



Parks
Canada

Parcs
Canada

Canada



Collective Agreement

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

Expiry Date: August 4, 2018



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



Collective Agreement

between

**The Parks Canada
Agency**

and

**The Public Service
Alliance of Canada**

Expiry date: August 4th, 2018

Cette convention collective est disponible également en français.

PHOTO CAPTIONS

Main Image:

Two friends paddle in the marsh at sunrise. Point Pelee National Park

Top, left to right:

Soldiers outside Officer's Quarters. Fort Anne National Historic Site

A diver surfaces with a sea urchin off the shore of Gandll K'in Gwaay.yaay (Hot Spring Island) on a sunny afternoon in July. Gwaii Haanas National Marine Conservation Area Reserve and Haida Heritage Site

Indigenous girl wearing O'Chiese First Nation Junior Princess regalia in front of a tipi at Rocky Mountain House National Historic Site

New White Bark Pine seedlings are numbered and documented for future monitoring purposes. Kootenay National Park

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** 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 *Federal Public Sector 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),

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"family" except where otherwise specified in the Agreement, means father, mother (or alternatively stepfather, stepmother, or foster parent), brother, sister, step-brother, step-sister, spouse (including common-law partner residing with the employee), child (including child of common-law partner), stepchild, foster child or ward of the employee, grandchild, father-in-law, mother-in-law, daughter-in-law, son-in-law, the employee's grandparents and relative permanently residing in the employee's household or with whom the employee permanently resides (famille),

"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 *Federal Public Sector Labour Relations Act*, have the same meaning as given to them in the *Federal Public Sector Labour Relations Act*,

and

- (b) if defined in the *Interpretation Act*, but not defined in the *Federal Public Sector 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 Federal Public Sector Labour Relations and Employment 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, *Federal Public Sector 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 Federal Public Sector Labour Relations and Employment Board Pursuant to Section 190 (1) of the *Federal Public Sector Labour Relations Act*

13.01 When operational requirements permit, in cases of complaints made to the Federal Public Sector Labour Relations and Employment Board pursuant to section 190(1) of the FPSLRA 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 FPSLRA , the Agency will grant leave with pay:

- (a) to an employee who makes a complaint on her/his own behalf, before the Federal Public Sector Labour Relations and Employment 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 Federal Public Sector Labour Relations and Employment 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.

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13.15 Effective August 1, 2018 and for administrative purposes only, the Agency will continue to pay the employee who has been granted leave under articles 13.02, 13.10, 13.12 and 13.13. The Alliance will reimburse the Agency for the salary and benefit costs of the employee during the period of approved leave, within thirty (30) days of receiving the request for payment from the Agency according to the terms established by the joint agreement.

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. The employee shall receive a minimum of two (2) days' 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 *Federal Public Sector 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 FPSLR Regulations, if the parties avail themselves of an informal conflict management system established under section 207 of the *Federal Public Sector Labour Relations Act* (FPSLRA) 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 *Federal Public Sector 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 *Federal Public Sector 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 *Federal Public Sector 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 *Federal Public Sector Labour Relations and Employment 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 *Federal Public Sector 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 or ethnic origin, religious affiliation, sex, sexual orientation, gender identity and expression, 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) Federal Public Sector Labour Relations and Employment 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.

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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 unless, because of unforeseeable circumstances, such notice cannot be given.

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

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 seven 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.

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.

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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:

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

- (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 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 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;
 - (iv) where an employee has received the full fifteen (15) weeks of maternity benefit under Employment Insurance and thereafter remains on maternity leave without pay, she is eligible to receive a further maternity allowance for a period of one (1) week at ninety three per cent (93%) of her weekly rate of pay (and the recruitment and retention “terminable allowance”, if applicable), less any other monies earned during this period;
 - (v) where an employee has received the full thirty-five (35) weeks of parental benefit under Employment Insurance and thereafter remains on parental leave without pay, he/she is eligible to receive a further parental allowance for a period of one (1) week at ninety three per cent (93%) of his or her weekly rate of pay (and the recruitment and retention “terminable allowance”, if applicable) less any other

monies earned during this period, unless said employee has already received the one (1) week of allowance contained in (e)(iv) for the same child.

- (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.

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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 fifty-two (52) 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

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40.01 For the purpose of this article, family is defined as spouse (or common-law partner resident with the employee), children (including foster children or children of legal or common-law spouse and ward of the employee), parents (including step-parents or foster parents), father-

in-law, mother-in-law, brother, sister, step-brother, step-sister, grandparents and grandchildren of the employee, any relative permanently residing in the employee's household or with whom the employee permanently resides, or any relative for whom the employee has a duty of care, irrespective of whether they reside with the employee.

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.

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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;
- (e) to attend school functions, if the supervisor was notified of the functions as far in advance as possible;
- (f) to provide for the employee's child in the case of an unforeseeable closure of the school or daycare facility;
- (g) 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 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**

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

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44.02

- (a) When a member of the employee's immediate family dies, an employee shall be entitled to a bereavement leave with pay. Such bereavement leave, 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.
- (b) At the request of the employee, such bereavement leave with pay may be taken in a single period of seven (7) consecutive calendar days or may be taken in two (2) periods to a maximum of five (5) working days.
- (c) When requested to be taken in two (2) periods,
 - (i) The first period must include the day of the memorial commemorating the deceased or must begin within two (2) days following the death, and
 - (ii) The second period must be taken no later than twelve (12) months from the date of death for the purpose of attending a ceremony.
 - (iii) The employee may be granted no more than three (3) days' leave with pay, in total, for the purpose of travel for these two (2) periods.

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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 brother-in-law or sister-in-law and grandparents of spouse.

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44.04 If, during a period of paid 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(a) 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.

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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(a) 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 *Federal Public Sector 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.

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

- (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

In any fiscal year, an employee is entitled to no more than fifteen (15) or sixteen (16) hours (in accordance with the Hours of Work Code) of combined personal and volunteer leave.

Effective April 1st 2018, Volunteer leave is deleted from the collective agreement.

- (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 fifteen (15) or sixteen (16) hours (in accordance with the Hours of Work Code) of leave with pay for reasons of a personal nature. This leave can be taken in periods of seven decimal five (7.5) or eight (8) hours (in accordance with the Hours of Work Code) or three decimal seven five (3.75) or four (4) hours (in accordance with the Hours of Work Code) each.
- (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).
- (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 driver's licence. Full reimbursement will be paid where special classes of driver's licenses are required.

54.02 The Alliance and the Agency have agreed to provide for a professional allowance to be paid in accordance with the following conditions. Upon receipt of proof of payment, the Agency shall reimburse an employee's annual membership fees-paid to either the Institute of Chartered Accountants (CA), the Society of Management Accountants (CMA), the Association of Certified General Accountants (CGA), or the Chartered Professional Accountants (CPA). The Agency shall reimburse annual fees paid to one of the associations referred to in clause 54.02 for employees pursuing a formal study program to obtain a professional accounting designation (CA, CMA, CGA or CPA). Reimbursement covered by this Article does not include arrears of previous year's dues. Reimbursement covered by this Article shall include insurance payable as a requirement for maintaining the designation to a maximum of seventy five (\$75) dollars excluding any optional insurance that may be offered for the purpose of practicing in the private sector.

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 *Federal Public Sector 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

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) 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.

(c) 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.

(d) 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 in lieu of severance for the elimination of severance pay for voluntary separation (resignation and retirement) made pursuant to 57.04 to 57.07 of Appendix S 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 any outstanding payments in lieu of severance, if applicable under Appendix S.

**

57.04 Employees who were subject to the payment in lieu of severance for the elimination of severance pay for voluntary separation (resignation and retirement) and who opted to defer their payment, the former provisions outlining the payment in lieu are found at Appendix S.

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 2018.

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

**

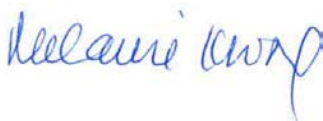
61.03 The Provisions of this collective agreement shall be implemented by the parties within a period of one hundred and fifty (150) days from the date of signing.

Signed at Ottawa, this 31st day of the month of May 2018.

Parks Canada Agency



Daniel Watson



Melanie Kwong



Nathalie Gauthier



Ghislaine Lalonde



Jewel Cunningham



Brenda DeMone



Marilyn Peckett



Karen Jans

Public Service Alliance of Canada



Brenda Shillington



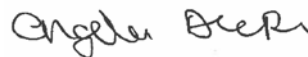
Janson LaBond



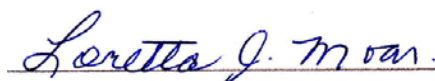
Omar Murray



Daniel Britton



Angela Decker



Loretta Moar



Jennifer Legue



Daniel Toutant

Jack Norris

Jack Norris

Jamey Mills

Jamey Mills

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**).....

Economics and Social Science Services Group (**EC**).....

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, 2013
- X) Effective August 5, 2014 - Restructure
- A) Effective August 5, 2014 1.25%
- B) Effective August 5, 2015 1.25%
- C) Effective August 5, 2016 1.25%
- D) Effective August 5, 2017 1.25%

AR-01

From:	\$	31999	to	50578
To:	X	37769	to	56251
	A	38241	to	56954
	B	38719	to	57666
	C	39203	to	58387
	D	39693	to	59117

AR-02

From:	\$	52504	54924	57336	59747	62159	64578
To:	X	59906	62313	64717	67111	69514	71918
	A	60655	63092	65526	67950	70383	72817
	B	61413	63881	66345	68799	71263	73727
	C	62181	64680	67174	69659	72154	74649
	D	62958	65489	68014	70530	73056	75582

AR-03

From:	\$	64193	66906	69608	72304	74472	76639
To:	X	73509	76207	78894	81578	83737	85889
	A	74428	77160	79880	82598	84784	86963
	B	75358	78125	80879	83630	85844	88050
	C	76300	79102	81890	84675	86917	89151
	D	77254	80091	82914	85733	88003	90265

AR-04

From:	\$	72347	75293	78239	81180	83617	86047
To:	X	83205	86136	89068	91996	94418	96837
	A	84245	87213	90181	93146	95598	98047
	B	85298	88303	91308	94310	96793	99273
	C	86364	89407	92449	95489	98003	100514
	D	87444	90525	93605	96683	99228	101770

AR-05

From:	\$	81176	84510	87845	91173	93910	96644
To:	X	93417	96733	100049	103364	106082	108802
	A	94585	97942	101300	104656	107408	110162
	B	95767	99166	102566	105964	108751	111539
	C	96964	100406	103848	107289	110110	112933
	D	98176	101661	105146	108630	111486	114345

AR-06

From:	\$	90712	94163	97620	101081	104111	107140
To:	X	103903	107339	110778	114221	117237	120251
	A	105202	108681	112163	115649	118702	121754
	B	106517	110040	113565	117095	120186	123276
	C	107848	111416	114985	118559	121688	124817
	D	109196	112809	116422	120041	123209	126377

AR-07

From:	\$	97345	101083	104841	108600	114847	121096
To:	X	112105	115824	119563	123300	129518	135735
	A	113506	117272	121058	124841	131137	137432
	B	114925	118738	122571	126402	132776	139150
	C	116362	120222	124103	127982	134436	140889
	D	117817	121725	125654	129582	136116	142650

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

AS-Perfectionnement

From:	\$	31078	to	46581
To:	A	31466	to	47163
	B	31859	to	47753
	X	32018	to	47992
	C	32418	to	48592
	D	32823	to	49199

AS-01

From:	\$	48948	50809	52737	54743
To:	A	49560	51444	53396	55427
	B	50180	52087	54063	56120
	X	50431	52347	54333	56401
	C	51061	53001	55012	57106
	D	51699	53664	55700	57820

AS-02

From:	\$	54543	56612	58764
To:	A	55225	57320	59499
	B	55915	58037	60243
	X	56195	58327	60544
	C	56897	59056	61301
	D	57608	59794	62067

AS-03

From:	\$	58460	60682	62990
To:	A	59191	61441	63777
	B	59931	62209	64574
	X	60231	62520	64897
	C	60984	63302	65708
	D	61746	64093	66529

AS-04

From:	\$	63861	66287	69006
To:	A	64659	67116	69869
	B	65467	67955	70742
	X	65794	68295	71096
	C	66616	69149	71985
	D	67449	70013	72885

AS-05

From:	\$	76239	79136	82422
To:	A	77192	80125	83452
	B	78157	81127	84495
	X	78548	81533	84917
	C	79530	82552	85978
	D	80524	83584	87053

AS-06

From:	\$	84920	88148	91612
To:	A	85982	89250	92757
	B	87057	90366	93916
	X	87492	90818	94386
	C	88586	91953	95566
	D	89693	93102	96761

AS-07

From:	\$	89390	92787	96313	99204	102208
To:	A	90507	93947	97517	100444	103486
	B	91638	95121	98736	101700	104780
	X	92096	95597	99230	102209	105304
	C	93247	96792	100470	103487	106620
	D	94413	98002	101726	104781	107953

AS-08

From:	\$	92298	to	108639
To:	A	93452	to	109997
	B	94620	to	111372
	X	95093	to	111929
	C	96282	to	113328
	D	97486	to	114745

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

BI-01

From:	\$	30878	to	53385 *	54466	56577	58686	60799	62913	65023
To:	A	31264	to	54052 *	55147	57284	59420	61559	63699	65836
	B	31655	to	54728 *	55836	58000	60163	62328	64495	66659
	X	31655	to	54728 *	58000	60163	62328	64495	66659	68372
	C	32051	to	55412 *	58725	60915	63107	65301	67492	69227
	D	32452	to	56105 *	59459	61676	63896	66117	68336	70092

*(ROUNDED TO THE NEAREST \$10.00)

BI-02

From:	\$	58002	60722	63439	66176	68882	71463	75218	78981
To:	A	58727	61481	64232	67003	69743	72356	76158	79968
	B	59461	62250	65035	67841	70615	73260	77110	80968
	C	60204	63028	65848	68689	71498	74176	78074	81980
	D	60957	63816	66671	69548	72392	75103	79050	83005

BI-03

From:	\$	69684	72951	76225	79487	82759	86020	87862	89708
To:	A	70555	73863	77178	80481	83793	87095	88960	90829
	B	71437	74786	78143	81487	84840	88184	90072	91964
	X	74786	78143	81487	84840	88184	90072	91964	93316
	C	75721	79120	82506	85901	89286	91198	93114	94482
	D	76668	80109	83537	86975	90402	92338	94278	95663

BI-04

From:	\$	87240	90491	93737	96991	100240			
To:	A	88331	91622	94909	98203	101493			
	B	89435	92767	96095	99431	102762			
	X	92767	96095	99431	102762	106225	110230		
	C	93927	97296	100674	104047	107553	111608		
	D	95101	98512	101932	105348	108897	113003		

BI-05

From:	\$	96243	100211	104182	108150	112119			
To:	A	97446	101464	105484	109502	113520			
	B	98664	102732	106803	110871	114939			
	X	102732	106803	110871	114939	117203	120309		
	C	104016	108138	112257	116376	118668	121813		
	D	105316	109490	113660	117831	120151	123336		

CO - COMMERCE
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

CO-PERFECTIONNEMENT

From:	\$	27626	to	59224 *
To:	A	27971	to	59964 *
	B	28321	to	60714 *
	C	28675	to	61473 *
	D	29029	to	62232 *

*(ROUNDED TO THE NEAREST \$10.00)

CO-01

From:	\$	51376	53804	56227	58659	61071	63506	65928	68353
To:	A	52018	54477	56930	59392	61834	64300	66752	69207
	B	52668	55158	57642	60134	62607	65104	67586	70072
	C	53326	55847	58363	60886	63390	65918	68431	70948
	D	53993	56545	59093	61647	64182	66742	69286	71835

CO-02

From:	\$	66974	70464	73949	77442	80925	84416	87896	91393	94880
To:	A	67811	71345	74873	78410	81937	85471	88995	92535	96066
	B	68659	72237	75809	79390	82961	86539	90107	93692	97267
	X	70032	73682	77325	80978	84620	88270	91909	95566	99212
	C	70907	74603	78292	81990	85678	89373	93058	96761	100452
	D	71793	75536	79271	83015	86749	90490	94221	97971	101708

CO-03

From:	\$	82085	85969	89854	93734	97616	101499	105150
To:	A	83111	87044	90977	94906	98836	102768	106464
	B	84150	88132	92114	96092	100071	104053	107795
	C	85202	89234	93265	97293	101322	105354	109142
	D	86267	90349	94431	98509	102589	106671	110506

CO-04

From:	\$	93717	97962	102158	106111	110056	113999
To:	A	94888	99187	103435	107437	111432	115424
	B	96074	100427	104728	108780	112825	116867
	C	97275	101682	106037	110140	114235	118328
	D	98491	102953	107362	111517	115663	119807

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

CR-01

From:	\$	33230	33922	34627	35325	36012	36715
To:	A	33645	34346	35060	35767	36462	37174
	B	34066	34775	35498	36214	36918	37639
	X	34236	34949	35675	36395	37103	37827
	C	34664	35386	36121	36850	37567	38300
	D	35097	35828	36573	37311	38037	38779

CR-02

From:	\$	36070	36903	37721	38546
To:	A	36521	37364	38193	39028
	B	36978	37831	38670	39516
	X	37163	38020	38863	39714
	C	37628	38495	39349	40210
	D	38098	38976	39841	40713

CR-03

From:	\$	40909	41985	43055	44130
To:	A	41420	42510	43593	44682
	B	41938	43041	44138	45241
	X	42148	43256	44359	45467
	C	42675	43797	44913	46035
	D	43208	44344	45474	46610

CR-04

From:	\$	45329	46532	47734	48928
To:	A	45896	47114	48331	49540
	B	46470	47703	48935	50159
	X	46702	47942	49180	50410
	C	47286	48541	49795	51040
	D	47877	49148	50417	51678

CR-05

From:	\$	49540	50902	52271	53633
To:	A	50159	51538	52924	54303
	B	50786	52182	53586	54982
	X	51040	52443	53854	55257
	C	51678	53099	54527	55948
	D	52324	53763	55209	56647

CR-06

From:	\$	56387	57871	59339	60825
To:	A	57092	58594	60081	61585
	B	57806	59326	60832	62355
	X	58095	59623	61136	62667
	C	58821	60368	61900	63450
	D	59556	61123	62674	64243

CR-07

From:	\$	62546	64276	66011	67760
To:	A	63328	65079	66836	68607
	B	64120	65892	67671	69465
	X	64441	66221	68009	69812
	C	65247	67049	68859	70685
	D	66063	67887	69720	71569

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	1.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

CS-01

From:	\$	53619	55604	57587	59559	61527	63501	65467	67435
To:	A	54289	56299	58307	60303	62296	64295	66285	68278
	B	54968	57003	59036	61057	63075	65099	67114	69131
	X	55518	57573	59626	61668	63706	65750	67785	69822
	C	56212	58293	60371	62439	64502	66572	68632	70695
	D	56915	59022	61126	63219	65308	67404	69490	71579

CS-02

From:	\$	66395	68519	70647	72774	74899	77026	79154	81282
To:	A	67225	69375	71530	73684	75835	77989	80143	82298
	B	68065	70242	72424	74605	76783	78964	81145	83327
	X	68746	70944	73148	75351	77551	79754	81956	84160
	C	69605	71831	74062	76293	78520	80751	82980	85212
	D	70475	72729	74988	77247	79502	81760	84017	86277

CS-03

From:	\$	78417	81118	83820	86525	89230	91932	94633	97332
To:	A	79397	82132	84868	87607	90345	93081	95816	98549
	B	80389	83159	85929	88702	91474	94245	97014	99781
	X	81193	83991	86788	89589	92389	95187	97984	100779
	C	82208	85041	87873	90709	93544	96377	99209	102039
	D	83236	86104	88971	91843	94713	97582	100449	103314

CS-04

From:	\$	90001	93100	96199	99294	102393	105492	108588	111693
To:	A	91126	94264	97401	100535	103673	106811	109945	113089
	B	92265	95442	98619	101792	104969	108146	111319	114503
	X	93188	96396	99605	102810	106019	109227	112432	115648
	C	94353	97601	100850	104095	107344	110592	113837	117094
	D	95532	98821	102111	105396	108686	111974	115260	118558

