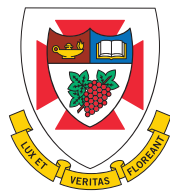


# **COLLECTIVE AGREEMENT**

**BETWEEN:**



THE UNIVERSITY OF  
**WINNIPEG**

**THE UNIVERSITY OF WINNIPEG**

**– and –**



**THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES**

**MARCH 29, 2015 to SEPTEMBER 21, 2019**

## **YOUR UNION AGREEMENT**

AESES is a democratic organization, through which you and your fellow workers deal collectively with the University, bargaining wages and other terms and conditions of employment. Your elected representatives and staff negotiated with the University to create this arrangement, which provides:

- guaranteed wage rates
- job security
- a grievance procedure
- posting of vacant jobs to give you the opportunity to progress
- sickness and benefit plans
- paid vacations and holidays
- a means of establishing and maintaining satisfactory working conditions

Read this agreement and carry it with you. Get to know your rights. The effectiveness of the agreement depends on your ensuring that its provisions are observed. If there is something you do not understand, consult your representative on the Board or contact the Union office at 204-949-5200.

COLLECTIVE AGREEMENT

BETWEEN:

THE UNIVERSITY OF WINNIPEG

(hereinafter called  
"the Employer" or "the University"),  
OF THE FIRST PART

- and -

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter called  
"the Association" or "AESES"),  
OF THE SECOND PART

March 29, 2015 to September 21, 2019

*(All underlining represents new or revised wording)*

## TABLE OF CONTENTS

| Article   |  | Page |
|-----------|--|------|
| 1         | Object   | 4    |
| 2         | Definition and Scope   | 4    |
| 3         | Recognition, Rights and Privileges of the Association                                    | 10   |
| 4         | Employer's Rights  | 11   |
| 5         | Representatives, Committees and Meetings   | 11   |
| 6         | Position Posting, Transfers, Selection for Vacancy, Probationary Period and Trial Period | 13   |
| 7         | Job Security, Technological & Organizational Change and Contracting Out                  | 17   |
| 8         | Seniority, Loss of Seniority, Seniority List, Application of Seniority                   | 20   |
| 9         | Discipline and Dismissal   | 22   |
| 10        | Lay-Off, Recall, and Notice Periods  | 25   |
| 11        | Hours of Work  | 32   |
| 12        | Overtime, Callback, Meal Allowance, Standby Pay, Shift Premium and Travelling Expenses   | 34   |
| 13        | Holidays   | 37   |
| 14        | Vacations with Pay   | 40   |
| 15        | Sick Leave   | 43   |
| 16        | Leave of Absence   | 49   |
| 17        | Staff Benefits   | 58   |
| 18        | Non-Discrimination   | 63   |
| 19        | Safety & Health  | 63   |
| 20        | Reduced Appointments   | 64   |
| 21        | Grievance and Arbitration  | 66   |
| 22        | Collection of Dues   | 70   |
| 23        | Classification Administration  | 70   |
| 24        | Salary Administration  | 76   |
| 25        | Personnel Files  | 81   |
| 26        | Collective Agreement Printing and Distribution   | 83   |
| 27        | Employee & Family Assistance Program   | 84   |
| 28        | Employment Equity  | 84   |
| <u>29</u> | <u>Conflict of Interest</u>  | 84   |
| <u>30</u> | <u>Duration and Renewal of Collective Agreement</u>                                      | 85   |

### Letters of Understanding Re:

|   |    |
|---|----|
| Application of Clause 10.4 - Salary Entitlement Period (SEP) - Re-employment during Seniority Retention Period and Subsequent Lay Off | 86 |
|---|----|

|   |         |
|---|---------|
| Annual Christmas-New Year's Break   | 88      |
| Proper Care of Research/Teaching Animals During a Strike or Lockout                     | 90      |
| Scheduling of Part-Time Employees   | 91      |
| Work Schedule Changes   | 92      |
| Review of Workloads and Workload Manageability  | 94      |
| Administration of the Employment of Student Assistants                                  | 96      |
| Student Assistants in the Library   | 98      |
| Salaries for Events Assistants  | 100     |
| Work Experience Programs  | 101     |
| Unpaid Work Experience Programs   | 103     |
| Student Employment and Co-operative Education Programs                                  | 105     |
| Flexible Arrangements for Specialized Term Positions                                    | 107     |
| Eligibility For Benefits  | 108     |
| Introduction and Bargaining of Flexible Benefits  | 109     |
| Tuition Scholarship   | 112     |
| Tuition Reimbursement   | 113     |
| Training and Development  | 114     |
| Notice of Retirement  | 116     |
| Creating Leave Opportunities for Education and Rejuvenation                             | 117     |
| Wellness/Sustainability Account   | 118     |
| Temporary Positions in Accessibility Services   | 119     |
| <br>Schedule A                      March 29, 2015 to March 26, 2016                    | <br>122 |
| Schedule A                      March 27, 2016 to March 25, 2017                        | 132     |
| Schedule A                      March 26, 2017 to March 24, 2018                        | 142     |
| Schedule A                      March 25, 2018 to March 23, 2019                        | 152     |
| Schedule A                      March 24, 2019 to September 21, 2019                    | 162     |
| <br><b>NOTE:</b> A detailed index can be found at the back of this Collective Agreement | <br>172 |

## **ARTICLE 1    OBJECT**

- 1.1        The object of this Collective Agreement in establishing terms and conditions of work, hours of work, wages and salaries is to promote cooperation and harmony between Employer and Employees, so that the University, as a public institution, is successful in its promotion of higher education, and accordingly, but without limiting the generality of the foregoing, to facilitate the peaceful adjustment of all disputes and grievances, to prevent strikes, lockouts, waste, avoidable expenses, and unnecessary delays.
- 1.2        While this Collective Agreement is in force:
- (a)    The Association shall not declare or authorize a strike of the Employees; and
  - (b)    The Employer shall not declare or cause a lockout of the Employees.

## **ARTICLE 2    DEFINITION AND SCOPE**

- 2.1        The three Academic Terms are as follows:
- (a)    The Fall Term is the period during which courses are scheduled from September to December.
  - (b)    The Winter Term is the period during which courses are scheduled from January to April.
  - (c)    The Spring/Summer Term is the period during which courses are scheduled from April to August.
- 2.1.1      The term "Employee" or "Employees" wherever used in this Collective Agreement means all the Employees of the Employer for whom the Association is the bargaining agent, as set forth in the Certification Order #MLB-4020 dated June 27, 1986, and any amendments thereto or by Collective Agreement.
- 2.1.2      The unqualified term "working day" means any of the days in the interval from Monday to Friday.
- 2.1.3      The term "appropriate Manager" means the appropriate Dean, Director (Manager), or his/her designate, or the person(s) authorized to act for any of the above in his/her absence.
- 2.1.4      Spouse: The person declared by the Employee who:
- (a)    is legally married to the Employee; or

- (b) although not legally married to the Employee, cohabits with the Employee in a conjugal relationship for a period of not less than one year who has been publicly represented as the Employee's spouse. The term conjugal relationship shall include a conjugal relationship between partners of the same sex.

The Employee may only have one declared spouse for the purpose of this Collective Agreement.

2.1.5 References to any of the following officers include references to their designate(s) and to those who are authorized to act for the officers or designates in their absence (to the extent that both Parties have been notified of the identity of the designate(s) and persons so authorized):

- (a) Labour Relations Officer of the Association;
- (b) Vice-President (Human Resources, Audit and Sustainability) of the University;
- (c) President of the Association;
- (d) President of the University;
- (e) Vice-President (UW) of the Association;
- (f) Contract Administrator of the Association;
- (g) Vice-President (Finance & Administration) of the University;
- (h) Provost and Vice-President (Academic) of the University; and
- (i) Vice-President (Research and Innovation) of the University.

2.2 For the purposes of interpreting the section of Certification Order #MLB-4020 describing persons excluded from certification, other than those excluded by the Act, the following definitions shall apply:

2.2.1 Academic staff refers to professors, associate professors, assistant professors, lecturers, instructors, professional librarians, post doctoral fellows and research associates.

2.2.2 Persons employed primarily in an academic capacity means teaching assistants, research assistants, demonstrators, graders, markers, tutors and instructors.

For the purpose of Clauses 2.3.1 and 2.3.2 the following definitions will apply:

#### POST-DOCTORAL FELLOW

A post-doctoral fellow is a scholar with a doctorate degree who has been awarded, in competition, support in the form of a fellowship to gain further knowledge of research through collaboration with faculty members.

#### RESEARCH ASSOCIATE

A research associate conducts research independently or in collaboration with faculty members. While the primary responsibility of the research associate is to carry out research, duties may include on-site supervision of the research activities of students and technical personnel.

#### RESEARCH ASSISTANT

A research assistant is a full-time student or a part-time student with at least two (2) F.C.E.'s in an academic year, who is working toward a degree at the University of Winnipeg and is appointed for a limited time to assist in the research of a faculty member provided the research is in a subject area which is related to the undergraduate degree sought. Otherwise the student is a member of the bargaining unit.

#### SENIOR RESEARCH ASSISTANT

A senior research assistant is a full-time graduate student or a part-time graduate student with at least two (2) F.C.E.'s in an academic year, who is currently working toward a graduate degree and is appointed for a limited time to assist in the research of a faculty member provided the research is in a subject area which is related to the graduate degree sought. Otherwise the student is a member of the bargaining unit.

#### INSTRUCTOR

An instructor is a person whose primary responsibility is to disseminate knowledge through teaching. Teaching shall be deemed to include development, design, organization, preparation, presentation and evaluation of individual credit or non-credit courses.

2.3 The Parties recognize that a person employed by the Employer in more than one (1) position may be excluded from the bargaining unit with respect to one (1) position and included in the bargaining unit with respect to another position.

2.3.1 Employees who are excluded from the bargaining unit during their term of office as a result of an appointment to the Board of Regents, shall continue to accumulate and have seniority for the purposes outlined in Clause 8.4, and shall have recourse through the grievance and arbitration procedure as outlined in Article 21.



- 2.4 Persons whose positions are excluded from this Collective Agreement shall be permitted to perform work similar to that of members of the bargaining unit only where the work is for experimentation, instruction, resolving emergencies, or where the work is incidental to the performance of their regular duties and provided that the act of performing the aforementioned operations in itself, does not reduce the regular hours of work of any regular Employee.
- 2.5 The Human Resources Department will inform the Association in writing within a reasonable time of new excluded positions created by the Employer which are in areas closely related to the AESES certification or positions which are presently in the AESES bargaining unit and are withdrawn due to a change in duties. Upon written request from the Association the Human Resources Department shall provide the Association with a copy of the new position description, if one exists. Positions which are in doubt will be discussed and if agreement cannot be reached, the Manitoba Labour Board may be asked to rule.
- 2.5.1 When a previously excluded position is to be included within the bargaining unit, then the position shall be filled in accordance with the provisions of Article 6, unless it already fulfils these provisions.
- 2.6 EMPLOYEE CATEGORIES (Regular, Temporary, Term, Casual)
- (a) A regular Employee is one who is employed in a continuing or sessional position as defined in Clause 2.6.1.
  - (b) A term Employee is one who is employed in a term position as defined in Clause 2.6.1. A regular Employee who has not received a notice of position discontinuance and who is appointed to a term position shall at the end of that term position return to his/her former regular position. During the appointment to the term position the Employee shall continue to be treated as a regular Employee for purposes of vacation, sick leave and staff benefits entitlement.
  - (c) A temporary Employee is one who is employed in a temporary position as defined in Clause 2.6.1.
  - (d) A casual Employee is one who is not employed in a position as defined in Clause 2.6.1. Casual employment is work on an occasional or intermittent basis (not longer than thirty (30) calendar days). If it is determined that the employment circumstances do not satisfy the definition of a casual Employee, the Employee shall be deemed to be a temporary Employee in a temporary position from the date of such a determination.

## 2.6.1 POSITION CATEGORIES (Continuing, Sessional, Term, Temporary)

A position has an established schedule of hours of work from pay period to pay period, whether expressed or implied, including the terms of a modified work week. Positions are categorized according to the expectation of the person requiring them to be filled.

- (a) A continuing position is one which, when filled, is expected to exist for at least three (3) months from the date it is filled and has no specified end date.
- (b) A sessional position is a continuing position which is subject to seasonal lay-off.
- (c) A grant funded position is a position which is principally funded by a source external to the University of Winnipeg. Principally funded shall mean positions which are funded more than fifty (50%) percent by a source other than the University of Winnipeg.

A funding source external to the University of Winnipeg does not include entities which are directly affiliated to the University of Winnipeg such as, but not limited to Community Renewal Corporation (CRC), and the University of Winnipeg Foundation.

- (d) A term position is a position which when filled, is expected to exist beyond three (3) months but not beyond eighteen (18) months. If a term position continues beyond eighteen (18) months, it shall become a continuing or sessional position (as is applicable) and be posted in accordance with Clause 6.1. In exceptional circumstances a term position may be extended beyond eighteen (18) months without becoming a continuing or sessional position upon mutual agreement between the Employer and the Association.

Grant Funded positions shall be considered as term positions only if the funding is for a specific period of time not exceeding eighteen (18) months. Grant funded positions which continue beyond eighteen (18) months shall become either a Continuing or Sessional position (as is applicable) unless the the Employer and the Association agree otherwise through a Letter of Understanding.

- (e) A temporary position is a position which, when filled, is not expected to continue beyond three (3) months. If a temporary position continues beyond three (3) months, it shall become a continuing, sessional or term position and be posted in accordance with Clause 6.1, unless the posting requirement is bypassed by mutual agreement between the Employer and the Association. A temporary position may be extended beyond three (3) months without becoming a continuing, sessional or term position upon mutual agreement between the Employer and the Association. An Employee can only be hired in one temporary position per classification per department in any one (1) twelve (12) month period unless otherwise agreed by the Association.

(f) Temporary Replacement Positions

Where the Employer requires to fill a position in order to replace an Employee who is absent due to a Leave of Absence Without Pay, Maternity/Parental/Adoption Leave, Sick Leave or Long Term Disability then the position shall exist for the length of the Leave, to a maximum of thirty (30) months.

In cases where the Employer is aware at the outset that the replacement will be for more than three (3) months, the position shall be posted in accordance with the collective agreement.

2.6.2 HOURS OF WORK CATEGORIES (Full-time, Part-time)

"Full-time" and "Part-time" may prefix Employee categories or the general term "Employee", to describe the hours worked by an Employee, and may prefix position categories or the general term "position" to describe the hours of work required in a position.

- (a) "Full-time" means those hours of work set out in Clause 11.1 including the terms of a modified work week.
- (b) "Part-time" means those hours of work less than full-time that:
  - (i) are fixed in that they follow a regular pre-determined schedule; or
  - (ii) although scheduled in advance, are not fixed.

2.6.3 EMPLOYEE CODE

For convenience the following chart indicates the possible combination of Employee categories, position categories, hours of work categories and Employee code.

|                                |            |  |           |  |           |  |           |  |       |  |
|--------------------------------|------------|--|-----------|--|-----------|--|-----------|--|-------|--|
| Employee<br>Categories         | Regular    |  | Term      |  | Temporary |  | Casual    |  |       |  |
| Position<br>Categories         | Continuing |  | Sessional |  | Term      |  | Temporary |  | N/A   |  |
| Hours of<br>Work<br>Categories | FT PT      |  | FT PT     |  | FT PT     |  | FT PT     |  | FT PT |  |
| Employee<br>Code               | A B        |  | C D       |  | E F       |  | G H       |  | I J   |  |

### **ARTICLE 3    RECOGNITION, RIGHTS AND PRIVILEGES OF THE ASSOCIATION**

- 3.1        The Employer recognizes the Association as the exclusive representative of all Employees covered by this Collective Agreement. The Employer recognizes that every Employee has the right to join and support the Association and that the Employer cannot interfere with the formation, selection, or administration of the Association, in accordance with the Manitoba Labour Relations Act.
- 3.2        The Employer agrees to provide the Association with space for an office, an internal telephone, and normal and reasonable use of the internal mail service. The costs of developing the space provided for an office shall be borne by the Association. Other services, including but not limited to, long distance calls, external mail, photocopying, and printing, shall be provided at internal rates. Priority for these services will be on the same basis as is afforded other internal users.
- 3.2.1      The Employer shall provide two (2) bulletin boards at appropriate locations for the use of the Association. The Association shall have the right to post upon these boards notices relating to matters of interest to the Association and to Employees.
- 3.2.2      The Association shall receive the following information, in a mutually agreed upon media, on all members of the bargaining unit: full name, Employee number, sex, birth date, classification and step, Position Vacancy number of most recent appointment where applicable, hours of work, Employee code, home address, home telephone number, department, campus address, annual salary, seniority, start date, dues deducted in the month and salary and dues accumulated year to date. The information will be provided monthly, based upon the information as of the last day of the last pay period in the month.
- 3.2.3      The Employer shall provide the President of the Association with the following specific information:
- (a)    annually and within ten (10) working days of any change, a list of excluded support staff positions which are in areas related to the AESES certification;
  - (b)    at the same time they are sent to the members, the agendas, meeting materials and minutes of meetings of the Board of Regents, except closed meetings relating to labour relations matters.
- 3.3        The Vice-President (UW) of the Association or designate has the right to attend, as a non-voting observer, all meetings of the Board of Regents and shall be bound by its rules. Further, the Vice-President (UW) of the Association shall withdraw from closed meetings of the Board of Regents when items considered relate to labour relations matters. The Vice-President (UW) of the Association shall have the right to speak on matters before the Board.

- 3.4 Persons doing business with or for the Association shall have the right of free and reasonable access to the University during such hours as the University is open.
- 3.4.1 Persons representing the Association shall be permitted admittance to any location on campus for the purpose of calling on the Employee(s), providing such admittance shall not interfere unreasonably with the operations of the University. Admittance may not be permitted to animal holding rooms or other such locations to which, for health, safety, or security reasons, it is necessary that admittance be restricted to essential personnel.

#### **ARTICLE 4 EMPLOYER'S RIGHTS**

- 4.1 The Association recognizes the right of the Employer to control and supervise all operations and direct all working forces, including the right to determine the Employee's ability, skill, competence, and qualifications for the job and to hire, discharge, lay-off, suspend, discipline, promote, demote or transfer an Employee, and to control and regulate the use of all equipment and property and promote efficiency in all operations, provided, however, that in the exercise of the foregoing Employer's rights, the University shall abide by the provisions of this Collective Agreement.
- 4.1.1 In administering this Collective Agreement, the Employer shall act reasonably, fairly, in good faith and in a manner consistent with the Collective Agreement as a whole.
- 4.1.2 Where management approval is required under this Collective Agreement and is withheld, the Employee shall, upon request, be given reasons in writing for the decision.

#### **ARTICLE 5 REPRESENTATIVES, COMMITTEES AND MEETINGS**

- 5.1 No individual Employee or group of Employees shall undertake to represent the Association at meetings with the Employer without proper authorization of the Association. In order that this may be facilitated, the Association shall keep the Employer informed at all times as to the names of its officers and Employees, and members who may be appointed or elected from time to time to any bargaining or joint committee. Similarly, the Employer will supply the Association with a list of its administrative personnel with whom the Association may be required to transact business.
- 5.1.1 Where Letters of Understanding are agreed to by the Parties hereto during the term of this Collective Agreement, they shall be signed for the Employer by the Vice-President (Human Resources, Audit and Sustainability) of the University, and for the Association by the Contract Administrator of the Association and the Labour Relations Officer of the Association.

- 5.1.2 Unexpired Letters of Understanding between the Parties, if identified in the letters as Letters of Understanding, shall be deemed to be part of this Collective Agreement. Whenever possible, duration or end date will be specified in such letters.

## 5.2 ASSOCIATION DUTIES

The Employer recognizes the role of the Association's officers and bargaining team in labour management relations, and shall not discriminate against them. Provided that the needs of the Employee's department can be met, the Employer shall approve requests for absence from work with usual remuneration to enable Employees to represent the Association on the following basis:

- (a) in the case of the Contract Administrator of the Association, reasonable time for the investigation and processing of grievances;
- (b) in the case of meetings between the Association and the Employer, attendance by a number of Employees not greater than the Employer's representation;
- (c) in the case of the hearing of an arbitration between the Association and the Employer, attendance by the grievor(s) who initiated the Employee grievance and one (1) other Employee representing the Association; and
- (d) in the case of collective bargaining meetings between the Association and the Employer (whether or not with a Conciliation Officer), attendance by up to five (5) Employees to a maximum of 420 person hours.

If the maximum of 420 person hours is reached, the representatives of the Association shall continue to receive their usual remuneration from the Employer, however, the Association shall reimburse the Employer for said time in excess of the maximum.

- (e) in the case of the Vice-President (UW) of the Association reasonable time to attend:
  - i) University meetings in accordance with Clause 5.2(b); and
  - ii) University functions when invited as a representative of the Association.

- 5.2.1 "Usual remuneration" required to be paid shall mean the Employee's regular hourly salary for the number of hours spent at said meetings up to the Employee's normal hours of work per day but not including any overtime.

## 5.3 LABOUR-MANAGEMENT RELATIONS COMMITTEE

A Labour-Management Relations Committee shall be appointed consisting of three (3) representatives from each of the Association and the Employer. The Committee shall

meet a minimum of one (1) time per year and upon the request of either party, within a reasonable time period, for the purpose of discussing all matters of mutual concern. The Committee shall have the power to make recommendations to the Association and to the Employer. Reasonable time spent by Employees in carrying out the bona fide functions of the Committee, where it falls during the Employee's regular working hours, shall be considered as time worked at regular rates.

## **ARTICLE 6    POSITION POSTING, TRANSFERS, SELECTION FOR VACANCY, PROBATIONARY PERIOD AND TRIAL PERIOD**

### **6.1        POSITION POSTING**

Where the Employer requires that a continuing, sessional or term position be filled, the Employer shall post a Position Vacancy notice on the Human Resources website for a minimum of seven (7) calendar days prior to the date of closure. For identification purposes, Position Vacancy notices shall be serially numbered within each calendar year. A copy of the Position Vacancy notice will be sent to the Association office.

6.1.1    The Position Vacancy notice shall include the following information if it is applicable: Position Vacancy number, classification, principal source of funding (budget funded or grant funded), qualifications appropriate to the classification and the position, position duties, salary range, hours of work (where the hours of work are not fixed some indication of the potential hours shall be provided), date of closure, tentative start date, position category, position status (new or existing), and the date of posting. Also, if it is applicable, the end date and seasonal lay-offs or shutdowns will be included.

6.1.2    A Position Vacancy notice will not normally be posted for:

- (a)    a position vacancy that is to be filled by transfers arranged by the Human Resources Department in accordance with Clause 6.2;
- (b)    a position vacancy to be filled by a recall of a laid off Employee, in accordance with Article 10;
- (c)    a temporary position; or
- (d)    casual employment.

6.1.3    Any Employee may apply by email or in writing for any position vacancy on or before the closing date indicated on the Position Vacancy Notice.

6.1.4    Where the Employer intends to post a part time continuing, sessional or term position and that position was previously posted as full time, then, prior to posting, the Employer shall inform the Association.

## 6.2 TRANSFERS

The Employer may transfer an Employee into a vacant position at the same classification level, bypassing the normal posting and selection procedures, as is required by the Collective Agreement. Human Resources will advise AESES of these transfers. Otherwise, transfers require the mutual agreement of the Association and the Employer.

- 6.2.1 No Employee shall be transferred to a position outside the bargaining unit without his/her consent.

## 6.3 SELECTION FOR VACANCY

Whenever possible, selection of the successful applicant for a posted position shall be made within fifteen (15) working days of the posted date of closure. When making a selection for a vacancy, the Employer shall consider qualifications which are demonstrably applicable to the position. The Employer agrees that Employees with seniority shall have preference in connection with appointments so far as it is practicable to do so, provided that their qualifications are relatively equal. A senior Employee will not be denied the posted position solely on the basis that a temporary or term appointee is more qualified by virtue of having filled the position on a temporary basis.

N.B. Clause 10.5.1(a) provides for separate and different selection procedure criteria with regard to applications for vacancies made by laid off regular Employees or term Employees with at least 2.00 years of service.

- 6.3.1 Within five (5) working days following the selection, the successful applicant shall be notified in writing of:

- (a) the formal offer of appointment to the position; and
- (b) the actual start date.

- 6.4 When an Employee is the successful applicant for a posted position, his/her salary shall be adjusted to the salary of the new position on the actual start date of the new position.

## 6.5 NOTICE OF SELECTION DECISION RESULTS

Within five (5) working days of the Saturday of each week in which either a posted position is filled or it is found that no applicant was successful, the Employer will post a notice on the Human Resources Employment website, sending a copy to the Association, that summarizes the results of these posted positions. For each position, the notice will indicate:



- (a) the name of the successful applicant, the new classification, department, and position vacancy number; or
- (b) that the position posting was cancelled.

Within five (5) working days of the position posting being cancelled the Employer shall notify the Association, in writing, of reasons for the decision.

- 6.5.1 Unsuccessful applicants who have been interviewed will be notified in writing as soon as possible, normally within ten (10) working days following the appointment decision.

## 6.6 REASONS FOR SELECTION DECISIONS

In cases where an applicant with lesser seniority than another applicant is chosen, the administrator making the choice shall provide reasons for the decision. An applicant with greater seniority than the applicant chosen may discuss the reasons with the administrator concerned. Where the Association wishes to know the reasons for a decision, they shall contact Human Resources who will obtain the information and send it to the Labour Relations Officer of the Association.

- 6.6.1 An Employee who is an unsuccessful applicant for a position may grieve the selection citing the provisions of the Collective Agreement alleged to have been breached. Where a selection results in a grievance, the appointment shall then be considered as temporary until the grievance is resolved. An Employee who is removed, as a result of such a grievance, from a position awarded him/her shall be returned to his/her former position and salary, if any, or any comparable vacancy.

## 6.7 PROBATIONARY PERIOD

A new Employee who is appointed to a position must successfully complete a probationary period consisting of six (6) months or 910 working hours whichever occurs first. The probationary period may be extended for any absence in excess of ten (10) working days. "Working hours" for the purpose of a probationary period shall include only time which the Employee is actually at work. An Employee who is appointed or transferred to a position and who has not previously completed a probationary period must complete a probationary period in that position.

During this period, the probationary Employee's performance will be reviewed with the Employee. The Employer recognizes the need for a reasonable familiarization and training period for the Employee to learn the duties of a new position and, therefore, agrees to take this into consideration solely for the purpose of evaluating the Employee's performance. Where, during the probationary period, the Employer finds that there is reasonable doubt concerning an Employee's performance, the Employer may decide to extend the probationary period by one additional period of time which is not greater than the length of the original period. The Association will be notified in

writing of any such extension. The Employee will be notified in writing of this extension, stating the area of concern. An Employee on a probationary period who does not wish to complete the probationary period or who proves to lack the ability to perform the job satisfactorily, may have his/her employment terminated, or be returned to his/her casual status if he/she had formerly been a casual Employee.

6.7.1 NOTICE OF TERMINATION OF EMPLOYMENT OF EMPLOYEE ON PROBATION

An Employee on probation whose employment is terminated shall be given five (5) working days written notice. Failure by the Employer to give the aforementioned notice will require payment by the Employer in lieu of notice equivalent to the amount of notice which is lacking. The requirement for notice may be waived by mutual agreement between the Employer and Employee.

The Employer shall not be required to provide notice of termination when an Employee has been dismissed pursuant to Article 9 of this Agreement.

6.7.2 NOTICE OF RESIGNATION OF EMPLOYMENT BY EMPLOYEE ON PROBATION

An Employee on probation shall not resign his/her employment with the Employer without having given, to his/her supervisor, five (5) working days written notice of his/her intention to quit. The requirement for notice may be waived by mutual agreement between the Employer and Employee.

6.8 TRIAL PERIOD

An Employee who successfully bids on a Position Vacancy or an Employee who is transferred to a position without a posting, in accordance with Clause 6.2 or Article 10, and who has previously completed a probationary period must complete a trial period of 420 working hours or six months whichever occurs first. The trial period may be extended for any period of absence in excess of ten (10) working days. "Working hours" for the purpose of a trial period shall include only time which the Employee is actually at work. The Employer's performance will be reviewed with the Employee during the trial period. The Employer recognizes the need for a reasonable familiarization and training period for the Employee to learn the duties of a new position and therefore agrees to take this into consideration solely for the purpose of evaluating the Employee's performance. Where, during the trial period, the Employer finds that there is reasonable doubt concerning an Employee's performance, the Employer may decide to extend the trial period by one additional period of time which is not greater than the length of the original period. The Association will be notified of any such extension. The Employee will be notified in writing of this extension, stating the area of concern. An Employee on a trial period who does not wish to complete the trial period, or who proves to lack the ability to perform the job satisfactorily, shall

receive ten (10) working days written notice of lay-off. During this notice period the Employee will have the following options:

- (a) returning to his/her former position in the bargaining unit providing that the Employee had previously successfully completed a trial or probationary period in that previous classified position; or
- (b) accepting a placement to be arranged by the Human Resources Department into an available vacant position, the duties of which he/she is qualified to perform; or
- (c) accepting the lay-off subject to the provisions of Clauses 10.5.1 and 10.5.2.

Any other Employee who would be removed by an action taken under clause 6.8 (a) shall also be entitled to the procedure and options listed above. However, if the affected Employee has no former position to be returned to, he/she shall be laid off.

N.B. Clause 10.3.1 establishes a different trial period which provides, if necessary, a retraining period to meet the minimum qualifications that would have been posted under normal circumstances. This re-training period comprises part of the normal trial period in the application of Clause 10.3.1.

## 6.9 FAMILIARIZATION PERIOD

Where an Employee is placed in a position without posting in accordance with Clause 10.3.5 as a result of exercising his/her seniority to avoid a lay-off, then the Employee shall receive a 140 working hours familiarization period in the position.

"Working hours" for the purpose of a familiarization period shall include only time which the Employee is actually at work, including paid breaks under Clause 11.4.

## ARTICLE 7 JOB SECURITY, TECHNOLOGICAL & ORGANIZATIONAL CHANGE AND CONTRACTING OUT

7.1 It is recognized by the University and the Association that a fair and right solution of the problems of Employees who are displaced by technological, organizational change or contracting out, calls for understanding and care on the part of the University and willingness to face reasonable readjustments on the part of the Employee(s) concerned.

7.1.1 A "technological change" means:

- i) the introduction by the Employer of equipment or material of a different nature or type than that previously utilized by the Employer, or
- ii) a change in the manner in which the Employer carries on the work that is directly related to the introduction of that equipment or material.

7.1.2 An "organizational change" shall be defined to be any merger, amalgamation, combination or elimination of any of the Employer's departments or organizational units.

7.2 NOTICE OF TECHNOLOGICAL, ORGANIZATION CHANGE OR CONTRACTING OUT

Where the Employer proposes to effect a technological, organizational change or contracting out that is likely to affect the terms and conditions, or the security of employment of a significant number of Employees or to alter significantly the basis upon which the Collective Agreement was negotiated, the Employer shall give notice of the technological, organizational change or contracting out to the Association as far in advance as possible, but in no case less than ninety (90) calendar days before the date on which the change is to be effected.

7.2.1 The notice referred to in Clause 7.2 shall be in writing and shall include a detailed description of the following:

- (a) the nature of change;
- (b) the proposed date of the change;
- (c) the approximate number of Employees likely to be affected by the change and their classifications and departments;
- (d) the effect that the change is likely to have on the terms and conditions, or security of employment of the Employees affected, or the alteration that is likely to be made to the basis upon which the Collective Agreement was negotiated;
- (e) the Employer's assessment of foreseeable changes in skill requirements, job functions and health and safety conditions; and
- (f) other pertinent data relating to the effects of the change on Employees.

7.2.2 Where the Association believes that the Employer has failed to give notice in accordance with Clauses 7.2 and 7.2.1, the Association may refer to arbitration, the question of whether the Employer has effected a change referred to in Clause 7.2.

7.2.3 Within five (5) working days of the Employer's providing the information outlined in Clause 7.2.1, the Parties shall meet to discuss all aspects of the intended change in a sincere effort to assess problems which may arise from the change and to explore solutions to these problems.

- 7.3 If, after the application of Clause 10.2.1,
- (a) a regular Employee will be displaced from his/her position by a technological, organizational change or contracting out, and
  - (b) a vacant position exists within the bargaining unit such that if the Employee were to be placed into it, then a reasonable change in the Employee's duties may be involved and/or retraining which is reasonably within his/her capacity may be required, then the Employee shall be informed of:
    - i) the duties of the position, and
    - ii) any retraining required.

The Employee shall then be offered the position. If he/she refuses the position, then Clause 7.3.2 shall apply. If he/she accepts the position, then Clause 7.3.1 shall apply.

- 7.3.1 Where the Employee accepts an alternative position in accordance with Clause 7.3, he/she will continue to receive his/her previous salary for his/her retraining period provided that if the retraining period exceeds six (6) months, then after six (6) months, his/her salary will be that of the new position.

Any retraining in accordance with Clause 7.3.1 shall be provided during the Employee's regular hours of work (unless mutually agreed to otherwise) and at no additional cost to the Employee.

- 7.3.2 Where the Employee refuses to accept an alternative position in accordance with Clause 7.3, he/she will be offered any available position, but in this case, his/her salary will be established in accordance with the rate of pay for the position.

- 7.3.3 An Employee may accept lay-off as an alternative to re-assignment. If an Employee accepts lay-off, then he/she shall be entitled to the appropriate salary entitlement period in accordance with Clause 10.4.

In the event that the Employer contracts out, displacing an Employee who qualifies for salary entitlement benefits under Clause 10.4, the maximum benefit in Clause 10.4 shall be 180 working days. Should an Employee secure employment with such a contractor, the maximum benefit shall be as provided in Clause 10.4, or, if the maximum benefit has been exceeded, cease effective the date of employment with the new contractor.

- 7.4 When technological, organizational change or contracting out will result in a reduction or displacement of a significant number of Employees, the University will notify the Association of the new proposed complement as soon as possible prior to implementation for the purpose of discussion of the treatment of Employees affected by the change. Where agreement cannot be reached, the matter may be submitted to the

grievance and arbitration procedure in accordance with Article 21 to determine a fair and right solution of the problems of Employees who are displaced by technological, organizational change or contracting out.

## **ARTICLE 8 SENIORITY, LOSS OF SENIORITY, SENIORITY LIST, APPLICATION OF SENIORITY**

### **8.1 SENIORITY**

Seniority is defined as length of service with the Employer, whether in or out of the bargaining unit, including any paid sick leave. Notwithstanding the foregoing, the seniority of any person shall be deemed to be zero unless and until that person becomes an Employee as defined in Article 2.

In the application of seniority for the purposes of Clause 6.3 (Selection for Vacancy) and Clause 10.3.5 (Exercise of Seniority), for the first three (3) calendar years from the date a person becomes an Employee, seniority shall be defined as length of service with the Employer in the bargaining unit only.

8.1.1 For the purposes of this article, a one (1) year period shall be the period between April 1st of one year and March 31st of the following year.

8.1.2 An Employee's service shall begin with the Employee's first day of employment and shall be the cumulative amount of time for which the Employee has been paid at regular and overtime rates including top-up payments (other than payments made pursuant to Clause 10.4). All service shall be stated in years of service to two (2) decimal places (i.e. 6.18 years, 11.23 years, etc.) prorated on the following basis:

(a) a year of service for an Employee working 40 hours per week shall be 2080 hours;

(b) a year of service for an Employee working 37 1/2 hours per week shall be 1950 hours;

(c) a year of service for an Employee working 36 1/4 hours per week shall be 1885 hours.

(d) a year of service for an Employee working 35 hours per week shall be 1820 hours.

No Employee shall receive credit for more than one (1) year of service during a one (1) year period.

- 8.1.3 Service lost in accordance with Clause 8.2 or cumulative unpaid leave of absence to the extent that it is in excess of ten (10) working days in a one (1) year period shall not count as service.

## 8.2 LOSS OF SENIORITY

An Employee shall lose his/her seniority if:

- (a) The Employee is dismissed and is not reinstated;
- (b) The Employee voluntarily terminates his/her employment, by retirement or resignation in accordance with Clause 10.10 or 10.11;
- (c) The Employee is a regular or term Employee and has been laid off for more than twelve (12) consecutive months;
- (d) A Student Assistant, temporary or casual Employee who has not worked for a period of nine (9) months, or more, shall be considered as an Employee who has voluntarily terminated his/her employment;
- (e) Regular or term Employees who have been laid off and who have accepted casual or temporary employment during their lay-off shall lose their service after the period of time mentioned in (c) above, or nine (9) months from the expiry of the casual or temporary employment, whichever period is greater;
- (f) Regular Employees who fail to accept a recall in accordance with the provisions of Clause 10.9.3 shall be deemed to have resigned.

## 8.3 SENIORITY LIST

In May and November of each year the Employer shall post a seniority list for the bargaining unit on its Human Resources website. The list will include: full name, classification, Employee code, department, service start date and accumulated service as at March 31 in the case of the May posting and as at September 30 in the case of the November posting. An Employee or the Association may have an error corrected by submitting details of the error in writing to the Human Resources Department, together with a copy of any supporting documentation, within twenty (20) working days of the posting.

- 8.3.1 Notwithstanding Clause 2.2.1 the term "working days" in Clause 8.3 means, for any Employee, days on which that Employee does work for the Employer on the Employer's premises.

#### 8.4 APPLICATION OF SENIORITY

Examples of application of seniority include:

- (a) filling position vacancies in accordance with Clause 6.3;
- (b) scheduling of overtime in accordance with Clause 12.6;
- (c) lay-offs in accordance with Article 10;
- (d) recall in accordance with Clause 10.9.2;
- (e) determination of number of days of vacation or vacation pay, in accordance with Article 14; and
- (f) the length of the Salary Entitlement Period calculated in accordance with Clause 10.4.

#### ARTICLE 9 DISCIPLINE AND DISMISSAL

9.1 Employees shall not be disciplined or dismissed except for just cause.

##### 9.2 STEPS IN DISCIPLINE AND DISMISSAL PROCESS

Employees shall not be suspended or dismissed without observance of the following steps, except in accordance with Clause 6.7 or in the case of severe problems, which shall include, but not be limited to, wilful misconduct, insubordination, wilful neglect of duty, violence, dishonesty, and sexual harassment.

The date for removing discipline in Steps 1 through 3 of the discipline process shall be extended by the number of working days that the Employee did not actually work during the disciplinary period.

##### (a) STEP 1 - ORAL WARNING

The Employer shall:

- i) give the Employee reasonable notice of the meeting and that the Oral Warning will constitute the first step of the discipline and dismissal procedure; and
- ii) inform the Employee that he/she is entitled to have a representative of the Association present at the meeting, and that it is the responsibility of the Employee to contact the Association if he/she desires same. The Association, if



requested by the Employee to attend the meeting, will notify Human Resources, in order to ensure that a representative from Human Resources is in attendance. If a representative of Human Resources has been asked to attend the meeting, the representative shall inform the Association of the meeting.

- iii) meet with the Employee for the purpose of discussing and resolving the problem(s);

During the meeting the Employer shall inform the Employee of the area(s) of concern and the remedial action expected. Following the meeting the Employer shall summarize the content of the Oral Warning in writing to the Employee and place the summary in the Employee's personnel file in the Human Resources Department. The Association shall be provided with a copy of the Oral Warning.

This summary shall be reviewed at the request of the Employee or the Employer three (3) months from the date of issuance. The summary shall be removed from the Employee's personnel file six (6) months from the date of issuance unless further disciplinary action in accordance with Article 9 has been taken in that period of time.

#### (b) STEP 2 - LETTER OF WARNING

If the problem(s) dealt with in the Oral Warning is/are not resolved or if an additional problem(s) arise(s) while an Oral Warning is in effect, then within six (6) months of the Oral Warning and following consultation between the appropriate Manager and the Human Resources Department, a Letter of Warning may be issued to the Employee. The Employer shall meet with the Employee to review the content of the Letter. The Employer shall:

- i) give the Employee reasonable notice of the meeting and that it will constitute the second step of the disciplinary procedure; and
- ii) inform the Employee that he/she is entitled to have a representative of the Association present at the meeting, and that it is the responsibility of the Employee to contact the Association if he/she desires same.

The Employee concerned may request the presence of a representative of the Association who shall be advised in advance by the Employee of the time and place of the meeting. The Employer will notify the Association in writing of the Letter of Warning.

When the Letter of Warning is no longer appropriate, the Association and the Employee shall be so notified in writing and the Letter and any document confirming an oral warning shall be removed from his/her personnel file. If the Letter of Warning has not been removed from the Employee's file within three (3) months from its date of

issuance, the Letter shall be reviewed with the Employee at the request of the Employee or the Employer and a written progress report made, a copy of which shall be given to the Employee. The Employee concerned may request the presence of a representative of the Association who shall be advised in advance by the Employee of the time and place of the meeting.

If no further disciplinary action in accordance with Article 9 has been taken within six (6) months of the issuance of the Letter of Warning, the Letter of Warning shall be deemed to be no longer appropriate and the Letter of Warning, progress report(s) and any document confirming an oral warning shall be removed from the Employee's personnel file. The Human Resources Department will notify the Employee and the Association in writing of the removal of these documents from the Employee's personnel file.

(c) STEP 3 - SUSPENSION

If the problem dealt with in the Oral Warning and/or Letter of Warning is/are not resolved or if an additional problem(s) arise(s) while a Letter of Warning is in effect then within six (6) months of the issuance of the Letter of Warning and following consultation between the appropriate Manager and the Human Resources Department, the Employee may be suspended, without pay for up to three (3) days. Any suspension shall be confirmed in writing to the Employee specifying the reasons for the suspension. A copy of the Letter of Suspension is to be sent to the Human Resources Department, which will in turn notify the Association in writing of the suspension.

If the Letter of Suspension has not been removed from the Employee's file within six (6) months of the suspension, the Letter of Suspension shall be reviewed with the Employee at the request of the Employee or the Employer and a written progress report made, a copy of which shall be given to the Employee. The Employee concerned may request the presence of a representative of the Association who shall be advised in advance by the Employee of the time and place of the meeting.

If no further disciplinary action in accordance with Article 9 has been taken within twenty-four (24) months of the suspension, then the Letter of Suspension, the Letter of Warning, the progress report(s), and any document confirming an oral warning shall be removed from his/her personnel file. The Human Resources Department will notify the Employee and the Association in writing of the removal of these documents from the Employee's personnel file.

(d) STEP 4 - DISMISSAL

If the problem(s) dealt with in the Letter of Warning, and/or Letter of Suspension is/are not resolved or if an additional problem(s) arise(s) following a suspension then following consultation between the appropriate Manager and the Human Resources

Department, the Employee may be dismissed within twenty-four (24) months of the suspension. Any dismissal shall be confirmed in writing to the Employee. A copy of the letter of dismissal is to be sent to the Human Resources Department, which will in turn notify the Association in writing of the dismissal.

9.3 An Employee who is suspended or dismissed shall not require notice of suspension or dismissal.

9.4 **EMPLOYEE MAY GRIEVE DISCIPLINE**

If the Employee feels any disciplinary proceeding is unjust, he/she may resort to the grievance procedure as outlined in Clause 21.6. Failure to grieve previous discipline, or to pursue any such grievance to arbitration, shall not be considered to be an admission that such discipline was justified.

9.5 **DISCIPLINE AND ILLNESS**

No Employee who is under the care of a doctor and is following the prescribed course of treatment shall be dismissed or disciplined for physical or mental illness. In such cases, the provisions of Article 15 will apply to an Employee who is unable to perform the duties of his/her position.

9.6 Demotion shall not be used as a disciplinary measure.

**ARTICLE 10 POSITION DISCONTINUANCE, LAY-OFF, RECALL AND RESIGNATION**

10.1 **DEFINITIONS**

For the purposes of this Collective Agreement:

- a) the term "lay-off" means the Employer's separation of an Employee from his/her employment due to lack of work (whether such was caused by shortage of funds with which to continue an operation, by diminution of the demand for such operation, by a change in priorities or by a scheduled annual lay-off), whether indefinitely or for any definite period. A sessional lay-off is a lay-off, the period of which has been defined in the position posting for a sessional position.
- b) a designated Employee is an Employee who has received a notice of position discontinuance and whose notice period has not yet expired.
- c) a grant funded Employee is an Employee who is employed in a grant funded position as defined in Clause 2.7.1(c).

## 10.2 POSITION DISCONTINUANCE (REGULAR EMPLOYEES)

- 10.2.1 In the event of the discontinuance of a position, the regular Employee in the discontinued position shall receive a notice of position discontinuance. The notice of position discontinuance shall be in writing and shall provide the designated Employee with a minimum of forty (40) working days notice of the potential lay-off.
- 10.2.2 Within five (5) working days of the issuance of the notice of position discontinuance, a meeting shall be arranged by the Human Resources Department to discuss the designated Employee's options in accordance with this Article. A representative of the Association will attend the meeting and participate in the identification of available options.
- 10.2.3 If the Employer fails to give the required notice of position discontinuance the Employer shall provide the Employee with:
- i) employment at his/her regular salary for performing similar work, or
  - ii) pay in the amount equivalent to the amount of notice that is lacking.

