

THIS AGREEMENT made and entered into this 10th day of July, 2017.

BETWEEN:

PRAIRIE NORTH CO-OPERATIVE LTD., a body corporate,
incorporated under the Co-operative Associations Act, with head office in
the City of Melfort, in the Province of Saskatchewan, hereinafter called
the
“Co-operative”,

OF THE FIRST

PART

AND:

**SASKATCHEWAN JOINT BOARD, RETAIL, WHOLESALE AND
DEPARTMENT STORE UNION, LOCAL 496**, hereinafter called the
“Union”,

OF THE SECOND

PART

A G R E E M E N T



Expires: **January 31, 2020**

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OF THE FIRST PART

AND: **SASKATCHEWAN JOINT BOARD, RETAIL, WHOLESALE AND DEPARTMENT STORE UNION, LOCAL 496**, hereinafter called the "Union",

OF THE SECOND PART

ARTICLE 1 - PURPOSE

In consideration of the mutual value of joint discussions on matters pertaining to employer-employee relations, the parties hereto agree that the purpose of this Agreement shall be to set forth terms and conditions of employment relating to hours of work, rates of pay and other working conditions affecting the employees covered by this Agreement and to provide for a means of settling disputes and grievances of such employees.

ARTICLE 2 - CLARIFICATION OF TERMS

In this Agreement, wherever the words "he", "his", or "him" appear, it shall be construed as any employee, male or female. Wherever the word "employee" appears, it shall mean any person or persons covered by this Agreement.

ARTICLE 3 - RECOGNITION

1. The Co-operative recognizes the Union as the sole collective bargaining agency for the employees covered by this Agreement and hereby agrees to negotiate with the Union or its designated bargaining representatives on matters relating to rates of pay, hours of work and other terms and working conditions of employees covered by this Agreement.
2. The Union recognizes the responsibility of its members to perform faithfully and diligently their respective duties for the Co-operative and at all times carry out their individual responsibilities according to the regulations, methods and procedures established by Management.
3. The Union agrees to encourage all employees to become members of the Co-operative and to patronize the Co-operative and its services to the fullest extent possible.

ARTICLE 4 - MANAGEMENT RIGHTS

1. The Management of the Co-operative and the direction of the working force including the right to plan, direct and control operations, to maintain the discipline and efficiency of the employees, to require employees to observe the Co-operative rules and regulations and to hire new employees, are to be the sole right and function of the Co-operative. The Union further recognizes the right of the Co-operative to lay off or relieve employees from duties, to suspend, demote, transfer, promote, and discharge employees subject to the provisions of this Agreement setting forth how such changes in an employee's status may be affected.
2. The parties agree that the enumeration of Management's rights as set out shall not exclude other functions not specifically stated. The Co-operative, therefore, retains all rights not otherwise specifically covered in this Agreement.
3. In exercising the foregoing rights, the Co-operative shall act in good faith and shall not evade or alter any of the specific provisions of this Agreement. The Co-operative will not exercise the rights under this Article or any provisions of this Agreement to discriminate against any employee because of his activity in or for the Union.

ARTICLE 5 - SCOPE

This Agreement shall cover all employees employed by the Prairie North Co-operative Ltd. in or in connection with its places of business located in the City of Melfort, in the Province of Saskatchewan, except the General Manager, Human Resources Manager, Controller, **Accountant**, Credit/Office Manager, **Management Trainees (2)**, Food Manager, **Produce Manager**, Meat Manager, Bakery/Deli/Cafeteria Manager, **Home and Agro Centre Manager**, Agro Centre Manager, **Assistant Agro Manger**, Building Materials Manager, **Assistant Building Materials Manager**, Agronomist, Gas Bar Manager and Assistant Gas Bar Manager.

ARTICLE 6 - UNION SECURITY

1. Every employee who is now or hereafter becomes a member of the Union shall maintain his membership in the Union as a condition of employment. Every new employee whose employment commences hereafter shall make every application on the official Union Membership Application form within ten (10) calendar days of the date of employment, and shall become a member of the Union within thirty (30) days of this date.
2. An employee receiving a written reprimand, suspension and/or is being discharged

or any conversation that could lead to written discipline shall be notified of his right to have a Shop Steward of his choice present.

3. When a document involving a written reprimand, suspension or discharge is entered into an employee's personnel file, the employee will be given a copy of the document at the time it is placed in the file and a copy will be given to a Union Shop Steward. Any discipline entered into an employee's work record will not be used against the employee after twenty-four (24) months following the date of the discipline, unless there have been further incidents in that time.

ARTICLE 7 - DUES CHECKOFF

The Co-operative shall deduct initiation fees and monthly Union dues from the wages of employees employed with the Co-operative. Such deductions shall be remitted within five (5) days to the person designated by the Union. The Co-operative shall furnish the Union with a written list of:

1. The names of employees from whom the deductions have been made.
2. The names of all employees who are hired, laid off or who have terminated employment.

Union dues deductions shall be included on the T-4 Income Tax Forms by the Co-operative.

ARTICLE 8 - SENIORITY

1. Seniority shall be defined as the length of an employee's continuous service with the Co-operative. New employees shall be on probation for a period of eighty-five (85) days worked, during which time they shall not acquire seniority. Upon completion of the probation period, seniority shall be established retroactive to the date on which the employee last entered the service of the Co-operative.

In all cases, where a probationary employee is absent from work, the duration of the absence shall be added to the employee's probationary period.

The Co-operative and the Union, in special cases, may mutually agree to extend the probation period of an employee for a further period of up to three (3) months, but not to exceed six (6) months in total. Such agreement shall be confirmed in writing.

If an employee is absent from work due to accident or illness, he shall continue to accumulate seniority providing such absence does not exceed eight (8) months. If an employee is absent from work because of layoff or leave of absence, he shall retain his seniority accumulated prior to his layoff or leave of absence.

Any employee who voluntarily leaves the service of the Co-operative, is dismissed, fails to report for work on recall after layoff, abandons his employment by failing to report for duty without proper notification to the Co-operative or is laid off for a period in excess of twelve (12) months, shall terminate seniority as of the last working day.

