

THIS AGREEMENT made and entered into this 10th day of August, 2016.

BETWEEN:

PRINCE ALBERT CO-OPERATIVE ASSOCIATION LIMITED,
a body corporate, incorporated under the Co-operative Association Act,
with head office in the City of Prince Albert, in the Province of
Saskatchewan, hereinafter called the “Co-operative”.

AND:

**RETAIL, WHOLESALE AND DEPARTMENT STORE UNION,
LOCAL 496** affiliated with the Retail, Wholesale and Department Store
Union, Saskatchewan Joint Board, hereinafter called the “Union”.

AGREEMENT



Expires: November 30, 2019

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ARTICLE 1 - PURPOSE

The Co-operative and the Union mutually agree that the purpose of this Agreement shall be:

1. To establish wage rates, hours of work and other working conditions.
2. To provide a method of settlement of disputes and grievances of employees covered by this Agreement.
3. To promote harmonious relations and efficient operations.

ARTICLE 2 - UNION RECOGNITION

1. The Co-operative recognizes the Union as the sole collective bargaining agency for all employees covered by this Agreement.
2. This Agreement shall cover all employees employed by the Prince Albert Co-operative Association Limited in its places of business located in the City of Prince Albert, the towns of Paddockwood, Smeaton, Wakaw, Domremy, Shellbrook, Canwood and La Ronge, in the Province of Saskatchewan except the:

General Manager
Asset Protection Manager
Payroll Administrator
 3 Operations Managers
 Controller
 2 Accountants
 Credit Manager
 Confidential Secretary
 Office Manager

Assistant Manager (one per department)
Health and Safety Manager
IT (Information Technology) Manager
2nd Avenue Gas Bar Manager
 Marquis C-Store Manager
 C-Store Assistant Managers
 Cornerstone Service Station Manager
 Wakaw Store Manager
 Wakaw Meat Manager

Human Resources Manager	Wakaw Lumber Manager
Human Resources Assistant	
Management Trainee (4)	Shellbrook Branch Manager
Maintenance Manager	Shellbrook Assistant Branch Manager
Food Manager	Shellbrook Chemical Manager
Assistant Food Manager	Shellbrook Petroleum Manager
Bakery Manager	La Ronge Store Manager
Meat Manager	La Ronge Assistant Store Manager
Pharmacy Manager	La Ronge Grocery Manager
Pharmacists	La Ronge Meat Manager
Produce Manager	La Ronge Hardware Manager
Deli Manager	La Ronge Produce Manager
Home and Ag Centre Manager	La Ronge Bakery Manager
Home Centre Hardware Manager	La Ronge Deli Manager
Floor Covering Manager	
Commissioned Sales Manager	Smeaton Branch Manager
Agro Manager	
Crops Input Manager	Domremy Branch Manager
Agronomists (5)	Paddockwood Branch Manager
Fertilizer Manager	
Feed Manager	Canwood Branch Manager
Agro Petroleum Manager	
Lumber Manager	
Construction Manager	
Marketing Manager	
Ag Division Manager	

There shall be no more than **one** trainee in any one **department**. There shall be no negative impact on the hours of work of any employee.

ARTICLE 3 - CLARIFICATION OF TERMS

It is agreed that throughout this Agreement wherever the words “he”, “his” or “him” appear, it shall be construed as meaning any employee, male or female. It is also agreed wherever the words “employee” or “employees” appear, it shall mean any person or persons covered by this Agreement.

Department: Deli, Produce, Bakery etc.
 Location: Food Store, C-Store etc.
 Branch: Prince Albert, La Ronge, Shellbrook, etc.

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 retail operations; to maintain the discipline and efficiency of the employees and to require employees to observe the Co-operative rules and regulations, to hire, layoff or relieve employees from duties; to suspend, demote, transfer, promote, discipline and discharge employees for cause, are to be the sole right and function of the Co-operative.
2. The Co-operative shall be the sole judge of the merchandise to be handled in its places of business.
3. The parties agree that the enumeration of management's rights set out in Clauses 1 and 2 shall not exclude other functions not specifically set forth. The Co-operative, therefore, retaining all rights not otherwise specifically covered in this Agreement.
4. 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 its rights under this Article or any other provisions of this Agreement to discriminate against any employee because of his activity in or for the Union.
5. Any written letters of discipline entered into an employee's personnel file shall be provided to the employee at the time of the imposition of the discipline.
6. Any discipline entered into an employee's work record will not be used against that employee after twenty-four (24) months following the date of the discipline unless there have been further incidents in that time.
7. No formal discipline or discussion which could lead to formal discipline shall be undertaken without the presence of a shop steward of the employee's choice. If that person is unavailable, another Shop Steward will be present. It is agreed that the Shop Steward and the employee concerned will be allowed to meet for ten (10) minutes prior to the meeting with Management.

ARTICLE 5 - 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 and every new employee whose employment commences hereafter shall, within thirty (30) days after the commencement of his employment, apply for and maintain membership in the Union as a condition of employment.

2. The Union shall encourage employees to take out a membership in The Prince Albert Co-operative Association Limited and to patronize the Co-operative with their purchases.

ARTICLE 6 - SENIORITY

1. New employees shall be on probation for a period of three (3) months during which time they shall not acquire seniority. Upon completion of the prescribed period, seniority shall be established retroactive to the date on which the employee last entered the service of the Co-operative.
2. Seniority of an employee shall be considered broken and all rights forfeited when an employee voluntarily leaves the service of the Co-operative or is dismissed for cause or fails to report back to work within a reasonable period of time when recalled after layoff or is laid off for a period of twelve (12) calendar months.
3. Upon request, the Co-operative shall make available to the Union the date that an employee last entered the service of the Co-operative.
4. If a permanent employee is absent from work due to accident or illness, he shall continue to accumulate seniority provided such absence does not exceed twelve (12) 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.
5. The Co-operative shall, by location and department, prepare and publish a seniority list twice annually and a copy of each updated seniority list shall be sent to the Union office.

ARTICLE 7 - DUES CHECKOFF

The Co-operative shall deduct the Union dues and initiation fees out of the wages due to each employee and shall remit same to the person designated by the Union on or before the 20th day of each month. The Co-operative shall furnish the Union each month with a written list of:

1. Names of employees from whom the deductions have been made;
2. Names of employees whose employment has terminated;
3. Names of all employees who have been hired;
4. Home addresses of all new employees hired and any changes in home addresses of all other employees who are members of the Union.

ARTICLE 8 - BASIC WORKWEEK AND OVERTIME RATES OF PAY

1. Basic Workweek
 - (a) The basic workweek for regular full-time employees shall be forty (40) hours, five (5) days per week, not exceeding eight (8) hours per day. A schedule of daily hours shall be posted for all regular full-time and regular part-time employees.

