

PS/GE

## Letters of Understanding

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Between

**The Government  
of Saskatchewan**

and

**Saskatchewan  
Government and  
General  
Employees' Union**

The PSGE/PSC Letter of Understandings (LOUs) herein constitutes all Executive Government LOUs currently in force and effect.

The purpose of this booklet is to collate and align all LOUs in one location for ease of administration.

These LOUs have recently been reviewed, amended, and re-signed by the parties involved, ensuring they reflect the most current agreements and understandings.

If any active LOU was inadvertently omitted from this booklet, it remains in effect and shall be brought forward for review, amendment, and formal signing to align with current standards.

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**LETTER OF UNDERSTANDING 09-01**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT GENERAL EMPLOYEES' UNION**

**RE: Rehabilitation Placement Process**

This Letter of Understanding supersedes Letter of Understanding #00-09.

These processes apply to employees returning to work due to a prolonged illness, injury or disability supported by medical documentation.

**1.0 PHASE I AND PHASE II PROCESSES**

- 1.1 Phase I return to work describes the most effective, positive and desirable approaches to accomplish rehabilitation placements. It incorporates re-employment, redeployment, severance, normal retirement and career assistance.

Phase I begins when the employer is notified that the employee is medically able to return to work and receives the supporting medical documentation along with a current resume.

It is recognized that multiple trial placements may be required and that individuals will often still be covered by insurance programs during much of Phase 1 and may in fact, return to full insurance coverage if trial placements are not successful.

Phase 1 of the rehabilitation process will have a six (6) month time limit. This time limit can be extended if additional time is required to obtain medical reports or in other compelling circumstances as agreed to by the parties.

- 1.2 Phase II return to work describes the mandatory processes which apply when placement through Phase I is not accomplished. It incorporates bumping and the salary guarantee provision.

## 2.0 **FLEXIBILITY IN PLACEMENT PROCESS**

To allow greater flexibility in the placement of rehabilitation candidates, the following shall apply:

- a) As per Articles 6.4, 6.5 of the Collective Bargaining agreement the Rehabilitation Placement process may supersede normal staffing provisions for individual positions required to make rehabilitation placement.
- b) Permanent full-time employees may have access to permanent full-time, permanent part-time, labour service, or term work.
- c) Permanent part-time employees may have access to permanent part-time, permanent full time, labour service or term work.
- d) Labour Service employees may have access to labour service work in the same or different Section within the ministry, labour service work in a different Section in a different ministry and permanent full-time, permanent part-time, or term work.
- e) Term employees have first consideration for term work in **the employee's** own ministry and will be returned to **the employee's** term position if medically able and within the length of the term, or if the term has been extended.
- f) In special circumstances, where a return to work is otherwise unlikely to occur, a rehabilitation placement, which constitutes a promotion may be arranged. The rehabilitation candidate must meet the **qualification** requirements for the vacant position and be medically able, subject to reasonable accommodation, to perform the duties.
- g) Permanent employees on temporary assignment of higher duties or on leave to accept a term position at the time of disability, shall access options based on **the employee's** permanent home position.
- h) **When an issue arises with an employee's placement, the parties shall review and determine next steps. This may include returning an**

**employee to the applicable phase of the Rehabilitation Placement Process.**

### **3.0 CAREER ASSISTANCE OPTIONS**

Rehabilitation placement candidates may be provided with Career Assistance Options as per Article 19.5 of the Collective Agreement with the following modifications:

- a) Career Assistance Options are applicable to Permanent Full-time, Permanent Part-time and Labour Service rehabilitation candidates.
- b) The maximum value of Career Assistance for Permanent Part-time rehabilitation candidates shall be pro-rated. The pro-rating shall be based on the average proportion of full-time hours worked over the one year period prior to the date of disability (or the period of employment if not employed for a full year).
- c) Career Counselling and Job Placement.
  - i. May include functional, vocational, or psychological assessment.
- d) Retraining Assistance may be formal training, or training-on-the-job.
  - i. Retraining may also be provided by the insurer while the employee is on claim.
  - ii. To be flexible with this option, the insurer and ministry may cost-share retraining costs, on a case-by-case basis, if such an option will better ensure the employee's return to work. If the employee is not eligible for coverage through the insurer, the ministry may provide this option.

### **4.0 SEVERANCE PAY AND ENHANCED SEVERANCE**

Except for term employees and employees on initial probation, employees who are ready to return from a leave of absence as per Article 18.1.1.3 and chose to resign or retire on immediate pension may be entitled to severance and enhanced severance payments.

The formula for determining severance payments shall be based on Articles 15.14.1 and 19.5 A) 1. v).

Severance may be accessed at the employees request at either phase of the Rehabilitation Placement Process.

Employees will be required to sign a release document in addition to providing the resignation in order to access severance payments. Employees shall be encouraged to obtain appropriate counselling/financial advice prior to exercising this option.

## **5.0 NORMAL RETIREMENT**

Employees who are eligible to retire under the normal provisions of the Public Service Superannuation Plan, or the Public Employees Pension Plan shall be encouraged to obtain retirement counselling prior to exercising this option.

## **6.0 NOTIFICATION OF COMMENCEMENT OF PHASE 1**

When Phase I is initiated the Permanent Head will be notified in writing, by the Public Service Commission.

## **7.0 EXCLUSION FROM PHASE II PROCESS**

Employees on initial probation and term employees will not be included in Phase II.

## **8.0 SALARY GUARANTEE WAITING PERIOD**

8.1 When a work placement is found, accumulation of time toward the salary guarantee will be stopped. Accumulation of time toward the salary guarantee will recommence when the work placement ends.

8.2 For Labour Service employees subject to seasonal layoff, the accumulation of time toward the salary guarantee ceases during the seasonal layoff period. Accumulation of time toward the salary guarantee will recommence on recall.

- a) For labour service employees on seasonal layoff, other placement options in other labour service Sections or agencies, and permanent full-time/permanent part-time options will still be explored.

## 9.0 SALARY GUARANTEE

- 9.1 For employees who were working less than full-time prior to disability, the salary guarantee shall be prorated. The prorating shall be based on the average proportion of full-time hours worked over the one year period prior to disability (or the period of employment if not employed for a full year).
- 9.2 If medical requirements restrict the hours that an employee is able to work, the salary guarantee shall be prorated based on the proportion of full-time hours the employee is medically able to work.
- 9.3 For labour service employees, the salary guarantee shall be paid only for the normal season of employment.
- 9.4 Salary guarantee received from the employer plus disability income received from the SGEU LTD Plan or government programs (e.g. Canada Pension Plan, Workers' Compensation, Saskatchewan Government Insurance), shall not exceed 100% of the employee's pre-disability income.
- 9.5 i) If a rehabilitation candidate obtains employment outside of executive government or generates self-employment income, which did not exist prior to the date of disability or has been expanded since the date of disability, the amount of the salary guarantee shall be reduced. The salary guarantee shall be reduced as follows:

The salary guarantee shall be reduced by an amount equal to the same percentage of employment or self-employment earnings that those earnings are in relation to pre-disability earnings, up to a maximum reduction of 100% of employment or self-employment earnings.

**Example:**

Pre Disability Income = A (\$2000)

Self Employment Earnings= B (\$1800)

(New or expanded)

Salary Guarantee Income (SGI) formula:  $A - (B \times B/A) = \text{SGI}$

$\$2000 - (\$1800 \times \$1800/\$2000) = \$380.00 \text{ SGI}$



- ii) If such earnings result in the salary guarantee being reduced to zero, the salary guarantee shall end and the employee may choose options in accordance with R19.7.1.2 D) of the attached Appendix A.
- iii) To remain eligible for the salary guarantee, rehabilitation candidates shall be required to provide proof of the amount of employment or self-employment income.

## **10.0 EMPLOYEE'S RIGHT TO SALARY GUARANTEE ENDS**

10.1 An employee's right to salary guarantee ends when:

- a) a permanent position is accepted,
- b) a permanent position, which meets medical restrictions is offered.
- c) an employee is re-employed at the maximum salary level and/or hours that **the employee's** medical restrictions allow,
- d) an employee who, within five (5) working days of being notified by the employer in writing that the bumping process has commenced, fails to indicate his intent to bump, or elects not to bump, or
- e) Earnings from employment outside of government or self-employment earnings result in the salary guarantee being reduced to zero (see **9. 5** above).

10.2 Bumping options shall be based on documented medical restrictions. If a rehabilitation candidate chooses to place their name on the re-employment list and chooses to place additional restrictions using **Article 6.1.7 A)**, **the candidate** will be ineligible for the salary guarantee provisions.

## **11.0 REHABILITATION BUMPING PROVISIONS**

Provisions applicable to rehabilitation placement bumping are attached as Appendix A.

## **12.0. HUMAN RESOURCE MANUAL**

Detailed process and procedures shall be developed by the Joint Rehabilitation Committee and following review by the parties, published in the Human Resource Manual.

This Letter of Understanding shall become effective the date of signing by both parties and shall remain in force and effect, unless ninety (90) calendar days written notice is given to amend the Letter, by either party. If notice is provided Article 24.2 A) shall apply. Extensions to the notice period, if recommended by the Joint Rehabilitation Committee shall be allowed.

**\*\*Previously Renewed/Revised February 26, 1999; October 12, 2001;  
February 25, 2005; March 30, 2007; May 28, 2010; January 8, 2020\*\*  
\*\*Last Renewed/Revised December 2, 2024\*\***

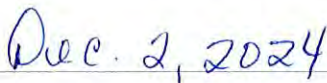
Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of Saskatchewan  
Government & General Employees' Union

  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: 

Date: 



## APPENDIX A

NOTE: For purposes of review the following rehabilitation bumping articles are numbered to correspond with the position abolishment articles of the PS/GE collective agreement.

### R19.7 Rehabilitation Bumping Provisions

#### R19.7.1.1 Initiation of Bumping Process for Rehabilitation

The bumping process for rehabilitation shall begin when Phase 1 of the process ends in accordance with Article 1.1 of Letter of Understanding 09-01.

#### R19.7.1.2 Notice to Exercise Bumping Rights

- A) The primary focus in identifying bumping options is within the employee's home ministry.
- B) As closely as possible, bumping is intended to maintain an employee's salary rate and classification level, location, duties and responsibilities, subject to the employee's medical restrictions and incorporating reasonable duty to accommodate.
- C) An employee who intends to exercise his bumping rights shall indicate his intention in writing within five (5) working days of being notified by the employer in writing that the bumping process has commenced. Permanent full-time employees shall provide notice to the Public Service Commission and permanent part-time and permanent labour service employees shall provide notice to his designated ministry official. The designated ministry official will act in consultation with the Public Service Commission.
- D) A permanent employee (permanent full-time, permanent part-time or permanent labour service) who, within the five working days, fails to indicate intent to bump or elects not to bump, shall choose:
  - 1. to go on the appropriate re-employment lists in accordance with 19.6.1.8 of the Collective Agreement;
  - 2. to retire, if eligible;
  - 3. to resign and receive severance;
  - 4. access career assistance options;
  - 5. go on indefinite leave of absence without pay at the conclusion of which an employee may elect to:

- a) resign with severance; or
- b) retire, if eligible; or
- c) go on lay-off and exercise re-employment rights. Article **9.0** of LOU 09-01 (salary guarantee) will no longer apply.

#### R19.7.1.3 Bumping Time Frame and Salary Continuance

Any permanent employee (permanent full-time, permanent part-time or permanent labour service) who fails to retain employment after Phase II has been initiated, shall be paid by the home ministry at **the employee's** previous salary rate and hours, in accordance with Articles **9.0** and **10.0** of Letter of Understanding 09-01.

#### R19.7.1.4 Acceptance of an Offer of a Position

- A) An employee will have three (3) working days, not including the date of offer, to consider the formal offer of a position made as a result of exercising his bumping rights. If the employee does not accept the offer of the position within the three (3) working days, **the employee** will be deemed to have declined the offer.
- B) For permanent full-time and labour service employees, the following shall apply:
  - 1. If an employee does not accept an offer of a position, in the mandatory stage of bumping, **the employee** will be deemed to have resigned and, upon exit, will receive severance pay or can access retirement programs currently in place or career assistance.
  - 2. If an employee does not accept an offer at the optional stage, the employee will be placed on the re-employment list, or may resign and, upon exit, receive severance pay or can access retirement programs currently in place or career assistance.
- C) For permanent part-time employees, the following shall apply:
  - 1. If an employee declines an offer of a position in his own occupation, classification level and work unit, **the employee** will be deemed to have resigned and, upon exit, will receive severance pay or can access normal retirement provisions or career assistance.
  - 2. If an employee declines an offer of a position in a lower classification level within his work unit or seniority unit, **the employee** will be

placed on the re-employment list, or may resign and, upon exit, receive severance pay or can access normal retirement provisions or career assistance.

**R19.7.1.7** Time to Adjust in New Position

A permanent employee returning from a prolonged illness, injury or disability, and who assumes a new position through the bumping provisions, shall be allowed the minimum of the probationary period for that occupation to familiarize himself with the new duties.

If during the familiarization period, the parties determine that the bump was inappropriate, options will be reviewed with the employee and Employer to resolve the issue with the last resort being a return to the bumping process to determine a more appropriate bump.

**PERMANENT FULL-TIME EMPLOYEES**

**R19.7.2.2** Bumping Order

A) The Chair shall determine the occupations and positions to which an employee is qualified to bump, subject to medical restrictions and incorporating the duty to accommodate. Upon written request, the Commission shall supply written rationale for its decision.

B) Bumping rights shall be exercised in the following order within the mandatory and optional stages of the process:

First: A permanent full-time position designated by the Commission as vacant and which meets the employee's medical restrictions;

Second: A permanent part-time or term employee encumbering a vacant Permanent Full-time position which meets the employee's medical restrictions;

Third: An employee on initial probation, with the least service, in a permanent full-time position which meets the employee's medical restrictions;

Fourth: The permanent full-time employee with the least total seniority, in a position which meets the employee's medical restrictions.

**R19.7.2.3** Mandatory Bumping Stage

First, in the employee's own occupation at the same classification level, own agency and own locality, which meets the employee's medical restrictions and incorporates the duty to accommodate. If this does not provide an option for the employee, proceed to the optional stage.

#### R19.7.2.4 Optional Bumping Stage

- A) An employee accessing the optional stages of the bumping process shall be offered, if available, a choice of (2) bumping options:

##### Location Maintenance

In order to maintain an employee's location, an employee will be offered the first available bumping option the Chair has determined the employee to be qualified for, which meets the employee's medical restrictions and incorporates the duty to accommodate. The bumping option will be offered in the following order:

1. to bump within **the employee's** own locality:
  - i) laterally, in **the employee's** own agency;
  - ii) downward in **the employee's** own agency;
  - iii) laterally, in another agency;
  - iv) downward, in another agency;
  - v) downward, in any agency. If there is a tie (in classification level), the position in the employee's home agency will be utilized.

##### Salary Maintenance

In order to maintain an employee's salary as closely as possible, an employee will be offered the first available bumping option the Chair has determined the employee to be qualified for, which meets the employee's medical restrictions and incorporates the duty to accommodate. The bumping option will be offered in the following order:

1. to bump laterally:
  - i) in **the employee's** own agency, in **the employee's** own locality;
  - ii) in **the employee's** own agency, in another locality.
2. to bump laterally:
  - i) in another agency, in **the employee's** own locality;
  - ii) in another agency, in another locality.
3. to bump downward:

- i) in **the employee's** own agency, in **the employee's** own locality;
- ii) in **the employee's** own agency, in another locality;
- iii) another agency, own locality;
- iv) another agency, in another locality;
- v) any agency, any location, any salary. If there is a tie (in classification level), the position in the employee's home agency will be utilized.

#### R19.7.2.5 Employee Not Offered a Position

If an employee is not offered a position through the bumping process, Article **9.0** of LOU 09-01 will continue.

#### R19.7.2.6 Into Labour Service Position

A permanent full-time employee who formerly held permanent status within labour service, will be entitled to use **the employee's** combined seniority to bump back into an occupation within **the employee's** former agency in labour service in which **the employee** last held permanent status.

### LABOUR SERVICE EMPLOYEES

#### R19.7.3.2/3.3 Bumping Order – Mandatory Stage

A permanent employee shall bump within his own agency, in his own occupation, at the same level, in his own locality, subject to medical restrictions and incorporating the duty to accommodate. If this does not provide an option for the employee, proceed to the optional stage.

#### R19.7.3.4 Optional Stage

A permanent employee accessing the optional stage of the bumping process will be offered a bumping option in both of the following preferences, if available:

##### Location Maintenance

In order to maintain an employee's location, an employee will be offered the first available bumping option the Chair has determined the employee to be qualified for, which meet the employee's medical restrictions and incorporates the duty to accommodate. The bumping option will be offered in the following order:

1. To bump within his own locality:

Laterally:

- i) laterally, in his own seniority unit;
- ii) laterally, own ministry, across sections.

Downward:

- i) downward, own seniority unit;
- ii) own ministry, across sections;
- iii) downward, any seniority unit, any agency. If there is a tie (in classification level), the position in the employee's home agency will be utilized.

Salary Maintenance

In order to maintain the employee's salary as closely as possible, the employee will be offered the first available bumping option the Chair has determined the employee to be qualified for, which meet the employee's medical restrictions and incorporates the duty to accommodate. The bumping option will be offered in the following order:

1. Laterally:

- i) same occupation and classification level, own seniority unit;
- ii) same occupation and classification level, another seniority unit within own agency;
- iii) same classification, another occupation, own seniority unit;
- iv) same classification, another occupation, another seniority unit, within own agency.

2. Downward:

- i) own seniority unit, another locality;
- ii) another seniority unit, own agency, another locality;
- iii) downward, any seniority unit, any agency. If there is a tie (in classification level), the position in the employee's home agency will be utilized.

R19.7.3.5 Employee Not Offered a Position

If the employee is not offered a position through the bumping process, Article **9.0** of LOU 09-01 will continue.



## PERMANENT PART-TIME EMPLOYEES

### R19.7.4.2 Bumping Order

- A) The Permanent Head shall determine the occupations and permanent part-time positions to which an employee is qualified to bump, subject to medical restrictions and incorporating the duty to accommodate. Bumping shall be exercised first within the employee's own work unit. If the employee is not offered a position in **the employee's** work unit, then bumping rights may be exercised within the seniority unit.
- B) Bumping shall be exercised in the following order, subject to medical restrictions:
  - First: To bump in the employee's own occupation and classification level;
  - Second: To bump other occupations in the same classification level which **the employee has** been deemed qualified for;
  - Third: To bump downward in other occupations **the employee has** been deemed qualified for;
  - Fourth: If the employee is not offered a position in **the employee's** work unit, **the employee** may proceed to bump within **the employee's** seniority unit.

### R19.7.4.3 Employee Not Offered a Position

If an employee is not offered a position through the bumping process, Article **9.0** of LOU 09-01 will continue.

## TERM EMPLOYEES

### R19.7.5 Term employees have no bumping rights.

Permanent employees on leave of absence to work in term positions shall revert to **the employee's** home positions if bumping rights are to be exercised.

**LETTER OF UNDERSTANDING 98-01**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Occupational Health and Safety Committees**

**Preamble**

The following language does not limit Employee and Employer entitlement to all rights and provisions of the Occupational Health and Safety Act and the Saskatchewan Human Rights Code.

**Joint Employer/Employee Committees**

**Department Wide Joint Labour - Management Councils**

The parties will establish a Labour/Management Council at the department headquarters level at the request of the union at the ministerial level. The duties of the Council include:

- (a) oversee the effective operation of occupational health and safety committees and programs throughout the department;
- (b) study and make recommendations on occupational health and safety matters and their specific application to the department; and
- (c) deal with occupational health and safety matters that are referred from the local level.

The Department Council will meet at least once every four (4) months. The Council will be composed of a minimum of six (6) persons, at least half of which are elected or appointed by the union. Each Council will have employer and employee co-chairpersons.



The employer will regularly provide the Department Council at each meeting with the most recent statistical information on all injuries and illnesses sustained by employees in the Department as reported to the Workers' Compensation Board to enable the Council to pursue its joint responsibilities.

### **Workplace Joint Employer/Employee Committees**

Joint Employer Employee Occupational Health and Safety Committees shall be established to represent places of work as agreed between the parties. Each committee shall consist of not less than two (2) members and not more than twelve (12) members, unless specifically agreed by all members of the workplace O.H.&S. committee. At least one half (½) of the committee members shall be employees elected or appointed by the union members and each committee shall have employer and employee chairpersons, as appointed by **the employee's** respective parties.

The Occupational Health and Safety Committees shall have a continuing concern with respect to the health and safety at the work place. The committees shall meet no less than quarterly. The committees shall receive, consider and recommend solutions respecting health and safety concerns at the work place. Committee members shall be given reasonable opportunity during regular hours to deal with such concerns. Minutes of committee meetings shall be posted in the work place and shall be made available concurrently to the employer, the union and the Occupational Health and Safety Division.

Occupational Health and Safety Committees shall exhaust their procedures before any matter is referred to the employer and the union for negotiation or before the matter is dealt with under the grievance procedure.

Wherever possible, committee meetings shall be scheduled during normal working hours. Employee members of the committee shall suffer no loss of pay or other benefits for attendance at committee meetings. An employee who attends committee meetings outside of scheduled hours of work shall be credited the time as if worked.

Joint Occupational Health and Safety Committees may recommend reasonably practicable training measures designed to prevent occurrences of occupational health and safety problems related to the work place.

### **Training for Joint Committee Members**

Subject to reasonable notice being given, all committee members shall be entitled to up to five (5) days leave without pay, per year, for purposes of attending Occupational Health and Safety training courses, seminars or courses of instruction. However, where such training is provided by the Department of Labour, or jointly by the union and employer, employees exercising such leave shall suffer no loss of pay or benefits.

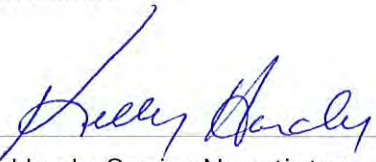
### **Health and Safety - A Shared Concern**

As a matter of principle, both the union and employer recognize that occupational health and safety is a shared concern of the parties. Both parties will endeavor cooperatively to maintain a safe work environment and will make recommendations to prevent and/or correct situations which threaten health and safety at the work place.

**\*\*Previously Renewed/Revised February 26, 1999; October 12, 2001; February 25, 2005, March 30, 2007; May 28, 2010; January 8, 2020\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Public Service  
Commission:

  
Kelly Hardy, Senior Negotiator

Date: Dec 2/24

Signed on behalf of the Saskatchewan  
Government & General Employees' Union:

  
Lori Bossaer, Chair PS/GE, Bargaining Unit

Date: Dec 2, 2024

**LETTER OF UNDERSTANDING 98-02**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE:   Dispute Resolution Options**

The parties agree the best resolution of a dispute is one worked out between the parties without recourse to a third party.

The parties will approach each grievance or group of grievances from the point of view of:

- Attempting to ascertain the facts and negotiate a resolution.
- Failing resolution by negotiation, agreeing to a joint statement of facts.
- Based on the joint statement of facts, determine the appropriate course of action to resolve the matter from five options:
  - 1.0   Grievance Mediation
  - 2.0   Expedited Arbitration
  - 3.0   Case Management
  - 4.0   Full Panel Arbitration
  - 5.0   Single Panel Arbitrator

The parties may agree to any other dispute resolution mechanism with a view to resolving the dispute.

**1.0   GRIEVANCE MEDIATION**

This provision can be adjusted by mutual agreement of the parties.

**1.1   Grievances Appropriate for Mediation**

- 1.1.1   Grievance seeks individual settlement, ie. settlement applies to one (1) grievor and would not result in a similar claim by another employee. By mutual agreement between the parties, grievance mediation may be used for other kinds of grievances, eg. group grievances



1.1.2 Grievance mediation is appropriate where there are a range of possible solutions to the concerns raised in the grievance.

1.1.3 Grievance mediation is normally not appropriate for policy grievances, complex cases, or where other employees would have a similar claim resulting from the settlement.

## **1.2 Role of the Mediator**

1.2.1 The role of the mediator is to assist the parties to achieve a mutually acceptable resolution of the grievance.

1.2.2 The mediator will be drawn by chance from a list agreed upon by the parties. Any mediator must have served as the chairperson of an arbitration board unless otherwise agreed by the parties.

1.2.3 The parties will equally share the cost of fees and expenses of the Mediator.

## **1.3 Provision of Information Prior to the Mediation**

1.3.1 The mediator will be provided with a copy of the grievance, a copy of grievance replies and a copy of the collective agreement five (5) days prior to the mediation.

## **1.4 Rules Applicable to Grievance Mediation**

1.4.1 Rules of evidence do not apply and proceedings are informal; the grievor and management respondent participate in the process.

1.4.2 Any document provided prior to, or during the mediation will be returned to the issuing party at the end of the mediation.

1.4.3 Unless the parties agree otherwise, settlements reached at mediation will not be considered a precedent and will not be raised in support of any future case.

1.4.4 Anything said, or done at any mediation cannot be used against a party in any subsequent arbitration.

- 1.4.5 If no settlement is reached, the parties may proceed to arbitration.
- 1.4.6 A mediator cannot serve as the arbitrator should the case be referred to arbitration and is not a compellable witness in that arbitration or any hearing on the matter by the Labour Relations Board.
- 1.4.7 No transcript or record of the mediation is kept by the mediator other than that the mediation occurred, when, where, as well as the parties, the issue in dispute and whether settlement was achieved.
- 1.4.8 If there is no settlement, the mediator will provide an advisory opinion as to the likely outcome, if the matter is advanced to arbitration given precedent and arbitral norms.
- 1.4.9 The parties to the mediation will have the authority to conclude a settlement at the mediation.
- 1.4.10 Attendees to the mediation include the grievor, the manager respondent, the local steward, the **ministry** labour relations advisor and the spokesperson for union and management. Additional persons may attend by mutual consent.
- 1.4.11 Mediation will normally occur at the worksite or at the union or employer's premises. The parties will jointly share the costs of mediation.

## **1.5 Grievance Mediation Process**

- 1.5.1 Brief introduction to the grievance mediation process, by the mediator (concept, process, ground rules, questions).
- 1.5.2 Mediator presented with a joint statement of facts prepared in advance of the hearing by the parties.
- 1.5.3 Description of Grievance:
  - a) Party submitting the grievance, normally the union, briefly outlines the circumstances resulting in the grievance. Relevant collective agreement provisions are cited, as well as its position on the matter.
  - b) The grievor is given the opportunity to make additional comment.

- c) The respondent, normally a labour relations representative, provides additional details regarding the circumstances resulting in the grievance, relevant collective agreement provisions and its position on the matter.
- d) The manager affected by the grievance is given the opportunity to make additional comment.
- e) The mediator may ask additional questions of the parties to obtain clarification on any matter.

#### 1.5.4 Private Caucus:

- a) The parties will be separated. Alternately meeting privately with the parties, the mediator seeks to identify underlying interests, concerns and differences and seeks possible resolutions of the grievance.
- b) The mediator will not reveal any information or position given by the parties in confidence without permission; the mediator may advance any position as his/her private recommendation to either party.

#### 1.5.5 Reconvening the Parties:

- a) Once agreement is reached via private discussions, or no agreement is possible, parties are reconvened by the mediator.
- b) If agreement is reached, the terms of settlement are put in writing and signed by the parties.
- c) If no agreement is possible, the mediator will orally set out respective positions, points of difference and provide an advisory opinion as to likely outcome if case referred to arbitration.

#### 1.5.6 Allowable Time Limit:

- a) Normally three (3) hours; an extension of up to one (1) hour will be allowed by joint agreement of the parties.
- b) The mediator may call a halt to mediation where it appears resolution is not likely.

## 2.0 EXPEDITED ARBITRATION

By mutual agreement, the procedures may be used after Step 2 of the grievance procedure, or following unsuccessful mediation.

## **2.1 Grievances Appropriate for Expedited Arbitration**

- 2.1.1 Unless otherwise agreed by the parties, only grievances that seek an individual settlement, ie. settlement applies only to the grievor, would not result in a similar claim by other employees, shall have no precedential value and shall not thereafter be referred to by the parties in respect of any other matter in any other setting.

Concerned with grievances that involve the interpretation and application, or alleged violation, of the collective agreement, eg. grievances that are arbitral.

- 2.1.2 Grievance arbitration is appropriate where there is a limited range of solutions, or single solution, to the concern raised in the grievance.

On agreement that a case be expeditiously arbitrated, the parties will draw the Arbitrator by chance from a list mutually agreed by the parties and he/she will act as a single Arbitrator on the matter. Any Arbitrator must have served as the chairperson of an arbitration board.

## **2.2 Expedited Arbitration Process**

- 2.2.1 No legal counsel used by either party:

Union: Staff Representative or Elected Officer

Employer: Labour Relations Officer or Ministry Human Resource Service Team

- 2.2.2 Documents tabled with Arbitrator:

- a) Collective bargaining agreement;
- b) Grievance statement and replies;
- c) Agreed statement of facts;
- d) Any cases that parties intend to rely on (limit five from each);
- e) A brief statement of each party's position and argument (one page each); and
- f) Possibly flowing from above, an agreed statement as to the exact difference that the parties want decided.

- 2.2.3 Maximum number of cases to be scheduled in one day are two.



2.2.4 Maximum time allotted to hear each case is three (3) hours. The parties will endeavour to abide by this time limit; extensions may occur by mutual agreement.

2.2.5 Procedure guidelines:

- a) Documents tabled.
- b) Brief opening statement by each of the parties.
- c) Witnesses (maximum two per party), examined, cross-examined and questioned by Arbitrator.
- d) Final argument (Brown and Beatty, or similar texts may be cited).
- e) General rules of evidence are not strictly applied, except rules of "onus".
- f) Parties must discuss evidence prior to hearing, in order to expedite the hearing.
- g) Once the Arbitrator has indicated the direction of the likely decision, parties may request an adjournment to attempt to work out the exact terms of the resolution (the decision).
- h) Arbitrator may attempt to mediate, eg. propose a possible resolution, if the parties agree and if the case has not previously been through the mediation process.
- i) Arbitrator may issue a verbal decision immediately. Within three (3) working days a written decision shall be rendered, setting out the reasons which the Arbitrator deems necessary to convey a decision. Decision and reasons are limited to two pages. The decision of the single Arbitrator will be final and binding on the parties.
- j) The parties will equally share the cost of fees and expenses of the Arbitrator.
- k) The grievor and Manager/Supervisor who are party to the case shall be granted leave with pay to be present at arbitration.
- l) The grievance may be removed from the expedited process at any time, prior to the expedited hearing.

### **3.0 CASE MANAGEMENT**

The parties may agree to utilize case management after Step 2 of the grievance procedure.

#### **3.1 Processes**

- a) No legal counsel will be used by either party.



- b) Union Representation: Labour Relations Officer (LRO) and Shop Steward/Negotiating Committee Representative (if required).
- c) Employer Representation: Labour Relations Consultant and Human Resources Consultant (if required).
- d) Other participants/observers as agreed by the parties.
- e) The Arbitrator utilized for Case Management will be agreed to by the parties.

### **3.2 Documents tabled with the Arbitrator:**

- a) Relevant collective bargaining agreement.
- b) Grievance statement and replies.
- c) Agreed statement of facts.
- d) Other relevant information.
- e) Any cases that parties intend to rely on that are unique to Saskatchewan.
- f) A Case Management Document reflecting each party's position and argument (typically one to six pages).
- g) The exact issue that the parties want decided.
- h) The number of cases scheduled in one day will be determined on the complexity of each case.

### **3.3 Procedure Guidelines:**

- a) Documents tabled.
- b) Presentation of Case Management Document.
- c) General rules of evidence are not strictly applied, except rules of "onus".
- d) Parties must discuss evidence prior to hearing, in order to expedite the hearing.
- e) Arbitrator may propose a possible resolution to the parties prior to issuing an award.
- f) The decision of the Arbitrator will be final and binding on the parties.
- g) The parties will equally share the cost of fees and expenses of the Arbitrator.
- h) The grievance may be removed from Case Management Process at any time, prior to the hearing.

#### 4.0 FULL PANEL ARBITRATION

##### 4.1 Establishment of an Arbitration Board

- a) An Arbitration Board shall consist of three (3) members appointed in the manner provided in this section.
- b) Application for an Arbitration Board shall be made to the Chair. The application shall contain the name of the person appointed to the Board by the applicant. A copy of the letter to the Chair shall be supplied by way of notice, concurrently, to the respondent.
- c) Within ten (10) working days of receiving the notice, the Chair shall furnish the name of management's appointee to the applicant.
- d) Representatives of the Commission, in consultation with ministries, and the Union may attempt to resolve grievances with service wide implications, prior to the arbitration hearing, in a manner they consider fair and equitable.
- e) The parties, within ten (10) working days of the appointment of the management nominee, shall appoint a third member of the Board who shall be the Chairperson thereof.
- f) When the parties fail to agree on the appointment of a Chairperson, the Chairperson will be selected from a permanent panel of at least three (3) individuals established and maintained by the parties to the collective agreement. Selection of a Chairperson from the panel shall be made by choice.
- g) Termination arbitrations will be heard and decisions rendered within 120 calendar days, unless otherwise agreed to by the parties.

##### 4.2 Proceedings of an Arbitration Board

- a) The Chairperson of the Arbitration Board shall fix the time and place of sittings of an Arbitration Board after consultation with the other members thereof, and **the Chairperson** shall notify the parties as to the time and place so fixed, provided that the Arbitration Board shall meet not later than seven (7) calendar days after it has been constituted, unless by consent of both parties the date is set back.
- b) An Arbitration Board shall, in such a manner as it thinks fit, expeditiously and carefully enquire into the grievance and all matters affecting the merits and rights of the parties to settlement thereof.

- c) In the course of the hearings, the Arbitration Board may make such suggestions and do such things as it deems right and proper for encouraging a fair and amicable settlement of the grievance, and shall hear such representations as may be made on behalf of the parties, and shall diligently proceed to mediate between them.
- d) An Arbitration Board may determine its own procedure, but shall give full opportunity to all parties to present evidence and make representations.
- e) An Arbitration Board may accept, admit and call for such evidence as in equity and good conscience it thinks fit, whether strictly legal evidence or not.
- f) Any party to a reference to an Arbitration Board may be represented before the Board by two (2) or fewer than two (2) persons designated by the parties respectively for the purpose, provided that every party appearing by a representative shall be bound by the acts of such representatives.
- g) If, without good cause shown, any party to a proceeding before an Arbitration Board fails to attend or be represented, the Arbitration Board may proceed as if the party had duly attended or been represented.
- h) The expenses of the Chairperson of the Board and any other common expenses for such items as hall rental and transcripts, shall be shared equally by both parties.
- i) The proceedings of an Arbitration Board shall be completed within one (1) year of the appointment of the Chairperson.

#### **4.3 Decisions (Award of an Arbitration Board)**

- a) The Arbitration Board established under this letter of understanding, shall not have the authority to add, subtract from, or amend any of the provisions of the collective agreement.
- b) Subject to the statement above, an Arbitration Board shall have the power to dispose of any grievance involving dismissal or disciplinary action in the following manner:
  - i) by denying the grievance in total;
  - ii) by allowing the grievance in total;
  - iii) by directing a compromise settlement which it deems just and equitable.

- c) The decision of the majority of the members of an Arbitration Board, or, where there is no majority decision, the decision of the Chairperson, shall be the decision of the Arbitration Board.

## 5.0 SINGLE PANEL ARBITRATOR

By mutual agreement, the parties may agree to a single Arbitrator.

**\*\*Previously Renewed/Revised February 26, 1999; October 12, 2001; February 25, 2005; March 30, 2007; May 28, 2010; January 8, 2020\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Date: Dec 2/24

Signed on behalf of the Saskatchewan  
Government & General Employees' Union

  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: Dec. 2, 2024

**LETTER OF UNDERSTANDING 98-05**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Leave for Union Business**

The following provisions shall apply to definite leaves of absence with pay granted for union business.

