

COLLECTIVE BARGAINING AGREEMENT

between

Saskatchewan Government Insurance

and

**Canadian Office and Professional
Employees Union (COPE), Local 397**

January 1, 2024 to December 31, 2026

Table of Contents

ARTICLE 1– SCOPE	2
ARTICLE 2 – RECOGNITION	4
ARTICLE 3 – LEAVE OF ABSENCE WITHOUT PAY	5
ARTICLE 4 – LEAVE OF ABSENCE WITH PAY.....	15
ARTICLE 5 – UNION BUSINESS.....	19
ARTICLE 6 – SAFETY AND HEALTH.....	19
ARTICLE 7 – RECRUITMENT	20
ARTICLE 8 – PROBATION	20
ARTICLE 9 – RESIGNATIONS.....	23
ARTICLE 10 – DISCIPLINE AND DISMISSAL	23
ARTICLE 11 – EMPLOYER NOTICE OF TERMINATION OF EMPLOYMENT.....	24
ARTICLE 12 – VACANCIES AND JOB POSTINGS.....	24
ARTICLE 13 – APPLYING IN A JOB COMPETITION.....	25
ARTICLE 14 – APPLICANT SELECTION IN JOB COMPETITIONS.....	26
ARTICLE 15 –CORPORATE PROGRESSION.....	27
ARTICLE 16 – TRANSFER.....	28
ARTICLE 17 – DEMOTION.....	28
ARTICLE 18 – LAYOFFS	29
ARTICLE 19 – SENIORITY	34
ARTICLE 20 – GRIEVANCES	34
ARTICLE 21 – HOLIDAYS	38
ARTICLE 22 – ANNUAL VACATION.....	39
ARTICLE 23 – SICK LEAVE.....	41
ARTICLE 24 – BENEFIT PLANS.....	42
ARTICLE 25 – JOB EVALUATION.....	44
ARTICLE 26 – WAGE ADMINISTRATION	45
ARTICLE 27 – TEMPORARY PERFORMANCE OF HIGHER DUTY (TPHD).....	48
ARTICLE 28 – CONTRACTING OUT	50
ARTICLE 29 – HOURS OF WORK.....	50
ARTICLE 30– OVERTIME	53
ARTICLE 31 – CLASSIFICATION OF JOBS	56
ARTICLE 32 – MAINTAINING THE JOB EVALUATION PROGRAM.....	58
ARTICLE 33 – TECHNOLOGICAL AND ORGANIZATIONAL CHANGE.....	58
ARTICLE 34 –EQUITY IN THE WORKPLACE	60
ARTICLE 35 – ALLOWANCES AND EXPENSES	63
ARTICLE 36 – JOB-SHARING.....	66
ARTICLE 37 – DURATION OF AGREEMENT	66
APPENDIX A PROFESSIONAL & ADMINISTRATIVE SALARY SCHEDULE EFF. JANUARY 1, 2024 ..	68
APPENDIX A SYSTEMS SALARY SCHEDULE EFFECTIVE JANUARY 1, 2024	74
APPENDIX A TRADES SALARY SCHEDULE EFFECTIVE JANUARY 1, 2024.....	76
APPENDIX A SALARY SCHEDULE BY CLASSIFICATION EFFECTIVE JANUARY 1, 2024.....	78
APPENDIX A PROFESSIONAL & ADMINISTRATIVE SALARY SCHEDULE EFF. JANUARY 1, 2025 ..	85
APPENDIX A SYSTEMS SALARY SCHEDULE EFFECTIVE JANUARY 1, 2025	91
APPENDIX A TRADES SALARY SCHEDULE EFFECTIVE JANUARY 1, 2025.....	93
APPENDIX A SALARY SCHEDULE BY CLASSIFICATION EFFECTIVE JANUARY 1, 2025.....	95
APPENDIX A PROFESSIONAL & ADMINISTRATIVE SALARY SCHEDULE EFF. JANUARY 1, 2026 .	102
APPENDIX A SYSTEMS SALARY SCHEDULE EFFECTIVE JANUARY 1, 2026	108
APPENDIX A TRADES SALARY SCHEDULE EFFECTIVE JANUARY 1, 2026.....	110
APPENDIX A SALARY SCHEDULE BY CLASSIFICATION EFFECTIVE JANUARY 1, 2026.....	112
APPENDIX B MEMORANDUM OF AGREEMENT REGARDING PART-TIME EMPLOYEES	119
APPENDIX C MEMORANDUM OF AGREEMENT REGARDING TERM EMPLOYEES	125
APPENDIX D LETTER OF UNDERSTANDINGS.....	129
APPENDIX E LISTED LETTERS OF UNDERSTANDING	166
INDEX	168

AGREEMENT

This AGREEMENT made in duplicate this 10th day of **September, 2024**.

BETWEEN

The Saskatchewan Government Insurance, a corporation duly incorporated under the Saskatchewan Government Insurance Act, 1980 being Chapter S-19.1 of The Statutes of Saskatchewan (1979-80) and Amendments thereto, hereinafter referred to as the Employer, OF THE FIRST PART

~ and ~

The Canadian Office and Professional Employees Union, Local 397, hereinafter referred to as the Union, OF THE SECOND PART.

Subject to the provisions of Article 2.8, "Saskatchewan Government Insurance" as used herein shall mean Saskatchewan Government Insurance, SGI Canada Insurance Services Limited and its successors exclusively within the Province of Saskatchewan.

WHEREAS it is the desire of both parties to this Agreement to maintain harmonious relations, efficient service and settled conditions of employment, and whereas both parties recognize the mutual value of joint discussions and negotiations on all matters pertaining to working conditions, wages, and hours of work, the parties of this Agreement hereby agree to the following terms:

ARTICLE 1– SCOPE

1.1 Scope

1.1.1 This Agreement shall apply to all Employees of Saskatchewan Government Insurance (SGI) except as noted in Article 1.1.2. The words Employee or Employees where used in this Agreement shall mean any person or persons covered by this Agreement.

1.1.2 Excepted from this Agreement shall be out of scope positions of Accounting Standards Specialist, Actuarial Analyst, Actuary, Application Architect, Associate Counsel, Associate General Counsel, Auditor, Brand Business Consultant, Business Continuity Specialist, Business Insights Advisor, Chief Officer, Claims Quality Assurance (QA) Specialist, Consultant, Corporate Auto Fund Specialist, Corporate Claims Specialist, Corporate Controller, Corporate Salvage Specialist, Corporate Underwriting Specialist, Counsel, CPA Intern, Cyber Security Architect, Data Scientist, Director, Environmental Sustainability Specialist, Executive Assistant, Executive Legal Assistant, Executive Vice President, Facilities Management Specialist, General Counsel, HR Administrator, Indigenous Relations Specialist, **Injury Quality Support Specialist, IT Disaster Recovery and Resilience Specialist**, Manager, President and Chief Executive Officer, Product Owner, Research Officer, Risk Specialist, Senior Business Insights Advisor, **Senior Actuarial Analyst**, Senior Counsel, Senior Data Scientist, Senior Director, Senior Research Officer, Senior Special Investigator, Special Investigator, Specialist- HR, Specialist – Privacy, Strategic Research and Reporting Specialist, Tax Specialist,

Technology Architect, Vice President, any persons employed in contractual services or activities, and such additional positions as may be negotiated during the terms of this Agreement. The Union shall be provided with a copy of the proposed job description for Managers and below in advance of these negotiations.

1.1.3 Part-Time Positions

a) At no time shall the combined number of part-time positions exceed **seven percent (7%)** of the total in-scope positions. Quarterly, the Employer will provide the Union with a list of part-time, temporary and term positions, including department and classification, **along with a list of Term Driver Examiners.**

i) A list of temporary and term positions including department and classification will be provided to the union.

b) This calculation will be based on active in-scope positions, which excludes temporary, term and positions held supernumerary and/or in abeyance. Total permanent positions include those classified as full-time, part-time, and job share.

c) Driver Examiners covered under Appendix C – Memorandum of Agreement Regarding Term Employees, will be included in the part-time calculation in recognition of the continuation of term status.

d) Calculation:

$$\frac{\text{Total Permanent Part-time positions} + \text{Part-time Driver Examiners (Term)}}{\text{Total Permanent positions} + \text{Total Driver Examiners (Term)}}$$

e) Employees who voluntarily convert, **or are accommodated to part-time**, will be exempt from the part-time calculation.

1.2 Definitions

1.2.1 It is understood that these definitions are not inclusive of all rights, benefits, terms or conditions relating to Employees and as such, do not waive any other provision in the Collective Agreement.

1.2.2 Permanent Full-Time: A permanent full-time Employee is an Employee who works a basic work period consisting of nine (9) eight- (8) hour days over a two- (2) week period and who has successfully completed an initial or any probationary period.

1.2.3 Permanent Part-Time: A permanent part-time (PPT) Employee is an Employee hired to fill a part-time, established job which has an ongoing schedule. A permanent part-time Employee will work according to a permanent part-time schedule, but unless agreed to by the Union, will work thirty-five (35) hours or less per week.

1.2.4 Temporary Full-Time: A temporary full-time Employee is an Employee who is hired on a temporary basis to work a basic work period consisting of nine (9) eight- (8) hour days over a two- (2) week period. A temporary full-time Employee shall not hold

their appointment in this Corporation for more than six (6) months unless their status is converted by Management to term.

- 1.2.5 Temporary Part-Time: A temporary part-time Employee is an Employee hired on a temporary part-time basis. The Employee(s) will work thirty-five (35) hours per week or less, unless otherwise agreed to by the Union. The Employee(s) shall not hold their appointment in the Corporation for more than six (6) calendar months unless their status is converted by Management to term. The terms and conditions on hours of work and overtime for permanent part-time Employees will apply to temporary part-time Employees except as otherwise noted.
- 1.2.6 Term: A term Employee is a non-permanent Employee whose continuous employment with the Corporation as a temporary full-time or part-time Employee exceeds six (6) calendar months. Their term of employment shall not exceed three (3) years without mutual agreement of the Union.
- 1.2.7 Initial Probationary: An initial probationary Employee is an Employee appointed to a permanent job who has not completed any probationary period.

ARTICLE 2 – RECOGNITION

- 2.1 The Employer agrees to recognize the Union as the sole collective bargaining agent for the Employees covered by this Agreement and hereby consents and agrees to negotiate with the Union or its designated representatives in any and all matters affecting the relationship between the said Employer and its Employees.
- 2.2 The Union recognizes the responsibility of its members to faithfully and diligently perform their respective duties for the Employer and to carry out their individual responsibilities according to the regulations, methods and procedures established by Management. The Union also recognizes that the Management of the organization and the direction of the workforce, including the right to hire, assign duties, suspend, demote for unsatisfactory performance, discharge for just cause, or otherwise discipline an Employee, to assign to jobs, to transfer Employees, to increase and decrease the workforce, is vested in the Management of the organization, subject to the provisions of this Agreement.
- 2.3 Except in the case of layoff, when a job becomes redundant, Management may, in accordance with the terms of the Collective Bargaining Agreement, reassign duties and transfer the incumbent Employee who is affected by the abolishment. When Management elects this option, the affected Employee will maintain salary rights and privileges and be returned to their previous job should it be re-established within one (1) year of the job abolishment.
- 2.4 It is agreed that all Employees who are at present, or who hereafter are employed by the Employer, shall within thirty (30) days of the commencement of their employment, as a condition of employment, apply for and maintain membership in the Union during the term of this Agreement.
- 2.5 The Employer agrees that upon written request by the Union, accompanied by signed authorization cards, all monthly dues and assessments common to all members accruing to the Union by its members shall be deducted and forwarded monthly to the Secretary-Treasurer of the Union, together with a list of all Employees for whom such deductions have been made.

- 2.6 When matters are submitted by either party to the other with regard to the application or interpretation of this Agreement, such matters shall be the subject of negotiation between the parties and a supplementary document executed in respect thereof.
- 2.7 Letters or memoranda of understanding which may be agreed between the parties from time to time during the life of this agreement shall be attached hereto when so intended by the parties and shall have full effect as part(s) of this agreement. Such letters or memoranda shall contain appropriate references establishing effective dates. Where no terminating date is specified within the context, the letter or memorandum shall continue in effect from year to year in the same manner as the body of the agreement or until terminated by agreement of the parties. Letters or memoranda of understanding shall carry the signatures of the appropriately authorized Union and Corporation officers or representatives.
- 2.8 In the event of any provision of this Agreement or of any collective agreement concluded in pursuance hereof, or any of the practices established thereby, being, or being held contrary to the provisions of any applicable law now or hereafter enacted, neither this Agreement nor any such collective agreement shall be, or be deemed to be abrogated, but shall be amended so as to make them conform to the requirements of any such law.
- 2.9 2.9.1 The Employer agrees to provide the Union with the current home address, **and work location** of the Members on **April 30** and **October 31** of each year.
- 2.9.2 On October 1 of each year, the Employer agrees to provide the Union with the names of all Members taking retirement.

ARTICLE 3 – LEAVE OF ABSENCE WITHOUT PAY

- 3.1 Leave of absence without pay for up to four (4) weeks may be granted to an Employee by their Manager, for valid reasons.
- 3.2 Leave of absence without pay in excess of four (4) weeks may be granted to an Employee by the Employee's Executive Vice President on the recommendation of their Manager provided that satisfactory arrangements can be made for the performance of the Employee's work during their absence.
- 3.3 **When possible**, Employees are expected to give the Employer two- (2) weeks' notice when applying for leave of absence without pay for four (4) weeks or less and at least four- (4) weeks' notice when applying for leave for a period of more than four (4) weeks.
- 3.4 Employees requesting leave beyond one (1) year will be required to apply annually for an extension giving proof that the original circumstances under which the leave was granted still prevail.
- 3.5 Employees receiving long-term disability benefits due to prolonged illness shall be granted leave of absence without pay.
- 3.6 **After one (1) year, from the initial date of injury**, Employees receiving compensation under the Workers' Compensation Act shall be granted leave of absence without pay.

3.7 Deferred Salary Leave Plan

- 3.7.1 Leave of Absence without pay may be granted to permanent full-time Employees within the terms of the Corporation's Deferred Salary Leave Plan. Employees shall be eligible once every six (6) years. Upon return, the Employee will be reinstated in their former classification in the same geographic location.
- 3.7.2 Where temporary Employees are required as a result of such leave, their employment period will be extended to cover the time-frame of the leave.
- 3.7.3 Eligible Employees considering such a leave can contact Human Resources for a copy of the Policy.

3.8 Maternity Leave

- 3.8.1 An Employee who is pregnant and who is eligible may elect to apply for maternity leave by advising the Employer at least four (4) weeks before the day specified as the day intended to commence such leave and by providing a certificate from a doctor specifying the estimated date of birth.
- 3.8.2 To be eligible, an Employee must have worked for SGI thirteen (13) weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.
- 3.8.3 An Employee who applies for maternity leave shall be granted leave of absence for a continuous period of not more than nineteen (19) weeks, which includes a one (1) week waiting period, commencing at any time during the thirteen (13) week period immediately preceding the estimated date of birth. Employees shall be allowed to use a maximum of five (5) working days of their accumulated sick leave to cover the waiting period for maternity benefits received from Employment Insurance. It is understood and agreed that maternity leave may be taken concurrently with parental leave as outlined in Article 3.10.3, to a maximum of seventy-eight (78) weeks of eligible leave.
- 3.8.4 If an Employee is unable for bona fide medical reasons to return to employment after the expiration of maternity leave, **they** shall be granted a further six (6) weeks upon providing a certificate from a doctor.
- 3.8.5 Upon return from maternity leave, permanent Employees will be reinstated in their former job.
- 3.8.6 Notwithstanding Article 3.8.5, temporary and term Employees will return to their job following maternity leave providing the work is still available and/or the term of employment has not expired.
- 3.8.7 Upon return from maternity leave, the Employee will receive the same salary and benefits as **they** received prior to such leave including any general salary increases and benefit changes which occurred during the period **of the** maternity leave.

3.8.8 Benefits while on Maternity Leave

- a) **Supplementary Benefits Plan.** The objective of the Plan is to supplement Employment Insurance benefits received by permanent Employees while on maternity leave. Temporary and term Employees are not eligible for the Supplementary Benefits Plan.
- b) **Maternity Leave.** The Employer agrees to provide to the eligible Employee(s), a Supplementary Benefits plan that falls within regulations of Employment and Social Development Canada (ESDC). The Plan will top up the benefits of Employees eligible for Employment Benefits to one hundred per cent (100%) of basic salary to a maximum of twenty-six (26) weeks following the waiting period. The total top-up payment will be based on the standard (non-extended) leave.
- c) The total of all Supplementary Benefits Plan payments for maternity, adoption and/or parental leave shall not exceed twenty-six (26) weeks in any combination for each occurrence of such leave, whether shared by two (2) Employees or taken individually by one (1) Employee.
- d) Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have their supplementary benefit plan payment calculated using the TPHD salary rate. Employees must be on TPHD at the time the leave commences.
- e) Employees receiving benefits under this Article will be required to sign a return in service commitment for two (2) times the length of the top-up period.

3.9 Adoption Leave

- 3.9.1 An Employee who is eligible and submits a written application for leave along with proof of the pending legal adoption at least four (4) weeks prior to the date of their adoption of a child shall be granted adoption leave. Where an Employee is unable to comply with this notice they shall give notice equivalent to that given by the Department of Social Services or other recognized adoption service.
- 3.9.2 To be eligible, an Employee must have worked for SGI thirteen (13) weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.
- 3.9.3 An Employee who applies for adoption leave shall be granted leave of absence for a continuous period of not more than nineteen (19) weeks, which includes a one (1) week waiting period, commencing the day the child comes into the Employee's care or becomes available for adoption.
- 3.9.4 Where both parents are employed by the Corporation, it is understood that the Supplementary Benefits Plan is a maximum of twenty-six (26) weeks, to be apportioned between the two (2) Employees, if applicable.
- 3.9.5 Upon return from adoption leave, permanent Employees will be reinstated in their former job.

- 3.9.6 Notwithstanding Article 3.9.5, temporary and term Employees will return to their job following adoption leave providing the work is still available and/or the term of employment has not expired.
- 3.9.7 Upon return from adoption leave, the Employee will receive the same salary and benefits as they received prior to such leave including any general salary increases and benefit changes which occurred during the period that they were on adoption leave.
- 3.9.8 Benefits while on Adoption Leave
- a) Supplementary Benefits Plan. The objective of the Plan is to supplement Employment Insurance benefits received by permanent Employees while on adoption leave. Temporary and term Employees are not eligible for the Supplementary Benefits Plan.
 - b) Adoption Leave. The Employer agrees to provide to the eligible Employee(s), a Supplementary Benefits plan that falls within regulations of Employment and Social Development Canada (ESDC). The Plan will top up the benefits of Employees eligible for Employment Benefits to one hundred per cent (100%) of basic salary to a maximum of twenty-six (26) weeks following the waiting period. The total top-up payment will be based on the standard (non-extended) leave.
 - c) The total of all Supplementary Benefits Plan payments for maternity, adoption and/or parental leave shall not exceed twenty-six (26) weeks in any combination for each occurrence of such leave, whether shared by two (2) Employees or taken individually by one (1) Employee.
 - d) Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have their supplementary benefit plan payment calculated using the TPHD salary rate. Employees must be on TPHD at the time the leave commences.
 - e) Employees receiving benefits under this Article will be required to sign a return in service commitment for two (2) times the length of the top-up period.

3.10 Parental Leave

- 3.10.1 An Employee shall be granted parental leave providing they request such leave at least four (4) weeks before the date on which they intend to commence such leave.
- 3.10.2 To be eligible, an Employee must have worked for SGI thirteen (13) weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.
- 3.10.3 An Employee who applies for parental leave following maternity or adoption leave shall be granted leave of absence for a continuous period of not more than fifty nine (59) weeks, or not more than seventy one (71) weeks if the Employee is applying for parental leave only, which includes a one (1) week waiting period. This leave can commence no earlier than the date of birth of the child (or children) and is to be

completed within the seventy-eight (78) weeks following the actual date of birth of the child.

3.10.4 Where both parents are employed by the Corporation, it is understood that the Supplementary Benefits Plan is a maximum of twenty-six (26) weeks, to be apportioned between the two (2) Employees, if applicable.

3.10.5 Upon return from parental leave, permanent Employees will be reinstated in their former job.

3.10.6 Notwithstanding Article 3.10.5, temporary and term Employees will return to their job following parental leave providing the work is still available and/or the term of employment has not expired.

3.10.7 Upon return from parental leave, the Employee will receive the same salary and benefits as they received prior to such leave including any general salary increases and benefit changes which occurred during the period that they were on parental leave.

3.10.8 Benefits while on Parental Leave

a) Supplementary Benefits Plan. The objective of the Plan is to supplement Employment Insurance benefits received by permanent Employees while on parental leave. Temporary or term Employees are not eligible for the Supplementary Benefits Plan.

b) Parental Leave. The Employer agrees to provide to the eligible Employee(s), a Supplementary Benefits plan that falls within regulations of Employment and Social Development Canada (ESDC). The Plan will top up the benefits of Employees eligible for Employment Benefits to one hundred per cent (100%) of basic salary to a maximum of twenty-six (26) weeks following the waiting period. The total top-up payment will be based on the standard (non-extended) leave.

c) The total of all Supplementary Benefits Plan payments for maternity, adoption and/or parental leave shall not exceed twenty-six (26) weeks in any combination for each occurrence of such leave, whether shared by two (2) Employees or taken individually by one (1) Employee.

d) Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have their supplementary benefit plan payment calculated using the TPHD salary rate. Employees must be on TPHD at the time the leave commences.

e) Employees receiving benefits under this Article will be required to sign a return in service commitment for two (2) times the length of the top-up period.

3.11 Compassionate Care Leave

3.11.1 An Employee who intends on applying for Employment Insurance compassionate care leave benefits must advise the Employer at the time of application.

- 3.11.2 To be eligible, an Employee must have worked for SGI thirteen (13) weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.
- 3.11.3 An Employee who has been approved for the compassionate care leave benefit under Employment Insurance must notify the Employer in writing of their intent to commence such leave and provide documentation confirming such approval. Upon receipt of this information, the Employee shall be granted leave without pay for not more than twenty-eight (28) weeks, which includes a one (1) week waiting period, within a fifty-two (52) week period. Leave must be taken in one (1) week blocks of time.
- 3.11.4 Where two (2) Employees in the same family are employed by the Corporation, it is understood that the Supplementary Benefits Plan is a maximum of thirteen (13) weeks within a fifty-two (52) week period, to be apportioned between the two (2) Employees, if applicable.
- 3.11.5 On return from compassionate care leave, permanent Employees will be reinstated in their former job.
- 3.11.6 Temporary and term Employees will return to their job following compassionate care leave providing the work is still available and/or the term of employment has not expired.
- 3.11.7 Upon return from compassionate care leave, the Employee will receive the same salary and benefits as they received prior to such leave including any general salary increases and benefit changes which occurred during the period that they were on compassionate care leave.
- 3.11.8 Benefits while on Compassionate Care Leave
- a) Supplementary Benefits Plan. The objective of the Plan is to supplement Employment Insurance benefits received by permanent Employees while on compassionate care leave. Temporary and term Employees are not eligible for the Supplementary Benefits Plan.
 - b) Compassionate Care Leave. The Employer agrees to provide to the eligible Employee(s), a Supplementary Benefits plan that falls within regulations of Employment and Social Development Canada (ESDC). The Plan will top up the benefits of Employees eligible for Employment Benefits to one hundred per cent (100%) of basic salary to a maximum of thirteen (13) weeks within a fifty-two (52) week period, following the waiting period.
 - c) Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have their supplementary benefit plan payment calculated using the TPHD salary rate. Employees must be on TPHD at the time the leave commences.
 - d) Employees receiving benefits under this Article will be required to sign a return in service commitment for two (2) times the length of the top-up period.

3.12 Family Caregiver Benefit for Children

- 3.12.1 An Employee who intends on applying for Employment Insurance Family Caregiver Benefit for Children leave benefits must advise the Employer at the time of application.
- 3.12.2 To be eligible, an Employee must have worked for SGI thirteen (13) weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.
- 3.12.3 An Employee who has been approved for the Family Caregiver Benefit for Children leave benefit under Employment Insurance must notify the Employer in writing of their intent to commence such leave and provide documentation confirming such approval. Upon receipt of this information, the Employee shall be granted leave without pay for not more than thirty-seven (37) weeks, which includes a one (1) week waiting period, within a fifty-two (52) week period.
- 3.12.4 Where two (2) Employees in the same family are employed by the Corporation, it is understood that the Supplementary Benefits Plan is a maximum of seventeen (17) weeks within a fifty-two (52) week period, to be apportioned between the two (2) Employees, if applicable.
- 3.12.5 Upon return from Family Caregiver Benefit for Children leave, permanent Employees will be reinstated in their former job.
- 3.12.6 Temporary and term Employees will return to their job following Family Caregiver Benefit for Children leave providing the work is still available and/or the term of employment has not expired.
- 3.12.7 Upon return from Family Caregiver Benefit for Children leave, the Employee will receive the same salary and benefits as they received prior to such leave including any general salary increases and benefit changes which occurred during the period that they were on Family Caregiver Benefit for Children leave.
- 3.12.8 Benefits while on Family Caregiver Benefit for Children Leave
- a) Supplementary Benefits Plan. The objective of the Plan is to supplement Employment Insurance benefits received by permanent Employees while on Family Caregiver Benefit for Children leave. Temporary and term Employees are not eligible for the Supplementary Benefits Plan.
 - b) Family Caregiver Benefit for Children. The Employer agrees to provide to the eligible Employee(s), a Supplementary Benefits plan that falls within regulations of Employment and Social Development Canada (ESDC). The Plan will top up the benefits of Employees eligible for Employment Benefits to one hundred per cent (100%) of basic salary to a maximum of seventeen (17) weeks within a fifty-two (52) week period, following the waiting period.
 - c) Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have their supplementary

benefit plan payment calculated using the TPHD salary rate. Employees must be on TPHD at the time the leave commences.

- d) Employees receiving benefits under this Article will be required to sign a return in service commitment for two (2) times the length of the top-up period.

3.13 Crime-Related Child Death or Disappearance Leave

- 3.13.1 Leave of absence for crime-related child death or disappearance shall be granted to an Employee in accordance with the Saskatchewan Employment Act.
- 3.13.2 Notwithstanding Article 3.13.1, upon return from crime-related child death or disappearance leave, the Employee will receive the same salary and benefits as they received prior to such leave including any general salary increases and benefit changes which occurred during the period that they were on a crime-related child death or disappearance leave.
- 3.13.3 Upon return from crime-related child death or disappearance leave, permanent Employees will be reinstated in their former job.
- 3.13.4 Temporary and term Employees will return to their job following crime-related child death or disappearance leave providing the work is still available and/or the term of employment has not expired.

3.14 Canadian Armed Forces Leave

- 3.14.1 Leave of absence without pay shall be granted to an eligible Employee who is called for required training or to active duty as a Reservist in the Canadian Armed Forces. An Employee applying for such leave must advise the Employer **as soon as reasonably possible**. The Employee must provide formal confirmation from the Canadian Armed Forces.
- 3.14.2 To be eligible, an Employee must have worked for SGI thirteen (13) weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.
- 3.14.3 The job previously held by a permanent Employee on Canadian Armed Forces leave may be filled by posting or transfer with the condition that the successful incumbent may be subject to transfer within the same classification and geographic location when the Employee returns. The Employee desiring to return to work following Canadian Armed Forces leave will notify the Corporation at least four (4) weeks whenever possible, but in any case at least two (2) weeks prior to the desired date of return. On return from Canadian Armed Forces leave, the Employee will be reinstated in their former job if it has not been filled. If the job has been filled, the Employee may elect to be reinstated in their former job or elect to remain in the same classification in the same geographic location and be placed in the first available job.
- 3.14.4 Notwithstanding Article 3.14.3, temporary and term Employees will return to their job following Canadian Armed Services Leave providing the work is still available and/or the term of employment has not expired.

3.14.5 Upon return from the leave, the Employee will receive the same salary and benefits as they received prior to the leave including any general salary increase and benefit changes which occurred during the period that they were on leave.

3.14.6 Where required weekend and evening reservist training disrupts regularly scheduled shifts for shift Employees, the Employer reserves the right to reschedule such shifts to ensure the Employee continues to work the required number of shifts in the shift rotation schedule.

3.15 Leave for Public Office

3.15.1 An Employee who seeks nomination as a candidate or runs as a candidate for a municipal, provincial or federal election, board of education, the Conseil scolaire Fransaskois, or a band council, shall be granted leave of absence without pay, for a reasonable period.

3.15.2 An Employee who has been elected to a municipal, provincial or federal government, a board of education, the Conseil scolaire Fransaskois, or a band council, shall be granted leave of absence without pay, for the period during the Employee's term of office that may be necessary.

3.15.3 Upon return from leave for Public Office, permanent Employees will be reinstated in their former job.

3.15.4 Temporary and term Employees will return to their job following leave for Public Office providing the work is still available and/or the term of employment has not expired.

3.16 Organ Donation Leave

3.16.1 Leave of absence without pay shall be granted to an Employee for organ donation in accordance with the Saskatchewan Employment Act.

3.16.2 Upon return from organ donation leave, permanent Employees will be reinstated in their former job.

3.16.3 Temporary and term Employees will return to their job following leave for organ donation providing the work is still available and/or the term of employment has not expired.

3.17 Family Caregiver Benefit for Adults Leave

3.17.1 An Employee who intends on applying for the Employment Insurance Family Caregiver Benefit for Adults must advise the Employer at the time of application.

3.17.2 To be eligible, an Employee must have worked for SGI thirteen (13) weeks in the fifty-two (52) week period immediately preceding the day the leave of absence is commenced.

3.17.3 An Employee who has been approved for the Family Caregiver Benefit for Adults under Employment Insurance must notify the Employer in writing of their intent to

commence such leave and provide documentation confirming such approval. Upon receipt of this information, the Employee shall be granted leave without pay for not more than seventeen (17) weeks, which includes a one (1) week waiting period, within a fifty-two (52) week period. Leave must be taken in one (1) week blocks of time.

- 3.17.4 Where two (2) Employees in the same family are employed by the Corporation, it is understood that the Supplementary Benefits Plan is a maximum of seven (7) weeks within a fifty-two (52) week period, to be apportioned between the two (2) Employees, if applicable.
- 3.17.5 On return from Family Caregiver for Adults leave, permanent Employees will be reinstated in their former job.
- 3.17.6 Temporary and term Employees will return to their job following Family Caregiver for Adults leave providing the work is still available and/or the term of employment has not expired.
- 3.17.7 Upon return from Family Caregiver for Adults leave, the Employee will receive the same salary and benefits as they received prior to such leave including any general salary increases and benefit changes which occurred during the period that they were on caregiving leave.
- 3.17.8 Benefits while on Family Caregiver for Adults Leave
 - a) Supplementary Benefits Plan. The objective of the Plan is to supplement Employment Insurance benefits received by permanent Employees while on Family Caregiver for Adults leave. Temporary and term Employees are not eligible for the Supplementary Benefits Plan.
 - b) Family Caregiver for Adults Leave. The Employer agrees to provide to the eligible Employee(s), a Supplementary Benefits plan that falls within regulations of Employment and Social Development Canada (ESDC). The Plan will top up the benefits of Employees eligible for Employment Benefits to one hundred per cent (100%) of basic salary to a maximum of seven (7)-weeks within a fifty-two (52) week period, following the waiting period.
 - c) Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have their supplementary benefit plan payment calculated using the TPHD salary rate. Employees must be on TPHD at the time the leave commences.
 - d) Employees receiving benefits under this Article will be required to sign a return in service commitment for two (2) times the length of the top-up period.

3.18 Benefits While on Leave of Absence Without Pay

- 3.18.1 While on leave of absence without pay, Employees shall be entitled to the benefits of this Agreement as follows:
 - a) Employees on leave of absence without pay for reasons of disability, maternity leave, adoption leave, parental leave, compassionate care leave, Canadian Armed

Forces Leave, Family Caregiver for Children Leave, Crime-Related Child Death or Disappearance Leave, Leave for Public Office, Organ Donation Leave, Family Caregiver for Adults Leave, or illness or injury under the provisions of the Workers' Compensation Act, shall continue to earn seniority for the duration of the leave. Seniority will not be earned as a result of an extension to maternity leave, adoption leave, or parental leave. This Article shall be retrospective for those affected Employees who make application, in writing, to Human Resources.

- b) Where Employees have a leave occurrence or multiple leave occurrences that total more than **thirty (30)** working days in any one- (1) increment year, their increment date **shall** be adjusted, **upon their return**, by the amount of time they are absent from work in excess of **thirty (30)** working days.
 - i) **Employees on an approved leave outlined in 3.18 a) will be exempt provided their total leave occurrences are less than 120 days in any increment year. Any leave occurrences totalling more than 120 days will result in an adjustment to their increment date pursuant to 3.18 b) above.**
- c) Employees will retain any vacation leave, sick leave and credit towards increment which they had earned up to the time the leave of absence without pay was granted.

ARTICLE 4 – LEAVE OF ABSENCE WITH PAY

4.1 Judicial Proceedings

4.1.1 Leave of Absence with pay shall be granted to an Employee summoned for jury duty, **jury selection, sentencing circle** or subpoenaed as a witness. The Employee must **provide confirmation of participation and** turn over any witness or jury fees to the Employer.

4.2 No Fault Insurance (No Fault) Medical/Dental Appointments and Intermittent Absences

4.2.1 Where an Employee is in receipt of No Fault benefits to reimburse for lost time due to an injury sustained in a motor vehicle accident, the Employee is not eligible to receive collateral sick leave or family leave. The Employee is also not entitled to disability benefits unless income replacement benefits from No Fault and any auto extension insurance plan provide less than one hundred per cent (100%) of net pre-disability income.

4.2.2 An Employee will be entitled to use their accumulated sick leave during the seven (7) calendar days No Fault benefit waiting period. Where an Employee is absent from the workplace beyond the first seven (7) calendar days after the date of the accident, the Employee will receive compensation directly from the No Fault program. If an Employee is deemed to suffer from catastrophic injuries as a result of a motor vehicle accident, the seven (7) calendar day No Fault benefit waiting period will be waived.

4.2.3 Leave of Absence with pay shall be granted to an Employee who is required to attend medical and/or dental appointments due to an injury sustained in a motor vehicle accident. This leave will not be deducted from sick leave credits. The Employee will be required to complete a self-service absence entry on Workday indicating the name

of their Personal Injury Representative. The Employer may contact the Personal Injury Representative only to verify absences due to No Fault appointments.

4.2.4 Where an Employee is absent from the workplace for three (3) consecutive days or less at any one (1) time due to an injury sustained in a motor vehicle accident, a leave of absence with pay shall be granted. This leave will not be deducted from sick leave credits. The Employee will be required to complete a self-service absence entry on Workday, indicating the name of their Personal Injury Representative. The Employer will contact the Personal Injury Representative only to verify absences due to No Fault.

4.2.5 Where an Employee who has previously received No Fault is absent from the workplace for more than three (3) consecutive days at any one (1) time, the Employee will receive compensation directly from the No Fault program. Eligibility for these benefits will be determined by the Employee's Personal Injury Representative.

4.2.6 Where an Employee is required to attend to a family member injured in a motor vehicle accident, and is eligible for benefits under No Fault, the process(es) as above will apply.

4.3 Workers' Compensation Board (WCB) Medical/Dental Appointments and Intermittent Absences

4.3.1 When an Employee is injured in the performance of their duties during working hours, they must report such injury to Management immediately. **An Employee will be entitled to leave with pay on the first day of absence from work due to a workplace injury. Where an Employee is absent from the workplace beyond the first day of injury, payment will be made as follows:**

a) **If an injured Employee qualifies for full compensation from the Workers' Compensation Board (WCB), the Employer shall pay such Employee for a period not exceeding one (1) year, from the initial date of injury, the Employee's regular basic wage, less all normal deductions and benefit premiums. During this year, Employee and Employer pension contributions will be based on the full regular salary of the Employee. WCB will pay directly to the Employer the Employee's portion of WCB payments, during this one (1) year period. At the end of the one (1) year, the Employee may be eligible to receive compensation directly from WCB.**

4.3.2 **If WCB payments are reduced within the first year and the Employee refuses to accept light duties as recommended by WCB, the Employer's payment will be proportionately reduced.**

4.3.3 **Time off** with pay shall be granted to an Employee who is required to attend medical and/or dental appointments **intermittently** due to an injury covered by WCB. This leave will not be deducted from sick leave credits. The Employee will be required to complete a self-service absence entry.

4.4 Bereavement/Funeral Leave

4.4.1 Immediate family refers to spouse, child, parent, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law,

grandparent, grandparent of spouse, and-grandchild. The provisions of this Article will be extended to those cases where an established common-law, step relationship, legal guardianship or same-sex partnership exists.

4.4.2 In the case of death or serious illness when death follows in the immediate family, an Employee shall be granted leave of absence as required to a maximum of **seven (7)** working days. **Five (5) working days shall be with pay, two (2) working days shall be taken from the Employees accumulated sick leave.**

a) **Upon request, an additional two (2) days may be approved if the employee is required to travel in excess of 400 kms one way from their Primary Work Site to attend the funeral of a member of their immediate family, outlined in 4.4.1. Time taken shall be from the employee's accumulated sick leave.**

4.4.3 In the case of death of an Employee's co-worker, non-immediate family member, close friend, or other persons residing in the same household, an Employee shall be granted a maximum of one- (1) working day with pay per occurrence to attend the funeral or memorial service. The Employer shall not be required to close down any department or branch in order to grant leave to attend the funeral or memorial service of a co-worker. Requests for such leave shall be made to their Manager.

4.4.4 Subject to Management approval, the definition of **immediate** family may be expanded for the purposes of bereavement/funeral leave, where there is a cultural requirement. **An Employee may request two (2) additional bereavement days off as required, for cultural or religious practices. These days will not be unreasonably denied. Employees shall be allowed to use vacation credits, use banked overtime or be granted a leave without pay.**

4.5 Birth of a Child Leave

4.5.1 An Employee shall be granted one- (1) working day leave with pay, which must be taken within thirty- (30) calendar days following the birth of the Employee's child. The Employee must be an active Employee at the time of the birth of the child. Such leave shall not be deducted from sick leave credits.

4.6 Examinations

4.6.1 Leave of absence with pay shall be granted to write midterm and final exams for approved educational courses. This does not apply to rewrites of examinations.

4.6.2 No leave with pay or alternate time off will be granted where an exam falls on a day of rest (DOR) or a scheduled day off.

4.7 Family Leave

4.7.1 Leave of absence with pay shall be granted to Employees in the event of serious illness of or when it is essential that they attend to family matters in respect of their spouse, parent, child, sister, brother, mother-in-law, father-in-law, common-law, or same-sex partner. This clause will be extended to those cases where a step relationship or legal guardianship exists. Such leave shall be deducted from sick leave credits.

An Employee must notify their Manager of their absence as soon as possible and provide valid reasons for the absence and an estimate of the duration of the absence.

4.8 Emergency Leave

4.8.1 Employees shall be allowed to use a maximum of one- (1) working day of their accumulated sick leave per occurrence for non-family-related situations. Such situations may include but are not limited to a house fire, break-in, or sewage backup. Requests for such leave shall be made to their Manager.

- a) **Upon Management approval, in the event of inclement weather where travel is not recommended, Employees who reside outside the location of their primary work site may be allowed to move their day of rest, use vacation credits, use banked overtime or be granted leave without pay.**
- b) **Any movement of a day of rest must be within the current week or following week.**
- c) **In the event the Employee chooses to move their day of rest, the Employer shall not be required to pay any overtime pursuant to Article 30.**

4.9 Medical/Dental/EAP Appointments

4.9.1 Whenever possible Employees will schedule medical/dental/EAP appointments outside of working hours. Where that is not possible, Employees may use their sick leave to attend to appointments. Employees will endeavour to schedule these appointments to minimize disruption in the workplace.

4.10 Interpersonal Violence or Sexual Violence Leave

4.10.1 An Employee who is a victim of interpersonal or sexual violence is entitled to a leave of absence of up to ten (10) days in a period of fifty-two (52) weeks, in which the leave is taken either intermittently or in a continuous period.

4.10.2 The leave consists of a maximum of five (5) days leave with pay and a maximum of five (5) days **taken from their accumulated sick leave** in a period of fifty-two (52) weeks.

4.10.3 Leave pursuant to this Article may be taken for one of the following purposes: seek medical attention, to obtain services from a victim services organization, obtain professional or psychological counselling, to seek legal or law enforcement assistance or to relocate.

4.10.4 Confidentiality must be maintained in respect of all matters relating to an Employee's leave and are prohibited from disclosing such information except to persons who require the information to carry out their duties.

4.10.5 An Employee who takes a paid leave under this Article must provide the Employer with reasonable verification of the necessity of the leave that meets the requirements.

4.10.6 For Employees working less than full-time hours, the five (5) days of paid leave may be pro-rated based on the days the Employee would have been regularly scheduled to work in the time frame of the paid leave.

4.11 Citizenship Ceremony Leave

4.11.1 Leave of absence **with** pay for **four (4) hours** shall be granted to an Employee to attend **their own** citizenship ceremony.

ARTICLE 5 – UNION BUSINESS

- 5.1 Where an Employee has been approved by Management to attend Union business, they will receive a leave of absence. An Employee shall enter the absence on Workday and submit it to their Manager, immediately upon their return to duty.
- 5.2 On a monthly basis, the Union will be invoiced by the Employer for all Union Leave hours taken, where applicable. The total cost will include straight time hours plus benefits associated with the time loss. When the Employee on leave for Union business works a shift, the Employer will bill the Union for the entire shift.
- 5.3 The conduct of Union Business during office hours will only be permitted under the terms and conditions prescribed in Appendix E – Listed Letter of Understanding No. **13**.
- 5.4 The Union shall be provided a minimum of fifteen (15) minutes on the Agenda for New Employee Orientation (NEO) for a maximum of two (2) Union members. Travel time and costs, if any, shall be paid by the Union.
- 5.5 It is agreed that the Employer will provide notice boards for the use of the Union in suitable locations accessible to the Employees for the purpose of posting notices of interest to the Union.