- (b) The Co-operative shall post a weekly work schedule showing daily starting and quitting times and days off for all regular part-time and full-time employees not later than Friday noon of last week for the next two (2) following weeks. If a new schedule is not posted by Friday noon then the schedule already posted shall apply for the next two (2) following weeks. A minimum of twenty-four (24) hours' notice shall be given a regular full-time employee and it is the responsibility of the Co-operative to notify employees of the change to their previously posted shift.
- (c) Full-time, regular part-time and part-time employees (excluding students **during the school year**) called to work shall not receive less than four (4) hours or pay in lieu of work (with authorization of management or their designate). The Co-operative agrees to recognize the current provisions of the *Saskatchewan Employment Act* in regards to two (2) consecutive days off. However, both the Co-operative and the Union agree that if Government Legislation is amended or deleted in the future, this clause will be adjusted according to the applicable Legislation.
- (d) No employee will be scheduled to work more than eight (8) days consecutively without the employee's approval. The exception to this may be for coverage of vacations, illness or seasonal fluctuations in business but only when absolutely necessary.
- (e) All employees shall be scheduled weekends off on the basis of a fair and equitable rotation within their department. Such rotation shall be within full-time and part-time employees respectively. Employees shall have the right to waive their right to this provision.

2. Overtime Rates of Pay

- (a) All hours worked over those as outlined in the basic workweek shall be considered as overtime hours and shall be paid for at the rate of time and one-half (1 ½) for the first three (3) hours' overtime worked in any one (1) day.
- (b) Double (2 times) the regular rate of pay shall be paid for all hours worked after three (3) hours' overtime in any one (1) day and for all the hours worked on Sunday when such day is not a regular working day of the **location**.
- (c) All overtime shall be voluntary and shall be performed only after authorization by the Co-operative.
- (d) Employees shall not be required to take time off regular working hours in lieu of overtime worked.
- (e) In the event overtime work is authorized, regular full-time employees shall be given first opportunity to work such overtime.

- (f) Overtime rates of pay based on the employee's regular rate shall apply to employees when they are temporarily occupying classifications outside the scope of this Agreement.
- (g) Time sheets will be provided by the Co-operative in all Departments and employees will be required to mark in their starting and quitting times daily. Disputes over the contents of daily time sheets will first be discussed between the employee and the supervisor. If the matter is not resolved, it will be referred to the General Manager for decision. If not resolved satisfactorily, it may be referred to the grievance procedure.

ARTICLE 9 - PREMIUM PAY

1. **When a store remains open for business after 6:00 p.m., regular full-time and regular part-time employees shall be paid a premium of seventy-five (\$.75) cents per hour in addition to their regular rate for all hours worked after 6:00 p.m.**
2. Time and one-half (1 ½) the regular rate of pay shall be paid for all hours that any employee is required to work which fall within ten (10) hours of their last hours of work.
3. Premium pay will not be added to employees' hourly rates for purposes of computing overtime pay.

ARTICLE 10 - REST PERIODS

1. Full-time employees shall be entitled to two (2), fifteen (15) minute rest periods per day, one (1) in the forenoon and one (1) in the afternoon. Part-time employees working a regular daily shift shall be entitled to rest periods on the same basis as full-time employees. If employed for less than a full shift, they shall be entitled to a fifteen (15) minute rest period within each three (3) hour scheduled work period.
2. Rest periods for all employees shall not begin until one (1) hour after the commencement of work or less than one (1) hour before either the meal period or the end of the shift and shall not be combined with the meal period.
3. Lunch breaks for full-time employees shall be unpaid and shall be one (1) hour in length. Part-time employees working a shift of more than six (6) hours shall receive an unpaid lunch break of one-half (1/2) hour to one (1) hour upon mutual agreement.

ARTICLE 11 - WAGE RATES AND JOB CLASSIFICATIONS

1. Job classifications and the minimum hourly wage rates for all employees covered by this Agreement shall be as set out in Appendix "A" of this Agreement.

2. Classification titles and rates of pay applicable thereto for any new classifications or 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.
3. Notwithstanding anything in this Agreement to the contrary, any employee now receiving a higher rate of pay than is called for in the terms of this Agreement shall not have such rate reduced during the term of this Agreement. Should an employee be found to be receiving a rate of pay higher than is called for in the Collective Agreement, the Co-operative shall have the right to adjust the employee's rate of pay to reflect his proper classification and increment level. However, the Co-operative shall not have the right to make a retroactive adjustment by reclaiming any monies paid out as an overpayment.
4. The rates 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 eighteen (18) month step for Prince Albert and La Ronge and the twelve (12) month step for the branches will be considered the maximum starting rate at the Co-operative's discretion. When experience is exact, including equipment involved, the Co-operative may, at its discretion, go beyond the maximums. The Union will be provided with all relevant information regarding the situation by the Co-operative's submission of the attached form.
5. Any employee hired at a higher rate than the start rate of the Collective Agreement shall receive his next increment pay raise after each 520 or 1040 hours as the case may be for each increment until the top of the range is reached.
6.
 - (a) Any employee required to temporarily fill a position in the scope of this Agreement paying a higher rate of pay shall receive ~~ten~~ **(\$10.00)** dollars per day in addition to regular pay or the appropriate rate of the higher classification, whichever is less, provided that such period is for one (1) day or more. It is agreed that the most senior qualified employee in the department will be given first opportunity to fill the position.
 - (b) Any employee who is required to fill temporarily the classification of a Department Manager for four (4) or more days shall receive not less than twenty (\$20.00) dollars per day in addition to his regular pay. The said rate to be effective from the first day he or she is required. **It is understood that these days must be consecutive but if the relieving employee has a regular day off in that time, it will not be considered an interruption to the consecutive days.**

ARTICLE 12 - STATUTORY HOLIDAYS

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

New Year's Day	Good Friday	Victoria Day
Canada Day	Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day
Saskatchewan Day	Family Day	

and any other days proclaimed as holidays by Federal, Provincial and Civic authorities providing such holidays are observed by the majority of the retail businesses in each of the respective towns covered by the Agreement.

2. Should any employee be required to perform work on any of the above-mentioned holidays, he shall receive, in addition to his holiday pay, one and one-half (1 ½) times the regular rate for all hours worked.
3. Should any holiday fall on a Sunday, the following Monday shall be observed as a paid holiday if so proclaimed by Dominion, Provincial or Civic Government.
4. When any holiday(s) as set out in Article 12-1 occurs, the basic workweek shall be reduced by eight (8) hours or the number of hours proclaimed in such week for each holiday occurring in the week. In determining regular hours of work, the Co-operative shall not include hours worked on a statutory holiday as part of any employee's regular hours in that week.