## 10.3 OPTIONS FOR DESIGNATED EMPLOYEES

Regular Employees who have received a notice of position discontinuance shall have the following options:

### TRANSFER

- 10.3.1 The Human Resources Department shall provide the designated Employee with the option to transfer into an available vacant continuing or sessional position at the same or any lower classification level for which the designated Employee could reasonably be expected, at some time during a sixty (60) working day training period, to meet the minimum qualifications that would normally have been posted.
- 10.3.2 In arranging the transfer of a designated Employee in accordance with Clause 10.3.1, the Human Resources Department shall select the most senior designated Employee from all available designated Employees at the time the transfer is being made. The retraining period shall comprise part of the normal trial period during which time the provisions of Clause 6.8 shall apply.
- 10.3.3 The Human Resources Department, in consultation with the hiring department, shall determine the retraining requirements, if any, and communicate these to the Employee. The Employer shall provide any necessary retraining to the Employee during the training and trial period. Retraining should not be limited to on-the-job training.

10.3.4 In the implementation of Clauses 10.3.1 to 10.3.3:

- a) where the designated Employee is a part-time Employee, only vacant part-time positions shall be considered for the transfer;
- b) where the designated Employee is a full-time Employee, vacant part-time and full-time positions shall be considered separately for the transfer, and the designated Employee shall choose between the highest level vacant part-time and full-time positions (if both exist).
- c) In every case sessional positions shall be considered separately from other continuing positions, and the designated Employee shall choose between the highest level vacant sessional and non-sessional positions (if both exist).
- d) If the Employee chooses to accept a vacant sessional position and if the Employer intends to fill a vacant continuing position in the same classification held by the Employee prior to the position discontinuance and if the Employee could reasonably be expected, at some time during a sixty (60) working day training period, to meet the minimum qualifications that would normally have been posted, then the Employee will have preference for the available vacant continuing position.

EXERCISE OF SENIORITY (BUMPING)

10.3.5 If, by the end of the notice of position discontinuance period, either:

- (a) the designated Employee has not been provided with the option of accepting a transfer;
- or -
- (b) the designated Employee has been provided with the option of accepting a transfer to a position at a lower classification and has chosen not to accept the transfer;

Then, the Employee shall have the option of exercising his/her seniority (bumping) in accordance with the following process:

The designated Employee shall be placed in the position held by the most junior Employee in that classification providing that the designated Employee is qualified to perform the duties of the position.

10.3.6 In situations where the designated Employee is the only Employee in that classification, the Employee shall be placed in the position held by the most junior Employee in the

classification which is one level lower than the classification of the designated Employee provided that classification is within the same family of classifications.

- 10.3.7 In identifying the appropriate position the Employer shall only consider positions in the same position category as defined in Clause 2.7.1. Employees who are displaced in the application of this sub-clause shall become a designated Employee and shall be entitled to the applicable provisions of Article 10.
- 10.3.8 In order to facilitate the bumping process the Human Resources Department will provide a list of potential positions and those meeting the above criteria to the Association's Labour Relations Officer. Potential placements will be reviewed with the Association's Labour Relations Officer.
- 10.3.9 The provisions of this clause (Bumping) shall not apply to grant funded Employees employed after March 20, 2011,

Employees employed in grant funded positions employed after March 20, 2011 can not be displaced by the application of this clause (Bumping).

#### LAYOFF

- 10.3.10 If by the end of the notice of position discontinuance period the designated Employee:
- a) has not been provided with the option of accepting a transfer and has chosen not to exercise his/her seniority (bump); or
  - b) has been provided with the option of accepting a transfer into a position at a lower classification and has chosen not to accept the transfer and not to exercise his/her seniority (bump); or
  - c) has been provided with the option of accepting a transfer into a position at the same classification and has chosen not to accept the transfer.

then he/she shall be laid off.

#### 10.4 SALARY ENTITLEMENT PERIOD

##### 10.4.1 REGULAR EMPLOYEES

- (a) Any regular Employee who is laid off, other than a sessional lay-off, and who has not had the option of accepting a vacancy at the same classification level, the same hours of work and position categories (as per Clause 2.7.3), shall have his/her salary maintained while on lay-off for a Salary Entitlement Period (SEP)

equal to ten (10) working days for each year of seniority or part thereof, to a maximum of one hundred and eighty (180) working days.

- (b) The Employee shall have his/her benefits (except sick leave and Long Term Disability) maintained during the Salary Entitlement Period up to a maximum of one hundred and twenty (120) working days. However, for any remaining portion of the Employee's Salary Entitlement Period he/she may maintain benefits (except sick leave and Long Term Disability) by paying both the Employer and Employee costs.
- (c) In the case of an Employee laid off after an unsuccessful trial period, the same classification level shall refer to the level held prior to entering the trial period.

NOTE: See Letter of Understanding titled: "RE: Application of Clause 10.4 - Salary Entitlement Period (SEP) - Re-Employment During Seniority Retention Period and Subsequent Lay Off".

#### 10.4.2 TERM EMPLOYEES

- (a) Should a term Employee continue in a term position for longer than three (3) years from the date of the initial appointment, the Employee shall be entitled, at the end of their term appointment, to a Salary Entitlement Period that is equivalent to that of a laid off regular Employee as set out in Clause 10.4.1 of this agreement.
- (b) In the event that a term Employee is offered a comparable term or regular position within the University during the Salary Entitlement Period, the Salary Entitlement shall cease on the date on which the Employee would have been hired into the new position.

#### 10.5 OPTIONS FOR EMPLOYEES ON LAY-OFF

##### 10.5.1 While on lay-off an Employee may do any or all of the following:

- (a) Apply for any vacancies other than those for which the Employee has refused a placement offer. Upon request, copies of postings for specified types of positions will be sent to the Employee.

Where a vacancy exists, preference will be given to the laid off regular Employee, or term Employee with at least 2.00 years of service, (other than an Employee on sessional lay-off) with the greatest seniority who has applied for the vacancy and who is qualified to perform the duties of the position, provided that the vacancy is not at a higher classification level than that which the Employee held immediately prior to lay-off.

For higher classifications, or in the case of a sessional lay-off, the Employee will be considered the same as other applicants.

(b) Apply for a temporary position or casual employment. The Human Resources Department, with the agreement of the laid off Employee, will circulate to all appropriate Managers notification of the laid off Employee's availability for casual or temporary employment. In addition, on a quarterly basis, an updated list of all available laid off Employees shall be circulated to all appropriate Managers. Copies of the notification and lists shall be sent to the Association.

(c) Terminate employment by resignation.

10.5.2 A regular Employee on lay-off, whose position has been discontinued, shall be provided with an opportunity to accept temporary or casual employment resulting from that position discontinuance. This temporary or casual employment may occur on short notice and as a result reasonable attempts will be made to contact the Employee by telephone.

10.5.3 An Employee who has been temporarily laid off may, at his/her request, have part or all of his/her vacation entitlement held until he/she returns to work.

10.5.4 The Association shall be notified in writing of all regular Employees who are laid off.

#### 10.6 NOTICE OF LAY-OFF (SESSIONAL, TERM, TEMPORARY, CASUAL EMPLOYEES)

10.6.1 The Employer shall provide in writing to the affected Employee(s) as much notice as possible of expected lay-off but in any event:

(a) all sessional Employees to be placed into sessional lay-off shall receive a minimum of ten (10) working days written notice of lay-off;

(b) all term Employees shall receive a minimum of ten (10) working days notice of lay-off;

(c) temporary Employees who have not received, at the time of hire, notice of when the position ends and who are then laid off, shall receive a minimum of five (5) working days written notice of lay-off;

(d) casual Employees who have not received, at the time of hire, notice of when the employment ends and who are then laid off, shall receive a minimum of one (1) working day notice of lay-off. Casual Employees who are found unsuitable for the work that is required, unless dismissed in accordance with Article 9, will be returned to the status of a casual without loss of seniority with the required notice.



- 10.6.2 If the Employer fails to give the required notice of lay-off, the Employee shall be paid in lieu of notice an amount equivalent to the amount of notice that is lacking.

#### 10.7 RETENTION OF SENIORITY

An Employee who is laid off shall retain his/her lay-off status and seniority, subject to the provisions of Clause 8.2, for up to:

- (a) Twelve (12) months for a regular or term Employee;
- (b) Nine (9) months for a Student Assistant, temporary or casual Employee.

#### 10.8 PARTIAL REDUCTION OF HOURS

- 10.8.1 The Employer agrees that no partial reduction of the hours of work within a Department shall be instituted without due regard for the provisions of Clauses 10.2 and 10.3. In the event of a lack of work referred to in Clause 10.1 (a), the provisions of Clause 10.3 through 10.7 shall apply.
- 10.8.2 The Employer agrees that in the application of this clause the Employee will have an Association representative present at any meeting in which a continuing or sessional position with reduced hours of work is offered as an alternative to lay-off.
- 10.8.3 The Parties also agree that in the event that an Employee accepts a continuing or sessional position with reduced hours as an alternative to lay-off and, subsequent to accepting this alternative, an additional part-time or full-time continuing or sessional position is required to be filled within the same Department and at the same classification level, the Employee who accepted the reduction in hours of work shall have the first opportunity of returning to his/her former full-time status if qualified or if the Employee could reasonably be expected at some time during a sixty (60) working day training period to meet the minimum qualifications that would normally have been posted.

This provision shall apply for the duration of the Employee's time at the reduced hours.

#### 10.9 RECALL

- 10.9.1 A recall shall mean that a regular Employee on lay-off is called back to work in a continuing or sessional position within his/her former classification and with a similar number of hours per week. No new Employees shall be hired to continuing or sessional positions in that classification until laid off regular Employees have been given the opportunity of recall.

10.9.2 If a position becomes vacant, designated Employees shall be considered for the vacancy prior to consideration of recall. In the event that there are no designated Employees eligible for a vacant position, a laid off regular Employee shall be recalled provided the laid off Employee has the qualifications to perform the duties of the position. Laid off regular Employees shall be recalled in order of seniority.

10.9.3 To recall a laid off Employee, the Employer will notify the Employee by registered mail. It shall be the responsibility of the Employee to keep the Human Resources Department informed of his/her current address and telephone number. In the event that an Employee who is recalled does not accept the recall, for reasons other than illness or other reasonable grounds, within five (5) working days thereafter, he/she shall be deemed to have resigned. Laid off Employees who are recalled shall be permitted to give their current Employer, if any, required notice of termination, to a maximum of ten (10) working days, in order to accept recall.

#### 10.10 NOTICE OF EMPLOYEE RESIGNATION

10.10.1 All Employees when resigning their employment with the Employer shall provide in writing to their supervisor as much notice as is possible of their intention to quit.

10.10.2 The minimum notice period for regular and term Employees shall be ten (10) working days, for temporary Employees shall be five (5) working days, for casual Employees shall be one (1) working day.

10.10.3 Upon mutual agreement by the Employer and the Employee, the requirement for notice of intention to quit may be waived.

#### 10.11 ABSENCE WITHOUT AUTHORIZATION

Any Employee who is absent from work (except as provided in Clause 15.5 and Clause 16.1) for three (3) consecutive working days without authorization may, at the Employer's discretion, be deemed to have resigned without notice unless the Employee can prove that a request for authorization was not possible due to circumstances beyond the Employee's control.

### ARTICLE 11 HOURS OF WORK

11.1 Regular full-time hours of work for the various classifications (as set forth in Schedule A which is appended hereto and forms part of this Collective Agreement) shall be defined to be seven (7) hours per 24-hour day and thirty-five (35) hours per week. However, the regular full-time hours of work for a group of Employees (listed in the Letter of Understanding dated January 25, 1995) are governed by this Letter of Understanding.

The University agrees that the full-time hours of work, as defined above, will not be changed during the term of the Collective Agreement except through a Letter of Understanding.

#### 11.2 MODIFIED WORK WEEK

A request for a modified work week shall be made in writing to the appropriate Manager. Such a request shall be given due consideration by the Employer and a written response shall be provided within a reasonable time period. A modified work week may include, but is not limited to, flextime, banked time, or a compressed work week. If approval is granted by the Employer for a modified work week, the terms and conditions of the modified work week shall be confirmed by a Letter of Understanding.

#### 11.3 BANKING OF REGULAR TIME

When an Employee requests an exchange of work for time off, or time off for work, such exchange shall be at a mutually agreed time on an equal time basis and not on a rate of pay basis. The request for and decision regarding such an exchange shall be in writing prior to the change, if any, in the work schedule for an Employee.

#### 11.4 PAID BREAKS

Every Employee shall be entitled to two (2) fifteen (15) minute paid breaks from work during each regular working day as defined in Clause 11.1 at times approved by the Employer. Employees working less than the number of hours per day as set out in Clause 11.1 shall receive a fifteen (15) minute paid break from work during each work period of three and one-half (3 1/2) hours duration. These breaks do not constitute time for the purposes of banking time. In the event that reasonable refreshment facilities are not available, the break time may be extended by mutual agreement between the Employee and the appropriate Manager.

#### 11.5 MEAL BREAKS

Meal Breaks of less than one (1) hour in duration may be observed when mutually agreed upon by the Employer and the Employee.

#### 11.6 WEEKEND WORK

Except as may be set out in the terms of a modified work week or as required by overtime, each Employee shall receive two (2) consecutive days off per week. Where possible, those days shall be Saturday and Sunday. However, a part-time Employee may request additional hours of work in lieu of two (2) consecutive days off per week.

Where the operations of an area require that one or more Employees work on a Saturday and/or a Sunday, Employees who are hired specifically to work these days shall be advised at the time of hire. Otherwise, the two (2) consecutive days off shall be assigned to the Employees concerned in such a manner that each Employee who requests weekends off shall receive an equitable share of free weekends providing the needs of the department can be met.

## **ARTICLE 12 OVERTIME, CALLBACK, MEAL ALLOWANCE, STANDBY PAY, SHIFT PREMIUM, AND TRAVELLING EXPENSES**

### **12.1 OVERTIME**

All time worked in excess of the regular full-time hours as specified in Clause 11.1 (except where the time so worked is part of a time exchange as provided in Clause 11.3) must be authorized by the Employer before it shall be considered as overtime. Except in emergency situations, authorization must be obtained in advance.

### **12.2 CALLBACK**

A callback shall be defined as any authorized call and return to work by an Employee during the period between his/her completion of work and subsequent starting time. Reasonable travelling time to and from a workplace, if necessary for a callback, shall be deemed to be time worked.

### **12.3 PAYMENT FOR AUTHORIZED OVERTIME**

All authorized overtime shall be paid at the rate of two times (2X) the Employee's hourly rate of pay for all hours worked.

#### **12.3.1 With regard to Clause 12.3, the following shall apply:**

- (a) for a callback on the Employee's regular working day, the Employee shall be paid a minimum of two (2) hours at overtime rates;
- (b) for a callback on the Employee's regular day of rest, the Employee shall be paid a minimum of four (4) hours at overtime rates;
- (c) where an Employee is scheduled to work or is called back to work on a paid holiday, the time worked shall be considered as overtime and paid in accordance with Article 13;
- (d) an Employee in receipt of a minimum callback will not receive additional pay for any subsequent callbacks which fall within the period covered by the minimum.

12.3.2 Where an Employee is notified before completion of work to return to work the same or another day he/she shall be paid a minimum of two (2) hours at overtime rates, provided the period of time worked by the Employee is not continuous with his/her regularly scheduled working hours. A meal break of one hour or less shall not be regarded as a break in continuity of regularly scheduled working hours.

12.3.3 All overtime worked by an Employee must be claimed by the Employee and, at the time of completing the overtime claim sheet for that period, arrangements must be made between the Employee and the Employer for either payment in accordance with this Clause or the banking of authorized overtime in accordance with Clause 12.5.

#### 12.4 WORK SCHEDULE CHANGE

Where a work schedule change is made for a one (1) to four (4) day period, three (3) days notice shall be given. Where on the basis of bona fide reasons an emergency change is necessary, the Employee shall be notified before normal quitting time on the day previous to the change.

Where the change is for a period of greater than four (4) days, the Employee shall be notified one (1) week previous to the change.

Where the above notice is not given, overtime rates shall be paid for all hours worked on the first day of the change.

Also see Letter of Understanding titled "Work Schedule Changes".

#### 12.5 BANKING OF AUTHORIZED OVERTIME

When an Employee is required to work overtime he/she may, if the Employer agrees, elect to receive time off instead of payment to a maximum accumulation of one hundred and twelve (112) hours of time off with pay at any point during the fiscal year. Such time off shall be equivalent in hours to the pay for such overtime that would have been calculated under Clause 12.3. The Employee shall make the election at the time of completing the overtime claim sheet. Provided the needs of the department can be met, the time off will be taken at a time requested by the Employee. At any point during the fiscal year all accumulated hours in excess of one hundred and twelve (112) hours shall be paid.

12.5.1 Any accumulated hours not received as time off by the fiscal year end shall be paid, or the Employer and the Employee may mutually agree to have unused accumulated overtime taken off in the following fiscal year.

12.5.2 Any accumulated overtime or banked regular hours not taken off prior to an Employee's date of transfer to another University department will be paid off prior to the transfer.

12.5.3 Within a reasonable time following an Employee's request, the Employer shall supply to the Employee a record of banked overtime earned, taken and owing.

## 12.6 SCHEDULING OF OVERTIME

When an administrator responsible for a work area schedules overtime in a particular classification, it shall be spread as equitably as possible in order of seniority within that work area among the Employees who volunteer for same and who are able to perform the work. Where there are no volunteers for overtime duty, such duty shall be assigned on a rotation basis starting with the most junior Employee that is able.

## 12.7 STANDBY PAY

Where the Employer requests and the Employee agrees to be available for a possible callback (hereinafter referred to as "standby"), the Employer and the Employee shall document the specific mutually agreed hours that the Employee is to be available. The Employee shall be given as much notice as possible for such a request.

An Employee on standby shall be paid fifteen dollars (\$15.00) for each twenty-four (24) hour period or less (12:01 a.m. - 12:00 midnight) of standby on a regular working day and thirty dollars (\$30.00) per twenty-four (24) hour period or less on a paid holiday that is not a working day or on a regular day of rest. The Employer and the Employee shall make arrangements for the method of communication while on standby. If the Employee is not available during the period of standby, no standby payment shall be made for that period.

An Employee on standby who is called back to the University shall be paid in accordance with Clause 12.3.1 in addition to standby pay. An Employee on standby who is contacted by the Employer during the period of standby and provides significant services from another location without being called back to the University in accordance with Clause 12.2 shall be paid overtime for all hours worked with a minimum payment of one (1) hour at overtime rates.

## 12.8 MEAL ALLOWANCE

Where an Employee is required to work overtime following the normal work day and it is expected that the work will require more than three (3) hours to complete, the University shall provide the Employee with a meal or a ten dollar (\$10.00) meal allowance. The Employee will be allowed reasonable paid time to eat a meal where the

meal is eaten on the job. Where overtime continues beyond four (4) hours, a second meal or meal allowance will be provided.

- 12.8.1 An Employee who is required to work overtime in excess of four (4) hours on a regular day of rest shall also be reimbursed for a meal in accordance with Clause 12.8 above.

12.9 SHIFT PREMIUM

An Employee who is regularly scheduled to work thirty-five (35) hours or more per week and whose schedule in whole or in part falls between the hours of 6:00 p.m. and 7:00 a.m. shall be paid a premium of eighty-five (85) cents per hour for all hours worked between 6:00 p.m. and 7:00 a.m. This premium shall not be paid where overtime rates apply or where the time so worked is part of a time exchange as provided in Clause 11.3.

12.10 TRANSPORTATION PROVISIONS

The Employer will provide, at its expense, adequate transportation to and/or from the Employee's home within the boundaries of the City of Winnipeg for any Employee whose shift ends and/or begins between 11:31 p.m. and 6:00 a.m. the following morning.

12.11 TRAVELING EXPENSES

Employees shall be reimbursed for reasonable expenses incurred while on authorized University business.

If an Employee is required to use his/her vehicle while on University business, reimbursement shall include any increase in the automobile insurance premium paid by the Employee as a result of such use of the vehicle.

**ARTICLE 13 HOLIDAYS**

- 13.1 The following days shall be observed as paid holidays: New Year's Day, Louis Riel Day, Good Friday, Victoria Day, Canada Day, Terry Fox Day, Labour Day, Remembrance Day, Thanksgiving Day, Christmas Day, Boxing Day and any other day or days so proclaimed by the Federal, Provincial, City of Winnipeg or University authorities.

Note: See Letter of Understanding re: Annual Christmas - New Year's Break at the back of this Collective Agreement.

- 13.1.1 An Employee shall be entitled to take three (3) additional unpaid bona fide religious holidays when they do not coincide with the holidays named above provided that the Employee provides a minimum of 10 working days notice to Human Resources in advance of the first religious holiday. Notice is required so that the needs of the department can be addressed during the Employee's absence. At the time the Employee provides first notice of their intent to take bona fide religious holidays other than those already provided in Clause 13.1, the Employee will also advise Human Resources of the other religious holidays that they will be taking during the fiscal year. Human Resources will advise the Employee's department. Alternatives to taking an unpaid leave include the use of banked regular time, accumulated banked and authorized overtime, or vacation entitlements.

## 13.2 HOLIDAY ON SATURDAY OR SUNDAY

When any of the aforementioned holidays falls on a Saturday or Sunday, the Employer shall designate another working day to be observed as the holiday in lieu thereof for Employees not normally scheduled to work on Saturday or Sunday. In this instance another day which immediately precedes or follows a weekend or another declared holiday shall be designated.

- 13.2.1 When any of the aforementioned holidays falls on a day other than a Saturday or Sunday and an Employee would not normally have been scheduled to work on that day, then that Employee shall be assigned another day to be observed as the holiday in lieu thereof. Unless otherwise agreed between the Employer and the Employee, the other day shall be assigned on a day immediately preceding or following a day on which the Employee is not scheduled to work. If the Employee does work on that other day, then the Employee shall be paid overtime as provided in Clause 13.6 as if that other day were a paid holiday.
- 13.2.2 Should an Employee's shift overlap a normal work day and a paid holiday, then the shift shall be considered as occurring on the day in which the greater number of hours are worked.

## 13.3 EASTER MONDAY

A "floating" paid holiday shall be observed in lieu of Easter Monday. The Vice-President, Human Resources shall declare the day the floating holiday is to be observed as a paid holiday for all Employees by March 1st each calendar year. The day the floating holiday is observed shall immediately precede or follow a weekend or another declared holiday. For the purpose of Clauses 13.5 and 13.6 the day the floating holiday is observed shall be deemed to be the day it falls.



13.4 Where Christmas Day and New Year's Day are immediately preceded by a scheduled working day, the last half of that scheduled working day shall be considered paid holiday time.

13.5 HOLIDAY - QUALIFICATION AND ENTITLEMENT FOR

An Employee shall receive his/her regular earnings for a paid holiday on which he/she does not work provided that:

- (a) he/she does not absent himself/herself from work without his/her supervisor's consent on either the regular working day immediately preceding or following the holiday, unless his/her absence is by reason of illness and the Employer has been notified (all in accordance with Article 15) or the Employee has been laid off in accordance with Article 10; and
- (b) he/she has not prior to the day on which the holiday falls, voluntarily terminated his/her employment such that his/her last day of work occurs prior to the day on which the holiday falls.

Where the wages of an Employee vary from day to day, his/her pay for a paid holiday on which he/she has not worked shall be at least equivalent to five per cent (5%) of his/her total wages exclusive of overtime for the four (4) week period immediately preceding the day the general holiday falls.

Where the wages of an Employee do not vary from day to day, his/her pay for a paid holiday shall be equal to his/her regular daily wage.

13.6 HOLIDAY - OVERTIME PAYMENT

Where an Employee is scheduled to work on a paid holiday, he/she shall be paid at overtime rates for all hours worked in addition to his/her regular earnings for the paid holiday.

Where an Employee is called back to work on a paid holiday, he/she shall be paid at overtime rates for all hours worked on callback with a minimum pay for four (4) hours at overtime rates in addition to his/her regular earnings for the paid holiday.

Payment made in accordance with this clause shall constitute full compensation for the Employee in lieu of the observance of the paid holiday.

## ARTICLE 14 VACATIONS WITH PAY

- 14.1 Salaried Employees shall be entitled to vacation with pay in accordance with the following table, where Column A represents the number of years of accumulated service at March 31st of any year and Column B represents the number of his/her working days of vacation entitlement for each bi-weekly pay period or prorated part thereof worked in the interval between April 1st of the previous year and March 31st of the then current year, hereinafter referred to as the "vacation year".

| COLUMN A<br>Accumulated Service<br>In Years<br>at March 31st | COLUMN B<br>Days of Vacation<br>Per Biweekly<br>Period Worked | COLUMN C<br>(*For information only)<br>DAYS OF VACATION<br>PER ANNUM |
|--|---|--|
| 0.00 - 5.99 years  | 0.58  | 15 days  |
| 6.00 - 11.99 years   | 0.77  | 20 days  |
| 12.00 - 19.99 years  | 0.96  | 25 days  |
| 20.00 or more years  | 1.15  | 30 days  |

\* Column C represents the number of days vacation entitlement in the current vacation year for an Employee who has worked the full-time hours for the entire previous vacation year.

- 14.1.1 Part-time salaried Employees shall be entitled to vacation with pay on the same basis as full-time salaried Employees, except that the total amount of paid vacation time shall be adjusted to reflect the percentage of full-time hours worked by each Employee.
- 14.1.2 Decimal vacation entitlement shall be rounded off to the nearest whole number, e.g. 12.49 becomes 12 days, 12.50 becomes 13 days.
- 14.1.3 For the purposes of earning vacation credits, any absence from work with pay, other than where the payment is made pursuant to Clause 10.4, shall be deemed to be time worked.
- 14.1.4 For the purposes of this article, accumulated service means the seniority as at March 31st, where seniority is determined in accordance with Article 8.

### 14.2 VACATION IN ADVANCE OR CARRY OVER

Normally each Employee will earn vacation entitlement in one vacation year and take all of that vacation entitlement in the next following vacation year. However, subject to the written approval of the appropriate Manager, up to ten (10) working days of vacation may be taken in advance provided it has been earned plus up to five (5)

working days of vacation may be carried over from the normal vacation year for a combined advance and carryover total of up to fifteen (15) working days of vacation.

By no later than December 31 of each vacation year, the Employer shall ensure that vacations have been arranged such that all vacation leave will have been taken except for approved carryover.

14.3 Provided the needs of the department can be met, a vacation will be granted at a time requested by the Employee.

14.3.1 In scheduling vacations, the appropriate Manager shall consider the vacation requests of all Employees. Provided the needs of the department and other Employees can be met, an Employee who desires to do so shall be permitted to take his/her vacation in one continuous period.

14.4 The period of vacation shall be extended by one (1) day for each paid holiday occurring during such period.

14.5 VACATION - HOSPITALIZED/BEDRIDDEN

In the event that an Employee is hospitalized for twenty-four (24) or more hours or bed-ridden for three (3) or more days during his/her vacation, sick leave may be substituted for vacation leave. The Employee shall provide a medical certificate attesting to the fact that the hospitalization or bed rest was necessary and indicating the time period involved.

14.5.1 In the event that an Employee is subpoenaed as a witness or called for jury duty during his/her vacation, leave in accordance with Clause 16.3 may be substituted for vacation leave.

14.5.2 In the event that a death in an Employee's family occurs during the Employee's vacation, leave in accordance with Clause 16.7.1 may be substituted for vacation leave.

14.6 Where leave of absence without pay is used to extend vacation, the period of leave shall follow the paid vacation period.

14.7 Except as provided for in Clause 10.5.3, in the event that a salaried Employee resigns, is laid off or is dismissed, he/she will be paid for:

(a) accumulated vacation time owing; and

(b) vacation time for time worked since April 1st (in accordance with the chart in Clause 14.8, using his/her accumulated service in years at the effective date of the resignation, lay-off or dismissal).

- 14.8 Hourly-rated and Sessional Employees shall have vacation pay added to their regular pay cheques in each pay period in lieu of annual vacation with pay in accordance with the following table, where Column A represents the accumulated service in years at March 31st and Column B represents the percentage of the normal hourly rate to be paid in addition to the normal hourly rate.

| COLUMN A<br>Accumulated Service<br>In Years at March 31st | COLUMN B<br>Vacation Pay<br>(Percentage) |
|---|--|
| 0.00 - 5.99 years   | 6%                                       |
| 6.00 - 11.99 years  | 8%                                       |
| 12.00 - 19.99 years                                       | 10%                                      |
| 20.00 or more years                                       | 12%                                      |

- 14.8.1 The vacation pay shall not apply to hours paid at overtime rates.

- 14.9 Hourly-rated Employees shall be entitled to leave without pay for vacation equivalent to the amount of vacation pay they have received during the past vacation year.

14.10 CHRISTMAS-NEW YEAR'S VACATION ENTITLEMENT

The following Christmas-New Year's Vacation Entitlement shall apply annually for all salaried Employees (as defined below) in addition to the vacation entitlement provided for in Clause 14.1 and Clause 14.8.

Salaried Employees who, in accordance with Clause 13.5 of the Collective Agreement, qualify for the 1/2 day holidays before Christmas Day and New Year's Day (when applicable), Christmas Day, Boxing Day, Floating holiday and New Year's Day as paid holidays shall also be entitled to three (3) days paid Christmas-New Year's Vacation Entitlement.

The three (3) days paid Christmas-New Year's Vacation Entitlement shall normally be taken in conjunction with the annual Christmas-New Year's Break on such days as designated by the Employer by March 1st preceding the Christmas-New Year's Break in each year. Employees working less than full-time hours shall receive their normal weekly earnings within the Christmas-New Year's Break.

NOTE: For purposes of this Clause, a "salaried Employee" shall be defined as an Employee with a regular fixed number of hours of work in:

- i) a full-time continuing or sessional position;
- ii) a part-time continuing or sessional position;

iii) a full-time term position of eight (8) months or greater; or

iv) a part-time (½ time or greater) term position of twelve (12) months or greater

NOTE: See also Letter of Understanding Re: Annual Christmas-New Year's Break.

## **ARTICLE 15 SICK LEAVE**

15.1 Sick leave means the period of time an Employee is permitted to be absent from work with pay by virtue of being sick or disabled, or because of an injury. Sick leave provisions are meant to cover short term absences, and also long term absences up to the maximums set out in Clauses 15.2.1 and 15.3. During a long term absence the Employee should contact Human Resources to obtain information on the process of obtaining Long Term Disability benefits, if eligible.

15.1.1 Absences for dental and medical appointments for full-time Employees shall be considered as sick leave. Except in emergency situations, the Employee must notify the supervisor in advance. Whenever possible, such appointments should be made when the Employee is not on duty. If this is not possible, reasonable efforts should be made to schedule appointments at the beginning or end of a work day.

15.1.2 Sick leave coverage is suspended during an Employee's period of lay-off including any Salary Entitlement Period as defined in Clause 10.4.

### **15.2 SICK LEAVE - THOSE ELIGIBLE FOR LONG TERM DISABILITY**

All Employees eligible for the Long Term Disability Income Plan shall be paid during absence from work due to illness or accident according to Clause 15.2.1 below.

The Long Term Disability Income Plan continues to cover eligible Employees immediately thereafter.

(i) Regular Employees eligible for the Long Term Disability Income Plan shall be entitled to paid sick leave of one hundred percent (100%) of salary for the duration of the illness or injury up to a maximum of one hundred and eighty (180) calendar days of absence.

(ii) Term Employees eligible for the Long Term Disability Income Plan shall be entitled to up to a maximum of sixty-five (65) working days sick leave for appointments of eighteen (18) months. Appointments of less than eighteen (18) months shall be eligible for a pro-rata share of the 65 working days. Sick leave benefits are payable only during the term of the Employee's appointment and shall cease at the expiry of the appointment.

### 15.2.2 REINSTATEMENT OF SICK LEAVE

When it is determined that a regular Employee who has been absent on sick leave is able to return to work and has a reoccurrence of the same or related injury or illness, then the following shall apply:

- (a) If the return is for at least thirty (30) calendar days, then the one hundred and eighty (180) calendar day count shall be reset and the Employee shall be eligible for one hundred and eighty (180) calendar days of sick leave in the event of injury or illness.
- (b) If the return is for less than thirty (30) calendar days then the Employee shall return to sick leave and the remaining portion of the one hundred and eighty (180) calendar day count shall continue from the point at which it was suspended by the Employee's return to work.

15.2.3 An Employee who had made application for benefits under the Long Term Disability Plan and is awaiting the insurer's decision on the application, or has been declined by the insurer and is either in the process of appealing the insurer's decision or has exhausted the appeal process, is entitled to a maximum of twenty-four (24) months leave without pay for health reasons. The leave without pay for health reasons would commence immediately after expiration of the Employee's sick leave entitlement in accordance with Clause 15.2.1 or upon termination of Long Term Disability benefits, and is subject to the Employee providing satisfactory medical documentation.

15.2.4 If the Employee is able to return to work in his/her former position during the twenty-four (24) month leave without pay for health reasons, the Employee shall have the option to be returned to his/her former position or accept any available vacancy at the same classification level or lower for which he/she is qualified. The current incumbent(s) of any position filled as a result of the vacancy caused by the leave without pay for health reasons shall be returned to his/her former position unless a suitable vacancy exists to enable a placement, thereby avoiding the displacement of the other Employee(s). Return to work following the leave without pay for health reasons is subject to the Employee providing satisfactory medical documentation confirming that the Employee is able to return to work.

### 15.3 SICK LEAVE - THOSE NOT ELIGIBLE FOR LONG TERM DISABILITY

All temporary, term and regular Employees not eligible for the Long Term Disability Income Plan shall be entitled to a sick leave benefit accumulation of ten (10) hours upon completion of the equivalent of two hundred (200) hours of employment. Thereafter the Employee shall accumulate entitlement to one (1) hour of sick leave with pay for each fifteen (15) hours of service to a maximum accumulation of 420 hours of

sick leave. Sick leave benefits are payable only during the term of the Employee's appointment and shall cease at the expiry of the appointment.

#### 15.4 Manitoba Public Insurance Wage Loss Replacement Benefits

Manitoba Public Insurance (MPI) provides wage loss replacement benefits resulting from motor vehicle accidents regardless of the existence of sick leave benefits provided by Employers. Employees should not receive combined salary and wage loss benefits in excess of 100% of sick leave salary from the two sources for the same absence from work.

An Employee who qualifies for wage loss replacement benefits from Manitoba Public Insurance shall either:

- (a) continue to receive their regular salary, as if on sick leave benefits from the University, and have the wage loss replacement benefits resulting from the motor vehicle accident reimbursed to the University and offset against the Employee's salary so as to preserve the non-taxable nature of MPI benefits, or
- (b) if the process in (a) is problematic to either the Employer or the Employee, the Employee shall receive their wage loss replacement benefits from MPI and the Employer will pay to the Employee a top-up sick leave benefit equal to the difference between the Employee's sick leave salary for the period of absence from work related to the injury and the MPI wage loss replacement benefits.

For purposes of the Collective Agreement, the Employee shall be considered as on sick leave for the duration of entitlement to wage loss replacement benefits or until all sick leave entitlement has been taken in which case the normal provisions of long term disability coverage shall apply.

Normal pension and benefit contributions shall be continued based on the Employee's regular salary while on sick leave.

The Parties will meet and attempt to resolve any problems which may arise out of the implementation of this Clause.

#### 15.5 SICK LEAVE - NOTIFICATION

An Employee who is unable to attend work due to his/her illness or injury shall notify or see to the notification of his/her appropriate Manager as soon as possible on the day the Employee is unable to attend work. If the appropriate Manager cannot be reached then a departmental representative or the Human Resources Department shall be notified. If the illness is of some duration, the Employee shall keep in regular contact with Human Resources.

- 15.5.1 Absences due to sick leave as defined in Clause 15.1 without notification of the appropriate Manager, departmental representative or the Human Resources Department shall be considered as unauthorized leave and consequently without pay unless notification was not possible.

## 15.6 MEDICAL CERTIFICATES

It is understood that confidentiality of personal health information is paramount and an Employee's right to confidentiality shall be respected. Employees' personal health information shall be collected, accessed, used, disclosed, and safeguarded in accordance with *The Personal Health Information Act of Manitoba*.

Normally a medical certificate will not be requested for absence due to illness or injury. However, the Employer, through Human Resources, may request that a medical certificate be provided in circumstances including but not limited to a prolonged absence, a situation where there has been frequent use of sick leave, or where the Employer has reasonable cause to believe that sick leave is being misused.

A request for a medical certificate will be made during the period of sickness. In cases of misuse or frequent use of sick leave, prior to the next absence, the Employer may require that a medical certificate be provided in cases of further sick leave absences. In circumstances where a medical certificate has been requested for future absences that request shall not be in effect for a period longer than six (6) months. At the completion of the six month period, the Employer will review the request for a medical certificate. Where the Employer finds that there is a reasonable need for a longer period, the Employer may extend the request for an additional six (6) months. A reasonable amount of time shall be allowed for the Employee to comply with the request.

Employees shall request that the medical certificate state the dates on which the Employee was unable to attend work and the general nature of the sickness or injury. In the case of an absence for a lengthy duration, the certificate shall state a prognosis as to the expected date of return to work. Where the Employer is not satisfied with the information contained in the medical certificate provided by the Employee, the Employer may request additional information on a form provided by the Employer.

Medical certificates shall be retained in a separate, locked, confidential file within Human Resources and shall be accessible only to designated staff within Human Resources who have responsibility for administering sick leave or LTD benefits. Personal health information shall only be shared with designated Human Resources staff and/or Vice-President, where necessary to assist in the administration of sick leave and/or the administration of this Agreement. Normally, the Health and Safety Specialist, and in limited circumstances, the appropriate Manager, shall only be provided specific summary information where necessary to provide reasonable workplace accommodation.



The Association shall be provided with a current list of designated Human Resources staff who will have direct access to personal health information.

- 15.6.1 In cases of long term or frequent sick leave claims, the Employer may require the Employee to obtain a second medical opinion by having the Employee take part in an independent medical examination. A physician shall be provided by the Employer through its service provider to conduct the independent medical examination. The Employer shall provide the Employee with the physician's name along with the date, time, and location of the examination. The Employee will provide written authorization for their physician and/or the Employer to make relevant medical information available to the physician providing the independent medical examination. The Employer will pay the full cost of the independent medical examination. Normally, the independent medical examination will take place during the Employee's regular working hours and the Employee shall suffer no loss of wages for taking part in the examination.
- 15.6.2 The precise details of the second medical opinion report generated from the independent medical examination shall be treated as confidential between the Employee's physician(s), the Employer's service provider, and designated Human Resources staff involved in administering benefits. The summary information, including the nature of the illness and the statement(s) of the physician providing the independent medical examination regarding the effect the illness may have upon the Employee in the workplace, shall also be treated as confidential. However, representatives of the Employer who require the information in order to make an informed decision concerning the Employee shall have access to the summary information.
- 15.6.3 If an Employee fails to furnish medical information referenced in Clause 15.6 when requested, or if the Employee does not provide the written authorization referenced in Clause 15.6.1, or refuses to participate in the independent medical examination, his/her absence from work may be considered as unauthorized and consequently without pay.

#### 15.7 CANADA PENSION PLAN DISABILITY BENEFITS

The Canada Pension Plan (CPP) provides taxable disability benefits to CPP contributors who are unable to work due to a severe and prolonged disability regardless of the existence of sick leave benefits provided by their employer. Employees shall not receive combined salary and CPP disability benefits in excess of one hundred percent (100%) of salary from the two (2) sources for the same absence from work.

An Employee who qualifies for CPP disability benefits shall either:

- (a) continue to receive his/her salary from the Employer, as if on sick leave, and reimburse the Employer for the CPP disability benefits offset against the Employee's salary; or

- (b) receive disability benefits from CPP, and the Employer will pay to the Employee a top-up sick leave benefit equal to the difference between the Employee's sick leave salary for the period of absence from work due to the illness or injury and the CPP disability benefits.

For Purposes of the Agreement, the Employee shall be considered on sick leave for the duration of the entitlement, which can be comprised of CPP disability benefits or sick leave entitlements or a combination of the two up to a maximum of one hundred eighty (180) calendar days, after which the provisions of the Long Term Disability Plan shall apply. Pension contributions and benefit premiums shall be continued based on the Employee's regular salary while on sick leave.

#### 15.8 RETURN TO WORK AFTER SICK LEAVE OR LTD

An Employee who is able to return to work prior to the expiration of his/her sick leave period shall be returned to his/her former position. If the Employee is able to return to work in his/her former position during the first two (2) years of qualifying for the Long Term Disability Plan, the Employee shall have the option to be returned to his/her former position or accept any available vacancy at the same classification level or lower for which he/she is qualified. The current incumbent(s) of any position filled as a result of the vacancy caused by the disability shall be returned to his/her former position unless a suitable vacancy exists to enable a placement, thereby avoiding the displacement of other Employees.

#### 15.9 TERMINATION OF LONG TERM DISABILITY BENEFITS

An Employee who ceases to qualify for payment of benefits under the Long Term Disability Income Plan after having so qualified for two (2) years shall be placed into a position within the same classification as his/her former position, with no decrease in salary or benefits, unless:

- (a) the Employee is not able to perform the duties of any such position which is available; or
- (b) no such position is available.

In the latter two (2) cases the provisions of Clause 10.3 shall be applied as if the Employee were a "designated Employee", except that the period of Notice of Lay-off shall be without pay.

## **ARTICLE 16 LEAVE OF ABSENCE**

### **16.1 LEAVE WITHOUT PAY**

(See Clause 17.8 for provisions regarding Educational Leave)

Provided that the needs of the Department can be met, the Employer shall grant leave of absence without pay to an Employee upon request, provided that there is a justifiable reason. Any leave of absence beyond three (3) days shall be applied for and confirmed in writing within ten (10) working days of receipt of the request. All absences without pay in excess of six (6) months in duration (excluding leaves granted under the Maternity/Adoption/Parental leave provisions) shall be subject to the approval of the appropriate Manager and the appropriate Vice-President. Employees will be notified of the decision within twenty (20) working days of the receipt of the request for such a leave of absence in excess of six (6) months in duration.

A leave of absence without pay (except maternity or parental leave) cannot be immediately followed by time off with pay earned as vacation entitlement, overtime or banked time. Such leave shall not affect seniority accrued prior to the date of the leave of absence. An Employee on leave of absence will be advised of the option and given the opportunity to maintain benefit coverage in accordance with the specific benefit plans by payment of the required Employee and Employer premiums and shall pay any necessary Association dues on a monthly basis.

- 16.1.1 On the expiration of a leave of absence, the Employee shall be reinstated by the Employer in the position occupied by him/her at the time such leave commenced, with not less than the same wages and benefits.

### **16.2 ASSOCIATION BUSINESS**

Provided that the needs of the Department can be met, upon application by the Association, the Employer shall grant leave without pay to Employees elected or appointed to represent the Association at Association conventions, seminars, arbitration or Labour Board proceedings in order that they may carry out their duties on behalf of the Association.

### **16.3 JURY AND WITNESS LEAVE**

An Employee who has been summoned for jury duty or as a witness by any body in Canada with the power of subpoena shall be granted paid leave of absence during the period of required attendance.

#### 16.4 EMERGENCY LEAVE

An Employee shall be allowed up to one (1) working day leave with pay to make appropriate arrangements for continuing care and supervision of his/her parents, spouse, or child during a serious illness. This Clause shall be deemed to include the hospitalization of an Employee's spouse for the purpose of giving birth.

- 16.4.1 An Employee who is required to be absent as a result of an emergency or to care for a member of the Employee's immediate family shall be granted time off, providing the Employee makes up the time on an equal time basis at a time mutually agreed upon between the appropriate Manager and the Employee.

#### 16.5 COMPASSIONATE CARE LEAVE

The purpose of Compassionate Care Leave is to provide a release from duties and responsibilities to enable staff members to provide care or support to a member of their family who is gravely ill with a significant risk of death.

- 16.5.1 In order to qualify for Compassionate Care Leave a staff member must:

- (a) have completed a minimum of 30 calendar days of employment;
- (b) where possible, provide the Employer notice of at least 10 working days notice, unless circumstances necessitate a shorter period;
- (c) provide the Employer as soon as possible a certificate from a physician who provides care to the eligible family member and who is entitled to practice medicine under the laws of the jurisdiction in which the care is provided stating that:
  - (i) an eligible family member of the Employee has a serious medical condition with a significant risk of death within twenty-six (26) weeks from the day the certificate is issued, or if the leave started before the certificate was issued, the day the leave began; and
  - (ii) the family member requires the care and support of one or more family members.

- 16.5.2 An eligible family member means the Employee's parents, spouse, child, spouse's parents, brother, sister or ward of Employee or any relative residing in the same household.

- 16.5.3 An eligible Employee is entitled to Compassionate Care Leave of absence without pay of up to eight (8) weeks duration in a twenty-six (26) week period. The leave of

absence without pay must be taken in no more than two (2) periods. No period of leave of absence may be less than one (1) week's duration, except where the Compassionate Care Leave is immediately followed by Bereavement Leave.

- 16.5.4 An eligible Employee may end the Compassionate Care Leave of absence earlier than the end of the date of the requested period of leave by giving the Employer at least forty-eight (48) hours notice of the expected date of return or such shorter period as may be agreed with the dean/director.
- 16.5.5 An Employee returning from Compassionate Care Leave shall be returned to his/her former position.
- 16.5.6 An Employee on Compassionate Care leave, shall have the option to continue at his/her cost all benefits during leave, subject to Canada Revenue Agency restrictions.
- 16.5.7 An Employee who takes a Compassionate Care Leave shall continue to be eligible for Bereavement Leave as defined in Clause 16.7.

