73,007	75,733	78,608	-	-	80,184	81,787
ADR3	2,510.80	2,607.08	2,695.20	2,797.19	2,901.64	3,011.81	-	-	3,072.17	3,133.61
	34.63	35.96	37.18	38.58	40.02	41.54	-	-	42.37	43.22
Document Examiner	57,034	58,972	61,102	63,167	65,510	68,023	-	-	69,365	70,752
DEX	2,185.20	2,259.47	2,341.07	2,420.20	2,509.97	2,606.25	-	-	2,657.67	2,710.82
	30.14	31.17	32.29	33.38	34.62	35.95	-	-	36.66	37.39

**Land Title Clerk Series**

Land Title Clerk 1	40,912	42,339	43,574	44,916	46,300	47,791	-	-	48,750	49,725
LT1	1,567.51	1,622.18	1,669.49	1,720.92	1,773.94	1,831.07	-	-	1,867.80	1,905.16
	21.62	22.37	23.03	23.74	24.47	25.26	-	-	25.76	26.28
Land Title Clerk 2	44,235	45,533	47,152	48,707	50,261	52,008	-	-	53,051	54,112
LT2	1,694.81	1,744.57	1,806.58	1,866.17	1,925.72	1,992.63	-	-	2,032.62	2,073.27
	23.38	24.06	24.92	25.74	26.56	27.48	-	-	28.04	28.60
Land Title Clerk 3	49,942	51,603	53,200	55,160	57,034	58,972	-	-	60,143	61,346
LT3	1,913.48	1,977.14	2,038.32	2,113.40	2,185.20	2,259.47	-	-	2,304.33	2,350.42
	26.39	27.27	28.11	29.15	30.14	31.17	-	-	31.78	32.42
Land Title Clerk 4	53,200	55,160	57,034	58,972	61,102	63,167	-	-	64,445	65,734
LT4	2,038.32	2,113.40	2,185.20	2,259.47	2,341.07	2,420.20	-	-	2,469.16	2,518.54
	28.11	29.15	30.14	31.17	32.29	33.38	-	-	34.06	34.74
Land Title Clerk 5	57,034	58,972	61,102	63,167	65,510	68,023	-	-	69,384	70,771
LT5	2,185.20	2,259.47	2,341.07	2,420.20	2,509.97	2,606.25	-	-	2,658.38	2,711.54
	30.14	31.17	32.29	33.38	34.62	35.95	-	-	36.67	37.40

**Survey Examiner Series**

Survey Examiner 1	49,942	51,603	53,200	55,160	57,034	58,972	-	-	60,143	61,346
SE1	1,913.48	1,977.14	2,038.32	2,113.40	2,185.20	2,259.47	-	-	2,304.33	2,350.42
	26.39	27.27	28.11	29.15	30.14	31.17	-	-	31.78	32.42
Survey Examiner 2	57,034	58,972	61,102	63,167	65,510	68,023	-	-	69,365	70,752
SE2	2,185.20	2,259.47	2,341.07	2,420.20	2,509.97	2,606.25	-	-	2,657.67	2,710.82
	30.14	31.17	32.29	33.38	34.62	35.95	-	-	36.66	37.39
Survey Examiner 3	61,102	63,167	65,510	68,023	70,473	73,049	-	-	74,519	76,009
SE3	2,341.07	2,420.20	2,509.97	2,606.25	2,700.10	2,798.83	-	-	2,855.13	2,912.23
	32.29	33.38	34.62	35.95	37.24	38.60	-	-	39.38	40.17
Survey Examiner 4	68,726	71,282	73,816	76,500	79,375	82,527	-	-	84,188	85,871
SE4	2,633.19	2,731.11	2,828.19	2,931.02	3,041.18	3,161.95	-	-	3,225.58	3,290.09
	36.32	37.67	39.01	40.43	41.95	43.61	-	-	44.49	45.38

**Finance Officer Series**

Financial Officer 1	60,846	62,955	65,191	67,619	70,132	72,709	-	-	74,136	75,618
F11	2,331.27	2,412.06	2,497.74	2,590.76	2,687.05	2,785.77	-	-	2,840.45	2,897.26
	32.16	33.27	34.45	35.73	37.06	38.42	-	-	39.18	39.96

