

Offer to Settle all Outstanding Issues Presented to CUPE by SAHO

September 22, 2009

Errors and omissions excepted.

This package is subject to agreement on all items contained herein. Should agreement not be achieved on all outstanding articles, SAHO reserves the right to revert to its last official position on each article. Previously agreed provisions remain resolved and agreed unless it is mutually agreed between the parties to reopen a provision to allow for amendments.

1. Wages

April 1, 2008 – 2.75%

April 1, 2009 – 2%

April 1, 2010 – 2.25%

April 1, 2011 – 2.25%

Term ending March 31st, 2012

Wage increases are applied to the base rate of pay.

Retroactivity

All employees on staff as of date of signing of the Collective Agreement, shall be eligible for retroactive wage adjustments based on all paid hours with any Employer party to this Collective Agreement.

Except as otherwise provided in this Collective Agreement, all Articles take effect on the date of signing of the Collective Agreement.

2. Market Adjustment

Effective the date of signing of the Collective Agreement, the following classifications will receive a market adjustment as outlined below:

	Base rate	Market Adjusted Rate
Combined Laboratory and X-ray Technician	\$26.92	\$30.15
Laboratory Assistant	\$19.29	\$20.12
Medical Radiation Technologist	\$31.69	\$32.19

3. Job Evaluation

SAHO proposes the Maintenance Committee expedite (to be completed during bargaining) the evaluation of the LPN classification changes. It is anticipated the review will place LPN's at Pay Band 15.

In exchange for resolution and acceptance to the following job evaluation issues and documents as attached, mitigation of the overpayment issue, up to the full amount owed, will be considered.

As a result of such resolution and acceptance, there may be additional consequential changes that are required. As a minimum, Article d. and Article e. as found within the following LOUs will require changing: CUPE - LOU #18; SGEU – LOU #12; SEIU – LOU #22;

Letter of Understanding
Between
CUPE, SEIU, SGEU
And
SAHO

Re: Joint Job Evaluation Maintenance Plan

I JOINT JOB EVALUATION MAINTENANCE COMMITTEE (JJEMC)

1. The parties shall maintain a joint Union/Management maintenance committee.
 - a) The committee shall be gender neutral and consist of ~~twelve (12)~~ **six (6)** members; at least 50% of which must be women.
 - b) The committee membership shall be ~~two (2)~~ **one (1)** CUPE, ~~two (2)~~ **one (1)** SEIU, ~~two (2)~~ **one (1)** SGEU and **three (3)** ~~six (6)~~ Employer representatives.
 - c) ~~One (1) CUPE, one (1) SEIU, one (1) SGEU~~ **Two (2) Union** and ~~three (3)~~ **two (2)** Employer members shall be necessary for a quorum. **In the case of a specific classification request, the representing union must be one of the two (2) Union members present to constitute quorum.**
 - d) Committee members shall be rotated with the objective that the typical term of service is two (2) years.
2. The individual who will assist the Joint Job Evaluation Maintenance Committee (JJEMC) will be jointly selected by the Unions and SAHO and be compensated by SAHO.
3. The JJEMC members, the Assistant and others that work with the Plan shall be trained on the application of the Plan and in the principles of "Equal Pay for Work of Equal Value".
4. The JJEMC will be responsible for receiving all job data. The JJEMC will review the job data for completeness, perform a job analysis, consolidate the data and rate the jobs.
5. The JJEMC will maintain the integrity of the Plan.

6. The JJEMC will conduct research necessary to carry out its duties.
7. The JJEMC will be responsible for maintaining all Plan documentation as well as recording, in writing, the group consensus rationale and unanimous agreements.
8. The JJEMC shall operate by consensus and shall meet when necessary but at least once every two (2) months.
9. If the JJEMC cannot reach consensus on any matter, it will be dealt with pursuant to the dispute resolution process **as found in Article VII Dispute Resolution Process (Appendix A B)**.
10. JJEMC members shall excuse him or herself from the maintenance process for a position where the committee or a member has identified a conflict of interest. **Notwithstanding Article 1. c), quorum shall be obtained by the presence of the other members representing the Unions or the Employer.**

Conflict of interest includes, but is not limited to, classification decisions on jobs:

- * In their ~~Job~~ **classification**
- * Encumbered by family members or personal friends
- * For which they have declared a bias for, or against, and
- * For which they are the immediate in-scope or out-of- scope supervisor.

11. **Each Party will be responsible for the The costs and expenses of their respective members of the Joint Job Evaluation Maintenance Committee (JJEMC). ~~will be born~~ by SAHO will be responsible for the meeting room and midday meal costs during meeting days.**

II THE ROLES AND AUTHORITY OF THE MAINTENANCE COMMITTEE

- ~~12. Monitors and makes recommendations to the Bargaining Committee to ensure that negotiated wage settlements do not widen the wage gap or undermine equitable compensation practices and equitable wage relationships.~~
12. **Sole responsibility for maintaining Maintains the Job Fact Sheets (JFS), the Rating Rationales (RR) and the Job Descriptions (JD) and modifies and creates new JFS, RR and JD them as required from time to time.**
13. Develops and maintains an educational program regarding the principles of the plan and how it works.
- ~~15. Recommends changes to Job Evaluation factors and weights to the parties, as required.~~

14. Maintains the notes to raters through additions or amendments of notes.
15. Develops a process, in accordance with pertinent Collective Bargaining Agreements, to evaluate all changed and new jobs ~~following the general principles outlined in the attached flow chart.~~
16. Endeavours to review 20% to 25% of all jobs each year with priority given to jobs that have changed or jobs that have not been reviewed for some time.
17. Provides the Employers' and the Unions' current job descriptions and other data that constitutes the Plan.
18. Rates new and changed jobs. **The JJEMC decision is final and binding. Any subsequent submission of information will constitute a new maintenance request.**
19. Upholds the integrity of the Plan through the adjudication of disputes regarding the assignment of factor ratings to the job assignment. In this regard, management members of the panel do not represent nor advocate for Employers and the Union members do not represent nor advocate for the employee.
20. Questions information presented to determine if it meets the requirements in the notes to raters and the intent of the degree definition within the factor.
21. Ensures, where necessary, that information presented is verified as legitimate duties and responsibilities of the job assignment. The JJEMC has the authority to obtain information through questioning and written documentation, to substantiate any statements.
22. Only the JJEMC shall be authorized to sign off the classification level of any job within the plan.
- ~~25. Employees and Supervisors have the right to have initial rating decisions reconsidered; upon reconsideration, all decisions made by the JJEMC will be final and binding.~~
- ~~26. Annually reviews and reports to the parties on the use of market-driven adjustments as per Government of Saskatchewan Policy Framework.~~

III JOINT JOB EVALUATION COMMITTEE ASSISTANT

23. The Assistant will work with Employer Human Resource Departments and Local Unions to determine if existing job descriptions and job ratings can be applied to New Job or Changed Job (Reclassification) requests.

