

THIS AGREEMENT made this 23rd day of July, A.D. 2020

BETWEEN: THE PRAIRIE SKY CO-OPERATIVE ASSOCIATION LTD.
OF THE FIRST PART

AND: THE RETAIL, WHOLESALE AND DEPARTMENT STORE
UNION, LOCAL 635

OF THE SECOND PART

A G R E E M E N T



Expires: January 31, 2024

INDEX

Article 1 - Purpose.....	1
Article 2 - Recognition.....	1
Article 3 - Scope.....	2
Article 4 - Clarification of Terms.....	2
Article 5 - Union Security.....	2
Article 6 - Dues Check-Off.....	3
Article 7 - Overtime.....	3
Article 8 - Rest Periods.....	3
Article 9 - Statutory Holidays and Sundays.....	3
Article 10 - Vacations.....	4
Article 11 - Job Classification, Wage Rates and Hours of Work.....	6
Article 12 - Sick Leave.....	7
Article 13 - Seniority.....	8
Article 14 - Promotions and Vacancies.....	8
Article 15 - Layoffs.....	9
Article 16 - Leave of Absence.....	9
Article 17 - Grievance Procedure.....	11
Article 18 - Arbitration.....	12
Article 19 - Notice Boards.....	13
Article 20 - Discrimination.....	13
Article 21 - Safety and Health.....	14
Article 22 - Superannuation.....	14
Article 23 - Workers' Compensation.....	14
Article 24 - Group Life Insurance.....	14
Article 25 - Long Term Disability.....	15
Article 26 - Extended Health Benefits.....	15
Article 27 - Jury and Witness Pay.....	15
Article 28 - Union Representative's Visits.....	15
Article 29 - Dental Plan.....	15
Article 30 - Education Fund.....	15
Article 31 - Duration of Agreement.....	16
Appendix "A" - Hours of Work, Job Classifications and Wage Rates.....	17
Wage Rates -	18
Letter of Understanding #1 - R.W.D.S.U. Employees Dental Plan.....	22
Letter of Understanding #2 - Scope - Management Trainee.....	23
Letter of Understanding #3 - Petroleum Drivers.....	24
Letter of Understanding #4 - Scheduling and Overtime.....	25
Letter of Understanding #5 - Pharmacists Averaging Hours of Work.....	26

THIS AGREEMENT MADE this **23rd** day of **July**, A.D. 2020

BETWEEN: THE PRAIRIE-SKY CO-OPERATIVE ASSOCIATION LTD., at its place of business located in the City of Weyburn, in the Province of Saskatchewan, hereinafter referred to as the "Co-operative"

OF THE FIRST PART

AND: THE RETAIL, WHOLESALE AND DEPARTMENT STORE UNION, LOCAL 635, hereinafter referred to as the "Union"

OF THE SECOND PART

ARTICLE 1 - PURPOSE

The purpose of this Agreement shall be to set forth terms and conditions of employment relating to rates of pay, hours of work and any other working conditions affecting the employees covered by this Agreement and to provide for an amicable means of settling any disputes and grievances of such employees and to maintain a harmonious relationship between the Co-operative and its employees and to promote co-operative education and assist in the Co-operative movement wherever possible, and to promote reasonable loyalty in individual employee purchases from the Co-operative. The Union shall encourage all employees to become members of the Co-operative and to patronize the Co-operative with their purchases to the best of their abilities.

ARTICLE 2 - RECOGNITION

1. Within the provisions of this Agreement, the right to hire and discharge, management of the Co-operative and direction of personnel are vested exclusively with the Co-operative. The Co-operative agrees to recognize the Union as the sole collective bargaining agency for the employees covered by this Agreement, and hereby consents and agrees to negotiate with the Union or its designated bargaining representatives in any and all matters affecting the relationship between the Co-operative and its employees.
2. Except as may be agreed between the Co-operative and the Union, the Co-operative shall not contract out any of its present operations that affect members of the Union.

ARTICLE 3 - SCOPE

This Agreement shall cover all employees employed by the Prairie Sky Co-operative Association Ltd., or in connection with its business located in the City of Weyburn, in the Province of Saskatchewan, except:

General Manager, Human Resources Manager, Human Resources Advisor, Controller, Office Manager/Accountant, **Credit Manager**, Member Relations Manager, Facilities and Security Manager, Loss Prevention and Safety Manager, Operations Manager, Pharmacy Manager, Cafeteria/Deli Manager, Produce Manager, Food Store Marketing Manager, Grocery Manager, Meat Manager, Bakery Manager, Home Centre Marketing Manager, **Hardware** Home Centre Manager, Lumber Manager, Petroleum Marketing Manager, **Petroleum** Manager, Crossroads Convenience Center Gas Manager, Sud's City Manager, **Liquor Manager**, and Management Trainees **two** (2).

ARTICLE 4 - CLARIFICATION OF TERMS

1. It is agreed that wherever the words "employee" or "employees" appear, it shall mean any person or persons covered by this Agreement.
2. A regular part-time employee shall be defined as one who worked an average of twenty-four (24) hours or more a week over any period of six (6) consecutive weeks. It is understood that once an employee averages twenty-four (24) hours of work or more in any six (6) week period, he shall retain the status of a regular part-time employee.
3. Any employee who works full-time weekly hours (as defined in Appendix "A") for thirteen (13) consecutive weeks shall be designated as a full-time employee. This provision shall not apply to employees hired for a specific project.

ARTICLE 5 - UNION SECURITY

1. Every employee who is now or hereafter becomes a member of the Union shall maintain his/her membership in the Union as a condition of employment. Every new employee whose employment commences hereafter shall make application on the official Union membership application form within ten (10) calendar days of the date of his/her employment, and shall become a member of the Union within thirty (30) calendar days of this date. Employees hired by the Co-operative shall be requested by Management to fill in the Union application card on the day other employment documents are filled out.
2. A Shop Steward or, in the event the Shop Steward is not available, the Chief Steward, **shall be present at a meeting with an Employee who is to** receive a reprimand that will be placed in his/her personnel file. **The Employee can then request that the Union not be present at the meeting.**
3. The Union will be notified in writing in a timely fashion when an employee receives a reprimand that will be diarized in the employee's personnel file.

4. Disciplinary documents, with the exception of harassment, bullying, violence, or major safety violations, shall be removed from an employee's file after a period of twenty-four (24) months, providing there are no other disciplinary documents placed on the file within the twenty-four (24) month period.
5. Management shall introduce new employees to a shop steward or executive member of the Union at the orientation session where the Union will provide information packages.

