



**NORTHERN LAKES**  
**COLLEGE**

**COLLECTIVE AGREEMENT**

**BETWEEN**

**THE FACULTY ASSOCIATION OF  
NORTHERN LAKES COLLEGE**

**AND**

**THE BOARD OF GOVERNORS OF  
NORTHERN LAKES COLLEGE**

**JULY 1, 2020 - JUNE 30, 2024**



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## ARTICLE 1 Definitions

- 1.1 a) A word used in the **singular** may also apply in the in the **plural**.
- b) **Annual Salary** means the basic grid plus the Vacation Modifier, Frozen Over Range, Instructor Senior Allowances, Isolation Modifier, Market Modifier and Northern Allowance Pay.
- c) **Association** means the Faculty Association of Northern Lakes College, representing Instructors, Instructor Seniors (Coordinator), Counsellors, and Educational Assistants designated by Section 42.2 (a) (c) of the Post-Secondary Learning Act.
- d) **Association Representative** means the President of the Association or a person designated by the President in writing pursuant to the Association's Constitution to perform a specific function pertaining to this Collective Agreement.
- e) **Combined** means to add a maximum of three (3) consecutive days to the end of the vacation period.
- f) **Consultation** means the process of engaging in communication and discussion to help inform the Employer's decision making.
- g) **Continuous Position** means half time (.5) or greater salaried position established as such in which the incumbent is required for continuous employment for an unlimited period greater than one (1) year.
- h) **Coordinator** means an Employee who provides:
- i. instructor role as defined under "Instructor"; and
  - ii. operational and administrative support.
- i) **Coordinator, Accessibility Services** means an employee whose responsibilities include but are not limited to:
- i. ensuring the operations of on-campus and distance delivery of accessibility services,
  - ii. the provision of responsive non-clinical accessibility services; and
  - iii. collaborative communication with internal and external stakeholders.
- j) **Days** means calendar days.
- k) **Demotion** means a transfer to a position with a lower maximum salary without the Employee's agreement.
- l) **Designated Officer** means a person who is authorized on behalf of the Employer to deal with Grievances.
- m) **Dismiss** means to discharge an Employee for just cause.
- n) **Education Step** means the steps assigned to a classification within the pay schedule.
- o) **Educational Assistant** means an Employee who works under the supervision and

direction of a Chair and provides support to the Instructors and programs.

- p) **Educational Counsellor** means an Employee whose responsibilities include but are not limited to:
- i. advocates for students;
  - ii. provides students with career and educational counselling;
  - iii. assists students with personal problem solving;
  - iv. provides non-clinical mental health and wellness support;
  - v. assists students in obtaining funding; and
  - vi. participates in College committees, attends external meetings and other related activities.
- q) **Employee** means a person employed by the Employer who is in the Bargaining Unit covered by this Collective Agreement and who is employed in one (1) of the following categories:
- i. **Continuous Full-Time Employee** means an Employee who is filling a continuous salaried position and has successfully completed the required probationary period, without a fixed expiry date and who are regularly scheduled to work the full normal hours of work, as outlined in Article 14 – Hours of Work.
  - ii. **Continuous Part-Time Employee** means an Employee who is filling a continuous salaried position and has successfully completed the required probationary period, without a fixed expiry date and who are regularly scheduled to work not less than half time (.5) of the full normal hours of work, as outlined in Article 14 – Hours of Work.
  - iii. **Probationary Employee** means a person, who during their initial period of employment in a position is serving a probationary period.
  - iv. **Temporary Employee** means an employee employed half time (.5) or greater to perform duties for a period greater than six (6) months up to a maximum of twenty-eight (28) months.
  - v. **Wage Employee** means an employee employed to meet short term staffing needs or overload duties, or where the number of days, weeks or months is irregular.
- r) **Employer** means the Board of Governors of Northern Lakes College or any person acting on behalf of the Board of Governors of Northern Lakes College as the context of this Collective Agreement may require.
- s) **Faculty** means an Employee who is employed in classification assigned to the Faculty Association of Northern Lakes College.
- t) **Grievance** means a difference arising out of the interpretation, application, operation or any contravention or alleged contravention of this Collective Agreement or as to whether any such difference can be the subject of arbitration.
- u) **Hourly Rate** means the annual salary divided by the Employee's normal annual hours of work.
- v) **Increment** means the difference between one (1) pay step and the next pay step within

the same education step after the completion of one (1) year's hours of work.

- w) **Instructor** means an Employee who provides:
  - i. instructional related duties;
  - ii. course/program development duties;
  - iii. program and/or campus support duties; and
  - iv. student support duties.
- x) **Month** means a calendar month.
- y) **Monthly Salary** means annual salary divided by twelve (12).
- z) **Pay Step** means a single salary rate within the education step.
- aa) **Policy Grievance** means a difference which seeks to enforce an obligation of the Employer to the Association, or the Association or its member to the Employer. A Policy Grievance shall not be an obligation that may or could have been subject of a Grievance by an Employee.
- ab) **Position Abolishment** occurs when the Employer eliminates a continuous position occupied by an Employee.
- ac) **President** means the President and Chief Executive Officer of the Employer.
- ad) **Sessional Position** means an instructional assignment, paid hourly on a course credit basis for a defined term.
- ae) **Statutory Declaration** means a document containing verified statements sworn by an Employee to be the truth before a Commissioner for Oaths.
- af) **Temporary Position** means a salaried position established as such in which the incumbent is required for continuous employment for a limited period of normally less than one (1) year except at the Employer's discretion where it may extend to a maximum period of twenty-eight (28) months, and to work not less than the periods specified in Sub-clause 1.1 ai). If the temporary position exceeds twenty-eight (28) months, the Employee shall be placed into a continuous position. A "Temporary Position" includes an "Apprenticeship Position" in which the incumbent is initially hired as an apprentice as defined under the Apprenticeship and Training Act.
- ag) **Union** means the Alberta Union of Provincial Employees representing all Employees not designated as members of the Faculty Association and not excluded by Section 21 of the Public Service Employee Relations Act.
- ah) **Vice President, Academic** and **Executive Director, Human Resources and Health & Safety** mean the officials appointed by the President to administer the Collective Agreement.
- ai) **Wage Position** means a job established and paid hourly in which the incumbent is required for employment for temporary relief or overload duties not exceeding six (6) months of full-time employment, or for ongoing periods less than point five (.5) full-time equivalency.

- aj) **Wellness Leave** means a casual illness or special leave which causes a salaried Employee to be absent from duty for a period of three (3) consecutive days or less.
- ak) **Work Day** means any day on which an Employee is normally expected to be at their place of employment.

**ARTICLE 2**

**Terms of Employment**

- 2.1 The Employer, during the life of this Collective Agreement, may with the agreement of the Association:
  - a) alter rates of Employee compensation, or,
  - b) alter any Employee entitlement or Employee rights
 which are contained within this Collective Agreement and upon such agreement these changes shall become the rates, entitlements, or Employee rights.

**ARTICLE 3**

**Application**

- 3.1 The provisions of this Collective Agreement apply as specified in this Article to Employees as defined in Article 1 who are in the Association and are employed in classifications assigned to the Association.
- 3.2 This Collective Agreement applies to an Employee:
  - a) appointed to a continuous position; however, where applicable, shall be applied on a pro-rata basis for an Employee who works part-time; and
  - b) appointed to a temporary position, however, where applicable, shall be applied on a pro-rata basis for an Employee who works part-time; except that:
    - i. Article 13, Position Abolishment, shall not apply, and
    - ii. Long Term Disability (LTD), under Article 29, shall not apply when in a temporary position, and
  - c) hired for a wage and/or sessional position, according to the following chart:

Article and Name	Article Applies	Article Does Not Apply
1. Definitions	✓	
2. Terms of Employment	✓	
3. Application	✓	
4. Management Recognition	✓	
5. Association Recognition	✓	
6. Legislation and the Collective Agreement	✓	
7. Association Membership and Dues Check-Off	✓	
8. Employer-Association Relations	✓	

9. Association Representatives	✓	
10. Time Off For Association Business	✓	
11. Attendance	✓	
12. Acting Incumbent	✓	
13. Position Abolishment		✓
14. Hours of Work	✓	
15. Professional Responsibilities & Time Management		✓
16. Overtime	✓	
17. Shift Differential	✓	
18. Reporting Pay	✓	
19. Weekend Premium	✓	
20. Workers' Compensation Supplement		✓
21. Forest Fire Operations, Flood Control and Pollution Control	✓	
22. Travel Expenses	✓	
23. Probationary Employee and Period	✓	
24. Disciplinary Action	✓	
25. Grievance Procedure	The Grievance procedure applies, except in the case of position abolishment of employment.	
26. Wellness Leave and Modifier		✓
27. General Illness		✓
28. Proof of Illness	✓	
29. Employee Benefit Plans		✓
30. Paid Holidays		✓
31. Annual Vacation Leave		✓
32. Compassionate Leave	✓	
33. Maternity/Parental/Adoption Leave	✓	Supplemental top up does not apply
34. Court Leave	See Article 3.5	Does not apply in private capacity
35. Employment Insurance Premium Reduction or Rebate		✓
36. Health and Safety	✓	
37. Leave Without Pay		✓
38. Employee Management Advisory Committee	✓	
39. Protective Clothing, Supplies, and Equipment	✓	
40. Medical Examinations	✓	
41. Classifications and Pay	✓	
42. Professional Development	✓	
43. Isolation Modifier	✓	
44. Northern Allowance Pay	✓	
45. Administrative Stipend	✓	
46. Northern Travel Benefit		✓
47. Market Modifier	✓	
48. Other Unpaid Leaves	✓	
49. Procedure for Collective Bargaining	✓	

50. Term and Effective Date	✓	
Schedule A	✓	

d) A Wage or Sessional Employee who is dismissed for disciplinary reasons in accordance with Article 24, shall have access to Level 2 of the Grievance Procedure as provided in Sub-Clause 25.1 e), but not to any other Levels of the Grievance Procedure. However, a Wage Employee shall not have access to Article 25 in the case of position abolishment.

3.3 Notwithstanding Sub-Clause 3.2 c), an Employee hired for a wage or sessional position shall in lieu of receiving:

a) paid holidays pursuant to Article 30, be allowed, in addition to their regular wage earnings, pay at five point two percent (5.2%) of their regular wage earnings, and for working on a paid holiday, pay at time and one-half (1 1/2) their regular hourly rate for all hours worked up to the equivalent of full normal daily hours and double time thereafter; and

b) annual vacation leave pursuant to Article 31, be allowed in addition to their regular wage earnings, pay at fourteen point eight percent (14.8%) of their regular wage earnings.

3.4 Notwithstanding Sub-Clause 3.2 c) a Wage Employee who is expected to have ongoing employment beyond six (6) months, or a Full-time Wage Employee who is employed up to six (6) months shall be eligible for the Wellness Modifier in the form of pay at one percent (1.0%) of their regular hourly rate times regular hours worked.

3.5 Notwithstanding Sub-Clause 3.2 c), a Wage Employee who is expected to have ongoing employment beyond six (6) months, or a Full-time Wage Employee who is employed up to six (6) months, shall be eligible for Court Leave pursuant to Article 34.

3.6 Notwithstanding Sub-Clause 3.2 c), a Sessional Employee shall receive an additional one (1) percent of hourly rate times hours worked in lieu of benefits.

3.7 Services necessary for the operation of programs variously known as "Summer School", "Evening Class Program", "Continuing Education and Corporate Training", or "Further Education Programs" may be purchased by the Employer on a contract of service basis. Participation by an Employee in the above programs shall be voluntary. This is not intended for the purpose of inserting an Employee in a position of which the duties come within the jurisdiction of the Bargaining Unit.

3.8 Notwithstanding all of the foregoing Clauses, the President, after consultation with the Association Representative, shall decide the applicability of the Articles of this Collective Agreement to persons employed through special placement programs. Special placement programs include but are not limited to:

- a) Student WorkStudy
- b) Student summer employment
- c) Student work experience
- d) Cooperative training
- e) Summer temporary employment program

- f) Summer career placements
- g) Priority employment program
- h) Partnerships

3.9 Except as otherwise specified in this Collective Agreement, there shall be no pyramiding of leaves, benefits or other entitlements.

#### **ARTICLE 4**

##### **Management Recognition**

4.1 The Association recognizes that all functions, rights, powers and authority which the Employer has not specifically abridged, delegated or modified by this Collective Agreement are retained by the Employer.

#### **ARTICLE 5**

##### **Association Recognition**

5.1 The Employer recognizes the Association as the exclusive Bargaining Agent for all Employees covered by this Collective Agreement.

5.2 The Parties agree that there shall be no discrimination or coercion exercised or practiced with respect to any Employee for reason of membership or legitimate activity in the Association.

#### **ARTICLE 6**

##### **Legislation and the Collective Agreement**

6.1 In the event that any law passed by the Government of Alberta or Canada renders null and void, or reduces any provision of this Collective Agreement, the remaining provisions shall remain in effect for the term of the Collective Agreement and the Parties hereto shall negotiate, in accordance with the bargaining procedures of the Post-Secondary Learning Act and the Alberta Labour Relations Code, a satisfactory provision to be substituted for the provision rendered null and void, or reduced.

6.2 Where a difference arises out of the provisions contained in an Article of the Collective Agreement, and the subject matter is also covered in Employer regulations, guidelines or directives, the Collective Agreement shall supersede the regulation, guideline or directive.