ARTICLE 6 – SAFETY AND HEALTH

- 6.1 The Employer and the Union agree to maintain high standards of safety and health in all branches of the Employer in order to prevent injury or industrial illness. To this end the Employer and the Union shall be obligated to make their respective best efforts to continuously and jointly maintain and improve working conditions.
- 6.2 The Employer and the Employee shall comply with all applicable federal, provincial and municipal safety and health legislation and regulations. All standards established under the legislation and the regulations shall constitute minimum acceptable practice and may be improved upon by agreement of the Union/Employer safety and health committee or negotiations with the Union.
- 6.3 The Employer and the Union agree to form a safety and health committee consisting of eight (8) members of which an equal number of Employer and Union representatives shall participate.
- 6.4 Safety and Health Committee meetings will have a minimum of four (4) committee members in attendance which an equal number of Employer and Union representatives shall participate.

- 6.5 The Safety and Health Committee shall meet bi-monthly. This committee will review safety and health concerns as may be required and make recommendations to improve safety and health programs.
- 6.6 An inspection committee composed of one (1) Union Committee member and the safety and health Director/Manager, or in their absence a senior Employer representative and all area Directors/Managers of the areas to be inspected.
- 6.7 Union members of the Safety and Health Committee will be granted, subject to Management's approval, and not to be unreasonably denied, up to five (5) days of Employer paid educational leave to attend workplace safety and health approved schools and seminars.
- 6.8 Right to Refuse Unsafe Work
- 6.8.1 No Employee shall be discharged, penalized or disciplined for refusing to work on a job or in any workplace or to operate any equipment where they believe that it would be unsafe or unhealthy to themselves, or a co-worker.
- 6.8.2 An Employee may refuse to perform any particular act or series of acts where the Employee has reasonable grounds to believe that the act or series of acts is dangerous to the Employee's safety or health or the safety or health of any other Employee until:
- a) sufficient steps have been taken to satisfy the Employee otherwise; or
 - b) the Occupational Health Committee has investigated the matter and advised the Employee otherwise.
- If not satisfactorily resolved, this issue may be referred to the Occupational Health and Safety Branch.
- 6.8.3 Where a refusal has occurred, no other Employee shall be requested or assigned to perform the work without being advised of the previous refusal(s) and the reason(s) for the refusal(s).

ARTICLE 7 – RECRUITMENT

- 7.1 Recruitment shall be made according to merit, ability and competence. As far as practicable this shall be ascertained by examinations and personal interview.
- 7.2 A new Employee who has had previous experience related to the vacancy may be entitled to receive credit for such experience by placement at a wage rate commensurate with such experience. Temporary Employees who have had previous experience shall be entitled to similar consideration. The Union will be informed.

ARTICLE 8 – PROBATION

- 8.1 Probationary Periods
- 8.1.1 A probationary period shall be a predetermined period in the initial appointment, promotion, or transfer of Employees during which the Employer has the opportunity

to assess the adequacy of the Employee's ability and work performance in fulfilling the requirements of the assigned job.

8.1.2 To pass probation, the Employee will be required to meet all minimum requirements of the classification as assessed through satisfactory job performance. The Union will be notified of any extension or failure of a probationary period.

8.1.3 The probationary period shall be **nine (9) months** for all classifications.

8.2 On the successful completion of the initial or any probationary period an Employee shall be regarded as a permanent Employee.

8.3 If an Employee is off work for any reason for more than thirty- (30) calendar days during their probationary period, their probationary period shall be extended by the amount of time they are off work.

8.4 On request, Employees will be provided with a copy of their probationary or annual performance review.

8.5 Probation on Initial Appointment

8.5.1 If an Employee is promoted during their initial probationary period, they shall serve a new probationary period in the new job. If they fail to qualify, their services shall be terminated. However, if they have served a total of **six (6)** consecutive months with SGI since their last date of hire, they shall be reverted to the last job they previously held and complete the remainder of the probation period for that job.

8.5.2 Temporary Employees who are placed on permanent status in the same department and same classification shall have their probationary period back-dated to the date of their employment in that classification.

8.6 Probation on Promotion

8.6.1 If an Employee promotes, they shall be required to serve a new probationary period. If the Employee voluntarily reverts or is involuntarily reverted by the Employer during their probation period, they shall revert to their previous job and if applicable, complete the remainder of their probationary period for that job. If the Employee is non-permanent, their services shall be terminated.

8.6.2 If the Employee involuntarily reverts they shall not be eligible for promotion or **corporate progression** for six (6) months.

8.6.3 Employees actively on TPHD who promote into the same department and same classification as their TPHD assignment shall have their probationary period back-dated to the start date of their employment in the TPHD classification.

8.7 Probation on Promotion to Management

8.7.1 If a Union Employee promotes to a Management position and in the first year either voluntarily reverts or is involuntarily reverted by the Employer, they shall be placed

in their previous class in the same geographic location until a suitable placement can be found. Their salary will be adjusted in accordance with Article 26.6. If applicable, the Employee will complete the remainder of their probationary period for that job. The Employee shall be entitled to retain seniority earned up to the point that they promoted to Management.

8.8 Probation on Management Transfer

8.8.1 A permanent Employee who is transferred, by the Employer, to another job in the same classification shall not be required to serve a new probationary period.

8.8.2 a) A probationary Employee who is transferred, by the Employer, to another job in the same classification shall complete their probationary period for the first job while serving in the second.

b) If the Employee voluntarily reverts or is involuntarily reverted by the Employer during their probation period they shall revert to their previous job in the lower pay band and if applicable, complete the remainder of their probationary period for that job. If the Employee is non-permanent, their services shall be terminated. The provisions of Article 8.6.2 apply.

8.8.3 A permanent or probationary Employee who is transferred by the Employer to a different job in the same pay band may be required to serve a new probationary period, or complete the remainder of the probationary period they are currently serving. Where the Employee is required to serve a new probationary period and voluntarily reverts or is involuntarily reverted by the Employer during their probationary period, they shall return to the job they were transferred from, and if applicable, complete the remainder of their probationary period for that job. The provisions of Article 8.6.2 apply.

8.9 Probation on Transfer in a Posted Competition

8.9.1 A non-probationary Employee who transfers in a competition shall serve a new probationary period in the new job unless the duties and responsibilities are predominantly the same. If the Employee voluntarily reverts or is involuntarily reverted by the Employer during their probationary period they shall return to their last job. The provisions of Article 8.6.2 apply.

8.9.2 A probationary Employee who transfers in a competition shall serve a new probationary period. If the Employee voluntarily reverts or is involuntarily reverted by the Employer during their probationary period, the following will apply:

a) If the duties and responsibilities of the two jobs are predominantly the same the Employee shall revert to their last job and complete the remainder of their probationary period for that job. If the Employee is non-permanent, their services shall be terminated. The provisions of Article 8.6.2 apply.

b) If the duties and responsibilities are not predominantly the same, the Employee shall return to their last job and complete the remainder of their probationary period for that job. The provisions of Article 8.6.2 apply.

8.10 Probation on Demotion

- 8.10.1 a) A permanent Employee who voluntarily demotes or is demoted by the Employer into a job in which they had not previously attained permanent status, shall be required to serve a new probationary period.
- b) If the Employee involuntarily demotes, they will not be eligible for promotion for a period of six (6) months.
- 8.10.2 If the Employee is required to serve a new probationary period on voluntary demotion and reverts during their probationary period, they shall return to their previous job **and complete their probationary period in that job**. If the Employee is non-permanent **or fails to complete their probationary period in the higher-level job**, their services shall be terminated.
- 8.10.3 If the Employee is required to serve a new probationary period on involuntary demotion and is reverted by the Employer during their probationary period, they shall revert to a job in the next lower pay band. If the Employee has not served probation in the lower level job, they will be required to serve one. If the Employee is non-permanent, their services shall be terminated. The provisions of Article 8.6.2 apply.

8.11 Probation Completion After Conclusion of TPHD Assignment

- 8.11.1 An Employee who accepts a TPHD assignment while on initial probation or probation will be required to complete the remainder of their probationary period upon conclusion of the TPHD assignment.**

ARTICLE 9 – RESIGNATIONS

- 9.1 An initial probationary or temporary Employee who intends to resign their employment with the Employer shall give seven (7) calendar days' notice **whenever possible**.
- 9.2 A permanent or term Employee who intends to resign their employment with the Employer shall give thirty (30) calendar days' written notice **whenever possible**.
- 9.3 A notice of intention to resign or retire shall be deemed to have been given on the day when the notice is provided by the Employee to the Manager of the department or, in their absence, with the Human Resources Department.

ARTICLE 10 – DISCIPLINE AND DISMISSAL

- 10.1 No permanent Employee shall be dismissed or disciplined without good and sufficient cause. Except in the case of oral reprimands, the Employee shall be notified in writing of the discipline and the reasons for the disciplinary action. A copy of the letter shall be forwarded to the Union office.
- 10.2 Prior to any disciplinary action being taken, the Employer will advise the Employee of their right to have a Union Steward, Officer or Representative present. The Employee shall be provided reasonable notice in advance of any meeting of a disciplinary nature to arrange for a Union

Steward, Officer or Representative. Such notice shall include the purpose and the time of the meeting.

10.3 Except in the case of major misconduct, Management will consult with the Union before dismissal action is taken. In the case of a permanent Employee, if requested by a Union representative, Management will suspend the Employee for a period not in excess of seven (7) days before giving dismissal notice, if the Union feels such time is necessary to complete its investigation.

10.4 An Employee who is suspended shall leave the Corporation premises immediately.

10.5 Removal of Disciplinary Letters

10.5.1 The disciplinary letter will reference an Employee's right to request the removal of their disciplinary letter as per Article 10.5.2.

10.5.2 Employees who have been incident free from formal written disciplinary action for two- (2) consecutive years may apply in writing to the Manager of Employee Relations requesting that copies of disciplinary letters be removed from their file. These letters will be removed within seven- (7) working days, provided no disciplinary action is pending.

ARTICLE 11 – EMPLOYER NOTICE OF TERMINATION OF EMPLOYMENT

11.1 Except in the case of dismissal for good and sufficient cause, when a permanent or term Employee's services are to be terminated, **paid notice** shall be given, **as follows:**

- **Up to five (5) years of service – one (1) months' notice**
- **Five (5) years of service or greater – two (2) months' notice**

11.2 Except in the case of dismissal for good and sufficient cause, any temporary or initial probationary Employee whose services are to be terminated shall be given three (3) working days' notice in writing for each month of employment to a maximum of eighteen (18) days, provided that if such notice is not given, a sum equal to three (3) working days for each month of employment to a maximum of eighteen (18) days will be paid to such Employee.

ARTICLE 12 – VACANCIES AND JOB POSTINGS

12.1 Subject to the Corporation's overall business needs, appointments will take into consideration **seniority**, merit, skill and ability.

12.2 Vacancies in pay bands P01-P04, T01-T02, and S01-S02 are considered entry level and therefore shall not be posted.

12.3 Vacancies and new jobs that are filled by transfer shall not be posted. The Union will be notified.

12.4 Opportunities for temporary employment shall not be posted.

- 12.5 Notwithstanding Articles 12.2 to 12.4, notice of vacancies and new jobs shall be posted through the Corporation's online process not later than **thirty (30)** calendar days from the vacancy occurring.
- 12.6 Notice of vacancies and new jobs shall be issued through the Human Resources Department and posted for **a minimum of five- (5) working days up to a maximum of ten (10) working days**, except where the Employer and Union are **in agreement** that the posting period shall be **shorter or longer**.
- 12.7 Provisional postings for possible vacancies may be made subject to mutual agreement between Management and the Union.
- 12.8 The Union will be supplied with a copy of all postings.
- 12.9 After a vacant job has been posted, no withdrawal of posting shall be made except by mutual agreement.
- 12.10 a) Where the Corporation is not filling a vacated job or is abolishing a job, the Union will be advised in writing within **thirty (30)** calendar days, stating Management's specific reason(s) for doing so.
- b) When a vacated position has not been filled within **ninety (90)** calendar days the Corporation shall meet with the Union on a **quarterly** basis to discuss the status of the vacated job.
- 12.11 Posting of Adjuster II (Road)
- 12.11.1 An Adjuster II in the appropriate line of insurance, may voluntarily be transferred to a vacant Adjuster II (Road) position. Otherwise, Adjuster II (Road) vacancies will continue to be posted and filled in the normal manner. If there are no certified applicants for a specific Adjuster II (Road) job, it may be necessary to transfer a qualified Adjuster to such a vacancy.
- 12.12 For a period of thirty (30) working days from the close date of a posting, newly vacated positions in the same classification, same work hours and same location, as identified in the job posting, do not need to be posted. The hiring manager shall utilize the original candidate listing to fill the newly vacated position.**

ARTICLE 13 – APPLYING IN A JOB COMPETITION

- 13.1 Applications for posted jobs shall be made through the Corporation's on-line process.
- 13.2 If for any valid reason the on-line process is not available, an Employee may apply for any job by e-mail. Applications will not be considered if received after 11:59 p.m. (Saskatchewan time) on the closing date.
- 13.3 Availability for **Assessment**
- 13.3.1 Whenever possible, Employees should be available for **assessment** prior to the deadline set out in Article 13.7. If the Employee is on vacation or day of rest and the

Employer requests the Employee to be available, **the Employee shall be credited with** equivalent straight time, including travel time.

- 13.3.2 If an Employee is on leave of absence and the Employer requests the Employee to be available such that travel is required, travel costs will be paid by the Corporation.
- 13.3.3 An Employee shall be notified twenty-four (24) hours in advance of the commencement of the certification assessment.
- 13.4 The Union will be provided with an electronic copy of the completed competition sheets.
- 13.5 The Employer shall furnish the Union, on request, the details of qualifications of any Employee.
- 13.6 The Union may elect to call a selection panel for evaluating the applicants should they feel it necessary, within the time limits set out in Article 20.2. Such selection panel shall consist of a Talent Acquisition Diversity & Inclusion designate in Human Resources, line Management and one (1) Union representative. The Union may call in an additional Employee from the line area for reference purposes.
- 13.7 The Corporation will have **thirty (30)** days to determine if the job can be filled by a qualified applicant currently on staff.
- 13.8 Where there are no applicants in a competition, Management may select an external candidate, fill by transfer, repost, or place the job in abeyance.
- 13.9 In a nil certified competition, where no applicant or external candidate is selected, Management may fill by transfer, repost or place the position in abeyance.
- 13.10 Employees will be notified **monthly of permanent moves through the competition process on** the Corporate Intranet.

ARTICLE 14 – APPLICANT SELECTION IN JOB COMPETITIONS

- 14.1 Subject to the provisions of Article 16 and Article 17, in filling vacancies or making promotions, the applicant who has satisfactory job performance, has the most seniority, and is qualified will be given preference. To be considered qualified, an applicant must meet the minimum requirements as set forth in the Job Description.
- 14.2 To **meet the** educational requirements in a particular competition, an Employee must hold and provide verification of the required or equivalent credential(s) at the time of competition close. Verification must be received and date-stamped in Human Resources by 11:59 p.m. (Saskatchewan time) on the competition closing date.
- 14.3 Employees who were promoted in a **posted** competition, **and were unqualified as per Article 14.1**, will remain **unqualified** in any future competitions with the identical educational requirement until they complete the formal education.
- 14.4 Probationary Employees – Eligibility for **Participation in Job Competition**

- 14.4.1 Probationary **and Initial Probationary** Employees shall be eligible **to participate** in posted competitions.
- 14.5 An Employee's employment status at the time of competition close shall be used for the purposes of competition.
- 14.6 Employees with unsatisfactory job performance will be notified in writing that they will not be considered in posted competitions **or TPHD opportunities**. The duration of the prohibition will not exceed **six (6) months**. If an Employee is off work for any reason, except vacation, for more than thirty- (30) calendar days, the period of prohibition will be extended by that amount of time.
- 14.7 When there are no **qualified** applicants, **as defined in Article 14.1**, in the competition, **the successful applicant who meets more of the requirements for the role than other applicants, whether internal or external, may be selected by Management**.
- 14.8 **The applicant who is successful in any competition shall be placed in the new position within forty-five (45) calendar days of accepting the offer.**

ARTICLE 15 –CORPORATE PROGRESSION

- 15.1 Eligible career streams are identified in Appendix D Letter of Understanding #18 – Corporate Progression Classifications.
- 15.2 Ongoing progression discussions shall occur between Manager and Employee during career and performance conversations to determine employee interest, development and readiness prior to submitting an Employee Progression Review Form.
- 15.3 Eligibility
- 15.3.1 Employees must submit a formal application documenting their eligibility pursuant to the applicable Classification Progression Framework. Such eligibility requirements include but are not limited to the following being met on a consistent and sustained basis:
- a) Demonstrating full competence in current role.
 - b) Meets the Education and Experience or Equivalency for the higher-level classification as outlined in the established Job Description or equivalency framework.
 - c) Demonstrates behavioural competence in the higher-level classification as outlined in the corporation's Competency Model.
 - d) Completed a significant portion of the development, accreditation, and technical expectations as outlined in the applicable Classification Progression Framework.
- 15.3.2 Performance
- a) Employee and Manager can start to compile information and examples to demonstrate readiness for progression at any time however an application to

progress cannot be submitted or approved until the Employee has passed their probation (1 year) as well as completed a full performance cycle.

b) Employees must have a rating of "Met" or higher in their PDP and no formal discipline on their file on the date of application to be considered for progression.

15.4 There must be a business need for additional employee(s) at the higher level in order for the progression to be considered.

15.5 When there are more employees eligible to progress than business needs require the more senior Employee(s) will be selected to progress.

ARTICLE 16 – TRANSFER

16.1 Transfer means the voluntary or involuntary movement of a qualified Employee from one (1) job to another job in the same or a different classification in the same pay band. There shall be no involuntary transfer of an Employee to another geographical region.

16.2 Transfer shall not be interpreted to include the appointment of part-time Employees into full-time permanent jobs without posting of the jobs. However, Management may convert part-time jobs with incumbents to full-time, where the following criteria are met:

16.2.1 The incumbent at the time of conversion must agree to change to full-time status.

16.2.2 The conversion from part-time to full-time must be to the same classification.

16.2.3 The incumbent must have attained permanent status in the current classification at the time of conversion.

16.2.4 The incumbent must have been a permanent full-time Employee prior to changing to permanent part-time. The Employee must have no break in service from the last full-time employment.

16.3 Transfer shall not be interpreted to include the involuntary placement of full-time Employees to part-time status.

16.4 When an Employee applies in a posted competition for transfer, they shall be qualified **if they meet the minimum requirements set forth in the job description**. A **qualified** applicant for transfer shall be selected by the Manager provided they are senior to other **qualified** applicants

16.5 An Employee who has been employed in a location north of the 54th Parallel, after two (2) years of service at that location, shall be entitled when applying in a posted competition for transfer within the same classification or demotion to receive preference over all other applicants.

ARTICLE 17 – DEMOTION

17.1 Demotion means the voluntary or involuntary movement of an Employee from a job in one- (1) pay band to a job in a lower pay band.

- 17.2 **When an Employee applies in a posted competition for a demotion, they shall be qualified if they meet the minimum requirements set for in Article 14.1. A qualified applicant for demotion shall be selected by the Manager provided they are senior to other qualified applicants.**
- 17.3 If an Employee is demoted by Management they will not be eligible for promotion for a period of six (6) months.
- 17.4 If an Employee is off work for any reason, except vacation, for more than thirty- (30) calendar days during the period specified in Article 17.3, the period of ineligibility for promotion will be extended by the amount of time they are off work, subject to the maximums identified.

ARTICLE 18 – LAYOFFS

18.1 Definition

18.1.1 A layoff shall be defined as a reduction of permanent Employees.

18.2 General Provisions

18.2.1 a) In order to maintain harmonious relationships between the parties, where layoffs appear imminent the parties agree to work collaboratively in an effort to alleviate the concerns of the membership, and to resolve issues in a timely manner as they arise.

b) When layoffs of ten (10) or more Employees are determined or when a Branch is closed, written notice shall be sent to the Union in confidence as far in advance as possible, however never less than thirty (30) calendar days prior to the initial notice of layoff being issued.

c) The Union shall be provided with a list of all Employees, in order of seniority, affected by the initial notice of layoff. This list shall include the identified classification / department / division / branch or geographical location.

d) The Union shall be notified of the date, place and time of group or individual meetings where affected Employee(s) are advised of their layoff and/or their layoff options.

e) Prior to any layoff or layoff options meeting, the Employer shall advise the Employee of their right to have a Union Representative present. The Union Representative will be designated by the Union.

18.2.2 At Management's discretion, permanent Employees in areas affected by layoff may be eligible to voluntarily resign and receive severance as per the following:

a) One (1) week of pay for each year of seniority or portion thereof with a minimum payable of four (4) weeks to a maximum of twenty (20) weeks. One (1) week is defined as one fifty- second (1/52) of annual base salary. In addition:

i) Employees between fifty (50) and fifty-four (54) years of age or Employees with twenty (20) to twenty-four (24) years of seniority will receive an extra two (2) weeks of pay; or

ii) Employees fifty-five (55) years of age or older or Employees with twenty-five (25) years or more of seniority will receive an extra four (4) weeks of pay.

b) The Union shall be provided with a list of all Employees who resign in accordance with Article 18.2.2.

18.2.3 Temporary, term and initial probationary Employees shall be terminated prior to the layoff of any permanent Employee in the identified classification / department / division / branch or geographical location. Term and initial probationary Employees shall be terminated in reverse seniority order in the identified classification / department / division / branch or geographical location.

18.2.4 If further reductions are required, permanent Employees with the least seniority in the classifications affected in the identified classification / department / division / branch or geographical location will be given layoff notice.

18.3 No permanent Employee shall be laid off without having been given:

18.3.1 Four (4) weeks written notice to Employees with less than five (5) years seniority.

18.3.2 Six (6) weeks written notice to Employees with five (5) or more but less than ten (10) years of seniority.

18.3.3 Eight (8) weeks written notice to Employees with ten (10) or more years of seniority.

18.4 Layoff Options

18.4.1 An Employee who has been placed on layoff must, within seven (7) calendar days of receiving such notification, exercise one (1) of the following options. An Employee shall notify the Corporation, in writing, of their selection.

- a) Accept layoff and receive severance pay, in accordance with Article 18.5 – Severance in the Case of Layoff; or
- b) Exercise bumping rights, in accordance with Article 18.7 – Bumping Provisions and Article 18.8 – Bumping Procedures; or
- c) Accept layoff and exercise Re-employment Rights, in accordance with Article 18.9 – Re-employment Rights.

18.4.2 The Union shall be provided with a copy of the selected options of all Employees.

18.5 Severance

18.5.1 In the case of layoff a permanent Employee who elects severance shall receive two (2) weeks of pay for each year of seniority or portion thereof with a minimum payable of eight (8) weeks to a maximum of 40 (forty) weeks. Two (2) weeks is defined as two fifty-seconds (2/52) of annual base salary. In addition:

- a) Employees between fifty (50) and fifty-four (54) years of age or Employees with twenty (20) to twenty-four (24) years of seniority will receive an extra six (6) weeks of pay; or
- b) Employees fifty-five (55) years of age or older or Employees with twenty-five (25) years or more of seniority will receive an extra twelve (12) weeks of pay.

18.6 Career Assistance Options

18.6.1 Employees who elect to receive severance may elect one (1) or more of the following five (5) Career Assistance Options to a combined maximum value of five thousand dollars (\$5,000) calculated on the basis of one thousand dollars (\$1,000) for every two (2) years of service, pro-rated for partial years. Employees are required to notify the Corporation, in writing, of their selection.

a) Career Counselling and Job Placement

- i) Career counselling and job placement will be administered through a provider retained by the Corporation. The services can be accessed for a one (1) year period from the date of the Employee's severance.
- ii) Career Counselling and Job Placement services include assessment, resume writing, interview coaching, job search techniques, office support and expenses associated with attending interviews.

b) Retraining Assistance

- i) Retraining assistance will be provided in the form of payment of tuition fees at any accredited educational institute upon submission of an invoice.
- ii) Employees will be able to access retraining assistance over a three (3) year period commencing the date of the Employee's severance.

c) Relocation Assistance

- i) Relocation assistance will be administered in accordance with the provisions of the current **Corporate Relocation** Policy.
- ii) Relocation assistance will be limited to in-province relocation expenses.
- iii) Employees may access the relocation assistance over a one (1) year period commencing the date of the Employee's severance.

d) Career Adjustment Assistance

- i) Career adjustment assistance will be provided on a reimbursement basis for expenses Employees incur in pursuing alternative employment opportunities.
- ii) Employees may access career adjustment assistance over a one (1) year period commencing the date of the Employee's severance.

- iii) Expenses such as business start-up costs and travel to seek business or employment opportunities would be considered for reimbursement.

18.7 Bumping Provisions

- 18.7.1 Bumping is defined as the right of a senior permanent Employee being laid-off to replace the least senior Employee not being laid-off in a classification in the same or lower pay band for a position for which the Employee meets the minimum requirements.
- 18.7.2 In order to exercise bumping rights, an Employee must possess the minimum requirements for the position, as identified in Article 14 – Applicant Selection in Job Competitions.
- 18.7.3 Part-time Employees may exercise bumping or re-employment rights over a full-time Employee provided they have the seniority and agree to change their status to full-time.
- 18.7.4 Full-time Employees may exercise bumping or re-employment rights over a part-time Employee provided they have the seniority and agree to change their status to part-time.
- 18.7.5 Where one Employee in a job share arrangement is affected by layoff, both Employees will be given layoff notice. Provisions of Article 18 will apply to each Employee individually.
- 18.7.6 An Employee who elects to exercise bumping rights may be required to serve a probationary period, as per Article 8 – Probation, except where a probationary period has been previously served.
- 18.7.7 Wage and Increment Adjustment on Demotion Due to Layoff/Bumping
 - a) Whenever the salary prior to demotion is above the maximum established for the classification into which they are taking a demotion, the Employee’s salary shall be reduced to the maximum of the lower pay band.
 - b) Whenever the salary prior to demotion is within the pay band established for the classification into which they are taking demotion, the Employee’s salary shall remain the same until their increment date and then be increased by 6% or to the maximum of the lower pay band, whichever is less.
- 18.7.8 Employees required to relocate as a result of exercising one (1) of the bumping options, shall be entitled to have relocation costs paid by the Corporation in accordance with Article 35.5 – Moving Expenses.

18.8 Bumping Procedure

- 18.8.1 A laid-off Employee shall be placed in a vacant position in the same classification in the same geographic location.
- 18.8.2 In the event that no vacant position is available in the same classification in the same geographic location, the Employee must exercise bumping in the following order:

- a) Bump the Employee with the least seniority in the same classification in the same geographic location,
- b) Bump the Employee with the least seniority in any classification in the same pay band, in the same geographic location,
- c) Bump the Employee with the least seniority in any lower classification, in the same geographic location or bump the Employee with the least seniority in the same classification in the Corporation,
- d) Bump the Employee with the least seniority in any classification in the same pay band, in the Corporation,
- e) Bump the Employee with the least seniority in any lower classification in the Corporation.

18.8.3 If the Employee is unable to be placed under the foregoing conditions they may elect, subject to possessing the minimum requirements, temporary work if available.

18.8.4 If the Employee is unable to be placed under the bumping options they must elect either a) or c) of Article 18.4.1 – Layoff Options.

18.9 Re-employment Rights

18.9.1 With the exception of application for promotion, an Employee on the Re-employment List shall be eligible in order of seniority, to fill any vacancy for which the Employee has the minimum requirements and for which they have applied.

18.9.2 The re-employment period shall be restricted to twelve (12) consecutive months. An Employee who is on continuous layoff for a period in excess of twelve (12) consecutive months shall be automatically terminated from the employ of the Corporation.

18.9.3 a) Laid-off Employees who are on the Re-employment List will continue to accrue seniority, as per Article 19 – Seniority, for a period of twelve (12) consecutive months, for the purposes of job postings only.

b) On a monthly basis, on the last day of any given month, the Union shall be provided with a list of all laid-off Employees who remain on the Re-employment List.

18.9.4 Available positions shall be posted in accordance with Article 12 – Vacancies & Job Postings. Eligible laid-off Employees shall be considered in the competition. Laid-off Employees on the Re-employment List shall have access to Workday for the purposes of job postings only such that they can check on the status of job postings and apply. Employees on the Re-employment List retain the right to decline job offerings.

18.9.5 As per Article 16.6, an Employee who has been employed in a location north of the 54th Parallel, after two (2) years of service at that location, shall be entitled when applying in a posted competition for transfer within the same classification or demotion to receive preference over all other applicants.

ARTICLE 19 – SENIORITY

- 19.1 Seniority shall not be acquired by an Employee until they have become a permanent Employee. At that time, their seniority shall be made retroactive to the date of last hiring. Service in temporary employment shall only be credited when it has been continuous with the initial probationary employment. Service in full-time employment shall be credited when an Employee changes to permanent part-time employment only when it has been continuous with the full-time employment.
- 19.2 Seniority shall terminate for any one of the following reasons:
- 19.2.1 Dismissal;
 - 19.2.2 Voluntary resignation;
 - 19.2.3 Entering the excluded list in Article 1. However, any Employee who has been appointed beyond the scope of this Agreement shall retain seniority earned up to the time of their appointment;
 - 19.2.4 Termination of employment.
- 19.3 In July and January of each year, the Employer agrees to post a seniority list as of June 30 and December 31 of that year on the corporate intranet. A copy of this list shall be forwarded to the Union in July of each year.
- 19.4 Employees who were previously Employees with SGI and were re-hired within five (5) years of their termination date shall, upon four- (4) years continuous service following re-employment and application in writing, have all their SGI service time credited for purposes of seniority only. Previously earned seniority will only be credited where breaks in service are five (5) years or less. This provision will be retrospective.

ARTICLE 20 – GRIEVANCES

- 20.1 Grievance means any complaint or dispute brought by the Employer or by the Union on its own behalf or on behalf of any Employee(s) concerning matters relating to the interpretation, application, or alleged violation of this Agreement.
- 20.2 Where the Union contemplates filing a grievance, the Director/Manager of Employee Relations shall be informed of the intent to grieve in order to facilitate a Union/Management discussion concerning the facts of the matter prior to the grievance being filed. Employee Relations shall be advised of the intent to grieve within **fourteen (14)** calendar days of the event. If the matter is not resolved, formal presentation of the grievance shall be within **thirty (30)** calendar days of the event. **Any right to file a grievance will be forfeited if these deadlines are not met and the parties have not mutually agreed to an extension, in writing.**
- 20.3 All formal grievances shall be submitted, in writing, to the Director/Manager of Employee Relations who, within five- (5) working days of receipt will schedule a mutually agreeable time and date for the first step grievance.

20.4 Grievance – 1st Step

20.4.1 The Vice President of the Division where the grievance occurs shall discuss the matter with the Union committee and render their decision, in writing, within three- (3) working days of the grievance hearing. Where there is no Vice President or the Vice President is not available, Management will appoint a designate from the Division to hear the grievance.

20.4.2 In job selection grievances, for the purpose of the first step of the grievance procedure, the grievance will be heard by the Vice President of the area where the vacancy occurs. Where there is no Vice President or the Vice President is not available, Management will appoint a designate from the Division to hear the grievance.

20.4.3 If the individual designated to hear the grievance is signatory to the event being grieved, the grievance may upon mutual agreement between the Employer and the Union, be submitted to the next step in the process.

20.5 Grievance – 2nd Step

20.5.1 If a satisfactory settlement is not effected in Article 20.4, the Union shall within five- (5) working days submit the grievance in writing to the Director/Manager of Employee Relations who within five- (5) working days of receipt will schedule a mutually agreeable time and date for the second step grievance.

20.5.2 The Executive Vice President and Chief Human Resources Officer shall discuss the grievance with the Union Committee and render a decision, in writing, within five- (5) working days of the grievance hearing.

20.6 Grievance – 3rd Step

20.6.1 If a satisfactory settlement is not effected in Article 20.5, the Union shall, within five- (5) working days of receiving the Executive Vice President and Chief Human Resources Officer's decision, submit the grievance in writing to the Director/Manager of Employee Relations who, within five- (5) working days of receipt, will schedule a mutually agreeable time and date for the third step grievance.

20.6.2 The President and Chief Executive Officer shall discuss the matter with the Union Committee and render a decision in writing within five- (5) working days of the grievance hearing.

20.6.3 In the event that neither party requests referral of the grievance or dispute to a third party within thirty- (30) calendar days following submission of the President and Chief Executive Officer's decision, the grievance or dispute shall be considered settled on the basis of the President's and Chief Executive Officer's decision.

20.7 Union Committee

20.7.1 The Union Committee for Article 20.4.1 will consist of not more than two (2) members plus the aggrieved Employee(s). For Article 20.5.2 and Article 20.6.2 the Committee may be extended to not more than three (3) members plus the aggrieved Employee(s). The Union Committee will be comprised of a Steward, Council

Member, Union Executive Board Member, or Union Staff Representative. With the exception of a Union Executive Board Member, wherever possible, the Union Committee will be comprised of eligible members from the geographic location where the grievance is being heard.

20.8 Grievance Locations

20.8.1 Grievance locations will be designated by Management. The Grievor and/or Employees designated as Committee members will receive actual and reasonable expenses as per Articles 35.1.1, 35.1.2 and 35.1.3 when geographic travel is required to attend grievances. No Employee will have their regular base pay reduced by reason of time spent discussing the grievance with representatives of the Employer.

20.9 Exceptions to 1st Step Commencement

20.9.1 In the event a complaint or dispute becomes the subject of a grievance involving a group or groups of Employees that individually would normally require separate grievances to be heard by more than one (1) Vice President at the first step, the individual Employee grievances may be consolidated as one (1) grievance and be commenced at the second step of the grievance procedure.

20.9.2 In other cases where a complaint or dispute becomes the subject of a grievance involving a group or groups of Employees, the grievance may be commenced at the second step by mutual agreement between the Union and Management.

20.9.3 Grievances filed pursuant to Article 34 shall commence at the second step of the grievance procedure with the Executive Vice President of Human Resources or designate.

20.9.4 In cases of termination, the grievance may be commenced at the second step if mutually agreed to by Union and Management.

20.10 Employer Grievance

20.10.1 If the Employer has a grievance against the Union, the grievance may be submitted in writing by the President to the Union. Representatives of the Union shall meet the President or their designate to discuss the grievance within five- (5) working days of notification that there is a grievance and the Union shall render a decision within five (5) days of such discussions.

20.10.2 In the event that neither party requests referral of the grievance or dispute to a third party within thirty- (30) calendar days following submission of the Union's decision, the grievance or dispute shall be considered settled on the basis of the Union's decision.

20.11 Arbitration

20.11.1 In the event that a grievance or dispute involving the application, interpretation or administration of this Agreement is not settled through the regular grievance procedure to the satisfaction of both parties, such matter shall be the subject of arbitration in accordance with the procedure set out hereunder. **If the parties**

mutually agree, the use of a third-party mediator may be used prior to engaging in the arbitration process. Any costs incurred shall be shared.

- 20.11.2 Either party, within thirty- (30) calendar days of the receipt of the President's decision rendered under Article 20.6.2, may notify the other party of its intention to submit the dispute to arbitration.
- 20.11.3 Such notice shall include the name of that party's appointee to the Arbitration Board.
- 20.11.4 The party receiving such notice shall, within fifteen (15) calendar days, notify the other party of its appointee to the Arbitration Board.
- 20.11.5 Within fifteen (15) calendar days of the appointment of both nominees, the parties shall exchange names for the third member, who shall be the Chair of the Board. Unless otherwise agreed between the parties, the Chair shall be appointed within thirty- (30) calendar days of the initial exchange.
- 20.11.6 If the parties fail to agree on the selection of the Chair of the Board, Union and Management may mutually agree to approach the Chair of the Saskatchewan Labour Relations Board to name a Chair. Otherwise, the appointment shall be made by a Queen's Bench Court Judge upon the request of either party.
- 20.11.7 Whenever possible, within ten- (10) calendar days of the appointment of the Chair, the Board and the parties shall discuss the time and place of the hearing of the grievance. Unless otherwise agreed between the parties, the arbitration shall be scheduled within thirty- (30) calendar days of the appointment of the Chair.
- 20.11.8 The Arbitration Board shall hear all relevant facts to the dispute. The Board shall not have the power to change this Agreement or to alter, modify or amend any of its provisions or make any decision contrary to the provisions of this Agreement in rendering its decision. The Arbitration Board shall render its decision within thirty- (30) calendar days of the completion of the hearing.
- 20.11.9 a) In the event the dispute involved the dismissal of an Employee and the Employer is judged to have acted without sufficient cause, the Employee shall be reinstated in their original job with the Employer and shall be reimbursed for such lost time as determined by the Board.
- b) In the event the dispute involved the suspension of an Employee and the Employer is judged to have acted without sufficient cause, the Employee shall be reimbursed for such time lost as determined by the Board.
- 20.11.10 Where in any arbitration pursuant to Article 14 any question arises as to an applicant being qualified pursuant to Article 14.1 or whether the applicant selected possesses higher qualifications than the grievor(s), pursuant to Article 14.7 or whether there are demonstrable differences pursuant to Article 14.8, between the successful applicant and the grievor, the Employer shall show that such is the case. Such arbitration will be limited to the one (1) applicant/grievor designated by the Union.
- 20.11.11 The decision of the majority shall be the decision of the Arbitration Board and such decision shall be final and binding upon the parties.

- 20.11.12 Each party shall bear expenses of their own representatives, arbitrator and witnesses. The expenses of the Chair shall be shared equally by the parties.
- 20.11.13 A single arbitrator may be utilized upon mutual agreement of the Employer and the Union.

20.12 Time Limits

- 20.12.1 The time limits as set out in the various clauses of this Article may be extended by mutual agreement.

ARTICLE 21 – HOLIDAYS

- 21.1 The following days shall be observed as statutory holidays without deductions of pay in Saskatchewan: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Saskatchewan Day, Labour Day, **National Day for Truth and Reconciliation**, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, and any federal or provincial proclaimed holiday.
- 21.2 On July 1st of each year, all Employees on staff with the exception of Summer Students will receive one (1) personal floater day added to their accumulated vacation to be taken by June 30 of the following year.
- 21.3 When a holiday falls on an Employee's regularly assigned day of rest and they do not work on such day, they shall be granted an alternative day off or an additional day's pay in lieu thereof.
- 21.4 When a statutory holiday falls on a Saturday or Sunday, the day in lieu will be observed on the following Monday.**
- 21.5 Religious or Cultural Events**
- 21.5.1 Upon Management approval, Employees may be allowed to move their day of rest, use vacation credits, use banked overtime, or be granted a leave without pay for the observance of a substantiated religious or culturally significant day(s) to a maximum of three (3) times per year. Such requests will not be unreasonably denied.**
- a) All requests and approvals shall be in writing. Requests must be submitted a minimum of sixty (60) days prior to the day(s) being observed.**
 - b) Any movement of a day of rest must be within the current week or following week of the day being observed.**
 - c) In the event the employee chooses to move their day of rest, the employer shall not be required to pay any overtime pursuant to Article 30.**

ARTICLE 22 – ANNUAL VACATION

22.1 Vacation Earnings

- 22.1.1 From the first year through to the completion of the seventh year of employment, an Employee shall earn vacation leave calculated on the basis of 1.25 working days (3/52) each calendar month of employment.
- 22.1.2 From the commencement of the eighth year through to the completion of the fourteenth year of employment, an Employee shall earn vacation leave calculated on the basis of 1.67 work days (4/52) for each calendar month of employment.
- 22.1.3 From the commencement of the fifteenth year through to the completion of the twenty-fourth year of employment, an Employee shall earn vacation leave calculated on the basis of 2.083 work days (5/52) for each calendar month of employment.
- 22.1.4 From the commencement of the twenty-fifth year of employment and for each year thereafter, an Employee shall earn vacation leave calculated on the basis of 2.5 work days (6/52) for each calendar month of employment.
- 22.1.5 Partial months of employment will be pro-rated based on the number of actual hours worked in that month.
- 22.1.6 a) Permanent Employees having previously served with SGI, any Saskatchewan Executive Government Ministry **Saskatchewan Health Authority**, or Saskatchewan commercial Crown Corporation shall have their service credited for purposes of vacation entitlement only. Entitlement will be effective upon receipt of formal verified documentation of previous service time.
- Saskatchewan commercial Crown Corporations:
- | | |
|------------|------------|
| CIC | SaskWater |
| SaskTel | STC |
| SaskPower | SaskGaming |
| SaskEnergy | SOCO |
- b) Permanent Employees working in Manitoba, having previously been employed in the insurance industry in a position relevant to their current position, shall have their service credited for purposes of vacation entitlement only. Entitlement will be effective upon receipt of formal verified documentation of previous service time.
- 22.1.7 An Employee whose service with the Employer terminates or is terminated will receive pay for accumulated unused vacation leave to be calculated at the Employee's current rate of pay.