ARTICLE 6 - DUES CHECK-OFF

The Co-operative agrees that upon written request of the Union, all dues and assessments accruing to the Union by its members shall be deducted bi-weekly and said amounts shall be in turn forwarded to the person designated by the Union, accompanied with a list of all employees for whom such deductions have been made. Names of employees who have been hired, laid off, discharged or who have resigned, shall be submitted to the Union each month.

ARTICLE 7 - OVERTIME

1. All hours worked in excess of the regular hours as set out in Appendix "A" of this Agreement, and the agreed upon working schedule of hours, shall be considered as overtime hours and paid for at the rate of time and one half. Double time shall be paid for overtime hours worked in excess of three (3) hours for such hours worked before and/or after the scheduled hours in any one day. All overtime shall be performed only after authorization by the Co-operative. Employees will receive twenty-four (24) hours notice of any request for them to work overtime unless the overtime is contiguous with the employee's regular shift. It is understood that overtime is voluntary; therefore, employees have the right to decline overtime assignments.
2. No employee shall be required to work less than the regular full-time weekly hours to avoid payment of overtime.

ARTICLE 8 - REST PERIODS

Every employee shall be granted one (1) fifteen (15) minute paid rest period for every three (3) hours of continuous work and it shall be taken within those three (3) hours of work unless otherwise agreed to by the employee.

ARTICLE 9 - STATUTORY HOLIDAYS

1. The following days shall be observed as holidays without reduction of pay thereof:

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 holidays when so proclaimed by the Federal, Provincial or Civic authorities.

2. The above holidays shall be observed on days other than calendar date when so proclaimed by the Federal, Provincial or Civic authorities.
3. Where an employee works on a holiday he/she shall be paid, in addition to his/her regular rate, an amount equal to one and one-half (1 1/2) times his/her regular rate of pay, for every hour or part-hour worked during such holiday.
4. Where a holiday falls on the employee's regularly assigned day of rest and he/she does not work on such day of rest, the following day should be observed as the paid holiday. In all departments where a holiday falls on an employee's regularly assigned day of rest and he/she does not work on such day of rest, any other day as agreed upon between the Co-operative and the employee shall be observed as the paid holiday. The Co-operative and the employee must agree on the day or week the holiday(s) is to be observed prior to the actual holiday occurring.
5. When any holiday or holidays as set out in Section 1 of this Article fall in an employee's work week, the work week shall be reduced by one day or the number of hours scheduled to be worked in that day for all employees (if a one day holiday occurs) and by two (2) days or the number of hours scheduled to be worked on those two (2) days for all employees (if a two day holiday occurs).

No employee shall suffer a reduction in take-home pay in such a week but shall receive his/her full week's pay. Employees working in excess of the reduced hours of work in such a week shall be paid, in addition to their regular rate of pay for such a week, one and one-half (1 1/2) times for all hours worked in excess of the reduced work week. In calculating the time worked by an employee in any such week, no account shall be taken of any time worked by him/her on the Statutory holiday.

Article 9 - 5 shall not apply in the event that the Co-operative and the employee have an agreement as set out in Article 9 - 4.

6. Part-time employees shall be paid Statutory or proclaimed holiday pay based on that provided by Provincial Legislation, or based on the average weekly hours worked in the four weeks preceding the holiday, whichever amount is greater.

ARTICLE 10 - VACATIONS

1. Three (3) weeks' vacation with pay at regular rates, or with pay based on 3/52nds of employee's total earnings, whichever is the greater, shall be granted after one year's service, and after each succeeding year of service, up to eight (8) years.

Four (4) weeks' vacation with pay at regular rates, or with pay based on 1/13th of employee's total earnings, whichever is the greater, shall be granted after eight (8) years of service and after each succeeding year of service up to sixteen (16) years of service.

Five (5) weeks' vacation with pay at regular rates, or with pay based on 5/52nds of employee's total earnings, whichever is the greater, shall be granted after sixteen (16) years of service and after each succeeding year of service up to twenty-two (22) years of service.

Six (6) weeks' vacation with pay at regular rates, or with pay based on 6/52nds of employee's total earnings, whichever is the greater, shall be granted after twenty-two (22) years of service and after each succeeding year of service thereafter.

On an employee's 25th, 30th, 35th, 40th and 45th anniversary of service, the employee will receive one additional week of vacation for that year only.

Vacations must be taken in the current year and may not be accumulative from year to year.

2. When employment of an employee is terminated, the Co-operative shall pay the employee, in addition to all other amounts due, all vacation time earned but not taken by the employee. Such vacation pay shall be calculated in accordance with Section 1 above.
3. Cut-off date for vacation pay shall be April 30th of each year. The vacation period shall be May 1 to September 30, unless otherwise mutually agreed upon between the Co-operative, the Union and the employee. Employees who have less than one (1) year of service but have completed at least six (6) months' service within the period May 1 to September 30th, if they so request, shall be granted a vacation not to exceed the number of days earned. That portion of the vacation for which the employee will receive pay will be based on the number of days earned prior to April 30th.
4. Employees shall submit their vacation requests by March 1st of every year and they shall be notified of their vacation period by March 31st. Vacations shall be granted within the period May 1st to September 30th unless otherwise mutually agreed upon.
5. If any special holiday occurs during the period of any vacation taken by the employee, the period of the said annual vacation shall be increased by one (1) working day with regular rate of pay.
6. Vacations shall be taken, if possible, at the time or times most desired by the employees concerned. **It is understood and agreed that the Co-operative in granting vacation entitlement shall do so on the basis of seniority within each employment status; for greater clarity, full-time employees shall be allotted vacation based on seniority first, then part-time employees shall be allotted vacation based on seniority, then casual employees shall be allotted vacation based on seniority.** Seniority shall govern the selection of the vacation dates **within each employment status.** In case of any disputes the Co-operative and the Union shall settle all holiday schedule disputes after due consideration of all factors. Where an employee is entitled to a fourth, fifth or sixth week of vacation, the Cooperative reserves the right to determine when such weeks shall be taken.
7. Vacation pay for part-time employees will be retained by the Co-operative and paid to the employee during the regular pay period occurring while the employee is on vacation. The balance remaining, if any, will be paid out at the end of the vacation year.

