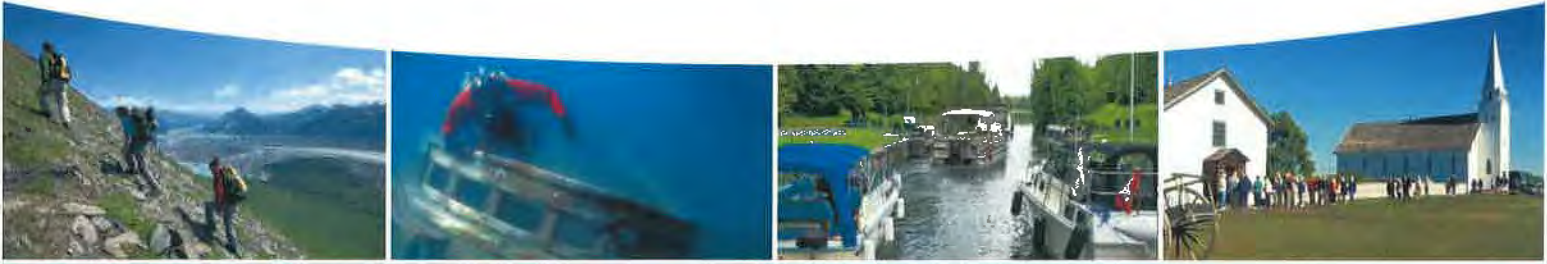




Parks Canada Parcs Canada



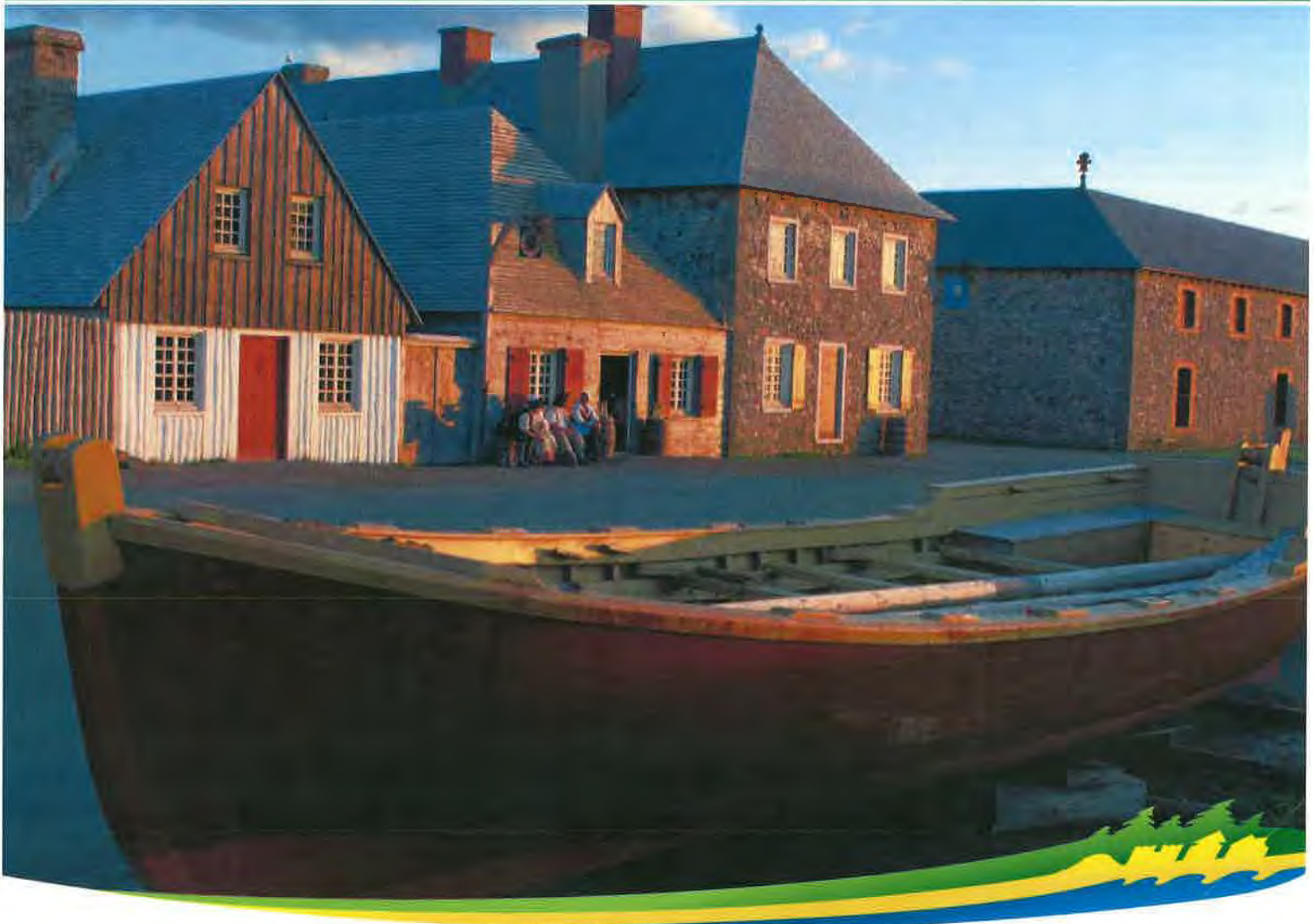
Collective Agreement

between the Parks Canada Agency and the Public Service Alliance of Canada

Expiry Date: August 4, 2014



Public Service Alliance of Canada
Alliance de la Fonction publique au Canada



Canada

Agreement between

**The Parks Canada
Agency**

and

**The Public Service
Alliance of Canada**

Expiry date: August 4th, 2014

Cette convention collective est disponible également en français.

TABLE OF CONTENTS

<u>Article</u>	<u>Subject</u>	<u>Page</u>
PART I - GENERAL		1
1	PURPOSE AND SCOPE OF AGREEMENT.....	2
2	INTERPRETATION AND DEFINITIONS.....	2
3	APPLICATION.....	5
4	PRECEDENCE OF LEGISLATION AND THE COLLECTIVE AGREEMENT.....	5
5	MANAGEMENT RIGHTS.....	5
6	**AGENCY POLICIES.....	5
7	DENTAL CARE PLAN.....	6
PART II - UNION SECURITY AND STAFF RELATIONS MATTERS		7
8	RECOGNITION.....	8
9	INFORMATION.....	8
10	**CHECK-OFF.....	8
11	USE OF AGENCY FACILITIES.....	9
12	EMPLOYEE REPRESENTATIVES.....	9
13	**LEAVE WITH OR WITHOUT PAY FOR ALLIANCE BUSINESS.....	11
14	EMPLOYEES ON PREMISES OF OTHER EMPLOYERS..	14
15	DISCIPLINE.....	14
16	**GRIEVANCE PROCEDURE.....	15
17	NO DISCRIMINATION AND SEXUAL HARASSMENT.....	21
18	JOINT CONSULTATION.....	21
19	HEALTH & SAFETY.....	22
20	JOB SECURITY.....	22
21	TECHNOLOGICAL CHANGE.....	22

PART III - WORKING CONDITIONS.....	24
22 HOURS OF WORK.....	25
23 SHIFT PREMIUMS.....	30
24 OVERTIME.....	30
25 **CALL BACK AND REPORTING PAY.....	32
26 STANDBY.....	34
27 DESIGNATED PAID HOLIDAYS.....	34
28 RELIGIOUS OBSERVANCE.....	36
29 TRAVELING TIME.....	37
30 NOTICE OF TRANSFER.....	39
PART IV - LEAVE PROVISIONS.....	40
31 LEAVE GENERAL.....	41
32 **VACATION LEAVE WITH PAY.....	42
33 **SICK LEAVE WITH PAY.....	47
34 COMPENSATORY LEAVE WITH PAY.....	49
35 MEDICAL APPOINTMENT FOR PREGNANT EMPLOYEES.....	50
36 INJURY-ON-DUTY LEAVE.....	50
37 MATERNITY AND PARENTAL LEAVE WITHOUT PAY.....	50
38 MATERNITY-RELATED REASSIGNMENT OR LEAVE.....	55
39 LEAVE WITHOUT PAY FOR THE CARE OF IMMEDIATE FAMILY.....	56
40 **LEAVE WITH PAY FOR FAMILY-RELATED RESPONSIBILITIES.....	57
41 LEAVE WITHOUT PAY FOR PERSONAL NEEDS.....	58
42 MARRIAGE LEAVE WITH PAY.....	59
43 LEAVE WITHOUT PAY FOR RELOCATION OF SPOUSE.....	59
44 **BEREAVEMENT LEAVE WITH PAY.....	59
45 COURT LEAVE.....	60

46	PERSONNEL SELECTION LEAVE.....	61
47	EDUCATION AND CAREER DEVELOPMENT LEAVE.....	61
48	**LEAVE WITH OR WITHOUT PAY FOR OTHER REASONS.....	63
PART V - OTHER TERMS AND CONDITIONS OF EMPLOYMENT.....		65
49	RESTRICTION ON OUTSIDE EMPLOYMENT.....	66
50	STATEMENT OF DUTIES.....	66
51	DUTY ABOARD VESSELS.....	66
52	EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES.....	67
53	PUBLICATIONS AND AUTHORSHIP.....	68
54	**MEMBERSHIP FEES.....	69
55	WASH-UP TIME.....	69
PART VI - PART-TIME EMPLOYEES.....		70
56	PART-TIME EMPLOYEES.....	71
PART VII - PAY AND DURATION.....		74
57	**SEVERANCE PAY.....	75
58	PAY ADMINISTRATION.....	79
59	ALLOWANCES.....	81
60	AGREEMENT REOPENER.....	81
61	**DURATION.....	82
APPENDIX "A" (table of contents by group).....		85
	ANNUAL RATES OF PAY.....	87
	PAY NOTES.....	160
APPENDIX "B".....		164
	HOURS OF WORK CODES.....	164
APPENDIX "C".....		165

MEMORANDUM OF UNDERSTANDING CONCERNING EMPLOYEES REQUIRED TO BE ON STANDBY FOR AVALANCHE CONTROL AT ROGERS PASS OR MOUNT FIDELITY STATION.....	165
APPENDIX “D”	166
MEMORANDUM OF UNDERSTANDING FIELD OR SEA RESEARCH ALLOWANCE.....	166
APPENDIX “E”	167
SPECIAL CONDITIONS APPLICABLE TO CANAL OPERATING EMPLOYEES.....	167
APPENDIX “F”	170
MEMORANDUM OF UNDERSTANDING - ALLOWANCE FOR THE ARCHITECTURE AND TOWN PLANNING GROUP (AR).....	170
APPENDIX “G”	172
MEMORANDUM OF UNDERSTANDING - ALLOWANCE FOR THE ENGINEERING AND LAND SURVEY GROUP (EN).....	172
APPENDIX “H”	174
MEMORANDUM OF UNDERSTANDING - ALLOWANCE FOR THE HISTORICAL RESEARCH GROUP (HR).....	174
**APPENDIX “I”	176
GROUP SPECIFIC PROVISIONS.....	176
**APPENDIX “J”	180
MEMORANDUM OF UNDERSTANDING JOINT LEARNING PROGRAM.....	180
**APPENDIX “K”	181
WORK FORCE ADJUSTMENT.....	181
**APPENDIX “L”	213
MEMORANDUM OF UNDERSTANDING RETENTION ALLOWANCE FOR THE AS-02 COMPENSATION ADVISORS.....	213

**APPENDIX “M”	215
MEMORANDUM OF UNDERSTANDING	
FINANCIAL MANAGEMENT GROUP.....	215
**APPENDIX “N”	217
LETTER OF AGREEMENT - APPLICATION OF THE	
POLICIES SET OUT IN ARTICLE 6.....	217
**APPENDIX “O”	218
LETTER OF AGREEMENT - STUDENT EMPLOYMENT...	218

****** Two asterisks denote changes from the previous collective agreement

PART I - GENERAL

ARTICLE 1 PURPOSE AND SCOPE OF AGREEMENT

1.01 The purpose of this agreement is to maintain harmonious and mutually beneficial relationships between the Agency, the Alliance and the employees, and to set forth certain terms and conditions of employment upon which agreement has been reached through collective bargaining.

1.02 The parties to this agreement share a commitment to the protection, the promotion and the presentation of Canada's national parks, national historic sites and related heritage areas. Accordingly they wish to promote an effective working relationship and the well being of employees of the Agency, in order that the people of Canada will be well and efficiently served.

ARTICLE 2 INTERPRETATION AND DEFINITIONS

2.01 For the purpose of this agreement:

"Agency" means the employer, the Parks Canada Agency and includes any person authorized to exercise authority on its behalf (Agence),

"Alliance" means the Public Service Alliance of Canada (Alliance),

"allowance" means compensation payable for the performance of special or additional duties (indemnité),

"alternate provision" means a provision of this agreement which may only have application to certain employees within the bargaining unit (disposition de dérogation),

"annual rate of pay" (for employees classified as GL and GS) means an employee's weekly rate of pay multiplied by fifty-two decimal one seventy-six (52.176) (taux de rémunération annuel),

"bargaining unit" means the employees of the Agency in the group described in **article 8** (unité de négociation),

"compensatory leave" means leave with pay in lieu of cash payment for overtime, standby, traveling time compensated at overtime rate, and reporting pay, and premium pay for time worked on a designated paid holiday. The duration of such leave will be equal to the time compensated or the minimum time entitlement multiplied by the applicable overtime rate. The rate of pay to which an employee is entitled during such leave shall be based on the employee's hourly rate of pay as calculated from the classification prescribed in the employee's letter of offer on the day immediately prior to the day on which leave is taken (congé compensateur),

"continuous employment" has the same meaning as specified in the Terms and Conditions of Employment Policy of the Agency on the date of signing of this agreement (emploi continu),

"day" means a twenty-four (24) hour period commencing at 00:01 hour (jour),

"daily rate of pay" means a full-time employee's weekly rate of pay divided by five (5). For employees classified as GL and GS, this means the employee's hourly rate of pay times the employee's normal number of hours of work per day (taux de rémunération journalier),

"day of rest" in relation to a full-time employee means a day other than a holiday on which that employee is not ordinarily required to perform the duties of his/her position other than by reason of the employee being on leave or absent from duty without permission (jour de repos),

"employee" means a person so defined by the *Public Service Labour Relations Act* and who is a member of the bargaining unit (employée),

"excluded provision" means a provision of this agreement which may have no application to certain employees within the bargaining unit and for which there are no alternate provisions (disposition exclue),

"hourly rate of pay" except for employees classified as GL and GS, means a full-time employee's weekly rate of pay divided by thirty-seven decimal five (37.5) or forty (40) in accordance with the Hours of Work Code (taux de rémunération horaire),

"holiday" (jour férié) means:

- (a) the twenty-four (24) hour period commencing at 00:01 hours of a day designated as a paid holiday in this agreement,
- (b) however, for the purpose of administration of a shift that does not commence and end on the same day, such shift shall be deemed to have been entirely worked:
 - (i) on the day it commenced where half (1/2) or more of the hours worked fall on that day,
 - or
 - (ii) on the day it terminates where more than half (1/2) of the hours worked fall on that day,

"lay-off" means the termination of an employee's employment because of lack of work or because of the discontinuance of a function (mise en disponibilité),

"leave" means authorized absence from duty by an employee during her/his regular or normal hours of work (congé),

"membership dues" means the dues established pursuant to the constitution of the Alliance as the dues payable by its members as a consequence of their membership in the Alliance, and shall not include any initiation fee, insurance premium, or special levy (cotisations syndicales),

"overtime" (heures supplémentaires) means:

- (a) in the case of a full-time employee, authorized work in excess of the employee's scheduled hours of work,

or
- (b) in the case of a part-time employee, authorized work in excess of seven decimal five (7.5) or eight (8) hours per day or thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code) per week, but does not include time worked on a holiday,

or
- (c) in the case of a part-time employee whose normal scheduled hours of work are in excess of seven decimal five (7.5) or eight (8) hours per day (in accordance with the Hours of Work Code) in accordance with the Variable Hours of Work provisions (clauses 22.11 to 22.14), authorized work in excess of those normal scheduled daily hours or an average of thirty-seven decimal five (37.5) or forty (40) hours per week (in accordance with the Hours of Work Code),

"remuneration" means pay and allowances (rémunération),

"spouse" is one of two persons legally married to one another, or who has participated in a public commitment ceremony as provided for in article 42.02, or an individual in a relationship who has lived with another person for a period of at least one (1) year, has publicly represented that person as his/her spouse, and continues to live with that person as if that person were his/her spouse (conjoint),

"weekly rate of pay", means an employee's annual rate of pay divided by fifty-two decimal one seven six (52.176). For employees classified as GL and GS, this means an employee's daily rate of pay multiplied by five (5) (rémunération hebdomadaire).

2.02 Except as otherwise provided in this agreement, expressions used in this agreement:

- (a) if defined in the *Public Service Labour Relations Act*, have the same meaning as given to them in the *Public Service Labour Relations Act*,

and
- (b) if defined in the *Interpretation Act*, but not defined in the *Public Service Labour Relations Act*, have the same meaning as given to them in the *Interpretation Act*.

ARTICLE 3 APPLICATION

- 3.01** The provisions of this agreement apply to the Alliance, employees and the Agency.
- 3.02** Both the English and French texts of this agreement shall be official.

ARTICLE 4 PRECEDENCE OF LEGISLATION AND THE COLLECTIVE AGREEMENT

- 4.01** In the event that any law passed by Parliament, applying to Agency employees covered by this agreement, renders null and void any provision of this agreement, the remaining provisions of the agreement shall remain in effect for the term of the agreement.

ARTICLE 5 MANAGEMENT RIGHTS

- 5.01** Except to the extent provided herein, this agreement in no way restricts the authority of those charged with managerial responsibilities in the Agency.

ARTICLE 6 AGENCY POLICIES

6.01

- (a) The following Agency policies, as existing on the date of signing of the agreement and as amended from time to time in accordance with this article, shall form part of this agreement:
- (i) Travel
 - (ii) Isolated Posts
 - (iii) First Aid To The Public
 - (iv) Bilingualism Bonus
 - (v) Uniforms
- (b) The Agency agrees to amend the above policies to match changes in rates and entitlements as may be made from time to time in respect of the similar National Joint Council (NJC) Directives.

- 6.02** The Agency will maintain the current Relocation benefit levels within the Integrated Relocation Program for the life of the program. In no circumstances will the entitlements be less than those of the NJC Relocation Directive.

6.03 The Agency further agrees that it shall maintain the current Agency policies in effect at the date of signing:

- (i) Living Accommodation Allowances
- (ii) Commuting Assistance

6.04 Any disagreement regarding the interpretation and administration of the aforementioned policies may be addressed through the grievance procedure contained in this collective agreement.

6.05 The Agency, with the agreement of the Alliance, may otherwise modify the above policies.

ARTICLE 7 DENTAL CARE PLAN

7.01 The Agency will continue to offer coverage to employees under the Dental Care Plan as contained in the agreement between the Treasury Board Secretariat and the Public Service Alliance of Canada, as amended from time to time by the terms and conditions of the Dental Care Plan between the Public Service Alliance of Canada and the Treasury Board Secretariat.

**PART II – UNION SECURITY AND
LABOUR RELATIONS MATTERS**

ARTICLE 8 RECOGNITION

8.01 The Agency recognizes the Alliance as the exclusive bargaining agent for all employees described in the certificate issued by the Public Service Labour Relations Board on May 1, 2001.

ARTICLE 9 INFORMATION

9.01 The Agency agrees to supply the Alliance each quarter with the name, geographic location and classification of each new employee.

9.02 The Agency agrees to supply each employee with a copy of the collective agreement and will endeavour to do so within one (1) month after receipt from the printer.

ARTICLE 10 CHECK-OFF

10.01 Subject to the provisions of this article, the Agency will, as a condition of employment, deduct an amount equal to the monthly membership dues from the monthly pay of all employees. Where an employee does not have sufficient earnings in respect of any month to permit deductions made under this article, the Agency shall not be obligated to make such deduction from subsequent salary.

10.02 The Alliance shall inform the Agency in writing of the authorized monthly deduction to be checked off for each employee.

10.03 For the purpose of applying clause 10.01, deductions from pay for each employee in respect of each calendar month will start with the first full calendar month of employment to the extent that earnings are available.

10.04 An employee who satisfies the Alliance to the extent that he/she declares in an affidavit that he/she is a member of a religious organization whose doctrine prevents him/her as a matter of conscience from making financial contributions to an employee organization and that he/she will make contributions to a charitable organization registered pursuant to the *Income Tax Act*, an amount equal to the monthly dues, shall not be subject to this article, provided that the affidavit submitted by the employee is countersigned by an official representative of the religious organization involved. The Alliance will inform the Agency accordingly.

10.05 No employee organization, as defined in section 2 of the, *Public Service Labour Relations Act* other than the Alliance, shall be permitted to have membership dues and/or other monies deducted by the Agency from the pay of employees.

10.06 The amounts deducted in accordance with clause 10.01 shall be remitted to the Comptroller of the Alliance within a reasonable period of time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on the employee's behalf.

10.07 The Agency agrees to continue the past practice of making deductions for other purposes on the basis of the production of appropriate documentation.

10.08 The Alliance agrees to indemnify and save the Agency 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 Agency limited to the amount actually involved in the error.

ARTICLE 11 USE OF AGENCY FACILITIES

11.01 Reasonable space on bulletin boards (including electronic bulletin boards, where available) in convenient locations will be made available to the Alliance for the posting of official Alliance notices. The Alliance shall endeavour to avoid requests for posting of notices which the Agency, acting reasonably, could consider adverse to its interests or to the interests of any of its representatives. Posting of notices or other materials shall require the prior approval of the Agency, except notices related to the business affairs of the Alliance, including the names of Alliance representatives, and social and recreational events. Such approval shall not be unreasonably withheld.

11.02 The Agency will also continue its present practice of making available to the Alliance specific locations on its premises for the placement of reasonable quantities of literature of the Alliance.

ARTICLE 12 EMPLOYEE REPRESENTATIVES

12.01 The Agency acknowledges the right of the Alliance to appoint or otherwise select employees as representatives.

12.02 The Alliance and the Agency shall endeavour in consultation to determine the jurisdiction of each representative, having regard to the plan of organization, the number and distribution of employees at the workplace and the administrative structure implied by the grievance procedure. Where the parties are unable to agree in consultation, then any dispute shall be resolved by the grievance/adjudication procedure.

12.03 The Alliance shall notify the Agency in writing of the name and jurisdiction of its representatives identified pursuant to clause 12.02.

12.04

- (a) A representative shall obtain the permission of his or her immediate supervisor before leaving his/her work to investigate employee complaints of an urgent nature, to meet with local management for the purpose of dealing with grievances and to attend meetings called by management. Such permission shall not be unreasonably withheld. Where practicable, the representative shall report back to his/her supervisor before resuming his/her normal duties.
- (b) Where practicable, when management requests the presence of an Alliance representative at a meeting, such request will be communicated to the employee's supervisor.
- (c) An employee shall not suffer any loss of pay when permitted to leave his/her work under paragraph (a).

12.05 The Alliance shall have the opportunity to have an employee representative introduced to employees newly appointed to the Agency, by the most practical means available, within one month of the employee's start date and as part of the Agency's formal orientation programs, where they exist.

12.06 The Alliance shall provide the Agency a list of such Alliance representatives and shall advise promptly of any change made to the list.

12.07 A duly accredited representative of the Alliance may be permitted access to the Agency's premises, which includes vessels, to assist in the resolution of a complaint or grievance and to attend meetings called by management. Permission to enter the premises shall, in each case, be obtained from the Agency.

**ARTICLE 13
LEAVE WITH OR WITHOUT PAY
FOR ALLIANCE BUSINESS**

Complaints made to the Public Service Labour Relations Board Pursuant to Section 190 (1) of the *Public Service Labour Relations Act*

13.01 When operational requirements permit, in cases of complaints made to the Public Service Labour Relations Board pursuant to section 190(1) of the PSLRA alleging a breach of sections 157, 186(1)(a), 186(1)(b), 186(2)(a)(i), 186(2)(b), 187, 188(a) or 189(1) of the PSLRA, the Agency will grant leave with pay:

- (a) to an employee who makes a complaint on her/his own behalf, before the Public Service Labour Relations Board,

and

- (b) to an employee who acts on behalf of an employee making a complaint, or who acts on behalf of the Alliance making a complaint.

Applications for Certification, Representations and Interventions with respect to Applications for Certification

13.02 When operational requirements permit, the Agency will grant leave without pay:

- (a) to an employee who represents the Alliance in an application for certification or in an intervention,

and

- (b) to an employee who makes personal representations with respect to a certification.

13.03 The Agency will grant leave with pay:

- (a) to an employee called as a witness by the Public Service Labour Relations Board,

and

- (b) when operational requirements permit, to an employee called as a witness by an employee or the Alliance.

Arbitration Board Hearings, Public Interest Commission Hearings and Informal Conflict Management Process

13.04 When operational requirements permit, the Agency will grant leave with pay to a reasonable number of employees representing the Alliance before an Arbitration Board, Public Interest Commission or in an Informal Conflict Management Process.

13.05 The Agency will grant leave with pay to an employee called as a witness by an Arbitration Board, Public Interest Commission or in an Informal Conflict Management Process and, when operational requirements permit, leave with pay to an employee called as a witness by the Alliance.

Adjudication

13.06 When operational requirements permit, the Agency will grant leave with pay to an employee who is:

- (a) a party to the adjudication,
- (b) the representative of an employee who is a party to an adjudication,
and
- (c) a witness called by an employee who is a party to an adjudication.

Meetings During the Grievance Process

13.07 Where an employee representative wishes to discuss a grievance or a labour relations complaint related to an Agency policy with an employee who has asked or is obliged to be represented by the Alliance in relation to the presentation of his/her grievance or complaint, the Agency will, where operational requirements permit, give them reasonable leave with pay for this purpose when the discussion takes place within their field unit or service center or national office area and reasonable leave without pay when it takes place outside their field unit or service center or national office area or established jurisdiction.

13.08 Subject to operational requirements,

- (a) when the Agency originates a meeting with a grievor in her/his field unit or service center or national office area, she/he will be granted leave with pay and "on duty" status when the meeting is held outside the grievor's field unit or service center or national office area,
- (b) when a grievor seeks to meet with the Agency, he/she will be granted leave with pay when the meeting is held in his/her field unit or service center or national office area and leave without pay when the meeting is held outside her/his field unit or service center or national office area,

and

- (c) when an employee representative attends a meeting referred to in this clause, he/she will be granted leave with pay when the meeting is held in her/his field unit or service center or national office area and leave without pay when the meeting is held outside his/her field unit or service center or national office area or established jurisdiction.

Contract Negotiation Meetings

13.09

- (a) When operational requirements permit, the Agency will grant leave without pay to an employee for the purpose of attending contract negotiation meetings on behalf of the Alliance.
- (b) For administrative purposes, the Agency will continue to pay the employee and the Alliance will reimburse the employer for the salary costs of the employee within thirty (30) days of receiving the request for payment from the Agency.

Preparatory Contract Negotiation Meetings

13.10 When operational requirements permit, the Agency will grant leave without pay to a reasonable number of employees to attend preparatory contract negotiation meetings.

Meetings Between the Alliance and Management not Otherwise Specified in this Article

13.11 When operational requirements permit, the Agency will grant leave with pay to a reasonable number of employees who are meeting with management on behalf of the Alliance.

Alliance Meetings and Conventions

13.12 Subject to operational requirements, the Agency shall grant leave without pay to a reasonable number of employees to attend meetings of the Board of Directors of the Alliance, meetings of the National Executive of the Components, Executive Board meetings of the Alliance, and conventions of the Alliance, the Components, the Canadian Labour Congress and the Territorial and Provincial Federations of Labour.

Representatives' Training Courses

13.13 When operational requirements permit, the Agency will grant leave without pay to employees who exercise the authority of a representative on behalf of the Alliance to undertake training related to the duties of a representative.

Component and Alliance Executive Positions

13.14 Except where otherwise specified in this article, subject to operational requirements and with reasonable advance notice, the Agency shall grant leave without pay to representatives who hold executive positions at the Component or Alliance level in order to represent employees not employed by the Agency.

ARTICLE 14 EMPLOYEES ON PREMISES OF OTHER EMPLOYERS

14.01 If employees are prevented from performing their duties because of a strike or lock-out on the premises of another employer, the employees shall report the matter to the Agency and the Agency shall make reasonable efforts to ensure that the employees are employed elsewhere, so that they shall receive their regular pay and benefits to which they would normally be entitled.

ARTICLE 15 DISCIPLINE

15.01 When an employee is suspended from duty or terminated, the Agency undertakes to notify the employee in writing of the reason for such suspension or termination. The Agency shall endeavour to give such notification at the time of suspension or termination.

15.02 When an employee is required to attend a meeting, the purpose of which is to conduct a disciplinary hearing concerning him/her or to render a disciplinary decision concerning her/him, the employee shall be informed by the Agency that, at her/his request, the employee is entitled to have a representative of the Alliance attend the meeting. Where practicable, the employee shall receive a minimum of one day's notice of such a meeting.

15.03 The Agency shall notify the local representative of the Alliance as soon as possible that such suspension or termination has occurred.

15.04 The Agency agrees not to introduce as evidence in a hearing relating to disciplinary action any document from the file of an employee the content of which the employee was not aware of at the time of filing or within a reasonable period thereafter.

15.05 Any document or written statement related to disciplinary action, which may have been placed on the personnel file of an employee, shall be destroyed after two (2) years have elapsed since the disciplinary action was taken, provided that no further disciplinary action has been recorded during this period.

15.06 When an employee and/or a union representative is required to attend disciplinary or administrative meetings or investigations with the Agency that fall outside their normal hours or during a period of seasonal layoff, they shall be compensated by the Agency as if they had reported to work.

ARTICLE 16 GRIEVANCE PROCEDURE

16.01 General

The following shall apply to individual, group or policy grievances as specified in the *Public Service Labour Relations Act*.

- (a) In determining the time within which any action is to be taken as prescribed in this procedure, Saturdays, Sundays and designated paid holidays shall be excluded.
- (b) The time limits stipulated in this procedure may be extended by mutual agreement between the Agency and the employee and, where appropriate, the Alliance representative.
- (c) Under section 62 of the PSLRB Regulations, if the parties avail themselves of an informal conflict management system established under section 207 of the *Public Service Labour Relations Act* (PSLRA) to settle a grievance, the time prescribed in this part is suspended until either party gives to the other notice in writing to the contrary.
- (d) Where a grievance or a reply is presented by mail, it shall be deemed to have been presented on the day on which it is postmarked and to have been received on the date it is delivered or three (3) business days after it is postmarked, whichever is the earlier.
- (e) A grievance of an employee shall not be deemed to be invalid by reason only that it is not in accordance with the form supplied by the Agency.
- (f) No person who is employed in a managerial or confidential capacity shall seek by intimidation, by threat of dismissal or by any other kind of threat to cause an employee to abandon a grievance or refrain from exercising his or her right to present a grievance as provided in this agreement.
- (g) The party that raises an issue relating to the interpretation or application of the *Canadian Human Rights Act* in referring an individual, group or policy grievance to adjudication shall give notice of such to the Canadian Human Rights Commission in accordance with the regulations.

16.02 Meeting Outside Normal Hours

When the Agency originates a grievance hearing, arbitration/adjudication hearing, Informal Conflict Management (ICM)/Independent Third Party Review (ITPR) meeting, or other meeting with the employee related to the disposition of a grievance that falls outside their normal hours or during a period of seasonal layoff, the employee and/or the union representative shall be compensated by the Agency as if they had reported to work.

**

16.03 Individual Grievances

- (a) Subject to and as provided in Section 208 of the *Public Service Labour Relations Act*, an employee who feels that he or she has been treated unjustly or considers himself or herself aggrieved by any action or lack of action by the Agency is entitled to present a grievance in the manner prescribed in sub-paragraph (b) except that where the grievance relates to the interpretation or application of this agreement or an arbitral award, the employee is not entitled to present the grievance unless he or she has the approval of and is represented by the Alliance.
- (b) An employee who wishes to present a grievance at a prescribed step in the grievance procedure shall transmit this grievance to his or her immediate supervisor or local officer-in-charge who shall forthwith:
 - (i) forward the grievance to the representative of the Agency authorized to deal with grievances at the appropriate step, and
 - (ii) provide the employee with a receipt stating the date on which the grievance was received by him or her.

**

16.04 Steps in the Grievance procedure

- (a) Except as otherwise provided in this agreement, a grievance shall be processed by recourse to the following steps:
 - (i) step 1 - first level of management, as delegated by the Agency;
 - (ii) final step - Chief Executive Officer or authorized representative.
- (b) Where it appears that the nature of the grievance is such that a decision cannot be given at the first step, the first step may be eliminated by agreement of the Agency and the employee, and, where applicable, the Alliance.
- (c) Grievances concerning disciplinary and non-disciplinary demotions/terminations for cause shall be presented directly at the final step.
- (d) An employee may abandon a grievance by written notice to his or her immediate supervisor or officer-in-charge.

**

16.05 Representatives of Agency

The Agency shall inform the Alliance of the name or title of the individual at each step to whom a grievance is to be presented, and shall inform employees by means of notices posted in places where such notices are most likely to come to the attention of the employees, or otherwise as determined by agreement between the Agency and the Alliance.

**

16.06 Time limits

- (a) An employee may present a grievance at the first step not later than the twenty-fifth (25th) day after the date on which he or she first becomes aware of the action or circumstances giving rise to the grievance.
- (b) The Agency shall reply to an employee's grievance at the first step within fifteen (15) days after the date the grievance is presented. Where such decision or settlement is not satisfactory to the employee, or the Agency does not reply within the time frame specified in this Article, he or she may, within ten (10) days, submit a grievance at the final step.
- (c) The Agency shall reply to an employee's grievance at the final step within thirty (30) days after the date the grievance is presented at that step.
- (d) An employee who fails to present a grievance to the final step within the prescribed time limits shall be deemed to have abandoned the grievance, unless the employee was unable to comply with the prescribed time limits due to circumstances beyond his or her control.

**

16.07 Representation

- (a) An employee may be assisted and/or represented by the Alliance when presenting a grievance at any step.
- (b) Where an employee has been represented by the Alliance, the Agency shall provide the appropriate representative of the Alliance with a copy of the Agency's decision at each step of the grievance procedure at the same time that the decision is conveyed to the employee.
- (c) The Alliance shall have the right to consult with the Agency with respect to a grievance at each step of the grievance procedure. Where consultation is with an authorized representative of the Chief Executive Officer, that person shall render the decision.

**

16.08 Adjudication

- (a) The decision given by the Agency at the final step in the grievance procedure shall be final and binding upon the employee unless the grievance relates to:
 - (i) the interpretation or application in respect of him or her of a provision of this agreement or a related arbitral award,
or
 - (ii) disciplinary action resulting in suspension or a financial penalty,
or
 - (iii) termination of employment or demotion for cause pursuant to section 13 (3) of the *Parks Canada Agency Act*,

in which case the grievance may be referred to adjudication in accordance with the provisions of the *Public Service Labour Relations Act* and its Regulations.

- (b) Where a grievance that may be presented by an employee to adjudication is a grievance relating to the interpretation or application in respect of him or her of a provision of this agreement or an arbitral award, the employee is not entitled to refer the grievance to adjudication unless the Alliance signifies in the prescribed manner:
 - (i) its approval of the reference of the grievance to adjudication,
and
 - (ii) its willingness to represent the employee in the adjudication proceedings.

**

16.09 Group Grievances

- (a) Subject to and as provided in sections 215 and 216 of the *Public Service Labour Relations Act*, the Alliance may present the Agency a group grievance on behalf of employees in the bargaining unit who feel aggrieved by the interpretation or application, common in respect of those employees, of a provision of the collective agreement or an arbitral award.

In order to present the grievance, the Alliance must first obtain the consent of each of the employees concerned in the form provided for at subsection 77(2) of the Public Service Labour Relations Board Regulations (PSLRBR). The consent of an employee is valid only in respect of the particular group grievance for which it is obtained.

- (b) A group grievance shall be processed by recourse to the following steps:
 - (i) step 1 - first level of management, as delegated by the Agency;
 - (ii) final step - Chief Executive Officer or authorized representative.
- (c) The Agency shall inform the Alliance of the name or title of the individual at each step to whom a grievance is to be presented, and shall inform employees by means of notices posted in places where such notices are most likely to come to the attention of the employees, or otherwise as determined by agreement between the Agency and the Alliance.
- (d) The Alliance shall have the right to consult with the Agency with respect to a grievance at each step of the grievance procedure. Where consultation is with an authorized representative of the Chief Executive Officer, that person shall render the decision.

- (e) (i) The Alliance may present a group grievance at the first step not later than the twenty-fifth (25th) day after the date on which it becomes aware of the action or circumstances giving rise to the grievance.
- (ii) The Agency shall reply to the group grievance at the first step within fifteen (15) days after the date the grievance is presented. Where such decision or settlement is not satisfactory to the Alliance, or the Agency does not reply within the time frame specified in this Article, it may, within ten (10) days, submit a grievance at the final step.
- (iii) The Agency shall reply to a group grievance at the final step within thirty (30) days after the date the grievance is presented.
- (f) Where it appears that the nature of the group grievance is such that a decision cannot be given below a particular step of authority, the first step may be eliminated by agreement of the Agency and the Alliance.
- (g) The Alliance may, by written notice to the Agency, withdraw a group grievance.

16.10 Opting out of a Group Grievance

- (a) An employee in respect of whom a group grievance has been presented may, at any time before a final decision is made in respect of the grievance, notify the Alliance that the employee no longer wishes to be involved in the group grievance.
- (b) The Alliance shall provide to the representatives of the Agency authorized to deal with the group grievance, a copy of the notice received pursuant to paragraph (a) above.
- (c) After receiving the notice, the Alliance may not pursue the grievance in respect of the employee.

16.11 Where the Alliance fails to present the group grievance to the final step within the prescribed time limits, it shall be deemed to have abandoned the grievance unless in the opinion of the Agency, and after consultation with the Alliance, the Alliance was unable for reasons beyond its control to comply with the prescribed time limits.