2. The Co-operative shall prepare and publish a seniority list semi-annually.

ARTICLE 9 - LAYOFF AND RECALLS

1. When reducing staff or recalling laid-off employees, seniority shall prevail providing the senior employee has the merit, ability and fitness as evaluated by the Co-operative to handle the work to be performed.
2. The Co-operative shall give employees written notice or pay in lieu of notice, in case of layoff or discharge except for just cause as follows:
 - (a) After three (3) months' service and up to one (1) years' service - One (1) week's written notice or pay in lieu of notice;
 - (b) After one (1) year of service and up to three (3) years' service - Two (2) weeks' written notice or pay in lieu of notice;
 - (c) After three (3) years' service and up to five (5) years' service - Four (4) weeks' written notice or pay in lieu of notice;
 - (d) After five (5) years' service and up to ten (10) years' service - Six (6) weeks' written notice or pay in lieu of notice;
 - (e) After ten (10) years' service - Eight (8) weeks' written notice or pay in lieu of notice.

For the purpose of this section, pay in lieu of notice shall be at regular rates, exclusive of overtime.

3. When the Co-operative recalls an employee who has been laid off, he shall notify such employee by registered letter addressed to the employee's last known address and contacted by phone with last known number. The employee concerned must notify the Co-operative within five (5) days of the mailing of such letter stating his acceptance or refusal of the employment offered. If an employee fails to report for work within five (5) days of the mailing of such notice, but does report within thirty (30) days, showing good cause for having failed to report within the five (5) days, he shall be notified of the next vacancy and his seniority shall be retained. Good cause shall be sickness (verified by the certificate of a medical practitioner),

insufficient travelling time, or accident.

4. Employees shall leave their address and phone number with the Co-operative and shall notify the Co-operative of any changes thereafter.

ARTICLE 10 - VACANCIES AND PROMOTIONS

1. All vacancies and new positions within the scope of this Agreement shall be filled by the best qualified candidates as evaluated by the Co-operative. Where merit, ability and fitness are comparable and sufficient, the senior applicant will be selected.
2. All vacancies and new positions within the scope of this Agreement shall be posted on the bulletin board and employees shall be allowed seven (7) calendar days in which to make written application for such vacancies or new positions.
3. An employee transferred or promoted to a vacancy or new position shall be permitted a trial period of three (3) months. If such employee does not perform the duties satisfactorily within that time, he shall revert to his former position. If it appears to the Co-operative that such employee is incapable of performing the duties satisfactorily, he may be required to revert to his former position before the expiration of three (3) months.
4. If an employee reverts to his former position, any person hired to replace that employee shall be returned to his previous position if he was hired from within the Co-operative, or shall be laid off in the case of a new hire, unless other duties or positions are available for which such new hire has seniority rights.

ARTICLE 11 - JOB CLASSIFICATIONS

Rates of pay for any new positions that may be established by the Co-operative hereafter shall be subject to negotiations and a Supplementary Agreement shall be executed between the Co-operative and the Union. The Co-operative shall have the right to establish a rate to be paid until the regular position rate is agreed upon. The agreed rate of pay will be effective as of the date the position was filled.

ARTICLE 12 - HOURS OF WORK

1. The basic workweek for full-time employees shall be forty (40) hours per week not to exceed eight (8) hours per day, five (5) days per week.
2. Lunch periods shall not exceed one (1) hour.
3. The Co-operative shall draw up and post a working schedule of daily starting and

quitting hours for all full-time and part-time employees, by Sunday, 6:00 p.m., of the week prior to the work scheduled for the following two (2) weeks. Twenty-four (24) hours' notice will be given of any change, except in emergency cases. The schedule shall not be changed to avoid payment of overtime. The Co-operative agrees to schedule part-time employees on the basis of seniority. This will not apply to an employee's entitlement to any shift for which they are unavailable due to a restriction on the number of hours or shifts they wish to work.

4. Part-time employees, with the exception of students, shall be given a minimum of four (4) hours' call-in notice, except in emergency cases. There shall be no change to any other scheduled shifts due to a call-in. In the event of a call-in after normal business hours, a minimum of four (4) hours will be paid. All call-ins shall be done in order of seniority.
5. Employees shall be granted two (2) fifteen (15) minute paid rest periods when scheduled to work for shifts of more than six (6) hours. If employed for less than a full shift, employees shall be entitled to one (1) fifteen (15) minute paid rest period if they are scheduled to work four (4) hours or more.
6. Requested days off may be granted when any employee submits a written request to their department Manager. The request may be for an additional day (or days) off or may be for a normal day off to occur on a specific day. Requests shall be submitted before the relative schedule is to be posted. Response to the requests shall be issued by their Department Manager in writing within three (3) days of receipt of the request.

ARTICLE 13 - OVERTIME PAY

1. All hours worked in excess of eight (8) hours per day shall be considered as overtime hours and shall be paid for at the rate of one and one-half (1½) times the regular rate for the first four (4) hours and double (2) time thereafter.
2. Employees shall receive double (2) the rate of pay for all hours worked on Sunday or the day given in lieu of Sunday.
3. Except as otherwise provided in this Agreement, employees shall not be required to take time off regular hours of work to avoid payment of overtime pay.
4. Employees required to work on Sundays at the Gas Bar will be paid the regular rate of pay. Overtime pay will be paid only if the workday exceeds eight (8) hours.
5. All overtime shall be authorized by Management in order of seniority. It is understood that all overtime shall be voluntary.

ARTICLE 14 - WAGE RATES AND CLASSIFICATIONS

1. Job classifications and wage rates covered by this Agreement shall be set out in Appendix "A".
2. Employees shall be paid every second Friday by electronic deposit for the period covering the two (2) weeks ending the previous Saturday. Employees shall receive an itemized statement of wages covering each pay period. On a quarterly basis, an employee may request a statement showing the balance of vacation pay outstanding and sick leave available.
3. Any employee required to temporarily fill a position in the scope of this Agreement paying a higher rate of pay shall receive the next highest step in the range of the temporary position or ten dollars (\$10.00) per day whichever is the greater, provided that such period is for **three (3) days or more**. An employee's rate will not be reduced if temporarily filling a position paying a lower rate of pay.
4. Any employee required temporarily to fill a position out of scope of this Agreement shall receive a minimum premium of twenty dollars (\$20.00) per day, provided such period is for **three (3) days or more**.
5. When an employee is assigned a higher-paid classification, they shall move to the next higher rate in the new scale and proceed up the scale thereafter.
6. The rate of pay upon hiring shall be at the start rates of the various job classifications. New employees having comparable experience or their related competencies exceeding the recruitment requirements for the position shall be paid the appropriate rate of pay on their wage scale based on these factors. Unless the experience is exact (including equipment), the **twenty-four (24) month** step will be considered the maximum starting rate at the Co-operative's discretion. The Union will be provided with all relevant information regarding the situation by the Co-operative's submission of the form to be approved.

