



COLLECTIVE AGREEMENT

BETWEEN

**THE FACULTY ASSOCIATION OF
NORTHERN LAKES COLLEGE**

AND

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

JULY 1, 2024 - JUNE 30, 2028

NUMERICAL INDEX

Article No.		Page No.
1	Definitions.....	1
2	Terms of Employment.....	3
3	Application.....	3
4	Management Recognition.....	6
5	Association Recognition.....	6
6	Legislation and the Collective Agreement.....	6
7	Association Membership and Dues Check-Off.....	7
8	Employer-Association Relations.....	7
9	Association Representatives.....	8
10	Time Off for Association Business.....	8
11	Attendance.....	9
12	Acting Incumbent.....	10
13	Position Abolishment.....	11
14	Hours of Work.....	12
15	Professional Responsibilities and Time Management.....	13
16	Overtime and Overload.....	14
17	Shift Differential.....	15
18	Reporting Pay.....	16
19	Weekend Premium.....	16
20	Workers' Compensation Supplement.....	16
21	Forest Fire Operations, Flood Control and Pollution Control.....	17
22	Travel Expenses.....	17
23	Probationary Employee and Period.....	17
24	Disciplinary Action.....	18
25	Grievance Procedure.....	19
26	Wellness Leave and Modifier.....	23
27	General Illness.....	24
28	Proof of Illness.....	26
29	Employee Benefit Plans.....	26
30	Paid Holidays.....	27
31	Annual Vacation Leave.....	28
32	Compassionate Leave.....	29
33	Maternity/Parental/Adoption Leave.....	29
34	Court Leave.....	30
35	Employment Insurance Premium Reduction or Rebate.....	31
36	Health and Safety.....	31
37	Leave Without Pay.....	32
38	Employee Management Advisory Committee.....	32
39	Protective Clothing, Supplies and Equipment.....	33
40	Medical Examinations.....	33
41	Classifications and Pay.....	33
42	Professional Development.....	35
43	Isolation Modifier.....	35
44	Northern Allowance Pay.....	35

Article No.		Page No.
45	Administrative Stipend.....	36
46	Northern Travel Benefit.....	36
47	Market Modifier.....	36
48	Other Unpaid Leaves.....	36
49	Procedure for Collective Bargaining.....	37
50	Faculty Evaluation.....	37
51	Term and Effective Date.....	37
	Signed Agreement.....	38

General Faculty Pay Schedules

Pay Schedule A-1	July 1, 2024	Instructor	40
Pay Schedule A-2	July 1, 2024	Educational Counsellor I	41
Pay Schedule A-4	July 1, 2024	Instructor Senior (Coordinator)	42
Pay Schedule A-1	July 1, 2025	Instructor	43
Pay Schedule A-2	July 1, 2025	Educational Counsellor I	44
Pay Schedule A-4	July 1, 2025	Instructor Senior (Coordinator)	45
Pay Schedule A-1	July 1, 2026	Instructor	46
Pay Schedule A-2	July 1, 2026	Educational Counsellor I	47
Pay Schedule A-4	July 1, 2026	Instructor Senior (Coordinator)	48
Pay Schedule A-1	July 1, 2027	Instructor	49
Pay Schedule A-2	July 1, 2027	Educational Counsellor I	50
Pay Schedule A-4	July 1, 2027	Instructor Senior (Coordinator)	51

ALPHABETICAL INDEX

Article	Page No.
Acting Incumbent.....	10
Administrative Stipend	36
Annual Vacation Leave.....	28
Application.....	3
Association Membership and Dues Check-Off.....	7
Association Recognition	6
Association Representatives.....	8
Attendance.....	9
Classifications and Pay.....	33
Compassionate Leave.....	29
Court Leave.....	30
Definitions	1
Disciplinary Action	18
Employee Benefit Plans.....	26
Employee Management Advisory Committee	32
Employer-Association Relations	7
Employment Insurance Premium Reduction or Rebate.....	31
Faculty Evaluation	37
Forest Fire Operations, Flood Control and Pollution Control	17
General Illness	24
Grievance Procedure.....	19
Health and Safety.....	31
Hours of Work	12
Isolation Modifier	35
Leave Without Pay	32
Legislation and the Collective Agreement	6
Management Recognition.....	6
Market Modifier.....	36
Maternity/Parental/Adoption Leave	29
Medical Examinations.....	33
Northern Allowance Pay	35
Northern Travel Benefit.....	36
Overtime and Overload	14
Other Unpaid Leaves.....	36
Paid Holidays	27
Position Abolishment	11
Probationary Employee and Period	17
Procedure for Collective Bargaining.....	37
Professional Development.....	35
Professional Responsibilities and Time Management	13
Proof of Illness.....	27
Protective Clothing, Supplies and Equipment	33
Reporting Pay.....	16
Shift Differential	15

Term and Effective Date	37
Terms of Employment.....	3
Time Off for Association Business	8
Travel Expenses.....	17
Weekend Premium	16
Wellness Leave and Modifier.....	23
Workers' Compensation Supplement.....	16

ARTICLE 1

Definitions

- 1.1 a) The following definitions shall apply when used in the Collective Agreement. (Definitions used in the singular may also apply 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) **Days** means calendar days.
 - i) **Demotion** means a transfer to a position with a lower maximum salary without the Employee's agreement.
 - j) **Designated Officer** means a person who is authorized on behalf of the Employer to deal with Grievances.
 - k) **Dismiss** means to discharge an Employee for just cause.
 - l) **Education Step** means the steps assigned to a classification within the pay schedule.
 - m) **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.
- n) **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.
- o) **Faculty** means an Employee who is employed in classification assigned to the Faculty Association of Northern Lakes College.
- p) **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.
- q) **Hourly Rate** means the annual salary divided by the Employee's normal annual hours of work.
- r) **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.
- s) **Month** means a calendar month.
- t) **Monthly Salary** means annual salary divided by twelve (12).
- u) **Pay Step** means a single salary rate within the education step.
- v) **Policy Grievance** means a difference which seeks to enforce as 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.
- w) **Position Abolishment** occurs when the Employer eliminates a continuous position occupied by an Employee.
- x) **President** means the President and Chief Executive Officer of the Employer.
- y) **Sessional Position** means an instructional assignment, paid on a course credit basis for a defined term.
- z) **Statutory Declaration** means a document containing verified statements sworn by an Employee to be the truth before a Commissioner for Oaths.
- aa) **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 ad). 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.