Financial Officer 2	62,955	65,191	67,619	70,132	72,709	75,477	-	-	76,968	78,507
F12	2,412.06	2,497.74	2,590.76	2,687.05	2,785.77	2,891.85	-	-	2,948.97	3,007.95
	33.27	34.45	35.73	37.06	38.42	39.89	-	-	40.68	41.49
Financial Officer 3	71,410	73,901	76,670	79,481	82,484	85,721	-	-	87,446	89,195
F13	2,736.01	2,831.46	2,937.55	3,045.25	3,160.31	3,284.34	-	-	3,350.43	3,417.44
	37.74	39.05	40.52	42.00	43.59	45.30	-	-	46.21	47.14
Financial Officer 4	78,459	81,504	84,550	87,723	91,216	94,772	-	-	96,647	98,580
F14	3,006.08	3,122.77	3,239.46	3,361.03	3,494.86	3,631.13	-	-	3,702.95	3,777.01
	41.46	43.07	44.68	46.36	48.20	50.08	-	-	51.08	52.10
Financial Officer 5	81,718	84,741	88,064	91,557	95,177	99,032	104,463	-	106,571	108,703
F15	3,130.94	3,246.80	3,374.09	3,507.92	3,646.64	3,794.33	4,002.40	-	4,083.19	4,164.85
	43.19	44.78	46.54	48.39	50.30	52.34	55.21	-	56.32	57.45
<b>Business Analyst Series</b>										
Business Analyst 1	71,729	74,753	77,607	80,461	83,527	86,914	90,236	-	92,025	93,866
BA1	2,748.23	2,864.10	2,973.44	3,082.79	3,200.28	3,330.04	3,457.33	-	3,525.87	3,596.39
	37.91	39.50	41.01	42.52	44.14	45.93	47.69	-	48.63	49.61

Business Analyst 2	74,881	77,820	80,674	83,890	87,148	90,641	94,283	-	96,200	98,124
BA2	2,869.00	2,981.61	3,090.95	3,214.16	3,339.01	3,472.83	3,612.36	-	3,685.81	3,759.53
	39.57	41.13	42.63	44.33	46.06	47.90	49.83	-	50.84	51.86
Business Analyst 3	85,167	88,447	91,834	95,603	99,543	103,760	108,254	-	110,405	112,613
BA3	3,263.12	3,388.79	3,518.53	3,662.96	3,813.92	3,975.48	4,147.65	-	4,230.07	4,314.67
	45.01	46.74	48.53	50.52	52.61	54.83	57.21	-	58.35	59.51
Business Analyst 4	99,543	103,760	108,254	112,939	117,901	123,055	-	-	125,547	128,058
BA4	3,813.92	3,975.48	4,147.65	4,327.17	4,517.29	4,714.76	-	-	4,810.23	4,906.43
	52.61	54.83	57.21	59.69	62.31	65.03	-	-	66.35	67.67
<b>Information Technologist Specialist Series</b>										
Info Technologist 1	59,249	60,931	64,232	65,808	67,533	69,408	71,197	73,092	74,562	76,053
IS1	2,270.07	2,334.54	2,461.01	2,521.39	2,587.49	2,659.30	2,727.85	2,800.46	2,856.77	2,913.91
	31.31	32.20	33.94	34.78	35.69	36.68	37.63	38.63	39.40	40.19
Info Technologist 2	73,347	76,074	78,842	81,824	84,827	88,170	91,557	95,007	96,881	98,819
IS2	2,810.24	2,914.70	3,020.78	3,135.02	3,250.06	3,378.17	3,507.92	3,640.10	3,711.92	3,786.16
	38.76	40.20	41.67	43.24	44.83	46.60	48.39	50.21	51.20	52.22