ARTICLE 15 - ANNUAL VACATION

1. Vacation with pay at regular rates or a fraction of the full-time employee's total earnings, whichever is the greater, shall be granted on the following schedule:
 - (a) Three (3) weeks (3/52nds) after one year's service and after each subsequent year up to **nine (9)** years of service.
 - (b) Four (4) weeks (1/13th) after **nine (9)** years' service and after each subsequent year up to **nineteen (19)** years of service.
 - (c) Five (5) weeks (5/52nds) after **nineteen (19)** years' service and after each subsequent year up to **twenty-four (24)** years of service.
 - (d) Six (6) weeks (3/26ths) after **twenty-four (24)** years' service.

Increased vacation entitlements to take effect January 2018

If, however, an employee is absent without pay during a holiday period (May 1st to April 30th) in excess of two (2) weeks, his holiday pay shall be computed on the basis of 3/52nds, 1/13th, 5/52nds or 3/26^{ths} whichever is applicable. Part-time employees will be paid vacation pay on the basis of the applicable fraction. Employees may, with the agreement of the Employer, take vacations in blocks of less than one (1) week (which may be one (1) day). It is understood that this provision is subject to the efficient operation of the business.

2. The first three (3) weeks of vacation shall be granted between May 1st and October 31st unless otherwise mutually agreed upon between the Co-operative and the employee.
3. When a Statutory Holiday occurs during an employee's vacation, an extra day's vacation shall be granted if the holiday is one for which the employee would have received pay if he had been working.
4. This provision does not apply to students. Vacation pay for regular part-time and part-time employees shall be calculated by dividing their previous fifty-two (52) weeks of gross income by fifty-two (52). (For example: \$10,000 divided by 52 = \$192.31 for each week of vacation entitlement.)
5. If the employment of an employee is terminated, the Co-operative shall pay him for any vacation time he has earned.
6. The annual vacation cut off for all employees shall be April 30th. Full-time employees with less than one (1) years' service shall be entitled to one and one-quarter (1¼) days' pay for each completed month of service up to April 30th, up to a maximum of three (3) working weeks. Employees may apply to be allowed to carry up to one (1) week of vacation over to the end of September in the following year.
7. A vacation list shall be submitted to the employees by March 1st requesting them to indicate their preference as to vacation dates. It is agreed that employees with the longest service with the Co-operative will have priority. However, both parties agree that the vacation schedule must be practical insofar as the operation of the business is concerned. The Co-operative, therefore, must make the final decision on such matters. Vacation dates shall be finalized on or before April 30th. Changes to the schedule may be made by agreement between the Co-operative and the employee.

ARTICLE 16 - STATUTORY HOLIDAYS

1. The following days shall be considered holidays for which there shall be no deductions in pay:

New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, Saskatchewan Day and any other days proclaimed as holidays by Federal, Provincial, or Civic authorities, providing such holidays are observed by the majority of the retail businesses in the City of Melfort.
2. Statutory Holidays shall be observed on days other than the calendar dates when so proclaimed by Federal, Provincial, or Civic authorities.
3. When a Statutory Holiday occurs, the workweek shall be reduced by eight (8) hours and no employee shall suffer a reduction in take-home pay. When a Federal or Provincial holiday is proclaimed, the workweek shall be reduced by eight (8) hours or the number of hours proclaimed. Employees working in excess of the reduced hours of work for that week shall be paid overtime rates for all such hours worked.
4. An employee required to work on a Civic Holiday shall be entitled to an equivalent leave of absence with pay on a mutually acceptable date in lieu of said holiday. If leave of absence is not arranged within thirty (30) days following the holiday, overtime shall be paid to the employee.
5. Part-time employees shall be paid statutory holiday pay based on Provincial Legislation.

ARTICLE 17 - GRIEVANCE PROCEDURE

1. (a) It is hereby agreed that during the life of this Agreement, there shall be no strike, slowdown, or work stoppage on the part of the Union, nor shall there be a lockout on the part of the Co-operative.

(b) The Union agrees not to call a meeting of its members, who are employees of the Co-operative, during any hours which will interfere with the normal operations of the Co-operative.
2. Any employee who feels he has been unfairly treated, the Union or the Co-operative may present a grievance. Any grievance which is not presented within fourteen (14) calendar days of the event shall be forfeited and waived by the aggrieved party.
3. All grievances shall be submitted in writing and shall clearly set forth the issues and contentions of the aggrieved parties.

4. The procedure for adjustment of disputes and grievances will be as follows:
 - (a) A discussion between the Shop Steward (with the aggrieved employee present or absent, at his option) and the Department Manager. The aggrieved party shall be given a written decision on the matter within fourteen (14) calendar days after the discussion.
 - (b) Failing agreement under subsection (a), the grievance shall be dealt with by the Grievance Committee of the Union and the General Manager, or his duly appointed representative in the event of his absence for a period in excess of one week. The aggrieved party shall be given a written decision on the matter within seven (7) calendar days.
 - (c) If a satisfactory settlement cannot be reached, then upon request of either party, the matter shall be referred to the Board of Arbitration established by Article 18.
 - (d) Timelines can be extended by mutual agreement.
5. After completion of any step in Section 4, if the aggrieved party does not proceed to the next step within seven (7) calendar days, the grievance shall lapse.
6. All negotiations, with respect to disputes and grievances, shall be dealt with during regular working hours and no employee shall suffer any loss of pay for time spent in such negotiation.

So far as possible, all negotiations with respect to collective bargaining agreements, shall also be dealt with during regular working hours and the employees shall be entitled to representation at all such negotiations by at least three of their members without loss of pay.
7. The parties may agree to the appointment of a mediator to assist in resolving the dispute.