- ab) **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.
- ac) **Vice President, Academic** and **Executive Director, Human Resources and Health & Safety** mean the officials appointed by the President to administer the Collective Agreement.
- ad) **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.
- ae) **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.
- af) **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	✓	Does not apply for Sessional
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. Faculty Evaluation	✓	
51. 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; 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 (1st) working day after the fifteenth (15th) 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, where feasible, at the work location of the Faculty Association President. 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 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.
- 10.5 It is expected that the Faculty Association will generally conduct its business outside normal work hours.

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 ninety (90) 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.

When pay in lieu of notice is provided to the Employee, it will be calculated based on the Employee's current rate of pay and will also include the Employer's contributions to Health and Dental benefits for the remaining days of the notice period.

- 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 from the date of notice.

- 13.4 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 retires before the end of the notice period, they shall not receive the remainder of their pay in lieu of notice.

- 13.5 A continuous Employee whose job has become redundant shall be vested with the right to be appointed, if qualified, 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 as per 13.7 until the vesting period has expired.

- 13.6 An Employee who is abolished 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 13.5, and may elect to receive at the time of release the severance pay that the Employee would be entitled to under clause 13.7.

- 13.7 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 on date notice was served	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	43
14	46
15	49
16 plus	52

ARTICLE 14

Hours of Work

- 14.1 a) The normal hours of work for all Faculty excluding sessional positions 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) Are entitled to short rest periods and entrusted to take these in accordance with Article 15.2.
 - b) Shall receive an unpaid meal period, normally one (1) hour and not less than one-half (1/2) hour at approximately the mid-point of each work day 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 and that such assignments are determined in accordance with the Faculty Workload Procedure. The Employer shall not alter the Faculty Workload Procedure without prior consultation with the Association. Scheduling of instructional assignments shall be made through consultation between the Supervisor and Employees within a program area. Assignments are subject to the approval of the Dean and every effort shall be made to assign workload for continuous Faculty members two (2) weeks prior to term start.
 - 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) 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 fulfill their responsibilities as determined according to Article 15.1 and 15.3, and that Faculty members will carry out their workday in accordance with their responsibilities and in consultation with their supervisors.
 - 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 responsibilities of the Faculty roles may be as follows:
- a) Coordinators' responsibilities may include, but are not limited to: student mentorship; operational and administrative support for students; course/program development and other duties as defined under 15.3 c).
 - b) Coordinator of Accessibility Services' responsibilities may include, but are not limited to: ensuring the operations of on-campus and distance delivery of accessibility services for students; ensuring the provision of responsive non-clinical accessibility services; and engaging in collaborative communication with internal and external stakeholders.
 - c) Instructors' responsibilities may include, but are not limited to: Instruction, grading, preparation of instructional material, course/program development, administration of labs,

clinical, practicums, participation in specialized field-relevant projects, educational planning, advising, tutoring, participation in College committees, engagement with relevant industry stakeholders, and performance of general scholarly activities.

- d) Counsellor's responsibilities may include, but are not limited to: advocating for students; providing personal, academic, and/or career counselling to students; providing non-clinical mental health and wellness support; and attending external meetings and other related activities.

15.4 When there are operational demands or changes in the duties typically performed by Faculty, the Employer shall engage in prior consultation with the Association.

15.5 To ensure programming needs are met, the Employer, after consultation with the Association, may have various qualified personnel, including management, assume faculty duties, as per Article 15.3, during period of unforeseen operational difficulties.

ARTICLE 16

Overtime and Overload

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)i., 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 hours worked in excess of their regular daily 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.
- 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 Clause 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.

Overload

- 16.9 If mutually agreed upon by the Employer and the Employee, Continuous full-time Faculty may be offered additional courses/offers beyond their full-time load as outlined in the Faculty Workload Procedure. This overload teaching assignment shall not be eligible for overtime under Article 16. The Employer will determine how compensation will be applied based on the need of the program. The following conditions apply:
 - i. Compensation: Compensation for the overload teaching assignment shall be paid in addition to the Employee's regular salary.
 - 1. On a per credit basis, overload shall be calculated as per a sessional position as position at the Employee's rate.
 - 2. On a student contact our basis, overload shall be calculated at double time.
 - ii. Approval: The overload teaching assignment must be approved in writing by both the Employee and the Employer prior to the commencement of the course.
 - iii. No Impact on Regular Duties: The overload teaching assignment shall not interfere with the Employee's ability to perform their regular duties and responsibilities.
- 16.10 Notwithstanding Clause 16.9, travel for Employer's business may be compensated as per Clause 16.4 c).

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.