ARTICLE 11 - JOB CLASSIFICATION, WAGE RATES AND HOURS OF WORK

1. Job classifications, wage rates and hours of work applicable thereto for all employees covered by this Agreement, shall be as set out in Appendix "A" of this Agreement.
2. An employee assigned to temporarily fill an in-scope job paying a higher rate of pay, for one day or more, shall be paid the hourly rate for the higher rated job to a maximum of \$8.00 for each day worked in the higher rated job. An employee assigned to temporarily fill an out-of-scope position for one day or more shall be paid a premium of \$12.00 for each day so worked. An employee temporarily filling a job paying a lower rate of pay shall continue to receive the rate paid for his/her regular job. Employees shall have the right to refuse such temporary assignments.
3. Employees shall be paid every second Friday. Each payment shall be accompanied with a slip showing regular hours worked, overtime hours, rate of pay and specific deductions.
4. The principle of equal pay for equal work shall apply as set out in the Saskatchewan Employment Act, regardless of sex or age.
5. Classification titles and rates of pay applicable thereto for any new classifications or positions that may be established hereafter, shall be subject to negotiations and agreement. A supplementary agreement shall be executed in respect of such classification titles and rates of pay.
6. 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. The 24 month scale will normally be considered the maximum starting rate at the Co-operative's discretion. The parties may agree to exceed the 24 month credit where there is merit. The Union will be provided all relevant information regarding the situation by the Co-operative.
7. Daily hours of work shall be consecutive with the exception of rest periods and one meal period. A noon meal period shall not exceed one (1) hour. A supper meal period shall not exceed one and one-half (1 1/2) hours.
8. Full-time employees and part-time employees required to work between 9:00 p.m. and 6:00 a.m. on any day and between 6:00 a.m. and 9:00 p.m. on Sundays shall be paid a premium of **\$.80** per hour for all such hours worked. For hours worked in excess of eight (8) hours per day, the overtime provisions of the Agreement will apply.
9. Part-time employees shall be given a minimum of three (3) hours call-in notice. If an employee reports for work on less than three hours notice, he/she shall be paid at one and one-half (1 1/2) times the regular rate for all hours worked within the required three hour notice period. This is not to apply if to replace a scheduled employee who books in sick. This provision shall not apply to employees of the Crossroads Convenience Center, the gas bar and Sud's City.

10. The work week shall be Sunday through Saturday with each full-time and regular part-time employee scheduled no more than five consecutive days in the work week.
11. Every employee shall be granted one day's rest in seven (7).
12. **The Co-operative shall post a weekly work schedule including starting and quitting times for all employees, for a period of two (2) consecutive weeks (next, and week after next), following the current work week. This schedule shall be posted no later than 4:00 pm Tuesday. All weekly schedules shall run from Sunday to Sunday. There will always be two (2) consecutive one (1) week schedules posted, in addition to the current week scheduled. A copy of the schedule shall be posted in all appropriate break and lunch rooms.**

ARTICLE 12 - SICK LEAVE

1. After thirty (30) days' service with the Co-operative, every full-time employee shall be entitled to one and one-quarter (1 1/4) days' sick leave for each month of service.

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/her employment as a full-time employee and shall receive sick leave pay benefits accordingly.

Regular part-time employees shall accumulate sick leave credits on the basis of ten (10) hours for each one hundred and seventy-three (173) hours worked. Sick pay benefits shall apply only for absences from scheduled work.

2. Sick leave shall be cumulative from month to month and from year to year, to a maximum of one hundred and twenty (120) days [nine hundred and sixty (960) hours].
3. It shall be the duty of every employee who is absent due to sickness to notify his/her Department Manager as soon as possible. If the Department Manager or his/her assistant is not available, the Unit Manager or the General Manager must be notified.
4. The Co-operative reserves the right, in the event of an application for sick leave, to require a medical certificate. The cost of the medical certificate shall be paid for by the Co-operative.
5. Accumulated sick leave credits, up to a maximum of twenty-four (24) hours per year, shall be available to be used by an employee in respect of sickness of a spouse, dependent children or parents. Employees shall be eligible for such leave provided that:
 - a) The sickness is bona fide. A medical certificate may be requested.
 - b) The sickness requires the employee to be present personally. It will be the employee's responsibility to indicate the reasons.

6. Employees may access up to **twelve (12)** hours of their sick time per calendar year for doctors and dentists appointments. Sick leave pay shall only be granted for doctors and dentists appointments when the employee is unable to arrange it for his/her scheduled time off.

ARTICLE 13 - SENIORITY

1. New employees shall be on probation for five hundred and twenty (520) hours but not to exceed six (6) months during which time they may be terminated without reference to seniority.
2. Seniority shall then be established from the date an employee first enters the service of the Co-operative. A seniority list shall be posted in March and September of each year **and a copy shall be sent to the Union.**
3. If an employee is absent from work because of sickness or accident, he/she shall continue to accumulate seniority, providing such employee reports for work within 30 days from the time the Co-operative receives a doctor's certificate from the employee's doctor indicating that he/she is capable of returning to his/her normal work.
4. Seniority may be broken only:
 - a) By dismissal for just cause;
 - b) By failing to report for work upon recall within seven (7) days of notification by the Co-operative, by registered mail, addressed to the last known address of the employee. If an employee fails to report within seven (7) days of the date of mailing of the said notification, but does report within thirty (30) days, showing good cause for failing to report within the said seven (7) days, he/she shall then be notified of the next vacancy and his/her seniority shall be retained;
 - c) By voluntarily leaving the service of the Co-operative;
 - d) Being promoted to an out-of-scope position.

ARTICLE 14 - PROMOTIONS AND VACANCIES

1. Full-time vacancies and regular part-time vacancies or new positions created during the life of this Agreement, or until a new Agreement has been executed, shall be posted on the bulletin board.
2. A period of seven (7) working days shall be allowed employees in which to make application for such vacancies or new positions. Should it be necessary to fill a vacancy or new position before the expiration of seven (7) days, the time for such posting shall be mutually agreed upon by the Co-operative and the Union.
3. In filling vacancies or new positions, where merit and ability is sufficient to handle the job to be filled, seniority shall be the governing factor.

4. All employees filling a new position or vacancy shall be allowed a qualifying period of three (3) months. If such employee does not perform the duties satisfactorily within such time, or if the employee so wishes, he/she shall revert to his/her former position without loss of seniority. If it appears to the Co-operative that such employee is incapable of performing the duties satisfactorily, he/she may be required to revert to his/her former position before the expiration of three (3) months.
5. If the Co-operative provides training to fill a vacant position in the Co-operative, the first opportunity will be granted according to seniority if it appears that the senior person has sufficient ability to fill the position.
6. Upon promotion to a position paying a higher rate of pay, an employee shall receive the wage rate applicable to the new position retroactive to the date he/she assumed the duties of the new position. Whenever an employee's rate prior to promotion is within the range of the new classification, his/her rate shall not be reduced, and after promotion, the employee shall be paid his/her regular increment increases until the top of the range is reached.

