

**COLLECTIVE AGREEMENT**

**BETWEEN**

**PROPERTY VALUATION SERVICES CORPORATION**

**and**

**NOVA SCOTIA GOVERNMENT & GENERAL EMPLOYEES  
UNION**

**April 1, 2025 – March 31, 2028**

## TABLE OF CONTENTS

<b>PREAMBLE .....</b>	<b>4</b>
<b>ARTICLE 1 - INTERPRETATION AND DEFINITIONS .....</b>	<b>4</b>
<b>ARTICLE 2 - SERVICE .....</b>	<b>5</b>
<b>ARTICLE 3 - RECOGNITION .....</b>	<b>6</b>
<b>ARTICLE 4 - APPLICATION.....</b>	<b>6</b>
<b>ARTICLE 5 - FUTURE LEGISLATION .....</b>	<b>6</b>
<b>ARTICLE 6 - MANAGEMENT RIGHTS .....</b>	<b>7</b>
<b>ARTICLE 7 - RIGHTS AND PROHIBITIONS.....</b>	<b>7</b>
<b>ARTICLE 8 - UNION INFORMATION .....</b>	<b>8</b>
<b>ARTICLE 9 - INFORMATION.....</b>	<b>8</b>
<b>ARTICLE 10 - APPOINTMENT.....</b>	<b>9</b>
<b>ARTICLE 11 - RE-ASSIGNMENT AND JOB POSTING.....</b>	<b>13</b>
<b>ARTICLE 12 - CHECKOFF.....</b>	<b>15</b>
<b>ARTICLE 13 - STEWARDS .....</b>	<b>15</b>
<b>ARTICLE 14 - TIME OFF FOR UNION BUSINESS.....</b>	<b>16</b>
<b>ARTICLE 15 - HOURS OF WORK .....</b>	<b>19</b>
<b>ARTICLE 16 - OVERTIME.....</b>	<b>19</b>
<b>ARTICLE 17 - VACATIONS .....</b>	<b>22</b>
<b>ARTICLE 18 - HOLIDAYS .....</b>	<b>26</b>
<b>ARTICLE 19 - SPECIAL LEAVE .....</b>	<b>28</b>
<b>ARTICLE 20 - GROUP INSURANCE .....</b>	<b>45</b>
<b>ARTICLE 21 - SICK LEAVE .....</b>	<b>45</b>
<b>ARTICLE 22 - EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES .....</b>	<b>50</b>
<b>ARTICLE 23 - DISCIPLINE AND DISCHARGE .....</b>	<b>51</b>
<b>ARTICLE 24 - NOTICE OF RESIGNATION.....</b>	<b>52</b>
<b>ARTICLE 25 - GRIEVANCE PROCEDURE.....</b>	<b>53</b>
<b>ARTICLE 26 - ARBITRATION .....</b>	<b>55</b>
<b>ARTICLE 27 – LABOUR MANAGEMENT COMMITTEE .....</b>	<b>56</b>
<b>ARTICLE 28 - TRAVEL REGULATIONS.....</b>	<b>57</b>
<b>ARTICLE 29 - MOVING EXPENSES.....</b>	<b>60</b>

<b>ARTICLE 30 - LONG SERVICE AWARD .....</b>	<b>60</b>
<b>ARTICLE 31 - PENSION .....</b>	<b>62</b>
<b>ARTICLE 32 - SAFETY AND HEALTH.....</b>	<b>62</b>
<b>ARTICLE 33 - EMPLOYMENT STABILITY .....</b>	<b>64</b>
<b>ARTICLE 34 - PAY PROVISIONS.....</b>	<b>72</b>
<b>ARTICLE 35 - INJURY ON DUTY.....</b>	<b>75</b>
<b>ARTICLE 36 - PART-TIME EMPLOYEES .....</b>	<b>76</b>
<b>ARTICLE 37 - JOB SHARING.....</b>	<b>78</b>
<b>ARTICLE 38 - AMENDMENT .....</b>	<b>81</b>
<b>ARTICLE 39 - CLASSIFICATION AND RECLASSIFICATION.....</b>	<b>81</b>
<b>ARTICLE 40 - TERM OF AGREEMENT .....</b>	<b>84</b>
<b>Job Classifications.....</b>	<b>87</b>
<b>APPENDIX 1 .....</b>	<b>88</b>
<b>APPENDIX 2.....</b>	<b>92</b>
<b>MEMORANDUM OF AGREEMENT 1.....</b>	<b>93</b>

## **PREAMBLE**

Whereas it is the intention and purpose of the parties to this Agreement to maintain the existing harmonious relations and settled conditions of employment between the Employer, the employees and the Union, and to promote the well-being and the increased productivity of its employees; accordingly the parties hereto set forth certain terms and conditions of employment relating to pay, hours of work and other related terms and conditions of employment affecting employees covered by this Agreement.

## **ARTICLE 1 - INTERPRETATION AND DEFINITIONS**

### **1.1 Definitions**

For the purpose of this Agreement:

- (a) "Bargaining Unit" means all the probationary, permanent and term employees of the Employer except those employed in a managerial or a confidential capacity.
- (b) "Daily rate of pay" means an employee's bi-weekly rate of pay divided by **eight (8)**.
- (c) Day:
  - i. Business Day means Monday through **Thursday**, excluding holidays.
  - ii. Calendar Day means any day of the week, including holidays.
  - iii. Work Day means any day that an Employee is regularly scheduled to work and for which the Employee receives payment from the Employer.
- (d) "Employee" means a person who is included in a bargaining unit.
- (e) "Employed" means attending at work and performing work for the Employer or being absent from work on an approved leave.
- (f) "Employer" means the Property Valuation Services Corporation.
- (g) "Holiday" means the twenty-four (24) hour period commencing at 12:01 am of a holiday designated in this Agreement.
- (h) "Leave of Absence" means absent from work with permission.

- (i) "Lockout" includes the closing of a place of employment, a suspension of work or a refusal by the Employer to continue to employ a number of employees done to compel the employees, or to aid another employer to compel its employees, to agree to terms or conditions of employment.
  - (j) "Regularly Scheduled Part Time Position" means a position in which an employee works on a regular bi-weekly basis for not less than forty percent (40%) of the full time hours for the position.
  - (k) Spouse" includes husband, wife, common-law, or same sex partner except where prohibited or precluded by law.
  - (l) "Strike" includes a cessation of work, a refusal to work or to continue to work by employees in combination or in concert or in accordance with a common understanding for the purpose of compelling the Employer to agree to terms or conditions of employment or to aid other employees in compelling their Employer to agree to terms or conditions of employment.
  - (m) Term Employee means an employee in an assignment of work that is anticipated to be or turns out to be more than **six hundred and ninety (690) hours** but not more than **thirty one hundred and twenty (3120) hours**.
  - (n) "Casual" means a person who may not work more than **six hundred and ninety (690) hours** within a one year period from the date of initial appointment. The maximum number of casuals employed at one time shall not exceed ten (10) percent of the unionized workforce. Casuals are not members of the bargaining unit.
  - (o) Week means from 12:00 AM on Sunday to 11:59 PM on the following Saturday. Unless otherwise provided, one (1) week equals a minimum **thirty (30) hours**.
  - (p) "Union" means the Nova Scotia Government & General Employees Union.
- 1.2** Unless any provisions of this Agreement otherwise specifies, words importing to **gender shall be neutral**.

## **ARTICLE 2 - SERVICE**

- 2.1** For the purposes of this Agreement, "service" means:
- (a) total accumulated months of employment for employees where appointments have been made by the Employer.

- (b) (i) Notwithstanding Article 2.1 (a), except as otherwise provided in this Agreement, one (1) month of service and therefore one (1) month of service related benefits shall be credited to an employee who receives salary for more than **eight (8)** days during that calendar month.
- (ii) For the purposes of Article 2.1 (b)(1), service related benefits are vacation, sick leave, Long Service Awards and severance.

### **ARTICLE 3 - RECOGNITION**

#### **3.1 Bargaining Agent Recognition**

The Employer recognizes the Union as the exclusive Bargaining Agent for all employees of the Employer in the bargaining unit.

#### **3.2 No Discrimination for Union Activity**

The parties agree that there will be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee for reason of membership or activity in the Union.

#### **3.3 No Discrimination**

Neither the Employer nor any person acting on behalf of the Employer shall discriminate against any employee on the basis of the prohibited grounds as set out in the Human Rights Act.

### **ARTICLE 4 - APPLICATION**

This Agreement, including each of the Memoranda of Agreement and the Appendices which are attached or otherwise incorporated by reference, apply to and are binding on the Union, the employees, and the Employer.

### **ARTICLE 5 - FUTURE LEGISLATION**

#### **5.1 Future Legislation**

In the event that any law passed by the Legislature applying to the employees covered by this Agreement renders null and void any provision of this Agreement, the remaining provisions of the Agreement shall remain in effect for the term of the Agreement.

**5.2 Conflict with Regulations**

A provision in this Agreement that conflicts with a regulation affecting employees covered by the Agreement prevails over the regulation.

**ARTICLE 6 - MANAGEMENT RIGHTS**

**6.1 Management Rights**

The management and direction of employees and operations is vested exclusively in the Employer, and any matter arising out of this shall not be the subject of collective bargaining. All the functions, rights, power and authority which the Employer has not specifically abridged, deleted or modified by this Agreement are recognized by the Union as being retained by the Employer.

**6.2 Safety Regulations**

It is the exclusive function of the Employer to enforce safety and other regulations.

**6.3 Consistent Application**

The Employer agrees that management rights will not be exercised in a manner inconsistent with the express provisions of this Agreement.

**6.4 Delegation of Authority**

The Employer reserves the right to delegate any authority provided under this Agreement.

**ARTICLE 7 - RIGHTS AND PROHIBITIONS**

**7.1 No Lockout or Strike**

The Employer shall not cause a lockout and an employee shall not strike during the term of this Agreement.

**7.2 No Sanction of Strike**

The Union shall not sanction, encourage, or support financially or otherwise, a strike by its members during the term of this Agreement.

## **ARTICLE 8 - UNION INFORMATION**

### **8.1 Bulletin Boards**

The Employer will provide, upon request by the Union, adequate and visible bulletin board space in each work area for the posting of notices by the Union pertaining to elections, appointments, meeting dates, news items, social and recreational affairs. The Union may bring to the attention of the Employer any concerns pertaining to bulletin boards, and the parties shall then endeavor to achieve a mutually satisfactory resolution, and such matters shall not be the subject of a grievance.

### **8.2 Distribution of Union Literature**

The Employer shall, where facilities permit, make available to the Union specific locations on its premises for the placement of bulk quantities of literature of the Union.

## **ARTICLE 9 - INFORMATION**

### **9.1 Copies of Agreement**

The Employer agrees to supply each employee with a copy of the Agreement within ninety (90) days of the signing unless the Employer and the Union agree otherwise.

### **9.2 Letter of Appointment**

An employee, upon hiring, shall be provided with a statement of their classification and employment status and applicable rate of pay. In the case of a part-time employee, it will include a designation as to the percentage of full-time hours.

### **9.3 Employer to Acquaint New Employees**

The Employer agrees to provide new employees at the time of hiring, or as soon as practicable thereafter, with a copy of the collective agreement in effect and acquaint them with the conditions of employment set out in the articles concerning checkoff and stewards.

### **9.4 Position Descriptions**

- (a) Upon request by the employee, the Employer shall provide the position description outlining the duties and responsibilities assigned to their position.



- (b) The Employer shall endeavor to ensure that position descriptions are reviewed and revised where necessary at periodic intervals but under no circumstances will that interval be in excess of five (5) years. Once the review and revision has been concluded, the affected employee(s) shall be provided a copy of the position description.
- (c) All position descriptions shall be signed by the Employer and copies shall be forwarded to the Union.

#### **9.5 Bargaining Unit Information**

The Employer agrees to provide the Union such information relating to employees in the bargaining unit that in the opinion of the Employer may be required for collective bargaining purposes.

#### **9.6 Access of Information**

Where practicable, the Employer agrees to ensure that all bargaining unit employees shall have access to the Employer's computer system.

### **ARTICLE 10 - APPOINTMENT**

#### **10.1 Probationary Period**

An employee may be appointed to their position on a probationary basis for a period not to exceed twelve (12) months.

#### **10.2 Confirmation of Permanent Appointment**

- (a) The Employer may, after an employee has served in a position on a probationary basis for a period of six (6) months, confirm the appointment on a permanent basis.
- (b) The Employer shall, after the employee has served in a position on a probationary basis for a period of twelve (12) months, confirm the appointment on a permanent basis except as provided in Article 10.2 (c) and 10.3 (a).
- (c) A probationary employee who applies for and is appointed to another position in a different classification shall work six (6) months in the new position before the appointment is confirmed on a permanent basis. The entire probationary period will not exceed eighteen (18) months.

### **10.3 Extension of Probationary Period**

- (a) The Employer may, before the expiration of the employee's initial twelve (12) month period of appointment on a probationary basis, extend the probationary appointment for a period not to exceed six (6) months, providing the employee is not under constant supervision due to a requirement to travel in the performance of their duties or required to work for extended periods in a location separate from their immediate supervisor.
- (b) When an employee's probationary appointment is to be extended as provided in Article 10.3(a), the Employer shall notify the employee one month prior to the expiry of the probationary period setting out the reasons for the extension.

### **10.4 Termination of Probationary Appointment**

The Employer may terminate a probationary appointment at any time.

### **10.5 Term Appointment**

- (a)
  - (i) An employee who is employed in an assignment of work that is anticipated to be or turns out to be more than **six hundred and ninety (690)** hours within a one (1) year period but less than **three thousand one hundred and twenty (3,120)** hours shall be appointed as a Term Employee.
  - (ii) Notwithstanding (i) where an employee has been employed in a regularly scheduled part time position, in an assignment of work that is anticipated to be or turns out to be more than **six hundred and ninety (690)** hours within a 1 year period but less than **three thousand one hundred and twenty (3,120) hours** shall be appointed as a Part Time Term Employee.
- (b) Notwithstanding (a), where the Employer has funding from a third party which will support a specific project for a term of more than two (2) years, the Employer may appoint an employee for the term of the funding to a maximum of three (3) years. If the term appointment exceeds three (3) years, the Employer shall change the status of the employee appointed to that position from term to permanent upon the completion of more than three (3) years of service.
- (c) Appointments under (b) are not subject to Article 10.7(c).

#### **10.6 Termination of Term Appointment**

The Employer may terminate a term appointment at any time.

#### **10.7 Change of Term Status**

- (a) The Employer may change the status of an employee appointed under the provisions of Article 10.5 to probationary or permanent.
- (b) If the Employer determines that there is a need on a permanent basis to fill a position to which an employee is appointed on a term basis and there is no present incumbent, the Employer shall change the status of the employee appointed to that position from Term to permanent without posting, provided the employee has been employed on a Term basis for at least twelve (12) months and shall notify the employee in writing.
- (c) If the Term appointment exceeds two (2) years, or the initial Term appointment is renewed resulting in total combined periods of more than two (2) consecutive years, the Employer shall change the status of the employee appointed to that position from term to permanent upon the completion of the two (2) years' service and shall notify the employee in writing. For the purpose of this Article "service" is calculated from the date of last appointment.

#### **10.8 Termination Notice**

- (a) If the employment of an employee appointed to a position on a probationary or Term basis is to be terminated for reasons other than willful misconduct or disobedience or neglect of duty, the Employer shall advise the employee in writing not less than **eight (8)** business days prior to the date of termination.
- (b) The Employer will notify the Union when an employee is terminated.

#### **10.9 Pay in Lieu of Termination Notice**

Where less notice in writing is given than provided for, an employee terminated in accordance with the provisions of Article 10.8, shall continue to receive their pay for the number of work days prior to the date of termination.

#### **10.10 Written Reasons for Termination**

An employee employed in a position on a probationary or Term basis shall be given the reasons for termination in writing, if the Employee so requests, within the period of notice pursuant to Article 10.8.

#### **10.11 Re-employment in Former Position**

The Employer shall confirm the appointment permanent on the effective date of the probationary appointment of a permanent employee whose employment is terminated for any reason and who is reappointed to their former position within one year from the date of such termination. In this case, the term "former position" refers to the same block in the organizational chart where previously employed.

#### **10.12 Permanent Employees Appointed to Term Positions**

- (a) Permanent employees who are appointed to Term positions shall maintain their permanent status and have the right to return, at the expiry of the term assignment, to a position in their same classification. Such employees shall be entitled to **eight (8)** business days written notice in the event there is to be an earlier expiry date of the Term appointments.
- (b) Provided there is no present incumbent, and where the term exceeds twenty-four (24) months or the position is determined permanent prior to twenty-four (24) months, the Employer shall declare as the incumbent the employee who occupies that term position, unless the employee chooses to return to a position in their same classification, or unless the parties agree otherwise.

#### **10.13 Student Employment**

- (a) Students who are employed to backfill in a bargaining unit position shall be paid the bargaining unit rate and if so employed for more than ten (10) weeks will be a member of the bargaining unit.
- (b) Students who are employed only to supplement the work of bargaining unit members will not be members of the bargaining unit and the Employer shall set their rate of pay.
- (c) The Parties may agree that students hired for special projects will not be members of the bargaining unit and the Employer shall set their rate of pay. Such agreement shall not be unreasonably withheld.

#### **10.14 No Avoidance**

The Employer will not utilize Casual and Term appointments to avoid filling a permanent position.

#### **10.15 Maintaining Bargaining Unit Status**

- (a) Where an employee has acquired bargaining unit status as a Term employee through an assignment of work and that assignment of work comes to an end before the employee has been made a permanent employee, the employee will retain their bargaining unit status in a subsequent assignment of work with the Employer if the employee is rehired within a time frame that results in the employee having worked more than ten (10) weeks in a fifty-two (52) week period.
- (b) For purposes of this Agreement this article will apply where the employee has worked a minimum of forty percent (40%) of the full time hours applicable to the position each week, or has been on an approved leave.

### **ARTICLE 11 - RE-ASSIGNMENT AND JOB POSTING**

#### **11.1 Re-Assignment**

- (a) Notwithstanding any other provision in this collective agreement, the Employer has the right to assign or re-assign employees or work as required within the same classification as defined in Article 33. The Employer shall not exercise the right to assign or re-assign in an unreasonable or arbitrary manner.
- (b) Where consistent with the operational requirements of the Employer, expressions of interest for assignment or reassignment may be invited by the Employer.
- (c) The Employer will notify the Union of all employees reassigned pursuant to this provision.
- (d) An employee who does not wish to accept a reassignment on the basis that it will result in undue hardship may discuss their concern with their immediate supervisor through the established informal step in the grievance procedure.
- (e) Before a grievance on reassignment is referred to adjudication, the circumstances are to be reviewed by the Labour Management Committee.