1.
  - (a) The Employer will continue to provide the regular earnings and make all normal deductions during such leave.
  - (b) Employees shall continue to accumulate and be entitled to access all benefits and seniority rights.
  - (c) For the purpose of determining overtime entitlement for employees working on an averaging period basis, approved leave of absence with pay for union business shall be credited as averaging period hours subject to the following:
    - i) For Field Employees to a daily maximum of eight (8) hours reduced by any hours actually worked on that day.
    - ii) For other employees to a maximum of the normal daily hours of work reduced by any hours actually worked on that day.
2. Union to Reimburse the Employer:

The Union will reimburse the Employer for the full cost of Union Leave as follows:

- (a) For the first thirty (30) consecutive calendar days or less:

- i) Designated Holidays (where the employee is on Union business on both the working day preceding and following the designated holiday).
- (b) For the next sixty (60) consecutive calendar days or less:
  - i) Designated Holidays (where the employee is on Union business on both the working day preceding and following the designated holiday);
  - ii) Employment Insurance;
  - iii) Canada Pension Plan;
  - iv) Vacation Leave; and,
  - v) Superannuation.
- (c) For leave in excess of ninety (90) consecutive calendar days:
  - i) Designated Holidays (where the employee is on Union business on both the working day preceding and following the designated holiday);
  - ii) Employment Insurance;
  - iii) Canada Pension Plan;
  - iv) Vacation Leave;
  - v) Superannuation; and,
  - vi) Sick Leave Accumulation

An employee who is elected or appointed to a full time position in any of the bodies to which the Union is affiliated or accepts a paid staff position with the Union may be granted definite or indefinite leave without pay. During such leave the application of benefits shall be in accordance with benefits under this section, excepting that an employee shall continue to earn seniority under this agreement for a period of up to two (2) years.

An employee who holds a full-time elected SGEU position may be granted definite or indefinite leave without pay. During such leave, application of benefits shall be in accordance with Article 18.4, excepting that seniority shall be granted for the full period of the leave.



**\*\*Previously Renewed/Revised February 26, 1999; October 12, 2001; February 25, 2005;  
March 30, 2007\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission



Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government & General Employees' Union



Lori Bossaer, Chair, PS/GE Bargaining Unit

Date:

Dec 2/24

Date:

Dec. 2, 2024

**LETTER OF UNDERSTANDING 98-06**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Terms of Reference for Modified Work Pattern**

- 1.0 When the work pattern is established pursuant to Article 9.3.5.2 (Modified Work Pattern-In Excess of 8 Hours/Day) of the Collective Agreement, the administration of some benefits has to be modified. The principle underlying the modification is that the benefits previously based on a "day" or "week" are converted to hours and produce the same level of benefits in terms of hours as **the employee** would have if the work week had not been modified. This results in no additional benefit costs to the employer and neither losses nor gains in benefits to the employee.
- 2.0 The following states how this principle is to be applied with the administration of a number of benefits but may not be exhaustive.
- 2.1 Pay - Employees will continue to receive normal bi-weekly salary as per Pay Schedule 1 on **the employee's** normal pay dates set out in the Collective Agreement, subject to any adjustments required by the modified hours of work pattern.
- 2.2 There is no change in the administration of Articles of the Collective Agreement dealing with probation, seniority, annual increments, severance pay and notice of termination, demotion or resignation.
- 2.3 OVERTIME
  - 2.3.1 Daily Overtime - In accordance with Articles 11.1 (Hourly Rates), 11.2 (Overtime Must Be Authorized), 11.4.1 (On Regular Work Day) and 11.4.2 (On Assigned Day of Rest) of the Collective Agreement.
  - 2.3.2 An employee who commences employment in a modified work pattern arrangement on a day other than the first day of the averaging period shall have a work pattern



established on the basis of his maximum number of straight time hours equaling 8 times the number of working days remaining in the averaging period less 8 times the number of designated holidays and earned days off occurring in the averaging period.

2.3.3 An employee who terminates employment from a modified work pattern arrangement on a day other than the last day of the averaging period shall have the number of straight time hours which should have been worked reconciled on the basis of 8 times the number of working days which occurred in the averaging period less 8 times the number of designated holidays and earned days off in the averaging period prior to the date of termination.

2.4 Shift Differential Per Article 15.12 (Shift Differential) of the Collective Agreement provided that shift differential will not be payable in a modified work pattern in a situation where it was not payable under the standard hours of work week.

## 2.5 HOLIDAYS

### 2.5.1 Designated Holidays

2.5.2 Note: In Article 9.3.5.2.A) 1 of the Collective Agreement, the number of hours to be worked straight time in the averaging period was reduced by eight (8) hours for each designated holiday falling in the averaging period.

2.5.3 The provision of Article 13.2.1 (Employee Required to Work on a Designated Holiday) of the collective agreement shall apply. Article 13.2.2 (Overtime Work) of the Collective Agreement shall apply.

2.6 Vacation - For the administration of Article 16.1 (Service for Vacation) of the Collective Agreement the following shall apply:

1 1/4 days	=	10 hours
15 days	=	120 hours
1 2/3 days	=	13 1/3 hours
20 days	=	160 hours
2 1/12 days	=	16 2/3 hours
25 days	=	200 hours
2 1/2 days	=	20 hours

30 days = 240 hours

Vacation usage shall be charged on the basis of one hour for each hour scheduled to work under the modified work pattern.

2.7 Sick Leave and Pressing Necessity Article 17.3 (Sick Leave Eligibility) of the Collective Agreement shall be administered on the following basis:

- (i) For purposes of crediting, earning and present accumulation of sick leave shall be converted to hours on the basis of one day equals eight (8) hours.
- (ii) For purpose of using sick leave, charges shall be made on the basis of one hour for each hour of sick leave or pressing necessity on which the employee was scheduled to work.

**\*\*Previously Renewed/Revised February 26, 1999; October 12, 2001; February 25, 2005; March 30, 2007; May 28, 2010; January 8, 2020\*\***


**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Date: Dec 2/24

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: Dec. 2, 2024

**LETTER OF UNDERSTANDING 98-07**  
**BETWEEN**  
**SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Instructional Family – Hours of Work and Pay Administration**

The Hours of work of employees in the occupational codes listed below (Instructional Group) shall be regulated within any working day or series of working days and shall be in accordance with this letter of understanding.

The instructional group, as identified below, are expected to deliver quality educational programming to their students. The employer recognizes that time for preparation, administration, evaluation, meetings, professional development and course development are essential to ensure instructors are afforded the opportunity to fulfil their professional responsibilities. This shall be accommodated within the mandate and client service standards as identified by the Ministry or Agency. With consideration to professional standards; duties, schedules and specific hours of work arrangements may be arranged by local agreement between the Union and the Agency.

It is agreed between the parties that employees in the following occupations:

ICI	Trades Instructor
ITT, ITT1, ITT2, ITT3	Teacher Therapist
IA I	Instructional Assistant

shall, notwithstanding any relevant articles of the Collective Bargaining Agreement or any earlier Letters of Understanding or Special Agreements, be governed by the following provisions:

**1.0 Hours of Work and Pay Administration**

- 1.1 For the purpose of this Letter, a school year shall be defined as commencing, September 1st and ending the 31st day of August following. When mutually agreed

at the local/facility level, the start and end dates of the school year may be modified.

- 1.2 A full term employee shall mean a person appointed on the basis of working 197 assigned days per school year. Full term employees shall be paid on a bi-weekly basis in accordance with the bi-weekly rates of pay contained in Pay Schedule 1.
- 1.3 An employee who is assigned to work in excess of 197 days in a school year shall be paid at the rate of 1/197 of **the employee's** current annual salary for each such day so assigned.
- 1.4 Employees appointed to less than full term positions shall be paid at a rate of 1/197 of **the employee's** annual salary for each such full day assigned or on an hourly basis for any assignment of less than a full day. However, if it is known at the time of the appointment that the assignment will be of a minimum duration of 90 consecutive calendar days, the employee shall be paid on a bi-weekly basis until the end of such appointment at which time a reconciliation of the salary paid to that date and actual salary entitlement to that date based on 1/197 of the annual salary for each assigned day worked shall be conducted.

Any monies owing shall be paid to the employee and any monies overpaid shall be recovered from the employee.

- 1.5 In the event an employee is dismissed, resigns, promotes, demotes or transfers from the classifications listed above prior to the completion of the full school year, or the completion of the 197 assigned days a reconciliation of the salary paid to that date and actual salary entitlement to that date based on 1/197 of the annual salary for each assigned day worked shall be conducted. Any monies owing shall be paid to the employee and any monies overpaid shall be recovered from the employee.
- 1.6 In the event an employee commences employment in a full term position at such time other than the normal start of that program, **the employee** shall be paid on a bi-weekly basis in accordance with the rates of pay contained in Pay Schedule 1 until the normal end of such program or the end of the school year, whichever occurs first, at which time a reconciliation of salary paid to that date will be carried out in accordance with (1.4) above.

- 1.7 A full term employee shall be entitled in each school year a minimum of four consecutive weeks of unassigned days. Unless by mutual agreement, the four-week period shall fall between July 1 and August 31. All other unassigned days may be set out in policy by management.
- 1.8 All unassigned days in a school year shall constitute full recognition of and full payment for any vacation leave, (excepting the special vacation leave benefits of the Northern District Allowance provisions), designated holidays, days of rest and earned days off that may otherwise have been provided by the Collective Agreement.
- 1.9 Full term employees who, as a result of approved leave of absence without pay, do not complete 197 assigned days in a school year, shall be subject to a reconciliation of the salary paid during the school year and actual salary earned. **The employee's** salary cheque for the final bi-weekly pay period of the school year shall be adjusted to compensate for the amount owing as shown by the reconciliation.
- 1.10 For the purpose of salary determination on promotion, demotion, transfer and temporary assignment of higher duty assignments, the salary shall be determined on the basis of the hourly rates.

## **2.0 Probationary Period**

- 2.1 Subject to the general provisions of all probation articles of the Collective Agreement, all employees, except term, shall serve a twelve (12) or twenty-four (24) month initial probationary period, based on the following:
- a) every employee working a minimum of 80 days per year shall serve a probationary period of twelve (12) calendar months;
  - b) if the employee is working less than 80 days per year, **the employee** shall serve a probationary period of twenty-four (24) calendar months.

## **3.0 Increments**

Subject to the general provisions of all increment articles of the Collective Agreement, an employee shall be entitled annually to an increment within **the employee's** pay range providing the employee has worked 197 assigned days.



#### **4.0 Sick Leave**

Subject to the general provisions of all sick leave articles of the Collective Agreement, an employee shall earn sick leave on the basis of one and one half (1 ½) days for each 20 full assigned days worked, subject to a maximum of 15 days per year. Effective October 1, 2002, an employee shall earn sick leave prorated on the basis of assigned days paid as a proportion of 197, subject to a maximum of 15 days per year.

#### **5.0 Termination**

When termination other than dismissal for misconduct concerns an employee in the instructional group and applies to the end of the school year, notice shall be given not later than May 1 in any year and termination of employment shall be effective on the last day of the school year.

When job abolition as a result of budgetary reduction concerns an employee in the instructional group, notice should normally be given no later than May 1 in any year and termination of employment shall be effective on the last day of the school year, subject to 1. 5) above.

#### **Pay Administration for Temporary Market Supplements**

RE: Administration of Supplemented Salary Ranges Teacher Therapists (i.e. Occupation Codes ITT 1-3)

It is agreed between the parties that, where applicable, the administration of Supplemented Salary Ranges shall be governed by the following provisions:

1. For all appointments, a Recognized Teaching Certificate is mandatory and other academic or trades background must be related to the position being staffed.
2. Assignment of occupation codes to Teacher Therapists shall be determined by the number of years of relevant post-Grade XII training (Saskatchewan Standards) that the employee has:



Occupation Code ITT 1 (Class IV in The Teacher Certification and Classification Regulations, 2002)

- a) has completed a minimum of four years of recognized post-secondary education and holds:
  - i) a Professional “A” Teacher’s Certificate; or
  - ii) a Professional “B” Teacher’s Certificate (Endorsed); or
- b) has completed sufficient training so that only one year of additional university education is required to complete a four-year degree and holds one of the following certificates:
  - i) a Vocational Teacher’s Certificate (Endorsed);
  - ii) a Technical Teacher’s Certificate (Endorsed).

Occupation Code ITT 2 (Class V in The Teacher Certification and Classification Regulations, 2002) has completed a minimum of five years of recognized post-secondary education and holds the certificates and degrees mentioned in one of the following:

- a) a Professional “A” Teacher’s Certificate, a Bachelor of Education degree or a degree recognized as equivalent to a Bachelor of Education degree, and a second bachelor’s degree;
- b) a Professional “A” Teacher’s Certificate, an approved bachelor’s degree and one year of graduate study;
- c) a Professional “A” Teacher’s Certificate and an approved four-year bachelor’s degree other than a Bachelor of Education degree; or a Professional “A” Teacher’s Certificate and an Additional Qualification Certificate; or a Professional “B” Teacher’s Certificate (Endorsed), an approved three-year bachelor’s degree and one year of graduate study;
- d) a Professional “B” Teacher’s Certificate (Endorsed) and an approved four-year bachelor’s degree other than a Bachelor of Education degree;
- e) a Vocational Teacher’s Certificate (Endorsed) and a Bachelor of Education degree or a degree recognized as equivalent to a Bachelor of Education degree; or,
- f) a Technical Teacher’s Certificate (Endorsed) and a Bachelor of Education degree or a degree recognized as equivalent to a Bachelor of Education degree.


Occupation Code ITT 3 (Class VI in The Teacher Certification and Classification Regulations, 2002) has completed a minimum of six years of recognized post-secondary education and holds the certificates and degrees mentioned in one of the following:

- a) a Professional “A” Teacher’s Certificate, a Bachelor of Education degree, a second bachelor’s degree and one year of graduate study;
  - b) a Professional “A” Teacher’s Certificate, a Bachelor of Education degree and two years of graduate study;
  - c) a Professional “A” Teacher’s Certificate, an Honours degree and a Bachelor of Education degree;
  - d) a Professional “A” Teacher’s Certificate, an approved bachelor’s degree and a Masters of Education degree; or a Professional “A” Teacher’s Certificate, a Bachelor of Education degree, an Additional Qualification Certificate and one year of graduate study;
  - e) a Vocational Teacher’s Certificate (Endorsed), a Bachelor of Education degree and one year of graduate study; or,
  - f) a Technical Teacher’s Certificate (Endorsed), a Bachelor of Education degree and one year of graduate study.
3. When an employee qualifies to go from one occupational code to another, the salary rate in the Supplemented Salary Range shall be adjusted on the basis of the following rules:
- a) The onus shall rest on the employee to submit satisfactory evidence certifying to **the employee’s** higher qualifications and the effective date thereof, such evidence to be confined to an official transcript or official letter (if degree) from the granting authority.
  - b) The effective date of the change in temporary market salary supplement shall be on the first day of the pay period following submission of documentation to the Employer indicating the successful completion of course requirements.
  - c) It shall be the responsibility of instructors to notify their department upon successful completion of all course work and particularly of qualifications for the next higher range.

- d) The department shall be responsible for initiating the documents for any such salary adjustment.
- e) The salary rate shall be adjusted in accordance with Article 14.1.6 A) 2 of the Collective Agreement.

**\*\*Previously Renewed/Revised February 26, 1999; October 12, 2001; February 25, 2005; March 30, 2007; May 28, 2010; January 8, 2020\*\***  
**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Date: Dec 2 / 24

Signed on behalf of the Saskatchewan  
Government & General Employees' Union

  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: Dec. 2, 2024

**LETTER OF UNDERSTANDING 98-10**  
**BETWEEN**  
**SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE:   Supplemented Salary Ranges (SSR)**

In accordance with article 14.1.6 of the collective agreement, the attached Appendix 1 lists the supplemented salary ranges agreed to be effective **October 6, 2024**.


**\*\*Previously Renewed/Revised February 26, 1999; October 12, 2001; February 25, 2005; March 30, 2007; May 28, 2010; June 24, 2013; October 13, 2019\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government & General Employees' Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: Dec 2/24

Date: Dec. 2, 2024

**Appendix 1****Supplemented Salary Ranges**  
(Effective October 6, 2024)

The attached rates are in accordance with article 14.1.6 of the PS/GE collective bargaining agreement and replace the rates previously noted in Letter of Understanding #98-10.

<b>Occupation Group CTL</b>				
<b>Program Consultation - Translator</b>				
<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>7</b>	\$39.216	\$49.140	\$28.085	\$35.195

<b>Occupation Group CMA</b>				
<b>Program Consultation - Municipal Administration Advisor</b>				
<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>11</b>	\$41.990	\$52.617	\$40.375	\$50.593
<b>12</b>	\$45.299	\$56.767	\$44.410	\$55.654



**Occupation Group CSE****Program Consultation - Curriculum Development & Co-ordination**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>9</b>	\$36.577	\$44.525	\$33.367	\$41.812
<b>10</b>	\$40.237	\$48.981	\$36.703	\$45.993
<b>11</b>	\$43.726	\$53.123	\$40.375	\$50.593
<b>12</b>	\$47.430	\$57.602	\$44.410	\$55.654
<b>13</b>	\$51.393	\$62.443	\$48.852	\$61.219

**Occupation Group FAT****Finance and Revenue - Accountant**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>9</b>	\$36.038	\$45.156	\$33.367	\$41.812
<b>10</b>	\$38.922	\$48.768	\$36.703	\$45.993
<b>11</b>	\$42.033	\$52.670	\$40.375	\$50.593
<b>12</b>	\$45.343	\$56.823	\$44.410	\$55.654



**Occupation Group FAU****Finance and Revenue - Auditor**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>11</b>	\$46.593	\$56.664	\$40.375	\$50.593
<b>12</b>	\$49.429	\$60.106	\$44.410	\$55.654
<b>13</b>	\$52.370	\$63.667	\$48.852	\$61.219

**Occupation Group FLN****Finance and Revenue - Land Negotiator (Highways)**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>9</b>	\$40.074	\$48.627	\$33.367	\$41.812
<b>11</b>	\$45.947	\$55.804	\$40.375	\$50.593

**Occupation Group FTA****Finance and Revenue - Tax Auditor**

Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
8	\$35.485	\$43.331	\$30.329	\$38.009
9	\$39.034	\$47.493	\$33.367	\$41.812
10	\$41.375	\$50.341	\$36.703	\$45.993
11	\$43.859	\$53.364	\$40.375	\$50.593
12	\$46.493	\$56.565	\$44.410	\$55.654

**Occupation Group GFA****General Operations - Air Attack Officer**

Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
8	\$34.879	\$43.711	\$30.329	\$38.009

Occupation Group GPI				
General Operations - Pilot				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
8	\$37.264	\$46.692	\$30.329	\$38.009
9	\$40.991	\$51.359	\$33.367	\$41.812
10	\$45.090	\$56.497	\$36.703	\$45.993
11	\$49.598	\$62.147	\$40.375	\$50.593
12	\$54.556	\$68.358	\$44.410	\$55.654

Occupation Group HLN				
General Operations - Licensed Practical Nurse				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
8	\$34.879	\$43.711	\$30.329	\$38.009

Occupation Group HPY				
Human Services - Psychologist				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
12	\$47.963	\$60.106	\$44.410	\$55.654

Occupation Group HWN				
Human Services - Nurse				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
9	\$46.607	\$56.702	\$33.367	\$41.812
10	\$49.401	\$60.103	\$36.703	\$45.993
11	\$50.227	\$61.369	\$40.375	\$50.593
12	\$53.204	\$64.614	\$44.410	\$55.654
13	\$55.936	\$67.953	\$48.852	\$61.219
14	\$57.501	\$72.050	\$53.740	\$67.336

**Occupation Group HYC****Human Services - Child, Youth and Resource Services**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>8</b>	\$31.239	\$39.153	\$30.329	\$38.009
<b>9</b>	\$34.364	\$43.068	\$33.367	\$41.812

**Occupation Group IT1****Instructional - Teacher Therapist**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>10</b>	\$39.456	\$47.465	\$36.703	\$45.993
<b>11</b>	\$44.615	\$54.236	\$40.375	\$50.593
<b>12</b>	\$50.837	\$61.869	\$44.410	\$55.654
<b>13</b>	\$55.921	\$68.055	\$48.852	\$61.219

**Occupation Group IT2****Instructional - Teacher Therapist**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>10</b>	\$41.181	\$49.995	\$36.703	\$45.993
<b>11</b>	\$46.916	\$57.018	\$40.375	\$50.593
<b>12</b>	\$53.364	\$64.952	\$44.410	\$55.654

**Occupation Group IT3****Instructional - Teacher Therapist**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>10</b>	\$43.750	\$53.122	\$36.703	\$45.993
<b>11</b>	\$49.742	\$60.459	\$40.375	\$50.593
<b>12</b>	\$56.491	\$68.733	\$44.410	\$55.654

**Occupation Group RFO****Inspection and Regulatory - Firearms Officer**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>10</b>	\$40.373	\$50.593	\$36.703	\$45.993



**Occupation Group RPR****Inspection and Regulatory - Protection and Response Officer**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>9</b>	\$38.370	\$48.085	\$33.367	\$41.812
<b>10</b>	\$40.373	\$50.593	\$36.703	\$45.993
<b>11</b>	\$44.413	\$53.123	\$40.375	\$50.593

**Occupation Group RRS****Inspection & Regulatory - Radiation Safety Officer**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>12</b>	\$48.274	\$58.604	\$44.410	\$55.654
<b>13</b>	\$53.103	\$64.463	\$48.852	\$61.219

**Occupation Group SCA****Science and Technology - Configuration Analyst**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>8</b>	\$35.372	\$43.066	\$30.329	\$38.009
<b>9</b>	\$38.569	\$46.952	\$33.367	\$41.812
<b>10</b>	\$42.060	\$51.189	\$36.703	\$45.993
<b>11</b>	\$44.534	\$53.882	\$40.375	\$50.593
<b>12</b>	\$46.720	\$56.767	\$44.410	\$55.654

**Occupation Group SDB****Science and Technology - Database Administrator**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>9</b>	\$38.569	\$46.952	\$33.367	\$41.812
<b>10</b>	\$42.060	\$51.189	\$36.703	\$45.993
<b>11</b>	\$44.534	\$53.882	\$40.375	\$50.593
<b>12</b>	\$46.720	\$56.767	\$44.410	\$55.654

Occupation Group SEI				
Science and Technology - Irrigation Technologist				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
6	\$30.777	\$38.567	\$26.002	\$32.589
7	\$33.236	\$41.653	\$28.085	\$35.195
8	\$35.894	\$44.986	\$30.329	\$38.009
9	\$38.038	\$47.665	\$33.367	\$41.812
10	\$40.190	\$50.363	\$36.703	\$45.993
11	\$42.394	\$53.123	\$40.375	\$50.593

Occupation Group SFM				
Science and Technology - Fire Weather Forecaster				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
9	\$38.372	\$48.084	\$33.367	\$41.812
10	\$40.373	\$50.593	\$36.703	\$45.993
11	\$42.394	\$53.123	\$40.375	\$50.593

**Occupation Group SGI****Science and Technology - Graphical Information System Analyst**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>8</b>	\$35.372	\$43.066	\$30.329	\$38.009
<b>9</b>	\$37.138	\$45.157	\$33.367	\$41.812
<b>10</b>	\$39.015	\$47.373	\$36.703	\$45.993
<b>11</b>	\$42.717	\$51.858	\$40.375	\$50.593
<b>12</b>	\$46.720	\$56.767	\$44.410	\$55.654

**Occupation Group SID****Science and Technology - Information/Data Analyst**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>8</b>	\$35.372	\$43.066	\$30.329	\$38.009
<b>9</b>	\$38.569	\$46.952	\$33.367	\$41.812
<b>10</b>	\$42.060	\$51.189	\$36.703	\$45.993
<b>11</b>	\$44.534	\$53.882	\$40.375	\$50.593
<b>12</b>	\$46.720	\$56.767	\$44.410	\$55.654

Occupation Group SIT				
Science and Technology - Information Technology Analyst				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
7	\$30.600	\$37.236	\$28.085	\$35.195
8	\$35.372	\$43.066	\$30.329	\$38.009
9	\$38.569	\$46.952	\$33.367	\$41.812
10	\$42.060	\$51.189	\$36.703	\$45.993
11	\$44.534	\$53.882	\$40.375	\$50.593
12	\$46.720	\$56.767	\$44.410	\$55.654

Occupation Group SPH				
Science and Technology - Pharmacist				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
10	\$50.553	\$61.525	\$36.703	\$45.993
11	\$53.585	\$65.214	\$40.375	\$50.593
12	\$56.803	\$69.127	\$44.410	\$55.654
13	\$60.209	\$73.275	\$48.852	\$61.219
14	\$60.135	\$77.706	\$53.740	\$67.336

**Occupation Group SPR****Science and Technology - Programmer Analyst**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>9</b>	\$38.569	\$46.952	\$33.367	\$41.812
<b>10</b>	\$42.060	\$51.189	\$36.703	\$45.993
<b>11</b>	\$44.534	\$53.882	\$40.375	\$50.593
<b>12</b>	\$46.720	\$56.767	\$44.410	\$55.654

**Occupation Group SSE****Science and Technology - Security Analyst**

<b>Level</b>	<b>Supplemented Salary Range</b>		<b>Regular Range</b>	
	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>	<b>Oct. 6/24 Minimum</b>	<b>Oct. 6/24 Maximum</b>
<b>7</b>	\$30.600	\$37.236	\$28.085	\$35.195
<b>8</b>	\$35.372	\$43.066	\$30.329	\$38.009
<b>9</b>	\$38.569	\$46.952	\$33.367	\$41.812
<b>10</b>	\$42.060	\$51.189	\$36.703	\$45.993
<b>11</b>	\$44.534	\$53.882	\$40.375	\$50.593
<b>12</b>	\$46.720	\$56.767	\$44.410	\$55.654



Occupation Group TAM				
Building and Shop Trades - Aircraft Maintenance Engineers				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
8	\$33.831	\$41.164	\$30.329	\$38.009
9	\$37.214	\$45.279	\$33.367	\$41.812
10	\$40.937	\$49.807	\$36.703	\$45.993
11	\$45.018	\$54.793	\$40.375	\$50.593

Occupation Group TJE				
Building and Shop Trades - Electrician				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
8	\$32.634	\$39.606	\$30.329	\$38.009
9	\$35.236	\$42.732	\$33.367	\$41.812

Occupation Group TJI				
Building and Shop Trades - Painter				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
5	\$28.791	\$35.027	\$24.079	\$30.174
7	\$31.092	\$37.827	\$28.085	\$35.195

Occupation Group TJM				
Building and Shop Trades - Supervisor Journeyperson				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
8	\$34.202	\$41.610	\$30.329	\$38.009
9	\$36.637	\$44.530	\$33.367	\$41.812
10	\$39.199	\$47.603	\$36.703	\$45.993

Occupation Group TJR				
Building and Shop Trades - Refrigeration & Air Conditioning				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
8	\$32.574	\$39.530	\$30.329	\$38.009
9	\$35.169	\$42.648	\$33.367	\$41.812

Occupation Group TJS				
Building and Shop Trades - Instrumentation				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
7	\$31.092	\$37.827	\$28.085	\$35.195

Occupation Group TPP				
Building and Shop Trades - Power Plant Engineer				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
11	\$48.127	\$58.384	\$40.375	\$50.593

Occupation Group TPT				
Building and Shop Trades - Third Class Power Plant Engineer				
Level	Supplemented Salary Range		Regular Range	
	Oct. 6/24 Minimum	Oct. 6/24 Maximum	Oct. 6/24 Minimum	Oct. 6/24 Maximum
7	\$30.520	\$38.250	\$28.085	\$35.195

**LETTER OF UNDERSTANDING 98-12**  
**BETWEEN**  
**SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Maintenance of the Classification Plan**

**SECTION A: MAINTENANCE OF THE CLASS PLAN**

Whereas the parties to this agreement are committed to the principle of equal pay for work of equal value job evaluation and recognize that systemic discrimination may occur in the process of evaluating jobs, the parties mutually commit to the following purposes, principles and values in relation to the maintenance of the joint equal pay for work of equal value job evaluation plan:

**1.0 Definitions**

Equal pay for work of equal value is deemed to be achieved when the employer adjusts its compensation practices so that all employees are assigned to a schedule of pay with the same maximum hourly rate of pay as other employees performing work of equal, or comparable value.

"Comparable value" means a range of points within a point rating job evaluation plan that is determined, through a joint union management process, to be worth the same maximum hourly rate of pay.

Comparable value is determined through the composite of factors in the plan which measure skill, effort, responsibility and working conditions. These factors are written such that their content does not incorporate gender, or other bias.

"Job Evaluation Plan", or classification plan for the purpose of this agreement shall mean the job evaluation plan for employees within the SGEU/PSGE Bargaining Unit.

"Commission" means the Public Service Commission.

"Employee" as defined in the collective agreement.

"Comparative descriptions" are practical examples of work which provide the standards for how the level definitions within each job evaluation factor are to be interpreted and applied.

## **2.0 Purposes**

- 2.1 To provide equitable, service-wide classification treatment within the bargaining unit;
- 2.2 To evaluate jobs, not people, nor performance;
- 2.3 To ensure compliance with relevant government legislation and policy.

## **3.0 Principles and Values**

- 3.1 Equal pay for work of equal or comparable value:
  - a) Job evaluation factors established measure skill, effort, responsibility, and working conditions.
  - b) Factors are generic, capable of measuring all aspects of work, do not measure occupational-specific aspects of work, and are applied to all jobs in the bargaining unit.
  - c) Degree definitions in the factors measure significant differences in work.
  - d) Traditionally undervalued characteristics of work are made visible through the comparative descriptions.
  - e) Persons evaluating jobs be trained in bias awareness and proper application of the plan.
  - f) Persons evaluating jobs must not have a vested interest in the outcome.
- 3.2 Employment rights:
  - a) Employees have a right to know what their duties and responsibilities are and what the corresponding salary range is for that set of duties.
  - b) The employer has the right to assign duties and responsibilities to ensure the mandate of the organization is achieved.

- c) In the event of changes in duties and responsibilities the employee has a right to know how their job is affected and permanent employees have a right to request a review of such changes.

### 3.3 The right to due process:

- a) Job evaluation factors and comparative descriptions **are** available on the **Taskroom Sharepoint**.
- b) **An appeal process** shall exist to examine, substantiate, authenticate and adjudicate decisions and shall function in a manner that maintains the integrity of the job evaluation plan.
- c) Bias is addressed through consistent plan application, consultant and appeal panel education, removal of vested interest decision-making, maintaining up-to-date comparative descriptions and notes to raters and through disclosure of rationale.
- d) Processes established in this regard work towards:
  - i. Clarity in job assignments.
  - ii. Integrity in describing work.

## 4.0 No Discrimination

In the application of the classification plan, there is no discrimination in pay where a pay difference is the result of:

- a. A temporary training, or development assignment which is equally available to male and female employees and leads to career advancement for those involved in the program, or assignment.
- b. Any personnel practice where a job is downgraded and the incumbent retains a rate above maximum of the newly assigned range.
- c. A skills shortage that is causing inflation in pay for an occupation because the employer is encountering difficulties in recruiting and/or retaining employees with the requisite skills.
- d. Changes in job assignments.



## **5.0. Maintenance Committee**

- 5.1 The parties will maintain a joint union-management class plan committee, members to serve a minimum of two (2) year terms; ½ of the committee shall be replaced every 2 years.
- 5.2 The composition of this committee shall be:
- a) 50% women and 50% men; 50% union and 50% management, selected by their respective party.
  - b) A minimum of three (3) members of the PS/GE and three (3) members of management chosen by their respective parties, including one (1) representative from the Staffing and Classification Solutions Branch and one (1) staff representative of the SGEU.
- 5.3 This committee shall be co-chaired by a member of the SGEU and by the Public Service Commission Classification representative.
- 5.4 This committee shall operate by consensus; the committee shall meet a minimum of twice annually.
- 5.5 The members of this committee shall be trained in equal pay for work of equal value principles.
- 5.6 That the role and authority of this committee shall be:
- a) To jointly approve job description forms.
  - b) To develop and maintain an educational program regarding the principles of the plan.
  - c) To maintain the Notes to Raters through addition, or deletion of content.
  - d) To require a sample of classification decisions for audit by the Commission. The committee shall determine what process is to be used for this audit. The result of the audit shall be reported to the Committee.
  - e) The Committee shall have the authority to establish and change the roles and authorities of the appeal panels from time to time, as required. Any such change shall be in accordance with the principles and values herein stated.
  - f) To determine the structure and function of the Joint Classification Appeal Panels and the training required for its members, conflict of interest

guidelines and audit of Classification Joint Council decisions for consistency in plan application.

## **6.0 Authority to Classify**

Prior to being authorized to independently classify jobs, persons performing job evaluation duties will **be trained by the** Public Service Commission and demonstrate practical competence in application of the plan.

Only persons approved by the Public Service Commission shall be authorized to sign off the classification level of any job within the plan. Such persons shall have the authority to ascertain the duties and responsibilities of any job within the bargaining unit and allocate it within the job evaluation plan.

## **7.0 Policies**

### **7.1 Factors:**

- a) The Notes to Raters are to be applied when evaluating jobs. Classification decisions established in violation of Notes to Raters are considered to be in error and shall be re-evaluated.
- b) Errors in application of factors are not precedent setting.

### **7.2 Comparative Descriptions:**

Comparative descriptions may be deleted from the plan, added to the plan, or modified through joint agreement and through joint process at any time.

- a) The ratings of comparative descriptions cannot be changed or adjusted, except by the Joint Plan Maintenance Committee.
- b) Comparative descriptions are the only allowable position comparisons for appeal hearings.

## **SECTION B: CLASSIFICATION JOINT COUNCIL APPEAL HEARINGS**

The following outline of roles, policies and procedures is for the purpose of ensuring the integrity of the job evaluation plan, the integrity of the information presented and to ensure clarity in roles, authorities and responsibilities of persons attending appeal hearings.

### **1.0 Right to Appeal**

The PS/GE Bargaining Agreement states that permanent employees may appeal the classification decision resulting from a request for a classification review to a Joint Union-Management Appeal Panel, called Classification Joint Council.

### **2.0 Appealing a Decision**

- 2.1 An employee can initiate an appeal in accordance with Article 5.5 of the Collective Agreement and must provide written rationale within ninety (90) calendar days from the date the appellant receives the appeal acknowledgement. Written rationale, validated by management, must be submitted before an appeal is scheduled.
- 2.2 The consultant will determine if the appellant's rationale is sufficient justification for a higher rating. If it is not, the consultant will have sixty (60) calendar days from receipt of the appellant's rationale to respond and provide rationale in writing.
- 2.3 Following receipt of the consultant's written rationale, the appellant will have fifteen (15) calendar days to communicate, in writing, her decision to proceed to a formal appeal hearing or to withdraw some or all of the appealed factors. Should a decision not be received within that timeframe, the appeal shall be considered withdrawn.
- 2.4 If an employee decides to proceed to a formal appeal hearing, as above, the Appeals Coordinator shall schedule a formal appeal hearing and notify the appellant(s), the consultant and the Union, of the date, time and place of the sitting of the Classification Joint Council.
- 2.5 Only appealed factors are subject to review.
- 2.6 Notwithstanding the timelines, at any point in the appeal process, the consultant can change a rating decision if a change is warranted after new information comes to light.

### **3.0 Purpose of the Appeal Hearing**

To examine, substantiate, authenticate and adjudicate evidence as to whether appealed factor ratings are appropriate, relative to the full intent of the factor degree definitions.