CS-05

From:	\$	103667	107521	111380	115238	119096	122953	126809	130669	134526
To:	A	104963	108865	112772	116678	120585	124490	128394	132302	136208
	B	106275	110226	114182	118136	122092	126046	129999	133956	137911
	C	107603	111604	115609	119613	123618	127622	131624	135630	139635
	D	108948	112999	117054	121108	125163	129217	133269	137325	141380

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

DD-01

From:	\$	29514	30549	31577	32620	33646	34677	35710	37139
To:	A	29883	30931	31972	33028	34067	35110	36156	37603
	B	30257	31318	32372	33441	34493	35549	36608	38073
	X	30408	31475	32534	33608	34665	35727	36791	38263
	C	30788	31868	32941	34028	35098	36174	37251	38741
	D	31173	32266	33353	34453	35537	36626	37717	39225

DD-02

From:	\$	36368	37719	39043	40391	41729	43062	44408	46185
To:	A	36823	38190	39531	40896	42251	43600	44963	46762
	B	37283	38667	40025	41407	42779	44145	45525	47347
	X	37469	38860	40225	41614	42993	44366	45753	47584
	C	37937	39346	40728	42134	43530	44921	46325	48179
	D	38411	39838	41237	42661	44074	45483	46904	48781

DD-03

From:	\$	44752	46253	47761	49259	51233
To:	A	45311	46831	48358	49875	51873
	B	45877	47416	48962	50498	52521
	X	46106	47653	49207	50750	52784
	C	46682	48249	49822	51384	53444
	D	47266	48852	50445	52026	54112

DD-04

From:	\$	46099	47731	49356	50989	52605	54225	56393
To:	A	46675	48328	49973	51626	53263	54903	57098
	B	47258	48932	50598	52271	53929	55589	57812
		47494	49177	50851	52532	54199	55867	58101
	C	48088	49792	51487	53189	54876	56565	58827
	D	48689	50414	52131	53854	55562	57272	59562

DD-05

From:	\$	53938	55810	57675	59553	61934
To:	A	54612	56508	58396	60297	62708
	B	55295	57214	59126	61051	63492
	X	55571	57500	59422	61356	63809
	C	56266	58219	60165	62123	64607
	D	56969	58947	60917	62900	65415

DD-06

From:	\$	57882	59908	61917	63940	66494
To:	A	58606	60657	62691	64739	67325
	B	59339	61415	63475	65548	68167
	X	59636	61722	63792	65876	68508
	C	60381	62494	64589	66699	69364
	D	61136	63275	65396	67533	70231

DD-07

From:	\$	62871	65083	67295	69512	72290
To:	A	63657	65897	68136	70381	73194
	B	64453	66721	68988	71261	74109
	X	64775	67055	69333	71617	74480
	C	65585	67893	70200	72512	75411
	D	66405	68742	71078	73418	76354

DD-08

From:	\$	66162	68516	70866	73203	76129
To:	A	66989	69372	71752	74118	77081
	B	67826	70239	72649	75044	78045
	X	68165	70590	73012	75419	78435
	C	69017	71472	73925	76362	79415
	D	69880	72365	74849	77317	80408

DD-09

From:	\$	69097	71558	74023	76477	79538
To:	A	69961	72452	74948	77433	80532
	B	70836	73358	75885	78401	81539
	X	71190	73725	76264	78793	81947
	C	72080	74647	77217	79778	82971
	D	72981	75580	78182	80775	84008

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

ED-EDS-01

From:	\$	63241	66542	68936	71321	73708
To:	A	64032	67374	69798	72213	74629
	B	64832	68216	70670	73116	75562
	X	65156	68557	71023	73482	75940
	C	65970	69414	71911	74401	76889
	D	66795	70282	72810	75331	77850

ED-EDS-02

From:	\$	75772	78147	80509
To:	A	76719	79124	81515
	B	77678	80113	82534
	X	78066	80514	82947
	C	79042	81520	83984
	D	80030	82539	85034

ED-EDS-03

From:	\$	80861	83419	85962
To:	A	81872	84462	87037
	B	82895	85518	88125
	X	83309	85946	88566
	C	84350	87020	89673
	D	85404	88108	90794

ED-EDS-04

From:	\$	86709	89337	91959
To:	A	87793	90454	93108
	B	88890	91585	94272
	X	89334	92043	94743
	C	90451	93194	95927
	D	91582	94359	97126

ED-EDS-05

From:	\$	93466	96338	99178
To:	A	94634	97542	100418
	B	95817	98761	101673
	X	96296	99255	102181
	C	97500	100496	103458
	D	98719	101752	104751

EC - Economics and Social Science Services Group
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective February 16, 2018

EC-01						
From:	\$	51327	53121	54985	57678	59669
To:						
EC-02						
From:	\$	57426	58817	60878	63643	65838
To:						
EC-03						
From:	\$	63428	65236	67044	69375	71769
To:						
EC-04						
From:	\$	68468	70810	73259	76592	79234
To:						
EC-05						
From:	\$	81858	84356	87113	91078	94219
To:						
EC-06						
From:	\$	92483	95724	99168	103680	107258
To:						
EC-07						
From:	\$	104494	107651	110913	115962	119962
To:						
EC-08						
From:	\$	113608	116755	120058	125518	129848
To:						

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

EG - TECHNOLOGICAL INSTITUTE RECRUITMENT

From:	\$	26484	to	39951
To:	A	26815	to	40450
	B	27150	to	40956
	X	27286	to	41161
	C	27627	to	41676
	D	27972	to	42197

EG-01

From:	\$	42080	43761	45514	47330	49226	51194
To:	A	42606	44308	46083	47922	49841	51834
	B	43139	44862	46659	48521	50464	52482
	X	43355	45086	46892	48764	50716	52744
	C	43897	45650	47478	49374	51350	53403
	D	44446	46221	48071	49991	51992	54071

EG-02

From:	\$	46288	48135	50065	52065	54147	56316
To:	A	46867	48737	50691	52716	54824	57020
	B	47453	49346	51325	53375	55509	57733
	X	47690	49593	51582	53642	55787	58022
	C	48286	50213	52227	54313	56484	58747
	D	48890	50841	52880	54992	57190	59481

EG-03

From:	\$	50915	52951	55071	57269	59562	61942
To:	A	51551	53613	55759	57985	60307	62716
	B	52195	54283	56456	58710	61061	63500
	X	52456	54554	56738	59004	61366	63818
	C	53112	55236	57447	59742	62133	64616
	D	53776	55926	58165	60489	62910	65424

EG-04

From:	\$	56007	58249	60578	63002	65517	68140
To:	A	56707	58977	61335	63790	66336	68992
	B	57416	59714	62102	64587	67165	69854
	X	57703	60013	62413	64910	67501	70203
	C	58424	60763	63193	65721	68345	71081
	D	59154	61523	63983	66543	69199	71970

EG-05

From:	\$	61604	64070	66633	69297	72072	74956
To:	A	62374	64871	67466	70163	72973	75893
	B	63154	65682	68309	71040	73885	76842
	X	63470	66010	68651	71395	74254	77226
	C	64263	66835	69509	72287	75182	78191
	D	65066	67670	70378	73191	76122	79168

EG-06

From:	\$	67770	70476	73297	76228	79277	82449
To:	A	68617	71357	74213	77181	80268	83480
	B	69475	72249	75141	78146	81271	84524
	X	69822	72610	75517	78537	81677	84947
	C	70695	73518	76461	79519	82698	86009
	D	71579	74437	77417	80513	83732	87084

EG-07

From:	\$	74542	77527	80626	83851	87207	90694
To:	A	75474	78496	81634	84899	88297	91828
	B	76417	79477	82654	85960	89401	92976
	X	76799	79874	83067	86390	89848	93441
	C	77759	80872	84105	87470	90971	94609
	D	78731	81883	85156	88563	92108	95792

EG-08

From:	\$	82002	85282	88689	92237	95926	99764
To:	A	83027	86348	89798	93390	97125	101011
	B	84065	87427	90920	94557	98339	102274
	X	84485	87864	91375	95030	98831	102785
	C	85541	88962	92517	96218	100066	104070
	D	86610	90074	93673	97421	101317	105371

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

EL-01

From:	\$	33863	35440	37028	38615	40202	41783	43362	44938	46518	48379
To:	A	34286	35883	37491	39098	40705	42305	43904	45500	47099	48984
	B	34715	36332	37960	39587	41214	42834	44453	46069	47688	49596
	X	34715	36332	37960	39587	41214	42834	44453	46069	47688	50588
	C	35149	36786	38435	40082	41729	43369	45009	46645	48284	51220
	D	35588	37246	38915	40583	42251	43911	45572	47228	48888	51860

EL-02

From:	\$	46576	48361	52220	56080	58321
To:	A	47158	48966	52873	56781	59050
	B	47747	49578	53534	57491	59788
	X	47747	49578	53534	57491	60984
	C	48344	50198	54203	58210	61746
	D	48948	50825	54881	58938	62518

EL-03

From:	\$	51737	53712	57993	62274	64764
To:	A	52384	54383	58718	63052	65574
	B	53039	55063	59452	63840	66394
	X	53039	55063	59452	63840	67722
	C	53702	55751	60195	64638	68569
	D	54373	56448	60947	65446	69426

EL-04

From:	\$	57670	59883	62104	64325	66898	69306
To:	A	58391	60632	62880	65129	67734	70172
	B	59121	61390	63666	65943	68581	71049
	X	59121	61390	63666	65943	68581	72470
	C	59860	62157	64462	66767	69438	73376
	D	60608	62934	65268	67602	70306	74293

EL-05

From:	\$	63947	66414	68877	71342	74196	76868
To:	A	64746	67244	69738	72234	75123	77829
	B	65555	68085	70610	73137	76062	78802
	X	65555	68085	70610	73137	76062	80378
	C	66374	68936	71493	74051	77013	81383
	D	67204	69798	72387	74977	77976	82400

EL-06

From:	\$	70574	73303	76046	78785	81933	84882
To:	A	71456	74219	76997	79770	82957	85943
	B	72349	75147	77959	80767	83994	87017
	C	73253	76086	78933	81777	85044	88105
	D	74169	77037	79920	82799	86107	89206

EL-07

From:	\$	77312	80177	83040	85900	89339	92554
To:	A	78278	81179	84078	86974	90456	93711
	B	79256	82194	85129	88061	91587	94882
	C	80247	83221	86193	89162	92732	96068
	D	81250	84261	87270	90277	93891	97269

EL-08

From:	\$	83465	86394	89327	92257	95948	99403
To:	A	84508	87474	90444	93410	97147	100646
	B	85564	88567	91575	94578	98361	101904
	C	86634	89674	92720	95760	99591	103178
	D	87717	90795	93879	96957	100836	104468

EL-09

From:	\$	89622	92806	95990	99165	103131	106845
To:	A	90742	93966	97190	100405	104420	108181
	B	91876	95141	98405	101660	105725	109533
	C	93024	96330	99635	102931	107047	110902
	D	94187	97534	100880	104218	108385	112288

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

Effective Dates:

\$) Effective August 5, 2013	
X) Effective August 5, 2014 - Restructure	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
Y) Effective August 5, 2016 - Restructure	1.00%
C) Effective August 5, 2016	1.25%
Z) Effective August 5, 2017 - Restructure	0.25%
D) Effective August 5, 2017	1.25%

EN-ENG-01

From:	\$	43127	to	51660
To:	X	49349	to	57836
	A	49966	to	58559
	B	50591	to	59291
	Y	51097	to	59884
	C	51736	to	60633
	D	52383	to	61391

EN-ENG-02

From:	\$	55510	57902	60127	62352	64577
To:	X	63028	65411	67622	69834	72050
	A	63816	66229	68467	70707	72951
	B	64614	67057	69323	71591	73863
	Y	65260	67728	70016	72307	74602
	C	66076	68575	70891	73211	75535
	D	66902	69432	71777	74126	76479

EN-ENG-03

From:	\$	67081	69870	72654	75434	78216	81000	83778
To:	X	77247	80025	82793	85559	88329	91096	93862
	A	78213	81025	83828	86628	89433	92235	95035
	B	79191	82038	84876	87711	90551	93388	96223
	Y	79983	82858	85725	88588	91457	94322	97185
	C	80983	83894	86797	89695	92600	95501	98400
	Z	81185	84104	87014	89919	92832	95740	98646
	D	82200	85155	88102	91043	93992	96937	99879

EN-ENG-04

From:	\$	78644	81664	84688	87710	90734	93754
To:	X	90395	93397	96407	99414	102420	105427
	A	91525	94564	97612	100657	103700	106745
	B	92669	95746	98832	101915	104996	108079
	Y	93596	96703	99820	102934	106046	109160
	C	94766	97912	101068	104221	107372	110525
	Z	95003	98157	101321	104482	107640	110801
	D	96191	99384	102588	105788	108986	112186

EN-ENG-05

From:	\$	90249	93763	97291	100817	104348	107887
To:	X	103807	107299	110808	114315	117833	121348
	A	105105	108640	112193	115744	119306	122865
	B	106419	109998	113595	117191	120797	124401
	Y	107483	111098	114731	118363	122005	125645
	C	108827	112487	116165	119843	123530	127216
	D	110187	113893	117617	121341	125074	128806

EN-ENG-06

From:	\$	100844	104588	108338	112082	115830	119571
To:	X	115793	119515	123250	126977	130703	134429
	A	117240	121009	124791	128564	132337	136109
	B	118706	122522	126351	130171	133991	137810
	Y	119893	123747	127615	131473	135331	139188
	C	121392	125294	129210	133116	137023	140928
	D	122909	126860	130825	134780	138736	142690

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	1.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

ES-01

From:	\$	47396	49223	51116	53087	55130
To:	A	47988	49838	51755	53751	55819
	B	48588	50461	52402	54423	56517
	X	49074	50966	52926	54967	57082
	C	49687	51603	53588	55654	57796
	D	50308	52248	54258	56350	58518

ES-02

From:	\$	53563	55295	57080	58923	60829
To:	A	54233	55986	57794	59660	61589
	B	54911	56686	58516	60406	62359
	X	55460	57253	59101	61010	62983
	C	56153	57969	59840	61773	63770
	D	56855	58694	60588	62545	64567

ES-03

From:	\$	63065	65458	67946	70524	73204
To:	A	63853	66276	68795	71406	74119
	B	64651	67104	69655	72299	75045
	X	65298	67775	70352	73022	75795
	C	66114	68622	71231	73935	76742
	D	66940	69480	72121	74859	77701

ES-04

From:	\$	75466	78209	81052	83996	87050
To:	A	76409	79187	82065	85046	88138
	B	77364	80177	83091	86109	89240
	X	78138	80979	83922	86970	90132
	C	79115	81991	84971	88057	91259
	D	80104	83016	86033	89158	92400

ES-05

From:	\$	85757	88913	92186	95579	99097
To:	A	86829	90024	93338	96774	100336
	B	87914	91149	94505	97984	101590
	X	88793	92060	95450	98964	102606
	C	89903	93211	96643	100201	103889
	D	91027	94376	97851	101454	105188

ES-06

From:	\$	96443	99855	103387	107046	110832
To:	A	97649	101103	104679	108384	112217
	B	98870	102367	105987	109739	113620
	X	99859	103391	107047	110836	114756
	C	101107	104683	108385	112221	116190
	D	102371	105992	109740	113624	117642

ES-07

From:	\$	105549	108981	112528	116189	119968
To:	A	106868	110343	113935	117641	121468
	B	108204	111722	115359	119112	122986
	X	109286	112839	116513	120303	124216
	C	110652	114249	117969	121807	125769
	D	112035	115677	119444	123330	127341

ES-08

From:	\$	110925	to	128393
To:	A	112312	to	129998
	B	113716	to	131623
	X	114853	to	132939
	C	116289	to	134601
	D	117743	to	136284

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

Effective Dates:

\$) Effective August 5, 2013	
X) Effective August 5, 2014 - Restructure	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
Y) Effective August 5, 2016 - Restructure	1.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

FI-DEVELOPPEMENT

From:	\$	27306	to	50202
To:	A	27647	to	50830
	B	27993	to	51465
	Y	28273	to	51980
	C	28626	to	52630
	D	28984	to	53288

FI-01

From:	\$	51070	53433	55795	58159	60516	62881	65244	67604	71644
	X	51528	54988	58447	61906	65365	68823	72282	N/A	N/A
To:	A	52172	55675	59178	62680	66182	69683	73186	N/A	N/A
	B	52824	56371	59918	63464	67009	70554	74101	N/A	N/A
	Y	53352	56935	60517	64099	67679	71260	74842	N/A	N/A
	C	54019	57647	61273	64900	68525	72151	75778	N/A	N/A
	D	54694	58368	62039	65711	69382	73053	76725	N/A	N/A

FI-02

From:	\$	62169	65051	67936	70819	73706	76593	79474	84335
	X	62721	66451	70178	73904	77631	81358	85085	N/A
To:	A	63505	67282	71055	74828	78601	82375	86149	N/A
	B	64299	68123	71943	75763	79584	83405	87226	N/A
	Y	64942	68804	72662	76521	80380	84239	88098	N/A
	C	65754	69664	73570	77478	81385	85292	89199	N/A
	D	66576	70535	74490	78446	82402	86358	90314	N/A

FI-03

From:	\$	78663	81973	85290	88600	91911	95593	101407
	X	80186	83565	86942	90318	93694	97447	103333
To:	A	81188	84610	88029	91447	94865	98665	104625
	B	82203	85668	89129	92590	96051	99898	105933
	Y	83025	86525	90020	93516	97012	100897	106992
	C	84063	87607	91145	94685	98225	102158	108329
	D	85114	88702	92284	95869	99453	103435	109683

FI-04

From:	\$	87852	91578	95308	99043	102771	106915	113415
	X	90389	94221	98061	101902	105740	110000	116712
To:	A	91519	95399	99287	103176	107062	111375	118171
	B	92663	96591	100528	104466	108400	112767	119648
	Y	93590	97557	101533	105511	109484	113895	120844
	C	94760	98776	102802	106830	110853	115319	122355
	D	95945	100011	104087	108165	112239	116760	123884

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

FO-01

From:	\$	30877	to	52458	*	54959	56661	58631	60615	63842	66194	68524	70857	73194	75530	
To:	A	31263	to	53114	*	55646	57369	59364	61373	64640	67021	69381	71743	74109	76474	
	B	31654	to	53778	*	56342	58086	60106	62140	65448	67859	70248	72640	75035	77430	
	X	31654	to	53778	*	56342	58086	60106	62140	65448	67859	70248	72640	75035	77430	80264
	C	32050	to	54450	*	57046	58812	60857	62917	66266	68707	71126	73548	75973	78398	81267
	D	32451	to	55131	*	57759	59547	61618	63703	67094	69566	72015	74467	76923	79378	82283

*(ROUNDED TO THE NEAREST \$10.00)

FO-02

From:	\$	72730	74992	77390	80042	82437	84801	87168							
To:	A	73639	75929	78357	81043	83467	85861	88258							
	B	74559	76878	79336	82056	84510	86934	89361							
	X	74559	76878	79336	82056	84510	86934	89361	92095						
	C	75491	77839	80328	83082	85566	88021	90478	93246						
	D	76435	78812	81332	84121	86636	89121	91609	94412						

FO-03

From:	\$	84957	87366	89740	92722	95666	98613								
To:	A	86019	88458	90862	93881	96862	99846								
	B	87094	89564	91998	95055	98073	101094								
	X	87094	89564	91998	95055	98073	101094	104157							
	C	88183	90684	93148	96243	99299	102358	105459							
	D	89285	91818	94312	97446	100540	103637	106777							

FO-04

From:	\$	95458	98093	100726	103366	105894	108424								
To:	A	96651	99319	101985	104658	107218	109779								
	B	97859	100560	103260	105966	108558	111151								
	X	97859	100560	103260	105966	108558	111151	114019							
	C	99082	101817	104551	107291	109915	112540	115444							
	D	100321	103090	105858	108632	111289	113947	116887							

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-BOB 01		Step 1	Step 2	Step 3
From:	\$	18.02	18.80	19.58
To:	A	18.25	19.04	19.82
	B	18.48	19.28	20.07
	X	18.57	19.38	20.17
	C	18.80	19.62	20.42
	D	19.04	19.87	20.68