22.2 Vacation Scheduling

- 22.2.1 Vacation leave shall be granted on a rotation basis mutually acceptable to the Employee and their Manager provided that:

- a) To the fullest extent practicable, an Employee shall be permitted to take their vacation leave in any year between the 1st day of May and the 30th day of September.
- b) With Management approval, an Employee may use their vacation leave as it is earned.
- c) If the Employee and their Manager have not arrived at a mutually satisfactory arrangement regarding the time and manner for taking annual vacation leave prior to **March 31**, the Employer may notify the Employee in writing as to the time or times that such leave will be taken. The Employee will be given a minimum of four (4) weeks' notice as to the dates they will be required to take their vacation leave.
- d) Any vacation leave in excess of four- (4) consecutive weeks must be approved by the Vice-President of the Division.
- e) When the Corporation requires the Employee(s) to cancel pre-approved vacation, the Employee shall immediately notify their Manager of any vacation costs associated with travel arrangements. If the Employee is unable to cancel or reschedule travel plans without incurring costs, such costs shall be reimbursed by the Corporation provided the Employee submits evidence of the costs and its non-recoverability or non-transferability.

22.2.2 As of June 30 of each year, no Employee shall have more earned vacation accumulated than their annual rate of earnings (3/52, 4/52, 5/52, 6/52) unless there has been special permission for carryover granted. In cases where Employees have more than their accumulated earnings, Management will schedule the excess vacation.

22.3 Vacation Rescheduling

22.3.1 If as the result of illness or injury an Employee is prohibited by the instructions of a physician from reporting to work immediately prior to the period in which such Employee has been scheduled to take vacation leave, they shall be allowed to reschedule their vacation leave.

22.3.2 While on vacation, or immediately prior, if as a result of illness or injury an Employee is hospitalized or confined under the care of a doctor for two (2) working days or more, they shall be considered as on sick leave for the number of days for which medical substantiation is provided and they shall be allowed to reschedule the remainder of their vacation leave.

22.3.3 An Employee who would normally be eligible for bereavement leave as outlined in Article 4.4.2 while on vacation shall be allowed to reschedule their vacation days.

22.4 Vacation Carryover

22.4.1 Before the 31st day of **March** in any year an Employee may request, **in writing to their Manager**, a carryover of up to five (5) days of accumulated vacation leave **over**

the amount referenced in Article 22.2.2. The Employee will be notified in writing if their request is approved or denied.

22.4.2 In special circumstances, the Vice President of the Division or designate may authorize carryover of up to ten (10) days.

ARTICLE 23 – SICK LEAVE

23.1 With the exceptions of injury covered by Workers' Compensation Board (WCB) and No Fault Insurance benefits, Employees shall be entitled to use their accumulated sick leave for the purpose of illness or injury, subject to the provisions of the Disability Plan.

23.1.1 Medical Certificates

- a) The Employer reserves the right to require an Employee to submit a certificate of illness where there are reasonable grounds to suspect abuse of sick leave, as follows:
 - i) **From a duly qualified physician or nurse practitioner to substantiate absences due to illness.**
 - ii) **From their care provider to confirm attendance at appointments (mental health professional or addictions counsellor).**
- b) The Employer reserves the right to require an SGI Medical Certificate where a disability claim appears imminent for the purposes of early intervention.
- c) The cost of a certificate of illness or a SGI Medical Certificate, if any, shall be paid by the Employer.

23.1.2 It is understood that Employees whose illnesses occur during leave of absence or during annual vacation and extend beyond their scheduled return to work will be eligible for sick leave benefits as of their scheduled return to work.

23.1.3 An Employee, shall notify the Manager of their absence at once, and immediately upon their return to duty enter an absence on Workday and submit it to their Manager. However, if upon investigation by the Manager there appears to be abuse of sick leave provisions by the Employee concerned, the Manager may recommend that payment for such leave be withheld.

23.2 Sick Leave Allotment

23.2.1 All Employees shall be allotted sick leave at the rate of **one and one quarter (1 ¼)** working days (**ten (10)** hours) upon the completion of each month of active employment to a maximum bank of one hundred (100) days or eight-hundred (800) hours. Partial months of employment will be pro-rated based on the number of actual hours worked in that month.

23.3 When an Employee's illness is excluded from benefits under the disability plan, the Employee shall be entitled to use the annual sick leave allotment and accumulation referred to in Article

23.2. The use of sick leave will not apply in those instances when disability plan benefits have been exhausted, denied, or when a claim has not yet been adjudicated.

23.3.1 Employees may be entitled to use accumulated sick leave credits for up to a maximum of thirty (30) calendar days when actively applying for an appeal and awaiting an appeal decision on a short-term disability claim from the Employer's disability provider. This provision applies to the first appeal only and does not alter or remove the requirement for Employees to apply for disability leave as outlined in Article 24.2.4.

a) Provided the Employee has contacted Health Management to discuss their intentions, Employees shall have access to their sick leave credits immediately upon notification of a denial of short-term disability benefits from the Employer's disability provider. Failure to contact Health Management may result in ineligibility for use of sick leave.

b) In the event the appeal is approved the Employee shall have their sick leave credits returned to their sick leave bank.

ARTICLE 24 – BENEFIT PLANS

24.1 Pension Plans

24.1.1 The Employer shall provide contributions, as required by the plan text, on behalf of Employees registered in the following pension plans:

- Contributory Superannuation Plan for the Employees of SGI.
- Public Service Superannuation Plan.
- Public Employees Pension Plan.

24.1.2 Employees registered in the Contributory Superannuation Plan for the Employees of SGI will be provided with a statement indicating pension equity as soon as possible after the first quarter of each year. Employees registered in the remaining pension plans will receive statements as required by the applicable plan text.

24.2 Short-Term and Long-Term Disability Plans

24.2.1 All Employees on the completion of the third month of employment are eligible for benefits under the disability plan(s).

24.2.2 Employees on Temporary Performance of Higher Duty (TPHD) for more than five (5) consecutive days shall have their disability benefit calculated using the TPHD salary rate. Employees must be on TPHD at the time of disability and must meet the eligibility requirements under 24.2.1.

24.2.3 Employee's on a gradual return to work are not entitled to a day of rest in accordance with Article 29.1.1, however, in no event will an Employee work more than seventy-two (72) hours at regular rates in a two (2)-week period.

24.2.4 Short-Term Disability (STD)

- a) After seven (7) consecutive calendar days of absence due to illness, Employees are required to submit an application for short-term disability benefits.
- b) The short-term disability plan will be funded by the Employer.
- c) The Employee may supplement the short-term disability benefit up to a maximum of one hundred per cent (100%) of basic salary for an approved short-term disability claim using their accumulated sick leave.
- d) Short-term disability benefits will be adjusted for economic increases on effective dates as per Appendix A – Salary Schedule.
- e) Short-term disability will be provided to Employees beyond age sixty-five (65).

24.2.5 Long-Term Disability (LTD)

- a) The costs of the long-term disability portion of the plan shall be cost-shared between the Employee and the Employer.
- b) Long-term disability benefits will be adjusted when there is an economic increase in Appendix A – Salary Schedule. Employees will be eligible for seventy per cent (70%) of the economic increase, capped at one hundred per cent (100%) of Consumer Price Index (CPI), after being on long-term disability for one (1) year at the effective date of the increase. The cost of this benefit will be borne by the Disability Plan.
- c) On March 31 and October 31 of each year the Union will be provided with the names of Members of the bargaining unit who are on approved long-term disability.
- d) Long-term disability benefits will not be provided to Employees after the age of sixty-five (65).
- e) Long-term disability benefits will not be provided to temporary Employees.
- f) Long-term disability benefits will be provided to term Employees for a maximum of two (2) years.

24.3 Benefit Premium Contributions

- 24.3.1 The Employer paid share of the Group Life Insurance Plan premium will be the first \$30,000 coverage.
- 24.3.2 The Employer shall pay one hundred percent (100%) of the premiums for the Travel Accident Plan for Company Business. Additional coverage available under the Voluntary Accident Insurance Plan shall be at the Employee's expense.
- 24.3.3 The Employer shall pay one hundred percent (100%) of the premiums for the Basic Dental Plan.

- 24.3.4 The Employer paid premiums of the Health Care Plan, Vision Care Plan, and Dental Supplemental Plan will be negotiated and the terms identified in a Letter of Understanding. Any premiums in excess of the Employer paid premiums that are required to support these plans with appropriate reserves shall be at the Employee's expense.
- 24.4 The Employer will in no instance be considered to be the insurer for any of the benefit plans referenced in Article 24.1 to Article 24.3.
- 24.5 Supplementary Benefit Plans
- 24.5.1 Refer to Article 3 for detail of Supplementary Benefit Plans for Employees on maternity, parental, adoption, compassionate care, Family Caregiver Benefit for Children and Family Caregiver Benefit for Adults leave.
- 24.5.2 Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD, please refer to Article 3 for detail.
- 24.6 Flexible Spending **and** Wellness Account
- 24.6.1 The Employer shall provide eligible permanent and term Employees with a Flexible Spending **and** Wellness Account (FSWA), as follows:
- **On October 1, 2024, \$1,900 will be allocated to the FSWA**
 - **On October 1, 2025, and annually thereafter, \$1,750 will be allocated to the FSWA.**
- Refer to Appendix D – Letter of Understanding No. 14 for program details.

ARTICLE 25 – JOB EVALUATION

- 25.1 The Corporation and the Union are committed to the principle of equal pay for work of equal value through a joint gender-neutral job evaluation methodology.
- 25.2 A standing joint Job Evaluation Committee (JEC), consisting of sixteen (16) members with equal representation from Union and Management, will maintain the job evaluation plan. The Union and Management will ensure eight (8) members each are fully trained and available to ensure continuity, commitment to JEC. Due consideration will be given to gender and divisional representation in the selection of committee members.
- 25.3 The Corporation and the Union shall each appoint one (1) representative to act as Chairpersons to the JEC. It is the responsibility of the Co-Chairs to administer the Job Evaluation Plan.
- 25.3.1 The members of the JEC shall be trained in equal pay for work of equal value principles, eliminating bias in job evaluation, the application of the Job Evaluation Plan and any other training as deemed necessary. The cost of this training shall be underwritten by the Corporation.
- 25.4 Quorum of the JEC will consist of six (6) members, with an equal number of Union and Management representatives.

- 25.4.1 The Management and Union Co-Chairs (or back-ups) are non-evaluating members and are excluded from the Quorum requirements.
- 25.4.2 The Union and the Corporation will make every effort to ensure quorum is maintained in JEC proceedings.
- 25.5 In the interest of maintaining neutrality in the JEC proceedings, the Executive Vice President of Human Resources and the President of the Union will not sit as members of the JEC.
- 25.6 The JEC will meet on a monthly basis, or as otherwise determined by the JEC Co-chairs.
- 25.7 Members of the JEC have a mandate to evaluate jobs through Article 27, Article 31, Article 32 or as otherwise required. Decisions of the JEC shall be considered final and binding notwithstanding the Review or Appeal process.

ARTICLE 26 – WAGE ADMINISTRATION

- 26.1 Employees shall be paid by automatic deposit twice monthly on or before the fifteenth and last day of each month.
- 26.2 Increment Date
 - 26.2.1 Where an Employee is confirmed as a permanent Employee, as per Article 8.2, between the 1st and the 15th of the month, their increment date will be the 1st of the month.
 - 26.2.2 Where an Employee is confirmed as a permanent Employee, as per Article 8.2, between the 16th and the end of the month, their increment date will be the 16th of the month.
 - 26.2.3 Employees will receive their regular within-grade increases on their increment dates except that an increment may be withheld on the basis of unsatisfactory performance. The Employee will be given fifteen (15) days' notice prior to the effective date of the withheld increment.
- 26.3 Wage Adjustment on Promotion
 - 26.3.1 If an Employee's current salary is within the pay band for the higher-grade job, it shall be increased by 6% up to the maximum of the pay band, whichever is less.
 - 26.3.2 If an Employee's current salary is below the minimum of the pay band for the higher-grade job, it shall be increased by 6%, or to the minimum of the pay band, whichever is greater.
 - 26.3.3 Applicants who are on TPHD and are appointed in a posted competition in the same classification, same department, shall retain their current TPHD salary.

26.4 Increment Adjustment on Promotion

- 26.4.1 Where an Employee promotes and successfully completes their probationary period between the 1st and the 15th of the month, their increment date will be the 1st of the month.
- 26.4.2 Where an Employee promotes and successfully completes their probationary period between the 16th and the end of the month, their increment date will be the 16th of the month.
- 26.4.3 Whenever an Employee's increment date or an adjustment in salary occurs on the same date as a promotion or reclassification, the Employee shall receive their increment or adjustment before the promotional formula is applied.

26.5 Wage and Increment Adjustment on Demotion Due to Layoff/Bumping

- 26.5.1 Whenever the salary prior to demotion is above the maximum established for the classification into which they are taking a demotion, the Employee's salary shall be reduced to the maximum of the lower pay band.
- 26.5.2 Whenever their salary prior to demotion is within the pay band established for the classification into which they are taking demotion, the Employee's salary shall remain the same until their increment date and then be increased by 6%, or to the maximum of the lower pay band, whichever is less.

26.6 Wage and Increment Adjustment on **Reversion or** Demotion

- 26.6.1 When an Employee voluntarily reverts during probation, or is reverted due to failure in their probationary period, the Employee's salary and increment date shall be adjusted as follows:
- a) Their salary shall be reduced to the rate in the lower pay band they would have received had they not been promoted.
 - b) Their increment date will be the same as that held prior to promotion.
- 26.6.2 When an employee voluntarily demotes, or is involuntarily demoted, the Employee's salary and increment date shall be adjusted as follows:**
- a) Whenever the salary prior to demotion is within the pay band established for the classification into which they are taking the demotion, the Employee's salary shall remain the same.**
 - b) Whenever the salary prior to demotion is above the maximum established for the classification into which they are taking the demotion, the Employee's salary shall be reduced to the maximum of the lower pay band.**
 - c) Their increment date shall be changed to coincide with the effective date of the demotion.**

26.7 Wage and Increment Adjustment on Demotion Due to Job Accommodation

26.7.1 When an Employee demotes as a result of a job accommodation, the Employee's salary shall remain the same in the lower pay band or be reduced to the maximum of the lower pay band, whichever is less. Their increment date shall remain unchanged.

26.8 Wage and Increment Adjustment on Temporary Performance of Lower Duties (TPLD)

26.8.1 **If an Employee is successful in obtaining or accepts a temporary assignment to a lower-level job, their salary shall remain the same in the lower pay band or be reduced to the maximum of the lower pay band, whichever is less.**

26.8.2 **An Employee's current increment will be held in abeyance for the duration of the TPLD assignment, however when an Employee has been continuously assigned TPLD to the same job for at least one year, the Employee will be entitled to an annual 6% increment in the TPLD pay band, up to the maximum of the pay band.**

26.9 Shift Differential

26.9.1 In addition to regular rates of pay, effective January 1, **2023**, shift Employees shall be paid **\$1.49** per hour for all hours worked after 6:00 p.m. and prior to 6:00 a.m. Monday through Friday and Saturday from 6:00 a.m. to 6:00 p.m. Shift differential will not apply for overtime hours worked.

a) In addition to regular rates of pay, effective **January 1, 2025**, shift Employees shall be paid **\$1.68** per hour for all hours worked after 6:00 p.m. and prior to 6:00 a.m. Monday through Friday and Saturday from 6:00 a.m. to 6:00 p.m. Shift differential will not apply for overtime hours worked.

26.9.2 Notwithstanding Article 26.9.1, in addition to regular rates of pay, shift Employees shall be paid **\$2.19** per hour for all hours worked from Saturday after 6:00 p.m. and prior to Monday at 6:00 a.m. Shift differential will not apply for overtime hours worked.

• Notwithstanding Article 26.9.1, in addition to regular rates of pay, **effective January 1, 2025**, shift Employees shall be paid **\$2.47** per hour for all hours worked from Saturday after 6:00 p.m. and prior to Monday at 6:00 a.m. Shift differential will not apply for overtime hours worked.

26.9.3 In addition to regular rates of pay, Building Operators who have a scheduled lunch break in excess of one-and-one-half (1½) hours shall be paid a shift differential of **\$1.07** per hour for all hours worked on shift. Shift differential will not apply for overtime hours worked.

a) In addition to regular rates of pay, **effective January 1, 2025**, Building Operators who have a scheduled lunch break in excess of one-and-one-half (1½) hours shall be paid a shift differential of **\$1.21** per hour for all hours worked on shift. differential will not apply for overtime hours worked.

26.10 Retirement Allowance

26.10.1 The Employer shall provide a Retirement Allowance Program (RAP) to eligible permanent Employees. Refer to Appendix D – Letter of Understanding No. 12 for program details.

26.11 Employee Service Allowance

26.11.1 The Employer shall provide an Employee Service Allowance Program (ESAP) to eligible permanent Employees. Refer to Appendix D – Letter of Understanding No. 13 for program details.

ARTICLE 27 – TEMPORARY PERFORMANCE OF HIGHER DUTY (TPHD)

27.1 TPHD Eligibility

27.1.1 If an Employee is required and assigned for a temporary period to perform the duties or supervisory responsibilities of a higher-level job or, duties and responsibilities which lead to a change to their factor ratings such that the job is placed in a higher pay band, they shall receive temporary performance of higher duty (TPHD) pay.

27.1.2 TPHD will be paid on a daily basis where an Employee is assigned work in a higher level job and works in that job for at least fifty per cent (50%) of the workday.

27.1.3 When an Employee is assigned duties that fall within their current classification those duties will not be considered TPHD.

27.1.4 When the assignment of TPHD occurs for more than twelve (12) months, the Union will be informed. The length of the TPHD will not exceed twenty-four (24) months unless Management and the Union mutually agree.

27.2 Wage Adjustment on Assignment of Intermittent TPHD

27.2.1 Employees who are assigned TPHD for five (5) consecutive days or less will receive \$20 per day, in addition to their regular rate of pay.

27.3 Wage Adjustment on Assignment of Continuous TPHD

27.3.1 Employees who are assigned TPHD for more than five (5) consecutive days will have their salary adjusted as follows:

- a) If an Employee's current salary is within the pay band for the higher-grade job, their salary shall be increased by 6% up to the maximum of the pay band, whichever is less.
- b) If an Employee's current salary is below the minimum of the pay band for the higher-grade job, their salary shall be increased by 6%, or to the minimum of the pay band, whichever is greater.

27.3.2 In no event will the TPHD rate of pay exceed the maximum rate of the higher classification.

27.3.3 TPHD to Management

- a) Where an Employee is assigned a higher job set out in Article 1.1.2 of this Agreement with the exception of direct responsibilities related to performance Management, discipline, and formal evaluation of in-scope Employees, the Employee shall be paid an additional five per cent (5%) over and above their present rate. This amount may be increased to a maximum of ten per cent (10%) over and above their present rate at Management's discretion. Union dues will continue to be paid for the duration of the TPHD.
- b) Where an Employee is offered and accepts the full responsibilities of a higher job set out in Article 1.1.2 of this Agreement, including responsibilities related to performance management, discipline, and formal evaluation of in-scope Employees, the following process will apply:
 - The Employee will be excepted from the agreement during the TPHD assignment. The Employee will sign a waiver agreeing that the provisions of this Collective Agreement will not apply. The Union shall be provided with the signed waiver.
 - The Employee will retain any seniority, sick leave, and credit towards increment, which they had earned up to the time of the TPHD assignment.
 - Upon conclusion of the TPHD assignment, the Employee will receive the same salary and benefits as they received prior to such assignment including any general salary increases and benefit changes, which occurred during the period in which they were on assignment.
 - The start and end dates of the TPHD shall be included in the waiver. The Union shall be notified where there is an extension to the TPHD assignment. No TPHD to Management position will extend beyond two (2) years unless mutually agreed to by all parties.

27.3.4 **If an Employee is required and assigned for a temporary period to perform additional higher-level duties that do not fall into a job within the current Job Classification Plan, while remaining in their base position, they may be entitled to receive TPHD pay.**

- a) **Employees will be eligible for a salary adjustment of 4%, as determined by Management.**
- b) **Any compensation determined through this process would be provisional for the duration of the TPHD, in the event that the duties become permanent the role would undergo the normal job evaluation process pursuant to Article 31.5.**

27.4 TPHD Salary Adjustment

- 27.4.1 Where an Employee has been continuously assigned TPHD to the same job for at least one (1) year, the Employee will be entitled to annual 6% increment in the TPHD band on the annual anniversary date of the TPHD assignment.
- a) At no time shall the Employee's TPHD salary be less than 6% from their base salary **subject to minimum and maximum of the higher level pay band.**
 - b) **If the base pay changes** in the first year of the TPHD assignment **the adjustment to their TPHD salary shall be no less than 6%. The adjustment** date becomes the new TPHD increment date.
 - c) Increments while on TPHD are subject to satisfactory job performance.
- 27.4.2 When an Employee's TPHD assignment concludes, the Employee's salary shall be reduced to the salary in the lower pay band they would have received had they not been on TPHD. Their increment date will be the same as that held prior to TPHD assignment.

ARTICLE 28 – CONTRACTING OUT

- 28.1 The Employer retains the right to engage persons who are not Employees of the Corporation to carry out contract work, provided that the exercise of this right will not displace Employees covered by this Agreement. With the exception of the occasional use of Independent Adjusters, the Employer agrees to notify the Union in writing when this right is exercised.

ARTICLE 29 – HOURS OF WORK

29.1 Normal Hours of Work

- 29.1.1 A basic work period will consist of nine (9) eight- (8) hour days over a two- (2) week period, Monday to Friday inclusive. An Employee's normal working hours are 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.
- 29.1.2 The day of rest shall be either Friday or Monday unless a mutually agreed upon day is accepted by the Employee and Management. The Union will be notified upon agreement.

29.2 Flex-Time

- 29.2.1 Flex-time shall be subject to the approval of Management. Such approval shall not be unreasonably denied. Unless otherwise agreed, Employees shall be entitled to work normal Employee work hours as defined above.
- 29.2.2 Employees who work approved flex-time may be assigned to provide customer service during the modified portion of their work day.

29.2.3 Subject to the following, all Employees, except field staff, part-time, and shift workers may work flex-time provided that appropriate coverage is maintained between 8:00 a.m. and 5:00 p.m. All other conditions as set out under the Collective Bargaining Agreement will apply.

- a) Excluding a meal break, all Employees will be at work between 9:00 a.m. and 4:00 p.m.
- b) Start time will be between 7:00 a.m. and 9:00 a.m. Finish time will be between 4:00 p.m. and 6:00 p.m.
- c) The meal break period will be no less than thirty (30) minutes and no more than one hundred and twenty (120) minutes and will be taken between 11:30 a.m. and 2:00 p.m.
- d) Employees will have the opportunity to change schedules on a monthly basis. Start/finish meal times must be submitted to their Manager for approval at least seven (7) days prior to month end. Such approval shall not be unreasonably denied.
- e) In order to maintain appropriate coverage, the Manager, upon at least seven- (7) days' notice prior to month end, may require Employees to reschedule their selected times.
- f) In other cases, in order to provide appropriate coverage for vacation leave, sick leave, days of rest or other leaves, Employees may be required upon the request of Management to temporarily adjust their daily hours to cover for absent Employees to ensure continuous coverage between the hours of 8:00 a.m. and 5:00 p.m. In these cases, the Employee will be provided as much lead time as reasonably possible before the adjusting of schedules.

29.3 Varied Hours of Work

29.3.1 In order to provide service to the public to coordinate scheduling of work to correspond with services provided by outside agencies, or to meet legitimate business needs, it is understood that hours of work for individual Employees or groups of Employees will be varied, including noon-hour service where deemed necessary by the Employer.

29.3.2 Employees who are required to complete customer transactions occurring prior to their start time, during their coffee or meal breaks, or at the end of their normal work day will be given alternate equivalent time off.

29.3.3 Employees listed hereunder shall have varied hours of work:

- a) Corporate Mail Services: hours of work will be varied for Mailroom Pickup and Delivery between 7:30 a.m. to 4:30 p.m.; Warehouse Pickup and Delivery afternoon service between 1:15 p.m. to 5:15 p.m.; and some Mailroom Postal service between 7:45 a.m. to 4:45 p.m.

- b) Salvage Retail and Wholesale Services: hours of work will be varied to provide services to the public on Saturdays. Salary for Saturday will be on the basis of eight (8) hours pay for seven (7) hours worked, pro-rated for shorter hours of work. Employees will not be entitled to the Saturday day shift differential, as identified in Article 26.8.1
- c) Operations Analysts: refer to Appendix D – Letter of Understanding No. 1 – Hours of Work – Operations Analysts for details.
- d) Permit Office Representatives: refer to Appendix D – Letter of Understanding No. 2 – Scheduling of Hours of Work – Permit Office for details.
- e) Facilities Management: refer to Appendix D – Letter of Understanding No. 3 – Hours of Work – Facilities Management for details.
- f) Traffic Safety Community Outreach & Marketing Programs: refer to Appendix D – Letter of Understanding No. 4 – Hours of Work – Field Status for details.
- g) Claims and Appraisal Services: refer to Appendix D – Letter of Understanding No. 5 – Scheduling – Claims and Appraisal Services.
- h) Driver Examination Services: refer to Appendix D – Letter of Understanding No. 6 – Scheduling – Driver Examination Services & Branch and IRP Issuing Services.
- i) Expansion Initiatives: refer to Appendix D – Letter of Understanding No. 8 – Scheduling – Expansion Hours of Work for details.

29.4 Shift Work

- 29.4.1 Where shift work is necessary Management will arrange such shifts, however they will constitute a basic work period of seventy-two (72) hours over a two- (2) week period and not more than five- (5) consecutive working days without a day off.
- 29.4.2 It is agreed that the Employer will cooperate with the Union in resolving any problems arising out of Article 29.4.1.

29.5 Rest Periods

- 29.5.1 Except as otherwise provided, a twenty- (20) minute rest period shall be allowed all Employees for each scheduled four- (4) hour consecutive work period.

29.6 Business & Training Travel Time

29.6.1 Business Travel

- a) In situations where an Employee is required to travel either within province or out-of-province, to attend to Corporate business, and when travel time must occur outside of normal working hours, the Employee shall be paid in accordance with Article 30 – Overtime.

29.6.2 Compulsory Training

- a) In situations where the Employee's Manager has designated compulsory attendance of an Employee at a conference or an educational program located within Saskatchewan and when actual travel time to or from the program or conference must occur outside of normal office hours, the Employee shall, be paid at the overtime rate when in excess of eight (8) hours for such time traveled.

29.6.3 Non-Compulsory Training

- a) In all other situations, such as non-compulsory attendance, personal development, voluntary registration, etc., for conferences or educational programs, travel time will not be considered time worked.

29.7 Technical Training on a Day of Rest (DOR)

- 29.7.1 Where an Employee attends a Management approved, technical training program that is directly related to their current job, and this program falls on their scheduled day of rest (DOR), the Employee shall receive the overtime rate.

ARTICLE 30– OVERTIME

30.1 Except where otherwise agreed, Employees who are required and authorized to work in excess of normal working hours in any one (1) day or who are required to work on Saturdays, Sundays, or regular days of rest, shall be paid at regular overtime rates which means double the current base rate of pay. If the Employee **is called back to work, either remotely or onsite, after a minimum of thirty (30) minutes**, they shall receive a minimum of two- (2) hours pay at regular overtime rates. If overtime occurs on a statutory holiday, the two- (2) hour minimum shall be paid in accordance with Article 30.6.

30.2 Except in the case of critical situations as designated by the President and Chief Executive Officer affecting service to our policy holders, **or in cases of critical needs to maintain business services as identified by Management**, overtime in excess of **two (2) hours** in any week shall be on a voluntary basis. Regular overtime as referred to in this Agreement shall mean double the rate of pay.

30.3 Overtime shall be offered based on overtime requirements, to all eligible Employees.

30.3.1 Employees are expected to notify their manager in writing of their availability for overtime opportunities.

30.4 If an Employee is required or authorized to remain at work for more than three (3) hours beyond their normal workday they are entitled to claim reimbursement for dinner.

30.5 Field Status

30.5.1 Notwithstanding Article 30.1, Employees in classifications listed hereunder shall have field status:

Adjuster II (Road)
 Appraisers (Road)
 Broker Partnership Representative
 Building Maintenance Technician – Branch Premises – one (1)
 Community Relations Coordinators – Marketing Programs
 Carrier Compliance Officer
 Claims Construction Specialist
 Experience Designer
 Senior Experience Designer
 Driver Education Liaison
 Driver Education Assessment Coordinator
 Electrician – Head Office – one (1)
 Issuer Representatives
 Marketing Coordinator
Marketing Programs Specialist
Operational Support (Student) – Marketing Programs
Operational Support (Student) – Traffic Safety Community Outreach
 Risk Evaluators
 Safety Officers
 Technical Advisor
 Traffic Safety Coordinators – Traffic Safety Community Outreach
Traffic Safety Program Coordinator
 Salvage Transportation Operator

- 30.5.2 **The hours of work of field staff will be seventy-two (72) hours averaged over a two (2) week period.** The hours of work are undefined on a daily basis. However, the normal work period will be nine (9) eight- (8) hour days over a two- (2) week period and field staff should regulate their hours accordingly.
- 30.5.3 Whenever it becomes necessary for any Employee with field status to work in excess of forty (40) hours in a scheduled five- (5) day week or thirty-two (32) hours in a scheduled four- (4) day week, they will report the matter to their Manager who will take immediate steps to correct the situation. **Any hours worked in excess of seventy-two (72) hours in a two (2) week period shall be paid at applicable overtime rates. Subject to Appendix D Letter of Understanding #4.** Employees with field status who are required to work a day of rest or a Saturday or Sunday, are entitled to overtime pay for the hours worked.
- 30.5.4 When Building Maintenance Technicians, Electricians, Branch Building Operators, Facilities Coordinators and Facility Planners who do not have field status travel outside of their designated geographic location, the following will apply:
- a) Discretionary hours worked or voluntary travel time that results in hours of work in excess of eight (8) hours in one (1) day shall be taken off at straight time within the normal two- (2) week work period as defined in Article 29.1.
 - b) Where Management requires and authorizes hours in excess of eight (8) hours in one (1) day, they shall be paid out at normal overtime rates.
 - c) These Employees, when required and authorized to work on days of rest, Saturdays, Sundays or holidays, shall be paid at the applicable overtime rates.

- 30.6 When Employees are required to work on a statutory holiday or a day designated by SGI as the day on which the Corporation will observe the statutory holiday, they shall be paid, in addition to their regular rate, at a rate of double time. Where an Employee works on both a statutory holiday and on the day designated by SGI, premium pay shall apply only to the statutory day.
- 30.7 Standby Duty
- 30.7.1 An Employee scheduled on standby, whether or not they carry a telecommunications device, will be paid two (2) hours at straight time for each day. If a standby call requires attendance at the workplace, Employees are expected to arrive promptly
- 30.7.2 When an Employee's job requires them to be on standby, they will participate in the rotation. Where possible, standby rotations will be assigned on a voluntary basis. Where an Employee has not participated in the voluntary rotation, they may be scheduled by Management in order to provide scheduling relief and skill development. Schedules will be posted at least ninety-six (96) hours in advance.
- 30.7.3 Where possible, no Employee will be compelled to accept standby on two- (2) consecutive weekends or on two- (2) consecutive holiday weekends.
- 30.8 Callback
- 30.8.1 If an Employee **is called back to work, either remotely or onsite**, a minimum of **thirty (30) minutes after the end of their scheduled workday**, they shall receive a minimum of two (2) hours' pay at regular overtime rates, regardless of where the work is performed. An Employee may receive multiple callbacks during the two- (2) hour minimum period but will not receive additional overtime unless they exceed two-(2) consecutive hours of work from the time of the original callback. A subsequent callback beyond the two- (2) hour minimum from the original call will generate a new two- (2) hour minimum period. If a statutory holiday, the two- (2) hour minimum shall be paid in accordance with Article 30.6.
- 30.9 Banked Overtime
- 30.9.1 An Employee working overtime shall be entitled to payment at double their regular wage rate. However they may elect either of the following options:
- a) Double time pay for all overtime hours worked.
 - b) An equal amount of straight time pay and straight time off for all overtime hours worked.
- 30.9.2 Election of method of payment of overtime shall be made by the Employee prior to the overtime being authorized. However, no Employee, at any time, shall have more than five (5) days of banked overtime.
- 30.9.3 When an Employee requests **to take banked** overtime in accordance with the above, such time off will be scheduled subject to mutual agreement of the Employee and the Employee's Manager. Time off will not be granted if it would directly result in more

overtime **in the department. Banked** overtime off must be scheduled in not less than **four (4) hour increments**, except for residual hours.

- 30.9.4 All banked overtime days, up to the five- (5) day maximum must be used prior to December 31 of each year. There will be no holdover of banked overtime. **Any balance remaining as of December 31 will be paid out in the following pay period.**
- 30.9.5 Overtime as earned in accordance with Article 30.8 is exempt from **banked** overtime provisions. As well, regularly scheduled overtime on an ongoing basis shall be exempt from **banked** overtime provisions.

ARTICLE 31 – CLASSIFICATION OF JOBS

- 31.1 The Employer shall establish and maintain job descriptions. Amendments to the job descriptions shall be made by the Employer from time to time as changes in organization and work assignments require. Written descriptions for each job shall be published.
- 31.2 The established requirements for each job shall constitute the basis for evaluating jobs. Requirements for jobs may be established or amended by the Employer. Requirements will include accountabilities, responsibilities, skills, education, knowledge and experience, and other job-specific requirements necessary to perform the duties of a job and evaluate a job.
- 31.3 In the establishment of new descriptions and amendments to present classes, the Employer agrees to negotiate hours of work with the Union if the position is outside the standard hours of work.
- 31.4 New Classifications
 - 31.4.1 In the establishment of new classes Management will complete a Job Description and appropriate Job Analysis (JA) documentation.
 - 31.4.2 Any classification requests will be assigned a HR Consultant, JE who will work with the Manager and designates to complete the JA documentation required for job evaluation.
 - 31.4.3 In the event that the JEC is not meeting in a timely manner, a provisional rating may be assigned by the Chairpersons. The provisional rating will be taken to the JEC at the next meeting.
- 31.5 Reclassifications
 - 31.5.1 The Chairs will ensure reclassification requests are due to changes that have occurred as a result of the assignment of new responsibilities or there are substantive changes to the jobs responsibilities or accountabilities. A reclassification is not a re-write of the previously evaluated information.
 - 31.5.2 To minimize impacts to existing jobs, changes to jobs that result in a review of a job from structure changes, must have Vice President approval(s) prior to proceeding.

- 31.5.3 Any valid reclassification request as defined in Article 31.5.1 will be assigned a HR Consultant, JE who will work with the Manager and designates to complete the JA documentation required for job evaluation.
- 31.5.4 Employees in single incumbent classifications will be provided with the opportunity to provide input to the updated job description. Incumbents in multi-incumbent jobs will be directed to identify one designate to provide input.
- 31.5.5 In the event that the JEC is not meeting in a timely manner, a provisional rating may be assigned by the Chairpersons. The provisional rating will be taken to the JEC at the next meeting.

31.6 Review and Appeal Process and Timelines

- a) Within five (5) days of the JEC's decision, Management, Union and Employee or Employee Designate when a multi-incumbent role, will be advised of the JEC result. When there is a multi-incumbent role, Management is responsible to inform the Employee Designate when one is not known by the Management Chair. The Management, Union or Employee designate can request to meet with the JEC Chairs to discuss and review result within five (5) days of the result being shared.
- b) Following the review meeting if the concerns are resolved, the evaluation will be considered final and binding.
- c) If the concerns are not resolved, the respective party will be provided with Appeal documentation. Appeal documentation must be submitted to the Chairs within thirty (30) days of being advised on JEC decision.
- d) Upon receipt of the Appeal documentation, the Chairs will review the request and determine if the Appeal has been substantiated in accordance with Article 31.5.1. Should a review be deemed necessary the Appeal will be presented at the next JEC meeting. The results of the Appeal will be considered final and binding.

31.7 Salary Adjustment Resulting from Job Evaluations

- 31.7.1 Should the review result in the job being placed in a higher pay band, the job incumbent will not be subject to posting and the promotional formula will apply. If the JEC decision is made not later than the 15th of the month, it will be effective from the first day of that month. Otherwise it will be effective the first day of the month following. The effective date of amendment will determine the annual increment date. A new probationary period will not be required.
- 31.7.2 Notwithstanding Article 31.7.1, where a job was scheduled for review by the JEC and the meeting is subsequently rescheduled, the effective date shall be back-dated to the date of the originally scheduled meeting.
- 31.7.3 Should the review result in the job being placed in a lower pay band and the incumbent's rate is above the maximum, the job incumbent would be red-circled at the current rate, effective the date of JEC decision.

- 31.7.4 Should the review result in the job being placed in a lower pay band, the Employee's eligibility for promotion, transfer, or demotion, will be based on the lower pay band.

ARTICLE 32 – MAINTAINING THE JOB EVALUATION PROGRAM

- 32.1 Six (6) months following the creation of a new job, the HR Consultant, JE, will contact the line area to determine if the job has changed to ensure the accuracy of the original evaluation. Should a review be required the regular process defined in Article 31.5 will apply.
- a) Should the review result in the job being placed in a higher pay band, the job incumbent would be entitled to a retroactive pay increase, to date of placement in the job, based on a re-calculation of the promotional formula. The job will not be subject to posting.
 - b) Should the review result in the job being placed in a lower pay band and the incumbent's current rate is above the maximum, the job incumbent would be red-circled at the current rate, effective the date of JEC decision.
- 32.2 The Corporation can select a maximum of thirty (30) jobs per year for consideration for review that they believe may have had a substantive change to either the job or the area. The HR Consultant, JE will discuss the review with the line area to determine if a review is recommended. Those recommended must have a substantive change to responsibilities or the nature of the work has changed since the last review. Positions selected must not have been evaluated in the last twenty-four (24) months not withstanding Article 31.5.1.
- 32.3 A summary of the Annual Review will be submitted to the Union and the line area. The summary will include all jobs considered for review and those deemed necessary for re-evaluation. The summary will also list all jobs evaluated in the last twelve (12) months. The Union and Management will have the opportunity to review and amend prior to finalizing the Annual Review list.
- 32.4 Upon submission of the Annual Review summary, those selected for re-evaluation will be evaluated within six (6) months.
- 32.5 Anytime there is a substantive structural change (i.e. multiple jobs are changed or introduced) within the team or area, the HR Consultant, JE will discuss the potential impacts to other jobs to determine if re-evaluation is warranted.

ARTICLE 33 – TECHNOLOGICAL AND ORGANIZATIONAL CHANGE

- 33.1 33.1.1 Where technological or organizational change is likely, Management and the Union will discuss technological change and organizational initiatives.
- 33.1.2 The above will apply where a technological change or an organizational change is likely to result in the displacement of five per cent (5%) or more of total in-scope staff.
- 33.2 At Management's discretion, Employees in areas affected by technological or organizational change and who have a redeployment option may be eligible to voluntarily resign and receive severance as per the following:

33.2.1 One (1) week of pay for each year of seniority or portion thereof with a minimum payable of four (4) weeks to a maximum of twenty (20) weeks. One (1) week is defined as one fifty- second (1/52) of annual base salary. In addition:

- a) Employees between fifty (50) and fifty-four (54) years of age or Employees with twenty (20) to twenty-four (24) years of seniority will receive an extra two (2) weeks of pay; or
- b) Employees fifty-five (55) years of age or older or Employees with twenty-five (25) years or more of seniority will receive an extra four (4) weeks of pay.

33.3 At Management's discretion, Employees in areas affected by technological or organizational change and who do not have a redeployment option may be eligible to voluntarily resign prior to layoff notice being given. They will receive severance as per the following:

33.3.1 Two (2) weeks of pay for each year of seniority or portion thereof with a minimum payable of eight (8) weeks to a maximum of forty (40) weeks. Two (2) weeks is defined as two fifty- seconds (2/52) of annual base salary. In addition:

- a) Employees between fifty (50) and fifty-four (54) years of age or Employees with twenty (20) to twenty-four (24) years of seniority will receive an extra six (6) weeks of pay, or
- b) Employees fifty-five (55) years of age or older or Employees with twenty-five (25) years or more of seniority will receive an extra twelve (12) weeks of pay.

33.4 Wage Adjustment

33.4.1 Management recognizes its responsibilities and obligations to all Employees of the Corporation, and particularly to those adversely affected because of technological or organizational change.

- a) A displaced Employee whose seniority is sufficient to permit retention on the active payroll but is reclassified to a lower pay band, shall have their present salary frozen at the current rate.
- b) If the displaced Employee's salary is within the lower pay band, they shall be eligible for increments and negotiated increases. If their salary is above the lower pay band, they shall be ineligible for any increments or negotiated increases until they promote, or until the Employee's salary is within the lower pay band.
- c) A displaced Employee who reverts to a lower pay band in accordance with the above, shall have preferential seniority recognized for any new job or vacancy in their former pay band, provided they have the necessary ability to perform the work involved.

ARTICLE 34 –EQUITY IN THE WORKPLACE

34.1 Equal Pay

34.1.1 The Employer and the Union agree to practice the principle of equal pay for work of equal value.

34.2 No Discrimination

34.2.1 The Employer agrees to administer in good faith the principle of treating all Employees equally with fair and reasonable employment practices in accordance with all applicable provincial human rights legislation and regulations.

34.2.2 The Employer agrees not to discriminate against any Employee because of their activity as a member of the Union.

34.3 Respectful Workplace

34.3.1 All staff have the right to work in a safe work environment and each person has the responsibility to treat others with respect.

34.3.2 The Union and the Employer consider harassment (Article 34.4) and conflict (Article 34.5) in the workplace to be unacceptable and recognize the right of Employees to work in a respectful workplace.

34.3.3 Normal social conduct between people based on a position of equality and/or mutual consent does not constitute harassment or conflict.

34.3.4 Appropriate managing which may include counselling, performance management and appraisal, work assignment, and disciplinary action, as part of Management's responsibility does not constitute harassment or conflict.