16.12 The Alliance may refer to adjudication any group grievance that has been presented up to and including the final step in the grievance process and that has not been dealt with to its satisfaction.

**

16.13 Policy Grievances

- (a) The Agency or the Alliance may present a policy grievance to the other in respect of the interpretation or application of the collective agreement or arbitral award as it relates to either of them or to the bargaining unit generally.
- (b) A policy grievance shall be presented at the final step in the grievance procedure to the representative of the Alliance or the Agency, as the case may be, authorized to deal with the grievance. The party who receives the grievance shall provide the other party with a receipt stating the date on which the grievance was received.
- (c) The Agency and the Alliance shall designate a representative and shall notify each other of the title of the person so designated together with the title and address of the officer-in-charge to whom a grievance is to be presented.
- (d) The Agency or the Alliance may present a grievance in the manner prescribed in (a) above not later than the twenty-fifth (25th) day after the date on which it received notification or on which it first had good reason to be aware of the action or circumstances giving rise to the policy grievance.
- (e) The Agency or the Alliance shall normally reply to the grievance within thirty (30) days of when the grievance is prescribed.
- (f) The Agency or the Alliance, as the case may be, may, by written notice to the other party, withdraw a grievance.
- (g) A party that presents a policy grievance may refer it to adjudication in accordance with the provisions of the *Public Service Labour Relations Act*.

ARTICLE 17
NO DISCRIMINATION AND SEXUAL HARASSMENT

17.01 There shall be no discrimination, interference, restriction, coercion, harassment, intimidation, or any disciplinary action exercised or practiced with respect to an employee by reason of age, race, creed, colour, national origin, religious affiliation, sex, sexual orientation, family status, mental or physical disability, membership or activity in the Alliance, marital status or a conviction for which a pardon has been granted.

17.02 The Alliance and the Agency recognize the right of employees to work in an environment free from sexual harassment and agree that sexual harassment will not be tolerated in the workplace.

17.03

- (a) Any step in the grievance procedure shall be waived if a person hearing the grievance is the subject of the complaint.
- (b) If by reason of paragraph (a) a level in the grievance procedure is waived, no other level shall be waived except by mutual agreement.

17.04 By mutual agreement, the parties may use a mediator in an attempt to settle a grievance dealing with discrimination or sexual harassment. The selection of the mediator will be by mutual agreement.

ARTICLE 18
JOINT CONSULTATION

18.01 The parties acknowledge the mutual benefits to be derived from joint consultation and are prepared to enter into discussion aimed at the development and introduction of appropriate machinery for the purpose of providing joint consultation on matters of common interest.

18.02 Within five (5) days of notification of consultation served by either party, the Alliance shall notify the Agency in writing of the representatives authorized to act on behalf of the Alliance for consultation purposes.

18.03 Upon request of either party, the parties to this agreement shall consult meaningfully at the appropriate level about contemplated changes in conditions of employment or working conditions not governed by this agreement.

18.04 Without prejudice to the position the Agency or the Alliance may wish to take in future about the desirability of having the subjects dealt with by the provisions of the collective agreement, the subjects that may be determined as appropriate for joint consultation will be by agreement of the parties.

ARTICLE 19 HEALTH & SAFETY

19.01

- (a) The parties recognize the *Canada Labour Code (CLC)*, Part II, and all provisions and regulations flowing from the Code as the authority governing occupational safety and health in Parks Canada.
- (b) The Agency shall make reasonable provisions to ensure the occupational safety and health of employees. The Agency will welcome suggestions on the subject from the Alliance and its members through the committee structure identified in the CLC, Part II. The parties undertake to develop and recommend reasonable measures intended to prevent or reduce the risk of workplace injury.

19.02 Condition of Employment - Medical Examination

- (a) Where the Agency requires an employee to undergo a medical examination by a designated qualified practitioner, the examination will be conducted at no expense to the employee.
- (b) An employee shall make every reasonable effort to schedule an appointment for an examination referred to in paragraph (a) during his/her working hours. When this is not possible, the employee will be compensated pursuant to this collective agreement for the examination time and the travel time associated with it.
- (c) The Agency shall pay for reasonable travel expenses, incurred as a result of paragraph (a) in accordance with the Agency Travel Policy.

ARTICLE 20 JOB SECURITY

20.01 Subject to the willingness and capacity of individual employees to accept relocation and retraining, the Agency will make every reasonable effort to ensure that any reduction in the work force will be accomplished through attrition.

ARTICLE 21 TECHNOLOGICAL CHANGE

21.01 The parties have agreed that in cases where as a result of technological change the services of an employee are no longer required beyond a specified date because of lack of work or the discontinuance of a function, Appendix "K" on Work Force Adjustment will apply. In all other cases the following clauses will apply.

21.02 In this article "Technological Change" means:

- (a) the introduction by the Agency of equipment or material of a different nature than that previously utilized;

and

- (b) a change in the Agency's operation directly related to the introduction of that equipment or material.

21.03 Both parties recognize the overall advantages of technological change and will, therefore, encourage and promote technological change in the Agency's operations. Where technological change is to be implemented, the Agency will seek ways and means of minimizing adverse effects on employees which might result from such changes.

21.04 The Agency agrees to provide as much advance notice as is practicable but, except in cases of emergency, not less than one hundred and eighty (180) days written notice to the Alliance of the introduction or implementation of technological change when it will result in significant changes in the employment status or working conditions of the employees.

21.05 The written notice provided for in clause 21.04 will provide the following information:

- (a) the nature and degree of the technological change;
- (b) the date or dates on which the Agency proposes to effect the technological change;
- (c) the location or locations involved;
- (d) the approximate number and type of employees likely to be affected by the technological change;
- (e) the effect that the technological change is likely to have on the terms and conditions of employment of the employees affected.

21.06 As soon as reasonably practicable after notice is given under clause 21.04, the Agency shall consult meaningfully with the Alliance concerning the rationale for the change and the topics referred to in clause 21.05 on each group of employees, including training.

21.07 When, as a result of technological change, the Agency determines that an employee requires new skills or knowledge in order to perform the duties of the employee's substantive position, the Agency will make every reasonable effort to provide the necessary training during the employee's working hours without loss of pay and at no cost to the employee.

PART III – WORKING CONDITIONS

**ARTICLE 22
HOURS OF WORK**

22.01 For the purposes of this article:

- (a) "day" means a twenty-four (24) hour period commencing at 00:01 hour;
- (b) "week" means a period of seven (7) consecutive days beginning at 00:01 hour Monday morning and ending at 24:00 hours the following Sunday night.
- (c) The normal hours of work per week which shall be performed by employees shall be as indicated by the letter Code under the column headed Hours of Work Code in Appendix "B". The Code letters shall denote the following normal weekly hours of work:

Letter Code	Normal Weekly Hours of Work
X	37.5
Y	40

22.02 An employee's scheduled hours of work shall not be construed as guaranteeing the employee minimum or maximum hours of work.

22.03 The Agency will review with the local Alliance representative(s) any changes to hours of work which the Agency proposes to institute, when such change will affect the majority of employees governed by the schedule. In all cases following such reviews, the Agency will, where practical, accommodate such employee representations as may have been conveyed by the Alliance representative(s) during the meeting.

By mutual agreement, in writing, the Agency and the local Alliance representative(s) may waive the application of change of shift with no notice provision.

22.04 Provided sufficient advance notice is given and with the approval of the Agency, employees may exchange shifts if there is no increase in cost to the Agency.

22.05

- (a) Except as provided for in clause 22.10, the normal workweek shall be thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code), exclusive of lunch periods, comprising five (5) days of seven decimal five (7.5) or eight (8) consecutive hours (in accordance with the Hours of Work Code) each, Monday to Friday. The work day shall be scheduled to fall within a nine (9)-hour period between 6:00 a.m. to 6:00 p.m., unless otherwise agreed in consultation between the Alliance and the Agency at the appropriate level.
- (b) The scheduled weekly and daily hours of work stipulated in 22.05 (a) and 22.10 may be varied by the Agency, following meaningful consultation with the Alliance, to allow for summer and winter hours, provided the annual total is not changed.

22.06 Subject to operational requirements, as determined by the Agency from time to time, an employee shall have the right to select and request flexible hours between 6:00 a.m. to 6:00 p.m., and such request shall not be unreasonably denied.

22.07 Notwithstanding the provisions of this article, upon request of an employee and the concurrence of the Agency, an employee may complete her/his weekly hours of employment in a period other than five (5) full days provided that over a period of up to twenty-eight (28) calendar days the employee works an average of thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code) per week. As part of the provisions of this clause, attendance reporting shall be mutually agreed between the employee and the Agency. In every twenty-eight (28) day period such an employee shall be granted days of rest on such days as are not scheduled as a normal workday for the employee.

22.08 Two (2) rest periods of fifteen (15) minutes each shall be scheduled during each normal day for non-operating employees. The Agency agrees, where operational requirements permit, to continue the present practice of providing rest periods for operating employees.

22.09 If an employee is given less than seven (7) days advance notice of a change in his/her shift schedule, the employee will receive a premium rate of time and one-half (1 ½) for work performed on the first shift changed. Subsequent shifts worked on the new schedule shall be paid for at straight time. Such employee shall retain her/his previously scheduled days of rest next following the change or if worked, such days of rest shall be compensated in accordance with the overtime provisions of this collective agreement.

22.10 For employees who work on a rotating or irregular basis:

(a) Normal hours of work shall be scheduled so that employees work:

(i) an average of thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code) per week and an average of five (5) days per week and seven decimal five (7.5) hours or eight (8) hours (in accordance with the Hours of Work Code) per day;

or

(ii) if he/she is a Park Warden performing a period of backcountry patrol in excess of eight (8) consecutive hours during a two-week pay period, on a weekly basis, an average of thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code) and five (5) days per week.

(b) The Agency shall make every reasonable effort to schedule a meal break of one-half (1/2) hour during each full shift which shall not constitute part of the work period. Such meal break shall be scheduled as close as possible to the mid-point of the shift, unless an alternate arrangement is agreed to at the appropriate level between the Agency and the employee. If an employee is not given a meal break scheduled in advance, all time from the commencement to the termination of the employee's full shift shall be deemed time worked.

- (c) When an employee's scheduled shift does not commence and end on the same day, such shift shall be deemed for all purposes to have been entirely worked:
 - (i) on the day it commenced where half (1/2) or more of the hours worked fall on that day,
 - or
 - (ii) on the day it terminates where more than half (1/2) of the hours worked fall on that day.

Accordingly, the first (1st) day of rest will be deemed to start immediately after midnight of the calendar day on which the employee worked or is deemed to have worked his/her last scheduled shift; and the second (2nd) day of rest will start immediately after midnight of the employee's first (1st) day of rest, or immediately after midnight of an intervening designated paid holiday if days of rest are separated thereby.

- (d) Every reasonable effort shall be made by the Agency:
 - (i) not to schedule the commencement of a shift within twelve (12) hours of the completion of the employee's previous shift;
 - (ii) to avoid excessive fluctuations in hours of work;
 - (iii) to consider the wishes of the majority of employees concerned in the arrangement of shifts within a shift schedule;
 - (iv) to arrange shifts over a period of time not exceeding fifty-six (56) days and to post schedules at least fourteen (14) days in advance of the starting date of the new schedule;
 - (v) to grant an employee a minimum of two (2) consecutive days of rest.
- (e) Notwithstanding the provisions of this article, it may be operationally advantageous to implement work schedules for employees that differ from those specified in this clause. Any special arrangement may be at the request of either party and must be mutually agreed between the Agency and the majority of employees affected.

Terms and Conditions Governing the Administration of Variable Hours of Work Schedule

22.11 The terms and conditions governing the administration of variable hours of work implemented pursuant to clauses 22.05(b), 22.07, and 22.10(e) are specified in clauses 22.11 to 22.14. This agreement is modified by these provisions to the extent specified herein.

22.12 Notwithstanding anything to the contrary contained in this agreement, the implementation of any variation in hours shall not result in any additional overtime work or additional payment by reason only of such variation, nor shall it be deemed to prohibit the right of the Agency to schedule any hours of work permitted by the terms of this agreement.

22.13

- (a) The scheduled hours of work of any day, may exceed or be less than seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code); starting and finishing times, meal breaks and rest periods shall be determined according to operational requirements as determined by the Agency and the daily hours of work shall be consecutive.
- (b) Such schedules shall provide an average of thirty-seven decimal five (37.5) or forty (40) hours (in accordance with the Hours of Work Code) of work per week over the life of the schedule.
 - (i) The maximum life of a schedule for shift workers shall be six (6) months.
 - (ii) The maximum life of a schedule for day workers shall be twenty-eight (28) days, except when the normal weekly and daily hours of work are varied by the Agency to allow for summer and winter hours in accordance with clause 22.05(b), in which case the life of a schedule shall be one (1) year.
- (c) Whenever an employee changes her/his variable hours or no longer works variable hours, all appropriate adjustments will be made.

22.14 For greater certainty, the following provisions of this agreement shall be administered as provided herein:

(a) Interpretation and Definitions (clause 2.01)

"Daily rate of pay" - shall not apply.

(b) Minimum Number of Hours Between Shifts (Paragraph 22.10 (d) (i))

The minimum period between the end of the employee's shift and the beginning of the next one shall not apply.

(c) Exchange of Shifts (clause 22.04)

On exchange of shifts between employees, the Agency shall pay as if no exchange had occurred.

(d) Designated Paid Holidays (clause 27.05)

- (i) A Designated Paid Holiday shall account for seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code).
- (ii) When an employee works on a Designated Paid Holiday, the employee shall be compensated, in addition to the pay for the hours specified in subparagraph (i), at time and one-half (1 1/2) up to his/her regular scheduled hours worked and at double (2) time for all hours worked in excess of her/his regular scheduled hours.

(e) Travel

Overtime compensation referred to in clause 29.04 shall only be applicable on a work day for hours in excess of the employee's daily scheduled hours of work.

(f) Acting Pay

The qualifying period for acting pay as specified in paragraph 58.07(a) shall be converted to hours.

(g) Overtime

Overtime shall be compensated for all work performed on regular working days or on days of rest at time and three-quarter (1 3/4).

22.15 Changes in Schedule

- (a) When a full-time indeterminate employee is required to attend one of the following proceedings outside a period which extends before or beyond three (3) hours his/her scheduled hours of work on a day during which she/he would be eligible for a Shift Premium, the employee may request that her/his hours of work on that day be scheduled between 7 a.m. and 6 p.m.; such request will be granted provided there is no increase in cost to the Agency. In no case will the employee be expected to report for work or lose regular pay without receiving at least twelve (12) hours of rest between the time his/her attendance was no longer required at the proceeding and the beginning of her/his next scheduled work period.
 - (i) Public Service Labour Relations Board Proceedings
Clauses 13.01, 13.02, 13.04, 13.05 and 13.06.
 - (ii) Contract Negotiation and Preparatory Contract Negotiation Meetings
Clauses 13.09 and 13.10.
 - (iii) Personnel Selection Process
Article 46.

- (iv) To write Provincial Certification Examinations which are a requirement for the continuation of the performance of the duties of the employee's position.
 - (v) Training Courses which the employee is required to attend by the Agency.
- (b) Notwithstanding paragraph (a), proceedings described in subparagraph (v) are not subject to the condition that there be no increase in cost to the Agency.

ARTICLE 23 SHIFT PREMIUMS

Excluded Provisions

This article does not apply to employees on day work, covered by clauses 22.05 to 22.07 and to employees classified in SC group.

23.01 Shift Premium

An employee working on shifts will receive a shift premium of two dollars (\$2.00) per hour for all hours worked, including overtime hours, between 5:00 p.m. and 6:00 a.m. The shift premium will not be paid for hours worked between 6:00 a.m. and 5:00 p.m.

23.02 Weekend Premium

An employee working on shifts during a weekend will receive an additional premium of two dollars (\$2.00) per hour for all hours worked, including overtime hours, on Saturday and/or Sunday.

ARTICLE 24 OVERTIME

24.01 Each fifteen (15) minute period of overtime shall be compensated for at the following rates:

- (a) time and one-half (1 1/2) except as provided for in clause 24.01(b);
- (b) double (2) time for each hour of overtime worked after fifteen (15) or sixteen (16) hours work (in accordance with the Hours of Work Code) in any twenty-four (24) hour period or after seven decimal five (7.5) or eight (8) hours work (in accordance with the Hours of Work Code) on the employee's first (1st) day of rest, and for all hours worked on the second or subsequent day of rest. Second or subsequent day of rest means the second or subsequent day in an unbroken series of consecutive and contiguous calendar days of rest, which may, however, be separated by a designated paid holiday;

- (c) where an employee is entitled to double (2) time in accordance with (b) above and has worked a period of overtime equal to the normal daily hours of work specified in the Hours of Work Code, the employee shall continue to be compensated at double (2) time for all hours worked until he/she is given a period of rest of at least eight (8) consecutive hours.

24.02 Notwithstanding anything to the contrary contained in this article, the following shall apply to employees working as Park Wardens performing a period of back-country patrol in excess of eight (8) consecutive hours during a two-week period;

- (a) Park Wardens are entitled to receive compensation at straight-time rates for all hours worked, other than hours worked on a day of rest or on a designated paid holiday, up to an average of seventy-five (75) or eighty (80) hours (in accordance with the Hours of Work Code) over a two (2) week period and compensation at time and one-half (1 1/2) for all other hours worked.
- (b) Park Wardens are entitled to receive compensation at time and one-half (1 1/2) rates for work performed on the first (1st) day of rest and compensation at double (2) time for work performed on the second and subsequent days of rest where two (2) or more contiguous days of rest are indicated by the schedule.

Articles 24.03 to 24.07 apply to all employees governed by this agreement

24.03 Overtime shall be compensated in cash except where, upon request of an employee and with the approval of the Agency, overtime may be compensated in equivalent leave with pay under article 34.

24.04 Subject to the operational requirements, the Agency shall make every reasonable effort:

- (a) to allocate overtime work on an equitable basis amongst readily available, qualified employees,

and
- (b) to give employees who are required to work overtime adequate advance notice of the requirement.

24.05

- (a) Within five (5) days of notification of consultation served by either party, the Alliance shall notify the Agency in writing of the representative authorized to act on behalf of the Alliance for consultation purposes.
- (b) The Alliance is entitled to consult the Chief Executive Officer or his/her representative whenever it is alleged that employees are required to work unreasonable amounts of overtime.

24.06 Other than when required by the Agency to use a vehicle of the Agency for transportation to a work location other than the employee's normal place of work, time spent by the employee reporting to work or returning to her/his residence shall not constitute time worked.

24.07 Meal Allowance

- (a) An employee who works three (3) or more hours of overtime immediately before or immediately following the employee's scheduled hours of work shall be reimbursed for one (1) meal in the amount of ten dollars (\$10) except where free meals are provided.
- (b) When an employee works overtime continuously extending four (4) hours or more beyond the period provided for in (a), the employee shall be reimbursed for one (1) additional meal in the amount of ten dollars (\$10) for each additional four (4) hour period thereafter, except where free meals are provided.
- (c) Reasonable time with pay, to be determined by the Agency, shall be allowed the employee in order that the employee may take a meal break either at or adjacent to the employee's place of work.
- (d) Meal allowances under this clause shall not apply to an employee who is on travel status which entitles the employee to claim expenses for lodging and/or meals.

ARTICLE 25 CALL BACK AND REPORTING PAY

25.01 If an employee is called back or required to report to work:

- (a) on a designated paid holiday which is not the employee's scheduled day of work,
or
- (b) on the employee's day of rest,
or
- (c) after the employee has completed his or her work for the day and has left his or her place of work,

and returns to work, the employee shall be entitled to the greater of:

- (i) compensation equivalent to three (3) hours pay at the applicable overtime rate of pay for each call back/reporting to a maximum of eight (8) hours' compensation in an eight (8) hour period,
or

- (ii) compensation at the applicable rate of overtime compensation for time worked, provided that the period worked by the employee is not contiguous to the employee's normal hours of work.
- (d) The minimum payments referred to in 25.01(c)(i) and (c)(ii), do not apply to part-time employees. Part-time employees will receive a minimum payment in accordance with clause 56.05 of this agreement.

25.02 Compensation earned under this article shall be compensated under Article 34.

25.03 Transportation Expenses

- (a) Where an employee is required to report for work and reports under the conditions described in 25.01 above, the employee shall be reimbursed for reasonable expenses incurred as follows:
 - (i) mileage allowance at the rate normally paid to an employee when authorized by the Agency to use his or her automobile when the employee travels by means of his or her own automobile,
 - or
 - (ii) out-of-pocket expenses for other means of commercial transportation.
- (b) Other than when required by the Agency to use an Agency vehicle for transportation to a work location other than the employee's normal place of work, time spent by the employee reporting to work or returning to his or her residence shall not constitute time worked.

25.04 This article does not apply where an employee who has accommodation on board a vessel and:

- (a) is not in his or her home port, reports for sailing in accordance with posted sailing orders or as otherwise required by the Master;
- or
- (b) is on the Agency's premises at the time of notification of the requirement to work overtime.

ARTICLE 26 STANDBY

26.01 Where the Agency requires an employee to be available on standby during off-duty hours, such employee shall be compensated at the rate of one-half (1/2) hour for each four (4) hour period or part thereof for which the employee has been designated as being on standby duty.

26.02 An employee designated by letter or by list for standby duty shall be available during his/her period of standby at a known telephone number and be available to return for work as quickly as possible if called. In designating employees for standby, the Agency will endeavour to provide for the equitable distribution of standby duties.

26.03 No standby payment shall be granted if an employee is unable to report for work when required.

26.04 Compensation earned under this article shall be compensated under article 34.

ARTICLE 27 DESIGNATED PAID HOLIDAYS

27.01 Subject to clause 27.02, the following days shall be designated paid holidays for employees:

- (a) New Year's Day,
- (b) Good Friday,
- (c) Easter Monday,
- (d) the day fixed by proclamation of the Governor in Council for celebration of the Sovereign's Birthday,
- (e) Canada Day,
- (f) Labour Day,
- (g) the day fixed by proclamation of the Governor in Council as a general day of Thanksgiving,
- (h) Remembrance Day,
- (i) Christmas Day,
- (j) Boxing Day,
- (k) one additional day in each year that, in the opinion of the Agency, is recognized to be a

provincial or civic holiday in the area in which the employee is employed or, in any area where, in the opinion of the Agency, no such additional day is recognized as a provincial or civic holiday, the first Monday in August,

- (l) one (1) additional day when proclaimed by an Act of Parliament as a national holiday.

27.02

- (a) An employee absent without pay on both her/his full working day immediately preceding and his/her full working day immediately following a designated holiday is not entitled to pay for the holiday, except in the case of an employee who is granted leave without pay under the provisions of Article 13, Leave With or Without Pay For Alliance Business.
- (b) Notwithstanding subparagraph (a), a seasonal employee will be paid for a designated paid holiday falling on a day contiguous to her/his Re-Taken On Strength (RTOS) or Temporarily Struck Off Strength (TSOS) dates.

27.03 Designated Holiday Coinciding with a Day of Rest

- (a) When a day designated as a holiday under clause 27.01 coincides with an employee's day of rest, the holiday shall be moved to the first scheduled working day following the employee's day of rest. When a day that is a designated holiday is so moved to a day on which the employee is on leave with pay, that day shall count as a holiday and not as a day of leave.
- (b) When two (2) days designated as holidays under clause 27.01 coincide with an employee's consecutive days of rest, the holidays shall be moved to the employee's first two (2) scheduled working days following the days of rest. When the days that are designated holidays are so moved to days on which the employee is on leave with pay, those days shall count as holidays and not as days of leave.

27.04 When a day designated as a holiday for an employee is moved to another day under the provisions of clause 27.03:

- (a) work performed by an employee on the day from which the holiday was moved shall be considered as worked performed on a day of rest,

and
- (b) work performed by an employee on the day to which the holiday was moved, shall be considered as work performed on a holiday.

27.05

- (a) When an employee works on a holiday, she/he shall be paid time and one-half (1 1/2) for all hours worked, up to the daily hours specified in article 22, and double (2) time

thereafter, in addition to the pay that the employee would have been granted had she/he not worked on the holiday.

- (b) The premium pay specified in paragraph (a) shall be compensated in cash except where, upon request of an employee and with the approval of the Agency, overtime may be compensated in equivalent leave with pay under article 34.
- (c) Notwithstanding paragraphs (a) and (b), when an employee works on a holiday contiguous to a day of rest on which he/she also worked and received overtime in accordance with clause 24.01 (b), the employee shall be paid in addition to the pay that she/he would have been granted had she/he not worked on the holiday, two (2) times his/her hourly rate of pay for all time worked.

27.06 Designated Holiday Coinciding with a Day of Paid Leave

Where a day that is a designated holiday for an employee coincides with a day of leave with pay, that day shall count as a holiday and not as a day of leave.

Work Performed on a Designated Holiday

27.07 Where operational requirements permit, the Agency shall not schedule an employee to work both December 25 and January 1 in the same holiday season.

ARTICLE 28 RELIGIOUS OBSERVANCE

28.01 The Agency shall make every reasonable effort to accommodate an employee who requests time off to fulfil her/his obligations.

28.02 Employees may, in accordance with the provisions of this agreement, request annual leave, compensatory leave, leave without pay for other reasons or a shift exchange (in the case of a shift worker) in order to fulfil their religious obligations.

28.03 Notwithstanding clause 28.02, at the request of the employee and at the discretion of the Agency, time off with pay may be granted to the employee in order to fulfil her/his religious obligations. The number of hours with pay so granted must be made up hour for hour within a period of six (6) months, at times agreed to by the Agency. Hours worked as a result of time off granted under this clause shall not be compensated nor should they result in any additional payments by the Agency.

28.04 An employee who intends to request leave or time off under this article must give notice to the Agency as far in advance as possible but no later than four (4) weeks before the requested period of absence.

ARTICLE 29 TRAVELING TIME

29.01 For the purposes of this agreement, traveling time is compensated for only in the circumstances and to the extent provided for in this article.

29.02 When an employee is required by the Agency to travel outside his/her normal workplace on government business, as these expressions are defined by the Agency, the time of departure and the means of such travel shall be determined by the Agency and the employee will be compensated for travel time in accordance with clauses 29.03 and 29.04. Traveling time shall include time necessarily spent at each stop-over enroute provided such stop-over is not longer than three (3) hours.

29.03 For the purposes of clauses 29.02 and 29.04, the traveling time for which an employee shall be compensated is as follows:

- (a) for travel by public transportation, the time between the scheduled time of departure and the time of arrival at a destination, including the normal travel time to the point of departure, as determined by the Agency;
- (b) for travel by private means of transportation, the normal time as determined by the Agency, to proceed from the employee's place of residence or workplace, as applicable, direct to the employee's destination and, upon the employee's return, direct back to the employee's residence or workplace;
- (c) in the event that an alternate time of departure and/or means of travel is requested by the employee, the Agency may authorize such alternate arrangements, in which case compensation for traveling time shall not exceed that which would have been payable under the Agency's original determination.

29.04 If an employee is required to travel as set forth in clauses 29.02 and 29.03:

- (a) on a normal working day on which the employee travels but does not work, the employee shall receive her/his regular pay for the day;
- (b) on a normal working day on which the employee travels and works, the employee shall be paid:
 - (i) his regular pay for the day for a combined period of travel and work not exceeding her/his regular scheduled working hours, and
 - (ii) at the applicable overtime rate for additional travel time in excess of her/his regularly scheduled hours of work and travel, with a maximum payment for such additional travel time not to exceed twelve (12) hours' pay at the straight-time rate of pay;

- (c) on a day of rest or on a designated paid holiday, the employee shall be paid at the applicable overtime rate for hours travelled to a maximum of twelve (12) hours' pay at the straight-time rate of pay.

29.05 This article does not apply to an employee when the employee travels by any type of transport in which he/she is required to perform work, and/or which also serves as his/her living quarters during a tour of duty. In such circumstances, the employee shall receive the greater of:

- (a) on a normal working day, his/her regular pay for the day,
or
- (b) pay for actual hours worked in accordance with Article 27, Designated Paid Holidays and Article 24, Overtime of this collective agreement.

29.06 Compensation under this article shall not be paid for travel time to courses, training sessions, conferences and seminars, unless the employee is required to attend by the Agency.

29.07 Compensation earned under this article shall be compensated under article 34.

29.08 Travel Status Leave

- (a) An employee who is required to travel outside her/his normal workplace on government business, as these expressions are defined by the Agency, and is away from her/his permanent residence for forty (40) nights during a fiscal year shall be granted seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code) off with pay. The employee shall be credited with an additional seven decimal five (7.5) or eight (8) hours off (in accordance with the Hours of Work Code) for each additional twenty (20) nights that the employee is away from her/his permanent residence to a maximum of eighty (80) nights.
- (b) The maximum number of hours off earned under this clause shall not exceed thirty-seven decimal five (37.5) or forty (40) (in accordance with the Hours of Work Code) in a fiscal year and shall accumulate as compensatory leave with pay.
- (c) This leave with pay is deemed to be compensatory leave and is subject to article 34.
- (d) The provisions of this clause do not apply when the employee travels in connection with courses, training sessions, professional conferences and seminars.

29.09 Closed Area

When the Agency requires an employee to travel inside a "closed area", time spent traveling through the closed area shall constitute time worked.

For the purpose of this article, a "closed area" refers to any area declared closed by the responsible authority.

ARTICLE 30
NOTICE OF TRANSFER

30.01 Where practicable, advance notice of a change in posting or a transfer from an employee's normal workplace as defined by the Agency shall be given to an employee. Such notice shall not normally be less than one (1) month.

PART IV – LEAVE PROVISIONS

ARTICLE 31 LEAVE GENERAL

31.01

- (a) When an employee becomes subject to this agreement, his/her earned daily leave credits shall be converted into hours. When an employee ceases to be subject to this agreement, his/her earned hourly leave credits shall be reconverted into days, with one (1) day being equal to seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code).
- (b) When leave is granted, it will be granted on an hourly basis and the number of hours debited for each day of leave being equal to the number of hours of work scheduled for the employee for the day in question.
- (c) Notwithstanding the above, in the Article 44, Bereavement Leave with Pay, a "day" will mean a calendar day.

31.02 Except as otherwise specified in this agreement:

- (a) where leave without pay for a period in excess of three (3) months is granted to an employee for reason other than illness, the total period of leave granted shall be deducted from "continuous employment" for the purpose of calculating severance pay and "service" for the purpose of calculating vacation leave;
- (b) time spent on such leave which is for a period of more than three (3) months shall not be counted for pay increment purposes.

31.03 An employee is entitled, once in each fiscal year, to be informed upon request, of the balance of his/her vacation and sick leave credits.

31.04 The amount of leave with pay earned but unused credited to an employee by the Agency at the time when the agreement is signed, or at the time when the employee becomes subject to this agreement, shall be retained by the employee.

31.05 An employee shall not be granted two (2) different types of leave with pay or monetary remuneration in lieu of leave in respect of the same period of time.

31.06 An employee is not entitled to leave with pay during periods he/she is on leave without pay or under suspension.

31.07 In the event of termination of employment for reasons other than incapacity, death or lay-off, the Agency shall recover from any monies owed the employee an amount equivalent to unearned vacation and sick leave taken by the employee, as calculated from the classification prescribed in the employee's letter of offer on the date of the termination of the employee's employment.

31.08 An employee shall not earn leave credits under this agreement in any month for which leave has already been credited to him/her under the terms of any other collective agreement to which the Agency is a party or under other rules or regulations of the Agency.

31.09 When an employee who is in receipt of a special duty allowance or an extra duty allowance is granted leave with pay, the employee is entitled during the employee's period of leave to receive the allowance if the special or extra duties in respect of which the employee is paid the allowance were assigned to the employee on a continuing basis, or for a period of two (2) or more months prior to the period of leave.

ARTICLE 32 VACATION LEAVE WITH PAY

32.01 The vacation year shall be from April 1st to March 31st, inclusive, of the following calendar year.

Accumulation of Vacation Leave Credits

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32.02 For each calendar month in which an employee has earned at least seventy-five (75) or eighty (80) hours' pay (in accordance with the Hours of Work Code), the employee shall earn vacation leave credits as follows:

- (a) nine decimal three seven five (9.375) or ten (10) hours (in accordance with the the Hours of Work Code) until the month in which the anniversary of the employee's eighth (8th) year of service occurs;
- (b) twelve decimal five (12.5) or thirteen decimal three three (13.33) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's eighth (8th) anniversary of service occurs;
- (c) thirteen decimal seven five (13.75) or fourteen decimal six seven (14.67) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's sixteenth (16th) anniversary of service occurs;
- (d) fourteen decimal three seven five (14.375) or fifteen decimal three three (15.33) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's seventeenth (17th) anniversary of service occurs;
- (e) fifteen decimal six two five (15.625) or sixteen decimal six seven (16.67) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's eighteenth (18th) anniversary of service occurs;
- (f) sixteen decimal eight seven five (16.875) or eighteen (18) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's twenty-seventh (27th) anniversary of service occurs;

- (g) eighteen decimal seven five (18.75) or twenty (20) hours (in accordance with the Hours of Work Code) commencing with the month in which the employee's twenty-eighth (28th) anniversary of service occurs.

**

32.03

- (a)
 - (i) For the purpose of clause 32.02 only, all service within the Public Service, whether continuous or discontinuous, shall count towards the calculation of vacation leave credits except where a person who, on leaving the Agency or the Public Service, takes or has taken severance pay. However, the above exception shall not apply to an employee who receives severance pay on lay-off and is reappointed to the Agency within one year following the date of lay-off. For greater certainty, severance payments taken under Article 57.04 to 57.07, or similar provisions in other collective agreements, do not reduce the calculation of service for persons who have not yet left the Agency.
 - (ii) For the purpose of clause 32.02 only, effective April 1, 2012 on a go forward basis, any former service in the Canadian Forces for a continuous period of six months or more, either as a member of the Regular Force or of the Reserve Force while on Class B or C service, shall also be included in the calculation of vacation leave credits.
- (b) Notwithstanding (a) above, an employee who was a member of a bargaining unit in the Public Service prior to May 31, 1990 shall retain, for the purpose of "service" and of establishing her/his vacation entitlement pursuant to this clause, those periods of former service which had previously qualified for counting as continuous employment, until such time as her/his employment in the Public Service is terminated.
- (c) Service referred to in (a) above shall be deemed to include all breaks in employment between periods of student or term employment with Parks Canada that are not separated by a period of more than one calendar year without employment.

32.04 An employee is entitled to vacation leave with pay to the extent of the employee's earned credits but an employee who has completed six (6) months of continuous employment is entitled to receive an advance of credits equivalent to the anticipated credits for the current vacation year.

Scheduling of Vacation Leave With Pay

32.05

- (a) Employees are expected to take all their vacation leave during the vacation year in which it is earned.
- (b) Subject to the following subparagraphs, the Agency reserves the right to schedule an employee's vacation leave but shall make every reasonable effort:

- (i) to provide an employee's vacation leave in an amount and at such time as the employee may request;
- (ii) not to recall an employee to duty after the employee has proceeded on vacation leave;
- (iii) not to cancel nor alter a period of vacation which has been previously approved in writing;
- (iv) to provide at least four (4) weeks written notice to the employee when scheduling her/his leave.

32.06 The Agency shall give an employee as much notice as is practicable and reasonable of approval, denial, alteration or cancellation of a request for vacation. In the case of denial, alteration or cancellation of such leave, the Agency shall give the reason in writing, upon written request from the employee.

32.07 Where, in respect of any period of vacation leave, an employee:

- (a) is granted bereavement leave,
or
- (b) is granted leave with pay because of illness in the immediate family,
or
- (c) is granted sick leave on production of a medical certificate,

the period of vacation leave so displaced shall either be added to the vacation period, if requested by the employee and approved by the Agency, or reinstated for use at a later date.

32.08 Advance Payments

- (a) The Agency agrees to issue advance payments of estimated net salary for vacation periods of two (2) or more complete weeks, provided a written request for such advance payment is received from the employee at least six (6) weeks prior to the last pay day before the employee's vacation period commences.
- (b) Providing the employee has been authorized to proceed on vacation leave for the period concerned, pay in advance of going on vacation shall be made prior to departure. Any overpayment in respect of such pay advances shall be an immediate first charge against any subsequent pay entitlements and shall be recovered in full prior to any further payment of salary.

32.09 Recall from Vacation Leave

- (a) Where an employee is recalled to duty during any period of vacation leave, the employee shall be reimbursed for reasonable expenses that the employee incurs:
 - (i) in proceeding to the employee's place of duty,
and
 - (ii) in returning to the place from which the employee was recalled if the employee immediately resumes vacation upon completing the assignment for which the employee was recalled, after submitting such accounts as are normally required by the Agency.
- (b) The employee shall not be considered as being on vacation leave during any period in respect of which the employee is entitled under paragraph (a) to be reimbursed for reasonable expenses incurred by the employee.

32.10 Cancellation or Alteration of Vacation Leave

When the Agency cancels or alters a period of vacation leave which it has previously approved in writing, the Agency shall reimburse the employee for the non-returnable portion of vacation contracts and reservations made by the employee in respect of that period, subject to the presentation of such documentation as the Agency may require. The employee must make every reasonable attempt to mitigate such losses.

Carry-Over and/or Liquidation of Vacation Leave

32.11

- (a) Where in any vacation year, an employee has not been granted all of the vacation leave credited to him or her, the unused portion of her/his vacation leave up to a maximum of two hundred and sixty-two decimal five (262.5) or two hundred and eighty (280) hours (in accordance with the hours of Hours of Work Code) credits shall be carried over into the following vacation year. All vacation leave credits in excess of two hundred and sixty-two decimal five (262.5) or two hundred and eighty (280) hours (in accordance with the hours of Hours of Work Code) shall be automatically paid in cash at her/his daily rate of pay as calculated from the classification prescribed in her/his letter of offer of her/his substantive position on the last day of the vacation year.
- (b)
 - (i) Notwithstanding paragraph (a), if on the date of signing of this agreement or on the date an employee becomes subject to this agreement, he or she has more than two hundred and sixty-two decimal five (262.5) or two hundred and eighty (280) hours (in accordance with the Hours of Work Code) of unused vacation leave

credits earned during previous years, this number of unused vacation leave credits shall become the employee's accumulated leave maximum;

- (ii) Unused vacation leave credits equivalent to the employee's accumulated leave maximum shall be carried over into the following vacation year;
 - (iii) Unused vacation leave credits in excess of the employee's accumulated leave maximum shall be automatically paid in cash at her/his daily rate of pay as calculated from the classification prescribed in her/his letter of offer of her/his substantive position on the last day of the vacation year.
- (c) The employee's accumulated leave maximum shall be reduced irrevocably by the number of vacation leave credits liquidated in excess of the employee's annual vacation leave entitlement during the vacation year.
 - (d) Notwithstanding (b)(iii), where the Agency cancels a period of vacation leave which has been previously approved in writing, and which cannot be rescheduled before the end of the vacation year, the cancelled leave may be carried over into the next vacation year.