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 personnel 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 must be in writing to the Manager, Employee and Labour Relations and 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 Upon written request from the Employee, 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 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 grievor, 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 grievor appeals the disciplinary action to arbitration, the personnel 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 grievor. This discussion shall be recognized as the grievor'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 grievor 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 Leave on a pro-rated basis of 0.8333 days per pay period.
- d) Any unused Wellness Leave as of August 31st of each year will not be carried over.
- e) The renewal date is September 1st

- 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 chart, and the application of such General Illness Leave shall be as set out in accordance with Clause 27.3. For the purposes of this article "employment" includes salaried employment and also any prior employment on wages provided that there is no break in service.

Completed years of employment	General Illness leave at 100% of annual salary	General Illness leave at 70% of annual salary
1 st month*	0 work days	67 work days
After 1 st month and less than 1 Year	10 work days	67 work days
Completed 1 Year	15 work days	62 work days
Completed 2 Years	25 work days	52 work days
Completed 3 Years	35 work days	42 work days
Completed 4 Years	45 work days	32 work days
Completed 5-9 Years	60 work days	17 work days
Completed 10+ Years	65 work days	12 work days

* For illness commencing in the first month of employment, no salary will be paid for each of the first ten (10) work days of illness and thereafter seventy percent (70%) of annual salary for sixty-seven (67) work days of illness.

- 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:
- General Illness entitlements reinstated pursuant to Clause 27.2 when the Employee returns to work in the next year of employment; or,
 - any General Illness days used for which annual 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 annual 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:
- 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 in the case of prolonged or frequent absence due to illness; or
- i. where there is indication of apparent misuse of General Illness leave; or
 - ii. 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:
- a) 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
 - b) 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 academic 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 An Employee, after giving birth, 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 Employee 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 Employer'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.

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
Journey person 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 (1st) 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 their 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 15th of each year, the Employer will contribute 1% 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

Faculty Evaluation

- 50.01 The evaluation is designed to assess faculty performance, identify areas for improvement, and provide constructive feedback. This process facilitates meaningful dialogue between faculty members and their supervisors that may include but is not limited to teaching effectiveness, job expectations, future goals, achievements and service to the institution.
- 50.02 An Employee, while on probation, shall have an evaluation at approximately within the sixth (6th) month of service and prior to the conclusion of the probationary period. Reviews will occur every two (2) years after successful completion of the probationary period or earlier as determined by the Supervisor.

ARTICLE 51

Term and Effective Date

- 51.1 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, 2028 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 17 day of September, 2025

For the College:



Chair, Board of Governors



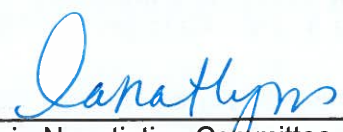
Witness



President & CEO



Witness



Chair, Negotiating Committee

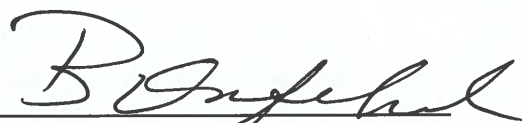


Witness

For the Faculty Association:



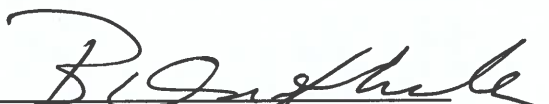
President, Faculty Association



Witness



Chair, Negotiating Committee



Witness

GENERAL FACULTY PAY SCHEDULES

Year 1: Effective July 1, 2024:	3%
Year 2: Effective July 1, 2025:	3%
Year 3: Effective July 1, 2026:	3%
Year 4: Effective July 1, 2027:	3%

Removal of Pay Schedule A-3 Educational Assistant

Pay Schedule A-1 Instructor Effective July 1, 2024									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	55,860	57,240	58,932	62,112	64,908	68,388	72,072	75,972
	Monthly	4,655	4,770	4,911	5,176	5,409	5,699	6,006	6,331
	Hourly	29.52	30.25	31.15	32.83	34.31	36.15	38.09	40.15
2	Annual	58,668	60,108	62,064	65,472	68,508	72,168	76,092	80,196
	Monthly	4,889	5,009	5,172	5,456	5,709	6,014	6,341	6,683
	Hourly	31.01	31.77	32.80	34.60	36.21	38.14	40.22	42.39
3	Annual	61,644	63,192	65,124	68,952	72,060	75,936	80,076	84,408
	Monthly	5,137	5,266	5,427	5,746	6,005	6,328	6,673	7,034
	Hourly	32.58	33.40	34.42	36.44	38.09	40.14	42.32	44.61
4	Annual	64,536	66,156	68,268	72,384	75,720	79,788	84,120	88,656
	Monthly	5,378	5,513	5,689	6,032	6,310	6,649	7,010	7,388
	Hourly	34.11	34.97	36.08	38.26	40.02	42.17	44.46	46.86
5	Annual	67,428	69,084	71,220	75,720	79,248	83,532	88,068	92,844
	Monthly	5,619	5,757	5,935	6,310	6,604	6,961	7,339	7,737
	Hourly	35.64	36.51	37.64	40.02	41.89	44.15	46.55	49.07
6	Annual	70,284	71,952	74,316	79,176	82,896	87,372	92,100	97,080
	Monthly	5,857	5,996	6,193	6,598	6,908	7,281	7,675	8,090
	Hourly	37.15	38.03	39.28	41.85	43.81	46.18	48.68	51.31
7	Annual	73,092	74,916	77,412	82,512	86,436	91,140	96,072	101,328
	Monthly	6,091	6,243	6,451	6,876	7,203	7,595	8,006	8,444
	Hourly	38.63	39.60	40.92	43.61	45.68	48.17	50.78	53.56
8	Annual	75,984	77,904	80,592	85,968	90,108	94,932	100,140	105,576
	Monthly	6,332	6,492	6,716	7,164	7,509	7,911	8,345	8,798
	Hourly	40.16	41.18	42.60	45.44	47.63	50.18	52.93	55.80
9	Annual	78,792	80,892	83,664	89,400	93,600	98,700	104,040	109,668
	Monthly	6,566	6,741	6,972	7,450	7,800	8,225	8,670	9,139
	Hourly	41.64	42.75	44.22	47.25	49.47	52.17	54.99	57.96
10	Annual	81,636	83,748	86,748	92,664	97,236	102,528	108,060	113,952
	Monthly	6,803	6,979	7,229	7,722	8,103	8,544	9,005	9,496
	Hourly	43.15	44.26	45.85	48.98	51.39	54.19	57.11	60.23
11	Annual	84,036	86,208	89,280	95,400	100,056	105,528	111,240	117,288
	Monthly	7,003	7,184	7,440	7,950	8,338	8,794	9,270	9,774
	Hourly	44.42	45.56	47.19	50.42	52.88	55.78	58.79	61.99