## **ARTICLE 7**

### **Association Membership and Dues Check-Off**

- 7.1 All Employees covered by this Collective Agreement shall become members of the Association as a condition of employment. An Employee who has a religious objection or religious belief to becoming a member of the Association shall be permitted to opt out of membership as per the provisions set out in the *Labour Relations Code* by providing the Association with a signed statutory declaration outlining the objection within sixty (60) consecutive calendar days from the date of commencement of employment.
- 7.2 All Employees covered by this Collective Agreement shall be required to pay Association dues as a condition of employment, except for those who have a religious objection or religious belief as stated in Clause 7.1. The Employer shall deduct Association dues from the pay of all Employees covered by this Collective Agreement. The Association shall advise the Employer, in writing, of any change in the amount of dues to be deducted from the Employees covered by this Collective Agreement. Such notice shall be communicated to the Employer at least sixty (60) days prior to the effective date of the change.
- 7.3 The Employer shall remit Association dues deducted from the pay of all Employees, to the Association Treasurer by the first (1<sup>st</sup>) working day after the fifteenth (15<sup>th</sup>) calendar day in the following month. Where an accounting adjustment is necessary to correct an over or under payment of dues, it shall be effective in the succeeding month. The deductions remitted shall be accompanied by particulars identifying each Employee in a printed form showing Employee number, starting date, classification, amount of Association dues deducted, name and last known address. A copy of the report outlining the particulars shall be forwarded to the Association Treasurer.
- 7.4 The Association agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article.

## **ARTICLE 8**

### **Employer-Association Relations**

- 8.1 The Employer shall grant Association Representatives access to its premises, including office space for conducting association business, at the Valleyview Campus, if feasible. When investigating a Grievance for the purpose of meeting with the Griever or their immediate supervisor, an appointment with the grieving Employee or their immediate supervisor shall be obtained through the Executive Director, Human Resources and Health & Safety.
- 8.2 Annually, or as changes are made, the Association shall provide a current list of Association Officers and Representatives to the Executive Director, Human Resources and Health & Safety.
- 8.3 The Employer shall grant the Association access to and the use of the communications systems available at the College, for the purpose of Association business, with the exception of long distance calls which shall be cost recovery. Electronic mail belongs to the Employer and privacy of communication cannot be guaranteed.

## **ARTICLE 9**

### **Association Representatives**

- 9.1 The Employer acknowledges the right of the Association to appoint Employees in the Bargaining Unit as Association Representatives.
- 9.2 The Association shall determine the number of Association Representatives, having regard for the plan of the organization, and the distribution of Employees at the work place. When difficulties arise, the Association and the Employer shall consult in order to resolve the difference.
- 9.3 The Employer recognizes the Association Representative as an official representative of the Association.
- 9.4 The Association shall ensure that each new Employee receives the name and location of their Association Representative and a copy of the Collective Agreement.

## **ARTICLE 10**

### **Time Off for Association Business**

- 10.1 Time off, without loss of regular earnings, shall be normally granted to Employees for Association business approved by the Employer. Time off shall be granted except where operational difficulty shall arise. The Association shall provide the Executive Director, Human Resources and Health & Safety with a copy of the request for time off. Employees shall provide a minimum of five (5) work days' notice when requesting time off, however, considerations shall still be given in cases where the five (5) days' notice is not provided. Where time off for Association business is granted for an indeterminate period, the Employee shall communicate with the Executive Director, Human Resources and Health & Safety on a daily basis in respect to the date of return.
- 10.2 To facilitate the administration of Clause 10.1 of this Article, the Employer shall grant the leave of absence with pay and invoice the Association for the Employee's salary, benefits and applicable allowances, or the replacement salary costs, whichever is greater, which the Association shall pay within 30 days.
- 10.3
  - a) The Employer will provide monthly release time to be taken by the Association President equivalent to 20% of a full-time position to attend to Faculty Association matters.
  - b) The Association will reimburse the Employer 15% of the gross monthly salary and benefit costs of the Association President for the months of September to June.
  - c) All additional release time must be requested to the Executive Director, Human Resources and Health & Safety six weeks in advance.
  - d) If additional release time for the Association President is requested by the Association, such additional release time will not be approved until there is suitable replacement hired for the time and duration of the request. The Association will be responsible to pay the full gross salary and benefits costs of the Association President for the additional time.

- e) Maximum additional release time that may be approved is 10% of a full-time position.
- 10.4 Notwithstanding Clause 10.2, the Employer will not invoice the Faculty Association for:
- a) time spent meeting with representatives of the Employer at Standing or Ad hoc Committees where matters of mutual concern are discussed
  - b) time spent meeting with representatives of the Employer during formal negotiation of a Collective Agreement
  - c) time allotted for Association meetings on the day of the Employer's General Staff meeting; and
  - d) time off related to Employer approved attendance at the ACIFA Conference.

## **ARTICLE 11**

### **Attendance**

- 11.1 An Employee who is absent from duty without prior authorization shall communicate daily, the reason for their absence to their immediate supervisor or designate within two (2) hours prior to normal starting time.
- 11.2 An Employee on authorized leave of absence and/or illness leave for an indeterminate period shall notify their immediate supervisor of their intention to return to work during the preceding work day. This Clause shall not apply to an Employee who wishes to return to work following an absence in which they were in receipt of Long Term Disability or Workers' Compensation Benefits.
- 11.3 An Employee who is on an approved leave of absence without pay of twenty (20) work days or more, and who wishes to return to work prior to the fixed expiration date of the leave of absence shall notify the Executive Director, Human Resources and Health & Safety at least ten (10) full work days prior to the desired date of return. This clause shall not apply to an Employee who wishes to return to work following an absence in which the Employee was in receipt of Long Term Disability or Workers' Compensation benefits.
- 11.4 Time limits, pursuant to Clauses 11.1, 11.2 and 11.3, shall be waived when it can be established that the Employee, for acceptable reasons, was unable to contact the appropriate party within the time limits specified.
- 11.5 An Employee is required to provide the Executive Director, Human Resources and Health & Safety, twelve (12) weeks prior written notice of resignation if they wish to resign in good standing. During this notice period the Employee must be actively at work for the Employer.
- a) Where all or a portion of notice period ends during July and August the employee's resignation date will be moved back to the last day worked.

- b) Where a portion of the notice period falls, but does not end during the July or August vacation period, this portion does not have to be worked.

Any portion of the notice period that falls before or after July and August must be worked.

- 11.6 An Employee who absents themselves from their employment and who has not informed the immediate supervisor shall, after three (3) consecutive work days of such unauthorized absence, be considered to have abandoned their position and shall be deemed to have resigned, unless it is subsequently shown by the Employee that special circumstances prevented them from reporting to their place of work.

## **ARTICLE 12**

### **Acting Incumbent**

- 12.1 To receive Acting Incumbency Pay an Employee shall be designated by the Executive Director, Human Resources and Health & Safety to perform the principal duties of the higher level position for a minimum period of five (5) consecutive work days, during which time they may also be required to perform some of the duties of their regular position. On completion of the minimum five (5) day qualifying period in an acting incumbency position, an Employee shall be eligible for Acting Incumbency Pay for the total period of acting incumbency, including the five (5) day qualifying period. Acting provisions shall not apply where an Employee is designated only limited additional duties.
- 12.2 Where an Employee is designated to be an acting incumbent in a position, their salary may be determined in accordance with the following provisions:
  - a) if an employee is designated to act in a position in a classification with an assigned pay step the maximum of which is less than one (1) increment higher than the maximum of their current pay step assignment, their acting salary shall be the lowest period in the new pay grade that exceeds their current salary provided the maximum salary assigned the classification is not exceeded;
  - b) if an employee is designated to act in a position in a classification with an assigned pay step the maximum of which is at least one (1) increment higher than the maximum of their current pay step assignment, their acting salary shall be the lowest period in the new pay step that exceeds their current salary, except if the increase is less than one (1) increment, in which case their salary shall be adjusted to the period next higher than the lowest period that exceeds their current salary provided the maximum salary assigned the classification is not exceeded;
  - c) if an employee is designated to act in a position in a classification of Faculty Association, their salary shall be determined in accordance with the General Faculty Pay Schedule, as the case may be;
  - d) if an employee is designated to act in a position in a classification of the Union, their salary shall be determined in accordance with the General Staff Pay Schedule, as the case may be;

- 12.3 It is understood that normally only one acting incumbent may be designated as a result of any one Employee's absence.
- 12.4 When an Employee who has been the acting incumbent of another position returns to their regular position, their salary shall be readjusted to that which would be in effect if the Employee had continuously occupied that position.
- 12.5 The designation of acting incumbency shall normally not exceed a period of two (2) years.

## **ARTICLE 13**

### **Position Abolishment**

- 13.1 The Employer shall give a Continuous Employee and their Association at least one hundred and twenty (120) calendar days prior written notice that their employment in their current job is to be terminated. The Employer shall provide a copy of the written notice to the Association.
- 13.2 During the notice period the Employer shall attempt to place affected Employees in comparable employment at no loss of pay or benefits.

For position(s) agreed to by the Employer and the Association, and for locations outlined in the Isolation Modifier regulation, the Employee has the choice of taking the comparable employment or accepting severance.

- 13.3 The Employee may resign in writing and receive pay at their regular rate in lieu of part of the notice specified in Clause 13.1 to a maximum of two (2) months' pay. If eligible, the Employee may retire pursuant to the Public Service Pension Act. Retirement is to be effective on or after the date notice expires, pursuant to Clause 13.1; however, if the Employee resigns and retires before the end of the notice period, the Employee shall not receive pay in lieu of notice.
- 13.4 A continuous Employee whose job has become redundant shall be vested with the right to be appointed to the first available, comparable job through competition limited to such Employees, such vesting to last twelve (12) months commencing with the day following the release of the Employee. The Employer shall undertake to notify those Employees of all such available positions.

An Employee who chooses to be vested shall not be entitled to severance pay until the vesting period has expired.

- 13.5 An Employee who is released and is no longer employed in the College in any capacity may, by written notice to the Executive Director, Human Resources and Health & Safety, elect to waive the rights provided under clause 13.4, and may elect to receive at the time of release the severance pay that the Employee would be entitled to under clause 13.6.
- 13.6 A Continuous Employee who has more than two years of ongoing employment, without a break, immediately preceding the notice of position abolishment, shall be entitled to the provisions set out in the following schedule. These provisions shall not be paid to an Employee who was dismissed, resigned, retired, or who accepted or refused alternate employment at no loss in salary.

Full Years of Ongoing Employment	Weeks of Pay at Regular Rate of Pay
2	15
3	16
4	17
5	19
6	22
7	25
8	28
9	31
10	34
11	37
12	40
13 plus	43

## **ARTICLE 14**

### **Hours of Work**

- 14.1 a) The normal hours of work for all Faculty for the purpose of determining pay, benefits and overtime under this Collective Agreement shall be:
- i. thirty-six and one-quarter (36 1/4) hours per week; or
  - ii. one thousand eight hundred and ninety-two (1892) hours on an annual basis
- b) An Employee scheduled to work less than normal hours of work shall have their pay and benefits pro-rated accordingly.
- c) Faculty may be required to work morning, afternoon, or evening combinations. The Employer shall discuss the assignment with the instructor before finalizing assignments that are different from the usual day to day assignment. Every effort will be made not to schedule split shifts except in extenuating circumstances.
- 14.2 Employees covered by this Collective Agreement:
- a) shall normally receive two (2) fifteen (15) minute paid rest periods in each work period in excess of six (6) hours, one (1) period to be granted before the meal break and one (1) to be granted after. An Employee working a period of more than two (2) hours but less than six (6) hours shall be granted one (1) rest period. Rest periods shall be taken at the work-site unless otherwise approved by their immediate supervisor. Rest periods shall not be granted within one (1) hour of commencement or termination of a work period.
  - b) shall receive an unpaid meal period, normally one (1) hour and not less than one-half (1/2) hour shall be granted to all Employees at approximately the mid-point of each work period that exceeds four (4) hours.

- c) shall not be required to work a split shift involving a break between work periods longer than the specified meal period except where there is agreement that the peculiarities of particular occupational categories require a split shift working arrangement.
- 14.3 Where it can be established that another work schedule than that contemplated in Clause 14.1 is required, the Employer, after consultation with the Association, has the right to establish a schedule.

## **ARTICLE 15**

### **Professional Responsibilities and Time Management**

- 15.1 a) The Association recognizes the Employer's responsibility to determine Faculty assignments.
- b) The Employer acknowledges the importance of Faculty participation in their respective professional and academic bodies relevant to their position. Faculty recognize their professional responsibility to maintain current within their discipline.
- c) Instructors' responsibilities include, but are not limited to instruction, teaching preparation, program and course development, labs, clinicals, practicums, special projects, educational planning, advising, tutoring, participating in College committees and other related activities.
- d) In determining individual Faculty workloads, the Employer may take the following factors into consideration:
- class size
  - number of unique courses
  - method of delivery
  - method of marking
  - whether course/resource development is required
  - the number of courses assigned
  - whether a new or existing course
  - any other factor the Employer considers to be relevant
- 15.2 a) The Employer recognizes Faculty as professionals entrusted to carry out their responsibilities.
- b) Faculty shall:
- i. be present at the place of employment during scheduled class periods, meetings and other professional responsibilities.
  - ii. make themselves available to students on a daily basis, at scheduled times and locations convenient to students and faculty.
- 15.3 The parties recognize the Employer's responsibility to determine instructional assignments. Assignments shall be made through consultation between the Program

Chair and Employees within a program area in accordance with the Faculty Workload Procedure. The Employer agrees to consult with the Faculty Association prior to the alteration of the Faculty Workload Procedure. Assignments are subject to the approval of the Dean. Every effort will be made to assign workload for continuous Faculty Members two (2) weeks prior to term start.