## **11.2 Job Posting**

- (a) Prior to filling new positions or vacancies by job posting, the Employer shall invite employees within the same classification to submit an expression of interest. Where more than one expression of interest is received, the position will be filled in accordance with Article 11.3 except where the Employer and the Union agree that the employee with the greatest length of service will fill the position.
- (b) When a new position or vacancy in the bargaining unit is to be filled by job posting, the Employer shall post a notice of such new position or vacancy on all bulletin boards in buildings where employees in the bargaining units work. The Employer shall simultaneously post new positions, vacancies and expressions of interest.
- (c) All new positions or vacancies to be filled by job posting shall be subject to internal competition prior to external competition. The Employer reserves the right to post simultaneously such positions internally and externally.
- (d) The Union and Employer may agree that job postings be restricted to Aboriginal peoples, racially visible persons, persons with disabilities, and women and men in non-traditional roles.
- (e) Where no bargaining unit applicant is determined to be qualified by the Employer, the Employer may proceed to consider applicants from outside the bargaining unit.
- (f) In the event that a vacancy arises in the same position classification title within a three (3) month period of the closing date of the competition, the Employer is not required to post the vacancy. The position may be filled through a prior or existing competition within the three (3) month period.

## **11.3 Filling Vacancies**

Where it is the opinion of the Employer that:

- (a) a vacancy can be filled from within, and
- (b) two or more applicants are qualified, and
- (c) those applicants are of **relatively** equal merit,

preference in filling that vacancy shall be given to the applicant with the greatest length of service.

## **ARTICLE 12 - CHECKOFF**

### **12.1 Deduction of Union Dues**

The Employer will, as a condition of employment, deduct an amount equal to the amount of the membership dues or assessments from the bi-weekly pay of all employees in the bargaining unit.

### **12.2 Notification of Deduction**

The Union shall inform the Employer in writing of the authorized deduction to be checked off for employees mentioned in Article 12.1.

### **12.3 Religious Exclusions**

Deductions for membership dues shall not apply to any employee who, for religious reasons, cannot pay Union dues provided they make a contribution equal to said Union dues to some recognized charitable cause.

### **12.4 Remittance of Union Dues**

The amounts deducted in accordance with Article 12.1 shall be remitted to the Secretary-Treasurer of the Union by cheque within a reasonable time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on their behalf.

### **12.5 Liability**

The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer.

## **ARTICLE 13 - STEWARDS**

### **13.1 Recognition**

The Employer acknowledges the right of the Union to appoint employees as Stewards.

### **13.2 Notification**

The Union agrees to provide the Employer with a list of the employees designated as Stewards.

### **13.3 Servicing of Grievances**

It is understood that the officers, stewards, and members of the Union have their regular work to perform on behalf of the Employer. It is acknowledged that grievances should be serviced as soon as possible and that if it is necessary to service a grievance during working hours, the steward will not leave the job without giving an explanation for leaving and obtaining the Supervisor's permission. Permission will not be unreasonably withheld. The steward shall report back to the Supervisor before resuming the normal duties of their position.

## **ARTICLE 14 - TIME OFF FOR UNION BUSINESS**

### **14.1 Leave Without Pay**

- (a) Where operational requirements permit, and on reasonable notice, special leave without pay shall be granted to employees who are elected:
  - i. as members of the Board of Directors of the Union for the attendance at Board meetings;
  - ii. as members of the Bargaining Negotiating Committee of the Union for the attendance at meetings;
  - iii. as delegates to attend conventions of the Union's affiliated bodies including, NUPGE, CLC, Nova Scotia Federation of Labour;
  - iv. as members of standing Committees of the Union for the attendance at meetings of standing Committees;
  - v. as members of the Executive to attend Executive Meetings of the Nova Scotia Federation of Labour;

Such permission shall not be unreasonably withheld.

- (b) Special leaves without pay shall be granted to employees who are selected or appointed to attend Union educational programs or to work as replacements for Union staff on a relief basis and for such other purposes as may be agreed to by the Employer, provided that operational requirements permit and on reasonable notice.

Such permission shall not be unreasonably withheld.



#### **14.2 Notification to Employer**

The Union shall notify the Employer of the names of the members of the Board of Directors and Bargaining Negotiating Committee.

#### **14.3 Annual Meeting**

- (a) Where operational requirements permit and on reasonable notice, the Employer shall grant special leave with pay for a period not exceeding two (2) work days, and special leave with pay for traveling time for such portion of the work day prior to and following the meeting as may be required to employees who are elected or appointed as registered delegates to attend the Annual Meeting of the Union. Such permission shall not be unreasonably withheld.
- (b) The Union shall notify the Employer of the names, including the department wherein the employee is employed, of the registered delegates to the Annual Meeting of the Union at least three (3) weeks in advance of the Annual Meeting.

#### **14.4 Number of Employees Eligible**

The number of employees eligible for special leave provisions under Articles 14.1 and 14.3 shall be in accordance with the numbers laid down in the Nova Scotia Government and General Employees Union Constitution.

#### **14.5 Contract Negotiations**

Where operational requirements permit, and on reasonable notice, the Employer shall grant special leave with pay for not more than four (4) representatives of the bargaining unit for the purpose of attending contract negotiation meetings with the Employer on behalf of the Union. Such permission shall not be unreasonably withheld.

#### **14.6 Grievance Meetings**

Where operational requirements permit, and with reasonable notice, the Employer shall grant leave with pay, at straight time, to an employee for the purpose of attending grievance meetings with the Employer.

#### **14.7 Arbitration and Joint Consultation**

Where operational requirements permit, and on reasonable notice, the Employer shall grant special leave with pay to employees who are:

- (a) grievors for the purpose of attending their own grievance hearing;
- (b) called as a witness by an Arbitration Board prescribed by Article 26;
- (c) meeting with management in joint consultation prescribed by Article 27.

#### **14.8 Leave of Absence for Full-Time Union Executive Position**

**Where the Union has determined the requirement for a fulltime elected Union Executive position under the following headings: President (NSGEU), First Vice President, Second Vice President, Third Vice President, Secretary Treasurer; President and Secretary Treasurer of the National Union of Public Employees (NUPGE), or President of the Nova Scotia Federation of Labour an approved leave of absence without pay shall be granted in accordance with the following provisions:**

- (a) **An employee elected to one of the above noted fulltime Union Executive positions shall be given an approved leave of absence without pay for the term(s) they are to serve, up to thirty-six (36) months.**
- (b) **All benefits of the employee shall continue in effect while the employee is serving in the fulltime Union Executive position and for such purposes, the employee shall be deemed to be in the employ of the Employer and to have continuous service with the Employer for all purposes.**
- (c) **The gross salary shall be determined by the Union and paid to the employee by the Employer. The amount of the gross salary shall be reimbursed to the Employer by the Union. The Union shall also reimburse to the Employer the Employer's portion for all statutory and required benefit contributions/premiums/deductions during the approved leave of absence.**
- (d) **Upon expiration of their term of office, the employee shall be reinstated in the position they held immediately prior to the commencement of leave, or in a position mutually agreed upon by the employee and the Employer.**
- (e) **Any vacation earned but not used prior to the employee taking**

office shall be carried over to be taken in the fiscal year in which the employee returns from the approved leave of absence.

A leave of absence for a second and subsequent consecutive terms shall be granted in accordance with the above.

## ARTICLE 15 - HOURS OF WORK

### 15.1 Hours of Work

The hours of work shall normally be thirty (30) hours per week.

### 15.2 Return to Regular Times of Work

In the event that the Employer requires an increase in hours per week (all hands on deck) or to meet a specific need, Employees may be required to work a five (5) day work week at seven (7) hours per day. This may occur no more than two (2) times during a fiscal year and shall be limited to four (4) calendar weeks on each occasion.

The Employer shall give as much notice as is reasonably possible but in no case shall that notice be less than thirty (30) calendar days. This will allow employees the necessary time to make accommodations to their personal schedules.

## ARTICLE 16 - OVERTIME

### 16.1 Definitions

In this Article and Article 19:

- (a) "overtime" means authorized work in excess of **thirty-five (35) hours** or regular work week.
- (b) "time and one-half" means one and one-half (1½) times the straight time rate calculated by the formula:

$$\frac{\text{bi-weekly rate}}{60} \times 1.5$$

- (c) "double time" means two (2) times the straight time rate calculated by the formula:

$$\frac{\text{bi-weekly rate}}{60} \times 2$$

### 16.2 Allocation and Notice of Overtime

Subject to the operational requirements of the service, the Employer shall make every reasonable effort:

- (a) to allocate overtime work on a fair and equitable basis among readily available and qualified employees; and
- (b) to give employees who are required to work overtime, notice of this requirement when this requirement becomes evident to the immediate supervisor.

### **16.3 Union Consultation**

The Union is entitled to consult the Employer or their representative whenever it is alleged that employees are required to work unreasonable amounts of overtime.

### **16.4 Overtime Compensation**

Subject to Article 16.5, an employee is entitled to time and one half (1 ½ T) compensation for each hour of overtime worked by them.

### **16.5 Overtime Eligibility**

An employee must work at least twenty (20) minutes beyond their normal shift before being eligible for overtime compensation.

### **16.6 Overtime Meal Allowance**

- (a) An employee, who is required to work a minimum of three (3) hours overtime following their scheduled hours of work, and where it is not practical for them to enjoy their usual meal time before commencing such work, shall be granted reasonable time with pay, as determined by the Employer, in order that they may take a meal break either at or adjacent to their place of work. Under such conditions, they shall be reimbursed their expenses for one (1) meal in the amount of:

\$10.00

except where free meals are provided.

- (b) If the employee continues to work beyond three (3) hours overtime, a further such meal break and allowance (or meal) shall be provided upon completion of an additional four (4) hours worked and upon completion of every four (4) hours thereafter.

**16.7 Advance Notice of Overtime Requirements**

An employee who is required to work overtime which does not immediately follow their regular shift shall be given not less than four (4) hours' prior notice. If such notice is not given, the provisions of Article 17.4 shall apply.

**16.8 Overtime on Saturday**

An employee who is required to work overtime on **Saturday** shall be paid at the overtime rate as provided in Article 16.4.

**16.9 Overtime on Sunday**

An employee who is required to work overtime on **Sunday** or subsequent day of rest is entitled to compensation at double time for all hours worked. Second or subsequent day of rest means the second or subsequent day in an unbroken series of consecutive or contiguous calendar days of rest.

**16.10 Computation of Overtime**

In computing overtime, a period of thirty (30) minutes or less shall be counted as one-half ( $\frac{1}{2}$ ) hour and a period of more than thirty (30) minutes but less than sixty (60) minutes shall be counted as one (1) hour.

**16.11 Compensation for Performing Other Duties**

When an employee is required to work overtime and during the overtime hours performs duties other than the duties of their regular position, they will be compensated for the overtime worked at the rate applicable to the duties performed during the overtime period, but will in no case be paid a rate lower than their applicable overtime rate.

**16.12 Form of Compensation**

Compensation for overtime shall be paid except where, upon request of the employee, and with the approval of the Employer, overtime may be granted in the form of time off in lieu of overtime hours worked.

**16.13 Time Off in Lieu of Overtime**

- (a) Where time off with pay in lieu of overtime hours worked has not been granted prior to the end of the second calendar month immediately following the month in which the overtime was worked, compensation for overtime shall be paid.

- (b) Where operational requirements permit, the Employer may authorize an extension of time limits provided in (a) above.

**16.14 No Layoff to Compensate for Overtime**

An employee shall not be subject to layoff by the Employer during regularly scheduled hours of work, established in accordance with Article 15, in order to equalize any overtime worked.

**ARTICLE 17 - VACATIONS**

**17.1 Annual Vacation Entitlement**

An employee shall be entitled to receive annual vacation with pay:

- (a) 90 hours during the first five (5) years of service.
- (b) 120 hours after five (5) years of service.
- (c) 135 hours after ten (10) years of service.
- (d) 150 hours after fourteen (14) years of service.
- (e) 157.5 hours after sixteen (16) years of service.
- (f) 180 hours after twenty four (24) years of service.

**17.2 Vacation Year**

The vacation year shall be April 1 to March 31 inclusive.

**17.3 Authorization**

An employee shall be granted vacation leave at such time during the year as the Employer determines.

**17.4 Vacation Scheduling**

- (a) Except as otherwise provided in the Agreement, vacation leave entitlement shall be used within the year in which it is earned. The employee shall advise the Employer in writing of their vacation preference as soon as possible for the following vacation year but before February 15 in each year. The Employer will respond in writing by March 15 indicating whether or not the employee's vacation request is authorized.

- (b) Preference of vacation schedule shall be given to those employees with greater length of service as defined in Article 2.1; however, those employees must be transferred into the work unit for six (6) months before they can use length of service to provide priority for selection of vacations.
- (c) Where occupational requirements necessitate a decision by the Employer to place a restriction on the number of employees on vacation leave at any one time, preference shall be given to employees with greatest length of service.
- (d) The Employer shall post the approved vacation schedule no later than March 15.
- (e) After the vacation schedule is posted, if operational requirements permit additional employees to be on vacation leave, such leave shall be offered to employees on a work unit by length of service.
- (f) By mutual agreement between the Employer and employee, vacation days may be granted at times other than scheduled in accordance with this Article. When more than one employee wishes to take vacation under this paragraph, such vacation shall be offered to employees on a work unit by length of service.

#### **17.5 Employee Request**

Subject to the operational requirements of the service, the Employer shall make every reasonable effort to ensure that an employee's written request for vacation leave is approved. Where, in scheduling vacation leave, the Employer is unable to comply with the employee's written request, the Employer shall:

- (a) give the reason for disapproval; and
- (b) make every reasonable effort to grant an employee's vacation leave in the amount and at such time as the employee may request in an alternative request.

#### **17.6 Unbroken Vacation**

Where operational requirements permit, the Employer shall make every reasonable effort to grant to an employee their request to enjoy their vacation entitlement in a single unbroken period of leave.

**17.7 Vacation Carry Over**

- (a) Except as otherwise provided in this Agreement, vacation leave for a period of not more than five (5) days shall be carried over to the following year. Requests for carry over entitlement shall be made in writing by the employee to the Employer not later than January 31st of the year in which the vacation is earned, provided however that the Employer may accept a shorter period of notice of the request.
- (b) An employee scheduled to take vacation and who is unable to do so within the vacation year due to illness or injury shall be entitled to carry over this unused vacation to the subsequent year.

**17.8 Accumulative Vacation Carry Over**

- (a) An employee may be granted permission to carry over five (5) days of vacation leave each year to a maximum of twenty (20) days if, in the opinion of the Employer, it will not interfere with the efficient operation.
- (b) The scheduling of any vacation carryover accumulated pursuant to 17.8(a) is subject to authorization and scheduling in accordance with Article 17.3, Article 17.4, Article 17.5 and Article 17.6.

**17.9 Borrowing of Unearned Vacation Credits**

With the approval of the Employer, an employee who has been employed for a period of five (5) or more years may be granted five (5) days from the vacation leave of the next subsequent year.

**17.10 Employee Compensation Upon Separation**

An employee, upon their separation shall be compensated for vacation leave to which they are entitled.

**17.11 Employer Compensation Upon Separation**

An employee, upon their separation shall compensate the Province for vacation which was taken but to which they were not entitled.

**17.12 Vacation Credits Upon Death**

When the employment of an employee who has been granted more vacation with pay than they have earned is terminated by death, the employee is considered to have earned the amount of leave with pay granted to them.



**17.13 Vacation Records**

An employee is entitled to be informed, upon request, of the balance of their vacation leave with pay credits.

**17.14 Recall from Vacation**

The Employer will make every reasonable effort not to recall an employee to duty after they have proceeded on vacation leave.

**17.15 Reimbursement of Expenses upon Recall**

Where, during any period of vacation leave, an employee is recalled to duty, they shall be reimbursed for reasonable expenses, subject to the provisions of Article 28, that they incur:

- (a) in proceeding to their place of duty; and
- (b) in returning to the place from which they were recalled if they immediately resume vacation leave upon completing the assignment for which they were recalled.

**17.16 Reinstatement of Vacation Upon Recall**

The period of vacation leave so displaced resulting from recall and transportation time in accordance with Articles 17.14 and 17.15, shall either be added to the vacation period, if requested by the employee and approved by the Employer, or reinstated for use at a later date.

**17.17 Illness During Vacation**

If an employee becomes ill during a period of vacation and the illness is for a period of three (3) or more consecutive work days, and such illness is supported by a medical certificate from a legally qualified medical practitioner, the employee will be granted sick leave and their vacation credit restored to the extent of the sick leave.

## **ARTICLE 18 - HOLIDAYS**

### **18.1 Paid Holidays**

The holidays for employees shall be:

- (a) New Year's Day
- (b) Heritage Day
- (c) Good Friday
- (d) Easter Monday
- (e) Victoria Day
- (f) Canada Day
- (g) Labour Day
- (h) National Day of Truth and Reconciliation
- (i) Thanksgiving Day
- (j) Remembrance Day
- (k) Christmas Day
- (l) Boxing Day
- (m) one (1) additional day in each year that, in the opinion of the Employer, is recognized to be a provincial or civic holiday in the area in which the employee is employed, or, where no such additional day is recognized as a provincial or civic holiday, the first Monday in August.
- (n) one-half (½) day on Christmas Eve Day beginning at 12:00 noon
- (o) any other day or part of a day declared by the Employer to be a holiday for employees in whole or any part of the Province.
- (p) and any other proclaimed as a national holiday by the Federal Government and proclaimed as a public holiday by the Provincial Government.

### **18.2 Exception**

Article 18.1 does not apply to an employee who is absent without pay on both the work day immediately preceding and the work day following the designated holiday.

### **18.3 Holiday Falling on a Day of Rest**

When a day designated as a holiday coincides with the employee's day of rest, the Employer shall grant the holiday with pay on either:

- (a) the work day immediately following their day of rest; or
- (b) the day following the employee's annual vacation; or
- (c) another mutually acceptable day between the Employer and the employee.

#### **18.4 Holiday Coinciding with Paid Leave**

Where a day that is a designated holiday for an employee as defined in Article 18.1, falls within a period of leave with pay, the holiday shall not count as a day of leave.

#### **18.5 Compensation for Work on a Holiday**

Where an employee is regularly scheduled to work and their regularly scheduled day of work falls on a paid holiday, as defined in Article 18.1, they shall receive compensation equal to two and one-half (2½) times their regular rate as follows:

- (a) compensation at one and one-half (1½) times their regular rate of pay, including the holiday pay, for the hours worked on the holiday; and
- (b) time off with pay in lieu of the holiday on an hour-for-hour basis at a mutually acceptable time prior to the end of the second calendar month immediately following the month in which the holiday fell.

Where time off with pay in lieu of the holiday has not been granted in accordance with Article 18.5(b), compensation shall be granted at the employee's regular rate of pay for those hours worked on the holiday.

#### **18.6 Overtime on a Holiday**

When an employee is required to work overtime on a paid holiday, as defined in Article 18.1, they will receive compensation equal to three (3) times their regular rate as follows:

- (a) compensation at two (2) times their regular rate, including the holiday pay, for the hours worked on the holiday; and
- (b) time off with pay in lieu of the holiday on an hour for hour basis at a mutually acceptable time prior to the end of the second calendar month immediately following the month in which the holiday fell.

Where time off with pay in lieu of the holiday has not been granted in accordance with Article 18.6 (b), compensation shall be granted at the employee's regular rate of pay for those hours worked on the holiday.

#### **18.7 Time off In Lieu of Holiday**

In no case shall the total time off in lieu of the holiday referred to in 18.5(b), and 18.6(b) above exceed the equivalent of one (1) complete shift.

