

THIS AGREEMENT made this 11th day of June, A.D. 2021.

BETWEEN: SOUTHERN PLAINS CO-OPERATIVE LIMITED  
OF THE FIRST PART

AND: SASKATCHEWAN JOINT BOARD, RETAIL, WHOLESALE  
AND DEPARTMENT STORE UNION  
OF THE SECOND PART

---

# AGREEMENT

---



Expires: February 28, 2025

# INDEX

Article 1 - Purpose.....	1
Article 2 - Clarification of Terms .....	1
Article 3 - Recognition.....	1
Article 4 - Management Rights .....	2
Article 5 - Scope.....	2
Article 6 - Union Security .....	3
Article 7 - Dues Check-Off .....	3
Article 8 - Seniority .....	4
Article 9 - Layoffs and Recalls.....	4
Article 10 - Vacancies and Promotions.....	4
Article 11 - Job Classifications .....	5
Article 12 - Hours of Work .....	5
Article 13 - Overtime Pay .....	6
Article 14 - Wage Rates and Classifications .....	6
Article 15 - Annual Vacation .....	7
Article 16 - Statutory Holidays .....	8
Article 17 - Grievance Procedure.....	9
Article 18 - Board of Arbitration .....	10
Article 19 - Leave of Absence.....	10
Article 20 - Employee Benefits .....	12
Article 21 - Rest Periods .....	14
Article 22 - Safety and Health .....	14
Article 23 - Notice Boards .....	14
Article 24 - Notice of Layoff and Dismissal .....	14
Article 25 - Union Representatives Visits.....	15
Article 26 - Jury and Witness Pay .....	15
Article 27 - Duration of Agreement .....	16
Appendix "A" - Wages.....	17
Appendix "B" - Part Time and Regular Part Time .....	25
Letter of Understanding #1 - Sunday Opening .....	26
Letter of Understanding #2 - Management Trainees .....	27
Letter of Understanding #3 - Scheduling Procedure, Grocery Dept .....	28
Letter of Understanding #4 - Student Classification .....	30
Letter of Understanding #5 – Meat Cutter Trainee .....	31
Letter of Understanding #6 – Driver Sales Representative Commission.....	32
Letter of Understanding #7 – Lead Clerk Cashier Designation Premium .....	34
Letter of Understanding #8 – Scheduling and Overtime.....	36

THIS AGREEMENT made and entered into this **11th** day of **June, 2021**.

BETWEEN: SOUTHERN PLAINS CO-OPERATIVE LIMITED, a body corporate, incorporated under the Co-operative Associations Act, with head office in the City of Estevan, in the Province of Saskatchewan, hereinafter called the "Co-operative"

OF THE FIRST PART

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

OF THE SECOND PART

ARTICLE 1 - PURPOSE

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

ARTICLE 2 - CLARIFICATION OF TERMS

In this Agreement, whenever the words "employee" or "employees" appear, it shall mean any person or persons covered by this Agreement. For the purpose of applying appropriate legislation and the terms of this Agreement, the Co-operative shall be construed as the employer.

ARTICLE 3 - RECOGNITION

1. The Co-operative recognizes the Union as the sole collective bargaining agency for the employees covered by this Agreement and hereby agrees to negotiate with the Union or its designated bargaining representatives on matters relating to rates of pay, hours of work, and any other terms and working conditions of employees covered by this Agreement.
2. The Union recognizes the responsibility of its members to perform faithfully and diligently their respective duties for the Co-operative and at all times carry out their individual responsibilities according to the regulations, methods and procedures established by Management.
3. The Union 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 4 - MANAGEMENT RIGHTS

1. The Management of the Co-operative and the direction of the working force, including the right to plan, direct and control operations, to maintain the discipline and efficiency of the employees and to require employees to observe the Co-operative rules and regulations, to hire, lay off or relieve employees from duties, to suspend, demote, transfer, promote and discharge employees, are to be the right and function of the Co-operative.
2. The parties agree that the enumeration of Management's rights as set out shall not exclude other functions not specifically stated. The Co-operative, therefore, retains all rights not otherwise specifically covered in this Agreement.
3. In exercising the above rights, the Co-operative shall act in good faith, and any of its decisions which affect hours of work, wages and all other working conditions of employees may be subject to the grievance procedure.

ARTICLE 5 - SCOPE

This Agreement shall cover all employees employed by the Southern Plains Co-operative Limited, in or in connection with its places of business located in the City of Estevan, Saskatchewan and the Town of Oxbow, Saskatchewan except:

**Administration**

General Manager  
Controller  
Human Resources Manager  
Accountant  
Human Resources Advisor  
Operations Manager  
Asset Protection Manager  
Health & Safety Manager  
**Office Manager**

**Agro**

Hardware Manager  
Agronomist

**Branches**

Oxbow Branch Manager  
Oxbow Grocery Manager  
Oxbow Meat Manager  
Oxbow Bakery/Deli Manager  
Oxbow Produce Manager

FCL Management Trainee

**Food Centre**

Food Centre Manager  
Grocery Manager  
Meat Manager  
Bakery Manager  
Deli Manager  
Produce Manager  
**Liquor Manager**

**Petroleum**

Petroleum Manager  
Petroleum Marketing and Operations Manager  
C-Store Managers (one per location)  
**Dispatch Manager**

ARTICLE 6 - 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 his/her employment. Every new employee whose employment commences hereafter shall make application on the official 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 after commencement of his/her employment.
2. If an employee is to receive a written reprimand, a suspension, or is being discharged, the employee shall have the option to be accompanied by a Shop Steward, **another officer of the Union, or the employee may choose a co-worker to act as a witness to the proceedings.**
3. If a document involving a written reprimand, suspension or dismissal is entered into an employee's file, the employee shall be given a copy of the document at the time it is placed in the file **and a copy shall be provided to the Union.**
4. Written reprimands and suspensions, with the exception of harassment, bullying, violence, or major safety violations, will be removed from an employee's file after two (2) years providing the employee has not been disciplined for the same or similar offense.

ARTICLE 7 - DUES CHECK-OFF

Upon receipt of a written request from an employee, the Co-operative shall deduct Union dues and initiation fees from the wages owed him/her. Such deductions shall be deducted from the wages due to each employee and shall be remitted within fifteen (15) days to the person designated by the Union. Each month the Co-operative shall furnish the Union with a list of:

1. Names of employees from whom the deductions have been made.
2. Names of employees who are hired, laid off or whose employment has been terminated.
3. Home addresses of all employees hired and any changes in the home addresses of all other employees who are members of the Union. It shall be the responsibility of the employee to keep the Co-operative informed of any change of address.

Union dues deductions, deducted from the Co-operative payroll during the calendar year, shall be included on the T-4 income tax forms that are provided by the Co-operative.

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.