#### 16.6 FAMILY LEAVE

Family Leave allows Employees unpaid time off to deal with family responsibilities or personal illness. Up to three (3) unpaid days per calendar year can be taken as Family Leave.

- 16.6.1 In order to qualify for Family Leave a staff member must:
  - (a) Have completed a minimum of thirty (30) days of employment.
  - (b) Employees must provide the Employer with as much notice as is reasonable and practical.
- 16.6.2 An eligible family member is defined to include children, stepchildren, parents, grandparents, spouses, common law spouses, brothers, sisters, step brothers and sisters, aunts, uncles, nieces and nephews. The definition also includes those who are not related, but are considered a family member.
- 16.6.3 If there is no Family Leave taken in a calendar year, the unused days cannot be carried over to future years.
- 16.6.4 An Employee may request either full or half-days off without pay for Family Leave.
- 16.6.5 An Employee who takes Family Leave and is eligible for benefits shall have the option to continue at his/her cost all benefits during the leave, subject to Canada Revenue Agency restrictions.

## 16.7 BEREAVEMENT LEAVE

### 16.7.1 A full-time continuing Employee shall be granted:

- (a) four (4) consecutive regular working days' leave without loss of salary or wages upon notification of the death of a parent, parent of spouse, spouse or child;
- (b) three (3) consecutive regular working days' leave without loss of salary or wages upon notification of the death of a brother, sister, ward or any relative who has been residing in the same household as the Employee; and
- (c) one (1) regular working day's leave without loss of salary or wages upon notification of the death of any in-law (other than parent), aunt or uncle, grandparent or grandchild.

Where the funeral or service is delayed, the Employee will, upon request, be allowed to separate the days of leave under 16.7.1(a) and (b) to coincide with the date of the funeral or service.

Where burial occurs outside of the City, in excess of 225 kms, up to two (2) days traveling time shall be added to the leave.

The Employee shall be granted one (1) day of leave without loss of salary or wages to attend a funeral as a pallbearer.

### 16.7.2 For all Employees other than full-time continuing, eligibility for paid leave under 16.7.1 shall be available only for those days that the Employee is scheduled to work during the leave period.

### 16.7.3 The foregoing lists of relatives include persons who are related to the Employee by marriage, adoption or common-law.

## 16.8 MATERNITY LEAVE WITH ALLOWANCE

In order to qualify an Employee must:

- (a) have successfully completed her probationary period in accordance with Clause 6.7 in a continuing or sessional position requiring a fixed work week of 50% or more of the regular work week, as defined in Article 11.

In the case of a regular Employee whose position does not have fixed hours of work, please also refer to the Letter of Understanding dated June 17, 2016 and titled "Eligibility for Benefits"; and

- (b) complete nine (9) consecutive months of employment with the Employer immediately prior to the maternity leave; and
- (c) submit to the Employer an application in writing for leave at least four (4) weeks prior to the commencement of the proposed leave; and
- (d) provide the Employer with a certificate from a duly qualified medical practitioner certifying that she is pregnant and specifying the estimated date of her delivery.

16.8.1 An Employee who qualifies is entitled to a maternity leave consisting of:

- (a) a period not exceeding seventeen (17) weeks; or
- (b) a period of seventeen (17) weeks plus an additional period equal to the period between the estimated day of delivery specified on the medical certificate and the actual date of delivery, if delivery occurs after the date mentioned in the certificate.

16.8.2 During the period of maternity leave an Employee who has applied for and received maternity leave Employment Insurance Benefits pursuant to the Employment Insurance Act and who has met the eligibility requirements in Clause 16.8(a), is entitled to a maternity leave allowance calculated as follows:

- (a) for the first two (2) weeks the Employee shall receive ninety-five percent (95%) of the Employee's weekly salary; and
- (b) up to a maximum of fifteen (15) additional weeks, the Employee shall receive payments equivalent to the difference between Employment Insurance benefits she is eligible to receive and ninety-five percent (95%) of the Employee's weekly salary;
- (c) the combination of Employment Insurance benefits and any earnings received from all sources cannot in respect of any week exceed ninety-five (95%) of the Employee's weekly salary.

16.8.3 The maternity leave must commence no later than the date of delivery. The leave must be taken in one consecutive period.

16.8.4 Contributions to the pension plan and staff benefits plans shall be continued by the Employer and the Employee throughout the period of leave on the basis of one hundred percent (100%) of annual salary. The Employee's contributions will be deducted from the maternity leave allowance payable. The period of leave, up to a maximum of seventeen (17) weeks, shall be credited towards years of service in the calculation of pension benefits.

- 16.8.5 During the period of maternity leave, seniority shall accrue. For the purposes of trial period completion, and anniversary increments, the maternity leave shall be considered as a leave of absence without pay. A maternity leave shall be considered as paid time for the purpose of vacation entitlement.
- 16.8.6 An Employee who wishes to resume her employment on the expiration of the leave granted in accordance with the above shall be reinstated by the Employer in the position occupied by her at the time such leave commenced or in a comparable position with not less than the same wages and benefits.
- 16.8.7 An Employee who has been granted a maternity leave with allowance shall, upon written application for such additional leave, be granted an additional contiguous leave (with or without allowance, as the case may be) such that the total length of the maternity leave plus any additional leave is less than or equal to fifty-four (54) weeks.
- 16.8.8 An Employee who has been granted a maternity leave with allowance shall be required to sign an agreement with the Employer acknowledging that:
- (a) she will return to work upon the expiration of her maternity leave, unless this date is modified by the Employer, for an equivalent period of service (excluding sick leave) to the maternity leave taken; and
  - (b) should she fail to return to work as provided under (a) above, she will be required to repay the gross amount of maternity leave allowance as specified in sub-clauses 16.8.2(a) and (b), the Employer's share of pension contributions, and benefits received from the Employer during the maternity leave. In the event that she returns to work for a period of service less than the period defined in (a) above, the repayment amount shall be pro-rated based upon the number of days remaining on the return to service commitment.

#### 16.9 MATERNITY LEAVE WITHOUT ALLOWANCE

A pregnant Employee who has been employed by the Employer for at least seven consecutive months, but who does not meet the eligibility requirements for a maternity leave allowance under Clause 16.8, or under the Letter of Understanding dated June 17, 2016 and titled "Eligibility for Benefits", is entitled to a maternity leave without allowance for:

- (a) a period not exceeding seventeen (17) weeks; or
- (b) a period of seventeen (17) weeks plus an additional period equal to the period between the estimated day of delivery specified on the medical certificate and the actual date of delivery, if delivery occurs after the date mentioned in the certificate.



16.9.1 The Employee must provide written notice to the Employer at least four (4) weeks before the start of the maternity leave and provide the Employer with a medical certificate specifying the expected date of delivery.

16.9.2 Seniority shall accrue during the period of maternity leave without allowance. For the purposes of probationary period completion, trial period completion, anniversary increments, and vacation entitlement, the maternity leave shall be considered as a leave of absence without pay.

#### 16.10 PARENTAL LEAVE WITH ALLOWANCE

Where both parents are Employees, the period of the parental leave may be taken wholly by one parent or shared between the two parents during the same time period or separately.

In order to qualify for a leave with allowance an Employee must:

- (a) become the natural parent of a child or adopt a child, where the adoption occurs or is recognized under the laws of the province; and
- (b) have successfully completed his/her probationary period in accordance with Clause 6.7 in a continuing or sessional position requiring a fixed work week of 50% or more of the regular work week, as defined in Article 11;

In the case of a regular Employee whose position does not have fixed hours of work, please also refer to the Letter of Understanding dated June 17, 2016 and titled "Eligibility for Benefits;" and

- (c) complete nine (9) consecutive months of employment with the Employer inclusive of any maternity leave taken immediately prior to the parental leave; and
- (d) submit to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the Employee intends to commence the leave.

16.10.1 During the period of parental leave an Employee who has applied for and received parental leave Employment Insurance Benefits pursuant to the Employment Insurance Act and who has met the eligibility requirements in Clause 16.10 (a), (b), (c), and (d), is entitled to a parental leave allowance calculated as follows:

- (a) where Employment Insurance has determined that there will be a two (2) week waiting period before Employment Insurance parental benefits begin, the Employee shall receive payments equivalent to ninety-five percent (95%) of the Employee's weekly salary during the two (2) week waiting period; plus

- (b) the Employee shall receive payments equivalent to the difference between Employment Insurance benefits he/she is eligible to receive and ninety-five percent (95%) of the Employee's weekly salary for a maximum of thirteen (13) additional weeks if the above two (2) week wait period applies, or a maximum of fifteen (15) weeks if no wait period applies;
- (c) the combination of Employment Insurance benefits and any earnings received from all sources cannot in respect of any week exceed ninety-five (95%) of the Employee's weekly salary.

16.10.2 If a new born or adopted child is confined to a hospital for at least one week, then:

- (a) for every week that the child is in the hospital, an Employee who is in receipt of maternity or parental leave with allowance at the time of the confinement, shall be eligible for one additional week parental leave with allowance to immediately follow the maternity or initial parental leave for a maximum of twenty (20) weeks.
- (b) during a paid parental leave as set out in 16.10.2 (a), the Employee shall receive payments equivalent to the difference between Employment Insurance benefits he/she is eligible to receive and ninety-five percent (95%) of the Employee's weekly salary.
- (c) the combination of Employment Insurance benefits and any earnings received from all sources cannot in respect of any week exceed ninety-five (95%) of the Employee's weekly salary.

16.10.3 A parental leave must be completed within one (1) year of the birth or adoption of the child, or the date on which the child comes into the actual care and custody of the Employee, and must be taken in one consecutive period.

16.10.4 Where an Employee intends to take parental leave in addition to maternity leave, the Employee must commence the parental leave immediately upon expiry of the maternity leave without a return to work.

16.10.5 Contributions to the pension plan and staff benefits plans shall be continued by the Employer and the Employee throughout the period of parental leave on the basis of one hundred percent (100%) of annual salary. The Employee's contributions will be deducted from the parental leave allowance payable. The period of leave, up to a maximum of fifteen (15) weeks, shall be credited towards years of service in the calculation of pension benefits.

- 16.10.6 Seniority shall accrue during the period of parental leave with allowance. For the purposes of trial period completion, anniversary increments, and vacation entitlement, the parental leave shall be considered as a leave of absence without pay.
- 16.10.7 An Employee who wishes to resume his/her employment on the expiration of parental leave granted in accordance with the above shall be reinstated by the Employer in the position occupied by the Employee at the time such leave commenced or in a comparable position with not less than the same wages and benefits.
- 16.10.8 An Employee in receipt of parental leave allowance payments shall not be entitled to a paid leave of absence during the period of parental leave.
- 16.10.9 An Employee who has been granted a parental leave with allowance which is not preceded by a maternity leave shall, upon written application for such additional leave, be granted an additional contiguous leave without pay such that the total length of the parental leave with allowance plus the additional leave without pay is less than or equal to thirty-seven (37) weeks.
- 16.10.10 An Employee who has been granted a parental leave with allowance shall be required to sign an agreement with the Employer acknowledging that:
- (a) he/she will return to work upon the expiration of the parental leave, unless this date is modified by the Employer, for an equivalent period of service (excluding sick leave) to the parental leave with allowance taken; and
  - (b) should he/she fail to return to work as provided under (a) above, he/she will be required to repay the gross amount of the parental leave allowance as specified in sub-clauses 16.10.1(a) and (b), the Employer's share of pension contributions, and benefits received from the Employer during the parental leave. In the event that he/she returns to work for a period of service less than the period defined in (a) above, the repayment amount shall be pro-rated based upon the number of days remaining on the return to service commitment.

#### 16.11 PARENTAL LEAVE WITHOUT ALLOWANCE

- (a) Every Employee who becomes the natural parent of a child or who adopts a child under the laws of the province;
- (b) who completes seven (7) consecutive months of employment with the Employer; and
- (c) who submits to the Employer an application in writing for parental leave at least four (4) weeks before the day specified in the application as the day on which the Employee intends to commence the leave is entitled to, and shall be granted,

parental leave of absence without pay consisting of a continuous period of up to thirty-seven (37) weeks.

- 16.11.1 Subject to Clause 16.11.2, a parental leave must commence no later than the first anniversary of the date of birth or adoption of the child or the date on which the child comes into the actual care and custody of the Employee.
- 16.11.2 Where an Employee intends to take parental leave in addition to a maternity leave, the Employee must commence the parental leave immediately upon expiry of the maternity leave without a return to work. An adoption leave must commence during the week in which the adoption takes place or the date on which the child comes into the actual care and custody of the Employee. The leave must be taken in one consecutive period.
- 16.11.3 Seniority shall accrue during the period of parental leave without allowance. For the purposes of probationary period completion, trial period completion, anniversary increments, and vacation entitlement, the parental leave shall be considered as a leave of absence without pay.
- 16.11.4 An Employee who wishes to resume his/her employment on the expiration of parental leave granted in accordance with the above shall be reinstated by the Employer in the position occupied by the Employee at the time such leave commenced or in a comparable position with not less than the same wages and benefits.

## **ARTICLE 17 STAFF BENEFITS**

- 17.1 The present staff benefits consisting of the Group Life Insurance Plan, Long Term Disability Income Plan, Group Supplementary Health Benefits, Dental Plan, Travel Health Plan, Homeowners/Tenants Insurance and The University of Winnipeg Trusteed Pension Plan, shall not be diminished during the term of this Collective Agreement without the agreement of the Association. Changes to these staff benefits shall not occur unless as follows:
  - (a) In the case of changes to the Group Life Insurance Plan, Long Term Disability Plan, and Homeowners/Tenants Insurance, by a recommendation of the Joint Employee Benefits Committee and approved by the Board of Regents.
  - (b) In the case of changes to the Group Supplementary Health Benefits, Dental Plan, and Travel Health Plan, by agreement of the Parties through the Flex Benefits negotiating process.
  - (c) In the case of changes negotiated by the Parties to the eligibility and employee contribution requirements of the University of Winnipeg Trusteed Pension Plan, by the approval of the Board of Regents.

(d) In the case of changes to all other aspects of the University of Winnipeg Trusteed Pension Plan, by the approval of the Board of Trustees of the University of Winnipeg Trusteed Pension Plan.

17.2 The Employer shall provide access to comprehensive information on all benefits mentioned in Clause 17.1 on the Human Resources website. Upon request, a written copy shall be provided to Employees.

17.3 The Association shall be supplied with an up-to-date master copy and revisions thereto of plans and contracts relevant to the staff benefits mentioned in Clause 17.1.

17.3.1 Upon request, and subject to the approval of the Board of Trustees of the University of Winnipeg Trusteed Pension Plan, the Employer shall provide the President of the Association with a copy of each actuarial report on the pension fund as well as any other actuarial tests and valuations performed for any reason at the request of the Board of Trustees or a third party to this Agreement.

#### 17.4 JOINT EMPLOYEE BENEFITS COMMITTEE

The Parties shall maintain a Joint Employee Benefits Committee with membership as follows:

3 Representatives from AESES;  
3 Representatives from UWFA;  
3 Representatives of the Employer;  
1 Representative from UWFA-Collegiate;  
1 Representative from IUOE, Local 987; and  
1 Representative from the Confidential, Managerial and Professional Excluded groups.

Annually, and as changes are made, the Association shall be notified of the composition of the Joint Employee Benefits Committee.

The mandate and operational procedures shall be in accordance with the Joint Employee Benefits Committee Terms of Reference revised November 2003, and approved by all parties June 2004.

17.4.1 The Committee shall be provided with the necessary information and documents relevant to the examination described in this Clause and make such recommendations as it deems appropriate to the Parties.

#### 17.5 PARKING

Parking shall be assigned to Employees as space is available and at reasonable rates. Parking shall be allocated to Employees based on such criteria as seniority, the need for the use of a vehicle, security, and physical handicaps of Employees.

#### 17.6 PHYSICAL EDUCATION/RECREATION FACILITIES

Employees, their spouses and children shall have access to the physical education and recreation facilities of the University during their normal hours of operation on the same basis as the facilities are available to other employees of the University.

#### 17.7 GROUP PURCHASES FOR EMPLOYEES

The Employer shall work with the Association and attempt to set up group purchases of microcomputers, software, and accessories for employees. Any discounts obtained shall be passed onto Employees.

#### 17.8 EDUCATIONAL LEAVE

Where the Employer requires an Employee to take a course(s), conference or seminar, the Employee shall be given time to take the course(s), conference or seminar if it occurs during the regular work day. Employees will not suffer any loss in regular pay for time spent at such course(s), conferences or seminars. Where the actual classroom participation in the course(s), conference or seminar occurs outside of the Employee's regular work day, the Employee and the appropriate Manager shall arrange the banking of regular time in accordance with Clause 11.3 or a change in the Employee's regular work schedule in order to compensate for the actual classroom hours. The Employer shall pay tuition costs and other expenses in accordance with the University Policy on travel expenses.

An Employee may apply for leave for the purpose of taking a course or attending a seminar, workshop or conference. Provided the needs of the Employee's Department can be met, the Employer shall grant leave of absence. Any reimbursement of expenses and/or payment of salary shall be as agreed to by the Employee and the Vice-President (Human Resources, Audit and Sustainability).

#### 17.9 TUITION SCHOLARSHIP PROGRAM

- (a) The Employer will establish and maintain a University Tuition Scholarship Program to which all eligible University Employees, their spouses (including same sex spouses) and their eligible dependents may apply. For the purpose of this Clause eligible Employee shall be defined as a full-time regular or part-time regular Employee whose hours of work are fixed at 50% of the standard work

week. In the case of a regular Employee whose position does not have fixed hours of work, please also refer to Letter of Understanding dated November 30, 1998 and titled "Eligibility for Benefits." Eligible dependents shall be all natural children, legally adopted children, and stepchildren (including the children of common law and/or same sex spouses, provided such children are living with the Employee) who are unmarried and under the age of 21 and dependent on the Employee for support; or unmarried and under the age of twenty-five (25) and a full-time student of The University of Winnipeg. The age restrictions do not apply to a physically or mentally incapacitated child. The applicants and the Employees must meet the eligibility requirements as at the first day of classes for the term in which the applicant is applying for the Tuition Scholarship Program.

The Tuition Scholarship Program will be administered by the Employer and will provide tuition scholarships for credit courses leading to the applicant's first undergraduate degree. For the purpose of this clause the University of Winnipeg B. Education degree shall be considered as a first undergraduate degree. Tuition Scholarships will apply only to credit courses completed at The University of Winnipeg. The tuition scholarships shall be disbursed in June and August of each academic year and shall be equal to the tuition fees paid for courses which the applicant has completed with the grade of C or better within the Academic Term(s) immediately preceding the disbursement. Tuition fees shall not include special charges associated with certain courses, such as supplementary course service fees, travel costs, student association fees, caution fees or any other charges or expenses added to the normal standard fees. Except as provided in Clause 17.9 (c), tuition scholarship support is not available to an applicant who has already completed the minimum number of full course equivalents required to complete the appropriate undergraduate degree program at The University of Winnipeg as defined by Senate regulations. Applicants are required to pay all fees according to the University's normal schedule of fees and associated deadlines.

- (b) Employees shall be entitled to one (1) day off without loss of regular salary to write a final examination for any University of Winnipeg credit course.
- (c) Full-time regular Employees or part-time regular Employees whose hours are fixed at 50% of the standard work week or (in the case of a regular Employee whose position does not have fixed hours of work, please also refer to Letter of Understanding dated November 30, 1998 and titled "Eligibility for Benefits"):
  - (i) who do not qualify for tuition scholarships for credit courses as a result of having an undergraduate degree; or
  - (ii) who do not qualify as a result of having already completed the minimum number of undergraduate courses required to complete an undergraduate degree according to Senate regulations,

shall be eligible for tuition scholarships benefits provided in Clause 17.9  
(a) for credit courses taken outside of their scheduled hours of work  
(except as part of modified work week arrangements) provided that there  
is space available in the courses.

- (d) The Tuition Scholarship Program shall be treated for tax purposes in accordance with Canada Revenue Agency Guidelines.

#### 17.10 TUITION REIMBURSEMENT

- (a) Full-time regular Employees and part-time regular Employees whose hours of work are fixed at 50% or more of the standard work week, following successful completion of their probationary period, or in the case of a regular Employee whose position does not have fixed hours of work, please also refer to Letter of Understanding dated November 30, 1998 and titled "Eligibility for Benefits" shall be eligible to receive:
  - (i) a reimbursement of 50% of tuition fees upon successful completion of any non-credit course offered by the University of Winnipeg Professional, Applied, and Continuing Education except as outlined in the Letter of Understanding titled "Tuition Reimbursement".
  - (ii) a reimbursement of 50% of tuition fees upon successful completion of any credit or non-credit course offered by another post-secondary institution provided the course is job related as approved by the Human Resources Department in consultation with the Employee and his/her appropriate Manager and is not offered at the University of Winnipeg.
  - (iii) the benefits provided in i) and ii) will be pro-rated for the part-time regular Employees referred to in Clause 17.10(a).

#### 17.11 GENERAL PROVISIONS

The general conditions which apply to tuition scholarship and/or reimbursement are as follows:

- (a) Eligibility for the tuition reimbursement shall continue in effect until completion of the course currently in progress at the time the Employee ceased to be an Employee in accordance with Clause 8.2. However, eligibility shall end immediately upon an Employee being dismissed for just cause;
- (b) Application for the tuition scholarship must be made by the student;
- (c) Application for tuition reimbursement must be made by the Employee;



- (d) Application for tuition reimbursement must be made through the Human Resources Department prior to registration and on the application form provided;
- (e) Application for the tuition scholarship must be made through the Awards & Financial Aid Office and on the application form provided;
- (f) Employees are also eligible to apply for tuition scholarship and/or reimbursement while on leave of absence with pay, maternity or adoption leave, lay-off or Long Term Disability.

## **ARTICLE 18 NON-DISCRIMINATION**

- 18.1 The Parties accept the principle of equality of opportunity for all in respect to an Employee's terms and conditions of employment, advancement and membership in the Association based on *bona fide* qualifications. Therefore, the Parties agree that with respect to the foregoing, except as otherwise provided in this Collective Agreement or by statute, there shall not be discrimination, interference, restriction or coercion exercised or practised on any Employee on the basis of ancestry (including colour and perceived race), nationality or national origin, ethnic background or origin, religion or creed (or religious belief, religious association or religious activity), age, sex, (including pregnancy, the possibility of pregnancy, or circumstances related to pregnancy), gender-determined characteristics or circumstances, sexual orientation, marital or family status, source of income, political belief, political association or political activity, physical or mental disability or related characteristics or circumstances, or activity in the Association.

## **ARTICLE 19 SAFETY AND HEALTH**

- 19.1 The Employer shall make every reasonable provision for the safety and health of all Employees during their hours of work. Employees shall take reasonable care to protect their own safety and health and the safety and health of other persons who may be affected by their acts or omissions at work. The Employer will provide appropriate training in the proper use of special equipment whenever the Employee is expected to use such equipment as part of his/her job.
- 19.1.1 The Association and the Employer recognize the need to provide protection of personnel and the property of the Employer and the Employees (including, without limiting the generality of the foregoing, proper care of research/teaching animals) at all times.
- 19.2 Where the nature of the work or the working conditions so requires, Employees shall, at the Employer's expense, be supplied with and trained in the use of all the necessary

tools, safety equipment, protective clothing and other protective devices, all of which shall be maintained and replaced, where necessary, at the Employer's expense. When the nature of the work requires, Employees shall use all tools, safety equipment, protective clothing and other protective devices designated and provided for their protection by the Employer.

19.3 Where Employees have concerns regarding safety or health in the workplace and, particularly, prior to taking any action in accordance with Clause 19.4, they should contact either the Health & Safety Officer or either of the co-chairs of the Workplace Health and Safety Committee.

19.4 No Employee shall be disciplined or discharged for refusal to work on a job or in any work place or to operate any equipment where:

- (a) he/she has reasonable grounds to believe and does believe that it would be unsafe or unhealthy to do so; or
- (b) to do so would be contrary to applicable federal, provincial or municipal legislation or regulations.

Where, in such circumstances, the Employee does not work, he/she shall not suffer a loss of pay. However, the Employer has the right to assign the Employee temporarily to other work which he/she is reasonably qualified to perform.

19.5 The Employer shall comply with applicable federal, provincial and municipal health and safety legislation and regulations.

19.6 The University and the Association do not condone harassment, including, but not limited to, verbal abuse or sexual harassment. Complaints of harassment may be dealt with through discipline (in accordance with Article 9), the Grievance Procedure or any other appropriate procedure acceptable to both Parties.

## **ARTICLE 20 REDUCED APPOINTMENTS**

20.1 Reduced Appointments provide Employees with more flexible employment arrangements and allow the Employer to meet changing needs during periods of fiscal restraint.

20.1.1 An Employee in a full-time continuing position shall be eligible to apply for a reduced appointment if he/she is a member of the University of Winnipeg Trusted Pension Plan immediately preceding the commencement of the proposed reduced appointment and has accumulated at least ten (10) years of seniority.

- 20.1.2 The maximum reduction in the hours of work from full-time employment as a result of the reduced appointment shall be fifty percent (50%).
- 20.1.3 An eligible Employee may make written application for a reduced appointment to the appropriate Vice-President of the University at least six (6) months prior to the requested commencement date of the reduced appointment. A copy of the application should be sent to the appropriate Manager and to the Human Resources Office which, in turn, will notify the Association. Decisions on the granting of reduced appointments will normally be made at least three (3) months (and in any event not less than two (2) months) prior to the commencement of the reduced appointment and notice thereof given in writing.
- 20.1.4 An Employee whose application for a reduced appointment is approved shall have a "Normal Salary" computed as if the Employee were continuing on full-time status. All relevant salary adjustments shall be applied to the Normal Salary. The "Actual Salary" to be paid the Employee shall be pro-rated from the Normal Salary in direct relation to the approved reduction in hours of work for the reduced appointment.
- 20.1.5 The Employer shall send an Employee whose application is approved a letter of appointment stating:
- (a) the Employee's current Normal Salary;
  - (b) the percentage reduction in hours of work;
  - (c) the Employee's current Actual Salary on the effective date of the reduced appointment;
  - (d) the effective date of the reduced appointment;
  - (e) the revised duties of the Employee; and
  - (f) any other related conditions.
- 20.1.6 The duties of the Employee on a reduced appointment may involve any combination of the Employee's former duties.
- 20.1.7 No reduced appointment shall take effect until and unless the Employee indicates in writing to the appropriate Vice-President of the University his/her acceptance of the reduced appointment and all of its terms and conditions as specified in the letter of appointment.

- 20.1.8 An Employee on a reduced appointment shall continue to be a member of the bargaining unit and shall be covered by this Collective Agreement.
- 20.1.9 An Employee on a reduced appointment shall continue to participate in the University of Winnipeg Trusteed Pension Plan and other staff benefit plans provided for in Article 17, Staff Benefits. Except as provided in Clause 20.1.11 below, both the Employee's and the Employer's contributions shall be based on the Normal Salary and coverage for the University of Winnipeg Trusteed Pension Plan and the Life Insurance Plan shall be based on the Normal Salary. For Pension purposes, an Employee on a reduced appointment shall receive credited service in accordance with the terms of the University of Winnipeg Trusteed Pension Plan (subject to Canada Revenue Agency regulations concerning periods of unpaid service).
- 20.1.10 For the purposes of computing credited service for the formula pension, an Employee on a reduced appointment who is continuing contributions to the University of Winnipeg Trusteed Pension Plan based on his/her Normal Salary Rate shall receive credit as if employed on a full-time basis.
- 20.1.11 An Employee on a reduced appointment maintaining contributions to the Long Term Disability Income Plan shall be covered under that Plan, with contributions and coverage based on his/her Actual Salary. The provisions of Clause 15.2 shall also apply to such an Employee, with payments being based on his/her Actual Salary.
- 20.1.12 Service for purposes of calculating vacation entitlement and seniority of an Employee on a reduced appointment shall be pro-rated on the basis of the reduced hours of work.
- 20.1.13 An Employee on a reduced appointment may not return to full-time employment in the same position or change the percentage reduction in hours of work unless said return or change is approved by the Human Resources Department.

## **ARTICLE 21 GRIEVANCE AND ARBITRATION**

- 21.1 Should any dispute arise between the Employer and the Association, an earnest effort shall be made by both Parties hereto to settle, immediately and without delay, any such dispute.

### **21.2 GRIEVANCE**

A grievance shall be any dispute or difference arising out of the application, administration, interpretation, or alleged violation of the provisions of this Collective Agreement.

21.2.1 The following is provided as a guideline to filing a written grievance statement:

In order to provide basic information and clearly identify the problem or dispute as far as is appropriate and practicable in the circumstances, a written grievance should set forth the particulars of the dispute or the nature of the grievance, the name(s) of the person(s) involved, the date(s) or approximate date(s) of any alleged violation, the number(s) of any article(s) of the Collective Agreement alleged to have been violated, and the remedy sought.

21.3 Matters to be dealt with under the provisions of this article may be discussed during working hours.

21.4 For the purpose of Article 21 the term "working day" means any of the days in the interval from Monday to Friday not designated as a paid holiday pursuant to Article 13.

21.5 Time limits as established may be extended by mutual agreement between the Employer and the Association. One or more stages of the following grievance procedures may be bypassed by mutual agreement between the Employer and the Association.

21.6 EMPLOYEE GRIEVANCE

#### FIRST STAGE:

An Employee who has a grievance shall consult the Association within ten (10) working days of the date upon which the Employee should reasonably have known of the event(s) giving rise to the grievance. The grievance shall then be reduced to writing and signed by the Employee. The written grievance shall then be delivered to the appropriate Manager or to the Vice-President (Human Resources, Audit and Sustainability) within twenty (20) working days of the date upon which the Employee knew or ought to have known of the event(s) giving rise to the grievance. The appropriate Manager or the Vice-President (Human Resources, Audit and Sustainability) shall have ten (10) working days from the date of receipt of the grievance in which to render a decision in writing to the Employee with a copy to the Association and to the Human Resources Department.

#### SECOND STAGE:

If the decision rendered at the First Stage does not resolve the grievance then the Employee or the Association shall, within ten (10) working days, refer the grievance to the appropriate Vice-President with a copy to the Vice-President (Human Resources, Audit and Sustainability). The Vice-President (Human Resources, Audit and Sustainability) shall, within ten (10) working days, ensure a meeting is called between the appropriate Vice-President, representatives of the Association and the Employer. Any meetings arranged by the Vice-President (Human Resources, Audit and

Sustainability) between representatives of the Association and the Employer may include professional or technical advisors. After the final meeting, the appropriate Vice-President shall, within ten (10) working days, submit his/her decision to the parties concerned, with a copy to the Vice-President (Human Resources, Audit and Sustainability).

#### THIRD STAGE:

In the event of failure to reach a settlement, the matter may, within ten (10) working days, be referred to arbitration as provided by this article. An Employee may not proceed to arbitration without the authorization and representation of the Association.

#### 21.7 ASSOCIATION GRIEVANCE

If the Association alleges a violation of this Collective Agreement, or if a difference between the Parties relating to the meaning or application of this Collective Agreement arises, then the Association may present a grievance in writing to the Vice-President (Human Resources, Audit and Sustainability), within ten (10) working days of becoming aware of the alleged violation or difference.

If the matter is not resolved to the satisfaction of the Association within ten (10) working days of the Employer's having received the grievance, the Association may, within ten (10) working days of receipt of the Employer's disposition, submit the grievance to arbitration as provided by this article. The Employer will be notified in writing of such action.

#### 21.8 EMPLOYER GRIEVANCE

If the Employer alleges a violation of this Collective Agreement or if a difference between the Parties relating to the meaning or application of this Collective Agreement arises, then the Employer may present a grievance in writing to the Labour Relations Officer of the Association, within ten (10) working days of becoming aware of the alleged violation or difference.

If the matter is not resolved to the satisfaction of the Employer within ten (10) working days of the Association's having received the grievance, the Employer may, within ten (10) working days of receipt of the Association's disposition, submit the grievance to arbitration as provided by this article. The Association shall be notified in writing of such action.

## 21.9 ARBITRATION

When, pursuant to this Collective Agreement, either Party requests that any matter be submitted to arbitration, the Parties agree to the use of a single person arbitration board. The arbitrator selected shall be agreed upon by both Parties.

- 21.9.1 No person may be appointed as an Arbitrator who has been involved in an attempt to negotiate or settle the grievance or matter.
- 21.9.2 The Arbitrator shall hear and determine the subject of the grievance and shall issue a decision which is final and binding upon the Employer, the Association and any Employee affected by it.
- 21.9.3 The Arbitrator shall determine the real issue in dispute according to the merits and shall make whatever disposition he/she deems just and equitable.
- 21.9.4 The Arbitrator shall have jurisdiction to determine any dispute as to whether a grievance is arbitrable, however, no matter shall be subject to arbitration which involves:
  - (a) any request for modification of the Collective Agreement;
  - (b) any matter not covered by the Collective Agreement;
  - (c) any matter which by the terms of the Collective Agreement is exclusively vested in the Employer.
- 21.9.5 The Arbitrator shall have power to amend a grievance, modify penalties and relieve against non-compliance with time limits or any other technicality or irregularity.
- 21.9.6 The Arbitrator shall not be authorized to make any decision inconsistent with the provisions of this Collective Agreement, nor alter, modify or amend any part of this Collective Agreement.
- 21.9.7 The Parties and the Arbitrator shall have reasonable access to the Employer's premises to view working conditions, equipment or operations which may be relevant to the resolution of a grievance.
- 21.9.8 Each of the Parties shall pay one-half of the remuneration and expenses of the Arbitrator.

## **ARTICLE 22 COLLECTION OF DUES**

- 22.1 The Employer shall deduct from the salary of each Employee, an amount equal to regular monthly dues and any assessments which are established by the Association. These deductions will be mailed to the Office Administrator of the Association within ten (10) working days of the deduction. Accompanying these deductions will be a list showing the name of each Employee for and on behalf of whom such deductions have been made, and the amount deducted in respect of each such Employee.
- 22.2 Deductions for new Employees shall be calculated from the date of employment and made on the first pay date.
- 22.3 The Employer shall include on each Employee's T4 slip the total amount of dues and assessments deducted from the Employee's pay in the previous year.
- 22.4 The Employer shall not be held liable for the wrongful deduction of money for Association dues and assessments resulting from an error in the Association's instructions.
- 22.5 Normally, a minimum of one (1) month notice must be given by the Association to the Employer of any change in the amount of dues or assessments.

## **ARTICLE 23 CLASSIFICATION ADMINISTRATION**

- 23.1 The Employer will ensure that a position description exists for each regular or term Employee's position.
  - 23.1.1 The Human Resources Department will make available to the Employee a copy of the description of the Employee's assigned position, guidelines and forms for writing position descriptions and will ensure that to the extent that it is reasonably practicable, every position description is clear, complete and up to date.
  - 23.1.2 It is the Employer's right to determine the job that is to be performed. All finalized job descriptions require the approval of the appropriate manager.

The description of the assigned work that is being performed is normally to be written by the appropriate Manager with the Employee and, when complete, is to be signed by them.
  - 23.1.3 Within twenty (20) working days of a regular Employee's successful completion of a probationary or trial period the Employee and the appropriate Manager shall meet to review the appropriateness of the position description for the Employee's position.



## 23.2 CLASSIFICATION SYSTEM

A position is assigned a classification based upon the contents of the position description in the following manner:

- (a) The position description is evaluated using the Hay System to derive a point value.
- (b) The most appropriate classification for the position is selected in consideration of both the characteristic duties of the position description relative to those in classification specifications and the number of Hay points assigned to the position description relative to the Hay point ranges specified for each classification in Schedule A.

- 23.2.1 New classifications may be created and the characteristics of existing classifications may be modified provided that the Parties agree upon each new or modified classification's name, Hay point range, classification specification and salary scale in a Letter of Understanding.

## 23.3 CLASSIFICATION REVIEW

It is the Employer's intent that requests for classification review will be processed as quickly as possible.

Therefore, whenever:

- (a) a significant change is made to a position description and a Request for Classification Review Form has been completed; or
- (b) 23.3(a) does not apply but a Request for Classification Review Form has been completed and six (6) months have elapsed from any previous Request for Classification Review of the same position by the same Employee; or
- (c) a position description is written for a new position.

Then either:

- 23.3.1 (a) The draft job description together with a completed Request for Classification Review form signed and dated by either the Employee or the appropriate Manager, will be sent to Human Resources with a copy to either the Employee or the appropriate Manager.

When the job description is finalized, the appropriate Manager shall process the Request for Classification Review Form, obtain all necessary signatures as presented on the Form and submit to Human Resources for review;

- or -

- (b) If the job description has already been agreed upon by the Employee and the appropriate Manager, then both shall sign and date the job description and a Request for Classification Review form and the appropriate Manager shall process the Request for Classification Review Form, obtain all necessary signatures as presented on the Form and submit to Human Resources for review.

23.3.2 The Human Resources Department shall, within ten (10) working days of receipt of the request for classification review:

- (a) Acknowledge receipt of the request, and confirm that the request meets one of the three criteria outlined in 23.3.
- (b) Where the request includes a completed job description, the receipt will provide an expected date for the results of the review.
- (c) Where the request includes only a draft or unsigned job description, the receipt will include information to assist the Employee and supervisor in completing the job description and the time line for completion.

23.3.3 The Manager and Employee shall meet within twenty (20) working days of the original submission to Human Resources to finalize the position description.

Should the parties not be able to come to agreement and finalize the position description, or if the appropriate Manager and the Employee have not made arrangements to meet to discuss a job description proposed by one of them, then Human Resources will assist both parties in writing a position description that accurately describes the assigned job.

23.3.4 A Joint Classification Review Committee shall be established for each requested position description review and shall consist of two (2) representatives from each Party. The Association representative shall be determined by the Association. The representatives shall be persons trained by the Hay Group in the Edward N. Hay ("Hay") System of job evaluation. Hay point values shall be determined by a consensus of the Committee members and shall be based upon the content of the position description.

A copy of each position description together with the request for Classification Review form shall be made available to each Committee Representative at least three (3) days

prior to the Joint Classification Review meeting. The Committee members shall make reasonable effort to reach a consensus. If however, no consensus is reached, the evaluation shall be determined by the representative of the Employer.

23.3.5 If the Joint Classification Review Committee finds that:

- (a) the position description is inadequate, incomplete or unclear, the position description shall be returned to the Human Resources Department to be modified and re-written as per Clause 23.1.2. The position description shall be returned to the Joint Classification Review Committee; or
- (b) it requires clarification of the position description, the Committee shall contact the Employee and his/her appropriate Manager for clarification in writing. Information for the purpose of clarifying a position description shall be documented in the position description.

23.3.6 The Human Resources Department shall, within twenty (20) working days of receipt of the request for classification review, notify the Employee and appropriate Manager who submitted the request of:

- (a) the decision of the Joint Classification Review Committee; or
- (b) the date by which the Committee expects to have made a decision.

If the Joint Classification Review Committee has not made a decision by the date specified in the notice then the Human Resources Department will keep the Employee and the appropriate Manager informed of the status of the request and any other date by which the Committee may be expected to have made a decision.

23.3.7 The Employee and the appropriate Manager shall be notified in writing of the final results of the review including the classification assigned, the Hay Point Range for the classification and whether the review has changed the Hay Point evaluation. Upon request, Human Resources will meet with the Employee to explain the results of the review.

23.4 CLASSIFICATION APPEAL

An Employee or his/her appropriate Manager who feels that a position has been incorrectly classified by the Joint Classification Review Committee may file a written appeal using the Request for Classification Appeal form with the Joint Classification Appeal Committee, established pursuant to Clause 23.4.1 in care of the Human Resources Department. The written appeal, specifying the basis of the appeal, must be submitted no later than twenty (20) working days from receipt of the Joint Classification Review Committee's decision on the request for classification review.

- 23.4.1 A Joint Classification Appeal Committee shall be established for each appeal and shall consist of two (2) representatives from each of the Parties. The representatives shall be persons who have been trained in the Hay System of job evaluation. No person who was directly responsible for the evaluation or classification of the position description immediately prior to the submission of the appeal may be appointed as a representative. The Joint Classification Appeal Committee shall meet to resolve each appeal. Decisions of the Committee shall be made by a consensus of its members.

In the event that the Appeal Committee cannot reach a consensus then a new Appeal Committee will be formed. This new Appeal Committee will consist of a new representative from each Party who has not had direct responsibility for the evaluation or classification of the position description immediately prior to the submission of the appeal and one representative from each Party of the original Appeal Committee. Decisions of the Committee shall be made by consensus of its members.

- 23.4.2 The Human Resources Department shall, within ten (10) working days of receipt of the appeal, acknowledge its receipt and forward the appeal with all supporting documentation submitted by the Employee and his/her appropriate Manager to the Joint Classification Appeal Committee.

- 23.4.3 If:

- (a) the Joint Classification Appeal Committee decides that additional information is necessary or appropriate, the Committee or at least one representative from each of the Parties as described in 23.4.1 shall contact the Employee and the appropriate Manager for clarification. Both the request and the response(s) shall be in writing;
- (b) the representatives and/or additional information submitted as per Clause 23.4 or the information presented to the Joint Classification Appeal Committee as per Clause 23.4.3(a) results in a change in the position description, then the position description shall be returned to the Human Resources Department to be re-written as per Clause 23.1.2. The approved re-written position description shall be returned to the Joint Classification Appeal Committee prior to the Committee rendering a final decision on the appeal. Final decisions of the Committee shall be based only on the information presented in the position description.

- 23.4.4 The Human Resources Department shall, within twenty (20) working days of receipt of the appeal, notify the incumbent and his/her appropriate Manager of:

- (a) the decision of the Joint Classification Appeal Committee; or
- (b) the date by which the Committee expects to have made a decision.

If the Joint Classification Appeal Committee has not made a decision by the date specified in the notice, then the Human Resources Department will keep the incumbent and the appropriate Manager informed of the status of the appeal and any other date by which the Committee may be expected to have made a decision.

23.4.5 The decision of the Joint Classification Appeal Committee shall be final and binding and is not grievable. The decision of the Joint Classification Appeal Committee shall be communicated in writing to the Employee and the appropriate Manager.

23.4.6 The position which was the subject of the appeal may not be the subject of a subsequent request for classification review until either:

(a) six (6) months shall have elapsed since the decision was rendered by the Committee; or

(b) the responsibilities of the position have seen a significant change.

## 23.5 JOB RECLASSIFICATION AND SALARY ADJUSTMENT

In the event that a position is reclassified as a result of the review and/or appeal process, the resulting salary adjustment date shall be effective on the first day of the pay period that includes the date of the earliest signature on the Request for Classification Review Form.

## 23.6 RECLASSIFICATION AND POSTING

Unless otherwise mutually agreed upon between the Employer and the Association, where a change of duties and responsibilities to a position description results in an increase in classification of more than two (2) classification levels through the classification review or appeal process, the position shall be posted in accordance with Article 6. The original position shall be discontinued, and the incumbent shall be treated in accordance with the appropriate provisions of Article 10.

If there is a decrease in classification of more than one classification level then the original position shall be discontinued and the incumbent treated in accordance with Article 10. The reclassified position shall be made available for a transfer under Clause 10.3.1. It shall be posted if no transfer is made.

In the event that the Joint Classification/Appeals Committee determines that, in its opinion, a change of duties and responsibilities to a position description results in a new position being created then the Committee shall recommend to the Employer and Association that the new position be posted. The position will not be posted unless the Employer and the Association mutually agree upon this course of action. In the event the Employer and the Association do not mutually agree and the position is not posted,

then the Association may proceed through the grievance and arbitration procedures outlined in Article 21.

Where a reclassified position is to be posted, the original position shall be discontinued, and the incumbent shall be treated in accordance with the appropriate provisions of Article 10.

- 23.6.1 Where the classification review or appeal process results in a position changing classification families, the number of classification levels the position has increased will be determined by a comparison of the salary ranges.

## **ARTICLE 24 SALARY ADMINISTRATION**

- 24.1 An Employee's salary is subject to review when one of the following occurs:

- (a) The Employee is appointed to a new position as a result of successfully bidding on a posted vacancy. This process is referred to as an appointment.
- (b) The Employee is temporarily assigned to a new position in accordance with Clause 24.3. This process is referred to as a temporary appointment.
- (c) The Employee accepts a placement or transfer to a new position in accordance with Article 6 or 10. This process is hereinafter referred to as a transfer.
- (d) The Employee's classification changes. This process is referred to as a reclassification, the procedure for which is outlined in Article 23.

### **24.2 APPOINTMENTS**

There are three types of appointments that may occur and normally they can be identified by a comparison of the salary ranges:

- (a) an appointment to a position in a lower level classification;
- (b) an appointment to a position in the same or similar level classification;
- (c) an appointment to a position in a higher level classification.

#### **24.2.1 APPOINTMENT TO A POSITION IN A LOWER LEVEL CLASSIFICATION**

The Employee will be appointed at an appropriate salary step of the lower level classification in consideration of the experience and qualifications that the Employee is

bringing to the lower level classification. In no case may the Employee be appointed at a salary which is greater than the Employee's current salary.

#### 24.2.2 APPOINTMENT TO A POSITION IN THE SAME OR SIMILAR LEVEL CLASSIFICATION

The Employee's current salary and step will be maintained unless his/her qualifications and experience are not relevant to the position and the Employee requires a significant retraining period, in which case the Human Resources Department shall be consulted for guidance in determining an appropriate salary step for the appointment.