## **ARTICLE 16**

### **Overtime**

- 16.1 An Employee may be required to work hours beyond regularly scheduled hours to overcome unexpected workloads and to meet extraordinary situations. Such overtime shall be authorized by the Employer.
- 16.2 An Employee may occasionally be required to work extra time, up to fifteen (15) minutes, immediately following closing time, or to brief an oncoming shift, without payment. However, if the extra time exceeds fifteen (15) minutes, a minimum of one-half (1/2) hour overtime compensation shall be paid, with compensation thereafter in accordance with Clause 16.4.
- 16.3 For employees with a prorated FTE who work less than the hours defined in 14.1 a)j., any additional hours worked up to the hours in 14.1a)i. will be paid at their regular rate of pay. Any hours in excess of a work week as defined in 14.1a)i. will be subject to the applicable overtime rates.
- 16.4 An Employee who has been authorized to work overtime shall be compensated as follows:
- a) Subject to Clause 16.6, for overtime hours worked on a regularly scheduled work day will be paid at time and one-half (1 ½ ) their regular hourly salary for the first two (2) hours worked in excess of their regular daily hours and at double their regular hourly salary for hours worked in excess of two (2) hours;
  - b) Overtime hours worked on day(s) of rest shall be paid at time and one-half (1 ½) their regular hourly salary for all hours worked up to the equivalent of full normal daily hours and double time for additional hours worked thereafter.
  - c) For purposes of this subsection, authorized travel on Employer business shall be considered working hours and when authorized outside of normal working hours, or on a regularly scheduled day of rest, the overtime rates of this subsection shall apply except that an Employee shall not be compensated for travel spent proceeding to and from the usual place of work and residence.
- 16.5
- a) Notwithstanding 16.4 c) an Employee who is required to attend a training course or seminar on their normal day of work shall be paid at straight time rates for the hours spent on training to a maximum of their normal daily hours of work for that period.
  - b) An Employee who is required to attend a training course or seminar on a regularly scheduled day of rest, shall be paid at straight time rates for the hours spent on training to a maximum of their normal daily hours of work for that period.

- c) An Employee who is required to attend a training course or seminar which necessitates travel outside of the area in which they are employed shall be compensated at straight time rates for the actual hours spent in travel provided such travel time is in excess of their normal daily hours of work.
- 16.6 Overtime payment shall be calculated to the nearest quarter ( $\frac{1}{4}$ ) hour and shall not be allowed twice for the same hours.
- 16.7 Overtime pay shall be calculated from the annual salary rate in effect at the time overtime is worked regardless of any subsequent retroactive change in that rate.
- 16.8 Callback: An Employee who is called back to work one or more times within a two (2) hour period and works a total of two (2) hours or less, including travel time, shall be compensated at straight time for a minimum of three (3) hours. If the period worked on call back is in excess of two hours, regular overtime rates and provisions shall apply for the entire period.

## **ARTICLE 17**

### **Shift Differential**

- 17.1 Where, because of operational requirements, an Employee is scheduled by the Employer to work shifts, that Employee shall receive two dollars (\$2.00) per hour for working a shift where at least one-half of the hours in such shift fall between 4:00 p.m. and 8:00 a.m.
- 17.2 For the purposes of this Article, a shift refers to the daily equivalent of the normal hours of work as set out in Clause 14.1. A Wage or part-time Employee who works less than the daily equivalent of the normal hours of work shall be paid shift differential if they work a minimum of four (4) hours within the period of 4:00 p.m. and 8:00 a.m.
- 17.3 At no time shall shift differential be included with the Employee's regular rate of pay for purposes of computing overtime payments, other premium payments, or any Employee benefits.
- 17.4 Shift differential shall not be paid on any hours for which an Employee receives overtime compensation.

## **ARTICLE 18**

### **Reporting Pay**

- 18.1 A Wage Employee shall be paid a minimum of three (3) hours pay at their hourly rate when an expected work period is cancelled and the Employee was not notified of such cancellation on or before the day prior to the cancelled work period.
- 18.2 An Employee who reports for a regularly scheduled shift and who is assigned, without prior notification, to an alternate work shift commencing at a later time, shall receive an additional three (3) hours pay at their hourly rate.

## **ARTICLE 19**

### **Weekend Premium**

- 19.1 An Employee who works Saturdays or Sundays as part of their regularly scheduled work week, shall receive a weekend premium of two dollars (\$2.00) for each hour worked from midnight Friday to midnight Sunday. The weekend premium shall not be paid to an Employee who is not regularly scheduled to work weekends and receives overtime compensation for working Saturday or Sunday as a day of rest.
- 19.2 At no time shall weekend premium be included with the Employee's regular rate of pay for the purposes of computing overtime payments, other premium payments, or any Employee benefits.

## **ARTICLE 20**

### **Workers' Compensation Supplement**

- 20.1 In accordance with the Workers' Compensation Act, when an Employee sustains an injury in the course of their duties with the Employer, the Employee and their supervisor shall report the injury to the Executive Director, Human Resources and Health & Safety. The Executive Director, Human Resources and Health & Safety shall record the date, time and nature of the injury on a form to be signed by the injured Employee. If the injury causes the Employee to be absent from work, the Employee and the Employer shall complete the required forms for Workers' Compensation. If the claim is approved by the Workers' Compensation Board, the Employee shall be paid their regular full salary during the period they are required to remain off work up to eighty (80) consecutive days, provided that the Employee has assigned to the Employer, the monies due to the Employee from the Workers' Compensation Board for injuries due to injury or accident.
- 20.2 If the Employee has not returned to work due to injury before the eighty (80) day period has expired, the Employee shall then be paid according to the rate prescribed by the Workers' Compensation Act.
- 20.3 The eligibility period specified in Clause 20.1 shall not apply in the event of a recurrence of a disability due to a previously claimed injury, payable under this supplement, unless the Employee has not used the total eligibility period in which case the unexpended period of eligibility may be applied.
- 20.4 When a day designated as a paid holiday under Article 30 falls within a period of time an Employee is eligible to receive Workers' Compensation Supplement, it shall be counted as a day of Workers' Compensation Supplement, and under no circumstances shall an Employee receive any additional entitlement in respect of that day.
- 20.5 An Employee who is injured on the job during working hours and who is required to leave the job site for treatment, or is sent home as a result of such accident or injury, shall not suffer loss of pay for that day's work, regardless of the time of injury. That day shall not be deducted from the eligibility period specified in Clause 20.1.
- 20.6 The Parties agree that the Workers' Compensation Supplement is intended only for the purpose of protecting an Employee from loss of income while the Employee is unable to work because of injury.

- 20.7 An Employee who receives Workers' Compensation benefits and who at the commencement of absence from work pursuant to Clause 20.1 is participating in the Employee Benefit Plans under Article 29 shall continue to be covered under these plans throughout the period the Employee is receiving Workers' Compensation benefits. Premium contributions shall continue to be paid by the Employer and the Employee according to Article 29.

## **ARTICLE 21**

### **Forest Fire Operations, Flood Control and Pollution Control**

- 21.1 An Employee employed temporarily in forest fire operations, flood control or pollution control shall not suffer a loss of salary or wages while so employed. Any reimbursements for salary or wages to the Employee (up to the amount of salary or wages received from the Employer) shall be paid to the Employer. The Employee may keep all monies paid to them for expenses and incidentals.

## **ARTICLE 22**

### **Travel Expenses**

- 22.1 Employees who incur travel expenses in the performance of authorized Employer business shall be reimbursed for those expenses in accordance with the Employer's travel expenses policy.
- 22.2 The Employer agrees to consult with the Employee Management Advisory Committee prior to the alteration of travel rates contained in its travel expenses policy.

## **ARTICLE 23**

### **Probationary Employee and Period**

- 23.1 A person hired in a position with the Employer shall serve a probationary period.
- 23.2 An Employee who has previously been employed by the Employer may have such previous employment recognized by the Employer as part of the probationary period.
- 23.3 The period of probation shall start on the date of commencement and shall be twelve (12) months. The period of probation may be extended by written agreement of the Association and the Employer.
- 23.4 On commencement of employment, a new Employee shall be provided with a copy of their position description or list of duties.
- 23.5 An Employee, while on probation, shall have an evaluation at approximately the sixth (6<sup>th</sup>) month of service.

**ARTICLE 24**  
**Disciplinary Action**

- 24.1 When an Employee has been given a written reprimand, suspension, disciplinary demotion or is dismissed from employment, the Employee shall be informed in writing as to the reason(s) for such action. The Faculty Association will be copied immediately following all disciplinary action. The Employee shall be provided with a copy of all correspondence or written notices pertaining to their conduct or performance which are placed on their personnel file.
- 24.2 An Employee who is to be interviewed with respect to disciplinary action as referred to in Clause 24.1 shall be notified of the time and place of the interview and if desired by the Employee they may arrange to be accompanied by an Association Representative. When an Association Representative requires time off from work to accompany an Employee to an interview pursuant to this Clause, the Association Representative must obtain prior approval from the Employer to be absent from work, and if approval is granted, leave without loss of pay shall be allowed. If an Association Representative is prevented from attending the interview due to circumstances beyond their control, the Association Representative will notify the Employer, and the interview will be rescheduled.
- 24.3 An Employee who has been subjected to disciplinary action may, after twenty-four (24) months of continuous service while actively at work from the date the disciplinary action was invoked, request that their personal file be purged of any record of the disciplinary action. The Employee and Association will be provided with written documentation deeming that the file has been purged. Such request shall be granted providing:
- a) the Employee's file does not contain any further record of disciplinary action during that twenty-four (24) months period; and
  - b) the disciplinary action is not the subject of an unresolved Grievance.
- 24.4 The Employer shall have an Employee's personnel file made available at the office of the Executive Director, Human Resources and Health & Safety for the Employee to examine their file, upon a request for the same being made by the Employee, once in every year and as well in the event of a Grievance. The Employee may request a representative of the Association to be present at the time of the examination.
- 24.5 The personnel file referred to in this Article is the personnel file of an Employee maintained by the Employer. Except as provided hereinafter this file shall contain copies of all documentation pertaining to the Employee. The Parties mutually agree that no information pertaining to interview records, reference checks, or confidential information related to a diagnosis or prognosis concerning Employee eligibility for General Illness and/or Long Term Disability shall be contained in this file.
- 24.6 When an Employee has grieved a disciplinary action and a Designated Officer has either allowed the Grievance or reduced the penalty levied against the griever, the personnel file of the Employee shall be amended to reflect this action, provided that this action results in the abandonment of the Grievance. Where the griever appeals the disciplinary action to arbitration, the personal file of the Employee shall be amended to reflect the award of

the adjudicator or Arbitration Board.

- 24.7 Subject to Article 25, an Employee may be dismissed, suspended, demoted or given a written reprimand for just cause.

## **ARTICLE 25**

### **Grievance Procedure**

#### 25.1 Definitions and Scope

The Parties strongly encourage frank and thorough discussions to resolve differences which might otherwise become formal Grievances.

- a) Notwithstanding clause 1.1 t), any complaint pertaining to a classification or the classification process, or the evaluation of an Employee's preparation, shall not be considered a Grievance for the purposes of this Article and shall not be subject to the Grievance process.
- b) A complaint alleging harassment or discrimination may be presented as a grievance directly to Level 2.
- c) A complaint alleging unjust treatment, or unfair working conditions, may be presented as a Grievance directly to Level 2. A decision given at Level 2 shall be final and binding on the Parties and all interested persons.
- d) A Grievance concerning the dismissal or position abolishment of employment of a probationary Employee, or a Grievance concerning a written reprimand, may be subject to the Grievance Procedure except that it shall not be a subject of arbitration at Level 3.
- e) A Grievance concerning the disciplinary dismissal of a Wage Employee may be submitted at Level 2 but not at any other Levels of the Grievance Procedure. Such a Grievance shall be submitted in writing and the decision given by the Designated Officer at Level 2 shall be final and binding on the Parties and all interested persons.

#### 25.2 Meetings During Grievance Procedure

- a) An Association Representative shall not discuss a Grievance, or leave their place of work to investigate a Grievance during working hours without first obtaining permission from their supervisor to do so. Such permission shall not be unreasonably denied.
- b) The Designated Officer or the aggrieved may request that a written Grievance be discussed at Level 1 of the Grievance Procedure. An Association Representative shall be allowed to be present at these discussions, if desired by the griever. This discussion shall be recognized as the griever's opportunity to clarify the circumstances surrounding their Grievance. When a request for discussion has been approved, leave with pay shall be allowed. However, the griever and any accompanying Association Representative shall inform their respective supervisors before leaving and upon returning to their respective work places.

Expenses incurred in attending the meeting may be claimed in accordance with the Employer's Travel Expense, Hospitality and Public Disclosure Policy.

### 25.3 Grievance Process

The Executive Director, Human Resources and Health & Safety shall advise annually the Association President of the name, title and mailing address of the Designated Officer for Levels 1 and 2 of this Grievance Procedure.

#### a) Level 1

An Employee wishing to pursue a Grievance shall submit it in writing to the Designated Officer at Level 1 within twenty-one (21) days of the date upon which the subject of the Grievance occurred or the time the Employee first became aware of the subject of the Grievance.

The Designated Officer, the Dean and a Human Resources Representative may meet with the grievor(s) and the Association Representative within twenty-one (21) days of receipt of the Grievance to discuss the Grievance. The Designated Officer shall reply in writing with a decision within twenty-one (21) days of receipt of the Grievance to the Association President.

#### b) Level 2

With the approval of the Association President in writing, an Employee not satisfied with the reply at Level 1 shall, within twenty-one (21) days of receipt of that decision submit their Grievance in writing to the Designated Officer at Level 2.

The Designated Officer at Level 2 shall reply in writing within twenty-one (21) days of receipt of the Grievance at Level 2 and shall submit their decision to the Association President.

#### c) Variance from Grievance Procedure

The level of commencement of a Grievance may be varied up to and including Level 2 by written agreement between the Employer and the Association President.

#### d) Grievances involving Dismissal, and Suspension without pay shall be commenced at Level 2, unless otherwise agreed between the Parties pursuant to Sub-Clause 25.3(c) above.

#### e) Policy Grievance

A Policy Grievance shall be submitted to the other Party within twenty-one (21) days of the date upon which the alleged violation of the Collective Agreement has occurred, or within twenty-one (21) days from the date upon which the aggrieved Party first became aware of the subject of the Grievance.