GL-BOB 02		Step 1	Step 2	Step 3
From:	\$	18.62	19.43	20.24
To:	A	18.85	19.67	20.49
	B	19.09	19.92	20.75
	X	19.19	20.02	20.85
	C	19.43	20.27	21.11
	D	19.67	20.52	21.37

GL-BOB 03		Step 1	Step 2	Step 3
From:	\$	19.31	20.15	20.98
To:	A	19.55	20.40	21.24
	B	19.79	20.66	21.51
	X	19.89	20.76	21.62
	C	20.14	21.02	21.89
	D	20.39	21.28	22.16

GL-BOB 04		Step 1	Step 2	Step 3
From:	\$	19.89	20.75	21.62
To:	A	20.14	21.01	21.89
	B	20.39	21.27	22.16
	X	20.49	21.38	22.27
	C	20.75	21.65	22.55
	D	21.01	21.92	22.83

GL-BOB 05		Step 1	Step 2	Step 3
From:	\$	20.57	21.48	22.36
To:	A	20.83	21.75	22.64
	B	21.09	22.02	22.92
	X	21.20	22.13	23.03
	C	21.47	22.41	23.32
	D	21.74	22.69	23.61

GL-BOB 06		Step 1	Step 2	Step 3
From:	\$	21.32	22.26	23.19
To:	A	21.59	22.54	23.48
	B	21.86	22.82	23.77
	X	21.97	22.93	23.89
	C	22.24	23.22	24.19
	D	22.52	23.51	24.49

GL-BOB 07		Step 1	Step 2	Step 3
From:	\$	22.03	23.00	23.95
To:	A	22.31	23.29	24.25
	B	22.59	23.58	24.55
	X	22.70	23.70	24.67
	C	22.98	24.00	24.98
	D	23.27	24.30	25.29

GL-BOB 08		Step 1	Step 2	Step 3
From:	\$	22.90	23.89	24.88
To:	A	23.19	24.19	25.19
	B	23.48	24.49	25.50
	X	23.60	24.61	25.63
	C	23.90	24.92	25.95
	D	24.20	25.23	26.27

GL-BOB 09		Step 1	Step 2	Step 3
From:	\$	23.78	24.82	25.85
To:	A	24.08	25.13	26.17
	B	24.38	25.44	26.50
	C	24.68	25.76	26.83
	D	24.99	26.08	27.17

GL-BOB 10		Step 1	Step 2	Step 3
From:	\$	24.65	25.72	26.80
To:	A	24.96	26.04	27.14
	B	25.27	26.37	27.48
	C	25.59	26.70	27.82
	D	25.91	27.03	28.17

GL-BOB 11		Step 1	Step 2	Step 3
From:	\$	25.55	26.66	27.77
To:	A	25.87	26.99	28.12
	B	26.19	27.33	28.47
	C	26.52	27.67	28.83
	D	26.85	28.02	29.19

GL-BOB 12		Step 1	Step 2	Step 3
From:	\$	26.44	27.59	28.74
To:	A	26.77	27.93	29.10
	B	27.10	28.28	29.46
	C	27.44	28.63	29.83
	D	27.78	28.99	30.20

GL-BOB 13		Step 1	Step 2	Step 3
From:	\$	27.37	28.55	29.75
To:	A	27.71	28.91	30.12
	B	28.06	29.27	30.50
	C	28.41	29.64	30.88
	D	28.77	30.01	31.27

GL-BOB 14		Step 1	Step 2	Step 3
From:	\$	28.26	29.49	30.71
To:	A	28.61	29.86	31.09
	B	28.97	30.23	31.48
	C	29.33	30.61	31.87
	D	29.70	30.99	32.27

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-COI 01 STEP-1

		Step 1	Step 2	Step 3
From:	\$	19.56	20.43	21.27
To:	A	19.80	20.69	21.54
	B	20.05	20.95	21.81
	X	20.15	21.05	21.92
	C	20.40	21.31	22.19
	D	20.66	21.58	22.47

GL-COI 02 STEP-1

		Step 1	Step 2	Step 3
From:	\$	20.28	21.17	22.05
To:	A	20.53	21.43	22.33
	B	20.79	21.70	22.61
	X	20.89	21.81	22.72
	C	21.15	22.08	23.00
	D	21.41	22.36	23.29

GL-COI 03 STEP-1

		Step 1	Step 2	Step 3
From:	\$	20.96	21.88	22.80
To:	A	21.22	22.15	23.09
	B	21.49	22.43	23.38
	X	21.60	22.54	23.50
	C	21.87	22.82	23.79
	D	22.14	23.11	24.09

GL-COI 04 STEP-1

		Step 1	Step 2	Step 3
From:	\$	21.65	22.60	23.54
To:	A	21.92	22.88	23.83
	B	22.19	23.17	24.13
	X	22.30	23.29	24.25
	C	22.58	23.58	24.55
	D	22.86	23.87	24.86

GL-COI 05 STEP-1

		Step 1	Step 2	Step 3
From:	\$	22.42	23.40	24.38
To:	A	22.70	23.69	24.68
	B	22.98	23.99	24.99
	X	23.09	24.11	25.11
	C	23.38	24.41	25.42
	D	23.67	24.72	25.74

GL-COI 06 STEP-1

		Step 1	Step 2	Step 3
From:	\$	23.20	24.20	25.21
To:	A	23.49	24.50	25.53
	B	23.78	24.81	25.85
	X	23.90	24.93	25.98
	C	24.20	25.24	26.30
	D	24.50	25.56	26.63

GL-COI 07 STEP-1

		Step 1	Step 2	Step 3
From:	\$	24.00	25.04	26.08
To:	A	24.30	25.35	26.41
	B	24.60	25.67	26.74
	X	24.72	25.80	26.87
	C	25.03	26.12	27.21
	D	25.34	26.45	27.55

GL-COI 08 STEP-1

		Step 1	Step 2	Step 3
From:	\$	24.99	26.07	27.16
To:	A	25.30	26.40	27.50
	B	25.62	26.73	27.84
	X	25.75	26.86	27.98
	C	26.07	27.20	28.33
	D	26.40	27.54	28.68

GL-COI 09 STEP-1

		Step 1	Step 2	Step 3
From:	\$	25.94	27.06	28.20
To:	A	26.26	27.40	28.55
	B	26.59	27.74	28.91
	X	26.72	27.88	29.05
	C	27.05	28.23	29.41
	D	27.39	28.58	29.78

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-COI 09 STEP-2

		Step 1	Step 2	Step 3
From:	\$	27.45	28.64	29.83
To:	A	27.79	29.00	30.20
	B	28.14	29.36	30.58
	X	28.28	29.51	30.73
	C	28.63	29.88	31.11
	D	28.99	30.25	31.50

GL-COI 10 STEP-2

		Step 1	Step 2	Step 3
From:	\$	28.49	29.74	30.97
To:	A	28.85	30.11	31.36
	B	29.21	30.49	31.75
	X	29.36	30.64	31.91
	C	29.73	31.02	32.31
	D	30.10	31.41	32.71

GL-COI 11 STEP-2

		Step 1	Step 2	Step 3
From:	\$	29.56	30.85	32.13
To:	A	29.93	31.24	32.53
	B	30.30	31.63	32.94
	X	30.45	31.79	33.10
	C	30.83	32.19	33.51
	D	31.22	32.59	33.93

GL-COI 12 STEP-2

		Step 1	Step 2	Step 3
From:	\$	30.62	31.95	33.29
To:	A	31.00	32.35	33.71
	B	31.39	32.75	34.13
	X	31.55	32.91	34.30
	C	31.94	33.32	34.73
	D	32.34	33.74	35.16

GL-COI 13 STEP-2

		Step 1	Step 2	Step 3
From:	\$	31.64	33.02	34.40
To:	A	32.04	33.43	34.83
	B	32.44	33.85	35.27
	X	32.60	34.02	35.45
	C	33.01	34.45	35.89
	D	33.42	34.88	36.34

GL-COI 14 STEP-2

		Step 1	Step 2	Step 3
From:	\$	32.73	34.15	35.57
To:	A	33.14	34.58	36.01
	B	33.55	35.01	36.46
	X	33.72	35.19	36.64
	C	34.14	35.63	37.10
	D	34.57	36.08	37.56

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	6.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-EIM 01 STEP-1

		Step 1	Step 2	Step 3
From:	\$	19.94	20.81	21.67
To:	A	20.19	21.07	21.94
	B	20.44	21.33	22.21
	X	21.67	22.61	23.54
	C	21.94	22.89	23.83
	D	22.21	23.18	24.13

GL-EIM 02 STEP-1

		Step 1	Step 2	Step 3
From:	\$	20.66	21.55	22.46
To:	A	20.92	21.82	22.74
	B	21.18	22.09	23.02
	X	22.45	23.42	24.40
	C	22.73	23.71	24.71
	D	23.01	24.01	25.02

GL-EIM 03 STEP-1

		Step 1	Step 2	Step 3
From:	\$	21.33	22.27	23.20
To:	A	21.60	22.55	23.49
	B	21.87	22.83	23.78
	X	23.18	24.20	25.21
	C	23.47	24.50	25.53
	D	23.76	24.81	25.85

GL-EIM 04 STEP-1

		Step 1	Step 2	Step 3
From:	\$	22.08	23.04	24.00
To:	A	22.36	23.33	24.30
	B	22.64	23.62	24.60
	X	24.00	25.04	26.08
	C	24.30	25.35	26.41
	D	24.60	25.67	26.74

GL-EIM 05 STEP-1

		Step 1	Step 2	Step 3
From:	\$	22.83	23.82	24.81
To:	A	23.12	24.12	25.12
	B	23.41	24.42	25.43
	X	24.81	25.89	26.96
	C	25.12	26.21	27.30
	D	25.43	26.54	27.64

GL-EIM 06 STEP-1

		Step 1	Step 2	Step 3
From:	\$	23.69	24.72	25.76
To:	A	23.99	25.03	26.08
	B	24.29	25.34	26.41
	X	25.75	26.86	27.99
	C	26.07	27.20	28.34
	D	26.40	27.54	28.69

GL-EIM 07 STEP-1

		Step 1	Step 2	Step 3
From:	\$	24.49	25.56	26.62
To:	A	24.80	25.88	26.95
	B	25.11	26.20	27.29
	X	26.62	27.77	28.93
	C	26.95	28.12	29.29
	D	27.29	28.47	29.66

GL-EIM 08 STEP-1

		Step 1	Step 2	Step 3
From:	\$	25.52	26.64	27.75
To:	A	25.84	26.97	28.10
	B	26.16	27.31	28.45
	X	27.73	28.95	30.16
	C	28.08	29.31	30.54
	D	28.43	29.68	30.92

GL-EIM 09 STEP-1

		Step 1	Step 2	Step 3
From:	\$	26.54	27.69	28.84
To:	A	26.87	28.04	29.20
	B	27.21	28.39	29.57
	X	28.84	30.09	31.34
	C	29.20	30.47	31.73
	D	29.57	30.85	32.13

GL-EIM 10 STEP-1

		Step 1	Step 2	Step 3
From:	\$	27.53	28.72	29.91
To:	A	27.87	29.08	30.28
	B	28.22	29.44	30.66
	X	29.91	31.21	32.50
	C	30.28	31.60	32.91
	D	30.66	32.00	33.32

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	6.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-EIM 10 STEP-2

		Step 1	Step 2	Step 3
From:	\$	28.26	29.49	30.71
To:	A	28.61	29.86	31.09
	B	28.97	30.23	31.48
	X	30.71	32.04	33.37
	C	31.09	32.44	33.79
	D	31.48	32.85	34.21

GL-EIM 11 STEP-2

		Step 1	Step 2	Step 3
From:	\$	29.27	30.56	31.83
To:	A	29.64	30.94	32.23
	B	30.01	31.33	32.63
	X	31.81	33.21	34.59
	C	32.21	33.63	35.02
	D	32.61	34.05	35.46

GL-EIM 12 STEP-2

		Step 1	Step 2	Step 3
From:	\$	30.34	31.64	32.97
To:	A	30.72	32.04	33.38
	B	31.10	32.44	33.80
	X	32.97	34.39	35.83
	C	33.38	34.82	36.28
	D	33.80	35.26	36.73

GL-EIM 13 STEP-2

		Step 1	Step 2	Step 3
From:	\$	31.37	32.73	34.10
To:	A	31.76	33.14	34.53
	B	32.16	33.55	34.96
	X	34.09	35.56	37.06
	C	34.52	36.00	37.52
	D	34.95	36.45	37.99

GL-EIM 14 STEP-2

		Step 1	Step 2	Step 3
From:	\$	32.40	33.81	35.23
To:	A	32.81	34.23	35.67
	B	33.22	34.66	36.12
	X	35.21	36.74	38.29
	C	35.65	37.20	38.77
	D	36.10	37.67	39.25

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-ELE 01

		Step 1	Step 2	Step 3
From:	\$	18.09	18.88	19.67
To:	A	18.32	19.12	19.92
	B	18.55	19.36	20.17
	X	18.64	19.46	20.27
	C	18.87	19.70	20.52
	D	19.11	19.95	20.78

GL-ELE 02

		Step 1	Step 2	Step 3
From:	\$	18.78	19.61	20.43
To:	A	19.01	19.86	20.69
	B	19.25	20.11	20.95
	X	19.35	20.21	21.05
	C	19.59	20.46	21.31
	D	19.83	20.72	21.58

GL-ELE 03

		Step 1	Step 2	Step 3
From:	\$	19.41	20.26	21.11
To:	A	19.65	20.51	21.37
	B	19.90	20.77	21.64
	X	20.00	20.87	21.75
	C	20.25	21.13	22.02
	D	20.50	21.39	22.30

GL-ELE 04

		Step 1	Step 2	Step 3
From:	\$	19.98	20.85	21.71
To:	A	20.23	21.11	21.98
	B	20.48	21.37	22.25
	X	20.58	21.48	22.36
	C	20.84	21.75	22.64
	D	21.10	22.02	22.92

GL-ELE 05

		Step 1	Step 2	Step 3
From:	\$	20.76	21.66	22.56
To:	A	21.02	21.93	22.84
	B	21.28	22.20	23.13
	X	21.39	22.31	23.25
	C	21.66	22.59	23.54
	D	21.93	22.87	23.83

GL-ELE 06

		Step 1	Step 2	Step 3
From:	\$	21.44	22.36	23.30
To:	A	21.71	22.64	23.59
	B	21.98	22.92	23.88
	X	22.09	23.03	24.00
	C	22.37	23.32	24.30
	D	22.65	23.61	24.60

GL-ELE 07

		Step 1	Step 2	Step 3
From:	\$	22.16	23.12	24.09
To:	A	22.44	23.41	24.39
	B	22.72	23.70	24.69
	X	22.83	23.82	24.81
	C	23.12	24.12	25.12
	D	23.41	24.42	25.43

GL-ELE 08

		Step 1	Step 2	Step 3
From:	\$	23.03	24.03	25.03
To:	A	23.32	24.33	25.34
	B	23.61	24.63	25.66
	X	23.73	24.75	25.79
	C	24.03	25.06	26.11
	D	24.33	25.37	26.44

GL-ELE 09

		Step 1	Step 2	Step 3
From:	\$	23.87	24.90	25.95
To:	A	24.17	25.21	26.27
	B	24.47	25.53	26.60
	X	24.59	25.66	26.73
	C	24.90	25.98	27.06
	D	25.21	26.30	27.40

GL-ELE 10

		Step 1	Step 2	Step 3
From:	\$	24.81	25.89	26.97
To:	A	25.12	26.21	27.31
	B	25.43	26.54	27.65
	X	25.56	26.67	27.79
	C	25.88	27.00	28.14
	D	26.20	27.34	28.49

GL-ELE 11

		Step 1	Step 2	Step 3
From:	\$	25.75	26.86	27.98
To:	A	26.07	27.20	28.33
	B	26.40	27.54	28.68
	X	26.53	27.68	28.82
	C	26.86	28.03	29.18
	D	27.20	28.38	29.54

GL-ELE 12

		Step 1	Step 2	Step 3
From:	\$	26.61	27.76	28.93
To:	A	26.94	28.11	29.29
	B	27.28	28.46	29.66
	X	27.42	28.60	29.81
	C	27.76	28.96	30.18
	D	28.11	29.32	30.56

GL-ELE 13

		Step 1	Step 2	Step 3
From:	\$	27.53	28.72	29.91
To:	A	27.87	29.08	30.28
	B	28.22	29.44	30.66
	X	28.36	29.59	30.81
	C	28.71	29.96	31.20
	D	29.07	30.33	31.59

GL-ELE 14

		Step 1	Step 2	Step 3
From:	\$	28.39	29.62	30.85
To:	A	28.74	29.99	31.24
	B	29.10	30.36	31.63
	X	29.25	30.51	31.79
	C	29.62	30.89	32.19
	D	29.99	31.28	32.59

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	2.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-MAM 01

		Step 1	Step 2	Step 3
From:	\$	19.45	20.29	21.14
To:	A	19.69	20.54	21.40
	B	19.94	20.80	21.67
	X	20.44	21.32	22.21
	C	20.70	21.59	22.49
	D	20.96	21.86	22.77

GL-MAM 02

		Step 1	Step 2	Step 3
From:	\$	20.20	21.09	21.96
To:	A	20.45	21.35	22.23
	B	20.71	21.62	22.51
	X	21.23	22.16	23.07
	C	21.50	22.44	23.36
	D	21.77	22.72	23.65

GL-MAM 03

		Step 1	Step 2	Step 3
From:	\$	20.88	21.78	22.69
To:	A	21.14	22.05	22.97
	B	21.40	22.33	23.26
	X	21.94	22.89	23.84
	C	22.21	23.18	24.14
	D	22.49	23.47	24.44

GL-MAM 04

		Step 1	Step 2	Step 3
From:	\$	21.56	22.51	23.44
To:	A	21.83	22.79	23.73
	B	22.10	23.07	24.03
	X	22.65	23.65	24.63
	C	22.93	23.95	24.94
	D	23.22	24.25	25.25

GL-MAM 05

		Step 1	Step 2	Step 3
From:	\$	22.33	23.31	24.28
To:	A	22.61	23.60	24.58
	B	22.89	23.90	24.89
	X	23.46	24.50	25.51
	C	23.75	24.81	25.83
	D	24.05	25.12	26.15

GL-MAM 06

		Step 1	Step 2	Step 3
From:	\$	23.12	24.12	25.13
To:	A	23.41	24.42	25.44
	B	23.70	24.73	25.76
	X	24.29	25.35	26.40
	C	24.59	25.67	26.73
	D	24.90	25.99	27.06

GL-MAM 07

		Step 1	Step 2	Step 3
From:	\$	23.90	24.92	25.97
To:	A	24.20	25.23	26.29
	B	24.50	25.55	26.62
	X	25.11	26.19	27.29
	C	25.42	26.52	27.63
	D	25.74	26.85	27.98

GL-MAM 08

		Step 1	Step 2	Step 3
From:	\$	24.88	25.96	27.04
To:	A	25.19	26.28	27.38
	B	25.50	26.61	27.72
	X	26.14	27.28	28.41
	C	26.47	27.62	28.77
	D	26.80	27.97	29.13

GL-MAM 09

		Step 1	Step 2	Step 3
From:	\$	25.86	26.98	28.11
To:	A	26.18	27.32	28.46
	B	26.51	27.66	28.82
	X	27.17	28.35	29.54
	C	27.51	28.70	29.91
	D	27.85	29.06	30.28

GL-MAM 10

		Step 1	Step 2	Step 3
From:	\$	26.88	28.04	29.21
To:	A	27.22	28.39	29.58
	B	27.56	28.74	29.95
	X	28.25	29.46	30.70
	C	28.60	29.83	31.08
	D	28.96	30.20	31.47

GL-MAM 11

		Step 1	Step 2	Step 3
From:	\$	27.84	29.05	30.26
To:	A	28.19	29.41	30.64
	B	28.54	29.78	31.02
	X	29.25	30.52	31.80
	C	29.62	30.90	32.20
	D	29.99	31.29	32.60

GL-MAM 12

		Step 1	Step 2	Step 3
From:	\$	28.85	30.11	31.36
To:	A	29.21	30.49	31.75
	B	29.58	30.87	32.15
	X	30.32	31.64	32.95
	C	30.70	32.04	33.36
	D	31.08	32.44	33.78