In no case may the Employee be appointed at a salary which is less favourable than that which would have been granted under Clause 24.6 to a new Employee with equal qualifications.

#### 24.2.3 APPOINTMENT TO A POSITION IN A HIGHER LEVEL CLASSIFICATION

The Employee's current salary and step will normally increase to the lowest step value in the higher level classification which will result in an increase no less than the value of two steps in their current classification.

For those Employees whose salary is being maintained outside of the salary range of their current classification, the Employee's step in the higher level classification shall be determined using the Employee's step in their current classification. If this results in a placement at a step greater than their maintained salary, then it will no longer be necessary to maintain their salary. In these circumstances, the Employee's current salary shall be increased to the salary for the step so determined in the higher level classification.

In no case may the Employee be appointed at a salary which is less favourable than that which would have been granted under Clause 24.6 to a new Employee with equal qualifications.

#### 24.2.4 Where an Employee accepts a transfer pursuant to Clause 10.3.5 from a first position to a second position in a lower level classification to avoid lay-off, and subsequently is the successful applicant on a third or subsequent position which is of a higher level classification than the second position but not of a higher level classification than the first position, then:

An appropriate step placement will be determined for the third or subsequent position using the appropriate provisions of Clause 24.2 as if the Employee had moved directly from the first position to the third or subsequent position.

## 24.3 TEMPORARY APPOINTMENT

- (a) Where an Employee has been temporarily assigned and does perform all of the duties of a position at a higher level classification for a period of time greater than three (3) continuous working days, a salary adjustment shall be made as outlined in Clause 24.2.3 for all time so worked. The temporary assignment shall not exceed three (3) months' duration.

Assistance in determining whether an Employee qualifies for a temporary appointment or the amount of the salary adjustment is available at the Human Resources Department.

Upon request from the Association or an affected Employee, the Parties shall meet to discuss any problems or concerns related to an assignment of an Employee on a Temporary Appointment to duties assigned by another Manager or an assignment to perform duties within another Department.

- (b) Where the Employer wishes to fill a vacancy with a temporary appointment and such a temporary appointment requires an Employee to relinquish his/her current duties in exchange for assuming all of the duties of another position and the duration is intended to or does exceed three (3) months, then the availability of such a temporary appointment for internal applicants only shall be posted on the official staff notice boards. The posting shall contain the expected end date of the temporary appointment. Employees holding such a temporary appointment will be returned to his/her former position following such an appointment.

24.3.1 "All of the duties" under Clause 24.3 means all of the duties that would have been performed by the incumbent during the period in which he/she has been replaced and are those duties and responsibilities that place the position at a higher level classification.

24.3.2 Where an Employee does not qualify for a temporary appointment in accordance with Clause 24.3.1 but the Employee has assumed some of the duties of a higher level position, an Employee may request that a description of those duties be submitted to the Human Resources Department for evaluation and determination as to the appropriateness of a temporary appointment salary adjustment.

24.3.3 The salary adjustment referred to in Clause 24.3.1 and 24.3.2 will not apply during periods of scheduled absences due to vacation in the case of an Employee whose position description specifies that he/she relieves the higher level position during periods of normal absences.

24.3.4 The process for determining the salary for an Employee in a temporary appointment as described in Clause 24.3 shall be repeated after an anniversary increment date occurs



during a temporary appointment. The results of this process shall determine the salary adjustment from the anniversary date.

#### 24.4 TRANSFERS

The salary considerations for a transfer are the same as for an appointment as outlined in Clause 24.2.

#### 24.5 RECLASSIFICATIONS

The salary considerations for a reclassification are the same as for an appointment as outlined in Clause 24.2 except that if a position is reclassified to the next lower level classification as a result of the elimination of position duties, then the Employee's salary shall be no less than the lesser of:

- (a) the highest step in the new range; and
- (b) his/her salary prior to reclassification.

#### 24.6 NEW HIRES

A new hire is the successful applicant hired to a position who is not at the time of hire an Employee, as defined in Article 2. A new hire's salary shall normally be that of Step 1 of the salary range for the classification of the position for which he/she has been hired; however, a placement may be made at the pay step in the salary range quoted which is equivalent in years to the level of competence attained by the successful applicant through previous directly applicable experience and training, up to a maximum of the mid-point of the steps of the salary range for the classification. The Human Resources Department shall be consulted in all cases. Where a step higher than Step 1 is used, a memo giving reasons for this decision will be placed in the Employee's file. Where there is a question concerning the placement of an Employee in a step higher than Step 1, the Association will, upon request to the Human Resources Department, be informed of the reasons on file.

#### 24.7 ANNIVERSARY INCREMENTS

An Employee's initial "Anniversary Increment Date" is the date on which the Employee has accumulated the equivalent of one (1) year of service (excluding overtime hours) since his/her original date of hire. One year of service for the purpose of anniversary increments for a part-time Employee shall be calculated as service accumulated in the bargaining unit.

Where a temporary or casual Employee is appointed to a position in accordance with Clause 24.1(a) or (c) and his/her temporary or casual employment has been used in the

determination of a step placement greater than step 1 under Clause 24.2.2 or 24.2.3; the Employee's Anniversary Increment Date will be established as one (1) year of service (excluding overtime hours) from the appointment date. If the Employee's temporary or casual employment is not used to arrive at a step placement greater than step 1, the Anniversary Increment Date will be established as one (1) year of service (excluding overtime hours) from the original date of hire.

24.7.1 Subsequent Anniversary Increment Dates shall occur after the completion of one (1) year of service (excluding overtime hours) from the Employee's previous Anniversary Increment Date, except when an Employee has been appointed or reclassified to a classification that results in a salary increase equal to or greater than two steps in the original classification. In this situation, the Employee's Anniversary Increment Date will be established as one (1) year of service from the appointment or reclassification date. An Employee working less than the full-time hours as defined in Article 11 will be eligible for an anniversary increment when he/she has accumulated one year of service in the bargaining unit from his/her previous anniversary increment date.

24.7.2 Subject to the provisions of Clause 24.7.3, an Employee's step shall be increased to the next higher step, if any, within the classification of his/her position on his/her Anniversary Increment Date, and his/her salary shall, if necessary, be increased to the salary for that higher step. This process shall be referred to as an "Anniversary Increment".

An Employee shall receive an Anniversary Increment effective the first day of the pay period within which his/her Anniversary Increment Date falls.

24.7.3 The Employer shall fairly evaluate the performance of each Employee prior to the Employee's Anniversary Increment Date, recording the results on a Performance Review form within twenty (20) working days preceding the Anniversary Increment Date. The Employer shall discuss the completed form with the Employee and give him/her a copy of it. The Employee may add his/her own comments to the form and/or may make such comments in a separate document which the Employer shall, upon receipt, attach to the form. If an Employee's performance is "Unsatisfactory" then the Employer may withhold the Employee's Anniversary Increment, provided that before the Employee's Anniversary Increment Date the Employer gives the Employee a copy of the form outlining the reasons for the "Unsatisfactory" rating and the performance improvement required. The form shall also specify a date, not less than twenty (20) or more than sixty (60) working days after the Anniversary Increment Date, when the Employee's performance shall again be fairly evaluated using the same Performance Review format. The Employer shall discuss the completed form with the Employee and give him/her a copy of it, and the Employee may comment upon it as outlined above. If the Employee's performance is "Unsatisfactory" then the Employer may further withhold the Employee's Anniversary Increment, and shall specify another review date

as outlined above (and so on). Otherwise, the Employee's Anniversary Increment shall be implemented effective from the latest specified review date.

An Employee's Anniversary Increment Date shall not change as a result of the application of the provisions of this clause. Application of this clause does not preclude the taking of any disciplinary action as outlined in Article 9.

In addition to the process identified above the Employer shall annually complete an interim performance evaluation form for all part-time Employees in sessional positions and provide each Employee with a copy of the form together with the notice of sessional lay-off.

24.7.4 When an Employee's Anniversary Increment Date falls during a period when the Employee is on sick leave, the decision to grant or withhold an increment may be postponed until the Employee's return to work. When the decision to grant or withhold an increment has been postponed and the Employee does not return to work but goes directly on to disability, then the decision to grant or withhold the increment shall be made on the last day of the Employee's sick leave. Increments which are granted shall be effective on the Employee's Anniversary Increment Date. Increments which are withheld shall be based on an unsatisfactory performance review.

24.8 Employees shall be paid bi-weekly in accordance with the rates in Schedule "A". A bi-weekly pay period shall consist of fourteen (14) calendar days commencing 12:01 a.m. Sunday to 12:00 midnight Saturday. The Employer shall not make deductions from wages unless authorized by statute, court order, arbitration award, the Employee, or this Collective Agreement.

24.8.1 The normal method of payment shall be by direct deposit to any chartered bank in Canada and to those other financial institutions as approved from time to time by the financial institution responsible for the University's payroll production.

#### 24.9 TRANSITIONAL PROVISION

In the event that an Employee's salary is greater than the salary for the highest step in the salary range for the classification of the position, the Employer and the Association may mutually agree to a formula designed to ease the transition into the new salary range. Such an agreement shall be contained in a Letter of Understanding between the Parties.

### ARTICLE 25 PERSONNEL FILES

25.1 There shall be one (1) official University file, hereinafter referred to as the personnel file, which shall be the only file used in decisions respecting any and all terms and

conditions of employment of an Employee. The personnel file shall be maintained by the Human Resources Department and stored in the Human Resources Department.

- 25.2 Notwithstanding Clause 25.1, copies of some or all of the material contained in the official personnel file may also be kept in departmental files or in the President's Office. Such material shall be kept under lock and key.

25.3 PERSONNEL FILES - EMPLOYEE ACCESS TO

Upon request and by appointment each Employee and his/her authorized agent (such authorization to be in writing) shall have the right of access to the contents of his/her personnel file. The Employee shall examine his/her file only in the presence of the Vice-President (Human Resources, Audit and Sustainability) or designate, and may not remove any item from his/her file.

25.4 PERSONNEL FILES - ACCESS BY OTHERS

None of the contents of the personnel file shall be released or made available to any person except Human Resources Department authorized personnel or the appropriate Manager without the express written consent of the Employee concerned, except as provided for:

- (a) by Clauses 24.6 or 25.3; and
- (b) by law.

Access to any of the contents of the personnel file for reason (b) above shall be granted only in person to individuals who show proof that such access is required by law. Such access shall be granted only in the presence of the Vice-President (Human Resources, Audit and Sustainability) or his/her designate who shall notify the Employee concerned as soon as possible, stating the person or persons granted or to be granted access and the reason for granting such access.

- 25.5 The personnel file shall contain a list of all persons granted access to the personnel file and the date of each access with the following exceptions:

- (a) Human Resources Department authorized personnel; and
- (b) the Employee.

25.6 PERSONNEL FILE - CONTENT

The personnel file of each Employee shall otherwise contain only material pertaining to the employment of the Employee, including but not restricted to transcripts, letters of

application, resume, evaluation reports, correspondence relating to terms and conditions of employment and/or the discharge of duties and responsibilities, copies of materials reflecting the salary history of the Employee, and materials relating to appointment or promotion of the Employee.

- 25.6.1 Where an item is placed in the personnel file of an Employee which is not related to salary or benefits, does not bear the Employee's signature, or has not been placed in the file by the Employee, then the Employer shall ensure that the Employee is made aware of the addition to his/her file.
- 25.6.2 Where an item which should have been in a personnel file is discovered not to be in the file, the Employer shall make every effort to find a copy of the item and place it into the file.
- 25.7 No anonymous material shall be kept in the personnel file of any Employee.
- 25.8 Each Employee shall have the right to have included in his/her personnel file his/her written comments on the accuracy or the meaning of any of the contents of his/her personnel file. The Employee shall have the right to have removed from his/her personnel file any material which he/she can show is false, irrelevant or unsubstantiated. Such requests for removal shall be made to the Vice-President (Human Resources, Audit and Sustainability).
- 25.9 An Employee shall be given one (1) copy of any of the materials in his/her personnel file upon written request to the Vice-President (Human Resources, Audit and Sustainability) except for confidential material pursuant to Clause 25.10. Such request shall be filled within five (5) working days.
- 25.10 Signed letters of reference evaluating the suitability of a candidate for any position at the University shall be considered confidential and the Employee shall not have access to such information.

## **ARTICLE 26 COLLECTIVE AGREEMENT PRINTING AND DISTRIBUTION**

- 26.1 It is the objective of the Parties to this Collective Agreement to communicate the terms, conditions and intent of the Collective Agreement to all concerned. In order to best achieve this objective it is agreed that the Employer will supply a copy of the Collective Agreement to all management personnel and the Association will supply a copy of the Collective Agreement to each Employee.
- 26.2 To achieve economies in printing it is agreed that the Association will have the Collective Agreement printed and that the costs of printing be shared between the

Parties on a pro rata basis dependent on the number of Collective Agreements required by each Party.

## **ARTICLE 27 EMPLOYEE & FAMILY ASSISTANCE PROGRAM**

- 27.1 The University of Winnipeg Employee & Family Assistance Program will continue to cover eligible Employees during the life of this Collective Agreement. The cost of the program shall be paid by the Employer.
- 27.2 The Association shall be entitled to have one (1) representative on the University of Winnipeg Employee & Family Assistance Advisory Committee. Should any employee group/bargaining unit have more than one (1) representative to this Committee, then the Association will have no less representation than the employee group/bargaining unit with the highest number of representatives on the Committee.

## **ARTICLE 28 EMPLOYMENT EQUITY**

- 28.1 The University of Winnipeg and the Association of Employees Supporting Education Services (AESES) hereby acknowledge, recognize and endorse the principle of employment equity and agree to co-operate in the identification and removal of artificial barriers in selection, hiring, training and promotion of women, Indigenous/Aboriginal peoples, persons with disabilities and members of racialized communities (formerly visible minorities).
- 28.2 As well the Parties agree to co-operate in the identification and implementation of steps (including amendments to the Collective Agreement if necessary) to improve the employment status of these designated target groups. AESES agrees to support actively the Employment Equity Advisory Committee.

## **ARTICLE 29 CONFLICT OF INTEREST**

- 29.1 All Employees are governed by the provisions of the University of Winnipeg Conflict of Interest Policy, which shall be updated from time to time in consultation with the Association through the Labour Management Committee (LMC) pursuant to Article 5.
- 29.2 Employees and persons acting on behalf of the Employer shall avoid participation in or voting on any decision-making process in which they have a conflict of interest.
- 29.3 A conflict of interest includes but is not limited to situations in which an Employee or a person acting on behalf of the Employer is involved in decision-making and:

- (a) stands to benefit or be harmed financially by virtue of the decision;
- (b) has family or close friends who stand to benefit or be harmed financially by virtue of the decision; or
- (c) has a close personal relationship, whether positive or negative, with anyone who is the target of the decision-making process.

29.4 An Employee may not employ a member of his/her immediate family without the approval of the Employer in any capacity where the position is supported by University-administered funds for which the Employee has signing authority.

29.5 Whenever a potential conflict of interest arises, the person who is first aware of the situation shall immediately inform the appropriate Manager in writing of the potential conflict, with the goal of resolving the matter in an open and collaborative manner.

29.6 The usual remedy for alleviating a conflict of interest is the recusal or removal of the person with the conflict of interest from the decision-making process.

29.7 This article in no way derogates from any remediation proposed under the *University of Winnipeg Conflict of Interest Policy*.

## **ARTICLE 30 DURATION AND RENEWAL OF COLLECTIVE AGREEMENT**

30.1 This Collective Agreement shall be in effect from the date of signing, and shall continue in force until the 21st day of September, 2019.

30.2 The Collective Agreement shall terminate at the end of the calendar day on the 21st day of September, 2019.

30.3 If either Party to this Collective Agreement should desire to renew or revise this Collective Agreement, then not less than sixty (60) calendar days nor more than ninety (90) calendar days prior to the termination date established in Clause 30.2, such Party shall give written notice thereof to the other Party, with the particulars relating thereto.

30.4 If, during the term of this Collective Agreement, the Parties hereto shall mutually agree on a change, amendment or alteration of any of the provisions of this Collective Agreement, or if the Parties shall mutually agree on any additional conditions of employment, then the same may be added to this Collective Agreement in the form of a supplement hereto, and shall henceforth become part of this Collective Agreement.

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as "The University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

RE: APPLICATION OF CLAUSE 10.4 - SALARY ENTITLEMENT PERIOD (SEP) -  
RE-EMPLOYMENT DURING SENIORITY RETENTION PERIOD AND  
SUBSEQUENT LAY OFF

---

Where an Employee has been laid off and has received part or all of his/her SEP and has been re-employed by the University within the period of seniority retention (Clause 10.7) and then is laid off again, the Parties agree to apply Clause 10.4 in the following manner:

1. If the Employee has received his/her full SEP prior to re-employment then only the seniority the Employee has accumulated after re-employment shall be used to calculate the SEP.
2. If the Employee is re-employed during the period that he/she is receiving SEP payments then SEP payments shall cease as at the first day of re-employment.
3. If the Employee is subsequently laid off then only the seniority the Employee has accumulated after re-employment plus the seniority equivalent to the unused portion of SEP shall be used to calculate the SEP.
4. Example to illustrate points 1 & 3 above:

Seniority at first lay off = 10.00 years

Salary Entitlement =  $10 \times 10 = 100$  working days

Employee is re-employed after receiving 80 working days SEP

Remaining SEP = 20 working days

Seniority equivalent of remaining SEP = 2.00 (20/10)



Employee is laid off after 2.0 years of being re-employed  
Seniority for SEP calculation = 2.00 ( # of years after re-employment) + 2.00 (equivalent seniority not received previously) = 4.00 years  
SEP = 4.00 yrs seniority x 10 working days = 40 working days

DATED this 13<sup>th</sup> day of June, 2012.

FOR THE UNIVERSITY

FOR THE ASSOCIATION

“Dr. L. Axworthy”

“I. Lark”

“L. Repski”

“J. Urkevich”

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(Hereinafter referred to as "The University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

RE: ANNUAL CHRISTMAS-NEW YEAR'S BREAK

---

1. Clauses 13.1, 13.3 and 13.4 of the Collective Agreement provide for the following holidays: 1/2 day holidays before Christmas Day and New Year's Day (when applicable), Christmas Day, Boxing Day, Floating Holiday, New Year's Day and from time to time Remembrance Day which fall and/or are observed during the annual Christmas-New Year's Break.

The moveable holidays are: the 1/2 day holidays before Christmas Day and New Year's Day (when applicable) and the Floating Holiday.

Remembrance Day, Christmas Day, Boxing Day and New Year's Day are moveable when they fall on either Saturday or Sunday.

2. Clause 14.10 of the Collective Agreement provides for three (3) days paid Christmas-New Year's Vacation Entitlement which is to normally be taken in conjunction with the annual Christmas-New Year's Break.
3. The combination of holidays (Clauses 13.1, 13.3 and 13.4) and Christmas-New Year's Vacation Entitlement (Clause 14.10) constitute the annual Christmas-New Year's Break.
4. The annual Christmas-New Year's Break shall be administered as follows:
  - a) **1/2 Day Holidays**  
The 1/2 day holidays before Christmas Day and New Year's Day (when applicable) will normally be combined into one (1) day of holiday

b) **Designation**

The calendar days on which the annual Christmas-New Year's Break is to be observed shall be designated by the University by March 1st preceding the Christmas-New Year's Break in each year.

The Association shall be notified in writing of the calendar days so designated.

c) **Alternate Arrangements**

If alternate arrangements, with respect to the day(s) the aforementioned holidays and/or Vacation Entitlement are observed, are necessary due to the nature of the operation of any given department or area of the University, said arrangements shall be determined by the Department providing that the Department gives the affected Employee(s) a minimum of ten (10) working days' notice of the alternate arrangement.

The alternate day(s) off with pay shall be taken at another time in the current vacation year as mutually agreed between the Employer and Employee(s).

Overtime shall apply in accordance with Clause 13.6 of the Collective Agreement.

DATED this 5<sup>th</sup> day of May, 1987.

FOR THE UNIVERSITY

"Robin H. Farquhar"

FOR THE ASSOCIATION

"Carole M. Sakowski"

"A. W. Yost"

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

RE: PROPER CARE OF RESEARCH/TEACHING ANIMALS  
DURING A STRIKE OR LOCKOUT

---

The Parties agree that the University and the Association have an obligation to maintain the proper care of research/teaching animals in accordance with the guidelines established by the Canadian Council of Animal Care for the duration of any strike or lockout.

Therefore, the Parties agree that one (1) current Employee responsible for animal care in each of the Departments of Biology and Psychology shall be responsible for maintaining such care in accordance with the minimum acceptable standards.

Duties and responsibilities in excess of such standards will be the responsibility of the University.

DATED this 17<sup>th</sup> day of April, 1990.

FOR THE UNIVERSITY

FOR THE ASSOCIATION

"G. A. McKinnon"

"B. Barske"

"M. P. Hanen"

"G. J. Perron"

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

RE: SCHEDULING OF PART-TIME EMPLOYEES

The Parties are agreed on the following general statement of principles specifically dealing with the scheduling of part-time Employees:

1. The Employer does not condone the use of work schedules for part-time Employees as a method of lay-off, discipline or dismissal of Employees for poor performance. In such cases the appropriate provisions in the Collective Agreement should be followed.
2. The Employer wishes to retain a qualified and experienced staff of part-time Employees. To that end the Employer encourages departments to offer additional casual, temporary or part-time work to existing part-time Employees wherever feasible and wherever overtime is not incurred.
3. The Employer encourages departments to schedule part-time Employees with sufficient notice.
4. The Employer encourages departments to accommodate the needs of part-time Employees for time off from the work schedule providing the needs of the Department can be met.
5. This Letter of Understanding applies as well to Events Assistants, Student Assistants, and Student Assistants 2.

Dated this 30<sup>th</sup> day of November, 1998.

FOR THE UNIVERSITY

"Dr. F. Hetcher"

"Dr. G. Tomlinson"

FOR THE ASSOCIATION

"B. Barske"

"G. Perron"

## LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

### RE: WORK SCHEDULE CHANGES

---

The Parties to the Collective Agreement recognize that the adjustment of hours of work for Employees requires care and understanding on the part of the University and a willingness to face reasonable readjustments on the part of Employees concerned. To this purpose the Parties hereby agree to a process of meaningful consultation in the following situations:

#### Application

It is agreed that special provisions regarding work schedule changes (excluding existing rotating shift schedules) will be applicable to all Salaried Employees employed in full-time or part-time continuing positions on the date of signing of the Collective Agreement. These special provisions will be utilized instead of the normal requirements for notice for all Employees under Clause 12.4.

#### Special Provisions

Where the Employer wishes to implement a work schedule change of two (2) hours or more to the start time of a shift for a period of forty (40) working days or more, the following process shall be utilized:

- 1) Vice-President (Human Resources, Audit and Sustainability) shall inform the Association of the details of the proposed change at least forty (40) working days prior to implementation of the proposed schedule change.
- 2) All Employee(s) in the affected Department shall be provided with forty (40) working days notice of the proposed change.

- 3) At the request of the Association, the Parties shall meet, prior to the implementation of any changes, to discuss the proposed changes in the work schedule, and any concerns or problems identified. These discussions may include alternative proposals, or alternative methods of implementing the changes such as voluntary shift changes, use of part-time Employees, rotating shift schedules, etc.

Dated this 30<sup>th</sup> day of November, 1998

FOR THE UNIVERSITY

"Dr. F. Hetcher"

"Dr. G. Tomlinson"

FOR THE ASSOCIATION

"B. Barske"

"G. Perron"

## LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

### RE: REVIEW OF WORKLOADS AND WORKLOAD MANAGEABILITY

This Letter of Understanding was entered into between the Parties during collective bargaining for the 2011-15 Collective Agreement and the parties agree that the provisions hereof shall apply for the duration of the said Agreement.

During bargaining, AESES raised the issue of recognizing and dealing with perceptions of excessive workload in some areas of the University.

The parties acknowledge the desire and responsibility of Employees to perform at an effective and productive level. The parties further acknowledge the importance of providing a mechanism for Employees to voice concern without fear of retaliation or reprisal if they perceive that their ability to fulfill this desire and responsibility is hampered by an excessive workload. In that regard, the parties agree as follows:

- 1) If a concern regarding excessive workload arises, the Employee should first discuss the concern with his/her supervisor who shall attempt to resolve the matter either on their own or through discussion with the appropriate senior manager;
- 2) If the Employee's concern remains unresolved, the Employee should contact AESES and should it be required the matter shall thereafter be discussed in a timely manner between AESES and the Human Resources Department. If the parties are of the view that the concern is a reasonable one which is likely to remain in effect for a significant period of time, the parties agree to discuss and consider possible options to assist the Employer in efforts to resolve the concern;
- 3) It is agreed that there shall be no retaliation by the Employer against an Employee by virtue of the fact that the Employee has raised a concern regarding workload in accordance with this Letter of Understanding;



- 4) In support of the mutual desire of the parties to recognize and deal with perceptions of excessive workload, the Employer undertakes to develop and provide training for designated supervisors and managers in the area of workload assessment and management.

DATED this 13<sup>th</sup> day of June, 2012.

FOR THE UNIVERSITY

“Dr. L. Axworthy”

“L. Repski”

FOR THE ASSOCIATION

“I. Lark”

“J. Urkevich”

## LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

### RE: ADMINISTRATION OF THE EMPLOYMENT OF STUDENT ASSISTANTS

The Parties to the Collective Agreement have previously agreed to the classifications of Student Assistant and Student Assistant 2. The following terms and condition shall apply:

1. The Student Assistant and Student Assistant 2 classifications shall be for the exclusive use of full-time students. Full-time students shall be defined as a student enrolled in the current academic year in a high school or at the University of Winnipeg in a full-time program of study as defined in the University of Winnipeg General Calendar.
2. Employees in the Student Assistant or Student Assistant 2 classifications may only be employed up to a maximum of 500 working hours during the period September 30th to April 30th. During the period May 1st to September 29th the maximum number of hours per week shall be 35.
3. The duties of the Student Assistant classification shall be restricted to those duties which are characteristic of some of the entry level positions. These duties shall be contained in a classification specification for the Student Assistant classification. The Student Assistant classification shall not be applicable to positions in the University of Winnipeg Library unless expressly provided for in a separate Letter of Understanding between the parties.
4. The classification of Student Assistant 2 resulted from the need for a higher classification for the Uplink Computer Common in the Centre for Learning Technologies and the Help Desk in Technical Support Services. The duties of the Student Assistant 2 are outlined in the character responsibilities and qualifications of the Student Assistant 2 class specification.
5. An Employee in a Student Assistant or Student Assistant 2 classification will start at step 1 and progress to step 2 and step 3 after 600 hours of service at each step.

6. The University agrees to post all employment opportunities at the Student Assistant or Student Assistant 2 classifications which will continue beyond three (3) months. A brief composite posting will be used to advertise the employment opportunity. Composite postings shall include a position vacancy number, classification, representative duties, duration of employment and approximate hours of work. The Association shall receive a copy of all composite postings and shall be notified of the name and student status of all successful applicants for each composite posting. The provisions of Clauses 6.1.3 to 6.8 inclusive shall apply.
7. Student Assistant and Student Assistant 2 positions do not fall into any of the Employee Categories listed in Clause 2.7 or Position Categories listed in Clause 2.7.1 as these classifications are for the exclusive use of full-time students,
8. In the application of Clause 6.3, seniority accrued by an Employee from employment in the Student Assistant and/or Student Assistant 2 classifications shall only be applicable to selection for vacancies within these classifications.
9. The Parties hereby agree that in the administration of the Student Assistant classifications, no regular salaried Employee employed on or before November 14, 2002 will have his/her position discontinued and replaced by a position or positions filled at the Student Assistant or Student Assistant 2 classification.

DATED this 13<sup>th</sup> day of June, 2012.

FOR THE UNIVERSITY

“Dr. L. Axworthy”

“L. Repski”

FOR THE ASSOCIATION

“I. Lark”

“J. Urkevich”

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

RE: STUDENT ASSISTANTS IN THE LIBRARY

---

The Parties to the Collective Agreement hereby agree that Student Assistants, as described in the Letter of Understanding re: Administration of the Employment of Student Assistants, may be used within the University of Winnipeg Library.

Conditions:

This agreement arose out of the reorganization in the Library and is subject to the following conditions:

1. Student Assistants will not require experience as on the job training is provided. All functions performed by Student Assistants will be entry level functions and more complicated functions will be referred to Employees working in the Library Assistant categories. Duties of Student Assistants in the Library will be characteristic of the following functions:
  - routine check-in/check-out of Library materials from the circulation desk (overdue accounts, fines, discrepancies are referred to a more senior staff member);
  - collecting, sorting, transporting, shelving and shelf reading of printed materials in the Library;
  - photocopying of printed materials;
  - dusting/vacuuming of book stacks;
  - some photocopier/computer housekeeping functions (such as replenishing paper/cleaning keyboards/screens);
  - packing and unpacking of materials received by or distributed from the library;
  - may assist with routine functions related to the processing of printed Library materials by inserting/removing tattletapes, spine labels;

- may assist with basic repair procedures on damaged printed library materials;
  - assistance in the delivery of media equipment to/from the Library;
2. The terms and conditions of employment of Student Assistants working in the Library shall be the same as for other Student Assistants. These conditions are contained in the Letter of Understanding re: Administration of the Employment of Student Assistants.
  3. The Parties hereby agree that no regular salaried Employee will have his/her position discontinued and replaced by a position or positions filled at the Student Assistant classification.

DATED this 13<sup>th</sup> day of June, 2012.

FOR THE UNIVERSITY

FOR THE ASSOCIATION

“Dr. L. Axworthy”

“I. Lark”

“L. Repski”

“J. Urkevich”

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),

OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),

OF THE SECOND PART

RE: SALARIES FOR EVENTS ASSISTANTS

The Parties have agreed upon the need for the classification of Events Assistant with a Hay Point range and Class Specification having also been agreed upon between them. The Parties have further agreed that the salary scale for this classification shall have two steps.

Notwithstanding the provisions of Clause 24.7 of the Collective Agreement, the Anniversary Increment Date for an Employee classified as an Events Assistant shall be the date on which the Employee has accumulated two hundred sixty (260) working hours of service in the Events Assistant classification.

The Parties understand and agree that although Employees classified as Events Assistant are subject to all other provisions of the Collective Agreement, it is recognized that the said rates have been agreed upon as a special case and shall not be applied to any other classification.

DATED this 2<sup>nd</sup> day of March, 2005.

FOR THE UNIVERSITY

"C. Wylie"

"Dr. L. Axworthy"

FOR THE ASSOCIATION

"B. Barske"

"G. Perron"

## LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

### RE: WORK EXPERIENCE PROGRAMS

---

The University of Winnipeg and the Association of Employees Supporting Education Services hereby acknowledge a social responsibility to provide Work Experience to the disadvantaged, persons with disabilities, members of racialized communities (formerly visible minorities), and to students. In the case of persons with disabilities, it is the intent that the Work Experience Program should be directed to the integration of those people into society as productive and independent participants.

#### 1. APPLICATION

- (a) This Letter of Understanding applies to the persons described in Section 2, "Definitions", herein, who are placed with the University in areas closely related to the AESES certification and who are not otherwise excluded from the bargaining unit as per the applicable Clauses of Article 2 of the Collective Agreement.
- (b) Persons covered by this Letter of Understanding are regarded as members of the bargaining unit and covered by the following Articles of the Collective Agreement where applicable:
  - Article 3 Recognition
  - Article 11 Hours of Work
  - Article 12 Overtime, Callback, Meal Allowance, Standby Pay, Shift Premium and Traveling Expenses
  - Article 19 Safety and Health
  - Article 21 Grievance and Arbitration Procedure - applicable to the Articles stated above (i.e. Articles 3, 11, 12 & 19)

#### 2. DEFINITIONS

- (a) The person is "disadvantaged" in that he/she belongs to a target group described in the University of Winnipeg Employment Equity and Diversity Policy as "equity groups." Currently those target groups are women, Indigenous/Aboriginal people, members of racialized communities, and persons with disabilities.

- (b) The person is "disabled" if he/she meets the criteria set out in the Manitoba Human Rights Code.
- (c) The person is a "student" if he/she is enrolled in a high school, University or Community College in a full-time program of study for a career. The work experience must be related to the field of study.
- (d) Persons are members of racialized communities as identified in the University of Winnipeg Employment Equity and Diversity Policy and this term replaces the previously accepted term of visible minority. Indigenous/Aboriginal persons are not considered to be members of racialized communities.
- (e) The person who is placed in a Work Experience Program must be sponsored by an agency other than the University of Winnipeg.

### 3. TERMS AND CONDITIONS

The Work Experience Program should meet the following criteria:

- (a) The environment should provide the average daily work pressure plus the social expectations of workplace decorum and communication
- (b) The work environment should provide supervision of the trainee while performing assigned tasks
- (c) The work assignment and performance should be consistent with regular employment expectations
- (d) The program should have a maximum duration of six (6) weeks unless otherwise mutually agreed between the Parties.

### 4. CONSULTATION

- (a) The University before engaging in a Work Experience Program for people covered by this Letter of Understanding will advise the Association in writing of the Program and the particulars relating thereto, ie: name of program, name of sponsoring agency, name of participant, length of program, and department affected, etc.
- (b) When the conditions provided for in Section 3, "Terms and Conditions", herein are not met, discussion must take place between the Parties and agreement arrived at before a person can be placed in the Work Experience Program.
- (c) Where the Association has concerns regarding the impact of any program covered by this Letter of Understanding, the Parties shall meet to discuss and resolve the problem.

DATED this 13<sup>th</sup> day of November, 2009.

FOR THE UNIVERSITY

FOR THE ASSOCIATION

"Dr. L. Axworthy"

"B. Barske"

"L. Repski"

"J. Urkevich"



LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

RE: UNPAID WORK EXPERIENCE PROGRAMS

---

The Parties hereby acknowledge a social responsibility to provide unpaid short-duration Work Experience to equity group members or new immigrants participating in specific training/retraining programs that include an unpaid work experience component.

This Letter of Understanding shall only apply to those individuals participating in a formal certificate/diploma, training/retraining program through any of:

- a) a Community College;
- b) the University of Winnipeg Professional, Applied, and Continuing Education;
- c) a not for profit community agency;
- d) an agency providing services to new immigrants;
- e) an agency providing services to equity groups.

Such programs will have the following characteristics:

- 1. a volunteer/unpaid work experience component;
- 2. the volunteer/unpaid work experience shall normally be to a maximum of six weeks;
- 3. The participant(s) and/or participation in the work experience must not be subject to the Employment Standards Code as set out in Section 2 of the Employment Standards Regulations
- 4. the work performed is related to the certificate/diploma, training/retraining program.

The Employer agrees that the use of unpaid work experience programs shall not result in any position or Employee being discontinued or laid off or replaced by individuals participating in the unpaid work experience programs.

The Employer before engaging in an unpaid Work Experience Program for people covered by this Letter of Understanding will advise the Association in writing of the Program and the particulars relating thereto, i.e.: name of program, name of sponsoring agency, name of participant, length of program, and department affected, etc.

DATED this 13<sup>th</sup> day of November, 2009.

FOR THE UNIVERSITY

FOR THE ASSOCIATION

"Dr. L. Axworthy"

"B. Barske"

"L. Repski"

"J. Urkevich"

## LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

### RE: STUDENT EMPLOYMENT AND CO-OPERATIVE EDUCATION PROGRAMS

This Letter of Understanding applies to persons enrolled at the University of Winnipeg as full-time students in a recognized Co-Op degree program or a joint Co-Op degree program in which the University participates.

A Co-Op program is defined as a course of study with the following characteristics:

1. It leads to a recognized degree;
2. The student engages in both classroom study and paid work terms that provide experiential learning in the workplace;
3. The work terms have durations of no more than six (6) months;
4. Students are assigned work in consultation with the student's faculty advisor;
5. The work terms are a required component of the course of study and qualify as an academic credit.

### TERMS AND CONDITIONS

1. No regular salaried Employee will have his/her position discontinued or replaced by a position(s) filled by a Co-Op Student.
2. The work performed by a Co-Op Student shall be directly related to that student's course of study.
3. Employees shall not have their normal workload unreasonably increased as a result of participating in the Co-Op work experience.
4. Under normal circumstances, a Co-Op Student will be eligible to participate in only one work term at the University of Winnipeg.
5. The University will be one of a number of workplaces at which Co-Op Students will have the opportunity to complete their work term requirements.
6. The University and the Association to agree on a classification for Co-Op Students and a salary range appropriate to that classification.

7. The University agrees to notify the Association of each Co-Op Student placement.
8. The parties agree that the terms and conditions of the Collective Agreement do not apply to Co-Op Students.

DATED this 13<sup>th</sup> day of November, 2009.

FOR THE UNIVERSITY

"Dr. L. Axworthy"

"L. Repski"

FOR THE ASSOCIATION

"B. Barske"

"J. Urkevich"

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(Hereinafter referred to as "The University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(Hereinafter referred to as "the Association")  
OF THE SECOND PART

RE: FLEXIBLE ARRANGEMENTS FOR SPECIALIZED TERM POSITIONS

During bargaining, the University raised the issue that the occasion may arise where the University wishes to create a term position(s) which is externally funded and requires specialized skills and/or specific equity considerations for recruitment. This may require flexibility of the existing classification and/or salary structure.

It is agreed that the parties will meet and discuss the University's concerns and options for resolution.

DATED this 13<sup>th</sup> day of November, 2009.

FOR THE UNIVERSITY

FOR THE ASSOCIATION

"Dr. L. Axworthy"

"B. Barske"

"L. Repski"

"J. Urkevich"

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

RE: ELIGIBILITY FOR BENEFITS

---

Notwithstanding the provisions of Clauses 16.8, 16.10, 17.9 and 17.10 with regard to a "fixed" work week, the Parties agree that a regular Employee whose position does not have fixed hours of work may also qualify for the maternity/parental and/or tuition benefits. In considering a request for these benefits by a regular Employee whose position does not have fixed hours, the following additional criteria shall apply:

- a) Employees must have worked a minimum of 50% of the full-time hours of work for each bi-weekly pay period in the six (6) months immediately prior to the maternity/parental leave or the commencement of the courses for which a tuition benefit would apply;
- b) Employees must continue to work a minimum of 50% of the full-time hours of work for each bi-weekly pay period for the duration of the courses for which the benefit would apply.

The amount of the benefits provided to Employees who qualify in accordance with the above conditions shall be prorated by the Human Resources Department based upon an examination of the hours worked.

DATED this 17<sup>th</sup> day of June, 2016.

FOR THE UNIVERSITY

"M. Yasumatsu"

FOR THE ASSOCIATION

"L. Hilton"

"L. Uhryniuk"

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "Employer"),  
OF THE FIRST PART

-and-

THE UNIVERSITY OF WINNIPEG FACULTY ASSOCIATION (UWFA), AND  
ASSOCIATION OF EMPLOYEES SUPPORTING EDUCATION SERVICES (AESES), AND  
THE INTERNATIONAL UNION OF OPERATING ENGINEERS (IUOE)

(hereinafter referred to as the "Unions"),  
OF THE SECOND PART

RE: INTRODUCTION AND BARGAINING OF FLEXIBLE BENEFITS

WHEREAS there have been ongoing discussions between the Employer and UWFA, AESES, and IUOE (collectively, the "Unions") in regards to the potential introduction of "Flexible Benefits," as outlined in the attached Flex Plan Design Draft (the "Flex Plan"), which was designed on the basis of the agreement reached between the Employer and AESES in the collective bargaining agreement of March 20, 2011 to March 28, 2015; and

WHEREAS the Employer requested the University's benefits consultant, STRATA Benefits Consulting, to draft the Flex Plan based on the principle of providing a variety of health benefits options for Employees, including the status quo, while remaining within the University's existing health benefit cost structure; and

WHEREAS taking into account small differences in current coverage between Employee groups, there will be a cost increase to the University in order to implement the Flex Plan University-wide, and the University has agreed that it will undertake such cost increase upon implementation of the Flex Plan; and

WHEREAS given the cost and complexity of the administration of the Flex Plan, the Employer required the agreement of all of the Unions to bargain the health benefits outlined in the Flex Plan at one bargaining table; and

WHEREAS the UWFA, the AESES, and the IUOE, have agreed to the introduction of the Flex Plan and to bargain the health benefits outlined in the Flex Plan at one bargaining table, and PSAC has been advised of this change in accordance with the English Language Program collective agreement, and has not indicated concern;

THEREFORE, the parties agree as follows:

1. The Employer will proceed to take steps to implement the Flex Plan effective January 1, 2016 subject to all Parties confirming their agreement, or as reasonably practicable following agreement to this Letter of Understanding;
2. The Flex Plan, as currently drafted or as amended by agreement between the parties, will be implemented by all parties (copy attached), and remain in effect until changes are agreed to through future bargaining;
3. Potential changes to the Flex Plan will be negotiated at one bargaining table comprised of the Employer, and representatives from UWFA, AESES, IUOE and that generally, changes will be bargained no more frequently than every three years; and
4. The first time that these benefits would be bargained in this manner would be no earlier than 2018, as the implementation of the Flex Plan will have an increased cost to the Employer, to ensure that all parties have the opportunity to become familiar with the plan, and to receive feedback from their members; and
5. It is understood by the Parties that the respective Collective Agreement Articles that deal specifically with the benefits covered under the Flex Plan will be held in abeyance while the terms of this Letter of Understanding are in effect; and
6. The Parties recognize that increased costs or savings are part of the total compensation structure; and
7. The Flex Plan, as may be amended, will remain in effect as follows: Implementation – January 1, 2016 – December 31, 2018, and bargained for the first time with all Parties in 2018 with any agreed upon changes to take effect January 1, 2019. It is understood that the Employer will receive approval for these changes from the Board Officers and the Unions will be required to take any recommended changes to their respective Members for a vote prior to implementation; and
8. The Flex Plan shall be terminated in the event that any one of the Unions' Memberships votes to reject the changes to the benefits plan. The termination shall be effective on December 31, 2019, or at a date to be agreed upon by the Parties, which shall consider providing appropriate notice for Members and the Employer. In the event that the Flexible Benefits program is terminated, the Parties agree to adopt Option 3 of the Flex Plan as at January 1, 2016; and
9. Enrolment in the Flex Plan will take place in the fall of 2015 for implementation January 1 of 2016; and
10. Employees who fail to select an Option at implementation date will be enrolled in Option 3 (current coverage); and
11. Prior to implementation, the Flex Plan will be re-priced based on 2015 actual health plan's experience, which may or may not affect the Employee cost for Option 4; and
12. The experience of the Flex Plan will be reviewed on an annual basis, which may or may not affect the Employee cost for Option 4; and
13. Employees may make changes to their chosen Flex Plan Option once every two years, or within 31 days of a significant Life Event (marriage, divorce/separation, death, birth/adoption, loss/gain of spouse's insurance); and
14. Employees who fail to select an Option at a plan reopening date will remain in their current Option; and



15. Implementation procedures and processes will be developed and discussed with the Unions at subsequent meetings of the all Union/Employer committee such as the development of Terms of Reference for the Committee; and the examination of the role of the Joint Employee Benefits Committee. The Parties also agree that they will meet a minimum of once per year.

Dated October 5, 2015

FOR UWFA

“R. Jochelson”

FOR AESES

“L. McKendry”

FOR IOUE

“M. Alberg”

FOR THE EMPLOYER

“L. Repski”

|  |  | Option 3                                  |
|--|--|---|
| Health                                   |  |   |
| Travel Health                            |  | 100%                                      |
| Ambulance/<br>Semi-Private Hospital      |  | 100%                                      |
| Deductible                               | Annual \$25 Single/Couple/Family<br>(not applicable to Vision, Travel,<br>Ambulance or Hospital) |   |
| Drugs                                    |  | 80%                                       |
| - Drug Card                              |  | No  |
| Paramedical                              |  |   |
| - Acupuncture                            | 80% to \$500/year combined   |   |
| - Athletic Therapy                       |  |   |
| - Chiropractor                           |  |   |
| - Massage Therapy                        |  |   |
| - Occupational Therapy**                 |  |   |
| - Physiotherapy **                       |  |   |
| - Dietician*                             |  | 80% to \$350/ year                        |
| - Podiatrist**                           |  | 80% to \$350/ year                        |
| - Psychologist*                          |  | 80% to \$350/ year                        |
| Private Duty Nursing                     |  | 80% to \$3,000/year                       |
| Accidental Dental                        |  | Included                                  |
| Hearing Aids                             |  | 80% to \$500/5 years                      |
| Other                                    |  | 80%                                       |
| Vision                                   |  | 100%                                      |
| -Eye Exams                               |  | Combined maximum<br>\$250 every 24 months |
| -Eye Wear                                |  |   |
| Dental                                   |  |   |
| Basic                                    |  | 80%                                       |
| Major                                    |  | 60%                                       |
| Basic/Major Maximum                      |  | \$1,600/year combined maximum             |
| Orthodontics (Child)                     |  | 50%                                       |
| Orthodontics Maximum                     |  | \$1,600 lifetime maximum                  |
| Health Spending Account                  |  |   |
| Annual Allocation (Single/Couple/Family) |  | \$350                                     |
| Employee Cost - Semi-Monthly Deduction   |  |   |
| Single                                   |  | No Cost                                   |
| Couple                                   |  |   |
| Family                                   |  |   |

\* prescription required except for The Aurora Family Therapy Centre

\*\* x-rays excluded

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

RE: TUITION SCHOLARSHIP

---

The University of Winnipeg has recently announced a new tuition fee policy designed to simplify the registration process and provide more accurate information to students regarding the cost of their education. The Parties to the Collective Agreement hereby agree that in the application of Clause 17.9 (a), the University's new policy of including tuition fees together with special fees such as supplementary course service fees, Internet fees, etc., shall not change the current practice of limiting the benefit amounts to the normal standard fees outlined in Clauses 17.9 (a). The University shall keep an account of these special fees that will not be included in the tuition scholarships awarded to students. The Association will be provided with a list of these excluded fees.