Leave When Employment Terminates

32.12 When an employee dies or otherwise ceases to be employed, the employee's estate or the employee shall be paid an amount equal to the product obtained by multiplying the number of days of earned but unused vacation leave to the employee's credit by the daily rate of pay as calculated from the classification prescribed in the letter of offer on the date of the termination of employment.

32.13 Notwithstanding clause 32.12, an employee whose employment is terminated for cause by reason of abandonment of her/his position is entitled to receive the payment referred to in clause 32.12, if she/he requests it within six (6) months following the date upon which her/his employment is terminated.

32.14 Where the employee requests, the Agency shall grant the employee her/his unused vacation leave credits prior to termination of employment if this will enable the employee, for purposes of severance pay, to complete the first (1st) year of continuous employment in the case of lay-off, and the tenth (10th) year of continuous employment in the case of resignation.

32.15 Appointment to or from another Public Service Employer

- (a) Notwithstanding clause 32.12, an employee who resigns to accept an appointment with an organization listed in Schedules I, IV or V of the *Financial Administration Act (FAA)* may choose not to be paid for unused vacation leave credits, provided that the appointing organization will accept such credits.
- (b) The Agency agrees to accept the unused vacation leave credits up to a maximum of two hundred and sixty-two decimal five (262.5) or two hundred and eighty (280) hours (in

accordance with the Hours of Work Code) of an employee who resigns from an organization listed in Schedules I, IV or V of the *Financial Administration Act (FAA)* in order to take a position with the Agency if the transferring employee is eligible and has chosen to have these credits transferred

ARTICLE 33 SICK LEAVE WITH PAY

Credits

33.01

- (a) An employee shall earn sick leave credits at the rate of nine decimal three three five (9.375) or ten (10) hours (in accordance with the Hours of Work Code) for each calendar month for which the employee receives pay for at least ten (10) days.
- (b) A shift worker shall earn additional sick leave credits at the rate of one decimal two five (1.25) or one decimal three three (1.33) hours, (in accordance with the Hours of Work Code) for each calendar month during which he/she works shifts and he/she receives pay for at least ten (10) days. Such credits shall not be carried over in the next fiscal year and are available only if the employee has already used one hundred and twelve decimal five (112.5) or one hundred and twenty (120) hours (in accordance with the Hours of Work Code) of sick leave credits during the current fiscal year.

Granting of Sick Leave

33.02 An employee shall be granted sick leave with pay when he/she is unable to perform his/her duties because of illness or injury provided that:

- (a) he/she satisfies the Agency of this condition in such manner and at such time as may be determined by the Agency,

and
- (b) he/she has the necessary sick leave credits.

33.03

- (a) Unless otherwise informed by the Agency, a statement signed by the employee stating that because of illness or injury he/she was unable to perform his/her duties, shall, when delivered to the Agency, be considered as meeting the requirements of paragraph 33.02(a).
- (b) In the event that the Agency requests that an employee submit a medical certificate to meet the requirements of clause 33.02(a), the Agency shall reimburse the employee for the amount billed to the employee for the issuance of the certificate upon presentation of a receipt.

33.04 When an employee has insufficient or no credits to cover the granting of sick leave with pay under the provisions of clause 33.02, sick leave with pay may, at the discretion of the Agency, be granted to an employee for a period of up to one hundred and eighty-seven decimal five (187.5) or two hundred (200) hours (in accordance with the Hours of Work Code) subject to the deduction of such advanced leave from any sick leave credits subsequently earned.

33.05 When an employee is granted sick leave with pay and Injury-On-Duty leave is subsequently approved for the same period, it shall be considered, for the purpose of the record of sick leave credits, that the employee was not granted sick leave with pay.

33.06 Where, in respect of any period of compensatory leave, an employee is granted sick leave with pay on production of a medical certificate, the period of compensatory leave so displaced shall either be added to the compensatory leave period if requested by the employee and approved by the Agency or reinstated for use at a later date.

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33.07

- (a) Sick leave credits earned but unused by an employee during a previous period of employment in the Public Service shall be restored to an employee whose employment was terminated by reason of layoff and who has received a letter of offer with the Agency within two (2) years from the date of layoff.
- (b) Sick leave credits earned but unused by an employee during a previous period of employment with the Agency shall be restored to an employee whose employment was terminated due to the end of a specified period of employment, and who is re-appointed to the Agency within one (1) year from the end of the specified period of employment.

33.08 The Agency agrees that an employee shall not be terminated for cause for reasons of incapacity at a date earlier than the date at which the employee will have utilized his/her accumulated sick leave credits, except where the incapacity is the result of an injury or illness for which Injury on Duty Leave has been granted pursuant to Article 36.

33.09 Appointment from another Public Service Employer

The Agency agrees to accept the unused sick leave credits of an employee who resigns from an organization listed in Schedules I, IV or V of the *Financial Administration Act* (FAA) in order to take a position with the Agency.

ARTICLE 34 COMPENSATORY LEAVE WITH PAY

34.01

- (a) All overtime, traveling time compensated at overtime rates, standby, call back and reporting pay, and premium pay for time worked on a designated paid holiday shall be compensated in cash except where, upon request of an employee and with the approval of the Agency, it may be compensated in equivalent leave with pay.
- (b) The Agency shall endeavour to make such cash payments in the pay period following that in which the credits were earned.
- (c) Subject to operational requirements and adequate advance notice, the Agency shall grant compensatory leave as requested by the employee.
- (d) At the request of the employee, and with the approval of the Agency, accumulated compensatory leave may be paid out, in whole or in part, once per fiscal year, at the rate of pay in effect at the time of the request. Such approval shall not be unreasonably withheld.
- (e) Compensatory leave earned in a fiscal year, and outstanding as of September 30th of the following fiscal year, will be paid at the employee's rate of pay on September 30th.

34.02 Where, in respect of any period of compensatory leave, an employee is granted:

- (a) bereavement leave with pay,
or
- (b) leave with pay because of illness in the immediate family on production of a medical certificate,
or
- (c) sick leave on production of a medical certificate,

the period of compensatory leave so displaced shall either be added to the compensatory leave period, if requested by the employee and approved by the Agency, or reinstated for use at a later date.

ARTICLE 35
MEDICAL APPOINTMENT FOR PREGNANT EMPLOYEES

35.01 Up to three decimal seven five (3.75) or four (4) hours (according to the Hours of Work Code) of reasonable time off with pay will be granted to pregnant employees for the purpose of attending routine medical appointments.

35.02 Where a series of continuing appointments are necessary for the treatment of a particular condition relating to the pregnancy, absences shall be charged to sick leave.

ARTICLE 36
INJURY-ON-DUTY LEAVE

36.01 An employee shall be granted injury-on-duty leave with pay for such period as may be reasonably determined by the Agency when a claim has been made pursuant to the *Government Employees' Compensation Act*, and a Workers' Compensation authority has notified the Agency that it has certified that the employee is unable to work because of:

- (a) personal injury accidentally received in the performance of his or her duties and not caused by the employee's willful misconduct, or
- (b) an industrial illness or a disease arising out of and in the course of the employee's employment,

if the employee agrees to remit to the Receiver General of Canada any amount received by him or her in compensation for loss of pay resulting from or in respect of such injury, illness or disease providing, however, that such amount does not stem from a personal disability policy for which the employee or the employee's agent has paid the premium.

ARTICLE 37
MATERNITY AND PARENTAL LEAVE WITHOUT PAY

37.01 Maternity and Parental Leave Without Pay

- (a) An employee who becomes pregnant shall, upon request, be granted maternity leave without pay for a period beginning before, on or after the termination date of pregnancy and ending no later than eighteen (18) weeks after the termination date of pregnancy.
- (b) Where an employee has or will have actual care and custody of a newborn child, (including the new-born child of a common-law spouse) commences legal proceedings to adopt a child or obtains an order under the laws of a province for the adoption of a child, the employee shall be granted parental leave without pay upon request for a single period

of up to thirty seven (37) consecutive weeks in the fifty two (52) week period commencing on the day on which the child comes into the employee's care.

- (c) Notwithstanding paragraphs (a) and (b):
 - (i) where the employee's child is hospitalized and the employee has not yet proceeded on maternity or parental leave without pay, or
 - (ii) where the employee has proceeded on maternity and/or parental leave without pay and then returns to work for all or part of the period during which his or her child is hospitalized,

the period of maternity and/or parental leave without pay specified in the original leave request may be extended by a period equal to the child's hospitalization during which the employee was not on maternity and/or parental leave without pay (to a maximum of eighteen (18) weeks for maternity leave). However the extension shall end not later than one hundred and four (104) weeks after the termination date of pregnancy or the day the child comes into the employee's care.

- (d) The Agency may require an employee to submit a medical certificate certifying pregnancy, or submit a birth certificate or proof of adoption.
- (e) An employee shall inform the Agency in writing of his/her plans for taking maternity and/or parental leave without pay to cover the absence from work at least four (4) weeks in advance of the initial date of continuous leave of absence, unless there is a valid reason why the notice cannot be given.
- (f) Leave granted under this clause shall count for the calculation of "continuous employment" for the purpose of calculating severance pay and "service" for the purpose of calculating vacation leave. Time spent on such leave shall count for pay increment purposes.
- (g) An employee who has not commenced maternity leave without pay may elect to:
 - (i) use earned vacation and compensatory leave credits up to and beyond the date that her pregnancy terminates;
 - (ii) use her sick leave credits up to and beyond the date that her pregnancy terminates, subject to the provisions set out in Article 33 Sick Leave With Pay. For purposes of this subparagraph, the terms "illness" or "injury" used in Article 33, Sick Leave With Pay, shall include medical disability related to pregnancy.
- (h) The Agency may:
 - (i) defer the commencement of parental leave without pay at the request of the employee;

- (ii) grant the employee parental leave without pay with less than four (4) weeks' notice.

37.02 Maternity And/Or Parental Allowance

- (a) An employee who has been granted maternity and/or parental leave without pay, shall be paid an allowance in accordance with the terms of the Supplemental Unemployment Benefit (SUB) Plan described below providing he or she:
 - (i) has completed six (6) months of continuous employment before the commencement of the leave,
 - (ii) provides the Agency with proof of application for and receipt of maternity, parental, paternity or adoption benefits in accordance with the Employment Insurance Plan or the Quebec Parental Insurance Plan in respect of insurable employment with the Employer, and
 - (iii) signed an agreement with the Agency stating that he or she will return to work following the approved leave period (unless modified by a period of other approved leave) for a period equal to that for which an allowance was paid.
- (b) Should an employee fail to return to work or fail to work the period specified in subsection (a) (iii), the employee shall repay to the Agency on a pro-rata basis as follows:

$$\frac{[\text{allowance received}] \quad \times \quad [\text{remaining period to be worked following return to work}]}{[\text{total period to be worked as specified in (a)(iii)]}$$

- (c) The repayment provided for in (b) will not apply in situations of:
 - (i) death;
 - (ii) lay-off;
 - (iii) early termination due to lack of work or discontinuance of a function of a specified period of employment that would have been sufficient to meet the obligations specified in section (a)(iii);
 - (iv) the end of a specified period of employment if the employee is rehired by the Agency or another organization listed in Schedules I or IV of the *Financial Administration Act*, or the Canadian Food inspection Agency or the Canada Revenue Agency within ninety (90) days following the end of the specified period of employment, and who fulfills the obligations specified in section (a)(iii);
 - (v) having become disabled as defined in the *Public Service Superannuation Act*; or

- (vi) the employee taking a position with an organization listed in Schedules I, IV or V of the *Financial Administration Act* that fulfills the obligations specified in section (a)(iii).
- (d) For the purpose of sections (a)(iii) and (b), periods of leave with pay shall count as time worked. Periods of leave without pay during employees return to work will not be counted as time worked but shall interrupt the period referred to in section (a) (iii) without activating the recovery provisions described in clause (b).
- (e) Maternity or Parental Allowance payments made in accordance with the SUB Plan will consist of the following:
- (i) Where the employee is subject to a two weeks waiting period before receiving Employment Insurance maternity and parental benefits, ninety three percent (93%) of his/her weekly rate of pay for each week, less any other monies earned during this period,
- (ii) For each week the employee receives a maternity, parental, adoption or paternity benefits under the Employment Insurance Plan or the Quebec Parental Insurance Plan, he/she is eligible to receive the difference between the gross weekly amount of benefits payable and ninety three percent (93%) of his/her weekly rate of pay for each week, less any other monies earned during this period which may result in a decrease in benefits under the Employment Insurance Plan or the Quebec Parental Insurance Plan.
- (iii) where an employee has received the full eighteen (18) weeks of maternity benefit and the full thirty-two (32) weeks of parental benefit under the Quebec Parental Insurance Plan and thereafter remains on parental leave without pay, she is eligible to receive a further parental allowance for a period of two (2) weeks, ninety-three percent (93%) of her weekly rate of pay for each week, less any other monies earned during this period.
- (f) At the employee's request, the payment referred to in subsection (e)(i) will be estimated and advanced to the employee. Adjustments will be made once the employee provides proof of receipt of maternity, parental, paternity or adoption benefits under EI or QPIP plans.
- (g) The maternity or parental allowance to which an employee is entitled is limited to that provided in paragraph (e) and an employee will not be reimbursed for any amount required to be repaid pursuant to the *Employment Insurance Act* or the *Parental Insurance Act* in Quebec.
- (h) The weekly rate of pay referred to in paragraph (e) shall be:

- (i) for a full-time employee, the employee's weekly rate of pay on the day immediately preceding the commencement of maternity and/or parental leave without pay;
 - (ii) for an employee who has been employed on a part-time or on a combined full time and part-time basis during the six (6) month period preceding the commencement of maternity and/or parental leave without pay, the rate obtained by multiplying the weekly rate of pay in subparagraph (i) by the fraction obtained by dividing the employee's straight time earnings by the straight time earnings the employee would have earned working full time during such period.
- (i) The weekly rate of pay referred to in paragraph (h) shall be the rate to which the employee is entitled for his or her substantive level to which the employee is appointed.
 - (j) Notwithstanding paragraph (i) and subject to subparagraph (h) (ii), if on the day immediately preceding commencement of maternity and/or parental leave without pay an employee has been on an acting assignment for at least four (4) months, the weekly rate shall be the rate the employee was being paid on that day.
 - (k) Where an employee becomes eligible for a pay increment or pay revision while in receipt of the maternity or parental allowance, the allowance shall be adjusted accordingly.
 - (l) Maternity or parental allowance payments made under the SUB plan will neither reduce nor increase an employee's deferred remuneration or severance pay.
 - (m) The maximum combined maternity and parental allowances payable shall not exceed fifty-two (52) weeks for each combined maternity and parental leave without Pay.

37.03 Special Allowance For Totally Disabled Employees

- (a) An employee who fails to qualify for Employment Insurance and/or Quebec Parental Insurance Plan maternity, parental, paternity or adoption benefits solely because of a concurrent entitlement to benefits under the Disability Insurance Plan, the Long Term Disability Insurance portion of the Public Service Management Insurance Plan, or the *Government Employees Compensation Act*, and who has completed six (6) months of continuous employment before the commencement of the leave shall be paid, in respect of each week of benefits under the maternity, paternity, adoption and/or parental allowance not received for the reason described herein, the difference between ninety-three percent (93%) of the employee's rate of pay and the gross amount of his or her weekly disability benefit under the DI Plan, the LTD Plan or via the *Government Employees Compensation Act*.
- (b) An employee shall be paid an allowance under this clause and under clause 37.02 for a combined period of no more than the number of weeks during which the employee would have been eligible for maternity, paternity, adoption or parental benefits pursuant to the *Employment Insurance Act* or the *Parental Insurance Act* in Quebec, had the employee

not been disqualified from Employment Insurance or Quebec Parental Insurance Plan maternity, paternity, adoption or parental benefits for the reasons described above.

ARTICLE 38 MATERNITY-RELATED REASSIGNMENT OR LEAVE

38.01 An employee who is pregnant or nursing may, during the period from the beginning of pregnancy to the end of the twenty-fourth (24th) week following the birth, request the Agency to modify her job functions or reassign her to another job if, by reason of the pregnancy or nursing, continuing any of her current functions may pose a risk to her health or that of the foetus or child.

38.02 An employee's request under clause 38.01 must be accompanied or followed as soon as possible by a medical certificate indicating the expected duration of the potential risk and the activities or conditions to avoid in order to eliminate the risk. Dependent upon the particular circumstances of the request, the Agency may obtain an independent medical opinion.

38.03 An employee who has made a request under clause 38.01 is entitled to continue in her current job while the Agency examines her request, but, if the risk posed by continuing any of her job functions so requires, she is entitled to be immediately assigned alternative duties until such time as the Agency:

- (a) modifies her job functions or reassigns her, or
- (b) informs her in writing that it is not reasonably practicable to modify her job functions or reassign her.

38.04 Where reasonably practicable, the Agency shall modify the employee's job functions or reassign her.

38.05 Where the Agency concludes that a modification of job functions or a reassignment that would avoid the activities or conditions indicated in the medical certificate is not reasonably practicable, the Agency shall so inform the employee in writing and shall grant leave of absence without pay to the employee for the duration of the risk as indicated in the medical certificate. However, such leave shall end no later than twenty-four (24) weeks after the birth.

38.06 An employee whose job functions have been modified, who has been reassigned or who is on leave of absence shall give at least two (2) weeks notice in writing to the Agency of any change in duration of the risk or the inability as indicated in the medical certificate, unless there is a valid reason why that notice cannot be given. Such notice must be accompanied by a new medical certificate.

ARTICLE 39
LEAVE WITHOUT PAY FOR THE CARE OF IMMEDIATE FAMILY

39.01 Both parties recognize the importance of access to leave for the purpose of care for the immediate family.

39.02 For the purpose of this article, family is defined as spouse (or common-law spouse resident with the employee), children (including foster children or children of legal or common-law spouse) parents (including stepparents or foster parents) or any relative permanently residing in the employee's household or with whom the employee permanently resides.

39.03 Subject to paragraph 39.02, an employee shall be granted leave without pay for the Care of Immediate Family in accordance with the following conditions;

- (a) an employee shall notify the Agency in writing as far in advance as possible but not less than four (4) weeks in advance of the commencement date of such leave, unless, because of urgent or unforeseeable circumstances, such notice cannot be given;
- (b) leave granted under this article shall be for a minimum period of three (3) weeks;
- (c) the total leave granted under this article shall not exceed five (5) years during an employee's total period of employment in the Public Service;
- (d) leave granted for a period of one (1) year or less shall be scheduled in a manner which ensures continued service delivery.
- (e) **Compassionate Care Leave**
 - (i) Notwithstanding paragraphs 39.02, 39.03(b) and (d) above, an employee who provides the Employer with proof that he or she is in receipt of or awaiting Employment Insurance (EI) Compassionate Care Benefits may be granted leave for periods of less than three (3) weeks while in receipt of or awaiting these benefits.
 - (ii) Leave granted under this clause may exceed the five (5) year maximum provided in paragraph (c) above only for the periods where the employee provides the Employer with proof that he or she is in receipt of or awaiting Employment Insurance (EI) Compassionate Care Benefits.
 - (iii) When notified, an employee who was awaiting benefits must provide the Employer with proof that the request for Employment Insurance (EI) Compassionate Care Benefits has been accepted.
 - (iv) When an employee is notified that their request for Employment Insurance (EI) Compassionate Care Benefits has been denied, paragraphs (i) and (ii) above cease to apply.

39.04 An employee who has proceeded on leave without pay may change her/his return to work date if such change does not result in additional costs to the Agency.

39.05 All leave granted under Leave Without Pay for the Long-Term Care of a Parent or under Leave Without Pay for the Care and Nurturing of Pre-School Age Children under the terms of previously applicable collective agreements will not count towards the calculation of the maximum amount of time allowed for Care of Immediate Family during an employee's total period of employment in the Public Service.

Transitional provisions

39.06

These transitional provisions are applicable to employees who have been granted and have proceeded on leave on or after the date of signature of this agreement.

- (a) An employee who, on the date of signature of this agreement, is on Leave Without Pay for the Long-Term Care of a Parent or on Leave Without Pay for the Care and Nurturing of Pre-School Age Children under the terms of a previous agreement continues on that leave for the approved duration or until the employee's return to work, if the employee returns to work before the end of the approved leave.
- (b) An employee who becomes a member of the bargaining unit on or after the date of signature of this agreement and who is on Leave Without Pay for the Long-Term Care of a Parent or on Leave Without Pay for the Care and Nurturing of Pre-School Age Children under the terms of another agreement, continues on that leave for the approved duration or until the employee's return to work before the end of the approved leave.

ARTICLE 40 LEAVE WITH PAY FOR FAMILY-RELATED RESPONSIBILITIES

40.01 For the purpose of this article, family is defined as spouse (or common-law spouse resident with the employee), children (including foster children or children of legal or common-law spouse), parents (including step-parents or foster parents), or any relative permanently residing in the employee's household or with whom the employee permanently resides.

40.02 The total leave with pay which may be granted under this article shall not exceed thirty-seven decimal five (37.5) or forty (40) hours (according to the Hours of Work Code) in a fiscal year.

40.03 Subject to clause 40.02, the Agency shall grant leave with pay under the following circumstances:

- (a) to take a family member for medical or dental appointments, or for appointments with school authorities or adoption agencies, if the supervisor was notified of the appointment as far in advance as possible;
- (b) to provide for the immediate and temporary care of a sick member of the employee's family and to provide an employee with time to make alternate care arrangements where the illness is of a longer duration;
- (c) to provide for the immediate and temporary care of an elderly member of the employee's family;
- (d) for needs directly related to the birth or to the adoption of the employee's child, which may be divided into two (2) periods and granted on separate days.
- (e) seven decimal five (7.5) or eight (8) hours (according to the Hours of Work Code) out of the thirty-seven decimal five (37.5) or forty (40) hours (according to the Hours of Work Code) stipulated in clause 40.02 above may be used:
 - (i) to attend school functions, if the supervisor was notified of the functions as far in advance as possible;
 - (ii) to provide for the employee's child in the case of an unforeseeable closure of the school or daycare facility;
 - (iii) to attend an appointment with a legal or paralegal representative for non-employment related matters, or with a financial or other professional representative, if the supervisor was notified of the appointment as far in advance as possible.

**ARTICLE 41
LEAVE WITHOUT PAY FOR PERSONAL NEEDS**

41.01 Leave without pay will be granted for personal needs in the following manner:

- (a) subject to operational requirements, leave without pay for a period of up to three (3) months will be granted to an employee for personal needs;
- (b) subject to operational requirements, leave without pay for a period of more than three (3) months but not exceeding one (1) year will be granted to an employee for personal needs;
- (c) an employee is entitled to leave without pay for personal needs only once under each of paragraphs (a) and (b) during the employee's total period of employment in the Agency. Leave without pay granted under this clause may not be used in combination with maternity or parental leave without the consent of the Agency.

**ARTICLE 42
MARRIAGE LEAVE WITH PAY**

42.01 After the completion of one (1) year's continuous employment in the Public Service, and providing an employee gives the Agency at least five (5) days' notice, the employee shall be granted thirty-seven decimal five (37.5) or forty (40) hours (according to the Hours of Work Code) marriage leave with pay for the purpose of getting married.

42.02 Where same-sex marriage is not available and after the completion of one (1) year's continuous employment in the Public Service, and providing an employee gives the Agency at least five (5) days' notice and a sworn affidavit certifying to the spousal union, the employee shall be granted thirty-seven decimal five (37.5) or forty (40) hours (according to the Hours of Work Code) marriage leave with pay for the purpose of participating in a public commitment ceremony with a person of the same sex.

42.03 An employee cannot be granted leave with pay in accordance with both 42.01 and 42.02 for a union with the same person.

42.04 For an employee with less than two (2) years of continuous employment, in the event of termination of employment for reasons other than death or lay-off within six (6) months after the granting of leave under 42.01 or 42.02 above, an amount equal to the amount paid the employee during the period of leave will be recovered by the Agency from any monies owed the employee.

**ARTICLE 43
LEAVE WITHOUT PAY FOR RELOCATION OF SPOUSE**

43.01 At the request of an employee, leave without pay for a period of up to one (1) year shall be granted to an employee whose spouse is permanently relocated and up to five (5) years to an employee whose spouse is temporarily relocated.

**ARTICLE 44
BEREAVEMENT LEAVE WITH PAY**

44.01 For the purpose of this Article, immediate family is defined as father, mother (or alternatively stepfather, stepmother, or foster parent), brother, sister, spouse, child (including child of spouse), stepchild or ward of the employee, grandparent, grandchild, father-in-law, mother-in-law, and relative permanently residing in the employee's household or with whom the employee permanently resides.

44.02 When a member of the employee's immediate family dies, an employee shall be entitled to a bereavement period of seven (7) consecutive calendar days. Such bereavement period, as determined by the employee, must include the day of the memorial commemorating the deceased, or must begin within two (2) days following the death. During such period, the employee shall be paid for those days which are not regularly scheduled days of rest for the employee. In addition,

the employee may be granted up to three (3) days' leave with pay for the purpose of travel related to the death.

44.03 An employee is entitled to one (1) day's bereavement leave with pay for the purpose related to the death of his or her son-in-law, daughter-in-law, brother-in-law or sister-in-law.

44.04 If, during a period of sick leave, vacation leave or compensatory leave, an employee is bereaved in circumstances under which he or she would have been eligible for bereavement leave with pay under clauses 44.02 and 44.03, the employee shall be granted bereavement leave with pay and his or her paid leave credits shall be restored to the extent of any concurrent bereavement leave with pay granted.

44.05 It is recognized by the parties that the circumstances which call for leave in respect of bereavement are based on individual circumstances. On request, the Agency may, after considering the particular circumstances involved, grant leave with pay for a period greater than and/or in a manner different than that provided for in clauses 44.02 and 44.03.

ARTICLE 45 COURT LEAVE

45.01 The Agency shall grant leave with pay to an employee for the period of time he/she is required:

- (a) to be available for jury selection;
- (b) to serve on a jury;
- (c) by subpoena or summons or other legal instrument to attend as a witness in any proceeding held to which he/she is not a party:
 - (i) in or under the authority of a court of justice or before a grand jury,
 - (ii) before a court, judge, justice, magistrate or coroner,
 - (iii) before the Senate or House of Commons of Canada or a committee of the Senate or House of Commons otherwise than in the performance of the duties of the employee's position,
 - (iv) before a legislative council, legislative assembly or house of assembly, or any committee thereof that is authorized by law to compel the attendance of witnesses before it,
- or
- (v) before an arbitrator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it.

**ARTICLE 46
PERSONNEL SELECTION LEAVE**

46.01 Where an employee participates in a personnel selection process, including the recourse process where applicable, for a position in the Agency or in the Public Service, as defined in the *Public Service Labour Relations Act*, the employee is entitled to leave with pay for the period during which the employee's presence is required for purposes of the selection process, and for such further period as the Agency considers reasonable for the employee to travel to and from the place where his/her presence is so required.

**ARTICLE 47
EDUCATION AND CAREER DEVELOPMENT LEAVE**

General

47.01 The parties recognize that in order to maintain and enhance professional expertise, employees, from time to time, need to have an opportunity to attend or participate in career development activities described in this article.

Education Leave

47.02 Upon written application by the employee and with the approval of the Agency, an employee may be granted education leave without pay for varying periods of up to one (1) year, which can be renewed by mutual agreement, to attend a recognized institution for studies in some field of education in which preparation is needed to fill the employee's present role more adequately or to undertake studies in some field in order to provide a service which the Agency requires or is planning to provide.

47.03 At the Agency's discretion, an employee on education leave without pay under this Article may receive an allowance in lieu of salary of up to 100% (one hundred percent) of the employee's annual rate of pay, depending on the degree to which the education leave is deemed, by the Agency, to be relevant to organizational requirements. Where the employee receives a grant, bursary or scholarship, the education leave allowance may be reduced. In such cases, the amount of the reduction shall not exceed the amount of the grant, bursary or scholarship.

47.04 Allowances already being received by the employee may at the discretion of the Agency be continued during the period of the education leave. The employee shall be notified when the leave is approved whether such allowances are to be continued in whole or in part.

47.05

- (a) As a condition of the granting of education leave without pay, an employee shall, if required, give a written undertaking prior to the commencement of the leave to return to the service of the Agency for a period of not less than the period of the leave granted.

- (b) If the employee:
 - (i) fails to complete the course,
 - (ii) does not resume employment with the Agency on completion of the course, or
 - (iii) ceases to be employed, except by reason of death or lay-off, before termination of the period he or she has undertaken to serve after completion of the course, the employee shall repay the Agency all allowances paid to him or her under this Article during the education leave or such lesser sum as shall be determined by the Agency.

Examination Leave With Pay

47.06 At the Agency's discretion, examination leave with pay may be granted to an employee for the purpose of writing an examination which takes place during the employee's scheduled hours of work. Such leave will only be granted where, in the opinion of the Agency, the course of study is directly related to the employee's duties or will improve his or her qualifications.

Career Development

47.07 Career development refers to an activity which in the opinion of the Agency is likely to be of assistance to the individual in furthering his or her career development and to the organization in achieving its goals. The following activities shall be deemed to be part of career development:

- (a) a course given by the Agency;
- (b) a course offered by a recognized academic institution;
- (c) a seminar, convention or study session in a specialized field directly related to the employee's work.

47.08 Upon written application by the employee, and with the approval of the Agency, career development leave with pay may be given for any one of the activities described in clauses 47.07 or 47.10. The employee shall receive no compensation under Article 24, Overtime, and Article 29, Traveling Time, during time spent on career development leave provided for in this article.

47.09 Employees on career development leave shall be reimbursed for all reasonable travel and other expenses incurred by them which the Agency may deem appropriate.

47.10 The parties to this agreement share a desire to improve professional standards by giving the employees the opportunity on occasion:

- (a) to participate in workshops, short courses or similar out-service programs to keep up to date with knowledge and skills in their respective fields;

- (b) to conduct research or perform work related to their normal research programs in institutions or locations other than those of the Agency;
- (c) to carry out research in the employee's field of specialization not specifically related to assigned work projects when in the opinion of the Agency such research is needed to enable the employee to perform the employee's assigned role.

47.11 An employee who requests to attend or is invited to participate in a conference or convention in an official capacity, such as to present a formal address or to give a course related to the employee's field of employment, may be granted leave with pay for this purpose and may, in addition, be reimbursed for payment of convention or conference registration fees and reasonable travel expenses.

47.12 An employee who attends a conference or convention at the request of the Agency to represent the interests of the Agency shall be deemed to be on duty and, as required, in travel status. The Agency shall pay the registration fees of the convention or conference the employee is required to attend.

ARTICLE 48 LEAVE WITH OR WITHOUT PAY FOR OTHER REASONS

48.01 At its discretion, the Agency may grant:

- (a) leave with pay when circumstances not directly attributable to the employee prevent her/his reporting for duty; such leave shall not be unreasonably withheld;
- (b) leave with or without pay for purposes other than those specified in this agreement.

48.02 Volunteer and Personal Leave

- (a) Subject to operational requirements as determined by the Agency and with an advance notice of at least five (5) working days, the employee shall be granted, in each fiscal year:
 - (i) seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code) of leave with pay for reasons of a personal nature;
 - (ii) seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code) of leave with pay to work as a volunteer for a charitable or community organization or activity, other than activities related to the Government of Canada Workplace Charitable Campaign.
- (b) For employees who work less than twelve (12) weeks in a fiscal year, the total entitlement shall be seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code) of leave in accordance with subparagraph (a) (i).

- (c) The leave will be scheduled at times convenient to both the employee and the Agency. Nevertheless, the Agency shall make every reasonable effort to grant leave at such times as the employee may request.

**PART V – OTHER TERMS AND CONDITIONS
OF EMPLOYMENT**

**ARTICLE 49
RESTRICTION ON OUTSIDE EMPLOYMENT**

49.01 Unless otherwise specified by the Agency as being in an area that could represent a conflict of interest, employees shall not be restricted in engaging in other employment outside the hours they are required to work for the Agency.

**ARTICLE 50
STATEMENT OF DUTIES**

50.01 Upon written request, an employee shall be provided with a complete and current statement of the duties and responsibilities of his/her position, including the classification level and, where applicable, the point rating allotted by factor to his/her position, and an organization chart depicting the position's place in the organization.

**ARTICLE 51
DUTY ABOARD VESSELS**

51.01 Nothing in this agreement shall be construed to impair in any manner whatsoever the authority of the Master.

51.02 The Master may, whenever she/he deems it advisable, require any employee to participate in lifeboat or other emergency drills without the payment of overtime.

51.03 Any work necessary for the safety of the vessel, passengers, crew or cargo shall be performed by all employees at any time on immediate call and, notwithstanding any provisions of this agreement which might be construed to the contrary, in no event shall overtime be paid for work performed in connection with such emergency duties of which the Master shall be the sole judge.

51.04 When an employee suffers loss of clothing or personal effects (those which can reasonably be expected to accompany the employee aboard the ship) because of marine disaster or shipwreck, the employee shall be reimbursed the value of those articles up to a maximum of three thousand dollars (\$3,000) based on replacement cost.

51.05

- (a) An employee shall submit to the Agency a full inventory of her/his personal effects and shall be responsible for maintaining it in a current state.
- (b) An employee or the employee's estate making a claim under this article shall submit to the Agency reasonable proof of such loss, and shall submit an affidavit listing the individual items and values claimed.

51.06 Traveling expenses on leave or termination

When an employee serving on a vessel which is away from its home port,

- (a) is authorized to take leave under the provisions of Article 32, Vacation Leave With Pay, or under the provisions of Article 44, Bereavement Leave With Pay, the Agency shall pay the cost of the return traveling expenses, as normally defined by the Agency, from the point of disembarkation to the vessel's home port or to the employee's normal place of residence, whichever is the lesser amount;
- (b) terminates his or her employment by reason of retirement, release or lay-off, the Agency shall pay the cost of the traveling expenses, as normally defined by the Agency, from the point of disembarkation to the employee's port of hiring or to the employee's normal place of residence, whichever is the lesser amount.

ARTICLE 52 EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES

52.01

- (a) When a formal assessment of an employee's performance is made, the employee shall be given a copy upon its completion and provided an opportunity to sign the assessment to indicate only that its contents have been read. This shall not indicate the employee's concurrence.
- (b) The Agency's representative(s) who assess an employee's performance must have observed or been aware of the employee's performance for at least one-half (1/2) of the period for which the employee's performance is evaluated.
- (c) An employee has the right to make written comments to be attached to the formal assessment.
- (d) If an employee is dissatisfied with the results of a formal assessment meeting, he/she has the right to request a follow-up meeting and to be accompanied by a union representative at that meeting.

52.02

- (a) Prior to the formal assessment, the employee shall be given:
 - (i) an explanation of the process which will be used for the assessment;
 - and
 - (ii) any forms and written document which provides instructions to the person conducting the assessment.

- (b) If during the formal assessment, either the form or instructions are changed, they shall be given to the employee.

52.03 Upon written request of an employee, the personnel file of that employee shall be made available once per year for his/her examination in the presence of an authorized representative of the Agency.

52.04 No report pertaining to an employee's performance or conduct shall be placed on the employee's personnel file without a copy having been provided to the employee.

ARTICLE 53 PUBLICATIONS AND AUTHORSHIP

53.01 The Agency agrees that original articles, professional and technical papers prepared by an employee, within the scope of her/his employment, will be retained on appropriate Agency files for the normal life of such files. The Agency will not unreasonably withhold permission for publication of original articles and technical papers in professional media. At the Agency discretion, recognition of authorship will be given where practicable in Agency publications.

53.02 When an employee acts as a sole or joint author or editor of a publication, the authorship or editorship shall normally be shown on the title page of such publication.

53.03

- (a) The Agency may suggest revisions to material and may withhold approval to publish an employee's publication.
- (b) When approval for publication is withheld, the author(s) shall be so informed.
- (c) Where the Agency wishes to make changes in a material submitted for publication with which the author does not agree, the employee shall not be credited publicly if she/he so requests.

ARTICLE 54 MEMBERSHIP FEES

54.01 The Agency shall reimburse an employee for membership, registration, licensing or certification fees to an organization, governing body, or government agency when the payment of such fees is a requirement for the continuation of the performance of the duties of the employee's position.

Reimbursement under this article will not be paid for the cost of an employee's normal drivers licence. Full reimbursement will be paid where special classes of drivers licenses are required.

54.02 When the payment of such fees is not a requirement for the continuation of the performance of the duties of an employee's position, but eligibility for a professional accounting designation from one of the following associations:

- *Institute of Chartered Accountants (CA),*
- *the Society of Management Accountants (CMA), or*
- *the Association of Certified General Accountants (CGA)*

is a qualification specified in the Standards for Selection and Assessment for the Financial Management Group, the Agency shall reimburse the employee for his/her annual membership fees paid to one of the associations to a maximum of \$1,250.

54.03 Membership dues referred to in article 10, Check-Off, of this agreement are specifically excluded as reimbursable fees under this Article.

ARTICLE 55 WASH-UP TIME

55.01 Where the Agency determines that due to the nature of work there is a clear cut need, wash-up time up to a maximum of ten (10) minutes will be permitted before the end of the working day.

PART VI – PART – TIME EMPLOYEES

ARTICLE 56 PART-TIME EMPLOYEES

56.01 Definition

Part-time employee means an employee whose weekly scheduled hours of work on average are less than those established in Article 22 but not less than those prescribed in the *Public Service Labour Relations Act*.