### **4.0 Composition of Classification Joint Council**

4.1 For the purpose of review of classification in the SGEU Class Plan, Classification Joint Council shall consist of four (4) members, equally split between union and management.

4.2 A quorum shall consist of three (3) members, subject to the approval of the minority party (either the SGEU or PSC designate) and all occupations must be adjudicated by equal or better female representation.

### **5.0 Conflict of Interest by Classification Joint Council Members**

5.1 Members of a Classification Joint Council must exempt themselves from a council, or committee prior to the hearing, where a conflict of interest may exist.

5.2 Conflict of interest shall be deemed to exist where the council or committee member could gain, or could be perceived to gain from a decision, or is in a representational conflict of interest.

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

- a) In their work unit;
- b) In their occupation, as defined by the Commission, if necessary;
- c) Of employees within the same facility;
- d) Encumbered by family members, or personal friends;
- e) For which they have declared a bias for, or against; or,
- f) For which they are the elected, or acting steward, or the immediate supervisor.

### **6.0 Role and Authority of Classification Joint Council**

6.1 To uphold the integrity of the job evaluation plan through the adjudication of disputes regarding the assignment of factor ratings to the job assignment. In this

regard, management members of Classification Joint Council do not represent, nor advocate for management or the Public Service Commission and the union members do not represent, or advocate for the appellant.

- 6.2 To select a Chair prior to calling the appellants, consultant, witnesses and observers, into the hearing room.
- 6.3 To question evidence presented to determine if it meets the requirements in the Notes to Raters and the full intent of the degree definition within the factor.
- 6.4 Where necessary, to ensure that evidence presented is verified as legitimate duties and responsibilities of the job assignment. It is not the role of Classification Joint Council to adjudicate disputes of job content.
- 6.5 To examine evidence through comparison to CD ratings by ensuring the full CD content on the appealed factor is examined in relation to the appealed duties and responsibilities and the full intent of the factors.
- 6.6 Council shall consider only the duties and responsibilities of the position as of the effective date of the request and shall not take into consideration subsequent changes that have taken place.
- 6.7 A factor rating cannot be adjusted if the duties or responsibilities have been credited in another factor, as this would represent bias due to double crediting.
- 6.8 To recommend confirmation of the factor rating, or a higher or lower rating, based upon the authorized job description form and to document the rationale supporting that decision.

## **7.0 Role of the Chair of Classification Joint Council**

- 7.1 To excuse any person whose behaviour is inappropriate.
- 7.2 To ensure that the question period does not become a discussion. This is to be question and response, both without interruption.
- 7.3 To ensure the hearing is run in an expeditious manner and move the hearing along in the event that information is repetitious, or not relevant to the factor under appeal. The Chair must focus the presentation on information relevant to the factor under appeal and may limit the length of question and answer period on the factor and request that Classification Joint Council take breaks after a certain length of time.



- 7.4 In the event that an appeal hearing is running longer than scheduled and the appellants for the next scheduled hearing are waiting, to stop the proceedings and indicate how long the wait might be.

## **8.0 Training**

No person shall act as Classification Joint Council member without training, as deemed adequate by the Joint Class Plan Maintenance Committee.

## **9.0 Role of the Public Service Commission – Human Resources Consultant**

- 9.1 In this process, the consultant has the authority to obtain information through questioning and written documentation and request substantiation of any statements.
- 9.2 At a formal appeal, the consultant is required to provide Classification Joint Council with written rationale as to the basis of the consultant's decision regarding the appealed factors. If additional evidence is provided at a hearing, the consultant is charged with the responsibility to ensure such material is valid and, if necessary, substantiated and that it meets the requirements in the Notes to Rates and full intent of the factor degree.

## **10.0 Role of the Appellant**

- 10.1 An appellant may appear alone, or with an advocate who can be another employee, or a designate of the union.
- 10.2 To provide written rationale as to why **the employee's** job should be rated higher on a factor by presenting examples of job content that relate to the factor being appealed.
- 10.3 To have new information not provided in the job description signed and authorized as legitimate duties or authority levels by the manager, so authorized by the permanent head.
- 10.4 To bring sufficient copies of any written evidence to the hearing for Classification Joint Council and the consultant.
- 10.5 If there is a group appealing, the group will identify its spokesperson, or advocate to the Appeals Coordinator, prior to the hearing. In the event the group has appealed more than one factor, a different spokesperson for each factor will be allowed.



## **11.0 Witnesses**

- 11.1 Appellants, the consultant, or Joint Council may call witnesses, including the appellant's supervisor, or manager.
- 11.2 The Appeals Coordinator is to be advised prior to the hearing of any witness(es) who will be attending by the individual who is calling the witness.
- 11.3 Witnesses may only answer questions for clarification of job content, or authority.
- 11.4 They are not to present a case, nor express their opinion of the rating. Responses are to be individual, without interruption and addressed to Classification Joint Council.
- 11.5 The questions must pertain to facts about which the witnesses have first-hand knowledge. If questions are asked which the witness(es) cannot answer from their own knowledge, they should decline to answer on that basis.

## **12.0 Observers**

- 12.1 Observers are not appellants at the specific hearing.
- 12.2 Observers cannot participate in any way in any discussion.

## **13.0 Rules of Evidence**

- 13.1 All written evidence must be made available (to all parties) at the hearing.
- 13.2 The basis for the evaluation of the position are the duties and responsibilities, as evidenced by:
  - a) The duties and responsibilities in the job description form, signed by the manager;
  - b) Examples of work in the job description form; and,
  - c) New or additional information presented at a hearing in the form of job content or authority, or examples of work performed. The consultant and/or Classification Joint Council may request verification by requesting such evidence be signed and authorized as legitimate duties or authority levels by the permanent head, or designate.
- 13.3 In the event that new information presented at a hearing has not been confirmed by the manager, it may be considered in rendering the decision. However, no decision

shall be released if confirmation is required until confirmation is received in writing by the consultant.

- 13.4. Words copied from a factor definition must be substantiated with examples and are not accepted outright. Similarly, if examples are copied from CDs where the job is very different, the out-of-scope manager may be requested to verify that such duties are, in fact, performed.
- 13.5. Where there is a contradiction between information in the job description and the ratings assigned due to the examples of the work performed provided by the appellant and their manager, Classification Joint Council shall base its decision on the examples. It is not the role of the appellants, nor the manager/supervisor to interpret the job evaluation plan. This is the role of Classification Joint Council.

#### **14.0 Procedures In The Appeal Hearing**

##### **14.1 Preliminary**

- a) There shall be no discussion by members of Classification Joint Council with either party prior to the appeal hearing.
- b) The Chair shall call appellants, consultants, witnesses and observers, into the hearing room.
- c) The Chair ensures that everyone is introduced, including observers and witnesses.
- d) The Chair outlines the role, authority and procedures of the appeal hearing and the authority of the Classification Joint Council, and outlines that the basis of the evaluation shall be the statement of duties, examples of work and the authority level assigned to the job.

##### **14.2 Appeal Presentation**

- a) The appellant and consultant shall appear at Council sittings concurrently.
- b) An appellant, in absentia, may be represented before the Council by a nominee designated in advance by the appellant. The nominee, who shall be a fellow employee, may be accompanied by an advocate, as above.
- c) The appellant shall present the rationale for the first factor appealed, without interruption.

- d) The consultant will present the brief on the first factor appealed, without interruption.
- e) After presentation by both parties, a question period to clarify evidence presented will be allowed. Questions may be asked by any member of the Classification Joint Council, the appellant, or the consultant, as directed by and through the Chair.
- f) Witness(es) may only be questioned regarding job content or authority of which **they have** first-hand knowledge. There is an expectation that Classification Joint Council will determine how such witness(es) came to have first-hand knowledge.
- g) An opportunity for a short summary rebuttal shall be provided to the consultant. An opportunity for a short summary rebuttal shall then be provided to the appellant. For a group appeal, only a single spokesperson shall be given rebuttal opportunity. Groups will be allowed a five (5) to ten (10) minute break, to allow input to the rebuttal.
- h) When an appellant has appealed more than one factor, the presentation, questioning and rebuttal process shall be repeated for each factor appealed.
- i) Before excusing the consultant and the appellant, Classification Joint Council members shall refrain from making statements, comments, or stating personal opinions about what level jobs should be evaluated, nor enter into any debate about the meaning, or interpretation of the factor.

#### 14.3 Deliberations

- a) The Chair will excuse the consultant and appellant, witnesses and observers after presentation of all appealed factors.
- b) If the Classification Joint Council requires additional information, it shall request the consultant to obtain it. Such information shall be made available to the appellant.
- c) In comparing duties and responsibilities to CDs, Classification Joint Council shall consider the full content of the CD description for that factor. Comparison to jobs other than the CDs in the classification plan is not permitted.
- d) Moral or monetary issues are not to be considered.

- e) Classification Joint Council shall determine the appropriate rating by consensus and notify the Appeals Coordinator, providing rationale on the form provided. No results are to be released by Classification Joint Council members, except to the Appeals Coordinator.
- f) If a rating change is agreed to by consensus, Classification Joint Council shall provide their recommendation to the Appeals Coordinator with written rationale in the form of examples, which show how the work is consistent with the full content meaning and intent of the level definitions within the factors, factor definitions, Notes to Raters and Comparative Descriptions. If there is no change in ratings, Classification Joint Council shall provide an explanation which will include any additional rationale supporting the assigned ratings. The Appeals Coordinator will forward the recommendation and rationale to Joint Audit Committee, for a decision.
- g) In the event that consensus is not achievable, each member of Classification Joint Council shall provide rationale supporting their recommendation to the Appeals Coordinator who will forward to Joint Audit Committee, for a decision.

#### 14.4 Release of Decisions

- a) No decision shall be released, except to the Appeals Coordinator, in writing. The Appeals Coordinator shall release final decisions made by Joint Audit Committee.
- b) Decisions made by Joint Audit Committee are final and binding on the incumbent and the parties to this agreement, and on subsequent incumbents, where there has been no change of duties and responsibilities.

#### 15.0 **Composition of Joint Audit Committee**

- 15.1 The Joint Audit Committee shall consist of one (1) union and one (1) management representative from the Joint Maintenance Committee. The SGEU and the Commission shall select their own list of persons to function as their representatives to the Joint Audit Committee.
- 15.2 The Joint Audit Committee is subject to the same conflict of interest guidelines and training requirements as Classification Joint Council.

#### 16.0 **Role and Authority of Joint Audit Committee**

- 16.1. Joint Audit Committee will render appeal decisions where:

- a) Recommendations have been made by Classification Joint Council; or,
  - b) Classification Joint Council is unable to reach consensus.
- 16.2 Prior to rendering a decision, the Joint Audit Committee shall consider:
- a) the consultant's brief;
  - b) the appellant's rationale and authorized job description, as at the effective date of the assignment;
  - c) the Classification Joint Council's rationale;
  - d) Comparative Descriptions;
  - e) the full intent of the degree definitions within the factors;
  - f) Notes to Raters; and,
  - g) any new information they may request.
- 16.3 The Joint Audit Committee may only render decisions on factors adjudicated by Classification Joint Council.
- 16.4 In the event the Joint Audit Committee changes the Classification Joint Council rating, the Joint Audit Committee shall provide written rationale to the Appeals Coordinator, consistent with the full content, meaning and intent of the level definitions within the factor, factor definitions and Notes to Raters.
- 16.5 Where Joint Audit Committee does not reach consensus, a Chair shall be brought in, selected in rotation from an agreed-to list of Chairs.

## **17.0 Records**

The Commission shall keep a register of all appeals, showing name of appellant, agency, branch, occupation, date filed, date heard, council and committee decisions.

## **18.0 Payment of Members**

- 18.1 The employer shall provide leave of absence with pay to union members on the Classification Joint Council and Joint Audit Committee.



- 18.2 The Chair of the Joint Audit Committee, if in the employ of the government, shall be granted leave of absence with pay. If not in the employ of the government, the remuneration shall be equally shared by the parties.
- 18.3 The union shall be responsible for the travel and sustenance expenses of its representatives.

**\*\*Previously Renewed/Revised February 26, 1999; October 12, 2001;  
February 25, 2005; March 30, 2007; May 28, 2010; January 8, 2020\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: 

Date: 



## APPENDIX 1

### SGEU CLASS PLAN RENEWAL (CPR)

The parties agree to the renewal of the SGEU Classification Plan, Factor 1 Problem Solving to be effective the first day of the pay period following ratification as follows:

1. The class plan contains 8 job evaluation factors and is comprised of 8000 total points. 22% or 1760 total points are allocated to Factor 1 Problem Solving which has 7 factor levels. CPR eliminates level 7 from Factor 1 as it has never been assigned and equitably redistributes the total point value among the 6 remaining factor levels.

Factor 1 Problem Solving	Points
Level 1	293
Level 2	587
Level 3	880
Level 4	1173
Level 5	1467
Level 6	1760

2. The revised factor weighting and points will be applied to each positions current Problem Solving factor rating. The position's revised point value will then be compared to the classification level point bands to determine if the classification level changes.
3. CPR is not job evaluation it is a verification of each position's current factor ratings and applying the revised Problem Solving point value.
4. The application of CPR includes validation of each position current ratings, if it is determined factor rating changes are required a classification review will be conducted in accordance with Article 5.
5. The Public Service Commission will allow 2 months from the date of CPR implementation to request a classification review for positions that do not increase a level. This must be supported by the ministry and demonstrate changes in duties since the position was last reviewed.
6. Positions in a regular salary range that move to a higher classification level are subject to the following:

- Employees currently progressing through salary ranges will receive a 4% CPR adjustment;
  - If the 4% CPR adjustment does not reach the minimum of the new salary range, the employee's salary will be adjusted to the minimum of the new salary range;
  - Employees currently at the maximum of their salary ranges will move into the next range and receive a 4% CPR adjustment;
  - Employees will progress through new salary ranges at annual increments of 4%;
  - Employees currently progressing through ranges will maintain their increment date. Employees currently at the salary range maximum, will have a new increment date established.
7. All employees in supplemented salary ranges will be treated consistently on movement to a new salary range. For all employees moving to the new classification level and salary range, where the employee's current salary rate exceeds the maximum of the new salary range, the employee will maintain their salary rate within the salary range in effect prior to CPR implementation and red-circling may occur.
8. New Training Rates will be established as required.
9. All probation periods will remain unchanged.
10. Temporary assignments of higher duties and temporary reclassifications will be adjusted as required.

**LETTER OF UNDERSTANDING 217**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Section 20 and 21; Modified Hours of Work Arrangements**

It is agreed between the parties that any arrangements reached pursuant to Article 9.3.5.2 can be signed at the local level if the agreement meets the terms of the **PS/GE Collective Bargaining Agreement (CBA)**.

The parties agree to the use of the attached Modified Hours of Work Agreement form. This Agreement form will not be changed without agreement of the parties. Either party can terminate the agreement after providing thirty (30) days notice. Failure to reach a new Agreement will result in reversion to hours of work under Sections 20 or 21, as applicable.

This Agreement will remain in effect until such time as either party gives 30 days written notice to re-negotiate. Upon receipt of such notice the parties agree to negotiate for up to **sixty** (60) days after the expiration of the **thirty** (30) days notice period. If no agreement is reached after the expiration of the **sixty** (60) days, the provisions of the collective Agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised April 20, 1994; September 25, 2012\*\***

**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: January 17, 2025

Date: Feb. 26, 2025



**LETTER OF UNDERSTANDING 1998-13**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Special Hours of Work – Labour Service**

1. Notwithstanding the hours of work and overtime provisions set out in the Labour Service Sections, the method of payment of wages, hours of work and overtime for employees in the occupations set out below shall be as follows:
  - (a) Employees employed in Cook occupations working in a camp or field setting shall work undefined hours on a daily basis, provided that for employees on a bi-weekly pay period the number of hours that may be worked on a straight time basis in a two-week pay period shall be seventy-four and two-thirds (74 2/3) hours. When a designated holiday falls in a pay period, the hours in the pay period shall be reduced by eight (8) hours for each designated holiday.
  - (b) Employees designated in 1(a) above will be eligible for overtime on the following basis:
    - i) Overtime shall consist of all authorized hours worked in a two-week period in excess of seventy-four and two-thirds (74 2/3) hours (less designated holidays), and shall be paid at time and one-half (1 1/2).
    - ii) Authorized work performed on Sunday, or such day that is designated in lieu of Sunday, shall be considered as overtime and shall be paid for at the rate of double time.
  - (c) Employees designated in (a) above will not be charged for sustenance while working in a camp.
2. Special Provisions - Sick Leave, Vacation Leave, Leave Without Pay and Overtime Entitlement
  - 2.1 37 1/3 Hours Per Week Employees - Unregulated

For the purpose of pay calculation, sick leave with pay or any other approved leave with pay shall be included as actual hours worked in the two week averaging period, subject to the following:

- (a) Employees working normal hours of work as expressed in the respective Sections:
  - i) In no event shall the number of hours included as actual hours worked exceed a maximum of eight (8) hours/day.
  - ii) In the event an employee has actually worked a part day, the maximum number of hours which will be included as actual hours worked shall not exceed that number of hours required to bring about a combined (hours actually worked plus approved leave with pay) maximum of eight (8) hours per day.
  - iii) In the event the employee is employed on a crew basis, the number of hours included as actual hours worked as set out in (a) i) and ii) above shall not exceed the actual hours worked by that crew to a daily maximum of eight (8) hours.
  - iv) The foregoing shall have no application if the employee was not scheduled to work on any such day.
- b) Employees working an authorized modified hours of work arrangement:
  - i) In no event shall the number of hours included as actual hours worked exceed the agreed upon daily hours to be worked at straight time.
  - ii) In the event an employee has actually worked a part day, the maximum number of hours which will be included as actual hours worked shall not exceed that number of hours required to bring about a combined (hours actually worked plus approved leave with pay) maximum of the agreed upon daily hours to be worked at straight time.
  - iii) In the event the employee is employed on a crew basis, the number of hours included as actual hours worked as set out in (b) i) and ii) above, shall not exceed the actual hours worked by that crew to a daily maximum of the agreed upon daily hours to be worked at straight time.
  - iv) The foregoing shall have no application if the employee was not scheduled to work on any such day.

For the purpose of determining overtime entitlement only, an employee granted vacation leave shall, subject to the maximums and conditions as set out in 2.1 (a) and (b) above, include such hours as hours actually worked. Any other leaves shall not be included as hours actually worked for the purpose of pay calculation.



## 2.2 Field Employees

For the purpose of pay calculation, sick leave with pay or any other approved leave with pay shall be included as actual hours worked in the averaging period as set out in Field hours of work designation provisions, subject to the following:

- (a) In no event shall the number of hours included as actual hours worked exceed a maximum of eight (8) hours/day.
- (b) In the event an employee has actually worked a part day, the maximum number of hours which will be included as actual hours worked shall not exceed that number of hours required to bring about a combined (hours actually worked plus approved leave with pay) maximum of eight (8) hours per day.
- (c) The foregoing shall have no application if the employee was not scheduled to work on any such day.

For the purpose of determining overtime entitlement only, an employee granted vacation leave shall, subject to the maximums expressed in 2.2 (a) and (b) above and the provision of 2.2 (c) above, include such hours as hours actually worked in the averaging period as set out in Field hours of work provisions. Any other leave shall not be included as hours actually worked in the averaging period.

**\*\*Previously Renewed/Revised February 26, 1999\*\***

**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan  
Government & General Employees' Union

  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: Feb. 26, 2025



**LETTER OF UNDERSTANDING 2004-04**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Article 9; Hours of Work and Article 15, Allowances, Differentials, and other Payments**

The following hours of work provisions modify those found in Article 9 of the **PS/GE Collective Bargaining Agreement (CBA)** and shall apply to all Field employees in the Revenue Division of Finance.

**Article 9.1.2 Travel Time**

1. Travel time shall be considered as part of hours worked except in situations when an employee requests and receives approval to use their private vehicle on the employer's business in order to accommodate personal plans. Consideration will be given to the cost of eligible expenses for this mode of travel in relation to the cost of airfare and eligible expenses that would have been incurred to and from the destination. If approved, travel time shall accrue based on the number of equivalent hours it takes to arrive at the destination by air.
2. Upon request management may approve round trip tickets home on weekends when the employee is working in Alberta or Manitoba for more than one week at one time. (Consideration for approval will include the cost of eligible expenses at the out-of-province location vs. the cost of airfare and eligible expenses) Travel time for these return trips shall be considered time worked within the averaging period.

**Article 9.3.6A) Field (Unregulated)**

1.
  - i) Substitute eight (8) week averaging period for four (4) week averaging period. Wherever averaging period is used to describe hours worked for Field Employees governed by this Letter of Understanding, it shall be understood to mean an eight (8) week averaging period.
  - ii) With consideration to a work plan relating to a specific audit or investigation, the supervisor may consider and authorize the request of an employee to work more or less than 8 hours in each day. Where reasonable, the employee shall seek verbal approval from the supervisor when unforeseen changes to a specific work plan require additional hours to be worked.

**Article 9.5.1 Special EDO Provisions; Field Employees**

1. Pursuant to Article 9.5.1A)2, the parties agree that:

- i) EDO's may be accumulated for the period April 1 to February 28(29) and must be used by March 31; and
  - ii) EDO's accumulated from March 1 to 31 may, upon request and approval, be carried into the subsequent fiscal year and must be used by March 31 of that subsequent fiscal year.
2. Article 9.5.1A) 4 shall be modified regarding the accumulation and usage of EDO's in accordance with the above table.
3. The intent of the remaining Articles in 9.5.1A) shall remain the same and apply to the accumulation periods described in (1) above.

**Article 15      Allowances, Differentials and Other Payments**

1. Employees whose work plan requires them to remain at an assigned audit location for a weekend outside of headquarters shall receive remuneration in accordance with Articles 15.1.1 to 15.1.4; 15.1.6; 15.2; 15.3.1 to 15.3.2 only situations when private vehicle usage is approved to and from audit sites; and Article 15.3.3.

All other Articles contained in the PS/GE Collective Bargaining Agreement relating to field employees and not modified above shall remain in effect.

This Letter of Understanding will be effective May 30, 2004, and any party may give thirty (30) days' notice to amend the Letter of Understanding. If agreement cannot be reached within the thirty (30) day period, the provisions of the PS/GE Collective Bargaining Agreement shall apply.

**\*\*Previously Renewed/Revised May 27, 2004\*\***  
**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: January 17, 2025

Date: Feb. 26, 2025



**LETTER OF UNDERSTANDING 2005-11**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT & GENERAL EMPLOYEES' UNION**

**RE: Permanent Part-Time Employees Access to Vacation Leave Benefits and Time in Lieu in 24 Hour Facilities and Call-In Lists**

The intent of this **Letter of Understanding (LOU)** is to allow Permanent Part-Time (PPT) employees to access vacation leave benefits and time-in-lieu (TIL) during periods when few shifts are being offered.

It is agreed that the above noted PPT Employees will be allowed to use vacation leave benefits and TIL by indicating on **the employee's timecard**, on days not scheduled to work, the days/hours of vacation leave and/or TIL **the employee** wishes to access, subject to the following:

1. employees must ensure they are entitled to the hours/days of vacation leave and/or TIL **requested**;
2. employees must submit request for vacation leave/TIL to **the employee's** supervisor within the time frame established at **the employee's** place of work;
3. the supervisor will consult with/inform the staffing/scheduling **employee** who will record the days/hours on the work schedule as vacation leave or TIL. The employee may not be called in to work on those days;
4. the employees must record the days taken as vacation leave/TIL on **the timecard**. These days/hours become part of the individual's maximum allowable time in **the** pay period. The employee must ensure these hours/days do not generate overtime at the time recorded on the **timecard**;
5. vacation leave days/hours will not be removed from the **timecard** or work schedule when the dates for which the employee has been booked have passed;
6. PPT employees with multiple jobs in more than one facility must keep staffing/scheduling **employees** at each facility informed of **the** use of vacation leave/TIL and request it be indicated on all schedules to ensure the employee is not put in an overtime position;
7. the PPT employee will request/access the vacation leave and/or TIL at the rate/classification and at the facility in which it was earned/advanced. The facility

administrative personnel will assist the employee in determining the employee's entitlement.

This approach to vacation leave/TIL will be monitored to determine if it has broader applications.

**\*\*Previously Renewed/Revised November 14, 2005\*\***


**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: Feb. 26, 2025

**LETTER OF UNDERSTANDING 2007-11**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE:     Student Employment**

The Parties agree that the following provisions will apply on the employment of students hired through the Summer Student **Program** (SSP), Co-op Student, and Internship Student.

- 1.1     The duration of employment for Summer Students shall be the beginning of the pay period which includes April 1 to the end of the pay period which includes Labour Day each year.
- 1.2     The duration of employment for Co-op Students shall not exceed sixteen (16) months in a ministry.
- 1.3     The duration of employment for Internship students shall not exceed sixteen (16) months.
- 2.0     Positions staffed by students are not subject to the provisions of Article 6.5 Permanent Part-Time & Term Staffing.
- 3.0     Students will be union members and eligible to earn "competition seniority" after the completion of one hundred and four (104) regular working days in a calendar year, or, if the student's term of employment has concluded prior to achieving 104 days, time toward the completion of the 104 working days will resume at the commencement of their student appointment in the following year. Notwithstanding, the student seniority date shall be considered broken or ended, if there is a non-employment interval with the Employer in excess of 365 calendar days between the two separate student appointments.

Students with "competition seniority" are considered in-service candidates when applying to in-scope competitions within Executive Government. Competition seniority is considered eligible service for the purpose of determining an appropriate seniority date once permanent status has been achieved.

- 4.0     The employer will provide the union the following information:
  - i)       allocated dollars for the summer, co-op, and Internship programs on an annual basis;

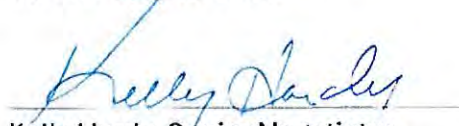


- ii) total number and names of students hired; and
- iii) classification levels of positions staffed by students.


Thirty (30) days written notice shall be given by either party of their intent to negotiate any changes to or terminate this Letter of Understanding. If a resolve cannot be reached within ninety (90) days beyond the (30) days-notice, the provisions of the current PS/GE Collective Agreement shall apply.

**\*\*Previously Renewed/Revised September 14, 2007; March 12, 2021\*\***  
**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public  
Service Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

 for Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 30, 2025

Date: April 30, 2025



**LETTER OF UNDERSTANDING 2009-02**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT & GENERAL EMPLOYEES' UNION**

**RE: Employment of Persons with Intellectual Disabilities**

This letter supersedes Letter of Understanding 299(a).

The parties to this agreement desire to provide meaningful employment opportunities for **individuals with intellectual and developmental disabilities (IDD)**. The parties recognize that **IDD** can be productive workers within Government Ministries as Assistants performing general duties as appropriate after a review of work tasks.

In consideration of the above, the parties agree to the following:

1. **The Ministry shall ensure that the workplace is prepared to support the employment of individuals with IDD by providing necessary training and resources to employees. The Ministry shall provide employees with information pertaining to the employment of individuals with IDD.**
2. **The Ministry will proceed with the process to appoint individuals with IDD, ensuring they receive the same employment opportunities and support as all employees.**
3. The appointment of a person pursuant to this Letter of Understanding shall be made under the authority of Section 22 of the Regulations of *The Public Service Act*. The terms and conditions of the PS/GE Collective **Bargaining** Agreement do not apply.
4. The terms and conditions of employment applicable to persons appointed as Assistants pursuant to this Letter of Understanding shall be in accordance with the Regulations under *The Public Service Act* in so far as they may be appropriate and shall be determined by the Public Service Commission in consultation with the Ministry.
5. Membership in, and the provisions of, the Employer's pension, dental, group life insurance, disability income and extended health benefit plans shall apply to persons appointed under this Letter of Understanding.

6. **Members appointed under this LOU shall have access to union representation in matters related to workplace concerns, including but not limited to accommodation, performance, and termination.**
7. The parties acknowledge that special flexibility in regards to appointing and employing **an individual with IDD** is needed. Therefore, if at any point following **the initial probationary period**, it is determined by the Employer, that the **member's** skills and abilities are not suitable for the position within the Ministry, the Employer will **demonstrate to the Union the efforts taken to modify duties and provide appropriate support to assist them in their role prior to considering terminating their appointment.**
8. Hours of work will be determined by the employer based upon the operational need (e.g. 36, 37.333 or out-of-scope hours).
9. No current employees of the Ministry will lose employment as a result of this process.

This Letter of Understanding shall be in force effective the date of signing by both parties. Either party may request renegotiation of the letter. This letter shall remain in force and effect unless 60 calendar days' written notice to terminate is submitted by the Public Service Commission or the Saskatchewan Government and General Employees' Union.


**\*\*Previously Renewed/Revised March 18, 2009\*\***

**\*\*Last Renewed/Revised April 30, 2024\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

 for Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 30, 2025

Date: April 30, 2025

**LETTER OF UNDERSTANDING 2009-07**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT & GENERAL EMPLOYEES' UNION**

**RE: Regina Saskatchewan Polytechnic Power Plant Engineers Shift Schedule**

The following provisions shall be effective regarding the altered work pattern for the power plant engineers working for **Saskatchewan Polytechnic** in Regina. This is in accordance with Article 9.3.5.1 of the PS/GE Collective Bargaining Agreement. The collective agreement applies to all terms and conditions of employment unless specifically referenced in this Letter.

**Hours of Work**

Shifts will be scheduled as follows and paid at straight time hourly rates.

Day Shift: 7:00 a.m. to 3:00 p.m.  
Evening Shift: 3:00 p.m. to 11:00 p.m.

The shift pattern is represented in the attached Appendix A. The pattern follows a recurring **twenty-one** (21) day cycle. There are fourteen (**14**) scheduled eight (8) hour shifts, one (1) scheduled EDO and six (6) assigned days of rest in each three (3) week averaging period. This schedule may be changed with mutual agreement of the parties, without re-opening this Letter.

**Averaging Period**

The averaging period will be three (3) weeks.

**Designated Holidays**

Designated Holidays shall be observed on the day on which they actually occur.

**Shift Schedule**

The shift schedule will be posted.

**Overtime**

Overtime for this schedule will be paid solely in accordance with Articles 11.2, 11.3 and 11.4.

## **Duration**

This Letter of Understanding will be effective from the date of signing by both parties and shall remain in force and effect unless written notice is given by either party to amend the agreement at least thirty (30) days in advance. If agreement cannot be reached within the thirty (30) day period, the provisions of the current PS/GE Collective Agreement shall apply.

**\*\*Previously Renewed/Revised September 15, 2009, January 17, 2025\*\***

**\*\*Last Renewed/Revised February 28, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of Saskatchewan  
Government & General Employees' Union

 for Lori  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: February 28, 2025 \_\_\_\_\_

Date:  \_\_\_\_\_



**Saskatchewan Polytechnic Power Plant Engineers**

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1#	O	D	D	D	EDO	O	O	E	E	E	O	D	D	D	D	O	O	E	E	E	E
2#	D	O	O	E	E	E	E	O	D	D	D	EDO	O	O	E	E	E	O	D	D	D
3#	E	E	E	O	D	D	D	D	O	O	E	E	E	E	O	D	D	D	EDO	O	O

O=Of

f

D=Day Shift 8 hours 7am to 3pm

E=Evening Shift 8 hours 3pm to 11pm

Every 3 weeks=112 hours worked and 1 EDO

**LETTER OF UNDERSTANDING 2009-10**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT & GENERAL EMPLOYEES' UNION**

**RE: Extended Health Care Plan**

This Letter of Understanding is supplemental to Article 15.15 of the SGEU Collective **Bargaining** Agreement with respect to the employer's obligation under that Article.

The parties agree as follows:

1. The purpose of this Letter of Understanding is to confirm the establishment, funding and administration of the Extended Health Care Plan ("the Plan").
2. The Plan shall be developed and administered by a Joint Board of Trustees consisting of four (4) union members and four (4) employer representatives, as appointed from time to time by the parties. The Joint Board of Trustees shall develop and administer the Plan within the financial resources allocated to the Plan. Except as provided in any other Letter of Understanding or agreement by the parties, should the monthly employer contribution to the fund set out in paragraph 5 be insufficient to provide the benefits payable pursuant to the Plan, adjustments must be made to the benefits or administration of the Plan in order to reduce the cost of the Plan to the amount of those contributions.
3. The Plan consists of the benefits provided for in the Policy of Insurance provided by the **Canada** Life Insurance Company to the Minister of Finance, as amended from time to time at the direction of the Joint Board of Trustees. The Plan shall be designated by the Lieutenant Governor in Council as a benefit plan to be administered by the Public Employees' Benefits Agency (**PEBA**) pursuant to *The Financial Administration Act*, 1993. **PEBA has delegated this administration of Plannera Pensions and Benefits (Plannera).**
4. The Public Employees' Benefits Agency (**PEBA**) shall establish a fund pursuant to *The Financial Administration Act*, 1993 for the purpose of providing the benefits under the Plan. The Joint Board of Trustees shall be responsible for the management and investment of the Fund. The Fund shall consist of the amounts paid into the fund pursuant to Paragraphs 5 and 6 of this Letter of Understanding less the amounts paid to provide benefits and to pay the costs of administration of the Plan. The amounts paid into the Fund pursuant to Paragraph 6 shall be accounted for separately within the fund as the Plan Surplus and may not be used to provide benefits pursuant to the Plan without the approval of the Joint Board of Trustees.



5. The employer will contribute as identified in the Collective **Bargaining** Agreement, a percentage of straight time annual payroll to the fund **as per the payroll schedule of the employer** for payment of premiums of eligible employees.
6. The employer will contribute to the Benefit Plan Surplus fund **as per the payroll schedule of the employer** as outlined in the Collective **Bargaining** Agreement.
7. Audited statements will be provided annually by the Public Employees' Benefits Agency to the Joint Board of Trustees.

This letter shall be in force and in effect from year to year unless notification of desire to amend or terminate be given in writing not less than thirty (30) days, nor more than sixty (60) days, before the expiry of the then current Collective **Bargaining** Agreement.

**\*\*Previously Renewed/Revised January 22, 2010\*\***

**\*\*Last Renewed/Revised April 30, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Date: April 30/2025

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

 for Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 30, 2025

**LETTER OF UNDERSTANDING 2009-11**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Extended Health Plan for Retirees**

The parties hereby agree that:

1. The Joint Board of Trustees identified in Article 15.15 of the Collective **Bargaining** Agreement will also be responsible to develop and administer a separate Extended Health Plan for Retirees.
2. The Extended Health Plan for Retirees shall be made available on a voluntary basis to employees of the bargaining unit who meet the Definition of Retiree in 3. below.
3. Definition of Retiree – A bargaining unit employee, and/or surviving spouse, who on or after October 1, 2000:
  - a) ceases to be employed in the bargaining unit;
  - b) is age fifty (50) or more;
  - c) if ceasing to be employed on or after January 1, 2002, has a minimum of eight (8) years of service with ministries, boards, commissions and other agencies covered by Article 2 of the Collective **Bargaining** Agreement;
  - d) is in receipt of, or eligible to receive, a pension or deferred pension from the Saskatchewan Pension Annuity Fund or the Public Service Superannuation Fund;
  - e) was enrolled and participating in the Extended Health Plan for employees at the time of termination/retirement; and
  - f) was not terminated for cause.
4. In accordance with Article 15.15 of the Collective **Bargaining** Agreement, the parties agree that funding, at an annual rate established by the Collective **Bargaining** Agreement, shall be provided to the Retiree Extended Health Plan Fund.