## ARTICLE 8 - SENIORITY

1. Seniority shall be defined as the length of an employee's service with the Co-operative. New employees shall be on probation for a continuous working period of five hundred twenty (520) hours during which time they shall not acquire seniority. Upon completion of the probationary period, seniority shall be established retroactive to the day in which the employee last entered the service of the Co-operative. Notwithstanding the above, the probationary period shall not exceed five (5) calendar months.
2. If an employee, upon completion of his/her probationary period, is absent from work due to accident or illness, he/she shall continue to accumulate seniority provided such absence does not exceed twenty-four (24) months. In case of an employee on compensation, he/she shall accumulate seniority until such time as he/she receives a compensation pension or a lump sum settlement from the Compensation Board. If an employee is absent from work because of layoff or leave of absence, he/she shall retain his/her seniority accumulated prior to his/her layoff or leave of absence. An employee who has been laid off for twelve (12) consecutive months shall lose his/her seniority.
3. Any employee who voluntarily leaves the service of the Co-operative, or is dismissed for just cause or fails to report back to work when recalled after layoff, shall terminate seniority as of the last working day.
4. The Co-operative shall prepare and publish a seniority list semi-annually and post it in all locations. In case of a dispute as to the accuracy of the list, the employees shall have recourse to the grievance procedure. **The Union shall be provided a copy.**

## ARTICLE 9 - LAYOFFS AND RECALLS

1. When reducing staff or recalling laid-off employees, seniority shall prevail, providing the senior employee has the merit, ability and fitness to handle the work to be performed.
2. When the Co-operative recalls an employee who has been laid off, it shall notify such employee by registered letter addressed to the employee's last known address. The employee concerned must notify the Co-operative within seven (7) days of the mailing of such letter, stating his/her acceptance or refusal of the employment offered. If an employee fails to report for work within seven (7) days of mailing of such notice but does report within thirty (30) days showing good cause for having failed to report within the seven (7) days, he/she shall be notified of the next vacancy and his/her seniority shall be retained. Good cause shall be sickness, verified by the certificate of a medical practitioner, or insufficient traveling time.
3. It shall be the responsibility of the employee to leave his/her current address with the Co-operative.

## ARTICLE 10 - VACANCIES AND PROMOTIONS

1. All vacancies and new positions within the scope of this Agreement shall be filled on the basis of merit, ability and fitness to perform the work satisfactorily. Where merit, ability and fitness are comparable and sufficient, the senior applicant will be selected.

2. All vacancies and new positions within the scope of this Agreement shall be posted on bulletin boards in all locations and employees shall be allowed seven (7) days in which to make written application for such vacancies or new positions.
3. An employee filling a new position or vacancy shall be permitted a trial period of three (3) months for a full-time employee and five hundred and twenty (520) hours for a part-time employee. If such employee does not perform the duties satisfactorily within that time, he/she shall revert to his/her former position. 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 the trial period. Similarly, if the employee so wishes, he/she may revert to his/her former position during the trial period.
4. If 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, he/she shall be paid his/her regular increments until the top of the range is reached.
5. Positions which are marked by an asterisk “(\* As Designated by Management)” shall be considered supervisory and may be filled without reference to seniority.

#### ARTICLE 11 - JOB CLASSIFICATIONS

Rates of pay for any new classifications that may be established by the Co-operative within the scope of this Agreement shall be subject to negotiations, provided that the Co-operative shall have the right to establish a rate to be paid until the regular position rate is agreed upon. The agreed rate of pay will be effective as of the date the new position was filled.

#### ARTICLE 12 - HOURS OF WORK

1. The basic work week for regular full-time employees shall be forty (40) hours per week consisting of five (5) consecutive eight (8) hour days wherever possible. The Co-operative shall endeavour to schedule two (2) consecutive days off wherever practical. Any employee who works full time weekly hours for thirteen (13) consecutive weeks shall be classified as a full-time employee. It is understood that this shall not provide a guarantee of hours for any employee.
2. The Co-operative shall post, seven (7) days in advance, a weekly work schedule showing daily starting and quitting times and days off for all regular full-time and regular part-time employees.

The schedule for regular part-time employees may be changed upon twenty-four (24) hours' notice. If a new schedule is not posted by Saturday noon, then the schedule already posted shall apply for the following week.

3. There shall be no split shifts except for the one-hour lunch period.

ARTICLE 13 - OVERTIME PAY

1. All hours worked over forty (40) hours per week or eight (8) hours per day shall be considered as overtime hours and shall be paid for at the rate of time and one-half (1 1/2) for the first three (3) hours worked and double time thereafter.
2. Employees working in excess of the reduced hours of work in a week in which there is a statutory holiday, shall be paid time and one-half for all overtime hours worked in that 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.
3. Employees shall not be required to take time off regular hours of work to avoid payment of overtime.
4. Overtime shall be worked only when authorized by the Co-operative.
5. An employee who is not advised prior to leaving work, and is called back to work not continuous with his/her regular working hours, either before or after his/her regular hours of work, shall receive not less than two (2) hours' pay at time and one-half.
6. Except for employees of the Agro Department and C-Stores, employees working on Sunday shall receive double the regular rate for all hours worked. Employees of the Agro Department and C-Stores shall receive double the regular rate for all hours worked on their day of rest as designated in the Schedule of Hours.
7. All overtime shall be voluntary on an individual basis with the exception of taking inventory and emergencies.

ARTICLE 14 - WAGE RATES AND CLASSIFICATIONS

1. Job classifications and wage rates covered by this Agreement shall be set out in Appendix "A".
2. Employees will be paid every second Friday for the two (2) weeks ending the previous Saturday during working hours. An itemized statement of wages will accompany each pay cheque. When a payday falls on a Statutory Holiday, payment shall be made on the last working day preceding such Holiday.
3. The Co-operative agrees to the principle of equal pay for equal work.
4. Any employee assigned to temporarily fill a position in the scope of this Agreement paying a higher rate of pay shall receive eight dollars (\$8.00) per day, or the next highest step in the range of the temporary position, whichever is the greater, provided that such period exceeds one (1) day. Any employee assigned to temporarily fill a position out of the scope of this Agreement shall receive a minimum of sixteen dollars (\$16.00) per day provided that such period exceeds one (1) day. Payments for the above provisions shall be retroactive to the first day.



5. Full-time and regular part-time employees scheduled to work between the hours of 6:00 p.m. and 6:00 a.m. shall be paid a night shift premium of sixty-five cents (\$.65) per hour for all such hours worked. Night shift premium shall not apply to overtime hours. Night shift premium shall not apply to casual and part-time help or students. Night shift premium shall not apply to employees working in the Agro Department or C-Stores.
6. Copies of all in-scope job descriptions shall be provided to the Union.
7. New employees may be classified according to previous comparable experience for the purpose of establishing wage rates.
  - (a) The maximum credit for previous comparable experience will be twenty-four (24) months credit.
  - (b) The Co-operative shall not be required to recognize previous experience of new employees who have not worked in the same or similar business in the past two (2) years.

#### ARTICLE 15 - ANNUAL VACATION

1. Vacation with pay at regular rates or the applicable percentage (3/52, 1/13, 5/52, 3/26) of the employee's total earnings, whichever is the greater, shall be granted on the following basis:
  - (a) Three (3) weeks after one (1) year of service and after each subsequent year of service up to the ninth (9th) year of service.
  - (b) Four (4) weeks after nine (9) years of service and after each subsequent year of service up to the eighteenth (18th) year of service.
  - (c) Five (5) weeks after eighteen (18) years of service and up to the twenty-fifth (25<sup>th</sup>) year of service.
  - (d) Six (6) weeks after twenty-five (25) years of service and after each subsequent year of service.

If an employee is absent without pay for a period in excess of two (2) weeks in a vacation period (May 1 to April 30), his/her vacation pay shall be computed on the basis of 3/52, 1/13, 5/52 or 3/26 (whichever is applicable).

2. Vacations shall be granted between May 1 and September 30, unless otherwise mutually agreed upon between the Co-operative, the employee and the Union.
3. When a Statutory Holiday occurs during an employee's vacation, an extra day's vacation shall be granted.
4. If the employment of an employee is terminated, the Co-operative shall pay him/her for any vacation time he/she earned in accordance with the provisions of Section 1 of this Article.

5. The annual vacation cutoff for all employees shall be April 30. Employees with less than one (1) year's service shall be entitled to one and one-quarter (1 1/4) day's vacation with pay for each completed month of service up to April 30, up to a maximum of three (3) working weeks.