ARTICLE 15 - LAYOFFS

1. When reducing staff, senior employees within the Co-operative, merit and ability being sufficient to handle the job to be filled, shall be retained. Employees laid off on account of reduction of staff shall be returned to service in order of seniority, merit and ability being sufficient to handle the job to be filled.
2. "Layoff" means the temporary termination by an employer of the services of an employee for a period exceeding six (6) consecutive days. The Co-operative shall give employees written notice or pay in lieu of notice in case of layoff or discharge except when an employee is discharged for just cause, on the following basis:
 - a) After three (3) months and up to one (1) year of service - one 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.

ARTICLE 16 - LEAVE OF ABSENCE

1. Employees who are elected or selected to do Union work shall, upon request, be granted leave of absence without pay, without loss of seniority or any other rights or privileges previously

enjoyed by such employee prior to any such leave of absence. This leave of absence shall not exceed six (6) months unless it is mutually agreed that a further six (6) months' leave be granted. The Co-operative reserves the right to limit the number of such leaves to one employee at any one time.

2. Employees elected or appointed as delegates to attend conventions, or business meetings in connection with the affairs of the Union, shall, upon giving the Co-operative **seven (7)** days' notice, be granted leave of absence without pay.
3. Special leave of absence with pay may be granted in cases of pressing emergency. Pressing emergency shall be confined to cases of sickness, death or accident to the immediate family of the employee.
4. By mutual agreement between the parties, special leave of absence without pay, without loss of seniority, without discrimination and without loss of any other rights or privileges may be granted an employee for personal reasons or for parental leave. In such cases the employee concerned must pay the full contribution required under any employee benefit plan for the period involved.
5. Female employees, **for a total of** at least **thirteen (13) consecutive** weeks of employment, 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 **a nineteen (19)** 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. Benefits will not accumulate or be paid during maternity leave, but the employee's benefits held before such leave shall be reinstated upon her return to work. 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.
6. Employees, **for a total of** at least **thirteen (13) consecutive** of employment, shall be granted a parental leave of absence, without pay, by the Co-operative. Such leave shall not exceed **sixty-three (63)** 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 Section 5 above are eligible **for an additional fifty-nine (59) weeks** provided the parental leave is taken consecutive to the maternity leave. Seniority shall accumulate during the parental leave. Applications for parental leave must be made at the same time when the application for maternity leave is submitted. The employee shall give the Co-operative a minimum of four (4) weeks notice of the intent to take such leave and similar notice when returning to work.

7. Upon being granted leave of absence, employees shall be given a leave of absence form indicating the reasons for the leave, and the duration of the leave. A copy of the leave form shall also be filed with the Union.
8. Leave of absence for contract negotiations shall be paid to a maximum of ninety-six (96) hours.
9. Employees who qualify for EI compassionate leave benefits shall be granted an equivalent leave of absence from the Co-op with no loss of benefits and continued accumulation of seniority.

ARTICLE 17 - GRIEVANCE PROCEDURE

1. Neither party to this Agreement shall cause a suspension of work until an earnest effort has been made to settle disputes and grievances of employees in accordance with the procedure as set forth in this Article.
2. No grievance shall be considered where the circumstances giving rise to it occurred or originated more than ten (10) full working days before the filing of a grievance.
3. All grievances shall be submitted in writing and shall specify the Article and Section of the Agreement alleged to have been violated, the circumstances or occurrence leading to the alleged violation and the redress or adjustment requested.
4. Grievances properly arising under this Agreement shall be adjusted and settled as follows:

Step No. 1

The employee or employees concerned shall first refer the matter to the Shop Steward of the department, or Officer of the Union, and if in the opinion of the said Shop Steward or Officer of the Union, the said grievance is of a bona fide character, it shall be presented in writing to the Department Manager concerned and a discussion shall take place between the Shop Steward and the Department Manager. The Department Manager shall render a decision in writing within ten (10) days after the said discussion.

Step No. 2

In the event that the Department Manager concerned does not give a decision satisfactory to the Union or does not render a decision within the period prescribed, then the Grievance Committee of the Union may refer the grievance in writing to the General Manager within ten (10) working days following the expiry of the period prescribed for the Department Manager to render a decision, and in the event that the Grievance Committee does not proceed within the said ten (10) working day period, it shall be deemed that the grievance has been settled. The General Manager or his/her nominee shall consider the grievance with the Grievance Committee and render a decision in writing within **ten (10)** working days of being notified of the grievance.

Step No. 3

If a satisfactory settlement is not reached through the foregoing procedure, the Union may, on giving **fifteen (15)** days' notice in writing to the General Manager of its intention, refer the dispute to Arbitration in accordance with Article 18. **The timelines in this Step may be extended by mutual agreement.**

5. Where a dispute involving a question of general application or interpretation occurs, the Co-operative and the Union may agree to bypass the normal steps provided in this Article and, in that event, notice in writing stating the grievance shall be submitted directly to the General Manager.
6. At all stages, replies to grievances shall be in writing.
7. After the completion of any steps in the grievance procedure, the Union shall proceed to the next step within the time limits.
8. The time limits set forth in this Article may be extended by the consent of both parties.
9. During the discussion of grievances with the Co-operative, the Union may, at any time, be accompanied by a representative of the Retail, Wholesale and Department Store Union.
10. The Union shall be notified, in writing, immediately in the event an employee with three months or more service is being penalized, dismissed, laid off, recalled, promoted, demoted or transferred out of his/her job classification or department.
11. Should an employee, inadvertently or otherwise, be penalized, laid off, recalled, promoted, demoted or transferred, and it is later established that such penalty, layoff, recall, promotion, demotion or transfer was unfair, or not in accordance with the provisions of this Agreement, he/she shall immediately be returned to his/her former status in all respects and shall be compensated for all time off, at his/her regular rate of pay.
12. Nothing contained in this Agreement shall be deemed to deprive any employee of his/her right to negotiate and process any grievance pursuant to the provisions of this Article without the assistance of the Union.
13. The parties may agree to the appointment of a mediator to assist in resolving the dispute or grievance.