Within a reasonable time of filing a Policy Grievance, the Parties shall meet in an attempt to resolve the difference. Failure to resolve the Policy Grievance within

twenty-one (21) days of filing shall entitle the aggrieved Party to advance the Policy Grievance to Level 3 within an additional twenty-one (21) days.

#### 25.4 Level 3 - Arbitration

- a) If a settlement is not reached through the above proceedings, an Employee with the approval of the Association President (in the case of an Employee Grievance), the Association President (in the case of an Association Grievance) or the Employer (in the case of an Employer Grievance) may refer the Grievance to arbitration by notice in writing that must be given within twenty-one (21) days of receipt of the reply at the previous stage or level to which the Grievance was advanced. Notice to the Employer shall be given to the President.
- b) The submission of a Grievance to arbitration shall be to an Arbitration Board of three (3) members, one (1) to be appointed by the Association President, one (1) to be appointed by the Employer and a third, who shall act as Chairman, to be mutually agreed upon by the other two (2), or to a single arbitrator, or to a mediator-arbitrator.
- c)
  - i. The notice referred to in Sub-Clause 25.4 a) above, shall indicate which system of arbitration the party wishes to follow, and state the name of its appointee to an Arbitration Board or suggest one or more names of persons it is willing to accept as a single arbitrator, or mediator- arbitrator, as the case may be
  - ii. Upon receipt of the notice referred to in Sub-Clause 25.4 a) above, the other Party shall respond within fourteen (14) days, indicating which system of arbitration it finds acceptable in respect to the Grievance. If the other Party does not respond within the said fourteen (14) days, the Grievance shall be dealt with by an Arbitration Board. If it is not agreed that a single arbitrator or mediator-arbitrator shall be used, the other Party shall state the name of its appointee to an Arbitration Board. The Party initiating the submission of the Grievance to arbitration under 25.4 c) i. above shall then, within fourteen (14) days, state the name of its appointee to an Arbitration Board. If the other Party fails to appoint its nominee to an Arbitration Board within twenty-one (21) days, its nominee shall be appointed by the Director of Mediation Services upon request of the Party submitting the Grievance to arbitration. If the other Party agrees to a single arbitrator or mediator-arbitrator, it shall suggest one or more names of persons it is willing to accept as arbitrator or mediator-arbitrator.
- d) Where the Parties have submitted a Grievance to a mediator-arbitrator, they shall request the mediator-arbitrator to mediate between them and to encourage them to resolve any difference or differences raised by the Grievance. If the mediator-arbitrator determines that the Parties shall not resolve their differences, then the mediator-arbitrator is empowered to determine any and all differences and to issue a written award concerning the same. The Parties agree that unless it is otherwise agreed between them, any resolution reached with the assistance of a mediator-arbitrator, or any determination made by a mediator-arbitrator shall not establish a precedent for any other Grievance, difference or dispute.
- e) A single arbitrator or mediator-arbitrator shall have all of the same powers as an Arbitration Board. In such cases, the Party referring the Grievance to arbitration, shall, instead of submitting the name of its nominee, submit the name of the arbitrator it

wishes to suggest to the other Party. If agreement cannot be reached on the appointment of a single arbitrator or upon the appointment of a mediator-arbitrator, within fourteen (14) days, an Arbitration Board shall be appointed in accordance with the provisions above.

- f) Each Party to this Collective Agreement shall bear its own costs of arbitration, including the costs of its appointees to the Board. The Parties shall bear equally the costs of Arbitration Board Chairmen, single arbitrators and mediator-arbitrators.
- g) The Employer shall grant an Employee leave of absence with pay for the purpose of attending the arbitration of their Grievance. Except where a dismissal of the Employee is upheld by the arbitration decision, an Employee may claim their expenses incurred in attending the arbitration of their Grievance in accordance with the Employer's Travel Expense, Hospitality and Public Disclosure Policy.
- h) The Employer shall grant leave of absence with pay to a witness appearing under notice to attend at arbitration proceedings.

#### 25.5 Power of Boards of Arbitration

- a) Arbitration Boards, single arbitrators and mediator-arbitrators are empowered to decide Grievances between the Parties or persons bound by the Collective Agreement.
- b) Arbitration Boards, single arbitrators and mediator-arbitrators shall not add to, alter, modify or amend any part of the terms of the Collective Agreement by their decision, nor make any decision inconsistent with it nor to deal with any other matter that is not a proper matter for Grievance under the Collective Agreement.
- c) Arbitration Boards, single arbitrators and mediator-arbitrators shall confine their decisions solely to the precise issue submitted to them and shall have no authority to make a decision on any other issue not so submitted.
- d) When disciplinary action against an Employee is involved, the Arbitration Board, single arbitrator or mediator-arbitrator may vary the penalty as is considered just and reasonable under the circumstances.
- e) Where a Grievance is heard by a three (3) member Board, the decision of a majority of the members is the decision of the Board, but if there is no majority, a decision of the Chairman governs and their decision is the decision of the Arbitration Board.

#### 25.6 Arbitration Decisions

Arbitration decisions shall be final and binding on the Parties and all other interested persons.

#### 25.7 Procedures and Time Limits

- a) Time limits and procedures contained in this Grievance procedure are mandatory. Failure to pursue a Grievance within the prescribed time limits and in accordance with the prescribed procedures shall result in abandonment of the Grievance. Failure to reply to a Grievance in a timely fashion shall advance the Grievance to the next level.

Grievances so advanced shall be subject to time limits as if a reply had been made on the last allowable day of the preceding level in the procedure.

- b) Time limits in this Article may be extended by written agreement between the Employer and the Association President.
- c) Service of Documents  
If anything is required or permitted to be served under this Collective Agreement, it shall be deemed to be properly served if it is served:
  - i. in the case of an individual:
    - I. personally or by leaving it for the Employee at their last or most usual place of abode with some person who is apparently at least eighteen (18) years old; or
    - II. by mailing it to the Employee by registered or certified mail at their last known post office address; or
    - III. personally by a receipted courier service; or
    - IV. via email attachment
  - ii. in the case of the Employer:
    - I. personally on the President; or
    - II. by leaving it at or by sending it by registered or certified mail to the office of the President; or
    - III. personally on the President by a receipted courier service; or
    - IV. via email attachment to the President.
  - iii. in the case of the Association:
    - I. personally on the Association President, Secretary or an officer of the Association or by leaving it at an office occupied by the Association; or
    - II. by sending it by registered or certified mail to the address of the Association President, Secretary or an officer of the Association; or
    - III. personally on the Association President, Secretary or an officer of the Association by a receipted courier service; or
    - IV. via email attachment to the Association President, Secretary or an officer of the Association.
  - iv. The date of delivery establishes the date of receipt for documents that are served personally.
  - v. Documents that are mailed by registered or certified mail shall be deemed to have been received on the date they are registered or certified with Canada Post.
- d) Procedures as stipulated in this Article may be varied by written agreement of the Parties.

## ARTICLE 26

### Wellness Leave and Modifier

- 26.1 A salaried Employee shall receive a Wellness Modifier of one percent (1%) of their annual salary, less deductions for Wellness Leave, in December of each year.
- a) Deductions for less than one half (1/2) a day are processed on a prorated basis.
- 26.2 Wellness Leave is a casual illness or special leave which causes a salaried Employee to be absent from duty for a period of three (3) consecutive days or less. An Employee in their first and in each subsequent year of employment shall be eligible for an annual maximum of twenty (20) work days of Wellness Leave.
- a) The limit of three (3) consecutive days shall not be exceeded. However, the Executive Director, Human Resources and Health & Safety may approve an extension for family illness, bereavement and travel time for family illness or bereavement.
- b) In the case of bereavement leave, or other compassionate grounds additional Wellness Leave may be approved by the President when twenty (20) days Wellness Leave has already been utilized.
- c) Each day or portion of a day of Wellness Leave used, within a year of service, shall be deducted from the remaining Wellness Leave entitlement for that year of service. An Employee starting employment during the year shall receive the Wellness Modifier on a pro-rated basis of 0.8333 days per pay period.
- d) Any unused Wellness Leave as of August 31<sup>st</sup> of each year will not be carried over.
- e) The renewal date is September 1<sup>st</sup>
- 26.3 If an Employee takes Wellness Leave, they shall make every reasonable effort to communicate in advance with their immediate supervisor about their absence. Leave shall be taken except where demonstrated operational difficulties will arise due to the Employee's absence, in which case an alternate date shall be agreed upon. Examples of operational difficulties include but are not limited to: scheduled meetings, peak periods, emergency situations, and no cover on busy days.
- 26.4 a) Wellness Leave may only be combined with an Employee's annual vacation leave if they do not have sufficient annual vacation left to take.
- b) Wellness Leave must be taken for illness leave.
- c) Wellness leave entitlement shall be earned during the first forty-five (45) consecutive work days of authorized General Illness or Workers Compensation Benefits but no such entitlement shall be earned in respect of the remainder of each such period of leave.

## **ARTICLE 27**

### **General Illness**

- 27.1 General Illness means an illness which causes an Employee to be absent from duty for a period of more than three (3) consecutive work days but shall not exceed:
- a) seventy-seven (77) consecutive work days; or
  - b) where the Employer approves part-time absences and part-time use of General Illness, the seventy-seven (77) days of leave shall be converted to the equivalent number of hours and administered accordingly.

General Illness Leave shall be in addition to any Wellness Leave entitlements specified in Article 26.

- 27.2 Provided the Employee is not then absent from work due to illness, pursuant to Clause 27.1, the Employee at the commencement of each year of employment shall be entitled to General Illness Leave at the specified rates of pay in accordance with the following Sub-Clauses, and the application of such General Illness Leave shall be as set out in accordance with Clause 27.3:
- a) Illness commencing in the first month within the first year of employment: no salary for each of the first ten (10) work days of illness and thereafter seventy percent (70%) of normal salary for sixty-seven (67) work days of illness.
  - b) Illness commencing in the first year of employment, but following the first month of employment: one hundred percent (100%) of normal salary for each of the first ten (10) work days of illness and seventy percent (70%) of normal salary for each of the next sixty-seven (67) work days of illness.
  - c) Illness commencing in the second year of employment: one hundred percent (100%) of normal salary for each of the first fifteen (15) work days of illness and seventy percent (70%) of normal salary for each of the next sixty-two (62) work days of illness.
  - d) Illness commencing in the third year of employment: one hundred percent (100%) of normal salary for each of the first twenty-five (25) work days of illness and seventy percent (70%) of normal salary for each of the next fifty-two (52) work days of illness.
  - e) Illness commencing in the fourth year of employment: one hundred percent (100%) of normal salary for each of the first thirty-five (35) work days of illness and seventy percent (70%) of normal salary for each of the next forty-two (42) work days of illness.
  - f) Illness commencing in the fifth year of employment: one hundred percent (100%) of normal salary for each of the first forty-five (45) work days of illness and seventy percent (70%) of normal salary for each of the next thirty-two (32) work days of illness.
  - g) Illness commencing in the sixth to the fourteenth years of employment: one hundred percent (100%) of normal salary for each of the first sixty (60) work days of illness and seventy percent (70%) of normal salary for each of the next seventeen (17) work days of illness.

- h) Illness commencing in the fifteenth or subsequent years of employment: one hundred percent (100%) of normal salary for each of the first sixty-five (65) work days of illness and seventy percent (70%) of normal salary for each of the next twelve (12) work days of illness.
  - i) For purposes of Clause 27.2 "employment" includes salaried employment and also any prior employment on wages provided that there is no break in service.
- 27.3 a) Subject to Sub-Clause 27.3 b), an Employee upon return to active work after a period of General Illness of less than seventy-seven (77) consecutive work days shall have:
- i. General Illness entitlements reinstated pursuant to Clause 27.2 when the Employee returns to work in the next year of employment; or,
  - ii. any General Illness days used for which normal salary was paid at the rate of one hundred percent (100%) or seventy percent (70%) reinstated for future use at the rate of seventy percent (70%) of normal salary, within the same year of employment.
- b) Such reinstatement shall only occur where an Employee has not taken any General Illness leave for the same or related illness during the first ten (10) consecutive work days (72.5 hours or the regular scheduled hours based on the employee's position) following the date of return to active work.
- 27.4 For purposes of this Article, the maximum period of continuous absence recognized shall be seventy-seven (77) consecutive work days. Absences due to illness or disability in excess of that period shall be subject to Article 29.
- 27.5 Notwithstanding Clause 27.2, an Employee is not eligible to receive General Illness benefits under this Article if:
- a) the absence is due to an injury, from employment of any other Employer, that qualifies for Workers' Compensation benefits.
- 27.6 When a day designated as a Paid Holiday under Article 30 falls within a period of General Illness it shall be counted as a day of General Illness and under no circumstances shall an Employee receive any additional entitlement in respect of that day.
- 27.7 The Employer recognizes that alcoholism, drug addiction and mental illness are illnesses which can respond to therapy and treatment and that absence from duty because of therapy or treatment is deemed to be illness.
- 27.8 This Article is subject to Article 28.

## **ARTICLE 28**

### **Proof of Illness**

- 28.1 To obtain general illness leave benefits as described in Article 27, the Employee is required to provide a proper original medical certificate or other satisfactory proof of illness.
- 28.2 a) The Employer may require that an Employee be examined by a Medical Board:
- i. in the case of prolonged or frequent absence due to illness; or
  - ii. where there is indication of apparent misuse of General Illness leave; or
  - iii. when it is considered that an Employee is unable to satisfactorily perform their duties due to disability or illness.
- b) The report of the Medical Board shall contain conclusions and recommendations relating to any limitation or restrictions concerning the Employee's ability to perform the duties of their position and the medical information leading to those conclusions.
- c) The Employer is responsible for the direct medical costs associated with the examination provided for in Sub-Clause 28.2 a).
- 28.3 Pursuant to Clause 28.2, an Employee shall be entitled to have their personal physician or other physician of their choice to be a member of the Medical Board or to act as their counsel before the Medical Board. Expenses incurred under this Clause shall be paid by the Employer. A copy of the report of the Medical Board shall be sent to the Employee's physician.
- 28.4 The Employer may require that an Employee undergo a medical examination or a medical interview and when such examination or interview is for purposes other than meeting the requirements of Clauses 27.1 and 27.2, the examination or interview shall be at the Employer's expense and on the Employer's time.
- 28.5 Where an Employee has been examined by a Medical Board and is also applying for LTD benefits, a copy of the medical report may be considered as part of the Employee's application depending on the application rules of the LTD provider.
- 28.6 The Parties agree that General Illness benefits as provided in this Article are intended only for the purpose of protecting an Employee from loss of income when the Employee is ill.