24. The Assistant will ~~assist the Employer Human Resource Departments and Local Unions to~~ determine interim wage rates in order to post new jobs.
25. The Assistant will forward, all information regarding specific requests under articles 27 and 28 of this agreement, to the JJEMC for review.
26. The Assistant will also conduct research, assist with problem solving, provide administrative support (book meetings, record, keep and update databases, administration, documentation, etc.), ensure all parties are made aware of the JJEMC yearly program and perform other duties determined by the JJEMC Committee.

IV JOB RATINGS

In the application of the Manual, the following general rules shall apply:

27. It is the content of the job, and not the performance of the Employee(s) that is being rated.
28. Jobs are rated without regard to existing wage rates.
29. Jobs are ~~not~~ rated and ranked by comparing the specific requirements of the job to the sub-factor definition, guidelines and explanations and notes to raters.
30. Each job will be rated relative to and consistent with all other jobs rated under the Manual.
31. The factors and sub-factors must have an impact on all jobs being rated.
32. A factor rating cannot be adjusted if the duties or responsibilities have been credited in another factor, as this would represent bias due to double crediting.
33. Errors in rating shall be corrected and are not precedent setting.
34. Rating decisions shall include a "sore thumbing" process to ensure consistency in Committee decisions.

V INITIATING THE REVIEW OF A NEW JOB

35. When the Employer creates a new job, the supervisor will complete a Job Review Request Form and a Job Fact Sheet based upon the qualifications and/or the duties proposed for the job. The foregoing will be submitted to the appropriate Human Resources Department.

36. Within five (5) working days, the Human Resources Department will forward copies of the above to the Local Union and the JJEMC Assistant.
37. Within fourteen (14) working days, the Human Resources Department and Local Union will arrange to meet with the JJEMC Assistant to determine if an existing job description and profile are appropriate. All material will be forwarded to the JJEMC for review.

~~NOTE: The posting of a new position will not be delayed by a JJEMC review. The Human Resources Department and the Local Union with the assistance of the JJEMC Assistant will establish an interim wage rate in order that the new job may be posted immediately.~~

38. If the Human Resources Department and the Local Union, with the assistance of the JJEMC Assistant agree that an existing job description and job rating are appropriate, the job will be posted and an appointment made.

~~42.1 After six (6) months the Human Resources Department will provide the job description and profile to incumbent and supervisor for signoff.~~

~~42.2 If, after six (6) months but not later than twelve (12) months, either the supervisor or incumbent do not sign off, the incumbent will complete a Job Fact Sheet, the supervisor will comment and the Job Fact Sheet will be forwarded to the JJEMC for review.~~

39. If the Human Resources Department and the Local Union, with the assistance of the JJEMC Assistant do not agree that an existing job description and job rating are appropriate, the Job Fact Sheet and job description will be forwarded to the JJEMC for review.

~~NOTE: The posting of a new position will not be delayed by a JJEMC review. The Human Resources Department and Local Union with the assistance of the JJEMC Assistant will establish an interim wage rate in order that the new job may be posted immediately.~~

~~43.1 After six (6) months the Human Resources Department will provide the job description and profile to incumbent and supervisor for signoff.~~

~~43.2 If, after six (6) months but not later than twelve (12) months, either the supervisor or incumbent do not sign off, the incumbent will complete a Job Fact Sheet, the supervisor will comment and the Job Fact Sheet will be forwarded to the JJEMC for review.~~

~~43.3 Also see the attached flow chart titled "Maintenance Procedure New Job".~~

VI INITIATING THE REVIEW OF A CHANGED JOB (RECLASSIFICATION)

40. Either an employee or supervisor ~~may~~ **will** complete a Job Review Request Form, a Job Fact Sheet and changes to the **current provincial** job description if they believe qualifications and/or the duties of a job has changed. The foregoing will be submitted to the appropriate Human Resources Department.
41. Within five (5) working days the Human Resources Department will forward copies of the above to the Local Union and the JJEMC Assistant.
42. Within fourteen (14) working days, the Human Resources Department and the Local Union will arrange to meet with the Assistant, to determine if the job has changed sufficiently to warrant a review. The three (3) groups will determine if there is an existing job description and job rating that are appropriate. The material will be forwarded to the JJEMC for review.
43. If the Human Resources Department, the Local Union and the Assistant agree that an existing job description and job rating are appropriate, the job will be reclassified immediately and the employee and the supervisor notified. The material will be forwarded to the JJEMC for information purposes **only**.
44. If the Human Resources Department and the Local Union with the assistance of the JJEMC Assistant cannot agree that an existing job description and job rating are appropriate, the material will be forwarded to the JJEMC for review.
45. ~~If the first review is done by the JJEMC and the incumbent and/or supervisor do not sign off either or both may submit more information to the JJEMC for review.~~

~~49.1~~ Any adjustment in pay rates will be effective the date the Review Request Form **and all associated required documentation** was received by the Human Resources Department.

~~49.2~~ ~~Also, see attached flow chart titled "Maintenance Procedure Reclassification".~~

VII DISPUTE RESOLUTION **PROCESS** (See **Appendix A B**)

46. ~~Failing consensus following the mediation stage, †~~The JJEMC shall refer unresolved disputes to a Dispute Resolution ~~Tribunal~~ **process**.
47. The Dispute Resolution ~~Tribunal~~ **process** is comprised of ~~a one (1) Employer-appointed representative, one (1) Union-appointed representative and~~ Chair chosen by the parties from a mutually agreed to list.
48. The jurisdiction of the Dispute Resolution **Chair** ~~Tribunal~~ shall be limited to the matter in dispute as referred to by the JJEMC.

49. The decision of the Dispute Resolution ~~Chair Tribunal~~ shall be final and binding upon the parties.
50. The parties further agree that this Dispute Resolution protocol must be timely and cost-effective.

VIII INFORMATION TO THE PARTIES

51. The JJEMC will provide the parties with a quarterly report containing the following information:
- > A summary of all reconsideration requests received this quarter.
 - > A summary of all reconsideration requests carried forward from previous quarter.
 - > A summary of all decisions.
 - > **Notification of c**Changes to the Provincial Job Fact Sheets, **Rating Rationales** and Job Descriptions.
 - > **Notification of the creation of new Job Fact Sheets, Rating Rationales and Job Descriptions.**

APPENDIX A as signed by the parties on April 3, 2007: Delete

APPENDIX B Dispute Resolution ~~Tribunal~~ Process

Authority

This Appendix outlines the process as referenced in the Letter of Understanding Maintenance Plan between SAHO and CUPE/SEIU/SGEU RE: Joint Job Evaluation Article VII #~~50-54~~ **46 – 50** and is final and binding on all parties.