ARTICLE 18 - BOARD OF ARBITRATION

1. Any dispute or grievance presented under Article 17 of this Agreement, that cannot be settled by representatives of the Co-operative and the Union, shall be submitted to the Board of Arbitration at the request of either party.
2. The Board of Arbitration shall be composed of one Co-operative representative, one Union representative and one person acceptable to both the Union and the Co-operative who shall act as Chairperson. If agreement cannot be reached within seven (7) days in respect of the appointment of the Chairperson of the Board of Arbitration, the matter shall be referred to the Minister of Labour, Province of

Saskatchewan, who shall appoint a Chairperson.

3. No person shall serve on the Board of Arbitration if he is involved directly in the labour controversy under local consideration.
4. Grievances taken before the Board of Arbitration shall be submitted in writing and shall specify clearly the nature of the grievance.
5. When the Board of Arbitration has been formed in accordance with this Article, it shall meet and hear the evidence of both sides and render a decision.
6. The Board of Arbitration, in reaching its decision, shall be governed by the provisions of this Agreement. A decision of a majority of the Board shall be taken to be the decision of the Board and shall be final and binding on all parties concerned.
7. It is distinctly understood that the Board of Arbitration is not vested with the power to change, modify or alter this Agreement in any of its parts. The Board may, however, interpret the provisions of this Agreement.
8. It is agreed that the expenses of the Chairperson of the Board of Arbitration shall be borne equally by the Co-operative and the Union.
9. The parties may mutually agree to have a single Arbitrator hear a grievance, and in such case, the Arbitrator shall possess the same powers and be subject to all of the same limitations as a Board of Arbitration as constituted in this Article. When rendering a decision, such decision shall be final and binding on the parties.

ARTICLE 19 - LEAVE OF ABSENCE

1. If fifteen (15) days' notice is given to the Co-operative, one employee selected by the Union to do Union work may be granted leave of absence without pay for a period of three (3) months, during which time he shall not accumulate seniority but shall retain seniority accumulated prior to such leave. If mutually agreed, the leave may be of longer duration.
2. Employees selected as delegates to attend labour conventions or business meetings in connection with the affairs of the Union, upon giving fourteen (14) days' notice (seven (7) days in the event of emergency or unexpected circumstances), shall be granted leave of absence for a period not to exceed two (2) weeks. The Co-operative reserves the right to limit the number of delegates to three (3), and they are to be from different departments. The Co-operative shall pay all applicable wages and benefits then bill the Local Union for full reimbursement.

3. (a) Female employees, after **thirteen (13) consecutive weeks of employment** preceding the day on which the requested leave is to commence, shall be granted a maternity leave of absence. The duration of such leave shall be at the discretion of the employee and not to exceed an eighteen (18) week period. The employee shall give the Co-operative a minimum of four (4) weeks' notice prior to the start of such leave if the leave requested is in excess of six (6) weeks prior to the expected birth of the child. The employee shall be required to submit a certificate from a qualified medical practitioner certifying that she is pregnant and indicating the estimated date of confinement. The employee shall give the Co-operative a minimum of four (4) weeks' notice prior to the date she intends to resume employment. If the employee returns to work within six (6) weeks of the birth of the child, she shall be required to submit a medical certificate certifying her to be medically fit to work. The employee's benefits held before such leave shall continue to be available. Seniority shall accumulate during the maternity leave. For the purposes of accumulation of part-time seniority, employees shall be credited with the same rate of accumulation as their average hours worked over the fifty-two (52) week period prior to the commencement of their leave. The Co-operative's obligation to guarantee employment shall cease if the employee is unable to return to work at the expiry of the scheduled maternity leave of absence.
 - (b) Employees, after **thirteen (13) consecutive weeks of employment** preceding the day on which the requested leave is to commence, shall be granted a parental leave of absence by the Co-operative. Such leave shall not exceed thirty-seven (37) weeks and must be taken within one (1) year of the date the child is released from the hospital or from the date an adoptive child is placed in the employee's home. Female employees who have availed themselves of the leave in sub-section (a) above are eligible provided the cumulative time off does not exceed fifty-two (52) weeks. The employee's benefits held before such leave shall continue to be available. Seniority shall accumulate during the parental leave. Applications for parental leave must be made four (4) weeks prior to date of commencement unless the employee has not been informed of the date in time to meet this guideline. In such cases, the employee shall submit their request as soon as possible.
4. The maintenance of employee benefit plans during leave of absence, for which there is no pay, shall be conditional upon the bylaws of the plans concerned and upon payment of the full cost by the employee.
5. Special leave of absence with pay shall be granted for three (3) days and may be granted up to a maximum of seven (7) working days in case of pressing emergency. Pressing emergency shall include death, serious accident, or serious illness in the immediate family of an employee. Immediate family shall be confined to wife, husband, mother, father, sister, brother, children, mother-in-law, father-in-law, grandparents, grandchildren of such employee, step-parents and step-child of the employee. Proof of emergency and time involved may be required by the Co-operative. In the case of death of a brother-in-law or sister-in-law, a leave of absence with pay

shall be granted for one (1) day. **Additional time without pay may be granted by the Co-operative.**

7. Upon completion of two (2) years' service, an employee shall be entitled to one year's leave of absence without pay but with the maintenance of seniority rights for the purpose of educational upgrading or training. An employee granted leave under this section may be required to remain in the service of the Co-operative for one year after the completion of the leave of absence. The number of employees entitled to leave of absence may be limited to one at only one time.
8. Employees shall be entitled to compassionate care leave without pay in order to care for their seriously ill child, step-child, parent or spouse for up to eight (8) weeks. If an employee requires further time, an application may be made by the employee.

ARTICLE 20 - EMPLOYEE BENEFITS

The Co-operative's present policy (in accordance with the bylaws of the plans concerned) of providing group insurance, an extended health care plan (effective February 1, 2003), long-term disability, severance pay, and uniforms shall be continued during the term of this Agreement.

The Co-operative will implement, on a 50/50 cost-sharing basis, The Co-operators' Dental Plan. It is clearly understood that all full-time employees in the bargaining unit presently employed as well as those who may become employed in the future, must participate in the dental plan. The Co-operative will make the dental plan available to part-time employees.