Dated this 13<sup>th</sup> day of June, 2012

FOR THE UNIVERSITY

"Dr. L. Axworthy"

"L. Repski"

FOR THE ASSOCIATION

"I. Lark"

"J. Urkevich"

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

RE: TUITION REIMBURSEMENT

---

The Parties agree, for greater clarity, that the Schulich School of Business course "Masters Certificate in Project Management", is not covered under Clause 17.10 (a) (i) and that an Employee seeking tuition reimbursement upon successful completion of the certificate course shall be entitled to a reimbursement of \$500.00.

The Parties agree that, in the event that the Professional, Applied, and Continuing Education introduces further high-end partnership programs of a similar nature to the "Masters Certificate in Project Management", that the inclusion of such programs within Clause 17.10 of this agreement or this Letter of Understanding shall be subject to mutual agreement.

DATED this 2<sup>nd</sup> day of December, 2002.

FOR THE UNIVERSITY

FOR THE ASSOCIATION

"R. Graydon"

"B. Barske"

"Dr. C. Rooke"

"G. Perron"

## LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

### RE: TRAINING AND DEVELOPMENT

---

The Employer recognizes that job-related training and career development are important elements in achieving the University's goals and objectives. The Employer also acknowledges its responsibility to provide adequate job specific training. Accordingly, during the course of this collective agreement, the University will undertake to promote an environment that is conducive to Employees developing and obtaining required job-related skills, knowledge, and abilities, and shall encourage managers and Employees to discuss career development goals and objectives.

AESES acknowledges that Employees also have a responsibility to identify to their supervisor the need for additional job specific training. AESES and the University agree that identifying career development goals is an Employee initiative, and that managers are responsible for helping Employees chart a path toward those goals.

The Employer has noted that existing centralized training funds are not being fully expended. In order for the Employer to apply existing training and development budget more effectively, the Employer commits to seeking Employee input on training and development needs, and, where appropriate, to provide courses on campus that will enhance Employee skills development within the available budget.

In particular, the parties recognize that additional efforts are required to enhance Employees' skills in coping with the introduction of new technology. Therefore, the University shall undertake the following:

1. Projects that introduce significant new technology, or significant enhancements to existing technology shall ensure, to the greatest extent possible, the sufficiency of resources to ensure effective staff training;
2. Where the change is significant or affects a large portion of the University's workforce, to provide post implementation training support;

3. Training schedules will be developed in consultation with Managers to ensure that staff will be available for identified and scheduled training without undue disruption to normal work.

DATED this 13<sup>th</sup> day of November, 2009.

FOR THE UNIVERSITY

"Dr. L. Axworthy"

"L. Repski"

FOR THE ASSOCIATION

"B. Barske"

"J. Urkevich"

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as "The University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as "The Association"),  
OF THE SECOND PART

RE: NOTICE OF RETIREMENT

---

The Parties have recognized a need to permit sufficient time to process the documents related to retirement and to ensure the timely commencement of pension entitlements. Therefore, the Parties encourage Employees who plan to retire from the University of Winnipeg to submit their notice to both their immediate supervisor and the Human Resources Department a minimum of 40 working days before their expected date of retirement.

This additional notice period will enable the Human Resources Department to process necessary documentation as well as commence the vacancy selection process with the intent of reducing the need for a temporary posting.

Dated this 2<sup>nd</sup> day of March, 2005.

FOR THE UNIVERSITY

"C. Wylie"

"Dr. L. Axworthy"

FOR THE ASSOCIATION

"B. Barske"

"G. Perron"

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as "The University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as "The Association"),  
OF THE SECOND PART

RE: CREATING LEAVE OPPORTUNITIES FOR EDUCATION AND REJUVENATION

The Parties agree to pursue the creation of opportunities for Employees to participate in a Deferred Salary Leave Plan.

The Parties agree to address this issue through the Labour Management Committee.

The objective for the Committee's work is to identify leave and salary provisions that would enable and support Employees who wish to pursue further education or to provide a means by which Employees can plan for an extended leave for purposes of rejuvenation.

The Labour Management Committee will have the authority to explore options and develop recommendations to The Association and The University for their consideration.

DATED this 13<sup>th</sup> day of November, 2009.

FOR THE UNIVERSITY

FOR THE ASSOCIATION

"Dr. L. Axworthy"

"B. Barske"

"L. Repski"

"J. Urkevich"

LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "University"),  
OF THE FIRST PART

-and-

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as the "Association"),  
OF THE SECOND PART

RE: WELLNESS/SUSTAINABILITY ACCOUNT

---

Effective April 1, 2008 the Employer will establish the following additional Employer-paid benefit:

Wellness/Sustainability Account for each benefit-eligible Employee in the amount of \$100.00 per Employee per calendar year.

Eligible items will be determined by the Employer and will be communicated to Employees.

DATED this 13<sup>th</sup> day of November, 2009.

FOR THE UNIVERSITY

FOR THE ASSOCIATION

"Dr. L. Axworthy"

"B. Barske"

"L. Repski"

"J. Urkevich"



LETTER OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WINNIPEG

(hereinafter referred to as the "Employer"),  
OF THE FIRST PART

- and -

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

(hereinafter referred to as "AESES"),  
OF THE SECOND PART

RE: TEMPORARY POSITIONS IN ACCESSIBILITY SERVICES

WHEREAS Article 2.6.1(e) of the collective agreement (the "Agreement") states:

*A temporary position is a position which, when filled, is not expected to continue beyond three (3) months. If a temporary position continues beyond three (3) months, it shall become a continuing, sessional or term position and be posted in accordance with Clause 6.1, unless the posting requirement is bypassed by mutual agreement between the Employer and the Association. A temporary position may be extended beyond three (3) months without becoming a continuing, sessional or term position upon mutual agreement between the Employer and the Association. An Employee can only be hired in one temporary position per classification per department in any one (1) twelve (12) month period unless otherwise agreed by the Association.*

AND WHEREAS Accessibility Services facilitates and promotes the ongoing development of an accessible learning environment, which provides students with disabilities or medical conditions the opportunity to participate fully in all aspects of campus life;

AND WHEREAS services to these students include the provision of computerized note-takers and American Sign Language ("ASL") Interpreters for the duration of an Academic Term, which may exceed three (3) months;

AND WHEREAS the demand for these services varies and is determined by student need in a particular Academic Term, which may not be known until the beginning of the Academic Term;

AND WHEREAS the need may arise to hire computerized note-takers or ASL Interpreters in more than one Academic Term within a twelve (12) month period, in which case it is preferable to hire individuals with recent prior experience;

THEREFORE the parties agree that notwithstanding Article 2.6.1(e):

1. The Employer may fill temporary positions for a period not expected to continue beyond one (1) Academic Term; and
2. An Employee may be hired in one temporary position per classification per department twice in any one (1) twelve (12) month period; and
3. This agreement shall apply only to the positions of computerized note-takers and ASL Interpreters within Accessibility Services.

DATED this 14 day of December, 2015.

FOR THE EMPLOYER

"Marni Yasumatsu"

FOR THE ASSOCIATION

"Leslie Uhryniuk"

"Lorne Hilton"

SIGNING PAGE

2015 - 2019 AESES COLLECTIVE AGREEMENT

IN WITNESS WHEREOF the Parties hereto have caused these presents to be executed

DATED this 16th day of November, 2016.

THE UNIVERSITY OF WINNIPEG

THE ASSOCIATION OF EMPLOYEES  
SUPPORTING EDUCATION SERVICES

"A. Trimbee"  
A. TRIMBEE, President

"L. Morris"  
L. MORRIS, President

"M. Yasumatsu"  
M. YASUMATSU, Senior Labour Relations  
Officer

"L. Uhryniuk"  
L. UHRYNIUK, Co-Chair

"A. Dick"  
A. DICK

"J. Mikolash"  
J. MIKOLASH, Co-Chair

"I. Johnson Mychasiw"  
I. JOHNSON MYCHASIW

"E. Benson"  
E. BENSON

"S. Mangiacotti"  
S. MANGIACOTTI

"J. Duesterdiek"  
J. DUESTERDIEK

"C. Russell"  
C. RUSSELL

"B. Vandekerkhove"  
B. VANDEKERKHOVE

"L. Hilton"  
L. HILTON, Labour Relations Officer

"L. McKendry"  
L. MCKENDRY, Executive Director

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 29, 2015 to March 26, 2016**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: ADMINISTRATIVE</b>                         | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Administrative 1<br>35.00 hours/week<br>(291-340 pt.) | 1           | 22.37         | 1,565.90         | 40,713.40     |
|   | 2           | 23.26         | 1,628.20         | 42,333.20     |
|   | 3           | 24.18         | 1,692.60         | 44,007.60     |
|   | 4           | 25.18         | 1,762.60         | 45,827.60     |
|   | 5           | 26.24         | 1,836.80         | 47,756.80     |
|   | 6           | 27.37         | 1,915.90         | 49,813.40     |
|   | 7           | 28.45         | 1,991.50         | 51,779.00     |
|   | 8           | 29.65         | 2,075.50         | 53,963.00     |
| Administrative 2<br>35.00 hours/week<br>(341-400 pt.) | 1           | 24.18         | 1,692.60         | 44,007.60     |
|   | 2           | 25.18         | 1,762.60         | 45,827.60     |
|   | 3           | 26.24         | 1,836.80         | 47,756.80     |
|   | 4           | 27.37         | 1,915.90         | 49,813.40     |
|   | 5           | 28.45         | 1,991.50         | 51,779.00     |
|   | 6           | 29.65         | 2,075.50         | 53,963.00     |
|   | 7           | 30.96         | 2,167.20         | 56,347.20     |
|   | 8           | 32.23         | 2,256.10         | 58,658.60     |
| Administrative 3<br>35.00 hours/week<br>(401-470 pt.) | 1           | 26.24         | 1,836.80         | 47,756.80     |
|   | 2           | 27.37         | 1,915.90         | 49,813.40     |
|   | 3           | 28.45         | 1,991.50         | 51,779.00     |
|   | 4           | 29.65         | 2,075.50         | 53,963.00     |
|   | 5           | 30.96         | 2,167.20         | 56,347.20     |
|   | 6           | 32.23         | 2,256.10         | 58,658.60     |
|   | 7           | 33.57         | 2,349.90         | 61,097.40     |
|   | 8           | 34.97         | 2,447.90         | 63,645.40     |
| Administrative 4<br>35.00 hours/week<br>(471-550 pt.) | 1           | 28.45         | 1,991.50         | 51,779.00     |
|   | 2           | 29.65         | 2,075.50         | 53,963.00     |
|   | 3           | 30.96         | 2,167.20         | 56,347.20     |
|   | 4           | 32.23         | 2,256.10         | 58,658.60     |
|   | 5           | 33.57         | 2,349.90         | 61,097.40     |
|   | 6           | 34.97         | 2,447.90         | 63,645.40     |
|   | 7           | 36.43         | 2,550.10         | 66,302.60     |
|   | 8           | 37.95         | 2,656.50         | 69,069.00     |
| Administrative 5<br>35.00 hours/week<br>(551-640 pt.) | 1           | 30.96         | 2,167.20         | 56,347.20     |
|   | 2           | 32.23         | 2,256.10         | 58,658.60     |
|   | 3           | 33.57         | 2,349.90         | 61,097.40     |
|   | 4           | 34.97         | 2,447.90         | 63,645.40     |
|   | 5           | 36.43         | 2,550.10         | 66,302.60     |
|   | 6           | 37.95         | 2,656.50         | 69,069.00     |
|   | 7           | 39.60         | 2,772.00         | 72,072.00     |
|   | 8           | 41.23         | 2,886.10         | 75,038.60     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 29, 2015 to March 26, 2016**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: LIBRARY</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Library Assistant 1<br>35.00 hours/week<br>(70-104 pt.)  | 1           | 14.22         | 995.40           | 25,880.40     |
|  | 2           | 14.78         | 1,034.60         | 26,899.60     |
|  | 3           | 15.44         | 1,080.80         | 28,100.80     |
|  | 4           | 16.11         | 1,127.70         | 29,320.20     |
|  | 5           | 16.75         | 1,172.50         | 30,485.00     |
|  | 6           | 17.48         | 1,223.60         | 31,813.60     |
|  | 7           | 18.21         | 1,274.70         | 33,142.20     |
|  | 8           | 18.96         | 1,327.20         | 34,507.20     |
| Library Assistant 2<br>35.00 hours/week<br>(105-150 pt.) | 1           | 15.44         | 1,080.80         | 28,100.80     |
|  | 2           | 16.11         | 1,127.70         | 29,320.20     |
|  | 3           | 16.75         | 1,172.50         | 30,485.00     |
|  | 4           | 17.48         | 1,223.60         | 31,813.60     |
|  | 5           | 18.21         | 1,274.70         | 33,142.20     |
|  | 6           | 18.96         | 1,327.20         | 34,507.20     |
|  | 7           | 19.78         | 1,384.60         | 35,999.60     |
|  | 8           | 20.61         | 1,442.70         | 37,510.20     |
| Library Assistant 3<br>35.00 hours/week<br>(151-205 pt.) | 1           | 18.21         | 1,274.70         | 33,142.20     |
|  | 2           | 18.96         | 1,327.20         | 34,507.20     |
|  | 3           | 19.78         | 1,384.60         | 35,999.60     |
|  | 4           | 20.61         | 1,442.70         | 37,510.20     |
|  | 5           | 21.44         | 1,500.80         | 39,020.80     |
|  | 6           | 22.37         | 1,565.90         | 40,713.40     |
|  | 7           | 23.26         | 1,628.20         | 42,333.20     |
|  | 8           | 24.18         | 1,692.60         | 44,007.60     |
| Library Assistant 4<br>35.00 hours/week<br>(206-270 pt.) | 1           | 19.78         | 1,384.60         | 35,999.60     |
|  | 2           | 20.61         | 1,442.70         | 37,510.20     |
|  | 3           | 21.44         | 1,500.80         | 39,020.80     |
|  | 4           | 22.37         | 1,565.90         | 40,713.40     |
|  | 5           | 23.26         | 1,628.20         | 42,333.20     |
|  | 6           | 24.18         | 1,692.60         | 44,007.60     |
|  | 7           | 25.18         | 1,762.60         | 45,827.60     |
|  | 8           | 26.24         | 1,836.80         | 47,756.80     |
| Library Assistant 5<br>35.00 hours/week<br>(271-340 pt.) | 1           | 22.37         | 1,565.90         | 40,713.40     |
|  | 2           | 23.26         | 1,628.20         | 42,333.20     |
|  | 3           | 24.18         | 1,692.60         | 44,007.60     |
|  | 4           | 25.18         | 1,762.60         | 45,827.60     |
|  | 5           | 26.24         | 1,836.80         | 47,756.80     |
|  | 6           | 27.37         | 1,915.90         | 49,813.40     |
|  | 7           | 28.45         | 1,991.50         | 51,779.00     |
|  | 8           | 29.65         | 2,075.50         | 53,963.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 29, 2015 to March 26, 2016**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: LIBRARY</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Library Assistant 5<br>38.75 hours/week<br>(271-340 pt.) | 1           | 22.37         | 1,733.68         | 45,075.68     |
|  | 2           | 23.26         | 1,802.65         | 46,868.90     |
|  | 3           | 24.18         | 1,873.95         | 48,722.70     |
|  | 4           | 25.18         | 1,951.45         | 50,737.70     |
|  | 5           | 26.24         | 2,033.60         | 52,873.60     |
|  | 6           | 27.37         | 2,121.18         | 55,150.68     |
|  | 7           | 28.45         | 2,204.88         | 57,326.88     |
|  | 8           | 29.65         | 2,297.88         | 59,744.88     |
| <b>FAMILY: OFFICE</b>                                    |             |               |                  |               |
| Office Assistant 1<br>35.00 hours/week<br>(71-100 pt.)   | 1           | 14.22         | 995.40           | 25,880.40     |
|  | 2           | 14.78         | 1,034.60         | 26,899.60     |
|  | 3           | 15.44         | 1,080.80         | 28,100.80     |
|  | 4           | 16.11         | 1,127.70         | 29,320.20     |
|  | 5           | 16.75         | 1,172.50         | 30,485.00     |
|  | 6           | 17.48         | 1,223.60         | 31,813.60     |
|  | 7           | 18.21         | 1,274.70         | 33,142.20     |
|  | 8           | 18.96         | 1,327.20         | 34,507.20     |
| Office Assistant 2<br>35.00 hours/week<br>(101-130 pt.)  | 1           | 15.44         | 1,080.80         | 28,100.80     |
|  | 2           | 16.11         | 1,127.70         | 29,320.20     |
|  | 3           | 16.75         | 1,172.50         | 30,485.00     |
|  | 4           | 17.48         | 1,223.60         | 31,813.60     |
|  | 5           | 18.21         | 1,274.70         | 33,142.20     |
|  | 6           | 18.96         | 1,327.20         | 34,507.20     |
|  | 7           | 19.78         | 1,384.60         | 35,999.60     |
|  | 8           | 20.61         | 1,442.70         | 37,510.20     |
| Office Assistant 3<br>35.00 hours/week<br>(131-170 pt.)  | 1           | 16.75         | 1,172.50         | 30,485.00     |
|  | 2           | 17.48         | 1,223.60         | 31,813.60     |
|  | 3           | 18.21         | 1,274.70         | 33,142.20     |
|  | 4           | 18.96         | 1,327.20         | 34,507.20     |
|  | 5           | 19.78         | 1,384.60         | 35,999.60     |
|  | 6           | 20.61         | 1,442.70         | 37,510.20     |
|  | 7           | 21.44         | 1,500.80         | 39,020.80     |
|  | 8           | 22.37         | 1,565.90         | 40,713.40     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 29, 2015 to March 26, 2016**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: OFFICE</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Office Assistant 4<br>35.00 hours/week<br>(171-205 pt.) | 1           | 18.21         | 1,274.70         | 33,142.20     |
|   | 2           | 18.96         | 1,327.20         | 34,507.20     |
|   | 3           | 19.78         | 1,384.60         | 35,999.60     |
|   | 4           | 20.61         | 1,442.70         | 37,510.20     |
|   | 5           | 21.44         | 1,500.80         | 39,020.80     |
|   | 6           | 22.37         | 1,565.90         | 40,713.40     |
|   | 7           | 23.26         | 1,628.20         | 42,333.20     |
|   | 8           | 24.18         | 1,692.60         | 44,007.60     |
| Office Assistant 5<br>35.00 hours/week<br>(206-245 pt.) | 1           | 19.78         | 1,384.60         | 35,999.60     |
|   | 2           | 20.61         | 1,442.70         | 37,510.20     |
|   | 3           | 21.44         | 1,500.80         | 39,020.80     |
|   | 4           | 22.37         | 1,565.90         | 40,713.40     |
|   | 5           | 23.26         | 1,628.20         | 42,333.20     |
|   | 6           | 24.18         | 1,692.60         | 44,007.60     |
|   | 7           | 25.18         | 1,762.60         | 45,827.60     |
|   | 8           | 26.24         | 1,836.80         | 47,756.80     |
| Office Assistant 6<br>35.00 hours/week<br>(246-290 pt.) | 1           | 20.61         | 1,442.70         | 37,510.20     |
|   | 2           | 21.44         | 1,500.80         | 39,020.80     |
|   | 3           | 22.37         | 1,565.90         | 40,713.40     |
|   | 4           | 23.26         | 1,628.20         | 42,333.20     |
|   | 5           | 24.18         | 1,692.60         | 44,007.60     |
|   | 6           | 25.18         | 1,762.60         | 45,827.60     |
|   | 7           | 26.24         | 1,836.80         | 47,756.80     |
|   | 8           | 27.37         | 1,915.90         | 49,813.40     |
| <b>FAMILY: OPERATIONS</b>                               |             |               |                  |               |
| Labourer<br>35 hours/week<br>(71-110 pt.)               | 1           | 12.57         | 879.90           | 22,877.40     |
|   | 2           | 13.10         | 917.00           | 23,842.00     |
|   | 3           | 13.62         | 953.40           | 24,788.40     |
| Shipper-Receiver<br>35 hours/week<br>(131-170 pt.)      | 1           | 16.75         | 1,172.50         | 30,485.00     |
|   | 2           | 17.48         | 1,223.60         | 31,813.60     |
|   | 3           | 18.21         | 1,274.70         | 33,142.20     |
|   | 4           | 18.96         | 1,327.20         | 34,507.20     |
|   | 5           | 19.78         | 1,384.60         | 35,999.60     |
|   | 6           | 20.61         | 1,442.70         | 37,510.20     |
|   | 7           | 21.44         | 1,500.80         | 39,020.80     |
|   | 8           | 22.37         | 1,565.90         | 40,713.40     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 29, 2015 to March 26, 2016**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: OPERATIONS</b> | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---------------------------|-------------|---------------|------------------|---------------|
| Security Guard            | 1           | 18.21         | 1,274.70         | 33,142.20     |
| 35 hours/week             | 2           | 18.96         | 1,327.20         | 34,507.20     |
| (171-205 pt.)             | 3           | 19.78         | 1,384.60         | 35,999.60     |
|                           | 4           | 20.61         | 1,442.70         | 37,510.20     |
|                           | 5           | 21.44         | 1,500.80         | 39,020.80     |
|                           | 6           | 22.37         | 1,565.90         | 40,713.40     |
|                           | 7           | 23.26         | 1,628.20         | 42,333.20     |
|                           | 8           | 24.18         | 1,692.60         | 44,007.60     |

**FAMILY: OTHER**

|                     |     |       |        |           |
|---------------------|-----|-------|--------|-----------|
| Student Assistant   | 1 * | 11.19 | 783.30 | 20,365.80 |
| 35 hours/week       | 2 * | 11.85 | 829.50 | 21,567.00 |
|                     | 3   | 12.50 | 875.00 | 22,750.00 |
| Student Assistant 2 | 1 * | 12.57 | 879.90 | 22,877.40 |
| 35 hours/week       | 2 * | 13.10 | 917.00 | 23,842.00 |
|                     | 3   | 13.62 | 953.40 | 24,788.40 |

\* progression to next step after 600 hours of service at previous step

**FAMILY: PRINTING**

|                         |   |       |          |           |
|-------------------------|---|-------|----------|-----------|
| Operations Support      | 1 | 16.75 | 1,172.50 | 30,485.00 |
| 35 hours/week           | 2 | 17.48 | 1,223.60 | 31,813.60 |
| (131-170 pt.)           | 3 | 18.21 | 1,274.70 | 33,142.20 |
|                         | 4 | 18.96 | 1,327.20 | 34,507.20 |
|                         | 5 | 19.78 | 1,384.60 | 35,999.60 |
|                         | 6 | 20.61 | 1,442.70 | 37,510.20 |
|                         | 7 | 21.44 | 1,500.80 | 39,020.80 |
|                         | 8 | 22.37 | 1,565.90 | 40,713.40 |
| Camera/Press Operator 1 | 1 | 19.78 | 1,434.05 | 37,285.30 |
| 36.25 hours/week        | 2 | 20.61 | 1,494.23 | 38,849.98 |
| (205-245 pt.)           | 3 | 21.44 | 1,554.40 | 40,414.40 |
|                         | 4 | 22.37 | 1,621.83 | 42,167.58 |
|                         | 5 | 23.26 | 1,686.35 | 43,845.10 |
|                         | 6 | 24.18 | 1,753.05 | 45,579.30 |
|                         | 7 | 25.18 | 1,825.55 | 47,464.30 |
|                         | 8 | 26.24 | 1,902.40 | 49,462.40 |



**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 29, 2015 to March 26, 2016**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: PRINTING</b>  | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Camera/Press Operator 2<br>35 hours/week<br>(246-295 pt.)                                    | 1           | 20.61         | 1,442.70         | 37,510.20     |
|  | 2           | 21.44         | 1,500.80         | 39,020.80     |
|  | 3           | 22.37         | 1,565.90         | 40,713.40     |
|  | 4           | 23.26         | 1,628.20         | 42,333.20     |
|  | 5           | 24.18         | 1,692.60         | 44,007.60     |
|  | 6           | 25.18         | 1,762.60         | 45,827.60     |
|  | 7           | 26.24         | 1,836.80         | 47,756.80     |
|  | 8           | 27.37         | 1,915.90         | 49,813.40     |
| Graphic Designer/Compositor<br>36.25 hours/week<br>(296-346 pt.)                             | 1           | 22.37         | 1,621.83         | 42,167.58     |
|  | 2           | 23.26         | 1,686.35         | 43,845.10     |
|  | 3           | 24.18         | 1,753.05         | 45,579.30     |
|  | 4           | 25.18         | 1,825.55         | 47,464.30     |
|  | 5           | 26.24         | 1,902.40         | 49,462.40     |
|  | 6           | 27.37         | 1,984.33         | 51,592.58     |
|  | 7           | 28.45         | 2,062.63         | 53,628.38     |
|  | 8           | 29.65         | 2,149.63         | 55,890.38     |
| <b>FAMILY: RECREATION</b>  |             |               |                  |               |
| Events Assistant<br>35 hours/week<br>(66-90 pt.)   | 1*          | 11.02         | 771.40           | 20,056.40     |
|  | 2           | 11.46         | 802.20           | 20,857.20     |
| * progression to next step after 260 hours of service in Events Assistant Classification     |             |               |                  |               |
| Sr. Events Assistant<br>35 hours/week<br>(91-115 pt.)  | 1*          | 12.57         | 879.90           | 22,877.40     |
|  | 2           | 13.10         | 917.00           | 23,842.00     |
| * progression to next step after 260 hours of service in Sr. Events Assistant Classification |             |               |                  |               |
| Facility Attendant<br>35 hours/week<br>(85-115 pt.)  | 1           | 13.62         | 953.40           | 24,788.40     |
|  | 2           | 14.22         | 995.40           | 25,880.40     |
|  | 3           | 14.78         | 1,034.60         | 26,899.60     |
| <b>FAMILY: TECHNICAL</b>   |             |               |                  |               |
| Lab Assistant<br>35.00 hours/week<br>(56-95 pt.)   | 1           | 12.57         | 879.90           | 22,877.40     |
|  | 2           | 13.10         | 917.00           | 23,842.00     |
|  | 3           | 13.62         | 953.40           | 24,788.40     |
| Assistant Technician 1<br>35.00 hours/week<br>(96-140 pt.)                                   | 1           | 13.62         | 953.40           | 24,788.40     |
|  | 2           | 14.22         | 995.40           | 25,880.40     |
|  | 3           | 14.78         | 1,034.60         | 26,899.60     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 29, 2015 to March 26, 2016**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: TECHNICAL</b>                                    | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Assistant Technician 2<br>35.00 hours/week<br>(141-190 pt.) | 1           | 15.44         | 1,080.80         | 28,100.80     |
|   | 2           | 16.11         | 1,127.70         | 29,320.20     |
|   | 3           | 16.75         | 1,172.50         | 30,485.00     |
| Assistant Technician 3<br>35.00 hours/week<br>(191-240 pt.) | 1           | 16.75         | 1,172.50         | 30,485.00     |
|   | 2           | 17.48         | 1,223.60         | 31,813.60     |
|   | 3           | 18.21         | 1,274.70         | 33,142.20     |
|   | 4           | 18.96         | 1,327.20         | 34,507.20     |
|   | 5           | 19.78         | 1,384.60         | 35,999.60     |
|   | 6           | 20.61         | 1,442.70         | 37,510.20     |
|   | 7           | 21.44         | 1,500.80         | 39,020.80     |
|   | 8           | 22.37         | 1,565.90         | 40,713.40     |
| Technician 1<br>35.00 hours/week<br>(241-290 pt.)           | 1           | 18.21         | 1,274.70         | 33,142.20     |
|   | 2           | 18.96         | 1,327.20         | 34,507.20     |
|   | 3           | 19.78         | 1,384.60         | 35,999.60     |
|   | 4           | 20.61         | 1,442.70         | 37,510.20     |
|   | 5           | 21.44         | 1,500.80         | 39,020.80     |
|   | 6           | 22.37         | 1,565.90         | 40,713.40     |
|   | 7           | 23.26         | 1,628.20         | 42,333.20     |
|   | 8           | 24.18         | 1,692.60         | 44,007.60     |
| Technician 2<br>35.00 hours/week<br>(291-340 pt.)           | 1           | 20.61         | 1,442.70         | 37,510.20     |
|   | 2           | 21.44         | 1,500.80         | 39,020.80     |
|   | 3           | 22.37         | 1,565.90         | 40,713.40     |
|   | 4           | 23.26         | 1,628.20         | 42,333.20     |
|   | 5           | 24.18         | 1,692.60         | 44,007.60     |
|   | 6           | 25.18         | 1,762.60         | 45,827.60     |
|   | 7           | 26.24         | 1,836.80         | 47,756.80     |
|   | 8           | 27.37         | 1,915.90         | 49,813.40     |
| Technician 3<br>35.00 hours/week<br>(341-400 pt.)           | 1           | 23.26         | 1,628.20         | 42,333.20     |
|   | 2           | 24.18         | 1,692.60         | 44,007.60     |
|   | 3           | 25.18         | 1,762.60         | 45,827.60     |
|   | 4           | 26.24         | 1,836.80         | 47,756.80     |
|   | 5           | 27.37         | 1,915.90         | 49,813.40     |
|   | 6           | 28.45         | 1,991.50         | 51,779.00     |
|   | 7           | 29.65         | 2,075.50         | 53,963.00     |
|   | 8           | 30.96         | 2,167.20         | 56,347.20     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 29, 2015 to March 26, 2016**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: TECHNICAL</b>                          | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Technician 3<br>38.75 hours/week<br>(341-400 pt.) | 1           | 23.26         | 1,802.65         | 46,868.90     |
|   | 2           | 24.18         | 1,873.95         | 48,722.70     |
|   | 3           | 25.18         | 1,951.45         | 50,737.70     |
|   | 4           | 26.24         | 2,033.60         | 52,873.60     |
|   | 5           | 27.37         | 2,121.18         | 55,150.68     |
|   | 6           | 28.45         | 2,204.88         | 57,326.88     |
|   | 7           | 29.65         | 2,297.88         | 59,744.88     |
|   | 8           | 30.96         | 2,399.40         | 62,384.40     |
| Technician 4<br>35.00 hours/week<br>(401-470 pt.) | 1           | 25.18         | 1,762.60         | 45,827.60     |
|   | 2           | 26.24         | 1,836.80         | 47,756.80     |
|   | 3           | 27.37         | 1,915.90         | 49,813.40     |
|   | 4           | 28.45         | 1,991.50         | 51,779.00     |
|   | 5           | 29.65         | 2,075.50         | 53,963.00     |
|   | 6           | 30.96         | 2,167.20         | 56,347.20     |
|   | 7           | 32.23         | 2,256.10         | 58,658.60     |
|   | 8           | 33.57         | 2,349.90         | 61,097.40     |
| Technician 5<br>35.00 hours/week<br>(471-550 pt.) | 1           | 28.45         | 1,991.50         | 51,779.00     |
|   | 2           | 29.65         | 2,075.50         | 53,963.00     |
|   | 3           | 30.96         | 2,167.20         | 56,347.20     |
|   | 4           | 32.23         | 2,256.10         | 58,658.60     |
|   | 5           | 33.57         | 2,349.90         | 61,097.40     |
|   | 6           | 34.97         | 2,447.90         | 63,645.40     |
|   | 7           | 36.43         | 2,550.10         | 66,302.60     |
|   | 8           | 37.95         | 2,656.50         | 69,069.00     |
| Technician 6<br>35.00 hours/week<br>(551-640 pt.) | 1           | 32.23         | 2,256.10         | 58,658.60     |
|   | 2           | 33.57         | 2,349.90         | 61,097.40     |
|   | 3           | 34.97         | 2,447.90         | 63,645.40     |
|   | 4           | 36.43         | 2,550.10         | 66,302.60     |
|   | 5           | 37.95         | 2,656.50         | 69,069.00     |
|   | 6           | 39.60         | 2,772.00         | 72,072.00     |
|   | 7           | 41.23         | 2,886.10         | 75,038.60     |
|   | 8           | 42.98         | 3,008.60         | 78,223.60     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 29, 2015 to March 26, 2016**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: TECHNOLOGY SUPPORT</b>                      | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Technology Support 1<br>35 hours/week<br>(166-201 pt.) | 1           | 17.48         | 1,223.60         | 31,813.60     |
|  | 2           | 18.21         | 1,274.70         | 33,142.20     |
|  | 3           | 18.96         | 1,327.20         | 34,507.20     |
|  | 4           | 19.78         | 1,384.60         | 35,999.60     |
|  | 5           | 20.61         | 1,442.70         | 37,510.20     |
|  | 6           | 21.44         | 1,500.80         | 39,020.80     |
|  | 7           | 22.37         | 1,565.90         | 40,713.40     |
|  | 8           | 23.26         | 1,628.20         | 42,333.20     |
| Technology Support 2<br>35 hours/week<br>(202-247 pt.) | 1           | 19.78         | 1,384.60         | 35,999.60     |
|  | 2           | 20.61         | 1,442.70         | 37,510.20     |
|  | 3           | 21.44         | 1,500.80         | 39,020.80     |
|  | 4           | 22.37         | 1,565.90         | 40,713.40     |
|  | 5           | 23.26         | 1,628.20         | 42,333.20     |
|  | 6           | 24.18         | 1,692.60         | 44,007.60     |
|  | 7           | 25.18         | 1,762.60         | 45,827.60     |
|  | 8           | 26.24         | 1,836.80         | 47,756.80     |
| Technology Support 3<br>35 hours/week<br>(248-303 pt.) | 1           | 24.18         | 1,692.60         | 44,007.60     |
|  | 2           | 25.18         | 1,762.60         | 45,827.60     |
|  | 3           | 26.24         | 1,836.80         | 47,756.80     |
|  | 4           | 27.37         | 1,915.90         | 49,813.40     |
|  | 5           | 28.45         | 1,991.50         | 51,779.00     |
|  | 6           | 29.65         | 2,075.50         | 53,963.00     |
|  | 7           | 30.96         | 2,167.20         | 56,347.20     |
|  | 8           | 32.23         | 2,256.10         | 58,658.60     |
| Technology Support 4<br>35 hours/week<br>(304-369 pt.) | 1           | 27.37         | 1,915.90         | 49,813.40     |
|  | 2           | 28.45         | 1,991.50         | 51,779.00     |
|  | 3           | 29.65         | 2,075.50         | 53,963.00     |
|  | 4           | 30.96         | 2,167.20         | 56,347.20     |
|  | 5           | 32.23         | 2,256.10         | 58,658.60     |
|  | 6           | 33.57         | 2,349.90         | 61,097.40     |
|  | 7           | 34.97         | 2,447.90         | 63,645.40     |
|  | 8           | 36.43         | 2,550.10         | 66,302.60     |
| Technology Support 5<br>35 hours/week<br>(370-445 pt.) | 1           | 30.96         | 2,167.20         | 56,347.20     |
|  | 2           | 32.23         | 2,256.10         | 58,658.60     |
|  | 3           | 33.57         | 2,349.90         | 61,097.40     |
|  | 4           | 34.97         | 2,447.90         | 63,645.40     |
|  | 5           | 36.43         | 2,550.10         | 66,302.60     |
|  | 6           | 37.95         | 2,656.50         | 69,069.00     |
|  | 7           | 39.60         | 2,772.00         | 72,072.00     |
|  | 8           | 41.23         | 2,886.10         | 75,038.60     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 29, 2015 to March 26, 2016**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: TECHNOLOGY SUPPORT</b>                         | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Technology Support 6<br>35 hours/week<br>(446-531 pt.)    | 1           | 34.97         | 2,447.90         | 63,645.40     |
|   | 2           | 36.43         | 2,550.10         | 66,302.60     |
|   | 3           | 37.95         | 2,656.50         | 69,069.00     |
|   | 4           | 39.60         | 2,772.00         | 72,072.00     |
|   | 5           | 41.23         | 2,886.10         | 75,038.60     |
|   | 6           | 42.98         | 3,008.60         | 78,223.60     |
|   | 7           | 44.79         | 3,135.30         | 81,517.80     |
|   | 8           | 46.67         | 3,266.90         | 84,939.40     |
| Technology Support 6<br>36.25 hours/week<br>(446-531 pt.) | 1           | 34.97         | 2,535.33         | 65,918.58     |
|   | 2           | 36.43         | 2,641.18         | 68,670.68     |
|   | 3           | 37.95         | 2,751.38         | 71,535.88     |
|   | 4           | 39.60         | 2,871.00         | 74,646.00     |
|   | 5           | 41.23         | 2,989.18         | 77,718.68     |
|   | 6           | 42.98         | 3,116.05         | 81,017.30     |
|   | 7           | 44.79         | 3,247.28         | 84,429.28     |
|   | 8           | 46.67         | 3,383.58         | 87,973.08     |
| Technology Support 7<br>35 hours/week<br>(532-627 pt.)    | 1           | 39.60         | 2,772.00         | 72,072.00     |
|   | 2           | 41.23         | 2,886.10         | 75,038.60     |
|   | 3           | 42.98         | 3,008.60         | 78,223.60     |
|   | 4           | 44.79         | 3,135.30         | 81,517.80     |
|   | 5           | 46.67         | 3,266.90         | 84,939.40     |
|   | 6           | 48.61         | 3,402.70         | 88,470.20     |
|   | 7           | 50.65         | 3,545.50         | 92,183.00     |
|   | 8           | 52.79         | 3,695.30         | 96,077.80     |
| Technology Support 8<br>35 hours/week<br>(628-733 pt.)    | 1           | 44.79         | 3,135.30         | 81,517.80     |
|   | 2           | 46.67         | 3,266.90         | 84,939.40     |
|   | 3           | 48.61         | 3,402.70         | 88,470.20     |
|   | 4           | 50.65         | 3,545.50         | 92,183.00     |
|   | 5           | 52.79         | 3,695.30         | 96,077.80     |
|   | 6           | 55.03         | 3,852.10         | 100,154.60    |
|   | 7           | 57.28         | 4,009.60         | 104,249.60    |
|   | 8           | 59.63         | 4,174.10         | 108,526.60    |

Please note that classifications at more than 35 hours per week are for present incumbents only.

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 27, 2016 to March 25, 2017**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: ADMINISTRATIVE</b>                         | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Administrative 1<br>35.00 hours/week<br>(291-340 pt.) | 1           | 22.65         | 1,585.50         | 41,223.00     |
|   | 2           | 23.55         | 1,648.50         | 42,861.00     |
|   | 3           | 24.48         | 1,713.60         | 44,553.60     |
|   | 4           | 25.49         | 1,784.30         | 46,391.80     |
|   | 5           | 26.57         | 1,859.90         | 48,357.40     |
|   | 6           | 27.71         | 1,939.70         | 50,432.20     |
|   | 7           | 28.81         | 2,016.70         | 52,434.20     |
|   | 8           | 30.02         | 2,101.40         | 54,636.40     |
| Administrative 2<br>35.00 hours/week<br>(341-400 pt.) | 1           | 24.48         | 1,713.60         | 44,553.60     |
|   | 2           | 25.49         | 1,784.30         | 46,391.80     |
|   | 3           | 26.57         | 1,859.90         | 48,357.40     |
|   | 4           | 27.71         | 1,939.70         | 50,432.20     |
|   | 5           | 28.81         | 2,016.70         | 52,434.20     |
|   | 6           | 30.02         | 2,101.40         | 54,636.40     |
|   | 7           | 31.35         | 2,194.50         | 57,057.00     |
|   | 8           | 32.63         | 2,284.10         | 59,386.60     |
| Administrative 3<br>35.00 hours/week<br>(401-470 pt.) | 1           | 26.57         | 1,859.90         | 48,357.40     |
|   | 2           | 27.71         | 1,939.70         | 50,432.20     |
|   | 3           | 28.81         | 2,016.70         | 52,434.20     |
|   | 4           | 30.02         | 2,101.40         | 54,636.40     |
|   | 5           | 31.35         | 2,194.50         | 57,057.00     |
|   | 6           | 32.63         | 2,284.10         | 59,386.60     |
|   | 7           | 33.99         | 2,379.30         | 61,861.80     |
|   | 8           | 35.41         | 2,478.70         | 64,446.20     |
| Administrative 4<br>35.00 hours/week<br>(471-550 pt.) | 1           | 28.81         | 2,016.70         | 52,434.20     |
|   | 2           | 30.02         | 2,101.40         | 54,636.40     |
|   | 3           | 31.35         | 2,194.50         | 57,057.00     |
|   | 4           | 32.63         | 2,284.10         | 59,386.60     |
|   | 5           | 33.99         | 2,379.30         | 61,861.80     |
|   | 6           | 35.41         | 2,478.70         | 64,446.20     |
|   | 7           | 36.89         | 2,582.30         | 67,139.80     |
|   | 8           | 38.42         | 2,689.40         | 69,924.40     |
| Administrative 5<br>35.00 hours/week<br>(551-640 pt.) | 1           | 31.35         | 2,194.50         | 57,057.00     |
|   | 2           | 32.63         | 2,284.10         | 59,386.60     |
|   | 3           | 33.99         | 2,379.30         | 61,861.80     |
|   | 4           | 35.41         | 2,478.70         | 64,446.20     |
|   | 5           | 36.89         | 2,582.30         | 67,139.80     |
|   | 6           | 38.42         | 2,689.40         | 69,924.40     |
|   | 7           | 40.10         | 2,807.00         | 72,982.00     |
|   | 8           | 41.75         | 2,922.50         | 75,985.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 27, 2016 to March 25, 2017**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: LIBRARY</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Library Assistant 1<br>35.00 hours/week<br>(70-104 pt.)  | 1           | 14.40         | 1,008.00         | 26,208.00     |
|  | 2           | 14.96         | 1,047.20         | 27,227.20     |
|  | 3           | 15.63         | 1,094.10         | 28,446.60     |
|  | 4           | 16.31         | 1,141.70         | 29,684.20     |
|  | 5           | 16.96         | 1,187.20         | 30,867.20     |
|  | 6           | 17.70         | 1,239.00         | 32,214.00     |
|  | 7           | 18.44         | 1,290.80         | 33,560.80     |
|  | 8           | 19.20         | 1,344.00         | 34,944.00     |
| Library Assistant 2<br>35.00 hours/week<br>(105-150 pt.) | 1           | 15.63         | 1,094.10         | 28,446.60     |
|  | 2           | 16.31         | 1,141.70         | 29,684.20     |
|  | 3           | 16.96         | 1,187.20         | 30,867.20     |
|  | 4           | 17.70         | 1,239.00         | 32,214.00     |
|  | 5           | 18.44         | 1,290.80         | 33,560.80     |
|  | 6           | 19.20         | 1,344.00         | 34,944.00     |
|  | 7           | 20.03         | 1,402.10         | 36,454.60     |
|  | 8           | 20.87         | 1,460.90         | 37,983.40     |
| Library Assistant 3<br>35.00 hours/week<br>(151-205 pt.) | 1           | 18.44         | 1,290.80         | 33,560.80     |
|  | 2           | 19.20         | 1,344.00         | 34,944.00     |
|  | 3           | 20.03         | 1,402.10         | 36,454.60     |
|  | 4           | 20.87         | 1,460.90         | 37,983.40     |
|  | 5           | 21.71         | 1,519.70         | 39,512.20     |
|  | 6           | 22.65         | 1,585.50         | 41,223.00     |
|  | 7           | 23.55         | 1,648.50         | 42,861.00     |
|  | 8           | 24.48         | 1,713.60         | 44,553.60     |
| Library Assistant 4<br>35.00 hours/week<br>(206-270 pt.) | 1           | 20.03         | 1,402.10         | 36,454.60     |
|  | 2           | 20.87         | 1,460.90         | 37,983.40     |
|  | 3           | 21.71         | 1,519.70         | 39,512.20     |
|  | 4           | 22.65         | 1,585.50         | 41,223.00     |
|  | 5           | 23.55         | 1,648.50         | 42,861.00     |
|  | 6           | 24.48         | 1,713.60         | 44,553.60     |
|  | 7           | 25.49         | 1,784.30         | 46,391.80     |
|  | 8           | 26.57         | 1,859.90         | 48,357.40     |
| Library Assistant 5<br>35.00 hours/week<br>(271-340 pt.) | 1           | 22.65         | 1,585.50         | 41,223.00     |
|  | 2           | 23.55         | 1,648.50         | 42,861.00     |
|  | 3           | 24.48         | 1,713.60         | 44,553.60     |
|  | 4           | 25.49         | 1,784.30         | 46,391.80     |
|  | 5           | 26.57         | 1,859.90         | 48,357.40     |
|  | 6           | 27.71         | 1,939.70         | 50,432.20     |
|  | 7           | 28.81         | 2,016.70         | 52,434.20     |
|  | 8           | 30.02         | 2,101.40         | 54,636.40     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 27, 2016 to March 25, 2017**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: LIBRARY</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Library Assistant 5<br>38.75 hours/week<br>(271-340 pt.) | 1           | 22.65         | 1,755.38         | 45,639.88     |
|  | 2           | 23.55         | 1,825.13         | 47,453.38     |
|  | 3           | 24.48         | 1,897.20         | 49,327.20     |
|  | 4           | 25.49         | 1,975.48         | 51,362.48     |
|  | 5           | 26.57         | 2,059.18         | 53,538.68     |
|  | 6           | 27.71         | 2,147.53         | 55,835.78     |
|  | 7           | 28.81         | 2,232.78         | 58,052.28     |
|  | 8           | 30.02         | 2,326.55         | 60,490.30     |
| <b>FAMILY: OFFICE</b>                                    |             |               |                  |               |
| Office Assistant 1<br>35.00 hours/week<br>(71-100 pt.)   | 1           | 14.40         | 1,008.00         | 26,208.00     |
|  | 2           | 14.96         | 1,047.20         | 27,227.20     |
|  | 3           | 15.63         | 1,094.10         | 28,446.60     |
|  | 4           | 16.31         | 1,141.70         | 29,684.20     |
|  | 5           | 16.96         | 1,187.20         | 30,867.20     |
|  | 6           | 17.70         | 1,239.00         | 32,214.00     |
|  | 7           | 18.44         | 1,290.80         | 33,560.80     |
|  | 8           | 19.20         | 1,344.00         | 34,944.00     |
| Office Assistant 2<br>35.00 hours/week<br>(101-130 pt.)  | 1           | 15.63         | 1,094.10         | 28,446.60     |
|  | 2           | 16.31         | 1,141.70         | 29,684.20     |
|  | 3           | 16.96         | 1,187.20         | 30,867.20     |
|  | 4           | 17.70         | 1,239.00         | 32,214.00     |
|  | 5           | 18.44         | 1,290.80         | 33,560.80     |
|  | 6           | 19.20         | 1,344.00         | 34,944.00     |
|  | 7           | 20.03         | 1,402.10         | 36,454.60     |
|  | 8           | 20.87         | 1,460.90         | 37,983.40     |
| Office Assistant 3<br>35.00 hours/week<br>(131-170 pt.)  | 1           | 16.96         | 1,187.20         | 30,867.20     |
|  | 2           | 17.70         | 1,239.00         | 32,214.00     |
|  | 3           | 18.44         | 1,290.80         | 33,560.80     |
|  | 4           | 19.20         | 1,344.00         | 34,944.00     |
|  | 5           | 20.03         | 1,402.10         | 36,454.60     |
|  | 6           | 20.87         | 1,460.90         | 37,983.40     |
|  | 7           | 21.71         | 1,519.70         | 39,512.20     |
|  | 8           | 22.65         | 1,585.50         | 41,223.00     |