General

56.02 Unless otherwise specified in this article, part-time employees shall be entitled to the benefits provided under this agreement in the same proportion as their normal weekly hours of work compared with thirty-seven decimal five (37.5) or forty (40) (in accordance with the Hours of Work Code).

56.03 Part-time employees are entitled to overtime compensation in accordance with subparagraphs (b) and (c) of the overtime definition in paragraph 2.01.

56.04 The days of rest provisions of this agreement apply only in a week when a part-time employee has worked thirty-seven decimal five (37.5) or forty 40 hours (in accordance with the Hours of Work Code).

Specific Application of this Agreement

56.05 Call back and Reporting Pay

Subject to clause 56.04, when a part-time employee meets the requirements to receive compensation in accordance with clause 25.01 and is entitled to receive the minimum payment rather than pay for actual time worked, the part-time employee shall be paid a minimum payment of four (4) hours pay at the straight-time rate.

Designated Holidays

56.06 A part-time employee shall not be paid for the designated holidays but shall, instead be paid four decimal two five percent (4.25 %) for all straight-time hours worked.

56.07 When a part-time employee is required to work on a day which is prescribed as a designated paid holiday for a full-time employee in clause 27.01, the employee shall be paid at time and one-half (1 1/2) of the straight-time rate of pay for all hours worked up to seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code) and double time (2T) thereafter.

56.08 A part-time employee who reports for work as directed on a day which is prescribed as a designated paid holiday for a full-time employee in clause 27.01, shall be paid for the time actually worked in accordance with clause 56.07, or a minimum of four (4) hours pay at the straight-time rate, whichever is greater.

56.09 Vacation Leave

A part-time employee shall earn vacation leave credits for each month in which the employee receives pay for at least twice the number of hours in the employee's normal workweek, at the rate for years of service established in clause 32.02 of this agreement, prorated and calculated as follows:

- (a) when the entitlement is nine decimal three seven five (9.375) or ten (10) hours (according to the Hours of Work Code) a month, .250 multiplied by the number of the hours in the employee's workweek per month;
- (b) when the entitlement is twelve decimal five (12.5) or thirteen decimal three three (13.33) hours (according to the Hours of Work Code) a month, .333 multiplied by the number of the hours in the employee's workweek per month;
- (c) when the entitlement is thirteen decimal seven five (13.75) or fourteen decimal six seven (14.67) hours (according to the Hours of Work Code) a month, .367 multiplied by the number of the hours in the employee's workweek per month;
- (d) when the entitlement is fourteen decimal three seven five (14.375) or fifteen decimal three three (15.33) hours (according to the Hours of Work Code) a month, .383 multiplied by the number of the hours in the employee's workweek per month;
- (e) when the entitlement is fifteen decimal six-two five (15.625) or sixteen decimal six seven (16.67) hours (according to the Hours of Work Code) a month, .417 multiplied by the number of the hours in the employee's workweek per month;
- (f) when the entitlement is sixteen decimal eight seven five (16.875) or eighteen (18) hours (according to the Hours of Work Code) a month, .450 multiplied by the number of hours in the employee's workweek per month;
- (g) when the entitlement is eighteen decimal seven five (18.75) or twenty (20) hours (according to the Hours of Work Code) a month, .500 multiplied by the number of the hours in the employee's workweek per month.

56.10 Sick Leave

A part-time employee shall earn sick leave credits at the rate of one-quarter (1/4) of the number of hours in an employee's normal workweek for each calendar month in which the employee has received pay for at least twice (2) the number of hours in the employee's normal workweek.

56.11 Vacation and Sick Leave Administration

- (a) For the purposes of administration of clauses 56.09 and 56.10, where an employee does not work the same number of hours each week, the normal workweek shall be the weekly average of the hours worked at the straight-time rate calculated on a monthly basis.

- (b) An employee whose employment in any month is a combination of both full-time and part-time employment shall not earn vacation or sick leave credits in excess of the entitlement of a full-time employee.

56.12 Bereavement Leave

Notwithstanding clause 56.02, there shall be no prorating of a "day" in Article 44, Bereavement Leave With Pay.

56.13 Severance Pay

Notwithstanding the provisions of Article 57, Severance Pay, of this agreement, where the period of continuous employment in respect of which severance benefit is to be paid consists of both full and part-time employment or varying levels of part-time employment, the benefit shall be calculated as follows: the period of continuous employment eligible for severance pay shall be established and the part-time portions shall be consolidated to equivalent full-time. The equivalent full-time period in years shall be multiplied by the full-time weekly pay rate for the appropriate group and level to produce the severance pay benefit.

PART VII – PAY AND DURATION

ARTICLE 57 SEVERANCE PAY

Effective on the date of signing of the collective agreement, article 57.01(b) and (d) are deleted from the collective agreement.

57.01 Under the following circumstances and subject to clause 57.02, an employee shall receive severance benefits calculated on the basis of the weekly rate of pay to which she/he is entitled for the classification prescribed in her/his letter of offer on the date of her/his termination of employment.

(a) Lay-off

- (i) On the first (1st) lay-off, for the first (1st) complete year of continuous employment, two (2) weeks' pay, or three (3) weeks' pay for employees with ten (10) or more and less than twenty (20) years of continuous employment, or four (4) weeks' pay for employees with twenty or more years of continuous employment, plus one (1) week's pay for each additional complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by three hundred and sixty-five (365).
- (ii) On second or subsequent lay-off one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by 365, less any period in respect of which the employee was granted severance pay under subparagraph (a)(i).

(b) Resignation

On resignation, subject to paragraph 57.01(d) and with ten (10) or more years of continuous employment, one-half (1/2) week's pay for each complete year of continuous employment up to a maximum of twenty-six (26) years with a maximum benefit of thirteen (13) weeks' pay.

(c) Rejection on Probation

On rejection on probation, when an employee has completed more than one (1) year of continuous employment and ceases to be employed by reason of rejection during a probationary period, one (1) week's pay.

(d) Retirement

- (i) On retirement, when an employee is entitled to an immediate annuity under the *Public Service Superannuation Act* or when the employee is entitled to an immediate annual allowance, under the *Public Service Superannuation Act*,

or

- (ii) a part-time employee, who regularly works more than thirteen decimal five (13.5) but less than thirty (30) hours a week, and who, if she/he were a contributor under the *Public Service Superannuation Act*, would be entitled to an immediate annuity thereunder, or who would have been entitled to an immediate annual allowance if she/he were a contributor under the *Public Service Superannuation Act*,

a severance payment in respect of the employee's complete period of continuous employment, comprised of one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by 365, to a maximum of thirty (30) weeks' pay.

(e) Death

If an employee dies, there shall be paid to the employee's estate a severance payment in respect of the employee's complete period of continuous employment, comprised of one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by 365, to a maximum of thirty (30) weeks' pay, regardless of any other benefit payable.

(f) Termination for Cause for Reasons of Incapacity or Incompetence

- (i) When an employee has completed more than one (1) year of continuous employment and ceases to be employed by reason of termination for cause for reasons of incapacity, one week's pay for each complete year of continuous employment with a maximum benefit of twenty-eight (28) weeks.
- (ii) When an employee has completed more than ten (10) years of continuous employment and ceases to be employed by reason of termination for cause for reasons of incompetence, one week's pay for each complete year of continuous employment with a maximum benefit of twenty-eight (28) weeks.

**

57.02 Severance benefits payable to an employee under this article shall be reduced by any period of continuous employment in respect of which the employee was already granted any type of termination benefit. Under no circumstances shall the maximum severance pay provided under clause 57.01 and 57.04 be pyramided.

For greater certainty, payments made pursuant to 57.04 to 57.07 or similar provisions in other collective agreements shall be considered as a termination benefit for the administration of this clause.

**

57.03 Appointment to Another Employer

An employee who resigns to accept an appointment with another organization in the Public Service shall be paid all severance payments resulting from the application of 57.04 to 57.07.

57.04 Severance Termination

- (a) Subject to 57.02 above, indeterminate employees on the date of signing of the collective agreement shall be entitled to a severance payment equal to one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by three hundred and sixty-five (365), to a maximum of thirty (30) weeks.
- (b) Subject to 57.02 above, term employees on the date of signing of the collective agreement shall be entitled to a severance payment equal to one (1) week's pay for each complete year of continuous employment, to a maximum of thirty (30) weeks.

Terms of Payment

57.05 Options

The amount to which an employee is entitled shall be paid, at the employee's discretion, either:

- (a) as a single payment at the rate of pay of the employee's substantive position as of on the date of signing of the collective agreement, or
- (b) as a single payment at the time of the employee's termination of employment from the Agency, based on the rate of pay of the employee's substantive position at the date of termination of employment from the Agency, or
- (c) as a combination of (a) and (b), pursuant to 57.06(c).

57.06 Selection of Option

- (a) The Agency will advise the employee of his or her years of continuous employment no later than three (3) months following the official date of signing of the collective agreement.
- (b) The employee shall advise the Agency of the term of payment option selected within six (6) months from the official date of signing of the collective agreement.
- (c) The employee who opts for the option described in 57.05 (c) must specify the number of complete weeks to be paid out pursuant to 57.05 (a) and the remainder to be paid out pursuant to 57.05 (b).

- (d) An employee who does not make a selection under 57.06 (b) will be deemed to have chosen option 57.05 (b).

**

57.07 Appointment from Another Employer

This clause applies in a situation where an employee is appointed into a position in the Agency from an organization listed in Schedules I, IV or V of the *Financial Administration Act (FAA)* where, at the date of appointment, provisions similar to those in 57.01(b) and (d) are still in force, unless the appointment is only on an acting basis.

(a) Subject to 57.02 above, on the date an indeterminate employee becomes subject to this Agreement after the date of signing of the collective agreement, he or she shall be entitled to severance payment equal to one (1) week's pay for each complete year of continuous employment and, in the case of a partial year of continuous employment, one (1) week's pay multiplied by the number of days of continuous employment divided by three hundred and sixty-five (365), to a maximum of thirty (30) weeks, based on the employee's rate of pay of his or her substantive position on the day of the appointment.

(b) Subject to 57.02 above, on the date a term employee becomes subject to this Agreement after the date of signing of the collective agreement, he or she shall be entitled to severance payment equal to one (1) week's pay for each complete year of continuous employment, to a maximum of thirty (30) weeks, based on the employee's rate of pay of his or her substantive position on the day of the appointment.

(c) An employee entitled to a severance payment under sub-paragraph (a) or (b) shall have the same choice of options outlined in 57.05, however the selection of which option must be made within three (3) months of being appointed to the Agency.

**ARTICLE 58
PAY ADMINISTRATION**

58.01 Except as provided in this Article, the terms and conditions governing the application of pay to employees are not affected by this agreement.

58.02 An employee is entitled to be paid for services rendered at:

(a) the pay specified in Appendix "A", for the classification of the position to which the employee is appointed, if the classification coincides with that prescribed in the employee's letter of offer;

or

(b) the pay specified in Appendix "A", for the classification prescribed in the employee's letter of offer, if that classification and the classification of the position to which the employee is appointed do not coincide.

58.03

(a) The rates of pay set forth in Appendix "A" shall become effective on the dates specified.

(b) Where the rates of pay set forth in Appendix "A" have an effective date prior to the date of signing of this agreement, the following shall apply:

(i) "retroactive period" for the purpose of subparagraphs (ii) to (vi) means the period commencing on the effective date of the revision up to and including the day before this agreement is signed or when an arbitral award is rendered therefore;

(ii) a retroactive upward revision in rates of pay shall apply to employees, former employees or in the case of death, the estates of former employees who were employees in the groups identified in Article 8 of this agreement during the retroactive period;

(iii) in order for former employees or, in the case of death, for the former employees' representatives to receive payment in accordance with subparagraph (b)(ii), the Agency shall notify, by registered mail, such individuals at their last known address that they have 30 days from the date of receipt of the registered letter to request in writing such payment, after which time any obligation upon the Agency to provide payment ceases;

(iv) for initial appointments made during the retroactive period, the rate of pay selected in the revised rates of pay is the rate which is shown immediately below the rate of pay being received prior to the revision;

(v) for promotions, demotions, deployments, transfers or acting situations effective during the retroactive period, the rate of pay shall be recalculated, in accordance

with the *Public Service Terms and Conditions of Employment Regulations*, using the revised rates of pay. If the recalculated rate of pay is less than the rate of pay that the employee was previously receiving, the revised rate of pay shall be the rate, which is nearest to, but not less than the rate of pay being received prior to the revision. However, where the recalculated rate is at a lower step in the range, the new rate shall be the rate of pay shown immediately below the rate of pay being received prior to the revision;

- (vi) no payment or no notification shall be made pursuant to paragraph 58.03(b) for one dollar or less.

58.04 Where a pay increment and a pay revision are effected on the same date, the pay increment shall be applied first and the resulting rate shall be revised in accordance with the pay revision.

58.05 The Agency agrees to adopt the Memorandum of Understanding signed between the Treasury Board and the Alliance, dated February 9, 1982 in respect to red-circled employees.

58.06 If, during the term of this agreement, a new classification standard for a group is established and implemented by the Agency, the Agency shall, before applying rates of pay to new levels resulting from the application of the standard, negotiate with the Alliance the rates of pay and the rules affecting the pay of employees on their movement to the new levels.

58.07 Acting Pay

- (a) When an employee is required by the Agency to substantially perform the duties of a higher classification level in an acting capacity and performs those duties:
 - (i) if she/he falls under letter code "X" (as defined in the Hours of Work Code), for a period of at least three (3) consecutive working days/shifts;
 - (ii) if she/he falls under the letter code "Y" (as defined in the Hours of Work Code), for a period of at least one (1) full working day/shift;

the employee shall be paid acting pay calculated from the date on which she/he commenced to act as if she/he had been appointed to that higher classification for the period in which she/he acts.

- (b) When a day designated as a paid holiday occurs during the qualifying period, the holiday shall be considered as a day worked for purposes of the qualifying period.

58.08 When the regular pay day for an employee falls on her/his day of rest, every effort shall be made to issue her/his cheque on her/his last working day, provided it is available at her/his regular place of work.

No Pyramiding of payments

58.09 Payments provided under the Overtime, Designated Paid Holiday, Standby, the call back and reporting pay provisions in this collective agreement shall not be pyramided, that is an employee shall not receive more than one compensation for the same service.

ARTICLE 59 ALLOWANCES

59.01 Diving allowance

- (a) Employees whose job duties require them to dive (as that word is hereinafter defined) shall be paid an allowance of twenty-five dollars (\$25.00) per hour. The minimum allowance shall be:
 - (i) two (2) hours per dive scuba
 - (ii) four (4) hours per dive hard hat.
- (b) Diving time is that period during which an employee is equipped with diving gear to the extent that the employee is unable to perform other than diving duties.
- (c) A dive is the total of any period or periods of time during any eight (8) hour period in which an employee carries out required underwater work with the aid of a self-contained or surface air supply.

59.02 Dirty Work Allowance

When an employee is required to come in physical contact with the pollutant while engaged in the cleaning up of oil spills in excess of two hundred (200) litres which resulted from an accident or disaster, mechanical failure, bunkering or fuel transfer operations, the employee shall receive, in addition to the appropriate rate of pay, an additional one-half (1/2) his straight-time rate for every fifteen(15)-minute period, or part thereof, worked. All of the foregoing duties must have the prior approval of the Agency before work is commenced.

ARTICLE 60 AGREEMENT REOPENER

60.01 This agreement may be amended by mutual consent.

**ARTICLE 61
DURATION**

61.01 The duration of this collective agreement shall be from the date it is signed to August 4th 2014.

61.02 Unless otherwise expressly stipulated, the provisions of this agreement shall become effective on the date it is signed.

SIGNED AT OTTAWA, this 23 day of the month of April 2013.

PARKS CANADA AGENCY

THE PUBLIC SERVICE
ALLIANCE OF CANADA



Alan Latourelle



Marianne Hladun



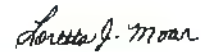
Pat Thomsen



Céline Abodékon



Jewel Cunningham



Loretta Moar



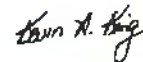
Brenda DeMone



Benoit Dubeau



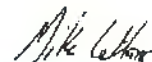
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Kevin King



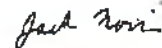
Carole Loiselle



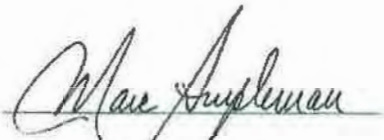
Mike LeBlanc



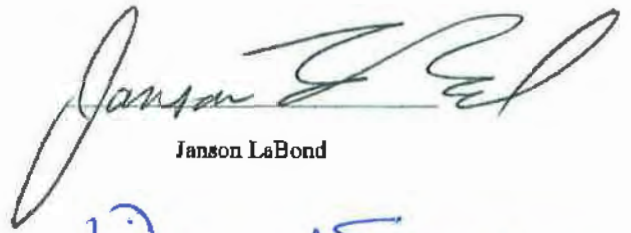
Darlene Upton



Jack Norris



Marc Ampleman



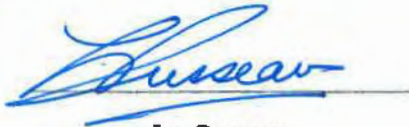
Janson LaBond



Jean-Michel Bachand



David Sauvé



Luc Presseau

APPENDIX "A"
ANNUAL RATES OF PAY

Page:

Architecture and Town Planning Group (**AR**).....

Administrative Services Group (**AS**).....

Biological Sciences Group (**BI**).....

Commerce Group (**CO**).....

Clerical and Regulatory Group (**CR**).....

Computer Systems Group (**CS**).....

Drafting and Illustration Group (**DD**).....

Education Group (**ED**).....

Engineering and Scientific Support Group (**EG**).....

Electronics Group (**EL**).....

Engineering and Land Survey Group (**EN**).....

Economics, Sociology and Statistics Group (**ES**).....

Financial Management Group (**FI**).....

Forestry Group (**FO**).....

General Labour and Trades Group (**GL**) (all sub-groups).....

General Services (**GS**) (all sub-groups).....

General Technical Group (**GT**).....

Heating, Power & Stationary Plant Operations Group (**HP**).....

Historical Research Group (**HR**).....

Information Services Group (**IS**).....

Library Science Group (**LS**).....

Physical Sciences Group (**PC**).....

Purchasing and Supply Group (**PG**).....

Program Administration Group (**PM**).....

Photography Group (**PY**).....

Ships Crews Group (**SC**).....

Scientific Research Group (**SE**).....
Social Science Support Group (**SI**).....
Secretarial, Stenographic and Typing Group (**ST**).....

AR - ARCHITECTURE AND TOWN PLANNING GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

AR-01

From:	\$	30376	to	48013
To:	A	30908	to	48853
	B	31371	to	49586
	C	31999	to	50578

AR-02

From:	\$	49842	52139	54429	56717	59007	61303
To:	A	50714	53051	55382	57710	60040	62376
	B	51475	53847	56212	58575	60940	63311
	C	52504	54924	57336	59747	62159	64578

AR-03

From:	\$	60938	63513	66078	68638	70696	72753
To:	A	62004	64624	67234	69839	71933	74026
	B	62934	65594	68243	70887	73012	75137
	C	64193	66906	69608	72304	74472	76639

AR-04

From:	\$	68678	71475	74272	77063	79377	81684
To:	A	69880	72726	75572	78412	80766	83113
	B	70928	73817	76705	79588	81978	84360
	C	72347	75293	78239	81180	83617	86047

AR-05

From:	\$	77060	80225	83390	86550	89148	91743
To:	A	78409	81629	84849	88065	90708	93349
	B	79585	82853	86122	89386	92069	94749
	C	81176	84510	87845	91173	93910	96644

AR-06

From:	\$	86112	89388	92670	95955	98832	101707
To:	A	87619	90952	94292	97634	100562	103487
	B	88933	92317	95706	99099	102070	105039
	C	90712	94163	97620	101081	104111	107140

AR-07

From:	\$	92409	95957	99525	103093	109023	114955
To:	A	94026	97636	101267	104897	110931	116967
	B	95437	99101	102786	106471	112595	118721
	C	97345	101083	104841	108600	114847	121096

**AS - ADMINISTRATIVE SERVICES GROUP
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

AS - DEVELOPMENT

From:	\$	29502	to	44219
To:	A	30018	to	44993
	B	30469	to	45668
	C	31078	to	46581

AS-01

From:	\$	46466	48233	50063	51967
To:	A	47279	49077	50939	52876
	B	47988	49813	51703	53670
	C	48948	50809	52737	54743

AS-02

From:	\$	51777	53741	55784
To:	A	52683	54681	56760
	B	53473	55502	57612
	C	54543	56612	58764

AS-03

From:	\$	55496	57605	59796
To:	A	56467	58613	60842
	B	57314	59492	61755
	C	58460	60682	62990

AS-04

From:	\$	60623	62926	65507
To:	A	61684	64027	66653
	B	62609	64988	67653
	C	63861	66287	69006

AS-05

From:	\$	72373	75123	78242
To:	A	73640	76438	79611
	B	74744	77584	80805
	C	76239	79136	82422

AS-06

From:	\$	80614	83678	86966
To:	A	82025	85142	88488
	B	83255	86420	89815
	C	84920	88148	91612

AS-07

From:	\$	84857	88082	91429	94173	97025
To:	A	86342	89623	93029	95821	98723
	B	87637	90968	94424	97258	100204
	C	89390	92787	96313	99204	102208

AS-08

From:	\$	87618	to	103130
To:	A	89151	to	104935
	B	90489	to	106509
	C	92298	to	108639

**BI - BIOLOGICAL SCIENCES GROUP
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

BI-01

From:	\$	29312	to	50678 *	51704	53708	55710	57716	59723	61726
To:	A	29825	to	51565 *	52609	54648	56685	58726	60768	62806
	B	30272	to	52338 *	53398	55468	57535	59607	61680	63748
	C	30878	to	53385 *	54466	56577	58686	60799	62913	65023

*(ROUNDED TO THE NEAREST \$10.00)

BI-02

From:	\$	55061	57643	60222	62820	65389	67839	71404	74976
To:	A	56025	58652	61276	63919	66533	69026	72654	76288
	B	56865	59532	62195	64878	67531	70062	73743	77432
	C	58002	60722	63439	66176	68882	71463	75218	78981

BI-03

From:	\$	66150	69252	72360	75456	78562	81658	83407	85159
To:	A	67308	70464	73626	76776	79937	83087	84867	86649
	B	68317	71521	74731	77928	81136	84333	86140	87949
	C	69684	72951	76225	79487	82759	86020	87862	89708

BI-04

From:	\$	82816	85902	88984	92073	95157
To:	A	84265	87405	90541	93684	96822
	B	85529	88716	91899	95090	98275
	C	87240	90491	93737	96991	100240

BI-05

From:	\$	91363	95129	98899	102666	106434
To:	A	92962	96794	100630	104463	108297
	B	94356	98246	102139	106030	109921
	C	96243	100211	104182	108150	112119

CO - COMMERCE
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

CO - DEVELOPMENT

From:	\$	26225	to	56221 *
To:	A	28684	to	57205 *
	B	27084	to	58063 *
	C	27626	to	59224 *

*(ROUNDED TO THE NEAREST \$10.00)

CO-01

From:	\$	48771	51076	53376	55684	57974	60286	62585	64887
To:	A	49624	51970	54310	56658	58989	61341	63680	66023
	B	50369	52749	55125	57508	59873	62261	64635	67013
	C	51376	53804	56227	58659	61071	63506	65928	68353

CO-02

From:	\$	63578	66891	70199	73515	76821	80135	83439	86759	90069
To:	A	64691	68062	71427	74802	78165	81537	84899	88277	91645
	B	65661	69083	72499	75924	79338	82760	86173	89601	93020
	C	66974	70464	73949	77442	80925	84416	87896	91393	94880

CO-03

From:	\$	77923	81610	85298	88981	92666	96352	99818
To:	A	79287	83038	86791	90538	94288	98038	101565
	B	80476	84284	88093	91896	95702	99509	103088
	C	82085	85969	89854	93734	97616	101499	105150

CO-04

From:	\$	88965	92994	96978	100730	104475	108218
To:	A	90522	94621	98675	102493	106303	110112
	B	91880	96041	100155	104030	107898	111763
	C	93717	97962	102158	106111	110056	113999

CR - CLERICAL AND REGULATORY GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

CR-01

From:	\$	31545	32202	32871	33534	34186	34853
To:	A	32097	32766	33446	34121	34784	35463
	B	32578	33257	33948	34633	35306	35995
	C	33230	33922	34627	35325	36012	36715

CR-02

From:	\$	34241	35032	35808	36591
To:	A	34840	35645	36435	37231
	B	35363	36180	36981	37790
	C	36070	36903	37721	38546

CR-03

From:	\$	38835	39856	40872	41892
To:	A	39515	40553	41587	42625
	B	40107	41162	42211	43264
	C	40909	41985	43055	44130

CR-04

From:	\$	43030	44172	45313	46447
To:	A	43783	44945	46106	47260
	B	44440	45619	46798	47969
	C	45329	46532	47734	48928

CR-05

From:	\$	47028	48321	49620	50913
To:	A	47851	49167	50488	51804
	B	48569	49904	51246	52581
	C	49540	50902	52271	53633

CR-06

From:	\$	53528	54936	56330	57741
To:	A	54465	55897	57316	58751
	B	55282	56736	58176	59633
	C	56387	57871	59339	60825

CR-07

From:	\$	59374	61017	62664	64324
To:	A	60413	62085	63761	65450
	B	61319	63016	64717	66431
	C	62546	64276	66011	67760

**CS - COMPUTER SYSTEM ADMINISTRATION
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- X) Effective August 5, 2011 - Restructure
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

CS-01

From:	\$	50000	51884	53767	55639	57507	59381	61247	63115
	X	50900	52784	54667	56539	58407	60281	62147	64015
To:	A	51791	53708	55624	57528	59429	61336	63235	65135
	B	52568	54513	56458	58391	60321	62256	64183	66112
	C	53619	55604	57587	59559	61527	63501	65467	67435

CS-02

From:	\$	62128	64144	66165	68184	70201	72220	74240	76260
	X	63028	65044	67065	69084	71101	73120	75140	77160
To:	A	64131	66162	68239	70293	72345	74400	76455	78510
	B	65093	67175	69262	71347	73430	75516	77602	79688
	C	66395	68519	70647	72774	74899	77026	79154	81282

CS-03

From:	\$	73511	76075	78640	81207	83775	86340	88904	91468
	X	74441	77005	79570	82137	84705	87270	89834	92396
To:	A	75744	78353	80962	83574	86187	88797	91406	94013
	B	76880	79528	82177	84828	87480	90129	92777	95423
	C	78417	81118	83820	86525	89230	91932	94633	97332

CS-04

From:	\$	84312	87254	90196	93134	96076	99018	101957	104904
	X	85437	88379	91321	94259	97201	100143	103082	106029
To:	A	86932	89926	92919	95909	98902	101896	104886	107885
	B	88236	91275	94313	97347	100386	103424	106459	109503
	C	90001	93100	96199	99294	102393	105492	108588	111693

CS-05

From:	\$	97225	100884	104547	108209	111872	115533	119194	122858	126519
	X	98410	102069	105732	109394	113057	116718	120379	124043	127704
To:	A	100132	103855	107582	111308	115035	118761	122486	126214	129939
	B	101634	105413	109196	112978	116761	120542	124323	128107	131888
	C	103667	107521	111380	115238	119096	122953	126809	130669	134526

DD - DRAFTING AND ILLUSTRATION GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2010

A) Effective August 5, 2011

B) Effective August 5, 2012

C) Effective August 5, 2013

DD-01

From:	\$	28017	29000	29976	30966	31940	32919	33899	35256
To:	A	28507	29508	30501	31508	32499	33495	34492	35873
	B	28935	29950	30958	31981	32986	33998	35010	36411
	C	29514	30549	31577	32620	33646	34677	35710	37139

DD-02

From:	\$	34524	35806	37063	38343	39613	40878	42156	43843
To:	A	35128	36433	37712	39014	40306	41593	42894	44610
	B	35655	36979	38277	39599	40911	42217	43537	45279
	C	36368	37719	39043	40391	41729	43062	44408	46185

DD-03

From:	\$	42483	43908	45339	46761	48635			
To:	A	43226	44676	46132	47579	49486			
	B	43875	45347	46824	48293	50228			
	C	44752	46253	47761	49259	51233			

DD-04

From:	\$	43761	45311	46853	48403	49937	51475	53533	
To:	A	44527	46104	47673	49250	50811	52376	54470	
	B	45195	46796	48388	49989	51573	53161	55287	
	C	46099	47731	49356	50989	52605	54225	56393	

DD-05

From:	\$	51203	52980	54750	56533	58793			
To:	A	52099	53907	55708	57522	59822			
	B	52881	54716	56544	58385	60719			
	C	53938	55810	57675	59553	61934			

DD-06

From:	\$	54947	56870	58777	60698	63122
To:	A	55909	57865	59806	61760	64227
	B	56747	58733	60703	62687	65190
	C	57882	59908	61917	63940	66494

DD-07

From:	\$	59683	61783	63883	65987	68624
To:	A	60727	62864	65001	67142	69825
	B	61638	63807	65976	68149	70672
	C	62871	65083	67295	69512	72290

DD-08

From:	\$	62807	65042	67272	69491	72269
To:	A	63906	66180	68449	70707	73534
	B	64865	67173	69476	71768	74637
	C	66162	68516	70866	73203	76129

DD-09

From:	\$	65593	67929	70269	72599	75505
To:	A	66741	69118	71499	73869	76826
	B	67742	70155	72571	74978	77979
	C	69097	71558	74023	76477	79538

**ED - EDUCATION SERVICES
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

ED-EDS-01

From:	\$	60034	63168	65440	67704	69970
To:	A	61085	64273	66585	68889	71194
	B	62001	65238	67584	69922	72262
	C	63241	66542	68936	71321	73708

ED-EDS-02

From:	\$	71930	74184	76426
To:	A	73189	75482	77763
	B	74287	76614	78930
	C	75772	78147	80509

ED-EDS-03

From:	\$	76761	79189	81603
To:	A	78104	80575	83031
	B	79276	81783	84277
	C	80861	83419	85962

ED-EDS-04

From:	\$	82312	84807	87296
To:	A	83752	86291	88824
	B	85009	87585	90156
	C	86709	89337	91959

ED-EDS-05

From:	\$	88726	91453	94149
To:	A	90279	93053	95797
	B	91633	94449	97234
	C	93466	96338	99178

**EG - ENGINEERING AND SCIENTIFIC SUPPORT GROUP
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010**
- A) Effective August 5, 2011**
- B) Effective August 5, 2012**
- C) Effective August 5, 2013**

EG - TECHNOLOGICAL INSTITUTE RECRUITMENT

From:	\$	25141	to	37925
To:	A	25581	to	38589
	B	25965	to	39168
	C	26484	to	39951

EG-01

From:	\$	39946	41542	43206	44930	46730	48598
To:	A	40645	42269	43962	45716	47548	49448
	B	41255	42903	44622	46402	48261	50190
	C	42080	43761	45514	47330	49226	51194

EG-02

From:	\$	43941	45694	47526	49425	51401	53460
To:	A	44710	46494	48358	50290	52301	54396
	B	45381	47191	49083	51044	53085	55211
	C	46288	48135	50065	52065	54147	56316

EG-03

From:	\$	48333	50266	52278	54365	56542	58801
To:	A	49179	51146	53193	55316	57531	59830
	B	49917	51913	53991	56146	58394	60727
	C	50915	52951	55071	57269	59562	61942

EG-04

From:	\$	53167	55295	57506	59807	62195	64685
To:	A	54097	56263	58512	60854	63283	65817
	B	54909	57107	59390	61766	64233	66804
	C	56007	58249	60578	63002	65517	68140

EG-05

From:	\$	58480	60821	63254	65783	68417	71155
To:	A	59503	61885	64361	66934	69614	72400
	B	60396	62814	65326	67938	70659	73486
	C	61804	64070	66633	69297	72072	74956

EG-06

From:	\$	64333	66902	69580	72363	75257	78268
To:	A	65459	68073	70798	73629	76574	79638
	B	66441	69094	71860	74734	77723	80832
	C	67770	70476	73297	76228	79277	82449

EG-07

From:	\$	70762	73596	76538	79599	82785	86095
To:	A	72000	74884	77877	80992	84234	87602
	B	73080	76007	79046	82207	85497	88916
	C	74542	77527	80626	83851	87207	90694

EG-08

From:	\$	77844	80957	84192	87560	91062	94705
To:	A	79206	82374	85665	89092	92656	96362
	B	80394	83609	86950	90429	94045	97808
	C	82002	85282	88689	92237	95926	99764

**EL - ELECTRONICS GROUP
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

\$) Effective August 5, 2010

A) Effective August 5, 2011

B) Effective August 5, 2012

C) Effective August 5, 2013

EL-01

From:	\$	32146	33643	35150	36657	38163	39664	41163	42659	44159	45926
To:	A	32709	34232	35765	37298	38831	40358	41883	43406	44932	46730
	B	33199	34745	36302	37858	39413	40963	42512	44057	45606	47431
	C	33863	35440	37028	38615	40202	41783	43362	44938	46518	48379

EL-02

From:	\$	44214	45909	49572	53236	55364
To:	A	44988	46712	50440	54168	56333
	B	45663	47413	51196	54980	57178
	C	46576	48361	52220	56080	58321

EL-03

From:	\$	49113	50988	55052	59116	61480
To:	A	49972	51880	56015	60151	62556
	B	50722	52658	56856	61053	63494
	C	51737	53712	57993	62274	64764

EL-04

From:	\$	54746	56846	58955	61063	63506	65792
To:	A	55704	57841	59987	62132	64617	66943
	B	56540	58708	60887	63064	65587	67948
	C	57670	59883	62104	64325	66898	69306

EL-05

From:	\$	60704	63046	65384	67724	70434	72970
To:	A	61766	64149	66528	68909	71687	74247
	B	62693	65112	67526	69943	72742	75361
	C	63947	66414	68877	71342	74196	76868

EL-06

From:	\$	66995	69586	72190	74790	77778	80578
To:	A	68167	70804	73453	76099	79139	81988
	B	69190	71866	74555	77240	80326	83218
	C	70574	73303	76046	78785	81933	84882

EL-07

From:	\$	73392	76111	78829	81544	84809	87861
To:	A	74676	77443	80209	82971	86293	89399
	B	75797	78605	81412	84216	87588	90740
	C	77312	80177	83040	85900	89339	92554

EL-08

From:	\$	79233	82013	84797	87579	91083	94362
To:	A	80620	83448	86281	89112	92677	96013
	B	81829	84700	87575	90448	94067	97454
	C	83465	86394	89327	92257	95948	99403

EL-09

From:	\$	85077	88100	91122	94138	97901	101427
To:	A	86566	89642	92717	95783	99614	103202
	B	87864	90986	94107	97220	101108	104750
	C	89622	92806	95990	99165	103131	106845

EN - ENG - ENGINEERING GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

EN-ENG-01

From:	\$	40940	to	49040
To:	A	41656	to	49898
	B	42281	to	50647
	C	43127	to	51660

EN-ENG-02

From:	\$	52695	54966	57078	59190	61302
To:	A	53617	55928	58077	60226	62375
	B	54421	56767	58948	61129	63310
	C	55510	57902	60127	62352	64577

EN-ENG-03

From:	\$	63679	66327	68970	71609	74250	76893	79530
To:	A	64793	67488	70177	72862	75549	78239	80922
	B	65765	68500	71230	73955	76683	79412	82136
	C	67081	69870	72654	75434	78216	81000	83778

EN-ENG-04

From:	\$	74656	77523	80394	83262	86133	89000
To:	A	75962	78880	81801	84719	87640	90558
	B	77102	80063	83028	85990	88955	91916
	C	78644	81664	84688	87710	90734	93754

EN-ENG-05

From:	\$	85673	89008	92357	95705	99057	102416
To:	A	87172	90566	93973	97380	100790	104208
	B	88480	91924	95383	98841	102302	105771
	C	90249	93763	97291	100817	104348	107887

EN-ENG-06

From:	\$	95730	99284	102844	106398	109956	113508
To:	A	97405	101021	104644	108260	111880	115494
	B	98866	102537	106213	109884	113558	117227
	C	100844	104588	108338	112082	115830	119571

ES - ECONOMICS AND SOCIOLOGY GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

ES-01

From:	\$	44993	46727	48524	50395	52334
To:	A	45780	47545	49373	51277	53250
	B	46467	48258	50114	52046	54049
	C	47396	49223	51116	53087	55130

ES-02

From:	\$	50847	52491	54186	55935	57744
To:	A	51737	53410	55134	56914	58755
	B	52513	54211	55961	57768	59636
	C	53563	55295	57080	58923	60829

ES-03

From:	\$	59867	62139	64501	66946	69492
To:	A	60915	63226	65630	68120	70708
	B	61828	64175	66614	69141	71769
	C	63065	65458	67946	70524	73204

ES-04

From:	\$	71639	74243	76942	79737	82636
To:	A	72893	75542	78288	81132	84082
	B	73986	76675	79463	82349	85343
	C	75466	78209	81052	83996	87050

ES-05

From:	\$	81406	84404	87511	90732	94072
To:	A	82833	85881	89042	92320	95718
	B	84075	87169	90378	93705	97154
	C	85757	88913	92186	95579	99097

ES-06

From:	\$	91552	94791	98144	101618	105212
To:	A	93154	96450	99862	103396	107053
	B	94551	97897	101359	104947	108659
	C	96443	99855	103387	107046	110832

ES-07

From:	\$	100197	103455	106822	110297	113885
To:	A	101950	105265	108691	112227	115878
	B	103480	106844	110322	113911	117616
	C	105549	108981	112528	116189	119968

ES-08

From:	\$	105300	to	121882
To:	A	107143	to	124015
	B	108750	to	125875
	C	110925	to	128393

**FI - FINANCIAL ADMINISTRATION
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- X) Effective August 5, 2011 - Restructure
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