GL-MAM 013

		Step 1	Step 2	Step 3
From:	\$	29.82	31.13	32.41
To:	A	30.19	31.52	32.82
	B	30.57	31.91	33.23
	X	31.33	32.71	34.06
	C	31.72	33.12	34.49
	D	32.12	33.53	34.92

GL-MAM 014

		Step 1	Step 2	Step 3
From:	\$	30.79	32.13	33.47
To:	A	31.17	32.53	33.89
	B	31.56	32.94	34.31
	X	32.35	33.76	35.17
	C	32.75	34.18	35.61
	D	33.16	34.61	36.06

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	2.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-MAN 01

		Step 1	Step 2	Step 3
From:	\$	19.78	20.65	21.50
To:	A	20.03	20.91	21.77
	B	20.28	21.17	22.04
	X	20.79	21.70	22.59
	C	21.05	21.97	22.87
	D	21.31	22.24	23.16

GL-MAN 02

		Step 1	Step 2	Step 3
From:	\$	20.43	21.31	22.21
To:	A	20.69	21.58	22.49
	B	20.95	21.85	22.77
	X	21.47	22.40	23.34
	C	21.74	22.68	23.63
	D	22.01	22.96	23.93

GL-MAN 03

		Step 1	Step 2	Step 3
From:	\$	21.15	22.06	22.99
To:	A	21.41	22.34	23.28
	B	21.68	22.62	23.57
	X	22.22	23.19	24.16
	C	22.50	23.48	24.46
	D	22.78	23.77	24.77

GL-MAN 04

		Step 1	Step 2	Step 3
From:	\$	21.87	22.82	23.77
To:	A	22.14	23.11	24.07
	B	22.42	23.40	24.37
	X	22.98	23.99	24.98
	C	23.27	24.29	25.29
	D	23.56	24.59	25.61

GL-MAN 05

		Step 1	Step 2	Step 3
From:	\$	22.61	23.59	24.57
To:	A	22.89	23.88	24.88
	B	23.18	24.18	25.19
	X	23.76	24.78	25.82
	C	24.06	25.09	26.14
	D	24.36	25.40	26.47

GL-MAN 06

		Step 1	Step 2	Step 3
From:	\$	23.40	24.41	25.43
To:	A	23.69	24.72	25.75
	B	23.99	25.03	26.07
	X	24.59	25.66	26.72
	C	24.90	25.98	27.05
	D	25.21	26.30	27.39

GL-MAN 07

		Step 1	Step 2	Step 3
From:	\$	24.19	25.24	26.29
To:	A	24.49	25.56	26.62
	B	24.80	25.88	26.95
	X	25.42	26.53	27.62
	C	25.74	26.86	27.97
	D	26.06	27.20	28.32

GL-MAN 08

		Step 1	Step 2	Step 3
From:	\$	25.25	26.35	27.45
To:	A	25.57	26.68	27.79
	B	25.89	27.01	28.14
	X	26.54	27.69	28.84
	C	26.87	28.04	29.20
	D	27.21	28.39	29.57

GL-MAN 09

		Step 1	Step 2	Step 3
From:	\$	26.22	27.36	28.49
To:	A	26.55	27.70	28.85
	B	26.88	28.05	29.21
	X	27.55	28.75	29.94
	C	27.89	29.11	30.31
	D	28.24	29.47	30.69

GL-MAN 10

		Step 1	Step 2	Step 3
From:	\$	27.24	28.42	29.61
To:	A	27.58	28.78	29.98
	B	27.92	29.14	30.35
	X	28.62	29.87	31.11
	C	28.98	30.24	31.50
	D	29.34	30.62	31.89

GL-MAN 11

		Step 1	Step 2	Step 3
From:	\$	28.24	29.46	30.69
To:	A	28.59	29.83	31.07
	B	28.95	30.20	31.46
	X	29.67	30.96	32.25
	C	30.04	31.35	32.65
	D	30.42	31.74	33.06

GL-MAN 12

		Step 1	Step 2	Step 3
From:	\$	29.21	30.49	31.76
To:	A	29.58	30.87	32.16
	B	29.95	31.26	32.56
	X	30.70	32.04	33.37
	C	31.08	32.44	33.79
	D	31.47	32.85	34.21

GL-MAN 13

		Step 1	Step 2	Step 3
From:	\$	30.28	31.60	32.91
To:	A	30.66	32.00	33.32
	B	31.04	32.40	33.74
	X	31.82	33.21	34.58
	C	32.22	33.63	35.01
	D	32.62	34.05	35.45

GL-MAN 14

		Step 1	Step 2	Step 3
From:	\$	31.22	32.58	33.94
To:	A	31.61	32.99	34.36
	B	32.01	33.40	34.79
	X	32.81	34.24	35.66
	C	33.22	34.67	36.11
	D	33.64	35.10	36.56

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-MDO 01

		Step 1	Step 2	Step 3
From:	\$	18.38	19.18	19.98
To:	A	18.61	19.42	20.23
	B	18.84	19.66	20.48
	X	18.93	19.76	20.58
	C	19.17	20.01	20.84
	D	19.41	20.26	21.10

GL-MDO 02

		Step 1	Step 2	Step 3
From:	\$	19.02	19.85	20.68
To:	A	19.26	20.10	20.94
	B	19.50	20.35	21.20
	X	19.60	20.45	21.31
	C	19.85	20.71	21.58
	D	20.10	20.97	21.85

GL-MDO 03

		Step 1	Step 2	Step 3
From:	\$	19.67	20.52	21.38
To:	A	19.92	20.78	21.65
	B	20.17	21.04	21.92
	X	20.27	21.15	22.03
	C	20.52	21.41	22.31
	D	20.78	21.68	22.59

GL-MDO 04

		Step 1	Step 2	Step 3
From:	\$	20.33	21.22	22.10
To:	A	20.58	21.49	22.38
	B	20.84	21.76	22.66
	X	20.94	21.87	22.77
	C	21.20	22.14	23.05
	D	21.47	22.42	23.34

GL-MDO 05

		Step 1	Step 2	Step 3
From:	\$	21.45	22.37	23.31
To:	A	21.72	22.65	23.60
	B	21.99	22.93	23.90
	X	22.10	23.04	24.02
	C	22.38	23.33	24.32
	D	22.66	23.62	24.62

GL-MDO 06

		Step 1	Step 2	Step 3
From:	\$	22.21	23.18	24.13
To:	A	22.49	23.47	24.43
	B	22.77	23.76	24.74
	X	22.88	23.88	24.86
	C	23.17	24.18	25.17
	D	23.46	24.48	25.48

GL-MDO 07

		Step 1	Step 2	Step 3
From:	\$	22.95	23.95	24.94
To:	A	23.24	24.25	25.25
	B	23.53	24.55	25.57
	X	23.65	24.67	25.70
	C	23.95	24.98	26.02
	D	24.25	25.29	26.35

GL-MDO 08

		Step 1	Step 2	Step 3
From:	\$	23.87	24.90	25.95
To:	A	24.17	25.21	26.27
	B	24.47	25.53	26.60
	X	24.59	25.66	26.73
	C	24.90	25.98	27.06
	D	25.21	26.30	27.40

GL-MDO 09

		Step 1	Step 2	Step 3
From:	\$	24.79	25.87	26.95
To:	A	25.10	26.19	27.29
	B	25.41	26.52	27.63
	X	25.54	26.65	27.77
	C	25.86	26.98	28.12
	D	26.18	27.32	28.47

GL-MDO 10

		Step 1	Step 2	Step 3
From:	\$	25.76	26.87	27.99
To:	A	26.08	27.21	28.34
	B	26.41	27.55	28.69
	X	26.54	27.69	28.83
	C	26.87	28.04	29.19
	D	27.21	28.39	29.55

GL-MDO 11

		Step 1	Step 2	Step 3
From:	\$	26.65	27.81	28.98
To:	A	26.98	28.16	29.34
	B	27.32	28.51	29.71
	X	27.46	28.65	29.86
	C	27.80	29.01	30.23
	D	28.15	29.37	30.61

GL-MDO 12

		Step 1	Step 2	Step 3
From:	\$	27.64	28.83	30.04
To:	A	27.99	29.19	30.42
	B	28.34	29.55	30.80
	X	28.48	29.70	30.95
	C	28.84	30.07	31.34
	D	29.20	30.45	31.73

GL-MDO 13

		Step 1	Step 2	Step 3
From:	\$	28.59	29.82	31.08
To:	A	28.95	30.19	31.47
	B	29.31	30.57	31.86
	X	29.46	30.72	32.02
	C	29.83	31.10	32.42
	D	30.20	31.49	32.83

GL-MDO 14

		Step 1	Step 2	Step 3
From:	\$	29.49	30.77	32.04
To:	A	29.86	31.15	32.44
	B	30.23	31.54	32.85
	X	30.38	31.70	33.01
	C	30.76	32.10	33.42
	D	31.14	32.50	33.84

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	2.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-MOC 01

		Step 1	Step 2	Step 3
From:	\$	19.38	20.22	21.07
To:	A	19.62	20.47	21.33
	B	19.87	20.73	21.60
	X	20.37	21.25	22.14
	C	20.62	21.52	22.42
	D	20.88	21.79	22.70

GL-MOC 02

		Step 1	Step 2	Step 3
From:	\$	20.00	20.87	21.73
To:	A	20.25	21.13	22.00
	B	20.50	21.39	22.28
	X	21.01	21.92	22.84
	C	21.27	22.19	23.13
	D	21.54	22.47	23.42

GL-MOC 03

		Step 1	Step 2	Step 3
From:	\$	20.74	21.64	22.54
To:	A	21.00	21.91	22.82
	B	21.26	22.18	23.11
	X	21.79	22.73	23.69
	C	22.06	23.01	23.99
	D	22.34	23.30	24.29

GL-MOC 04

		Step 1	Step 2	Step 3
From:	\$	21.37	22.29	23.23
To:	A	21.64	22.57	23.52
	B	21.91	22.85	23.81
	X	22.46	23.42	24.41
	C	22.74	23.71	24.72
	D	23.02	24.01	25.03

GL-MOC 05

		Step 1	Step 2	Step 3
From:	\$	22.16	23.12	24.09
To:	A	22.44	23.41	24.39
	B	22.72	23.70	24.69
	X	23.29	24.29	25.31
	C	23.58	24.59	25.63
	D	23.87	24.90	25.95

GL-MOC 06

		Step 1	Step 2	Step 3
From:	\$	22.94	23.94	24.93
To:	A	23.23	24.24	25.24
	B	23.52	24.54	25.56
	X	24.11	25.15	26.20
	C	24.41	25.46	26.53
	D	24.72	25.78	26.86

GL-MOC 07

		Step 1	Step 2	Step 3
From:	\$	23.75	24.79	25.82
To:	A	24.05	25.10	26.14
	B	24.35	25.41	26.47
	X	24.96	26.05	27.13
	C	25.27	26.38	27.47
	D	25.59	26.71	27.81

GL-MOC 08

		Step 1	Step 2	Step 3
From:	\$	24.74	25.82	26.89
To:	A	25.05	26.14	27.23
	B	25.36	26.47	27.57
	X	25.99	27.13	28.26
	C	26.31	27.47	28.61
	D	26.64	27.81	28.97

GL-MOC 09

		Step 1	Step 2	Step 3
From:	\$	25.66	26.79	27.91
To:	A	25.98	27.12	28.26
	B	26.30	27.46	28.61
	X	26.96	28.15	29.33
	C	27.30	28.50	29.70
	D	27.64	28.86	30.07

GL-MOC 10

		Step 1	Step 2	Step 3
From:	\$	26.64	27.80	28.97
To:	A	26.97	28.15	29.33
	B	27.31	28.50	29.70
	X	27.99	29.21	30.44
	C	28.34	29.58	30.82
	D	28.69	29.95	31.21

GL-MOC 11

		Step 1	Step 2	Step 3
From:	\$	27.64	28.83	30.04
To:	A	27.99	29.19	30.42
	B	28.34	29.55	30.80
	X	29.05	30.29	31.57
	C	29.41	30.67	31.96
	D	29.78	31.05	32.36

GL-MOC 12

		Step 1	Step 2	Step 3
From:	\$	28.59	29.82	31.08
To:	A	28.95	30.19	31.47
	B	29.31	30.57	31.86
	X	30.04	31.33	32.66
	C	30.42	31.72	33.07
	D	30.80	32.12	33.48

GL-MOC 13

		Step 1	Step 2	Step 3
From:	\$	29.56	30.85	32.13
To:	A	29.93	31.24	32.53
	B	30.30	31.63	32.94
	X	31.06	32.42	33.76
	C	31.45	32.83	34.18
	D	31.84	33.24	34.61

GL-MOC 14

		Step 1	Step 2	Step 3
From:	\$	30.53	31.87	33.19
To:	A	30.91	32.27	33.60
	B	31.30	32.67	34.02
	X	32.08	33.49	34.87
	C	32.48	33.91	35.31
	D	32.89	34.33	35.75

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-PCF 06

		Step 1	Step 2	Step 3
From:	\$	25.52	26.64	27.75
To:	A	25.84	26.97	28.10
	B	26.16	27.31	28.45
	X	26.29	27.45	28.59
	C	26.62	27.79	28.95
	D	26.95	28.14	29.31

GL-PCF 07

		Step 1	Step 2	Step 3
From:	\$	26.40	27.56	28.71
To:	A	26.73	27.90	29.07
	B	27.06	28.25	29.43
	X	27.20	28.39	29.58
	C	27.54	28.74	29.95
	D	27.88	29.10	30.32

GL-PCF 08

		Step 1	Step 2	Step 3
From:	\$	27.52	28.71	29.90
To:	A	27.86	29.07	30.27
	B	28.21	29.43	30.65
	X	28.35	29.58	30.80
	C	28.70	29.95	31.19
	D	29.06	30.32	31.58

GL-PCF 09

		Step 1	Step 2	Step 3
From:	\$	28.61	29.84	31.10
To:	A	28.97	30.21	31.49
	B	29.33	30.59	31.88
	X	29.48	30.74	32.04
	C	29.85	31.12	32.44
	D	30.22	31.51	32.85

GL-PCF 10

		Step 1	Step 2	Step 3
From:	\$	29.75	31.04	32.33
To:	A	30.12	31.43	32.73
	B	30.50	31.82	33.14
	X	30.65	31.98	33.31
	C	31.03	32.38	33.73
	D	31.42	32.78	34.15

GL-PCF 11

		Step 1	Step 2	Step 3
From:	\$	30.80	32.14	33.48
To:	A	31.19	32.54	33.90
	B	31.58	32.95	34.32
	X	31.74	33.11	34.49
	C	32.14	33.52	34.92
	D	32.54	33.94	35.36

GL-PCF 12

		Step 1	Step 2	Step 3
From:	\$	31.92	33.31	34.70
To:	A	32.32	33.73	35.13
	B	32.72	34.15	35.57
	X	32.88	34.32	35.75
	C	33.29	34.75	36.20
	D	33.71	35.18	36.65

GL-PCF 13

		Step 1	Step 2	Step 3
From:	\$	33.04	34.48	35.91
To:	A	33.45	34.91	36.36
	B	33.87	35.35	36.81
	X	34.04	35.53	36.99
	C	34.47	35.97	37.45
	D	34.90	36.42	37.92

GL-PCF 14

		Step 1	Step 2	Step 3
From:	\$	34.13	35.61	37.09
To:	A	34.56	36.06	37.55
	B	34.99	36.51	38.02
	X	35.16	36.69	38.21
	C	35.60	37.15	38.69
	D	36.05	37.61	39.17

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	2.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-PIP 01 Step-1

		Step 1	Step 2	Step 3
From:	\$	20.11	20.97	21.86
To:	A	20.36	21.23	22.13
	B	20.61	21.50	22.41
	X	21.02	21.93	22.86
	C	21.28	22.20	23.15
	D	21.55	22.48	23.44

GL-PIP 02 Step-1

		Step 1	Step 2	Step 3
From:	\$	20.81	21.71	22.62
To:	A	21.07	21.98	22.90
	B	21.33	22.25	23.19
	X	21.76	22.70	23.65
	C	22.03	22.98	23.95
	D	22.31	23.27	24.25

GL-PIP 03 Step-1

		Step 1	Step 2	Step 3
From:	\$	21.57	22.52	23.45
To:	A	21.84	22.80	23.74
	B	22.11	23.09	24.04
	X	22.55	23.55	24.52
	C	22.83	23.84	24.83
	D	23.12	24.14	25.14

GL-PIP 04 Step-1

		Step 1	Step 2	Step 3
From:	\$	22.26	23.23	24.19
To:	A	22.54	23.52	24.49
	B	22.82	23.81	24.80
	X	23.28	24.29	25.30
	C	23.57	24.59	25.62
	D	23.86	24.90	25.94

GL-PIP 05 Step-1

		Step 1	Step 2	Step 3
From:	\$	23.09	24.09	25.10
To:	A	23.38	24.39	25.41
	B	23.67	24.69	25.73
	X	24.14	25.18	26.24
	C	24.44	25.49	26.57
	D	24.75	25.81	26.90

GL-PIP 06 Step-1

		Step 1	Step 2	Step 3
From:	\$	23.92	24.97	26.00
To:	A	24.22	25.28	26.33
	B	24.52	25.60	26.66
	X	25.01	26.11	27.19
	C	25.32	26.44	27.53
	D	25.64	26.77	27.87

GL-PIP 07 Step-1

		Step 1	Step 2	Step 3
From:	\$	24.69	25.77	26.84
To:	A	25.00	26.09	27.18
	B	25.31	26.42	27.52
	X	25.82	26.95	28.07
	C	26.14	27.29	28.42
	D	26.47	27.63	28.78

GL-PIP 08 Step-1				
		Step 1	Step 2	Step 3
From:	\$	25.75	26.86	27.98
To:	A	26.07	27.20	28.33
	B	26.40	27.54	28.68
	X	26.93	28.09	29.25
	C	27.27	28.44	29.62
	D	27.61	28.80	29.99

GL-PIP 09 Step-1				
		Step 1	Step 2	Step 3
From:	\$	26.78	27.95	29.11
To:	A	27.11	28.30	29.47
	B	27.45	28.65	29.84
	X	28.00	29.22	30.44
	C	28.35	29.59	30.82
	D	28.70	29.96	31.21

GL-PIP 10 Step-1				
		Step 1	Step 2	Step 3
From:	\$	27.75	28.96	30.16
To:	A	28.10	29.32	30.54
	B	28.45	29.69	30.92
	X	29.02	30.28	31.54
	C	29.38	30.66	31.93
	D	29.75	31.04	32.33

GL-PIP 11 Step-1				
		Step 1	Step 2	Step 3
From:	\$	28.83	30.09	31.34
To:	A	29.19	30.47	31.73
	B	29.55	30.85	32.13
	X	30.14	31.47	32.77
	C	30.52	31.86	33.18
	D	30.90	32.26	33.59

GL-PIP 12 Step-1				
		Step 1	Step 2	Step 3
From:	\$	29.82	31.13	32.41
To:	A	30.19	31.52	32.82
	B	30.57	31.91	33.23
	X	31.18	32.55	33.89
	C	31.57	32.96	34.31
	D	31.96	33.37	34.74

GL-PIP 13 Step-1				
		Step 1	Step 2	Step 3
From:	\$	30.87	32.20	33.54
To:	A	31.26	32.60	33.96
	B	31.65	33.01	34.38
	X	32.28	33.67	35.07
	C	32.68	34.09	35.51
	D	33.09	34.52	35.95

GL-PIP 14 Step-1				
		Step 1	Step 2	Step 3
From:	\$	31.89	33.27	34.66
To:	A	32.29	33.69	35.09
	B	32.69	34.11	35.53
	X	33.34	34.79	36.24
	C	33.76	35.22	36.69
	D	34.18	35.66	37.15

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	2.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-PIP 09 Step-2

		Step 1	Step 2	Step 3
From:	\$	27.68	28.90	30.10
To:	A	28.03	29.26	30.48
	B	28.38	29.63	30.86
	X	28.95	30.22	31.48
	C	29.31	30.60	31.87
	D	29.68	30.98	32.27