**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 27, 2016 to March 25, 2017**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: OFFICE</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Office Assistant 4<br>35.00 hours/week<br>(171-205 pt.) | 1           | 18.44         | 1,290.80         | 33,560.80     |
|   | 2           | 19.20         | 1,344.00         | 34,944.00     |
|   | 3           | 20.03         | 1,402.10         | 36,454.60     |
|   | 4           | 20.87         | 1,460.90         | 37,983.40     |
|   | 5           | 21.71         | 1,519.70         | 39,512.20     |
|   | 6           | 22.65         | 1,585.50         | 41,223.00     |
|   | 7           | 23.55         | 1,648.50         | 42,861.00     |
|   | 8           | 24.48         | 1,713.60         | 44,553.60     |
| Office Assistant 5<br>35.00 hours/week<br>(206-245 pt.) | 1           | 20.03         | 1,402.10         | 36,454.60     |
|   | 2           | 20.87         | 1,460.90         | 37,983.40     |
|   | 3           | 21.71         | 1,519.70         | 39,512.20     |
|   | 4           | 22.65         | 1,585.50         | 41,223.00     |
|   | 5           | 23.55         | 1,648.50         | 42,861.00     |
|   | 6           | 24.48         | 1,713.60         | 44,553.60     |
|   | 7           | 25.49         | 1,784.30         | 46,391.80     |
|   | 8           | 26.57         | 1,859.90         | 48,357.40     |
| Office Assistant 6<br>35.00 hours/week<br>(246-290 pt.) | 1           | 20.87         | 1,460.90         | 37,983.40     |
|   | 2           | 21.71         | 1,519.70         | 39,512.20     |
|   | 3           | 22.65         | 1,585.50         | 41,223.00     |
|   | 4           | 23.55         | 1,648.50         | 42,861.00     |
|   | 5           | 24.48         | 1,713.60         | 44,553.60     |
|   | 6           | 25.49         | 1,784.30         | 46,391.80     |
|   | 7           | 26.57         | 1,859.90         | 48,357.40     |
|   | 8           | 27.71         | 1,939.70         | 50,432.20     |
| <b>FAMILY: OPERATIONS</b>                               |             |               |                  |               |
| Labourer<br>35 hours/week<br>(71-110 pt.)               | 1           | 12.73         | 891.10           | 23,168.60     |
|   | 2           | 13.26         | 928.20           | 24,133.20     |
|   | 3           | 13.79         | 965.30           | 25,097.80     |
| Shipper-Receiver<br>35 hours/week<br>(131-170 pt.)      | 1           | 16.96         | 1,187.20         | 30,867.20     |
|   | 2           | 17.70         | 1,239.00         | 32,214.00     |
|   | 3           | 18.44         | 1,290.80         | 33,560.80     |
|   | 4           | 19.20         | 1,344.00         | 34,944.00     |
|   | 5           | 20.03         | 1,402.10         | 36,454.60     |
|   | 6           | 20.87         | 1,460.90         | 37,983.40     |
|   | 7           | 21.71         | 1,519.70         | 39,512.20     |
|   | 8           | 22.65         | 1,585.50         | 41,223.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 27, 2016 to March 25, 2017**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: OPERATIONS</b>                        | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Security Guard<br>35 hours/week<br>(171-205 pt.) | 1           | 18.44         | 1,290.80         | 33,560.80     |
|  | 2           | 19.20         | 1,344.00         | 34,944.00     |
|  | 3           | 20.03         | 1,402.10         | 36,454.60     |
|  | 4           | 20.87         | 1,460.90         | 37,983.40     |
|  | 5           | 21.71         | 1,519.70         | 39,512.20     |
|  | 6           | 22.65         | 1,585.50         | 41,223.00     |
|  | 7           | 23.55         | 1,648.50         | 42,861.00     |
|  | 8           | 24.48         | 1,713.60         | 44,553.60     |

**FAMILY: OTHER**

|                                      |     |       |        |           |
|--------------------------------------|-----|-------|--------|-----------|
| Student Assistant<br>35 hours/week   | 1 * | 11.33 | 793.10 | 20,620.60 |
|                                      | 2 * | 12.00 | 840.00 | 21,840.00 |
|                                      | 3   | 12.66 | 886.20 | 23,041.20 |
| Student Assistant 2<br>35 hours/week | 1 * | 12.73 | 891.10 | 23,168.60 |
|                                      | 2 * | 13.26 | 928.20 | 24,133.20 |
|                                      | 3   | 13.79 | 965.30 | 25,097.80 |

\* progression to next step after 600 hours of service at previous step

**FAMILY: PRINTING**

|  |   |       |          |           |
|--|---|-------|----------|-----------|
| Operations Support<br>35 hours/week<br>(131-170 pt.)         | 1 | 16.96 | 1,187.20 | 30,867.20 |
|  | 2 | 17.70 | 1,239.00 | 32,214.00 |
|  | 3 | 18.44 | 1,290.80 | 33,560.80 |
|  | 4 | 19.20 | 1,344.00 | 34,944.00 |
|  | 5 | 20.03 | 1,402.10 | 36,454.60 |
|  | 6 | 20.87 | 1,460.90 | 37,983.40 |
|  | 7 | 21.71 | 1,519.70 | 39,512.20 |
|  | 8 | 22.65 | 1,585.50 | 41,223.00 |
| Camera/Press Operator 1<br>36.25 hours/week<br>(205-245 pt.) | 1 | 20.03 | 1,452.18 | 37,756.68 |
|  | 2 | 20.87 | 1,513.08 | 39,340.08 |
|  | 3 | 21.71 | 1,573.98 | 40,923.48 |
|  | 4 | 22.65 | 1,642.13 | 42,695.38 |
|  | 5 | 23.55 | 1,707.38 | 44,391.88 |
|  | 6 | 24.48 | 1,774.80 | 46,144.80 |
|  | 7 | 25.49 | 1,848.03 | 48,048.78 |
|  | 8 | 26.57 | 1,926.33 | 50,084.58 |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 27, 2016 to March 25, 2017**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: PRINTING</b>  | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Camera/Press Operator 2  | 1           | 20.87         | 1,460.90         | 37,983.40     |
| 35 hours/week  | 2           | 21.71         | 1,519.70         | 39,512.20     |
| (246-295 pt.)  | 3           | 22.65         | 1,585.50         | 41,223.00     |
|  | 4           | 23.55         | 1,648.50         | 42,861.00     |
|  | 5           | 24.48         | 1,713.60         | 44,553.60     |
|  | 6           | 25.49         | 1,784.30         | 46,391.80     |
|  | 7           | 26.57         | 1,859.90         | 48,357.40     |
|  | 8           | 27.71         | 1,939.70         | 50,432.20     |
| Graphic Designer/Compositor  | 1           | 22.65         | 1,642.13         | 42,695.38     |
| 36.25 hours/week   | 2           | 23.55         | 1,707.38         | 44,391.88     |
| (296-346 pt.)  | 3           | 24.48         | 1,774.80         | 46,144.80     |
|  | 4           | 25.49         | 1,848.03         | 48,048.78     |
|  | 5           | 26.57         | 1,926.33         | 50,084.58     |
|  | 6           | 27.71         | 2,008.98         | 52,233.48     |
|  | 7           | 28.81         | 2,088.73         | 54,306.98     |
|  | 8           | 30.02         | 2,176.45         | 56,587.70     |
| <b>FAMILY: RECREATION</b>  |             |               |                  |               |
| Events Assistant   | 1*          | 11.16         | 781.20           | 20,311.20     |
| 35 hours/week  | 2           | 11.60         | 812.00           | 21,112.00     |
| (66-90 pt.)  |             |               |                  |               |
| * progression to next step after 260 hours of service in Events Assistant Classification     |             |               |                  |               |
| Sr. Events Assistant   | 1*          | 12.73         | 891.10           | 23,168.60     |
| 35 hours/week  | 2           | 13.26         | 928.20           | 24,133.20     |
| (91-115 pt.)   |             |               |                  |               |
| * progression to next step after 260 hours of service in Sr. Events Assistant Classification |             |               |                  |               |
| Facility Attendant   | 1           | 13.79         | 965.30           | 25,097.80     |
| 35 hours/week  | 2           | 14.40         | 1,008.00         | 26,208.00     |
| (85-115 pt.)   | 3           | 14.96         | 1,047.20         | 27,227.20     |
| <b>FAMILY: TECHNICAL</b>   |             |               |                  |               |
| Lab Assistant  | 1           | 12.73         | 891.10           | 23,168.60     |
| 35.00 hours/week   | 2           | 13.26         | 928.20           | 24,133.20     |
| (56-95 pt.)  | 3           | 13.79         | 965.30           | 25,097.80     |
| Assistant Technician 1   | 1           | 13.79         | 965.30           | 25,097.80     |
| 35.00 hours/week   | 2           | 14.40         | 1,008.00         | 26,208.00     |
| (96-140 pt.)   | 3           | 14.96         | 1,047.20         | 27,227.20     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 27, 2016 to March 25, 2017**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: TECHNICAL</b>                                    | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Assistant Technician 2<br>35.00 hours/week<br>(141-190 pt.) | 1           | 15.63         | 1,094.10         | 28,446.60     |
|   | 2           | 16.31         | 1,141.70         | 29,684.20     |
|   | 3           | 16.96         | 1,187.20         | 30,867.20     |
| Assistant Technician 3<br>35.00 hours/week<br>(191-240 pt.) | 1           | 16.96         | 1,187.20         | 30,867.20     |
|   | 2           | 17.70         | 1,239.00         | 32,214.00     |
|   | 3           | 18.44         | 1,290.80         | 33,560.80     |
|   | 4           | 19.20         | 1,344.00         | 34,944.00     |
|   | 5           | 20.03         | 1,402.10         | 36,454.60     |
|   | 6           | 20.87         | 1,460.90         | 37,983.40     |
|   | 7           | 21.71         | 1,519.70         | 39,512.20     |
|   | 8           | 22.65         | 1,585.50         | 41,223.00     |
| Technician 1<br>35.00 hours/week<br>(241-290 pt.)           | 1           | 18.44         | 1,290.80         | 33,560.80     |
|   | 2           | 19.20         | 1,344.00         | 34,944.00     |
|   | 3           | 20.03         | 1,402.10         | 36,454.60     |
|   | 4           | 20.87         | 1,460.90         | 37,983.40     |
|   | 5           | 21.71         | 1,519.70         | 39,512.20     |
|   | 6           | 22.65         | 1,585.50         | 41,223.00     |
|   | 7           | 23.55         | 1,648.50         | 42,861.00     |
|   | 8           | 24.48         | 1,713.60         | 44,553.60     |
| Technician 2<br>35.00 hours/week<br>(291-340 pt.)           | 1           | 20.87         | 1,460.90         | 37,983.40     |
|   | 2           | 21.71         | 1,519.70         | 39,512.20     |
|   | 3           | 22.65         | 1,585.50         | 41,223.00     |
|   | 4           | 23.55         | 1,648.50         | 42,861.00     |
|   | 5           | 24.48         | 1,713.60         | 44,553.60     |
|   | 6           | 25.49         | 1,784.30         | 46,391.80     |
|   | 7           | 26.57         | 1,859.90         | 48,357.40     |
|   | 8           | 27.71         | 1,939.70         | 50,432.20     |
| Technician 3<br>35.00 hours/week<br>(341-400 pt.)           | 1           | 23.55         | 1,648.50         | 42,861.00     |
|   | 2           | 24.48         | 1,713.60         | 44,553.60     |
|   | 3           | 25.49         | 1,784.30         | 46,391.80     |
|   | 4           | 26.57         | 1,859.90         | 48,357.40     |
|   | 5           | 27.71         | 1,939.70         | 50,432.20     |
|   | 6           | 28.81         | 2,016.70         | 52,434.20     |
|   | 7           | 30.02         | 2,101.40         | 54,636.40     |
|   | 8           | 31.35         | 2,194.50         | 57,057.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 27, 2016 to March 25, 2017**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: TECHNICAL</b>                          | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Technician 3<br>38.75 hours/week<br>(341-400 pt.) | 1           | 23.55         | 1,825.13         | 47,453.38     |
|   | 2           | 24.48         | 1,897.20         | 49,327.20     |
|   | 3           | 25.49         | 1,975.48         | 51,362.48     |
|   | 4           | 26.57         | 2,059.18         | 53,538.68     |
|   | 5           | 27.71         | 2,147.53         | 55,835.78     |
|   | 6           | 28.81         | 2,232.78         | 58,052.28     |
|   | 7           | 30.02         | 2,326.55         | 60,490.30     |
|   | 8           | 31.35         | 2,429.63         | 63,170.38     |
| Technician 4<br>35.00 hours/week<br>(401-470 pt.) | 1           | 25.49         | 1,784.30         | 46,391.80     |
|   | 2           | 26.57         | 1,859.90         | 48,357.40     |
|   | 3           | 27.71         | 1,939.70         | 50,432.20     |
|   | 4           | 28.81         | 2,016.70         | 52,434.20     |
|   | 5           | 30.02         | 2,101.40         | 54,636.40     |
|   | 6           | 31.35         | 2,194.50         | 57,057.00     |
|   | 7           | 32.63         | 2,284.10         | 59,386.60     |
|   | 8           | 33.99         | 2,379.30         | 61,861.80     |
| Technician 5<br>35.00 hours/week<br>(471-550 pt.) | 1           | 28.81         | 2,016.70         | 52,434.20     |
|   | 2           | 30.02         | 2,101.40         | 54,636.40     |
|   | 3           | 31.35         | 2,194.50         | 57,057.00     |
|   | 4           | 32.63         | 2,284.10         | 59,386.60     |
|   | 5           | 33.99         | 2,379.30         | 61,861.80     |
|   | 6           | 35.41         | 2,478.70         | 64,446.20     |
|   | 7           | 36.89         | 2,582.30         | 67,139.80     |
|   | 8           | 38.42         | 2,689.40         | 69,924.40     |
| Technician 6<br>35.00 hours/week<br>(551-640 pt.) | 1           | 32.63         | 2,284.10         | 59,386.60     |
|   | 2           | 33.99         | 2,379.30         | 61,861.80     |
|   | 3           | 35.41         | 2,478.70         | 64,446.20     |
|   | 4           | 36.89         | 2,582.30         | 67,139.80     |
|   | 5           | 38.42         | 2,689.40         | 69,924.40     |
|   | 6           | 40.10         | 2,807.00         | 72,982.00     |
|   | 7           | 41.75         | 2,922.50         | 75,985.00     |
|   | 8           | 43.52         | 3,046.40         | 79,206.40     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 27, 2016 to March 25, 2017**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: TECHNOLOGY SUPPORT</b> | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|-----------------------------------|-------------|---------------|------------------|---------------|
| Technology Support 1              | 1           | 17.70         | 1,239.00         | 32,214.00     |
| 35 hours/week                     | 2           | 18.44         | 1,290.80         | 33,560.80     |
| (166-201 pt.)                     | 3           | 19.20         | 1,344.00         | 34,944.00     |
|                                   | 4           | 20.03         | 1,402.10         | 36,454.60     |
|                                   | 5           | 20.87         | 1,460.90         | 37,983.40     |
|                                   | 6           | 21.71         | 1,519.70         | 39,512.20     |
|                                   | 7           | 22.65         | 1,585.50         | 41,223.00     |
|                                   | 8           | 23.55         | 1,648.50         | 42,861.00     |
| Technology Support 2              | 1           | 20.03         | 1,402.10         | 36,454.60     |
| 35 hours/week                     | 2           | 20.87         | 1,460.90         | 37,983.40     |
| (202-247 pt.)                     | 3           | 21.71         | 1,519.70         | 39,512.20     |
|                                   | 4           | 22.65         | 1,585.50         | 41,223.00     |
|                                   | 5           | 23.55         | 1,648.50         | 42,861.00     |
|                                   | 6           | 24.48         | 1,713.60         | 44,553.60     |
|                                   | 7           | 25.49         | 1,784.30         | 46,391.80     |
|                                   | 8           | 26.57         | 1,859.90         | 48,357.40     |
| Technology Support 3              | 1           | 24.48         | 1,713.60         | 44,553.60     |
| 35 hours/week                     | 2           | 25.49         | 1,784.30         | 46,391.80     |
| (248-303 pt.)                     | 3           | 26.57         | 1,859.90         | 48,357.40     |
|                                   | 4           | 27.71         | 1,939.70         | 50,432.20     |
|                                   | 5           | 28.81         | 2,016.70         | 52,434.20     |
|                                   | 6           | 30.02         | 2,101.40         | 54,636.40     |
|                                   | 7           | 31.35         | 2,194.50         | 57,057.00     |
|                                   | 8           | 32.63         | 2,284.10         | 59,386.60     |
| Technology Support 4              | 1           | 27.71         | 1,939.70         | 50,432.20     |
| 35 hours/week                     | 2           | 28.81         | 2,016.70         | 52,434.20     |
| (304-369 pt.)                     | 3           | 30.02         | 2,101.40         | 54,636.40     |
|                                   | 4           | 31.35         | 2,194.50         | 57,057.00     |
|                                   | 5           | 32.63         | 2,284.10         | 59,386.60     |
|                                   | 6           | 33.99         | 2,379.30         | 61,861.80     |
|                                   | 7           | 35.41         | 2,478.70         | 64,446.20     |
|                                   | 8           | 36.89         | 2,582.30         | 67,139.80     |
| Technology Support 5              | 1           | 31.35         | 2,194.50         | 57,057.00     |
| 35 hours/week                     | 2           | 32.63         | 2,284.10         | 59,386.60     |
| (370-445 pt.)                     | 3           | 33.99         | 2,379.30         | 61,861.80     |
|                                   | 4           | 35.41         | 2,478.70         | 64,446.20     |
|                                   | 5           | 36.89         | 2,582.30         | 67,139.80     |
|                                   | 6           | 38.42         | 2,689.40         | 69,924.40     |
|                                   | 7           | 40.10         | 2,807.00         | 72,982.00     |
|                                   | 8           | 41.75         | 2,922.50         | 75,985.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 27, 2016 to March 25, 2017**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: TECHNOLOGY SUPPORT</b>                         | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Technology Support 6<br>35 hours/week<br>(446-531 pt.)    | 1           | 35.41         | 2,478.70         | 64,446.20     |
|   | 2           | 36.89         | 2,582.30         | 67,139.80     |
|   | 3           | 38.42         | 2,689.40         | 69,924.40     |
|   | 4           | 40.10         | 2,807.00         | 72,982.00     |
|   | 5           | 41.75         | 2,922.50         | 75,985.00     |
|   | 6           | 43.52         | 3,046.40         | 79,206.40     |
|   | 7           | 45.35         | 3,174.50         | 82,537.00     |
|   | 8           | 47.25         | 3,307.50         | 85,995.00     |
| Technology Support 6<br>36.25 hours/week<br>(446-531 pt.) | 1           | 35.41         | 2,567.23         | 66,747.98     |
|   | 2           | 36.89         | 2,674.53         | 69,537.78     |
|   | 3           | 38.42         | 2,785.45         | 72,421.70     |
|   | 4           | 40.10         | 2,907.25         | 75,588.50     |
|   | 5           | 41.75         | 3,026.88         | 78,698.88     |
|   | 6           | 43.52         | 3,155.20         | 82,035.20     |
|   | 7           | 45.35         | 3,287.88         | 85,484.88     |
|   | 8           | 47.25         | 3,425.63         | 89,066.38     |
| Technology Support 7<br>35 hours/week<br>(532-627 pt.)    | 1           | 40.10         | 2,807.00         | 72,982.00     |
|   | 2           | 41.75         | 2,922.50         | 75,985.00     |
|   | 3           | 43.52         | 3,046.40         | 79,206.40     |
|   | 4           | 45.35         | 3,174.50         | 82,537.00     |
|   | 5           | 47.25         | 3,307.50         | 85,995.00     |
|   | 6           | 49.22         | 3,445.40         | 89,580.40     |
|   | 7           | 51.28         | 3,589.60         | 93,329.60     |
|   | 8           | 53.45         | 3,741.50         | 97,279.00     |
| Technology Support 8<br>35 hours/week<br>(628-733 pt.)    | 1           | 45.35         | 3,174.50         | 82,537.00     |
|   | 2           | 47.25         | 3,307.50         | 85,995.00     |
|   | 3           | 49.22         | 3,445.40         | 89,580.40     |
|   | 4           | 51.28         | 3,589.60         | 93,329.60     |
|   | 5           | 53.45         | 3,741.50         | 97,279.00     |
|   | 6           | 55.72         | 3,900.40         | 101,410.40    |
|   | 7           | 58.00         | 4,060.00         | 105,560.00    |
|   | 8           | 60.38         | 4,226.60         | 109,891.60    |

Please note that classifications at more than 35 hours per week are for present incumbents only.

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 26, 2017 to March 24, 2018**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: ADMINISTRATIVE</b>                         | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Administrative 1<br>35.00 hours/week<br>(291-340 pt.) | 1           | 23.10         | 1,617.00         | 42,042.00     |
|   | 2           | 24.02         | 1,681.40         | 43,716.40     |
|   | 3           | 24.97         | 1,747.90         | 45,445.40     |
|   | 4           | 26.00         | 1,820.00         | 47,320.00     |
|   | 5           | 27.10         | 1,897.00         | 49,322.00     |
|   | 6           | 28.26         | 1,978.20         | 51,433.20     |
|   | 7           | 29.39         | 2,057.30         | 53,489.80     |
|   | 8           | 30.62         | 2,143.40         | 55,728.40     |
| Administrative 2<br>35.00 hours/week<br>(341-400 pt.) | 1           | 24.97         | 1,747.90         | 45,445.40     |
|   | 2           | 26.00         | 1,820.00         | 47,320.00     |
|   | 3           | 27.10         | 1,897.00         | 49,322.00     |
|   | 4           | 28.26         | 1,978.20         | 51,433.20     |
|   | 5           | 29.39         | 2,057.30         | 53,489.80     |
|   | 6           | 30.62         | 2,143.40         | 55,728.40     |
|   | 7           | 31.98         | 2,238.60         | 58,203.60     |
|   | 8           | 33.28         | 2,329.60         | 60,569.60     |
| Administrative 3<br>35.00 hours/week<br>(401-470 pt.) | 1           | 27.10         | 1,897.00         | 49,322.00     |
|   | 2           | 28.26         | 1,978.20         | 51,433.20     |
|   | 3           | 29.39         | 2,057.30         | 53,489.80     |
|   | 4           | 30.62         | 2,143.40         | 55,728.40     |
|   | 5           | 31.98         | 2,238.60         | 58,203.60     |
|   | 6           | 33.28         | 2,329.60         | 60,569.60     |
|   | 7           | 34.67         | 2,426.90         | 63,099.40     |
|   | 8           | 36.12         | 2,528.40         | 65,738.40     |
| Administrative 4<br>35.00 hours/week<br>(471-550 pt.) | 1           | 29.39         | 2,057.30         | 53,489.80     |
|   | 2           | 30.62         | 2,143.40         | 55,728.40     |
|   | 3           | 31.98         | 2,238.60         | 58,203.60     |
|   | 4           | 33.28         | 2,329.60         | 60,569.60     |
|   | 5           | 34.67         | 2,426.90         | 63,099.40     |
|   | 6           | 36.12         | 2,528.40         | 65,738.40     |
|   | 7           | 37.63         | 2,634.10         | 68,486.60     |
|   | 8           | 39.19         | 2,743.30         | 71,325.80     |
| Administrative 5<br>35.00 hours/week<br>(551-640 pt.) | 1           | 31.98         | 2,238.60         | 58,203.60     |
|   | 2           | 33.28         | 2,329.60         | 60,569.60     |
|   | 3           | 34.67         | 2,426.90         | 63,099.40     |
|   | 4           | 36.12         | 2,528.40         | 65,738.40     |
|   | 5           | 37.63         | 2,634.10         | 68,486.60     |
|   | 6           | 39.19         | 2,743.30         | 71,325.80     |
|   | 7           | 40.90         | 2,863.00         | 74,438.00     |
|   | 8           | 42.59         | 2,981.30         | 77,513.80     |



**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 26, 2017 to March 24, 2018**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: LIBRARY</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Library Assistant 1<br>35.00 hours/week<br>(70-104 pt.)  | 1           | 14.69         | 1,028.30         | 26,735.80     |
|  | 2           | 15.26         | 1,068.20         | 27,773.20     |
|  | 3           | 15.94         | 1,115.80         | 29,010.80     |
|  | 4           | 16.64         | 1,164.80         | 30,284.80     |
|  | 5           | 17.30         | 1,211.00         | 31,486.00     |
|  | 6           | 18.05         | 1,263.50         | 32,851.00     |
|  | 7           | 18.81         | 1,316.70         | 34,234.20     |
|  | 8           | 19.58         | 1,370.60         | 35,635.60     |
| Library Assistant 2<br>35.00 hours/week<br>(105-150 pt.) | 1           | 15.94         | 1,115.80         | 29,010.80     |
|  | 2           | 16.64         | 1,164.80         | 30,284.80     |
|  | 3           | 17.30         | 1,211.00         | 31,486.00     |
|  | 4           | 18.05         | 1,263.50         | 32,851.00     |
|  | 5           | 18.81         | 1,316.70         | 34,234.20     |
|  | 6           | 19.58         | 1,370.60         | 35,635.60     |
|  | 7           | 20.43         | 1,430.10         | 37,182.60     |
|  | 8           | 21.29         | 1,490.30         | 38,747.80     |
| Library Assistant 3<br>35.00 hours/week<br>(151-205 pt.) | 1           | 18.81         | 1,316.70         | 34,234.20     |
|  | 2           | 19.58         | 1,370.60         | 35,635.60     |
|  | 3           | 20.43         | 1,430.10         | 37,182.60     |
|  | 4           | 21.29         | 1,490.30         | 38,747.80     |
|  | 5           | 22.14         | 1,549.80         | 40,294.80     |
|  | 6           | 23.10         | 1,617.00         | 42,042.00     |
|  | 7           | 24.02         | 1,681.40         | 43,716.40     |
|  | 8           | 24.97         | 1,747.90         | 45,445.40     |
| Library Assistant 4<br>35.00 hours/week<br>(206-270 pt.) | 1           | 20.43         | 1,430.10         | 37,182.60     |
|  | 2           | 21.29         | 1,490.30         | 38,747.80     |
|  | 3           | 22.14         | 1,549.80         | 40,294.80     |
|  | 4           | 23.10         | 1,617.00         | 42,042.00     |
|  | 5           | 24.02         | 1,681.40         | 43,716.40     |
|  | 6           | 24.97         | 1,747.90         | 45,445.40     |
|  | 7           | 26.00         | 1,820.00         | 47,320.00     |
|  | 8           | 27.10         | 1,897.00         | 49,322.00     |
| Library Assistant 5<br>35.00 hours/week<br>(271-340 pt.) | 1           | 23.10         | 1,617.00         | 42,042.00     |
|  | 2           | 24.02         | 1,681.40         | 43,716.40     |
|  | 3           | 24.97         | 1,747.90         | 45,445.40     |
|  | 4           | 26.00         | 1,820.00         | 47,320.00     |
|  | 5           | 27.10         | 1,897.00         | 49,322.00     |
|  | 6           | 28.26         | 1,978.20         | 51,433.20     |
|  | 7           | 29.39         | 2,057.30         | 53,489.80     |
|  | 8           | 30.62         | 2,143.40         | 55,728.40     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 26, 2017 to March 24, 2018**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: LIBRARY</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Library Assistant 5<br>38.75 hours/week<br>(271-340 pt.) | 1           | 23.10         | 1,790.25         | 46,546.50     |
|  | 2           | 24.02         | 1,861.55         | 48,400.30     |
|  | 3           | 24.97         | 1,935.18         | 50,314.68     |
|  | 4           | 26.00         | 2,015.00         | 52,390.00     |
|  | 5           | 27.10         | 2,100.25         | 54,606.50     |
|  | 6           | 28.26         | 2,190.15         | 56,943.90     |
|  | 7           | 29.39         | 2,277.73         | 59,220.98     |
|  | 8           | 30.62         | 2,373.05         | 61,699.30     |
| <b>FAMILY: OFFICE</b>                                    |             |               |                  |               |
| Office Assistant 1<br>35.00 hours/week<br>(71-100 pt.)   | 1           | 14.69         | 1,028.30         | 26,735.80     |
|  | 2           | 15.26         | 1,068.20         | 27,773.20     |
|  | 3           | 15.94         | 1,115.80         | 29,010.80     |
|  | 4           | 16.64         | 1,164.80         | 30,284.80     |
|  | 5           | 17.30         | 1,211.00         | 31,486.00     |
|  | 6           | 18.05         | 1,263.50         | 32,851.00     |
|  | 7           | 18.81         | 1,316.70         | 34,234.20     |
|  | 8           | 19.58         | 1,370.60         | 35,635.60     |
| Office Assistant 2<br>35.00 hours/week<br>(101-130 pt.)  | 1           | 15.94         | 1,115.80         | 29,010.80     |
|  | 2           | 16.64         | 1,164.80         | 30,284.80     |
|  | 3           | 17.30         | 1,211.00         | 31,486.00     |
|  | 4           | 18.05         | 1,263.50         | 32,851.00     |
|  | 5           | 18.81         | 1,316.70         | 34,234.20     |
|  | 6           | 19.58         | 1,370.60         | 35,635.60     |
|  | 7           | 20.43         | 1,430.10         | 37,182.60     |
|  | 8           | 21.29         | 1,490.30         | 38,747.80     |
| Office Assistant 3<br>35.00 hours/week<br>(131-170 pt.)  | 1           | 17.30         | 1,211.00         | 31,486.00     |
|  | 2           | 18.05         | 1,263.50         | 32,851.00     |
|  | 3           | 18.81         | 1,316.70         | 34,234.20     |
|  | 4           | 19.58         | 1,370.60         | 35,635.60     |
|  | 5           | 20.43         | 1,430.10         | 37,182.60     |
|  | 6           | 21.29         | 1,490.30         | 38,747.80     |
|  | 7           | 22.14         | 1,549.80         | 40,294.80     |
|  | 8           | 23.10         | 1,617.00         | 42,042.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 26, 2017 to March 24, 2018**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: OFFICE</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Office Assistant 4<br>35.00 hours/week<br>(171-205 pt.) | 1           | 18.81         | 1,316.70         | 34,234.20     |
|   | 2           | 19.58         | 1,370.60         | 35,635.60     |
|   | 3           | 20.43         | 1,430.10         | 37,182.60     |
|   | 4           | 21.29         | 1,490.30         | 38,747.80     |
|   | 5           | 22.14         | 1,549.80         | 40,294.80     |
|   | 6           | 23.10         | 1,617.00         | 42,042.00     |
|   | 7           | 24.02         | 1,681.40         | 43,716.40     |
|   | 8           | 24.97         | 1,747.90         | 45,445.40     |
| Office Assistant 5<br>35.00 hours/week<br>(206-245 pt.) | 1           | 20.43         | 1,430.10         | 37,182.60     |
|   | 2           | 21.29         | 1,490.30         | 38,747.80     |
|   | 3           | 22.14         | 1,549.80         | 40,294.80     |
|   | 4           | 23.10         | 1,617.00         | 42,042.00     |
|   | 5           | 24.02         | 1,681.40         | 43,716.40     |
|   | 6           | 24.97         | 1,747.90         | 45,445.40     |
|   | 7           | 26.00         | 1,820.00         | 47,320.00     |
|   | 8           | 27.10         | 1,897.00         | 49,322.00     |
| Office Assistant 6<br>35.00 hours/week<br>(246-290 pt.) | 1           | 21.29         | 1,490.30         | 38,747.80     |
|   | 2           | 22.14         | 1,549.80         | 40,294.80     |
|   | 3           | 23.10         | 1,617.00         | 42,042.00     |
|   | 4           | 24.02         | 1,681.40         | 43,716.40     |
|   | 5           | 24.97         | 1,747.90         | 45,445.40     |
|   | 6           | 26.00         | 1,820.00         | 47,320.00     |
|   | 7           | 27.10         | 1,897.00         | 49,322.00     |
|   | 8           | 28.26         | 1,978.20         | 51,433.20     |
| <b>FAMILY: OPERATIONS</b>                               |             |               |                  |               |
| Labourer<br>35 hours/week<br>(71-110 pt.)               | 1           | 12.98         | 908.60           | 23,623.60     |
|   | 2           | 13.53         | 947.10           | 24,624.60     |
|   | 3           | 14.07         | 984.90           | 25,607.40     |
| Shipper-Receiver<br>35 hours/week<br>(131-170 pt.)      | 1           | 17.30         | 1,211.00         | 31,486.00     |
|   | 2           | 18.05         | 1,263.50         | 32,851.00     |
|   | 3           | 18.81         | 1,316.70         | 34,234.20     |
|   | 4           | 19.58         | 1,370.60         | 35,635.60     |
|   | 5           | 20.43         | 1,430.10         | 37,182.60     |
|   | 6           | 21.29         | 1,490.30         | 38,747.80     |
|   | 7           | 22.14         | 1,549.80         | 40,294.80     |
|   | 8           | 23.10         | 1,617.00         | 42,042.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 26, 2017 to March 24, 2018**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: OPERATIONS</b>                        | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Security Guard<br>35 hours/week<br>(171-205 pt.) | 1           | 18.81         | 1,316.70         | 34,234.20     |
|  | 2           | 19.58         | 1,370.60         | 35,635.60     |
|  | 3           | 20.43         | 1,430.10         | 37,182.60     |
|  | 4           | 21.29         | 1,490.30         | 38,747.80     |
|  | 5           | 22.14         | 1,549.80         | 40,294.80     |
|  | 6           | 23.10         | 1,617.00         | 42,042.00     |
|  | 7           | 24.02         | 1,681.40         | 43,716.40     |
|  | 8           | 24.97         | 1,747.90         | 45,445.40     |

**FAMILY: OTHER**

|                                      |     |       |        |           |
|--------------------------------------|-----|-------|--------|-----------|
| Student Assistant<br>35 hours/week   | 1 * | 11.56 | 809.20 | 21,039.20 |
|                                      | 2 * | 12.24 | 856.80 | 22,276.80 |
|                                      | 3   | 12.91 | 903.70 | 23,496.20 |
| Student Assistant 2<br>35 hours/week | 1 * | 12.98 | 908.60 | 23,623.60 |
|                                      | 2 * | 13.53 | 947.10 | 24,624.60 |
|                                      | 3   | 14.07 | 984.90 | 25,607.40 |

\* progression to next step after 600 hours of service at previous step

**FAMILY: PRINTING**

|  |   |       |          |           |
|--|---|-------|----------|-----------|
| Operations Support<br>35 hours/week<br>(131-170 pt.)         | 1 | 17.30 | 1,211.00 | 31,486.00 |
|  | 2 | 18.05 | 1,263.50 | 32,851.00 |
|  | 3 | 18.81 | 1,316.70 | 34,234.20 |
|  | 4 | 19.58 | 1,370.60 | 35,635.60 |
|  | 5 | 20.43 | 1,430.10 | 37,182.60 |
|  | 6 | 21.29 | 1,490.30 | 38,747.80 |
|  | 7 | 22.14 | 1,549.80 | 40,294.80 |
|  | 8 | 23.10 | 1,617.00 | 42,042.00 |
| Camera/Press Operator 1<br>36.25 hours/week<br>(205-245 pt.) | 1 | 20.43 | 1,481.18 | 38,510.68 |
|  | 2 | 21.29 | 1,543.53 | 40,131.78 |
|  | 3 | 22.14 | 1,605.15 | 41,733.90 |
|  | 4 | 23.10 | 1,674.75 | 43,543.50 |
|  | 5 | 24.02 | 1,741.45 | 45,277.70 |
|  | 6 | 24.97 | 1,810.33 | 47,068.58 |
|  | 7 | 26.00 | 1,885.00 | 49,010.00 |
|  | 8 | 27.10 | 1,964.75 | 51,083.50 |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 26, 2017 to March 24, 2018**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: PRINTING</b>  | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Camera/Press Operator 2  | 1           | 21.29         | 1,490.30         | 38,747.80     |
| 35 hours/week  | 2           | 22.14         | 1,549.80         | 40,294.80     |
| (246-295 pt.)  | 3           | 23.10         | 1,617.00         | 42,042.00     |
|  | 4           | 24.02         | 1,681.40         | 43,716.40     |
|  | 5           | 24.97         | 1,747.90         | 45,445.40     |
|  | 6           | 26.00         | 1,820.00         | 47,320.00     |
|  | 7           | 27.10         | 1,897.00         | 49,322.00     |
|  | 8           | 28.26         | 1,978.20         | 51,433.20     |
| Graphic Designer/Compositor  | 1           | 23.10         | 1,674.75         | 43,543.50     |
| 36.25 hours/week   | 2           | 24.02         | 1,741.45         | 45,277.70     |
| (296-346 pt.)  | 3           | 24.97         | 1,810.33         | 47,068.58     |
|  | 4           | 26.00         | 1,885.00         | 49,010.00     |
|  | 5           | 27.10         | 1,964.75         | 51,083.50     |
|  | 6           | 28.26         | 2,048.85         | 53,270.10     |
|  | 7           | 29.39         | 2,130.78         | 55,400.28     |
| <b>FAMILY: RECREATION</b>  |             |               |                  |               |
| Events Assistant   | 1*          | 11.38         | 796.60           | 20,711.60     |
| 35 hours/week  | 2           | 11.83         | 828.10           | 21,530.60     |
| (66-90 pt.)  |             |               |                  |               |
| * progression to next step after 260 hours of service in Events Assistant Classification     |             |               |                  |               |
| Sr. Events Assistant   | 1*          | 12.98         | 908.60           | 23,623.60     |
| 35 hours/week  | 2           | 13.53         | 947.10           | 24,624.60     |
| (91-115 pt.)   |             |               |                  |               |
| * progression to next step after 260 hours of service in Sr. Events Assistant Classification |             |               |                  |               |
| Facility Attendant   | 1           | 14.07         | 984.90           | 25,607.40     |
| 35 hours/week  | 2           | 14.69         | 1,028.30         | 26,735.80     |
| (85-115 pt.)   | 3           | 15.26         | 1,068.20         | 27,773.20     |
| <b>FAMILY: TECHNICAL</b>   |             |               |                  |               |
| Lab Assistant  | 1           | 12.98         | 908.60           | 23,623.60     |
| 35.00 hours/week   | 2           | 13.53         | 947.10           | 24,624.60     |
| (56-95 pt.)  | 3           | 14.07         | 984.90           | 25,607.40     |
| Assistant Technician 1   | 1           | 14.07         | 984.90           | 25,607.40     |
| 35.00 hours/week   | 2           | 14.69         | 1,028.30         | 26,735.80     |
| (96-140 pt.)   | 3           | 15.26         | 1,068.20         | 27,773.20     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 26, 2017 to March 24, 2018**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: TECHNICAL</b>                                    | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Assistant Technician 2<br>35.00 hours/week<br>(141-190 pt.) | 1           | 15.94         | 1,115.80         | 29,010.80     |
|   | 2           | 16.64         | 1,164.80         | 30,284.80     |
|   | 3           | 17.30         | 1,211.00         | 31,486.00     |
| Assistant Technician 3<br>35.00 hours/week<br>(191-240 pt.) | 1           | 17.30         | 1,211.00         | 31,486.00     |
|   | 2           | 18.05         | 1,263.50         | 32,851.00     |
|   | 3           | 18.81         | 1,316.70         | 34,234.20     |
|   | 4           | 19.58         | 1,370.60         | 35,635.60     |
|   | 5           | 20.43         | 1,430.10         | 37,182.60     |
|   | 6           | 21.29         | 1,490.30         | 38,747.80     |
|   | 7           | 22.14         | 1,549.80         | 40,294.80     |
|   | 8           | 23.10         | 1,617.00         | 42,042.00     |
| Technician 1<br>35.00 hours/week<br>(241-290 pt.)           | 1           | 18.81         | 1,316.70         | 34,234.20     |
|   | 2           | 19.58         | 1,370.60         | 35,635.60     |
|   | 3           | 20.43         | 1,430.10         | 37,182.60     |
|   | 4           | 21.29         | 1,490.30         | 38,747.80     |
|   | 5           | 22.14         | 1,549.80         | 40,294.80     |
|   | 6           | 23.10         | 1,617.00         | 42,042.00     |
|   | 7           | 24.02         | 1,681.40         | 43,716.40     |
|   | 8           | 24.97         | 1,747.90         | 45,445.40     |
| Technician 2<br>35.00 hours/week<br>(291-340 pt.)           | 1           | 21.29         | 1,490.30         | 38,747.80     |
|   | 2           | 22.14         | 1,549.80         | 40,294.80     |
|   | 3           | 23.10         | 1,617.00         | 42,042.00     |
|   | 4           | 24.02         | 1,681.40         | 43,716.40     |
|   | 5           | 24.97         | 1,747.90         | 45,445.40     |
|   | 6           | 26.00         | 1,820.00         | 47,320.00     |
|   | 7           | 27.10         | 1,897.00         | 49,322.00     |
|   | 8           | 28.26         | 1,978.20         | 51,433.20     |
| Technician 3<br>35.00 hours/week<br>(341-400 pt.)           | 1           | 24.02         | 1,681.40         | 43,716.40     |
|   | 2           | 24.97         | 1,747.90         | 45,445.40     |
|   | 3           | 26.00         | 1,820.00         | 47,320.00     |
|   | 4           | 27.10         | 1,897.00         | 49,322.00     |
|   | 5           | 28.26         | 1,978.20         | 51,433.20     |
|   | 6           | 29.39         | 2,057.30         | 53,489.80     |
|   | 7           | 30.62         | 2,143.40         | 55,728.40     |
|   | 8           | 31.98         | 2,238.60         | 58,203.60     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 26, 2017 to March 24, 2018**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: TECHNICAL</b>                          | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Technician 3<br>38.75 hours/week<br>(341-400 pt.) | 1           | 24.02         | 1,861.55         | 48,400.30     |
|   | 2           | 24.97         | 1,935.18         | 50,314.68     |
|   | 3           | 26.00         | 2,015.00         | 52,390.00     |
|   | 4           | 27.10         | 2,100.25         | 54,606.50     |
|   | 5           | 28.26         | 2,190.15         | 56,943.90     |
|   | 6           | 29.39         | 2,277.73         | 59,220.98     |
|   | 7           | 30.62         | 2,373.05         | 61,699.30     |
|   | 8           | 31.98         | 2,478.45         | 64,439.70     |
| Technician 4<br>35.00 hours/week<br>(401-470 pt.) | 1           | 26.00         | 1,820.00         | 47,320.00     |
|   | 2           | 27.10         | 1,897.00         | 49,322.00     |
|   | 3           | 28.26         | 1,978.20         | 51,433.20     |
|   | 4           | 29.39         | 2,057.30         | 53,489.80     |
|   | 5           | 30.62         | 2,143.40         | 55,728.40     |
|   | 6           | 31.98         | 2,238.60         | 58,203.60     |
|   | 7           | 33.28         | 2,329.60         | 60,569.60     |
|   | 8           | 34.67         | 2,426.90         | 63,099.40     |
| Technician 5<br>35.00 hours/week<br>(471-550 pt.) | 1           | 29.39         | 2,057.30         | 53,489.80     |
|   | 2           | 30.62         | 2,143.40         | 55,728.40     |
|   | 3           | 31.98         | 2,238.60         | 58,203.60     |
|   | 4           | 33.28         | 2,329.60         | 60,569.60     |
|   | 5           | 34.67         | 2,426.90         | 63,099.40     |
|   | 6           | 36.12         | 2,528.40         | 65,738.40     |
|   | 7           | 37.63         | 2,634.10         | 68,486.60     |
|   | 8           | 39.19         | 2,743.30         | 71,325.80     |
| Technician 6<br>35.00 hours/week<br>(551-640 pt.) | 1           | 33.28         | 2,329.60         | 60,569.60     |
|   | 2           | 34.67         | 2,426.90         | 63,099.40     |
|   | 3           | 36.12         | 2,528.40         | 65,738.40     |
|   | 4           | 37.63         | 2,634.10         | 68,486.60     |
|   | 5           | 39.19         | 2,743.30         | 71,325.80     |
|   | 6           | 40.90         | 2,863.00         | 74,438.00     |
|   | 7           | 42.59         | 2,981.30         | 77,513.80     |
|   | 8           | 44.39         | 3,107.30         | 80,789.80     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 26, 2017 to March 24, 2018**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: TECHNOLOGY SUPPORT</b> | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|-----------------------------------|-------------|---------------|------------------|---------------|
| Technology Support 1              | 1           | 18.05         | 1,263.50         | 32,851.00     |
| 35 hours/week                     | 2           | 18.81         | 1,316.70         | 34,234.20     |
| (166-201 pt.)                     | 3           | 19.58         | 1,370.60         | 35,635.60     |
|                                   | 4           | 20.43         | 1,430.10         | 37,182.60     |
|                                   | 5           | 21.29         | 1,490.30         | 38,747.80     |
|                                   | 6           | 22.14         | 1,549.80         | 40,294.80     |
|                                   | 7           | 23.10         | 1,617.00         | 42,042.00     |
|                                   | 8           | 24.02         | 1,681.40         | 43,716.40     |
| Technology Support 2              | 1           | 20.43         | 1,430.10         | 37,182.60     |
| 35 hours/week                     | 2           | 21.29         | 1,490.30         | 38,747.80     |
| (202-247 pt.)                     | 3           | 22.14         | 1,549.80         | 40,294.80     |
|                                   | 4           | 23.10         | 1,617.00         | 42,042.00     |
|                                   | 5           | 24.02         | 1,681.40         | 43,716.40     |
|                                   | 6           | 24.97         | 1,747.90         | 45,445.40     |
|                                   | 7           | 26.00         | 1,820.00         | 47,320.00     |
|                                   | 8           | 27.10         | 1,897.00         | 49,322.00     |
| Technology Support 3              | 1           | 24.97         | 1,747.90         | 45,445.40     |
| 35 hours/week                     | 2           | 26.00         | 1,820.00         | 47,320.00     |
| (248-303 pt.)                     | 3           | 27.10         | 1,897.00         | 49,322.00     |
|                                   | 4           | 28.26         | 1,978.20         | 51,433.20     |
|                                   | 5           | 29.39         | 2,057.30         | 53,489.80     |
|                                   | 6           | 30.62         | 2,143.40         | 55,728.40     |
|                                   | 7           | 31.98         | 2,238.60         | 58,203.60     |
|                                   | 8           | 33.28         | 2,329.60         | 60,569.60     |
| Technology Support 4              | 1           | 28.26         | 1,978.20         | 51,433.20     |
| 35 hours/week                     | 2           | 29.39         | 2,057.30         | 53,489.80     |
| (304-369 pt.)                     | 3           | 30.62         | 2,143.40         | 55,728.40     |
|                                   | 4           | 31.98         | 2,238.60         | 58,203.60     |
|                                   | 5           | 33.28         | 2,329.60         | 60,569.60     |
|                                   | 6           | 34.67         | 2,426.90         | 63,099.40     |
|                                   | 7           | 36.12         | 2,528.40         | 65,738.40     |
|                                   | 8           | 37.63         | 2,634.10         | 68,486.60     |
| Technology Support 5              | 1           | 31.98         | 2,238.60         | 58,203.60     |
| 35 hours/week                     | 2           | 33.28         | 2,329.60         | 60,569.60     |
| (370-445 pt.)                     | 3           | 34.67         | 2,426.90         | 63,099.40     |
|                                   | 4           | 36.12         | 2,528.40         | 65,738.40     |
|                                   | 5           | 37.63         | 2,634.10         | 68,486.60     |
|                                   | 6           | 39.19         | 2,743.30         | 71,325.80     |
|                                   | 7           | 40.90         | 2,863.00         | 74,438.00     |
|                                   | 8           | 42.59         | 2,981.30         | 77,513.80     |