Parameters for Dispute Resolution ~~Tribunal~~ Process

- ~~Each Party shall be charged with the responsibility to determine how they will represent their members.~~
- Adhere to principles of the Plan.
- Adhere to Policy Framework (1999), Maintenance Plan and negotiated Letters of Understanding.
- Duties, qualifications, factors, and factor ratings can be adjudicated.
- The Dispute Resolution ~~Tribunal~~ **Chair** shall be limited to adjudicating only those duties, qualifications, factors and factor ratings that arise from the **Joint Job Evaluation Maintenance Committee (JJEMC)** dispute.

Employer Proposals – SAHO/CUPE Collective Bargaining Agreement

- The Dispute Resolution ~~Tribunal~~ **Chair** shall have the ability to recommend changes to the Committee of the Parties (COPs) on the wording of the Plan and Notes to Raters and shall provide recommendations for the specific language for these changes to the Plan and Notes to Raters. The Dispute Resolution ~~Tribunal~~ **Chair** shall provide the COPs any additional language that provides clarity of its interpretation; this language must adhere to the principles of the Plan.
- JJEMC disputes ~~may~~ **will** be resolved by a sole Chair ~~upon agreement by the Parties. Where the Parties cannot agree to a sole Chair within 30 calendar days a Dispute Resolution Tribunal shall be convened~~ as per VII Part 540 of the JJE Maintenance Agreement.
- Dispute Resolution ~~Tribunal~~ decisions will be rendered within ninety (90) days and provided to the ~~Parties~~ **JJEMC**.

Information available to Dispute Resolution ~~Tribunal~~ **Chair**

- Pre-JJE history.
- The Plan.
- Other relevant documentation:
 - All job fact sheets.
 - All maintenance data.
 - Any other necessary data, ~~except that which is not considered admissible.~~
- The parties agree to identify the duties, qualifications, factors and factor ratings in dispute to the Dispute Resolution ~~Tribunal~~ **Chair**.
- ~~The parties agree to disclose any and all documentation that they wish to present to the Dispute Resolution Tribunal at least five (5) days prior to the Hearing.~~
- Other documentation as requested by the ~~Chair panel~~ **Chair**.

Dispute Resolution ~~Tribunal~~ **Process**

- ~~No presentation by official legal counsel of any of the parties or individuals.~~
- ~~No presentation by any other individuals who are lawyers.~~
- ~~Representatives and presenters to be designated at the commencement of the Dispute Resolution Tribunal.~~
- ~~Dispute Resolution Tribunal hearings are open to employees and employers as observers only.~~
- ~~Prior notification of attendance is required, wherever possible.~~
- ~~Presentations to be highlights from submissions, not reading verbatim.~~
- ~~The presenters will give a short oral summation of their position at the commencement of the hearing.~~

Employer Proposals – SAHO/CUPE Collective Bargaining Agreement

- ~~The presenter who is supporting the greatest change will proceed first, followed by clarification questions from the Dispute Resolution Tribunal. The next party presents their information, followed by clarification questions from the Dispute Resolution Tribunal. This process will continue until all parties have presented their information.~~
- ~~Rebuttals shall be limited to the examination in chief and shall be presented in reverse order.~~
- ~~No cross examinations.~~
- ~~Questions and requests for clarification are allowed from the Dispute Resolution Tribunal members only.~~
- The Dispute Resolution ~~Tribunal~~ **Chair** has the ability to seek clarification from:
 - Maintenance Committee
 - Educational Institutions
 - Maintenance Documentation
 - Evaluation and/or Reconsideration Documentation
 - The Parties
- Any additional information obtained by the Dispute Resolution ~~Tribunal~~ **Chair** must be disclosed to the JJEMC ~~and the COPS.~~
- ~~Any subsequent questions are for clarification purposes only and will not be by official Legal Counsel of any of the Parties, or by any other individuals who are lawyers.~~

Possible Outcomes from the Dispute Resolution ~~Tribunal~~ Process

- Changes to the existing job classification.
- Creation of a new job classification(s).
- No change to the existing job classification.
- Determine the factor ratings, rating rationale, job fact sheet, job description and provide supporting rationale for the decision.
- The sole Chair ~~or chairperson~~ of the Dispute Resolution ~~Tribunal~~ **Process** shall retain jurisdiction on bundling issues should the Employer and the Local of the Union be unable to reach agreement.

Costs of ~~Tribunal~~ Dispute Resolution Process

- The cost of the Dispute Resolution ~~Tribunal Chairperson~~ **Chair** to be shared 50/50 between SAHO and the Unions.
- ~~Individual Dispute Resolution Tribunal nominees to be paid for by the respective Parties.~~
- ~~Other individual's costs to be paid for by the respective Parties.~~
- ~~Hearings will be held in Regina or Saskatoon, or otherwise agreed to by the Parties. Meeting room costs to be shared 50/50 between SAHO and the Unions,~~ to **provide a meeting room for the Chair** unless otherwise agreed to.

LETTER OF UNDERSTANDING

**BETWEEN
SASKATCHEWAN ASSOCIATION OF
HEALTH ORGANIZATIONS (SAHO)**

AND

**CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE)
AND
SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)
AND
SASKATCHEWAN GOVERNMENT AND GENERAL
EMPLOYEES' UNION (SGEU)**

**RE: JOINT JOB EVALUATION DISPUTE MECHANISM FOR OUTSTANDING
BUNDLING ISSUES**

1. Dispute Resolution Bundling Issues – October 2000 to September 13, 2004

Any bundling issues that flow from the Dispute Resolution Tribunal (Chair, Mr. Phil Johnson) decisions (Appendix A) shall be resolved by Mr. Phil Johnson. Every individual employee and their immediate out-of-scope supervisor who has a bundling issue as a result of the Tribunal decisions shall have their bundling issue resolved, unless a resolution to their bundling issue has been agreed to by the Union (SEIU, CUPE or SGEU) and the Employer and reduced to writing. These bundling issues remain resolved and are not subject to this process.

The individual bundling issue shall be limited to the period October 2000 to September 13th, 2004.

The information utilized shall be limited to the individual bundling issue and not related to the factor ratings.

If more information, other than information already on file, is required to make a decision, Mr. Phil Johnson shall have the authority to gather further information from the Employer, Union and/or the employee(s).

Mr. Phil Johnson will place individuals into a job based on the provisions of the Joint Job Evaluation Plan and the Joint Job Evaluation Letters of Understanding. Mr. Phil Johnson may use a current provincial classification. Mr. Phil Johnson will have the authority to create a new classification if needed. Mr. Phil Johnson will create a new job description and rate the job according to the Joint Job Evaluation Plan and the Joint Job

Evaluation Letters of Understanding. Employees who have not been previously identified as having an outstanding bundling issue or where the bundling issue has been agreed to by the Union (SEIU, CUPE or SGEU) and the Employer shall not be placed in a newly created job classification through this adjudication process; rather the regular maintenance process shall be utilized on a go forward basis.