ARTICLE 13 - ANNUAL VACATIONS

1. Vacation with pay at regular rates or a fraction of employee's total earnings, whichever is the greater, shall be granted for full-time employees on the following schedule:
 - (a) Three (3) weeks or 3/52 after one (1) year's Co-operative service and after each subsequent year up to nine (9) years' Co-operative service.
 - (b) Four (4) weeks or 1/13 after nine (9) years' Co-operative service and after each subsequent year up to nineteen (19) years' Co-operative service.
 - (c) Five (5) weeks or 5/52 after nineteen (19) years' Co-operative service and after each subsequent year of Co-operative service.
 - (d) Six (6) weeks or 3/26 after twenty-five (25) years' Co-operative service and after each subsequent year of Co-operative service.

- (e) If an employee is absent without pay during a holiday period (May 1 to April 30) in excess of two (2) weeks, his holiday pay shall be computed on the basis of $\frac{3}{52}$, $\frac{1}{13}$, $\frac{5}{52}$ or $\frac{3}{26}$, (whichever is applicable).
 - (f) Vacation pay for part-time employees shall be calculated by dividing their previous fifty-two (52) weeks of gross income by fifty-two (52). Vacations shall be granted between May 1st and October 31st unless otherwise mutually agreed between the Co-operative and the employee.
2. Vacations shall be granted between May 1st and October 31st, however, employees may opt to schedule vacation outside of that period.
 3. The annual vacation cut-off date shall be April 30. Employees who have less than one (1) year of service with the Co-operative shall be granted an annual vacation based on the number of days earned.
 4. A vacation list shall be submitted to the employees 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.
 5. When a holiday occurs during an employee's vacation, an extra day's vacation shall be granted.
 6. If the employment of an employee is terminated at any time from the commencement of his employment, the Company shall pay to him, in addition to all other amounts due to him, $\frac{3}{52}$ of his total earnings earned by him for the period employed but, if the employee has received annual vacation with pay at any time during his employment, the Co-operative shall pay to him $\frac{3}{52}$ of his total earnings from the date he became entitled to his last annual vacation to the date of his termination. An employee with nine (9) years or more Co-operative service shall receive $\frac{1}{13}$ of his total earnings earned by him from the date he became entitled to his last annual vacation to the date of his termination. An employee with nineteen (19) years or more of Co-operative service shall receive $\frac{5}{52}$ of his total earnings earned by him from the date he became entitled to his last annual vacation to the date of his termination. An employee with twenty-five (25) years or more of Co-operative service shall receive $\frac{3}{26}$ of his total earnings earned by him from the date he became entitled to his last annual vacation to the date of his termination.
 7. Employees shall receive their vacation pay as part of the payroll cycle.
 8. If an employee is unable to complete their vacation because of being hospitalized for two (2) or more days or in cases of bereavement, the affected employee shall be allowed to re-schedule those days lost due to bereavement or hospitalization and will receive bereavement or sick pay for those days.

ARTICLE 14 - LAYOFFS, DISCHARGE, PROMOTIONS AND VACANCIES

1. For the purpose of this Article, seniority shall apply in a respective branch and department only. Employees moving as a result of a posting from one branch or department to another branch or department shall retain the seniority they have accumulated while working in other branches or departments of the Co-operative.
2. In the event of reduction in staff and in the rehiring of laid-off employees, seniority shall prevail provided the senior employee has the merit and ability as determined by the Co-operative, to handle the work to be performed. The Co-operative will make every reasonable effort to find a position into which a laid-off employee may be placed. The Union will be provided with all relevant information upon request.
3. Promotions and vacancies shall be filled on the basis of ability, merit, fitness and seniority. Where ability, merit and fitness are comparable and sufficient, seniority shall prevail. The Co-operative shall not discriminate in determining merit, ability or fitness on the basis of Union activity or on the basis of an employee exercising any right permitted by the *Saskatchewan Employment Act*. Postings for “temporary” or “casual” positions will indicate both the start and end dates of the position. Should the Co-operative decide to make the temporary position permanent, the position will be re-posted as such. Temporary employees will not be used to fill a position or vacancy for which the Co-operative needs a permanent full-time or part-time employee on a permanent basis.
4. The Co-operative shall give employees, other than temporary 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) year’s 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.

5. Notice of vacancies and new positions within the scope of this Agreement and the first managerial step outside the scope of this Agreement shall be posted on the bulletin boards and employees shall be allowed five (5) working days from date of posting in which to make written application for such vacancies or new positions.
6. When an employee's rate prior to promotion is within the range of the new classification, the employee's rate shall be increased to a rate in the new classification that is the next higher rate above the employee's previous rate. The employee shall be paid his regular increment increase after working 520 hours or 1040 as the case may be in each current step until the top of the range is reached.

ARTICLE 15 - UNION REPRESENTATIVE'S VISITS

An authorized Representative or Executive Officer of the Union shall be permitted, after giving the Manager as much notice as is reasonably possible, 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 or 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 and permission to interview more than two (2) employees of Prince Albert Co-operative on Company premises and Company time in one (1) day not to be unreasonably withheld.

ARTICLE 16 - LEAVE OF ABSENCE

1. The Co-operative agrees to grant necessary time off without pay and without discrimination to not more than one (1) employee designated by the Union, for maximum of six (6) months or longer period as may be mutually agreeable, to attend a Labour Convention or to serve in any capacity or any other official Union business provided that notification is given the Co-operative in sufficient time to secure a relief man for the job involved.
2. If an employee is elected or appointed as an official delegate to attend conventions or business meetings in connection with the affairs of the Union, he shall, on giving the employer at least fourteen (14) days of notice, be granted such leave of absence without pay as may be necessary to enable him to attend such meetings or conventions. The Co-operative reserves the right to limit the number of delegates to four (4). The number of delegates shall be limited to one (1) per department and two (2) per location in Prince Albert and La Ronge and one (1) per location in all other branches. This leave shall be limited to fifteen (15) days per year. **Requests for leave that exceed the fifteen (15) day limit in the calendar year may be approved based upon business needs.** Collective Bargaining and Joint Labour Management Meetings will not be counted towards the fifteen (15) days per year.