34.3.5 Employees are encouraged to discuss with their Manager any issue or concern related to their employment.

34.3.6 A complainant may be subject to discipline if the complaint is proven to be maliciously invented.

34.4 Harassment

34.4.1 Harassment is any conduct, comment, or display by a person(s) that is unwanted or unwelcome and which is directed at an Employee or group of Employees and is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin.

34.4.2 Harassment can also be repeated comments or actions which abuse or humiliate and clearly interferes with an Employee's work performance or creates an intimidating or hostile working environment.

34.4.3 Harassment may be verbal, physical, visual, or psychological. Harassment may include but is not limited to:

- Jokes that cause awkwardness or embarrassment.
- Spreading malicious rumours.
- Comments, looks, and/or suggestions which might reasonably be found to be unwelcome, objectionable or offensive.
- Display of racist, sexist, or other offensive material.
- Sexually suggestive or obscene comments or gestures.
- Unwanted sexual advances.
- Unwanted physical contact, such as touching, patting or pinching.
- Verbal abuse, threats or intimidation.
- Physical or sexual assault.

34.5 Conflict

34.5.1 Conflict is a perception or difference that exists between two or more people that causes behaviours that negatively affect their work roles and responsibilities. Conflict undermines the right of all Employees to work in a mutually respectful work environment.

34.5.2 The Employer and the Union will attempt to resolve conflict involving an Employee through alternate dispute resolution techniques. Where this is not successful, the Employer may resort to progressive discipline.

34.6 Reporting Procedure

34.6.1 In the case of alleged harassment or conflict, an Employee will bring the situation to the attention of:

- The Director, Employee Relations, designated to review harassment complaints; or
- The Manager of the area; or
- Union Officer; or
- Occupational Health and Safety Co-Chairs

who will bring this matter to the attention of the Executive Vice President and Chief Human Resources Officer or designate to ensure the complaint is promptly reviewed.

34.6.2 In the case of alleged harassment, the matter will be reviewed to determine if there is a prima facie case for harassment. If there is no prima facie case, the matter may be addressed through Article 34.5.

34.6.3 Counselling, at no cost, through an employee assistance program is available to any Employee involved in the incident. The Corporation may impose counselling on Employees where there are reasonable grounds to believe it is necessary.

34.6.4 Grievances under this Article shall commence at the second step of the grievance procedure. Grievances under this Article will be handled with all possible confidentiality and dispatch.

34.6.5 Employees who are being subjected to customer harassment will draw this to the attention of their Manager, who will deal with the problem promptly.

34.7 Job Accommodation

34.7.1 The Employer, the Union and the Employees recognize their obligation to participate in job accommodations. Where an Employee has requested a job accommodation or has stated that medical issues are preventing them from attending work regularly or from performing duties of their job, they will provide the Corporation with appropriate medical information, to support the job accommodation.

34.7.2 At the time of a job accommodation request, Employees will be advised of their right to Union representation.

34.7.3 If the Union presents a signed release from the Employee, their medical information related to the job accommodation will be provided to the Union.

34.7.4 If an Employee has demonstrated that they cannot perform the work required, the Employer may call for an examination of the Employee by a physician of the Employer's choice at the Employer's expense. Should such physician's report indicate that the Employee is able to work but is not capable of continuing to perform the duties of their job in a satisfactory manner, the Employer will in accordance with Article 2.2, of the Collective Agreement retain the Employee in a more suitable classification and department. If at any later time the Employee has regained their ability to perform the duties of their former job in a satisfactory manner, the Employee will be restored to their former classification as soon as a vacancy arises in that classification. When assessing the ability of the Employee to perform the duties of their former job, an Employee may be referred to a duly qualified physician of the Employer's choice for a medical examination to assist Management in determining whether or not the Employee has regained their ability to satisfactorily perform the work required.

34.7.5 Upon agreement with the Union, the Employer may require an Employee to undergo a medical examination of the Employee's mental and/or physical health if there is evidence of reasonable grounds for requiring such medical examination. The Employer will be provided with the results of the medical examination. Examples of such reasonable grounds are: extended unexplained absences, incidents of intoxication while at work, aggressive or threatening behaviour, or conduct or behaviour that may threaten the health and safety of the Employee or co-workers.

34.8 Employment Equity and Diversity

34.8.1 **The Employer and the Union have a joint interest in achieving equity, diversity, and inclusion in the workplace so that all employees are treated with dignity and respect and are provided with the opportunity to achieve their full potential. The parties share the belief that diversity, equity and inclusion strengthens the community and enhances creativity and innovation in all domains.**

34.8.2 Annually, the Employer will provide the Union with a copy of the **Diversity Report**.

- 34.8.3 **To demonstrate a commitment to honour, respect, and actively contribute to the advancement of Indigenous Truth and Reconciliation, the Employer will provide education to all Employees on the history of the Indigenous peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law and Aboriginal-Crown relations.**

ARTICLE 35 – ALLOWANCES AND EXPENSES

35.1 Travel Expenses & Per Diems

35.1.1 Lodging & Transportation

- a) An Employee who travels for approved training or business on behalf of the Corporation shall be paid actual and reasonable expenses with receipts for lodging and transportation. Where an Employee claims a per diem under Article 35.1.4 there shall be no duplication of expense claims.

35.1.2 Meal Rates

- a) **When meals are not provided for Employees when they are required to travel, they will be entitled to meal per diems as follows:**

<u>In Province Rates</u>		<u>Out-of-Province & North of the 54th Rates:</u>	
Breakfast	\$ 9.00	Breakfast	\$ 11.50
Lunch	\$13.00	Lunch	\$16.00
Dinner	<u>\$19.00</u>	Dinner	<u>\$22.00</u>
	<u>\$41.00</u>		<u>\$49.50</u>

Effective January 1, 2025 – move to one rate:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	<u>\$30.00</u>
	<u>\$65.00</u>

- b) Each calendar day, Employees must elect payment for meals as follows:
- within the per diem rate for all the meals incurred on that day; or
 - on the basis of actual and reasonable expenses with receipts for all the meals incurred on that day.
- c) **An exception to b) may be made, based on management approval, when there is a demonstrated need. Approval for an exception shall be obtained in advance of the incurred meal expense. Approval will not be unreasonably denied.**

- d) If an Employee is on the road before 7:00 a.m. and does not return until after 6:30 p.m., they are deemed to have been away from their headquarters all day and are entitled to claim reimbursement for breakfast, lunch, and supper. If an Employee is away for only a portion of the day, they can claim for only the meals consumed while away from the location in which they are based.
- e) If an Employee is required or authorized to remain at work for more than three (3) hours beyond their normal workday they are entitled to claim reimbursement for dinner.

35.1.3 Kilometre Rates

- a) Effective July 1, 2005, the kilometre rate will be adjusted to the current Public Service Commission Private Vehicle rate. Kilometre rates will be adjusted within seven- (7) calendar days of the effective date of future changes in the Public Service Commission rate.

Effective **January 1, 2025**, the kilometre rate will be adjusted to the current Public Service Commission Private Vehicle rate **or the CRA recommended Mileage Rate, whichever is greater**. Kilometre rates will be **reviewed on an annual basis and adjusted each January, if required**.

35.1.4 Business Travel Per Diems

- a) Where business travel requires an overnight stay, a daily per diem of **twenty-five (\$25)** will be available for incidental expenses such as: phone calls, dry cleaning, laundry, snacks, toiletries, and other incidentals. Employees claiming this per diem may not submit a claim under Article 35.1.4 (b).
- b) Employees who travel a minimum of one hundred (100) kilometres per day outside of their branch city/town limits for business travel, will be entitled to a daily per diem of **ten dollars (\$10)** for incidental expenses. This does not apply to in-city/town travel.

35.2 Personal Protective Equipment (PPE)

35.2.1 Appropriate personal protective equipment will be provided to Employees where the Job Safety Analysis (JSA) has identified it as a requirement to control a workplace hazard.

35.2.2 Where safety boots (CSA approved), **steel toe and shank rubber boots** are identified as a requirement of the job, **Employees** will be provided **up to a maximum of two-hundred and twenty-five dollars (\$225) per year towards the purchase of boots**, based on Management approval. Receipts will be required to claim reimbursement.

- a) **Upon Management approval, Employees may carry over the boot allowance from one (1) year to the next. At no point can the reimbursement exceed four-hundred and fifty dollars (\$450) in any two (2) year period. Should an Employee receive reimbursement for less than the two-hundred and twenty-five dollar (\$225) annual allowance the remainder will not be carried over.**

35.3 Protective Clothing

- 35.3.1 Employees in Safety Officer classifications will be supplied with pants, shirts, ties, caps, protective coveralls, reflective safety vests, and seasonal outerwear, to be replaced as required, subject to Management approval.
- 35.3.2 Permanent Employees in Driver Examiner classifications will be supplied with pants, shirts, sweaters, footwear, and seasonal outerwear, to be replaced as required, subject to Management approval. Some protective coveralls will be available on a pool basis when special tasks require extra protection. TPT Driver Examiners will be supplied with pants and shirts to be replaced as required, subject to Management approval.
- 35.3.3 Employees in Carrier Compliance Officer classifications will be supplied with shop coats or coveralls as required.
- 35.3.4 Employees in Auto Tradesperson, Salvage Transportation Operator, Parts Technician, and Appraiser classifications will be supplied pants and shirts. Some shop-coats will be available on a pool basis when special tasks require extra protection. Snowmobile suits and raincoats shall be made available to Salvage Transportation Operator. An adequate number of snowmobile suits and raincoats shall be made available for Auto Tradespersons when such protection is required.
- 35.3.5 Employees in the classifications of Adjuster II (Auto), Adjuster II (Property), Risk Evaluators and Appraisers will be provided, on request, shop-coats or coveralls and safety hard hats for special tasks which require such protection.
- 35.3.6 Employees in the classifications of Adjuster II (Property), will be provided a tool kit comprised of a flashlight, screw driver, hammer and saw if required in the performance of their job duties.

35.4 Tools

- 35.4.1 The Corporation will assist in the purchase of tools for all Employees in the Auto Mechanic, Auto Body Repair Technician, Auto Tradesperson and Technical Advisor classifications by providing interest free loans to a maximum of **one thousand dollars (\$1000)**. To qualify for the interest free loan, the tools must be for use in employment at SGI. The money will be recovered by payroll deductions over a period of twelve (12) months.
- 35.4.2 Technical Advisors and Salvage Production Coordinator who possess a basic tool kit and have been employed by the Corporation for at least one (1) year will receive an annual tool allowance not to exceed **five hundred dollars (\$500)** on their employment anniversary date. Auto Mechanics, Auto Tradespersons, and Auto Body Repair Technicians who possess a basic tool kit and have been employed by the Corporation for at least one (1) year will receive an annual tool allowance not to exceed **five hundred dollars (\$500)** on their employment anniversary date. To qualify for the allowance, the tools must be for use in employment at SGI. Receipts will be required to claim the allowance. All tool kits will be checked by Managers who will forward authorization for payment to the Human Resources Department.

35.5 Moving Expenses

35.5.1 All permanent Employees who are about to move and who contact the Human Resources Department will be sent a copy of the **Corporate Relocation Policy**. The policy describes who is eligible for moving compensation, the type of expenses and the maximum amounts for each expense.

ARTICLE 36 – JOB-SHARING

36.1 **Any permanent Employees who have passed probation and work in the same classification may request a job share, in writing. Requests shall be evaluated and approved at the discretion of Management. If approved, the Employees will be converted and treated as part-time employees. All provisions of Appendix B – Memorandum of Agreement Regarding Part-Time Employees shall apply.**

36.1.1 Employee(s) cannot promote into a job-share arrangement.

36.1.2 **Job Share Partners' combined hours of work cannot be more than one (1) full-time equivalent (FTE).**

36.2 Promotions, Transfers & Demotions

36.2.1 The job-share partners will not be eligible for promotion, transfer or demotion as a job-share unit in a posted competition.

36.3 Termination of the Job-Share Arrangement

36.3.1 **Termination of the job share arrangement can be initiated by either job share partner or management. Thirty (30) days written notice shall be provided unless an alternate notice period is mutually agreed to by union and management.**

36.3.2 **When a job share arrangement ends for any reason, the party or parties will return to full-time status in their role, within 30 days.**

a) **If a job share ends due to one of the job-share partners changing roles or leaving the company, the remaining job share partner has 30 days to find a replacement partner or they will be required to return to full-time duties.**

ARTICLE 37 – DURATION OF AGREEMENT

37.1 This Agreement shall be effective dating from January 1, **2024**, to December 31, **2026**, and year to year thereafter.

37.2 Either party may, not less than sixty (60) days nor more than one hundred twenty (120) days prior to the expiry date, give notice in writing to the other party that they wish to terminate this Agreement or to negotiate a revision.

37.3 Such notice having been given; negotiations shall commence within three- (3) weeks.

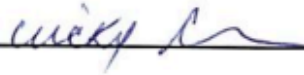
37.4 At the first meeting the Union shall first submit its written proposals to the Employer and the Employer shall then immediately submit its written proposals to the Union. No further proposals may be entertained except by mutual agreement.

IN WITNESS WHEREOF the parties hereto have caused these presents to be executed the day and date first above written.

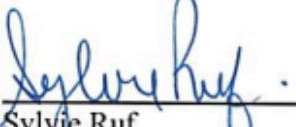
EXECUTED on behalf of The Saskatchewan Government Insurance by:



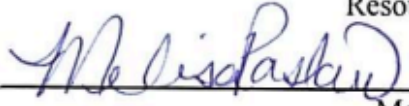
Penny McCune
President and CEO



Vicky Cullen
Executive Vice President and Chief Human
Resource Officer



Sylvie Ruf
Senior Director, HR Operations



Melisa Paskiw
Manager, Employee Relations

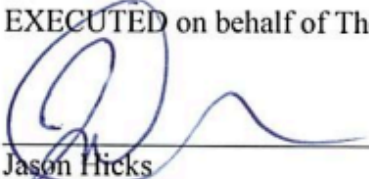


Dana Chaben
Employee Relations Consultant



Rob Hoffman
Chief Security Officer

EXECUTED on behalf of The Canadian Office and Professional Employees Union, Local 397 by:



Jason Hicks
Acting President



Trevor Morin
Union Representative



Gus Anastasakis
Treasurer/Union Bargaining Committee Member



Stacey Landin
Union Representative



Scott Blundell
Union Bargaining Committee Member



Karen Rainbow
Union Bargaining Committee Member



Jesse Flavell
Union Bargaining Committee Member



Meaghan McGuire
Union Bargaining Committee Member

APPENDIX A
PROFESSIONAL & ADMINISTRATIVE SALARY SCHEDULE
EFFECTIVE JANUARY 1, 2024

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P15		\$99,832	\$125,998	Annual
		\$8,319	\$10,500	Monthly
		\$53.33	\$67.31	Hourly
P14		\$87,571	\$110,511	Annual
		\$7,298	\$9,209	Monthly
		\$46.78	\$59.03	Hourly
P13	Financial Analyst	\$78,894	\$99,572	Annual
	IRB & Calculation Analyst	\$6,575	\$8,298	Monthly
	Medical Facilitator	\$42.14	\$53.19	Hourly
	Medical Program Officer			
	Mental Health Facilitator			
	Senior Surety Underwriter			
	Senior Underwriter (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line)			
User Experience (UX) Team Lead				
P12	Appraisal Analyst	\$72,046	\$90,920	Annual
	Broker Partnership Representative*	\$6,004	\$7,577	Monthly
	Carrier Compliance Officer	\$38.49	\$48.57	Hourly
	Claims Analyst			
	Claims Industry Partner Rep			
	Claims Technical Analyst			
	Compliance Specialist (Injury or Auto Claims)			
	Corporate Underwriting Analyst			
	Data Governance Specialist			
	Dispute Resolution Specialist			
	Fair Practices Office Specialist			
	Finance Technology Analyst			
	Fraud Analyst			
	Geo-TAIS Analyst			
	Issuer Representative			
	Liability Specialist			
	Personal Injury Rep Specialist			
	Personal Injury Rep Specialist (PRU)			
	Registration Analyst			
	Rehabilitation Partnership Specialist			
	Reinsurance Analyst			
Senior Adjuster (Auto / Out-of-Prov/ Regional Auto)				
Senior Adjuster (Bodily Injury)				
Senior Adjuster (Property)				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P12 cont'd	Senior Analytics Report Developer	\$72,046	\$90,920	Annual
	Senior Driver Education Assessment Coordinator	\$6,004	\$7,577	Monthly
	Senior Experience Designer	\$38.49	\$48.57	Hourly
	Senior Modern Workplace Experience Specialist			
	Senior Personal Injury Rep (PRU / ABI/SCI) *			
	Senior Personal Injury Rep			
	Senior Product Analyst (Commercial Property or Farm)			
	Senior Product Analyst (Personal Property or Personal Auto)			
	Senior Subrogation Officer			
	Senior Underwriter (Personal Lines Mono-Line)			
	Senior Underwriter (Personal Lines Multi-line)			
	Senior UX Designer			
	Technical Trainer (Claims)			
	Traffic Safety Analyst			
P11	Adjuster II (Auto Regional)	\$66,719	\$84,196	Annual
	Adjuster II (Bodily Injury)	\$5,560	\$7,016	Monthly
	Adjuster II (Out-of-Province Auto or Heavy Duty)	\$35.64	\$44.98	Hourly
	Adjuster II (Property)			
	Analytics Report Developer			
	Arbitration & Valuation Specialist			
	Auto Fund Digital Credentials Analyst			
	Auto Fund Operations Analyst			
	Broker Education Representative			
	Broker Report Developer			
	Business Relationship Analyst			
	Claims Support Analyst			
	Content Strategist			
	Corporate Purchasing Technology Analyst			
	Customer Insights Analyst			
	IRB Liaison			
	IRB Representative			
	Corporate Auto Fund Contract Analyst			
	Modern Workplace Experience Specialist			
	Personal Injury Rep II			
	Product Analyst II (Commercial)			
	Project Coordinator			
	Salvage Accounting Analyst			
	Senior Accountant			
Senior Facilities Planner				
Senior Paralegal				
Subrogation Officer				
Surety Underwriter II				
Underwriter II (Commercial Auto, Commercial Prop, Farm or Alt Risk Multi Line)				
UX Designer				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P10	Adjuster I (Accident Benefits Regional or SABS)	\$61,775	\$77,955	Annual
	Adjuster I (Out-of-Prov Auto)	\$5,148	\$6,496	Monthly
	Adjuster II (Auto)	\$33.00	\$41.64	Hourly
	Adjuster I (Bodily Injury)			
	Auto Fund Process and Quality Analyst			
	Billing Administrator			
	Billing Systems Support Analyst			
	Broker Business Administrator			
	Carrier & Vehicle Safety Services Analyst			
	Carrier Safety Coordinator			
	Communications Officer			
	Community Relations Specialist			
	Contract Specialist			
	Corporate Auto Fund Partnership Representative			
	Corporate Auto Fund Trainer			
	Corporate Claims Training Coordinator			
	Corporate Legal Administrator			
	Corporate Security Representative			
	Digital Marketing Coordinator			
	Digital Media Designer			
	District Examiner II			
	Driver Education Assessment Coordinator			
	Driver Records & Program Coordinator			
	Experience Designer			
	Facilities Planner			
	Finance Collections Officer			
	Graphic Designer			
	Information Services Coordinator			
	Issuer Operations Analyst			
	Issuer Training Analyst			
	Marketing Coordinator			
	Paralegal			
	Permit Operations Analyst			
	Personal Injury Rep I			
	Purchasing Agent			
	Safety Administrator			
	Salvage Analyst			
	Senior Broker Inquiry Representative			
	Senior Customer Inquiry Representative			
	Senior Customer Inquiry Representative (Auto Pay)			
Senior Licence Issuer (Branch)				
Senior Licence Issuer (HO & Saskatoon)				
Senior Permit Office Representative				
Surety Underwriter I (Commercial)				
Surety Underwriter I (Contract)				
System Budget Administrator				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P10 cont'd	Team Trainer (Driver Examinations)	\$61,775	\$77,955	Annual
	Traffic Safety Coordinator	\$5,148	\$6,496	Monthly
	Training Evaluation Analyst	\$33.00	\$41.64	Hourly
	Underwriter I (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line)			
	Underwriter II (Personal Lines Mono-Line)			
	Underwriter II (Personal Lines Multi-Line)			
	Vehicle Standards & Inspections (VS&I) Coordinator			
P09	Accountant	\$55,645	\$70,230	Annual
	Adjuster I (Auto)	\$4,637	\$5,853	Monthly
	Adjuster I (Property)	\$29.72	\$37.52	Hourly
	Auto Fund Insurance Program Administrator			
	Auto Pay Administrator			
	Billing Representative II			
	Carrier Safety Administrator			
	Community Relations Coordinator			
	Corporate Purchasing Administrator			
	Customer Inquiry Representative			
	Digital Production Technician			
	District Examiner I			
	Driver Education Liaison			
	Driver Examiner			
	Driver Records Representative			
	Facial Recognition Analyst			
	Facilities Administrator			
	Fair Practices Inquiry Rep			
	Finance Collections Assistant			
	Information Services Administrator			
	Licence Issuer			
	Medical Program Administrator			
	Permit Office Representative			
	Production Coordinator			
	Promotions Administrator			
	Residency Analyst			
	Subrogation Assistant			
Systems Accounting and Purchasing Assistant				
Traffic Safety Program Coordinator				
Underwriter I (Personal Lines Mono-Line)				
Underwriter I (Personal Lines Multi-Line)				
Vehicle Standards & Inspections (VS&I) Administrator				
P08	Accounting Clerk	\$49,576	\$62,566	Annual
	Appraisal Program Administrator	\$4,131	\$5,214	Monthly
	Billing Representative I	\$26.48	\$33.42	Hourly
	Corporate Claims Partnership Administrator			
	Payroll Administrator			

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P08 cont'd	Product Administrator	\$49,576	\$62,566	Annual
	Salvage Accounting & Operations Administrator	\$4,131	\$5,214	Monthly
	TAIS Administrator	\$26.48	\$33.42	Hourly
	Technical Research Services Administrator			
	Traffic Safety Administrator			
P07	Appraisal Scheduling Administrator	\$48,674	\$57,931	Annual
	Auto Fund Insurance Program Support	\$4,056	\$4,828	Monthly
	Auto Fund Training Administrator	\$26.00	\$30.95	Hourly
	Claims Administrator			
	Claims Training Administrator			
	Payable Receivable (PR) Support			
	Driver Test Scheduler II			
	Facilities Trades Administrator			
	Facilities & Corporate Security Assistant			
	Facilities Coordinator			
	Information Management Coordinator			
	Investigative Assistant			
	Legal Administrative Assistant			
	Medical Administrative Assistant			
	Medical Program Support			
	Personal Injury Assistant			
Underwriting Assistant - All Lines				
P06	Administrative Support	\$45,930	\$54,656	Annual
	Carrier Safety Services Support	\$3,828	\$4,555	Monthly
	Claims Administrative Assistant	\$24.54	\$29.20	Hourly
	Claims Support			
	Corporate Business Development Support			
	CRU Office Assistant			
	Driver Education & Training Support			
	Driver Examinations Support			
	Driver Records Support			
	Information Services Support			
	Issuer Relations Support			
	Marketing Programs Support			
	Office Administrator (Manitoba)			
	Property Claims Support			
	SIU Assistant			
	TAIS Support			
	Technical Research Services Support			
	Traffic Safety Community Outreach Assistant			
	Traffic Safety Support			
	Transformation Office Administrator			
Vehicle Inventory Administrator				
Vehicle Standards & Inspections (VS&I) Support				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P05	Driver Exam Administrator	\$43,730	\$52,048	Annual
	Driver Test Scheduler I	\$3,644	\$4,337	Monthly
	Facilities Office Assistant	\$23.36	\$27.80	Hourly
	Legal File Clerk			
	Operations Support			
	Print Operator			
	Underwriting Administrative Services Support			
P04	Pickup & Delivery Driver	\$41,653	\$49,576	Annual
	Shipper/Receiver	\$3,471	\$4,131	Monthly
		\$22.25	\$26.48	Hourly
P03	Corporate Filing Assistant	\$39,676	\$47,215	Annual
	Corporate Warehouse Assistant	\$3,306	\$3,935	Monthly
	Customer Service Centre Assistant	\$21.19	\$25.22	Hourly
	Financial Mail Processing Clerk			
	Mail Processing Clerk			
P02		\$37,686	\$44,842	Annual
		\$3,141	\$3,737	Monthly
		\$20.13	\$23.95	Hourly
P01		\$34,892	\$41,517	Annual
		\$2,908	\$3,460	Monthly
		\$18.64	\$22.18	Hourly

*Market Adjusted Salary – see ELVIS (employee.sgi.sk.ca)

**APPENDIX A
SYSTEMS SALARY SCHEDULE
EFFECTIVE JANUARY 1, 2024**

Pay Band	Systems	Minimum	Maximum	Period
S09		\$104,714	\$132,165	Annual
		\$8,726	\$11,014	Monthly
		\$55.94	\$70.60	Hourly
S08		\$95,197	\$120,152	Annual
		\$7,933	\$10,013	Monthly
		\$50.85	\$64.18	Hourly
S07	Data Modeler	\$86,532	\$109,213	Annual
	Portfolio Analyst	\$7,211	\$9,101	Monthly
	Senior Collaboration Administrator	\$46.22	\$58.34	Hourly
	Senior Cyber Security Analyst			
	Senior Database Platform Administrator			
	Senior Data Engineer			
	Senior Developer			
	Senior DevOps Engineer			
	Senior Identity Analyst			
	Senior Network Administrator			
	Senior System Administrator			
S06	Business Analyst	\$79,388	\$100,203	Annual
	Data Engineer	\$6,616	\$8,350	Monthly
	Data Quality Analyst	\$42.41	\$53.53	Hourly
	DevOps Engineer			
	Metadata Analyst			
	Intermediate Developer			
	Senior Operations Analyst			
	Senior UI Developer			
S05	Collaboration Administrator	\$67,288	\$84,926	Annual
	Configuration Analyst	\$5,607	\$7,077	Monthly
	Cyber Security Analyst	\$35.94	\$45.37	Hourly
	Database Platform Administrator			
	Developer			
	Identity Analyst			
	Network Administrator			
	System Administrator			

Pay Band	Systems	Minimum	Maximum	Period
S04	Operations Analyst	\$59,019	\$74,481	Annual
	Senior Desktop Administrator	\$4,918	\$6,207	Monthly
	Senior Service Desk Administrator	\$31.53	\$39.79	Hourly
S03	Desktop Administrator	\$52,691	\$66,509	Annual
	Service Desk Administrator	\$4,391	\$5,542	Monthly
		\$28.15	\$35.53	Hourly
S02		\$50,342	\$59,909	Annual
		\$4,195	\$4,992	Monthly
		\$26.89	\$32.00	Hourly
S01	Identity Administrator	\$45,769	\$54,458	Annual
	Intern Developer	\$3,814	\$4,538	Monthly
	IT Intern	\$24.45	\$29.09	Hourly

**APPENDIX A
TRADES SALARY SCHEDULE
EFFECTIVE JANUARY 1, 2024**

Pay Band	Trades	Minimum	Maximum	Period
T10		\$96,593	\$121,907	Annual
		\$8,049	\$10,159	Monthly
		\$51.60	\$65.12	Hourly
T09	Senior Risk Evaluator Specialist	\$89,449	\$112,884	Annual
		\$7,454	\$9,407	Monthly
		\$47.78	\$60.30	Hourly
T08	Claims Construction Specialist	\$82,812	\$104,529	Annual
	Risk Evaluator Specialist	\$6,901	\$8,711	Monthly
	Safety Officer (Field)	\$44.24	\$55.84	Hourly
	Safety Officer (Office)			
	Senior Collision Repair Technician			
	Shop Relations Representative			
	Technical Advisor			
T07	Audit Appraiser	\$70,180	\$88,584	Annual
	Electrician	\$5,848	\$7,382	Monthly
	Farm Technical Advisor	\$37.49	\$47.32	Hourly
	Heavy Duty Appraiser			
	Risk Evaluator			
	Salvage Production Co-ordinator			
	Senior Appraiser *			
	Senior Electrician*			
T06	Appraiser	\$61,021	\$77,015	Annual
	Auto Body Repair Technician	\$5,085	\$6,418	Monthly
	Auto Mechanic - Claims	\$32.60	\$41.14	Hourly
	Auto Mechanic - Salvage			
	Senior Building Maintenance Technician			
T05	Building Maintenance Technician	\$53,531	\$67,560	Annual
	District Building Operator	\$4,461	\$5,630	Monthly
	Senior Building Operator	\$28.60	\$36.09	Hourly
	Senior Parts Technician			
T04	Image Appraiser	\$52,555	\$62,554	Annual
		\$4,380	\$5,213	Monthly
		\$28.07	\$33.42	Hourly

Pay Band	Trades	Minimum	Maximum	Period
T03	Parts Technician	\$49,588	\$59,019	Annual
	Salvage Transportation Operator	\$4,132	\$4,918	Monthly
	Senior Auto Tradesperson	\$26.49	\$31.53	Hourly
T02	Building Operator	\$46,770	\$55,669	Annual
		\$3,898	\$4,639	Monthly
		\$24.98	\$29.74	Hourly
T01	Auto Tradesperson	\$44,125	\$52,518	Annual
		\$3,677	\$4,377	Monthly
		\$23.57	\$28.05	Hourly

*Market Adjusted Salary – see ELVIS (employee.sgi.sk.ca)

APPENDIX A
SALARY SCHEDULE BY CLASSIFICATION
EFFECTIVE JANUARY 1, 2024

Pay Band	Classification	Minimum	Maximum
P09	Accountant	\$4,637	\$5,853
P08	Accounting Clerk	\$4,131	\$5,214
P10	Adjuster I (Accident Benefits Regional or SABS)	\$5,148	\$6,496
P09	Adjuster I (Auto)	\$4,637	\$5,853
P10	Adjuster I (Bodily Injury)	\$5,148	\$6,496
P10	Adjuster I (Out-of-Prov Auto)	\$5,148	\$6,496
P09	Adjuster I (Property)	\$4,637	\$5,853
P11	Adjuster II (Auto Regional)	\$5,560	\$7,016
P10	Adjuster II (Auto)	\$5,148	\$6,496
P11	Adjuster II (Bodily Injury)	\$5,560	\$7,016
P11	Adjuster II (Out-of-Province Auto or Heavy Duty)	\$5,560	\$7,016
P11	Adjuster II (Property)	\$5,560	\$7,016
P06	Administrative Support	\$3,828	\$4,555
P11	Analytics Report Developer	\$5,560	\$7,016
P12	Appraisal Analyst	\$6,004	\$7,577
P08	Appraisal Program Administrator	\$4,131	\$5,214
P07	Appraisal Scheduling Administrator	\$4,056	\$4,828
T06	Appraiser	\$5,085	\$6,418
P11	Arbitration & Valuation Specialist	\$5,560	\$7,016
T07	Audit Appraiser	\$5,848	\$7,382
T06	Auto Body Repair Technician	\$5,085	\$6,418
P11	Auto Fund Digital Credentials Analyst	\$5,560	\$7,016
P09	Auto Fund Insurance Program Administrator	\$4,637	\$5,853
P07	Auto Fund Insurance Program Support	\$4,056	\$4,828
P11	Auto Fund Operations Analyst	\$5,560	\$7,016
P10	Auto Fund Process and Quality Analyst	\$5,148	\$6,496
P07	Auto Fund Training Administrator	\$4,056	\$4,828
T06	Auto Mechanic - Claims	\$5,085	\$6,418
T06	Auto Mechanic - Salvage	\$5,085	\$6,418
P09	Auto Pay Administrator	\$4,637	\$5,853
T01	Auto Tradesperson	\$3,677	\$4,377
P10	Billing Administrator	\$5,148	\$6,496
P08	Billing Representative I	\$4,131	\$5,214
P09	Billing Representative II	\$4,637	\$5,853
P10	Billing Systems Support Analyst	\$5,148	\$6,496
P10	Broker Business Administrator	\$5,148	\$6,496
P11	Broker Education Representative	\$5,560	\$7,016
P12	Broker Partnership Representative	\$6,004	\$7,577
P11	Broker Report Developer	\$5,560	\$7,016
T05	Building Maintenance Technician	\$4,461	\$5,630
T02	Building Operator	\$3,898	\$4,639

Pay Band	Classification	Minimum	Maximum
S06	Business Analyst	\$6,616	\$8,350
P11	Business Relationship Analyst	\$5,560	\$7,016
P10	Carrier & Vehicle Safety Services Analyst	\$5,148	\$6,496
P12	Carrier Compliance Officer	\$6,004	\$7,577
P09	Carrier Safety Administrator	\$4,637	\$5,853
P10	Carrier Safety Coordinator	\$5,148	\$6,496
P06	Carrier Safety Services Support	\$3,828	\$4,555
P06	Claims Administrative Assistant	\$3,828	\$4,555
P07	Claims Administrator	\$4,056	\$4,828
P12	Claims Analyst	\$6,004	\$7,577
T08	Claims Construction Specialist	\$6,901	\$8,711
P12	Claims Industry Partner Rep	\$6,004	\$7,577
P06	Claims Support	\$3,828	\$4,555
P11	Claims Support Analyst	\$5,560	\$7,016
P12	Claims Technical Analyst	\$6,004	\$7,577
P07	Claims Training Administrator	\$4,056	\$4,828
S05	Collaboration Administrator	\$5,607	\$7,077
P10	Communications Officer	\$5,148	\$6,496
P09	Community Relations Coordinator	\$4,637	\$5,853
P10	Community Relations Specialist	\$5,148	\$6,496
P12	Compliance Specialist (Injury or Auto Claims)	\$6,004	\$7,577
S05	Configuration Analyst	\$5,607	\$7,077
P11	Content Strategist	\$5,560	\$7,016
P10	Contract Specialist	\$5,148	\$6,496
P11	Corporate Auto Fund Contract Analyst	\$5,560	\$7,016
P10	Corporate Auto Fund Partnership Representative	\$5,148	\$6,496
P10	Corporate Auto Fund Trainer	\$5,148	\$6,496
P06	Corporate Business Development Support	\$3,828	\$4,555
P08	Corporate Claims Partnership Administrator	\$4,131	\$5,214
P10	Corporate Claims Training Coordinator	\$5,148	\$6,496
P03	Corporate Filing Assistant	\$3,306	\$3,935
P10	Corporate Legal Administrator	\$5,148	\$6,496
P09	Corporate Purchasing Administrator	\$4,637	\$5,853
P11	Corporate Purchasing Technology Analyst	\$5,560	\$7,016
P10	Corporate Security Representative	\$5,148	\$6,496
P12	Corporate Underwriting Analyst	\$6,004	\$7,577
P03	Corporate Warehouse Assistant	\$3,306	\$3,935
P06	CRU Office Assistant	\$3,828	\$4,555
P09	Customer Inquiry Representative	\$4,637	\$5,853
P11	Customer Insights Analyst	\$5,560	\$7,016
P03	Customer Service Centre Assistant	\$3,306	\$3,935
S05	Cyber Security Analyst	\$5,607	\$7,077
S06	Data Engineer	\$6,616	\$8,350
P12	Data Governance Specialist	\$6,004	\$7,577
S07	Data Modeler*	\$7,211	\$9,101

Pay Band	Classification	Minimum	Maximum
S06	Data Quality Analyst	\$6,616	\$8,350
S05	Database Platform Administrator	\$5,607	\$7,077
S03	Desktop Administrator	\$4,391	\$5,542
S05	Developer	\$5,607	\$7,077
S06	DevOps Engineer	\$6,616	\$8,350
P10	Digital Marketing Coordinator	\$5,148	\$6,496
P10	Digital Media Designer	\$5,148	\$6,496
P09	Digital Production Technician	\$4,637	\$5,853
P12	Dispute Resolution Specialist	\$6,004	\$7,577
T05	District Building Operator	\$4,461	\$5,630
P09	District Examiner I	\$4,637	\$5,853
P10	District Examiner II	\$5,148	\$6,496
P06	Driver Education & Training Support	\$3,828	\$4,555
P10	Driver Education Assessment Coordinator	\$5,148	\$6,496
P09	Driver Education Liaison	\$4,637	\$5,853
P05	Driver Exam Administrator	\$3,644	\$4,337
P06	Driver Examinations Support	\$3,828	\$4,555
P09	Driver Examiner	\$4,637	\$5,853
P10	Driver Records & Program Coordinator	\$5,148	\$6,496
P09	Driver Records Representative	\$4,637	\$5,853
P06	Driver Records Support	\$3,828	\$4,555
P05	Driver Test Scheduler I	\$3,644	\$4,337
P07	Driver Test Scheduler II	\$4,056	\$4,828
T07	Electrician	\$5,848	\$7,382
P10	Experience Designer	\$5,148	\$6,496
P09	Facial Recognition Analyst	\$4,637	\$5,853
P07	Facilities & Corporate Security Assistant	\$4,056	\$4,828
P09	Facilities Administrator	\$4,637	\$5,853
P07	Facilities Coordinator	\$4,056	\$4,828
P05	Facilities Office Assistant	\$3,644	\$4,337
P10	Facilities Planner	\$5,148	\$6,496
P07	Facilities Trades Administrator	\$4,056	\$4,828
P09	Fair Practices Inquiry Rep	\$4,637	\$5,853
P12	Fair Practices Office Specialist	\$6,004	\$7,577
T07	Farm Technical Advisor	\$5,848	\$7,382
P09	Finance Collections Assistant	\$4,637	\$5,853
P10	Finance Collections Officer	\$5,148	\$6,496
P12	Finance Technology Analyst	\$6,004	\$7,577
P13	Financial Analyst	\$6,575	\$8,298
P03	Financial Mail Processing Clerk	\$3,306	\$3,935
P12	Fraud Analyst	\$6,004	\$7,577
P12	Geo-TAIS Analyst	\$6,004	\$7,577
P10	Graphic Designer	\$5,148	\$6,496
T07	Heavy Duty Appraiser	\$5,848	\$7,382
S01	Identity Administrator	\$3,814	\$4,538

Pay Band	Classification	Minimum	Maximum
S05	Identity Analyst	\$5,607	\$7,077
T04	Image Appraiser	\$4,380	\$5,213
P07	Information Management Coordinator	\$4,056	\$4,828
P09	Information Services Administrator	\$4,637	\$5,853
P10	Information Services Coordinator	\$5,148	\$6,496
P06	Information Services Support	\$3,828	\$4,555
S06	Intermediate Developer	\$6,616	\$8,350
S01	Intern Developer	\$3,814	\$4,538
P07	Investigative Assistant	\$4,056	\$4,828
P13	IRB & Calculation Analyst	\$6,575	\$8,298
P11	IRB Liaison	\$5,560	\$7,016
P11	IRB Representative	\$5,560	\$7,016
P10	Issuer Operations Analyst	\$5,148	\$6,496
P06	Issuer Relations Support	\$3,828	\$4,555
P12	Issuer Representative	\$6,004	\$7,577
P10	Issuer Training Analyst	\$5,148	\$6,496
S01	IT Intern	\$3,814	\$4,538
P07	Legal Administrative Assistant	\$4,056	\$4,828
P05	Legal File Clerk	\$3,644	\$4,337
P12	Liability Specialist	\$6,004	\$7,577
P09	Licence Issuer	\$4,637	\$5,853
P03	Mail Processing Clerk	\$3,306	\$3,935
P10	Marketing Coordinator	\$5,148	\$6,496
P06	Marketing Programs Support	\$3,828	\$4,555
P07	Medical Administrative Assistant	\$4,056	\$4,828
P13	Medical Facilitator	\$6,575	\$8,298
P09	Medical Program Administrator	\$4,637	\$5,853
P13	Medical Program Officer	\$6,575	\$8,298
P07	Medical Program Support	\$4,056	\$4,828
P13	Mental Health Facilitator	\$6,575	\$8,298
S06	Metadata Analyst	\$6,616	\$8,350
P11	Modern Workplace Experience Specialist	\$5,560	\$7,016
S05	Network Administrator	\$5,607	\$7,077
P06	Office Administrator (Manitoba)	\$3,828	\$4,555
P05	Operations Support	\$3,644	\$4,337
S04	Operations Analyst	\$4,918	\$6,207
P10	Paralegal	\$5,148	\$6,496
T03	Parts Technician	\$4,132	\$4,918
P07	Payable Receivable (PR) Support	\$4,056	\$4,828
P08	Payroll Administrator	\$4,131	\$5,214
P09	Permit Office Representative	\$4,637	\$5,853
P10	Permit Operations Analyst	\$5,148	\$6,496
P07	Personal Injury Assistant	\$4,056	\$4,828
P10	Personal Injury Rep I	\$5,148	\$6,496
P11	Personal Injury Rep II	\$5,560	\$7,016