The Co-operative shall reimburse any employee required by Occupational Health and Safety to wear safety boots for up to fifty (50%) per cent of the cost of up to two (2) pairs of boots per year to a maximum total cost of one hundred seventy-five (\$175.00) dollars per year.

ARTICLE 21 - NOTICE BOARDS

The Co-operative agrees to furnish and install a notice board in each location in a place accessible to the employees.

ARTICLE 22 - UNION REPRESENTATIVE VISITS

An authorized representative or executive officer of the Union shall be permitted, after notifying the General Manager, to talk with an employee regarding Union matters during regular working hours. The interview of such employee by the Union representative or executive officer shall be carried on in a place provided for and designated by the Co-operative. Time taken for such an interview in excess of fifteen (15) minutes shall not be on the Co-operative's time.

ARTICLE 23 - JURY AND WITNESS PAY

Employees summoned to jury duty or as a witness before a court of law shall be paid wages amounting to the difference between the amount paid for jury or witness services and the amount they would have earned had they worked on such days. This does not apply if the employee is excused from jury or witness duty for the rest of that day or days and fails to report back to work, or if the jury or witness duty occurs on the employee's scheduled day off.

ARTICLE 24 – USE OF EMPLOYEE’S VEHICLE

If an employee uses their own vehicle to make a delivery or a service call for the Co-operative or to commute from one Co-operative location to another, due to the unavailability of a Co-operative vehicle, he or she shall be entitled to be paid mileage at the prevailing policy rate, as long as prior approval has been obtained from their Department Manager.

ARTICLE 25 - DURATION OF AGREEMENT

This Agreement shall be effective as of February 1, **2016**, and shall remain in force until January 31, **2020**. Either Party may give notice in writing to the other Party to negotiate revision(s) thereof not less than **sixty (60)** days nor more than **one hundred and twenty (120)** days before the expiry of this Agreement.

Signed _____ day of _____ 2017.

**SIGNED ON BEHALF OF THE
CO-OPERATIVE:**

**SIGNED ON BEHALF OF THE
UNION:**

Randy Wassermann

Brenda Gerski

Phil Haniak

Rosezetta Zwingli

Bruce Clarke

Derek Busby

Rocky Luchsinger, Representative

LETTER OF UNDERSTANDING #1

BETWEEN: PRAIRIE NORTH CO-OPERATIVE LTD.

**AND: SASKATCHEWAN JOINT BOARD, RETAIL, WHOLESALE,
AND DEPARTMENT STORE UNION, LOCAL 496**

1. Effective February 1, 2008, the rate of contribution by employees and the Co-operative to the Superannuation Plan shall be five and one-half (5½%) percent of the gross income of eligible employees and effective February 1, 2011, it shall be increased to six (6%) percent.
2. The Co-operative's sick leave policy will be amended to provide each full-time employee with a credit of three (3) days' sick leave with pay upon completing three (3) months' service with a further credit of one (1) day sick leave with pay for each month of service to a maximum accumulation of fifty (50) days.

Effective February 1, 2000, part-time employees who average twenty-four (24) hours or more per week over a thirteen (13) consecutive week period shall accumulate sick leave credits on the basis of eight (8) hours for each one hundred and seventy-three (173) hours worked. Unused sick leave credits shall accumulate to a maximum of two hundred (200) hours. Sick leave benefits shall apply only for absences from scheduled work. **Any cost associated with the request of a sick note shall be borne by the Co-operative.**

Leave of absence shall be granted with access to twenty-four (24) hours per year of accumulated sick leave credits in order for employees to care for ill or injured parents, children or spouse.

3. The Co-operative agrees to provide Long Term Disability (Plan B) benefits. The premiums will be paid on a 50/50 cost-sharing basis.

Signed _____ day of _____ 2017.

**SIGNED ON BEHALF OF THE
CO-OPERATIVE:**

**SIGNED ON BEHALF OF THE
UNION:**

Randy Wassermann

Brenda Gerski

Phil Haniak

Rosezetta Zwingli

Bruce Clarke

Derek Busby

Rocky Luchsinger, Representative

LETTER OF UNDERSTANDING #2

BETWEEN: PRAIRIE NORTH CO-OPERATIVE LTD.

**AND: SASKATCHEWAN JOINT BOARD, RETAIL, WHOLESALE, AND
DEPARTMENT STORE UNION, LOCAL 496**

Re: Labour Management Committee

1. Establishment of Committee

A Labour Management Committee shall be established consisting of three (3) representatives of the Union and equal representatives of the Co-operative. The Committee shall enjoy the full support of both parties in the interests of improved service to the public and job security for the employees.

2. Function of Committee

The Committee shall concern itself with the following general matters:

- (a) Considering constructive criticisms of all activities so that better relations shall exist between the Co-operative and the employees;
- (b) Reviewing suggestions from employees and questions of working conditions and service;
- (c) Correcting conditions causing grievances and misunderstandings.

3. Committee Meeting

The Committee shall meet at least every 2nd month. Employees shall not suffer any loss of pay for time spent with the Committee.

4. Jurisdiction of Committee

The Committee shall not have jurisdiction over wages or any matter of collective bargaining including the administration of this Collective Agreement.

The Committee shall not supersede the activities of any other committee of the Union and does not have the power to bind either the Union or its members to any decisions or conclusions reached in their discussions. The Committee shall have the power to make recommendations to the Union and the Co-operative with respect to its discretion and conclusions.

Signed _____ day of _____ 2017.

**SIGNED ON BEHALF OF THE
CO-OPERATIVE:**

**SIGNED ON BEHALF OF THE
UNION:**

Randy Wassermann

Brenda Gerski

Phil Haniak

Rosezetta Zwingli

Bruce Clarke

Derek Busby

Rocky Luchsinger, Representative

LETTER OF UNDERSTANDING #3

BETWEEN: PRAIRIE NORTH CO-OPERATIVE LTD.