3.
 - (a) Special leave of absence of up to five (5) working days with pay shall be granted in cases of death in the immediate family. Immediate family shall be confined to spouse, mother, father, sister, brother, employee's child, mother-in-law, father-in-law, common-law spouse, stepparent, stepchild and grandchild. Special leave of absence of up to five (5) days without pay may be granted in cases of pressing emergencies or sickness to the employee's immediate family.
 - (b) Special leave of absence of up to **two (2) days** with pay shall be granted in case of death of an employee's grandparents.
 - (c) 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 spouse, children or parents.
 - (d) In the event that an employee is attending a funeral as a pallbearer and/or is the Executor of the estate, they shall be allowed the required time off without pay.
4. Upon completion of two (2) years' service, an employee shall be entitled to one (1) 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 (1) year after the completion of the leave of absence. The number of employees entitled to leave of absence may be limited to one (1) at a time.
5. Contract negotiations shall be paid for up to a maximum of seventy-two (72) man-hours. The Union Committee will be limited to four (4) employees from the Co-operative from Prince Albert and two (2) employees from any of the Branches with no more than one (1) from any one (1) department.
6.
 - (a) Female employees, after at least twenty (20) weeks of employment during the fifty-two (52) weeks immediately preceding the day on which the requested leave is to commence, shall be granted a maternity leave of absence without pay. 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 at the expense of the employee. Seniority shall accumulate during the maternity 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 at least twenty (20) weeks of employment during the fifty-two (52) weeks immediately preceding the day on which the requested leave is to commence, shall be granted a parental leave of absence without pay 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 at the expense of the employee. 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.

7. Jury Duty: Any employee required to appear for Jury Duty or subpoenaed by the Crown or the Employer to testify in any legal proceeding shall be paid all wages lost due to such requirement. Losses for part-time employees shall be calculated by averaging their previous twenty (20) days of work.

ARTICLE 17 - SAFETY AND HEALTH

1. The Co-operative shall make provisions for the safety and health of its employees during working hours. The Union may, from time to time, bring to the attention of the Co-operative, recommendations for improvements in conditions of work and such recommendations shall be subject to discussion between the Co-operative and the Union.
2. The Co-operative shall use, at intervals that are reasonably practicable under the circumstances, a method of checking on the well-being of a worker who is working alone under conditions that may give rise to a danger to the worker.

ARTICLE 18 – REQUIRED CLOTHING

1. The Co-operative agrees to maintain the present policy of supplying and laundering smocks, aprons, coveralls and mitts in Lumber and Agro Departments and Food Department if necessary without cost to the employees. Persons receiving mitts must have previously issued mitts for replacement when mitts become worn out. If mitts are lost, the employee will be charged for a proper replacement. The Co-operative agrees to make available parkas, raincoats and rubber boots in the Lumber Department, Agro Centre and Shopping Centre when necessary.
2. The Co-operative will provide uniform shirts and pants to all employees which will be replaced as required. Up to two (2) fleece jackets/vests will be provided on a 50/50 cost-

shared basis. Those employees working in the meat department shall be provided with sweaters or jackets for cold temperature protection. Employees who are required to wear appropriate safety footwear will be reimbursed for half (1/2) the cost of the boots once per year on providing a receipt. Employees working with fertilizer will be reimbursed up to twice per year. Any employee who has safety concerns may make an application for the same reimbursement. Any employee receiving the reimbursement must wear the footwear while working their shift.

ARTICLE 19 - NOTICE BOARDS

The Co-operative agrees to furnish and install notice boards in suitable locations and accessible to the employees for the purpose of posting notices of interest to the Union.

ARTICLE 20 - ADJUSTMENT OF GRIEVANCES

1. Any complaint, disagreement or difference of opinion between the Co-operative, the Union or the employees covered by the Agreement, which concerns the interpretation or application of the terms and provisions of this contract, shall be considered a grievance. It is understood that the foregoing will not limit an employee's right under the *Saskatchewan Employment Act* to present a grievance.
2. Any employee, the Union or the Co-operative may present a grievance. Any grievance which is not presented within two (2) weeks (fourteen (14) days) or in case of dismissals within seven (7) workdays following the event giving rise to such grievance, 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 shall be as follows:
 - (a) By a discussion between the Shop Steward (with the aggrieved employee present or absent at his/her option) and the Department Manager. **The Staff Representative and Human Resources Manager may also be involved.**
 - (b) If **this matter is not resolved**, the grievance shall be **submitted to the Human Resources Manager, who shall give a written decision on the matter within five (5) working days.**
 - (b) Failing agreement of subsection (b), the grievance shall be dealt with by the Grievance Committee, **the Human Resources Manager** and the General Manager. The General Manager shall render a written decision on the matter within seven (7) working days.

(c) **Failing agreement in subsection (c), the matter will be referred to mediation. In cases of termination, this step may be waived.**

(d) 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 21. A failure to refer a grievance to Arbitration within forty-five (45) days after completion of the steps as outlined in sub-section (c) shall result in the loss of jurisdiction to any Arbitrator appointed thereafter to hear the grievance.

5. All negotiations with respect to disputes and grievances shall be dealt with during regular working hours and no employee or employee's representative shall suffer any loss of pay.

ARTICLE 21 - BOARD OF ARBITRATION

1. Any dispute or grievance presented under Article 20 of this Agreement that cannot be settled by representatives of the Co-operative and the Union shall be submitted to a Board of Arbitration at the request of either party.
2. The Board of Arbitration shall be composed of one (1) Co-operative representative, one (1) Union representative and one (1) 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 to the appointment of the Chairperson of the Board of Arbitration, the matter shall be referred to the **Minister of Labour**, who shall act as Chairperson himself or shall appoint a Chairperson.
3. No person shall serve on the Board of Arbitration if he/she 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. The Board of Arbitration, in reaching its decision, shall be governed by the provisions of the 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.
6. 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.
7. 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.
8. Where the parties mutually agree, a sole Arbitrator shall be appointed instead of a three (3) person Board of Arbitration. The Arbitrator shall be vested with the same authority and jurisdiction as a Board of Arbitration provided for above.

ARTICLE 22 - EMPLOYEE BENEFITS

1. The Co-operative's present policy (in accordance with the bylaws of the plans concerned) of providing sick leave, severance pay, group life insurance, accident compensation, dental insurance and extended health care/vision care shall apply during the term of this Agreement. Maternity, parental and adoption leave shall be the same as Provincial Government Legislation and shall continue during the term of this Agreement.
2. **Superannuation**

Six (6%) percent matched by the employer. All employees who are members of the Co-op Superannuation Society shall have their matched pension contribution level maintained at six (6%) percent.
3. Employees will be allowed compassionate care leave without pay to care for a seriously ill parent, child or spouse for up to eight (8) weeks. If an employee requires further time, an application may be made by the employee.
4. Part-time employees who work an average of twenty-four (24) hours or more per week over a period of thirteen (13) weeks shall be eligible to receive the same insured benefits as a full-time employee in accordance with the bylaws of the Plan. Part-time employees (except Students) who work an average of fifteen (15) hours or more per week but less than twenty-four (24) hours per week over a period of thirteen (13) weeks shall be entitled to a reduced package of benefits in accordance with the bylaws of the Plan.

ARTICLE 23 - UNION SHOP DECALS

The Co-operative agrees that during the term of this Agreement, it shall permit the Union to supply and install a Union Shop Decal in each of its business locations. The decal shall be posted in a place approved by the Co-operative but it is understood that the decal shall be placed in a position from which it can readily be observed by the public.