Pay Band	Classification	Minimum	Maximum
P12	Personal Injury Rep Specialist	\$6,004	\$7,577
P12	Personal Injury Rep Specialist (PRU)	\$6,004	\$7,577
P04	Pickup & Delivery Driver	\$3,471	\$4,131
S07	Portfolio Analyst	\$7,211	\$9,101
P05	Print Operator	\$3,644	\$4,337
P08	Product Administrator	\$4,131	\$5,214
P11	Product Analyst II (Commercial)	\$5,560	\$7,016
P09	Production Coordinator	\$4,637	\$5,853
P11	Project Coordinator	\$5,560	\$7,016
P09	Promotions Administrator	\$4,637	\$5,853
P06	Property Claims Support	\$3,828	\$4,555
P10	Purchasing Agent	\$5,148	\$6,496
P12	Registration Analyst	\$6,004	\$7,577
P12	Rehabilitation Partnership Specialist	\$6,004	\$7,577
P12	Reinsurance Analyst	\$6,004	\$7,577
P09	Residency Analyst	\$4,637	\$5,853
T07	Risk Evaluator	\$5,848	\$7,382
T08	Risk Evaluator Specialist	\$6,901	\$8,711
P10	Safety Administrator	\$5,148	\$6,496
T08	Safety Officer (Field)	\$6,901	\$8,711
T08	Safety Officer (Office)	\$6,901	\$8,711
P08	Salvage Accounting & Operations Administrator	\$4,131	\$5,214
P11	Salvage Accounting Analyst	\$5,560	\$7,016
P10	Salvage Analyst	\$5,148	\$6,496
T07	Salvage Production Co-ordinator	\$5,848	\$7,382
T03	Salvage Transportation Operator	\$4,132	\$4,918
P11	Senior Accountant	\$5,560	\$7,016
P12	Senior Adjuster (Auto / Out-of-Prov/ Regional Auto)	\$6,004	\$7,577
P12	Senior Adjuster (Bodily Injury)	\$6,004	\$7,577
P12	Senior Adjuster (Property)	\$6,004	\$7,577
P12	Senior Analytics Report Developer	\$6,004	\$7,577
T07	Senior Appraiser *	\$5,848	\$7,382
T03	Senior Auto Tradesperson	\$4,132	\$4,918
T06	Senior Building Maintenance Technician	\$5,085	\$6,418
T05	Senior Building Operator	\$4,461	\$5,630
P10	Senior Broker Inquiry Representative	\$5,148	\$6,496
S07	Senior Collaboration Administrator	\$7,211	\$9,101
T08	Senior Collision Repair Technician	\$6,901	\$8,711
P10	Senior Customer Inquiry Representative	\$5,148	\$6,496
P10	Senior Customer Inquiry Representative (Auto Pay)	\$5,148	\$6,496
S07	Senior Cyber Security Analyst	\$7,211	\$9,101
S07	Senior Data Engineer	\$7,211	\$9,101
S07	Senior Database Platform Administrator	\$7,211	\$9,101
S04	Senior Desktop Administrator	\$4,918	\$6,207
S07	Senior Developer	\$7,211	\$9,101

Pay Band	Classification	Minimum	Maximum
S07	Senior DevOps Engineer	\$7,211	\$9,101
P12	Senior Driver Education Assessment Coordinator	\$6,004	\$7,577
T07	Senior Electrician*	\$5,848	\$7,382
P12	Senior Experience Designer	\$6,004	\$7,577
P11	Senior Facilities Planner	\$5,560	\$7,016
S07	Senior Identity Analyst	\$7,211	\$9,101
P10	Senior Licence Issuer (Branch)	\$5,148	\$6,496
P10	Senior Licence Issuer (HO & Saskatoon)	\$5,148	\$6,496
P12	Senior Modern Workplace Experience Specialist	\$6,004	\$7,577
S07	Senior Network Administrator	\$7,211	\$9,101
S06	Senior Operations Analyst	\$6,616	\$8,350
P11	Senior Paralegal	\$5,560	\$7,016
T05	Senior Parts Technician	\$4,461	\$5,630
P10	Senior Permit Office Representative	\$5,148	\$6,496
P12	Senior Personal Injury Rep	\$6,004	\$7,577
P12	Senior Personal Injury Rep (PRU / ABI/SCI) *	\$6,004	\$7,577
P12	Senior Product Analyst (Commercial Property or Farm)	\$6,004	\$7,577
P12	Senior Product Analyst (Personal Property or Personal Auto)	\$6,004	\$7,577
T09	Senior Risk Evaluator Specialist	\$7,454	\$9,407
S04	Senior Service Desk Administrator	\$4,918	\$6,207
P12	Senior Subrogation Officer	\$6,004	\$7,577
P13	Senior Surety Underwriter	\$6,575	\$8,298
S07	Senior System Administrator	\$7,211	\$9,101
S06	Senior UI Developer	\$6,616	\$8,350
P13	Senior Underwriter (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line)	\$6,575	\$8,298
P12	Senior Underwriter (Personal Lines Mono-Line)	\$6,004	\$7,577
P12	Senior Underwriter (Personal Lines Multi-line)	\$6,004	\$7,577
P12	Senior UX Designer	\$6,004	\$7,577
S03	Service Desk Administrator	\$4,391	\$5,542
P04	Shipper/Receiver	\$3,471	\$4,131
T08	Shop Relations Representative	\$6,901	\$8,711
P06	SIU Assistant	\$3,828	\$4,555
P09	Subrogation Assistant	\$4,637	\$5,853
P11	Subrogation Officer	\$5,560	\$7,016
P10	Surety Underwriter I (Commercial)	\$5,148	\$6,496
P10	Surety Underwriter I (Contract)	\$5,148	\$6,496
P11	Surety Underwriter II	\$5,560	\$7,016
S05	System Administrator	\$5,607	\$7,077
P10	System Budget Administrator	\$5,148	\$6,496
P09	Systems Accounting and Purchasing Assistant	\$4,637	\$5,853
P08	TAIS Administrator	\$4,131	\$5,214
P06	TAIS Support	\$3,828	\$4,555
P10	Team Trainer (Driver Examinations)	\$5,148	\$6,496
T08	Technical Advisor	\$6,901	\$8,711

Pay Band	Classification	Minimum	Maximum
P08	Technical Research Services Administrator	\$4,131	\$5,214
P06	Technical Research Services Support	\$3,828	\$4,555
P12	Technical Trainer (Claims)	\$6,004	\$7,577
P08	Traffic Safety Administrator	\$4,131	\$5,214
P12	Traffic Safety Analyst	\$6,004	\$7,577
P06	Traffic Safety Community Outreach Assistant	\$3,828	\$4,555
P10	Traffic Safety Coordinator	\$5,148	\$6,496
P09	Traffic Safety Program Coordinator	\$4,637	\$5,853
P06	Traffic Safety Support	\$3,828	\$4,555
P10	Training Evaluation Analyst	\$5,148	\$6,496
P06	Transformation Office Administrator	\$3,828	\$4,555
P10	Underwriter I (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line)	\$5,148	\$6,496
P09	Underwriter I (Personal Lines Mono-Line)	\$4,637	\$5,853
P09	Underwriter I (Personal Lines Multi-Line)	\$4,637	\$5,853
P11	Underwriter II (Commercial Auto, Commercial Prop, Farm or Alt Risk Multi Line)	\$5,560	\$7,016
P10	Underwriter II (Personal Lines Mono-Line)	\$5,148	\$6,496
P10	Underwriter II (Personal Lines Multi-Line)	\$5,148	\$6,496
P05	Underwriting Administrative Services Support	\$3,644	\$4,337
P07	Underwriting Assistant - All Lines	\$4,056	\$4,828
P13	User Experience (UX) Team Lead	\$6,575	\$8,298
P11	UX Designer	\$5,560	\$7,016
P06	Vehicle Inventory Administrator	\$3,828	\$4,555
P09	Vehicle Standards & Inspections (VS&I) Administrator	\$4,637	\$5,853
P10	Vehicle Standards & Inspections (VS&I) Coordinator	\$5,148	\$6,496
P06	Vehicle Standards & Inspections (VS&I) Support	\$3,828	\$4,555

**APPENDIX A
PROFESSIONAL & ADMINISTRATIVE SALARY SCHEDULE
EFFECTIVE JANUARY 1, 2025**

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P15		\$102,827	\$129,778	Annual
		\$8,569	\$10,815	Monthly
		\$54.93	\$69.33	Hourly
P14		\$90,198	\$113,826	Annual
		\$7,517	\$9,486	Monthly
		\$48.18	\$60.80	Hourly
P13	Financial Analyst	\$81,261	\$102,559	Annual
	IRB & Calculation Analyst	\$6,772	\$8,547	Monthly
	Medical Facilitator	\$43.41	\$54.79	Hourly
	Medical Program Officer			
	Mental Health Facilitator			
	Senior Surety Underwriter			
	Senior Underwriter (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line) User Experience (UX) Team Lead			
P12	Appraisal Analyst	\$74,207	\$93,648	Annual
	Broker Partnership Representative*	\$6,184	\$7,804	Monthly
	Carrier Compliance Officer	\$39.64	\$50.03	Hourly
	Claims Analyst			
	Claims Industry Partner Rep			
	Claims Technical Analyst			
	Compliance Specialist (Injury or Auto Claims)			
	Corporate Underwriting Analyst			
	Data Governance Specialist			
	Dispute Resolution Specialist			
	Fair Practices Office Specialist			
	Finance Technology Analyst			
	Fraud Analyst			
	Geo-TAIS Analyst			
	Issuer Representative			
	Liability Specialist			
	Personal Injury Rep Specialist			
	Personal Injury Rep Specialist (PRU)			
	Registration Analyst			
	Rehabilitation Partnership Specialist			
	Reinsurance Analyst			
Senior Adjuster (Auto / Out-of-Prov/ Regional Auto)				
Senior Adjuster (Bodily Injury)				
Senior Adjuster (Property)				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P12 cont'd	Senior Analytics Report Developer	\$74,207	\$93,648	Annual
	Senior Driver Education Assessment Coordinator	\$6,184	\$7,804	Monthly
	Senior Experience Designer	\$39.64	\$50.03	Hourly
	Senior Modern Workplace Experience Specialist			
	Senior Personal Injury Rep (PRU / ABI/SCI) *			
	Senior Personal Injury Rep			
	Senior Product Analyst (Commercial Property or Farm)			
	Senior Product Analyst (Personal Property or Personal Auto)			
	Senior Subrogation Officer			
	Senior Underwriter (Personal Lines Mono-Line)			
	Senior Underwriter (Personal Lines Multi-line)			
	Senior UX Designer			
	Technical Trainer (Claims)			
Traffic Safety Analyst				
P11	Adjuster II (Auto Regional)	\$68,721	\$86,722	Annual
	Adjuster II (Bodily Injury)	\$5,727	\$7,227	Monthly
	Adjuster II (Out-of-Province Auto or Heavy Duty)	\$36.71	\$46.33	Hourly
	Adjuster II (Property)			
	Analytics Report Developer			
	Arbitration & Valuation Specialist			
	Auto Fund Digital Credentials Analyst			
	Auto Fund Operations Analyst			
	Broker Education Representative			
	Broker Report Developer			
	Business Relationship Analyst			
	Claims Support Analyst			
	Content Strategist			
	Corporate Purchasing Technology Analyst			
	Customer Insights Analyst			
	IRB Liaison			
	IRB Representative			
	Corporate Auto Fund Contract Analyst			
	Modern Workplace Experience Specialist			
	Personal Injury Rep II			
	Product Analyst II (Commercial)			
	Project Coordinator			
	Salvage Accounting Analyst			
Senior Accountant				
Senior Facilities Planner				
Senior Paralegal				
Subrogation Officer				
Surety Underwriter II				
Underwriter II (Commercial Auto, Commercial Prop, Farm or Alt Risk Multi Line)				
UX Designer				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P10	Adjuster I (Accident Benefits Regional or SABS)	\$63,628	\$80,294	Annual
	Adjuster I (Out-of-Prov Auto)	\$5,302	\$6,691	Monthly
	Adjuster II (Auto)	\$33.99	\$42.89	Hourly
	Adjuster I (Bodily Injury)			
	Auto Fund Process and Quality Analyst			
	Billing Administrator			
	Billing Systems Support Analyst			
	Broker Business Administrator			
	Carrier & Vehicle Safety Services Analyst			
	Carrier Safety Coordinator			
	Communications Officer			
	Community Relations Specialist			
	Contract Specialist			
	Corporate Auto Fund Partnership Representative			
	Corporate Auto Fund Trainer			
	Corporate Claims Training Coordinator			
	Corporate Legal Administrator			
	Corporate Security Representative			
	Digital Marketing Coordinator			
	Digital Media Designer			
	District Examiner II			
	Driver Education Assessment Coordinator			
	Driver Records & Program Coordinator			
	Experience Designer			
	Facilities Planner			
	Finance Collections Officer			
	Graphic Designer			
	Information Services Coordinator			
	Issuer Operations Analyst			
	Issuer Training Analyst			
	Marketing Coordinator			
	Paralegal			
	Permit Operations Analyst			
	Personal Injury Rep I			
	Purchasing Agent			
	Safety Administrator			
	Salvage Analyst			
	Senior Broker Inquiry Representative			
	Senior Customer Inquiry Representative			
	Senior Customer Inquiry Representative (Auto Pay)			
Senior Licence Issuer (Branch)				
Senior Licence Issuer (HO & Saskatoon)				
Senior Permit Office Representative				
Surety Underwriter I (Commercial)				
Surety Underwriter I (Contract)				
System Budget Administrator				
Team Trainer (Driver Examinations)				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P10 cont'd	Traffic Safety Coordinator			
	Training Evaluation Analyst			
	Underwriter I (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line)			
	Underwriter II (Personal Lines Mono-Line)	\$63,628	\$80,294	Annual
	Underwriter II (Personal Lines Multi-Line)	\$5,302	\$6,691	Monthly
	Vehicle Standards & Inspections (VS&I) Coordinator	\$33.99	\$42.89	Hourly
P09	Accountant	\$57,314	\$72,337	Annual
	Adjuster I (Auto)	\$4,776	\$6,028	Monthly
	Adjuster I (Property)	\$30.62	\$38.64	Hourly
	Auto Fund Insurance Program Administrator			
	Auto Pay Administrator			
	Billing Representative II			
	Carrier Safety Administrator			
	Community Relations Coordinator			
	Corporate Purchasing Administrator			
	Customer Inquiry Representative			
	Digital Production Technician			
	District Examiner I			
	Driver Education Liaison			
	Driver Examiner			
	Driver Records Representative			
	Facial Recognition Analyst			
	Facilities Administrator			
	Fair Practices Inquiry Rep			
	Finance Collections Assistant			
	Information Services Administrator			
	Licence Issuer			
	Medical Program Administrator			
	Permit Office Representative			
	Production Coordinator			
	Promotions Administrator			
	Residency Analyst			
	Subrogation Assistant			
Systems Accounting and Purchasing Assistant				
Traffic Safety Program Coordinator				
Underwriter I (Personal Lines Mono-Line)				
Underwriter I (Personal Lines Multi-Line)				
Vehicle Standards & Inspections (VS&I) Administrator				
P08	Accounting Clerk	\$51,063	\$64,443	Annual
	Appraisal Program Administrator	\$4,255	\$5,370	Monthly
	Billing Representative I	\$27.28	\$34.42	Hourly
	Corporate Claims Partnership Administrator			
	Payroll Administrator			
	Product Administrator			

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P08 cont'd	Salvage Accounting & Operations Administrator	\$51,063	\$64,443	Annual
	TAIS Administrator	\$4,255	\$5,370	Monthly
	Technical Research Services Administrator	\$27.28	\$34.42	Hourly
	Traffic Safety Administrator			
P07	Appraisal Scheduling Administrator	\$50,134	\$59,669	Annual
	Auto Fund Insurance Program Support	\$4,178	\$4,972	Monthly
	Auto Fund Training Administrator	\$26.78	\$31.87	Hourly
	Claims Administrator			
	Claims Training Administrator			
	Payable Receivable (PR) Support			
	Driver Test Scheduler II			
	Facilities Trades Administrator			
	Facilities & Corporate Security Assistant			
	Facilities Coordinator			
	Information Management Coordinator			
	Investigative Assistant			
	Legal Administrative Assistant			
	Medical Administrative Assistant			
	Medical Program Support			
	Personal Injury Assistant			
Underwriting Assistant - All Lines				
P06	Administrative Support	\$47,308	\$56,296	Annual
	Carrier Safety Services Support	\$3,942	\$4,691	Monthly
	Claims Administrative Assistant	\$25.27	\$30.07	Hourly
	Claims Support			
	Corporate Business Development Support			
	CRU Office Assistant			
	Driver Education & Training Support			
	Driver Examinations Support			
	Driver Records Support			
	Information Services Support			
	Issuer Relations Support			
	Marketing Programs Support			
	Office Administrator (Manitoba)			
	Property Claims Support			
	SIU Assistant			
	TAIS Support			
	Technical Research Services Support			
	Traffic Safety Community Outreach Assistant			
	Traffic Safety Support			
Transformation Office Administrator				
Vehicle Inventory Administrator				
Vehicle Standards & Inspections (VS&I) Support				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P05	Driver Exam Administrator	\$45,042	\$53,609	Annual
	Driver Test Scheduler I	\$3,754	\$4,467	Monthly
	Facilities Office Assistant	\$24.06	\$28.64	Hourly
	Legal File Clerk			
	Operations Support			
	Print Operator			
	Underwriting Administrative Services Support			
P04	Pickup & Delivery Driver	\$42,903	\$51,063	Annual
	Shipper/Receiver	\$3,575	\$4,255	Monthly
		\$22.92	\$27.28	Hourly
P03	Corporate Filing Assistant	\$40,866	\$48,631	Annual
	Corporate Warehouse Assistant	\$3,406	\$4,053	Monthly
	Customer Service Centre Assistant	\$21.83	\$25.98	Hourly
	Financial Mail Processing Clerk			
	Mail Processing Clerk			
P02		\$38,817	\$46,187	Annual
		\$3,235	\$3,849	Monthly
		\$20.74	\$24.67	Hourly
P01		\$35,939	\$42,763	Annual
		\$2,995	\$3,564	Monthly
		\$19.20	\$22.84	Hourly

*Market Adjusted Salary – see ELVIS (employee.sgi.sk.ca)

**APPENDIX A
SYSTEMS SALARY SCHEDULE
EFFECTIVE JANUARY 1, 2025**

Pay Band	Systems	Minimum	Maximum	Period
S09		\$107,855	\$136,130	Annual
		\$8,988	\$11,344	Monthly
		\$57.61	\$72.72	Hourly
S08		\$98,053	\$123,757	Annual
		\$8,171	\$10,313	Monthly
		\$52.38	\$66.11	Hourly
S07	Data Modeler	\$89,128	\$112,489	Annual
	Portfolio Analyst	\$7,427	\$9,374	Monthly
	Senior Collaboration Administrator	\$47.61	\$60.09	Hourly
	Senior Cyber Security Analyst			
	Senior Database Platform Administrator			
	Senior Data Engineer			
	Senior Developer			
	Senior DevOps Engineer			
	Senior Identity Analyst			
	Senior Network Administrator			
	Senior System Administrator			
S06	Business Analyst	\$81,770	\$103,209	Annual
	Data Engineer	\$6,814	\$8,601	Monthly
	Data Quality Analyst	\$43.68	\$55.13	Hourly
	DevOps Engineer			
	Metadata Analyst			
	Intermediate Developer			
	Senior Operations Analyst			
	Senior UI Developer			
S05	Collaboration Administrator	\$69,307	\$87,474	Annual
	Configuration Analyst	\$5,776	\$7,290	Monthly
	Cyber Security Analyst	\$37.02	\$46.73	Hourly
	Database Platform Administrator			
	Developer			
	Identity Analyst			
	Network Administrator			
	System Administrator			

Pay Band	Systems	Minimum	Maximum	Period
S04	Operations Analyst	\$60,790	\$76,715	Annual
	Senior Desktop Administrator	\$5,066	\$6,393	Monthly
	Senior Service Desk Administrator	\$32.47	\$40.98	Hourly
S03	Desktop Administrator	\$54,272	\$68,504	Annual
	Service Desk Administrator	\$4,523	\$5,709	Monthly
		\$28.99	\$36.59	Hourly
S02		\$51,852	\$61,706	Annual
		\$4,321	\$5,142	Monthly
		\$27.70	\$32.96	Hourly
S01	Identity Administrator	\$47,142	\$56,092	Annual
	Intern Developer	\$3,929	\$4,674	Monthly
	IT Intern	\$25.18	\$29.96	Hourly

**APPENDIX A
TRADES SALARY SCHEDULE
EFFECTIVE JANUARY 1, 2025**

Pay Band	Trades	Minimum	Maximum	Period
T10		\$99,491 \$8,291 \$53.15	\$125,564 \$10,464 \$67.07	Annual Monthly Hourly
T09	Senior Risk Evaluator Specialist	\$92,132 \$7,678 \$49.22	\$116,271 \$9,689 \$62.11	Annual Monthly Hourly
T08	Claims Construction Specialist Risk Evaluator Specialist Safety Officer (Field) Safety Officer (Office) Senior Collision Repair Technician Shop Relations Representative Technical Advisor	\$85,296 \$7,108 \$45.56	\$107,665 \$8,972 \$57.51	Annual Monthly Hourly
T07	Audit Appraiser Electrician Farm Technical Advisor Heavy Duty Appraiser Risk Evaluator Salvage Production Co-ordinator Senior Appraiser * Senior Electrician*	\$72,285 \$6,024 \$38.61	\$91,242 \$7,604 \$48.74	Annual Monthly Hourly
T06	Appraiser Auto Body Repair Technician Auto Mechanic - Claims Auto Mechanic - Salvage Senior Building Maintenance Technician	\$62,852 \$5,238 \$33.57	\$79,325 \$6,610 \$42.37	Annual Monthly Hourly
T05	Building Maintenance Technician District Building Operator Senior Building Operator Senior Parts Technician	\$55,137 \$4,595 \$29.45	\$69,587 \$5,799 \$37.17	Annual Monthly Hourly

Pay Band	Trades	Minimum	Maximum	Period
T04	Image Appraiser	\$54,132	\$64,431	Annual
		\$4,511	\$5,369	Monthly
		\$28.92	\$34.42	Hourly
T03	Parts Technician Salvage Transportation Operator Senior Auto Tradesperson	\$51,076	\$60,790	Annual
		\$4,256	\$5,066	Monthly
		\$27.28	\$32.47	Hourly
T02	Building Operator	\$48,173	\$57,339	Annual
		\$4,014	\$4,778	Monthly
		\$25.73	\$30.63	Hourly
T01	Auto Tradesperson	\$45,449	\$54,094	Annual
		\$3,787	\$4,508	Monthly
		\$24.28	\$28.90	Hourly

*Market Adjusted Salary – see ELVIS (employee.sgi.sk.ca)

APPENDIX A
SALARY SCHEDULE BY CLASSIFICATION
EFFECTIVE JANUARY 1, 2025

Pay Band	Classification	Minimum	Maximum
P09	Accountant	\$4,776	\$6,028
P08	Accounting Clerk	\$4,255	\$5,370
P10	Adjuster I (Accident Benefits Regional or SABS)	\$5,302	\$6,691
P09	Adjuster I (Auto)	\$4,776	\$6,028
P10	Adjuster I (Bodily Injury)	\$5,302	\$6,691
P10	Adjuster I (Out-of-Prov Auto)	\$5,302	\$6,691
P09	Adjuster I (Property)	\$4,776	\$6,028
P11	Adjuster II (Auto Regional)	\$5,727	\$7,227
P10	Adjuster II (Auto)	\$5,302	\$6,691
P11	Adjuster II (Bodily Injury)	\$5,727	\$7,227
P11	Adjuster II (Out-of-Province Auto or Heavy Duty)	\$5,727	\$7,227
P11	Adjuster II (Property)	\$5,727	\$7,227
P06	Administrative Support	\$3,942	\$4,691
P11	Analytics Report Developer	\$5,727	\$7,227
P12	Appraisal Analyst	\$6,184	\$7,804
P08	Appraisal Program Administrator	\$4,255	\$5,370
P07	Appraisal Scheduling Administrator	\$4,178	\$4,972
T06	Appraiser	\$5,238	\$6,610
P11	Arbitration & Valuation Specialist	\$5,727	\$7,227
T07	Audit Appraiser	\$6,024	\$7,604
T06	Auto Body Repair Technician	\$5,238	\$6,610
P11	Auto Fund Digital Credentials Analyst	\$5,727	\$7,227
P09	Auto Fund Insurance Program Administrator	\$4,776	\$6,028
P07	Auto Fund Insurance Program Support	\$4,178	\$4,972
P11	Auto Fund Operations Analyst	\$5,727	\$7,227
P10	Auto Fund Process and Quality Analyst	\$5,302	\$6,691
P07	Auto Fund Training Administrator	\$4,178	\$4,972
T06	Auto Mechanic - Claims	\$5,238	\$6,610
T06	Auto Mechanic - Salvage	\$5,238	\$6,610
P09	Auto Pay Administrator	\$4,776	\$6,028
T01	Auto Tradesperson	\$3,787	\$4,508
P10	Billing Administrator	\$5,302	\$6,691
P08	Billing Representative I	\$4,255	\$5,370
P09	Billing Representative II	\$4,776	\$6,028
P10	Billing Systems Support Analyst	\$5,302	\$6,691
P10	Broker Business Administrator	\$5,302	\$6,691
P11	Broker Education Representative	\$5,727	\$7,227
P12	Broker Partnership Representative	\$6,184	\$7,804
P11	Broker Report Developer	\$5,727	\$7,227
T05	Building Maintenance Technician	\$4,595	\$5,799
T02	Building Operator	\$4,014	\$4,778
S06	Business Analyst	\$6,814	\$8,601
P11	Business Relationship Analyst	\$5,727	\$7,227

Pay Band	Classification	Minimum	Maximum
P10	Carrier & Vehicle Safety Services Analyst	\$5,302	\$6,691
P12	Carrier Compliance Officer	\$6,184	\$7,804
P09	Carrier Safety Administrator	\$4,776	\$6,028
P10	Carrier Safety Coordinator	\$5,302	\$6,691
P06	Carrier Safety Services Support	\$3,942	\$4,691
P06	Claims Administrative Assistant	\$3,942	\$4,691
P07	Claims Administrator	\$4,178	\$4,972
P12	Claims Analyst	\$6,184	\$7,804
T08	Claims Construction Specialist	\$7,108	\$8,972
P12	Claims Industry Partner Rep	\$6,184	\$7,804
P06	Claims Support	\$3,942	\$4,691
P11	Claims Support Analyst	\$5,727	\$7,227
P12	Claims Technical Analyst	\$6,184	\$7,804
P07	Claims Training Administrator	\$4,178	\$4,972
S05	Collaboration Administrator	\$5,776	\$7,290
P10	Communications Officer	\$5,302	\$6,691
P09	Community Relations Coordinator	\$4,776	\$6,028
P10	Community Relations Specialist	\$5,302	\$6,691
P12	Compliance Specialist (Injury or Auto Claims)	\$6,184	\$7,804
S05	Configuration Analyst	\$5,776	\$7,290
P11	Content Strategist	\$5,727	\$7,227
P10	Contract Specialist	\$5,302	\$6,691
P11	Corporate Auto Fund Contract Analyst	\$5,727	\$7,227
P10	Corporate Auto Fund Partnership Representative	\$5,302	\$6,691
P10	Corporate Auto Fund Trainer	\$5,302	\$6,691
P06	Corporate Business Development Support	\$3,942	\$4,691
P08	Corporate Claims Partnership Administrator	\$4,255	\$5,370
P10	Corporate Claims Training Coordinator	\$5,302	\$6,691
P03	Corporate Filing Assistant	\$3,406	\$4,053
P10	Corporate Legal Administrator	\$5,302	\$6,691
P09	Corporate Purchasing Administrator	\$4,776	\$6,028
P11	Corporate Purchasing Technology Analyst	\$5,727	\$7,227
P10	Corporate Security Representative	\$5,302	\$6,691
P12	Corporate Underwriting Analyst	\$6,184	\$7,804
P03	Corporate Warehouse Assistant	\$3,406	\$4,053
P06	CRU Office Assistant	\$3,942	\$4,691
P09	Customer Inquiry Representative	\$4,776	\$6,028
P11	Customer Insights Analyst	\$5,727	\$7,227
P03	Customer Service Centre Assistant	\$3,406	\$4,053
S05	Cyber Security Analyst	\$5,776	\$7,290
S06	Data Engineer	\$6,814	\$8,601
P12	Data Governance Specialist	\$6,184	\$7,804
S07	Data Modeler*	\$7,427	\$9,374
S06	Data Quality Analyst	\$6,814	\$8,601
S05	Database Platform Administrator	\$5,776	\$7,290
S03	Desktop Administrator	\$4,523	\$5,709

Pay Band	Classification	Minimum	Maximum
S05	Developer	\$5,776	\$7,290
S06	DevOps Engineer	\$6,814	\$8,601
P10	Digital Marketing Coordinator	\$5,302	\$6,691
P10	Digital Media Designer	\$5,302	\$6,691
P09	Digital Production Technician	\$4,776	\$6,028
P12	Dispute Resolution Specialist	\$6,184	\$7,804
T05	District Building Operator	\$4,595	\$5,799
P09	District Examiner I	\$4,776	\$6,028
P10	District Examiner II	\$5,302	\$6,691
P06	Driver Education & Training Support	\$3,942	\$4,691
P10	Driver Education Assessment Coordinator	\$5,302	\$6,691
P09	Driver Education Liaison	\$4,776	\$6,028
P05	Driver Exam Administrator	\$3,754	\$4,467
P06	Driver Examinations Support	\$3,942	\$4,691
P09	Driver Examiner	\$4,776	\$6,028
P10	Driver Records & Program Coordinator	\$5,302	\$6,691
P09	Driver Records Representative	\$4,776	\$6,028
P06	Driver Records Support	\$3,942	\$4,691
P05	Driver Test Scheduler I	\$3,754	\$4,467
P07	Driver Test Scheduler II	\$4,178	\$4,972
T07	Electrician	\$6,024	\$7,604
P10	Experience Designer	\$5,302	\$6,691
P09	Facial Recognition Analyst	\$4,776	\$6,028
P07	Facilities & Corporate Security Assistant	\$4,178	\$4,972
P09	Facilities Administrator	\$4,776	\$6,028
P07	Facilities Coordinator	\$4,178	\$4,972
P05	Facilities Office Assistant	\$3,754	\$4,467
P10	Facilities Planner	\$5,302	\$6,691
P07	Facilities Trades Administrator	\$4,178	\$4,972
P09	Fair Practices Inquiry Rep	\$4,776	\$6,028
P12	Fair Practices Office Specialist	\$6,184	\$7,804
T07	Farm Technical Advisor	\$6,024	\$7,604
P09	Finance Collections Assistant	\$4,776	\$6,028
P10	Finance Collections Officer	\$5,302	\$6,691
P12	Finance Technology Analyst	\$6,184	\$7,804
P13	Financial Analyst	\$6,772	\$8,547
P03	Financial Mail Processing Clerk	\$3,406	\$4,053
P12	Fraud Analyst	\$6,184	\$7,804
P12	Geo-TAIS Analyst	\$6,184	\$7,804
P10	Graphic Designer	\$5,302	\$6,691
T07	Heavy Duty Appraiser	\$6,024	\$7,604
S01	Identity Administrator	\$3,929	\$4,674
S05	Identity Analyst	\$5,776	\$7,290
T04	Image Appraiser	\$4,511	\$5,369
P07	Information Management Coordinator	\$4,178	\$4,972
P09	Information Services Administrator	\$4,776	\$6,028

Pay Band	Classification	Minimum	Maximum
P10	Information Services Coordinator	\$5,302	\$6,691
P06	Information Services Support	\$3,942	\$4,691
S06	Intermediate Developer	\$6,814	\$8,601
S01	Intern Developer	\$3,929	\$4,674
P07	Investigative Assistant	\$4,178	\$4,972
P13	IRB & Calculation Analyst	\$6,772	\$8,547
P11	IRB Liaison	\$5,727	\$7,227
P11	IRB Representative	\$5,727	\$7,227
P10	Issuer Operations Analyst	\$5,302	\$6,691
P06	Issuer Relations Support	\$3,942	\$4,691
P12	Issuer Representative	\$6,184	\$7,804
P10	Issuer Training Analyst	\$5,302	\$6,691
S01	IT Intern	\$3,929	\$4,674
P07	Legal Administrative Assistant	\$4,178	\$4,972
P05	Legal File Clerk	\$3,754	\$4,467
P12	Liability Specialist	\$6,184	\$7,804
P09	Licence Issuer	\$4,776	\$6,028
P03	Mail Processing Clerk	\$3,406	\$4,053
P10	Marketing Coordinator	\$5,302	\$6,691
P06	Marketing Programs Support	\$3,942	\$4,691
P07	Medical Administrative Assistant	\$4,178	\$4,972
P13	Medical Facilitator	\$6,772	\$8,547
P09	Medical Program Administrator	\$4,776	\$6,028
P13	Medical Program Officer	\$6,772	\$8,547
P07	Medical Program Support	\$4,178	\$4,972
P13	Mental Health Facilitator	\$6,772	\$8,547
S06	Metadata Analyst	\$6,814	\$8,601
P11	Modern Workplace Experience Specialist	\$5,727	\$7,227
S05	Network Administrator	\$5,776	\$7,290
P06	Office Administrator (Manitoba)	\$3,942	\$4,691
P05	Operations Support	\$3,754	\$4,467
S04	Operations Analyst	\$5,066	\$6,393
P10	Paralegal	\$5,302	\$6,691
T03	Parts Technician	\$4,256	\$5,066
P07	Payable Receivable (PR) Support	\$4,178	\$4,972
P08	Payroll Administrator	\$4,255	\$5,370
P09	Permit Office Representative	\$4,776	\$6,028
P10	Permit Operations Analyst	\$5,302	\$6,691
P07	Personal Injury Assistant	\$4,178	\$4,972
P10	Personal Injury Rep I	\$5,302	\$6,691
P11	Personal Injury Rep II	\$5,727	\$7,227
P12	Personal Injury Rep Specialist	\$6,184	\$7,804
P12	Personal Injury Rep Specialist (PRU)	\$6,184	\$7,804
P04	Pickup & Delivery Driver	\$3,575	\$4,255
S07	Portfolio Analyst	\$7,427	\$9,374
P05	Print Operator	\$3,754	\$4,467

Pay Band	Classification	Minimum	Maximum
P08	Product Administrator	\$4,255	\$5,370
P11	Product Analyst II (Commercial)	\$5,727	\$7,227
P09	Production Coordinator	\$4,776	\$6,028
P11	Project Coordinator	\$5,727	\$7,227
P09	Promotions Administrator	\$4,776	\$6,028
P06	Property Claims Support	\$3,942	\$4,691
P10	Purchasing Agent	\$5,302	\$6,691
P12	Registration Analyst	\$6,184	\$7,804
P12	Rehabilitation Partnership Specialist	\$6,184	\$7,804
P12	Reinsurance Analyst	\$6,184	\$7,804
P09	Residency Analyst	\$4,776	\$6,028
T07	Risk Evaluator	\$6,024	\$7,604
T08	Risk Evaluator Specialist	\$7,108	\$8,972
P10	Safety Administrator	\$5,302	\$6,691
T08	Safety Officer (Field)	\$7,108	\$8,972
T08	Safety Officer (Office)	\$7,108	\$8,972
P08	Salvage Accounting & Operations Administrator	\$4,255	\$5,370
P11	Salvage Accounting Analyst	\$5,727	\$7,227
P10	Salvage Analyst	\$5,302	\$6,691
T07	Salvage Production Co-ordinator	\$6,024	\$7,604
T03	Salvage Transportation Operator	\$4,256	\$5,066
P11	Senior Accountant	\$5,727	\$7,227
P12	Senior Adjuster (Auto / Out-of-Prov/ Regional Auto)	\$6,184	\$7,804
P12	Senior Adjuster (Bodily Injury)	\$6,184	\$7,804
P12	Senior Adjuster (Property)	\$6,184	\$7,804
P12	Senior Analytics Report Developer	\$6,184	\$7,804
T07	Senior Appraiser *	\$6,024	\$7,604
T03	Senior Auto Tradesperson	\$4,256	\$5,066
T06	Senior Building Maintenance Technician	\$5,238	\$6,610
T05	Senior Building Operator	\$4,595	\$5,799
P10	Senior Broker Inquiry Representative	\$5,302	\$6,691
S07	Senior Collaboration Administrator	\$7,427	\$9,374
T08	Senior Collision Repair Technician	\$7,108	\$8,972
P10	Senior Customer Inquiry Representative	\$5,302	\$6,691
P10	Senior Customer Inquiry Representative (Auto Pay)	\$5,302	\$6,691
S07	Senior Cyber Security Analyst	\$7,427	\$9,374
S07	Senior Data Engineer	\$7,427	\$9,374
S07	Senior Database Platform Administrator	\$7,427	\$9,374
S04	Senior Desktop Administrator	\$5,066	\$6,393
S07	Senior Developer	\$7,427	\$9,374
S07	Senior DevOps Engineer	\$7,427	\$9,374
P12	Senior Driver Education Assessment Coordinator	\$6,184	\$7,804
T07	Senior Electrician*	\$6,024	\$7,604
P12	Senior Experience Designer	\$6,184	\$7,804
P11	Senior Facilities Planner	\$5,727	\$7,227
S07	Senior Identity Analyst	\$7,427	\$9,374

Pay Band	Classification	Minimum	Maximum
P10	Senior Licence Issuer (Branch)	\$5,302	\$6,691
P10	Senior Licence Issuer (HO & Saskatoon)	\$5,302	\$6,691
P12	Senior Modern Workplace Experience Specialist	\$6,184	\$7,804
S07	Senior Network Administrator	\$7,427	\$9,374
S06	Senior Operations Analyst	\$6,814	\$8,601
P11	Senior Paralegal	\$5,727	\$7,227
T05	Senior Parts Technician	\$4,595	\$5,799
P10	Senior Permit Office Representative	\$5,302	\$6,691
P12	Senior Personal Injury Rep	\$6,184	\$7,804
P12	Senior Personal Injury Rep (PRU / ABI/SCI) *	\$6,184	\$7,804
P12	Senior Product Analyst (Commercial Property or Farm)	\$6,184	\$7,804
P12	Senior Product Analyst (Personal Property or Personal Auto)	\$6,184	\$7,804
T09	Senior Risk Evaluator Specialist	\$7,678	\$9,689
S04	Senior Service Desk Administrator	\$5,066	\$6,393
P12	Senior Subrogation Officer	\$6,184	\$7,804
P13	Senior Surety Underwriter	\$6,772	\$8,547
S07	Senior System Administrator	\$7,427	\$9,374
S06	Senior UI Developer	\$6,814	\$8,601
P13	Senior Underwriter (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line)	\$6,772	\$8,547
P12	Senior Underwriter (Personal Lines Mono-Line)	\$6,184	\$7,804
P12	Senior Underwriter (Personal Lines Multi-line)	\$6,184	\$7,804
P12	Senior UX Designer	\$6,184	\$7,804
S03	Service Desk Administrator	\$4,523	\$5,709
P04	Shipper/Receiver	\$3,575	\$4,255
T08	Shop Relations Representative	\$7,108	\$8,972
P06	SIU Assistant	\$3,942	\$4,691
P09	Subrogation Assistant	\$4,776	\$6,028
P11	Subrogation Officer	\$5,727	\$7,227
P10	Surety Underwriter I (Commercial)	\$5,302	\$6,691
P10	Surety Underwriter I (Contract)	\$5,302	\$6,691
P11	Surety Underwriter II	\$5,727	\$7,227
S05	System Administrator	\$5,776	\$7,290
P10	System Budget Administrator	\$5,302	\$6,691
P09	Systems Accounting and Purchasing Assistant	\$4,776	\$6,028
P08	TAIS Administrator	\$4,255	\$5,370
P06	TAIS Support	\$3,942	\$4,691
P10	Team Trainer (Driver Examinations)	\$5,302	\$6,691
T08	Technical Advisor	\$7,108	\$8,972
P08	Technical Research Services Administrator	\$4,255	\$5,370
P06	Technical Research Services Support	\$3,942	\$4,691
P12	Technical Trainer (Claims)	\$6,184	\$7,804
P08	Traffic Safety Administrator	\$4,255	\$5,370
P12	Traffic Safety Analyst	\$6,184	\$7,804
P06	Traffic Safety Community Outreach Assistant	\$3,942	\$4,691
P10	Traffic Safety Coordinator	\$5,302	\$6,691
P09	Traffic Safety Program Coordinator	\$4,776	\$6,028

Pay Band	Classification	Minimum	Maximum
P06	Traffic Safety Support	\$3,942	\$4,691
P10	Training Evaluation Analyst	\$5,302	\$6,691
P06	Transformation Office Administrator	\$3,942	\$4,691
P10	Underwriter I (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line)	\$5,302	\$6,691
P09	Underwriter I (Personal Lines Mono-Line)	\$4,776	\$6,028
P09	Underwriter I (Personal Lines Multi-Line)	\$4,776	\$6,028
P11	Underwriter II (Commercial Auto, Commercial Prop, Farm or Alt Risk Multi Line)	\$5,727	\$7,227
P10	Underwriter II (Personal Lines Mono-Line)	\$5,302	\$6,691
P10	Underwriter II (Personal Lines Multi-Line)	\$5,302	\$6,691
P05	Underwriting Administrative Services Support	\$3,754	\$4,467
P07	Underwriting Assistant - All Lines	\$4,178	\$4,972
P13	User Experience (UX) Team Lead	\$6,772	\$8,547
P11	UX Designer	\$5,727	\$7,227
P06	Vehicle Inventory Administrator	\$3,942	\$4,691
P09	Vehicle Standards & Inspections (VS&I) Administrator	\$4,776	\$6,028
P10	Vehicle Standards & Inspections (VS&I) Coordinator	\$5,302	\$6,691
P06	Vehicle Standards & Inspections (VS&I) Support	\$3,942	\$4,691