**AND: SASKATCHEWAN JOINT BOARD, RETAIL, WHOLESALE,
AND DEPARTMENT STORE UNION, LOCAL 496**

Re: Scheduling

1. Full-time employees shall, subject to these provisions, be scheduled two consecutive days off every seven (7) days.
2. Part-time employees shall, subject to these provisions, be scheduled two days off, although not necessarily consecutive, every seven (7) days.
3. Each employee will elect, on a form provided by the Co-operative, in the first week of January, May and September, whether they wish to be exempted from these provisions. A declaration to this effect will be signed by the employee and delivered to their Department Manager.
4. In each case, the Employer shall retain the right to schedule which days shall be worked and which shall be days off.
5. The Employer shall have the right to schedule outside these provisions because of peak seasonal requirements or emergencies.
6. The Employer shall allow fair and equitable rotation of Friday/Saturday, Saturday/Sunday and Sunday/Monday as scheduled days off to the extent possible in each Department and Classification.

Signed _____ day of _____ 2017.

**SIGNED ON BEHALF OF THE
CO-OPERATIVE:**

**SIGNED ON BEHALF OF THE
UNION:**

Randy Wassermann

Brenda Gerski

Phil Haniak

Rosezetta Zwingli

Bruce Clarke

Derek Busby

Rocky Luchsinger, Representative

LETTER OF UNDERSTANDING #4

BETWEEN: PRAIRIE NORTH CO-OPERATIVE LTD.

**AND: SASKATCHEWAN JOINT BOARD, RETAIL, WHOLESALE,
AND DEPARTMENT STORE UNION, LOCAL 496**

Re: Special Consideration

The parties agree that notwithstanding the provision of special leave of absence in case of pressing emergency, there may be circumstances that require special consideration over and above that provided for under the contract. In those circumstances, an employee may apply to the General Manager for a special consideration for an extension of those benefits. A decision will be made on a case by case basis.

Signed _____ day of _____ 2017.

**SIGNED ON BEHALF OF THE
CO-OPERATIVE:**

**SIGNED ON BEHALF OF THE
UNION:**

Randy Wassermann

Brenda Gerski

Phil Haniak

Rosezetta Zwingli

Bruce Clarke

Derek Busby

Rocky Luchsinger, Representative

LETTER OF UNDERSTANDING #5

BETWEEN: PRAIRIE NORTH CO-OPERATIVE LTD.

**AND: SASKATCHEWAN JOINT BOARD, RETAIL, WHOLESALE,
AND DEPARTMENT STORE UNION, LOCAL 496**

Re: Minimum Wage Increase

In the event of minimum wage increases subsequent to the signing of this Agreement, the start rates of all classifications in the Collective Agreement shall be increased in order to maintain a minimum level of twenty-five cents (\$.25) above the minimum wage.

Signed _____ day of _____ 2017.

**SIGNED ON BEHALF OF THE
CO-OPERATIVE:**

**SIGNED ON BEHALF OF THE
UNION:**

Randy Wassermann

Brenda Gerski

Phil Haniak

Rosezetta Zwingli

Bruce Clarke

Derek Busby

Rocky Luchsinger, Representative

LETTER OF UNDERSTANDING #6

BETWEEN: PRAIRIE NORTH CO-OPERATIVE LTD.

**AND: SASKATCHEWAN JOINT BOARD, RETAIL, WHOLESALE AND
DEPARTMENT STORE UNION, LOCAL 496**

Re: Averaging of Hours

1. Where it is possible and as agreed to between the Co-operative and the Union, full-time employees or employees who occasionally work full-time hours will be permitted to average their hours of work over a two (2) week period.
2. Employees who average their hours of work shall not be paid overtime except when they work more than eight (8) hours in a day or eighty (80) hours over the two (2) week period.
3. All other provisions of the Collective Bargaining Agreement will apply.
4. It is understood an employee(s) may opt out of this averaging of hours' provision upon giving two (2) weeks' notice to the Co-operative.

Signed _____ day of _____ 2017.

**SIGNED ON BEHALF OF THE
CO-OPERATIVE:**

**SIGNED ON BEHALF OF THE
UNION:**

Randy Wassermann

Brenda Gerski

Phil Haniak

Rosezetta Zwingli

Bruce Clarke

Derek Busby

Rocky Luchsinger, Representative

LETTER OF UNDERSTANDING #7

BETWEEN: PRAIRIE NORTH CO-OPERATIVE LTD.

**AND: SASKATCHEWAN JOINT BOARD, RETAIL, WHOLESALE AND
DEPARTMENT STORE UNION, LOCAL 496**

Re: Sick Leave/Medical Appointments

Employees shall have the option of using sick leave for reasonable time lost due to medical or dental appointments. For example, appointments within Melfort will normally be for two (2) hours or less. Appointments in Tisdale will normally be for three (3) hours or less. Appointments in Prince Albert will normally be for four (4) hours or less. Appointments with a specialist or other direct medical referral by a general practitioner that is out of town may take a full day.

Signed _____ day of _____ 2017.

**SIGNED ON BEHALF OF THE
CO-OPERATIVE:**

**SIGNED ON BEHALF OF THE
UNION:**

Randy Wassermann

Brenda Gerski

Phil Haniak

Rosezetta Zwingli

Bruce Clarke

Derek Busby

Rocky Luchsinger, Representative

LETTER OF UNDERSTANDING #8

BETWEEN: PRAIRIE NORTH CO-OPERATIVE LTD.

**AND: SASKATCHEWAN JOINT BOARD, RETAIL, WHOLESALE AND
DEPARTMENT STORE UNION, LOCAL 496**

Re: Management Trainees

The Co-operative may accept the placement of no more than two (2) Management Trainees having and regularly exercising authority to employ or regularly acting on behalf of management in a confidential capacity. These Management Trainees shall be excluded from the out of the scope of the Collective Agreement. It is understood that no employee shall lose hours of work because of a placement of these Trainees.

Signed _____ day of _____ 2017.

**SIGNED ON BEHALF OF THE
CO-OPERATIVE:**

**SIGNED ON BEHALF OF THE
UNION:**

Randy Wassermann

Brenda Gerski

Phil Haniak

Rosezetta Zwingli

Bruce Clarke

Derek Busby

Rocky Luchsinger, Representative

APPENDIX "A" - WAGE SCHEDULES

Part-time help shall accumulate seniority for the purpose of applying Appendix "A" only.

For the purpose of applying Appendix "A" to part-time help, it is agreed that six (6) months is equal to 1,040 hours. Part-time help will be paid the rate of the classification in which they work.