ARTICLE 18 - ARBITRATION

1. Where the grievance procedure established by this Agreement has been exhausted, either of the parties may notify the other party in writing of its desire to submit the grievance to Arbitration and the notice shall contain the name of the first party's appointee to an Arbitration Board. The recipient of the notice shall within five (5) days advise the other party of the name of its appointee to the Arbitration Board.

The parties may also agree to the use of a single Arbitrator. The single Arbitrator would be agreed upon or appointed in the same manner as a Chairperson.

2. The Board of Arbitration shall be composed of one (1) person appointed by the Co-operative, and one (1) person appointed by the Union who shall meet within thirty (30) days of their appointments and select a third person to act as chairperson.
3. If agreement cannot be reached in respect to the appointment of a chairperson, the matter shall then be referred to the Minister of Labour, Province of Saskatchewan, who shall act as chairperson or appoint a chairperson.
4. The decision of the Board of Arbitration, or the majority thereof, constituted in the above manner shall be final and binding on both parties. In the event that there is no majority, a decision of the chairperson shall govern.
5. The Board of Arbitration shall not have the power to alter or change any of the provisions of this Agreement or to substitute any new provisions for any existing provisions, nor to give any decision inconsistent with the terms and provisions of this Agreement.
6. Each of the parties to this Agreement shall bear the expenses of the arbitrator appointed by it; and the parties shall jointly bear the expenses, if any, of the chairperson or single Arbitrator.
7. No person shall be selected as arbitrator who has been directly involved in attempts to negotiate or settle the grievance.
8. The Board shall determine its own method of procedure which must, however, provide an opportunity for each party to present its case.
9. The Board shall hold its hearings and render its decision as expeditiously as possible.
10. The decision of the Arbitration Board shall be final and binding on the parties.
11. If the grievance submitted to the Arbitration Board is one which the Board has no jurisdiction to rule upon, then the Board shall send the grievance back without any recommendation on its merits.

ARTICLE 19 - NOTICE BOARDS

Suitable notice boards shall be provided by the Co-operative for the use of the Union and the Co-operative, located in sufficient and appropriate places easily accessible and conspicuous to the employees concerned.

ARTICLE 20 - DISCRIMINATION

Neither party to this Agreement shall discriminate against any member or non-member of the Union, or the Co-operative.

ARTICLE 21 - SAFETY AND HEALTH

1. The Co-operative shall make provisions for the safety and health of employees during working hours and the Union may, from time to time, bring to the attention of the Co-operative, any recommendations for improvements regarding working conditions. Such recommendations shall be submitted in writing and subject to negotiations between the Co-operative and the Union.
2. The parties agree to the establishment of Occupational Health and Safety Committees composed of equal representation from the Co-operative and the employees in accordance with the Occupational Health and Safety Regulations. This Committee shall meet at least four (4) times a year and its findings and recommendations shall be referred to the Co-operative.
3. The Co-operative agrees to supply and furnish first-aid kits and supplies.
4. All employees shall have the privilege of taking the St. John's Ambulance course, the cost of which will be borne by the Co-operative if the course is completed by the employee.
5. An employee may refuse to do any particular act or series of acts, where the employee has reasonable grounds for believing such act or series of acts could be unusually dangerous to the employee and/or others, until steps have been taken to satisfy the employee otherwise, or until the Occupational Health Committee or an Occupational Health Officer has established that it is safe to perform such act or acts.

ARTICLE 22 - SUPERANNUATION

After twelve (12) months' continuous service with the Co-operative, all eligible employees shall be covered by the Saskatchewan Co-operative Superannuation Society Plan, and subject to the bylaws of the said Plan.

Regular part-time employees, as defined in Article 4-2, shall participate in the Plan. This provision shall not apply to employees hired for a specific project.

The rate of contributions is six percent (6%) matched by the Co-operative.

ARTICLE 23 - WORKERS' COMPENSATION

When an employee is injured in the performance of his/her duties during working hours, or contracts any industrial disease, the Co-operative agrees to pay such employee the difference between the Workers' Compensation Board payments and the employee's regular rate of pay for the period up to a maximum of twelve (12) months from the date of such accident or illness.

ARTICLE 24 - GROUP LIFE INSURANCE

Upon completion of three (3) months' employment, full-time and regular part-time employees shall be covered by a Group Life Insurance Plan providing \$10,000.00 life insurance. The insurance premiums shall be paid by the Co-operative. Employees are eligible for the standard Group Life Insurance on a 50/50 cost shared basis.

ARTICLE 25 - LONGTERM DISABILITY

Full-time and regular part-time employees shall be covered by the Co-operators Long Term Disability Plan - "C" option 2 in accordance with the bylaws and regulations of the Plan. The cost of the premium shall be shared equally by the Co-operative and the employees.

ARTICLE 26 - EXTENDED HEALTH BENEFITS

The Co-operators Extended Health program will be available to all full time and regular part time employees. The premiums will be shared 50% Co-operative, 50% employee.

ARTICLE 27 - JURY AND WITNESS PAY

Full-time and scheduled part-time employees summoned to jury duty or subpoenaed as a witness to a Court of Law shall be paid wages amounting to the difference between the amount paid them 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 duty or witness service for the rest of that day or days and fails to report back to work, or if the jury duty occurs on the employee's scheduled day off.

ARTICLE 28 - UNION REPRESENTATIVE'S VISITS

An authorized representative or executive officer of the Union shall be permitted, after notifying the Manager, to talk with an employee regarding Union matters during regular working hours. Time taken for such an interview in excess of five (5) minutes shall not be on Company time.

ARTICLE 29 - DENTAL PLAN

The Co-operative agrees to pay the premiums for the Retail, Wholesale and Department Store Employees Dental Plan as per the policies and guidelines of the Plan. In the event that a comprehensive Government sponsored Dental Plan is implemented, the parties agree to negotiate on this matter.

ARTICLE 30 - EDUCATION FUND

The Co-op will allow, to a maximum of two (2) days per year each employee a leave of absence with pay to attend courses for the purpose of educational upgrading or personal development. These courses shall be administered by the Union with the understanding that the courses are subject to the approval of the Co-operative. The Co-operative shall receive a request for leave twenty (20) days' prior to the leave.

ARTICLE 31 - DURATION OF AGREEMENT

This Agreement shall be effective from the 1st day of February, **2020** and shall remain in force until the 31st day of January **2024**, and thereafter from year to year but either party may, not less than sixty (60) days nor more than one hundred and twenty (120) days before the expiry date of such Agreement, give notice in writing to the other party to terminate such Agreement or to negotiate a revision thereof.