## ARTICLE 19 - SPECIAL LEAVE

### 19.1 Special Leave

The Employer, in any one year, may grant to an employee:

- (a) special leave without pay, for such a period as it deems circumstances warrant;
- (b) special leave with pay for reasons other than those specified herein, for such period as it deems circumstances warrant.

### 19.2 Bereavement Leave

- (a) In the event of a death in the immediate family, every employee shall be entitled to special leave with pay for a period of up to **eight (8)** consecutive work days for each death. Immediate family is defined as father, mother, step-parents, brother, brother-in-law, half-brother, step-brother, sister, sister-in-law, half-sister, step-sister, spouse, child of the employee, father-in-law, mother-in-law, daughter-in-law, son-in-law, step child, ward of the employee, grandparent or grandchild of the employee, and a relative permanently residing in the employee's household or with whom the employee permanently resides.
- (b) Every employee shall be entitled to special leave with pay up to a maximum of one (1) work day in the event of death of the employee's aunt, uncle, niece, nephew, foster parent, or the grandparent of the spouse of the employee.
- (c) **Employees may be granted up to two (2) days for travel and shall be paid for those travel days which are not regularly scheduled days of rest. This entitlement is subject to the proviso that proper notification is made by the Employee to the Employer.**
- (d) **Where operational requirements permit, the Employer may grant time off with pay to attend the funeral of a current co-worker. Such leave shall be restricted to the day of the funeral.**
- (e) The above entitlement is subject to the proviso that proper notification is made by the employee to the Employer.
- (f) If an employee is on vacation or sick leave at the time of bereavement, the employee shall be granted bereavement leave and be credited the appropriate number of days to their vacation or sick leave credits.

### **19.3 Court Leave**

Leave of absence with pay shall be given to every employee, other than an employee on leave of absence without pay or under suspension, who is required:

- (a) to serve on a jury; or
- (b) by subpoena or summons to attend as a witness in any proceeding held:
  - i. in or under the authority of a court; or
  - ii. before an arbitrator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it; or
  - iii. before a legislative council, legislative assembly or any committee thereof that is authorized by law to compel the attendance of witnesses before it.
- (c) Where an employee notifies the Employer in advance, where possible, that they are required to serve pursuant to Article 19.3(b), as a result of the functions they fulfill on behalf of the Employer, on a day other than a regularly scheduled work day, the time spent shall be considered time worked.

### **19.4 Jury Compensation**

Any employee given leave of absence with pay to serve on a jury pursuant to Article 19.3(a), shall have deducted from their salary an amount equal to the amount that the employee receives for such jury duty.

### **19.5 Examination Leave**

When an employee participates in a personnel selection process for a position with the Employer or for promotion, they shall be granted leave of absence with pay for the period during which the employee's presence is required for purposes of the selection or promotion process and for such further period as the Employer considers reasonable for the employee to travel to and from the place where their presence is so required. Such leave of absence shall not be considered to be "on the Employer's business", for purposes of expenses incurred under Article 28. Such leave of absence shall be requested by the employee of their supervisor as soon as possible after the requirement of their presence is known.

#### **19.6 Leave for Family Illness**

- (a) In this article family member means spouse, son, daughter, parent, brother, sister, aunt or uncle of the employee, whether or not living with the employee, or any other relative of the employee who, while not listed herein, permanently resides with the employee.
- (b) In the case of illness of a family member of an employee who needs the assistance of the employee, the employee may be granted, after notifying the Employer, leave with pay up to a maximum of five (5) work days per annum. The Employer may require proof of need for such leave as they consider necessary. Such leave shall not be unreasonably withheld.

#### **19.7 Pregnancy Leave**

- (a) An employee who becomes pregnant shall, upon request, be granted an unpaid leave of absence of up to seventeen (17) weeks as provided herein.
- (b) No later than the fifth (5th) month of pregnancy, the employee shall submit to the Employer a written request for pregnancy leave.
- (c) The Employer may, prior to approving the leave, request, and the employee shall then provide, a certificate from a legally qualified medical practitioner stating that the employee is pregnant and specifying the expected date of delivery.
- (d) Pregnancy leave shall begin on such date, not sooner than sixteen (16) weeks preceding the expected date of delivery, as the employee determines, and not later than the date of delivery.
- (e) Pregnancy leave shall end on such date not sooner than one (1) week after the date of delivery and not later than seventeen (17) weeks after the pregnancy leave began pursuant to Article 19.7(d).
- (f) A pregnant employee shall provide the Employer with at least four (4) weeks written notice of the date the employee will begin the pregnancy leave and the date the employee will return to work upon completion of the leave unless the employee indicates they will take the maximum leave to which the employee is entitled.

- (g) The notice referred to in Article 19.7 (f) may be amended by the employee:
  - (i) by changing any date in the notice to an earlier date if the notice is amended at least four (4) weeks before that earlier date;
  - (ii) by changing any date in the notice to a later date if the notice is amended at least four (4) weeks before the original date; and
  - (iii) by adding the date that the employee will return to work if the notice is amended at least four (4) weeks before the employee would have been required to return to work.
- (h) Where notice as required under Article 19.7 (g) is not possible, the employee shall give the Employer as much notice as reasonably practicable of:
  - (i) the date the employee will begin the pregnancy leave where they are advised by a legally qualified medical practitioner to begin the pregnancy leave sooner than planned because of medical circumstances resulting from their pregnancy;
  - (ii) the delivery where the actual delivery occurs sooner than expected.
- (i) The Employer shall not terminate the employment of an employee because of the employee's pregnancy but the Employer, before or after the commencement of the period referred to in Article 19.7 (d), may require the employee to commence leave without pay at a time when the duties of the employee's position cannot reasonably be performed by a pregnant Employee or the performance of the employee's work is materially affected by the pregnancy.
- (j) Where an employee reports for work upon the expiration of the period referred to in Article 19.7, the employee shall resume work in the same position they held prior to the commencement of the pregnancy leave, with no loss of seniority or benefits accrued to the commencement of the pregnancy leave.
- (k) While an employee is on pregnancy leave, the Employer shall maintain coverage for medical, extended health, group life and any other employee benefit plan and shall continue to pay its share of premium costs for maintaining such coverage during the period of pregnancy leave.

- (l) While on pregnancy leave, an employee shall continue to accrue and accumulate service and seniority credits for the duration of their leave, and their service and seniority shall be deemed to be continuous. However, service accumulated during pregnancy leave shall not be used for the purposes of calculating vacation leave credits. For the purposes of calculating vacation leave credits during the year in which pregnancy leave is taken, one (1) month of service shall be credited to an employee **who receives salary for a total of eight (8) calendar days or more during the first and last calendar months of the pregnancy leave granted under Article 19.7.**
- (m) Leave for illness of an employee arising out of or associated with their pregnancy prior to the commencement of, or the ending of, pregnancy leave granted in accordance with Article 19.7 may be granted in accordance with the provisions of Article 21.

#### **19.8 Pregnancy Leave Allowance**

- (a) In respect to the period of pregnancy leave, payments made according to the S.E.B Plan will consist of the following:
  - (i) where the employee is subject to a waiting period of one (1) week before receiving E.I. benefits, payments equivalent to seventy-five per cent (75%) of their weekly rate of pay for the one (1) week waiting period, less any other earnings received by the employee during the benefit period;
  - (ii) up to a maximum of six (6) additional weeks, payments equivalent to the difference between the weekly E.I. benefits the employee is eligible to receive ninety-three per cent (93%) of their weekly rate of pay, less any other earnings received by the employee during the benefit period which may result in a decrease in the E.I. benefits to which the employee would have been eligible if no other earnings had been received during the period.
- (b) In respect to the period of pregnancy leave, payments made according to the S.E.B. Plan will consist of the following:
  - (i) where the employee is subject to a waiting period of one (1) week before receiving E.I. benefits, payments equivalent to seventy-five per cent (75%) of their weekly rate of pay for the one (1) week waiting period, less any other earnings received by the employee during the benefit period;



- (ii) up to a maximum of six (6) additional weeks, payments equivalent to the difference between the weekly E.I. benefits the employee is eligible to receive and ninety-three per cent (93%) of their weekly rate of pay, less any other earnings received by the employee during the benefit period which may result in a decrease in the E.I. benefits to which the employee would have been eligible if no other earnings had been received during the period.
- (c) For the purpose of this allowance, an employee's weekly rate of pay will be one-half ( $\frac{1}{2}$ ) the bi-weekly rate of pay to which the employee is entitled on the date immediately preceding the commencement of their pregnancy leave. In the case of a part-time employee, such weekly rate of pay will be multiplied by the fraction obtained from dividing the employee's time worked averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the employee's classification.
- (d) Where an employee becomes eligible for a salary increment or pay increase during the benefit period, benefits under the S.E.B. Plan will be adjusted accordingly.
- (e) The Employer will not reimburse the employee for any amount they are required to remit to Human Resources and Social Development Canada, where their annual income exceeds one and one-half ( $1\frac{1}{2}$ ) times the maximum yearly insurable earnings under the Employment Insurance Act.
- (f) It is understood that employees entitled to the seven (7) weeks Pregnancy Leave Allowance as provided in this Article may be eligible for an additional Parental Leave Allowance which combined with the Pregnancy Leave Allowance may result in eligibility up to a maximum of seventeen (17) weeks allowance.

## **19.9 Parental Leave**

### **(n) Parental Leave**

Subject to 19.9 (b)(ii) an employee who has become a parent of one or more children through the birth of the child or children is entitled to an unpaid leave of absence of up to seventy-seven (77) weeks upon giving the Employer four (4) weeks' notice in writing of the date that the employee will begin the leave and the date that the employee will return to work. The employee may amend the notice in accordance with the provisions of Article 19.7 (g) or (h).

(o) Parental Leave following Pregnancy Leave

For an employee who has taken pregnancy leave pursuant to Article 19.7 and the employee's newborn child or children arrive in the employee's home during the pregnancy leave, Parental Leave:

- (i) shall end not later than sixty-one (61) weeks after the parental leave began, as determined by the employee, subject to the notice requirements set out in Article 19.7.

(p) Parental Leave other than in Article 19.9 (b)

For an employee other than one to whom Article 19.9 (b) applies, Parental Leave:

- (i) shall end not later than seventy-seven (77) weeks after the child or children first arrive in the employee's home, whichever is earlier, as determined by the employee.
- (q) The Employer may require an employee who takes Parental Leave pursuant to Article 19.9 (c) to submit a certificate of a legally qualified medical practitioner to establish the entitlement of the employee to the Parental Leave.
- (r) Where an employee reports for work upon the expiration of the period referred to in Article 19.9 (b) or (c), the employee shall resume work in the same position they held prior to the commencement of the Parental Leave, with no loss of seniority or benefits accrued to the commencement of the Parental Leave.
- (s) While an employee is on Parental Leave, the Employer shall maintain coverage for medical, extended health, group life and any other employee benefit plan and shall continue to pay its share of premium costs for maintaining such coverage during the period of Parental Leave.
- (t) While on Parental Leave, an employee shall continue to accrue and accumulate service and seniority credits for the duration of their leave, and their service and seniority shall be deemed to be continuous. However, service accumulated during Parental Leave shall not be used for the purposes of calculating vacation leave credits. For the purposes of calculating vacation leave credits during the year in which Parental Leave is taken, one (1) month of service shall be credited to an employee **who receives salary for a total of eight (8) calendar days or more during the first and last calendar months of the Parental Leave granted under Article 19.9.**

- (u) Where an employee has commenced the Parental Leave pursuant to this Article and the child to whom the Parental Leave relates is hospitalized for a period exceeding or likely to exceed one (1) week, the employee is entitled to return to and resume work and defer the unused portion of the Parental Leave until the child is discharged from the hospital, upon giving the Employer at least two (2) weeks' notice of the date the leave is to resume. An employee in these circumstances shall be entitled to one (1) interruption and deferral of Parental Leave.

#### **19.10 Adoption Leave**

- (a) An employee who has become a parent of one or more children through the placement of the child or children in care of the employee for the purpose of adoption pursuant to the law of the Province is entitled to a leave of absence without pay for a period not to exceed seventy-seven (77) weeks upon giving the Employer four (4) weeks' notice in writing of the date that the employee will begin the leave and the date that the employee will return to work. The employee may amend the notice upon giving the Employer four (4) weeks' advance notice or as soon as reasonably practicable if the first arrival of the child or children in the employee's home is not anticipated or occurs sooner than reasonably expected.
- (b) The Employer shall require an employee who requests Adoption Leave pursuant to Article 19.10 (a) to submit a certificate of an official in the Department of Community Services to establish the entitlement of the employee to the Adoption Leave.
- (c) Adoption leave:  
  
May begin, in the case of international adoption, upon the arrival of the Employee in the child's native country to complete the adoption and shall, in all cases begin no later than the date the child or children arrive in the Employee's home; and shall end not later than seventy-seven (77) weeks after the start date of the adoption leave under (i).
- (d) Where an employee reports for work upon the expiration of the period referred to in Article 19.10 (c), the employee shall resume work in the same position the employee held prior to the commencement of the Adoption Leave, with no loss of seniority or benefits accrued to the commencement of the Adoption Leave.

- (e) While an employee is on Adoption Leave, the Employer shall maintain coverage for medical, extended health, group life and any other employee benefit plan and shall continue to pay its share of premium costs for maintaining such coverage during the period of Adoption Leave.
- (f) While on Adoption Leave, an employee shall continue to accrue and accumulate service and seniority credits for the duration of the leave, and the employee's service and seniority shall be deemed to be continuous. However, service accumulated during the Adoption Leave shall not be used for the purposes of calculating vacation leave credits. For the purposes of calculating vacation leave credits during the year in which the Adoption Leave is taken, one (1) month of service shall be credited to an employee **who receives salary for a total of eight (8) calendar days or more during the first and last calendar months of the Adoption Leave granted under Article 19.10.**

#### **19.11 Parental and Adoption Leave Allowance**

An employee entitled to parental or adoption leave under the provisions of this Agreement, who provides the Employer with proof that they have applied for and are eligible to receive employment insurance (E. I.) benefits pursuant to Section 23 of the Employment Insurance Act, S.C. 1996, c.23, shall be paid an allowance in accordance with the Supplementary Employment Benefit (S.E.B.) Plan.

In respect to the period of parental or adoption leave, payments made according to the S.E.B. Plan will consist of the following:

Where the employee is subject to a waiting period of one (1) week before receiving E.I. benefits, payments equivalent to seventy-five percent (75%) of her/his weekly rate of pay for each week of the one (1) week waiting period, less any other earnings received by the employee during the benefit period;

Up to a maximum of eleven (11) additional weeks, payments equivalent to the difference between the weekly E.I. benefits the employee is eligible to receive and ninety-three per cent (93%) of their weekly rate of pay, less any other earnings received by the employee during the benefit period which may result in a decrease in the E.I. benefits to which the employee would have been eligible if no other earnings had been received during the period.

For the purposes of this allowance, an employee's weekly rate of pay will be one-half the bi-weekly rate of pay to which the employee is entitled for her/his classification on the day immediately preceding the commencement of the parental or adoption leave. In the case of a part-time employee, such weekly rate of pay will be multiplied by the fraction obtained from dividing the employee's time worked averaged over the preceding twenty-six (26) weeks by the regularly scheduled full-time hours of work for the employee's classification.

Where an employee becomes eligible for a salary increment or pay increase during the benefit period, payments under the S.E.B. Plan will be adjusted accordingly.

The Employer will not reimburse the employee for any amount they are required to remit to Human Resources and Social Development Canada where her/his annual income exceeds one and one-half (1 ½) times the maximum yearly insurable earnings under the Employment Insurance Act.

#### **19.12 Leave for Birth of Child/or Adoption**

Where an employee's spouse gives birth to a child, the employee shall be granted special leave with pay up to a maximum of one (1) full shift. This leave may be divided into two (2) periods and be granted on separate days. An employee shall be granted one (1) full shift special leave with pay for the purpose of adoption of a child pursuant to the laws of the Province. This leave may be divided into two (2) separate periods and granted on separate days. If both adoptive parents are eligible for such leave under this Agreement, the amount of paid leave taken under this clause by either one (1) or both parents shall not exceed one (1) full shift.

#### **19.13 Leave for Emergency**

An employee shall be granted leave of absence with pay up to two (2) work days for a critical condition which requires their personal attention resulting from an emergency, which cannot be serviced by others or attended to by the employee at a time when they are normally off duty.

#### **19.14 Leave for Medical and Dental Appointments**

Employees shall be allowed paid leave of absence in order to engage in personal preventive medical and dental care. Such leave will be debited against sick leave credits.

#### **19.15 Leave for Storms or Hazardous Conditions**

- (a) Time lost by an employee as a result of absence or lateness due to storm conditions or because of the condition of public streets and highways or because an employee finds it necessary to seek permission to leave prior to the end of the regular shift must be:
  - (i) made up by the employee at a time agreed upon between the employee and the employee's immediate supervisor; or
  - (ii) charged to the employee's accumulated vacation, accumulated holiday time, or accumulated overtime; or
  - (iii) otherwise deemed to be leave without pay.
  - (iv) Notwithstanding **19.15(a)**, reasonable lateness beyond the beginning of an employee's regular shift starting time shall not be subject to the provisions of Article **19.15(a)(i)**, **(ii)** or **(iii)**, where the lateness is justified by the employee being able to establish to the satisfaction of the immediate supervisor that every reasonable effort has been made by the employee to arrive at their work station at the scheduled time.
- (b) The Employer may, in the event of storm conditions or because of the condition of public streets and highways, and in circumstances where it can be accommodated within operational requirements, determine it appropriate to allow employees to leave work prior to the end of their regular shift, and any time missed from the shift in such circumstances will not be subject to the provisions of Article **19.15 (a) (i)**, **(ii)**, or **(iii)**. Decisions by the Employer in regard to the application of Article **19.15 (b)** shall not be made the subject of employee or Union grievances alleging inconsistent treatment of employees.
- (c) No discrimination is to be practiced in the administration of this Article resultant from individual or personal situations, i.e. place of residence, family responsibilities, transportation problems, car pools, etc.

#### **19.16 Leave of Absence for Public Office**

Where an employee is granted time off work as a result of elected activity such time off work will be without pay.

#### **19.17 Military Leave**

Where an employee is granted time off work for military leave such time off work will be without pay.

#### **19.18 Prepaid Leave**

(a) Purpose

The Prepaid Leave Plan is established to afford employees the opportunity of taking up to a one (1) year leave of absence and to finance the leave through deferral of salary.

(b) Terms of Reference

- (i) It is the intent of both the Union and the Employer that the quality and delivery of service to the public be maintained.
- (ii) A suitable replacement for the employee on leave will be obtained where required, and the incumbents filling any position(s) temporarily vacated as a result of such leave will be covered by the collective agreement provided the leave is for a period of one (1) year.
- (iii) Applications under this Plan will not be unreasonably denied, and any permitted discretion allowed under this Plan will not be unreasonably refused.
- (iv) It is understood that the Plan shall comply with Canada Revenue Agency requirements.

(c) Eligibility

Any permanent employee is eligible to participate in the Plan.