## **ARTICLE 29**

### **Employee Benefit Plans**

- 29.1 Cost sharing between the Employer and the Employees shall remain at the overall cost sharing proportions (Employer 61% and Employee 39%) and with comparable benefits, to those in effect.

## ARTICLE 30

### Paid Holidays

- 30.1 Employees are entitled to one (1) day's paid leave for each of the following holidays:
- |                   |                        |
|-------------------|------------------------|
| a) New Year's Day | Civic Holiday (August) |
| Family Day        | Labour Day             |
| Good Friday       | Thanksgiving Day       |
| Easter Monday     | Remembrance Day        |
| Victoria Day      | Christmas Leave        |
| Canada Day        |                        |
- 30.2 The Christmas Leave shall be observed on December 24, 25, 26, 27, 28, 29, 30 and 31.
- 30.3 The Civic Holiday as specified in Clause 30.1, shall be observed on the first Monday in August.
- 30.4 When a day designated as a holiday under Clause 30.1 falls during an Employee's work schedule and an Employee is not required to work that day, the Employee shall be granted holiday leave on that day.
- 30.5 Except for Christmas Leave, when a day designated as a holiday under Clause 30.1 falls on an Employee's regularly scheduled day of rest, and the Employee is not required to work, the Employee shall be granted holiday leave on the day observed as the holiday and the day of rest shall be rescheduled.
- 30.6 When an Employee works on one of the holidays listed in Clause 30.1, the Employer shall determine based on operational needs, which of the following the Employee shall receive:
- their regular salary plus time and one-half (1 ½ ) for all hours worked up to the equivalent of full normal daily hours and double time for additional hours worked thereafter; or
  - in lieu of their regular salary, time and one-half (1 ½ ) for all hours worked up to the equivalent of full normal daily hours and double time for additional hours worked thereafter, plus a day off in lieu with pay.
- 30.7 When a day off in lieu is granted under Sub-Clause 30.6 b) Employees not employed in continuous operations shall have the day off scheduled at a time mutually agreeable to the Employee and Employer within the next three (3) months or paid out in cash at the expiration of the three (3) months.
- 30.8 Employees employed in continuous operations shall have the opportunity to elect to have the alternate day off scheduled in conjunction with their regularly scheduled days of rest, to take these days in conjunction with their next annual vacation and administered in accordance with Clause 31.3 by mutual agreement between the Employee and the Employer. Once scheduled, the alternate days off shall not be rescheduled except by mutual agreement of the Employee and the Employer.
- 30.9 Authorized travel on Employer business on a paid holiday shall be compensated at straight time pay or equivalent time off.

- 30.10 Faculty shall receive an Annual Break of five (5) consecutive days leave with pay each calendar year during the period between January 1 and June 30 of the same year. These five (5) days of leave shall be made up of one (1) day of the Employee's vacation or holiday entitlement for that year, with the balance of four (4) days to be provided by the Employer. The scheduling of this leave shall be determined by the Employer

## **ARTICLE 31**

### **Annual Vacation Leave**

- 31.1 Each Employee shall:
- a) earn vacation calculated as 1.8 days for every pay period for which the Employee receives pay.
  - b) subject to Article 11.5 be paid for any leave earned but not taken at the time of position abolishment.
- 31.2 An Employee, if after occupying a continuous position for more than one year, is required to take an in-service andragogy training course during their vacation period, shall for the period during which the andragogy training course is taken, receive vacation pay and additional pay based on their regular rate of pay.
- 31.3 Vacation leave shall be taken at such time or times as may be approved by the Employer.
- a) The Employer will ensure that at least four (4) consecutive weeks of vacation are made available within each calendar year.
- 31.4 When an Employee is transferred to a position entitled to vacation under this Article, any previous vacation leave entitlement earned shall remain in effect until received under (a) or (b) below. Leave under this Article shall be earned on and from the date of transfer.
- a) Vacation leave earned prior to being transferred to a position entitled to vacation under this Article shall be taken, subject only to Sub-Clause 31.4 b).
  - b) In cases in which the combined vacation entitlements earned under this Article and those earned in a previous classification not subject to this Article amount to more than the vacation leave entitlement which would normally accrue to the Employee had they been subject to this Article for all relevant times:
    - i. the Employee shall be entitled to vacation leave as though they had been subject to this Article at all relevant times, and
    - ii. any entitlement in excess of i) above, shall be reimbursed to the Employee at 1/261 of their annual salary for each day or fractional day of excess entitlement.

- 31.5 When an Employee is transferred to a position not entitled to vacation under this Article, any entitlement earned under this Article shall remain in effect until taken, and leave under Article 31 of the current Collective Agreement between the Board of Governors, Northern Lakes College and the Alberta Union of Provincial Employees Local 071 Chapter 009 shall be earned on and from the date of transfer.
- 31.6 Vacation leave entitlement shall be earned during the first forty-five (45) consecutive work days of authorized General Illness or Workers Compensation Benefits but no such entitlement shall be earned in respect of the remainder of each such period of leave.
- 31.7 Vacation leave entitlement shall be earned when an Employee is absent for work days spent on Employer authorized committees or Association business under Article 10.
- 31.8 Notwithstanding Clause 31.1, an Employee designated by the President to receive the Vacation Modifier shall:
- a) earn vacation of the rate of one half (0.5) work day for each full week worked; and
  - b) be paid an amount of ten percent (10%) of their normal annual salary including any modifiers, other than the Isolation Modifier already applied; and
  - c) subject to Sub-Clause 11.5, be paid for any leave earned but not taken at the time of position abolishment.

## **Article 32**

### **Compassionate Leave**

- 32.1 Leave of Absence without Pay on Compassionate grounds shall be available to Employees under the following conditions:
- a) the leave is available to an Employee who has to be absent from work in order to provide care or support to a gravely ill family member;
  - b) the leave must be applied for and approved by the Executive Director, Human Resources and Health & Safety prior to the commencement of any leave;
  - c) in order to qualify for this leave, the Employee must meet the criteria as set out in the Employment Standards Code;
  - d) this leave may extend for a period of up to the maximum period under the Employment Standards Code;
  - e) Employees are to make application to the attention of the Executive Director, Human Resources and Health & Safety as far in advance of the proposed commencement of the leave as is reasonably possible.
  - f) for purposes of this article, family member shall mean those listed under the Employment Standards Code.

## **ARTICLE 33**

### **Maternity/Parental/Adoption leave**

- 33.1 Leave without pay for Maternity, Parental, or Adoption Leave shall be authorized if
- a) at least six (6) weeks written notice is given,
  - b) the Employee has completed or will have completed at least ninety (90) days of continuous employment with the Employer.
- 33.2 Birth mothers may take up to seventy-eight (78) consecutive weeks of unpaid job-protected leave. This shall be made up of sixteen (16) weeks maternity leave and sixty-two (62) weeks of parental leave. The other parent and/or adoptive parents are eligible for up to sixty-two (62) weeks of unpaid, job-protected parental leave. Parental leave may be taken by one (1) parent or shared between them but the total leave cannot exceed sixty-two (62) weeks.
- 33.3 An Employee who at the commencement of the leave is participating in the Employers Consortium Benefits Program may continue to be covered under the plan during the entire leave, in which case the Employer and the Employee shall continue to pay their respective portions of the applicable premium costs of the plans. Failure by the Employee to pay the Employee portion of the premiums as required shall result in cancellation of coverage for the remainder of the leave.
- 33.4 An Employee who returns from the leave authorized pursuant to subsection 33.1 shall be returned to the Employee's former position or provided with alternate work of a comparable nature at not less than the same salary that had accrued to them prior to the leave and at the same level of benefits.
- 33.5 An Employee who has completed ninety (90) days of continuous service and resigns for maternity reasons and who is re-employed in any capacity within six (6) months from the date of the Employee's resignation shall be considered to have been on leave without pay.
- 33.6 A pregnant Employee who presents medical evidence from the Employee's physician which satisfies the Employer that continued employment in the Employee's present position may be hazardous to the Employee or to the unborn child, may request a transfer to a more suitable position if one is available.
- 33.7 Notwithstanding any date initially selected for the start of maternity leave, if the Employee subsequently indicates in writing that the Employee is no longer able to carry out the Employee's full normal duties, the Employee may commence maternity leave any time within thirteen (13) weeks of the estimated date of delivery.
- 33.8 Notwithstanding any of the other provisions in this section, if during the thirteen (13) week period immediately preceding the estimated date of delivery, the pregnancy of an Employee interferes with the performance of the Employee's duties, the Employer may require that the Employee proceed on maternity leave by notifying the Employer in writing.
- 33.9 Notwithstanding any other provisions of this Section, a Continuous Employee who has completed one year of continuous service will be eligible for Supplemental Top Up. Eligible employees on maternity, parental or adoption leave must apply for Employment Insurance

benefits, and when approved, must submit to the Employer proof of Employment Insurance benefits in order to be paid the Supplemental Top Up. The Supplemental Top Up will be paid for the first fifteen (15) weeks following the waiting period of the approved Employment Insurance benefits. The Employer will top up the Employee's salary to one hundred percent (100%).

- 33.10 The Employee on leave pursuant to this section shall be required to give the Employer, a minimum of four (4) weeks notice of their intention to "return to/not return to" the workplace on the date agreed upon. Such notice shall be in writing.

## **ARTICLE 34**

### **Court Leave**

- 34.1 When an Employee is summoned or subpoenaed as a witness or a defendant to appear in court in their official capacity to give evidence or to produce Employer records, or is required to serve as a juror under the Jury Act, they shall be allowed leave with pay, but any monies receivable by them shall be paid to the Employer.
- 34.2 When an Employee is subpoenaed as a witness in their private capacity:
- a) at a location within the Province of Alberta, they shall be allowed leave with pay, but any monies receivable by them shall be paid to the Employer;
  - b) at a location outside the Province of Alberta, the Employee shall be allowed leave. The Employer will determine if the leave is with or without pay. If leave is with pay, any monies receivable by the Employee shall be paid to the Employer.

## **ARTICLE 35**

### **Employment Insurance Premium Reduction or Rebate**

- 35.1 The Employer shall retain the full amount of any premium reduction or rebate allowable on employment insurance by the Employment Insurance Commission which is granted as a result of the benefits covering Employees to which this Collective Agreement applies.
- 35.2 The premium reduction or rebate referred to in Clause 35.1 shall be recognized as the Employee's contribution towards the benefits provided.

## **ARTICLE 36**

### **Health and Safety**

- 36.1 The Employer shall maintain a Joint Occupational Health and Safety Committee composed of:
- a) Up to six (6) Employer representatives to be appointed by the President,
  - b) Up to six (6) Association representatives to be appointed by the Association,
  - c) Up to six (6) Union representatives to be appointed by the Union,
  - d) The Parties may each appoint a total of two alternate to serve in the absence of a regular member.

- e) There will be two Co-Chairs, one (1) chosen by the Employer members and the other chosen by the Worker members.
- 36.2 If any concerns arise with respect to the Occupational Health and Safety Act or its regulations or other legislation pertaining to workplace safety, they shall be referred to the Joint Occupational Health and Safety Committee for resolution and not by way of the Grievance procedure.
- 36.3 Each Employee and each Supervisor shall take reasonable care for the protection of public and Employee health and safety in the operation of equipment and the storage or handling of materials and substances, as required by the Occupational Health and Safety Act.
- 36.4 An Employee shall immediately notify their Supervisor when they have an accident at a work site that results in injury or that had the potential of causing serious injury as defined in the Occupational Health and Safety Act. An Employee who becomes aware of a health and safety concern at their work site shall immediately notify their Supervisor.
- 36.5 The Employer shall notify the Chair of the Association or their designate or one of the Co-Chairs of the Joint Occupational Health and Safety Committee immediately after they are made aware of the occurrence of a serious injury or an accident that had the potential of causing serious injury to an Employee at a work site.
- 36.6 The Employer shall provide the Association with statistical information regarding occupational injuries and illnesses sustained by Employees as reported to and accepted by the Workers' Compensation Board.

**ARTICLE 37**  
**Leave Without Pay**

- 37.1 An Employee may request a Leave of Absence Without Pay. To be considered, the request must normally be submitted:
  - a) at least four (4) weeks in advance of the anticipated date of commencement of the leave, when leave is to be thirty (30) calendar days or less.
  - b) at least eight (8) weeks in advance of the anticipated date of commencement of leave, when the leave is to be more than thirty (30) calendar days.

Where operational requirements permit and upon approval of the Executive Director, Human Resources and Health & Safety, the Leave Without Pay shall be granted.

- 37.2 An Employee who, at the commencement of a Leave Without Pay is participating in the Employee Benefit Plans under Article 29, may continue to be covered under these Plans throughout the total period the Employee is on a Leave Without Pay, provided the Employee pays both the Employer and the Employee contributions for the benefit plans. Failure by the Employee to pay those contributions shall result in cancellation of coverage for the remainder of the leave under the benefit plans.