FI - DEVELOPMENT

From:	\$	25921	to	47656
To:	A	26375	to	48490
	B	26770	to	49217
	C	27306	to	50202

FI-01

From:	\$	48480	50723	52966	55210	57447	59692	61936	64176	66677
	X	48480	50723	52966	55210	57447	59692	61936	64176	68011
To:	A	49328	51611	53893	56176	58452	60737	63020	65299	69201
	B	50068	52385	54701	57019	59329	61648	63965	66279	70239
	C	51070	53433	55795	58159	60516	62881	65244	67604	71644

FI-02

From:	\$	59016	61752	64491	67228	69968	72709	75444	78488
	X	59016	61752	64491	67228	69968	72709	75444	80058
To:	A	60049	62833	65620	68404	71192	73981	76764	81459
	B	60950	63775	66604	69431	72260	75091	77916	82681
	C	62169	65051	67936	70819	73706	76593	79474	84335

FI-03

From:	\$	74674	77816	80965	84107	87250	90746	94377
	X	74674	77816	80965	84107	87250	90746	96265
To:	A	75981	79178	82382	85579	88777	92334	97950
	B	77121	80365	83618	86863	90109	93719	99419
	C	78663	81973	85290	88600	91911	95593	101407

FI-04

From:	\$	83397	86934	90475	94021	97560	101493	105553
	X	83397	86934	90475	94021	97560	101493	107664
To:	A	84856	88455	92058	95666	99267	103269	109548
	B	86129	89782	93439	97101	100756	104818	111191
	C	87852	91578	95308	99043	102771	106915	113415

**FO - FORESTRY GROUP
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

\$) Effective August 5, 2010

A) Effective August 5, 2011

B) Effective August 5, 2012

C) Effective August 5, 2013

FO-01

From:	\$	29311	to	49798	*	52172	53788	55658	57541	60605	62837	65049	67264	69482	71700
To:	A	29824	to	50669	*	53085	54729	56632	58548	61666	63937	66187	68441	70698	72955
	B	30271	to	51430	*	53881	55550	57481	59426	62591	64896	67180	69468	71758	74049
	C	30877	to	52458	*	54959	56661	58631	60615	63842	66194	68524	70857	73194	75530

*(ROUNDED TO THE NEAREST \$10.00)

FO-02

From:	\$	69042	71189	73466	75983	78257	80501	82748
To:	A	70250	72435	74752	77313	79626	81910	84196
	B	71304	73521	75873	78472	80821	83138	85459
	C	72730	74992	77390	80042	82437	84801	87168

FO-03

From:	\$	80649	82936	85189	88020	90815	93612
To:	A	82060	84387	86680	89560	92404	95250
	B	83291	85653	87980	90904	93790	96679
	C	84957	87366	89740	92722	95666	98613

FO-04

From:	\$	90617	93119	95618	98124	100524	102926
To:	A	92203	94749	97291	99841	102283	104727
	B	93586	96170	98751	101339	103817	106298
	C	95458	98093	100726	103366	105894	108424

**GL - GENERAL LABOUR & TRADES
BOILER-MAKING AND BLACKSMITHING SUB-GROUP (BOB)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-BOB 01

		Step 1	Step 2	Step 3
From:	\$	17.11	17.85	18.59
To:	A	17.41	18.16	18.92
	B	17.67	18.43	19.20
	C	18.02	18.80	19.58

GL-BOB 02

		Step 1	Step 2	Step 3
From:	\$	17.68	18.44	19.21
To:	A	17.99	18.76	19.55
	B	18.26	19.04	19.84
	C	18.62	19.43	20.24

GL-BOB 03

		Step 1	Step 2	Step 3
From:	\$	18.33	19.13	19.92
To:	A	18.65	19.46	20.27
	B	18.93	19.76	20.57
	C	19.31	20.15	20.98

GL-BOB 04

		Step 1	Step 2	Step 3
From:	\$	18.88	19.70	20.52
To:	A	19.21	20.04	20.88
	B	19.50	20.35	21.19
	C	19.89	20.75	21.62

GL-BOB 05

		Step 1	Step 2	Step 3
From:	\$	19.53	20.39	21.23
To:	A	19.87	20.75	21.60
	B	20.17	21.06	21.93
	C	20.57	21.48	22.36

GL-BOB 06

		Step 1	Step 2	Step 3
From:	\$	20.24	21.13	22.01
To:	A	20.59	21.50	22.40
	B	20.90	21.82	22.73
	C	21.32	22.26	23.19

GL-BOB 07

		Step 1	Step 2	Step 3
From:	\$	20.91	21.83	22.74
To:	A	21.28	22.21	23.14
	B	21.60	22.55	23.49
	C	22.03	23.00	23.95

GL-BOB 08

		Step 1	Step 2	Step 3
From:	\$	21.74	22.68	23.62
To:	A	22.12	23.08	24.03
	B	22.45	23.42	24.39
	C	22.90	23.89	24.88

GL-BOB 09

		Step 1	Step 2	Step 3
From:	\$	22.57	23.56	24.54
To:	A	22.96	23.97	24.97
	B	23.31	24.33	25.34
	C	23.78	24.82	25.85

GL-BOB 10

		Step 1	Step 2	Step 3
From:	\$	23.40	24.42	25.44
To:	A	23.81	24.85	25.89
	B	24.17	25.22	26.27
	C	24.65	25.72	26.80

GL-BOB 11

		Step 1	Step 2	Step 3
From:	\$	24.25	25.31	26.36
To:	A	24.67	25.75	26.82
	B	25.04	26.14	27.22
	C	25.55	26.66	27.77

GL-BOB 12

		Step 1	Step 2	Step 3
From:	\$	25.10	26.19	27.28
To:	A	25.54	26.65	27.76
	B	25.92	27.05	28.17
	C	26.44	27.59	28.74

GL-BOB 13

		Step 1	Step 2	Step 3
From:	\$	25.98	27.10	28.24
To:	A	26.43	27.57	28.73
	B	26.83	27.99	29.17
	C	27.37	28.55	29.75

GL-BOB 14

		Step 1	Step 2	Step 3
From:	\$	26.83	27.99	29.15
To:	A	27.30	28.48	29.66
	B	27.71	28.91	30.11
	C	28.26	29.49	30.71

**GL - GENERAL LABOUR AND TRADES
CONSTRUCTION INSPECTING SUB-GROUP (COI)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-COI 01 STEP-1

From:		Step 1	Step 2	Step 3
To:	\$	18.57	19.39	20.19
	A	18.89	19.73	20.54
	B	19.18	20.03	20.85
	C	19.56	20.43	21.27

GL-COI 02 STEP-1

From:		Step 1	Step 2	Step 3
To:	\$	19.25	20.10	20.93
	A	19.59	20.45	21.30
	B	19.88	20.76	21.62
	C	20.28	21.17	22.05

GL-COI 03 STEP-1

From:		Step 1	Step 2	Step 3
To:	\$	19.90	20.77	21.64
	A	20.25	21.13	22.02
	B	20.55	21.45	22.35
	C	20.96	21.88	22.80

GL-COI 04 STEP-1

From:		Step 1	Step 2	Step 3
To:	\$	20.55	21.45	22.35
	A	20.91	21.83	22.74
	B	21.22	22.15	23.08
	C	21.65	22.60	23.54

GL-COI 05 STEP-1

From:		Step 1	Step 2	Step 3
To:	\$	21.28	22.21	23.14
	A	21.65	22.60	23.54
	B	21.98	22.94	23.90
	C	22.42	23.40	24.38

GL-COI 06 STEP-1

		Step 1	Step 2	Step 3
From:	\$	22.02	22.97	23.93
To:	A	22.41	23.37	24.35
	B	22.74	23.72	24.71
	C	23.20	24.20	25.21

GL-COI 07 STEP-1

		Step 1	Step 2	Step 3
From:	\$	22.78	23.77	24.76
To:	A	23.18	24.19	25.19
	B	23.53	24.55	25.57
	C	24.00	25.04	26.08

GL-COI 08 STEP-1

		Step 1	Step 2	Step 3
From:	\$	23.72	24.75	25.78
To:	A	24.14	25.18	26.23
	B	24.50	25.56	26.62
	C	24.99	26.07	27.16

GL-COI 09 STEP-1

		Step 1	Step 2	Step 3
From:	\$	24.62	25.69	26.77
To:	A	25.05	26.14	27.24
	B	25.43	26.53	27.65
	C	25.94	27.06	28.20

**GL - GENERAL LABOUR AND TRADES
CONSTRUCTION INSPECTING SUB-GROUP (COI) (CONSTRUCTION INSPECTOR)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-COI 09 STEP-2

		Step 1	Step 2	Step 3
From:	\$	26.06	27.19	28.32
To:	A	26.52	27.67	28.82
	B	26.91	28.08	29.25
	C	27.45	28.64	29.83

GL-COI 10 STEP-2

		Step 1	Step 2	Step 3
From:	\$	27.05	28.23	29.40
To:	A	27.52	28.72	29.91
	B	27.94	29.15	30.36
	C	28.49	29.74	30.97

GL-COI 11 STEP-2

		Step 1	Step 2	Step 3
From:	\$	28.06	29.29	30.50
To:	A	28.55	29.80	31.03
	B	28.98	30.25	31.50
	C	29.56	30.85	32.13

GL-COI 12 STEP-2

		Step 1	Step 2	Step 3
From:	\$	29.07	30.33	31.60
To:	A	29.58	30.86	32.15
	B	30.02	31.32	32.64
	C	30.62	31.95	33.29

GL-COI 13 STEP-2

		Step 1	Step 2	Step 3
From:	\$	30.04	31.35	32.66
To:	A	30.57	31.90	33.23
	B	31.02	32.38	33.73
	C	31.64	33.02	34.40

GL-COI 14 STEP-2

		Step 1	Step 2	Step 3
From:	\$	31.07	32.42	33.77
To:	A	31.61	32.99	34.36
	B	32.09	33.48	34.88
	C	32.73	34.15	35.57

**GL - GENERAL LABOUR AND TRADES
ELECTRICAL INSTALLING AND MAINTAINING SUB-GROUP (EIM)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-EIM 01 STEP-1

		Step 1	Step 2	Step 3
From:	\$	18.93	19.75	20.57
To:	A	19.26	20.10	20.93
	B	19.55	20.40	21.24
	C	19.94	20.81	21.67

GL-EIM 02 STEP-1

		Step 1	Step 2	Step 3
From:	\$	19.61	20.46	21.32
To:	A	19.95	20.82	21.69
	B	20.25	21.13	22.02
	C	20.66	21.55	22.46

GL-EIM 03 STEP-1

		Step 1	Step 2	Step 3
From:	\$	20.25	21.14	22.02
To:	A	20.60	21.51	22.41
	B	20.91	21.83	22.74
	C	21.33	22.27	23.20

GL-EIM 04 STEP-1

		Step 1	Step 2	Step 3
From:	\$	20.96	21.87	22.78
To:	A	21.33	22.25	23.18
	B	21.65	22.59	23.53
	C	22.08	23.04	24.00

GL-EIM 05 STEP-1

		Step 1	Step 2	Step 3
From:	\$	21.67	22.61	23.55
To:	A	22.05	23.01	23.96
	B	22.38	23.35	24.32
	C	22.83	23.82	24.81

GL-EIM 06 STEP-1

		Step 1	Step 2	Step 3
From:	\$	22.49	23.47	24.45
To:	A	22.88	23.88	24.88
	B	23.23	24.24	25.25
	C	23.69	24.72	25.76

GL-EIM 07 STEP-1

		Step 1	Step 2	Step 3
From:	\$	23.25	24.26	25.27
To:	A	23.66	24.68	25.71
	B	24.01	25.05	26.10
	C	24.49	25.56	26.62

GL-EIM 08 STEP-1

		Step 1	Step 2	Step 3
From:	\$	24.23	25.29	26.34
To:	A	24.65	25.73	26.80
	B	25.02	26.12	27.20
	C	25.52	26.64	27.75

GL-EIM 09 STEP-1

		Step 1	Step 2	Step 3
From:	\$	25.19	26.29	27.38
To:	A	25.63	26.75	27.86
	B	26.02	27.15	28.28
	C	26.54	27.69	28.84

GL-EIM 10 STEP-1

		Step 1	Step 2	Step 3
From:	\$	26.13	27.26	28.39
To:	A	26.59	27.74	28.89
	B	26.99	28.15	29.32
	C	27.53	28.72	29.91

**GL - GENERAL LABOUR AND TRADES
ELECTRICAL INSTALLING AND MAINTAINING SUB-GROUP (EIM) (ELECTRICIAN)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-EIM 10 Step 2

		Step 1	Step 2	Step 3
From:	\$	26.83	27.99	29.15
To:	A	27.30	28.48	29.66
	B	27.71	28.91	30.11
	C	28.26	29.49	30.71

GL-EIM 11 Step 2

		Step 1	Step 2	Step 3
From:	\$	27.79	29.01	30.22
To:	A	28.28	29.52	30.75
	B	28.70	29.96	31.21
	C	29.27	30.56	31.83

GL-EIM 12 Step 2

		Step 1	Step 2	Step 3
From:	\$	28.80	30.04	31.30
To:	A	29.30	30.57	31.85
	B	29.74	31.02	32.33
	C	30.34	31.64	32.97

GL-EIM 13 Step 2

		Step 1	Step 2	Step 3
From:	\$	29.78	31.07	32.37
To:	A	30.30	31.61	32.94
	B	30.76	32.09	33.43
	C	31.37	32.73	34.10

GL-EIM 14 Step 2

		Step 1	Step 2	Step 3
From:	\$	30.76	32.10	33.44
To:	A	31.30	32.66	34.03
	B	31.77	33.15	34.54
	C	32.40	33.81	35.23

**GL - GENERAL LABOUR AND TRADES
ELEMENTAL SUB-GROUP (ELE)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-ELE 01

		Step 1	Step 2	Step 3
From:	\$	17.17	17.92	18.67
To:	A	17.47	18.23	19.00
	B	17.73	18.51	19.28
	C	18.09	18.88	19.67

GL-ELE 02

		Step 1	Step 2	Step 3
From:	\$	17.83	18.62	19.39
To:	A	18.14	18.95	19.73
	B	18.41	19.23	20.03
	C	18.78	19.61	20.43

GL-ELE 03

		Step 1	Step 2	Step 3
From:	\$	18.43	19.23	20.04
To:	A	18.75	19.57	20.39
	B	19.03	19.86	20.70
	C	19.41	20.26	21.11

GL-ELE 04

		Step 1	Step 2	Step 3
From:	\$	18.97	19.79	20.61
To:	A	19.30	20.14	20.97
	B	19.59	20.44	21.29
	C	19.98	20.85	21.71

GL-ELE 05

		Step 1	Step 2	Step 3
From:	\$	19.71	20.56	21.42
To:	A	20.05	20.92	21.79
	B	20.36	21.23	22.12
	C	20.76	21.66	22.56

GL-ELE 06

		Step 1	Step 2	Step 3
From:	\$	20.35	21.23	22.12
To:	A	20.71	21.60	22.51
	B	21.02	21.93	22.84
	C	21.44	22.36	23.30

GL-ELE 07

		Step 1	Step 2	Step 3
From:	\$	21.04	21.95	22.87
To:	A	21.41	22.33	23.27
	B	21.73	22.67	23.62
	C	22.16	23.12	24.09

GL-ELE 08

		Step 1	Step 2	Step 3
From:	\$	21.86	22.81	23.76
To:	A	22.24	23.21	24.18
	B	22.58	23.56	24.54
	C	23.03	24.03	25.03

GL-ELE 09

		Step 1	Step 2	Step 3
From:	\$	22.66	23.64	24.63
To:	A	23.06	24.05	25.06
	B	23.40	24.41	25.44
	C	23.87	24.90	25.95

GL-ELE 10

		Step 1	Step 2	Step 3
From:	\$	23.55	24.58	25.60
To:	A	23.96	25.01	26.05
	B	24.32	25.39	26.44
	C	24.81	25.89	26.97

GL-ELE 11

		Step 1	Step 2	Step 3
From:	\$	24.44	25.50	26.56
To:	A	24.87	25.95	27.02
	B	25.24	26.34	27.43
	C	25.75	26.86	27.98

GL-ELE 12

		Step 1	Step 2	Step 3
From:	\$	25.26	26.35	27.46
To:	A	25.70	26.81	27.94
	B	26.09	27.21	28.36
	C	26.61	27.76	28.93

GL-ELE 13

		Step 1	Step 2	Step 3
From:	\$	26.13	27.26	28.39
To:	A	26.59	27.74	28.89
	B	26.99	28.15	29.32
	C	27.53	28.72	29.91

GL-ELE 14

		Step 1	Step 2	Step 3
From:	\$	26.95	28.12	29.29
To:	A	27.42	28.61	29.80
	B	27.83	29.04	30.25
	C	28.39	29.62	30.85

**GL - GENERAL LABOUR AND TRADES
MACHINERY MAINTAINING SUB-GROUP (MAM)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-MAM 01

		Step 1	Step 2	Step 3
From:	\$	18.46	19.26	20.07
To:	A	18.78	19.60	20.42
	B	19.06	19.89	20.73
	C	19.45	20.29	21.14

GL-MAM 02

		Step 1	Step 2	Step 3
From:	\$	19.18	20.02	20.85
To:	A	19.52	20.37	21.21
	B	19.81	20.68	21.53
	C	20.20	21.09	21.96

GL-MAM 03

		Step 1	Step 2	Step 3
From:	\$	19.82	20.68	21.54
To:	A	20.17	21.04	21.92
	B	20.47	21.36	22.25
	C	20.88	21.78	22.69

GL-MAM 04

		Step 1	Step 2	Step 3
From:	\$	20.47	21.37	22.25
To:	A	20.83	21.74	22.64
	B	21.14	22.07	22.98
	C	21.56	22.51	23.44

GL-MAM 05

		Step 1	Step 2	Step 3
From:	\$	21.20	22.13	23.05
To:	A	21.57	22.52	23.45
	B	21.89	22.86	23.81
	C	22.33	23.31	24.28

GL-MAM 06

		Step 1	Step 2	Step 3
From:	\$	21.95	22.90	23.86
To:	A	22.33	23.30	24.28
	B	22.67	23.65	24.64
	C	23.12	24.12	25.13

GL-MAM 07

		Step 1	Step 2	Step 3
From:	\$	22.69	23.66	24.65
To:	A	23.09	24.07	25.08
	B	23.43	24.44	25.46
	C	23.90	24.92	25.97

GL-MAM 08

		Step 1	Step 2	Step 3
From:	\$	23.62	24.64	25.67
To:	A	24.03	25.07	26.12
	B	24.39	25.45	26.51
	C	24.88	25.96	27.04

GL-MAM 09

		Step 1	Step 2	Step 3
From:	\$	24.55	25.61	26.68
To:	A	24.98	26.06	27.15
	B	25.35	26.45	27.55
	C	25.86	26.98	28.11

GL-MAM 10

		Step 1	Step 2	Step 3
From:	\$	25.52	26.62	27.73
To:	A	25.97	27.09	28.22
	B	26.36	27.49	28.64
	C	26.88	28.04	29.21

GL-MAM 11

		Step 1	Step 2	Step 3
From:	\$	26.43	27.58	28.73
To:	A	26.89	28.06	29.23
	B	27.30	28.48	29.67
	C	27.84	29.05	30.26

GL-MAM 12

		Step 1	Step 2	Step 3
From:	\$	27.39	28.58	29.77
To:	A	27.87	29.08	30.29
	B	28.29	29.52	30.75
	C	28.85	30.11	31.36

GL-MAM 13

		Step 1	Step 2	Step 3
From:	\$	28.31	29.55	30.77
To:	A	28.81	30.07	31.31
	B	29.24	30.52	31.78
	C	29.82	31.13	32.41

GL-MAM 14

		Step 1	Step 2	Step 3
From:	\$	29.23	30.50	31.77
To:	A	29.74	31.03	32.33
	B	30.19	31.50	32.81
	C	30.79	32.13	33.47

**GL - GENERAL LABOUR AND TRADES
MANIPULATION SUB-GROUP (MAN)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-MAN 01

		Step 1	Step 2	Step 3
From:	\$	18.78	19.60	20.41
To:	A	19.11	19.94	20.77
	B	19.40	20.24	21.08
	C	19.78	20.65	21.50

GL-MAN 02

		Step 1	Step 2	Step 3
From:	\$	19.39	20.23	21.08
To:	A	19.73	20.58	21.45
	B	20.03	20.89	21.77
	C	20.43	21.31	22.21

GL-MAN 03

		Step 1	Step 2	Step 3
From:	\$	20.08	20.94	21.82
To:	A	20.43	21.31	22.20
	B	20.74	21.63	22.53
	C	21.15	22.06	22.99

GL-MAN 04

		Step 1	Step 2	Step 3
From:	\$	20.76	21.66	22.56
To:	A	21.12	22.04	22.95
	B	21.44	22.37	23.30
	C	21.87	22.82	23.77

GL-MAN 05

		Step 1	Step 2	Step 3
From:	\$	21.46	22.39	23.32
To:	A	21.84	22.78	23.73
	B	22.16	23.12	24.08
	C	22.61	23.59	24.57

GL-MAN 06

		Step 1	Step 2	Step 3
From:	\$	22.21	23.17	24.14
To:	A	22.60	23.58	24.56
	B	22.94	23.93	24.93
	C	23.40	24.41	25.43

GL-MAN 07

		Step 1	Step 2	Step 3
From:	\$	22.96	23.96	24.96
To:	A	23.36	24.38	25.40
	B	23.71	24.74	25.78
	C	24.19	25.24	26.29

GL-MAN 08

		Step 1	Step 2	Step 3
From:	\$	23.97	25.01	26.06
To:	A	24.39	25.45	26.52
	B	24.76	25.83	26.91
	C	25.25	26.35	27.45

GL-MAN 09

		Step 1	Step 2	Step 3
From:	\$	24.89	25.97	27.05
To:	A	25.33	26.42	27.52
	B	25.71	26.82	27.94
	C	26.22	27.38	28.49

GL-MAN 10

		Step 1	Step 2	Step 3
From:	\$	25.88	26.98	28.11
To:	A	26.31	27.45	28.60
	B	26.71	27.86	29.03
	C	27.24	28.42	29.61

GL-MAN 11

		Step 1	Step 2	Step 3
From:	\$	26.81	27.97	29.13
To:	A	27.28	28.46	29.64
	B	27.69	28.89	30.08
	C	28.24	29.46	30.69

GL-MAN 12

		Step 1	Step 2	Step 3
From:	\$	27.73	28.94	30.15
To:	A	28.22	29.45	30.66
	B	28.64	29.89	31.14
	C	29.21	30.49	31.76

GL-MAN 13

		Step 1	Step 2	Step 3
From:	\$	28.74	30.00	31.24
To:	A	29.24	30.53	31.79
	B	29.66	30.98	32.26
	C	30.28	31.60	32.91

GL-MAN 14

		Step 1	Step 2	Step 3
From:	\$	29.64	30.93	32.22
To:	A	30.16	31.47	32.78
	B	30.61	31.94	33.28
	C	31.22	32.58	33.94

**GL - GENERAL LABOUR AND TRADES
MACHINE DRIVING-OPERATING SUB-GROUP (MDO)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-MDO 01

		Step 1	Step 2	Step 3
From:	\$	17.45	18.21	18.97
To:	A	17.76	18.53	19.30
	B	18.02	18.81	19.59
	C	18.38	19.18	19.98

GL-MDO 02

		Step 1	Step 2	Step 3
From:	\$	18.05	18.84	19.63
To:	A	18.38	19.17	19.97
	B	18.65	19.46	20.27
	C	19.02	19.85	20.68

GL-MDO 03

		Step 1	Step 2	Step 3
From:	\$	18.67	19.48	20.30
To:	A	19.00	19.82	20.66
	B	19.28	20.12	20.97
	C	19.67	20.52	21.38

GL-MDO 04

		Step 1	Step 2	Step 3
From:	\$	19.30	20.14	20.98
To:	A	19.64	20.49	21.35
	B	19.93	20.80	21.67
	C	20.33	21.22	22.10

GL-MDO 05

		Step 1	Step 2	Step 3
From:	\$	20.36	21.24	22.13
To:	A	20.72	21.61	22.52
	B	21.03	21.94	22.86
	C	21.45	22.37	23.31

GL-MDO 06

		Step 1	Step 2	Step 3
From:	\$	21.08	22.00	22.91
To:	A	21.45	22.39	23.31
	B	21.77	22.72	23.66
	C	22.21	23.18	24.13

GL-MDO 07

		Step 1	Step 2	Step 3
From:	\$	21.79	22.74	23.68
To:	A	22.17	23.14	24.09
	B	22.50	23.49	24.46
	C	22.95	23.95	24.94

GL-MDO 08

		Step 1	Step 2	Step 3
From:	\$	22.66	23.64	24.63
To:	A	23.06	24.05	25.06
	B	23.40	24.41	25.44
	C	23.87	24.90	25.95

GL-MDO 09

		Step 1	Step 2	Step 3
From:	\$	23.53	24.56	25.58
To:	A	23.94	24.99	26.03
	B	24.30	25.36	26.42
	C	24.79	25.87	26.95

GL-MDO 10

		Step 1	Step 2	Step 3
From:	\$	24.45	25.51	26.57
To:	A	24.88	25.96	27.03
	B	25.25	26.35	27.44
	C	25.76	26.87	27.99

GL-MDO 11

		Step 1	Step 2	Step 3
From:	\$	25.30	26.40	27.51
To:	A	25.74	26.86	27.99
	B	26.13	27.26	28.41
	C	26.65	27.81	28.98

GL-MDO12

		Step 1	Step 2	Step 3
From:	\$	26.24	27.37	28.52
To:	A	26.70	27.85	29.02
	B	27.10	28.27	29.45
	C	27.64	28.83	30.04

GL-MDO 13

		Step 1	Step 2	Step 3
From:	\$	27.14	28.31	29.50
To:	A	27.61	28.81	30.02
	B	28.03	29.24	30.47
	C	28.59	29.82	31.08

GL-MDO 14

		Step 1	Step 2	Step 3
From:	\$	27.99	29.21	30.42
To:	A	28.48	29.72	30.95
	B	28.91	30.17	31.42
	C	29.49	30.77	32.04

**GL - GENERAL LABOUR AND TRADES
MACHINE OPERATING-CONTROLLING SUB-GROUP (MOC)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-MOC 01

		Step 1	Step 2	Step 3
From:	\$	18.40	19.19	20.00
To:	A	18.72	19.53	20.35
	B	19.00	19.82	20.66
	C	19.38	20.22	21.07

GL-MOC 02

		Step 1	Step 2	Step 3
From:	\$	18.99	19.81	20.63
To:	A	19.32	20.16	20.99
	B	19.61	20.46	21.31
	C	20.00	20.87	21.73

GL-MOC 03

		Step 1	Step 2	Step 3
From:	\$	19.69	20.54	21.40
To:	A	20.03	20.90	21.77
	B	20.34	21.21	22.10
	C	20.74	21.64	22.54

GL-MOC 04

		Step 1	Step 2	Step 3
From:	\$	20.29	21.16	22.05
To:	A	20.65	21.53	22.44
	B	20.95	21.85	22.77
	C	21.37	22.29	23.23

GL-MOC 05

		Step 1	Step 2	Step 3
From:	\$	21.04	21.95	22.87
To:	A	21.41	22.33	23.27
	B	21.73	22.67	23.62
	C	22.16	23.12	24.09

GL-MOC 06

		Step 1	Step 2	Step 3
From:	\$	21.78	22.73	23.67
To:	A	22.16	23.13	24.08
	B	22.49	23.47	24.45
	C	22.94	23.94	24.93

GL-MOC 07

		Step 1	Step 2	Step 3
From:	\$	22.55	23.53	24.51
To:	A	22.94	23.94	24.94
	B	23.29	24.30	25.31
	C	23.75	24.79	25.82

GL-MOC 08

		Step 1	Step 2	Step 3
From:	\$	23.49	24.51	25.53
To:	A	23.90	24.94	25.98
	B	24.26	25.31	26.37
	C	24.74	25.82	26.89

GL-MOC 09

		Step 1	Step 2	Step 3
From:	\$	24.36	25.43	26.49
To:	A	24.79	25.88	26.95
	B	25.16	26.26	27.36
	C	25.66	26.79	27.91

GL-MOC 10

		Step 1	Step 2	Step 3
From:	\$	25.29	26.39	27.50
To:	A	25.73	26.85	27.98
	B	26.12	27.25	28.40
	C	26.64	27.80	28.97

GL-MOC 11

		Step 1	Step 2	Step 3
From:	\$	26.24	27.37	28.52
To:	A	26.70	27.85	29.02
	B	27.10	28.27	29.45
	C	27.64	28.83	30.04

GL-MOC 12

		Step 1	Step 2	Step 3
From:	\$	27.14	28.31	29.50
To:	A	27.61	28.81	30.02
	B	28.03	29.24	30.47
	C	28.59	29.82	31.08

GL-MOC 13

		Step 1	Step 2	Step 3
From:	\$	28.06	29.29	30.50
To:	A	28.55	29.80	31.03
	B	28.98	30.25	31.50
	C	29.56	30.85	32.13

GL-MOC 14

		Step 1	Step 2	Step 3
From:	\$	28.98	30.25	31.51
To:	A	29.49	30.78	32.06
	B	29.93	31.24	32.54
	C	30.53	31.87	33.19

**GL - GENERAL LABOUR AND TRADES
PAINTING AND CONSTRUCTION FINISHING SUB-GROUP (PCF)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-PCF 06

		Step 1	Step 2	Step 3
From:	\$	24.23	25.29	26.34
To:	A	24.65	25.73	26.80
	B	25.02	26.12	27.20
	C	25.52	26.64	27.75

GL-PCF 07

		Step 1	Step 2	Step 3
From:	\$	25.06	26.16	27.25
To:	A	25.50	26.62	27.73
	B	25.88	27.02	28.14
	C	26.40	27.56	28.71

GL-PCF 08

		Step 1	Step 2	Step 3
From:	\$	26.12	27.25	28.38
To:	A	26.58	27.73	28.88
	B	26.98	28.14	29.31
	C	27.52	28.71	29.90

GL-PCF 09

		Step 1	Step 2	Step 3
From:	\$	27.16	28.33	29.52
To:	A	27.64	28.83	30.04
	B	28.05	29.26	30.49
	C	28.61	29.84	31.10

GL-PCF 10

		Step 1	Step 2	Step 3
From:	\$	28.24	29.47	30.69
To:	A	28.73	29.99	31.23
	B	29.17	30.44	31.70
	C	29.75	31.04	32.33

GL-PCF 11

		Step 1	Step 2	Step 3
From:	\$	29.24	30.51	31.78
To:	A	29.75	31.04	32.34
	B	30.20	31.51	32.82
	C	30.80	32.14	33.48

GL-PCF 12

		Step 1	Step 2	Step 3
From:	\$	30.30	31.62	32.94
To:	A	30.83	32.17	33.52
	B	31.29	32.66	34.02
	C	31.92	33.31	34.70

GL-PCF 13

		Step 1	Step 2	Step 3
From:	\$	31.36	32.73	34.09
To:	A	31.91	33.30	34.69
	B	32.39	33.80	35.21
	C	33.04	34.48	35.91

GL-PCF 14

		Step 1	Step 2	Step 3
From:	\$	32.40	33.80	35.21
To:	A	32.97	34.39	35.83
	B	33.46	34.91	36.36
	C	34.13	35.61	37.09

**GL - GENERAL LABOUR AND TRADES
PIPEFITTING SUB-GROUP (PIP)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-PIP 01 Step 1

		Step 1	Step 2	Step 3
From:	\$	19.09	19.91	20.75
To:	A	19.42	20.26	21.11
	B	19.72	20.56	21.43
	C	20.11	20.97	21.86

GL-PIP 02 Step 1

		Step 1	Step 2	Step 3
From:	\$	19.75	20.61	21.47
To:	A	20.10	20.97	21.85
	B	20.40	21.29	22.17
	C	20.81	21.71	22.62

GL-PIP 03 Step 1

		Step 1	Step 2	Step 3
From:	\$	20.48	21.38	22.26
To:	A	20.84	21.75	22.65
	B	21.15	22.08	22.99
	C	21.57	22.52	23.45

GL-PIP 04 Step 1

		Step 1	Step 2	Step 3
From:	\$	21.13	22.05	22.96
To:	A	21.50	22.44	23.36
	B	21.82	22.77	23.71
	C	22.26	23.23	24.19

GL-PIP 05 Step 1

		Step 1	Step 2	Step 3
From:	\$	21.92	22.87	23.83
To:	A	22.30	23.27	24.25
	B	22.64	23.62	24.61
	C	23.09	24.09	25.10

GL-PIP 06 Step 1

		Step 1	Step 2	Step 3
From:	\$	22.71	23.70	24.68
To:	A	23.11	24.11	25.11
	B	23.45	24.48	25.49
	C	23.92	24.97	26.00

GL-PIP 07 Step 1

		Step 1	Step 2	Step 3
From:	\$	23.44	24.46	25.48
To:	A	23.85	24.89	25.93
	B	24.21	25.26	26.31
	C	24.69	25.77	26.84

GL-PIP 08 Step 1

		Step 1	Step 2	Step 3
From:	\$	24.44	25.50	26.56
To:	A	24.87	25.95	27.02
	B	25.24	26.34	27.43
	C	25.75	26.86	27.98

GL-PIP 09 Step 1

		Step 1	Step 2	Step 3
From:	\$	25.42	26.53	27.63
To:	A	25.86	26.99	28.11
	B	26.25	27.40	28.54
	C	26.78	27.95	29.11

GL-PIP 10 Step 1

		Step 1	Step 2	Step 3
From:	\$	26.34	27.49	28.63
To:	A	26.80	27.97	29.13
	B	27.20	28.39	29.57
	C	27.75	28.96	30.16

GL-PIP 11 Step 1

		Step 1	Step 2	Step 3
From:	\$	27.37	28.56	29.75
To:	A	27.85	29.06	30.27
	B	28.27	29.50	30.72
	C	28.83	30.09	31.34

GL-PIP 12 Step 1

		Step 1	Step 2	Step 3
From:	\$	28.31	29.55	30.77
To:	A	28.81	30.07	31.31
	B	29.24	30.52	31.78
	C	29.82	31.13	32.41

GL-PIP 13 Step 1

		Step 1	Step 2	Step 3
From:	\$	29.30	30.57	31.84
To:	A	29.81	31.10	32.40
	B	30.26	31.57	32.88
	C	30.87	32.20	33.54

GL-PIP 14 Step 1

		Step 1	Step 2	Step 3
From:	\$	30.27	31.58	32.90
To:	A	30.80	32.13	33.48
	B	31.26	32.61	33.98
	C	31.89	33.27	34.66

**GL - GENERAL LABOUR AND TRADES
PIPEFITTING SUB-GROUP (PIP) (PIPEFITTER AND PLUMBER)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-PIP 09 Step 2

		Step 1	Step 2	Step 3
From:	\$	26.28	27.43	28.57
To:	A	26.74	27.91	29.07
	B	27.14	28.33	29.51
	C	27.68	28.90	30.10

GL-PIP 10 Step 2

		Step 1	Step 2	Step 3
From:	\$	27.37	28.56	29.75
To:	A	27.85	29.06	30.27
	B	28.27	29.50	30.72
	C	28.83	30.09	31.34

GL-PIP 11 Step 2

		Step 1	Step 2	Step 3
From:	\$	28.33	29.56	30.80
To:	A	28.83	30.08	31.34
	B	29.26	30.53	31.81
	C	29.84	31.14	32.45

GL-PIP 12 Step 2

		Step 1	Step 2	Step 3
From:	\$	29.33	30.61	31.88
To:	A	29.84	31.15	32.44
	B	30.29	31.61	32.92
	C	30.90	32.25	33.58

GL-PIP 13 Step 2

		Step 1	Step 2	Step 3
From:	\$	30.35	31.67	32.99
To:	A	30.88	32.22	33.57
	B	31.34	32.71	34.07
	C	31.97	33.36	34.75

GL-PIP 14 Step 2

		Step 1	Step 2	Step 3
From:	\$	31.35	32.72	34.08
To:	A	31.90	33.29	34.68
	B	32.38	33.79	35.20
	C	33.02	34.47	35.90

**GL - GENERAL LABOUR AND TRADES
PRECISION WORKING SUB-GROUP(PRW)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-PRW 01 Step 1

		Step 1	Step 2	Step 3
From:	\$	18.78	19.61	20.42
To:	A	19.11	19.95	20.78
	B	19.40	20.25	21.09
	C	19.78	20.66	21.51

GL-PRW 02 Step 1

		Step 1	Step 2	Step 3
From:	\$	19.41	20.25	21.10
To:	A	19.75	20.60	21.47
	B	20.05	20.91	21.79
	C	20.45	21.33	22.23

GL-PRW 03 Step 1

		Step 1	Step 2	Step 3
From:	\$	20.08	20.96	21.83
To:	A	20.43	21.33	22.21
	B	20.74	21.65	22.55
	C	21.15	22.08	23.00

GL-PRW 04 Step 1

		Step 1	Step 2	Step 3
From:	\$	20.76	21.66	22.56
To:	A	21.12	22.04	22.95
	B	21.44	22.37	23.30
	C	21.87	22.82	23.77

GL-PRW 05 Step 1

		Step 1	Step 2	Step 3
From:	\$	21.46	22.39	23.32
To:	A	21.84	22.78	23.73
	B	22.16	23.12	24.08
	C	22.61	23.59	24.57

GL-PRW 06 Step 1

		Step 1	Step 2	Step 3
From:	\$	22.27	23.24	24.21
To:	A	22.66	23.65	24.63
	B	23.00	24.00	25.00
	C	23.46	24.48	25.50

GL-PRW 07 Step 1

		Step 1	Step 2	Step 3
From:	\$	22.99	23.99	24.99
To:	A	23.39	24.41	25.43
	B	23.74	24.78	25.81
	C	24.22	25.27	26.32

GL-PRW 08 Step 1

		Step 1	Step 2	Step 3
From:	\$	23.99	25.03	26.08
To:	A	24.41	25.47	26.54
	B	24.78	25.85	26.93
	C	25.27	26.37	27.47