WAGE SCHEDULE - EFFECTIVE FEBRUARY 7, 2016

	Start	6 Mos. 1040 h	12 Mos. 2080 h	18 Mos. 3120 h	24 Mos. 4160 h	30 Mos. 5200 h	36 Mos. 6240 h
ADMINISTRATION:							
Office Clerk	\$11.48	\$11.99	\$12.50	\$13.41	\$13.92	\$14.43	\$17.49
MALL:							
Food Clerk	\$11.48	\$11.99	\$12.50	\$13.41	\$13.92	\$14.43	\$17.49
Meat Cutter	\$12.50	\$13.31	\$14.13	\$15.35	\$16.17	\$16.98	\$20.71
Bakery/Deli Clerk	\$11.48	\$11.88	\$12.29	\$13.11	\$13.52	\$13.92	\$16.76
File Maintenance	\$12.73	\$13.24	\$13.75	\$14.66	\$15.17	\$15.68	\$18.74
GAS BAR:							
Gas Bar Clerk	\$11.48	\$11.88	\$12.29	\$13.11	\$13.52	\$13.92	\$16.76
Service Attendant*	\$12.75	\$13.26	\$13.77	\$14.69	\$15.20	\$15.71	\$18.77
HOME & AGRO CENTRE:							
Yard Clerk	\$11.48	\$12.24	\$13.01	\$14.18	\$14.94	\$15.71	\$18.77
Lumber Clerk	\$11.48	\$12.24	\$13.01	\$14.18	\$14.94	\$15.71	\$18.77
Agro Clerk	\$11.48	\$12.24	\$13.01	\$14.18	\$14.94	\$15.71	\$18.77
Hardware Clerk	\$11.48	\$12.24	\$13.01	\$14.18	\$14.94	\$15.71	\$18.77
Cashier	\$11.48	\$12.04	\$12.55	\$13.41	\$13.92	\$14.43	\$17.49
Shipper/Receiver	\$11.48	\$12.24	\$13.01	\$14.18	\$14.94	\$15.71	\$18.77
Driver Sales Rep.	\$18.36	\$19.13	\$19.89	\$20.96	\$21.73	\$22.49	\$24.84
Estimator	\$12.98	\$13.74	\$14.51	\$15.68	\$16.44	\$17.21	\$20.27
CAFETERIA:							
Cook	\$11.48	\$11.88	\$12.29	\$13.41	\$13.92	\$14.43	\$16.76
MAINTENANCE:							
Cleaner	\$11.48	\$11.88	\$12.29	\$13.41	\$13.92	\$14.43	\$16.76
	Start	520 h	1040 h	1560 h	2080 h		
Students	\$10.97	\$11.22	\$11.48	\$11.73	\$11.99		

Head Cashier

Supervisor

Service Attendant*

1A License Premium

3A License Premium

\$1.25 per hour above Clerk (where designated by management)

\$1.25 per hour above Clerk (where designated by management)

(where designated by management to a **minimum** of two)

to be paid at Driver Sales Rep scale for all hours worked in a vehicle requiring a 1A licence as required/approved by management.

\$1.00 per hour above Lumber Clerk for entire shift (where designated by management).

APPENDIX "A"**WAGE SCHEDULE - EFFECTIVE FEBRUARY 5, 2017**

	Start	6 Mos. 1040 h	12 Mos. 2080 h	18 Mos. 3120 h	24 Mos. 4160 h	30 Mos. 5200 h	36 Mos. 6240 h
ADMINISTRATION:							
Office Clerk	\$11.71	\$12.23	\$12.75	\$13.68	\$14.20	\$14.72	\$17.84
MALL:							
Food Clerk	\$11.71	\$12.23	\$12.75	\$13.68	\$14.20	\$14.72	\$17.84
Meat Cutter	\$12.75	\$13.58	\$14.41	\$15.66	\$16.49	\$17.32	\$21.12
Bakery/Deli Clerk	\$11.71	\$12.12	\$12.54	\$13.37	\$13.79	\$14.20	\$17.10
File Management	\$13.21	\$13.73	\$14.25	\$15.18	\$15.70	\$16.22	\$19.34
GAS BAR:							
Gas Bar Clerk	\$11.71	\$12.12	\$12.54	\$13.37	\$13.79	\$14.20	\$17.10
Service Attendant*	\$13.01	\$13.53	\$14.05	\$14.98	\$15.50	\$16.02	\$19.15
HOME & AGRO CENTRE:							
Yard Clerk	\$11.71	\$12.48	\$13.27	\$14.46	\$15.24	\$16.02	\$19.15
Lumber Clerk	\$11.71	\$12.48	\$13.27	\$14.46	\$15.24	\$16.02	\$19.15
Agro Clerk	\$11.71	\$12.48	\$13.27	\$14.46	\$15.24	\$16.02	\$19.15
Hardware Clerk	\$11.71	\$12.48	\$13.27	\$14.46	\$15.24	\$16.02	\$19.15
Cashier	\$11.71	\$12.28	\$12.80	\$13.68	\$14.20	\$14.72	\$17.84
Shipper/Receiver	\$11.71	\$12.48	\$13.27	\$14.46	\$15.24	\$16.02	\$19.15
Driver Sales Rep.	\$18.73	\$19.51	\$20.29	\$21.38	\$22.16	\$22.94	\$25.34
Estimator	\$13.21	\$13.98	\$14.77	\$15.96	\$16.74	\$17.52	\$20.65
CAFETERIA:							
Cook	\$11.71	\$12.12	\$12.54	\$13.68	\$14.20	\$14.72	\$17.10
MAINTENANCE:							
Cleaner	\$11.71	\$12.12	\$12.54	\$13.68	\$14.20	\$14.72	\$17.10
	Start	520 h	1040 h	1560 h	2080 h		
Students	\$11.19	\$11.44	\$11.71	\$11.96	\$12.23		

Head Cashier

Supervisor

Service Attendant*

1A License Premium**3A License Premium****\$1.25** per hour above Clerk (where designated by management)**\$1.25** per hour above Clerk (where designated by management)(where designated by management to a **minimum** of two)**to be paid at Driver Sales Rep scale for all hours worked in****a vehicle requiring a 1A licence as required/approved by management.****\$1.00** per hour above Lumber Clerk for entire shift (where designated by management).