GL-PIP 10 Step-2

		Step 1	Step 2	Step 3
From:	\$	28.83	30.09	31.34
To:	A	29.19	30.47	31.73
	B	29.55	30.85	32.13
	X	30.14	31.47	32.77
	C	30.52	31.86	33.18
	D	30.90	32.26	33.59

GL-PIP 11 Step-2

		Step 1	Step 2	Step 3
From:	\$	29.84	31.14	32.45
To:	A	30.21	31.53	32.86
	B	30.59	31.92	33.27
	X	31.20	32.56	33.94
	C	31.59	32.97	34.36
	D	31.98	33.38	34.79

GL-PIP 12 Step-2

		Step 1	Step 2	Step 3
From:	\$	30.90	32.25	33.58
To:	A	31.29	32.65	34.00
	B	31.68	33.06	34.43
	X	32.31	33.72	35.12
	C	32.71	34.14	35.56
	D	33.12	34.57	36.00

GL-PIP 13 Step-2

		Step 1	Step 2	Step 3
From:	\$	31.97	33.36	34.75
To:	A	32.37	33.78	35.18
	B	32.77	34.20	35.62
	X	33.43	34.88	36.33
	C	33.85	35.32	36.78
	D	34.27	35.76	37.24

GL-PIP 14 Step-2

		Step 1	Step 2	Step 3
From:	\$	33.02	34.47	35.90
To:	A	33.43	34.90	36.35
	B	33.85	35.34	36.80
	X	34.53	36.05	37.54
	C	34.96	36.50	38.01
	D	35.40	36.96	38.49

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	2.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-PRW 01 Step-1

		Step 1	Step 2	Step 3
From:	\$	19.78	20.66	21.51
To:	A	20.03	20.92	21.78
	B	20.28	21.18	22.05
	X	20.79	21.71	22.60
	C	21.05	21.98	22.88
	D	21.31	22.25	23.17

GL-PRW 02 Step-1

		Step 1	Step 2	Step 3
From:	\$	20.45	21.33	22.23
To:	A	20.71	21.60	22.51
	B	20.97	21.87	22.79
	X	21.49	22.42	23.36
	C	21.76	22.70	23.65
	D	22.03	22.98	23.95

GL-PRW 03 Step-1

		Step 1	Step 2	Step 3
From:	\$	21.15	22.08	23.00
To:	A	21.41	22.36	23.29
	B	21.68	22.64	23.58
	X	22.22	23.21	24.17
	C	22.50	23.50	24.47
	D	22.78	23.79	24.78

GL-PRW 04 Step-1

		Step 1	Step 2	Step 3
From:	\$	21.87	22.82	23.77
To:	A	22.14	23.11	24.07
	B	22.42	23.40	24.37
	X	22.98	23.99	24.98
	C	23.27	24.29	25.29
	D	23.56	24.59	25.61

GL-PRW 05 Step-1

		Step 1	Step 2	Step 3
From:	\$	22.61	23.59	24.57
To:	A	22.89	23.88	24.88
	B	23.18	24.18	25.19
	X	23.76	24.78	25.82
	C	24.06	25.09	26.14
	D	24.36	25.40	26.47

GL-PRW 06 Step-1

		Step 1	Step 2	Step 3
From:	\$	23.46	24.48	25.50
To:	A	23.75	24.79	25.82
	B	24.05	25.10	26.14
	X	24.65	25.73	26.79
	C	24.96	26.05	27.12
	D	25.27	26.38	27.46

GL-PRW 07 Step-1

		Step 1	Step 2	Step 3
From:	\$	24.22	25.27	26.32
To:	A	24.52	25.59	26.65
	B	24.83	25.91	26.98
	X	25.45	26.56	27.65
	C	25.77	26.89	28.00
	D	26.09	27.23	28.35

GL-PRW 08 Step-1

		Step 1	Step 2	Step 3
From:	\$	25.27	26.37	27.47
To:	A	25.59	26.70	27.81
	B	25.91	27.03	28.16
	X	26.56	27.71	28.86
	C	26.89	28.06	29.22
	D	27.23	28.41	29.59

GL-PRW 09 Step-1

		Step 1	Step 2	Step 3
From:	\$	26.27	27.41	28.55
To:	A	26.60	27.75	28.91
	B	26.93	28.10	29.27
	X	27.60	28.80	30.00
	C	27.95	29.16	30.38
	D	28.30	29.52	30.76

GL-PRW 10 Step-1

		Step 1	Step 2	Step 3
From:	\$	27.28	28.47	29.66
To:	A	27.62	28.83	30.03
	B	27.97	29.19	30.41
	X	28.67	29.92	31.17
	C	29.03	30.29	31.56
	D	29.39	30.67	31.95

GL-PRW 11 Step-1

		Step 1	Step 2	Step 3
From:	\$	28.29	29.53	30.76
To:	A	28.64	29.90	31.14
	B	29.00	30.27	31.53
	X	29.73	31.03	32.32
	C	30.10	31.42	32.72
	D	30.48	31.81	33.13

GL-PRW 12 Step-1

		Step 1	Step 2	Step 3
From:	\$	29.27	30.56	31.83
To:	A	29.64	30.94	32.23
	B	30.01	31.33	32.63
	X	30.76	32.11	33.45
	C	31.14	32.51	33.87
	D	31.53	32.92	34.29

GL-PRW 13 Step-1

		Step 1	Step 2	Step 3
From:	\$	30.29	31.61	32.93
To:	A	30.67	32.01	33.34
	B	31.05	32.41	33.76
	X	31.83	33.22	34.60
	C	32.23	33.64	35.03
	D	32.63	34.06	35.47

GL-PRW 14 Step-1

		Step 1	Step 2	Step 3
From:	\$	31.31	32.68	34.04
To:	A	31.70	33.09	34.47
	B	32.10	33.50	34.90
	X	32.90	34.34	35.77
	C	33.31	34.77	36.22
	D	33.73	35.20	36.67

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, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	2.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-PRW 06 Step-2

		Step 1	Step 2	Step 3
From:	\$	25.52	26.64	27.75
To:	A	25.84	26.97	28.10
	B	26.16	27.31	28.45
	X	26.81	27.99	29.16
	C	27.15	28.34	29.52
	D	27.49	28.69	29.89

GL-PRW 07 Step-2

		Step 1	Step 2	Step 3
From:	\$	26.40	27.56	28.71
To:	A	26.73	27.90	29.07
	B	27.06	28.25	29.43
	X	27.74	28.96	30.17
	C	28.09	29.32	30.55
	D	28.44	29.69	30.93

GL-PRW 08 Step-2

		Step 1	Step 2	Step 3
From:	\$	27.52	28.71	29.90
To:	A	27.86	29.07	30.27
	B	28.21	29.43	30.65
	X	28.92	30.17	31.42
	C	29.28	30.55	31.81
	D	29.65	30.93	32.21

GL-PRW 09 Step-2

		Step 1	Step 2	Step 3
From:	\$	28.61	29.84	31.10
To:	A	28.97	30.21	31.49
	B	29.33	30.59	31.88
	X	30.06	31.35	32.68
	C	30.44	31.74	33.09
	D	30.82	32.14	33.50

GL-PRW 10 Step-2

		Step 1	Step 2	Step 3
From:	\$	29.75	31.04	32.33
To:	A	30.12	31.43	32.73
	B	30.50	31.82	33.14
	X	31.26	32.62	33.97
	C	31.65	33.03	34.39
	D	32.05	33.44	34.82

GL-PRW 11 Step-2

		Step 1	Step 2	Step 3
From:	\$	30.80	32.14	33.48
To:	A	31.19	32.54	33.90
	B	31.58	32.95	34.32
	X	32.37	33.77	35.18
	C	32.77	34.19	35.62
	D	33.18	34.62	36.07

GL-PRW 12 Step-2

		Step 1	Step 2	Step 3
From:	\$	31.92	33.31	34.70
To:	A	32.32	33.73	35.13
	B	32.72	34.15	35.57
	X	33.54	35.00	36.46
	C	33.96	35.44	36.92
	D	34.38	35.88	37.38

GL-PRW 13 Step-2

		Step 1	Step 2	Step 3
From:	\$	33.04	34.48	35.91
To:	A	33.45	34.91	36.36
	B	33.87	35.35	36.81
	X	34.72	36.23	37.73
	C	35.15	36.68	38.20
	D	35.59	37.14	38.68

GL-PRW 14 Step-2

		Step 1	Step 2	Step 3
From:	\$	34.13	35.61	37.09
To:	A	34.56	36.06	37.55
	B	34.99	36.51	38.02
	X	35.86	37.42	38.97
	C	36.31	37.89	39.46
	D	36.76	38.36	39.95

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	9.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-VHE 1

		Step 1	Step 2	Step 3
From:	\$	19.45	20.29	21.14
To:	A	19.69	20.54	21.40
	B	19.94	20.80	21.67
	X	21.73	22.67	23.62
	C	22.00	22.95	23.92
	D	22.28	23.24	24.22

GL-VHE 2

		Step 1	Step 2	Step 3
From:	\$	20.20	21.09	21.96
To:	A	20.45	21.35	22.23
	B	20.71	21.62	22.51
	X	22.57	23.57	24.54
	C	22.85	23.86	24.85
	D	23.14	24.16	25.16

GL-VHE 3

		Step 1	Step 2	Step 3
From:	\$	20.88	21.78	22.69
To:	A	21.14	22.05	22.97
	B	21.40	22.33	23.26
	X	23.33	24.34	25.35
	C	23.62	24.64	25.67
	D	23.92	24.95	25.99

GL-VHE 4

		Step 1	Step 2	Step 3
From:	\$	21.56	22.51	23.44
To:	A	21.83	22.79	23.73
	B	22.10	23.07	24.03
	X	24.09	25.15	26.19
	C	24.39	25.46	26.52
	D	24.69	25.78	26.85

GL-VHE 5

		Step 1	Step 2	Step 3
From:	\$	22.33	23.31	24.28
To:	A	22.61	23.60	24.58
	B	22.89	23.90	24.89
	X	24.95	26.05	27.13
	C	25.26	26.38	27.47
	D	25.58	26.71	27.81

GL-VHE 6

		Step 1	Step 2	Step 3
From:	\$	23.12	24.12	25.13
To:	A	23.41	24.42	25.44
	B	23.70	24.73	25.76
	X	25.83	26.96	28.08
	C	26.15	27.30	28.43
	D	26.48	27.64	28.79

GL-VHE 7

		Step 1	Step 2	Step 3
From:	\$	23.90	24.92	25.97
To:	A	24.20	25.23	26.29
	B	24.50	25.55	26.62
	X	26.71	27.85	29.02
	C	27.04	28.20	29.38
	D	27.38	28.55	29.75

GL-VHE 8

		Step 1	Step 2	Step 3
From:	\$	24.88	25.96	27.04
To:	A	25.19	26.28	27.38
	B	25.50	26.61	27.72
	X	27.80	29.00	30.21
	C	28.15	29.36	30.59
	D	28.50	29.73	30.97

GL-VHE 9

		Step 1	Step 2	Step 3
From:	\$	25.86	26.98	28.11
To:	A	26.18	27.32	28.46
	B	26.51	27.66	28.82
	X	28.90	30.15	31.41
	C	29.26	30.53	31.80
	D	29.63	30.91	32.20

GL-VHE 10

		Step 1	Step 2	Step 3
From:	\$	26.88	28.04	29.21
To:	A	27.22	28.39	29.58
	B	27.56	28.74	29.95
	X	30.04	31.33	32.65
	C	30.42	31.72	33.06
	D	30.80	32.12	33.47

GL-VHE 11

		Step 1	Step 2	Step 3
From:	\$	27.84	29.05	30.26
To:	A	28.19	29.41	30.64
	B	28.54	29.78	31.02
	X	31.11	32.46	33.81
	C	31.50	32.87	34.23
	D	31.89	33.28	34.66

GL-VHE 12

		Step 1	Step 2	Step 3
From:	\$	28.85	30.11	31.36
To:	A	29.21	30.49	31.75
	B	29.58	30.87	32.15
	X	32.24	33.65	35.04
	C	32.64	34.07	35.48
	D	33.05	34.50	35.92

GL-VHE 13

		Step 1	Step 2	Step 3
From:	\$	29.82	31.13	32.41
To:	A	30.19	31.52	32.82
	B	30.57	31.91	33.23
	X	33.32	34.78	36.22
	C	33.74	35.21	36.67
	D	34.16	35.65	37.13

GL-VHE 14

		Step 1	Step 2	Step 3
From:	\$	30.79	32.13	33.47
To:	A	31.17	32.53	33.89
	B	31.56	32.94	34.31
	X	34.40	35.90	37.40
	C	34.83	36.35	37.87
	D	35.27	36.80	38.34

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	2.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-WOW 01 Step-1

		Step 1	Step 2	Step 3
From:	\$	18.40	19.21	20.01
To:	A	18.63	19.45	20.26
	B	18.86	19.69	20.51
	X	19.24	20.08	20.92
	C	19.48	20.33	21.18
	D	19.72	20.58	21.44

GL-WOW 02 Step-1

		Step 1	Step 2	Step 3
From:	\$	19.02	19.85	20.68
To:	A	19.26	20.10	20.94
	B	19.50	20.35	21.20
	X	19.89	20.76	21.62
	C	20.14	21.02	21.89
	D	20.39	21.28	22.16

GL-WOW 03 Step-1

		Step 1	Step 2	Step 3
From:	\$	19.68	20.53	21.39
To:	A	19.93	20.79	21.66
	B	20.18	21.05	21.93
	X	20.58	21.47	22.37
	C	20.84	21.74	22.65
	D	21.10	22.01	22.93

GL-WOW 04 Step-1

		Step 1	Step 2	Step 3
From:	\$	20.34	21.23	22.11
To:	A	20.59	21.50	22.39
	B	20.85	21.77	22.67
	X	21.27	22.21	23.12
	C	21.54	22.49	23.41
	D	21.81	22.77	23.70

GL-WOW 05 Step-1

		Step 1	Step 2	Step 3
From:	\$	21.07	21.98	22.90
To:	A	21.33	22.25	23.19
	B	21.60	22.53	23.48
	X	22.03	22.98	23.95
	C	22.31	23.27	24.25
	D	22.59	23.56	24.55

GL-WOW 06 Step-1

		Step 1	Step 2	Step 3
From:	\$	21.72	22.67	23.62
To:	A	21.99	22.95	23.92
	B	22.26	23.24	24.22
	X	22.71	23.70	24.70
	C	22.99	24.00	25.01
	D	23.28	24.30	25.32

GL-WOW 07 Step-1

		Step 1	Step 2	Step 3
From:	\$	22.50	23.47	24.45
To:	A	22.78	23.76	24.76
	B	23.06	24.06	25.07
	X	23.52	24.54	25.57
	C	23.81	24.85	25.89
	D	24.11	25.16	26.21

GL-WOW 08 Step-1

		Step 1	Step 2	Step 3
From:	\$	23.38	24.39	25.41
To:	A	23.67	24.69	25.73
	B	23.97	25.00	26.05
	X	24.45	25.50	26.57
	C	24.76	25.82	26.90
	D	25.07	26.14	27.24

GL-WOW 09 Step-1

		Step 1	Step 2	Step 3
From:	\$	24.30	25.37	26.42
To:	A	24.60	25.69	26.75
	B	24.91	26.01	27.08
	X	25.41	26.53	27.62
	C	25.73	26.86	27.97
	D	26.05	27.20	28.32

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

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	2.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GL-WOW 09 Step-2

		Step 1	Step 2	Step 3
From:	\$	26.32	27.48	28.62
To:	A	26.65	27.82	28.98
	B	26.98	28.17	29.34
	X	27.52	28.73	29.93
	C	27.86	29.09	30.30
	D	28.21	29.45	30.68

GL-WOW 10 Step-2

		Step 1	Step 2	Step 3
From:	\$	27.37	28.55	29.75
To:	A	27.71	28.91	30.12
	B	28.06	29.27	30.50
	X	28.62	29.86	31.11
	C	28.98	30.23	31.50
	D	29.34	30.61	31.89

GL-WOW 11 Step-2

		Step 1	Step 2	Step 3
From:	\$	28.37	29.60	30.83
To:	A	28.72	29.97	31.22
	B	29.08	30.34	31.61
	X	29.66	30.95	32.24
	C	30.03	31.34	32.64
	D	30.41	31.73	33.05

GL-WOW 12 Step-2

		Step 1	Step 2	Step 3
From:	\$	29.41	30.69	31.97
To:	A	29.78	31.07	32.37
	B	30.15	31.46	32.77
	X	30.75	32.09	33.43
	C	31.13	32.49	33.85
	D	31.52	32.90	34.27

GL-WOW 13 Step-2

		Step 1	Step 2	Step 3
From:	\$	30.39	31.71	33.04
To:	A	30.77	32.11	33.45
	B	31.15	32.51	33.87
	X	31.77	33.16	34.55
	C	32.17	33.57	34.98
	D	32.57	33.99	35.42

GL-WOW 14 Step-2

		Step 1	Step 2	Step 3
From:	\$	31.38	32.74	34.11
To:	A	31.77	33.15	34.54
	B	32.17	33.56	34.97
	X	32.81	34.23	35.67
	C	33.22	34.66	36.12
	D	33.64	35.09	36.57

GS- GENERAL SERVICES
HOURLY RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.75%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GS 01

		Step 1	Step 2	Step 3
From:	\$	14.64	15.26	15.91
To:	A	14.82	15.45	16.11
	B	15.01	15.64	16.31
	X	15.12	15.76	16.43
	C	15.31	15.96	16.64
	D	15.50	16.16	16.85

GS 02

		Step 1	Step 2	Step 3
From:	\$	17.59	18.36	19.12
To:	A	17.81	18.59	19.36
	B	18.03	18.82	19.60
	X	18.17	18.96	19.75
	C	18.40	19.20	20.00
	D	18.63	19.44	20.25

GS 03

		Step 1	Step 2	Step 3
From:	\$	20.57	21.48	22.36
To:	A	20.83	21.75	22.64
	B	21.09	22.02	22.92
	X	21.25	22.19	23.09
	C	21.52	22.47	23.38
	D	21.79	22.75	23.67

GS 04

		Step 1	Step 2	Step 3
From:	\$	21.64	22.57	23.52
To:	A	21.91	22.85	23.81
	B	22.18	23.14	24.11
	X	22.35	23.31	24.29
	C	22.63	23.60	24.59
	D	22.91	23.90	24.90

GS 05

		Step 1	Step 2	Step 3
From:	\$	24.13	25.18	26.23
To:	A	24.43	25.49	26.56
	B	24.74	25.81	26.89
	X	24.93	26.00	27.09
	C	25.24	26.33	27.43
	D	25.56	26.66	27.77

GS 06

		Step 1	Step 2	Step 3
From:	\$	24.89	25.98	27.06
To:	A	25.20	26.30	27.40
	B	25.52	26.63	27.74
	X	25.71	26.83	27.95
	C	26.03	27.17	28.30
	D	26.36	27.51	28.65

GS 07

		Step 1	Step 2	Step 3
From:	\$	26.06	27.20	28.33
To:	A	26.39	27.54	28.68
	B	26.72	27.88	29.04
	X	26.92	28.09	29.26
	C	27.26	28.44	29.63
	D	27.60	28.80	30.00

GS 08

		Step 1	Step 2	Step 3
From:	\$	27.30	28.49	29.69
To:	A	27.64	28.85	30.06
	B	27.99	29.21	30.44
	X	28.20	29.43	30.67
	C	28.55	29.80	31.05
	D	28.91	30.17	31.44

GS 09

		Step 1	Step 2	Step 3
From:	\$	29.84	31.14	32.45
To:	A	30.21	31.53	32.86
	B	30.59	31.92	33.27
	X	30.82	32.16	33.52
	C	31.21	32.56	33.94
	D	31.60	32.97	34.36

GS 10

		Step 1	Step 2	Step 3
From:	\$	31.49	32.85	34.22
To:	A	31.88	33.26	34.65
	B	32.28	33.68	35.08
	X	32.52	33.93	35.34
	C	32.93	34.35	35.78
	D	33.34	34.78	36.23

GS 11

		Step 1	Step 2	Step 3
From:	\$	32.72	34.14	35.56
To:	A	33.13	34.57	36.00
	B	33.54	35.00	36.45
	X	33.79	35.26	36.72
	C	34.21	35.70	37.18
	D	34.64	36.15	37.64