GL-PRW 09 Step 1

		Step 1	Step 2	Step 3
From:	\$	24.94	26.02	27.10
To:	A	25.38	26.48	27.57
	B	25.76	26.87	27.99
	C	26.27	27.41	28.55

GL-PRW 10 Step 1

		Step 1	Step 2	Step 3
From:	\$	25.90	27.03	28.16
To:	A	26.35	27.50	28.65
	B	26.75	27.92	29.08
	C	27.28	28.47	29.66

GL-PRW 11 Step 1

		Step 1	Step 2	Step 3
From:	\$	26.86	28.03	29.20
To:	A	27.33	28.52	29.71
	B	27.74	28.95	30.16
	C	28.29	29.53	30.76

GL-PRW 12 Step 1

		Step 1	Step 2	Step 3
From:	\$	27.79	29.01	30.22
To:	A	28.28	29.52	30.75
	B	28.70	29.96	31.21
	C	29.27	30.56	31.83

GL-PRW 13 Step 1

		Step 1	Step 2	Step 3
From:	\$	28.75	30.01	31.26
To:	A	29.25	30.54	31.81
	B	29.69	30.99	32.28
	C	30.29	31.61	32.93

GL-PRW 14 Step 1

		Step 1	Step 2	Step 3
From:	\$	29.72	31.02	32.31
To:	A	30.24	31.56	32.88
	B	30.69	32.04	33.37
	C	31.31	32.68	34.04

GL - GENERAL LABOUR AND TRADES
PRECISION WORKING SUB-GROUP (PRW) (PAINTER, BRICKLAYER, STONEMASON AND PLASTERER)
HOURLY RATES OF PAY
(In dollars)

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-PRW 06 Step 2

		Step 1	Step 2	Step 3
From:	\$	24.23	25.29	26.34
To:	A	24.65	25.73	26.80
	B	25.02	26.12	27.20
	C	25.52	26.64	27.75

GL-PRW 07 Step 2

		Step 1	Step 2	Step 3
From:	\$	25.06	26.16	27.25
To:	A	25.50	26.62	27.73
	B	25.88	27.02	28.14
	C	26.40	27.56	28.71

GL-PRW 08 Step 2

		Step 1	Step 2	Step 3
From:	\$	26.12	27.25	28.38
To:	A	26.58	27.73	28.88
	B	26.98	28.14	29.31
	C	27.52	28.71	29.90

GL-PRW 09 Step 2

		Step 1	Step 2	Step 3
From:	\$	27.16	28.33	29.52
To:	A	27.64	28.83	30.04
	B	28.05	29.26	30.49
	C	28.61	29.84	31.10

GL-PRW 10 Step 2

		Step 1	Step 2	Step 3
From:	\$	28.24	29.47	30.69
To:	A	28.73	29.99	31.23
	B	29.17	30.44	31.70
	C	29.75	31.04	32.33

GL-PRW 11 Step 2

		Step 1	Step 2	Step 3
From:	\$	29.24	30.51	31.78
To:	A	29.75	31.04	32.34
	B	30.20	31.51	32.82
	C	30.80	32.14	33.48

GL-PRW 12 Step 2

		Step 1	Step 2	Step 3
From:	\$	30.30	31.62	32.94
To:	A	30.83	32.17	33.52
	B	31.29	32.66	34.02
	C	31.92	33.31	34.70

GL-PRW 13 Step 2

		Step 1	Step 2	Step 3
From:	\$	31.36	32.73	34.09
To:	A	31.91	33.30	34.69
	B	32.39	33.80	35.21
	C	33.04	34.48	35.91

GL-PRW 14 Step 2

		Step 1	Step 2	Step 3
From:	\$	32.40	33.80	35.21
To:	A	32.97	34.39	35.83
	B	33.48	34.91	36.38
	C	34.13	35.61	37.09

**GL - GENERAL LABOUR AND TRADES
VEHICLE AND HEAVY EQUIPMENT MAINTAINING SUB-GROUP (VHE)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- S)** Effective August 5, 2010
- A)** Effective August 5, 2011
- B)** Effective August 5, 2012
- C)** Effective August 5, 2013

GL-VHE 01

		Step 1	Step 2	Step 3
From:	\$	18.46	19.26	20.07
To:	A	18.78	19.60	20.42
	B	19.06	19.89	20.73
	C	19.45	20.29	21.14

GL-VHE 02

		Step 1	Step 2	Step 3
From:	\$	19.18	20.02	20.85
To:	A	19.52	20.37	21.21
	B	19.81	20.68	21.53
	C	20.20	21.09	21.96

GL-VHE 03

		Step 1	Step 2	Step 3
From:	\$	19.82	20.68	21.54
To:	A	20.17	21.04	21.92
	B	20.47	21.36	22.25
	C	20.88	21.78	22.69

GL-VHE 04

		Step 1	Step 2	Step 3
From:	\$	20.47	21.37	22.25
To:	A	20.83	21.74	22.64
	B	21.14	22.07	22.98
	C	21.56	22.51	23.44

GL-VHE 05

		Step 1	Step 2	Step 3
From:	\$	21.20	22.13	23.05
To:	A	21.57	22.52	23.45
	B	21.89	22.86	23.81
	C	22.33	23.31	24.28

GL-VHE 06

		Step 1	Step 2	Step 3
From:	\$	21.95	22.90	23.86
To:	A	22.33	23.30	24.28
	B	22.67	23.65	24.64
	C	23.12	24.12	25.13

GL-VHE 07

		Step 1	Step 2	Step 3
From:	\$	22.69	23.66	24.65
To:	A	23.09	24.07	25.08
	B	23.43	24.44	25.46
	C	23.90	24.92	25.97

GL-VHE 08

		Step 1	Step 2	Step 3
From:	\$	23.62	24.64	25.67
To:	A	24.03	25.07	26.12
	B	24.39	25.45	26.51
	C	24.88	25.96	27.04

GL-VHE 09

		Step 1	Step 2	Step 3
From:	\$	24.55	25.61	26.68
To:	A	24.98	26.06	27.15
	B	25.35	26.45	27.55
	C	25.86	26.98	28.11

GL-VHE 10

		Step 1	Step 2	Step 3
From:	\$	25.52	26.62	27.73
To:	A	25.97	27.09	28.22
	B	26.36	27.49	28.64
	C	26.88	28.04	29.21

GL-VHE 11

		Step 1	Step 2	Step 3
From:	\$	26.43	27.58	28.73
To:	A	26.89	28.06	29.23
	B	27.30	28.48	29.67
	C	27.84	29.05	30.26

GL-VHE 12

		Step 1	Step 2	Step 3
From:	\$	27.39	28.58	29.77
To:	A	27.87	29.08	30.29
	B	28.29	29.52	30.75
	C	28.85	30.11	31.36

GL-VHE 13

		Step 1	Step 2	Step 3
From:	\$	28.31	29.55	30.77
To:	A	28.81	30.07	31.31
	B	29.24	30.52	31.78
	C	29.82	31.13	32.41

GL-VHE 14

		Step 1	Step 2	Step 3
From:	\$	29.23	30.50	31.77
To:	A	29.74	31.03	32.33
	B	30.19	31.50	32.81
	C	30.79	32.13	33.47

**GL - GENERAL LABOUR AND TRADES
WOODWORKING SUB-GROUP (WOW)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-WOW 01 Step 1

		Step 1	Step 2	Step 3
From:	\$	17.47	18.24	19.00
To:	A	17.78	18.56	19.33
	B	18.04	18.84	19.62
	C	18.40	19.21	20.01

GL-WOW 02 Step 1

		Step 1	Step 2	Step 3
From:	\$	18.06	18.84	19.63
To:	A	18.38	19.17	19.97
	B	18.65	19.46	20.27
	C	19.02	19.85	20.68

GL-WOW 03 Step 1

		Step 1	Step 2	Step 3
From:	\$	18.68	19.49	20.31
To:	A	19.01	19.83	20.67
	B	19.29	20.13	20.98
	C	19.68	20.53	21.39

GL-WOW 04 Step 1

		Step 1	Step 2	Step 3
From:	\$	19.31	20.15	20.99
To:	A	19.65	20.50	21.36
	B	19.94	20.81	21.68
	C	20.34	21.23	22.11

GL-WOW 05 Step 1

		Step 1	Step 2	Step 3
From:	\$	20.00	20.87	21.74
To:	A	20.35	21.24	22.12
	B	20.66	21.55	22.45
	C	21.07	21.98	22.90

GL-WOW 06 Step 1

		Step 1	Step 2	Step 3
From:	\$	20.62	21.52	22.42
To:	A	20.98	21.90	22.81
	B	21.30	22.23	23.15
	C	21.72	22.67	23.62

GL-WOW 07 Step 1

		Step 1	Step 2	Step 3
From:	\$	21.36	22.28	23.21
To:	A	21.73	22.67	23.62
	B	22.06	23.01	23.97
	C	22.50	23.47	24.45

GL-WOW 08 Step 1

		Step 1	Step 2	Step 3
From:	\$	22.19	23.15	24.12
To:	A	22.58	23.56	24.54
	B	22.92	23.91	24.91
	C	23.38	24.39	25.41

GL-WOW 09 Step 1

		Step 1	Step 2	Step 3
From:	\$	23.07	24.08	25.08
To:	A	23.47	24.50	25.52
	B	23.83	24.87	25.90
	C	24.30	25.37	26.42

**GL - GENERAL LABOUR AND TRADES
WOODWORKING SUB-GROUP (WOW) (CARPENTER)
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GL-WOW 09 Step 2

		Step 1	Step 2	Step 3
From:	\$	24.99	26.09	27.17
To:	A	25.43	26.55	27.65
	B	25.81	26.94	28.06
	C	26.32	27.48	28.62

GL-WOW 10 Step 2

		Step 1	Step 2	Step 3
From:	\$	25.98	27.10	28.24
To:	A	26.43	27.57	28.73
	B	26.83	27.99	29.17
	C	27.37	28.55	29.75

GL-WOW 11 Step 2

		Step 1	Step 2	Step 3
From:	\$	26.93	28.10	29.27
To:	A	27.40	28.59	29.78
	B	27.81	29.02	30.23
	C	28.37	29.60	30.83

GL-WOW 12 Step 2

		Step 1	Step 2	Step 3
From:	\$	27.92	29.13	30.35
To:	A	28.41	29.64	30.88
	B	28.83	30.08	31.34
	C	29.41	30.69	31.97

GL-WOW 13 Step 2

		Step 1	Step 2	Step 3
From:	\$	28.85	30.10	31.36
To:	A	29.35	30.63	31.91
	B	29.80	31.09	32.39
	C	30.39	31.71	33.04

GL-WOW 14 Step 2

		Step 1	Step 2	Step 3
From:	\$	29.79	31.08	32.38
To:	A	30.31	31.62	32.95
	B	30.77	32.10	33.44
	C	31.38	32.74	34.11

**GS- GENERAL SERVICES
HOURLY RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GS 01

		Step 1	Step 2	Step 3
From:	\$	13.90	14.49	15.10
To:	A	14.14	14.74	15.36
	B	14.36	14.96	15.59
	C	14.64	15.26	15.91

GS 02

		Step 1	Step 2	Step 3
From:	\$	16.70	17.43	18.15
To:	A	16.99	17.74	18.47
	B	17.25	18.00	18.74
	C	17.59	18.36	19.12

GS 03

		Step 1	Step 2	Step 3
From:	\$	19.53	20.39	21.23
To:	A	19.87	20.75	21.60
	B	20.17	21.06	21.93
	C	20.57	21.48	22.36

GS 04

		Step 1	Step 2	Step 3
From:	\$	20.54	21.43	22.33
To:	A	20.90	21.81	22.72
	B	21.21	22.13	23.06
	C	21.64	22.57	23.52

GS 05

		Step 1	Step 2	Step 3
From:	\$	22.91	23.90	24.90
To:	A	23.31	24.32	25.34
	B	23.66	24.68	25.72
	C	24.13	25.18	26.23

GS 06

		Step 1	Step 2	Step 3
From:	\$	23.63	24.66	25.69
To:	A	24.04	25.09	26.14
	B	24.40	25.47	26.53
	C	24.89	25.98	27.06

GS 07

		Step 1	Step 2	Step 3
From:	\$	24.74	25.82	26.89
To:	A	25.17	26.27	27.36
	B	25.55	26.67	27.77
	C	26.06	27.20	28.33

GS 08

		Step 1	Step 2	Step 3
From:	\$	25.92	27.05	28.18
To:	A	26.37	27.52	28.67
	B	26.77	27.94	29.10
	C	27.30	28.49	29.69

GS 09

		Step 1	Step 2	Step 3
From:	\$	28.33	29.56	30.80
To:	A	28.83	30.08	31.34
	B	29.26	30.53	31.81
	C	29.84	31.14	32.45

GS 10

		Step 1	Step 2	Step 3
From:	\$	29.89	31.18	32.48
To:	A	30.41	31.73	33.05
	B	30.87	32.20	33.54
	C	31.49	32.85	34.22

GS 11

		Step 1	Step 2	Step 3
From:	\$	31.06	32.41	33.76
To:	A	31.60	32.98	34.35
	B	32.08	33.47	34.87
	C	32.72	34.14	35.56

GS 12

		Step 1	Step 2	Step 3
From:	\$	32.33	33.74	35.14
To:	A	32.90	34.33	35.75
	B	33.39	34.85	36.29
	C	34.06	35.54	37.02

GS 13

		Step 1	Step 2	Step 3
From:	\$	33.60	35.06	36.52
To:	A	34.19	35.67	37.16
	B	34.70	36.21	37.72
	C	35.39	36.93	38.47

**GT - GENERAL TECHNICAL GROUP
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

GT- TECHNOLOGICAL INSTITUTE RECRUITMENT

From:	\$	22619	to	36547
To:	A	23015	to	37187
	B	23360	to	37744
	C	23827	to	38499

GT-01

From:	\$	39025	40100	41176	42241	43932
To:	A	39708	40802	41897	42980	44701
	B	40304	41414	42525	43625	45371
	C	41110	42242	43376	44497	46279

GT-02

From:	\$	44755	46053	47348	48644	50590
To:	A	45538	46859	48177	49495	51475
	B	46221	47562	48899	50238	52247
	C	47146	48513	49877	51242	53292

GT-03

From:	\$	50050	51550	53064	54568	56751
To:	A	50926	52452	53993	55523	57744
	B	51690	53239	54803	56356	58610
	C	52724	54304	55899	57483	59783

GT-04

From:	\$	56390	58140	59894	61650	64119
To:	A	57377	59157	60942	62729	65241
	B	58237	60045	61856	63670	66220
	C	59402	61246	63093	64943	67544

GT-05

From:	\$	63295	65234	67183	69200	71966
To:	A	64403	66376	68359	70411	73225
	B	65369	67371	69384	71467	74324
	C	66676	68719	70772	72897	75810

GT-06

From:	\$	70044	72331	74634	76929	80004
To:	A	71270	73597	75940	78275	81404
	B	72339	74701	77079	79449	82625
	C	73786	76195	78621	81038	84278

GT-07

From:	\$	80269	82972	85670	88237	91763
To:	A	81674	84424	87169	89781	93369
	B	82899	85690	88477	91128	94769
	C	84557	87404	90246	92950	96665

GT-08

From:	\$	91058	93942	96815	99685	103674
To:	A	92652	95586	98509	101429	105488
	B	94041	97020	99987	102951	107071
	C	95922	98960	101987	105010	109212

HP - HEATING, POWER & STATIONARY PLANT OPERATIONS
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

HP-01

From:	\$	19.69	20.13	20.55
To:	A	20.03	20.48	20.91
	B	20.34	20.79	21.22
	C	20.74	21.21	21.65

HP-02

From:	\$	21.53	22.04	22.53
To:	A	21.91	22.43	22.92
	B	22.24	22.76	23.27
	C	22.68	23.22	23.73

HP-03

From:	\$	23.44	24.01	24.61
To:	A	23.85	24.43	25.04
	B	24.21	24.80	25.42
	C	24.69	25.29	25.92

HP-04

From:	\$	26.31	27.01	27.65
To:	A	26.77	27.48	28.13
	B	27.17	27.89	28.56
	C	27.72	28.45	29.13

HP-05

From:	\$	28.35	29.04	29.76
To:	A	28.85	29.55	30.28
	B	29.28	29.99	30.74
	C	29.86	30.59	31.35

HP-06

From:	\$	28.46	29.24	29.97	30.73	31.53
To:	A	28.96	29.75	30.49	31.27	32.08
	B	29.39	30.20	30.95	31.74	32.56
	C	29.98	30.80	31.57	32.37	33.21

HP-07

From:	\$	30.88	31.70	32.57	33.40	34.31
To:	A	31.42	32.25	33.14	33.98	34.91
	B	31.89	32.74	33.64	34.49	35.43
	C	32.53	33.39	34.31	35.18	36.14

HP-08

From:	\$	33.16	34.06	34.99	35.88	36.84
To:	A	33.74	34.66	35.60	36.51	37.48
	B	34.25	35.18	36.14	37.06	38.05
	C	34.93	35.88	36.86	37.80	38.81

HP-09

From:	\$	35.14	36.16	37.23	38.29	39.43
To:	A	35.75	36.79	37.88	38.96	40.12
	B	36.29	37.34	38.45	39.54	40.72
	C	37.02	38.09	39.22	40.34	41.54

**HR - HISTORICAL RESEARCH
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

HR-01

From:	\$	27170	to	47618	*	49497	51437	53378	55322
To:	A	27645	to	48451	*	50363	52337	54312	56290
	B	28060	to	49178	*	51119	53122	55127	57134
	C	28621	to	50162	*	52141	54185	56229	58277

*(ROUNDED TO THE NEAREST \$10.00)

HR-02

From:	\$	55855	57961	60075	62186
To:	A	56832	58975	61126	63274
	B	57685	59860	62043	64223
	C	58839	61057	63284	65508

HR-03

From:	\$	64464	66896	69338	71773
To:	A	65592	68067	70551	73029
	B	66576	69088	71610	74124
	C	67908	70469	73042	75607

HR-04

From:	\$	75568	78514	81461	84403
To:	A	76890	79888	82887	85880
	B	78044	81086	84130	87168
	C	79605	82708	85812	88912

HR-05

From:	\$	81892	86304	90715	95128
To:	A	83325	87814	92303	96793
	B	84575	89132	93687	98245
	C	86266	90914	95561	100210

IS - INFORMATION SERVICES GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

IS-01

From:	\$	46466	48233	50063	51967
To:	A	47279	49077	50939	52876
	B	47988	49813	51703	53670
	C	48948	50809	52737	54743

IS-02

From:	\$	51777	53741	55784
To:	A	52683	54681	56760
	B	53473	55502	57612
	C	54543	56612	58764

IS-03

From:	\$	60623	62926	65507
To:	A	61684	64027	66653
	B	62609	64988	67653
	C	63861	66287	69006

IS-04

From:	\$	72373	75123	78242
To:	A	73640	76438	79611
	B	74744	77584	80805
	C	76239	79136	82422

IS-05

From:	\$	80614	83678	86966
To:	A	82025	85142	88488
	B	83255	86420	89815
	C	84920	88148	91612

IS-06

From:	\$	84857	88082	91429	94173	97025
To:	A	86342	89623	93029	95821	98723
	B	87637	90968	94424	97258	100204
	C	89390	92787	96313	99204	102208

**LS - LIBRARY SCIENCE
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

LS-01

From:	\$	53583	55245	56906	58567	60224	61887	63545	65206
To:	A	54521	56212	57902	59592	61278	62970	64657	66347
	B	55339	57055	58770	60486	62197	63915	65627	67342
	C	56445	58196	59946	61696	63441	65193	66939	68689

LS-02

From:	\$	59256	61210	63164	65113	67071
To:	A	60293	62281	64269	66252	68245
	B	61197	63215	65233	67246	69268
	C	62421	64480	66538	68591	70654

LS-03

From:	\$	69316	71544	73767	75992	78220
To:	A	70529	72796	75058	77322	79589
	B	71587	73888	76184	78482	80783
	C	73019	75366	77707	80051	82398

LS-04

From:	\$	71764	74353	76935	79527	82115	84698
To:	A	73020	75654	78281	80919	83552	86180
	B	74115	76789	79456	82133	84805	87473
	C	75597	78325	81045	83775	86501	89222

LS-05

From:	\$	86527	89357	92184	95012	97846	100676
To:	A	88041	90921	93797	96675	99558	102438
	B	89362	92285	95204	98125	101052	103974
	C	91149	94130	97108	100087	103073	106054

PC - PHYSICAL SCIENCES GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

PC-01

From:	\$	32006	to	50758 *	54775	57036	59299	61565	63828
To:	A	32566	to	51646 *	55734	58034	60337	62642	64945
	B	33055	to	52421 *	56570	58905	61242	63582	65919
	C	33716	to	53469 *	57701	60083	62467	64854	67238

*(ROUNDED TO THE NEAREST \$10.00)

PC-02

From:	\$	62542	65025	67493	69972	72448	74917
To:	A	63636	66163	68674	71197	73716	76228
	B	64591	67155	69704	72264	74822	77371
	C	65883	68498	71098	73710	76318	78919

PC-03

From:	\$	75358	78219	81093	83952	86814	89680
To:	A	76677	79588	82512	85421	88333	91249
	B	77827	80782	83750	86702	89658	92618
	C	79383	82397	85425	88437	91451	94471

PC-04

From:	\$	87311	90365	93423	96477	99532	102588
To:	A	88839	91946	95058	98165	101274	104383
	B	90172	93326	96484	99638	102793	105949
	C	91975	95192	98413	101631	104849	108068

PC-05

From:	\$	98367	101743	105132	108523	111907
To:	A	100088	103524	106972	110422	113865
	B	101590	105076	108576	112078	115573
	C	103622	107178	110748	114320	117885

**PG - PURCHASING AND SUPPLY
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- X) Effective August 5, 2011 - Restructure
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

PG - TECHNOLOGICAL INSTITUTE RECRUITMENT

From:	\$	22968	to	34741 *
To:	A	23370	to	35349 *
	B	23720	to	35879 *
	C	24195	to	36597 *

*(ROUNDED TO THE NEAREST \$10.00)

PG - DEVELOPMENT

From:	\$	25454	to	39105 *
To:	A	25899	to	39789 *
	B	26288	to	40386 *
	C	26814	to	41194 *

*(ROUNDED TO THE NEAREST \$10.00)

PG-01

	\$	29792	31711	33639	35558	37481	39388	41313	43230	45154	47077	48997
From:	X	31711	33639	35558	37481	39388	41313	43230	45154	47077	48997	50917
To:	A	32266	34228	36180	38137	40077	42036	43987	45944	47901	49854	51808
	B	32750	34741	36723	38709	40678	42667	44646	46633	48619	50602	52585
	C	33405	35436	37457	39483	41492	43520	45539	47566	49592	51614	53637

PG-02

	\$	49228	51414	53608	55790
From:	X	51414	53608	55790	57972
To:	A	52314	54546	56766	58987
	B	53098	55364	57618	59871
	C	54160	56472	58770	61069

PG-03

	\$	54787	57240	59684	62120
From:	X	57240	59684	62120	64556
To:	A	58242	60728	63207	65686
	B	59115	61639	64155	66671
	C	60298	62872	65438	68004

PG-04

	\$	65003	67904	70814	73725
From:	X	67904	70814	73725	76636
To:	A	69092	72053	75015	77977
	B	70129	73134	76140	79147
	C	71531	74597	77663	80730

PG-05

	\$	76492	79932	83363	86575
From:	X	79932	83363	86575	89787
To:	A	81331	84822	88090	91358
	B	82551	86094	89411	92729
	C	84202	87816	91200	94583

PG-06

	\$	86286	88045	89674	91301	92929	94548	96171
From:	X	88045	89674	91301	92929	94548	96171	97794
To:	A	89586	91243	92899	94555	96203	97854	99505
	B	90930	92612	94292	95974	97646	99322	100998
	C	92748	94464	96178	97893	99599	101308	103018

**PM - PROGRAM ADMINISTRATION GROUP
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

PM - DEVELOPMENT

From:	\$	29502	to	44219
To:	A	30018	to	44993
	B	30469	to	45668
	C	31078	to	46581

PM-01

From:	\$	46466	48233	50063	51967
To:	A	47279	49077	50939	52876
	B	47988	49813	51703	53670
	C	48948	50809	52737	54743

PM-02

From:	\$	51777	53741	55784
To:	A	52683	54681	56760
	B	53473	55502	57612
	C	54543	56612	58764

PM-03

From:	\$	55496	57605	59796
To:	A	56467	58613	60842
	B	57314	59492	61755
	C	58460	60682	62990

PM-04

From:	\$	60623	62926	65507
To:	A	61684	64027	66653
	B	62609	64988	67653
	C	63861	66287	69006

PM-05

From:	\$	72373	75123	78242
To:	A	73640	76438	79611
	B	74744	77584	80805
	C	76239	79136	82422

PM-06

From:	\$	84857	88082	91429	94173	97025
To:	A	86342	89623	93029	95821	98723
	B	87637	90968	94424	97258	100204
	C	89390	92787	96313	99204	102208

PM-07

From:	\$	87618	to	103130
To:	A	89151	to	104935
	B	90489	to	106509
	C	92298	to	108639

**PY - PHOTOGRAPHY
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

PY-01

From:	\$	30975	31798	32621	33440	34778
To:	A	31517	32354	33192	34025	35387
	B	31990	32840	33690	34536	35917
	C	32630	33497	34364	35226	36636

PY-02

From:	\$	35383	36380	37373	38356	39888
To:	A	36002	37017	38027	39027	40586
	B	36542	37572	38597	39613	41195
	C	37273	38323	39369	40405	42019

PY-03

From:	\$	38563	39674	40795	41909	43586
To:	A	39238	40368	41509	42642	44349
	B	39826	40974	42132	43282	45014
	C	40623	41793	42974	44148	45914

PY-04

From:	\$	41621	42858	44106	45343	47156
To:	A	42349	43608	44878	46137	47981
	B	42985	44262	45551	46829	48701
	C	43844	45147	46462	47765	49675

PY-05

From:	\$	43919	45126	46368	47661	49062	51022
To:	A	44688	45916	47179	48495	49921	51915
	B	45358	46604	47887	49222	50669	52694
	C	46265	47537	48845	50207	51683	53747

PY-06

From:	\$	47052	48465	49922	51415	52958	55075
To:	A	47875	49313	50796	52315	53885	56039
	B	48594	50053	51558	53099	54693	56879
	C	49565	51054	52589	54161	55787	58017

PY-07

From:	\$	50147	51654	53206	54799	56443	58703
To:	A	51025	52558	54137	55758	57431	59730
	B	51790	53346	54949	56594	58292	60626
	C	52826	54413	56046	57726	59458	61839

**SC - DED - SHIPS' CREW
RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

		Monthly *	Annual	Weekly	Daily	Hourly
SC-DED-01						
From:	\$	3668	44016	843.63	168.73	21.09
To:	A	3732	44786	858.39	171.68	21.46
	B	3788	45458	871.27	174.26	21.78
	C	3864	46367	888.69	177.74	22.22
SC-DED-02						
From:	\$	3805	45661	875.12	175.03	21.87
To:	A	3872	46460	890.43	178.09	22.25
	B	3930	47157	903.79	180.76	22.59
	C	4008	48100	921.87	184.38	23.04
SC-DED-03						
From:	\$	3942	47304	906.62	181.32	22.68
To:	A	4011	48132	922.49	184.49	23.08
	B	4071	48854	936.32	187.26	23.42
	C	4153	49831	955.05	191.01	23.89
SC-DED-04						
From:	\$	4049	48587	931.22	186.23	23.27
To:	A	4120	49437	947.52	189.49	23.68
	B	4182	50179	961.73	192.33	24.03
	C	4265	51182	980.96	196.18	24.51
SC-DED-05						
From:	\$	4167	49987	958.03	191.61	23.94
To:	A	4240	50862	974.80	194.96	24.36
	B	4304	51625	989.42	197.89	24.72
	C	4390	52657	1009.21	201.85	25.22

SC-DED-06

From:	\$	4279	51360	984.35	196.87	24.61
To:	A	4354	52259	1001.58	200.32	25.04
	B	4419	53043	1016.60	203.32	25.42
	C	4508	54104	1036.93	207.39	25.92

SC-DED-07

From:	\$	4403	52836	1012.65	202.53	25.31
To:	A	4480	53761	1030.37	206.07	25.75
	B	4547	54567	1045.83	209.17	26.14
	C	4638	55658	1066.74	213.35	26.66

***The monthly rate of pay is the rate of pay
used to remunerate employees in the SC-DED group**

**SE-RES - RESEARCH SCIENTIST
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

SE-RES-01

From:	\$	50539	53198	55856	58517	61177	63829	66494
To:	A	51423	54129	56833	59541	62248	64946	67658
	B	52195	54941	57686	60434	63181	65920	68673
	C	53239	56040	58840	61643	64445	67239	70046

SE-RES-02

From:	\$	62754	66661	70567	74476	78380	82286	86195	90104	94002
To:	A	63852	67828	71802	75779	79752	83726	87703	91681	95647
	B	64810	68845	72879	76916	80948	84982	89019	93056	97082
	C	66106	70222	74337	78454	82567	86682	90799	94917	99023

SE-RES-03

From:	\$	79306	82437	85567	88694	91826	94958	98088	101218	104347
To:	A	80694	83880	87064	90246	93433	96620	99805	102989	106173
	B	81904	85138	88370	91600	94834	98069	101302	104534	107766
	C	83542	86841	90138	93432	96731	100030	103328	106625	109921

SE-RES-04

From:	\$	94978	98453	101928	105402	108877	112353	115825
To:	A	96640	100176	103712	107247	110782	114319	117852
	B	98090	101679	105267	108855	112444	116034	119620
	C	100052	103712	107373	111032	114693	118355	122012

SE-RES-05

From:	\$	103994	107800	111606	115410	119217	123023	126829
To:	A	105814	109687	113559	117430	121303	125176	129049
	B	107401	111332	115262	119191	123123	127054	130984
	C	109549	113558	117568	121575	125585	129595	133604

**SE-REM - RESEARCH MANAGER
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

SE-REM-01

From:	\$	80915	84047	87176	90305	93435	96567	99695	102826	105958
To:	A	82331	85518	88702	91885	95070	98257	101440	104625	107812
	B	83566	86801	90032	93264	96496	99731	102961	106195	109429
	C	85237	88537	91833	95129	98426	101725	105020	108319	111618

SE-REM-02

From:	\$	93299	96461	99629	102793	105958	109119	112284	115447	118610
To:	A	94932	98149	101373	104592	107812	111029	114249	117467	120686
	B	96356	99621	102893	106161	109429	112694	115963	119229	122496
	C	98283	101614	104951	108284	111618	114948	118282	121614	124946

**SI - SOCIAL SCIENCE SUPPORT
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

SI-01

From:	\$	44993	46727	48524	50395	52334
To:	A	45780	47545	49373	51277	53250
	B	46467	48258	50114	52046	54049
	C	47396	49223	51116	53087	55130

SI-02

From:	\$	50847	52491	54186	55935	57744
To:	A	51737	53410	55134	56914	58755
	B	52513	54211	55961	57768	59636
	C	53563	55295	57080	58923	60829

SI-03

From:	\$	55904	57586	59321	61106	62943
To:	A	56882	58594	60359	62175	64045
	B	57736	59473	61265	63108	65005
	C	58890	60662	62490	64370	66305

SI-04

From:	\$	59867	62139	64501	66948	69492
To:	A	60915	63226	65630	68120	70708
	B	61828	64175	66614	69141	71769
	C	63065	65458	67946	70524	73204

SI-05

From:	\$	71639	74243	76942	79737	82636
To:	A	72893	75542	78288	81132	84082
	B	73986	76675	79463	82349	85343
	C	75466	78209	81052	83996	87050

SI-06

From:	\$	81408	84404	87511	90732	94072
To:	A	82833	85881	89042	92320	95718
	B	84075	87169	90378	93705	97154
	C	85757	88913	92186	95579	99097

SI-07

From:	\$	91552	94791	98144	101618	105212
To:	A	93154	96450	99862	103396	107053
	B	94551	97897	101359	104947	108659
	C	96443	99855	103387	107046	110832

SI-08

From:	\$	100197	103455	106822	110297	113885
To:	A	101950	105265	108691	112227	115878
	B	103480	106844	110322	113911	117616
	C	105549	108981	112528	116189	119968

**ST- SECRETARIAL
ANNUAL RATES OF PAY
(in dollars)**

Effective Dates:

- \$) Effective August 5, 2010
- A) Effective August 5, 2011
- B) Effective August 5, 2012
- C) Effective August 5, 2013

ST-SCY-01

From:	\$	31864	32756	33649	34551	35437	36337	37233	/	38123	38896	39605	40546	41489
To:	A	32422	33329	34238	35156	36057	36973	37885	/	38790	39373	40298	41256	42215
	B	32908	33829	34751	35683	36598	37527	38453	/	39372	39964	40903	41874	42848
	C	33566	34506	35446	36397	37330	38278	39222	/	40159	40763	41721	42712	43705

ST-SCY-02

From:	\$	40663	41723	42781	43834
To:	A	41375	42453	43530	44601
	B	41995	43090	44183	45270
	C	42835	43952	45066	46176

ST-SCY-03

From:	\$	42129	43334	44556	45756
To:	A	42866	44092	45336	46557
	B	43509	44754	46016	47255
	C	44379	45649	46936	48200

ST-SCY-04

From:	\$	45282	46666	48044	49403
To:	A	46074	47483	48885	50288
	B	46766	48195	49618	51022
	C	47701	49159	50610	52042

PAY NOTES FOR ALL CLASSIFICATIONS

A) PAY INCREMENTS – GENERAL (See SPECIFIC notes for exceptions)

1. Full-Time and Part-Time Employees

- (a) The pay increment period for employees is twelve (12) months. A pay increment shall be to the next rate in the scale of rates.
- (b) The pay increment date for a employee appointed to a position in the bargaining unit on promotion, demotion or from outside the Public Service on or after the date of signing of this agreement shall be the anniversary date of such appointment.
- (c) For employees appointed prior to the date of signing of this agreement, their anniversary date will be the date on which the employee received his or her last pay increment.

2. Term Employees (Full-Time and Part-Time): Entitlement for an increment after twelve (12) months of cumulative service with the Agency

- (a) An employee appointed to a term position within the Agency shall receive an increment after having reached twelve (12) months of cumulative service with the Agency, at the same occupational group and level.
- (b) For the purpose of defining when a determinate employee will be entitled to go to the next salary increment, “cumulative” means all service, whether continuous or discontinuous, with the Agency at the same occupational group and level.

B) PAY INCREMENTS – SPECIFIC

3. Development or Technological Institute Recruitment Level (TIRL) Pay Ranges

- (a) This pay note applies to employees being paid at the AR-01, AS-DEV, CO-DEV, EG-TIRL, EN-ENG-01, FI-DEV, GT-TIRL, PG-DEV and PM-DEV levels.
- (b) The pay increment period is six (6) months.
- (c) For employees in one of the levels listed in (a), an increase at the end of an increment period shall be to a rate in the pay range which is four hundred (\$ 400) higher than the rate at which the employee is being paid or, if there is no such rate, to the maximum of the pay range.

4. Partial Development Pay Ranges

- (a) This pay note applies to employees being paid within the development range portion of the BI-01, FO-01, HR-01, and PC-01 levels.
- (b) The pay increment period is six (6) months.
- (c) For employees being paid in the development range portion of one the levels listed in (a), an increase at the end of an increment period shall be to a rate in the pay range which is four hundred (\$ 400) higher than the rate at which the employee is being paid or, if there is no such rate, to the maximum of the development range portion of the level.
- (d) An increase from the developmental range part to the fixed incremental part of the scales for the levels listed in (a) shall take place on the date on which the Agency certifies that the employee should be paid at that rate.
- (e) The pay increment period for the fixed increment portion of the levels listed in (a) is twelve (12) months.

5. Other levels with six (6) month increment periods

- (a) This pay note applies to employees being paid at the following levels: CR-01, DD-01, DD-02 and ST-SCY-01 (up to and including the seventh step).
- (b) The pay increment period is six (6) months.
- (c) The pay increment period for ST-SCY-01 (eighth step and above) is twelve (12) months.

6. Performance Pay Levels

- (a) This pay note applies to employees being paid at the AS-08, ES-08 and PM-07 levels.
- (b) Pay increases within the performance pay ranges listed in (a) shall be in accordance with the directive governing Performance Pay for Represented Employees in the Administrative and Foreign Service Category, except that the term "increment" in the directive shall mean an amount equal to seven hundred and fifty dollars (\$ 750) for the performance pay ranges in effect during this agreement, provided the maximum of the range is not exceeded.

C) TRANSITION TO NATIONAL RATES OF PAY

Effective August 5, 2009, for the GL and GS Groups only, prior to any other pay revision which occurs on that date, an employee shall be paid in the 'X' line at the rate of pay which is nearest to but not less than the employee's rate of pay in the 'B' line as of August 4, 2009.

D) GL/GS WAGE ZONE COLLAPSE

PAY INCREMENTS

- a) The pay increment date for an employee appointed to a position in the General Labour and Trades or General Services Groups prior to August 5, 2009 shall be August 5th.
- b) The pay increment date for an employee appointed to a position in the General Labour and Trades or General Services Groups on or after August 5, 2009 shall be the anniversary date of such an appointment.
- c) The increment period for employees paid in these scales of rates is one (1) year.
- d) On August 4th 2011, any employees who were on strength as of August 5th 2009, who are not at the maximum rate of pay, shall move to the maximum rate.

E) PAY ADJUSTMENTS

7. General

An employee shall, on the relevant effective dates of adjustment to rates of pay, be paid in the "A", "B", "C", or "D" (if applicable) scale of rates at the rate shown immediately below his or her former rate.