2. Dispute Resolution Bundling Issues – September 14, 2004 to Date of Signing of this Letter of Understanding

Any bundling issues that flow from the Dispute Resolution Tribunal (Chair, Mr. Phil Johnson) decisions (Appendix A) shall be resolved by Mr. Phil Johnson. Every individual employee and their immediate out-of-scope supervisor who has a bundling issue as a result of the Tribunal decisions shall have their bundling issue resolved, unless a resolution to their bundling issue has been agreed to by the Union (SEIU, CUPE or SGEU) and the Employer and reduced to writing. These bundling issues remain resolved and are not subject to this process.

The individual bundling issue shall be limited to the period after September 13th, 2004 to the date of signing of this letter of understanding.

The information provided shall be limited to the individual bundling issue and not related to the factor ratings.

Bundling issues within this time period shall not result in any retroactive adjustments neither to the employee or the Employer. Classification/bundling issues that occur after the date of signing of this letter of understanding shall be decided upon using the Maintenance Process.

If more information, other than the information already on file, is required to make a decision Mr. Phil Johnson shall have the authority to gather further information from the Employer, Union and/or the employee(s).

Mr. Phil Johnson will place individuals into a job based on the provisions of the Joint Job Evaluation Plan and the Joint Job Evaluation Letters of Understanding. Mr. Phil Johnson may use a current provincial classification. Mr. Phil Johnson will have the authority to create a new classification if needed. Mr. Phil Johnson will create a new job description and rate the job according to the Joint Job Evaluation Plan and the Joint Job Evaluation Letters of Understanding. Employees who have not been previously identified as having an outstanding bundling issue or where the bundling issue has been agreed to by the Union (SEIU, CUPE or SGEU) and the Employer shall not be placed in a newly created job classification through this adjudication process; rather the regular maintenance process shall be utilized on a go forward basis.

3. Bundling Issues – JJE Steering Committee

Any outstanding bundling issues that exist as a result of the JJE Steering Committee not approving the recommendations of the JJE Reconsideration Committee will be resolved by a sole Chair as per part (d) of Letter of Understanding #22 in the SAHO/SEIU current Collective Agreement, Letter of Understanding #18 in the SAHO/CUPE current Collective Agreement, and Letter of Understanding #12 in the SAHO/SGEU current Collective Agreement. A Dispute Resolution Process shall be convened as per Appendix B – Dispute Resolution Process.

The adjudication shall be limited to the individual bundling issue and not related to the factor ratings. The adjudication shall be limited to the period October 2000 to September 13th, 2004.

The adjudication processes above (1 through 3) are final and binding on each party. Process 1 and 2 shall be completed prior to beginning process 3. The parties shall share equally the cost of Mr. Phil Johnson, the Chair of the Dispute Resolution Process and any other common costs. The parties shall mean SAHO and the Unions (SEIU, CUPE, SGEU).

All outstanding grievances related to any bundling issues addressed in this Letter of Understanding shall be considered resolved and withdrawn.

LETTER OF UNDERSTANDING

**BETWEEN
SASKATCHEWAN ASSOCIATION OF
HEALTH ORGANIZATIONS (SAHO)
AND
SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)
CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE)
AND
SASKATCHEWAN GOVERNMENT AND GENERAL
EMPLOYEES' UNION (SGEU)**

RE: 300 SERIES JOBS

- 1) All 300 series jobs/classifications, other than those that went through the Tribunal process, shall be reviewed by an agreed to third party knowledgeable in job classification.**
 - a) 300 series jobs/classifications that went through the Tribunal process are final and binding. Incumbents have all had an opportunity to contribute all relevant information to those jobs/classifications as a result of the Tribunal process. These jobs will not be reviewed by the JJEMC. Future reviews of these jobs may be conducted through the normal maintenance process as outlined in the Maintenance Plan LOU as revised subsequent to the original document signed October 3, 2003.**
 - b) Incumbents and employers who have already provided information to the Joint Job Evaluation Maintenance Program will have their information considered. Only information on file will be considered in the finalization of these jobs. If more information, other than information already on file, is required to make a decision, the agreed to third party shall have the authority to gather further information from the Employer, Union and/or the employee(s).**
- 2) If, upon completion of the review of the 300 series jobs/classifications as indicated in 1) b) above, a change in pay band is required, the effective date of such change in a pay band shall be the first Sunday following the completion of the review. Completion shall be defined as receipt of a decision of a third party.**

Upon completion of the process outlined in this Letter of Understanding, any future review of a 300 series job/classification will be in accordance with the Maintenance Plan LOU as revised subsequent to the original document signed October 3, 2003.

All outstanding grievances related to any bundling issues addressed in this Letter of Understanding shall be considered resolved and withdrawn.

LETTER OF UNDERSTANDING

**BETWEEN
SASKATCHEWAN ASSOCIATION OF
HEALTH ORGANIZATIONS (SAHO)**

AND

**SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)
CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE)**

AND

**SASKATCHEWAN GOVERNMENT AND GENERAL
EMPLOYEES' UNION (SGEU)**

RE: Outstanding Maintenance Files

- 1) **SAHO will evaluate all outstanding maintenance files, as of date of signing, in a timely manner in accordance with the Maintenance Plan.**
 - a) **If more information, other than information already on file, is required to make a decision, SAHO shall have the authority to gather further information from the Employer, Union and/or the employee(s).**
 - b) **SAHO will place individuals into a job based on the provisions of the Joint Job Evaluation Plan and the Joint Job Evaluation Letters of Understanding. SAHO may use a current provincial classification or will have the authority to create a new classification if needed and rate the job according to the Joint Job Evaluation Plan and the Joint Job Evaluation Letters of Understanding.**
- 2) **The Employer and/or the employee have the right to appeal the above decision. If an appeal is filed, a Dispute Resolution Process shall be convened as per Appendix B – Dispute Resolution Process.**
- 3) **Those maintenance requests that have already had some level of the Joint Job Evaluation Maintenance Committee (JJEMC) involvement will be completed by the JJEMC, as will all future maintenance requests as per the most current Maintenance Plan LOU.**

PROVIDER GROUP JOINT JOB EVALUATION

COMMITTEE OF THE PARTIES (COPs)

TERMS OF REFERENCE

BETWEEN

SASKATCHEWAN ASSOCIATION OF HEALTH ORGANIZATIONS (SAHO)

AND

CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE)

**SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES UNION
(SGEU)**

SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)

Preamble

It is agreed that with the establishment of the Committee of the Parties (COPs) that the Joint Job Evaluation Steering Committee (JJESC) has been dissolved, and the COPs will complete the JJESC duties and mandate as set out in the Joint Job Evaluation Project Terms of Reference.

It is understood that each Provider Group Union (CUPE, SGEU and SEIU) participates independently in the Provider Group Joint Job Evaluation Program (including both the Reconsideration Process and Maintenance Plan). The Collective Agreements between SAHO and each of the Provider Group Unions provide for the ability of the parties to establish the COPs for the purpose set out below. The Parties agree to establish said Committee. It is agreed among the Parties that the Terms of Reference for this Committee shall work in concert with the provisions of each Provider Group Union Collective Agreement. Where there are discrepancies between these Terms of Reference and the applicable Collective Agreement(s) or in absence of specific provisions in these Terms of Reference, the terms and conditions of the applicable Collective Agreement(s) shall govern.