**APPENDIX A
PROFESSIONAL & ADMINISTRATIVE SALARY SCHEDULE
EFFECTIVE JANUARY 1, 2026**

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P15		\$104,884	\$132,374	Annual
		\$8,740	\$11,031	Monthly
		\$56.03	\$70.71	Hourly
P14		\$92,002	\$116,103	Annual
		\$7,667	\$9,675	Monthly
		\$49.15	\$62.02	Hourly
P13	Financial Analyst	\$82,886	\$104,610	Annual
	IRB & Calculation Analyst	\$6,907	\$8,718	Monthly
	Medical Facilitator	\$44.28	\$55.88	Hourly
	Medical Program Officer			
	Mental Health Facilitator			
	Senior Surety Underwriter			
	Senior Underwriter (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line) User Experience (UX) Team Lead			
P12	Appraisal Analyst	\$75,691	\$95,521	Annual
	Broker Partnership Representative*	\$6,308	\$7,960	Monthly
	Carrier Compliance Officer	\$40.43	\$51.03	Hourly
	Claims Analyst			
	Claims Industry Partner Rep			
	Claims Technical Analyst			
	Compliance Specialist (Injury or Auto Claims)			
	Corporate Underwriting Analyst			
	Data Governance Specialist			
	Dispute Resolution Specialist			
	Fair Practices Office Specialist			
	Finance Technology Analyst			
	Fraud Analyst			
	Geo-TAIS Analyst			
	Issuer Representative			
	Liability Specialist			
	Personal Injury Rep Specialist			
	Personal Injury Rep Specialist (PRU)			
	Registration Analyst			
	Rehabilitation Partnership Specialist			
	Reinsurance Analyst			
	Senior Adjuster (Auto / Out-of-Prov/ Regional Auto)			
	Senior Adjuster (Bodily Injury)			
Senior Adjuster (Property)				
Senior Analytics Report Developer				
Senior Driver Education Assessment Coordinator				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P12 cont'd	Senior Experience Designer	\$75,691	\$95,521	Annual
	Senior Modern Workplace Experience Specialist	\$6,308	\$7,960	Monthly
	Senior Personal Injury Rep (PRU / ABI/SCI) *	\$40.43	\$51.03	Hourly
	Senior Personal Injury Rep			
	Senior Product Analyst (Commercial Property or Farm)			
	Senior Product Analyst (Personal Property or Personal Auto)			
	Senior Subrogation Officer			
	Senior Underwriter (Personal Lines Mono-Line)			
	Senior Underwriter (Personal Lines Multi-line)			
	Senior UX Designer			
	Technical Trainer (Claims) Traffic Safety Analyst			
P11	Adjuster II (Auto Regional)	\$70,095	\$88,456	Annual
	Adjuster II (Bodily Injury)	\$5,841	\$7,371	Monthly
	Adjuster II (Out-of-Province Auto or Heavy Duty)	\$37.44	\$47.25	Hourly
	Adjuster II (Property)			
	Analytics Report Developer			
	Arbitration & Valuation Specialist			
	Auto Fund Digital Credentials Analyst			
	Auto Fund Operations Analyst			
	Broker Education Representative			
	Broker Report Developer			
	Business Relationship Analyst			
	Claims Support Analyst			
	Content Strategist			
	Corporate Purchasing Technology Analyst			
	Customer Insights Analyst			
	IRB Liaison			
	IRB Representative			
	Corporate Auto Fund Contract Analyst			
	Modern Workplace Experience Specialist			
	Personal Injury Rep II			
	Product Analyst II (Commercial)			
	Project Coordinator			
	Salvage Accounting Analyst			
	Senior Accountant			
	Senior Facilities Planner			
	Senior Paralegal			
	Subrogation Officer			
Surety Underwriter II				
Underwriter II (Commercial Auto, Commercial Prop, Farm or Alt Risk Multi Line)				
UX Designer				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P10	Adjuster I (Accident Benefits Regional or SABS)	\$64,901	\$81,900	Annual
	Adjuster I (Out-of-Prov Auto)	\$5,408	\$6,825	Monthly
	Adjuster II (Auto)	\$34.67	\$43.75	Hourly
	Adjuster I (Bodily Injury)			
	Auto Fund Process and Quality Analyst			
	Billing Administrator			
	Billing Systems Support Analyst			
	Broker Business Administrator			
	Carrier & Vehicle Safety Services Analyst			
	Carrier Safety Coordinator			
	Communications Officer			
	Community Relations Specialist			
	Contract Specialist			
	Corporate Auto Fund Partnership Representative			
	Corporate Auto Fund Trainer			
	Corporate Claims Training Coordinator			
	Corporate Legal Administrator			
	Corporate Security Representative			
	Digital Marketing Coordinator			
	Digital Media Designer			
	District Examiner II			
	Driver Education Assessment Coordinator			
	Driver Records & Program Coordinator			
	Experience Designer			
	Facilities Planner			
	Finance Collections Officer			
	Graphic Designer			
	Information Services Coordinator			
	Issuer Operations Analyst			
	Issuer Training Analyst			
	Marketing Coordinator			
	Paralegal			
	Permit Operations Analyst			
	Personal Injury Rep I			
	Purchasing Agent			
	Safety Administrator			
	Salvage Analyst			
	Senior Broker Inquiry Representative			
	Senior Customer Inquiry Representative			
	Senior Customer Inquiry Representative (Auto Pay)			
	Senior Licence Issuer (Branch)			
Senior Licence Issuer (HO & Saskatoon)				
Senior Permit Office Representative				
Surety Underwriter I (Commercial)				
Surety Underwriter I (Contract)				
System Budget Administrator				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P10 cont'd	Team Trainer (Driver Examinations)	\$64,901	\$81,900	Annual
	Traffic Safety Coordinator	\$5,408	\$6,825	Monthly
	Training Evaluation Analyst	\$34.67	\$43.75	Hourly
	Underwriter I (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line)			
	Underwriter II (Personal Lines Mono-Line)			
	Underwriter II (Personal Lines Multi-Line)			
	Vehicle Standards & Inspections (VS&I) Coordinator			
P09	Accountant	\$58,460	\$73,784	Annual
	Adjuster I (Auto)	\$4,872	\$6,149	Monthly
	Adjuster I (Property)	\$31.23	\$39.41	Hourly
	Auto Fund Insurance Program Administrator			
	Auto Pay Administrator			
	Billing Representative II			
	Carrier Safety Administrator			
	Community Relations Coordinator			
	Corporate Purchasing Administrator			
	Customer Inquiry Representative			
	Digital Production Technician			
	District Examiner I			
	Driver Education Liaison			
	Driver Examiner			
	Driver Records Representative			
	Facial Recognition Analyst			
	Facilities Administrator			
	Fair Practices Inquiry Rep			
	Finance Collections Assistant			
	Information Services Administrator			
	Licence Issuer			
	Medical Program Administrator			
	Permit Office Representative			
	Production Coordinator			
	Promotions Administrator			
	Residency Analyst			
	Subrogation Assistant			
Systems Accounting and Purchasing Assistant				
Traffic Safety Program Coordinator				
Underwriter I (Personal Lines Mono-Line)				
Underwriter I (Personal Lines Multi-Line)				
Vehicle Standards & Inspections (VS&I) Administrator				
P08	Accounting Clerk	\$52,084	\$65,732	Annual
	Appraisal Program Administrator	\$4,340	\$5,478	Monthly
	Billing Representative I	\$27.82	\$35.11	Hourly
	Corporate Claims Partnership Administrator			
	Payroll Administrator			

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P08 cont'd	Product Administrator	\$52,084	\$65,732	Annual
	Salvage Accounting & Operations Administrator	\$4,340	\$5,478	Monthly
	TAIS Administrator	\$27.82	\$35.11	Hourly
	Technical Research Services Administrator			
	Traffic Safety Administrator			
P07	Appraisal Scheduling Administrator	\$51,137	\$60,862	Annual
	Auto Fund Insurance Program Support	\$4,261	\$5,072	Monthly
	Auto Fund Training Administrator	\$27.32	\$32.51	Hourly
	Claims Administrator			
	Claims Training Administrator			
	Payable Receivable (PR) Support			
	Driver Test Scheduler II			
	Facilities Trades Administrator			
	Facilities & Corporate Security Assistant			
	Facilities Coordinator			
	Information Management Coordinator			
	Investigative Assistant			
	Legal Administrative Assistant			
	Medical Administrative Assistant			
	Medical Program Support			
Personal Injury Assistant				
Underwriting Assistant - All Lines				
P06	Administrative Support	\$48,254	\$57,422	Annual
	Carrier Safety Services Support	\$4,021	\$4,785	Monthly
	Claims Administrative Assistant	\$25.78	\$30.67	Hourly
	Claims Support			
	Corporate Business Development Support			
	CRU Office Assistant			
	Driver Education & Training Support			
	Driver Examinations Support			
	Driver Records Support			
	Information Services Support			
	Issuer Relations Support			
	Marketing Programs Support			
	Office Administrator (Manitoba)			
	Property Claims Support			
	SIU Assistant			
	TAIS Support			
	Technical Research Services Support			
	Traffic Safety Community Outreach Assistant			
	Traffic Safety Support			
	Transformation Office Administrator			
Vehicle Inventory Administrator				
Vehicle Standards & Inspections (VS&I) Support				

Pay Band	Professional & Administrative	Minimum	Maximum	Period
P05	Driver Exam Administrator	\$45,943	\$54,681	Annual
	Driver Test Scheduler I	\$3,829	\$4,557	Monthly
	Facilities Office Assistant	\$24.54	\$29.21	Hourly
	Legal File Clerk			
	Operations Support			
	Print Operator			
	Underwriting Administrative Services Support			
P04	Pickup & Delivery Driver	\$43,761	\$52,084	Annual
	Shipper/Receiver	\$3,647	\$4,340	Monthly
		\$23.38	\$27.82	Hourly
P03	Corporate Filing Assistant	\$41,683	\$49,604	Annual
	Corporate Warehouse Assistant	\$3,474	\$4,134	Monthly
	Customer Service Centre Assistant	\$22.27	\$26.50	Hourly
	Financial Mail Processing Clerk			
	Mail Processing Clerk			
P02		\$39,593	\$47,111	Annual
		\$3,299	\$3,926	Monthly
		\$21.15	\$25.17	Hourly
P01		\$36,658	\$43,618	Annual
		\$3,055	\$3,635	Monthly
		\$19.58	\$23.30	Hourly

*Market Adjusted Salary – see ELVIS (employee.sgi.sk.ca)

**APPENDIX A
SYSTEMS SALARY SCHEDULE
EFFECTIVE JANUARY 1, 2026**

Pay Band	Systems	Minimum	Maximum	Period
S09		\$110,012	\$138,853	Annual
		\$9,168	\$11,571	Monthly
		\$58.77	\$74.17	Hourly
S08		\$100,014	\$126,232	Annual
		\$8,335	\$10,519	Monthly
		\$53.43	\$67.43	Hourly
S07	Data Modeler	\$90,911	\$114,739	Annual
	Portfolio Analyst	\$7,576	\$9,562	Monthly
	Senior Collaboration Administrator	\$48.56	\$61.29	Hourly
	Senior Cyber Security Analyst			
	Senior Database Platform Administrator			
	Senior Data Engineer			
	Senior Developer			
	Senior DevOps Engineer			
	Senior Identity Analyst			
	Senior Network Administrator			
	Senior System Administrator			
S06	Business Analyst	\$83,405	\$105,273	Annual
	Data Engineer	\$6,950	\$8,773	Monthly
	Data Quality Analyst	\$44.55	\$56.24	Hourly
	DevOps Engineer			
	Metadata Analyst			
	Intermediate Developer			
	Senior Operations Analyst			
	Senior UI Developer			
S05	Collaboration Administrator	\$70,693	\$89,223	Annual
	Configuration Analyst	\$5,891	\$7,435	Monthly
	Cyber Security Analyst	\$37.76	\$47.66	Hourly
	Database Platform Administrator			
	Developer			
	Identity Analyst			
	Network Administrator			
	System Administrator			

Pay Band	Systems	Minimum	Maximum	Period
S04	Operations Analyst	\$62,006	\$78,249	Annual
	Senior Desktop Administrator	\$5,167	\$6,521	Monthly
	Senior Service Desk Administrator	\$33.12	\$41.80	Hourly
S03	Desktop Administrator	\$55,357	\$69,874	Annual
	Service Desk Administrator	\$4,613	\$5,823	Monthly
		\$29.57	\$37.33	Hourly
S02		\$52,889	\$62,940	Annual
		\$4,407	\$5,245	Monthly
		\$28.25	\$33.62	Hourly
S01	Identity Administrator	\$48,085	\$57,214	Annual
	Intern Developer	\$4,007	\$4,768	Monthly
	IT Intern	\$25.69	\$30.56	Hourly

**APPENDIX A
TRADES SALARY SCHEDULE
EFFECTIVE JANUARY 1, 2026**

Pay Band	Trades	Minimum	Maximum	Period
T10		\$101,481	\$128,075	Annual
		\$8,457	\$10,673	Monthly
		\$54.21	\$68.42	Hourly
T09	Senior Risk Evaluator Specialist	\$93,975	\$118,596	Annual
		\$7,831	\$9,883	Monthly
		\$50.20	\$63.35	Hourly
T08	Claims Construction Specialist	\$87,002	\$109,818	Annual
	Risk Evaluator Specialist	\$7,250	\$9,152	Monthly
	Safety Officer (Field)	\$46.48	\$58.66	Hourly
	Safety Officer (Office)			
	Senior Collision Repair Technician			
	Shop Relations Representative			
	Technical Advisor			
T07	Audit Appraiser	\$73,731	\$93,067	Annual
	Electrician	\$6,144	\$7,756	Monthly
	Farm Technical Advisor	\$39.39	\$49.72	Hourly
	Heavy Duty Appraiser			
	Risk Evaluator			
	Salvage Production Co-ordinator			
	Senior Appraiser *			
	Senior Electrician*			
T06	Appraiser	\$64,109	\$80,192	Annual
	Auto Body Repair Technician	\$5,342	\$6,683	Monthly
	Auto Mechanic - Claims	\$34.25	\$42.84	Hourly
	Auto Mechanic - Salvage			
	Senior Building Maintenance Technician			
T05	Building Maintenance Technician	\$56,240	\$70,979	Annual
	District Building Operator	\$4,687	\$5,915	Monthly
	Senior Building Operator	\$30.04	\$37.92	Hourly
	Senior Parts Technician			
T04	Image Appraiser	\$55,215	\$65,270	Annual
		\$4,601	\$5,439	Monthly
		\$29.50	\$34.87	Hourly

Pay Band	Trades	Minimum	Maximum	Period
T03	Parts Technician	\$52,098	\$62,006	Annual
	Salvage Transportation Operator	\$4,342	\$5,167	Monthly
	Senior Auto Tradesperson	\$27.83	\$33.12	Hourly
T02	Building Operator	\$49,136	\$58,486	Annual
		\$4,095	\$4,874	Monthly
		\$26.25	\$31.24	Hourly
T01	Auto Tradesperson	\$46,358	\$55,176	Annual
		\$3,863	\$4,598	Monthly
		\$24.76	\$29.47	Hourly

*Market Adjusted Salary – see ELVIS (employee.sgi.sk.ca)

APPENDIX A
SALARY SCHEDULE BY CLASSIFICATION
EFFECTIVE JANUARY 1, 2026

Pay Band	Classification	Minimum	Maximum
P09	Accountant	\$4,872	\$6,149
P08	Accounting Clerk	\$4,340	\$5,478
P10	Adjuster I (Accident Benefits Regional or SABS)	\$5,408	\$6,825
P09	Adjuster I (Auto)	\$4,872	\$6,149
P10	Adjuster I (Bodily Injury)	\$5,408	\$6,825
P10	Adjuster I (Out-of-Prov Auto)	\$5,408	\$6,825
P09	Adjuster I (Property)	\$4,872	\$6,149
P11	Adjuster II (Auto Regional)	\$5,841	\$7,371
P10	Adjuster II (Auto)	\$5,408	\$6,825
P11	Adjuster II (Bodily Injury)	\$5,841	\$7,371
P11	Adjuster II (Out-of-Province Auto or Heavy Duty)	\$5,841	\$7,371
P11	Adjuster II (Property)	\$5,841	\$7,371
P06	Administrative Support	\$4,021	\$4,785
P11	Analytics Report Developer	\$5,841	\$7,371
P12	Appraisal Analyst	\$6,308	\$7,960
P08	Appraisal Program Administrator	\$4,340	\$5,478
P07	Appraisal Scheduling Administrator	\$4,261	\$5,072
T06	Appraiser	\$5,342	\$6,743
P11	Arbitration & Valuation Specialist	\$5,841	\$7,371
T07	Audit Appraiser	\$6,144	\$7,756
T06	Auto Body Repair Technician	\$5,342	\$6,743
P11	Auto Fund Digital Credentials Analyst	\$5,841	\$7,371
P09	Auto Fund Insurance Program Administrator	\$4,872	\$6,149
P07	Auto Fund Insurance Program Support	\$4,261	\$5,072
P11	Auto Fund Operations Analyst	\$5,841	\$7,371
P10	Auto Fund Process and Quality Analyst	\$5,408	\$6,825
P07	Auto Fund Training Administrator	\$4,261	\$5,072
T06	Auto Mechanic - Claims	\$5,342	\$6,743
T06	Auto Mechanic - Salvage	\$5,342	\$6,743
P09	Auto Pay Administrator	\$4,872	\$6,149
T01	Auto Tradesperson	\$3,863	\$4,598
P10	Billing Administrator	\$5,408	\$6,825
P08	Billing Representative I	\$4,340	\$5,478
P09	Billing Representative II	\$4,872	\$6,149
P10	Billing Systems Support Analyst	\$5,408	\$6,825
P10	Broker Business Administrator	\$5,408	\$6,825
P11	Broker Education Representative	\$5,841	\$7,371
P12	Broker Partnership Representative	\$6,308	\$7,960
P11	Broker Report Developer	\$5,841	\$7,371
T05	Building Maintenance Technician	\$4,687	\$5,915
T02	Building Operator	\$4,095	\$4,874
S06	Business Analyst	\$6,950	\$8,773

Pay Band	Classification	Minimum	Maximum
P11	Business Relationship Analyst	\$5,841	\$7,371
P10	Carrier & Vehicle Safety Services Analyst	\$5,408	\$6,825
P12	Carrier Compliance Officer	\$6,308	\$7,960
P09	Carrier Safety Administrator	\$4,872	\$6,149
P10	Carrier Safety Coordinator	\$5,408	\$6,825
P06	Carrier Safety Services Support	\$4,021	\$4,785
P06	Claims Administrative Assistant	\$4,021	\$4,785
P07	Claims Administrator	\$4,261	\$5,072
P12	Claims Analyst	\$6,308	\$7,960
T08	Claims Construction Specialist	\$7,250	\$9,152
P12	Claims Industry Partner Rep	\$6,308	\$7,960
P06	Claims Support	\$4,021	\$4,785
P11	Claims Support Analyst	\$5,841	\$7,371
P12	Claims Technical Analyst	\$6,308	\$7,960
P07	Claims Training Administrator	\$4,261	\$5,072
S05	Collaboration Administrator	\$5,891	\$7,435
P10	Communications Officer	\$5,408	\$6,825
P09	Community Relations Coordinator	\$4,872	\$6,149
P10	Community Relations Specialist	\$5,408	\$6,825
P12	Compliance Specialist (Injury or Auto Claims)	\$6,308	\$7,960
S05	Configuration Analyst	\$5,891	\$7,435
P11	Content Strategist	\$5,841	\$7,371
P10	Contract Specialist	\$5,408	\$6,825
P11	Corporate Auto Fund Contract Analyst	\$5,841	\$7,371
P10	Corporate Auto Fund Partnership Representative	\$5,408	\$6,825
P10	Corporate Auto Fund Trainer	\$5,408	\$6,825
P06	Corporate Business Development Support	\$4,021	\$4,785
P08	Corporate Claims Partnership Administrator	\$4,340	\$5,478
P10	Corporate Claims Training Coordinator	\$5,408	\$6,825
P03	Corporate Filing Assistant	\$3,474	\$4,134
P10	Corporate Legal Administrator	\$5,408	\$6,825
P09	Corporate Purchasing Administrator	\$4,872	\$6,149
P11	Corporate Purchasing Technology Analyst	\$5,841	\$7,371
P10	Corporate Security Representative	\$5,408	\$6,825
P12	Corporate Underwriting Analyst	\$6,308	\$7,960
P03	Corporate Warehouse Assistant	\$3,474	\$4,134
P06	CRU Office Assistant	\$4,021	\$4,785
P09	Customer Inquiry Representative	\$4,872	\$6,149
P11	Customer Insights Analyst	\$5,841	\$7,371
P03	Customer Service Centre Assistant	\$3,474	\$4,134
S05	Cyber Security Analyst	\$5,891	\$7,435
S06	Data Engineer	\$6,950	\$8,773
P12	Data Governance Specialist	\$6,308	\$7,960
S07	Data Modeler	\$7,576	\$9,562
S06	Data Quality Analyst	\$6,950	\$8,773
S05	Database Platform Administrator	\$5,891	\$7,435

Pay Band	Classification	Minimum	Maximum
S03	Desktop Administrator	\$4,613	\$5,823
S05	Developer	\$5,891	\$7,435
S06	DevOps Engineer	\$6,950	\$8,773
P10	Digital Marketing Coordinator	\$5,408	\$6,825
P10	Digital Media Designer	\$5,408	\$6,825
P09	Digital Production Technician	\$4,872	\$6,149
P12	Dispute Resolution Specialist	\$6,308	\$7,960
T05	District Building Operator	\$4,687	\$5,915
P09	District Examiner I	\$4,872	\$6,149
P10	District Examiner II	\$5,408	\$6,825
P06	Driver Education & Training Support	\$4,021	\$4,785
P10	Driver Education Assessment Coordinator	\$5,408	\$6,825
P09	Driver Education Liaison	\$4,872	\$6,149
P05	Driver Exam Administrator	\$3,829	\$4,557
P06	Driver Examinations Support	\$4,021	\$4,785
P09	Driver Examiner	\$4,872	\$6,149
P10	Driver Records & Program Coordinator	\$5,408	\$6,825
P09	Driver Records Representative	\$4,872	\$6,149
P06	Driver Records Support	\$4,021	\$4,785
P05	Driver Test Scheduler I	\$3,829	\$4,557
P07	Driver Test Scheduler II	\$4,261	\$5,072
T07	Electrician	\$6,144	\$7,756
P10	Experience Designer	\$5,408	\$6,825
P09	Facial Recognition Analyst	\$4,872	\$6,149
P07	Facilities & Corporate Security Assistant	\$4,261	\$5,072
P09	Facilities Administrator	\$4,872	\$6,149
P07	Facilities Coordinator	\$4,261	\$5,072
P05	Facilities Office Assistant	\$3,829	\$4,557
P10	Facilities Planner	\$5,408	\$6,825
P07	Facilities Trades Administrator	\$4,261	\$5,072
P09	Fair Practices Inquiry Rep	\$4,872	\$6,149
P12	Fair Practices Office Specialist	\$6,308	\$7,960
T07	Farm Technical Advisor	\$6,144	\$7,756
P09	Finance Collections Assistant	\$4,872	\$6,149
P10	Finance Collections Officer	\$5,408	\$6,825
P12	Finance Technology Analyst	\$6,308	\$7,960
P13	Financial Analyst	\$6,907	\$8,718
P03	Financial Mail Processing Clerk	\$3,474	\$4,134
P12	Fraud Analyst	\$6,308	\$7,960
P12	Geo-TAIS Analyst	\$6,308	\$7,960
P10	Graphic Designer	\$5,408	\$6,825
T07	Heavy Duty Appraiser	\$6,144	\$7,756
S01	Identity Administrator	\$4,007	\$4,768
S05	Identity Analyst	\$5,891	\$7,435
T04	Image Appraiser	\$4,601	\$5,477
P07	Information Management Coordinator	\$4,261	\$5,072

Pay Band	Classification	Minimum	Maximum
P09	Information Services Administrator	\$4,872	\$6,149
P10	Information Services Coordinator	\$5,408	\$6,825
P06	Information Services Support	\$4,021	\$4,785
S06	Intermediate Developer	\$6,950	\$8,773
S01	Intern Developer	\$4,007	\$4,768
P07	Investigative Assistant	\$4,261	\$5,072
P13	IRB & Calculation Analyst	\$6,907	\$8,718
P11	IRB Liaison	\$5,841	\$7,371
P11	IRB Representative	\$5,841	\$7,371
P10	Issuer Operations Analyst	\$5,408	\$6,825
P06	Issuer Relations Support	\$4,021	\$4,785
P12	Issuer Representative	\$6,308	\$7,960
P10	Issuer Training Analyst	\$5,408	\$6,825
S01	IT Intern	\$4,007	\$4,768
P07	Legal Administrative Assistant	\$4,261	\$5,072
P05	Legal File Clerk	\$3,829	\$4,557
P12	Liability Specialist	\$6,308	\$7,960
P09	Licence Issuer	\$4,872	\$6,149
P03	Mail Processing Clerk	\$3,474	\$4,134
P10	Marketing Coordinator	\$5,408	\$6,825
P06	Marketing Programs Support	\$4,021	\$4,785
P07	Medical Administrative Assistant	\$4,261	\$5,072
P13	Medical Facilitator	\$6,907	\$8,718
P09	Medical Program Administrator	\$4,872	\$6,149
P13	Medical Program Officer	\$6,907	\$8,718
P07	Medical Program Support	\$4,261	\$5,072
P13	Mental Health Facilitator	\$6,907	\$8,718
S06	Metadata Analyst	\$6,950	\$8,773
P11	Modern Workplace Experience Specialist	\$5,841	\$7,371
S05	Network Administrator	\$5,891	\$7,435
P06	Office Administrator (Manitoba)	\$4,021	\$4,785
P05	Operations Support	\$3,829	\$4,557
S04	Operations Analyst	\$5,167	\$6,521
P10	Paralegal	\$5,408	\$6,825
T03	Parts Technician	\$4,342	\$5,167
P07	Payable Receivable (PR) Support	\$4,261	\$5,072
P08	Payroll Administrator	\$4,340	\$5,478
P09	Permit Office Representative	\$4,872	\$6,149
P10	Permit Operations Analyst	\$5,408	\$6,825
P07	Personal Injury Assistant	\$4,261	\$5,072
P10	Personal Injury Rep I	\$5,408	\$6,825
P11	Personal Injury Rep II	\$5,841	\$7,371
P12	Personal Injury Rep Specialist	\$6,308	\$7,960
P12	Personal Injury Rep Specialist (PRU)	\$6,308	\$7,960
P04	Pickup & Delivery Driver	\$3,647	\$4,340
S07	Portfolio Analyst	\$7,576	\$9,562

Pay Band	Classification	Minimum	Maximum
P05	Print Operator	\$3,829	\$4,557
P08	Product Administrator	\$4,340	\$5,478
P11	Product Analyst II (Commercial)	\$5,841	\$7,371
P09	Production Coordinator	\$4,872	\$6,149
P11	Project Coordinator	\$5,841	\$7,371
P09	Promotions Administrator	\$4,872	\$6,149
P06	Property Claims Support	\$4,021	\$4,785
P10	Purchasing Agent	\$5,408	\$6,825
P12	Registration Analyst	\$6,308	\$7,960
P12	Rehabilitation Partnership Specialist	\$6,308	\$7,960
P12	Reinsurance Analyst	\$6,308	\$7,960
P09	Residency Analyst	\$4,872	\$6,149
T07	Risk Evaluator	\$6,144	\$7,756
T08	Risk Evaluator Specialist	\$7,250	\$9,152
P10	Safety Administrator	\$5,408	\$6,825
T08	Safety Officer (Field)	\$7,250	\$9,152
T08	Safety Officer (Office)	\$7,250	\$9,152
P08	Salvage Accounting & Operations Administrator	\$4,340	\$5,478
P11	Salvage Accounting Analyst	\$5,841	\$7,371
P10	Salvage Analyst	\$5,408	\$6,825
T07	Salvage Production Co-ordinator	\$6,144	\$7,756
T03	Salvage Transportation Operator	\$4,342	\$5,167
P11	Senior Accountant	\$5,841	\$7,371
P12	Senior Adjuster (Auto / Out-of-Prov/ Regional Auto)	\$6,308	\$7,960
P12	Senior Adjuster (Bodily Injury)	\$6,308	\$7,960
P12	Senior Adjuster (Property)	\$6,308	\$7,960
P12	Senior Analytics Report Developer	\$6,308	\$7,960
T07	Senior Appraiser	\$6,144	\$7,756
T03	Senior Auto Tradesperson	\$4,342	\$5,167
T06	Senior Building Maintenance Technician	\$5,342	\$6,743
T05	Senior Building Operator	\$4,687	\$5,915
P10	Senior Broker Inquiry Representative	\$5,408	\$6,825
S07	Senior Collaboration Administrator	\$7,576	\$9,562
T08	Senior Collision Repair Technician	\$7,250	\$9,152
P10	Senior Customer Inquiry Representative	\$5,408	\$6,825
P10	Senior Customer Inquiry Representative (Auto Pay)	\$5,408	\$6,825
S07	Senior Cyber Security Analyst	\$7,576	\$9,562
S07	Senior Data Engineer	\$7,576	\$9,562
S07	Senior Database Platform Administrator	\$7,576	\$9,562
S04	Senior Desktop Administrator	\$5,167	\$6,521
S07	Senior Developer	\$7,576	\$9,562
S07	Senior DevOps Engineer	\$7,576	\$9,562
P12	Senior Driver Education Assessment Coordinator	\$6,308	\$7,960
T07	Senior Electrician	\$6,144	\$7,756
P12	Senior Experience Designer	\$6,308	\$7,960
P11	Senior Facilities Planner	\$5,841	\$7,371

Pay Band	Classification	Minimum	Maximum
S07	Senior Identity Analyst	\$7,576	\$9,562
P10	Senior Licence Issuer (Branch)	\$5,408	\$6,825
P10	Senior Licence Issuer (HO & Saskatoon)	\$5,408	\$6,825
P12	Senior Modern Workplace Experience Specialist	\$6,308	\$7,960
S07	Senior Network Administrator	\$7,576	\$9,562
S06	Senior Operations Analyst	\$6,950	\$8,773
P11	Senior Paralegal	\$5,841	\$7,371
T05	Senior Parts Technician	\$4,687	\$5,915
P10	Senior Permit Office Representative	\$5,408	\$6,825
P12	Senior Personal Injury Rep	\$6,308	\$7,960
P12	Senior Personal Injury Rep (PRU / ABI/SCI)	\$6,308	\$7,960
P12	Senior Product Analyst (Commercial Property or Farm)	\$6,308	\$7,960
P12	Senior Product Analyst (Personal Property or Personal Auto)	\$6,308	\$7,960
T09	Senior Risk Evaluator Specialist	\$7,831	\$9,883
S04	Senior Service Desk Administrator	\$5,167	\$6,521
P12	Senior Subrogation Officer	\$6,308	\$7,960
P13	Senior Surety Underwriter	\$6,907	\$8,718
S07	Senior System Administrator	\$7,576	\$9,562
S06	Senior UI Developer	\$6,950	\$8,773
P13	Senior Underwriter (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line)	\$6,907	\$8,718
P12	Senior Underwriter (Personal Lines Mono-Line)	\$6,308	\$7,960
P12	Senior Underwriter (Personal Lines Multi-line)	\$6,308	\$7,960
P12	Senior UX Designer	\$6,308	\$7,960
S03	Service Desk Administrator	\$4,613	\$5,823
P04	Shipper/Receiver	\$3,647	\$4,340
T08	Shop Relations Representative	\$7,250	\$9,152
P06	SIU Assistant	\$4,021	\$4,785
P09	Subrogation Assistant	\$4,872	\$6,149
P11	Subrogation Officer	\$5,841	\$7,371
P10	Surety Underwriter I (Commercial)	\$5,408	\$6,825
P10	Surety Underwriter I (Contract)	\$5,408	\$6,825
P11	Surety Underwriter II	\$5,841	\$7,371
S05	System Administrator	\$5,891	\$7,435
P10	System Budget Administrator	\$5,408	\$6,825
P09	Systems Accounting and Purchasing Assistant	\$4,872	\$6,149
P08	TAIS Administrator	\$4,340	\$5,478
P06	TAIS Support	\$4,021	\$4,785
P10	Team Trainer (Driver Examinations)	\$5,408	\$6,825
T08	Technical Advisor	\$7,250	\$9,152
P08	Technical Research Services Administrator	\$4,340	\$5,478
P06	Technical Research Services Support	\$4,021	\$4,785
P12	Technical Trainer (Claims)	\$6,308	\$7,960
P08	Traffic Safety Administrator	\$4,340	\$5,478
P12	Traffic Safety Analyst	\$6,308	\$7,960
P06	Traffic Safety Community Outreach Assistant	\$4,021	\$4,785
P10	Traffic Safety Coordinator	\$5,408	\$6,825

Pay Band	Classification	Minimum	Maximum
P09	Traffic Safety Program Coordinator	\$4,872	\$6,149
P06	Traffic Safety Support	\$4,021	\$4,785
P10	Training Evaluation Analyst	\$5,408	\$6,825
P06	Transformation Office Administrator	\$4,021	\$4,785
P10	Underwriter I (Commercial Auto, Commercial Property, Farm or Alt Risk Multi Line)	\$5,408	\$6,825
P09	Underwriter I (Personal Lines Mono-Line)	\$4,872	\$6,149
P09	Underwriter I (Personal Lines Multi-Line)	\$4,872	\$6,149
P11	Underwriter II (Commercial Auto, Commercial Prop, Farm or Alt Risk Multi Line)	\$5,841	\$7,371
P10	Underwriter II (Personal Lines Mono-Line)	\$5,408	\$6,825
P10	Underwriter II (Personal Lines Multi-Line)	\$5,408	\$6,825
P05	Underwriting Administrative Services Support	\$3,829	\$4,557
P07	Underwriting Assistant - All Lines	\$4,261	\$5,072
P13	User Experience (UX) Team Lead	\$6,907	\$8,718
P11	UX Designer	\$5,841	\$7,371
P06	Vehicle Inventory Administrator	\$4,021	\$4,785
P09	Vehicle Standards & Inspections (VS&I) Administrator	\$4,872	\$6,149
P10	Vehicle Standards & Inspections (VS&I) Coordinator	\$5,408	\$6,825
P06	Vehicle Standards & Inspections (VS&I) Support	\$4,021	\$4,785

APPENDIX B

MEMORANDUM OF AGREEMENT REGARDING PART-TIME EMPLOYEES

THIS MEMORANDUM OF AGREEMENT made in duplicate this 10th day of **September, 2024**.

BETWEEN:

SASKATCHEWAN GOVERNMENT INSURANCE hereinafter referred to as “the Corporation”

~ and ~

CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION
(COPE) LOCAL 397 hereinafter referred to as “the Union”.

1 Introduction

- 1.1 It is understood and agreed between the Corporation and the Union that the provisions of the Collective Bargaining Agreement between the parties will apply to permanent part-time Employees. The following sections set out the exemptions and exceptions to the above unless specifically identified in the body of the Collective Bargaining Agreement.

2 Definition

- 2.1 A permanent part-time Employee is one hired to fill a part-time, established job which has an ongoing schedule. A permanent part-time Employee will work according to a regular part-time schedule but unless agreed to by the Union, will work thirty-five (35) hours per week or less.
- 2.2 A temporary part-time Employee is an Employee hired on a temporary part-time basis. The Employee(s) will work thirty-five (35) hours per week or less, unless otherwise agreed to by the Union. The Employee(s) shall not hold their appointment in the Corporation for more than six (6) calendar months unless their status is converted by Management to term. The terms and conditions on hours of work and overtime for permanent part-time Employees will apply to temporary part-time Employees except as otherwise noted.
- 2.3 The calculation of accumulated hours worked will include credit for statutory holiday pay, floater day pay and vacation pay.

3 Article 3, Leave of Absence Without Pay

- 3.1 Article 3.7 excluded.

4 Article 8, Probation

4.1 Article 8.1.3 applies except that the probationary periods are based on accumulated months.

4.2 Article 8.5.1 applies except that **six (6)** consecutive months will be accumulated months.

5 Article 11, Employer Notice of Termination of Employment

5.1 Except in the case of dismissal for good and sufficient cause, when a permanent or term part-time Employee's services are to be terminated, one (1) months' notice in writing shall be given. Provided that such notice is not given, a sum equal to the Employees' average monthly wage will be paid to the Employee in lieu of notice. The average wage, exclusive of overtime, will be determined based on the fifty-two (52) weeks immediately preceding the date on which notice was given.

5.2 Except in the case of dismissal for good and sufficient cause, any temporary or initial probationary part-time Employee whose services are to be terminated shall be given three (3) working days' notice in writing for each month of employment. Provided that such notice is not given, a sum equal to three-fifths' (3/5) of the Employees average weekly wage will be paid to the Employee in lieu of notice for each month of employment to a maximum of eighteen (18) days. The average weekly wage, exclusive of overtime, will be determined based on the fifty-two (52) weeks immediately preceding the date on which notice was given.

6 Article 13, Applying in a Job Competition

6.1 Article 13.3.1 applies except that if an Employee is asked to be available for assessment on a day not scheduled for work, assessment time will be considered time worked. If the assessment location is outside the Employee's geographic location, travel time will be considered time worked.

7 Article 15, Corporate Progression

7.1 Article 15 applies except that auto progression is based on accumulated hours worked.

8 Article 18, Layoff

8.1 Part-time staff will receive a pro-rated amount based on the previous fifty-two (52) weeks worked immediately preceding the date on which notice was given.

9 Article 19, Seniority

9.1 Seniority for permanent part-time Employees accumulates as per the following formula:

- 1.56 calendar days for each accumulated eight- (8) hours worked.

9.2 A permanent part-time Employee does not establish seniority until they have completed the probationary period in working days for their job, calculated in accordance with the seniority formula. They shall be credited with the accumulated seniority as per the seniority formula retroactive to the last hiring as a permanent part-time Employee.

- 9.3 Article 19.1 excluded.
- 10 Article 21, Holidays
- 10.1 Part-time Employees receive remuneration for listed holidays on the basis of the following formula:
- 10.1.1 Total **earnings** in previous twenty-eight- (28) calendar days divided by twenty (20).
- 10.1.2 Vacation hours earned for the floater are provided on a pro rata basis based on accumulated hours worked in the previous twelve- (12) months.
- 10.2 Article 21.3 excluded.
- 11 Article 22, Annual Vacation
- 11.1 Vacation hours earned will be based on a prorated share; i.e., 3/52, 4/52, 5/52, 6/52 of hours worked depending upon the calendar service time.
- 12 Article 23, Sick Leave
- 12.1 Upon the completion of each calendar month of employment, permanent part time Employees shall receive a pro-rated allotment, based on the number of actual hours worked in that month, to a maximum allotment of eight (8) hours per month and a maximum bank of one hundred (100) days or eight-hundred (800) hours.
- 12.2 Sick leave benefits will only be paid for scheduled work days.
- 13 Article 24, Benefit Plans
- 13.1 All applicable short-term and/or long-term benefits are prorated and waiting periods are accumulated.
- 13.2 Article 24.6.1 and Appendix D – Letter of Understanding No. 14 Re: Flexible Spending Account (FSA) apply except that eligible permanent and term part-time Employees working at fifty per cent (50%) or less of full-time hours will receive fifty per cent (50%) of the FSA benefit.
- 14 Article 26, Wage Administration
- 14.1 Increments are earned on an accumulated time basis.
- 14.2 On transfer in a posted competition to a full-time job in the same classification or in the same pay band, the salary will remain the same. If on probation, a new probation period and a new increment date will be established. If not on probation, the increment date will be determined by including accumulated hours already earned towards the next increment.
- 14.3 Conditions under Article 26.9 are subject to a prorated share based on number of hours worked for the particular period of time.

- 14.4 Conditions under Article 26.10 apply to permanent part-time Employees except that Employees who work fifty per cent (50%) or less of a full-time Employee will only be eligible for payment based on twelve (12) hours per year of service. This determination shall be made at the end of each calendar year, beginning in 2005.
- 14.5 Eligible term part-time Driver Examiners are entitled to a pro-rata payment under Article 26.10 based on actual hours worked in each year of continuous service.
- 14.6 A part-time Employee may be offered an opportunity to supplement their hours of work to a maximum of thirty-five (35) hours per week, by performing work in another job. Where the work performed is in a higher pay band, the Employee will be compensated at the higher pay rate, in accordance with the promotional formula. Where the work performed is in a lower pay band, the Employee will be compensated at the lower pay rate, in accordance with the demotion formula. Hours worked in either classification will be included in total accumulated hours. Any travel required as a result of performing work at different locations will be on the Employee's own time. These provisions apply only where the Employee has the option to accept or refuse the offer on a voluntary basis.
- 15 Article 27, TPHD
- 15.1 Article 27.4.1 applies except that increment adjustments are earned on an accumulated time basis.
- 16 Article 29, Hours of Work and Article 30, Overtime
- 16.1 Permanent part-time Employees shall work on a regular ongoing schedule which shall vary to meet local requirements as prescribed by the local Manager. Notwithstanding the above, permanent part-time Employees shall work between the hours of 6:00 a.m. and 8:00 p.m. from Monday to Saturday. These hours may be varied for shift work or by mutual agreement between the Employer and the Union.
- 16.2 Temporary and term part-time Employees shall work on a schedule which shall vary to meet local requirements as prescribed by the local Manager. Notwithstanding the above, temporary and term part-time Employees shall work between the hours of 6:00 a.m. and 8:00 p.m. from Monday to Saturday. These hours may be varied for shift work or by mutual agreement between the Employer and the Union.
- 16.3 Permanent part-time, term part-time and temporary part-time Employees in Driver Development shall work between the hours of 7:00 a.m. to 9:00 p.m. from Monday to Saturday. Refer to Appendix D – Letter of Understanding No. 6 for scheduling details.
- 16.4 Overtime shall be double time for all hours worked in excess of eight (8) hours in any one (1) day or thirty-five (35) hours in any one- (1) week period.
- 16.5 Article 29.5 will apply.
- 16.6 All part-time Employees will be paid a minimum of three- (3) hours' pay, at their current wage, for each occasion that they report for work.