ARTICLE 24 - CASH SHORTAGES

No employee shall be held responsible for cash shortages unless he/she has sole access to the cash register and is given an opportunity to be present and participate in the cashing up of his/her register.

ARTICLE 25 - SICK LEAVE

1. At least once a year, before June 30th, information on employees' sick leave status will be supplied to the employees.
2. All costs of medical reports required of employees by the Co-operative shall be paid for by the Co-operative.

3. A percentage (%) of unused sick leave over sixty (60) days' accumulation shall be paid out each year in December.
4. Any employee that has sixty (60) days' accumulated sick leave shall receive thirty-five (35%) percent of regular salary of unused sick leave over the sixty (60) day maximum. If the sixty (60) day maximum is completed later in the year, the same formula shall apply.
5. Should an employee drop below the sixty (60) day maximum required, there will be no extra pay until the sixty (60) day maximum is obtained and thirty-five (35%) percent will be paid on the accumulation over the sixty (60) day requirement.
6. Employees shall have the option of using sick leave for reasonable time lost due to medical or dental appointments. For example, appointments within Prince Albert will normally be for two (2) hours or less. Appointments with a specialist out of town may take a full day.
7. It is understood between the parties that the use of sick pay in regards to Article 25.6 is only for appointments that are unforeseen or could not be scheduled outside the employee's hours of work.

ARTICLE 26 – EMPLOYEE PRIVACY

Employee privacy will be maintained in matters regarding medical or personal information and shall be kept confidential to only those Parties reasonably necessary.

ARTICLE 27 - DURATION OF AGREEMENT

This Agreement shall be effective from **December 1, 2015** and shall remain in force until **November 30, 2019** and thereafter from year to year but either party may, not less than **sixty (60)** days or more than **one hundred and twenty (120)** days before the expiry date of this Agreement, give notice in writing to the other Party to terminate the said Agreement or to negotiate a revision thereof.

Signed this _____ day of _____, 2016.

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

**SIGNED ON BEHALF OF THE
UNION:**

Dean McKim, General Manager

Darren Deck

Tim Keller, Controller

Crystal Davidson

Ian Lauder, President

Dean Boychuk

Edward Young

Melissa Beskorwayne

Curtis Peake

Trevor Miller, Representative

APPENDIX "A"

This Appendix shall apply to part-time and regular part-time employees:

1. Part-time employees and regular part-time employees shall acquire seniority for the purpose of applying the wage appendix.
2. It is agreed for the purpose of applying the wage appendix in respect to part-time and regular part-time employees, 520 or 1040 hours as the case may be, 1040 hours of work shall be equal to six (6) months' service and 520 hours of work shall be equal to three (3) months.
3. Part-time employees who have worked an accumulated period of 520 hours or more will be deemed to have seniority for the purpose of call-in, layoff and recall and they shall be called to work on the basis of seniority subject to availability and providing the employee has the merit and ability to handle the work to be performed. This provision shall apply on a departmental basis only within the classification in a department into which the employee has been hired or otherwise placed.
4. A regular part-time employee shall be determined as one who worked an average of twenty-four (24) hours or more a week over any period of thirteen (13) consecutive weeks. It is understood that once an employee averages twenty-four (24) hours of work or more in any thirteen (13) week period, he shall retain the status of a regular part-time employee.
5. Regular part-time employees shall be on probation for an accumulative period of 520 hours during which time they may be laid off or dismissed without reference to seniority. Upon completion of the probationary period, such employees shall be credited with 520 hours and their seniority shall be established. Thereafter, the employee shall accumulate seniority credits on the basis of hours worked.
6. Regular part-time employees' hours of work shall be scheduled and they shall be called to work on the basis of seniority subject to availability and providing the employee has the merit and ability to handle the work to be performed. This provision shall apply on a departmental basis only within the classification in a department into which the employee has been hired or otherwise placed. In scheduling employees, the Co-operative shall schedule on the "equal to or more" principle.
7. Regular part-time employees shall have the right to participate (in accordance with the bylaws of the plans concerned) severance pay, group life insurance, accident compensation, dental insurance and superannuation and extended health care/vision care. The Co-operative shall pay the same percentage of employee's earnings towards the superannuation plan as it pays in case of full-time employees. If an employee's weekly hours should drop below an average of 24 hours over a three (3) month period, the employee will be dropped from the plan at the employer's discretion.

8. Any employee who has been employed as a full-time employee and later becomes a regular part-time employee shall be credited with all sick leave pay credit accumulated during his employment as a full-time employee and shall receive sick leave benefits accordingly.
9. All regular part-time employees shall accumulate sick leave pay on the basis of eight (8) hours for every one hundred and seventy-three (173) hours worked. Sick pay benefits shall apply only for absence from scheduled work.
10. Regular part-time employees shall be eligible only for those benefits as outlined in items 7, 8 and 9 above.

Errors and Omissions Excluded

APPENDIX "B"**Job Classifications and Hourly Wage Rates****Prince Albert/La Ronge/Shellbrook – December 1, 2015**

		520	1040	1560	2080	3120	4160	5200	6240
	Starting	After	After	After	After	After	After	After	After
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths
Clerk/Cashier	11.22	11.73	12.24	12.75	13.26	14.27	15.29	16.31	17.33
Office Clerk	13.26	13.87	14.48	15.10	15.70	16.92	18.15		
Ass't Head Cashier	13.26	13.87	14.48	15.10	15.70	16.92	18.15		
File Maintenance	14.28	14.95	15.63	16.30	16.97	18.32	19.67		
Head Cashier	14.28	14.95	15.63	16.30	16.97	18.32	19.67		
Grocery Supervisor	14.28	14.95	15.63	16.30	16.97	18.32	19.67		
Pharmacy Assistant	13.26	13.66	14.05	14.44	14.84	15.63	16.42	17.21	18.00
Pharmacy Technician	20.91	21.66	22.41	23.16	23.92	25.42	26.92		
Meat Cutter	17.34	17.94	18.54	19.14	19.74	20.94	22.13		
Petroleum Driver	17.34	17.94	18.54	19.14	19.74	20.94	22.13		
Fertilizer Driver	17.34	17.94	18.54	19.14	19.74	20.94	22.13		
Driver	13.26	13.92	14.59	15.25	15.91	17.24	18.56		
Pump Person	11.22	11.73	12.24	12.75	13.26	14.27	15.29	16.31	17.33
Yard Foreman	13.26	14.07	14.86	15.67	16.46	18.06	19.67		
Home Centre Clerk	12.24	12.72	13.20	13.68	14.16	15.12	16.09	17.04	18.00
Yard Clerk	11.22	11.73	12.24	12.75	13.26	14.27	15.29	16.31	17.33
Cake Decorator	14.28	14.95	15.63	16.30	16.97	18.32	19.57		
Bakery Sales Clerk	11.22	11.73	12.24	12.75	13.26	14.27	15.29	16.31	17.33
Maintenance	17.00	17.67	18.33	19.00	19.67	21.00	22.33	23.67	25.00

Senior Clerk When designated by management - 75 cents above Clerk's salary.