Employees becoming eligible for four (4) weeks' vacation during the vacation period (May 1 - September 30) will have a three (3) week vacation, plus one half (1/2) day per month of service prior to April 30 to a maximum of five (5) working days.

Employees becoming eligible for five (5) weeks' vacation during the vacation period (May 1 - September 30) will have a four (4) week vacation plus one half (1/2) day per month of service prior to April 30 to a maximum of five (5) working days.

Employees becoming eligible for six (6) weeks' vacation during the vacation period (May 1 - September 30) will have a five (5) week vacation plus one half (1/2) day per month of service prior to April 30 to a maximum of five (5) working days.

6. A vacation list shall be submitted to employees to indicate their vacation days **request**. 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. Where an employee is entitled to a fourth, fifth or sixth week of vacation, the Co-operative reserves the right to determine when such weeks shall be taken.
7. Vacation pay for part-time employees shall be retained by the Co-operative. Part-time employees may apply for their vacation pay at their main holiday with the balance being paid at the end of the vacation year.

#### ARTICLE 16 - STATUTORY HOLIDAYS

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

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

and for the purpose of applying this Agreement, Boxing Day shall be considered as a statutory holiday, and other days proclaimed as holidays by Federal, Provincial or Civic authorities providing such holidays are observed by the majority of the retail businesses in the City of Estevan and the Town of Oxbow as it may apply to employees at each location.

2. Statutory holidays shall be observed on days other than the calendar date when so proclaimed by Federal, Provincial or Civic authorities.

3. When a holiday or holidays as set out in Section 1 of this Article falls in any week, the work week shall be reduced by eight (8) hours, or the number of hours proclaimed to be observed in respect of such a week and no employee shall suffer a reduction in take-home pay. It is agreed, however, that in the event of two (2) holidays falling within the same week, time off for the second holiday may be granted within thirty (30) days of such holiday, in lieu of payment of overtime.
4. An employee required to work on a civic holiday shall be entitled to equivalent time off with pay in lieu of said holiday. If the Co-operative does not arrange for equivalent time off within thirty (30) days following said holiday, overtime shall be paid to the employee.
5. Regular part-time employees shall be paid statutory or proclaimed holiday pay based on the minimum provided by provincial legislation, or based on the average weekly hours worked in the four (4) weeks preceding the holiday, whichever amount is the greater.

#### ARTICLE 17 - GRIEVANCE PROCEDURE

1. It is hereby agreed that during the life of this Agreement, there shall be no strike, slowdown or work stoppage on the part of the Union, nor shall there be a lockout on the part of the Co-operative.
2. 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 Agreement, shall be considered as a grievance. It is understood that the foregoing will not limit an employee's right under the Saskatchewan Employment Act to present a grievance.
3. Any employee, the Union or the Co-operative may present a grievance. Any grievance which is not presented within fourteen (14) calendar days of the event shall be forfeited and waived by the aggrieved party.
4. All grievances shall be submitted in writing and shall clearly set forth the issues and contentions of the aggrieved parties.
5. The procedure for adjustment of disputes and grievances will be as follows:
  - (a) A discussion between the Shop Steward (with the aggrieved employee present or absent, at his/her option) and the Department Manager, or his/her duly appointed representative (in the event of his/her absence for a period in excess of five (5) days). The Department Manager or his/her duly appointed representative shall give a written decision on the matter within five (5) days after the discussion.
  - (b) Failing agreement of subsection (a), the grievance shall be dealt with by the Grievance Committee of the Union and the General Manager, or his/her duly appointed representative (in the event of his/her absence for a period in excess of one week). The General Manager shall render a written decision on the matter within seven (7) days.

- (c) If a satisfactory settlement cannot be reached then, upon request of either party, the matter shall be referred to the Board of Arbitration established by Article 18.
- 6. After the completion of any step in Section five (5) if the Union does not proceed to the next step within thirty (30) days the grievance shall lapse.
- 7. All negotiations, with respect to disputes and grievances, shall be dealt with during regular working hours and no employee shall suffer any loss of pay for time spent in such negotiations.
- 8. The parties may agree to the appointment of a mediator to assist in resolving the dispute or grievance.

#### ARTICLE 18 - BOARD OF ARBITRATION

- 1. The Board of Arbitration shall be composed of one Co-operative representative, one Union representative and one person acceptable to both the Union and the Co-operative who shall act as Chairperson. If agreement cannot be reached within seven (7) calendar days in respect of the appointment of the Chairperson of the Board of Arbitration, the matter shall be referred to the Minister of Labour, Province of Saskatchewan who shall appoint a Chairperson. 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. No person shall serve on the Board of Arbitration if he/she is involved directly in the labour controversy under local consideration.
- 3. Grievances taken before the Board of Arbitration shall be submitted in writing and shall specify clearly the nature of the grievance.
- 4. When the Board of Arbitration has been formed in accordance with this Article, it shall meet and hear the evidence of both sides and render a decision.
- 5. The Board of Arbitration, in reaching its decision, shall be governed by the provisions of this Agreement. A decision of a majority of the Board shall be taken to be the decision of the Board and shall be final and binding on all parties concerned.
- 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 or the single Arbitrator shall be borne equally by the Co-operative and the Union.

#### ARTICLE 19 - LEAVE OF ABSENCE

- 1. If fifteen (15) days' notice is given to the Co-operative, one (1) employee selected by the Union to do Union work, shall be granted leave of absence without pay for a period of three (3) months without loss of seniority rights. If mutually agreed, the leave may be of longer duration.

2. Employees selected as delegates to attend Labour Conventions or business meetings in connection with the affairs of the Union, upon giving fourteen (14) days' notice, shall be granted leave of absence to attend such conventions or meetings. Such leaves of absence shall be without pay and with no loss of seniority rights. The Co-operative reserves the right to limit the number of delegates to four (4), not to be from the same department.
3. Maternity Leave - A female employee who is currently employed and has been in the employment of the Co-operative after thirteen (13) consecutive weeks service immediately preceding the day on which the requested leave is to commence shall be granted a maternity leave of absence without pay. The employee must make application for such leave at least four (4) weeks prior to the start of such leave, together with a certificate from a qualified medical practitioner certifying that she is pregnant and indicating the estimated date of birth. Such leave will, at the discretion of the employee, be for a period of up to a maximum of **nineteen (19)** weeks. The employee shall give the Co-operative a minimum of four (4) weeks' notice in advance of the date she wishes to return to work, and provide the Co-operative with a doctor's certificate certifying her to be medically fit to come back to work. Seniority will accumulate during a maternity leave, but benefits will not accumulate or be paid during such a leave and any benefits held before such leave shall be reinstated upon her return to work. The Co-operative's obligation to guarantee employment shall cease if the employee is unable to return to work within the amount of leave granted after the birth unless she has availed herself of parental leave as described in Section 4 below.
4. Parental Leave - An employee who is currently employed and has been in the employment of the Co-operative after thirteen (13) consecutive weeks service immediately preceding the day on which the requested leave is to commence shall be granted a parental leave of absence without pay. The employee must make application for such leave at least four (4) weeks prior to the start of such leave. Such leave will be at the discretion of the employee for a period of up to **seventy-one (71)** weeks but must be taken no later than one (1) year following the discharge of the baby from the hospital or the date an adoptive child is placed in the home. Female employees who have used maternity leave **in Section 3 above**, are eligible for **an additional fifty-nine (59) weeks provided the parental leave is taken consecutive with maternity leave**. Seniority will accumulate during parental leave but benefits will not accumulate or be paid during such leave and any benefits held before such leave shall be reinstated upon their return to work.
5. **Compassionate Care Leave – Employees shall be entitled to compassionate care leave in accordance with the *Saskatchewan Employment Act*.**
6. Upon completion of two (2) years of service a regular full-time or regular part-time 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 any one time.