5. The Retiree Extended Health Plan Fund shall:

- a) be used to pay
  - i) a portion of the Retiree Extended Health Plan premiums on behalf of eligible retirees and/or surviving spouses, as defined in 3 above; and
  - ii) all Public Employees' Benefits Agency administrative costs of the Retiree Extended Health Plan.
- b) be invested under the Trusteeship of the Joint Board of Trustees with the goal, to the extent reasonably possible, of continuing to make the payments identified in 5. a) above to the group of employees anticipated to be eligible in the future; **and**
- c) in the event that the Retiree Extended Health Plan ceases to exist, be transferred to the Benefit Plans' Surplus Fund identified in Article 15.15 of the Collective **Bargaining** Agreement.

6. The Joint Board of Trustees shall:

- a) ensure that all costs of the Retiree Extended Health Plan not borne directly by retirees are within available funding from the Retiree Extended Health Fund;
- b) to the extent possible, ensure that conversion from the employees' plan to the retirees' plan can occur without exclusion due to previously existing medical conditions;
- c) to the extent legally possible, structure the Retiree Extended Health Plan as a non-taxable benefit;
- d) endeavour to operate the Retiree Extended Health Plan in a manner which will minimize administrative costs;
- e) annually determine the amount of payment to be made, if any, in accordance with 5. a) i) above;
- f) provide a report to the parties with respect to the plan operation and funding levels three months prior to the expiry of each Collective **Bargaining** Agreement;
- g) provide an immediate report to the parties regarding plan operation and funding levels if the payment identified in 5. a) i) falls below 5% of the Retiree Extended Health Plan premiums;
- h) in conjunction with the insurance carrier, develop a time limited (ie. one time) enrolment process for those meeting the Definition of Retiree as in 3 above, from October 1, 2000 to commencement of the Retiree Extended Health Plan. Benefits of



the plan shall be available subject to the terms of the plan, timely enrolment and continuing receipt of required premiums from the retiree;


- i) in conjunction with the insurance carrier, develop an ongoing time limited (ie. one time) enrolment process for those meeting the Definition of Retiree in 3 above, from the commencement of the Retiree Extended Health Plan forward. Benefits of the plan shall be subject to the terms of the plan, timely enrolment and continuing receipt of required premiums from the retiree.

This letter shall be in force and in effect from year to year unless notification of desire to amend or terminate be given in writing not less than thirty (30) days, nor more than sixty (60) days, before the expiry of the then current Collective **Bargaining** Agreement.

**\*\*Previously Renewed/Revised January 22, 2010\*\***

**\*\*Last Renewed/Revised April 30, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of Saskatchewan  
Government & General Employees' Union

 for Lori  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: April 30/2025

Date: April 30, 2025

**LETTER OF UNDERSTANDING 2010-07**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Process for Determining Scope of New or Revised Positions (Request for Exclusion)**

**Scope Review Criteria**

Scope, as defined by *The Saskatchewan Employment Act*, and as agreed to by the parties.

**Step 1**

Employer provides to designated union contact:

- organizational chart;
- job description;
- scope determination form; and/or
- any other material relevant to determination of scope.

**Step 2**

Within ten (10) working days, union contact provides response respecting scope.

**Step 3**

Notwithstanding Step 2, should a meeting be necessary to finalize the scope determination, it will be held within five (5) working days of notification of meeting. The union will respond within four (4) working days of the meeting.

**Step 4**

If there is no agreement at Steps 2 or 3 of the process, the parties may refer the determination of scope to an agreed-to third party adjudicator for final and binding decision or to the Labour Relations Board for decision.



This agreement will remain in force and effect from year to year and thereafter unless either party serves 60 calendar days' notice to negotiate amendments to the agreement or terminate the agreement.

**\*\*Previously Renewed/Revised October 22, 2010; December 20, 2023\*\***


**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: Feb. 26, 2025

LETTER OF UNDERSTANDING 2022-03

BETWEEN

THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION

AND

THE SASKATCHEWAN PUBLIC SERVICE COMMISSION

**RE: Template for Voluntary Resignation/Voluntary Movement from Permanent Full-time to Permanent Part-Time**


This letter of understanding (LOU) is replacing LOU 2008-08.

1. The following attached appendices are to be used at the local level to implement the Voluntary Resignation/Voluntary Movement from Permanent Full-Time to Permanent Part-time.
2. For a workplace to be eligible for employees to convert from Permanent Full-Time to Permanent Part-time the workplace must have an active eligibility list in place to fill the newly vacated permanent position or the employee must apply to a posting.
3. This agreement will remain in effect until such time as either party gives **thirty (30)** days written notice to re-negotiate. Upon receipt of such notice the parties agree to negotiate for up to **sixty (60)** days after the expiration of the **thirty (30)** days notice period. If no agreement is reached after the expiration of the **sixty (60) days**, the provisions of the **PS/GE Collective Bargaining** Agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised March 30, 2022, January 17, 2025\*\***

**\*\*Last Renewed/Revised February 28, 2025 \*\***

Signed on behalf of the Public Service Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan Government and General Employees' Union

  
Lori Bossaer, Chair, PS/GE Negotiating Committee

Date: February 28, 2025

Date:  April 30, 2025

LETTER OF UNDERSTANDING 2022-03

BETWEEN

THE MINISTRY OF \_\_\_\_\_

AND

THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION

The \_\_\_\_\_;  
(Workplace Name)

1. Operating with Permanent Part-time call-in lists in the following occupation/levels:

\_\_\_\_\_  
(List each Part-time occupation/level that this LOU will be applicable to)

2. Shall create an eligibility list for each occupation and level of Permanent Full-Time (**PFT**) employees (within the workplace only) requesting to convert to a Permanent Part-Time (**PPT**) category based on seniority subject to the following:

- a. PFT employees can apply to be placed on an eligibility list for the PPT pool/call-in list for the **PFT employee's** current occupation/level as well as other lower level/related occupations as listed in #1 above.
- b. PFT employees shall have completed a probationary period or equivalent of a probationary period in the occupation(s) and classification level(s) which the PFT employee is converting to as part-time. Employees who are applying to be placed on the eligibility list for an occupation or level different than **the employee's** current occupation and level may have their qualifications assessed by the Employer.
- c. Requests to convert to a PPT pool/call-in list can only be initiated by the PFT employee through written application (template attached) to the **PFT** employee's immediate supervisor.
- d. In workplaces where the part-time call-in list is used to cover several occupation(s)/level(s) the converting PFT **employee** shall, subject to 2.a. and b. above state which occupation(s)/level(s) they want to be called for.

3. When a vacancy occurs on a particular PPT call-in list, the most senior PFT employee on that occupation/level eligibility list shall be offered a position on the PPT list and the following shall apply:

- a. The PFT employee shall resign from the **current** PFT position. This shall not be considered a break in service and the PFT employee shall retain seniority. Upon conversion, the employee will be subject to the PPT provisions of the **PS/GE** Collective **Bargaining** Agreement.
- b. The PFT employee shall be placed on the PPT call-in list for those particular occupation(s)/level(s) according to **the PFT employee's** seniority.
- c. The employee converting to an occupation at the same pay level shall maintain the current hourly rate of pay at the time of conversion. In the case of a voluntary demotion red circling provisions shall not apply. In all other circumstances the pay administration provisions of the **PS/GE** Collective Bargaining Agreement shall apply.

Signed on behalf of the Employer

Signed on the behalf of the  
Saskatchewan Government and  
General Employees' Union

\_\_\_\_\_  
Local Manager/Director

\_\_\_\_\_  
Local Chief Steward

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: Saskatchewan Public Service Commission  
Chair, PS/GE Negotiating Committee



## LETTER OF UNDERSTANDING 2022-03

**Permanent Full-Time Conversion to Permanent Part-Time Application Form**

To be Completed in Full

I \_\_\_\_\_ a Permanent Full-Time employee at  
(Name)

\_\_\_\_\_ do hereby apply to convert to Permanent Part-Time status  
(Work Location)

and have my name placed on the following Permanent Part-Time list (identify each list).

Occupation Code	Pay Level
_____	_____
_____	_____
_____	_____
_____	_____

I have read and understand Letter of Understanding 2022-03 and agree to its provisions.

Signed

Witness

\_\_\_\_\_  
Permanent Full-Time Employee

\_\_\_\_\_  
Local Chief Steward

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Local Manager

Date: \_\_\_\_\_

Cc: Employee File  
Employee  
Chari, PS/GE Negotiating Committee



**LETTER OF UNDERSTANDING 2023-03**  
**BETWEEN**  
**THE PUBLIC SERVICE COMMISSION**  
**AND**  
**SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Hard-to-Recruit Postings**

**Description:**

To support ongoing recruitment for hard-to-recruit positions, where there is normally no interest from internal candidates, the Ministry or Agency may utilize the approach of extending the closing date or postings to a maximum of six months.

After the minimum required posting, as soon as a candidate applies, the staffing panel proceeds to screen/assess/hire into a vacancy. All provisions in the PS/GE Collective Bargaining Agreement (CBA) will apply except Article 6.2 Merit Based Staffing.

**Context:**


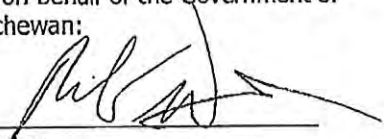
This approach may be appropriate for a Ministry or Agency in situations where the Public Service Commission (PSC) Talent Branch is brokered for support and where:

- It is highly unlikely that there are interested in-service applicants. Hires are typically external, based on historical data.
- Qualified (and interested) people tend to be in short supply in the market.
- Previous attempts have used a best-practice advertisement and appropriate external advertising, with little success.
- The position is considered hard-to-recruit and other initiatives have been explored to assist with attracting talent.

**Process:**

1. The PSC (Talent Branch) determines that using an extended closing date is appropriate.
2. The competition is posted with a closing date of up to six (6) months.
3. The advertisement contains: "This competition will be used to fill vacancies which arise until the closing date of (CLOSING DATE) or until all positions have been filled" to that candidates are aware of the approach.
4. Applications are reviewed as they are submitted.
5. The hiring manager:
  - Requests Re-employment List Check and Staffing Competition Report from Human Resource Service Centre (staffing@gov.sk.ca)
  - Contacts SGEU Panel Rep (if one was assigned) and the PSGE Panel Rep Coordinator desk (PSGEPanelsDesk@sgeu.org) to schedule screening and assessment (minimum 48 hours' notice).
6. Seniority provisions are applied in accordance with the CBA.
7. Any In Service Candidates who are not successful will be notified in writing by the hiring Manager within seven (7) days and will have the right to get feedback on Examination Results per **Article 6.4.8.2** of the CBA. The feedback if requested will be given as soon as it can be scheduled and will not wait until the competition closes.

This is being run as a Pilot Project and as such the agreement will expire two years from the date of signing. Either Party can cancel or seek amendment to the agreement with thirty (30) days' notice.

<p>Signed on Behalf of the SGEU:</p>  <p><u>Lori Bossaer</u> Chairperson, PS/GE Bargaining Unit</p> <p><u>22-Nov-23</u> Date</p>	<p>Signed on Behalf of the Government of Saskatchewan:</p>  <p><u>Rob Winter</u> Public Service Commission</p> <p><u>Nov 22/2023</u> Date</p>
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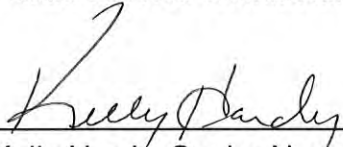
**LETTER OF UNDERSTANDING 2024-04**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Additional Hours of Work Designation for Occupational Code CMA**

The parties agree occupational Code CMA will have an additional hours of work designation of **Office 36**.

**\*\*Previously Renewed/Revised October 8, 2024\*\***  
**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government & General Employee's  
Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Bargaining  
Unit

Date: January 17, 2025

Date: Feb. 26, 2025

**LETTER OF UNDERSTANDING 2024-05**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES'**  
**UNION**

**RE: Add Occupational Code RMS for Marshals and Hours of Work**


The Parties agree to add Occupational Code RMS (Marshal) with hours of work designation of Field 37 1/3.

**\*\*Previously Renewed/Revised September 25, 2024\*\***  
**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public  
Service Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Signed on behalf of the  
Saskatchewan Government and  
General Employees' Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE  
Negotiating Committee

Date: January 17, 2025

Date: Feb. 26, 2025

**LETTER OF UNDERSTANDING 2025-01**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Add the Office Hours of Work Destination to Occupational Code CEP**

The Parties agree to add the Office Hours of Work Destination to Occupational Code CEP.

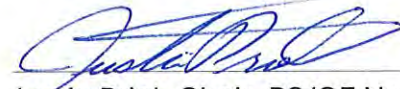
This Letter of Understanding is effective from the date of the Union's signature.

Signed on behalf of the Public Service  
Commission



Garth-Wayne Christopher  
Senior Labour Relations Consultant

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union



Justin Priel, Chair, PS/GE Negotiating  
Committee (Acting)

Date: April 2, 2025

Date:





**LETTER OF UNDERSTANDING 2025-03**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEE'S UNION**


**RE: Salary Maintenance Article 14.4.2.3**

The Parties agree to the following change to Article 14.4.2.3 of the PS/GE Collective Bargaining Agreement effective July 2, 2025. The following language will be updated and incorporated in the 2025/2026 round of bargaining.

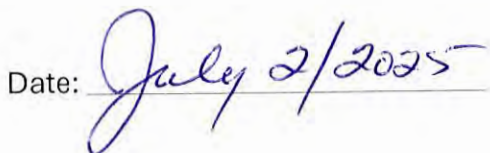
**Article 14.4.2.3 Permanent Employee to Receive Grater Rate Provided**

- A) On promotion into a training range or an established range, a Permanent employee shall be entitled to the greater of the rate provided by the promotion formula or the rate that the employee's qualifications would yield as an out of service applicant.
- B) **Notwithstanding the above, a permanent employee who applies for and is appointed to a permanent vacancy in the same position they previously held through either a Term Assignment or a Temporary Reclassification of more than thirty (30) consecutive days shall retain salary maintenance at the rate they received prior to returning to their home position, provided they have completed the equivalent of a probationary period in that role.**


Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Date:



Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
Justin Priel, Chair, PS/GE Negotiating  
Committee

Date:



**LETTER OF UNDERSTANDING 2025-05**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEE'S UNION**

**RE: Article 8.1.A) 4 iii**

The Parties agree to the following change to Article 8.1.A) 4 iii of the PS/GE Collective Bargaining Agreement effective July 2, 2025. This following language will be updated and incorporated in the 2025/2026 round of bargaining.

**Article 8.1.A) 4 iii**

- A) iii) in accordance with i) or ii) above, an employee's seniority date will be suspended at the time the employee commences an indefinite leave or are placed on the re-employment list. **The employee shall be entitled to utilize their adjusted seniority to compete for in-scope competitions upon application to a job competition.**

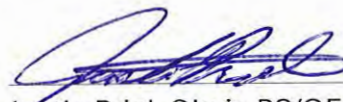
Signed on behalf of the Public Service  
Commission



Kelly Hardy, Senior Negotiator

Date: July 2/2025

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union



Justin Priel, Chair, PS/GE Negotiating  
Committee

Date: July 2, 2025

**LETTER OF UNDERSTANDING 143**  
**BETWEEN**  
**SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**SASKATCHEWAN GOVERNMENT & GENERAL EMPLOYEES' UNION**

**RE: Ministry of Social Services, Modified Hours of Work**

In accordance with Article 43.4.4.1, it is agreed between the parties that the hours of work arrangement to be established at the local level for employees of Young Offender/Child Care facilities shall be implemented in accordance with the following provisions:

1. The employees shall work an averaging period based on the needs of the facility, the length of which will be established by local agreement. The hours to be worked in the averaging period will be calculated in accordance with Article 43.4.4.1 (A) of the Collective Agreement. The calculation of hours to be worked shall be as follows:
  - The number of weeks in an averaging period times five (5) days minus the number of earned days off and designated holidays within the averaging period times eight (8) hours.
  - For each designated holiday worked the hours to be worked in the averaging period will be further reduced by the difference between the actual hours worked and 8.
  - Management shall schedule all hours required to be worked within an averaging period.
  - For the purpose of pay calculation, hours worked shall include approved annual vacation, sick leave and leaves of absence with pay.
2. The shift schedule shall be established in accordance with Article 43.4.4.1. Shift schedules will be posted one averaging period in advance of the commencement of the next averaging period. The schedule shall indicate regular work days, assigned training sessions, staff meetings, earned days off, days of rest, and designated holidays. Designated holidays shall be non-transferable. Daily on duty and off duty

times for each shift will be designated on the schedule. When developing the shift schedule for local agreements the following guideline shall apply to establish the target working hours for the averaging period:

- The number of weeks in the averaging period x five (5) days less the number of earned days off in the averaging period x eight (8) hours.
3. Assigned staff training hours normally scheduled in an averaging period may be carried over to the next averaging period provided it is identified on the schedule and used in the next averaging period. Reassignment of scheduled training shall be by mutual agreement.
  4. Management shall do a reconciliation of the hours of work of an employee being move out of a shift arrangement during an averaging period. If an employee has an excess of hours, overtime shall be paid or placed in the time in lieu bank upon request by the employee. If such time off in lieu cannot be taken within three (3) months from date earned, the employee shall be paid out time in lieu at the employee's current rate unless agreement is reached stating otherwise. If the employee makes a permanent move from one shift schedule to another the hours of the new schedule shall be assumed. Employees shall not be penalized for loss of hours as a result of a shift schedule change.
  5. Overtime will be handled in accordance with Appendix C of the Collective Bargaining Agreement.

a) Averaging Period Overtime

Overtime is paid for authorized hours worked in excess of the number of hours to be worked in the averaging period.

For the purpose of overtime calculation, the hours worked in the averaging period shall include hours worked, approved annual vacation, sick leave, and leaves of absence with pay.

b) Daily Overtime

Provided that payment shall not be made for overtime work under one-half hour, daily overtime shall be paid if the employee works beyond the normal



daily shift time. The payment shall consist of one and one-half times the employee's hourly rate for the first four hours worked and double time for all hours worked above four on that day. When daily overtime is paid, these hours are not included in calculating averaging period overtime.

c) Overtime During Scheduled Time Off

Overtime shall be paid if an employee is called in during a period that is scheduled time off as follows:

- If an employee is called in on an assigned day of rest, all hours worked during that day shall be paid at double time.
- All other hours worked during scheduled time off shall be paid at time and one half.

6. The definition of a day is any twenty-four (24) hour period from the start of a shift.
7. The agreement shall be effective October 1, 1989.
8. Local agreements shall be subject to the approval of the Public Service Commission and the Saskatchewan Government Employees' Union.

**\*\*Previously Renewed/Revised October 30, 1989; June 19, 2007; May 28, 2010;  
January 8, 2020\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan Public  
Service Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
Lori Bossaer, Chair PS/GE, Bargaining Unit

Date: Dec 2/24

Date: Dec. 2, 2024



**LETTER OF UNDERSTANDING 2000-02**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Modified Work Patterns for Permanent Part-time Nurses at Regina Correctional Centre**

The following provisions shall be effective regarding the modified work pattern for Permanent Part-time Nurses at the Regina Correctional Centre in accordance with Letter of Understanding 1998-06 and Article 9.3.5.2 (Modified Work Patterns in Excess of Eight (8) Hours Per Day).

**Article 1 Hours of Work**

Permanent Part-time Nurses may be scheduled to work shifts of up to eight (8) hours at regular rates of pay Monday to Friday.

Permanent Part-time Nurses may be scheduled to work shifts of up to twelve (12) hours at regular rates of pay for weekend coverage only. Weekend shifts of a duration of twelve (12) hours shall be 10:30 a.m. to 10:30 p.m.

**Article 2 Averaging Period**

A Permanent Part-time Nurse may be assigned work to a maximum of one hundred and twelve (112) hours in a three (3) week averaging period. The averaging period will be reduced by eight (8) hours for each designated holiday within the averaging period.

**Article 3 Days of Rest**

A Permanent Part-time Nurse shall have six (6) designated days of rest in each three (3) week averaging period.

**Article 4 Overtime Provisions**

In order to accommodate the transition between eight (8) hour and twelve (12) hour shifts no overtime will be incurred if the employee has had a minimum of eleven and one half (11 1/2) hours

off between shifts. The start of the second shift worked will be the start of a new twenty-four (24) hour period for the purpose of overtime calculations. (e.g. An employee can be scheduled to work a 3:00 p.m. to 11:00 p.m. shift the first day and then work a 10:30 a.m. to 10:30 p.m. shift the following day at regular rates of pay. An employee who works 10:30 a.m. to 10:30 p.m. will not be scheduled to work a 7:00 a.m. to 3:00 p.m. shift the following day at regular rates of pay. If an employee is called in the following day (7:00 a.m. to 3:00 p.m.) normal overtime provisions will apply.)

## **Article 5      Seniority Lists**

A Seniority List as updated and made available to employees every six (6) weeks, will be produced and utilized for work that is assigned in accordance with Article 6.5.1 of the Collective Agreement.

Modified Work Patterns for Permanent Part-time Nurses at Regina Correctional Centre

## **Article 6      Duration**

This Letter of Understanding will be effective upon the date of signing by the parties to the Collective Bargaining Agreement. Either party may give thirty (30) days notice to amend the Letter of Understanding. If agreement cannot be reached within the thirty (30) day period, the Letter of Understanding shall remain in force for ninety (90) days beyond the thirty (30) day period. After that date, the provisions to the current PSC/SGEU Collective Bargaining Agreement shall apply.

**\*\*Previously Renewed/Revised February 9, 2000\*\***


**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan General  
Employees' Union

  
Lori Bossaer, Chair, PS/GE Bargaining  
Committee

Date: Feb. 26, 2025

**LETTER OF UNDERSTANDING 2000-08**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Shift Scheduling and Hours of Work for Permanent Part-Time Corrections Workers 1 at the Regina Provincial Correctional Centre**

**ARTICLE 1 PURPOSE**

The purpose of this agreement is to identify locally, a standard shift pattern for Permanent Part-Time Correction Workers I, with designated days of rest, as per Article 4 of Letter of Understanding #257.

**ARTICLE 2 ASSIGNED SHIFT PATTERN**

All Permanent Part-Time Corrections Workers I will be assigned to one of the Centre's three shift patterns - A, B, C shift, or the corresponding night shift pattern. The shift pattern will be seven (7) days on; three (3) days off; seven (7) days on; four (4) days off.

Employees who wish to change **the** assigned shift pattern must provide management with a written notice thirty days in advance. Such notices will be reviewed and mutually agreed to by both affected parties. This thirty day notice may be waived if the circumstances are deemed emergent and agreed to be management and the Chief Steward, or, the senior Permanent Part-Time employee to be assigned to the modified work assignment is presently assigned to a different shift pattern.

**ARTICLE 3 WORKING ON DESIGNATED DAYS OF REST**

A part-time employee may be called in on a designated day of rest and be compensated at straight time rates if:

- A. All other eligible part-time employees have been offered the shift.
- B. The part-time employee has not worked on an earlier eligible work day within the seven (7) day Sunday to Saturday work week and the part-time employee agrees to move the



designated day of rest to the earlier eligible work day within the same seven (7) day period.

Call-ins on designated days of rest will be done on a seniority basis.

#### **ARTICLE 4     MODIFIED WORK ASSIGNMENTS**

When there is a need for consistent placement of staff, management will offer modified work assignments on a seniority basis.

A modified work assignment is when a Permanent Part-Time Corrections Worker I is assigned to backfill available hours in a work unit due to covering a long term vacancy, Annual, Sick Leave, count management or any other need identified and agreed to by Union and Management. The Permanent Part-Time employee will be assigned to float pool and follow the corresponding Permanent Full-Time shift pattern.

##### **Selection Process and Reduction of Work**

The following process will be followed if there are sufficient available hours to allow for a Permanent Part-Time Employee to be assigned to a modified work assignment. (Float Pool)

- 1) All Permanent Part-Time employees will be considered for work in modified work assignments. Those employees on leave will be offered modified work assignments upon return based on availability and seniority. A Permanent Part-Time employee who accepts a modified work assignment and is subsequently granted a leave of absence will return to that modified work assignment upon completion of the leave, subject to available hours.
- 2) One management representative and one union representative will determine the number of modified work assignments available.
- 3) If an employee refuses an offer of a modified work assignment, they will not be eligible for pay due to a missed shift. Refusal of modified work assignments will be submitted in writing within five (5) days of the offer.
- 4) The Permanent Part-Time Corrections Worker who refuses the modified work assignment will be called in on a seniority basis for any additional work that occurs.
- 5) If for any reason there is a reduction in work resulting in a reduction in the number of modified work assignments available, the least senior employee on the float pool where the reduction occurred will have the choice to, displace the

least senior employee in a modified work assignment, thus moving to another shift, or **the employee** may request to be placed back on the part time call in list.

## **ARTICLE 5    EARNED DAYS OFF**

Permanent Part-Time employees assigned a modified shift pattern will be entitled to EDO's in accordance with Article 9.2 **of the Collective Bargaining Agreement (CBA)**.

- 5.1**    Employees may carry over a maximum of ten (10) "Earned Days Off" from one fiscal year to the next. Employees must utilize any carried over "Earned Days Off" in the fiscal year following that in which they were incurred.
- 5.2**    Permanent Part Time employees must submit requests to bank an "Earned Day Off" in writing to the Manpower Resource Coordinator at least five (5) days prior to the date of banking. Staff must submit requests to utilize a banked "earned Day Off" in writing to the Manpower Resource Coordinator at least five (5) days prior to the date of utilization.
- 5.3**    Permission to utilize a banked "Earned Day Off" will be granted where operational requirements permit.
- 5.4**    Employees may choose to be paid out for banked "Earned Days Off". Pay will be at **the** regular rate of pay for each hour paid out. At no time will the banked hours be paid out at overtime rates.

## **ARTICLE 6**

Management and Union agree to review Modified Work Assignments every six (6) months.

## **ARTICLE 7    EFFECTIVE DATE**

This Letter of Understanding will be effective upon the date of signature of the parties. Either party may give thirty (30) days notice to amend the Letter of Understanding. If agreement cannot be reached within thirty (30) days, the Letter of Understanding shall remain in force for ninety (90) days beyond the thirty (30) days, or longer if mutually agreed to. If agreement cannot be reached, the provisions of the current PSC/SGEU Collective Bargaining Agreement shall apply.



**\*\*Previously Renewed/Revised April 11, 2000\*\***


**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan  
Government & General Employees' Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE  
Bargaining Unit

Date: Feb. 26, 2025

## LETTER OF UNDERSTANDING 2013-01

### BETWEEN

THE SASKATCHEWAN PUBLIC SERVICE COMMISSION

### AND

THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION

**RE: Adult Corrections - Regulated Permanent Full-Time Employees Modified Hours of Work Pattern in Excess of 8 Hours per Day**

This LOU replaces and rescinds all other previous LOUs except 98-6 concerning Modified Hours of Work in the following Corrections and Policing, Ministry of Justice, Adult Correctional Facilities.

- Regina Correctional Centre
- Saskatoon Correctional Centre
- Pine Grove Correctional Centre
- Prince Albert Provincial Correctional Centre
- **Saskatchewan Hospital North Battleford**

The purpose of this letter is to facilitate the establishment of modified shift patterns for regulated permanent full-time employees in the above facilities where agreed to by the parties. Unless otherwise specified in this letter of understanding, the provisions of the PS/GE Collective Agreement and LOU 98-6 apply.

#### **Article 1: Definition of a Day**

- 1.1 The definition of a day will be in accordance with the CBA and attached Addendum.

#### **Article 2: Shift Pattern**

- 2.1 Shift patterns will be negotiated at the local level and approved by the parties prior to implementation and shall comply with the following:
- a) the maximum length of a regularly scheduled shift shall be twelve (12) hours;
  - b) the length of an averaging period will be a multiple of three (3) weeks to a maximum of twenty-one (21) weeks;
  - c) no more than four (4) shifts of twelve (12) hours will be scheduled consecutively;
  - d) there shall be two (2) days of rest scheduled in a week. Days of rest shall be

- e) consecutive to each other;
  - e) earned days off shall be designated on the schedule and whenever possible shall precede or follow days of rest. Earned days off can be moved by mutual agreement between the employee and the manager/designate;
  - f) scheduled days of rest and blank days (ie. days not scheduled to work) shall be designated on the schedule;
  - g) designated holidays shall be observed on the actual day of the holiday.
- 2.2 Modifications to shift patterns of a unit/work group/platoon, as determined at the local level, may be initiated as follows:
- a) by management of the facility; or
  - b) by permanent full-time employees in the unit/work group/platoon who may request once per year through the stewards council to amend **the employee's** work pattern. Employee agreement is determined by vote of the affected permanent full-time employees in the unit/work group/platoon.
- 2.3 Changes agreed to at the local level must be approved by the parties prior to implementation. Changes shall be implemented the first day of the new averaging period following agreement of the parties, or on a date mutually agreed at the local level.

### **Article 3: Shift Exchange**

- 1.1 Shift exchanges will be in accordance with policy. The parties agree that no overtime will be incurred as a result of shift exchanges and a waiver must be signed by the employees for those instances where required.

### **Article 4: Changes to Shift Patterns for Training and Meetings**

- 4.1 Periodically, the employer requires an employee to work hours other than those scheduled in accordance with Article 2 of this Letter of Understanding.
- 4.2 Where employees are assigned different shifts, the following shall apply:
- a) unless mutually agreed, hours worked outside of the regularly scheduled shift shall be paid at the appropriate overtime rates or banked in accordance with Article 11.6 of the CBA;
  - b) all hours of work which the employee was regularly scheduled to work and which the employee does not work shall be deducted from banked time unless otherwise requested by the employee affected. An employee may decide to work or use other banked entitlements for the full or partial shift.

- Shift exchanges will be in accordance with Article 3 of this LOU;
- c) best efforts will be made to minimize the impact of training on employee's scheduled hours and ensure the employee's health is not impacted by such changes (ie. too many consecutive hours worked).

#### **Article 5: Special Overtime Provisions**

- 5.1
  - a) on a daily basis - hours worked outside of a regularly scheduled shift shall be paid at the appropriate overtime rates;
  - b) on a pay period basis - hours worked outside of a regularly scheduled shift (eg. blank days, scheduled days of rest, EDOs) shall be paid at appropriate overtime rates. Notwithstanding Articles 2.3.1 and 2.3.2 of LOU 98-06 (which requires that averaging period overtime be paid at the end of the averaging period), these overtime hours shall be compensated within the pay period for the day(s) it occurred, or banked in accordance with the CBA
  - c) when temporary assignments occur (such as to admitting, special projects; facilitating training) and there has been at least seven (7) days' notice prior to the temporary assignment, the provisions in a) and b) above will not apply;
  - d) when temporary assignments occur and there has been less than seven (7) days' notice prior to the temporary assignment, the provisions in a) and b) will apply unless waived by mutual agreement between the employee and the manager/designate.
- 5.2 The method of assignment of overtime shifts will be agreed to at the local level.
- 5.3 When an employee is missed for an overtime shift, there shall be offered the next overtime shift for the number of hours missed.

#### **Article 6: Reconciliation**

- 6.1 There will be a reconciliation at the end of every averaging period and/or when an employee moves from one shift pattern to another.
- 6.2 For the purpose of reconciliation, all forms of Employer approved paid time off taken in the period shall be counted as hours worked.
- 6.3 If there is a shortfall of hours required for the averaging period, the employee may either work additional hours at a mutually agreed time before the end of the next averaging period, or take time from entitlements such as time-in-lieu or vacation, to meet the required hours.

- 6.4 At the request of the employee, where there was a change in schedule, the manager/designate shall provide a copy of the reconciliation.

**Article 7: TAHD to ADDO or ADDP**

- 7.1 When a Corrections Worker is temporarily assigned higher level duties as an ADDO or ADDP for less than the regularly scheduled day of the ADDO or ADDP, **the employee** shall be paid the TAHD premium for all hours actually worked in the higher position.

**Article 8: Duration and Renewal**

- 8.1 This agreement will remain in effect until such time as either party gives 30 days written notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate for up to 60 days after the expiration of the 30 day notice period. If no agreement is reached after the expiration of the 60 days, the collective agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised June 24, 2013; July 20, 2018\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan Public  
Service Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: Dec 2/24

Date: Dec. 2, 2024



## **Addendum to LOU 2013-01**

### **Definition of a Day for Adult Corrections**

In accordance with the Collective Agreement, the day is defined as 12 midnight to 12 midnight for employees whose shift patterns do not overlap midnight (start on one day and end on the next day).

For employees whose shifts overlap midnight, the day is defined as the 24 hour period commencing the first shift of the day. For each of the facilities, the first shift of the day shall be:

#### **Regina Correctional Centre:**

Eight (8) hour (altered) shift pattern (11:30 p.m. to 11:30 p.m.)

- Night shift 11:30 p.m. to 7:30 a.m. shall be the first shift of the day
- Day of rest shall be 11:30 p.m. to 11:30 p.m.

#### **Prince Albert Correctional Centre, Pine Grove Correctional Centre and Saskatoon Correctional Centre**

Eight (8) hour (altered) shift pattern (PAPCC, PGPCC, SPCC) (11:00 p.m. to 11:00 p.m.)

- Night shift 11:00 p.m. to 7:00 a.m. shall be the first shift of the day
- Day of rest shall be 11:00 p.m. to 11:00 p.m.

Modified hours of work (In excess of eight (8) hours/day) (PAPCC, PGPCC) (7:00 p.m. to 7:00 p.m.)

- Night shift 7:00 p.m. to 7:00 a.m. shall be the first shift of the day
- Day of rest shall be 7:00 p.m. to 7:00 p.m.

#### **Saskatchewan Hospital North Battleford**

Modified hours of work (In excess of eight (8) hours/day) (7:00 a.m. to 7:00 a.m.)

- Night shift 7:00 p.m. to 7:00 a.m. shall be the first shift of the day
- Day of rest shall be 7:00 p.m. to 7:00 p.m.

## General Provisions

All days of rest shall be twenty-four (24) continuous hours as defined in the designated shift pattern.

Employees whose shift pattern overlaps a midnight shall be scheduled as agreed below:

- In an eight (8) hour altered shift pattern there shall be sixteen (16) consecutive hours between the end of one regularly assigned shift and the start of the next shift;
- In a 12 hour modified shift pattern there shall be twelve (12) consecutive hours off between the end of one shift and the start of the next shift;
- As required for any other modified shift patterns such as 9, 10, etc, shifts.

In work units where the Permanent Part-time pool is used to cover both altered eight (8) hour and modified shift patterns (in excess of eight (8) hours/day), the definition of a day applicable to the modified work pattern as defined in this Addendum shall apply.

By mutual agreement, in order to maximize part-time employees' hours, a day can be reduced to 20 hours.

The parties mutually agree that when the first shift of the day provisions in this Addendum require updating as a result of new shift arrangements in a facility, this Addendum may be updated and provided to the parties without serving notice to amend, and without opening the Letter of Understanding.

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Date: Dec 2 / 24

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: Dec. 2, 2024

The positions listed below are not covered by this hours of work letter of understanding:

**Regina Correctional Centre**

Activities Coordinator  
Administrative Support Personnel  
Admitting Supervisor  
Assistant Deputy Directors of Programs  
Building Services Supervisor  
Cultural Coordinator  
Custodial Services Team Supervisor  
Offender Employment Coordinator  
Outside Maintenance  
Program Facilitators/Coordinators  
Shop Supervisors  
Stock Room Supervisor  
Teacher Therapists  
Video Court Officers  
Visiting Officer

**Prince Albert Correctional Centre**

Assistant Deputy Director of Programs  
Admitting Supervisor  
Administration Support Personnel  
Cultural Coordinator  
Offender Employment Coordinator  
Outside Maintenance  
Program Facilitators/Coordinators  
Shop Instructor  
Stores Manager  
Teacher Supervisor Therapist

**Saskatoon Correctional Centre**

Activities Coordinator  
Administrative Support Personnel  
Admitting Supervisor  
Assistant Deputy Directors of Programs  
Building Services Supervisor (Quality Assurance)  
Cultural Coordinator

Custodial Services Team Supervisor  
Director, Clinical Service  
Kitchen Supervisor  
Offender Employment Coordinator  
Program Facilitators/Coordinators  
Purchasing Supervisor  
Shop Supervisors  
Teacher Therapists  
Urban Camp Supervisor

**Pine Grove Correctional Centre**

Assistant Deputy Director of Programs  
Admitting Supervisor  
Administrative Support Clerical/Accounting  
Cultural Coordinator  
Offender Employment Coordinator  
Program Facilitators/Coordinator  
Shop Instructor  
Teacher Sup./Therapist

**Saskatchewan Hospital North Battleford**

**Administration Support Clerical/Accounting**

**LETTER OF UNDERSTANDING 2013-02**

**BETWEEN**

**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**AND**

**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Adult Corrections - Regulated Permanent Full-time Employees Altered Hours of Work Patterns 8 Hours per Day**

This LOU replaces and rescinds all other previous LOUs concerning Altered Hours of Work in the following Corrections and Policing, Ministry of Justice, Adult Correctional Facilities.