Fertilizer Drivers, when not performing the duties of a Fertilizer Driver, will be paid at the rate of a Driver. This will only be adjusted for full shifts not working as a Fertilizer Driver.

Job Classifications and Hourly Wage Rates**Branches – December 1, 2015**

		520	1040	1560	2080	3120	4160	5200	6240
	Starting	After	After	After	After	After	After	After	After
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths

Domremy/Smeaton/Paddockwood/Canwood

Clerk/Cashier	10.97	11.28	11.61	11.92	12.25	12.88	13.53		
Petroleum Driver	17.34	17.94	18.54	19.14	19.74	20.94	22.13		
Senior Clerk	When designated by management - 75 cents above Clerk's salary.								

Job Classifications and Wage Rates									
Branches – December 1, 2015									
		520	1040	1560	2080	3120	4160	5200	6240
	Starting	After	After	After	After	After	After	After	After
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths
WAKAW									
Clerk/Cashier	11.22	11.66	12.11	12.55	12.98	13.87	14.76		
Meat Cutter	12.24	12.86	13.48	14.11	14.73	15.97	17.22		
Lumber Clerk	12.24	12.71	13.18	13.65	14.12	15.05	15.98		
Produce Operator	12.24	12.86	13.48	14.11	14.73	15.97	17.22		
Senior Clerk	When designated by management - 75 cents above Clerk's salary.								

Errors and Omissions Excluded

APPENDIX "B"**Job Classifications and Hourly Wage Rates****Prince Albert/La Ronge/Shellbrook – December 1, 2016**

		520	1040	1560	2080	3120	4160	5200	6240
	Starting	After	After	After	After	After	After	After	After
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths
Clerk/Cashier	11.44	11.96	12.48	13.01	13.53	14.56	15.60	16.64	17.68
Office Clerk	13.53	14.15	14.77	15.40	16.01	17.26	18.51		
Ass't Head Cashier	13.53	14.15	14.77	15.40	16.01	17.26	18.51		
File Maintenance	14.57	15.25	15.94	16.63	17.31	18.69	20.06		
Head Cashier	14.57	15.25	15.94	16.63	17.31	18.69	20.06		
Grocery Supervisor	14.57	15.25	15.94	16.63	17.31	18.69	20.06		
Pharmacy Assistant	13.53	13.93	14.33	14.73	15.14	15.94	16.75	17.55	18.36
Pharmacy Technician	21.33	22.09	22.86	23.62	24.40	25.93	27.46		
Meat Cutter	17.69	18.30	18.91	19.52	20.13	21.36	22.57		
Petroleum Driver	17.69	18.30	18.91	19.52	20.13	21.36	22.57		
Fertilizer Driver	17.69	18.30	18.91	19.52	20.13	21.36	22.57		
Driver	13.53	14.20	14.88	15.56	16.23	17.58	18.93		
Pump Person	11.44	11.96	12.48	13.01	13.53	14.56	15.60	16.64	17.68
Yard Foreman	13.53	14.35	15.16	15.98	16.79	18.42	20.06		
Home Centre Clerk	12.48	12.97	13.46	13.95	14.44	15.42	16.41	17.38	18.36
Yard Clerk	11.44	11.96	12.48	13.01	13.53	14.56	15.60	16.64	17.68
Cake Decorator	14.57	15.25	15.94	16.63	17.31	18.69	20.06		
Bakery Sales Clerk	11.44	11.96	12.48	13.01	13.53	14.56	15.60	16.64	17.68
Maintenance	17.34	18.02	18.70	19.38	20.06	21.42	22.78	24.14	25.50

Senior Clerk When designated by management - 75 cents above Clerk's salary.

Fertilizer Drivers, when not performing the duties of a Fertilizer Driver, will be paid at the rate of a Driver. This will only be adjusted for full shifts not working as a Fertilizer Driver.

Job Classifications and Hourly Wage Rates**Branches – December 1, 2016**

		520	1040	1560	2080	3120	4160	5200	6240
	Starting	After	After	After	After	After	After	After	After
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths

Domremy/Smeaton/Paddockwood/Canwood

Clerk/Cashier	11.19	11.51	11.84	12.16	12.50	13.14	13.80		
Petroleum Driver	17.69	18.30	18.91	19.52	20.13	21.36	22.57		
Senior Clerk	When designated by management - 75 cents above Clerk's salary.								

Job Classifications and Wage Rates									
Branches – December 1, 2016									
		520	1040	1560	2080	3120	4160	5200	6240
	Starting	After	After	After	After	After	After	After	After
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths
WAKAW									
Clerk/Cashier	11.44	11.89	12.35	12.80	13.24	14.15	15.06		
Meat Cutter	12.48	13.12	13.75	14.39	15.02	16.29	17.56		
Lumber Clerk	12.48	12.96	13.44	13.92	14.40	15.35	16.30		
Produce Operator	12.48	13.12	13.75	14.39	15.02	16.29	17.56		
Senior Clerk	When designated by management - 75 cents above Clerk's salary.								

Errors and Omissions Excluded

APPENDIX "B"**Job Classifications and Hourly Wage Rates****Prince Albert/La Ronge/Shellbrook – December 1, 2017**

		520	1040	1560	2080	3120	4160	5200	6240
	Starting	After	After	After	After	After	After	After	After
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths
Clerk/Cashier	11.67	12.20	12.73	13.27	13.80	14.85	15.91	16.97	18.03
Office Clerk	13.80	14.43	15.07	15.71	16.33	17.61	18.88		
Ass't Head Cashier	13.80	14.43	15.07	15.71	16.33	17.61	18.88		
File Maintenance	14.86	15.56	16.26	16.96	17.66	19.06	20.46		
Head Cashier	14.86	15.56	16.26	16.96	17.66	19.06	20.46		
Grocery Supervisor	14.86	15.56	16.26	16.96	17.66	19.06	20.46		
Pharmacy Assistant	13.80	14.21	14.62	15.02	15.44	16.26	17.09	17.90	18.73
Pharmacy Technician	21.76	22.53	23.32	24.09	24.89	26.45	28.01		
Meat Cutter	18.04	18.67	19.29	19.91	20.53	21.79	23.02		
Petroleum Driver	18.04	18.67	19.29	19.91	20.53	21.79	23.02		
Fertilizer Driver	18.04	18.67	19.29	19.91	20.53	21.79	23.02		
Driver	13.80	14.48	15.18	15.87	16.55	17.93	19.31		
Pump Person	11.67	12.20	12.73	13.27	13.80	14.85	15.91	16.97	18.03
Yard Foreman	13.80	14.64	15.46	16.30	17.13	18.79	20.46		
Home Centre Clerk	12.73	13.23	13.73	14.23	14.73	15.73	16.74	17.73	18.73
Yard Clerk	11.67	12.20	12.73	13.27	13.80	14.85	15.91	16.97	18.03
Cake Decorator	14.86	15.56	16.26	16.96	17.66	19.06	20.46		
Bakery Sales Clerk	11.67	12.20	12.73	13.27	13.80	14.85	15.91	16.97	18.03
Maintenance	17.69	18.38	19.07	19.77	20.46	21.85	23.24	24.62	26.01
Senior Clerk	When designated by management - 75 cents above Clerk's salary.								