7. The maintenance of employee benefit plans during leave of absence outlined under Article 19 shall be conditional on the bylaws of the plans concerned and upon payment of the full cost by the employee.
8. Special leaves of absence with pay shall be granted to full-time and regular part-time employees to a maximum of seven (7) working days in case of pressing emergency. Pressing emergency shall include death, serious accident or serious illness in the immediate family of an employee. Immediate family shall be confined to spouse (including common-law spouse), mother, father, mother-in-law, father-in-law, sister, brother, or children of an employee. Three (3) day's leave of absence with pay shall be granted to attend the funeral of a grandparent or grandchild. One (1) day's leave of absence with pay shall be granted to attend the funeral of a sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece or nephew. An employee may apply for additional unpaid leave if necessary. Proof of emergency and time involved may be requested by the Co-operative. Requests for such leave will be made through the General Manager's office and the Union will be advised of all such requests.
9. The Co-operative will recognize a Union Negotiating Committee with a maximum of four (4) employees who shall be granted leave of absence for the purpose of collective bargaining with the Co-operative. Contract negotiations shall be paid for up to a maximum of ninety-six (96) hours.

#### ARTICLE 20 - EMPLOYEE BENEFITS

1. (a) The Co-operative's present policy (in accordance with the bylaws of the plans concerned) of providing regular full-time and regular part-time employees with Group Life Insurance, Long Term Disability Insurance, dental coverage, Extended Health Care Plan and severance pay (for full-time only) shall be continued for the term of this Agreement. If a regular part-time employee's weekly hours should drop below an average of twenty-four (24) hours of work per week in any thirteen (13) consecutive week period, the employee may be dropped from the benefits contained in this article at the discretion of the Co-operative.
- (b) Subject to the rules and regulations in the Plan, the Co-operative shall continue its present policy of providing the Co-operative's Superannuation Plan to regular full-time and regular part-time employees in which employees' contributions are matched by the Co-operative. The contribution rate by the Co-operative and the employee shall each be six percent (6%) of earnings.
- (c) Subject to the rules and regulations of the Plans, part-time employees (except students) who work an average of at least fifteen (15) hours per week for twenty-six (26) continuous weeks shall receive the following benefits:
  - i) Group Dental insurance, Plan B;
  - ii) Group Life insurance, Plan B;
  - iii) Extended health care insurance for Class C employees.

(d) The premiums for insured benefits will be shared equally between the employer and employee. However, the premiums for the first \$10,000 in life insurance will be paid by the employer and the dependant life insurance premiums will be paid by the employee.

These benefits are provided to meet the current statutory requirements under the Saskatchewan Employment Act.

2. When a regular full-time employee is injured or contracts any industrial disease in the performance of his/her duties during working hours, and compensation is approved by the Workers' Compensation Board, the Co-operative agrees to pay such employee the difference between the Workers' Compensation Board payment and the employee's regular rate of pay for a period of ninety (90) days from date of injury.
3. (a) After three (3) months' continuous employment, regular full-time employees shall acquire sick leave credits on the basis of one and one-quarter (1 $\frac{1}{4}$ ) days for each month of service. Credit for three and three-quarter (3 $\frac{3}{4}$ ) days' sick leave shall be granted after completion of the three (3) month waiting period. Unused sick leave credits shall be cumulative to a maximum of one hundred and thirty (130) days.

Regular part-time employees who have completed their probationary period shall accumulate sick leave pay on the basis of ten (10) hours for every one hundred and seventy-three (173) hours worked. Credit for thirty (30) hours of sick leave shall be granted after completion of their probationary period. Sick pay benefits shall apply only for absence from scheduled work.

- (b) An employee who is eligible for sick leave pay, in order to obtain pay for time not worked, must notify his/her department manager prior to his/her scheduled starting time.
- (c) The Co-operative reserves the right in the event of an application for sick leave, to require a medical certificate, the cost of which shall be paid for by the Co-operative if not covered by the Saskatchewan Health Services Plan.
- (d) Sick leave benefits will terminate when the Long Term Disability Insurance benefit becomes effective.
- (e) Sick leave credits, up to a maximum of twenty-four (24) hours per year, may be used by an employee in respect of a sickness of a spouse or dependent children and parents. Employees will be eligible for such leave provided that:
  - i) The sickness is bona fide. A medical certificate may be requested.
  - ii) The sickness requires the employee to be present personally. It will be the employee's responsibility to indicate the reasons.
4. Where the Co-operative requires employees to wear a uniform, the cost of said uniform will be paid for in total by the Co-operative.

5. An employee who is required, as a condition of employment, to hold a Class 1A or 3A license will be reimbursed for the cost of any medical examination required by the employee in order to renew the Class 1A or 3A license.

#### ARTICLE 21 - 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, but if employed for less than a full shift, but more than three (3) hours, shall receive a rest period of fifteen (15) minutes upon the completion of each three (3) hour 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.

#### ARTICLE 22 - SAFETY AND HEALTH

1. 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.
2. 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 employees 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.
3. The Co-operative shall provide half the cost of safety boots to a maximum of one hundred and fifty dollars (\$150.00) per year to all employees who require same in accordance with Occupational Health and Safety **with the exception of the C-Stores and Agro Department employees who shall be allowed to claim twice per year to a maximum of one hundred fifty (\$150.00)**. Such payment is eligible only upon the employee's submission of a proper receipt.

#### ARTICLE 23 - NOTICE BOARDS

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

#### ARTICLE 24 - NOTICE OF LAYOFF AND DISMISSAL

The Co-operative shall give regular full-time and regular part-time employees the following written notice or pay in lieu of notice in case of layoff or discharge except when an employee is discharged for just cause. "Layoff" shall mean the temporary termination by the Co-operative of the services of an employee for a period exceeding three (3) consecutive days.



- (a) After thirty (30) days' service and up to one (1) year of service, one (1) week's written notice or pay in lieu of notice;
- (b) After one (1) year's 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 25 - UNION REPRESENTATIVES VISITS

An authorized representative or executive officer of the Union shall be permitted after notifying the General Manager to talk with an employee regarding Union matters during regular working hours. The interview of such an employee by the Union representative or executive officer shall be carried on in a place provided for and designated by the Co-operative. Time taken for such an interview in excess of five (5) minutes shall not be on Co-operative time.

#### ARTICLE 26 - JURY AND WITNESS PAY

Employees summoned to Jury Duty or appearing as a witness before 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 or Witness Duty for the rest of the day or days and fails to report back to work or Jury and Witness Duty is performed on the employee's scheduled day off. Employees on Jury Duty or appearing as a witness shall furnish the employer with such statements of earnings as the court may supply.

ARTICLE 27 - DURATION OF AGREEMENT

This Agreement shall be effective from March **1, 2021**, and shall remain in force until February 28, **2025**, 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 this Agreement give notice to the other party in writing to terminate this Agreement or to negotiate a revision thereof.