- Regina Correctional Centre
- Saskatoon Correctional Centre
- Pine Grove Correctional Centre
- Prince Albert Provincial Correctional Centre
- **Saskatchewan Hospital North Battleford**

The purpose of this letter is to facilitate the establishment of altered shift patterns for regulated permanent full-time employees in the above facilities. Unless otherwise specified in this Letter of Understanding, the provisions of the PS/GE Collective Agreement apply.

**Article 1: Definition of a Day**

- 1.1 The definition of a day will be in accordance with the CBA and attached Addendum.

**Article 2: Shift Pattern**

- 2.1 Shift patterns will be negotiated at the local level prior to implementation and shall comply with the following:

- a) the maximum length of a regularly scheduled shift shall be eight (8) hours;
- b) the length of an averaging period will be a multiple of three (3) weeks to a maximum of nine (9) weeks;



- c) no more than seven (7) shifts of eight (8) hours will be scheduled consecutively;
- d) there shall be two (2) days of rest scheduled per week. Days of rest shall be scheduled consecutive to each other;
- e) earned days off shall be designated on the schedule and whenever possible shall precede or follow days of rest, unless mutually agreed between the employee and the manager/designate.

2.2 Modifications to shift patterns of a unit/work group/platoon as determined at the local level may be initiated as follows:

- a) by management of the facility; or
- b) by permanent full-time employees in the unit/work group/platoon who may request once per year through the stewards council to amend **the employee's** work pattern. Employee agreement is determined by vote of the affected permanent full-time employees in the unit/work group/platoon.

2.3 Changes to the schedule shall be agreed to at the local level prior to implementation. Changes shall be implemented the first day of the new averaging period or on a date mutually agreed at the local level.

### **Article 3: Shift Exchange**

3.1 Shift exchanges will be in accordance with policy. The parties agree that no overtime will be incurred as a result of shift exchanges and a waiver must be signed by the employees for those instances where required.

### **Article 4: Changes to Shift Patterns for Training and Meetings**

4.1 Periodically, the employer requires an employee to work hours other than those scheduled in accordance with Article 2 of this Letter of Understanding.

4.2 Where employees are assigned different shifts the following shall apply:

- a) unless mutually agreed, hours worked outside of the regularly scheduled shift shall be paid at the appropriate overtime rates or banked in accordance with Article 11.6 of the CBA;
- b) all hours of work which the employee was regularly scheduled to work and which the employee does not work shall be deducted from entitlements

unless otherwise requested by the employee affected. An employee may decide to work or use other banked entitlements for the full or partial shift;

- c) best efforts will be made to minimize the impact of training on employee's scheduled hours and ensure the employee's health is not impacted by such changes (ie. too many consecutive hours worked).

#### **Article 5: Special Overtime Provisions**

- 5.1
  - a) on a daily basis - hours worked outside of a regularly scheduled shift shall be paid at the appropriate overtime rates;
  - b) on a pay period basis - hours worked outside of a regularly scheduled shift (eg. scheduled days of rest, EDOs) shall be paid at appropriate overtime rates. These overtime hours shall be compensated within the pay period for the day(s) it occurred, or banked in accordance with the CBA;
  - c) when temporary assignments occur (such as to admitting, special projects, facilitating training) and there has been at least seven (7) days' notice prior to the temporary assignment, the provisions in a) and b) above will not apply;
  - d) when temporary assignments occur and there has been less than seven (7) days' notice prior to the temporary assignment, the provisions in a) and b) will apply unless waived by mutual agreement between the employee and the manager/designate.
- 5.2 The method of assignment of overtime shifts will be agreed to at the local level.
- 5.3 When an employee is missed for an overtime shift, **the employee** shall be offered the next overtime shift for the number of hours missed.

#### **Article 6: Reconciliation**

- 6.1 There will be a reconciliation at the end of every averaging period and/or when an employee moves from one shift pattern to another.
- 6.2 For the purpose of reconciliation, all forms of employer approved paid time off taken in the period shall be counted as hours worked.
- 6.3 If there is a shortfall of hours required for the averaging period, the employee may either work additional hours at a mutually agreed time before the end of the next

averaging period or take time from entitlements such as time-in-lieu or vacation, to meet the required hours.

- 6.4 At the request of the employee and where there was a change in schedule, the manager/designate shall provide a copy of the reconciliation.

#### **Article 7: TAHD to ADDO or ADDP**

- 7.1 When a Corrections Worker is temporarily assigned higher level duties as an ADDO or ADDP for less than the regularly scheduled day of the ADDO or ADDP, **the employee** shall be paid the TAHD premium for all hours actually worked in the higher position.

#### **Article 8: Duration and Renewal**

- 8.1 This agreement will remain in effect until such time as either party gives 30 days written notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate for up to 60 days after the expiration of the 30 day notice period. If no agreement is reached after the expiration of the 60 days, the collective agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised June 24, 2013\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

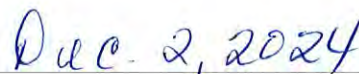
Signed on behalf of the Saskatchewan Public  
Service Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date:   
\_\_\_\_\_  
Dec 2/24

Date:   
\_\_\_\_\_  
Dec 2, 2024

## **Addendum to LOU 2013-02**

### **Definition of a Day for Adult Corrections**

In accordance with the Collective Agreement, the day is defined as 12 midnight to 12 midnight for employees whose shift patterns do not overlap midnight (start on one day and end on the next day).

For employees whose shifts overlap midnight, the day is defined as the 24 hour period commencing the first shift of the day. For each of the facilities, the first shift of the day shall be:

#### **Regina Correctional Centre:**

Eight (8) hour (altered) shift pattern (11:30 p.m. to 11:30 p.m.)

- Night shift 11:30 p.m. to 7:30 a.m. shall be the first shift of the day
- Day of rest shall be 11:30 p.m. to 11:30 p.m.

#### **Prince Albert Correctional Centre, Pine Grove Correctional Centre and Saskatoon Correctional Centre**

Eight (8) hour (altered) shift pattern (PAPCC, PGPC, SPCC) (11:00 p.m. to 11:00 p.m.)

- Night shift 11:00 p.m. to 7:00 a.m. shall be the first shift of the day
- Day of rest shall be 11:00 p.m. to 11:00 p.m.

Modified hours of work (In excess of eight (8) hours/day) (PAPCC, PGPC) (7:00 p.m. to 7:00 p.m.)

- Night shift 7:00 p.m. to 7:00 a.m. shall be the first shift of the day
- Day of rest shall be 7:00 p.m. to 7:00 p.m.

#### **Saskatchewan Hospital North Battleford**

Modified hours of work (In excess of eight (8) hours/day) (7:00 a.m. to 7:00 a.m.)

- Night shift 7:00 p.m. to 7:00 a.m. shall be the first shift of the day
- Day of rest shall be 7:00 p.m. to 7:00 p.m.

### **General Provisions**

All days of rest shall be twenty-four (24) continuous hours as defined in the designated shift pattern.



Employees whose shift pattern overlaps a midnight shall be scheduled as agreed below:

- In an eight (8) hour altered shift pattern there shall be sixteen (16) consecutive hours between the end of one regularly assigned shift and the start of the next shift;
- In a 12 hour modified shift pattern there shall be twelve (12) consecutive hours off between the end of one shift and the start of the next shift;
- As required for any other modified shift patterns such as 9, 10, etc, shifts.

In work units where the Permanent Part-time pool is used to cover both altered eight (8) hour and modified shift patterns [in excess of eight (8) hours/day], the definition of a day applicable to the modified work pattern as defined in this Addendum shall apply.

By mutual agreement, in order to maximize part-time employees' hours, a day can be reduced to 20 hours.

The parties mutually agree that when the first shift of the day provisions in this Addendum require updating as a result of new shift arrangements in a facility, this Addendum may be updated and provided to the parties without serving notice to amend, and without opening the Letter of Understanding.

**\*\*Previously Renewed/Revised June 24, 2013\*\***

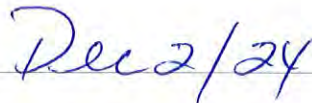
**\*\*Last Renewed/Revised December 2, 2024\*\***

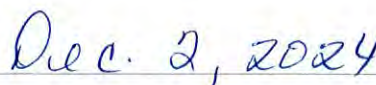
Signed on behalf of the Saskatchewan Public  
Service Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date:   
\_\_\_\_\_  
Dec 2/24

Date:   
\_\_\_\_\_  
Dec. 2, 2024



The positions listed below are not covered by this hours of work letter of understanding:

**Regina Correctional Centre**

Activities Coordinator  
Administrative Support Personnel  
Admitting Supervisor  
Assistant Deputy Directors of Programs  
Building Services Supervisor  
Cultural Coordinator  
Custodial Services team Supervisor  
Offender Employment Coordinator  
Outside Maintenance  
Program Facilitators/Coordinators  
Shop Supervisors  
Stock Room Supervisor  
Teacher Therapists  
Video Court Officers  
Visiting officer

**Prince Albert Correctional Centre**

Assistant Deputy Director of Programs  
Admitting Supervisor  
Administration Support Personnel  
Cultural coordinator  
Offender Employment Coordinator  
Outside Maintenance  
Program Facilitators/Coordinators  
Shop instructor  
Stores Manager  
Teacher Supervisor Therapist

**Saskatoon Correctional Centre**

Activities Coordinator  
Administrative Support Personnel  
Admitting Supervisor  
Assistant Deputy Directors of Programs  
Building Services Supervisor (Quality Assurance)  
Cultural Coordinator

Custodial Services Team Supervisor  
Director, Clinical Service  
Kitchen Supervisor  
Offender Employment Coordinator  
Program Facilitators/Coordinators  
Purchasing Supervisor  
Shop Supervisors  
Teacher Therapists  
Urban Camp Supervisor

**Pine Grove Correctional Centre**

Assistant Deputy Director of Programs  
Admitting Supervisor  
Administrative Support Clerical/Accounting  
Cultural coordinator  
Offender Employment Coordinator  
Program Facilitators/Coordinator  
Shop instructor  
Teacher Sup./Therapist

**Saskatchewan Hospital North Battleford**

**Administration Support Clerical/Accounting**

**LETTER OF UNDERSTANDING 2013-03**

**BETWEEN**

**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**AND**

**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Adult Corrections - Regulated Permanent Part-Time (PPT) Employees Modified and Altered Hours of Work**

This LOU replaces and rescinds all other previous LOUs for regulated permanent part-time employees in the following Corrections and Policing, Ministry of Justice, Adult Correctional Facilities.

- Regina Correctional Centre
- Saskatoon Correctional Centre
- Pine Grove Correctional Centre
- Prince Albert Provincial Correctional Centre
- **Saskatchewan Hospital North Battleford**

The purpose of this letter is to facilitate the assignment of altered and modified shifts for regulated PPT employees. Unless otherwise specified in this LOU, the provisions of the PS/GE Collective Agreement, and where applicable, LOU 98-6 apply.

**Article 1: Definition of a Day**

- 1.1 The definition of a day shall be in accordance with the CBA and attached Addendum.

**Article 2: Shift Schedules**

- 2.1 PPT employees shall work hours as scheduled by management or designate and shall be subject to the hours of work arrangement of that unit/work group/platoon.
- 2.2 The maximum length of the averaging period will be three (3) weeks.

- 2.3 The maximum length of a regularly scheduled shift will be twelve (12) hours.
- 2.4 Unless accepting overtime shifts, every PPT employee shall have at least one (1) day off after working a maximum of 56 hours in any seven (7) consecutive day period.
- 2.5 Days of rest shall be scheduled and there shall be two (2) consecutive days of rest each week. Day(s) of rest may be moved by mutual agreement of the employee and the manager/designate.
- 2.6 PPT employees assigned to backfill for an existing PFT employee for a period of three (3) weeks or more shall follow the shift pattern and averaging period assigned to the PFT employee. There shall be a reconciliation when a PPT employee goes into and out of such a pattern.

### **Article 3: Not Available (N/A) Days**

- 3.1 N/A days are intended to be used as a voluntary reduction of the availability for work by permanent part-time employees. The following provisions shall apply:
  - a) requests for N/A days shall be submitted in writing to the Director or designate at least 20 days prior to the start of the following averaging period, or as determined by the facility Director and Chief Steward. These requests shall not be unreasonably denied;
  - b) any days not marked as N/A are considered to be available to be scheduled for work by the employer in accordance with the CBA and this LOU;
  - c) after the schedule has been posted ten (10) days preceding the following averaging period, permanent part-time staff may request any day not scheduled to work as an N/A day. These requests shall not be unreasonably denied.

### **Article 4: Shift Allocation**

- 4.1 Shifts shall be allocated by seniority to PPT staff whose shift schedule template indicates **the employee's** are eligible to work that shift.
- 4.2 Shift scheduling for coverage of three weeks or longer shall be offered by seniority to eligible permanent part-time employees.

- a) should the senior employee on the list not accept the full duration, the entire shift pattern will be offered to the next senior part-time employee on the list;
  - b) employees who have pre-approved entitlements scheduled will not be bypassed;
  - c) if the permanent part-time employee being offered the shift wishes additional time off during this duration, **the employee** may request time off through entitlements.
- 4.3 The permanent part time schedule will be available to employees a minimum of ten (10) days prior to the start of the following averaging period and it shall contain the following:
- a) the shift allocation for each day; ie. N12, D12, 8N, 8D or 8A;
  - b) Scheduled Days of Rest- SDR to follow a yearly template, to be determined at the local level and subject to reassignment to a full-time rotation;
  - c) earned days off (if assigned to full-time hours);
  - d) available for call-in days (nothing on the schedule);
  - e) Not Available days - N/A;
  - f) Designated Holidays - DH;
  - g) any approved leave days.
- 4.4 When the schedule is posted, employees are responsible to know and work **the employee's** scheduled shifts, subject to approved leave, and continuing availability of work.

#### **Article 5: Notice to Change Schedule**

- 5.1 A minimum of seven (7) days' notice will be provided to employees assigned to an existing full-time schedule when shifts are changed for reasons of:
- a) attending training;
  - b) staff or unit meetings;
  - c) temporary reassignment.

#### **Article 6: Call-in**

- 6.1 Call-in shall be in accordance with Access to Work provisions of the CBA.



- 6.2 The senior PPT employee eligible to work shall not be by-passed for a shift prior to four (4) hours before the start of the offered shift, except for day shifts that start at 7:00 a.m. or earlier. In that case, the senior PPT employee eligible to work shall not be by-passed for a shift prior to two (2) hours before the start of the offered shift.
- 6.3 The employer is responsible to call and offer shifts to PPT employees.
- 6.4 Scheduled Days of Rest (SDR) may be moved in order to maximize hours. The following provisions shall apply:
- a) when offering work, once the regular call-in list has been exhausted, management or designate can contact employees and advise **that the employee** may move a Scheduled Day(s) of Rest in order to maximize hours;
  - b) Scheduled Days of Rest may be moved individually or together within the week **the employee's** are scheduled and only with mutual agreement by the affected permanent part-time employee and management/designate;
  - c) where there is no agreement to move a Scheduled Day of Rest, the shift will be offered to the next permanent part-time employee eligible to work;
  - d) an employee who has declined to move **the employee's** Scheduled Day of Rest and who has not maximized **the employee's** hours will not be eligible for overtime on that shift.

#### **Article 7: Overtime**

- 7.1 Once an employee has worked **the employee's** assigned maximum daily hours (eg. 8 hours or 12 hours), any hours worked in addition to those hours shall be considered daily overtime.
- 7.2 When an employee is missed for an overtime shift, **the employee's** shall be offered the next overtime shift for the number of hours missed.
- 7.3 The method of assignment of overtime shifts will be agreed to at the local level.

#### **Article 8: Designated Holidays**

- 8.1 When temporarily assigned to cover for a permanent full-time modified employee for the full averaging period of that permanent full-time modified employee, working on a designated holiday will be compensated as per LOU 98-6.

### **Article 9: Shift Exchange**

- 9.1 Shift exchanges will be in accordance with policy. The parties agree that no overtime will be incurred as a result of shift exchanges and a waiver must be signed by the employees for those instances where required.

### **Article 10: TAHD to ADDO or ADDP**

- 10.1 When a Corrections Worker is temporarily assigned higher level duties as an ADDO or ADDP for less than the regularly scheduled day of the ADDO or ADDP, **the employee** shall be paid the TAHD premium for all hours actually worked in the higher position.

### **Article 11: Reconciliation**

- 11.1 There will be a reconciliation at the end of every three (3) week averaging period and/or when an employee moves into or out of a full-time rotation as per 2.6 of this LOU.
- 11.2 For the purpose of reconciliation, all forms of employer approved paid time off taken in the period shall be counted as hours worked.
- 11.3 If assigned to a full-time pattern for the full averaging period and there is a shortfall in hours required for the averaging period, the employee may either work additional hours at a mutually agreed time before the end of the next averaging period or take time from entitlements, such as time-in-lieu or vacation, to meet the required hours.

### **Article 12: Duration and Renewal**

- 12.1 This agreement will remain in effect until such time as either party gives 30 days written notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate for up to 60 days after the expiration of the 30 day notice period. If no agreement is reached after the expiration of the 60 days, the collective agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised June 24, 2013\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan Public  
Service Commission

  
Kelly Hardy, Senior Negotiator

Date: Dec 2/24

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: Dec. 2, 2024

## **Addendum to LOU 2013-03**

### **Definition of a Day for Adult Corrections**

In accordance with the Collective Agreement, the day is defined as 12 midnight to 12 midnight for employees whose shift patterns do not overlap midnight (start on one day and end on the next day).

For employees whose shifts overlap midnight, the day is defined as the 24 hour period commencing the first shift of the day. For each of the facilities, the first shift of the day shall be:

#### **Regina Correctional Centre:**

Eight (8) hour (altered) shift pattern (11:30 p.m. to 11:30 p.m.)

- Night shift 11:30 p.m. to 7:30 a.m. shall be the first shift of the day
- Day of rest shall be 11:30 p.m. to 11:30 p.m.

#### **Prince Albert Correctional Centre, Pine Grove Correctional Centre and Saskatoon Correctional Centre**

Eight (8) hour (altered) shift pattern (PAPCC, PGPCC, SPCC) (11:00 p.m. to 11:00 p.m.)

- Night shift 11:00 p.m. to 7:00 a.m. shall be the first shift of the day
- Day of rest shall be 11:00 p.m. to 11:00 p.m.

Modified hours of work (In excess of eight (8) hours/day) (PAPCC, PGPCC) (7:00 p.m. to 7:00 p.m.)

- Night shift 7:00 p.m. to 7:00 a.m. shall be the first shift of the day
- Day of rest shall be 7:00 p.m. to 7:00 p.m.

#### **Saskatchewan Hospital North Battleford**

Modified hours of work (In excess of eight (8) hours/day) (7:00 a.m. to 7:00 a.m.)

- Night shift 7:00 p.m. to 7:00 a.m. shall be the first shift of the day
- Day of rest shall be 7:00 p.m. to 7:00 p.m.

## General Provisions

All days of rest shall be twenty-four (24) continuous hours as defined in the designated shift pattern.

Employees whose shift pattern overlaps a midnight shall be scheduled as agreed below:

- In an eight (8) hour altered shift pattern there shall be sixteen (16) consecutive hours between the end of one regularly assigned shift and the start of the next shift;
- In a 12 hour modified shift pattern there shall be twelve (12) consecutive hours off between the end of one shift and the start of the next shift;
- As required for any other modified shift patterns such as 9, 10, etc, shifts.

In work units where the Permanent Part-time pool is used to cover both altered eight (8) hour and modified shift patterns (in excess of eight (8) hours/day), the definition of a day applicable to the modified work pattern as defined in this Addendum shall apply.

By mutual agreement, in order to maximize part-time employees' hours, a day can be reduced to 20 hours.

The parties mutually agree that when the first shift of the day provisions in this Addendum require updating as a result of new shift arrangements in a facility, this Addendum may be updated and provided to the parties without serving notice to amend, and without opening the Letter of Understanding.

**\*\*Previously Renewed/Revised June 24, 2013\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan Public  
Service Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
Lori Bossaer Chair PS/GE, Bargaining Unit

Date: Dec 2/24

Date: Dec. 2, 2024



The positions listed below are not covered by this hours of work letter of understanding:

**Regina Correctional Centre**

Activities Coordinator  
Administrative Support Personnel  
Admitting Supervisor  
Assistant Deputy Directors of Programs  
Building Services Supervisor  
Cultural Coordinator  
Custodial Services team Supervisor  
Offender Employment Coordinator  
Outside Maintenance  
Program Facilitators/Coordinators  
Shop Supervisors  
Stock Room Supervisor  
Teacher Therapists  
Video Court Officers  
Visiting officer

**Prince Albert Correctional Centre**

Assistant Deputy Director of Programs  
Admitting Supervisor  
Administration Support Personnel  
Cultural coordinator  
Offender Employment Coordinator  
Outside Maintenance  
Program Facilitators/Coordinators  
Shop instructor  
Stores Manager  
Teacher Supervisor Therapist

**Saskatoon Correctional Centre**

Activities Coordinator  
Administrative Support  
Personnel Admitting Supervisor  
Assistant Deputy Directors of Programs  
Building Services Supervisor (Quality Assurance)  
Cultural Coordinator

Custodial Services Team Supervisor  
Director, Clinical Service  
Kitchen Supervisor  
Offender Employment Coordinator  
Program Facilitators/Coordinators  
Purchasing Supervisor  
Shop Supervisors  
Teacher Therapists  
Urban Camp Supervisor

**Pine Grove Correctional Centre**

Assistant Deputy Director of Programs  
Admitting Supervisor  
Administrative Support Clerical/Accounting  
Cultural coordinator  
Offender Employment Coordinator  
Program Facilitators/Coordinator  
Shop instructor  
Teacher Sup./Therapist

**Saskatchewan Hospital North Battleford**

**Administration Support Clerical/Accounting**

**LETTER OF UNDERSTANDING 2013-04**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Adult Corrections - Regulated Employees Modified Hours of Work Pattern in Excess of Eight (8) Hours per Day**

This LOU replaces and rescinds all other previous LOUs concerning Modified Hours of Work for Besnard Lake Correctional Camp.

The purpose of this letter is to facilitate the establishment of modified shift patterns for employees working at the Besnard Lake Correctional Camp. Unless otherwise specified in this letter of understanding, the provisions of the PS/GE Collective Agreement apply.

**Article 1: Definition of a Day**

The definition of a day will be midnight to midnight in accordance with the CBA.

**Article 2: Shift Pattern**

Shift patterns will be negotiated at the local level and approved by the parties prior to implementation and shall comply with the following:

The shift pattern shall be five (5) weekday shifts and four (4) weekend shifts.

- a) the duty time to begin the first day of duty will be at 8:00 a.m. and the off duty time to end the last day of duty will be at 5:00 p.m. without incurring overtime;
- b) the maximum length of a regularly scheduled shift shall be ten (10) hours;
- c) the maximum length of an averaging period will be thirty (30) weeks for permanent full-time employees, and three (3) weeks for permanent part-time employees;
- d) there shall be sixty (60) days of rest scheduled in a thirty (30) week averaging period;

- e) after each tour of duty there shall be two (2) assigned days of rest;
- f) full-time scheduled employees' earned days off shall be designated on the schedule and whenever possible shall precede or follow days of rest. Earned days off can be moved by mutual agreement between the employee and manager/designate;
- g) scheduled days of rest and blank days (days not scheduled) shall be designated on the schedule.

Modifications to shift patterns will be determined at the local level and will be initiated as follows:

- a) by management of the facility; or
- b) by permanent full-time employees in the camp who may request once per year through the stewards council to amend **the employee's** work pattern. Employee agreement is determined by vote of the affected permanent full-time employees at the camp.

Changes agreed to at the local level must be approved by the parties prior to implementation. Changes shall be implemented the first day of the new averaging period following agreement of the parties, or on a date mutually agreed at the local level.

### **Article 3: Correctional Camp Differential**

Camp differential shall be as per Article 15.7.1 of the CBA.

### **Article 4: Tour of Duty Less than Two Days**

Camp differential shall be paid only in circumstances where an employee is required to remain in camp overnight. Permanent part-time employees who do not work a complete tour of duty shall receive camp differential for each day or portion of a day worked provided **the employee's** were required to remain in camp overnight.

### **Article 5: Duration and Renewal**


This agreement will remain in effect until such time as either party gives thirty (30) days written notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate for up to sixty (60) days after the expiration of the thirty (30) day notice period. If no

agreement is reached after the expiration of the sixty (60) days, the collective agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised June 24, 2013\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Date: Dec 2/24

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date : Dec. 2, 2024



**LETTER OF UNDERSTANDING 2013-05**

**BETWEEN**

**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**AND**

**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Administration of Permanent Position Float Pools at the Regina Provincial Correctional Centre (RPCC), Prince Albert Provincial Correctional Centre (PAPCC), Saskatoon Provincial Correctional Centre (SPCC), Pine Grove Correctional Centre (PGPCC) and Saskatchewan Hospital North Battleford (SHNB).**

**Purpose**

The purpose of this Letter of Understanding is to facilitate the administration of Permanent Full-Time Float Pool staff at each Correctional Center to ensure the effective and efficient administration of these Float Pools.

**Article 1      Administration of Float Pools**

- 1.1 Employees assigned to the Float Pool shall typically be those permanent full-time HCW 9s who have the least service wide seniority in each respective facility.
- 1.2 Senior permanent HCW 9 employees may request placement in the Float Pool. Such requests shall not be unreasonably denied.

**Article 2      Shift Patterns**

- 2.1. Each Float Pool position shall have an established shift pattern developed in accordance with the hours of work provisions of the PS/GE Collective Agreement and local LOU Hours of Work provisions established to develop such shift patterns.
- 2.2 Days of rest, EDOs and days of work shall be identified in each shift pattern in advance and cannot be moved except as provided for in Articles 2.4 and 2.5 of this LOU.
- 2.3 Management shall provide employees assigned to the Float Pool **the employee's** work schedule of shifts as per the regular posting provisions of the facility.

- 2.4 Float Pool employees shall be offered opportunities for coverage (minimum length of a posted schedule) of Permanent Full-Time HCW 9 positions in other units of **the employee's** Correctional Centre where coverage is required on the basis of service wide seniority and must be accepted by the Float Pool employee with the least amount of service wide seniority who is not already on such coverage.
- 2.5 A Float Pool employee accepting a coverage (minimum length of a posted schedule) opportunity shall follow the schedule and hours of work provisions including EDOs and days of rest of the position they are covering. Reconciliation shall be performed when a Float Pool employee moves into and out of coverage and at the end of **the employee's** averaging period.

### **Article 3      Duration**

This agreement will remain in effect until such time as either party gives 30 days written notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate for up to 60 days after the expiration of the 30 day notice period. If no agreement is reached after the expiration of the 60 days, the collective agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised June 24, 2013\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: Dec 2/24

Date: Dec. 2, 2024

**LETTER OF UNDERSTANDING 2014-02**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE: Young Offenders - Regulated Modified Hours of Work Pattern in Excess of 8 Hours per Day for Employees Covered under LOU 143**

This LOU replaces and rescinds all other previous LOUs except LOU 143 concerning Modified Hours of Work in the following Corrections and Policing, Ministry of Justice, Young Offender Facilities.

- Paul Dojack Youth Center
- Kilburn Hall Youth Centre
- Prince Albert Youth Residence

The purpose of this letter is to facilitate the establishment of modified shift patterns at the local level for regulated employees covered by the provisions of LOU 143 in the above facilities. Unless otherwise specified in LOU 143 or this letter of understanding, the provisions of the PS/GE Collective Agreement apply.

It is recognized that the following LOUs and their attached schedules (revised and renumbered) are exempt from this LOU.

- |         |   |
|---------|---|
| 2014-03 | Young Offenders - Hours of work for Paul Dojack Youth Centre Afternoon Youth Facility Workers <b>(HCS 09)</b> and Team Leaders <b>(HCS 10)</b>        |
| 2014-05 | Young Offenders - Hours of work for Kilburn Hall Youth Centre Afternoon Youth Facility Workers <b>(HCS 09)</b> Afternoon Team Leaders <b>(HCS 10)</b> |

**Article 1: Definition of a Day**

- 1.1 For shifts that do not overlap midnight, Article 6 of LOU 143 shall be set aside and the definition of a day will be midnight to midnight.

- 1.2 A 24 hour day can be shortened one averaging period in advance of a posted schedule, or at any time by mutual agreement to accommodate:
- a) Shift rotations that have been agreed-to and signed by the parties;
  - b) Training;
  - c) Case Management; or
  - d) Staff/team Meetings.

## **Article 2: Shift Schedules**

- 2.1 Shift schedules will be negotiated at the local level and approved by the parties prior to implementation and shall comply with the following:
- a) the maximum length of a regularly scheduled shift shall be twelve (12) hours;
  - b) the length of an averaging period in any schedule, negotiated after the signing of this LOU, will be a maximum of twelve (12) weeks. Schedules will be a multiple of three (3) weeks unless otherwise agreed to by the parties.
  - c) regular work days, assigned training sessions, staff/team meetings, earned days off, days of rest and designated holidays shall be indicated on the schedule.
- 2.2 Shift schedules shall not be implemented until signed by the parties. Implementation shall be on the first day of the new averaging period following signing.

## **Article 3: Training, Meetings and Case Management**

- 3.1
- a) The afternoon shift shall have 2.25 hours times the number of weeks in the averaging period for training, meetings and/or case management to be allocated based upon the operational needs of the Centre.
  - b) For shifts other than the afternoon shift, time for training and or meetings will be included in shift patterns and based upon the operational needs of the Centre.
  - c) The number of hours will be divided between training, meetings and/or case management as determined by management.
  - d) Whenever possible, training, meetings and/or case management hours will be scheduled adjacent to scheduled shifts. This time will be scheduled by management in a manner that is reasonable and considers the interests of staff and facility operations.



- 3.2 EDOs and Days of Rest can be moved one averaging period in advance. After the schedule is posted, EDO's and Days of Rest can be moved by mutual agreement between the employee and manager or designate.
- 3.3 Carryover of staff training hours will be in accordance with Article 3 of LOU 143. Payment for the hours carried over shall be made in the averaging period it was originally scheduled; and will not count as time worked in the next averaging period.
- 3.4 Case management hours can be moved within the averaging period to accommodate case conferences or other case management requirements with mutual agreement and will be paid at straight time.

#### **Article 4: Overtime Provisions**

- 4.1 Overtime will be paid in accordance with LOU 143 and the CBA except as agreed to in Articles 1 and 3.

#### **Article 5: Reconciliation**

- 5.1 Further to Article 4 of LOU 143, there will be a reconciliation at the end of every averaging period and/or when an employee moves from one shift pattern to another.
- 5.2 For the purpose of reconciliation, all forms of Employer paid time off taken in the period shall be counted as hours worked.
- 5.3 If there is a shortfall of required hours in the averaging period, the employee will access time-in-lieu, vacation leave, or leave without pay to meet the required hours or by mutual agreement between the employee and management, may work the shortfall hours. No overtime will be incurred as a result of working these shortfall hours.
- 5.4 Employees shall not be penalized for loss of hours as a result of a shift schedule change.
- 5.5 The posted schedule for the averaging period shall also clearly show: the total number of scheduled hours; and the total number of hours of time-in-lieu eligible to be earned. Any unpaid time or approved leave without pay will result in a reduction of eligible time in lieu hours at the end of the averaging period.



## **Article 6: TAHD**

- 6.1 When a Facility Youth Worker or Team Leader is temporarily assigned higher level duties as Young Offender Deputy Directors, for less than a regularly schedule day of the Young Offender Deputy Director, the employee shall be paid the TAHD premium for all hours actually worked in the higher-level position.

## **Article 7: Duration and Renewal**

- 7.1 This agreement will remain in effect until such time as either party gives 30 days written notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate for up to 60 days after the expiration of the 30 day notice period. If no agreement is reached after the expiration of the 60 days, the collective agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised December 18, 2014\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan Public  
Service Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: Dec 2/24

Date: Dec. 2, 2024

**LETTER OF UNDERSTANDING 2014-03**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Modified Hours of Work Agreement – Afternoon Custody Support Workers (HCS06), Youth Facility Workers (HSC08) and Team Leaders (HCS09) Including the Afternoon Central Communications Unit**

Further to Letter of Understanding 143, the following further defines the hours of work arrangements for the afternoon Custody Support Workers (HCS06), Youth Facility Workers (HSC08) and Team Leaders (HCS09) including the afternoon Central Communications Unit (CCU) staff at the Paul Dojack Youth Centre.

1. The length of the averaging period will be eight **(8)** weeks.
2. The shift pattern will be:
  - five **(5)** days on / four **(4)** days off;
  - five **(5)** days on/ five **(5)** days off;
  - four **(4)** days on/ five **(5)** days off;
  - five **(5)** days on/ four **(4)** days off;
  - five **(5)** days on/ five **(5)** days off; and
  - four **(4)** days on/ five **(5)** days off (see schedule attached).

Shifts will be scheduled as follows:

- Nine (9) consecutive hours on weekdays;
  - Twelve (12) consecutive hours on weekends and statutory holidays;
  - An employee's hours of work may be modified from time to time by mutual consent for program needs that are unpredictable and urgent in nature.
3. Changes to start and stop times may be agreed to at the local level. No agreed to change can have a shift overlapping **12:00 a.m.** Changes other than changes on the start and stop times must be agreed to by the parties. Any amended schedules must be forwarded to the parties to be attached to this Letter of Understanding.
  4. In each averaging period, in addition to the regular shift assignment, a total of eighteen (18) hours shall be assigned in the following manner:



- a. There shall be ten (10) hours assigned in each eight (8) week cycle for team meetings and case conferences.
  - b. Employees covered by this Letter of Understanding shall be scheduled for **eight (8)** hours of training in each **eight (8)** week cycle.
5. Where an eight (8) week cycle places an employee in a deficit of required hours to work, these hours shall be assigned for training, staff meetings or other activities related to program or case management.
6. Wherever possible the above additional hours shall be assigned consecutively to the regular shift assignment.
7. There shall be a minimum of **eight (8)** hours off between shifts.
8.
  - a. For shifts that do not overlap **12:00 a.m.**, Article 6 of Letter of Understanding 143 shall be set aside and the definition of a day will be **12:00 a.m. to 12:00 a.m.**
  - b. **Twenty-four (24)** hour day can be shortened one averaging period in advance of a posted schedule or at any time by mutual agreement to accommodate:
    - i. shift rotations that have been agreed-to and signed by the parties;
    - ii. training;
    - iii. case management;
    - iv. meetings.
9. The agreement shall be effective the first day of the next averaging period following signing of this agreement or at a date mutually agreed at the local level.
10. This agreement will remain in effect until such time as either party gives **thirty (30)** days written notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate for up to **sixty (60)** days, the Collective Agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised December 18, 2014\*\***

**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: January 17, 2025

Date: Feb. 26, 2025

**LETTER OF UNDERSTANDING 2014-05**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Modified Hours of Work Agreement – Afternoon Youth Facility Workers (HCS08) and Afternoon Team Leaders (HCS09)**

Further to Letter of Understanding 143, the following further defines the hours of work arrangements for the afternoon Youth Facility Workers and the afternoon Team Leaders at the Killburn Hall Youth Centre.