(d) Application

- (i) An employee must make written application to the Employer at least four (4) calendar months in advance, requesting permission to participate in the Plan. A shorter period of notice may be accepted by the Employer. Entry date into the Plan for deductions must commence at the beginning of a bi-weekly pay period.
- (ii) Written acceptance or denial of the request, with explanation, shall be forwarded to the employee within two (2) calendar months of the written application.

(e) Leave

- (i) The period of leave will be a period of no less than six (6) months and no more than twelve (12) months.
- (ii) On return from leave, the employee will be assigned to their same position or, if such position no longer exists, the employee will be governed by the appropriate provisions of this Agreement.
- (iii) After the leave, the employee is required to return to regular employment with the Employer or an employer that participates in the same or a similar salary deferral arrangement for a period that is not less than the period of leave.

(f) Payment Formula and Leave of Absence

The payment of salary, benefits and the timing of the period of leave shall be as follows:

- (i) During the deferral period of the Plan, preceding the period of the leave, the employee will be paid a reduced percentage of their salary. The remaining percentage of salary will be deferred, and this accumulated amount plus the interest earned shall be retained for the employee by the Employer to finance the period of leave.
- (ii) The deferred amounts, when received, are considered to be salary or wages and as such are subject to withholding for income taxes, Canada Pension Plan and Employment Insurance at that time.
- (iii) The calculation of interest under the terms of this Plan shall be done monthly (not in advance). The interest paid shall be calculated by averaging the interest rates in effect on the last day of each calendar month for: a true savings account, a one (1) year term deposit, a three (3) year term deposit and a five (5) year term deposit. The rates for each of the accounts identified shall be those quoted by the financial institution maintaining the deferred account. Interest shall be based upon the average daily balance of the account and credited to the employee's account on the first day of the following calendar month.
- (iv) A yearly statement of the amount standing in the employee's credit will be sent to the employee by the Employer.



- (v) The maximum length of the deferral period will be six (6) years and the maximum deferred amount will be 33-1/3% of salary. The maximum length of any contract under the Plan will be seven (7) years.
  - (vi) The employee may arrange for any length of deferral period in accordance with the provisions set out under (f)(v).
- (g) Benefits
  - (i) While the employee is enrolled in the Plan prior to the period of leave, any benefits related to salary level shall be structured according to the salary the employee would have received had they not been enrolled in the Plan.
  - (ii) An employee's benefits will be maintained by the Employer during their leave of absence; however, the premium costs of all such benefits shall be paid by the employee during the leave.
  - (iii) While on leave, any benefits related to salary level shall be structured according to the salary the employee would have received in the year prior to taking the leave had they not been enrolled in the Plan.
  - (iv) Superannuation deductions shall be continued during the period of leave. The period of leave shall be a period of pensionable service and service.
  - (v) Superannuation deductions shall be made on the salary the employee would have received had they not entered the Plan or gone on leave.
  - (vi) Sick leave and vacation credits will not be earned during the period of leave nor will sick leave be available during such period.
- (h) Withdrawal
  - (i) An employee may withdraw from the Plan in unusual or extenuating circumstances, such as, but not limited to, financial hardship, serious illness or disability, family death or serious illness, or termination of employment. Withdrawal must be submitted in writing, detailing the reason(s) therefore, as soon as possible prior to the commencement of the leave.

- (ii) In the event of withdrawal, the employee shall be paid a lump sum adjustment equal to any monies deferred plus accrued interest. Repayment shall be made as soon as possible within sixty (60) calendar days of withdrawal from the Plan.
- (iii) An employee who is laid off during the deferral period will be required to withdraw from the Plan.
- (iv) Should an employee die while participating in the Plan, any monies accumulated plus interest accrued at the time of death shall be paid to the employee's estate as soon as possible within two (2) bi-weekly pay periods upon notice to the Employer.
- (v) Written Contract
  - (i) All employees will be required to sign the approved contract before enrolling in the Plan. The contract will set out all other terms of the Plan in accordance with the provisions set out herein.
  - (ii) Once entered into, the contract provisions concerning the percentage of salary deferred and the period of leave may be amended by mutual agreement between the employee and Employer.

#### **19.19 Education Leave**

- (a) The Employer agrees to be consistent in its application and administration of the PVSC Training and Development Policy.
- (b) Subject to operational requirements, leave of absence with pay shall be granted to allow an employee to write examinations for courses approved by the Employer prior thereto.
- (c) Leaves of absence for education purposes shall not be unreasonably denied.

#### **19.20 Compassionate Care Leave**

The Employer may grant leave without pay to a maximum of twenty-eight (28) weeks to an employee to provide care or support to a family member in accordance with section 60E of the Labour Standards Code which, on April 1, 2007 provided:

Entitlement to unpaid compassionate-care leave 60E (1) In this Section,

- (a) "common-law partner" of an individual means another individual who has cohabited with the individual in a conjugal relationship for a period of at least one year;
- (b) "family member", in relation to an employee, means
  - (i) a spouse or common-law partner of the employee,
  - (ii) a child of the employee or a child of the employee's spouse or common-law partner,
  - (iii) a parent of the employee or a spouse or common-law partner of the parent, and
  - (iv) any other person who is a member of a class of persons prescribed in the regulations for the purpose of this definition;
  - (v) "week" means the period between midnight on Saturday and midnight on the following Saturday.
- (c) An employee who has been employed by an employer for a period of at least three months is entitled to an unpaid leave of absence of up to twenty-eight (28) weeks to provide care or support to a family member of the employee if a legally qualified medical practitioner issues a certificate stating that the family member has a serious medical condition with a significant risk of death within twenty-six (26) weeks from
  - (i) the day the certificate is issued; or
  - (ii) where the leave was begun before the certificate was issued, the day the leave was begun.
- (d) The leave of absence referred to in subsection (2) may only be taken during the period
  - i. that begins with
    - (a) the first day of the week in which the certificate is issued, or
    - (b) where the leave was begun before the certificate was issued, the first day of the week in which the leave was begun if the certificate is valid from any day in that

week; and

- ii. that ends with the last day of the week in which either of the following occurs:
  - (a) the family member dies, or
  - (b) the expiration of fifty-two (52) weeks following the first day of the week referred to in clause (a).
- (e) A leave of absence under this Section may only be taken in periods of not less than one week's duration.
- (f) Where requested in writing by the employer, the employee must provide the employer with a copy of the certificate referred to in subsection (2).
- (g) For the period of time specified in subsection (2), the employer shall grant to the employee the option of maintaining a benefit plan in which the employee participated before the beginning of that period and shall notify the employee in writing of the option and the date beyond which the option may no longer be exercised at least ten days before the last day on which the option could be exercised to avoid an interruption in benefits.
- (h) Where the employee opts in writing to maintain the benefit plan referred to in subsection (6), the employee shall enter into an arrangement with the employer to pay the cost required to maintain the benefit plan, including the employer's share thereof, and the employer shall process the documentation and payments as arranged.
- (i) Nothing in subsection (7) prevents an employer from contributing to the cost of a benefit plan referred to in subsection (6).
- (j) An employee shall advise an employer as soon as possible of any intention to take a leave of absence under this Section. 2003 (2nd Sess.), c. 4, s. 2.

**19.21 Domestic Violence Leave**

- (a) Employees or employees who have children under eighteen (18) years who are experiencing domestic violence, shall be entitled to a ten (10) day leave of absence to attend to matters directly related to the domestic violence. Such time may be taken continuously or intermittently in days or hours, as needed. Upon request, up to five (5) days per year, shall be paid by the Employer. An employee may end this leave early by giving as much notice as is reasonably possible.

- (b) Employees or employees who have children under eighteen (18) years who are experiencing domestic violence, shall be entitled up to sixteen (16) consecutive weeks of an unpaid leave of absence. To end the longer leave early, the employee must give the Employer written notice of at least fourteen (14) days before the employee wishes to end the leave, or as much notice as possible.
- (c) Such employees shall be returned to their regular position at the end of their leave.
- (d) The employee will provide as much notice as reasonably possibly of the leave. The employer may ask the employee to provide a form developed by the Labour Standards Division to support the employee's entitlement to domestic violence leave. It is an employer's choice whether to require the employee to provide this form to the employer. An employee can obtain the form online or by contacting the Labour Standards Division.
- (e) To qualify for domestic violence leave, the employee must have worked with the employer for at least three months.
- (f) The Employer will make every reasonable effort to protect the confidentiality of employees experiencing domestic violence.

## **ARTICLE 20 - GROUP INSURANCE**

The Employer will continue to participate with employees in the provision of group life and medical plans unless amended by mutual consent. The Employer agrees to pay 65 percent (65%) of the total premium cost for all employees covered by the health and dental care plans attached hereto and forming part of this Agreement.

For retired employees, the Employer will continue to participate in the provision of the medical plans unless amended by mutual consent. The Employer agrees to pay 65 percent (65%) of the total cost of the medical plan provided for employees until the age of 65.

## **ARTICLE 21 - SICK LEAVE**

### **21.1 General Illness Leave Benefit**

- (a) An employee who is unable to perform their duties because of illness or injury for a period not exceeding three (3) consecutive work days may be granted leave with pay up to a maximum of eighteen (18) work days per fiscal year.

- (b) The fiscal year for the purpose of general illness leave shall be April 1 to March 31.
- (c) A new employee who is appointed subsequent to April 1 shall have their maximum leave entitlement for the first fiscal year pro-rated in accordance with the number of months of service they will accumulate in the fiscal year of appointment.
- (d) Employees who exhaust all or part of their eighteen (18) work days' entitlement in one fiscal year will have it reinstated on April 1 of the following fiscal year.

## **21.2 Short-Term Illness Leave Benefit**

- (a) An employee who is unable to perform their duties because of illness or injury for a period of absence exceeding three (3) consecutive work days, may be granted leave of absence at full or partial pay for each incident of short-term illness in accordance with the following:
  - i. for employees with less than one (1) year of service, at 100% of normal salary for the first twenty (20) days of absence and thereafter at 75% of normal salary for the next eighty (80) work days of absence;
  - ii. for employees with one (1) or more years of service, at 100% of normal salary for the first forty (40) days of absence and thereafter at 75% of normal salary for the next sixty (60) work days of absence.
- (b) If an incident of short-term illness continues from one year of employment to the following year of employment, the employee's benefit entitlement for that period of short-term illness leave shall be payable in accordance with the provisions of Article 21.2(a) applicable during the year in which the short-term illness commenced.

## **21.3 Recurring Disabilities**

- (a) An employee who returns to work after a period of short-term illness leave and within thirty (30) consecutive work days again becomes unable to work because of the same illness or injury will be considered to be within the original short-term leave period as defined in Article 21.2(a).

- (b) An employee who returns to work after a period of short-term illness leave and after working thirty (30) or more consecutive work days, again becomes unable to work because of the same illness or injury, will be considered to be in a new illness leave period and entitled to the full benefits of Article 21.2.
- (c) An employee who returns to work after a period of short-term illness leave and within thirty (30) consecutive work days subsequently becomes unable to work because of an illness or injury unrelated to the illness or injury that caused the previous absence will be considered to be in a new illness leave period and entitled to the full benefits of Article 21.2.
- (d) The provisions of Article 21.3(b) shall not apply to an employee who has returned to work on a trial basis. In such a case, the employee will be considered to be within the original short term leave period as defined in Article 21.2 (a). Trial periods shall be determined in agreement with the Union but, in no case shall the trial period exceed three (3) months.
- (e) An employee who is medically cleared to return to work during a period of short-term illness leave and subsequently becomes unable to work prior to their return to work because of an illness or injury unrelated to the illness or injury that caused the previous absence will be considered to be in a new illness leave period and entitled to the full benefits of Article 21.2.

#### **21.4 Benefits Not Paid During Certain Periods**

General illness leave and short-term illness leave benefits will not be paid when an employee is:

- (a) receiving designated paid holiday pay;
- (b) on suspension without pay;
- (c) on a leave of absence without pay, other than leave of absence for Union business pursuant to Article 14 of the Agreement or in the case of circumstances covered under Article 21.5.

#### **21.5 Benefits/Layoff**

- (a) When an employee is on short-term illness and is deemed eligible for long-term disability and is laid off, they shall be covered by both short-term and long-term benefits until termination of illness or disability entitlement. When such an employee has recovered or is capable of returning to work they shall be covered by the provisions of Article 33.

- (b) During the period an employee is on layoff status, they shall not be entitled to benefits under Article 21 for an illness or disability which commenced after the effective date of layoff. When such an employee is recalled and returns to work, they shall be eligible for participation in all benefits.
- (c) The continuation of benefits payable pursuant to Article 21.5 shall include any benefits payable in accordance with the applicable Long-Term Disability Plan.

#### **21.6 Long-Term Disability**

The Employer and the Union shall continue to participate in the provision of two (2) Long Term Disability Plan(s). Employees hired prior to April 1, 2008, covered by this Agreement shall continue to be covered by the provisions of the Public Service LTD Plan.

Employees hired after April 1, 2008 covered by this Agreement shall be covered by the provisions of the Nova Scotia Federation of Municipalities (NSFM) LTD Plan.

Eligibility for Long Term Disability Benefits shall be determined in accordance with the provisions of the applicable Long Term Disability Plan.

The agreed upon terms and conditions of the applicable Long Term Disability Plan are subject to modification from time to time during the term of the collective agreement and may be changed by agreement of the parties to the collective agreement at any time.

**Further information on either plan is available through the PVSC Human Resources Office.**

#### **21.7 Deemed Salary**

For the purposes of calculating any salary-related benefits, including any salary based contributions required by this Agreement, any employee on illness leave under Article 21 shall be deemed to be on 100% salary during such leave, or in accordance with Federal or Provincial Statutes.

#### **21.8 Sick Leave Application**

When the application for sick leave is for a period of more than five (5) consecutive work days, the Employer may require that it be supported by a certificate from a medical practitioner.



#### **21.9 Workers Compensation**

The pay of an employee who is in receipt of compensation from the Workers' Compensation Board of Nova Scotia, arising from the same incapacity for which sick leave or special leave is granted shall be reduced by the amount paid by the Workers' Compensation Board.

#### **21.10 Unearned Credits Upon Death**

When the employment of an employee who has been granted more sick leave with pay than they have earned is terminated by death, the employee is considered to have earned the amount of leave with pay granted to them.

#### **21.11 Sick Leave Records**

An employee is entitled once each fiscal year to be informed, upon request, of the balance of their sick leave with pay credits.

#### **21.12 Approval**

An employee may be granted sick leave with pay when they are unable to perform their duties because of illness or injury provided that they satisfy the Employer of this condition in such manner and at such time as may be determined by the Employer, and provided they have the necessary sick leave credits.

#### **21.13 Alcoholism and Drug Abuse**

Without detracting from the existing rights and obligations of the parties recognized in other provisions of this Agreement, the Employer and the Union agree to cooperate in encouraging employees afflicted with alcoholism or drug dependency to undergo a coordinated program directed to the objective of their rehabilitation. Employees who are actively being treated for dependencies recognized as a disability, are entitled to use sick leave for this purpose. The Employer reserves the right to require proof that such treatment is being administered regularly and the Employee is making a sincere, and determined effort to recover.

#### **21.14 Alternate Medical Practitioner**

For the purpose of this Article, the Employer may require that the employee be examined by an alternate medical practitioner.

### **21.15 Ongoing Treatments**

Employees who are participating in a scheduled on-going series of treatments or therapy shall be eligible to accumulate time off for such purposes in order that it may be credited under the provisions of short-term illness leave. In order to be deemed as on-going treatment or therapy, the time between successive sessions shall not exceed thirty (30) calendar days.

### **21.16 Health Spending Account**

Commencing April 1, **2025**, employees shall be entitled to a Health Spending Account of **four hundred and twenty-five dollars (\$425.00)**, subject to CRA regulations. These amounts may be used in the year that they apply and are not cumulative. This amount will increase in successive years as follows:

April 1, **2026** - **\$450**

April 1, **2027** - **\$475**

### **21.17 Wellness Subsidy**

**In recognition of the efforts of members support their physical and mental health and that of their families, commencing April 1, 2025, employees shall be entitled to claim a Wellness Subsidy of up three hundred dollars (\$300.00) each fiscal year. This allowance is not cumulative. Receipts shall be provided by the Employee.**

**The Employer will provide all Employees with a list of exclusions to the subsidy.**

## **ARTICLE 22 - EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES**

### **22.1 Employee Performance Review**

When a formal review of an employee's performance is made, the employee concerned shall be given an opportunity to discuss, sign and make written comments on the review form in question and the employee is to receive a signed copy to indicate that its contents have been read. An employee shall be entitled to a minimum of two (2) work days to review the performance review prior to providing any response to the Employer, verbally or in writing, with respect to the evaluation.

## **22.2 Notice of Performance Improvement Requirements**

The Employer will notify an employee in writing where, during the period between the formal performance evaluation processes, the Employer has observed that certain aspects of an employee's performance require improvement.

## **22.3 Record of Disciplinary Action**

- (a) The Employer agrees not to introduce as evidence in a hearing relating to disciplinary action, any document from the file of an employee, the existence of which the employee was not aware at the time of filing.
- (b) Notice of a disciplinary action which may have been placed on the personal file of an employee shall be destroyed after three (3) years have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period.

## **22.4 Employee Access to Personnel File**

Employees shall have access to their personnel files during regular business hours.

# **ARTICLE 23 - DISCIPLINE AND DISCHARGE**

## **23.1 Just Cause**

No employee who has completed their probationary period shall be disciplined, suspended without pay or discharged except for just and sufficient cause.

## **23.2 Notification**

- (a) Where an employee is disciplined, suspended without pay or discharged, the Employer shall, within ten (10) calendar days of the suspension, or discharge, notify the employee in writing by registered mail or by personal service stating the reason for the suspension, or discharge.
- (b) The Employer will notify the Union when an employee is suspended or discharged.

### **23.3 Grievances**

Where an employee alleges that they have been suspended or discharged in violation of Article 23.1, they may within ten (10) business days of the date on which they were notified in writing or within twenty (20) business days of the date of their suspension or discharge, whichever is later, invoke the grievance procedure including provisions for Arbitration, and for the purpose of a grievance, alleging violation of Article 23.1 they shall lodge their grievance at the final level of the grievance procedure.

### **23.4 Reinstatement**

Where it is determined that an employee has been disciplined by suspension without pay or by discharge in violation of Article 23.1, that employee shall be immediately reinstated in their former position without loss of seniority or any other benefit which would have accrued to them if they had not been suspended or discharged. One of the benefits they shall not lose is their regular pay during the period of suspension or discharge which shall be paid to them at the end of the next complete pay period following the reinstatement.

## **ARTICLE 24 - NOTICE OF RESIGNATION**

### **24.1 Notice of Resignation**

If an employee desires to terminate their employment, they shall forward a letter of resignation to the Employer not less than ten (10) calendar days prior to the effective date of termination, provided however that the Employer may accept a shorter period of notice.

### **24.2 Failure to Give Notice**

An employee who fails to give notice required by Article 24.1, shall be struck from the payroll effective the day they absent themselves without leave, and shall have deducted from monies owed them by the Employer, a sum equivalent to the salary payable to them for the period of notice which they failed to work.

### **24.3 Absence Without Permission**

- (a) An employee who is absent from their employment without permission for ten (10) consecutive work days, shall be deemed to have resigned their position effective the first day of their absence.