Signed on behalf of the Union:

*“Arlene Orser”*

*“Susan Corbett”*

*“Michelle Smart”*

*“Bernie Olynick”*

Signed on behalf of the Co-operative:

*“Brian Enns”*

*“James Lainton”*

## SOUTHERN PLAINS CO-OPERATIVE LIMITED

## APPENDIX "A" – Page 1

Salary Schedule Effective March 1, 2021

CLASSIFICATION	First 3 Mo.	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 30 Mo.	After 36 Mo.	After 42 Mo.	After 48 Mo.
<u>Administration</u>													
Credit Clerk	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
Office Clerk	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
Sr. Office Clerk	12.95	13.33	13.72	14.10	14.51	14.88	15.28	15.66	16.04	17.06	18.08	19.08	21.37
<u>Shopping Centre</u>													
Demo Clerk	<b>12.95</b>	<b>13.28</b>	<b>13.61</b>	<b>13.94</b>	<b>14.28</b>	<b>14.61</b>	<b>14.93</b>	<b>15.27</b>	<b>15.60</b>	<b>16.04</b>	<b>17.08</b>	<b>18.12</b>	<b>20.38</b>
Clerk Cashier	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
<b>Liquor Clerk</b>	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
Store Clerk	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
Meat Clerk	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
Meat Cutter	14.43	15.65	16.88	18.09	19.33	20.54	21.77	23.00	24.22				
Produce Clerk	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
Delivery Driver	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
Bakery Clerk I	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
Bakery Clerk II	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
Deli Clerk	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
Sr. Produce Clerk*	14.43	15.54	16.67	17.80	18.92	20.05	21.17	22.29	23.40				
Sr. Store Clerk*	14.43	15.54	16.67	17.80	18.92	20.05	21.17	22.29	23.40				
Head Clerk Cashier*	14.43	15.54	16.67	17.80	18.92	20.05	21.17	22.29	23.40				
<b>Bakery Supervisor*</b>	14.43	15.54	16.67	17.80	18.92	20.05	21.17	22.29	23.40				
<b>Liquor Store Supervisor*</b>	14.43	15.54	16.67	17.80	18.92	20.05	21.17	22.29	23.40				
<u>Home and Agro Centre</u>													
Driver Sales Rep**	23.54	24.13	24.72	25.31	25.90	26.49	27.06	27.67	28.26				
Clerk Cashier	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
<u>Convenience Store</u>													
Pump Attendant	12.95	13.13	13.32	13.53	13.72	13.90	14.09	14.29	14.49				
Clerk Cashier	12.95	13.28	13.61	13.94	14.28	14.61	14.93	15.27	15.60	16.04	17.08	18.12	20.38
C-Store Supervisor*	12.95	13.90	14.85	15.84	16.79	17.74	18.71	19.65	20.61				
C-Store In-Charge Premium	\$ .75 per hour												

(\*As designated by Management)

(\*\* Subject to additional remuneration at the discretion of the Co-op)

SOUTHERN PLAINS CO-OPERATIVE LIMITED  
APPENDIX "A" – BRANCHES – Page 2  
Salary Schedule Effective March 1, 2021

CLASSIFICATION	First 3 Mo.	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 30 Mo.	After 36 Mo.	After 42 Mo.	After 48 Mo.
<u>Oxbow Branch</u>													
Demo Clerk	<b>12.95</b>	<b>13.20</b>	<b>13.46</b>	<b>13.70</b>	<b>13.93</b>	<b>14.19</b>	<b>14.44</b>	<b>14.67</b>	<b>14.92</b>	<b>15.95</b>	<b>16.96</b>	<b>17.98</b>	<b>20.20</b>
Clerk Cashier	12.95	13.20	13.46	13.70	13.93	14.19	14.44	14.67	14.92	15.95	16.96	17.98	20.20
Store Clerk	12.95	13.20	13.46	13.70	13.93	14.19	14.44	14.67	14.92	15.95	16.96	17.98	20.20
Meat Clerk	12.95	13.20	13.46	13.70	13.93	14.19	14.44	14.67	14.92	15.95	16.96	17.98	20.20
Meat Cutter	14.43	15.65	16.88	18.09	19.33	20.54	21.77	23.00	24.22				
Produce Clerk	12.95	13.20	13.46	13.70	13.93	14.19	14.44	14.67	14.92	15.95	16.96	17.98	20.20
Bakery/Deli Clerk	12.95	13.20	13.46	13.70	13.93	14.19	14.44	14.67	14.92	15.95	16.96	17.98	20.20
Produce Operator*	14.43	15.51	16.63	17.72	18.82	19.93	21.02	22.11	23.22				
Senior Store Clerk*	14.43	15.51	16.63	17.72	18.82	19.93	21.02	22.11	23.22				
Head Clerk Cashier*	14.43	15.51	16.63	17.72	18.82	19.93	21.02	22.11	23.22				
C-Store Clerk Cashier	12.95	13.20	13.46	13.70	13.93	14.19	14.44	14.67	14.92	15.95	16.96	17.98	20.20
<b>Liquor Clerk</b>	12.95	13.20	13.46	13.70	13.93	14.19	14.44	14.67	14.92	15.95	16.96	17.98	20.20
Pump Attendant	12.95	13.13	13.32	13.53	13.72	13.90	14.09	14.29	14.49				
<b>C-Store Supervisor*</b>	12.95	13.86	14.80	15.73	16.67	17.60	18.53	19.45	20.39				
C-Store In-Charge Premium	\$ .75 per hour												
(*As designated by Management)													

SOUTHERN PLAINS CO-OPERATIVE LIMITED  
APPENDIX "A" – Page 3  
Salary Schedule Effective March 1, 2022

CLASSIFICATION	First 3 Mo.	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 30 Mo.	After 36 Mo.	After 42 Mo.	After 48 Mo.
<u>Administration</u>													
Credit Clerk	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
Office Clerk	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
Sr. Office Clerk	13.14	13.53	13.93	14.31	14.73	15.10	15.51	15.89	16.28	17.32	18.35	19.37	21.69
<u>Shopping Centre</u>													
Demo Clerk	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
Clerk Cashier	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
<b>Liquor Clerk</b>	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
Store Clerk	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
Meat Clerk	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
Meat Cutter	14.65	15.88	17.13	18.36	19.62	20.85	22.10	23.35	24.58				
Produce Clerk	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
Delivery Driver	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
Bakery Clerk I	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
Bakery Clerk II	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
Deli Clerk	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
Sr. Produce Clerk*	14.65	15.77	16.92	18.07	19.20	20.35	21.49	22.62	23.75				
Sr. Store Clerk*	14.65	15.77	16.92	18.07	19.20	20.35	21.49	22.62	23.75				
Head Clerk Cashier*	14.65	15.77	16.92	18.07	19.20	20.35	21.49	22.62	23.75				
<b>Bakery Supervisor*</b>	14.65	15.77	16.92	18.07	19.20	20.35	21.49	22.62	23.75				
<b>Liquor Store Supervisor*</b>	14.65	15.77	16.92	18.07	19.20	20.35	21.49	22.62	23.75				
<u>Home and Agro Centre</u>													
Driver Sales Rep**	23.89	24.49	25.09	25.69	26.29	26.89	27.47	28.09	28.68				
Clerk Cashier	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
<u>Convenience Store</u>													
Pump Attendant	13.14	13.33	13.52	13.73	13.93	14.11	14.30	14.50	14.71				
Clerk Cashier	13.14	13.48	13.81	14.15	14.49	14.83	15.15	15.50	15.83	16.28	17.34	18.39	20.69
C-Store Supervisor*	13.14	14.11	15.07	16.08	17.04	18.01	18.99	19.94	20.92				
C-Store In-Charge Premium	\$ .75 per hour												
(*As designated by Management)													
(** Subject to additional remuneration at the discretion of the Co-op)													

SOUTHERN PLAINS CO-OPERATIVE LIMITED  
APPENDIX "A" – BRANCHES – Page 4  
Salary Schedule Effective March 1, 2022