1. The length of the averaging period will be eight **(8)** weeks.
2. The shift pattern will be four (4) days on / four (4) days off (see schedule attached).
3. Shifts will be scheduled as follows:
  - a. Twelve **(12)** hours on weekends and statutory holidays, nine **(9)** hours on all other weekday shifts except those modified under Section 4 of this agreement.
  - b. The usual on duty and off duty times will be 3:00 p.m. to 12:00 **a.m.** on weekdays.
  - c. This shift schedule on weekends will be either: 8:00 a.m. – 8:00 p.m., 11:00 a.m. - 11:00 p.m. or 12:00 **p.m.** to 12:00 **a.m.**
  - d. The above on duty and off duty times will be modified by Section 4 of this agreement.
4. Further to hours worked on shift, the following eighteen (18) hours will be scheduled in an eight **(8)** week cycle:

**Facility Youth Workers**

- a. Five (5) hours will be scheduled per eight **(8)** week cycle for unit staff meetings;



- b. Six (6) hours will be scheduled for training each eight **(8)** weeks and may be carried over to the next cycle to facilitate a longer session. Sessions will be scheduled for a minimum of four (4) hours.
- c. Seven (7) hours scheduled in three (3) 'two-hour' blocks and one (1) 'one-hour' block in an eight **(8)** week cycle (see shift schedule). These meetings will be scheduled on a regular day on, and adjacent to the scheduled shift. These hours may be re-scheduled by mutual agreement dependent upon the needs of the facility/program. These hours will be utilized for case management activities and program meetings.

### **Team Leaders**

- a. Nine (9) hours will be scheduled per eight **(8)** week cycle for unit staff meetings;
- b. Six (6) hours will be scheduled for training each eight **(8)** weeks and may be carried over to the next cycle to facilitate a longer session. Sessions will be scheduled for a minimum of four (4) hours.
- c. Three (3) hours scheduled in one (1) 'two-hour' block and one (1) 'one-hour' block in an eight **(8)** week cycle (see shift schedule). These meetings will be scheduled on a regular day on, and adjacent to the scheduled shift. These hours may be re-scheduled by mutual agreement dependent upon the needs of the facility/program. These hours will be utilized for case management activities and program meetings.

## **5. Definition of a Day**

- a. For shifts that do not overlap **12:00 a.m.**, Article 6 of LOU 143 shall be set aside and the definition of a day will be **12:00 a.m. to 12:00 a.m.**
- b. A **twenty-four (24)** hour day can be shortened one averaging period in advance of a posted schedule, or at any time by mutual agreement to accommodate:
  - i. shift rotations that have been agreed-to and signed by the parties;
  - ii. training;
  - iii. case management; or
  - iv. staff/team meetings.

6. The hours of work calculation according to Letter of Understanding 143 will occasionally result in a deficit of hours worked. When this happens, these hours will be scheduled in one (1) hour blocks to be worked at the beginning of weekday shifts until the deficit is eliminated. These hours may be rescheduled by mutual agreement dependent upon the needs of the facility/program and may be used for case management activity, program meetings or training.
7. Changes to start and stop times may be agreed to at the local level. No agreed to change can have a shift overlapping **12:00 a.m.** Changes other than changes to the start and stop times must be agreed to by the parties. Any amended schedules must be forwarded to the parties to be attached to this Letter of Understanding.
8. This agreement shall be effective the first day of the next averaging period following the signing of this Letter of Understanding or at a date mutually agreed at the local level.
9. This agreement will remain in effect until such time as either party gives thirty (30) days written notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate for up to **sixty** (60) days, the Collective Agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised December 18, 2014\*\***

**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: Feb. 26, 2025



**LETTER OF UNDERSTANDING 2020-10**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Hours of Work – Kilburn Hall Part-Time Nurses**

The purpose of this letter is to facilitate the assignment of modified shifts (greater than eight hours) on weekends and statutory holidays for regulated **Permanent Part Time** (PPT) Nurses within Kilburn Hall Youth Center. Unless otherwise specified in this **Letter of Understanding (LOU)**, the provisions of the PS/GE Collective Agreement, and if applicable, LOU **1998-06** apply.

**Article 1 Definition of a Day**

The definition of a day shall be in accordance with the **PS/GE Collective Bargaining Agreement (CBA)**.

**Article 2 Scheduling**

2.1 The maximum length of the regularly scheduled shift will be 8 hours on weekdays and 12 hours on weekends and statutory holidays.

**Article 3 Overtime**

3.1 Once an employee has worked **the** assigned maximum daily hours (eg. **eight** (8) hours or **twelve** (12) hours), any hours worked in addition to those hours shall be considered daily overtime.


**\*\*Previously Renewed/Revised January 31, 2020\*\***

**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: January 17, 2025

Date: Feb. 26/2025

**LETTER OF UNDERSTANDING 2021-04**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Young Offender Facilities – Regulated Modified Hours of Work Pattern in Excess of Eight (8) Hours per Day for Nurses Working Evening and Weekend Shifts**

Further to Letter of Understanding 143, the following is a pilot project that defines the hours of work arrangement for nurses working days, evenings, weekends and statutory holiday shifts in the Young Offender Institutions. This pilot will be reviewed after twelve **(12)** months of operation.

Unless otherwise specified in this Letter of Understanding, the provisions of the PS/GE Collective **Bargaining** Agreement shall apply.

1. The length of the averaging period will be twelve **(12)** weeks.
2. For the shift pattern please see attached schedule.
3. Shifts will be scheduled as follows:
  - twelve **(12)** hours on weekends;
  - eight **(8)** hours on statutory holidays;
  - eight **(8)** or nine **(9)** hours on weekday or evening shifts.
4. As there are no shifts overlapping **12:00 a.m.**, Article 6 of Letter of Understanding 143 shall be set aside and the definition of a day shall be **12:00 a.m. to 12:00 a.m.**
5. Changes to start and stop times may be agreed to at the local level. No agreed to change can have a shift overlapping **12:00 a.m.** Changes other than to start and stop times must be agreed to by the parties. Any amended schedules must be forwarded to the parties to be attached to this Letter of Understanding.
6. This agreement shall be effective the first day of the next averaging period following the signing of this Letter of Understanding or at a date mutually agreed at the local level.

This agreement will remain in effect until such time as either party gives **thirty (30)** days written notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate up to **sixty (60)** days after the expiration of the **thirty (30)** day notice period. If no agreement



is reached after the expiration of the **sixty (60)** days, the **PS/GE** Collective Bargaining Agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised August 18, 2021\*\***


**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: Feb. 26, 2025

**LETTER OF UNDERSTANDING 2021-05**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Young Offender Facilities – Regulated Modified Hours of Work Pattern in Excess of Eight (8) Hours per Day for Nurses Working Evening and Weekend Shifts**

Further to Letter of Understanding 143, the following is a pilot project that defines the hours of work arrangement for nurses working days, evenings, weekends and statutory holiday shifts in the Young Offender Institutions. This pilot will be reviewed after twelve **(12)** months of operation.

Unless otherwise specified in this Letter of Understanding, the provisions of the PS/GE Collective **Bargaining** Agreement shall apply.

1. The length of the averaging period will be twelve **(12)** weeks.
2. For the shift pattern please see attached schedule.
3. Shifts will be scheduled as follows:
  - twelve **(12)** hours on weekends;
  - eight **(8)** hours on statutory holidays;
  - eight **(8)** or nine **(9)** hours on weekday or evening shifts.
4. As there are no shifts overlapping **12:00 a.m.**, Article 6 of Letter of Understanding 143 shall be set aside and the definition of a day shall be **12:00 a.m. to 12:00 a.m.**
5. Changes to start and stop times may be agreed to at the local level. No agreed to change can have a shift overlapping **12:00 a.m.** Changes other than to start and stop times must be agreed to by the parties. Any amended schedules must be forwarded to the parties to be attached to this Letter of Understanding.
6. This agreement shall be effective the first day of the next averaging period following the signing of this Letter of Understanding or at a date mutually agreed at the local level.

This agreement will remain in effect until such time as either party gives **thirty (30)** days written notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate up to **sixty (60)** days after the expiration of the **thirty (30)** day notice period. If no agreement

is reached after the expiration of the **sixty (60)** days, the **PS/GE** Collective Bargaining Agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised August 18, 2021\*\***


**\*\*Last Renewed/Revised January 17, 2025 \*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: Feb. 26, 2025



**LETTER OF UNDERSTANDING 2021-06**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Young Offender Facilities – Regulated Modified Hours of Work Pattern in Excess of Eight (8) Hours per Day for Nurses Working Evening and Weekend Shifts**

Further to Letter of Understanding 143, the following is a pilot project that defines the hours of work arrangement for nurses working days, evenings, weekends and statutory holiday shifts in the Young Offender Institutions. This pilot will be reviewed after twelve **(12)** months of operation.

Unless otherwise specified in this Letter of Understanding, the provisions of the PS/GE Collective **Bargaining** Agreement shall apply.

1. The length of the averaging period will be twelve **(12)** weeks.
2. For the shift pattern please see attached schedule.
3. Shifts will be scheduled as follows:
  - twelve **(12)** hours on weekends;
  - eight **(8)** hours on statutory holidays;
  - eight **(8)** or nine **(9)** hours on weekday or evening shifts.
4. As there are no shifts overlapping **12:00 a.m.**, Article 6 of Letter of Understanding 143 shall be set aside and the definition of a day shall be **12:00 a.m. to 12:00 a.m.**
5. Changes to start and stop times may be agreed to at the local level. No agreed to change can have a shift overlapping **12:00 a.m.** Changes other than to start and stop times must be agreed to by the parties. Any amended schedules must be forwarded to the parties to be attached to this Letter of Understanding.
6. The agreement shall be effective the first day of the next averaging period following the signing of this Letter of Understanding or at a date mutually agreed at the local level.

This agreement will remain in effect until such time as either party gives **thirty (30)** days written notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate up to **sixty (60)** days after the expiration of the **thirty (30)** day notice period. If no agreement

is reached after the expiration of the **sixty (60)** days, the **PS/GE** Collective Bargaining Agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised August 17, 2021\*\***


**\*\*Last Renewed/Revised January 17, 2025 \*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: Feb. 26, 2025



**LETTER OF UNDERSTANDING 2005-14**

**BETWEEN**

**THE SASKATCHEWAN GOVERNMENT & GENERAL EMPLOYEES' UNION**

**AND**

**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Ministry of Environment, MODIFIED HOURS OF WORK Enforcement/Dispatch Centre,  
Compliance & Field Services Branch**

Effective October 2, 2005, the parties to the PSC/SGEU Collective **Bargaining** Agreement agree that, in accordance with the principles of Article 9.3.5.2 and Letter of Understanding **1998-06**, employees of the Enforcement/Dispatch Centre (permanent labour service, permanent part-time and term) shall follow these hours of work arrangements.

1. Employees shall be allowed to work up to twelve (12) hours in any one **(1)** day.
2. There shall be no scheduled shifts of less than six (6) hours.
3. Employees may be assigned or called in for less than six hours to meet peak period operational needs.
4. Permanent part-time staff will be maximized to 100% of full-time hours in accordance with Article 6.5.1 of PS/GE Collective **Bargaining** Agreement.
5. The averaging period shall be four (4) weeks.
6. There shall be eight (8) designated days of rest in each four **(4)** week averaging period. Employees may agree to waive this requirement at the local level so to ensure that they are available for more straight time hours. Overtime shall be calculated and paid in accordance with Section 2.3 of Letter of Understanding **1998-06**.
7. The annual core shift pattern shall be four (4) weeks.
  - twelve **(12)** hour shifts – 7:00 a.m. to 7:00 p.m. and 7:00 p.m. to 7:00 a.m.
  - four (4) days on – six (6) days off
  - two **(2)** day shifts followed by two **(2)** night shifts
  - averaging period hours will be met by additional work as assigned by management. Additional and/or overlapping shifts are scheduled to meet operational needs.

A sample shift pattern is attached.

8. Designated holidays shall be observed on the day on which they actually occur.

9. For those employees covered by this agreement whose hours of work are designated field, the daily overtime threshold will be **twelve (12)** hours.

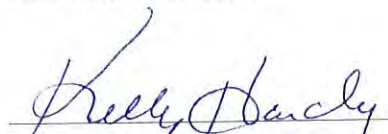
This agreement shall become effective with the signing of this agreement.

It is understood that this work arrangement has been mutually agreed to by the parties at the local level. This agreement shall remain in full force unless written notice is given by either party to renegotiate this agreement at least ninety (90) days in advance.

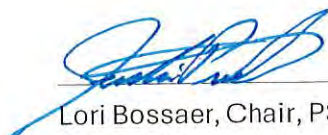
**\*\*Previously Renewed /Revised October 2, 2005\*\***

**\*\*Last Renewed/Revised April 2, 2025\*\***

Signed on behalf of the Saskatchewan Public  
Service Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
General Employees' Union

 For Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 25/2025

Date: April 25, 2025

**LETTER OF UNDERSTANDING 2018-03**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Ministry of Energy and Resources, Geological Field Assistants**

This Letter of Understanding replaces Letter of Understanding 2003-07.

This Letter of Understanding applies to all levels of Geological Field Assistants who are field summer students with the Saskatchewan Geological Survey Branch.

**Special Earned Day Off (EDO) Provisions**

1. These employees will accumulate earned EDOs during **the** summer student term of employment.
2. The accumulated EDOs will be scheduled and taken at the end of **the** student term. If for some reason, it is not operationally possible to schedule the EDOs prior to the end of **the** term, accumulated EDOs will be paid out at time and one-half (**1 1/2**).

**Duration**

This Letter of Understanding shall be effective beginning the 2018 season, and shall remain in force and effect each season, unless a written request to amend is given by either party prior to February 1 each year.

**\*\*Previously Renewed/Revised May 8, 2018\*\***

**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: January 17, 2025

Date: Feb. 26, 2025

**LETTER OF UNDERSTANDING 98-11**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Special Provisions for Saskatchewan Highways and Infrastructure, Snow and Ice Control, employees employed for a 22-week period beginning with the two week pay period which includes November 1 of each year.**

It is agreed between the parties:

1. These provisions shall apply to Permanent Labour Service, Permanent Full-Time and Term employees in the GHM occupation who are engaged in winter maintenance involving snow and ice control.
2. Hours of Work and Scheduled Earned Days Off (EDO)
  - A) The hours of work shall be unregulated within any working day or series of working days. Employees shall be entitled to an earned day (EDO) off every three (3) weeks subject to the following conditions:
    - i) Work cycles including the employees' scheduled earned day off (EDO) shall be established in accordance with point **6** (Work Schedules).
    - ii) Earned days off (EDO) shall be scheduled adjacent to days of rest (SDR) except where they may be rescheduled by mutual agreement between the employee and the supervisor.
    - iii) Earned days off (EDO) shall not alter the employee's scheduled days of rest (SDR).
    - iv) Employees will be scheduled two (2) days of rest (SDR) per week. Where operational requirements permit, these days may be consecutive. Days of rest may be rescheduled by mutual agreement between the employee and the manager.
    - v) The following special provisions may be implemented by mutual agreement at the local level regarding the rescheduling or accumulation (banking) of scheduled earned days off (EDO):



- (a) By mutual agreement, scheduled earned days off (EDO) may be worked and rescheduled to another day or accumulated (banked) to be taken at a later date. Scheduled earned days off (EDO) worked shall be accumulated at straight time rates.
- (b) Any scheduled earned days off (EDO) worked for the purpose of rescheduling or banking shall not be included as actual hours worked in the averaging period for the calculation of overtime entitlement.
- (c) Accumulated (banked) earned days off (EDO) shall be taken by mutual agreement at the local level provided that they are taken before the end of June 30th of each year.
- (d) In the event mutual agreement is not reached as set out in c) above prior to June 1st of each year, management shall direct when the days are to be taken prior to June 30th of each year.
- (e) In the event that mutual agreement is not reached at the local level as provided for in c) above and management does not direct when the accumulated earned days (EDO) are to be taken as provided for in d) above, the accumulated days not taken will be paid out at the rate of time and one half (1.5) for each such day, based on the employee's rate of pay in effect at that date.
- (f) The duration of the accumulation period shall be considered expired should an employee be dismissed, resign, promote, demote, transfer or is on an approved leave of absence without pay or lay off for a period of three (3) calendar weeks or more and the earned days accumulated to that period in time shall be paid out at straight time rates for each such day based on the rate of pay in effect at that date.

### 3. Pay Administration

- A) Employees will be paid bi weekly and in accordance with the hourly rates of pay established in Pay Schedule 1.
  - i) Employees shall work an averaging period of four (4) weeks.

- (a) The number of hours to be worked at straight time in the averaging period shall be 160 hours less eight (8) hours for each designated holiday and each scheduled earned days off (EDO) which falls in that averaging period. Employees will receive regular pay at eight (8) hours multiplied by the number of normal working days in each bi weekly pay period. The hours in the averaging period will constitute the minimum number of hours for which an employee would receive pay during each four (4) week period.
    - (b) Actual hours worked in each bi weekly pay period will be credited to the appropriate averaging period to determine overtime in accordance with the averaging period. Notwithstanding the foregoing, an employee who commences after the first day of an averaging period, terminates, is laid off, or takes leave without pay during the averaging period shall be paid on the basis of eight (8) hours multiplied by the number of normal working days that fall within the partial averaging period worked.
  - ii) Overtime: Employees shall receive pay at one and one-half (1½) times their hourly rate for all authorized hours worked in excess of the hours as determined in i) above or in excess of the partial averaging period established above.
  - iii) For the purposes of pay calculation, approved vacation and sick leave or any other approved leave with pay (ie. Union Leave, Worker's Compensation) shall be included as actual hours worked in the averaging period.
  - iv) When the necessity arises to increase the work force for emergent or short term purposes, the Employer will recall permanent senior qualified GHM employee(s) from seasonal lay-off on a headquarter basis, for a minimum of two weeks. If circumstances warrant, the employee will have the ability to waive, in writing, the two (2) week work requirement and work less time based on mutual agreement between the employee and supervisor.
- B) An employee who after he has left his place of work, receives a request from management or designate, which requires a return to his place of work, shall be credited with a minimum of two (2) hours to be included in the averaging period.
- An employee called out more than once during a two (2) hour period shall not receive further credited time.

#### C) Overtime

Notwithstanding the above:

- Employees shall receive overtime in accordance with Article 11.4.1 A) of the Collective Agreement for hours worked beyond 11 (eleven) hours.
- In the case above, the hours beyond eleven (11) are not included in the employee's averaging period hours.
- An Employee who is required to work on their day of rest (SDR) shall be paid at the rate of double (2) time for all hours worked in that day, with a minimum two (2) hour guarantee at overtime rates (Article 11.4.2)
- Employees shall receive pay at one and one half (1.5) times their regular rate for all authorized hours worked on a Designated Holiday with a minimum guarantee of two (2) hours at time and one half (1.5).
- Employees shall receive pay at one and one half (1.5) their regular rate for all authorized hours worked on a scheduled earned day off (EDO) with a minimum guarantee of two (2) hours unless (exceptions):
  - i) by mutual agreement the employee is working his EDO for rescheduling or banking purposes in which case the provisions of 2 A) iv) above shall apply;

In the case of the instances above [i.e. overtime hours worked beyond eleven (11) hours, on a designated holiday, scheduled day of rest (SDR) or earned day off (EDO)] the actual hours worked [or the two (2) hour minimum] shall not be credited to the employee's averaging period hours.

#### 4. Meal Allowance Provisions While Involved in Normal Maintenance Activities

##### A) General

- A claim for a meal allowance for breakfast may be made if the employee leaves his headquarters prior to 6:30 a.m.
- A claim for a meal allowance for dinner may be made if the employee leaves his headquarters prior to 11:30 a.m. or returns later than 12:30 p.m.
- A claim for a meal allowance for supper may be made if the employee returns to his headquarters after 5:30 p.m.

For the purposes of this provision, headquarters is defined as the location where the equipment is stored.

B) First Meal Out

A first meal out (dinner rate) will be paid to all employees working away from headquarters between the period 7:00 p.m. to 7:00 a.m. provided the employee has worked a minimum of five (5) hours during the period.

5. Consecutive Hours of Rest

A) Scheduling a mandatory period of ten (10) consecutive hours of rest in every 24 hour period acknowledges the parties' concern for employee safety and it is agreed that the rest period will normally be at night except in those instances where special night crew arrangements are established.

B) The parties also acknowledge that in certain situations some flexibility is necessary, normally during severe driving conditions. It is therefore agreed between the parties that in circumstances such as severe driving conditions, an employee, in consultation with his supervisor, may choose to waive the requirement of ten (10) consecutive hours of rest.

In these instances, the supervisor shall report the circumstances and reason(s) the employee waived the ten (10) consecutive hours of rest provision to the Director of Regional Operations, the Executive Director, Human Resource Service Team and the Union.

C) The parties further acknowledge that the flexibility in this regard presumes the employee's normal scheduled hours of work are properly and reasonably assigned based on the establishment of work schedules at the local level.

6. Work Schedules

A) Management shall establish employee work schedules and EDOs to meet operational requirements and employee needs. Work schedules will be instituted by mutual agreement at the local level.

B) A copy of the work schedule shall be provided to all employees and encompass the following principles:

i) Two (2) scheduled days of rest per week;

ii) One (1) scheduled earned day off (EDO) every three (3) weeks shall be staggered amongst crew members and when possible, shall be scheduled adjacent to scheduled days of rest (SDR), except where they may be rescheduled by mutual agreement between the employee and the manager;



- iii) Scheduled overtime (road inspections on scheduled days of rest (SDR) and designated holidays) shall be rotated amongst the crew;
- iv) Provide for ten (10) consecutive hours of rest in every twenty four (24) hour period;
- v) Regular hours will be distributed as equally as possible amongst the crew;
- vi) Hours actually worked may vary from the scheduled hours thus they should be reviewed regularly during the season to ensure that hours worked, overtime and scheduled days of rest (SDR) work are equalized to the extent possible;
- vii) Where an employee is unable to work due to illness, which results in the other members of the crew accumulating a greater number of regular hours during the period of the employee's illness, the employee who was sick shall not be required to work additional hours following his return to work to make up hours for the purposes of equalizing regular hours as referenced in v) and vi) above.

## 7. Paid Leave Time

Employees who request and are granted paid leave will have their accruals reduced by the amount of time approved, regardless of the hours the crew works during the day, to a maximum of eight (8) hours per day.

## 8. Sick Leave

Employees who are absent due to illness will have their sick leave bank reduced by the average of all crew members at a headquarters to a maximum of eight (8) hours per day and the same number of hours shall be included as actual hours worked in the employee's averaging period.

The average hours worked by the crew at a headquarters for purposes of this provision will be the total number of hours worked by all crew members at a headquarters divided by the number of crew members who worked at a headquarters, to a maximum of eight (8) hours.

Extended or long term illness is defined as twenty-one (21) consecutive calendar days based on the first day of sick leave for the purpose of LOU 98-11. When employees are unfit for work due to extended or long term illness and are unable to return or perform the full job responsibilities, commencing the twenty-second (22)

day, employees shall be eligible to use and code their available sick leave credits based on (8) hours per day, subject to medical documentation to substantiate the request.

9. Winter Differential Allowance

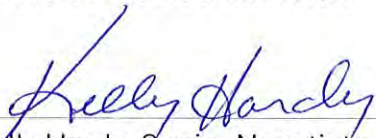
A special allowance for winter maintenance staff of **\$80.00** per week, including partial weeks, will be paid to employees covered by this letter of understanding for the period defined at the outset of the letter. When it is determined an employee becomes ill for an extended period which is defined as twenty-one consecutive calendar days based on the first day of sick leave, an employee is no longer engaged in road and winter maintenance work therefore, they are not eligible to receive the winter differential allowance.

Thirty (30) days written notice shall be given by either party prior to March 1 (and/or exceptions must be agreed to by the parties) of their intent to negotiate any changes to, or terminate this Letter of Understanding. If a resolve cannot be reached within ninety (90) days beyond the thirty (30) days notice, the provisions of the current PS/GE Collective Agreement shall apply.

**\*\*Previously Renewed/Revised February 25, 1999; September 6, 2012\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Date: \_\_\_\_\_

*Dec 2/24*

Signed on behalf of the Saskatchewan  
Government & General Employees' Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Bargaining Unit

Date: \_\_\_\_\_

*Dec. 2, 2024*

**LETTER OF UNDERSTANDING 1998-17**  
**BETWEEN**  
**THE SASKATCHEWAN GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Ministry of Highways – Television Satellite Dishes**

The **Ministry of Highways** will provide a satellite dish for each member resident at the following locations:

- Caribou Creek, Puskawakau, Giekie River, Southend, and Murison Lake. **Such** satellite dishes shall remain property of **Saskatchewan, Ministry of Highways**.

The **Ministry** shall also provide each **year-round** resident employee stationed at the above locations with the basic satellite program setup est. \$14.95 per month (to be adjusted for any future rate changes).

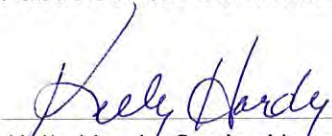
Any extra programming is the responsibility of the employee.

The **Ministry** shall also provide one satellite dish and basic setup for the Besnard Lake Camp.

**\*\*Previously Renewed/Revised June 30, 1998, December 2, 2024\*\***

**\*\*Last Renewed/Revised April 25, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government & General Employees' Union

 for Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 25/2025

Date: April 25, 2025



LETTER OF UNDERSTANDING 2002-03

BETWEEN

THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION

AND

THE SASKATCHEWAN PUBLIC SERVICE COMMISSION

**RE: Ministry of Highways - Saskatoon Highway Hotline Term Positions**

This Letter of Understanding supercedes LOU 229. The parties agree that notwithstanding the provisions of the PS/GE Collective Agreement, the following shall apply to the Term positions for the Highway Hotline employees in the Program Support occupation (CIC):

**1) Hours of Work - Modified Work Pattern in Excess of Eight (8) Hours per Day**

- a) The hours of work designation is Regulated 36.
- b) Employees will work shifts of up to thirteen (13) hours per day within a four (4) week averaging period. The averaging period shall commence on the first day of the pay period closest to November 1<sup>st</sup>.

**2) Time-In-Lieu**

Management may, on request by the employee, grant time off at the appropriate premium rate at a mutually acceptable time for authorized overtime worked and overtime worked on designated holidays. If such time off in lieu cannot be taken by the end of the term assignment as a Hotline Operator the employee shall be paid out.

**3) Duration**

Either party may give thirty (30) days written notice of intent to amend/terminate this agreement.

**\*\*Previously Renewed/Revised May 7, 2002\*\***

**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: January 17, 2025

Date: Feb. 26, 2025



**LETTER OF UNDERSTANDING 2003-10**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**RE:**Ministry of Highways - Mechanic/Welder Training Initiative

This Letter of Understanding is to establish a mechanic/welder apprenticeship training initiative supernumerary to the normal staffing complement, through to Journey person status through partnerships with various Aboriginal organizations.

**The parties agree to the following provisions:**

**STAFFING**

The Apprenticeship initiative will consist of a maximum of 16 Apprentices, 75% of whom will be hired through a partnership with various Aboriginal organizations, and 25% of whom will be internal departmental appointments.

- 1) 75% of the Apprentices will be hired through a cost-sharing partnership with various Aboriginal organizations.

The staffing provisions of the PS/GE Collective Bargaining Agreement shall not apply. Individuals new to the PS/GE Bargaining Unit shall be appointed to TERM positions for the duration of the Apprenticeship training.

The basis for the assessment and evaluation of applicants will be the completion of the pre-employment program or 1<sup>st</sup> year Apprenticeship equivalent and the core competencies developed for the Apprentice position.

- 2) 25% of the apprentice positions will be staffed in accordance with Article 6.5.3.1 A) 1 of the collective agreement.

Should a successful candidate be an existing permanent employee, they shall be granted a definite leave of absence from their permanent position and appointed to a TERM position for the duration of the Apprenticeship training.

The basis for the assessment and evaluation of applicants will be the completion of the pre-employment program or 1<sup>st</sup> year Apprenticeship equivalent and the core competencies developed for the Apprentice position.

## COMPENSATION AND BENEFITS

- 1) Apprentices shall be compensated one classification level lower than that of the journeyperson mechanic/welder.
  - a) The minimum and maximum of the Apprenticeship salary range shall be the same as that negotiated for the appropriate classification level but shall consist of five steps within the applicable range calculated as follows:
    - i. 1<sup>st</sup> step equals range minimum;
    - ii. 2<sup>nd</sup> step equals midpoint between range minimum and the 3<sup>rd</sup> step;
    - iii. 3<sup>rd</sup> step equals midpoint between range minimum and maximum;
    - iv. 4<sup>th</sup> step equals midpoint between the 3<sup>rd</sup> step and the 5<sup>th</sup> step;
    - v. 5<sup>th</sup> step equals range maximum.

Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
\$18.430	\$19.428	\$20.426	\$21.424	\$22.422

The salary range minimum and maximum will be adjusted by the same percentage salary increase as is negotiated for the bargaining unit as of October 1<sup>st</sup> of each year and intervening steps recalculated based on mid points.

- b) Each step within an applicable Apprenticeship salary range that is above the 1<sup>st</sup> step (i.e., entry level), represents successful completion of the first, second, third, or fourth year requirements of the applicable Apprenticeship training.
  - i. 2<sup>nd</sup> step achieved after successful completion of the 1<sup>st</sup> Apprentice year requirements;
  - ii. 3<sup>rd</sup> step achieved after successful completion of the 2<sup>nd</sup> Apprentice year requirements;
  - iii. 4<sup>th</sup> step achieved after successful completion of the 3<sup>rd</sup> Apprentice year requirements;
  - iv. 5<sup>th</sup> step achieved after successful completion of the 4<sup>th</sup> Apprentice year requirements.
- c) Movement to the next step in the range shall only occur following:
  - (1) Successful completion of the applicable Apprentice year (i.e., eligible for the next Apprenticeship year card); and
  - (2) Receipt by the employer of written confirmation of successful completion of the applicable Apprentice year.
- d) The effective date for the new pay rate identified in c) above will be the first day of the pay period following successful completion of the Apprentice year.
- e) Employees/Apprentices will enter the Apprenticeship salary at a level based on their qualifications as determined by the Saskatchewan Apprenticeship and Trade Certification Commission.
- f) Existing employees (internal Apprentice appointee) shall enter the Apprenticeship Program at the greater of their current rate of pay or rate identified in e) above subject to the maximum of the Apprenticeship salary range

- g) Where an internal Apprentice appointee has:
    - (1) Obtained journeyperson status;
    - (2) Returned to his or her home position; and
    - (3) been subsequently appointed to a journeyperson position not more than two years after completing journeyperson certification requirements, the employee's salary on appointment to the journeyperson position shall be based on the greater of their home position salary or the maximum of the current Apprenticeship range.
  - h) If an internal Apprentice appointee returned to their home position after attaining journeyperson certification that after two years in a non-journeyperson position, the salary administration rules regarding promotion, demotion and transfer would apply based on their home position salary rate.
  - i) Apprentices, who have completed all the requirements and obtained journeyperson certification (i.e., Journeyman Certificate of Qualification), shall not progress into the journeyperson salary range until appointed to a journeyperson position.
- 2) The two internal Apprentice appointees not hired under the Aboriginal Partnership shall be provided compensation in regards to the Apprenticeship top-up and eligibility for benefits in accordance with Article 15.17.
  - 3) The six Apprentices hired under the Aboriginal Partnership Program shall not be entitled to access the Apprenticeship top-up and eligibility for benefits as outlined in Article 15.17.

## **FORMAL TRAINING**

- 1) Internal Apprentice appointees hired in the Fleet Services Apprentice Program will be required to complete a four year heavy duty mechanic/welder Apprenticeship program through a Post Secondary Institution approved by management.
- 2) In accordance with Article 18.2.1 of the PSC/SGEU Collective Agreement, the internal Apprentice appointees who are indentured will be, subject to the Department being able to meet its normal operational requirements, granted a leave of absence without pay to attend the required formal training through a Post Secondary Institution approved by management. All tuition, books and associated travel and living costs will be the responsibility of the Apprentice.

## **TERMINATION OF APPRENTICESHIP**

- 1) The Department or an employee/Apprentice can terminate the Agreement of the Apprenticeship at any time during the first six months of apprenticeship. If, at the end of the six-month period, both the employee/Apprentice and the Department are satisfied to continue the Agreement of Apprenticeship, an Apprenticeship contract will be made and registered with the Saskatchewan Apprenticeship and trade Certification Commission. A registered Apprentice may be removed from the Apprenticeship Program and the Apprenticeship Contract cancelled for any of the following reasons:
  - a) Registration;
  - b) Just cause;

- c) If an Apprentice fails to attend the Apprenticeship training course when scheduled, provided that his/her failure to take such classes is not due to a cause beyond his/her control;
- d) If an Apprentice fails an Apprenticeship training course at any one level, Fleet Services management reserves the right to allow the candidate to retake the course if justification warrants it;
- e) Continuous lay-off due to lack of work for a period in excess of twelve months.

## WORK PLANNING AND COACHING

- 1) Managers/supervisors will work with Apprentices to identify core competencies of the position as well as define and set clear work and learning plan objectives and time frames. Monitoring of the Apprentices work plan will be accomplished through daily interaction, ongoing guidance and support and accomplishment discussion and/or written summaries. Copies of the work plan and accomplishment summaries will be provided to all relevant parties.

## HOURS OF WORK

- 1) Hours of work shall be regulated 37 1/3 in accordance with Article 9.3.5 of the PSC/SGEU Collective Agreement.

## APPOINTMENT TO JOURNEYPerson POSITION

- 1) Appointment to a journeyperson position shall be in accordance with the applicable staffing provisions of the Collective Bargaining Agreement.

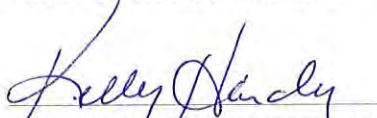
This Letter of Understanding shall become effective the date of signing by both parties. Either party may give thirty (30) calendar days written notice to amend or terminate the Letter of Understanding.

The terms of this Letter of Understanding shall govern where the terms of the Apprenticeship Contract of the Apprenticeship and Trade Certification Commission differ from the terms set out herein.

**\*\*Previously Renewed/Revised December 8, 2005; April 5, 2016\*\***

**\*\*Last Renewed November 28, 2024\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government & General Employees' Union

 for Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 25/2025

Date: April 25, 2025



**LETTER OF UNDERSTANDING 2009-03**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Ministry Of Highways – Hours of Work for Preservation Services Employees  
Stationed at Geikie River and Junction 102 / 905**

**Article 1 Hours of Work - in Excess of Eight (8) Hours per Day**

- 1.1 The hours of work designation is Regulated 37.33 from April to October of each year and Unregulated from November to the following month of March in keeping with Letter of Understanding 98-11.

**Article 2 Regulated 37.33 Hours**

- 2.1 For the pay period immediately following the expiry of Letter of Understanding 98-11, the designated hours of work shall be Regulated 37.33.

**Article 3 Averaging Period**

- 3.1 Employees shall have an averaging period of six weeks. The number of hours to be worked at straight time in the averaging period shall be 240 hours less eight (8) times the number of designated holidays and scheduled earned days off in the period.
- 3.2 The work days will be comprised of twenty **(20)** ten **(10)** hour days and two **(2)** twelve **(12)** hour days.