Purpose

The COPs shall deal with the recommendations of the Maintenance Committee, as per the Maintenance Agreement, as well as other matters that are outside of the roles and authority of the JJE Maintenance Committee and other matters that may arise regarding the Provider Group Joint Job Evaluation Program. The COPs shall receive the reports, recommendations and inquiries of the JJE Maintenance Committee and will determine

the appropriate resolution/action required. ~~The COPs shall sign off on each Job Description as it is finalized. The signed copy will be kept with the Program.~~ Any party to the Program can request a signed off copy of the Job Description.

The COPs shall make recommendations to each of their principals in regards to amendments and/or modifications to the JJE Plan and other JJE collective bargaining matters.

The Establishment of the COPs in no way lessens the role and authority that is already established in the Provider Group Joint Job Evaluation Maintenance Plan for the Joint Job Evaluation Maintenance Committee (JJEMC).

Composition

The COPs shall be comprised of SAHO/Employer representatives and Union representatives from each of CUPE, SEIU, and SGEU. As well, each and every party may have resource staff in attendance.

Committee Procedure

The Parties of the COPs shall have the authority to bargain on behalf of each Party's principals. Any decision reached by the COPs and where required, approved by each Party's principals, shall be reduced to writing, signed off by all of the Parties and distributed to each Party's principals.

Meetings

The COPs will meet four (4) times a year, such meetings to be scheduled in advance. As well, the COPs will meet within thirty (30) days of the request, in writing, of one of the Parties to the other three Parties. The thirty (30) day notice may be waived upon agreement of the Parties. The chair of the meetings will alternate between SAHO and the Provider Group Unions. The chair will be responsible to develop an agenda for the meeting. Administrative support, including the taking of minutes, shall be provided by SAHO. Minutes will be provided to the Parties for distribution as seen fit.

Duration of the Committee

The COPs shall continue as per Letter of Understanding #23 in the SAHO/SEIU Collective Agreement, Letter of Understanding #19 in the SAHO/CUPE Collective Agreement and Letter of Understanding #13 in the SAHO/SGEU Collective Agreement.

Disputed Items that Arise from the Maintenance Committee

Disputed issues that arise from the Maintenance Committee shall follow the process outlined in the JJEMC Letter of Understanding VII Dispute Resolution. ~~Should the issue not be resolved through the JJE Mediation Stage Process (see Appendix A)~~ The issues may then be referred to a Dispute Resolution ~~Tribunal~~ Process (see Appendix B).

Dispute Resolution - COPs

- 1) i) Where the COPs cannot reach agreement on a disputed issue(s), the Parties may mutually agree to refer the disputed issue(s) to any of the following dispute resolution methodologies:
 - a) Mediation; or
 - b) Conciliation; or
 - c) Expedited Arbitration; or
 - d) Full Panel Arbitration; or
 - e) To their Principals for negotiation.Failure to resolve a disputed issue via a) or b) shall not limit the Parties ability to use another process.
 - ii) If the Parties cannot mutually agree on where to refer the disputed issue(s), the Parties shall use a conciliator as appointed by the Ministry of Advanced Education, Employment and Labour to assist the Parties in agreeing on where to refer the disputed issue(s) from the choices c), d) or e).
 - iii) If the conciliator can not assist the Parties to reach agreement, the conciliator shall have the ability to make a final and binding decision on the process to be used.
- 2) Any agreement and/or award resulting from the above processes shall be final and binding on the Parties.
- 3) The Parties shall share equally any common costs (e.g. Mediator, Arbitrator, room rentals, etc) related to dispute resolution.
- 4) The Parties shall mean SAHO and the Unions (SEIU, CUPE, SGEU).

4. Licensed Practical Nurses

NEW LOU:

LETTER OF UNDERSTANDING

BETWEEN

SASKATCHEWAN ASSOCIATION OF HEALTH ORGANIZATIONS

AND

THE CANADIAN UNION OF PUBLIC EMPLOYEES

Re: Licensed Practical Nurses

The Regina Qu’Appelle Health Region, Sunrise Health Region, Sun Country Health Region, Prairie North Health Region and the Prince Albert Parkland Health Region are committed to enabling Licensed Practical Nurses to perform the full scope of their duties based on the model of care being provided.

The Health Regions shall have in place nursing policies and procedures which are consistent with the professional associations standards of practice and legislation that applies to Licensed Practical Nurses.

SAHO and the Health Regions designated above endorse and support the optimal utilization of LPNs’ professional skills.

5. Proposals Specific to CUPE

Add new Articles 15.14 as follows:

15.14 Influenza Vaccine

The parties agree that influenza vaccinations may be beneficial for patients and Employees. Upon a recommendation from the Medical Health Officer pertaining to a facility or a specifically designated area(s) thereof or in compliance with applicable provincial legislation, the Employer will offer influenza vaccinations to Employees subject to the following:

- 1) If the full cost of such immunization is not covered by some other source, the Employer shall pay the full or incremental cost for the vaccine and will endeavour to offer vaccinations during the Employees working hours. In addition, Employees will be provided with information, including risks and side effects, regarding the vaccine.**
- 2) If an Employee opts not to take the vaccine and, in the event of an outbreak in the facility, the Employee will have the option to:**
 - **take antiviral drugs at her cost and returning to work when medically cleared; or**
 - ***be cohorted or reassigned by the Employer where practicable (such cohorting or reassignment will be negotiated between the Employer and the Local of the Union in advance or as soon as possible thereafter); or***
 - **be placed on an unpaid leave of absence. If an Employee chooses to be placed on an unpaid leave, she may use vacation credits or banked time in lieu in order to maintain her income.**
- 3) If an Employee refuses to take the vaccine because it is medically contraindicated, and where a medical certificate is provided to this effect, she will be reassigned during the outbreak period, unless reassignment is not possible, in which case the Employee will be paid in accordance with Article 31.03. It is agreed that any such reassignment will not adversely impact the scheduled hours of other Employees. Any time lost shall not result in loss of the Employee's sick leave credits**
- 4) If an Employee gets sick as a result of the vaccination, and applies for Workers Compensation Benefits, the Employer will not oppose the claim.**
- 5) Notwithstanding the above, the Employer may offer the vaccine on a voluntary basis to Employees free of charge.**

This clause shall be interpreted in a manner consistent with the Saskatchewan Human Rights Code.

Amend Article 18.01 b) ii) as follows:

- ii) incidents are investigated promptly, objectively and in a sensitive confidential manner.
Employees and Local of the Union representatives will be expected to co-operate with Management in identifying situations, reporting promptly and disclosing all information in order to facilitate the investigation.