Info Technologist 3	80,290	83,315	86,680	89,917	93,218	96,817	100,693	104,527	106,635	108,768
IS3	3,076.25	3,192.13	3,321.06	3,445.09	3,571.57	3,709.47	3,857.97	4,004.85	4,085.64	4,167.35
	42.43	44.03	45.81	47.52	49.26	51.17	53.21	55.24	56.35	57.48
Info Technologist 4	86,680	89,917	93,218	96,817	100,693	104,527	108,935	113,536	115,772	118,087
IS4	3,321.06	3,445.09	3,571.57	3,709.47	3,857.97	4,004.85	4,173.77	4,350.02	4,435.70	4,524.41
	45.81	47.52	49.26	51.17	53.21	55.24	57.57	60.00	61.18	62.41
<b>Systems Analyst Series</b>										
Systems Analyst 1	55,969	57,950	60,015	62,124	64,424	66,788	-	-	68,151	69,514
SL1	2,144.41	2,220.30	2,299.43	2,380.23	2,468.36	2,558.92	-	-	2,611.14	2,663.36
	29.58	30.62	31.72	32.83	34.05	35.30	-	-	36.02	36.74
Systems Analyst 2	60,015	62,124	64,424	66,788	69,238	71,878	-	-	73,305	74,771
SL2	2,299.43	2,380.23	2,468.36	2,558.92	2,652.78	2,753.96	-	-	2,808.61	2,864.78
	31.72	32.83	34.05	35.30	36.59	37.99	-	-	38.74	39.51
Systems Analyst 3	65,532	68,045	70,345	73,007	75,733	78,608	-	-	80,184	81,787
SL3	2,510.80	2,607.08	2,695.20	2,797.19	2,901.64	3,011.81	-	-	3,072.17	3,133.61
	34.63	35.96	37.18	38.58	40.02	41.54	-	-	42.37	43.22

**Clerical Series**

Clerk 1	34,544	35,566	36,503	37,547	-	-	-	-	38,314	39,080
CL1	1,323.53	1,362.70	1,398.60	1,438.58	-	-	-	-	1,467.96	1,497.32
	18.26	18.80	19.29	19.84	-	-	-	-	20.25	20.65
Clerk 2	40,912	41,955	43,020	44,255	45,406	46,662	-	-	47,620	48,573
CL2	1,567.51	1,607.48	1,648.28	1,695.61	1,739.68	1,787.83	-	-	1,824.53	1,861.02
	21.62	22.17	22.73	23.39	24.00	24.66	-	-	25.17	25.67
Clerk 3	49,729	51,007	52,413	53,903	55,330	57,034	-	-	58,163	59,326
CL3	1,905.32	1,954.28	2,008.15	2,065.26	2,119.93	2,185.20	-	-	2,228.46	2,273.03
	26.28	26.96	27.70	28.49	29.24	30.14	-	-	30.74	31.35
Clerk 4	58,376	59,867	61,421	62,933	64,786	66,489	-	-	67,832	69,188
CL4	2,236.62	2,293.74	2,353.29	2,411.24	2,482.22	2,547.49	-	-	2,598.92	2,650.90
	30.85	31.64	32.46	33.26	34.24	35.14	-	-	35.85	36.56
Clerk 5	58,951	60,569	62,422	64,317	66,299	68,343	-	-	69,727	71,122
CL5	2,258.64	2,320.65	2,391.66	2,464.27	2,540.18	2,618.50	-	-	2,671.54	2,724.97
	31.15	32.01	32.99	33.99	35.04	36.12	-	-	36.85	37.59

**Plan Registration Series**

Plan Registration 1	61,111	63,164	65,520	68,028	70,470	73,043	-	-	74,513	76,003
PR1	2,341.40	2,420.07	2,510.35	2,606.42	2,700.00	2,798.57	-	-	2,854.91	2,912.01
	32.30	33.38	34.63	35.95	37.24	38.60	-	-	39.38	40.17
Plan Registration 2	63,164	65,520	68,028	70,470	73,043	75,723	-	-	77,237	78,782
PR2	2,420.07	2,510.35	2,606.42	2,700.00	2,798.57	2,901.28	-	-	2,959.26	3,018.45
	33.38	34.63	35.95	37.24	38.60	40.02	-	-	40.82	41.63
Plan Registration 3	65,542	68,049	70,341	73,000	75,723	78,598	-	-	80,177	81,780
PR3	2,511.18	2,607.24	2,695.04	2,796.92	2,901.28	3,011.42	-	-	3,071.90	3,133.34
	34.64	35.96	37.17	38.58	40.02	41.54	-	-	42.37	43.22

**Organization and Staff Development Specialist**

Org & Staff Development Specialist	72,943	75,733	78,565	81,504	84,805	88,064	91,642	93,473	95,343	97,250
TDO	2,794.76	2,901.64	3,010.17	3,122.77	3,249.25	3,374.09	3,511.18	3,581.36	3,653.00	3,726.05
	38.55	40.02	41.52	43.07	44.82	46.54	48.43	49.40	50.39	51.39