**Article 4 Length of Time on Tours of Duty**

- 4.1 There shall be three tours of duty. The length of times are as follows:
- |   |                       |
|---|-----------------------|
| 1 <sup>st</sup> tour of duty starts on a Wednesday (week 1) | 8 days on 7 days off; |
| 2 <sup>nd</sup> tour of duty                                | 7 days on 6 days off; |
| 3 <sup>rd</sup> tour of duty                                | 7 days on 7 days off. |

**Article 5 Days of Rest**

- 5.1 Employees will have twelve **(12)** days of rest.

- 5.2 The immediate first and second days off following the completion of each tour of duty are the employees' designated Saturdays.
- 5.3 The immediate third and fourth days off following the completion of each tour of duty are the employees' designated Sundays.

#### **Article 6 Earned Days Off**

- 6.1 Employees will have **two (2)** Earned Days Off.
- A) The first Earned Day Off will be designated on the fifth day off following the completion of the first tour of duty.
- B) The second Earned Day Off will be designated on the fifth day off following the completion of the second tour of duty.

#### **Article 7 Designated Holiday**

- 7.1 Designated Holidays are observed on the actual day.
- 7.2 If a Designated Holiday falls on the employee's Saturday or Sunday, as established above following each tour of duty, the Designated Holiday shall be moved to another non-scheduled work day.

#### **Article 8 Overtime Pay**

- 8.1 On a Regular Work Day, payment shall be in accordance with Article 11.4.1 of the PS/GE Collective Bargaining Agreement.
- 8.2 On Assigned Days of Rest, as established above following each tour of duty, payment shall be in accordance with Article 11.4.2 of the PS/GE Collective Bargaining Agreement.
- 8.3 On Scheduled Earned Days, as established above following each tour of duty, payment shall be in accordance with Article 11.4.3 of the PS/GE Collective Bargaining Agreement.
- 8.4 On A Designated Holiday, payment shall be in accordance with Article 13.2.1 of the PS/GE Collective Bargaining Agreement.
- 8.5 Employees shall receive pay at **one and one half (1 ½)** times their regular rate for all authorized hours worked in excess of the averaging period.

#### **Article 9 Travel Time**

- 9.1 Travel time is on the employee's time.

## Article 10 Unregulated Hours

- 10.1** In accordance with Letter of Understanding 98 –11 (Special Provisions for Saskatchewan Highways & Infrastructure, Snow and Ice Control, during the 22 week period beginning with the two week pay period commencing nearest November 1 of each year and ending with the pay period concluding nearest March 31 of the next year).

## Article 11 Averaging Period

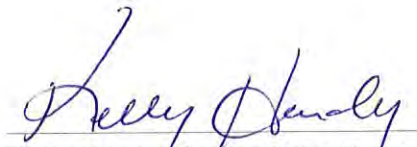
- 11.1** Notwithstanding Letter of Understanding 98 – 11, the averaging period of **six (6)** weeks remains in place during this period of time where the hours of work are unregulated.

## Article 12 Overtime Pay

- 12.1** On a Regular Work Day, payment shall be in accordance with Letter of Understanding 98-11.
- 12.2** On Assigned Days of Rest, payment shall be in accordance with Letter of Understanding 98-11. Note: double time is paid for Sundays only as established above following each tour of duty.
- 12.3** On Scheduled Earned Days, payment shall be in accordance with Letter of Understanding 98-11.
- 12.4** On A Designated Holiday, payment shall be in accordance with Letter of Understanding 98-11.
- 12.5** Employees shall receive pay at **one and a half (1 ½)** times their regular rate for all authorized hours worked in excess of the averaging period.

**\*\*Last Renewed/Revised November 28, 2024\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Date: April 25/2025

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

 for Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 25, 2025

# **MINISTRY OF HIGHWAYS**

## **HOURS OF WORK GEIKIE RIVER AND JUNCTION 102 – 905**

### **LETTER OF UNDERSTANDING 2009-03**

	SUN	MON	TUE	WED	THU	FRI	SAT	Total Worked Per Week	Running Total
Week 1	0	0	0	10	10	10	10	40	40
Week 2	10	10	10	12	0 SA	0 SA	0 SU	42	82
Week 3	0 SU	0 EDO	0	0	10	10	10	30	112
Week 4	10	10	10	12	0 SA	0 SA	0 SU	42	154
Week 5	0 SU	0 EDO	0	10	10	10	10	40	194
Week 6	10	10	10	0 SA	0 SA	0 SU	0 SU	30	224



**LETTER OF UNDERSTANDING 2011-05 (supersedes LOU #241)**

**Between**

**THE SASKATCHEWAN GOVERNMENT GENERAL EMPLOYEES' UNION**

**And**

**SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Ferry Operators stationed at the Riverhurst Ferry**

This Letter of Understanding applies to Permanent Labour Service and Term employees in Level 05 GFO Ferry Operator positions.

It is agreed between the parties that notwithstanding the hours of work and overtime provisions of Section 136, the hours of work for Ferry Operators at the Riverhurst Ferry will be based on the following:

1. During the period of start up and shut down (as determined by management), employees will work an **eight (8)** hour day inclusive of paid meal break.
2. The length of the averaging period shall be nine (9) weeks. Hours shall be averaged on the basis of 336 hours per averaging period, less eight (8) hours for each designated holiday and scheduled EDO within the averaging period.
3. Hours of Work
  - i. Shifts will be twelve (12) consecutive hours. The basic shift pattern will be two **twelve (12)** hour day shifts, followed by **twenty-four (24)** hours off, then two **twelve (12)** hour night shifts, followed by 120 consecutive hours off which includes a minimum of two (2) days rest.
  - ii. Daily start times will be agreed to at the local level. Changes to daily start times may only occur at the beginning of a season and must be agreed to at the local level prior to implementation.
  - iii. Days of rest will be calculated on the basis of **eighteen (18)** days of rest in the **nine (9)** week averaging period. Days of rest will be designated on the shift schedule.
  - iv. There will be three (3) earned days off in each averaging period, to be designated on the shift schedule.
4. Designated holidays will be observed on the days they actually fall. Shifts that start on a stat holiday will be paid the entire shift as a stat. Shifts that do not start on a designated holiday, will not be paid any portion of the stat.

5. Overtime will be paid:

- as per Article 11.4.1 of the **Collective Bargaining Agreement** for all authorized hours worked in excess of **twelve (12)** on a normal work day;
- at **one and a half (1 ½)** times for authorized hours worked on an EDO;
- at **one and a half (1 ½)** times for authorized hours worked on a designated holiday;
- at **one and a half (1 ½)** times for authorized hours worked on in excess of averaging period hours;
- at **two (2)** times for authorized hours worked on a day of rest.

Notwithstanding the above overtime provisions, the employee shall be allowed to bank time in accordance with Article 11.6 of the **Collective Bargaining Agreement**. Time off shall be taken at a mutually acceptable time as determined at the local level.

6. The call-in procedure shall be as follows:

Call-in staff shall have their names placed on the list in order of seniority. Employees who are hired on the same day who do not possess seniority shall have their placement on the call-in list decided by the Union and will be placed on the call-in list below any employees who have a seniority date, until such time they have passed their initial probationary period they will be assigned a seniority date. The call-in list will be adjusted by this date.

The employer shall maximize the hours of less than full time staff prior to calling in full time staff for over time shifts.

Should less than full time staff not be available or **the employee's** hours have been maximized, over time shifts shall be offered based on seniority, on a rotational basis.

7. Employees hired on a call-in basis shall not work in excess of five (5) days without two (2) scheduled days of rest.
8. Employees hired on a call-in basis shall work hours as assigned by management and shall be subject to the hours of work as outlined in the Letter of Understanding. The hours of work arrangements are not a guarantee of work.

This agreement will remain in effect until such time as either party gives 30 days written notice to re-negotiate. Upon receipt of such notice the parties agree to negotiate for up to 60 days after the expiration of the 30 days notice period. If no agreement is reached after the expiration of the 60 days, the provisions of the collective agreement shall apply.

**\*\*Previously Renewed/Revised June 5, 2012\*\***

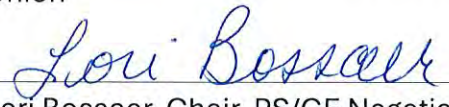
**\*\*Last Renewed/Revised November 28, 2024\*\***

Signed on behalf of the Public Service  
Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Date: Dec 2/24

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: Dec. 2, 2024



**LETTER OF UNDERSTANDING 2012-13**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GENERAL EMPLOYEES' UNION**

**RE: Provisions to offset dwelling maintenance expenses incurred by eligible Ministry of Highways employees who supply and maintain dwellings at or within a specified radius of the following camp headquarters:**

- Caribou Creek
- Geikie River
- Junction Hwy. #102 and 905
- Puskwakau
- Walker Creek

A primary place of residence will be defined as follows for the purpose of this Letter of Understanding. The residential unit should include the following criteria:

- Mailing address
- Income tax (eg. forms or returns)
- Voting
- Municipal/school taxes
- Telephone listing

A dwelling is considered to be a secondary place of residence for work purposes.  
It is agreed between the parties:

1. All Permanent Full Time, Permanent Labour Service and Term employees supplying and maintaining **the employee's** own dwelling, at the above specified Ministry camp headquarters or subject to management approval, an employee supplying and maintaining a dwelling within a 15 kilometer radius of the camp headquarters, shall receive a \$170.00 bi-weekly allowance.

The full bi-weekly allowance shall be payable for any portion thereof in which the employee is residing in a dwelling in that bi-weekly pay period.

Employees residing in a government owned or operated dwelling (ie. bunkhouse) are not eligible to receive the bi-weekly allowance but are eligible to claim kilometre allowance provisions outlined in the PS/GE Collective Bargaining Agreement.



2. The Ministry will pay for heating, electricity and water utility expenses and sewage disposal costs for employees residing in a dwelling located at Ministry camp headquarters.

Any changes to heating methods (ie. change from oil to electric heat) in existing dwellings or any new dwellings shall be subject to approval by the Ministry.

3. An employee in a camp more than 60 kilometres from a settlement with adequate services shall be paid the kilometer rates, as per Article 15.3 of the PS/GE Collective Bargaining Agreement, when using a private vehicle for one round trip per month to the nearest centre with adequate services. Adequate services means a settlement of people where the following services are provided: post office, fuel outlet and a store that sells groceries that are brought in weekly. The settlement must be available for everyone to live in regardless of status (ie. First Nation Reserve). Employees who are authorized to use a Ministry or Government Services Central Vehicle Agency (CVA) for this purpose are not eligible to claim the kilometer allowance rate. Travel to the nearest centre and return shall be on the employee's personal time and not conducted during scheduled hours of work.

The kilometer allowance rates shall be payable for any portion thereof in which the employee has worked in two bi-weekly pay periods.

4. At Geikie River and Junction 102 and 905 where commercial fuel supplies are not reasonably available, the Ministry will supply one fuel storage tank for use by all employees at these locations. The fuel tanks will remain the property of the Ministry. Administration of the fuel in the tank will be the responsibility of the employees at the camp. This service must be requested upon employee commencement.

This agreement will remain in effect until such time as either party gives 30 days notice to re-negotiate. Upon receipt of such notice, the parties agree to negotiate for 90 days after the expiration of the 30 day notice period. If no agreement is reached after the expiration of the 90 days, the provisions of the PS/GE Collective Bargaining Agreement shall apply. These time lines may be extended by mutual agreement.

Letter of Understanding #71 was last revised on October 28, 1992. It is agreed between the parties this Letter of Understanding shall replace the Letter of Understanding #71 previously signed by the parties.

**\*\*Previously Renewed/Revised October 17, 2012, November 28, 2024\*\***  
**\*\*Last Renewed/Revised April 24, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

 for Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 25/2025

Date: April 25, 2025

**LETTER OF UNDERSTANDING 2020-11**

**BETWEEN**

**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**

**AND**

**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Meal Allowance Provisions for Ministry of Highways Operations Employees Working an Altered Hours of Work Arrangement**

These provisions apply to Permanent Labour Service, Permanent Full-Time and Term Level 02, 03, 04, 06, 07, 08, 09 and 10 employees employed in the GHM and GML occupation code who are involved in normal summer activities involving road maintenance in the regions. This LOU will commence the pay period after 98-11 ends until the pay period prior to November 1.

**04**GML Labourers (Term)  
**04**GHM Equipment Operators (Term & PLS)  
**05**GHM Equipment Operators (Term & PLS)  
**07**GHM Equipment Operators (Term, PFT & PLS)  
**08**GHM Crew Chief (Term)  
**09**GHM Supervisor (Term & PFT)  
**10**GHM Supervisor (PFT)

This LOU does not apply to the Sand Sulphur Crew, Bridge Crew, Pavement Marking and Provincial Sign Employees.

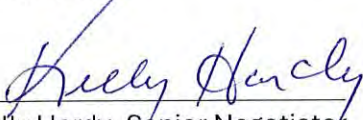
The parties to this Agreement agree as follows:

1. The provisions of Article 15.1.6 C) apply. No claim for a meal allowance may be made for:
  - i. breakfast, if departure is within one (1) hour prior to the scheduled starting time or the return is prior to the scheduled starting time;
  - ii. **lunch**, if departure is within one-half (1/2) hour prior to the scheduled **lunch** time or the return is within one-half (1/2) hour after the scheduled **lunch** time;
  - iii. supper, if departure is after the scheduled quitting time or the return is within one (1) hour after the scheduled quitting time.
2. For the purpose of this provision, headquarters is defined as the location where the equipment is stored (shop).
3. For those circumstances where Article 15.1.7 A). is applicable (i.e. away from HQ attending a training event which requires an overnight stay), employees are entitled to charge for "first meal out" (**lunch** rate).

**\*\*Previously Renewed/Revised April 21, 2021\*\***

**\*\*Last Renewed/Revised November 28, 2024\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Date: April 25/2025

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

 For Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 25, 2025



**LETTER OF UNDERSTANDING 217E**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Ministry of Parks, Culture and Sport - Hours of Work**

Notwithstanding the Hours of Work provisions in Section 21, it is agreed between the parties that all Labour Service Regulated 37 1/3 employees shall work on the basis of a two (2) week averaging period for the purpose of determining an overtime threshold.

This arrangement must be agreed to by the majority of the crew/work unit.

1. All employees shall be placed on an Earned Day Off (EDO) schedule for the purpose of designating which pay periods are **eighty (80)** hour averaging periods and which pay periods are **seventy-two (72)** hour averaging periods.
2. There shall be no assigned EDO for Permanent Part-Time employees. Term and Labour Service employees shall have an assigned EDO every three (3) weeks. Normally, EDOs shall be scheduled adjacent to a day of rest or day off.
3. Upon mutual agreement, EDOs may be rescheduled within the pay period.
4. There shall be four (4) days of rest per pay period. Normally, there shall be at least two (2) days of rest consecutive, unless mutually agreed upon at the local level.
5. Employees shall work unregulated daily hours to a maximum of ten (10) hours per day from the beginning of the pay period in which May 1<sup>st</sup> falls until the end of the pay period in which September 30<sup>th</sup> falls.
6. The maximum hours that may be worked, at straight time, are as designated in #1 above. Straight time hours shall be reduced by eight (8) hours for each designated holiday that falls in the pay period.
7. The definition of a day shall be **twenty-four (24)** consecutive hours from the start of a shift.
8. Employees must have schedules which shall be posted at the work location one (1) full pay period in advance and which shall include the following:

- a) the number and pattern of days to be worked at straight time within the pay period;
  - b) the daily on duty and off duty times;
  - c) those days which are designated as assigned days of rest, provided that an assigned day of rest shall not be scheduled to fall on a designated holiday. To calculate the number of assigned days of rest, assign one (1) day of rest for each Saturday and each Sunday in the pay period;
  - d) those days which are assigned as EDOs.
9. The schedules shall be approved and signed by the majority of the crew/work unit and the employer and maintained at the Ministry.
10. Daily overtime shall be paid in accordance with Article 11.4.1 for all hours in excess of ten (10). Overtime worked on a scheduled EDO shall be in accordance with Article 11.4.3. All other overtime, designated holidays, sick leave and vacation leave shall be in accordance with LOU **1998-06**.
11. The maximum daily hours shall revert to eight (8) the first day of the pay period following September 30<sup>th</sup> unless mutually agreed, at the local level, to continue the hours as stated in #5. Any crew/work units that mutually agree to continue the hours of work, as stated in #5, during the off season, shall advise payroll by memo.
12. Upon mutual agreement at the local level, daily hours (other than **ten (10)**) may be further modified.
13. This agreement shall not be construed as a guarantee of work.

This agreement will remain in effect until such time as either party gives **thirty (30)** days written notice to re-negotiate. Upon receipt of such notice the parties agree to negotiate for up to **sixty (60)** days after the expiration of the **thirty (30)** days notice period. If no agreement is reached after the expiration of the **sixty (60)** days, the provisions of the collective agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed/Revised March 30, 2018\*\***


**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Date: April 25/2025

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

 For Lori  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 25, 2025

**LETTER OF UNDERSTANDING 2022-01**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Ministry of Parks, Culture and Sport – Student Employment Dates**

In addition to the provisions of Letter of Understanding 2007-11, Saskatchewan Parks have changed the way they operate which now includes 'peak season' extending from May until September 30<sup>th</sup> of each year. Fall camping (post Labour Day) and the programs associated with it has significantly grown. Permanent labour service SGEU employees within the Ministry will not be impacted in the following positions:

- Maintenance;
- Interpretation;
- Customer Service;
- Lifeguards; **and**
- Park Rangers.

The parties to this Agreement agrees as follows:

1. The provisions of Letter of Understanding 2007-11 apply.
2. Student employment dates extend until September 30<sup>th</sup> of each year.

**\*\*Previously Renewed/Revised March 28, 2022\*\***


**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: Feb. 26, 2025



**LETTER OF UNDERSTANDING 2005-07**  
**BETWEEN**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**  
**AND**  
**THE SASKATCHEWAN GOVERNMENT & GENERAL EMPLOYEES' UNION**

**RE:    SaskBuilds and Procurement Owned Water Systems – Waterworks Testing**

Under *The Environmental Management and Protection Act* and *The Water Regulations*, waterworks plants must be operated in accordance with the terms and conditions set out in its “*Permit to Operate*”. **SaskBuilds and Procurement**, having waterworks, plants, must adhere to this legislation.

**Sampling and Monitoring Water Quality**

Waterworks samples are to be taken from the Waterworks to test for bacteria, turbidity, chlorine and other parameters listed specific to the location at the times and frequency set out for the specific location.

**Record Keeping**

Operational records or logs must be recorded and maintained in the manner set out in the Permit to Operate for the specific location:

- In chronological order, with the dates, times and testing locations clearly indicated
- Water meters must be read and recorded daily at the time of waterworks testing.

**Operating Requirements**

A differential of \$30.00 be paid to employees who are assigned to carry out waterworks testing outside of **the employee's** normal work hours.

A differential of \$40.00 will be paid for waterworks testing done with a Boiler Check. When waterworks and boiler checks are both required, they will be performed by the same employee.

The employee assigned to carry out the waterworks testing will also conduct a “walk through” inspection of the building checking:

- Heating and cooling levels throughout

- Items out of place, lights left on, door left open
- Water leaks, etc.
- Anything out of the ordinary
- Check all exterior exits to ensure they are locked
- Check windows for breakage or exterior or building for other damage.

Management will assign waterworks testing to qualified staff and such may not result in a reclassification.

To qualify to perform "Waterworks Test", individuals must be certified to the classification of the waterworks location.

Any irregularity found during waterworks testing and or building checks that requires additional time at the facility will result in a call back and overtime rates for a minimum of two hours or time spent, whichever is greater, will apply. Differential will not be paid.

Employees carrying out waterworks testing out of city/town limits, where travel is in excess of 35 kilometers return, shall be paid mileage unless a corporate vehicle is supplied. Any mileage paid shall be calculated from the employee's usual worksite.

The effective date of this letter is June 20, 2005. This agreement shall remain in full force and effect unless written notice is given by either party to renegotiate the agreement, at least 30 days in advance.


**\*\*Previously Renewed/Revised June 29, 2005\*\***

**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: January 17, 2025

Date: Feb. 26, 2025



**LETTER OF UNDERSTANDING 2007-12**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: SaskBuilds and Procurement – Trade Apprenticeship Program**

The parties agree to the establishment of a Trade Apprenticeship Program by **SaskBuilds and Procurement (SBP)**. This apprenticeship training initiative is a systematic approach to on-the-job training supplemented by in-school instruction by an approved Post Secondary Institution leading to certification as a Journeyperson in the chosen trade.

The Apprentices will be granted a leave of absence without pay to attend the required formal training at the approved Post Secondary Institution. All tuition, books and associated travel and living costs will be the responsibility of the Apprentice.

Apprentices may be hired in the Carpentry, Electrical, Plumbing, Painter and Decorator and Refrigeration Mechanic trades.

**Staffing Provisions**

Apprentices will be hired as probationary employees in permanent positions with the length of the probationary period being two years.

Staffing will be in accordance with Article 6.4 **Staffing Permanent Full-Time** of the PS/GE Collective Bargaining Agreement. Selection will be based on the assessment of written test and oral interviews based on the **qualifications** developed for the specific trade.

Existing permanent employees shall be appointed as probationary employees, subject to the Termination-clause Article 20.3 Notice of Termination of Employment, Demotion or Resignation and **is** subject to reversion rights per Article 7.5 of the PS/GE Collective Bargaining Agreement. A permanent employee on probation may, upon written request to the Permanent head, request to revert to **the employee's** former position in **the employee's** former agency at **the employee's** former rate during the two year probationary period, subject to any increment that **the employee** would have received **the employee** remained in that position.

Upon successful completion of the probationary period, the Apprentice's status will be that of a permanent Apprentice.

## Compensation and Benefits

1. Apprentices shall be compensated one classification level lower than that of Journey person for that trade.
2. Existing employees shall enter the Apprenticeship Program at the greater of **the employee's** current rate of pay or the minimum if the salary range established in (1) above, subject to a maximum of the apprenticeship salary range. An Apprentice shall not progress with the apprenticeship salary range until such time as **the employee's** qualifications justify movement to the next step in the range.
3. An Apprentice who is already registered as an Apprentice with the Saskatchewan Apprenticeship Trade Commission, will be paid at the appropriate step within the apprentice salary range based on qualifications.
4. Each step within an applicable apprenticeship salary range that is above the 1<sup>st</sup> step (i.e., entry level), represents successful completion of the first, second, third, fourth, or fifth year requirements of the applicable apprenticeship training. Therefore:
  - i. 2<sup>nd</sup> step achieved after completion of the 1<sup>st</sup> apprenticeship year requirements;
  - ii. 3<sup>rd</sup> step achieved after completion of the 2<sup>nd</sup> apprenticeship year requirements;
  - iii. 4<sup>th</sup> step achieved after completion of the 3<sup>rd</sup> apprenticeship year requirements;
  - iv. 5<sup>th</sup> step achieved after completion of the 4<sup>th</sup> apprenticeship year requirements.
5. Movement to the next step in the range shall occur following: (1) successful completion of the applicable apprentice year (i.e., eligible for the next apprenticeship year card); and (2) receipt by the employer of written confirmation of successful completion of the applicable year. The effective date of the salary increase will be the date the employee was deemed to have completed the applicable apprentice year.
6. the effective date for the new pay rate identified in (3) above, will be the first day of the pay period following successful completion of the apprentice year.
7. Salary ranges will be adjusted by the same percentage salary increase as is negotiated for the appropriate level in the bargaining unit each year.

## Formal Training

Apprentice appointees hired into this program will be required to fully complete the program of **the Apprentices** selected trade in accordance with the requirements established by the approved Post Secondary Institution at which they are registered.



Saskatchewan Property Management will grant employees leave of absence without pay to attend the required formal training through an approved Post Secondary Institution. All tuition, books, and associated living costs will be the responsibility of the Apprentice.

An Apprentice may apply for the Apprenticeship Top-Up provision in accordance with **Article 15.17** of the PS/GE Collective Bargaining Agreement.

### **Contract Termination**

The Department or an employee can terminate the Agreement of Apprenticeship at any time during the first six months of apprenticeship. If, at the end of the six month period, both the employee and the Department are satisfied to continue the Agreement of Apprenticeship, an Apprenticeship Contract will be made and registered with the Saskatchewan Apprenticeship and Trade Certification Commission. A registered Apprentice may be removed from the Apprenticeship Program and the Apprenticeship Contract cancelled for any of the following reasons:

- a. resignation;
- b. just cause;
- c. if an Apprentice fails to attend the apprenticeship training course when scheduled, provided that failure to take such classes is not due to a cause beyond the **Apprentice's** control; **or**
- d. if an Apprentice fails an apprenticeship training course at any one level, throughout the duration of the Apprenticeship Program a total of two times.

### **Hours of Work**

Hours of work shall be field hours in accordance with Article 9.3.6 of the PS/GE Collective Bargaining Agreement.

### **Work Planning and Coaching**

Managers/Supervisors will work with Apprentices to set clear learning plan objectives to assist the Apprentices in accomplishing the practical requirements for Journey person certification.

This Letter of Understanding shall become effective the date of signing by both parties. Either party may give thirty (30) calendar days written notice to amend or terminate the Letter of Understanding.

The termination of the Letter of Understanding will not affect the employees currently in the program. The employees will continue to complete the program unless **the employee's** contract is terminated by the conditions listed above.

**\*\*Previously Renewed/Revised July 25, 2007\*\***


**\*\*Last Renewed/Revised January 17, 2025\*\***

Signed on behalf of the Public Service  
Commission

  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: Feb. 26, 2025

**LETTER OF UNDERSTANDING 2020-07**  
**BETWEEN**  
**SASKATCHEAN PUBLIC SERVICE COMMISSION**  
**AND**  
**SASKATCHEWAN GOVERNMENT & GENERAL EMPLOYEES' UNION**

**RE: Ministry of SaskBuilds and Procurement, Air Ambulance Permanent Full-time Pilots. (This LOU replaces LOU 2016-02)**

The following provisions shall be in effect regarding the modified work pattern for the Air Ambulance Pilots in accordance with LOU 98-06 and Article 9.3.5.2 (Modified Work Pattern in Excess of Eight (8) Hours Per Day). The Collective Agreement applies to all terms and conditions of employment unless specifically referenced in this letter.

**1.0 Hours of Work**

Employees (Permanent Full Time Captains and First Officers) shall work ten hours and fifty minutes (10:50 minutes) at regular time rates. The shifts shall be scheduled as follows:

Captain and First Officer Schedules: (start and stop times)

- 7 shift 07:00 hrs to 17:50 hrs
- 9 shift 09:00 hrs to 19:50 hrs
- 19 shift 19:00 hrs to 05:50 hrs
- 21 shift 21:00 hrs to 07:50 hrs

The Operational Control Shift Supervisors shall work twelve (12) hours at regular time rates. The shifts shall be scheduled as follows:

Operational Control Shift Supervisor Schedule: (start and stop times)

- 7 Shift 07:00 hrs to 19:00 hrs
- 19 Shift 19:00 hrs to 07:00 hrs

These agreed to hours of work listed above exclude:

- Training events away from base

- Training meetings
- Ad hoc shift coverage per 1.8 iii)

### **1.1 Averaging Period**

The averaging period shall be nine (9) weeks. Captains and First Officers shall work 31 shifts. Operational Control Shift Supervisor shall work 28 shifts.

### **1.2 Definition of a Day**

The definition of a day is any 24 hour period from the start of the shift posted on the schedule.

### **1.3 Scheduling - Pilots and Operational Control Shift Supervisor**

The attached schedule reflects the number and pattern of days to be worked, days with no shifts (blank days), days of rest (DR), and earned days off (EDOs).

This pattern shall only be changed for training events and Overnight Away from Base Training (as defined in 1.6). All known training events shall be included in the Posted Work Schedule.

### **1.4 Work Schedule Planning**

- i) Work schedules shall be made available on the designated platform no less than 4 weeks prior to the start of the averaging period.
- ii) All time off requests by employees shall be submitted no later than 3 weeks prior to the start of the averaging period, to facilitate schedule planning.
- iii) The published work schedule shall be posted no less than 2 weeks in advance of the start of the averaging period.
- iv) Approval or denial of time off requests shall be communicated, in writing via the government email prior to the start of the published work schedule.
- v) Time off requests submitted on short notice may not be approved. All time off requests are subject to operational requirements and coverage.



## 1.5 Notice of Changes to the Published Work Schedule

- i) When a schedule change is required after the published schedule is posted, and a minimum of 14 calendar days in advance of the shift to be worked, the employee shall be notified of the change via the government email. The notification shall include an explanation of the change.
- ii) Employees shall not be scheduled for more than three (3) consecutive night shifts in a row unless there is mutual agreement between the employee and employer.
- iii) Changes to the published work schedule made due to unusual, unexpected, or emergent circumstances are exempt from the aforementioned notice period. The underlying reasons dictating a need for changes to the published schedule for unusual, unexpected, or emergent circumstances shall dictate the duration of said changes. Immediate and ongoing communication with the stewards and Labour Relations Officer from SGEU is essential.
- iv) Notice of change for Training Events is as per 1.6.

**Note:** With respect to 1.4 and 1.5, the optimization of permanent part-time employee's is critical to the scheduling function of Saskatchewan Air Ambulance.

## 1.6 Training Events

Training events shall include overnight away from base training events, at base ground school, and at base training events.

### Salary Continuance

When an employee is required to attend training at a location other than **the employee's** home base, the training event shall be identified on the designated platform 4 weeks in advance of the start of the averaging period.

- i. Each day an employee is away from base, including travel days to and from the training event, the employee shall be paid for **the employee's** regularly scheduled length of shift
- ii. It is agreed that away from base training events shall not incur overtime. Any scheduled days of rest and earned days off that need to be worked to facilitate travel or training shall be reassigned unless otherwise mutually agreed to between the employee and employer.
- iii. In the event that training is extended beyond the number of days indicated on the published work schedule, it is agreed that any scheduled days of rest and earned days off that have been required to work will be reassigned unless otherwise mutually agreed to between the employee and employer.
- iv. The Employer shall designate the hours to be worked.

#### 1.7 Flight Duty Periods Ending Away from Base

- i) When an employee is required to operate a flight that will cause the employee to end **the employee's** flight duty period away from home base, the employee's flight duty period shall begin at either:
  - a) The beginning of the shift that the Pilot is working at the time of  
or
  - b) The time assigned by the employer to facilitate an efficient departure.
- ii) After ending a flight duty period away from home base, the employee's next flight duty period shall begin at the latest of:
  - a) The minimum legal rest period designated by the Company Operations Manual (COM)
  - b) A time assigned by the employer to facilitate an efficient departure.
- iii) The employee's regularly scheduled length of shift shall be paid at regular time, regardless of the time that the employee is released from duty. Beyond regular scheduled hours, overtime provisions shall apply.

- iv) Any required delayed reporting procedures as per the COM shall apply to i), ii) and iii) above.

## **1.8 Schedule Line Reassignment**

Potential line reassignments will be as follows:

- i) By the employer to meet operational requirements
- ii) Permanent full-time employees may request the opportunity to be reassigned a different schedule line.
- iii) Reconciliation of changes shall keep the employee whole and shall not incur overtime.

## **1.9 Shift Trades**

All shift trades shall be governed in accordance with defined procedures. Shift trades shall not incur overtime.

## **1.10 Designated Holidays**

Designated Holidays shall be observed on the day they actually occur.

Working a scheduled shift on a Designated Holiday is compensated as follows:

- i) The overtime threshold (averaging period hours) is reduced by eight (8) hours. In addition, any hours worked in excess of eight (8) shall further reduce the regular hours to be worked in the averaging period.
- ii) Shifts worked on a designated holiday shall be compensated a premium of one and one halftimes the regularly scheduled shift length.
- iii) Daily overtime worked beyond a scheduled shift on a designated holiday shall be compensated at two and one half times.

## **1.11 Overtime**

Overtime shall be paid in accordance with LOU 98-06 and the CBA.

### **1.12 Flight Operation Endorsements**

Pilots performing additional flight operation duties shall be paid twenty-five dollars (\$25.00) per day for each of the following endorsements:

- i) Training Pilot
- ii) Check Pilot
- iii) Line Assessment Pilot
- iv) Groundschool development and/or delivery

### **1.13 Per Diems**

All meal allowances are to be based on CBA 15.1.6 (C) for Saskatchewan Air Ambulance Permanent Full-time Pilots working modified hours of work.

- i) Eligibility for breakfast and supper meal allowances are based on the start and end times of the assigned shift.
- ii) Dinner time will be set 5 hours from the start of a shift in accordance with SEA 2-14.

### **1.14 Emergent Shift Coverage**

Emergent Shift coverage shall be worked by in-scope employees. If an emergent shift cannot be worked by an in-scope employee, inclusive of overtime rates, an out-of-scope personnel may work the emergent shift. The parties agree patient care shall not be compromised.

### **1.15 Out-of-Scope Proficiency**

In the interest of maintaining the out-of-scope manager's flight proficiency, a manager, shall displace a crew member at no loss of pay while a manager is acting as a flight crew member.

### **1.16 Duration**

This Letter of Understanding will be in effect for the averaging period commencing December 20, 2020 following signing and shall remain in force and effect unless written notice is given by either party to amend the agreement at least 30 days in



advance. If agreement cannot be reached within the 30 day period, the Letter of Understanding shall remain in force for 90 days beyond the 30 day period. After that date, the provisions of the current PS/GE Collective Agreement will apply.

#### **1.17 Pulse checks - dates/timeline**

Steering Committee to be developed. Shall include at a minimum one representative from the Employer and one representative from SGEU:

- i) Stewards
- ii) Labour Relations Officer (LRO)
- iii) Chief Pilot
- iv) Director of Saskatchewan Air Ambulance
- v) Executive Director, Commercial Services, Ministry of Central Services
- vi) Senior Labour Relations Consultant, Public Service Commission (PSC), and other PSC representatives as appropriate, e.g. HRBP, HRSC Rep

Frequency:

The Steering Committee shall meet at a minimum every four (4) weeks or sooner.

The above pulse check will be in effect for a minimum of one year from date of LOU implementation. The parties may agree to extend beyond the one (1) year pulse check if deemed necessary.

**\*\*This LOU replaces 2016-02\*\***


**\*\*Previously Renewed/Revised November 9, 2020; July 20, 2023; March 14, 2024\*\***

**\*\*Last Renewed/Revised December 2, 2024\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission  
Union

  
Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government & General Employee's

  
Lori Bossaer, Chair, PS/GE Bargaining  
Unit

Date: Dec 2/24

Date: Dec. 2, 2024

**LETTER OF UNDERSTANDING 187**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Saskatchewan Public Safety Agency (SPSA), Air Operations in La Ronge Aircraft Maintenance Staff (inclusive of Aircraft Maintenance Engineers, Avionics Technicians, Trades Persons, Heavy Duty Mechanic and Apprentices)**

In accordance with applicable Articles of the Collective Bargaining Agreement which provide for modified and altered work patterns, it is agreed between the parties the Hours of Work arrangement shall be implemented in accordance with the following provisions:

1.
  - a. This agreement shall cover the time period commonly referred to as the "Fire Season", which is approximately from April 10 to September 10 of each year. The actual term and dates of the annual "Fire Season" will be established annually, by management, prior to January 10.
  - b. Shift schedules, which are attached and form part of this agreement, shall include:
    - i. The number and pattern of days to be worked at straight time.
    - ii. Those days which are to be established as days of rest and Earned Day Off (EDO), provided that an assigned day of rest and EDO shall not be scheduled to fall on a Designated Holiday. There will be one (1) day of rest assigned for each Saturday and Sunday included in the averaging period.
  - c. The annual shift schedule shall be posted by March 3 P<sup>1</sup> of that year.
  - d. Aircraft Maintenance Staff (AMS), directly supporting air tanker groups at the outlying bases must either be on site or be available for dispatch within the time limitations identified by Fire Management and Forest Protection Branch Aircraft Alert Status, Information Sheet #201.