Amend Article 19.02 by adding a new i) as follows:

- i) Has not been re-employed from the Disability Re-employment List as per Article 31.08 b) ii).**

Amend Article 20.01 k)

- k) Should the Maintenance Committee recommend the creation of pay bands beyond **the existing Pay Bands Pay Band 21**, the Parties shall meet to establish the new pay bands based on the established point band size and wage line promotion formula.

Amend Article 21.01 b) as follows:

- b) For informational purposes only the following shall be included and it is recognized that these conditions may be subject to change:
 - i) shifts (days, evenings, nights) including actual hours,
 - ii) probable date of commencement of the position, and
 - iii) Regionally based, multi-site, facility-based/agency based or specific to a department.**

Amend Article 21.01 d) as follows:

- d) ~~Should the Employer(s) be unsuccessful in obtaining applicants with the qualifications required in the posting of the position, and intends to reduce the qualifications from those stated on the posting, the Employer(s) shall consult with the Local of the Union regarding the amended qualifications and shall re-post the position describing the required qualifications and fill the position in accordance with this article.~~**

Employees who accept a part-time position shall be offered the opportunity to accept a relief *position* in the same classification within the department of the part-time position. *Such relief position shall not be required to be posted in accordance with 21.01 c) Postings for Relief. Such relief positions shall be governed in accordance with Article 27.04 Relief Work.*

For the purpose of Article 27.04 b) ii), the minimum availability requirement shall be as stated in the relief position letter of offer.

Amend Article 21.12 as follows:

21.12 Rate of Pay when Setting Up OTFT in Second and Subsequent Positions

~~The salary rate for other than full-time Employees who are employed in more than one classification shall be established consistent with the terms of Article 21.04 – Pay Upon Promotion, Article 21.07 – Lateral Transfer within the Same Pay Band and Article 21.08 – Pay Upon Demotion.~~

Employees who are employed in two (2) or more other than full-time positions and in more than one (1) classification shall be paid at the appropriate salary rate based on the time worked in each classification.

Add a new Article 21.14 as follows:

21.14) Multi-Site Work

a) Occasional

Employees requested to report to a workplace other than their normal workplace, within a Regional Health Authority, on an occasional and/or short term basis, shall be assigned as follows:

- i. Qualified and able Employees will be approached in order of seniority and offered the opportunity for assignment.**
- ii. The Employer shall provide workplace and program orientation to an Employee who is assigned.**
- iii. Transportation costs associated with travel between worksites, during the work day, shall be paid by the Employer.**
- iv. In emergent circumstances, the Employer will assign Employees as required, however, the Employer will inform the Local of the Union where this has occurred.**

b) Regular And Ongoing

When an Employer makes a determination that a Program/Department and/or encumbered position(s) will be changed to be multi-site, within a Regional Health Authority, on a regular and ongoing basis, the Employer and the Local of the Union will meet to negotiate the details related to implementation of the change.

Agreement regarding the implementation of the change will not be unreasonably withheld by either party.

Implementation shall occur as follows:

- i) In circumstances where not all Employees are affected by the planned change, qualified and able Employees will be allowed, in order of seniority, the opportunity to accept the changed position, or remain at their current worksite.**
- ii) The Employer shall provide workplace and program orientation to an Employee who is reassigned.**
- iii) Transportation costs associated with travel between work sites, during the work day, shall be paid by the Employer.**

Employer Proposals – SAHO/CUPE Collective Bargaining Agreement

Amend Article 25.05 as follows:

25.05 **Displacement of Employees**

Laid off or displaced Employees may exercise seniority, subject to their qualifications and ability being sufficient to perform the duties, into a higher paid classification, a lower paid classification or same paid classification ~~within the bargaining unit.~~

Subject to the following:

- a) Employees shall choose a classification in a department (including departmental unit if vacancies and new positions are posted by departmental unit) and in a facility, agency or geographic area in which they wish to exercise their seniority. **A laid off or displaced Employee may only displace into a vacant position in the Health Region or they may displace an Employee in the same pre-existing Agency or Facility, with less seniority;**

No change in remainder of Article.

Amend Article 27.02 a) as follows:

a) Full Time Employees

Normal hours of work for full-time Employees shall be one hundred and twelve (112) hours in a three (3) week period divided into shifts of eight (8) consecutive hours (exclusive of a specified meal period).

~~On completion of one hundred and twelve (112) paid hours all Employees shall earn an unpaid day of rest.~~ **Employees shall be entitled to an unpaid day of rest in each designated three (3) week period.** This day of rest shall be scheduled **in accordance with the Master Schedules established by Article 27.11.** **Any changes in the scheduling of the day of rest must be** by mutual agreement between the Employee and Employer.

All hours worked in excess of eight (8) hours per day or one hundred and twelve (112) hours in a three (3) week period shall be classed as overtime and paid at overtime rates.

Amend Article 27.04 f) i) as follows:

f) i) Assignment of a Longer Shift

Should the senior Employee be scheduled for a shorter shift and a longer shift becomes available **within the same department**, the Employee shall be assigned the longer shift. ~~regardless of whether both shifts are in the same department and regardless of whether the shorter shift can be replaced or not.~~

Amend Article 27.04 i) as follows:

i) Failure to Properly Assign Work

The senior Employee not called in accordance with these provisions shall be **scheduled for paid for all** lost hours provided the error is ~~discovered~~ **reported** and recorded no later than fourteen (14) calendar days after the work is performed. ~~After the fourteen (14) calendar days the Employer will not be subject to payment.~~ **Such hours shall be scheduled as supernumerary within fourteen (14) calendar days from the date the lost hours are reported.**

Amend Article 27.10 as follows:

27.10 Overtime Rates of Pay

Employees shall not work overtime unless authorized by the Employer.

a) Overtime by Seniority

All Employees shall be eligible for overtime in their department and all overtime shall be offered in order of seniority.

The senior Employee not offered overtime in accordance with these provisions shall be scheduled to work for the lost overtime hours paid at the applicable overtime rates provided the error is reported no later than fourteen (14) calendar days after the overtime work is performed. After the fourteen (14) calendar days the Employer will not be subject to payment. Such hours shall be scheduled as supernumerary within fourteen (14) calendar days from the date the lost hours are reported.

Amend Article 27.17 as follows:

27.17 Weekends Off

Insofar as possible within established staffing patterns, Employees will be scheduled for weekends off on an equitable basis. All Employees shall have at least one (1) weekend off in **the designated** three (3) week period.

Employees shall not be assigned to work more than two weekends in the designated three week period. However, part-time and relief Employees may work additional weekends at regular rates of pay upon mutual agreement between the Employer and the Employees affected.

~~Employees who are required to work on all three weekends in the designated three (3) week period shall be paid at overtime rates for one weekend.~~

Amend the Article 27.20 as follows:

27.20 Standby Payments

Current language – rates referred to common table.

Amend Article 27.21 as follows:

27.21 Call Back

a) After Completion of Shift

Any Employee **on standby** who is called back to work the same day after having completed the regular work schedule, and having left the Employer(s)' premises, shall be paid for a minimum of two (2) hours at the rate of one and one-half (1 1/2) times the regular rate, provided that if such Employee is called back a second time within two (2) hours of the original call back, the Employee shall not be paid an additional amount of such call back.