## **ARTICLE 38**

### **Employee Management Advisory Committee**

- 38.1 The Parties agree to establish an Employee Management Advisory Committee (EMAC) to discuss matters of mutual interest related to Employees and the Employer.
- 38.2 EMAC shall meet on a regular monthly basis and shall be composed of:
- a) Up to two (2) Employer representatives to be appointed by the President,
  - b) Up to (2) Union representatives to be appointed by the Union,
  - c) Up to two (2) Faculty Association representatives to be appointed by the Faculty Association,
  - d) The Parties may each appoint an alternate to serve in the absence of a regular member,
  - e) The Parties may each appoint a Co-Chairperson
- 38.3 The objectives of EMAC are:
- a) To promote and maintain effective communication in the areas of:
    - i. working conditions,
    - ii. Employee benefit plans
    - iii. policies and procedures,
    - iv. staff development,
    - v. suggestions for improved effectiveness and efficiency,
    - vi. information exchange relative to proposed operational changes,
    - vii. administration of the terms and conditions of employment; and
    - viii. other matters as agreed to mutually by the Parties.
  - b) It is agreed that EMAC shall not deal with:
    - i. issues for which there exist avenues for discussion or resolution, which have not been explored,
    - ii. pending or potential Grievances; and
    - iii. terms and conditions of employment under negotiation.
  - c) Except where authority to make a specific decision has been delegated to EMAC, EMAC is advisory only and not a decision making body. However, if a decision would be mutually beneficial to all Parties, it should be implemented.
  - d) Individuals who are Employees but not EMAC members may make presentations and participate at meetings with the agreement of the Co-chairs and providing written notice is given to the Co-Chairs three full work days in advance of setting the agenda. Subjects to be discussed should previously be entered on the agenda. EMAC may adopt further Terms of Reference with the consent of all members.

## **ARTICLE 39**

### **Protective Clothing, Supplies and Equipment**

- 39.1 The Employer shall provide, maintain, replace and clean protective clothing where the Employer determines the foregoing is required.
- 39.2 Protective clothing and safety equipment shall be supplied by the Employer as required by the Occupational Health and Safety Act and the Regulations thereto.
- 39.3 All uniforms, clothing, and equipment supplied by the Employer, shall remain the property of the Employer.
- 39.4 The Employer shall make available to all Employees the supplies and equipment deemed by the Employer to be necessary to the performance of their duties.
- 39.5 Where the Employer determines that specialized PPE is required, the Employer shall provide or will reimburse the individual for the cost of such equipment. PPE covered by the PPE Regulation will be reimbursed to the limits provided in the Regulation.

## **ARTICLE 40**

### **Medical Examinations**

- 40.1 Where the Employer requires an Employee to undergo compulsory medical examinations, the cost of such examinations shall be paid by the Employer. This Article does not apply to proof of illness as required under Article 28.

## **ARTICLE 41**

### **Classifications and Pay**

- 41.1 For placement on an education step, educational qualifications must generally be related to the requirements of the position.

The full range of education steps are:

- C. College Certificate, one (1) year of university or equivalency
- D. College diploma, or  
Two (2) years of university, or  
Primary Care Paramedic certificate, or equivalency
- E. Applied degree, or  
Three (3) year undergraduate degree, or  
Licensed Practical Nurse, or  
Advanced Care Paramedic, or  
Three (3) years of university, or equivalency
- F. Four (4) year undergraduate degree, or  
Registered Nurse, or  
Journeyman Trade Certificate, or

Three (3) year undergraduate degree plus one (1) full additional year of university in a related program

- G. Graduate diploma or five (5) years of university (must have undergraduate degree), or Four (4) year undergraduate degree plus two (2) year college diploma, or Two (2) undergraduate degrees representing five (5) years of university
- H. Graduate degree or graduate diploma and after-degree study representing six (6) years of university. (Must have undergraduate degree and graduate degree or diploma)
- I. Graduate degree and one year of relevant post graduate degree study representing seven (7) years of university study
- J. Doctorate degree

- 41.2 The Executive Director, Human Resources and Health & Safety shall evaluate each Employee's education and place the Employee on the appropriate education step of the applicable pay schedule in Schedule A.
- 41.3 An Employee may appeal the decision of the Executive Director, Human Resources and Health & Safety to the President or designate. The President or designate shall consult with the Association President before making a final decision.
- 41.4 A salary increase approved by the Executive Director, Human Resources and Health & Safety in recognition of an Employee completing a higher level of educational qualification under Clause 41.1 shall be effective:
  - a) the date that the qualification was attained, provided an official transcript or other evidence satisfactory to the Executive Director, Human Resources and Health & Safety is submitted within three (3) months to Human Resources, except that the three (3) month time limit shall be waived if the granting institution / organization provides to the Executive Director, Human Resources and Health & Safety a satisfactory explanation for the delay in providing the transcript, or
  - b) the first (1<sup>st</sup>) day of the pay period in which the satisfactory evidence is submitted to the Executive Director, Human Resources and Health & Safety.

## **ARTICLE 42**

### **Professional Development**

- 42.1 Faculty are professionals that play a valuable role. In recognition of the contribution to the viability of the College, a professional development fund administered by the Faculty Association shall be available to Employees.
- 42.2 On September 15<sup>th</sup> of each year, the Employer will contribute 0.5% of the total faculty salary, excluding overtime, from the previous academic year to the professional development fund as its contribution under this Article.
- 42.3 The Faculty Association shall administer the funds under the following guidelines:

- a) Money in the fund is intended solely for short and long term job related professional development.
- b) Professional Development does not include Association training or business.
- c) Funds are to be used in compliance of Canada Revenue Agency's Regulation.
- d) An annual report shall be provided to the Employer by January 1st for the previous calendar year.

**ARTICLE 43**

**Isolation Modifier**

- 43.1 An Employee who works and lives in an isolated locale, approved by the President, shall receive a salary modifier of two hundred and fifty-five dollars (\$255.00) per month.
- 43.2 An Employee who works and lives in an "extreme isolated locale", approved by the President, shall receive an additional salary modifier equal to the amount in Clause 43.1.

**ARTICLE 44**

**Northern Allowance Pay**

- 44.1 An Employee who lives and works at a location north of the 57th parallel of north latitude in the Province of Alberta shall be paid in addition to their basic salary, a Northern Allowance of two hundred and ninety dollars (\$290.00) for each month served.
- 44.2 For partial months of employment an Employee eligible for Northern Allowance pursuant to Clause 44.1 shall receive payment in accordance with the following formula:

Monthly Northern Allowance	÷	# of work days in the month	X	# of days worked in that month
----------------------------------	---	-----------------------------------	---	--------------------------------------

Example:     = \$290.00 ÷ 22 work days x 18 days worked     = \$237.27

- 44.3 An Employee who otherwise qualifies for the allowance shall continue receiving the allowance for any period of approved leave with pay. However, the allowance shall not be paid to an Employee for any period they are on leave without pay.

**ARTICLE 45**

**Administrative Stipend**

- 45.1 Faculty designated yearly by the Employer, regardless of location or program, shall receive an Administrative Stipend in the form of one day's pay per month for duties assigned in addition to full time instructional responsibilities. These additional duties may include campus coordination, liaison with the Community Education Committee, and case management and/or program administration.
- 45.2 Administrative responsibilities shall not be shared.

- 45.3 The Administrative Stipend shall be prorated for the months of July and August for those qualifying Employees who are designated to work July and August.

## **ARTICLE 46**

### **Northern Travel Benefit**

- 46.1 Employees living and working in areas defined by the Canada Revenue Agency (CRA) as designated areas for Northern Travel Benefit shall have three thousand seven hundred fifty dollars (\$3750) of the annual salary considered to be paid as Travel Assistance Benefit and shall be indicated as such in the appropriate box in the annual T4 slip. The provision of this benefit shall in no way add to the cost of salary or benefits to the employer and shall be in accordance with the provisions set by the CRA.

## **ARTICLE 47**

### **Market Modifier**

- 47.1 Where it is deemed that as a result of market conditions, a program shall be hard to recruit to, there may be a need to pay salary above the rates in the instructor grid. The President, in consultation, may consider a market adjustment supported by appropriate market research. The President may then deem a market adjustment for a specific period of time to be reviewed on an annual basis. Human Resources shall monitor market adjustment and provide information to the Faculty Association as to how often the market modifier is used and under what conditions.
- 47.2 The President, in consultation with the Association, may consider a market adjustment supported by appropriate market research. The President may then deem a market adjustment for a specific period of time to be reviewed on an annual basis.
- 47.3 If the modifier is to be reduced or removed, the Employer shall give the Association and the Employee three (3) months' notice.

## **ARTICLE 48**

### **Other Unpaid Leaves**

- 48.1 Leave without pay shall be available to Employees under the following conditions for "Domestic Violence Leave" or "Death or Disappearance of Child Leave" as set out in the Employment Standards Code:
- a) the leave must be applied for and approved by the Executive Director, Human Resources and Health & Safety prior to the commencement of any leave as far in advance of the proposed commencement of the leave as is reasonably possible;
  - b) in order to qualify for this leave, the Employee must meet the criteria set out in the Employment Standards Code;
  - c) this leave may extend for a period up to the maximum duration under the Employment Standards Code for the respective leave.

## **ARTICLE 49**

### **Procedure for Collective Bargaining**

- 49.1 The Parties shall follow the procedures for collective bargaining as set out in the *Labour Relations Code* (Alberta) to the extent that they apply to the Parties, or any replacement legislation to the extent that it applies to the parties.

## **ARTICLE 50**

### **Term and Effective Date**

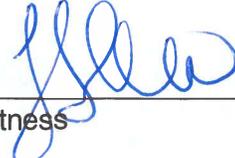
- 50.1 This Collective Agreement shall be effective from the first of the month following the date the Collective Agreement is signed by the parties until June 30, 2024 and shall remain in effect thereafter in accordance with the legislation governing the negotiation of a replacement Collective Agreement.

**IN WITNESS WHEREOF** the Parties hereto have caused these presents to be executed by their duly authorized officers in that behalf the day and year first written below.

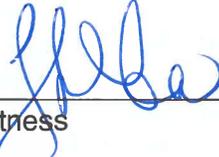
Dated at Slave Lake, Alberta this 14<sup>th</sup> day of December, 2022

**For the College:**

  
\_\_\_\_\_  
Chair, Board of Governors

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Chair, Negotiating Committee

  
\_\_\_\_\_  
Witness

**For the Faculty Association:**

  
\_\_\_\_\_  
President, Faculty Association

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Chair, Negotiating Committee

  
\_\_\_\_\_  
Witness

## Schedule A - General Faculty Pay Schedules

Year 1: Effective July 1, 2020:	0%
Year 2: Effective July 1, 2021:	0%
Year 3: Effective April 1, 2023:	1.25%
Year 4: Effective December 1, 2023:	1.5%

Plus Additional 0.5% Subject to Gain Sharing Formula\*

\*Gain Sharing Formula:

Alberta's 20-year average (2000-2019) of Real Gross Domestic Product (GDP) is 2.7%. Provided that the "Average of All Private Forecasts for Alberta's Real GDP" for 2023 Calendar Year is at or above 2.7% as of February of 2024, then an additional 0.5% will be added to wages retroactively effective December 1, 2023.

"Average of All Private Forecasts for Alberta's Real GDP" for 2023 Calendar Year would be a simple average of Alberta's Real GDP for 2023 across the following independent forecasting institutions:

- Conference Board of Canada
- Stokes Economics
- BMO Capital markets
- CIBC World Markets
- Laurentian Bank
- National Bank
- RBC Royal Bank
- Scotiabank
- TD Bank

The most recent publicly available forecast for Alberta's Real GDP for 2023 would be sourced from each institution at the time the pay-out determination would be made in February 2024.

Pay Schedule A-1 Instructor									
Effective July 1, 2020									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	52,764	54,084	55,680	58,680	61,308	64,608	68,088	71,772
	Monthly	4,397	4,507	4,640	4,890	5,109	5,384	5,674	5,981
	Hourly	27.89	28.59	29.43	31.01	32.40	34.15	35.99	37.93
2	Annual	55,428	56,784	58,632	61,860	64,728	68,184	71,880	75,756
	Monthly	4,619	4,732	4,886	5,155	5,394	5,682	5,990	6,313
	Hourly	29.30	30.01	30.99	32.70	34.21	36.04	37.99	40.04
3	Annual	58,224	59,700	61,524	65,148	68,076	71,736	75,648	79,740
	Monthly	4,852	4,975	5,127	5,429	5,673	5,978	6,304	6,645
	Hourly	30.77	31.55	32.52	34.43	35.98	37.92	39.98	42.15
4	Annual	60,960	62,496	64,488	68,376	71,520	75,372	79,464	83,760
	Monthly	5,080	5,208	5,374	5,698	5,960	6,281	6,622	6,980
	Hourly	32.22	33.03	34.08	36.14	37.80	39.84	42.00	44.27
5	Annual	63,696	65,256	67,284	71,520	74,868	78,912	83,196	87,720
	Monthly	5,308	5,438	5,607	5,960	6,239	6,576	6,933	7,310
	Hourly	33.67	34.49	35.56	37.80	39.57	41.71	43.97	46.36
6	Annual	66,396	67,968	70,212	74,796	78,312	82,548	87,000	91,704
	Monthly	5,533	5,664	5,851	6,233	6,526	6,879	7,250	7,642
	Hourly	35.09	35.92	37.11	39.53	41.39	43.63	45.98	48.47
7	Annual	69,060	70,764	73,128	77,952	81,660	86,100	90,756	95,724
	Monthly	5,755	5,897	6,094	6,496	6,805	7,175	7,563	7,977
	Hourly	36.50	37.40	38.65	41.20	43.16	45.51	47.97	50.59
8	Annual	71,784	73,596	76,140	81,204	85,116	89,688	94,596	99,744
	Monthly	5,982	6,133	6,345	6,767	7,093	7,474	7,883	8,312
	Hourly	37.94	38.90	40.24	42.92	44.99	47.40	50.00	52.72
9	Annual	74,436	76,416	79,044	84,456	88,428	93,240	98,292	103,608
	Monthly	6,203	6,368	6,587	7,038	7,369	7,770	8,191	8,634
	Hourly	39.34	40.39	41.78	44.64	46.74	49.28	51.95	54.76
10	Annual	77,124	79,128	81,948	87,540	91,860	96,852	102,096	107,652
	Monthly	6,427	6,594	6,829	7,295	7,655	8,071	8,508	8,971
	Hourly	40.76	41.82	43.31	46.27	48.55	51.19	53.96	56.90
11	Annual	79,392	81,444	84,336	90,120	94,524	99,696	105,096	110,808
	Monthly	6,616	6,787	7,028	7,510	7,877	8,308	8,758	9,234
	Hourly	41.96	43.05	44.58	47.63	49.96	52.69	55.55	58.57