Pay Schedule A-2 Effective July 1, 2024				
		Educational Counsellor I		
		Classification 9300		
Pay Step	Education Step	Formal Step	2nd Step	3rd Step
1	Annual	74,640	76,152	77,628
	Monthly	6,220	6,346	6,469
	Hourly	39.45	40.25	41.03
2	Annual	78,024	79,584	81,156
	Monthly	6,502	6,632	6,763
	Hourly	41.24	42.06	42.89
3	Annual	81,504	83,136	84,768
	Monthly	6,792	6,928	7,064
	Hourly	43.08	43.94	44.80
4	Annual	85,212	86,916	88,608
	Monthly	7,101	7,243	7,384
	Hourly	45.04	45.94	46.83
5	Annual	89,088	90,864	92,652
	Monthly	7,424	7,572	7,721
	Hourly	47.09	48.03	48.97
6	Annual	93,216	95,100	96,948
	Monthly	7,768	7,925	8,079
	Hourly	49.27	50.26	51.24
7	Annual	97,764	99,720	101,688
	Monthly	8,147	8,310	8,474
	Hourly	51.67	52.71	53.75

Pay Schedule A-4 Instructor Senior (Coordinator) Effective July 1, 2024									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	59,700	61,200	63,000	66,384	69,360	73,092	77,040	81,204
	Monthly	4,975	5,100	5,250	5,532	5,780	6,091	6,420	6,767
	Hourly	31.55	32.35	33.30	35.09	36.66	38.63	40.72	42.92
2	Annual	62,724	64,248	66,336	70,008	73,248	77,148	81,324	85,704
	Monthly	5,227	5,354	5,528	5,834	6,104	6,429	6,777	7,142
	Hourly	33.15	33.96	35.06	37.00	38.71	40.78	42.98	45.30
3	Annual	65,892	67,548	69,624	73,716	77,028	81,168	85,596	90,228
	Monthly	5,491	5,629	5,802	6,143	6,419	6,764	7,133	7,519
	Hourly	34.83	35.70	36.80	38.96	40.71	42.90	45.24	47.69
4	Annual	68,964	70,728	72,972	77,376	80,928	85,284	89,916	94,764
	Monthly	5,747	5,894	6,081	6,448	6,744	7,107	7,493	7,897
	Hourly	36.45	37.38	38.57	40.90	42.77	45.08	47.52	50.09
5	Annual	72,072	73,836	76,140	80,928	84,708	89,304	94,152	99,264
	Monthly	6,006	6,153	6,345	6,744	7,059	7,442	7,846	8,272
	Hourly	38.09	39.03	40.24	42.77	44.77	47.20	49.76	52.47
6	Annual	75,132	76,920	79,452	84,624	88,608	93,408	98,448	103,764
	Monthly	6,261	6,410	6,621	7,052	7,384	7,784	8,204	8,647
	Hourly	39.71	40.66	41.99	44.73	46.83	49.37	52.03	54.84
7	Annual	78,144	80,076	82,740	88,200	92,388	97,416	102,696	108,324
	Monthly	6,512	6,673	6,895	7,350	7,699	8,118	8,558	9,027
	Hourly	41.30	42.32	43.73	46.62	48.83	51.49	54.28	57.25
8	Annual	81,228	83,280	86,160	91,884	96,312	101,472	107,040	112,860
	Monthly	6,769	6,940	7,180	7,657	8,026	8,456	8,920	9,405
	Hourly	42.93	44.02	45.54	48.56	50.90	53.63	56.58	59.65
9	Annual	84,228	86,460	89,436	95,556	100,056	105,504	111,216	117,228
	Monthly	7,019	7,205	7,453	7,963	8,338	8,792	9,268	9,769
	Hourly	44.52	45.70	47.27	50.51	52.88	55.76	58.78	61.96
10	Annual	87,264	89,532	92,724	99,036	103,932	109,596	115,524	121,824
	Monthly	7,272	7,461	7,727	8,253	8,661	9,133	9,627	10,152
	Hourly	46.12	47.32	49.01	52.34	54.93	57.93	61.06	64.39
11	Annual	89,820	92,160	95,436	101,976	106,956	112,812	118,920	125,376
	Monthly	7,485	7,680	7,953	8,498	8,913	9,401	9,910	10,448
	Hourly	47.47	48.71	50.44	53.90	56.53	59.63	62.85	66.27