GS 12

		Step 1	Step 2	Step 3
From:	\$	34.06	35.54	37.02
To:	A	34.49	35.98	37.48
	B	34.92	36.43	37.95
	X	35.18	36.70	38.23
	C	35.62	37.16	38.71
	D	36.07	37.62	39.19

GS 13

		Step 1	Step 2	Step 3
From:	\$	35.39	36.93	38.47
To:	A	35.83	37.39	38.95
	B	36.28	37.86	39.44
	X	36.55	38.14	39.74
	C	37.01	38.62	40.24
	D	37.47	39.10	40.74

GT - GENERAL TECHNICAL GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

GT- TECHNOLOGICAL INSTITUTE RECRUITMENT

From:	\$	23827	to	38499
To:	A	24125	to	38980
	B	24427	to	39467
	X	24549	to	39664
	C	24856	to	40160
	D	25167	to	40662

GT-01

From:	\$	41110	42242	43376	44497	46279
To:	A	41624	42770	43918	45053	46857
	B	42144	43305	44467	45616	47443
	X	42355	43522	44689	45844	47680
	C	42884	44066	45248	46417	48276
	D	43420	44617	45814	46997	48879

GT-02

From:	\$	47146	48513	49877	51242	53292
To:	A	47735	49119	50500	51883	53958
	B	48332	49733	51131	52532	54632
	X	48574	49982	51387	52795	54905
	C	49181	50607	52029	53455	55591
	D	49796	51240	52679	54123	56286

GT-03

From:	\$	52724	54304	55899	57483	59783
To:	A	53383	54983	56598	58202	60530
	B	54050	55670	57305	58930	61287
	X	54320	55948	57592	59225	61593
	C	54999	56647	58312	59965	62363
	D	55686	57355	59041	60715	63143

GT-04

From:	\$	59402	61246	63093	64943	67544
To:	A	60145	62012	63882	65755	68388
	B	60897	62787	64681	66577	69243
	X	61201	63101	65004	66910	69589
	C	61966	63890	65817	67746	70459
	D	62741	64689	66640	68593	71340

GT-05

From:	\$	66676	68719	70772	72897	75810
To:	A	67509	69578	71657	73808	76758
	B	68353	70448	72553	74731	77717
	X	68695	70800	72916	75105	78106
	C	69554	71685	73827	76044	79082
	D	70423	72581	74750	76995	80071

GT-06

From:	\$	73786	76195	78621	81038	84278
To:	A	74708	77147	79604	82051	85331
	B	75642	78111	80599	83077	86398
	X	76020	78502	81002	83492	86830
	C	76970	79483	82015	84536	87915
	D	77932	80477	83040	85593	89014

GT-07

From:	\$	84557	87404	90246	92950	96665
To:	A	85614	88497	91374	94112	97873
	B	86684	89603	92516	95288	99096
	X	87117	90051	92979	95764	99591
	C	88206	91177	94141	96961	100836
	D	89309	92317	95318	98173	102096

GT-08

From:	\$	95922	98960	101987	105010	109212
To:	A	97121	100197	103262	106323	110577
	B	98335	101449	104553	107652	111959
	X	98827	101956	105076	108190	112519
	C	100062	103230	106389	109542	113925
	D	101313	104520	107719	110911	115349

HP - HEATING, POWER & STATIONARY PLANT OPERATIONS

HOURLY RATES OF PAY

(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	15.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

HP-01

From:	\$	20.74	21.21	21.65
To:	A	21.00	21.48	21.92
	B	21.26	21.75	22.19
	X	24.45	25.01	25.52
	C	24.76	25.32	25.84
	D	25.07	25.64	26.16

HP-02

From:	\$	22.68	23.22	23.73
To:	A	22.96	23.51	24.03
	B	23.25	23.80	24.33
	X	26.74	27.37	27.98
	C	27.07	27.71	28.33
	D	27.41	28.06	28.68

HP-03

From:	\$	24.69	25.29	25.92
To:	A	25.00	25.61	26.24
	B	25.31	25.93	26.57
	X	29.11	29.82	30.56
	C	29.47	30.19	30.94
	D	29.84	30.57	31.33

HP-04

From:	\$	27.72	28.45	29.13
To:	A	28.07	28.81	29.49
	B	28.42	29.17	29.86
	X	32.68	33.55	34.34
	C	33.09	33.97	34.77
	D	33.50	34.39	35.20

HP-05

From:	\$	29.86	30.59	31.35
To:	A	30.23	30.97	31.74
	B	30.61	31.36	32.14
	X	35.20	36.06	36.96
	C	35.64	36.51	37.42
	D	36.09	36.97	37.89

HP-06

From:	\$	29.98	30.80	31.57	32.37	33.21
To:	A	30.35	31.19	31.96	32.77	33.63
	B	30.73	31.58	32.36	33.18	34.05
	X	35.34	36.32	37.21	38.16	39.16
	C	35.78	36.77	37.68	38.64	39.65
	D	36.23	37.23	38.15	39.12	40.15

HP-07

From:	\$	32.53	33.39	34.31	35.18	36.14
To:	A	32.94	33.81	34.74	35.62	36.59
	B	33.35	34.23	35.17	36.07	37.05
	X	38.35	39.36	40.45	41.48	42.61
	C	38.83	39.85	40.96	42.00	43.14
	D	39.32	40.35	41.47	42.53	43.68

HP-08

From:	\$	34.93	35.88	36.86	37.80	38.81
To:	A	35.37	36.33	37.32	38.27	39.30
	B	35.81	36.78	37.79	38.75	39.79
	X	41.18	42.30	43.46	44.56	45.76
	C	41.69	42.83	44.00	45.12	46.33
	D	42.21	43.37	44.55	45.68	46.91

HP-09

From:	\$	37.02	38.09	39.22	40.34	41.54
To:	A	37.48	38.57	39.71	40.84	42.06
	B	37.95	39.05	40.21	41.35	42.59
	X	43.64	44.91	46.24	47.55	48.98
	C	44.19	45.47	46.82	48.14	49.59
	D	44.74	46.04	47.41	48.74	50.21

HR - HISTORICAL RESEARCH
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	1.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

HR-01

From:	\$	28621	to	50162	*	52141	54185	56229	58277
To:	A	28979	to	50789	*	52793	54862	56932	59005
	B	29341	to	51424	*	53453	55548	57644	59743
	X	29634	to	51938	*	53988	56103	58220	60340
	C	30004	to	52587	*	54663	56804	58948	61094
	D	30379	to	53244	*	55346	57514	59685	61858

*(ROUNDED TO THE NEAREST \$10.00)

HR-02

From:	\$	58839	61057	63284	65508
To:	A	59574	61820	64075	66327
	B	60319	62593	64876	67156
	X	60922	63219	65525	67828
	C	61684	64009	66344	68676
	D	62455	64809	67173	69534

HR-03

From:	\$	67908	70469	73042	75607
To:	A	68757	71350	73955	76552
	B	69616	72242	74879	77509
	X	70312	72964	75628	78284
	C	71191	73876	76573	79263
	D	72081	74799	77530	80254

HR-04

From:	\$	79605	82708	85812	88912
To:	A	80600	83742	86885	90023
	B	81608	84789	87971	91148
	X	82424	85637	88851	92059
	C	83454	86707	89962	93210
	D	84497	87791	91087	94375

HR-05

From:	\$	86266	90914	95561	100210
To:	A	87344	92050	96756	101463
	B	88436	93201	97965	102731
	X	89320	94133	98945	103758
	C	90437	95310	100182	105055
	D	91567	96501	101434	106368

IS - INFORMATION SERVICES GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

IS-01

From:	\$	48948	50809	52737	54743
To:	A	49560	51444	53396	55427
	B	50180	52087	54063	56120
	X	50431	52347	54333	56401
	C	51061	53001	55012	57106
	D	51699	53664	55700	57820

IS-02

From:	\$	54543	56612	58764
To:	A	55225	57320	59499
	B	55915	58037	60243
	X	56195	58327	60544
	C	56897	59056	61301
	D	57608	59794	62067

IS-03

From:	\$	63861	66287	69006
To:	A	64659	67116	69869
	B	65467	67955	70742
	X	65794	68295	71096
	C	66616	69149	71985
	D	67449	70013	72885

IS-04

From:	\$	76239	79136	82422
To:	A	77192	80125	83452
	B	78157	81127	84495
	X	78548	81533	84917
	C	79530	82552	85978
	D	80524	83584	87053

IS-05

From:	\$	84920	88148	91612
To:	A	85982	89250	92757
	B	87057	90366	93916
	X	87492	90818	94386
	C	88586	91953	95566
	D	89693	93102	96761

IS-06

From:	\$	89390	92787	96313	99204	102208
To:	A	90507	93947	97517	100444	103486
	B	91638	95121	98736	101700	104780
	X	92096	95597	99230	102209	105304
	C	93247	96792	100470	103487	106620
	D	94413	98002	101726	104781	107953

LS - LIBRARY SCIENCE
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	3.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

LS-01

From:	\$	56445	58196	59946	61696	63441	65193	66939	68689
To:	A	57151	58923	60695	62467	64234	66008	67776	69548
	B	57865	59660	61454	63248	65037	66833	68623	70417
	X	59601	61450	63298	65145	66988	68838	70682	72530
	C	60346	62218	64089	65959	67825	69698	71566	73437
	D	61100	62996	64890	66783	68673	70569	72461	74355

LS-02

From:	\$	62421	64480	66538	68591	70654
To:	A	63201	65286	67370	69448	71537
	B	63991	66102	68212	70316	72431
	X	65911	68085	70258	72425	74604
	C	66735	68936	71136	73330	75537
	D	67569	69798	72025	74247	76481

LS-03

From:	\$	73019	75366	77707	80051	82398
To:	A	73932	76308	78678	81052	83428
	B	74856	77262	79661	82065	84471
	X	77102	79580	82051	84527	87005
	C	78066	80575	83077	85584	88093
	D	79042	81582	84115	86654	89194

LS-04

From:	\$	75597	78325	81045	83775	86501	89222
To:	A	76542	79304	82058	84822	87582	90337
	B	77499	80295	83084	85882	88677	91466
	X	79824	82704	85577	88458	91337	94210
	C	80822	83738	86647	89564	92479	95388
	D	81832	84785	87730	90684	93635	96580

LS-05

From:	\$	91149	94130	97108	100087	103073	106054
To:	A	92288	95307	98322	101338	104361	107380
	B	93442	96498	99551	102605	105666	108722
	X	96245	99393	102538	105683	108836	111984
	C	97448	100635	103820	107004	110196	113384
	D	98666	101893	105118	108342	111573	114801

PC - PHYSICAL SCIENCES GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

PC-01

From:	\$	33716	to	53469 *	57701	60083	62467	64854	67238
To:	A	34137	to	54137 *	58422	60834	63248	65665	68078
	B	34564	to	54814 *	59152	61594	64039	66486	68929
	C	34996	to	55499 *	59891	62364	64839	67317	69791
	D	35433	to	56193 *	60640	63144	65649	68158	70663

*(ROUNDED TO THE NEAREST \$10.00)

PC-02

From:	\$	65883	68498	71098	73710	76318	78919
To:	A	66707	69354	71987	74631	77272	79905
	B	67541	70221	72887	75564	78238	80904
	X	67541	70221	72887	75564	78238	80969
	C	68385	71099	73798	76509	79216	81981
	D	69240	71988	74720	77465	80206	83006

PC-03

From:	\$	79383	82397	85425	88437	91451	94471
To:	A	80375	83427	86493	89542	92594	95652
	B	81380	84470	87574	90661	93751	96848
	C	82397	85526	88669	91794	94923	98059
	D	83427	86595	89777	92941	96110	99285

PC-04

From:	\$	91975	95192	98413	101631	104849	108068
To:	A	93125	96382	99643	102901	106160	109419
	B	94289	97587	100889	104187	107487	110787
	C	95468	98807	102150	105489	108831	112172
	D	96661	100042	103427	106808	110191	113574

PC-05

From:	\$	103622	107178	110748	114320	117885
To:	A	104917	108518	112132	115749	119359
	B	106228	109874	113534	117196	120851
	C	107556	111247	114953	118661	122362
	D	108900	112638	116390	120144	123892

PG - PURCHASING AND SUPPLY
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	1.00%
Y) Effective August 5, 2016 - Restructure	
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

PG - TECHNOLOGICAL INSTITUTE RECRUITMENT

From:	\$	24195	to	36597
To:	A	24497	to	37054
	B	24803	to	37517
	X	25051	to	37892
	Y	N/A	to	N/A

*(ROUNDED TO THE NEAREST \$10.00)

PG - DEVELOPMENT

From:	\$	26814	to	41194
To:	A	27149	to	41709
	B	27488	to	42230
	X	27763	to	42652
	Y	N/A	to	N/A

*(ROUNDED TO THE NEAREST \$10.00)

PG-01

From:	\$	33405	35436	37457	39483	41492	43520	45539	47566	49592	51614	53637
To:	A	33823	35879	37925	39977	42011	44064	46108	48161	50212	52259	54307
	B	34246	36327	38399	40477	42536	44615	46684	48763	50840	52912	54986
	X	34588	36690	38783	40882	42961	45061	47151	49251	51348	53441	55536
	Y	N/A	N/A	N/A	N/A	42961	45061	47151	49251	51348	53441	56230
	C	N/A	N/A	N/A	N/A	43498	45624	47740	49867	51990	54109	56933
	D	N/A	N/A	N/A	N/A	44042	46194	48337	50490	52640	54785	57645

PG-02

From:	\$	54160	56472	58770	61069
To:	A	54837	57178	59505	61832
	B	55522	57893	60249	62605
	X	56077	58472	60851	63231
	Y	56077	58472	60851	64021
	C	56778	59203	61612	64821
	D	57488	59943	62382	65631

PG-03

From:	\$	60298	62872	65438	68004
To:	A	61052	63658	66256	68854
	B	61815	64454	67084	69715
	X	62433	65099	67755	70412
	Y	62433	65099	67755	71292
	C	63213	65913	68602	72183
	D	64003	66737	69460	73085

PG-04

From:	\$	71531	74597	77663	80730
To:	A	72425	75529	78634	81739
	B	73330	76473	79617	82761
	X	74063	77238	80413	83589
	Y	74063	77238	80413	84634
	C	74989	78203	81418	85692
	D	75926	79181	82436	86763

PG-05

From:	\$	84202	87616	91200	94583
To:	A	85255	88711	92340	95765
	B	86321	89820	93494	96962
	X	87184	90718	94429	97932
	C	88274	91852	95609	99156
	D	89377	93000	96804	100395

PG-06

From:	\$	92748	94464	96178	97893	99599	101308	103018
To:	A	93907	95645	97380	99117	100844	102574	104306
	B	95081	96841	98597	100356	102105	103856	105610
	X	96032	97809	99583	101360	103126	104895	106666
	Y	96032	N/A	99583	N/A	103126	N/A	106666
	C	97232	N/A	100828	N/A	104415	N/A	107999
	D	98447	N/A	102088	N/A	105720	N/A	109349

PM - PROGRAM ADMINISTRATION GROUP
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

PM - DEVELOPMENT

From:	\$	31078	to	46581
To:	A	31466	to	47163
	B	31859	to	47753
	X	32018	to	47992
	C	32418	to	48592
	D	32823	to	49199

PM-01

From:	\$	48948	50809	52737	54743
To:	A	49560	51444	53396	55427
	B	50180	52087	54063	56120
	X	50431	52347	54333	56401
	C	51061	53001	55012	57106
	D	51699	53664	55700	57820

PM-02

From:	\$	54543	56612	58764
To:	A	55225	57320	59499
	B	55915	58037	60243
	X	56195	58327	60544
	C	56897	59056	61301
	D	57608	59794	62067

PM-03

From:	\$	58460	60682	62990
To:	A	59191	61441	63777
	B	59931	62209	64574
	X	60231	62520	64897
	C	60984	63302	65708
	D	61746	64093	66529

PM-04

From:	\$	63861	66287	69006
To:	A	64659	67116	69869
	B	65467	67955	70742
	X	65794	68295	71096
	C	66616	69149	71985
	D	67449	70013	72885

PM-05

From:	\$	76239	79136	82422
To:	A	77192	80125	83452
	B	78157	81127	84495
	X	78548	81533	84917
	C	79530	82552	85978
	D	80524	83584	87053

PM-06

From:	\$	89390	92787	96313	99204	102208
To:	A	90507	93947	97517	100444	103486
	B	91638	95121	98736	101700	104780
	X	92096	95597	99230	102209	105304
	C	93247	96792	100470	103487	106620
	D	94413	98002	101726	104781	107953

PM-07

From:	\$	92298	to	108639
To:	A	93452	to	109997
	B	94620	to	111372
	X	95093	to	111929
	C	96282	to	113328
	D	97486	to	114745

PY - PHOTOGRAPHY
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

PY-01

From:	\$	32630	33497	34364	35226	36636
To:	A	33038	33916	34794	35666	37094
	B	33451	34340	35229	36112	37558
	X	33618	34512	35405	36293	37746
	C	34038	34943	35848	36747	38218
	D	34463	35380	36296	37206	38696

PY-02

From:	\$	37273	38323	39369	40405	42019
To:	A	37739	38802	39861	40910	42544
	B	38211	39287	40359	41421	43076
	X	38402	39483	40561	41628	43291
	C	38882	39977	41068	42148	43832
	D	39368	40477	41581	42675	44380

PY-03

From:	\$	40623	41793	42974	44148	45914
To:	A	41131	42315	43511	44700	46488
	B	41645	42844	44055	45259	47069
	X	41853	43058	44275	45485	47304
	C	42376	43596	44828	46054	47895
	D	42906	44141	45388	46630	48494

PY-04

From:	\$	43844	45147	46462	47765	49675
To:	A	44392	45711	47043	48362	50296
	B	44947	46282	47631	48967	50925
	X	45172	46513	47869	49212	51180
	C	45737	47094	48467	49827	51820
	D	46309	47683	49073	50450	52468

PY-05

From:	\$	46265	47537	48845	50207	51683	53747
To:	A	46843	48131	49456	50835	52329	54419
	B	47429	48733	50074	51470	52983	55099
	X	47666	48977	50324	51727	53248	55374
	C	48262	49589	50953	52374	53914	56066
	D	48865	50209	51590	53029	54588	56767

PY-06

From:	\$	49565	51054	52589	54161	55787	58017
To:	A	50185	51692	53246	54838	56484	58742
	B	50812	52338	53912	55523	57190	59476
	X	51066	52600	54182	55801	57476	59773
	C	51704	53258	54859	56499	58194	60520
	D	52350	53924	55545	57205	58921	61277

PY-07

From:	\$	52826	54413	56048	57726	59458	61839
To:	A	53486	55093	56749	58448	60201	62612
	B	54155	55782	57458	59179	60954	63395
	X	54426	56061	57745	59475	61259	63712
	C	55106	56762	58467	60218	62025	64508
	D	55795	57472	59198	60971	62800	65314

SC - DED - SHIPS' CREW
RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	5.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

	Monthly *	Annual	Weekly	Daily	Hourly
SC-DED-01					
From:	\$ 3864	46367	888.89	177.74	22.22
To:	A 3912	46947	900.00	179.96	22.50
	B 3961	47534	911.25	182.21	22.78
	X 4159	49911	956.81	191.32	23.92
	C 4211	50535	968.77	193.71	24.22
	D 4264	51167	980.88	196.13	24.52
SC-DED-02					
From:	\$ 4008	48100	921.87	184.38	23.04
To:	A 4058	48701	933.39	186.68	23.33
	B 4109	49310	945.06	189.01	23.62
	X 4314	51776	992.31	198.46	24.80
	C 4368	52423	1004.71	200.94	25.11
	D 4423	53078	1017.27	203.45	25.42
SC-DED-03					
From:	\$ 4153	49831	955.05	191.01	23.89
To:	A 4205	50454	966.99	193.40	24.19
	B 4258	51085	979.08	195.82	24.49
	X 4471	53639	1028.03	205.61	25.71
	C 4527	54309	1040.88	208.18	26.03
	D 4584	54988	1053.89	210.78	26.36
SC-DED-04					
From:	\$ 4265	51182	980.96	196.18	24.51
To:	A 4318	51822	993.22	198.63	24.82
	B 4372	52470	1005.64	201.11	25.13
	X 4591	55094	1055.92	211.17	26.39
	C 4648	55783	1069.12	213.81	26.72
	D 4706	56480	1082.48	216.48	27.05
SC-DED-05					
From:	\$ 4390	52657	1009.21	201.85	25.22
To:	A 4445	53315	1021.83	204.37	25.54
	B 4501	53981	1034.60	206.92	25.86
	X 4726	56680	1086.33	217.27	27.15
	C 4785	57389	1099.91	219.99	27.49
	D 4845	58106	1113.66	222.74	27.83