**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 26, 2017 to March 24, 2018**

**SCHEDULE A**

+ 2.00%

| <b>FAMILY: TECHNOLOGY SUPPORT</b>                         | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Technology Support 6<br>35 hours/week<br>(446-531 pt.)    | 1           | 36.12         | 2,528.40         | 65,738.40     |
|   | 2           | 37.63         | 2,634.10         | 68,486.60     |
|   | 3           | 39.19         | 2,743.30         | 71,325.80     |
|   | 4           | 40.90         | 2,863.00         | 74,438.00     |
|   | 5           | 42.59         | 2,981.30         | 77,513.80     |
|   | 6           | 44.39         | 3,107.30         | 80,789.80     |
|   | 7           | 46.26         | 3,238.20         | 84,193.20     |
|   | 8           | 48.20         | 3,374.00         | 87,724.00     |
| Technology Support 6<br>36.25 hours/week<br>(446-531 pt.) | 1           | 36.12         | 2,618.70         | 68,086.20     |
|   | 2           | 37.63         | 2,728.18         | 70,932.68     |
|   | 3           | 39.19         | 2,841.28         | 73,873.28     |
|   | 4           | 40.90         | 2,965.25         | 77,096.50     |
|   | 5           | 42.59         | 3,087.78         | 80,282.28     |
|   | 6           | 44.39         | 3,218.28         | 83,675.28     |
|   | 7           | 46.26         | 3,353.85         | 87,200.10     |
|   | 8           | 48.20         | 3,494.50         | 90,857.00     |
| Technology Support 7<br>35 hours/week<br>(532-627 pt.)    | 1           | 40.90         | 2,863.00         | 74,438.00     |
|   | 2           | 42.59         | 2,981.30         | 77,513.80     |
|   | 3           | 44.39         | 3,107.30         | 80,789.80     |
|   | 4           | 46.26         | 3,238.20         | 84,193.20     |
|   | 5           | 48.20         | 3,374.00         | 87,724.00     |
|   | 6           | 50.20         | 3,514.00         | 91,364.00     |
|   | 7           | 52.31         | 3,661.70         | 95,204.20     |
|   | 8           | 54.52         | 3,816.40         | 99,226.40     |
| Technology Support 8<br>35 hours/week<br>(628-733 pt.)    | 1           | 46.26         | 3,238.20         | 84,193.20     |
|   | 2           | 48.20         | 3,374.00         | 87,724.00     |
|   | 3           | 50.20         | 3,514.00         | 91,364.00     |
|   | 4           | 52.31         | 3,661.70         | 95,204.20     |
|   | 5           | 54.52         | 3,816.40         | 99,226.40     |
|   | 6           | 56.83         | 3,978.10         | 103,430.60    |
|   | 7           | 59.16         | 4,141.20         | 107,671.20    |
|   | 8           | 61.59         | 4,311.30         | 112,093.80    |

Please note that classifications at more than 35 hours per week are for present incumbents only.

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 25, 2018 to March 23, 2019**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: ADMINISTRATIVE</b>                         | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Administrative 1<br>35.00 hours/week<br>(291-340 pt.) | 1           | 23.39         | 1,637.30         | 42,569.80     |
|   | 2           | 24.32         | 1,702.40         | 44,262.40     |
|   | 3           | 25.28         | 1,769.60         | 46,009.60     |
|   | 4           | 26.33         | 1,843.10         | 47,920.60     |
|   | 5           | 27.44         | 1,920.80         | 49,940.80     |
|   | 6           | 28.61         | 2,002.70         | 52,070.20     |
|   | 7           | 29.76         | 2,083.20         | 54,163.20     |
|   | 8           | 31.00         | 2,170.00         | 56,420.00     |
| Administrative 2<br>35.00 hours/week<br>(341-400 pt.) | 1           | 25.28         | 1,769.60         | 46,009.60     |
|   | 2           | 26.33         | 1,843.10         | 47,920.60     |
|   | 3           | 27.44         | 1,920.80         | 49,940.80     |
|   | 4           | 28.61         | 2,002.70         | 52,070.20     |
|   | 5           | 29.76         | 2,083.20         | 54,163.20     |
|   | 6           | 31.00         | 2,170.00         | 56,420.00     |
|   | 7           | 32.38         | 2,266.60         | 58,931.60     |
|   | 8           | 33.70         | 2,359.00         | 61,334.00     |
| Administrative 3<br>35.00 hours/week<br>(401-470 pt.) | 1           | 27.44         | 1,920.80         | 49,940.80     |
|   | 2           | 28.61         | 2,002.70         | 52,070.20     |
|   | 3           | 29.76         | 2,083.20         | 54,163.20     |
|   | 4           | 31.00         | 2,170.00         | 56,420.00     |
|   | 5           | 32.38         | 2,266.60         | 58,931.60     |
|   | 6           | 33.70         | 2,359.00         | 61,334.00     |
|   | 7           | 35.10         | 2,457.00         | 63,882.00     |
|   | 8           | 36.57         | 2,559.90         | 66,557.40     |
| Administrative 4<br>35.00 hours/week<br>(471-550 pt.) | 1           | 29.76         | 2,083.20         | 54,163.20     |
|   | 2           | 31.00         | 2,170.00         | 56,420.00     |
|   | 3           | 32.38         | 2,266.60         | 58,931.60     |
|   | 4           | 33.70         | 2,359.00         | 61,334.00     |
|   | 5           | 35.10         | 2,457.00         | 63,882.00     |
|   | 6           | 36.57         | 2,559.90         | 66,557.40     |
|   | 7           | 38.10         | 2,667.00         | 69,342.00     |
|   | 8           | 39.68         | 2,777.60         | 72,217.60     |
| Administrative 5<br>35.00 hours/week<br>(551-640 pt.) | 1           | 32.38         | 2,266.60         | 58,931.60     |
|   | 2           | 33.70         | 2,359.00         | 61,334.00     |
|   | 3           | 35.10         | 2,457.00         | 63,882.00     |
|   | 4           | 36.57         | 2,559.90         | 66,557.40     |
|   | 5           | 38.10         | 2,667.00         | 69,342.00     |
|   | 6           | 39.68         | 2,777.60         | 72,217.60     |
|   | 7           | 41.41         | 2,898.70         | 75,366.20     |
|   | 8           | 43.12         | 3,018.40         | 78,478.40     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 25, 2018 to March 23, 2019**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: LIBRARY</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Library Assistant 1<br>35.00 hours/week<br>(70-104 pt.)  | 1           | 14.87         | 1,040.90         | 27,063.40     |
|  | 2           | 15.45         | 1,081.50         | 28,119.00     |
|  | 3           | 16.14         | 1,129.80         | 29,374.80     |
|  | 4           | 16.85         | 1,179.50         | 30,667.00     |
|  | 5           | 17.52         | 1,226.40         | 31,886.40     |
|  | 6           | 18.28         | 1,279.60         | 33,269.60     |
|  | 7           | 19.05         | 1,333.50         | 34,671.00     |
|  | 8           | 19.82         | 1,387.40         | 36,072.40     |
| Library Assistant 2<br>35.00 hours/week<br>(105-150 pt.) | 1           | 16.14         | 1,129.80         | 29,374.80     |
|  | 2           | 16.85         | 1,179.50         | 30,667.00     |
|  | 3           | 17.52         | 1,226.40         | 31,886.40     |
|  | 4           | 18.28         | 1,279.60         | 33,269.60     |
|  | 5           | 19.05         | 1,333.50         | 34,671.00     |
|  | 6           | 19.82         | 1,387.40         | 36,072.40     |
|  | 7           | 20.69         | 1,448.30         | 37,655.80     |
|  | 8           | 21.56         | 1,509.20         | 39,239.20     |
| Library Assistant 3<br>35.00 hours/week<br>(151-205 pt.) | 1           | 19.05         | 1,333.50         | 34,671.00     |
|  | 2           | 19.82         | 1,387.40         | 36,072.40     |
|  | 3           | 20.69         | 1,448.30         | 37,655.80     |
|  | 4           | 21.56         | 1,509.20         | 39,239.20     |
|  | 5           | 22.42         | 1,569.40         | 40,804.40     |
|  | 6           | 23.39         | 1,637.30         | 42,569.80     |
|  | 7           | 24.32         | 1,702.40         | 44,262.40     |
|  | 8           | 25.28         | 1,769.60         | 46,009.60     |
| Library Assistant 4<br>35.00 hours/week<br>(206-270 pt.) | 1           | 20.69         | 1,448.30         | 37,655.80     |
|  | 2           | 21.56         | 1,509.20         | 39,239.20     |
|  | 3           | 22.42         | 1,569.40         | 40,804.40     |
|  | 4           | 23.39         | 1,637.30         | 42,569.80     |
|  | 5           | 24.32         | 1,702.40         | 44,262.40     |
|  | 6           | 25.28         | 1,769.60         | 46,009.60     |
|  | 7           | 26.33         | 1,843.10         | 47,920.60     |
|  | 8           | 27.44         | 1,920.80         | 49,940.80     |
| Library Assistant 5<br>35.00 hours/week<br>(271-340 pt.) | 1           | 23.39         | 1,637.30         | 42,569.80     |
|  | 2           | 24.32         | 1,702.40         | 44,262.40     |
|  | 3           | 25.28         | 1,769.60         | 46,009.60     |
|  | 4           | 26.33         | 1,843.10         | 47,920.60     |
|  | 5           | 27.44         | 1,920.80         | 49,940.80     |
|  | 6           | 28.61         | 2,002.70         | 52,070.20     |
|  | 7           | 29.76         | 2,083.20         | 54,163.20     |
|  | 8           | 31.00         | 2,170.00         | 56,420.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 25, 2018 to March 23, 2019**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: LIBRARY</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Library Assistant 5<br>38.75 hours/week<br>(271-340 pt.) | 1           | 23.39         | 1,812.73         | 47,130.98     |
|  | 2           | 24.32         | 1,884.80         | 49,004.80     |
|  | 3           | 25.28         | 1,959.20         | 50,939.20     |
|  | 4           | 26.33         | 2,040.58         | 53,055.08     |
|  | 5           | 27.44         | 2,126.60         | 55,291.60     |
|  | 6           | 28.61         | 2,217.28         | 57,649.28     |
|  | 7           | 29.76         | 2,306.40         | 59,966.40     |
|  | 8           | 31.00         | 2,402.50         | 62,465.00     |
| <b>FAMILY: OFFICE</b>                                    |             |               |                  |               |
| Office Assistant 1<br>35.00 hours/week<br>(71-100 pt.)   | 1           | 14.87         | 1,040.90         | 27,063.40     |
|  | 2           | 15.45         | 1,081.50         | 28,119.00     |
|  | 3           | 16.14         | 1,129.80         | 29,374.80     |
|  | 4           | 16.85         | 1,179.50         | 30,667.00     |
|  | 5           | 17.52         | 1,226.40         | 31,886.40     |
|  | 6           | 18.28         | 1,279.60         | 33,269.60     |
|  | 7           | 19.05         | 1,333.50         | 34,671.00     |
|  | 8           | 19.82         | 1,387.40         | 36,072.40     |
| Office Assistant 2<br>35.00 hours/week<br>(101-130 pt.)  | 1           | 16.14         | 1,129.80         | 29,374.80     |
|  | 2           | 16.85         | 1,179.50         | 30,667.00     |
|  | 3           | 17.52         | 1,226.40         | 31,886.40     |
|  | 4           | 18.28         | 1,279.60         | 33,269.60     |
|  | 5           | 19.05         | 1,333.50         | 34,671.00     |
|  | 6           | 19.82         | 1,387.40         | 36,072.40     |
|  | 7           | 20.69         | 1,448.30         | 37,655.80     |
|  | 8           | 21.56         | 1,509.20         | 39,239.20     |
| Office Assistant 3<br>35.00 hours/week<br>(131-170 pt.)  | 1           | 17.52         | 1,226.40         | 31,886.40     |
|  | 2           | 18.28         | 1,279.60         | 33,269.60     |
|  | 3           | 19.05         | 1,333.50         | 34,671.00     |
|  | 4           | 19.82         | 1,387.40         | 36,072.40     |
|  | 5           | 20.69         | 1,448.30         | 37,655.80     |
|  | 6           | 21.56         | 1,509.20         | 39,239.20     |
|  | 7           | 22.42         | 1,569.40         | 40,804.40     |
|  | 8           | 23.39         | 1,637.30         | 42,569.80     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 25, 2018 to March 23, 2019**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: OFFICE</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Office Assistant 4<br>35.00 hours/week<br>(171-205 pt.) | 1           | 19.05         | 1,333.50         | 34,671.00     |
|   | 2           | 19.82         | 1,387.40         | 36,072.40     |
|   | 3           | 20.69         | 1,448.30         | 37,655.80     |
|   | 4           | 21.56         | 1,509.20         | 39,239.20     |
|   | 5           | 22.42         | 1,569.40         | 40,804.40     |
|   | 6           | 23.39         | 1,637.30         | 42,569.80     |
|   | 7           | 24.32         | 1,702.40         | 44,262.40     |
|   | 8           | 25.28         | 1,769.60         | 46,009.60     |
| Office Assistant 5<br>35.00 hours/week<br>(206-245 pt.) | 1           | 20.69         | 1,448.30         | 37,655.80     |
|   | 2           | 21.56         | 1,509.20         | 39,239.20     |
|   | 3           | 22.42         | 1,569.40         | 40,804.40     |
|   | 4           | 23.39         | 1,637.30         | 42,569.80     |
|   | 5           | 24.32         | 1,702.40         | 44,262.40     |
|   | 6           | 25.28         | 1,769.60         | 46,009.60     |
|   | 7           | 26.33         | 1,843.10         | 47,920.60     |
|   | 8           | 27.44         | 1,920.80         | 49,940.80     |
| Office Assistant 6<br>35.00 hours/week<br>(246-290 pt.) | 1           | 21.56         | 1,509.20         | 39,239.20     |
|   | 2           | 22.42         | 1,569.40         | 40,804.40     |
|   | 3           | 23.39         | 1,637.30         | 42,569.80     |
|   | 4           | 24.32         | 1,702.40         | 44,262.40     |
|   | 5           | 25.28         | 1,769.60         | 46,009.60     |
|   | 6           | 26.33         | 1,843.10         | 47,920.60     |
|   | 7           | 27.44         | 1,920.80         | 49,940.80     |
|   | 8           | 28.61         | 2,002.70         | 52,070.20     |
| <b>FAMILY: OPERATIONS</b>                               |             |               |                  |               |
| Labourer<br>35 hours/week<br>(71-110 pt.)               | 1           | 13.14         | 919.80           | 23,914.80     |
|   | 2           | 13.70         | 959.00           | 24,934.00     |
|   | 3           | 14.25         | 997.50           | 25,935.00     |
| Shipper-Receiver<br>35 hours/week<br>(131-170 pt.)      | 1           | 17.52         | 1,226.40         | 31,886.40     |
|   | 2           | 18.28         | 1,279.60         | 33,269.60     |
|   | 3           | 19.05         | 1,333.50         | 34,671.00     |
|   | 4           | 19.82         | 1,387.40         | 36,072.40     |
|   | 5           | 20.69         | 1,448.30         | 37,655.80     |
|   | 6           | 21.56         | 1,509.20         | 39,239.20     |
|   | 7           | 22.42         | 1,569.40         | 40,804.40     |
|   | 8           | 23.39         | 1,637.30         | 42,569.80     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 25, 2018 to March 23, 2019**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: OPERATIONS</b>                        | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Security Guard<br>35 hours/week<br>(171-205 pt.) | 1           | 19.05         | 1,333.50         | 34,671.00     |
|  | 2           | 19.82         | 1,387.40         | 36,072.40     |
|  | 3           | 20.69         | 1,448.30         | 37,655.80     |
|  | 4           | 21.56         | 1,509.20         | 39,239.20     |
|  | 5           | 22.42         | 1,569.40         | 40,804.40     |
|  | 6           | 23.39         | 1,637.30         | 42,569.80     |
|  | 7           | 24.32         | 1,702.40         | 44,262.40     |
|  | 8           | 25.28         | 1,769.60         | 46,009.60     |

**FAMILY: OTHER**

|                                      |     |       |        |           |
|--------------------------------------|-----|-------|--------|-----------|
| Student Assistant<br>35 hours/week   | 1 * | 11.70 | 819.00 | 21,294.00 |
|                                      | 2 * | 12.39 | 867.30 | 22,549.80 |
|                                      | 3   | 13.07 | 914.90 | 23,787.40 |
| Student Assistant 2<br>35 hours/week | 1 * | 13.14 | 919.80 | 23,914.80 |
|                                      | 2 * | 13.70 | 959.00 | 24,934.00 |
|                                      | 3   | 14.25 | 997.50 | 25,935.00 |

\* progression to next step after 600 hours of service at previous step

**FAMILY: PRINTING**

|  |   |       |          |           |
|--|---|-------|----------|-----------|
| Operations Support<br>35 hours/week<br>(131-170 pt.)         | 1 | 17.52 | 1,226.40 | 31,886.40 |
|  | 2 | 18.28 | 1,279.60 | 33,269.60 |
|  | 3 | 19.05 | 1,333.50 | 34,671.00 |
|  | 4 | 19.82 | 1,387.40 | 36,072.40 |
|  | 5 | 20.69 | 1,448.30 | 37,655.80 |
|  | 6 | 21.56 | 1,509.20 | 39,239.20 |
|  | 7 | 22.42 | 1,569.40 | 40,804.40 |
|  | 8 | 23.39 | 1,637.30 | 42,569.80 |
| Camera/Press Operator 1<br>36.25 hours/week<br>(205-245 pt.) | 1 | 20.69 | 1,500.03 | 39,000.78 |
|  | 2 | 21.56 | 1,563.10 | 40,640.60 |
|  | 3 | 22.42 | 1,625.45 | 42,261.70 |
|  | 4 | 23.39 | 1,695.78 | 44,090.28 |
|  | 5 | 24.32 | 1,763.20 | 45,843.20 |
|  | 6 | 25.28 | 1,832.80 | 47,652.80 |
|  | 7 | 26.33 | 1,908.93 | 49,632.18 |
|  | 8 | 27.44 | 1,989.40 | 51,724.40 |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 25, 2018 to March 23, 2019**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: PRINTING</b>  | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Camera/Press Operator 2<br>35 hours/week<br>(246-295 pt.)                                    | 1           | 21.56         | 1,509.20         | 39,239.20     |
|  | 2           | 22.42         | 1,569.40         | 40,804.40     |
|  | 3           | 23.39         | 1,637.30         | 42,569.80     |
|  | 4           | 24.32         | 1,702.40         | 44,262.40     |
|  | 5           | 25.28         | 1,769.60         | 46,009.60     |
|  | 6           | 26.33         | 1,843.10         | 47,920.60     |
|  | 7           | 27.44         | 1,920.80         | 49,940.80     |
|  | 8           | 28.61         | 2,002.70         | 52,070.20     |
| Graphic Designer/Compositor<br>36.25 hours/week<br>(296-346 pt.)                             | 1           | 23.39         | 1,695.78         | 44,090.28     |
|  | 2           | 24.32         | 1,763.20         | 45,843.20     |
|  | 3           | 25.28         | 1,832.80         | 47,652.80     |
|  | 4           | 26.33         | 1,908.93         | 49,632.18     |
|  | 5           | 27.44         | 1,989.40         | 51,724.40     |
|  | 6           | 28.61         | 2,074.23         | 53,929.98     |
|  | 7           | 29.76         | 2,157.60         | 56,097.60     |
|  | 8           | 31.00         | 2,247.50         | 58,435.00     |
| <b>FAMILY: RECREATION</b>  |             |               |                  |               |
| Events Assistant<br>35 hours/week<br>(66-90 pt.)   | 1*          | 11.52         | 806.40           | 20,966.40     |
|  | 2           | 11.98         | 838.60           | 21,803.60     |
| * progression to next step after 260 hours of service in Events Assistant Classification     |             |               |                  |               |
| Sr. Events Assistant<br>35 hours/week<br>(91-115 pt.)  | 1*          | 13.14         | 919.80           | 23,914.80     |
|  | 2           | 13.70         | 959.00           | 24,934.00     |
| * progression to next step after 260 hours of service in Sr. Events Assistant Classification |             |               |                  |               |
| Facility Attendant<br>35 hours/week<br>(85-115 pt.)  | 1           | 14.25         | 997.50           | 25,935.00     |
|  | 2           | 14.87         | 1,040.90         | 27,063.40     |
|  | 3           | 15.45         | 1,081.50         | 28,119.00     |
| <b>FAMILY: TECHNICAL</b>   |             |               |                  |               |
| Lab Assistant<br>35.00 hours/week<br>(56-95 pt.)   | 1           | 13.14         | 919.80           | 23,914.80     |
|  | 2           | 13.70         | 959.00           | 24,934.00     |
|  | 3           | 14.25         | 997.50           | 25,935.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 25, 2018 to March 23, 2019**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: TECHNICAL</b>                                    | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Assistant Technician 1<br>35.00 hours/week<br>(96-140 pt.)  | 1           | 14.25         | 997.50           | 25,935.00     |
|   | 2           | 14.87         | 1,040.90         | 27,063.40     |
|   | 3           | 15.45         | 1,081.50         | 28,119.00     |
| Assistant Technician 2<br>35.00 hours/week<br>(141-190 pt.) | 1           | 16.14         | 1,129.80         | 29,374.80     |
|   | 2           | 16.85         | 1,179.50         | 30,667.00     |
|   | 3           | 17.52         | 1,226.40         | 31,886.40     |
| Assistant Technician 3<br>35.00 hours/week<br>(191-240 pt.) | 1           | 17.52         | 1,226.40         | 31,886.40     |
|   | 2           | 18.28         | 1,279.60         | 33,269.60     |
|   | 3           | 19.05         | 1,333.50         | 34,671.00     |
|   | 4           | 19.82         | 1,387.40         | 36,072.40     |
|   | 5           | 20.69         | 1,448.30         | 37,655.80     |
|   | 6           | 21.56         | 1,509.20         | 39,239.20     |
|   | 7           | 22.42         | 1,569.40         | 40,804.40     |
|   | 8           | 23.39         | 1,637.30         | 42,569.80     |
| Technician 1<br>35.00 hours/week<br>(241-290 pt.)           | 1           | 19.05         | 1,333.50         | 34,671.00     |
|   | 2           | 19.82         | 1,387.40         | 36,072.40     |
|   | 3           | 20.69         | 1,448.30         | 37,655.80     |
|   | 4           | 21.56         | 1,509.20         | 39,239.20     |
|   | 5           | 22.42         | 1,569.40         | 40,804.40     |
|   | 6           | 23.39         | 1,637.30         | 42,569.80     |
|   | 7           | 24.32         | 1,702.40         | 44,262.40     |
|   | 8           | 25.28         | 1,769.60         | 46,009.60     |
| Technician 2<br>35.00 hours/week<br>(291-340 pt.)           | 1           | 21.56         | 1,509.20         | 39,239.20     |
|   | 2           | 22.42         | 1,569.40         | 40,804.40     |
|   | 3           | 23.39         | 1,637.30         | 42,569.80     |
|   | 4           | 24.32         | 1,702.40         | 44,262.40     |
|   | 5           | 25.28         | 1,769.60         | 46,009.60     |
|   | 6           | 26.33         | 1,843.10         | 47,920.60     |
|   | 7           | 27.44         | 1,920.80         | 49,940.80     |
|   | 8           | 28.61         | 2,002.70         | 52,070.20     |
| Technician 3<br>35.00 hours/week<br>(341-400 pt.)           | 1           | 24.32         | 1,702.40         | 44,262.40     |
|   | 2           | 25.28         | 1,769.60         | 46,009.60     |
|   | 3           | 26.33         | 1,843.10         | 47,920.60     |
|   | 4           | 27.44         | 1,920.80         | 49,940.80     |
|   | 5           | 28.61         | 2,002.70         | 52,070.20     |
|   | 6           | 29.76         | 2,083.20         | 54,163.20     |
|   | 7           | 31.00         | 2,170.00         | 56,420.00     |
|   | 8           | 32.38         | 2,266.60         | 58,931.60     |



**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 25, 2018 to March 23, 2019**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: TECHNICAL</b>                          | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Technician 3<br>38.75 hours/week<br>(341-400 pt.) | 1           | 24.32         | 1,884.80         | 49,004.80     |
|   | 2           | 25.28         | 1,959.20         | 50,939.20     |
|   | 3           | 26.33         | 2,040.58         | 53,055.08     |
|   | 4           | 27.44         | 2,126.60         | 55,291.60     |
|   | 5           | 28.61         | 2,217.28         | 57,649.28     |
|   | 6           | 29.76         | 2,306.40         | 59,966.40     |
|   | 7           | 31.00         | 2,402.50         | 62,465.00     |
|   | 8           | 32.38         | 2,509.45         | 65,245.70     |
| Technician 4<br>35.00 hours/week<br>(401-470 pt.) | 1           | 26.33         | 1,843.10         | 47,920.60     |
|   | 2           | 27.44         | 1,920.80         | 49,940.80     |
|   | 3           | 28.61         | 2,002.70         | 52,070.20     |
|   | 4           | 29.76         | 2,083.20         | 54,163.20     |
|   | 5           | 31.00         | 2,170.00         | 56,420.00     |
|   | 6           | 32.38         | 2,266.60         | 58,931.60     |
|   | 7           | 33.70         | 2,359.00         | 61,334.00     |
|   | 8           | 35.10         | 2,457.00         | 63,882.00     |
| Technician 5<br>35.00 hours/week<br>(471-550 pt.) | 1           | 29.76         | 2,083.20         | 54,163.20     |
|   | 2           | 31.00         | 2,170.00         | 56,420.00     |
|   | 3           | 32.38         | 2,266.60         | 58,931.60     |
|   | 4           | 33.70         | 2,359.00         | 61,334.00     |
|   | 5           | 35.10         | 2,457.00         | 63,882.00     |
|   | 6           | 36.57         | 2,559.90         | 66,557.40     |
|   | 7           | 38.10         | 2,667.00         | 69,342.00     |
|   | 8           | 39.68         | 2,777.60         | 72,217.60     |
| Technician 6<br>35.00 hours/week<br>(551-640 pt.) | 1           | 33.70         | 2,359.00         | 61,334.00     |
|   | 2           | 35.10         | 2,457.00         | 63,882.00     |
|   | 3           | 36.57         | 2,559.90         | 66,557.40     |
|   | 4           | 38.10         | 2,667.00         | 69,342.00     |
|   | 5           | 39.68         | 2,777.60         | 72,217.60     |
|   | 6           | 41.41         | 2,898.70         | 75,366.20     |
|   | 7           | 43.12         | 3,018.40         | 78,478.40     |
|   | 8           | 44.94         | 3,145.80         | 81,790.80     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 25, 2018 to March 23, 2019**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: TECHNOLOGY SUPPORT</b>                      | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Technology Support 1<br>35 hours/week<br>(166-201 pt.) | 1           | 18.28         | 1,279.60         | 33,269.60     |
|  | 2           | 19.05         | 1,333.50         | 34,671.00     |
|  | 3           | 19.82         | 1,387.40         | 36,072.40     |
|  | 4           | 20.69         | 1,448.30         | 37,655.80     |
|  | 5           | 21.56         | 1,509.20         | 39,239.20     |
|  | 6           | 22.42         | 1,569.40         | 40,804.40     |
|  | 7           | 23.39         | 1,637.30         | 42,569.80     |
|  | 8           | 24.32         | 1,702.40         | 44,262.40     |
| Technology Support 2<br>35 hours/week<br>(202-247 pt.) | 1           | 20.69         | 1,448.30         | 37,655.80     |
|  | 2           | 21.56         | 1,509.20         | 39,239.20     |
|  | 3           | 22.42         | 1,569.40         | 40,804.40     |
|  | 4           | 23.39         | 1,637.30         | 42,569.80     |
|  | 5           | 24.32         | 1,702.40         | 44,262.40     |
|  | 6           | 25.28         | 1,769.60         | 46,009.60     |
|  | 7           | 26.33         | 1,843.10         | 47,920.60     |
|  | 8           | 27.44         | 1,920.80         | 49,940.80     |
| Technology Support 3<br>35 hours/week<br>(248-303 pt.) | 1           | 25.28         | 1,769.60         | 46,009.60     |
|  | 2           | 26.33         | 1,843.10         | 47,920.60     |
|  | 3           | 27.44         | 1,920.80         | 49,940.80     |
|  | 4           | 28.61         | 2,002.70         | 52,070.20     |
|  | 5           | 29.76         | 2,083.20         | 54,163.20     |
|  | 6           | 31.00         | 2,170.00         | 56,420.00     |
|  | 7           | 32.38         | 2,266.60         | 58,931.60     |
|  | 8           | 33.70         | 2,359.00         | 61,334.00     |
| Technology Support 4<br>35 hours/week<br>(304-369 pt.) | 1           | 28.61         | 2,002.70         | 52,070.20     |
|  | 2           | 29.76         | 2,083.20         | 54,163.20     |
|  | 3           | 31.00         | 2,170.00         | 56,420.00     |
|  | 4           | 32.38         | 2,266.60         | 58,931.60     |
|  | 5           | 33.70         | 2,359.00         | 61,334.00     |
|  | 6           | 35.10         | 2,457.00         | 63,882.00     |
|  | 7           | 36.57         | 2,559.90         | 66,557.40     |
|  | 8           | 38.10         | 2,667.00         | 69,342.00     |
| Technology Support 5<br>35 hours/week<br>(370-445 pt.) | 1           | 32.38         | 2,266.60         | 58,931.60     |
|  | 2           | 33.70         | 2,359.00         | 61,334.00     |
|  | 3           | 35.10         | 2,457.00         | 63,882.00     |
|  | 4           | 36.57         | 2,559.90         | 66,557.40     |
|  | 5           | 38.10         | 2,667.00         | 69,342.00     |
|  | 6           | 39.68         | 2,777.60         | 72,217.60     |
|  | 7           | 41.41         | 2,898.70         | 75,366.20     |
|  | 8           | 43.12         | 3,018.40         | 78,478.40     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 25, 2018 to March 23, 2019**

**SCHEDULE A**

+ 1.25%

| <b>FAMILY: TECHNOLOGY SUPPORT</b>                         | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Technology Support 6<br>35 hours/week<br>(446-531 pt.)    | 1           | 36.57         | 2,559.90         | 66,557.40     |
|   | 2           | 38.10         | 2,667.00         | 69,342.00     |
|   | 3           | 39.68         | 2,777.60         | 72,217.60     |
|   | 4           | 41.41         | 2,898.70         | 75,366.20     |
|   | 5           | 43.12         | 3,018.40         | 78,478.40     |
|   | 6           | 44.94         | 3,145.80         | 81,790.80     |
|   | 7           | 46.84         | 3,278.80         | 85,248.80     |
|   | 8           | 48.80         | 3,416.00         | 88,816.00     |
| Technology Support 6<br>36.25 hours/week<br>(446-531 pt.) | 1           | 36.57         | 2,651.33         | 68,934.58     |
|   | 2           | 38.10         | 2,762.25         | 71,818.50     |
|   | 3           | 39.68         | 2,876.80         | 74,796.80     |
|   | 4           | 41.41         | 3,002.23         | 78,057.98     |
|   | 5           | 43.12         | 3,126.20         | 81,281.20     |
|   | 6           | 44.94         | 3,258.15         | 84,711.90     |
|   | 7           | 46.84         | 3,395.90         | 88,293.40     |
|   | 8           | 48.80         | 3,538.00         | 91,988.00     |
| Technology Support 7<br>35 hours/week<br>(532-627 pt.)    | 1           | 41.41         | 2,898.70         | 75,366.20     |
|   | 2           | 43.12         | 3,018.40         | 78,478.40     |
|   | 3           | 44.94         | 3,145.80         | 81,790.80     |
|   | 4           | 46.84         | 3,278.80         | 85,248.80     |
|   | 5           | 48.80         | 3,416.00         | 88,816.00     |
|   | 6           | 50.83         | 3,558.10         | 92,510.60     |
|   | 7           | 52.96         | 3,707.20         | 96,387.20     |
|   | 8           | 55.20         | 3,864.00         | 100,464.00    |
| Technology Support 8<br>35 hours/week<br>(628-733 pt.)    | 1           | 46.84         | 3,278.80         | 85,248.80     |
|   | 2           | 48.80         | 3,416.00         | 88,816.00     |
|   | 3           | 50.83         | 3,558.10         | 92,510.60     |
|   | 4           | 52.96         | 3,707.20         | 96,387.20     |
|   | 5           | 55.20         | 3,864.00         | 100,464.00    |
|   | 6           | 57.54         | 4,027.80         | 104,722.80    |
|   | 7           | 59.90         | 4,193.00         | 109,018.00    |
|   | 8           | 62.36         | 4,365.20         | 113,495.20    |

Please note that classifications at more than 35 hours per week are for present incumbents only.

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 24, 2019 to September 21, 2019**

**SCHEDULE A**

+ 1.00%

| <b>FAMILY: ADMINISTRATIVE</b>                         | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Administrative 1<br>35.00 hours/week<br>(291-340 pt.) | 1           | 23.62         | 1,653.40         | 42,988.40     |
|   | 2           | 24.56         | 1,719.20         | 44,699.20     |
|   | 3           | 25.53         | 1,787.10         | 46,464.60     |
|   | 4           | 26.59         | 1,861.30         | 48,393.80     |
|   | 5           | 27.71         | 1,939.70         | 50,432.20     |
|   | 6           | 28.90         | 2,023.00         | 52,598.00     |
|   | 7           | 30.06         | 2,104.20         | 54,709.20     |
|   | 8           | 31.31         | 2,191.70         | 56,984.20     |
| Administrative 2<br>35.00 hours/week<br>(341-400 pt.) | 1           | 25.53         | 1,787.10         | 46,464.60     |
|   | 2           | 26.59         | 1,861.30         | 48,393.80     |
|   | 3           | 27.71         | 1,939.70         | 50,432.20     |
|   | 4           | 28.90         | 2,023.00         | 52,598.00     |
|   | 5           | 30.06         | 2,104.20         | 54,709.20     |
|   | 6           | 31.31         | 2,191.70         | 56,984.20     |
|   | 7           | 32.70         | 2,289.00         | 59,514.00     |
|   | 8           | 34.04         | 2,382.80         | 61,952.80     |
| Administrative 3<br>35.00 hours/week<br>(401-470 pt.) | 1           | 27.71         | 1,939.70         | 50,432.20     |
|   | 2           | 28.90         | 2,023.00         | 52,598.00     |
|   | 3           | 30.06         | 2,104.20         | 54,709.20     |
|   | 4           | 31.31         | 2,191.70         | 56,984.20     |
|   | 5           | 32.70         | 2,289.00         | 59,514.00     |
|   | 6           | 34.04         | 2,382.80         | 61,952.80     |
|   | 7           | 35.45         | 2,481.50         | 64,519.00     |
|   | 8           | 36.94         | 2,585.80         | 67,230.80     |
| Administrative 4<br>35.00 hours/week<br>(471-550 pt.) | 1           | 30.06         | 2,104.20         | 54,709.20     |
|   | 2           | 31.31         | 2,191.70         | 56,984.20     |
|   | 3           | 32.70         | 2,289.00         | 59,514.00     |
|   | 4           | 34.04         | 2,382.80         | 61,952.80     |
|   | 5           | 35.45         | 2,481.50         | 64,519.00     |
|   | 6           | 36.94         | 2,585.80         | 67,230.80     |
|   | 7           | 38.48         | 2,693.60         | 70,033.60     |
|   | 8           | 40.08         | 2,805.60         | 72,945.60     |
| Administrative 5<br>35.00 hours/week<br>(551-640 pt.) | 1           | 32.70         | 2,289.00         | 59,514.00     |
|   | 2           | 34.04         | 2,382.80         | 61,952.80     |
|   | 3           | 35.45         | 2,481.50         | 64,519.00     |
|   | 4           | 36.94         | 2,585.80         | 67,230.80     |
|   | 5           | 38.48         | 2,693.60         | 70,033.60     |
|   | 6           | 40.08         | 2,805.60         | 72,945.60     |
|   | 7           | 41.82         | 2,927.40         | 76,112.40     |
|   | 8           | 43.55         | 3,048.50         | 79,261.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 24, 2019 to September 21, 2019**

**SCHEDULE A**

+ 1.00%

| <b>FAMILY: LIBRARY</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Library Assistant 1<br>35.00 hours/week<br>(70-104 pt.)  | 1           | 15.02         | 1,051.40         | 27,336.40     |
|  | 2           | 15.60         | 1,092.00         | 28,392.00     |
|  | 3           | 16.30         | 1,141.00         | 29,666.00     |
|  | 4           | 17.02         | 1,191.40         | 30,976.40     |
|  | 5           | 17.70         | 1,239.00         | 32,214.00     |
|  | 6           | 18.46         | 1,292.20         | 33,597.20     |
|  | 7           | 19.24         | 1,346.80         | 35,016.80     |
|  | 8           | 20.02         | 1,401.40         | 36,436.40     |
| Library Assistant 2<br>35.00 hours/week<br>(105-150 pt.) | 1           | 16.30         | 1,141.00         | 29,666.00     |
|  | 2           | 17.02         | 1,191.40         | 30,976.40     |
|  | 3           | 17.70         | 1,239.00         | 32,214.00     |
|  | 4           | 18.46         | 1,292.20         | 33,597.20     |
|  | 5           | 19.24         | 1,346.80         | 35,016.80     |
|  | 6           | 20.02         | 1,401.40         | 36,436.40     |
|  | 7           | 20.90         | 1,463.00         | 38,038.00     |
|  | 8           | 21.78         | 1,524.60         | 39,639.60     |
| Library Assistant 3<br>35.00 hours/week<br>(151-205 pt.) | 1           | 19.24         | 1,346.80         | 35,016.80     |
|  | 2           | 20.02         | 1,401.40         | 36,436.40     |
|  | 3           | 20.90         | 1,463.00         | 38,038.00     |
|  | 4           | 21.78         | 1,524.60         | 39,639.60     |
|  | 5           | 22.64         | 1,584.80         | 41,204.80     |
|  | 6           | 23.62         | 1,653.40         | 42,988.40     |
|  | 7           | 24.56         | 1,719.20         | 44,699.20     |
|  | 8           | 25.53         | 1,787.10         | 46,464.60     |
| Library Assistant 4<br>35.00 hours/week<br>(206-270 pt.) | 1           | 20.90         | 1,463.00         | 38,038.00     |
|  | 2           | 21.78         | 1,524.60         | 39,639.60     |
|  | 3           | 22.64         | 1,584.80         | 41,204.80     |
|  | 4           | 23.62         | 1,653.40         | 42,988.40     |
|  | 5           | 24.56         | 1,719.20         | 44,699.20     |
|  | 6           | 25.53         | 1,787.10         | 46,464.60     |
|  | 7           | 26.59         | 1,861.30         | 48,393.80     |
|  | 8           | 27.71         | 1,939.70         | 50,432.20     |
| Library Assistant 5<br>35.00 hours/week<br>(271-340 pt.) | 1           | 23.62         | 1,653.40         | 42,988.40     |
|  | 2           | 24.56         | 1,719.20         | 44,699.20     |
|  | 3           | 25.53         | 1,787.10         | 46,464.60     |
|  | 4           | 26.59         | 1,861.30         | 48,393.80     |
|  | 5           | 27.71         | 1,939.70         | 50,432.20     |
|  | 6           | 28.90         | 2,023.00         | 52,598.00     |
|  | 7           | 30.06         | 2,104.20         | 54,709.20     |
|  | 8           | 31.31         | 2,191.70         | 56,984.20     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 24, 2019 to September 21, 2019**