- b) After Midnight, on Designated Holidays and Scheduled Days Off
Employees **on standby** called back between the hours of 2400 midnight and 0700 or on Designated Holidays or on their scheduled days off shall be paid at the rate of two (2) times their regular rate of pay for all hours so worked with a minimum of two (2) hours. However, should a call-back referred to above commence prior to 2400 hours (midnight) or continue after 0700 hours such time shall be paid at two (2) times the rate of pay. Notwithstanding Article 27.23 – Phone Calls After Hours, an Employee shall not receive payment for phone calls after hours within two (2) hours of the start of a minimum call back.
- c) For Emergency Medical Services Employees
Other than full-time Employees who are called in while on standby shall receive regular rates of pay for all call-in hours of work except that overtime shall be paid for all hours worked in excess of the normal full time daily hours or hours in the applicable averaging period.

Amend Article 27.22 as follows:

27.22 Callback Transportation

Employees **on standby** who are called back to work outside their normal hours of work will use either the taxi company designated by the Employer(s) and will charge the return fare to the Employer(s), or where Employees are required or choose to use their own mode of transportation, the Employee shall be paid in accordance with Article 37.03 - Transportation.

Add a new Article 27.26

27.26 Home Care Hours of Work

The parties to this Agreement recognize the uniqueness of the Home Care Program and recognize the need for guaranteed hours of work to assist in providing quality care.

The parties agree that the creation of guaranteed hours and the assignment of hours to employees shall first (1st) be governed by the need for good client care. The parties agree that every reasonable effort will be made to recognize:

- Consistency in the provision of client care;
- Timeliness of response to client needs; and
- Seniority.

Hours of Work Applicable to Home Care Employees

In order to maximize hours, Employees may be required to work irregular hours within the following restrictions:

- i) **An employee shall not work more than ~~twelve (12)~~ eight (8) hours per day;**
- ii) **An employee shall not work more than one hundred and twelve (112) hours ~~averaged over~~ in the designated three (3) week period;**
- iii) **An employee's hours of work shall be confined within a ~~fifteen (15)~~ twelve (12) hour period beginning with the first (1st) hour worked.**

- iv) **An employee may be required to report for duty on no more than two (2) different occasions in such ~~fifteen (15)~~ twelve (12) hour period. At least eight (8) consecutive hours must separate the last hour worked and the first (1st) hour of the next work day period;**
- v) **Nothing shall preclude the Employer and the Local of the Union from establishing an extended shift agreement;**
- vi) **No employee shall be required to work more than six (6) consecutive days without receiving days off, except by mutual agreement between the Employee and the Employer;**
- vii) **Employees shall not be assigned to work more than two weekends in the designated three (3) week period. However, part-time and relief Employees may work additional weekends at regular rates of pay upon mutual agreement between the Employer and the Employees affected;**
- viii) **If the employee is required to work beyond the preceding restrictions overtime pay shall be paid for all such hours worked;
Other than Full-time Employees will be required to fulfill their part-time (perm or temp) position before they can be expanded to shifts outside of Home Care.**

Amend Article 28.04 d) as follows:

- i) All other than full time Employees who do not work on the above designated holidays shall ~~receive designated holiday pay on the following formula:~~

~~1944 =~~

~~$$\frac{\text{number of paid hours in the immediately preceding four weeks}}{149.5} \times \frac{\text{normal full time hours/day}}{\text{employee's hourly rate of pay}} = \text{designated holiday pay}$$~~

~~1872 =~~

~~$$\frac{\text{number of paid hours in the immediately preceding four weeks}}{144} \times \frac{\text{normal full time hours/day}}{\text{employee's hourly rate of pay}} = \text{designated holiday pay}$$~~

be paid bi-weekly on all straight time pay a premium of 4.94%.

- ii) **For the purposes of this article straight time pay shall include the following:**

- Regular work time;**
- Designated Holidays Worked;**
- Sick Leave;**
- Union Leave Reimbursed by the Union;**
- Leave with Pay for Union Business**
- Pay while on Workers' Compensation Leave;**
- Paid Vacation Leave;**
- Bereavement Leave**
- Leave for Serious Illness;**
- Family Illness Leave;**
- Medical Care Leave;**

**Paid Jury or Court Witness Leave;
Time-in-Lieu utilized.**

Amend Article 28.06 as follows:

28.06 Additional Day Off

- a) When a Designated Holiday falls on a full-time Employee's scheduled day off, the Employee shall have an additional day off with pay within four (4) weeks before or after the Designated Holiday occurs. Such time off will be taken at a mutually agreed time. **When agreement can not be reached the employer shall schedule the day.**
- b) When a designated Holiday occurs during a full-time Employee's vacation leave, he/she shall be granted an additional day off as part of his/her vacation period.
- c) A full-time Employee who works on their Designated Holiday shall have the right to reschedule their day off, by mutual agreement in the following four (4) week period. **When agreement can not be reached the employer shall schedule the day.**

Amend Article 29.05 as follows:

29.05 Posting Vacation Schedule

The Employer(s) shall post notice that Employees may submit annual vacation requests. Annual vacation shall be regulated on a mutually agreed basis. In cases of disagreement, seniority shall govern in the department. When annual vacations are split, seniority shall govern in only one instance. Employees shall indicate their choice by **March 1st**. After this date, vacation dates shall be governed on a first-come basis. Employees who do not request annual vacation before **March 1st** shall forfeit their right to use seniority. Vacation schedules shall be posted and confirmed no later than April 1st. This shall not preclude employees from requesting vacation throughout the vacation year, providing they give three (3) weeks notice and do not interfere with predetermined vacations based on seniority. The Employer(s) shall confirm in writing, to the Employee, the granting of his/her request within seven (7) calendar days. Should the Employer(s) fail to respond to the request in writing, the request shall be deemed granted. **Employees who do not request their vacation by September 1 of each year shall be advised in writing of any remaining hours that need to be scheduled. In the event the Employee's vacation has not been scheduled by October 1, the Employer and Employee shall meet to discuss and confirm their scheduled vacation.**

Amend Article 29.10 as follows:

29.10 Approved Absence during Vacation

Where in respect of any period of vacation leave, an Employee is:

- a) Granted bereavement leave, or
- b) Granted sick leave as a result of hospitalization during the scheduled vacation, or
- c) **Granted Paid Jury or Court Witness Leave**, or
- d) Granted sick leave for an illness which would confine

Remainder of Article is unchanged.