SC-DED-06

From:	\$	4508	54104	1036.93	207.39	25.92
To:	A	4564	54780	1049.89	209.98	26.24
	B	4621	55465	1063.01	212.60	26.57
	X	4852	58238	1116.16	223.23	27.90
	C	4913	58966	1130.11	226.02	28.25
	D	4974	59703	1144.24	228.85	28.60

SC-DED-07

From:	\$	4638	55658	1066.74	213.35	26.66
To:	A	4696	56354	1080.07	216.02	26.99
	B	4755	57058	1093.57	218.72	27.33
	X	4993	59911	1148.25	229.66	28.70
	C	5055	60660	1162.60	232.53	29.06
	D	5118	61418	1177.13	235.44	29.42

***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, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

SE-RES-01

From:	\$	53239	56040	58840	61643	64445	67239	70046
To:	A	53904	56741	59576	62414	65251	68079	70922
	B	54578	57450	60321	63194	66067	68930	71809
	X	54578	57450	60321	63194	66067	68930	72024
	C	55260	58168	61075	63984	66893	69792	72924
	D	55951	58895	61838	64784	67729	70664	73836

SE-RES-02

From:	\$	66106	70222	74337	78454	82567	86682	90799	94917	99023
To:	A	66932	71100	75266	79435	83599	87766	91934	96103	100261
	B	67769	71989	76207	80428	84644	88863	93083	97304	101514
	X	67769	71989	76207	80428	84644	88863	93083	97304	101819
	C	68616	72889	77160	81433	85702	89974	94247	98520	103092
	D	69474	73800	78125	82451	86773	91099	95425	99752	104381

SE-RES-03

From:	\$	83542	86841	90138	93432	96731	100030	103328	106625	109921
To:	A	84586	87927	91265	94600	97940	101280	104620	107958	111295
	B	85643	89026	92406	95783	99164	102546	105928	109307	112686
	X	85643	89026	92406	95783	99164	102546	105928	109307	113024
	C	86714	90139	93561	96980	100404	103828	107252	110673	114437
	D	87798	91266	94731	98192	101659	105126	108593	112056	115867

SE-RES-04

From:	\$	100052	103712	107373	111032	114693	118355	122012
To:	A	101303	105008	108715	112420	116127	119834	123537
	B	102569	106321	110074	113825	117579	121332	125081
	X	102569	106321	110074	113825	117579	121332	125457
	C	103851	107650	111450	115248	119049	122849	127025
	D	105149	108996	112843	116689	120537	124385	128613

SE-RES-05

From:	\$	109549	113558	117568	121575	125585	129595	133604
To:	A	110918	114977	119038	123095	127155	131215	135274
	B	112304	116414	120526	124634	128744	132855	136965
	X	112304	116414	120526	124634	128744	132855	137376
	C	113708	117869	122033	126192	130353	134516	139093
	D	115129	119342	123558	127769	131982	136197	140832

SE-REM - RESEARCH MANAGER
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

SE-REM-01

From:	\$	85237	88537	91833	95129	98426	101725	105020	108319	111618
To:	A	86302	89644	92981	96318	99656	102997	106333	109673	113013
	B	87381	90765	94143	97522	100902	104284	107662	111044	114426
	C	88473	91900	95320	98741	102163	105588	109008	112432	115856
	D	89579	93049	96512	99975	103440	106908	110371	113837	117304

SE-REM-02

From:	\$	98283	101614	104951	108284	111618	114948	118282	121614	124946
To:	A	99512	102884	106263	109638	113013	116385	119761	123134	126508
	B	100756	104170	107591	111008	114426	117840	121258	124673	128089
	C	102015	105472	108936	112396	115856	119313	122774	126231	129690
	D	103290	106790	110298	113801	117304	120804	124309	127809	131311

SI - SOCIAL SCIENCE SUPPORT
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	1.00%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

SI-01

From:	\$	47396	49223	51116	53087	55130
To:	A	47988	49838	51755	53751	55819
	B	48588	50461	52402	54423	56517
	X	49074	50966	52926	54967	57082
	C	49687	51603	53588	55654	57796
	D	50308	52248	54258	56350	58518

SI-02

From:	\$	53563	55295	57080	58923	60829
To:	A	54233	55986	57794	59660	61589
	B	54911	56686	58516	60406	62359
	X	55460	57253	59101	61010	62983
	C	56153	57969	59840	61773	63770
	D	56855	58694	60588	62545	64567

SI-03

From:	\$	58890	60662	62490	64370	66305
To:	A	59626	61420	63271	65175	67134
	B	60371	62188	64062	65990	67973
	X	60975	62810	64703	66650	68653
	C	61737	63595	65512	67483	69511
	D	62509	64390	66331	68327	70380

SI-04

From:	\$	63065	65458	67946	70524	73204
To:	A	63853	66276	68795	71406	74119
	B	64651	67104	69655	72299	75045
	X	65298	67775	70352	73022	75795
	C	66114	68622	71231	73935	76742
	D	66940	69480	72121	74859	77701

SI-05

From:	\$	75466	78209	81052	83996	87050
To:	A	76409	79187	82065	85046	88138
	B	77364	80177	83091	86109	89240
	X	78138	80979	83922	86970	90132
	C	79115	81991	84971	88057	91259
	D	80104	83016	86033	89158	92400

SI-06

From:	\$	85757	88913	92186	95579	99097
To:	A	86829	90024	93338	96774	100336
	B	87914	91149	94505	97984	101590
	X	88793	92060	95450	98964	102606
	C	89903	93211	96643	100201	103889
	D	91027	94376	97851	101454	105188

SI-07

From:	\$	96443	99855	103387	107046	110832
To:	A	97649	101103	104679	108384	112217
	B	98870	102367	105987	109739	113620
	X	99859	103391	107047	110836	114756
	C	101107	104683	108385	112221	116190
	D	102371	105992	109740	113624	117642

SI-08

From:	\$	105549	108981	112528	116189	119968
To:	A	106868	110343	113935	117641	121468
	B	108204	111722	115359	119112	122986
	X	109286	112839	116513	120303	124216
	C	110652	114249	117969	121807	125769
	D	112035	115677	119444	123330	127341

ST- SECRETARIAL
ANNUAL RATES OF PAY
(in dollars)

Effective Dates:

\$) Effective August 5, 2013	
A) Effective August 5, 2014	1.25%
B) Effective August 5, 2015	1.25%
X) Effective August 5, 2016 - Restructure	0.50%
C) Effective August 5, 2016	1.25%
D) Effective August 5, 2017	1.25%

ST-SCY-01

From:	\$	33566	34506	35446	36397	37330	38278	39222	/	40159	40763	41721	42712	43705
To:	A	33986	34937	35889	36852	37797	38756	39712	/	40661	41273	42243	43246	44251
	B	34411	35374	36338	37313	38269	39240	40208	/	41169	41789	42771	43787	44804
	X	34583	35551	36520	37500	38460	39436	40409	/	41375	41998	42985	44006	45028
	C	35015	35995	36977	37969	38941	39929	40914	/	41892	42523	43522	44556	45591
	D	35453	36445	37439	38444	39428	40428	41425	/	42416	43055	44066	45113	46161

ST-SCY-02

From:	\$	42835	43952	45066	46176
To:	A	43370	44501	45629	46753
	B	43912	45057	46199	47337
	X	44132	45282	46430	47574
	C	44684	45848	47010	48169
	D	45243	46421	47598	48771

ST-SCY-03

From:	\$	44379	45649	46936	48200
To:	A	44934	46220	47523	48803
	B	45496	46798	48117	49413
	X	45723	47032	48358	49660
	C	46295	47620	48962	50281
	D	46874	48215	49574	50910

ST-SCY-04

From:	\$	47701	49159	50610	52042
To:	A	48297	49773	51243	52693
	B	48901	50395	51884	53352
	X	49146	50647	52143	53619
	C	49760	51280	52795	54289
	D	50382	51921	53455	54968

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 an 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) 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. For details on lines “X”, “Y” and/or “Z”, refer to the market adjustments and restructures below.

**

8. Market Adjustments and Restructures

Architecture and Town Planning Group (AR)

Effective August 5, 2014, and prior to the general economic increase:

- restructure of the AR salary scale and roll-in of the allowance.

Administrative Services Group (AS)

Effective August 5, 2016, prior to the general economic increase:

- 0.5% wage adjustment for the AS-01 to AS-08.

Biological Sciences Group (BI)

BI-01

Effective August 5, 2016, prior to the general economic increase:

- add a step increment of 2.57% to the maximum rate of pay;
- movement to the new maximum to happen on employee’s anniversary date;
- employees that were on the former maximum step, for more than 12 months, will move to the next step closest to their former rate of pay;
- delete the second (2nd) step increment of the pay line;
- employees who were in the eliminated step will automatically move to the next step closest to their former rate of pay ;
- employees who moved in the pay scale on the date of restructure will have their next increment date established by using the 12 month period counting from the date of the restructure.

BI-03

Effective August 5, 2016, prior to the general economic increase:

- add a step increment of 1.47% to the maximum rate of pay;
- movement to the new maximum to happen on employee’s anniversary date;
- employees that were on the former maximum step, for more than 12 months, will move to the next step closest to their former rate of pay;
- delete the first (1st) step increment of the pay line;
- employees who were in the eliminated step will automatically move to the next step closest to their former rate of pay;
- employees who moved in the pay scale on the date of restructure will have their next increment date established by using the 12 month period counting from the date of the restructure.

BI-04

Effective August 5, 2016, prior to the general economic increase:

- add two step increments of 3.37% and 3.77% to the maximum rate of pay;
- movement to the new maximum to happen on employee's anniversary date;
- employees that were on the former maximum step, for more than 12 months, will move to the next step closest to their former rate of pay;
- delete the first (1st) step increment of the pay line;
- employees who were in the eliminated step will automatically move to the next step closest to their former rate of pay;
- employees who moved in the pay scale on the date of restructure will have their next increment date established by using the 12 month period counting from the date of the restructure.

BI-05

Effective August 5, 2016, prior to the general economic increase:

- add two step increments of 1.97% and 2.65% to the maximum rate of pay;
- movement to the new maximum to happen on employee's anniversary date;
- employees that were on the former maximum step, for more than 12 months, will move to the next step closest to their former rate of pay;
- delete the first (1st) step increment of the pay line;
- employees who were in the eliminated step will automatically move to the next step closest to their former rate of pay;
- employees who moved in the pay scale on the date of restructure will have their next increment date established by using the 12 month period counting from the date of the restructure.

Commerce Group (CO)

Effective August 5, 2016, prior to the general economic increase:

- restructure of the CO-02 by adding 2% to the maximum increment.

Clerical and Regulatory Group (CR)

Effective August 5, 2016, prior to the general economic increase:

- 0.5% wage adjustment for the CR-01 to CR-07.

Computer Systems Group (CS)

Effective August 5, 2016, prior to the general economic increase:

- 1% wage adjustment for the CS-01 to CS-04.

Drafting and Illustration Group (DD)

Effective August 5, 2016, prior to the general economic increase:

- 0.5% wage adjustment for the DD-01 to DD-09.

Economics and Social Science Services Group (EC)

Effective February 16, 2018, introduction of new EC pay scale.

Education Group (ED)

Effective August 5, 2016, prior to the general economic increase:

- 0.5% wage adjustment for the ED-EDS 01 to ED-EDS 05.

Engineering and Scientific Support Group (EG)

Effective August 5, 2016, prior to the general economic increase:

- 0.5% wage adjustment for the EG-01 to EG-08.

Electronics Group (EL)

Effective August 5, 2016, prior to the general economic increase:

- restructure of the EL-01 to EL-05 by adding 2% to the maximum increment.

Engineering and Land Survey Group (EN)

Effective August 5, 2014, and prior to the general economic increase:

- restructure of the EN-ENG salary scale and roll-in of the allowance.

Effective August 5, 2016, prior to the general economic increase:

- 1% wage adjustment for the EN-ENG 01 to EN-ENG 06.

Effective August 5, 2017, prior to the general economic increase:

- 0.25% wage adjustment for the EN-ENG 03 and EN-ENG 04.

Economics, Sociology and Statistics Group (ES)

Effective August 5, 2016, prior to the general economic increase:

- 1% wage adjustment for the ES-01 to ES-08.

Financial Management Group (FI)

Effective August 5th 2014, prior to the general economic increase:

- restructure of the FI pay grid and elimination of the CFO Transition Allowance.

Effective August 5th, 2016, prior to the general economic increase:

- 1% wage adjustment for the FI-01 to FI-04.

Forestry Group (FO)

FO-01

Effective August 5, 2016, prior to the general economic increase:

- add a step increment of 3.66% to the maximum rate of pay;
- movement to the new maximum to happen on employee's anniversary date;
- employees that were on the former maximum step, for more than 12 months, will move to the next step closest to their former rate of pay;
- employees who moved in the pay scale on the date of restructure will have their next increment date established by using the 12 month period counting from the date of the restructure.

FO-02

Effective August 5, 2016, prior to the general economic increase:

- add a step increment of 3.06% to the maximum rate of pay;
- movement to the new maximum to happen on employee's anniversary date;
- employees that were on the former maximum step, for more than 12 months, will move to the next step closest to their former rate of pay;
- employees who moved in the pay scale on the date of restructure will have their next increment date established by using the 12 month period counting from the date of the restructure.

FO-03

Effective August 5, 2016, prior to the general economic increase:

- add a step increment of 3.03% to the maximum rate of pay;
- movement to the new maximum to happen on employee's anniversary date;
- employees that were on the former maximum step, for more than 12 months, will move to the next step closest to their former rate of pay;
- employees who moved in the pay scale on the date of restructure will have their next increment date established by using the 12 month period counting from the date of the restructure.

FO-04

Effective August 5, 2016, prior to the general economic increase:

- add a step increment of 2.58% to the maximum rate of pay;
- movement to the new maximum to happen on employee's anniversary date;
- employees that were on the former maximum step, for more than 12 months, will move to the next step closest to their former rate of pay;
- employees who moved in the pay scale on the date of restructure will have their next increment date established by using the 12 month period counting from the date of the restructure.

General Labour and Trades Group (GL)

Effective August 5, 2016, prior to the general economic increase:

- 0.5% wage adjustment for the GL-BOB 01 to GL-BOB 08;
- 0.5% wage adjustment for the GL-COI 01 to GL-COI 14;
- 6% wage adjustment for the GL-EIM 01 to GL-EIM 14;
- 0.5% wage adjustment for the GL-ELE 01 to GL-ELE 14;
- 2.5% wage adjustment for the GL-MAM 01 to GL-MAM 14;
- 2.5% wage adjustment for the GL-MAN 01 to GL-MAN 14;
- 0.5% wage adjustment for the GL-MDO 01 to GL-MDO 14;
- 2.5% wage adjustment for the GL-MOC 01 to GL-MOC 14;
- 0.5% wage adjustment for the GL-PCF 06 to GL-PCF 14;
- 2% wage adjustment for the GL-PIP 01 to GL-PIP 14;
- 2.5% wage adjustment for the GL-PRW 01 to GL-PRW 14;
- 9% wage adjustment for the GL-VHE 01 to GL-VHE 14;
- 2% wage adjustment for the GL-WOW 01 to GL-WOW 14.

General Services (GS) (all sub-groups)

Effective August 5, 2016, prior to the general economic increase:

- 0.75% wage adjustment for the GS-01 to GS-13.

General Technical Group (GT)

Effective August 5, 2016, prior to the general economic increase:

- 0.5% wage adjustment for the GT-01 to GT-08.

Heating, Power & Stationary Plant Operations Group (HP)

Effective August 5, 2016, prior to the general economic increase:

- 15% wage adjustment for the HP 01 to HP 09.

Historical Research Group (HR)

Effective August 5, 2016, prior to the general economic increase:

- 1% wage adjustment for the HR-01 to HR-05.

Information Services Group (IS)

Effective August 5, 2016, prior to the general economic increase:

- 0.5% wage adjustment to the IS-01 to IS-06.

Library Science Group (LS)

Effective August 5, 2016, prior to the general economic increase:

- 3% wage adjustment for the LS-01 to LS-05.

Physical Sciences Group (PC)

Effective August 5, 2016, prior to the general economic increase:

- restructure of the PC-02 by adding 0.08% to the maximum increment.

Purchasing and Supply Group (PG)

Effective August 5, 2016, prior to the general economic increase:

- 1% wage adjustment for the PG-01 to PG-06.

Effective August 5, 2016:

- removal of the PG-TIR and PG-DEV levels;
- deletion of the first four (4) increments of the PG-01 level;
- deletion of the 2nd, 4th and 6th increments of the PG-06 level;
- employees who were in the eliminated step will automatically move to the next step closest to their former rate of pay;
- employees who moved in the pay scale on the date of restructure will have their next increment date established by using the 12 month period counting from the date of the restructure.

Effective August 5, 2016, and prior to applying the 1.25% general economic increase:

- rate of pay restructure for its PG-01 to PG-04 levels by adding 1.25% to the maximum.

Program Administration Group (PM)

Effective August 5, 2016, prior to the general economic increase:

- 0.5% wage adjustment for the PM-01 to PM-07.

Photography Group (PY)

Effective August 5, 2016, prior to the general economic increase:

- 0.5% wage adjustment for the PY-01 to PY-07.

Ships Crews Group (SC)

Effective August 5, 2016, prior to the general economic increase:

- 5% wage adjustment for the SC-DED 01 to SC-DED 07.

Scientific Research Group (SE)

Effective August 5, 2016, prior to the general economic increase:

- restructure of the SE-RES-01 to SE-RES-05 by adding 3% to the maximum increment.

Social Science Support Group (SI)

Effective August 5, 2016, prior to the general economic increase:

- 1% wage adjustment for the SI-01 to SI-08.

Secretarial, Stenographic and Typing Group (ST)

Effective August 5, 2016, prior to the general economic increase:

- 0.5% wage adjustment for the ST-SCY-01 to ST-SCY-04.

9. 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 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”	1.25 %
“B”	1.25 %
“C”	1.25 %
“D”	1.25 %

10. 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”	1.25 %
“B”	1.25 %
“C”	1.25 %
“D”	1.25 %

11. 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)
Economics and Social Sciences Services Group (EC)
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, except where, upon request of an employee and with the approval of the Agency, it may be credited to the employee's compensatory leave account.

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 GL – GENERAL LABOUR AND TRADES
MACHINERY MAINTAINING SUB-GROUP (MAM)**

1. Effective on the date of signing of the collective agreement, in an effort to address recruitment and retention problems of the GL-MAM refrigeration HVAC technicians, the Agency will provide an annual terminable allowance of eight thousand dollars (\$8,000) to incumbents of GL-MAM refrigeration HVAC technicians who have refrigeration and air conditioning mechanic certification and perform the duties of GL-MAM refrigeration HVAC technician.
2. The parties agree that GL-MAM refrigeration HVAC technicians shall be eligible to receive an annual “terminable allowance” subject to the following conditions:
 - a. An employee in a position outlined above shall be paid the terminable allowance for each calendar month for which the employee receives at least (80) hours’ pay at the GL-MAM rates of pay of this appendix;
 - b. 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;
 - c. A seasonal employee shall be entitled to the terminable allowance on a pro-rata basis;
 - d. An employee shall not be entitled to the allowance for periods he/she is on leave without pay or under suspension.

3. This Memorandum of Understanding expires on August 4, 2018.

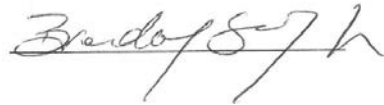
Signed at Ottawa, this 31st day of the month of May 2018.