Signed this 19th day of August, 2020.

Signed on behalf of the Union:

“Bev Simpson”

“Wanda Bartlett”

“Loretta Cameron”

“Gerald Borrowman”

“Shelby Lounsbury”

“Bernie Olynick”

Signed on behalf of the Co-operative:

“Kevin Arthur”

“Gillian Zyla”

APPENDIX "A"

HOURS OF WORK, JOB CLASSIFICATIONS AND WAGE RATES

Hours of Work

1. The basic work week for all employees shall consist of forty (40) hours per week.

Job Classifications and Wage Rates

1. Shall be as set out in the wage schedule of this Appendix.
2. Part-time employees shall be paid the rate of pay applicable to the classification in which they are employed.
3. For the purpose of applying the rate of pay to part-time employees, 520 hours shall be considered equivalent to three (3) months.

APPENDIX "A" - Effective February 1, 2020
For Those Employees Hired After March 1, 1998

CLASSIFICATION	Start	After 3 Mo.	After 6 Mo.	After 9 Mo.	After 12 Mo.	After 15 Mo.	After 18 Mo.	After 21 Mo.	After 24 Mo.	After 27 Mo.	After 30 Mo.	After 33 Mo.	After 36 Mo.
Caretaker	12.36	12.78	13.22	13.62	14.06	14.46	14.90	15.32	15.73	16.16	16.57	17.01	17.43
Office Clerk	13.17	13.80	14.42	15.03	15.66	16.27	16.90	17.52	18.13	18.75	19.37	19.99	20.60
Accountant	18.13	18.77	19.39	20.03	20.66	21.29	21.92	22.56	23.18				
Clerk/Cashier	12.36	12.92	13.48	14.04	14.60	15.14	15.70	16.26	16.81	17.38	17.94	18.48	19.04
Head Cashier	12.91	13.53	14.15	14.77	15.39	16.00	16.62	17.23	17.86	18.47	19.09	19.71	20.33
Stock Clerk	12.91	13.53	14.15	14.77	15.39	16.00	16.62	17.23	17.86	18.47	19.09	19.71	20.33
Delivery Driver	12.91	13.53	14.15	14.77	15.39	16.00	16.62	17.23	17.86	18.47	19.09	19.71	20.33
Meat Cutter	18.13	18.73	19.35	19.95	20.56	21.17	21.77	22.39	23.00				
*Supervisor	22.91												
* Pharmacist	22.53	23.83	25.17	26.47	27.81	29.10	30.42	31.74	33.06				
Pharmacy Technician	19.75	20.47	21.19	21.91	22.63	23.36	24.08	24.80	25.52				
Bakery Sales Clerk	12.36	12.92	13.48	14.04	14.60	15.14	15.70	16.26	16.81	17.38	17.94	18.48	19.04
Bakers Helper	12.97	13.60	14.24	14.88	15.51	16.15	16.79	17.42	18.06	18.69	19.33	19.97	20.60
Baker	18.13	18.79	19.44	20.10	20.75	21.41	22.06	22.71	23.36				
Maintenance Clerk	13.35	13.98	14.62	15.25	15.87	16.51	17.14	17.77	18.42	19.04	19.68	20.30	20.94
Gas Bar Attendant	12.36	12.92	13.48	14.04	14.60	15.14	15.70	16.26	16.81	17.38	17.94	18.48	19.04
Petroleum Driver	19.77	20.50	21.22	21.95	22.68	23.39	24.13	24.84	25.56				
Lumber Yard Attendant	13.02	13.64	14.29	14.91	15.53	16.16	16.80	17.43	18.06	18.68	19.32	19.94	20.56
File Maintenance Clerk	13.17	13.80	14.42	15.03	15.66	16.27	16.90	17.52	18.13	18.75	19.37	19.99	20.60

Students - (17 years and under) - Minimum wage plus twenty (20) cents and a further twenty-five (25) cents after every 520 hours worked. After working 1040 hours students shall be promoted to the appropriate permanent classification.

* Subject to additional increases where market conditions warrant.

Part-time employees: For the purpose of applying wage increments, 3 months shall be equal to 520 hours.

APPENDIX "A" - Effective February 7, 2021
For Those Employees Hired After March 1, 1998

CLASSIFICATION	Start	After 3 Mo.	After 6 Mo.	After 9 Mo.	After 12 Mo.	After 15 Mo.	After 18 Mo.	After 21 Mo.	After 24 Mo.	After 27 Mo.	After 30 Mo.	After 33 Mo.	After 36 Mo.
Caretaker	12.55	12.97	13.41	13.83	14.27	14.68	15.12	15.55	15.97	16.40	16.82	17.27	17.69
Office Clerk	13.37	14.01	14.64	15.26	15.90	16.51	17.15	17.78	18.40	19.03	19.66	20.29	20.91
Accountant	18.40	19.05	19.68	20.33	20.97	21.61	22.25	22.90	23.53				
Clerk/Cashier	12.55	13.11	13.68	14.25	14.81	15.37	15.94	16.50	17.06	17.64	18.20	18.76	19.33
Head Cashier	13.10	13.73	14.36	14.99	15.62	16.24	16.86	17.49	18.13	18.75	19.38	20.01	20.64
Stock Clerk	13.10	13.73	14.36	14.99	15.62	16.24	16.86	17.49	18.13	18.75	19.38	20.01	20.64
Delivery Driver	13.10	13.73	14.36	14.99	15.62	16.24	16.86	17.49	18.13	18.75	19.38	20.01	20.64
Meat Cutter	18.40	19.01	19.64	20.25	20.87	21.49	22.10	22.73	23.34				
*Supervisor	23.25												
* Pharmacist	22.87	24.19	25.55	26.87	28.23	29.54	30.88	32.22	33.55				
Pharmacy Technician	20.05	20.78	21.51	22.24	22.97	23.71	24.44	25.17	25.90				
Bakery Sales Clerk	12.55	13.11	13.68	14.25	14.81	15.37	15.94	16.50	17.06	17.64	18.20	18.76	19.33
Bakers Helper	13.17	13.81	14.45	15.10	15.74	16.39	17.04	17.68	18.33	18.97	19.62	20.26	20.91
Baker	18.40	19.07	19.73	20.40	21.06	21.73	22.39	23.05	23.71				
Maintenance Clerk	13.55	14.19	14.84	15.47	16.11	16.76	17.40	18.04	18.70	19.33	19.98	20.60	21.25
Gas Bar Attendant	12.55	13.11	13.68	14.25	14.81	15.37	15.94	16.50	17.06	17.64	18.20	18.76	19.33
Petroleum Driver	20.07	20.81	21.54	22.28	23.02	23.74	24.49	25.21	25.94				
Lumber Yard Attendant	13.22	13.85	14.51	15.13	15.76	16.40	17.05	17.69	18.33	18.96	19.61	20.24	20.87
File Maintenance Clerk	13.37	14.01	14.64	15.26	15.90	16.51	17.15	17.78	18.40	19.03	19.66	20.29	20.91

Students - (17 years and under) - Minimum wage plus twenty (20) cents and a further twenty-five (25) cents after every 520 hours worked. After working 1040 hours students shall be promoted to the appropriate permanent classification.