Fertilizer Drivers, when not performing the duties of a Fertilizer Driver, will be paid at the rate of a Driver. This will only be adjusted for full shifts not working as a Fertilizer Driver.

Job Classifications and Hourly Wage Rates**Branches – December 1, 2017**

		520	1040	1560	2080	3120	4160	5200	6240
	Starting	After	After	After	After	After	After	After	After
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths
Domremy/Smeaton/Paddockwood/Canwood									
Clerk/Cashier	11.41	11.74	12.08	12.40	12.75	13.40	14.08		
Petroleum Driver	18.04	18.67	19.29	19.91	20.53	21.79	23.02		
Senior Clerk	When designated by management - 75 cents above Clerk's salary.								

Job Classifications and Wage Rates									
Branches – December 1, 2017									
		520	1040	1560	2080	3120	4160	5200	6240
	Starting	After	After	After	After	After	After	After	After
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths
WAKAW									
Clerk/Cashier	11.67	12.13	12.60	13.06	13.50	14.43	15.36		
Meat Cutter	12.73	13.38	14.03	14.68	15.32	16.62	17.91		
Lumber Clerk	12.73	13.22	13.71	14.20	14.69	15.66	16.63		
Produce Operator	12.73	13.38	14.03	14.68	15.32	16.62	17.91		
Senior Clerk	When designated by management - 75 cents above Clerk's salary.								

Errors and Omissions Excluded

APPENDIX "B"**Job Classifications and Hourly Wage Rates****Prince Albert/La Ronge/Shellbrook – December 1, 2018**

		520	1040	1560	2080	3120	4160	5200	6240
	Starting	After	After	After	After	After	After	After	After
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths
Clerk/Cashier	11.90	12.44	12.98	13.54	14.08	15.15	16.23	17.31	18.39
Office Clerk	14.08	14.72	15.37	16.02	16.66	17.96	19.26		
Ass't Head Cashier	14.08	14.72	15.37	16.02	16.66	17.96	19.26		
File Maintenance	15.16	15.87	16.59	17.30	18.01	19.44	20.87		
Head Cashier	15.16	15.87	16.59	17.30	18.01	19.44	20.87		
Grocery Supervisor	15.16	15.87	16.59	17.30	18.01	19.44	20.87		
Pharmacy Assistant	14.08	14.49	14.91	15.32	15.75	16.59	17.43	18.26	19.10
Pharmacy Technician	22.20	22.98	23.79	24.57	25.39	26.98	28.57		
Meat Cutter	18.40	19.04	19.68	20.31	20.94	22.23	23.48		
Petroleum Driver	18.40	19.04	19.68	20.31	20.94	22.23	23.48		
Fertilizer Driver	18.40	19.04	19.68	20.31	20.94	22.23	23.48		
Driver	14.08	14.77	15.48	16.19	16.88	18.29	19.70		
Pump Person	11.90	12.44	12.98	13.54	14.08	15.15	16.23	17.31	18.39
Yard Foreman	14.08	14.93	15.77	16.63	17.47	19.17	20.87		
Home Centre Clerk	12.98	13.49	14.00	14.51	15.02	16.04	17.07	18.08	19.10
Yard Clerk	11.90	12.44	12.98	13.54	14.08	15.15	16.23	17.31	18.39
Cake Decorator	15.16	15.87	16.59	17.30	18.01	19.44	20.87		
Bakery Sales Clerk	11.90	12.44	12.98	13.54	14.08	15.15	16.23	17.31	18.39
Maintenance	18.04	18.75	19.45	20.17	20.87	22.29	23.70	25.11	26.53
Senior Clerk	When designated by management - 75 cents above Clerk's salary.								

Fertilizer Drivers, when not performing the duties of a Fertilizer Driver, will be paid at the rate of a Driver. This will only be adjusted for full shifts not working as a Fertilizer Driver.

Job Classifications and Wage Rates**Branches – December 1, 2018**

		520	1040	1560	2080	3120	4160	5200	6240
	Starting	After	After	After	After	After	After	After	After
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths
Domremy/Smeaton/Paddockwood/Canwood									
Clerk/Cashier	11.64	11.97	12.32	12.65	13.01	13.67	14.36		
Petroleum Driver	18.40	19.04	19.68	20.31	20.94	22.23	23.48		
Senior Clerk	When designated by management - 75 cents above Clerk's salary.								

Job Classifications and Wage Rates										
Branches - December 1, 2018										
		520	1040	1560	2080	3120	4160	5200	6240	
	Starting	After	After	After	After	After	After	After	After	
Classification	Salary	3 Mths	6 Mths	9 Mths	12 Mths	18 Mths	24 Mths	30 Mths	36 Mths	
WAKAW										
Clerk/Cashier	11.90	12.37	12.85	13.32	13.77	14.72	15.67			
Meat Cutter	12.98	13.65	14.31	14.97	15.63	16.95	18.27			
Lumber Clerk	12.98	13.48	13.98	14.48	14.98	15.97	16.96			
Produce Operator	12.98	13.65	14.31	14.97	15.63	16.95	18.27			
Senior Clerk	When designated by management - 75 cents above Clerk's salary.									

LETTER OF UNDERSTANDING #1

BETWEEN:

THE PRINCE ALBERT CO-OPERATIVE ASSOCIATION LIMITED

AND:

**THE RETAIL, WHOLESALE AND DEPARTMENT STORE UNION,
LOCAL 496**

(A) Job Descriptions

The Co-operative will review its job descriptions in dealing with the classifications in the Collective Agreement annually by June 30th of each year with all employees.

(B) Seminars and Courses

Where there is a course that the Co-operative requires an employee to attend, that time will be considered part of their weekly hours and will be scheduled accordingly. It is not the intention of the Co-operative that an employee loses any pay because of attending a course.

Any employee requesting and who is accepted to participate in any Co-operative training program for advancement shall be allowed to do so without loss of pay. Such request shall not be unreasonably denied.

Signed this _____ day of _____, 2016.