PARKS CANADA AGENCY

**PUBLIC SERVICE ALLIANCE OF
CANADA**



Melanie Kwong



Brenda Shillington

**

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 GT – GENERAL TECHNICAL GROUP
WORKING AS LAW ENFORCEMENT OFFICERS

1. The Agency will provide an annual allowance to incumbents of General Technical (GT) group positions, GT-04 and GT-05 levels, for the performance of their duties as listed below.
2. The parties agree that GT employees shall be eligible to receive the annual allowance in the following amounts and subject to the following conditions.
 - a) Effective August 5, 2016, GT employees who perform duties of Enforcement Officers and who are fully designated with Peace Officer powers shall be eligible to receive an annual allowance to be paid bi-weekly;
 - b) The allowance shall be paid in accordance with the following table:

Annual allowance: General Technical (GT)

Positions	Annual allowance
GT-04	\$3,000
GT-05	\$3,000

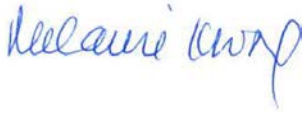
- c) The allowance specified above does not form part of an employee's salary.
3. An employee in a position outlined above shall be paid the annual allowance for each calendar month for which the employee receives at least seventy-five (75) hours' pay.
4. Seasonal and part-time employees shall be entitled to the allowance on a pro-rata basis.

5. This Memorandum of Understanding expires on August 4, 2018.

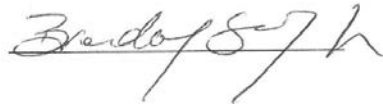
Signed at Ottawa, this 31st day of the month of May 2018.

PARKS CANADA AGENCY

**PUBLIC SERVICE ALLIANCE OF
CANADA**



Melanie Kwong



Brenda Shillington

**

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, 2014 and ending August 4, 2018, 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, 2014 until August 4, 2018

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 or her hourly rate of pay pursuant to clause 56.02.

4. The employee shall not be entitled to the Allowance for periods he or she 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, 2018.

Signed at Ottawa, this 31st day of the month of May 2018.

PARKS CANADA AGENCY

**PUBLIC SERVICE ALLIANCE OF
CANADA**



Melanie Kwong



Brenda Shillington

**

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, 2014 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 forty five cents (\$26.45) 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 eight dollars and seventeen cents (\$28.17).

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 23rd day of the month of April 2013.

PARKS CANADA AGENCY

**THE PUBLIC SERVICE
ALLIANCE OF CANADA**



Luc Presseau



David Sauvé

**

**APPENDIX "K"
WORK FORCE ADJUSTMENT**

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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 \$ 15,000. (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.

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1.1.3 The Agency shall establish work force adjustment committees, where appropriate, to manage the work force adjustment situations within the Agency. Terms of reference of such committees shall include a process for addressing alternation requests.

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 authorised costs such as tuition, travel, relocation, and retraining for surplus employees and laid-off persons, as provided for in this appendix; all authorised 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.

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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. A copy of this notice shall be provided to the National President of the Alliance.

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.

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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 (the alternation process, 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) advise employees to seek out proposed alternations and submit requests for approval as soon as possible after being informed that they will not be receiving a guarantee of a reasonable job offer;
- (k) preparation for interviews with prospective employers;
- (l) feedback when an employee is not offered a position for which he or she was referred;
- (m) repeat counselling as long as the individual is entitled to a staffing priority and has not been appointed;
- (n) advising the employee that refusal of a reasonable job offer will jeopardize both chances for retraining and overall employment continuity;

- (o) 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;
- (p) advising employees of the right to be represented by the Alliance in the application of this appendix.

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

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2.1 In any work force adjustment situation involving indeterminate employees covered by this Appendix, the Chief Executive Officer shall notify the National President 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.

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6.1.6 A copy of any letter issued by the Agency under this part or notice of lay-off pursuant to the *Parks Canada Agency Act* shall be sent forthwith to the National President of the Alliance.

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6.2 Voluntary Departure Process

The Agency shall establish a voluntary departure process for the purpose of minimizing instances of involuntary departures due to workforce adjustment and maintaining employment continuity for employees to the extent possible. The process shall be guided by the following principles:

- a) Ongoing meaningful consultation through a joint union-management WFA committee shall contribute to the process;
- b) Shall have the purpose of achieving, but not exceeding reduction targets;
- c) Where reasonably possible, the number of positions for reduction will be identified as per Part II (Official Notification) in advance of the process;

- d) Shall take into consideration the existing internal mechanisms as well as best practices from the Core Public Administration beneficial to the employees and the Agency's operating context;
- e) Take place after all affected letters have been delivered to employees unless the committee recommends an alternate course of action;
- f) Provide for a minimum of thirty (30) calendar days for employees to decide whether they wish to participate;
- g) Allow employees to select an option under Section 6.4.1; (b), (c)(i) or (ii);
- h) When the number of volunteers is larger than the required number of positions to be eliminated, volunteers will be selected based on an equitable set of criteria, including years of public service, communicated to employees in advance of the request to volunteer.

6.3 Alternation

The Agency will develop and implement an alternation process.

6.3.1 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.

6.3.2 Only an opting employee, not a surplus one, may alternate into an indeterminate position that remains in the Agency.

6.3.3 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.

6.3.4 An alternation must permanently eliminate a function or a position.

6.3.5 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.

6.3.6 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.

6.3.7 An alternation must occur on a given date, i.e. two (2) employees directly exchange positions on the same day. There is no provision in alternation for a “domino” effect or for “future considerations”.

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For clarity, alternation will not be denied as a result of untimely administrative processes.

6.4 Options

6.4.1 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

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- (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. The TSM shall be paid in one (1) or two (2) lump-sum amounts over a maximum two (2)-year period.

or

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(c) Education allowance is a Transitional Support Measure (see Option (b) above) plus an amount of not more than \$15,000 for reimbursement of receipted expenses of an opting employee for tuition from a learning institution and costs of books and relevant 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.

6.4.2 The Agency will establish the departure date of opting employees who choose Option (b) or Option (c) above.

6.4.3 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.

6.4.4 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.

6.4.5 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.

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6.4.6 All opting employees will be entitled to up to \$1,000 towards counselling services in respect of their potential re-employment or retirement. Such counselling services may include financial and job placement counselling services.

6.4.7 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.

6.4.8 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.

6.4.9 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.

6.4.10 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.

6.4.11 Approval of pay in lieu of unfulfilled surplus period is at the discretion of the Chief Executive Officer, but shall not be unreasonably denied.

6.5 Retention payment

6.5.1 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.

6.5.2 All employees accepting retention payments must agree to leave the Agency without priority rights.

6.5.3 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.

6.5.4 The provisions of 6.5.5 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.

6.5.5 Subject to 6.5.4, 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.

6.5.6 The provisions of 6.5.7 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.

6.5.7 Subject to 6.5.6, 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.

6.5.8 The provisions of 6.5.9 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.

6.5.9 Subject to 6.5.8, 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 6.5, 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 6.5 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.

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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 COMPENSATION ADVISORS

1. In an effort to increase retention of Compensation Advisors at the AS-01, AS-02 and AS-03 group and levels, the Agency will provide an allowance to incumbents of AS-01, AS-02 and AS-03 Compensation Advisor positions for the performance of Compensation and Benefit duties.

2. The parties agree that AS-01, AS-02 and AS-03 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) Effective June 14, 2017, and ending with the signing of a new collective agreement, AS-01, AS-02 and AS-03 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 eighty eight (260.88);

Retention Allowance

	Annual	Daily
AS-01, AS-02 and AS-03 Compensation Advisors	\$2,500	\$9.58

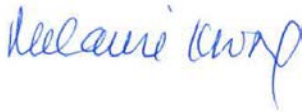
- c) The Retention Allowance specified above does not form part of an employee's salary;
- d) The Retention Allowance will be added to the calculation of the weekly rate of pay for the maternity and parental allowances payable under article 37 of this collective agreement;
- e) Subject to (f) below, 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-01, AS-02 and AS-03 position;
- f) When a Compensation Advisor as defined in clause 1 above 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-01, AS-02 and AS-03 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 with the signing of a new collective agreement.

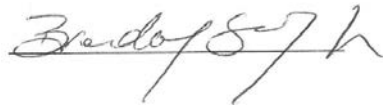
Signed at Ottawa, this 31st day of the month of May 2018.

PARKS CANADA AGENCY

**PUBLIC SERVICE ALLIANCE OF
CANADA**



Melanie Kwong



Brenda Shillington

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**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
TEMPORARY INCENTIVES FOR THE RECRUITMENT AND RETENTION
OF COMPENSATION ADVISORS**

In an effort to support the recruitment and retention of Compensation Advisors at the AS-01, AS-02 and AS-03 group and levels who perform compensation duties that are directly linked to pay operations and transactions at the Public Service Pay Centre (including satellite offices) and within Parks Canada, the Agency will provide the following temporary incentives for new recruits, retirees and incumbents of Compensation Advisor positions:

Part A) Incentives

Commencing on the date of signing of this collective agreement, and ending June 1, 2018, Compensation Advisors eligible for the Compensation Advisors Retention Allowance (hereafter referred to as “employees”) shall be eligible to receive the following incentive payments:

1. One-time Incentive Payment

The Agency will provide an incentive payment to employees of \$4,000, only once during the employee’s entire period of employment in the federal public service.

Current Employees will receive the lump sum payment of \$4,000, payable effective the date of signing of this collective agreement.

New Recruits hired after the signing of this collective agreement and prior to June 1, 2018, will receive the incentive payment after completing a one-year period of continuous employment.

Retirees who come back to work as Compensation Advisors after the signing of this collective agreement and prior to June 1, 2018, will earn the incentive payment through pro-rated payments over a six-month contiguous or non-contiguous period of employment, starting upon commencement of employment. The full amount of the incentive payment will be pro-rated to the period worked up to a maximum period of six months, and paid in increments on a bi-weekly basis. The qualifying period to receive the award is shorter than the qualifying period for new recruits in recognition of the experience a retiree will contribute to the operations immediately upon hiring.

Part-time employees shall be entitled to the payment on a pro rata basis based on actual hours worked during the relevant qualifying period as per the above, as a percentage of full time hours.

2. Overtime

Overtime shall be compensated at double (2) time for overtime worked during the period between August 1, 2017 and June 1, 2018.

3. (a) Carry-Over and/or Liquidation of Vacation Leave

- i. Where, in the vacation year 2017-2018, an employee has not been granted all of the vacation leave credited to the employee, the unused portion of their vacation leave on March 31, 2018 shall be carried over into the following vacation year.
- ii. If on March 31, 2019, an employee has more than two hundred and sixty-two decimal five (262.5) hours of unused vacation leave credits, a minimum of seventy-five (75) hours per year of the excess balance shall be granted or paid in cash, in accordance with the employee's choice, by March 31 of each year commencing March 31, 2019, until all vacation leave credits in excess of two hundred and sixty-two decimal five (262.5) hours have been liquidated. Payment shall be in one instalment per year and shall be at the employee's daily rate of pay, as calculated from the classification prescribed in his or her letter of offer of his or her substantive position on March 31, 2018.

(b) Compensation in cash or leave with pay

All compensatory leave earned in the fiscal year 2016-2017 and outstanding on September 30, 2017, shall not be paid out, in whole or in part, other than at the request of the employee and with the approval of the Agency. Should the employee request accumulated compensatory leave be paid out on September 30, 2017, it will be paid out at the employee's hourly rate of pay as calculated from the classification prescribed in the letter of offer of his or her substantive position on September 30, 2017. All compensatory leave earned in the fiscal year 2017-2018, shall not be paid out, in whole or in part, other than at the request of the employee and with the approval of the Agency. For greater clarity, the provisions of article 34.01(a) of the collective agreement remain applicable. Should the employee request accumulated compensatory leave be paid out on September 30, 2018, it will be paid out at the employee's hourly rate of pay as calculated from the classification prescribed in the letter of offer of his or her substantive position on September 30, 2018.

Part B) Other provisions

Pay processing of the incentive payments for retirees and part-time employees, as well as overtime will be implemented within 150 days following the signature of this agreement.

The parties agree that the terms of this Memorandum of Understanding will not be affected by any notice to bargain served under section 106 of the *Federal Public Sector Labour Relations Act*. As such, the terms and conditions set out in this Memorandum of Understanding will cease on the dates indicated in the Memorandum of Understanding and will not be continued in force by the operation of s. 107.

Prior to June 1, 2018 the parties may agree by mutual consent to extend the limitation periods set out in clauses 2 and 3. (a) and (b), based on an assessment of working conditions, recruitment and retention issues with compensation advisors and the need to continue to provide for increased capacity.

The parties recognize that an extension of these clauses is made without prejudice or precedent and will in no way bind the parties to any particular position that they may wish to take on overtime, carry-over and/or liquidation of vacation leave or compensation in cash or leave with pay issues during any round of collective bargaining.

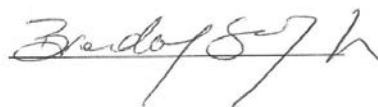
Signed at Ottawa, this 31st day of the month of May 2018.

PARKS CANADA AGENCY

**PUBLIC SERVICE ALLIANCE OF
CANADA**



Melanie Kwong



Brenda Shillington

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 23rd day of the month of April 2013.

PARKS CANADA AGENCY

**THE PUBLIC SERVICE
ALLIANCE OF CANADA**



Luc Presseau



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 23rd day of the month of April 2013.

PARKS CANADA AGENCY

**THE PUBLIC SERVICE
ALLIANCE OF CANADA**



Luc Presseau



David Sauvé

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APPENDIX "P"
MEMORANDUM OF AGREEMENT
BETWEEN
THE PARKS CANADA AGENCY
(HEREINAFTER CALLED THE AGENCY)
AND
THE PUBLIC SERVICE ALLIANCE OF CANADA
(HEREINAFTER CALLED THE PSAC)
ON SUPPORTING EMPLOYEE WELLNESS

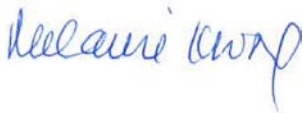
Further to the Memorandum of Agreement on Supporting Employee Wellness between Treasury Board and the Public Service Alliance of Canada:

The Agency and the PSAC agree to undertake the necessary steps in order to implement applicable changes resulting from the findings/conclusions of the joint Treasury Board/PSAC Task Force on supporting employee wellness. The parties agree to continue the current practice of working collaboratively to address concerns with respect to employee wellness and the reintegration of employees into the workplace after periods of leave due to illness or injury.

Signed at Ottawa, this 31st day of the month of May 2018.

PARKS CANADA AGENCY

**PUBLIC SERVICE ALLIANCE OF
CANADA**



Melanie Kwong



Brenda Shillington

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**APPENDIX “Q”
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 TO THE IMPLEMENTATION
OF A RECOVERY SYSTEM FOR LEAVE FOR UNION BUSINESS**

This memorandum is to give effect to an agreement reached between the Agency and the PSAC to implement a system of cost recovery for leave for union business.

The elements of the system are as follows:

- Recoverable paid leave for union business for periods of up to 3 months of continuous leave per year;
- Cost recovery will be based on actual salary costs during the leave period, to which a percentage of salary, agreed to by the parties, will be added;
- The Agency will pay for all administration costs associated with the operation of this system.

The surcharge will be based on average expected costs incurred by the Agency for payroll taxes, pensions and supplementary benefits during the operation of the program as described above, calculated according to generally accepted practices.

Notwithstanding anything else in this agreement, and as an overarching principle, it will not include costs for benefits that would otherwise be paid by the Agency during an equivalent period of leave without pay. The consequences of the implementation of clause 13.15 will be cost neutral for the Agency in terms of compensation costs, and will confer neither a substantial financial benefit, nor a substantially increased cost on the Agency.

A joint committee consisting of an equal number of PSAC and Agency representatives will be struck to resolve matters related to the implementation of this new program, including, but not limited to, invoices, accounting and the manner of the transaction.

The Joint Committee’s principal work will relate to:

- Determining an appropriate surcharge in recognition of the considerations identified in this document;
- Establishing processes and the Agency’s reporting requirements;
and
- Other considerations associated with implementation.

If agreement cannot be reached on recovering costs against union remittances, the Joint Committee will consider alternate means of cost recovery.

The Joint Committee will be struck and convened within sixty (60) days of the signing of a new collective agreement. Work will be completed within the following four (4) months, with implementation to be completed by the earliest feasible date as determined by the committee.

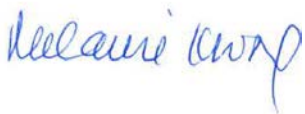
In the event that the parties do not reach an agreement, the parties may seek the services of a mediator. Necessary consequential changes will be made to Article 13, effective August 1, 2018.

The deadline for completion of work and implementation of this system may be extended by mutual consent of both parties to this agreement.

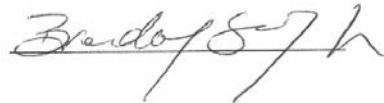
Signed at Ottawa, this 31st day of the month of May 2018.

PARKS CANADA AGENCY

**PUBLIC SERVICE ALLIANCE OF
CANADA**



Melanie Kwong



Brenda Shillington

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**APPENDIX “R”
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
OCCUPATIONAL GROUP STRUCTURE REVIEW
AND CLASSIFICATION REFORM OF THE ES AND SI GROUPS**

Notwithstanding that classification is an exclusive Agency authority as recognized in the *Federal Accountability Act*, Parks Canada shall engage in meaningful consultation with the PSAC with respect to the review of the Economics and Sociology (ES) and Social Science Support (SI) occupational group structures, followed by meaningful consultation regarding the implementation of a new job evaluation standard for the Economics and Social Sciences (EC) occupational group. This practice is aligned with the Agency decision to adopt Treasury Board Secretariat’s classification standards as part of its classification system. In this regard, the Treasury Board Secretariat has developed and implemented a new job evaluation standard that combines ES and SI positions under one occupational group (EC) and enables job evaluation using one job evaluation standard (EC).

Meaningful consultation will include discussions with the PSAC on the adoption of the new EC job evaluation standard for Agency positions currently in the ES and SI Groups. The new standard reflects and enables evaluation in a gender neutral manner. There will also be ongoing dialogue with respect to providing employees with complete and current work descriptions detailing the responsibilities of their substantive assigned position.

Employees will receive a notification advising them that their substantive and/or current position will be converted to a position in the EC group. The notification will provide the following information: position title, the job classification level before the conversion, the EC level that will apply and information regarding grievance rights.

To enable the objective of implementing the new job evaluation standard, the parties have negotiated a salary scale for the EC occupational group that is identical to their comparator in the Core Public Administration in effect on the date of the signing of this memorandum of understanding.

For greater certainty, employees occupying positions that may be reclassified to a group and/or level having a lower attainable maximum rate of pay will be subject to the MOU signed between the Treasury Board and the Alliance as per clause 58.05 of the collective agreement.

Signed at Ottawa, this 31st day of the month of May 2018.

PARKS CANADA AGENCY

**PUBLIC SERVICE ALLIANCE OF
CANADA**



Melanie Kwong



Brenda Shillington

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APPENDIX "S"
**ARCHIVED PROVISIONS FOR THE ELIMINATION OF SEVERANCE PAY
FOR VOLUNTARY SEPARATIONS (RESIGNATION AND RETIREMENT)**

This Appendix is to reflect the language agreed to by the Agency and the Public Service Alliance of Canada for the elimination of severance pay for voluntary separations (resignation and retirement) on April 23, 2013. These historical provisions are being reproduced to reflect the agreed language in cases of deferred payment.

**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

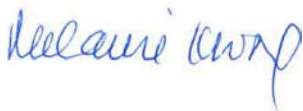
This clause applies in a situation where an employee is appointed into a position in the Agency from an organization listed in Schedules I, IV or V of the *Financial Administration Act (FAA)* where, at the date of appointment, provisions similar to those in 57.01(b) and (d) are still in force, unless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

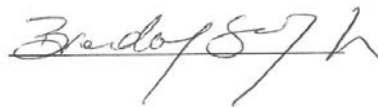
Signed at Ottawa, this 31st day of the month of May 2018.

PARKS CANADA AGENCY

**PUBLIC SERVICE ALLIANCE OF
CANADA**



Melanie Kwong



Brenda Shillington