<b>Pay Schedule A-2</b>				
<b>Effective July 1, 2020</b>				
		<b>Educational Counsellor I</b>		
		<b>Classification 9300</b>		
<b>Pay Step</b>	<b>Education Step</b>	<b>Formal Step</b>	<b>2nd Step</b>	<b>3rd Step</b>
<b>1</b>	<b>Annual</b>	70,524	71,940	73,344
	<b>Monthly</b>	5,877	5,995	6,112
	<b>Hourly</b>	37.27	38.02	38.77
<b>2</b>	<b>Annual</b>	73,716	75,192	76,668
	<b>Monthly</b>	6,143	6,266	6,389
	<b>Hourly</b>	38.96	39.74	40.52
<b>3</b>	<b>Annual</b>	77,004	78,540	80,088
	<b>Monthly</b>	6,417	6,545	6,674
	<b>Hourly</b>	40.70	41.51	42.33
<b>4</b>	<b>Annual</b>	80,496	82,104	83,712
	<b>Monthly</b>	6,708	6,842	6,976
	<b>Hourly</b>	42.55	43.40	44.25
<b>5</b>	<b>Annual</b>	84,156	85,836	87,528
	<b>Monthly</b>	7,013	7,153	7,294
	<b>Hourly</b>	44.48	45.37	46.26
<b>6</b>	<b>Annual</b>	88,068	89,832	91,596
	<b>Monthly</b>	7,339	7,486	7,633
	<b>Hourly</b>	46.55	47.48	48.41
<b>7</b>	<b>Annual</b>	92,364	94,212	96,060
	<b>Monthly</b>	7,697	7,851	8,005
	<b>Hourly</b>	48.82	49.79	50.77

<b>Pay Schedule A-3 Educational Assistant</b>				
<b>Classification 9100</b>				
<b>Effective July 1, 2020</b>				
<b>Pay Step</b>	<b>Education</b>	<b>Formal Step</b>	<b>2nd Step</b>	<b>3rd Step</b>
	<b>Step</b>			
<b>1</b>	<b>Annual</b>	43,848	44,724	45,600
	<b>Monthly</b>	3,654	3,727	3,800
	<b>Hourly</b>	23.18	23.64	24.10
<b>2</b>	<b>Annual</b>	45,588	46,500	47,412
	<b>Monthly</b>	3,799	3,875	3,951
	<b>Hourly</b>	24.10	24.58	25.06
<b>3</b>	<b>Annual</b>	47,268	48,216	49,164
	<b>Monthly</b>	3,939	4,018	4,097
	<b>Hourly</b>	24.98	25.48	25.99
<b>4</b>	<b>Annual</b>	49,164	50,148	51,132
	<b>Monthly</b>	4,097	4,179	4,261
	<b>Hourly</b>	25.99	26.51	27.03
<b>5</b>	<b>Annual</b>	51,132	52,152	53,172
	<b>Monthly</b>	4,261	4,346	4,431
	<b>Hourly</b>	27.03	27.56	28.10
<b>6</b>	<b>Annual</b>	53,172	54,240	55,296
	<b>Monthly</b>	4,431	4,520	4,608
	<b>Hourly</b>	28.10	28.67	29.23
<b>7</b>	<b>Annual</b>	55,404	56,508	57,624
	<b>Monthly</b>	4,617	4,709	4,802
	<b>Hourly</b>	29.28	29.87	30.46
<b>8</b>	<b>Annual</b>	57,576	58,728	59,880
	<b>Monthly</b>	4,798	4,894	4,990
	<b>Hourly</b>	30.43	31.04	31.65
<b>9</b>	<b>Annual</b>	59,820	61,020	62,208
	<b>Monthly</b>	4,985	5,085	5,184
	<b>Hourly</b>	31.62	32.25	32.88
<b>10</b>	<b>Annual</b>	62,148	63,396	64,632
	<b>Monthly</b>	5,179	5,283	5,386
	<b>Hourly</b>	32.85	33.51	34.16
<b>11</b>	<b>Annual</b>	63,972	65,256	66,528
	<b>Monthly</b>	5,331	5,438	5,544
	<b>Hourly</b>	33.81	34.49	35.16

Pay Schedule A-4 Instructor Senior (Coordinator)									
Effective July 1, 2020									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	56,400	57,816	59,520	62,724	65,532	69,060	72,780	76,716
	Monthly	4,700	4,818	4,960	5,227	5,461	5,755	6,065	6,393
	Hourly	29.81	30.56	31.46	33.15	34.64	36.50	38.47	40.55
2	Annual	59,256	60,696	62,676	66,132	69,192	72,888	76,836	80,976
	Monthly	4,938	5,058	5,223	5,511	5,766	6,074	6,403	6,748
	Hourly	31.32	32.08	33.13	34.95	36.57	38.52	40.61	42.80
3	Annual	62,244	63,816	65,772	69,636	72,768	76,680	80,868	85,236
	Monthly	5,187	5,318	5,481	5,803	6,064	6,390	6,739	7,103
	Hourly	32.90	33.73	34.76	36.81	38.46	40.53	42.74	45.05
4	Annual	65,160	66,804	68,940	73,092	76,452	80,568	84,948	89,532
	Monthly	5,430	5,567	5,745	6,091	6,371	6,714	7,079	7,461
	Hourly	34.44	35.31	36.44	38.63	40.41	42.58	44.90	47.32
5	Annual	68,088	69,756	71,928	76,452	80,028	84,360	88,932	93,768
	Monthly	5,674	5,813	5,994	6,371	6,669	7,030	7,411	7,814
	Hourly	35.99	36.87	38.02	40.41	42.30	44.59	47.00	49.56
6	Annual	70,980	72,660	75,060	79,956	83,712	88,236	93,000	98,028
	Monthly	5,915	6,055	6,255	6,663	6,976	7,353	7,750	8,169
	Hourly	37.52	38.40	39.67	42.26	44.25	46.64	49.15	51.81
7	Annual	73,824	75,648	78,168	83,328	87,288	92,040	97,020	102,324
	Monthly	6,152	6,304	6,514	6,944	7,274	7,670	8,085	8,527
	Hourly	39.02	39.98	41.32	44.04	46.14	48.65	51.28	54.08
8	Annual	76,740	78,672	81,396	86,808	90,984	95,868	101,124	106,620
	Monthly	6,395	6,556	6,783	7,234	7,582	7,989	8,427	8,885
	Hourly	40.56	41.58	43.02	45.88	48.09	50.67	53.45	56.35
9	Annual	79,572	81,684	84,492	90,276	94,524	99,672	105,072	110,748
	Monthly	6,631	6,807	7,041	7,523	7,877	8,306	8,756	9,229
	Hourly	42.06	43.17	44.66	47.71	49.96	52.68	55.53	58.53
10	Annual	82,440	84,588	87,600	93,576	98,196	103,536	109,140	115,080
	Monthly	6,870	7,049	7,300	7,798	8,183	8,628	9,095	9,590
	Hourly	43.57	44.71	46.30	49.46	51.90	54.72	57.68	60.82
11	Annual	84,864	87,060	90,156	96,336	101,040	106,572	112,344	118,452
	Monthly	7,072	7,255	7,513	8,028	8,420	8,881	9,362	9,871
	Hourly	44.85	46.01	47.65	50.92	53.40	56.33	59.38	62.61

Pay Schedule A-1 Instructor									
Effective April 1, 2023									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	53,424	54,756	56,376	59,412	62,076	65,412	68,940	72,672
	Monthly	4,452	4,563	4,698	4,951	5,173	5,451	5,745	6,056
	Hourly	28.24	28.94	29.80	31.40	32.81	34.57	36.44	38.41
2	Annual	56,124	57,492	59,364	62,628	65,532	69,036	72,780	76,704
	Monthly	4,677	4,791	4,947	5,219	5,461	5,753	6,065	6,392
	Hourly	29.66	30.39	31.38	33.10	34.64	36.49	38.47	40.54
3	Annual	58,956	60,444	62,292	65,964	68,928	72,636	76,596	80,736
	Monthly	4,913	5,037	5,191	5,497	5,744	6,053	6,383	6,728
	Hourly	31.16	31.95	32.92	34.86	36.43	38.39	40.48	42.67
4	Annual	61,728	63,276	65,292	69,228	72,420	76,320	80,460	84,804
	Monthly	5,144	5,273	5,441	5,769	6,035	6,360	6,705	7,067
	Hourly	32.63	33.44	34.51	36.59	38.28	40.34	42.53	44.82
5	Annual	64,488	66,072	68,124	72,420	75,804	79,896	84,240	88,812
	Monthly	5,374	5,506	5,677	6,035	6,317	6,658	7,020	7,401
	Hourly	34.08	34.92	36.01	38.28	40.07	42.23	44.52	46.94
6	Annual	67,224	68,820	71,088	75,732	79,296	83,580	88,092	92,856
	Monthly	5,602	5,735	5,924	6,311	6,608	6,965	7,341	7,738
	Hourly	35.53	36.37	37.57	40.03	41.91	44.18	46.56	49.08
7	Annual	69,924	71,652	74,040	78,924	82,680	87,180	91,896	96,924
	Monthly	5,827	5,971	6,170	6,577	6,890	7,265	7,658	8,077
	Hourly	36.96	37.87	39.13	41.71	43.70	46.08	48.57	51.23
8	Annual	72,684	74,520	77,088	82,224	86,184	90,804	95,784	100,992
	Monthly	6,057	6,210	6,424	6,852	7,182	7,567	7,982	8,416
	Hourly	38.42	39.39	40.74	43.46	45.55	47.99	50.63	53.38
9	Annual	75,372	77,376	80,028	85,512	89,532	94,404	99,516	104,904
	Monthly	6,281	6,448	6,669	7,126	7,461	7,867	8,293	8,742
	Hourly	39.84	40.90	42.30	45.20	47.32	49.90	52.60	55.45
10	Annual	78,084	80,112	82,968	88,632	93,012	98,064	103,368	108,996
	Monthly	6,507	6,676	6,914	7,386	7,751	8,172	8,614	9,083
	Hourly	41.27	42.34	43.85	46.85	49.16	51.83	54.63	57.61
11	Annual	80,388	82,464	85,392	91,248	95,700	100,944	106,404	112,188
	Monthly	6,699	6,872	7,116	7,604	7,975	8,412	8,867	9,349
	Hourly	42.49	43.59	45.13	48.23	50.58	53.35	56.24	59.30

Pay Schedule A-2				
Effective April 1, 2023				
		Educational Counsellor I		
		Classification 9300		
Pay Step	Education Step	Formal Step	2nd Step	3rd Step
1	Annual	71,400	72,840	74,256
	Monthly	5,950	6,070	6,188
	Hourly	37.74	38.50	39.25
2	Annual	74,640	76,128	77,628
	Monthly	6,220	6,344	6,469
	Hourly	39.45	40.24	41.03
3	Annual	77,964	79,524	81,084
	Monthly	6,497	6,627	6,757
	Hourly	41.21	42.03	42.86
4	Annual	81,504	83,136	84,756
	Monthly	6,792	6,928	7,063
	Hourly	43.08	43.94	44.80
5	Annual	85,212	86,904	88,620
	Monthly	7,101	7,242	7,385
	Hourly	45.04	45.93	46.84
6	Annual	89,172	90,960	92,736
	Monthly	7,431	7,580	7,728
	Hourly	47.13	48.08	49.01
7	Annual	93,516	95,388	97,260
	Monthly	7,793	7,949	8,105
	Hourly	49.43	50.42	51.41

<b>Pay Schedule A-3 Educational Assistant</b>				
<b>Classification 9100</b>				
<b>Effective April 1, 2023</b>				
<b>Pay Step</b>	<b>Education</b>	<b>Formal Step</b>	<b>2nd Step</b>	<b>3rd Step</b>
	<b>Step</b>			
<b>1</b>	<b>Annual</b>	44,400	45,288	46,176
	<b>Monthly</b>	3,700	3,774	3,848
	<b>Hourly</b>	23.47	23.94	24.41
<b>2</b>	<b>Annual</b>	46,152	47,076	48,000
	<b>Monthly</b>	3,846	3,923	4,000
	<b>Hourly</b>	24.39	24.88	25.37
<b>3</b>	<b>Annual</b>	47,856	48,816	49,776
	<b>Monthly</b>	3,988	4,068	4,148
	<b>Hourly</b>	25.29	25.80	26.31
<b>4</b>	<b>Annual</b>	49,776	50,772	51,768
	<b>Monthly</b>	4,148	4,231	4,314
	<b>Hourly</b>	26.31	26.84	27.36
<b>5</b>	<b>Annual</b>	51,768	52,800	53,832
	<b>Monthly</b>	4,314	4,400	4,486
	<b>Hourly</b>	27.36	27.91	28.45
<b>6</b>	<b>Annual</b>	53,832	54,924	55,992
	<b>Monthly</b>	4,486	4,577	4,666
	<b>Hourly</b>	28.45	29.03	29.59
<b>7</b>	<b>Annual</b>	56,100	57,216	58,344
	<b>Monthly</b>	4,675	4,768	4,862
	<b>Hourly</b>	29.65	30.24	30.84
<b>8</b>	<b>Annual</b>	58,296	59,460	60,624
	<b>Monthly</b>	4,858	4,955	5,052
	<b>Hourly</b>	30.81	31.43	32.04
<b>9</b>	<b>Annual</b>	60,564	61,788	62,988
	<b>Monthly</b>	5,047	5,149	5,249
	<b>Hourly</b>	32.01	32.66	33.29
<b>10</b>	<b>Annual</b>	62,928	64,188	65,436
	<b>Monthly</b>	5,244	5,349	5,453
	<b>Hourly</b>	33.26	33.93	34.59
<b>11</b>	<b>Annual</b>	64,776	66,072	67,356
	<b>Monthly</b>	5,398	5,506	5,613
	<b>Hourly</b>	34.24	34.92	35.60