* Subject to additional increases where market conditions warrant.

Part-time employees: For the purpose of applying wage increments, 3 months shall be equal to 520 hours.

APPENDIX "A" - Effective February 6, 2022
For Those Employees Hired After March 1, 1998

CLASSIFICATION	Start	After 3 Mo.	After 6 Mo.	After 9 Mo.	After 12 Mo.	After 15 Mo.	After 18 Mo.	After 21 Mo.	After 24 Mo.	After 27 Mo.	After 30 Mo.	After 33 Mo.	After 36 Mo.
Caretaker	12.74	13.17	13.61	14.03	14.48	14.90	15.35	15.78	16.21	16.65	17.08	17.53	17.95
Office Clerk	13.57	14.22	14.86	15.49	16.13	16.76	17.41	18.05	18.68	19.31	19.95	20.59	21.23
Accountant	18.68	19.33	19.97	20.63	21.28	21.94	22.59	23.25	23.88				
Clerk/Cashier	12.74	13.31	13.89	14.46	15.04	15.60	16.18	16.75	17.32	17.90	18.48	19.04	19.62
Head Cashier	13.30	13.94	14.58	15.21	15.85	16.48	17.12	17.76	18.40	19.03	19.67	20.31	20.94
Stock Clerk	13.30	13.94	14.58	15.21	15.85	16.48	17.12	17.76	18.40	19.03	19.67	20.31	20.94
Delivery Driver	13.30	13.94	14.58	15.21	15.85	16.48	17.12	17.76	18.40	19.03	19.67	20.31	20.94
Meat Cutter	18.68	19.29	19.93	20.56	21.19	21.81	22.43	23.07	23.70				
*Supervisor	23.60												
* Pharmacist	23.21	24.55	25.93	27.27	28.65	29.98	31.34	32.70	34.06				
Pharmacy Technician	20.35	21.09	21.83	22.58	23.32	24.06	24.80	25.55	26.29				
Bakery Sales Clerk	12.74	13.31	13.89	14.46	15.04	15.60	16.18	16.75	17.32	17.90	18.48	19.04	19.62
Bakers Helper	13.36	14.01	14.67	15.33	15.98	16.64	17.30	17.94	18.60	19.25	19.91	20.57	21.23
Baker	18.68	19.36	20.02	20.70	21.37	22.05	22.72	23.39	24.06				
Maintenance Clerk	13.75	14.40	15.06	15.71	16.35	17.01	17.66	18.31	18.98	19.62	20.28	20.91	21.57
Gas Bar Attendant	12.74	13.31	13.89	14.46	15.04	15.60	16.18	16.75	17.32	17.90	18.48	19.04	19.62
Petroleum Driver	20.37	21.12	21.87	22.62	23.36	24.09	24.86	25.59	26.33				
Lumber Yard Attendant	13.42	14.05	14.72	15.36	16.00	16.65	17.31	17.95	18.60	19.24	19.90	20.55	21.19
File Maintenance Clerk	13.57	14.22	14.86	15.49	16.13	16.76	17.41	18.05	18.68	19.31	19.95	20.59	21.23

Students - (17 years and under) - Minimum wage plus twenty (20) cents and a further twenty-five (25) cents after every 520 hours worked. After working 1040 hours students shall be promoted to the appropriate permanent classification.

* Subject to additional increases where market conditions warrant.

Part-time employees: For the purpose of applying wage increments, 3 months shall be equal to 520 hours.

APPENDIX "A" - Effective February 5, 2023
For Those Employees Hired After March 1, 1998

CLASSIFICATION	Start	After 3 Mo.	After 6 Mo.	After 9 Mo.	After 12 Mo.	After 15 Mo.	After 18 Mo.	After 21 Mo.	After 24 Mo.	After 27 Mo.	After 30 Mo.	After 33 Mo.	After 36 Mo.
Caretaker	12.93	13.36	13.82	14.24	14.70	15.12	15.58	16.02	16.45	16.90	17.33	17.79	18.22
Office Clerk	13.78	14.43	15.08	15.72	16.38	17.01	17.67	18.32	18.96	19.60	20.25	20.90	21.55
Accountant	18.96	19.62	20.27	20.94	21.60	22.27	22.93	23.59	24.24				
Clerk/Cashier	12.93	13.51	14.09	14.68	15.26	15.84	16.42	17.00	17.58	18.17	18.75	19.33	19.91
Head Cashier	13.50	14.15	14.80	15.44	16.09	16.73	17.37	18.02	18.68	19.32	19.96	20.61	21.26
Stock Clerk	13.50	14.15	14.80	15.44	16.09	16.73	17.37	18.02	18.68	19.32	19.96	20.61	21.26
Delivery Driver	13.50	14.15	14.80	15.44	16.09	16.73	17.37	18.02	18.68	19.32	19.96	20.61	21.26
Meat Cutter	18.96	19.58	20.23	20.87	21.50	22.14	22.77	23.41	24.05				
*Supervisor	23.95												
* Pharmacist	23.56	24.92	26.32	27.68	29.08	30.43	31.81	33.19	34.57				
Pharmacy Technician	20.65	21.41	22.16	22.91	23.67	24.42	25.18	25.93	26.68				
Bakery Sales Clerk	12.93	13.51	14.09	14.68	15.26	15.84	16.42	17.00	17.58	18.17	18.75	19.33	19.91
Bakers Helper	13.56	14.22	14.89	15.56	16.22	16.89	17.55	18.21	18.88	19.54	20.21	20.88	21.55
Baker	18.96	19.65	20.33	21.01	21.69	22.38	23.06	23.74	24.42				
Maintenance Clerk	13.96	14.61	15.28	15.94	16.60	17.27	17.93	18.58	19.26	19.91	20.58	21.23	21.90
Gas Bar Attendant	12.93	13.51	14.09	14.68	15.26	15.84	16.42	17.00	17.58	18.17	18.75	19.33	19.91
Petroleum Driver	20.68	21.44	22.19	22.96	23.71	24.45	25.23	25.97	26.73				
Lumber Yard Attendant	13.62	14.26	14.94	15.59	16.24	16.90	17.57	18.22	18.88	19.53	20.20	20.86	21.50
File Maintenance Clerk	13.78	14.43	15.08	15.72	16.38	17.01	17.67	18.32	18.96	19.60	20.25	20.90	21.55