CLASSIFICATION	First 3 Mo.	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 30 Mo.	After 36 Mo.	After 42 Mo.	After 48 Mo.
<u>Oxbow Branch</u>													
Demo Clerk	13.14	13.40	13.66	13.91	14.14	14.40	14.66	14.89	15.14	16.19	17.21	18.25	20.50
Clerk Cashier	13.14	13.40	13.66	13.91	14.14	14.40	14.66	14.89	15.14	16.19	17.21	18.25	20.50
Store Clerk	13.14	13.40	13.66	13.91	14.14	14.40	14.66	14.89	15.14	16.19	17.21	18.25	20.50
Meat Clerk	13.14	13.40	13.66	13.91	14.14	14.40	14.66	14.89	15.14	16.19	17.21	18.25	20.50
Meat Cutter	14.65	15.88	17.13	18.36	19.62	20.85	22.10	23.35	24.58				
Produce Clerk	13.14	13.40	13.66	13.91	14.14	14.40	14.66	14.89	15.14	16.19	17.21	18.25	20.50
Bakery/Deli Clerk	13.14	13.40	13.66	13.91	14.14	14.40	14.66	14.89	15.14	16.19	17.21	18.25	20.50
Produce Operator*	14.65	15.74	16.88	17.99	19.10	20.23	21.34	22.44	23.57				
Senior Store Clerk*	14.65	15.74	16.88	17.99	19.10	20.23	21.34	22.44	23.57				
Head Clerk Cashier*	14.65	15.74	16.88	17.99	19.10	20.23	21.34	22.44	23.57				
C-Store Clerk Cashier	13.14	13.40	13.66	13.91	14.14	14.40	14.66	14.89	15.14	16.19	17.21	18.25	20.50
<b>Liquor Clerk</b>	13.14	13.40	13.66	13.91	14.14	14.40	14.66	14.89	15.14	16.19	17.21	18.25	20.50
Pump Attendant	13.14	13.33	13.52	13.73	13.93	14.11	14.30	14.50	14.71				
<b>C-Store Supervisor*</b>	13.14	14.07	15.02	15.97	16.92	17.86	18.81	19.74	20.70				
C-Store In-Charge Premium	\$ .75 per hour												
(*As designated by Management)													

SOUTHERN PLAINS CO-OPERATIVE LIMITED  
APPENDIX "A" – Page 5  
Salary Schedule Effective March 1, 2023

CLASSIFICATION	First 3 Mo.	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 30 Mo.	After 36 Mo.	After 42 Mo.	After 48 Mo.
<u>Administration</u>													
Credit Clerk	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
Office Clerk	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
Sr. Office Clerk	13.34	13.73	14.14	14.52	14.95	15.33	15.74	16.13	16.52	17.58	18.63	19.66	22.02
<u>Shopping Centre</u>													
Demo Clerk	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
Clerk Cashier	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
<b>Liquor Clerk</b>	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
Store Clerk	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
Meat Clerk	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
Meat Cutter	14.87	16.12	17.39	18.64	19.91	21.16	22.43	23.70	24.95				
Produce Clerk	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
Delivery Driver	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
Bakery Clerk I	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
Bakery Clerk II	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
Deli Clerk	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
Sr. Produce Clerk*	14.87	16.01	17.17	18.34	19.49	20.66	21.81	22.96	24.11				
Sr. Store Clerk*	14.87	16.01	17.17	18.34	19.49	20.66	21.81	22.96	24.11				
Head Clerk Cashier*	14.87	16.01	17.17	18.34	19.49	20.66	21.81	22.96	24.11				
<b>Bakery Supervisor*</b>	14.87	16.01	17.17	18.34	19.49	20.66	21.81	22.96	24.11				
<b>Liquor Store Supervisor*</b>	14.87	16.01	17.17	18.34	19.49	20.66	21.81	22.96	24.11				
<u>Home and Agro Centre</u>													
Driver Sales Rep**	24.25	24.86	25.47	26.08	26.68	27.29	27.88	28.51	29.11				
Clerk Cashier	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
<u>Convenience Store</u>													
Pump Attendant	13.34	13.53	13.72	13.94	14.14	14.32	14.51	14.72	14.93				
Clerk Cashier	13.34	13.68	14.02	14.36	14.71	15.05	15.38	15.73	16.07	16.52	17.60	18.67	21.00
C-Store Supervisor*	13.34	14.32	15.30	16.32	17.30	18.28	19.27	20.24	21.23				
C-Store In-Charge Premium	\$ .75 per hour												
(*As designated by Management)													
(** Subject to additional remuneration at the discretion of the Co-op)													

SOUTHERN PLAINS CO-OPERATIVE LIMITED  
APPENDIX "A" – BRANCHES – Page 6  
Salary Schedule Effective March 1, 2023

CLASSIFICATION	First 3 Mo.	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 30 Mo.	After 36 Mo.	After 42 Mo.	After 48 Mo.
<u>Oxbow Branch</u>													
Demo Clerk	13.34	13.60	13.86	14.12	14.35	14.62	14.88	15.11	15.37	16.43	17.47	18.52	20.81
Clerk Cashier	13.34	13.60	13.86	14.12	14.35	14.62	14.88	15.11	15.37	16.43	17.47	18.52	20.81
Store Clerk	13.34	13.60	13.86	14.12	14.35	14.62	14.88	15.11	15.37	16.43	17.47	18.52	20.81
Meat Clerk	13.34	13.60	13.86	14.12	14.35	14.62	14.88	15.11	15.37	16.43	17.47	18.52	20.81
Meat Cutter	14.87	16.12	17.39	18.64	19.91	21.16	22.43	23.70	24.95				
Produce Clerk	13.34	13.60	13.86	14.12	14.35	14.62	14.88	15.11	15.37	16.43	17.47	18.52	20.81
Bakery/Deli Clerk	13.34	13.60	13.86	14.12	14.35	14.62	14.88	15.11	15.37	16.43	17.47	18.52	20.81
Produce Operator*	14.87	15.98	17.13	18.26	19.39	20.53	21.66	22.78	23.92				
Senior Store Clerk*	14.87	15.98	17.13	18.26	19.39	20.53	21.66	22.78	23.92				
Head Clerk Cashier*	14.87	15.98	17.13	18.26	19.39	20.53	21.66	22.78	23.92				
C-Store Clerk Cashier	13.34	13.60	13.86	14.12	14.35	14.62	14.88	15.11	15.37	16.43	17.47	18.52	20.81
<b>Liquor Clerk</b>	13.34	13.60	13.86	14.12	14.35	14.62	14.88	15.11	15.37	16.43	17.47	18.52	20.81
Pump Attendant	13.34	13.53	13.72	13.94	14.14	14.32	14.51	14.72	14.93				
<b>C-Store Supervisor*</b>	13.34	14.28	15.25	16.21	17.17	18.13	19.09	20.04	21.01				
C-Store In-Charge Premium	\$ .75 per hour												
(*As designated by Management)													



SOUTHERN PLAINS CO-OPERATIVE LIMITED  
APPENDIX "A" – Page 7  
Salary Schedule Effective March 1, 2024