8. Developmental and TIRL pay ranges

- (a) This pay note applies to employees being paid at a level characterized by a development or TIRL pay range, including the AR-01, AS-DEV, CO-DEV, EG-TIRL, EN-ENG-01, FI-DEV, GT-TIRL, PG-DEV and PM-DEV levels, and also including the development pay range portion of the BI-01, FO-01, HR-01 and PC-01 levels.
- (b) An employee being paid at one the levels listed in (a) shall, on the relevant effective dates of adjustment to rates of pay, be paid in the "A", "B", "C", or "D" (if applicable) range at a rate of pay higher than his or her former rate by the following percentages:

Pay Scale	
"A"	2.3 %
"B"	1.5 %
"C"	1.5 %
"D"	1.5 %

9. Performance Pay Ranges

- (a) This pay note applies to employees being paid at a classification and level characterized by a performance pay range, including the AS-08, ES-08 and PM-07 levels.
- (b) An employee being paid at one the levels listed in (a) shall, on the relevant effective dates of adjustment to rates of pay, be paid in the "A", "B", "C", or "D" (if applicable) range at a rate of pay higher than his or her former rate by the following percentages:

Pay Range	
"A"	2.3 %
"B"	1.5 %
"C"	1.5 %
"D"	1.5 %

10. Salary in case of death

If an employee dies, the salary due to the employee on the last working day preceding the employees' death shall continue to accrue to the end of the month in which the employee dies. Salary so accrued which has not been paid to the employee as at the date of the employees death shall be paid to the employees' estate.

APPENDIX "B"

HOURS OF WORK CODES

The following classification groups are listed below in order to identify which Hours of Works Code is to be used in the application of the provisions of this collective agreement.

Letter code X: 37.5 (normal weekly hours of work)

Architecture and Town Planning Group (AR)
Administrative Services Group (AS)
Biological Sciences Group (BI)
Commerce Group (CO)
Clerical and Regulatory Group (CR)
Computer Systems Group (CS)
Drafting and Illustration Group (DD)
Education Group (ED)
Engineering and Scientific Support Group (EG)
Electronics Group (EL)
Engineering and Land Survey Group (EN)
Economics, Sociology and Statistics Group (ES)
Financial Management Group (FI)
Forestry Group (FO)
General Technical Group (GT)
Historical Research Group (HR)
Information Services Group (IS)
Library Science Group (LS)
Physical Sciences Group (PC)
Purchasing and Supply Group (PG)
Program Administration Group (PM)
Photography Group (PY)
Scientific Research Group (SE)
Social Science Support Group (SI)
Secretarial, Stenographic and Typing Group (ST)

Letter code Y: 40 (normal weekly hours of work)

General Labour and Trades Group (GL) (all sub-groups)
General Services (GS) (all sub-groups)
Heating, Power & Stationary Plant Operations Group (HP)
Ships Crews Group (SC)

APPENDIX "C"
**MEMORANDUM OF UNDERSTANDING CONCERNING EMPLOYEES
REQUIRED TO BE ON STANDBY FOR AVALANCHE CONTROL
AT ROGERS PASS OR MOUNT FIDELITY STATION**

1. This memorandum applies only to employees who are required to be on standby at Rogers Pass or Mount Fidelity Station, instead of their residences at Revelstoke or Golden, B.C. for avalanche control on the Trans-Canada Highway. This does not apply to employees who reside at Rogers Pass.
2. Notwithstanding Article 26 of this collective agreement, employees referred to above will not be paid the standby pay provided in the collective agreement.
3.
 - (a) In lieu of this, it is agreed that these employees will receive the following compensation for standby:
 - (i) four (4) hours pay at the employee's regular straight time hourly rate of pay for each eight (8) consecutive hours or portion thereof that the employee is designated as being on standby;
 - (ii) overnight bachelor bunk house accommodation to be provided by the Agency at no cost to the employee;
 - (iii) supper and breakfast to be provided by the Agency at no cost to the employee.
 - (b) An employee on standby status who is called in to work and who reports for work immediately shall be compensated in accordance with the call back provisions of this collective agreement.
 - (c) This payment shall apply only once within each eight (8)-hour period that the employee has been designated for standby status.
 - (d) No standby payment shall be granted if an employee is unable to report for duty when required.
 - (e) An employee designated for standby status shall be immediately available during the period designated as the standby period. In designating employees for standby status, the Agency will endeavour to provide for an equitable distribution of such duties.
4. The overtime provisions of Article 24 and the Shift Premiums provisions of Article 23, do not apply during those periods an employee is on standby status.

APPENDIX "D"
MEMORANDUM OF UNDERSTANDING
FIELD OR SEA RESEARCH ALLOWANCE

This Memorandum of Understanding applies to employees of the Parks Canada Agency who occupied positions in the HR classification group as of July 24, 2002 and who elected to retain their eligibility to qualify to receive the Field or Sea Research Allowance. Employees who failed to elect, and all HR employees hired subsequent to July 24, 2002, shall be deemed to have elected the Travel Status Leave option.

Employees who elect to receive benefits under the Travel Status Leave option shall not qualify for Field or Sea Research Allowances, nor will they be permitted to revoke their election. Employees who have elected the Field or Sea Research option may, at any time, elect in writing to instead become eligible to receive benefits under the Travel Status Leave option. For greater certainty, an employee is not entitled to receive both Travel Status Leave and Field or Sea Research Allowances for the same period of time.

An employee who meets the conditions set forth in this Memorandum shall be paid a Field or Sea Research Allowance of two hundred seventy dollars (\$ 270.00) for each fifteen (15) calendar day period, provided that:

- (a) the employee completes a minimum of fifteen (15) calendar days on field or sea research work in a consecutive three hundred and sixty-five (365) day period, and
- (b) the minimum number of days referred to in (a) is made up of periods of not less than two (2) consecutive calendar days.

Once these conditions above are met, an employee shall be paid on a pro rata basis for periods of field or sea research work of less than fifteen (15) calendar days.

APPENDIX "E"
SPECIAL CONDITIONS APPLICABLE TO CANAL OPERATING EMPLOYEES

1. General

1.1 For the purposes of this appendix, Canal Operating employees are employees engaged as lockmasters, bridgemasters and lock operators.

1.2 All the provisions of the Collective agreement shall apply except the following:

- Hours of Work and Overtime
- Wash-up Time
- Call back and Reporting Pay
- Standby.

2. Compensation and Equalization of Earnings

2.1 An employee is entitled to receive straight-time compensation at the rate specified for the employee's classification level for all hours worked or for which the employee is granted authorized leave with pay, up to a maximum total of two thousand and eighty (2080) hours in any fiscal year.

2.2

- (a) In order to equalize earnings over the year, an employee shall be paid eighty (80) hours for each two (2)-week period when the employee is at work, or on approved leave with pay, subject to such adjustments as may be necessary during the last three (3) months of the fiscal year. All hours worked which are in excess of eighty (80) in a two (2)-week period, shall be credited to the employee's compensatory leave account.
- (b) For the purposes of (a) above, during the navigation season, all hours worked in excess of the greater of the scheduled navigation hours or eight (8) hours, shall be credited to the compensatory leave account at time and one-half; all hours worked in excess of eight (8) hours at time and one-half shall be credited at the double time rate;
- (c) For the purposes of (a) above, during the non-navigation season, all hours worked in excess of eight hours per day or on an employee's first day of rest shall be credited to the compensatory leave account at time and one-half; all hours worked in excess of sixteen hours per day or on the employee's second day of rest shall be credited at the double time rate.

3. Overtime Calculation at Fiscal Year-End

3.1 An employee is entitled to overtime compensation for each hour of completed work or fifteen (15) minute portion thereof.

3.2 All time worked which is in excess of two thousand and eighty (2080) hours in any fiscal year, shall be deemed to be overtime and shall be subject to compensation at either "time and one-half" (1 ½) or "double time" (2).

3.3 The overtime provisions of the agreement shall be applied to each consecutive day actually worked in the fiscal year, commencing with the last day actually worked, in such fiscal year, and taking in turn each preceding day actually worked, until the applicable overtime premium has been applied to the full entitlement of overtime hours. For the purpose of determining the applicable premium rate only, Saturday and Sunday shall be deemed to be the first and second day of rest respectively.

3.4 Compensation for overtime will be in the form of compensatory paid leave, except that any unliquidated compensatory leave remaining to an employee's credit on the fifteenth of May in any year will be paid in cash.

4. Standby and Call Back

4.1 Where the Agency requires an employee to be available on standby during off-duty hours, such employee shall be compensated at the rate of one-half (½) hour for each four (4)-hour period or part thereof for which the employee has been designated as being on standby duty.

4.2 An employee designated for standby duty shall be available during the employee's period of standby at a known telephone number, and be prepared to return to duty in the shortest possible time if called. No standby payment shall be made to an employee who is unable to report for duty when required.

4.3 An employee who is called back and reports for work, including an employee on standby who is called back and reports for work, shall be paid at time and one-half (1 ½) for each completed one (1) hour or fifteen (15) minute portion thereof, subject to a minimum of three (3) hours' pay at time and one-half (1 ½). This minimum shall only apply to the first call-out during any standby period.

4.4 Compensation for periods of standby and call back as described in 4.1, 4.2 and 4.3 above shall be in cash.

5. Maximum or Minimum Hours of Work

Nothing in this appendix shall be construed to mean that employees are guaranteed any maximum or minimum hours of work.

6. Pro Rata Provisions

When an employee ceases to be employed, the employee or the employee's estate shall be entitled to the compensation provided under section 3 above on a pro rata basis and paid in cash as of the employee's termination date. However, an employee whose employment is terminated by reason of a declaration that the position was abandoned by the employee is entitled to receive such

compensation if requested by the employee within six (6) months following the date of termination of employment.

7. Employees will be granted compensation for all time worked on statutory holidays during the navigation season on the same scale as that granted to other employees according to clause 27.05. Such time shall be added to the compensatory leave account to be liquidated during the non-navigation season.

8. During canal navigation season, employees unable to work because of illness, will be granted sick leave for compensatory leave purposes from their accumulated sick leave credits on an hour-for-hour basis of extra time scheduled to be worked; such sick leave will be transferred from accumulated sick leave credits to accumulated compensatory leave credits and is not subject to expansion or cash payment.

9.1 Employees who have compensatory leave credits, will not be eligible for sick leave benefits during the non-navigation season except during periods when they are required to be on duty or are on annual leave.

9.2 During non-navigation season, employees will liquidate annual leave only after compensatory leave credits are exhausted.

10. During the non-navigation season, employees on training courses or who are employed in other than direct canal operating duties shall receive pay in accordance with this Appendix, except that such time shall not qualify as time worked for overtime calculation at fiscal year-end pursuant to clause 3 above.

APPENDIX "F"
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE ALLIANCE)
IN RESPECT OF THE
ALLOWANCE FOR THE ARCHITECTURE AND
TOWN PLANNING GROUP (AR)

1. In an effort to reduce retention and recruitment problems, the Agency will provide an Allowance to incumbents of AR positions for the performance of AR duties.
2. The parties agree that AR employees who perform the duties of positions identified above shall be eligible to receive a "Terminable Allowance" in the following amounts and subject to the following conditions:
 - (a) Commencing on August 5, 2011, and ending August 4, 2014, AR employees who perform the duties of the positions identified above shall be eligible to receive an allowance to be paid biweekly;
 - (c) The employee shall be paid the daily amount shown below for each calendar day for which the employee is paid pursuant to Appendix "A" of the collective agreement. This daily amount is equivalent to the annual amount set out below for each position and level divided by two hundred and sixty decimal eighty-eight (260.88);

TERMINABLE ALLOWANCE

Effective August 5, 2011 until August 4, 2014

	Annual Amount	Daily Amount
AR-1	\$5,528	\$21.19
AR-2	\$7,163	\$27.46
AR-3	\$9,004	\$34.51
AR-4	\$10,486	\$40.19
AR-5	\$11,817	\$45.30
AR-6	\$12,752	\$48.88
AR-7	\$14,248	\$54.62

- (c) The Terminable Allowance specified above does not form part of an employee's salary.
 - (d) The Allowance shall not be paid to or in respect of a person who ceased to be a member of the bargaining unit prior to the date of signing of this agreement.
 - (e) Subject to (f) below, the amount of the Terminable Allowance payable is that amount specified in 2(b) for the level prescribed in the certificate of appointment of the employee's substantive position.
 - (f) When an AR employee is required by the Agency to perform the duties of a higher classification level in accordance with clause 58.07, the Terminable Allowance payable shall be proportionate to the time at each level.
3. A part-time AR employee shall be paid the daily amount shown above divided by seven decimal five (7.5), for each hour paid at his hourly rate of pay pursuant to clause 56.02.
 4. An employee shall not be entitled to the Allowance for periods he is on leave without pay, under suspension or on strike.
 5. The parties agree that disputes arising from the application of this Memorandum of Understanding may be subject to consultation.
 6. This Memorandum of Understanding expires on August 4, 2014.

SIGNED AT OTTAWA, this 23 day of the month of APRIL 2013.

PARKS CANADA AGENCY



Luc Presseau

**THE PUBLIC SERVICE
ALLIANCE OF CANADA**



David Sauvé

APPENDIX "G"
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE ALLIANCE)
IN RESPECT OF THE
ALLOWANCE FOR THE ENGINEERING AND
LAND SURVEY GROUP (EN)

1. In an effort to reduce retention and recruitment problems, the Agency will provide an Allowance to incumbents of EN positions for the performance of EN duties.
2. The parties agree that EN employees who perform the duties of positions identified above shall be eligible to receive a "Terminable Allowance" in the following amounts and subject to the following conditions:
 - (a) Commencing on August 5, 2011 and ending August 4, 2014, EN employees who perform the duties of the positions identified above shall be eligible to receive an allowance to be paid biweekly;
 - (b) The employee shall be paid the daily amount shown below for each calendar day for which the employee is paid pursuant to Appendix "A" of the collective agreement. This daily amount is equivalent to the annual amount set out below for each position and level divided by two hundred and sixty decimal eighty-eight (260.88);

TERMINABLE ALLOWANCE

Effective August 5, 2011 until August 4, 2014

	Annual Amount	Daily Amount
EN-ENG-1	\$6,001	\$23.00
EN-ENG-2	\$7,285	\$27.92
EN-ENG-3	\$9,815	\$37.62
EN-ENG-4	\$11,345	\$43.49
EN-ENG-5	\$13,089	\$50.17
EN-ENG-6	\$14,441	\$55.35

- (c) The Terminable Allowance specified above does not form part of an employee's salary.
 - (d) The Allowance shall not be paid to or in respect of a person who ceased to be a member of the bargaining unit prior to the date of signing of this agreement.
 - (e) Subject to (f) below, the amount of the Terminable Allowance payable is that amount specified in 2(b) for the level prescribed in the certificate of appointment of the employee's substantive position.
 - (f) When an EN employee is required by the Agency to perform the duties of a higher classification level in accordance with clause 58.07, the Terminable Allowance payable shall be proportionate to the time at each level.
3. A part-time EN employee shall be paid the daily amount shown above divided by seven decimal five (7.5), for each hour paid at his hourly rate of pay pursuant to clause 56.02.
 4. An employee shall not be entitled to the Allowance for periods he is on leave without pay, under suspension or on strike.
 5. The parties agree that disputes arising from the application of this Memorandum of Understanding may be subject to consultation.
 6. This Memorandum of Understanding expires on August 4, 2014.

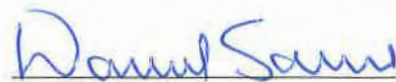
SIGNED AT OTTAWA, this 23 day of the month of April 2013.

PARKS CANADA AGENCY



Luc Presseau

**THE PUBLIC SERVICE
ALLIANCE OF CANADA**



David Sauvé

APPENDIX "H"
MEMORANDUM OF UNDERSTANDING
BETWEEN THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE
OF CANADA
(HEREINAFTER CALLED THE PSAC)
IN RESPECT OF CERTAIN EMPLOYEES OCCUPYING POSITIONS CLASSIFIED IN
THE HISTORICAL RESEARCH (HR) OCCUPATIONAL GROUP.

1. In an effort to reduce retention and recruitment problems, the Agency will provide an Allowance to incumbents of HR positions for the performance of historical research duties.
2. The Parties agree that HR employees who perform the duties of positions identified above shall be eligible to receive a "Terminable Allowance" in the following amounts and subject to the following conditions:
 - (a) Commencing on August 5, 2011 and ending August 4, 2014, the employees who perform the duties of the positions identified above shall be eligible to receive an allowance to be paid bi-weekly;
 - (b) The employee shall be paid the daily amount shown below for each calendar day for which the employee is paid pursuant to Appendix "A" of the collective agreement. This daily amount is equivalent to the annual amount set out below divided by two hundred and sixty decimal eighty-eight (260.88);

TERMINABLE ALLOWANCE

Effective August 5, 2011 until August 4, 2014

Annual Amount: \$4,000	Daily Amount: \$15.33
------------------------	-----------------------
 - (c) The Terminable Allowance specified above does not form part of an employee's salary.
 - (d) The Terminable Allowance shall not be paid to or in respect of a person who ceased to be a member of the bargaining unit prior to the date of signing of this existing collective agreement.
3. A part-time HR employee shall be paid the equivalent of the daily amount shown above divided by seven decimal five (7.5), for each hour paid at his hourly rate of pay pursuant to clause 56.02.

4. The employee shall not be entitled to the Allowance for periods he is on leave without pay, under suspension or on strike.
5. The parties agree that disputes arising from the application of this Memorandum of Understanding may be subject to consultation.
6. This Memorandum of Understanding expires on August 4, 2014.

SIGNED AT OTTAWA, this 23 day of the month of April 2013..

PARKS CANADA AGENCY



Luc Presseau

**THE PUBLIC SERVICE
ALLIANCE OF CANADA**



David Sauvé

**
APPENDIX "I"
GROUP SPECIFIC PROVISIONS

1. GL and GS- Supervisory Differentials

A supervisory differential, as established below, shall be paid to employees in the bargaining unit who encumber positions which receive a supervisory rating under the classification standard, and who perform supervisory duties.

Supervisory Level	Supervisory Co-ordinates	Supervisory Differential as a Percentage of Basic Rate
1	A1	4
2	B2	6.5
3	B3, C2	11
4	B4, C3, D2	15
5	B5, C4, D3, E2	19
6	B6, C5, D4, E3	22.5
7	B7, C6, D5, E4	26
8	C7, D6, E5	29.5
9	D7, E6	33
10	E7	36.5

The Supervisory Differential is to be used in the following manner:

- (a) determine the non-supervisory rate of pay according to level;
- (b) determine the Supervisory Differential by multiplying the applicable Supervisory Differential Percentage by the non-supervisory rate of pay;
- (c) determine the supervisory rate of pay by adding the non-supervisory rate of pay with the Supervisory Differential.

For example, an employee on August 5, 2011 in the MAM sub-group, at the maximum of level 08 and a Supervisory Coordinate B2, would receive a basic rate of twenty six dollars and twelve cents (\$26.12) as per Annex "A", The Supervisory Differential of one dollar and seventy cents (\$1.70) is arrived by multiplying the Supervisory Differential Percentage of six decimal five

percent (6.5%) (B2) by the basic rate of pay (non-supervisory). Therefore in this case the applicable supervisory rate of pay would be twenty seven dollars and eighty two cents (\$27.82).

2. GL - General Labour and Trades

2.1 Travel Between Work Sites

When an employee is required to perform work at other than his normal workplace, as defined in the Agency Travel Policy, and the employee's status is such that the employee is not entitled to claim expenses for lodging and meals, the Agency shall provide transportation, or mileage allowance in lieu, for travel between the employee's normal workplace and any other workplace(s).

2.2 Parks Permit

The Agency shall continue to provide any automobile windshield sticker or other form of permit which an employee may require in order to enter the employee's work site area, or shall repay the employee for the cost of same. However, this undertaking by the Agency shall not include free automobile parking privileges where payment of a parking fee would otherwise apply.

3. GS - General Services

3.1 Split Shift Premium

Notwithstanding clause 22.05(a), employees in the GS group shall receive an additional premium of fifty cents (\$ 0.50) per hour for all hours worked on a split shift. A split shift is defined as a shift that is regularly scheduled in accordance with Article 22 and that includes one regularly scheduled interruption for purposes other than the employee's meal break or the employee's rest period. However, the foregoing shall not apply in cases where the employee requests to work on a split shift.

3.2 GS Towermen (Fire Lookout) Hours of Work

- (a) Notwithstanding Articles 22 and 24, employees working as Towermen will have a four (4) month work cycle equivalent to six hundred and ninety-six (696) hours commencing on the first day of the season on which the employee is assigned to the position of Towerman. Any remaining period of work in the season will be considered a cycle.

- (b) Towermen will be entitled to receive compensation at:
 - (i) straight time rates for all hours compensated within a cycle up to a total to be determined by the following formula:

$$\frac{\text{Number of Calendar Days in Cycle} \times 40}{7}$$

- (ii) time and one half (1 ½) for all other hours worked
- (c) Periods of leave without pay will be deducted from the cycles for the purposes of the above formula.
- (d) Notwithstanding Article 27, but subject to clause 27.02, Towermen shall receive eight (8) hour's compensation for any designated holiday specified in clause 27.01 whether or not the designated holiday falls on a work day. Work performed by Towermen on a designated holiday will be compensated as per the above formula.

3.3 Assignment of Overtime Work

Subject to the operational requirements of the service, the Agency shall make every reasonable effort to give employees who are required to work overtime twenty-four (24) hours' advance notice of this requirement.

3.4 Thirty Seven Decimal Five Hours Work Week

In the event that the Agency confirms that any GS employees are working a normal 37.5 work week, the Agency agrees that:

Notwithstanding Appendix "B" Hours of Work Code, the Agency agrees to maintain the thirty seven decimal five (37.5) hour per work week of the seven decimal five (7.5) hour per day schedule for those employees who, as of February 23, 1989, were working a scheduled thirty-seven decimal five (37.5) hours per week of seven decimal five (7.5) hours per day.

4. HP - Heating, Power and Stationary Plant

Notwithstanding clause 23.01, an employee classified as an HP working on a twelve (12) hour shift schedule shall receive a shift premium of two dollars (\$ 2) per hour for all hours worked between 4 p.m. and 8 a.m. The shift premium will not be paid for hours worked between 8 a.m. and 4 p.m.

5. SC - Ship's Crews

Meals and Quarters

When an employee classified as an SC is working on a vessel on which meals and/or quarters are not normally provided and the Agency does not provide alternative meals and/or quarters, the employee shall be entitled to:

- (a) when the vessel is berthing for one or more nights away from home port, reimbursement for actual and reasonable costs incurred for meals and/or lodging;
- (b) eight dollars (\$ 8) per day in lieu of meals and quarters for a regular working day of less than twelve (12) hours and ten dollars and fifty cents (\$ 10.50) per day in lieu of meals and quarters for a regular working day of twelve (12) hours or more.

6. AS, CR, IS, PM, ST- Administration Services Groups

In no case shall clause 22.02 permit the Agency to reduce the hours of work of a full time employee permanently.

**
APPENDIX "J"
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
IN RESPECT OF THE
JOINT LEARNING PROGRAM

This MOU between the Agency and the Alliance represents an agreement between the two parties with respect to a joint learning program for Parks Canada employees.

The Agency and the PSAC agree to set up a pilot project with respect to a joint learning program (PCA-PSAC JLP).

The Agency agrees to fund the PCA-PSAC pilot JLP, as agreed to by the PCA-PSAC Joint Steering Committee. Furthermore, the parties agree to establish a PCA-PSAC joint steering committee made up of an equal number of representatives of PCA and PSAC in order to govern the JLP pilot project. Some specific issues to be taken into consideration in developing the JLP pilot project are operational considerations at PCA, for example the seasonality of the workforce.

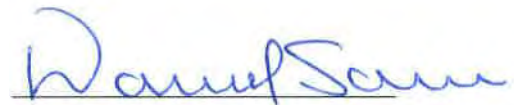
SIGNED AT OTTAWA, this 23 day of the month of APRIL 2013.

PARKS CANADA AGENCY



Luc Presseau

**THE PUBLIC SERVICE
ALLIANCE OF CANADA**



David Sauvé

APPENDIX "K"
WORK FORCE ADJUSTMENT

TABLE OF CONTENTS

GENERAL

Application
Collective Agreement
Objectives
Definitions

PART I ROLES AND RESPONSIBILITIES

1.1 Agency
1.2 Employees

PART II OFFICIAL NOTIFICATION

PART III RELOCATION OF A WORK UNIT

PART IV RETRAINING

4.1 General
4.2 Surplus Employees
4.3 Laid-off persons

PART V SALARY PROTECTION

5.1 Lower-level position

PART VI OPTIONS FOR EMPLOYEES

6.1 General
6.2 Alternation
6.3 Options
6.4 Retention payment

PART VII SPECIAL PROVISIONS REGARDING ALTERNATE DELIVERY INITIATIVES

Preamble
7.1 Definitions
7.2 General
7.3 Responsibilities
7.4 Notice of alternative delivery initiatives
7.5 Job offers from new employers

- 7.6 Application of other provisions of the appendix
- 7.7 Lump-sum payments and salary top-up allowances
- 7.8 Reimbursement
- 7.9 Vacation leave credits and severance pay

ANNEX A - STATEMENT OF PENSION PRINCIPLES

ANNEX B

General

Application

This appendix applies to all indeterminate employees represented by the Public Service Alliance of Canada working for the Parks Canada Agency. Unless explicitly specified, the provisions contained in Parts I to VI do not apply to alternative delivery initiatives.

Collective agreement

With the exception of those provisions covered by the Parks Canada Staffing Policies, this Appendix is part of this agreement. Notwithstanding the Job Security article, in the event of conflict between the present Work Force Adjustment Appendix and that article, the present Work Force Adjustment Appendix will take precedence.

Objectives

It is the policy of the Agency to maximize employment opportunities for indeterminate employees affected by work force adjustment situations, primarily through ensuring that, wherever possible, alternate employment opportunities are provided to them. This should not be construed as the continuation of a specific position or job but rather as continued employment.

To this end, every indeterminate employee whose services will no longer be required because of a work force adjustment situation and for whom the Chief Executive Officer knows or can predict employment availability will receive a guarantee of a reasonable job offer within the Agency. Those employees for whom the Chief Executive Officer cannot provide the guarantee will have access to transitional employment arrangements (as per Part VI and VII).

In the case of surplus employees for whom the Chief Executive Officer cannot provide the guarantee of a reasonable job offer within the Agency, the Agency is committed to assist these employees in finding alternative employment in the Public Service (Schedules I, IV or V of the *Financial Administration Act* (FAA)).

Definitions:

Accelerated lay-off occurs when a surplus employee makes a request to the Chief Executive Officer, in writing, to be laid off at an earlier date than that originally scheduled, and the Chief Executive Officer concurs. Lay-off entitlements begin on the actual date of lay-off. (Mise en disponibilité accélérée)

Affected employee is an indeterminate employee who has been informed in writing that his/her services may no longer be required because of a work force adjustment situation. (Employé touché)

Alternation occurs when an opting employee (not a surplus employee) who wishes to remain in the Agency exchanges positions with a non-affected employee (the alternate) willing to leave the Agency with a Transition Support Measure or with an Education Allowance. (Échange de postes)

Alternative delivery initiative is the transfer of any work, undertaking or business of the Agency to any body or corporation that is outside the Agency. (Diversification des modes d'exécution)

Chief Executive Officer has the same meaning as in the definition of "Chief Executive Officer" set out in section 2 of the *Parks Canada Agency Act*, and also means his or her designate as per section 12 (4) of the *Parks Canada Agency Act*. (Directeur général de l'Agence)

Education Allowance is one of the options provided to an indeterminate employee affected by normal work force adjustment for whom the Chief Executive Officer cannot guarantee a reasonable job offer. The Education Allowance is a cash payment, equivalent to the Transitional Support Measure (see Annex B), plus a reimbursement of tuition from a recognized learning institution, book and mandatory equipment costs, up to a maximum of \$ 10,000. (Indemnité d'étude)

Guarantee of a reasonable job offer is a guarantee of an offer of indeterminate employment within the Agency provided by the Chief Executive Officer to an indeterminate employee who is affected by work force adjustment. The Chief Executive Officer will be expected to provide a guarantee of a reasonable job offer to those affected employees for whom he or she knows or can predict employment availability in the Agency. Surplus employees in receipt of this guarantee will not have access to the Options available in Part VI of this appendix. (Garantie d'une offre d'emploi raisonnable)

Laid-off person is a person who has been laid off pursuant to section 13 of the *Parks Canada Agency Act* and who still retains a lay-off priority. (Personne mise en disponibilité)

Lay-off notice is a written notice of lay-off to be given to a surplus employee at least one month before the scheduled lay-off date. This period is included in the surplus period. (Avis de mise en disponibilité)

Lay-off priority a person who has been laid off is entitled to a priority for appointment on the basis of individual merit without recourse to a position in the Agency for which, in the opinion of the Chief Executive Officer, they are qualified. This priority is accorded for one year following the lay-off date pursuant to the Parks Canada's Staffing Policy, Section 4.1 or following the termination date pursuant to the *Parks Canada Agency Act*, Section 13. (Priorité de mise en disponibilité)

Opting employee is an indeterminate employee whose services will no longer be required because of a work force adjustment situation and who has not received a guarantee of a reasonable job offer from the Chief Executive Officer and who has 120 days to consider the Options of Part 6.3 of this appendix. (Employé optant)

Pay has the same meaning as "rate of pay" in this agreement. (Rémunération)

Priority administration system is a system designed by the Agency to facilitate appointments within the Agency of individuals entitled to priorities under this appendix. (Système d'administration des priorités)

Public Service means any department, agency or employer specified in Schedules I, IV, or V of the *Financial Administration Act* (FAA).

Reasonable job offer (Offre d'emploi raisonnable) is an offer of indeterminate employment within the Agency, normally at an equivalent level but could include lower levels. Surplus employees must be both trainable and mobile. Where practicable, a reasonable job offer shall be within the employee's normal workplace, as defined in the Parks Canada Travel Policy. In Alternative Delivery situations, a reasonable offer is one that meets the criteria set out in Type 1 and Type 2 of Part VII of this appendix. A reasonable job offer is also an offer from a Public Service employer, provided that:

- (a) The appointment is at a rate of pay and an attainable salary maximum not less than the employee's current salary and attainable maximum that would be in effect on the date of the offer.
- (b) It is a seamless transfer of all employee benefits including a recognition of years of service for the definition of continuous employment and accrual of benefits, including the transfer of sick leave credits, severance pay and accumulated vacation leave credits.

Reinstatement priority is a priority for appointment pursuant to the Parks Canada Staffing Policy accorded by the Agency to certain employees salary-protected under this appendix for the purpose of assisting such persons to re-attain an appointment level equivalent to that from which they were declared surplus. (Priorité de réintégration)

Relocation is the authorised geographic move of a surplus employee or laid-off person from one place of duty to another place of duty, beyond what, according to local custom, is a normal commuting distance. (Réinstallation)

Relocation of work unit is the authorised move of a work unit of any size to a place of duty beyond what, according to local custom, is normal commuting distance from the former work location and from the employee's current residence. (Réinstallation d'une unité de travail)

Retraining is on-the-job training or other training intended to enable affected employees, surplus employees and laid-off persons to qualify for known or anticipated vacancies within the Agency. (Recyclage)

Surplus employee is an indeterminate employee who has been formally declared surplus, in writing, by the Chief Executive Officer. (Employé excédentaire)

Surplus priority is a priority in appointment accorded by the Chief Executive Officer to surplus employees to permit them to be appointed to other positions in the Agency on the basis of individual merit without recourse. (Priorité d'employé excédentaire)

Surplus status means an indeterminate employee is in surplus status from the date he/she is declared surplus until the date of lay-off, until he or she is indeterminately appointed to another

position, until his or her surplus status is rescinded, or until the person resigns. (Statut d'employé excédentaire)

Transition Support Measure is one of the options provided to an opting employee for whom the Agency cannot guarantee a reasonable job offer. The Transition Support Measure is a cash payment based on the employee's years of service as per Annex B. Years of service is the combined years of service in the Public Service immediately prior to appointment to the Agency, for which he or she was not granted a Transition Support Measure, plus years of service with the Agency. (Mesure de soutien à la transition)

Twelve-month surplus priority period in which to secure a reasonable job offer is one of the options provided to an opting employee for whom the Chief Executive Officer cannot guarantee a reasonable job offer. (Priorité d'employé excédentaire d'une durée de douze mois pour trouver une offre d'emploi raisonnable)

Work force adjustment is a situation that occurs when the Chief Executive Officer decides that the services of one or more indeterminate employees will no longer be required beyond a specified date because of a lack of work, the discontinuance of a function, a relocation in which the employee does not wish to relocate or an alternative delivery initiative. (Réaménagement des effectifs)

Part 1 Roles and Responsibilities

1.1 Agency

1.1.1 Since indeterminate employees who are affected by work force adjustment situations are not themselves responsible for such situations, it is the responsibility of the Chief Executive Officer to ensure that they are treated equitably and, whenever possible, given every reasonable opportunity to continue their careers as Agency employees.

1.1.2 The Agency shall carry out effective human resource planning to minimize the impact of work force adjustment situations on indeterminate employees and on the Agency.

1.1.3 The Agency shall establish work force adjustment committees, where appropriate, to manage the work force adjustment situations within the Agency.

1.1.4 The Agency shall establish systems to facilitate redeployment or retraining of the Agency's affected employees, surplus employees, and laid-off persons.

1.1.5 When the Agency determines that the services of an employee are no longer required beyond a specified date due to lack of work or discontinuance of a function, the Chief Executive Officer shall advise the employee, in writing, that his or her services will no longer be required.

Such a communication shall also indicate if the employee:

(a) is being provided a guarantee of a reasonable job offer from the Agency and that the employee will be in surplus status from that date on,

or

(b) is an opting employee and has access to the Options of Section 6.3 of this appendix because the employee is not in receipt of a guarantee of a reasonable job offer from the Agency.

Where applicable, the communication should also provide the information relative to the employee's possible lay-off date.

1.1.6 The Chief Executive Officer will be expected to provide a guarantee of a reasonable job offer for those employees subject to work force adjustment for whom they know or can predict employment availability in the Agency.

1.1.7 Where the Chief Executive Officer cannot provide a guarantee of a reasonable job offer, the Chief Executive Officer will provide 120 days to consider the three Options outlined in Part VI of this appendix to all opting employees before a decision is required of them. If the employee fails to select an option, the employee will be deemed to have selected Option (A), twelve-month surplus priority period in which to secure a reasonable job offer.

1.1.8 The Chief Executive Officer shall make a determination to either provide a guarantee of a reasonable job offer or access to the Options set out in 6.3 of this appendix, upon request of any indeterminate affected employee who can demonstrate that his or her duties have already ceased to exist.

1.1.9 The Agency shall advise and consult with the Alliance representatives as completely as possible regarding any work force adjustment situation as soon as possible after the decision has been made and throughout the process and will make available to the Alliance the name and work location of affected employees.

1.1.10 Where an employee is not considered suitable for appointment, the Chief Executive Officer shall advise the employee and the Alliance of that decision, indicating the reasons for the decision together with any enclosures.

1.1.11 The Agency shall provide the employee with a copy of this appendix simultaneous with the official notification to an employee affected to whom this appendix applies that he or she has become subject to work force adjustment.

1.1.12 The Agency shall apply this appendix as to keep actual involuntary lay-offs to a minimum, and lay-offs shall normally only occur where an individual has refused a reasonable job offer, or is not mobile, or cannot be retrained within two years, or is laid-off at his or her own request.

1.1.13 The Agency is responsible to counsel and advise the affected employees on their opportunities of finding continuing employment in the Agency.

1.1.14 Appointment of surplus employees to alternative positions, whether with or without retraining shall normally be at a level equivalent to that previously held by the employee, but this does not preclude appointment to a lower level. The Agency shall avoid appointment to a lower level except where all other avenues have been exhausted.

1.1.15 The Agency is to presume that each employee wishes to be reappointed unless the employee indicates the contrary in writing.

1.1.16 The Agency shall relocate surplus employees and laid-off individuals, if necessary.

1.1.17 Relocation of surplus employees or laid-off persons shall be undertaken when the individuals indicate that they are willing to relocate and relocation will enable their reappointment, providing that:

- there are no local available priority persons, qualified and interested in the position being filled; or
- no available local surplus employees or laid-off persons who are interested and who could qualify with retraining.

1.1.18 The cost of traveling to interviews for possible appointments within the Public Service and of relocation to the new location shall be borne by the Agency. Such cost shall be consistent with the Travel Policy and Integrated Relocation Program Pilot.

1.1.19 For the purposes of the Integrated Relocation Program Pilot, surplus employees and laid-off persons who relocate under this appendix shall be deemed to be employees on employer-requested relocations. The general rule on minimum distances for relocation applies.

1.1.20 For the purposes of the Travel Policy, laid-off persons traveling to interviews for possible reappointment to the Agency are deemed to be "other persons traveling on government business."

1.1.21 For the priority period, the Agency shall pay the salary costs, and other authorized costs such as tuition, travel, relocation, and retraining for surplus employees and laid-off persons, as provided for in this appendix; all authorized costs of termination; and salary protection upon lower-level appointment.

1.1.22 The Agency shall protect the indeterminate status and surplus priority of a surplus indeterminate employee appointed to a term position in the Agency under this appendix.

1.1.23 The Agency shall retain records of the results of all referrals made under this appendix, whether such referrals are for immediate appointment, for retraining designed to qualify individuals for appointment, or for anticipated vacancies.

1.1.24 The Agency shall review the use of private temporary employment services, consultants, contractors, employees appointed for a specified period (terms) and all other non-indeterminate employees. Where practicable, the Agency shall not re-engage such temporary employment services personnel, consultants or contractors nor renew the employment of such employees referred to above where such action would facilitate the appointment of surplus employees or laid-off persons.

1.1.25 Nothing in the foregoing shall restrict the Agency's right to engage or appoint persons to meet short-term, non-recurring requirements. Surplus and laid-off persons shall be given priority even for these short-term work opportunities.

1.1.26 The Agency may lay off an employee at a date earlier than originally scheduled when the surplus employee requests them to do so in writing.

1.1.27 The Agency shall provide surplus employees with a lay-off notice at least one month before the proposed lay-off date, if appointment efforts have been unsuccessful.

1.1.28 When a surplus employee refuses a reasonable job offer, he or she shall be subject to lay-off one month after the refusal, however not before six months after the surplus declaration date.