Pay Schedule A-1 Instructor Effective July 1, 2025									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	57,540	58,956	60,696	63,972	66,852	70,440	74,232	78,252
	Monthly	4,795	4,913	5,058	5,331	5,571	5,870	6,186	6,521
	Hourly	30.41	31.16	32.08	33.81	35.33	37.23	39.23	41.36
2	Annual	60,432	61,908	63,924	67,440	70,560	74,328	78,372	82,596
	Monthly	5,036	5,159	5,327	5,620	5,880	6,194	6,531	6,883
	Hourly	31.94	32.72	33.79	35.64	37.29	39.29	41.42	43.66
3	Annual	63,492	65,088	67,080	71,016	74,220	78,216	82,476	86,940
	Monthly	5,291	5,424	5,590	5,918	6,185	6,518	6,873	7,245
	Hourly	33.56	34.40	35.45	37.53	39.23	41.34	43.59	45.95
4	Annual	66,468	68,136	70,320	74,556	77,988	82,176	86,640	91,320
	Monthly	5,539	5,678	5,860	6,213	6,499	6,848	7,220	7,610
	Hourly	35.13	36.01	37.17	39.41	41.22	43.43	45.79	48.27
5	Annual	69,456	71,160	73,356	77,988	81,624	86,040	90,708	95,628
	Monthly	5,788	5,930	6,113	6,499	6,802	7,170	7,559	7,969
	Hourly	36.71	37.61	38.77	41.22	43.14	45.48	47.94	50.54
6	Annual	72,396	74,112	76,548	81,552	85,380	89,988	94,860	99,996
	Monthly	6,033	6,176	6,379	6,796	7,115	7,499	7,905	8,333
	Hourly	38.26	39.17	40.46	43.10	45.13	47.56	50.14	52.85
7	Annual	75,288	77,160	79,740	84,984	89,028	93,876	98,952	104,364
	Monthly	6,274	6,430	6,645	7,082	7,419	7,823	8,246	8,697
	Hourly	39.79	40.78	42.15	44.92	47.05	49.62	52.30	55.16
8	Annual	78,264	80,244	83,004	88,548	92,808	97,776	103,140	108,744
	Monthly	6,522	6,687	6,917	7,379	7,734	8,148	8,595	9,062
	Hourly	41.37	42.41	43.87	46.80	49.05	51.68	54.51	57.48
9	Annual	81,156	83,316	86,172	92,088	96,408	101,664	107,160	112,956
	Monthly	6,763	6,943	7,181	7,674	8,034	8,472	8,930	9,413
	Hourly	42.89	44.04	45.55	48.67	50.96	53.73	56.64	59.70
10	Annual	84,084	86,256	89,352	95,448	100,152	105,600	111,300	117,372
	Monthly	7,007	7,188	7,446	7,954	8,346	8,800	9,275	9,781
	Hourly	44.44	45.59	47.23	50.45	52.93	55.81	58.83	62.04
11	Annual	86,556	88,800	91,956	98,268	103,056	108,696	114,576	120,804
	Monthly	7,213	7,400	7,663	8,189	8,588	9,058	9,548	10,067
	Hourly	45.75	46.93	48.60	51.94	54.47	57.45	60.56	63.85

Pay Schedule A-2 Effective July 1, 2025				
		Educational Counsellor I		
		Classification 9300		
Pay Step	Education Step	Formal Step	2nd Step	3rd Step
1	Annual	76,884	78,432	79,956
	Monthly	6,407	6,536	6,663
	Hourly	40.64	41.45	42.26
2	Annual	80,364	81,972	83,592
	Monthly	6,697	6,831	6,966
	Hourly	42.48	43.33	44.18
3	Annual	83,952	85,632	87,312
	Monthly	6,996	7,136	7,276
	Hourly	44.37	45.26	46.15
4	Annual	87,768	89,520	91,272
	Monthly	7,314	7,460	7,606
	Hourly	46.39	47.32	48.24
5	Annual	91,764	93,588	95,436
	Monthly	7,647	7,799	7,953
	Hourly	48.50	49.47	50.44
6	Annual	96,012	97,956	99,852
	Monthly	8,001	8,163	8,321
	Hourly	50.75	51.77	52.78
7	Annual	100,692	102,708	104,736
	Monthly	8,391	8,559	8,728
	Hourly	53.22	54.29	55.36