**Pay Schedule A-4 Instructor Senior (Coordinator)**

**Effective April 1, 2023**

Education Step	Pay Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	57,108	58,536	60,264	63,504	66,348	69,924	73,692	77,676
	Monthly	4,759	4,878	5,022	5,292	5,529	5,827	6,141	6,473
	Hourly	30.18	30.94	31.85	33.56	35.07	36.96	38.95	41.05
2	Annual	60,000	61,452	63,456	66,960	70,056	73,800	77,796	81,984
	Monthly	5,000	5,121	5,288	5,580	5,838	6,150	6,483	6,832
	Hourly	31.71	32.48	33.54	35.39	37.03	39.01	41.12	43.33
3	Annual	63,024	64,608	66,600	70,512	73,680	77,640	81,876	86,304
	Monthly	5,252	5,384	5,550	5,876	6,140	6,470	6,823	7,192
	Hourly	33.31	34.15	35.20	37.27	38.94	41.04	43.27	45.62
4	Annual	65,976	67,644	69,804	74,004	77,412	81,576	86,004	90,648
	Monthly	5,498	5,637	5,817	6,167	6,451	6,798	7,167	7,554
	Hourly	34.87	35.75	36.89	39.11	40.92	43.12	45.46	47.91
5	Annual	68,940	70,632	72,828	77,412	81,024	85,416	90,048	94,944
	Monthly	5,745	5,886	6,069	6,451	6,752	7,118	7,504	7,912
	Hourly	36.44	37.33	38.49	40.92	42.82	45.15	47.59	50.18
6	Annual	71,868	73,572	75,996	80,952	84,756	89,340	94,164	99,252
	Monthly	5,989	6,131	6,333	6,746	7,063	7,445	7,847	8,271
	Hourly	37.99	38.89	40.17	42.79	44.80	47.22	49.77	52.46
7	Annual	74,748	76,596	79,140	84,372	88,380	93,192	98,232	103,608
	Monthly	6,229	6,383	6,595	7,031	7,365	7,766	8,186	8,634
	Hourly	39.51	40.48	41.83	44.59	46.71	49.26	51.92	54.76
8	Annual	77,700	79,656	82,416	87,888	92,124	97,068	102,384	107,952
	Monthly	6,475	6,638	6,868	7,324	7,677	8,089	8,532	8,996
	Hourly	41.07	42.10	43.56	46.45	48.69	51.30	54.11	57.06
9	Annual	80,568	82,704	85,548	91,404	95,700	100,920	106,380	112,128
	Monthly	6,714	6,892	7,129	7,617	7,975	8,410	8,865	9,344
	Hourly	42.58	43.71	45.22	48.31	50.58	53.34	56.23	59.26
10	Annual	83,472	85,644	88,692	94,740	99,420	104,832	110,508	116,520
	Monthly	6,956	7,137	7,391	7,895	8,285	8,736	9,209	9,710
	Hourly	44.12	45.27	46.88	50.07	52.55	55.41	58.41	61.59
11	Annual	85,920	88,152	91,284	97,536	102,300	107,904	113,748	119,928
	Monthly	7,160	7,346	7,607	8,128	8,525	8,992	9,479	9,994
	Hourly	45.41	46.59	48.25	51.55	54.07	57.03	60.12	63.39

Pay Schedule A-1 Instructor									
Effective December 1, 2023									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	54,228	55,572	57,216	60,300	63,012	66,396	69,972	73,764
	Monthly	4,519	4,631	4,768	5,025	5,251	5,533	5,831	6,147
	Hourly	28.66	29.37	30.24	31.87	33.30	35.09	36.98	38.99
2	Annual	56,964	58,356	60,252	63,564	66,516	70,068	73,872	77,856
	Monthly	4,747	4,863	5,021	5,297	5,543	5,839	6,156	6,488
	Hourly	30.11	30.84	31.85	33.60	35.16	37.03	39.04	41.15
3	Annual	59,844	61,356	63,228	66,948	69,960	73,728	77,748	81,948
	Monthly	4,987	5,113	5,269	5,579	5,830	6,144	6,479	6,829
	Hourly	31.63	32.43	33.42	35.38	36.98	38.97	41.09	43.31
4	Annual	62,652	64,224	66,276	70,272	73,512	77,460	81,672	86,076
	Monthly	5,221	5,352	5,523	5,856	6,126	6,455	6,806	7,173
	Hourly	33.11	33.95	35.03	37.14	38.85	40.94	43.17	45.49
5	Annual	65,460	67,068	69,144	73,512	76,944	81,096	85,500	90,144
	Monthly	5,455	5,589	5,762	6,126	6,412	6,758	7,125	7,512
	Hourly	34.60	35.45	36.55	38.85	40.67	42.86	45.19	47.64
6	Annual	68,232	69,852	72,156	76,872	80,484	84,828	89,412	94,248
	Monthly	5,686	5,821	6,013	6,406	6,707	7,069	7,451	7,854
	Hourly	36.06	36.92	38.14	40.63	42.54	44.84	47.26	49.81
7	Annual	70,968	72,732	75,156	80,112	83,916	88,488	93,276	98,376
	Monthly	5,914	6,061	6,263	6,676	6,993	7,374	7,773	8,198
	Hourly	37.51	38.44	39.72	42.34	44.35	46.77	49.30	52.00
8	Annual	73,776	75,636	78,240	83,460	87,480	92,172	97,224	102,504
	Monthly	6,148	6,303	6,520	6,955	7,290	7,681	8,102	8,542
	Hourly	38.99	39.98	41.35	44.11	46.24	48.72	51.39	54.18
9	Annual	76,500	78,540	81,228	86,796	90,876	95,820	101,004	106,476
	Monthly	6,375	6,545	6,769	7,233	7,573	7,985	8,417	8,873
	Hourly	40.43	41.51	42.93	45.88	48.03	50.64	53.38	56.28
10	Annual	79,260	81,312	84,216	89,964	94,404	99,540	104,916	110,628
	Monthly	6,605	6,776	7,018	7,497	7,867	8,295	8,743	9,219
	Hourly	41.89	42.98	44.51	47.55	49.90	52.61	55.45	58.47
11	Annual	81,588	83,700	86,676	92,616	97,140	102,456	108,000	113,868
	Monthly	6,799	6,975	7,223	7,718	8,095	8,538	9,000	9,489
	Hourly	43.12	44.24	45.81	48.95	51.34	54.15	57.08	60.18

Pay Schedule A-2				
Effective December 1, 2023				
		Educational Counsellor I		
		Classification 9300		
Pay Step	Education Step	Formal Step	2nd Step	3rd Step
1	Annual	72,468	73,932	75,372
	Monthly	6,039	6,161	6,281
	Hourly	38.30	39.08	39.84
2	Annual	75,756	77,268	78,792
	Monthly	6,313	6,439	6,566
	Hourly	40.04	40.84	41.64
3	Annual	79,128	80,712	82,296
	Monthly	6,594	6,726	6,858
	Hourly	41.82	42.66	43.50
4	Annual	82,728	84,384	86,028
	Monthly	6,894	7,032	7,169
	Hourly	43.73	44.60	45.47
5	Annual	86,496	88,212	89,952
	Monthly	7,208	7,351	7,496
	Hourly	45.72	46.62	47.54
6	Annual	90,504	92,328	94,128
	Monthly	7,542	7,694	7,844
	Hourly	47.84	48.80	49.75
7	Annual	94,920	96,816	98,724
	Monthly	7,910	8,068	8,227
	Hourly	50.17	51.17	52.18

<b>Pay Schedule A-3 Educational Assistant</b>				
<b>Classification 9100</b>				
<b>Effective December 1, 2023</b>				
<b>Pay Step</b>	<b>Education</b>	<b>Formal Step</b>	<b>2nd Step</b>	<b>3rd Step</b>
	<b>Step</b>			
<b>1</b>	<b>Annual</b>	45,072	45,972	46,872
	<b>Monthly</b>	3,756	3,831	3,906
	<b>Hourly</b>	23.82	24.30	24.77
<b>2</b>	<b>Annual</b>	46,848	47,784	48,720
	<b>Monthly</b>	3,904	3,982	4,060
	<b>Hourly</b>	24.76	25.26	25.75
<b>3</b>	<b>Annual</b>	48,576	49,548	50,520
	<b>Monthly</b>	4,048	4,129	4,210
	<b>Hourly</b>	25.67	26.19	26.70
<b>4</b>	<b>Annual</b>	50,520	51,528	52,548
	<b>Monthly</b>	4,210	4,294	4,379
	<b>Hourly</b>	26.70	27.23	27.77
<b>5</b>	<b>Annual</b>	52,548	53,592	54,636
	<b>Monthly</b>	4,379	4,466	4,553
	<b>Hourly</b>	27.77	28.33	28.88
<b>6</b>	<b>Annual</b>	54,636	55,752	56,832
	<b>Monthly</b>	4,553	4,646	4,736
	<b>Hourly</b>	28.88	29.47	30.04
<b>7</b>	<b>Annual</b>	56,940	58,080	59,220
	<b>Monthly</b>	4,745	4,840	4,935
	<b>Hourly</b>	30.10	30.70	31.30
<b>8</b>	<b>Annual</b>	59,172	60,348	61,536
	<b>Monthly</b>	4,931	5,029	5,128
	<b>Hourly</b>	31.27	31.90	32.52
<b>9</b>	<b>Annual</b>	61,476	62,712	63,936
	<b>Monthly</b>	5,123	5,226	5,328
	<b>Hourly</b>	32.49	33.15	33.79
<b>10</b>	<b>Annual</b>	63,876	65,148	66,420
	<b>Monthly</b>	5,323	5,429	5,535
	<b>Hourly</b>	33.76	34.43	35.11
<b>11</b>	<b>Annual</b>	65,748	67,068	68,364
	<b>Monthly</b>	5,479	5,589	5,697
	<b>Hourly</b>	34.75	35.45	36.13

Pay Schedule A-4 Instructor Senior (Coordinator)									
Effective December 1, 2023									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	57,960	59,412	61,164	64,452	67,344	70,968	74,796	78,840
	Monthly	4,830	4,951	5,097	5,371	5,612	5,914	6,233	6,570
	Hourly	30.63	31.40	32.33	34.07	35.59	37.51	39.53	41.67
2	Annual	60,900	62,376	64,404	67,968	71,112	74,904	78,960	83,208
	Monthly	5,075	5,198	5,367	5,664	5,926	6,242	6,580	6,934
	Hourly	32.19	32.97	34.04	35.92	37.59	39.59	41.73	43.98
3	Annual	63,972	65,580	67,596	71,568	74,784	78,804	83,100	87,600
	Monthly	5,331	5,465	5,633	5,964	6,232	6,567	6,925	7,300
	Hourly	33.81	34.66	35.73	37.83	39.53	41.65	43.92	46.30
4	Annual	66,960	68,664	70,848	75,120	78,576	82,800	87,300	92,004
	Monthly	5,580	5,722	5,904	6,260	6,548	6,900	7,275	7,667
	Hourly	35.39	36.29	37.45	39.70	41.53	43.76	46.14	48.63
5	Annual	69,972	71,688	73,920	78,576	82,236	86,700	91,404	96,372
	Monthly	5,831	5,974	6,160	6,548	6,853	7,225	7,617	8,031
	Hourly	36.98	37.89	39.07	41.53	43.47	45.82	48.31	50.94
6	Annual	72,948	74,676	77,136	82,164	86,028	90,684	95,580	100,740
	Monthly	6,079	6,223	6,428	6,847	7,169	7,557	7,965	8,395
	Hourly	38.56	39.47	40.77	43.43	45.47	47.93	50.52	53.25
7	Annual	75,864	77,748	80,328	85,632	89,700	94,584	99,708	105,168
	Monthly	6,322	6,479	6,694	7,136	7,475	7,882	8,309	8,764
	Hourly	40.10	41.09	42.46	45.26	47.41	49.99	52.70	55.59
8	Annual	78,864	80,856	83,652	89,208	93,504	98,520	103,920	109,572
	Monthly	6,572	6,738	6,971	7,434	7,792	8,210	8,660	9,131
	Hourly	41.68	42.74	44.21	47.15	49.42	52.07	54.93	57.91
9	Annual	81,780	83,940	86,832	92,772	97,140	102,432	107,976	113,808
	Monthly	6,815	6,995	7,236	7,731	8,095	8,536	8,998	9,484
	Hourly	43.22	44.37	45.89	49.03	51.34	54.14	57.07	60.15
10	Annual	84,720	86,928	90,024	96,156	100,908	106,404	112,164	118,272
	Monthly	7,060	7,244	7,502	8,013	8,409	8,867	9,347	9,856
	Hourly	44.78	45.95	47.58	50.82	53.33	56.24	59.28	62.51
11	Annual	87,204	89,472	92,652	99,000	103,836	109,524	115,452	121,728
	Monthly	7,267	7,456	7,721	8,250	8,653	9,127	9,621	10,144
	Hourly	46.09	47.29	48.97	52.33	54.88	57.89	61.02	64.34