Amend Article 30.01 as follows:

30.01 General Leave of Absence

- a) Leave without pay shall ~~may~~ be granted to the Employee, insofar as the regular operation of the facility or agency will permit. All requests for leave of absence must be submitted in writing and shall include commencement date and length of the leave. For any leave for over thirty (30) calendar days the Employee will furnish reasons for the request. The Employer(s) shall respond to all requests for leave of absence within seven (7) days of receipt of the request with a copy forwarded to the Local of the Union.
- b) **A leave of absence for the purpose of alternate employment outside of the Regional Health Authorities and their Affiliates may be granted for a maximum of two calendar months, at the discretion of the Employer**

Amend Article 30.05 as follows:

Upon request, on the death of a ~~person family member~~, as herein defined, an Employee shall be granted....

Remainder of Article unchanged.

Amend Article 30.13 as follows:

30.13 Educational Leave

An Employee shall ~~may~~ be granted up to forty-eight (48) months unpaid leave for education leave, insofar as the regular operation of the facility or agency will permit. Except in extenuating circumstances, Employees shall give ~~seven (7)~~ **twenty-one (21)** days written notice. Persons on educational leave shall be eligible to apply for relief positions. **The Employee will need to demonstrate an ongoing participation in the educational program or process, at a minimum of every six (6) months.**

Remainder of the article is unchanged.

Amend Article 31.08 b) ii) as follows:

ii) if at the time of the review it is determined the Employee will not be capable of returning to their position in the near future, the Employee's position will be posted and filled permanently. The Employee's name will be placed on a disability re-employment list **for three (3) years** and the Employee shall be accommodated if fit to return to work and/or may apply for vacancies when the Employee is fit to return to work.

In consultation between the Employer, the Employee and the Local of the Union, if, in the near future, there is no prognosis for the Employee to be able to return to employment after this three (3) year period their seniority will be lost and their employment shall be terminated.

Should a dispute arise out of the application of this Article, either party to this collective agreement shall have access to Article 11 – Grievance Procedure

Employees whose names are placed on the disability re-employment list shall not earn vacation credits, designated holiday pay, sick leave credits for the entire period.

Amend Article 37.03 c) as follows:

c) The transportation rate shall be adjusted (increased or decreased) to reflect the percentage change in the Saskatchewan Private Transportation Index (SPTI) **on a quarterly basis**. The adjustment percentage will be rounded off to the nearest one-hundredth (1/100) of one (1) per cent. The amount of the adjustment yielded by the procedure shall be rounded to the nearest one hundredth of one (\$0.01) cent. Reviews will be done according to the following table:

Review Period	Effective Date
January over October	April 1
April over January	July 1
July over April	October 1
October over July	January 1

Re-number existing e) to d)

Amend Article 37.16 as follows:

37.16 Professional Fees

Annually on April 1st, the Employer shall reimburse....

No change to the remainder of the clause.

Amend Article 38 as follows:

ARTICLE 38 – RETIREMENT/RESIGNATION

Add a new Article 38.02

38.02 Notice

Employees are expected to give the Employer a minimum of four (4) weeks written notice of resignation or retirement.

APPENDIX I

List of Employers and Locals

Review for accuracy

APPENDIX II

Better than Provisions Regarding Pay-Out of Unused Sick Leave to Remain for each Local Agreement Subject to Letter of Understanding re: Benefits.

Renew

APPENDIX III

Final Adjudication of Disability Plan Appeals

Renew

LETTER OF UNDERSTANDING #1

Review of EMS Issues

Delete

LETTER OF UNDERSTANDING #2

Printing of Agreement

Renew

LETTER OF UNDERSTANDING #3

Grandfathering Employees who Opted Out of the Pension Plan(Special Care Homes)

Renew

LETTER OF UNDERSTANDING #4

Float Pools

Delete-Renew

LETTER OF UNDERSTANDING #7

Payment of Professional Fees

Delete

LETTER OF UNDERSTANDING #8

Group Life Insurance Plan

Renew

Amend by removing second paragraph – redundant

Amend the 2nd paragraph to reads as follows:

All new Employees hired will be enrolled in the SAHO Group Life Insurance Plan in accordance with the terms and conditions of that Plan.

LETTER OF UNDERSTANDING #9

Extended Health and Enhanced Dental Benefits Plan

Review for appropriateness based on the agreed to term in consultation with SHAO Benefits Management

Amend by removing reference to “Memorandum of Agreement B”

LETTER OF UNDERSTANDING #11

Employer Proposals – SAHO/CUPE Collective Bargaining Agreement

Payroll Deduction of Professional Fees
Renew

LETTER OF UNDERSTANDING #12
1872 Hours of Work
Renew

LETTER OF UNDERSTANDING #13
DIP
Renew

LETTER OF UNDERSTANDING #14
Pension Plans
Renew

LETTER OF UNDERSTANDING #15
DIP Rehabilitation Fund
Renew

LETTER OF UNDERSTANDING #16
Uncertified Aides/Attendants in Long term Care and Home Care
Renew

LETTER OF UNDERSTANDING #17
Wage Rates for Graduates
Renew

LETTER OF UNDERSTANDING #18
Implementation Issues-Provider Group Joint Job Evaluation
Amend by deleting b. ii)

LETTER OF UNDERSTANDING #19
Implementation of the Joint Job Evaluation
Reconsideration Process and Maintenance Plan
Renew

LETTER OF UNDERSTANDING #21
Market Supplement Program
Renew

LETTER OF UNDERSTANDING #22
Retroactive Payments for Retired Employees
Delete

LETTER OF UNDERSTANDING #23
Retroactivity
Delete

LETTER OF UNDERSTANDING #24
Vacation Pay for Employees at 1872 Annual Hours of Work
Renew

NEW LETTER OF UNDERSTANDING

Apprenticeship

The Employer(s) will participate in the training of apprentices under the terms of *The Apprenticeship Act* of the Province of Saskatchewan. In general terms, the program will operate as follows:

The Employer will designate apprenticeship positions in certain trades according to requirements and within the limits of facilities available for training. Positions will be posted as temporary positions and will be filled per Article 21.03. A permanent employee who transfers to an apprenticeship position will have six months to revert to his/her former permanent position. Positions may be filled at different levels of experience within a trade.

Apprentices will receive the same rights and benefits as other temporary employees, and in addition, a permanent employee filling an apprentice position will be entitled to all contract rights and benefits for the length of the apprenticeship appointment. Apprentices will be given leave without pay to attend courses required by the Apprenticeship Branch. Where a employee is appointed to an apprentice position, their rate of pay shall be established in accordance with the following:

Three Year Trades

Level One 70% of the minimum of the appropriate pay band

Level Two 80% of the minimum of the appropriate pay band

Level Three 90% of the minimum of the appropriate pay band

Four Year Trades

Level One 70% of the minimum of the appropriate pay band

Level Two 77% of the minimum of the appropriate pay band

Level Three 84% of the minimum of the appropriate pay band

Level Four 90% of the minimum of the appropriate pay band

The term of an apprenticeship position will be until the apprentice achieves Journeyman status or until the apprentice fails twice at the same level of the program. The term may be extended if the failure is due to extenuating circumstances. At the expiry of an apprenticeship position, the incumbent will maintain the opportunity to bid on other positions in accordance with Article 21.