- (b) The employee may be reinstated if they establish to the satisfaction of the Employer, that their absence arose from a cause beyond their control and it was not possible for the employee to notify the Employer of the reason for their absence.

#### **24.4 Withdrawal of Resignation**

An employee who has terminated their employment through resignation, may withdraw their resignation within two (2) work days of the time it has been acknowledged by the Employer pursuant to Article 23.1.

### **ARTICLE 25 - GRIEVANCE PROCEDURE**

#### **25.1 Grievances**

- (a) An employee(s) who feels that they have been treated unjustly or considers themselves aggrieved by any action or lack of action by the Employer, shall first discuss the matter with their immediate supervisor no later than twenty-five (25) work days after the date on which they became aware of the action or circumstance. The employee(s) may have a Steward present if so desired.
- (b) The supervisor shall answer the dispute within two (2) work days of the discussions unless the Union agrees to extend this time limit.
- (c) When any dispute cannot be settled by the foregoing informal procedure, it shall be deemed to be a "grievance" and the supervisor shall be notified accordingly.
- (d) In each of the following steps of the grievance procedure, the Employer's designated representative shall arrange a meeting or meetings with the Union representative named in the grievance at the earliest mutually agreeable time, and not later than the time limit provided for in the applicable step of the grievance procedure.

#### **25.2 Union Approval**

Where the grievance relates to the interpretation or application of this collective agreement or an Arbitration Award, the employee is not entitled to present the grievance unless they have the approval in writing of the Union or are represented by the Union.

### **25.3 Grievance Procedure**

The following grievance procedure shall apply:

#### **Step 1**

If the employee(s) or the Union is not satisfied with the decision of the immediate supervisor, the employee(s) may within ten (10) days of having received the supervisor's answer, present the grievance in writing to the Employer's designate at Step 1 of the grievance procedure. Failing satisfactory settlement within five (5) days from the date on which the grievance was submitted at Step 1 of the grievance procedure, the grievance may be submitted to Step 2.

#### **Step 2**

Within five (5) days from the expiration of the five (5) day period referred to in Step 1, the grievance may be submitted in writing either by personal service or by registered or certified mail to the Employer's designate at Step 2 of the grievance procedure. Failing satisfactory settlement within ten (10) days from the date on which the grievance was received at Step 2, the grievance may be submitted to Step 3. The parties may agree before Step 3 of the Grievance Procedure or at any later time in the Grievance or Arbitration process under this Agreement, to refer the dispute to mediation. In the event mediation is unsuccessful the grievance or arbitration shall resume at the point in the process where the dispute was before referral to mediation.

#### **Step 3**

Within five (5) days from the expiration of the ten (10) day period referred to in Step 2, the grievance may be submitted in writing to the Chief Executive Officer concerned accompanied by any proposed settlement of the grievance and any replies at Step 1 and Step 2. The Chief Executive Officer shall reply to the grievance in writing within fifteen (15) days from the date the grievance was presented to them.

### **25.4 Decision by Chief Executive Officer**

The decision given by the Chief Executive Officer at the final step in the grievance procedure shall be final and binding upon the employee(s) and the Union unless the grievance is a class of grievance that may be referred to arbitration.

### **25.5 Union Referral to Arbitration**

Failing satisfactory settlement at Step 3 or upon expiration of the fifteen (15) day period referred to in Step 3 of the grievance procedure, the Union may, within ninety (90) calendar days refer the grievance to arbitration under Article 26.

#### **25.6 Union Representation**

In any case where the employee(s) presents their grievance in person or in any case in which a hearing is held on a grievance at any level, the employee(s) shall be accompanied by a representative of the Union.

#### **25.7 Time Limits**

In determining the time in which any step under the foregoing proceedings or under Article 26 is to be taken, Saturdays, Sundays, and recognized holidays shall be excluded. If advantage of the provisions of this Article has not been taken within the time limits specified herein, the alleged grievance shall be deemed to have been abandoned and cannot be reopened.

#### **25.8 Amending of Time Limits**

At the request of either party to this Agreement, it may be mutually agreed in writing to extend the time limits specified herein.

#### **25.9 Policy Grievance**

Where either party disputes the general application or interpretation of this Agreement, the dispute shall be discussed with the Employer, or the Union, as the case may be. Where no satisfactory agreement is reached, the dispute may be referred to Arbitration. This section shall not apply in cases of individual grievances.

#### **25.10 Sexual Harassment**

Cases of sexual harassment shall be considered as discrimination and a matter for grievance and adjudication. Such grievances may be filed by the aggrieved employee and/or the Union at Step 3 of the grievance procedure and shall be treated in strict confidence by both the Union and the Employer.

### **ARTICLE 26 - ARBITRATION**

#### **26.1 Notification**

Either of the parties may, after exhausting the grievance procedure in Article 25, notify the other party within ninety (90) calendar days of the receipt of the reply pursuant to Article 25.5 or such reply being due, of its desire to refer the grievance to arbitration pursuant to the provisions of the Trade Union Act and this Collective Agreement.

#### **26.2 Referral to Arbitration**

In the event that a grievance is submitted to arbitration, it shall be heard by a single arbitrator, unless either party requests that it be heard by a three (3) member arbitration board.

#### **26.3 Single Arbitrator**

If the grievance is to be heard by a single arbitrator and the Union and Employer fail to agree upon the appointment of the arbitrator within ten (10) days of notice of arbitration in accordance with Article 25, the appointment shall be made by the Minister **responsible for Labour, Skills, and Immigration**.

#### **26.4 Arbitration Board**

If the grievance is to be heard by a three (3) member arbitration board, the Union and the Employer shall each appoint a member of the arbitration board within five (5) days of notice of arbitration in accordance with Article 25. Should the appointed members fail to agree upon the appointment of a chair within five (5) days of their appointment, the Minister **responsible for Labour, Skills, and Immigration** for Nova Scotia shall appoint the chair.

#### **26.5 Arbitration Procedure**

The arbitration board or single arbitrator shall render a decision within thirty (30) days of the conclusion of the hearing.

#### **26.6 Arbitration Award**

Arbitration awards shall be final and binding as provided by Section 42 of the Trade Union Act. An arbitrator may not alter, modify or amend any part of this Collective Agreement, but shall have the power to modify or set aside any unjust penalty of discharge, suspension or discipline imposed by the Employer on an employee.

#### **26.7 Arbitration Expenses**

Each party shall pay the fees and expenses of its appointed member and one-half the fees and expenses of the chair or single arbitrator.

### **ARTICLE 27 – LABOUR MANAGEMENT COMMITTEE**

- (a) The parties acknowledge the mutual benefits to be derived from joint consultation and are prepared to enter into discussions for the purpose of providing joint consultation on matters of common interest.



- (b) The parties agree to establish a joint committee, comprised of an equal number of representatives from the Employer and the Union, to address issues of accommodation of employees.

## **ARTICLE 28 - TRAVEL REGULATIONS**

### **28.1 Mileage Allowance**

An employee authorized to use a privately owned automobile on the Employer's business shall be paid a mileage allowance in accordance with the following rates:

Effective April 1, **2024**

0 - 16,000 kms **58.38** cents/km

**16,000.1+ kms** **51.53** cents/km

The rates will be adjusted annually (up or down) on April 1 of any subsequent year of this Agreement after April 1, **2024**. This adjustment will be based on the annual average year over year percentage change in the Nova Scotia Private Transportation Index for the calendar year preceding the April 1 effective change date, as calculated by Statistics Canada. The calculation is based on the calendar year January to December percentage change over January to December.

### **Monthly Allowances**

An employee who has been designated by the Employer as belonging to a class of employment where the availability of a motor vehicle is deemed to be a condition of employment may opt to receive a monthly car allowance of **\$453.81** plus **33.49** cents per kilometer effective April 1, **2024**.

The rate above will be adjusted annually (up or down) on April 1 of any subsequent year of this Agreement. This adjustment will be based on the annual average year over year percentage change in the Nova Scotia Private Transportation Index for the calendar year preceding the April 1 effective change date, as calculated by Statistics Canada. The calculation is based on the calendar year January to December percentage change over January to December.

### **28.2 Other Expenses**

- (a) Reasonable expenses incurred by an employee on the business of the Employer may be reimbursed by the Employer subject to the Employer's approval.

- (b) In addition to (a) above, where an employee is traveling on the Employer's business and overnight commercial accommodations have been authorized and used, the employee will be reimbursed an allowance of five dollars (\$5.00) per day to cover miscellaneous out of pocket expenses such as baggage charges, tips and gratuities (other than meals and taxi use) and personal local telephone calls attributed to the period of travel status for which no other reimbursement or allowance is provided.
- (c) Reasonable expenses incurred by an employee on the business of the Employer shall be reimbursed by the Employer subject to the PVSC Work from Home Operating Model Guideline and Agreement Policy.

### **28.3 Use of Automobile on Employer Business**

- (a) The Employer has the sole right to determine which employee(s), as a condition of employment, is/are required to provide an automobile for the purposes of carrying out employment functions.
- (b) Prior to the beginning of each fiscal year the Employer shall determine which employees or classes of employees shall be eligible to opt for either one of the two existing methods of payment.
- (c) Employees in such classes shall have the option of choosing on the first of each fiscal year (April 1) which method of payment they prefer; i.e. straight mileage or monthly allowance plus mileage.
- (d) An employee who moves into a class of employment during the fiscal year, which requires provision of an automobile by the employee, shall have thirty (30) calendar days to opt for their preferred method of mileage remuneration.
- (e) An employee who moves out of a class of employment during the fiscal year, to a new position where provision of an automobile is no longer required, shall revert to straight mileage rates on the effective date of the job change if they have been in receipt of monthly allowance provisions.
- (f) The Employer shall take such matters as follows into consideration when determining eligibility for monthly allowance:
  - i. nature of function performed;
  - ii. can travel be made more economically without substantial impairment of efficiency by other means such as rental vehicle, public transportation, etc.;

- iii. does the employee have control over the demand for transportation, for example, in areas of personal service protection, etc.;
  - iv. the normal amounts of mileage traveled by an incumbent in this position in the previous fiscal year;
  - v. the incidence of usage.
- (g) If an employee is designated as being required to provide an automobile and has exercised the option of monthly allowance plus mileage there will be no reduction in monthly allowance if the employee:
- i. is on vacation;
  - ii. has been granted special leave with pay for a period of thirty (30) calendar days or less;
  - iii. has been granted sick leave for a period of thirty (30) calendar days or less;
  - iv. is on special leave without pay, provided however, that the monthly allowance will be reduced in proportion to the number of days in the month which the special leave was granted.
- (h) An employee designated as being required to provide an automobile for their employment function must have the vehicle available for use at all times.

Where an employee has been required to provide an automobile for the purpose of carrying out employment functions, and where the Employer determines that provision of an automobile by the employee is no longer required, the Employer shall provide six (6) months notice of the end of the requirement.

#### **28.4 Meal Allowances**

Subject to Article 28.2, an employee required to travel on business for the Employer may claim a per diem meal allowance in respect of meals, that are not otherwise provided, in accordance with the following:

- Breakfast    **\$15.00** per day may be claimed when the employee has been travelling on the Employer's business for more than one hour before the recognized time for the start of the day's work.
- Lunch        **\$20.00** per day

Dinner        **\$25.00** per day may be claimed when the employee is not expected to return to their residence before 6:30 pm.

#### **28.5    Private Accommodation**

Where the employee is required to be away overnight on the Employer's business and their supervisor has authorized the use of private overnight accommodations, the employee may be reimbursed to a maximum of \$75.00 per night.

### **ARTICLE 29 - MOVING EXPENSES**

The parties agree that the Memorandum of Agreement entitled "Removal Expense", which is attached hereto continues in force and effect for the term of this Agreement.

### **ARTICLE 30 - LONG SERVICE AWARD**

#### **30.1    Long Service Award**

- (a)    An employee who ceases to be employed either by retirement or, resignation from employment, **or who is deemed retired at age 71 whether they resign or continue to be employed** and is immediately eligible for and immediately accepts a pension, shall be granted a **Long Service Award** equal to one (1) week's pay for each year of full-time service to a maximum of twenty-six (26) years. The amount will include a prorated payment for a partial year of service.
- (b)    The amount of **Long Service Award** provided under Article 30.1 (a) shall be calculated by the formula:

$$\frac{\text{Annual Salary}}{52} = \frac{1 \text{ week}}{52}$$

- (c)    An employee hired on April 1, 2008 or after shall be entitled to a Long Service Award equivalent to that contained in (a) and (b) above.

#### **30.2    Entitlement**

- (a)    The entitlement of an employee to a **Long Service Award** shall be based on an employee's total service as defined in Article 2.1.

- (b) In addition to the months of service upon which an employee's **Long Service Award** is calculated, the months of prior war service purchased by an employee in accordance with the amendment of Section 13 of the Public Service Superannuation Act shall be included as months of service for the purpose of the **Long Service Award** entitlement calculation.
- (c) An employee who resigns in accordance with the provisions of Article **33** is not entitled to a **Long Service Award**.
- (d) The entitlement to a Long Service Award shall be defined as in (a), (b), and (c) above.

### **30.3 Death Prior to Retirement**

Where an employee dies and they would have been entitled to receive a Long Service Award if they had retired from the Employer immediately before their death, the **Long Service Award** or the Long Service Award to which they would have been entitled shall be paid:

- (a) to their beneficiary under the Group Life Insurance Policy, or,
- (b) to their estate if there is no such beneficiary.

### **30.4 Trustee**

Where the person to whom a Long Service Award is payable has not attained the age of nineteen (19) years or in the opinion of the Governor in Council, is not capable of managing their affairs by reason of infirmity, illness or other cause, the Long Service Award shall be paid to such person as the Governor in Council directs as trustee for the benefit of the person entitled to receive the Award.

### **30.5 Calculation of Award**

The salary which shall be used to calculate the amount of the Long Service Award in accordance with this Article shall be the salary which the employee was receiving on the date of the termination of their employment or the salary used in the calculation of a pension under the Public Service Superannuation Act, whichever is greater.

## **ARTICLE 31 - PENSION**

Employees covered by this Agreement shall continue to be covered by the provisions of the Public Service Superannuation Act, as amended from time to time.

## **ARTICLE 32 - SAFETY AND HEALTH**

### **32.1 Safety and Health Provisions**

The Employer shall continue to make all reasonable provisions for the occupational safety and health of employees. The Employer will respond to suggestions on the subject from the Union and the parties undertake to consult with a view to adopting and expeditiously carrying out reasonable procedures and techniques designed or intended to prevent or reduce the risk of employment injury and employment-related chronic illness.

### **32.2 Occupational Health and Safety Act**

The Employer, the Union and the employees agree to be bound by the provisions of the Occupational Health and Safety Act, S.N.S. 1996, c.7.

### **32.3 Joint Occupational Health and Safety Master Committee**

- (a) The Employer agrees to the establishment of a Joint Health and Safety Master Committee comprised of equal representation of the Union and the Employer.
- (b) The Joint Committee will be co-chaired, with the chairing of meetings alternating between the Union and Employer. Minutes of the meetings will be kept and copies distributed to all committee members, the Union and the Employer. Both chairpersons will sign the minutes unless there is a dispute over their contents, in which case the dissenting co-chairperson will indicate in writing the source of disagreement.
- (c) The Joint Committee's responsibilities will include:
  - (i) to facilitate the establishment and proper functioning of the local committees provided for in the Occupational Health and Safety Act; and
  - (ii) to determine the size and jurisdiction of local committees, having regard to the number of employees in the workplace and the Employer's departmental organizational structure; and

- (iii) to review reports on matters referred by local committees and, where required, to make recommendations to the bargaining principals regarding occupational health and safety matters; and
- (iv) such other responsibilities provided in this Agreement, or as required by the Occupational Health and Safety Act, or as the bargaining principals may from time to time assign to the Committee.

#### **32.4 First Aid Training**

In the interests of the occupational safety and health of employees, the Employer will undertake an in-service program of first aid training aimed at providing a first aid officer for each department.

#### **32.5 First Aid Kits**

The Employer shall provide an area, equipped with a first aid kit, for the use of employees taken ill during working hours.

#### **32.6 Safety Equipment**

The Employer shall provide all safety equipment necessary for the occupational safety and health of employees, as determined by the Occupational Health & Safety Act.

#### **32.7 Video Display Terminals and Other Equipment**

- (a) An employee who is required to work at a Video Display Terminal (VDT) for fifty percent (50%) or more of the normal work week shall be entitled to have their eyes examined by a Ophthalmologist prior to operating such equipment and once per year thereafter. The Employer shall, where required, pay the costs of such examinations or tests where not covered by a medical plan provided by the Employer.
- (b) A pregnant employee who works with machinery or equipment which may pose a threat to the health of either the pregnant employee or their fetus, may request a job reassignment for the period of pregnancy by forwarding a written request to the employee's immediate supervisor along with a certificate from a duly qualified medical practitioner certifying they are pregnant and the medical basis on which a threat may exist. Upon receipt of the request, the Employer, where possible, will assign the pregnant employee to an alternate position and/or classification or to alternate duties.

### **32.8 Right to Refuse Work**

Any employee may exercise their right to refuse work in accordance with the provisions of the Occupational Health & Safety Act.

## **ARTICLE 33 - EMPLOYMENT STABILITY**

### **33.1 Consultation**

- (a) The parties shall continue with their joint committee of equal representation of the Union and the Employer, for the purpose of cooperation and consultation on employment stability. The committee shall appoint additional representatives as needed and shall meet as required to discuss matters of concern between the parties related to technological change and circumstances identified in Article 33.6.
- (b) The joint committee shall be responsible for:
  - i. defining problems;
  - ii. developing viable solutions to such problems;
  - iii. recommending the proposed solution to the Employer.
- (c) The Employer will provide the joint committee with as much notice as reasonably possible of expected redundancies, relocations, re-organizational plans, and technological change.

### **33.2 Definition**

For the purposes of this Article, "technological change" means the introduction of equipment or material by the Employer into its operations, which is likely to affect the job security of employees.

### **33.3 Introduction**

The Employer agrees that it will endeavor to introduce technological change in a manner which, as much as is practicable, will minimize the disruptive effects on employees and services to the public.



### **33.4 Notice to Union**

The Employer will give the Union written notice of technological change at least six (6) months prior to the date the change is to be effected. During this period the parties will meet to discuss the steps to be taken to assist employees who could be affected.

### **33.5 Retraining**

Where retraining of employees is necessary, it shall be provided during normal working hours where possible.

### **33.6 Layoff**

- (a) An employee(s) may be laid off because of technological change, shortage of work or funds, discontinuance of a function or the reorganization of a function, or due to contracting out.
- (b) Where an employee's position becomes redundant the provisions of Article 33.16 shall apply.

### **33.7 Application**

For the purposes of this Article "employee" means a permanent employee or Term Employee with three (3) or more years of service.

### **33.8 Union Consultation**

Where employees are to be laid off, the Employer will advise and consult with the Union as soon as reasonably possible after the change appears probable, with a view to minimizing the adverse effects of the decision to lay off an employee(s).

### **33.9 Layoff Procedure**

In cases where ability, experience, qualifications, special skills, and physical fitness, where applicable, as determined by the Employer, are equal according to objective tests or standards reflecting the functions of the job concerned, employees shall be laid off in reverse order of seniority.