Pay Schedule A-4 Instructor Senior (Coordinator) Effective July 1, 2025									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	61,488	63,036	64,896	68,376	71,436	75,288	79,356	83,640
	Monthly	5,124	5,253	5,408	5,698	5,953	6,274	6,613	6,970
	Hourly	32.50	33.32	34.30	36.14	37.76	39.79	41.94	44.21
2	Annual	64,608	66,180	68,328	72,108	75,444	79,464	83,760	88,272
	Monthly	5,384	5,515	5,694	6,009	6,287	6,622	6,980	7,356
	Hourly	34.15	34.98	36.11	38.11	39.88	42.00	44.27	46.66
3	Annual	67,872	69,576	71,712	75,924	79,344	83,604	88,164	92,940
	Monthly	5,656	5,798	5,976	6,327	6,612	6,967	7,347	7,745
	Hourly	35.87	36.77	37.90	40.13	41.94	44.19	46.60	49.12
4	Annual	71,028	72,852	75,156	79,692	83,352	87,840	92,616	97,608
	Monthly	5,919	6,071	6,263	6,641	6,946	7,320	7,718	8,134
	Hourly	37.54	38.51	39.72	42.12	44.05	46.43	48.95	51.59
5	Annual	74,232	76,056	78,420	83,352	87,252	91,980	96,972	102,240
	Monthly	6,186	6,338	6,535	6,946	7,271	7,665	8,081	8,520
	Hourly	39.23	40.20	41.45	44.05	46.12	48.62	51.25	54.04
6	Annual	77,388	79,224	81,840	87,168	91,272	96,216	101,400	106,872
	Monthly	6,449	6,602	6,820	7,264	7,606	8,018	8,450	8,906
	Hourly	40.90	41.87	43.26	46.07	48.24	50.85	53.59	56.49
7	Annual	80,484	82,476	85,224	90,852	95,160	100,344	105,780	111,576
	Monthly	6,707	6,873	7,102	7,571	7,930	8,362	8,815	9,298
	Hourly	42.54	43.59	45.04	48.02	50.30	53.04	55.91	58.97
8	Annual	83,664	85,776	88,740	94,644	99,204	104,520	110,256	116,244
	Monthly	6,972	7,148	7,395	7,887	8,267	8,710	9,188	9,687
	Hourly	44.22	45.34	46.90	50.02	52.43	55.24	58.27	61.44
9	Annual	86,760	89,052	92,124	98,424	103,056	108,672	114,552	120,744
	Monthly	7,230	7,421	7,677	8,202	8,588	9,056	9,546	10,062
	Hourly	45.86	47.07	48.69	52.02	54.47	57.44	60.55	63.82
10	Annual	89,880	92,220	95,508	102,012	107,052	112,884	118,992	125,484
	Monthly	7,490	7,685	7,959	8,501	8,921	9,407	9,916	10,457
	Hourly	47.51	48.74	50.48	53.92	56.58	59.66	62.89	66.32
11	Annual	92,520	94,920	98,304	105,036	110,160	116,196	122,484	129,132
	Monthly	7,710	7,910	8,192	8,753	9,180	9,683	10,207	10,761
	Hourly	48.90	50.17	51.96	55.52	58.22	61.41	64.74	68.25

Pay Schedule A-1 Instructor Effective July 1, 2026									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	59,268	60,720	62,520	65,892	68,856	72,552	76,464	80,604
	Monthly	4,939	5,060	5,210	5,491	5,738	6,046	6,372	6,717
	Hourly	31.33	32.09	33.04	34.83	36.39	38.35	40.41	42.60
2	Annual	62,244	63,768	65,844	69,468	72,672	76,560	80,724	85,068
	Monthly	5,187	5,314	5,487	5,789	6,056	6,380	6,727	7,089
	Hourly	32.90	33.70	34.80	36.72	38.41	40.47	42.67	44.96
3	Annual	65,400	67,044	69,096	73,152	76,452	80,568	84,948	89,544
	Monthly	5,450	5,587	5,758	6,096	6,371	6,714	7,079	7,462
	Hourly	34.57	35.44	36.52	38.66	40.41	42.58	44.90	47.33
4	Annual	68,460	70,176	72,432	76,788	80,328	84,636	89,244	94,056
	Monthly	5,705	5,848	6,036	6,399	6,694	7,053	7,437	7,838
	Hourly	36.18	37.09	38.28	40.59	42.46	44.73	47.17	49.71
5	Annual	71,544	73,296	75,552	80,328	84,072	88,620	93,432	98,496
	Monthly	5,962	6,108	6,296	6,694	7,006	7,385	7,786	8,208
	Hourly	37.81	38.74	39.93	42.46	44.44	46.84	49.38	52.06
6	Annual	74,568	76,332	78,840	84,000	87,936	92,688	97,704	102,996
	Monthly	6,214	6,361	6,570	7,000	7,328	7,724	8,142	8,583
	Hourly	39.41	40.34	41.67	44.40	46.48	48.99	51.64	54.44
7	Annual	77,544	79,476	82,128	87,528	91,704	96,696	101,916	107,496
	Monthly	6,462	6,623	6,844	7,294	7,642	8,058	8,493	8,958
	Hourly	40.99	42.01	43.41	46.26	48.47	51.11	53.87	56.82
8	Annual	80,616	82,656	85,500	91,200	95,592	100,704	106,236	112,008
	Monthly	6,718	6,888	7,125	7,600	7,966	8,392	8,853	9,334
	Hourly	42.61	43.69	45.19	48.20	50.52	53.23	56.15	59.20
9	Annual	83,592	85,812	88,752	94,848	99,300	104,712	110,376	116,340
	Monthly	6,966	7,151	7,396	7,904	8,275	8,726	9,198	9,695
	Hourly	44.18	45.36	46.91	50.13	52.48	55.34	58.34	61.49
10	Annual	86,604	88,848	92,028	98,316	103,152	108,768	114,636	120,888
	Monthly	7,217	7,404	7,669	8,193	8,596	9,064	9,553	10,074
	Hourly	45.77	46.96	48.64	51.96	54.52	57.49	60.59	63.89
11	Annual	89,148	91,464	94,716	101,220	106,152	111,960	118,008	124,428
	Monthly	7,429	7,622	7,893	8,435	8,846	9,330	9,834	10,369
	Hourly	47.12	48.34	50.06	53.50	56.11	59.18	62.37	65.77

Pay Schedule A-2 Effective July 1, 2026				
		Educational Counsellor I		
		Classification 9300		
Pay Step	Education Step	Formal Step	2nd Step	3rd Step
1	Annual	79,188	80,784	82,356
	Monthly	6,599	6,732	6,863
	Hourly	41.85	42.70	43.53
2	Annual	82,776	84,432	86,100
	Monthly	6,898	7,036	7,175
	Hourly	43.75	44.63	45.51
3	Annual	86,472	88,200	89,928
	Monthly	7,206	7,350	7,494
	Hourly	45.70	46.62	47.53
4	Annual	90,396	92,208	94,008
	Monthly	7,533	7,684	7,834
	Hourly	47.78	48.74	49.69
5	Annual	94,512	96,396	98,304
	Monthly	7,876	8,033	8,192
	Hourly	49.95	50.95	51.96
6	Annual	98,892	100,896	102,852
	Monthly	8,241	8,408	8,571
	Hourly	52.27	53.33	54.36
7	Annual	103,716	105,792	107,880
	Monthly	8,643	8,816	8,990
	Hourly	54.82	55.92	57.02