CLASSIFICATION	First 3 Mo.	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 30 Mo.	After 36 Mo.	After 42 Mo.	After 48 Mo.
<u>Administration</u>													
Credit Clerk	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
Office Clerk	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
Sr. Office Clerk	13.56	13.96	14.37	14.76	15.20	15.58	16.00	16.40	16.79	17.87	18.94	19.98	22.38
<u>Shopping Centre</u>													
Demo Clerk	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
Clerk Cashier	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
<b>Liquor Clerk</b>	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
Store Clerk	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
Meat Clerk	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
Meat Cutter	15.12	16.39	17.68	18.95	20.24	21.51	22.80	24.09	25.36				
Produce Clerk	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
Delivery Driver	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
Bakery Clerk I	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
Bakery Clerk II	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
Deli Clerk	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
Sr. Produce Clerk*	15.12	16.27	17.45	18.64	19.81	21.00	22.17	23.34	24.51				
Sr. Store Clerk*	15.12	16.27	17.45	18.64	19.81	21.00	22.17	23.34	24.51				
Head Clerk Cashier*	15.12	16.27	17.45	18.64	19.81	21.00	22.17	23.34	24.51				
<b>Bakery Supervisor*</b>	15.12	16.27	17.45	18.64	19.81	21.00	22.17	23.34	24.51				
<b>Liquor Store Supervisor*</b>	15.12	16.27	17.45	18.64	19.81	21.00	22.17	23.34	24.51				
<u>Home and Agro Centre</u>													
Driver Sales Rep**	24.65	25.27	25.89	26.51	27.12	27.74	28.34	28.98	29.59				
Clerk Cashier	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
<u>Convenience Store</u>													
Pump Attendant	13.56	13.75	13.95	14.17	14.37	14.56	14.75	14.96	15.18				
Clerk Cashier	13.56	13.91	14.25	14.60	14.95	15.30	15.63	15.99	16.34	16.79	17.89	18.98	21.35
C-Store Supervisor*	13.56	14.56	15.55	16.59	17.59	18.58	19.59	20.57	21.58				
C-Store In-Charge Premium	\$ .75 per hour												

(\*As designated by Management)

(\*\* Subject to additional remuneration at the discretion of the Co-op)

SOUTHERN PLAINS CO-OPERATIVE LIMITED  
 APPENDIX "A" – BRANCHES – Page 8  
 Salary Schedule Effective March 1, 2024

CLASSIFICATION	First 3 Mo.	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 30 Mo.	After 36 Mo.	After 42 Mo.	After 48 Mo.
<u>Oxbow Branch</u>													
Demo Clerk	13.56	13.82	14.09	14.35	14.59	14.86	15.13	15.36	15.62	16.70	17.76	18.83	21.15
Clerk Cashier	13.56	13.82	14.09	14.35	14.59	14.86	15.13	15.36	15.62	16.70	17.76	18.83	21.15
Store Clerk	13.56	13.82	14.09	14.35	14.59	14.86	15.13	15.36	15.62	16.70	17.76	18.83	21.15
Meat Clerk	13.56	13.82	14.09	14.35	14.59	14.86	15.13	15.36	15.62	16.70	17.76	18.83	21.15
Meat Cutter	15.12	16.39	17.68	18.95	20.24	21.51	22.80	24.09	25.36				
Produce Clerk	13.56	13.82	14.09	14.35	14.59	14.86	15.13	15.36	15.62	16.70	17.76	18.83	21.15
Bakery/Deli Clerk	13.56	13.82	14.09	14.35	14.59	14.86	15.13	15.36	15.62	16.70	17.76	18.83	21.15
Produce Operator*	15.12	16.24	17.41	18.56	19.71	20.87	22.02	23.16	24.31				
Senior Store Clerk*	15.12	16.24	17.41	18.56	19.71	20.87	22.02	23.16	24.31				
Head Clerk Cashier*	15.12	16.24	17.41	18.56	19.71	20.87	22.02	23.16	24.31				
C-Store Clerk Cashier	13.56	13.82	14.09	14.35	14.59	14.86	15.13	15.36	15.62	16.70	17.76	18.83	21.15
<b>Liquor Clerk</b>	13.56	13.82	14.09	14.35	14.59	14.86	15.13	15.36	15.62	16.70	17.76	18.83	21.15
Pump Attendant	13.56	13.75	13.95	14.17	14.37	14.56	14.75	14.96	15.18				
<b>C-Store Supervisor*</b>	13.56	14.52	15.50	16.48	17.45	18.43	19.40	20.37	21.36				
C-Store In-Charge Premium	\$ .75 per hour												
(*As designated by Management)													

APPENDIX "B"

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 all purposes except for Article 9. **Seniority for part-time and regular part-time employees, shall be departmental seniority. In the event of a layoff, part-time and regular part-time employees shall not have bumping rights into another department. Part-time and regular part-time employees shall be laid off by department and shall be recalled back to their, according to their departmental seniority.** Full-time employees shall have seniority over part-time employees.
2. Part-time employees (other than regular part-time employees) shall be called to work by seniority on a weekly basis, 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.
3. It is agreed for the purpose of applying the wage appendix in respect to part-time and regular part-time employees, 1040 hours of work shall be equal to six (6) months' service.
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/she shall retain the status of a regular part-time employee.
5. Regular part-time employees' hours of work shall be scheduled and they shall be called to work by seniority on a weekly basis, 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.

LETTER OF UNDERSTANDING #1

BETWEEN:

Southern Plains Co-operative Limited, a body corporate, incorporated under the Co-operative Associations Act, with Head Office in the City of Estevan in the Province of Saskatchewan, hereinafter called the "Co-operative",

OF THE FIRST PART

AND:

Saskatchewan Joint Board, Retail, Wholesale and Department Store Union

OF THE SECOND PART

Re: Sunday Opening

1. For payroll purposes only, the work week shall commence on Sunday.
2. All work performed on Sunday will be at regular rates plus a premium of one dollar (\$1.00) per hour.
3. Sunday work shall be voluntary.
4. Employees shall indicate by the first Monday of each month whether they are available to work any of the Sundays in that month.
5. This Letter of Understanding does not apply to the Agro Department or C-Stores.
6. If sufficient employees do not volunteer to work on Sundays and thereby do not make themselves available for work on Sundays, the Co-operative shall have the right to schedule Sunday work hours in reverse order of seniority by classification. No full-time or regular part-time employee shall be obliged to work more than one (1) in every four (4) Sundays.

Signed on behalf of the Union:

*"Arlene Orser"*

*"Susan Corbett"*

*"Michelle Smart"*

*"Bernie Olynick"*

Signed on behalf of the Co-operative:

*"Brian Enns"*

*"James Lainton"*

LETTER OF UNDERSTANDING #2

BETWEEN:

Southern Plains Co-operative Limited, a body corporate, incorporated under the Co-operative Associations Act, with Head Office in the City of Estevan in the Province of Saskatchewan, hereinafter called the "Co-operative",

OF THE FIRST PART

AND:

Saskatchewan Joint Board, Retail, Wholesale and Department Store Union

OF THE SECOND PART

Re: Management Trainees

The parties hereby agree as follows:

1. The Co-operative will advise the Union of the terms and duration of employment of management trainees.
2. The hours worked by trainees shall not be used to reduce or change hours of other employees, although this will not include seasonal fluctuation of hours or changes for legitimate business reasons.
3. Management trainees shall not exercise line authority over in-scope employees.