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

**SIGNED ON BEHALF OF THE
UNION:**

Dean McKim, General Manager

Darren Deck

Tim Keller, Controller

Crystal Davidson

Ian Lauder, President

Dean Boychuk

Edward Young

Melissa Beskorwayne

Curtis Peake

Trevor Miller, Representative

LETTER OF UNDERSTANDING #2

BETWEEN:

THE PRINCE ALBERT CO-OPERATIVE ASSOCIATION LIMITED

AND:

**THE RETAIL, WHOLESALE AND DEPARTMENT STORE UNION,
LOCAL 496**

Re: Part-time Hours

The Union and the Co-operative agree that an annual review of part-time hours shall be done by the parties on or before June 1st of each year in order to further identify those positions that should be made full-time.

Signed this _____ day of _____, 2016.

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

Dean McKim, General Manager

Tim Keller, Controller

Ian Lauder, President

**SIGNED ON BEHALF OF THE
UNION:**

Darren Deck

Crystal Davidson

Dean Boychuk

Edward Young

Melissa Beskorwayne

Curtis Peake

Trevor Miller, Representative

LETTER OF UNDERSTANDING #3

BETWEEN:

THE PRINCE ALBERT CO-OPERATIVE ASSOCIATION LIMITED

AND:

**THE 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 (\$.25) cents above minimum wage.

Signed this _____ day of _____, 2016.

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

Dean McKim, General Manager

Tim Keller, Controller

Ian Lauder, President

**SIGNED ON BEHALF OF THE
UNION:**

Darren Deck

Crystal Davidson

Dean Boychuk

Edward Young

Melissa Beskorwayne

Curtis Peake

Trevor Miller, Representative

LETTER OF UNDERSTANDING #4**BETWEEN:****THE PRINCE ALBERT CO-OPERATIVE ASSOCIATION LIMITED****AND:****THE RETAIL, WHOLESALE AND DEPARTMENT STORE UNION,
LOCAL 496****Re: Driver Overtime**

The Co-operative and the Union agree that the following stated terms shall address overtime work of the Petroleum Drivers and Driver Employees in the Farm Supply Department and shall take effect May 1, 2006:

1. All overtime hours will be banked to a maximum of forty (40) hours.
2. Any employee working overtime hours while having banked forty (40) hours will receive, on regular payroll, pay at one and one-half times (1 1/2x) rate for all overtime hours worked in excess of the forty (40) hour bank.
3. Employees shall be entitled to draw time off with pay from the bank at one and one-half (1 1/2) times at times mutually agreed. Such agreement shall not be unreasonably withheld.
4. Banked hours shall be used in total by no later than April 30th of each year.
5. During the period of November through April of each year, employees may be required to schedule remaining time off from the bank.
6. Employees will not be required but may opt to take less than eight (8) hours a day at any time unless they have less than eight (8) hours banked in which case only the remaining hours will be assigned or taken.

7. This Letter is agreed to form a part of the Collective Agreement between the Co-operative and the Union.

Signed this _____ day of _____, 2016.

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

Dean McKim, General Manager

Tim Keller, Controller

Ian Lauder, President

**SIGNED ON BEHALF OF THE
UNION:**

Darren Deck

Crystal Davidson

Dean Boychuk

Edward Young

Melissa Beskorwayne

Curtis Peake

Trevor Miller, Representative

LETTER OF UNDERSTANDING #5

BETWEEN:

THE PRINCE ALBERT CO-OPERATIVE ASSOCIATION LIMITED

AND:

**THE RETAIL, WHOLESALE AND DEPARTMENT STORE UNION,
LOCAL 496**

Re: Petroleum Drivers and Drivers Compressed Workweek

In the event that the Co-operative determines that a workweek of four (4) shifts of ten (10) hours is necessary, the following conditions shall apply:

1. The Co-operative shall post positions which are to be allocated with the 4/10 workweek.
2. The postings shall stipulate the location and duration period in which the compressed workweek will be applied.
3. Any employee in a position which has a compressed workweek allocation shall be entitled to the overtime provisions if working more than ten (10) hours on a shift or four (4) shifts in a week.
4. Statutory holiday provisions shall be applied based on a workweek reduced by ten (10) hours for each statutory holiday occurring in any week.

Signed this _____ day of _____, 2016.

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

**SIGNED ON BEHALF OF THE
UNION:**

Dean McKim, General Manager

Darren Deck

Tim Keller, Controller

Crystal Davidson

Ian Lauder, President

Dean Boychuk

Edward Young

Melissa Beskorwayne

Curtis Peake

Trevor Miller, Representative

LETTER OF UNDERSTANDING #6

BETWEEN:

THE PRINCE ALBERT CO-OPERATIVE ASSOCIATION LIMITED

AND:

**THE RETAIL, WHOLESALE AND DEPARTMENT STORE UNION,
LOCAL 496**

Re: Manager Trainee Position

The Co-operative and the Union agree that a Manager Trainee position will only be used for the purpose of training management personnel.

Signed this _____ day of _____, 2016.

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

Dean McKim, General Manager

Tim Keller, Controller

Ian Lauder, President

**SIGNED ON BEHALF OF THE
UNION:**

Darren Deck

Crystal Davidson

Dean Boychuk

Edward Young

Melissa Beskorwayne

Curtis Peake

Trevor Miller, Representative

LETTER OF UNDERSTANDING #7

BETWEEN:

THE PRINCE ALBERT CO-OPERATIVE ASSOCIATION LIMITED

AND:

**THE RETAIL, WHOLESALE AND DEPARTMENT STORE UNION,
LOCAL 496**

Re: C-Store/Gas Bar

The parties understand that the employees working the C-Store/Gas Bar will be exempt from Article 8.1(e) and 8.1(f).

Signed this _____ day of _____, 2016.

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

Dean McKim, General Manager

Tim Keller, Controller

Ian Lauder, President

**SIGNED ON BEHALF OF THE
UNION:**

Darren Deck

Crystal Davidson

Dean Boychuk

Edward Young

Melissa Beskorwayne

Curtis Peake

Trevor Miller, Representative

LETTER OF UNDERSTANDING #8

BETWEEN:

THE PRINCE ALBERT CO-OPERATIVE ASSOCIATION LIMITED

AND:

**THE RETAIL, WHOLESALE AND DEPARTMENT STORE UNION,
LOCAL 496**

Re: In-scope Supervisory Positions

The Parties agree that no in-scope supervisory positions or those with supervisory duties will be removed from the bargaining unit unless negotiated otherwise.

Signed this _____ day of _____, 2016.

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

Dean McKim, General Manager

Tim Keller, Controller

Ian Lauder, President

**SIGNED ON BEHALF OF THE
UNION:**

Darren Deck

Crystal Davidson

Dean Boychuk

Edward Young

Melissa Beskorwayne

Curtis Peake

Trevor Miller, Representative