Pay Schedule A-4 Instructor Senior (Coordinator) Effective July 1, 2026									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	63,336	64,932	66,840	70,428	73,584	77,544	81,732	86,148
	Monthly	5,278	5,411	5,570	5,869	6,132	6,462	6,811	7,179
	Hourly	33.48	34.32	35.33	37.22	38.89	40.99	43.20	45.53
2	Annual	66,552	68,160	70,380	74,268	77,712	81,852	86,268	90,924
	Monthly	5,546	5,680	5,865	6,189	6,476	6,821	7,189	7,577
	Hourly	35.18	36.03	37.20	39.25	41.07	43.26	45.60	48.06
3	Annual	69,912	71,664	73,860	78,204	81,720	86,112	90,804	95,724
	Monthly	5,826	5,972	6,155	6,517	6,810	7,176	7,567	7,977
	Hourly	36.95	37.88	39.04	41.33	43.19	45.51	47.99	50.59
4	Annual	73,164	75,036	77,412	82,080	85,848	90,480	95,400	100,536
	Monthly	6,097	6,253	6,451	6,840	7,154	7,540	7,950	8,378
	Hourly	38.67	39.66	40.92	43.38	45.37	47.82	50.42	53.14
5	Annual	76,464	78,336	80,772	85,848	89,868	94,740	99,876	105,312
	Monthly	6,372	6,528	6,731	7,154	7,489	7,895	8,323	8,776
	Hourly	40.41	41.40	42.69	45.37	47.50	50.07	52.79	55.66
6	Annual	79,704	81,600	84,300	89,784	94,008	99,108	104,448	110,076
	Monthly	6,642	6,800	7,025	7,482	7,834	8,259	8,704	9,173
	Hourly	42.13	43.13	44.56	47.45	49.69	52.38	55.21	58.18
7	Annual	82,896	84,948	87,780	93,576	98,016	103,356	108,948	114,924
	Monthly	6,908	7,079	7,315	7,798	8,168	8,613	9,079	9,577
	Hourly	43.81	44.90	46.40	49.46	51.81	54.63	57.58	60.74
8	Annual	86,172	88,344	91,404	97,488	102,180	107,652	113,568	119,736
	Monthly	7,181	7,362	7,617	8,124	8,515	8,971	9,464	9,978
	Hourly	45.55	46.69	48.31	51.53	54.01	56.90	60.03	63.29
9	Annual	89,364	91,728	94,884	101,376	106,152	111,936	117,984	124,368
	Monthly	7,447	7,644	7,907	8,448	8,846	9,328	9,832	10,364
	Hourly	47.23	48.48	50.15	53.58	56.11	59.16	62.36	65.73
10	Annual	92,580	94,992	98,376	105,072	110,268	116,268	122,556	129,252
	Monthly	7,715	7,916	8,198	8,756	9,189	9,689	10,213	10,771
	Hourly	48.93	50.21	52.00	55.53	58.28	61.45	64.78	68.32
11	Annual	95,292	97,764	101,256	108,192	113,460	119,676	126,156	133,008
	Monthly	7,941	8,147	8,438	9,016	9,455	9,973	10,513	11,084
	Hourly	50.37	51.67	53.52	57.18	59.97	63.25	66.68	70.30

Pay Schedule A-1 Instructor Effective July 1, 2027									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	61,044	62,544	64,392	67,872	70,920	74,724	78,756	83,028
	Monthly	5,087	5,212	5,366	5,656	5,910	6,227	6,563	6,919
	Hourly	32.26	33.06	34.03	35.87	37.48	39.49	41.63	43.88
2	Annual	64,116	65,676	67,824	71,556	74,856	78,852	83,148	87,624
	Monthly	5,343	5,473	5,652	5,963	6,238	6,571	6,929	7,302
	Hourly	33.89	34.71	35.85	37.82	39.56	41.68	43.95	46.31
3	Annual	67,368	69,060	71,172	75,348	78,744	82,980	87,492	92,232
	Monthly	5,614	5,755	5,931	6,279	6,562	6,915	7,291	7,686
	Hourly	35.61	36.50	37.62	39.82	41.62	43.86	46.24	48.75
4	Annual	70,512	72,276	74,604	79,092	82,740	87,180	91,920	96,876
	Monthly	5,876	6,023	6,217	6,591	6,895	7,265	7,660	8,073
	Hourly	37.27	38.20	39.43	41.80	43.73	46.08	48.58	51.20
5	Annual	73,692	75,492	77,820	82,740	86,592	91,284	96,240	101,448
	Monthly	6,141	6,291	6,485	6,895	7,216	7,607	8,020	8,454
	Hourly	38.95	39.90	41.13	43.73	45.77	48.25	50.87	53.62
6	Annual	76,800	78,624	81,204	86,520	90,576	95,472	100,632	106,080
	Monthly	6,400	6,552	6,767	7,210	7,548	7,956	8,386	8,840
	Hourly	40.59	41.56	42.92	45.73	47.87	50.46	53.19	56.07
7	Annual	79,872	81,864	84,588	90,156	94,452	99,600	104,976	110,724
	Monthly	6,656	6,822	7,049	7,513	7,871	8,300	8,748	9,227
	Hourly	42.22	43.27	44.71	47.65	49.92	52.64	55.48	58.52
8	Annual	83,040	85,140	88,068	93,936	98,460	103,728	109,428	115,368
	Monthly	6,920	7,095	7,339	7,828	8,205	8,644	9,119	9,614
	Hourly	43.89	45.00	46.55	49.65	52.04	54.82	57.84	60.98
9	Annual	86,100	88,392	91,416	97,692	102,276	107,856	113,688	119,832
	Monthly	7,175	7,366	7,618	8,141	8,523	8,988	9,474	9,986
	Hourly	45.51	46.72	48.32	51.63	54.06	57.01	60.09	63.34
10	Annual	89,208	91,512	94,788	101,268	106,248	112,032	118,080	124,512
	Monthly	7,434	7,626	7,899	8,439	8,854	9,336	9,840	10,376
	Hourly	47.15	48.37	50.10	53.52	56.16	59.21	62.41	65.81
11	Annual	91,824	94,212	97,560	104,256	109,332	115,320	121,548	128,160
	Monthly	7,652	7,851	8,130	8,688	9,111	9,610	10,129	10,680
	Hourly	48.53	49.79	51.56	55.10	57.79	60.95	64.24	67.74