- 16.7 To the fullest extent practicable, scheduled hours of work shall be shared equitably between Employees in the same class, same department in the same geographic location. This provision does not apply to temporary or term part-time Employees.
- 16.8 “Call in” hours beyond the on-going schedule will be made available to those Employees, on the basis of seniority, who have indicated their availability for work by placing their name on a weekly availability list. Employees reaching full normal hours in any week shall be placed at the bottom of the list. These provisions do not apply to temporary part-time Employees.
- 16.9 The provisions of Article 30.1 apply except that to be eligible for overtime pay, under scheduled overtime, part-time Employees must have worked eight (8) hours in that day or thirty-five (35) hours in that one- (1) week period.
- 16.10 Part-time Employees will not be required to work more than five (5) days in any seven- (7) day period. If the Employee so requests, they will receive two- (2) consecutive days off.
- 17 Article 33, Technological & Organizational Change
- 17.1 Part-time staff will receive a pro-rated amount based on the previous fifty-two (52) weeks worked immediately preceding the date on which notice was given.
- 18 Appendix D, Letter of Understanding No. 9, Educational Upgrading
- 18.1 To be eligible for allowance provisions, permanent part-time Employees must have two- (2) calendar years of service or one (1) year of accumulated seniority, as of the date of the final examination.
- 18.2 When course studies are undertaken by correspondence or by classroom study, payment of cost of tuition, required textbook material, exemption fee, examination fee, Insurance Institute of Saskatchewan membership fee shall be paid on a pro-rata basis calculated on the ratio of time worked to regular hours in the preceding twelve (12) months or since the last date of hire, whichever is the lesser.
- 18.3 Notwithstanding Item 18.2, when the hours of work of the Employee average fifty per cent (50%) or more of a full-time Employee, then all costs outlined in Item 18.2 shall be made in full.
- 18.4 Certificate in Rehabilitation Benefits Administration
- 18.4.1 To be eligible for allowance provisions, permanent part-time Employees must have two- (2) calendar years of service or one (1) year of accumulated seniority, whichever is the lesser, as of the date of the final examination.
- 18.4.2 When course studies are undertaken by correspondence or by classroom study, payment of cost of tuition, required textbook material, exemption fee, examination fee shall be paid on a pro rata basis calculated on the ratio of time worked to regular hours in the preceding twelve (12) months or since the last date of hire, whichever is the lesser.

18.4.3 Notwithstanding Item 18.4.2, when the hours of work of the Employee average fifty per cent (50%) or more of a full-time Employee, then the reimbursement costs as outlined in Item 18.4.2 shall be made in full.

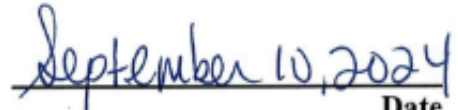
19 Corporate Training Programs

19.1 Permanent part-time Employees shall be eligible to participate in corporate training programs, with approval from Management.

19.2 Payment of salary when normally scheduled to work shall be based on the hours of work scheduled for that period.



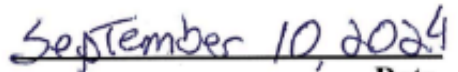
Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Revised: Date of signing
Revised: October 6, 2020
Revised: September 14, 2014
Revised: October 26, 2011
Revised: June 12, 2007
Revised: December 18, 2001
Revised: June 25, 1998
Revised: June 14, 1995
Original: November 21, 1981

APPENDIX C

MEMORANDUM OF AGREEMENT REGARDING TERM EMPLOYEES

THIS MEMORANDUM OF AGREEMENT made in duplicate this 10th day of **September, 2024**.

BETWEEN:

SASKATCHEWAN GOVERNMENT INSURANCE
hereinafter referred to as “the Corporation”

~ and ~

CANADIAN OFFICE AND PROFESSIONAL EMPLOYEES UNION
(COPE) LOCAL 397 hereinafter referred to as “the Union”.

Introduction

A term Employee is a non-permanent Employee whose continuous employment with the Corporation as a temporary full-time or part-time Employee exceeds six (6) calendar months. Except for temporary part-time Driver Examiners, their term of employment shall not exceed three (3) years without mutual agreement of the Union.

It is understood and agreed between the Corporation and the Union that the provisions of the Collective Bargaining Agreement as they apply to permanent Employees will apply to term Employees except as noted below or as specifically identified in the body of the Collective Bargaining Agreement.

- 1 Article 2 – Recognition
 - 1.1 Article 2.3 - Excluded
- 2 Article 3 – Leave of Absence Without Pay
 - 2.1 Article 3.8.5 – Excluded
 - 2.2 Article 3.9.5 – Excluded
 - 2.3 Article 3.10.7 – Excluded
- 3 Article 7 – Recruitment – Excluded, except that if a term Employee is terminated and re-hired, the following applies:
 - 3.1 If a term Employee is re-hired within three (3) months of their termination date, their term status will be reinstated but they are subject to the three- (3) year term of employment from the date of original hire.

3.2 If a previous term Employee is re-hired after three (3) months from their termination date, that Employee will be re-hired as a temporary. These Employees will be subject to the terms and conditions set out in Article 14.4.1.

4 Article 8 – Probation

4.1 Term Employees will not become permanent Employees unless they successfully complete a probation period as a result of a subsequent appointment to a permanent job.

4.2 Article 8.2 - Excluded except that term Employees will not become permanent Employees unless they successfully complete a probation period as a result of a subsequent appointment to a permanent job.

4.3 Article 8.5.1 - Excluded except that term Employees who promote to permanent full-time or part-time jobs will be terminated if they fail probation.

4.4 Article 8.5.2 - Term Employees will be given similar consideration as temporary Employees.

4.5 Article 8.6 - Excluded except that term Employees will be terminated if they fail any probation period after initial appointment to a permanent job.

4.6 Article 8.10.1 - Excluded.

5 Article 14 – Applicant Selection in Job Competitions

5.1 Term Employees **are eligible to participate and be considered for selection in posted competitions.**

6 Article 19 – Seniority

6.1 Article 19.3 – An electronic copy of the list of term Employees shall be forwarded to the Union in July of each year.

7 Article 23 – Sick Leave

7.1 Applies except that part-time term Employees will receive sick leave in accordance with Appendix B – Item 12.1.

8 Article 24 – Benefit Plans

8.1 Article 24.2 - Applies except that for term Employees, Disability Plan means short-term disability benefits and a maximum of two (2) years' long-term disability benefits.

8.2 Article 24.6.1, Appendix B Item 13.2, and Appendix D – Letter of Understanding No. 14 Re: Flexible Spending Account applies to Employees active as of October 1 each year.

8.3 Should the Employer end a term in the month of September the Employee will be eligible to receive the Flex payment in cash only.

- 9 Article 26 – Wage Administration
- 9.1 Full-time term Employees will be entitled, subject to satisfactory job performance, to a salary adjustment of 6% after twelve- (12) months’ service and annually thereafter. The completion of this time will determine the term Employee increment date. Part-time term Employees will earn increments on an accumulated time basis. Term Employees who later become permanent Employees in the same classification and department will have their temporary and term service time credited towards determining their next increment as a permanent Employee.
- 9.2 Article 26.5 - Excluded.
- 9.3 Article 26.6 – Excluded
- 9.4 Article 26.10 – Excluded
- 9.5 Article 26.11 – Excluded
- 9.6 Appendix B, Item 14.3 Excluded
- 9.7 Appendix B, Item 14.4 Excluded
- 10 Article 28 – Contracting Out
- 10.1 Article 28 – Excluded; however, should their job become redundant due to contracting out, they will be provided alternate employment to the maximum three- (3) year term.
- 11 Article 29 – Hours of Work and Article 30 – Overtime
- 11.1 Appendix B, 16.1 Excluded.
- 11.2 Appendix B, 16.2 applies to term part-time Employees
- 11.3 Appendix B, 16.7 Excluded
- 11.4 Appendix B, 16.8 Excluded
- 12 Article 31 – Classifications of Jobs
- 12.1 Excluded except that term Employees who have successfully completed the equivalent to the probation for their classification may have the Job Evaluation Committee review the work to determine whether a salary adjustment is warranted.
- 13 Article 33 – Technological & Organizational Change - Excluded.
- 14 Article 34 – Equity in the Workplace
- 14.1 Article 34.7.4 – Applies except that where the provisions of this Article have been applied to a term Employee, the Employee will be restored to their former classification provided the work is still available and/or the term of employment has not expired.
- 15 Article 36 – Job-Sharing – Excluded, except as otherwise agreed to by Union and Management.
- 16 Benefits

16.1 With regard to non-contract benefits, except as where otherwise stated, term Employees will be provided benefits equivalent to those provided to permanent part-time Employees.



Sylvie Ruf
On Behalf of the Corporation

September 10, 2024
Date



Trevor Morin
On Behalf of the Union

September 10, 2024
Date

Revised: Date of signing
Revised: October 6, 2020
Revised: September 19, 2014
Revised: October 26, 2011
Revised: June 12, 2007
Revised: December 18, 2001
Revised: June 25, 1998
Revised: May 13, 1998
Original: November 15, 1995

APPENDIX D – LETTER OF UNDERSTANDING NO. 1
HOURS OF WORK – OPERATIONS ANALYSTS

1 Schedule

- 1.1 A basic work period for Operations Analysts will normally consist of six (6) twelve (12) hour shifts over a two- (2) week period, providing twenty-four (24) hour a day, seven (7) days a week coverage. It is understood and agreed that there may be times when a shift schedule consists of seven (7) days over a two (2) week time period; followed by a five (5) day work schedule over a two (2) week time period.
- 1.2 A shift schedule will consist of three (3) consecutive, twelve (12) hour shifts.
- 1.3 There will be a minimum of thirty-six (36) hours of time-off between a three (3) day shift block; exclusive of the four (4) hour overtime provision as identified in Article 2.
- 1.4 Schedules will be rotated and posted for four (4) months and will be posted no less than two (2) month(s) in advance.

2 Overtime

- 2.1 No Operations Analysts will be required to work more than four (4) hours of overtime on the same day they are scheduled to work a twelve- (12) hour shift.
- 2.2 Overtime will not be applicable in weeks where an Employee is scheduled to work the normal two (2), three (3), or four (4) shifts within one (1) week. A scheduled shift is considered a shift as per the advanced, quarterly, published planning schedule.
- 2.3 Overtime will be applicable in weeks where an Employee is asked to work or volunteers to work a shift or shifts, due to overtime necessity, over and above the normal scheduled two (2), three (3), or four (4) shifts in one (1) week.
- 2.4 Overtime will not be applicable in situations where, through Management approval, shifts have been switched between Employees.
- 2.5 Statutory holidays will be considered as twelve- (12) hour holidays; however, those Employees scheduled to work on a statutory holiday will receive their regular salary, plus overtime for each hour worked. Those Employees who do not work on the statutory holiday will receive their regular pay and may elect to either receive twelve- (12) hours off or twelve- (12) hours pay in lieu. Where time off is elected, it shall be taken within the shift schedule as noted in Item 1.4 above.

3 Shift Differential/Premiums

- 3.1 In addition to regular rates of pay, a shift differential in the amount of **\$1.49** per hour shall be paid for all hours worked after 6:00 p.m. and prior to 6:00 a.m. Shift differential will not apply for the overtime hours worked.
 - Effective January 1, **2025**, the shift differential shall be **\$1.68** per hour.

3.2 In addition to payments made in Item 3.1, a weekend shift premium of **\$25.91** per scheduled twelve- (12) hour shift shall be paid to those Employees who work any twelve- (12) hour shift when the entire shift, or portion thereof, falls on a weekend. There will be no weekend shift premium paid on overtime or statutory holidays. The weekend shift premium shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A.

- **Effective date of ratification the weekend shift premium will be \$26.69**
- **Effective January 1, 2025 the weekend shift premium will be \$27.49**
- **Effective January 1, 2026 the weekend shift premium will be \$28.04**

4 Rest Periods

4.1 Employees will be granted three (3), twenty- (20) minute rest periods per shift.

5 Leave With/Without Pay

5.1 Vacation, sick leave and leaves of absence will be based on an eight- (8) hour day. When an Employee is absent from their twelve- (12) hour shift due to illness, vacation or leave of absence, they shall be charged with a twelve (12) hour or one and one-half (1½) days' absence.

6 Miscellaneous

6.1 Operations Analysts will be provided an opportunity to attend first-aid and Cardiac Pulmonary Resuscitation (CPR) training as workloads and shift schedules will permit over the Employee's probationary period. Re-certification will be provided, as required.

All other terms and conditions of the Collective Bargaining Agreement will apply.



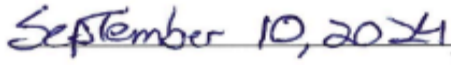
Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Revised: Date of signing
Revised: October 6, 2020
Revised: September 19, 2014
Revised: October 26, 2011
Revised: June 12, 2007
Revised: June 29, 2005
Revised: December 18, 2001
Original: March 28, 1996

APPENDIX D – LETTER OF UNDERSTANDING NO. 2

SCHEDULING OF HOURS OF WORK – PERMIT OFFICE

It is understood and agreed that the hours of work for Employees in the Permit Office Representative position in the Permit Office will have their shifts arranged incorporating the principle that neither the costs to the Corporation nor the benefit of Employees working under this arrangement will be increased by virtue of the shift schedule arrangements.

1 Full-Time Employees

- 1.1 Employees will normally work eight- (8) hour shifts or twelve- (12) hour shifts in a four- (4) month averaging period. The averaging periods are as follows:

January 1 to April 30

May 1 to August 31

September 1 to December 31

- 1.2 Rotation of shifts shall incorporate the following:

1.2.1 The schedule will be for four (4) months and will be posted no less than two (2) months in advance maintaining equity in the group environment.

1.2.2 The intention is to schedule as equally as possible the same number of shifts, weekends and rotations over the year for each Employee.

1.2.3 The schedule will be prepared in consultation with Employees and, whenever possible, be mutually agreed to.

1.2.4 Rotations through shifts shall be set forth on the schedule. (Wherever possible, changes to scheduled shifts shall be by mutual agreement between the Manager and the Employee(s) affected.) Examples of required shift changes are: job accommodation requirements, absences due to illness and/or disability, training requirements, and issues related to the competition process.

1.2.5 Overtime will be assigned as equitably as possible between Employees in the work unit.

1.2.6 Employees working eight (8) hour shifts shall normally work from 8:00 a.m. to 5:00 p.m. However, some Employees working eight (8) hour shifts will be required to work “swing shifts” as part of the shift schedule. Eight (8) hour shifts shall be set out as follows:

Day:	6:00 a.m.	–	3:00 p.m.
Day:	6:30 a.m.	–	3:30 p.m.
Day:	7:00 a.m.	–	4:00 p.m.
Day:	7:30 a.m.	–	4:30 p.m.
Day:	8:00 a.m.	–	5:00 p.m.
Day:	8:30 a.m.	–	5:30 p.m.
Day:	9:00 a.m.	–	6:00 p.m.
Day:	11:00 a.m.	-	8:00 p.m.

- 1.2.7 Twelve- (12) hour shifts shall be set out as follows:
 Day: 6:00 a.m. – 6:30 p.m.
 Day: 6:45 a.m. – 7:15 p.m.
 Evening: 9:30 a.m. – 10:00 p.m.
 Evening: 10:30 a.m. – 11:00 p.m.
 Night: 6:45 p.m. – 7:15 a.m.
- 1.2.8 The Corporation’s intent is to provide permit office service through the eight- (8) hour and twelve- (12) hour day and evening shifts, with shift start and end times scheduled to meet peak customer service demands. If required, upon thirty- (30) days notice, the Corporation may re-institute the night shift.
- 1.2.9 Employees working any twelve- (12) hour shift will have the following rest and meal breaks:

 Meal break: One-half (1/2) hour
 Rest break: Three (3) twenty (20) minute breaks
 (The meal break is unpaid.)
- 1.2.10 Employees will be free to leave the building during any of their breaks.
- 1.2.11 Employees working twelve- (12) hour shifts shall work four (4) days on, six (6) days off cycle (4/6). It is understood that schedules for the four (4) days on shall consist of two (2) consecutive day shifts and two (2) consecutive night shifts. If required, the parties may, by mutual agreement, reinstate the three (3) days on, three (3) days off, three (3) days on, six (6) days off cycle (3/3/3/6).
- 1.2.12 Employees shall have their hours of work arranged on the basis of eight (8) hours times the number of normal (Monday to Friday) working days in each averaging period. The number of hours to be worked in each averaging period shall be reduced by eight (8) times the number of designated holidays and the number of normally scheduled 5-4 weekdays of rest that fall within that averaging period.
- 1.2.13 Employees shall receive double time pay for all authorized hours worked on a statutory holiday identified in Article 21.
- 1.2.14 Where Employees working a twelve- (12) hour shift cycle will work less than the normal hours for the averaging period in question (these hours to be defined as shortfall hours), Management reserves the right to schedule Employees to make up these shortfall hours.

2 Permanent Part-Time Employees

- 2.1 Permanent part-time Employees on shift in the Permit Office shall work on a regular ongoing schedule which varies to meet local work requirements. The Employer will make every effort to equitably distribute regular part-time hours between permanent part-time Employees in the Department.

2.2 Hours of work, including hours scheduled on designated holidays, will be arranged on the basis of five (5) hours multiplied by the number of days in each four (4) month averaging period. This total will be the maximum number of hours (without overtime) to be scheduled in the averaging period.

3 Shift Differential/Premiums

3.1 In addition to regular rates of pay, a shift differential in the amount of **\$1.49** per hour shall be paid for all hours worked after 6:00 p.m. and prior to 6:00 a.m. Shift differential will not apply for overtime hours worked.

- Effective January 1, **2025**, the shift differential shall be **\$1.68** per hour.

3.2 In addition to payments made in Item 3.1, a weekend shift premium of **\$25.91** per scheduled twelve- (12) hour shift shall be paid to those Employees who work any twelve- (12) hour shift when the entire shift, or portion thereof, falls on a weekend. There will be no weekend shift premium paid on overtime or statutory holidays. The weekend shift premium shall be adjusted in direct proportion to any negotiated salary increase as reflected in Appendix A.

- **Effective date of ratification the weekend shift premium will be \$26.69**
- **Effective January 1, 2025 the weekend shift premium will be \$27.49**
- **Effective January 1, 2026 the weekend shift premium will be \$28.04**



Sylvie Ruf
On Behalf of the Corporation

September 10, 2024
Date



Trevor Morin
On Behalf of the Union

September 10, 2024
Date

Revised: Date of signing
Revised: October 6, 2020
Revised: September 19, 2014
Revised: October 26, 2011
Revised: June 12, 2007
Revised: March 29, 2004
Revised: December 18, 2001
Revised: January 28, 1999

APPENDIX D – LETTER OF UNDERSTANDING NO. 3

RE: HOURS OF WORK –FACILITIES MANAGEMENT

It is understood and agreed that Employees in the classifications of Building Maintenance Technician, Building Operator, Senior Building Operator, and District Building Operator (Saskatoon), are considered “shift” Employees. The following terms and conditions will apply:

1 Schedule

- 1.1 A basic work period for all permanent full-time Employees in the classifications identified above will normally consist of nine (9) eight - (8) hour days or seventy-two (72) hours over a two (2) week period.
- 1.2 The schedule will be for two (2) months and will be posted no less than one (1) month in advance.
- 1.3 The intention is to schedule as equally as possible, the same number of shift rotations (day, afternoon, evening), over a one (1) year time period for each Employee.
- 1.4 Shifts and/or schedules may be altered upon mutual agreement.
- 1.5 When the Manager identifies a requirement to change a scheduled shift, the Employee(s) will be provided with as much notice as reasonably possible. Wherever possible, changes to scheduled shifts shall be by mutual agreement between the Manager and the Employee(s) affected. Examples of required shift changes are: job accommodation requirements, absences due to illness and/or disability, training requirements, and issues related to the competition process.

2 Shifts

2.1 Regina

Building Maintenance Technician:

Day Shift: 7:00 a.m. - 3:30 p.m.
Evening Shift: 12:30 p.m. - 9:00 p.m.

Building Operator:

Day Shift: 7:00 a.m. - 3:30 p.m.
Afternoon Shift: 1:30 p.m. - 10:00 p.m.
Evening Shift: 2:30 p.m. - 11:00 p.m.

Senior Building Operator:

Day Shift: 7:00 a.m. - 3:30 p.m.
Afternoon Shift: 1:30 p.m. - 10:00 p.m.
Evening Shift: 2:30 p.m. - 11:00 p.m.

2.2 Saskatoon

Building Maintenance Technician:

Day Shift: 7:00 a.m. - 3:30 p.m.
Evening Shift: 12:30 p.m. - 9:00 p.m.

Building Operator, Senior Building Operator & District Building Operator:

Winter Day Shift: 6:00 a.m. - 2:30 p.m.
Winter Evening Shift: 12:30 p.m. - 9:00 p.m.
Summer Day Shift: 7:00 a.m. - 3:30 p.m.
Summer Evening Shift: 9:30 a.m. - 6:00 p.m.

- 2.3 Shift start times for all classifications may be adjusted by one (1) hour (earlier or later), for the purposes of operational requirements including, but not limited to, snow removal and ad hoc situations such as cleaning/maintenance. The start or end time of the shift will be adjusted accordingly. This clause will not be used to create new shifts or to staff shifts on an ongoing basis.
- 2.4 Employees will have the following rest and meal breaks:
Meal Break: A one-half (½) hour unpaid break.
Rest Break: A twenty (20) minute paid rest period for each scheduled four (4) hour consecutive work period.
Meal and Rest breaks will be identified on the schedule.
- 2.5 Employees who are required to complete job tasks occurring prior to their start time, during their coffee or meal breaks, or at the end of their normal work day will be given alternate equivalent time off.

3 Overtime

- 3.1 Overtime will not be applicable in situations where, through management approval, shifts have been switched between Employees.
- 3.2 Notwithstanding Item 2, unless requested by the Employee, all hours worked outside of normal scheduled shifts shall be paid at overtime rates.

4 Shift Differential/Premiums

- 4.1 In addition to regular rates of pay, effective January 1, **2024**, a shift differential in the amount of **\$1.49** per hour shall be paid for all hours worked after 6:00 p.m. and prior to 6:00 a.m. Monday through Friday and Saturday from 6:00 a.m. to 6:00 p.m. This differential will be added to the Employee's regular wages. Shift differential will not apply for overtime hours worked.
- Effective January 1, **2025**, the shift differential shall be **\$1.68** per hour
- 4.2 Notwithstanding Item 4.1, in addition to regular rates of pay, shift Employees shall be paid **\$2.19** per hour for all hours worked from Saturday after 6:00 p.m. and prior to Monday at 6:00 a.m. This differential will be added to the Employee's regular wages. Shift differential will not apply for overtime hours worked.

- Effective January 1, **2025**, the shift differential shall be **\$2.47** per hour.

4.3 In addition to regular rates of pay, Building Operators and Senior Building Operators who have a scheduled lunch break in excess of one-and-one-half (1½) hours shall be paid a shift differential of **\$1.07** per hour for all hours worked on shift. This differential will be added to the Employee's regular wages. Shift differential will not apply for overtime hours worked.

- Effective January 1, **2025**, the shift differential shall be **\$1.21** per hour.



Sylvie Ruf
On Behalf of the Corporation

September 10, 2024

Date



Trevor Morin
On Behalf of the Union

September 10, 2024

Date

Revised: Date of signing
Revised: October 6, 2020
Revised: September 19, 2014
Revised: October 26, 2011
Revised: June 12, 2007
Revised: November 29, 2006
Original: July 28, 2006

APPENDIX D – LETTER OF UNDERSTANDING NO. 3A

RE: HOURS OF WORK – FACILITIES MANAGEMENT Effective October 1, 2024

It is understood and agreed that Employees in the classification of Sr. Building Maintenance Technician, Building Maintenance Technician and Electrician, will work a permanent schedule with no shift rotation. Effective October 1, 2024, the following terms and conditions will apply:

1 Schedule

- 1.1 A basic work period for all permanent full-time Building Maintenance Technicians, Sr. Building Maintenance Technicians and Electricians will normally consist of nine (9) eight - (8) hour days or seventy-two (72) hours over a two (2) week period.
- 1.2 Where applicable, current employees will select their schedules based on seniority.
- 1.3 New hires will be assigned to the schedule where coverage is needed. Priority will be given to more senior employees wanting to change to the alternate schedule.
- 1.4 When circumstances arise, work schedules may be switched between employees upon mutual agreement, with management approval.
- 1.5 Start times for all classifications may be adjusted by one (1) hour (earlier or later), for the purposes of operational requirements including, but not limited to, scheduled preventative maintenance and ad hoc situations such as emergent work to ensure building/employee safety. The start or end time of the workday will be adjusted accordingly. No less than 48 hours notice shall be given unless mutually agreed between employee and management. This clause will not be used to create new shifts or to staff shifts on an ongoing basis.
- 1.6 When the Manager identifies a requirement to change an employee's set schedule between Schedule 1 and Schedule 2, the Employee(s) will be provided with as much notice as reasonably possible. Wherever possible, changes to schedules shall be by mutual agreement between the Manager and the Employee(s) affected. Examples of required schedule changes are: job accommodation requirements, absences due to illness and/or disability, training requirements, and competition related matters.

2 Scheduled Hours of Work

2.1 Building Maintenance Technicians – Regina and Saskatoon:

Schedule 1: 7:00 a.m. – 4:00 p.m.

Schedule 2: 9:00 a.m. – 6:00 p.m.

2.2 Building Maintenance Technicians – Yorkton (2 BMTs):

Schedule 1: 7:00 a.m. – 4:00 p.m.

Schedule 2: 9:00 a.m. – 6:00 p.m.

In the event Yorkton is down to 1 BMT, the hours of work will change to 8:00 a.m. – 5:00 p.m. to ensure coverage during normal working hours.

2.3 Senior Building Maintenance Technician and Electricians:

Schedule (only available schedule): 8:00 a.m. – 5:00 p.m.

2.4 Building Maintenance Technicians - Rural branches:

Schedule (only available schedule): 8:00 a.m. – 5:00 p.m.

2.5 Employees will have the following rest and meal breaks:

- Meal Break: A one-hour unpaid break.
- Rest Break: A twenty (20) minute paid rest period for each scheduled four (4) hour consecutive work period.

2.6 The provisions of Article 29.2 Flex Time do not apply.

3 Standby:

3.1 Building Maintenance Technicians and Senior Building Maintenance Technicians located in Regina and Saskatoon will participate in a weekly standby rotation as follows:

- 6:00 p.m.–7:00 a.m. – 7 days a week

3.2 Standby schedules will be for 6 months and will be posted no less than 1 month in advance.

3.3 Employees are encouraged to submit vacation requests, in writing, within the identified timeframes below so they can be considered when setting the standby schedule.

- May 15 deadline for vacation requests between July 1 and December 31
- November 15 deadline for vacation requests between January 1 to June 30

If vacation requests are not submitted by the deadlines they may not be approved. In the event of a conflict the Employee will be given opportunity to switch weeks with a fellow Employee.

3.4 When circumstances arise, standby schedules may be switched between employees upon mutual agreement, with management approval, ensuring an equal participation in the standby rotation.

3.5 Where possible, no Employee will be required to accept standby on two (2) consecutive weeks unless mutually agreed between Employee and Management.

4 Overtime

4.1 Overtime will not be applicable in situations where, through management approval, schedules have been switched between Employees.

4.2 The provisions of Article 30 Overtime apply.

All other terms and conditions of the Collective Bargaining Agreement apply.



Melisa Paskiw
On Behalf of the Corporation

July 8, 2024

Date



Stacey Landin
On Behalf of the Union

July 8, 2024

Date

Revised: Date of signing
Revised: October 6, 2020
Revised: September 19, 2014
Revised: October 26, 2011
Revised: June 12, 2007
Revised: November 29, 2006
Original: July 28, 2006

APPENDIX D – LETTER OF UNDERSTANDING NO. 4

RE: HOURS OF WORK – FIELD STATUS

It is understood and agreed that the hours of work will be varied for Employees in the following classifications:

- Traffic Safety Community Outreach: Traffic Safety Coordinator and **Operational Support (Student)**
- **Traffic Safety Program Coordinator**
- Marketing Programs: Community Relations Coordinator, Marketing Coordinator, and **Operational Support (Student)**
- **Marketing Programs Specialist**
- Broker Partnership Representative
- Issuer Representative

The following terms and conditions will apply:

1. Field Status

1.1 The hours of work for these Employees are undefined on a daily basis. However, the normal work period will be nine (9) eight (8) hour days over a two (2) week period and staff should regulate their hours accordingly. Part-time Employees normal work period will be a maximum of thirty-five (35) hours per week.

2. Varied Hours of Work

2.1 Where Employees are required to attend a scheduled event occurring on a day of rest, Saturday or Sunday, they will be given alternate equivalent time off for the first eight (8) hours worked in any one (1) day. If additional hours are required on those days, Employees shall be entitled to overtime at applicable overtime rates.


3. Overtime

3.1 Any hours in excess of seventy-two (72) hours in a two (2) week period shall be paid at applicable overtime rates. All part-time Employees shall be paid applicable overtime rates for hours worked in excess of thirty-five (35) hours in any one (1) week period.

All other terms and conditions of the Collective Bargaining Agreement apply.



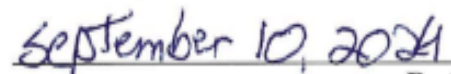
Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Revised: Date of signing, October 6, 2020, October 26, 2011

Original: May 11, 2009

APPENDIX D – LETTER OF UNDERSTANDING NO. 5

RE: SCHEDULING CLAIMS AND APPRAISAL SERVICES

In recognition of customer interest in having Claims and Appraisal services beyond the normal work hours, the Corporation will provide extended hours of service in Prince Albert and Moose Jaw, and two (2) Claims Centres in Regina and Saskatoon. The expanded hours will be 8:00 a.m. to 8:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday. The Corporation's first priority will be to offer Auto Claims service in Regina and Saskatoon with subsequent expansion to Prince Albert and Moose Jaw.

Although it is not a requirement at this time, extended Claims service may be expanded to Property and Injury if customer service demands cannot be met during normal working hours. If Injury and Property services are required in the foregoing locations, the expansion will follow the same procedure established below.

It is understood and agreed that in order to facilitate the scheduling of extended hours, the following procedure will apply:

- 1 (a) Staff in a geographic location will be given the option to volunteer to work extended hours. Volunteers will agree to work six (6) months of extended hours rotations on a trial basis. At the end of the trial period, volunteers will have the option to revert to normal work hours on one- (1) month's notice, or to retain the extended hours rotation on a permanent basis.

(b) Notwithstanding 1 (a), if an Employee working normal hours volunteers to participate in an extended hours position for a period of time, they may do so with mutual agreement between the Employee(s) and the Manager(s). As this is a volunteer situation there will be no overtime paid and Employees will adjust their working hours to the extended hours rotation in order to maintain an eight (8) hour shift.
- 2 In the event that extended hours cannot be staffed with volunteers, the Employer may post and fill permanent full-time positions with extended hours.
- 3 Where full-time Claims and Appraisal staff are assigned to extended hours, the following will apply:
 - Schedules will be posted one (1) month in advance.
 - Schedules may be altered upon mutual agreement.
 - Employees working Saturday will continue to receive two- (2) consecutive days off.
 - Employees will work eight- (8) hour shifts.
- 4 Overtime shall be offered based on overtime requirements, to all eligible Employees.
- 5 If an Employee is required or authorized to remain at work for more than three (3) hours beyond their normal workday they are entitled to claim reimbursement for dinner.
- 6 The day of rest shall be on a Friday, Monday, or Tuesday unless a mutually agreed upon day is accepted by the Employee and Management. The Union will be notified upon agreement.

It is further understood and agreed that:

- 1 No permanent full-time Employee will be involuntarily transferred into an extended hours position.
- 2 The Employer will not involuntarily Management transfer an Employee outside of a geographic location to a vacancy created through the filling of an extended hours position.
- 3 If an Employee working normal hours is required to cover for an extended hours position, they will be eligible for overtime as provided in Article 30.1 if the hours worked are in addition to their normal work day. Alternatively, the Employee may choose to adjust their working hours to the extended hours rotation in order to maintain an eight- (8) hour shift.
- 4 Where an Employee is required to travel between branches to provide extended hours service, travel time will be considered time worked. If applicable, Employees will be entitled to claim mileage expenses.

The Employer agrees to contain the number of full-time positions working these extended hours to those positions required to support this customer service initiative.

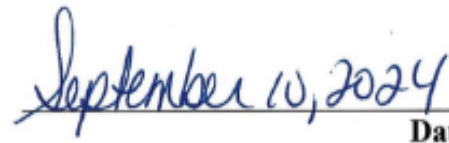
The Union will receive thirty- (30) days' notice prior to any of the listed branches being open for extended hours.

Three (3) months following implementation of extended hours in each branch, the Employer will meet with the Union to discuss any issues arising from such implementation.

If the extended hours implementation in Regina and Saskatoon does not meet customer or business needs, the Employer reserves the right to withdraw the extended hours or to limit these hours to Regina and Saskatoon.



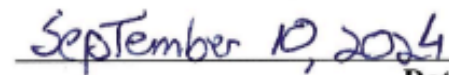
Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Revised: April 5, 2022
Revised: October 6, 2020
Revised: June 12, 2007
Revised: June 29, 2005
Original: June 14, 2001

APPENDIX D – LETTER OF UNDERSTANDING NO. 6

RE: SCHEDULING – DRIVER EXAMINATION SERVICES & BRANCH AND IRP ISSUING SERVICES

Driver Examination Services

In recognition of customer interest in having Driver Examination services available beyond the normal work hours, the Corporation will provide extended hours of service in Regina and Saskatoon. The expanded hours will be 7:00 a.m. to 9:00 p.m. Monday through Saturday.

It is understood and agreed that all current Driver Examination Services Employees (as of date of ratification – June 12, 2007 – see Appendix E – Grandfathered Employees), will be grandfathered and will not be scheduled to work regular hours beyond those which were in place immediately prior to ratification. However, current staff who wish to volunteer to participate in the extended hours rotation are encouraged to do so.

Branch and IRP Issuing Services

In recognition of customer interest in having the Branch and IRP Issuing services available beyond the normal work hours, in the Saskatoon Central location, the Corporation will provide extended hours of service in Saskatoon. The expanded hours will be 8:00 a.m. to 5:00 p.m. Monday through Saturday.

It is understood and agreed that all current full-time Branch and IRP Issuing Services Employees at the Saskatoon location (see Appendix E – Grandfathered Employees), will be grandfathered and will not be scheduled to work regular hours beyond those which were in place immediately prior to ratification (June 12, 2007). However, current full-time staff who wish to volunteer to participate in the extended hours rotation are encouraged to do so.

Hours of Work

All full-time and part-time Employees, regardless of employment status, not included in Appendix E and hired after date of signing, hired after date of ratification, will be required to work the extended hours.

In order to facilitate the scheduling of extended hours, the following procedure will apply:

- 1 Where full-time staff are working extended hours, the following will apply:
 - Schedules will be posted one (1) month in advance.
 - Schedules may be altered upon mutual agreement.
 - Employees working Saturday will continue to receive two (2) consecutive days off.
 - Employees will work eight (8) hour shifts.
- 2 Overtime shall be offered based on overtime requirements, to all eligible Employees.

- 3 If an Employee is required or authorized to remain at work for more than three (3) hours beyond their normal workday they are entitled to claim reimbursement for dinner.

It is further understood and agreed that:

- If a current (date of ratification – June 12, 2007 – as identified in Appendix E) Employee is required to cover the extended hours, they will be eligible for overtime as provided in Article 30.1 if the hours worked are in addition to their normal work day. Alternatively, the Employee may choose to adjust their working hours to the extended hours rotation in order to maintain an eight (8) hour shift.
- If a current (date of ratification – June 12, 2007 – as identified in Appendix E) Employee volunteers to participate in the extended hours rotation either permanently or for a period of time, they may do so with mutual agreement between the Employee and the Manager. As this is a volunteer situation there will be no overtime paid and Employees will adjust their working hours to the extended hours rotation in order to maintain an eight (8) hour shift. However, any hours in excess of eight (8) hours shall be considered overtime in accordance with Article 30.1.
- Where an Employee is required to travel between branches to provide extended hours service, travel time will be considered time worked. If applicable, Employees will be entitled to claim mileage expenses.

If the extended hours implementation in Regina and Saskatoon does not meet customer or business needs, the Employer reserves the right to withdraw the extended hours or to limit these hours to that which is required to support the customer service initiatives.



Sylvie Ruf
On Behalf of the Corporation

September 10, 2024
Date



Trevor Morin
On Behalf of the Union

September 10, 2024
Date

Revised: October 6, 2020
Revised: October 26, 2011
Revised: June 9, 2009
Original: June 12, 2007

APPENDIX D – LETTER OF UNDERSTANDING NO. 7

**RE: SUMMER STUDENT – MARKETING PROGRAMS
HOURS OF WORK**

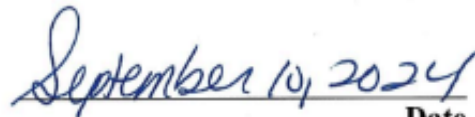
It is understood and agreed that for the time period May 1st – August 31st of each year, the hours of work for the Summer Student in the Marketing Programs Department will be varied in order to meet legitimate business needs. The following terms and conditions will apply:

- 1 The hours of work for the Summer Student will be undefined on a daily basis; however, the normal work period will be nine (9) eight- (8) hour days over a two- (2) week period.
- 2 Where the Summer Student is required to attend a scheduled event on a day-of-rest, Saturday or Sunday, they shall be given alternate equivalent time-off in lieu. Any hours in excess of seventy-two (72) hours in a two- (2) week period will be at overtime rates.
- 3 When the Summer Student is required to work on a statutory holiday, they shall be paid, in addition to their regular rate, at a rate of double time. When the Summer Student works on both a statutory holiday and on a day designated by SGI, premium pay shall apply only to the statutory day.

This Letter of Understanding is considered Without Prejudice and will be non-precedent setting. All other terms and conditions of the Collective Bargaining Agreement apply.



Sylene Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Revised: October 26, 2011
Original: August 9, 2006

APPENDIX D – LETTER OF UNDERSTANDING NO. 8

RE: SCHEDULING – EXPANSION HOURS OF WORK


In recognition of customer service requirements to support expansion initiatives, the Corporation will provide extended hours of service in departments which support these initiatives. When departments are required to support expansion initiatives, the Corporation agrees to provide advance notice to the Union and outline the implementation plan.

In order to facilitate the scheduling of extended hours, the following procedure will apply:

- 1 Employees will be scheduled to work between the hours of 6:00 a.m. and 7:00 p.m., Monday through Friday, as necessary to accommodate the applicable time zones.
- 2 Where full-time staff are working extended hours, the following will apply:
 - 2.1 Schedules will be posted one (1) month in advance.
 - 2.2 Schedules may be altered upon mutual agreement.
 - 2.3 Employees will work eight (8) hour shifts.
- 3 The Employer agrees to limit the number of full-time Employees scheduled to work extended hours to the number required to support customer service for expansion initiatives.
- 4 Where possible, extended hours will be assigned on a voluntary basis to Employees who are assigned to support expansion initiatives. Where that is not possible, scheduling will be done on a rotational basis. If scheduling on a rotational basis is required, everyone in the work unit will participate throughout the year.
- 5 Overtime shall be offered based on overtime requirements, to all eligible Employees.
- 6 If an Employee is required or authorized to remain at work for more than three (3) hours beyond their normal workday they are entitled to claim reimbursement for dinner.




Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Revised: September 19, 2014
Original: June 12, 2007

APPENDIX D – LETTER OF UNDERSTANDING NO. 9

EDUCATIONAL UPGRADING

1 General Administration

- 1.1 Wherever possible, opportunity shall be afforded Employees through training to qualify for higher jobs.
- 1.2 Employees who are laid off or bumped while completing any of these courses shall qualify for course reimbursement, if eligible, provided that the Employee has not resigned and that the course was in progress prior to the layoff notice.
- 1.3 Employees who terminate prior to receiving formal marks to verify successful course completion will not be eligible for reimbursement.
- 1.4 Reimbursement provisions will be expanded to include initial probationary Employees where the Employee was eligible as a term Employee prior to receiving a permanent position.

2 Insurance Institute of Canada Courses

- 2.1 In order to assist Employees to obtain CIP courses designated by the Insurance Institute of Canada, the Corporation will pay upon successful completion of each course, the cost of tuition, required textbook material, exemption fee, examination fee and applicable association membership fees. For the purpose of reimbursement of fees, non-permanent Employees taking these courses are required to have Management approval prior to enrollment.
- 2.2 Effective January 1, 2015, the Corporation will pay \$2,000 to permanent Employees upon successful completion of the CIP designation.

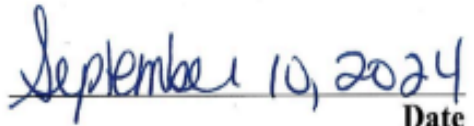
3 Rehabilitation Benefits Administration Courses

- 3.1 In order to assist full-time Employees to obtain a Certificate in Rehabilitation Benefits Administration (CRBA) from the Insurance Institute of Canada, the Corporation will pay upon successful completion of each course the cost of tuition, required textbook material, exemption fee, examination fee and Insurance Institute of Saskatchewan membership fee. For the purpose of reimbursement of fees, non-permanent Employees taking these courses are required to have Management approval prior to enrolment.

3.2 Effective January 1, 2015 the Corporation will pay \$2,000 to permanent Employees upon successful completion of the CRBA designation.