1.1.29 The Agency shall inform and counsel affected and surplus employees as early and as completely as possible and shall, in addition, assign a counsellor to each opting and surplus employee and laid-off person to work with them throughout the process. Such counselling is to include explanations and assistance concerning:

- (a) the work force adjustment situation and its effect on that individual;
- (b) the work force adjustment appendix;
- (c) the Agency's Priority Administration System and how it works from the employee's perspective (referrals, interviews or "boards", feedback to the employee, follow-up by the Agency, how the employee can obtain job information and prepare for an interview, etc.);
- (d) preparation of a curriculum vitae or resume;
- (e) the employee's rights and obligations;
- (f) the employee's current situation (e.g. pay, benefits such as severance pay and superannuation, classification, language rights, years of service);
- (g) alternatives that might be available to the employee (alternation, appointment, relocation, retraining, lower-level employment, term employment, retirement including possibility of waiver of penalty if entitled to an annual allowance, Transition Support Measure, Education Allowance, pay in lieu of unfulfilled surplus period, resignation, accelerated lay-off);
- (h) the likelihood that the employee will be successfully appointed;
- (i) the meaning of a guarantee of reasonable job offer, a twelve-month surplus priority period in which to secure a reasonable job offer, a Transition Support Measure and an Education Allowance;
- (j) preparation for interviews with prospective employers;
- (k) feedback when an employee is not offered a position for which he or she was referred;
- l) repeat counselling as long as the individual is entitled to a staffing priority and has not been appointed; and
- (m,) advising the employee that refusal of a reasonable job offer will jeopardize both chances for retraining and overall employment continuity;
- (n) the assistance to be provided in finding alternative employment in the Public Service (Schedules I, IV or V of the FAA) to a surplus employee for whom the Chief Executive Officer cannot provide a guarantee of a reasonable job offer within the Agency.

1.1.30 The Agency shall ensure that, when it is required to facilitate appointment, a retraining plan is prepared and agreed to in writing by the responsible managers and the employee.

1.1.31 Severance pay and other benefits flowing from other clauses in this collective agreement are separate from, and in addition to, those in this appendix.

1.1.32 Any surplus employee who resigns under this appendix shall be deemed, for the purposes of severance pay and retroactive remuneration, to be involuntarily laid off on the day as of which the Chief Executive Officer accepts in writing the employee's resignation.

1.1.33 The Agency shall establish and modify staffing policies and procedures to ensure the most effective and efficient means of maximizing the reappointment of surplus employees and the appointment of laid-off persons to positions in the Agency.

1.1.34 The Agency shall determine, to the extent possible, the occupations in which there are skill shortages for which surplus employees or laid-off persons could be retrained.

1.1.35 The Agency shall actively market surplus employees and laid-off persons unless the individuals have advised the Agency in writing that they are not available for appointment.

1.1.36 The Agency will review the status of each affected employee annually, or earlier, from the date of initial notification of affected status and determine whether the employee will remain on affected status or not.

1.1.37 The Agency will notify the affected employee in writing, within five (5) working days of the decision pursuant to subsection 1.1.36.

1.1.38 The Agency shall provide information directly to the Alliance on the numbers and status of their members who are in the Priority Administration System through reports to the Alliance.

1.1.39 The Agency shall, wherever possible, ensure that reinstatement priority is given to all employees who are subject to salary protection.

1.2 Employees

1.2.1 Employees have the right to be represented by the Alliance in the application of this appendix.

1.2.2 Employees who are directly affected by work force adjustment situations and who receive a guarantee of a reasonable job offer, or who opt, or are deemed to have opted, for Option (a) of Part VI of this appendix are responsible for:

- (a) actively seeking alternative employment in co-operation with the Agency, unless they have advised the Agency, in writing, that they are not available for appointment;
- (b) seeking information about their entitlements and obligations;
- (c) providing timely information to the Agency to assist them in their appointment activities (including curriculum vitae or resumes);

- (d) ensuring that they can be easily contacted by the Agency and attending appointments related to referrals;
- (e) seriously considering job opportunities presented to them, including retraining and relocation possibilities, specified period appointments and lower-level appointments.

1.2.3 Opting employees are responsible for:

- (a) considering the Options of Part VI of this appendix;
- (b) communicating their choice of Options, in writing, to their manager no later than 120 days after being declared opting.

Part II
Official Notification

2.1 In any work force adjustment situation involving indeterminate employees covered by this Appendix, the Chief Executive Officer shall notify the Chief Executive Officer of the Alliance. Such notification is to be in writing, in confidence and at the earliest possible date and under no circumstances two (2) working days before any employee is notified of the workforce adjustment situation.

2.2 Such notification will include the identity and location of the work unit(s) involved, the expected date of the announcement, the anticipated timing of the workforce adjustment situation and the number, group and level of the employees who are likely to be affected by the decision.

Part III
Relocation of a work unit

3.1.1 In cases where a work unit is to be relocated, the Agency shall provide all employees whose positions are to be relocated with the opportunity to choose whether they wish to move with the position or be treated as if they were subject to a work force adjustment situation.

3.1.2 Following written notification, employees must indicate, within a period of six months, their intention to move. If the employee's intention is not to move with the relocated position, the Agency can either provide the employee with a guarantee of a reasonable job offer or access to the Options set out in section 6.3 of this appendix.

3.1.3 Employees relocating with their work units shall be treated in accordance with the provisions of 1.1.16 to 1.1.20.

3.1.4 Although the Agency will endeavour to respect employee location preferences, nothing precludes the Agency from offering the relocated position to employees in receipt of a guarantee of a reasonable job offer from the Chief Executive Officer, after having spent as much time as operations permit looking for a reasonable job offer in the employee's location preference area.

3.1.5 Employees who are not in receipt of a guarantee of a reasonable job offer shall become opting employees and have access to the Options set out in Part VI of this appendix.

Part IV Retraining

4.1 General

4.1.1 To facilitate the redeployment of affected employees, surplus employees, and laid-off persons, the Agency shall make every reasonable effort to retrain such persons for:

- (a) existing vacancies, or
- (b) anticipated vacancies identified by management.

4.1.2. It is the responsibility of the employee and the Agency to identify retraining opportunities pursuant to subsection 4.1.1.

4.1.3 When a retraining opportunity has been identified, the Chief Executive Officer shall approve up to two (2) years of retraining.

4.2 Surplus Employees

4.2.1 A surplus employee is eligible for retraining provided:

- (a) retraining is needed to facilitate the appointment of the individual to a specific vacant position or will enable the individual to qualify for anticipated vacancies in occupations or locations where there is a shortage of qualified candidates; and
- (b) there are no other available priority persons who qualify for the position.

4.2.2 The Agency is responsible for ensuring that an appropriate retraining plan is prepared and is agreed to in writing by the employee and the Chief Executive Officer. The Agency is responsible for informing the employee in a timely fashion if a retraining proposal submitted by the employee is not approved. Upon request of the employee, feedback regarding the decision will be provided in writing.

4.2.3 Once a retraining plan has been initiated, its continuation and completion are subject to satisfactory performance by the employee.

4.2.4 While on retraining, a surplus employee continues to be employed by the Agency and is entitled to be paid in accordance with his or her current appointment, unless the Agency is willing to appoint the employee indeterminately, conditional on successful completion of retraining, in which case the retraining plan shall be included in the letter of offer.

4.2.5 When a retraining plan has been approved and the surplus employee continues to be employed by the Agency, the proposed lay-off date shall be extended to the end of the retraining period, subject to 4.2.3.

4.2.6 An employee unsuccessful in retraining may be laid off at the end of the surplus period, provided that the Agency has been unsuccessful in making the employee a reasonable job offer.

4.2.7 In addition to all other rights and benefits granted pursuant to this section, an employee who is guaranteed a reasonable job offer, is also guaranteed, subject to the employee's willingness to relocate, training to prepare the surplus employee for appointment to a position pursuant to paragraph 4.1.1, such training to continue for one (1) year or until the date of appointment to another position, whichever comes first. Appointment to this position is subject to successful completion of the training.

4.3 Laid-off persons

4.3.1 A laid-off person shall be eligible for retraining, with the approval of the Agency, providing:

- (a) retraining is needed to facilitate the appointment of the individual to a specific vacant position;
- (b) the individual meets the minimum requirements set out in the relevant Selection Standard for appointment to the group concerned;
- (c) there are no other available persons with a priority who qualify for the position;
- and
- (d) the Agency cannot justify a decision not to retrain the individual.

4.3.2 When an individual is offered an appointment conditional on successful completion of retraining, a retraining plan reviewed by the Agency shall be included in the letter of offer. If the individual accepts the conditional offer, he or she will be appointed on an indeterminate basis to the full level of the position after having successfully completed training and being assessed as qualified for the position. When an individual accepts an appointment to a position with a lower maximum rate of pay than the position from which he or she was laid-off, the employee will be salary protected in accordance with Part V.

Part V
Salary Protection

5.1 Lower-level position

5.1.1 Surplus employees and laid-off persons appointed to a lower-level position under this appendix shall have their salary and pay equity equalization payments, if any, protected in accordance with the salary protection provisions of this agreement, or, in the absence of such provisions, the appropriate provisions of the *Regulations Respecting Pay on Reclassification or Conversion*.

5.1.2 Employees whose salary is protected pursuant to paragraph 5.1.1 will continue to benefit from salary protection until such time as they are appointed into a position with a maximum rate of pay that is equal to or higher than the maximum rate of pay of the position from which they were declared surplus or laid off.

Part VI Options for employees

6.1 General

6.1.1 The Agency will be expected to provide a guarantee of a reasonable job offer for those affected employees for whom they know or can predict employment availability. If the Chief Executive Officer cannot provide such a guarantee, he or she shall provide his or her reasons in writing, if requested by the employee. Employees in receipt of this guarantee would not have access to the choice of Options below.

6.1.2 Employees who are not in receipt of a guarantee of a reasonable job offer have 120 days to consider the three Options below before a decision is required of them.

6.1.3 The opting employee must choose, in writing, one of the three Options of section 6.3 of this appendix within the 120-day window. The employee cannot change Options once having made a written choice.

6.1.4 If the employee fails to select an Option, the employee will be deemed to have selected Option (a), Twelve-month surplus priority period in which to secure a reasonable job offer at the end of the 120-day window.

6.1.5 If a reasonable job offer which does not require a relocation is made at any time during the 120-day opting period and prior to the written acceptance of the Transition Support Measure (TSM) or the Education Allowance Option, the employee is ineligible for the TSM, the pay in lieu of unfulfilled surplus period or the Education Allowance.

6.2 Alternation

The Agency will develop and implement an alternation process.

6.2.1 An alternation occurs when an opting employee who wishes to remain in the Agency exchanges positions with a non-affected employee (the alternate) willing to leave the Agency under the terms of Part VI of this appendix.

6.2.2 Only an opting employee, not a surplus one, may alternate into an indeterminate position that remains in the Agency.

6.2.3 An indeterminate employee wishing to leave the Agency may express an interest in alternating with an opting employee. Management will decide, however, whether a proposed alternation will result in retaining the skills required to meet the ongoing needs of the position and the Agency.

6.2.4 An alternation must permanently eliminate a function or a position.

6.2.5 The opting employee moving into the unaffected position must meet the requirements of the position, including language requirements. The alternate moving into the opting position must meet the requirements of the position, except if the alternate will not be performing the duties of the position and the alternate will be struck off strength within five days of the alternation.

6.2.6 An alternation should normally occur between employees at the same group and level. When the two positions are not the same group and level, alternation can still occur when the positions can be considered equivalent. They are considered equivalent when the maximum rate of pay for the higher paid position is no more than six-per-cent higher than the maximum rate of pay for the lower paid position.

6.2.7 An alternation must occur on a given date, i.e. two employees directly exchange positions on the same day. There is no provision in alternation for a “domino” effect or for “future considerations”.

6.3 Options

6.3.1 Only opting employees who are not in receipt of the guarantee of a reasonable job offer from the Agency will have access to the choice of Options below:

- (a) Twelve-month surplus priority period in which to secure a reasonable job offer is time-limited. Should a reasonable job offer not be made within a period of twelve months, the employee will be laid off in accordance with the *Parks Canada Agency Act*, Section 13. Employees who choose or are deemed to have chosen this Option are surplus employees.
 - (i) At the request of the employee, this twelve (12) month surplus priority period shall be extended by the unused portion of the 120-day opting period referred to in 6.1.2 which remains once the employee has selected in writing option (a)
 - (ii) When a surplus employee who has chosen, or who is deemed to have chosen, Option (a) offers to resign before the end of the twelve-month surplus priority period, the Chief Executive Officer may authorize a lump-sum payment equal to the surplus employee’s regular pay for the balance of the surplus period, up to a maximum of six months. The amount of the lump-sum payment for the pay in lieu cannot exceed the maximum of that which he or she would have received had they chosen Option (b), the Transition Support Measure.
 - (iii) The Agency will make every reasonable effort to market a surplus employee within the employee’s surplus period and within his or her preferred area of mobility. The Agency will also make every reasonable effort to market a surplus employee in the Public Service within the employee’s normal work location as defined in the Agency Travel Policy.

or

- (b) Transition Support Measure (TSM) is a cash payment based on the employee's years of service as per Annex B made to the opting employee. Years of service is the combined years of service in the Public Service immediately prior to appointment to the Agency, for which he or she was not granted a Transition Support Measure, plus years of service with the Agency. Employees choosing this Option must resign but will be considered to be laid-off for purposes of severance pay.

or

- (c) Education allowance is a Transitional Support Measure (see Option (b) above) plus an amount of not more than \$10,000 for reimbursement of receipted expenses of an opting employee for tuition from a learning institution and costs of books and mandatory equipment. Employees choosing Option (c) could either:

- (i) resign from the Agency but be considered to be laid-off for severance pay purposes on the date of their departure;

or

- (ii) delay their departure date and go on leave without pay for a maximum period of two years, while attending the learning institution. The TSM shall be paid in one or two lump-sum amounts over a maximum two-year period. During this period, employees could continue to be public service benefit plan members and contribute both employer and employee share to the benefits plans and the *Public Service Superannuation Plan*. At the end of the two-year leave without pay period, unless the employee has found alternate employment in the Agency, the employee will be laid off in accordance with the *Parks Canada Agency Act*, Section 13.

6.3.2 The Agency will establish the departure date of opting employees who choose Option (b) or Option (c) above.

6.3.3 The Transition Support Measure, pay in lieu of unfulfilled surplus period and the Education Allowance cannot be combined with any other payment under the Work Force Adjustment Appendix.

6.3.4 In the cases of pay in lieu of unfulfilled surplus period, Option (b) and (c)(i), the employee relinquishes any priority rights for reappointment upon acceptance of his or her resignation.

6.3.5 Employees choosing Option (c)(ii) who have not provided the Chief Executive Officer with a proof of registration from a learning institution 12 months after starting their leave without pay period will be deemed to have resigned from the Agency, and be considered to be laid-off for purposes of severance pay.

6.3.6 All opting employees will be entitled to up to \$600.00 towards counselling services in respect of their potential re-employment or retirement. Such counselling services may include financial and job placement counselling services.

6.3.7 An opting employee who has received pay in lieu of unfulfilled surplus period, a Transition Support Measure or an Education Allowance and is re-appointed to the Agency shall reimburse the Receiver General for Canada by an amount corresponding to the period from the effective date of such re-appointment or hiring, to the end of the original period for which the TSM or Education Allowance was paid.

6.3.8 Notwithstanding paragraph 6.3.7, an opting employee who has received an Education Allowance will not be required to reimburse tuition expenses, costs of books and mandatory equipment, for which he or she cannot get a refund.

6.3.9 The Agency shall ensure that pay in lieu of unfulfilled surplus period is only authorised where the employee's work can be discontinued on the resignation date and no additional costs will be incurred in having the work done in any other way during that period.

6.3.10 If a surplus employee who has chosen, or is deemed to have chosen, Option (a) refuses a reasonable job offer at any time during the twelve-month surplus priority period, the employee is ineligible for pay in lieu of unfulfilled surplus period.

6.3.11 Approval of pay in lieu of unfulfilled surplus period is at the discretion of the Chief Executive Officer, but shall not be unreasonably denied.

6.4 Retention payment

6.4.1 There are three situations in which an employee may be eligible to receive a retention payment. These are total facility closures, relocation of work units and alternative delivery initiatives.

6.4.2 All employees accepting retention payments must agree to leave the Agency without priority rights.

6.4.3 An individual who has received a retention payment and, as applicable, is either reappointed to the Agency, or is hired by the new employer within the six months immediately following his or her resignation, shall reimburse the Receiver General for Canada by an amount corresponding to the period from the effective date of such re-appointment or hiring, to the end of the original period for which the lump sum was paid.

6.4.4 The provisions of 6.4.5 shall apply in total facility closures where Agency jobs are to cease, and:

- (a) such jobs are in remote areas of the country, or
- (b) retraining and relocation costs are prohibitive, or

- (c) prospects of reasonable alternative local employment (whether within or outside the Agency) are poor.

6.4.5 Subject to 6.4.4, the Agency shall pay to each employee who is asked to remain until closure of the work unit and offers a resignation from the Agency to take effect on that closure date, a sum equivalent to six months' pay payable upon the day on which the Agency operation ceases, provided the employee has not separated prematurely.

6.4.6 The provisions of 6.4.7 shall apply in relocation of work units where Agency work units:

- a) are being relocated, and
- b) when the Chief Executive Officer decides that, in comparison to other options, it is preferable that certain employees be encouraged to stay in their jobs until the day of workplace relocation, and
- c) where the employee has opted not to relocate with the function.

6.4.7 Subject to 6.4.6, the Agency shall pay to each employee who is asked to remain until the relocation of the work unit and offers a resignation from the Agency to take effect on the relocation date, a sum equivalent to six months' pay payable upon the day on which the Agency operation relocates, provided the employee has not separated prematurely.

6.4.8 The provisions of 6.4.9 shall apply in alternative delivery initiatives:

- a) where the Agency work units are affected by alternative delivery initiatives;
- b) when the Agency decides that, compared to other options, it is preferable that certain employees be encouraged to stay in their jobs until the day of the transfer to the new employer; and
- c) where the employee has not received a job offer from the new employer or has received an offer and did not accept it.

6.4.9 Subject to 6.4.8, the Agency shall pay to each employee who is asked to remain until the transfer date and who offers a resignation from the Agency to take effect on the transfer date, a sum equivalent to six months pay payable upon the transfer date, provided the employee has not separated prematurely.

Part VII

Special provisions regarding Alternate Delivery Initiatives

Preamble

The administration of the provisions of this part will be guided by the following principles:

- (a) fair and reasonable treatment of employees;
- (b) value for money and affordability; and
- (c) maximization of employment opportunities for employees.

7.1 Definitions

For the purposes of this part:

Reasonable job offer is an offer of employment received from a new employer in the case of a Type 1 or Type 2 transitional employment arrangement, as determined in accordance with paragraph 7.2.2.

Termination of employment is the termination of employment as a result of a decision to transfer work or functions of the Agency in whole or in part to an external employer pursuant to the *Parks Canada Agency Act*, Section 13.

7.2 General

The Agency will, as soon as possible after the decision is made to proceed with an ASD initiative, and if possible, not less than 180 days prior to the date of transfer, provide notice to the Alliance.

The notice to the Alliance will include:

- 1. the program being considered for ASD,
- 2. the reason for the ASD, and
- 3. the type of approach anticipated for the initiative.

A joint WFA-ASD committee will be created for ASD initiatives and will have equal representation from the Agency and the Alliance. By mutual agreement the committee may include other participants. The joint WFA-ASD committee will define the rules of conduct of the committee.

In cases of ASD initiatives, the parties will establish a joint WFA-ASD committee to conduct meaningful consultation on the human resources issues related to the ASD initiative in order to provide information to the employee which will assist him or her in deciding on whether or not to accept the job offer.

1. Commercialisation

In cases of commercialisation where tendering will be part of the process, the members of the joint WFA-ASD committee shall make every reasonable effort to come to an agreement on the criteria related to human resources issues (e.g. terms and conditions of employment, pension and health care benefits, the take-up number of employees) to be used in the request for proposal (RFP) process. The committee will respect the contracting rules of the federal government.

2. Creation of a new Agency

In cases of the creation of new agencies, the members of the joint WFA-ASD committee shall make every reasonable effort to agree on common recommendations related to human resources issues (e.g. terms and conditions of employment, pension, and health care benefits) that should be available at the date of transfer.

3. Transfer to existing Employers

In all other ASD initiatives where an employer-employee relationship already exists the parties will hold meaningful consultations to clarify the terms and conditions that will apply upon transfer.

In the cases of commercialisation and creation of new agencies consultation opportunities will be given to the Alliance; however, in the event that agreements are not possible, the Agency may still proceed with the transfer.

7.2.1 The provisions of this Part apply only in the case of alternative delivery initiatives and are in exception to other provisions of this appendix. Employees who are affected by alternative delivery initiatives and who receive job offers from the new employer shall be treated in accordance with the provisions of this part and, only where specifically indicated will other provisions of this appendix apply to them.

7.2.2 There are three types of transitional employment arrangements resulting from alternative delivery initiatives:

(a) Type 1 (Full Continuity)

Type 1 arrangements meet all of the following criteria:

- (i) legislated successor rights apply. Specific conditions for successor rights applications will be determined by the labour legislation governing the new employer;

- (ii) recognition of continuous employment in the Public Service, as defined in the adopted *Public Service Terms and Conditions of Employment* for purposes of determining the employee's entitlements under the collective agreement continued due to the application of successor rights ;
- (iii) pension arrangements according to the Statement of Pension Principles set out in Annex A, or, in cases where the test of reasonableness set out in that Statement is not met, payment of a lump-sum to employees pursuant to paragraph 7.7.3;
- (iv) transitional employment guarantee: a two-year minimum employment guarantee with the new employer;
- (v) coverage in each of the following core benefits: health benefits, long term disability insurance (LTDI) and dental plan;
- (vi) short-term disability bridging: recognition of the employee's earned but unused sick leave credits up to maximum of the new employer's LTDI waiting period.

(b) **Type 2 (Substantial Continuity)**

Type 2 arrangements meet all of the following criteria:

- (i) the average new hourly salary offered by the new employer (= rate of pay + equal pay adjustments + supervisory differential) for the group moving is 85 percent or greater of the group's current Agency hourly remuneration (= pay + equal pay adjustments + supervisory differential), when the hours of work are the same;
- (ii) the average annual salary of the new employer (= rate of pay + equal pay adjustments + supervisory differential) for the group moving is 85 percent or greater of Agency annual remuneration (= percent or greater of Agency annual remuneration (= pay + equal pay adjustments + supervisory differential), when the hours of work are different;
- (iii) pension arrangements according to the Statement of Pension Principles as set out in Annex A, or in cases where the test of reasonableness set out in that Statement is not met, payment of a lump-sum to employees pursuant to paragraph 7.7.3;
- (iv) transitional employment guarantee: employment tenure equivalent to that of the permanent work force in receiving organizations or a two-year minimum employment guarantee;
- (v) coverage in each area of the following core benefits: health benefits, long-term disability insurance (LTDI) and dental plan;
- (vi) short-term disability arrangement.

(c) **Type 3 (Lesser Continuity)**

A Type 3 arrangement is any alternative delivery initiative that does not meet the criteria applying in Type 1 and 2 transitional employment arrangements.

7.2.3 For Type 1 and Type 2 transitional employment arrangements, the offer of employment from the new employer will be deemed to constitute a reasonable job offer for purposes of this part.

7.2.4 For Type 3 transitional employment arrangements, an offer of employment from the new employer will not be deemed to constitute a reasonable job offer for purposes of this part.

7.3 Responsibilities

7.3.1 The Agency will be responsible for deciding, after considering the criteria set out above, which of the Types applies in the case of particular alternative delivery initiatives.

7.3.2 Employees directly affected by alternative delivery initiatives are responsible for seriously considering job offers made by new employers and advising the Agency of their decision within the allowed period.

7.4 Notice of alternative delivery initiatives

7.4.1 Where alternative delivery initiatives are being undertaken, the Agency shall provide written notice to all employees offered employment by the new employer, giving them the opportunity to choose whether they wish to accept the offer.

7.4.2 Following written notification, employees must indicate within a period of 60 days their intention to accept the employment offer, except in the case of Type 3 arrangements, where the Agency may specify a period shorter than 60 days, but not less than 30 days.

7.5 Job offers from new employers

7.5.1 Employees subject to this appendix (see Application) and who do not accept the reasonable job offer from the new employer in the case of Type 1 or 2 transitional employment arrangements will be given four months notice of termination of employment and their employment will be terminated at the end of that period or on a mutually agreed upon date before the end of the four month notice period except where the employee was, at the satisfaction of the Chief Executive Officer, unaware of the offer or incapable of indicating an acceptance of the offer, he or she is deemed to have accepted the offer before the date on which the offer is to be accepted.

7.5.2 The Chief Executive Officer may extend the notice of termination period for operational reasons, but no such extended period may end later than the date the transfer to the new employer.

7.5.3 Employees who do not accept a job offer from the new employer in the case of Type 3 transitional employment arrangements may be declared opting or surplus by the Agency in accordance with the provisions of the other parts of this appendix.

7.5.4 Employees who accept a job offer from the new employer in the case of any alternative delivery initiative will have their employment terminated on the date on which the transfer becomes effective, or on another date that may be designated by the Agency for operational reasons provided that this does not create a break in continuous service between the Public Service, including the Agency, and the new employer.

7.6 Application of other provisions of the appendix

7.6.1 For greater certainty, the provisions of Part II, Official Notification, and section 6.4, Retention Payment, will apply in the case of an employee who refuses an offer of employment in the case of a Type 1 or 2 transitional employment arrangement. A payment under section 6.4 may not be combined with a payment under the other section.

7.7 Lump-sum payments and salary top-up allowances

7.7.1 Employees who are subject to this appendix (see Application) and who accept the offer of employment from the new employer in the case of Type 2 transitional employment arrangements will receive a sum equivalent to three months pay, payable upon the day on which the Agency work or function is transferred to the new employer. The Agency will also pay these employees an 18-month salary top-up allowance equivalent to the difference between the remuneration applicable to their Agency position and the salary applicable to their position with the new employer. This allowance will be paid as a lump-sum, payable on the day on which the Agency work or function is transferred to the new employer.

7.7.2 In the case of individuals who accept an offer of employment from the new employer in the case of a Type 2 arrangement whose new hourly or annual salary falls below 80 percent of their former hourly or annual remuneration, the Agency will pay an additional six months of salary top-up allowance for a total of twenty-four (24) months under this paragraph and paragraph 7.7.1. The salary top-up allowance equivalent to the difference between the remuneration applicable to their Agency position and the salary applicable to their position with the new employer will be paid as a lump-sum payable on the day on which the Agency work or function is transferred to the new employer.

7.7.3 Employees who accept the reasonable job offer from the successor employer in the case of a Type 1 or Type 2 transitional employment arrangement where the test of reasonableness referred to in the Statement of Pension Principles set out in Annex A is not met, that is, where the actuarial value (cost) of the new employer's pension arrangements are less than 6.5 percent of pensionable payroll (excluding the employer's costs related to the administration of the plan) will receive a sum equivalent to three months pay, payable on the day on which the Agency work or function is transferred to the new employer.

7.7.4 Employees who accept an offer of employment from the new employer in the case of Type 3 transitional employment arrangements will receive a sum equivalent to six months pay payable

on the day on which the Agency work or function is transferred to the new employer. The Agency will also pay these employees a 12-month salary top-up allowance equivalent to the difference between the remuneration applicable to their position and the salary applicable to their position with the new employer. The allowance will be paid as a lump-sum, payable on the day on which the Agency work or function is transferred to the new employer. The total of the lump-sum payment and the salary top-up allowance provided under this paragraph will not exceed an amount equivalent to one year's pay.

7.7.5 For the purposes of 7.7.1, 7.7.2 and 7.7.4, the term "remuneration" includes and is limited to salary plus equal pay adjustments, if any, and supervisory differential, if any.

7.8 Reimbursement

7.8.1 An individual who receives a lump-sum payment and salary top-up allowance pursuant to paragraphs 7.7.1 to 7.7.4 and who is reappointed to the Agency at any point during the period covered by the total of the lump-sum payment and salary top-up allowance, if any, shall reimburse the Receiver General for Canada by an amount corresponding to the period from the effective date of re-appointment to the end of the original period covered by the total of the lump-sum payment and salary top-up allowance, if any.

7.8.2 An individual who receives a lump-sum payment pursuant to paragraph 7.6.1 and, as applicable, is either reappointed to the Agency or hired by the new employer at any point covered by the lump-sum payment, shall reimburse the Receiver General for Canada by an amount corresponding to the period from the effective date of the reappointment or hiring to the end of the original period covered by the lump-sum payment.

7.9 Vacation leave credits and severance pay

7.9.1 Notwithstanding the provisions of this agreement concerning vacation leave, an employee who accepts a job offer pursuant to this part may choose not to be paid for earned but unused vacation leave credits, provided that the new employer will accept these credits.

7.9.2 Notwithstanding the provisions of this agreement concerning severance pay, an employee who accepts a reasonable job offer pursuant to this part will not be paid severance pay where successor rights apply and/or, in the case of a Type 2 transitional employment arrangement, when the new employer recognizes the employee's years of continuous employment in the Public Service for severance pay purposes and provides severance pay entitlements similar to the employee's severance pay entitlements at the time of the transfer. However, an employee who has a severance termination benefit entitlement under the terms of article 57.05(b) or (c) shall be paid this entitlement at the time of transfer.

7.9.3 Where:

- (a) the conditions set out in 7.9.2 are not met,

- (b) the severance provisions of the collective agreement are extracted from the collective agreement prior to the date of transfer to another non-federal public sector employer,
- (c) the employment of an employee is terminated pursuant to the terms of paragraph 7.5.1,
or
- (d) the employment of an employee who accepts a job offer from the new employer in a Type 3 transitional employment arrangement is terminated on the transfer of the function to the new employer, the employee shall be deemed, for purposes of severance pay, to be involuntarily laid off on the day on which employment in the Agency terminates.

Annex A
Statement of pension principles

1. The new employer will have in place, or Her Majesty in right of Canada will require the new employer to put in place, reasonable pension arrangements for transferring employees. The test of “reasonableness” will be that the actuarial value (cost) of the new employer pension arrangements will be at least 6.5 percent of pensionable payroll, which in the case of defined-benefit pension plans will be as determined by the Assessment Methodology developed by Towers Perrin for the Treasury Board, dated October 7, 1997. This Assessment Methodology will apply for the duration of this agreement. Where there is no reasonable pension arrangement in place on the transfer date or no written undertaking by the new employer to put such reasonable pension arrangement in place effective on the transfer date, subject to the approval of Parliament and a written undertaking by the new employer to pay the employer costs, *Public Service Superannuation Act* (PSSA) coverage could be provided during a transitional period of up to a year.
2. Benefits in respect of service accrued to the point of transfer are to be fully protected.
3. Her Majesty in right of Canada will seek portability arrangements between the Public Service Superannuation Plan and the pension plan of the new employer where a portability arrangement does not yet exist. Furthermore, Her Majesty in right of Canada will seek authority to permit employees the option of counting their service with the new employer for vesting and benefit thresholds under the *PSSA*.

Annex B

Years of Service in the Agency and Public Service	Transition Support Measure (TSM) (Payment in weeks' pay)
0	10
1	22
2	24
3	26
4	28
5	30
6	32
7	34
8	36
9	38
10	40
11	42
12	44
13	46
14	48
15	50
16	52
17	52
18	52
19	52
20	52
21	52
22	52
23	52
24	52
25	52

Years of Service in the Agency and Public Service	Transition Support Measure (TSM) (Payment in weeks' pay)
26	52
27	52
28	52
29	52
30	49
31	46
32	43
33	40
34	37
35	34
36	31
37	28
38	25
39	22
40	19
41	16
42	13
43	10
44	7
45	4

For indeterminate seasonal and part-time employees, the TSM will be pro-rated in the same manner as severance pay under the terms of this agreement.

Severance pay provisions of this collective agreement are in addition to the TSM.

**
APPENDIX "L"
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
IN RESPECT OF THE RETENTION ALLOWANCE FOR THE AS-02 COMPENSATION
ADVISORS

1. In an effort to increase retention of AS-02 Compensation Advisors, the Agency will provide an allowance to incumbents of AS-02 Compensation Advisor positions for the performance of Compensation and Benefit duties.

2. The parties agree that AS-02 Compensation Advisors who perform the duties of positions identified above shall be eligible to receive a "Retention Allowance" in the following amounts and subject to the following conditions:

- (a) Commencing on August 5th, 2011, and ending August 4th, 2014, AS-02 Compensation Advisors who perform the duties of positions identified above shall be eligible to receive an allowance to be paid biweekly;
- (b) The employee shall be paid the daily amount shown below for each calendar day for which the employee is paid pursuant to Appendix A of the collective agreement. This daily amount is equivalent to the annual amount set out below divided by two hundred and sixty decimal eight eight (260.88);

Retention Allowance

	Annual	Daily
AS-02 Compensation Advisors	\$2,000	\$7.67

- (c) The Retention Allowance specified above does not form part of an employee's salary;
- (d) The Retention Allowance will be added to the calculation of the weekly rate of pay for the maternity and parental allowances payable under article 37 of this collective agreement;
- (e) Subject to (f) below, the amount of the Retention Allowance payable is that amount specified in paragraph 2(b) for the level prescribed in the certificate of appointment of the employee's AS-02 position;
- (f) When an AS-02 Compensation Advisor is required by the Agency to perform duties of a higher classification level in accordance with clause 58.07, the Retention Allowance shall not be payable for the period during which the employee performs the duties of a higher level.

3. A part-time AS-02 Compensation Advisor shall be paid the daily amount shown above divided by seven decimal five (7.5), for each hour paid at their hourly rate of pay.

4. An employee shall not be entitled to the allowance for periods he/she is on leave without pay or under suspension.

5. This Memorandum of Understanding expires on August 4th, 2014.

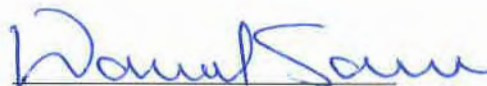
SIGNED AT OTTAWA, this 03 day of the month of April 2013.

PARKS CANADA AGENCY



Luc Presseau

**THE PUBLIC SERVICE
ALLIANCE OF CANADA**



David Sauvé

**
APPENDIX "M"
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
IN RESPECT OF THE
FINANCIAL MANAGEMENT GROUP

Preamble

In order to compensate for specific responsibilities associated with the implementation of the Chief Financial Officer (CFO) Model during the period of transition, the Agency will provide a CFO Transitional Allowance to incumbents of positions at the FI-03 and FI-04 levels for the performance of duties in the Financial Management Group.

Application

1. The parties agree that incumbents of positions identified above shall be eligible to receive a "Chief Financial Officer (CFO) Transitional Allowance" as specified in 1(a) and 1(b) subject to the following conditions:

- (a) Effective August 5th, 2011, a Transitional Allowance is to be paid to employees at the maximum of each level identified in accordance with the following grid:

Chief Financial Officer (CFO) Transitional Allowance	
	% of Level Maximum
FI-3	1%
FI-4	2%

- (b) The Chief Financial Officer (CFO) Transitional Allowance specified above does not form part of an employee's salary.
- (c) An employee shall be paid the Chief Financial Officer (CFO) Transitional Allowance for each calendar month for which the employee receives at least ten (10) days' pay.
- (d) The Allowance shall not be paid to or in respect of a person who ceased to be a member of the bargaining unit prior to the date of signing of this Agreement.

- (e) The value of the Chief Financial Officer (CFO) Transitional Allowance payable is at the value specified in 1(a) for the level prescribed in the certificate of appointment of the employee's substantive position.
- (f) When an employee in receipt of the Chief Financial Officer (CFO) Transitional Allowance is required by the Agency to perform the duties of a higher classification level within the FI occupational group the Transitional Allowance of the substantive position shall continue until such time as the employee qualifies for the CFO Transitional Allowance for the higher level.
2. Part-time employees shall be entitled to the Allowance on a pro rata basis.
3. The parties agree that disputes arising from the application of this Memorandum of Understanding may be subject to consultation.
4. This Memorandum of Understanding expires on August 4th, 2014.

SIGNED AT OTTAWA, this 23 day of the month of April 2013.

PARKS CANADA AGENCY



Luc Presseau

**THE PUBLIC SERVICE
ALLIANCE OF CANADA**



David Sauvé

**
APPENDIX "N"
LETTER OF AGREEMENT
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
IN RESPECT OF THE
APPLICATION OF THE POLICIES SET OUT IN ARTICLE 6

The Agency and the PSAC agree to create a sub-committee of the National Labour Management Consultation Committee (NLMCC). The sub-committee's mandate will be to discuss issues regarding the application of the policies set out in Article 6 of the collective agreement.

The sub-committee will report to the NLMCC on the establishment of their terms of reference and on their findings and recommendations.

The creation of the sub-committee will be added to the agenda of the next NLMCC meeting.

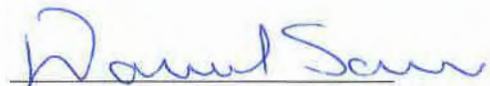
SIGNED AT OTTAWA, this 23 day of the month of April 2013.

PARKS CANADA AGENCY



Luc Presseau

**THE PUBLIC SERVICE
ALLIANCE OF CANADA**



David Sauvé

**
APPENDIX "O"
LETTER OF AGREEMENT
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
IN RESPECT OF THE
STUDENT EMPLOYMENT

The Agency and the PSAC agree to create a sub-committee of the National Labour Management Consultation Committee (NLMCC). The sub-committee's mandate will be to discuss issues regarding student employment.

The sub-committee will report to the NLMCC on the establishment of their terms of reference and on their findings and recommendations.

The creation of the sub-committee will be added to the agenda of the next NLMCC meeting.

SIGNED AT OTTAWA, this 23 day of the month of APRIL 2013.

PARKS CANADA AGENCY



Luc Presseau

**THE PUBLIC SERVICE
ALLIANCE OF CANADA**



David Sauvé