APPENDIX "A"**WAGE SCHEDULE - EFFECTIVE FEBRUARY 4, 2018**

	Start	6 Mos. 1040 h	12 Mos. 2080 h	18 Mos. 3120 h	24 Mos. 4160 h	30 Mos. 5200 h	36 Mos. 6240 h
ADMINISTRATION:							
Office Clerk	\$11.94	\$12.47	\$13.01	\$13.95	\$14.48	\$15.01	\$18.20
MALL:							
Food Clerk	\$11.94	\$12.47	\$13.01	\$13.95	\$14.48	\$15.01	\$18.20
Meat Cutter	\$13.01	\$13.85	\$14.70	\$15.97	\$16.82	\$17.67	\$21.54
Bakery/Deli Clerk	\$12.14	\$12.56	\$12.99	\$13.84	\$14.27	\$14.68	\$17.64
File Maintenance	\$13.44	\$13.97	\$14.51	\$15.45	\$15.98	\$16.51	\$19.70
GAS BAR:							
Gas Bar Clerk	\$12.14	\$12.56	\$12.99	\$13.84	\$14.27	\$14.68	\$17.64
Service Attendant*	\$13.27	\$13.80	\$14.33	\$15.28	\$15.81	\$16.34	\$19.53
HOME & AGRO CENTRE:							
Yard Clerk	\$11.94	\$12.73	\$13.54	\$14.75	\$15.54	\$16.34	\$19.53
Lumber Clerk	\$11.94	\$12.73	\$13.54	\$14.75	\$15.54	\$16.34	\$19.53
Agro Clerk	\$11.94	\$12.73	\$13.54	\$14.75	\$15.54	\$16.34	\$19.53
Hardware Clerk	\$11.94	\$12.73	\$13.54	\$14.75	\$15.54	\$16.34	\$19.53
Cashier	\$11.94	\$12.53	\$13.06	\$13.95	\$14.48	\$15.01	\$18.20
Shipper/Receiver	\$11.94	\$12.73	\$13.54	\$14.75	\$15.54	\$16.34	\$19.53
Driver Sales Rep.	\$19.10	\$19.90	\$20.70	\$21.81	\$22.60	\$23.40	\$25.85
Estimator	\$13.44	\$14.23	\$15.04	\$16.25	\$17.04	\$17.84	\$21.03
CAFETERIA:							
Cook	\$12.14	\$12.56	\$12.99	\$14.15	\$14.68	\$15.21	\$17.64
MAINTENANCE:							
Cleaner	\$12.14	\$12.56	\$12.99	\$14.15	\$14.68	\$15.21	\$17.64
	Start	520 h	1040 h	1560 h	2080 h		
Students	\$11.41	\$11.67	\$11.94	\$12.20	\$12.47		

Head Cashier

Supervisor

Service Attendant*

1A License Premium**3A License Premium****\$1.25** per hour above Clerk (where designated by management)**\$1.25** per hour above Clerk (where designated by management)(where designated by management to a **minimum** of two)**to be paid at Driver Sales Rep scale for all hours worked in a vehicle requiring a 1A licence as required/approved by management.****\$1.00** per hour above Lumber Clerk for entire shift (where designated by management).

APPENDIX "A"**WAGE SCHEDULE - EFFECTIVE FEBRUARY 3, 2019**

	Start	6 Mos. 1040 h	12 Mos. 2080 h	18 Mos. 3120 h	24 Mos. 4160 h	30 Mos. 5200 h	36 Mos. 6240 h
ADMINISTRATION:							
Office Clerk	\$12.18	\$12.72	\$13.27	\$14.23	\$14.77	\$15.31	\$18.56
MALL:							
Food Clerk	\$12.18	\$12.72	\$13.27	\$14.23	\$14.77	\$15.31	\$18.56
Meat Cutter	\$13.27	\$14.13	\$14.99	\$16.29	\$17.16	\$18.02	\$21.97
Bakery/Deli Clerk	\$12.58	\$13.01	\$13.45	\$14.32	\$14.76	\$15.17	\$18.19
File Maintenance	\$13.68	\$14.22	\$14.77	\$15.73	\$16.27	\$16.81	\$20.06
GAS BAR:							
Gas Bar Clerk	\$12.58	\$13.01	\$13.45	\$14.32	\$14.76	\$15.17	\$18.19
Service Attendant*	\$13.54	\$14.08	\$14.62	\$15.59	\$16.13	\$16.67	\$19.92
HOME & AGRO CENTRE:							
Yard Clerk	\$12.18	\$12.98	\$13.81	\$15.05	\$15.85	\$16.67	\$19.92
Lumber Clerk	\$12.18	\$12.98	\$13.81	\$15.05	\$15.85	\$16.67	\$19.92
Agro Clerk	\$12.18	\$12.98	\$13.81	\$15.05	\$15.85	\$16.67	\$19.92
Hardware Clerk	\$12.18	\$12.98	\$13.81	\$15.05	\$15.85	\$16.67	\$19.92
Cashier	\$12.18	\$12.78	\$13.32	\$14.23	\$14.77	\$15.31	\$18.56
Shipper/Receiver	\$12.18	\$12.98	\$13.81	\$15.05	\$15.85	\$16.67	\$19.92
Driver Sales Rep.	\$19.48	\$20.30	\$21.11	\$22.25	\$23.05	\$23.87	\$26.37
Estimator	\$13.68	\$14.48	\$15.31	\$16.55	\$17.35	\$18.17	\$21.42
CAFETERIA:							
Cook	\$12.58	\$13.01	\$13.45	\$14.63	\$15.17	\$15.71	\$18.19
MAINTENANCE:							
Cleaner	\$12.58	\$13.01	\$13.45	\$14.63	\$15.17	\$15.71	\$18.19
	Start	520 h	1040 h	1560 h	2080 h		
Students	\$11.64	\$11.90	\$12.18	\$12.44	\$12.72		

Head Cashier

\$1.25 per hour above Clerk (where designated by management)

Supervisor

\$1.25 per hour above Clerk (where designated by management)

Service Attendant*

(where designated by management to a **minimum** of two)**1A License Premium****to be paid at Driver Sales Rep scale for all hours worked in a vehicle requiring a 1A licence as required/approved by management.****3A License Premium****\$1.00** per hour above Lumber Clerk for entire shift (where designated by management).