### **33.10 Seniority Defined**

- (a) For the purposes of this Article, seniority shall be defined as the length of continuous service dating from the last date of appointment to the Civil Service prior to April 1, 2008, or to the Employer on or after April 1, 2008.

- (b) In the event that two or more employees have the same seniority date, the employee with the greatest length of service in accordance with Article 2.1 shall be considered more senior. Where two or more employees have the same length of service, the employee with the earliest date of hire will be considered as having greater seniority. However, where an employee was hired, left the employ of the Employer, and was later re-hired, the most recent date of hire, rather than the earliest date of hire, will be the date applied.

### **33.11 Seniority Information**

The Employer agrees to provide the Union with seniority lists within thirty (30) calendar days of a request to do so, and annually on April 1, or as otherwise mutually agreed.

### **33.12 Loss of Seniority**

An employee shall lose seniority in the event that:

- (a) the employee is discharged for just cause and not reinstated;
- (b) the employee resigns;
- (c) the employee is struck from the recall list in accordance with Article 33.18(d);
- (d) the employee is laid off for more than twenty-four (24) consecutive months without recall.

### **33.13 Prior to Issuing Layoff Notice**

The Employer shall not give a notice of layoff to any employee before the Employer has first attempted, in the following sequence:

- (a) in a reorganization, to fill vacancies with qualified employees whose positions are eliminated as a result of the same reorganization in accordance with the placement procedures in Articles 33.16 (a)(1) and 33.16 (a)(2).
- (b) where the Employer is able to identify that a layoff is expected, to provide the affected employee(s) with the opportunity to exercise deemed placement rights in accordance with Articles 33.16(a)(1) and 33.16(a)(2).

- (c) where the Employer is able to identify that a layoff is expected, to provide the affected employee(s) with the opportunity to exercise deemed placement rights in accordance with Articles **33.16(a)(1)** and **33.16(a)(2)** with respect to bargaining unit positions where a casual is employed. An employee who is placed in such a bargaining unit position shall maintain their existing status with all associated rights and benefits under the Collective Agreement.

### **33.14 Notice of Layoff**

- (a) **Thirty-two (32)** work days notice of layoff shall be sent by the Employer to the Union and the employee(s) who is/are to be laid off, except where a greater period of notice is provided for under (b) below.
- (b) Where the Employer lays off ten (10) or more persons within any period of four (4) weeks or less, notice of layoff shall be sent by the Employer to the Union and employees who are to be laid off, in accordance with the following:
  - i. **thirty-two (32)** work days if ten (10) or more persons and fewer than one hundred (100) persons are to be laid off;
  - ii. **forty-eight (48)** work days if one hundred (100) or more persons and fewer than three hundred (300) are to be laid off;
- (c) Notices pursuant to this section shall include the effective date of layoff and the reasons therefor.
- (d) An employee in receipt of layoff notice shall be entitled to exercise any of the following options:
  - i. to exercise placement/displacement rights in accordance with the procedures set out in Article **33.16**; or
  - ii. to accept layoff and be entitled to recall in accordance with Article **33.18**.
  - iii. to resign with severance pay in accordance with Article **33.20**.

An employee who intends to exercise placement/displacement rights pursuant to (d)(1) above will indicate such intent to the Employer within ten (10) calendar days following receipt of the layoff notice. If the employee does not indicate such intent within this period, they will be deemed to have opted to accept layoff in accordance with (d)(2) above.

### **33.15 Pay in Lieu of Notice**

Where the notice required by Article 33.14 is not given, the employee shall receive pay in lieu thereof for the amount of notice to which the employee is entitled. Pay-in-lieu in this Article includes coverage for all of the benefits which are associated with the position over the period of notice to which the payment relates.

### **33.16 Placement/Displacement Procedures**

- (a) Subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required, according to objective tests and standards reflecting the functions of the job concerned, an employee in receipt of layoff notice, who has not been placed in accordance with Article 33.6(b), or whose position has become redundant, shall have the right to be placed in a vacancy in the following manner and sequence:
  - i. a position in the employee's same position classification title, or position classification title series.
  - ii. if a vacancy is not available under (1) above, then any position for which the employee is qualified.
- (b) At each of the foregoing steps, all applicable vacancies shall be identified and the employee shall be assigned to the position of their choice, subject to consideration of the provisions herein. If there is more than one employee affected, their order of preference shall be determined by their order of seniority.
- (c) An employee is not required to accept a vacant position which has a lower maximum salary than that of the employee's classification. An employee who declines such vacancy at any step in the placement/displacement procedures under Article 33.16 shall be entitled to exercise their rights at the next subsequent step in the procedures outlined herein.
- (d) If a vacancy is not available under any of the foregoing steps or has been declined in accordance with 33.16(c), the employee shall have the right to displace another employee with lesser seniority who is in the same position classification title, or position classification title series. Such displacement is subject to consideration of Article 33.9 and the employee to be displaced shall be one who has the least seniority among those whom the employee in receipt of layoff notice is entitled to displace.

- (e) An employee who chooses to exercise rights in accordance with **33.16** may elect at any step, beginning with Article **33.16(a)(1)**, to accept layoff and be placed on the recall list or to resign with severance pay in accordance with Article **33.20**.
- (f) A permanent employee who is placed in a term position shall retain their status as a permanent employee.
- (g) An employee placed or recalled to a vacancy which has a lower maximum rate of pay than that applicable to the employee's classification, shall be paid the maximum rate of pay of the lower classification.
- (h) An employee who is displaced pursuant to Article **33.16** shall be entitled to the full rights contained in Article 34 and shall be considered to be in receipt of a layoff notice from the Employer. A displaced employee shall not be considered to be laid off for purposes of the period of notice required under **33.14**, but shall be entitled only to the number of work days' notice remaining thereunder from the time the employee initially in receipt of notice exercised their displacement rights under this Article.
- (i) An employee will have a maximum of two (2) business days to exercise their rights at any of the foregoing steps of the placement/displacement procedures provided for herein.

### **33.17 Recall Procedure**

- (a) Employees who are laid off shall be placed on a recall list.
- (b) Subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required, according to objective tests and standards reflecting the functions of the job concerned, employees placed on the recall list shall be recalled by order of seniority to any position for which the employee is deemed to be qualified.
- (c) The Employer shall give notice of recall by registered mail to the employee's last recorded address. Employees are responsible for keeping the Employer informed of their current address.
- (d) An employee entitled to recall shall return to the services of the Employer within two (2) weeks of notice of recall, unless on reasonable grounds they are unable to do so. An employee who has been given notice of recall may refuse to exercise such right without prejudicing the right to any future recall, except in the case of recall to the employee's same position classification title, or position classification title series, at the time

of layoff, in which event they will be struck from the recall list. However, an employee's refusal to accept recall to their same position classification title, or position classification title series, at the time of layoff will not result in loss of recall rights in the case of recall for occasional work or for employment of short duration of time during which they are employed elsewhere.

- (e) Employees on the recall list shall be given first option of filling vacancies normally filled by casual workers, providing they possess the necessary qualifications, skills and abilities, as determined by the Employer, reflecting the functions of the job concerned. The acceptance of such casual work shall not in any way alter or affect the employee's employment status, and they shall be eligible for all associated rights and benefits under the collective agreement. During such periods of casual work, the employee shall remain on the recall list, and once the casual work is completed, the employee shall remain on layoff without the need for any further layoff notice.

### **33.18 Termination of Recall Rights**

The layoff shall be a termination of employment and recall rights shall lapse if the layoff lasts for more than twenty-four (24) consecutive months without recall.

### **33.19 Severance Pay**

- (a) At the end of the twenty-four (24) month period referred to in 33.19, or at any earlier time as an employee in receipt of notice of layoff wishes to terminate employment and waive recall rights, the employee shall be granted severance pay equal to three (3) weeks pay for every year of service to a maximum of fifty-two (52) weeks pay and for a minimum of four (4) weeks pay. Where there is a partial year of service, the severance payment will be pro-rated on the basis of number of months of service.
- (b) The entitlement of an employee to severance pay shall be based on an employee's total service as defined in Article 2.1.

### **33.20 No New Employees**

No new employee shall be hired unless all employees on the recall list who are able to perform the work required have had an opportunity to be recalled, subject to consideration of ability, experience, qualifications, or where the Employer establishes that special skills or qualifications are required, as determined by the Employer, according to objective tests and standards reflecting the functions of the job concerned.

### **33.21 Contracting Out**

- (a) The Employer will make reasonable efforts, where work is contracted out, to obtain jobs with the contractor for employees whose work is to be contracted out. The Employer will have made reasonable efforts where the Employer has:
  - i. consulted with the Union at least three (3) months before the proposed date of implementation of the contracting out to discuss placement options for employees whose work is to be contracted out;
  - ii. included the plans and capacity of bidders for the hiring of employees whose work is to be contracted out, and the intended salary and benefits levels, as criteria in the tendering process to be applied in the evaluation of bids;
  - iii. consulted with the Union to give the Union an opportunity to put forward its views on how the Employer can try to obtain job opportunities for employees with the contractor;
  - iv. met with the successful bidder and sought to make it a term of the contract that the contractor must:
    - (i) interview employees for available job opportunities with the contractor to perform the contracted out work;
    - (ii) where hiring to perform the contracted out work is subject to appropriate skills testing, offer to test employees;
    - (iii) extend job offers to employees who are qualified for available job opportunities with the contractor to perform the contracted out work; and
    - (iv) where there are more qualified employees than the contractor has opportunities due to the contracted out work, extend job offers on the basis of seniority.
- (b) If, despite the good faith efforts of the Employer, the Employer has been unable to reach agreement on the above with the contractor, the Employer can still proceed with the contracting out with the contractor.
- (c) Employees who accept job offers with the contractor will be deemed to have resigned their employment with the Employer. Such employees, who subsequently are terminated or who resign employment with the contractor, within twelve (12) months of the commencement of their

employment with the contractor shall, on application to the Employer and subject to verification of their employment status with the contractor, be placed on the recall list for a twelve (12) month period. Employees placed on the recall list pursuant to this Article shall have seniority re-instated and be otherwise treated as though there had been no employment break. For greater clarity such employees shall be eligible for a severance payment if they resign or if they are not recalled to employment during the twelve (12) month recall period. Employees whose work is contracted out and do not receive a job offer from the contractor or who turn down a job offer will be treated in accordance with the Collective Agreement.

## **ARTICLE 34 - PAY PROVISIONS**

### **34.1 Rates of Pay**

The rates of pay as set out in **Appendix I** contains the pay plan and shall form part of this Agreement and include the following economic adjustments:

<b>April 1, 2025</b>	<b>1%</b>
<b>April 1, 2026</b>	<b>1%</b>
<b>April 1, 2027</b>	<b>0%</b>

### **34.2 Rate of Pay Upon Appointment**

The rate of compensation of the person upon appointment to a position shall be the minimum rate prescribed for the class to which they are appointed. The rate of compensation of a person upon appointment to a position may be at a rate higher than the minimum rate prescribed for the position if, in the opinion of the Employer, such higher rate is necessary to effect the appointment of a qualified person to the position or if the person to be appointed to the position has qualifications in excess of the minimum requirements for the position.

### **34.3 Rate of Pay Upon Promotion**

The rate of compensation of a person upon promotion to a position in a higher pay range shall be at the next higher rate or the minimum of the new position, whichever is greater, than that received by the employee before the promotion. The rate of compensation of an employee upon promotion to a position may be at a rate higher than prescribed if, in the opinion of the Employer, such higher rate is necessary to effect the promotion of a qualified person to the position or if the person to be promoted to the position has qualifications in excess of the minimum requirements of the position.



#### **34.4 Rate of Pay Upon Demotion**

The rate of compensation of an employee upon demotion to a position in a lower pay range shall be at the next lowest rate or the maximum of the new class, whichever is lesser, than that received by the employee before the demotion.

#### **34.5 Anniversary Date**

The anniversary date of an employee shall be the first day of the month in which employment occurs if the employee reported for duty during the first five (5) work days of the month in which they were employed, or the first day of the following month if the employee reported for duty later than the fifth working day of the month. The anniversary date will only change to the first day of another month if:

- (a) the employee is reclassified, at which time the date of the reclassification becomes their new anniversary date;
- (b) the employee has been on leave of absence without pay, in which case the employee's anniversary date will be moved forward by the amount of time which the employee was on leave without pay, unless otherwise provided in this Agreement.

#### **34.6 Rate of Pay Upon Reclassification**

Where an employee is recommended for a reclassification which falls on their anniversary date the employee's salary shall be adjusted first by the implementation of their annual increment, provided they are recommended and an increment is available in their present pay range, and on the same date their salary shall be adjusted upward to comply with the provisions of Article 34.3.

#### **34.7 Salary Increments**

The Employer may grant an increment for meritorious service after an employee has served for a period of twelve (12) months following the first day of the month established in Article 34.5 or twelve (12) months following the date of a change in their rate of compensation as established in Articles 34.2, 34.3, or 34.4.

#### **34.8 Notice of Withheld Increment**

When an increase provided for in Article 34.7 is withheld, the reason for withholding shall be given to the employee in writing.

#### **34.9 Granting of Withheld Increment**

When an increase provided for in Article 34.7 is withheld, the increase may be granted on any subsequent first day of any month after the anniversary date upon which the increase was withheld.

#### **34.10 Acting Pay**

- (a) Where an employee is designated to perform for a temporary period of three (3) or more consecutive work days, the principal duties of a higher position, they shall receive payment of acting pay, including the three (3) work days, equivalent to ten percent (10%) higher than their existing rate of pay, provided that in no case shall the rate for that period exceed the maximum rate of the higher-paying position. No designation shall exceed one hundred twenty (120) consecutive work days without the consent of the Union.
- (b) Acting pay shall not be paid to an employee where the employee's current position normally requires periodic substitution in the higher position, as defined by the position specification title, and salary range.
- (c) Acting pay provisions shall not apply in series classifications of positions.
- (d) Acting pay provisions do not preclude the right of the Deputy Head to assign duties of any employee among remaining employees of the work unit where temporary absences occur.
- (e) Where a designation will exceed **thirty-two (32)** consecutive working days, the Employer shall invite employees to submit an expression of interest. Where more than one expression of interest is received, the position will be filled in accordance with Article 11.3 except where the Employer and the Union agree that the employee with the greatest length of service will fill the position

#### **34.11 Implementation of Negotiated Increases**

Increases negotiated in this Agreement shall be paid on a step-for-step basis, that is, an employee in the third step of any pay range shall be placed in the third step of the corresponding new pay range.

## **ARTICLE 35 - INJURY ON DUTY**

### **35.1 Reporting of Injuries**

An employee who is injured on duty shall immediately report or cause to have reported an injury sustained in the performance of their duties to their immediate supervisor in such manner or on such form as the Employer may from time to time prescribe.

### **35.2 Injury Pay Provisions**

- (a) When an employee is injured on duty and it is determined by the Nova Scotia Workers' Compensation Board that the employee is unable to perform their duties, the Employer shall grant to the employee injury on duty leave with pay at full salary and benefits for up to twenty-four (24) accumulative months.
- (b) The Employee shall disclose and the Employer shall consider Canada Pension benefits or other publicly funded third party payment received by an employee where such payment relates to employment and disability and is intended as a partial earnings loss replacement. Any such amounts shall be deducted from the payment to be paid by the Employer under (a). Under no circumstances should injury on duty leave with pay result in an employee's post-injury earnings loss replacement exceeding the employee's pre-disability salary.

### **35.3 Record of Injury**

The Employer shall maintain a record of its employees injured on duty and shall accept liability for any recurring disability whilst in its employ that is attributable to the original injury.

### **35.4 Recurring Disability**

An employee who ceases to be an employee and suffers a recurrence of a disability resulting from an injury on the job while in the employ of the Employer will receive benefits in accordance with the provisions of the Workers' Compensation Board.

### **35.5 Alternate Medical Practitioner**

For the purpose of Articles 35.3 and 35.4, the Employer may require the employee be examined by a medical practitioner of the Employer's choice.

## **ARTICLE 36 - PART-TIME EMPLOYEES**

### **36.1 Part-Time Employees**

- (a) Part-time employees employed on a regular basis in position titles and classifications included in the bargaining unit who work not less than 40% of the full-time hours will be covered by the collective agreement and entitled to benefits pro-rated on the basis of hours worked, except as otherwise agreed to by the parties.
- (b) For the purposes of earning entitlement to a benefit (e.g. vacation increment, merit increments, length of probation, pregnancy leave, etc.), calendar time of employment will be applicable.
- (c) Unpaid leave, such as pregnancy leave, will not be pro-rated as to the length of time granted.
- (d) In accordance with (a), General Illness Leave under 21.1 and Short-Term Illness Leave under 21.2 shall be prorated on the basis of hours worked.
- (e) The terms and conditions respecting coverage under the medical and dental plans are to be mutually determined by the parties.

### **36.2 Service**

For the purpose of accumulating service for part-time employment, part-time employees will not be subject to the negating provisions of Article 2.1(b) (1). Except as otherwise provided in the Agreement, part-time employees will accumulate service and be credited with service on a pro rata basis in accordance with time worked, including designated paid holidays or days off in lieu thereof, vacation, sick leave, injury on duty leave, paid leaves of absence.

### **36.3 Overtime**

- (a) Part-time employees will be entitled to overtime compensation in accordance with the collective agreement when they work in excess of the normal full-time weekly hours, except where the applicable hours of work are on a bi-weekly basis in which case overtime will be paid when the part-time employee works in excess of the normal full-time bi-weekly hours.
- (b) Part-time employees who are scheduled for a shift of seven (7) or more hours will be entitled to overtime compensation for time worked beyond the scheduled hours.

- (c) Part-time employees who are scheduled to work a shorter period than the full-time shift will be entitled to overtime compensation after they have worked the equivalent of a full shift.
- (d) Where part-time employees are scheduled to work less than the normal days per week of full-time employees in the work unit, straight time rates will be paid up to and including the normal work days in the work week of the full-time employees and overtime rates will be paid for days worked in excess thereof.

#### **36.4 Group Insurance**

- (a) Part-time employees will be covered by a medical plan which is equivalent in coverage to the health care plan covering full-time employees. The Employer will pay 65% of the total premium cost for such health care coverage.
- (b) Part-time employees will be covered by the same dental plan which covers full-time employees in accordance with Article 21. The Employer will pay 65% of the total premium cost for such dental coverage.
- (c) Part-time employees will be covered by group life insurance with benefit entitlement prorated on the basis of hours worked. Fifty percent (50%) of the full-time hours in a position with an annual (full-time) salary of \$30,000 will have their insurance coverage based on \$15,000 per annum salary.

#### **36.5 Superannuation**

Part-time employees will be covered by the provisions of the Public Service Superannuation Act on a prorated basis.

Part-time employees who were in receipt of benefits under a contract of employment prior to their appointment shall not lose any benefits or entitlements so earned or provided upon their appointment.

#### **36.6 Long Term Disability**

Part-time employees shall continue to be covered by provisions of the applicable Long Term Disability Plan, as amended from time to time.

## **ARTICLE 37 - JOB SHARING**

### **37.1 Existing Employees Only**

Job sharing will only be permitted when requested by existing employees and those employed in job sharing situations will continue to be members of the bargaining unit and covered by the Agreement.