Signed on behalf of the Union:

Signed on behalf of the Co-operative:

*"Arlene Orser"*

*"Brian Enns"*

*"Susan Corbett"*

*"James Lainton"*

*"Michelle Smart"*

*"Bernie Olynick"*

LETTER OF UNDERSTANDING #3

BETWEEN:

Southern Plains Co-operative Limited, a body corporate, incorporated under the Co-operative Associations Act, with Head Office in the City of Estevan in the Province of Saskatchewan, hereinafter called the "Co-operative",

OF THE FIRST PART

AND:

Saskatchewan Joint Board, Retail, Wholesale and Department Store Union

OF THE SECOND PART

Re: Scheduling Procedure for Grocery Department

1. The Parties agree to scheduling on the terms and conditions of this Letter of Understanding.
2. Scheduling will be for two-week periods.
3. The Co-operative shall provide the weekly schedules showing daily starting and quitting times as well as days off for all employees for Friday, one week prior to the commencement of the scheduling period.
4. Employees may exchange shifts of equal hours within a scheduled work week for pressing emergencies and unforeseen circumstances subject to the approval of the Co-operative.
5. The scheduling methods may be changed from time to time as mutually agreed to by the Parties.
6. Final approval of all schedules remains with the Co-operative.

7. The Co-operative shall reserve the right to make schedule changes with twenty-four (24) hours notice.

Signed on behalf of the Union:

*“Arlene Orser”*

*“Susan Corbett”*

*“Michelle Smart”*

*“Bernie Olynick”*

Signed on behalf of the Co-operative:

*“Brian Enns”*

*“James Lainton”*

LETTER OF UNDERSTANDING #4

BETWEEN:

Southern Plains Co-operative Limited, a body corporate, incorporated under the Co-operative Associations Act, with Head Office in the City of Estevan in the Province of Saskatchewan, hereinafter called the "Co-operative",

OF THE FIRST PART

AND:

Saskatchewan Joint Board, Retail, Wholesale and Department Store Union

OF THE SECOND PART

Re: Student Classification

There shall be a Student classification established, subject to the following:

1. "Student" shall be defined as a full-time student which means a person who is registered for at least 60 percent of a full course load as:
  - (a) a pupil within the meaning of *The Education Act*; or
  - (b) a student at a university, a regional college, private vocational school or the Saskatchewan Institute of Applied Science and Technology.
2. Students are not eligible for benefits.
3. Students are not subject to a minimum length of shift while in regular attendance during the school term.
4. Students shall be paid the starting wage for the classification in which they are hired. Thereafter, the students shall be entitled to incremental increases on the same basis as casual or part-time employees.
5. Students shall cease to be classified as Students on September 2<sup>nd</sup> in the year in which they graduate.

Signed on behalf of the Union:

"Arlene Orser"

"Susan Corbett"

"Michelle Smart"

"Bernie Olynick"

Signed on behalf of the Co-operative:

"Brian Enns"

"James Lainton"



LETTER OF UNDERSTANDING #5

BETWEEN:

Southern Plains Co-operative Limited, a body corporate, incorporated under the Co-operative Association Act, with Head Office in the City of Estevan in the Province of Saskatchewan, hereinafter called the “Co-operative”,

OF THE FIRST PART

AND:

Saskatchewan Joint Board, Retail, Wholesale and Department Store Union

OF THE SECOND PART

Re: Meat Cutter Trainee

The parties hereby agree as follows:

1. The wage scale is the same as the current meat cutter scale.
2. This would be a forty (40) hour position.
3. Job description same as meat cutter, learning in the meat wrapper area first then progressing in meat cutting skills.
4. This program will be an eighteen (18) month program to be reviewed as to the knowledge and progress at that time. May be extended to twenty-four (24) months upon that review.
5. On the job training to be provided by the Meat Manager and senior meat department staff.
6. FCL Meat Advance Training Program to be used as the guide.

Signed on behalf of the Union:

*“Arlene Orser”*

*“Susan Corbett”*

*“Michelle Smart”*

*“Bernie Olynick”*

Signed on behalf of the Co-operative:

*“Brian Enns”*

*“James Lainton”*

LETTER OF UNDERSTANDING #6

BETWEEN:

Southern Plains Co-operative Limited, a body corporate, incorporated under the Co-operative Associations Act, with Head Office in the City of Estevan in the Province of Saskatchewan, hereinafter called the “Co-operative”,

OF THE FIRST PART

AND:

Saskatchewan Joint Board, Retail, Wholesale and Department Store Union

OF THE SECOND PART

Re: Driver Sales Representative Commission

The parties hereby agree as follows:

1. Driver Sales Representatives will receive a commission on litres delivered by him/her at a rate of one tenth of one (\$.001) per litre/paid every two (2) weeks. Deductions as required by law as well as Union dues will be taken on this commission.
2. In the case of Driver Sales Representatives, the parties agree to the following stated terms effective the date of ratification:
  - a) An employee may elect to bank their overtime hours to a maximum of forty (40) hours.
  - b) 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.
  - c) Employees shall be allowed to draw time off with pay from the bank at regular rates at times mutually agreed.
  - d) Banked hours shall be used in total by no later than April 30<sup>th</sup> of each year.

- e) 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 cases only the remaining hours will be assigned or taken.

Signed on behalf of the Union:

*“Arlene Orser”*

*“Susan Corbett”*

*“Michelle Smart”*

*“Bernie Olynick”*

Signed on behalf of the Co-operative:

*“Brian Enns”*

*“James Lainton”*

LETTER OF UNDERSTANDING #7

BETWEEN:

Southern Plains Co-operative Limited, a body corporate, incorporated under the Co-operative Associations Act, with Head Office in the City of Estevan in the Province of Saskatchewan, hereinafter called the "Co-operative",

OF THE FIRST PART

AND:

Saskatchewan Joint Board, Retail, Wholesale and Department Store Union

OF THE SECOND PART

Re: Premium for Being Designated as Lead Clerk Cashier

The Parties hereby agree as follows:

1. The Co-operative shall pay a premium of seventy-five cents (\$.75) per hour to the designated lead Clerk Cashier in the following situations:
  - (a) after 5:00 p.m. Monday through Friday; and/or
  - (b) on Saturday and/or Sunday, when there is no Head Clerk Cashier on duty or when the only Head Clerk Cashier on duty is assigned to "File Maintenance".
2. The premium shall be paid notwithstanding that there may be a Senior Store Clerk and/or a Manager on duty.
3. This premium shall be paid in addition to all other applicable premiums, if any.
4. While a premium is being paid, as outlined above, the Parties recognize and acknowledge that an individual acting as Lead Clerk Cashier is not performing all of the duties and responsibilities of a Head Clerk Cashier.
5. At present the responsibility for assuming additional duties and responsibilities during evenings and/or on Saturdays and/or Sundays, when a Head Clerk Cashier is not on duty, is shared

relatively equally on a rotational basis, such that the requirement to work evenings and/or Saturdays and/or Sundays is shared amongst the Clerk Cashiers, rather than falling disproportionately on one or more of the Clerk Cashiers. It is the intention of the Co-operative to continue the practice of an equitable rotation and it is acknowledged and understood by the Parties that Beverly Mitchell will remain part of that equitable rotation.

Signed on behalf of the Union:

*“Arlene Orser”*

*“Susan Corbett”*

*“Michelle Smart”*

*“Bernie Olynick”*

Signed on behalf of the Co-operative:

*“Brian Enns”*

*“James Lainton”*

**LETTER OF UNDERSTANDING #8**

**BETWEEN:**

**Southern Plains Co-operative Limited, a body corporate, incorporated under the Co-operative Associations Act, with Head Office in the City of Estevan in the Province of Saskatchewan, hereinafter called the "Co-operative",**

**OF THE FIRST PART**

**AND:**

**Saskatchewan Joint Board, Retail, Wholesale and Department Store Union**

**OF THE SECOND PART**

**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 (24) hour 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 on behalf of the Union:**

**“Arlene Orser”**

**“Susan Corbett”**

**“Michelle Smart”**

**“Bernie Olynick”**

**Signed on behalf of the Co-operative:**

**“Brian Enns”**

**“James Lainton”**