**SCHEDULE A**

+ 1.00%

| <b>FAMILY: LIBRARY</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Library Assistant 5<br>38.75 hours/week<br>(271-340 pt.) | 1           | 23.62         | 1,830.55         | 47,594.30     |
|  | 2           | 24.56         | 1,903.40         | 49,488.40     |
|  | 3           | 25.53         | 1,978.58         | 51,443.08     |
|  | 4           | 26.59         | 2,060.73         | 53,578.98     |
|  | 5           | 27.71         | 2,147.53         | 55,835.78     |
|  | 6           | 28.90         | 2,239.75         | 58,233.50     |
|  | 7           | 30.06         | 2,329.65         | 60,570.90     |
|  | 8           | 31.31         | 2,426.53         | 63,089.78     |
| <b>FAMILY: OFFICE</b>                                    |             |               |                  |               |
| Office Assistant 1<br>35.00 hours/week<br>(71-100 pt.)   | 1           | 15.02         | 1,051.40         | 27,336.40     |
|  | 2           | 15.60         | 1,092.00         | 28,392.00     |
|  | 3           | 16.30         | 1,141.00         | 29,666.00     |
|  | 4           | 17.02         | 1,191.40         | 30,976.40     |
|  | 5           | 17.70         | 1,239.00         | 32,214.00     |
|  | 6           | 18.46         | 1,292.20         | 33,597.20     |
|  | 7           | 19.24         | 1,346.80         | 35,016.80     |
|  | 8           | 20.02         | 1,401.40         | 36,436.40     |
| Office Assistant 2<br>35.00 hours/week<br>(101-130 pt.)  | 1           | 16.30         | 1,141.00         | 29,666.00     |
|  | 2           | 17.02         | 1,191.40         | 30,976.40     |
|  | 3           | 17.70         | 1,239.00         | 32,214.00     |
|  | 4           | 18.46         | 1,292.20         | 33,597.20     |
|  | 5           | 19.24         | 1,346.80         | 35,016.80     |
|  | 6           | 20.02         | 1,401.40         | 36,436.40     |
|  | 7           | 20.90         | 1,463.00         | 38,038.00     |
|  | 8           | 21.78         | 1,524.60         | 39,639.60     |
| Office Assistant 3<br>35.00 hours/week<br>(131-170 pt.)  | 1           | 17.70         | 1,239.00         | 32,214.00     |
|  | 2           | 18.46         | 1,292.20         | 33,597.20     |
|  | 3           | 19.24         | 1,346.80         | 35,016.80     |
|  | 4           | 20.02         | 1,401.40         | 36,436.40     |
|  | 5           | 20.90         | 1,463.00         | 38,038.00     |
|  | 6           | 21.78         | 1,524.60         | 39,639.60     |
|  | 7           | 22.64         | 1,584.80         | 41,204.80     |
|  | 8           | 23.62         | 1,653.40         | 42,988.40     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 24, 2019 to September 21, 2019**

**SCHEDULE A**

+ 1.00%

| <b>FAMILY: OFFICE</b>                                   | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Office Assistant 4<br>35.00 hours/week<br>(171-205 pt.) | 1           | 19.24         | 1,346.80         | 35,016.80     |
|   | 2           | 20.02         | 1,401.40         | 36,436.40     |
|   | 3           | 20.90         | 1,463.00         | 38,038.00     |
|   | 4           | 21.78         | 1,524.60         | 39,639.60     |
|   | 5           | 22.64         | 1,584.80         | 41,204.80     |
|   | 6           | 23.62         | 1,653.40         | 42,988.40     |
|   | 7           | 24.56         | 1,719.20         | 44,699.20     |
|   | 8           | 25.53         | 1,787.10         | 46,464.60     |
| Office Assistant 5<br>35.00 hours/week<br>(206-245 pt.) | 1           | 20.90         | 1,463.00         | 38,038.00     |
|   | 2           | 21.78         | 1,524.60         | 39,639.60     |
|   | 3           | 22.64         | 1,584.80         | 41,204.80     |
|   | 4           | 23.62         | 1,653.40         | 42,988.40     |
|   | 5           | 24.56         | 1,719.20         | 44,699.20     |
|   | 6           | 25.53         | 1,787.10         | 46,464.60     |
|   | 7           | 26.59         | 1,861.30         | 48,393.80     |
|   | 8           | 27.71         | 1,939.70         | 50,432.20     |
| Office Assistant 6<br>35.00 hours/week<br>(246-290 pt.) | 1           | 21.78         | 1,524.60         | 39,639.60     |
|   | 2           | 22.64         | 1,584.80         | 41,204.80     |
|   | 3           | 23.62         | 1,653.40         | 42,988.40     |
|   | 4           | 24.56         | 1,719.20         | 44,699.20     |
|   | 5           | 25.53         | 1,787.10         | 46,464.60     |
|   | 6           | 26.59         | 1,861.30         | 48,393.80     |
|   | 7           | 27.71         | 1,939.70         | 50,432.20     |
|   | 8           | 28.90         | 2,023.00         | 52,598.00     |
| <b>FAMILY: OPERATIONS</b>                               |             |               |                  |               |
| Labourer<br>35 hours/week<br>(71-110 pt.)               | 1           | 13.27         | 928.90           | 24,151.40     |
|   | 2           | 13.84         | 968.80           | 25,188.80     |
|   | 3           | 14.39         | 1,007.30         | 26,189.80     |
| Shipper-Receiver<br>35 hours/week<br>(131-170 pt.)      | 1           | 17.70         | 1,239.00         | 32,214.00     |
|   | 2           | 18.46         | 1,292.20         | 33,597.20     |
|   | 3           | 19.24         | 1,346.80         | 35,016.80     |
|   | 4           | 20.02         | 1,401.40         | 36,436.40     |
|   | 5           | 20.90         | 1,463.00         | 38,038.00     |
|   | 6           | 21.78         | 1,524.60         | 39,639.60     |
|   | 7           | 22.64         | 1,584.80         | 41,204.80     |
|   | 8           | 23.62         | 1,653.40         | 42,988.40     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 24, 2019 to September 21, 2019**

**SCHEDULE A**

+ 1.00%

| <b>FAMILY: OPERATIONS</b>                        | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Security Guard<br>35 hours/week<br>(171-205 pt.) | 1           | 19.24         | 1,346.80         | 35,016.80     |
|  | 2           | 20.02         | 1,401.40         | 36,436.40     |
|  | 3           | 20.90         | 1,463.00         | 38,038.00     |
|  | 4           | 21.78         | 1,524.60         | 39,639.60     |
|  | 5           | 22.64         | 1,584.80         | 41,204.80     |
|  | 6           | 23.62         | 1,653.40         | 42,988.40     |
|  | 7           | 24.56         | 1,719.20         | 44,699.20     |
|  | 8           | 25.53         | 1,787.10         | 46,464.60     |

**FAMILY: OTHER**

|                                      |     |       |          |           |
|--------------------------------------|-----|-------|----------|-----------|
| Student Assistant<br>35 hours/week   | 1 * | 11.82 | 827.40   | 21,512.40 |
|                                      | 2 * | 12.51 | 875.70   | 22,768.20 |
|                                      | 3   | 13.20 | 924.00   | 24,024.00 |
| Student Assistant 2<br>35 hours/week | 1 * | 13.27 | 928.90   | 24,151.40 |
|                                      | 2 * | 13.84 | 968.80   | 25,188.80 |
|                                      | 3   | 14.39 | 1,007.30 | 26,189.80 |

\* progression to next step after 600 hours of service at previous step

**FAMILY: PRINTING**

|  |   |       |          |           |
|--|---|-------|----------|-----------|
| Operations Support<br>35 hours/week<br>(131-170 pt.)         | 1 | 17.70 | 1,239.00 | 32,214.00 |
|  | 2 | 18.46 | 1,292.20 | 33,597.20 |
|  | 3 | 19.24 | 1,346.80 | 35,016.80 |
|  | 4 | 20.02 | 1,401.40 | 36,436.40 |
|  | 5 | 20.90 | 1,463.00 | 38,038.00 |
|  | 6 | 21.78 | 1,524.60 | 39,639.60 |
|  | 7 | 22.64 | 1,584.80 | 41,204.80 |
|  | 8 | 23.62 | 1,653.40 | 42,988.40 |
| Camera/Press Operator 1<br>36.25 hours/week<br>(205-245 pt.) | 1 | 20.90 | 1,515.25 | 39,396.50 |
|  | 2 | 21.78 | 1,579.05 | 41,055.30 |
|  | 3 | 22.64 | 1,641.40 | 42,676.40 |
|  | 4 | 23.62 | 1,712.45 | 44,523.70 |
|  | 5 | 24.56 | 1,780.60 | 46,295.60 |
|  | 6 | 25.53 | 1,850.93 | 48,124.18 |
|  | 7 | 26.59 | 1,927.78 | 50,122.28 |
|  | 8 | 27.71 | 2,008.98 | 52,233.48 |



**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 24, 2019 to September 21, 2019**

**SCHEDULE A**

+ 1.00%

| <b>FAMILY: PRINTING</b>  | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Camera/Press Operator 2<br>35 hours/week<br>(246-295 pt.)                                    | 1           | 21.78         | 1,524.60         | 39,639.60     |
|  | 2           | 22.64         | 1,584.80         | 41,204.80     |
|  | 3           | 23.62         | 1,653.40         | 42,988.40     |
|  | 4           | 24.56         | 1,719.20         | 44,699.20     |
|  | 5           | 25.53         | 1,787.10         | 46,464.60     |
|  | 6           | 26.59         | 1,861.30         | 48,393.80     |
|  | 7           | 27.71         | 1,939.70         | 50,432.20     |
|  | 8           | 28.90         | 2,023.00         | 52,598.00     |
| Graphic Designer/Compositor<br>36.25 hours/week<br>(296-346 pt.)                             | 1           | 23.62         | 1,712.45         | 44,523.70     |
|  | 2           | 24.56         | 1,780.60         | 46,295.60     |
|  | 3           | 25.53         | 1,850.93         | 48,124.18     |
|  | 4           | 26.59         | 1,927.78         | 50,122.28     |
|  | 5           | 27.71         | 2,008.98         | 52,233.48     |
|  | 6           | 28.90         | 2,095.25         | 54,476.50     |
|  | 7           | 30.06         | 2,179.35         | 56,663.10     |
|  | 8           | 31.31         | 2,269.98         | 59,019.48     |
| <b>FAMILY: RECREATION</b>  |             |               |                  |               |
| Events Assistant<br>35 hours/week<br>(66-90 pt.)   | 1*          | 11.64         | 814.80           | 21,184.80     |
|  | 2           | 12.10         | 847.00           | 22,022.00     |
| * progression to next step after 260 hours of service in Events Assistant Classification     |             |               |                  |               |
| Sr. Events Assistant<br>35 hours/week<br>(91-115 pt.)  | 1*          | 13.27         | 928.90           | 24,151.40     |
|  | 2           | 13.84         | 968.80           | 25,188.80     |
| * progression to next step after 260 hours of service in Sr. Events Assistant Classification |             |               |                  |               |
| Facility Attendant<br>35 hours/week<br>(85-115 pt.)  | 1           | 14.39         | 1,007.30         | 26,189.80     |
|  | 2           | 15.02         | 1,051.40         | 27,336.40     |
|  | 3           | 15.60         | 1,092.00         | 28,392.00     |
| <b>FAMILY: TECHNICAL</b>   |             |               |                  |               |
| Lab Assistant<br>35.00 hours/week<br>(56-95 pt.)   | 1           | 13.27         | 928.90           | 24,151.40     |
|  | 2           | 13.84         | 968.80           | 25,188.80     |
|  | 3           | 14.39         | 1,007.30         | 26,189.80     |
| Assistant Technician 1<br>35.00 hours/week<br>(96-140 pt.)                                   | 1           | 14.39         | 1,007.30         | 26,189.80     |
|  | 2           | 15.02         | 1,051.40         | 27,336.40     |
|  | 3           | 15.60         | 1,092.00         | 28,392.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 24, 2019 to September 21, 2019**

**SCHEDULE A**

+ 1.00%

| <b>FAMILY: TECHNICAL</b>                                    | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Assistant Technician 2<br>35.00 hours/week<br>(141-190 pt.) | 1           | 16.30         | 1,141.00         | 29,666.00     |
|   | 2           | 17.02         | 1,191.40         | 30,976.40     |
|   | 3           | 17.70         | 1,239.00         | 32,214.00     |
| Assistant Technician 3<br>35.00 hours/week<br>(191-240 pt.) | 1           | 17.70         | 1,239.00         | 32,214.00     |
|   | 2           | 18.46         | 1,292.20         | 33,597.20     |
|   | 3           | 19.24         | 1,346.80         | 35,016.80     |
|   | 4           | 20.02         | 1,401.40         | 36,436.40     |
|   | 5           | 20.90         | 1,463.00         | 38,038.00     |
|   | 6           | 21.78         | 1,524.60         | 39,639.60     |
|   | 7           | 22.64         | 1,584.80         | 41,204.80     |
|   | 8           | 23.62         | 1,653.40         | 42,988.40     |
| Technician 1<br>35.00 hours/week<br>(241-290 pt.)           | 1           | 19.24         | 1,346.80         | 35,016.80     |
|   | 2           | 20.02         | 1,401.40         | 36,436.40     |
|   | 3           | 20.90         | 1,463.00         | 38,038.00     |
|   | 4           | 21.78         | 1,524.60         | 39,639.60     |
|   | 5           | 22.64         | 1,584.80         | 41,204.80     |
|   | 6           | 23.62         | 1,653.40         | 42,988.40     |
|   | 7           | 24.56         | 1,719.20         | 44,699.20     |
|   | 8           | 25.53         | 1,787.10         | 46,464.60     |
| Technician 2<br>35.00 hours/week<br>(291-340 pt.)           | 1           | 21.78         | 1,524.60         | 39,639.60     |
|   | 2           | 22.64         | 1,584.80         | 41,204.80     |
|   | 3           | 23.62         | 1,653.40         | 42,988.40     |
|   | 4           | 24.56         | 1,719.20         | 44,699.20     |
|   | 5           | 25.53         | 1,787.10         | 46,464.60     |
|   | 6           | 26.59         | 1,861.30         | 48,393.80     |
|   | 7           | 27.71         | 1,939.70         | 50,432.20     |
|   | 8           | 28.90         | 2,023.00         | 52,598.00     |
| Technician 3<br>35.00 hours/week<br>(341-400 pt.)           | 1           | 24.56         | 1,719.20         | 44,699.20     |
|   | 2           | 25.53         | 1,787.10         | 46,464.60     |
|   | 3           | 26.59         | 1,861.30         | 48,393.80     |
|   | 4           | 27.71         | 1,939.70         | 50,432.20     |
|   | 5           | 28.90         | 2,023.00         | 52,598.00     |
|   | 6           | 30.06         | 2,104.20         | 54,709.20     |
|   | 7           | 31.31         | 2,191.70         | 56,984.20     |
|   | 8           | 32.70         | 2,289.00         | 59,514.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 24, 2019 to September 21, 2019**

**SCHEDULE A**

+ 1.00%

| <b>FAMILY: TECHNICAL</b>                          | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Technician 3<br>38.75 hours/week<br>(341-400 pt.) | 1           | 24.56         | 1,903.40         | 49,488.40     |
|   | 2           | 25.53         | 1,978.58         | 51,443.08     |
|   | 3           | 26.59         | 2,060.73         | 53,578.98     |
|   | 4           | 27.71         | 2,147.53         | 55,835.78     |
|   | 5           | 28.90         | 2,239.75         | 58,233.50     |
|   | 6           | 30.06         | 2,329.65         | 60,570.90     |
|   | 7           | 31.31         | 2,426.53         | 63,089.78     |
|   | 8           | 32.70         | 2,534.25         | 65,890.50     |
| Technician 4<br>35.00 hours/week<br>(401-470 pt.) | 1           | 26.59         | 1,861.30         | 48,393.80     |
|   | 2           | 27.71         | 1,939.70         | 50,432.20     |
|   | 3           | 28.90         | 2,023.00         | 52,598.00     |
|   | 4           | 30.06         | 2,104.20         | 54,709.20     |
|   | 5           | 31.31         | 2,191.70         | 56,984.20     |
|   | 6           | 32.70         | 2,289.00         | 59,514.00     |
|   | 7           | 34.04         | 2,382.80         | 61,952.80     |
|   | 8           | 35.45         | 2,481.50         | 64,519.00     |
| Technician 5<br>35.00 hours/week<br>(471-550 pt.) | 1           | 30.06         | 2,104.20         | 54,709.20     |
|   | 2           | 31.31         | 2,191.70         | 56,984.20     |
|   | 3           | 32.70         | 2,289.00         | 59,514.00     |
|   | 4           | 34.04         | 2,382.80         | 61,952.80     |
|   | 5           | 35.45         | 2,481.50         | 64,519.00     |
|   | 6           | 36.94         | 2,585.80         | 67,230.80     |
|   | 7           | 38.48         | 2,693.60         | 70,033.60     |
|   | 8           | 40.08         | 2,805.60         | 72,945.60     |
| Technician 6<br>35.00 hours/week<br>(551-640 pt.) | 1           | 34.04         | 2,382.80         | 61,952.80     |
|   | 2           | 35.45         | 2,481.50         | 64,519.00     |
|   | 3           | 36.94         | 2,585.80         | 67,230.80     |
|   | 4           | 38.48         | 2,693.60         | 70,033.60     |
|   | 5           | 40.08         | 2,805.60         | 72,945.60     |
|   | 6           | 41.82         | 2,927.40         | 76,112.40     |
|   | 7           | 43.55         | 3,048.50         | 79,261.00     |
|   | 8           | 45.39         | 3,177.30         | 82,609.80     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 24, 2019 to September 21, 2019**

**SCHEDULE A**

+ 1.00%

| <b>FAMILY: TECHNOLOGY SUPPORT</b>                      | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|--|-------------|---------------|------------------|---------------|
| Technology Support 1<br>35 hours/week<br>(166-201 pt.) | 1           | 18.46         | 1,292.20         | 33,597.20     |
|  | 2           | 19.24         | 1,346.80         | 35,016.80     |
|  | 3           | 20.02         | 1,401.40         | 36,436.40     |
|  | 4           | 20.90         | 1,463.00         | 38,038.00     |
|  | 5           | 21.78         | 1,524.60         | 39,639.60     |
|  | 6           | 22.64         | 1,584.80         | 41,204.80     |
|  | 7           | 23.62         | 1,653.40         | 42,988.40     |
|  | 8           | 24.56         | 1,719.20         | 44,699.20     |
| Technology Support 2<br>35 hours/week<br>(202-247 pt.) | 1           | 20.90         | 1,463.00         | 38,038.00     |
|  | 2           | 21.78         | 1,524.60         | 39,639.60     |
|  | 3           | 22.64         | 1,584.80         | 41,204.80     |
|  | 4           | 23.62         | 1,653.40         | 42,988.40     |
|  | 5           | 24.56         | 1,719.20         | 44,699.20     |
|  | 6           | 25.53         | 1,787.10         | 46,464.60     |
|  | 7           | 26.59         | 1,861.30         | 48,393.80     |
|  | 8           | 27.71         | 1,939.70         | 50,432.20     |
| Technology Support 3<br>35 hours/week<br>(248-303 pt.) | 1           | 25.53         | 1,787.10         | 46,464.60     |
|  | 2           | 26.59         | 1,861.30         | 48,393.80     |
|  | 3           | 27.71         | 1,939.70         | 50,432.20     |
|  | 4           | 28.90         | 2,023.00         | 52,598.00     |
|  | 5           | 30.06         | 2,104.20         | 54,709.20     |
|  | 6           | 31.31         | 2,191.70         | 56,984.20     |
|  | 7           | 32.70         | 2,289.00         | 59,514.00     |
|  | 8           | 34.04         | 2,382.80         | 61,952.80     |
| Technology Support 4<br>35 hours/week<br>(304-369 pt.) | 1           | 28.90         | 2,023.00         | 52,598.00     |
|  | 2           | 30.06         | 2,104.20         | 54,709.20     |
|  | 3           | 31.31         | 2,191.70         | 56,984.20     |
|  | 4           | 32.70         | 2,289.00         | 59,514.00     |
|  | 5           | 34.04         | 2,382.80         | 61,952.80     |
|  | 6           | 35.45         | 2,481.50         | 64,519.00     |
|  | 7           | 36.94         | 2,585.80         | 67,230.80     |
|  | 8           | 38.48         | 2,693.60         | 70,033.60     |
| Technology Support 5<br>35 hours/week<br>(370-445 pt.) | 1           | 32.70         | 2,289.00         | 59,514.00     |
|  | 2           | 34.04         | 2,382.80         | 61,952.80     |
|  | 3           | 35.45         | 2,481.50         | 64,519.00     |
|  | 4           | 36.94         | 2,585.80         | 67,230.80     |
|  | 5           | 38.48         | 2,693.60         | 70,033.60     |
|  | 6           | 40.08         | 2,805.60         | 72,945.60     |
|  | 7           | 41.82         | 2,927.40         | 76,112.40     |
|  | 8           | 43.55         | 3,048.50         | 79,261.00     |

**THE UNIVERSITY OF WINNIPEG**  
**SALARY SCALES - March 24, 2019 to September 21, 2019**

**SCHEDULE A**

+ 1.00%

| <b>FAMILY: TECHNOLOGY SUPPORT</b>                         | <b>STEP</b> | <b>HOURLY</b> | <b>BI-WEEKLY</b> | <b>ANNUAL</b> |
|---|-------------|---------------|------------------|---------------|
| Technology Support 6<br>35 hours/week<br>(446-531 pt.)    | 1           | 36.94         | 2,585.80         | 67,230.80     |
|   | 2           | 38.48         | 2,693.60         | 70,033.60     |
|   | 3           | 40.08         | 2,805.60         | 72,945.60     |
|   | 4           | 41.82         | 2,927.40         | 76,112.40     |
|   | 5           | 43.55         | 3,048.50         | 79,261.00     |
|   | 6           | 45.39         | 3,177.30         | 82,609.80     |
|   | 7           | 47.31         | 3,311.70         | 86,104.20     |
|   | 8           | 49.29         | 3,450.30         | 89,707.80     |
| Technology Support 6<br>36.25 hours/week<br>(446-531 pt.) | 1           | 36.94         | 2,678.15         | 69,631.90     |
|   | 2           | 38.48         | 2,789.80         | 72,534.80     |
|   | 3           | 40.08         | 2,905.80         | 75,550.80     |
|   | 4           | 41.82         | 3,031.95         | 78,830.70     |
|   | 5           | 43.55         | 3,157.38         | 82,091.88     |
|   | 6           | 45.39         | 3,290.78         | 85,560.28     |
|   | 7           | 47.31         | 3,429.98         | 89,179.48     |
|   | 8           | 49.29         | 3,573.53         | 92,911.78     |
| Technology Support 7<br>35 hours/week<br>(532-627 pt.)    | 1           | 41.82         | 2,927.40         | 76,112.40     |
|   | 2           | 43.55         | 3,048.50         | 79,261.00     |
|   | 3           | 45.39         | 3,177.30         | 82,609.80     |
|   | 4           | 47.31         | 3,311.70         | 86,104.20     |
|   | 5           | 49.29         | 3,450.30         | 89,707.80     |
|   | 6           | 51.34         | 3,593.80         | 93,438.80     |
|   | 7           | 53.49         | 3,744.30         | 97,351.80     |
|   | 8           | 55.75         | 3,902.50         | 101,465.00    |
| Technology Support 8<br>35 hours/week<br>(628-733 pt.)    | 1           | 47.31         | 3,311.70         | 86,104.20     |
|   | 2           | 49.29         | 3,450.30         | 89,707.80     |
|   | 3           | 51.34         | 3,593.80         | 93,438.80     |
|   | 4           | 53.49         | 3,744.30         | 97,351.80     |
|   | 5           | 55.75         | 3,902.50         | 101,465.00    |
|   | 6           | 58.12         | 4,068.40         | 105,778.40    |
|   | 7           | 60.50         | 4,235.00         | 110,110.00    |
|   | 8           | 62.98         | 4,408.60         | 114,623.60    |

Please note that classifications at more than 35 hours per week are for present incumbents only.

## ALPHABETICAL INDEX

*(for information only)*

| Clause/Article |   | Page  |
|----------------|---|-------|
| 10.11/15.5.1   | Absences - without authorization                | 32/46 |
| 24.7           | Anniversary Increments                          | 79    |
| 3              | Association Rights                              | 10    |
| 11.3           | Banked Time                                     | 33    |
| 12.5           | Banked Overtime                                 | 35    |
| 10.3.5         | Bumping   | 27    |
| 12.2           | Callback  | 34    |
| 15.7           | Canada Pension Plan Disability Benefits         | 47    |
| 14.10          | Christmas-New Year's Vacation Entitlement       | 42/88 |
| 23             | Classification Administration                   | 70    |
| 23.3           | Classification Review                           | 71    |
| 23.4           | Classification Appeal                           | 73    |
| 11.4           | Coffee Breaks (Paid Breaks)                     | 33    |
| <u>29</u>      | <u>Conflict of Interest</u>                     | 84    |
| 7              | Contracting Out                                 | 17    |
| 17.8           | Courses, Conferences or Seminars                | 60    |
| 15.1.1         | Dental Appointments                             | 43    |
| 9              | Discipline                                      | 22    |
| 9.2 & 9.2(d)   | Dismissal                                       | 22/24 |
| 10.2           | Discontinued Position                           | 26    |
| 18             | Discrimination                                  | 63    |
| 22.1           | Dues Collection                                 | 70    |
| <u>30</u>      | Duration  | 85    |
|                | Eligibility for Benefits                        | 108   |
| 27             | Employee <u>&amp; Family</u> Assistance Program | 84    |
| 2.6            | Employee Categories                             | 7     |
| 4              | Employer's Rights                               | 11    |
| 28             | Employment Equity                               | 84    |
| 2.3            | Exclusions                                      | 6     |
| 21             | Grievance Procedure                             | 66    |
| 17.7           | Group Purchases                                 | 60    |

| <b>Clause/Article</b> | <b>Page</b>  |
|-----------------------|--|
| 13                    | Holidays 37  |
| 11.1                  | Hours of Work 32                                       |
| 10.1                  | Lay-offs 25  |
| 10.2                  | Lay-off Notice - Regular Employee 26                   |
| 10.6                  | Lay-off Notice - Sessional, Term, Temporary, Casual 30 |
| 16                    | Leave of Absence 49                                    |
| 5.2/16.2              | - Association Business 12/49                           |
| 16.7                  | - Bereavement Leave 52                                 |
| 16.5                  | - Compassionate Care Leave 50                          |
| 16.4                  | - Emergency Leave 50                                   |
| 16.6                  | - Family Leave 51                                      |
| 16.3                  | - Jury/Witness Duty 49                                 |
| 16.8                  | - Maternity Leave with Allowance 52                    |
| 16.9                  | - Maternity Leave without Allowance 54                 |
| 16.10                 | - Parental Leave with Allowance 55                     |
| 16.11                 | - Parental Leave without Allowance 57                  |
| 14.6                  | - Vacation and Leave of Absence 41                     |
| 16.1                  | - Without Pay 49                                       |
| 9.2(b)                | Letter of Warning 23                                   |
| 15.2                  | Long Term Disability 43                                |
| 8.2                   | Loss of Seniority 21                                   |
| 16.8                  | Maternity Leave with Allowance 52                      |
| 16.9                  | Maternity Leave without Allowance 54                   |
| 12.8                  | Meal Allowance 36                                      |
| 11.5                  | Meal Break 33  |
| 15.6                  | Medical Certificate 46                                 |
| 15.1.1                | Medical Appointments 43                                |
| 5.2                   | Meetings 12  |
| 11.2                  | Modified Work Week 33                                  |
| 9.2(a)                | Oral Warning 22  |
| 7.1.2                 | Organizational Change 18                               |
| 12.1                  | Overtime 34  |
| 12.3                  | Overtime Payment 34                                    |
| 12.6                  | Overtime Scheduling 36                                 |
| 17.5                  | Parking 60   |
|                       | Part-time Employees Scheduling 91                      |

| <b>Clause/Article</b> | <b>Page</b>                                      |
|-----------------------|--|
| 25                    | Personnel Files 81                               |
| 24.7.3                | Performance Review 80                            |
| 2.6.1                 | Position Categories 8                            |
| 6.1                   | Position (Vacancy) Posting 13                    |
| 6.7                   | Probationary Period 15                           |
| 10.9                  | Recall 31  |
| 20                    | Reduced Appointments 64                          |
|                       | Retirement Notice 116                            |
| 10.3.1                | Retraining 26                                    |
| 10.10                 | Resignation Notice 32                            |
| 19                    | Safety & Health 63                               |
| 24                    | Salary Administration 76                         |
| 10.4                  | Salary Entitlement Period (SEP) 28               |
|                       | Salary Schedule 122                              |
| 2                     | Scope of bargaining unit 4                       |
| 6.3                   | Selection for Vacancy 14                         |
| 8.1                   | Seniority 20                                     |
| 12.9                  | Shift Premium 37                                 |
| 15                    | Sick Leave 43                                    |
| 14.5                  | Sick Leave While on Vacation 41                  |
| 15.3                  | Sick Leave for Employees not Eligible for LTD 44 |
| 15.5                  | Sick Leave Notification 45                       |
| 17.1                  | Staff Benefits 58                                |
| 12.7                  | Standby Pay 36                                   |
| 24.7.2                | Step Increases/Anniversary Increment Dates 80    |
| 9.2 & 9.2(c)          | Suspension 22/24                                 |
| 7.1.1                 | Technological Change 17                          |
| 24.3                  | Temporary Appointment 78                         |
| 6.2 & 10.3.1          | Transfers 14/26                                  |
| 12.11                 | Traveling Expense 37                             |
| 6.8                   | Trial Period 16                                  |
| 17.9                  | Tuition Scholarship Program 60/112               |
| 17.10                 | Tuition Reimbursement 62/113                     |
| 22.1                  | Union Dues 70                                    |



| <b>Clause/Article</b> |                                    | <b>Page</b> |
|-----------------------|------------------------------------|-------------|
| 6.3                   | Vacancy Selection                  | 14          |
| 14                    | Vacations                          | 40          |
| 14.5.2                | Vacations and Compassionate Leave  | 41          |
| 9.2(a) & (b)          | Warning, Oral or Letter of Warning | 22/23       |
| 11.6                  | Weekend Work                       | 33          |
|                       | Wellness/Sustainability Account    | 118         |
| 12.4                  | Work Schedule Change               | 35/92       |

# 2015

## January

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    | 1  | <b>2</b>  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9         | 10 |
| 11 | 12 | 13 | 14 | 15 | <b>16</b> | 17 |
| 18 | 19 | 20 | 21 | 22 | 23        | 24 |
| 25 | 26 | 27 | 28 | 29 | <b>30</b> | 31 |

## February

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
| 1  | 2  | 3  | 4  | 5  | 6         | 7  |
| 8  | 9  | 10 | 11 | 12 | <b>13</b> | 14 |
| 15 | 16 | 17 | 18 | 19 | 20        | 21 |
| 22 | 23 | 24 | 25 | 26 | <b>27</b> | 28 |

## March

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
| 1  | 2  | 3  | 4  | 5  | 6         | 7  |
| 8  | 9  | 10 | 11 | 12 | <b>13</b> | 14 |
| 15 | 16 | 17 | 18 | 19 | 20        | 21 |
| 22 | 23 | 24 | 25 | 26 | <b>27</b> | 28 |
| 29 | 30 | 31 |    |    |           |    |

## April

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    | 1  | 2  | 3         | 4  |
| 5  | 6  | 7  | 8  | 9  | <b>10</b> | 11 |
| 12 | 13 | 14 | 15 | 16 | 17        | 18 |
| 19 | 20 | 21 | 22 | 23 | <b>24</b> | 25 |
| 26 | 27 | 28 | 29 | 30 |           |    |

## May

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    | 1         | 2  |
| 3  | 4  | 5  | 6  | 7  | <b>8</b>  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15        | 16 |
| 17 | 18 | 19 | 20 | 21 | <b>22</b> | 23 |
| 24 | 25 | 26 | 27 | 28 | 29        | 30 |
| 31 |    |    |    |    |           |    |

## June

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    | 1  | 2  | 3  | 4  | <b>5</b>  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12        | 13 |
| 14 | 15 | 16 | 17 | 18 | <b>19</b> | 20 |
| 21 | 22 | 23 | 24 | 25 | 26        | 27 |
| 28 | 29 | 30 |    |    |           |    |

## July

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    | 1  | 2  | <b>3</b>  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10        | 11 |
| 12 | 13 | 14 | 15 | 16 | <b>17</b> | 18 |
| 19 | 20 | 21 | 22 | 23 | 24        | 25 |
| 26 | 27 | 28 | 29 | 30 | <b>31</b> |    |

## August

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    |           | 1  |
| 2  | 3  | 4  | 5  | 6  | 7         | 8  |
| 9  | 10 | 11 | 12 | 13 | <b>14</b> | 15 |
| 16 | 17 | 18 | 19 | 20 | 21        | 22 |
| 23 | 24 | 25 | 26 | 27 | <b>28</b> | 29 |
| 30 | 31 |    |    |    |           |    |

## September

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    | 1  | 2  | 3  | 4         | 5  |
| 6  | 7  | 8  | 9  | 10 | <b>11</b> | 12 |
| 13 | 14 | 15 | 16 | 17 | 18        | 19 |
| 20 | 21 | 22 | 23 | 24 | <b>25</b> | 26 |
| 27 | 28 | 29 | 30 |    |           |    |

## October

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    | 1  | 2         | 3  |
| 4  | 5  | 6  | 7  | 8  | <b>9</b>  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16        | 17 |
| 18 | 19 | 20 | 21 | 22 | <b>23</b> | 24 |
| 25 | 26 | 27 | 28 | 29 | 30        | 31 |

## November

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
| 1  | 2  | 3  | 4  | 5  | <b>6</b>  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13        | 14 |
| 15 | 16 | 17 | 18 | 19 | <b>20</b> | 21 |
| 22 | 23 | 24 | 25 | 26 | 27        | 28 |
| 29 | 30 |    |    |    |           |    |

## December

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    | 1  | 2  | 3  | <b>4</b>  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11        | 12 |
| 13 | 14 | 15 | 16 | 17 | <b>18</b> | 19 |
| 20 | 21 | 22 | 23 | 24 | 25        | 26 |
| 27 | 28 | 29 | 30 | 31 |           |    |

# 2016

## January

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## February

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 |    |    |    |    |    |

## March

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

## April

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

## May

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

## June

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

## July

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## August

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

## September

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

## October

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

## November

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

## December

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

# 2017

## January

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
| 1  | 2  | 3  | 4  | 5  | 6         | 7  |
| 8  | 9  | 10 | 11 | 12 | <b>13</b> | 14 |
| 15 | 16 | 17 | 18 | 19 | 20        | 21 |
| 22 | 23 | 24 | 25 | 26 | <b>27</b> | 28 |
| 29 | 30 | 31 |    |    |           |    |

## February

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    | 1  | 2  | 3         | 4  |
| 5  | 6  | 7  | 8  | 9  | <b>10</b> | 11 |
| 12 | 13 | 14 | 15 | 16 | 17        | 18 |
| 19 | 20 | 21 | 22 | 23 | <b>24</b> | 25 |
| 26 | 27 | 28 |    |    |           |    |

## March

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    | 1  | 2  | 3         | 4  |
| 5  | 6  | 7  | 8  | 9  | <b>10</b> | 11 |
| 12 | 13 | 14 | 15 | 16 | 17        | 18 |
| 19 | 20 | 21 | 22 | 23 | <b>24</b> | 25 |
| 26 | 27 | 28 | 29 | 30 | 31        |    |

## April

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    |           | 1  |
| 2  | 3  | 4  | 5  | 6  | <b>7</b>  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14        | 15 |
| 16 | 17 | 18 | 19 | 20 | <b>21</b> | 22 |
| 23 | 24 | 25 | 26 | 27 | 28        | 29 |
| 30 |    |    |    |    |           |    |

## May

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    | 1  | 2  | 3  | 4  | <b>5</b>  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12        | 13 |
| 14 | 15 | 16 | 17 | 18 | <b>19</b> | 20 |
| 21 | 22 | 23 | 24 | 25 | 26        | 27 |
| 28 | 29 | 30 | 31 |    |           |    |

## June

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    | 1  | <b>2</b>  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9         | 10 |
| 11 | 12 | 13 | 14 | 15 | <b>16</b> | 17 |
| 18 | 19 | 20 | 21 | 22 | 23        | 24 |
| 25 | 26 | 27 | 28 | 29 | <b>30</b> |    |

## July

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    |           | 1  |
| 2  | 3  | 4  | 5  | 6  | 7         | 8  |
| 9  | 10 | 11 | 12 | 13 | <b>14</b> | 15 |
| 16 | 17 | 18 | 19 | 20 | 21        | 22 |
| 23 | 24 | 25 | 26 | 27 | <b>28</b> | 29 |
| 30 | 31 |    |    |    |           |    |

## August

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    | 1  | 2  | 3  | 4         | 5  |
| 6  | 7  | 8  | 9  | 10 | <b>11</b> | 12 |
| 13 | 14 | 15 | 16 | 17 | 18        | 19 |
| 20 | 21 | 22 | 23 | 24 | <b>25</b> | 26 |
| 27 | 28 | 29 | 30 | 31 |           |    |

## September

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    | 1         | 2  |
| 3  | 4  | 5  | 6  | 7  | <b>8</b>  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15        | 16 |
| 17 | 18 | 19 | 20 | 21 | <b>22</b> | 23 |
| 24 | 25 | 26 | 27 | 28 | 29        | 30 |

## October

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
| 1  | 2  | 3  | 4  | 5  | <b>6</b>  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13        | 14 |
| 15 | 16 | 17 | 18 | 19 | <b>20</b> | 21 |
| 22 | 23 | 24 | 25 | 26 | 27        | 28 |
| 29 | 30 | 31 |    |    |           |    |

## November

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    | 1  | 2  | <b>3</b>  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10        | 11 |
| 12 | 13 | 14 | 15 | 16 | <b>17</b> | 18 |
| 19 | 20 | 21 | 22 | 23 | 24        | 25 |
| 26 | 27 | 28 | 29 | 30 |           |    |

## December

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    | <b>1</b>  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8         | 9  |
| 10 | 11 | 12 | 13 | 14 | <b>15</b> | 16 |
| 17 | 18 | 19 | 20 | 21 | 22        | 23 |
| 24 | 25 | 26 | 27 | 28 | <b>29</b> | 30 |
| 31 |    |    |    |    |           |    |

# 2018

## January

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    | 1  | 2  | 3  | 4  | 5         | 6  |
| 7  | 8  | 9  | 10 | 11 | <b>12</b> | 13 |
| 14 | 15 | 16 | 17 | 18 | 19        | 20 |
| 21 | 22 | 23 | 24 | 25 | <b>26</b> | 27 |
| 28 | 29 | 30 | 31 |    |           |    |

## February

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    | 1  | 2         | 3  |
| 4  | 5  | 6  | 7  | 8  | <b>9</b>  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16        | 17 |
| 18 | 19 | 20 | 21 | 22 | <b>23</b> | 24 |
| 25 | 26 | 27 | 28 |    |           |    |

## March

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    | 1  | 2         | 3  |
| 4  | 5  | 6  | 7  | 8  | <b>9</b>  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16        | 17 |
| 18 | 19 | 20 | 21 | 22 | <b>23</b> | 24 |
| 25 | 26 | 27 | 28 | 29 | 30        | 31 |

## April

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
| 1  | 2  | 3  | 4  | 5  | <b>6</b>  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13        | 14 |
| 15 | 16 | 17 | 18 | 19 | <b>20</b> | 21 |
| 22 | 23 | 24 | 25 | 26 | 27        | 28 |
| 29 | 30 |    |    |    |           |    |

## May

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    | 1  | 2  | 3  | <b>4</b>  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11        | 12 |
| 13 | 14 | 15 | 16 | 17 | <b>18</b> | 19 |
| 20 | 21 | 22 | 23 | 24 | 25        | 26 |
| 27 | 28 | 29 | 30 | 31 |           |    |

## June

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    | <b>1</b>  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8         | 9  |
| 10 | 11 | 12 | 13 | 14 | <b>15</b> | 16 |
| 17 | 18 | 19 | 20 | 21 | 22        | 23 |
| 24 | 25 | 26 | 27 | 28 | <b>29</b> | 30 |

## July

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
| 1  | 2  | 3  | 4  | 5  | 6         | 7  |
| 8  | 9  | 10 | 11 | 12 | <b>13</b> | 14 |
| 15 | 16 | 17 | 18 | 19 | 20        | 21 |
| 22 | 23 | 24 | 25 | 26 | <b>27</b> | 28 |
| 29 | 30 | 31 |    |    |           |    |

## August

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    | 1  | 2  | 3         | 4  |
| 5  | 6  | 7  | 8  | 9  | <b>10</b> | 11 |
| 12 | 13 | 14 | 15 | 16 | 17        | 18 |
| 19 | 20 | 21 | 22 | 23 | <b>24</b> | 25 |
| 26 | 27 | 28 | 29 | 30 | 31        |    |

## September

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    |           | 1  |
| 2  | 3  | 4  | 5  | 6  | <b>7</b>  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14        | 15 |
| 16 | 17 | 18 | 19 | 20 | <b>21</b> | 22 |
| 23 | 24 | 25 | 26 | 27 | 28        | 29 |
| 30 |    |    |    |    |           |    |

## October

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    | 1  | 2  | 3  | 4  | <b>5</b>  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12        | 13 |
| 14 | 15 | 16 | 17 | 18 | <b>19</b> | 20 |
| 21 | 22 | 23 | 24 | 25 | 26        | 27 |
| 28 | 29 | 30 | 31 |    |           |    |

## November

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    | 1  | <b>2</b>  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9         | 10 |
| 11 | 12 | 13 | 14 | 15 | <b>16</b> | 17 |
| 18 | 19 | 20 | 21 | 22 | 23        | 24 |
| 25 | 26 | 27 | 28 | 29 | <b>30</b> |    |

## December

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    |           | 1  |
| 2  | 3  | 4  | 5  | 6  | 7         | 8  |
| 9  | 10 | 11 | 12 | 13 | <b>14</b> | 15 |
| 16 | 17 | 18 | 19 | 20 | 21        | 22 |
| 23 | 24 | 25 | 26 | 27 | <b>28</b> | 29 |
| 30 | 31 |    |    |    |           |    |

# 2019

## January

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    | 1  | 2  | 3  | 4         | 5  |
| 6  | 7  | 8  | 9  | 10 | <b>11</b> | 12 |
| 13 | 14 | 15 | 16 | 17 | 18        | 19 |
| 20 | 21 | 22 | 23 | 24 | <b>25</b> | 26 |
| 27 | 28 | 29 | 30 | 31 |           |    |

## February

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    | 1         | 2  |
| 3  | 4  | 5  | 6  | 7  | <b>8</b>  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15        | 16 |
| 17 | 18 | 19 | 20 | 21 | <b>22</b> | 23 |
| 24 | 25 | 26 | 27 | 28 |           |    |

## March

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    | 1         | 2  |
| 3  | 4  | 5  | 6  | 7  | <b>8</b>  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15        | 16 |
| 17 | 18 | 19 | 20 | 21 | <b>22</b> | 23 |
| 24 | 25 | 26 | 27 | 28 | 29        | 30 |
| 31 |    |    |    |    |           |    |

## April

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    | 1  | 2  | 3  | 4  | <b>5</b>  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12        | 13 |
| 14 | 15 | 16 | 17 | 18 | <b>19</b> | 20 |
| 21 | 22 | 23 | 24 | 25 | 26        | 27 |
| 28 | 29 | 30 |    |    |           |    |

## May

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    | 1  | 2  | <b>3</b>  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10        | 11 |
| 12 | 13 | 14 | 15 | 16 | <b>17</b> | 18 |
| 19 | 20 | 21 | 22 | 23 | 24        | 25 |
| 26 | 27 | 28 | 29 | 30 | <b>31</b> |    |

## June

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    |           | 1  |
| 2  | 3  | 4  | 5  | 6  | 7         | 8  |
| 9  | 10 | 11 | 12 | 13 | <b>14</b> | 15 |
| 16 | 17 | 18 | 19 | 20 | 21        | 22 |
| 23 | 24 | 25 | 26 | 27 | <b>28</b> | 29 |
| 30 |    |    |    |    |           |    |

## July

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    | 1  | 2  | 3  | 4  | 5         | 6  |
| 7  | 8  | 9  | 10 | 11 | <b>12</b> | 13 |
| 14 | 15 | 16 | 17 | 18 | 19        | 20 |
| 21 | 22 | 23 | 24 | 25 | <b>26</b> | 27 |
| 28 | 29 | 30 | 31 |    |           |    |

## August

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    | 1  | 2         | 3  |
| 4  | 5  | 6  | 7  | 8  | <b>9</b>  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16        | 17 |
| 18 | 19 | 20 | 21 | 22 | <b>23</b> | 24 |
| 25 | 26 | 27 | 28 | 29 | 30        | 31 |

## September

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
| 1  | 2  | 3  | 4  | 5  | <b>6</b>  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13        | 14 |
| 15 | 16 | 17 | 18 | 19 | <b>20</b> | 21 |
| 22 | 23 | 24 | 25 | 26 | 27        | 28 |
| 29 | 30 |    |    |    |           |    |

## October

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    | 1  | 2  | 3  | <b>4</b>  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11        | 12 |
| 13 | 14 | 15 | 16 | 17 | <b>18</b> | 19 |
| 20 | 21 | 22 | 23 | 24 | 25        | 26 |
| 27 | 28 | 29 | 30 | 31 |           |    |

## November

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
|    |    |    |    |    | <b>1</b>  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8         | 9  |
| 10 | 11 | 12 | 13 | 14 | <b>15</b> | 16 |
| 17 | 18 | 19 | 20 | 21 | 22        | 23 |
| 24 | 25 | 26 | 27 | 28 | <b>29</b> | 30 |

## December

| S  | M  | T  | W  | T  | F         | S  |
|----|----|----|----|----|-----------|----|
| 1  | 2  | 3  | 4  | 5  | 6         | 7  |
| 8  | 9  | 10 | 11 | 12 | <b>13</b> | 14 |
| 15 | 16 | 17 | 18 | 19 | 20        | 21 |
| 22 | 23 | 24 | 25 | 26 | <b>27</b> | 28 |
| 29 | 30 | 31 |    |    |           |    |