Students - (17 years and under) - Minimum wage plus twenty (20) cents and a further twenty-five (25) cents after every 520 hours worked. After working 1040 hours students shall be promoted to the appropriate permanent classification.

* Subject to additional increases where market conditions warrant.

Part-time employees: For the purpose of applying wage increments, 3 months shall be equal to 520 hours.

LETTER OF UNDERSTANDING #1

BETWEEN: The Prairie Sky Co-operative Association Ltd.

AND: The Retail, Wholesale and Department Store Union, Local 635

RE: R.W.D.S.U. Employees Dental Plan

1. It is agreed that in the event employees can be provided with a Dental Plan that is equal to or better than the R.W.D.S.U. Plan for lesser premiums; after discussion with the Union, the new Plan will be implemented.
2. Effective February 1, **2020**, premiums will be increased to **thirty-seven** cents (**\$.37**).

Signed this 19th day of August, 2020.

Signed on behalf of the Union:

“Bev Simpson”

“Wanda Bartlett”

“Loretta Cameron”

“Gerald Borrowman”

“Shelby Lounsbury”

“Bernie Olynick”

Signed on behalf of the Co-operative:

“Kevin Arthur”

“Gillian Zyla”

LETTER OF UNDERSTANDING #2

BETWEEN: The Prairie Sky Co-operative Association Ltd.

AND: The Retail, Wholesale and Department Store Union, Local 635

RE: Scope – Management Trainee

The following conditions shall apply when the Co-operative hires a Management trainee:

1. The Union will be advised of the approximate length of the term and where the trainee will be working.
2. There will be no effect on the hours of work of in-scope employees.
3. Management trainees shall exercise line authority over in-scope employees, but shall not have the ability to impose formal discipline (letters of reprimand, suspensions, terminations).

Signed this 19th day of August, 2020.

Signed on behalf of the Union:

“Bev Simpson”

“Wanda Bartlett”

“Loretta Cameron”

“Gerald Borrowman”

“Shelby Lounsbury”

“Bernie Olynick”

Signed on behalf of the Co-operative:

“Kevin Arthur”

“Gillian Zyla”

LETTER OF UNDERSTANDING #3

BETWEEN: The Prairie Sky Co-operative Association Ltd.

AND: The Retail, Wholesale and Department Store Union, Local 635

RE: **Petroleum Drivers**

Petroleum Drivers on staff as of July 23, 2020, shall be grandfathered and shall continue to receive #1 #2, #3, #4, and #7.

#5 and #6 shall continue for current staff and new hires.

1. A sales commission of one-fifth of a cent (\$.002) per litre delivered shall be paid in addition to regular wages.
2. A five percent (5%) commission shall be paid for lube sales made or delivered.
3. An additional bonus of one-tenth of a cent (\$.001) per liter delivered shall be paid for new customers.
4. Commission payments to these employees will be made every two (2) weeks.
5. Overtime hours will be banked and used in the slow season at a rate of one (1) hour per one (1) hour banked.
6. Any banked hours remaining shall be paid out on April 30th of each year at the rate of time and one-half (1½ x)
7. Commissions shall be included in all wage calculations used for payouts as a result of annual vacations and benefit programs provided by 3rd parties.

Signed this 19th day of August, 2020.

Signed on behalf of the Union:

“Bev Simpson”

“Wanda Bartlett”

“Loretta Cameron”

“Gerald Borrowman”

“Shelby Lounsbury”

“Bernie Olynick”

Signed on behalf of the Co-operative:

“Kevin Arthur”

“Gillian Zyla”

LETTER OF UNDERSTANDING #4

BETWEEN: The Prairie Sky Co-operative Association Ltd.

AND: The Retail, Wholesale and Department Store Union, Local 635

RE: Scheduling and Overtime

The parties hereby agree as follows:

1. A “day” shall be considered as a calendar day and not a twenty-four period in regards to scheduling when overtime is payable.
2. Employees are entitled to a period of eight (8) consecutive hours of rest between shifts, as per the *Saskatchewan Employment Act*.

Signed this 19th day of August, 2020.

Signed on behalf of the Union:

“Bev Simpson”

“Wanda Bartlett”

“Loretta Cameron”

“Gerald Borrowman”

“Shelby Lounsbury”

“Bernie Olynick”

Signed on behalf of the Co-operative:

“Kevin Arthur”

“Gillian Zyla”

LETTER OF UNDERSTANDING #5

BETWEEN: The Prairie Sky Co-operative Association Ltd.

AND: The Retail, Wholesale and Department Store Union, Local 635

RE: Pharmacists Averaging Hours of Work

The parties recognize that the nature of work performed by the Pharmacist positions may require a modified hours of work arrangement. The position responsibilities are driven by and impacted by regulatory guidelines. As a result, the parties have agreed to a modified hours of work arrangement as follows:

1. An averaging period of two (2) weeks shall apply.
2. The maximum number of regular hours an employee may work in each of the periods stated in Clause 1 above will be 80 hours.
3. All authorized hours worked in excess of ten (10) consecutive hours within a single shift or calendar day or hours worked in excess of 80 hours in each of the periods stated in Clause 1 above shall be paid at a rate equal to one and one half (1-1/2) times the employees hourly rate.
4. The employee is guaranteed a minimum of eight (8) hours rest between the end of one shift and the beginning of the next.
5. All overtime shall be voluntary.

Signed this 19th day of August, 2020.

Signed on behalf of the Union:

“Bev Simpson”

“Wanda Bartlett”

“Loretta Cameron”

“Gerald Borrowman”

“Shelby Lounsbury”

“Bernie Olynick”

Signed on behalf of the Co-operative:

“Kevin Arthur”

“Gillian Zyla”