### **37.2 Authorization Of Job Sharing**

Job-sharing arrangements will only be authorized where operational requirements permit and the provision of services is not adversely affected. Where job sharing is refused the Employer shall provide reasons in writing to the employee as to why it has been denied.

### **37.3 Qualifications**

Both employees in a job-sharing arrangement must be permanent employees, one of whom is the incumbent of the position to be shared. Both employees must share the same job classification/title and be suitably qualified and capable of carrying out the full-time duties and responsibilities of the position to be shared. Arrangements outside the same job classification/title shall be considered on a case-by-case basis by a joint union/management process.

### **37.4 Identification of Job Share**

An employee wishing to job share their position has the responsibility of finding an eligible employee willing to enter into the job-sharing arrangement. The two employees requesting approval to implement a job-sharing arrangement will submit the appropriate application form to the immediate superior of the position to be job shared.

### **37.5 Period of Job Share**

A position will be shared for a minimum of one (1) year and a maximum period of two (2) years. Any extension beyond the two (2) year maximum period must be mutually acceptable to both employees, the Employer, and the Union. At the end of the job-sharing period, the employees will resume the position they held prior to entering into the job-sharing arrangement. Job sharing arrangements outside of the above time frame will be considered on a case-by-case basis by a joint union/management process.

### **37.6 Work Schedule Requirements**

Each of the two employees in a job-sharing arrangement will be required to fulfill one-half of the full-time work schedule requirements averaged over a maximum of two (2) complete bi-weekly pay periods, except where a request for a greater averaging period has the prior approval of both the Employer and the Union.

### **37.7 Service**

Employees will be credited with one-half (½) month's service each calendar month of the job-sharing arrangement and not be subject to the provisions of Article 2.1(b) of the Agreement. An employee's anniversary and/or service date for the purposes of earning a merit increment, increment in vacation entitlement, etc. will remain unchanged as if the employee were working on a full-time basis.

### **37.8 Regular Work Hours**

For the purposes of the collective agreement, an employee's regular work day or regular work week will be the employee's scheduled hours of work under the job-sharing arrangement. A day on which an employee is not scheduled to work will be considered as the employee's rest day. Time worked by an employee outside their scheduled hours of work will be compensated as overtime in accordance with Article 16 of the Agreement, with the employee's bi-weekly rate being determined on the basis as if they were working the normal full-time hours.

### **37.9 Pro-Ration of Benefits**

The following benefits will be prorated in accordance with this Article:

- (a) Holidays  
Each employee will be entitled to one-half (½) the paid holidays provided for under Article 18 of the Agreement.
- (b) General Illness  
One-half (½) of the entitlement provided for under Article 21 up to a maximum of the equivalent of nine (9) days at the appropriate full-time salary level.
- (c) Short Term Illness  
One-half (½) the entitlement provided for in Article 21, up to a maximum of the equivalent of fifty (50) days at the appropriate percentage of the full-time salary level.

- (d) Long Term Disability  
During the job sharing period, Employer and employee contributions to the applicable LTD Fund will continue to be based upon the employee's normal pre-job share salary. For the purposes of determining an employee's benefits during the job-sharing period, the amount of coverage will be based upon the normal salary the employee is entitled to receive during the job-sharing period. Upon the expiry date of the job-sharing period, as specified in the employee's approved application, the amount of coverage will be based upon the normal full-time salary the employee would be entitled to receive in the position they held prior to entering the job-sharing arrangement.
- (e) Other Paid Leaves  
One-half (½) the entitlement provided for in the Agreement.
- (f) Group Life Assurance  
Cost sharing of premiums and benefit entitlement will be based on one-half (½) the employee's normal full-time salary.
- (g) Monthly Allowances/Premiums  
One-half (½) the entitlement provided for in the Agreement.

### **37.10 Pension**

Pursuant to Article 31 of the Agreement, employees shall continue to be covered by the provisions of the Public Service Superannuation Act. During the job-sharing period, an employee's pensionable service will be in accordance with service credits accumulated pursuant to Article 37.7 and their pensionable earnings will be based upon the gross salary received for the period of pensionable service earned.

### **37.11 Termination**

In the event one of the participants leaves the job-shared position (e.g. through termination of employment, appointment to another position or being placed on leave under the applicable LTD plan), the job-sharing arrangement will terminate and the remaining participant will revert to full-time status in the position occupied prior to the job-sharing arrangement, except where mutually acceptable alternative arrangements are approved by both the Employer and the Union.

### **37.12 Notice**

If either participant or the Employer wishes to terminate the job-sharing arrangement prior to its expiry, a minimum of sixty (60) calendar days' written notice shall be required.



### **37.13 Extension**

If the two employees wish to extend their job-sharing arrangement beyond the initial period covered by their application or the maximum two-year period provided for in Article 37.5, they shall give a minimum of sixty (60) calendar days' written notice of such intent prior to the expiry of the original job-sharing arrangement.

### **37.14 Filling of Vacancy**

An incumbent filling any position temporarily vacated as a result of job sharing will be covered by the collective agreement.

### **37.15 Costs**

The parties agree that except for the cost of benefits provided for under this Article and/or the collective agreement, there shall be no added cost to the Employer directly resulting from any job-sharing arrangement.

## **ARTICLE 38 - AMENDMENT**

This Agreement may be amended by the mutual consent of both parties.

## **ARTICLE 39 - CLASSIFICATION AND RECLASSIFICATION**

### **39.1 Classification and Salary Adjustments**

- (a) When a new or substantially altered classification covered by this Agreement is introduced, the rate of pay shall be subject to negotiations between the Employer and the Union. The Employer may implement a new classification and attach a salary to it, providing that the Union is given ten (10) business days' written notice in advance.
- (b) If the parties are unable to agree on the rate of pay for the new or substantially altered classification, the Union may refer the matter to a single Arbitrator who shall determine the new rate of pay.
- (c) The new rate of pay shall be effective on the date agreed to by the parties or the date set by the Arbitrator but, in any event, not earlier than the date of implementation of the classification.

### **39.2 Classification Appeal Procedure**

An employee shall have the right to appeal the classification of the position they occupy. Such an appeal shall be in accordance with the provisions of this Article and shall not be considered a grievance under Article 25 of the Agreement. The provisions of Articles 14.6 and 14.7 shall apply in respect to the appeal procedures set out in this Article.

- (a) If an employee believes that the position they occupy is improperly classified, they will discuss the classification with their immediate supervisor.
- (b) The Employer shall, upon request, provide the employee with a written statement of duties and responsibilities within thirty (30) days of the request.
- (c) If there is a dispute between the supervisor and the employee concerning the classification of the position the employee occupies, or if the employee believes there is a conflict between the classification standards or position description and the statement of duties, the employee may initiate a formal appeal in writing to the Chief Executive Officer. The Chief Executive Officer shall respond in writing to the employee within fifteen (15) business days of the receipt of such appeal.
- (d) If the foregoing procedure does not lead to a satisfactory resolution, the matter may be submitted to the Classification Appeal Tribunal who shall make a final and binding decision in accordance with the procedures set out in this Article.
- (e) An employee shall have the right of Union representation in respect to any appeal submitted to or proceeding before the Tribunal.
- (f) The time limits referred to in this Article will only apply to disputes arising subsequent to the date of signing of this Agreement, and may be extended by mutual agreement.
- (g) The effective date of any resulting upward revision in classification shall be the first day of the bi-weekly period immediately following the date of receipt by the Chief Executive Officer of the employee's written appeal submitted pursuant to 39.2(c).

### **39.3 Classification Appeal Tribunal**

- (a) A Classification Appeal Tribunal shall be established to make final and binding decision on a dispute concerning the classification of the position an employee occupies.
- (b) The Classification Appeal Tribunal shall be comprised of three (3) members. One member of the Tribunal shall be nominated by the Employer, and one member shall be nominated by the Union. The third member, who shall be the chairperson, shall be appointed on the mutual agreement of the parties.
- (c) The members of the Tribunal shall be appointed for a term of office not exceeding five (5) years. Upon expiration of a member's term of office they may be re-appointed for a term not exceeding five (5) years. The re-appointment of a member or the appointment of their successor shall be in accordance with the provisions set out in **39.3(b)** above.
- (d) Notwithstanding the provisions of **39.3(c)**, the chairperson of the Tribunal shall be replaced at the request of either party and any other member of the Tribunal shall be replaced at the request of the party nominating that member. Such replacement shall be made in accordance with the provisions of **39.3(b)**.
- (e) The members of the Tribunal shall be paid remuneration as may be agreed by the parties, and actual and reasonable expenses as may be incurred by them in the discharge of their duties.
- (f) The Tribunal shall, within thirty (30) business days of the receipt of an appeal, review the appeal and may hold a hearing on the appeal. If either party to the Agreement requests a hearing, such hearing shall take place in accordance with the procedure set out in this Article.
- (g) The Tribunal shall decide the issue of the proper classification for the position in question based on the existing classification system.
- (h) The Tribunal may determine its own procedure and shall have the power to issue such orders, notices, directives, declarations as it considers necessary, and such other powers conferred upon an arbitrator under the provisions of the Arbitration Act but in no case shall such order, notice, directive or declaration be contrary to this Agreement, specifically **39.2 (g)** herein.

- (i) The Tribunal shall not:
  - i. alter any position descriptions and/or classification standards determined by the Employer;
  - ii. entertain an appeal based solely on the grounds of the inadequacy of the pay rates negotiated for the classification assigned to the position occupied by the appellant employee;
  - iii. entertain an appeal in respect to a position that has been considered by it within the previous twelve (12) months, except where the appellant can demonstrate in writing that there has been a substantial change in the duties, responsibilities or requirements of that position.
- (j) A decision of the majority shall be the decision of the Tribunal. Where there is no majority decision, the decision of the chairperson shall be the decision of the Tribunal.
- (k) The Tribunal shall render its decision on a dispute under this Article within sixty (60) business days of the matter being submitted to it, or at such later time as may be mutually agreed by the parties.
- (l) The Tribunal shall communicate its decision and reasons therefor in respect to the appeal in writing to the employee, the Employer and the Union.
- (m) The decision of the Tribunal is final and binding on all parties and no employee shall have grievance rights in respect of a decision of the Tribunal.

## **ARTICLE 40 - TERM OF AGREEMENT**

### **40.1 Duration and Renewal**

This Agreement shall be in effect for a term beginning from April 1, **2025** to March 31, **2028** and shall be automatically renewed thereafter for successive periods of twelve (12) months unless either party requests the negotiation of a new Agreement by giving written notice to the other party in the last sixty (60) calendar days prior to the expiration of this Agreement or any renewal thereof.

### **40.2 Effective Date of Agreement**

Unless otherwise stipulated in this Agreement, revisions to the Articles of this Agreement shall be effective from and after April 1, **2025**.

#### **40.3 Retroactive Pay for Terminated Employees**

Employees who have left their employment in the bargaining unit between April 1, **2025** and the date of ratification shall be entitled to full retroactivity of any applicable wage increase. Such employees shall be given written notice by registered mail sent by the Employer to the employee's last known address given to the Employer, that the employee has sixty (60) calendar days in which to claim any retroactive payment.

In the witness whereof, the parties hereto have signed the Agreement by its respective duty authorized officers and representatives.

Signed Sealed and delivered this 31<sup>st</sup> day of March, 2025.

**PROPERTY VALUATION  
SERVICES CORPORATION**

Scott Farmer

Scott Farmer (Mar 31, 2025 09:22 ADT)

Scott Farmer, CEO

Julia Donahue

Julia Donahue (Mar 31, 2025 09:16 ADT)

Julia Donahue, VP, People & Culture

**NOVA SCOTIA GOVERNMENT  
& GENERAL EMPLOYEES  
UNION**

Sandra Mullen

Sandra Mullen, President NSGEU

Lloyd Samson

Lloyd Samson, Chief Negotiator, NSGEU

Darren Marsh

Darren Marsh  
Bargaining Committee Member

Austin Coolen

Austin Coolen (Mar 31, 2025 10:31 ADT)

Austin Coolen  
Bargaining Committee Member

Donald (Rury) Skinner

Donald (Rury) Skinner  
Bargaining Committee Member

Rina Stuparyk

Rina Stuparyk  
Bargaining Committee Member

### Job Classifications

<b>Job Classification</b>	<b>Pay Grade</b>
Assessor 1	7
Assessor 2	11
Assessor 3	14
Computer Services Officer 1(A)	1
Computer Services Officer 1(B)	4
Computer Services Officer 2(A)	7
Computer Services Officer 2(B)	9
Computer Services Officer 2(C)	11
Computer Services Officer 3	14
Computer Services Officer 4	17
<b>Services Representative</b>	<b>1</b>
Field Assessor	7
Operations Team Lead	14
Planning & Development Officer 1(A)	5
Planning & Development Officer 1(B)	9
Planning & Development Officer 2(A)	11
Planning & Development Officer 2(B)	13
Planning & Development Officer 3	17
Research & Statistical Officer 1(A)	4
Research & Statistical Officer 1(B)	7
Research & Statistical Officer 2	10
Research & Statistical Officer 3	13
Research & Statistical Officer 4	15
Senior Commercial Assessor	17
Team Leads	<b>4</b>
Valuation Support	6

**APPENDIX 1  
"PAY PROVISIONS"**

**April 1, 2025 (1.0%), 2026 (1.0%), 2027 (0.0%)**

		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
<b>1</b>							
	<b>2025</b>	\$1,726.65	\$1,794.23	\$1,861.91	\$1,929.57	\$2,007.02	\$2,094.02
	<b>2026</b>	\$1,743.91	\$1,812.18	\$1,880.53	\$1,948.87	\$2,027.09	\$2,114.96
	<b>2027</b>	\$1,743.91	\$1,812.18	\$1,880.53	\$1,948.87	\$2,027.09	\$2,114.96
<b>2</b>							
	<b>2025</b>	\$1,794.23	\$1,861.91	\$1,929.57	\$2,007.02	\$2,094.02	\$2,181.07
	<b>2026</b>	\$1,812.18	\$1,880.53	\$1,948.87	\$2,027.09	\$2,114.96	\$2,202.89
	<b>2027</b>	\$1,812.18	\$1,880.53	\$1,948.87	\$2,027.09	\$2,114.96	\$2,202.89
<b>3</b>							
	<b>2025</b>	\$1,861.91	\$1,929.57	\$2,007.02	\$2,094.02	\$2,181.07	\$2,268.11
	<b>2026</b>	\$1,880.53	\$1,948.87	\$2,027.09	\$2,114.96	\$2,202.89	\$2,290.79
	<b>2027</b>	\$1,880.53	\$1,948.87	\$2,027.09	\$2,114.96	\$2,202.89	\$2,290.79
<b>4</b>							
	<b>2025</b>	\$1,929.57	\$2,007.02	\$2,094.02	\$2,181.07	\$2,268.11	\$2,364.71
	<b>2026</b>	\$1,948.87	\$2,027.09	\$2,114.96	\$2,202.89	\$2,290.79	\$2,388.36
	<b>2027</b>	\$1,948.87	\$2,027.09	\$2,114.96	\$2,202.89	\$2,290.79	\$2,388.36
<b>5</b>							
	<b>2025</b>	\$2,007.02	\$2,094.02	\$2,181.07	\$2,268.11	\$2,364.71	\$2,461.50
	<b>2026</b>	\$2,027.09	\$2,114.96	\$2,202.89	\$2,290.79	\$2,388.36	\$2,486.12
	<b>2027</b>	\$2,027.09	\$2,114.96	\$2,202.89	\$2,290.79	\$2,388.36	\$2,486.12
<b>6</b>							
	<b>2025</b>	\$2,094.02	\$2,181.07	\$2,268.11	\$2,364.71	\$2,461.50	\$2,567.79
	<b>2026</b>	\$2,114.96	\$2,202.89	\$2,290.79	\$2,388.36	\$2,486.12	\$2,593.47
	<b>2027</b>	\$2,114.96	\$2,202.89	\$2,290.79	\$2,388.36	\$2,486.12	\$2,593.47
<b>7</b>							
	<b>2025</b>	\$2,181.07	\$2,268.11	\$2,364.71	\$2,461.50	\$2,567.79	\$2,674.16
	<b>2026</b>	\$2,202.89	\$2,290.79	\$2,388.36	\$2,486.12	\$2,593.47	\$2,700.90
	<b>2027</b>	\$2,202.89	\$2,290.79	\$2,388.36	\$2,486.12	\$2,593.47	\$2,700.90
<b>8</b>							
	<b>2025</b>	\$2,268.11	\$2,364.71	\$2,461.50	\$2,567.79	\$2,674.16	\$2,780.63
	<b>2026</b>	\$2,290.79	\$2,388.36	\$2,486.12	\$2,593.47	\$2,700.90	\$2,808.44
	<b>2027</b>	\$2,290.79	\$2,388.36	\$2,486.12	\$2,593.47	\$2,700.90	\$2,808.44
<b>9</b>							
	<b>2025</b>	\$2,364.71	\$2,461.50	\$2,567.79	\$2,674.16	\$2,780.63	\$2,886.96
	<b>2026</b>	\$2,388.36	\$2,486.12	\$2,593.47	\$2,700.90	\$2,808.44	\$2,915.83
	<b>2027</b>	\$2,388.36	\$2,486.12	\$2,593.47	\$2,700.90	\$2,808.44	\$2,915.83
<b>10</b>							
	<b>2025</b>	\$2,461.50	\$2,567.79	\$2,674.16	\$2,780.63	\$2,886.96	\$3,002.91
	<b>2026</b>	\$2,486.12	\$2,593.47	\$2,700.90	\$2,808.44	\$2,915.83	\$3,032.94
	<b>2027</b>	\$2,486.12	\$2,593.47	\$2,700.90	\$2,808.44	\$2,915.83	\$3,032.94