Aircraft Maintenance Staff (AMS), directly supporting air tanker groups based in La Ronge may be allowed to observe Green Alerts, at the discretion of the Crew Chief. Green Alert observance will only occur after a minimum of four (4) hours have been worked to ensure the aircraft are serviceable. AMS then may be allowed to be off site for the remainder of the eight (8) hour day. Daily overtime, call back and phone calls after hour provisions do not apply until the completion of the eight (8) hour shift. While off site, staff must be in contact with the Flight Watch Coordinator and readily available to return to work, if required.

Hangar Crew employees shall normally be scheduled to work an eight (8) hour day beginning at 8:00 AM daily.

2.
  - a. There shall be three (3) crews designated as "A", "B" and "C" plus a Hangar Crew.
  - b. The basic pattern of work shall be ten (10) days on, followed by five (5) days off.
  - c. Employees shall normally be scheduled to work an eight (8) hour day beginning at 8:00 AM. As required and when approved, an employee may work up to ~~sixteen~~ (16) hours in one (1) day. Authorization for more than 16 hours in a day shall be obtained from the Chief Aircraft Engineer, or designate.
3.
  - a. The employee shall work an averaging period for the term set out above. The hours to be worked during the averaging period will be calculated based on eight (8) times the number of days in the averaging period, less eight (8) times the number of Saturdays and Sundays, designated holidays and EDO's in the averaging period.
  - b.
    - i. In cases where the employee's regular work schedule results in a shortfall of hours worked, these hours will be made up through deductions in the accumulated Time Off In Lieu "bank" of hours, or
    - ii. Employees have the option of reducing their shortfall hours by working their scheduled days off during the fire season.
  - c. For the purpose of pay calculations, hours worked shall include approved vacation leave, sick leave and leaves of absence with pay.



4. Overtime will be handled as follows:

a. Averaging Period Overtime:

All authorized hours worked in excess of the number of hours to be worked in the averaging period will be paid at the rate of time and one-half.

For the purpose of overtime calculation, the hours worked in the averaging period shall include hours worked, approved annual vacation, sick leave and leave of absence with pay.

b. Daily Overtime:

Provided that payment shall not be made for overtime work under one-half hour, daily overtime shall be paid if the employee works beyond the normal daily shift time. The payment shall consist of one and one-half times the employee's hourly rate for the first four (4) hours worked and double time for all hours worked above four (4) on that day. When daily overtime is paid, these hours are not included in calculating averaging period overtime.

c. Overtime During Scheduled Time Off

i. Overtime shall be paid if an employee is called in during a period that is scheduled time off as follows:

- If an employee is called in on an assigned day of rest (DR), all hours worked, subject to the two (2) hour minimum guarantee during that day shall be paid at the rate of double time.
- If an employee is called in during a scheduled day off, subject to the two (2) hour minimum guarantee shall be paid at the rate of one and one-half times for the first four (4) hours worked and at the rate of double time for all hours in excess of four (4).

ii. Working on a DH is compensated as follows:

- The overtime threshold (averaging period hours) is reduced by eight (8) hours as per Article 1 above.
- Regular shifts worked on a designated holiday will be paid a further premium of one-half times hours worked, or four (4) hours time in lieu.

iii. Days of rest cannot be scheduled on designated holidays.

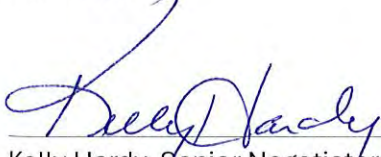
- iv. Designated holidays which fall on scheduled time off are compensated for by the reduction of the averaging period as per Article 1.
  - v. Unscheduled hours worked on a DH will be compensated for at one and one-half times for all hours worked up to the normal hours scheduled to work and two and one-half times for hours in excess of normal hours worked.
  - vi. Daily overtime worked on a scheduled shift on a DH shall be compensated at two and one-half times.
- d. Phone Calls After Hours
- As per Article 11.7 of the Collective Bargaining Agreement.
- e. Call Backs for Overtime
- As per Article 11.1 Oof the Collective Bargaining Agreement.
5. Employees may request that overtime hours be placed in their Time Off In Lieu (TOIL) bank at the appropriate rate. Employees will be allowed to accumulate up to 240 hours, plus shortfall hours in their TOIL bank. These hours must be utilized no later than March 31 of the following year through mutual agreement between the employee and the Chief Aircraft Engineer, or designate. Should these hours not be utilized, they will be paid out at the effective salary rate.
6. The definition of a day is any 24 hour period from the start of the shift as posted on the schedule.
7. The Collective Agreement applies to all terms and conditions of the employment, unless specifically altered by reference in this document.
8. This agreement shall remain in full force and effect unless written notice is given by either party to renegotiate this agreement at least 90 days in advance. This agreement shall remain in force until a new shift arrangement is negotiated and satisfied by both parties. In the event no arrangement is reached within 90 days (or such longer period as may be mutually agreed to by the parties), the provisions of the Collective Agreement shall apply.
- Local arrangements shall be subject to the approval of the Director, Human Resources and the Saskatchewan Government Employees Union.
9. This letter **supersedes previous** LOU 187.

**\*\*Previously Renewed/Revised October 14, 1992; August 30, 1993;**

**April 3, 1998; June 12, 2001.\*\***

**\*\*Last Renewed/Revised April 2, 2025\*\***

Signed on behalf of the Public Service  
Commission



Kelly Hardy, Senior Negotiator

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

 For Lori

Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date:

April 25, 2025

Date:

April 25, 2025

Signed on behalf of the Saskatchewan  
Public Safety Agency



Marlo Pritchard, President

Date: May 1, 2025

**LETTER OF UNDERSTANDING 217A**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Saskatchewan Public Safety Agency {SPSA}, Hours of Work**

Notwithstanding the Hours of Work provisions in Sections 20, it is agreed between the parties that all Labour Service Regulated 37 1/3 employees (except Fire Fighters) and all Permanent Part-Time and Term Observers shall work on the basis of a two (2) week averaging period for the purpose of determining an overtime threshold.

This arrangement must be agreed to by the majority of the crew/work unit.

1. All employees shall be placed on an Earned Day Off (EDO) schedule for the purpose of designating which pay periods are **eighty** (80) hour averaging periods and which pay periods are **seventy-two** (72) hour averaging periods.
2. There shall be no assigned EDO for Permanent Part-Time employees. Term and Labour Service employees shall have an assigned EDO every three (3) weeks. Normally, EDOs shall be scheduled adjacent to a day of rest or day off.
3. Upon mutual agreement, EDOs may be rescheduled within the pay period.
4. There shall be four (4) days of rest per pay period. Normally, there shall be at least two (2) days of rest consecutive, unless mutually agreed upon at the local level.
5. Employees shall work unregulated daily hours, as mutually scheduled by management and employees, to a maximum of ten (10) hours per day from the beginning of the pay period in which May 1<sup>st</sup> falls until the end of the pay period in which September 30<sup>th</sup> falls.
6. The maximum hours that may be worked, at straight time, are as designated in #1 above. Straight time hours shall be reduced by eight (8) hours for each designated holiday that falls in the pay period.
7. The definition of a day shall be **twenty-four** (24) consecutive hours from the start of a shift.



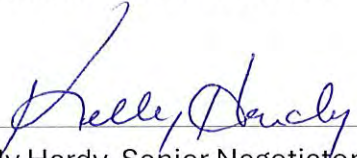
8. Employees must have schedules which shall be posted at the work location one (1) full pay period in advance and which shall include the following:
  - a) The number and pattern of days to be worked at straight time within the pay period.
  - b) The daily on duty and off duty times.
  - c) Those days which are designated as assigned days of rest, provided that an assigned day of rest shall not be scheduled to fall on a designated holiday. To calculate the number of assigned days of rest, assign one **(1)** day of rest for each Saturday and each Sunday in the pay period.
  - d) Those days which are assigned as EDOs.
9. Schedules shall be approved and signed by the majority of the crew/work unit.
10. The schedules shall be maintained at the Protection Base or the Branch.
11. Daily overtime shall be paid in accordance with Article 11.4.1 for all hours in excess of ten (10). Overtime worked on a scheduled EDO shall be in accordance with Article 11.4.3. All other overtime, designated holidays, sick leave and vacation leave shall be in accordance with LOU **1998-06**.
12. The maximum daily hours shall revert to eight (8) the first day of the pay period following September 30<sup>th</sup> unless mutually agreed, at the local level, to continue the hours as stated in #5. Any crew/work units that mutually agree to continue the hours of work, as stated in #5, during the off season, shall advise payroll by memo.
13. Upon mutual agreement, daily hours may be further modified by completing the Modified Work Agreements under Letter of Understanding #217C.
14. This agreement shall not be construed as a guarantee of work.

This agreement will remain in effect until such a time as either party gives **thirty** (30) days written notice to re-negotiate. Upon receipt of such notice the parties agree to negotiate for up to **sixty** (60) days after the expiration of the **thirty** (30) day notice period. If no agreement is reached after the expiration of the **sixty** (60) days, the provisions of the Collective **Bargaining** Agreement shall apply. These timelines may be adjusted by mutual agreement.

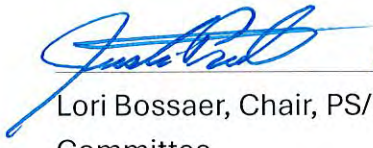
**\*\*Previously Renewed /Revised February 27, 2013\*\***

**\*\*Last Renewed/Revised April 2, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator


Signed on behalf of the Saskatchewan  
General Employees' Union

 for Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 25 / 2025

Date: April 25, 2025

Signed on behalf of the Saskatchewan  
Public Safety Agency

  
Marlo Pritchard, President

Date: May 1, 2025

# MODIFIED HOURS OF WORK AGREEMENT

Employee \_\_\_\_\_  
(Please Print)

Location \_\_\_\_\_

Group of Employees (names attached)

Section \_\_\_\_\_

1. ☐ This is an initial agreement.  
☐ This is an amended agreement (initial schedule has been changed).
2. In accordance with Letter of Understanding 217C between the Public Service Commission and Saskatchewan Government Employees' Union, the above-mentioned employee AGREES to the following modified hours:  
  
☐ 11 Hour Days:  
  - (a) 80 Hour Pay Period –  
7 days @ 11 hours, 1 day @ 3 hours, 4 days of Rest, 2 Days Off.
  - (b) 72 Hour Pay Period –  
6 days @ 11 hours, 1 day @ 6 hours, 4 Days of Rest, 2 Days Off, 1 Earned Day Off.  
☐ 12 Hour Days:  
  - (a) 80 Hour Pay Period –  
6 days @ 12 hours, 1 day @ 8 hours, 4 Days of Rest, 3 Days Off.
  - (b) 72 Hour Pay Period –  
6 days @ 12 hours, 4 Days of Rest, 3 Days Off, 1 Earned Day Off.
3. All schedules shall be on the basis of a two week pay period and shall include:  
  - (a) The number and pattern of days to be worked at straight time within the pay period.
  - (b) The daily on duty and off duty times.
  - (c) Those days which are designated as assigned regular Days of Rest should be consecutive, provided that an assigned Day of Rest shall not be scheduled to fall on a designated holiday. To calculate the number of assigned Days of Rest, assign one Day of Rest for each Saturday and Sunday in the pay period.
  - (d) Those days which are designated as an Earned Day Off shall be scheduled adjacent to Days of Rest where possible.
4. Overtime worked on a scheduled Earned Day Off shall be in accordance with Article 11.4.3. All other overtime, designated holidays, sick leave and vacation leave shall be in accordance with LOU 98-6.
5. The schedule shall not be construed as a guarantee of work.
6. The schedule shall be maintained at the Forest Protection Base.
7. This agreement is valid from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Shop Steward \_\_\_\_\_

Date \_\_\_\_\_

## MODIFIED HOURS OF WORK AGREEMENT

Employee \_\_\_\_\_  
(Please Print)

Location \_\_\_\_\_

Group of Employees (names attached)

Section \_\_\_\_\_

1. ☐ This is an initial agreement.  
☐ This is an amended agreement (initial schedule has been changed).
2. In accordance with Letter of Understanding # 217C between the Public Service Commission and Saskatchewan Government Employees' Union, the above-mentioned employee AGREES to the following modified hours:  
  
☐ A Eight 10 hour days with 4 days of rest and 2 days off.  
  
☐ B Eight 9 hour and one 8 hour day with 4 days of rest and one day off.  
  
☐ C Seven 11 hour days and one 8 hour day, 4 days of rest and 2 days off.  
  
☐ D Six 11 hour days, two 7 hour days, 4 days of rest and 2 days off.  
  
☐ E Six 12 hour days, one 8 hour day, 4 days of rest and 3 days off.
3. All schedules shall be on the basis of a two week pay period and shall include:  
  
(a) The number and pattern of days to be worked at straight time within the pay period.  
(b) The daily on duty and off duty times.  
(c) Those days which are designated as assigned regular Days of Rest should be consecutive, provided that an assigned Day of Rest shall not be scheduled to fall on a designated holiday. To calculate the number of assigned Days of Rest, assign one Day of Rest for each Saturday and Sunday in the pay period.
4. Overtime, designated holidays, sick leave and vacation leave shall be in accordance with LOU 98-6.
5. The schedule shall not be construed as a guarantee of work.
6. The schedule shall be attached to this agreement.
7. This agreement is valid from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shop Steward

\_\_\_\_\_  
Date



**LETTER OF UNDERSTANDING 217B**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Saskatchewan Public Safety Agency (SPSA), Fire Fighters**

Notwithstanding the Hours of Work provisions in Section 20 of the Collective Bargaining Agreement, it is agreed between the parties that the Hours of Work for all Labour Service Fire Fighters shall be as follows:

1. All Fire Fighters shall have an Earned Day Off (EDO) schedule for the purpose of determining the overtime threshold only. There shall be no assigned EDOs.
2. All Fire Fighters shall work an averaging period of two (2) weeks. The hours to be worked at straight time shall be **seventy-two (72)** hours in a pay period that an EDO would be scheduled in, and **eighty (80)** hours in a pay period where no EDO would be scheduled.
3. Averaging period hours shall be reduced by eight (8) hours for each designated holiday that falls in the pay period.
4. The minimum hours per pay period shall be in accordance with Article 2 in Section 20 of the Collective Bargaining Agreement.
5. Overtime shall be paid at the rate of one and one half (1½) times the regular salary for all hours in excess of the averaging period as determined in #2 above.
6. Effective at the end of the normal work day September 30<sup>th</sup> of each year, Fire Fighters shall have four (4) designated days of rest each pay period and overtime shall be paid at double time for all authorized hours worked on designated day of rest. The hours shall not be included as hours worked in the averaging period for overtime purposes.
7. Partial pay period, sick leave and vacation leave shall be in accordance with LOU **1998-06**.

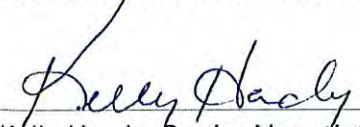
This agreement will remain in effect until such a time either party gives **thirty (30)** days written notice to renegotiate. Upon receipt of such notice, the parties agree to negotiate for up to **sixty (60)** days after the expiration of the **thirty (30)** days notice. If no agreement is

reached after the expiration of the **sixty (60)** days, the Collective **Bargaining** Agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed /Revised February 27, 2013\*\***

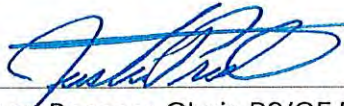
**\*\*Last Renewed/Revised April 2, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Date: April 25/2025

Signed on behalf of the Saskatchewan  
General Employees' Union

 for Lori  
Lori Bossaer, Chair, PS/GE Bargaining  
Committee

Date: April 25, 2025

Signed on behalf of the Saskatchewan  
Public Safety Agency

  
Marlo Pritchard, President

Date: May 1, 2025

**LETTER OF UNDERSTANDING 217C**  
**BETWEEN**  
**SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Saskatchewan Public Safety Agency (SPSA), Modified Hours of Work Agreements**

It is agreed between the parties that any Modified Hours of Work arrangements agreed to by management and employees in Sections 20 of the Collective Bargaining Agreement, or Part-Time and Term Observers not covered under Letter of Understanding #217A, may be signed at the local level if the arrangement meets the terms of the attached agreement.

The Parties agree to use the attached Modified Hours of Work Agreement form. This Agreement form will not be changed without agreement of the parties. This agreement will remain in effect until such time as either party gives **thirty (30)** days written notice to re-negotiate. Upon receipt of such notice the parties agree to negotiate for up to **sixty (60)** days after the expiration of the **thirty (30)** days notice period. If no agreement is reached after the expiration of **sixty (60)** days, the provisions of Letter of Understanding #217A, or the Collective Bargaining Agreement should a new agreement not be reached or Letter of Understanding #217A shall apply. These timelines may be adjusted by mutual agreement.

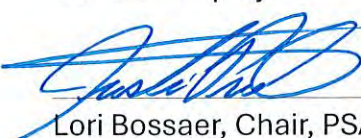
**\*\*Previously Renewed /Revised February 27, 2013\*\***  
**\*\*Last Renewed/Revised April 2, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

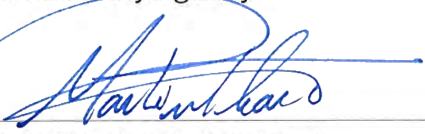
Date: April 25 / 2025

Signed on behalf of the Saskatchewan  
General Employees' Union

 for Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 25, 2025

Signed on behalf of the Saskatchewan  
Public Safety Agency

  
Marlo Pritchard, President

Date: May 1, 2025



**LETTER OF UNDERSTANDING 2001-11**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Saskatchewan Public Safety Agency (SPSA), Northern Air Operations (NAO) to establish an Aircraft Maintenance Engineer (AME) Apprenticeship initiative**

The parties agree to the following:

**A. Staffing Provisions:**

1. The apprenticeship initiative will consist of a maximum eight (8) apprentices at any one time.
2. Four **(4)** apprentices will be hired through a partnership with **Saskatchewan Indian Institute of Technologies (SIIT)**. The staffing provisions of the PS/GE Collective Bargaining Agreement shall not apply. Should no qualified candidates be found, the positions shall be staffed in accordance with Article 6.4.3.2 of the Collective **Bargaining** Agreement.
3. Four (4) apprentice positions will be staffed in accordance with Article 6.5.1 and 6.4.3.2 of the Collective **Bargaining** Agreement.
4. In total, six (6) of the eight (8) positions shall be designated Employment Equity Aboriginal Ancestry, but posting shall be simultaneous.
5. Existing permanent employees shall be granted definite leave from their permanent positions and appointed to term positions for the duration of the apprenticeship.
6. Individuals new to government service shall be appointed to term positions for the duration of the apprenticeship training.
7. The Northern Air Operations Apprenticeship Committee consisting of representatives from the Ministry, NAO Staff, SGEU and Partners shall conduct the staffing process.
8. Positions will be assessed and filled by senior qualified candidates. The basis for the assessment and evaluation of applicants will include technical and academic aptitude tests and the core competencies developed for the apprentice position.

9. Term appointments shall be in accordance with the principles outlined in Article 6.5.3 of the Collective **Bargaining** Agreement.
10. Apprentices shall be appointed to a term position for the period of apprenticeship.

**B. Compensation:**

1. Apprentice Aircraft Maintenance Engineers shall be compensated at two classification levels lower than that of the journeyman Aircraft Maintenance Engineers.
2. The minimum and maximum of the apprenticeship salary range shall be the same as that negotiated for the appropriate level but shall consist of five (5) steps within the applicable range calculated as follows:
  - i. 1<sup>st</sup> step equals range minimum;
  - ii. 2<sup>nd</sup> step equals mid-point between range minimum and the 3<sup>rd</sup> step;
  - iii. 3<sup>rd</sup> step equals mid-point between range minimum and maximum;
  - iv. 4<sup>th</sup> step equals mid-point between the 3<sup>rd</sup> step and the 5<sup>th</sup> step;
  - v. 5<sup>th</sup> step equals range maximum.
3. Each step within an applicable apprenticeship salary range that is above the 1<sup>st</sup> step (ie., entry level) represents successful completion of the first, second, third or fourth year requirements of the applicable apprenticeship training. Therefore:
  - i. 2<sup>nd</sup> step achieved after completion of the 1<sup>st</sup> apprentice year requirements;
  - ii. 3<sup>rd</sup> step achieved after completion of the 2<sup>nd</sup> apprentice year requirements;
  - iii. 4<sup>th</sup> step achieved after completion of the 3<sup>rd</sup> apprentice year requirements;
  - iv. 5<sup>th</sup> step achieved after completion of the 4<sup>th</sup> year apprentice year requirements.
4. Movement to the next step in the range shall occur following: (1) successful completion of the applicable apprentice year (ie., eligible for the next apprenticeship year card); and (2) receipt by the employer of written confirmation of successful completion of the applicable apprentice year.
5. The effective date for the new pay rate identified in 4 above, will be the first day of the pay period following successful completion of the apprentice year.
6. Employees will enter the apprenticeship salary range at a level based on their qualifications as determined by the Saskatchewan Apprenticeship and Trade Certification Commission.
7. Existing employees shall enter the Apprenticeship Program at the greater of their current rate of pay or the rate identified in **six (6)** above, subject to the maximum of the apprenticeship salary range. An apprentice shall not progress within the

apprenticeship salary range until such time as their qualifications justify movement to the next step in the range. Employee's salary on appointment to the journeyperson position shall be based on the greater of their home position salary or the maximus of the current apprenticeship range.

8. Where an apprentice **one** (1) has obtained journeyperson status, **two** (2) has returned to **the employee's** home position, and **three** (3) is subsequently appointed to a journeyperson position more than two years after completing journeyperson certification requirements, the employee's salary on appointment to the journeyperson position shall be based on **the employees** home position salary.
9. Apprentices who have completed all the requirements and obtained journeyperson certification (ie. Journeyman Certificate of Qualification) shall not progress into the journeyperson salary range until appointed to a journeyperson position.
10. Salary ranges will be adjusted by the same percentage salary increase as is negotiated for the appropriate level in the bargaining unit each year.

#### **C. Formal Training:**

1. Apprentices hired in the NAO Aircraft Maintenance Engineer Apprentice Program will be required to complete **seven thousand two hundred (7200)** hours between school and practical experience (approximately **forty-eight (48)** to **fifty (50)** months employment) Aircraft Maintenance Engineer apprenticeship program through a Post Secondary Institution approved by management.
2. In accordance with Article 18.2.1 of the PS/GE Collective **Bargaining** Agreement, apprentices who are indentured will, subject to the Ministry being able to meet its normal operational requirements, will be granted leave of absence without pay to attend the required formal training through a Post Secondary Institution approved by management. All tuition, books and associated travel and living costs will be the responsibility of the apprentice.

#### **D. Contract Termination:**

1. The Ministry or an employee can terminate the Agreement of Apprenticeship at any time during the first six (6) months of apprenticeship. If, at the end of the six (6) month period, both the employee and the Ministry are satisfied to continue the Agreement of Apprenticeship, an Apprenticeship contract will be made and registered with the Saskatchewan Apprenticeship and Trade Certification Commission. A registered apprentice may be removed from the Apprenticeship Program and the Apprenticeship Contract canceled for any of the following reasons:



- (a) Resignation;
- (b) Just cause;
- (c) If an apprentice fails to attend the apprenticeship training course when scheduled, provided that his/her failure to take such classes is not due to a cause beyond his/her control.

**E. Work Planning and Coaching:**

- 1. Managers will work with apprentices to identify core competencies of the position as well as define and set clear work and learning plan objectives and time frames. Monitoring of the apprentices work plan will be accomplished through daily interaction, ongoing guidance and support and regular accomplishment discussions and/or written summaries. Copies of the work plan and accomplishment summaries will be provided to all relevant parties.

**F. Basic Pattern of Work:**

- 1. Basic pattern of work during the off season will be in accordance with Article 9.3.5 of the PS/GE Collective **Bargaining** Agreement. The basic pattern of work during the “Fire Season” will be consistent with the Letter of Understanding #187.

**G. Appointment to a Journeyperson Position:**

- 1. Appointment to a journeyperson position shall be through the normal process outlined in the Collective Bargaining Agreement.

**H. General:**

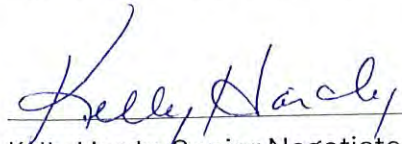
- 1. This Letter of Understanding shall become effective the date of signing by both parties. Either party may give thirty (30) calendar days written notice to amend the Letter of Understanding.

The terms of this Letter of Understanding shall govern where the terms of the Apprenticeship Contract of the Ministry of Post-Secondary Education and Skills Training differ from the terms set out herein.




**\*\*Previously Renewed /Revised October 18, 2001; September 28, 2010\*\***  
**\*\*Last Renewed/Revised April 2, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator

Date: April 25/2025

Signed on behalf of the Saskatchewan  
General Employees' Union

 For Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 25, 2025

**LETTER OF UNDERSTANDING 2015-04**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Saskatchewan Public Safety Agency (SPSA), Special Meal Allowance  
Compensation for Employees placed on Red Alert during peak fire season**

During the peak fire season, the **Saskatchewan Public Safety Agency (SPSA)** may place employees, involved in firefighting activity, on Red Alert. An employee on Red Alert is required to be available to commence work (Flight Crew to be airborne) within **fifteen** (15) minutes of a dispatch call. While on Red Alert, employees are unable to take the minimum **thirty** (30) minute meal break. In some instances, the work requirements allow the employer to provide monetary compensation to those employees who are on Red Alert, but do not work away from headquarters, and whose work requirements make it difficult for the employer to provide meals.

It is agreed between the parties that this LOU will apply to:

- Pilots
- Air Attack Officers
- Tanker Base Operators
- Flight Watch Coordinators
- Aircraft Maintenance Engineers (including AME Apprentices and Avionics Technicians)

It is agreed between the parties that a meal allowance will be paid in accordance with Article 15.1.3 to an employee in any of the above mentioned occupations who are on Red Alert status during the following hours:

- Breakfast if on Red Alert status prior to 7:30 a.m.
- Lunch if on Red Alert status between **11** :30 a.m. and 12:30 p.m.
- Supper if on Red Alert status after 5:30 p.m.

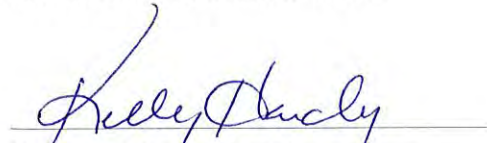
This Letter of Understanding shall become effective the date of signing by all parties.

This agreement will remain in effect until such a time either party gives **thirty (30)** days written notice to renegotiate. Upon receipt of such notice, the parties agree to negotiate for up to **sixty (60)** days after the expiration of the **thirty (30)** day notice. If no agreement is reached after the expiration of the **sixty (60)** days, the Collective **Bargaining** Agreement shall apply. These timelines may be adjusted by mutual agreement.

**\*\*Previously Renewed /Revised May 19, 2015\*\***


**\*\*Last Renewed/Revised April 2, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

  
Kelly Hardy, Senior Negotiator


Date: April 25/2025

Signed on behalf of the Saskatchewan  
General Employees' Union

 for Lori  
Lori Bossaer, Chair, PS/GE Negotiating  
Committee

Date: April 25, 2025

Signed on behalf of the Saskatchewan  
Public Safety Agency

  
Marlo Pritchard, President

Date: May 1, 2025

**LETTER OF UNDERSTANDING 2024-02**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEE'S UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Employee provided aviation headsets for Pilots and Air Attack Officers within the Ministry of SaskBuilds and Procurement (SBP) and the Saskatchewan Public Safety Agency (SPSA)**

Notwithstanding the provisions of the Collective Bargaining Agreement, it is agreed between the parties that:

1. All Pilots and Air Attack Officers within SBP and the SPSA shall purchase **the employee's** own aviation headsets for use while operating government owned aircraft.
2. All purchased aviation headsets are required to meet the specifications identified in Appendix A to ensure they are compatible with the aircraft and meet safety specifications required by the employer.
3. Each eligible Pilot and Air Attack Officer will be able to submit a cost reimbursement claim up to \$1500.00 dollars for a purchased approved headset. This reimbursement is allowed once every 5 **calendar** years for each eligible employee. **Term employees are limited to one headset within a 5 calendar year period, regardless of whether they work at SBP and SPSA or if they end one term and begin another, or accept a permanent position, within the 5 calendar years.**
4. Each eligible Pilot and Air Attack Officer will be able to submit a cost reimbursement claim up to \$100.00 dollars for the annual maintenance of the purchased approved headset by a qualified third party. This reimbursement is allowed once every year for each eligible employee except in the initial year of purchase reimbursement.

Each Pilot and Air Attack Office will ensure personal aviation headset is operational and available for all work periods.





**\*\*Previously Renewed/Revised September 5, 2024; December 2, 2024\*\***

**\*\*Last Renewed/Revised February 12, 2025\*\***

Signed on behalf of the Saskatchewan  
Public Service Commission

Signed on behalf of the  
Saskatchewan Government and  
General Employees' Union

For   
Kelly Hardy, Senior Negotiator

  
Lori Bossaer, Chair, PS/GE Bargaining  
Unit

Date: Feb 12, 2025

Date: Feb. 12/25

## TECHNICAL DATA

<b>Ear coupling</b>	Around-the-ear
<b>Hardware</b>	Steel
<b>Earphone Plug</b>	U-174/U
<b>Mic Plug</b>	U-174/U
<b>Connection Cable</b>	~ 5 ft. (1.5 m) coil cord
<b>Weight w/o cable</b>	~ 22 oz. (624 g)
<b>Dome type</b>	ABS
<b>Earphone Sensitivity</b>	90 dB SPL on flat plate coupler, re 1mW input @1KHz
<b>Earphone Type</b>	Dynamic (ENC)
<b>Ear Impedance</b>	Monaural, 150 $\Omega$ nominal, stereo, 300 ohms nominal per side
<b>Ear Freq Response</b>	100 – 5,500 Hz
<b>Microphone principle</b>	M-7A Amplified Electret
<b>Mic Impedance</b>	50 $\Omega$ +/- 20%
<b>Mic Sensitivity</b>	400mV +/- 6dB into 150 $\Omega$ load @ 1kHz for 114dB SPL input
<b>Mic Freq Response</b>	300Hz – 3.5KHz per RTCA DO 214
<b>Mic DC Supply V.</b>	8-16V, not polarity sensitive
<b>Source Resistance</b>	470 $\Omega$

**LETTER OF UNDERSTANDING 2025-02**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Saskatchewan Public Safety Agency (SPSA), Daily Rate Payable to Term Labour Service Pilots During the Fire Season**

It is agreed between the parties that Term Labour Service Pilots employed **by the Saskatchewan Public Safety Agency** shall be governed by all applicable Collective Bargaining Agreement articles except as modified by the following:

- a. The fire-fighting period shall be 133 consecutive calendar days for **fiscal year**.
- b. **In addition to the 133 calendar days, all preparation necessary for the fire season, including attendance at ground school and flight simulation training, even if it is not consecutive with the commencement of the fire season, shall be paid at the 1/133 daily rate.**
- c. Term Labour Service Pilots shall be paid bi-weekly for each assigned calendar day at a daily rate in accordance with Section 25 B. 1. c) and d).
- d. The daily rate shall constitute full recognition of and full payment for any vacation leave (including Special Northern Leave), designated holidays, days of rest, earned days off that may otherwise have been provided by this agreement in accordance with Section 25 B. 1. e). Term Labour Service Pilots shall not be eligible for overtime except in accordance with Section 25 B. 1. b. **Overtime may be authorized in accordance with Section 25.B.1 g), if applicable.**
- e. Upon the conclusion of the fire-fighting period, Term Labour Service pilots shall be paid on an hourly rate basis for all additional flying assignments outside the fire-fighting period and not part of fire-fighting operations in accordance with Section 25.B.1.g).

**Note: For Permanent Labour Service Pilots, all preparation necessary for the fire season, including attendance at ground school and flight simulation training are in addition to the 133 calendar days and shall be paid at the 1/133 daily rate.**

This Letter of Understanding will be in effect **beginning March 1, 2025. Thirty (30) days written notice shall be given by either party with their intent to negotiate any changes to or terminate this Letter of Understanding. If a resolve cannot be reached within ninety (90) days beyond the (30) days' notice, the provisions of the current PS/GE Collective Agreement shall apply.**

**\*\*Previously Renewed/Revised May 29, 2024\*\***

**\*\*Renewed/Revised April 24, 2025\*\***

Signed on behalf of the Saskatchewan Public  
Service Commission

  
\_\_\_\_\_  
Kelly Hardy, Senior Negotiator

Date: April 25 / 2025

Signed on behalf of the Saskatchewan  
Government and General Employees' Union

 for Lori  
\_\_\_\_\_  
Lori Bossaer, Chair, PS/GE, Bargaining Unit

Date: April 25, 2025

Signed on behalf of the Saskatchewan Public  
Safety Agency

  
\_\_\_\_\_  
Marlo Pritchard, President

Date: May 1, 2025



**LETTER OF UNDERSTANDING 2024-01**  
**BETWEEN**  
**THE SASKATCHEWAN GOVERNMENT AND GENERAL EMPLOYEES' UNION**  
**AND**  
**THE SASKATCHEWAN PUBLIC SERVICE COMMISSION**

**RE: Re-employment Rights for Technical Safety Agency of Saskatchewan (TSASK) Employees**

Article 19.4.B)2. of the PS/GE Collective **Bargaining** Agreement states:

"If transferred, the employee will have his name placed on the service-wide re-employment list for three (3) years".

At the time of transfer no re-employment rights were provided because TSASK remained in the PS/GE Collective **Bargaining** Agreement.

TSASK has filed an application with the Labour Relations Board (LRB) to form a separate bargaining unit. As a result, if the application is successful, employees will be a separate bargaining unit and no longer covered by the PG/GE Collective **Bargaining** Agreement.

The parties to this Agreement agree to the following:

1. If TSASK is successful in their application and a separate bargaining unit is formed the following will be in place:
  - TSASK will compile a list of employees, which will become Appendix A to this agreement.
  - The employees listed in Appendix A will have the option of having their names included on the service-wide re-employment list.
  - Employees will be asked to confirm that they want to be included on the re-employment list.
  - If the employee does not want to be included at this time, **the employee** may submit their name for inclusion at any time up to the date indicated as the termination date of that right in this agreement.
  - Employees may place restrictions in accordance with the PS/GE Collective **Bargaining** Agreement.
  - Employees may use their seniority to the date of the new certification order for the three-year period on the re-employment list.
  - Re-employment rights will end three (3) years from the date of the

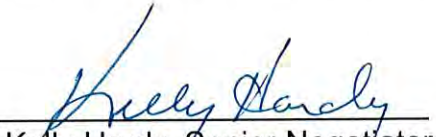
new certification order. No re-employment rights will be granted beyond this date.

- Appendix A will include the following information:
  - i. Employee name
  - ii. Position Title
  - iii. Classification level and employment status
  - iv. TSASK email and phone number for each employee
  - v. Indication of whether or not the employee wants to be included on the re-employment list immediately.

**\*\*Previously Renewed/Revised April 8, 2024\*\***

**\*\*Renewed/Revised January 17, 2025\*\***

Signed on behalf of the  
Government of Saskatchewan

  
Kelly Hardy, Senior Negotiator

Date: January 17, 2025

Signed on behalf of the Saskatchewan  
Government and General Employees'  
Union

 For Lori  
Lori Bossaer, Chair, PS/GE  
Negotiating Committee

Date: April 30, 2025

## TSASK Employees

End date for Re-Employment Rights: \_\_\_\_\_

[illegible]