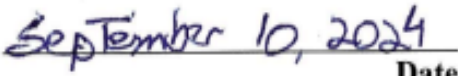
Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

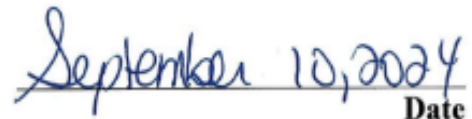
Revised: October 6, 2020
Revised: September 19, 2014
Revised: October 26, 2011
Revised: June 12, 2007
Revised: June 29, 2005
Revised: December 18, 2001
Original: June 25, 1998

APPENDIX D – LETTER OF UNDERSTANDING NO. 10

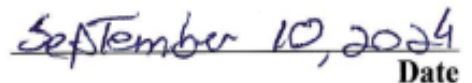
EMPLOYEES OF SGI CANADA INSURANCE SERVICES LIMITED

- 1 It is hereby understood and agreed that:
- 1.1 COPE Local 397 shall be the sole collective bargaining agent for the Employees of SCISL in Saskatchewan and Manitoba.
 - 1.2 The provisions of the Collective Bargaining Agreement will apply to SCISL Employees in Saskatchewan and Winnipeg, however:
 - 1.2.1 Article 8.6.1, Article 8.8.2 (b), Article 8.8.3, Article 8.9.1, Article 8.10 and Article 8.11 apply except where these Articles would require the Employee to cross provincial boundaries. In this case Management may assign the Employee within the same geographic location.
 - 1.2.2 Article 12 applies except that:
 - (a) All vacancies and new positions in pay bands P03 through P06, will be posted in Winnipeg only.
 - (b) In the case of nil certified competitions in Winnipeg, Management may give preference to a nil certified applicant from Winnipeg or an outside person from Manitoba.
 - 1.3 Where the Corporation expands SCISL such that Employees are required in Manitoba locations beyond Winnipeg the parties agree to negotiate the application of the terms and conditions of the Collective Bargaining Agreement.
 - 1.4 The following days shall be observed as statutory holidays without deductions in pay in Manitoba: New Year’s Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day (only if on a scheduled work day), Christmas Day, Boxing Day, and any federal or provincial proclaimed holiday.


Sylvie Ruf
On Behalf of the Corporation


September 10, 2024
Date


Trevor Morin
On Behalf of the Union


September 10, 2024
Date

Revised: October 26, 2011
Revised: June 12, 2007
Revised: June 29, 2005
Revised: December 18, 2001,
Original: June 25, 1998

APPENDIX D -- LETTER OF UNDERSTANDING NO. 11

RE: CAREER OPTIONS FOR 24-HOUR SHIFT WORKERS

After seven (7) years of continuous twenty-four (24) -hour shift work, an Employee with satisfactory job performance, may notify the Corporation in writing that they wish to be provided an opportunity to make a transition into a non- or reduced-shift work position. If an Employee is off shift work for any reason for more than one (1) year, Management reserves the right to extend the waiting period by the amount of time they are off shift work.

It is understood and agreed that in order to facilitate this career change the following will apply:

- 1 Employees will participate in SGI's career program immediately following notification of their intent to make a career change.
- 2 Employees will be provided a one-time offer to voluntarily transfer (if qualified) or demote to a vacant position identified and designated by Management. Demotion will not be more than one- (1) pay band below the Employee's current classification, unless the Employee agrees to accept a lower classification.
- 3 Employees may apply in a posted competition for transfer or demotion and will be given preference over other candidates in the competition, provided they are qualified for the position.

In order to preserve the integrity of SGI's operations, Management reserves the right to restrict this provision to one (1) Employee per department in any six- (6) month period. In the event that two (2) Employees apply at the same time to exercise their career options, the Employee with the most seniority as a shift worker will be given preference.

All other terms and conditions of the Collective Bargaining Agreement apply.



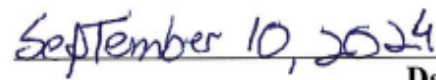
Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Revised: October 6, 2020
Revised: June 29, 2005
Revised: January 18, 2002
Original: June 14, 2001

APPENDIX D –LETTER OF UNDERSTANDING NO. 12

RE: RETIREMENT ALLOWANCE PROGRAM

In order to recognize permanent in-scope Employees for their years of service to SGI, a retirement allowance benefit will be payable at termination or retirement to eligible permanent Employees. It is understood and agreed that the following terms and conditions will apply to this program:

1 Eligibility for Benefit

- 1.1 All permanent in-scope Employees including part-time, full-time, and term part-time Driver Examiners with three (3) or more years of continuous service, who meet the following conditions are eligible to receive a benefit under this program:
 - 1.1.1 The Employee must terminate or retire from the Corporation; and
 - 1.1.2 At termination date, the Employee's age must equal or exceed fifty (50) or age plus service must equal or exceed seventy-five (75) years; and
 - 1.1.3 The Employee must commence employment prior to January 1, 2012.
- 1.2 Determination of the "75 year" eligibility requirement will be calculated on continuous SGI service and prior SGI service. Service performed as a part-time or job-sharing Employee will count as full-time service for the purposes of determining eligibility.
- 1.3 Any in-scope Employee who passes away while employed by SGI will be deemed to be eligible for the payment, regardless of age or service.
- 1.4 (a) In the event any in-scope Employee terminates or retires after being away from the workplace for two (2) consecutive years on a long-term disability, Workers' Compensation or No Fault claim, the Employee will be eligible for the payment regardless of age or service.

(b) In the event any in-scope Employee is away from the workplace for two (2) consecutive years on a long-term disability, Workers' Compensation or No Fault claim, and the Employee's age is equal to or exceeding fifty (50) years of age, the Employee may request a payout of their Retirement Allowance.
- 1.5 Any in-scope Employee who terminates SGI employment under Appendix E – Listed Letter of Understanding No.13 of the Collective Bargaining Agreement is deemed to be eligible for the payment, regardless of age or service.
- 1.6 Any in-scope Employee who is terminated for cause by SGI will not be eligible for the payment regardless of age or service.

2 Payment of Benefit

- 2.1 Payment for all eligible permanent part-time and full-time Employees will be based on twenty-four (24) hours of pay per year of continuous service to December 31, 2011 or retirement date whichever is earlier, prorated for start or finish dates within the year.

- 2.2 Payment for all eligible permanent part-time and full-time Employees will be based on twenty-four (24) hours of pay per year of continuous service to December 31, 2011 or retirement date whichever is earlier, for those Employees who work at a rate of more than fifty per cent (50%) of full time hours. Employees working at fifty per cent (50%) or less of full-time hours will have their payment based on twelve (12) hours of pay per year of continuous service to December 31, 2011 or retirement date whichever is earlier. The determination of whether an Employee gets credit for twenty-four (24) hours versus twelve (12) hours will be determined at the end of the calendar year. Payment will be prorated for start or finish dates within the year.
- 2.3 Notwithstanding Item 2.2 term part-time Driver Examiners who have three (3) or more years of continuous service, will receive a pro-rata payment based on actual hours worked in each year of continuous service to December 31, 2011 or retirement date whichever is earlier.
- 2.4 The payment will be based on continuous service to December 31, 2011 or retirement date whichever is earlier, at SGI, less time as specified:
 - 2.4.1 Leave to serve as Union Representative under Appendix E – Listed Letter of Understanding No. **13** of the Collective Bargaining Agreement; and
 - 2.4.2 Any amount greater than two (2) years per leave occurrence under the disability plan, Workers’ Compensation plan or No Fault plan.
- 2.5 Notwithstanding 2.4, Employees who transferred to SGI in 1977, 1986, and 1996 from the Department of Finance and Department of Highways, will have their previous continuous service recognized as SGI service for the purpose of the benefit.
- 2.6 The days will be paid out at the Employee's salary at the date of termination or retirement in all cases except for:
 - 2.6.1 Employees on long-term disability, Workers’ Compensation or No Fault will be paid out at the Employee’s salary at the commencement of the long-term disability, Workers’ Compensation or No Fault; and
 - 2.6.2 Employees terminating under Appendix E – Listed Letter of Understanding No. **13** of the Collective Bargaining Agreement will be paid out at the salary they would have received had they returned to SGI on their termination date. This salary is determined through the provisions of the Collective Bargaining Agreement.
 - 2.6.3 Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have the retirement allowance benefit paid using the TPHD salary rate. Employees must be on TPHD at the time of retirement.
- 2.7 Any receivable amounts owing from the Employee to SGI at termination date will be deducted from the benefit prior to payment.

Exceptions to this policy may be negotiated on a “without prejudice” basis in extenuating circumstances. All other terms and conditions of the Collective Bargaining Agreement apply.



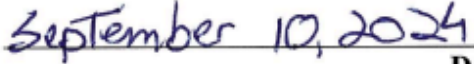
Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Revised: Date of signing
Revised: October 6, 2020
Revised: September 19, 2014
Revised: October 26, 2011
Revised: December 13, 2005
Original: June 29, 2005

APPENDIX D – LETTER OF UNDERSTANDING NO. 13

RE: EMPLOYEE SERVICE ALLOWANCE PROGRAM


In order to recognize permanent in-scope Employees for their service to SGI, an employee service allowance benefit will be payable annually to eligible Employees. It is understood and agreed that the following terms and conditions will apply to this program:

- 1 All permanent in-scope Employees including part-time, full-time, and term part-time Driver Examiners with three (3) or more years continuous service are eligible to receive a benefit under this program.
- 2 The benefit plan year will be October 1st to September 30th. The initial plan year will be October 1, 2011, to September 30, 2012, with the first benefit payment in October, 2012.
- 3 Employees, to be eligible, must be on active employment on September 30th of the plan year.
- 4 Commencing on October 1, 2012 benefit payment for all eligible Employees will be based on twenty-four (24) hours of pay for those Employees working at a rate of more than fifty per cent (50%) of full-time hours. Employees working at fifty per cent (50%) or less of full-time hours will have their benefit payment based on twelve (12) hours of pay.
- 5 Notwithstanding Item 4, term part-time Driver Examiners, who have three (3) or more years of continuous service, will receive a pro-rata payment based on actual hours worked during the plan year.
- 6 Benefit payments on October 1st will be prorated for Employees who became eligible for the benefit payment during the plan year, based on the portion of the plan year they were a permanent Employee.
- 7 Eligible Employees on leave of absence on September 30th will receive the benefit payment upon their date of return to active employment. **Employees on salary continuance will be considered active as per Item 3.**
- 8 Any eligible Employee who has been away from work on a long-term disability, Worker's Compensation or No Fault claim for more than two (2) years will be deemed eligible to receive up to a maximum of two (2) years benefit. The Employee must return to active employment with SGI to trigger the benefit.
- 9 Any eligible Employee who terminates employment within the plan year and meets the eligibility requirement for retirement will be deemed to be eligible for a prorated payment within the plan year. Eligibility for retirement is defined as the Employee's age must equal or exceed fifty (50) or age plus service must equal or exceed seventy-five (75).
- 10 Eligible Employees terminating under Appendix E – Listed Letter of Understanding No. 13 of the Collective Bargaining Agreement will be deemed to be eligible for a prorated payment within the plan year.
- 11 Any eligible Employee who passes away while employed by SGI will be deemed to be eligible for a prorated payment within the plan year.

- 12 Notwithstanding Items 9, 10, and 11, eligible Employees terminating for any other reason will not be deemed to be eligible for a prorated payment within the plan year.
- 13 Any in-scope Employee who is terminated for cause by SGI will not be eligible for the payment regardless of age or service.
- 14 Benefit payments available to eligible Employees may be allocated to the Pension Plan, Group RRSP, Health Care Spending Account (HSA), or received in cash. Benefit payments may be distributed to any one or a combination of the options.
- 15 Benefit payments to Employees will be at their hourly rate of pay for their base position in effect at the time the benefit payment is triggered.
- 16 Eligible Employees on Temporary Performance of Higher Duty (TPHD) for two (2) consecutive years or more of uninterrupted TPHD shall have the benefit paid using the TPHD salary rate. Employees must be on TPHD on September 30th of the plan year.
- 17 Any receivable amount owing from the Employee to SGI at termination date will be deducted from the benefit prior to payment.



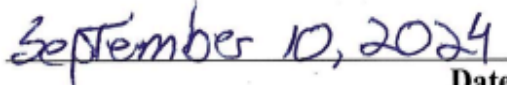
Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Revised: Date of signing
Revised: October 6, 2020
Revised: September 19, 2014
Original: October 26, 2011

APPENDIX D – LETTER OF UNDERSTANDING NO. 14

RE: FLEXIBLE SPENDING AND WELLNESS ACCOUNT

In order to support the benefit programs available to permanent Employees, a Flexible Spending and Wellness Account (FSWA) will be provided. This FSWA has been designed to allow eligible permanent Employees to supplement their benefit programs including health and wellness-related activities. It is understood and agreed that the following terms and conditions will apply to this program:

1. Eligibility for Benefit

1.2 The FSWA plan year will be October 1 – September 30.

2. Payment of Benefit

2.1 Eligible permanent and term full-time Employees:

2.1.1 **On October 1, 2024, \$1,900 will be allocated to the FSWA.**

2.1.2 On October 1, **2025** and annually thereafter, all eligible permanent and term full-time Employees on staff will receive \$1,750 to be allocated to their FSWA.

2.2 Eligible permanent and term part-time Employees:

2.2.1 On October 1, **2024** all eligible permanent and term part-time Employees working at fifty per cent (50%) or less of full-time hours will receive a benefit allocation of **\$950** to their FSWA. The determination of whether an Employee receives **\$1,900** or **\$950** will be based on the twelve- (12) month period preceding June 30th of each year.

2.2.2 On October 1, **2025 and annually thereafter**, all eligible permanent and term part-time Employees working at fifty per cent (50%) or less of full-time hours will receive a benefit allocation of \$875 to their FSWA. The determination of whether an Employee receives \$1,750 or \$875 will be based on the twelve- (12) month period preceding June 30th of each year.

3. Distribution of Funds:

3.1 There are **four (4)** elements of the FSWA as follows:

- Pension Plan
- Group RRSP Plan (Royal Bank)
- Healthcare Spending Account
- Cash Payout (taxed at source)

3.2 On October 1 of each year, FSWA funds available to eligible Employees may be allocated to the Pension Plan, Group RRSP Plan, Healthcare Spending Account, or Cash Payout. Funds may be distributed into any one of or a combination of the options.



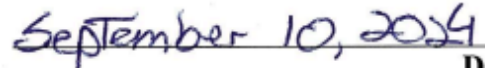
Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Revised: Date of signing
Revised: October 6, 2020
Revised: September 19, 2014
Revised: October 26, 2011
Original: June 12, 2007

APPENDIX D – LETTER OF UNDERSTANDING NO. 15

RE: BUSINESS CONTINUITY

In the event of a disaster resulting in the application of the Corporation's Business Continuity Plan, the parties agree to work together in the best interest of the health and safety of Employees, to resume normal business operations and customer service as soon as possible. It is recognized that this is not a business-as-usual time period and that the parties may be required to make exceptions to the Collective Bargaining Agreement in addition to those noted below.

During the recovery period and depending on the nature of the disaster, the Corporation may incrementally resume full business operations. Business critical areas will receive priority. Not all Employees will be required to work during this recovery period; however, the Corporation will maintain salaries for all Employees for a minimum of thirty- (30) days at which point the decision will be reviewed. If called to work, Employees will be expected to report to work, unless exceptional circumstances warrant consideration.

Depending on the impact of the disaster, the Corporation may not operate from regular business locations. If this is the case, Employees may be redeployed to alternative work locations or may be asked to work from home during this period of time. Geographic redeployments may be required, however, will be kept to a minimum.

It is recognized that in the event of a disaster, special measures will need to be put in place to handle the special health and safety concerns of Employees. It is fully anticipated that the Employer will provide additional and/or special access to the Employee and Family Assistance Program. In addition, an Employee hotline will be established in order to maintain communications with Employees. The Employer also agrees to maintain communication with the Union to ensure the same messages are being provided to Employees.

It is understood and agreed that the following exceptions to the Collective Bargaining Agreement will apply:

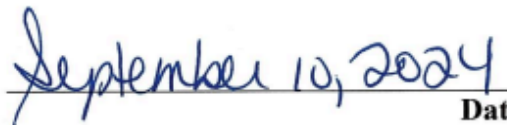
- All joint committee meetings between the Employer and the Union will be placed in abeyance until normal business operations resume. This includes but is not limited to: the Technological Change Committee, the Job Evaluation Committee, and the Employment Equity Committee.
- Article 4 – Leave of Absence with Pay – Leaves of absence will not be granted, unless exceptional circumstances warrant consideration.
- Article 5 – Union Business – A minimum number of elected officers of the Union may be called to assist the Union in resuming Union operations. Otherwise, no leaves of absence will be granted under Appendix E – Listed Letter of Understanding No. 13 during the recovery period.
- Article 8 – Probation – All probationary periods will be extended by the length of the Employee's absence from their regular position.

- Article 12 – Vacancies and Job Postings – All time requirements for job posting (Articles 12.5 and 12.6) will be eliminated until the conclusion of the recovery period. Postings will be based on business need.
- Article 13 – Applying in a Job Competition – All time requirements in Articles 13.2, 13.7, 13.9 and 13.10 will be flexible, based on business requirements during the recovery period. It is also understood that the competition assessment process may be subject to modification in order that competitions may be filled in an expedient manner.
- Article 15 – Corporate Progression – There will be no progressions during the recovery period.
- Article 18 – Layoffs – During the recovery period the Corporation may incrementally resume full business operations. The Corporation agrees to do everything possible to return Employees to work as quickly as possible. However, in the event that the disaster recovery period moves beyond thirty (30) days, the Corporation may consider alternative measures which may include layoff. In the event of a layoff, the Union and the Employer agree that the thirty (30) days’ pay which Employees have received will constitute appropriate notice of layoff. In the event that the Corporation moves to an actual layoff, this decision will be communicated to those subject to layoff. Recall will be in accordance with the priority order of recovery of business applications identified in the business continuity plan.
- Article 19 – Seniority – Employees will continue to accrue seniority for the duration of the recovery period, including any period of layoff.
- Article 22 – Annual Vacation – Vacation will continue to accrue during the recovery period. There will be no approved scheduling of vacation in any area affected by the disaster, until normal business operations have resumed. It may be necessary for the Corporation to cancel vacation for Employees that are assigned to business critical areas and are required for business recovery.
- Article 24 – Benefit Plans – All benefits will remain in effect for all Employees; however, Employees should expect delays in processing.
- Article 26 – Wage Administration
 - Salaries in effect at the time of the disaster will remain in effect, without adjustment, until the end of the recovery period. For the first thirty- (30) days following the disaster, Employees will continue to receive their regular pay even if not required to attend work. It is expected however, that there may be delays in processing.
 - With the exception of Employees on probation, an Employee’s regular increment date will remain in effect, with no adjustments for time not worked, during the recovery period. There may be delays in adjustments.
 - Shift differential for regular shift Employees will not apply during the recovery period.

- Article 26.9 will not apply, unless the parties mutually agree that there are exceptional circumstances which warrant consideration.
- Article 27 – TPHD – There will be no adjustments for TPHD for Employees called in to work during the recovery period. All TPHD salaries in effect at the time of the disaster will continue without interruption. TPHD salary increments will remain in effect although there may be delays in adjustments.
- Article 28 – Contracting Out – Regular notice requirements to the Union will not be observed during the recovery period.
- Article 29 – Hours of Work – During a disaster, recovery period hours of work will be undefined. 24 x 7 coverage may be required in certain areas, and shifts may vary in length from a minimum of three (3) hours to a maximum of twelve (12) hours. Employees will be called in on an “as and when required” basis in order to fulfill business requirements. Lunch periods and rest breaks will be paid breaks and scheduled with flexibility, in accordance with business needs.
- Article 30 – Overtime – Normal overtime provisions apply. Employees can expect their regular salary to be maintained with delays in overtime adjustments and payments. Standby and call back premiums shall not apply, and all overtime will be paid out.



Sylvie Ruf
 On Behalf of the Corporation



Date



Trevor Morin
 On Behalf of the Union



Date

Revised: October 6, 2020
 Revised: September 19, 2014
 Revised: October 26, 2011
 Original: June 12, 2007

APPENDIX D – LETTER OF UNDERSTANDING NO. 16

RE: DIRECTIONARY LETTERS

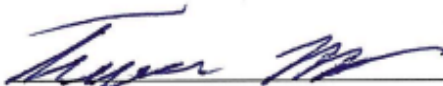
In the interest of facilitating the Corporation's and the Union's objective of early intervention in the performance management process, it is understood and agreed that the Corporation will provide the Union with copies of Directionary letters given to Employees. The goal of this process is to provide the Employee direction to modify their behaviour and work habits to enable the Employee to perform the duties of the position as expected. Directionary letters are not grievable.



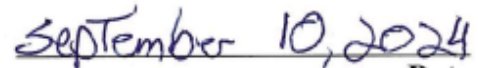
Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Revised: October 6, 2020
Revised: September 19, 2014
Revised: September 21, 2011
Revised: May 9, 2007
Original: June 29, 2005

APPENDIX D – LETTER OF UNDERSTANDING NO. 17

RE: HOURS OF WORK – FULL-TIME STAFF IN CALL CENTRE – AUTO FUND

To address recruitment and retention challenges, the Employer will be converting a number of vacant part-time positions to full-time positions in the Call Centre. In order to provide extended hours service and to meet customer demand in the Call Centre, this will require a change in the hours of work for full-time staff of the Call Centre.

It is understood and agreed to as follows.

Hours of Work

Full-time employees in the Senior Customer Inquiry Rep and Customer Inquiry Rep positions hired after the date of signing of this letter of understanding (LOU), will be required to work extended hours.

In order to facilitate the scheduling of extended hours for full-time staff, the following procedure will apply:

- 1 A basic work period will continue to be nine (9) eight- (8) hour days over a two- (2) week period, Monday to Saturday inclusive. Normal working hours for full-time Employees in the Senior Customer Inquiry Rep position and the Customer Inquiry Rep position will be scheduled between 8:00 a.m. and 8:00 p.m. Monday through Friday and 8:00 a.m. and 5:00 p.m. on Saturday.
- 2 Where full-time staff are working extended hours, the following will apply:
 - a) Schedules will be posted one (1) month in advance.
 - b) Employees will receive one (1) month notice of any change in scheduled hours.
 - c) Schedules may be altered upon mutual agreement.
 - d) Employees working Saturday will continue to receive two (2) consecutive days off.
- 3 The day of rest shall be determined by management.

Employees holding full-time Senior Customer Inquiry Rep positions or full-time Customer Inquiry Rep positions at the date of signing of this LOU will be grandfathered into their existing hours of work and will not be scheduled to work the newly established hours of work above. (See Appendix for list of grandfathered employees) However, current staff who wish to volunteer to participate in the extended hours rotation are encouraged to do so.

All other terms and conditions of the Collective Bargaining Agreement will apply.



Sylvie Ruf
On Behalf of the Corporation

September 10, 2024

Date



Trevor Morin
On Behalf of the Union

September 10, 2024

Date

Original: August 10, 2022

APPENDIX D – LETTER OF UNDERSTANDING NO. 18

RE: CORPORATE PROGRESSION CLASSIFICATIONS

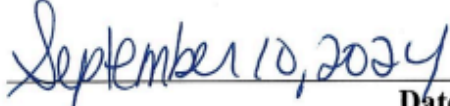
It is understood and agreed that:

1. Corporate Progression is the advancement of an employee from one level to the next where multiple related levels exist within a career stream, pursuant to provisions outlined in Article 15.
2. For eligible classifications, Classification Progression Frameworks will be developed that align to the Corporate Progression Framework before progression is available for that career stream.
3. Classifications eligible for progression are as follows:
 - a. Developer to Intermediate Developer
4. Classifications eligible for future progression once Classification Progression Frameworks are developed:
 - a. Adjuster career stream
 - b. Underwriting career stream
 - c. Personal Injury Representative career stream
5. Any future classifications eligible for progression and not listed in 3 and 4 above will be negotiated with the union.

All other terms and conditions of the Collective Bargaining Agreement apply.



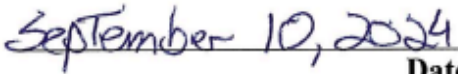
Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Original: November 24, 2022

APPENDIX D – LETTER OF UNDERSTANDING NO. 19


RE: EMPLOYMENT COMMITMENT

The Employer is committed to ensuring that permanent Employees will remain employed and/or are provided employment opportunity, within the terms and conditions of the Collective Bargaining Agreement.

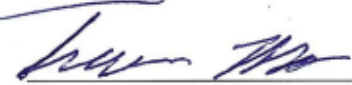
This Letter of Understanding expires on June 30, 2025.




Sylvie Ruf
On Behalf of the Corporation



Date



Trevor Morin
On Behalf of the Union



Date

Original: date of signing

APPENDIX E – LISTED LETTERS OF UNDERSTANDING

MEMORANDUM OF AGREEMENT REGARDING FILED LETTERS OF UNDERSTANDING

There are a number of Letters of Understanding that have been agreed to however they are not included in the content of the Collective Bargaining Agreement. These letters are retained and filed by both Union and Management. It is agreed that these letters will remain in effect as per Article 37.1, unless a specific expiry date is indicated in the letter. Any of the letters may be withdrawn by mutual agreement between the parties. The titles and dates of the letters are listed as follows:

1. U.I.C. Rate Reduction RebateSeptember 25, 1975
2. Hours of Work and Overtime..... February 5, 1993
3. Transfer document – Motor Transport Services Branch,
Saskatchewan Department of Highways and Transportation March 26, 1996
4. Disciplinary Letters..... May 13, 2002
5. Use of Private Vehicles for Corporate Business **September 10, 2024**
6. Withdrawal of Unfair Labour Practice – Revised February 6, 2008
7. Voluntary Transfer – Driver Development May 7, 2008
8. Job Accommodation – Customer Services..... September 2, 2009
9. Benefit Plans – Article 24..... **September 10, 2024**
10. Summer Student Insurance Classes.....September 21, 2011
11. Investigative Assistants – ScopeOctober 5, 2011
12. Privacy Breach..... February 4, 2014
13. Union Business April 15, 2014
14. Future Enterprises April 15, 2014
15. Alternate Work Locations..... May 28, 2014
16. Union E-Mail and Intranet Access June 16, 2014
17. Job Accommodation – Driver Development & Safety Services..... August 8, 2014
18. Agreement – Underwriting Admin. Services August 22, 2014
19. Article 29 –Hrs of Work – Flex Time **September 10, 2024**
20. Parking – Taxable BenefitOctober 31, 2014
21. Designated Positions..... April 15, 2015
22. Broker Convention.....July 3, 2015
23. Agreement – Out-of-Scope to In-Scope – Systems.....September 22, 2015
24. Irrevocable Election for Supervisory Employees April 28, 2016
25. Essential Services Agreement..... **November 21, 2023**
26. Sick Leave Grandfathered EmployeesOctober 6, 2017
27. Vacation Balance Payout while on Leave.....October 6, 2017
28. Agreement – Solution Analyst Redeployment.....October 15, 2019
29. Agreement – Solution Analyst Redeployment.....October 15, 2019
30. Hours of Work – Computer Operator/Operations Analyst – Training June 25, 2020
31. MVD/DVSSB/MTS Transport Services Transfers **September 10, 2024**
32. Educational Upgrading FCIP – Grandfathered Employees **September 10, 2024**
33. Digital & Broker Technology – Restructure February 3, 2021
34. Job Evaluation Project April 15, 2021
35. Co-operative Education Program..... August 11, 2021
36. Leave for Union Business..... December 20, 2021
37. Job Accommodation – Call Centre January 19, 2022
38. Probationary Period – Driver Examination Services..... January 27, 2022
39. Reversion – Claims..... February 18, 2022
40. Parts Tech to Senior Parts Technician Compensation–Grandfathering May 10, 2022

41.	Senior Roles - Pay Range Adjustment	May 16, 2022
42.	Appraiser & Claims Construction Specialist.....	June 8, 2022
43.	Workforce Transformation – SME Classifications	June 16, 2022
44.	Job Accommodation - Personal Lines Home	August 17, 2022
45.	Wage Administration – Article 26.6.1 – Personal Lines Home.....	September 21, 2022
46.	Job Accommodation – Family Status – SK Operations Auto.....	September 28, 2022
47.	Auto Tradesperson Internal Equity Compensation Adjustments.....	November 22, 2022
48.	Agreement in lieu of Termination – Call Centre.....	January 17, 2023
49.	Designated Community Relations Coordinator Jobs.....	March 6, 2023
50.	Appraiser Classification – Open Permanent Position(s).....	March 6, 2023
51.	Supervisory Actions and Responsibilities	March 6, 2023
52.	Job Accommodation –Digital & Information Services	March 6, 2023
53.	Removal of road/field status – Adjuster 2 (Road).....	September 10, 2024
54.	Co-operative Education Program Digital & Information Services Interns	March 6, 2023
55.	Employment Screening Process.....	March 6, 2023
56.	Scheduling - Driver Examination Services - Grandfathered Employees	March 6, 2023
57.	Enhanced Benefit Program	September 10, 2024
58.	Scheduling - Road Appraisers	September 10, 2024
59.	Apprenticeship Program	March 8, 2023
60.	Employees by Location Reporting.....	April 26, 2023
61.	WFT – TPHD Article 27.1.4.....	May 11, 2023
62.	WFT – TPHD Withhold Payment	May 11, 2023
63.	Salvage & Technical Research Services Recruitment & Retention Strategy	August 20, 2024
64.	Retiree Gig Workers.....	November 9, 2023
65.	CIC Crown Career Pathways Program	November 13, 2023
66.	Trades Positions – Market Supplement Lump Sum	January 23, 2024
67.	Digital & Information Services Positions – Market Supplement	February 13, 2024
68.	Data Office Position – Market Supplement	February 13, 2024
69.	Broker Partnership – Top of Range Adjustment	March 4, 2024

Updated – September 10, 2024

Acknowledged by:

Sylvie Ruf, on behalf of the Corporation and Trevor Morin, on behalf of the Union

INDEX

Adoption Leave.....	7
Benefits while on Adoption Leave.....	8
Allowances and Expenses	
Business Travel Per Diems	66
Kilometre Rates	66
Meal Rates	65
Moving Expenses	68
Personal Protective Equipment	67
Protective Clothing.....	67
Tools.....	67
Allowances And Expenses - Article 35.....	65
Annual Vacation – Article 22.....	40
Appendix B - Part-time Employees.....	122
Appendix C - Term Employees.....	128
Appendix E – Listed Letters of Understanding	169
Applicant Selection in Job Competitions – Article 14	27
Applying In A Job Competition – Article 13.....	27
Arbitration	38
Automatic Deposit	47
Banked Overtime	57
Benefit Plans	
Pension.....	44
Premium Contributions	45
Short-Term and Long-Term Disability.....	44
Benefit Plans – Article 24.....	44
Benefit Premium Contributions.....	45
Benefits While on Leave of Absence Without Pay	15
Bereavement Leave.....	17
Cultural or Religious Practices.....	18
Duration	17
Immediate Family.....	17
Travel.....	17
Birth of a Child Leave.....	18
Business & Training Travel Time	54
Business Continuity	161
Business Travel.....	54
Business Travel Per Diems	66
Call Centre - Hours of Work	165
Callback.....	57
Canadian Armed Forces Leave.....	12
Career Options – Shift Workers	153
Citizenship Ceremony Leave.....	19
Claims and Appraisal Services - Hours of Work.....	144
Classification of Jobs – Article 31.....	58
Classifications	
New	58
Reclassifications	58
Review and Appeal Process and Timelines.....	59
Salary Adjustment from Job Evaluations	59
Compassionate Care Leave.....	10
Benefits while on Compassionate Care Leave	10
Competitions	
Applicant Selection.....	28
Applying	27
Availability for Assessment	27
Ineligibility.....	28
No qualified applicants.....	28
Probationary Employees Participation.....	28
Posting	27
Compulsory Training – Travel Time.....	55
Conflict.....	63
Contracting Out – Article 28	52
Corporate Progression.....	28
Eligible Classifications.....	167

Crime-Related Child Death or Disappearance Leave	12
Deferred Salary Leave Plan	6
Definitions of Employees	3
Demotion – Article 17	30
Demotion – Multiple after Probation	30
Demotion Formula	48
Directionary Letters	164
Disciplinary Letters (Removal of).....	25
Discipline and Dismissal	24
Removal of Disciplinary Letters	25
Discrimination.....	62
DOR – Technical Training on a Day of Rest.....	55
Driver Examination Services & Branch and IRP Issuing – Scheduling	146
Duration of Agreement – Article 37.....	69
Educational Upgrading	150
Insurance Institute of Canada Courses.....	150
Rehabilitation Benefits Admin Courses	150
Emergency Leave.....	18
Inclement Weather.....	19
Employee Service Allowance.....	50
Employee Service Allowance Program.....	157
Employees of SGI Canada Insurance Services Limited (SCISL)	152
Employer Notice of Termination of Employment.....	25
Employment Equity and Diversity	65
Employment Opportunity Notice	26
Entry Level Positions.....	26
Equal Pay.....	62
Equity in the Workplace	
Conflict.....	63
Discrimination	62
Education - Indigenous Peoples	65
Equal Pay	62
Harassment.....	62
Job Accommodation	64
Reporting Procedures - Harassment or Conflict.....	63
Respectful Workplace	62
Equity In The Workplace – Article 34	62
Examinations – Approved Educational Courses.....	18
Expansion Hours of Work - Scheduling	149
Expenses and Allowances – Article 35	65
Facilities Management – Hours of Work	137
Family Caregiver Benefit for Adults Leave.....	14
Benefits while on Leave	14
Family Caregiver Benefit for Children Leave	11
Benefits while on Leave	11
Family Leave.....	18
Field Status.....	56
Field Status - Hours of Work.....	143
Flexible Spending and Wellness Account.....	46, 159
Flex-Time	52
Floater Day.....	40
Funeral Leave.....	17
Grievances	
1st Step.....	36
2 nd Step.....	36
3 rd Step	37
Arbitration.....	38
Employer.....	38
Exceptions to 1 st Step Commencement.....	37
Locations.....	37
Time Limits.....	39
Union Committee	37
Grievances – Article 20	36
Harassment	62
Holidays	
Floater Day	40
Religious or Cultural Events	40
Statutory Holidays Observed	40

Holidays – Article 21	39
Hours of Work	
Call Centre - Auto Fund	165
Claims and Appraisal Services Scheduling	144
Driver Examination Services and Branch & IRP Issuing Services	146
Expansion Hours	149
Facilities Management.....	137
Facilities Management - eff Oct 1, 2024	140
Field Status	143
Flex-Time.....	52
Marketing Programs Summer Student.....	148
Normal Hours of Work.....	52
Operations Analysts.....	132
Permit Office.....	134
Rest Periods	54
Shift Work.....	54
Varied Hours.....	53
Hours of Work – Article 29	52
Increment Adjustment on Promotion	47
Increment Date	47
Index	171
Ineligibility in Competition	28
Insurance Institute of Canada Courses	150
Interpersonal Violence or Sexual Violence Leave.....	19
Job Accommodation	64
Job Evaluation	
Meeting frequency.....	47
Quorum	46
Job Evaluation – Article 25	46
Job-Sharing – Article 36.....	68
Judicial Proceedings.....	15
Jury Duty.....	16
Jury Selection.....	16
Sentencing Circle.....	16
Subpoenaed Witness.....	16
Kilometre Rates.....	66
Layoffs – Article 18.....	30
Leave for Public Office.....	13
Leave of Absence for Union Business	20
Leave of Absence With Pay	
Article 4	15
Bereavement/Funeral Leave.....	17
Birth of a Child Leave	18
Citizenship Ceremony Leave	19
Emergency Leave	18
Examinations	18
Family Leave	18
Interpersonal Violence or Sexual Violence Leave	19
Judicial Proceedings	15
Medical/Dental/EAP Appointments	19
No Fault Insurance.....	16
Workers' Compensation Board	17
Leave of Absence Without Pay	
Adoption Leave	7
Article 3	5
Canadian Armed Forces Leave	12
Compassionate Care Leave	10
Crime-Related Child Death or Disappearance Leave	12
Deferred Salary Leave.....	6
Family Caregiver Benefit for Adults Leave	14
Family Caregiver Benefit for Children Leave.....	11
Leave for Public Office	13
Maternity Leave.....	6
Organ Donation Leave	13
Parental Leave	8
Lodging & Transportation	65
Long-Term Disability (LTD).....	45
Maintaining the Job Evaluation Program – Article 32	60

Management Rights	4
Marketing Programs Summer Student – Hours of Work	148
Maternity Leave	6
Benefits while on Maternity Leave.....	7
Meal Rates.....	65
Medical Certificates	43
Medical/Dental/EAP Appointments.....	19
Moving Expenses.....	68
No Fault Insurance (No Fault) Medical/Dental Appointments and Intermittent Absences	16
Non-Compulsory Training – Travel Time.....	55
Normal Hours of Work.....	52
Notice Boards.....	20
Operations Analysts - Hours of Work.....	132
Organ Donation Leave.....	13
Overtime	
Banked Overtime.....	57
Callback	57
Field Status	56
Standby Duty	57
Overtime – Article 30	55
Parental Leave.....	8
Benefits while on Parental Leave.....	9
Part-Time Employees – Terms and Conditions – Appendix B.....	122
Part-Time Positions.....	3
Pension Plans.....	44
Permit Office – Hours of Work.....	134
Personal Protective Equipment (PPE).....	67
Posting of Adjuster II(Road)	26
Probation	
Completion after conclusion of TPHD Assignment.....	24
Credit for active TPHD	22
Duration	22
Extension due to absences.....	22
On Demotion.....	24
On Initial Appointment.....	22
On Management Transfer.....	23
On Promotion.....	22
On Promotion to Management.....	22
On Transfer in a Posted Competition.....	23
Probation - Article 8.....	21
Probationary Employees – Eligibility for Participation in Competition.....	28
Promotion Due to Corporate Progression – Article 15.....	28
Protective Clothing	67
Recognition	
Management Rights.....	4
Recognition - Article 2.....	4
Recruitment -Article 7	21
Redundant Jobs	4
Rehabilitation Benefits Administration Courses.....	150
Removal of Disciplinary Letters.....	25
Resignations	24
Respectful Workplace.....	62
Rest Periods.....	54
Retirement Allowance	50
Retirement Allowance Program	154
Reversion	
Ineligibility.....	24
Ineligibility to promote or progress	22
On Management Transfer (Voluntary or Involuntary).....	23
On Promotion.....	22
On Promotion to Management (Voluntary/Involuntary)	22
On Transfer in a Posted Competition (Voluntary/Involuntary).....	23
Wage Adjustment.....	48
Right to Refuse Unsafe Work.....	21
Safety and Health	
Article 6	20
Committee.....	20
Salary Schedule	

By Classification - 2024.....	81
By Classification - 2025.....	104
By Classification - 2026.....	115
Professional & Admin - 2024.....	71
Professional & Admin - 2025.....	88
Professional & Admin - 2026.....	105
Systems - 2024.....	77
Systems - 2025.....	94
Systems - 2026.....	111
Trades - 2024.....	79
Trades - 2025.....	96
Trades - 2026.....	113
Scheduling – Driver Examination Services & Branch and IRP Issuing.....	146
Scheduling – Expansion Hours of Work.....	149
Scope	
Article 1.....	2
Classification List.....	3
Definition of Employee.....	3
Selection Panels.....	27
Seniority – Article 19.....	35
Seniority Bridge.....	35
Sentencing Circles.....	15
Shift Differential.....	49
Shift Work.....	54
Shift Workers – Career Options.....	153
Short-Term and Long-Term Disability Plans.....	44
Short-Term Disability (STD).....	44
Sick Leave	
Allotment.....	43
Disability Appeal.....	43
Medical Certificates.....	43
Sick Leave – Article 23.....	42
Standby Duty.....	57
Statutory Holidays Observed.....	40
Subpoenaed Witness.....	15
Supplementary Benefit Plans.....	46
Technical Training on a Day Of Rest (DOR).....	55
Technological and Organizational Change – Article 33.....	61
Temporary Performance of Higher Duty (TPHD) – Article 27.....	50
Term Employees – Terms and Conditions – Appendix C.....	128
Termination of Employment.....	25
Tools.....	67
TPHD	
Continuous.....	50
Eligibility.....	50
Intermittent.....	50
Salary & Increment Adjustment first year.....	52
To Management.....	51
Transfer – Article 16.....	29
Travel Expenses & Per Diems.....	65
Union Business	
Article 5.....	20
during Office Hours.....	20
Notice Boards.....	20
Union Reporting.....	5
Diversity Report.....	65
Home Address & Work Location.....	5
Retirees.....	5
Vacancies and Job Postings.....	26
Vacation	
Carryover.....	42
Earnings.....	40
Past Service.....	41
Rescheduling.....	42
Scheduling.....	41
Varied Hours of Work.....	53
Wage Adjustment on Promotion.....	47
Wage Administration	

Adjustment on Promotion	47
Automatic Deposit.....	47
Demotion Formula.....	48
Increment Adjustment on Promotion.....	47
Increment Date.....	47
Reversion Formula	48
Shift Differential.....	49
TPHD first year.....	52
TPHD Intermittent.....	50
TPLD.....	49
Wage Administration – Article 26	47
Wage and Increment Adjustment on Demotion Due to Job Accommodation.....	49
Wage and Increment Adjustment on Demotion Due to Layoff/Bumping	48
Wage and Increment Adjustment on Reversion	48
Weather - Emergency Leave	19
Workers' Compensation Board (WCB) Medical/Dental Appointments and Intermittent Absences.....	17

2026

JANUARY							FEBRUARY							MARCH							APRIL						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	29	30	31	1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	29	30	1	2
1	2	3	4	5	6	7	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9

MAY							JUNE							JULY							AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4	26	27	28	29	30	31	1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	29
31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8	30	31	1	2	3	4	5

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30	1	2	3	25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9

2027

JANUARY							FEBRUARY							MARCH							APRIL						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2	31	1	2	3	4	5	6	28	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	1	2	3	4	5	6	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31	1	2	3	4	5	6	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8

MAY							JUNE							JULY							AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31	29	30	31	1	2	3	4
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4	26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1
3	4	5	6	7	8	9	31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8