Pay Schedule A-2 Effective July 1, 2027				
		Educational Counsellor I		
		Classification 9300		
Pay Step	Education Step	Formal Step	2nd Step	3rd Step
1	Annual	81,564	83,208	84,828
	Monthly	6,797	6,934	7,069
	Hourly	43.11	43.98	44.84
2	Annual	85,260	86,964	88,680
	Monthly	7,105	7,247	7,390
	Hourly	45.06	45.96	46.87
3	Annual	89,064	90,852	92,628
	Monthly	7,422	7,571	7,719
	Hourly	47.07	48.02	48.96
4	Annual	93,108	94,980	96,828
	Monthly	7,759	7,915	8,069
	Hourly	49.21	50.20	51.18
5	Annual	97,344	99,288	101,256
	Monthly	8,112	8,274	8,438
	Hourly	51.45	52.48	53.52
6	Annual	101,856	103,920	105,936
	Monthly	8,488	8,660	8,828
	Hourly	53.84	54.93	55.99
7	Annual	106,824	108,960	111,120
	Monthly	8,902	9,080	9,260
	Hourly	56.46	57.59	58.73

Pay Schedule A-4 Instructor Senior (Coordinator) Effective July 1, 2027									
Pay Step	Education Step	C	D	E	F	G	H	I	J
		8300	8400	8500	8600	8700	8800	8900	9000
1	Annual	65,232	66,876	68,844	72,540	75,792	79,872	84,180	88,728
	Monthly	5,436	5,573	5,737	6,045	6,316	6,656	7,015	7,394
	Hourly	34.48	35.35	36.39	38.34	40.06	42.22	44.49	46.90
2	Annual	68,544	70,200	72,492	76,500	80,040	84,312	88,860	93,648
	Monthly	5,712	5,850	6,041	6,375	6,670	7,026	7,405	7,804
	Hourly	36.23	37.10	38.32	40.43	42.30	44.56	46.97	49.50
3	Annual	72,012	73,812	76,080	80,556	84,168	88,692	93,528	98,592
	Monthly	6,001	6,151	6,340	6,713	7,014	7,391	7,794	8,216
	Hourly	38.06	39.01	40.21	42.58	44.49	46.88	49.43	52.11
4	Annual	75,360	77,292	79,740	84,540	88,428	93,192	98,268	103,548
	Monthly	6,280	6,441	6,645	7,045	7,369	7,766	8,189	8,629
	Hourly	39.83	40.85	42.15	44.68	46.74	49.26	51.94	54.73
5	Annual	78,756	80,688	83,196	88,428	92,568	97,584	102,876	108,468
	Monthly	6,563	6,724	6,933	7,369	7,714	8,132	8,573	9,039
	Hourly	41.63	42.65	43.97	46.74	48.93	51.58	54.37	57.33
6	Annual	82,092	84,048	86,832	92,472	96,828	102,084	107,580	113,376
	Monthly	6,841	7,004	7,236	7,706	8,069	8,507	8,965	9,448
	Hourly	43.39	44.42	45.89	48.88	51.18	53.96	56.86	59.92
7	Annual	85,380	87,492	90,408	96,384	100,956	106,452	112,212	118,368
	Monthly	7,115	7,291	7,534	8,032	8,413	8,871	9,351	9,864
	Hourly	45.13	46.24	47.78	50.94	53.36	56.26	59.31	62.56
8	Annual	88,752	90,996	94,152	100,416	105,240	110,880	116,976	123,324
	Monthly	7,396	7,583	7,846	8,368	8,770	9,240	9,748	10,277
	Hourly	46.91	48.10	49.76	53.07	55.62	58.60	61.83	65.18
9	Annual	92,040	94,476	97,728	104,412	109,332	115,296	121,524	128,100
	Monthly	7,670	7,873	8,144	8,701	9,111	9,608	10,127	10,675
	Hourly	48.65	49.93	51.65	55.19	57.79	60.94	64.23	67.71
10	Annual	95,352	97,836	101,328	108,228	113,580	119,760	126,228	133,128
	Monthly	7,946	8,153	8,444	9,019	9,465	9,980	10,519	11,094
	Hourly	50.40	51.71	53.56	57.20	60.03	63.30	66.72	70.36
11	Annual	98,148	100,692	104,292	111,432	116,868	123,264	129,936	137,004
	Monthly	8,179	8,391	8,691	9,286	9,739	10,272	10,828	11,417
	Hourly	51.88	53.22	55.12	58.90	61.77	65.15	68.68	72.41