**April 1, 2025 (1.0%), 2026 (1.0%), 2027 (0.0%)**

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>1</b>							
	<b>2025</b>	\$44,892.78	\$46,650.10	\$48,409.78	\$50,168.94	\$52,182.56	\$54,444.60
	<b>2026</b>	\$45,341.71	\$47,116.60	\$48,893.88	\$50,670.63	\$52,704.38	\$54,989.04
	<b>2027</b>	\$45,341.71	\$47,116.60	\$48,893.88	\$50,670.63	\$52,704.38	\$54,989.04
<b>2</b>							
	<b>2025</b>	\$46,650.10	\$48,409.78	\$50,168.94	\$52,182.56	\$54,444.60	\$56,707.94
	<b>2026</b>	\$47,116.60	\$48,893.88	\$50,670.63	\$52,704.38	\$54,989.04	\$57,275.02
	<b>2027</b>	\$47,116.60	\$48,893.88	\$50,670.63	\$52,704.38	\$54,989.04	\$57,275.02
<b>3</b>							
	<b>2025</b>	\$48,409.78	\$50,168.94	\$52,182.56	\$54,444.60	\$56,707.94	\$58,970.77
	<b>2026</b>	\$48,893.88	\$50,670.63	\$52,704.38	\$54,989.04	\$57,275.02	\$59,560.48
	<b>2027</b>	\$48,893.88	\$50,670.63	\$52,704.38	\$54,989.04	\$57,275.02	\$59,560.48
<b>4</b>							
	<b>2025</b>	\$50,168.94	\$52,182.56	\$54,444.60	\$56,707.94	\$58,970.77	\$61,482.54
	<b>2026</b>	\$50,670.63	\$52,704.38	\$54,989.04	\$57,275.02	\$59,560.48	\$62,097.36
	<b>2027</b>	\$50,670.63	\$52,704.38	\$54,989.04	\$57,275.02	\$59,560.48	\$62,097.36
<b>5</b>							
	<b>2025</b>	\$52,182.56	\$54,444.60	\$56,707.94	\$58,970.77	\$61,482.54	\$63,999.03
	<b>2026</b>	\$52,704.38	\$54,989.04	\$57,275.02	\$59,560.48	\$62,097.36	\$64,639.02
	<b>2027</b>	\$52,704.38	\$54,989.04	\$57,275.02	\$59,560.48	\$62,097.36	\$64,639.02
<b>6</b>							
	<b>2025</b>	\$54,444.60	\$56,707.94	\$58,970.77	\$61,482.54	\$63,999.03	\$66,762.64
	<b>2026</b>	\$54,989.04	\$57,275.02	\$59,560.48	\$62,097.36	\$64,639.02	\$67,430.26
	<b>2027</b>	\$54,989.04	\$57,275.02	\$59,560.48	\$62,097.36	\$64,639.02	\$67,430.26
<b>7</b>							
	<b>2025</b>	\$56,707.94	\$58,970.77	\$61,482.54	\$63,999.03	\$66,762.64	\$69,528.08
	<b>2026</b>	\$57,275.02	\$59,560.48	\$62,097.36	\$64,639.02	\$67,430.26	\$70,223.36
	<b>2027</b>	\$57,275.02	\$59,560.48	\$62,097.36	\$64,639.02	\$67,430.26	\$70,223.36
<b>8</b>							
	<b>2025</b>	\$58,970.77	\$61,482.54	\$63,999.03	\$66,762.64	\$69,528.08	\$72,296.41
	<b>2026</b>	\$59,560.48	\$62,097.36	\$64,639.02	\$67,430.26	\$70,223.36	\$73,019.37
	<b>2027</b>	\$59,560.48	\$62,097.36	\$64,639.02	\$67,430.26	\$70,223.36	\$73,019.37
<b>9</b>							
	<b>2025</b>	\$61,482.54	\$63,999.03	\$66,762.64	\$69,528.08	\$72,296.41	\$75,061.06
	<b>2026</b>	\$62,097.36	\$64,639.02	\$67,430.26	\$70,223.36	\$73,019.37	\$75,811.67
	<b>2027</b>	\$62,097.36	\$64,639.02	\$67,430.26	\$70,223.36	\$73,019.37	\$75,811.67
<b>10</b>							
	<b>2025</b>	\$63,999.03	\$66,762.64	\$69,528.08	\$72,296.41	\$75,061.06	\$78,075.71
	<b>2026</b>	\$64,639.02	\$67,430.26	\$70,223.36	\$73,019.37	\$75,811.67	\$78,856.46
	<b>2027</b>	\$64,639.02	\$67,430.26	\$70,223.36	\$73,019.37	\$75,811.67	\$78,856.46

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>11</b>							
	<b>2025</b>	\$2,567.79	\$2,674.16	\$2,780.63	\$2,886.96	\$3,002.91	\$3,118.96
	<b>2026</b>	\$2,593.47	\$2,700.90	\$2,808.44	\$2,915.83	\$3,032.94	\$3,150.15
	<b>2027</b>	\$2,593.47	\$2,700.90	\$2,808.44	\$2,915.83	\$3,032.94	\$3,150.15
<b>12</b>							
	<b>2025</b>	\$2,674.16	\$2,780.63	\$2,886.96	\$3,002.91	\$3,118.96	\$3,244.69
	<b>2026</b>	\$2,700.90	\$2,808.44	\$2,915.83	\$3,032.94	\$3,150.15	\$3,277.13
	<b>2027</b>	\$2,700.90	\$2,808.44	\$2,915.83	\$3,032.94	\$3,150.15	\$3,277.13
<b>13</b>							
	<b>2025</b>	\$2,780.63	\$2,886.96	\$3,002.91	\$3,118.96	\$3,244.69	\$3,380.11
	<b>2026</b>	\$2,808.44	\$2,915.83	\$3,032.94	\$3,150.15	\$3,277.13	\$3,413.91
	<b>2027</b>	\$2,808.44	\$2,915.83	\$3,032.94	\$3,150.15	\$3,277.13	\$3,413.91
<b>14</b>							
	<b>2025</b>	\$2,886.96	\$3,002.91	\$3,118.96	\$3,244.69	\$3,380.11	\$3,515.43
	<b>2026</b>	\$2,915.83	\$3,032.94	\$3,150.15	\$3,277.13	\$3,413.91	\$3,550.58
	<b>2027</b>	\$2,915.83	\$3,032.94	\$3,150.15	\$3,277.13	\$3,413.91	\$3,550.58
<b>15</b>							
	<b>2025</b>	\$3,002.91	\$3,118.96	\$3,244.69	\$3,380.11	\$3,515.43	\$3,660.46
	<b>2026</b>	\$3,032.94	\$3,150.15	\$3,277.13	\$3,413.91	\$3,550.58	\$3,697.07
	<b>2027</b>	\$3,032.94	\$3,150.15	\$3,277.13	\$3,413.91	\$3,550.58	\$3,697.07
<b>16</b>							
	<b>2025</b>	\$3,118.96	\$3,244.69	\$3,380.11	\$3,515.43	\$3,660.46	\$3,815.13
	<b>2026</b>	\$3,150.15	\$3,277.13	\$3,413.91	\$3,550.58	\$3,697.07	\$3,853.28
	<b>2027</b>	\$3,150.15	\$3,277.13	\$3,413.91	\$3,550.58	\$3,697.07	\$3,853.28
<b>17</b>							
	<b>2025</b>	\$3,380.11	\$3,515.43	\$3,660.46	\$3,815.13	\$3,969.90	
	<b>2026</b>	\$3,413.91	\$3,550.58	\$3,697.07	\$3,853.28	\$4,009.59	
	<b>2027</b>	\$3,413.91	\$3,550.58	\$3,697.07	\$3,853.28	\$4,009.59	
<b>18</b>							
	<b>2025</b>	\$3,515.43	\$3,660.46	\$3,815.13	\$3,969.90	\$4,134.24	
	<b>2026</b>	\$3,550.58	\$3,697.07	\$3,853.28	\$4,009.59	\$4,175.59	
	<b>2027</b>	\$3,550.58	\$3,697.07	\$3,853.28	\$4,009.59	\$4,175.59	
<b>19</b>							
	<b>2025</b>	\$3,660.46	\$3,815.13	\$3,969.90	\$4,134.24	\$4,308.34	
	<b>2026</b>	\$3,697.07	\$3,853.28	\$4,009.59	\$4,175.59	\$4,351.42	
	<b>2027</b>	\$3,697.07	\$3,853.28	\$4,009.59	\$4,175.59	\$4,351.42	
<b>20</b>							
	<b>2025</b>	\$3,815.13	\$3,969.90	\$4,134.24	\$4,308.34	\$4,492.02	
	<b>2026</b>	\$3,853.28	\$4,009.59	\$4,175.59	\$4,351.42	\$4,536.94	
	<b>2027</b>	\$3,853.28	\$4,009.59	\$4,175.59	\$4,351.42	\$4,536.94	

11							
	2025	\$66,762.64	\$69,528.08	\$72,296.41	\$75,061.06	\$78,075.71	\$81,092.98
	2026	\$67,430.26	\$70,223.36	\$73,019.37	\$75,811.67	\$78,856.46	\$81,903.91
	2027	\$67,430.26	\$70,223.36	\$73,019.37	\$75,811.67	\$78,856.46	\$81,903.91
12							
	2025	\$69,528.08	\$72,296.41	\$75,061.06	\$78,075.71	\$81,092.98	\$84,361.83
	2026	\$70,223.36	\$73,019.37	\$75,811.67	\$78,856.46	\$81,903.91	\$85,205.44
	2027	\$70,223.36	\$73,019.37	\$75,811.67	\$78,856.46	\$81,903.91	\$85,205.44
13							
	2025	\$72,296.41	\$75,061.06	\$78,075.71	\$81,092.98	\$84,361.83	\$87,882.77
	2026	\$73,019.37	\$75,811.67	\$78,856.46	\$81,903.91	\$85,205.44	\$88,761.59
	2027	\$73,019.37	\$75,811.67	\$78,856.46	\$81,903.91	\$85,205.44	\$88,761.59
14							
	2025	\$75,061.06	\$78,075.71	\$81,092.98	\$84,361.83	\$87,882.77	\$91,401.08
	2026	\$75,811.67	\$78,856.46	\$81,903.91	\$85,205.44	\$88,761.59	\$92,315.09
	2027	\$75,811.67	\$78,856.46	\$81,903.91	\$85,205.44	\$88,761.59	\$92,315.09
15							
	2025	\$78,075.71	\$81,092.98	\$84,361.83	\$87,882.77	\$91,401.08	\$95,172.02
	2026	\$78,856.46	\$81,903.91	\$85,205.44	\$88,761.59	\$92,315.09	\$96,123.74
	2027	\$78,856.46	\$81,903.91	\$85,205.44	\$88,761.59	\$92,315.09	\$96,123.74
16							
	2025	\$81,092.98	\$84,361.83	\$87,882.77	\$91,401.08	\$95,172.02	\$99,193.47
	2026	\$81,903.91	\$85,205.44	\$88,761.59	\$92,315.09	\$96,123.74	\$100,185.41
	2027	\$81,903.91	\$85,205.44	\$88,761.59	\$92,315.09	\$96,123.74	\$100,185.41
17							
	2025	\$87,882.77	\$91,401.08	\$95,172.02	\$99,193.47	\$103,217.29	
	2026	\$88,761.59	\$92,315.09	\$96,123.74	\$100,185.41	\$104,249.47	
	2027	\$88,761.59	\$92,315.09	\$96,123.74	\$100,185.41	\$104,249.47	
18							
	2025	\$91,401.08	\$95,172.02	\$99,193.47	\$103,217.29	\$107,490.32	
	2026	\$92,315.09	\$96,123.74	\$100,185.41	\$104,249.47	\$108,565.22	
	2027	\$92,315.09	\$96,123.74	\$100,185.41	\$104,249.47	\$108,565.22	
19							
	2025	\$95,172.02	\$99,193.47	\$103,217.29	\$107,490.32	\$112,016.76	
	2026	\$96,123.74	\$100,185.41	\$104,249.47	\$108,565.22	\$113,136.92	
	2027	\$96,123.74	\$100,185.41	\$104,249.47	\$108,565.22	\$113,136.92	
20							
	2025	\$99,193.47	\$103,217.29	\$107,490.32	\$112,016.76	\$116,792.40	
	2026	\$100,185.41	\$104,249.47	\$108,565.22	\$113,136.92	\$117,960.32	
	2027	\$100,185.41	\$104,249.47	\$108,565.22	\$113,136.92	\$117,960.32	

**APPENDIX 2**  
**“ALL MUNICIPAL UNITS”**

Amherst	Victoria County
Annapolis County	West Hants
Annapolis Royal	Westville
Antigonish County	Truro
Antigonish Town	Wolfville
Argyle	Yarmouth District
Barrington	Yarmouth Town
Berwick	
Bridgewater	
Cape Breton Regional Municipality	
Chester	
Clare	
Clark's Harbour	
Colchester County	
Cumberland County	
Digby District	
Digby Town	
East Hants	
Guysborough District	
Halifax	
Inverness County	
Kentville	
Kings County	
Lockeport	
Lunenburg District	
Lunenburg Town	
Mahone Bay	
Middleton	
Mulgrave	
New Glasgow	
Oxford	
Pictou County	
Pictou Town	
Port Hawkesbury	
Region of Queens	
Richmond County	
Shelburne District	
Shelburne Town	
St. Mary's	
Stellarton	
Stewiacke	
Trenton	
Windsor	

**MEMORANDUM OF AGREEMENT 1**  
**“REMOVAL EXPENSE MEMORANDUM”**

**DEFINITIONS**

- 1.1 Except as herein provided words and phrases shall have the same meaning as in Article 1 of the Collective Agreement.
- 1.2 “day” means calendar day;
- 1.3 “Dependent” means
  - (a) the spouse of an employee
  - (b) an Employee’s child who has not passed their 19th birthday, or in respect of whom the employee is entitled to an exemption under the Income Tax Act;
  - (c) any other relative of an employee who is a member of the employee’s household and who is dependent of them for support by reason of incapacity of ill health, provided the employee certifies that they are entitled to an exemption for this.
- 1.4 “Place of Duty” means the location of the official station or headquarters at or from which an employee ordinarily performs their duties.
- 1.5 “Transfer” means the movement of an employee from one place of duty to another place of duty.
- 1.6 “Removal Expense” means the cost incurred by an employee, who has been transferred, to affect the transfer.
- 1.7 “Household Effects” means the furniture, household equipment and personal effects of an employee and their dependents used in the regular dwelling, but excludes livestock, lumber, heavy equipment or similar items, and any items used in connection with a secondary source of family income.

**GENERAL POLICY**

- 2.1 No representative of the Employer shall make any commitment to any employee which contravenes the terms and conditions set out in this Memorandum.

- 2.2 In any transfer or relocation, the objective is to relocate the employee in the most efficient manner that is at the most reasonable cost to the Employer and having the minimum detrimental effect on the employee.
- 2.3 For any transfer, the terms and conditions of reimbursement are to be discussed with the employee at the time of their notification of transfer and are to comply with this Memorandum.
- 2.4 Under the terms of this memorandum, there is a minimum distance qualification which governs the eligibility of an employee for reimbursement of removal expenses. Generally, expenses will not be paid where the old and new places of duty are within the same metropolitan area or are within reasonable commuting distance of each other. Moving expenses shall not be paid unless:
- (a) the new place of duty is outside a radius of 32 kilometers (20 miles) from the old place of duty, and
  - (b) the new residence is outside a radius of 32 kilometers (20 miles) from the old residence.
- 2.5 The Employer shall pay removal expenses, including disconnecting and reconnecting services, for a mobile home provided that the total costs of such does not exceed the cost of comparable removal expenses involving conventional housing.
- 2.6 Upon authorization of the Employer an advance may be made to an employee of the estimated cost of the removal expenses; or the Employer may be requested to pay invoices for transportation, cartage and other eligible expenses; payments so made will be considered as an advance to the employee pending the approval of their account for removal expenses.
- (a) When advance is made, the employee shall account for it within thirty days after the date of their arrival at the new place of duty and shall refund any unexpended balance forthwith, failing which, the Employer shall recover the amount due from their salary.
- 2.7 If an employee incurs expenses related to their transfer/relocation before they have received written notification or confirmation of transfer/relocation the Employer may reimburse the employee for such expenses where the Employer is satisfied the expenses were incurred in anticipation of the transfer/relocation.
- 2.8 Before payment, all claims made under this memorandum shall be certified by the Employer as being:
- (a) in accordance with this memorandum

- (b) just and reasonable.

### **EMPLOYEES MOVING EXPENSES**

#### **3.1 Consequences of Employer and Employee initiated transfers:**

- (a) The transfer of an employee which is initiated by the Employer, (excluding employment competitions) is subject to the terms and conditions set out in this Memorandum.
- (b) where an employee is required to change their residence by reason that:
  - i. the employee is granted a transfer at their request, or
  - ii. the employee is successful through competitive examination for appointment to a vacant position, the employee is entitled to claim only those expenses and allowances which are authorized by the Employer.

#### **3.2 Removal expenses may include:**

- (a) travelling expenses incurred by the employee and their spouse, including living expenses for not more than ten (10) days for the purpose of locating new housing accommodations; further extensions requiring prior approval of the Employer;
- (b) the temporary living expenses of a single employee without dependents to a maximum of fourteen (14) days;
- (c) the temporary living expenses of an employee and their dependents to a maximum of thirty (30) days, extended, if necessary, for a further fourteen (14) days at the discretion of the Employer. Further extensions require prior approval of the Employer;
- (d) packing, unpacking, cartage and freight of their household effects and necessary storage of these effects to a maximum of thirty days, including insurance there on while in transit and/or in storage. Storage charges on household effects in excess of thirty days shall not be considered as removal expenses, unless the Deputy Head of the employing department certifies that the excess period of storage is necessitated by circumstances outside, or beyond the control of the employee;

- (e) up to \$2,000.00 to cover documented allowable miscellaneous expenses such as, disconnecting telephones, cable TV, computer equipment, stoves and other household equipment; connecting such equipment as was in use by the employee prior to their relocation; cleaning drapes and rugs or as an allowance toward the purchase of drapes and rugs similar to those in use by the employee prior to their relocation, at the discretion of the Deputy Head;
- (f) realty agency costs actually incurred by the employee in selling their old residence, including multiple listing charges, but not exceeding the prevailing rates in the area; as well as the necessary legal fees and mortgage interest penalty cost, provided that residence is listed for sale within sixty days of the relocation notification, or if not listed within 60 days of the relocation notification, the Employer is satisfied that the expenses relate to the employee's transfer;
- (g) The actual expenses of fulfilling the employee's legal liability under a lease for accommodation at the place from which they are being relocated;
- (h) actual legal fees and disbursements including, recording fees, deed transfer taxes and survey fees, paid by the employee, pre owing their own home, in the purchase of a new home due to relocation;
- (i) any other expenses authorized under this memorandum or as approved by Treasury & Policy Board under Section 3.6.
- (j) If an employee has a spouse who is also an employee and both parties are transferred to the same place, the terms and conditions of this memorandum shall apply as to an employee and spouse, not as two separate employees.
- (k) An employee who is transferred, shall move their household effects as economically as is consistent with efficiency of service and safety in transit of such, but in no case shall the cost exceed the amount that would be charged by an efficient, licensed carrier. Wherever possible, bids should be obtained from at least three recognized carriers, with the lowest bidder being engaged. The Employer should so certify in cases where it is not possible to obtain three competitive bids.
- (l) The employee and their dependents may travel by automobile and charge the allowable mileage rates for employees or by bus, train or aircraft and the rules applicable to such modes of travel shall pertain.



- (m) Where, in the opinion of the Employer, an employee suffers financial hardship by reason of transfer, additional assistance may be approved in compensation for such hardship as follows:

**ACCOMMODATION BEING VACATED**

An employee may be reimbursed for part or all of duplicate housing costs consisting of the interest portion of a mortgage, property insurance and utility costs paid in respect of the employee's former residence for a period for which the employee is also occupying a paying mortgage or other interest in respect of a new residence. Such reimbursement shall be limited to the lesser of the actual costs for a period not to exceed three months or two thousand dollars (\$2,000).

**NEW ACCOMMODATION:**

An employee may be reimbursed for part or all of interest charges for a bridging loan to enable the employee to meet the down-payment on a new residence pending the sale of their former residence. Such interest charges may be claimed for a period not to exceed three months or \$5,000. Whichever is less.

**MAXIMUM PRINCIPAL AMOUNT OF BRIDGING LOAN INTEREST CHARGES:**

The maximum principal amount of the bridging loan that can be claimed shall not exceed a figure equivalent to twenty-five (25) percent of the purchase price of the new residence.